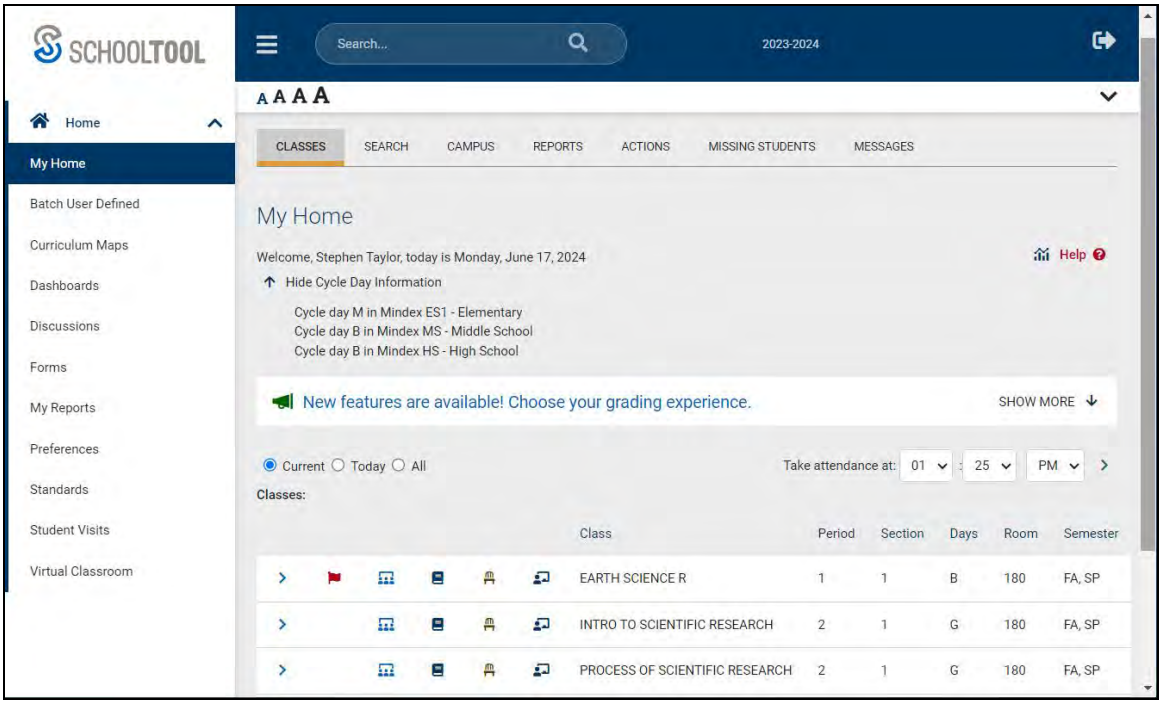
schooltool.com
585.424.3590
250 Alexander Street
Rochester, NY 14607

Teacher

User Guide

Version 23.2



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Basics of SchoolTool

SchoolTool has a very straightforward design that utilizes modules, sub-modules, and sub-module tabs (or, simply, tabs) to navigate throughout the entire application. This hierarchy that is used for navigation is the key to using every screen within the system. Once familiar with the basics, the consistent nature of SchoolTool allows a user to comfortably move anywhere in the application.

Historical

SchoolTool is a historical application that holds all permanent record information on an individual student by school year. SchoolTool also allows you to view past information such as classes, grades, attendance, medical, and discipline information for future use or trending. Historically, SchoolTool also keeps records for state reporting purposes.

Real-time

SchoolTool is a real-time application, which means users may experience brief pauses while the system updates itself from screen to screen, record to record, or tab to tab. Be sure to watch your browser's progress bar or "spinner" to see when the refresh is complete. In some cases, you will see a difference in the way information is represented. In others, the refresh simply updates the database, though the screen continues to look the same, giving you the most up-to-date information.

Web-Based

SchoolTool is a web-based application. This means it can be accessed from any Internet connection anywhere in the world if you know your URL. This also means that if there is no Internet connection, you cannot access SchoolTool.

Important Notes about Browser Usage:

- Using multiple tabs within a browser to access SchoolTool is *not* recommended, as this can cause unexpected behavior.
- Always use the buttons and links *within* the SchoolTool interface, and not those of your browser. If you use the toolbar buttons and/or menus of your browser, this may cause errors and impact your work. As a general rule, do not use the Back button on your browser as this will halt your connection to the database.
- All navigation buttons are accessed with a *single* click, not a double click. Double clicking may not produce the desired results.
- SchoolTool uses several pop-up windows for calendars, alerts, confirmations, and reports. Please make sure to disable your pop-up blocker for the SchoolTool URL.

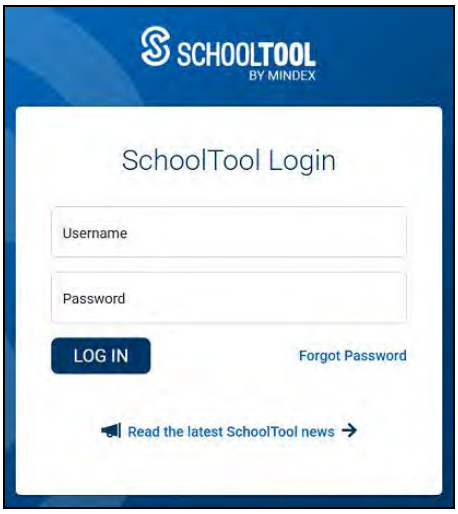
Centralized

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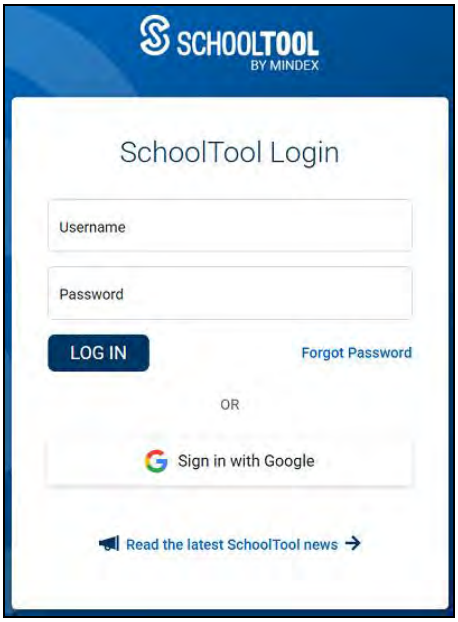
Because SchoolTool is a web-based application, districts have the ability to have all their important information centralized even though all the grades may be in separate buildings. This centralization allows for easy state reporting and grading during marking periods.

Logging In

1. Open your browser and navigate to the SchoolTool URL for your district.

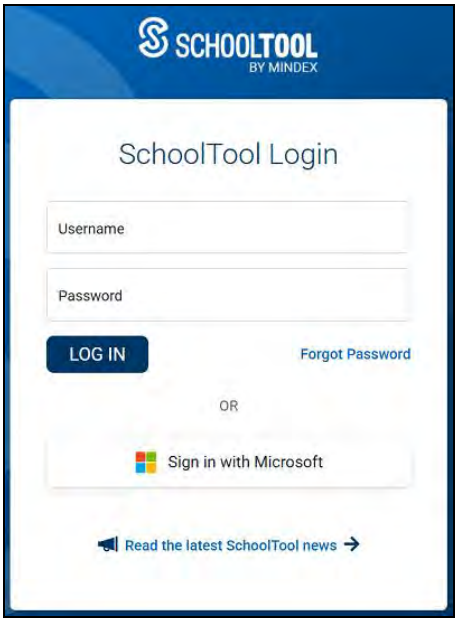


2. Enter the username and password provided by your district. Remember that passwords are case sensitive.
3. Click the **Log In** button to login.
4. If your district allows Google login, you can click the "Sign in with Google" button and enter your Google account credentials instead.



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5. If your district has enabled integration with Microsoft 365, you will see the "Sign in with Microsoft" button. Users with district-managed Microsoft 365 accounts can use this button to sign in with their Microsoft account.



Note: If your district has enabled the "Allow Forgot Password on Login" in **Maintenance > District > District Options**, users will see a link that can be used to begin the Forgot Password process. After clicking the Forgot Password button, the user will need to request a code. Once the code is received and entered, the user can enter a new password. Users must have a district-created local account for this to function; network accounts and SSO accounts do not support resetting of passwords.

Note: When you log in, you will see the **Home > My Home** view by default. Based on your user role, you will see a customized **My Home** view that gives the access to the sub-modules, tabs, and reports needed to perform daily tasks. This is described in more detail in the **Home User Guide**.

Navigation

SchoolTool is structured hierarchically. Users have access to modules, which contain sub-modules. These modules and sub-modules, and any tabs available from the sub-module screens, are used to perform a wide variety of tasks. Much of SchoolTool centers around the Person Records (most often, this is the Student Record). A person record contains multiple sections, each with its own set of tabs, where information is displayed. Depending on permissions and other factors, information may be editable or it may be presented in read-only mode.

Modules and Side Menu Navigation

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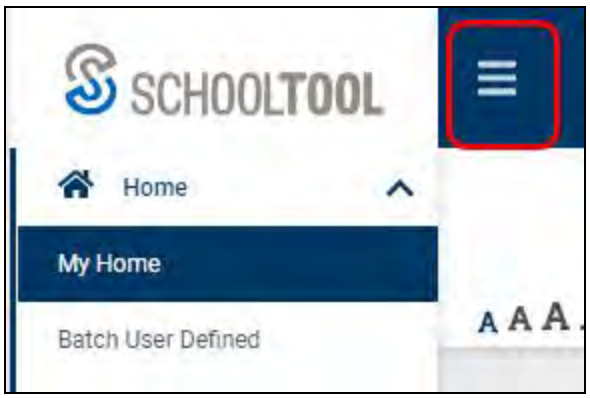
Modules and Sub-Modules

SchoolTool is divided into several modules, which organize the collection and storage of data. Each module (Attendance, Discipline, etc.) contains a number of sub-modules which contain the actual screens within SchoolTool.

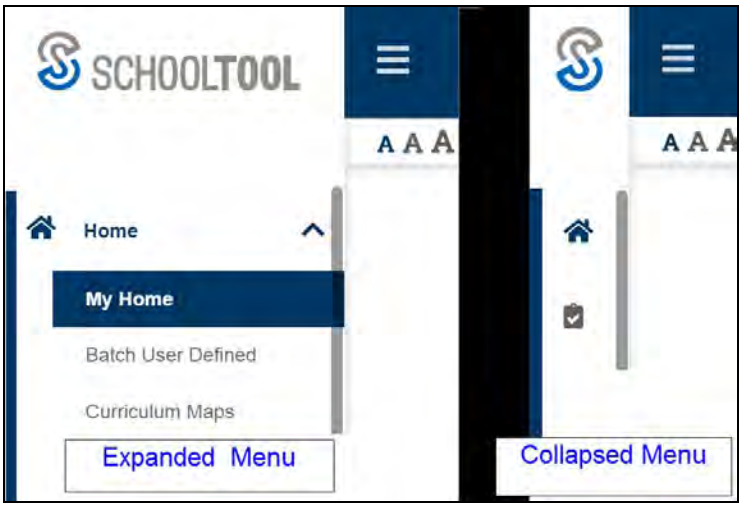
Depending on your role within the district, you may have access to different modules. Some users will have many items in the navigation menu while others might have only a few.

Using the Side Menu to Navigate

All SchoolTool navigation is accomplished through the menu on the left side of the screen. By default the menu is expanded; you can click on the menu ☰ icon in the upper left portion of the screen to collapse it.



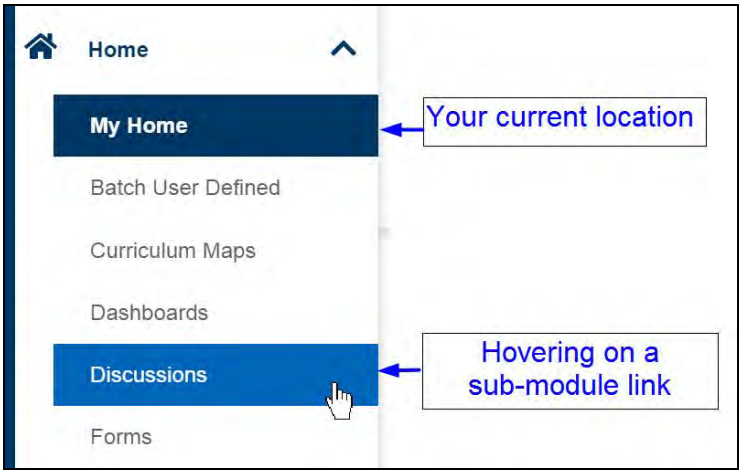
Once the side menu is collapsed, you can click again to expand it. SchoolTool will remember the last menu setting you used and will automatically expand or collapse it for you the next time you log in.



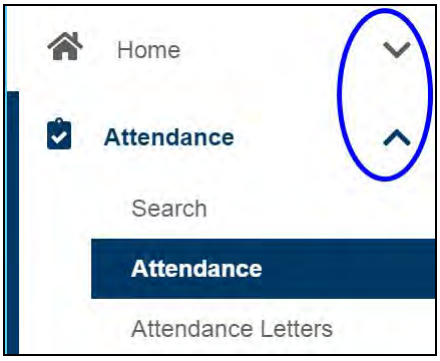
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Note: When the menu is collapsed, you can quickly access it by hovering the mouse over the module icons. The menu will expand temporarily so you can select a screen to navigate to, and will return to its collapsed state once your mouse moves away from the menu area.

To navigate, use the menu on the left side of the screen to click on a module or expand it to see a list of sub-module links. The active module will be indicated with a dark blue bar on the left of the menu and the active sub-module will be highlighted in blue to indicate your current location. While using the side menu to navigate, menu items will be highlighted in a lighter blue when hovering over them; to navigate, simply click on the desired link while it's highlighted.



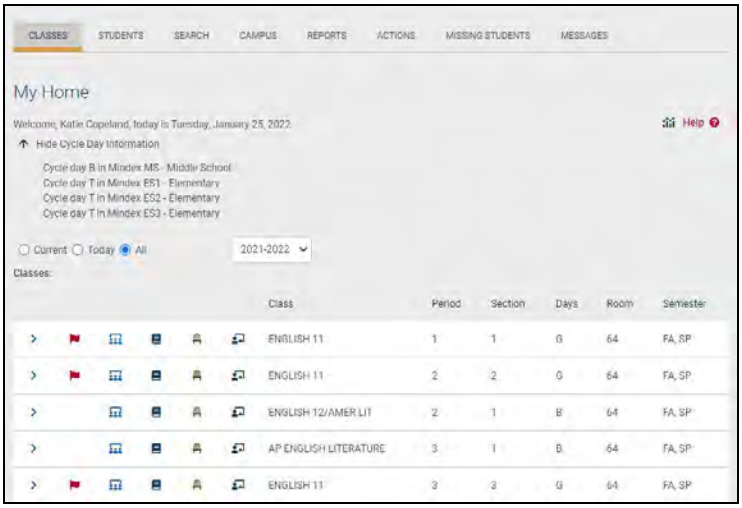
The currently active module will be expanded by default. Use the Expand/Collapse arrows to show or hide more navigation links within a module. Note that when using the menu in "slim mode" *all* modules will be collapsed automatically; use the Expand arrows to see the navigation links for any module while hovering over the menu.



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Tabs

Tabs are used extensively throughout SchoolTool. For example, your **My Home** view will have tabs near the upper left part of the screen which give access to additional information. However, if you are viewing a student record through a specific module or sub-module, tabs may be located in the middle of the screen or towards the bottom of the screen. No matter where you see them, they work the same.



A typical Teacher's My Home with Classes and other tabs

To access information in a tab, click once on the tab label to open the tab window/screen. When the window has opened, the tab name will change to show bold and underlined, letting you know which tab you are using.

Basic Navigation Tips

Users navigate through SchoolTool by using navigation buttons and/or keyboard shortcuts. Each button in SchoolTool uses a mouse-over tool tip to display the button's title or function. The following sections provide an overview of the navigation features found in SchoolTool.

Navigation Buttons

SchoolTool uses simple navigation buttons that allow you to perform basic functions with a single click of the mouse. The specific tool tips associated with each button may give more descriptive text than shown below, but the basic functionality remains the same.

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+	Add/Create New		Print or Report		Cancel
	Edit or Details		Save/Submit		Remove or Delete
>	Select or Details		Update/Save/Refresh	AB	Check Spelling
	Dashboard		Email		Alert flag
	History	→	Next	↑	Up or Show/Hide
?	Show/Hide Help	←	Previous	↓	Down or Show/Hide

Keyboarding Tips

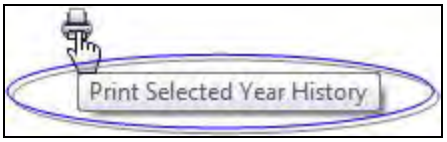
SchoolTool's user interface provides several options to accommodate your working style and preferences. The modules, menus, and point-and-click options for entering fields are available for users who prefer "mousing."

If you are more comfortable using the keyboard, you can advance through many fields on data entry screens by using the Tab key, and Shift +Tab keys.

Note that SchoolTool is web-based; each screen may have multiple hyperlinks and navigation buttons to help you complete tasks. Because of this, the Enter and Return keys on your keyboard may not always have the desired result and may cause unexpected behavior. ***Always*** make sure to use the mouse to single click the appropriate navigation button to perform the task at hand.

Tool Tips (Mouseovers)

Throughout the application, you will find tool tips which are text boxes of information that appear when you mouse over a button. For example, if you mouse over a print button, without clicking, a box will appear telling you what kind of report will be generated.



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In other cases, hovering over an icon will provide additional information and/or button controls.



Paging Through Lists

In some cases, when you are viewing a list of records, you will have access to multiple screens of data. SchoolTool allows you to move through the pages by using the linked numbers at the top of the column heading bar.

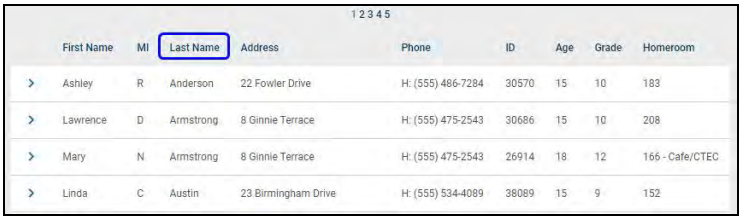
Paging buttons are either bold (pages you can click to) or not bold (indicating the page you are on).



Organizing Data Tables with Columns

In many lists, column headings may be used to reorder the list. Click once on a column heading and the list will sort in ascending order, using the data in that column. Click again and the data sorts in descending order. If a column heading can be sorted, your mouse pointer will become a hand when held over the column heading, which indicates that the column can be sorted.

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For example, if you clicked the heading for First Name, the information would appear in ascending alphabetical order of first names. Click First Name again, and the list sorts in descending alphabetical order of first names.

Note: SchoolTool often uses a simple sort where numbers are treated as text. For this reason, numeric columns can be sorted, but may display the data in an unexpected order. For example, you may see grades 1, 10, and 11 listed before grade 2, because the list sorts on the first digit then the second.

Additionally, search results may be printed as a simple list by clicking on the Print icon in the upper left corner of the results list. The report will be generated in a new window, which may then be saved or printed as needed. The report will respect any on-screen sort order and will display all columns as shown on the screen.

Field Types

There are several field types that appear throughout SchoolTool. Read the following descriptions for examples of each type of field.

Date Fields

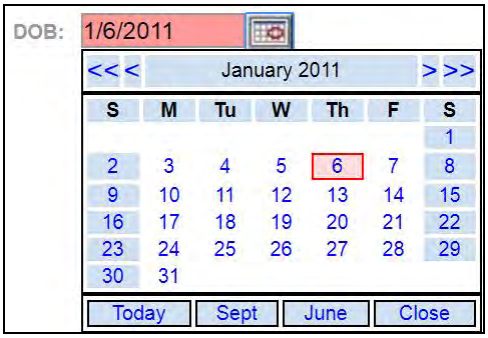
Fields that contain dates appear throughout SchoolTool. Every date field can be used the same way and can be populated either by typing the date in the mm/dd/yyyy format or by using the pop-up calendar accessed by single-clicking the calendar icon next to the field.



To use the pop-up calendar:

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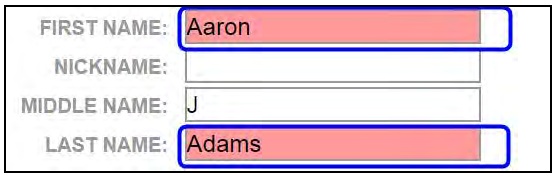
1. Single-click the calendar icon next to the date field.



2. Select the correct year by using the << and >> arrow buttons on the outside of the month/year bar.
3. Select the correct month by using the < and > arrow buttons on either side of the month/year bar.
4. Single click on the day you want to populate the field.
5. Click the Today button to jump to the current date.
6. Use the Sept button to jump to September of the current school year, and the June button to jump to June of the current school year.
7. Click Close to close the pop-up date picker.

Required Fields

Many of the screens have at least one required field that must be completed before saving. These fields are indicated either by the color pink or a red outline around the field; a record cannot be saved until all the required fields are filled in.



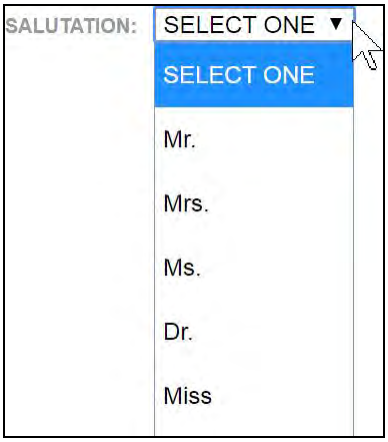
An error message displays if any required fields have been left blank.

Note: In some areas information in drop down fields may also be required, though the fields do not appear in pink. SchoolTool will prompt you to make a selection before allowing you to save your work.

Drop-down Lists

Drop down lists are used throughout SchoolTool when a field value comes from a list of known values (like school, grade, or ethnicity). Clicking on the arrow of these fields expands the list so a single item may be selected.

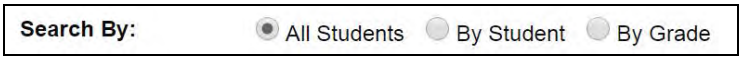
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- Your browser may also allow "type ahead" for longer lists, allowing you to type the first several letters of the desired selection to help navigate quickly through the list.
- Once a drop down list is open, you can also use your keyboard's up and down arrow keys to move through the list.
- If your mouse has a roller feature, you may also use that to scroll through the values in a drop down list.

Radio Buttons

In several SchoolTool screens, radio buttons (or "radio options") allow you to choose a single value from several options. These might be presented horizontally or vertically but in either case these represent a "choose one" scenario where only a single selection can be made with any group of radio buttons.



Check Boxes

In several screens you may see check boxes as options. These options may be used as "Yes/No" choices or to allow you to select multiple items. Click once in a check box to select it and a check mark will appear. To uncheck a box you've already checked, single click in the box and the check mark will disappear.

When a list of checkboxes is presented, the very top checkbox can be used to either select or deselect all list items at the same time.

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	Name
☑	Adams, Aaron J
☐	Adams, Aaron J
☑	Adams, Aaron W
☑	Adams, Arthur T
☐	Adams, Barbara E

Font Size and Banner View

All users have the ability to adjust font size within SchoolTool by clicking on the font size buttons in the bottom left of the system banner area.



Changing the font size will increase or decrease text throughout SchoolTool. Note that not all images, icons, or buttons are scalable and therefore may not resize when the font size is changed. In future releases of SchoolTool these elements will respect the selected font size as well.

Collapsing/Expanding the System Banner

Some districts provide information to users in the system banner area. This might include general announcements, helpful links, and more. If your district has an active banner message, this will be displayed in the banner area by default. You can collapse this area by clicking on the Collapse button at the bottom right of the message area. Note that this will collapse the banner during your active SchoolTool session only; the next time you log in the banner will automatically be expanded again.



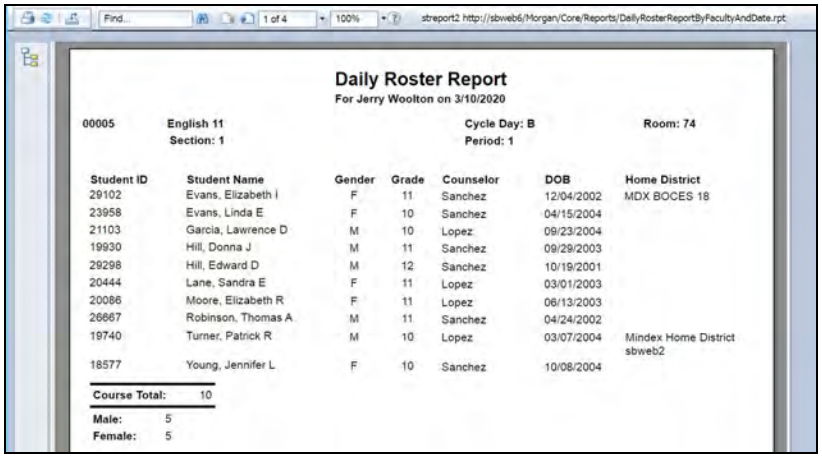
When the banner is collapsed, you will still see a white bar at the top of the screen where you can access the font size buttons or expand the banner content at any time.

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Running Reports

The SchoolTool Report Viewer includes several features that allow users to easily navigate through the report, as well as print or export report data.



Daily Roster Report
For Jerry Woolton on 3/10/2020

00005 English 11 Section: 1 — Cycle Day: B Period: 1 — Room: 74

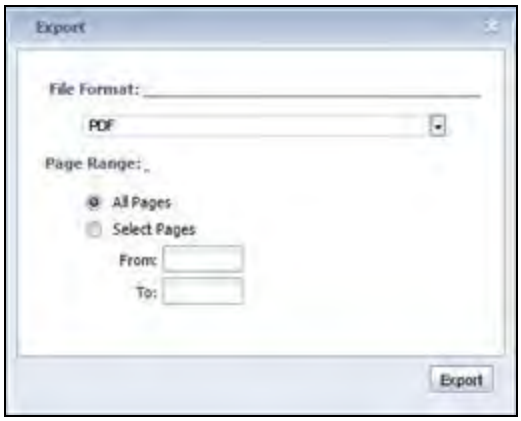
Student ID	Student Name	Gender	Grade	Counselor	DOB	Home District
29102	Evans, Elizabeth I	F	11	Sanchez	12/04/2002	MDX BOCES 18
23958	Evans, Linda E	F	10	Sanchez	04/15/2004	
21103	Garcia, Lawrence D	M	10	Lopez	09/23/2004	
19930	Hill, Donna J	M	11	Sanchez	09/29/2003	
29298	Hill, Edward D	M	12	Sanchez	10/19/2001	
20444	Lane, Sandra E	F	11	Lopez	03/01/2003	
20086	Moore, Elizabeth R	F	11	Lopez	06/13/2003	
26667	Robinson, Thomas A	M	11	Sanchez	04/24/2002	
19740	Turner, Patrick R	M	10	Lopez	03/07/2004	Mindex Home District sbweb2
18577	Young, Jennifer L	F	10	Sanchez	10/08/2004	

Course Total: 10
Male: 5
Female: 5

The following features are available from within the Report Viewer window:

- Print: Allows users to send the report to a printer.
- Refresh: Allows users to regenerate the report. If pre-screen settings have been modified in SchoolTool, the report results will be updated to reflect these changes.
- Export: Allows users to export the report data to a number of different formats. Certain reports may be more suited to certain export types, depending on the nature of the data and the way it is presented in a given report.

  Export Dialog:



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Options include:

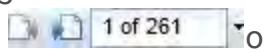
- **PDF:** PDF format is a page-based format. The exported documents are intended for printing and redistribution. PDF format will export both layout and formatting in a manner that is consistent with how the report looks on the Preview tab.
- **Microsoft Excel (97-2003):** Microsoft Excel format is a page-based format that converts your report contents into Excel cells on a page-by-page basis. Contents from multiple pages are exported to the same Excel worksheet. If a worksheet becomes full and there is more data to export, the export program creates multiple worksheets to accommodate the data. This export format retains most of the formatting, but it does not export line and box objects from your report.
- **Microsoft Excel (97-2003) Data-only:** Microsoft Excel (97-2003) Data-only is a record-based format that concentrates on data. However, this format does export most of the formatting as well. Unlike the Microsoft Excel format, this format does not merge cells; each object is added to only one cell. The data-only format can also export certain kinds of summaries (SUM, AVERAGE, COUNT, MIN, and MAX) in Crystal Reports as Excel functions.
- **Microsoft Excel Workbook Data-only:** Microsoft Excel Workbook Data-only (.xlsx) is a record-based format that concentrates on data. However, this format does export most of the formatting as well. The data-only format does not merge cells; each object is added to only one cell. The data-only format can also export certain kinds of summaries (SUM, AVERAGE, COUNT, MIN, and MAX) in Crystal Reports as Excel functions.
- **Microsoft Word (97-2003):** Microsoft Word is a page-based, exact format that produces an RTF (Rich Text Format) file. The exported file contains text and drawing objects to represent report objects. Individual objects are placed in text frames. Almost all of the formatting is retained in this export format. Text objects cannot, however, be placed outside the left edge of the page. Therefore, if you have text objects in your report that are placed before the left edge of the printable area, they will be pushed right. (This is most noticeable in reports with wide pages.)
- **Microsoft Word (97-2003) – Editable:** The Microsoft Word - Editable format is different from the Microsoft Word format; it is a page-based format, but not all of the layout and formatting are preserved in the output. This format converts all of the report object contents to text lines. Unlike Microsoft Word format, this format does not use text frames. Text formatting is retained, but attributes such as background color, fill pattern, and so on may not be retained. All images in your report are inlined with the textual content and,

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therefore, the images automatically shift to accommodate text when the document is edited in Microsoft Word. This format does not export line and box objects from your report. As well, the special fields Page Number and Page N of M do not work when exported in this format. The Microsoft Word - Editable format has an option to insert page breaks at the end of each report page. This option may not correspond to the page breaks created by Microsoft Word; the option is used mainly to separate your report-page contents

- **Rich Text Format (RTF):** The Rich Text Format (RTF) format is similar to the Microsoft Word (97-2003) format.
- **Character Separated Values (CSV):** The Separated Values format is a record-based, data-exchange format. It exports the report object contents as a set of values separated by separator and delimiter characters that you specify. Like record-style formats, the Separated Values format also creates one line of values for each record in your report. The Separated Values format cannot be used to export reports with cross-tabs or OLAP grids; nor can it be used to export reports with subreports in Page Header or Page Footer sections.

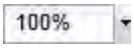
- Find/Search: 

Allows users to locate specific text within the report. Enter text in the “Find…” box and press enter (or click the Search button) to located the specified text within the report. The viewer will jump to the next match and will highlight the text on the screen.
- Page Forward/Back: 

or 

Allows users to navigate to a specific page within the report. Use the icons to move forward or backward by a single page, enter a page number in the text box and press Enter to navigate to a specific page, or use the arrow to jump directly to either the first or last page in the report.

  Some reports may not display the number of pages when the report is first loaded. In that case, the Page field will display “1 of 1+”, “2 of 2+”, etc. until the user has navigated to the last page of the report. Users can still use the Page Forward/Back buttons and the arrow to navigate through the report.

- Zoom: 

Allows users to change the zoom level of the report to make viewing easier.
- Group Tree:  Allows users to view the grouping of data within the report. For student-based reports, for example, the group tree can be expanded to display each student listed in the report, allowing users to quickly navigate to a specific student as desired. When the group tree is expanded, the tree will be expanded. To collapse it, simply click the arrows to hide the pane.

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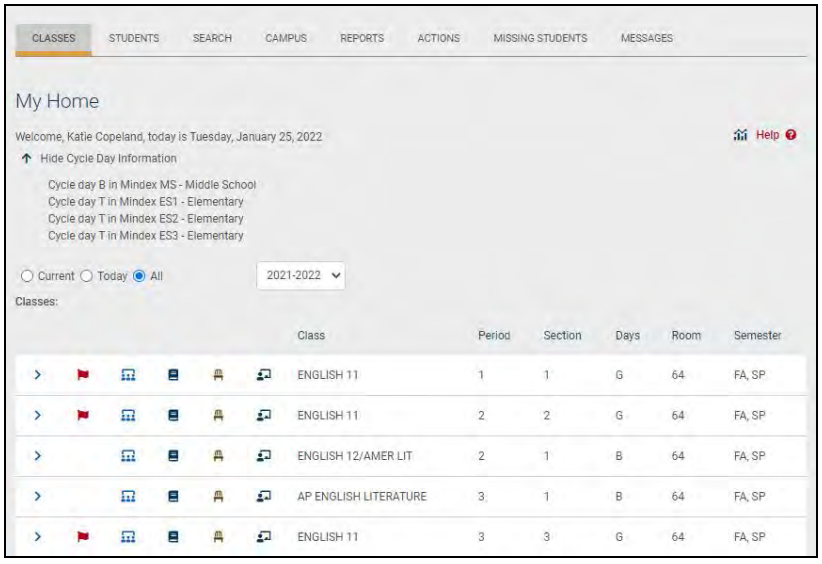


My Home: Teacher View

When you log into SchoolTool, the default view is the **Home > My Home** sub-module. If you are a teacher and have current classes, your default My Home tab will be the Classes tab. If you do not currently have classes, you will be directed to the Search tab instead.

If your district uses the Discussions feature, you will see an indicator in the upper left corner showing the total number of unread messages. Clicking on this icon will navigate you directly to the **Home > Discussions** sub-module.

The other tabs available a teacher's My Home sub-module typically include Search, Campus, Reports, and Actions. These are available for most user roles but are provided based on district preferences. More information on each of these tabs is available in the Home Module User Guide.



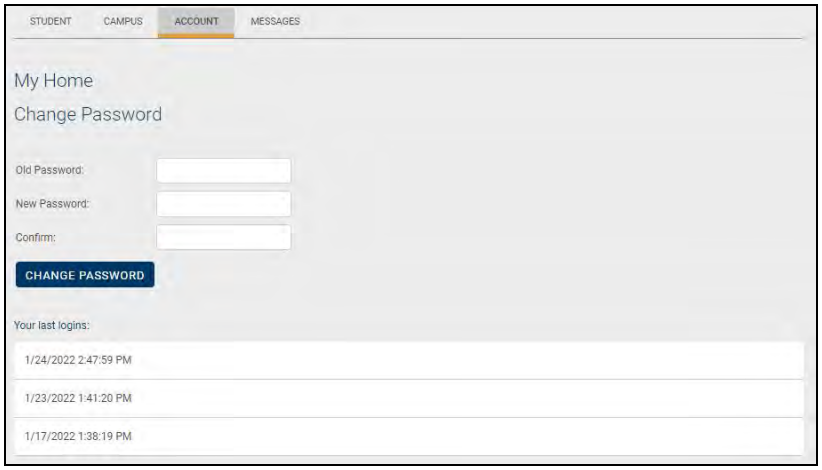
Depending on permissions, other icons may be available.

- Google Classroom Sync icon – allows teachers to sync all class rosters to Google Classroom.
- Dashboards icon – opens the Faculty View dashboard for the current user.

Account Tab

The Account tab is only visible to local users. This tab allows local users to change the password they use to log into SchoolTool and displays a list of the user's login history.

Note: Depending on permissions, users logging in with a Single-Sign On method may not see the Change Password options.



To change a local password, simply click on the **Account** tab, enter the existing password, then the new desired password (twice). Click on the Change Password button to finalize the change.

We recommend creating a new password that has the following characteristics, although your district may have different password requirements:

- Greater than or equal to eight (8) characters.
- Combination of letters, numbers, and symbols (including upper and lower case letters)
- Something that can be remembered easily

Good passwords do not have to be hard to remember. "Late2School!", for instance, is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

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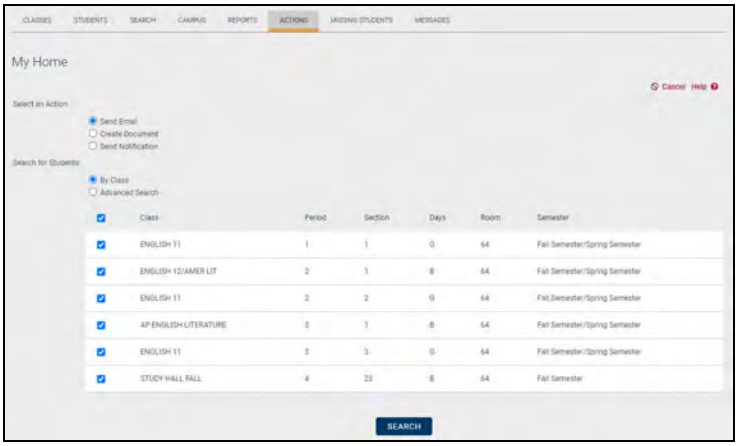
Actions Tab

The Actions tab in SchoolTool allows faculty to communicate with students and parents in three ways:

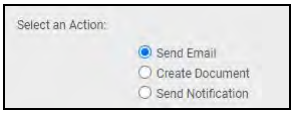
- Email messages can be generated that are sent to the contacts of each student
- Mailings can be generated with student-specific information (merge fields)
- Push notifications can be sent to multiple students' mobile phones

To send an email message or merge letter to any group of students, or their contacts, you must first choose an action and search for students:

1. Click on the Actions tab in the **Home > My Home** sub-module to begin.



2. Select the Send Email, Create Document, or Send Notification option



3. Search for students

   ***Note*:** There are two search options on this screen, By Class using the class roster or Advanced Search using the batch selector. Not all users will have access to both methods. If both methods are available, you may use the radio buttons to select either one method or the other to search for students.

   A. Search By Class
      i. If you are a teacher and have classes, a list of courses will appear on the screen. Select the class(es) you wish to

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include using the checkboxes for each class.



B. Search with Advanced Search (Batch Selector)
    i. If you have the appropriate rights, you may also be able to select the Advanced Search option to locate students using the Batch Selector.



    ii. Select the appropriate terms to locate the desired students (see the Batch Selector User Guide documentation for more detailed information on how to use this feature.)

4. Click on the **Search** button. The results of the search will appear on the bottom of the screen.
5. Select individual students using the checkboxes to choose the students for this mailing.



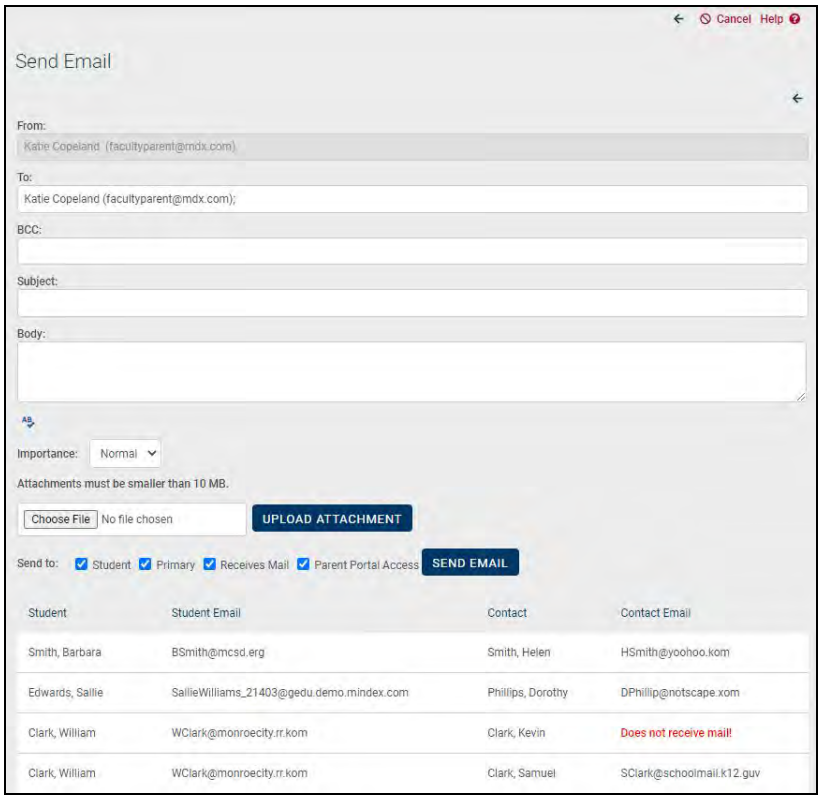
6. Click the **Continue** button

    Depending on the option selected at the beginning of this process, you will be presented with one of three screens: the Send Email screen, the Create Document screen, or the Send Direct Notification screen.

Send Email

Once you have selected "Send Email" as your initial option and have performed the appropriate search steps, you will be presented with the standard SchoolTool email screen (along with additional contact options):

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1. To send an email message, simply fill in the form, starting at the top:
    A. From – Your name and email address will appear in this field (if available). This field is pre-filled and cannot be modified.
    B. To – This field will be pre-filled with your name and email address (if available). You may enter additional email addresses here, separated by commas or semicolons. In addition to the recipients you select at the bottom of the screen, each email address in the To field will receive a this email.
    C. BCC – You may send blind carbon copies using this field. All valid email addresses in this list will receive a Blind Carbon Copy of the message. Multiple email addresses may be entered here, separated by commas or semicolons. Recipients listed in the BCC field will not be able to see any other recipients' email addresses or names when they receive the email.
    D. Subject – This is the subject of the email message. Any text may be entered here.
    E. Body – The body of the email message contains the full content of the message you would like to send. Formatting is minimal to preserve compatibility with many email systems.
    F. Importance – This is set to Normal importance by default; this can be changed to High or Low using the drop-down to send messages flagged with the desired level of importance.

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G. Attachment – To attach a file, such as a homework assignment, click on the Browse button, locate the file with the standard Microsoft browse window, and click OK. Click the Upload button to load the file into the SchoolTool email message. The name of the attachment will display at the bottom of the screen once it has been successfully uploaded. Repeat these steps for each file to be attached. The selected attachment(s) will be sent to all recipients when Send Email is clicked.

Note: Each attached file must be 10MB or smaller in size. If a user attempts to upload a file larger than 10MB, an error message will display and the attachment will be discarded.

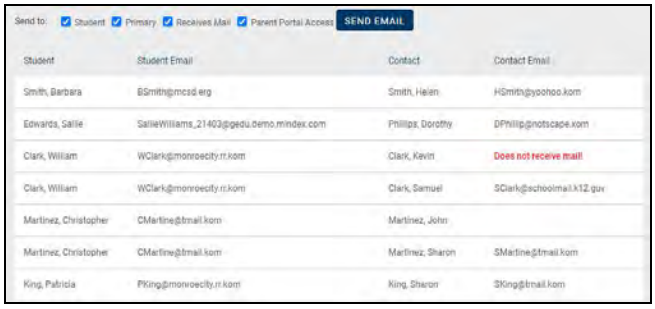
2. Select the recipients
   A. Use the checkboxes to specify contacts as recipients based on relationship flags defined in Census. To add additional contacts to the recipients list, simply check the appropriate checkbox option. These options are mutually exclusive; each option *adds* contacts to this list, regardless of whether or not a contact meets multiple checkbox criteria.
   B. The following options are available for adding contacts:
      - Student: Includes all students in the selected group.
      - Primary: Includes all adult contacts listed as Primary Contact for each student.
      - Receives Mail: Includes all adult contacts that have the Receives Mail flag checked in Census for each student.
      - Parent Portal Access: Includes all adult contacts that have the Parent Portal Access flag checked in Census for each student.

        Note: Any individual who does not have an email address listed in their Personal Record will not receive an email, regardless of whether or not they appear in this list.

   C. As checkboxes are selected, a student's contacts will be added to the list below, with a separate row for each contact. This means a student may appear in the list more than once, although if "Student" is checked, a student will only receive a single copy of the email regard-

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less of how many times the student appears in the list.



3. Click on the Send Email button. The email message will be delivered to all designated recipients.

Note: There are additional options on this screen as well as those described above:



- There are two left-pointing arrows ← on this screen. The upper button is the Back button, while the lower button is the Done button.
  - The Back ← button (top) will return the user to the previous search results screen, allowing them to re-select the specific students desired to receive this email message.
  - The Done ← button (bottom) will exit the Actions tab entirely, returning the user to their default My Home screen without sending the email.
- The Cancel ⊘ button will cancel this operation, returning the user to the first screen of the Actions tab without sending the email.
- The Spell Check AB✓ button will spell check the document before it is sent out.

Create Document

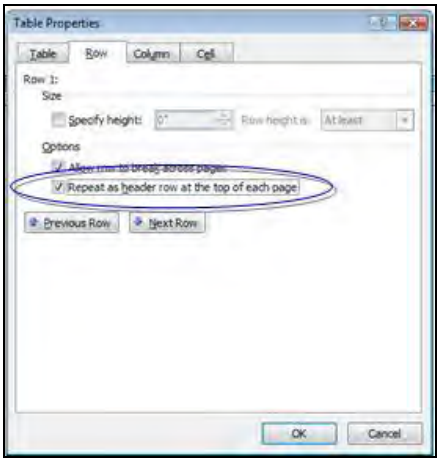
The Create Document screen allows users to create merge documents using a combination of configurable options and keywords. Document options include Letter and Label formats. You can also create spreadsheets using Excel (when merging, these will be treated as a Letter format).

Note: You should always save .XML files in 97-2003 XML format (compatibility mode) to ensure proper functionality. In addition, you must turn your Microsoft Word spell check off, as this will interfere with keywords.

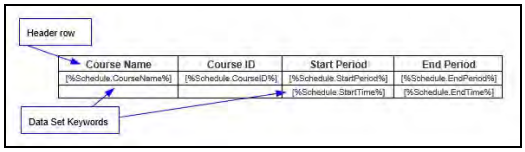
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- **Creating Letters (Word)**

1. Create a new document, including any standard text.
2. Add any generic Actions keywords to the body of the document.
3. Create tables for Data Set keywords if application
    A. Insert a table with the appropriate number of columns for the data to be displayed.
    B. Specify a header row, if desired (header rows are optional for data set keyword tables)
        i. Right click on the table and select Table Properties
        ii. Click on the Row tab and check the "Repeat as header row at the top of each page" option.



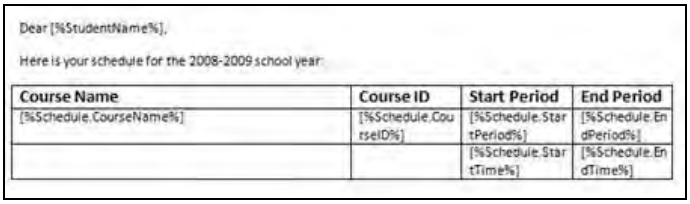
    C. Enter data set keywords as appropriate in the table row (s); if using a header row the keywords should be entered in the row(s) below the header.



    D. Tables using additional data sets may be added to the document, as long as they are separated by a paragraph mark. Tables may be formatted as desired and additional text may be added before saving as XML.

Example of the XML document template using generic keywords and keywords from the Schedules data set:

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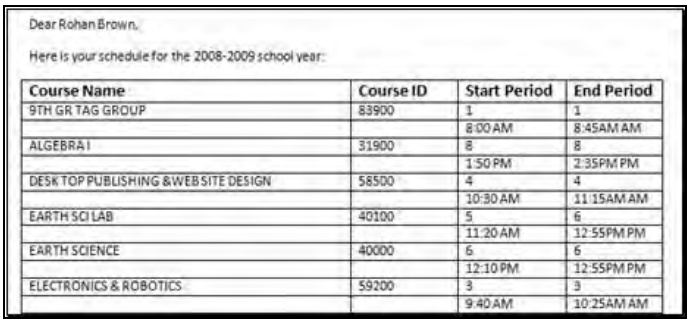


Dear [%StudentName%],

Here is your schedule for the 2008-2009 school year:

Course Name	Course ID	Start Period	End Period
[%Schedule.CourseName%]	[%Schedule.CourseID%]	[%Schedule.StartPeriod%]	[%Schedule.EndPeriod%]
		[%Schedule.StartTime%]	[%Schedule.EndTime%]

Example of the merged document:



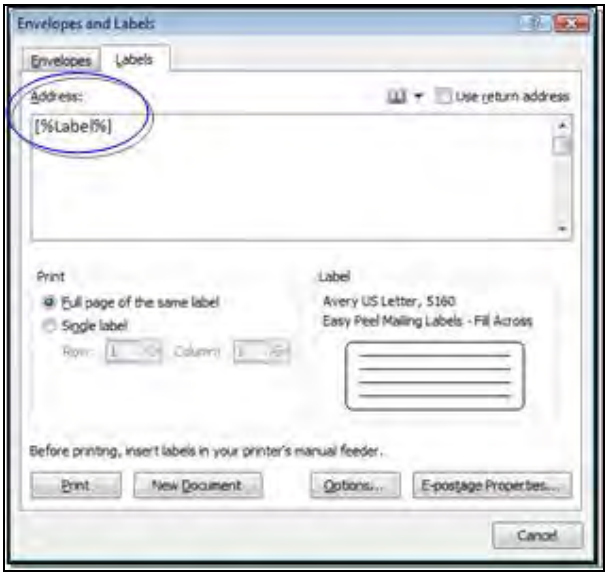
Dear Rohan Brown,

Here is your schedule for the 2008-2009 school year:

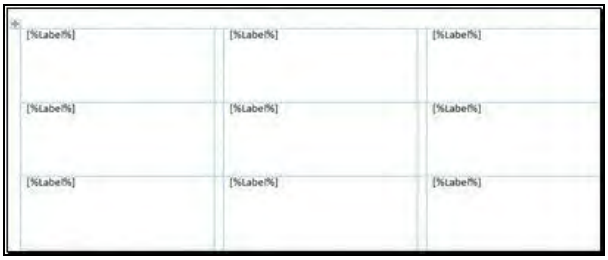
Course Name	Course ID	Start Period	End Period
9TH GR TAG GROUP	83900	1	1
		8:00 AM	8:45AM AM
ALGEBRA I	31900	8	8
		1:50 PM	2:35PM PM
DESK TOP PUBLISHING &WEB SITE DESIGN	58500	4	4
		10:30 AM	11:15AM AM
EARTH SCI LAB	40100	5	6
		11:20 AM	12:55PM PM
EARTH SCIENCE	40000	6	6
		12:10 PM	12:55PM PM
ELECTRONICS & ROBOTICS	59200	3	3
		9:40 AM	10:25AM AM

- **Creating Labels (Word)**

1. Go to the Envelopes & Labels area in Microsoft Word, select the template to use for labels (using the *Options* button), and enter the keyword “[%Label%]” in the Address portion as shown below:



2. Click the New Document button. A new document, based on the selected label type, will open.

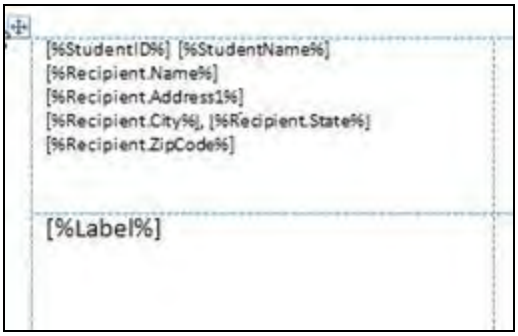


3. Delete the "[%Label%]" keyword *from the first cell only* (the cell the upper left corner). Enter the appropriate keywords in this cell. Add any punctuation or other formatting as appropriate.
4. When all appropriate keywords have been added and formatted as desired, save the document in XML format.

Notes/Recommendations:

- When using Address keywords, it is generally recommended that the keywords for Line 1 and Line 2 be separated by a comma, rather than placed on separate lines.
- Do not resize the cells when working in this document, or the labels will not print properly on the label sheet.
- It is recommended that you review the final merge output before printing labels to verify that the all information fits appropriately on the label. Any necessary changes to keywords or formatting may be made by modifying the master document and repeating the Merge.

Example of a mailing label format using keywords:

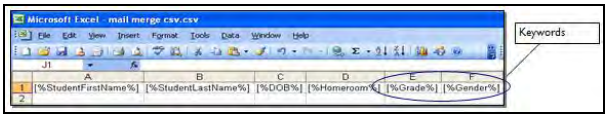


Example of the merged label document:

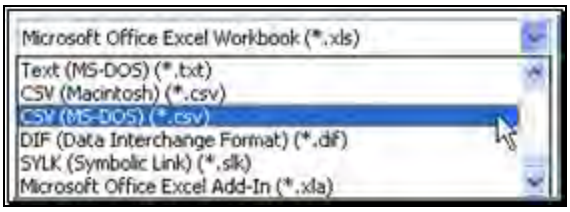


- **Creating Spreadsheet Merge Files (Excel)**

    1. Use a spreadsheet application, or a simple text editor, to create columns of text that all represent key words. You can type your document exactly as you would like it to look with specific columns and rows with keyword indications replaced by SchoolTool.
    2. Your document may look like this:



    3. Once the document is created, save the file as a CSV file type.



- **Supported File Formats**

    - Documents using only the generic Actions keywords can be saved as .RTF, .XML, or .CSV files
    - Documents using data sets can be saved as .XML or .CSV files
    - Labels must be saved as .XML files

Once you have decided on a document format (letter, label, or spreadsheet), the next step is to create a master "template" document with keyword placeholders. When merging, these keywords will be replaced with student-specific data.

- Generic Keywords: The generic Actions Tab keywords can be used in any XML merge document, including any Actions documents or labels as well as area-specific letters (Attendance Policy letters and Discipline letters).

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- **Generic Actions Tab Keywords**

  These are all “generic” keywords that may be used in any of the area-specific XML merge documents in SchoolTool. For more information on using these keywords in area-specific XML letters, see the related documentation for Attendance Policy Letters and Discipline Letters.

  Additionally, all of the “generic” keywords are listed here:

Keyword	Definition
[%StudentFirstName%]	First name
[%StudentMiddleName%]	Middle name
[%StudentMiddleInitial%]	Middle initial
[%StudentLastName%]	Last name
[%StudentName%]	First name Last name
[%StudentEmail%]	Email address
[%StudentSalutation%]	Salutation
[%SonDaughter%]	The word "son", "daughter", or "child" is returned based on gender
[%HeShe%]	The word "he", "she", or "they" is returned based on gender
[%HisHer%]	The word "his", "her", or "their" is returned based on gender
[%ContactSalutation%]	Salutation of primary contact that receives mail
[%ContactFirstName%]	First name of primary contact that receives mail
[%ContactLastName%]	Last name of primary contact that receives mail
[%ParentName%]	Full name of the primary contact (displays as “Salutation FirstName LastName”)
[%ContactEmail%]	Email address of primary contact that receives mail
[%ContactCellPhone%]	Cell Phone of primary contact that receives mail
[%ContactWorkPhone%]	Work Phone of primary contact that receives mail
[%ContactWorkPhoneExtension%]	Work Phone Extension of primary contact that receives mail
[%ContactPager%]	Pager of primary contact that receives mail
[%MoveInDate%]	Date student was added to that address
[%UnitNumber%]	Unit Number
[%Address%]	Address
[%Address1%]	Student’s residence address line 1

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	(includes Unit #)
[%Address2%]	Student's residence address line 2
[%CityStateZip%]	City State Zip
[%City%]	City
[%State%]	State
[%Zip%]	Zip
[%County%]	County
[%PhoneNumber%]	Phone number at student's address
[%StudentID%]	StudentID
[%Gender%]	State code corresponding with the gender of the student (M/F/X)
[%DOB%]	Date of Birth
[%DOB_Day%]	Date of Birth Day
[%DOB_Month%]	Date of Birth Month
[%DOB_Year%]	Date of Birth Year
[%OriginOfBirth%]	Origin Of Birth
[%PrimaryLanguage%]	Primary language
[%Ethnicity%]	Ethnicity
[%DateRegistered%]	Date Registered
[%Grade%]	Current grade
[%Homeroom%]	Homeroom
[%HomeroomTeachers%]	Homeroom teacher(s), displayed as Last Name (without salutation) and separated by a "/" for multiple teachers
[%HomeroomTeachersWithSalutation%]	Homeroom teacher's name with salutation (displays as "Mrs. Johnson"), with multiple teachers separated by a "/" character
[%Team%]	Student's current team assignment (when students are assigned to multiple teams, a separate letter will be generated for each different team assignment)
[%PreviousTeam%]	Last year's team (when students are assigned to multiple teams, a separate letter will be generated for each different team assignment)
[%NextTeam%]	Next year's team (when students are assigned to multiple teams, a separate letter will be generated for each different team assignment)
[%Locker%]	Locker number
[%LockerCombo%]	Locker combination
[%CounselorSalutation%]	Salutation of Counselor
[%CounselorFirstName%]	First name of Counselor
[%CounselorLastName%]	Last name of Counselor
[%DiplomaType%]	Diploma Type

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[%Cohort%]	Cohort
[%ClassOf%]	Class Of (Expected Graduation School Year)
[%EnrollmentType%]	Enrollment Type
[%BuildingName%]	Building Name
[%SchoolLevel%]	School Level
[%HomeDistrict%]	Student's home district assignment
[%MailingUnitNumber%]	Student's Mailing Unit Number (primary contact)
[%MailingAddress%]	Student's Mailing Address (lines 1 and 2 combined) (based on primary contact)
[%MailingAddress1%]	Student's mailing address line 1 (includes Unit #), based on primary contact's mailing address
[%MailingAddress2%]	Student's mailing address line 2, based on primary contact's mailing address
[%MailingCityStateZip%]	Student's Mailing City State Zip (based primary contact)
[%MailingCity%]	Student's Mailing City (based primary contact)
[%MailingState%]	Student's Mailing State (based primary contact)
[%MailingZip%]	Student's Mailing Zip (based primary contact)
[%WorkAddress%]	Work address of primary contact that receives mail
[%WorkAddress1%]	Work address line 1 (includes Unit #) for primary contact who receives mail
[%WorkAddress2%]	Work address line 2 for primary contact who receives mail
[%WorkCity%]	Work City of primary contact that receives mail
[%WorkState%]	Work State of primary contact that receives mail
[%WorkZip%]	Work Zip of primary contact that receives mail
[%Recipient.Name%]	Recipient's full name, including salutation (always returns data, can be multiple names, ex: Mr. And Mrs. William Budd)* *(see note)*
[%Recipient.FirstName%]	Recipient's first name (only returns data when single recipient)
[%Recipient.LastName%]	Recipient's last name (only returns data when single recipient)
[%Recipient.Salutation%]	Recipient's salutation (only returns data when single recipient)
[%Recipient.MailingAddress1%]	Recipient's mailing address (line 1)**(see note)*

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[%Recipient.MailingAddress2%]	Recipient's mailing address (line 2) *(see note)*
[%Recipient.MailingCity%]	Recipient's mailing city *(see note)*
[%Recipient.MailingState%]	Recipient's mailing state *(see note)*
[%Recipient.MailingZipCode%]	Recipient's mailing zip code *(see note)*
[%Recipient.PhoneNumber%]	Recipient's phone number *(see note)*
[%Recipient.Address1%]	Recipient's residence address (line 1)
[%Recipient.Address2%]	Recipient's residence address (line 2)
[%Recipient.City%]	Recipient's residence city
[%Recipient.State%]	Recipient's residence state
[%Recipient.ZipCode%]	Recipient's residence zip code

Note: If your recipient list is set to One per Household, you may only use the recipient keywords indicated with an asterisk (*) in the table above. "One per Household" merges are intended for mailing labels or for "mass mailing" letters that do not contain student-specific information.

- Data Sets: Actions tab merge letters also include "data sets" which allow users to retrieve student-specific information from across SchoolTool within a single document. Each data set has its own set of keywords and corresponding configurable options that must be set in the UI prior to generating the final merge output. These keywords are available only from the Actions tab, and the corresponding data sets must be configured from the Create Document screen.

  Note:When using data set keywords in XML files, those keywords must be inserted in a table.

  - **Data Set Keywords and Options**

    Data sets allow users to create merge documents with student-specific information. Users may include data set keywords in XML or CSV merge documents and select the options from the appropriate Data Sets on the Create Document screen.

    Note: Access to data sets is controlled by individual permissions for each data set. Users will only see data sets for which they have permissions enabled.

    The Data Sets portion of this screen allows users to specify how information should be displayed when using data set keywords. These data sets work in conjunction with their respective keywords;

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each section needs to be expanded in order for those keywords to be functional. If options are set and the section is then “collapsed,” that information will not be included in the document.

Note: Data Sets can only be used with files saved in .XML or .CSV format.

When using data sets, users have the option to further specify the data returned when the merge action is performed by checking the “When data sets are expanded, only return students that have data to display” checkbox. By default, this option is checked. If no data sets are expanded, this option will not impact data in the merge document.



The following data sets and options are available:

1. **Contacts Data Set**

   The Contacts Data Set allows users to specify the type of contacts returned by this merge based on relationship settings in Census.

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1. Parent
    A. Yes: Include only parents
    B. No: include only non-parents
    C. Both: Include both parents and non-parents
2. Custodial
    A. Yes: Include only those living with the student
    B. No: Include only those not living with the student
    C. Both: Include contacts regardless of address
3. Primary
    A. Yes: Include only primary contacts
    B. No: Include only non-primary contacts
    C. Both: Include both primary and non-primary contacts
4. Receives Mail
    A. Yes: Include only mail recipients
    B. No: Include only non-mail recipients
    C. Both: Include both mail recipients and non-mail recipients
5. Pickup
    A. Yes: Include only those with pickup rights
    B. No: Include only those without pickup rights

C. Both: Include contacts regardless of pickup rights

6. Custody Alert
    A. Yes: Include only those with custody alerts
    B. No: Include only those without custody alerts
    C. Both: Include contacts regardless of custody alerts
7. Parent Portal
    A. Yes: Include only those with Parent Portal access
    B. No: Include only those without Parent Portal access
    C. Both: Include contacts regardless of Parent Portal access
8. Restricted View
    A. Yes: Include only those with restricted view
    B. No: Include only those without restricted view
    C. Both: Include contacts regardless of restricted view
9. Print Order
    A. Primary and Parents First (the default)
    B. Relationship
    C. Contact Name

Contacts Data Set Keywords

Keyword	Definition
[%Contact.Name%]	The contact's full name (Salutation, First Name, and Last Name)
[%Contact.FirstName%]	Contact's first

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Keyword	Definition
	name
[%Contact.MiddleName%]	Contact's middle name
[%Contact.MiddleInitial%]	Contact's middle initial
[%Contact.LastName%]	Contact's last name
[%Contact.Salutation%]	Contact's salutation
[%Contact.ResidenceUnitNumber%]	Unit number for the contact's residence address
[%Contact.ResidenceAddress%]	Combined address for contact's residence address. Includes Line 1 (house number and street) and Line 2 of the address on a single line.
[%Contact.ResidenceAddress1%]	Line 1 of the contact's residence address (displays house number and street)
[%Contact.ResidenceAddress2%]	Line 2 of the contact's residence address (is blank if no information exists in this field)
[%Contact.ResidenceCity%]	City for the contact's residence address
[%Contact.ResidenceState%]	State for the

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Keyword	Definition
	contact's residence address
[%Contact.ResidenceZipCode%]	Zip code for the contact's residence address
[%Contact.MoveInDate%]	Date student was added to that address
[%Contact.MailingUnitNumber%]	Unit number for the contact's mailing address
[%Contact.MailingAddress%]	Combined address for contact's mailing address. Includes Line 1 (house number and street) and Line 2 of the address on a single line.
[%Contact.MailingAddress1%]	Line 1 of the contact's mailing address (displays house number and street)
[%Contact.MailingAddress2%]	Line 2 of the contact's mailing address (is blank if no information exists in this field)
[%Contact.MailingCity%]	City for the contact's mailing address

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Keyword	Definition
[%Contact.MailingState%]	State for the contact's mailing address
[%Contact.MailingZipCode%]	Zip code for the contact's mailing address
[%Contact.WorkUnitNumber%]	Unit number for the contact's work address
[%Contact.WorkAddress%]	Combined address for contact's work address. Includes Line 1 (house number and street) and Line 2 of the address on a single line.
[%Contact.WorkAddress1%]	Line 1 of the contact's work address (displays house number and street)
[%Contact.WorkAddress2%]	Line 2 of the contact's work address (is blank if no information exists in this field)
[%Contact.WorkCity%]	City for the contact's work address
[%Contact.WorkState%]	State for the contact's work address
[%Contact.WorkZipCode%]	Zip code for the contact's work address
[%Contact.PhoneNumber%]	Contact's home

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Keyword	Definition
	phone number (the phone number associated with the contacts residence address)
[%Contact.WorkPhone%]	Contact's work phone number
[%Contact.WorkPhoneExtension%]	Contact's work phone number extension
[%Contact.CellPhone%]	Contact's cell phone number
[%Contact.Pager%]	Contact's pager number
[%Contact.Email%]	Contact's email address
[%Contact.Relationship%]	Relationship between the contact and student
[%Contact.IsParent%]	Indicates whether or not the contact is designated as a parent for that student (displays as "yes" or "no")
[%Contact.IsCustodial%]	Indicates whether or not the contact shares the same home address as the student (displays as "yes" or "no")
[%Contact.IsPrimary%]	Indicates whether or not the contact is designated as a primary contact

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Keyword	Definition
	for that student (displays as “yes” or “no”)
[%Contact.IsReceivesMail%]	Indicates whether or not the contact has rights to receive mail for that student (displays as “yes” or “no”)
[%Contact.IsPickup%]	Indicates whether or not the contact has pickup rights for that student (displays as “yes” or “no”)
[%Contact.IsParentPortal%]	Indicates whether or not the contact has rights to access the Parent Portal for that student (displays as “yes” or “no”). ***Note***: this is only an indication of whether or not the Parent Portal option is checked in Census and does not reflect any local accounts or related settings in Maintenance.
[%Contact.IsCustodyAlert%]	Indicates whether or not the contact is designated as

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Keyword	Definition
	having a custody alert for that student (displays as “yes” or “no”)
[%Contact.IsRestrictedView%]	Indicates whether or not the contact has the Restricted View option checked for that student (displays as “yes” or “no”)
[%Contact.CustodyType%]	The custody type assigned to that relationship, if defined.
[%Contact.CustodyNotes%]	Displays the text in the Custody Notes field for that relationship, if entered.
[%Contact.StartDate%]	Start date of the contact/student relationship

2. **Custom Alerts Data Set**

The **Custom Alerts** data set allows users to retrieve data about students’ custom alerts records based on the options selected on the Create document screen.



