# Genesis Gradebook

## User Guide

## 2007-08

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### I. Introduction

The Genesis Gradebook is a powerful Gradebook program that is fully integrated into the Genesis Student Information System.

The "integrated" nature of the Genesis Gradebook is designed to make your life easier:

- You never have to enter your class rosters Genesis Gradebook gets the list of students in your class from the Genesis Master Class Schedule file.
- When students are added or dropped from your class, the updates to the Gradebook appear automatically (dropped students are never lost).
- Grade Reporting (posting Marking Period grades) is simplified: there is 'one click' transfer of student grades from the class roster into the Report Card Grading module.
- Student photos, if they exist, are automatically pulled into the Gradebook and displayed on the seating chart.

The Gradebook also includes a seating chart and class attendance functions.

This "Quick Start" Guide takes you on a quick tour of the Genesis Gradebook, showing you the following:

- What you *must* do and what you *can* do to set up your Gradebook to work the way you want it to.
- What you can do to set up your Class Rosters.
- How to create Assignments
- How to grade Assignments
- How to modify Assignments
- What individual student support tools there exist in the Gradebook.
- How to use the seating chart
- How to do class attendance
- How to post grades to the Genesis Report Card Grading module.

<u>The Class Rosters</u> Assignments Screen: the most basic Gradebook Screen The Class Rosters Assignments screen is the most important screen in the Gradebook. The next page will introduce you to the basics of this screen.

### Introduction to the Gradebook Spreadsheet Screen

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Figure 1 – The appearance of the Gradebook→Gradebook spreadsheet screen before any Assignments have been created

#### Features of the Gradebook → Gradebook Spreadsheet screen

The spreadsheet screen

- Marking Period, Exam and Year Summary tabs 3<sup>rd</sup> level tabs that divide up the school year.
  - There will be a Marking Period tab for every Marking Period during which the selected course section meets.
  - The Exams tab should appear only if the School gives a Mid-Term and/or Final Exam.
- Spreadsheet header The spreadsheet header, which appears immediately above the class roster, contains drop down boxes that allow you to:
  - Select the Teacher
  - Select the current course section
  - Select the Category to display This allows you to display one category of Assignments at a time, or all Assignments.
  - Select the Unit to display if you have divided your course into "Units" (e.g. chapters, topics), you can choose to show only 1 Unit or all units.
  - Show hidden? If you have chosen to hide certain Assignments, that is, to not show them on the spreadsheet, setting this option to "yes" will display all your Assignments, hidden or not.
- Quick Links These are set of links provide 'quick access' to various features.

• The list of students:

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#### Modes of the Gradebook → Gradebook Spreadsheet screen The spreadsheet screen has three modes:

- 1. Gradebook→Gradebook→Assignments
- 2. Gradebook→Gradebook →Class Attendance
- 3. Gradebook → Gradebook → Seating Chart

The "Assignments" mode is the default for this screen. Class Attendance and the Seating Chart will be discussed in later sections of this guide.

### Selecting the Marking Period and the Current Course

- Selecting the 'Current Marking Period' There are 4 Marking Period tabs (if you are on a 2 Semester/4 Marking Period year) and a 'Year Summary' tab. The Gradebook always starts on which ever Marking Period is the 'current' Marking Period. If today is in Marking Period 3, the Marking Period 3 tab will automatically be selected when you enter the Gradebook.
- Selecting the Current Course The 'Course' drop down allows you to pick the class you want to work on. The courses in this drop down will change depending on which Marking Period is selected.

#### Narrowing the set of Assignments being displayed

There are two drop downs which allow you to control which Assignments you see in the spreadsheet.

- Categories Categories are things like 'Homework', 'Quiz', 'Test', 'Class Project' the types of Assignments you will give your students. These are setup on the Gradebook→Profiles→Categories screens (see below).
  - All your Categories are listed in the Categories drop down.
  - You can select one Category or all Categories
  - o If you select one Category:
    - Only the Assignments for that Category will be displayed in the spreadsheet.
    - The "MP Average" column will show the students' averages for Assignments of that one Category.
- Units -Class 'units', or the sections into which you divide your courses.
  - The use of Units is not required.
  - If you choose to use Units, you can create them, modify them and delete them via the Gradebook-Profiles-Units screens.
  - Any Units you create will be listed in the 'Units' drop down on the Gradebook→Gradebook (spreadsheet) screen.
  - Selecting one Unit will show only the Assignments linked to that one Unit in the spreadsheet. When one Unit is selected, the "MP Average" column will show the MP average for that one Unit. That is, it will show an "MP Unit Average".

### Introduction to the Gradebook Home Screen

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Figure 2 – The Gradebook→Home→Summary screen provides a list of all your course sections and icons to access and perform functions on them.

#### The Home Screen

The Home screen provides a list of your course sections, indicates which are merged with which and gives you a set of icons to access different functions.

- The "Work" icon corresponds to the "Assignments" 2<sup>nd</sup> level tab.
- The "Grades" icon corresponds to the Gradebook → Gradebook 2<sup>nd</sup> level tab and brings up the grading spreadsheet
- The Setup tab brings up a screen where you can choose which named profile to use with the course. It corresponds to the "Setup" 2<sup>nd</sup> level tab
- The **Roster** icon brings up the "Class Rosters" 2<sup>nd</sup> level tab.
- The "**Rename**" icon allows you to rename your course sections. Click it once to turn the Course Section name into an editable text field. Click it twice to close the text field. Click Save to save the course section's new name.
- The "**Merge**" icon brings up the Merge 2<sup>nd</sup> level tab where you can join multiple course section rosters into one.

### The Gradebook Teacher Profile Screen

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### Gradebook→Home→Teacher Profile

Figure 3 – The Gradebook→Home→Teacher Profile screen lets you specify your email address and your "default Teacher"

#### The Teacher Profile

The Gradebook Teacher Profile screen provides a way for you to enter information about yourself that will be shared with Parents accessing their students' information via the Genesis Parents Module.

- Enter **your email address**. This will be used as your email address when you send email via the Gradebook.
- Your **signature** This is the signature line that can be automatically amended to email messages sent by the Gradebook.
- Contact **phone** number This phone number can/will be displayed in the Parent Module as a way for parents to contact you.
- URL This is your URL, if you have one, that you would like students and their parents to be able to visit.
- Default Teacher Select the Teacher the Gradebook will initially select for you.
- **NOTE:** You must setup your email address on this screen in order to be able to send email via the Gradebook. You will not be able to send email until you have set up your email address in your Teacher Profile.

### Gradebook User Guide

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### II. Setup

Gradebook Setup consists of a small number of tasks:

- 1. Determine whether or not to *merge* any of your class rosters:
  - You can "merge" two or more of your assigned course sections into a single class roster.
- 2. Setup your named *Profiles*. For each *Profile*, you can:
  - Choose your basic "Grading Style": Total Points or Weighted Categories
  - Setup your Categories (e.g. Homework, Tests, Projects, etc.)
  - Adjust Grade Values so that they work for you
  - Create your class "Units" (e.g. 'Chapter 1', 'Chapter 2')
  - Optionally set up Workgroups so that you can divide your class rosters into non-overlapping sub-groups of students (this will allow you to create Assignments directed to just one Workgroup of students).
- 3. Determine which *Profile* to assign to which class section

### Gradebook Setup Checklist:

- \_\_\_ Complete your Teacher Profile
- \_\_\_\_ Merge course sections you wish to share one course roster of students
- View your Default Course Profile. Make any changes you want to apply to all your courses
- \_\_\_\_ Copy your Default Course Profile to make additional course profiles *if you need to.*
- Make changes to your copied course profiles as appropriate (Preferences, Categories, Grade Values, Units and Workgroups)
- \_\_\_ Select the course profile you want for each course (use Gradebook→Setup)

### A. Merging Course Sections into a Single Combined Roster

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### Why Merge Rosters?

You will want to merge course rosters if you want two or more course sections to appear on one roster – one list of students – in your Gradebook. The reasons include the following:

- Your inclusion students and your non-inclusion students are in two separate course sections and you want to view them as one, unified course roster.
- You have two or more classes that you wish to treat as one (e.g. a science course section and its corresponding lab course section.

### **Restrictions on Merging Rosters**

Rosters can be merged as long as the following are true:

- All the course sections you wish to merge have the same semester code (e.g. all are Full Year courses or both are Semester 1 courses, etc.).
- You have not yet created Assignments in any of the course sections you wish to merge. You cannot merge course sections if you have already created Assignments.
- All course sections you wish to merge use the same Course Profile. You cannot merge courses that are using different Course Profiles.

### **Gradebook**→Merge

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### Performing a Merge

To merge two or more classes, bring up the Gradebook $\rightarrow$ Merge screen:

- 1. 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.
- 2. Select the course section(s) to merge into the base. These all must:

  - a. Have the same *semester code* (e.g. "FY") as the baseb. Use the same *Course Profile* (e.g. "Default Course Profile") as the base
  - c. Have no existing Assignments
- 3. Click "Save" to perform the merge

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



You can now view either the Gradebook Home or Gradebook Merge screen to see the result of the merge.

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### 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.

You have not yet created Assignments you can break the merge without any repercussions.

To break the merge, simply click on the "Break Merge" icon ( $\leftarrow \rightarrow$ ) at the far right. When the "break merge" operation completes successfully, you are shown the following confirmation dialog:

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⚠	The merge has been remo	oved.
	ок	

### B. Setup Course Profiles

### 1. The Default Course Profile

Gradebook→Profiles



### **Introduction to Course Profiles**

Course Profiles hold all the settings for your courses:

- How to grade the course (basic grading preferences)
- What the grades are worth (grade values)
- What categories you use (Homework, Tests, Quizzes, Projects, etc.)
- How the course is divided up (Course Units)
- Whether or not to use Workgroups (sub-groups of students)

You must set up your profiles and assign them to your classes.

