WSIPC Guide to Secondary Gradebook for Teachers

Contents

Introduction

This Guide explains the Secondary Gradebook module for teachers.

Who This Guide is For
This Guide gives teachers the information they need to perform most Secondary Gradebook tasks.

What This Guide Contains
This Guide provides the following information about Secondary Gradebook:

- An Overview that provides general information about Secondary Gradebook
- Accessing and navigating in Secondary Gradebook
- Working with Assignments
- Entering report card comments
- Running Secondary Gradebook reports
- Using Secondary Gradebook tools and options
- Configuring Secondary Gradebook display options

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 Secondary Gradebook, so be sure you are logged on.

If you are the person responsible for implementing Secondary Gradebook, you should first read the *WSIPC Guide to Secondary Gradebook Configuration.*

What You Need to Get Started
This Guide references the following WSIPC Guides, so it may help to have these Guides available before you begin:

- WSIPC Guide to Educator Access Plus for Teachers
- WSIPC Guide to Online Assignments

Overview of Secondary Gradebook

Secondary Gradebook is one of two Gradebooks available in the Skyward School Information System Suite. The Gradebook Administrator typically configures much of Secondary Gradebook, such as Categories, default Grade Mark Groups and how Grades are calculated, so that teachers have to complete minimal setup and can focus on instruction.

This Guide gives you the information you'll need to perform most Gradebook tasks. These tasks include selecting a class, navigating through Gradebook screens, creating, scoring and editing assignments, setting up grade calculation methods, reporting, modifying the way that information displays, and posting grades.

This Guide is meant to be read from front to back. Some information presented early in the manual will help you as you read through later processes.

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.

Navigating in Secondary Gradebook

There are several navigation icons and buttons you can find throughout Secondary 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 Secondary Gradebook on which you must click Save before the data saves (for example, adding an Assignment 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 Back 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 Save on that screen. Click Undo 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.
Exit/Sign Out	Logs you completely out of Educator Access Plus.

Table 1 – Common navigation icons and buttons in Secondary 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.

Figure 1 - My Gradebook class selection screen

There are several functions you can perform when using the My Gradebook screen. These include:

- Switching Between Seeing All Classes and Only Classes in the Current Term
- Selecting a Class
- Running Reports for All Classes

The following sub-sections explain each function.

Switching Between Seeing 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 is a toggle and 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.

NOTE	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.

NOTE	Classes that are associated with a Secondary Gradebook have a hyperlink labeled Gradebook or Secondary Gradebook. Classes that are associated with a Standards Gradebook have a hyperlink labeled Standards 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 65).

Understanding the Gradebook Main Screen

The Gradebook Main Screen displays assignments, scores, students, and other data. It is the first point of access to most features in Secondary 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, Assignments, Attendance, Grade Marks, Reports, Display Options, Quick Scoring, and Export.

For more information on how to access your Gradebook, see "[Accessing My Gradebook](#)" (page 4).

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, pause your mouse pointer over Classes.

2. Click the Class that you want to switch to.

Setting Up Grade Calculations

Before you can work with assignments and grades, you must determine how term and semester grades are calculated. If any features discussed below do not appear in your Gradebook, you may need to be assigned additional security. Please contact your Gradebook Administrator for assistance.

There are three primary ways to calculate a term or semester grade:

- Total Points: This method causes the term grade to be based on total points earned divided by total points possible.

- Weighted Categories: This method causes the term grade to be based on category weights. You can assign percentage weights to each category that the system uses to calculate the term grade.

- Weighted Categories by Grade Period: This method causes the term grade to be based on category weights, but allows you to change those weights in a new grading period without affecting grades in the previous grading period. You can assign percentage weights to each category that the system uses to calculate the term grade.

There are a variety of functions you perform when setting up Grade Calculations. These include:

- Setting Up Categories
- Configuring Grade Marks
- Using Variable Scale Grading
- Assigning Special Grade Mark Groups
- Using Grade Bucket Specific Grade Mark Groups
- Changing Term Grade Calculations Method
- Changing Semester Grade Calculations
- Overriding Calculated Grades

The following sections explain each of these functions.

Setting Up Categories

Setting up Categories is an essential step in setting up your Gradebook. When you create an assignment you must add Categories to it. Categories can be weighted or unweighted, depending on the score method you select. If you use the Total Points method, Categories must be unweighted. If you use one of the Weighted Categories methods, Categories must be weighted.

When a Category is weighted, assignments that are attached to it can be weighted more heavily than assignments attached to another Category. For example, if a teacher wants Homework assignments to count more heavily toward the term grade than Participation assignments, the teacher can use the Categories feature in Gradebook to weight the Category of Homework 60% and the Category of Participation 40%. These percentages can be attached to Categories even after assignments are scored.

NOTE	Changes made to Category percentages cause grades to be recalculated, including any prior calculated term or semester grade in the Gradebook. (Prior term recalculation does not occur if you select the Base grades on percents assigned to categories by Grade Period option. This option is discussed later in this document.) Changes won't affect any posted grades unless the grading period is open and the grades are reposted. See "Using Proficiency-Based Scoring" (page 46) for more information on posting grades.

There are several functions you perform when setting up Categories for your Gradebook:

- Changing the Scoring Method
- Selecting Categories and Assigning Weights
- Weighting Categories by Term
- Applying Category Settings to Other Classes

The following sub-sections explain each of these functions.

Changing the Scoring Method

You can change the way a term grade is calculated in your Gradebook by switching between weighted and unweighted categories.

To change the scoring method:

1. Click the Categories menu option on the Gradebook Main Screen Menu Bar. The Categories screen appears.

2. Click Change Score Method. If you do not see this button, contact your Gradebook Administrator.

3. Configure the Change Score Method as desired. Table 2 describes the available options.

4. Click Save.

Option	Description
Use total points to calculate grades	Specifies that the term grade will be based on total points earned divided by total points possible.
Base grades on percents assigned to Categories	Determines that the term grade will be based on Category weights. This allows you to assign percentage weights to each Category and calculate the term grade based on these percentages. When you select this option, the % field becomes available when you edit Categories.
Base grades on percents assigned to Categories by Grade Period	Determines that the term grade will be based on Category weights assigned to the Categories by grading period. This allows you to assign percentage weights to each Category and calculate the term grade based on these percentages without affecting prior term grades. When you select this option, the % field becomes available when you edit Categories.

Table 2 - Change Score Method Category Group Maintenance options

Selecting Categories and Assigning Weights

Your Gradebook Administrator maintains a list of categories that are available for you to use. You can select categories from this list that apply to your classes.

To select Categories and assign weights:

1. Click Categories on the Gradebook Main Screen Menu Bar. The Categories screen appears.

2. Click Add/Edit Categories. If the Add/Edit Categories button doesn't appear, you are either weighting Categories by Grade Period, or you haven't been given security to edit your Categories (contact your Gradebook Administrator). For more information about weighting Categories by Grade Period, see "Weighting Categories by Term" (page 12).

3. Select the Include check box for all of the Categories that you want to use in this class. Figure 3 shows an example of the Category Group Maintenance screen when you use the total points calculation method.

4. If this course uses the weighted Categories calculation method, assign a percentage weight to each selected category in the Modified Percent column. If the percentage weight for a Category is zero, no assignment from that Category is included in the term grade calculation. A counter on the top of the screen shows you the total percentage allocated. In most cases, this number should be 100.00 when you finish. Figure 4 shows an example of the Category Group Maintenance screen when using Total Points.

NOTE	All of the Include boxes may already be checked. If so, click Unselect All to uncheck all Categories, and then select only those Categories that you want to use. You can't uncheck Categories that are attached to assignments.

5. Click Save.

Category Group Maintenance

Category		Category Description	Include
ACT		CONFERENCES	☐
ART		ARTICLE	☐
CBA		CLASSROOM BASED ASMT	☑
CLP		CLASS PROJECT	☑
CLS		CLASSROOM WORK	☑
COM		COMMUNICATION	☑
CON		CONCERT	☐
CONV		CONVENTIONS	☐
DEB		DEBATE	☑
DFT		DRAFT	☐
ESS		ESSAY	☑

Figure 3 - Category Group Maintenance using Total Points

Figure 4 – Category Group Maintenance using Weighted Categories

Weighting Categories by Term

It is possible to have different category weights in a course for different terms. For example, you set up a class to have Homework worth 60% and Tests worth 40%, but in Term 2 decide to begin putting more emphasis on Homework and raise its weight to 75%, while leaving the Term 1 weights intact.

To weight categories by term:

1. Click Categories on the Gradebook Main Screen Menu Bar.

2. Click Change Score Method and select Base grades on percents assigned to categories by Grade Period. If you do not have either of these options, contact your Gradebook Administrator.

3. Click Save.

4. The Categories Used table now has multiple columns, representing the terms in the course. Click on the Modify % hyperlink on a column to change the category weights for that corresponding term. Figure 5 shows an example of the Category Maintenance screen when you use weighted Categories by Grade Period.

5. Click Save.

6. Repeat steps 4 and 5 for each term that you need to modify.

Figure 5 - Category Maintenance using Weighted Categories by Grade Period

Applying Category Settings to Other Classes

Once you set up your Categories, you have the option to apply the current category settings to other classes that you teach that use the same Score Method.

To apply Category settings to other classes:

1. Click Classes on the Gradebook Main Screen Menu Bar to select the class where the categories are set up.

2. Click the Categories menu option on the Gradebook Main Screen Menu Bar.

3. Click Use These Categories For My Other Classes.

4. Select the check box to the left of each of the classes that you want to apply these settings to.

5. Click Save.

Configuring Grade Marks

Grade Marks are typically letter grades assigned to percentage ranges. For example, you might assign a Grade Mark of "A" to the percentage range 100% - 95%. Gradebook allows you to determine the percentage range to assign to a Grade Mark. You can make these changes even after you add assignment scores and calculate term grades.

NOTE	Changes you make to Grade Mark percentages cause current grades to realign, and affect any prior calculated term or semester grade in the Gradebook. The change affects all sections of the same course that you teach.
	For example, you teach HLT100/01 in semester 1 and HLT100/02 in semester 2. You change the Grade Mark settings in semester 2. The Grade Marks for the semester 1 Gradebook also change and the students' grades in this prior class change accordingly. However, the changes do not affect any posted grades unless the grades are reposted (For more information on posting grades, see "Posting Grades" [page 49]). You can find posted grades on the report card, Grade History, transcript, and Family Access.

To configure Grade Marks:

1. Click the Grade Marks menu option on the Gradebook Main Screen Menu Bar.

2. Highlight the Grade Mark Group that you want to configure.

3. Click Add/Edit Marks. If the Add/Edit Marks button doesn't appear, you are weighting Categories by Grade Period, or you haven't been given the necessary security to edit the Grade Mark table. If you are not using weighted Categories and the Add/Edit Marks button does not appear, contact your Gradebook Administrator.

NOTE	The Grade Mark percentage ranges that appear in this table are defaults that your Gradebook Administrator enters.

4. Uncheck the box to the left of the Grade Mark for any Grade Mark you do not want to use in this Grade Mark Group.

5. Type percentages in the High and Low boxes for each Grade Mark in use. Figure 6 shows an example of the Grade Mark Groups Maintenance screen.

