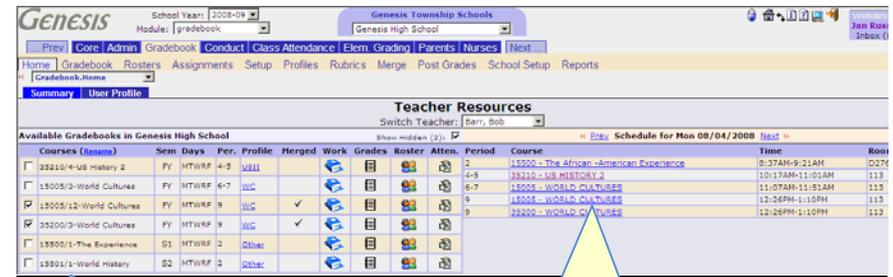


Gradebook Home Page



List of classes for the school year.

Your schedule for the current day.

Genesis Educational Software, Inc.

Genesis Gradebook

Quick Start Guide 2009

Course Section Icons correspond to 2nd Level Tabs:

-  - Link to the **Assignments**→**List** screen (**Assignments**)
-  - Link to the grading spreadsheet (**Gradebook**)
-  - Link to the Class Roster setup screen (**Course Roster**)
-  - Link to the “Take Class Attendance” screen
-  - Checkbox – check to temporarily hide course section

Gradebook Setup & Operation

The first 6 topics listed below are necessary for setting up your gradebooks.

1	Setup your Teacher Profile	p. 4
2	Merge Sections that you wish merged	p. 5
3	Setup your named Profiles	p. 7
	a. Basic Preferences	p. 7
	b. Categories	p. 10
	c. Grade Values	p. 12
	i. Adding Preset Point Grades	p. 12
	d. Report Options	p. 13
	e. Workgroups	p. 13
4	Link the Profiles with Course Sections	p. 14
5	Setup your Course Rosters	p. 15
6	Creating Assignments	p. 17
7	Grading Assignments	p. 21
8	Extra Credit	p. 26
9	Copying Assignments	P. 27
10	Tour the Grading Spreadsheet	p. 28
11	Teacher Schedule	p. 29
12	Hiding Course Sections	p. 28
13	Taking Class Attendance	p. 29
14	Sending Email to Students/Parents/Others	p. 31
15	Discipline in the Genesis Gradebook	p. 34

This is a basic quick start manual: many features of the Gradebook are not discussed here. Refer to the Gradebook User Guide for more information.

User Profile

The User Profile must be set up to enable you to send email from Genesis.

Procedure to Setup or Change Your User Profile

1. Navigate to the [Gradebook→Home→User Profile](#) Screen
2. Update **your email address**. This will be used as your email address when you send email via the Gradebook.
3. Update your **signature** – This is the signature line that can be automatically amended to email messages sent by the Gradebook.
4. Enter or update your **phone** number – This phone number can/will be displayed in the Parent Module as a way for parents to contact you.
5. **URL** – This is your URL, if you have one, that you would like students and their parents to be able to visit.
6. **Default Teacher** – Select the Teacher the Gradebook will initially select for you
7. Click **“Save”** to save your changes

Procedure to Set or Update Your Email Address & Your Signature

1. Navigate to the [Gradebook→Home→User Profile](#) Screen
2. Update **your email address**. This will be used as your email address when you send email via the Gradebook.
3. Update your **signature** – This is the signature line that can be automatically amended to email messages sent by the Gradebook.
4. Click **“Save”** to save your changes

Procedure to Select a “Default Teacher”

If more than 1 Teacher is assigned to your Genesis User Login, use this procedure to select your personal “default” Teacher – the Teacher automatically selected as “you”.

1. Navigate to the [Gradebook→Home→User Profile](#) Screen
2. **Default Teacher** – Select the Teacher the Gradebook will default to for you
3. Click **“Save”** to save your changes

Merge Course Sections into One Roster

Merge your classes so you can see multiple course sections as one Roster.

“Base” course section

Pick one or more sections to merge into the base section

Select	Course	Semester	Periods	Days	Teacher	Profile	Merged	Merged By
<input checked="" type="checkbox"/>	15005/3 - WORLD CULTURES	FY	6-7	MTWRF	Barr, Bob	Default Course Profile		
<input type="checkbox"/>	15005/12 - WORLD CULTURES	FY	9	MTWRF	Barr, Bob	Default Course Profile		
<input type="checkbox"/>	15205/6 - US HISTORY 2	FY	4-5	MTWRF	Barr, Bob	Default Course Profile		
<input type="checkbox"/>	35200/3 - WORLD CULTURES	FY	9	MTWRF	Barr, Bob	Honors		
<input type="checkbox"/>	35210/4 - US HISTORY 2	FY	4-5	MTWRF	Barr, Bob	Default Course Profile		
<input type="checkbox"/>	13146/1 - HSPA PREP 11	FY	2	MTWRF	Aude, Rich	Default Course Profile		
<input type="checkbox"/>	13146/2 - HSPA PREP 11	FY	3	MTWRF	Aude, Rich	Default Course Profile		
<input type="checkbox"/>	13146/3 - HSPA PREP 11	FY	9	MTWRF	Aude, Rich	Default Course Profile		
<input type="checkbox"/>	13375/1 - ALGEBRA 2 HON	FY	1	MTWRF	Aude, Rich	Default Course Profile		
<input type="checkbox"/>	13375/2 - ALGEBRA 2 HON	FY	5-6	MTWRF	Aude, Rich	Default Course Profile		
<input type="checkbox"/>	13375/3 - *ALGEBRA 2 HON	FY	7	MTWRF	Aude, Rich	Default Course Profile		
<input type="checkbox"/>	13146/4 - HSPA PREP 11	FY	2	MTWRF	Autry, Chick	Default Course Profile		
<input type="checkbox"/>	13146/5 - HSPA PREP 11	FY	3	MTWRF	Autry, Chick	Default Course Profile		
<input type="checkbox"/>	13146/6 - HSPA PREP 11	FY	9	MTWRF	Autry, Chick	Default Course Profile		
<input type="checkbox"/>	13146/7 - HSPA PREP 11	FY	2	MTWRF	Autry, Chick	Default Course Profile		
<input type="checkbox"/>	13325/8 - ALGEBRA 1	FY	3	MTWRF	Autry, Chick	Default Course Profile		
<input type="checkbox"/>	13145/6 - HSPA PREP 10	FY	1	MTWRF	Barthelson, Bob	Default Course Profile		
<input type="checkbox"/>	13145/7 - HSPA PREP 10	FY	2	MTWRF	Barthelson, Bob	Default Course Profile		
<input type="checkbox"/>	13145/8 - HSPA PREP 10	FY	6-7	MTWRF	Barthelson, Bob	Default Course Profile		

Merge Two or More Course Sections into One Class Roster

To merge two or more classes, bring up the Gradebook→Merge screen:

1. Navigate to the [Gradebook→Home→Summary](#) Screen
2. Click the **“Merge”** tab. This brings up the [Gradebook→Merge](#) screen.
3. Pick the “base course section” – this is the course section you will merge other course sections into. Which one you pick as the base truly does not matter – but to proceed, you must select one.
4. Select the course section(s) to merge into the base. These all must:
 - a. Have the same **semester code** (e.g. “FY”) as the base
 - b. Use the same **Named Profile** (e.g. “Default Course Profile”) as the base
 - c. Have **no existing Assignments**
5. Click **“Save”** to perform the merge

When the merge completes successfully, you will be shown the following confirmation dialog:



6. Click **OK** to finish

You can now view either the [Gradebook→Home](#) or [Gradebook→Merge](#) screen to see the result of the merge.

