



Erie 1 BOCES Instructional Services

Guide for Teachers in the Classroom
Using eSchoolData

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- eSchoolData is a robust student management platform designed to ensure data accuracy, support state reporting mandates, and integrate with third-party products.
- The main interface for data entry system configuration, is Teacher Connect. This is for class management & communication.

Main Platform Icons:

Icon	Icon Name	Meaning / Function
	Home	Click Home to return to the main landing page of eSD.
	Help	Click to access the Help Center and User Guides
	Proxy Login	Click to choose another user to login as
	Log Out	Click to log out of eSchoolData
	Guruboard	Click to access GURU
	Teacher Connect	Click to access Teacher Connect
	Mail	Click to launch Group Mail
	View	Click to view the details based on the area of the system you are in
	Edit	Click to edit the details based on the area of the system you are in
	Print	Click to print the page you are on within the system
	Excel	Click to export the data into Excel.
	PDF	Click to export the data into a PDF.

○ ***Please reach out to your building tech advocate first before reaching out to the designated contacts below***

○ **eSchoolData**

- **Logging in & Account access/credentials** - Kelsie Kruppa (KKruppa@e1b.org) / 716-821-7390
- **Gradebook, grade reporting, schedules, attendance, etc** - Dana LoVallo (DLoVallo@e1b.org) / 716-821-7153

○ **STAR Testing**

- Kelsie Kruppa (KKruppa@e1b.org) / 716-821-7390

○ **eDoctrina**

- Kelsie Kruppa (KKruppa@e1b.org) / 716-821-7390

○ **Frontline**

- **Absence Management:**
 - **CTE** - Pauline Williams (PWilliams@e1b.org) / 716-821-7063
 - **Special Education & Alternative Education** - Ann Sereduik (ASereduik@e1b.org) / 716-821-7020
- **Professional Growth**
 - Kelsie Kruppa (KKruppa@e1b.org) / 716-821-7390
- **IEP & 504**
 - Dana LoVallo (DLoVallo@e1b.org) / 716-821-7153

○ **Trip Direct**

- Kelsie Kruppa (KKruppa@e1b.org) / 716-821-7390

○ **E1B Logins (Email, SchoolFront, WinCap Web)**

- Help Desk: 716-821-7171
- Submit a ticket through Service Now

✓ HELPFUL LINKS & TOOLS:

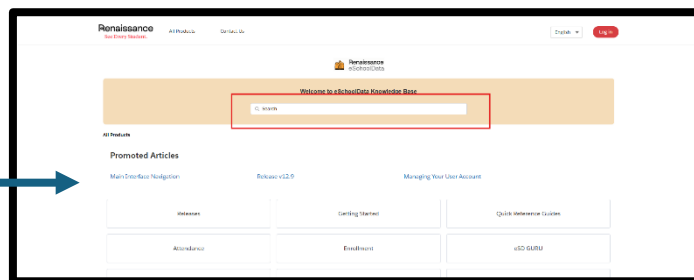
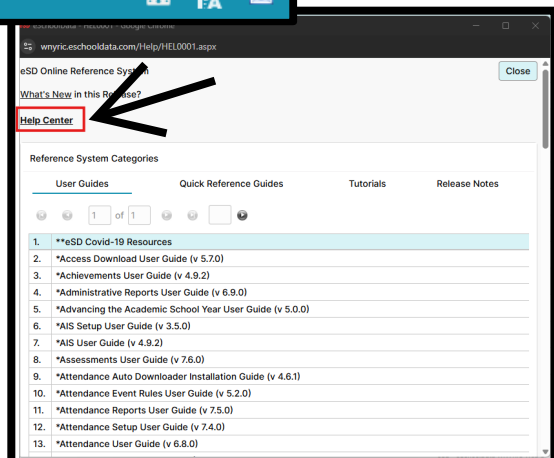
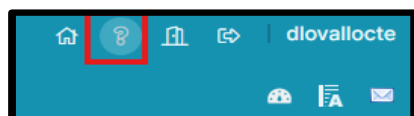
- <https://www.e1b.org/programs-for-students/eschool-portal>

- Videos & PDF instructions for navigating through eSchool - student portal, parent portal, setting up teacher gradebook, taking attendance, discipline, etc

○ **eSchool**

Once you login to eSchool, click the  in the upper right hand corner on your main screen

Click the Help Center Link, Search what you're looking for help with!



BASIC NAVIGATION IN eSCHOOL

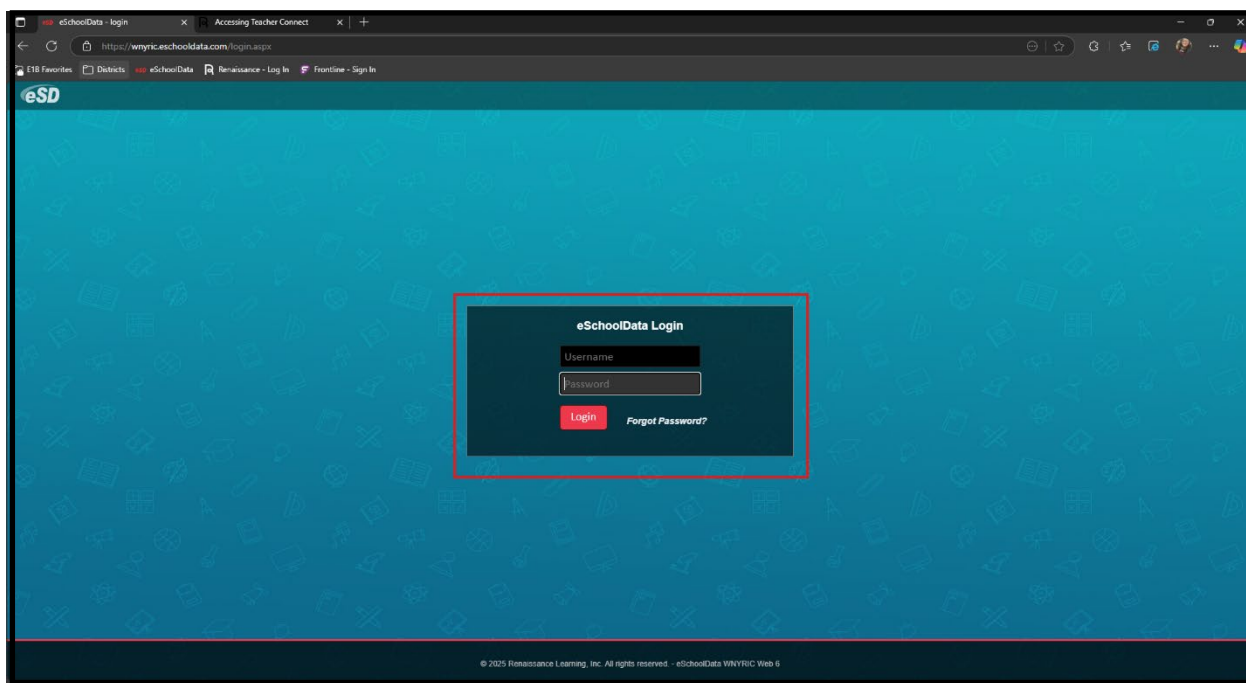
Navigating through eSchool for Teachers

Logging In:

URL: <https://wnyric.eschooldata.com/>

Username: Provided through an email sent from Kelsie Kruppa or Dana LoVallo
**Please contact Kelsie or Dana if you did not receive an email with your credentials.*

Password: Provided through an email sent from Kelsie Kruppa or Dana LoVallo
**Once logged in, you will be prompted to change your password.*



*Using **Google Chrome** as your web browser provides the best system performance when using eSchool. However, Microsoft Edge can be used, as well.

