

# Genesis Gradebook

## User Guide

### 2007-08

The screenshot displays the Genesis Gradebook web application interface. At the top, the browser address bar shows the URL: <http://genesis.bct.cc/genesis/sis/view/module=gradebook&category=home&action=form&teacherid=0106>. The page header includes the "Genesis" logo, the school name "Burlington County Institute of Technology", and the campus "BCIT - Westampton Campus". A navigation menu contains buttons for "Prev", "Core", "Admin", "Gradebook", "Conduct", "Class Attendance", "Elem. Grading", "Parents", "Nurses", and "Next". Below this is a secondary menu with "Home", "Gradebook", "Class Rosters", "Assignments", "Setup", "Profiles", "Rubrics", "Merge", "Post Grades", "School Setup", and "Reports".

The main content area is titled "Teacher Resources" and shows a dropdown menu for "Switch Teacher: SITCHLER,". Below this, a table lists "Available Gradebooks in BCIT - Westampton Campus (12 Total)". The table has columns for "Courses", "Sem Days", "Per.", "Profile", "Merged Work Grades", "Setup", "Roster", "Rename", "Merge", "Period", "Course", and "Room". The "Courses" column lists various auto mechanics courses, such as "003A/1 - X1-AUTO MECHANICS" and "002B/1 - X2-AUTO MECHANICS". The "Period" column is currently empty, and a message "No classes scheduled." is displayed in the "Course" and "Room" columns.

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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.

**The Class Rosters→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

### Gradebook→Gradebook

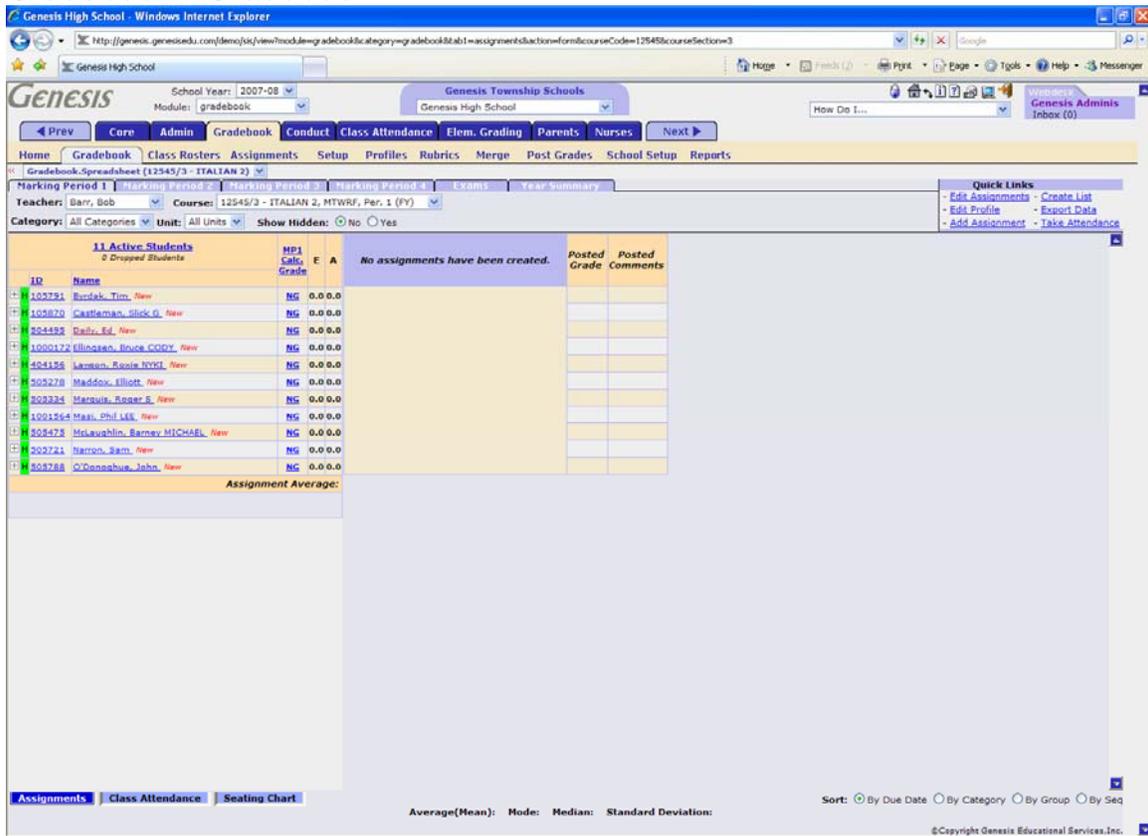


Figure 1 – The appearance of the **Gradebook→Gradebook** spreadsheet screen before any Assignments have been created

### 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.

## Gradebook User Guide

- The list of students:

### Gradebook→Gradebook

The screenshot shows the Genesis Gradebook interface. At the top, there are tabs for 'Student Data', 'Registrar', 'Setup', and 'Class Rosters'. Below these, there are 'Marking Period' tabs (1, 2, 3, 4) and a 'Year Summary' tab. The current view is 'Marking Period 2'. The interface includes a 'Teacher' field (BARBER-REED), a 'Course' dropdown (1124/3 - INTERMEDIATE ALGEBRA (FY)), and a 'Grading Open for MP2' indicator. There are also 'Show Hidden' options and a 'Quick Links' menu with options like 'Workgroups', 'Create List', 'Take Attendance', 'Export Data', 'Add Assignment', and 'Post Grades'. The main area is a spreadsheet with columns for assignments (Z 6, HW 14, FTF #2, HW 15, QUIZ 7, HW 16, CPart 1, QUIZ 8, HW 17, HW 18) and 'MP2 Posted Grade' and 'MP2 Posted Comments'. The spreadsheet shows student names and their scores for each assignment. Callout boxes provide additional information:

- Top Callout:** The Gradebook screen header contains Marking Period tabs, course selection drop down, and Assignment viewing controls.
- Left Callout:** The students' up-to-the-minute Marking Period grade averages are shown in the first column.
- Bottom-Left Callout:** The spreadsheet screen has 3 modes: **Assignments**, **Class Attendance** and **Seating Chart**.
- Bottom-Right Callout:** Once you post Marking Period grades and comments for the selected Marking Period, they are shown in these two columns at the far right of the spreadsheet.

### 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
  - 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

### Gradebook→Home→Summary

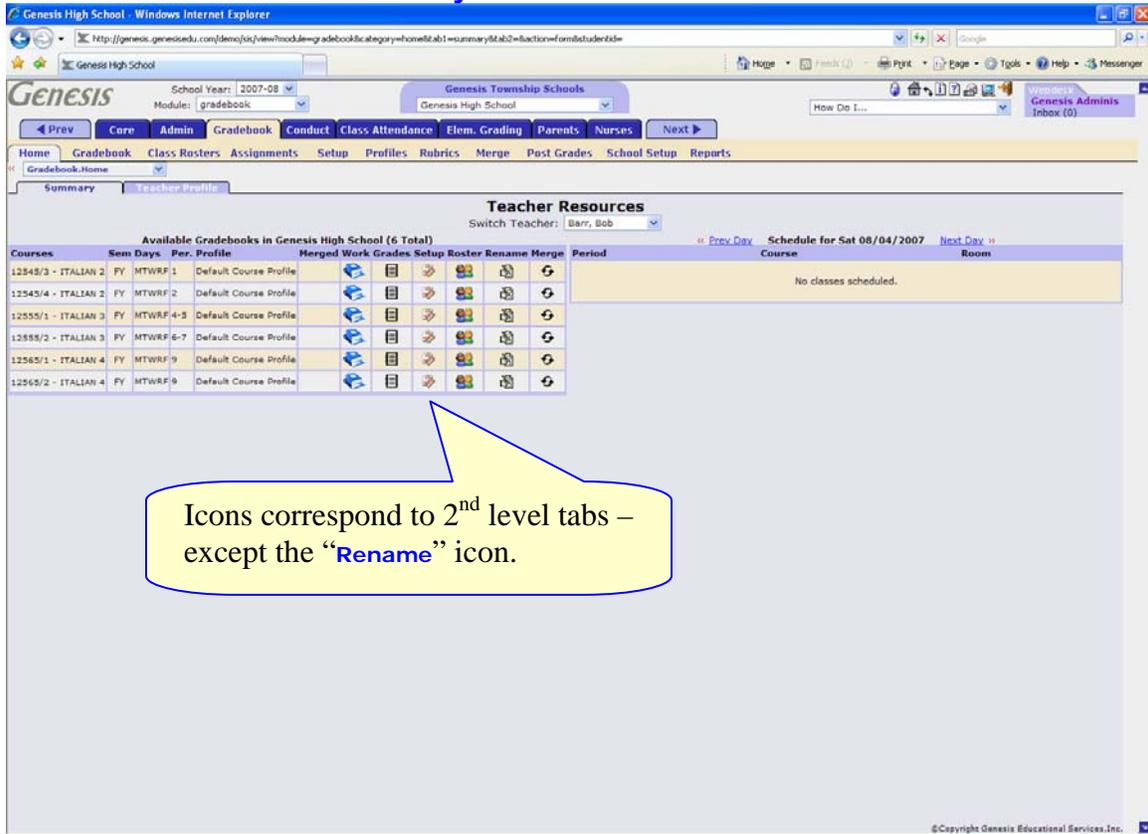


Figure 2 – The **Gradebook→Home→Summary** screen provides a list of all your course sections and icons to access and perform functions on them.

### 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

### Gradebook→Home→Teacher Profile

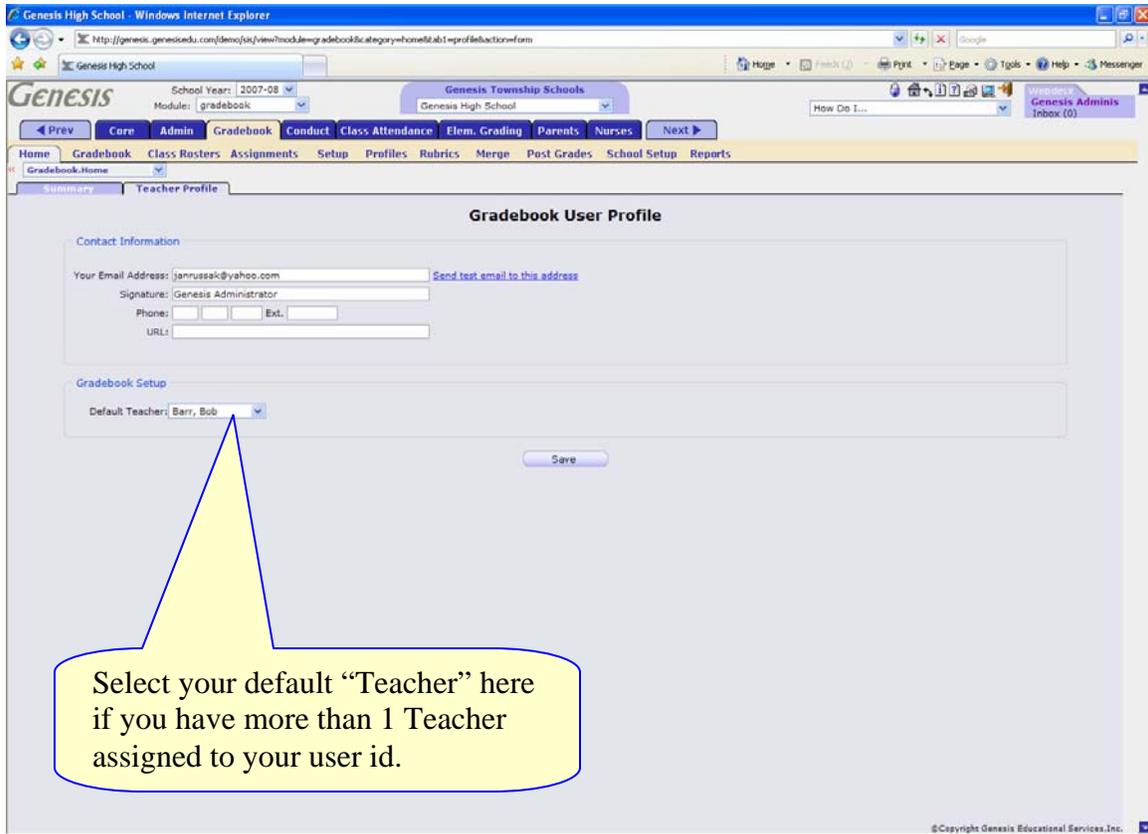


Figure 3 – The Gradebook→Home→Teacher Profile screen lets you specify your email address and your “default Teacher”