NOTE	Grade Mark percentages cannot overlap. Also, there can be no gaps between percentage ranges.

6. Click Save.

Figure 6 - Grade Mark Groups Maintenance screen showing percentages attached to grades

Using Variable Scale Grading

If your Gradebook Administrator enables Variable Scale Grading, it allows you to use a numeric rubric scale (for example, 4, 3, 2, 1) to represent assignment grades, while preserving the letter grades used for term and semester grades that print on report cards and the Standardized Transcript. Figure 7 shows the Variable Scale Setup screen.

Configuring Variable Scale Grading

The Variable Scale defines the numeric rubric grades used and the percentages they represent. Before you can use Variable Scale Grading, your Gradebook Administrator must activate it and configure a default scale. Your Gradebook Administrator may also allow you to deactivate Variable Scale Grading for each class or to modify the Variable Scale.

To configure Variable Scale Grading:

1. Click the Grade Marks menu option on the Gradebook Main Screen Menu Bar.

2. Click Variable Scale Setup. If you do not see this button, your Gradebook Administrator has not activated Variable Scale Grading.

3. Configure all options. Table 3 describes each of these options.

4. Click Save.

Figure 7 - Configuring Variable Scale Grading

Option	Description
Deactivate Variable Scale	Deactivates Variable Scale Grading for this class. The normal Grade Mark Group is used when Variable Scale Grading is deactivated. This option is not available if your Gradebook Administrator forces you to use Variable Scale Grading for this class.
Use a XX Point Scale with a Minimum Point Value of 0/1	Determines the number of numeric rubric grades used in the Variable Scale. In the example in Figure 7, a 4 Point Scale is used with a Minimum Point Value of 1, so the numeric rubric grades are 4, 3, 2, and 1.
Description	Name of the Variable Scale.
Variable Scale Points	Correlates each numeric rubric grade with a percentage range. The High Percent of the highest grade must be 100.00. The Low Percent of the lowest grade must be 0.00.
Copy Another Scale	Copies the Variable Scale that has been configured for another class.
Reset to Default Scale	Resets the Variable Scale to the defaults that your Gradebook Administrator configured.

Table 3 - Variable Scale Grading Setup options

Configuring the Grade Mark Group for Variable Scale Grading

Once you activate Variable Scale Grading, you must also modify the Grade Mark Group. The percentage ranges that are assigned to each Grade Mark in the Grade Mark Group are no longer valid, because the Grade Marks must now correlate to a rubric grade range. Figure 8 shows the Grade Mark Groups Maintenance screen for a class that uses Variable Scale Grading.

NOTE	Special Grade Mark Groups are not compatible with Variable Scale Grading. Once you activate Variable Scale Grading, only the default Grade Mark Group is available.

To configure the Grade Mark Group for Variable Scale Grading:

1. Click the Grade Marks menu option on the Gradebook Main Screen Menu Bar.

2. Click Add/Edit Marks.

3. Type rubric grades in the High and Low boxes for each Grade Mark in use. The High value of the highest grade must be equal to the highest rubric grade. The Low value of the lowest grade must be equal to the lowest rubric grade. In the example in Figure 8, they are 4.00 and 1.00, respectively, because the Variable Scale is configured to use rubric grades 4, 3, 2, and 1.

4. Click Save.

Figure 8 - Grade Mark Group for a class using Variable Scale Grading

Understanding Variable Scale Grading Calculations

When you use Variable Scale Grading, each assignment is assigned a numeric rubric grade according to the Variable Scale. In the example in Figure 7, a student who earns 46 points out of 50 possible points on a test would have a percentage grade of 92%, which translates to a numeric rubric grade of "4."

All the numeric rubric grades are then averaged, either weighted or unweighted, depending on your term grade calculation method, to calculate an overall term and semester rubric grade. That overall rubric grade is translated into a Grade Mark according to the Grade Mark Group. In the example in Figure 8, a student who has an overall rubric grade of 3.43 would earn a "B+" for the term or semester.

Assigning Special Grade Mark Groups

Special Grade Mark Groups are designed to allow you to override the predefined Grade Mark Group for a student on an assignment and Class Grade. For example, you can use Special Grade Mark Groups for special education students who earn S or U, rather than the typical A, B, C, D, F.

You may have up to ten Special Grade Mark Groups available, in addition to the Default Grade Mark Group. The Gradebook Administrator creates the Special Grade Mark Groups.

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, highlight the Special Grade Mark Group that you want to assign. Special Grade Mark Groups are labeled as such.

3. Click Assign Students.

NOTE	Some students may have an asterisk to the left of their last names. These students already belong to another Special Grade Mark Group. A student can belong to only one Special Grade Mark Group at once, so if you select the check box next to these students, they are removed from their other group.

4. Select the check box next to each student to whom you want to assign the Special Grade Mark Group. Figure 9 shows an example of assigning students to a Special Grade Mark Group.

5. Click Save.

| NOTE | You cannot edit the Grade Marks or Grade Mark high and low percentages associated with a Special Grade Mark Group. Only the Gradebook Administrator can edit these. On the Gradebook Main Screen, students assigned to a Special Grade Mark Group have a designator next to their names. |

Assign Students to Special Group

Assign Students to Special Group 0: Special Grade Mark Group 0

Student	Select
Emory Ackerleyscr	☑
Fredrick Amasonscr	☐
Kittie Buhlerscr	☐
Darwin Coblerscr	☑
Drew Ervenscr	☑
Nobuko Ervenscr	☐
Aaron Goldsbyscr	☐
Micha Hackathornscr	☑
Katharyn Hilgefortscr	☐
Trinidad Inksscr	☐
Damien Irelanscr	☐
Steven Iriescr	☐
Marcelo Jennessscr	☐
Janita Keeblerscr	☐
Alica Nimscr	☐
Charley Niswongerscr	☐
Eleonor Oseguerascr	☐
Krystin Pickfordscr	☐
Kurt Popovicscr	☐
Miguel Riemannscr	☐
Andrew Routonscr	☐
Julie Steffensmeierscr	☐
Jarrod Westrayscr	☐

Figure 9 - Assinging students to a Special Grade Mark Group

Using Grade Bucket Specific Grade Mark Groups

You can add Grade Mark Groups that are specific to a term or semester if your Gradebook Administrator enables the option. This allows you to create a different Grade Mark Group for each term and semester, if desired. For example, you may want to grade Term 1 with A, B, C or D, and grade Semester 1 with A, B, C, D or F.

To use Grade Bucket Specific Grade Mark Groups:

1. On the Gradebook Main Screen Menu Bar, click Grade Marks.

2. Click Add Grade Mark Group for one Grade Bucket. If you do not see this option, contact your Gradebook Administrator.

3. Click the radio button for the term or semester you want to configure.

4. Click Select Grade Marks.

5. Click the box under Assign to Group for each Grade Mark you want to use for this term or semester.

6. Change the High and Low percentages as desired.

7. Click Save.

Changing Term Grade Calculations Method

Some teachers want a term grade to be based on assignment scores earned in that term only. Other teachers prefer a term grade to be based on both the assignment scores in that term *and* all previous terms in the semester. If your Gradebook Administrator enables Term Grade Calculation, Gradebook allows you to decide which term grade calculation to use. Figure 11 shows an example of the Term Grade Calculation options.

To change the term grade calculations method:

1. Click the Term Literal hyperlink in the column heading (above the Options button) of the term you want to modify. Figure 10 shows an example of the hyperlink in the term column heading.

NOTE	The column heading for the first term in a semester doesn't have the option to include previous terms' assignments because there are no previous terms.

2. Select the desired View for the Term Score display.

3. In the Term Grade Calculation Options area, select Use Cumulative Grading for this term. Figure 11 shows the Term Score Calculations screen. Table 4 describes the options on this screen.

4. If the Use Cumulative Grading for this term box does not appear, your district has not allowed this option. Contact your Gradebook Administrator.

5. Click Save.

Figure 10 - Hyperlink option to select term grade calculation
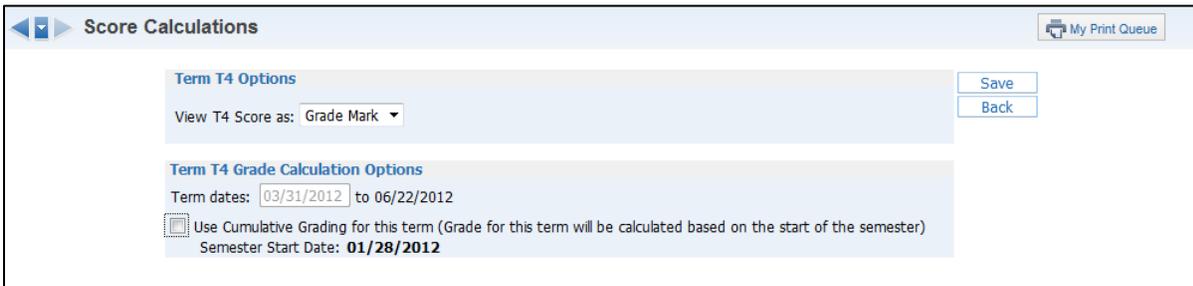
Figure 11 – Term Score Calculations screen

Option	Description
View [Term] Score as:	The Score Calculations screen also allows you to determine whether the term grade displays as a percent, a grade mark, or point total on the Gradebook Main Screen. Use the View Score as menu to choose how the grade displays.
Use Cumulative Grading for this term	Allows you to base the term grade on all previous assignments in the semester. (If you want to base the term grade on only assignments in the term, do not select this check box). Once you select the check box, notice that the beginning date in the Term dates box changes from the first day of the *term* to the first day of the *semester*.

Table 4 - Score Calculation options

Changing Semester Grade Calculations Method

You can decide whether Gradebook calculates the semester grade based on a percentage of each term grade or on a cumulative total of all assignments in the semester.

To change the semester grade calculations method:

1. On the Gradebook Main Screen, click the Semester Literal hyperlink in the semester grade column heading (for example, S1). Figure 12 shows an example of the hyperlink in the semester column heading. Figure 13 shows an example of the Semester Grade Calculations screen.

2. Select one of the following options:

   - Weighted Term Grades + Weighted Exams
   - Cumulated Assignment Scores for All Terms + Weighted Exams

3. Complete the additional steps that each option requires as stated below. Table 5 describes all Semester Grade Calculation options.