Breaking a Merge: Separating Merged Rosters

Merged rosters can be separated as long as you have not yet created Assignments in the combined course roster. **You cannot break a merge if you have already created Assignments.**

Procedure to Break a Merge

1. Navigate to the [Gradebook→Merge](#) Screen
2. Identify the merge you wish to break. To break the merge, simply click on the “Break Merge” icon (↔) at the far right. When the “break merge” operation completes successfully, you are shown the following confirmation dialog:



3. Click **OK** to finish

Debugging a Failed Merge: Assignments Exist for the Class

Neither merging nor unmerging can occur if any Assignments exist for the class. Assignments that you have deleted may, in fact, still be present in the “Trash Can”. If merging fails and you cannot locate the offending Assignments, do the following:

1. Go to the [GB→Assignments→Assgn. Trash Can](#) Screen
2. If there are **any** Assignments there for the class, delete them.
3. Try your merge again.

Gradebook Named Profiles

All grading preferences and course setup are done through “named profiles”. You will have one or two default Profiles to start and you can only make new Profiles by copying one of the ones you already have.

Copy a Profile

To copy a profile, simply click on the “Copy Course Profile” icon button. The profile is immediately copied and the name of the copy is automatically assigned.

1. Navigate to the [Gradebook→Profiles→List](#) screen.
2. Locate the Profile you wish to delete and click on the “Copy” icon button. This makes an immediate copy of the Profile. The word “(COPY)” is affixed to the name of the new Profile (that is, to the copy).
3. To change the name of the copied Profile, follow the “Rename” instructions below..

Rename a Profile

1. Navigate to the [Gradebook→Profiles→List](#) screen.
2. Click on the “Rename” icon button. This brings up the [Gradebook→Profiles→Rename](#) screen.
3. Enter the new name for the Profile.
4. Click **Save** to make the change.

Change the Position of a Profile in the List of Profiles

Profiles are sorted by their “Sequence numbers”. To change the position of a Profile in the list of Profiles, change its sequence number:

1. Navigate to the [Gradebook→Profiles→List](#) screen.
2. Click on the “Rename” icon button. This brings up the [Gradebook→Profiles→Rename](#) screen.
3. Locate the “Seq” field and enter a new sequence number.
4. Click **Save** to make the change.

Delete a Profile

1. Navigate to the [Gradebook→Profiles→List](#) screen.
2. Locate the Profile you wish to delete and click on the “Delete” icon button. The profile is deleted and a dialog is displayed:



3. Click **OK** to finish.

Copy Last Year Profiles to the Current School Year

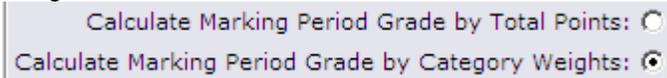
1. Navigate to the [Gradebook→Profiles→Last Year](#) screen.
2. Locate the profile you wish to copy to the current year.
3. Click on the “Copy Profile to 2007-08” button. The profile is copied and can be found on the [Gradebook→Profiles→List](#) screen:

Editing Course Profile Settings

Part I: Preferences

Select Your Grading Style

1. Click on the [Gradebook→Profiles](#) tab
2. Click on the “P” icon for the Profile you wish to edit. This brings up the Preferences screen for the selected Profile.
3. Select the Grading Style – either “Total Points” or “Category Weights”

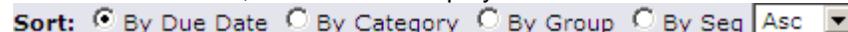


Click **Save** (you will need to scroll to the bottom to find the Save button).

The default Grading Style is “Category Weights”. If you use Total Points, you *must* change the setting.

Select the Sort for your Assignments on the Spreadsheet Screen

1. On this same [Gradebook→Profiles→Preferences](#) tab for the selected Profile, scroll to the “Display Preferences”:



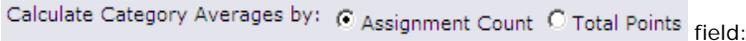
2. Select your choice of the four Sort Assignments options:
 - A. **By Due Date, By Category**
 - B. **Due Date, By Workgroup**
 - C. **Due Date – this is the default.**
 - D. **By Seq**
2. Select **Ascending** or **Descending** sort (ascending means low date on the left and descending means most recent date first).
3. Click **Save**

The default sort is “**By Due Date**” (choice A above).

Specify how to Calculate the Category Averages

This is only necessary if you are using “Category Weights” as your grading type.

1. Click on the [Gradebook→Profiles](#) tab

- Click on the “P” icon for the Profile you wish to edit. This brings up the Preferences screen for the selected Profile.
- Locate the  field:
 - Select “**Assignment Count**” to compute Category Averages by summing all the scores in the Category and dividing by the number of scores.
 - Select “**Total Points**” to compute Category Averages by total points: Sum the “max points” for each Assignment in the Category, Sum the “earned points” for each Assignment in the Category and divide the “sum of the earned points” by the “total points”.
- Click **Save**

The default mechanism is “**Total Points**”.

Select the Mechanism for Computing Unit Averages

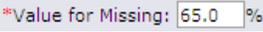
The averages for individual course units can be viewed by the Teacher. This procedure selects the mechanism for computing Unit Averages. You must assign Assignments to a specific “course unit” for this to work.

- Click on the **Gradebook→Profiles** tab
- Click on the “P” icon for the Profile you wish to edit. This brings up the Preferences screen for the selected Profile.
- Locate the “**Calculate Unit Averages By Assignment Count:**” field near the top of the screen.
 - Select “**Yes**” to compute Unit Averages by summing all the scores in the Unit and dividing by the number of scores.
 - Select “**No**” to compute Unit Averages by total points: Sum the “max points” for each Assignment in the Unit, Sum the “earned points” for each Assignment in the Category and divide the “sum of the earned points” by the “total points”.
- Click **Save**

Change the Default for Grades of “Incomplete” & “Missing”

The grades of “Incomplete” and “Missing” default to a value of 0 (zero). Use this procedure to change one or both of these.