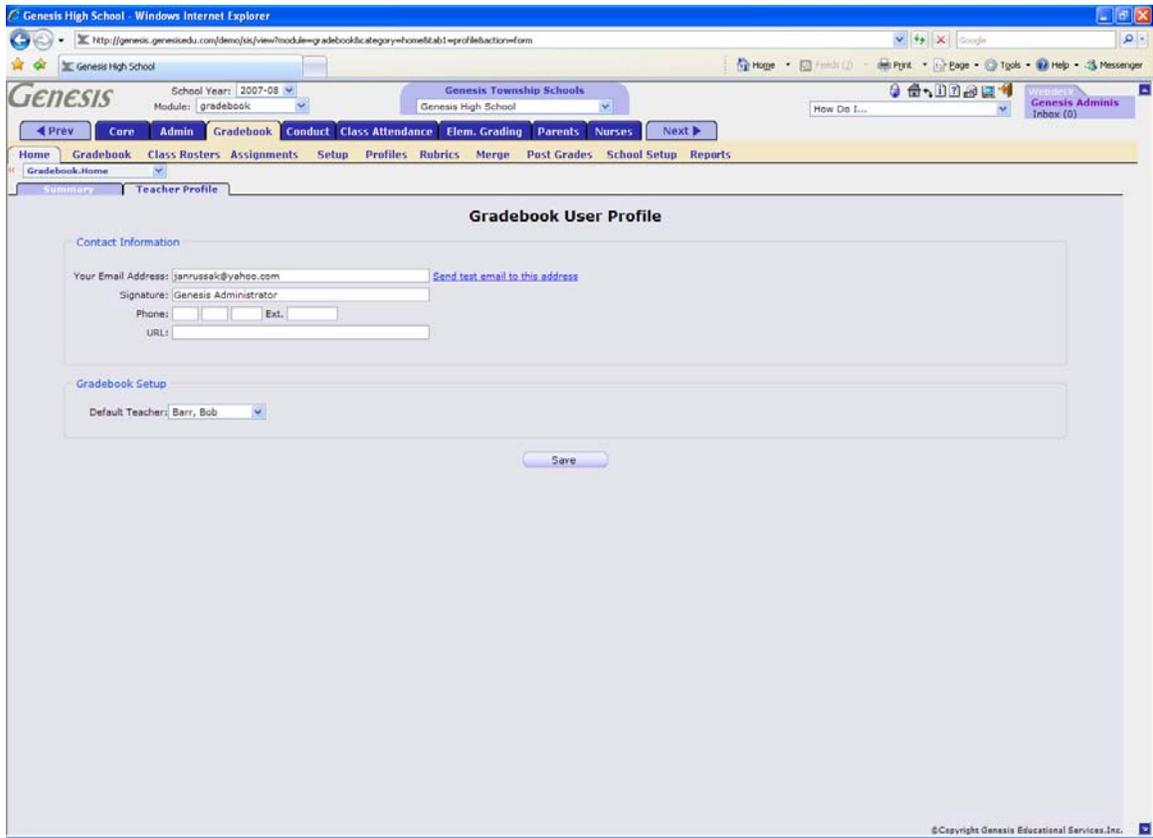
### The Teacher Profile

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



## 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

[Gradebook](#)→Home

The screenshot shows the Genesis Gradebook interface for Hackensack High School. The 'Merge' option is highlighted in the navigation menu. A callout box points to the 'Merge' icon in the course list table.

Courses	Sem	Days	Per.	Profile	Merged	Work	Grades	Setup	Roster	Rename	Merge
5613/1 - ESL 2 READING	FY	MTWRF	3	Default Course Profile	✓						
5613/2 - ESL 2 READING	FY	MTWRF	4	Honors Course							
5613/3 - ESL 2 READING	FY	MTWRF	7	Default Course Profile	✓						
5615/1 - ESL 3 READING	FY	MTWRF	5	Default Course Profile							
5615/2 - ESL 3 READING	FY	MTWRF	8	Default Course Profile							

**Teacher Resources**  
Switch Teacher: AQUINO, PATRICIA

**Available Gradebooks in Hackensack High School (5 Total)**

**Your Schedule for Sun 08/20/2006**  
No classes scheduled.

To merge two or more course sections, click on the “Merge” icon for one of those sections. Or click the “Merge” 2<sup>nd</sup> level tab.

### 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

**Course Merge Screen**  
Merge course(s) with 5613/1 - ESL 2 READING  
Switch Course To Merge: [Dropdown]

If you merge a course with another, the following happens: (In order for a course to be eligible to merge, it must have the following characteristics)  
 - The students in both courses will be merged into one gradebook.  
 - Students are now shared by both teachers associated with each course.  
 - All assignments are shared unless otherwise specified.  
 - The course profile is copied to the merged course(s). The two merged courses can not have different profiles.

**Current Course to be Merged:**

Select	Course	Semester	Periods	Teacher	Profile	Merged	Merged By	Merged Date
<input checked="" type="checkbox"/>	5613/1 - ESL 2 READING	FY	3	AQUINO, PATRICIA	Default Course Profile			

**Select courses to merge:**

Select	Course	Semester	Periods	Teacher	Profile	Merged	Merged By	Merged Date	Merged with Current Course	Break Merge
<input type="checkbox"/>	5613/2 - ESL 2 READING	FY	4	AQUINO, PATRICIA	Honors Course					
<input checked="" type="checkbox"/>	5613/3 - ESL 2 READING	FY	7	AQUINO, PATRICIA	Default Course Profile					
<input type="checkbox"/>	5615/1 - ESL 3 READING	FY	5	AQUINO, PATRICIA	Default Course Profile					
<input type="checkbox"/>	5615/2 - ESL 3 READING	FY	8	AQUINO, PATRICIA	Default Course Profile					

Save

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### Performing a Merge

To merge two or more classes, bring up the Gradebook→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 base
  - b. 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.

## Gradebook → Merge

**Course Merge Screen**  
Merge course(s) with 5613/1 - ESL 2 READING  
Switch Course To Merge: [Dropdown]

**If you merge a course with another, the following happens: (In order for a course to be eligible to merge, it must have the same semester code)**

- The students in both courses will be merged into one gradebook.
- Students are now shared by both teachers associated with each course.
- All assignments are shared unless otherwise specified.
- The course profile is copied to the merged course(s). The two merged courses can not have different profiles.

**Current Course to be Merged:**

Select Course	Semester	Periods	Teacher	Profile	Merged	Merged By	Merged Date
<input checked="" type="checkbox"/> 5613/1 - ESL 2 READING	FY	3	AQUINO, PATRICIA	Default Course Profile	<input checked="" type="checkbox"/>	admin	08/20/2006 01:06:10PM

**Select courses to merge:**

Select Course	Semester	Periods	Teacher	Profile	Merged	Merged By	Merged Date	Merged with Current Course	Break Merge
<input type="checkbox"/> 5613/2 - ESL 2 READING	FY	4	AQUINO, PATRICIA	Honors Course	<input type="checkbox"/>				
<input type="checkbox"/> 5613/3 - ESL 2 READING	FY	7	AQUINO, PATRICIA	Default Course Profile	<input checked="" type="checkbox"/>	admin	08/20/2006 01:06:10PM		↔
<input type="checkbox"/> 5615/1 - ESL 3 READING	FY	5	AQUINO, PATRICIA	Default Course Profile	<input type="checkbox"/>				
<input type="checkbox"/> 5615/2 - ESL 3 READING	FY	8	AQUINO, PATRICIA	Default Course Profile	<input type="checkbox"/>				

Save

### **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 (↔) at the far right. When the “break merge” operation completes successfully, you are shown the following confirmation dialog:



## B. Setup Course Profiles

### 1. The Default Course Profile

#### Gradebook → Profiles

The screenshot shows the Genesis software interface for managing course profiles. The main table is titled "Course Profiles" and lists the following data:

Seq	Code	Description	Courses	Type	Default	Last Updated	Last Updated By	Copy	Rename	Open	Delete
1	112	Default Course Profile	WORLD CULTURES 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	apite	[Copy Icon]	[Rename Icon]	[Open Icon]	[Delete Icon]

Callout boxes highlight the following actions:

- Copy (create a new) Course Profile**: Points to the Copy icon in the 'Copy' column.
- Rename Course Profile**: Points to the Rename icon in the 'Rename' column.
- Edit Profile Settings**: Points to the Open icon in the 'Open' column.

#### 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](#)

Course Profiles										
Teacher: Barr, Bob										
Seq	Code	Description	Courses	Type	Default	Last Updated	Last Updated By	Copy	Rename	Delete
1	112	Default Course Profile	WORLD CULTURES 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			
11	120	Default Course Profile (COPY)		TEACHER		08/21/2007 04:04 AM	admin			

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.

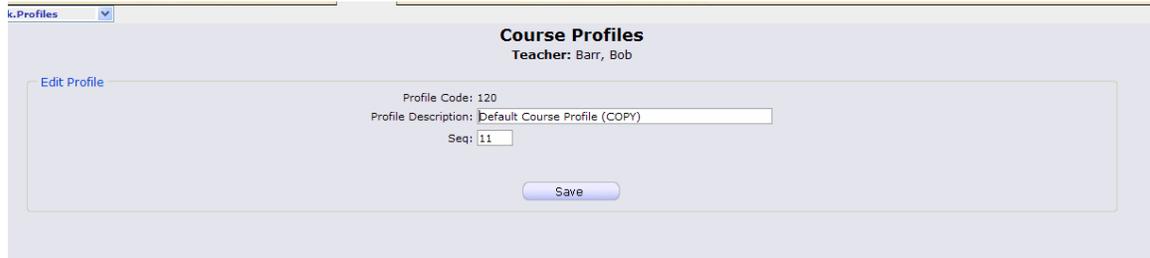
### Renaming Copied Profiles

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



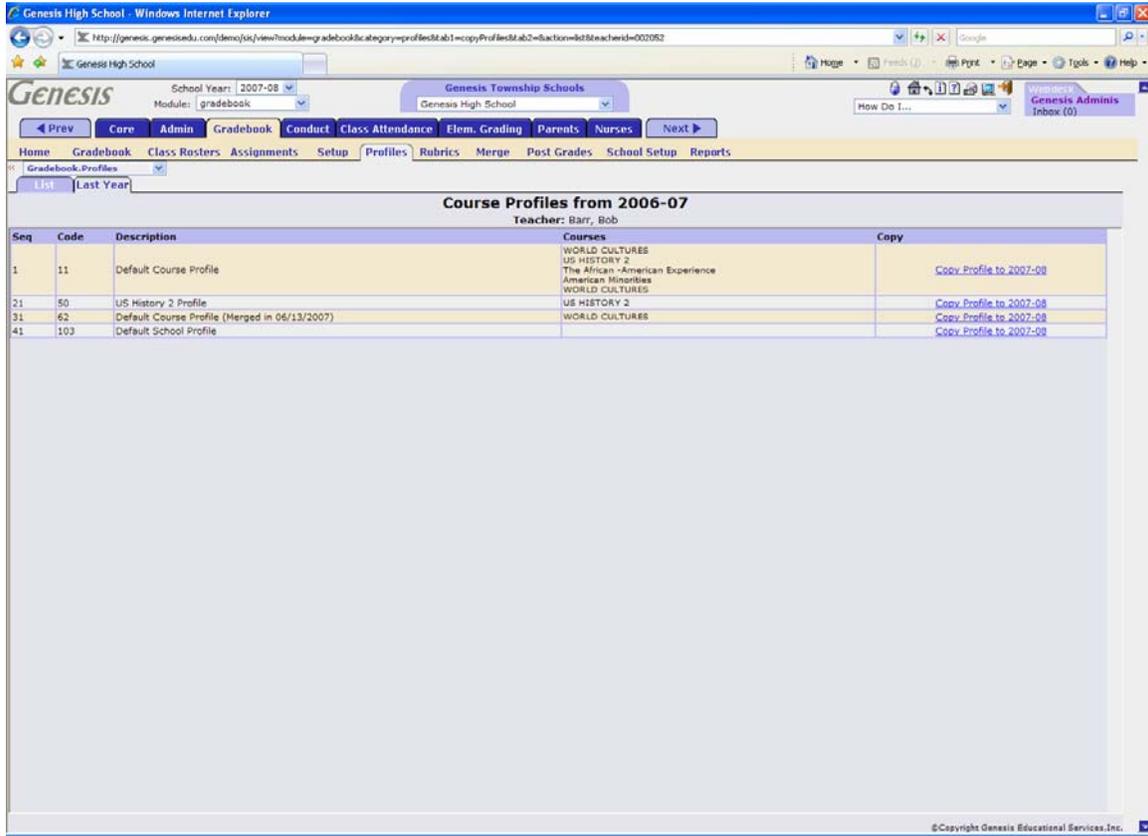
The screenshot shows a web interface for editing a course profile. At the top left, there is a dropdown menu labeled 'k.Profiles'. The main heading is 'Course Profiles' with a sub-heading 'Teacher: Barr, Bob'. Below this is a form titled 'Edit Profile'. The form contains three input fields: 'Profile Code: 120', 'Profile Description: Default Course Profile (COPY)', and 'Seq: 11'. A 'Save' button is located at the bottom center of the form.

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.