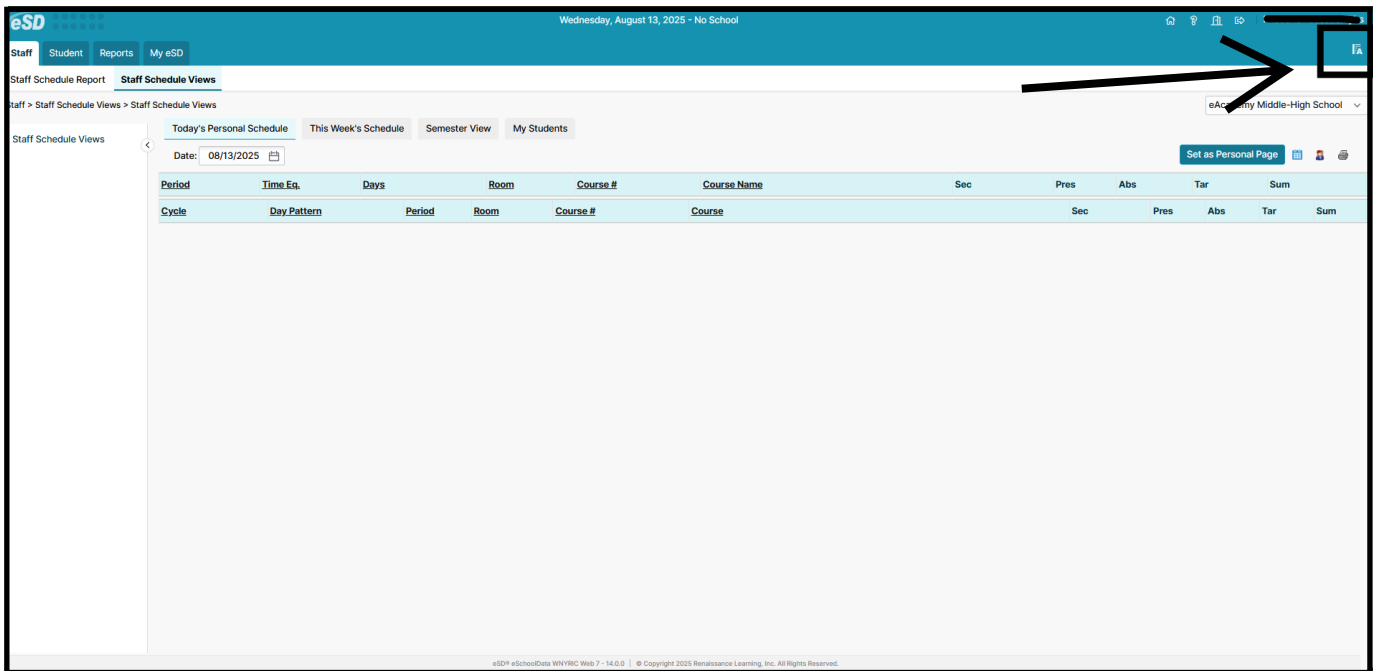


*Bookmark the URL above to your web browser. eSchool is link specific.
(Your login will not work if you Google the website)

Getting to your Attendance & Gradebook (Teacher Connect):

There are 2 different pathways to access your gradebook.

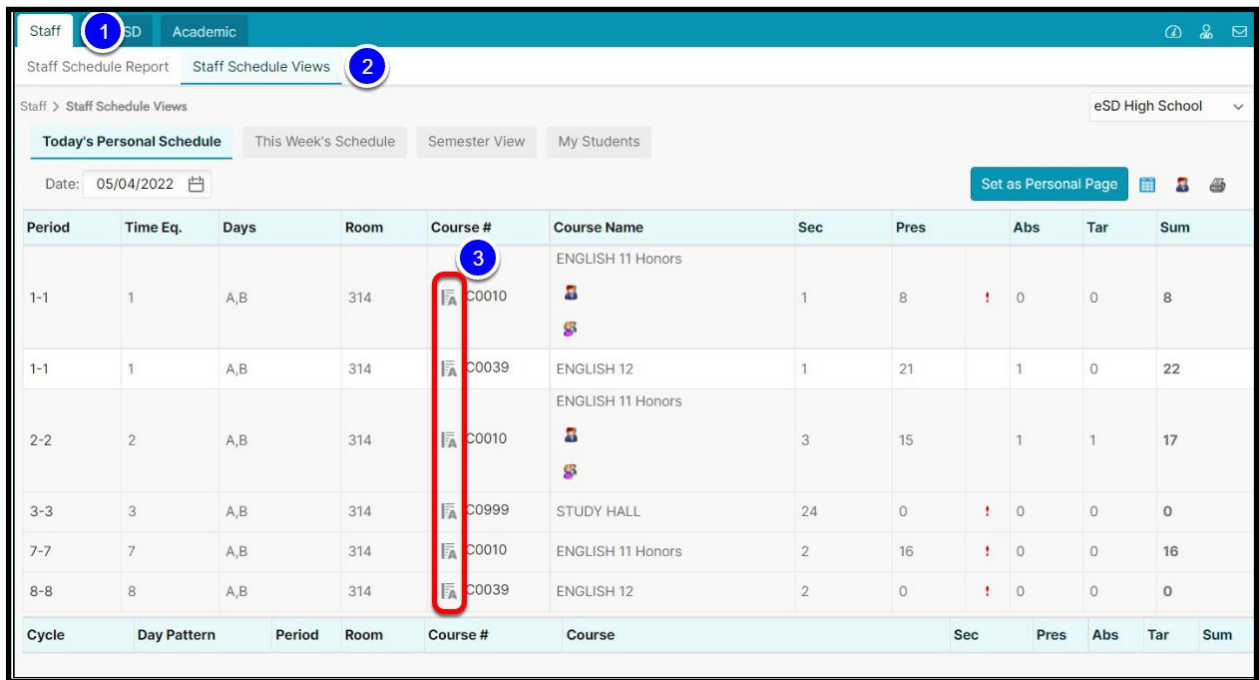
1. Teacher Connect Shortcut from your main login page



Upon login, users with Teacher Connect permissions will see a Teacher Connect quick access icon at the right end of the main menu bar. When selected, the Teacher Connect Interface will open to the Teacher Connect Roster screen for the first class that you teach.

2. Accessing your gradebook through your course lists

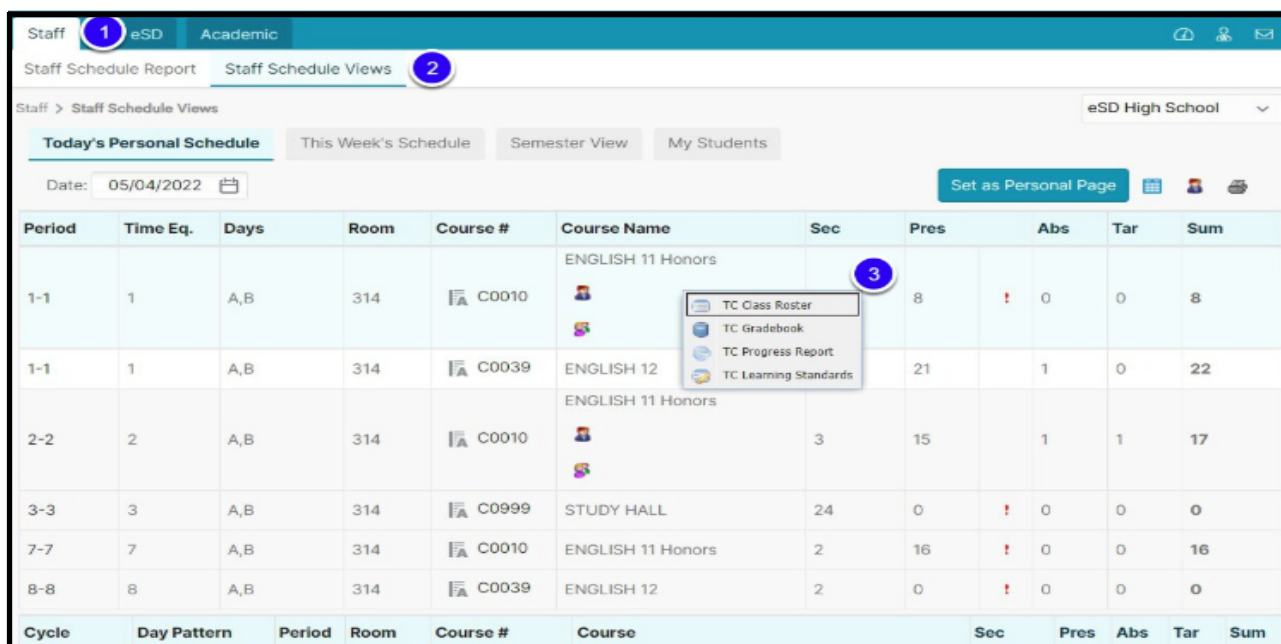
- Go to **Staff**.
- Select **Staff Schedule Views**.
- Select the **Teacher Connect icon** next to the left of the desired Course
- This will open the Attendance View. .