4. Click Save.
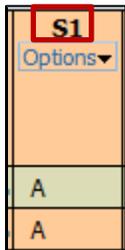
Figure 12 - Hyperlink option to select term grade calculation

Figure 13 - Semester Grade Calculations screen

Option	Description
Weighted Term Grades (+ Weighted Exams)	Causes the semester grade to be calculated based on a weighted average of the term grades (and the exam grade, if used). You must fill in the percentage for each term and exam in the Percent fields that appear after you select this check box. For example, if you configure Term 1 to be worth 70% of the semester grade and Term 2 to be worth 30% of the semester grade, and a student earns 85% in Term 1 and 95% in Term 2, the student's semester grade would be (0.7*85)+(0.3*95) = 88%.
Cumulated Assignment Scores for All Terms (+ Weighted Exams)	Causes the semester grade to be calculated using the term assignments rather than the term grades (and the exam grade, if used). The date range that the semester grade is based on appears below the Calculation Option Setup area. If you set the term grade to Use total points to calculate grades (for more information on total points to calculate grades see "Setting Up Categories" [page 7]), the Cumulated Assignment Score is a simple calculation of total points earned divided by total points possible. If you set the term grade to Base grades on percents assigned to categories, the Cumulated Assignment Score is calculated using these Category percentages. Once the cumulated assignment score is calculated, the system factors in the exam score, if the entity has an exam. Fill in the percentage weight for the Cumulated Assignment Score and the Exam. The two percentages should add up to 100. If the Entity does not have an Exam, the percentage weight for the Cumulated Assignment Score should be 100.
Semester Options	Determines whether the semester grade displays as a percent, a grade mark, or point total. In the View Semester Score as menu choose how the grade displays.

Table 5 - Semester Grade Calculations options

Overriding Calculated Grades

Gradebook automatically calculates term and semester grades using assignment and exam scores. However, you can override this calculated grade so that an adjusted grade, not the calculated grade, appears on the report card, Grade History, transcript, and Family Access when posted.

To override calculated grades:

1. Click a student's semester or term grade on the Gradebook Main Screen. The Grade Adjustment screen appears (see Figure 14). This screen lists all students in the class on the left, and their calculated term or semester grade in the Calculated Grade Percent column.

2. Type the adjusted grade for a student in the Adjustment Grade box OR type a number in the Adjustment Amount 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 Marks column on the right side of the screen 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, Gradebook asks, "You have entered an adjustment that lowers the student's grade. Do you wish to continue?" If you click OK, Gradebook uses the Grade Marks column to determine what the highest percentage is for that Grade Mark and assigns that.

EXAMPLE	A student's Calculated Grade is a C and the Calculated Percentage is 74. You type a B in the Adjustment Grade box. The Grade Marks table on the right shows that a B has a Low value of 83. The Adjustment Amount column displays a value of 9 because the grade has increased by 9 percent. The Total Percent field displays a value of 83 because the student's new percent is 83. The Posted Grade field is blank unless you have already posted grades for this class.

   If you type a number in the Adjustment Amount box, the grade percent increases or decreases by that amount.

EXAMPLE	A student's calculated Grade is C and the Calculated Percent is 74. You type 10 in the Adjustment Amount box. The Total Percent field now displays a value of 84. The Grade Marks table on the right shows that an 84 is in the percentage range for B. Therefore, the Adjustment Grade is now a B.

3. If desired, enter a comment regarding the Grade Adjustment in the Cmt box.

4. Click Save.

After you make an adjustment to any student's grade, a Grade Adjust column appears on the Gradebook Main Screen next to the calculated term or semester grade column (see Figure 15). This column allows you to quickly see which students' grades have been adjusted, and by how much.

Your district must have the Allow Term Grade Adjustments enabled for you to be able to override grades. If you are unable to override grades, contact your Gradebook Administrator.

Figure 14 - Grade Adjustment screen

Figure 15 - Grade Adjustment column on the Gradebook Main Screen

Working with Assignments

This section explains how to add, score, edit, clone and sort assignments. On the Gradebook Main Screen, assignments appear the color of the Category assigned to the assignment.

Semest 06/06 TST 110 88.20	Faster 06/04 TST 15 11.00	pg 492 05/29 HWK 10 5.89	Quiz # 05/24 QZ 10 7.29	pg 481 05/22 HWK 10 8.13	Unit 8 05/17 HWK 0 10.00
116	15	10	10	10	*
117	15	7	10	*	10
88	15	9	7	10	*
92	15	7	7	7	*
99	8	*	5	9	*

Figure 16 - Gradebook Main Screen display of Assignments in different Categories

There are multiple processes related to working with Assignments:

- Adding an Assignment
- Scoring an Assignment
- Editing an Assignment
- Deleting an Assignment
- Cloning an Assignment
- Using Attachments with Assignments
- Using Advanced Export/Import Assignments
- Changing the Assignment Score Display
- Displaying Comments for One Assignment
- Changing the Assignment List Sort

The following sections explain these processes in more detail.

Adding an Assignment

Adding an Assignment defines the basic properties of the assignment given to students and creates a record of it in your Gradebook. You must add the Assignment before you can score it.

To add an Assignment:

1. On the Gradebook Main Screen Menu Bar, pause your mouse pointer over Assignments.

2. Click Add Assignment.

3. Configure all the options for the Assignment. Figure 17 shows an example of the Add Assignment screen. Table 6 describes the available options on this screen.

4. Do one of the following:

- Click Save and Back.

- Click Save and Add Another if you want to add another Assignment.

- Click Save and Score if you are ready to score the Assignment. For more information on scoring an Assignment, see "Scoring an Assignment" (page 30).

Figure 17 - Adding an Assignment

Option	Description
Category	Allows you to select the Category in which this Assignment should be categorized. Your Gradebook Administrator creates the Categories.
Description	The Name of the Assignment.
Detailed Description	Detailed explanation of the Assignment, up to 300 characters.

Option	Description
Assignment Group	Assignment Group is an optional field that identifies assignments that you feel belong to the same group. For example, you might create many assignments for a unit on the Constitution and call the group "Constitut."
Entered Date	Date when you create the Assignment. You can't change this.
Assign Date	Date when you assign the Assignment to students in the Class.
Proposed Due Date	Date when you anticipate the Assignment will be due.
Actual Due Date	Date that the Assignment is actually due. This is optional and you can use it if the originally set due date changes. The Actual Due Date overrides the Proposed Due Date. Teachers typically use the Actual Due Date option if an assignment is expected to be handed in later than the date they originally thought it would be, but they want Gradebook to retain what the original date was for informational purposes.
Max Score	This is the total number of points that the assignment is worth. Later, you can give an assignment extra credit by awarding more points than the Max Score. NOTE: When you use Online Assignments and Benchmarks, the Max Score box pre-populates and is unavailable for update. For more information on Online Assignments and Benchmarks, see the *WSIPC Guide to Online Assignments* and "Attaching Benchmarks to an Assignment" (page 44).
Weight Multiplier	Weight of an Assignment. For example, an Assignment with a Weight Multiplier of 2.00 is worth twice as much as an Assignment with a Weight Multiplier of 1.00.
Post to Family Access	Determines whether this Assignment is visible to guardians in Family Access. Assignments that are not posted to Family Access also are not calculated into term and semester grades that appear on Family Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Family Access.

Option	Description
Post to Student Access	Determines whether this Assignment is visible to students in Student Access. Assignments that are not posted to Student Access also are not calculated into term and semester grades that appear on Student Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Student Access.
Show Assignment Score As	Determines the format of the Grade that appears for this Assignment on the Gradebook Main Screen.
Show Comments	Determines whether Assignment comments appear on the Gradebook Main Screen. For more information on this option, see "Displaying Comments for One Assignment" (page 42).
Select the Classes where this Assignment should be added	Determines which of the classes you teach, this assignment should be added to. By default, the current class's check box is selected.

Table 6 - Add Assignment options

Adding Attachments to an Assignment

You can click Attach (#) to add attachments to the Assignment. 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 Assignments" (page 38).

Setting up an Online Assignment

The Online Assignment feature allows you to click Create Online Assignment in the Options menu, so that you can set up questions and answers for students to complete online. For more information on Online Assignments, see the *WSIPC Guide to Online Assignments*.

Benchmarks

You can attach Benchmarks to your assignments as you create them. The number that appears in parentheses next to the word Benchmark indicates the number of Benchmarks attached to this assignment. For more information on using Benchmarks, see "Attaching Benchmarks to an Assignment" (page 44).

Scoring an Assignment

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

- Using Score Entry
- Using Mass Assign Options
- Using Quick Scoring
- Using Advanced Export/Import Assignments

The sections below explain the first three methods. See "Using Advanced Export/Import Assignments" (page 39) for the fourth way to score an Assignment.

NOTE	If you are unable to add, update, or remove a score for an assignment from a closed Grading Period, your Gradebook Administrator has locked it. For more information, see "Requesting Grade Changes" (page 54) in the "Posting Grades" (page 49) section of this Guide.

Using Score Entry

The Score Entry method allows you to enter Grades for an Assignment.

There are three ways to access the Score entry screen.

Method A:

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

Method B:

1. Click the header of the Assignment.

2. Click Score Entry.

Method C:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Assignments.

2. Click List Assignments.

3. Highlight the Assignment you want to score.

4. Click the hyperlink for Score Entry on the corresponding Assignment.

Entering Grading Information on the Score Entry Screen

The Score Entry screen, as shown in Figure 18, allows you to Grade an Assignment, mark it as No Count, or Missing, and enter comments and special codes. Table 7 describes the options available on the Score Entry screen.

To enter grading information on the Score Entry screen:

1. Enter grading information as desired. Table 7 describes these options.

2. Click Save. Or click Prev or Next to score the previous or next Assignment.

Figure 18 - Score Entry screen

Option	Description
Score	The raw score the student earned.
Point Value	Point Value appears when you use Variable Scale Grading. This is where you enter a rubric grade instead of entering a raw score. The software then automatically calculates a raw score based on the high percentage value of the rubric grade assigned. For example, if you enter a rubric grade of 3, the system then calculates a raw score of 89.9.

Option	Description
Special Code	Optionally, you can enter a Special Code for a student for the Assignment. 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. Your Gradebook Administrator may also configure some Special Codes that auto populate based on a student's percentage grade, or whether an assignment is marked as missing.
No Count	Prevents the Assignment from being counted in the Grades for that student, even if a score is entered.
Missing	Causes a Missing code to appear next to the Assignment in Family and Student Access and on some reports. It does not affect how the Assignment calculates into a Term or Semester Grade.
Comment	Enter a free-form comment for the Assignment 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, is assigned a score of 0. This also marks the Missing option for these students.
Post to Family Access	Determines whether this Assignment is visible to guardians in Family Access. Assignments that are not posted to Family Access also are not calculated into term and semester 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 Assignment is visible to students in Student Access. Assignments that are not posted to Student Access also are not calculated into term and semester grades that appear on Student Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Student Access.

Table 7 - Score Entry screen options

Using Mass Assign Options

You can also use Mass Assign options on the Score Entry screen. Mass Assign options allow you to adjust all student scores on an Assignment. For example, if most students in the Class earned the same score on a homework assignment, you can use one of the Mass Assign options to enter that score for all students, and then manually change the few students who earned a higher or lower score.

To use Mass Assign options:

1. Go to the Score Entry screen.

2. Select a Mass Assign option in the Mass Assign Options area, as shown in Figure 19. Table 8 describes each of these options.

3. Click Apply.

4. Click Save. Or click Prev or Next to score the previous or next Assignment.

Figure 19 - Mass Assign options

Option	Description
Assign All Scores to	Assigns all empty cells with the score you enter. This option is only available on Assignments that use points.
Overwrite scores	Determines whether cells that already have a score are assigned a new score. This option is only available if you select Assign All Scores to.
Adjust All Scores by	Modifies each score by the amount you indicate.
Remove All Scores	Deletes all scores for this Assignment.

