

# WSIPC Guide to Standards Gradebook for Teachers

STUDENT SERVICES

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# Introduction

## Who This Guide is For

This Guide gives teachers the information they need to perform most Standards Gradebook tasks.

## What This Guide Contains

This Guide provides the following information about Standards Gradebook:

- A “What’s New” section that lists changes to the module since this Guide was last published
- An Overview that provides general information about Standards Gradebook
- Accessing and navigating in Standards Gradebook
- Working with Events, Skills and Subjects
- Entering report card comments
- Running Standards Gradebook reports
- Using Standards Gradebook tools and options
- Configuring Standards Gradebook display options
- Understanding Trend Grading

Occasionally, Family Access and Student Access are mentioned in this Guide. Family Access and Student Access are programs that allow parents and students to view student information online, such as Gradebook data. If you have questions about Family or Student Access, please contact your Gradebook Administrator.

## What You Should Know Before You Read This Guide

Before using this Guide, be sure you are familiar with all of the information in the *WSIPC Guide to SMS 2.0*, which discusses basic features of Web Access.

The procedures in this Guide begin with navigation menu paths. If you're using SMS 2.0, select the Display Navigation Menu Paths check box in User Preferences to ensure that you can follow these paths. For information about setting User Preferences in SMS 2.0, see the *WSIPC Guide to SMS 2.0*.

This Guide is intended to be read while you are working in Standards Gradebook, so be sure you are logged on.

If you are implementing Standards Gradebook, you should first read the *WSIPC Guide to Standards Gradebook Configuration*.

# What's New in Standards Gradebook

If your district uses Standards Gradebook and you want to know what's changed since the last edition of this Guide, this section brings you up to speed. Browse the "Highlights" section to learn about some of the biggest changes, and then look at the "Comprehensive List of Changes" section for a list of everything that has changed.

## Highlights

Below are updates of the most significant changes in Standards Gradebook since the last edition of this Guide.

- Advanced Export/Import Events
- Special Grade Mark Groups
- New Standards Gradebook reports
- Teacher's Log
- New student score transfer options

## Comprehensive List of Changes

This section lists all changes made to Standards Gradebook since the last edition of this Guide. This includes the addition or removal of a feature, significant changes to the way a feature works, or general changes to Standards Gradebook. The Change column briefly names the change, and the Page column lists the page(s) on which the change is described. If you're reading this Guide online, click the item in the Change column to go directly to that page.

Change	Page Number(s)
<a href="#">Using Advanced Export Import Events</a>	19
<a href="#">Assigning Special Grade Mark Groups</a>	30
<a href="#">Hiding Comments from Family Access</a>	32
<a href="#">Working with Standards Gradebook Reports</a>	33
<a href="#">Configuring Display Options</a>	39
<a href="#">Using Teachers Log</a>	44
<a href="#">Using the New Student Indicator</a>	54
<a href="#">Understanding New Indicators</a>	56
<a href="#">Understanding Trend Grading</a>	57

# What's New in This Edition

In addition to covering everything that is new or that has changed in Standards Gradebook, we've expanded some existing sections of this Guide, added new notes, tips and warnings, and made other changes to help you make the best use of Standards Gradebook. Below are several highlights of these changes.

- Updated screenshots to reflect the SMS 2.0 web interface
- Updated procedures
- Updated the Trend Grading appendix with new calculation details
- Added Options tables throughout the Guide

# Overview of Standards Gradebook

Standards Gradebook is one of two Gradebooks available in the Skyward School Information System Suite. Standards Gradebook is designed for teachers who assess their students against performance standards that either the State or the school district develop. The Gradebook Administrator typically configures much of Standards Gradebook, such as the Subjects and Skills taught in each Class and how Grades are calculated, so that teachers have to complete minimal setup and can focus on instruction.

Teachers can use Standards Gradebook to record daily or summative assessments to track student progress in the mastery of the Skills they are taught.

# Navigating in Standards Gradebook

Several navigation icons and buttons can be found throughout Standards Gradebook. Learning how to use them makes it easier to navigate quickly through the screens. Table 1 lists some of these common icons and buttons.

Option	Description
Save	Saves all data that you've entered since you opened the screen. There are several screens in Standards Gradebook on which you must click <b>Save</b> before the data saves (for example, adding an Event and entering a score).
Back	Returns you to the previous screen. Use this button rather than your browser back arrow to move to the previous screen. Clicking <b>Back</b> does not save any data entered on the screen.
Undo	Reverses all changes you've made since you opened the screen or since the last time you clicked <b>Save</b> on that screen. Click <b>Undo</b> if you want all of the information you entered to revert to the original values.
Edit	Opens a window that allows you to change information.
Home	Returns you to the Educator Access Plus Home Page.

**Table 1 – Common navigation icons and buttons in Standards Gradebook**

# Accessing My Gradebook

If you are assigned to at least one Class and you are granted security access, My Gradebook is the screen within Educator Access Plus that allows you to access your Gradebooks across multiple Entities.

To access My Gradebook:

1. Log into Educator Access Plus.
2. In the menu on the left, if it isn't already expanded, click Educator Access Plus.
3. If it isn't already expanded, click Teacher Access.
4. Click My Gradebook.

**NOTE** You do not see this screen if you are only assigned to one Class with one Meeting Pattern. In that case, clicking My Gradebook takes you right into the Gradebook of that Class.

## Using the My Gradebook Screen

As seen in Figure 1, there are usually two tabs on the My Gradebook screen. One tab is labeled Current Year Classes and lets you access the Gradebook for Classes that you teach in the current year. The other tab is labeled Prior Year Classes, which allows you to view your Gradebooks from a previous year.

**NOTE** You do not see these two tabs if you have never used Gradebook in a prior year.

WSIPC School District

Moshe Fontescr Account Preferences Sign Out ?

Home

My Gradebook My Print Queue Back

Current Year Classes Prior Years Classes

Reports for All Classes

Posting Status

103 WSIPC Elementary School

Dept	Subject	Terms	Period	Days Meet	Class	Description
1 - 3	1	MTWRF		GRD005 / KEM	FIFTH GRADE	<a href="#">Standards Gradebook</a>

Figure 1 - My Gradebook Class selection screen

## Switching Between All Classes and Only Classes in the Current Term

On the Current Year Classes tab, there is a hyperlink for Show All Classes or Only Show Current Classes. This allows you to determine whether you see all the Classes you teach in the current year or only those that are in the current Term.

<b>NOTE</b>	If you don't have Classes that meet exclusively outside the current Term, you don't see the hyperlink.
-------------	--

To switch between seeing all Classes and only Classes in the current Term:

- Click Only Show Current Classes or Show All Classes.

## Selecting a Class

Once you determine the Classes that appear on the My Gradebook screen, you can enter one of the Gradebooks by selecting a Class.

To select a Class:

- Click the hyperlink for the Gradebook that corresponds with the Class you want to work with.

<b>NOTE</b>	Classes that are associated with a Standards Gradebook have a hyperlink labeled Standards Gradebook. Classes that are associated with a Secondary Gradebook have a hyperlink labeled Gradebook or Secondary Gradebook.
-------------	--

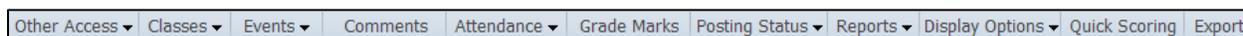
## Running Reports for All Classes

The Reports for All Classes button on the My Gradebook screen allows you to run reports for multiple Classes at once. For more information on running reports for all Classes, see "[Running Reports for All Classes](#)" (page 38).

# Understanding the Gradebook Main Screen

The Gradebook Main Screen displays Events, Skills, Subjects, scores, students and other data. It is the first point of access to most features in Standards Gradebook. The Gradebook Main Screen Menu Bar, as seen in Figure 2, is the row of buttons at the top of the screen that may include buttons such as: Other Access, Classes, Events, Comments, Attendance, Grade Marks, Reports, Display Options, Quick Scoring and Export.

For more information on how to access your Gradebook, see “[Accessing My Gradebook](#)” (page 6).



**Figure 2 - Gradebook Main Screen Menu Bar**

## Selecting a Different Class

Once you open the Gradebook Main Screen, you can easily select and enter the Gradebook for another Class that you teach.

To select a different Class:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over **Classes**.
2. Click the Class that you want to switch to.

# Working with Events

Events are assignments or activities that students complete in a particular Skill. Tests, homework and projects are all examples of an Event. This section explains how to add, score, edit, clone and sort Events. On the Gradebook Main Screen, Events appear in white columns.

In Figure 3, the Event column is the third column from the left.

SPR READI -	SPR READI Compr -	Exerc W31-S 04/07
	3	3
	2	3
	3	3
	2	3

Figure 3 - Gradebook Main Screen display of an Event

There are eight processes related to working with Events:

- [Adding an Event](#)
- [Scoring an Event](#)
- [Editing an Event](#)
- [Deleting an Event](#)
- [Cloning an Event](#)
- [Using Attachments with Events](#)
- [Changing the Event Score Display](#)
- [Displaying Comments for One Event](#)

The following sections explain these processes in more detail.

## Adding an Event

Adding an Event defines the basic properties of the assignment given to students and creates a record of it in your Gradebook. The Event must be added before the Event can be scored.

To add an Event:

1. On the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Events.
2. Click Add Event.
3. Configure all options as desired (Figure 4). Table 2 describes these options.
4. Click Save and Back. You can also click Save and Add Another if you want to add another Event. Or, you can click Save and Score if you are ready to score the Event. For more information on scoring an Event, see "[Scoring an Event](#)" (page 13).

**Add Event**

Subject:

Skill:

Description:

Detailed Description:

Entered Date: **Sat, Apr 7 2012**

Assign Date:

Proposed Due Date:

Actual Due Date:

Grade Mark Group:

Weight Multiplier:

Post to Family Access

Use points to score this event

Post to Student Access

Enter max points possible:

Show Event Score As:

Show Comments

**Select the Skills where this Event should be added**

Max Points	Subject	Skill	Academic Area
<input checked="" type="checkbox"/> 1	READING	Uses strategies to comprehend text: questioning, v	3rd Grade
<input type="checkbox"/> 1	READING	Comprehends text: main idea/details, infer, predic	3rd Grade
<input type="checkbox"/> 1	READING	Reads accurately and fluently at grade level: Fall	3rd Grade
<input type="checkbox"/> 1	READING	Applies new vocabulary in meaningful ways.	3rd Grade
<input type="checkbox"/> 1	READING	Demonstrates effort.	3rd Grade
<input type="checkbox"/> 1	READING	Completes work on time.	3rd Grade
<input type="checkbox"/> 1	WRITING	Understands/uses writing process.	3rd Grade
<input type="checkbox"/> 1	WRITING	Organizes writing in a logical structure.	3rd Grade

- Indicates the selected Due Date is not in the Terms the Skill is graded for

**Select the Classes where this Event should be added**

Entity	Dpt	Sbj	Terms	Prd	Days Meet	Class	Description	Academic Area
<input checked="" type="checkbox"/>	103		1 to 3	0	MTWRF	GRD003 / DAV	THIRD GRADE	3rd Grade
<input type="checkbox"/>	103		1 to 3	1	MTWRF	Test / 1	Test	Testing

**Figure 4 - Adding an Event**

Option	Description
Subject	The Subject in which this Event should be categorized.
Skill	The Skill in which this Event should be categorized.
Description	The Name of the Event.
Detailed Description	Detailed explanation of the Event, up to 300 characters.
Entered Date	Date when you create the Event. This cannot be changed.
Assign Date	Date when you assign the Event to students in the Class.
Proposed Due Date	Date when you anticipate the Event will be due.
Actual Due Date	Date that the Event is actually due. This is optional and can be used if the originally set due date changes.