### The Default Course Profile

Initially, you have one course profile, the "Default Course Profile" and all your courses are assigned to use it. It contains all the basic settings specified for your school.

You can create as many additional profiles as you wish and alter any of the settings. To create a new course profile, you must copy an existing one. To create your first customized course profile, make a copy of the Default Course Profile.

### 2. Copying and Renaming (and Deleting) Course Profiles Gradebook→Profiles→List

	.ist	.ast Year									
				Course F	Profiles						
				Teacher: E	Barr, Bob						
Seq	Code	Description	Courses	Туре	Default	Last Updated	Last Updated By	Сору	Rename	Open	Delete
1	112	Default Course Profile	WORLD CULTURES WORLD CULTURES US HISTORY 2 The African -American Experience American Minorities WORLD CULTURES US HISTORY 2	TEACHER	¥	08/07/2007 10:07 AM	apitc	i.	邀	P	
11	120	Default Course Profile (COPY)		TEACHER		08/21/2007 04:04 AM	admin	Ga -	i 🕅	P	Ô

Figure 4 – Course Profiles list after the first copy of the Default Course Profile

### Copying and Renaming Course Profiles

The only way to make a new course profile is to copy an existing one. The "Copy Profile" icon makes a copy of the profile. The name of the copied profile is always the name of the old profile with "(COPY)" tacked on to it. If you copy the Default Profile, the name of the copy is "Default Course Profile (COPY)" – as you can see in Figure X above. Of course you will want to rename your copied profiles.

### 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.

### **Renaming Copied Profiles**

To rename a copied profile, click on the "Rename" icon button. This will bring up the Rename Profile screen.

### Deleting a Profile

The Default Course Profile cannot be deleted, but all other Course Profiles can be. To delete a Course Profile, click on the **Delete** "trashcan" icon at the far right side of the line.

### **Rename a Profile**

k.Profiles 💙		
	Course Profiles Teacher: Barr, Bob	
Edit Profile		
	Profile Code: 120	
	Profile Description: Default Course Profile (COPY)	
	Seq: 11	
	Save	

Figure 5 – The "Rename" Course Profile Screen

### **Renaming the Profile**

To rename the profile, enter a new description. Then click **Save**. You can also edit the "Sequence number" of the course profile. The sequence number is used to sort the profiles in the list of course profiles. Changing it may change the position of this course profile in the list of profiles on the **Gradebook**→**Profiles**→**List** screen.

### 3. Copy Last Year's Profiles to This Year

Gene	sis High S	ichool - Windows Internet Explorer			
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-	T Gene	ssis High School		🚯 Hoge 🔹 🔯 Freeds (2) 🖶 Pork 🔹 🔂 B	age - 💮 Tgols - 🔞 He
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Lis	Last	t Year	Course Profiles from 2006-07 Teacher: Barr, Bob		
q	Code	Description	Courses	Сору	
	11	Default Course Profile	WORLD CULTURES US HISTORY 2 The African -American Experience American Minorities WORLD CULTURES	Copy Profile to 200	17-08
	50	US History 2 Profile	US HISTORY 2	Copy Profile to 200	7-08
	62	Default Course Profile (Merged in 06/13/2007) Default School Profile	WORLD CULTURES	Copy Profile to 200 Copy Profile to 200	7-08

### Copying Profiles from the Prior School Year to the Current School Year

Your "last year" Gradebook Profiles are not automatically copied into the new School Year. To access last year's Profiles and copy them into the current year, do the following:

- 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:

∫ I	List 🁔	ast Year													
	Course Profiles														
				Teacher: E	Barr, Bob										
Seq	Code	Description	Courses	Туре	Default	Last Updated	Last Updated By	Сору	Rename	Open	Delete				
1	112	Default Course Profile	WORLD CULTURES WORLD CULTURES US AUTORES US HISTORY 2 The African -American Experience American Minorities WORLD CULTURES US HISTORY 2	TEACHER	¥	08/07/2007 10:07 AM	apitc	6	ß	P					
11	121	US History 2 Profile (2006-07)		TEACHER		08/21/2007 04:06 AM	admin	6	圈	P	0				

The copied Profile is not automatically assigned to a course section. You must assign it to the course sections you wish to use it.

### 4. Editing Course Profile Settings

This is where you make the most important decisions about using your Gradebook: *How to Grade your Courses* 

- Choose your basic "Grading Style": Total Points or Weighted Categories. Weighted Categories is the default.
- Setup your Categories (e.g. Homework, Tests, Projects, etc.)
- Adjust Grade Values so that they work for you
- Create your class "Units" (e.g. 'Chapter 1', 'Chapter 2')
- Set up Workgroups

a. Ch	oose \	our	Basic	Grading	Scheme
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### Gradebook→Profiles→Preferences

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C Genesis High School		🚯 Hoge • 🖸 Freeds (2). • 👘 Pork. • 🔂 Bage • 🚱 Tools
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ences Grade Values Categories Units 1	Vorkgroups Reports	Select your
Condex Production		Grading Style here
Select the Marking Period Grade Calculation Method:		Grading Style here
Calculate Marking Period Grade by Total Points: 🔿		and click Save
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Calculate Category Averages By Assignment Count: O Yes 💿	No	below.
Calculate Unit Averages By Assignment Count: O Yes 📀	No	
"Value for Incomplete: 0.0		
"Value for Missing: 0.0		
"Use Weighting on Assignments: • Yes	No	
Display Preferences		
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	• Tenths	
	O Hundredths	
Display Letter Grade:	© Yes O No	
Display Point Totals :	© Yes O No	
Abbreviation for Incomplete:	INC	
Abbreviation for Exempt:	EA	
Aboreviation for Absent:	A05	
Display Assignments By:		
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Show Class Average on the Student Assignment Boot Econory	O Yes O No	

Figure 6 – Top half of Gradebook→Profiles→Preferences screen

### Select Your Basic 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"
- 4. 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 Class Roster Spreadsheet Screen

- On this same Gradebook→Profiles→Preferences tab for the selected Profile, scroll to the bottom (see Figure X below).
- 2. Select your choice of the four Sort Assignments options:
  - a. By Due Date, By Category
  - b. Due Date, By Workgroup
  - c. Due Date
  - d. By Seq
- 3. Click Save

### The default sort is "By Due Date" (choice C above).

### b. Setup Your Assignment Categories

### Gradebook→Profiles→Categories→List

					-										
Profile Categories Teacher: Barr, Bob Profile: Default Course Profile Units Workgroups Reports															
Category	M % of MP	P1 Dropped	M % of MP	P2 Dropped	M % of MP	P3 Dropped	M % of MP	P4 Dropped	Grade Type	Max Poss. Points	Colors	Preset			
1 HW - Homework	25.0%	0	25.0%	0	25.0%	0	25.0%	0	NUMERIC	100	Font Color	0.0	日	ð	0
2 QUIZ - Quizzes	25.0%	0	25.0%	0	25.0%	0	25.0%	0	NUMERIC	100	Font Color	0.0	÷.	ð,	0
3 TEST - Tests	50.0%	0	50.0%	0	50.0%	0	50.0%	0	NUMERIC	100	Font Color	0.0	H.	8	0
Totals: 100.0%			100.0%		100.0%		100.0%								

### Setting Up Categories

- You are initially given the 3 <u>sample</u> Categories of Homework, Test and Quiz. You may keep, modify or delete these as you like and add an unlimited number of additional Categories.
- Categories *must* be setup regardless of whether you use Weighted Categories or Total Points as your basic grading scheme.
- You can create *absolutely any* Categories you wish: The most common Categories include:
  - o Homework
  - o Quizzes
  - o Tests
  - o Class Projects
  - Class Participation
  - o Presentations
- Categories can be color-coded Color coding your Categories allows for easy, quick identification of Assignments on the Class Rosters spreadsheet screen. For your convenience a color codes chart is included in this document.
- Categories can be sub-divided and sub-Categories added.

### Adding a Category

### Gradebook→Profiles→Categories→Add Category

- Protection	oor windows internet Explorer			
Khtp:	://genesis.genesisedu.com/idemo/sis/view?mod	kle=gradebook8category=profiles8tab1=categories8tab2=add8action=form8teacherid=0022078pr	offeCode=111	
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Percen	ntage of MP2 Grade:% Number	r of Grades to Drop in MP2: 0 💌		
Percen	ntage of MP3 Grade: % Number	r of Grades to Drop in MP3: 0 💌		
Percen	ntage of MP4 Grade:% Number	r of Grades to Drop in MP4: 0 💌		

#### Add a New Category

- 1. Click on the Gradebook→Profiles tab
- 2. Select the Profile you wish to edit and click on the P 'open' icon.
- 3. Click on the Categories 3<sup>rd</sup> level tab
- 4. Click on the Add Category 4th level tab
- 5. 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.
  - DO NOT put anything 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, or just use the default 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.

### Removing a Category

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### **Removing a Category**

- 1. Select the Category you want to remove (that is, permanently delete)
- 2. Click the "Delete" trashcan icon on the right side of the Category's line.