Option	Description
Remove All Grades	Deletes all Grades for this Assignment
Set All to No Count	Selects the No Count option for all students for this Assignment.
Remove All No Count	Clears the No Count option for all students for this Assignment.
Remove All Missing	Clears the Missing option for all students for this Assignment.

Table 8 - Mass Assign options

Using Quick Scoring

The Quick Scoring screen allows you to enter scores for all students and Assignments in the current Term.

To use Quick Scoring:

1. In the Gradebook Main Screen Menu Bar, click Quick Scoring.

2. Type the score in the desired cells.

3. To enter Special Codes, 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.

Editing an Assignment

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

To edit an Assignment:

1. On the Gradebook Main Screen, click the header of the Assignment.

2. Click Edit.

3. Make any changes and click Save.

Deleting an Assignment

If you no longer need an Assignment you can remove it from your Gradebook.

To delete an Assignment:

1. On the Gradebook Main Screen, click the header of the Assignment.

2. Click Delete.

3. A confirmation message appears. Click OK to delete the Assignment.

NOTE	You CAN delete Scored Assignments. To restore a deleted Assignment and its scores, see "Restoring Deleted Assignments" (page 79).

Cloning an Assignment

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

- Cloning an Assignment within the Same Class or to Another Class That You Teach
- Cloning an Assignment from Another Class That You Teach
- Cloning an Assignment from Another Teacher's Class

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

You can create a copy of an Assignment in the same Class or clone it to another Class that you teach. For this procedure, you are in the Gradebook with the existing Assignment that you want to clone.

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

1. On the Gradebook Main Screen, click the header of the Assignment you want to clone.

2. Click Clone.

3. Make any desired changes to the Assignment, including the Category to which the newly cloned Assignment is associated. For more information on selecting a Category to associate with an Assignment, see "Adding an Assignment" (page 26).

4. In the Select the Classes where this Assignment should be added area, also select the Classes to clone the Assignment to, if you are cloning this Assignment to another class that you teach.

NOTE	The class in which the Assignment exists is selected by default. If you leave it selected, a duplicate Assignment is created in the current Class.

5. Click Save.

Cloning an Assignment from Another Class That You Teach

You can clone an Assignment 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 Assignment to be located.

To clone an Assignment from another Class that you teach:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Assignments.

2. Click List Assignments.

3. Click Clone From existing Gradebook.

4. In the Gradebooks area, select the class that contains the Assignments you want to clone.

5. Click Next.

6. In the Assignments area, select the Assignments you want to clone to the current class. By default, all Assignments are selected. You can only select Assignments associated with Categories that are also available in the current Class.

7. Click Next.

8. Click the calendar icon to change the cloned Assignment's Due Date if desired.

9. Click Finish.

Cloning an Assignment from Another Teacher's Class

You can clone an Assignment that another teacher in your Entity creates in their Classes. For this procedure, you are in the Gradebook where you want the newly cloned Assignment to be located.

To clone an Assignment from another teacher's Class:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Assignments.

2. Click List Assignments.

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 High School and Jackson High 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.

TIP	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 Assignment you want to clone.

8. Click Next.

9. In the Assignments area, select the Assignments you want to clone to the current class. By default, all Assignments are selected. You can only select Assignments associated with Categories that are also available in the current class.

10. Click Next.

11. Click the calendar icon to change the cloned Assignment's Due Date if desired.

12. Click Finish.

Using Attachments with Assignments

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

There are several functions you can perform when using attachments with Assignments. These include:

- Adding an Attachment to an Assignment
- Removing an Attachment from an Assignment

The following sub-sections explain each of these functions.

Adding an Attachment to an Assignment

You can add as many attachments as you want to an Assignment. However, your Gradebook Administrator may impose 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 Assignment:

1. On the Gradebook Main Screen, click the header of the Assignment 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 Assignment.

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 Assignment.

7. Click Save.

Removing an Attachment from an Assignment

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

To remove an attachment from an Assignment:

1. On the Gradebook Main Screen, click the header of the Assignment 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 Assignment.

4. Highlight the attachment you want to remove and click Delete.

5. Click Save.

Using Advanced Export/Import Assignments

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

When using Advanced Export/Import Assignments, you must perform the following functions in the order they are listed:

- Step 1: Exporting Assignments
- Step 2: Scoring Assignments on the Export File
- Step 3: Importing Assignment Scores

The sub-sections below describe each of these functions.

Step 1: Exporting Assignments

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

To export Assignments:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Assignments.

2. Click Advanced Export/Import Assignments.

3. In the Select Assignments to Export area, select the Assignments that you want to include in the export file. The list of Assignments available for selection changes according to two filter options. Table 9 describes each 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 Assignments	Assignments that you have already Graded display for selection.
Show Assignments Not Due Yet	Assignments that have a future due date display for selection.

Table 9 - Advanced Export/Import Assignments options

Step 2: Scoring Assignments 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 20 shows a sample of an export file.

To score Assignments on the Export File:

1. Open the export file from the location where you saved it.

2. In the Score column, enter the score for each student.

3. In the Special Code column, enter Special Codes as desired.

4. In the No Count and Missing columns, enter an X to indicate that the Assignment is 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.

	A	B	C	D	E	F	G	H
1	Gradebook:	MTH222 / 22 Prd:2 GEOMETRY SEM 2	Gradebook Id:	58884				
2								
3	Assignment:	Chapter 11 Questions	Assignment Id:	47285				
4	Category:	HWK						
5	Due Date:		5/21/2012 Max Score:	10				
6	Id	Student		Score	Special Code	No Count(X)	Missing(X)	Comment
7	4239	Andrew Routonscr						
8	13594	Micha Hackathornscr						
9	4320	Eleonor Oseguerascr						
10	4651	Lesia Yannuzziscr						
11	10596	Drew Ervenscr						
12	8288	Kurt Popovicscr						
13	4267	Trinidad Inksscr						
14	4624	Steven Iriescr						
15	8792	Miguel Riemannscr						

Figure 20 - Sample Assignment export file

Step 3: Importing Assignment 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 Assignment scores:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Assignments.

2. Click Advanced Export/Import Assignments.

3. In the Select a File to Import From area, click Browse and locate the spreadsheet file that you saved with Assignment scores.

4. Click Import Scores From File.

A page appears that lists all the changes made. Click Back

Changing the Assignment Score Display

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

To change the Assignment score display:

1. On the Gradebook Main Screen, click the header of the Assignment.

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

Displaying Comments for One Assignment

You can display the Assignment comments for one Assignment on the Gradebook Main Screen. For more information on how to display Assignment comments for all Assignments, see "Adjusting Assignment Display Options" (page 69).

To display comments for one Assignment:

1. On the Gradebook Main Screen, click the header of the Assignment.

2. Select Show Comments.

3. Click Back.

Changing the Assignment List Sort

You can change the way assignments sort on the Assignments list screen. To change the sort, click Assignments on the Gradebook Main Screen Menu Bar and select List Assignments. On the Assignments list screen, click a heading to sort by that heading. For example, if you click Category, the assignments are ordered alphabetically by Category. If you click the same heading again, the sort order is reversed.

An arrow appears to the right of the heading that the list is using to sort the assignments. If the arrow points down, the sort is descending. If the arrow points up, the sort is ascending.

The default sort is ascending by Due Date. If you want to return to the default sort, click the Return to Default Sort hyperlink that appears above the Assignments listing box.

Working with Assignment Options

When you add or edit an Assignment, the Options button lists additional options that you can associate with this assignment.

Assignment options include:

- Creating an Online Assignment
- Copying from My Online Assignment Template
- Copying from District Online Assignment Templates
- Attaching District Assessment
- Cloning an Online Assignment from Another Teacher
- Using Benchmarks or Academic Standards

Each of these options is described below.

Creating an Online Assignment

Creating an Online Assignment allows you to take the existing assignment and format it as an online assignment for students to complete at home or in a lab setting through Student Access. For more information on Creating an Online Assignments, see the *WSIPC Guide to Online Assignments*.

Copying from My Online Assignment Templates

Copying from My Online Assignment Templates allows you to use one of your existing Online Assignment templates and attach it to the opened assignment. Once you copy the Online Assignment template from your templates, you can make adjustments based on the assignment you create. For more information on Online Assignment templates, see the *WSIPC Guide to Online Assignments*.

Copying from District Online Assignment Templates

Copying from District Online Assignment Templates allows you to use an existing District Online Assignment template and attach it to the opened assignment. District Online Assignments allow the district or Entity to create an assignment that multiple teachers and classes can use.

Attaching District Assessment

Attaching District Online Assessments allows you to create an assignment and attach an assessment that the district created for use in multiple classrooms. For example, the district would like to use a standard assessment across Entities to assess second graders in Reading. Once you create the District Assessment, multiple teachers across the district can use this assessment in their Gradebook.

Cloning an Online Assignment from Another Teacher

Cloning an Online Assignment from Another Teacher allows you to select and clone an Online Assignment that another teacher in your Entity creates. If you have classes in multiple Entities, select the Entity at the top of the screen, and then find the course, section, and teacher you want to clone from.

Using Benchmarks or Academic Standards

When you add an Assignment, you can also add Benchmarks from your district's Academic Standards. Your district may choose to show the Academic Standards instead of Benchmarks in your Gradebook. If you choose to add Benchmarks to an Assignment, you will be able to score students based on specific skills that contribute to the overall score of the Assignment.

There are several options you must understand when including Benchmarks on an Assignment. These include:

- Attaching Benchmarks to an Assignment
- Scoring Assignments with Benchmarks Attached
- Using Proficiency-Based Scoring

The following sub-sections explain each of these options.

Attaching Benchmarks to an Assignment

Once Academic Standards are set up and attached to your curriculum area or course, you have the ability to attach Benchmarks to an Assignment. When adding Benchmarks, you select which skills you would like to assess. Figure 21 shows an example of attaching Skills and Max Scores to an Assignment.

To attach Benchmarks to an Assignment:

1. On the Gradebook Main Screen Menu Bar, pause your mouse pointer over Assignments.

2. Click Add Assignment.

3. Configure all options on the Add Assignment screen as desired. For more information about adding an Assignment, see "Adding an Assignment" (page 26).

4. Click Attach Benchmarks (#).

5. In the Select column on the left, select the check box for any of the Benchmarks you want to attach to this assignment.

6. In the Max Score box, enter the score you want to assign to each Benchmark, and click the Tab key to move off the box.

NOTE	The Max Score of the assignment is the SUM of all the Max Scores of the selected Benchmarks.

