

JCampus Gradebook Guide Calcasieu Parish

Revised 07/07/2023

Classroom Guide

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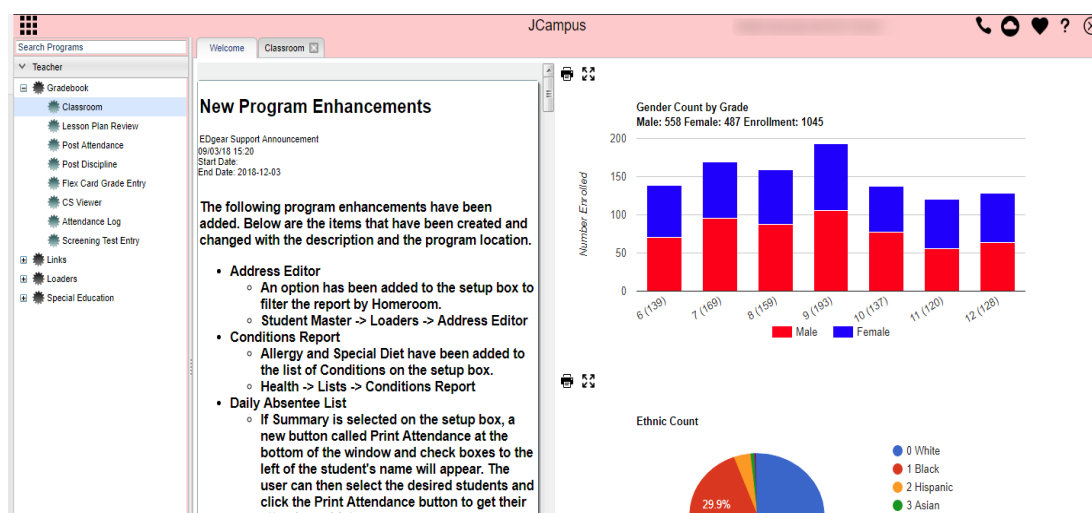
Starting Gradebook: JCampus Version “Classroom”

Using Google Chrome, go to <https://jcampus.cpsb.org/jcampus/>. Enter your **User ID** and **Password**, then click **Login**.



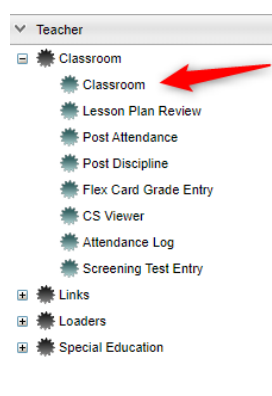
Important for Gradebook: Save often and **Logout** when done! If stopping Web Gradebook for a moment to do some other task, be sure to save first!

Main Screen for JCampus – 3 sections – **Menu Items**, **Welcome Messages** from Edgear (black font) or MIS (blue font), **Stats** for school/district enrollment and ethnicity breakdown.



Classroom - Gradebook

Click on **Classroom** to open the gradebook.

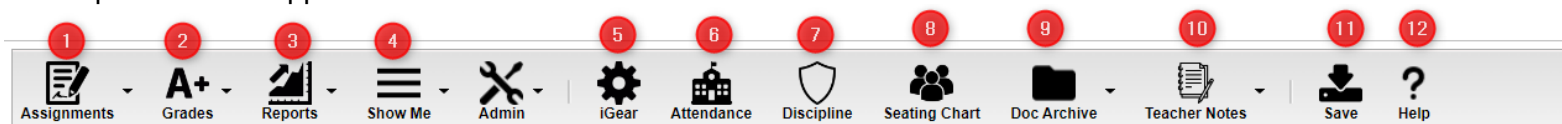


At the top of the screen, you must choose **Course & Marking Period**.

Year: 1920 District: 010 School: 026 Teacher: [] Course: 1 PD: Marking Period: 2

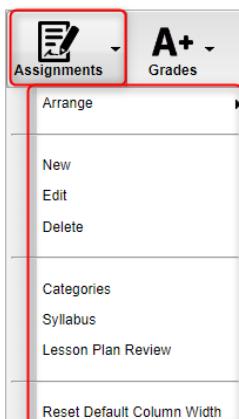
Toolbar Icons

Tooltips are available for each icon. Just hold your mouse pointer (without clicking) over each icon and an explanation will appear.

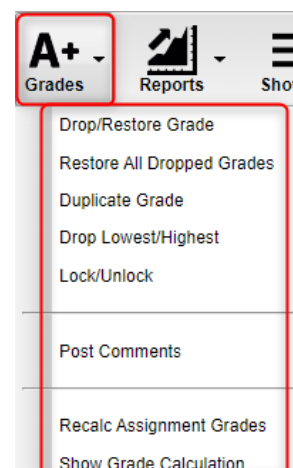


- 1. Assignments:** Click to display the dropdown menu to access the **New** item which creates a **New Assignment** for the class section. Once an assignment is created, you can use the **Edit** item to make changes or the **Delete** the item to remove an assignment.

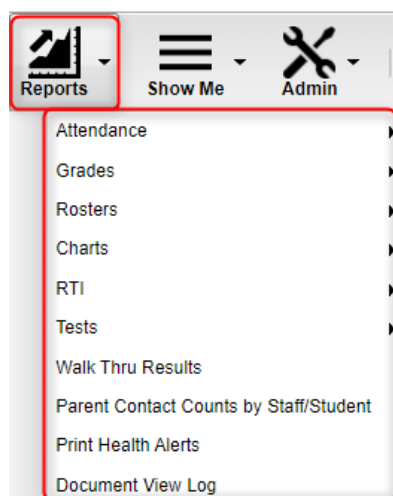
Also access
Categories &
Syllabus.



- 2. Grades:** This menu allows you to use grades features.

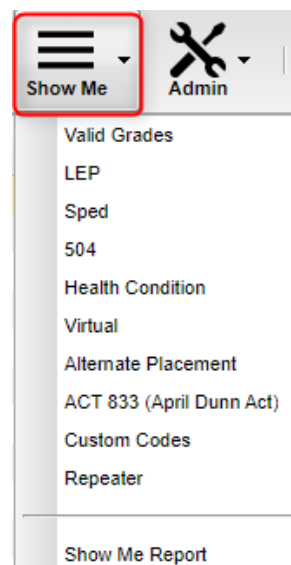


- 3. Reports:** Creates reports, logs, charts, etc. The Charts create different types of charts dealing with assignments.



You can also view
student permission

- 4. Show Me:** Allows you to see Empty Grades, LEP students, Special Ed Student, 504 Students, and Health Condition students.



- 5. iGear:** Allows teachers to obtain other information about students.

(Ex. Demographics,
Schedule, Discipline, etc.)

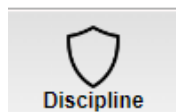


- 6. Attendance:** Allows teachers to complete daily attendance.



7. **Discipline:** Allows teachers to complete their sections of the Behavioral Form if they enter their own discipline.

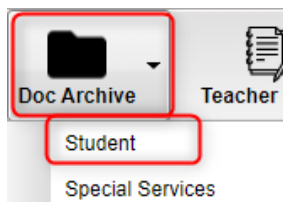
(Not all teachers have this access)



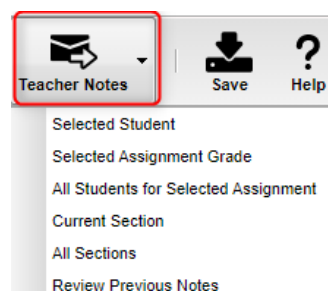
8. **Seating Chart:** Creates a seating chart for the students in each class.



9. **Doc Archives:** Shows student's Document Archive Records.



10. **Teacher Notes:** Allows teachers to send notes to students or parents in your classes. This is visible in the Student Progress Center.



11. **Save:** Very important item. Used to save grades entered on each assignment. This is a must to save the grades – whether new grades or changes to existing grades.



12. **Help:** By clicking the help button, you will be directed to EDgear's help site.

https://wiki.edgear.net/wiki/w/index.php?title=Main_Page

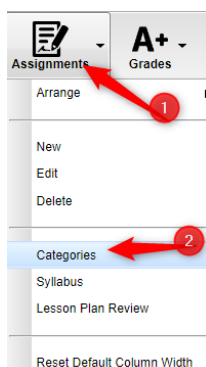


Setting up Categories : (HIGH SCHOOL ONLY)

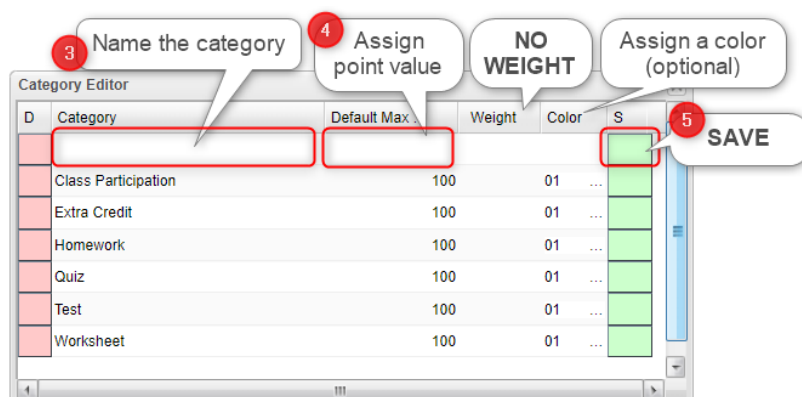
Use categories to organize your gradebook but is not mandatory. Using categories creates items used as defaults and can be changed when entering a new assignment. This feature allows you to choose specific colors for the different types of assignments given in a class. (i.e. Test, Quiz, Term Paper, etc.) These categories will appear in the **Assignment Type** drop-down box when you create a new assignment.

Creating Categories:

1. Click on Assignments
2. Click on Categories



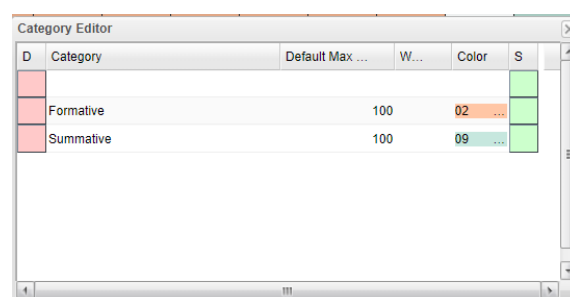
3. The Category Editor screen appears. Here you can name the categories (ex. Tests, projects, homework...).
4. Assign point value . It will default to 100, change if needed. You can assign a color code to each category.
5. Click in the green space to **SAVE**.



****LEAVE WEIGHT FIELDS BLANK****

(Calcasieu Parish Policy DOES NOT ALLOW weighted categories)

Another example of Categories using Formative & Summative.



****For High School****

Understanding Formative/Summative %'s.

- 40/60 is the guideline, if you end up with 37/63 or 45/55 it will be OK. (**These values are NOT entered as Weights in Category Editor**)

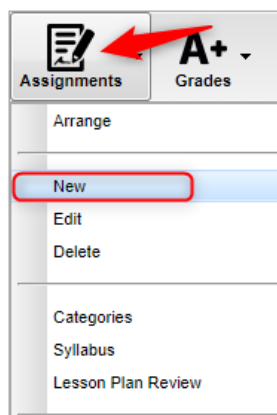
The 40% Formative/60% Summative formula is the **% of the total point value** of all items in the gradebook. NOT the % of the number of assignments.

Ex. If the Total points for the end of the MP is 450 then

- 180 should be Formative Points (450 X .40)
- 270 should be Summative Points(450 X .60)
- **NOT** 6 out of 15 assignments being formative, unless each assignment is worth 100 points.