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?	Are you sure you would like to delete HW?
	OK Cancel

3. Click "OK" to delete the Category – or click "Cancel" to abandon the delete operation.

### **Editing a Category**

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Se	q Category	MP1	MP2	MP3	MP4	Default Grade	Default Max Possible Points	Colors Drop Worst	Preset		
1	HW - Homework	25.0%	25.0%	25.0%	25.0%	NUMERIC	100	Font Color 0	0.0	16 🖄	0
2	QUIZ - Quizzes	25.0%	25.0%	25.0%	25.0%	NUMERIC	100	Font Color 0	0.0	16 🕲	0
3	TEST - Tests	50.0%	50.0%	50.0%	50.0%	NUMERIC	100	Font Color 0	0.0	16 🖄	
*	10. BT - Big Tests	30.0%	30.0%	30.0%	30.0%			Font Color			
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### Editing a Category

To change any of the Category's settings, including its Category Weight and color scheme, click on the "edit" icon for the Category.

To sub-divide the Category, click the "sub-divide" icon for the Category.

#### Editing Sub-Categories

Sub-Categories cannot be directly edited. They inherit the default Grading Type, maximum points and other settings of their parent Category. To change the name, percentages and color schemes for sub-Categories, click on the "Sub-Divide Category" icon for their parent Category.

### Editing a Category, Cont.

enesis	School Year: 20	05-06 🗸	GENESIS Public GENESIS High	Schools V	🔓 🛱 📢 🚺 How Do I Choose	1 🔒 🛄 🗐 V	Webdesk Genesis Adminis Inbox (0)
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	*Default Grade Type:	Not Graded (Text)					
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	Preset Earned Points:						
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Per	centage of MP2 Grade:	0 %					
Per	centage of MP3 Grade:	0 %					
Per	rcentage of MP4 Grade:	0 %					
	Save to all Courses:	💌 ** If this box is	checked, the information	here will be s	aved to all courses.		

### Modify a New 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 3<sup>rd</sup> 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. E.g. "Homework", "Projects"
  - 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.

### **Pre-Set Points Categories**

Gradebook	→Profiles→	Categori	ies→Add/N	lodify (	Catego	ry		
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### 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 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)

Grade values can be adjusted on the Setup $\rightarrow$ Grade Values $\rightarrow$ Translations screen.

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		No sub categories have been created for this categories	ory (Tests)	

### Sub-divide a New 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 3<sup>rd</sup> level tab
- 4. Click on the Subdivide icon for the Category you wish to sub-divide. This brings up the "Sub-divide Category" screen.
- 5. You may create one or more sub-divisions for a Category. The "Add Sub-Category" fields are found along the bottom of the screen. Fill in the fields:
  - a. Seq Sequence # for this sub-category.
  - b. Code Unique short code that identifies the sub-Category. This should be 2 to 4 characters in length.
  - c. Description Description of the sub-Category
  - d. MP1 to MP4 % value of this Sub-Category.
  - e. Color scheme Font and Background colors.
- 6. Click Add to create the new sub-Category.

<u>Rules for MP percentages for Sub-Categories</u>: Sub-Category Marking Period percentages sub-divide the percentage value for the parent *Category* for each MP. For example, if the parent Category is work 50%, the total %s of the sub-Categories must add up to no more than 50% (and not 100%).

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<u>View, Update and Delete Sub-Categories</u> The sub-Category maintenance screen gives you the ability to view the sub-Categories of a Category, change the % values for a sub-Category, and delete a sub-Category.

#### To Update the % values for a sub-Category:

- 1. On the on the Modify Sub-Categories screen, directly update the MP1, MP2, MP3, MP4 fields.
- 2. Click the "Save" icon for the sub-Category.

NOTE: Sub-Category percentage totals for a Marking Period (MP1, MP2, MP3, MP4) must add up to less than or equal to the percentage value of the parent Category. If the Category weight is 50%, the total of all sub-Category percentages cannot exceed 50%. Invalid sub-Category percentages are shown in red font.

#### To Delete a sub-Category:

1. On the on the Modify Sub-Categories screen, click the "Delete" icon next to the sub-Category you wish to remove.

#### To Change a sub-Category's Code, Description or Color Scheme

A sub-Category's code cannot be updated: to change it you must delete the sub-Category and recreate it. A sub-Category's Description and color scheme can be changed by reentering data in the "Add a sub-Category" fields at the bottom, using the exact same Code, and clicking Add.

### **Setup Your Grade Values**

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### Setting Up Grade Values

- 1. Click on the Gradebook→Profiles tab
- Select a profile and click on the "P" (change settings) icon.
   Click on the Grade Values 3<sup>rd</sup> level tab
- 4. Review all Grade Values:
  - a. Alpha Grades You may add and delete Alpha Grade values
  - b. "Checks" Grade Type
  - c. O-S-U Grade Type
  - d. Pass/Fail Grade Type (you might want to set "Pass" to 100).
  - e. Pre-Set Grade Type: Handed In/Not Handed In/Extra Credit
- **5.** Click on the **Save** button





### <u>Units</u>

Units are not required. You do not have to use them. If you choose to use them, you must create them yourself. Units are managed via the Gradebook $\rightarrow$ Profiles $\rightarrow$ Units screen.

To Manage Your Units:

- 1. Click on the Gradebook→Profiles tab
- 2. Click on the 3<sup>rd</sup> level Units tab
- 3. Review any existing Units you have previously created. Initially this screen is empty. Genesis Gradebook does not give you any sample Units: it cannot, as Units are very specific to different courses. You must create all your own Units.
- 4. To add a new Unit, click the "Add Unit" tab
- 5. To delete an existing Unit, click the "Delete" trashcan icon corresponding to the Unit you want to delete.
- 6. To modify an existing Unit, click the "Edit" icon corresponding to the Unit you want to delete.

Add a New Uni
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Create Unit	
*Unit Code: CH1	
*Description: Chapter One	
*Seq: 10	
Save	
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Figure 7 – Adding a New Course Unit

### Adding a New Course Unit

Units have very few characteristics. They are primarily just an aid to you in organizing your class in the Gradebook.

When you create a new Unit, you must supply the following information:

- 1. Click on the Gradebook→Profiles→Units→Add Unit tab to bring up the 'Add Unit' screen.
- 2. Provide the following pieces of information for the new Unit:
  - a. Unit Code A short, unique code for your set. This is used internally by the Gradebook. The key thing is that the code should be *unique*.
  - b. Unit Description A description of the Set (or course unit).
  - c. Unit Column Header A short, abbreviated column header for the Unit. This will appear in the column header of Assignments on the Gradebook→Gradebook spreadsheet screen. If the Column Header is long, it will make your Assignment columns very wide.
  - d. Sequence # The sequence number is used to place the Unit in any list of Units. That is, it is used to order your Units in drop down lists and on the Units screen itself.
- 3. Click on the Save button when you done to actually create the Unit.

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### **Workgroups**

Workgroups are not required. You do not have to use them. If you choose to use them, you must create them yourself. Workgroups are managed via the Gradebook→Profiles→Workgroups screen.

To Manage Your Workgroups:

- 1. Click on the Gradebook→Profiles tab
- 2. Click on the Workgroups 3<sup>rd</sup> level tab
- 3. Review your existing Workgroups. Initially you will have no Workgroups.
- 4. To add a new Workgroup, click the "Add Workgroup" tab
- 5. To delete an existing Workgroup, click the "Delete" trashcan icon corresponding to the Workgroup you want to delete.
- 6. To modify an existing Workgroup, click the "Edit" icon corresponding to the Workgroup you want to delete.

### Add a New Workgroup

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Student Data       Registration       Scheduling       Next Year Scheduling       Grading       Attendance       Calendar       Tit         Home       Gradebook       Class Rosters       Assignments       Setup       Profiles       Rubrics       Merge       Post Gradebook         *       Gradebook       Class Rosters       Assignments       Setup       Profiles       Rubrics       Merge       Post Grade         *       Gradebook       Profile       Workgroups       Teacher:       AQUINO, PATRICIA       Profile: Honors       Course         Preferences       Grade       Categories       Units       Workgroups       Units       Workgroups         *       Group Code:       A       *       *       *       Beckground Color:       • or - # 988bee       (Hex format: FFFFFF)       DEFAULT         *       Font Color:       Navy       • or - # 9000080       (Hex format: FFFFFF)       DEFAULT         *       Seq: 10	A color codes chart is available in the "How Do I" drop down. The chart is also included at the end of this Guide.
Save	@Copyright Genesis Educational Services,Inc.

Figure 8 – Creating a new Workgroup

### Adding a New Workgroup

Workgroups have very few characteristics. They are identified by a 1-character name (e.g. 'A') and their most distinctive characteristic is their color scheme.

To create a new Workgroup:

- 1. Click on the Gradebook→Profiles→Workgroups→Add Workgroup tab to bring up the 'Add Workgroup' screen.
- 2. Provide the following pieces of information for the new Workgroup:
  - b. Group **Code** This is the one character name for the Workgroup. It is only 1 character, but it can be *any* character. There are 72 possible characters:
    - i. Capital or lower case letters
    - ii. Numbers 0 9
    - iii. Punctuation: ~!@#\$%^&\*()\_+=}][{\|";:/?.>,<`
  - c. **Description** A description of the Workgroup
  - d. Color Scheme for the Workgroup. It is *very* important to select a distinctive color scheme for the Workgroup. Color schemes have two parts:
    - i. The Font color the color for the text itself

ii. **Background** color – the color of the background field.

The text must be easy to see and read against the background color. There are a small number of 'pre-set' colors available in both the 'font' and the 'background' drop downs. You can select a preset color *or* you can enter your own code.

Confused about how to create color codes? Use the Color Codes Chart. It is available under the "How Do I" drop down at the top right of the screen. It is also included in this Quick Start Guide.

- Click on the How Do I drop down
- Select 'Color Codes Chart'. This will bring up the chart.
- Select a color you like
- Copy the code for your color into either the Font or the Background field.
- If you pick a code, you must set the corresponding preset colors drop down list to the 'blank' selection.
- e. Sequence # The sequence number is used to place the Workgroup in the list of Workgroups. That is, it is used to order your Workgroups in drop down lists and on the Workgroups screen itself.
- 3. Click on the **Save** button when you done to actually create the Workgroup.