- Click on the **Gradebook→Profiles** tab
- Click on the “P” icon for the Profile you wish to edit. This brings up the Preferences screen for the selected Profile.
- Locate the “**Value of Incomplete**” field in the top section of the screen. 
- Enter the value you wish to use for a grade of “Incomplete”

- Locate the  field in the top section of the screen.
- Enter the value you wish to use for a grade of “Missing”
- Click **Save**

Set Flags to View Student Information Icons

Icons will indicate student status, but you must turn them on. On the **Profile Preferences** screen:

- Locate the “**Display IEP Icon**” field. Select **Yes** or **No**.
- Locate the “**Display 504 Icon**” field. Select **Yes** or **No**.
- Locate the “**Display Medical Icon**” field. Select **Yes** or **No**.
- Click **Save**.

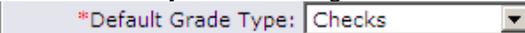
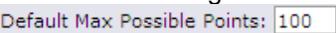
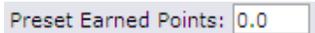
Hide the “E” and “A” Columns on the Spreadsheet

Icons will indicate student status, but you must turn them on. On the **Profile Preferences** screen:

- Locate the “**Display Point Totals**” field. Select **No**.
- Click **Save**.

Part II: Setup Your Assignment Categories

Add a New Category

- Navigate to the **Gradebook→Profiles→List** tab
- Select the Profile you wish to edit and click on the P ‘open’ icon.
- Click on the **Categories 3rd** level tab
- Click on the **Add Category 4th** level tab
- Fill in the required information:
 - Category Code** – a short, unique abbreviation for the Category (e.g. “HW” for Homework or “PJ” for Projects)
 - Category Description** – A brief description. E.g. “Homework”, “Projects”
 - Select a **default grading type**. This is the grading type you would ordinarily use for Assignments in this Category. 
 - Specify a default “**maximum score**” for Assignments of this Category. E.g. 25 points 
 - Put 0.0 in the “**Preset Earned Points**” field. This is explained below. 
 - Indicate whether or not to automatically **drop** up to the 5 **worst** scores that a student has for Assignments in this Category in any one Marking Period.
 - Choose a color scheme

- Select a “Sequence number” for the Category – this positions the Category in any list of Categories
- If you are using Category Weights, specify how much this Category is worth in each Marking Period.
- Specify how many Assignments to automatically drop for a student in each MP.

6. Click **Save**.

Remove a Category

1. Navigate to the **Gradebook→Profiles→List** tab
2. Select the Category you want to remove (that is, permanently delete)
3. Click the “Delete” trashcan icon on the right side of the Category’s line.



4. Click “OK” to delete the Category – or click “Cancel” to abandon the delete operation.

Modify a Category

1. Click on the **Gradebook→Profiles** tab
2. Select a profile and click on the “P” (change settings) icon.
3. Click on the **Categories** 3rd level tab
4. Click on the **Edit** button for the Category you wish to modify
5. You may update any or all of the following fields:
 - **Category Description** – A brief description.
 - **Default grading type**. This is the grading type you would ordinarily use for Assignments in this Category.
 - Default “**Maximum Score**” for Assignments of this Category. E.g. 25 points.
 - “**Preset Earned Points**” field. See “Preset Earned Points Categories” below. Leave this blank *unless* this is a “count down” Category
 - “**Drop Worst**” settings
 - The color scheme.
 - **Sequence number** of this Category – its position in any list of Categories
 - **Category Weight** of this Category in each Marking Period.

6. Click **Save**.

“Count Down” Categories

Pre-Set Points Categories: Counting Down instead of Up

A “pre-set” points Category lets you give students a fixed number of points – e.g. 100 – at the start of a Marking Period and to subtract – rather than add – points to that total. This is the “take points away” or “count down” type of Category.

To create a “count down” Category you must do two things on the **Category** screen:

1. Set the ***Default Grade Type:** field to “**Preset Points**”.
2. Select the starting number of points each student will receive.

This value is placed in the **Preset Earned Points:** field.

These two settings change the Category from a normal “count up” Category to a “count down” Category.

The “Pre-Set Points” grading type has 3 ‘default’ grades:

- “**Handed In**” (defaults to a value of 0)
- “**Not Handed In**” (defaults to a value of -5)
- “**Extra Credit**” (defaults to a value of 5)

You can add additional “Pre-Set Point” grades. Grade values can be adjusted on the **Setup→Grade Values→Grade Values** screen. See next section below.

Part III: View Grade Values

“Grade Values” are the numeric/% equivalents for all the non-numeric grades, including: Alpha Grades, Checkmarks, O-S-U, Pass/Fail and Pre-Set Point grades. See “Grading Assignments” below.

View Grade Values

To view your Grade Values:

1. Navigate to the **Gradebook→Profiles→List** screen.
2. Locate the Profile you wish to edit and click on the button.
3. Click the **Grade Values** tab. This brings up the **Gradebook→Profiles→Grade Values** screen.

To change a grade value, enter a new number into the field for the Grade Value you wish to change and click the “**Save**” button at the bottom.

Alpha Grades are usually set up by your school: it is NOT recommended that you change these. **To add a new Pre-Set point grade:** fill in the name, abbreviation and value for the grade and click the “**Save**” button.

Add New Preset Grade <input type="text"/>	Abbrev: <input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>		

Part IV: Report Options

Report options apply to the Progress Reports you can email parents, students, Guidance Counselors, Case Managers and Vice Principals.

Set Report Options

To set your Report options:

4. Navigate to the **Gradebook→Profiles→List** screen.
5. Locate the Profile you wish to edit and click on the P icon button.
6. Click the **Reports** tab. This brings up the **Gradebook→Profiles→Reports** screen.
7. Select your choices for each of the Report options:
 - a. **Only Show Graded Assignments:** Yes or No
 - b. **Show Teacher Signature Line:** Yes or No
 - c. **Show Parent Signature Line:** Yes or No
 - d. **Show Category Averages:** Yes or No
 - e. **Show Class Averages:** Yes or No
 - f. **Round Averages to Two Decimal Places:** Yes or No (always answer 'yes')
8. Click **Save** to save your choices.

Part V: Workgroups

You can divide your class into “Workgroups” of students. Before you can place students into Workgroups, you must create your Workgroups.

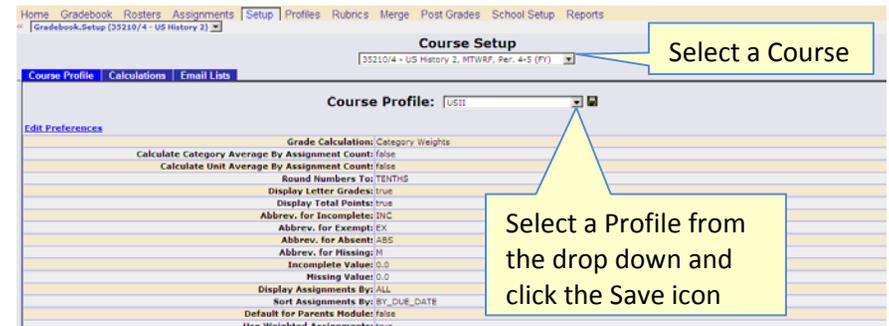
Create a Workgroup

1. Navigate to the **Gradebook→Profiles→List** screen.
2. Locate the Profile you wish to edit and click on the P icon button.
3. Click the **Workgroups** tab. This brings up the **Gradebook→Profiles→Workgroups** screen.
4. Enter your choices for group Name, Description and Colors::
 - a. **Group Code:** - A ONE character code ‘name’ for the Group. Use: UPPER CASE LETTERS lower case letters, numbers (0-9) and punctuation! (@#\$\$%^&*+=?) as group names.
 - b. **Description:** Description of the Group
 - c. **Color Scheme** - Get codes for the **Background** and **Font** colors from the “Color Chart” found in the “HOW DO I” drop down at the upper right of the screen.
 - d. **Sequence #:** - Put the group in the order you wish.
5. Click **Save** to save your choices.