Creating a New Assignment & Entering Assignment Grades

1. Click **Assignments** then **New**.



2. Enter a title for the assignment in the **Assignment Title** field.
3. Click the drop down arrow in the **Category** field to pick the category of the assignment. (*High School only*)
4. The **Grade Post Type** will already be populated. **Can't change**.
5. Based on the **Grade Post Type** and **Category** chosen, a default **Maximum Value** (Points possible) will be displayed.

-If the **Grade Post Type** is **Letter Grade** or **OSN Letter Grade**, the **Maximum Points** cannot be edited.

-If the **Grade Post Type** is **Numerical Grade** and the user wishes to change the **Maximum Value**, click in the field, backspace out the existing value, and enter the desired amount.

If there are **Bonus Points** possible, enter them in the **Bonus Points** field. **Bonus Points** are only valid when using the **Numerical Grade** grade type.

6. Enter the **Date Assigned** and **Date Due** fields.
7. If you wish to copy the assignment to other classes, click the **Copy to Other Sections** button, or if not, click **Save** to enter the assignment to this section only.

Assignment Editor

Save Copy Attach

Assignment Title :

Category :

Grade Post Type :

Standards :

☐ Do Not Show In Gradebook

Maximum Points : Bonus Points : Weight :

Date Taught From : Nov 30 2021 Date Taught To : Nov 30 2021

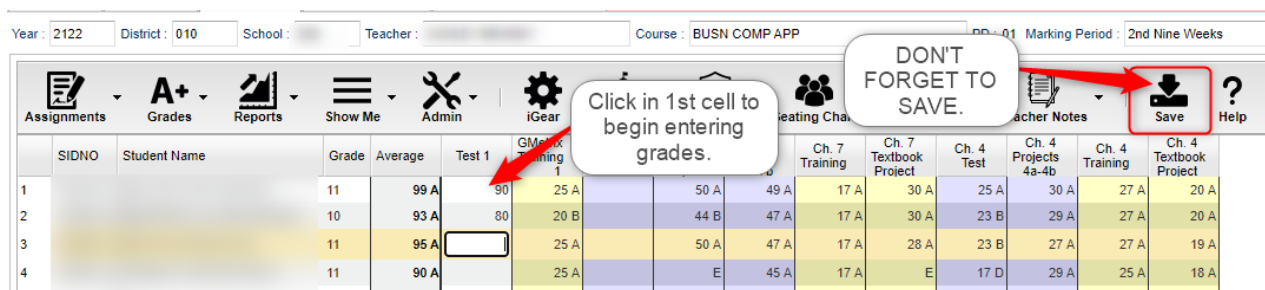
Date Due : Nov 30 2021

Prerequisite(s) :

Set Font... Set Font Size... B / U T

Objective(s) Lesson Plan Homework Modification(s) Instructional Eval/Assess

8. A new column for the assignment will now be displayed in the grade book. Double click in the first cell, then begin to type the grade for the assignment. To move to the next cell, simply tap the ENTER button or the DOWN arrow and the active cell will drop down to the next student. After entering the grades, click on the **SAVE** icon (a down arrow) at the top of the tool bar.



Common Core Standards: Associating with Assignments

When creating a new assignment, the steps below will walk you through the process of attaching the standards to the assignment.

1. Select the **Assignment** icon at the top of the gradebook window.
2. Select **New**.
3. Enter the Assignment Title, Category, and Grade Type.
4. Click in the **Core Standards** field and a list of Content Areas (English Language Arts, Mathematics, Science, Social Studies) will appear on the left of the screen. At this time there are standards only for English Language Arts and Mathematics. Science and Social Studies will be added as they become available.
5. At the bottom left of the screen will be a grade level. The default value will be the grade level of the course. The set of standards to be displayed will be based on this value. The grade level can be changed by clicking on the drop down arrow.
6. Each Content Area is further divided into one or more Domains.
7. Each Domain has one or more Clusters. After selecting a Cluster, the standards will be listed on the right side of the screen with a light brown background color.
8. To **select a standard**, click the green plus sign at the top left corner of the standard. The background color will change to a blue background and the green plus sign will change to a red X.
9. The selected standard(s) will appear at the bottom of the screen.
10. To **unselect a standard**, click the red X. The background color will return to the original light brown and the red X will be replaced with the original green plus sign.
11. To **save the selected standards**, click the **Submit** button at the bottom right of the window.
12. The standards selection window goes away. The Assignment window will be on the screen with the selected standards listed in the Core Standards field.
13. Continue entering information about the Assignment and **save** the assignment.

If the assignment already exists, use the method of editing an assignment with which you are familiar; then, follow the steps above **beginning with step 5** to add the standards.

To search for a specific term/word within the standards use the following steps.

1. In the upper right of the standards window is a **search** field.
2. Click in the field and type the word(s) for your search; then, press enter or click on the icon at the end of the search field.
3. All standards that have this word in the description will be displayed on the screen. The list will include standards from all Content Areas not just the current selected area.
4. You may select items from this list of standards as described above.

Grade Types

1. **Numeric Grade:** This type will permit the entering of numeric grades **such as 95, 78, 30, etc...** You can post the numerical value and use a decimal if desired. The equivalent alpha grade is determined based on your grading scale as set in your pupil progression setup. See Valid Grades section below.
2. **Letter Grade:** This type will permit **the entering of alpha** grades **such as A, B, C, etc...** You would simply post the alpha or other grade. See Valid Grades **section below**.
3. **OSN Letter Grade:** This type will permit the entering of O, S, and N, letters for student assignments.
4. **Alternate (V.1):** This type will permit the entering of numeric grades **such as 95, 78, 30, etc..** but will use a 10 pt scale. You can post the numerical value and use a decimal if desired. **High School Dual Enrollment & AP use this grade type.**

****if you ever think the grade type is not correct for your class, please let MIS know)**

Valid Grades

1. **Alpha:** Valid grades are A, B, C, D, and F.
2. **Numeric:** Valid grades are 0 to the **Maximum Point Value** and can be decimal. For example, you may opt to award a half point on a partially correct answer. Thus, you can post a 95.5 providing the value is within the assignment's total points possible.
3. **O, S, N Letter:** Valid grades are O, S, and N.
4. **Other:** Valid other grades are **E, I, X** and blank. These grades are always valid for any assignment. A blank assignment grade is equivalent to the E grade below.

E Used to mark an assignment grade as exempt grade for a student and it is not counted as a part of the final marking period average. **(Not recommended. A better option is to leave it blank. Blank = exempt)**

i Used to mark an assignment as incomplete. The grading period average will include an "I" assignment in the possible points. Calculate it as a zero.

X Used to mark an assignment grade as a grade where the student failed to make up an assignment. It is treated as a zero (0) in computing a final marking period average.

Example of how E, X, 0, and I's can affect the grades.

	Grade	Average	Sample Test 3	Sample test 2	Sample test 1
True average		87 B	80 C	88 B	93 A
	11	91 B		88 B	93 A
R	11	91 B	E	88 B	93 A
R	11	60 F	0 F	88 B	93 A
P	11	60 F	0 X	88 B	93 A
SE	11	60 I	I	88 B	93 A

The top line is the student's true grade.

-With a blank or E, the student has a 91B. It is only averaging 2 grades.

-With the zero or X, the student has a 60F.

-With the I, the student has a 60F but an I displays on the Report Card or IPR.

Syllabus

The syllabus lists all assignments and information about each one. A user can edit assignments here.

Assignment Syllabus																			
	Assignment	Category	Grade Post Type	Maximum Points	Bonus Points	Weight	Date Assigned	Date Due	Prerequisite(s)	Lock	Hide	Ob	Lp	Hw	Mo	Im	Ev		
1	<input type="checkbox"/> August 16-20 Lesson Plans	Lesson Plans	Numerical Grade	0	0		2010-08-16	2010-08-20			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	<input type="checkbox"/> Aug 23- 27 Lesson Plans	Lesson Plans	Numerical Grade	0	0		2010-08-23	2010-08-27			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3	<input type="checkbox"/> Aug 30-Sept 3 Lesson Plans	Lesson Plans	Numerical Grade	0	0		2010-08-27	2010-08-27			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
4	<input type="checkbox"/> Sept 6-10 Lesson Plans	Lesson Plans	Numerical Grade	0	0		2010-09-06	2010-09-10			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
5	<input type="checkbox"/> Sept 13-17 Lesson Plans	Lesson Plans	Numerical Grade	0	0		2010-09-13	2010-09-17			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
6	<input type="checkbox"/> Sept 20-24 Lesson Plans	Lesson Plans	Numerical Grade	0	0		2010-09-20	2010-09-24			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
7	<input type="checkbox"/> Test Chapter 2-1 to 2-4	Test	Numerical Grade	100	10		2010-09-21	2010-09-21			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
8	<input type="checkbox"/> LACCActivityRational Numbers	Comp. Curriculum	Numerical Grade	25	0		2010-09-17	2010-09-17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
9	<input type="checkbox"/> Vocabulary Chapter 2	Vocabulary	Numerical Grade	20	0		2010-09-17	2010-09-17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
10	<input type="checkbox"/> Rational Numbers Practice/Skills	Workbooks	Numerical Grade	65	0		2010-09-17	2010-09-17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
11	<input type="checkbox"/> Test Distributive Property	Test	Numerical Grade	100	0		2010-09-10	2010-09-10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
12	<input type="checkbox"/> Homework (1-1to1-3)	Homework	Numerical Grade	20	0		2010-08-26	2010-08-26			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
13	<input type="checkbox"/> Skills Practice and Practice Work	Worksheets	Numerical Grade	65	0		2010-08-26	2010-08-26			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
14	<input type="checkbox"/> EOC(end of course) Pre Test	Pretest	Numerical Grade	20	0		2010-08-26	2010-08-26			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
15	<input type="checkbox"/> Vocabulary Chapter 1	Vocabulary	Numerical Grade	20	0		2010-08-26	2010-08-26			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
16	<input type="checkbox"/> Test (1-1 thru 1-3) Expressions	Test	Numerical Grade	100	11		2010-08-26	2010-08-26			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
17	<input type="checkbox"/> Scholastic Pre test	Pretest	Numerical Grade	20	0		2010-08-19	2010-08-19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
18	<input type="checkbox"/> Making Changes in math activity	Literacy Strategy	Numerical Grade	20	0		2010-08-19	2010-08-19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

Columns on the far end of the Syllabus

Lock/Unlock - Shows if assignment is locked **by the teacher** by using the Grades→Lock/Unlock feature within the gradebook. Editing of the assignment is blocked as well as editing of grades. Grades will turn red in the gradebook.

Hide - Shows that the assignment is marked "Do not show in gradebook"

Ob - Objectives added to the assignment/lesson plan

Lp - Lesson Plans added to the assignment/lesson plan

Hw - Homework added to the assignment/lesson plan

Mo - Modifications added to the assignment/lesson plan

Im - Instructional Methods added to the assignment/lesson plan

Ev - Evaluations/ Assessments added to the assignment/lesson plan

Duplicate a Grade

Sometimes it is handy to be able to duplicate a grade to all students on an assignment. The steps below describe how this can be done.

1. Create an assignment as described in the previous section.
2. Click **Grades**, then **Duplicate Grade**.
3. Click to select the assignment to duplicate grades to. In the **Enter Grade Value** field, enter the grade to be duplicated. Click **Apply Duplicate**.
4. The grade will now display in each student's cell. If a single student did not make the duplicated grade, simply click in the cell, backspace the entry out, then enter the correct value, then tap the ENTER key or move down to the next student.

Transfer Students and Assignments in Classroom

When you get a new student, there will be an average temporarily displayed in **Classroom** for that student.

If you have already posted assignment grades for other students, you must do the following in order for their grade in your class to reflect the grade they came to you with.

Enter the Transfer Average for All Prior Assignments

For an **elementary or middle school** student in this scenario, the student is coming to you with a letter grade average and you have already recorded several grades for assignments that were completed before this student enrolled in your class.