### f. Report Options

### Gradebook→Profiles→Reports

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l	Show Parent Signature Line: (	⊙Yes ○No	
l	Show Category Averages: (	⊙Yes ○No	
l	Show Class Averages: (	Yes 💿 No	
l	Round Averages to Two Decimal Places: (	⊙Yes ○No	
			Save
ļ			

### **Report Options**

The option on this page control features that appear – or are suppressed – on the "Student Assignment Reports" that are automatically generated on the Gradebook→Gradebook→Student Summary→Contacts screen. The options include:

- Only Show Graded Assignments Include only Assignments that have been graded on the reports generated for individual students
- Show Teacher Signature Line You can enter your "signature" on the screen. This option indicates whether to plug this signature into the reports or not.
- Show Parent Signature Line Provide a line for parents to sign the report so it can be returned to you.
- Show Category Averages Display the individual averages for your Categories on the reports for individual students.
- Show Class Averages Include or exclude the *class average* on individual students' reports. If you include the class average the student can see how the child is performing against the rest of the class. If you leave the class average off the report, the student (and parents) see only their own scores.
- Round Averages to Two Decimal Places All averages will be rounded to 2 decimal places.

### Set Report Options

To set your Report options:

- 1. Navigate to the **Gradebook**→**Profiles**→**Reports** screen.
- 2. 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
- 3. Click **Save** to save your choices.

Gradebook→Home

Home Gradebook Class Roster	rs A	ssignme	ents	Setup Pr	rofiles	Rubrics	Merge	Post	Grades	Scho	ol Setup	Reports		
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### C. Assign Profiles to Your Courses

Figure 9 – Gradebook→Home screen illustrating the location of the Setup icons

Clicking on the "Setup" icon causes the "Course Setup" ('choose profile') screen to be displayed:

### At A Glance, Profile Setting Review and Select Screen



Figure 10 – The Gradebook→Setup screen – 'At a Glance' Profile Setting Review and Select Screen

### Setup – Reviewing and Selecting a Profile

The Gradebook→Setup screen displays an 'at a glance' list of all of the selected Profile's settings. You can scroll down to see a complete list of the following:

- Basic Preferences
- Grade Translations and values

- Categories
- Units
- Workgroups

Each section has a button (e.g. "Edit Preferences") that takes you immediately to the correct profile edit screen.

#### Selecting a New Profile

To choose a new profile, select your desired profile from the Course Profile drop down list. This will bring up the settings for the selected profile. To permanently choose this profile, click the "Save" icon (disc) next to the Course Profile drop down.

#### Change to a Different Course Section

To review and select course profiles for a different course section, use the *Switch Course* drop down at the top left. You can select a profile for each of your courses without ever leaving this screen.
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### III. Class Rosters Setup (after Merging Rosters)

#### 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 red at the bottom of the class roster list).
- 5. If you are using Workgroups, assign students to their Workgroup.
- 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 <u>Active Students</u> 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 number you supply.

### **Class Roster Setup Screen**

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304516	ASANZA, JICKSON G	304516	ASANZA, JICKSON G	2	ACTIVE as of 07/20/2006			All teachers	~
303008	BARRERA, CATHERYN	303008	BARRERA, CATHERYN	2	ACTIVE as of 07/20/2006			All teachers	~
320053	BOYER, MICHELLE	20053	BOYER, MICHELLE	2	ACTIVE as of 07/20/2006			All teachers	~
304151	COLLADO, MAHELI C	304151	COLLADO, MAHELI C	2	ACTIVE 0 07/20/7			All teachers	~
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302919	GRADOS, DANNY J	302919	GRADOS, DANNY J	2	07/20/2006			All teachers	~
200467	MENDOZA, BYRON	200467	MENDOZA, BYRON	2	ACTIVE as of 07/20/2006			All teachers	~
305186	MONTOYA-CASTRO, CATALINA	305186	MONTOYA-CASTRO, CAT	TALINA	ACTIVE as of 07/20/2006			All teachers	~
304965	OROZCO, DANIEL	304965	OROZCO, DANIEL	2	ACTIVE as of 07/20/2006	7/		All teachers	~
305188	SOLIS-LONDA, ERIKA	305188	SOLIS-LONDA, ERIKA	2	ACTIVE as of 07/20/2006			All teachers	~
200959	SUQUINAGUA, SEGUNDO	30	SUQUINAGUA, SEGUNDO	o 🛛 🖬	ACTIVE as of 07/20/2006			All teachers	~
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#### The Student Roster Setup Screen

This screen lets you set up your Class Roster:

- Turn off the "New" marker next to all students in the class
- Hide dropped students from the Class Roster screen
- Give students nicknames for the Class
- Give students "Gradebook Id" or class Id numbers.
- Assign students to a Workgroup, if you are using and have setup Workgroups
- If multiple teachers are responsible for a (combined) course roster, you can designate which students are the responsibility of which teacher.

Turn Off the "New" Indicators

- Click the "<u>Accepted</u>" 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.

#### Hide Dropped Students on Gradebook Screen

If you hide a dropped student, you will not be able to enter grades for that student. If you allow a dropped student to remain visible, you will continue to be able to enter grades for them.

- 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 a "z" to cause them to sort alphabetically to the bottom of the list
- 2. Click "Save" to save the changes.

#### Give Students "Class Ids" for this Class

- 1. Edit the students' "Gradebook Id" fields. You can either:
  - a. Pick numbers your self
    - b. Use the "Starting Ids 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 lds, 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 Pages below)
- 2. Assign students to a Workgroup in the "Group" column
- 3. Click "Save" to save the changes.

#### Assign Teachers Responsibility for Students in the Class Roster

If multiple teachers are assigned to a single class roster, you can (but do not have to) specify which teacher has responsibility to grade which students.

- 1. In the "Teacher Responsibility" column on the far right of the screen, select which teacher has grading responsibility for each student.
- 2. Click "Save" to save the changes.

IV. Add an Assignment
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Genesis School Year: Hackensack City Schools 1 to 7 digit "seq #"
Student Data Registration Scheduling Next Year Scheduling Grading Attendance Calendar Trai
Home Gradebook Class Rosters Assignments Setup Profiles Rubrics Merge Post Grades So Reports
Course Assignments
Switch Course: 5615/2 - ESL 3 READING 💌 Course: 5615/2 - ESL 3 READING
Assignment List Add Assignments Hod. Assignments Copy Assignment Add Assignment Create Assignment (1)
*Assignment Name: Seq:
*Column Header: Group: 💌
Description:
Assigned Date: 08/17/2006
Due Date: 08/17/2006
*Category:
*Max Possible Score: 100 Dates are IVOI *Assignment Weight: 1.0
Assignment Unit: *For Parents Module: ○Yes ⊙ No *For Gradebook: ⊙Yes ○No
Course / Section : 5615/2 - ESL 3 READING
5613/1 - ESL 2 READING 75613/2 - ESL 2 READING
5613/3 - ESL 2 READING  5615/1 - ESL 3 READING
Add assignment after this?:
Save
🙆 Done

#### Adding an Assignment

- 1. Click on the "Add Assignment" Quick Link at the upper right of the Class Roster screen
- 2. The required fields are identified by a red asterisk (\*).
- 3. Fill in the fields of the Assignment:
  - a. Assignment Name Name for the assignment
  - b. Column Header Column header controls width of the column
  - c. Sequence # a 1 to 7 digit sequence number that you assign
  - d. Groups If you are using Workgroups, you can choose a Workgroup with which to associate this Assignment
  - e. Strip Description Optional description of the Assignment
  - f. Assigned Date Required Date that Assignment is "Assigned" to students
  - g. Due Date Due date for the Assignment not required and not linked to the Assigned Date
  - h. Category Select the Category for the Assignment (e.g. Homework)
  - i. Grading Type Select how the Assignment will be graded = or ungraded
  - j. Maximum Possible Score Specify maximum point value
  - k. Assignment Weight Specify how to 'count' this Assignment. The default is to 'count it once'. You can specify, for example, to count it '1.5' times or '2.0' times, etc. Do not update unless you want to 'count an Assignment' more than once.
  - I. Assignment Unit If you have set up Units, select Unit of Assignment (e.g. "Chapter 1" or "American Revolution")

- m. Parent's Module If the Parent's module is turned on, share this Assignment?
- n. For Gradebook Hide or show Assignment on Class Roster screen?
- o. Links to other classes Specify which other of your classes to copy and link this Assignment to.
- 4. 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.
- 5. Click "Save" to create the Assignment

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ID Na	ame	G	100	10	10	10	100	100	100			
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<u>414</u> <u>C</u> #	ANALES, LUIS EDGARDO	B 90.2 (A	89.0				✓ +		98.0			
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<u>402 PA</u>	AMPOUKIDIS, THEOCHARIS H	89.5 (A	91.0						88.0			
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<u>419 RL</u>	JDOLF, DAVID HARRISON	C <u>49.5 (F</u>	Miss						99.0			
420 <u>SA</u>	VVIDIS, ANDREAS ALEX	C 88.5 (B	89.0						88.0			
<u>405 SC</u>	CHWARTZ, LEAH R	79.0 (C	89.0						69.0			
408 SP	PIRO, GREGORY THOMAS	<u>93.5 (A</u>	89.0						98.0			
<u>426 TC</u>	DRBISCO, KATE CARLA	E <u>93.5 (A</u>	89.0						98.0			
<u>409 VA</u>	ARGAS, HUGO RAUL	<u>93.5 (A</u>	89.0						98.0			
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### V. Grade an Assignment

### Grading an Assignment: Choosing and Assignment to Grade

To open an Assignment for grading, click anywhere in the column you wish to grade.