Assigning Profiles to Course Sections

Procedure to Change the Named Profile Used for a Course Section:

1. Go to the **Gradebook→Home** tab
2. Select a course section and click on the **Setup** second level tab. This brings up the **Gradebook→Setup** screen.
3. Locate the “Course” drop down at the top of the screen and select the course whose Profile you wish to set.
4. Locate the “Profile” drop down and select the named Profile you wish to assign to the selected course section.
5. Click the “**Save**” disc icon next to the Profile drop down. This sets the course section to use the newly selected Profile. The settings for the Profile should now be displayed on the screen.
6. To change the Profile setting of another course section, use the “Course” drop down at the top of this screen to select a new course section and repeat steps 3 and 4.
7. To verify the changes, click on the **Gradebook→Profiles** tab or the **Gradebook→Home** tab. The course sections should now be shown as using their newly selected Profiles.



The **Gradebook→Setup** screen is used exclusively to link Course Sections with named Profiles. The entire bottom portion of the screen simply displays all of the settings in the section’s currently selected Profile. Scroll down to see “Preferences”, “Grade Values”, “Categories”, “Units” and “Workgroups”.

Setting Up Class Rosters

There are 6 things you can do to set up each of your Class Rosters:

1. Turn off the **New** indicator that initially appears next to each student's name.
2. Give each student a "Gradebook" (or 'class') Id to use in place of their District Student Id **for this class only**.
3. Give students a nickname for use on the Class Roster screen
4. Hide the dropped students (the students shown in olive green at the bottom of the class roster list) from the spreadsheet screen.
5. If you are using Workgroups, assign students to their Workgroup. You must first have set up Workgroups in the Profile you have linked to the course section.
6. If multiple teachers are teaching this class, determine which one has responsibility for each student.

To go to the "Roster Setup" (or 'Student Roster') Screen click on the [Active Students](#) label. You can also click on the "Class Rosters" second level tab.

Gradebook Ids

Some teachers want to give students a 'class id' for use only in their class. These are called 'Gradebook Ids' and they can be assigned on the Class Roster setup screen. Gradebook ids can be 1 to 4 digits in length. You can assign them yourself randomly, or you can use the '[Generate Ids Starting with](#)' function and generate ids sequentially, but starting with whatever 1 to 4 digit number you supply (e.g. 101)

Turn Off the "New" Indicators

1. Click the "[Accepted](#)" column header to toggle all the "Accepted" checkboxes to "checked" - or -
2. Check just the checkboxes in the "Accepted" column for the students whose "**New**" marker you wish to turn off.
3. Click "[Save](#)" to save the changes.

Grading Dropped Students – or Hiding Them

As long as student are visible, you can continue to enter grades for them. If you hide a dropped student, you can no longer enter grades for them. Control their visibility with the "Show" column. This will also work with students are active in the class (have not been dropped).

1. Uncheck the "Show" checkboxes for the students you want to hide.
2. Click "[Save](#)" to save the changes.

Give Students "Nicknames" for this Class

1. Edit the students' "[Gradebook Name](#)" fields. For example:
 - a. Abbreviate extremely long names (especially if the names cause formatting problems on the Class Roster screen).
 - b. Record student's preferred nicknames
 - c. Prefix student last names with lower case letters (e.g. "z") to cause them to sort alphabetically to the bottom of the list – or to sort them alphabetically by some other scheme.
2. Click "[Save](#)" to save the changes.

Give Students "Class Ids" for this Class

A "Class Id" is an id number you can use just for your class – E.g. you can print "anonymous" assignment scores listed by the Gradebook Id.

1. Edit the students' "[Gradebook Id](#)" fields. You can either:
 - a. Pick numbers your self
 - b. Use the [Starting ID Number](#) field at the upper right of the screen. Enter the starting Id number for the class and click [Go](#).
2. Click "[Save](#)" to save the changes.

To randomize the Gradebook Ids, do the following:

1. On the [Gradebook→Gradebook](#) screen, click the "[Id](#)" column header. This sorts the students by their District Student Id – that is, it sorts them more or less randomly.
2. Then, click on the [Active Students](#) label to bring up the Class Roster screen.
3. Now, generate Id numbers using the "[Starting Ids Number](#)" field at the upper right of the screen. Enter the starting Id number for the class and click "[Go](#)"
3. Click "[Save](#)" to save the changes.

Assign Students to a Workgroup

1. First you must set up Workgroups on the [Gradebook→Profiles→Workgroups](#) screen of the *Profile* assigned to this class roster. See Workgroups in Profiles.
2. Assign students to a Workgroup via the "Group" column 
3. Click "[Save](#)" to save the assignments.

Assignments

The Spreadsheet Grading Screen

Student with IEP and other icons.

“Add Assignment” Quick Link

A ‘highlighter’ **H** with a white instead of a green background means a Parent Access login is linked to this student.

Checkboxes for your other courses

Student Information Icons

Icons next to the student’s name can indicate if a student has an IEP (👤), is a 504 student, has a medical condition or other local information.

Accessing the Add SINGLE Assignment Screen

Click the **“Add Assignment”** Quick Link in the “Quick Links” section at the upper right of the spreadsheet screen. Or, Click the **“Assignments”** 2nd level tab and then click the **“Add Assignment”** 3rd level tab.

Viewing how the Student’s MP Average is Calculated

To view how a student’s MP Average is calculated, click on the highlighted average in the “MP Ave” column.

View and Change Assignments for one Student

To view and change all Assignments for one student, click on the student’s highlighted name.

Viewing Address and Contact Information for a Student

To view a student’s address and contact information, and to access the parts of the student’s record you are allowed to see, click on the student’s highlighted student id.

Step 1: Create and Define the Assignment

This class

“Add Assignment” Quick Link

Checkboxes for your other courses

Add a New Assignment

The “Add Single Assignment” screen appears when you click the “Add Assignment” Quick Link. It allows you to specify all information about a new Assignment and to copy the Assignment to all or some of your classes.