Option	Description
Grade Mark Group	The Grade Mark Group used to Grade this Event. If you can't change the Grade Mark Group, your Gradebook Administrator has disabled this feature.
Weight Multiplier	Weight of an Event. For example, an Event with a Weight Multiplier of 2.00 is worth twice as much as an Event with a Weight Multiplier of 1.00. This option is not available in Standards Gradebooks that use the Trend Grading method of calculation.
Use points to score this Event	Determines whether the Event is scored by points. If this option is not available, your Gradebook Administrator has disabled this feature or has forced all Events to be scored by points.
Enter max points possible	The maximum number of points a student can earn for the selected Skill in this Event. This option is only available if you are scoring the Event using points.
Post to Family Access	Determines whether this Event is visible to guardians in Family Access. Events that are not posted to Family Access also are not calculated into Skill, Subject and Class Grades that appear on Family Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Family Access.
Post to Student Access	Determines whether this Event is visible to students in Student Access. Events that are not posted to Student Access also are not calculated into Skill, Subject and Class Grades that appear on Student Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Student Access.
Show Event Score As	Determines the format of the Grade that appears for this Event on the Gradebook Main Screen. For more information on these options, see <a href="#">"Changing the Event Score Display"</a> (page 25).
Show Comments	Determines whether Event comments appear on the Gradebook Main Screen. For more information on this option, see <a href="#">"Displaying Comments for One Event"</a> (page 25).

Option	Description
Select the Skills where this Event should be added	<p>Select the other Skills to which you want to associate this Event. For example, you may be assessing a student’s proficiency in five different Skills through a single project. You may see Skills from your other Classes if your Gradebook Administrator allows you to also add the Event to other Classes.</p> <p>For each additional Skill, enter the Max Points for that Skill. This is the maximum number of points that a student can earn for that Skill in this Event. This option is only available if you are scoring the Event using points.</p>
Select the Classes where this Event should be added	If you select Skills from other Classes in <b>Select the Skills where this Event should be added</b> , also select those Classes here.

**Table 2 - Add Event options**

### **Adding Attachments to an Event**

You can click Attach (#) to add attachments to the Event. For example, you can attach a worksheet for students to complete or an article for students to read. For more information on attachments, see “[Using Attachments with Events](#)” (page 24).

### **Setting up an Online Event**

The Online Events feature allows you to click Make Event Available Online in the Options menu, so that you can set up questions and answers for students to complete online. For more information on Online Events, refer to the *Online Assignments Guide*.

## Scoring an Event

After you create the Event, you're ready to score it. There are five primary ways to score an Event:

- [Using the Single Skill Score Entry Screen](#)
- [Using the Multiple Skill Scoring for Event Entry Screen](#)
- [Using Mass Assign Options](#)
- [Using Quick Scoring](#)
- [Using Advanced Export/Import Events](#)

The sections below explain each of these ways.

### Using the Single Skill Score Entry Screen

The Single Skill Score entry screen allows you to enter Grades for an Event associated with a specific Skill.

#### Accessing the Single Skill Score Entry Screen

There are three ways to access the Single Skill Score entry screen.

##### *Method A:*

- Click the score (or asterisk) in a student's Event score box (the area across from a student's name and below an Event header).

##### *Method B:*

1. Click the header of the Event.
2. Click Score Entry.

##### *Method C:*

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Events.
2. Click List Events.
3. Click the plus sign next to the Event you want to score.
4. Click the hyperlink for Score Entry on the corresponding Skill.

## Entering Grading Information on the Single Skill Score Entry Screen

The Single Skill Score entry screen, as shown in Figure 5, allows you to Grade an Event, mark it as Modified, No Count, or Missing, and enter comments and special codes. Table 3 describes the options available on the Single Skill Score entry screen.

To enter grading information on the Single Skill Score entry screen:

1. Enter grading information as desired.
2. Click Save. Or click Prev or Next to score the previous or next Event.

The screenshot shows the 'SPR READING' entry screen. At the top, there are navigation buttons for 'Prev' and 'Next', and a 'Save' button. Below these are checkboxes for 'Post to Family Access' and 'Post to Student Access'. The event description is 'Uses strategies to comprehend text: questioning, visualizing, using prior knowledge, making connections.' The test is for 'Week 31 - Thursday - 04/05/2012' with a maximum score of 5. A status bar indicates '21 un-scored students' and a link to 'Mark un-scored as 0 and Missing'. The main table has columns for 'Students', 'Absent', 'Score', '%', 'Special Code', 'No Modified', 'Count', 'Missing', and 'Comment'. Below the table is a dropdown menu for 'Change blank comments to:'. On the right side, there are 'Hide Mass Assign Options' and a panel with radio buttons for 'Assign All Scores' (set to 5 out of 5), 'Adjust All Scores' (by 0 points), 'Remove All Scores', 'Set All to No Count', 'Remove All No Count', and 'Remove All Missing'. There are also buttons for 'Apply', 'Show Grade Marks', and 'Show Special Codes'.

Figure 5 - Single Skill Score Entry screen

Option	Description
Score	Allows you to enter the raw score the student earned. This option is only available if the Event uses points.
Grade	Allows you to enter the Grade Mark the student earned, according to the Grade Mark Group used for this Event. This option is only available if the Event does not use points.  The Grade is automatically calculated if you enter a value in the % column.
%	Allows you to enter the percent the student earned.  The % is automatically calculated if you enter a value in the Grade column.  If the Class uses the Trend Grading calculation method, this column is hidden.  If the Event uses points, this column is automatically calculated and cannot be adjusted manually.

<b>Option</b>	<b>Description</b>
Special Code	As an option, this allows you to enter a Special Code for the student for the Event. Your Gradebook Administrator defines the available set of Special Codes that appears on the right side of the screen. Special Codes are often used to indicate that a Grade is atypical (for example, points were deducted for late work). These codes appear on some reports and your Gradebook Administrator can configure them to appear in Family and Student Access.
Modified	If you select this, a capital letter M is added to the end of the Grade Mark (for example, 4M) when it appears in Standards Gradebook, Family and Student Access, and on certain reports. The letter M indicates that the Event was modified for the student. For example, a different version of a test was given to honors students. Since there is no legend in Family Access that explains what the M indicates, consider using Comment to add an explanation.
No Count	If you select this, it prevents the Event from being counted in the Subject and Skill Grades for that student, even if a score is entered.
Missing	If you select this, it causes a Missing code to appear next to the Event in Family and Student Access and on some reports. It does not affect how the Event calculates in the Subject and Skill Grades.
Comment	Allows you to enter a freeform comment for the Event for each student.
Mark un-scored as 0 and Missing	If you select this, each student who does not already have a score or Grade will be Graded with a score of 0 or a Grade equivalent to 0.00%. Also marks the Missing option for these students.
Post to Family Access	Determines whether this Event is visible to guardians in Family Access. Events that are not posted to Family Access also are not calculated into Skill, Subject and Class Grades that appear on Family Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Family Access.
Post to Student Access	Determines whether this Event is visible to students in Student Access. Events that are not posted to Student Access also are not calculated into Skill, Subject and Class Grades that appear on Student Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Student Access.

**Table 3 - Single Skill Score Entry screen options**

## Using the Multiple Skill Scoring for Event Entry Screen

You can use the Multiple Skill Scoring for Event entry screen (Figure 6) to enter scores for Events associated with two or more Skills.

To use the Multiple Skill Scoring for Event entry screen:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Events.
2. Click List Events.
3. Highlight the Event you want to score and click the Score Entry button. (This is not the hyperlink for Score Entry, which takes you to the Single Skill Score entry screen.)
4. There is a column for each Skill the Event is associated with. In each column, type the score the student earned (if using points) or the Grade Mark the student earned (if not using points).

You can also type the score or the Grade Mark in the Score All column to assign that score or Grade Mark for all Skills. If you use the Score All column, select Overwrite to overwrite any existing scores or Grades.

5. To enter Special Codes, Modified, No Count, Missing and Comments, double click on a cell or move your cursor to a cell and click Show Cell Details. For more information on these options, see Table 3 in “[Entering Grading Information on the Single Skill Score Entry Screen](#)” (page 14).
6. Click Save. Or click Prev or Next to score the previous or next Event.

Prev Next		Score All	SPR READI	SPR WRITI	SPR SCIEN
Students		Absent	Uses	Style	Under
1	Agard Nicky		*	*	*
2	Amori Robby		*	*	*
3	Bayle Aleth		*	*	*
4	Boyea Yolán		*	*	*
5	Finni Leean		*	*	*
6	Hacki Reggi		*	*	*
7	Insog Latar		*	*	*
8	Janov Thers		*	*	*
9	Jessi Elfri		*	*	*
10	Karis Abrah		*	*	*
11	Klump Edmon		*	*	*
12	Lundg Marya		*	*	*
13	Navor Meda		*	*	*
14	Purin Fredr		*	*	*
15	Rende Jae		*	*	*
16	Studi Nisha		*	*	*
17	Sumne Maria		*	*	*
18	Tomer Bufor		*	*	*

Back

Save

Save and Back

Undo

Show 'Cell' Details

**Hide Mass Assign Options**

Assign All Scores  
to: 5 out of 5  
 Overwrite scores

Adjust All Scores  
by: 0 points

Remove All Scores

Set All to No Count

Remove All No Count

Remove All Missing

Apply

+ Show Grade Marks

+ Show Special Codes

Figure 6 - Multiple Skills Score Entry screen

## Using Mass Assign Options

You can also use Mass Assign options on the Single Skill Score or Multiple Skill Score entry screens. Mass Assign options allow you to adjust all student Grades on an Event. For example, if most students in the Class earned the same Grade on a homework assignment, you can use one of the Mass Assign options to enter that Grade for all students, and then manually change the few students who earned or higher or lower Grade.