1. In **Classroom**, enter the letter grade from the previous course for **all** missed assignments.
2. Click **SAVE**.

IF the transfer grade is a "C", you would enter a C for each assignment the student has missed this marking period. (As soon as you begin putting grades in the average that was in the gradebook changes.)

	SIDNO	Student Name	Grade	Aver...	Rob...	What...	Bat L...	Henr...	testing
1			03	3.20 B	B	B	A	B	B
2			03	3.20 B	A	B	A	C	B
3			03	3.60 A	A	A	B	A	B
4			03	3.00 B	C	C	E	A	A
5			03	2.40 C	A	C	C	C	C
6				2.60 B	B	D	C	B	A
7				3.60 A	A	C	A	A	A
8				2.20 C	C	C	C	C	B
9				2.40 C	B	D	C	A	C
10				1.25 D	D	D	C		D
11				3.40 B	A	A	A	A	D
12			03	3.00 B	A	B	A	C	C
13			03	2.80 B	B	D	C	A	A
14			03	2.80 B	B	B	B	D	A
15			03	2.20 C	D	C	B	D	A
16			03	3.00 B	B	B	C	A	B
17			03	3.60 A	A	C	A	A	A
18			03	0.60 F	F	F	F	C	D
19	4609949	STENBECK CARI OS FRANCIS	03	2.40 C	B	C	C	B	C

For a **high school** student in this scenario, the student is coming to you with a numeric average and you have already recorded several grades for assignments that were completed before this student enrolled in your class.

1. In **Classroom**, multiply each assignment's possible points by the average from the previous course.
 - a. For example, let's say a student enters your class with a 75 average and you already have three graded assignments worth 25, 50, and 75 points respectively.
 - b. You will multiply .75 times the first assignment total of 25 and record 18.75 for that assignment.
 - c. You will multiply .75 times the second assignment total of 50 and record 37.5 for that assignment.
 - d. You will multiply .75 times the third assignment total of 75 and record 56.25 for that assignment.
2. Click **SAVE**.

Here is an example : (High School)

A student comes to you from another school with an average of 78C.

For you to calculate his correct average, you would need to look at your Assignment Syllabus and determine what 78% of each of the assignments he missed would have been.

Assignment	Maximum Points	Bonus Points	Weight
<input type="checkbox"/> Bibliography Note Cards	15	0	
<input type="checkbox"/> 15 Research Notecards Check	15	0	
<input type="checkbox"/> 10 Research Notecards Check	10	0	
<input type="checkbox"/> Research Paper Content	100	0	
<input type="checkbox"/> Research Paper Form	50	0	
<input type="checkbox"/> Research Paper Mechanics	100	0	
<input type="checkbox"/> Research Paper Works Cited	50	0	
<input type="checkbox"/> TKAM Quickwrite	10	0	
<input type="checkbox"/> TKAM Chapter 1 One Question	5	0	
<input type="checkbox"/> Chapter 2 Close Reading	10	0	
<input type="checkbox"/> TKAM Chapters 2-3 OQQ	5	0	
<input type="checkbox"/> TKAM Chapter 4 OQQ	5	0	
<input type="checkbox"/> TKAM Chapter 5 OQQ	5	0	
<input type="checkbox"/> TKAM Chapter 10 One Question	5	0	
<input type="checkbox"/> Reading Participation	100	0	
<input type="checkbox"/> A Day in the Life of the Working Person	20	0	
<input type="checkbox"/> TKAM Chapter 16 OQQ	5	0	
<input type="checkbox"/> Iphone Characterization Activity	30	0	

Since the student came to you with a 78C average, you would have to find 78% of each maximum points of the assignments he missed.

Ex. Biography Note Cards -
78% of 15 points = 11.7

15 Research Notecards Check -
78% of 15 = 11.7

10 Research Notecard Check -
78% of 10 points = 7.8

Research Paper Content -
78% of 100 = 78

Once you have calculated the points earned per assignment, you can go into your class grades, and give him the grades reflecting the 78C average.

Click **SAVE**.

5 F	15 A	10 A	94 A	45 B	100 A	48 A	10 A	5 A
10 D	15 A	7 D	100 A	40 C	90 B	50 A	0 F	1 F
15 A	15 A	10 A	95 A	30 F	80 C	48 A	10 A	1 F
15 A	9 F	10 A	80 C	30 F	85 B	50 A	10 A	1 F
5 F	15 A	10 A	50 F	25 F	50 F	25 F	10 A	5 A
15 A	15 A	9 B	90 B	50 A	85 B	49 A	10 A	5 A
15 A	15 A	10 A	100 A	48 A	98 A	50 A	10 A	5 A
15 A	15 A	10 A	100 A	50 A	100 A	50 A	10 A	5 A
14 A	15 A	10 A	100 A	48 A	98 A	48 A	10 A	5 A
15 A	15 A	10 A	50 F	25 F	50 F	25 F	10 A	5 A
14 A	15 A	10 A	100 A	30 F	96 A	48 A	10 A	5 A
12 C	8 F	7 D	90 B	30 F	80 C	50 A	0 F	5 A
15 A	15 A	10 A	100 A	45 B	100 A	40 C	10 A	1 F
15 A	10 D	0 F	100 A	48 A	60 F	42 C	10 A	5 A
11.7 C	11.7 C	7.8 C	78 C	39 C	78 C	39 C	7.8 C	3.9 C
15 A	15 A	7.5 C	89 B	45 B	60 F	48 A	10 A	1 F
13 B	15 A	10 A	100 A	46 B	96 A	50 A	10 A	5 A
15 A	15 A	10 A	95 A	40 C	84 C	48 A	10 A	5 A
2 F	5 F	0 F	0 F	0 F	0 F	0 F	10 A	0 F
4 F	10 D	0 F	0 F	0 F	0 F	0 F	10 A	1 F
14 A	15 A	10 A	65 F	30 F	96 A	42 C	10 A	1 F
9 F	8 F	5 F	70 D	30 F	90 B	50 A	10 A	0 F
11 D	15 A	5 F	80 C	30 F	95 A	38 C	10 A	1 F
15 A	15 A	10 A	55 F	28 F	60 F	50 A	0 F	1 F
15 A	15 A	10 A	90 B	45 B	100 A	50 A	10 A	5 A

Another Method for creating a transfer grade for new students (High School)

On the day a new student enters your class,

1. Create an assignment "Transfer Grade 1".
2. Make this assignment worth the number of points available to students at that time, which is the number of points that student missed.
3. Go to **A+Grades**, Duplicate Grade. Choose the assignment Transfer Grade 1 and assign an E to all students.

When you get a grade in progress for the new student, give them the corresponding number of points for the Transfer Grade.

For ex. If the total points the student missed was 150 and they came to you with a 78%.

Calculate $.78 \times 150 = 117$. So make the Transfer grade worth 150 points and give the student a 117 as the grade.

4. When you get another new student in the same class, create Transfer Grade 2.

Grade	Average	TG1	Sample Test 3	Sample test 2	Sample test 1
10	87 B	E	80 C	88 B	93 A
New student	77 C	230 C			
11	87 B	E	80 C	88 B	93 A
11	87 B	E			
11	87 B	E			
11	87 B	E			

3 Sample test worth 100pts. each
Make TG1 grade worth 300 pts. then figure 77% of 300 = 230

Dropped students

If a student drops and you need to enter more grades to determine their grade in progress, you can do 'restore dropped grades' under A+ grades.

You can also use this when a student drops your class, then returns.

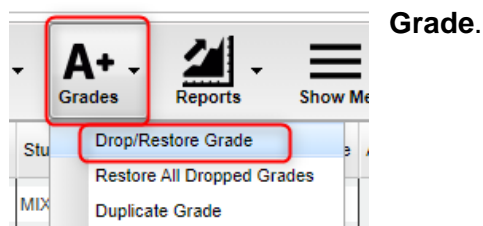
Restoring grades for students that are grey in your gradebook.

1. Select one of the grades that are grey.

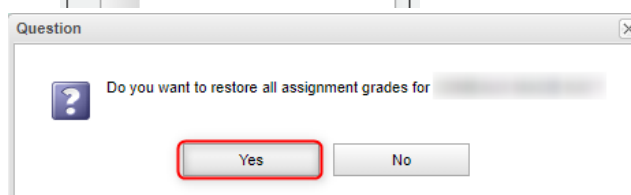
85		07	3.00 B					
86		07	3.00 B				C	A
87		07	3.33 B				C	A
88	4389828	DAVIS MARIAN ELISE	07	2.50 B			C	B

Click on this grade.

2. Click the Grades tab then **Drop/Restore**



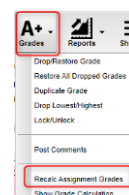
3. You will get this message. Select YES.



You can now edit these grades as needed. Then **SAVE**

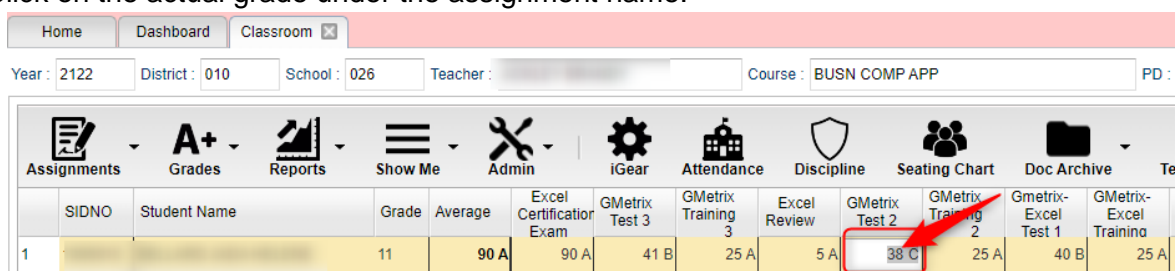


You may also have to **Recalc Assignment Grades after you do this



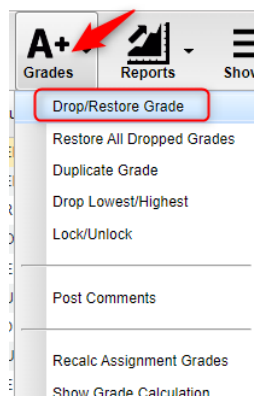
Drop a Single Grade in the Gradebook:

1. Click on the actual grade under the assignment name:

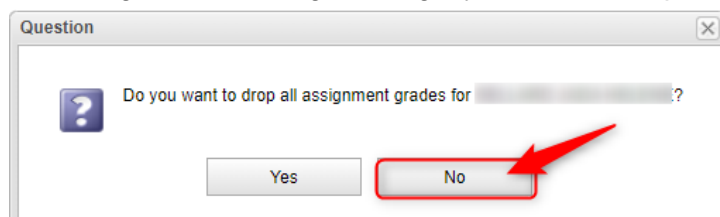


	Home	Dashboard	Classroom
Year :	2122	District :	010
School :	026	Teacher :	
Course :	BUSN COMP APP		
PD :			
	Assignments	Grades	Reports
	Show Me	Admin	iGear
	Attendance	Discipline	Seating Chart
	Doc Archive	Te	
SIDNO	Student Name	Grade	Average
1		11	90 A
		Excel Certification Exam	90 A
		GMetrix Test 3	41 B
		GMetrix Training 3	25 A
		Excel Review	5 A
		GMetrix Test 2	38 C
		GMetrix Training 2	25 A
		Gmetrix-Excel Test 1	40 B
		Gmetrix-Excel Training	25 A

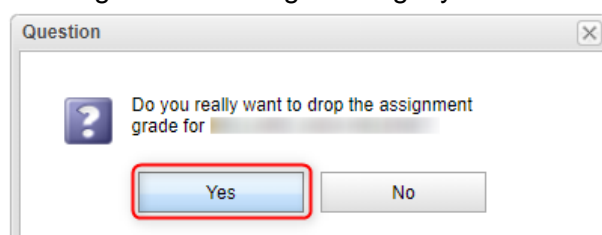
2. Click on **A+Grades** then “Drop/Restore Grade”



3. You will get this message asking if you want to drop ALL assignments for the student--Select **NO**



4. You will get this message asking if you want to drop the assignment for the student- Select **YES**



5. Click- **SAVE**

Access Other Information About the Student: iGear



To access the “iGear” you must have a student’s name highlighted.