Characteristics of an Assignment

- ***Assignment Name** – Your name for the assignment – Req’d.
- ***Column Header** – What will appear in this Assignment’s column in the spreadsheet - controls width of the column. This is initially copied from the **Assignment Name** field.
- **Sequence #** - a 1 to 7 digit sequence number for this Assignment. Assignments are sorted by Sequence # if there are no dates – or if you choose to sort them only by sequence #.
- **Groups** – If you are using Workgroups, you can choose a Workgroup with which to associate this Assignment
- **Description** – Lengthier description of the Assignment
- **Assigned Date** – Date Assignment is given to students – **not Req’d**
- **Due Date** – Due date for the Assignment – not required and not linked to the Assigned Date.
- ***Marking Period** – Marking Period for the Assignment. Marking Period dates are compared against the Assignment Due Date – the Due Date **must** fall within the selected Marking Period. Most useful for **undated** Assignments.
- ***Category** - Category of the Assignment (e.g. Homework, Test)
- ***Grading Type** – Select how the Assignment will be graded = or ungraded

- ***Maximum Possible Score** – Numeric point value for this Assignment. Defaults to 100.
- **Assignment Weight** – Specify how to ‘count’ this Assignment. The default is to ‘count it once’. You can specify to count it ‘1.5’ times or ‘2.0’ times, etc. *Do not update unless you want to ‘count an Assignment’ more than once.*
- **Assignment Unit** – If you have set up Units, select Unit of Assignment (e.g. “Chapter 1” or “American Revolution”). Not Req’d.
- **Parent’s Module** - If the Parent’s module is turned on, share this Assignment?
- **For Gradebook** – A yes/no flag which controls whether this Assignment should be included on the spreadsheet. Allows you to create hidden Assignments – you can always choose to view hidden Assignments later. Track something without needing to always see it

- m. Select the **Assignment Unit** if you are using Units.
 - n. Click “no” to hide the Assignment from the **Parent’s Module** or click “yes” to share.
 - o. To keep the Assignment off the spreadsheet, click “NO” for the **For Gradebook** field, otherwise leave as YES,
6. **Links to other classes** – Specify which other of your classes to copy and link this Assignment to. (See Step 4 above).
 7. To stay on this page and create additional Assignments, check the **“Add Assignment after this”** checkbox – otherwise you will be returned to the Class Roster screen.
 8. Click **“Save”** to create the Assignment

Procedure to Add an Assignment

1. Navigate to the **Gradebook→Gradebook** spreadsheet screen for the course in which you wish to create Assignments.
2. Click on the **“Add Assignment”** Quick Link. This brings up the “Add Assignment” (add single Assignment) screen.
3. The required fields are identified by a red asterisk (*).
4. **CREATE ASSIGNMENTS IN MULTIPLE CLASSES AT ONCE:**
 - a. The class the Assignment is being created in is shown at the top.
 - b. To simultaneously create the Assignment in other class, click the check boxes at the bottom.
5. **Fill in the fields of the Assignment:**
 - a. Enter ***Assignment Name**, then click **Tab**.
 - b. Enter/change ***Column Header** for this Assignment
 - c. Specify a **Sequence #** for the Assignment – If you wish
 - d. Add a **Description** if you wish
 - e. Select the **Category** for the Assignment
 - f. Select the **Workgroup** for the Assignment, if you wish and if you have set up Workgroups in your Profile.
 - g. Select **Grading Type** from the drop down: how to graded = or leave ungraded
 - h. Keep, select or erase the **Assigned Date** Default=Today
 - i. Keep, select or erase the **Due Date** Default=Today
 - j. If the Assignment is undated or you are choosing dates in another MP, select the target ***Marking Period..**
 - k. Change the ***Maximum Possible Score** from 100 to whatever you wish – or leave it at 100.
 - l. Leave the **Assignment Weight** at 1.0 – or specify how many times to ‘count’ this Assignment.

Undated Assignments

To create an undated Assignment, blank out the **Assigned Date** and **Due Date** fields. Undated Assignments are sorted to the right side of the spreadsheet (“highest possible date”). Undated Assignments are sorted by the **“Sequence #”** field, if it is not blank.

Creating Multiple Single Assignments

To create multiple Assignments, one after the other, click the **“Add Assignment after this”** checkbox at the lower left of this screen. If it is not clicked, you end up back on the spreadsheet screen when you click the **“Save”** button.

Mass Create Assignments all at once

To mass create Assignments for an entire Marking Period, go to the **Gradebook→Assignments→Add Assignments** screen:

- **Gradebook→Assignments→Add Assignment** - ONE Assignment:
- **Gradebook→Assignments→Add Assignments** - MANY Assignments:

Grading Types: Count Up, Count Down and Ungraded

There are 5 “count up” Grading Types:

- **Numeric** – Any numeric grade.
- **Alpha** – A configurable set of alpha grades (A+, A, A-, B+...)
- **Check marks** - ++, +, check, -, --
- **O-S-U** – Three grades: **Outstanding, Satisfactory** or **Unsatisfactory**
- **Pass/Fail** – Two grades: **Pass** and **Fail**.

There is 1 “count down” Grading Type: “Pre-set” points. You can only use “Pre-Set” points with count down Categories.

There are 2 “ungraded” Grading Types:

- **Ungraded** – This is not graded, but it gives you a “yes”/“no” option for each student. Use it to record whether or not a student has done something (e.g. turned in a field trip form, paid for a yearbook).

- **Ungraded Text Field** – This is not graded at all but gives you the ability to capture up to 15 characters of text for each student. E.g. record a book number.

Step 2: Grading Assignments: The Grade Assignment Screen

Click in the Assignment's column to bring up the Grade Assignment screen for that Assignment

The Spreadsheet Screen – Click in an Assignment to grade it

The screenshot shows the Genesis gradebook spreadsheet. Callouts include:

- "All" button**: A button in the column header that toggles all checkboxes in the column.
- Global, curving operations**: Buttons for global operations like 'All', 'None', 'Average', etc.
- Grade fields**: Individual cells for entering grades for each student.
- Private Comment Fields**: Fields for entering private comments for each student.
- Special grades**: Checkboxes for special grades like 'Absent', 'Inc', 'Exempt', 'Missing', etc.
- Save button**: A button to save the entered grades.

To Edit the Assignment, click on the underlined top line of the Assignment column header.

To Grade the Assignment, click anywhere in the Column – this brings up the Grade Assignment screen

Grade an Assignment

The screenshot shows the Grade Assignment screen. Callouts include:

- "All" button**: A button in the column header that toggles all checkboxes in the column.
- Column header buttons toggle all checkboxes in the column**: A callout pointing to the 'All' button.
- Global, curving operations**: Buttons for global operations like 'All', 'None', 'Average', etc.
- Grade fields**: Individual cells for entering grades for each student.
- Private Comment Fields**: Fields for entering private comments for each student.
- Special grades**: Checkboxes for special grades like 'Absent', 'Inc', 'Exempt', 'Missing', etc.
- Save button**: A button to save the entered grades.

Entering Grades for an Assignment

Once you bring up the Grade Assignment screen, you can enter a grade and a comment for each student. You can leave some students ungraded.