To use Mass Assign options:

1. Go to the Single Skill Score entry or Multiple Skill Score entry screen. For more information on the two different Score entry screens and how to access them, see [“Using the Single Skill Score Entry Screen”](#) (page 13) and [“Using the Multiple Skill Scoring for Event Entry Screen”](#) (page 16).
2. Select a Mass Assign option in the Mass Assign Options area (Figure 7). Some options may not be available depending on whether the Event is scored using points. Table 4 describes each of the Mass Assign options.
3. Click Apply.
4. Click Save. Or click Prev or Next to score the previous or next Event.

Assign All Scores  
 to:  out of **100**  
 Overwrite scores  
 Adjust All Scores  
 by:  points  
 Remove All Scores  
 Set All to No Count  
 Remove All No Count  
 Remove All Missing

**Figure 7 - Mass Assign options**

Option	Description
Assign All Scores to	Assigns all empty cells with the score you enter. This option is only available on Events that use points.
Assign All Grades to	Assigns all empty cells with the Grade you select. This option is only available on Events that do not use points.
Overwrite scores	Determines whether cells that already have a score or Grade are assigned a new score or Grade. This option is only available if you select either Assign All Scores to or Assign All Grades to.
Adjust All Scores by	Modifies each score by the amount you indicate. This option is only available on Events that use points.
Remove All Scores	Deletes all scores for this Event. This option is only available on Events that use points.
Remove All Grades	Deletes all Grades for this Event. This option is only available on Events that do not use points.
Set All to No Count	Selects the No Count option for all students for this Event.
Remove All No Count	Clears the No Count option for all students for this Event.
Remove All Missing	Clears the Missing option for all students for this Event.

**Table 4 - Mass Assign Options**

## Using Quick Scoring

The Quick Scoring screen allows you to enter scores for all Events, as well as Skill and Subject Grades that are not calculated or have no Events associated with them in the current Term.

To use Quick Scoring:

1. In the Gradebook Main Screen Menu Bar, click Quick Scoring.
2. Type the score (if using points) or the Grade Mark (if not using points) in the desired cells.
3. To enter Special Codes, Modified, No Count, Missing and Comments, double click on a cell or move your cursor to a cell and click Show Cell Details.
4. Click Save.

## Using Advanced Export/Import Events

The Advanced Export/Import Events feature allows you to export Events into a spreadsheet to Grade, and then import the Grades back into the Gradebook. This is useful if you plan on grading students' work while you don't have an internet connection.

### Exporting Events

To use Advanced Export/Import Events, you must first export the Events that you want to Grade, into a spreadsheet.

To export Events:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Events.
2. Click Advanced Export/Import Events.
3. In the Select Events to Export area, select the Events that you want to include in the export file. The list of Events available for selection changes according to two filter options. See Table 5 for descriptions of these options.
4. Click Create File for Score Entry.
5. Save the file in .csv format to a location of your choice.

Option	Description
Show Graded Events	Events that have already been Graded display for selection.
Show Events Not Due Yet	Events that have a future due date display for selection.

**Table 5 - Advanced Export/Import Events options**

## Scoring Events on the Export File

Once you create the export file, you can enter scores in it, even when you don't have an active internet connection. Figure 8 shows a sample of an export file.

	A	B	C	D	E	F	G	H	I	J
1	Gradebook:	GRD003 / DAV Prd:0 THIRD GRADE	Gradebook Id:	59401						
2										
3	Event:	Test	Event Id:	47269						
4	Subject:	READING								
5	Skill:	Uses strategies to comprehend text: questioning, v								
6	Due Date:	4/5/2012	Max Score:	5						
7	Id	Student		Score	Special Code	Modified(X)	No Count(X)	Missing(X)	Comment	
8	10564	Nicky Agardscr								
9	11916	Robbyn Amorimscr								
10	10490	Aletha Bayleyscr								
11	13667	Yolanda Boyeascr								
12	10422	Leeann Finniganscr								
13	12351	Reggie Hackingscr								
14	5607	Latarsha Insognascr								
15	10427	Thersa Janovsekscr								
16	10376	Elfriede Jessickscr								

Figure 8 - Sample export file

To score Events on the Export File:

1. Open the export file from the location where you saved it.
2. In the Score (if using points) or Grade (if not using points) column, enter the score or the Grade Mark for each student.
3. In the Special Code column, enter Special Codes as desired.
4. In the Modified, No Count, and Missing columns, enter an X to indicate the Event is modified, no count, or missing for each student as desired.
5. In the Comment column, enter comments as desired.
6. Save the spreadsheet to a location of your choice.

**WARNING** Do not make any other changes to the spreadsheet. Doing so prevents the data from correctly importing back into the Gradebook.

## Importing Event Scores

Once you enter scores on the export file, you can import them back into the Gradebook when you have an active internet connection.

To import Event scores:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Events.
2. Click Advanced Export/Import Events.

3. In the Select a File to Import From area, click **Browse** and locate the spreadsheet file that you saved with Event scores.
4. Click **Import Scores From File**.
5. A page appears that lists all the changes made. Click **Back**.

## Editing an Event

You can make changes to an Event after you add it to the Gradebook.

To edit an Event:

1. On the Gradebook Main Screen, click the header of the Event.
2. Click **Edit**.
3. Make any changes and click **Save**.

## Deleting an Event

If you create an Event by mistake or you no longer need an Event, you can remove it from your Gradebook.

To delete an Event:

1. On the Gradebook Main Screen, click the header of the Event.
2. Click **Delete**.
3. A confirmation message appears. Click **OK** to delete the Event.

<b>NOTE</b>	Events that are scored can be deleted. To restore a deleted Event and its scores, see “ <a href="#">Restoring Deleted Events</a> ” (page 45).
-------------	---

## Cloning an Event

You can clone Events across Classes if your Gradebook Administrator enables the option. There are three ways to clone an Event:

- [Cloning an Event within the Same Class or to Another Class That You Teach](#)
- [Cloning an Event from Another Class That You Teach](#)
- [Cloning an Event from Another Teacher’s Class](#)

## Cloning an Event within the Same Class or to Another Class That You Teach

You can create a copy of an Event in the same Class or clone it to another Class that you teach.

To clone an Event within the same Class or to another Class that you teach:

1. Go to the Gradebook with the existing Event.
2. On the Gradebook Main Screen, click the header of the Event you want to clone.
3. Click Clone.
4. Make any desired changes to the Event, including the Skills to which the newly cloned Event is associated. For more information on selecting one or more Skills to associate with an Event, see “[Adding an Event](#)” (page 9).
5. In the Select the Classes where this Event should be added area, also select the Classes to clone the Event to, if you are cloning this Event to another Class that you teach.

<b>NOTE</b>	The Class in which the Event exists is selected by default. If you leave it selected, a duplicate Event is created in the current Class.
-------------	--

6. Click Save. Or click Save and Clone Scores if you also want to clone student scores to the new Event.

## Cloning an Event from Another Class That You Teach

You can clone an Event that you’ve already created in one of your other Classes. For this procedure, you are in the Gradebook where you want the newly cloned Event.

To clone an Event from another Class that you teach:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Events.
2. Click List Events.
3. Click Clone From existing Gradebook.
4. In the Gradebooks area, select the Class that contains the Events you want to clone.
5. Click Next.
6. In the Events area, select the Events you want to clone to the current Class. By default, all Events are selected. You can only select Events associated with Subjects and Skills that are also available in the current Class.

7. Click Next.
8. Click the calendar icon to change the cloned Event's Due Date if desired.
9. Click Finish.

## Cloning an Event from Another Teacher's Class

You can clone an Event that other teachers in your Entity have created in their Classes. For this procedure, you are in the Gradebook where you want the newly cloned Event.

To clone an Event from another teacher's Class:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Events.
2. Click List Events.
3. Click Clone From existing Gradebook.
4. Click Select Different Teacher.
5. In the Entity box, select the Entity where the teacher teaches.

If you are assigned to more than one school (for example, you teach at both Eisenhower Elementary School and Jackson Elementary School) and you have the security access to use Gradebook at both schools, you can clone from any teacher's Gradebook in *either* of those schools.

6. Highlight the teacher's name and click Select.

<b>TIP</b>	Use the alphabetical search hyperlinks at the bottom of the screen or the Lookup by Last Name feature to easily find the teacher you're looking for.
------------	--

7. In the Gradebooks area, select the Class that contains the Event you want to clone.
8. Click Next.
9. In the Events area, select the Events you want to clone to the current Class. By default, all Events are selected. You can only select Events associated with Subjects and Skills that are also available in the current Class.
10. Click Next.
11. Click the calendar icon to change the cloned Event's Due Date if desired.
12. Click Finish.

## Using Attachments with Events

You can add attachments to an Event if your Gradebook Administrator enables the option. For example, you can add an article to an Event that you want students to read. Teachers can view the attachment, and students and guardians can also view it through Family Access.

### Adding an Attachment to an Event

You can add as many attachments as you want to an Event. However, your Gradebook Administrator may have imposed a restriction on the size of the attachment or on the total size of all attachments in your Gradebook.

To add an attachment to an Event:

1. On the Gradebook Main Screen, click the header of the Event to which you want to add an attachment.
2. Click Edit.
3. Click Attach (#). The number in the parentheses indicates how many attachments have already been added to the Event.
4. Click Browse and locate the file you want to attach.
5. Click Upload.
6. Repeat steps 4 and 5 to add more attachments to the Event.
7. Click Save.

### Removing an Attachment from an Event

You can remove an attachment that you no longer need from an Event.

To remove an attachment from an Event:

1. On the Gradebook Main Screen, click the header of the Event from which you want to remove an attachment.
2. Click Edit.
3. Click Attach (#). The number in the parentheses indicates how many attachments have already been added to the Event.
4. Highlight the attachment you want to remove and click Delete.
5. Click Save.

## Changing the Event Score Display

Once you create and score an Event, you can change the way the Grade appears on the Gradebook Main Screen.

To change the Event score display:

1. On the Gradebook Main Screen, click the header of the Event.
2. In Show Event Score As, select how you would like the Grade to appear on the Gradebook Main Screen. Your choices are Score (45), Check (✓), Percent (77%), or a Grade Mark (B-). The option to display the Event's score as a Score is only available if the Event uses points.
3. Click Back.

## Displaying Comments for One Event

You can display the Event comments for one Event on the Gradebook Main Screen. For more information on how to display Event comments for all Events, see "[Adjusting Event Display Options](#)" (page 40).

To display comments for one Event:

1. On the Gradebook Main Screen, click the header of the Event.
2. Select Show Comments.
3. Click Back.

# Working with Subjects and Skills

On the Gradebook Main Screen, Subjects appear in columns where the header is a solid color. In Figure 9, it is the 1<sup>st</sup> column on the left. Skills appear in columns where the header has diagonal lines. In Figure 9, it is the 2<sup>nd</sup> column from the left.