Options include:

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1. Does Not Have (checkbox): Returns data for students who either have or do not have the specified alerts. This option is unchecked by default to locate students who have the appropriate alerts.
2. Alert drop-down: The specific custom alert(s) to return (users may select All or choose a specific custom alert; the list is defined by the alerts defined in Maintenance)
3. Flag drop-down: The color flag(s) to return (users may select All or choose one of the colors listed)

Custom Alerts Data Set Keywords

Keyword	Definition
[%CustomAlert.Text%]	The custom alert text as defined in Maintenance > Custom Alerts
[%CustomAlert.Category%]	The selected flag color for the custom alert as defined Maintenance > Custom Alerts (e.g., White, Red, Black)

3. **Daily Attendance Data Set**

The **Daily Attendance** data set allows users to retrieve information about students' daily attendance records for the specified school year specified in the Create Document UI.



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Options available on the Create Document screen include the following:

1. Type: The type of absence records to return (users may select All, Absences, Late Arrivals, or Early Dismissals)
2. Reason: The absentee reasons to return (users may select All or choose any value in the list, which is defined based on the absentee reasons defined in Maintenance)
3. Quantity: Use this option to specify a number of absence records. Data for students meeting the numeric criteria will be returned appropriately. Select Greater Than, Less Than, Exactly, or Between, and type in a value or range of values (when using the "Between" option to search based on a range of values, both values are inclusive; if a user selects "Between 2 and 5" the results will include students with record counts of 2 as well as 5).
4. Date Range (From…To): Select a date range to limit the data to a specific timeframe. These fields are set to the start and end dates of the current school year by default.
5. Print Order: The order in the courses will be sorted in the table. Options include:
    - Date Absent Ascending
    - Date Absent Descending

Daily Attendance Data Set Keywords

Keyword	Definition
[%Attendance.Daily.DateAndTime%]	Date and

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Keyword	Definition
	time for the daily absence record
[%Attendance.Daily.Date%]	Date of the daily absence record
[%Attendance.Daily.Time%]	Time of the daily absence record
[%Attendance.Daily.Type%]	Absence type (In, Out, Early Dismissal, Late Arrival, or Absent)
[%Attendance.Daily.Reason%]	Value selected for the “Reason” on the daily absence record
[%Attendance.Daily.HowExcused%]	Value selected for the “Excused by” field on the daily absence record.
[%Attendance.Daily.Comments%]	Text entered in the “Comments” field on the daily absence record
[%Attendance.Daily.CountAsAbsentInOut%]	Indicates whether or

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Keyword	Definition
	not the selected absentee reason on the daily absence record is counted as absent/in/out (displays as “yes” or “no”)
[%Attendance.Daily.Code%]	The code corresponding with the selected absentee reason for the daily absence record
[%Attendance.Daily.IncludeInAttendancePolicy%]	Indicates whether or not the selected absentee reason on the daily absence record is included in the attendance policy (displays as “yes” or “no”)
[%Attendance.Daily.Excused%]	Indicates whether or not the selected absentee reason on

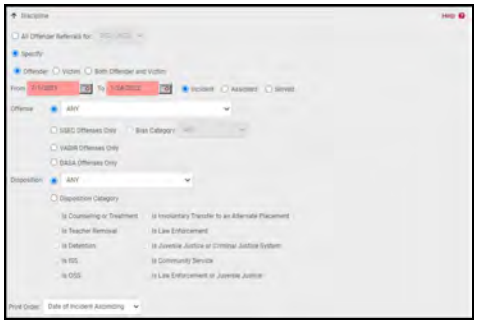
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Keyword	Definition
	the daily absence record is marked as “Excused” (displays as “yes” or “no”)
[%Attendance.Daily.Fundable%]	Indicates whether or not the selected absentee reason on the daily absence record is marked as “Fundable” (displays as “yes” or “no”)
[%Attendance.Daily.LocaterText%]	Displays the text that appears in the Student Locator for the selected absentee reason on the daily absence record
[%Attendance.Daily.Returning%]	Indicates whether or not the “Returning” checkbox is checked on an Out record.

4. **Discipline Data Set**

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The **Discipline** data set allows users to retrieve information about students' discipline incidents for the specified school year specified in the Create Document UI.



Options available on the Create Document screen include the following:

1. All Offender Referrals for: Select a year from the school year drop-down. Use this option to return all offender referrals for the selected school year without specifying any further criteria.
2. Specify:
    A. Offender/Victim radio buttons: Use these to limit the data to the appropriate type of referral to those where the student was listed as an Offender, a Victim, or both an Offender and a Victim on the same referral.
    B. Date Range (From…To): Select a date range to limit the data to a specific timeframe. By default, the From date is set to the start of the current school year and the To date is set to the current date.
        i. Radio buttons allow the user to specify whether

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these dates should reflect the incident date, the assigned date, or the served date (assigned and served will only return records that have a disposition with a corresponding assigned or served date).

C. Offense options: Use these options to specify which offenses should be returned.
    i. Offense drop-down: Select “Any” or choose a value from the Offense drop-down to return only the selected offense.
    ii. SSEC Offenses Only: Use this radio button to return only those offenses that are designated as SSEC offenses in **Maintenance > Discipline > Discipline Type** (for incidents occurring on or after July 1, 2017; for offenses occurring prior to that date, use the VADIR and/or DASA options below)
    iii. VADIR Offenses Only: Use this radio button to return only those

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offenses that are designated as VADIR offenses in **Maintenance > Discipline > Discipline Type** (for incidents occuriong prior to the 2017-2018 school year only; for offenses occurring after that date, use the SSEC option above).

D. Disposition options: Use these options to specify which dispositions should be returned.
    i. Disposition drop-down: Select “Any” or choose a value from the Disposition drop-down to return only the selected disposition.
    ii. Disposition Category: Select the Disposition Category radio button to return data based on a category rather than a specific disposition. The checkboxes available for discipline categories include the following: Is Counseling or Treatment, Is Teacher Removal, Is Detention, Is ISS, Is OSS, Is Involuntary Transfer to an Alternate

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Placement, is Law Enforcement (post-July 1, 2017 offenses only), Is Juvenile Justice or Criminal Justice System (post-July 1, 2017 offenses only), is Community Service, and Is Law Enforcement or Juvenile Justice (pre-July 1, 2017 offenses only).

3. Print Order: The order in the courses will be sorted in the table. Options include:
    - Date of Incident Ascending
    - Date of Incident Descending
    - Date Seen Ascending
    - Date Seen Descending

Discipline Data Set Keywords

Keyword	Definition
[%Discipline.IncidentDate%]	Incident date (formatted mm/dd/yy)
[%Discipline.IncidentTime%]	Incident time (formatted hh:mm A/PM, blank if midnight or if marked as “unknow

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Keyword	Definition
	n”) ***Note:*** Not all districts use this option on referrals.
[%Discipline.CreatorSalutation%]	Discipline referral creator salutation
[%Discipline.CreatorFirstName%]	Discipline referral creator first name
[%Discipline.CreatorLastName%]	Discipline referral creator last name
[%Discipline.ReportedOnDate%]	The date the referral was created in SchoolTool (formatted mm/dd/yy)
[%Discipline.DuringSchoolHours%]	Indicates whether or not incident occurred during school hours (displayed as “yes” or “no”)
[%Discipline.PersonType%]	Indicates

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Keyword	Definition
	whether the student was the offender, victim, or both.
[%Discipline.Building%]	Building associated with the incident
[%Discipline.SchoolLevel%]	School level associated with the incident
[%Discipline.SeenDate%]	Date Seen as recorded on Referral (formatted mm/dd/yy)
[%Discipline.FacultyFirstName%]	First name of faculty member listed on referral
[%Discipline.FacultyLastName%]	Last name of faculty member listed on referral
[%Discipline.FacultySalutation%]	Salutation for faculty member listed on referral
[%Discipline.Location%]	Location

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Keyword		Definition
		of incident
[%Discipline.LocationType%]		Location type of incident (displays “School Property,” “Transportation,” “Off Campus,” or "School Function Off Grounds)
[%Discipline.Incidents%]		Offense(s) on referral (comma delimited string of offenses)
Note: These keywords should be used only for incidents occurring during or after to the 2017-2018 school year.	[%Discipline.IsSSEC%]	Indicates whether or not the incident is an SSEC offense (displayed as “yes” or “no”)
	[%Discipline.SSECCode%]	Code of most severe SSEC offense listed on referral
	[%Discipline.SSECDescription%]	Description of most

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Keyword		Definition
		severe SSEC offense listed on referral
	[%Discipline.SSECInvolvingAlcohol%]	Indicates whether or not the most severe SSEC incident is marked as “Involving Alcohol” (displayed as “yes” or “no”)
	[%Discipline.SSECInvolvingDrugs%]	Indicates whether or not the most severe SSEC incident is marked as “Involving Drugs” (displayed as “yes” or “no”)
	[%Discipline.SSECWithWeapons%]	Indicates whether or not the most severe SSEC incident is marked as “With Weapons” (displaye

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Keyword		Definition
		d as “yes” or “no”)
	[%Discipline.SSECWeapon%]	Displays the selected weapon if SSEC incident is marked as “With Weapons”
	[%Discipline.SSECGangRelated%]	Indicates whether or not the most severe SSEC incident is marked as “Gang Related” (displayed as “yes” or “no”)
	[%Discipline.SSECBiasRelated%]	Indicates whether or not the most severe SSEC incident is designated as “Bias Related” (displayed as “yes” or “no”)
Note: These keywords should be used only for	[%Discipline.IsVadir%]	Indicates whether or not the incident is a

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Keyword		Definition
incidents occurring prior to the 2017-2018 school year.		VADIR offense (displayed as “yes” or “no”)
	[%Discipline.VadirCode%]	Code of most severe VADIR offense listed on referral
	[%Discipline.VadirDescription%]	Description of most severe VADIR offense listed on referral
	[%Discipline.InvolvingAlcoholDrugs%]	Indicates whether or not the most severe VADIR incident is marked as “Involving Alcohol/ Drugs” (displayed as “yes” or “no”)
	[%Discipline.WithWeapons%]	Indicates whether or not the most severe VADIR incident is marked

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Keyword		Definition
		as “With Weapons” (displayed as “yes” or “no”)
	[%Discipline.Weapon%]	Displays the selected weapon if VADIR incident is marked as “With Weapons”
	[%Discipline.GangRelated%]	Indicates whether or not the most severe VADIR incident is marked as “Gang Related” (displayed as “yes” or “no”)
	[%Discipline.BiasRelated%]	Indicates whether or not the most severe VADIR incident is marked as “Bias Related” (displayed as “yes” or “no”)
[%Discipline.Dispositions%]		Disposition(s) on referral

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Keyword	Definition
	(comma delimited string of all dispositions) If a shared disposition is included it will be labeled as “Shared.”
[%Discipline.DispositionDates%]	Disposition date(s) for dispositions on referral (comma delimited string of disposition dates).
[%Discipline.DispositionsAllWithDates%]	All dispositions assigned to a referral and the dates for which each disposition is assigned. Each disposition will be separated by a

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Keyword	Definition
	comma, with the date(s) assigned for each disposition displayed in parentheses (multiple dates for a disposition will be separated by a comma within the parentheses). If a shared disposition is included it will be labeled as “Shared.”
[%Discipline.ParentContactedDate%]	Date parent was contacted (formatted mm/dd/yy) ***Note:*** Not all districts use this option on referrals.

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Keyword	Definition
[%Discipline.ParentContactedTime%]	Time parent was contacted (formatted hh:mm AM/PM) ***Note:*** Not all districts use this option on referrals.
[%Discipline.Description%]	Description of incident on referral
[%Discipline.BehaviorOccurredBefore%]	Indicates whether or not the “Has this behavior occurred before?” option is set to Yes or No (displayed as “yes” or “no”) ***Note:*** Not all districts use this option on referrals.
[%Discipline.HowManyTimes%]	If behavior is marked as having occurred

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Keyword	Definition
	before, this will return the number selected from the “How many times?” drop-down. ***Note:*** Not all districts use this option on referrals.
[%Discipline.HasFBA%]	Indicates whether or not the “Student has an FBA” field was checked on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use this option on referrals.
[%Discipline.HasIEP%]	Indicates whether or not the “Student has an IEP” field

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Keyword	Definition
	was checked on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use this option on referrals.
[%Discipline.Has504%]	Indicates whether or not the “Student has a 504” field was checked on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use this option on referrals.
[%Discipline.ReasonForReferral%]	The text entered in the “Reason for Referral” field on the referral ***Note:*** Not

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Keyword	Definition
	all districts use this option on referrals.
[%Discipline.WarningLectures%]	Indicates whether or not the “Warning and lectures” option is checked under the “Corrective Steps” section on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use the “Corrective Steps” option on referrals.
[%Discipline.SpecialSeating%]	Indicates whether or not the “Special seating” option is checked under the “Corrective Steps” section on the referral

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Keyword	Definition
	(displayed as “yes” or “no”) ***Note:*** Not all districts use the “Corrective Steps” option on referrals.
[%Discipline.TimeOutOffice%]	Indicates whether or not the “Time out at the office” option is checked under the “Corrective Steps” section on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use the “Corrective Steps” option on referrals.
[%Discipline.ClassroomDetention%]	Indicates whether or not the “Classroom detentio

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Keyword	Definition
	n" option is checked under the "Corrective Steps" section on the referral (displayed as "yes" or "no") ***Note:*** Not all districts use the "Corrective Steps" option on referrals.
[%Discipline.CounselorContacted%]	Indicates whether or not the "Counselor contact" option is checked under the "Corrective Steps" section on the referral (displayed as "yes" or "no") ***Note:*** Not all districts use the "Corrective Steps"

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Keyword	Definition
	option on referrals.
[%Discipline.ParentContacted%]	Indicates whether or not the “Parent contact” option is checked under the “Corrective Steps” section on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use the “Corrective Steps” option on referrals.
[%Discipline.PreviousActionsTaken%]	The text entered in the “Previous Actions Taken” field on the referral (displayed as “yes” or “no”) ***Note:*** Not all districts use this option on

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Keyword	Definition
	referrals.
[%Discipline.Comments%]	Text entered in the Comments field of the referral
[%Discipline.NumberNonDistrictVictims%]	The number of non-district victims on the referral
[%Discipline.NumberNonDistrictOffenders%]	The number of non-district offenders on the referral
[%Discipline.Victims%]	Lists all other victims on the referral (comma delimited list of first and last name, ordered alphabetically by last name). The student for whom the merge document is being

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Keyword	Definition
	generated will not appear in this list.
[%Discipline.Offenders%]	Lists all other offenders on the referral (comma delimited list of first and last name, ordered alphabetically by last name). The student for whom the merge document is being generated will not appear in this list.
[%Discipline.NumberOfDispositionPoints%]	The sum of all disposition points for this referral ***Note:*** Not all districts use Disposition Points on referrals.

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Keyword	Definition
[%Discipline.NumberOfIncidentPoints%]	The sum of all offense points for this referral ***Note:*** Not all districts use Offense Points on referrals.
[%Discipline.NumberOfPoints%]	The total number of discipline points (disposition points + offense points) for this referral ***Note:*** Not all districts use points on referrals.
[%Discipline.NumberOfISSDays%]	The number of ISS days assigned for this referral (partial day suspensions are counted as 1 day)

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Keyword	Definition
[%Discipline.NumberOfOSSDays%]	The number of OSS days assigned for this referral (partial day suspensions are counted as 1 day)
[%Discipline.NumberOfDetentionDays%]	The number of detention days assigned for this referral
[%Discipline.NumberOfIncidents%]	The number of offenses on this referral
[%Discipline.NumberOfDispositions%]	The number of dispositions on this referral

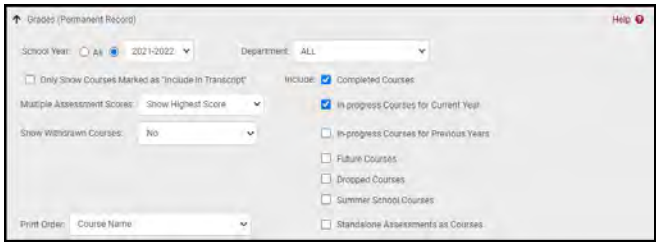
5. **Grades (Permanent Record) Data Set**

   The **Grades (Permanent Record)** data set allows users to retrieve data for students' submitted grades (as seen on the **Counseling > Grades** tab) based on the options defined on the Create

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Document screen. Assessment data is returned based on keywords corresponding with the settings defined in the **Maintenance > Counseling > Assessment Type Mapping**area (see below for details on assessment type mapping).

Note: Data will always reflect the user's security rights for the "Respect Marking Period Publish Date" and "Respect Progress Report Publish Date" permissions in the Security Tree in Maintenance.



Options on the Create Document pre-screen include the following:

1. School Year (radio buttons): Determines the timeframe for which data will be returned.
    A. All: When All is selected, data meeting the specified criteria will be returned for all school years for which the student has grades.
    B. Year Drop-down: When a specific year is selected, data will be returned for that school year only. By default, this option is set to the current year.
2. Department (drop-down): This allows users to return data for all departments or limit it to a single department. This is set to All by default.

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3. Only Show Courses Marked as “Include in Transcript” (checkbox): This option specifies whether data is returned for all courses that meet the specified criteria, or for only those marked as “Include in Transcript” in the Course Catalog. This option is unchecked by default.
4. Multiple Assessment Scores (drop-down): This option allows users to specify how data is returned when multiple scores exist for the same assessment. Choices include the following:
    A. Show Highest Score (selected by default): The data will return a single record for that assessment type and will display only the assessment with the highest score.
    B. Show Most Recent Score: The data will return a single record for that assessment type and will display only the score from the most recent instance of the assessment.
    C. Show All Scores: The data will return records for each instance of the assessment type and will display the score for each as appropriate. In XML documents each instance will be presented on a new line. In CSV files all instance will be presented in a single cell, and each instance will be separated by a “|” (pipe) character.

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5. Show Withdrawn Courses (drop-down): This option allows users to specify how data is returned for withdrawn courses. Choices include the following:
    A. No (selected by default): Withdrawn courses will not be included in the merge document.
    B. Withdraw Code: Withdrawn courses will be included in the merge document, along with the appropriate withdrawal code.
    C. Final Grade if Overridden: Withdrawn courses will be included in the merge document, with the final grade if one was entered by a Counselor. If the final grade was *not* overridden, the withdrawal code will display instead.
6. Include: These options determine which data is included for the specified criteria (School Year, Department, Include in Transcript, Multiple Assessments, and Withdrawn Course options).
    A. Completed Courses (checked by default): When checked, data will include all courses that have been completed for the selected criteria. Courses are considered “completed” when the student has received either a final grade or a grade note.
    B. Courses that are marked as dropped or withdrawn, or courses that are designated as Summer School, are not

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included regardless of whether a final grade or grade note has been assigned.

C. In-progress Courses for Current Year (checked by default): When checked, data will include all courses that are in-progress for the current year. This option should only be checked if the School Year option is set to All or to the current year; if School Year is set to any value other than “All” or the current year, this option will be ignored.
D. Courses are considered “in-progress” for the current year when the course is currently in session, has received at least one marking period grade, and has not yet received a final grade or grade note. Courses that are marked as dropped or withdrawn, or courses that are designated as Summer School, are not included regardless of whether a final grade or grade note has been assigned.
E. In-progress Courses for Previous Years: When checked, data will include all courses that are in-progress for previous years. This option should only be checked if the School Year is set to “All” or to any year other than the current school year; if School Year is set to the current year, this option will be ignored.

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F. Courses are considered “in-progress” for previous years when the course has not received a final grade or grade note. Courses that are marked as dropped or withdrawn, or courses that are designated as Summer School, are not included regardless of whether a final grade or grade note has been assigned.

G. Dropped Courses: When checked, data will include any course marked as “dropped” for the selected criteria.

H. Future Courses: When checked, data will include all future courses (future courses are courses that are scheduled but have not yet started and have not yet received any grades).

I. Summer School Courses: When checked, data will include courses designated as Summer School courses.

J. Standalone Assessments as Courses: When checked, standalone assessments (exams not linked to courses) will be included. Any exam not linked to a course will show the assessment name in the Course Name field and the Assessment Name field. The Assessment score will be shown in the Course Final field and the Assessment Score field.

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7. Print Order: Determines the order in which data will be presented for each selected student. Options include:
    A. Course Name (alphabetical)
    B. Course ID (ascending numeric)
    C. Department/Course Name (alphabetical by department, then alphabetical by course name)
    D. Department/Course ID (alphabetical by department, then ascending numeric by course ID)
    E. School Year/Course Name (ascending school year then alphabetical by course name)
    F. School Year/Course ID (ascending school year then ascending numeric by course ID)
    G. School Year/Department/Course Name (ascending school year then alphabetical by department then alphabetical by course name)
    H. School Year/Department/Course ID (ascending school year then alphabetical by department then ascending numeric by course ID)

Grades (Permanent Record) Data Set Keywords

The **Grades (Permanent Record)** data set allows users to retrieve data about students' grades (from the **Counseling > Grades tab**) based on the options selected on the Create document screen.

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Keywords for the Grades (Permanent Record) data set include several pre-defined keywords, as described in the list below. In addition, this data set also uses several dynamic keywords to allow users to retrieve data based on their school's school year configuration and assessment type mapping. These keywords must be entered by the user based on the rules described below.

Marking Period Keywords:

The Grades (Permanent Record) data set allows users to retrieve marking period scores and comments for up to eight (8) marking periods. Marking period scores and comments may be retrieved using the following keyword formats: **[%Grade.Course.MP1Score%]** for marking period score and **[%Grade.Course.MP1Comment%]** for marking period comments. The keywords should be modified to indicate the appropriate marking period by changing "MP1" to "MP2", "MP3", and so on, up to "MP8", to retrieve the corresponding marking period data.

Note: If multiple comments exist for a given marking period, all comments will be returned for that marking period. In XML documents each comment will be presented on a new line. In CSV files all comments will be presented in a single cell, and each comment will be separated by a "|" (pipe) character.

Progress Report Keywords:

As with marking period keywords, progress report scores and comments may be retrieved using dynamic keywords. Progress report keywords accept up to twelve (12) progress intervals, using the following keyword formats:

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[%Grade.Course.PR1Score%] for progress report score and **[%Grade.Course.PR1Comment%]** for progress report comments. The keywords should be modified to indicate the appropriate progress interval by changing “PR1” to “PR2”, “PR3”, and so on, up to “PR12”, to retrieve the corresponding progress report data.

Note: If multiple comments exist for a given progress report, all comments will be returned for that progress report. In XML documents each comment will be presented on a new line. In CSV files all comments will be presented in a single cell, and each comment will be separated by a “|” (pipe) character.

Assessment Keywords:

Assessments are returned based on the Data Set Mapping defined in **Maintenance > Counseling > Assessment Type Mapping**, with the exception of midterms and any assessment type that is either not mapped or is mapped to “None.” To reflect each assessment type, users must enter the appropriate keyword based on the following format: **[%Grade.Course.<TYPE><FIELD>%]**, where **<TYPE>** is the name of the screen and **<FIELD>** is the name of the field.

The assessment Type should be entered *exactly* as it is defined in Maintenance, including any spaces as well as the appropriate capitalization and/or punctuation within the Type name.

The following Fields are available for unmapped assessments:

- Name: Returns the Assessment Name
- Score: Returns the Assessment Score
- Date: Returns the Assessment Date

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- Time: Returns the Assessment Time
- Code: Returns the Assessment Code (Absent/Unscorable/Exempt)
- NoteCode: Returns the Assessment Note Short Code (as defined in Maintenance)
- NoteText: Returns the Assessment Note Text (as defined in Maintenance)

For example, to retrieve data for the “Local” and “Regents” assessment types, users may enter the following keywords:

Local Assessments	Regents Assessments
[%Grade.Course.LocalName%]	[%Grade.Course.RegentsName%]
[%Grade.Course.LocalScore%]	[%Grade.Course.RegentsScore%]
[%Grade.Course.LocalDate%]	[%Grade.Course.RegentsDate%]
[%Grade.Course.LocalTime%]	[%Grade.Course.RegentsTime%]
[%Grade.Course.LocalCode%]	[%Grade.Course.RegentsCode%]
[%Grade.Course.LocalNoteCode%]	[%Grade.Course.RegentsNoteCode%]
[%Grade.Course.LocalNoteText%]	[%Grade.Course.RegentsNoteText%]

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Fixed keywords are pre-defined and should not be modified. These include the following keywords:

Keyword	Definition
[%Grade.Course.SchoolYear%]	Course's school year
[%Grade.Course.Department%]	Course's department
[%Grade.Course.CourseID%]	Course ID
[%Grade.Course.CourseName%]	Course name
[%Grade.Course.Description%]	Course description (as defined in the course catalog)
[%Grade.Course.SectionNumber%]	Section number to which the student was assigned
[%Grade.Course.Semesters%]	Semesters to which the course was assigned
[%Grade.Course.Days%]	Days on which the course met
[%Grade.Course.StartPeriod%]	Start period for the course
[%Grade.Course.EndPeriod%]	End period for the course
[%Grade.Course.StartTime%]	Start time for the course
[%Grade.Course.EndTime%]	End time for the course
[%Grade.Course.Room%]	Room where the course met
[%Grade.Course.Team%]	Team to which the course was assigned
[%Grade.Course.Teachers%]	Teachers assigned to the course

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Keyword	Definition
[%Grade.Course.CreditAttempted%]	Credit value assigned to the course (as defined in the course catalog)
[%Grade.Course.EarnedCredit%]	Actual credit earned by the student for the course
[%Grade.Course.FinalGrade%]	Final grade submitted for the course
[%Grade.Course.NoneName%]	For assessments not mapped to a Dataset Mapping or those mapped to “None,” the name of the assessment.
[%Grade.Course.NoneScore%]	For assessments not mapped to a Dataset Mapping or those mapped to “None,” the score received on the assessment.
[%Grade.Course.NoneDate%]	For assessments not mapped to a Dataset Mapping or those mapped to “None,” the date of the assessment.
[%Grade.Course.NoneTime%]	For assessments

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Keyword	Definition
	not mapped to a Dataset Mapping or those mapped to “None,” the time of the assessment.
[%Grade.Course.NoneCode%]	For assessments not mapped to a Dataset Mapping or those mapped to “None,” the code for the assessment.
[%Grade.Course.NoneNoteCode%]	For assessments not mapped to a Dataset Mapping or for those mapped to “None,” the Assessment Note Short Code (as defined in Maintenance)
[%Grade.Course.NoneNoteText%]	For assessments not mapped to a Dataset Mapping or for those mapped to “None,” the Assessment Note Text (as defined in Maintenance)
[%Grade.Course.MidtermName%]	The name of the midterm
[%Grade.Course.MidtermScore%]	The score received on

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Keyword	Definition
	the midterm
[%Grade.Course.MidtermDate%]	The date of the midterm
[%Grade.Course.MidtermTime%]	The time of the midterm
[%Grade.Course.MidtermCode%]	The code for the midterm
[%Grade.Course.MidtermNoteCode%]	The Assessment Note Short Code (as defined in Maintenance)
[%Grade.Course.MidtermNoteText%]	The Assessment Note Text (as defined in Maintenance)
[%Grade.Course.SummerSchool%]	Indicates whether or not the course is designated as “Summer School” (displays “Summer School” if appropriate, otherwise is blank)
[%Grade.Course.TransferredIn%]	Indicates whether or not the course is designated as “Transferred In” (displays “Transferred in” if appropriate, otherwise is blank)
[%Grade.Course.InProgressAverage%]	The in progress

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Keyword	Definition
	average for the course
[%Grade.Course.WithdrawDate%]	The date the course was withdrawn, if any
[%Grade.Course.DropDate%]	The date the course was dropped, if any

6. **Program Services Data Set**

The **Program Services** data set allows users to retrieve information about students' program service records for the specified school year specified in the Create Document UI.



Options available on the Create Document screen include the following:

1. Program Service: The program service for which data will be returned. Select "All" or choose a specific program service from the list. If a specific program service is selected, additional options appropriate to that service will appear.
2. Currently Active / Active Between: Use these radio buttons to specify which program service records should be included.
    A. Currently Active: This option includes only program service

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records that are currently active.
   B. Active Between: Enter a start date and end date to search for any records that were active during a specific date range.
3. Print Order: The order in the records will be sorted in the table. Options include:
   - Start Date Ascending
   - Start Date Descending

Program Services Data Set Keywords

Data is returned based on the options set on the Create Document screen; therefore, if a specific program service keyword is used in the master document, but a different program service is selected on the Create Document screen, the merge will not return any data for the keyword.

Keyword	Definition
[%PS.Name%]	Program service name
[%PS.Type%]	Program service type
[%PS.StartDate%]	Program service start date
[%PS.EndDate%]	Program service end date
[%PS.Provider%]	Program service provider
AIS Keywords:	
[%PS.AIS.Name%]	Program service name (AIS)
[%PS.AIS.Type%]	AIS service type
[%PS.AIS.StartDate%]	AIS service start date

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Keyword	Definition
[%PS.AIS.EndDate%]	AIS service end date
[%PS.AIS.Provider%]	AIS service provider
[%PS.AIS.EntryReason%]	AIS service entry reason
[%PS.AIS.ExitReason%]	AIS service exit reason
[%PS.AIS.SubjectArea%]	AIS service subject area
[%PS.AIS.SupportService%]	AIS service support service
[%PS.AIS.FrequencyIntensity%]	AIS service frequency/intensity
[%PS.AIS.FacultyLastName%]	AIS service faculty last name
[%PS.AIS.FacultyFirstName%]	AIS service faculty first name
[%PS.AIS.InterventionType%]	AIS service intervention type
[%PS.AIS.Comments%]	AIS service comments
Alternate Assessment Keywords:	
[%PS.AltAssessment.Name%]	Program service name (Alternate Assessment)
[%PS.AltAssessment.Type%]	Alternate Assessment service type
[%PS.AltAssessment.StartDate%]	Alternate Assessment service start date
[%PS.AltAssessment.EndDate%]	Alternate Assessment service end date

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Keyword	Definition
[%PS.AltAssessment.Provider%]	Alternate Assessment service provider
CIP Keywords:	
[%PS.CIP.Name%]	Program service name (CIP)
[%PS.CIP.Type%]	CIP service type
[%PS.CIP.StartDate%]	CIP service start date
[%PS.CIP.EndDate%]	CIP service end date
[%PS.CIP.Provider%]	CIP service provider
[%PS.CIP.ExitReason%]	CIP service exit reason
[%PS.CIP.Mode%]	CIP service mode
[%PS.CIP.Intensity%]	CIP service intensity
Disability Keywords:	
[%PS.Disability.Name%]	Program service name (Disability)
[%PS.Disability.Type%]	Disability service type
[%PS.Disability.StartDate%]	Disability service start date
[%PS.Disability.EndDate%]	Disability service end date
[%PS.Disability.Provider%]	Disability service provider
[%PS.Disability.ExitReason%]	Disability service exit reason
Exempt LEP/ELL Keywords:	
[%PS.ExemptLEPELL.Name%]	Program

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Keyword	Definition
	service name (Exempt LEP/ELL)
[%PS.ExemptLEPELL.Type%]	Exempt LEP/ELL service type
[%PS.ExemptLEPELL.StartDate%]	Exempt LEP/ELL service start date
[%PS.ExemptLEPELL.EndDate%]	Exempt LEP/ELL service end date
[%PS.ExemptLEPELL.Provider%]	Exempt LEP/ELL service provider
Funding Keywords:	
[%PS.Funding.Name%]	Program Service name (Funding)
[%PS.Funding.Type%]	Funding service type
[%PS.Funding.StartDate%]	Funding service start date
[%PS.Funding.EndDate%]	Funding service end date
[%PS.Funding.Provider%]	Funding service provider
IEP Keywords:	
[%PS.IEP.Name%]	Program service name (IEP)
[%PS.IEP.Type%]	IEP service type
[%PS.IEP.StartDate%]	IEP service start date
[%PS.IEP.EndDate%]	IEP service end date

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Keyword	Definition
[%PS.IEP.Provider%]	IEP service provider
LEP/ELL Keywords:	
[%PS.LEPELL.Name%]	Program service name (LEP/ELL)
[%PS.LEPELL.Type%]	LEP/ELL service type
[%PS.LEPELL.StartDate%]	LEP/ELL service start date
[%PS.LEPELL.EndDate%]	LEP/ELL service end date
[%PS.LEPELL.Provider%]	LEP/ELL service provider
[%PS.LEPELL.Program%]	LEP/ELL service program
[%PS.LEPELL.ExitReason%]	LEP/ELL service exit reason
Level of Integration Keywords:	
[%PS.LOI.Name%]	Program service name (Level of Integration)
[%PS.LOI.Type%]	Level of Integration service type
[%PS.LOI.StartDate%]	Level of Integration service start date
[%PS.LOI.EndDate%]	Level of Integration service end date
[%PS.LOI.Provider%]	Level of Integration service provider

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Keyword	Definition
Other Program Services Keywords:	
[%PS.OtherProgram.Name%]	Program service name (Other)
[%PS.OtherProgram.Type%]	Other service type
[%PS.OtherProgram.StartDate%]	Other service start date
[%PS.OtherProgram.EndDate%]	Other service end date
[%PS.OtherProgram.Provider%]	Other service provider
Section 504 Keywords:	
[%PS.504.Name%]	Program service name (Section 504)
[%PS.504.Type%]	Section 504 service type
[%PS.504.StartDate%]	Section 504 service start date
[%PS.504.EndDate%]	Section 504 service end date
[%PS.504.Provider%]	Section 504 service provider
Section 504 Safety Net Keywords:	
[%PS.Section504SafetyNet.Name%]	Program service name (Section 504 Safety Net)
[%PS.504SafetyNet.Type%]	Section 504 Safety Net service type
[%PS.504SafetyNet.StartDate%]	Section 504 Safety Net service start date
[%PS.504SafetyNet.EndDate%]	Section 504 Safety Net service end date

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Keyword	Definition
[%PS.504SafetyNet.Provider%]	Section 504 Safety Net service provider
Special Program Keywords:	
[%PS.SpecialProgram.Name%]	Program service name (Special Program)
[%PS.SpecialProgram.Type%]	Special Program type
[%PS.SpecialProgram.StartDate%]	Special Program start date
[%PS.SpecialProgram.EndDate%]	Special Program end date
[%PS.SpecialProgram.Provider%]	Special Program provider
[%PS.SpecialProgram.Frequency%]	Special Program frequency (number of times per interval); only applies to Special Programs that are billed weekly.
[%PS.SpecialProgram.FTE%]	Special Program FTE (full time equivalent) value; only applies to Special Programs that are billed yearly.
[%PS.SpecialProgram.GroupOrIndividual%]	Special Program group or individual

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Keyword	Definition
	designation
[%PS.SpecialProgram.FacultyFirstName%]	Special Program faculty first name
[%PS.SpecialProgram.FacultyLastName%]	Special Program faculty last name
[PS.SpecialProgram.AssociatedProgram%]	Program associated with the Related Service record

7. **Schedules Data Set**

The **Schedules** data set allows users to retrieve data about student schedules for the year specified in the Create Document UI. Depending on how the options are configured in the UI, courses that were selected but not scheduled can be included using this data set.



Options available on the Create Document screen include the following:

1. School Year: The school year for which data will be returned.
2. Include Missing Courses: When checked, the output will include students' course selections that have not yet been scheduled.
3. Print Order: The order in the courses will be sorted in the table. Options include:

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- Course Name (the default)
- Course ID
- Department/Course Name (sorts first by department, then by course name)
- Department/Course ID (sorts first by department, then by course ID)
- Semester/Period (sorts first by semester, then by period)
- Period/Semester (sorts first by period, then by semester)
- Teacher(s)

Schedules Data Set Keywords

Keyword	Definition
[%Schedule.Department%]	Department
[%Schedule.CourseID%]	Course ID
[%Schedule.CourseName%]	Course name
[%Schedule.StartTime%]	Time at which course starts
[%Schedule.EndTime%]	Time at which course ends
[%Schedule.StartPeriod%]	Period in which course starts
[%Schedule.EndPeriod%]	Period in which course ends
[%Schedule.Days%]	Days course is scheduled
[%Schedule.Semesters%]	Semesters course is scheduled
[%Schedule.Room%]	Room where course is held
[%Schedule.Teachers%]	Teacher(s) assigned to course
[%Schedule.Section%]	Course section number
[%Schedule.Team%]	Team
[%Schedule.Description%]	Course description

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Keyword	Definition
[%Schedule.Credit%]	Course credit value

8. **Selections Data Set**

The **Selections** data set allows users to retrieve information about students' course selections for the specified school year specified in the Create Document UI.



Options available on the Create Document screen include the following:

1. School Year: The school year for which data will be returned.
2. Print Order: This is order in the records will be sorted in the table. Options include:
    - Course Name (the default)
    - Course ID
    - Department/Course Name (sorts first by department, then by course name)
    - Department/Course ID (sorts first by department, then by course ID)

Selections Data Set Keywords

Keyword	Definition
[%Selection.CourseName%]	Course name
[%Selection.CourseID%]	Course ID
[%Selection.Department%]	Department
[%Selection.Description%]	Course description
[%Selection.Credit%]	Course credit value

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9. **Transportation Data Set**

The **Transportation** data set allows users to retrieve data about students' transportation schedules as defined on the student record from within the Transportation module. Because this information is not stored on a per-school year basis, the Create Document screen does not include any filters for this data set. When the Transportation data set is expanded, the user will see a message to indicate that this data set is active.



Transportation Data Set Keywords

Student transportation schedules include individual selections for both AM and PM transportation for all school days. Because a student may have different selections for each one of these combinations (e.g., Monday AM vs. Tuesday PM), keywords must reflect both the day of the week, AM or PM, and the field name. Therefore, the Transportation data set keywords are defined according to the following format: [%Transportation.**<DAY><TIME><FIELD>**%], where **<DAY>** represents the day of the week, **<TIME>** represents either AM or PM, and **<FIELD>** represents the fields as indicated in the table below.

For the sake of simplicity, this table includes only Monday AM keywords. The **<DAY>** and **<TIME>** portions of these keywords may be replaced with any other combination of school day and AM or PM to retrieve data for additional days/times. To obtain a student's full transportation schedule, the master document should contain all combinations

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of days and times (e.g., enter [%Transportation.**MondayAM**Mode%], [%Transportation.**MondayPM**Mode%], **…**, [%Transportation.**FridayAM**Mode%], [%Transportation.**FridayPM**Mode%] to return the student's mode of transportation for the entire week).

Using the keywords as described above, users can retrieve the following information: Mode, Location, Phone Number, Address, and Dwelling Type.

Keyword	Definition
[%Transportation.MondayAMMode%]	Student's mode of transportation for Monday AM. This shows either the bus name or the selected mode of transportation (as defined in Transportation > Maintenance > Other).
[%Transportation.MondayAMLocation%]	Student's selected location for Monday AM. This shows either the contact name, the location name (as

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Keyword	Definition
	defined in Transportation > Maintenance > Location), or the free text entered in the “Other Location” field
[%Transportation.MondayAMPhoneNumber%]	Phone number tied to the location (or contact) Monday AM Location. This will be blank if the location is a free text “Other Location.”
[%Transportation.MondayAMAddress%]	Address tied to the location (or contact) assigned to the Monday AM Location, which displays “Address Line 1, Unit #, Address Line 2” as a single field. This will be blank if the location is a free text

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Keyword	Definition
	"Other Location."
[%Transportation.MondayAMAddress1%]	Address line 1 (including Unit #) tied to the location (or contact) assigned to the Monday AM Location. This will be blank if the location is a free text "Other Location."
[%Transportation.MondayAMAddress2%]	Address line 2 tied to the location (or contact) assigned to the Monday AM Location. This will be blank if the location is a free text "Other Location."
[%Transportation.MondayAMUnit%]	Unit # tied to the location (or contact) assigned to the Monday AM Location. This will be blank if the

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Keyword	Definition
	location is a free text “Other Location.”
[%Transportation.MondayAMCityStateZip%]	City, State, and Zip tied to the location (or contact) assigned to the Monday AM Location, which displays “City, State Zip” as a single field. This will be blank if the location is a free text “Other Location.”
[%Transportation.MondayAMCity%]	City tied to the location (or contact) assigned to the Monday AM Location. This will be blank if the location is a free text “Other Location.”
[%Transportation.MondayAMState%]	State tied to the location (or contact) assigned to the Monday

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Keyword	Definition
	AM Location. This will be blank if the location is a free text “Other Location.”
[%Transportation.MondayAMZipCode%]	Zip code tied to the location (or contact) assigned to the Monday AM Location. This will be blank if the location is a free text “Other Location.”
[%Transportation.MondayAMDwellingType%]	Dwelling type associated with the address of the location (or contact) assigned to the Monday AM Location. This will be blank if the location is a free text “Other Location.”

10. **User Defined Assessments Data Set**

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The **User Defined Assessments** data set allows users to retrieve data about students' User Defined Assessment records. Data is returned based on the options set on the Create Document screen; therefore, if a specific user defined assessment keyword is used in the master document, but a different user defined assessment is selected on the Create Document screen, the merge will not return any data for the keyword.



Data set options include:

- User Defined Assessment (drop-down): This drop-down provides a list of all User Defined Assessments to which the user has access. Select the appropriate value from the list to return data for that assessment. The screen will display all fields defined (including any inactive fields) for the selected assessment to allow the user to further specify which records should be returned.
- School Year (drop-down): Use this drop-down to specify a school year for which User Defined Assessments records should be included (or select ANY to show records for any school year).
- User Defined Assessment-specific fields: All active fields for the selected User Defined Assessment will appear here and will display the field type. The user may enter text or numbers, select radio button options, or

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select values from drop-downs as appropriate to return records matching the specified criteria. Any fields marked as “inactive” in Maintenance for that User Defined Assessment will be available here, allowing users to include historical data as needed.

- Any drop-downs configured in Maintenance for this User Defined Assessment will also appear in this data set, and the user may select any item from the drop-down to return records matching that value.
- For User Defined Assessments using alpha grading scales, values for those fields will be returned as the symbol for that value rather than the full text (for example, a score of “Exceeds Expectations” might display “4+” instead). This is based on Grading Scale settings defined in Maintenance.
- Print Order: The order in the records will be sorted in the table. Options include:
    - School Year Ascending
    - School Year Descending

User Defined Assessments Data Set Keywords

Because the User Defined Assessments keywords are specific to the selected user defined assessment, the keywords for this data set are not pre-defined and must be entered by the user according to the following format: **[%UDA.<ASSESSMENT>.<FIELD>%]**, where **<ASSESSMENT>** is the name of the assessment and **<FIELD>** is the name of the field. Both the assessment name and the field names should be entered *exactly* as they are defined in Maintenance, including any spaces or punctuation.

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For example, records for a user defined assessment called “AP Readiness” might have fields titled “Exam Name”, “Date”, “Score”, “Approved?” and “Notes”. The keywords for this user defined assessment would be defined as follows:

- [%UDA.AP Readiness.Exam Name%]
- [%UDA.AP Readiness.Date%]
- [%UDA.AP Readiness.Score%]
- [%UDA.AP Readiness.Approved?%]
- [%UDA.AP Readiness.Notes%]

In addition to the fields defined in Maintenance, all user defined screen records are associated with a school year, which may also be used as a keywords. The school year keyword should always be entered using “SchoolYear” *without spaces*, as the field name (for example, [%UDA.AP Readiness.SchoolYear%] would be the keyword for the AP Readiness assessment).

11. **User Defined Screens Data Set**

The **User Defined Screens** data set allows users to retrieve data about students’ User Defined Screens records. Data is returned based on the options set on the Create Document screen; therefore, if a specific user defined screen keyword is used in the master document, but a different user defined screen is selected on the Create Document screen, the merge will not return any data for the keyword.

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Options include:

1. User Defined Screen (drop-down): This drop-down provides a list of all User Defined Screens to which the user has access. Select the appropriate value from the list to return data for that screen. The active fields for the selected screen will appear to allow the user to further specify which records should be returned.
2. Currently Active / Active Between: Use these radio buttons to specify which User Defined Screen records should be included.
    - Currently Active: This option includes only records that are currently active.
    - Active Between: Enter a start date and end date to search for any records that were active during a specific date range (these dates both default to the current date when this option is selected).
3. User Defined Screen-specific fields: All active fields for the selected User Defined Screen will appear here and will display the field type. The user may enter text or numbers, or may select radio button options, as appropriate to return records matching the specified criteria.

    Any drop-downs configured in Maintenance for this User Defined Screen

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will also appear in this data set, and the user may select any item from the drop-down to return records matching that value.

4. Print Order: The order in the records will be sorted in the table. Options include:
    - Date Ascending
    - Date Descending

User Defined Screens Data Set Keywords

Because the User Defined Screens keywords are specific to the selected user defined screen, the keywords for this data set are not pre-defined and must be entered by the user according to the following format: **[%UDS.<SCREEN>.<FIELD>%]**, where **<SCREEN>** is the name of the screen and **<FIELD>** is the name of the field. Both the screen name and the field name should be entered *exactly* as they are defined in Maintenance, including any spaces.

For example, records for a user defined screen called “Parking Assignment” might have fields titled License Plate, Parking Lot, and Parking Permit Number. The keywords for this user defined screen would be defined as follows:

- [%UDS.Parking Assignment.License Plate%]
- [%UDS.Parking Assignment.Parking Lot%]
- [%UDS.Parking Assignment.Parking Permit Number%]

In addition to the fields defined in Maintenance, all user defined screen records have Start Date and End Date fields, which may also be used as

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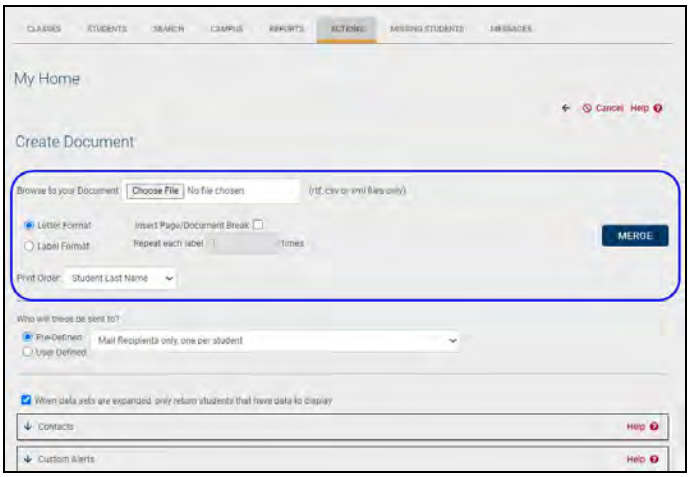
keywords, using “StartDate” and “EndDate,” *without spaces*, as the field name (for example, [%UDS.Parking Assignment.StartDate%] would be the keyword for the Parking Assignment screen).

Users may set their own Print Order and can determine the appropriate recipients for the communication based on either pre-defined options defined by the district or by selecting options in a “user defined” configuration area.

A subset of the Actions keywords are referred to as "Recipient Keywords"; some of these keywords are only available when using “One per Student” recipient options rather than “One per Household” options.

- **Basic Merge Options**

  The basic merge options allow you to select your document format and specify behavior for that format.



  - Letter Format / Label Format (radio buttons): Select the appropriate radio button to indicate the format of the master document.
    - Insert Page/Document Break (checkbox): When checked, a page break will be inserted between each student record (or, if the same student is included multiple times, between each individual instance of that record).
    - Repeat each label … times (numeric field): the number of times each label should be duplicated. When sending to multiple contacts for the same student, this will duplicate labels for *each*

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contact. This field is unavailable when “Letter Format” is selected.

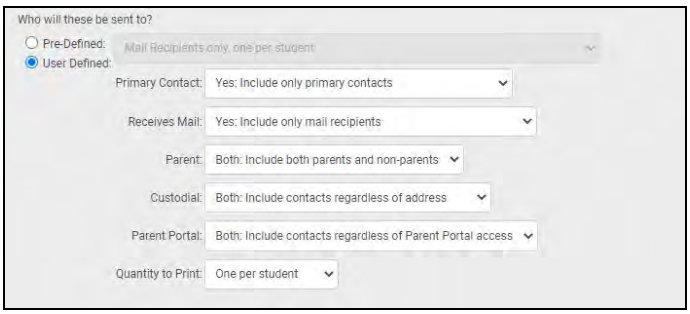
- Print Order (drop-down): The order by which labels are sorted when the document is generated. Options include Student Last Name (the default), Student ID, Homeroom, Counselor Last Name, Grade, Mailing Zip Code.

Note: The Merge button is on the right side of the screen in this area. Clicking this button completes the merge based on the keywords included in your document, and creates the final output. The Merge button should be used only once all other options on this page have been set properly and you are ready to complete the merge.

- **Recipient Keywords and Options**

The recipient section allows the user to determine which contact types should be included as recipients. Users may have access to a drop-down of pre-defined recipient lists, which are defined by the district in the Maintenance module. Users may also be able to configure their own set of recipients by selecting the “User Defined” recipient option. This “User Defined” option contains a series of drop-down lists where users may select options based on relationship settings in the Census module.

Access to the various components in the Recipient area is controlled by user permissions, so users may not see all of the options described in this section.



1. Pre-Defined option: This drop-down contains a list of pre-defined recipient types. These values are pre-defined by the district in the new **Maintenance > District > Recipient Lists** area.
2. User Defined option: This option allows users to specify the type of recipients to use for this merge based on relationship settings

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in Census.

A. Primary Contact
    i. Yes: Include only primary contacts
    ii. No: Include only non-primary contacts
    iii. Both: Include both primary and non-primary contacts
B. Receives Mail
    i. Yes: Include only mail recipients
    ii. No: Include only non-mail recipients
    iii. Both: Include both mail recipients and non-mail recipients
C. Parent
    i. Yes: Include only parents
    ii. No: include only non-parents
    iii. Both: Include both parents and non-parents
D. Custodial
    i. Yes: Include only those living with the student
    ii. No: Include only those not living with the student
    iii. Both: Include contacts regardless of address
E. Parent Portal
    i. Yes: Include only those with Parent Portal access
    ii. No: Include only those without Parent Portal access
    iii. Both: Include contacts regardless of Parent Portal access
F. Quantity to Print:
    i. One per household: Selecting this option will print a letter or label for each household, regardless of the number of students in that household. The term "household" refers to the actual address; if the selected recipients include multiple contacts for a student, a separate letter or label will be generated for each contact living at a different address.

       This type of mailing is used to create letters or labels for mass mailings that are not student-specific (general school announcements, for

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example). Merge documents using this option may only use the following keywords, as these keywords refer to the recipient rather than to a specific student:

- [%Recipient.Name%]
- [%Recipient.MailingAddress1%]
- [%Recipient.MailingAddress2%]
- [%Recipient.MailingCity%]
- [%Recipient.MailingState%]
- [%Recipient.MailingZipCode%]
- [%Recipient.PhoneNumber%]

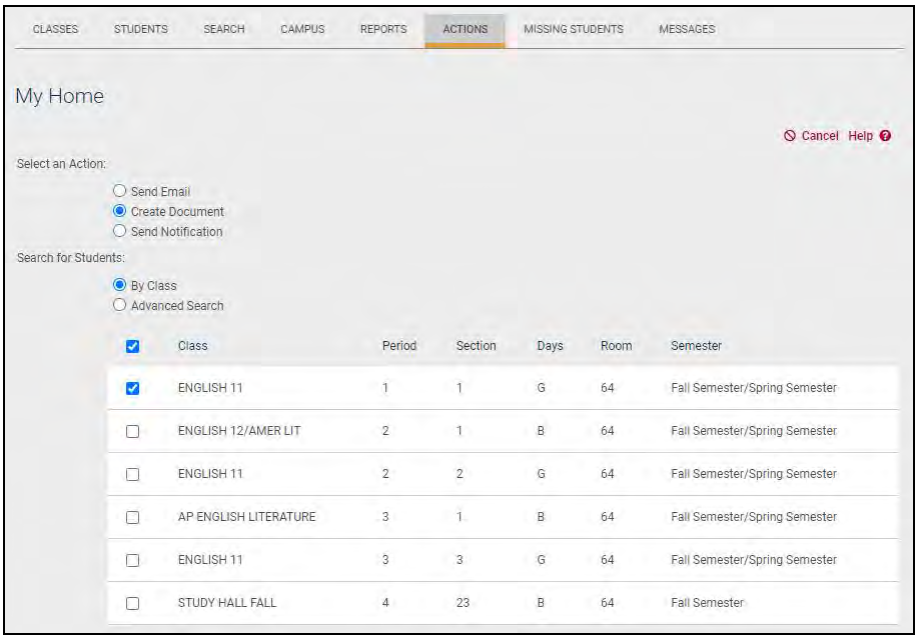
ii. One per student: Selecting this option will print a letter or label for each student. If multiple recipients are included, a separate letter or label will be generated for each contact selected for each student (regardless of where each recipient lives).

This type of mailing allows users to create documents using keywords to retrieve student-specific data. All Actions keywords, recipient keywords, and data set keywords are available for this type of merge.

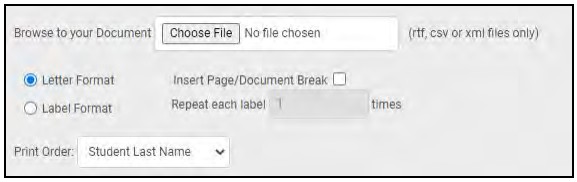
Basic Workflow:

1. Create your merge document, including any keywords, and apply formatting as desired. Save in appropriate file format.
2. Navigate to **Home > My Home > Actions**, select the Create Document option, and select the appropriate students.

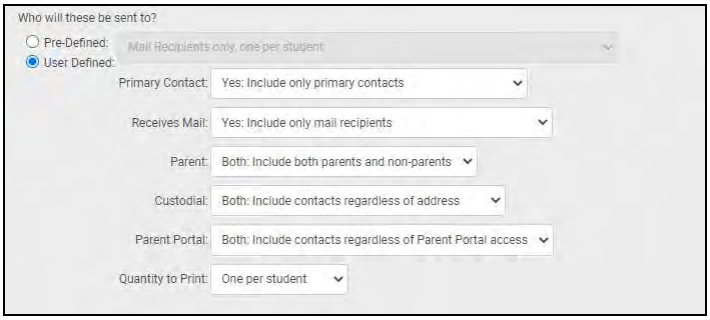
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3. On the Create Document screen, set your merge options:
    - Set basic merge options (document format, print order, page breaks, etc.)



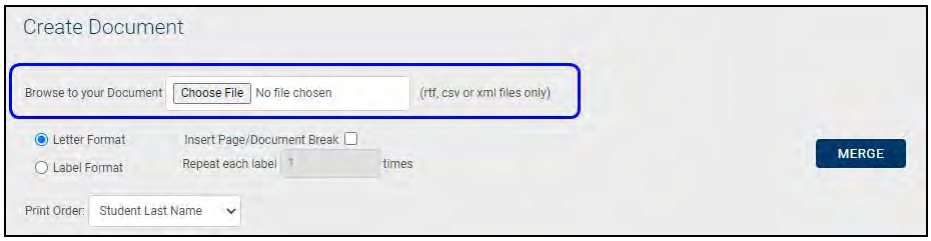
    - Specify recipients using pre-defined or user-defined options



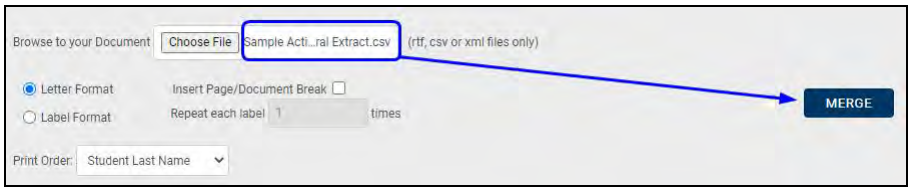
4. Expand data sets and specify options as appropriate.



5. Scroll to the top of the screen and upload the merge document.



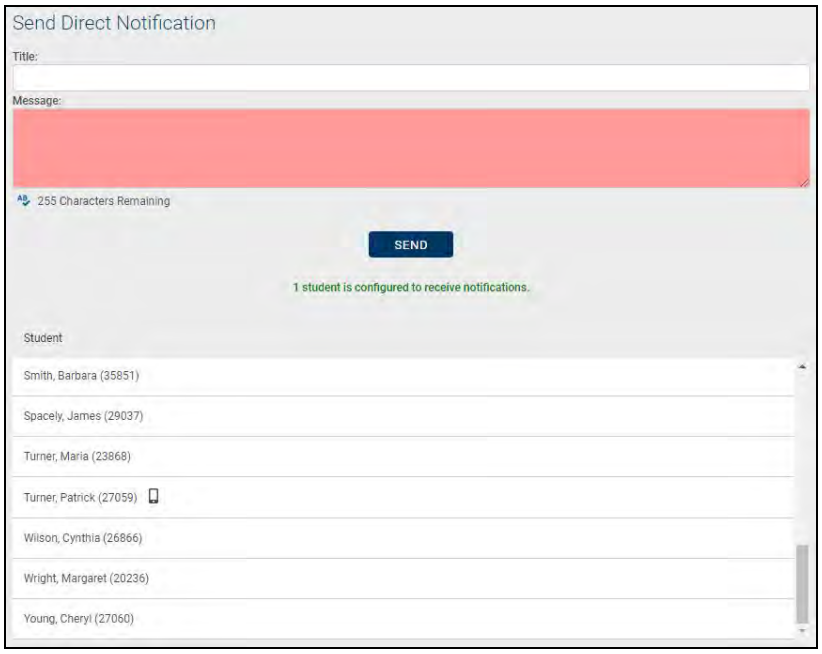
6. Click the Merge button. This completes the merge based on the keywords included in your document and creates the final output. The Merge button should be used only once all other options on this page have been set properly and you are ready to complete the merge.



Depending on the amount of data being included in the merge, it may take a few moments for the merge to finish. Once complete, the merge file will be downloaded automatically. To open it, simply locate the XML file that was downloaded and double click to open it.

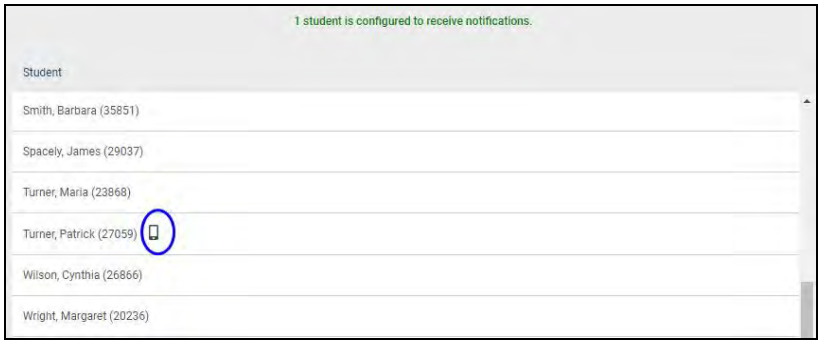
Send Direct Notification

Once you have selected "Send Notification" as your initial option and have performed the appropriate search steps, you will be presented with the Send Direct Notification screen:



To send a direct push notification to students' mobile devices, type the message you wish to send. Messages are required and limited to 255 characters. Users can also create a title, if desired.

Please note that only students who are configured to receive push notifications will receive the messages sent. The list of selected students on the Send Direct Notification page will indicate the number of students who will receive the notification. Each student who will are able to receive the notification will have a mobile phone icon next to their name.



Once the message is ready, click Send. Users will receive a confirmation message with the amount of students who received the message, and a list of their names.

Campus Tab

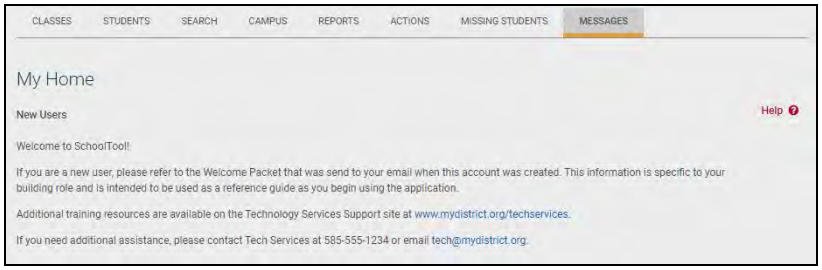
All users see this tab. This tab lists any pertinent school information, cycle days, announcements, etc.

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Messages Tab

This tab displays any available messages. These messages may contain text, links, images, or attachments. If the message has an attachment, an icon and the attachment filename will be displayed at the bottom of the message. To download an attachment, simply click on the icon beside the filename.



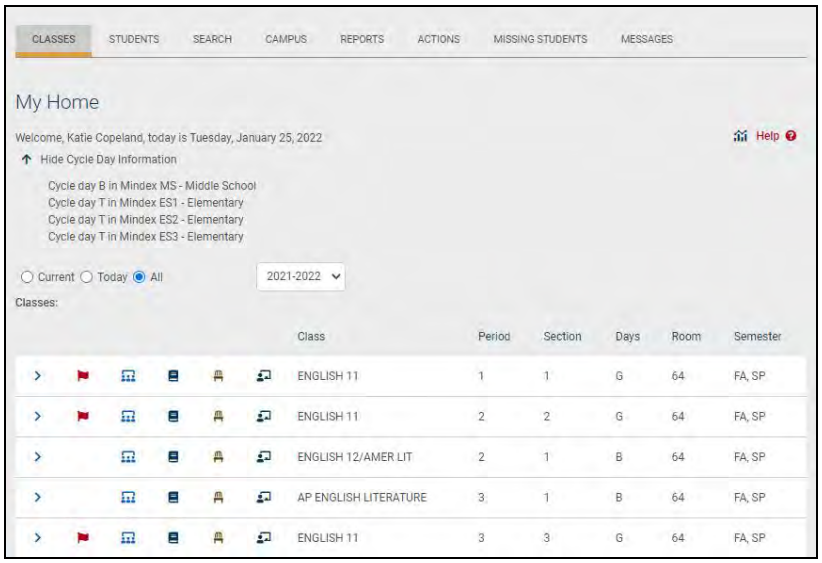
The **Home > My Home > Messages** tab will display a green circle when a new message has been published on the current date.

Classes Tab

If you are a teacher and have classes, a list of your currently active courses will appear on the screen, on the Classes tab. If the Master Schedule is unlocked, you will only be able to see your Homeroom in the current year's list, if you have one. To view only classes that meet on the current cycle day this semester, select the "Today" option. You may also select another year by selecting the "All Years" and choosing a year from the drop-down list. Depending on your district's configuration, you may be unable to view class and/or homeroom information until after schedules have been published.

Note: Selecting a past year's course will allow you to see that course's grade book, if one exists. If the grading interval is currently locked, the grade book will appear in read-only mode.

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Teachers can take period attendance for multiple course sections that meet simultaneously by choosing the appropriate time from the drop-downs and clicking the Take Attendance button above the class list. Please refer to the section on Taking Attendance for Multiple Sections for more information on using this feature.

Depending on permissions, other icons may be available.

- Google Classroom Sync G icon – allows teachers to sync all linked class rosters to Google Classroom. To link (or unlink/unsync) rosters, navigate to that course roster and select a Google Classroom to link to.
- Dashboards icon – opens the Faculty View dashboard for the current user.

The list of classes will also include several icons, which allow you to perform a variety of tasks. These icons act as shortcuts to the Teacher Tabs, which exist for each class. Clicking on any of the icons will bring you directly to the corresponding tab for that class.

- Select button – select that class and refresh the screen with new information. Depending on the status of the selected class, you may be brought directly to the Grade Book view, or you may be prompted to enter or select other information. You may also see additional tabs, such as Attendance, Roster, Alerts, and Seating Chart.
- Roster icon – see additional information about the students enrolled in that class. The Roster list may also display certain student alerts, depending on district settings.
- Grade Book icon – jump directly to the Grade Book for that particular class. The icon will not appear for classes, such as Homeroom, that do not use a Grade Book.
- Seating Chart icon – view or edit the seating chart for any of the classes listed.