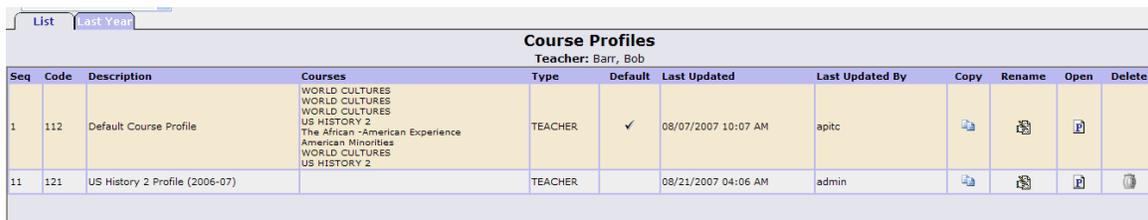
### 3. Copy Last Year's Profiles to This Year



#### **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:



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. Choose Your Basic Grading Scheme

### Gradebook→Profiles→Preferences

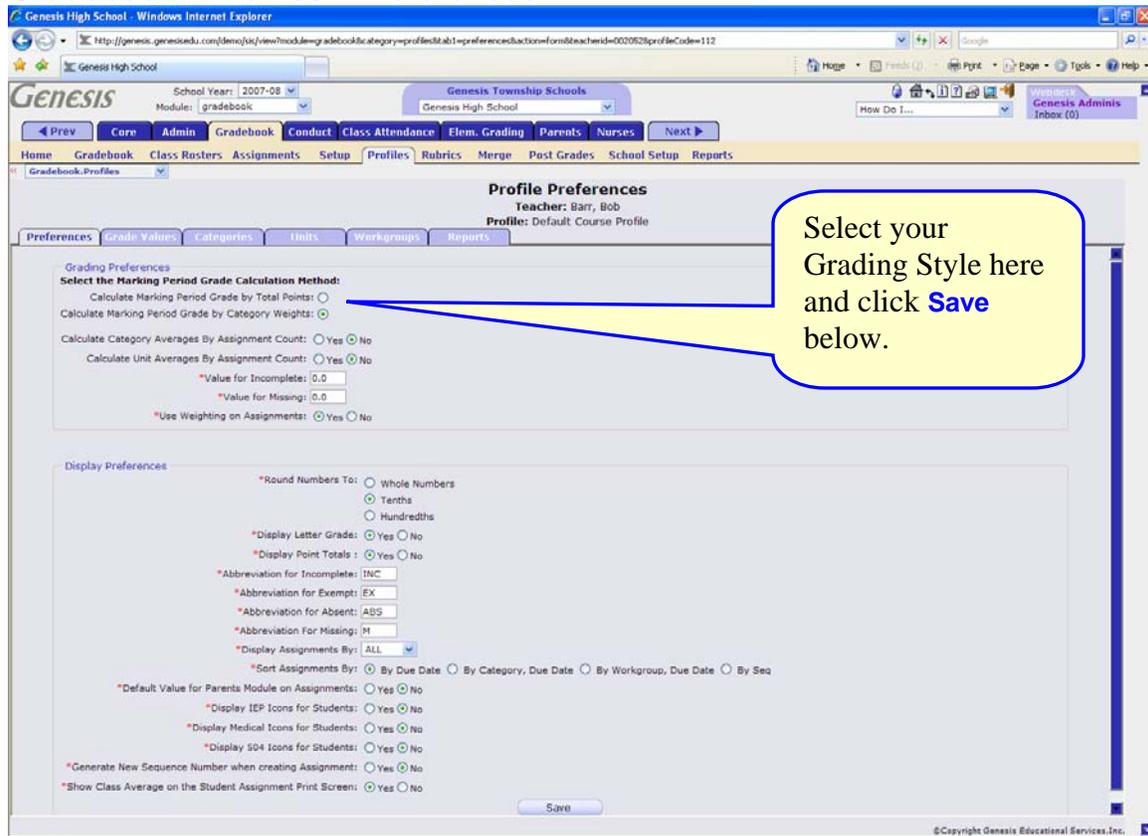


Figure 6 – Top half of Gradebook→Profiles→Preferences screen

### 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

1. 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](#)

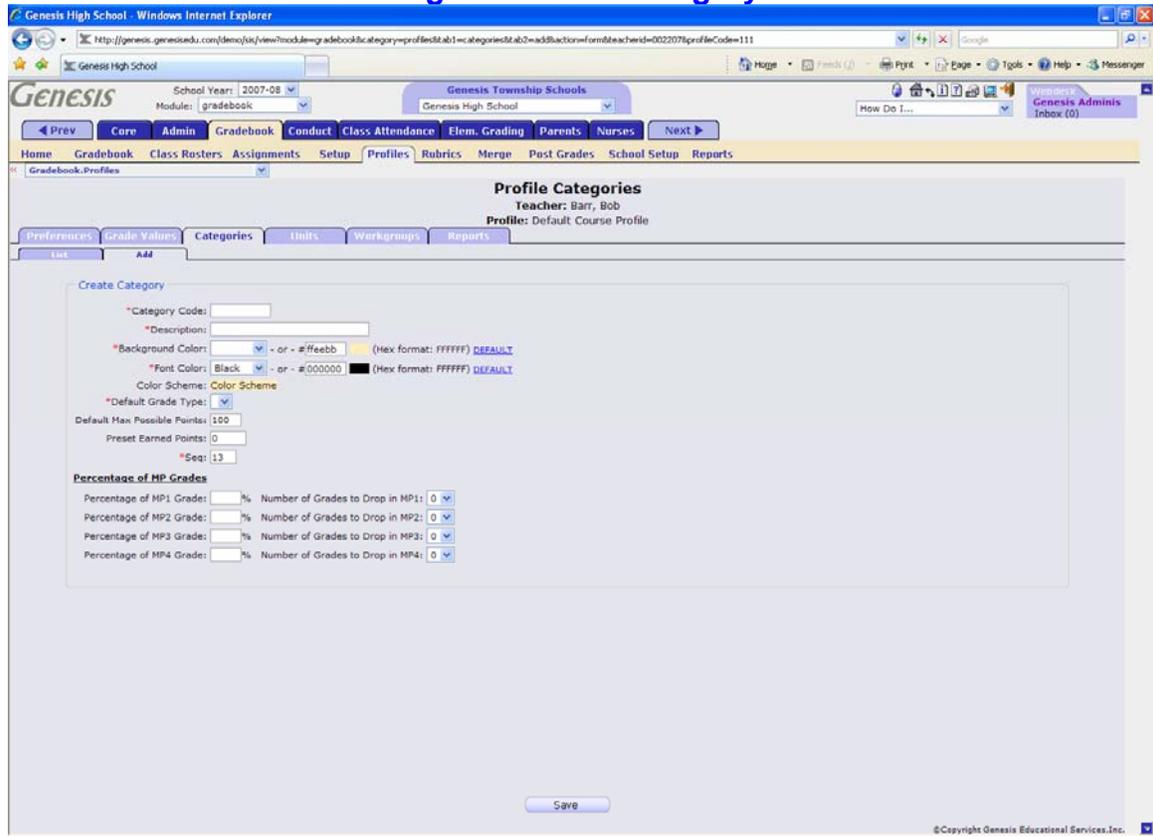
Profile Categories													
Teacher: Barr, Bob													
Profile: Default Course Profile													
Preferences	Grade Values	Categories	Units	Workgroups	Reports								
List	Add	MP1		MP2		MP3		MP4		Grade Type	Max Poss. Points	Colors	Preset
Category	% of MP	Dropped	% of MP	Dropped	% of MP	Dropped	% of MP	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	
2 QUIZ - Quizzes	25.0%	0	25.0%	0	25.0%	0	25.0%	0	NUMERIC	100	Font Color	0.0	
3 TEST - Tests	50.0%	0	50.0%	0	50.0%	0	50.0%	0	NUMERIC	100	Font Color	0.0	
<b>Totals:</b>	<b>100.0%</b>		<b>100.0%</b>		<b>100.0%</b>		<b>100.0%</b>						

### Setting Up Categories

- You are initially given the 3 *sample* 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:
  - Homework
  - Quizzes
  - Tests
  - Class Projects
  - Class Participation
  - 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



### 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

### Gradebook→Profiles→Categories

The screenshot shows the Genesis Gradebook interface. The 'Categories' tab is active, displaying a table of categories. A callout box points to trashcan icons on the right side of the table rows, with the text 'Delete Trashcan Icons – click to delete the Category'.

Seq Code	Description	Default Grade Type	Default Max	Drop Worst	Preset Points	Color Scheme	MP1	MP2	MP3	MP4	
HW	Homework	NUMERIC		0		Font Color	25%	25%	25%	25%	
QUIZ	Quizzes	NUMERIC		0		Font Color	25%	25%	25%	25%	
TEST	Tests	NUMERIC		0		Font Color	50%	50%	50%	50%	
Percentage Total:							100%	100%	100%	100%	

## 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.



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

## Editing a Category

**Profile Categories**  
Teacher: HANEY, K  
Profile: Honors Course Profile

Seq	Category	MP1	MP2	MP3	MP4	Default Grade Type	Default Max Possible Points	Colors	Drop Worst	Preset Earned	
1	HW - Homework	25.0%	25.0%	25.0%	25.0%	NUMERIC	100	Font Color	0	0.0	[Edit] [Sub-Divide] [Delete]
2	QUIZ - Quizzes	25.0%	25.0%	25.0%	25.0%	NUMERIC	100	Font Color	0	0.0	[Edit] [Sub-Divide] [Delete]
3	TEST - Tests	50.0%	50.0%	50.0%	50.0%	NUMERIC	100	Font Color	0	0.0	[Edit] [Sub-Divide] [Delete]
*	10. BT - Big Tests	30.0%	30.0%	30.0%	30.0%			Font Color			
*	20. LT - Little Tests	20.0%	20.0%	20.0%	20.0%			Font Color			
<b>Totals:</b>		<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>						

Sub-Categories cannot be directly edited.

Sub-divide Icons – click to subdivide a Category and create sub-Categories

Edit Icons – click to edit a Category

## 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.

### Gradebook→Profiles→Categories→Modify Category

The screenshot shows the 'Modify Grade Category' form in the Genesis Gradebook software. The form is titled 'Modify Grade Category' and contains the following fields and options:

- Category Code:** INFO
- Category Description:** Information
- Default Grade Type:** Not Graded (Text)
- Default Max Possible Score:** [Empty field]
- Drop Worst:** 0
- Preset Earned Points:** [Empty field]
- Font Color:** Navy
- Background Color:** d47df7
- Seq:** [Empty field]
- Percentage of MP Grades:**
  - Percentage of MP1 Grade: 0%
  - Percentage of MP2 Grade: 0%
  - Percentage of MP3 Grade: 0%
  - Percentage of MP4 Grade: 0%
- Save to all Courses:**  \*\* If this box is checked, the information here will be saved to all courses.

A 'Save' button is located at the bottom of the form.

## 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](#)→[Categories](#)→[Add/Modify Category](#)

The screenshot shows the 'Add/Modify Category' screen in the Genesis Gradebook. The 'Default Grade Type' is set to 'Preset Points' and the 'Preset Earned Points' is set to 100. Two callout boxes highlight these settings:

- Callout 1:** The **Default Grade Type** field must be set to “**Preset Points**”
- Callout 2:** The **Preset Earned Points** field is set to the starting # of points each student receives.

### 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](#)→[Grade Values](#)→[Translations](#) screen.

## Sub-Divide a Category

**Gradebook→Profiles→Categories→Modify Category (Sub-Divide)**

**Profile Categories**  
Teacher: HANEY, K  
Profile: Honors Course Profile

Sub Category Maintenance for Tests

Current Tests Weighting by Marking Period

MP1	MP2	MP3	MP4
50.0%	50.0%	50.0%	50.0%

Current Sub Categories

Seq Code	Description	Colors	MP1	MP2	MP3	MP4
No sub categories have been created for this category (Tests)						