7. Click Save and Back, Save and Add Another, or Save and Score if students have already completed the assignment.
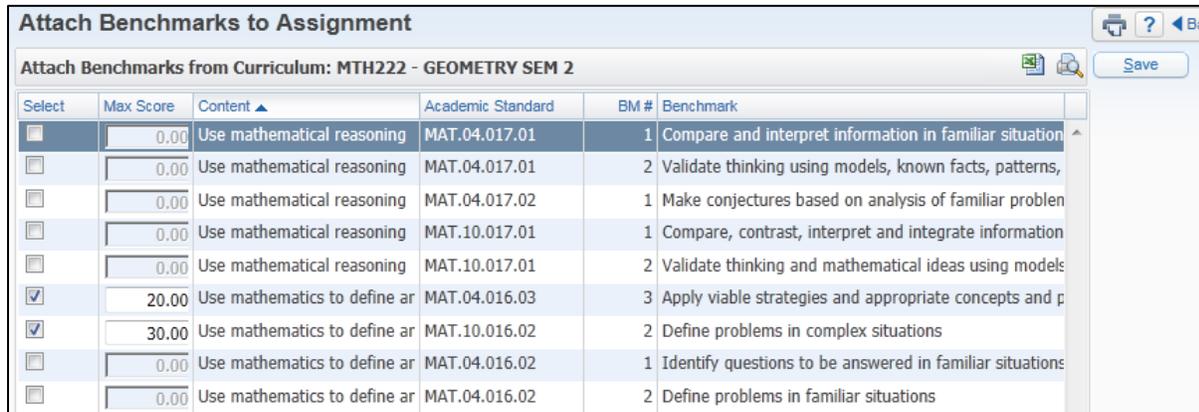
Figure 21 - Attaching Benchmarks to an Assignment

Scoring Assignments with Benchmarks Attached

When you score Assignments that have Benchmarks attached, the Overall Score is the SUM of all the Benchmark scores. As an example, the Benchmarks *Apply viable strategies* and *Define problems in complex situations* are attached to an Assignment. Each Benchmark is scored independently within the Assignment, and those scores calculate the Overall Assignment Score for the student.
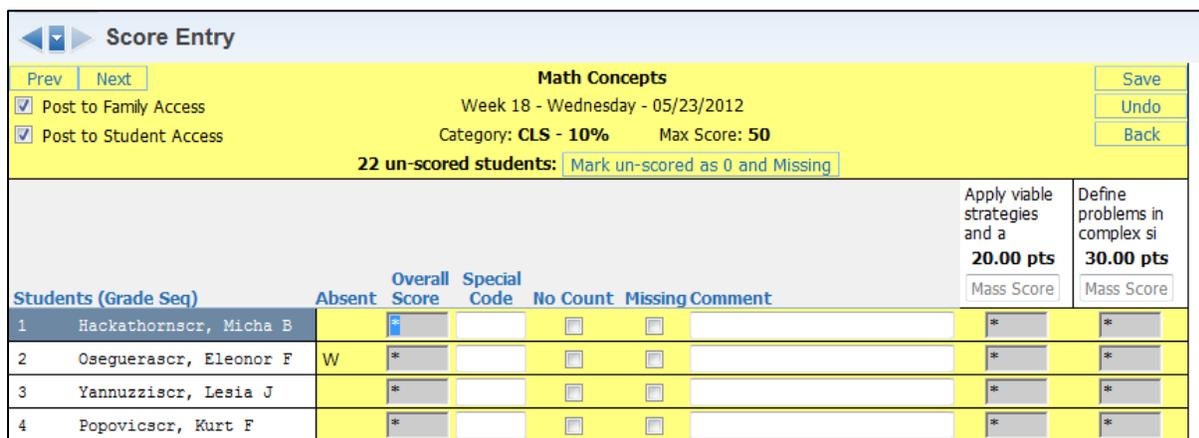
Figure 22 - Scoring Assignments with attached Benchmarks

Using Proficiency-Based Scoring

Proficiency-Based Scoring works in conjunction with assignments that have Benchmarks attached. It allows you to put weights on each Benchmark. For example, you may have a quiz that has two parts – one that assesses students on Benchmark A and another that assesses students on Benchmark B. Even though both parts are worth 10 points each, you feel that Benchmark B is of greater significance towards the overall grade of the quiz, and therefore, you assign a higher weight on Benchmark B.

Activating Proficiency-Based Scoring

You need to activate the Proficiency-Based Scoring feature before you can assign weights to Benchmarks, or attach Academic Standards to an Assignment.

To activate Proficiency-Based Scoring:

1. On the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Assignment Display.

3. In the Assignment Score Entry area, select Only use proficiency-based scoring for Assignment Benchmarks.

4. Click Save.

Assigning Weights to Benchmarks

Once you activate Proficiency-Based Scoring, you can assign weights to Benchmarks that you attach to Assignments. For more information on attaching Benchmarks to Assignments, see "Attaching Benchmarks to an Assignment" (page 44).

On the Attach Benchmarks to Assignment screen, a new column labeled Weight appears once you activate Proficiency-Based Scoring.

To assign weights to Benchmarks:

- Enter a weight for each selected Benchmark. The weight that you enter is a number, not a percentage. It represents the ratio that the Benchmark is worth compared to other selected Benchmarks.

  Consider the following two examples. If you select three Benchmarks and assign them weights of 1.0, 2.0, and 3.0, then they are worth 1/6, 2/6, and 3/6 of the assignment, respectively. If you select two Benchmarks and assign them weights of 3.0 and 5.0, then they are worth 3/8 and 5/8 of the assignment, respectively.

NOTE	Once you activate Proficiency-Based Scoring, you must assign weights to Benchmarks on every Assignment that has Benchmarks attached. If all the Benchmarks on an assignment have equal weight, enter 1.0 as the weight for all the Benchmarks.

Specifying the Max Score of an Assignment with Proficiency-Based Scoring
You can specify the Max Score of an assignment that has Benchmarks attached and that use Proficiency-Based Scoring. This is different from assignments that have Benchmarks attached but do not use Proficiency-Based Scoring, where the Max Score is always the sum of Max Scores of the selected Benchmarks and cannot be modified.

Understanding Proficiency-Based Scoring Calculations
Because weights are introduced, and because the Max Score of an assignment can be different from the sum of the Max Scores of the selected Benchmarks, the calculation of the overall Assignment score with Proficiency-Based Scoring is more complex.

Figure 23 shows the formula used to determine the overall Assignment score of an Assignment using the Proficiency-Based Scoring feature. Table 10 describes each element found in the formula.

$$PEa = \frac{\sum \left[\frac{PEb}{PPb}(Mb) \right]}{\sum Mb}(PPa)$$

Figure 23 - Proficiency Based Scoring formula

Element	Description
PEa (Points Earned in the assignment)	Overall score for the assignment. This is the value that is calculated.
PEb (Points Earned in each benchmark)	Score entered for each Benchmark attached to the Assignment.
PPb (Points Possible in each benchmark)	Max Score entered for each Benchmark attached to the Assignment.
Mb (Multiplier of each benchmark)	Weight assigned to each Benchmark attached to the Assignment.

Element	Description
PPa (Points Possible in the assignment)	Max Score entered for the Assignment.

Table 10 - Elements in the Proficiency Based Scoring formula

The following is an example of an Assignment that has a Max Score of 50 points. It also has three Benchmarks attached to it with the weights and Max Scores listed.

	Benchmark A	Benchmark B	Benchmark C
Max Score	5	8	10
Weight	3.0	1.0	2.0

If the student earns 3 points in Benchmark A, 7 points in Benchmark B, and 8 points in Benchmark C, the student earns 35.62 points out of a possible 50 according to the Proficiency-Based Scoring formula, as shown in Figure 24.

$$PEa = \frac{\frac{3}{5}(3) + \frac{7}{8}(1) + \frac{8}{10}(2)}{3 + 1 + 2}(50) = 35.62$$

Figure 24 - Example of Proficiency Based Scoring usage

Posting Grades

You can post grades from Gradebook if the current day falls within a Grading Period Input date range, which your Gradebook Administrator sets up. If today's date does not fall within a Grade Input date range, you can view previously posted grades, but cannot post grades.

To post grades:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Posting, and click Post Grades.

2. The Post Grades screen appears. Grading Periods that are not open appear in the Previous Grade Periods section. Grading Periods that are open appear under the heading Grade Period(s) open for Report Card Posting. The start and stop dates and times appear for the Grading Period.

3. Look at the Grading Period information to confirm that you are posting grades for the correct Grading Period (in some cases, more than one Grading Period may be open at the same time).

4. Click Post Grades. The Posting screen appears. You cannot change any grades on this screen. To change a grade, you must return to the Gradebook Main Screen and change Assignment scores or override a calculated grade (see "Overriding Calculated Grades" [page 24]).

NOTE	In the Grade Entry screen, Grade Marks that are green indicate that they are already posted. Grade Marks that are red are not already posted.

NOTE	If any students drop the course and you want to post grades for them, see "Changing the Posted Grade for Dropped Students" (page 50).

5. Add Comment Codes by typing the appropriate comment number in the Comment columns.

NOTE	If you are unfamiliar with your school's Comment Codes, click the View Comment Codes hyperlink at the top of the screen. A Comment Code window appears which you can drag to another area of the screen to view while entering the Codes. If you have previously posted Comment Codes and are changing or adding new comments, the new Comment Code appears in red.

6. You can also use the Comment Code menu at the top of each Comment column to mass assign comments to all students. To do this, click the arrow at the top of the column and select the appropriate code. A prompt asks you whether you want to default all comments to the code you selected. Click OK to the prompt.

7. Type free-form comments as desired in the Free Form Comment boxes. Free-form comments can be up to 42 characters long. If you have previously posted comments and are changing the comment, the new comment appears in red.

NOTE	This is only available if your Gradebook Administrator enables Free-Form Comments.

8. Click Save to post the grades and comments. If you do not want to post grades at this point, click Back.

There are several options you must understand when posting grades in the Secondary Gradebook. These include:

- Changing the Posted Grade for Dropped Students
- Posting Athletic Eligibility Grades
- Understanding Auto Posting
- Posting Grades for Individual Students
- Updating Grade Posting Status
- Requesting Grade Changes

The following sections explain each of these options.

Changing the Posted Grade for Dropped Students

You can post grades for students even if they drop the class. You may want to do this if, for example, the student completes enough class work to receive a grade.

To post grades for dropped students, follow steps 1 through 3 in "Posting Grades" (page 49).

Then, to change the posted grade for dropped students follow this procedure:

1. Click the Show Dropped Students hyperlink at the top of the Posting screen. The dropped students' names appear in the list with the word "Dropped" in red letters to the right of the names.

2. Click in the term or semester grade box next to the dropped student. Unlike the other students in the list, the grades boxes for dropped students on this screen are editable.

3. Type a letter grade in the term or semester grade box

4. Follow steps 4 through 6 in "Posting Grades" (page 49).

Posting Athletic Eligibility Grades

If an entity uses Athletic Eligibility Grades, you can post athletic grades for students who are enrolled in an activity.

To post athletic eligibility grades:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Posting, and click Post Grades.

2. The Post Grades screen appears. If Athletic Eligibility Posting is available, in the Post Athletic Eligibility Grades for box choose the term to post eligibility grades for.

3. Click Post Grades.

4. The Post Athletic Grades screen appears.

    Only students who are enrolled in an activity appear on this list. You cannot change any grades on this screen. To change a grade, you must return to the Gradebook Main Screen and change Assignment scores or override a calculated grade (see "Overriding Calculated Grades" [page 24]).