### Give Grades for the Assignment

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53414 BUTLER, STEPHE	N JOHN	out of 1	)					
56771 CAHILL, ASHLEY	ELIZABETH	out of 1						
95955 COHEN, CHELSEA	A JAYNE	out of 1	)					
04375 CONTE, MICHAEL	ANDREW	out of 1	)					
90585 ESPOSITO, MOLL	Y BEA	out of 1	)					
93160 EZZO, JOHN THU	RMAN	out of 1	)					
15416 FLEWELLYN, JAME	S WILLIAM	out of 1						
33082 FUSCI, JENNIFER	ANN	out of 1						
51743 GILL, AUDREY GA	ANNON	out of 1	)					
42340 JAMES, WESLEY	TYLER	out of 1	)					
74290 KIBBE, HAMILTO	N TORREY	out of 1	)					
84950 KOCSIS, NIKOLE	п	out of 1	)					
03880 LANZILLI, ROBER	T JOHN	out of 1	)					
08430 LAUGHTON, EMIL	IE E	out of 1	)					
09087 LAVERTY, SARAH	CHRISTINE	out of 1	)					
68973 MAYORGA, HAYR	O RENE	out of 1	)					
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03360 MINTZ, SARAH C	HAICE	out of 1						
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#### Grading Assignments: Features of the Grade Assignment Screen

- 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 field and select an alpha grade (e.g. "B+")
  - O-S-U grading You get a drop down field and select one of the three grades: "O", "S", or "U"
  - Pass/Fail grading Yes get a drop down field and select either "Pass" or "Fail"
  - Pre-Set Points grading You get a drop down field and select either "NHI" (Not Handed In), "HI" (Handed in), or "EC" (Extra Credit)
- There is a "Comment" field where you can put short comments
- There are four special grades of Absent, Incomplete, Exempt or Missing

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H <u>418</u>	FLORES, LIBET DAISY	C 96.9 (A)	89.0				<b>√</b> ++		101.0				
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H <u>411</u>	OSEGUEDA, SANTIAGO ALEXAN	A <u>83.5 (B)</u>	89.0	x					78.0				
H <u>412</u>	PALMA, MAKEDA CAMMILE	A <u>50.5 (F)</u>	INC						101.0				
H <u>402</u>	PAMPOUKIDIS, THEOCHARIS H	<u>89.5 (A)</u>	91.0						88.0				
H <u>415</u>	RICHEME, SHAMENSHOW JENNI	B <u>83.5 (B)</u>	89.0						78.0				
H <u>416</u>	ROSSETTI, NICOLE	B <u>50.5 (F)</u>	Miss						101.0				
H <u>419</u>	RUDOLF, DAVID HARRISON	C <u>49.5 (F)</u>	Miss						99.0				
H <u>420</u>	SAVVIDIS, ANDREAS ALEX	C 88.5 (B)	89.0						88.0				
H <u>405</u>	SCHWARTZ, LEAH R	<u>79.0 (C)</u>	89.0						69.0				
H <u>408</u>	SPIRO, GREGORY THOMAS	<u>93.5 (A)</u>	89.0						98.0				
H <u>426</u>	TORBISCO, KATE CARLA	E <u>93.5 (A)</u>	89.0						98.0				
H <u>409</u>	VARGAS, HUGO RAUL	<u>93.5 (A)</u>	89.0						98.0			-	
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### VI. Modify the Definition of an Assignment

#### Modifying the Definition of an Assignment

If you need to alter the Assignment:

- To change the Assignment's Category
- To alter the number of points it is worth
- To change its sequence #
- Etc.

Click the highlighted top line of the Assignment's column header. This will take you to the "Modify Assignment" screen.

### Grading Type Can Only be Converted to Numeric

**WARNING:** You can only change non-Numeric grading types to "Numeric". You cannot change a "Numeric" grading type to any other. You cannot do any other conversion of one grading type into another.

### Modify the Definition of an Assignment, Cont.

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Category: All Categories Set: All Sets Show Hidden: O No C	Yes         - Take Attendance         - Example           Yes         - Add Assignment         - Pail	xport Data ost Grades
Modify Assignment ( 168 )		
*Assignment Name: MP1 HW 5	Seq:	
*Column Header: HW 5	Group:	
Strip Description: MP1 HW 5	Documents:	
Assigned Date: 01/30/2006	Created: 01/27/2006	
Due Date:	*Marking Period: MP3 V You can'	not change
*Category: Homework	*Grade Type : CHECKS the Grad	e Type
*Max Possible Score: 10	Assignment Set:	e Type.
*For Parents Module: OYes  No	*For Gradebook: • Yes 🔿 No	
Course / Section : 1124/3 - INTERMEDIATE ALGEBRA Linked Classes: None	You cannot add links	
Save	Delete	
Assignments Class Attendance Seating Chart Average(Mean): 81.4 Mode: 93.5 Median: 8	Sort: OBy Due Date OBy Category OBy Grou 8.5 Standard Deviation: 18.1 <u>More Stats</u> ©Copyright Genesis Education:	Jp ○By Seq al Services,Inc. 🔽
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#### Modifying an Assignment

- 1. You can alter the following fields of the Assignment:
  - a. Assignment Name Name for the assignment
  - b. Column Header Column header controls width of the column
  - c. Sequence # a 1 to 7 digit sequence number that you assign
  - d. Groups Change to which Workgroup this Assignment is associated.
  - e. Strip Description Optional description of the Assignment
  - f. Assigned Date Required Date that Assignment is "Assigned" to students
  - g. Due Date Due date for the Assignment not required and not linked to the Assigned Date
  - h. Category Select the Category for the Assignment (e.g. Homework)
  - i. Marking Period You can move the Assignment between Marking Periods
  - j. Maximum Possible Score Specify maximum point value. If you change the Maximum Possible Score of an Assignment that has already been graded, all your grades will be recalculated based on the updated Max Possible Score. Student grade averages may change.
  - k. Assignment Weight Specify how to 'count' this Assignment. The default is to 'count it once'. You can specify, for example, to count it '1.5' times or '2.0' times, etc. Do not update unless you want to 'count an Assignment' more than once.
  - I. Assignment Set If you have set up Units, select the Unit for the Assignment (e.g. "Chapter 1" or "American Revolution")
  - m. Parent's Module If the Parent's module is turned on, share this Assignment?

n. For Gradebook - Hide or show Assignment on Class Roster screen?

#### 2. Click "Save" to modify the Assignment

#### Modifying the Maximum Possible Score

When you modify the Maximum Possible Score field, you are changing the number of points the Assignment is worth. Genesis Gradebook will automatically modify the values of any existing grades proportionally. Student grade averages may be adjusted.

#### Modifying the Marking Period

When you modify the Marking Period field, you are forcibly moving the Assignment to a different Marking Period tab. Both the Assigned Date and Due Date fields will be checked to ensure that the dates have been changed to match the target marking period.

VII

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	*Select the mark *Sel *Sel *Set the Select Select the work	king period to create assignments for: [ Select the category of the assignment: lect the grade type of the assignment: maximum points for this assignment: [ the unit of the assignment (Optional); kgroup for this assignment (Optional);	Marking Period 1		
	*Se	elect the due dates of the assignment:	<ul> <li>Every school day of specify day of week:</li> <li>Create 1 v assignm</li> </ul>	sified Marking Period(s). ]М □Т □W □ТН □F ients with Blank Due Dates.	
	Keniûyê	existing assignments of units category:	Save	scted marking period(s) above)	

Mass Create Assignments

#### Mass Create Assignments

You can mass create many Assignments with one operation. You have three options if your school does not use Cycle Days and four options if your school does use Cycle Days:

- a. Create one Assignment for every school day in the Marking Period
- b. Create one Assignment for every checked day of the week. For example, you can create a Homework Assignment every Monday, Wednesday and Thursday of the selected Marking Period, or you can create a Quiz every Thursday of the Marking Period.
- c. If your school uses Cycle Days, you can create Assignments for every checked *cycle day*. For example, you can create a Homework Assignment every A, C and E day of the selected Marking Period, or you can create a Quiz every D day of the Marking Period. You will see a set of check boxes corresponding to the Cycle Days your school uses.
- d. Create a fixed number of Assignments up to 100 with no pre-assigned dates.

To Mass Create Assignments:

- 1. Go to the Gradebook→Assignments→Add Assignments screen.
- 2. Select Marking Period (do not select "All Marking Periods")
- 3. Select the Category of Assignments you wish to create (e.g. Homework, Quiz)
- 4. Select the Grading Type for the Assignments. Note that Grading Type cannot be changed once the Assignments are created.