SPR READI -	SPR READI Compr -	Exerc W31-S 04/07
3	3	3
2	2	3
3	3	3
2	2	3

Figure 9 – Gradebook Main Screen display of Subjects and Skills

Depending on how the Gradebook Administrator sets up the Academic Area that your Class belongs to, the system may automatically calculate Subject and Skill Grades, or you may have to enter them manually. You may also see a Class Grade that automatically calculates.

## Understanding Automatic Calculation

If your Gradebook Administrator enables Auto Calculation, the following occurs. Skill Grades calculate based on Event Grades using one of a variety of formulas. Subject Grades calculate based on Event or Skill Grades. The Class Grade calculates based on Subject Grades. Contact your Gradebook Administrator to find out how Grades calculate for your Class.

## Understanding Automatic Calculation of Skill Grades

There are different ways Skill Grades can calculate. They can calculate based on points earned in Event scores, on Event percentages, or they can calculate based on trending. Table 6 explains each calculation method for Skill Grades.

Calculation Method	Description
Total Points earned in Events	All Event scores associated with a Skill are added together, and then divided by the total points possible.
Percents earned in Events	All Event Grade percentages associated with a Skill are added together, and then divided by the number of Events.
Trend Grade	Calculation based on Power Law formula. For more information on Trend Grading, see “ <a href="#">Appendix A.</a> ”

Table 6 - Skill Grade Calculation methods

**NOTE** You may not see a Skill Grade automatically calculated until you have a certain number of Graded Events associated with that Skill. Your Gradebook Administrator configures this threshold.

**NOTE** Semester and Final Skill Grades can also be calculated as an average of Term Skill Grades instead of using Events.

## Understanding Automatic Calculation of Subject Grades

There are two methods with which Subject Grades can be calculated: based on Event scores or based on Skill Grades. Table 7 explains each calculation method for Subject Grades.

Calculation Method	Description
Weighted Skill Grades	A weighted average calculates from all Skill Grades associated with the Subject. To see the weights your Gradebook Administrator configured, click the header of the Subject column.
Total Points earned in Events	All Event scores associated with a Subject, across multiple Skills, are added together, then divided by the total points possible.

**Table 7 - Subject Grade Calculation methods**

**NOTE** Subjects can be non-Graded. If your Gradebook Administrator configured a Subject as non-Graded, Grades do not appear in the Subject column.

## Understanding Automatic Calculation of Class Grades

If your Gradebook Administrator enabled it, Class Grades are calculated as a weighted average of all Subject Grades.

## Overriding Automatically Calculated Class, Subject and Skill Grades

If you believe that an automatically calculated Class, Subject or Skill Grade does not truly reflect your assessment of a student, you can enter a Grade adjustment. Figure 10 shows a Skill Grade being adjusted.

Students		Calculated Grade	%	Adjustment Grade	Amt	Cmt	Total Percent	Mod	Test W31-T 04/05	Test W30-W 03/28	FAL	WIN
<div style="text-align: center;">           SPR  <b>READING</b>            Uses strategies to comprehend text: questioning, visualizing, using prior knowledge, making connections.         </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Save"/>  <input type="button" value="Undo"/>  <input type="button" value="Back"/> </div>												
Mass Assign Options												
1	Agard Nicky	4	90.00					<input type="checkbox"/>	*	4		
2	Amori Robby	-	90.00					<input type="checkbox"/>	*	4		
3	Bayle Aleth	4	90.00					<input type="checkbox"/>	*	4		
4	Boyea Yolan	4	90.00	3	-20		70	<input type="checkbox"/>	*	4		
5	Finni Leean	4	90.00					<input type="checkbox"/>	*	4		
6	Hacki Reggi	4	90.00					<input type="checkbox"/>	*	4		
7	Insog Latar	4	90.00					<input type="checkbox"/>	*	4		

**Figure 10 - Manually adjusting a Skill Grade**

To override automatically calculated Class, Subject and Skill Grades:

1. Click a Term, Subject, or Skill Grade on the Gradebook Main Screen.

The Grade Entry screen appears. This screen lists all students in the Class on the left and their calculated Subject or Skill Grade in the Calculated Grade and % columns.

2. Type the adjusted Grade for a student in the Adjustment Grade box or type a number in the Adjustment Amt box and press the Tab key on your keyboard.
  - If you type a Grade in the Adjustment Grade box that is higher than the calculated Grade, Gradebook uses the Grade Mark table to determine what the lowest percentage is for that Grade Mark and assigns that percentage.
  - If you type a Grade in the Adjustment Grade box that is lower than the calculated Grade, and your Gradebook Administrator allows negative adjustments, you see the message, “You have entered an adjustment that lowers the student’s Grade. Do you wish to continue?” If you click OK, Gradebook uses the Grade Mark table to determine what the highest percentage is for that Grade Mark and assigns that percentage.
  - If you type a Grade in the Adjustment Grade box that is lower than the calculated Grade, and your Gradebook Administrator has disabled negative adjustments, you see the message “Your District does not allow adjustments that lower a student’s Grade.”
3. Once make an adjustment, a paper icon appears in the Adjustment Cmt column. Click the icon to enter a comment about this adjustment or skip to step 5.
4. Click Save on the pop-up window to save the Adjustment Comment.
5. Click Save.

## Overriding Class, Subject and Skill Grades

You can override a student's Class, Subject or Skill Grade if your Gradebook Administrator configures specific Grade Marks to be used for override Grades. For example, a special needs student's Grade in a Skill may need to be reported differently from the rest of the Class.

To override Class, Subject and Skill Grades:

1. On the Gradebook Main Screen, click the Class, Subject or Skill Grade you wish to override.
2. The Grade Entry screen appears. In the Override column, select an override Grade Mark. If you don't see the Override column, your Gradebook Administrator has not enabled this feature.
3. Click Save.

## Manually Entering Subject and Skill Grades

You must enter Subject and Skill Grades manually if your Gradebook Administrator disables Auto Calculation, or if the system is unable to calculate a Grade due to the lack of Skill or Event Grades.

<b>NOTE</b>	You can't manually give a student a Class Grade when Auto Calculation is disabled.
-------------	--

To manually enter Subject and Skill Grades:

1. On the Gradebook Main Screen, click the header of a Subject or Skill.
2. The Grade Entry screen appears. Type a Grade Mark in the Grade column or a percentage in the % column for each student and press the Tab key on your keyboard.

You can also select a Grade Mark from the Mass Assign Options box to mass assign a Grade to all students. Select **Overwrite Grades** prior to doing this to overwrite any existing Grades.

3. Click Save.

# Assigning Special Grade Mark Groups

A Grade Mark Group defines a set of Grade Marks to be used with an Event, Skill, Subject or Class Grade. Although your Gradebook Administrator may allow you to choose a Grade Mark Group for each Event, they have already configured which Grade Mark Group to use for each Skill Grade, Subject Grade and Class Grade.

Special Grade Mark Groups are designed to allow you to override the predefined Grade Mark Group for a student in a Skill or Subject. For example, you can use Special Grade Mark Groups for special education students who earn S or U in a Skill rather than the typical 4, 3, 2 or 1.

To assign Special Grade Mark Groups:

1. In the Gradebook Main Screen Menu Bar, click Grade Marks.
2. On the left side of the screen, find the Special Grade Mark Group that you want to assign. Special Grade Mark Groups are labeled as such.
3. Click Select Students.
4. On the right side of the screen, select the students to whom you want to assign the Special Grade Mark Group.
5. Click Save.
6. In the same Special Grade Mark Group, click Select Subjects/Skills.
7. On the right side of the screen, select the Subjects or Skills to which you want to assign the Special Grade Mark Group for the students you selected in step 4.
8. Click Save.

<b>NOTE</b> You cannot assign a Special Grade Mark Group for the Class Grade.
---

# Entering Term and Semester Comments

At the end of each Grading Period, you can enter pre-defined and freeform comments about how a student is doing in your Class. If the Gradebook Administrator enables the feature, you can also enter freeform comments for each Subject and student in your Class. These comments are printed on the Standards Report Card and can be made accessible in Student and Family Access.

There are two ways of entering comments:

- [Using the Comments Button](#)
- [Using the Student Options Screen](#)

## Using the Comments Button

You can use the Comments button in the Gradebook Main Screen Menu Bar to enter comments. This method is best if you prefer to enter comments for all students in the Class at once.

To use the Comments button:

1. In the Gradebook Main Screen Menu Bar, click Comments.
2. Click the hyperlink for Post Comments that corresponds with the Grading Period for which you want to enter comments.
3. In the comment column for each student, type the comment code that corresponds with the pre-defined comment you want to assign to the student. To see a list of available comment codes, click View Comment Codes. Your Gradebook Administrator determines the number of comment codes you can enter per student.

You can also use the Default blank comments to feature to mass assign a comment code to all students.

4. Type a freeform comment for the Class and for each Subject and student in the Freeform column. This is only available if your Gradebook Administrator enables it.
5. Click Save.

## Using the Student Options Screen

You can enter comments using the Student Options Screen. This option is best if you prefer to enter comments for one student at a time.

To use the Student Options screen:

1. On the Gradebook Main Screen, click a student's name to access the Student Options Screen.
2. Click the Comments tab.
3. Click Edit Comments.
4. In the area that corresponds with the Grading Period for which you want to enter comments, type the comment codes that corresponds with the predefined comment you want to assign to the student.

To see a list of available comment codes, click View Comment Codes. Your Gradebook Administrator determines the number of comment codes you can enter per student.

5. Type a freeform comment for the Class and for each Subject. This is available only if your Gradebook Administrator enables it.
6. Click Save.

## Hiding Comments from Family and Student Access and Gradebook Reports

Your Gradebook Administrator may allow you to determine whether comments you enter for the current Grading Period are hidden in Family Access, Student Access and Gradebook reports. Comments from closed Grading Periods are always visible.

To hide comments from Family and Student Access and Gradebook Reports:

1. In the Gradebook Main Screen Menu Bar, click Comments.
2. In the Comment Display Options area, select the areas from which you want to hide comments in the current Grading Period.

# Working with Standards Gradebook Reports

Gradebook allows you to generate reports for selected students or Classes. You can also select the Terms or date ranges to report on and can choose many of the data elements that appear on the report.

For more information on each report available in Standards Gradebook, see “[Running Standards Gradebook Reports](#)” (page 35).

## Understanding Report Templates

Report templates help you customize a report. Once you customize a report and save it as a report template, you can easily access it and generate the report whenever you need to. This prevents you from having to define the parameters each time you want to generate the report. Table 8 describes some of the common options you see when you create a report template or generate a report.