    Athletic grades are posted for dropped students if they appear on the Gradebook Main Screen. They are not posted if dropped students do not appear on the Gradebook Main Screen (see "Adjusting Student Display Options" [page 68]).

NOTE	In the Grade Entry screen, Grade Marks that are green indicate that they are already posted. Grade Marks that are red are not already posted.

5. Click Save to post the grades. If you do not want to post grades at this point, click Back.

Understanding Auto Posting

If your Gradebook Administrator enables Auto Posting, this feature automatically posts all grades at midnight following the Grade Input Start Date and Time. After the first midnight posting and within the Grade Input window, the system instantaneously posts any grade that has changed in your Gradebook. If Auto Posting is enabled, you do not have the option to manually post grades except for Athletic Posting.

The Gradebook Administrator can also choose to turn on the option to Automatically Post Athletic Eligibility Grades. If the option to allow teachers to Opt Out of Auto-Posting Athletic Eligibility Grades and Manually Post Instead is turned on, individual teachers may select to post their Athletic Grades manually.

Posting Grades for Individual Students

If your Gradebook Administrator enables the option to Allow Teachers to Manually Post Gradebook Grades to the Report Card for Individual Students, you can select which students in your class you post grades and/or comments for. This allows you to post a grade or comment for one student without overriding the posted grades and comments for all students in your class.

To post grades for an individual student:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Posting, and click Post Grades.

2. The Post Grades screen appears. Grading Periods that are not open appear in the Previous Grade Periods section. Grading Periods that are open appear under the heading Grade Period(s) open for Report Card Posting. The start and stop dates and times appear for the Grading Period.

3. Look at the Grading Period information to confirm that you are posting grades for the correct Grading Period (in some cases, more than one Grading Period may be open at the same time).

4. Click Post Grades. The Posting screen appears. You cannot change any grades on this screen. To change a grade, you must return to the Gradebook Main Screen and change Assignment scores or override a calculated grade (see "Overriding Calculated Grades" [page 24]).

5. Select the check box next to the student and under the grading column for the grade and/or comment that you want to post. (This would typically be the current term or semester.) Figure 25 shows an example of this option.

6. Click Save.

NOTE	If the option to allow teachers to Post Grades for Individual Students is enabled, you must select the Select All check box for the term you want to post if you are posting for all students in the class.

Figure 25 – Posting Grade Entry screen when allowing teachers to Posting Grades for an Individual Student

Updating Grade Posting Status

Grade Posting Status gives you statistical information about the data in your Gradebook. To access this information, from the My Gradebook (Course selection) screen, pause your mouse pointer over Posting Status and select a Grading Period.

There are several columns in the Grade Posting Status table. You can change the way data sorts by clicking a heading. For example, if you click Last Post Date, the data is ordered chronologically by the date that the last posting occurred.

An arrow appears to the right of the heading that the list is using to sort the data. If the arrow points down, the sort is descending. If the arrow points up, the sort is ascending. Table 11 describes the data contained in each column.

Option	Description
Period	Period number associated with the meeting pattern of the class.
Class	Course and section codes of the class.
Description	Short description of the class.
Missing Rpt Card Grades	Number of blank report card grades for the Grading Period. These are students who either have a blank term or semester grade in the Gradebook or have a term or semester that has not been posted.
Missing Assign	Number of Assignments that are past the due date and do not have a grade OR Assignments that are marked as missing within the Grading Period.

Option	Description
Missing Comments	Number of students with no term comments entered for the Grading Period.
Diff	Number of times a posted grade differs from the calculated grade.
Low Percent	Lowest percentage grade of the Grading Period.
Average Percent	Average percentage grade of the Grading Period.
High Percent	Highest percentage grade of the Grading Period.
Active Stds	Number of Active students enrolled in the class for the Grading Period.
Drp Stds	Number of students dropped from this class.
Posting Complete	This is updatable. Check to indicate that posting for this class is complete. This is for reference only and can be viewed by you or any staff with Administrator access.
Last Post Date	Date on which the last posting occurred.
Last Post Time	Time at which the last posting occurred.

Table 11 - Grade Post Status columns

Requesting Grade Changes

If your Gradebook Administrator enables it, you can request to change a grade in a closed Grading Period that is locked. This temporarily unlocks the Gradebook for two hours so that you can make the changes. Any change that is made requires Administrator approval. If it is approved, the posted grade reflects the new calculated grade in Gradebook.

NOTE	If closed Grading Periods are not locked by your Gradebook Administrator, you can make changes directly in the Gradebook – there is no need for you to request a grade change. However, you should still notify the office because changing a grade in a closed Grading Period may cause a discrepancy between the newly calculated grade and what was printed on the report card.

To request a grade change:

1. On the Grade Posting Status screen, highlight the class you want to make a change in, and click Request Grade Changes.

2. A confirmation appears indicating the time (120 minutes from the current time) that changes will be disallowed (Gradebook is locked again). In the Reason for Requesting Grade Changes box, type a reason for requesting the change and click Yes.

3. The Gradebook Main Screen opens. Make your changes.

4. When you finish making changes, go back to the Grade Posting Status screen, highlight the class you made the change in, and click Complete Grade Changes.

5. A confirmation appears indicating that the temporary ability to change grades will be turned off. Click Yes.

Entering Term and Semester Comments

At the end of each Grading Period, you can enter pre-defined and free-form comments about how a student is doing in your class. These comments print on the Secondary Report Card and you can make them accessible in Student and Family Access.

There are several options you must understand when entering Term and Semester comments. These include:

- Using Post Comments
- Using the Student Options Screen
- Hiding Comments from Family and Student Access and Gradebook Reports

The following sections explain each of these options.

Using Post Comments

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 Post Comments:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Posting, and click Post Comments

2. Click the hyperlink for Post Comments that corresponds with the Grading Period that you want to enter comments for.

3. Under the Comment column, in the Comment box 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.

NOTE	To mass assign a comment code to all students, you can also use the Default blank comments to feature.

4. In the Freeform column, type a free-form comment for each student in the class. Free-form comments are only available if your Gradebook Administrator enables the option.

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 Code that corresponds with the predefined comment you want to assign to the student.

NOTE	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. In the Comment box, type a free-form comment for the class.

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, pause your mouse pointer over Posting, and click Post 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 Secondary Gradebook Reports

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

For more information on each report available in Secondary Gradebook, see "Running Secondary Gradebook Reports" (page 60).

There are several areas to consider when working with Secondary Gradebook reports. These include:

- Understanding Report Templates
- Running Secondary Gradebook Reports
- Running a Report for a Specific Assignment
- Running Reports for an Individual Student
- Running Reports for All Classes

The following sections explain each of these areas.

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 generate the report. Table 12 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 "Adding a New Report Template" (page 59).
Rename Template	Renames your report template. This option is only available on templates that you create, because you can't rename report templates that Skyward or your Gradebook Administrator creates.
Modify parameters of Template	Allows you to modify the parameters in your report template. This option is only available on templates you create.

Option	Description
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 you can't delete report templates that Skyward and your Gradebook Administrator create.
Clone Template	Clones a report template. This is typically used 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 12 - 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, pause your mouse pointer 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.

NOTE	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.

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 Assignment Listing report parameters. For more information on each report, see "Running Secondary Gradebook Reports" (page 60).

8. Click Save.

Running Secondary Gradebook Reports

This section describes each report found in Secondary Gradebook.

- Attendance Detail Report
- Attendance Summary Report by Class
- Grade Sheet Report
- Using the Export Feature
- Assignment Listing – By Student
- Assignment Master Report
- Missing Assignments Report
- Email Progress Report
- View Emailed Reports
- Category Summary Report
- Online Assignment Analysis Report
- Progress Detail
- Enhanced Multi-Class Progress Report
- Progress Summary
- Multi-Class Progress Report
- Partial Progress Detail Report
- Partial Progress Summary Report
- Partial Multi-Class Progress Report
- Class Roster
- Student Information
- Custom Forms Report
- Grade Proof Sheet
- Benchmark Trend Report

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 report 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/or Assignment 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 Assignment 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).

Using the Export Feature

This feature, located on the Gradebook Main Screen Menu Bar, exports Grade Sheet report information to Microsoft® Excel.

Assignment Listing – By Student

The Assignment Listing report displays Assignments and grades for each student sorted by due date for a selected term or date range. You can also add Assignment comments to this report.

Assignment Master Report

The Assignment Master report displays Assignment grades for each student for Assignments from a selected term or date range. You can sort this report by Term, Category or due date.

Missing Assignments Report

The Missing Assignments report allows you to view missing Assignments for students in the selected term or date range in all classes.

The report considers an Assignment missing if the Missing check box is selected for a student. Assignments 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.

Email Progress Report

The Email Progress Report is a copy of the Progress Detail Report that can be emailed to guardians and students who have an email address on record.

View Emailed Reports

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

Category Summary Report

The Category Summary Report provides an average of the student's assignment scores for each Category in your Gradebook. Each Category on the report has a column providing the assignment average for each student.

For example, your Gradebook has a Category of Homework (HMWK). Two HMWK assignments exist, worth 100 points each. A student earns a 100 on one and 50 on the other. The Category Summary Report column for HMWK for this student displays 75.

Online Assignment Analysis Report

The Online Assignment Analysis Report provides Online Assignment information by student. Options allow you to print the report for those students who have not taken the Online Assignment, and students who got the answers correct or incorrect.

Progress Detail

The Progress Detail Report displays Assignment, 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.

Enhanced Multi-Class Progress Report

The Enhanced Multi-Class Progress Report displays Assignment, 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 Assignments, Teacher's Log entries and comments to this report.

Progress Summary

The Progress Summary Report displays total points earned, total points possible, and the cumulative grade for the term or semester for each student. All students print on a single page unless the number of students in the class exceeds the space on the report page.

This report allows you to display students in random order using the option Display Students in a Random Order. You can post this report in your classroom and increase the likelihood of student anonymity by choosing not to display student names on the report and instead choosing to display Student IDs, and also choosing to display the students in random order.

Multi-Class Progress Report

The Multi-Class Progress Report includes all students in all of your classes who have at least one scored Assignment. The report displays Gradebook elements for each student by Category, including total points earned, total points possible, and the student's cumulative grade for the Grading Period selected. Each student prints on a single page displaying information for each of your classes the student is enrolled in.

Partial Progress Detail Report

The Partial Progress Detail report's primary purpose is to display student Assignment scores by week or by a specified date range. The report arranges information by Category and provides totals for each Category. Parameters allow you to select the previous week, up to the previous four weeks, or a specific date range.

Partial Progress Summary Report

The Partial Progress Summary report's primary purpose is to display student grades by week or by a specified date range. The report displays total points earned, total points possible, and the cumulative grade for the selected date range for each student. Parameters allow you to select the previous week, up to the previous four weeks, or a specific date range. All students print on a single page unless the number of students in the class exceeds the space on the report page.

This report also allows you to display students in random order using the option Display Students in Random Order. You can post this report in your classroom and increase the likelihood of student anonymity by choosing not to display student names on the report and instead choosing to display Student IDs, and also choosing to display the students in random order.