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- Teacher Page icon – view the Teacher Page, including any teacher notes and/or daily notes, for that section.
- Alert Flag icon – shows any existing Attendance alerts. If the Flag appears, it means there are existing attendance alerts. Typically alerts are used to indicate that attendance has not been taken for this course for a given number of days (as defined by your district).

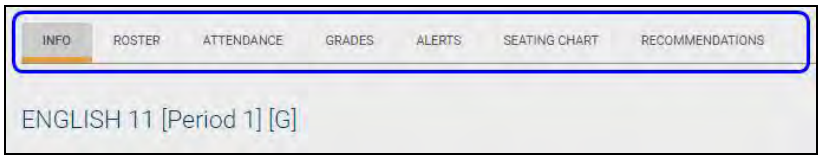
Note: When you use any of the icon buttons, you will see several additional Teacher Tabs. These additional tabs are described in the next section of this document, although the availability of specific tabs may vary depending on the type of class selected.

If you have been assigned any Faculty Duties, these will be listed below the Class List.

If your district uses the Discussions feature, you will see an indicator in the upper right corner of the screen showing the total number of unread messages. Clicking on this icon will navigate you directly to the **Home > Discussions** sub-module.

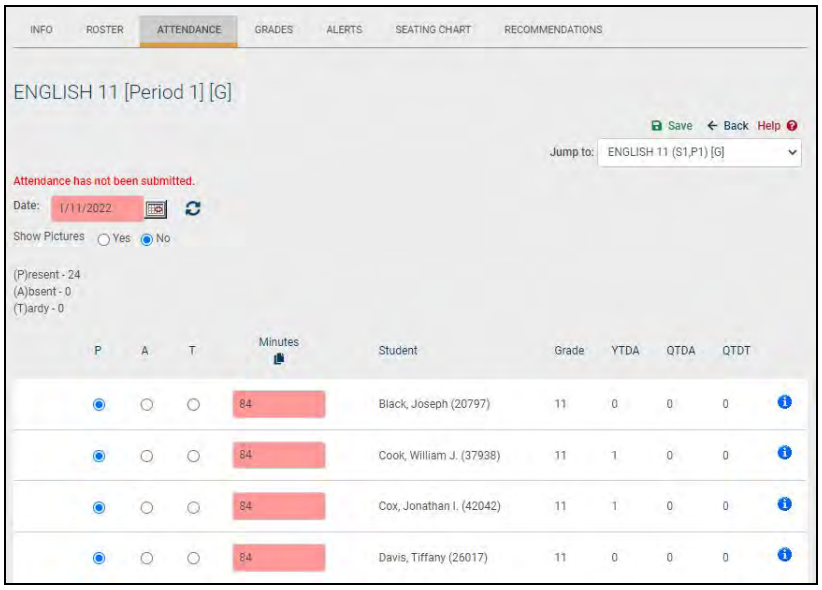
Teacher Tabs Overview

Once you have logged in and selected a class, a new set of tabs will appear. These tabs provide information specific to the selected class. Available tabs include Info, Attendance, Roster, Grades, Alerts, and Seating Chart.



Attendance Tab: When teachers log in and select a class, the Attendance tab will automatically open as the default if attendance is required for the selected class. This tab allows teachers to take attendance for this class, if appropriate for your school or district. See the section on *My Home > Classes > Attendance Tab* for more information.

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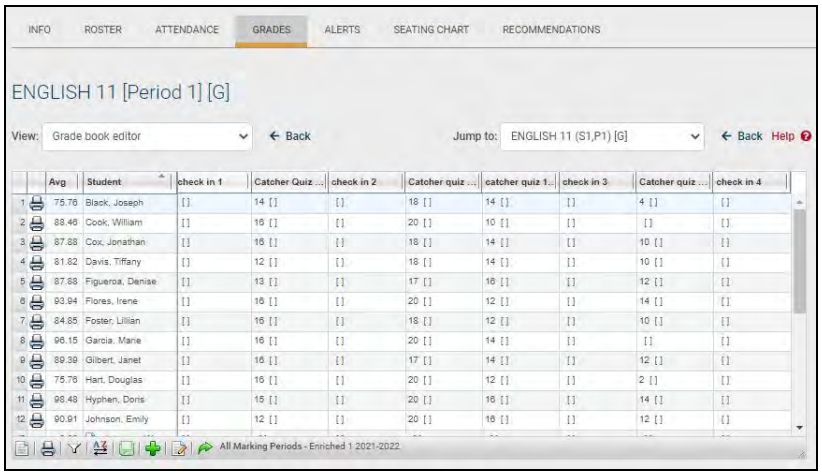


Roster Tab: The Roster tab shows a list of all students who are in this section of this class for the entire duration of the class, regardless of the marking period. It also shows icons for student alerts (AIS alerts, IEP Viewer alerts, and Medical alerts). See the section on *My Home > Classes > Roster Tab* for more information.

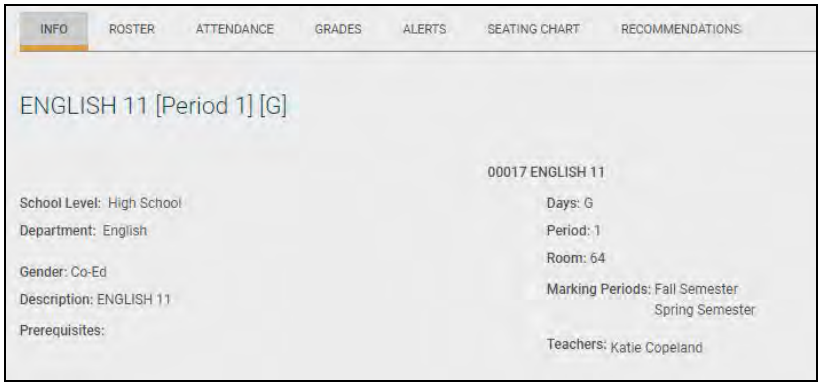


Grades Tab: The Grades tab is where all grading tasks are completed. You may create grade books and grade daily assignments here, as well as complete other tasks such as entering progress reports, marking period report card grades, final exam grades, and any state assessment grades.

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Info Tab: The Info tab shows you information about the class you have selected, such as days when the class meets, the room where the class meets, a description, etc. This tab provides information in read-only mode, and is only available when you have selected a general education class, a special education class, or a subject-area class such as Art or Music.



Alerts Tab: The Alerts tab shows you messages about tasks that have not been completed, such as submitting attendance.



Seating Chart: The Seating Chart tab allows you to organize all of your students' photos in a manner that reflects their seats in the class. The seating chart allows teachers to drag and drop photos to rearrange seating charts, see only students that are scheduled for class on the specified day, and create printable seating layouts in either portrait or landscape mode. Teachers can also print out any day's seating chart for use by a

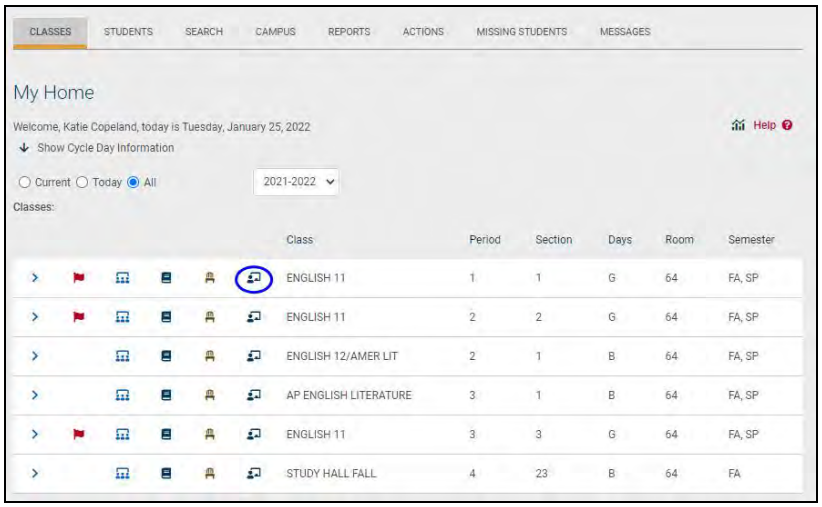
substitute teacher. See the section on *My Home > Classes > Seating Chart Tab* for more information.



My Home > Teacher Pages

Teacher Pages allow teachers to provide information and communicate with their students, such as posting announcements, course expectations, etc. for individual course sections.

To access Teacher Pages as a teacher's, navigate to the **My Home > Classes** tab and click on the Teacher Pages icon for the appropriate section.



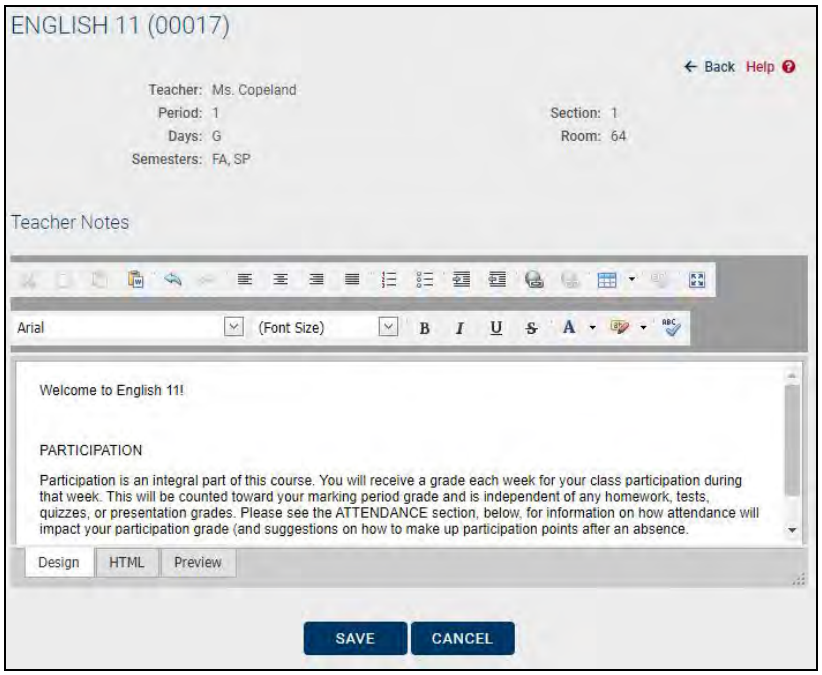
Currently, Teacher Pages show course information for that section, including teacher name(s), section number, cycle days, semesters, section number, and room number. They also show any notes the teacher has entered for that course section.

Editing Teacher Notes

Teachers with edit permissions can also modify the Teacher Notes section. To update Notes, click the Edit button and enter the desired text.



Click the **Save** button to apply the changes or click **Cancel** to return to the Teacher Page without saving.

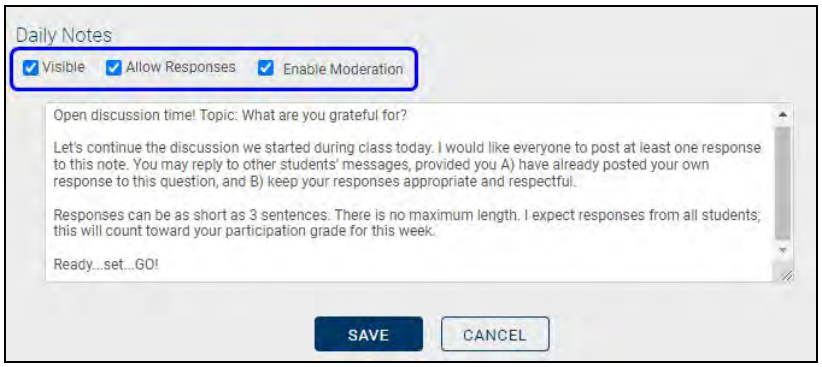


Once changes have been saved, they will be visible in read-only mode on the Teacher Page.

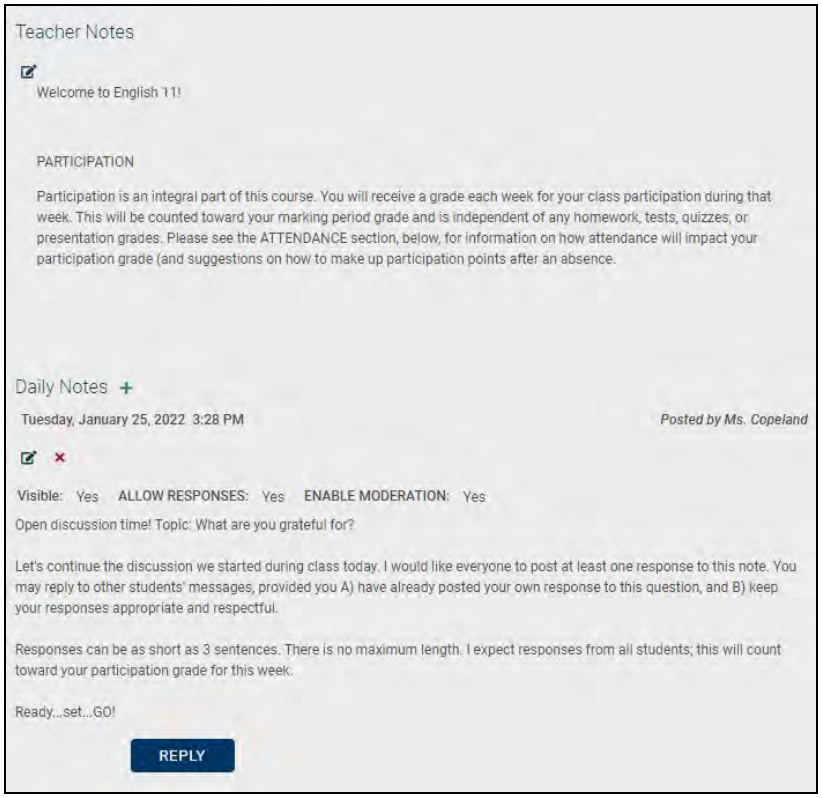
Daily Notes

Below the teacher notes is an area for Daily Notes. When teachers add daily notes, the most recent note will always be displayed at the top.

To post a daily note, simply click the Add Daily Note ✚ button and enter the desired text. Depending on district settings, teachers may have the ability to control whether or not posts are visible, whether or not students can respond to a daily note, and whether or not those responses are moderated. These options are specific to individual daily notes, and are unchecked by default.



Allow Responses: When this option is turned on (checked), students will see the Reply box below that daily note. Keep in mind that all notes and any responses will be visible to anyone who has access to this Teacher Page (this may include teachers, students, and parents).

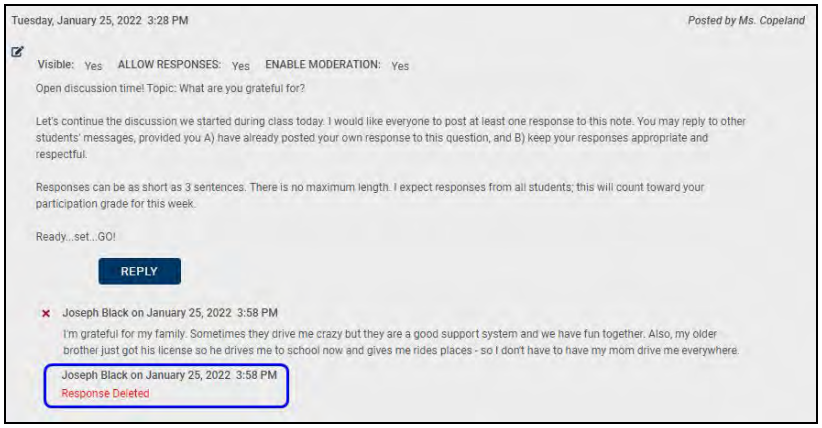


Enable Moderation: When this option is turned on, students' responses must be approved before they become visible to other users. When moderation is turned on, students will see a message that their posts are awaiting approval. Teachers will see an Approve button next to posts that are awaiting approval, but other users will not see the post until after it is approved.

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Teachers can also delete any responses; simply click the Delete ✖ button to the left of the response you want to remove. A message will display indicating that a response has been deleted.



My Home > Classes > Roster Tab

The Roster tab shows a list of all the students who are in this section of the selected class. This list may be filtered by semester, scheme, and/or cycle day (the Scheme drop-down may or may not be available depending on the district's cycle day configuration). Depending on district settings and permissions, you may also see students' home district assignments and/or nicknames (note that the Nickname field is an optional, free-text field that is managed from within the Census module; it may or may not be populated with data).

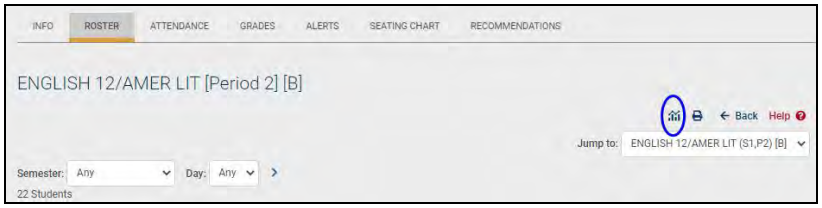
From the Roster you may view student alerts and access students' Personal Information Records (the ability to see alert icons is permission-based, so not all users will see these icons). Refer to the section on *Student Alerts* for details on what each icon means.

To view the Student Record for any student, simply click on the student's name in the list. For details on viewing the Student Record, refer to the *My Home > Student Record* section.

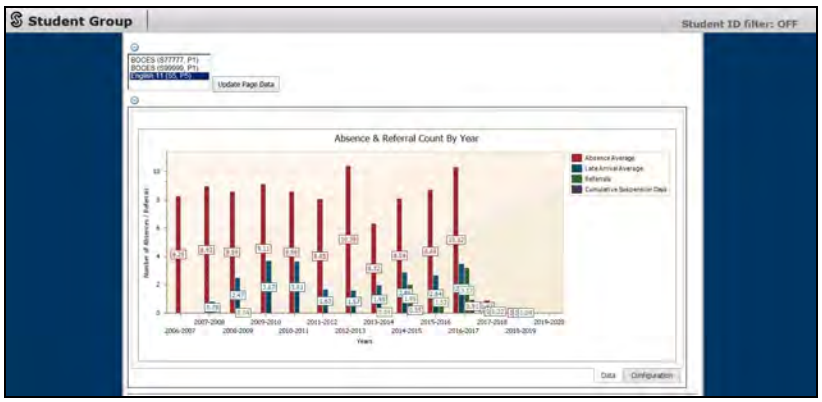
In addition, you may print a roster by clicking on the Roster Report icon. The report will respect the selected Semester, Scheme, and Day filters when generating the report.



Teachers whose districts have granted the appropriate permissions may also have access to the Roster Average Dashboard icon in the upper right of the screen.



The dashboard will open in a new window, allowing the teacher to view each chart as an average of all students on that roster. A section filter is available at the top of the screen; to see data for other sections, simply select the section(s) to view and click the **Update Page Data** button.



Depending on district settings, users may be able to sync their rosters to Google Classroom using the Google icon on the top right of the screen.

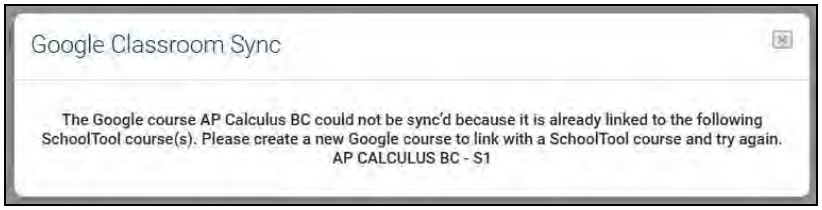


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If the class roster has not been previously synced to Google Classroom, a window will appear, asking to either create a new classroom in Google to send the roster to, or to add to an existing Google Classroom.



Click Sync to send the roster. A message will appear if the sync was successful.



If the selected Google Classroom is already linked to another course section, a pop-up message will appear stating the name of the SchoolTool course that the selected Google Classroom is linked to. The sync will not go through so either choose a different Google Classroom or create a new one to complete the roster sync.

The same icon can also unlink a previously sent roster from Google Classroom. After clicking Unlink and confirming you wish to unlink, a confirmation message will appear if it was successful.

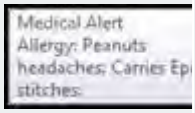


There are several types of alerts that may be visible on a teacher's class roster and also on individual students' Personal Information Records. In addition, the alert icons may provide more information on the specific alert, which displays in a text box that appears when the user holds the mouse over an alert icon.

Available alerts include the following icons and corresponding mouse-over text:

AIS Program Service	**IEP Viewer**	**Medical Alerts**	**Custom Alerts**	**Send Notification**
Icon:	Icon:	Icon:	Icon:	Icon:

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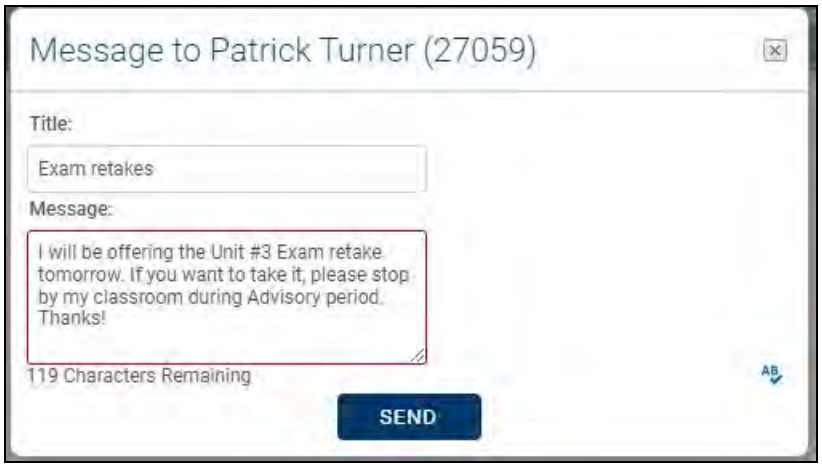
Mouse-over text: 	Mouse-over Text: 	Mouse-over text: 	**Note:** Custom Alerts are indicated by a flag or other image and may be any color defined by the district. The mouse-over text will display the name of the custom alert as defined in Maintenance.	Clicking this icon opens a pop-up where users can enter a message to send to this student via direct notification in the SchoolTool mobile app
Student RTI Information Icon: 	**View Shared District Data** Icon: 	**Student Dashboard Viewer** Icon: 	**WebEdge Student Portfolio Viewer** Icon: 	**MTSS Summary Report Viewer** Icon:
Hovering the mouse over this icon will display a list of that student's active RTI records.	Clicking this icon opens a window to display student data shared by another district. This icon appears only when districts have configured	Clicking this icon opens a window to display the Student View dashboard for that student.	Clicking this icon opens a window to display the WebEdge Student Portfolio for that student.	Clicking this icon opens a window to display the MTSS Summary Report for that student.

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	data sharing.			

The visibility of these alerts is controlled by district permission settings. Users may be able to see the alert icon only, the mouse-over text description only, both, or none of these, depending on their user permissions. Separate permissions also control whether users may see these icons on a teacher's Roster.

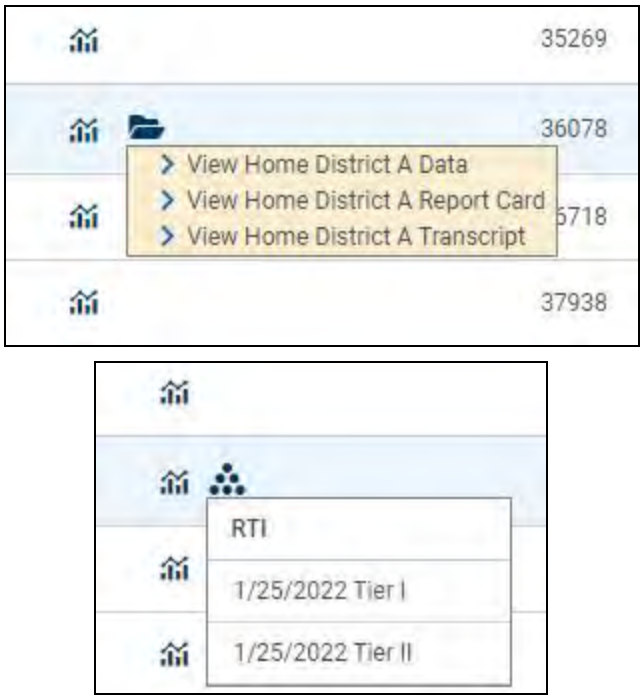
The Send Notification button appears for students who have opted to receive direct notifications in the SchoolTool mobile app (this also requires that the district has configured that building school level to allow direct notifications). Click the Send Notification button and enter a title and message to send to the student, then click Send. The message will be delivered as a notification on the student's mobile device.



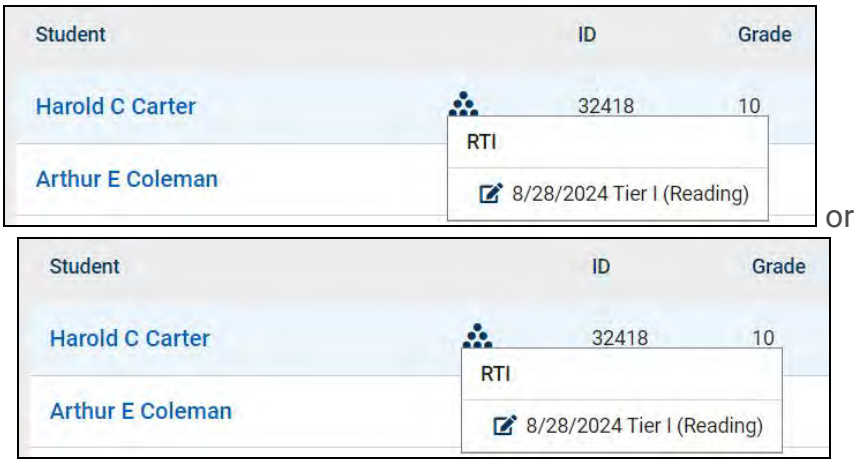
Users with permission to view students' SchoolTool Premier dashboards may see a SchoolTool Dashboard Viewer icon for students who have a Student ID and have ever had an in-district enrollment. If this icon appears, users can click on the Viewer icon to view that student's dashboard in a new window.

If shared data is available from another SchoolTool district, a View District Data icon may appear on in the alerts area. This will allow the user to view data from another district that has been configured for district-to-district data sharing (most likely between a BOCES and home district). To view shared data (or shared report cards and/or transcripts), hover over the District Data icon and Select the desired option (View District Data, View District Report Card, or View District Transcript) from the dropdown.

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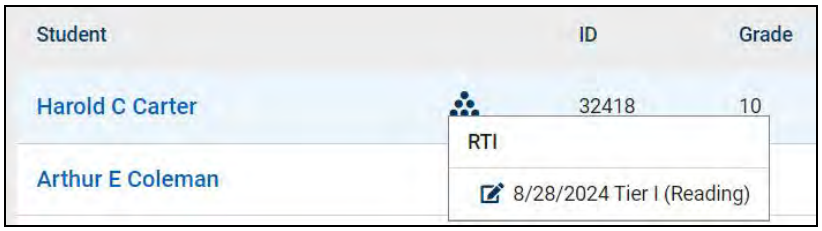
If the user has View or Edit rights, corresponding buttons will be available for each record (either an Edit icon, for users with Edit permissions, or a Select › icon, for users with View permissions).



Viewing RTI Records

Users with View rights only will see Select › icons for each record in the list.

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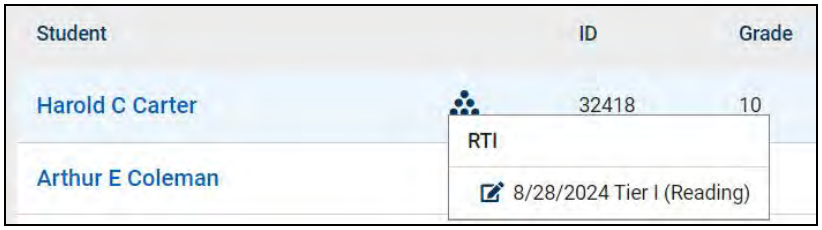


Select a record to view details in read-only mode. Click the Back button to return to the student record. Click the RTI Detail Report icon to print the RTI record and its associated intervention details.



Editing RTI Records

Users with Edit rights can click the Edit button for any of the RTI records listed.



Click the Edit icon for any record to open it in edit mode. Make changes as needed and click Save to return to the student record. Please note that any number of interventions may be edited or added, but the top section of the RTI record cannot be changed from this screen. Click the RTI Detail Report icon to print the RTI record and its associated intervention details.



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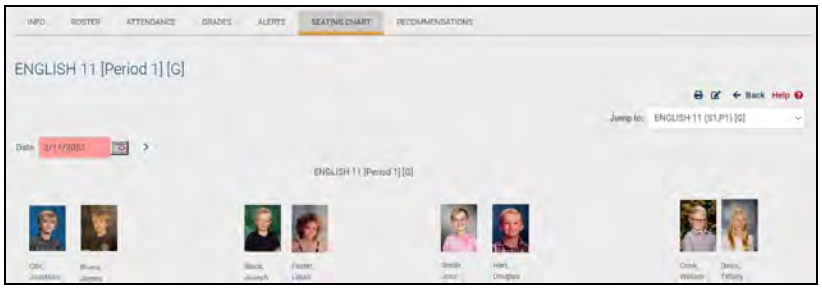
My Home > Classes > Seating Chart Tab

Any teacher that has classes assigned to them has access to a Seating Chart tab that will allow all of their students' photos to be organized in a manner that reflects their seats in the class. The seating chart will enable teachers to:

- Drag and drop photos to rearrange seating charts
- See only students that are scheduled for class on the specified day
- Print any day's seating chart for use by substitute teachers
- Create printable seating layouts in either portrait or landscape mode

Viewing a Seating Chart

To use the seating chart navigate to **Home > My Home > Seating Chart**.



The Seating Chart screen contains the following components:

- Date Field – the Date field will default to the current date, and will cause the seating chart to display only students for that date. To view students for a different date, enter the desired date, or use the date selector to do so, and click on the Select Dates button to refresh the screen.
- Print – the Report button in the upper right corner of the screen will open a new window to that displays the seating chart and course information only. This report is displayed as an HTML page and does not utilize the standard report viewer. To print the Report, locate your browser's print button in the Report window, and print as you would a normal web page.
- Edit – the Edit button allows the changing of student seat locations within the window. See below for specifics.
- Back – the Back button returns the user to their Home > My Home screen.

Modifying a Seating Chart

Any seating chart can be modified by a teacher:

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1. Select the desired date, and click the Select Dates button to refresh the screen if necessary.
2. Click the Edit button
3. Select either the Portrait or Landscape option as desired. This changes the overall orientation of the "classroom" to vertical (portrait) or horizontal (landscape). Changing this will alter how the Seating Chart is displayed and printed.
    - It is possible to have student images outside of the border when changing from one of these options to the other. If this happens, simply drag the student image back toward the center of the screen.
4. Drag and drop the student photos, one at a time, to a location on the screen that reflects the classroom layout.
5. Save all changes with the Save button, or use the Cancel button to cancel any modifications.

For all days, past and present, each student will remain in the same "seat" until moved. New student images will be displayed as students enter the course, and students leaving the course will no longer display.

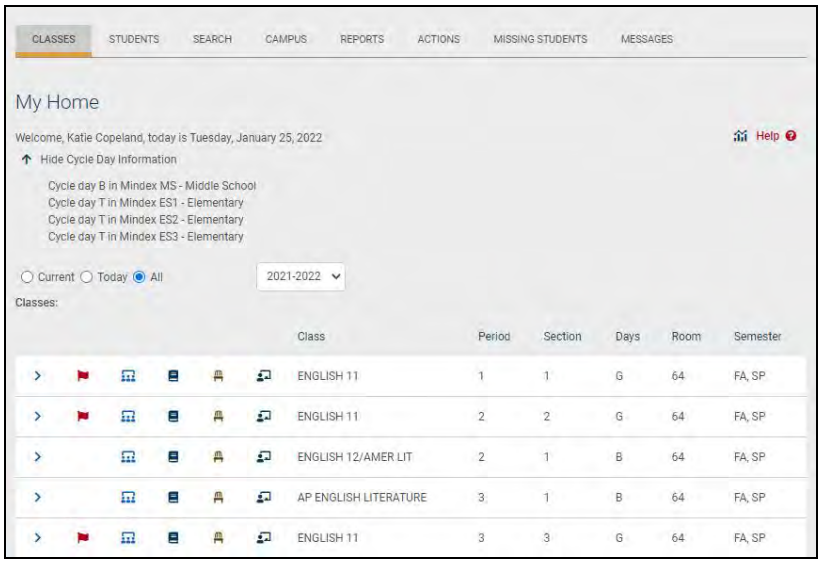
My Home > Classes > Attendance Tab

The Attendance tab respects the school calendar, as set up in Maintenance. This includes grade-specific calendar entries, such as days where all students in a certain grade level are scheduled to be out of school (all ninth graders are on a school trip, or Regents testing days, for example).

Taking Daily Attendance

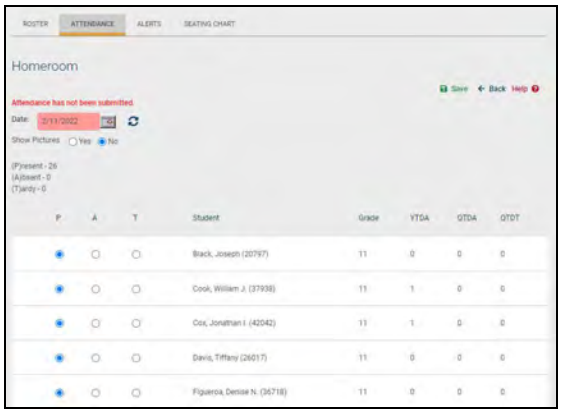
New York State requires teachers to take daily attendance. This could be through an assigned homeroom or general education class, or via a period which has been designated to drive daily attendance, such as period 1. Attendance taken in homeroom or a designated period can affect the entire day's attendance based on your district preferences. For example, if a student is marked absent, they will appear absent to every other teacher who has them in a class throughout the day. Use this section to become familiar with taking daily (i.e. full day) attendance.

From your Class list (in My Home), select your Homeroom or choose the period which drives daily attendance.

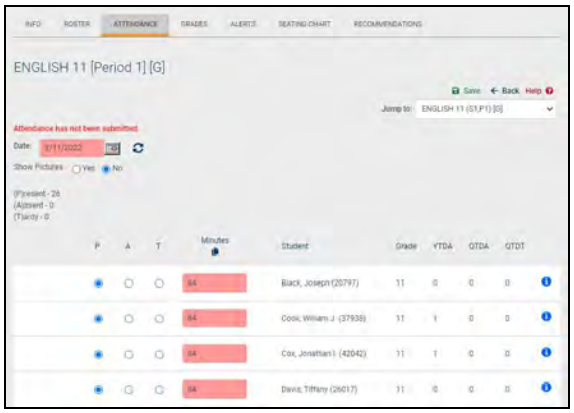


The Attendance tab will automatically open, displaying a list of students with radio buttons or check boxes next to their pictures/names.

HOMEROOM ATTENDANCE



PERIOD ATTENDANCE



A message letting you know whether or not you have submitted attendance yet displays above the date field.

The date field allows you to view and/or submit attendance for previous days. Attendance cannot be submitted for future dates.

1. Take attendance for each student: click once on the appropriate radio button to show if a student is:
    - P for present (the default), or
    - A for absent, or
    - T for tardy, or
    - K for known absence (this will only appear if you are taking daily attendance during a period course – see below right and if your district allows it.)

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The availability of these radio button options is a district preference. If you are only allowed to mark a student Absent, radio buttons do not appear; instead you will use a check box to mark students absent.

Note: For certain types of student visits, “Absent” may be pre-selected if the visit spans the entire period.

2. In addition, users who have permission to submit period attendance minutes will see an additional “Minutes” column on the Period Attendance screen (not shown in these screen shots).
    - To submit period attendance minutes, select the appropriate attendance option (P, A, T, or K, if applicable) and enter the appropriate numeric value in the Minutes field to specify the number of minutes the student attended the course that day/period. The Minutes value will default to the full course minutes as defined in the Course Catalog. When a student is marked Absent, the Minutes value will default to zero (0). Depending on your district’s configuration, these values may or may not be allowed to exceed the maximum number of course minutes.
    - Users with permission to batch enter minutes will see a Batch Adjust Minutes icon in the Minutes column header. Clicking on this icon allows the user to enter a value to copy to all rows.



Note: Period attendance minutes are not available for courses defined as using subject-based minute calculations.

3. **Period Reason:** If that building school level allows teachers to resolve period absences and/or period tardies, an additional “Reason” column will display on this screen.



When a student is marked Absent or Tardy, a drop-down will appear in the Reason column, allowing the teacher to select from a pre-defined list of

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reasons. Once attendance is submitted, the period absence or tardy will be resolved with the selected reason.



Note: The Reason drop-down will not appear when a student is marked Absent if this period drives daily attendance or when a student is expected to be absent due to a daily absence, student visit, ISS/OSS, etc.

A. When you have finished marking each student's attendance, click once on the green Submit Attendance icon in the upper right corner of the tab. The tab will refresh, showing a confirmation message in the upper left corner of the window indicating that the attendance has been submitted successfully and is saved.
B. Repeat the steps above for each subsequent course until you have finished taking attendance.

   Note: The Attendance sub-module respects the school calendar, as set up in Maintenance. This includes grade-specific calendar entries, such as days where all students in a certain grade level are scheduled to be out of school (all ninth graders are on a school trip, or Regents testing days, for example).

4. When you have finished taking attendance, click the Save button in the upper right corner to update the attendance record. When attendance has been successfully saved, you will receive a confirmation message that "Attendance has been submitted."



Note: District policy dictates whether homeroom attendance can be updated/re-submitted after it has been initially saved. If your district allows this, the save button remains on the screen for the rest of the day; if this is not allowed, the save button will disappear after the record is saved.

Additional Options

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The information and options displayed on attendance screens is dependent on district settings, so these screens may look slightly different from the images below.

For example:

- **Custom Alerts**: If your district has configured custom alerts for display on attendance screens, you may see a column at the far left that shows the available custom alerts for that student. This column is provided for informational purposes only. Hovering over a custom alert image will display the name of the alert.



- **Remote Attendance**: If your district is using Remote Attendance options, you may see one or two columns with checkboxes to indicate whether a student was In Person or Remote (Out) and/or if the student received In Person or Remote instruction on that day. These options are used for tracking and reporting purposes only and should be used in conjunction with the present/absent options.

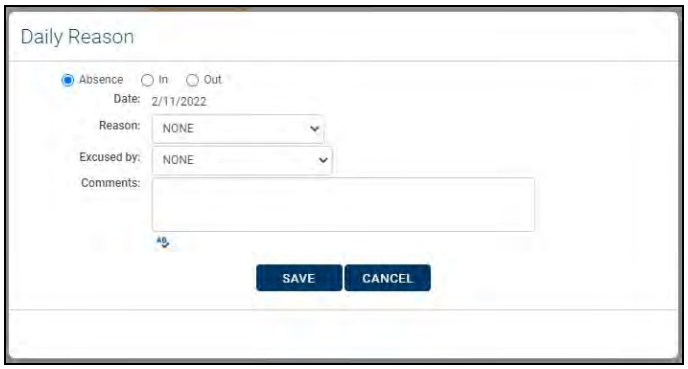


- **Submitting Daily Attendance from Period Screens**: Depending on district settings, users may also have the ability to submit daily attendance from this screen (this is most often used in BOCES environments or in other situations where a dedicated attendance clerk does not exist).
    1. To submit daily attendance (absences, ins, or outs), simply click the Add ➕ button in the Daily Reason column.



    2. Using the pop-up, specify the details of the daily attendance record and click Save.

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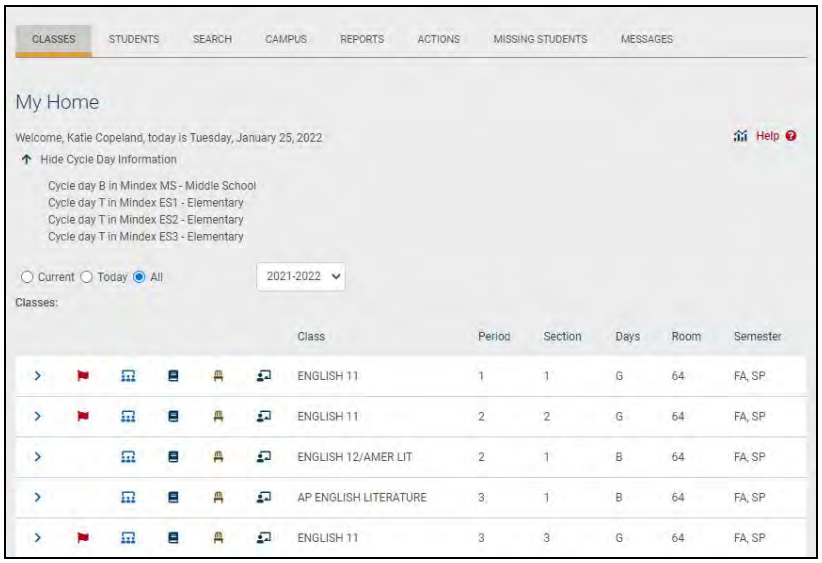


3. To modify daily attendance or enter additional records, hover over the Edit button for a student's daily record and choose the appropriate Add +, Edit, or Delete ✖ option as desired.



Taking Period Attendance

New York State requires secondary teachers to take period attendance for each period of the day. Use this section to become familiar with taking period attendance.

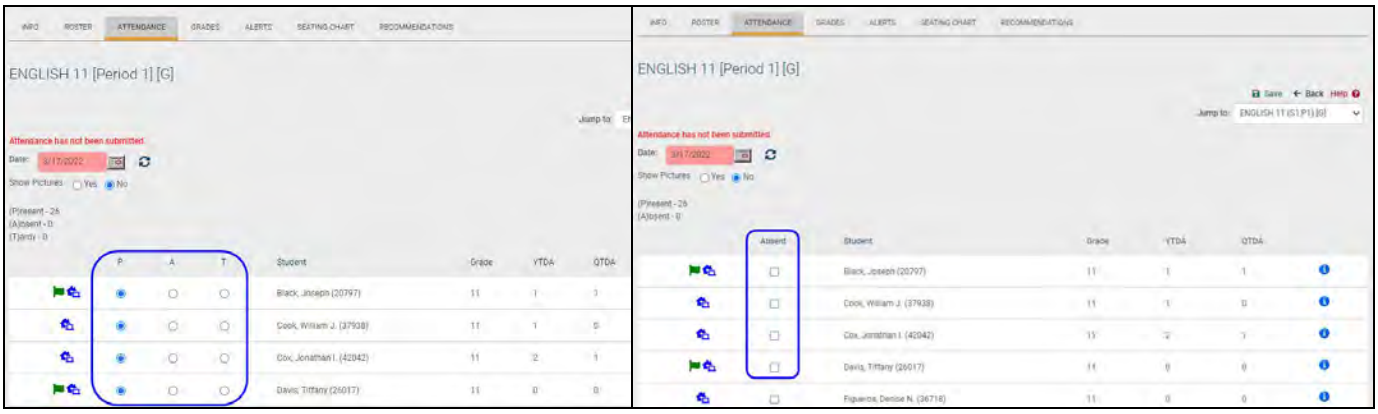


From your My Home view, select the class period you wish to take attendance for by clicking the Select ›button to the left of the class. The Attendance tab will automatically open, displaying a list of students with radio buttons or check boxes next to their names.

Note: Teachers can also take period attendance for multiple course sections that meet simultaneously by choosing the appropriate time from the drop-downs and clicking the

Take Attendance › button above the class list. Please refer to the section on *Taking Attendance for Multiple Sections*.

RADIO BUTTONS FOR ATTENDANCE CHECK BOXES FOR ATTENDANCE



A message letting you know whether or not you have submitted attendance displays above the date.

The date field allows you to submit attendance for today, and view attendance for previous days.

Submitting Attendance

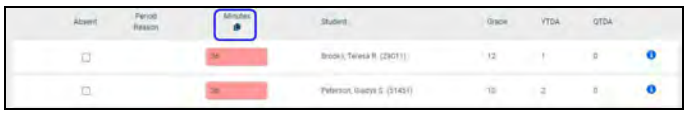
1. **Present/Absent Options**: To take attendance for each student, click once on the appropriate radio button to the right of each student to show if the student is:
    - P for present (the default)
    - A for absent (does not appear in class)
    - T for tardy (arrives to class late)
    - K for known absence (student has a legitimate reason for not being in the period)

    The availability of these radio button options is a district preference. If you are only allowed to mark a student Absent or Present, radio buttons do not appear; instead you will use a check box to mark students absent.

    Students who have a scheduled student visit that spans the entire period or does not have an end time will be set to “Absent” by default. Additionally, if a student has a scheduled visit during a period that drives daily attendance and is marked absent in that period, a daily attendance record will not be generated.

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2. **Minutes**: In addition, users who have permission to submit period attendance minutes will see an additional “Minutes” column on the Period Attendance screen (not shown in these screen shots).
    - To submit period attendance minutes, select the appropriate attendance option (P, A, T, or K, if applicable) and enter the appropriate numeric value in the Minutes field to specify the number of minutes the student attended the course that day/period. The Minutes value will default to the full course minutes as defined in the Course Catalog. When a student is marked Absent, the Minutes value will default to zero (0). Users may enter any numeric value between 0 and 999 (values must be non-negative whole numbers).
    - Users with permission to batch enter minutes will see a Batch Adjust Minutes icon in the Minutes column header. Clicking on this icon allows the user to enter a value to copy to all rows.



Note: Period attendance minutes are not available for courses defined as using subject-based minute calculations.

3. **Period Reason**: If that building school level allows teachers to resolve period absences and/or period tardies, an additional “Reason” column will display on this screen.



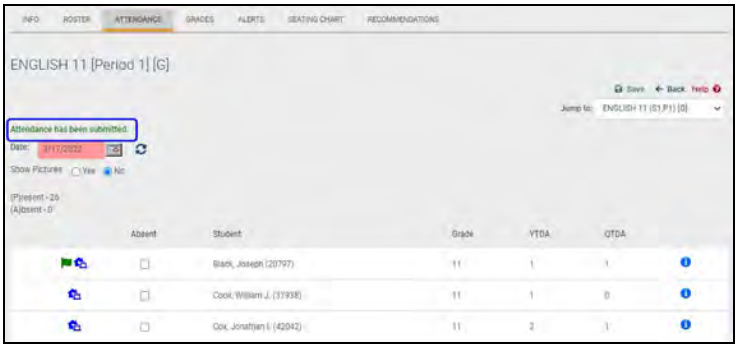
When a student is marked Absent or Tardy, a drop-down will appear in the Reason column, allowing the teacher to select from a pre-defined list of reasons. Once attendance is submitted, the period absence or tardy will be resolved with the selected reason.



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Note: The Reason drop-down will not appear when a student is marked Absent if this period drives daily attendance or when a student is expected to be absent due to a daily absence, student visit, ISS/OSS, etc.

4. When you have finished taking attendance, click the Save button to update the attendance record. You will receive a confirmation message that "Attendance has been submitted" indicating a successful save.



Note: District policy dictates whether period attendance can be updated/re-submitted after it has been initially saved. If your district allows this, the save button remains on the screen; if not, the save button will disappear after the record is saved.

Additional Options

The information and options displayed on attendance screens is dependent on district settings, so these screens may look slightly different from the images below.

For example:

- **Custom Alerts**: If your district has configured custom alerts for display on attendance screens, you may see a column at the far left that shows the available custom alerts for that student. This column is provided for informational purposes only. Hovering over a custom alert image will display the name of the alert.



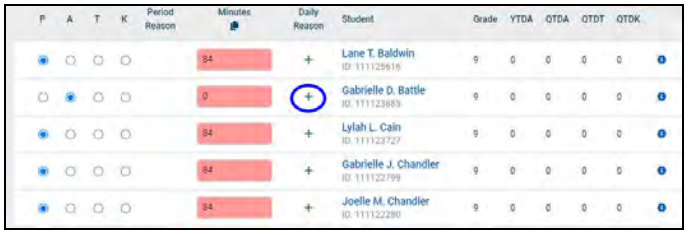
- **Remote Attendance**: If your district is using Remote Attendance options, you may see one or two columns with checkboxes to indicate whether a student was In Person or Remote (Out) and/or if the student received In Person or Remote instruction on that day. These options are used for tracking and reporting purposes only

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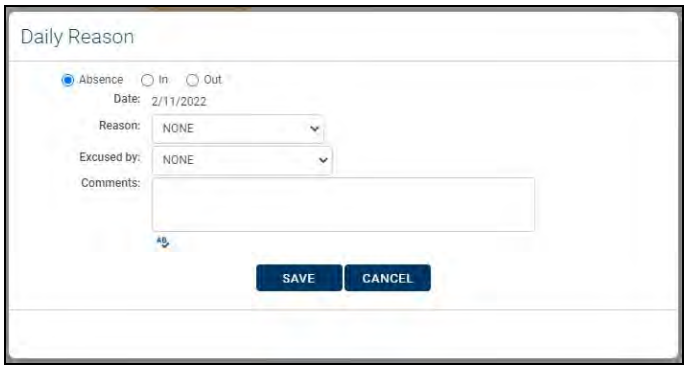
and should be used in conjunction with the present/absent options.



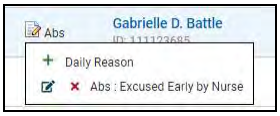
- **Submitting Daily Attendance from Period Screens**: Depending on district settings, users may also have the ability to submit daily attendance from this screen (this is most often used in BOCES environments or in other situations where a dedicated attendance clerk does not exist).
    1. To submit daily attendance (absences, ins, or outs), simply click the Add+ button in the Daily Reason column.



    2. Using the pop-up, specify the details of the daily attendance record and click Save.

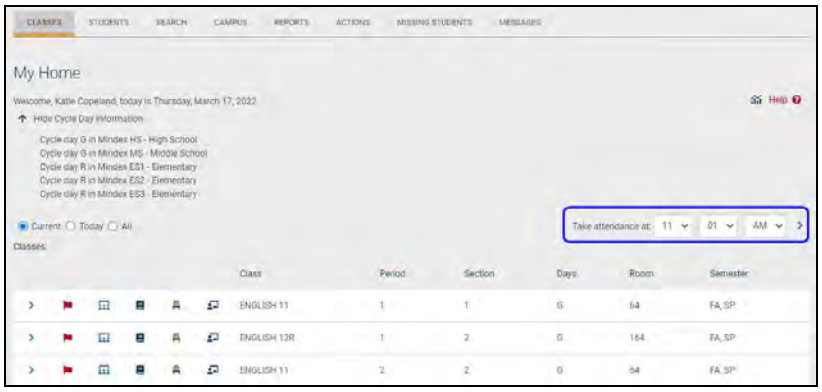


    3. To modify daily attendance or enter additional records, hover over the Edit button for a student's daily record and choose the appropriate Add +, Edit, or Delete✖ option as desired.



Taking Attendance for Multiple Sections

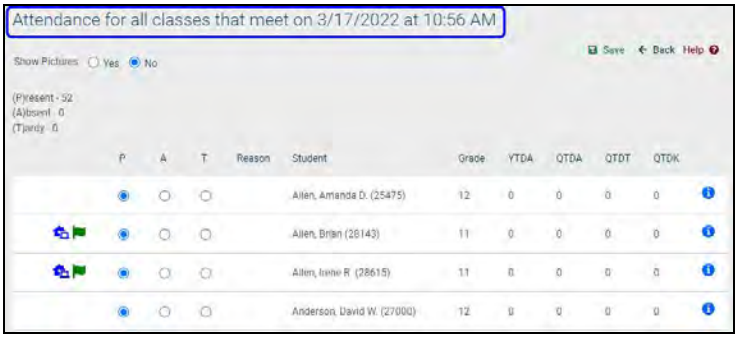
Teachers can take period attendance for multiple course sections that meet simultaneously from the **Home > My Home > Classes Tab**.



This feature applies only to period-based courses, so this option may not be visible for all users and cannot be used for supplemental courses/homerooms.

1. To use this feature, choose the appropriate time from the drop-downs and click the Take Attendance ❯button. The time is set to the current time by default.
2. The teacher will be redirected to an attendance screen that displays all students who are scheduled for classes that meet at the selected time on that day. The tab at the top of the screen will indicate the time that was selected. This screen does not allow users to enter attendance for any day other than the current date.

   Note: Teachers will not be able to access any section-specific tabs, such as the Roster or Grades tab, from this screen.



3. Use the radio buttons or checkboxes to enter the attendance for each student and click the Save button to submit attendance for these students.
4. All building school level attendance options and period structures will be respected when taking attendance for multiple sections. Therefore, some options may not be available for some students. In addition, if the selected time corresponds with a period that is used to drive daily attendance for any students on this screen, a daily absence will be automatically recorded for those students as appropriate.
5. Attendance may still be taken for each section individually if desired by navigating to the appropriate section from the list on the Classes tab.

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Note: If sections include students from multiple building/school levels, teachers must have the appropriate rights for each of these buildings and/or school levels to see all students.

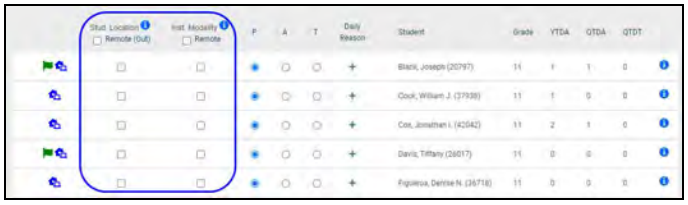
The information and options displayed on attendance screens is dependent on district settings, so these screens may look slightly different from the screenshots below.

For example:

- If your district has configured custom alerts for display on attendance screens, you may see a column at the far left that shows the available custom alerts for that student. This column is provided for informational purposes only. Hovering over a custom alert image will display the name of the alert.



- If your district is using Remote Attendance options, you may see one or two columns with checkboxes to indicate whether a student was In Person or Remote (Out) and/or if the student received In Person or Remote instruction on that day. These options are used for tracking and reporting purposes only and should be used in conjunction with the present/absent options.



My Home > Classes > Alerts Tab

The Alerts tab shows a list of attendance alerts for that class. Here, the teacher will see a separate alert for each day on which course attendance was not submitted.

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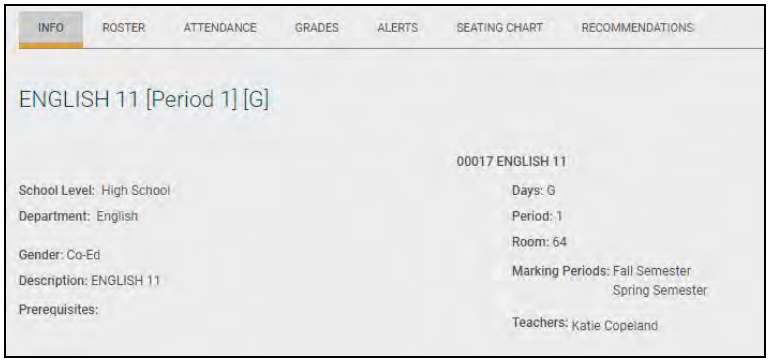


Clicking on the Select › button for an individual alert will take the user directly to the attendance screen for the specified day, where the teacher may then submit attendance as appropriate.

My Home > Classes > Info Tab

The Info tab shows a summary of that course's details. This tab includes the following information:

- Course number and name
- School Level: The school level for this course
- Department: The department for this course
- Gender: The gender assigned to this course (Male, Female, or Co-Ed)
- Description: The description of this course as defined by the course catalog
- Prerequisites: Lists any prerequisites required for this course
- Days: The days on which this course meets
- Period: The period in which this course meets
- Room: The room assigned to this course
- Marking Periods: The semester(s) during which this course is held
- Teachers: The teacher(s) assigned to this course



My Home > Classes > Recommendations Tab

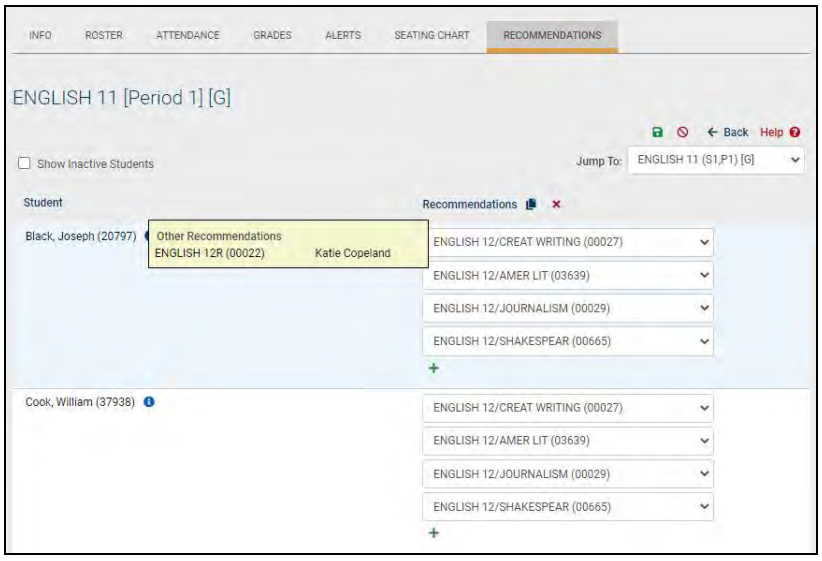
The Recommendations tab allows teachers to submit course recommendations for the following school year for each of their students. Submitted recommendations can be reviewed by the appropriate scheduling/counseling staff and can be approved as

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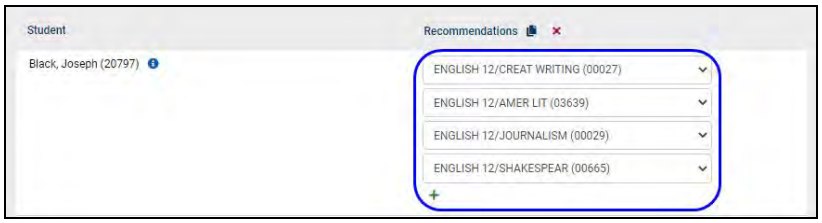
appropriate. Once recommendations are approved, students will receive course selections for the recommended courses.

Note: Access to the Recommendations tab is controlled by user permissions, so not all users will have the ability to submit recommendations.

In course sections that have multiple teachers assigned to the section, each teacher can submit his or her own recommendations. If a student has already received one or more recommendations for other courses within that department, a "More Information" icon will be displayed next to the student's name. Hover over the icon to see more details on other recommendations.

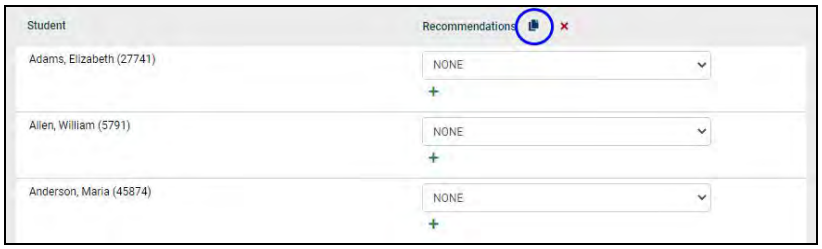


Recommendations can only be submitted during the submission window defined for that building school level, but can be updated and resubmitted at any time between the start and end dates of that submission window. To enter recommendations, use the drop-downs to select the appropriate course recommendation(s) for each student. If you'd like to add more than one recommendation for a student, click the Add + button to create a new row and select the appropriate recommendation using the dropdown(s) provided.

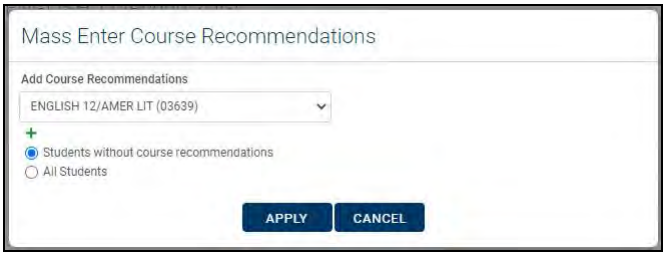


To enter the same recommendation for multiple students, click the Mass Enter Course Recommendations button.

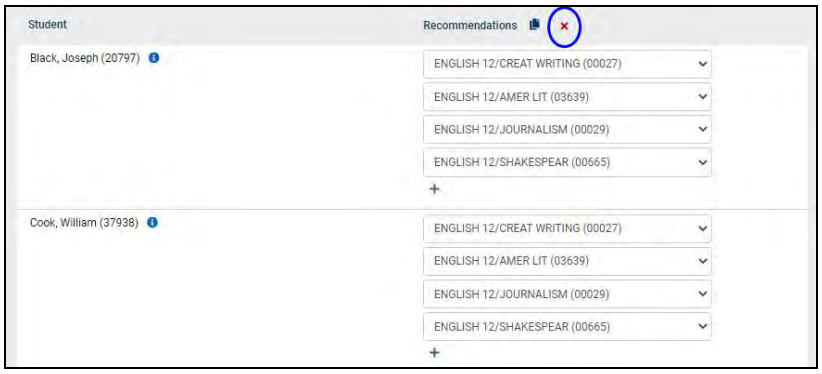
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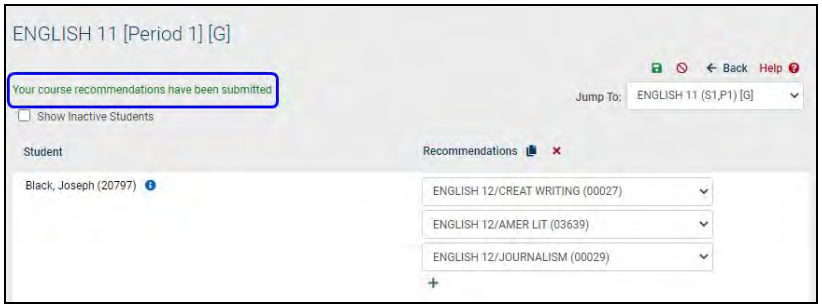
In the pop-up that appears, select the appropriate course(s) and choose whether to apply that recommendation to all students or only to those who do not yet have any recommendations.



To remove *all* of the recommendations you have entered for these students in a single operation, click the Clear All Course Recommendations ✖ button. This will set all of the recommendations to "NONE" for all students on this screen.



Once recommendations have been entered, click the Save button to submit. A confirmation message will appear at the top of the screen indicating that recommendations have been submitted successfully.



Note: Depending on permissions, users may be able to submit course recommendations for other departments and building school levels. See help for **Scheduling > Course Catalog > Course Details** for more information.

Grade Book Overview

👉Looking for information on the new SchoolTool Grade Book? Check out the online help for **New Grade Book Setup** and **New Grade Book Editor**!

SchoolTool includes a grade book feature which allows teachers to log and track daily assignments, tests, quizzes, etc, for each student, for each subject or course that they teach. Grade books are specific to each course and must be set up for each course individually.

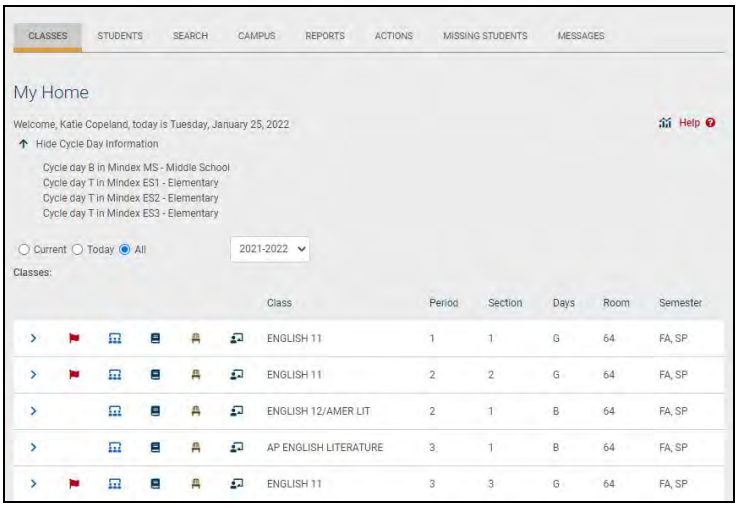
Grade books are also available for ungraded courses, such as study halls, lunches, and linked courses. When a teacher navigates into an ungraded course, they will have the option to create a grade book for the purpose of tracking class assignments, progress, participation, and more. The only options within the Grades tab that will be available for these courses are the grade book editor, reports, and setup; all submit options and grade override options will be unavailable for ungraded courses.

Note: Since many of the grading tasks require a grade book to already be set up, the instructions generally assume that a grade book has already been created and set up for the selected class. If the grade book is not set up for a particular class, you should refer to the ***Grade Book Setup*** section for instructions.

1. To access the grade book, Select ›a class from the list in the **Home > My Home > Classes** tab.

   Note: You may also click the Grade Book icon on the Classes tab to navigate directly to a course's grade book.

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2. The screen will refresh to display additional tabs specific to that course. The Attendance tab is the default for most courses.
3. To access that course's active grade book, click on the Grades tab.
4. The Grade Book Editor view will appear. If the grade book has been set up, the grade book editor will display.



5. If the grade book has not been set up, the Grade Book Setup screen will appear.



6. You can quickly navigate to any other active grade book using the course bread-crumb drop-down, which is available on all Grade Book Setup and Grade Book Editor screens. This menu only shows grade books available for the school year you are currently working with.