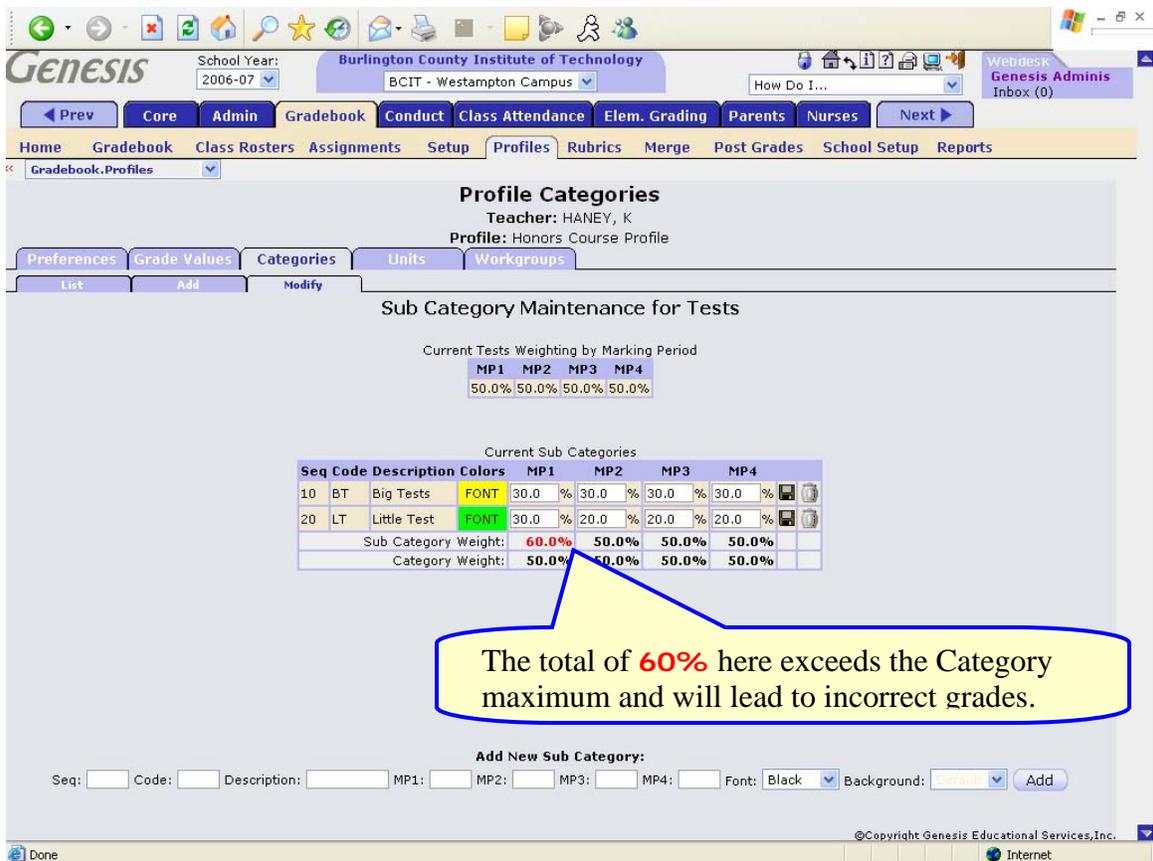
Add New Sub Category:

Seq:  Code:  Description:  MP1:  MP2:  MP3:  MP4:  Font: Black Background:  Add

## 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.

**Rules for MP percentages for Sub-Categories:** 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%).



### View, Update and Delete Sub-Categories

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 re-entering data in the “Add a sub-Category” fields at the bottom, using the exact same Code, and clicking **Add**.

## Setup Your Grade Values

[Gradebook](#)→[Profiles](#)→[Grade Translations](#)

**Profile Translations**  
Teacher: AQUINO, PATRICIA  
Profile: Honors Course

Preferences | **Grade Values** | Categories | Units | Workgroups

Grading Translations

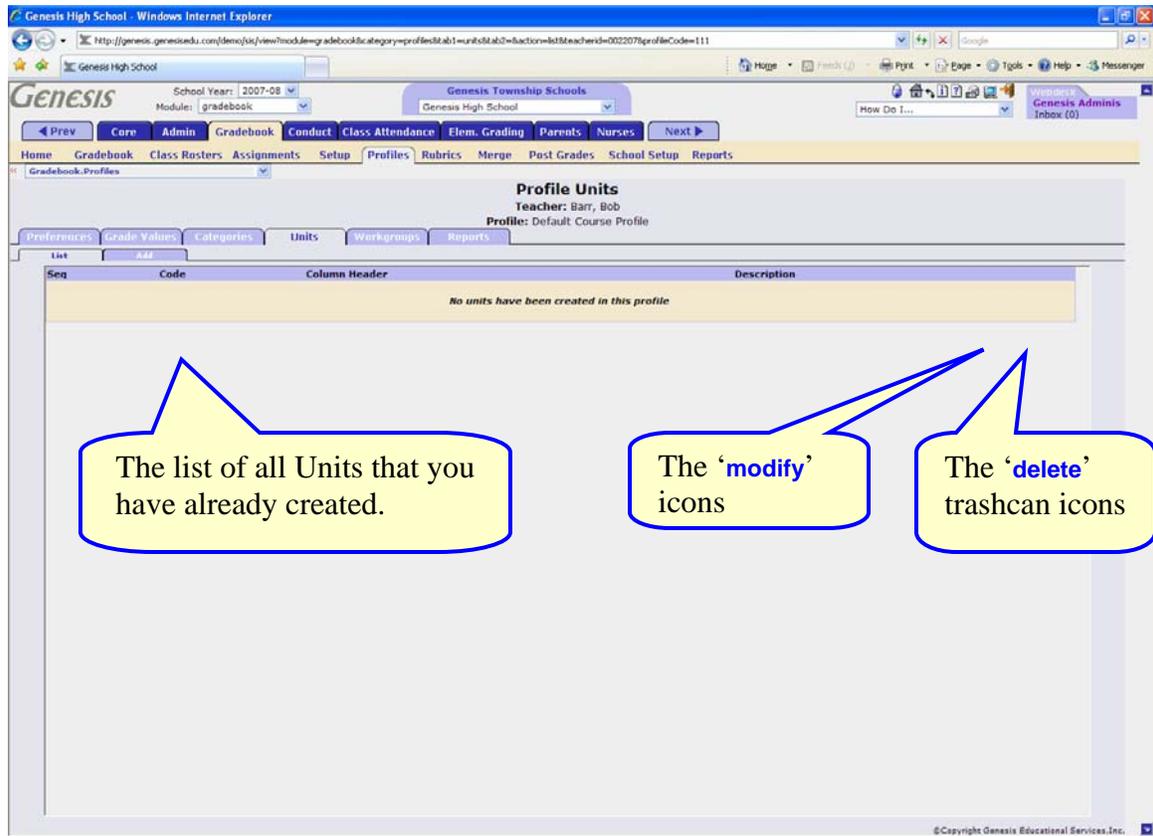
Type	Grade	From %	Thru %	Equal %	Default Comment	Grading Comment Category	Grading Comment
ALPHA	A	90.0 %	100.0 %	95.0 %			
ALPHA	B	80.0 %	89.0 %	85.0 %			
ALPHA	C	72.0 %	79.0 %	77.0 %			
ALPHA	D	66.0 %	71.0 %	71.0 %			
ALPHA	F	0.0 %	65.0 %	65.0 %			
<b>Add New Grade</b>							
CHECKS	✓ ++			100.0 %			
CHECKS	✓ +			85.0 %			
CHECKS	✓			78.0 %			
CHECKS	✓ -			72.0 %			
CHECKS	✓ --			67.0 %			
O-S-U	OUTSTANDING			100.0 %			
O-S-U	SATISFACTORY			80.0 %			
O-S-U	UNSATISFACTORY			65.0 %			
PASS-FAIL	PASS			78.0 %			
PASS-FAIL	FAIL			65.0 %			

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### Setting Up Grade Values

1. Click on the [Gradebook](#)→[Profiles](#) tab
2. Select a profile and click on the “P” (change settings) icon.
3. 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

## a. Units – Creating and Managing Course Units



### Units

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→Profiles→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 Unit

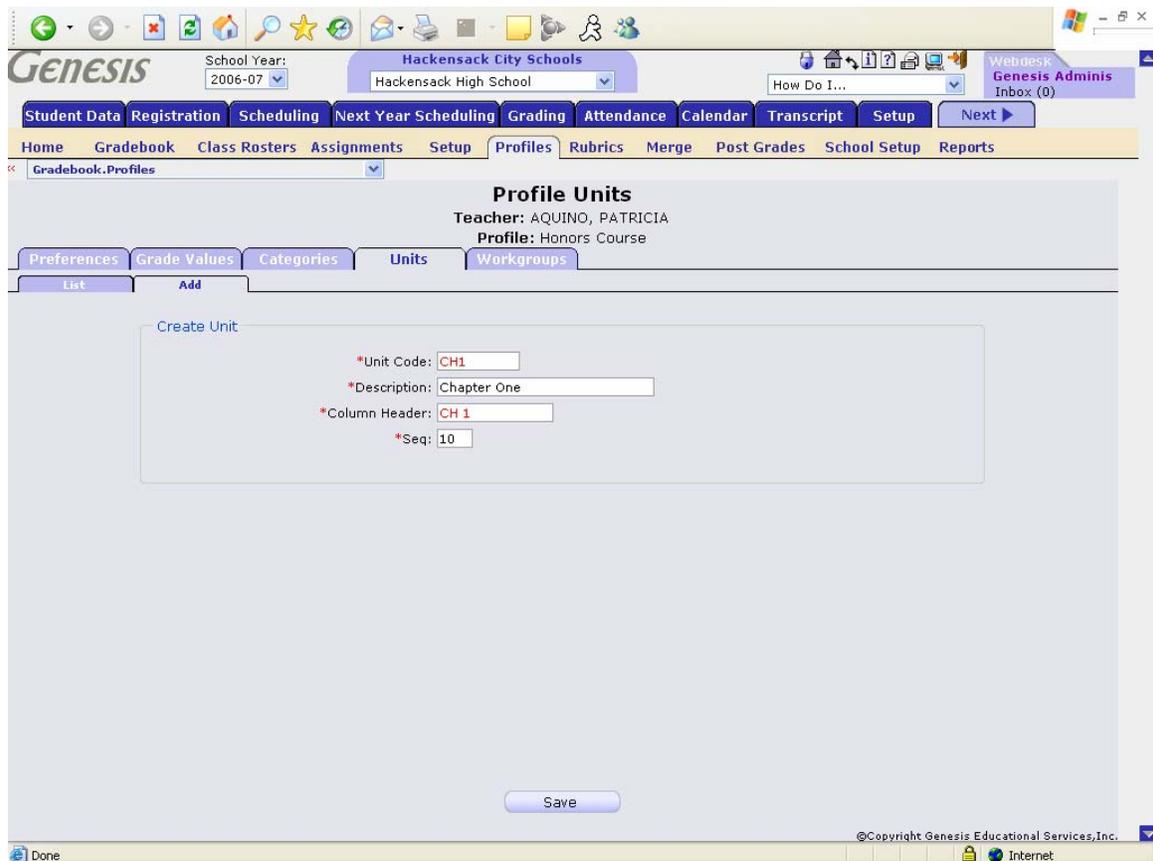


Figure 7 – Adding a New Course Unit

### 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.

## a. Workgroups

### Gradebook→Profiles→Workgroups

The screenshot shows the 'Profile Workgroups' screen in the Genesis software. The page title is 'Profile Workgroups' and it indicates the user is 'Teacher: AQUINO, PATRICIA' and the profile is 'Honors Course'. Below the title are tabs for 'Preferences', 'Grade Values', 'Categories', 'Units', and 'Workgroups'. The 'Workgroups' tab is active, showing a table with the following data:

Seq	Workgroup	Background	Font
10	A - Alpha	[Yellow]	[Red]
20	B - Beta	[Green]	[Blue]
30	C - Gamma	[Light Green]	[Dark Blue]
40	D - Delta	[Light Blue]	[Dark Blue]

Callout boxes provide the following information:

- The list of all Workgroups that you have already created.
- The 'modify' icons
- The 'delete' trashcan icons