- 5. Select the maximum number of points for the Assignments (e.g. 100 or 10)
- 6. If you have created Units for the Course and you wish to link these Assignments with one Unit, select that Unit.
- 7. If you wish to link the Assignments with one Workgroup, select that Workgroup
- 8. Select the dates/days/number of Assignments to create.
- 9. Choose whether or not to remove other, pre-existing Assignments for the selected Category.
- 10. Click Save to create the Assignments.
- 11. Go to the Gradebook→Assignments→List Assignments screen to view the newly created Assignments

### VIII. Copy Last Year's Assignments to This Year

	Step cour Assi	2: Selections sections ignments	et la n to <i>fro</i>	ast year's copy om.	vick Township Board of Edu UNSWICK HIGH SCHOOL duct Class Attendance E Setup Profiles Rubric Durse Assigni D115/9 - CP ENG I, MTWRF, Per.	Cation Cation Cation Paren Cation Paren	Step 1: section Assignr	Select to copy nents <i>in</i>	the cou last ye <i>ito</i>	irse ar
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7	MP1	HWCW		SS/MDG	SS/MDG	100 (NUMERIC)		Yes	No	
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	MP1	HWCW		SS/MDG	SS/MDG	100 (NUMERIC)		Yes	No	
	MP1	WR		CW	CW	300 (NUMERIC)		Yes	No	
	MP1	WR		CW	CW	100 (NUMERIC)		Yes	No	
	MP1	QUIZ		SS/MDG	SS/MDG	100 (NUMERIC)		Yes	No	
	MP1	QUIZ		V1	V1	100 (NUMERIC)		Yes	No	
	MP1	HWCW		SS/Int	SS/Int	100 (NUMERIC)		Yes	No	
	MP1	QUIZ		SS/Terms	SS/Terms	100 (NUMERIC)		Yes	No	
	MP1	HWCW		CW	CW/Part	200 (NUMERIC)		Yes	No	
	MP1	QUIZ		V2	V2	100 (NUMERIC)		Yes	No	
	MP1	HWCW		CW/RA1	CW/RA1	200 (NUMERIC)		Yes	No	
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	MP1	QUIZ		SS/COA Q	SS/COA Q	100 (NUMERIC)		Yes	No	
	MP1	HWCW		SS/TGOTM HW	SS/TGOTM HW	100 (NUMERIC)		Yes	No	
	MP1	HWCW		SS/ATYOHL HW	SS/ATYOHL HW	100 (NUMERIC)		Yes	No	
	MP1	QUIZ		SS/TGOTM Q	SS/TGOTM Q	100 (NUMERIC)		Yes	No	
	MD1	OUIZ		SS/ATYOHL O	SS/ATYOHL O	100 (NUMERIC)		Yes	No	-

#### Copying Assignments from Last Year's Classes into This Year

If you used the Genesis Gradebook during the last school year, you may retrieve the Assignments you created for last year's course sections and copy them into one or more of you course sections in the current school year.

- 1. Go to the Gradebook $\rightarrow$ Assignments $\rightarrow$ Year to Year screen.
- 2. Select the current year course section to copy Assignments into
- 3. Select a course section from the previous school year. This will bring up all the Assignments for that course.
- 4. Select the Assignments to copy into this year:
  - a. Place a check in the checkbox of every Assignment you wish to copy.
  - b. Or, click the "<u>All</u>" column header above the checkboxes to check all boxes.
- 5. Click the Copy button at the bottom of the screen.

WARNING: Verify that the *Categories* for all the Assignments you copy from last year into this year actually exist in the course profile you are using for the course section you copy the Assignments into. For example, if your copied Assignments are linked to a Class Project Category, you will need to make sure that your course profile *has* a Class Project Category – or you will need to link the copied Assignments with Categories that do exist.

### IX. Other Features on the Gradebook Spreadsheet (Gradebook→Gradebook)

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#### Features on the Class Roster→Assignments screen

- Sorting the Students there are 4 column headers that will sort the list of students in the roster. Repeatedly clicking the same column header toggles the direction of the sort. Whatever sort you choose, it is used on every screen for the rest of your Gradebook session.
  - The 'ld' column header this sorts the student numerically by their id. This is whatever appears in their Gradebook id field.
  - The 'Name' column header sorts the students alphabetically by their names.
  - 'G' column header this column only appears if you have created Workgroups. It will sort the students by their Workgroups.
  - MP Average this column will sort the students by their current Marking Period averages.
- Sorting the Assignments The Assignments are initially sorted by the sort you selected on your Gradebook –> Profiles –> Preferences screen. You can change the sort 'on the fly' by clicking one of the 4 radio buttons at the lower right of the screen. Sort by:
  - Due Date Sort by Due Dates without regard to any other information
  - o Categories and then due date Sort by Category first and then due date
  - Workgroups and then due date
  - Sequence #s Sort by Sequence # without regard to due date

#### Gradebook User Guide

• Show Hidden Assignments – This allows you to temporarily display the Assignments you have flagged as not being 'for the Gradebook' (that is, those Assignments you have 'hidden' from yourself).

### X. Reviewing a Student's Progress/Tools for Student Conferences

### Student Assignments Summary Screen

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#### **Student Summary Screens**

There are 6 Student Summary screens:

- 1. Student Assignment Summary screen
- 2. Student Grade Breakdown/Marking Period Average Screen
- 3. Student Class Attendance Screen
- 4. Student Data Summary
- 5. Student Notes Screen
- 6. Student Contacts "send email" Screen

Clicking the student's name on the Class Roster takes you to the first of these summary screens, the Student Assignments Summary screen.

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### A. Student Assignment Summary Screen

#### Student Assignments Summary

This is a "one student/all Assignments" screen. All of the selected student's Assignments are listed and can be graded or regarded on this one screen.

You can select exactly which Assignments to display by using the two drop downs:

- Category to Display Select one or all Categories to display
- Status Select the 'status' of the Assignments to display. The status options include:
  - All Assignments (regardless of status)
  - o Only graded Assignments
  - Only ungraded Assignments (Assignments not yet graded or which have had their grades removed)
  - Absent Assignments with "Absent" grades
  - Missing Assignments with "Missing" grades
  - Incomplete Assignments with "Incomplete" grades
  - Exempt Assignments for which the student is formally marked 'exempt'

#### Printing Reports for this Student

Clicking the 'printer icon' on the upper left of the screen prints a 'what you see is what you get' report of the student's Assignments.

What ever you select in the Category to Display and Status drop downs is 'what you get' when you click the 'printer icon' to produce a report.

### B. Student Grade Breakdown/Marking Period Average Screen

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<u>Student Grade Breakdown Summary</u> This screen shows how the student's Marking Period average is being computed for the selected Marking Period.

There are two versions of this screen. The screen that is displayed is controlled by whether you are garding by Total Points or by Category Weights. The screen shown above is the Category Weights Grade Breakdown screen.



### C. Student Class Attendance Summary Calendar

#### Student Class Attendance Calendar

This screen shows the student's Class Attendance summary calendar. At the upper left there is a legend of all the Class Attendance codes. Below the code legend there is a summary providing totals for the four categories of attendance data for this student:

- Absences Excused & Unexcused
- Tardies Excused & Unexcused

No changes to this data can be made on directly on this screen. Please see Section XII on Class Attendance for more information.

### D. Student's "Gradebook Student Information" Summary

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#### Student Information Summary

This screen shows you basic information about the student, including the student's photo if it is on file (you cannot upload the photo: this is a function of your district).

You can update settings for this student in your Gradebook (in this one class).

Information which can be updated via this screen includes:

- Student's Gradebook Nickname
- Student's Gradebook id (defaults to the student's district student id)
- An email address for the student's primary contact (e.g. parent, guardian).
- Student's Workgroup assignment available if Workgroups have been created.
- "Accept Status" Flag indicates whether to show the "New" indicator for this student. If the "Accept Status" box is checked, the "New" indicator is turned off.
- Flag to Show the *student* on the Class Roster screen. If the "Show Student" box is checked, the student *will* be displayed on the Class Roster screen. If the box is unchecked, the student will be hidden and will only be accessible on the Active Students/Class Roster setup screen.

Make sure you click "Save" to make your changes permanent.

### E. Your Notes for a Student

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Figure 11 – The Gradebook-Gradebook-[Student Summary]Notes screen shown with one stored note and a "modify note" dialog box displayed.

#### Student Notes

This screen allows you to enter and maintain "notes" on this student.

#### Procedure to Add a Note for a Student

- 1. Click on student's name on the Gradebook-→Gradebook spreadsheet screen This brings up the Gradebook→Gradebook→[Student Summary]Assignments screen.
- 2. Click on the Notes third level tab to bring up the Gradebook→Gradebook→[Student Summary]Notes screen.
- 3. Enter a date in the date selector field. This field defaults to "today".
- 4. Enter note text in the center text field.
- 5. Click the **Add** button to create the note.
- 6. Repeat steps 3 to 5 to add additional notes.

#### Procedure to Delete a Note from a Student

- 1. Navigate to the Gradebook→Gradebook→[Student Summary]Notes screen.
- 2. Locate the note you wish to delete
- 3. Click the **Delete** button to erase the note.

#### Procedure to Modify a Note from a Student

- 1. Navigate to the Gradebook→Gradebook→[Student Summary]Notes screen.
- 2. Locate the note you wish to modify
- 3. Click the **Modify** button corresponding to the note. A text dialog box will appear.
- 4. Edit the text in the popup text dialog.
- 5. Click **Save** to update the text of the note.

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### F. Sending Email to Student Contacts

Figure 12 – The Gradebook→Gradebook→[Student Summary]Contacts screen with 3 contact email addresses listed, including one defined on the student's Gradebook→Gradebook→[Student Summary]Contacts screen

#### Sending Email Notes

This screen allows you to send short email notes and a student summary report to any of the student's contacts..

#### Procedure to Send an Email to a Student's Contacts

- 1. Navigate to the Gradebook->Gradebook->[Student Summary]Contacts screen.
- 2. Select one or more of the contacts and click in the corresponding checkboxes.
- 3. Enter a subject for the message in the **Subject** field.
- 4. Enter text in the Message field.
- 5. To add a summary report to the message, click the "preview" button. The preview report will appear on the right side of the screen. See below Figure 10.
- 6. Click the Create button to create the note. If, instead of the "Create" button you see a message that reads "You Must Have an <u>email address</u> to use this feature", you have not yet set up your Teacher Profile. Click the "" button to go set up your own email address. See Section X Teacher Profile above. When you click the "Create" button and an email has been successfully sent, a confirmation dialog box is displayed:

#### Gradebook User Guide



7. Click OK to finish.

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Figure 13 - The Gradebook→Gradebook→[Student Summary]Contacts screen the Student Summary report in the lower right.