Partial Multi-Class Progress Report

The Partial Multi-Class Progress Report includes all students in all of your classes who have at least one scored assignment. The report displays Gradebook elements for each student by Category, including total points earned, total points possible, and the student's cumulative grade for the selected date range. Parameters allow you to select the previous week, up to the previous four weeks, or a specific date range. Each student prints on a single page displaying information for each of your classes that the student is enrolled in.

Class Roster

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

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 student's 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.

Grade Proof Sheet

The Grade Proof Sheet report displays the posted grades and comments of students in a specific class.

Benchmark Trend Report

The Benchmark Trend report displays assignment data by student for assignments that have Benchmarks attached. Information provided includes the student's Benchmark Score, Benchmark Percentage, Average Percentage and Trend Percentage.

Running a Report for a Specific Assignment

There is one report that can be run for individual assignments. The Assignment Detail report displays the score, points, percent, grade mark, and comments for each student on a specific assignment.

To run a report for a specific assignment:

1. Click the header of the assignment.

2. On the Assignment Options screen, click Reports\Assignment Report.

Running Reports for an Individual Student

Reports can be run for individual students in two ways: by using the Select Different Students button when running reports from the Reports button, or by clicking a student's hyperlinked name on the Gradebook Main Screen.

The Select Different Students option is covered in "Understanding Report Templates" (page 58). To run reports for an individual student, click the hyperlink for their 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. Pause your mouse pointer over Reports and click the report you want to run.

Running Reports for All Classes

You can run some reports for all of your classes.

To run reports for all classes:

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

Viewing Charts

Secondary Gradebook provides a variety of charts for you to view and use.

To view Charts:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Charts.

2. Select the chart you want to run from the drop-down menu.

There are four Charts you can view in Secondary Gradebook:

- Viewing Term Grade Distribution Charts
- Viewing Student Progress Charts
- Viewing Category Average Charts
- Viewing the Assignment Grade Distribution Chart

You access three of the charts (Term Grade Distribution, Student Progress, and the Category Average Chart) from the Gradebook Main Screen. You access the fourth chart, Assignment Grade Distribution, through an individual Assignment.

The following sections describe each of these charts.

Viewing Term Grade Distribution Charts

The Term Grade Distribution Chart displays classroom distribution of grades by the term you select. The number of students receiving the grade also appears on the grade distribution bar. This chart gives you a quick overall look at how many students in the class are earning each letter grade and how grades are distributed across the class.

Viewing Student Progress Charts

The Student Progress Chart is a graph of individual student progress at two-week intervals. This allows the teacher to see how students are progressing every two weeks.

Viewing Category Average Charts

The Category Average Chart displays individual student category scores against the class average on each graded category during the term you select. This chart allows you to see how an individual student is doing compared to the class average. You can also get a category breakdown by Student and Class Average by selecting the associated tabs on the right of the grid.

Viewing the Assignment Grade Distribution Chart

The Assignment Grade Distribution Chart displays classroom distribution of grades for the assignment you select. The number of students receiving the grade also appears on the grade distribution bar. This chart gives you a quick overall look at how many students in the class are earning each letter grade and how grades are distributed across the class.

To view the Assignment Grade Distribution Chart:

1. On the Gradebook Main Screen, click the desired assignment header.

2. Click Chart.

Printing Charts

You can print all Charts described above using the Print Chart button on the Chart screen. When you select this option, it takes you directly to your local printer settings.

Configuring Display Options

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

- Adjusting Student Display Options
- Adjusting Assignment Display Options
- Adjusting Grade Period Display Options
- Modifying Gradesheet Sequence

The following sections discuss each of these groups of options.

Adjusting Student Display Options

Student Display options determine how the student name, ID, and other information display on the Gradebook Main Screen. They also define 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, pause your mouse pointer over Display Options.

2. Click Student Display.

3. Configure all options. Table 13 describes these options.

4. Click Save.

NOTE	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 13 - Student Display options

Adjusting Assignment Display Options

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

There are four Assignment Display Option areas:

- Assignment Display Options
- Assignment Defaults
- Assignment Score Entry
- Assignment Headings

To adjust Assignment Display Options:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Assignment Display.

3. Configure all options (see Figure 26). Table 14 describes these options. Some options may not be available to you depending on how your Gradebook Administrator configures your Gradebook.

4. Click Save.

NOTE	You can click Restore Defaults to revert back to the default Assignment Display Options settings.

Figure 26 - Assignment Display, Assignment Defaults, and Assignment Score Entry options

Area	Description
Assignment Display Options	Determines how your Assignments appear on the Gradebook Main screen.

Options in this Area	Description of Options
Show Average Score of the Assignment	Displays the average assignment score in the assignment header on the Gradebook Main Screen.
Show Average Score of Term Grades	Displays the average assignment score in the Term Header column on the Gradebook Main Screen.
Show Assignment Group of the Assignment	Displays the assignment group in the assignment header on the Gradebook Main Screen.
Show "Term Grade" Column in a fixed location on Gradebook screen	Displays a column showing the current term's grade beside the Attendance column on the Gradebook Main Screen.
Show Posted Grades in a different color on Gradebook screen	Displays the cell of a posted grade in a different color on the Gradebook screen.
Show Comments for all Assignments	Inserts a column next to each assignment column on the Gradebook Main Screen. Any comments entered in the Comments box on the Score Entry screen appear.
Only show recent assignments on Gradebook Screen	Displays only assignments that have an Actual Due Date (or Proposed Due Date, if no actual) that is within two weeks prior to and beyond the current date.
Show Earned Percent Column when Calculating Term Grade based on Minimum Percent	This option is not used in Washington state.
Sort Assignments by	Sorts assignments by Date Sequence, Category, or Assignment Group.
Date Sequence of the Assignments	Determines if Assignment columns appear in descending (newest to oldest) or ascending (oldest to newest) order.

Area	Description
Assignment Defaults	Determines your Assignment defaults' display defaults.
Options in this Area	**Description of Options**
Maximum Score Default	Default Max Score value for newly added assignments.
Post to Family Access Default	Determines the Family Access defaults when adding an assignment. The default options are Last Saved, Yes, and No.
Post to Student Access Default	Determines the Student Access defaults when adding an assignment. The default options are Last Saved, Yes, and No.
Area	**Description**
Assignment Score Entry	Determines assignment defaults for Score Entry.
Options in this Area	**Description of Options**
Suppress the "value entered is greater than max score" message	Suppresses the message "The score entered is greater than the Max Score for this assignment" when you enter a score that exceeds the Max Score.
Display student's due date attendance on Score Entry screen	Displays student attendance on the due date of the assignment on the Score Entry screen.
Only use proficiency-based scoring for Assignment Benchmarks	Forces teachers to use proficiency-based scoring for assignments using Benchmarks. For more information on proficiency-based scoring, see "Using Proficiency-Based Scoring" (page 46).
Area	**Description**
Assignment Heading	Determines how your assignment headings appear on the Gradebook Main Screen.
Options in this Area	**Description of Options**
Show Category color in Assignment Headings only	Limits column coloration to the heading only. If you don't select this option, the entire column assumes the Category color. Your Gradebook Administrator configures the Category colors.
Assignment Headings	Determines the appearance of, and data contained in assignment headings.

Table 14 - Assignment Display Options

Adjusting Grade Period Display Options

Grade Period Display options determine which Grading Period and Assignment columns appear on the Gradebook Main Screen. Figure 27 shows an example of the Grade Period Display 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 you configure them.

There are two areas to consider when working with Grade Period Display options:

- Selecting Grade Period Displays
- Selecting Assignments by Date Range

The following sub-sections explain each of these areas.

Selecting Grade Period Displays

Grade Period Displays allow you to decide which Assignments and Grade Periods appear on the Gradebook Main Screen. Current Grading Periods cannot be hidden.

To select Grade Period Display options:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Grade Period Display.

3. In the Grade Period Display area, select Display Assignments and Display Grade Period for each of the Grading Periods you want to appear on your Gradebook Main Screen. Select Show All to display all Grading Periods associated with this class.

4. Click Save.

Selecting Assignments by Date Range

As a default, all Assignments within the class terms appear on your Gradebook Main Screen. However, in the Assignments By Date Range area of the Grade Period Display screen, you can change the default of all Assignments to Assignments with a range of dates.

To select Assignments by Date Range:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Grade Period Display.

3. In the Assignments By Date Range area of the Grade Period Display screen, select the option Only Show Assignments Within Date Range. Then enter the date range of assignments you want to appear on the Gradebook Main Screen.

4. Click Save.

Figure 27 - Grade Period Display screen

Modifying Gradesheet Sequence

The Modify Gradesheet Sequence feature allows you to sort the students on the Gradebook Main Screen in the same order that the students are sorted on the Grade Sheet Report.

To modify the Gradesheet Sequence:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Modify Gradesheet Sequence. The Student Order for Gradesheet Sequence screen appears displaying all students in the class,

3. Highlight the student that you want to move within the list, and use the Move Up and Move Down buttons to change the student order.

4. Click Save.

Using Secondary Gradebook Tools

There are several tools available in Secondary Gradebook that help you manage the students in your class and the Assignments you assign. These include:

- Using Teacher's Log
- Dropping the Lowest Assignment Score
- Restoring Deleted Assignments
- Using Student Groups
- Viewing Gradebook Backups
- Managing the Assignment Comment Bank
- Converting Special Codes to Final

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. Figure 28 shows an example of a Teacher's Log.

To use the Teacher's Log:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Teacher's Log.

3. Select a student and click Add New Log Entry.

4. Configure all options. Table 15 describes these options.

5. Click Save.

Figure 28 - 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 15 - Teachers Log options

Dropping the Lowest Assignment Score

At any point in the term before you select the Posting Complete box, you can choose to drop the Assignment score that most negatively affects a student's grade. This drop can be performed for a single student or for all students, and to any range of Assignments. You can only apply the Drop Lowest Score option to a term, not to a semester.

There are several functions available when you drop the lowest Assignment score:

- Using the Drop Lowest Score Option
- Using the Advanced Drop Lowest Score
- Undoing a Drop Lowest Score Process

The following sub-sections explain each of these functions.

Using the Drop Lowest Score Option

The Drop Lowest Score option allows you to drop the Assignment with the lowest score for a student.

To use the Drop Lowest Score option:

1. On the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Select Drop Lowest Score from the Tools area.

3. Click the Drop Lowest Score hyperlink for the Grade Period that this drop affects.

4. Select the name of any student whose Assignments should be considered by the drop process. By default, all students are selected.

5. Click Next.

This screen displays each Category (for example, Homework, Participation, and Notebook), and all Assignments included in that Category appear in a list below it.

6. Select the check box next to any Category and Assignments that the drop process should consider. By default, all Categories and Assignments are selected.

NOTE	You are not choosing to drop these Assignments yet. On this screen, you are telling the program to consider these Assignments when it is determining what score most negatively impacts the student's grade.

7. Click Next.

This screen displays all Assignments that will be dropped. The program scans all of the Assignments you selected on the previous screen for all of the students you selected. The Assignments listed on this screen reflect the Assignments that most negatively impact the term grade for each selected student.

NOTE	The system only drops an Assignment score if doing so positively impacts the student's term grade. Therefore, if you select a student, his or her name may not appear on this screen if dropping a score within the selected assignments would not positively impact his or her grade.