Option	Description
Print	Generates the report using the highlighted template.
Export to Excel	Exports the Grade Sheet Report into a spreadsheet. This option is only available for the Grade Sheet Report.
Add a new Template	Creates a customized template. For more information on adding a new template, see “ <a href="#">Adding a New Report Template</a> ” (page 34).
Rename Template	Renames your report template. This option is only available on templates that you create, because report templates that Skyward or your Gradebook Administrator creates cannot be renamed.
Modify parameters of Template	Allows you to modify the parameters in your report template. This option is only available on templates you create.
View parameters of Template	Allows you to see the pre-defined parameters in a report template that Skyward or your Gradebook Administrator provides.
Delete Template	Deletes your report template. This option is only available on templates that you create, because report templates that Skyward or your Gradebook Administrator creates cannot be deleted.
Clone Template	Clones a report template. You typically use this to clone a template that Skyward or your Gradebook Administrator creates so that you can modify it without having to create it.
Select Different Students	Allows you to select the students for whom to run the report.
Select Different Classes	Allows you to select the Classes for which to run the report.

**Table 8 - Report template options**

## Adding a New Report Template

When you run a report for the first time, you can either use a predefined report template or create one of your own.

To add a new report template:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Reports.
2. Click the report you want to run.
3. Click Add a new Template.
4. In the Sequence # box, type a number between 1 and 799, or accept the default value.

<b>NOTE</b>	Sequence numbers 800 through 899 are reserved for templates your Gradebook Administrator creates. Sequence numbers 900 through 999 are reserved for templates that Skyward creates.
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5. In the Report Template Name box, type the name of the report template.
6. Click Save.
7. Configure the parameters for the report template. The parameters available vary depending on which report you select. For example, the Grade Sheet report parameters are very different from the Event Listing report parameters. For more information on each report, see “[Running Standards Gradebook Reports](#)” (page 35).
8. Click Save.

# Running Standards Gradebook Reports

This section describes each report found in Standards Gradebook.

- [Attendance Detail Report](#)
- [Attendance Summary Report by Class](#)
- [Grade Sheet Report](#)
- [Progress Report](#)
- [Event Listing Report](#)
- [Skill/Event Listing Report](#)
- [Event Master Report](#)
- [Standards Report Card](#)
- [Custom Report Card](#)
- [Missing Events Report](#)
- [Progress Detail Report](#)
- [Enhanced Multi-Class Progress Report](#)
- [Online Event Analysis Report](#)
- [Class Roster Report](#)
- [Student Information Report](#)
- [Custom Forms Report](#)
- [Using the Export Feature](#)

## Attendance Detail Report

The Attendance Detail Report displays student attendance detail for all periods for a specific Term or date range. You can choose the Absence Types included in the report.

## Attendance Summary Report by Class

The Attendance Summary Report by Class displays student attendance for a specific Class in a grid format. You can choose the Absence Types included in the report.

## Grade Sheet Report

The Grade Sheet Report displays Subject, Skill and Event Grades for all students in a grid format for a specific Term or date range. You can also use the Grade Sheet Report to mimic a traditional paper Event by printing a sheet that lists the students on the left and an empty grid across the page.

To print a blank Grade Sheet Report, use one of the Blank Grade Sheet report templates that Skyward provides (Sequence 960, 970, 980).

## Progress Report

The Progress Report displays a student's Subject, Skill and Event Grades in a summary format for a specific Term. You can also add Attendance information, prior Term Grades and Teachers' Log entries to this report.

## **Event Listing Report**

The Event Listing report displays Events and Grades for each student sorted by due date for a selected Term or date range. You can also add Event comments to this report.

## **Skill/Event Listing Report**

The Skill/Event Listing report displays Events, Skills and their Grades for each student for a selected Term. The report can be sorted by Event or by Skill. You can also add Event comments, totals, averages, and the missing indicator to this report.

## **Event Master Report**

The Event Master report displays Event Grades for each student for Events from a selected Term or date range. You can sort this report by Term, Subject, Skill or due date.

## **Standards Report Card**

The Standards Report Card provides students and parents with an official report of the student's academic progress. This report includes information on all of the Classes that students are enrolled in that use a Standards Gradebook, not just the Class from which the report is run. Your Gradebook Administrator defines most parameters for the Standards Report Card layout.

## **Custom Report Card**

The Custom Report Card provides students and parents with an official report of the student's academic progress. Your Gradebook Administrator defines the format of the Custom Report Card.

## **Missing Events Report**

The Missing Events report allows you to view missing Events for students in the selected Term or date range in all Classes. One page displays for each student within the selection criteria whether or not the student has missing Events.

The report considers an Event missing if the Missing check box is selected for a student. Events may also appear on the report if it is ungraded and it is past the due date. This is only the case if your Gradebook Administrator enables the appropriate option.

## **Progress Detail Report**

The Progress Detail Report displays Event, Skill, Subject and Class Grades for each student in a selected Term. You can also configure the Progress Detail Report to include all of a student's Classes.

## **Email Progress Detail Report**

The Progress Detail Report can be emailed to guardians and students who have an email address on record.

## **Viewing Emailed Progress Detail Reports**

You can view the Progress Detail Reports that you generate and send.

To view emailed Progress Detail reports:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Reports.
2. Click View Emailed Reports.
3. Select an emailed Progress Detail report and click View.

## **Enhanced Multi-Class Progress Report**

The Enhanced Multi-Class Progress Report displays Event, Skill, Subject and Class Grades for each student in multiple Classes in a selected Term. You can configure this report to generate only for students with a specific Grade Mark, Grade percentage range or number of absences range. You can also add attendance data, missing Events, Teachers' Log entries and comments to this report.

## **Online Event Analysis Report**

The Online Event Analysis Report displays the list of questions in each Online Event in a selected Term or date range, and whether each student answered it correctly or not.

## **Class Roster Report**

The Class Roster Report displays a list of students enrolled in a specific Class during a specific Term. You can configure the report to include additional information about the student, such as phone number, address, gender, picture and email address.

## **Student Information Report**

The Student Information Report displays information about each student, including demographics, attendance, scheduling, discipline, academic history, current Grades in all Classes, test scores, recommendations and activities.

You must have security access to the specific areas in Educator Access Plus to be able to include that information on the report.

## **Custom Forms Report**

The Custom Forms Report displays students' information contained in Custom Forms that your school district configures. You must have security access to the Custom Form to be able to include that information on the report.

## **Using the Export Feature**

This feature, located on the Gradebook Main Screen Menu Bar, exports Grade Sheet report information to Microsoft Excel. For more information about the Grade Sheet report, see "[Grade Sheet Report](#)" (page 35).

## Running Reports for an Individual Student

To run reports for an individual student, click their hyperlinked name on the Gradebook Main Screen.

To run reports for an individual student:

1. On the Gradebook Main Screen, click the hyperlink for the student's name.
2. Use your mouse pointer to pause over Reports and click the report you want to run.

## Running Reports for All Classes

Some reports can be run for all of your Classes.

To run reports for all Classes:

- On the My Gradebook (Class selection) screen, use your mouse pointer to pause over Reports for all Classes and click the report you want to run.

# Configuring Display Options

There are various options you can use to control how your Gradebook appears.

- [Adjusting Student Display Options](#)
- [Adjusting Event Display Options](#)
- [Adjusting Grade Period Display Options](#)
- [Selecting Skills for Display](#)
- [Changing the Gradebook Main Screen View](#)
- [Expanding and Collapsing Skill and Event Columns](#)

Each of these groups of Display Options is discussed in this section.

## Adjusting Student Display Options

Student Display options determine how the student name, ID and other information display on the Gradebook Main Screen. It also defines which students appear in your Gradebook and in what order. Changes made in Student Display options are universal and affect all of your Classes.

To adjust Student Display options:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Display Options.
2. Click Student Display.
3. Configure all options. Table 9 describes these options.
4. Click Save.

<b>NOTE</b>	You can click Restore Defaults to revert back to the default Student Display options settings.
-------------	--

Option	Description
Name Display	Determines how each student's name displays on the Gradebook Main Screen.
Display Options	Determines whether the Student ID, Student Grade Level and Student's School appear on the Gradebook Main Screen. It also determines whether students who have dropped the Class appear in your Gradebook.
Sorting Options	Determines the order in which students are listed on the Gradebook Main Screen.

**Table 9 - Student Display options**

## Adjusting Event Display Options

Event Display options determine how Events display on the Gradebook Main Screen. There are also some defaults you can set for adding and scoring Events. Changes made in Event Display options are universal and affect all of your Classes.

To adjust Event Display options:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Display Options.
2. Click Event Display.
3. Configure all options. Table 10 describes these options. Some options may not be available to you depending on how your Gradebook Administrator configures your Gradebook.
4. Click Save.

<b>NOTE</b>	You can click Restore Defaults to revert back to the default Event Display options settings.
-------------	--

Option	Description
Event Display Options	Determines whether Comments display for all Events, and whether a Term Grade column appears on the Gradebook Main Screen.
Subject Heading	Determines how Subject Grades display on the Gradebook Main Screen.
Skill Heading	Determines how Skills and their Grades display on the Gradebook Main Screen.
Event Defaults	Allows you to set the default maximum score for an Event, and whether Events are posted to Family and Student Access by default.
Event Score Entry	Determines the default score entry screen and other display options on score entry screens.
Event Heading	Determines the width of Event columns on the Gradebook Main Screen and the information contained in the header.

**Table 10 - Event Display options**

# Adjusting Grade Period Display Options

Grade Period Display options determine which Grading Period Class, Subject, Skill and Event columns display on the Gradebook Main Screen. Some teachers prefer to view only the current Term’s information, while others want to see data from all Grading Periods. Grade Period Display options are not universal and only affect the Class in which they are configured.

To adjust Grade Period Display options:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Display Options.
2. Click Grade Period Display.
3. Configure all options on the Grade Period Display screen (Figure 11). Table 11 describes each of the options.
4. Click Save.

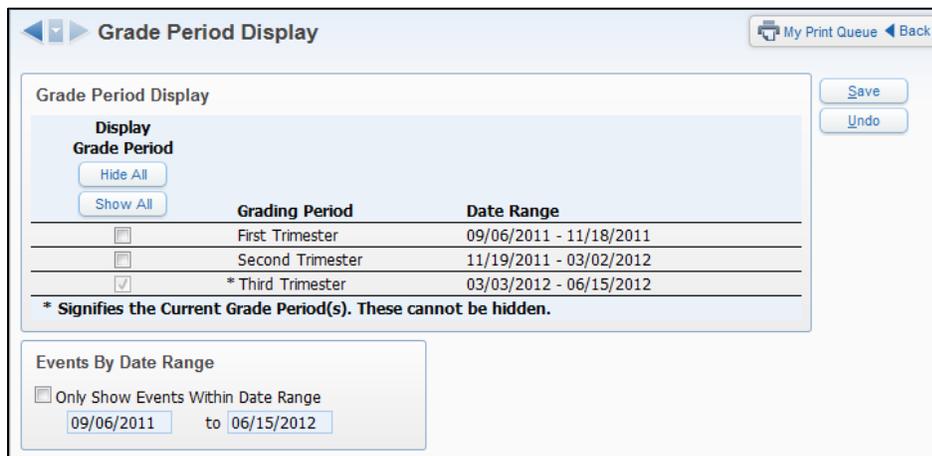


Figure 11 - Grade Period Display options

Option	Description
Grade Period Display	Use this option to show or hide Gradebook information based on Grading Period.
Events By Date Range	Use this option to show Gradebook information based on a date range.