<u>Student Contact Addresses</u> The list of the student's email contact addresses come from several locations:

- The student's contacts as displayed on the student record Student • Data→Student→Demographics→Addresses screen.
- The email address you capture on the Gradebook→Gradebook→[Student • Summary]Student Data screen.
- The student's counselor's email, if the counselor has an email address in their record. •
- The student's case manager's email, if the student has a case manager and if the case • manager has an email address in their Teacher record.
- The student's Vice Principal's email if the VP has an email address in their record. ٠

#### Report Options

The options for things that appear on the reports on this screen are controlled by the selections on the **Gradebook** $\rightarrow$ **Profiles** $\rightarrow$ **Reports** screen. The options include the following:

- **Only Show Graded Assignments** Include only Assignments that have been graded on the reports generated for individual students
- Show Teacher Signature Line Includes your "signature" on the report. Your signature can be set on the Gradebook→Home→Teacher Profile screen.
- Show Parent Signature Line Includes a line for parents to sign the report so it can be returned to you.
- Show Category Averages Displays the student's averages for Assignment Categories on the report.
- Show Class Averages Include or exclude the *class average* on the report. If you include the class average the student and parents can see how the student is performing against the rest of the class. If you leave the class average off the report, the student (and parents) see only their own averages.
- Round Averages to Two Decimal Places All averages will be rounded to 2 decimal places.

# XI. Seating Charts

## A. Setting Up the Seating Chart



#### Gradebook/Class Attendance Seating Chart

The Genesis Gradebook includes a 'drag and drop' seating chart. Each *active* student on your class roster is shown on the Seating Chart.

If there are pictures available for the students, the students' pictures will be displayed. Otherwise, you will see the 'blank photos' shown above.

The Seating Chart screen has two modes:

- Set up chart. You must choose this by clicking the 'Change Seating' radio button.
- Take Class Attendance. This is the default mode for the screen.



### B. Take Class Attendance with the Seating Chart

#### Taking Class Attendance with the Seating Chart

You can take Class Attendance for 'today' with the Seating Chart.

- 1. Select the 'Take Attendance' mode for this screen (Take Attendance is the default mode)
- 2. Click on the photos of all the students to which you want to give the same Attendance code.
- 3. Select the Attendance code via the Attendance Code drop down
- 4. Click the "Post Attendance" button.

You may post attendance/change attendance as many times as you wish.

You can only post attendance for 'today' with this screen.

### XII. Class Attendance in the Gradebook

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### A. Class Attendance Spreadsheet

#### **Class Attendance Spreadsheet**

This screen shows a 'spreadsheet' view of Class Attendance for all students in the class. This screen is only meaningful if <u>YOU</u> are taking class attendance on a regular basis.

Class Attendance is not automatically updated: you must take Class Attendance for student's attendance totals for your class to be captured.

#### Taking Attendance for One Day

To take class attendance for one day, click anywhere in the column for the day for which you wish to take attendance. This will bring up the (non-seating chart) 'Take Class Attendance' screen.

#### Total Absence and Tardy Counts

The four left most columns, labeled "YTD Abs", "YTD Tar", "MP Abs" and "MP Tar" provide each student's total absences and total tardies from this class both for the "year to date" and for the current marking period.

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### Taking Class Attendance with the "Take Class Attendance" screen

This screen is used to take class attendance.

This screen shows:

- The "daily attendance" for the selected day for each student
- Whether there is a 'default attendance code' that corresponds to the student's daily attendance status and supplies a button to apply that default, if there is a default.
- A selected attendance code for each student.

Once the 'Save' button is clicked, the Class Attendance Code field is colored coded for the selected Class Attendance Code (note the red boxes that correspond to 'Absent' in the example).

There is a date navigation control ('next day', 'previous day', 'any day') to allow you to move to different dates while staying on this screen.

### XIII. Posting Grades: from Gradebook to Report Card

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1       1       0212 MCGARTY JAMES PARTICK JR       0212 STAT 100.0 #       95.0         1       1       025EGUEDA, SANTIAGO ALEXAN       433.5 (B) 89.0       X       Click the 'Post Grades' Quick Link to get to the Post Grades to the Report Card screen.         1       1       12       PAMPOUKDIS, THEOCHARIS H       89.5 (A) 91.0       Post Grades to the Report Card screen.         1       1       112       RUDOLE, DAVID HARRISON       195.0       Post Grades to the Report Card screen.         1       113       RUDOLE, DAVID HARRISON       195.5 (A) 99.0       99.0       Post Grades to the Report Card screen.         1       1420       SAVVIDIS, ANDREAS ALEX       195.5 (A) 99.0       99.0       99.0         1       1405       SCHWARTZ, LEAH R       70.0 (D) 89.0       99.0       99.0         1       1402       VARGAS, HUGO RAUL       93.5 (A) 99.0       99.0       99.0         1       1402       VARGAS, HUGO RAUL       93.5 (A) 89.0       99.0       99.0         1       1402       VARGAS, HUGO RAUL       93.5 (A) 89.0       99.0       99.0       99.0         1       1402       VARGAS, HUGO RAUL       93.5 (A) 89.0       99.0       99.0       99.0       99.0       99.0       99.0       99.0	11 H 401	HERNE, SUJATHA SONI	59.1 (F)	81.0	INC			v		101.0			
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1       1	Ш <mark>н <u>402</u></mark>	PAMPOUKIDIS, THEOCHARIS H	89.5 (A)	91.0						Qu	11CK	Link to	b get to the
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#### Gradebook and the Report Card/Marking Period Grading System

Your Gradebook is *yours*. Your grade averages for students are not automatically pulled into the Grading module (that is, into Report Card grading). You must *post* your grades, just as you had to post your grades when working with a paper Gradebook.

#### Posting Grades

You can only post grades (or post interim comments) when the Grading system is open for grade posting. When grading is *open* a message is displayed in the Gradebook header.

#### To Post Grades

To get to the actual Grade Posting screen, click on the "Post Grades" Quick Link or the "Grading is Open" message itself.

### **Posting Grades**

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#### Posting Marking Period and Interim Grades & Comments

The Grade Posting screen is the Gradebook's interface with the Report Card Grading module. This is the way you 'copy' your marking period grade average for each student to their Report Card.

For each student, you see the following:

- I. The Gradebook Score (or Marking Period Average) the student has earned for the marking period being graded.
- II. The grades and comments you have reported for this student earlier in the school year. That is, their grade history for the course.
- III. A series of fields that let you enter information for the student for the currently open 'grade collection', whether the grade collection is for a marking period or 'interims'.

Automatically Copying Gradebook Scores to Marking Period Grades When grades are going to be collected, an "**Update All Grades**" appears at the top of the list of students. Clicking this one button copies the Marking Period average (i.e. the 'Gradebook score') for each student into their "Grade" field. You can also copy each student's grade individually by clicking the '**Use this Score**' button next to each student's average. **YOU DO NOT HAVE TO ACCEPT ANY STUDENT'S GRADE 'AS IS**': You can override any grade with what you think the student actually deserves.

#### Comments, Attendance, Etc.

The Gradebook does not support 'automatic comments'. You will need to enter comments individually for each student.

In addition, many schools collect additional information during a given collection, such as class attendance, class participation or other information. The Gradebook will never automatically fill out these fields, with the possible exception of Class Attendance. You will need to enter this information for each student, if the information is required.

#### SAVE BUTTON

Always click the **"SAVE**" button to post your grades. If you do not click **SAVE** and leave the screen, all your work will be lost.

#### Posting and Reposting

You can enter and re-enter your grades as often as you like while Grading remains open. Once grading is closed, you can no longer post via the Gradebook. If Grading is closed, you will have to go to Guidance and request a grade change for the student(s) in question.

## **XIV. Celebrating Birthdays**



# XV. Color Schemes for Categories and Workgroups

The chart below contains a wide range of possible code colors. The names of the colors have been selected to be as descriptive as possible – or amusing, when descriptions fail - and do not reflect any "official" definitions of these colors (with the exception of red, green, blue, aqua, yellow and fuchsia).