Period	Time Eq.	Days	Room	Course #	Course Name	Sec	Pres	Abs	Tar	Sum
1-1	1	A,B	314	TC C0010	ENGLISH 11 Honors	1	8	!	0	8
1-1	1	A,B	314	TC C0039	ENGLISH 12	1	21	!	1	22
2-2	2	A,B	314	TC C0010	ENGLISH 11 Honors	3	15	!	1	17
3-3	3	A,B	314	TC C0999	STUDY HALL	24	0	!	0	0
7-7	7	A,B	314	TC C0010	ENGLISH 11 Honors	2	16	!	0	16
8-8	8	A,B	314	TC C0039	ENGLISH 12	2	0	!	0	0
Cycle	Day Pattern	Period	Room	Course #	Course	Sec	Pres	Abs	Tar	Sum

Right Click Menu:

- You can right click anywhere on row of the desired course to access the various functions of Teacher Connect (TC).



Period	Time Eq.	Days	Room	Course #	Course Name	Sec	Pres	Abs	Tar	Sum
1-1	1	A,B	314	TC C0010	ENGLISH 11 Honors	1	8	!	0	8
1-1	1	A,B	314	TC C0039	ENGLISH 12	1	21	!	1	22
2-2	2	A,B	314	TC C0010	ENGLISH 11 Honors	3	15	!	1	17
3-3	3	A,B	314	TC C0999	STUDY HALL	24	0	!	0	0
7-7	7	A,B	314	TC C0010	ENGLISH 11 Honors	2	16	!	0	16
8-8	8	A,B	314	TC C0039	ENGLISH 12	2	0	!	0	0
Cycle	Day Pattern	Period	Room	Course #	Course	Sec	Pres	Abs	Tar	Sum

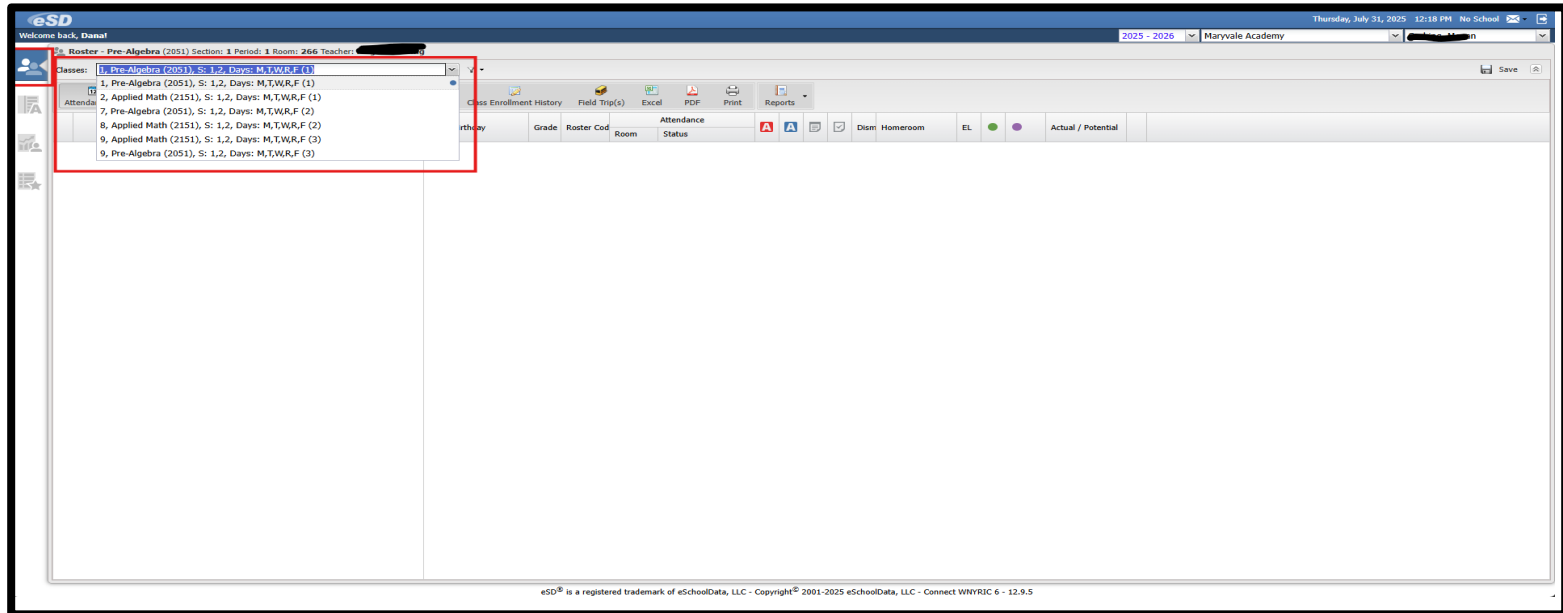
Understanding Teacher Connect



1. **Roster:**

All your classes will appear on your roster screen in the Classes dropdown menu.

- You can switch between classes once you get into Teacher Connect.
- The roster screen is where you will take attendance.
- You can access your students profiles from this screen, as well..





2. Gradebook

- **Gradebook Toolbar**

1. Select Advanced Entry (default setting) or Rapid Entry to enable/disable the automatic calculation of Category and Marking Period Averages, or click the button to toggle between Advanced/Rapid Entry. Rapid Entry minimizes the data displayed, and all automatic Category/Marking Period Average/Statistics calculations are disabled for faster grade entry.
2. Select Assignments (default setting) or Students from the Layout menu to transpose the layout of columns and rows, or click the button to toggle between Assignments/Students.
3. Select Settings to open the Settings window to establish Column Display Options, Stats Display Options, Sort Preferences, Past Due Assignments values, and visibility of the Assignment Scores Columns.
4. Add Categories and Assignments without leaving the Grade Entry screen. The Setup button opens the Setup screen (with additional advanced tools) and the Templates button opens the Templates Library screen (an advanced tool).
5. Using the Report/Import/Export Toolbar, users can create/run a Report, export the Gradebook to Excel, Print the Gradebook or MP Summary, or Import assignment scores, without leaving the Grade Entry screen.

Welcome back, Larry!

2023 - 2024 eSD High School

Gradebook - ADVANCED ALGEBRA (M4X2BC) Section: 4 Period: 1-1 Room: 413 Teacher: Larry Arney

Classes: P: 1-1, ADVANCED ALGEBRA (M4X2BC), S: 1,2, Days: A,B (4) MP: MP1 (08/24/23 - 10/31/23)

Current Rapid Entry Layout: Assignments Settings Category Assignment Setup Templates Report Excel Print Import Undo

Name	Student	PFA	MPA	Homework 6 (1s)	Chapter 1 Unit Test	Homework 1 (1s)	Homework 2 (1s)	Homework 3 (1s)
Due				12/2023	09/13/2023	09/13/2023	09/14/2023	09/18/2023
Category				Homework	Chapter Unit Test	Homework	Homework	Homework
Possible				100+5	100	100	100	100
1 Alexandra Adrian Kaniras Yanza	339721132	79.00 (C)	78.17 (C)	80	50	100	100	38
2 Olivia Jimin Ahn	339713631	81.00 (B)	82.23 (B)	80	67	100	100	20
3 Katherine Kelly Burke	339719413	80.00 (B)	81.40 (B)	80+5	68	100	100	97
4 Margaret Jolie Haderler	339714688	78.00 (C)	79.48 (C)	75+5-2	70	100	100	63
5 Nicholas Rose Tait	339712947	80.00 (B)	79.48 (C)	85	75	100	100	96
6 Maxwell Sofia Figueroa-Himeno	339719426	79.00 (C)	78.98 (C)	75	75	100	100	67
7 Melanie Marie Sullivan	5646	82.00 (B)	87.92 (B)	100	81	100	100	82
8 Melanie Mary Benn	339714962	82.00 (B)	83.81 (B)	85+5	85	100	100	96
9 Julianne Ortega	339721372	82.00 (B)	80.71 (B)	0	86	100	100	84
10 Jack David Condero-Hoyos	339714835	81.00 (B)	80.25 (B)	0	86	100	100	64
11 Isabella William Costello	339721481	83.00 (B)	82.46 (B)	0	87	100	100	65
12 John Jolie Sullivan	339723433	83.00 (B)	81.90 (B)	0	88	100	100	83

• Gradebook Column Menus

1. Hover over a Column Heading to display its drop-down menu icon . All Column Drop-Down Menus allow teachers to Sort by that column in Ascending or Descending order, Lock or Unlock the column and select Columns to hide or unhide.
2. In addition, Assignment and MP Grade column menus allow teachers to Hide/Show Only the selected Assignment/MP Grade, Edit/Delete the Assignment/Category, Publish or Unpublish Scores to the Parent Portal, Erase All grades, Calculate Numeric Grades (M. P. Grade only), and Import [Assignment Name] Scores (Assignments only). Users can also customize column appearance by Background Color, Text Color and Text Font (Italic/Bold/Underline) using the column header menu.