Table 11 - Grade Period Display options

## Selecting Skills for Display

You can control which Skills appear on the Gradebook Main Screen. Some teachers prefer to only see the Skills they are currently teaching. Others prefer to see all Skills that are going to be covered in the Class. This option is only available if your Gradebook is set to View Events by Skill. For more information on changing the view of your Gradebook, see “[Changing the Gradebook Main Screen View](#)” below.

To select Skills for display:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Display Options.
2. Click Select Skills for Display.
3. Select the check boxes that correspond with the Skills you want to appear on the Gradebook Main Screen. Deselecting a Skill causes that Skill and all its associated Events to be hidden from view on the Gradebook Main Screen.
4. To select only Skills with associated Events, click Select Only Skills with Events.
5. To automatically display Skills with associated Events and hide Skills with no associated Events, select Always Display Skills with Events. When you select this option, a Skill appears on the Gradebook Main Screen as soon as an Event is associated with it.
6. Click Save.

## Changing the Gradebook Main Screen View

There are three Gradebook Main Screen views that you can choose from: by Skill, by Event, or by Student. If you set your Gradebook to View Events by Skill, each Skill displays with its associated Events to the right. If you set your Gradebook to View Skills by Event, each Event displays with its associated Skills to the right.

To change the Gradebook Main Screen View:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Display Options.
2. Click one of the Gradebook Main Screen view options. You only see the two options that are currently not in use. Table 12 describes all three options.

Option	Description
View Events by Skill	Each Skill column appears with it associated Event columns to the right.
View Skills by Event	Each Event column appears with it associated Skill columns to the right.
View Skills by Student	Each student appears with the Skill rows beneath their name and Event columns to the right.

**Table 12 - Gradebook Main Screen view options**

<b>NOTE</b>	In View Skills by Event mode, Subject columns are hidden.
-------------	---

## Expanding and Collapsing Skill and Event Columns

In the View Events by Skill and View Skill by Events modes, you can expand or collapse Skills or Events to hide their associated Events and Skills. For example, in the View Events by Skill mode, if a Skill has 12 associated Events, you can hide those 12 Events. In the View Skills by Event mode, if an Event is associated with five Skills, you can hide those five Skills.

To expand and collapse Skill and Event columns:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Display Options.
2. Click Hide All Skills, Hide All Events, Show All Skills, or Show All Events.

<b>NOTE</b>	To expand or collapse one Subject, Skill or Event, click the plus or minus button in the lower right corner of the column header.
-------------	---

# Using Standards Gradebook Tools

There are several tools available in Standards Gradebook that help you manage the students in your Class and the Events you assign.

- [Using Teacher's Log](#)
- [Restoring Deleted Events](#)
- [Using Student Groups](#)
- [Viewing Gradebook Backups](#)
- [Managing the Event Comment Bank](#)
- [Viewing Subject Attachments](#)

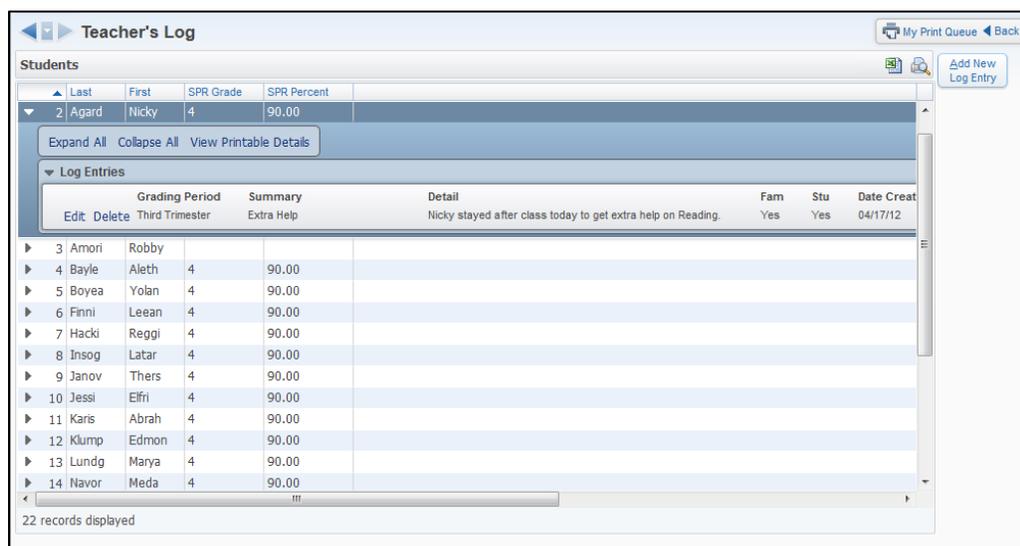
Each tool is discussed in this section.

## Using Teacher's Log

The Teacher's Log allows you to record anecdotal comments about a student. Teacher's Log entries can be made visible in Family and Student Access.

To use the Teacher's Log:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Display Options.
2. Click Teacher's Log. Figure 12 shows an example of a Teacher's Log.
3. Select a student and click Add New Log Entry.
4. Configure all options. Table 13 describes Log Entry options for the Teacher's Log.
5. Click Save.



The screenshot shows the 'Teacher's Log' interface. At the top, there is a 'Students' section with a table listing students. Below this is a 'Log Entries' section with a table listing log entries for each student. The interface includes navigation buttons like 'Expand All', 'Collapse All', and 'View Printable Details'. A search bar and 'Add New Log Entry' button are also visible.

Last	First	SPR Grade	SPR Percent	
2	Agard	Nicky	4	90.00

Log Entries							
Edit	Delete	Grading Period	Summary	Detail	Fam	Stu	Date Creat
		Third Trimester	Extra Help		Yes	Yes	
▶ 3	Amori	Robby					
▶ 4	Bayle	Aleth	4	90.00			
▶ 5	Boyea	Yolan	4	90.00			
▶ 6	Finni	Leean	4	90.00			
▶ 7	Hacki	Reggi	4	90.00			
▶ 8	Insog	Latar	4	90.00			
▶ 9	Janov	Thers	4	90.00			
▶ 10	Jessi	Elfri	4	90.00			
▶ 11	Karis	Abrah	4	90.00			
▶ 12	Klump	Edmon	4	90.00			
▶ 13	Lundg	Marya	4	90.00			
▶ 14	Navor	Meda	4	90.00			

Figure 12 - Teacher's Log

Option	Description
Grading Period	Grading Period associated with the Teacher's Log entry.
Summary	Summary of the entry.
Detail	Detail of the entry.
Post to Family Access	Determines whether the entry is visible in Family Access.
Post to Student Access	Determines whether the entry is visible in Student Access.

**Table 13 – Log Entry options for a Teacher's Log**

## Restoring Deleted Events

A deleted Event can be restored, along with any scores and Special Codes associated with it when it was deleted.

To restore a deleted Event:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Display Options.
2. Click Restore Deleted Events.
3. On the Deleted Events list, highlight the Event to restore.
4. Click View Details.
5. Click Restore Event.

## Using Student Groups

Student Groups in a Gradebook are designed to separate groups of students who are completing different Events in the same Class. For example, in a Music Class, there may be students who play different instruments that have different Events.

### Creating Student Groups and Assigning Students

The first step in using Student Groups is to create the groups. Figure 13 shows three groups being created: Wind, Percussion and Strings.

**Student Groups**

Group 1 Description: <input type="text" value="Wind"/>	Group 6 Description: <input type="text"/>
Group 2 Description: <input type="text" value="Percussion"/>	Group 7 Description: <input type="text"/>
Group 3 Description: <input type="text" value="Strings"/>	Group 8 Description: <input type="text"/>
Group 4 Description: <input type="text"/>	Group 9 Description: <input type="text"/>
Group 5 Description: <input type="text"/>	Group 10 Description: <input type="text"/>

			Assign Students to Groups									
Students			Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8	Group 9	Group 10
1	Agard	Nicky	<input checked="" type="radio"/>	<input type="radio"/>								
2	Amori	Robby	<input checked="" type="radio"/>	<input type="radio"/>								
3	Bayle	Aleth	<input checked="" type="radio"/>	<input type="radio"/>								
4	Boyea	Yolan	<input checked="" type="radio"/>	<input type="radio"/>								
5	Finni	Leean	<input checked="" type="radio"/>	<input type="radio"/>								
6	Hacki	Reggi	<input checked="" type="radio"/>	<input type="radio"/>								
7	Insog	Latar	<input checked="" type="radio"/>	<input type="radio"/>								
8	Janov	Thers	<input checked="" type="radio"/>	<input type="radio"/>								
9	Jessi	Elfri	<input checked="" type="radio"/>	<input type="radio"/>								
10	Karis	Abrah	<input checked="" type="radio"/>	<input type="radio"/>								

**Figure 13 - Creating Student Groups**

To create Student Groups and assign students:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Display Options.
2. Click Student Groups.
3. In the Student Groups area, type a name for each group you want to create, starting with Group 1.
4. In the Assign Students to Groups area, select a group for each student.
5. Click Save.

## Working with Student Groups and Events

Once Student Groups have been created, a new menu appears in the upper left corner of the Gradebook Main Screen. This allows you to choose which group to view on the Gradebook Main Screen. Events that you have already created in the Gradebook are automatically part of all Student Groups that you create.

When you add a new Event after you create Student Groups, the Event is only part of the Student Group that displays on the Gradebook Main Screen – unless you select Apply this assignment to All Student Groups on the Add Event screen. For information on how to add an Event, see [“Adding an Event”](#) (page 9).

## Moving Students between Student Groups

Students can be moved between groups as long as all of their scored Events are part of both groups.

To move students between Student Groups:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Display Options.
2. Click Student Groups.
3. In the Assign Students to Groups area, make adjustments as desired.
4. Click Save.

## Viewing Gradebook Backups

Gradebook Backups allow you to see Gradebook data from a specific date against the current Class list.

To view Gradebook Backups:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Display Options.
2. Click Gradebook Backups.
3. Click the hyperlink for View Backup that corresponds with the date of the backup you want to view. The Gradebook Administrator sets up the frequency of backups.