Click on the **iGear** to see a menu giving access to other details of the student such as Attendance, Student Demographics, Discipline, Schedule, Grades, Transcript, Test Scores and Communication.

Insight (**NEW**)- will display student data in Graph form.

Year: 2324 District: 010 School: 026 Teacher: Course: BUSN COMP APP

Assignments A+ Reports Show Me Admin iGear Attendance Discipline Seating Chart

1. In Classroom, go to a class and select a student.
2. Click on the iGear icon at the top. This will drop a menu.
3. Go to the information you are looking for in the drop down menu.

Student
Insight
Attendance
Discipline
Schedule
Grades
Print Transcript
Student Test Analysis
Communication
Points
Log
Exit

Access Class Reports

There are many reports you can access to see information about your students. To access any of the Class Reports, you will go to the class section, Click on Reports and then pick which report you wish to view or print.

Options Available:

Reports Show Me Admin iGear Attendance Discipline

Attendance
Grades
Rosters
Charts
RTI
Tests
Walk Thru Results
Parent Contact Counts by Staff/Student
Print Health Alerts
Document View Log

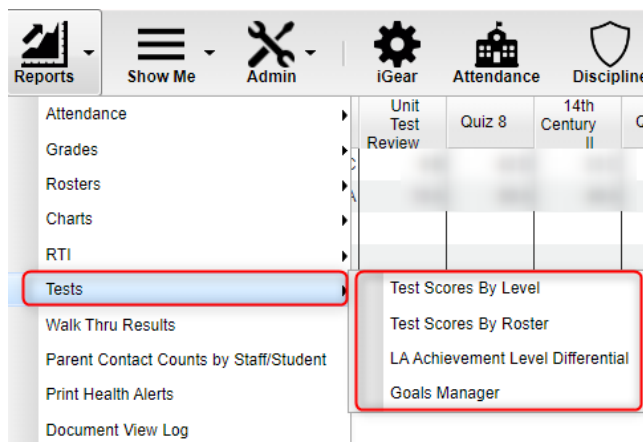
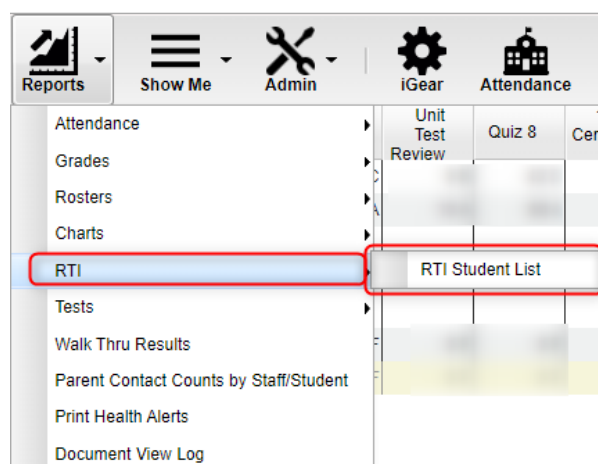
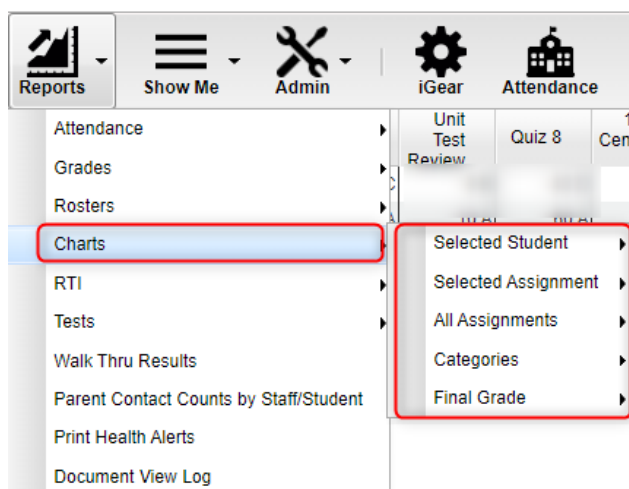
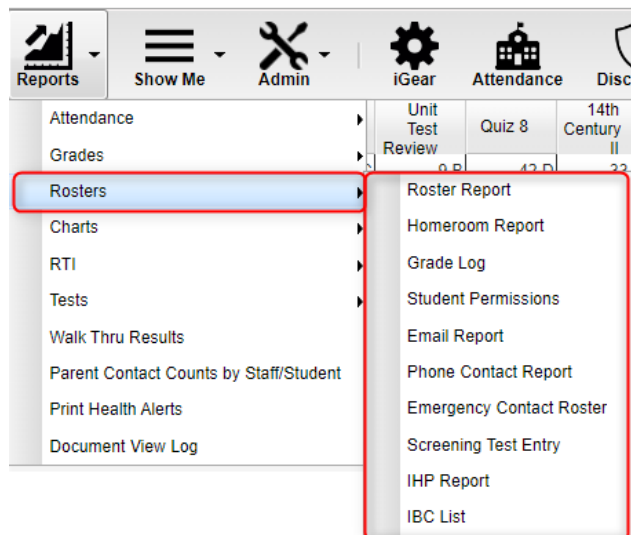
Print Attendance Log
Attendance Roll Book
Activity Attendance
Attendance By Course And History

Attendance
Grades
Rosters
Charts
RTI
Tests
Walk Thru Results
Parent Contact Counts by Staff/Student
Print Health Alerts
Document View Log

Unit Test Quiz 8 14th Century Quiz

Grade Book Report
Print Grade Book Table
Mass Print Grade Book Table
Curriculum GLEs Monitor
Curriculum Checklist
Assignment Report
Assignment Statistics
Category Statistics
Term Grades Report
Detailed Progress Report
Student Missing Assignment Report
Assignment Audit
Grade Distribution Report
Student Standards List

More Options in Class Reports



Useful Reports:

Attendance > Print Attendance Log: good to leave for a sub.

Grades > Gradebook Report: Use this to save gradebook at the end of each 9 weeks.

Grades > Grade Distribution Report: A count and percentage of A, B, C, D, & F's in your classes.

Grades > Term Grades Report: Use as confirming grades at the end of each 9 weeks.

Rosters > Roster Report: Use for sub

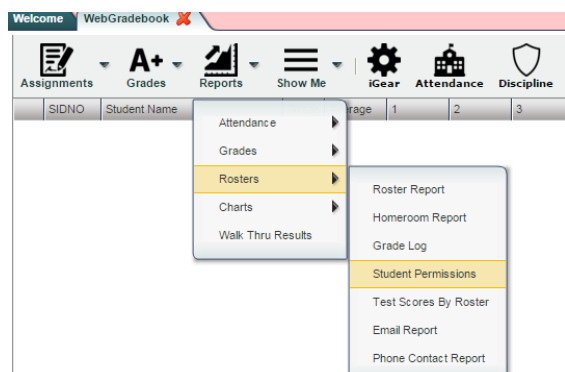
Tests > Test Scores By Roster: Look at Test scores for your students.

Rosters > Email Report: Use this report to find or verify an email of a parent. Important for ACT 837 issues.

Student Permissions Report

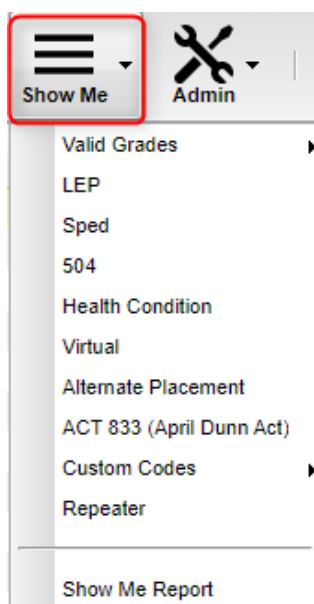
This will show you whether the student has permission to have Video or Photos taken, access the internet, and whether the student's parents have formally requested to remove their child from all public lists.

(If there is a YES in this column, the child must remain anonymous outside the classroom.)



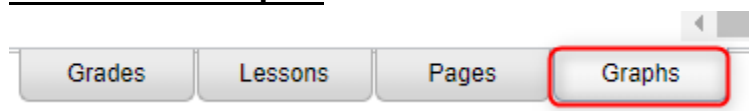
Student Permissions						
	Sidno	Student Name	GD	Video/Photo	Internet	Public List
1			07	Yes	Yes	No
2			07	Yes	Yes	No
3			07	Yes	Yes	No
4			07	Yes	Yes	No
5			07	Yes	Yes	No
6			07	Yes	Yes	No
7			07	Yes	Yes	No
8			07	Yes	Yes	No
9			07	Yes	Yes	No
10			07	Yes	No	No
11			07	Yes	Yes	No
12			07	Yes	Yes	No
13			07	Yes	Yes	No

Show Me Icon:

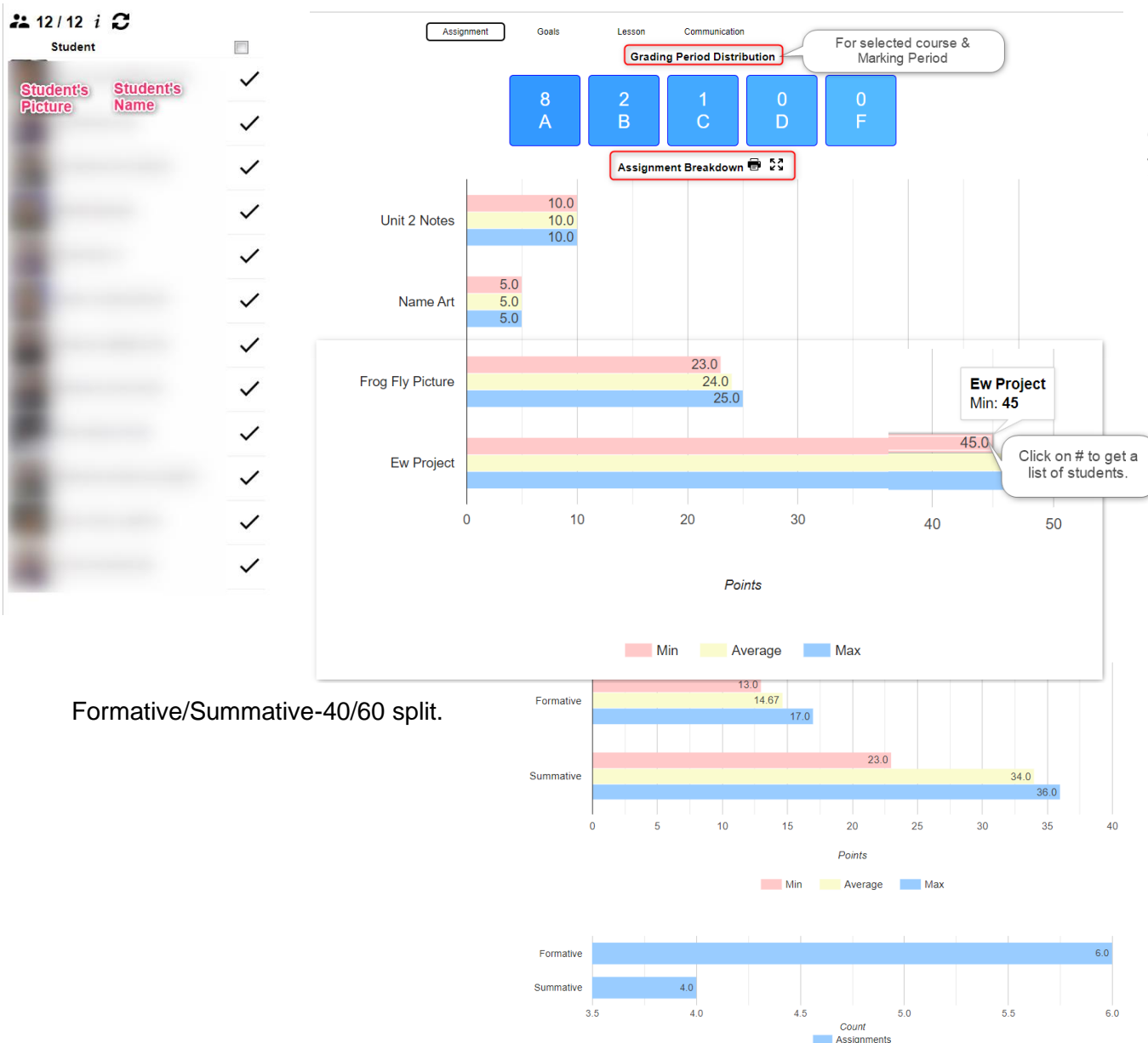


1. Click on the **Show Me** button at the top of the window.
2. Click to place **check marks** beside the information that needs to be highlighted.
3. The user can then hover over the **highlighted** students and a pop up will identify their status according to how they are flagged in other programs. If the student has more than one flag, only one highlighted color will show.
4. For **Valid Grades**, choose the grade for which you want to highlight. Choose **Empty Grades**, to highlight the empty squares with no grades.