Gradebook - ADVANCED ALGEBRA (M4X2BC) Section: 4 Period: 1-1 Room: 413 Teacher: Larry Arney

Classes: P: 1-1, ADVANCED ALGEBRA (M4X2BC), S: 1,2, Days: A,B (4) MP: MP1 (08/24/23 - 10/31/23)

Current Rapid Entry Layout: Assignments Settings Category Assignment Setup Templates Re Excel Print Import Undo

Name	Student ID	PFA	MPA	Homework 6	Chapter 1 Unit Test	Homework 1 (1x)	Homework 2 (1x)	Homework 3 (1x)	Classwork
Due				09/12/2023	09/13/2023	09/13/2023	09/14/2023	09/18/2023	09/18/2023
Category				Homework					Classwork
Possible				100+5					100
1 Alexandra Adrian Kaniras Yanza	339721132	79.00 (C+)	78.17 (C+)	80					90
11 Isabella William Costello	339721481	83.00 (B)	82.46 (B-)	0					90
10 Jack David Cordero-Hoyos	339714835	81.00 (B-)	80.25 (B-)	0					90
14 James Michael McNamee	339723998	81.00 (B-)	78.67 (C+)	0					90
12 John Jolie Sullivan	339723433	83.00 (B)	81.90 (B-)	0					90
9 Julianne Ortega	339721372	82.00 (B-)	80.71 (B-)	0					90
3 Katherine Kelly Burke	339719413	80.00 (B-)	81.40 (B-)	80+5					90
4 Margaret Jolie Haderler	339714688	78.00 (C+)	79.48 (C+)	75+5-2					90
6 Maxwell Sofia Figueroa-Himeno	339719426	79.00 (C+)	78.98 (C+)	75					90
7 Melanie Marie Sullivan	5646	82.00 (B-)	87.92 (B+)	100					90
8 Melanie Mary Benn	339714962	82.00 (B-)	83.81 (B)	85+5					90
5 Nicholas Rose Tait	339712947	80.00 (B-)	79.48 (C+)	85					90
2 Olivia Jimin Ahn	339713631	81.00 (B-)	82.23 (B-)	80					90
13 Timothy James Cotter	5974	77.00 (C+)	70.44 (C-)	0					90
15 William Michael O'Meara	6827	78.00 (C+)	72.35 (C-)	0					90

Note:

- The gradebook tab will be where your *MARKING PERIOD* grades & Marking Period comments are entered

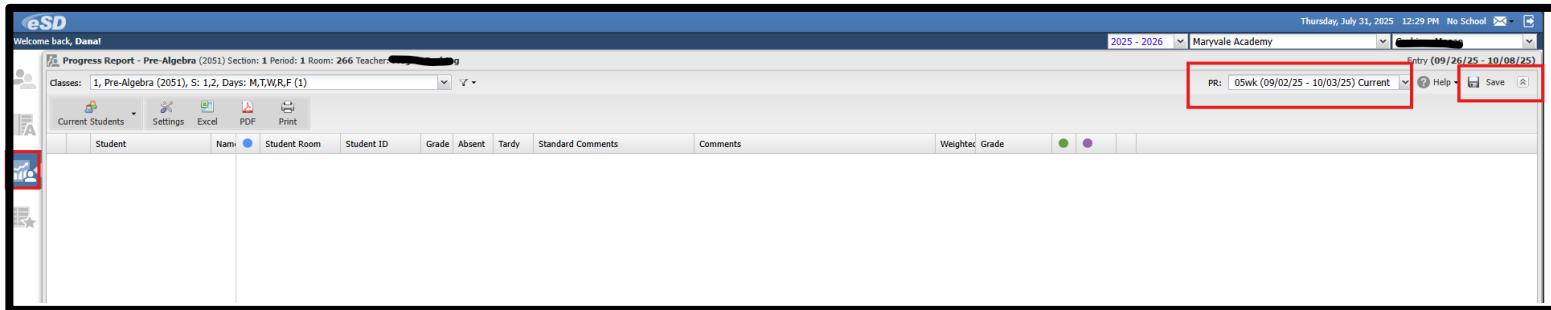
***For Special Education Teachers:**

- Marking period grades are in ADDITION to progress monitoring report cards in Frontline - IEP



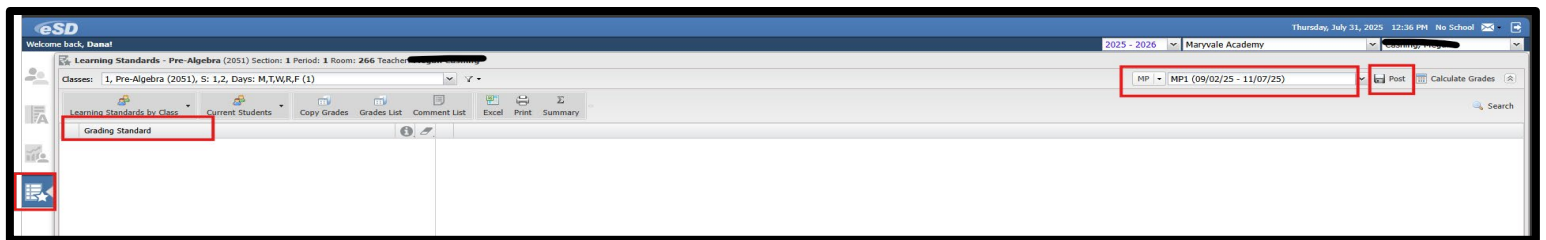
3. Progress Report - *Every 5 weeks* (*excluding Winchester Academy)

- The grade will automatically populate from the gradebook tab to the Progress report tab
- You will select canned comments and/or free text comment
- Make sure you're in the correct PR time frame.
- SAVE!**



4. Learning Standards - *K - 5 ONLY*

- └ MAKE SURE YOU CLICK POST TO UNLOCK THE CELLS!
- ` Standards will be attached to homerooms for all subjects
- a. Make sure you're in the correct Marking Period
- b. All standards will be listed on the left side of the screen
- c. Rate 1-4
- d. Calculate Grades

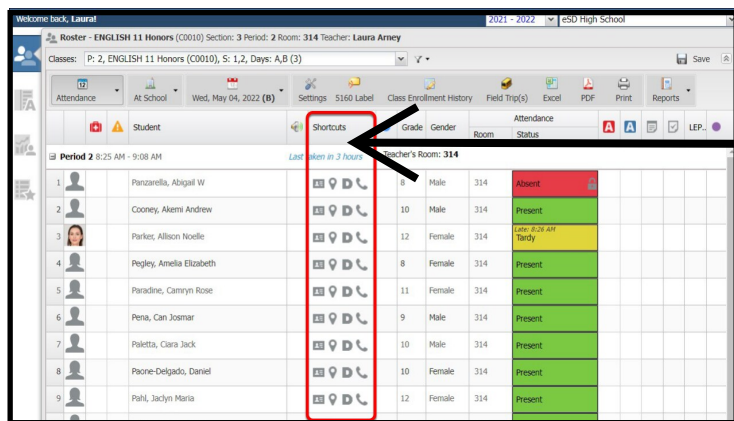


Icon	Icon Name	Meaning / Function
	Absent for Day	Student is absent for the entire day.
	Absent for Period	Student is absent for other period(s).
	Accommodations	Indicates the student receives an accommodation. Hover over the icon to view the accommodation.
	Attendance Lock	Indicates that teachers can no longer edit the attendance record.
	Attendance Not Taken	Indicates that a student's attendance has not been taken for the period/day.
	Discipline	Click to start creating a new incident report.
	Co-Teacher	Displays next to sections where there are more than one teacher assigned at any point during the school year.
	Guardian Alert	Hover over the icon to view the alert related to a student's guardian.
	Info	Click to view the student's profile
	Mail	Click to compose an email to the student.
	Note	Student has a note tied to their attendance status.
	Partial Schedule	Indicates the student is partially scheduled.
	Phone	Click to view the student's contacts.
	Schedule	Click to view the student's schedule.
	Teacher of Record	Indicates the teacher is the Teacher of Record for a given course.
	Verified	Student's attendance status has been verified.