Each class can have multiple grade books, but only one can be active at a time. Grade books are year specific. To view past years, select the “All” radio button from the Classes tab. You can’t access a prior year without going to the Classes tab.

Related Resources:

Grade Book Setup

Grade Book Editor

Grade Book Setup

If you haven't already set up a grade book for the section you are accessing, you'll be prompted to do that first. At this point, you can choose to import from another grade book or create a brand new one. While the process for creating grade books hasn't changed, you'll see a new, wizard-style setup to help guide you through the setup process. It shows you each step and provides helpful information about decision points along the way.

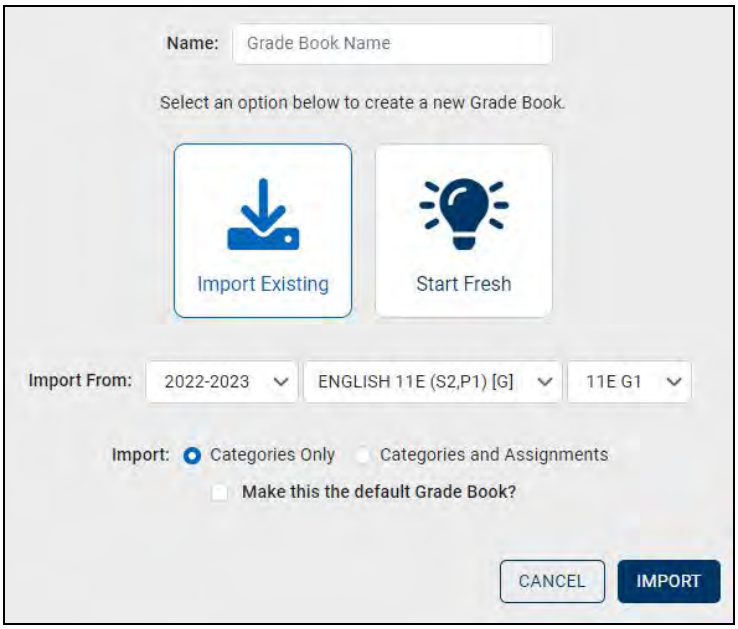
1. Creating a Grade Book

   The first step in creating a grade book is defining a name. This name must be unique for this course section. In general, it's recommended that you include the course name, period, and/or section number to make it more easily identifiable later on.

   Next you need to decide if you want to import from an existing grade book or create a brand new one from scratch. You might choose to import if you already have a grade book set up in a different section of the same course, or even in a different school year. If you want to start fresh and don't want to re-use existing grade book configuration, you might instead choose the "Start Fresh" option.

   Once you've decided which method you want to use to create this grade book, you can also check the box to make this one the default grade book.

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When you're ready to proceed, click **Next**.

- **Import Existing**

  When importing from an existing grade book, you'll be copying the configuration data (categories, attributes, and scales) from the grade book you select. You can also bring over the assignments themselves if you wish.

  1. Importing Categories only (also includes Attributes and Scales)

     If you're importing from another grade book without assignments, you'll bring over the configuration elements (categories, attributes, and scales) but no assignments. Once you've completed the import, you can modify any of the imported configuration as needed.

     After you've finished configuring the grade book, you can go to the grade book editor to create the actual assignments.

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2. Importing Categories (and Attributes and Scales) and Assignments

   If you choose to include assignments in your grade book import, you'll bring over all the configuration elements (categories, attributes, and scales), along with all assignments that exist in the original grade book.

   If Standards-Based Grading is in use, choosing this option will also include standards that have been associated with assignments providing the mappings in Maintenance exists for the current school year, courses, and/or subjects. If the appropriate mappings do not exist, a warning message will appear after the import is completed.

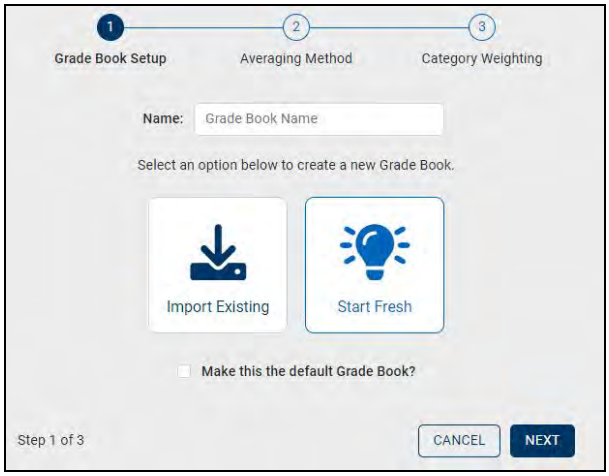
   During the import, SchoolTool will attempt to translate the assignments dates to align with the current year if the import occurred from a prior year to the current one.

   After you've finished configuring the grade book, it's recommended that you review your assignment dates and marking periods and make any adjustments as needed.

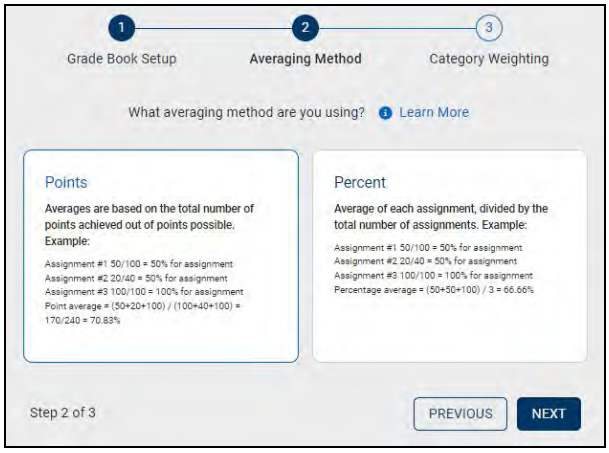
- **Start Fresh**

  When creating a brand new grade book from scratch, you will be presented with a configuration wizard that will collect the basic information needed to create the grade book.

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After you click **Next**, you'll need to select an averaging method (choices include Points or Percent). You can **review your average method options here**. Once that's done, click **Next** again.



The final step is to define your category weighting. Choices here include the following:

- Unweighted
- Fixed Weights
- Variable Weights

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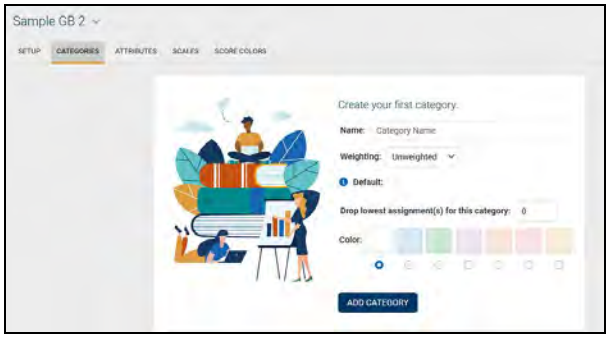
2. Modifying the Grade Book Setup

If you are using Google Classroom, click here for more information!

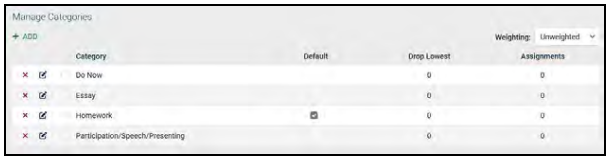
- **Categories**

  Each assignment in the GB must be tied to one (and only one) category.

  If you haven't defined any categories for your grade book, you'll see a message with fields to create your first category. To get started, fill in all appropriate fields and click the **Add Category** button.



  Once you've defined one or more categories, you'll see them listed here. Click ✚ ADD to create more or click Edit to modify existing categories.



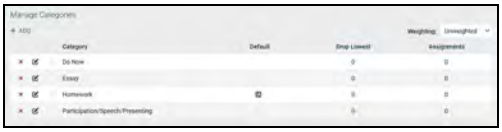
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When creating or modifying categories, the following fields are available:

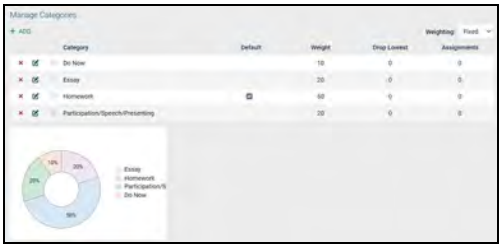
- **Name**: This is the category name that will be shown throughout the grade book. It will also be visible on the **My Home > Assignments** tab on the student record. Each assignment must be associated with one (and only one) category.
- **Weighting**: This dropdown only appears when you're adding your first category for the grade book. Once you've specified your category weighting, you may see additional fields to assign weights.

  Weighting options:

  - **Unweighted**: All categories will be active in all marking periods, and will all be given equal weight in each marking period.

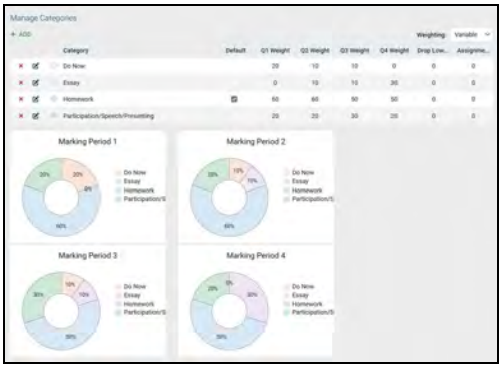
  - **Fixed Weights**: Categories may each be assigned a specific weight, and all categories will be active in each marking period. Each category will be given the same weight in each marking period.

  - **Variable Weights**: Categories may be assigned specific weights for each marking period. Category weights must total 100% for each marking period, and any weight may be set to 0% if that category is

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not used in a specific marking period.



Things to consider when setting up category weights:

- Weight values are numeric only – using decimals, percent (%) signs or words in this field will result in errors.
- Categories with 0% weight will still be available in the grade book editor and when adding assignments, but assignments tied to those categories will not be included in grade book averages in marking periods where the category has no weight.
- You can change your category weighting method at any time by using the dropdown on the Categories tab (grade book averages will automatically recalculate according to the selected option. Keep in mind, however, that if you are using category weights, they must total 100% or you will be unable to grade assignments.

- **Default:** Check this box to designate this category as the default category for assignments. When a new assignment is created, this category will automatically be selected.
- **Drop Lowest**: Categories can be configured to automatically drop the lowest “X” number of assignments for a marking period, if applicable. When a value is set for a category, the grade book will automatically drop that number of grades per marking period, per category, per

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subject (if applicable).

All assignment scores remain in the teacher's grade book, but any dropped grades will be excluded when calculating a student's overall average.

Note: There is no indicator in the Grade Book Editor that an assignment is going to be dropped as this is calculated on the fly: whenever an average is calculated or when grades are added/deleted/modified, the lowest "X" number of assignment grades are automatically removed from average calculations appropriately.

Rules for dropping assignment grades:

- When calculating student averages, any attributes, including those with modifiers, are applied *before* determining the lowest assignment grade(s) to be dropped.
- Assignments with a No Credit attribute applied are treated as a 0 and can be dropped
- Assignments with an Exempt attribute are treated as nonexistent grades and cannot be dropped
- 0-point assignments are treated as nonexistent grades and cannot be dropped
- Assignments not marked as "Include in Average" cannot be dropped
- This feature will not allow a user to delete all assignments for a student. If the grade book has fewer than the specified number of assignments to be dropped for a given marking period, category, and subject, *no* grades will be dropped for that student. For example, a category configured to drop the lowest 2 assignments requires 3 or more assignments for that marking period and category (and subject, if applicable).

- **Color**: Choose a color to use for this category. Any assignments assigned to this category will display with a background of the selected color. If you don't want to assign a color to this category, leave the Color selection set

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to white.

The Categories tab will display category pie charts to provide a visual indicator of how your categories are weighted.



Once you've added assignments to your grade book, the Categories tab will show the total number of assignments in this grade book that are currently associated with each category.

If a category can be deleted, you'll see a red Delete ✖ button in that row. If the Delete button is gray, it means you will be unable to delete the category until you've removed all assignments tied to it. To do that, navigate to the Grade Book Editor and locate all assignments in the category you wish to delete. Associate those assignments to a different category, then return to the Categories tab in Grade Book Setup to delete the category.

- **Attributes**

  Attributes are an optional feature that allow a teacher to flag assignment scores for different purposes. Attributes can be used for purely informational purposes, or they can be used as score modifiers.

  For example, you might create an attribute called “exempt” that can be selected when a child is absent with a legitimate excuse, and therefore failure to turn in an assignment would not count against them. Or you could create an attribute called “not handed in” which would result in no credit.

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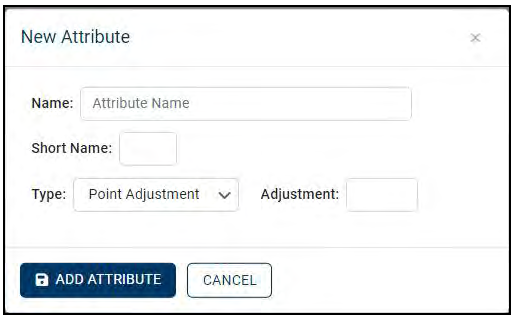


Types of Attributes and Modifiers:

- No Credit – means that the student will not get credit for this assignment, regardless of whether a grade is entered or not. This will count against the student and negatively impact the student's average. For example, if the assignment is Not Handed In, the student might get No Credit.
- Exempt – means that the student is exempted from this assignment, regardless of whether a grade is entered or not. The absence of a grade will NOT count against the student and any grade entered will NOT impact the student's average. For example, the student may have already completed extra credit and is exempt from a quiz or homework.
- Flag – has no effect on the average. This just serves as a reminder to the teacher that this particular attribute was in effect – for example, maybe the assignment was handed in late. The student still gets credit, but the teacher wants to remember that for later. Or maybe the student was absent when the assignment was given. The student can still make it up, so this will flag the teacher for later.
- Point Adjustment – applies a point modifier to adjust assignment scores (to add points when that attribute is selected, enter a positive numeric value for the Adjustment field; to reduce points, enter a negative number here instead.
- Percent Adjustment – applies a percentage modifier to adjust assignment scores (to increase the assignment score by the specified percent, add a positive number in the

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Adjustment field; to decrease the assignment score by that percentage, enter a negative number here).



Attributes are applied to assignments in the following order:

- No Credit (treated as a value of zero)
- Exempt (not included in grade)
- Points (numeric modifier)
- Percentage (percent modifier)

Attribute modifiers will be applied to assignment grades according to the following formula:

Raw Score + (Sum of all Points Attributes) + (Sum of all Percentage Attributes)

- **Custom Grading Scales**

  The Scales tab displays a list of any custom grading scales that are active for this grade book and allows you to create any additional custom grading scales you might want to use. This tab will also display any district-defined alpha grading scales that may be in this grade book (district-defined alpha scales are shown for informational purposes only and can't be modified here).

  For example, you might create a scale called “stars” that would allow you to score assignments using a rating system such as 5 stars, 4 stars, 3 stars, etc.

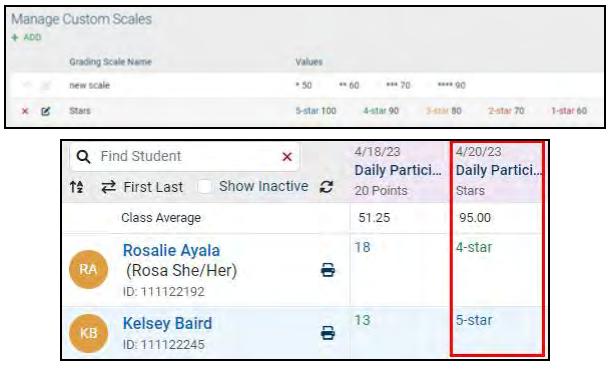
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Custom grading scales are an optional feature that are most often used in elementary grading. These scales are only available in the grade book that they're tied to.



To create a custom grading scale, click the ➕ ADD button. In the pop-up that appears, begin by entering the scale name and information to create the first symbol. Click the Save 💾 button, then click the ➕ ADD button to create another symbol for the scale. Repeat these steps until you've defined all appropriate symbols, and click Add Scale when you're done.

The colors associated with each custom scale symbol function just like the assignment score colors defined on the Score Colors tab. Once an assignment has been graded with a value from a custom scale, the assignment score in the Grade Book Editor will be color-coded based on the color defined here.



- **Score Colors**

  Use the Score Colors tab to define color schemes for your assignments. This will color-code each assignment score based on the range it falls into.

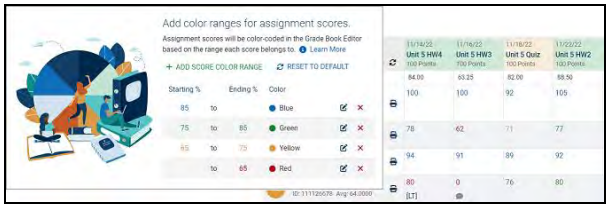
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To define a color, simply enter the Starting % and Ending % for the range you wish to use for that color. Click the Update button to save the row.

Click the ✚ADD SCORE COLOR RANGE button to create another row repeat the process until you've defined all your ranges. You can Edit or Delete ✖ items at any point. You might set up something like this to create a Red/Yellow/Green color scheme:



To use SchoolTool's built-in default values, click the CREATE FROM DEFAULT button instead. This will create a basic 4-color scheme that uses the following ranges:

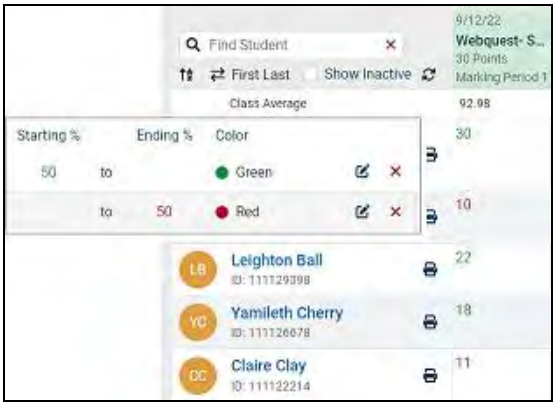


Tips:

- When defining ranges, you can enter the same value in the Ending % of one color and the Starting % of another. In that case, SchoolTool will include values up to but not including that Ending %.

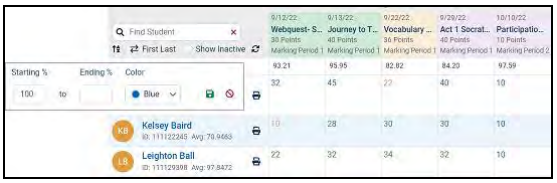
  For example, you might define 0%-50% as red and 50%-100% as green. Assignments with scores from 0 to 49.9999...% will be colored red, but any assignments that are exactly 50% or higher will be colored green instead.

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You cannot, however, define Starting and Ending % values that will cause overlapping or duplicates within your ranges (for example, 0%-50% and 49%-100% would not be allowed).

- Your top-most and bottom-most percentage ranges can be left open ended to account for "less than" and "more than" logic. This might be used in cases where you want to assign a special color for extra credit. To do this, add a range with a Starting % value of 100 and leave the Ending % value blank.



Not using a 100-point scoring range? No problem! Each assignment will be evaluated based on where it falls in relation to the minimum and maximum values for the scoring type selected for that assignment.

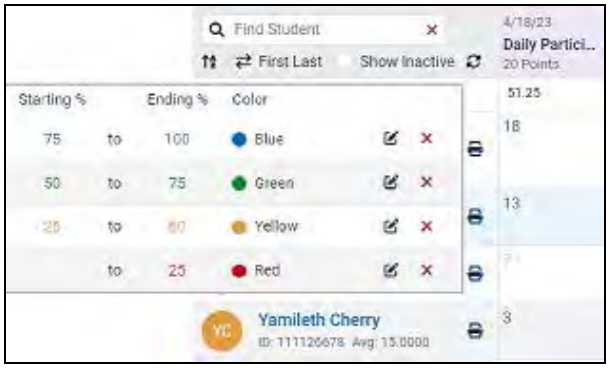
For example, let's say you have an assignment that is scored on a 20-point scale, and you want your assignment colors to show as follows:

- 0-5pts: Red
- 6-10pts: Orange

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- 11-15pts: Yellow
- 16-20pts: Green

To define this color scheme, simply convert the score ranges to percentage values and assign your colors.



What about alpha grading scales? Again, SchoolTool will evaluate assignment scores based on the minimum and maximum scores defined for that grading scale. For alpha scales, it will use the alpha-to-numeric mapping defined by your district to determine which percentage range a specific score falls into.

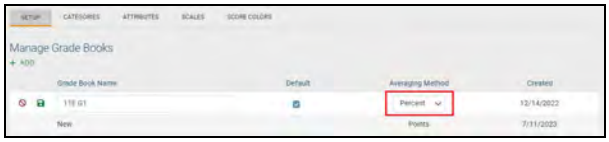
3. Managing Grade Books

   To make changes to a grade book, go to Grade Book Setup and locate the grade book to be changed. To edit basic information about the grade book (averaging method, grade book name, or default grade book), click the Edit button and update information as needed. To edit configurations for Categories, Attributes, Scales, or Colors, choose the appropriate tab and make your changes.

   - **Changing the Averaging Method**

     Each grade book is set up to use either points or percent as the averaging method. To change a grade book's averaging method, simply click the Edit button and choose the appropriate value from the dropdown.

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Click Save to apply your changes.

- **Setting a different grade book as the default**

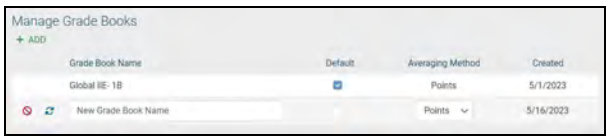
  To select a different grade book as the default, click Edit in the row containing the grade book you wish to make the default. Check the box in the "Default" column to indicate that this is the new default grade book.



Click Save to apply your changes.

- **Renaming a grade book**

  To change the name of a grade book, click Edit in the row containing the grade book whose name you wish to change. Type the new name in the grade book name field.



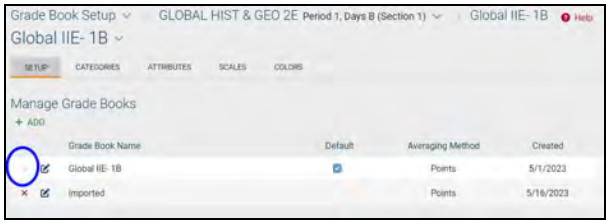
Click Save to apply your changes.

- **Deleting a grade book**

  To delete a grade book, click the Delete button in the appropriate row. Keep in mind that deleting a grade book will remove it entirely and cannot be undone.

  If a given grade book cannot be deleted, the Delete button will be gray instead of red.

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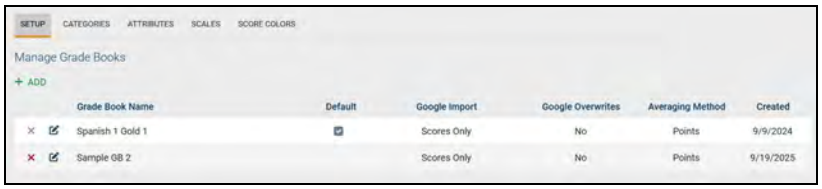


This means that this grade book has data (such as assignments) associated with it that must be removed before the grade book can be deleted. Once the associated data has been removed, the Delete ✖ button will be red again and the grade book can be deleted successfully.

Grade Book Setup for Google Classroom

Setup Tab

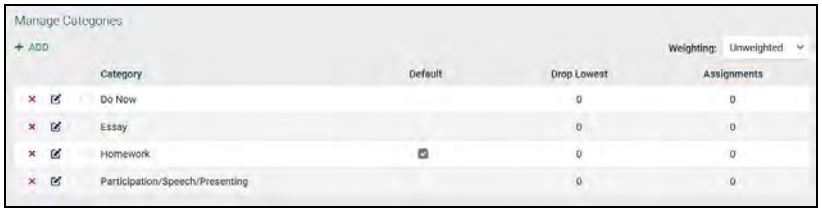
The Grade Book Setup contains additional options for classes using Google Classroom.



On the Setup tab, columns for Google Import and Google Overwrites are available to determine what SchoolTool will do when importing assignments from Google.

- **Google Import:** Choose what will be imported from Google (Scores Only, Assignments Only, or Scores & Assignments)
- **Google Overwrites:** Choose whether the imported scores should overwrite existing or not (Yes or No)

Categories Tab



The default category selected on the Categories tab will be used when importing Google Classroom assignments. This applies to individual imports and mass imports.

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Note: A default category MUST be selected prior to performing a mass import of assignments from Google.

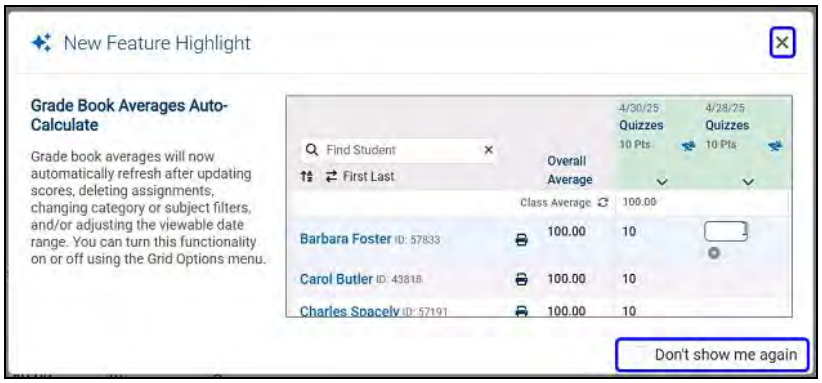
Grade Book Editor

📣 If you are using Standards-Based Grading, click here for more information!

📣 If you are using an Employability Profile, click here for more information!

The Grade Book is where you'll manage all assignment scores for a class. Assignments are associated with a specific date as well as a marking period, and the overall grade book average for a given marking period can be used to drive marking period grades.

A pop-up with information about any new features that are available will appear when entering the grade book. The pop-up will not reappear as you navigate to other screens or classes within the grade book. However, it will appear again if you navigate back to SchoolTool and into the grade book again.



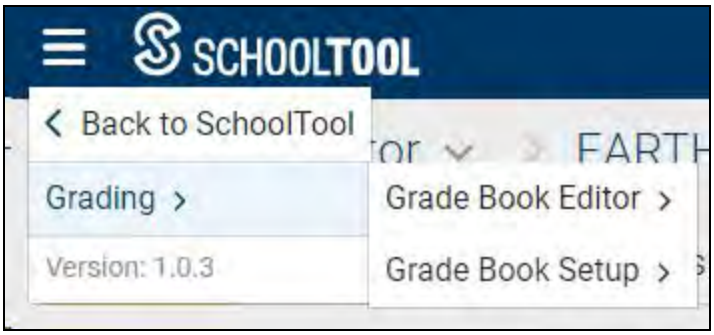
Note: You can close the pop-up using the "X" in the top right or choose not to see it again until the next SchoolTool release using the "Don't show me again" option at the bottom.

Basic Navigation

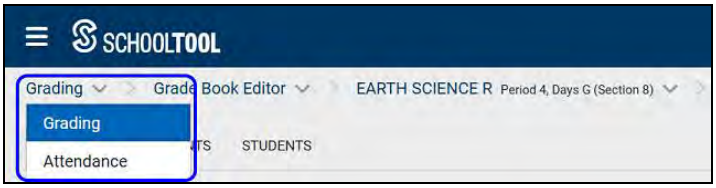
On all of the new SchoolTool Grade Book screens, there are some helpful icons and functionality that you will want to be aware of as you get started:

- Getting back to Legacy SchoolTool:
    - The main menu, also known as the "hamburger" icon, gives users the option of returning "Back to SchoolTool" (this will redirect users to the legacy Grades tab) or allows them to select a different grading screen (choices vary by class type, district configuration, and permissions).

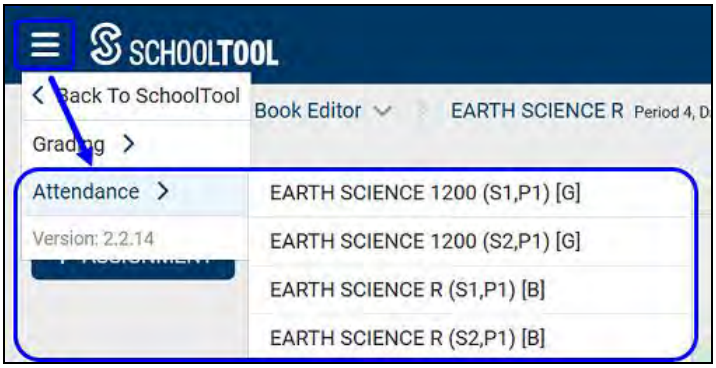
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- **Breadcrumbs:** At the top of each screen is a breadcrumb trail showing the navigation to that screen. To return to the legacy Attendance screen for the class you are currently viewing, click the Grading option in the breadcrumb trail and choose Attendance.



You can also click the menu icon, select Attendance, then choose the class you want to take attendance for.



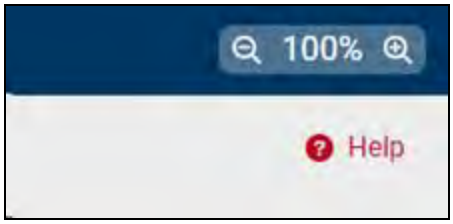
- **SchoolTool Logo:** Clicking on the SchoolTool logo will redirect users back to the legacy Grades tab.



For now, users will need to use one of the two methods described above to access additional reporting and grade submission screens. In future releases, those areas will be incorporated directly into the new grading area.

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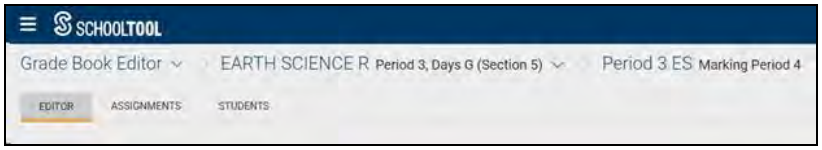
- **Zoom In/Out & Online Help:** The new Grade Book is equipped with the capability to zoom in or out for better page scaling without the use of your web browser. And, as always, our Online Help feature will continue to be there for you through all of your SchoolTool navigation.



- **Logging Out:** The new Grade Book does not include a logout button yet. Currently, the only true way to log out of SchoolTool is to navigate back to SchoolTool (using the main menu or the logo) and then log out from there.

If you have an existing grade book configured (after you've completed Grade Book Setup or if you imported an existing grade book), you'll be automatically directed to the Grade Book Editor screen. This is where you can add assignments and enter assignment scores for your students.

Here, in addition to the basic navigation elements described above, you'll also gain access to a breadcrumb trail along the top of the screen. The breadcrumbs allow you to select from drop-down menus to choose which grade book screen you want to use (Setup or Editor), which course section you want to work in, and the specific grade book you're viewing!



Within the grade book, you'll see three tabs: Editor, Assignments, and Students.

- **Editor**: This is the primary grading area for the grade book. It's a spreadsheet-like tool that shows your assignments in columns and each student is a row. You can filter the editor using the **buttons at the top**.
- **Assignments**: This tab shows a list of all assignments in the grade book. You can add new assignments and update existing ones from this screen.
- **Students**: This tab allows you to quickly see a summary of all assignment scores for a single student at a time. You can update assignment scores right from this screen and see a breakdown of the student's average by category.

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Editor Tab

The Editor tab is where all of your assignment scoring happens. From this area, you can add or edit assignments, enter assignment scores and attributes, add assignment notes, and if applicable, transfer student assignment scores from one section to another.

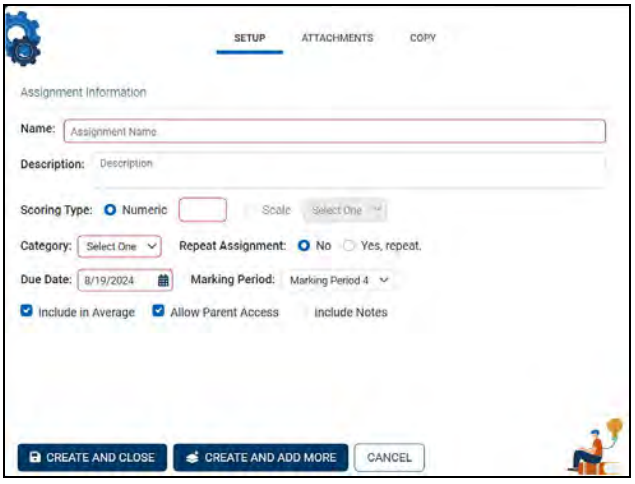
Adding/Editing Assignments

When you first access the grade book, you'll see a grid of all assignments in the selected marking period (or, if you don't have any assignments in that marking period yet, you'll see a message to that effect).

To create assignments, begin by clicking the Add Assignment button (you can do this from the Editor tab or the Assignments tab). A pop-up will open where you can define the assignment details. To save the assignment and return to the Grade Book Editor, click the **Create and Close** button. If you'd like to create additional assignments, click **Create and Add More** instead.

- Setup
- Skills
- Subjects
- Descriptors
- Attachments
- Copy

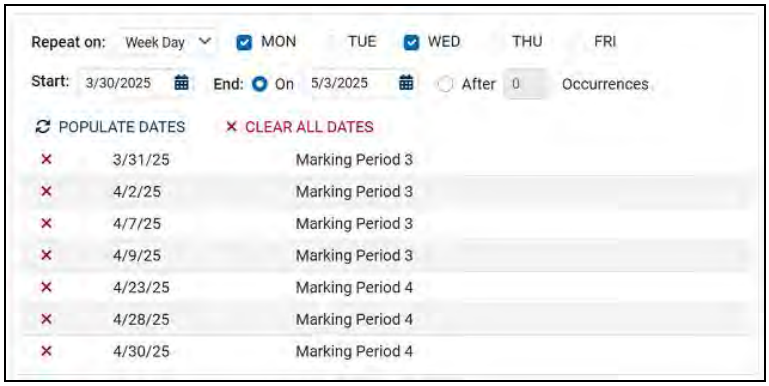
The Setup tab contains your basic assignment details.



- **Name** (required): Get started by entering a name for your assignment. This is how you'll identify the assignment throughout the grade book.

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- **Description** (optional): This is informational only and allows you to provide additional details about the assignment.
- **Scoring Type** (required): This determines how you'll be scoring the assignment.
    - **Numeric**: This is the maximum number of points the assignment is worth. Users will enter a numeric assignment score and that value will contribute to the student's average appropriately based on the **averaging method (Points or Percent) configured in Grade Book Setup**.
    - **Scale**: This option lets you use an alpha scale or a custom grade scale that was created in Grade Book Setup. Users will select assignment scores using a drop-down that contains the values from the grade scale you select here.
- **Category** (required): Choose the appropriate category for this assignment (once you have one or more assignments linked to a category, you will be unable to delete that category in Grade Book Setup).
- **Repeat Assignment** (optional): This option allows you to create duplicate copies of this assignment for multiple dates. If you set this to Yes, you'll be prompted to select a “Repeat On” option from the drop-down menu. Options include:
    - Week Day - choose one or more week days on which the assignment will repeat
    - Daily - an assignment will be created for every day in the range
    - Cycle Days - an assignment will be created for every cycle day occurrence in the range



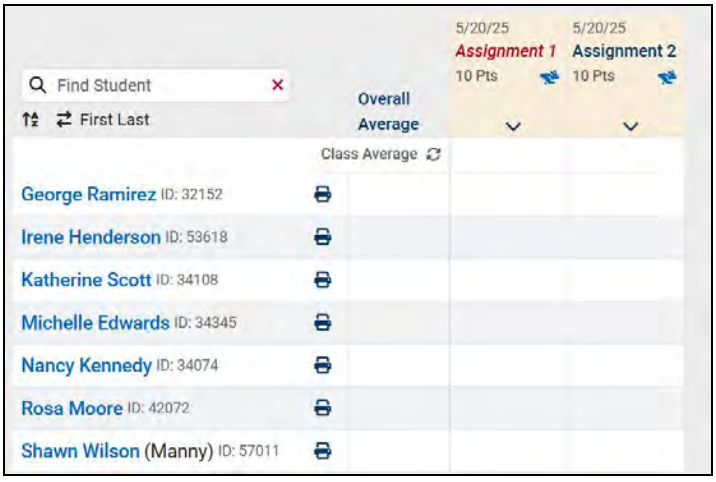
Then enter a custom date range (or number of instances) for the repeating assignment. Click **Populate Dates** to generate additional assignments on dates that meet your criteria.

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Note: SchoolTool logic works with the configured school year calendar to skip weekends and scheduled days off. Due dates and marking periods will be automatically tied to assignments based on the same logic.

- **Due Date** (required): Select a due date for your assignment. This defaults to the current date but can be changed to any date within the school year. Some teachers prefer to use this field to reflect the Assigned Date, while others choose to use it as the Due Date--either method is fine, but we recommend being consistent in your approach.
- **Marking Period** (required): Choose the appropriate marking period from the drop-down. This will default to the current marking period when creating the assignment. Keep in mind that the assignment date does not have to be in the selected marking period. When submitting marking period grades, a student's grade book average will include scores for any assignments tied to that marking period, regardless of the actual assignment dates.
- Additional checkbox options (optional):
    - **Include in Average**: Enabling this option will include the assignment in the student's grade book average. If it's unchecked, the assignment scores will be ignored in those calculations.

      Note: Assignments that have the "Include in Average" option unchecked will be displayed in red italics in the grade book editor.



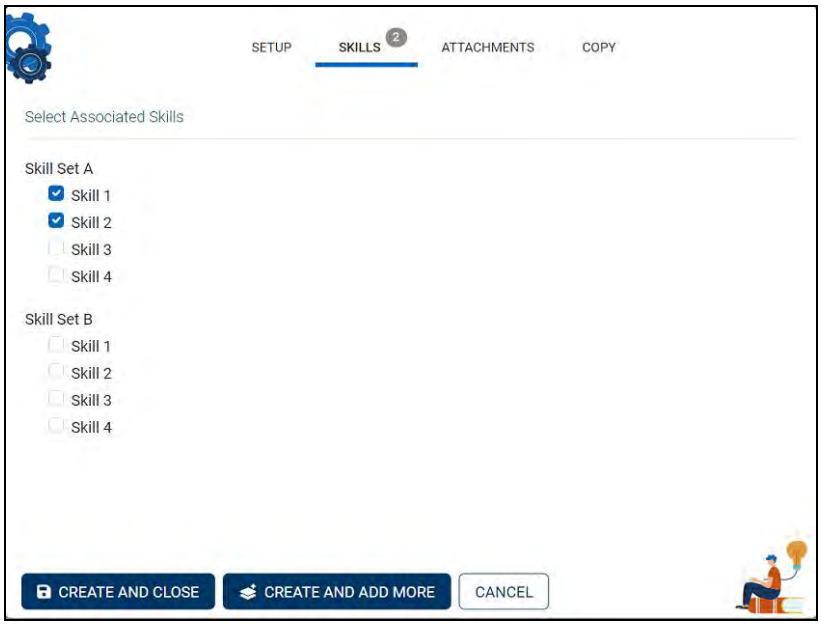
    - **Allow Parent Access**: When this is enabled, the assignment will be visible in the Parent Portal for students, parents, and any other contacts who have Parent Portal access.

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- **Include Notes**: When this is enabled, any assignment notes entered by the teacher will be visible in the Parent Portal. This only applies to assignments that have the "Allow Parent Access" option enabled.

Before they can be used in conjunction with assignments, Skill Sets must first be configured in **Maintenance > Grading > Skill Sets** and assigned to the course in **Scheduling > Course Catalog.**

Once Skill Sets have been configured, teachers are able to link them to their assignments by selecting the appropriate Skill Set from the Skills tab.

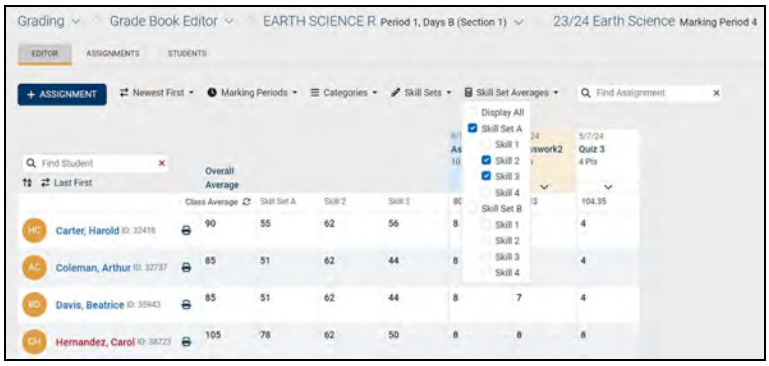


If Skill Sets are linked, teachers will get access to two new filters on the Grade Book Editor screen:

- Skill Sets: Allows you to filter assignments by selected skill set(s)
- Skill Set Averages: Allows you to view calculated skill set averages for selected

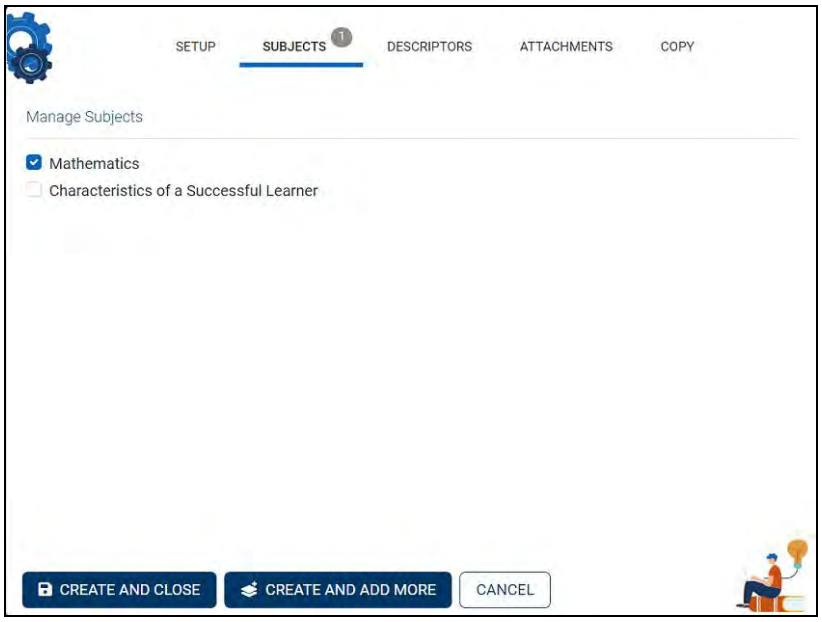
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skill set(s)



If linked in the Course Catalog, subjects can be added to an assignment to assist teachers in organizing their assignments and grading students according to their performance in one or more subject areas at a time.

When subjects are added to assignments, teachers can then organize their assignments using the Subject filter that will become available on the Grade Book Editor screen.



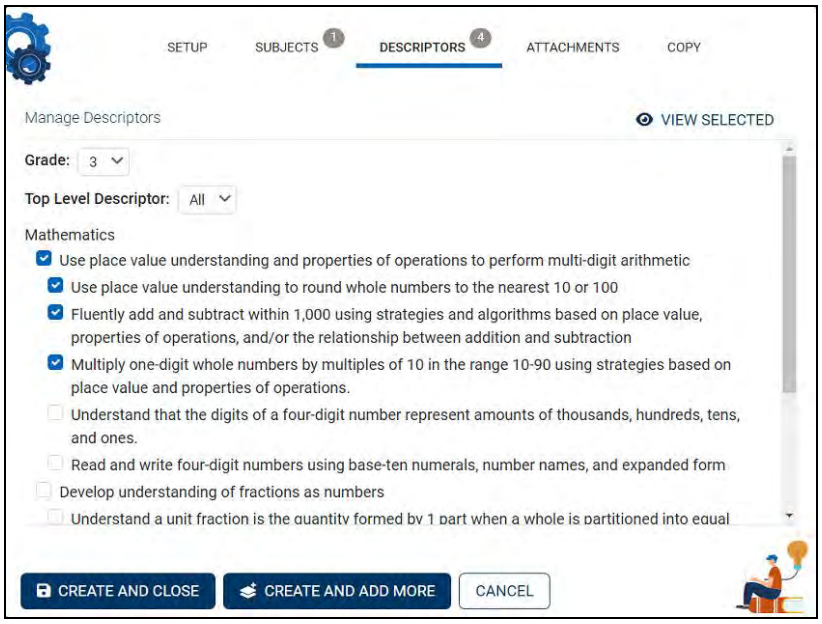
The Subjects tab will show a number indicating how many subjects have been selected for this assignment.

If you filter down to only one subject, the average column will change to show the average of the assignments associated with that subject. If more that one subject is filtered or one subject and one category are filtered, the average column will show the overall average.

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The Descriptors tab will only be accessible if at least one Subject was selected on the previous tab. It's also dependent on district settings.

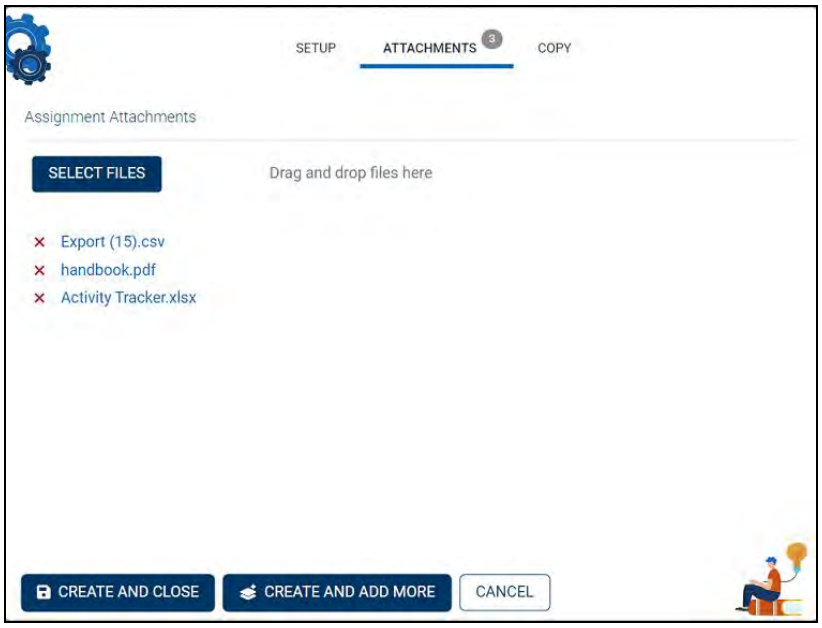
Associating one or more descriptors will allow teachers to grade students' assignments based on the performance in specific subject areas and the descriptors that are tied to it. You'll see a number at the top of the Descriptors tab to indicate how many items have been selected for this assignment.



Descriptors/Standards are configured at the district level and can be tied to an assignment based on existing subject/grade mappings, course mappings, or employability profile mappings if those are in use.

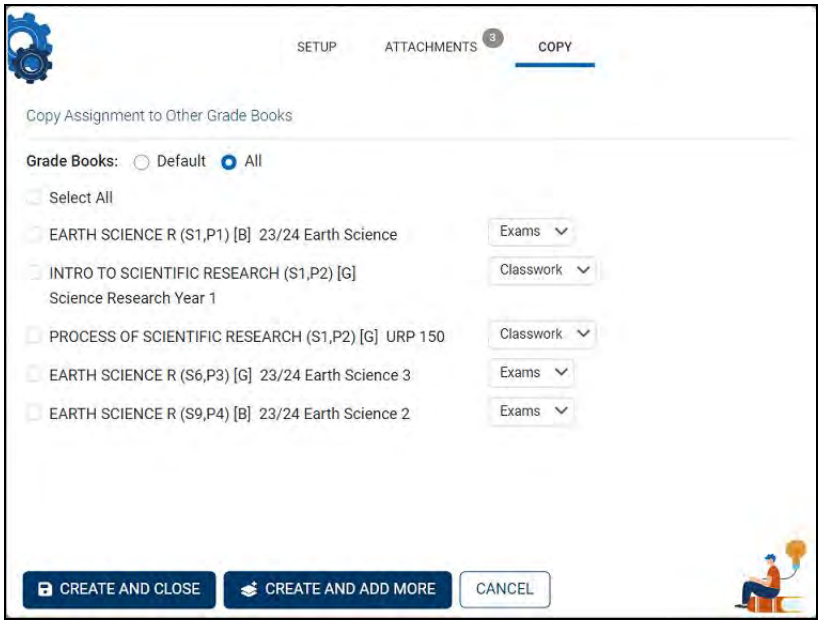
If you wish to add supplemental materials to an assignment, you can do so using the Attachments tab. This might include items like a PDF to download, Word documents, or Excel files.

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From the Copy tab, you can duplicate the assignment you're currently working on and copy it to additional course sections' grade books.

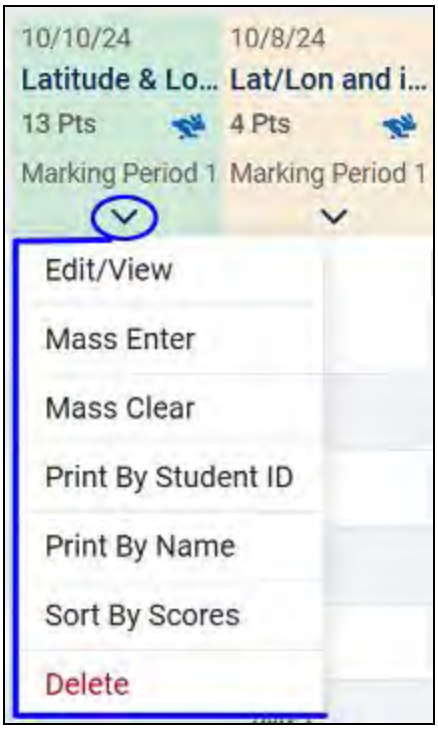
When copying an assignment, you'll have the ability to specify the appropriate category in the other grade book(s) you're copying into. If another course section has more than one grade book defined, you'll have the ability to view all available grade books or only the default (active).



Assignments in the Editor View

For more information on the Quick Entry (🤝) feature, **click here.**

Clicking on the Actions drop-down below an assignment name from within the main Grade Book Editor tab will open a menu for that individual assignment.



From here, you can do the following:

- **Edit/View:** Opens the Edit Assignment pop-up where you can edit or view assignment details
- **Mass Enter:** Opens a pop-up where you can enter the same score/attributes for multiple students in a single operation
- **Mass Clear:** Removes scores for that assignment for all students in a single operation
- **Print By Student ID:** Prints the Single Assignment Report, ordered by student ID. This report does not include student names.
- **Print By Name:** Prints the Single Assignment Report, ordered by student ID, with student names included.
- **Sort By Scores:** Sorts the Editor grid based on the scores for that specific assignment.
- **Delete:** Permanently deletes the assignment and any related scores, attributes, etc.

The Student Column in the Editor View

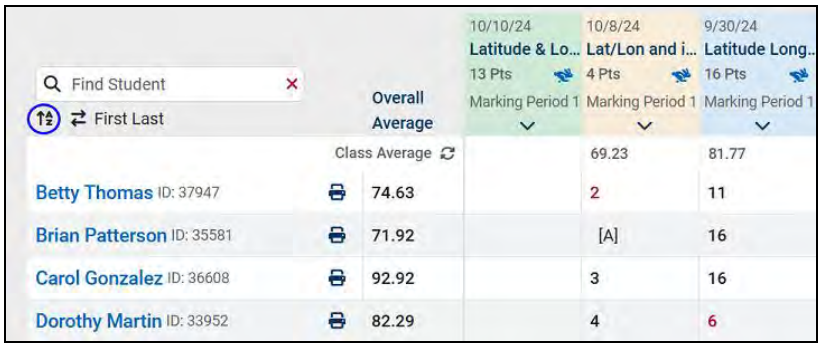
The Student column shows the full list of students in this class.

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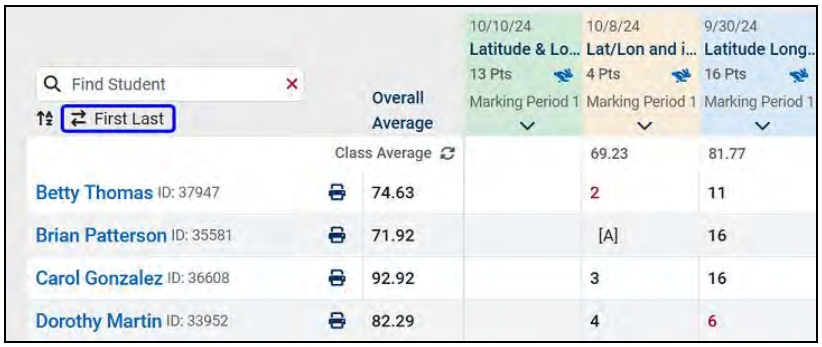
To quickly locate a specific student to enter assignment scores, click on the Search bar and start typing the student's name. When using the Search bar, names will auto-populate as you type.



By default, students are sorted alphabetically based on last name. Click on the **Sort** button to change between ascending or descending order.

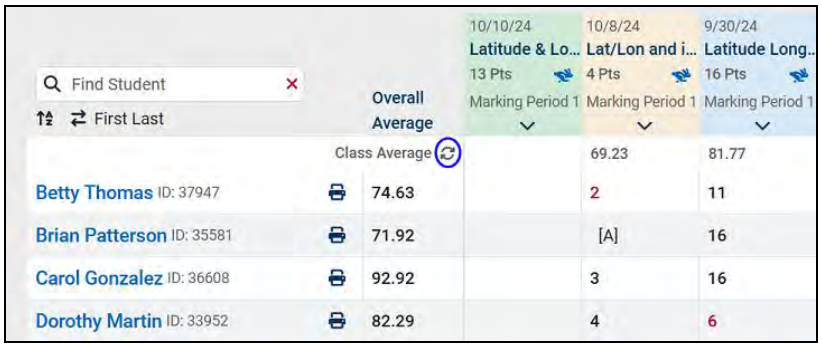


Student names are displayed in First Name Last Name order, but you can click on the **Toggle Names** button to change this to directory style (Last Name, First Name).

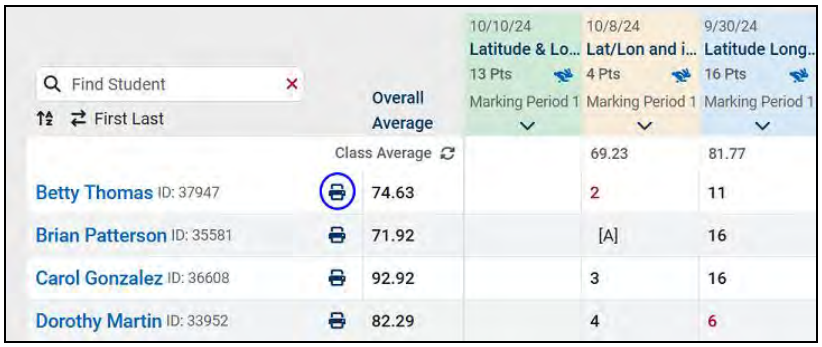


The **Recalculate Student Averages** button can be used to update students' averages after adding or editing assignment scores if the "Show Auto-Calculate" option is turned off in Grid Options.

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To generate a copy of the Grade Book Report for a single student, click on the Report button for that student.



Scoring Assignments

Student assignment scores can be entered individually or in batch.

Scoring Individual Students

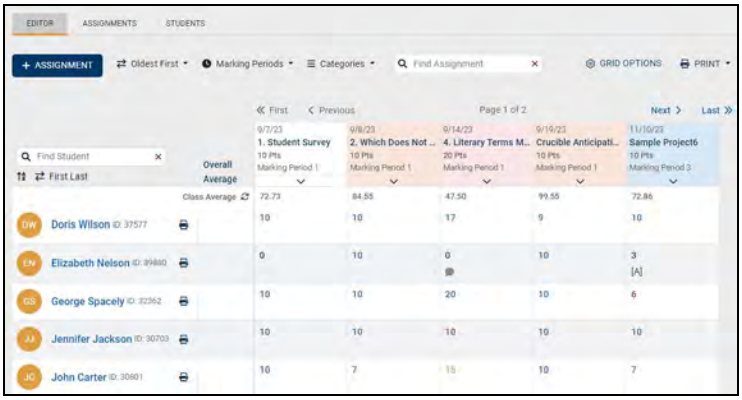
Entering Scores

To enter scores for an individual student using the **Editor** tab, simply click on the cell for the appropriate assignment in that student's row. Type in the score and click out of the cell. Alternatively, you can use keyboard navigation to move between cells:

- **Enter** or **Down Arrow** (when in numeric text fields only) or **Shift + Down Arrow** (when in numeric text fields or alpha scale drop-downs): This will move the user's cursor to the cell directly below the current cell. If the current cell is in the last row, this will move the user's cursor to the cell in the top row.

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- **Up Arrow** (when in numeric text fields only) or **Shift + Up Arrow** (when in numeric text fields or alpha scale drop-downs): This will move the user's cursor to the cell directly above the current cell. If the current cell is the first row, this will move the user's cursor to the cell at the bottom row.
- **Right Arrow** or **Tab**: This will move the user's cursor to the cell directly to the right of the current cell. If the next cell is not visible on the current page, the screen will automatically be scrolled to the next page.
- **Left Arrow** or **Shift + Tab**: This will move the user's cursor to the cell directly to the left of the current cell. If the next cell is not visible on the current page, the screen will automatically be scrolled to the previous page.

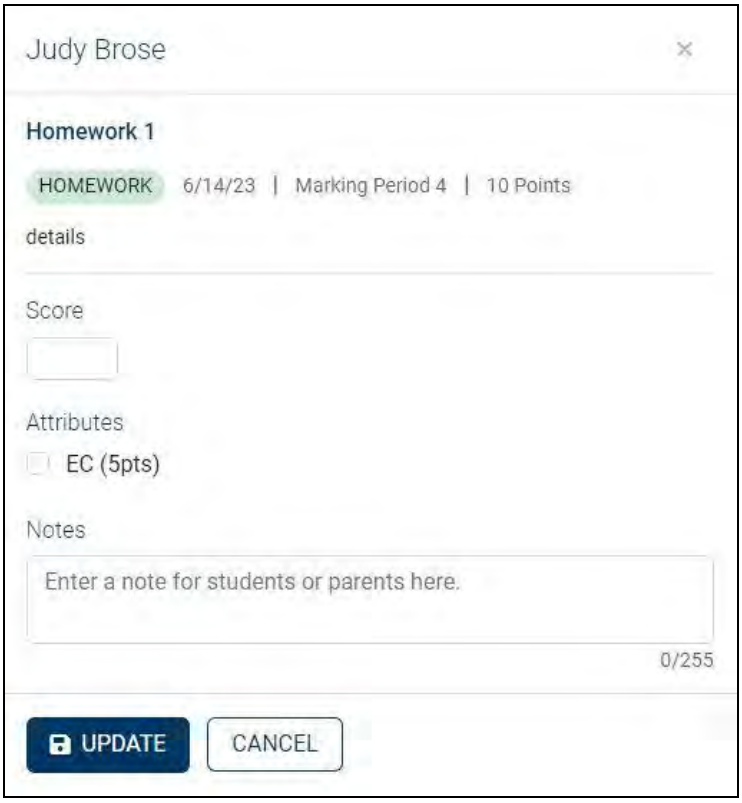


Note: You can also use the **Students tab** to enter assignment scores, you can either click on the student's name from within the Editor or you may click on the Students tab and use the Search bar to locate the student. Select the appropriate marking period from the Marking Period drop-down. Locate the assignment you wish to grade and, just like on the Editor tab, click in the Score field for the appropriate assignment row to enter the score.

Adding Attributes and Notes

If your grade book uses attributes and/or notes, you can enter this information by clicking in the score area and clicking on the Attributes ⊕ button in that cell. A pop-up will open, allowing you to select attributes or enter notes.

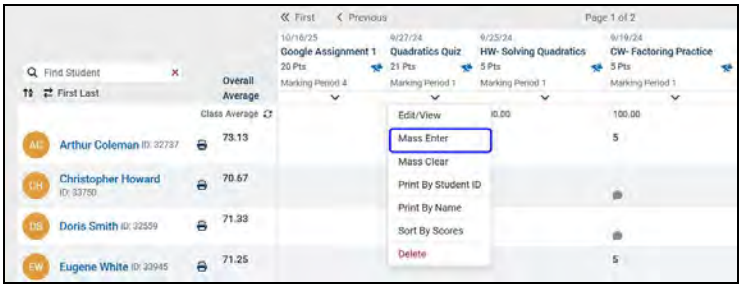
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If you'd prefer to always see the Attributes ⊕ button in every cell, you can click the ⚙ Grid Options button in the upper right corner of the screen, check the option for "Show Attribute/Note Editor", and then click 💾 Save & Close.

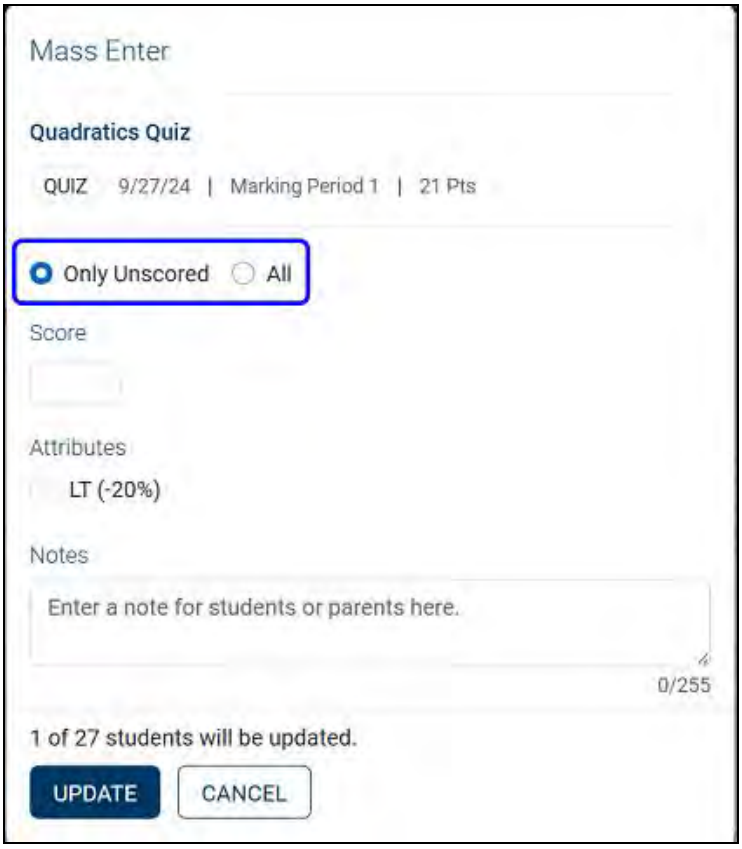
Scoring Students in Batch

From the Editor tab, click the Actions drop-down under the assignment name you wish to enter scores for, then select the Mass Enter option.



Use the pop-up window and use the radio buttons to select whether to apply this data to only students who don't yet have an assignment score or all students.

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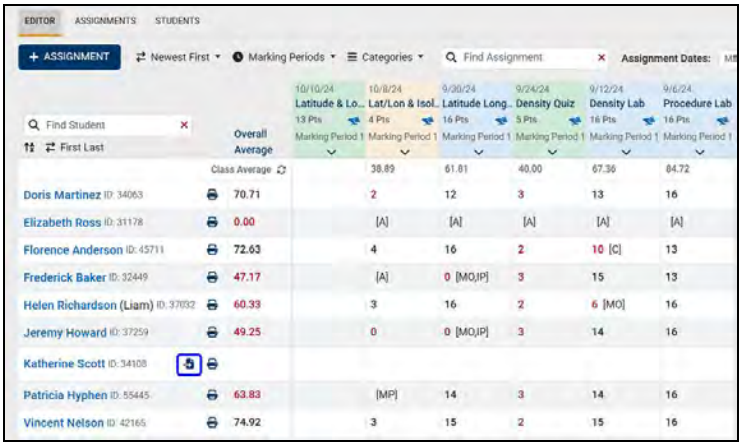


Then enter the score, attributes, and/or notes and click **Update** to apply these changes to the appropriate students.

Importing Assignment Scores for Students who Switch Sections

When a student is switched between two sections of the same course, both with the same teacher, the teacher will be presented with a new icon next to the student's name that allows assignment scores to be transferred from the previous grade book.

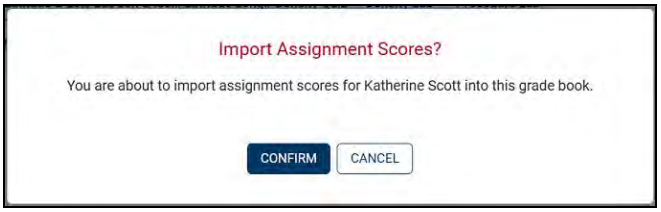
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To transfer scores:

1. Navigate to the Grade Book Editor of a course section that a student was recently switched into
2. Locate and click on the "Import Assignment Scores" button

   Note: Once assignment scores have been copied over for a specific student, the "Import Assignment Scores" button will no longer appear for that student. If there are no scores to copy over for a specific student, the "Import Assignment Scores" button will not appear.
3. Read the warning message, and click **Confirm** to continue. All assignment scores will be moved from the previous grade book into the current one.