Bottom Tab-Graphs:

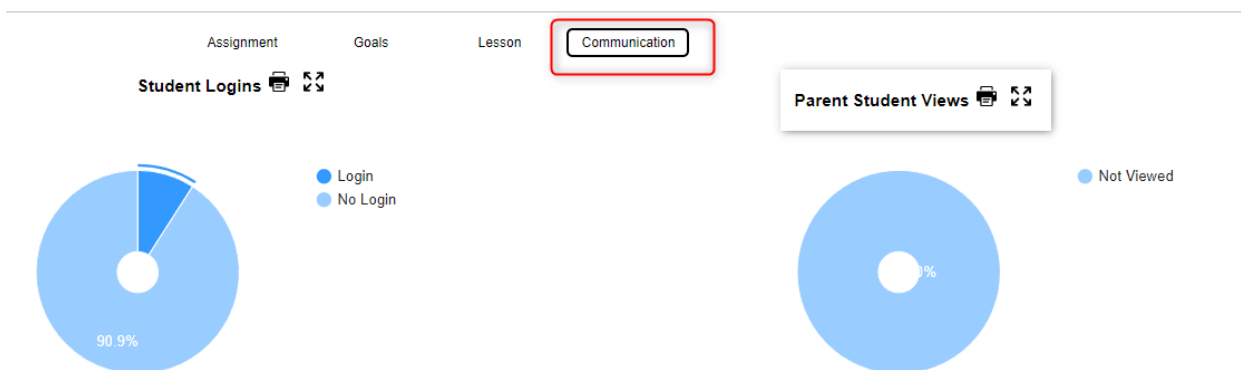


Teachers can view assignment grades, marking period grades, and Student Progress Center logins displayed graphically. The graphs will provide drill down clicks into each graph for a list of students.



Helpful in checking your

Formative/Summative-40/60 split.



By clicking on the “i” in the top left, you can filter for specific populations to display in your graphs.

The screenshot shows a filter menu. A red box highlights the 'i' icon, with a callout saying "Filter for specific populations." A red arrow points to the filter list. The filter list includes the following options, each with a checkmark:

- REG ✓
- SPED ✓
- GIFTED ✓
- TALENTED ✓
- 504 ✓
- LEP ✓
- Custom

To the right of the filter list is a reset icon (a circular arrow) with the text "Click to reset back to all."

Attendance Posting at the Start of the Day (See Appendix A- Elem Teacher Attendance and Appendix B-Middle & High School Teacher Attendance)

1. From **Classroom**, click on your first period class and the current grading period. On the icon bar, click

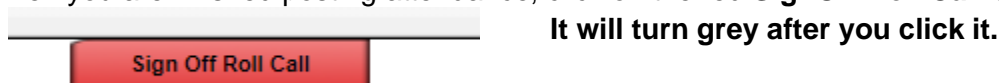


the **Attendance** button. Your classroom attendance page will appear.

2. If your school posts start of the day attendance by **Homeroom**, click the **Homeroom** button at the bottom of the screen. A listing of homeroom students will then appear.
3. If a student is absent, click on the blue cell that is labeled **1st**. The line will populate with appropriate attendance information.

Student	1st	Code	Ex	Out Reason	In	Code	Ex	In Reason	Dr	GD	SIDNO	Homeroom
1	07:50	05	U	Dr./Parent Note Needed						10	9420071	
2										10	9600087	
3										11	8090124	
4	07:50	05	U	Dr./Parent Note Needed	09:15	19	U	Late to school/Early Depa...		11	8680064	
5										10	9600246	
6										11	8050026	
7	07:50	05	U	Dr./Parent Note Needed						11	9050003	
8										10	1269951	
9										10	9060053	
10										10	7730106	
11										11	8600025	
12										12	6090278	
13										10	8600103	
14										11	4609854	

4. When you are finished posting attendance, click on the red **SignOff Roll Call** button at the top.



It will turn grey after you click it.

5. A sign off box will appear. Enter a **Hand Lunch Count** if your school requires one. If a user wishes to send a memo to the office, click **Add Memo** and a notepad will appear to enter your note to the office. Click **OK** when done with memo. Then click **OK** on the Roll Call Verification window. If no memo is needed, then click **OK**.

*****The only time a teacher should touch the “1st” column:**

Elementary – only at the beginning of the day

Middle/High school – Absence at the beginning of the day

Other actions in the 1st column or Out column

- to mark “**14 U**” Tardy to class” or
- to mark **08 U** Skipped.

Attendance Posting During the Day (HS and MS Only)

When a new group of students comes into the class, in Classroom, select the section, then click the Attendance posting icon on the toolbar. A listing of students will appear. Students that were marked absent at the start of the day, or checked in later in the day, or left for the day will be displayed.

1. **To Post a Student Tardy for Class:** If a student is present at school, but did not get to class on time, the following steps would be taken:

- a. Click in the **Out** field (Check out time).
A listing of attendance codes will appear. Choose **14 U Tardy to class**.

Value	Description
01	E Received contact from parent
02	D Dr Note Verified*
03	P In School Suspension
04	P School Business/Ed Trip
05	U Dr./Parent Note Needed
06	N Extenuating Circumstances
08	U Skipped
09	S Out of School Suspension
14	U Tardy to class
17	N Natural Disaster
18	E Religious Holiday
19	U Late to school/Early Departure

Name: F H O U S E ND OP T L
10 0 4 2 0 2 6 0 0 0

1st	Out	Code	Ex	Out Reason	In	Code	Ex	In Reason
	07:50	05	U	Dr./Parent Note Needed				
	07:50	05	U	Dr./Parent Note Needed				
	07:50	05	U	Dr./Parent Note Needed				

- b. After selecting the code, a list of tardy reasons will be presented, organized by **E** for **Excused** or **U** for **Unexcused**. Select the **U** or **E** category for the desired tardy reason code.

E	U	REASON
		Tardy/to/Class
		Bathroom/illness
		Bathroom/personal
		Bathroom/Dr
		Bathroom
		Telephone/Illness
		Telephone/medicine
		Locker
		Visiting
		Missed
		Cap/trouble

Automatic emails will be sent if the number of tardies is equal to 4 or equal to 10 in the prior 35 calendar day period.

- c. After selecting the tardy reason code, if the student has previous tardy postings, a summary of tardy postings for the student will be displayed.

2. To Post a Student as Skipping:

- Locate the student in the attendance posting module. Click on the **Out** field (Check out time).
- A listing of codes will appear. Select **08 U Skipped**.
- When this is done, an automatic email will go to the Administrators of the school. Additionally, your school may wish you to contact the office.

Value	Description
<input type="checkbox"/> 01	E Received contact from parent
<input type="checkbox"/> 02	D Dr Note Verified*
<input type="checkbox"/> 03	P In School Suspension
<input type="checkbox"/> 04	P School Business/Ed Trip
<input type="checkbox"/> 05	U Dr./Parent Note Needed
<input type="checkbox"/> 06	N Extenuating Circumstances
<input checked="" type="checkbox"/> 08	U Skipped
<input type="checkbox"/> 09	S Out of School Suspension
<input type="checkbox"/> 14	U Tardy to class
<input type="checkbox"/> 17	N Natural Disaster
<input type="checkbox"/> 18	E Religious Holiday
<input type="checkbox"/> 19	U Late to school/Early Departure

3. To Change a Skipped Posting to a Tardy Posting:

- Locate the student in the attendance posting module. Click in the **OUT** field in which the student was marked as **Skipped**.

1st	Out	Code	Ex	Out Reason	In	Code	Ex	In Reason	Dr	GD	SIDNO	Bell Nar
	08:55	08	U	Skipped						11	5059940	1ST LUT

b. Choose **Change Check Out To Tardy To Class**

Attendance Actions

☐ Post New / Multiple Checkout(s)
☐ Post New Tardy-To-Class
☐ Change Check Out Time
☒ Change Check Out To Tardy-To-Class
☐ Delete Complete Attendance Record
☐ Change Check Out Code
☐ Delete Check In Code
☐ Change Check In Code

Print Admit Cancel OK

- You will be asked to choose the reason.

E	U	Reason
E	U	Tardy/to/Class
E	U	Bathroom/illness
E	U	Bathroom/personal
E	U	Bathroom/Dr
E	U	Bathroom
E	U	Telephone/Illness
E	U	Telephone/medicine
E	U	Locker
E	U	Unexcused

Automatic emails will be sent if the number of tardies is equal to 4 or equal to 10 in the prior 35 calendar day period.

- After clicking the reason the Tardy reason the code is changed to the following:

N		10:05	14	U	Bathroom/Dr	10:05	14	U	Bathroom/Dr
---	--	-------	----	---	-------------	-------	----	---	-------------

Teacher Posting of Comments (Academic & Conduct) in Classroom

In Classroom, comment codes provide a way for a teacher to further communicate progress to a guardian/student.

Following the steps below will allow a teacher to post Comment Codes in Classroom:

1. Open the desired class in Classroom.
2. Click on the **A+ Grades** tab then **Post Comment**.

At least one grading assignment must be entered with grades to access the **Post Comment** option.

3. A list of students will appear on the left and a listing of Codes will appear on the right.

Tip: Click on the column labeled Value to sort the codes in alphabetical order. Click on the column labeled Description to sort the descriptions in alphabetical order.

4. Select the student or group of students by clicking in the blank area of “**C1**” (Comment Code #1) for each student he/she wants to assign a specific code. This places an “*” in the field next to the students.

Post Comments - 10.15.19

SIDNO	Student Name	Grade	Average	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12
1		09	69 D	*											
2		10	75 C												
3		10	85 B	*											
4		09	84 C												
5		09	95 A	*											
6		09	96 A												
7		09	95 A												
8		10	90 B												
9		09	94 A												

Value Description

- 73 Work Is Satisfactory
- 74 Low Chapter Test Scores
- 75 FAILURE - INCOMPLETE WORK
- 76 FAILURE-FAILED BOTH EXAMS
- 77 FAILED TO PASS LEAP TEST
- 78 Failed Due To Suspension
- 80 COMMENTS/WARNINGS
- 81 Probable failure-attend
- 82 Failure attendance
- 83 Probable failure-grades
- 84 Modified Grade
- 85 First Grade: Readiness
- 86 Excellent Sportsmanship
- 87 Handwriting Needs Improvement
- 88 Excellent Handwriting Skills
- 89 Not Meeting A.R. Goal
- 90 Waiting on grades(prev sch)
- 91 Homework Not Completed

5. Select the code to assign to these students by clicking on the code in the listing on the right. In our example, we will choose “Modified Grade”. Clicking on this code will place the “84-Modified Grade” conduct code for each student that had an “*”. Note the three students selected now have the “Modified Grade” code of “84” next to their names.