Graded vs. Ungraded

Students remain ungraded unless you grade them. "Ungraded" students are 'silently exempt' from the Assignment – Genesis does not grade a student unless you do. If a student has no grade for an Assignment, the Assignment does not count for that student.

Grading

For each student, you may:

- Enter a grade in the Grade column **OR** select one of the 4 special grades **OR** leave the student ungraded.
- Change a previous grade.
 - If the student was previously given one of the four special grades for this assignment, to re-grade them first **uncheck** the special grade.
- Enter a comment – enter a short, free text comment.

The screenshot shows a student's grade card. The top line is a link to the assignment definition. Below that is the day of the week/cycle day the assignment is due, the date it is due and the # of points it is worth. The push pin indicates there is a comment on the grade. The comment appears as a tool tip.

The column header – the top line is a [link](#) to the assignment definition. Below that is the day of the week/cycle day the assignment is due, the date it is due and the # of points it is worth.

The push pin indicates there is a comment on the grade. The comment appears as a tool tip.

Saving Grades

You MUST click the “**Save**” button at the bottom of the Grade Assignment screen to save your grades: grades are NOT saved unless it has been clicked. Scroll down if you do not see this button.

The Grade Column: You are asked for a grade that corresponds to the Grading Type of the Assignment. In the example, the Grading Type is Numeric and you asked for grades <= Maximum Possible Score of the Assignment

The “Grade” column is specific to the “Grading Type” of the Assignment:

- **Numeric** Grading Type – you get a text field and you must type a number into the field
- “**Checks**” – You get “<<” and “>>” buttons (shown above) and you use those to select the “check mark” that you want.
- **Alphabetic** grades – You get a drop down box and you select an alpha grade (e.g. “B+”)
- **O-S-U** grading – You get a drop down box and you select one of the three grades: “O”, “S”, or “U”
- **Pass/Fail** grading – Yes get a drop down box and select either “Pass” or “Fail”
- **Pre-Set** Points grading – You get a drop down box and select either “NHI” (Not Handed In), “HI” (Handed in), or “EC” (Extra Credit)

Giving All Students the Same Regular Grade

Click the “All” button next to the “Grade” column header to propagate the grade for the top student in the list to all students in the list. The top grade box is the “magic” grade box.

Special Grades

The four special grades are all real grades. When a student has one of these they cannot be given a regular grade. You may re-grade the student by first unchecking the special grade.

- **Absent** – A grade of “**Absent**” silently exempts the student from the Assignment. When the student returns, change the grade of **Absent** to either **Missing** or a regular grade.
- **Incomplete** – “Incomplete” defaults to a score of zero.
- **Exempt** – A grade of Exempt explicitly exempts a student from the Assignment. The Assignment is not counted for the student.
- **Missing** – “Missing” defaults to a score of zero.

You can change the default values of **Missing** and **Incomplete** on the [Gradebook→Profiles→Preferences](#) screen.

Grade	Default	User Settable?	Student Gets	Notes
EXEMPT	DOES NOT COUNT	NO	AS IF NOT GIVEN ASSIGNMENT – AN EXPLICIT EXEMPTION	Explicit exemption
ABSENT	DOES NOT COUNT	NO	AS IF NOT GIVEN ASSIGNMENT – A SILENT EXEMPTION	You are expected to give, then change, this grade
INCOMPETE	Zero (0)	YES	ZERO, unless changed	Unfinished – Failing Grade
MISSING	Zero (0)	YES	ZERO, unless changed	Not turned in – Failing Grade

Marking All Students as Exempt, Absent, Missing or Incomplete: The “**Absent**” “**Incomplete**”, “**Missing**”, and “**Exempt**” column headers are buttons that toggle all the checkboxes in the column. For example, to mark all students in the class Exempt from the Assignment, click the “Exempt” column header. To turn off all the checkboxes, click Exempt a second time.

Previous and Next Assignment Buttons

To grade or view the previous or next Assignment (that is, the column immediately to the left or right in the spreadsheet), click the “Previous Assignment” or “Next Assignment” button, if they appear. Note: they appear as clickable **dates**, not the words “previous” or “next”.

GRADING PHILOSOPHY OF THE GENESIS GRADEBOOK

- If you do not grade a student – if their grade is left blank - the Gradebook does not grade them: the student is silently exempted from the Assignment.
- If a student is **Absent**, they get a chance to make up the Assignment. A grade of **Absent** is a silent exemption. When the student returns, change the grade to one that counts, either a regular grade or to a grade of “**Missing**”.

Grading Assignments: Indicating Prior Grade Status

When students are given one of the special grades of “Absent”, “Missing”, “Incomplete” or “Exempt”, and then the grade is changed to something else, the original special grade is remembered and indicated in the right-most column of the Grade Assignment screen, on the spreadsheet and on Student Assignment reports.

Procedure to Change a Special Grade to a Regular Grade

1. On the [Gradebook→Gradebook](#) spreadsheet screen, click in the column of the Assignment you wish to grade. This brings up the Grade Assignment screen.
2. Find the special grade you want to convert to a regular grade.
3. Uncheck the special grade checkbox.
4. Enter a regular grade in the Grade field for the same student = or select a **different** special grade.
5. Click “Save” to record the changes.
6. Note that in the far right “Prev” column, the former special grade should now appear.

When is the “Previous Grade Marker” turned on?

A previous grade marker is turned on only when a student’s Assignment grade is change **from** one of the four special grades of **Absent**, **Incomplete**, **Exempt** or **Missing** to another grade (the “to” grade can be regular or special).

When you “Save” grades after having unchecked a previously stored special grade, the Genesis Gradebook saves the old special grade in the “Previous Grade” field – and makes it the “previous grade marker”.

Regular grades are not preserved: when you change a student’s grade **from** a regular grade to a special grade, the regular grade is not remembered.

Life Span of “Previous Grade Markers”

The previous grade markers, small red flags of ‘A’, ‘I’, ‘E’ and ‘M’, are affixed to grades if the student was previously marked, respectively, of **Absent**, **Incomplete**, **Exempt** or **Missing** and then the grade for the Assignment is later changed. Once saved, the ‘previous grade marker’ is not reset **unless** the student is given another, **different** special grade for the **same** Assignment – and then that, too, is changed. In other words, the “previous grade marker” always shows the most recent special grade that was changed.

Private Comments and Comments for Parents

There are two comment fields for each student’s Assignment grade: private comments for your use only and comments that parents using

Genesis Parent Access logon can see. On the [Gradebook→Grade Assignment](#) screen, each Assignment has a visible Comment field and an icon to open a “For Parents” comment field:



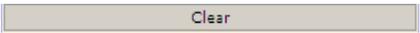
The visible comment field  is private for your use only and does not appear in the Parent Access module.

The  icon indicates there is no “for parents” comment on for the student on this Assignment and the  icon indicates that there **is** a “for parents” comment. Cursor over the icon to view a tooltip:

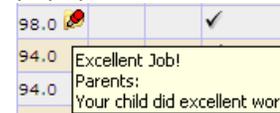


To open the “For Parents” text field, click the icon ( or ):



The “Comments for Parents” text field opens below the student’s Assignment grade line. Click the  button to copy text from the Private **Comments** field to the **For Parents** comment field. Click the  button to clear the For Parents comment field.