You cannot make any changes to the backup, but you can view the data and run most reports.

# Managing the Event Comment Bank

The Event Comment Bank allows you to store frequently-used Event comments. When you are scoring an Event and want to enter a comment, a pop-up appears when you begin typing the first few letters of the comment. This pop-up contains a list of comments from the bank that matches what you have typed so far. If the comment that you type does not match anything in the bank, it is automatically added to the bank.

To manage the Event Comment Bank:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Display Options.
2. Click Event Comment Bank. Figure 14 shows an example of a teacher’s Event Comment Bank. Table 14 describes the options available in the Event Comment Bank.

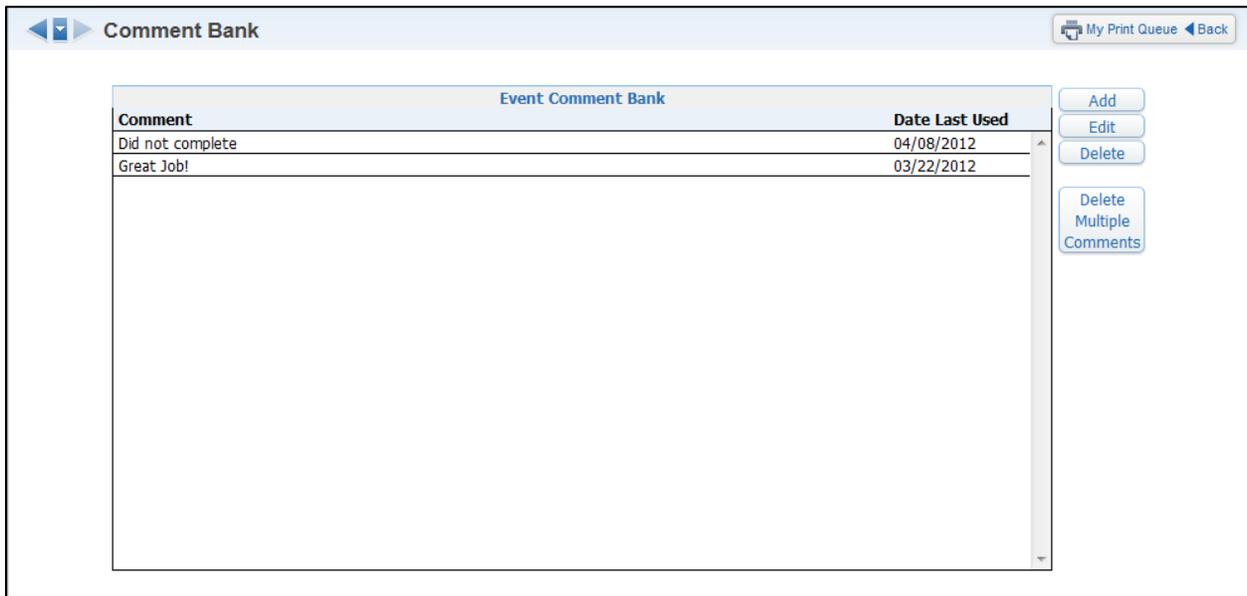


Figure 14 - Event Comment Bank

Option	Description
Add	Adds an Event comment to the bank. Event comments that you type when scoring an Event are automatically added to the bank. Use this feature to manually add an Event comment.
Edit	Modifies an existing Event comment.
Delete	Deletes an existing Event comment from the bank. This does not delete the comment from a student's Event.
Delete Multiple Events	Deletes multiple existing Event comments from the bank.

**Table 14 – Event Comment Bank options**

## Viewing Subject Attachments

You can view attachments that your Gradebook Administrator adds to Subjects. For example, they may have made a curriculum guide available for your reference.

To view Subject Attachments:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Display Options.
2. Click Subject Attachments.
3. In the Subject Attachments list, highlight the file you want to view and click View.

# Using the Student Options Screen

The Student Options screen allows you to view and edit data for a single student. This screen is also helpful if you are discussing progress with students one-on-one at your computer because it allows you to view information for only one student at a time.

To use the Student Options screen,

1. On the Gradebook Main Screen, click the hyperlink of a student's name.
2. Select the options as desired (Figure 15). Table 15 describes the available options on the Student Options Screen.

Figure 15 - Student Options screen

Option	Description
All Events	Displays all Subjects, Skills and Events for the selected student. To change a Subject, Skill or Event Grade, click the Grade that you want to change.
Reports	Allows you to generate a report. For more information on Standards Gradebook reports, see “ <a href="#">Working with Standards Gradebook Reports</a> ” (page 33).

Option	Description
Score Skills	Opens the Quick Entry screen for Skills to allow you to enter Grades for all Skills for the selected student.
Missing Events (#)	Displays the student's missing Events. The number in parentheses indicates the number of missing Events for the student.
Report Card Grades	Displays the student's report card Grades for the current and past Terms.
Teacher's Log	Opens the Teacher's Log for the student. For more information on using Teacher's Log, see " <a href="#">Using Teacher's Log</a> " (page 44).
Comments	Displays the student's report card comments for the current and past Terms. You can also enter report card comments. For more information on entering report card comments, see " <a href="#">Entering Term and Semester Comments</a> " (page 31).
New Student	Allows you to access options for a new student who enrolled into the Class. For more information on new student options, see " <a href="#">Using the New Student Indicator</a> " (page 54).

**Table 15 - Student Options screen options**

# Taking Attendance from Gradebook

You can take attendance for a Class in Gradebook without having to navigate to the Attendance areas in Educator Access Plus.

To take attendance from Gradebook:

- In the Gradebook Main Screen Menu Bar, click Attendance. For more information on taking attendance, see the *WSIPC Guide to Educator Access Plus for Teachers*.

Once you take attendance, the absence or tardy information appears in the Atnd column on the Gradebook Main Screen to the right of the student's name. This area also displays Do Not Admit information, if the Gradebook Administrator enables that feature.

# Miscellaneous Gradebook Main Screen Items

Several items on the Gradebook Main Screen provide additional features. These miscellaneous items are not covered anywhere else in this Guide. Table 16 lists these options and their descriptions.

Option	Description
Term Literal Hyperlink	In each Term or semester column, you can click the Term literal (for example, TR1) in the column header to switch between displaying the Term Grade as a Grade Mark or a Percent. The Term or semester column is only available if your Gradebook Administrator configures your Gradebook to calculate a Term or semester Grade.
Term Literal Menu	The Term literal menu is located in the header of the fixed Term Grade column. This menu allows you to view the calculated Grade for a different Term or semester. The fixed Term Grade column only appears if you enable it in Event Display Options.
Class Hyperlink	At the top left corner of the Gradebook Main Screen is a Class hyperlink. The text of the hyperlink consists of the Course Code, Section Code, Period number, and Course Description. It is not underlined and in blue like a typical hyperlink. Click this hyperlink to view information about the Class, including the Terms, days and times that the Class meets, etc.
View Tutorial Hyperlink	The hyperlink for View Tutorial allows you to access Skyward tutorials about Gradebook features and processes.
My Print Queue	Allows you access to your Print Queue.
Student Information Icon	An icon appears to the left of each student's name. The avatar shows you the gender of the student. Click the icon to open the Student Profile, which displays detailed information about the student. The information available to you depends on your security access levels.
Other Access	Located on the Gradebook Main Screen Menu Bar and provides quick access to other Educator Access Plus features, such as Survey and Message Center. For more information about other Educator Access Plus options, see the <i>WSIPC Guide to Educator Access Plus for Teachers</i> .

**Table 16 - Miscellaneous Gradebook Main Screen options**

# Understanding and Using Indicators

Indicators in Gradebook give you additional special information about students in your Class. There are several types of indicators:

- [Using the New Student Indicator](#)
- [Understanding the Subset Enrollment Asterisk](#)
- [Understanding the Grade Discrepancy Indicator](#)
- [Understanding a Bold Event Score](#)
- [Understanding the Comment Arrow](#)
- [Understanding the Health Condition Indicator](#)
- [Understanding the Critical Alert Indicator](#)
- [Understanding the Parental Consent Indicator](#)
- [Understanding the Special Education and Section 504 Bars](#)

The following sections discuss each type.

## Using the New Student Indicator

If a student has just been scheduled into your Class, a yellow button labeled NEW appears beside the student's name on the Gradebook Main Screen. A New Student tab also appears on the Student Options screen. For more information on the Student Options screen, see "[Using the Student Options Screen](#)" (page 50). The New Student screen, as seen in Figure 16, allows you to transfer Grades for that student from another Class into yours. Table 17 explains the options on the New Student screen.

To use the New Student Indicator:

- On the Gradebook Main Screen, click the NEW button next to a student's name.

**New Student**

Denisha V Adderlyscr was added to this class on **Saturday, April 7 2012**  
From **GRD003 / PIE THIRD GRADE**

Do not display NEW by this student's name.

---

**Transfer Scores**

**Option #1 - Auto-Transfer Scores from Dropped Section of this Course** [Transfer Matching Scores](#)

Denisha V Adderlyscr dropped section PIE of this course with **1** graded event  
Choose this option to automatically transfer 1 graded event from dropped section PIE to current section DAV

---

**Option #2 - Transfer Assignment/Term Scores From Another Class** [Manually Transfer Scores](#)

Choose this option to manually transfer or enter  based on one of 3 other classes  
Use Another Class: **Not Selected** ([Select Another Class](#))

---

**Option #3 - Manually Enter Term Scores** [Manually Enter Scores](#)

Choose this option to manually enter term grade percents for closed grading periods

Figure 16 - New Student screen

Option	Description
Do not display NEW by this student's name	Prevents the NEW button from appearing for this student. You can still access the New Student score transfer features through the New Student tab on the Student Options screen. For more information on the Student Options screen, see " <a href="#">Using the Student Options Screen</a> " (page 50).
Option #1 – Auto-Transfer Scores from Dropped Section of this Course	Automatically transfers Event Grades from another section of the course. This option is only available if the student dropped from another section of the same course, and matching Events that were Graded in the previous section are found. Due Date, Subject, Skill, Max Score, Weight Multiplier and Event Description are used to determine matches.
Option #2 – Transfer Assignment/Term Scores From Another Class	Allows you to manually match Events, one by one, from any Class to Events in this Class. Click <b>Select Another Class</b> to choose any Class that the student dropped from.
Option #3 – Manually Enter Term Scores	Allows you to manually enter Skill Grades in prior Grading Periods.

**Table 17 - New student transfer score options**

## Understanding the Subset Enrollment Asterisk

When a student is enrolled in only one semester of a year-long course, or in only one Term of a semester-long or year-long course, this student is said to be enrolled in a *subset* of the course. This means that the student is enrolled for a length of time that does not span the entire course.