Additional Notes:

- Assignment scores that have been moved will no longer be available in the previous grade book.
- Assignment scores will not be copied over if the assignment name, date, or points are different in the two grade books.

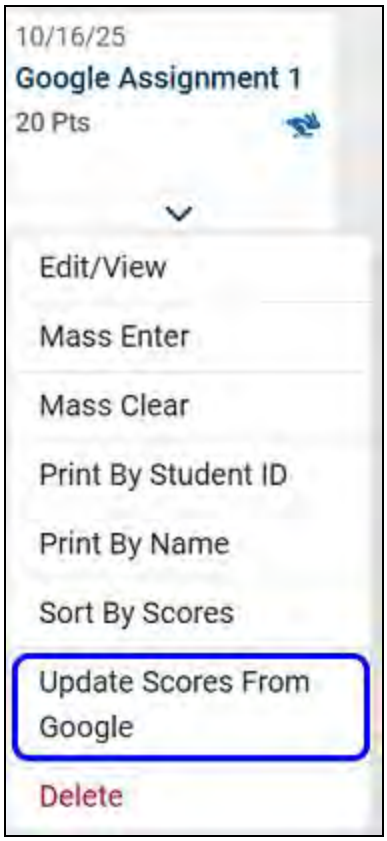
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- The "Import Assignment Scores" icon is only available if the course section was changed using the "Switch" functionality. It will not show if the course section was dropped / withdrawn and then re-added to the student schedule.

Google Classroom Features

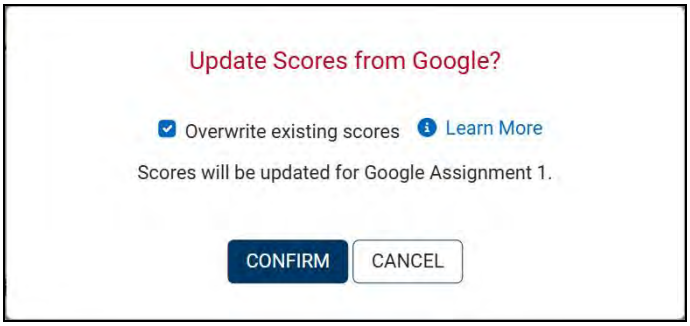
If you're using Google Classroom to import assignments and scores, you'll have some added functionality in the Editor tab:

- To update scores for an assignment that was imported from Google Classroom, click on the assignment name in the column header and choose "Update Scores from Google" from the menu.

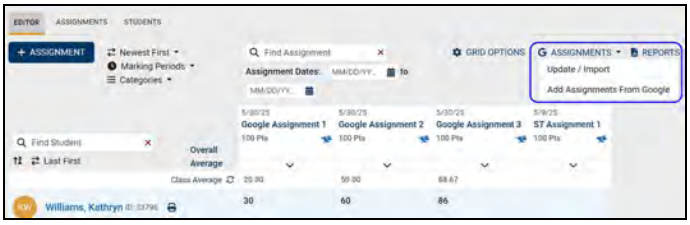


You can choose whether or not to overwrite existing scores.

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- To update scores for all linked assignments, or to import additional assignments from Google, click on the Assignments menu in the upper right portion of the screen.



- If you choose to Update/Import, a pop-up will appear where you can use the check boxes to Update Scores, Import Assignments, and/or Overwrite scores. Select at least one of these options and click Confirm to continue.

  Note: You must have selected a default category in the grade book setup prior to doing a mass import.

  - **Update Scores** will update scores for assignments that have already been imported into your SchoolTool grade book but do not have scores in SchoolTool yet. For a successful sync, make sure scores have been returned first in Google.
  - **Import Assignments** will import Google Classroom assignments that are not already in your SchoolTool grade book.
  - **Overwrite Scores** will update any scores in SchoolTool that may have been changed in Google Classroom since scores were last synced. For a successful sync, make sure scores have been returned first in Google.

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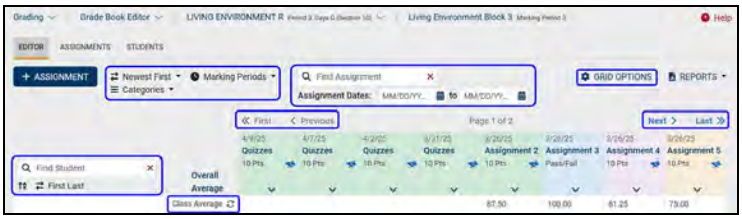


- If you choose Add Assignments from Google, you'll be directed to the **Assignments tab** where you can import or reload assignments as needed.

Note: Google Assignments can only be synced after the class has been linked to a Google Classroom, which must be done on the Roster tab.

Grid Options, Sorting, and Filters in the Editor

When working in the Editor tab, you'll find a number of ways to configure the screen. This includes a variety of choices to control what the editor grid looks like as well as sorting and filter options to control which assignments are displayed and in what order.

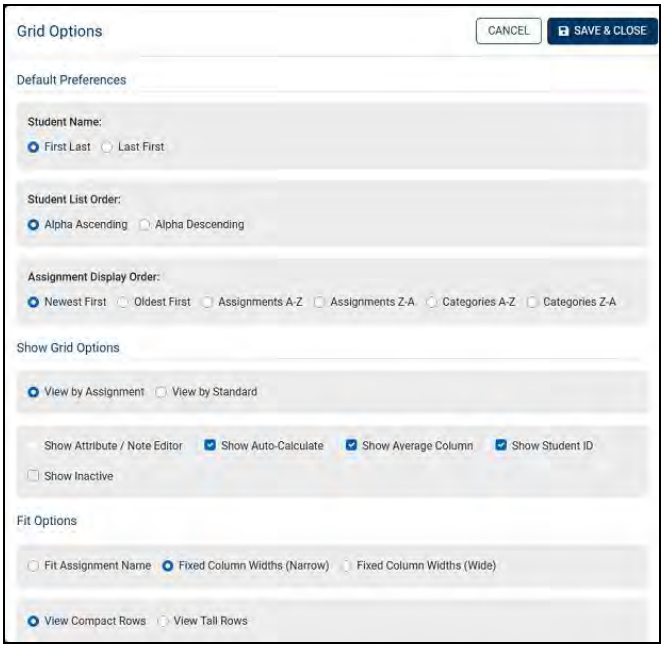


Many of these filters are “sticky” and will persist for future visits to these grade book screens. Any options or filters that possess this "sticky" behavior in the new grade book are indicated with an asterisk in the list below.

Applied filters will show in a row below the available filters. Some filters will show the icon for the applied filter. Use the red X to the right of the filtered item to remove the filter once it is applied.

*Grid Options

In the top-right corner of the Grade Book Editor screen, click the Grid Options button. A drawer will slide out from the right containing various options to control the appearance of the editor grid. All settings available here are "sticky".



Default Preferences

The selections made in the Default Preferences section will be remembered when you navigate to a different grade book or log in to SchoolTool from a different device or browser.

- Student Name - names will show in first last order or last, first order
- Student List Order - names will show in the list in alpha ascending or alpha descending order
- Assignment Display Order - the order assignments will show in. Choose between newest or oldest first, assignment name A-Z or Z-A, categories A-Z or Z-A.

Show Grid Options

- View by Assignment OR View by Standard (adjusts the screen display and grading workflow for Standards-Based Grading users)

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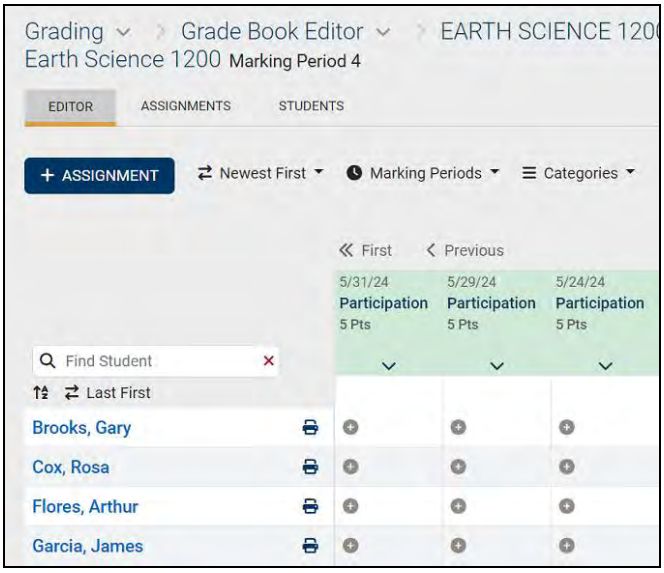
- Show Attribute / Note Editor (show the attribute editor at all times; no need to click into the cell to access)
- Show Average Column (show or hide the column displaying the overall average for each student)
- Show Student ID (show or hide the student ID)
- Show Inactive (students that switched out of the course section will appear in red in the student list)

Fit Options

- Column Widths: Choose how you want your grade book columns displayed:
    - Fixed Column Widths (Narrow or Wide)
    - Fit Assignment Name (entire assignment name will be displayed regardless of length)
- Column Rows: Choose how you want your grade book rows displayed:
    - View Compact Rows (student images are removed from the grid; view more students at one time)
    - View Tall Rows (student images are included in the grid)

In this image, compact rows are being used and the average column and student ID are turned off. The Attribute / Note Editor is turned on.

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- *Sort Order: The new Grade Book allows you to sort your assignments in several orders:
    - Date – Most Recent or Oldest first
    - Assignment Name – Alphabetical or Reverse Alphabetical
    - Categories – Alphabetical or Reverse Alphabetical
- Marking Period Filters: Use the Marking Period drop-down to choose between All marking periods or an individual marking period to determine which assignments should be displayed in the editor. By default, you will be brought to the current marking period upon entry.
- Filtering Assignment Dates: The assignments grid can be filtered to only show assignments with a due date that falls in the specified range. If only a start date has been entered, assignments from that date through the end of the marking period will show. Alternatively, if only an end date has been entered, assignments from the beginning of the selected marking period through the specified end date will show.
- Paging: Use the paging options to help navigate your grade book!
    - First/Last – jump to the first or last page of your assignments
    - Previous/Next – navigate your assignments page by page

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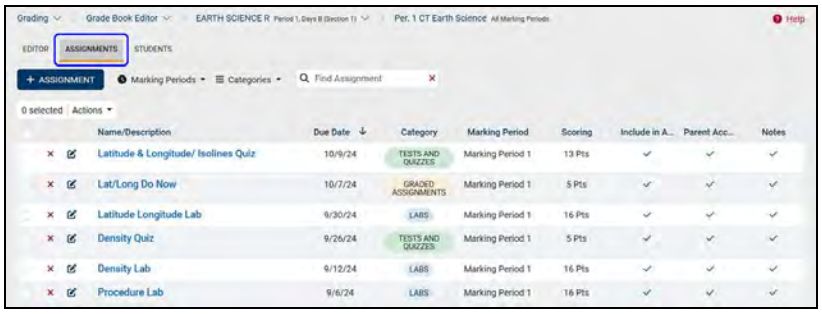
- *Categories: Use the Categories drop-down to choose between All categories in your grade book or select an individual category for the student assignment data on the editor screen.
- Find Assignment: Use the search bar to enter the name of a specific assignment you wish to view. This will act as a smart search and results will populate as you type.
- Student Search: Locate an individual student on your roster using the Student Search bar. This search acts the same as the assignment search and will auto-populate as you type
- *Student Column: The options available above the student roster allow teachers to sort their students alphabetically, in reverse alphabetical order, as well as, choose between First Name Last Name, or Last Name, First Name.
- Recalculate Student Averages Icon: Can be used to repopulate student grade book averages when assignment scores and filters are updated if the "Show Auto-Calculate" option is turned off in Grid Options.
    - If the "Show Auto-Calculate" option is turned on in Grid Options, students' averages will automatically refresh after updating scores, deleting assignments, changing category or subject filters, and/or adjusting the viewable date range.
- Skills: If configured by the district and used on an assignment, a Skills filter will be available for teachers to toggle their assignment view based on linked skills
- Subjects: If linked to an assignment, a Subjects filter will appear allowing teachers to choose all or individual subjects to sort their assignments

  Note: Access to Descriptors will be dependent on Subjects linked to a course as well as if the Subjects are added to an assignment.

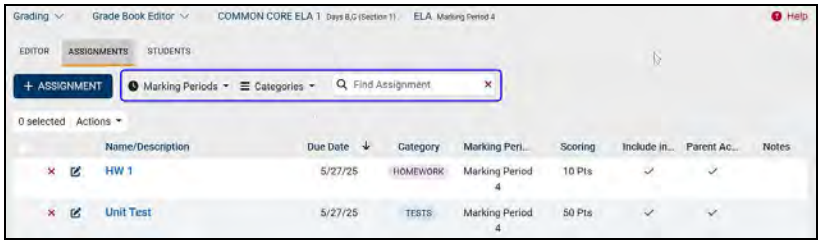
Assignments Tab

The Assignments tab allows you to manage all your assignments, whether you're using SchoolTool exclusively or integrating with Google Classroom or other third-party grade books.

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At the top of the screen, you'll find drop-down filters for Marking Period and Category. Click on these to specify which assignments you'd like to see on this page. To locate a specific assignment, use the search bar to enter the name of the assignment you'd like to view. This will act as a smart search and results will populate as you type.



Each row corresponds to an assignment in the editor and provides the following information about your assignments:

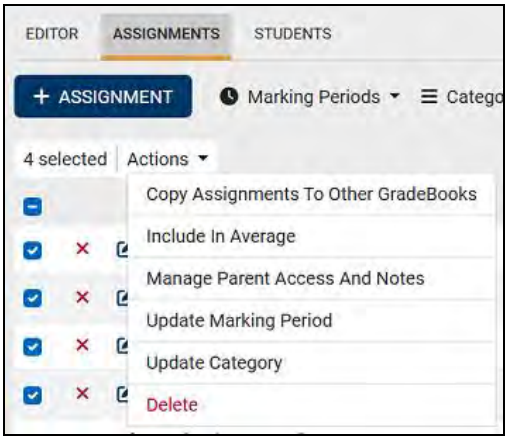
- Name/Description – alphabetically sortable with the Name always displaying and Description below the name, if included
- Due Date – sortable in ascending or descending order
- Category – displays the category applied for each assignment as configured in Grade Book Setup
- Marking Period – which marking period it was assigned
- Scoring – displays the scoring method and max score
- Include in Average, Parent Access, and Notes – a green checkmark will be displayed if these options were enabled while creating the assignment

To modify an existing assignment, click the Edit button in that row or simply click on the assignment name. You'll have access to all of the fields described in the **Adding Assignments** section above, with exception of the repeating assignments functionality (which is only available when creating a brand new assignment).

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To permanently remove an assignment, click the Delete button in that row. This will remove the assignment, along with any scores, notes, or other data. Keep in mind that this action cannot be undone!

The Actions menu is visible by default on the Assignment tab; however, you cannot use any actions until you have selected assignments using the checkboxes. If you click the Actions drop-down when nothing is selected, a message stating "Make at least one selection to view available actions" will appear. After selecting one or more items, click the Actions drop-down.

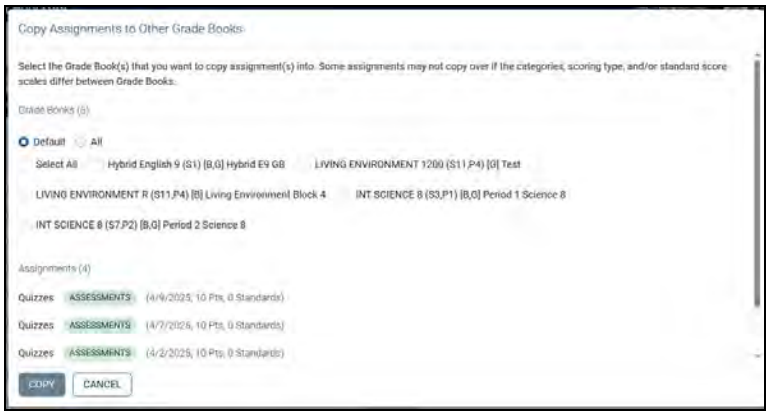


Available actions include:

- **Copy Assignments to Other Grade Books:** This will allow you to copy assignments to other grade books at any time. To copy an existing assignment to a different grade book:
    - The assignment category must exist in the target grade book.
    - An assignment with the same name and due date cannot already exist in the target grade book.
    - Alpha grading scales must be available in the target grade book (if applicable).
    - Custom grading scales with the same name must exist in the target grade book (if applicable). Standards must be available in the target grade book (if applicable).

    After checking the desired assignments for copying, make this selection to see a pop-up with additional options.

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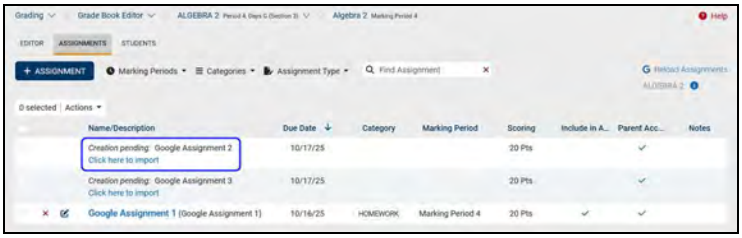


In the pop-up that appears, you can choose whether you want to work with default grade books only or all grade books. The available grade books are specific to the current school year. Select the ones you would like to copy the assignment(s) to using the checkboxes then click the **Copy** button.

- **Include in Average:** This will enable the "Include in Average" option for all selected assignments.
- **Manage Parent Access And Notes:** This option allows you to enable or disable parent access and/or notes for all selected assignments.
- **Update Marking Period:** This will allow you to select a marking period for all selected assignments.
- **Update Category:** This will allow you to select a category for all selected assignments.
- **Delete:** This will permanently delete all selected assignments and any associated scores or other data for that assignment. Use this option with care, as you cannot undo this operation!

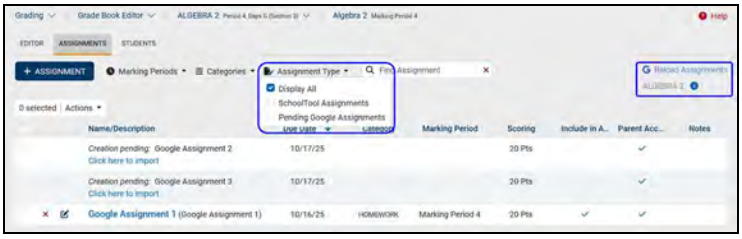
Google Classroom Integration

Google Classroom integration requires an administrator to complete a one-time configuration setup in Maintenance. Once the integration with Google Classroom has been properly configured and enabled, you can use Google Classroom functionality in the Grade Book.



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SchoolTool will auto-detect any new Google Classroom assignments and mark them as pending on the Assignments tab. Simply click to import and create this new assignment in your grade book.



The currently linked classroom in Google is listed in the top-right corner under the Reload Assignments button. The Reload Assignments option allows you to refresh the list to add the most recent Google assignments as pending in SchoolTool. This will also update any assignment scores that might have been entered or changed in Google since the last time you synced.

Additionally, you can filter the assignments based on status using the Google Assignments filter. Options include:

- **Display All -** shows all assignments regardless of Google status
- **SchoolTool Assignments -** shows any assignments that have already been imported / linked from Google
- **Pending Google Assignments -** shows auto-detected assignments that exist in Google Classroom but have not yet been imported / linked in the SchoolTool grade book

Other things to know:

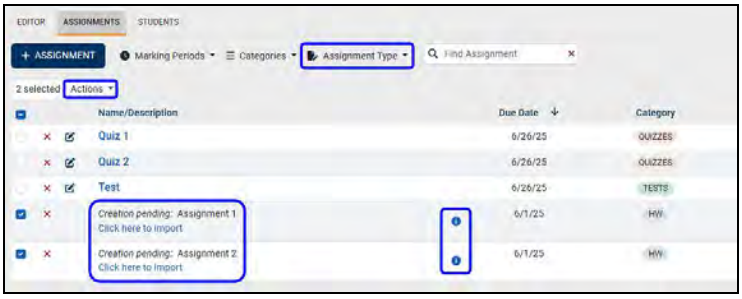
- SchoolTool supports "Assignment", "Quiz Assignment", and "Question" type assignments.
- Google Assignments can only be synced after the class has been linked to a Google Classroom, which must be done on the Roster tab.
- After the initial import of an assignment, the assignment name, max score, date, marking period, and/or category will not automatically be updated in SchoolTool on subsequent imports. If you change this information in Google Classroom, you'll need to manually update the corresponding assignments in SchoolTool as well.
- Deleting an assignment in Google Classroom does not automatically remove it from SchoolTool. You'll need to manually remove it from the

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SchoolTool grade book in that case.

- Assignment scores will only be imported if the assignment has been graded and marked as "Returned."

Third-Party Assignments

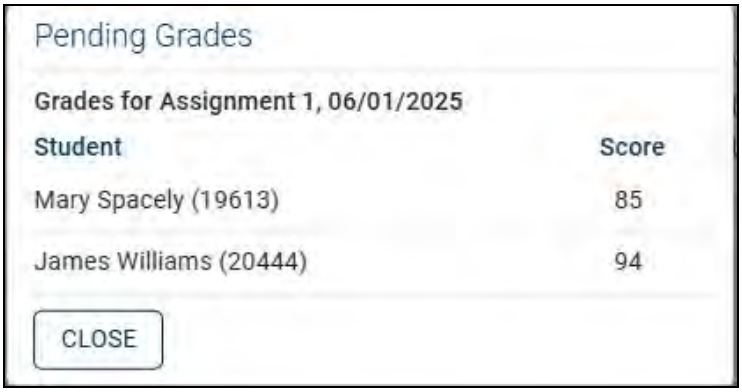


If using a third-party non-Google grade book, the Grade Book Editor can import these assignments and scores into SchoolTool from the Assignments tab. SchoolTool will automatically detect new third-party assignments and show them as pending.

You can filter the assignments based on status using the Assignment Type filter. Options include:

- **Display All** - shows all assignments regardless of third-party status
- **SchoolTool Assignments** - shows any assignments added in SchoolTool
- **Pending Third-Party Assignments** - shows auto-detected assignments that exist in the third-party grade book but have not yet been imported / linked in the SchoolTool grade book

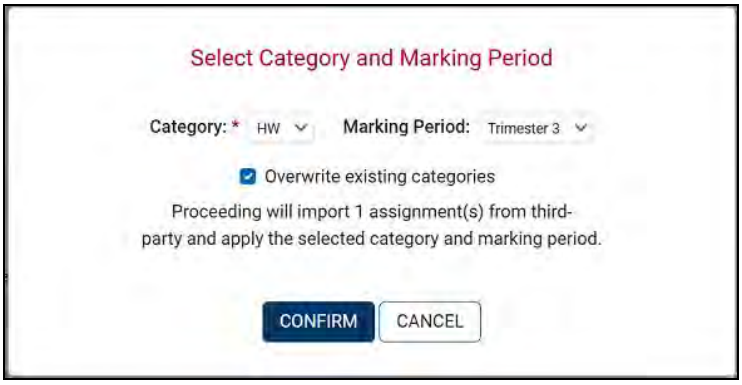
Before importing, you may click the blue informational icon to learn more about a pending assignment including details about the assignment, students, and scores available for import.



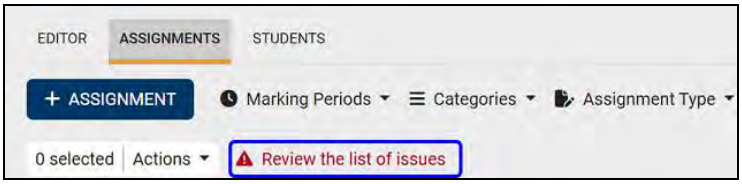
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To import a single assignment, click the text stating "Click here to import". A pop-up will appear with the same details as usual when adding an assignment. Review the fields and click **Update** to save the assignment.

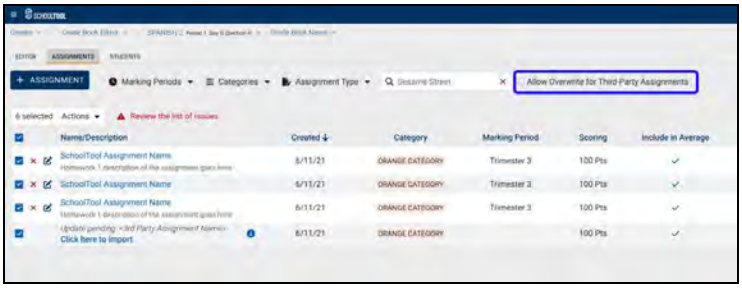
To import multiple assignments, use the checkboxes to the left to select the assignments to be imported. From the Actions menu click "Import from Third-Party". A pop-up will appear where you can choose the appropriate Category and Marking Period. Check the "Overwrite existing categories" checkbox to choose a different category from what is chosen by default. Click **Confirm** to update the assignments.



If there are any issues with the import, a pop-up titled "Issues Updating Scores from Third-Party" will appear. Review the details which will include suggestions on how to resolve the issues. These issues and suggestions can be revisited as needed from the notice at the top of the Assignments tab.



Overwriting Third-Party Assignments

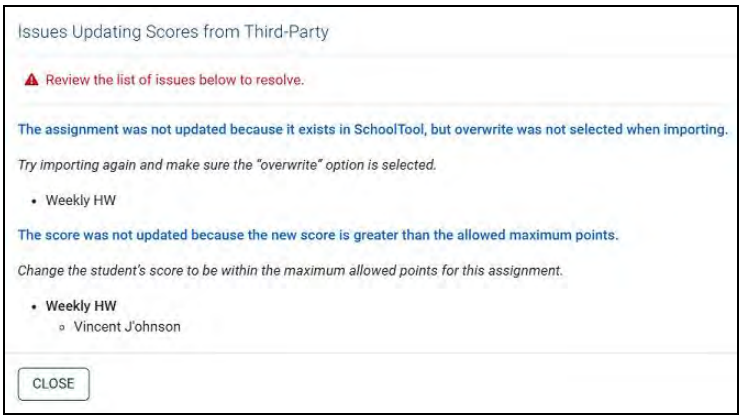


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The option to "Allow Overwrite for Third-Party Assignments" is found at the top of the Assignments tab. The prompt will appear only when there are assignments available for import. If selected, you can import assignments and scores from your third-party grade book and overwrite or replace records that are already present in SchoolTool.

For example, if you had previously imported an assignment into SchoolTool that has since been updated in your third-party grade book, you can now select the "Allow Overwrite for Third-Party Assignments" checkbox prior to importing a second time to update the assignment and/or score. This change would then replace the original record in SchoolTool and accurately reflect the assignment and/or score found within your third-party grade book.

If the "Allow Overwrite for Third-Party Assignments" checkbox is not selected and you attempt to import an assignment that already exists in SchoolTool, an error message will appear in the "Issues Updating Scores from Third-Party" pop-up.

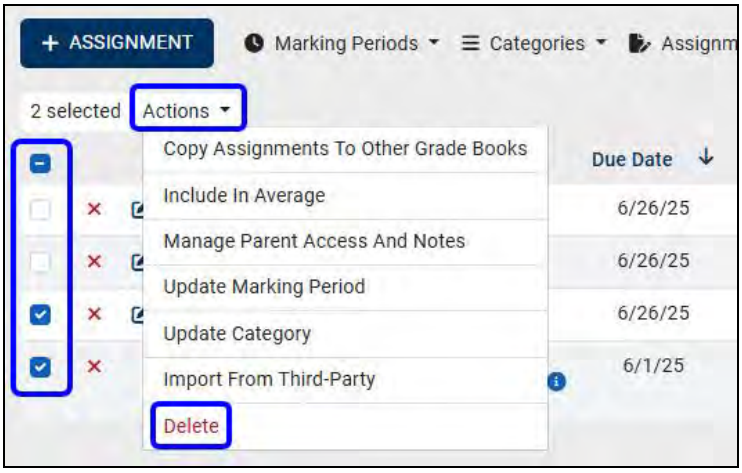


You will then be prompted to select the appropriate Category and Marking Period for the assignments. Once your selections have been made, click the blue **Confirm** button.

Deleting Assignments

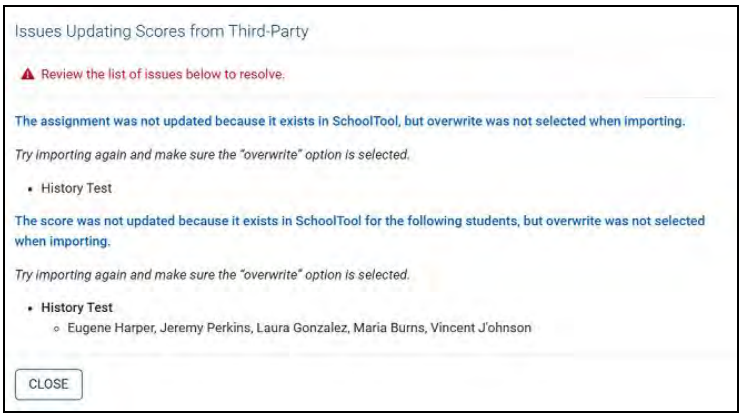
Pending assignments and scores, that you do not wish to bring into your SchoolTool Grade Book, can be deleted using the red **Delete** option found in the Actions menu.

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This action will only delete the selected assignments and scores from the SchoolTool Grade Book. It will not delete assignments and scores from the third-party application in use (Schoology, ClassLink, etc.).

Import Error Messaging



The "Issues Updating Scores from Third-Party" pop-up appears anytime there are import errors. Possible error messages include:

- The assignment was not updated because the max points needs to be greater than 0.
- The assignment was not updated because it exists in SchoolTool, but overwrite was not selected when importing.
- The assignment was not updated because the third-party max points would cause existing scores to become invalid.
- The score was not updated because the score is not numeric.
- The score was not updated because the new score is greater than the allowed maximum points.

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- The score was not updated because the following student doesn't exist in this course.
- The score was not updated because it exists in SchoolTool for the following students, but overwrite was not selected when importing.

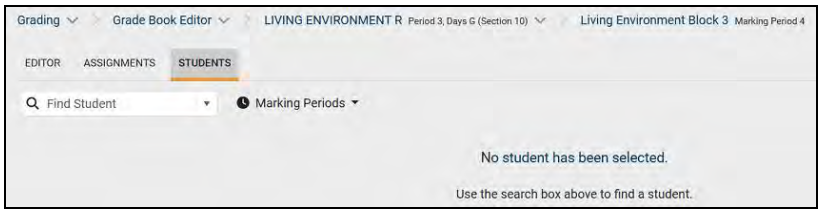
Other things to know:

- After the initial import of an assignment, the assignment name, max score, date, marking period, and/or category will not automatically be updated in SchoolTool on subsequent imports. If you change this information in the third-party grade book, you'll need to manually update the corresponding assignments in SchoolTool as well.
- Deleting an assignment in the third-party grade book does not automatically remove it from SchoolTool. You'll need to manually remove it from the SchoolTool grade book in that case.
- Deleting an imported third-party assignment from the SchoolTool grade book will not delete the assignment in the third-party grade book.

Students Tab

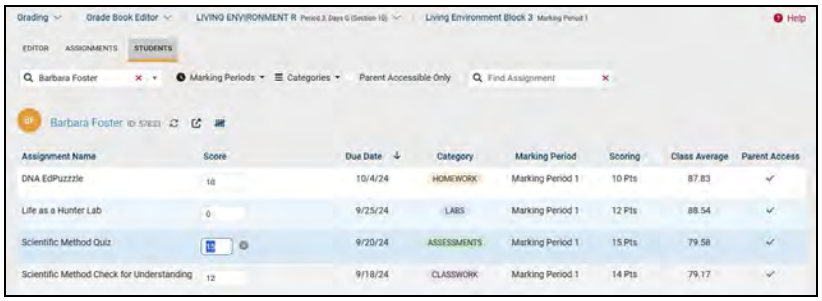
On the Students tab, you can locate individual students to focus on them one at a time. This increases both privacy and clarity when examining a course grade book.

To access the Students tab, locate an individual student and click on their name in the Editor, or click on the Students tab and use the Search bar to find them. The Search bar acts the same as the assignment search in the Editor tab and will auto-populate as you type.

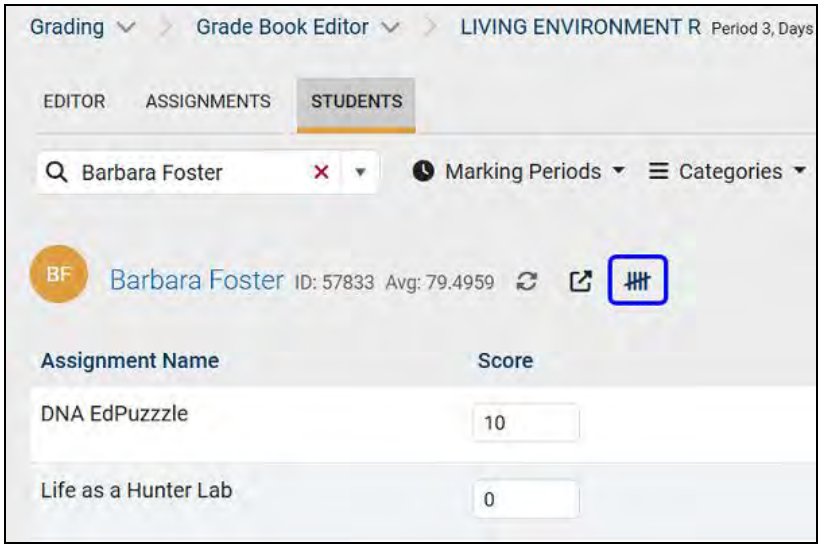


Once you've selected a student, the screen will update to show a list of all assignments for the selected marking period(s). By default the assignments are sorted by Due Date, but you can click on the column headings for Assignment Name or Score to sort by either of those as well. To enter or edit assignment scores, simply click in the Score field for that assignment.

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To see student course attendance tallies, click the tally button that is in line with the student's name and average.



The Course Attendance Summary pop-up will appear that shows student attendance for this course section by reason by default. Use the "Absence Type" and "By" drop-downs to adjust the tallies being viewed. Click Close to exit the pop-up.

The available options in the "Absence Type" drop-down are:

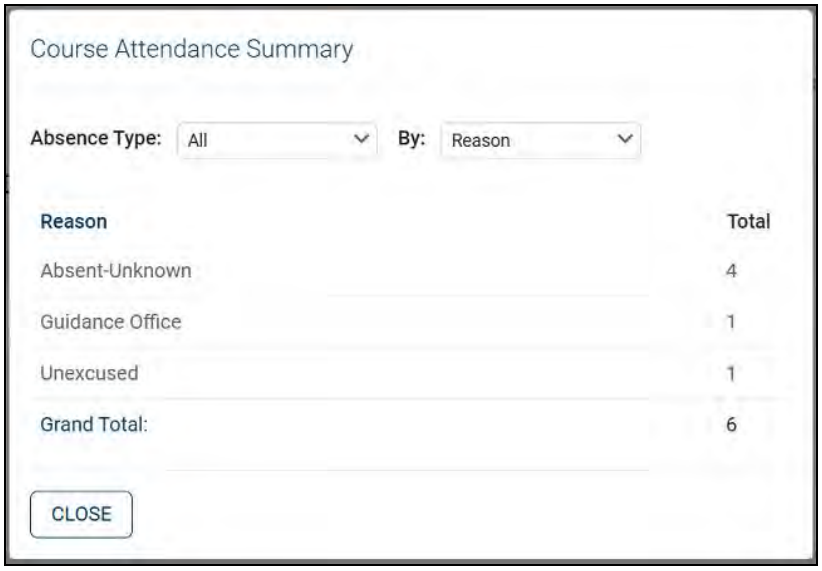
- All - displays all course absences, including those tied to daily absences
- Missed - displays period absences, in which the student was expected to be in class and is marked absent by a teacher

  Note: Daily absences tied to periods will not be shown.
- Absence Letter - displays a list of period attendance absences that may contribute to attendance policy letters based on the district's Course policy configuration for that building

The available options in the "By" drop-down are:

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- Reason - reason applied to the attendance entry
- Date - date of absence
- Type - absent or tardy



Below the search bar and filter area, you'll see some general information about the selected student, including their name, student ID, grade book average (if applicable), and two additional buttons:

- The **Recalculate Student Average** button will update the student's average, if the "Show Auto-Calculate" option is turned off in Grid Options
- The **Category Averages** button will open a pop-up that shows a chart of the stu-

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dent's averages in each category for the selected marking period(s)



Use the filter options at the top of the screen to determine which assignments are displayed:

- Marking Periods: Use the Marking Period drop-down to choose between all marking periods or an individual marking period for the student assignment data on the screen
- Categories: Use the Categories drop-down to choose between all categories in your grade book or select an individual category for the student assignment data on the screen.
- Attributes: If your grade book uses attributes, you can use this filter to show only assignments with certain attributes applied.
- Parent Accessible Only: When this box is checked, the list will only include assignments that are visible in the Parent Portal.
- Find Assignment: Use the search bar to enter the name of a specific assignment

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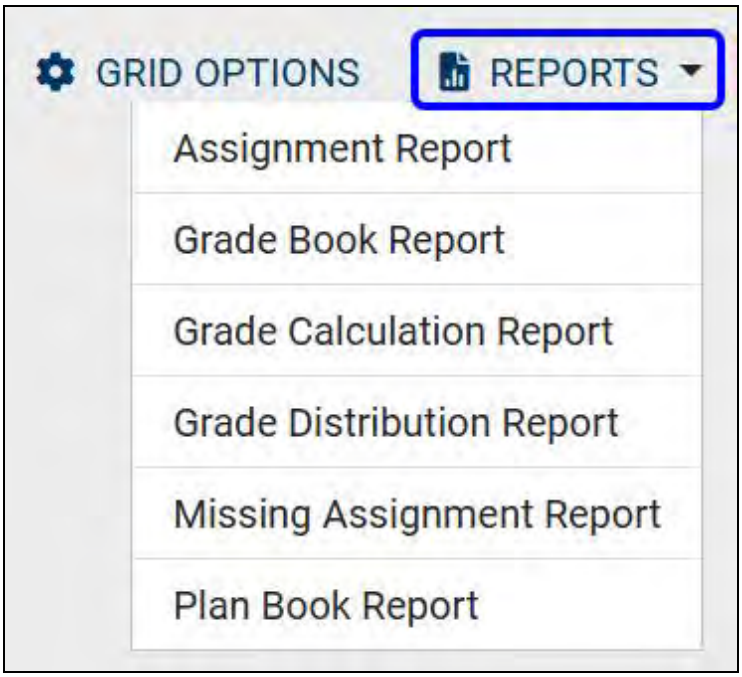
you wish to view. This will act as a smart search and results will populate as you type

Reports

There are six reports available in the grade book to provide you with additional data.

Grade Book Reports

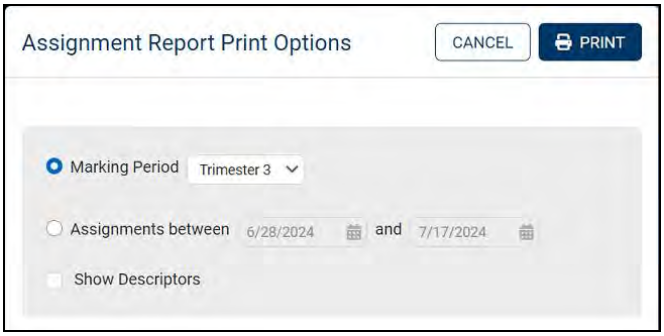
To access the available reports, simply click the **Reports** button in the upper right corner. Each report will slide out a drawer from the right side of the screen with relevant pre-screen options like choosing the Marking Period or date range to run the report for.

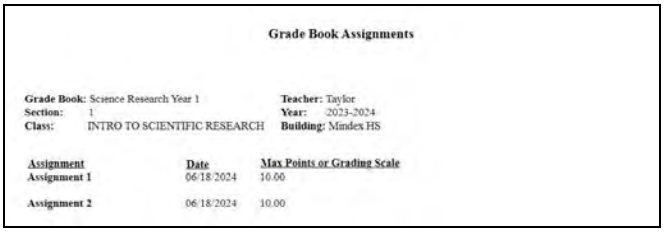


Assignment Report

This report is a list of all assignments in this grade book, the date associated with each and the max points or grading scale.

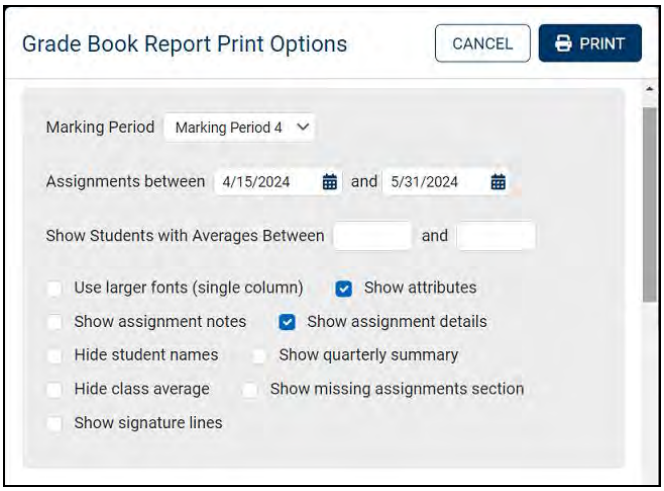
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Grade Book Report

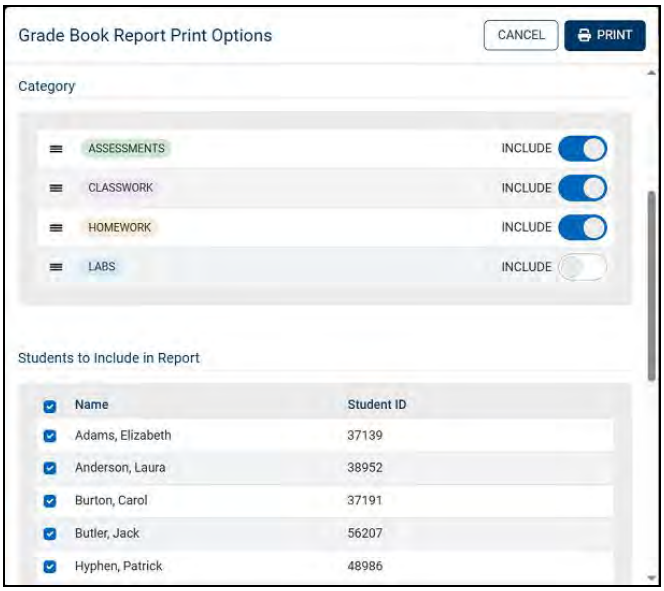
This report produces a view of each student's performance in this course (when run from the editor, the report will be generated for the entire class, with each student's data beginning on a new page). Using the pre-screen, choose the desired options, category order, and students to generate the report for.



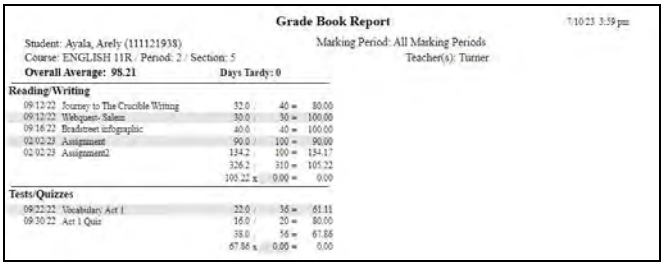
Use the INCLUDE toggle to choose whether the given category should or shouldn’t be shown in the resulting report. Categories that are

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included will show in blue. Categories that are not included will show in gray.

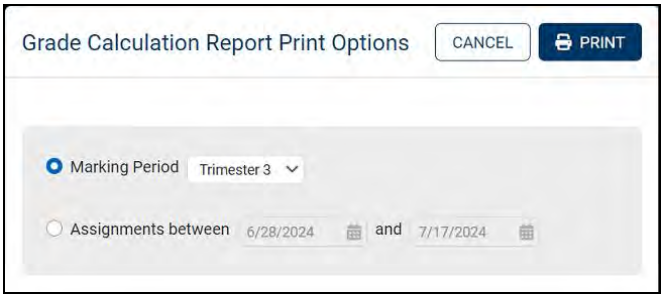


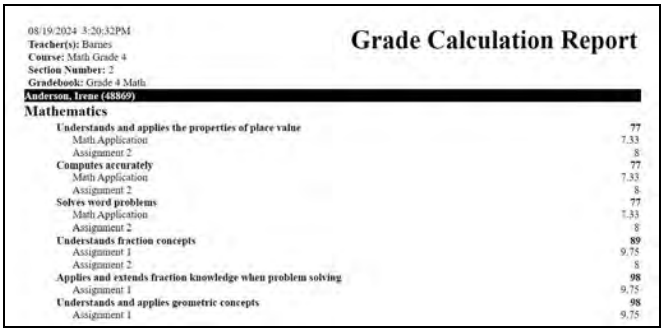
The report includes a list of assignments and scores, per category, with category averages as well as an overall average and a count of days tardy in the selected marking period.



Grade Calculation Report

This report displays a breakdown by category and subject on an individual student basis. Grades are displayed for each assignment, as is a category average. This report is typically used only by elementary teachers.





08/19/2024 3:20:32PM

Grade Calculation Report

Teacher(s): Barnes
Course: Math Grade 4
Section Number: 2
Gradebook: Grade 4 Math

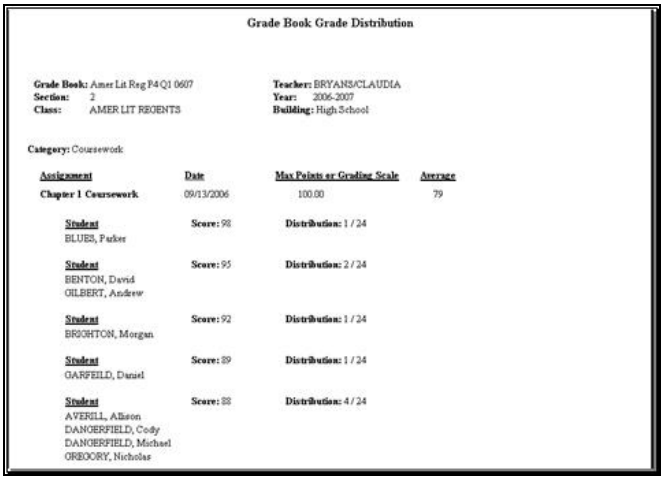
Anderson, Irene (48869)

Mathematics

Understands and applies the properties of place value	**77**
Math Application	7.33
Assignment 2	8
Computes accurately	**77**
Math Application	7.33
Assignment 2	8
Solves word problems	**77**
Math Application	7.33
Assignment 2	8
Understands fraction concepts	**89**
Assignment 1	9.75
Assignment 2	8
Applies and extends fraction knowledge when problem solving	**98**
Assignment 1	9.75
Understands and applies geometric concepts	**98**
Assignment 1	9.75

Grade Distribution Report

This report breaks down the student grades and the percentages of students who got each grade, per assignment along with the assignment average, max number of points, and student names. It is a multiple page report and helps teachers see the ranges of points and how many students fall into each range.



Grade Book Grade Distribution

Grade Book: Amer Lit Reg P4 Q1 0607
Section: 2
Class: AMER LIT REGENTS

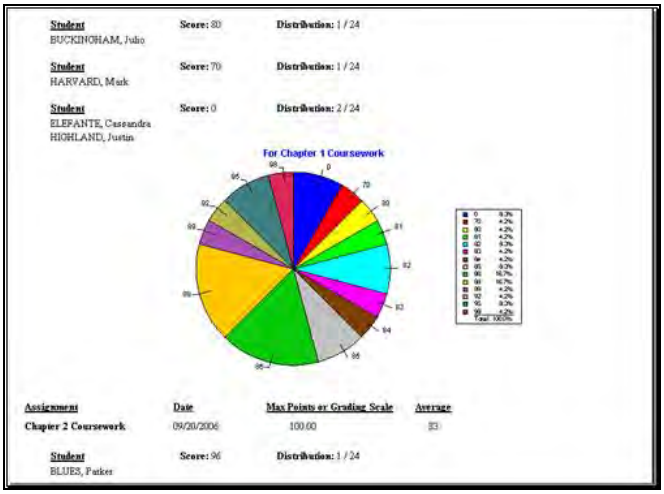
Teacher: BRYANS/CLAUDIA
Year: 2006-2007
Building: High School

Category: Coursework

Assignment	Date	Max Points or Grading Scale	Average
Chapter 1 Coursework	09/13/2006	100.00	79

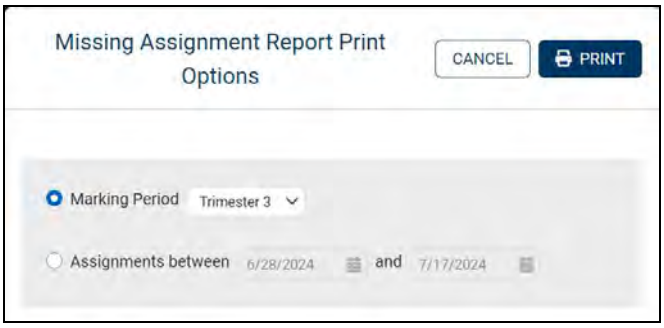
Student	Score:	Distribution:
BLUES, Parker	98	1 / 24
BENTON, David GILBERT, Andrew	95	2 / 24
BRIGHTON, Morgan	92	1 / 24
GARFEILD, Daniel	89	1 / 24
AVERILL, Allison DANGERFIELD, Cody DANGERFIELD, Michael GREGORY, Nicholas	88	4 / 24

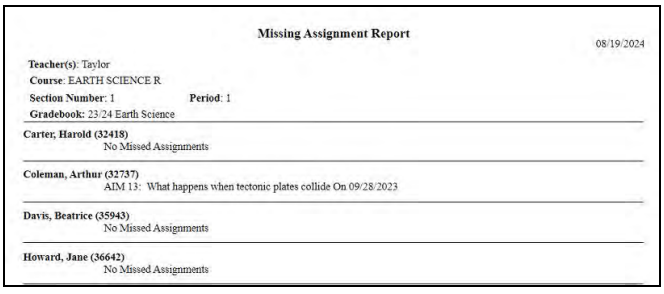
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Missing Assignment Report

This report lists all students who are missing one or more assignment grades, along with the specific name and date of what is missing. Assignments that were marked with an attribute with a type of “exempt” or “no credit” will not display on this report.

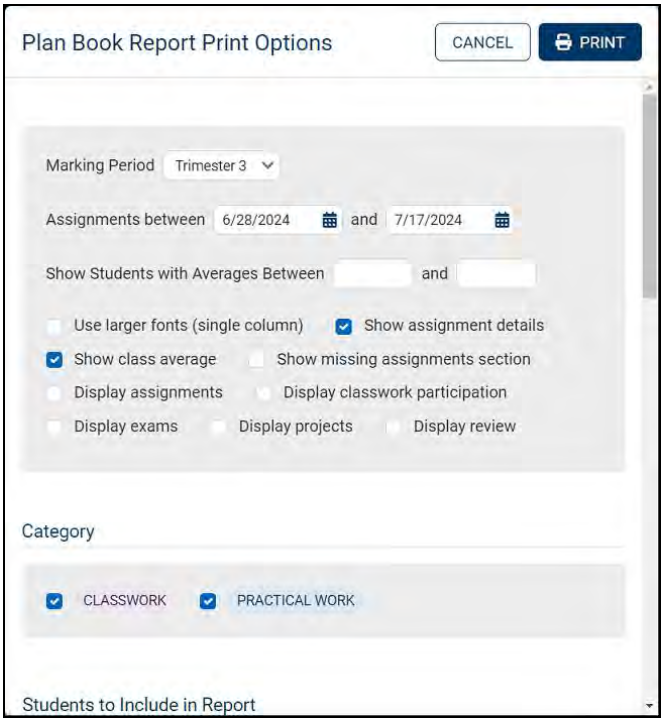


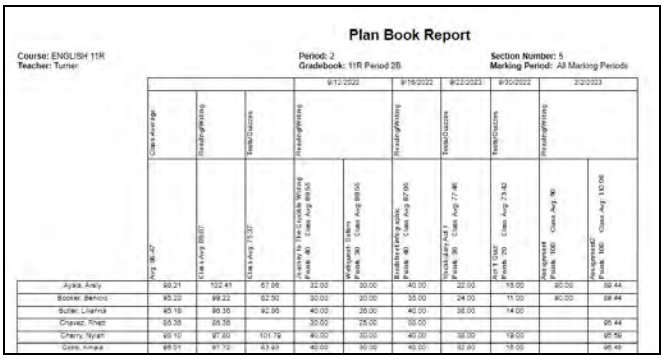


Plan Book Report

This report produces a cross-tab style report showing each student's category averages and assignment scores. This report can be run using student names or student IDs:

- Plan Book by Student Name: Rows will display student names and will be sorted in alphabetical order based on student last name.
- Plan Book by Student ID: Rows will display student ID instead of names, and will be sorted in ascending order based on ID.
- Plan Book by Student ID Random: Rows will display student ID instead of names, and will be sorted in random order.





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There are enhanced features when working with descriptors/standards in the grade book. If your district has appropriately configured Standards-Based Grading, the following information will be helpful.

Note: The terms "standard" and "descriptor" refer to the same concept; statements used to evaluate student performance. The rest of this article will use the term "standard" as "descriptor" is being phased out.

This article contains information about using the grade book editor with standards functionality. For general information on grade book editor use, refer to the main **Grade Book Editor** article.

In the new grade book standards can be:

- associated with assignments
- assigned a grading scale
- assigned a weight (optional)
- scored individually or in batch
- used to determine an overall assignment score
- the primary grade book editor view

Using Assignments with Standards

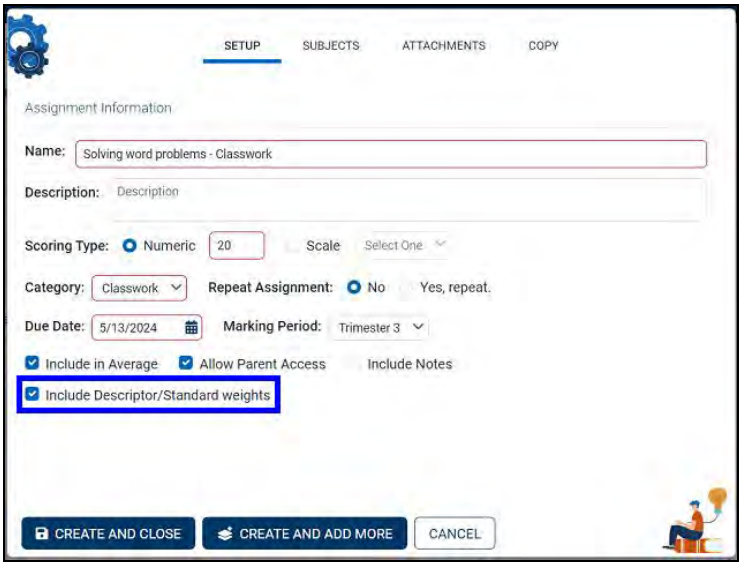
Standards can be associated with assignments to track how students perform. If desired, you may assign scores to the standards and use those scores to determine the overall assignment score. If certain standards have a weight associated with them during the assignment setup, this weight will be used when calculating the assignment score based on the standards.

Note: Using weights is optional. These weights are only used to calculate the overall assignment score.

Assignment Setup

After clicking the ➕ **Assignment** button, you'll see an additional option called "Include Descriptor/Standard Weights" on the Setup tab.

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When this is checked, the "Weight" column will show on the Descriptors/Standards tab.

Note: This checkbox is optional. Standards can be associated with assignments and scored without using weights.

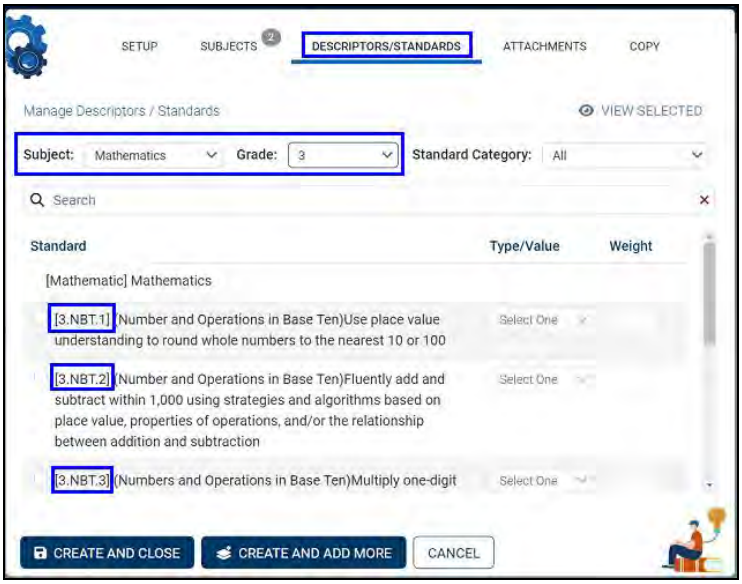
On the Subjects tab, choose the subject(s) related to this assignment. The indicator in the header will update to show how many subjects are checked.



Note: If there is only one subject associated with the course in the Course Catalog, the subject will automatically be selected.

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When Standards-Based Grading is turned on, the "Descriptors" tab is labeled "Descriptors/Standards". Use the "Filter By" and "Grade" drop-downs to see all available standards.



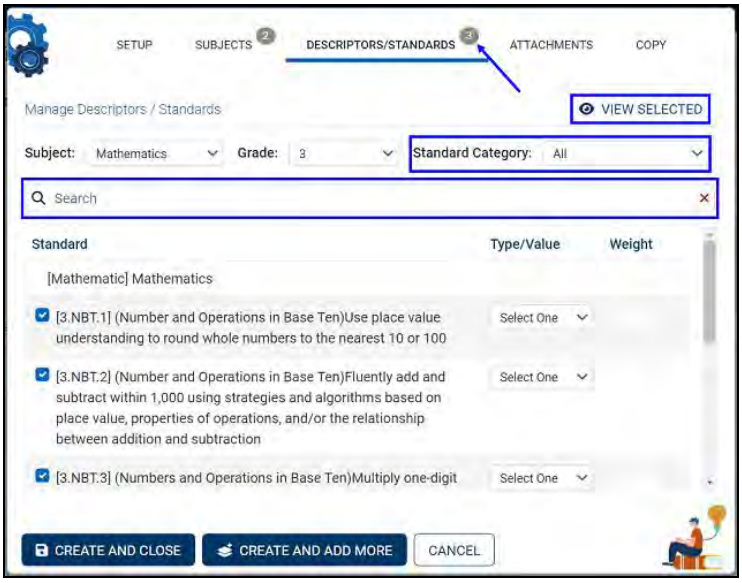
Note: If there is only one subject associated with the course in the Course Catalog, the Subject drop-down will not be visible.

Note: If standards are mapped by Course or by Subject/Grade, a grade level will automatically populate in the "Grade" drop-down based on the grade level most of the students in the course are associated with.

Each standard can be assigned a short name in Maintenance. This is intended to help organize lengthy standard names. The short name will show in brackets before the full wording of the standard. If no short name is configured in Maintenance, the default short name shown here will be the first 10 characters of the standard name.

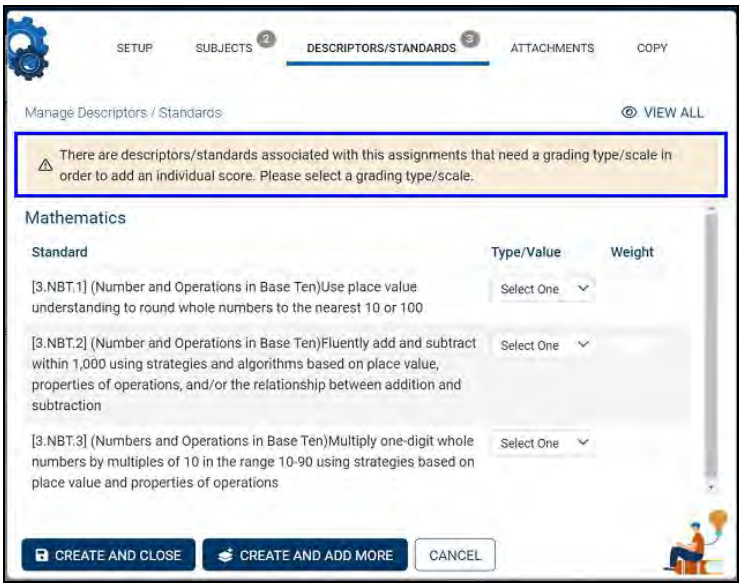
The search bar is used to filter the list of available standards. The standards can also be filtered using the "Standard Category" drop-down. Once a standard is selected, the indicator at the top of the tab will update to show the total number of selected standards.

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Use the "View Selected" button in the top right to view only the selected standards. This allows the grading scale and/or weight to be adjusted from a smaller list of standards.

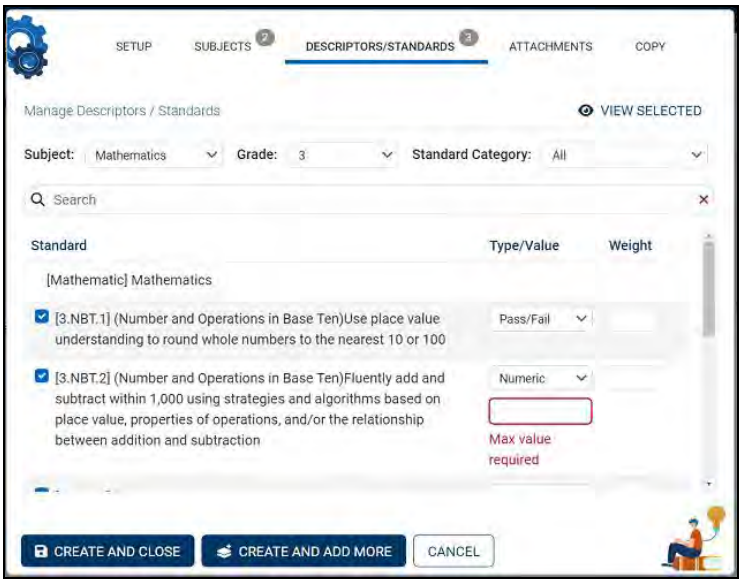
If the "View Selected" button is clicked and any selected standards do not have a Type/Value assigned, an informational message will display stating "There are descriptors/standards associated with this assignment that need a grading type/scale in order to add an individual score. Please select a grading type/scale.". The assignment can still be saved when the message is displayed.



Grading Scales

In the Type/Value column to the right of the standard, choose a numeric or alpha scale. The scale chosen for the standard can be different than the scale used to score the overall assignment.

If the scale is numeric, add a value that corresponds to the points value that this standard will represent in this assignment. The max value for numeric scales will be the maximum range of the grading scale. The entered value can exceed the total assignment points.



The grading scales available in the Type/Value drop-down includes any district provided alpha scales (configured in Maintenance) and any custom scales you created when setting up the grade book (permission based).

Note: If the district provided alpha scale is the same scale that will be used to submit marking period grades for the standard, that scale will appear in the Type/Value column as the default. Otherwise, the drop-down will default to "Select One".

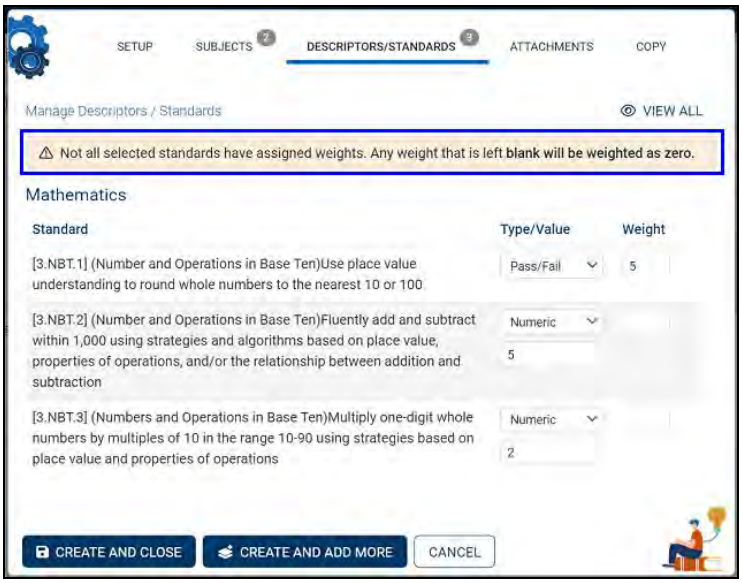
Weights

If desired, weights can be entered for each standard. Weights are numeric values independent from how the standard is scored. The weight provided will be used if you choose to generate an overall assignment score based on individual standard scores.

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Note: If the "Include Descriptor/Standard Weights" option on the Setup tab is unchecked, the weight column will not be visible and all selected standards will be equally weighted.

If the "View Selected" button was clicked, the "Include Descriptor/Standard weights" option on the Setup tab is checked, and a weight is not entered for any selected standard, an informational message will display stating "Not all selected standards have assigned weights. Any weight that is left blank will be weighted as zero.". The assignment can still be saved even if the message is being displayed.