### 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

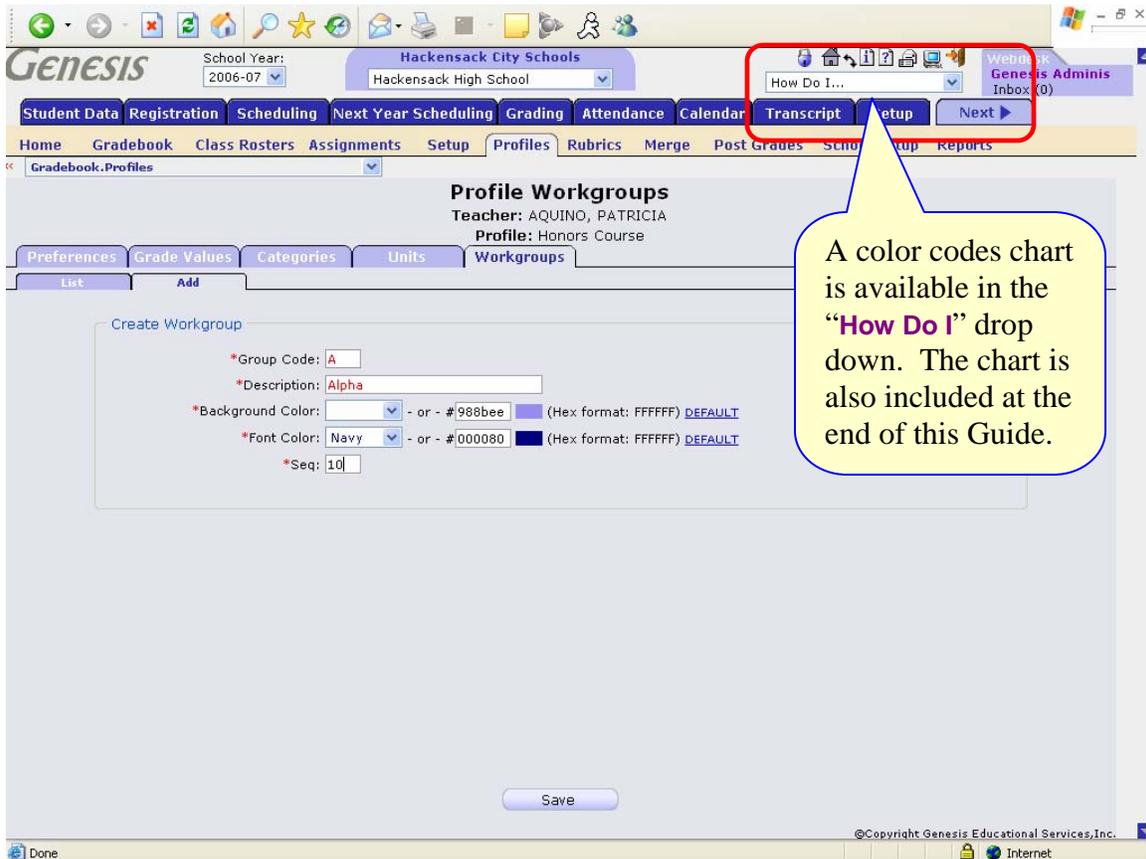


Figure 8 – Creating a new Workgroup

### 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

**Profile Progress Report**  
 Teacher: Barr, Bob  
 Profile: Default Course Profile

Preferences
Grade Values
Categories
Units
Workgroups
Reports

Student Summary Report Parameters

Only Show Graded Assignments:  Yes  No

Show Teacher Signature Line:  Yes  No

Show Parent Signature Line:  Yes  No

Show Category Averages:  Yes  No

Show Class Averages:  Yes  No

Round Averages to Two Decimal Places:  Yes  No

### 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.

### C. Assign Profiles to Your Courses

#### Gradebook→Home

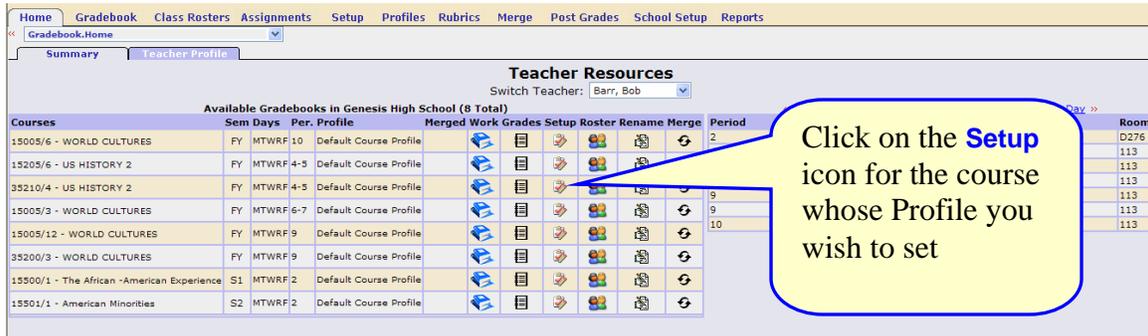


Figure 9 – Gradebook→Home screen illustrating the location of the Setup icons

Clicking on the “Setup” icon causes the “Course Setup” (‘choose profile’) screen to be displayed:

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

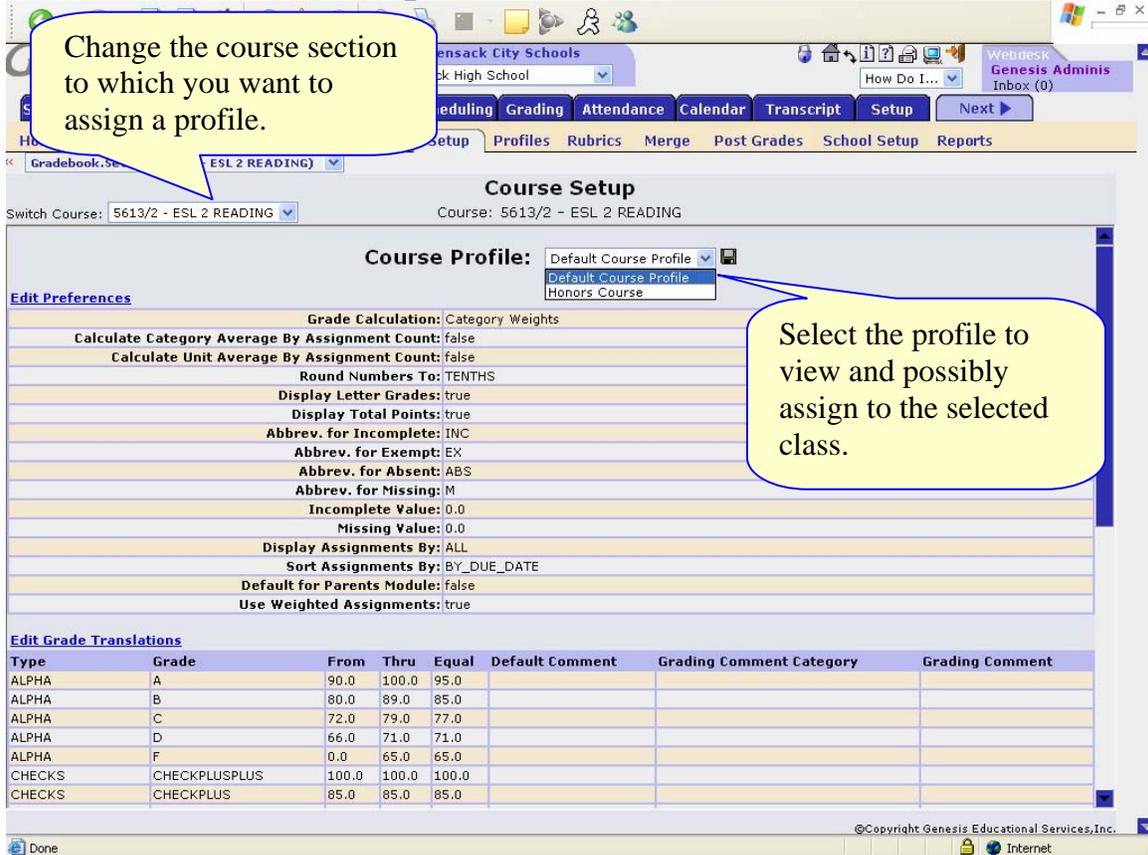


Figure 10 – The Gradebook→Setup screen – ‘At a Glance’ Profile Setting Review and Select Screen

#### 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

## Gradebook User Guide

- **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.

### III. Class Rosters Setup (after Merging Rosters)

This is the “Active Students” label. Click this to get to the “roster setup screen”.

“New” indicator

These students shown at the bottom in *Olive* background have been dropped from the class. If they are visible here, you may continue to post Assignment grades for them.

ID	Name	MP3 Calc. Grade	E	A	Posted Grade	Posted Comments
070180	Amorim, Keith <i>New</i>	NG	0.0	0.0		
100080	Bacom, Vanessa <i>New</i>	NG	0.0	0.0		
072170	Dodd, Patrice <i>New</i>	NG	0.0	0.0		
101135	Glinzman, Chelsea <i>New</i>	NG	0.0	0.0		
101682	Kondilas, Brittany <i>New</i>	NG	0.0	0.0		
093860	Kriegel, Veronica <i>New</i>	NG	0.0	0.0		
074430	Kumpf, Brian <i>New</i>	NG	0.0	0.0		
101945	Lopez, Ashley <i>New</i>	NG	0.0	0.0		
101955	Lu, Rachel <i>New</i>	NG	0.0	0.0		
095200	Martin, Joshua <i>New</i>	NG	0.0	0.0		
102030	Mathews, Lisa <i>New</i>	NG	0.0	0.0		
102775	Patel, Swati <i>New</i>	NG	0.0	0.0		
102875	Poli, Kristen <i>New</i>	NG	0.0	0.0		
088500	Selby, Julianne <i>New</i>	NG	0.0	0.0		
089380	Townsend, Kasie <i>New</i>	NG	0.0	0.0		
090745	Bradshaw, Eric <i>Dropped</i>					

#### 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 [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 number you supply.

## Class Roster Setup Screen

The screenshot shows the 'Student Roster' setup screen in the Genesis software. The interface includes a navigation menu at the top with options like 'Student Data', 'Registration', 'Scheduling', 'Next Year Scheduling', 'Grading', and 'Attendance'. The main area displays a table of student records for the course '5615/2 - ESL 3 READING'. The table has columns for 'District ID', 'District Student Name', 'Gradebook ID', 'Gradebook Name', 'Group Status', 'Accepted', 'Show', and 'Responsible Teacher'. A 'Starting ID Number' field is located at the top right of the table area. A 'Save' button is at the bottom center. Several callouts with arrows point to specific elements: 'The 'Generate IDs starting at' control' points to the 'Starting ID Number' field; 'The 'Gradebook Id' settings' points to the 'Gradebook ID' column; 'Controls the 'New' indicator' points to the 'Group Status' column; 'The 'Show' checkboxes' points to the 'Show' column; and 'The 'Gradebook Name' fields' points to the 'Gradebook Name' column.

### 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

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.

### 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 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 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

The screenshot shows the 'Add Assignment' form in the Genesis software. The form is titled 'Course Assignments' and is for the course '5615/2 - ESL 3 READING'. The form includes the following fields and options:

- \*Assignment Name: [Text Input]
- \*Column Header: [Text Input]
- Description: [Text Input]
- Assigned Date: [Date Picker] (08/17/2006)
- Due Date: [Date Picker] (08/17/2006)
- \*Category: [Dropdown Menu]
- \*Max Possible Score: [Text Input] (100)
- Assignment Unit: [Dropdown Menu]
- \*For Parents Module:  Yes  No
- Seq: [Text Input]
- Group: [Dropdown Menu]
- Created: [Text Input]
- \*Marking Period: [Dropdown Menu] (MP1)
- \*Grade Type: [Dropdown Menu]
- \*Assignment Weight: [Text Input] (1.0)
- \*For Gradebook:  Yes  No

Course / Section: 5615/2 - ESL 3 READING

5613/1 - ESL 2 READING  5613/2 - ESL 2 READING   
 5613/3 - ESL 2 READING  5615/1 - ESL 3 READING

Add assignment after this?:

Save

### 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.*
  - l. **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

## V. Grade an Assignment

The screenshot shows the Genesis Public Schools gradebook interface. At the top, it displays 'School Year: 2005-06' and 'GENESIS High'. The navigation bar includes 'Prev', 'Core', 'Administration', 'Gradebook', 'Code of Conduct', 'Class Attendance', 'Elem. Grading', and 'Parent Access'. The 'Gradebook' section is active, showing 'Marking Period 1' through 'Marking Period 4' and 'Year Summary'. The teacher is 'BARBER-REED' and the course is '1124/3 - INTERMEDIATE ALGEBRA (FY)'. A status message indicates '\* Grading Open for MP2 \*'. The interface shows a list of 26 active students with columns for 'MP3 Calc. Grade', 'HW 1-30', 'QUIZ 4', 'HW 5', 'HW 4', 'HW 2-1', 'QZ A', 'Test 4', 'MP3 Posted Grade', and 'MP3 Posted Comments'. A callout box points to the 'MP3 Calc. Grade' column for student 410, stating: 'To grade an Assignment, click anywhere within its column'. At the bottom, there are sorting options (By Due Date, By Category, By Group, By Seq) and summary statistics: Average(Mean): 81.4, Mode: 93.5, Median: 88.5, Standard Deviation: 18.1. The footer includes '©Copyright Genesis Educational Services, Inc.' and 'Internet'.

### 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

The screenshot shows the Genesis Gradebook interface. At the top, there's a navigation menu with options like 'Setup', 'Class Rosters', 'School Setup', 'Assignments', and 'Reports'. The main area is titled 'Homework 1' and displays a table for grading. The table has columns for 'ID', 'Student', 'Grade', 'Comment', 'Absent', 'Inc', 'Exempt', 'Missing', and 'Prev'. Each row represents a student, and the 'Grade' column contains a text field with a 'G' and a 'Grade ALL' button. The 'Comment' column contains a text field with a 'Comment ALL' button. The 'Absent', 'Inc', 'Exempt', and 'Missing' columns contain checkboxes. The 'Prev' column contains a 'Prev' button. At the bottom of the table, there are statistics: 'Average(Mean): ? Mode: None Median: 0.0 Standard Deviation: 0.0 More Stats...'. The footer of the interface includes '©Copyright Genesis Educational Services, Inc.' and 'Internet'.

ID	Student	Grade	Comment	Absent	Inc	Exempt	Missing	Prev
116790	BONENFANT, EMILY MAUREEN	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
153414	BUTLER, STEPHEN JOHN	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
156771	CAHILL, ASHLEY ELIZABETH	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
195955	COHEN, CHELSEA JAYNE	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
204375	CONTE, MICHAEL ANDREW	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
290585	ESPOSITO, MOLLY BEA	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
293160	EZZO, JOHN THURMAN	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
315416	FLEWELLYN, JAMES WILLIAM	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
333082	FUSCI, JENNIFER ANN	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
351743	GILL, AUDREY GANNON	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
442340	JAMES, WESLEY TYLER	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
474290	KIBBE, HAMILTON TORREY	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
484950	KOCSIS, NIKOLETT	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
503880	LANZILLI, ROBERT JOHN	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
508430	LAUGHTON, EMILIE E	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
509087	LAVERTY, SARAH CHRISTINE	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
568973	MAYORGA, HAYRO RENE	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
598387	MILLER, HAMPTON MIGUEL JA	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
603360	MIINTZ, SARAH CHAICE	out of 10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### 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**

## VI. Modify the Definition of an Assignment

The screenshot shows the Genesis Gradebook interface. At the top, there are navigation tabs for 'Setup', 'Class Rosters', 'School Setup', 'Assignments', and 'Reports'. Below these, there are filters for 'Teacher: BARBER-REED', 'Course: 1124/3 - INTERMEDIATE ALGEBRA (FY)', and 'Category: All Categories'. The main area displays a table of 26 active students. The 'Assignments' header row is highlighted in yellow, and a red box highlights the top line of the 'HW 1-30 QUIZ 4' column. A yellow callout bubble points to this area with the text: 'To modify the definition of an Assignment, click on the top line of the Assignments' header.'