8. Click Process Drops. When a score is dropped, the Special Code of AD (Automatic Drop) appears in the Assignment score cell on the Gradebook Main Screen for that Assignment.

Using the Advanced Drop Lowest Score

The Advanced Drop Lowest Score option works exactly as the Drop Lowest Score option, with one significant difference: the Drop Lowest Score option allows you to drop only the lowest score for a student, where the Advanced Drop Lowest Score option allows you to drop multiple low scores for a student.

To use the Advanced Drop Lowest Score option:

1. On the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Select Advanced Drop Lowest Score from the Tools area.

3. Click the Advanced Drop Lowest Score hyperlink for the Grade Period that this drop affects.

4. Select the name of any student whose assignments should be considered by the drop process. By default, all students are selected.

5. Click Next. This screen displays each Category, and all Assignments included in that Category appear on a list below it.

6. Use the drop-down box at the top of the screen to choose the number of lowest scores that Gradebook will drop for each student.

7. Select the check box next to any Category and Assignments that should be considered by the drop process. By default, all Categories and Assignments are selected.

NOTE	You are not choosing to drop these Assignments yet. On this screen, you are telling the program to consider these Assignments when it is determining what score most negatively impacts the student's grade.

8. Click Next. This screen displays all Assignments that will be dropped. The program scans all of the Assignments you selected on the previous screen for all of the students you selected. The Assignments listed on this screen reflect the Assignments that most negatively impact the term grade for each selected student.

NOTE	The system only drops an Assignment score if doing so positively impacts the student's term grade. Therefore, if you select a student, his or her name may not appear on this screen if dropping a score within the selected assignments would not positively impact his or her grade.

9. Click Process Drops. When a score is dropped, the Special Code of AD (Automatic Drop) appears in the assignment score cell on the Gradebook Main Screen for that assignment.

Undoing a Drop Lowest Score Process

When the process is complete, you are returned to the first Drop screen. An Undo Drop Lowest Score hyperlink now appears across from the term that you processed the lowest scores for. This hyperlink allows you to undo the Drop Score process for the term.

To undo a Drop Lowest Score process:

1. Click the Undo Drop Lowest Score hyperlink.

2. Select all students whose drop should be undone.

3. Click Process Undrops.

Restoring Deleted Assignments

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

To restore a deleted Assignment:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Select Restore Deleted Assignments from the Tools area.

3. On the Deleted Assignments list, highlight the Assignment that you want to restore.

4. Click View Details.

5. The Assignment scores and other attributes appear on a display similar to the Score Entry screen. Click Restore Assignment.

Using Student Groups

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

There are several functions available when you use Student Groups. These include:

- Creating Student Groups
- Working with Student Groups and Assignments
- Moving Students between Student Groups

The following sub-sections explain each of these functions.

Creating Student Groups

The first step in using Student Groups is to create the groups. In the example in Figure 29, two groups are being created: Group 1 and Group 2.

Figure 29 - Creating Student Groups

To create Student Groups:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer 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 Assignments

Once you create Student Groups, 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. If desired, you can select to see all students in your class by selecting the Show all groups option. Assignments that you have already created in the Gradebook are automatically part of all Student Groups you create.

When you add a new Assignment after you create Student Groups, the Assignment is only part of the Student Group that appears on the Gradebook Main Screen – unless you select Apply this assignment to All Student Groups on the Add Assignment screen. For information on how to add an Assignment, see "Adding an Assignment" (page 26) in the "Working with Assignments" section.

Moving Students between Student Groups

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

To move students between Student Groups:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer 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, pause your mouse pointer 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 Assignment Comment Bank

The Assignment Comment Bank allows you to store frequently-used Assignment comments. When you score an Assignment and want to enter a comment, a pop-up appears as 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 Assignment Comment Bank:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Assignment Comment Bank. Figure 30 shows an example of a teacher's Assignment Comment Bank. Table 16 describes the options available in the Assignment Comment Bank.
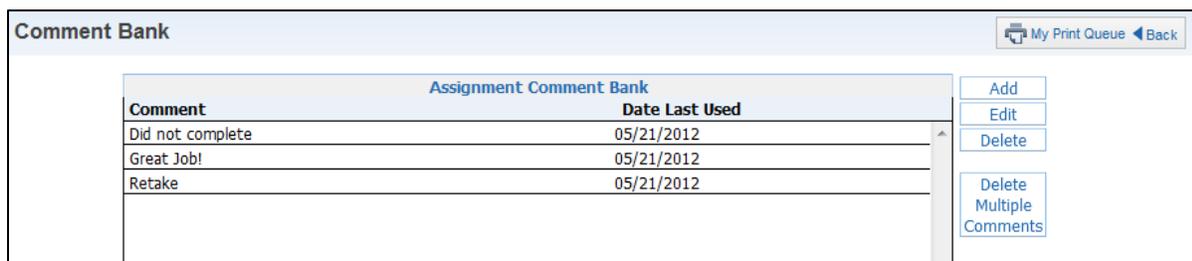
Figure 30 - Assignment Comment Bank

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

Table 16 - Assignment Comment Bank options

Converting Special Codes to Final

If your Gradebook Administrator sets up Special Code Overrides, you can run a utility to change those Special Codes to a Final Special Code. You run this utility to change Special Codes used during the term or semester into a code that is used to close out the Grading Period. For example, you can change a code of Redo or Missing to Incomplete or Too Late.

To convert Special Codes to Final:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Convert Special Codes to Final.

3. Click Include Dropped Students if you want to include them in this process.

4. In the Include Assignments that are due between ##/##/#### and box, type the ending date of the Assignment range you want to process. These dates typically span the current Grading Period.

5. Click Run.

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 when you discuss 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:

- On the Gradebook Main Screen, click the hyperlink for a student's name.

Select the options as desired (Figure 31). Table 17 describes the available options on the Student Options screen.

Figure 31 - Student Options screen

Option	Description
Assignments	Displays all Assignments for the selected student.
Missing Assignments (#)	Displays the student's missing Assignments. The number in parentheses indicates the number of missing Assignments for the student.
Report Card Grades	Displays the student's report card Grades for the current and past Terms.
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 "Entering Term and Semester Comments" (page 56).
Teacher's Log	Opens the Teacher's Log for the student. For more information on using Teacher's Log, see "Using Teacher's Log" (page 75).

Option	Description
Edit Current Term\ Edit Other Terms	Opens the Quick Entry screen for assignments to allow you to enter Grades for all assignments for the selected student.
Reports	Allows you to generate a report. For more information on Secondary Gradebook reports, see "Working with Secondary Gradebook Reports" (page 58).
Content Grades	Allows you to see Content, Points Earned, Percent and Grade for each Content Area graded.
New Student	Allows you to access options for a new student who enrolls into the Class. For more information on new student options, see "New Student Indicator" (page 89).

Table 17 - 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.

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.

For more information on taking attendance, see the *WSIPC Guide to Educator Access Plus for Teachers*.

Miscellaneous 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 18 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 Grade Calculation Options also appear in this screen. For more information on Term Grade Calculations see "Changing Term Grade Calculations Method" (page 20).
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 Assignment 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.
Question Mark	The question mark is located in the upper right corner of the Gradebook screen. Click the question mark and then SkyDoc – Skyward Documentation to view Skyward tutorials about Gradebook features and processes. Skyward continually updates this area with new tutorials. In SkyDoc, you can also access WSIPC Guides and Educational Materials.
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.

Option	Description
Other Access	Located on the Gradebook Main Screen Menu Bar. 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 *WSIPC Guide to Educator Access Plus for Teachers*.

Table 18 - 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 available to you in Secondary Gradebook. These include:

- New Student Indicator
- Subset Enrollment Asterisk
- Grade Discrepancy Indicator
- Bold Assignment Score
- Comment Arrow
- Health Condition Indicator
- Critical Alert Indicator
- Parental Consent Indicator
- Special Education and Section 504 Bars

The following sections discuss each type.

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 84). The New Student screen, as seen in Figure 32 allows you to transfer grades for that student from another class into yours. Table 19 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.

Figure 32 - 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 "Using the Student Options Screen" (page 84).
Option #1 – Auto-Transfer Scores from Dropped Section of this Course	Automatically transfers Assignment 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 Assignments that were graded in the previous section are found. Due Date, Category, Max Score, Weight Multiplier and Assignment Description are used to determine matches.
Option #2 – Transfer Assignment/Term Scores From a Dropped Class	Allows you to manually match Assignments, one by one, from any class the student has dropped to Assignments in this class. Click Select Dropped Class to choose any class that the student has dropped.
Option #3 – Manually Enter Term Scores	Allows you to manually enter Term Grades in prior Grading Periods.

Option	Description
Option #4 – One-Click Transfer Term Percents from Dropped Section of this Course	Allows you to transfer Term Percents from a dropped section of a course if Term Percents exist.
Option #5 – Enter a Starting Grade Percentage for the Current Term	Allows you to enter a Starting Grade for the student in the current term.

Table 19 - New Student options

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.

Grade Discrepancy Indicator

If a student's calculated term or semester grade differs from the posted grade, an asterisk appears beside the grade on the Gradebook Main Screen. If you pause your mouse pointer over the grade, 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.

Bold Assignment Score

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

Comment Arrow

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

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.

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.

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.

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.

Understanding Hyperlinks

Hyperlinks in Gradebook connect you to additional information about students or Gradebook setup. There are several types of hyperlinks available to you in Secondary Gradebook. These include:

- Students Hyperlink
- Sort by Hyperlink
- Term/Semester Grade Hyperlink
- Attendance Hyperlink
- Student Name Options Hyperlink
- Changing Term Grade Display Hyperlink
- **Error! Reference source not found.**

The following sections describe each of these hyperlinks.

Students Hyperlink

The Students hyperlink, located above the student list on the Gradebook Main Screen, opens the Student Display Options screen.

Sort by Hyperlink

The Sort By hyperlink is located in the Term Grade column header. Click this hyperlink to sort the students in descending order by the term or semester grade percentage. The Term Grade column only appears if you enable it in Assignment Display Options.

Term/Semester Grade Hyperlink

In each term or semester column, you can click on a student's calculated grade to display the report card grades for that student. If you have the necessary security, clicking this grade also allows you to override the calculated grade (see "Overriding Calculated Grades" [page 24]).

Attendance Hyperlink

The Attendance column is located to the right of the student name. Click the underlined date hyperlink at the top of this column to access the Take Daily Attendance – By Name screen. After marking a student absent or tardy, an absence or tardy indicator appears in the Attendance column on the Gradebook Main Screen. If your Gradebook Administrator suppresses the Attendance column, it does not appear.

Student Name Options Hyperlink

Each student name is a hyperlink. Click a student name to access the Student Options screen. For more information, see "Using the Student Options Screen" (page 84).

Changing Term Grade Display Hyperlink

The term grade drop-down menu allows you to view the calculated grade for a different term or semester. It is located in the Term Grade column header to the right of the Attendance column. Use the drop-down menu to change which term's grade appears in the column. The Term Grade column only appears if you enable it in Assignment Display Options.