Considerations

- If weights were previously configured and then the "Include Descriptor/Standard weights" option is unchecked for the assignment, the weights will not be used in any further assignment calculations.
- When using the **Create and Add More** option for assignments, all standard choices (standard, scale selected for the standard, and weight) will be preserved for the next assignment. The assignment name and date will be the only fields cleared.
- When copying a grade book from one course section to another, the selections for standards-based grading assignment configuration, Type/Value, and standard weighting are preserved.

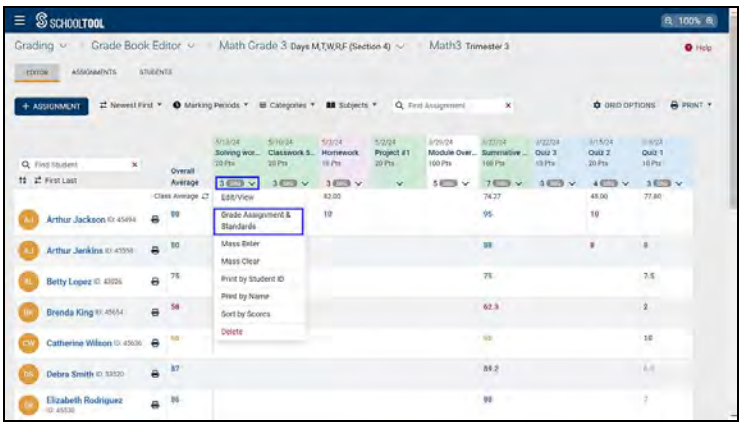
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- When a student switches to another section of the same course, entered standard scores will be transferred along with the overall assignment scores.

Scoring Standards on Assignments (Assignment View)

Assignments that contain graded standards will show the number of standards associated with the assignment and "SBG" in the Actions drop-down.

To score those standards, click the Actions drop-down and select "Grade Assignment & Standards".



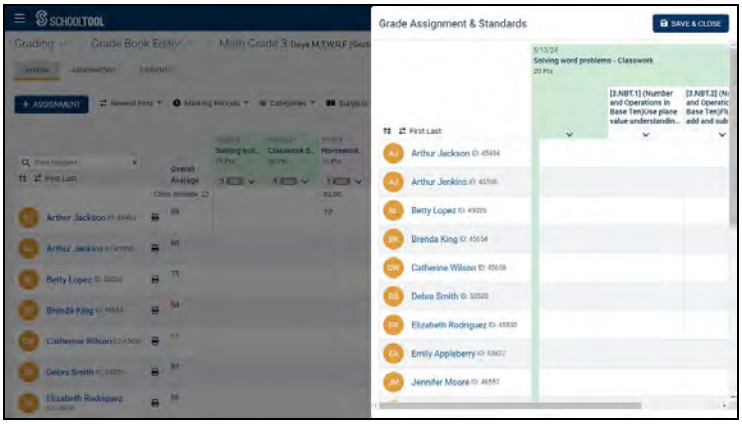
A drawer will slide out on the right-hand side of the grade book screen. In the drawer, the student list can be displayed in *First Last* order or *Last, First*. The list can also be arranged alphabetically ascending or descending.

This drawer will respect the following settings configured in Grid Options in the main grade book editor:

- Show Attribute/Note editor
- Show Student ID
- Show inactive
- Tall/compact rows

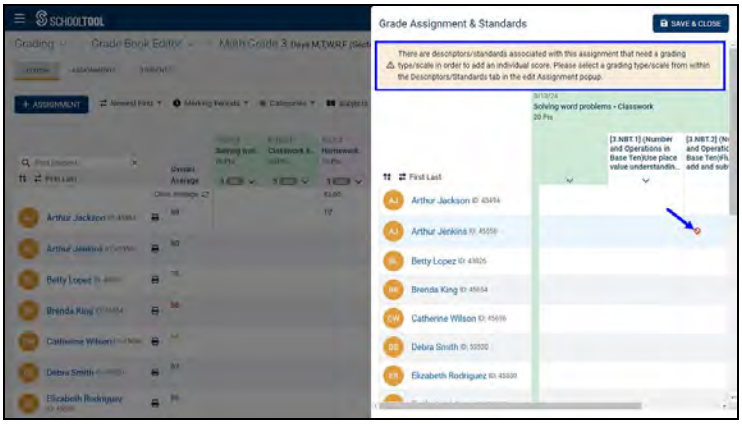
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The column widths for the standards columns are fixed.



The drawer will display the full assignment name, due date, and max points in the header and show a column for each standard associated with the assignment.

If any standards have not been assigned a Type/Value an informational message will display and scores cannot be entered for that standard.

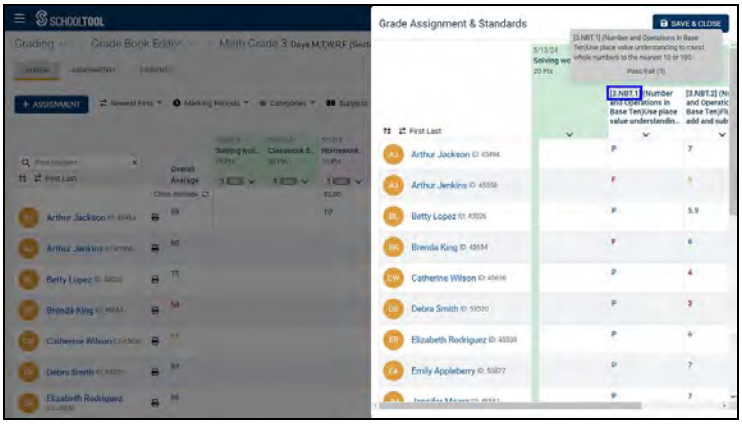


When entering scores, each value will follow any existing score color definitions. Additionally, you can navigate the drawer grid using arrow keys, the Enter key, and the Tab key.

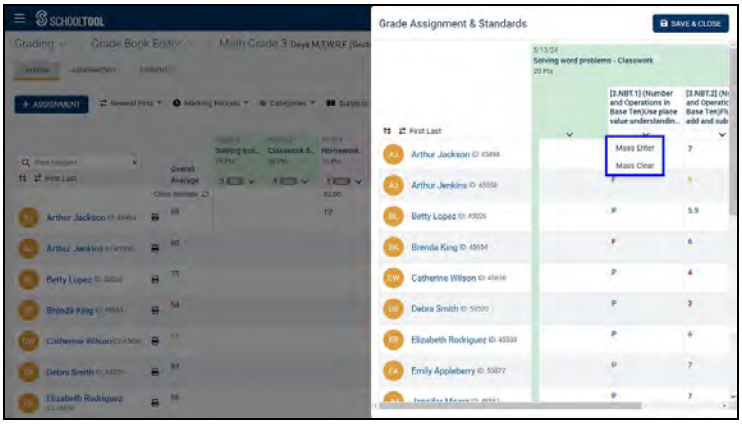
Note: Attributes and notes cannot be added to individual standard scores. These can only be applied to the overall assignment score.

Each standard column shows the short name in brackets, followed by the full standard name. Click the column heading to show the full wording of the standard, the type of scale associated (numeric or alpha), the max points entered for the standard, and the weight in parentheses. Click on the heading again or on any other area of the page to close the expanded text.

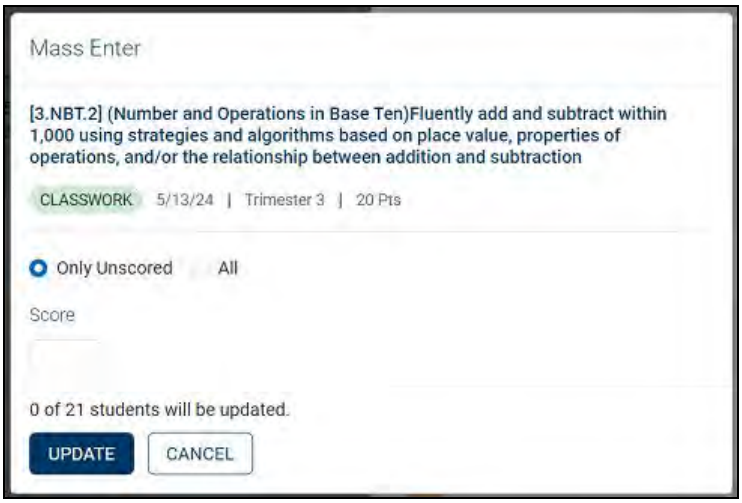
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For each standard, scores may be entered or cleared for all students at the same time using the "Mass Enter" or "Mass Clear" option available in the Actions drop-down.

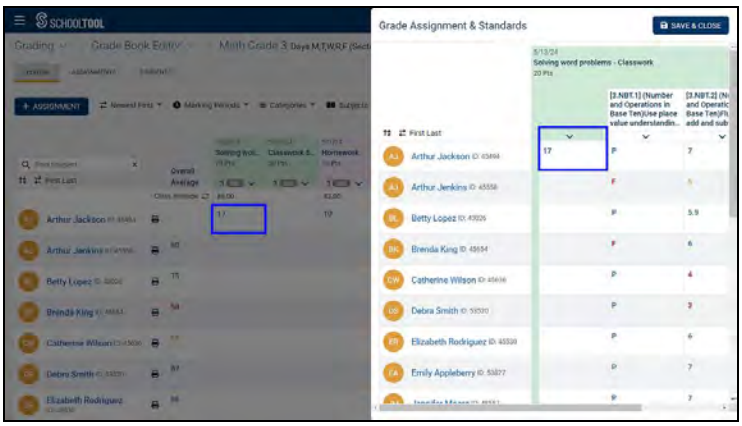


After selecting Mass Enter, a popup appears allowing the score to be applied to Only Unscored students or All. Click **Update** to Save the action or Cancel to leave without saving.



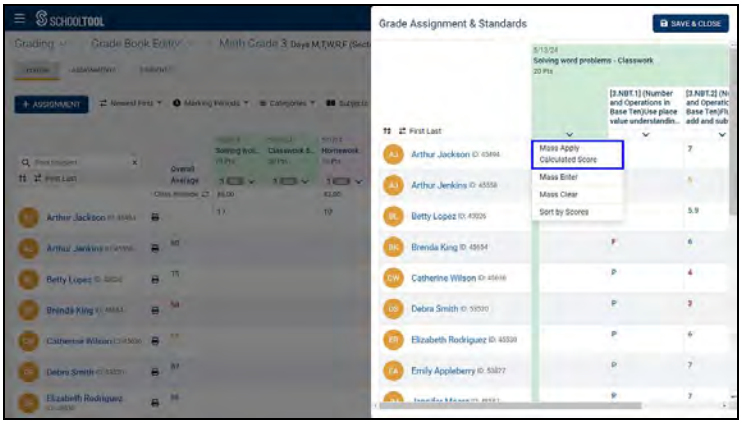
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To the left of the standards columns is an overall assignment score column. If you have entered an overall assignment score in the main grade book editor, that score is displayed here.



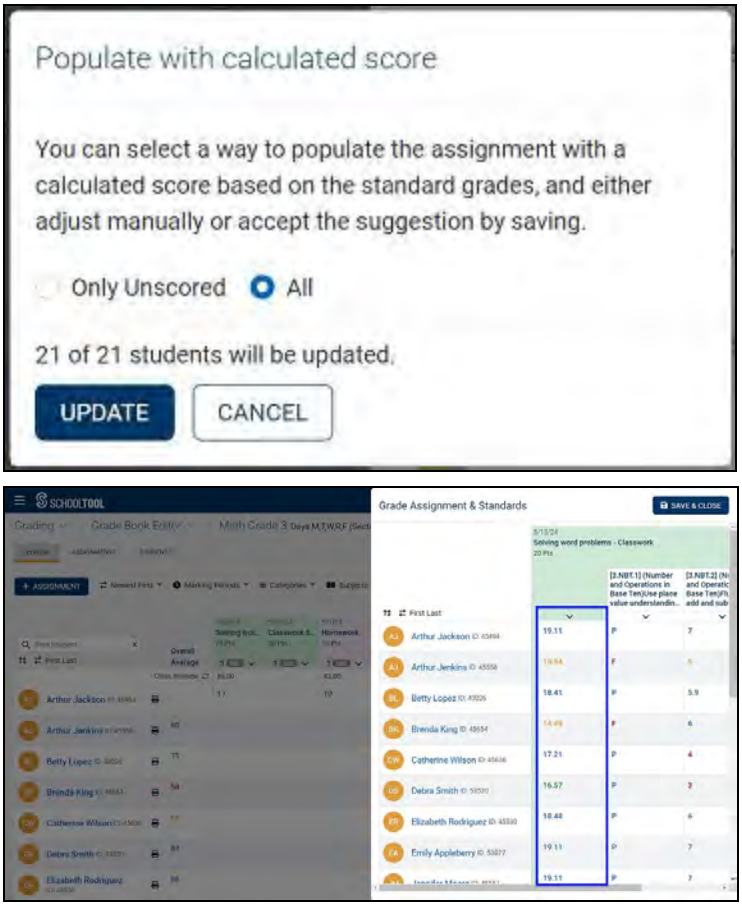
In addition to being manually entered, the overall assignment score can be calculated based on the Type/Value scale maximums and weights entered for the standards in the assignment. For more information on the calculated score, review the "**Standards-Based Grading: Calculating Assignment Score**" supporting document.

Click the Actions drop-down in the overall assignment score column to see the option to "Mass Apply Calculated Score". The overall assignment score is based on the individual standard scores that have been entered for the assignment.



After choosing whether to populate for Only Unscored or All, click the **Update** button to populate the calculated score for the selected students or Cancel to cancel the action.

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After reviewing the entered scores and adjusting manually if needed, click the 💾 **Save and Close**button to return to the main grade book editor.

Considerations

Before using the "Mass Apply Calculated Score" option:

- Ensure all standards being graded have a Type/Value configured
- Provide a score for each standard associated with the assignment

Weights

If you turn off the weighting option in the assignment setup prior to populating the calculated scores, the weights will not be used in any further assignment score calculations.

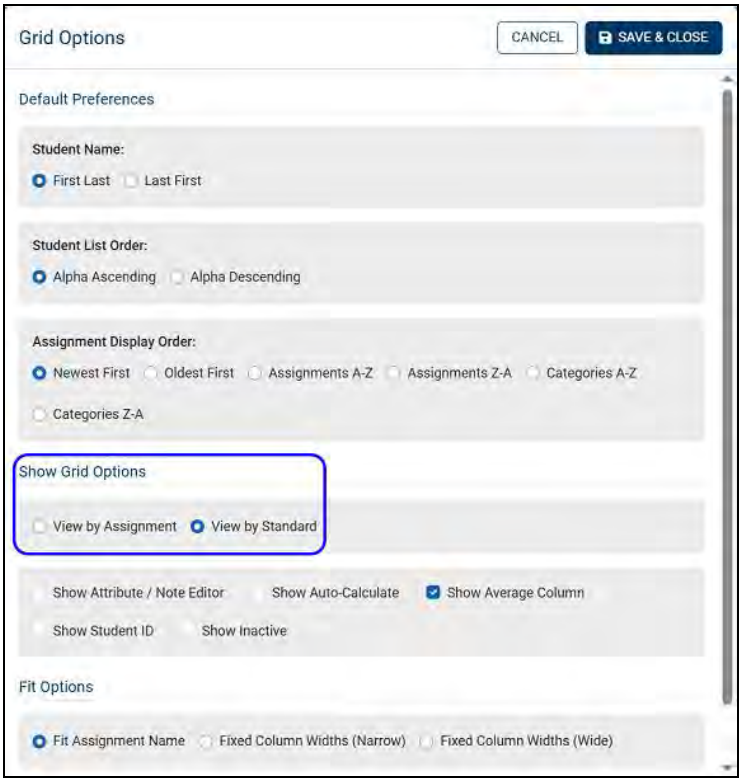
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Attributes

Any attribute modifications to the student's overall assignment score will be applied *after* the calculated score is populated.

Grade Book Editor: View by Standard Option

Change the Grade Book Editor grid to the standard view by choosing the **Grid Options** button in the top-right corner. Select the "View by Standard" radio button, and then click **Save & Close** .



Once saved, the Grade Book Editor will display the course standards, student roster, overall standard score average, and standard scores.



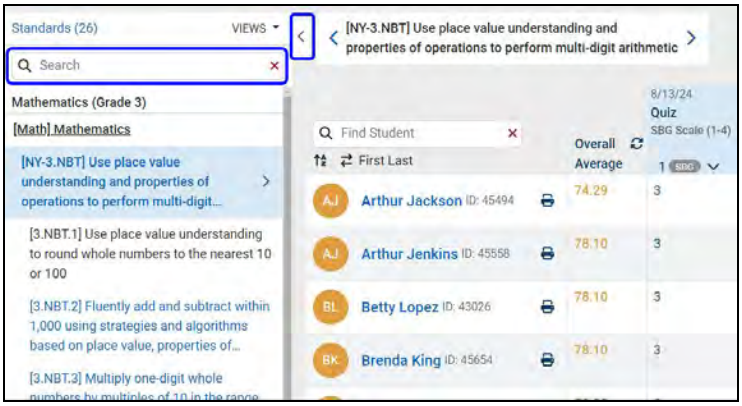
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The View by Standard selection (along with other grid options) are considered sticky filters. This means that once the viewing options are saved, you will continue to see your Grade Book preferences after accessing other course grade books and/or logging out of the application.

Note: The grade book editor will default to the assignment view if you visit a course that is not configured to use standards-based grading.

Standards Flyout

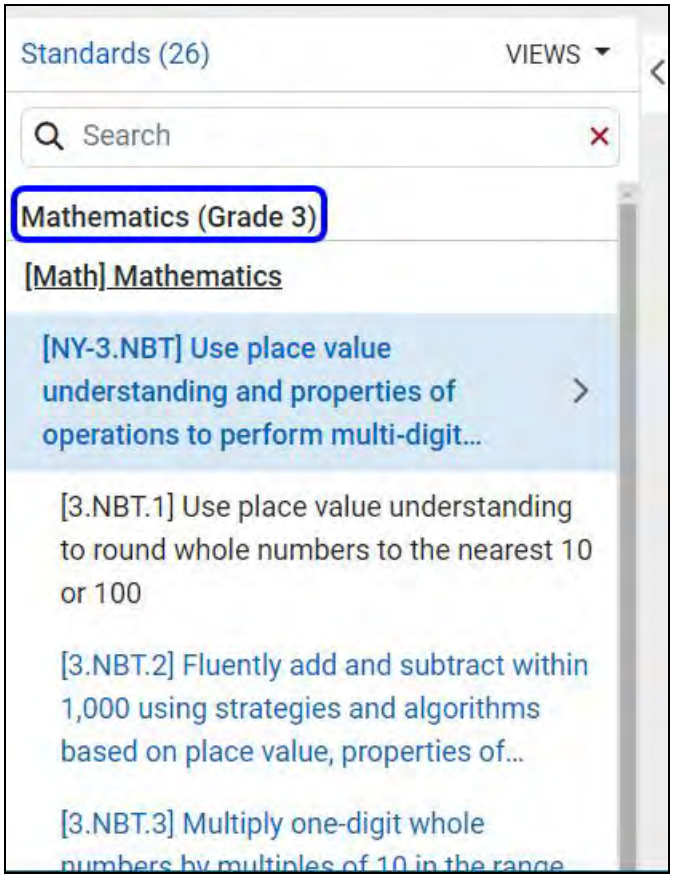
The standards flyout found on the left side of the screen shows you all standards available for the current course. These standards are taken from Standard Trees created and mapped in Maintenance. You can click the arrow to the right of the grid to collapse or expand the standards flyout as desired.



The search bar in the standards flyout can be used to locate a specific standard. You can search using standard short names or any other characters. As you begin typing characters in the search bar, the list will update to show matching standards.

All standards are shown under a Subject and grade level heading. If a Standard Tree is tied to more than one Subject, this will be indicated in the header as "Multiple Subjects". There may be multiple headings to support "Show Inactive Student" functionality and any students that are contracted into other grade levels.

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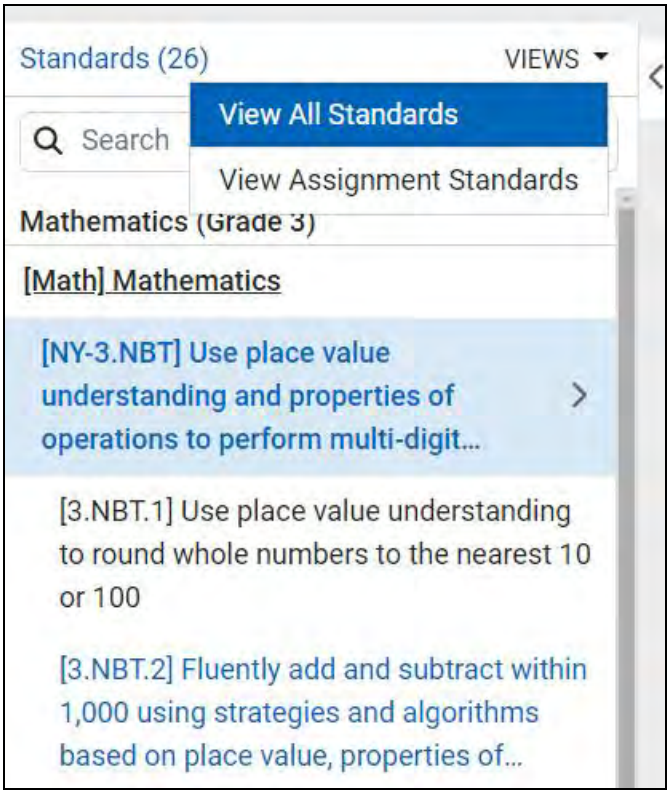


Once a standard is selected, the assignment grid will reflect the assignments that are associated with that standard.

Views

In the standards flyout, you can toggle between two viewing options, View All Standards and View Assignment Standards.

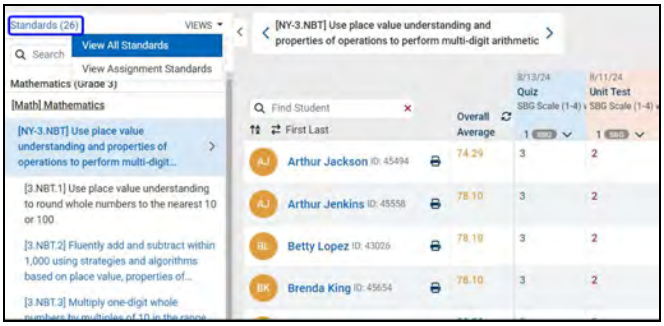
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View All Standards

When viewing all standards, the standards will appear in the same order as they do on the Submit Descriptor/Standard Marking Period Grades Screen.

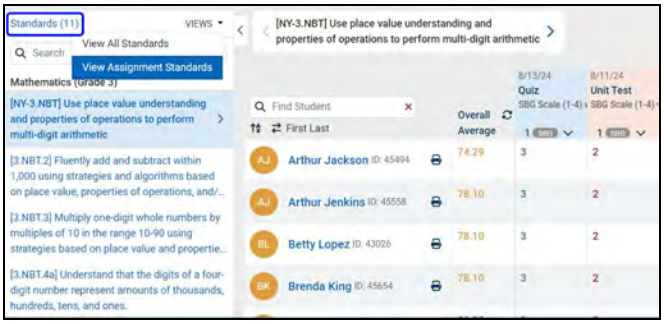
You will see standards in both blue and black text. Any standards in blue text have been associated with at least one assignment. Any standards in black text have not been associated with any assignments. This provides an easy way to determine which standards have not been covered yet.



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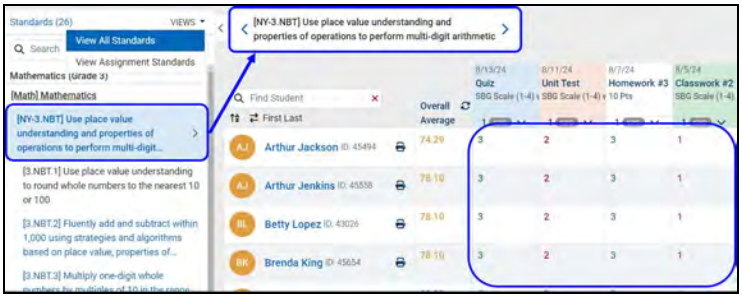
View Assignment Standards

When viewing assignment standards, the flyout will display a list of only the standards that are attached to the assignments currently displayed on the grid. The selection displayed here will likely be a subset of the standards shown with the View All Standards option.



Scoring Standards

Once a standard is selected the from the flyout, the assignment grid will display the assignments associated with that standard and any standard scores on those assignments. The selected standard will appear in a white tile above the assignment grid.



Click the cell for any student and assignment to enter a score for that student related to the selected standard for that assignment. The standard scores will be color-coded based on the Score Colors configuration in Grade Book setup. Click the arrows located on the left and right ends of the standard tile to navigate or choose a different standard in the flyout.

Filters

The filters available to the right of the Add Assignment button will filter the set of assignments displayed on screen related to the selected standard. This is

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existing functionality.



- The Sorting filter shows assignments in the order that respects the selection made. Assignments can be sorted by date, name, or category.
- The Marking Periods filter provides a list of available marking periods for the course. The choices made here determine which marking period's assignments and standard scores will be shown.
- The Subjects filter provides a selection of current subjects tied to the course. When a Subject is selected from this list, only assignments that are associated with the selected subject will be shown.
- The Categories filter allows you to filter the assignments displayed based on the assignment categories.

Filters

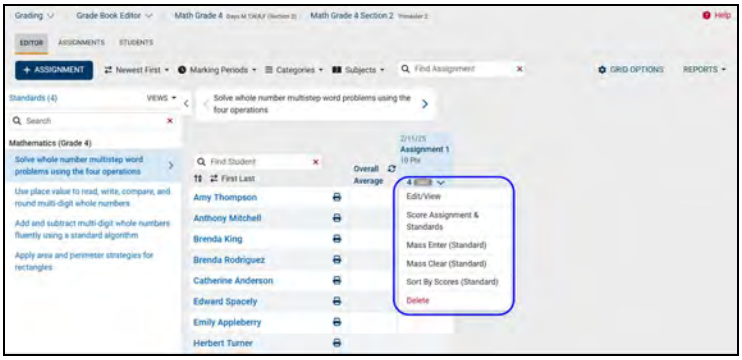
The filters available to the right of the Add Assignment button will filter the set of assignments displayed on screen related to the selected standard. This is existing functionality.



Actions

Click the Actions menu on the assignment to see available actions. Any actions that apply to the standard score only show the word Standard in parentheses after the action.

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Available actions include:

- **Edit/View:** Click this to make changes to assignment details including associated standards.
- **Score Assignment & Standards:** This option opens the Score Assignment & Standards drawer normally used in Assignment View. You can score all standards associated with an assignment here and enter or generate an overall assignment score.
- **Mass Enter (Standard):** This applies to the standard scores on the selected assignment only. Enter the same score for the selected standard for all students for the chosen assignment.
- **Mass Clear (Standard):** This applies to the standard scores on the selected assignment only. The currently selected standard scores for the chosen assignment will be cleared.
- **Sort By Scores (Standard):** This option will sort the standard scores for the selected assignment in ascending order. Select this option again to sort in descending order.
- **Delete:** This will impact the overall assignment as well as any associated standards. A warning will appear when this is selected. The warning pop-up details whether or not standard information will also be deleted once the action is complete. Please proceed with caution.

Whether or not assignments are in use for standards, marking period grades can be submitted in the new grading experience. For more information visit the **Submit Descriptor/Standard Marking Period Grades** article.

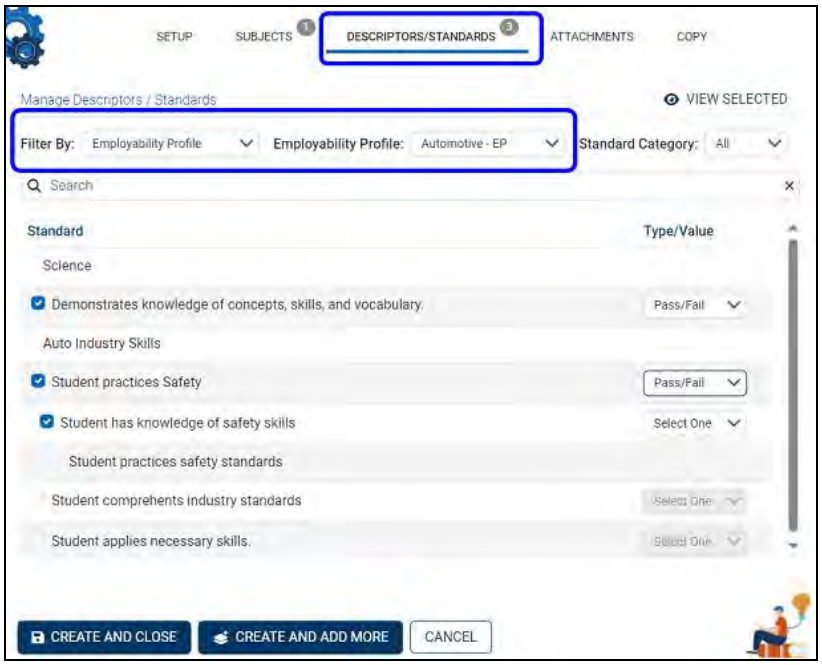
Employability Profile Standards in the Grade Book Editor

Employability Profile standards can now be attached to assignments, scored individually, and assignments with standards can be copied to other grade books in the Grade Book Editor.

Creating Assignments with Employability Profile Standards

Click Add Assignment to begin. After completing the required information on the Setup tab, access the Descriptors/Standards tab.

Select Employability Profile in the "Filter By" drop-down. Subjects and Grades are not needed when working with an Employability Profile. The "Employability Profile" drop-down is used to choose the Employability Profile the standards are associated with.

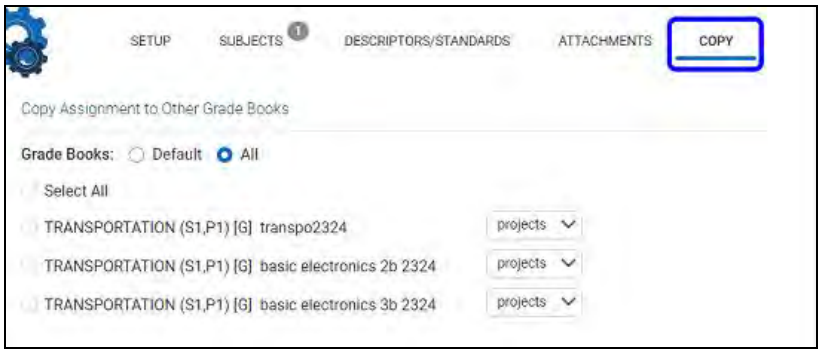


Select the checkbox for the desired standards and assign an Type/Value. If numeric is selected for the Type/Value, enter the number of points that should be associated with the standard.

Copying Assignments with Mapped Standards

If desired, this assignment and its associated standards can be copied to another grade book. Standards associated with the original assignment, grading scales, and assignment details will copy over to the new assignment.

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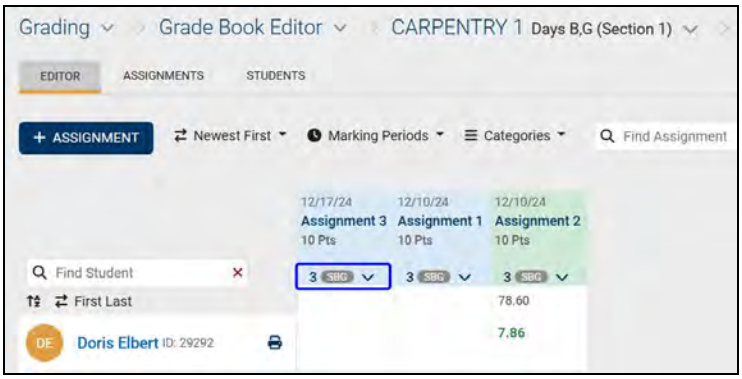
Note: If the selected grade book is not associated with the Employability Profile, other assignment details will copy over but standards will not.

Scoring Assignments

Scoring assignments and associated standards can happen in two ways; using the assignment view or using the standard view.

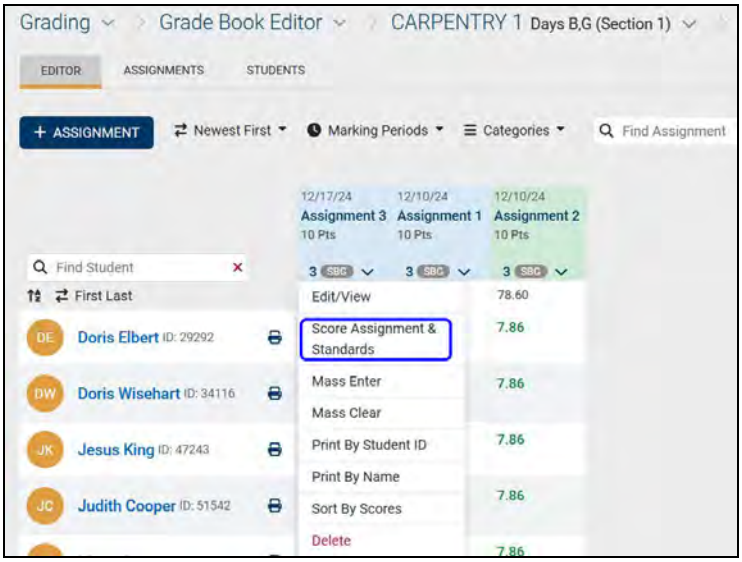
Assignment View

Any assignments with associated standards will show the number of associated standards and SBG below the assignment details.

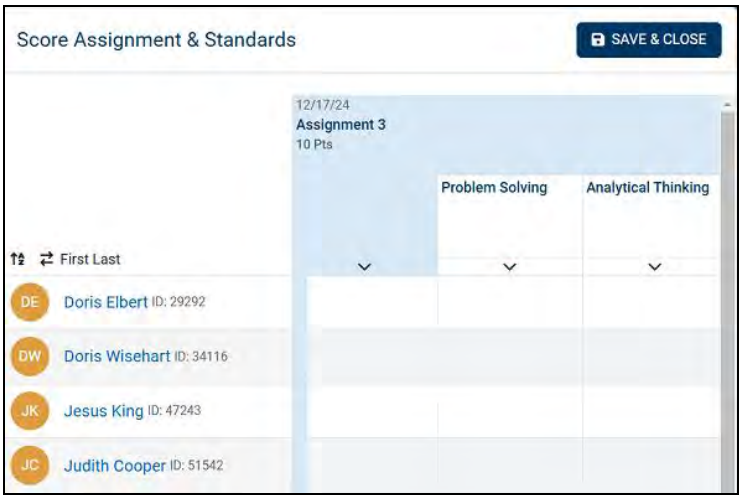


Click the drop-down and choose "Score Assignments and Standards" to open the drawer.

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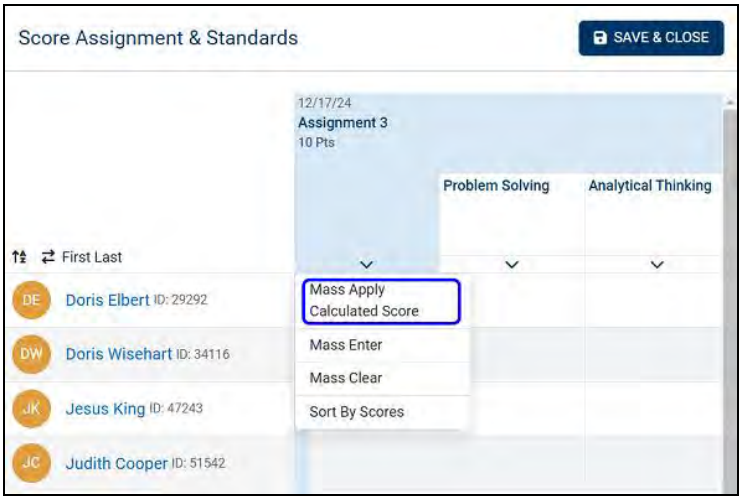
The drawer shows the full student list along with any standards selected during assignment creation.



Note: Standards cannot be scored if a Type/Value was not associated during assignment creation.

Click the Actions drop-down on any standard to mass enter or mass clear scores. Once standard scores are entered, an overall assignment score can be added by clicking the Actions drop-down in the first column and choosing "Mass Apply Calculated Score".

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Click the **Save & Close** button when complete to return to the main grade book editor.

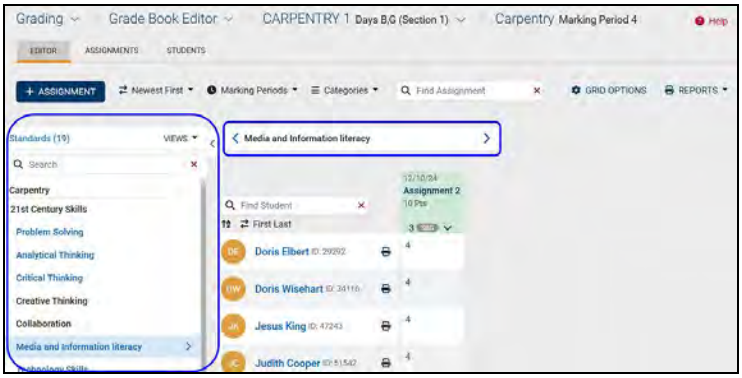
Standard View

To switch to the standard view, access Grid Options in the top right of the screen and choose the "View by Standard" radio button, then click the **Save & Close** button.

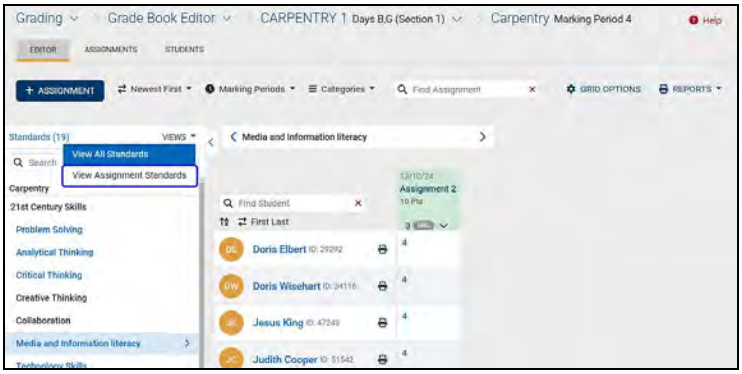


The grade book will refresh to show a standard flyout on the left and a tile showing the standard. The student list is available to the right of the standard flyout.

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Standards in blue have been associated with an assignment while standards in black have not yet been associated with any assignments. To see only standards that are currently associated with assignments, use the Views drop-down in the flyout and select "View Assignment Standards".



Enter scores for the selected standard in the grid for the appropriate student and assignment. Use the Actions drop-down on assignments to access the mass enter and mass clear functionality. Scores entered are automatically saved.

For information on submitting Employability Profile Grades, **click here**!

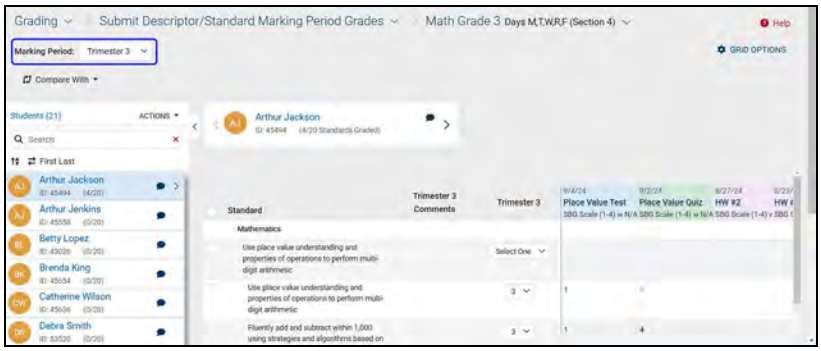
Submit Descriptor/Standard Marking Period Grades (New)

Descriptor/Standard marking period grades are the grades that appear on student report cards at the end of each marking period (quarter, trimester, etc). This process is the same for each marking period, including the final marking period.

If you've associated standards with assignments and scored those standards, those scores can be used to calculate a final marking period grade. Grades can be entered manually if the grade book editor is not in use.

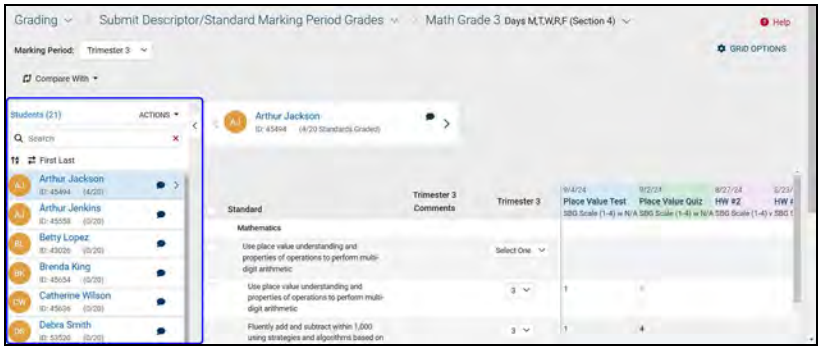
Grades can only be entered during open grading periods. These are controlled by district personnel.

Screen Overview



The submit screen opens to the first student in the class roster. Under the breadcrumb trail is the Marking Period selector. This defaults to the current grading window.

Student Flyout and Tile



The student flyout on the left is open by default. Use the arrow to the right of the student list to collapse the flyout. The first student in the class roster will be selected and visible in the student tile.

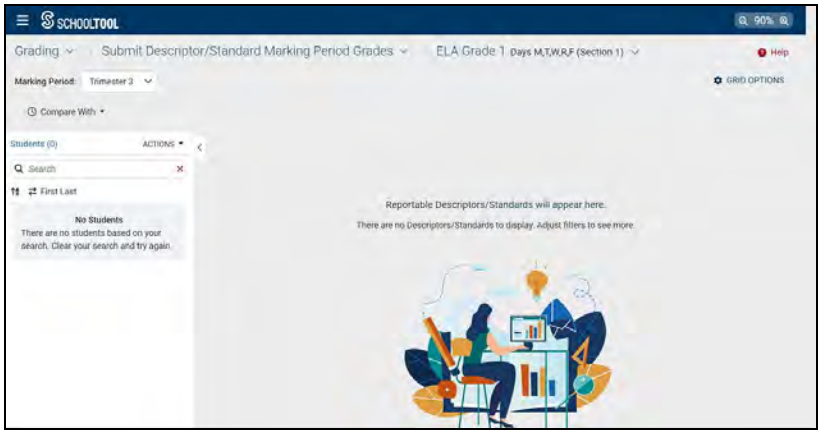
The student list in the flyout can display names in First Name Last Name or Last Name, First Name order and students can be sorted alphabetically in ascending or descending order. The sort will respect the selected display type. For every student, the flyout will show the student picture or initials, the student ID, nickname (if configured), and the number of standards graded out of the total number of available standards.

A comment indicator is also available in the flyout. The comment indicator will be shaded dark blue if students have at least one comment or empty if the student has no comments entered. The selected student is highlighted in blue.

Use the search bar in the flyout to search for a student. The list will filter in real time as characters are entered in the search field.

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If there are no students enrolled in the course or your search returns no results, a message will appear in the flyout stating, "No Students. There are no students based on your search. Clear your search and try again".

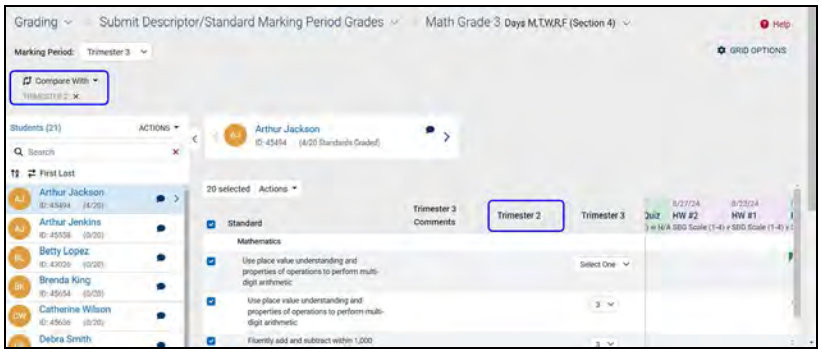


After selecting a student, the student tile shows the picture (or initials), student ID, and the number of graded standards out of the total number of available standards. Home District and nickname will also display if you have permission to see these.

Use the arrows on the left and right side of the student tile to navigate through the student list. If you are on the first student in the list, the left arrow will be disabled. If you are on the last student in the list, the right arrow will be disabled.

The Comments indicator will be empty if no general comments are submitted and shaded in if comments are submitted.

Filter

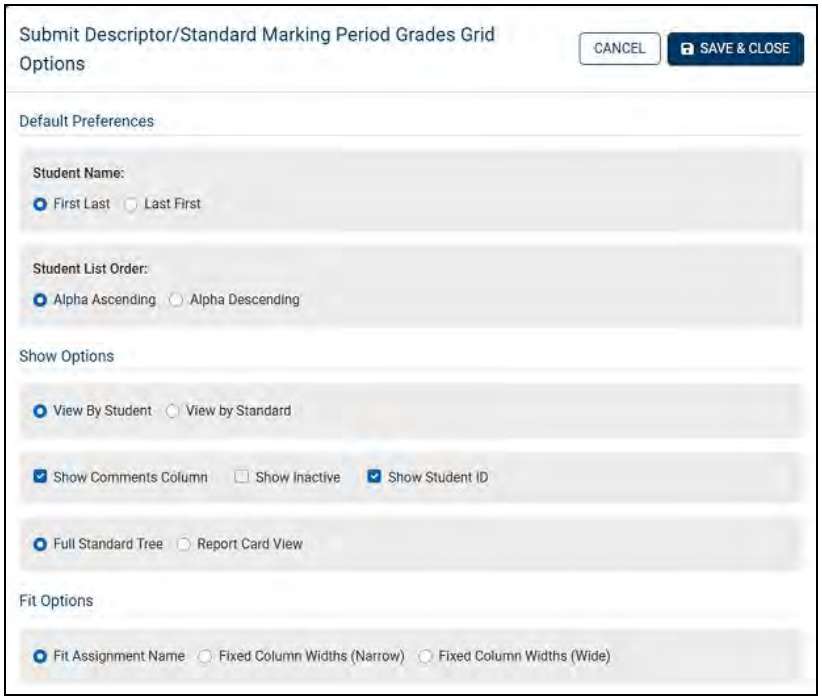


Use the "Compare With" filter to select previous marking periods that will display read-only grades alongside the current marking period entries. Use the red x to clear out any selected filters. When a filter is active, previously submitted comments will be visible in the comment drawer.

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Grid Options

The Submit Descriptor/Standard Marking Period Grades Screen has its own dedicated set of Grid Options.



After you click the Grid Options button, a drawer will slide out from the right containing various options to control the appearance of the grid. All settings here are "sticky" which means they will persist for future visits to this screen and when changing course sections.

The Grid Options are broken into Show Options and Fit Options.

Show Options

These settings impact the student list and standards grid.

- Show Comments Column - controls the visibility of the comments column in the grid
- Show Student ID - show or hide the Student ID
- Show Inactive - show or hide inactive students; if there are no inactive students, the option cannot be selected (inactive students appear in red in the student flyout and tile)
- Full Standard Tree - shows all standards associated with the course

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- Report Card View - shows all standards with an associated report card group number of 20 or less

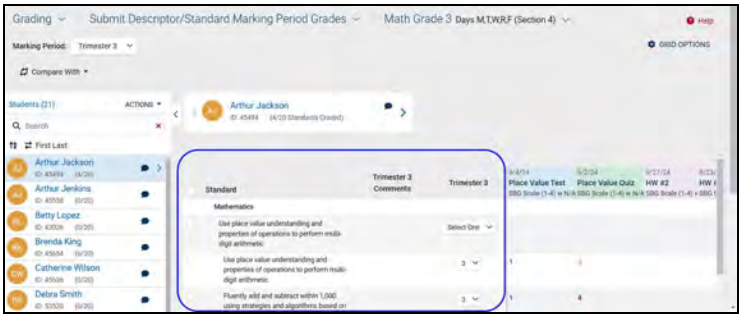
Fit Options

These settings impact the Assignment Grid.

- Fixed Column Widths (Narrow or Wide)
- Fit Assignment Name (entire assignment name will be displayed regardless of length)

Standards Grid and Assignment Grid

Standards Grid

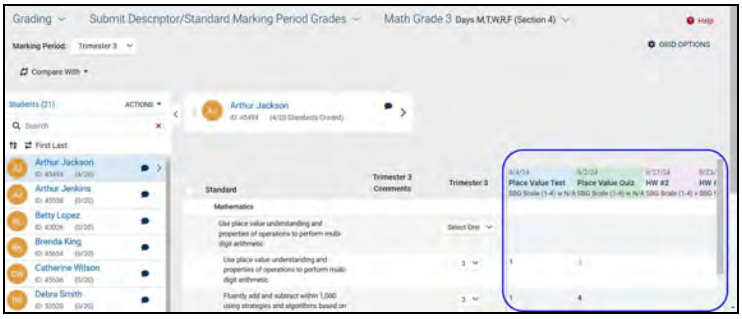


The standards grid is used to submit marking period grades for the currently open marking period window. The grid shows all standards associated with the course based on mappings configured in Maintenance. The standard indentation and styling (bold, italic, underline) is also configured in Maintenance.

If prior marking periods are selected from the "Compare With" filter, the grades for the selected marking periods will display in read-only columns to the left of the current marking period column.

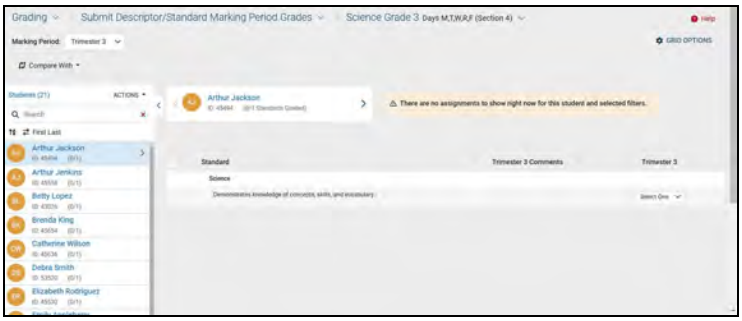
Assignment Grid

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The assignment grid is visible on the right side of the screen if any assignments have been tied to standards in the grade book editor.

If the grade book editor is not in use or there are no assignments associated with standards in the selected marking period, the assignment grid will not display and the Standards Grid will fill the screen.



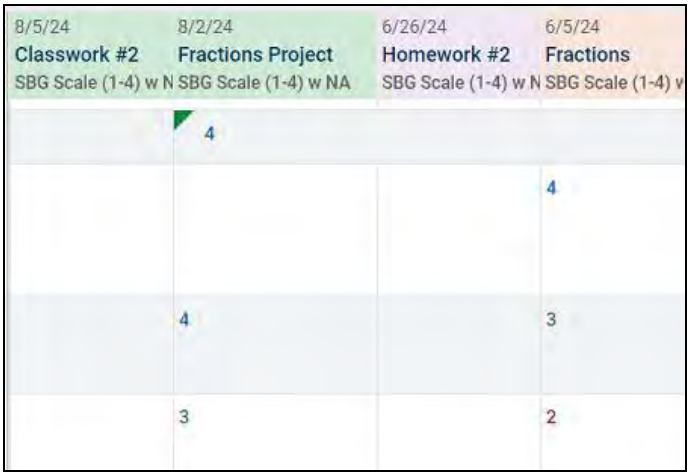
The assignment grid provides a quick, read-only display of all assignments associated with scored standards for the selected student and marking period. The assignments are shown from most recent to least recent.

The header for each assignment will be color-coded based on the category color and will show the date, full assignment name, and scoring Type/Value. To scroll through all available assignments, use the gray horizontal scroll bar. The standard score colors will display in gray if there are no Score Colors defined in Grade Book Setup. If Score Colors have been configured, these will be respected.

In the assignment grid, both entered and rolled-up (calculated) scores are shown.

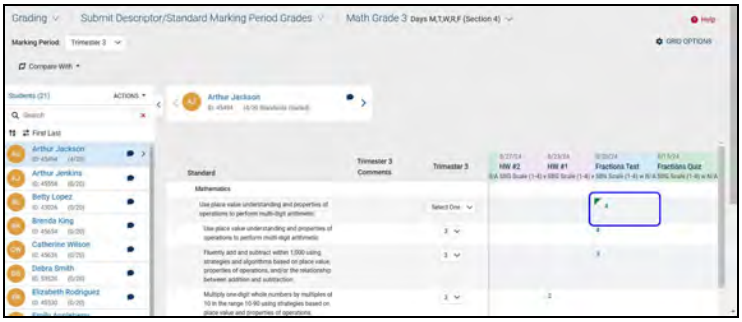
- **Entered** scores are values that have been added to the grade book prior to accessing this submit screen.
- **Rolled-up** (calculated) scores are automated values generated upon entering the submit screen.

These scores are highlighted with a green indicator and are always applied to the parent standard (e.g.: the standard at the top layer of the nesting; the parent standard will always have other sub-standards indented below it).



Note: The parent standard (top layer of nesting) *must* have a Grading Type associated for roll-up functionality to work. Standards found within the standards grid are indented and formatted based on district configurations in Maintenance.

If a parent standard does not have an entered score, the nested sub-standard scores indented below it will be used to generate a rolled-up (calculated) score.



The calculated value will be marked with a green indicator in the top left corner of the individual standard cell. This calculation is an average of any scores entered for sub-standards. The average calculation used here is the same calculation used when generating an assignment score based on standards.

The calculated scores displayed in the grid are not visible in any other SchoolTool screens and as a result do *not* impact any scores entered into the

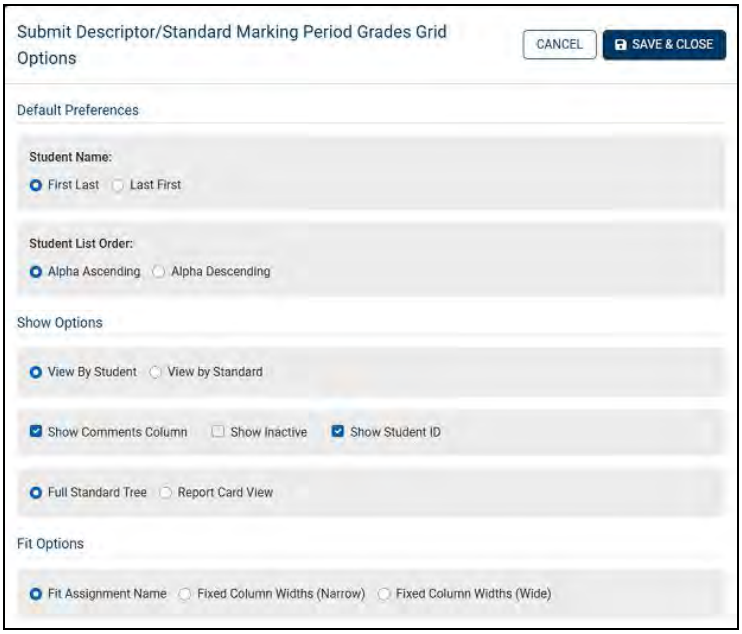
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grade book editor. The rolled-up (calculated) score provides insight to support informed decision making when submitting marking period grades.

Submitting Descriptor/Standard Grades and Comments

Submitting Grades

Descriptor/Standard grades can be submitted in two ways: by Student or by Standard. This choice is a personal preference and determined by the selection made in the "Show Options" section of Grid Options.

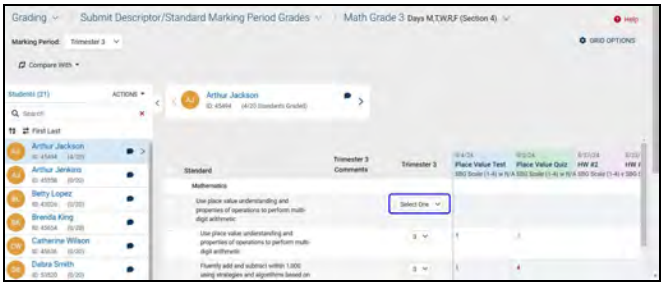


Submitting Grades by Student

To submit grades for a standard for a single student, first ensure "View By Student" has been chosen in Grid Options.

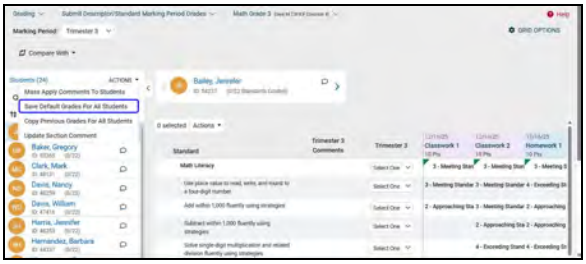
For the selected student, click into the cell for the currently open marking period on the Standards grid to provide a grade for any standards that can be graded. All grades entered here are autosaved.

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Student Flyout Actions: Save Default Grades for All Students

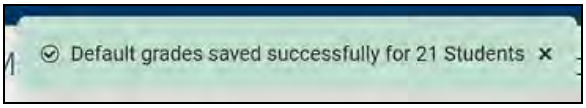
To save the default grade for all students, choose the option to "Save Default Grades for All Students". This option is found within the student flyout list Actions menu.



Once selected, choose whether default grades should be saved for "Only Ungraded" students or "All". The pop-up will list the number of students that were selected. Click **Confirm** to save the default grades. Any edits will need to be completed manually.



Next, a green confirmation message will appear at the top of the screen. The confirmation message will detail the success, as well as the number of students the default grades have been saved for.

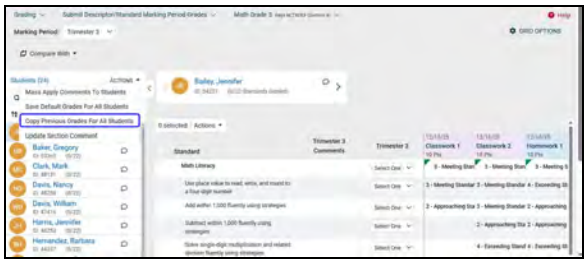


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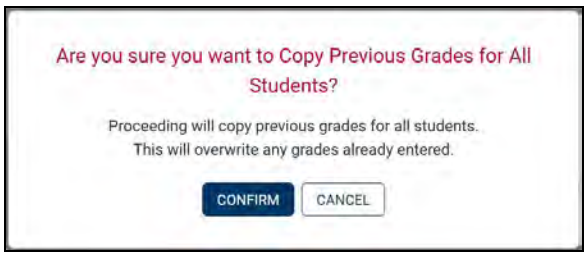
Note: Only Alpha grading scales can have a default selected and only one value can be selected as a default. If no default grade has been selected in the grading scale, the confirmation message will appear and show 0 for the number of students saved.

Student Flyout Actions: Copy Previous Grades For All Students

To copy the submitted marking period grade for all students from the previous marking period, choose the option to "Copy Previous Grades For All Students". This option is found within the student flyout list Actions menu.



This will only be available after the first marking period is completed. The option is grayed out and disabled until grades have been submitted for a previously ended marking period.

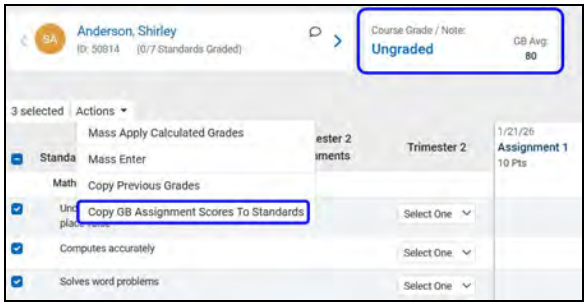


Completing this action will overwrite any grades that have already been entered. On the confirmation message, click **Confirm** to save the previous marking period grades for the current marking period or **Cancel** to cancel the action.

Standard Actions: Copy GB Assignment Scores to Standards

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To calculate standard marking period grades using assignment scores only, choose the option to "Copy GB Assignment Scores to Standards". If enabled, this option will be visible in the Standard Actions menu after making a selection.



Click Confirm on the pop-up to complete the calculation. The calculation is an average of any overall assignment scores that the selected standard(s) is/are associated with.

Note: Any submitted standard scores are not used in this calculation.

It is common for the assignment grid to be blank if no standard scores were entered on assignments as this is using overall assignment scores instead of standard scores.

The tile at the top of the screen shows the grade book average in the bottom right. This tile is the same tile that is visible if the course is Hybrid. The "Ungraded" wording that appears in this tile refers to the submitted marking period grade so if the course is not Hybrid, this is not relevant.

Notes:

- If the grade book editor uses a numeric grading scale and the submit screen uses an alpha grading scale, a grading scale mapping must be configured for the calculation to succeed. Reach out to your SchoolTool liaison for assistance.

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- The standard marking period grades are calculated based on the overall assignment score for any assignment that standard is associated with. Therefore, the value shown on the grade book average tile may be different from the value that is calculated for a specific standard if every standard is not associated with every assignment.

Submitting Grades by Standard

To submit grades for a student for a single standard, first ensure "View by Standard" has been selected in Grid Options.

For the selected standard, click into the cell for the currently open marking period on the Standards Grid to provide a grade for any standards that can be graded. All grades entered here are autosaved.



Whether or not assignments are in use, you can enter marking period grades and comments, and complete actions for groups of students. If the grade book editor is not in use, or there are no assignments associated with standards in the selected marking period, the assignment grid will not display.

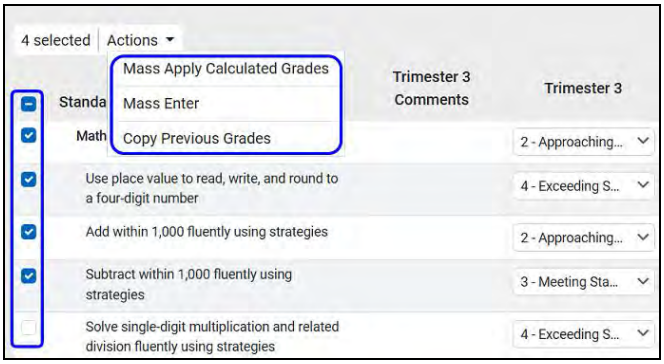
In this scenario, the Submit Descriptor/Standard screen will display a message stating, "There are no assignments to show right now for this standard and selected filters" however the overall grading functionality will still remain.

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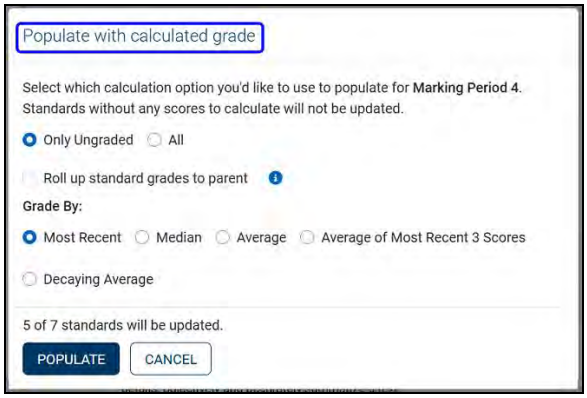
Actions for Standards: Mass Apply Calculated Grades, Mass Enter, Copy Previous Grades

Actions for standards are available after clicking the checkbox next to the desired standards or students. After making one or more selections, click the Actions drop-down. The available options are Mass Apply Calculated Grades, Mass Enter, and Copy Previous Grades.



Mass Apply Calculated Grades

After choosing Mass Apply Calculated Grades, a pop-up displays where you can choose whether the calculations should be done for only ungraded standards or all standards.



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If enabled in Maintenance, a checkbox for "Roll up standard grades to parent" is available. Checking this box will average the submitted grades for any child (nested) standards, and populate the parent standard grade.

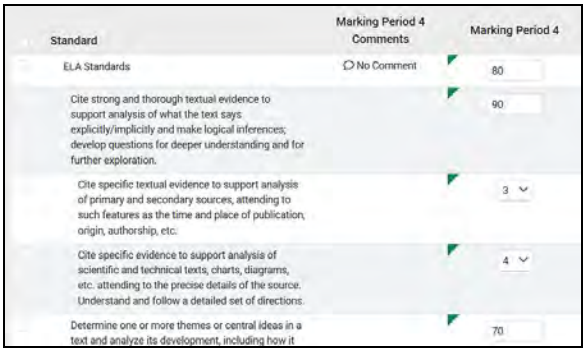
The box will be grayed out if no parent standards are selected. A grade will not populate for the parent standard if the child (nested) standards do not have a submitted grade.

Note: You can check off parent and child standards and the calculation will first populate grades for child standards based on the selected "Grade By" option, then average those populated grades to determine the parent standard grade.

The Grade By section can show any combination of the following based on district configuration: Most Recent, Median, Average, Average of Most Recent X Scores, Decaying Average.

Click **Populate** to complete the standard grade calculation. All grades that have been calculated show a green indicator in the top left corner.

A confirmation message showing the number of calculated standard grades will pop-up. Any grades that have been calculated will show a green indicator in the top left corner of the cell.



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Note: If none of the options for calculated grades are enabled in Maintenance, the submit screen will *not* show Mass Apply Calculated Grade in the Actions drop-down unless the ability for child standards to roll up to parent standards is enabled. This option will be grayed out for any teachers that do not use assignments in the Grade Book Editor unless the ability for child standards to roll up to parent standards is enabled.