Teacher Connect Icons:



Student Shortcuts from your Roster Screen

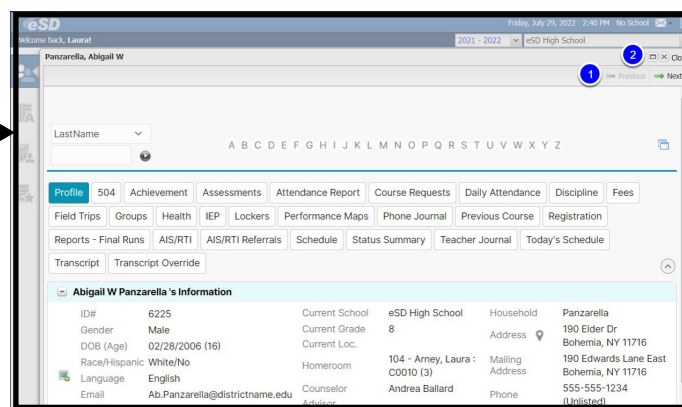


From left to right, available shortcut icons include:

- Student Profile
- Schedule
- Discipline
- Contacts

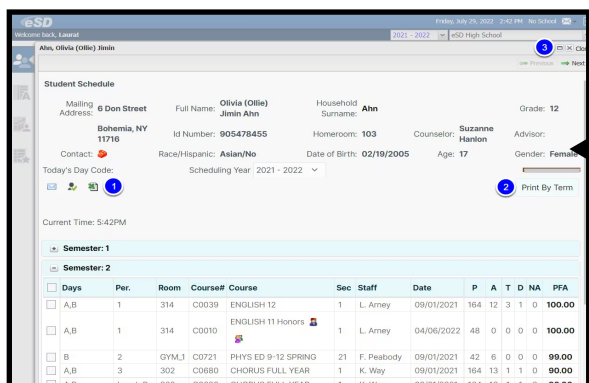
Student Profile:

1. Select the Previous / Next buttons to display the Student Profile for the previous/next student on the class roster, based on the current student sort order.
2. Select Close to return to the Roster or Gradebook.



Schedule:

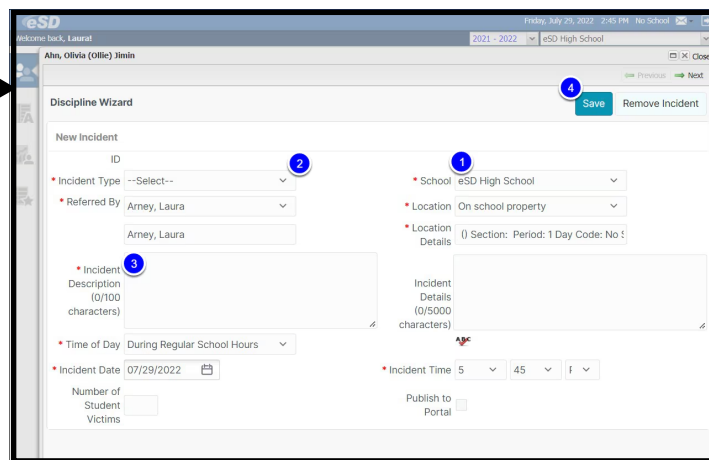
1. Select the Schedule icon to display the student's schedule, which can be printed or exported to Excel.
2. Select Print By Course, Print By Term, or Print Matrix to print the student's schedule in the selected format.
3. Select Close to return to the Roster or Gradebook.



Discipline:

1. The School, Referred By, Location, Location Details, Time of Day, Date, and Time fields are pre-populated with the appropriate information (school, teacher, class, current date, current time) when the Quick Entry page is launched, but can be edited as needed.
2. Select the Incident Type and, if needed.
3. Enter the Incident Description (defaults to Incident Type).
4. Select Save.

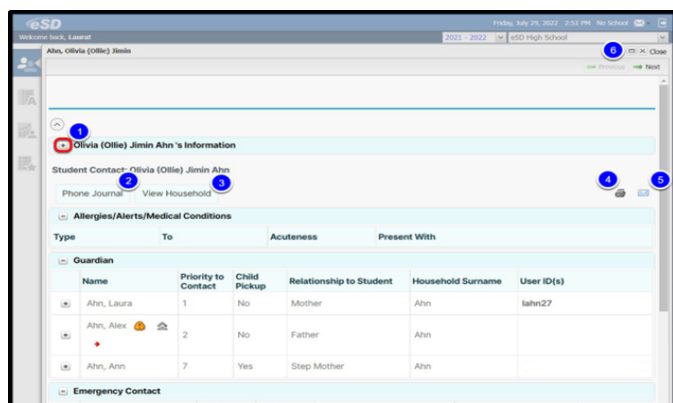
The selected student will be identified as the Offender in the New Incident.



Contacts:

Select the Contact icon to open the student's Contacts.

1. Select the Expand / Collapse icons to show/hide additional information.
2. Select Phone Journal to open the student's Phone Journal
3. Select View Household to view the student's Household.
4. Select the Print icon to print the Student Contact page.
5. Select the Email icon to send email to the selected Guardian.
 - a. To email the student's Guardians and/or School Contacts, click the checkboxes to select the desired individuals, then click the Email icon to compose an email using your native email program. The email is automatically addressed to the selected individuals.
6. Select Close to return to the Roster or Gradebook.



PERIOD ATTENDANCE

Period Attendance for Teachers

- Attendance needs to be taken at **every** period, unless otherwise noted.
- Attendance should be taken at the beginning of your class.
- If a student is absent for the day, their attendance for that period will already be set to Absent'
- If the student is absent/tardy to your class due to receiving a related service select Absent/Tardy & the service they are out for from the list of options
 - Speech
 - Counseling
 - Occupational Therapy
 - Physical Therapy

Open Teacher Connect:

If different than the default status, click the status of the student (absent or tardy) if you click on the right facing arrow in the status box, it will pop out an additional option for the attendance reason.

- This is where you would select your students service from the dropdown menu
- If tardy, enter the time the student showed up into class

The screenshot shows the eSD Roster - Homeroom (1000) interface. The 'Attendance Status' column is highlighted with a red box. The status for Williams, Davon is 'Absent'.

Student	Attendance Status
Grabenstatter, Cole Gabrielle	Present
Hall, Xavier	Present
Kanner, Brooke	Present
Schweltzer, Cameron	Present
Schweltzer, Logan	Present
Smith, Jamison	Present
Torres, Yamarize	Present
Williams, Davon	Absent