Post Comments - 10.15.19

SIDNO	Student Name	Grade	Average	C1	C2	C3	C4	C5	C6	C7
1		09	69 D	84						
2		10	75 C							
3		10	85 B	84						
4		09	84 C							
5		09	95 A	84						
6		09	96 A							
7		09	95 A							
8		10	90 B							
9		09	94 A							

6. Codes do not carry over to other marking periods.
7. If a mistake is made, **a code can be removed** by clicking on the incorrect code. This will replace the former code with an “*”. Then, click on the “blank” conduct code in the list. The code will be removed.

Post Comments - 10.15.19

SIDNO	Student Name	Grade	Average	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12
1		09	69 D	84											
2		10	75 C												
3		10	85 B	*											
4		09	84 C												
5		09	95 A	84											
6		09	96 A												
7		09	95 A												
8		10	90 B												
9		09	94 A												

1st: Select the code you want to remove. It will turn into an *.

2nd: Select the Blank space to remove a code.

Value	Description ^
72	ABOVE GRADE LEVEL
NK	Accuracy in Work
PK	Accuracy in Work
N4	Annoys Others in Class
NX	Attendance
PX	Attendance
NL	Attention in Class
PL	Attention in Class
NG	Attitude
PG	Attitude is Improving
70	BELOW GRADE LEVEL

8. Up to 12 comment codes per student can be entered. You will find it is easiest to review the comment code listing first and try to group students by code entry, but a user can enter conduct codes for an individual one at a time.

NOTE** Be careful as there are both positive and negative comment codes: N denotes a negative and P denotes a positive comment.

Example below of how they are noted on report card/progress report (NK – Accuracy in Work, and

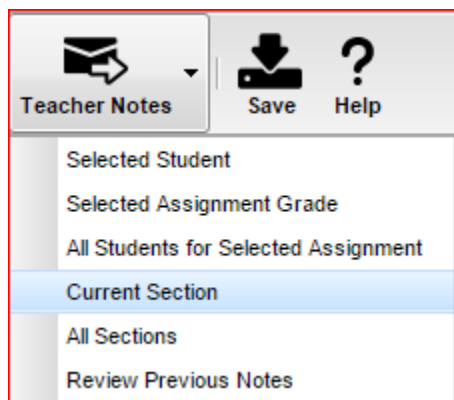
PK – Accuracy in Work)

CONDUCT & ACADEMIC COMMENTS FOR GRADING PERIOD		
SUBJECT	COMMENT	ASSESSMENT
FRENCH III	Accuracy in Work	IMPROVEMENT NEEDED
FRENCH III	Accuracy in Work	SATISFACTORY PROGRESS

9. To print a list of the comment codes assigned for this class, click on “Print”.
10. Comment codes posted will show in the following places:
 - a. Report Cards
 - b. Progress Reports
 - c. Student Progress Center
11. If a teacher chooses to do so, comment codes can be entered or changed during the nine weeks to fit the current status of the student. Doing this will allow the guardian/student to be up to date on the comments posted when checking progress reports or the Student Progress Center.

Teacher Posting of Student Notes in Classroom

This program will allow teachers to create Notes (messages) for their students to be viewed in the Student Progress Center. The teacher name and course name will be included in the Teacher Notes display section of the Student Progress Center but it will not generate a phone call, text or email.



Choices of who you want the note (message) to be sent:

-Selected Student - Highlight a student previous to choosing this and the student's ID number will already be chosen when the **Note Editor** appears.

-Selected Assignment Grade - Highlight an assignment previous to choosing this and the assignment grade will already be chosen when the **Note Editor** appears.

-All Students for Selected Assignment - Highlight an assignment previous to choosing this and the assignment name and all students will already be chosen when the **Note Editor** appears.

-Current Section - The current section will already be chosen when the **Note Editor** appears.

-All Sections - All sections will already be chosen when the **Note Editor** appears.

-Review Previous Notes - This will allow the user to see the previous notes list without displaying the **Note Editor** window.

Creating a Note

1. Type in a **Title**.
2. In the white text area, type in your **Note Information**.
3. Below Title, there is an option to configure the Note as **Make Public** (not available in Calcasieu) or to make the Note **Student Visible**.
4. If **Student Visible** (normal setting) is selected, the Note will only be visible to parent, guardians, and students who have a username and password. If unselected, only the mother, father, or guardian can view.

5. If the Note is only for one or few students, you can click in the field labeled **Students**, then choose **Selected Students** and select from a list. Leave Blank to send the Note to all students.

6. If you want to include more sections (in addition to the one chosen originally at the bottom of the gradebook Screen), also click on Students and then Sections, to choose additional sections.
7. There are additional filters on the **Students** set up box if you want to further filter your student list.
8. A teacher also has the aforementioned abilities immediately after she chooses **Teacher Note** in her gradebook. See above.
9. Click on **Add**, answer yes to the questions and the **Note Editor** will close.
10. The user will see a listing of the created Notes in a **Table** at the top left.

Column Headers

School - School site of enrollment.

Title - Title of the Note - Click on the Note title to review/edit the Note.

Type - Refers to the type of Note being sent.

User Name - The login of the user who created the Note.

Created - Date the Note was created.

Count - Click on the number to see which students the Note was created for, the date the mother, father, guardian or student opened the Note, etc.

Attachment - Indicates if the Note has an attachment.

DEL (Delete) - Click the red cell to delete the Note.

Adding An Attachment to a Note: *(Attachments can be added only after a Note has been created.)*

1. After creating the Note, click on the row of the Note to which you need to attach a file.
2. The Note Editor window will appear. At the bottom, click the "Attach" button.
3. An `Add attachments` window will appear. Click the "Add" button.
4. If the file needed is displayed, highlight it and the title will show in the `Selected File` box, so then click the **Choose** button.
5. Click on the **X** to exit the window or choose more files to include. Click on the red square to delete the attachment.

Print - This will allow the user to print the report.

Maintaining a Printed Copy of Grades

Note: All system data for all years are backed up in several locations, but it is wise to print copies of a gradebook to provide a safety check of grade data. Teachers are encouraged to print copies of the gradebook, particularly at key times (progress reports, end of grading period). Keeping these printouts handy in a folder or in the class record book will help if there are questions about the validity of grade data.

- Print a **Gradebook Report** for each class at progress report time.
- Print a **Gradebook Report** for each class at the end of each grading period. Attach this report to the Class Record Book or place in a secure folder.

To print a copy of your gradebook, go to the **Reports** tab > Grades > **Gradebook Report**

Posting Student Discipline as a Teacher

How-to for Teachers

1. Open **Classroom**
2. Verify the **Year** found at the top of the screen.
3. The default **Teacher's name** is based on the security settings for the user.
4. Select the **Course** and the **Marking Period**.
5. Select the **Student** by clicking on the student's name. (the name will highlight yellow)
6. Click the **Discipline** button at the top of the window.

The screenshot shows the Classroom interface with the following elements and callouts:

- Callout 1:** Points to the **Classroom** link in the left sidebar under the **Teacher** section.
- Callout 2:** Points to the **Year** field (1819) in the top header.
- Callout 3:** Points to the **Teacher** field in the top header.
- Callout 4:** Points to the **Course** and **Marking Period** fields in the top header.
- Callout 5:** Points to a student's name in the **Student Name** column of the table, which is highlighted in yellow.
- Callout 6:** Points to the **Discipline** button in the top toolbar.

The table below shows the student list with columns: SIDNO, Student Name, Grade, Average, and Math About Me.

	SIDNO	Student Name	Grade	Average	Math About Me
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

7. The **RefPG1** will be displayed with some information about the student and the incident already filled in.

The screenshot shows the RefPG1 form with the following sections and callouts:

- Teacher** sidebar on the left with options: Gradebook, Classroom, Lesson Plan Review, Post Attendance, Post Discipline, Flex Card Grade Entry, CS Viewer, Attendance Log, Links, Loaders, and Special Education.
- Form Header:** Year: 1819, District: 010, School: [blank], Teacher: [blank], Course: MATH 7.
- Discipline** section with **Ref# 1**.
- Student Information:** Name: [blank], SIDNO: 1, Perpetrator Type: 01 Student Enrolled at this Site, Phone: [blank], Grade: 07, Age: 13, Bus Referral: [checkbox].
- School Information:** Staff ID and Name: 218695 BULLER, DEIDRE, Room #: [dropdown], School: 026 IOWA HIGH SCHOOL, Principal: [blank].
- Referral Information:** Incident Date: Aug 24 2018, Time: 14:36 HH:MM, Code: 02, Location: 13 01 Classroom.
- Incidents:** Table with columns: Code, Nature of Referral Incident Description, D, Witnesses.
- Evidence:** Field with callout 11.
- Remarks:** Large text area with callout 12.
- Footer:** Estimated number of characters remaining for printing School Behavior Form: 465. Buttons: RefPG1, RefPG2, Admin, Hearings.

8. Include date, time and verify **Code** (time code) and **Location**.
These values default to 02 (*during class*) and 13 01 Classroom.
 - **To change** either the Code or Location, click the field and make your selection from the list and click **Ok**.
9. Click in the top **Incident Code** cell and select an appropriate code, then click **Okay**. You may select up to 3 additional incidents by clicking on the next field(s). Select the most important incident code first.
 - Note: selecting a weapon incident and a bullying incident will result in additional pop-up windows requesting additional required information about the incident.
10. If there are any witnesses to the incident, their names may be entered in the **Witnesses** field.
11. Select the **Evidence** from the pick list if any evidence exists.
12. In the **Remarks** area, type in a detailed description of the incident.
**Stay away from phrases like, "he was disrespectful." Be as specific as you can.

13. Click on the **RefPG2** tab at the bottom left of the screen to change to page 2 of the referral.

The screenshot shows the Discipline Referral form, Page 2. At the top, there are fields for Year (1819), District (010), School, Teacher, Course (MATH 7), and Marking Period (1st Nine W). Below this is the 'Discipline' section with a header 'Ref# 1' and tabs for SPED, 504, and LEP. A table with 'Code' and 'Action Taken By Teacher, Bus Driver or Other Employee' is visible. A red circle 14 points to the 'Code' field. Below this is the 'Page 2 Data' section with 'Parent Contact' and 'Date' fields. A red circle 15 points to the 'Date' field. Below this is the 'Teacher/Employee Recommendations' field, highlighted with a red circle 16. Below this is the 'Date School Employee Signed Form' field, set to Aug 24, 2018. Below this is the 'Motivations' field. Below this is the 'Others Involved' section with 'D Victims' and 'D Perpetrators' fields. At the bottom, there are buttons for RefPG1, RefPG2, Admin, Heal, Delete, Help, Clear, Save, Prev, Next, and Copy. A red circle 13 points to the 'Save' button. A red circle 20 points to the 'Save' button with the text 'Make sure you click SAVE!'. A red circle 14 points to the 'Code' field. A red circle 15 points to the 'Date' field. A red circle 16 points to the 'Teacher/Employee Recommendations' field. A red circle 13 points to the 'Save' button. A red circle 20 points to the 'Save' button with the text 'Make sure you click SAVE!'.