Note: At least one assignment with standard scores must exist (value can be either entered or calculated), for the "Grade By" options in the Mass Apply Calculated Grades pop-up to work.

Most Recent

The marking period grade will be calculated based on the most recent standard score. This will be determined by the date of the scored assignments. If there is more than one assignment record on the most recent date, the average of those assignments will be used as the standard score.

Average

Calculating the overall average grade for the marking period follows the same method used in the grade book editor when applying a calculated score. This grade will be comprised of the average score within each category. Then, if there are multiple categories, SchoolTool will consider the weights of each category to determine the overall recommended grade for the marking period.

For example, the image below highlights the assignment scores that will be averaged to determine a final marking period score for the Comparing

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standard.



Assuming that there is no category weighting applied to the scores highlighted above, the Comparing standard marking period average calculation would be as follows:

- [3 + 3 + 2 + 1] ÷ 4 = 2.5

This score would then be converted to match the marking period input grading scale.

Median

When using the Median method, SchoolTool will follow the same logic as the Average. However, the calculation will follow a median function. The overall score will be the central number found in the provided data set. If the number of assignments being graded is even, an average of the two midpoint numbers will be calculated.



In the image above, the calculation would be derived from 4 assignments that received the follow standard scores:

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- 3, 3, 2, 1

In this case the median would result in an overall score of 2.5.

Average of Most Recent Scores

For this method, the number of scores to be included in the marking period calculation must first be set in **Maintenance > Grading > Building Level School Options**.



Once designated, the calculation will follow the same method as Average calculations but *only* include the specified number of entries. When using this approach, weights will *not* be taken into consideration.

For example, if a building were to configure the average of most recent scores calculation to include 3 score entries, the following assignments would be averaged:



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If there are multiple assignments reported on one due date, all of the assignments from that date will be included in the calculation. When this occurs, the number of most recent scores included in the calculation will likely increase.

The table below shows an example sample of student assignments and scores.

Assignment	Test 1	Quiz 1	Test 2	Quiz 2	Test 3
Date	10/17/24	10/10/24	10/3/24	10/3/24	10/1/24
Standard Score	4	3	2	1	4

Although the configured assignment count is 3, in this example 4 assignments will be pulled into the equation. This is because the last assignment has other assignments due on the same date (10/3/24). As a result, SchoolTool will average 4 assignments using the following equation:

- [4 + 3 + 2 + 1] ÷ 4
- 10 ÷ 4 = 2.5

Decaying Average

The decaying average method is calculated to show student progress. The more recent assignment scores will be weighted heavier than the assignments with older dates to showcase student growth. As a result, this grading approach will *not* take standard weights (configured during the assignment setup) into

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account. Using this option, the number of assignments that contains scores for the standard being calculated will drive the weighting.

Let's explore an example. In this scenario, there are five assignments with scores for a given standard. The assignments and scores entered in the grade book editor are shown in the table below:

Assignment	Test 1	Quiz 1	Test 2	Quiz 2	Test 3
Date	10/17/24	10/10/24	10/3/24	10/3/24	10/1/24
Standard Score	4	3	2	1	4

These five assignment scores will then be ranked from most recent to last. This ranking will coincide with the weight prescribed to them for the calculation. The highest weight will be applied to the most recent score, and the lowest weight will be applied to the oldest score.

If there are multiple assignments with the same due date, the order ranking provided will be the average order for the assignments that occur on the same date (seen in gray). The weight is determined using the equation, Weight = (# of scores - order +1).

Date	Score	Order	Weight	Weighted Score
10/17/	4	1	5 - 1 +	4 × 5 =

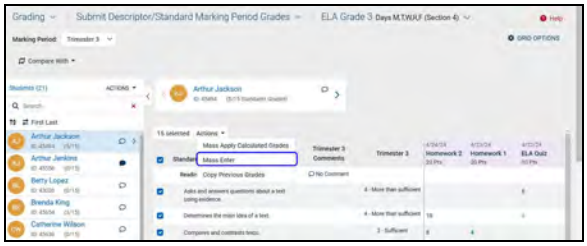
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Date	Score	Order	Weight	Weighted Score
24			1 = 5	20
10/10/24	3	2	5 - 2 + 1 = 4	3 × 4 = 12
10/3/24	2	3.5	5 - 3.5 + 2 = 2.5	2 × 2.5 = 5
10/3/24	1	3.5	5 - 3.5 + 2 = 2.5	1 × 2.5 = 2.5
10/1/24	4	5	5 - 5 + 1 = 1	4 × 1 = 4
		Total	15	43.5
		Calculated Score	43.5 ÷ 15 = 2.9	

Mass Enter

To mass enter grades for standards, select the desired standards then click the "Mass Enter" option found in the Actions menu.

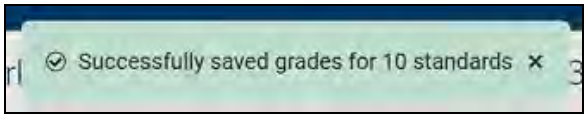
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A "Mass Enter Grades" pop-up will appear. Here, select whether grades should be entered for "Only Ungraded" standards or "All", then enter or select a grade. Once the desired information has been entered, click the blue **Update** button.

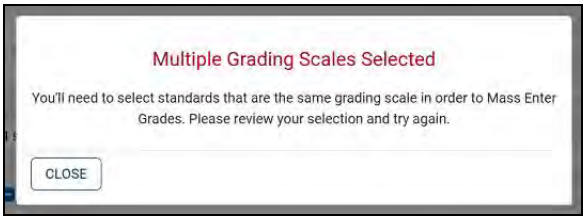


Once updated, a green confirmation message will appear at the top of the screen. The confirmation message will detail the success, as well as the number of standards graded.



Note: There is a possibility that standards from different groups are configured with different input grading scales. If this is the case and standards using different grading scales are selected for this action, a warning message will appear advising you to review your selection. To resolve this, click **Close** and select a different grouping of standards before attempting the Mass Enter action again.

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Copy Previous Grades

Choose Copy Previous Grades to copy marking period grades from the previous marking period to the currently open one. This will be completed when the selection is made. Once marking period grades have been copied over, they can be manually adjusted as desired.

This action is disabled in the first marking period. If grades have already been entered for the current marking period and you choose to Copy Previous Grades, the data will be overwritten.

Note: Access to this option is controlled by settings in Maintenance.

Submitting Comments

Comments can be submitted in two ways, by Student and by Standard.

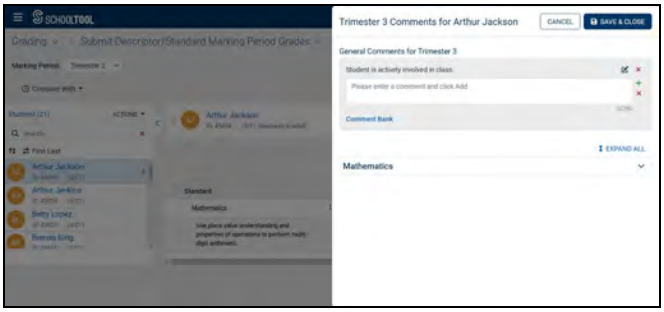
Submitting Comments by Student

Comments are submitted using the comment indicator. This indicator can be found on the student information tile and if configured, within the marking period comments column. The indicator will be shaded in if comments have been added. If the indicator is not shaded in, comments have not yet been added.

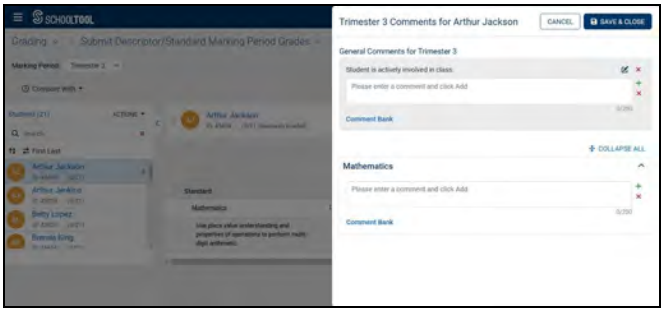
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The indicator on the student tile is used to submit general comments for the marking period. Standard tree comments can be submitted, if configured, using the indicators in the standards grid. Click the comment indicator to open the comment drawer which will slide out from the right side of the screen.



Use the Comment Bank, comment translation, and/or the free text field to enter comments for the student. Once the comment maximum is reached, additional comments cannot be added.

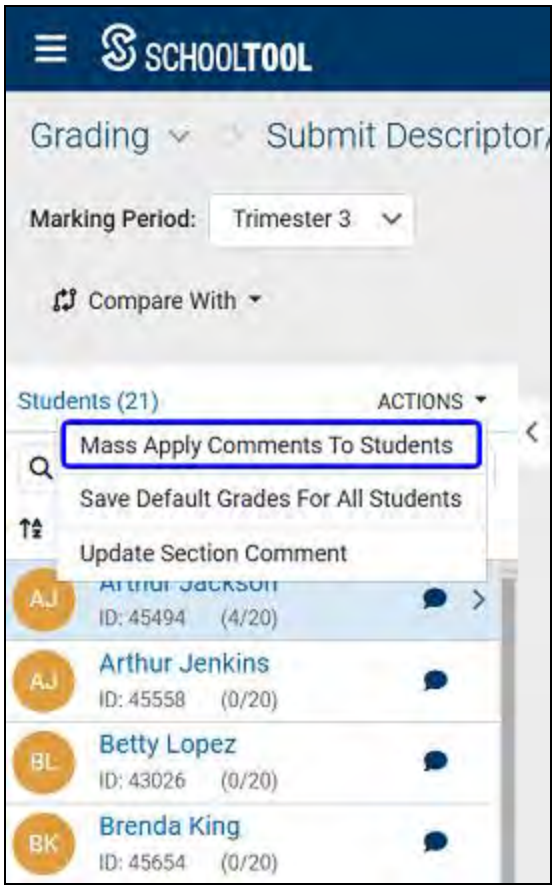


If standard tree comments are enabled, those are visible below the general comments. Expand the standard tree and enter comments. Click **Save & Close** to save comments.

Note: If you chose any other marking periods using the "Compare With" filter, comments from the selected marking period(s) will display in read-only mode towards the bottom of the drawer. When a previous marking period is selected from the Marking Period drop-down, all comments will show in read-only mode providing that the marking period is locked.

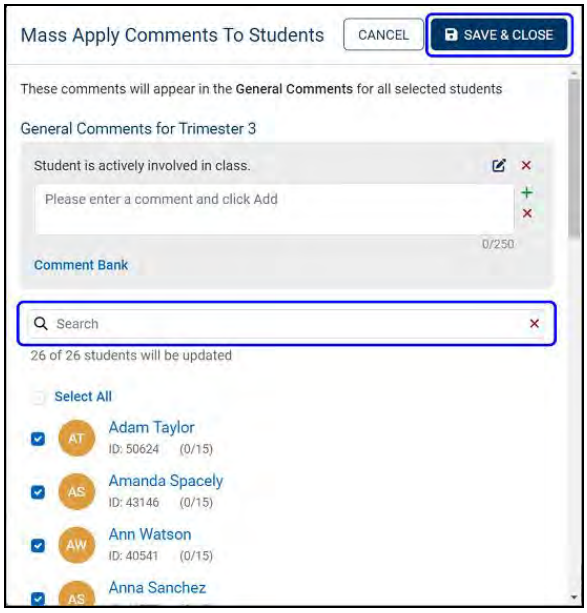
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Mass Apply General Comments



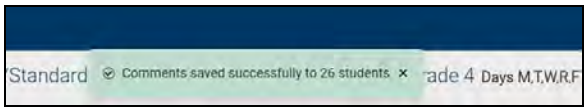
To apply general comments to all students on the roster, click the Actions drop-down on the student flyout and choose Mass Apply Comments To Students.

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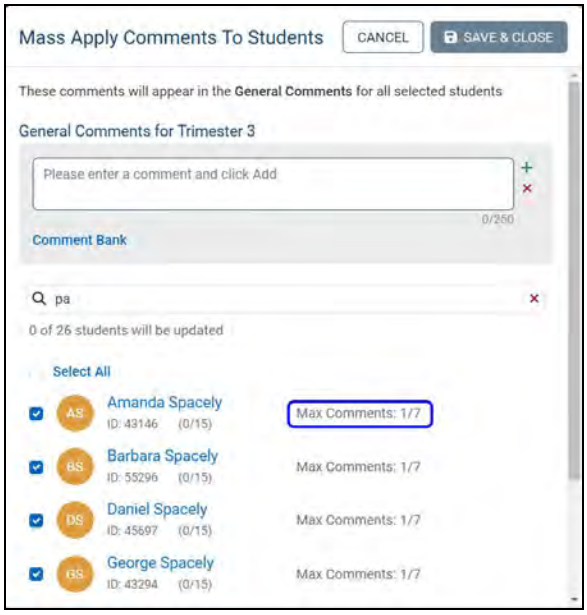
In the comment drawer that slides out from the right side of the screen, enter free text comments, use comment translation codes, or choose comments from the Comment Bank in the section at the top.

You can check the "Select All" checkbox to choose all students and uncheck any that the comment(s) should not be applied to. You can also use the search bar to locate specific students. If search criteria was entered in the student flyout, the same criteria will be in effect when the drawer opens. Click the **Save & Close** button to save the comment(s) to all selected students.



You'll see a confirmation message with the total number of students updated. When you choose Mass Apply Comments To Students again, the number of comments applied out of the max number of comments allowed will show for each student.

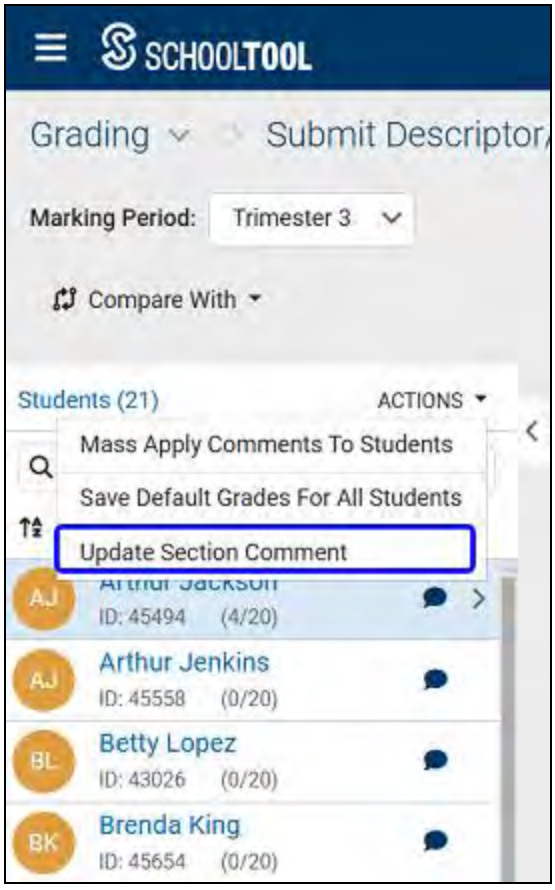
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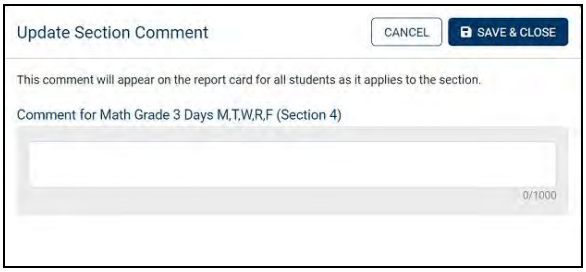
Update Section Comment

Section comments are only for use with the Hybrid Report Card. The section comment applies to the overall section and can be used to share information about the key concepts covered in that marking period.

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To enter a section comment, choose Update Section Comment from the Actions drop-down on the student flyout.



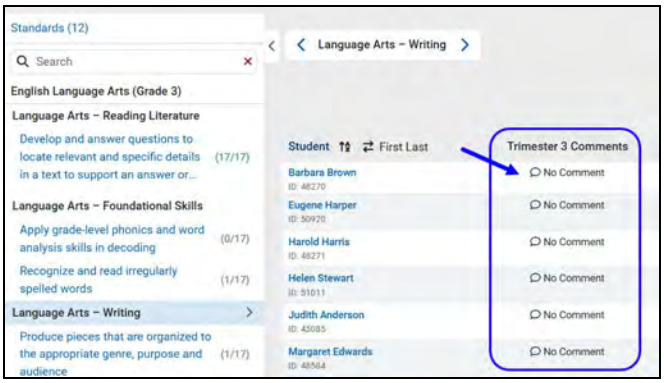
In the comment drawer, enter a free text comment then click **Save & Close**.

Note: Using section comments and the maximum characters that can be entered are determined by configurations in Maintenance.

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Submitting Comments by Standard

Comments are submitted using the comment indicator. When using the View by Standard Grid Option, this indicator will show within the grid.



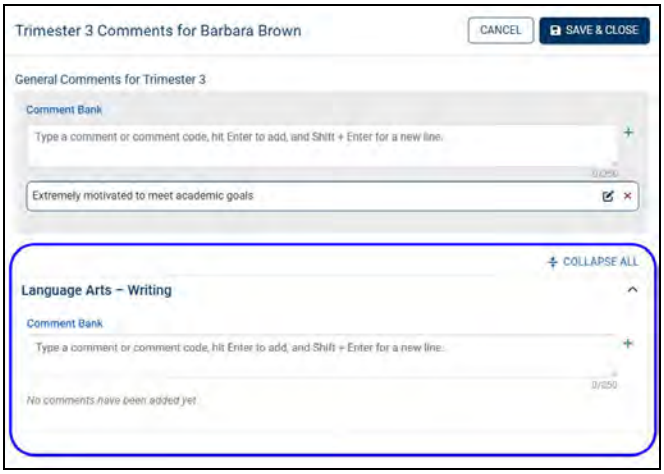
The indicator only displays when standard tree (subject-level) comments are configured. If standard tree comments are not configured, switch to the View by Student Grid Option to submit General comments.

Clicking the comment indicator will open the comment drawer. Here, you can Add, Edit, and Delete both general comments and standard tree comments (subject-level comments).

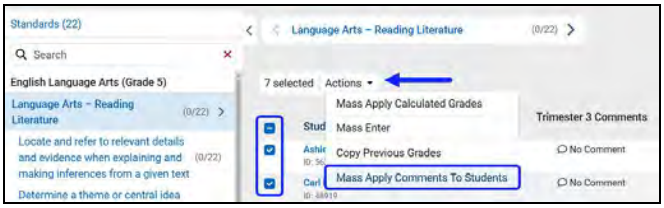
Note: If the grading window is closed, this information will appear in read-only mode. The grading window for your course(s) is determined by the district.

Use the Comment Bank, comment translation, and/or the free text field to enter comments for the student (what is available to you will vary based on district settings). Once the comment maximum is reached, you will see this noted in the comment drawer and additional comments cannot be added.

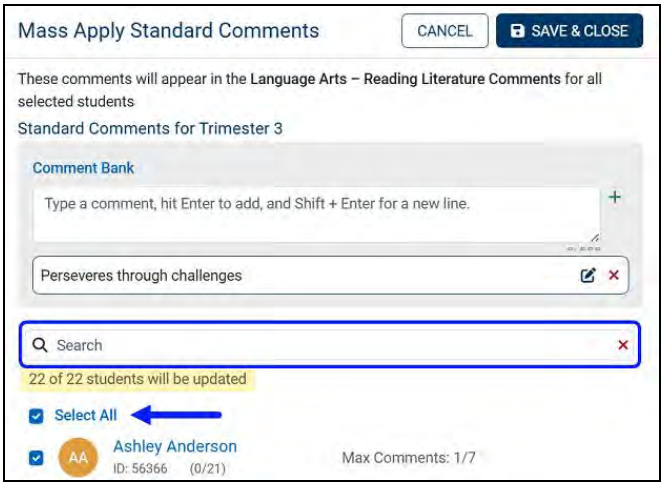
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Mass Apply Standard Tree Comments

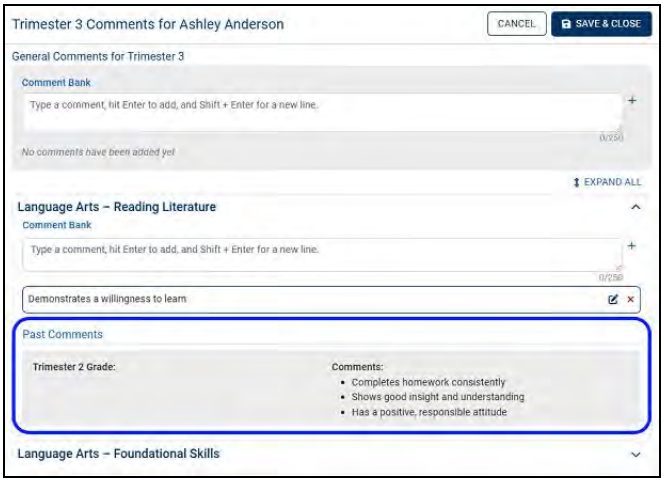


To mass apply standard tree comments, select the students from the grid you wish to submit a comment for. Then select the "Mass Apply Comments to Students" option in the Actions menu.



The students previously selected will be checked in the comment drawer by default, however, this selection can be edited at anytime.

Additionally, you can search for a student using the search bar or apply the comment(s) to all students by checking the Select All check box. The number of students the comment(s) will be applied to will update live as you adjust your selection.



If you chose any other marking periods using the "Compare With" filter, comments from the selected marking period(s) will display in read-only mode towards the bottom of the drawer. When a previous marking period is selected from the Marking Period drop-down, all comments will show in read-only mode providing that the marking period is locked.

Once the comment(s) are entered, click the **Save and Close** button. The comment drawer will close, a green confirmation message will appear detailing the number of successful changes, and the comment indicator will update.

Note: To show the indicator for standard tree comments (subject-level comments), ensure the appropriate settings are configured in Maintenance and the Course Catalog.

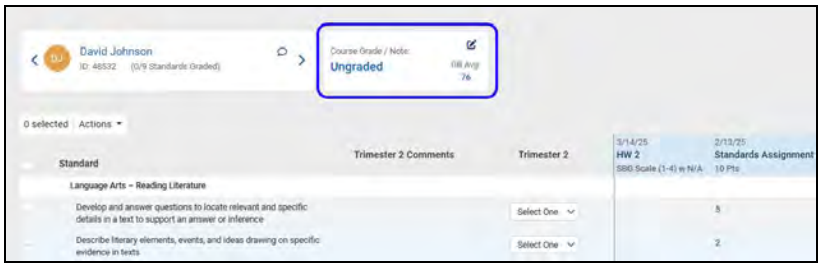
Hybrid Courses

When working with a Hybrid course, all marking period grading actions can be completed from this screen. Refer to the section on **Submitting Descriptor/Standard Grades and Comments** for more information about submitting grades for standards and submitting comments that will impact the Hybrid report card.

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Submitting Traditional Grades

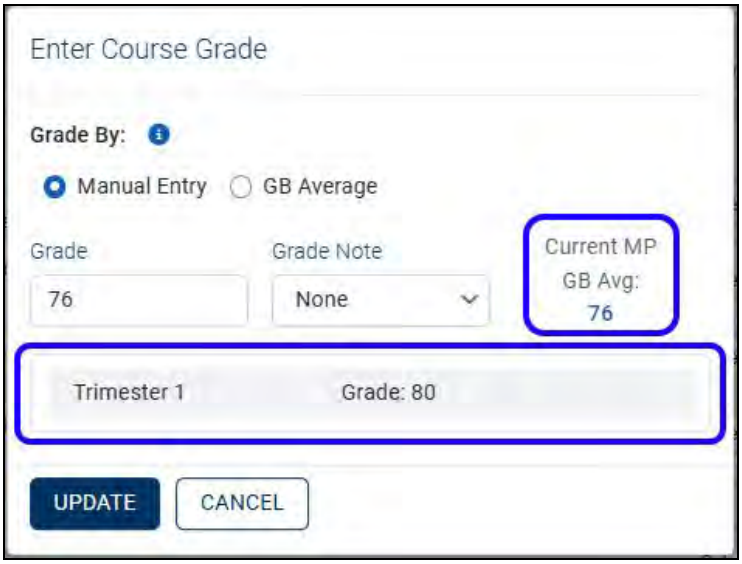
Screen Overview



For Hybrid courses only, the Grading Tile is found to the right of the Student Tile near the center of the screen. The Grading Tile provides traditional grading information including a student's Course Grade or Grade Note and the Grade Book Average. If no grade has been submitted for the selected marking period, the word "Ungraded" will show in the tile will display as Ungraded.

Note: The Grading Tile appears in read-only mode if the selected marking period is locked. Use the Marking Period drop-down at the top of the screen to adjust the selected marking period.

Traditional Grading



To provide an individual student with a traditional marking period course grade, select the Edit icon found on the Grading Tile. In the pop-up that appears, there are 2 available "Grade By" options:

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- **Manual Entry:** Allows you to enter a marking period grade of your choice or a grade note. To enter a marking period grade, simply click within the text field and enter the grade. To enter a grade note, select an option from the drop-down menu.

  Note: You cannot enter both a grade and grade note.

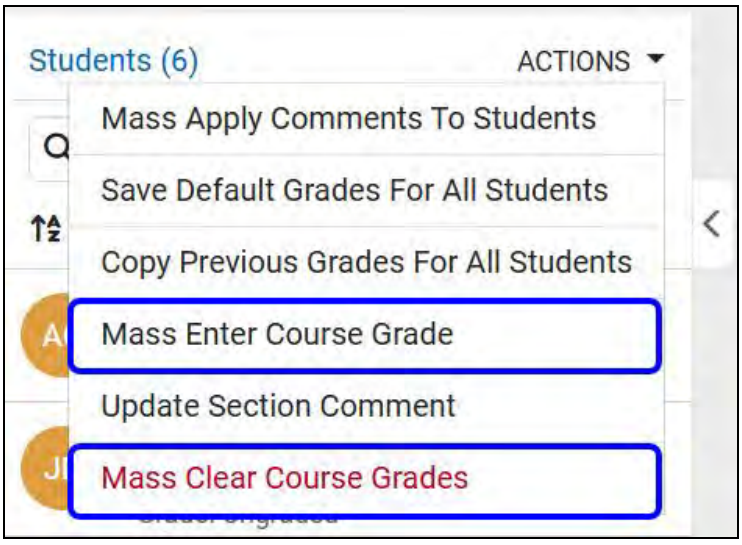
- **GB Average (Grade Book Average):** Generates a calculated grade based on the student's current grade book average which is sourced from the Grade Book Editor using assignment scores and considering any weighting applied to category averages. Once selected, the Grade text field and Grade Note drop-down options will be grayed out.

In addition to those options, the student's current marking period grade book average will display.

Note: If you've selected any prior marking periods using the "Compare With" filter, the pop-up also shows any submitted marking period grades for the chosen marking periods.

Once you've made the desired selections, click the **Update** button to save the grade and return to the submit screen. A green confirmation message will appear.

Student Flyout Actions



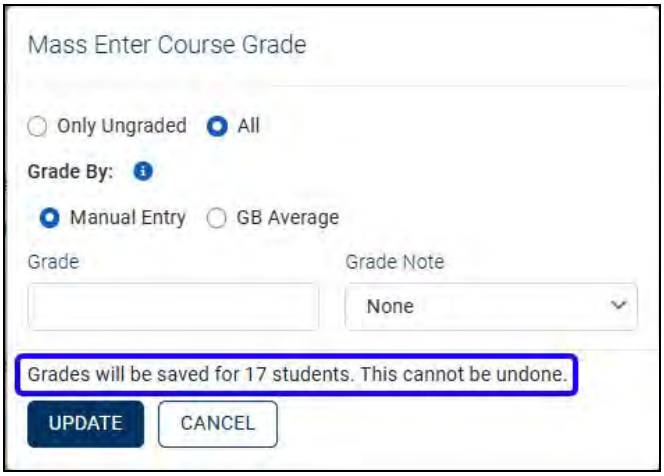
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Two actions are available in the student flyout for Hybrid courses to support traditional grading. Actions done from the student flyout could potentially impact all students in the course.

Mass Enter Course Grade

Choose the "Mass Enter Course Grade" option from the student flyout Actions menu. In the pop-up that appears, first determine which students you are providing a grade for (Only Ungraded or All).

Next, adjust your "Grade by" selection. The number of students being graded (seen at the bottom of the pop-up) will adjust in real time as you make your selections.

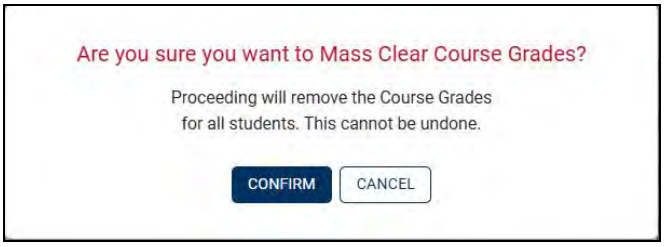


To save and return to the submit screen, click the blue **Update** button. A green confirmation message will then appear detailing the number of students the Course Grades have been successfully saved for.

Mass Clear Course Grades

Choose the "Mass Clear Course Grades" option found within the student flyout Actions menu to remove traditional marking period grades from all students in the course at one time.

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A pop-up will appear with a warning message stating that this action applies to all students in the course and cannot be undone once confirmed. Click the blue Confirm button to save and return to the submit screen.

Submit Standard Progress Report Grades

Note: This procedure generally applies only to elementary teachers.

Descriptor (Standard) progress reports are typically performed mid-way through the marking period (i.e. at week 5 of a 10 week marking period cycle). They contain comments and/or grades which update parents on student performance and progress.

Descriptor (Standard) progress report grades and comments can only be entered during open grading periods. These are controlled by district personnel. Once grading periods have been locked, only a guidance counselor can change progress report comments.

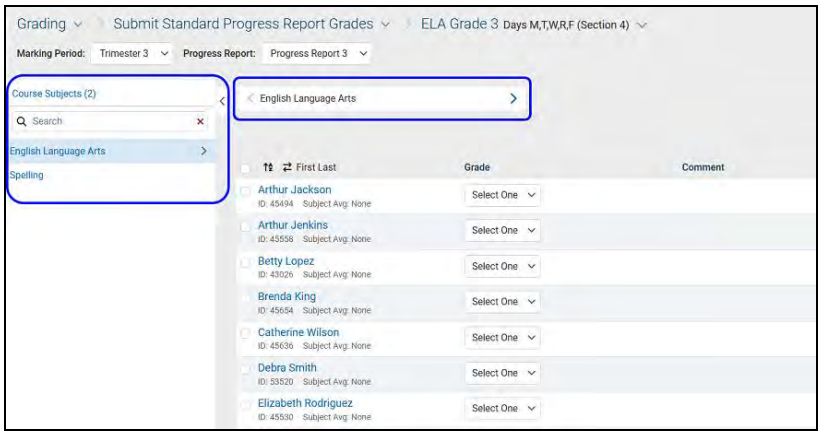
Note: Not all districts generate and distribute descriptor progress reports. Only use this procedure if your district follows this grading model.

Subject Flyout and Tile

The subject flyout is visible on the left side of the screen upon entering the Submit Standard Progress Report Grades screen. Use the arrow to the right of the subject list to collapse the flyout. By default, the flyout will be open and the first subject in the list will be selected and visible in the subject tile. The subjects listed will be dependent on which subjects are selected for the course in **Scheduling > Course Catalog**.

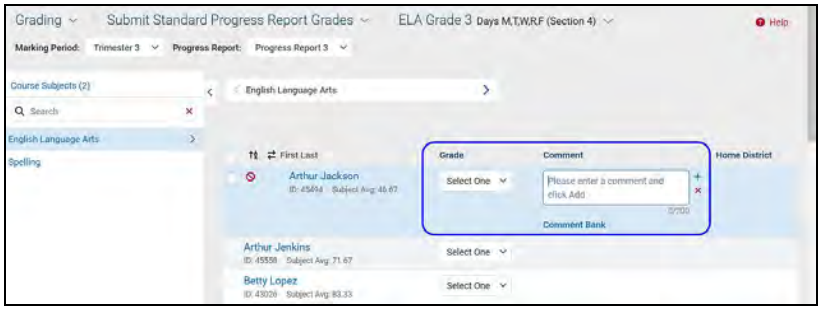
Use the left and right arrows on the Subject tile to navigate through the available subjects. The left arrow is disabled at the beginning of the list and the right arrow is disabled at the end of the list.

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Entering Subject Grades and Comments

Use the Grade column to enter grades for individual students. If a numeric grading scale is in use, click into the field and enter a numeric grade. If an alpha grading scale is in use, click the drop-down to select a grade for the student.

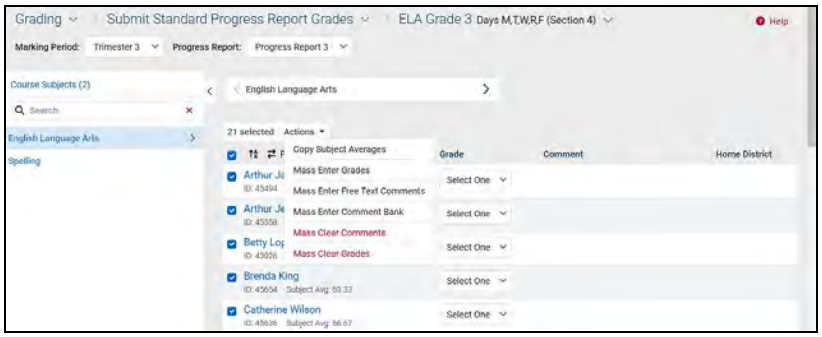


Click into the empty space in the Comment column next to the student's name, or use the Tab key to jump from the Grade column to the Comment column to enter comments. Depending on configuration, you may either add free text comments or Comment Bank comments to students individually.

Mass Actions

Use the checkboxes to the left of student names to select one or more students and access the Actions drop-down.

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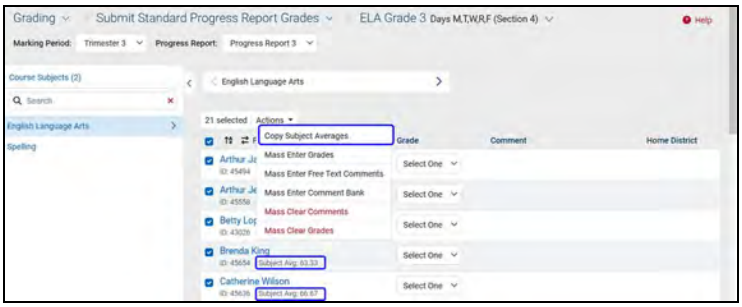


Using this drop-down the following actions can be taken:

- Copy Subject Averages
- Mass Enter Grades
- Mass Enter Free Text Comments
- Mass Enter Comment Bank
- Mass Clear Comments
- Mass Clear Grades

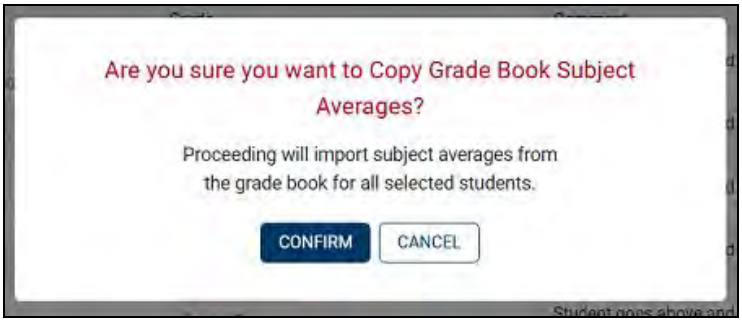
Copy Subject Averages

If the grade book editor is in use for assignment creation and scoring, the Copy Subject Averages functionality can be used. To use this functionality, scored assignments in the grade book editor must have a subject selected. Individual standards do not need to be attached to assignments to use this functionality.



The Subject Average will be visible below the student name in the list. Select multiple students using the checkboxes on the left then choose the "Copy Subject Averages" option in the Actions drop-down. A pop-up will appear asking you to confirm this copy.

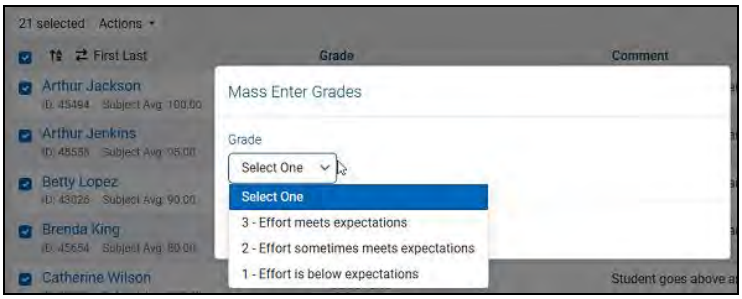
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Note: If the grade field does not populate, the grade book calculated grading scale and progress report input grading scale may be different.

Mass Enter and Mass Clear Grades

To mass enter grades, select the checkboxes to the left of the desired students, click the Actions menu, then select "Mass Enter Grades".



A "Mass Enter Grades" pop-up will appear. You can either enter a grade if a numeric scale is in use or use the drop-down to select the grade that should apply to the selected students if an alpha scale is in use. Once the desired grade has been selected, click the blue **Update** button.

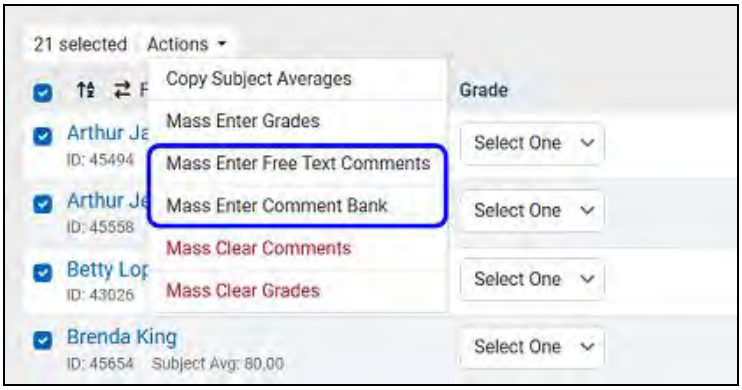
To mass clear grades, select the students to clear grades from. Choose the "Mass Clear Grades" option from the Actions menu, then click Confirm.

Mass Enter and Mass Clear Comments

Mass Enter and Mass Clear Comments

Free text comments and/or comment bank comments can be applied to all students on the roster for the selected subject using the Actions drop-down. After selecting the students, click the Actions drop-down and choose "Mass

Enter Free Text Comments" or "Mass Enter Comment Bank" respectively.



When "Mass Enter Free Text Comments" is selected, a pop-up will appear in the middle of the screen. After entering the comment, click the Add button to add that comment. Once you have finished entering all free text comments, click the blue **Update** button to save those comments to all selected students.



When "Mass Enter Comment Bank" is selected, a pop-up will appear in the middle of the screen with all of the comment bank comments listed. These comments can be listed by rank or in alphabetical order using the radio buttons in the top right corner. Once all the comments have been selected, click the blue **Update Comments** button to save those comments to all selected students.



The max number of comments is determined by configuration settings defined in **Maintenance > Grading > Building School Level Grading Options**and therefore will vary by district.

To mass clear comments, select the students to clear comments from. Choose the "Mass Clear Comments" option from the Actions menu, then click Confirm.

Submit Traditional Marking Period Grades (New)

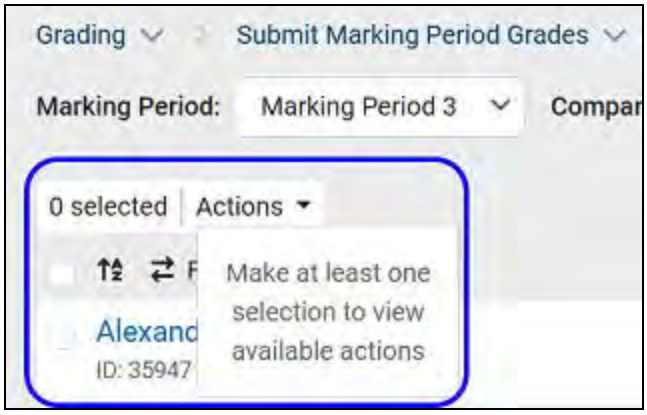
Note: This procedure is typically performed by secondary teachers only.

Marking Period grades are the grades that appear on student report cards at the end of each marking period (quarter, trimester, etc). The process is the same for each marking period, including the final marking period.

Use the "Marking Period" drop-down to select the marking period you wish to view/submit grades for. The "Compare To" drop-down allows you to view grades and comments for a different marking period so that you can compare the information you're submitting. By default, the "Compare To" drop-down will be set to the marking period prior to the one you're submitting for, but you can change this at ant point.



The Actions menu is visible when the screen loads. The number of selected items will be zero (0) if nothing is checked. If you click the Actions drop-down while nothing is selected, a message stating "Make at lease one selection to view available actions" will display. Make at least one selection to see the available actions in the drop-down.

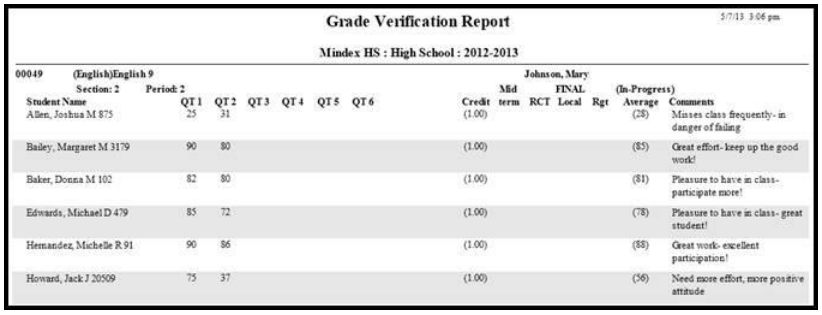


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Marking period grades and comments can only be entered during open or "unlocked" grading periods. These are controlled by district settings. During the unlocked period, you may make changes to comments and resubmit them as often as you like. If the marking period you selected is currently locked, you'll see the screen in read-only mode instead.

If you've been using the grade book, you'll have the ability to copy averages from the grade book into the marking period grade submission screen, or you can enter them manually. If the grade book has not been used, grades can only be entered manually.

Use the Grade Verification Report to check your work before report cards are printed. The Grade Verification Report is found in the **My Home > Reports** tab.



Grade Verification Report

5/7/13 3:06 pm

Mindex HS : High School : 2012-2013

00049 (English)English 9 Johnson, Mary

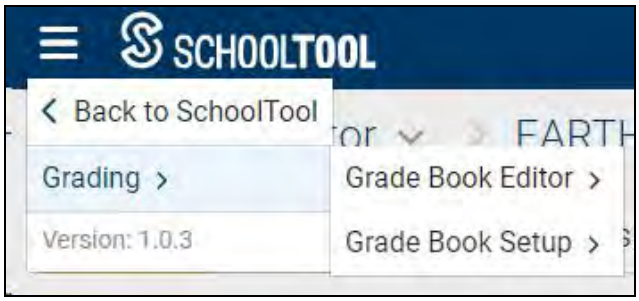
Section: 2 Period: 2

Student Name	QT 1	QT 2	QT 3	QT 4	QT 5	QT 6	Credit	Mid term	FINAL RCT	FINAL Local	FINAL Rgt	(In-Progress) Average	Comments
Allen, Joshua M 875	25	31					(1.00)					(28)	Misses class frequently - in danger of failing
Bailey, Margaret M 3179	90	80					(1.00)					(85)	Great effort- keep up the good work!
Baker, Donna M 102	82	80					(1.00)					(81)	Pleasure to have in class- participate more!
Edwards, Michael D 479	85	72					(1.00)					(78)	Pleasure to have in class - great student!
Hernandez, Michelle R 91	90	86					(1.00)					(88)	Great work- excellent participation!
Howard, Jack J 20509	75	37					(1.00)					(56)	Need more effort, more positive attitude

Basic Navigation

On all of the SchoolTool grading screens, there are helpful icons and functionality to be aware of:

- **Main Menu ("Hamburger" Icon) and SchoolTool Logo:**
    - The main menu, also known as the "hamburger" icon, can be used to leave the grading screens and access other class specific areas like the Roster and Seating Chart.



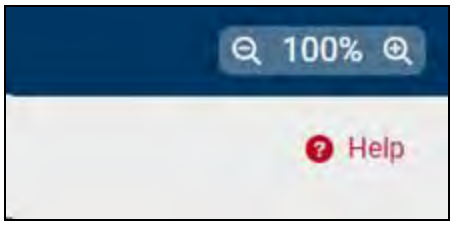
    - **SchoolTool Logo:** Clicking on the SchoolTool logo will redirect you back to Home > My Home > Grades tab for the class you were

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viewing.



- **Zoom In/Out & Online Help:** The grading screens are equipped with the capability to zoom in or out for better page scaling without the use of your web browser. Online Help is available in the top right of the page through all of your SchoolTool navigation.



- **Logging Out:** You cannot log out from the grading screens. The only way to log out is to navigate back to SchoolTool (using the main menu or the logo) and then log out from there.

Viewing Student Names and Home Districts

The Student column lists all students in the class. By default, students are sorted alphabetically based on last name. Click on the **Sort** ↑↓ button to change between ascending or descending order.



Student names are displayed in First Name Last Name order, but you can click on the **Toggle Names** ⇄ button to change this to directory style (Last Name, First Name).

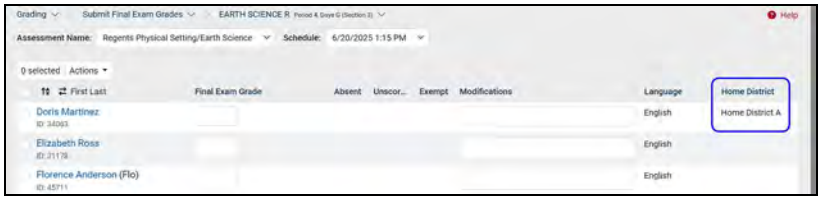
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If you have permission to see student nicknames, you might see that information in parentheses in the Student column.



On the far right side of the screen, you might see a column for Home District, depending on your permissions and district configuration. when it's visible, this column will show the current home district for any student that has one assigned.



Use the “Show Inactive Students” checkbox to submit grades for students who are no longer in that course but were at some point during the selected marking period (this includes students who dropped, withdrew, or switched from the course during that marking period).

Entering Marking Period Grades and/or Comments

To enter marking period grades or comments, begin by clicking anywhere within a student's row to make all fields editable.

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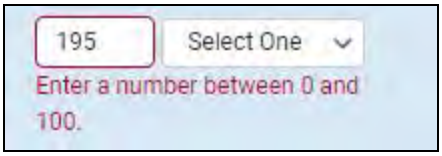


Grades

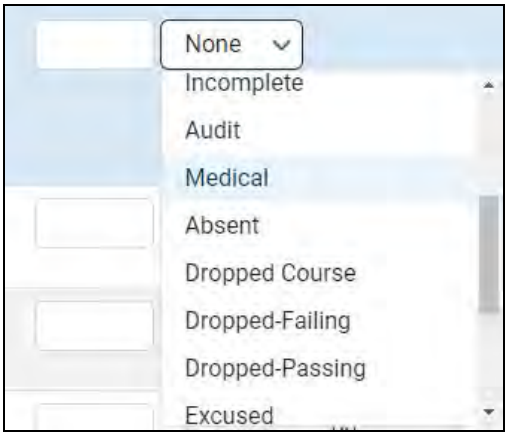
Enter the desired grade or select a grade note from the available drop-down. To save, click anywhere outside of that row or use the Enter key on your keyboard to navigate. You can also use your keyboard to navigate between rows by pressing the Enter key to move down or Shift+Enter to move up. To cancel your changes, use the Cancel button on the left side of the row.



The screen will respect any validation rules for grading scales, so you can only enter numbers in numeric grade fields, and you'll get an error message if you try to save a value that's outside of the grading scale range. You'll need to address the validation issue before you can continue entering other information on this screen.



If the student has not completed the class and should not receive a grade, use the grade note dropdown to the right of the grade field to enter a non-completion indicator. This list includes values such as medical, audit, and incomplete, along with other district-defined values.



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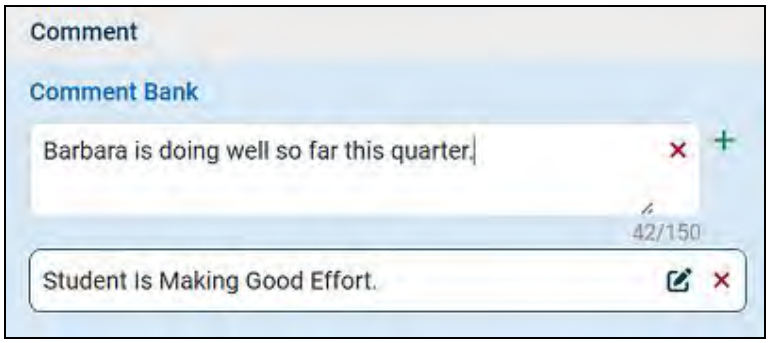
You'll be prevented from entering both a grade and a grade note (if they're available). Selecting a grade note will automatically clear out any grade you might have entered, and entering a grade will remove any currently selected grade note.

If your district is using Skill Sets, you might see additional fields in the grading area. Refer to the section on **Skill Sets** for additional details on using this feature.

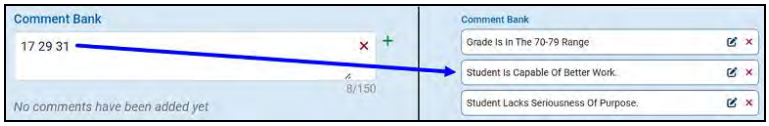
Comments

To enter comments, click in the comment box for the student and do one of the following (some options may not be available depending on your district's configuration):

- Type a free-text comment (a character counter will let you know if you reach the maximum allowed length). Press the Enter key to quickly apply the comment to the student. You can also click the Add ➕ button after you've typed your comment to apply it to the student.



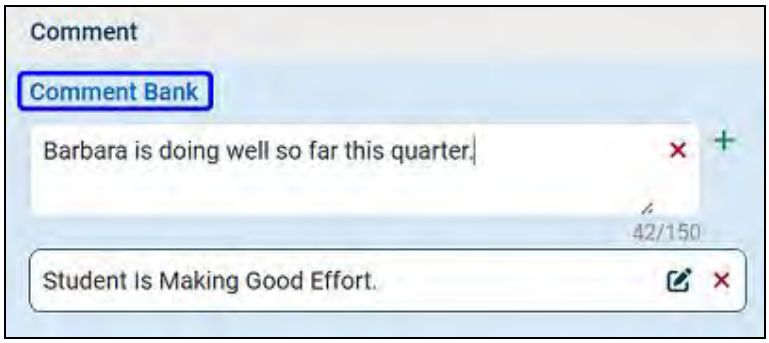
- Type a comment code (also known as translation codes, this feature allows you to type in one or more numeric values that correspond with specific comment codes in your district's comment bank). Press the Enter key or click the Add button after you've entered your code and SchoolTool will add the corresponding comment for each of the codes you entered. To enter multiple comment codes at once, separate them with spaces or commas.



- Click the blue Comment Bank link and check any comments you wish to add to the student. Refer to the section on **Using the Comment Bank** for additional

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information.



Keep in mind that the type and number of comments allowed, maximum length of each comment, and availability of comment codes and/or the comment bank are all determined by your district.

To edit a single comment, click the Edit button to the right of the comment, make your changes, and click Save. If you need to remove a single comment, click the Delete ✖ button for that comment.

You can perform all of the above actions for multiple students in a single operation by selecting the checkboxes for one or more rows and then clicking the Actions menu that appears. See the **Actions** section for more information.

Using the Comment Bank

The Comment Bank offers a handy text search field which allows you to quickly locate comments that contain specific text.

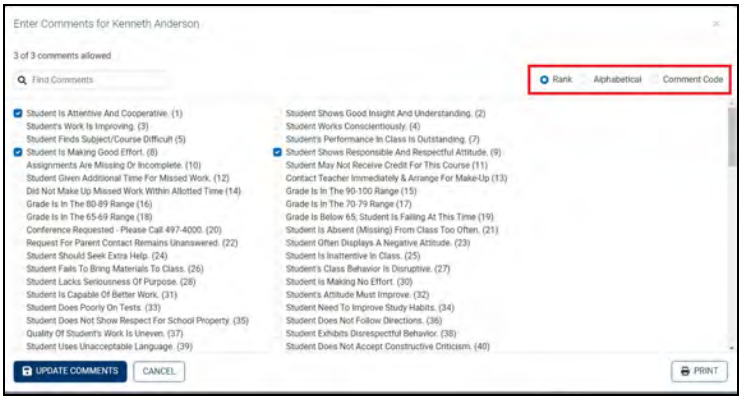


It also includes an indicator showing the number of comments you've currently selected out of the maximum number allowed. Once you reach the maximum, you won't be able to select any more comments for that student.

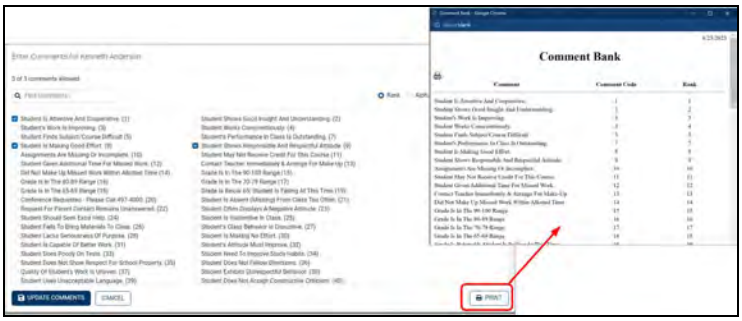
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In the upper right, you can choose whether you'd like to sort the comment bank by comment rank, alphabetically, or based on comment code (sometimes referred to as "translation code").



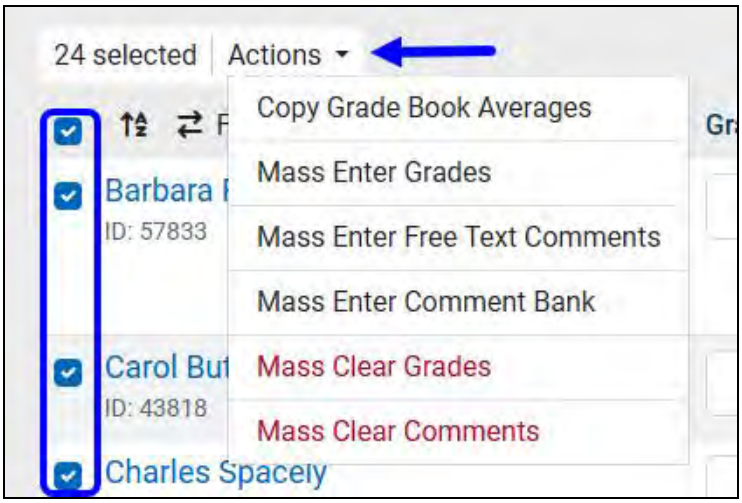
You can also click the Print button to generate a print-friendly version of the comment bank in case you need a printed copy to keep on hand.



Actions

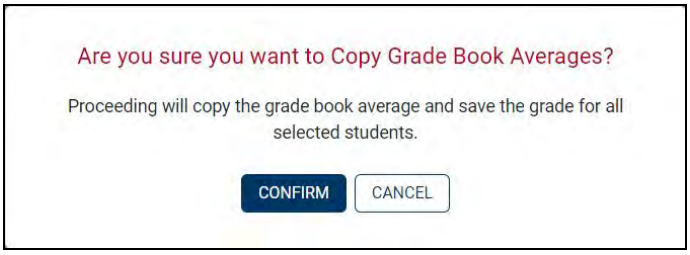
Access several other actions by using the checkboxes to select multiple students or all students. Once you've selected one or more checkboxes, choose

the Actions drop-down to make changes to multiple rows in a single operation.



Available actions include the following options:

- **Copy Grade Book Averages:** Choosing this option will copy the students' grade book averages and insert them as the grade for the chosen grading interval. If the course has more than one grade book defined, this will copy averages from whichever is set up as the default grade book.

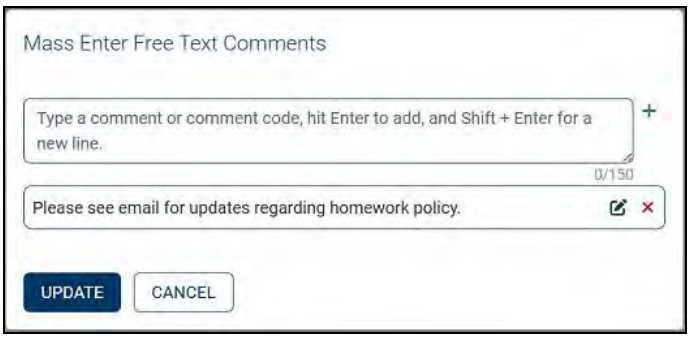


- **Mass Enter Grades:** Allows users to enter the same grade or grade note for selected students.

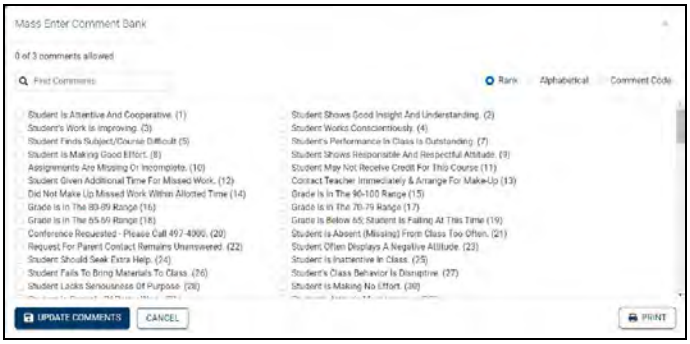


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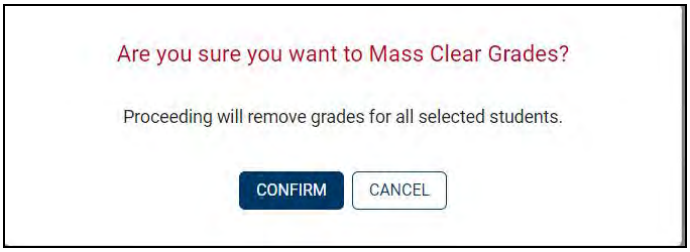
- **Mass Enter Free Text Comments:** Allows users to enter the same free text comment(s) to all selected students (only available if free text comments are enabled).



- **Mass Enter Comment Bank:** Allows users to select comments from the Comment Bank and add them to selected students (only available if Comment Bank is enabled).

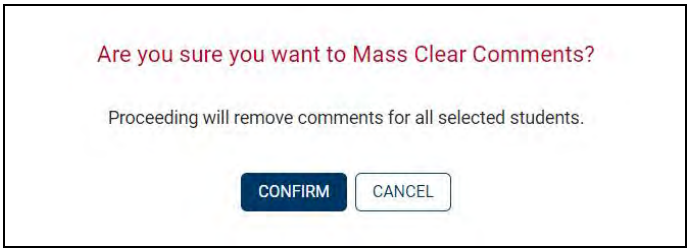


- **Mass Clear Grades:** Allows users to clear grades and grade notes for selected students.



- **Mass Clear Comments:** Allows users to clear all comments for selected students.

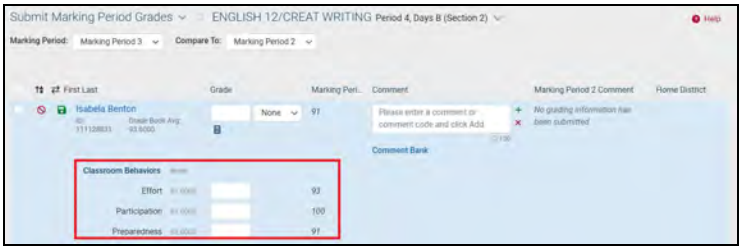
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When using the Actions menu to perform batch operations, SchoolTool will automatically save your changes after you complete the operation.

Using Skill Sets

If the course uses skills-based grading, the skill set average, as well as the average for each individual skill, will appear below the overall grade book average.



To change skill grades, enter the appropriate value(s) in the Grade columns for each skill and click the Recalculate button to update the overall marking period average as needed.

- If the “Allow Override of MP Grade” option is enabled for the skill set, users will be able to modify the student's overall average manually without recalculating using the individual skill grades.
- If the “Allow Override of MP Grade” option is *not* enabled for a given skill set, users will be unable to manually override the overall average. The average can only be modified by updating individual skill grades and

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clicking the Recalculate button to update the student's overall average.



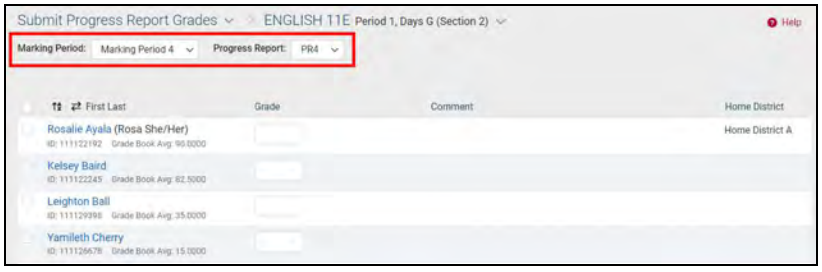
For skill sets that do not drive grading, no overall skill set average will be calculated and the individual skill grades will have no impact on the overall student average. In this situation, the skill grades are displayed purely for informational purposes.

Submit Traditional Progress Report Grades (New)

Note: This procedure generally applies to secondary teachers only.

Progress Reports (or "interim reports") are typically performed mid-way through the marking period (for example, at week 5 of a 10-week marking period cycle). They can contain comments, grades, or both and are used to update parents on student performance and progress. In some cases, comments-based progress reports may contain comments that include grade range information.

Use the Marking Period and Progress Report drop-downs to select the progress report interval you wish to submit grades for. Each progress report interval is associated with a marking period, so you'll need to select a marking period first in order to see the progress report intervals associated with it.



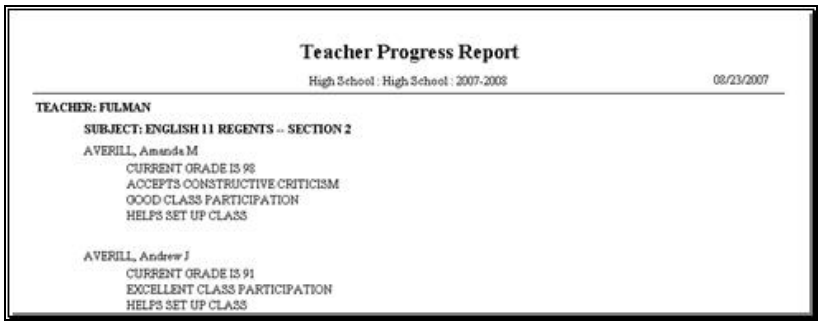
Progress Report grades and comments can only be entered during open or "unlocked" grading periods. These are controlled by district settings. During the unlocked period, you may make changes to comments and resubmit them as often as you like. If the

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progress report interval you selected is currently locked, you'll see the screen in read-only mode instead.

Note: Once grading periods have been locked, only a guidance counselor can change progress report information.

Use the Teacher Progress Report to check your work before progress reports are printed. This report is found in the **My Home > Reports** tab.



Teacher Progress Report

High School : High School : 2007-2008 08/23/2007

TEACHER: FULMAN

SUBJECT: ENGLISH 11 REGENTS -- SECTION 2

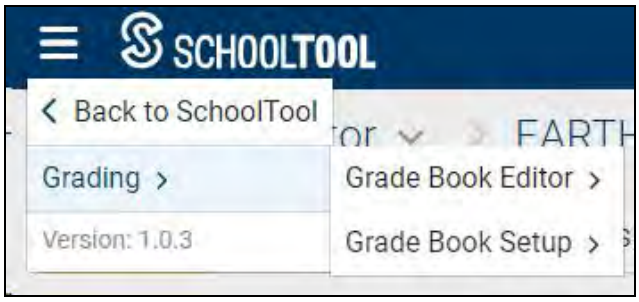
AVERILL, Amanda M
CURRENT GRADE IS 98
ACCEPTS CONSTRUCTIVE CRITICISM
GOOD CLASS PARTICIPATION
HELPS SET UP CLASS

AVERILL, Andrew J
CURRENT GRADE IS 91
EXCELLENT CLASS PARTICIPATION
HELPS SET UP CLASS

Basic Navigation

On all of the SchoolTool grading screens, there are helpful icons and functionality to be aware of:

- **Main Menu ("Hamburger" Icon) and SchoolTool Logo:**
    - The main menu, also known as the "hamburger" icon, can be used to leave the grading screens and access other class specific areas like the Roster and Seating Chart.



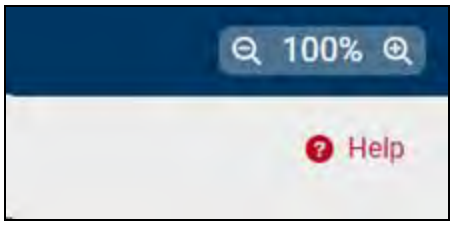
    - **SchoolTool Logo:** Clicking on the SchoolTool logo will redirect you back to Home > My Home > Grades tab for the class you were

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viewing.