26 Active Students (6 Hidden) 2 Dropped Students		MP3 Calc. Grade	HW 1-30 QUIZ 4	HW 5	HW 4	HW 2-1	QZ A	Test 4	MP3 Posted Grade	MP3 Posted Comments
410	BJOU, JOBED MICHAEL	88.5 (B)	89.0						101.0	
414	CANALES, LUIS EDGARDO	90.2 (A)	89.0						98.0	
417	CEJA, BRUCE	84.2 (B)	89.0						101.0	
421	FITCHETT, MAURICA ANTONET	51.4 (F)	89.0				Miss		78.0	
418	FLORES, LIBET DAISY	96.9 (A)	89.0				✓++		101.0	
425	GABRIEL, SABRINA	80.2 (B)	89.0	8.0 A			✓--		88.0	
401	HERNE, SUJATHA SONI	59.1 (F)	81.0 A	INC			✓--		101.0	
423	MCGARTY, JAMES PATRICK JR	97.5 (A)	100.0						95.0	
411	OSEGUEDA, SANTIAGO ALEXAN	83.5 (B)	89.0	X					78.0	
412	PALMA, MAKEDA CAMMILE	50.5 (F)	INC						101.0	
402	PAMPOUKIDIS, THEOCHARIS H	89.5 (A)	91.0						88.0	
415	RICHEME, SHAMENSHOW JENNI	83.5 (B)	89.0						78.0	
416	ROSSETTI, NICOLE	50.5 (F)	Miss						101.0	
419	RUDOLF, DAVID HARRISON	49.5 (F)	Miss						99.0	
420	SAVVIDIS, ANDREAS ALEX	88.5 (B)	89.0						88.0	
405	SCHWARTZ, LEAH R	79.0 (C)	89.0						69.0	
408	SPIRO, GREGORY THOMAS	93.5 (A)	89.0						98.0	
426	TORBISCO, KATE CARLA	93.5 (A)	89.0						98.0	
409	VARGAS, HUGO RAUL	93.5 (A)	89.0						98.0	

Summary statistics: Average (Mean): 81.4 Mode: 93.5 Median: 88.5 Standard Deviation: 18.1 [More Stats...](#)

### 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.

The screenshot shows the 'Modify Assignment' form in the Genesis Gradebook. The form is titled 'Modify Assignment (168)'. It contains the following fields and options:

- Assignment Name:** MP1 HW 5
- Column Header:** HW 5
- Strip Description:** MP1 HW 5
- Assigned Date:** 01/30/2006
- Due Date:** (empty)
- Category:** Homework
- Max Possible Score:** 10
- For Parents Module:**  Yes  No
- Seq:** (empty)
- Group:** (empty)
- Documents:** (empty)
- Created:** 01/27/2006
- Marking Period:** MP3
- Grade Type:** CHECKS (highlighted with a red box and a callout box stating 'You cannot change the Grade Type.')
- Assignment Set:** (empty)
- For Gradebook:**  Yes  No
- Course / Section:** 1124/3 - INTERMEDIATE ALGEBRA (highlighted with a red box and a callout box stating 'You cannot add links')
- Linked Classes:** None

At the bottom of the form are 'Save' and 'Delete' buttons. The interface also shows navigation tabs for 'Setup', 'Class Rosters', 'School Setup', 'Assignments', and 'Reports'. The 'Assignments' tab is active. The bottom of the screen shows a status bar with 'Average(Mean): 81.4', 'Mode: 93.5', 'Median: 88.5', 'Standard Deviation: 18.1', and a 'More Stats...' link. The copyright notice '©Copyright Genesis Educational Services, Inc.' is visible at the bottom right.

**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.*
  - l. **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. Mass Create Assignments

### Gradebook→Assignments→Add Assignments

**Course Assignments**  
0525/2 - CREAT WRIT 1, MTWRF, Per. 5 (S2)

Assignment List | **Add Assignments** | Mod. Assignments | Copy Assignments | Year to Year | Add Assignment

This screen allows you to mass create assignments based on criteria from you.  
Please follow the steps below to complete the process.

\*Select the marking period to create assignments for:

\*Select the category of the assignment:

\*Select the grade type of the assignment:

\*Set the maximum points for this assignment:

Select the unit of the assignment (Optional):

Select the workgroup for this assignment (Optional):

\*Select the due dates of the assignment:

Every school day of specified Marking Period(s).

Specify day of week:  M  T  W  TH  F

Create  assignments with Blank Due Dates.

Remove existing assignments of this category:  (Only applies to the selected marking period(s) above)

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### 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:

- Create one Assignment for every school day in the Marking Period
- 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.
- 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.
- Create a fixed number of Assignments – up to 100 – with no pre-assigned dates.

#### To Mass Create Assignments:

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

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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

### Gradebook→Assignments→Year to Year

Step 2: Select last year's course section to copy Assignments *from*.

Step 1: Select the course section to copy last year's Assignments *into*

All	MP	Category	Gr	Assignment	Header	Max	Seq	For GB	Parents
<input type="checkbox"/>	MP1	HWCW		SS/MDG	SS/MDG	100 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	QUIZ		sum rdg quiz	sum rdg quiz	100 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	HWCW		SS/MDG	SS/MDG	100 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	WR		CW	CW	300 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	WR		CW	CW	100 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	QUIZ		SS/MDG	SS/MDG	100 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	QUIZ		V1	V1	100 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	HWCW		SS/Int	SS/Int	100 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	QUIZ		SS/Terms	SS/Terms	100 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	HWCW		CW	CW/Part	200 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	QUIZ		V2	V2	100 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	HWCW		CW/RA1	CW/RA1	200 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	WR		SS/TLOTT? OE	SS/TLOTT? OE	100 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	QUIZ		SS/COA Q	SS/COA Q	100 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	HWCW		SS/TGOTM HW	SS/TGOTM HW	100 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	HWCW		SS/ATYOHL HW	SS/ATYOHL HW	100 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	QUIZ		SS/TGOTM Q	SS/TGOTM Q	100 (NUMERIC)		Yes	No
<input type="checkbox"/>	MP1	QUIZ		SS/ATYOHL Q	SS/ATYOHL Q	100 (NUMERIC)		Yes	No

Copy

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### 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→Assignments→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 "All" 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](#))

The screenshot shows the Genesis Gradebook interface for the 2005-06 school year. The main window displays a spreadsheet for '1124/3 - INTERMEDIATE ALGEBRA (9A)'. The interface includes a top navigation bar with tabs like 'Student Data', 'Registration', and 'Scheduling'. Below this, there are filters for 'Teacher: BARBER-REED' and 'Course: 1124/3 - INTERMEDIATE ALGEBRA (9A)'. A 'Show Hidden' control is visible, set to 'No'. The spreadsheet columns include 'ID', 'Name', 'MP2 Calc.', 'Grade', and various assignment columns like 'HW 15', 'QUIZ 7', 'HW 16', 'CPart 1', 'QUIZ 8', 'HW 17', 'HW 18', 'MP2 Posted Grade', and 'MP2 Posted Comments'. A 'Sort' control at the bottom right allows selection between 'By Due Date', 'By Category', 'By Group', and 'By Seq'. At the bottom left, there are three modes: 'Assignments', 'Class Attendance', and 'Seating Chart'. Several callout boxes provide additional information:

- Top Callout:** "Show Hidden" allows you to temporarily display 'hidden Assignments'.
- Left Callout:** The blue highlighted column headers are buttons that will sort the students by the clicked column header: by **Name**, **Id**, **Workgroup** or **MP Average**.
- Bottom Left Callout:** The Class Roster screen has 3 modes: **Assignments**, **Class Attendance** and **Seating Chart**.
- Bottom Right Callout:** The sort for the Assignments can be changed on the fly with this 'sort selector' control.

### 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 'Id' 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
  - 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

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- 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

**Genesis** School Year: 2005-06 GENESIS Public Schools GENESIS High

Navigation: [Prev](#) [Core](#) [Administration](#) [Gradebook](#) [Code of Conduct](#) [Class Attendance](#) [Elem. Grading](#) [Parent Access](#)

Setup [Class Rosters](#) [School Setup](#) [Assignments](#) [Reports](#)

Gradebook Class Rosters

Marking Period 1 | Marking Period 2 | Marking Period 3 | Marking Period 4 | Year Summary

Teacher: BARBER-REED Course: 1124/3 - INTERMEDIATE ALGEBRA (FY) \* Grading Open for MP2 \*

Category: All Categories Set: All Sets Show Hidden: No Yes

Quick Links: [Workgroups](#) [Create List](#) [Take Attendance](#) [Export Data](#) [Add Assignment](#) [Print Grades](#)

ID	Name	MP3 Calc. Grade	HW 1-30 QUIZ 4			
26 Active Students (6 Hidden) 2 Dropped Students						
410	BJJOU, JOBED MICHAEL	100	10			
414	CANALES, LUIS EDGARDO	B 90.2 (A)	89.0			
417	CEJA, BRUCE	C 84.2 (B)	89.0			
421	FITCHETT, MAURICA ANTONET	D 51.4 (F)	89.0		Miss	78.0
418	FLORES, LIBET DAISY	C 96.9 (A)	89.0		✓ ++	101.0
425	GABRIEL, SABRINA	E 80.2 (B)	89.0	8.0 A	✓ --	88.0
401	HERNE, SUJATHA SONI	59.1 (F)	81.0 A	INC	✓ --	101.0
423	MCGARTY, JAMES PATRICK JR	D 97.5 (A)	100.0			95.0
411	OSEGUEDA, SANTIAGO ALEXAN	A 83.5 (B)	89.0	X		78.0
412	PALMA, MAKEDA CAMMILE	A 50.5 (F)	INC			101.0
402	PAMPOUKIDIS, THEOCHARIS H	89.5 (A)	91.0			
415	RICHEME, SHAMENSHOW JENNI	B 83.5 (B)	89.0			
416	ROSSETTI, NICOLE	B 50.5 (F)	Miss			
419	RUDOLF, DAVID HARRISON	C 49.5 (F)	Miss			
420	SAVVIDIS, ANDREAS ALEX	C 88.5 (B)	88.5			
405	SCHWARTZ, LEAH R	79.0 (C)	89.0			
408	SPIRO, GREGORY THOMAS	93.5 (A)	89.0			
426	TORRISCO, KATE CARLA	E 93.5 (A)	89.0			
409	VARGAS, HUGO RAUL	93.5 (A)	89.0			98.0

Assignments | Class Attendance | Seating Chart

Average(Mean): 81.4 Mode: 93.5 Median: 88.5 Standard Deviation: 18.1 [More Stats...](#)

Sort:  By Due Date  By Category  By Group  By Seq

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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.

## A. Student Assignment Summary Screen

The printer icon

Student's name and their daily Attendance status for 'today'

Student summary tabs

Assignment	Assigned	Due	Status	Category	Grade	Points	Max.	Avg.	Ex	Abs	M	Inc	Hide	C
1 Homework 2-1	02/01/2006	02/01/2006	Complete	HW	Check --	67.00	100	67.0%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Quiz A	02/28/2006	02/28/2006	Not Graded	QUIZ					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Test 4	03/08/2006	03/08/2006	Complete	TEST	88.0	88.00	100	88.0%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 MP1 HW 4	01/30/2006		Not Graded	HW					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 MP1 HW 5	01/30/2006		Not Graded	HW					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 MP1 QUIZ 4	01/30/2006		Complete	QUIZ	8.0	8.00	10	80.0%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Homework 1-30			Complete	CP	89.0	89.00	100	89.0%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						252.00	310	81.3%	** Calculated Average: 80.2%					

Save

Sort:  By Due Date  By Category  By Group  By Seq  
 Average(Mean): 81.4 Mode: 93.5 Median: 88.5 Standard Deviation: 18.1 [More Stats...](#)

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### 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)
  - 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

The screenshot displays the 'Student Grade Breakdown' screen for student GABRIEL, SABRINA. The interface includes a navigation menu at the top with options like 'Core', 'Administration', 'Gradebook', and 'Class Attendance'. The main content area shows the student's name and a table of category scores. Below the table is a 'Final Grade Calculation' box showing the result:  $(72.2 * 100) / 90 = 80.2\%$ . At the bottom, there are sorting options and summary statistics: Average(Mean): 81.4, Mode: None, Median: 88.5, Standard Deviation: 18.1.