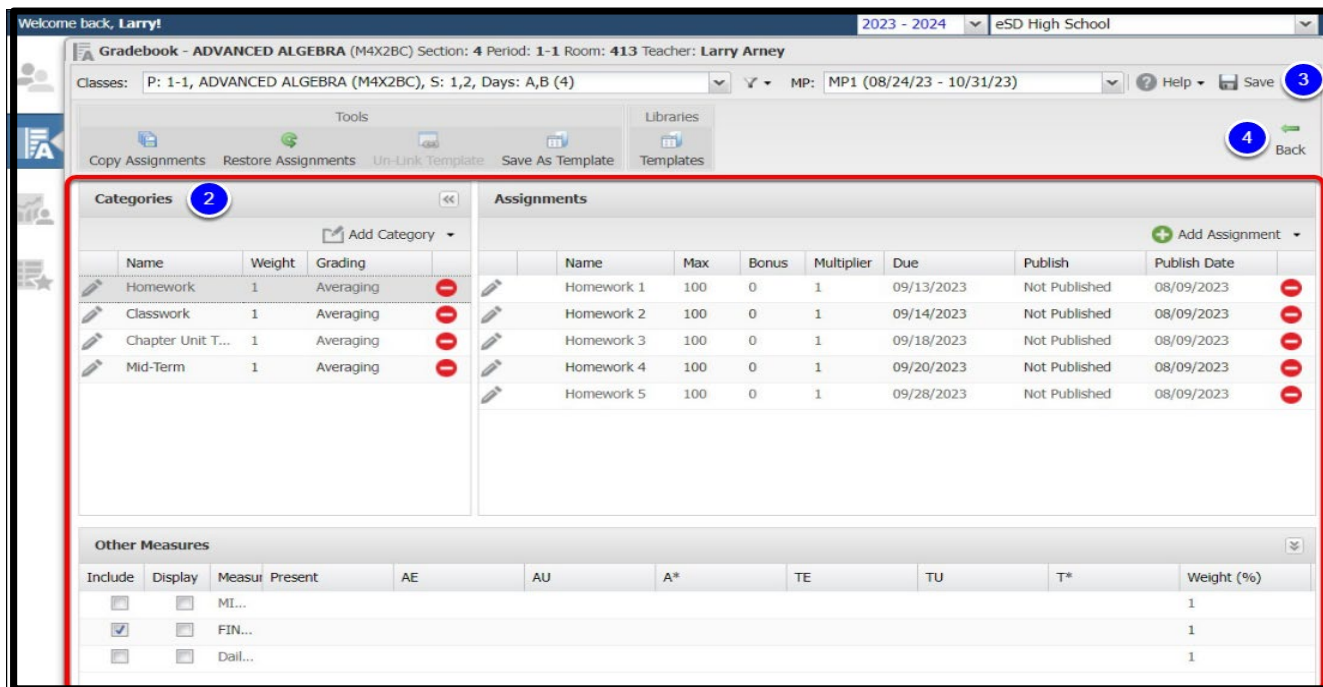
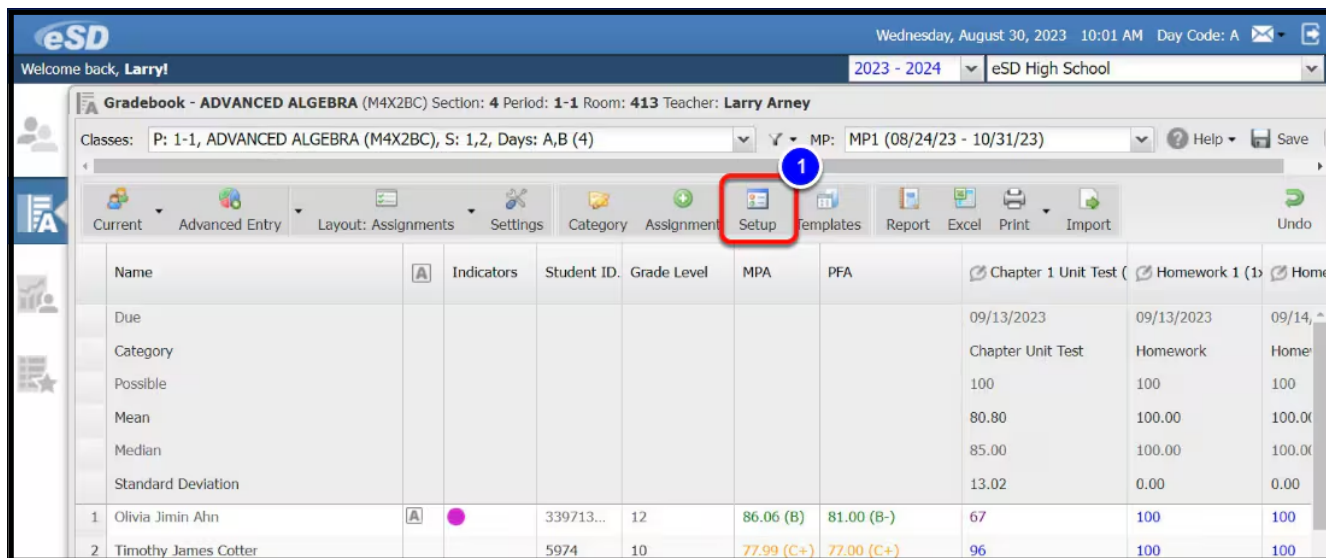
The screenshot shows the eSD Roster - Homeroom (1000) interface with the 'Absent Reason' dropdown menu open for Williams, Davon. The dropdown menu lists various reasons for absence.

Student	Attendance Status	Absent Reason
Grabenstatter, Cole Gabrielle	Present	
Hall, Xavier	Present	
Kanner, Brooke	Present	
Schweltzer, Cameron	Present	
Schweltzer, Logan	Present	
Smith, Jamison	Present	
Torres, Yamarize	Present	
Williams, Davon	Absent	Absent Reason

GRADEBOOK SETUP

Gradebook Setup for Teachers

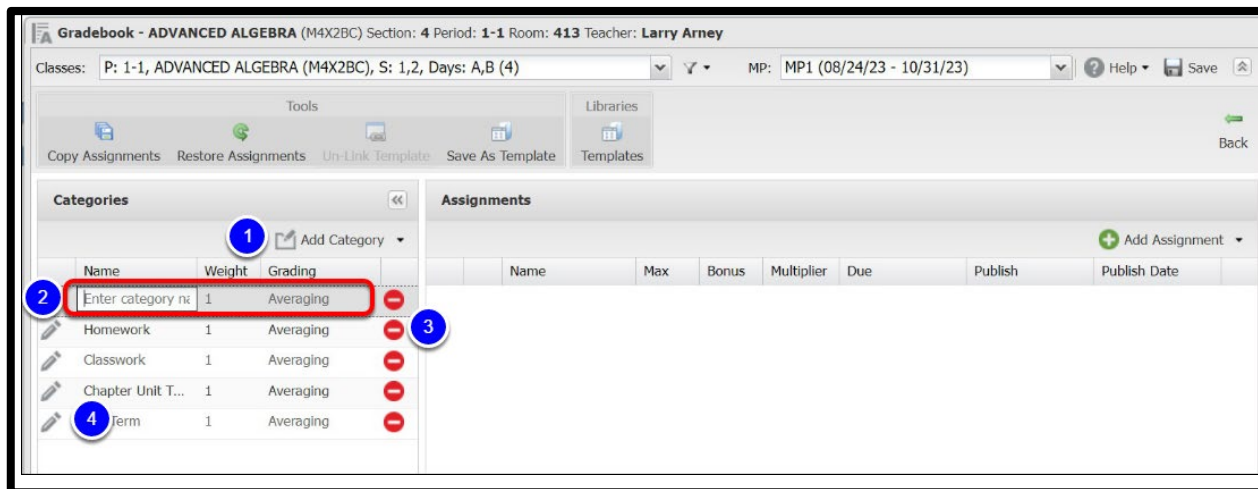
1. From the Teacher Connect Gradebook, select Setup.



2. Teachers can view, add and/or edit all the Categories, Assignments and Other Measures settings for the selected Class and Marking Period in one place. Categories that are associated to a Gradebook Template will be shaded in pale yellow.
3. Select Save to apply the Setup changes to the Gradebook.
4. Select Back to close the Setup screen and return to the Gradebook. When users select Back WITHOUT selecting Save, any changes made will be retained in the Setup screen, but will NOT be applied to the Gradebook.

The message Please wait for the page to load completely before clicking the Save button. will be displayed if Save is clicked before the Setup page fully loads, to prevent loss of gradebook data.

Categories Section:



1. Select Add Category to add a Category to the Categories list using the simplified interface.
2. Enter the category Name and Weight (defaults to 1), and select the Grading method. The selected Category Grading methods will affect the Marking Period Average calculation.
3. Select the Delete icon to delete a new or existing Category. Users will be prompted if assignments are associated to the category. (Categories linked to a school-level Gradebook Template cannot be deleted, indicated by a greyed out Delete icon)
4. Selecting the Edit icon opens the Advanced settings for the Category.

Category names must be unique within the same Class, but the same Category can be used for multiple Classes. Category names are NOT case-specific. For example, Tests and TESTS are considered the same Category.

Add/Edit Category

1. When Drop Lowest and/or Drop Highest are greater than zero, the applicable value(s) in that Category will display the strike-through icon
2. Changing Text Color or Background Color of a Category will override Color or Background Color settings of individual Assignments in that Category.
3. Save all changes before selecting Back to return to the Gradebook.