Code	Color Description
ffffff	White (total red + total green + total blue)
000000	<b>Black</b> (no red, green or blue hue)
ff0000	<b>Red</b> (total red + no green + no blue)
00ff00	Green (no red + total green + no blue)
0000ff	Blue (no red + no green + total blue)
ffff00	Yellow (total red + total green +no blue)
ff00ff	Fuchsia (total red + no green + total blue)
00ffff	Aqua (no red + total green + total blue)
0000b0	dark ultramarine blue
0000cc	Deep Pure Blue
0000dd	TRUE BLUE
0033be	MIDNIGHT
0033ff	ROYAL BLUE
004f96	DEEP MARINE BLUE (IN THE DEPTHS)
0066ff	Bright Blue
007499	Dark Night blue green
008080	Dark Mallard Green
008766	Dark pine green
009999	Medium Mallard Green
0099cc	Tropical Pond
0099ff	PEACOCK
00aac2	Light Mallard
00cc66	PURE GREEN
00e2ff	medium blue teal
00e678	Spring green
00ffff	turquoise
0207ce	Ultramarine
0400ff	Brilliant blue
05dc83	Green – flat lawn green
05eecc	Same as blue/aqua with a greenish tinge
05ffff	blue/aqua Caribbean pool
0a58cc	Marine blue
0a6699	Greenish blue
0acca2	Carnival green
149014	dark – brightish lime green/piney

168ed8	Dark something teal
17a925	Pine Green
14c0c0	dark teal
24ca9b	Even lighter mallard
24d474	greensleaves
26b666	EMERALD
282899	Navy Blue
28cc68	Emerald Lawn
2a52d6	Flat sapphire
2a52ff	Medium sapphire
2a6679	OMINOUS SKY
2a6699	MARINE DAWN
333395	TWILIGHT
3333cc	True sapphire
3333d7	DAWN
3366ff	LIGHT BLUE
339966	Sea Green
339999	Dark Mallard
3399ff	SKY BLUE
399c8f	Grey Green BLUENESS
429999	Mallard Sky
4299ff	WILD SKY BLUE
42abec	dark teal
48a503	Dark flat lime
5155f1	Dark cornflower blue
51c800	Lawn Green
51c8ff	Caribbean teal
51cbff	Wild Teal
51ffff	Pool Water
55aaaa	Dark surf
55aacc	Light surf
55ccaa	Flat light grey green
55d0b7	WILD Water
56c404	
58a574	Pacific Daybreak
63e105	
663300	Dark BROWN
663333	Dark reddish brown
663366	Very dark purple grey
663399	Dark flat grey purple
6633aa	purple blue Midnight
6633cc	Blue purple
6633ff	Lavender Lavender
666666	GREY BLACK
6666ff	LAPIS LAZULI

669966	UNIFORM DRAB GREEN
669999	Grey Green
6699aa	Flat Grey Mallard
6699ff	Marine Blue
7544ff	purple blue
75046a	purple maroon
7575ff	classic medium cornflower blue
8ffd7f	bright medium to light green
94d4f9	flat darkish teal blue
94fc46	SOME LIME LIKE GREEN
966e73	DRAB DAGON SCALE MAUVE
97e9bc	TENDER GREEN
990033	Red brown
990099	Red PURPLE brown
993333	Russet Brown Potato
996633	
990000	PURPLISH BROWN
990099	
9900CC	Bright flat grey purple
990011	PURPLE
998Dee	
999913	
999933	Olive olive
999966	OLIVE GREY - DARK STEEL
999699	steel grey
999999	Silver
9999cc	Grey blue
9999ff	SOFT GREY BLUE
99ee9a	medium green - flat, green lawn color
99ff99	VERY LIGHT LEMONY GREEN
999f9b	Light Blue
99ffcc	Going to Pool Aqua
9d7e71	Light Mud
a1b5a2	MEDIUM GREY
a3c1ad	SMOKY GREEN HAZE
a43113	dark red orange brown – rust
a43199	WINE country
a4447c	CLARET
a4877c	EARTH Brown
a5b7db	Cadet Blue Grey
a5ccff	Blue clue
a5f0a5	GREEN HAZE
aa0000	Brown red brown
aa0033	Mahogany

aa0066	Rose Mahogany
aa0099	dark dusky rose
aa069a	Dark Magenta
aa66aa	Dark dusky mauve
aaa794	Grey putty
aa9900	Hot Spanish Olive
aa99aa	Mauve grey – dark fog
aa99cc	Murky grey mauve
aa99ff	Light MAUVE LAVENDER
aac257	Light olive green
aac299	Wet Sand
aacccc	Sea fog – grey sky
aae0f0	flat light teal blue
aaeeaa	<b>Tropical green</b>
aaeeb0	flat, medium grayish green
aaff00	Bright Yellow Green
aaffcc	Hot pool aqua
aa0766	Red Red purple Brown Brown
ab1066	Royal Mahogany
ab3386	Dusky red mauve
qb6600	Yellow Brown
ab665c	
ab6666	Potato Brown
ab66ab	Beach Fog
ab9999	Grey heat
abclff	Blue Haze
abcc99	North Atlantic Seas – grey sea green
abcccc	Deep grey sea
ac10f2	Royal purple
actibu	quite light medium green
acffbf	Subtle beach green
addcc	Cool running
aebff6	Light blue
afb670	Grey green
b3aeta	Periwinkle
b3ccc2	Confederate Grey
b4fff0	Tropical Paradise
b500II	
b506/e	
D/C811	
003434 bac071	Some groop or other
bacObb	The cost
baeOf8	
bb0000	Relight rod orange brown
000000	Digit leu vlange blown
bb8934	mustard dark yellow brown
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bbbc00	Spanish olive
bbf84e	Light Lime
bbff00	dark citrine lime yellow
bbff34	lime/citrine yellow green
bbffdd	aqua – very light aqua
bde9c4	GREEN FOGGY Haze GREEN FOGGY HAZE
c0c0c0	Grey
c0f2d7	faded GREEN BLUE faded green blue
c1ffaa	Yellowish lime green
c1ffba	Light Lime Green
c1ffcc	Soft blue green
c1ffe2	light chiffon blue green
c1ffff	Soft green blue
c2ccff	Light grey blue
c2aacc	Flat purple grey
c24ef6	Light Purple purple
c2fbfa	AIRY fine clear sky airy fine clear sky
c3e4f9	Soft AIRY blue sky robin's egg blue
c6c2fe	Grey Powdery Blue
c6fd9d	LIME breeze LIME BREEZE
c7b4ad	Mud Brick
c8c8ff	dull blue/grey lavender
cbcbff	Powder blue
cbcb11	Olive
cc0000	Russet
cc0033	BLOOD RED
cc0066	OFF DARK ROSE
cc0099	DUSKY ROSE
cc00aa	Flat magenta
cc00cc	Hot hot fuchsia
сс66сс	amethyst
cc91c8	Grape Juice
cc9976	Brown Rose
cc99cc	Flat mauve
cc99aa	
ccaaaa	Mocha Mocha
ccaacc	Mocha Raspberry
ccbldf	Soft Grey Lavender
ccccaa	LIGHT SAND
cce3cc	
CCI122	bright lime green
	Sea Form
centi	Lignt aquamanne

cd9014	dark brown mustard yellow
cd9966	Mocha brown
cdaaaa	Light mauve tan
cebcbe	Grey Sand - Concrete Ready Mix
cfffb0	light pale lime green
d47df7	Soft antique rose
d4cdff	BLUE SMOKE blue smoke
d4fb8d	Yellow lime green
d4fcf4	Aqua gauze Aqua gauze
d507c1	Magenta mauve
d7f1eb	VANISHINGLY SOFT BLUE GAUZE BLUE gauze
d890af	SMOKY RED HAZE
d8bfff	Light lavender
d9febe	GENTLE green BREEZE
dae2da	FAINT GREY BLUE HAZE faint grey blue haze
dba6fc	Smoky PURPLE
dc9292	Burnt pink ASH
dcdc92	Sandy SUMMER TRAIL
dcddfb	COLD BLUE LIGHT AT WINTER DAWN
dcebfa	LIGHT BLUE AT DAWN light blue at dawn
dcfcfc	Blue air white sail invisible blue air
dd0000	Fall leaves
dd0066	rosy carnelian
dd00ff	BRIGHT ORCHID
dd6600	Burnt umber
dd9966	Dark TAN
ddaaff	dark, purple rosy mauve
ddccff	Light light amethyst
ddcc00	dark yellow green mustard
ddccfd	Very light lavender
defcce	Cool mint breeze COOL MINT BREEZE
c8c8ff	dull blue/grey lavender
daddee	GREY BLUE FOG
	light wet SAND light wet sand
allabi	quite light yellowish green
e007bb	bright rose mauve
e1e2aa	
01.17	Dusty garnet garnet
e9bdfb	Baby's breath soft lavender pink
ebebfa	very, very light gravish blue

edd2fe	Baby's breath pink and blue
eddce4	very light grayish/pinkish lavender
eedd00	dark gulden's mustard - stone ground
eeff8b	infinitely LIGHT YELLOW LIGHT YELLOW
efbefe	LIGHT MAUVE ROSE' LIGHT MAUVE ROSE' MAUVE
f0dafe	
f0e2ff	light pink lavender
f1feaa	light lomon chiffon
f3c3fa	Rece pink
f5dbac	
1500ec	SMORY ROSE HAZE IN THE AIR
100030	
101191	Yellow pastel YELLOW PASTEL
f8bc89	flat dull orange
f8befe	Angels Breath Pink
t8c8tc	Bare pink
fadb9c	Haze Flame
fc9cfc	Rose carnelian
	FADED PINK FADED PINK
fd0505	Flaming Orange
febce00	Gulden's mustard
fecccc	RED ORNAGE RED RED ORANGE RED
feddfd	light mauve pink
ff0011	fire engine red
ff004d	red – medium fire, flat
ff0066	RED red
ff00b0	bright rose fuchsia
ff00cc	Fuchsia
ff1010	red bright
ff3300	hot orange
ff3366	Flat red paint
ff3399	Bright fuchsia
ff33ff	Bright Magenta
ff8d00	orange
ff5500	darker orange
ff6600	classic orange
ff6699	SALMON PINK
116611	
11/511	Magenta rose
tt/8d8	HOT PINK
118800	dark orange
118899	Salmon
ff9966	DARK SALMON
ff99cc	FLAT PINK

ff9999	Light Salmon
ffbdf6	Rose Sky at dawn
ffb9f7	ROSE SKY AT DUSK
ffc5c5	Baby's Breath pink
ffc8ff	Light Rose pink
ffcc00	GOLD
ffcc99	PURE EVEN TAN
ffcfbb	classic pink/orange Caucasian skin color
ffd28f	FADING TANGERINE ORANGE VIEW
ffef99	light orange yellow
ffeebb	buff, medium Caucasian skin color
ffff00	YELLOW
ffff33	GAMARY YELLOW
ffff66	SOFT YELLOW
Ffff99	EVEN LIGHTER YELLOW
ffffb0	very light buff yellow