Category	Earned	Attempted	Avg.	Weight	Score
Class Project	89.0	100.0	89.0%	20	17.8
Class Participation	0	0	0.0%	10	0.0
Tests	88.0	100.0	88.0%	20	17.6
Information	0	0	0.0%	0	0.0
Quizzes	8.0	10.0	80.0%	25	20.0
Homework	67.0	100.0	67.0%	25	16.8
<b>Total</b>	<b>252.0</b>	<b>310.0</b>	<b>81.3%</b>	<b>90</b>	<b>72.2</b>

**Final Grade Calculation**  
 $(72.2 * 100) / 90 = 80.2\%$

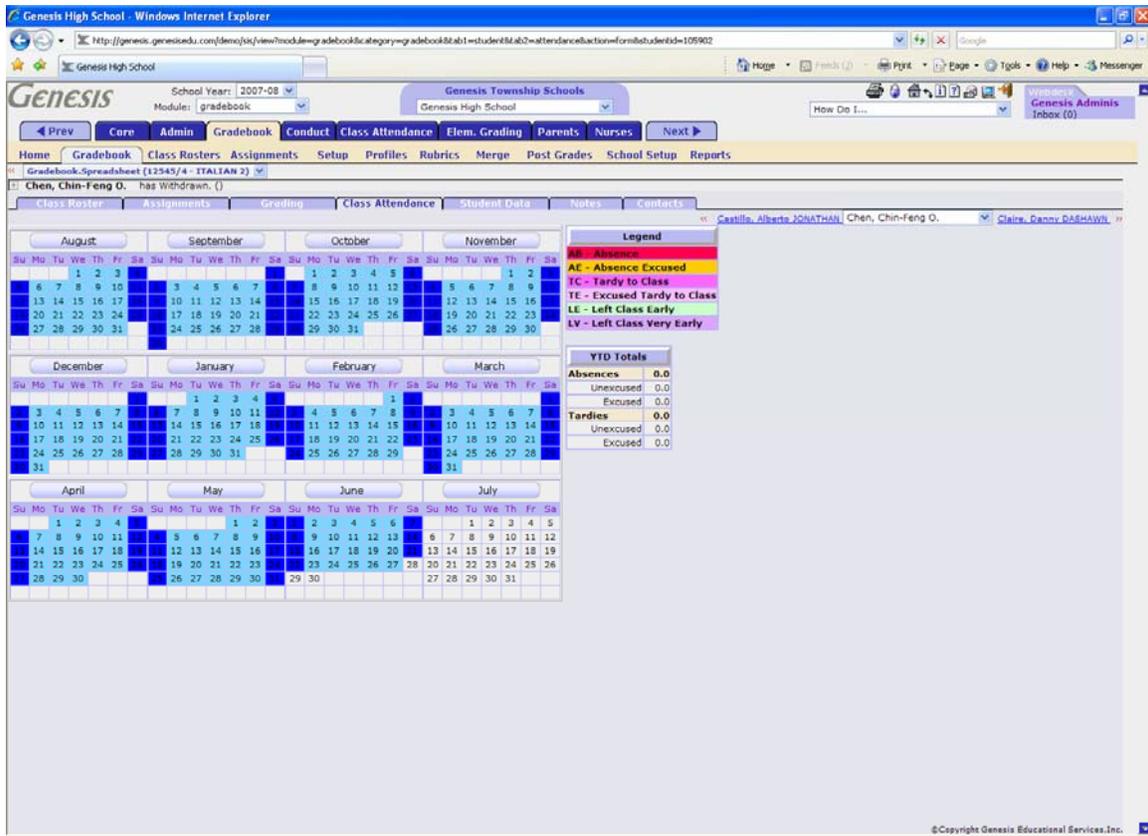
Sort:  By Due Date  By Category  By Group  By Seq  
 Average(Mean): 81.4 Mode: None Median: 88.5 Standard Deviation: 18.1 [More Stats...](#)

### Student Grade Breakdown Summary

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 grading 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

The screenshot shows a web browser window displaying the Genesis Gradebook interface. The main content area is titled "Student Information" for "Chen, Chin-Feng O.". The form includes the following fields and options:

- Student ID: 105902
- Student Name: Chen, Chin-Feng O.
- Nickname: Chen, Chin-Feng O. (with an input field)
- Email: (with an input field)
- Grade: 10
- Sex: F
- Date of Birth: 03/10/1991
- Gradebook Student ID: 105902 (with an input field)
- Workgroup: N/A
- Status: ACTIVE as of Tue 02/06/2007
- Accept Status:
- Show Student:

A "Save" button is located at the bottom of the form. A placeholder for a student photo is visible on the right side of the form.

### 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

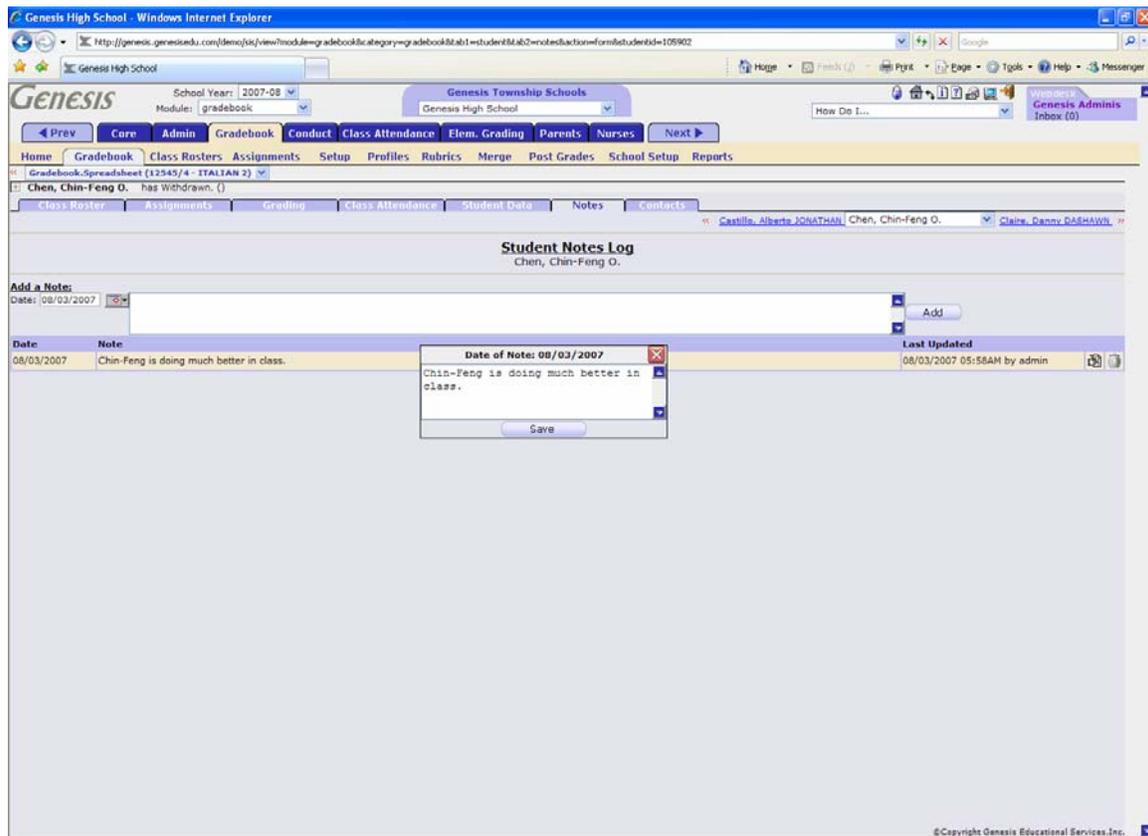


Figure 11 – The [Gradebook](#)→[Gradebook](#)→[\[Student Summary\]Notes](#) screen shown with one stored note and a “modify note” dialog box displayed.

### 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.

## F. Sending Email to Student Contacts

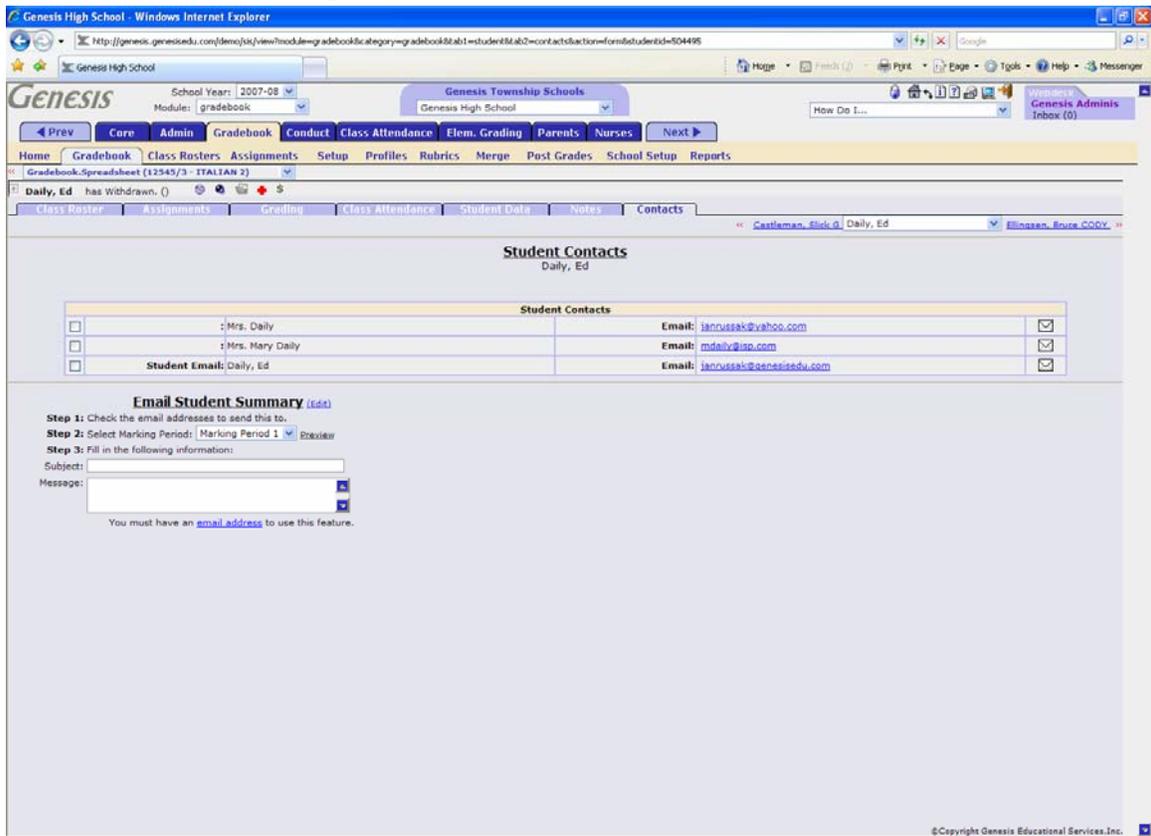


Figure 12 – The **Gradebook**→**Gradebook**→[**Student Summary**]**Contacts** screen with 3 contact email addresses listed, including one defined on the student’s **Gradebook**→**Gradebook**→[**Student Summary**]**Contacts** screen

### 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 email address 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:



7. Click **OK** to finish.

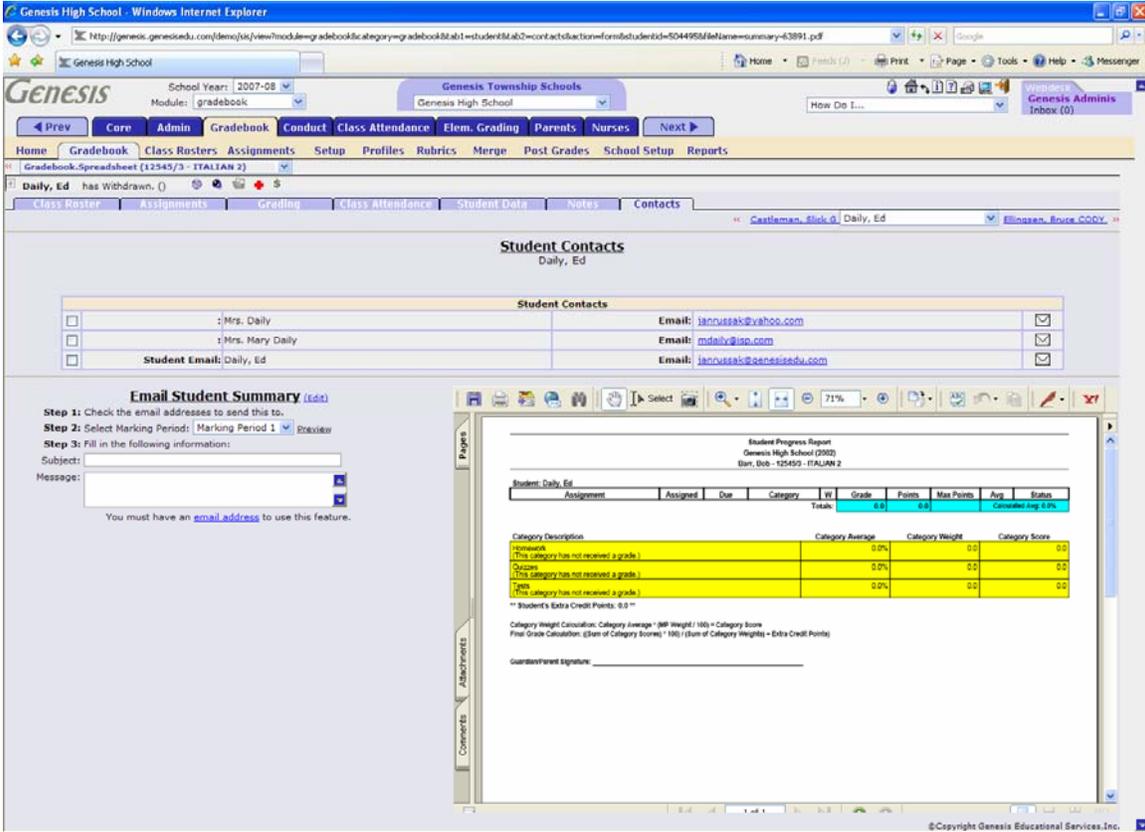


Figure 13 - The **Gradebook→Gradebook→[Student Summary]Contacts** screen the Student Summary report in the lower right.