14. Enter the actions that you took as the teacher. If Code **06 Referred to Office (this is a major)** is selected, the principal and disciplinarians will receive an email notifying them of the new referral. (Other referrals - not coded as an 06 - will not go to the principal, but after 4 of these, the administrator will get an email saying: "...**students name**.. has received four minor incidents with no Admin. Action" -- this becomes a Major).
15. Select the type of parent contact; enter the date of the contact.
16. If there are any comments you want to make, for example details of parent contact, type them in the **Recommendations** field, then select the date.
17. Enter the Motivation for the incident in the **Motivation** field. This is not required, but can be filled out.
18. You may enter additional perpetrators of the incident in the **Perpetrator** field. By selecting additional perpetrator(s) page 1 and page 2, discipline information will be created for these additional students when this first record is saved. If this is a bullying incident you are required to select the victim.

VERY IMPORTANT: IF this is a "Major", under the top box, "Action Taken By Teacher, Bus Driver, Or Other Employee" MAKE SURE that you click under "CODE" 06 Referred to office (Major). Also, include all strategies you have implemented prior to this incident.

***After filling out the boxes **DO NOT CLICK "NEXT"** because you have not saved yet!
("NEXT" takes you to the next referral and you will lose everything)

19. The **Admin** and **Hearings** pages will not have any info on them at this time. You do not have permission to enter any data on these pages but you may view the disciplinarian administrative decision later via the gear box for the student.

20. Click the **Save** button at the bottom of the screen. Then click the X at the top right to return to the Classroom.

The screenshot shows a software interface with two main sections: 'D Victims' and 'D Perpetrators'. Below these are checkboxes for 'Staff', 'Teacher', 'Substitute', 'Bus Driver', and 'Other'. At the bottom, there are tabs for 'RefPG1', 'RefPG2', 'Admin', and 'Hearings'. Below the tabs are buttons for 'Delete', 'Help', 'Clear', 'Save', 'Prev', 'Next', and 'Copy'. A red circle with the number '20' is placed over the 'Save' button, with a callout bubble that says 'Make sure you click SAVE!'.

***Once a discipline referral is saved, it can be edited.

To find a prior referral:

-Click Post Discipline tab on the left.

The screenshot shows a left sidebar menu under the 'Teacher' tab. The menu items are: Gradebook, Classroom, Lesson Plan Review, Post Attendance, Post Discipline (highlighted with a red box), Flex Card Grade Entry, CS Viewer, Attendance Log, Screening Test Entry, Links, Loaders, and Special Education.

Click Find Ref.

The screenshot shows the bottom navigation bar with tabs for 'RefPG1', 'RefPG2', 'Admin', and 'Hearings'. Below the tabs are buttons for 'Help', 'Prev', 'Next', and 'Find Ref' (highlighted with a red box).

A box will come up with student's names. Select the student, edit referral, then click **SAVE**.

The Parent Contact Log is a place to record parent/guardian contacts.

The Parent Contact Log shows parent/guardian contact information from several locations:

- **Discipline** referral contact actions from the *Refpg2* and *Admin* screens are automatically displayed in the Parent Contact Log.
- **SBLC** entries can be viewed only by staff with proper security.
- Additionally, Teachers, Counselors, and Administrators can enter contact information in the Parent Contact Log from the **Student Master** tab and also viewed from the iGear.
- **Caution:** Since professional school staff (administrative personnel, counselors and only the teacher that created it) can see this information, please remember to be careful in the nature of information entered here. *Confidential, sensitive information should not be entered in the **Parent Contact Log**.*

For Teachers:

1. From a roster of students in Classroom:
2. Highlight a student on the roster.
3. Click the "iGear" icon in the menu bar across the top.
4. On the popup gray menu, choose **Communication**, then **Parent Contact Log**.

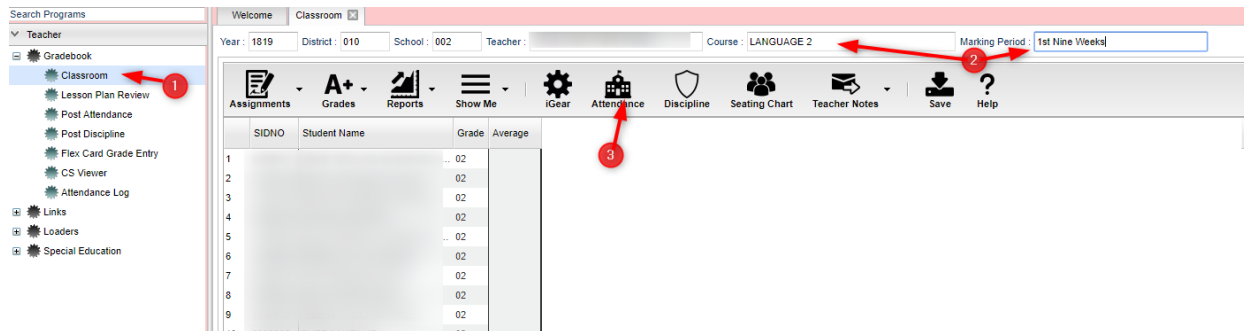
Entering Parent Contact Log Information

1. Click the **New** button on the Parent Contact Log screen.
2. Select the **Contact Type**.
3. Select the **Contact Date**.
4. Select the **Contact Relation**.
5. Enter any details in the **Log Recording** Section.
6. Click the **Save** button.
7. If the user wishes to **edit** a record created by his/herself, click on the row of the log at the top of the page, change the information, then click **Save**.
 - **Note:** Can only be edited by the user who created the record.
8. If the user wishes to **delete** a record, there is a red Delete cell on the far right.
 - **Note:** Can only be deleted by the user who created the record.
9. **Print** allows the user to print the contact records for the student.

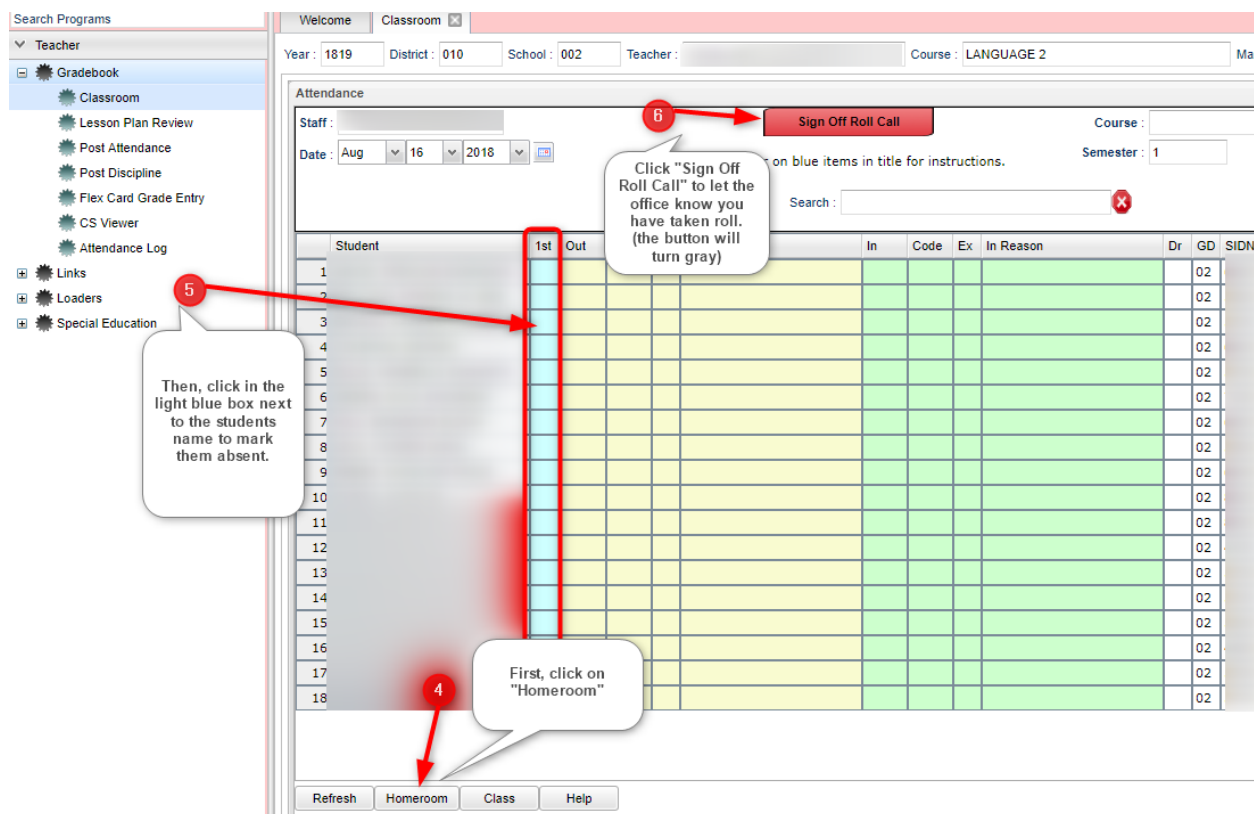
Appendix A

Elementary Teacher Attendance in Homeroom

1. Login to JCampus and click "Classroom".
2. Click Course and Marking Period.
3. Click Attendance (see below)



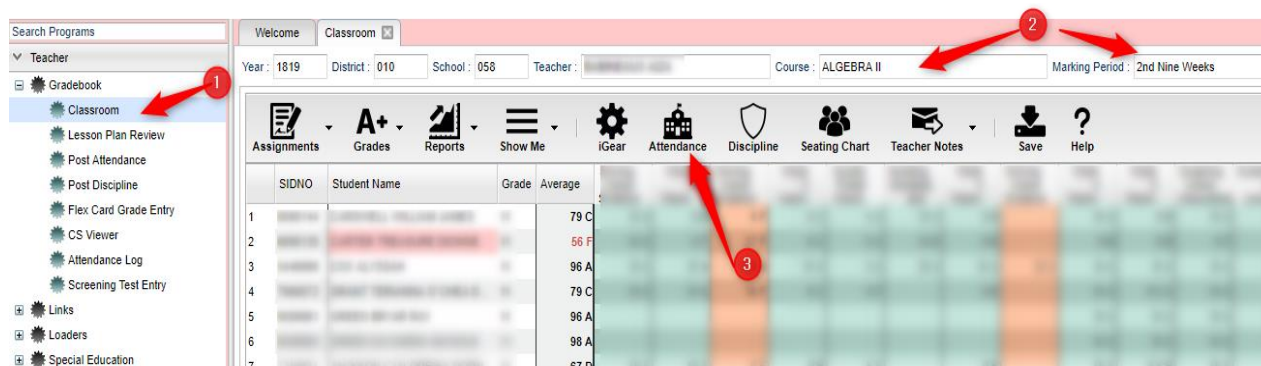
4. Looking at the picture below, Click on Homeroom (bottom of screen).
5. Click in the light blue box under 1st to mark a student absent.
6. Sign off Roll Call.