Both private and “For Parents” Comments appear via the pushpin tooltip popup on the [Gradebook→Gradebook](#) screen:



Extra Credit

There are 3 ways of giving extra credit:

- For a numeric Assignment, give more points than the Assignment is worth (e.g. 105 out of 100).
- Create an Assignment worth zero (0) points, and give positive points for it.
- Use the “*Extra Credit*” Category to add points to a student’s Marking Period Average.

- Give an Assignment to one student and exempt all other students from it (not true “extra credit” – more like “an extra Assignment”).

Extra Credit - The special “*Extra Credit*” category is not a true Category at all – it is mechanism to allow you to raise students’ MP averages after the averages have been calculated using your normal grading scheme.

Copying Assignments

Assignments can be copied between any two course sections you have access to, including across “Teachers” if you are assigned multiple Teacher identities. You can also copy Assignments between Marking Periods of the same section. Two screens let you copy Assignments:

- Gradebook→Assignments→Assignment List
- Gradebook→Assignments→Bulk Copy

Procedure to Copy Assignments Across Teachers/Sections

- Go to the [Gradebook→Assignments→Assignment List](#) screen.
- Check the checkboxes to the left of the Assignments to copy.
- At the lower right corner of the screen, select the **Teacher** & **Course** to which to copy the select Assignments.
- Click **Save** to do the copy.

Procedure to Copy Assignments Across MPs in 1 Course

- Go to the [Gradebook→Assignments→Bulk Copy](#) screen.
- Check the checkboxes to the left of the Assignments to copy.
- Click the **ADD** button at the top to “select” and move to the right.

- Set the MP, name, header & date fields, if desired.
- Select the course section to copy to (including the same one).
- Click **COPY** to do the copy.

The Grading Spreadsheet

A Tour of the Grading Spreadsheet

- Marking Period/Exam Tabs** – There is an MP tab for each Marking Period during which the course meets. There will be an **Exam** tab if the school wants you to grade a MidTerm, Final or other Exam. There is always a **Year Summary** tab.
- Active Students** label – Above the class roster is the “**Active Students**” label. Click it to reach the **Course Roster** screen for this course. It tells you how many active and dropped students are on your roster. It also tells you how many are “hidden” and do not show on the spreadsheet.
- Student Names** are clickable and take you to the “all assignments for one student” screen for that student.
- Student Ids** are clickable and take you to student’s Addresses.
- MP Averages** are clickable and take you to a screen which shows exactly how the MP average is calculated for that student.
- Sorting** Assignments – There is a sort control at bottom right.
- Class Statistics**– Appear along the bottom of the screen

Your Schedule

Period	Course	Time	Room
2	43304 - American Mythology	8:37AM-9:21AM	D276
4-5	35210 - US HISTORY 2	10:17AM-11:01AM	113
6-7	15005 - WORLD CULTURES	11:07AM-11:51AM	113
9	15005 - WORLD CULTURES	12:26PM-1:10PM	113
9	35200 - WORLD CULTURES	12:26PM-1:10PM	113

Your Schedule is Displayed on the Gradebook Home Screen

The right side of the [Gradebook→Home](#) screen displays your schedule. The current period is highlighted in green. You can navigate through specific dates which the [« Prev Day](#) and [Next Day »](#) controls. The date displayed is shown in the [Schedule for Tue 01/22/2008](#) header display.

Hiding Course Sections

Available Gradebooks in Genesis High School	Sem.	Days	Per.	Profile	Merged	Work	Grades	Roster	Atten.	Perf.	Course	Time	Room
<input type="checkbox"/> 35210/4-US History 2	FY	MTWRF	4-5	US21							4-5	10:17AM-11:01AM	D276
<input type="checkbox"/> 15005/3-World Cultures	FY	MTWRF	6-7	W21							6-7	11:07AM-11:51AM	113
<input type="checkbox"/> 15005/12-World Cultures	FY	MTWRF	9	W21							9	12:26PM-1:10PM	113
<input type="checkbox"/> 35200/3-World Cultures	FY	MTWRF	9	W21							9	12:26PM-1:10PM	113
<input type="checkbox"/> 15500/1-The Experience	S1	MTWRF	2	Other									
<input type="checkbox"/> 15501/1-World History	S2	MTWRF	2	Other									

Show Hidden Control

You can temporarily hide course sections off the Home Screen

To hide a course section on the [Gradebook→Home](#) screen check the checkbox that appears just to the left of each course section in the list. This will immediately hide the course section and cause a [Show Hidden \(1\):](#) control to appear just above the list of courses. Note the count of hidden courses appears in the “Show Hidden” control.

When the “Show Hidden” check box is checked the hidden course sections are displayed. When you uncheck this “Show Hidden” checkbox the checked course sections vanish. Use this feature to hide course sections that are not currently in session (e.g. to hide S2 course sections during S1 and vice versa).

Taking Class Attendance

There are two ways to take class attendance via the Gradebook. You can either use the Seating Chart or the Take Attendance screen.

1. Click student photos

2. Select Attendance Code

3. Click [Post Attendance](#)

Procedure to Take Attendance via the Seating Chart

- Go to the [Gradebook→Gradebook](#) spreadsheet screen, click on the [Seating Chart](#) tab on the bottom. This brings up the Seating Chart.
- Click on the photos of all the students you wish to mark absent or tardy (or whatever).
- Click on the [Attendance Code:](#) drop down and select the code you wish to give to all selected students.
- Click on the [Post Attendance](#) link to post the code to the students.

ID	Student	Group	Daily Attendance	Default	Class Attendance
1004384	Bale, Jack		Present	Apply Default (1)	Present
1004415	Bale, John		Present	Apply Default (1)	Present
1007198	Cole, Stu K		Present	Apply Default (1)	Present
1007219	Coleman, Joe		Present	Apply Default (1)	Present
1000046	Cow, Larry DADA		Present	Apply Default (1)	Present

Click [Post Attendance](#)

Procedure to Take Attendance via the Take Attendance Screen

- Go to the [Gradebook→Gradebook](#) spreadsheet screen, click on the [Take Attendance](#) Quick Link.
- Click on the attendance drop down for each student you wish to mark absent or tardy, or left early:

1004415	Bale, John	Present	Apply Default (1)	Present
---------	------------	---------	-------------------	---------

- Click on the [Save](#) button at the bottom to post the codes.