### Student Contact Addresses

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.

### Report Options

The options for things that appear on the reports on this screen are controlled by the selections on the [Gradebook→Profiles→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

Change **Seating Chart mode** here. When 'Change Seating' is selected, you can drag and drop both students and the Teacher's Desk.

To get to this screen, click the "**Seating Chart**" bottom tab.

### 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

The screenshot shows the Genesis software interface in 'Seating Chart Mode'. The top navigation bar includes 'Setup', 'Class Rosters', and 'Core'. The main content area displays a grid of student photos with names below them: THEO CHARISHAMENSHAW, PAMPOUKIDIS, CHENHONG, COLE ROSSETTI, DAVID RUDOLF, ANDREAS SAVVIDIS, LEAH SCHWARTZ, GREGORY SPIR, KATE TORBISCO, KENNETH VAUGHAN, JAMES MCGARTY, OSEAR, HUGO VARGAS, ANTHONY MARTIN, JOBED BIJOU, LUIS CANALES, BRUCE CEJA, and MAL FITZ. A 'Teacher's Desk' icon is also present. The 'Attendance Code' dropdown menu is open, showing options like 'Present', 'Absent from Class - no excuse', 'Tardy to Class No Excuse', 'Left Early Unexcused', 'Absent - Excused', 'Tardy - Excused', 'Left Early - Excused', and 'Field Trip'. The 'Post Attendance' button is visible in the top right. The bottom status bar shows 'Average(Mean): 81.4 Mode: None Median:'. Copyright information for Genesis Educational Services, Inc. is at the bottom right.

### 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

### A. Class Attendance Spreadsheet

There are both “Year to Date” and “Marking Period” total absences and tardies columns.

Each column represents a different school day in the selected Marking Period.

To get to this screen, click the “**Class Attendance**” bottom tab.

#### **Class Attendance Spreadsheet**

This screen shows a ‘spreadsheet’ view of Class Attendance for all students in the class. This screen is only meaningful if YOU 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.

## B. Take Class Attendance with the Take Class Attendance screen

1. Change **Seating Chart mode** here. Select **'Take Attendance'**.

Select the attendance status for each student separately via the individual **Attendance Code** drop downs.

'Apply Default' buttons for each student

Students' 'daily attendance' status for the selected day.

Click the **'Save'** button (scrolled off screen in this example).

ID	Student	Daily Attendance	Default	Class Attendance	Time
104955	BIJOU, JOBED MICHAEL	Present	Apply Default ()	AB - Absent from Class - no excuse	
162050	CANALES, LUIS EDGARDO	Present	Apply Default ()	Present	
		Present	Apply Default ()	Present	
		Present	Apply Default ()	LE - Left Early Unexcused	
		Present	Apply Default ()	Present	
		Present	Apply Default ()	Present	
		Present	Apply Default ()	Present	
508		Present	Apply Default ()	TR - Tardy to Class No Excuse	9:42 AM
654875	OSEGUEDA, SANTIAGO ALEXAN	Present	Apply Default ()	Present	
659965	PALMA, MAKEDA CAMMILE	Present	Apply Default ()	Present	
661885	PAMPOUKIDIS, THEOCHARIS H	Present	Apply Default ()	Present	
723965	RICHEME, SHAMENSHOW JENNI	Present	Apply Default ()	Present	
745375	ROSSETTI, NICOLE	Present	Apply Default ()	FT - Field Trip	
750510	RUDOLF, DAVID HARRISON	Present	Apply Default ()	Present	
768800	SAVVIDIS, ANDREAS ALEX	Present	Apply Default ()	AB - Absent from Class - no excuse	
777850	SCHWARTZ, LEAH R	Present	Apply Default ()	Present	
822678		Present	Apply Default ()	Present	
865245		Present	Apply Default ()	Present	

Median: 88.5 Standard Dev

### 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

When grade posting is open, a message appears to let you know you can go ahead and post official grades.

Click the 'Post Grades' Quick Link to get to the Post Grades to the Report Card screen.

ID	Name	MP3 Calc. Grade	HW 1-30	QUIZ 4	HW 5	HW 4	HW 2-1	Q2 A	Test 4	MP3 Posted Grade	MP3 Posted Comments
410	BIJOU, JOBED MICHAEL	88.5 (B)	89.0				✓		101.0		
414	CANALES, LUIS EDGARDO	90.2 (A)	89.0				✓ +		98.0		
417	CEJA, BRUCE	84.2 (B)	89.0				✓ --		101.0		
421	FITCHETT, MAURICA ANTONET	51.4 (F)	89.0				Miss		78.0		
418	FLORES, LIBET DAISY	96.9 (A)	89.0				✓ ++		101.0		
425	GABRIEL, SARRINA	80.2 (B)	89.0	8.0 A			✓ --		88.0		
401	HERNE, SUJATHA SONI	59.1 (F)	81.0 A	INC			✓ --		101.0		
423	MCGARTY, JAMES PATRICK JR	97.5 (A)	100.0						95.0		
411	OSEGUEDA, SANTIAGO ALEXAN	83.5 (B)	89.0	X							
412	PALMA, MAKEDA CAMMILE	50.5 (F)	INC								
402	PAMPOUKIDIS, THEOCHARIS H	89.5 (A)	91.0								
415	RICHEME, SHAMENSHOW JENNI	83.5 (B)	89.0								
416	ROSSETTI, NICOLE	50.5 (F)	Miss								
419	RUDOLF, DAVID HARRISON	49.5 (F)	Miss								
420	SAVVIDIS, ANDREAS ALEX	88.5 (B)	89.0								
405	SCHWARTZ, LEAH R	79.0 (C)	89.0						69.0		
408	SPIRO, GREGORY THOMAS	93.5 (A)	89.0						98.0		
426	TORBISCO, KATE CARLA	93.5 (A)	89.0						98.0		
409	VARGAS, HUGO RAUL	93.5 (A)	89.0						98.0		

Average(Mean): 81.4 Mode: None Median: 88.5 Standard Deviation: 18.1 More Stats...

#### 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

The screenshot shows the Genesis Gradebook interface for the 2005-06 school year. The main window displays a list of students with their respective gradebook scores and marking period data. A callout box points to the 'Update All Grades' button, stating: "The 'Update All Grades' button copies the Marking Period grade averages and Exam grade for each student to the student's Marking Period Grades fields." Another callout box points to the 'Save' button, stating: "The 'Save' button posts the grades." A third callout box points to the student record for Luis Edgardo Canales, stating: "For each student you see student's MP's grade average, the history of grades & comments that you have posted for them for this year and all the current 'posting' fields".

Student ID	Name	Gradebook Score	District Score	MP1	MP2	EX1	MP3	MP4	EX2	FG
104955	BIDOU, JOBED MICHAEL	82.0								
162050	CANALES, LUIS EDGARDO	85.4	85.4	0	86					
175302	CEJA, BRUCE	82.0	82.0	52	82					

### 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.

## Gradebook User Guide

### **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

The screenshot shows the Genesis High School Gradebook interface. At the top, there are navigation tabs for 'Core', 'Admin', 'Gradebook', 'Conduct', 'Class Attendance', 'Elem. Grading', 'Parents', and 'Nurses'. Below these are various menu options like 'Home', 'Gradebook', 'Class Rosters', 'Assignments', 'Setup', 'Profiles', 'Rubrics', 'Merge', 'Post Grades', 'School Setup', and 'Reports'. The main area displays a spreadsheet for '16 Active Students' with columns for 'MP1', 'SAs', 'Grade', 'E', and 'A'. A yellow callout bubble points to a birthday cake icon next to the student 'Huyse, Steve J.'. A message box at the top right of the spreadsheet area says 'No assignments have been created.' Below the spreadsheet, there are options for 'Assignment Average', 'Class Attendance', and 'Seating Chart'. At the bottom, there are sorting options and a copyright notice for Genesis Educational Services Inc.

On a student's birthday, a birthday cake will appear next to their name on the Gradebook spreadsheet.

## 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	<b>White</b> (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	<b>Green</b> (no red + total green + no blue)
0000ff	<b>Blue</b> (no red + no green + total blue)
ffff00	<b>Yellow</b> (total red + total green + no blue)
ff00ff	<b>Fuchsia</b> (total red + no green + total blue)
00ffff	<b>Aqua</b> (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
05eccc	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

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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	LIME LIME
58a574	Pacific Daybreak
63e105	WILD LIME
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

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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	DELIVERY TRUCK BROWN
996666	PURPLISH BROWN
996699	DARK PURPLE
9966cc	Bright flat grey purple
9966ff	PURPLE
998Bee	Dark Periwinkle
999913	Olive drab
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

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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	Tropical green
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	MUD MUD MUD
ab6666	Potato Brown
ab66ab	Beach Fog
ab9999	Grey heat
abc1ff	Blue Haze
abcc99	North Atlantic Seas – grey sea green
abcccc	Deep grey sea
ac10f2	Royal purple
acffb0	quite light medium green
acffbf	Subtle beach green
addcc	Cool running
aebff6	Light blue
afb670	Grey green
b3aefa	Periwinkle
b3ccc2	Confederate Grey
b4fff0	Tropical Paradise
b500ff	HOT PURPLE
b5067e	Wild Red Purple
b7c8ff	Summer Sky
b85454	DARK BURNT MAHOGANY
bac971	Some green or other
bac9bb	TRUE GREY
bae0f8	watery blue
bb0000	Bright red orange brown

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bb8934	mustard dark yellow brown
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 hot fuchsia
cc66cc	amethyst
cc91c8	Grape Juice
cc9976	Brown Rose
cc99cc	Flat mauve
cc99aa	MORE MAUVE
ccaaaa	Mocha Mocha Mocha
ccaacc	Mocha Raspberry
ccb1df	Soft Grey Lavender
cccca	LIGHT SAND
cce3cc	STORM CLOUD SKY
ccff22	bright lime green
\ccffcc	Sea Form
ccffff	Light aquamarine

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cd9014	dark brown mustard yellow
cd9966	Mocha brown
cdaaaa	Light mauve tan
cebcb0	Grey Sand - Concrete Ready Mix
cfffb0	light pale lime green
d47df7	Soft antique rose
d4cdfd	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
dcddf0	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
ddceff	Light light light amethyst
ddcc00	dark yellow green mustard
ddccfd	Very light lavender
defcce	Cool mint breeze COOL MINT BREEZE
c8c8ff	dull blue/grey lavender
ddddee	GREY BLUE FOG
deddab	light wet SAND light wet sand
dffdbf	quite light yellowish green
e007bb	bright rose mauve
e1e2aa	sand
e686d4	Dusty garnet garnet
e9bdfb	Baby's breath soft lavender pink
ebebfa	very, very light grayish blue

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edd2fe	Baby's breath pink and blue
eddce4	very light grayish/pinkish lavender
edd00	dark gulden's mustard – stone ground
eff8b	infinitely LIGHT YELLOW LIGHT YELLOW
efbefe	LIGHT MAUVE ROSE' LIGHT MAUVE ROSE' MAUVE
f0dafa	LAVENDER FOG Lavender Fog
f0e2ff	light pink lavender
f1feaa	light lemon chiffon
f3c3fa	Rose pink
f5dbec	SMOKY ROSE HAZE IN THE AIR
f6d650	Mustard Flame
f6ff9f	Yellow pastel YELLOW PASTEL
f8bc89	flat dull orange
f8befe	Angels Breath Pink
f8c8fc	Bare pink
fadb9c	Haze Flame
fc9cfc	Rose carnelian
fcc2b2	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
ff66ff	PINK MAGENTA
ff75ff	Magenta rose
ff78d8	HOT PINK
ff8800	dark orange
ff8899	Salmon
ff9966	DARK SALMON
ff99cc	FLAT PINK

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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	CANARY YELLOW
ffff66	SOFT YELLOW
Ffff99	EVEN LIGHTER YELLOW
ffffb0	very light buff yellow

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