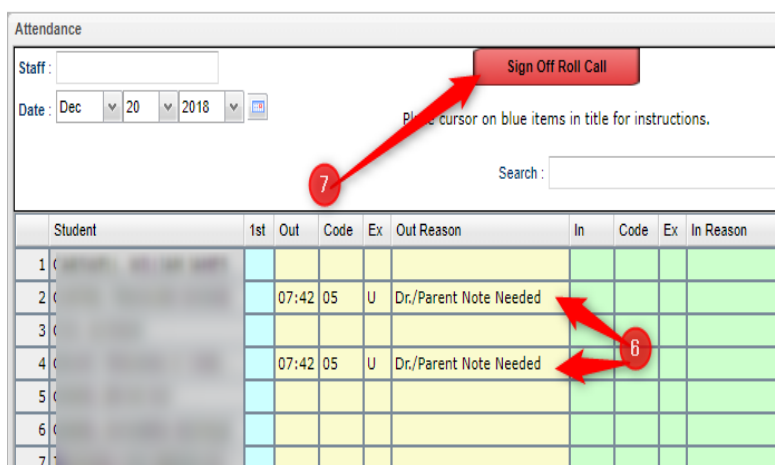
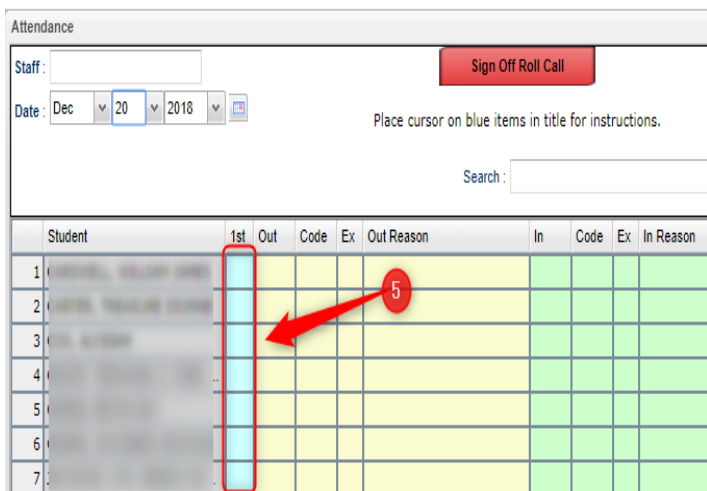
Appendix B

Middle and High School Teacher Attendance at the Start of the Day

7. Login to JCampus and click "Classroom".
8. Click your first period class and the current marking period.
9. Click Attendance Icon at the top of the Screen. (see below)



10. The Attendance screen should appear. (below)
11. If a student is absent, click in the light blue cell under 1st to mark a student absent.
12. The line will populate with appropriate attendance information.
13. When you are finished posting attendance, click on the red Sign off Roll Call button.



8. A sign off box will appear. Enter a Hand Lunch Count if your school requires one. If a user wishes to send a memo to the office, click Add Memo and a notepad will appear to enter your note to the office. Click OK when done with memo. Then click OK on the Roll Call Verification window. If no memo is needed, then click OK.

****If a student comes in late to your first hour class, they should be sent to the office for them to post a 19 Late to School. Tardies typically should not be used 1st period. Check with your school about procedures.**

Middle and High School Teacher Attendance Posting **During the day AFTER FIRST PERIOD (HS and MS ONLY)**

When a new group of students comes into the class, in WebGradebook, select the section, then click the Attendance posting icon on the toolbar. A listing of students will appear. Students that were marked absent at the start of the day, or checked in later in the day, or left for the day will be displayed. Verify that the attendance screen matches the students physically present in your class. Sign Off Roll Call after you have verified attendance for each class period.

(The Sign Off Roll Call button does not “save” the attendance you posted, it is for you to show the office you have verified your attendance. The attendance saves as you post it.)

Scenario 1: A student is marked checked-out or absent prior to coming to class in JCampus Attendance, but they are present in your class. -- Send the student to the office for the office to check in the student. **TEACHERS DO NOT CHECK STUDENTS IN.**

Scenario 2: You haven't taken roll yet, but a student comes into class tardy.

1. To Post a Student Tardy for Class:

- a. Click in the **Out** field (Check out time). A listing of attendance codes will appear. Choose **14 U Tardy to class**.

Value	Description
<input type="checkbox"/> 01	E Received contact from parent
<input type="checkbox"/> 02	D Dr Note Verified*
<input type="checkbox"/> 03	P In School Suspension
<input type="checkbox"/> 04	P School Business/Ed Trip
<input type="checkbox"/> 05	U Dr./Parent Note Needed
<input type="checkbox"/> 06	N Extenuating Circumstances
<input type="checkbox"/> 08	U Skipped
<input type="checkbox"/> 09	S Out of School Suspension
<input type="checkbox"/> 14	U Tardy to class
<input type="checkbox"/> 17	N Natural Disaster
<input type="checkbox"/> 18	E Religious Holiday
<input type="checkbox"/> 19	U Late to school/Early Departure
<input type="checkbox"/> 31	P Time-out Room

Name	F	H	O	U	S	E	ND	OP	T	L
[Student Name]	2	0	2	1	0	0	1	0	0	0

b. | After selecting the code, a list of tardy reasons will be presented, organized by **E** for **Excused** or **U** for **Unexcused**. Select the **U** or **E** category for the desired tardy reason code.

c. After selecting the tardy reason code, if the student has previous tardy postings, a summary of tardy postings for the student will be displayed.



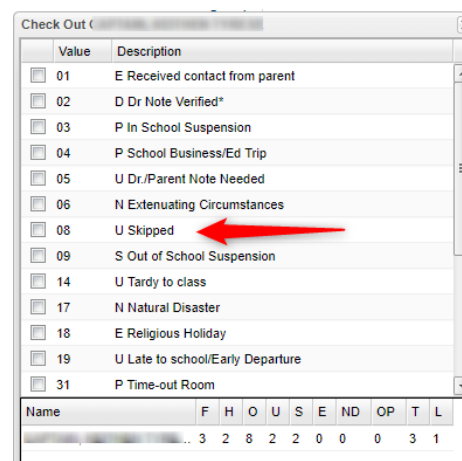
E	U	REASON
		Tardy/to/Class
		Bathroom/illness
		Bathroom/personal
		Bathroom/Dr
		Bathroom
		Telephone/illness
		Telephone/medicine
		Locker
		Visiting
		Missed
		Car/trouble

Automatic emails will be sent if the number of tardies is equal to 4 or equal to 10 in the prior 35 calendar day period.

Scenario 3: Student is absent in class, but present in JCampus (with no check out). Your only choice is 08 U Skipped.

2. To Post a Student as Skipping:

- Locate the student in the attendance posting module. Click on the **Out** field (Check out time).
- A listing of codes will appear. Select **08 U Skipped**.
- When this is done, an automatic email will go to the Administrators of the school. Additionally, your school may wish you to contact the office.



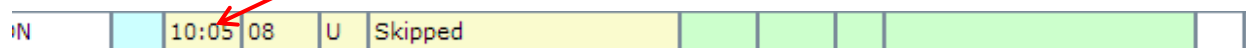
Value	Description
01	E Received contact from parent
02	D Dr Note Verified*
03	P In School Suspension
04	P School Business/Ed Trip
05	U Dr./Parent Note Needed
06	N Extenuating Circumstances
08	U Skipped
09	S Out of School Suspension
14	U Tardy to class
17	N Natural Disaster
18	E Religious Holiday
19	U Late to school/Early Departure
31	P Time-out Room

Name: F H O U S E ND OP T L
3 2 8 2 2 0 0 0 3 1

Scenario 4: You have marked a student skipped , but the student shows up tardy to class.

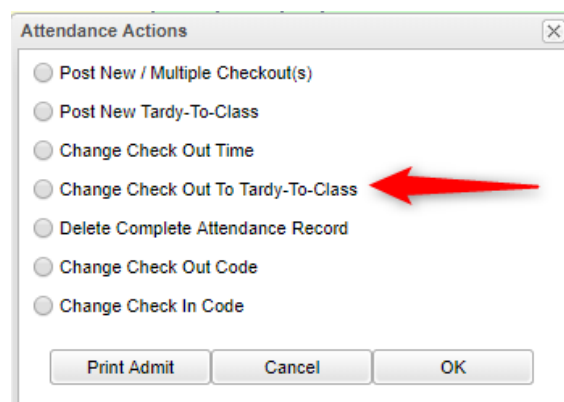
3. To Change a Skipped Posting to a Tardy Posting:

- Locate the student in the attendance posting module. Click on the **Out** field in which the student was marked as **Skipped**.



IN	10:05	08	U	Skipped					
----	-------	----	---	---------	--	--	--	--	--

- Choose **Change Check Out To Tardy To Class**

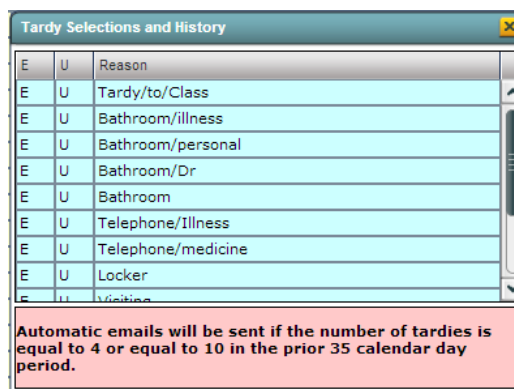


Attendance Actions

- ☐ Post New / Multiple Checkout(s)
- ☐ Post New Tardy-To-Class
- ☐ Change Check Out Time
- ☐ Change Check Out To Tardy-To-Class
- ☐ Delete Complete Attendance Record
- ☐ Change Check Out Code
- ☐ Change Check In Code

Print Admit Cancel OK

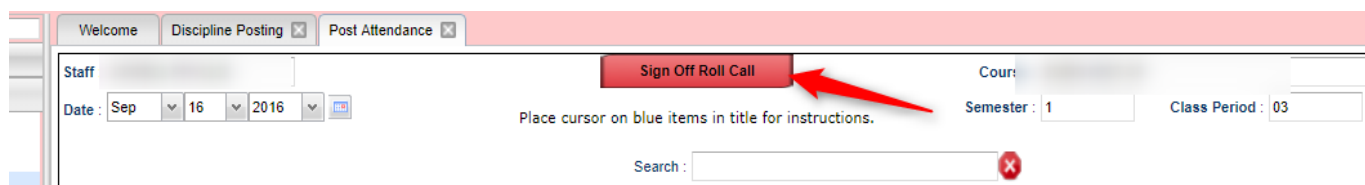
- c. You will be asked to choose the reason.



- d. After clicking the reason the Tardy code is changed to the following:

N		10:05	14	U	Bathroom/Dr	10:05	14	U	Bathroom/Dr
---	--	-------	----	---	-------------	-------	----	---	-------------

****Again, you should “Sign off Roll Call” on each class period of the day, once you have checked/verified attendance.**



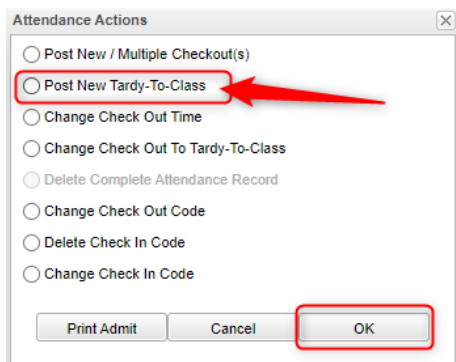
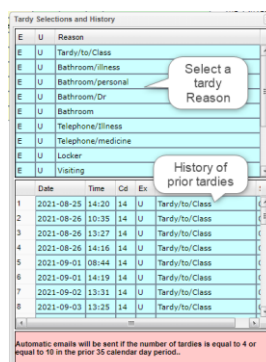
Scenario 5: Student already has a tardy from a previous class and shows up late to your class.

For example: Student is marked tardy for 4th hour then shows up late to 6th hour.

Student	1st	Out	Code	Ex	Out Reason	In	Code	Ex	In Reason	Dr	GD
		10:26	14	U	Tardy/to/Class	10:26	14	U	Tardy/to/Class		09

-The 6th hour teacher sees the above attendance posting for a student that is also tardy to their class.

-Click in the OUT column and select “**Post New Tardy-to-Class**” then OK. Select a tardy reason.

The new tardy will be displayed.

Student	1st	Out	Code	Ex	Out Reason	In	Code	Ex	In Reason
		12:40	14	U	Tardy/to/Class	12:40	14	U	Tardy/to/Class

The other tardies from the same day or prior days can still be seen in the gear.

****Again, you should “Sign off Roll Call” on each class period of the day, once you have checked/verified attendance.**

Scenario 6: You need to Delete an absence that you have entered.

Click in the OUT column, select “Delete Complete Attendance Record” .

You will get a message, click YES.

****You can only delete an attendance record that you have entered on the current day.**