A student, enrolled in a subset of a course, appears in Gradebook with an asterisk to the right of his or her name on the Gradebook Main Screen. If you click on the hyperlink for that student's name to access the Gradebook Student Options screen, a message explaining the asterisk appears. For example, if a student is enrolled in only the second semester of a year-long course and you click the hyperlink, a message similar to the following appears at the top of the Gradebook Student Options screen:

“Sarah Smith is only scheduled for SEM 2 of YEAR of this YEAR long Class.”

The wording of this message depends on how the Gradebook Administrator configures Gradebook.

## **Understanding the Grade Discrepancy Indicator**

If a student's calculated Term or semester Grade is different than the posted Grade, an asterisk appears beside the Grade on the Gradebook Main Screen. If you pause over the Grade with your mouse pointer, a message appears stating that the Grade is now different from the posted Grade. Depending on your district's setup, you may also see a separate column that shows the posted Grade if it is different from the calculated Grade.

## **Understanding a Bold Event Score**

An Event score in bold font indicates that a Special Code (for example, MS – Missing) is attached to the Event.

## **Understanding the Comment Arrow**

An Event score with a red arrow in the upper right corner indicates that an Event comment exists. Use your mouse pointer to pause over the red arrow to see the comment.

## **Understanding the Health Condition Indicator**

If your Gradebook Administrator enables it, a red cross (+) appears to the left of the student's name, indicating a health condition. Click on the cross for more information.

## **Understanding the Critical Alert Indicator**

If your Gradebook Administrator enables it, a red exclamation mark (!) appears to the left of the student's name, indicating a critical alert. Click on the exclamation mark for more information.

## **Understanding the Parental Consent Indicator**

If your Gradebook Administrator enables it, a parental consent indicator appears to the left of the student's name, indicating that the student has parental consent information. Click the indicator for more information. Your school district configures the color and label of the indicator.

## **Understanding the Special Education and Section 504 Bars**

If your Gradebook Administrator enables it, a dark blue bar appears to the left of the student's name, indicating a special education student. A light blue bar appears to the left of the student's name, indicating a Section 504 student. Click the bar for more information.

# Appendix A: Understanding Trend Grading

Skill Grades in Standards Gradebook can be calculated using the Trend Grading method. This section describes what Trend Grading is and how the Gradebook Administrator must configure the system to use this calculation method.

## How Trend Grading Works

Trend Grading is a method of calculating Skill Grades. Rather than using actual Event Grades to calculate a weighted average Skill Grade, Trend Grading utilizes these Event Grades to create a trend that best represents how the student is progressing in the particular Skill.

Sometimes a trend can easily be approximated by the naked eye, but for a more accurate trend pattern, the Power Law formula is used to calculate a trend line. In a graphical sense, the trend line is the line that most closely resembles the trend that the data points are showing.

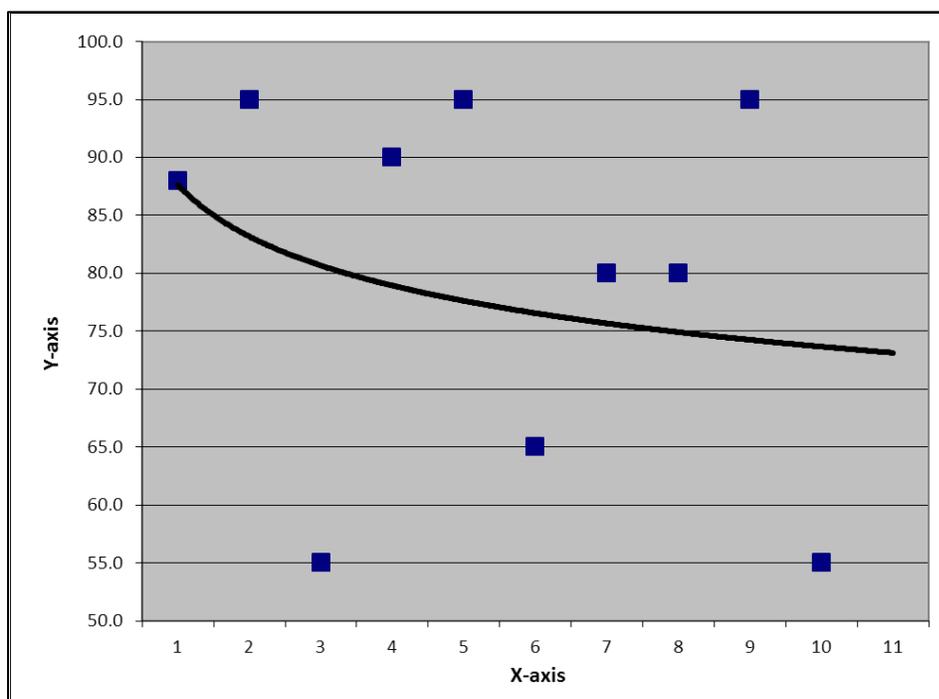


Figure 17 - Power Law as a Graph

In Figure 17, the ten data points are a student's Event Grades in a particular Skill, plotted chronologically from left to right. The curved line represents the calculated trend of the student's progress in this Skill over time.

The table below shows the values of the Grades for the ten Events.

Event	1	2	3	4	5	6	7	8	9	10	11
Grade	88	95	55	90	95	65	80	80	95	55	?

Once the trend line calculates, it can be extended to calculate the next (11<sup>th</sup>) data point. That's the value on the Y-axis when the trend line reaches 11 on the X-axis. In this example, the calculated 11<sup>th</sup> Event Grade is 90.8. This is referred to as the Trend Grade.

**NOTE** Your Gradebook Administrator can also configure the Trend Grading feature to calculate a Trend Grade based on the last data point. In this example, that Trend Grade would be the value on the Y-axis when the trend line reaches 10 on the X-axis.

Trend Grading can serve two purposes. Both are independent of each other and can be turned on or off separately.

The Trend Grading purposes are:

- [Using Trend Grading as a Skill Grade](#)
- [Using Trend Grading as a Prediction](#)

Each purpose is described below.

## Using Trend Grading as a Skill Grade

One of the Skill Grade Calculation methods is Trend Grading. If your Gradebook Administrator selects this method, the Trend Grade is considered the student's overall Skill Grade. In this example, the student's Skill Grade would be 73.10, which is the projected 11<sup>th</sup> data point.

Since the Skill Grade is not a Grade that calculates from actual Event Grades (it calculates from a trend line), Standards Gradebook provides other information to assist teachers in manually adjusting the Grade as they see fit.

**NOTE** Although percentages are used for calculations, you do not see any percentages in a Standards Gradebook that uses Trend Grading. You only see the Grade Mark.

In a Standards Gradebook that uses Trend Grading, teachers can click a Grade in a Skill column to access the information seen in Figure 18 and described in Table 18.

Students	Trend Adjustment	Mean	Median	Corr	Standard
Grade	Grade	Grade	Grade	Coef	Deviation
Cmt	Mod				
<b>Mass Assign Options</b> <input type="text"/>					
1 Matle Donal	3	<input type="text"/>	<input type="checkbox"/>	3	4
				-0.2530	15.21

Figure 18 - Trend Grading for a student

Option	Description
Mean Grade	Average of the actual Event Grades. In this example, adding the Event Grades and dividing by 10 yields 79.8.
Median Grade	The middle Event Grade when the Grades are sorted from lowest to highest, or the average of the two middle Event Grades, if there is an even number of Event Grades. In this example, when sorted (55, 55, 65, 80, <b>80, 88</b> , 90, 95, 95, 95) the two middle Grades are 80 and 88. Therefore, the median Grade is the average of the two, or 84.
Corr Coef	Correlation Coefficient represents the strength of the trend. This is a number between 1.00 and -1.00. The closer it is to 1.00, the more powerful the trend is upwards. The closer it is to -1.00, the more powerful the trend is downward. In this example, -0.253 is an indication that the student is generally trending downwards over time.
Standard Deviation	Represents how widely the Event Grades are spread, in other words, how close they are to the mean. If the number is close to 0, the student is considered to be more consistent. If the number is large, there is a lot of fluctuation. In this example, 15.21 means the student's Event scores are, on average, 15.21% away from the mean.

**Table 18 – Trend Grading extra information**

## Using Trend Grading as a Prediction

You can still see the Trend Grade even if it is not configured to be the Skill Grade. If your Gradebook Administrator turns this option on, you can see what the projected Trend Grade is (in this example, the 11<sup>th</sup> data point) to predict where the student's Skill assessment is heading. This is a view-only option that lets you see the calculated result as a reference. The Trend Grade does not become part of the student's Grade.

To use Trend Grading as a prediction:

1. In the Gradebook Main Screen Menu Bar, use your mouse pointer to pause over Reports.
2. Click Skill Trend Grading by Event.

In the example in Figure 19, you can see what the Skill Grade would be if Trend Grading is used as the Skill Grade Calculation Method. You can use this information to manually adjust the calculated Skill Grade as you see fit.

Students	Trend Grade	10	9	8	7	6	5	4	3	2	1
		W33-F 04/20	W33-T 04/19	W33-W 04/18	W33-T 04/17	W33-M 04/16	W32-F 04/13	W32-T 04/12	W32-W 04/11	W32-T 04/10	W32-M 04/09
1  Matle Donal											
Reading											
Reading	3	1	4	4	4	2	4	4	1	4	4

Figure 19 - Viewing a student's Trend Grade

## Trend Grading – a Real World Example

Imagine you are taking a 15-day course on becoming a professional skydiver. The Skill that you are being assessed on is your ability to correctly and safely open a parachute without your instructor's assistance. On each of the 15 days, your exercise is to jump out of a plane 100 times. For each time that you open the parachute correctly on your own, you score 1 point.

On the first day, because you don't have any experience with skydiving and operating a parachute, you get 0 points. On the second and third day, you still can't quite get the hang of it. So far, you've scored 0 points on each of the first 3 days.

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Score	0	0	0												

On the fourth day, you begin to grasp the idea and are able to open your parachute correctly 25% of the time. You score a steady 25% for the fifth and sixth day as well.

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Score	0	0	0	25	25	25									

You continue the 15-day course and gradually improve your skill. Your success rate is steadily climbing and by the end of the 15-day course, you are able to consistently open your parachute like a professional 100% of the time.

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Score	0	0	0	25	25	25	50	50	50	75	75	75	100	100	100

In traditional grading, we would take an average of all your "assignment scores" and determine that you have an overall Grade of 50%, which usually equates to an F, meaning you fail the course.

However, sometimes learning is about repeating an exercise to master a skill. The trend of your scores shows that you have mastered the skill of safely operating a parachute through repeated exercise. While traditional grading takes a static average, Trend Grading takes learning over time into account. Therefore, your overall Grade in becoming a professional skydiver is 100%.