Sending Email to Students/Parents/Others

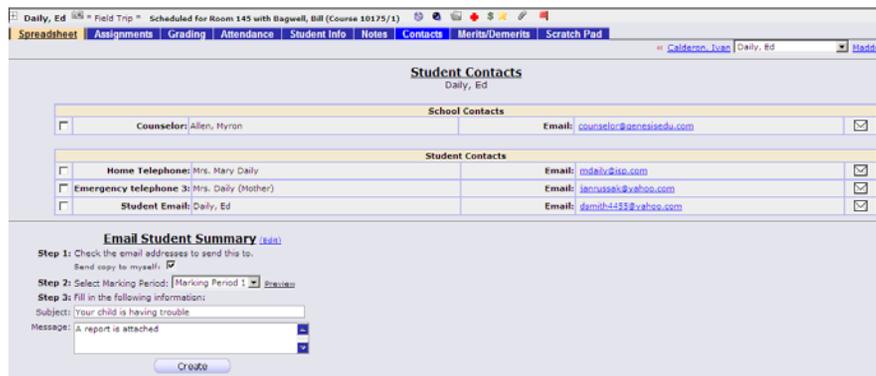


Figure 1 – The [Gradebook](#)→[Gradebook\[Student Summary\]](#)→[Contacts](#) screen

Sending Email

There are two ways to send email from the Genesis Gradebook:

- By Individual student (one student at a time)
- By a Distribution List with specific properties

A progress report (shown on the next page) is attached to each email message sent. It is not possible to send an email from the Gradebook without the enclosed progress report. The progress reports are generated by the options set on the [Profile](#)→[Reports](#) screen.

Procedure to Send Email to One or More Students Individually

1. Navigate to the [Gradebook](#)→[Gradebook](#) spreadsheet screen for the course in which you wish to create Assignments.
2. Click on a student's highlighted name. This brings you to the student's [Gradebook](#)→[Gradebook\[Student Summary\]](#)→[Assignments](#) screen.
3. Click on the "Contacts" tab to move to the [Gradebook](#)→[Gradebook\[Student Summary\]](#)→[Contacts](#) screen. This screen, described below, lists all known email contacts for the student: guidance counselors, case managers, vice principals, parents/guardians and possibly the student themselves.
4. Check the check boxes for the Email contacts you wish the message sent to.
5. Optionally check the "Send copy of message to me" checkbox.
6. Select the **Marking Period** for the enclosed progress report. It is not possible to send email **without** an enclosed progress report.
7. Enter a message **Subject**.

Subject:

8. Enter **Message** text.
9. Click to send the message.
10. Optionally, select another student from the student navigation controls at the upper right and go to Step 4 to send the same message to this additional student. Note that the contents of the **Subject** and **Message** text fields are preserved when you change to a new student.

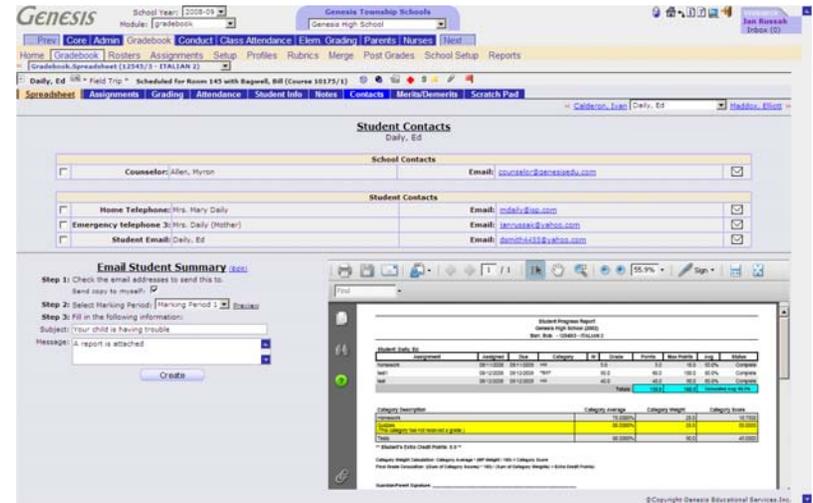


Figure 2 – The progress report is displayed on the lower right of the screen

The Progress Report

All Gradebook emails include a progress report for the student. This can be previewed on the screen. This report is always generated according

Student Progress Report									
Genesis High School (2902)									
Bar: Ed - 125493 - ITALIAN 2									
Student: Daily, Ed									
Assignment	Assigned	Due	Category	W	Grade	Points	Max Points	Avg	Status
Homework	08/11/2008	08/11/2008	HW	5.0	5.0	5.0	10.0	50.0%	Complete
test1	08/12/2008	08/12/2008	TEST	90.0	90.0	100.0	100.0	90.0%	Complete
test	08/12/2008	08/12/2008	HW	40.0	40.0	60.0	60.0	66.7%	Complete
Totals						135.0	150.0	90.0%	Complete Avg: 85.7%
Category Description		Category Average		Category Weight		Category Score			
Homework		75.0000%		25.0		18.7500			
Quizzes		00.0000%		25.0		00.0000			
Tests		90.0000%		60.0		45.0000			
** Student's Extra Credit Points: 0.0 **									
Category Weight Calculation: Category Average * (WP Weight / 100) * Category Score									
Final Grade Calculation: (Sum of Category Scores * 100) / (Sum of Category Weights) + Extra Credit Points									
Guardian/Parent Signature: _____									

to the options specified on the [Profile](#)→[Reports](#) screen of the named course Profile being used for the course.

Discipline in the Gradebook

There is a “Discipline” tab for each individual student. If this tab is available to you, you can initiate Discipline Incidents for a student.

The screenshot shows the 'Discipline' tab for a student. At the top right, there is an 'Add New Incident' button. Below it is a table with the following data:

Date	Infraction	Actions
07/14/2009	1. Disruptive 2. Cutting class, 3rd time this marking period	[Edit] [Delete] [Print]
06/15/2009	1. Cheating	[Edit] [Delete] [Print]
06/12/2009	1. Disruptive	[Edit] [Delete] [Print]
06/04/2009	1. Cheating	[Edit] [Delete] [Print]
06/03/2009	1. Disrespectful to staff	1. Central Detention [Edit] [Delete] [Print]
06/03/2009	1. C. Detention, non-attend 2. Confrontational	[Edit] [Delete] [Print]
05/21/2009	1. Language abusive 2. Language obscene	1. In_School Suspension [Edit] [Delete] [Print]

Incidents go to your “Discipline Administrator” for action.

Procedure to Initiate a Discipline Incident for a Student

- Go to the [Gradebook](#)→[Gradebook](#) spreadsheet screen, click on the **name** of the student for whom you wish to initiate an incident. This brings up the “Add Incident” panel on the right side:

Add Incident

Posting Date: 08/18/2009

Incident Date:

Reported By:

Location:

Time Period:

Repeat Problem: Yes No Severity:

Infraction 1: Primary

Infraction 2: Primary

Infraction 3: Primary

Description:

- Fill in Location, Time Period and at least one Infraction. Optionally include “Repeat Problem” and “Severity”.
- Fill in free-form description of the incident.
- Click on the button to create the incident. Monitor the incident list to see any Actions that are taken:

Infraction	Actions
1. Disruptive 2. Cutting class, 3rd time this marking period	[Edit] [Delete] [Print]
1. Cheating	[Edit] [Delete] [Print]

Users can edit () , delete () or print a report () for each incident.