*ALL categories must be set to:
Publish to Portal - Assignment & Grade

Grading Methods

The selection of Category Grading Methods does not change the manner in which the Category's Averages, Points Earned and Points Possible are calculated, but does affect the manner in which the Marking Period Average is calculated.

- When all categories are set to the Summation Grading Method, the Marking Period Average is a Total Points calculation, which treats the weighted category points for all categories as if they were one category and divides the sum of weighted Points Earned by the sum of weighted Points Possible.

MPA =	<i>Sum of (Category Points Earned * Category Weight)</i>
	<i>Sum of (Category Points Possible * Category Weight)</i>

When all categories are set to any other Grading Method, or when categories are set to different Grading Methods, the Marking Period Average is the average of the weighted Category Averages.

MPA =	<i>Sum of (Category Average * Category Weight)</i>
	<i>Sum of Category Weights</i>

Assignments Section

Welcome back, Larry! 2023 - 2024 eSD High School

Gradebook - ADVANCED ALGEBRA (M4X2BC) Section: 4 Period: 1-1 Room: 413 Teacher: Larry Arney

Classes: P: 1-1, ADVANCED ALGEBRA (M4X2BC), S: 1,2, Days: A,B (4) MP: MP1 (08/24/23 - 10/31/23) H 5 Save

Tools: Copy Assignments Restore Assignments Un-Link Template Save As Template Libraries: Templates

Categories: Add Category

Name	Weight	Grading
Homework	1	Averaging
Classwork	1	Averaging
Chapter Unit T...	1	Averaging
Mid-Term	1	Averaging

Assignments: Add Assignment Advanced

Name	Max	Bonus	Multiplier	Due	Publish
Chapter 1 Unit Test	100	0	1	09/13/2023	Assignment and... 08/09/2023
Chapter 2 Unit Test	100	0	1	09/20/2023	Not Published 08/09/2023
Chapter 3 Unit Test	100	0	1	09/27/2023	Not Published 08/09/2023
Chapter 4 Unit Test	100	0	1	10/04/2023	Not Published 08/09/2023

- Click the desired Category to select it.
- Select Add Assignment to add an Assignment to that Category using the simplified interface. Select Advanced from the Add Assignment menu to open the Add Assignment window, for full access to all the Add Assignment fields.
- Change the default Assignment Name and Max Points, if needed, and select the Due date, Publish status, and Publish Date (if applicable).
- Select the Edit icon next to an Assignment record to open the Edit Assignment window.
- Save all changes.
- Select Back to return to the Gradebook.

Add/Edit Assignment

The screenshot shows the 'Edit Assignment' dialog box with the following fields and options:

- Category:** Chapter Unit Test (marked with a red asterisk and callout 1)
- Assignment:** Chapter 4 Unit Test (marked with a red asterisk)
- Max. Points:** 100
- Bonus:** 0
- Multiplier:** 1
- Due Date:** 10/04/2023 (marked with a red asterisk)
- Description:** overall unit test description (callout 2)
- Allow Comment:** ☒
- Publish Date:** 08/09/2023
- Publish on Portal:** Not Published
- Display on Gradebook:** ☒
- Color:** (dropdown menu)
- Background Color:** (dropdown menu)
- Font:** ☐ Italic ☐ Bold ☐ Underline
- Exclude Students:** (callout 3)

The 'Exclude Students' section contains a table with the following data:

Student ID	Name
339713631	Ahn, Olivia
339714962	Benn, Melanie
339719113	Burke, Katherine
339714935	Carden, Mary

At the bottom of the dialog box are the **Save**, **Reset**, and **Cancel** buttons. Callout 4 points to the **Save** button.

1. Add any needed details. Required fields are indicated by a red asterisk.
2. The Assignment Description can include a URL link to a website or to a document stored on the web, and will be available on the Portals when the Assignment is published.
3. Use Exclude Students (collapsed by default) to mark students as excluded from the assignment. Check the header row checkbox to exclude all students, or check individual students to exclude them.
4. Select Save to confirm any changes.

GRADE REPORTING

Grade Reporting for Teachers

Where to Start

The screenshot shows the Gradebook interface for 'ENGLISH 9 H (C0010)'. The 'Classes' dropdown is set to 'P: 2, ENGLISH 9 H (C0010), S: 1,2, Days: A,B (3)'. The 'MP:' dropdown menu is highlighted with a red box and set to 'Report Card Entry'. The table below shows student data for 11 students, including Name, Student ID, Grade Level, and scores for MP1, MP2, and MP3.

Name	Student ID	Grade Level	Shor	MPA	Score	MP1	Score	MP2	Score	MP3
1 Megan Paula McIvor	337537...	12								
2 William Margaret O'Sullivan	339715...	11								
3 Lila Robert O'Toole	339718...	12								
4 Jaclyn Maria Pahl	339714...	12								
5 Clara Jack Paletta	339711...	12								
6 Abigail W Panzarella	6225	10								
7 Samuel Leo O'Sullivan	339716...	10								
8 Matthew Philip Panzarella	6219	12								
9 Amelia Elizabeth Pegley	339723...	10								
10 Margaret Maria Pellumbi	339714...	10								
11 Can Josmar Pena	339714...	11								

Select Report Card Entry from the Marking Period dropdown menu in your gradebook.

Marking Period Grades

The screenshot shows the Gradebook interface for '9H - GLOB HIST/GEO (45S09002)'. The 'Classes' dropdown is set to 'P: 1, 9H - GLOB HIST/GEO (45S09002), S: 1,2,3,4, Days: M,G (2)'. The 'MP:' dropdown menu is highlighted with a red box and set to 'Report Card Entry'. The table below shows student data for 7 students, including Name, Student ID, and scores for various marking periods and final grades.

Name	Student ID	Shortcuts	Marking Period 4 (20.00)	Mid Term (7.50)	Final Term (12.50)	Social Studies 9 PreTest(RA) Score	Social Studies 9 Po	Final Grade
1 Sasha Constance Duarte	3032908		70 (C-)			50	67.50	70 T P
2 Latanya Shan Edmunds	3035072		75 (C+)			55	70.75	75 T P
3 Kail Isaiiah Faison	3033280		80 (B-)			70	80.50	82 T P
4 Nina Conchita Gonzalez	3038507		70 (C-)			65	77.25	72 T P
5 Rayneri John Gualtieri	3035245		75 (C+)			68	79.20	80 T P
6 Latrina Teresa Hallissey	3036357		80 (B-)			72	81.80	80 T P
7 James Phillip Kim	3038474		75 (C+)			60	74.00	75 T P

Marking Period Grades and Marking Period Comments can be entered or calculated using the Report Card Entry screen, in the same manner as on the Marking Period screen. If they were entered or calculated on a Marking Period screen, they will carry over automatically to the Report Card Entry screen.

Final Grades

Name	IEP	504	LEP	Student ID	Shortcuts	Marking Period 4 (20.00)	MID TERM (7.50)	FINAL TERM (12.50)	Social Studies 9 PreTest(RA)	Social Studies 9 Po	Final Grade
Due											
Category											
Possible											
Mean											
Median											
Standard Deviation											
1 Sasha Constance Duarte				3032908		70 (C-)			50	67.50	75 (C+)
2 Latanya Shan Edmunds				3035072		75 (C+)			55	70.75	78 (B-)
3 Kail Isaiiah Faison				3033280		80 (B-)			70	80.50	85 (B+)
4 Nina Conchita Gonzalez				3038507		70 (C-)			65	77.25	72 (C)
5 Rayneri John Gualtieri				3035245		75 (C+)			68	79.20	78 (B-)
6 Latrina Teresa Hallissey				3036357		80 (B-)			72	81.80	82 (B)
7 James Phillip Kim				3038474		75 (C+)			60	74.00	78 (B-)
8 Andreas Spiridon Koutsogiannis				3038475							
9 Ron Mason				3037766							

Final Grades can also be entered using the Report Card Entry screen. Final Grades entered

or

Calculated on the course's Final Marking Period screen will carry over automatically to the Report Card Entry screen.

Final Grades are rounded to whole numbers.

*** Assignments need to be within the marking period dates in order to properly calculate your students grades**

***If your marking period grades don't look correct, check dates first!**

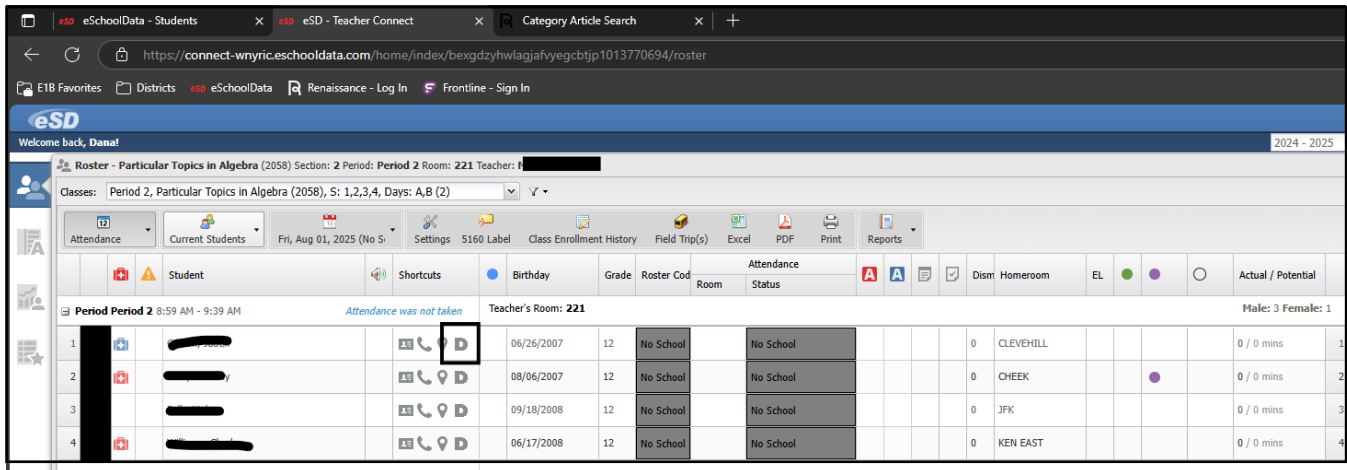
DISCIPLINE ENTRY

Discipline Entry for Teachers:

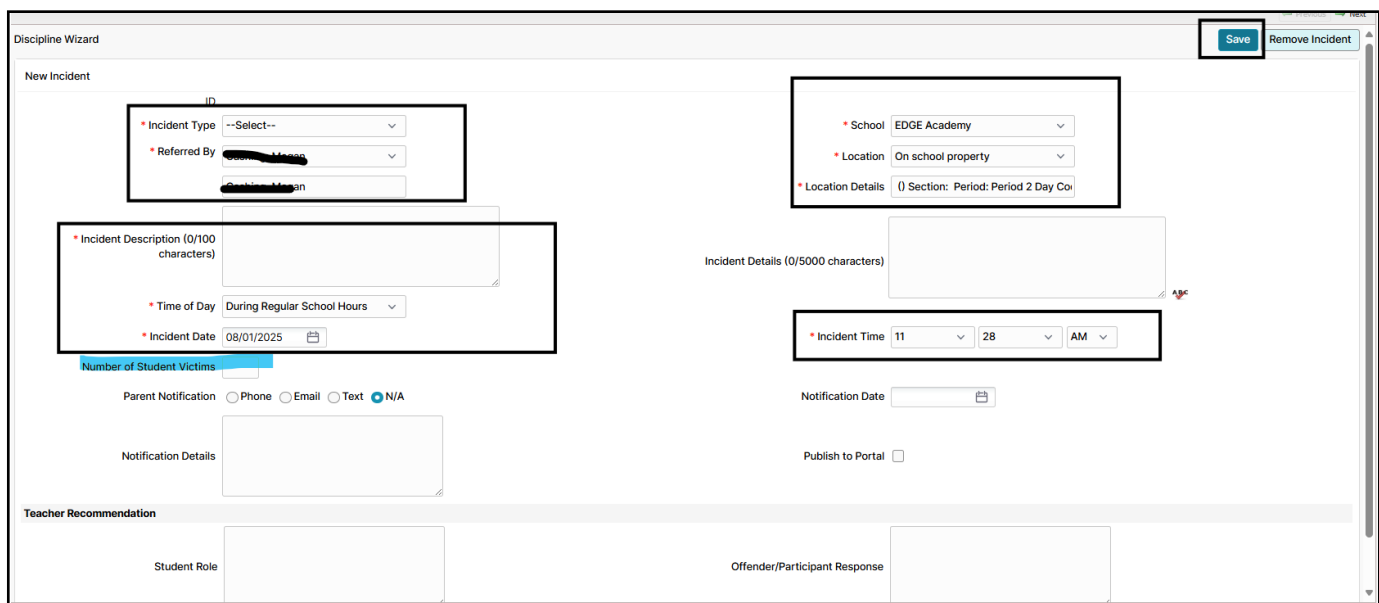
Once in Teacher Connect & on your roster screen:

- Click on the 'D' icon of the student needing to be written up
- This will take you to the students discipline screen within their profile > Fill out the required incident details > Save

***If more than one student is involved, make sure you enter the number of victims involved ***



Student	Shortcuts	Birthday	Grade	Roster Cod	Room	Attendance	Status	Dis	Homeroom	EL	Actual / Potential
1											
2											
3											
4											



Discipline Wizard

New Incident

Incident Type: --Select--

Referred By: [Name]

Incident Description (0/100 characters): [Text Area]

Time of Day: During Regular School Hours

Incident Date: 08/01/2025

Number of Student Victims: [Input]

Parent Notification: ☐ Phone ☐ Email ☐ Text ☒ N/A

Notification Details: [Text Area]

Teacher Recommendation

Student Role: [Text Area]

Offender/Participant Response: [Text Area]

Incident Details (0/5000 characters): [Text Area]

Incident Time: 11:28 AM

Notification Date: [Calendar]

Publish to Portal: ☐

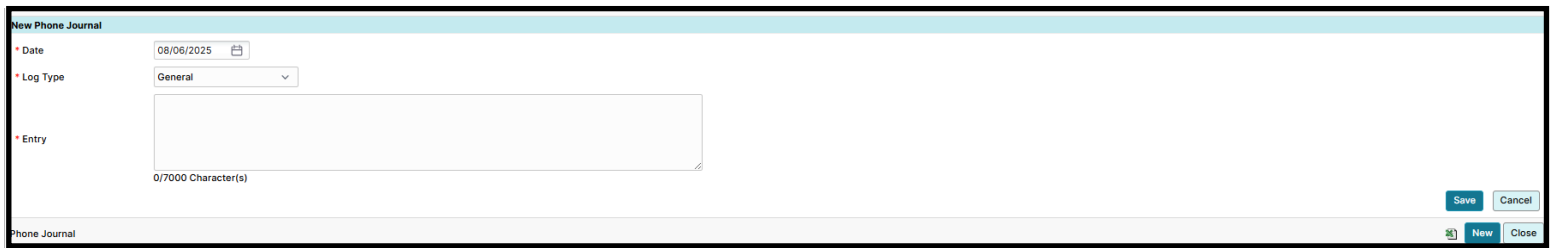
Save Remove Incident

**DOCUMENTATION
PERTAINING TO STUDENTS**

Student Phone Journal

Communication to a *parent or guardian* should be documented through the Phone Journal.

1. Click on the profile icon from your roster tab
2. Once in the students profile, click on the Phone Journal Tab
3. Click New
4. Enter the date of conversation
5. Select Log Type from the drop down menu
6. Brief overview of the conversation
 - a. Max of 7000 charcaters
7. Save

A screenshot of a web application form titled "New Phone Journal". The form has a light blue header bar. Below the header, there are three main sections: "Date", "Log Type", and "Entry". The "Date" section has a text input field containing "08/06/2025" and a calendar icon. The "Log Type" section has a dropdown menu with "General" selected. The "Entry" section has a large text area for notes, with a character count "0/7000 Character(s)" at the bottom left. At the bottom right of the form, there are "Save" and "Cancel" buttons. Below the form, there is a footer bar with "Phone Journal" on the left and "New" and "Close" buttons on the right.

Teacher Journal

Communication with the student for *instructional* purposes.

1. Click on the profile icon from your roster tab
2. Once in the students profile, click on the Teacher Journal Tab
3. Click 'New'
4. Enter the date of conversation
5. Select Log Type from the drop down menu
6. Brief overview of the conversation
(Max of 7000 characters)
7. Save