- **Zoom In/Out & Online Help:** The grading screens are equipped with the capability to zoom in or out for better page scaling without the use of your web browser. Online Help is available in the top right of the page through all of your SchoolTool navigation.



- **Logging Out:** You cannot log out from the grading screens. The only way to log out is to navigate back to SchoolTool (using the main menu or the logo) and then log out from there.

Viewing Student Names and Home Districts

The Student column lists all students in the class. By default, students are sorted alphabetically based on last name. Click on the **Sort** ↑↓ button to change between ascending or descending order.



Student names are displayed in First Name Last Name order, but you can click on the **Toggle Names** ⇄ button to change this to directory style (Last Name, First Name).

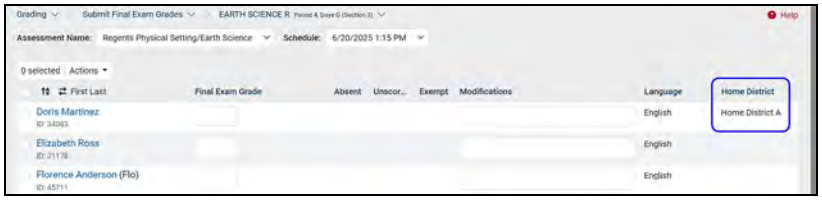
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If you have permission to see student nicknames, you might see that information in parentheses in the Student column.



On the far right side of the screen, you might see a column for Home District, depending on your permissions and district configuration. when it's visible, this column will show the current home district for any student that has one assigned.



Entering Progress Report Grades and/or Comments

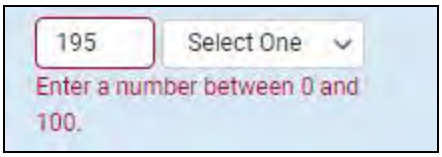
Grades

To enter progress report information, begin by clicking anywhere within a student's row to make all fields editable. To enter grades, click in the row you'd like to edit and add or update the data as needed. To save, click anywhere outside of that row or use the Enter key on your keyboard to navigate to the next student. Pressing Shift+Enter will move up to the previous student. To cancel your changes, use the Cancel button on the left

side of the row.



The screen will respect any validation rules for grading scales, so you can only enter numbers in numeric grade fields, and you'll get an error message if you try to save a value that's outside of the grading scale range. You'll need to address the validation issue before you can continue entering other information on this screen.

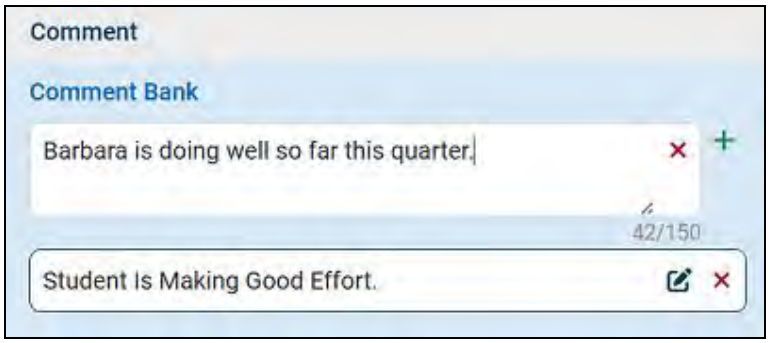


You'll also be prevented from entering both a grade and a grade note (if they're available). Selecting a grade note will automatically clear out any grade you might have entered, and entering a grade will remove any currently selected grade note.

Comments

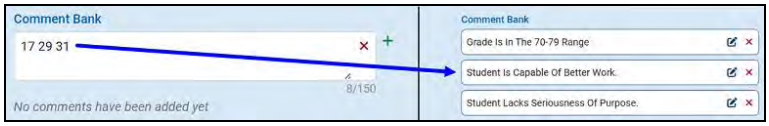
To enter comments, click in the comment box for the student and do one of the following (some options may not be available depending on your district's configuration):

- Type a free-text comment (a character counter will let you know if you reach the maximum allowed length). Press the Enter key to quickly apply the comment to the student. You can also click the Add ➕ button after you've typed your comment to apply it to the student.

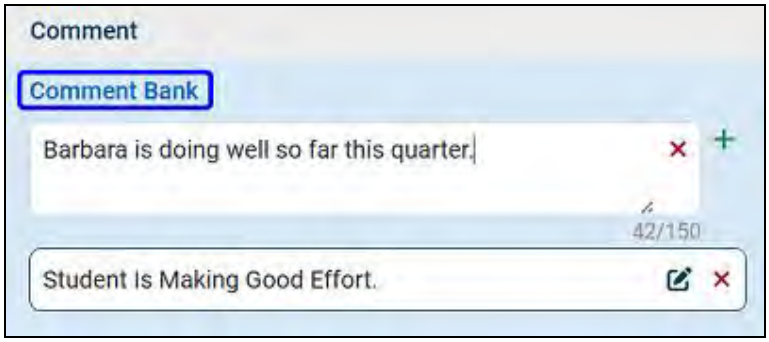


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- Type a comment code (also known as translation codes, this feature allows you to type in one or more numeric values that correspond with specific comment codes in your district's comment bank). Press the Enter key or click the Add button after you've entered your code and SchoolTool will add the corresponding comment for each of the codes you entered. To enter multiple comment codes at once, separate them with spaces or commas.



- Click the blue Comment Bank link and check any comments you wish to add to the student. Refer to the section on **Using the Comment Bank** for additional information.



Keep in mind that the type and number of comments allowed, maximum length of each comment, and availability of comment codes and/or the comment bank are all determined by your district.

To edit a single comment, click the Edit button to the right of the comment, make your changes, and click Save. If you need to remove a single comment, click the Delete ✖ button for that comment.

You can perform all of the above actions for multiple students in a single operation by selecting the checkboxes for one or more rows and then clicking the Actions menu that appears. See the **Actions** section for more information.

Using the Comment Bank

The Comment Bank offers a handy text search field which allows you to quickly locate comments that contain specific text.

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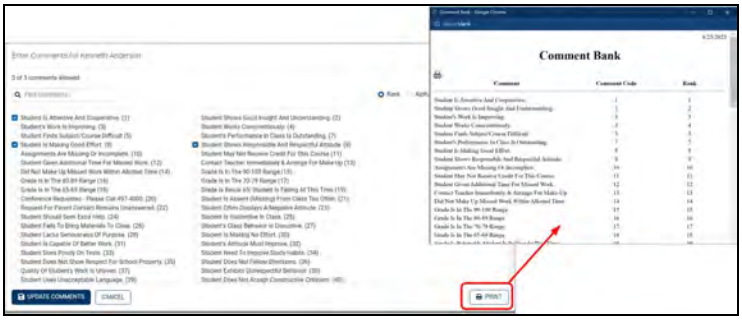
It also includes an indicator showing the number of comments you've currently selected out of the maximum number allowed. Once you reach the maximum, you won't be able to select any more comments for that student.



In the upper right, you can choose whether you'd like to sort the comment bank by comment rank, alphabetically, or based on comment code (sometimes referred to as "translation code").



You can also click the Print button to generate a print-friendly version of the comment bank in case you need a printed copy to keep on hand.



Using the Comment Bank

The Comment Bank offers a handy text search field which allows you to quickly locate comments that contain specific text.

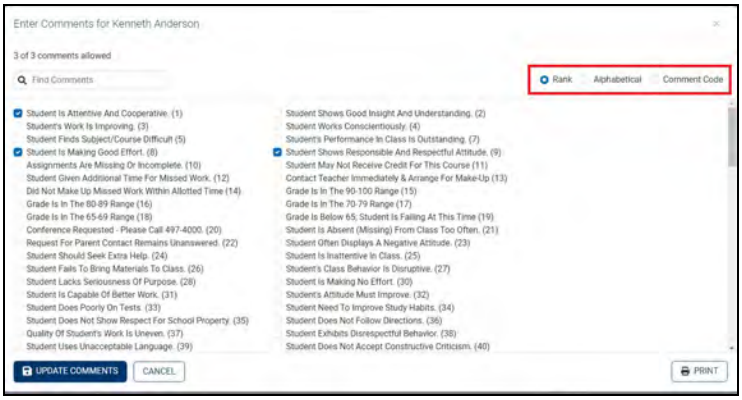


It also includes an indicator showing the number of comments you've currently selected out of the maximum number allowed. Once you reach the maximum, you won't be able to select any more comments for that student.

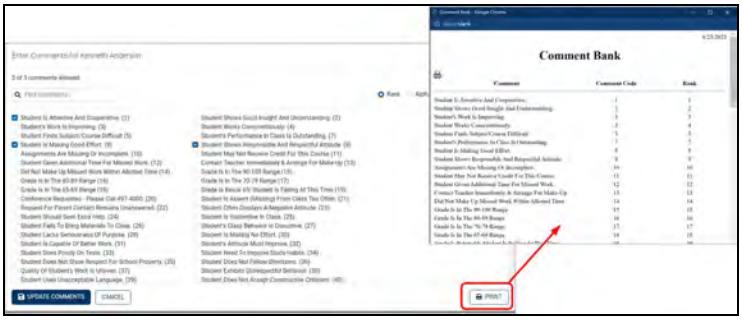


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In the upper right, you can choose whether you'd like to sort the comment bank by comment rank, alphabetically, or based on comment code (sometimes referred to as "translation code").



You can also click the Print button to generate a print-friendly version of the comment bank in case you need a printed copy to keep on hand.

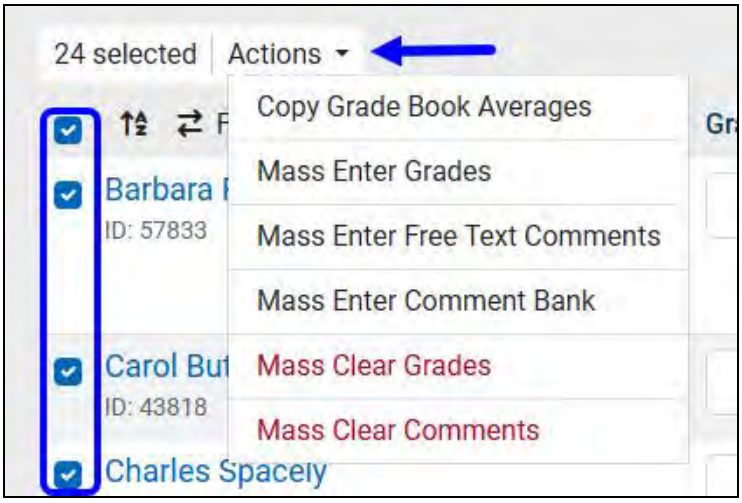


Actions

Note:Copy Grade Book Averages and Mass Enter Grades are only available for progress report intervals that are configured to be graded.

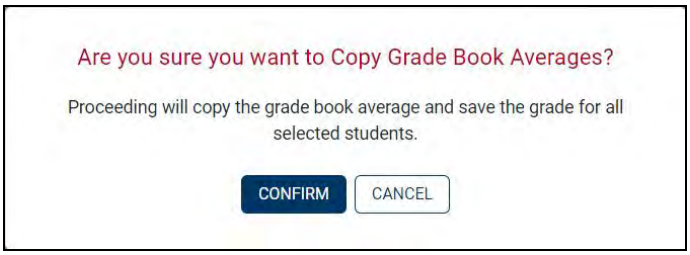
Access several other actions by using the checkboxes to select multiple students or all students. Once you've selected one or more checkboxes, choose the Actions drop-down to make changes to multiple rows in a single operation.

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Available actions include the following options:

- **Copy Grade Book Averages:** Choosing this option will copy the students' grade book averages and insert them as the grade for the chosen grading interval. If the course has more than one grade book defined, this will copy averages from whichever is set up as the default grade book.

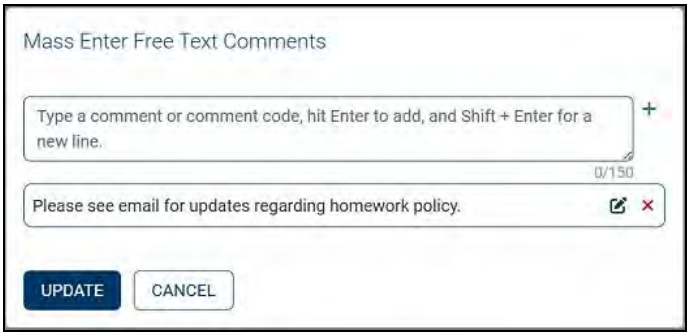


- **Mass Enter Grades:** Allows users to enter the same grade or grade note for selected students.

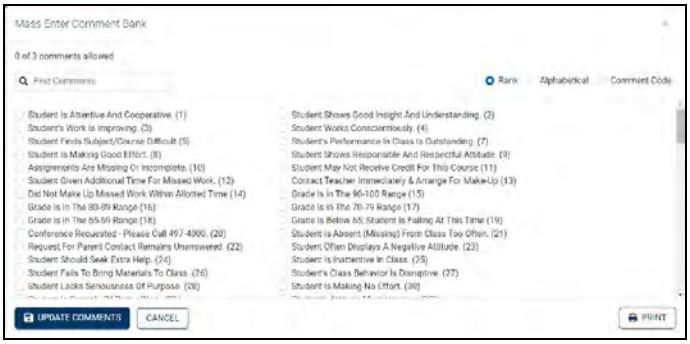


- **Mass Enter Free Text Comments:** Allows users to enter the same free text comment(s) to all selected students (only available if free text comments are enabled).

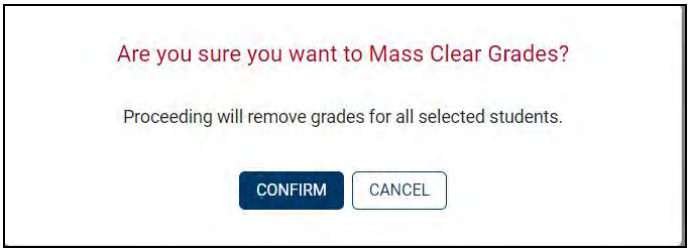
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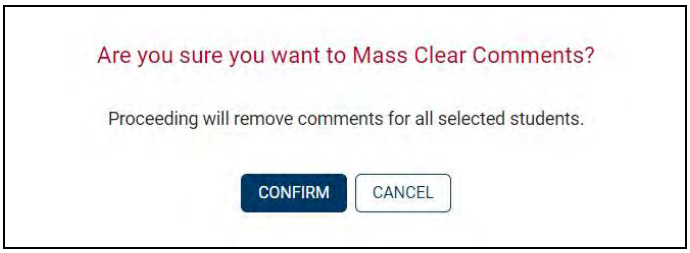
- **Mass Enter Comment Bank:** Allows users to select comments from the Comment Bank and add them to selected students (only available if Comment Bank is enabled).



- **Mass Clear Grades:** Allows users to clear grades and grade notes for selected students.



- **Mass Clear Comments:** Allows users to clear all comments for selected students.



When using the Actions menu to perform batch operations, SchoolTool will automatically save your changes after you complete the operation.

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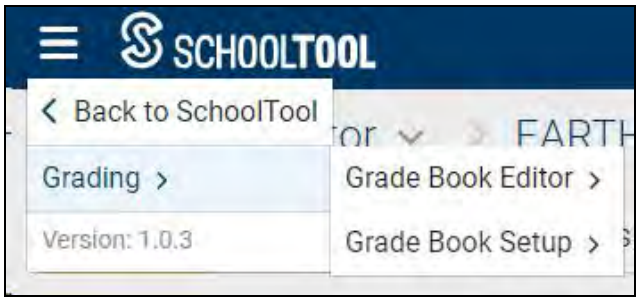
Midterm exam grades are the assessment grades typically given at the half-way point of a course, whether that's a full-year or half-year course.

Note: If the course doesn't have a midterm associated with it in the course catalog, you'll see a message to that effect.

Basic Navigation

On all of the SchoolTool grading screens, there are helpful icons and functionality to be aware of:

- **Main Menu ("Hamburger" Icon) and SchoolTool Logo:**
  - The main menu, also known as the "hamburger" icon, can be used to leave the grading screens and access other class specific areas like the Roster and Seating Chart.

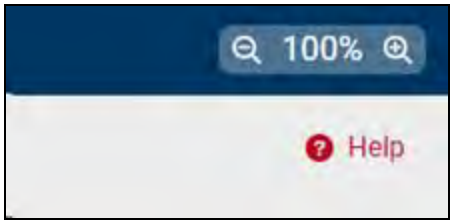


  - **SchoolTool Logo:** Clicking on the SchoolTool logo will redirect you back to Home > My Home > Grades tab for the class you were viewing.



- **Zoom In/Out & Online Help:** The grading screens are equipped with the capability to zoom in or out for better page scaling without the use of your web browser. Online Help is available in the top right of the page through all of your SchoolTool navigation.

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- **Logging Out:** You cannot log out from the grading screens. The only way to log out is to navigate back to SchoolTool (using the main menu or the logo) and then log out from there.

Viewing Student Names and Home Districts

The Student column lists all students in the class. By default, students are sorted alphabetically based on last name. Click on the **Sort** button to change between ascending or descending order.



Student names are displayed in First Name Last Name order, but you can click on the **Toggle Names** button to change this to directory style (Last Name, First Name).



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If you have permission to see student nicknames, you might see that information in parentheses in the Student column.

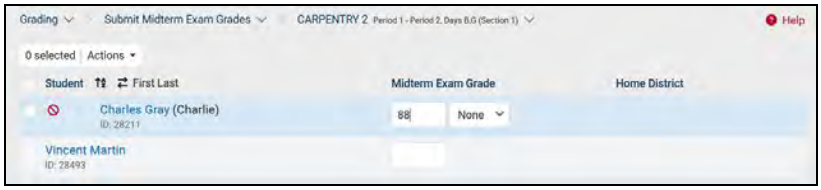


On the far right side of the screen, you might see a column for Home District, depending on your permissions and district configuration. when it's visible, this column will show the current home district for any student that has one assigned.



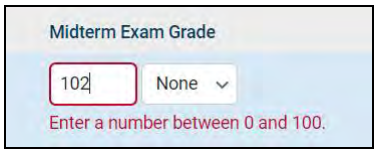
Entering Midterm Exam Grades

To enter midterm grades, begin by clicking anywhere within a student's row to make all fields editable. All changes will autosave. Simply click anywhere outside of the newly edited row or use the Enter key to move down or Shift+Enter to move up. To cancel your changes, use the Cancel button on the left side of the row.



The screen will respect any validation rules for grading scales, so you can only enter numbers in numeric grade fields, and you'll get an error message if you try to save a value that's outside of the grading scale range. You'll need to address the validation issue before you can continue entering other information on this screen.

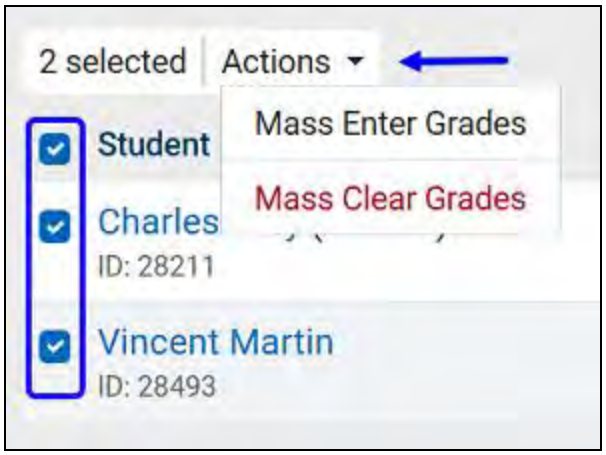
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If your district uses assessment notes, you can select one here if appropriate.

Additional Options: Mass Actions

To adjust midterm grades for multiple students in one action, select the checkboxes for the students you wish to edit, then open the Actions menu.



Available mass actions for midterm exam grades include the following options:

- Mass Enter Grades: Allows users to enter the same grade or grade note for all selected students.
- Mass Clear Grades: Allows users to clear grades and grade notes for all selected students.



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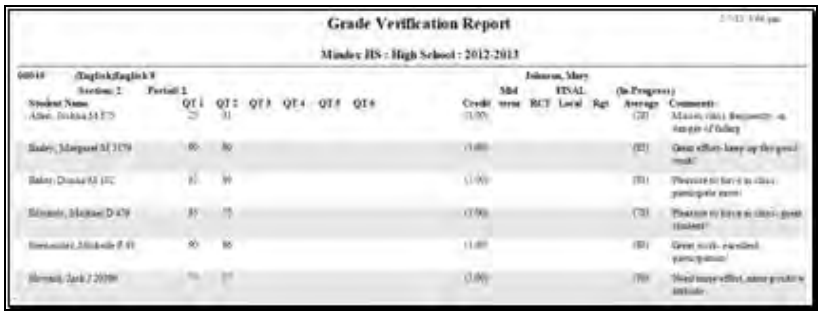
If no checkboxes have been selected, the Actions menu will display a message stating “Make at least one selection to view available actions”. Make at least one selection to see the available actions in the drop-down.

When using the Actions menu to perform batch operations, SchoolTool will automatically save your changes after you complete the operation.

Submit Final Exam Grades (New)

Final exam grades are the assessment grades that appear on student report cards when the course has finished. This may be at the end of a semester for a half-year course, or at the end of the year. While final exam grades may or may not contribute to the student's final course average depending on the district's grading configuration, final exam grades are not final averages.

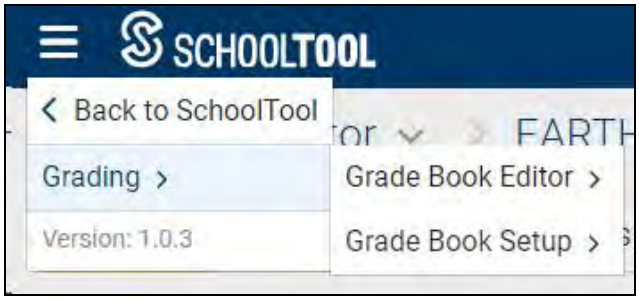
Note: To verify final exam grades, review the Grades Verification report found in the **My Home > Reports** tab.



Basic Navigation

On all of the SchoolTool grading screens, there are helpful icons and functionality to be aware of:

- **Main Menu ("Hamburger" Icon) and SchoolTool Logo:**
    - The main menu, also known as the "hamburger" icon, can be used to leave the grading screens and access other class specific areas like the Roster and Seating Chart.

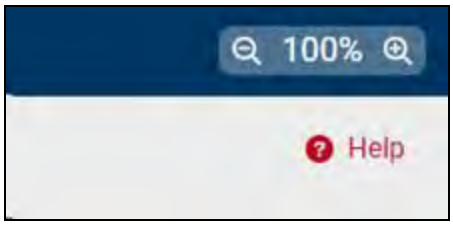


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- **SchoolTool Logo:** Clicking on the SchoolTool logo will redirect you back to Home > My Home > Grades tab for the class you were viewing.

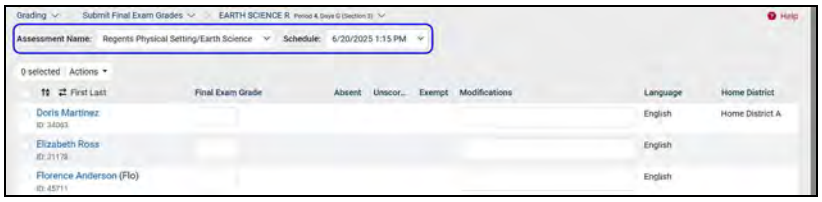


- **Zoom In/Out & Online Help:** The grading screens are equipped with the capability to zoom in or out for better page scaling without the use of your web browser. Online Help is available in the top right of the page through all of your SchoolTool navigation.



- **Logging Out:** You cannot log out from the grading screens. The only way to log out is to navigate back to SchoolTool (using the main menu or the logo) and then log out from there.

To submit final exam grades for a class section, begin by selecting the appropriate assessment and, if necessary, the corresponding assessment date.



The Student column lists all students in the class. By default, students are sorted alphabetically based on last name. Click on the **Sort** button to change between ascending or descending order.

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Student names are displayed in First Name Last Name order, but you can click on the **Toggle Names** ⇄ button to change this to directory style (Last Name, First Name).

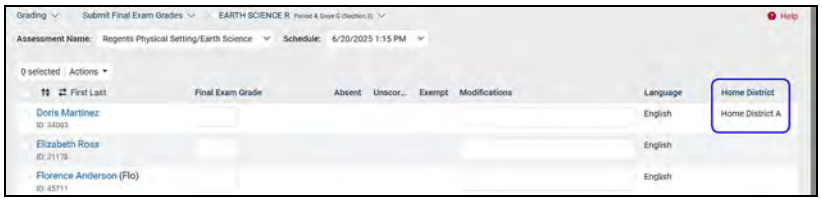


If you have permission to see student nicknames, you might see that information in parentheses in the Student column.



On the far right side of the screen, you might see a column for Home District, depending on your permissions and district configuration. when it's visible, this column will show the current home district for any student that has one assigned.

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Entering Final Exam Grades

To enter assessment grades, begin by clicking anywhere within a student's row to make all fields editable. To enter grades, click in the row you wish to edit and add or update the data as needed. All changes will autosave. Simply click anywhere outside of the newly edited row or use the Enter key to navigate. Press the Enter key to move down or Shift+Enter to move up. To cancel your changes, use the Cancel button on the left side of the row.



Enter the final exam grade (assessment grading scales are defined by your district and can't be changed here). If your district uses assessment notes, you can select one here if appropriate.

If you cannot enter a grade for this student, check the appropriate Attribute option to designate why. Otherwise, leave these checkboxes unchecked.

- Absent – the student was absent on the day the exam was administered.
- Unscorable – the student's exam could not be graded.
- Exempt – the student was exempt from taking the exam (in accordance with state definitions)

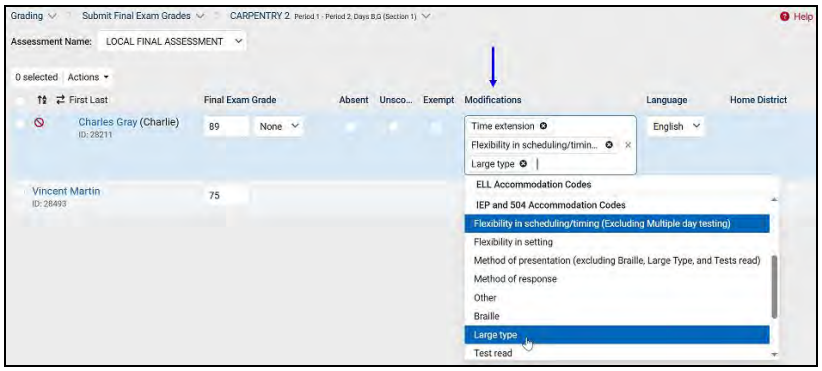
Keep in mind that you can't enter a grade and an attribute for the same student, so checking the box for any attribute will automatically clear out the grade entry field, and entering a grade will remove any checkbox selections for attributes.



If the student is eligible for assessment modifications (such as a translator or device meant to assist with a disability), click in the text field and use the drop-down to locate the appropriate modification(s). Click to select any modifications as needed; you'll see

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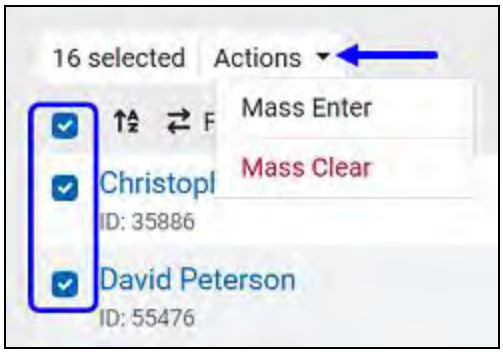
them populate as you select them. To remove a test mod, click on the Delete ✖ button to clear out that individual modification.



By default, SchoolTool assumes that all students have taken the assessment in English. If a student took the assessment in a language other than English, you can change that value here to ensure accurate reporting.

Additional Options: Mass Actions

To adjust final exam grades for multiple students in one action, select the checkboxes for the students you wish to edit, then open the Actions menu.



Available actions for Submit Final Exam Grades include:

- Mass Enter – allows users to enter grades, assessment notes, and attributes for all selected students
- Mass Clear – allows users to clear grades, assessment notes, and attributes for all selected students

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If no checkboxes have been selected, the Actions menu will display a message stating “Make at least one selection to view available actions”. Make at least one selection to see the available actions in the drop-down.

When using the Actions menu to perform batch operations, SchoolTool will automatically save your changes after you complete the operation.

Override Calculated Final Averages (New)

Final course averages are automatically calculated by SchoolTool using formulas configured by the district at the beginning of the school year. These calculations can include submitted marking period grades as well as any final exam grades).

Occasionally, teachers may need to override the automatically calculated average for a student. The Override Calculated Final Averages screen allows teachers to see students' current final course averages and, if needed, to override them with a different value that will then be used to calculate the student's overall GPA and displayed on the student's report card and permanent record.

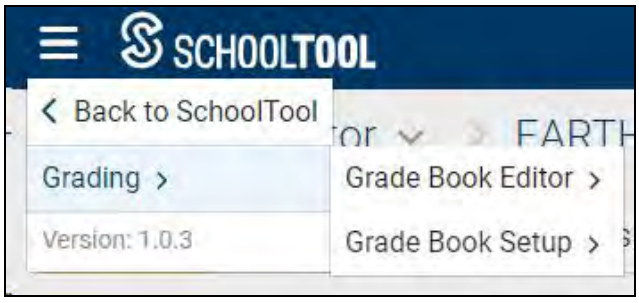
For example, a student might have a grade note for a specific marking period that indicates that the final average should be marked as Incomplete, but SchoolTool has calculated a final grade anyway. The teacher could use the Override screen to remove the pre-calculated grade. The report card would then show a blank in the final average area, denoting that this class was incomplete.

Basic Navigation

On all of the SchoolTool grading screens, there are helpful icons and functionality to be aware of:

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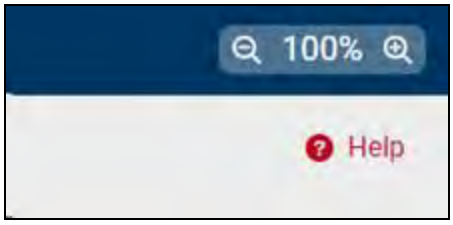
- **Main Menu ("Hamburger" Icon) and SchoolTool Logo:**
    - The main menu, also known as the "hamburger" icon, can be used to leave the grading screens and access other class specific areas like the Roster and Seating Chart.



    - **SchoolTool Logo:** Clicking on the SchoolTool logo will redirect you back to Home > My Home > Grades tab for the class you were viewing.



- **Zoom In/Out & Online Help:** The grading screens are equipped with the capability to zoom in or out for better page scaling without the use of your web browser. Online Help is available in the top right of the page through all of your SchoolTool navigation.



- **Logging Out:** You cannot log out from the grading screens. The only way to log out is to navigate back to SchoolTool (using the main menu or the logo) and then log out from there.

Viewing Student Names and Home Districts

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The Student column lists all students in the class. By default, students are sorted alphabetically based on last name. Click on the **Sort** ↑↓ button to change between ascending or descending order.



Student names are displayed in First Name Last Name order, but you can click on the **Toggle Names** ⇄ button to change this to directory style (Last Name, First Name).



If you have permission to see student nicknames, you might see that information in parentheses in the Student column.



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On the far right side of the screen, you might see a column for Home District, depending on your permissions and district configuration. when it's visible, this column will show the current home district for any student that has one assigned.

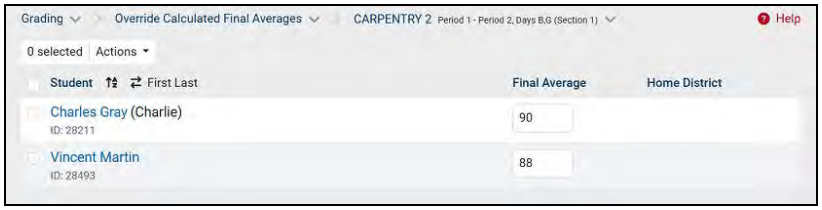


Overriding Final Averages

Note: This process assumes that final marking period (typically quarter 4 or semester 2) grades have been entered and that any final exam grades for the course have been submitted.

Note: This process should only be used at the end of the final grading period for a course (i.e., the end of the first semester for a half-year course, or end of the year for a full-year course). The average override feature should never be used to log or override a marking period grade.

When you first access the Override Calculated Final Averages page, you'll see a list of students in the course along with their current final average values. the Final Average column will show *all* final averages that exist for students on this screen, whether those averages were calculated automatically or have already been overridden.



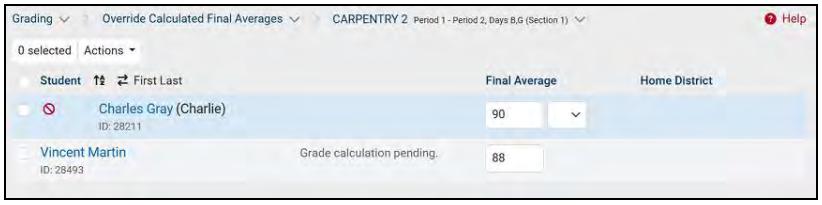
Note that the screen does not indicate which averages have been overridden.

To override a student's final average, begin by clicking anywhere within a student's row to make all fields editable. Enter an appropriate grade (either by entering a numeric value or selecting an alpha grade from a drop-down list, depending on how the course is configured). If available, you can also select a grade note instead of specifying a value, or you can clear out the final average value entirely.

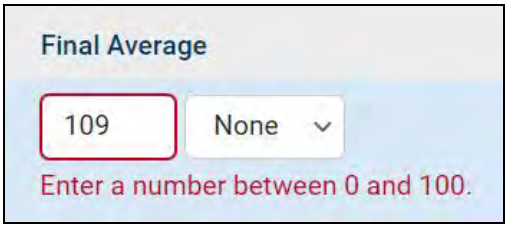
Note: If you wish to remove a grade so that the final average appears blank on the report card, as in the case where the final grade is incomplete, simply remove the numeric grade (do not type a zero) or choose NONE as the alpha grade.

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All changes will autosave. Simply click out of the row to save your work. You can also use your keyboard to navigate between rows by pressing the Enter key to move down or Shift+Enter to move up. To cancel your changes, use the Cancel button on the left side of the row.

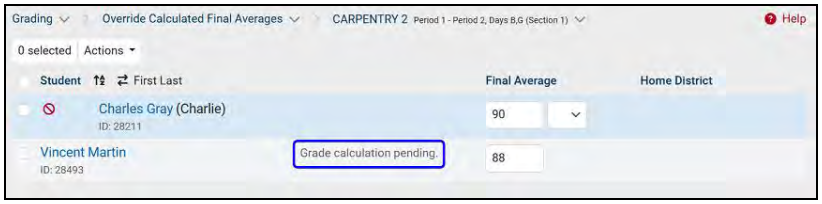


The screen will respect any validation rules for grading scales, so you can only enter numbers in numeric grade fields, and you'll get an error message if you try to save a value that's outside of the grading scale range. You'll need to address the validation issue before you can continue entering other data.



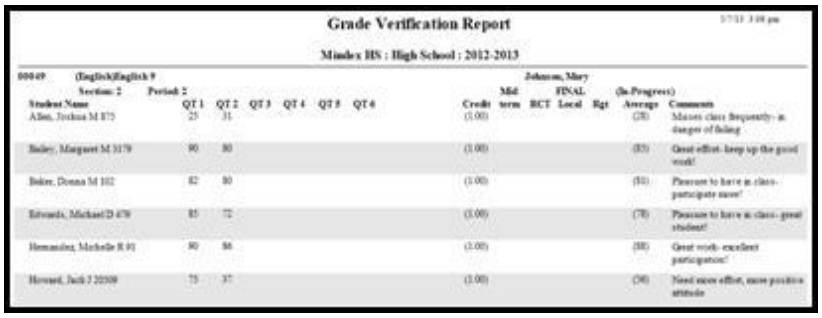
You'll also be prevented from entering both a grade and a grade note (if they're available). Selecting a grade note will automatically clear out any grade you might have entered, and entering a grade will remove any currently selected grade note.

You may see an indication that grade calculations are pending. This means that SchoolTool is processing grades for one or more students in the background. This might be due to changes to students' grade data or may be a result of someone else triggering a recalculation elsewhere in the system. The message will disappear when the calculation job is complete.



Any grade entered in this area will appear on the report card as the student's final grade. To verify final averages, including overrides, run the Grades Verification Report found in your **My Home > Reports** tab for the final marking period.

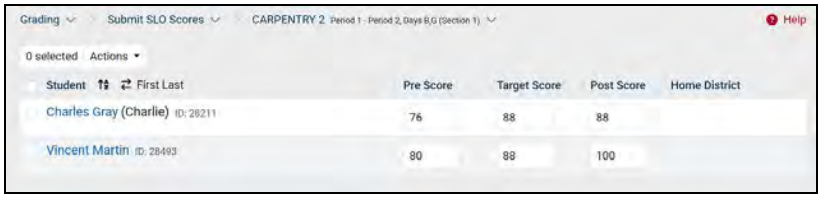
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Submit SLO Scores (New)

The Submit SLO Scores screen allows teachers to submit Pre, Target, and Post scores for SLO assessments for students from within the Grade Book for any course section that has an active SLO.

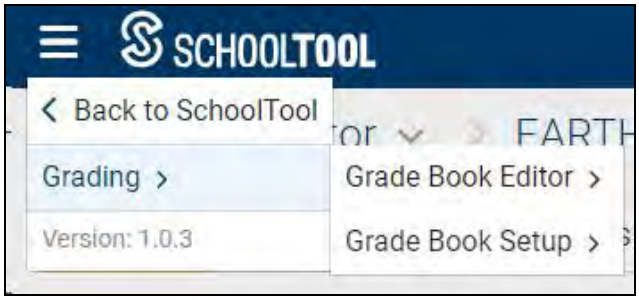
Depending on user permissions, the screen may display in read-only mode, or may include the ability to enter/edit data within each individual score column independently.



Basic Navigation

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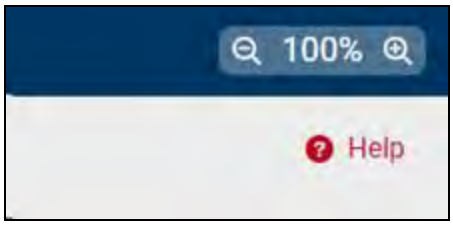


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- **SchoolTool Logo:** Clicking on the SchoolTool logo will redirect you back to Home > My Home > Grades tab for the class you were viewing.



- **Zoom In/Out & Online Help:** The grading screens are equipped with the capability to zoom in or out for better page scaling without the use of your web browser. Online Help is available in the top right of the page through all of your SchoolTool navigation.



- **Logging Out:** You cannot log out from the grading screens. The only way to log out is to navigate back to SchoolTool (using the main menu or the logo) and then log out from there.

Viewing Student Names and Home Districts

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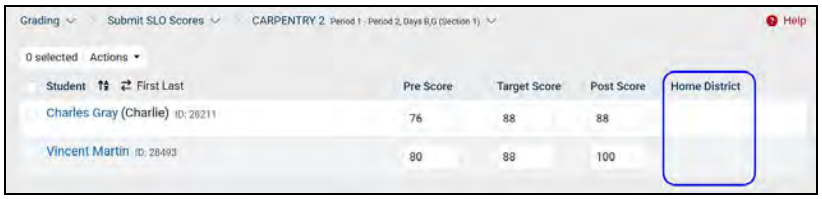
Student names are displayed in First Name Last Name order, but you can click on the **Toggle Names** ⇄ button to change this to directory style (Last Name, First Name).



If you have permission to see student nicknames, you might see that information in parentheses in the Student column.



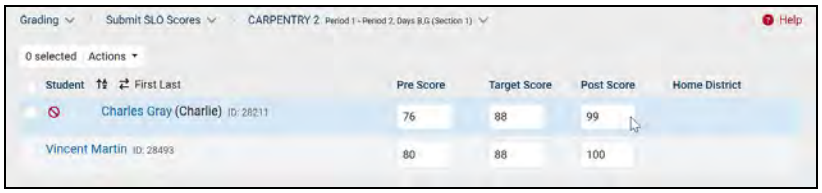
On the far right side of the screen, you might see a column for Home District, depending on your permissions and district configuration. when it's visible, this column will show the current home district for any student that has one assigned.



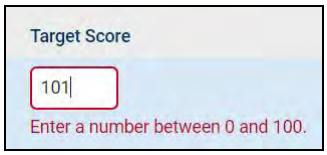
Entering SLO Scores

To enter SLO scores, begin by clicking anywhere within a student's row to make all fields editable. To save, click the Save button on the left or just click out of that row to save your work automatically! You can also use your keyboard to navigate between rows by

pressing the Enter key to move down or Shift+Enter to move up. To cancel your changes, use the Cancel button on the left side of the row.



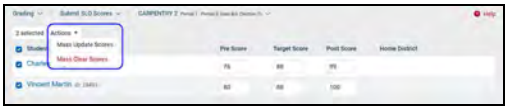
The screen will respect any validation rules for grading scales, so you can only enter numbers in numeric grade fields, and you'll get an error message if you try to save a value that's outside of the grading scale range. You'll need to address the validation issue before you can continue entering other information on this screen.



Additionally, grade notes and/or assessment notes are not available when entering SLO scores.

Additional Options: Mass Actions

In addition to entering SLO scores individually for each student, you can access available "Mass Actions" by expanding the Actions menu dropdown. Once you've selected one or more checkboxes, Mass Update Scores and Mass Clear Scores will be available. This allows you to make changes to multiple rows in a single operation.



Available mass actions for submitting SLO scores include the following options:

- **Mass Update Scores:** Allows users to enter the same SLO score for all selected students. This can be done for one or all of the scoring options: Pre Score, Target Score, and Post Score.
- **Mass Clear Scores:** Allows users to clear SLO scores for all selected students.

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If no checkboxes have been selected, the Actions menu will display a message stating “Make at least one selection to view available actions”. Make at least one selection to see the available actions in the drop-down.

When using the Actions menu to perform batch operations, SchoolTool will automatically save your changes after you complete the operation.

Submit User Defined Assessments (UDA) (New)

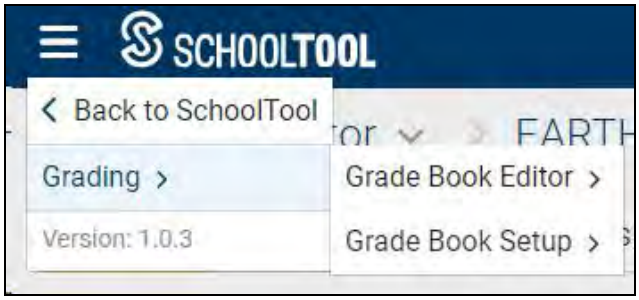
The Submit User Defined Assessments area allows teachers to submit User Defined Assessment (UDA) data for students on their rosters. User Defined Assessments, or UDAs, are district-created assessment records that can be created to track a wide variety of data and/or assessment scores.

Basic Navigation

On all of the SchoolTool grading screens, there are helpful icons and functionality to be aware of:

- **Main Menu ("Hamburger" Icon) and SchoolTool Logo:**
  - The main menu, also known as the "hamburger" icon, can be used to leave the grading screens and access other class specific areas like the Roster and Seating Chart.

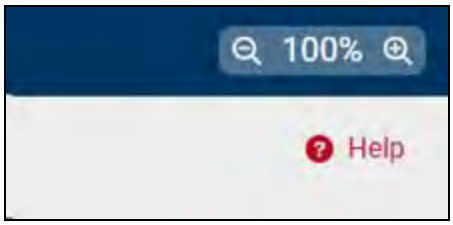
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- **SchoolTool Logo:** Clicking on the SchoolTool logo will redirect you back to Home > My Home > Grades tab for the class you were viewing.



- **Zoom In/Out & Online Help:** The grading screens are equipped with the capability to zoom in or out for better page scaling without the use of your web browser. Online Help is available in the top right of the page through all of your SchoolTool navigation.



- **Logging Out:** You cannot log out from the grading screens. The only way to log out is to navigate back to SchoolTool (using the main menu or the logo) and then log out from there.

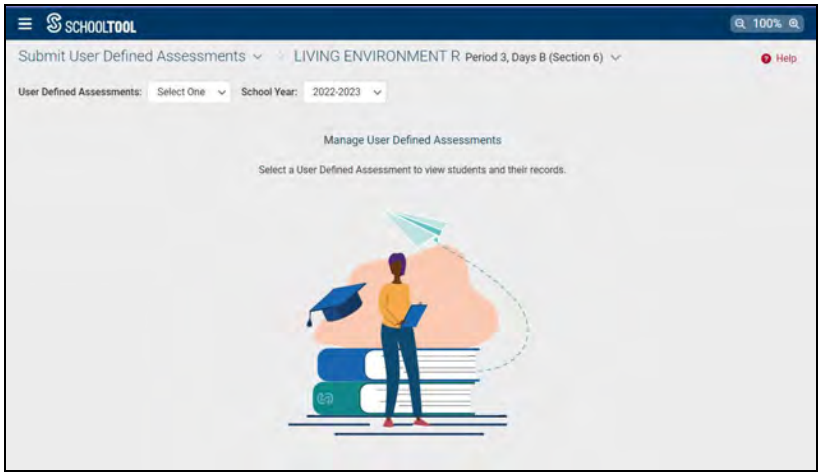
Click the Class drop-down to switch between your current classes.



Once the screen loads, an empty state is displayed until you've selected a User Defined Assessment from the drop-down. The School Year will default to the current school

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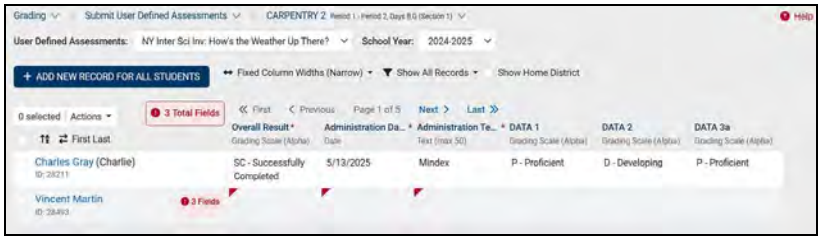
year.



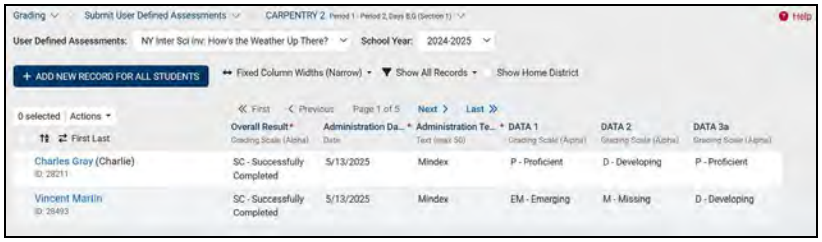
Entering User Defined Assessment Data

To begin, select the User Defined Assessment and school year for which you wish to submit data. The page will refresh with a list of students in the class and columns for each UDA field.

The options available at the top of the screen control how information displays on the page. The columns can either have *Fixed Column Widths (Narrow), Fixed Column Widths (Wide), or Fit Column Names*.

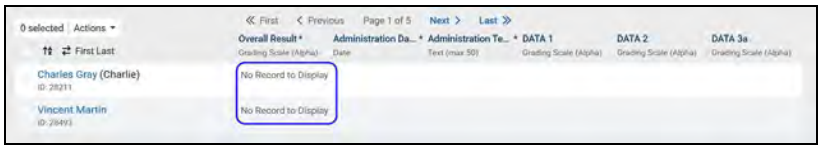


If students already have records for this UDA, you'll see that information here. Each row represents a single UDA record; students can have any number of records for each UDA.



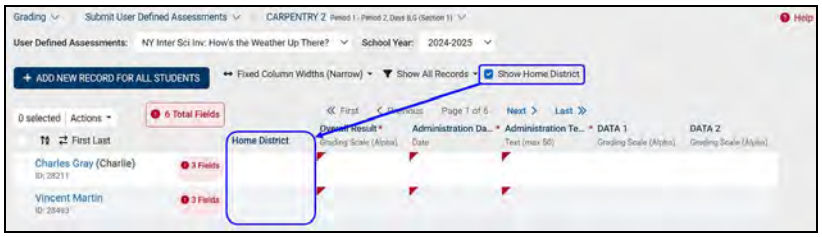
If a student has no records for the UDA, you'll see a message to that effect instead.

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The records filter can be set to *Show Most Recently Added Records* or to *Show All Records*. Note that "Most Recently Added" is defined as the record that was added last, not the record that was edited last.

If the *Show Home District* box is checked, an additional column will display with Home District information.



Depending on the number of available columns and the column widths, there may be paging options available. Use the buttons to view either the previous or next page from where you are or to go to the first or last set of columns.

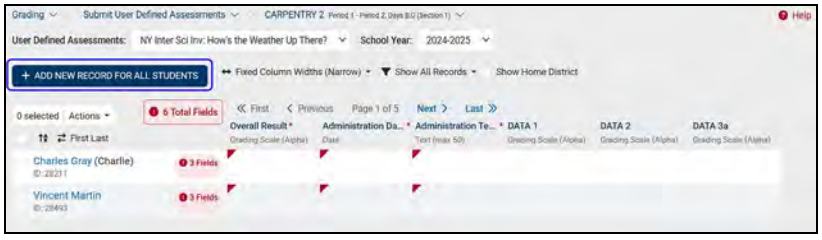
Each column will show additional information below the column name detailing which type of value the column accepts. If a column is required, a red asterisk will display.

Student names can be organized by Last name A-Z or Z-A or be shown in First Name Last Name format or Last Name, First Name format.

Use the “Show Inactive Students” checkbox to submit UDA data for students who are no longer in that course but were at some point during the school year. This includes students who dropped, withdrew, or switched from the course.

Adding New Records

Click the "Add New Record for All Students" button. A confirmation message will display saying "Records Added" and the screen will show editable rows for all students.



Note: The new Submit UDA screen allows users to save partially completed records. This means that a UDA record might be created for a student even if some of the

required fields haven't been completed. This is new functionality that is only available in the new Submit UDA screen and *not* in the legacy version of this screen.

If there are required fields in the UDA, the top left will show the total number of required fields that still need to be entered. Each student will have an indicator showing how many required fields are still incomplete for that UDA record.

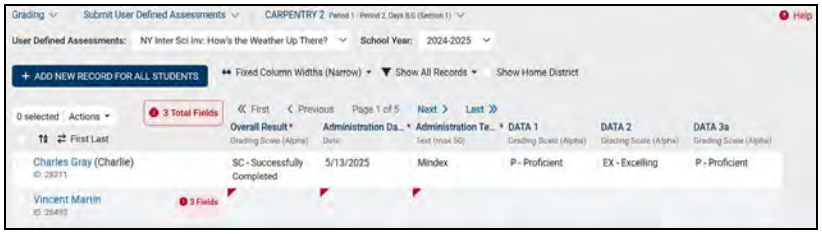
For any fields that are required, the top left corner of each cell will show a red triangle indicator.

Editing Records

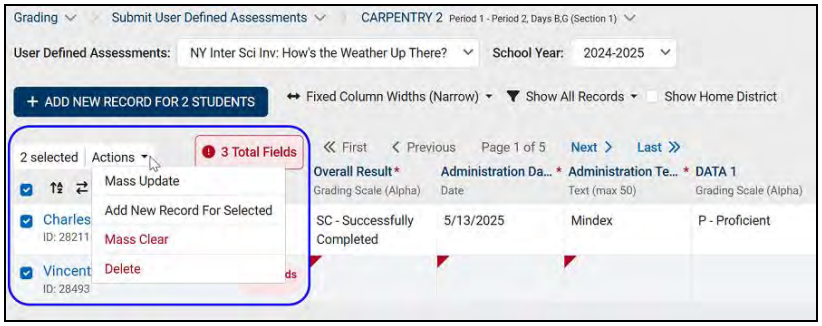
On this screen, any information entered for students will automatically be saved. Click in any field to begin. Use tab to navigate to other columns, and Shift + Tab to navigate to previous columns. Press Enter to navigate down to other students within the same column.

To edit any field, click in the box that corresponds to the student and the column you would like to edit. The options available will vary depending on the type of value accepted by the field. If a value is entered that is outside of the range of accepted values, it will not be saved and a message will display stating "Value not saved. Value must be between __ and __."

You'll see a red triangle indicator in the top left for empty required fields. When you edit a value in one of these cells, the triangle will go away once you navigate out of that cell and the value will be saved. The required indicator for the student and badge at the left will also update automatically.

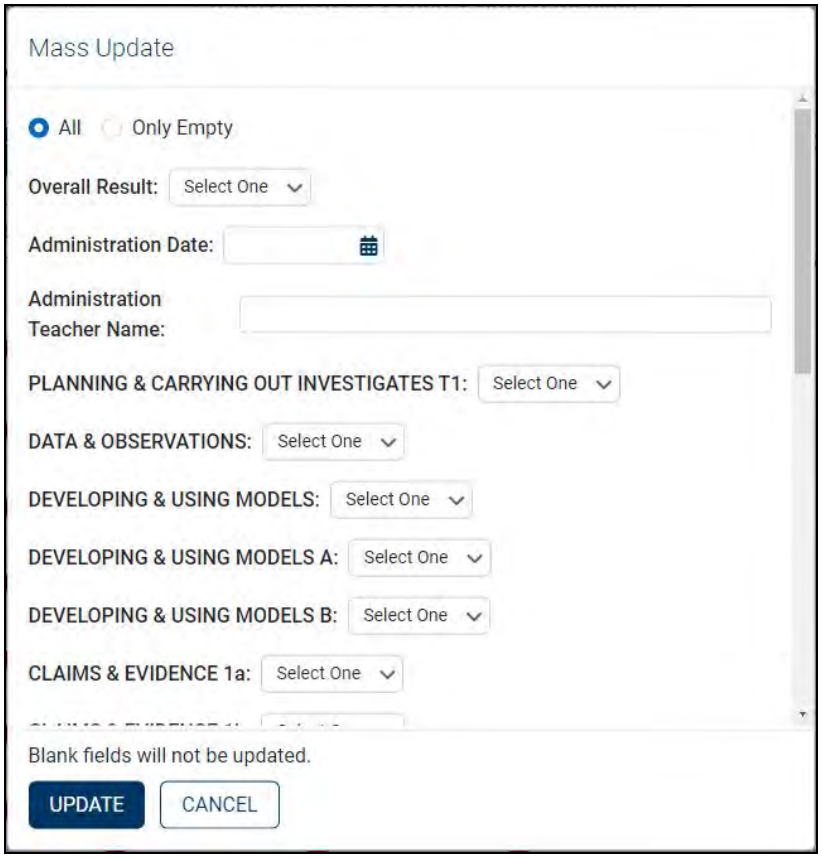


To update any column with the same data for multiple students, click the checkbox next to the student names or click the checkbox at the top of all student names to Select All.

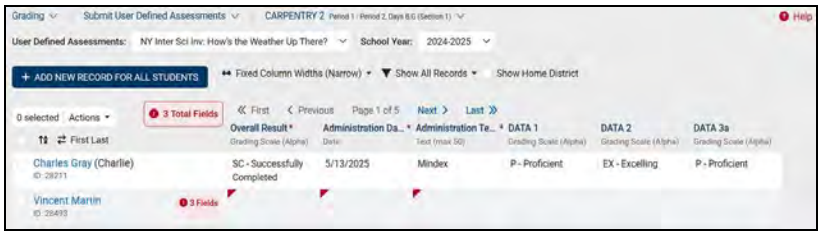


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From the Actions drop-down, choose Mass Update.



Choose whether to use the entered values for all fields or only empty ones. Enter the desired values then click **Update**.

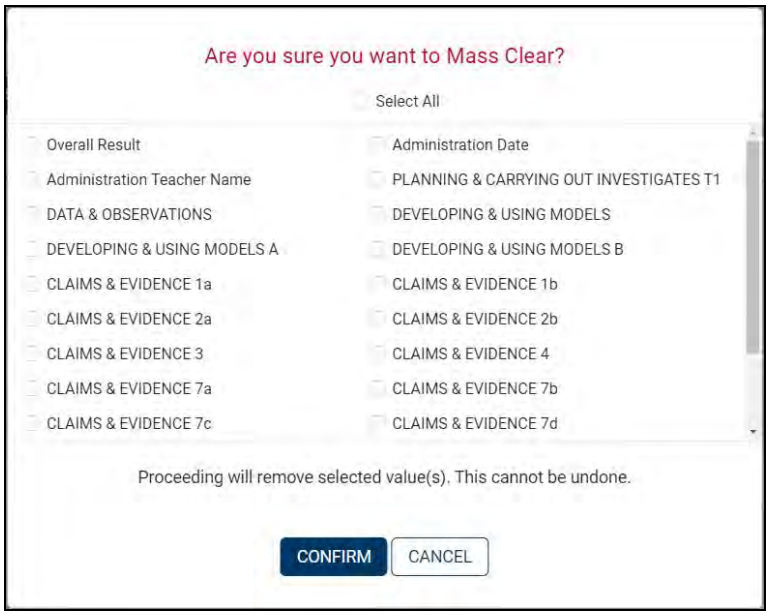


The other available Mass Actions are as follows:

- **Add New Record for Selected**: Add a new editable row for all selected students.
- **Mass Clear**: Clear all data from selected rows.

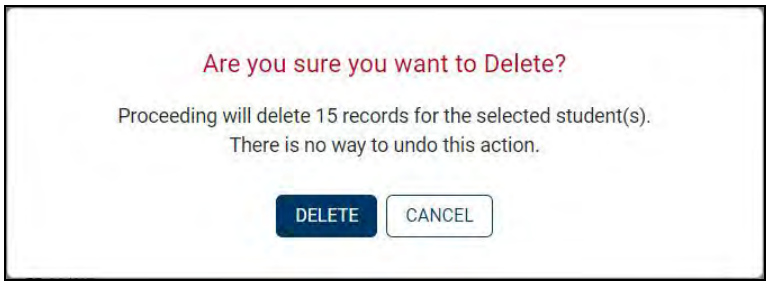
  After choosing this option a pop up will appear where you can choose the specific columns being cleared out or Select All. There is no Undo for this.

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- **Delete**: Delete selected rows.

  There is no Undo for this.



Submit Work-Based Learning Hours

The Submit Work-Based Learning Hours screen allows teachers to submit hours for students on their rosters and manage category/location information from a single screen within the grading area.



Note that this screen is associated with the same data that is available from within the Hours tab on a student record, and users with appropriate permissions can manage this data from either location depending on their preference.

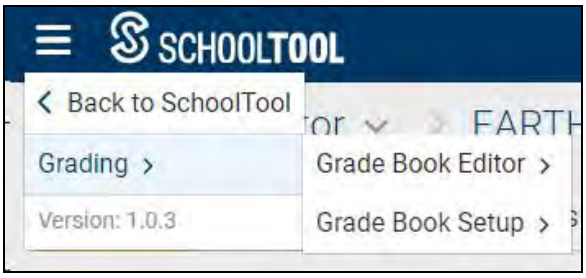
Accessing the Work-Based Learning Hours Screen

Access to this screen is granted through permission(s). If you are unable to see this option in the grade book, work with your SchoolTool liaison to ensure you have the appropriate permission(s).

- **Basic Navigation**

  On all of the SchoolTool grading screens, there are helpful icons and functionality to be aware of:

  - **Main Menu ("Hamburger" Icon) and SchoolTool Logo:**
    - The main menu, also known as the "hamburger" icon, can be used to leave the grading screens and access other class specific areas like the Roster and Seating Chart.

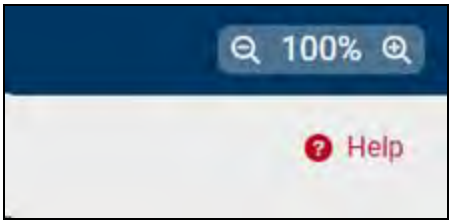


    - **SchoolTool Logo:** Clicking on the SchoolTool logo will redirect you back to Home > My Home > Grades tab for the class you were viewing.



  - **Zoom In/Out & Online Help:** The grading screens are equipped with the capability to zoom in or out for better page scaling without the use of your web browser. Online Help is available in the top right of the page through all of your SchoolTool navigation.

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- **Logging Out:** You cannot log out from the grading screens. The only way to log out is to navigate back to SchoolTool (using the main menu or the logo) and then log out from there.

- **Viewing Student Names and Home Districts**

  The Student column lists all students in the class. By default, students are sorted alphabetically based on last name. Click on the **Sort** ↑↓ button to change between ascending or descending order.



  Student names are displayed in First Name Last Name order, but you can click on the **Toggle Names** ⇄ button to change this to directory style (Last Name, First Name).

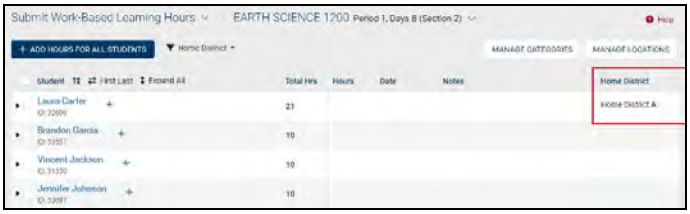


  If you have permission to see student nicknames, you might see that information in parentheses in the Student column.

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On the far right side of the screen, you might see a column for Home District, depending on your permissions and district configuration. When it's visible, this column will show the current home district for any student that has one assigned.



Adding, Editing, or Deleting Hours

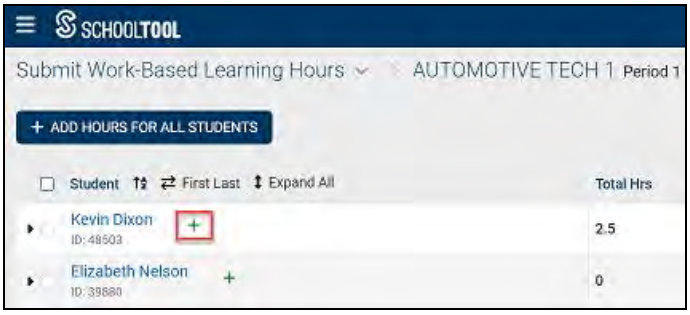
Anyone with the necessary permissions can add, edit, and delete hours regardless of marking period lock date, unlock date, publish date, or the class meeting pattern. This means that hours can still be entered for a class section even after the class is no longer in session.

Adding Hours

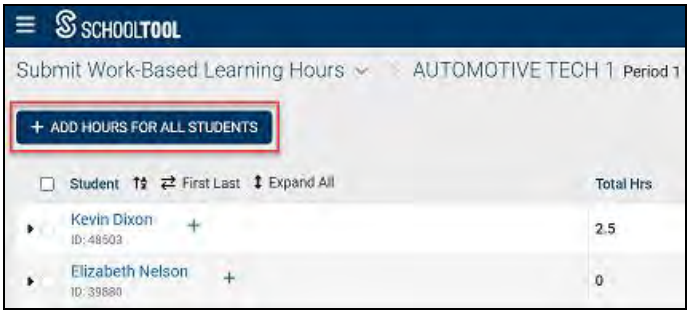
Entering hours on the new Submit Work-Based Learning Hours screen can be done in three ways: for individual students, for all students, or for a specific group of students.

- Click the green ✚ Add icon to the right of a student name to begin entering hours.

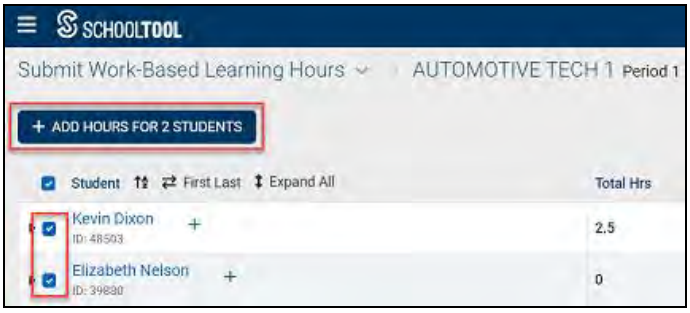
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- To add hours for all students in one operation, click the **+ Add Hours For All Students** button in the upper-left hand corner of the screen.



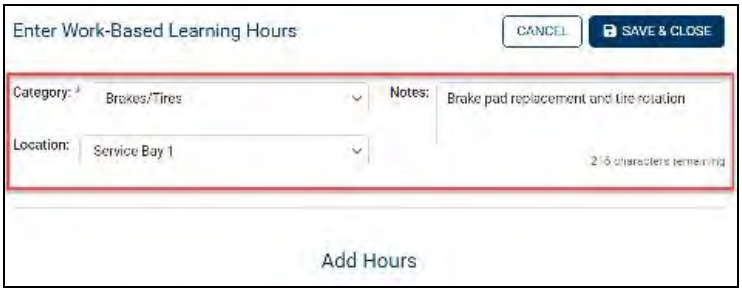
- To add hours for a specific group of students, select them using the checkboxes to the left of each name, and then click the blue **+ Add Hours For X Students** button in the upper-left hand corner of the screen. The wording on the button will change to reflect the number of students that have been selected.



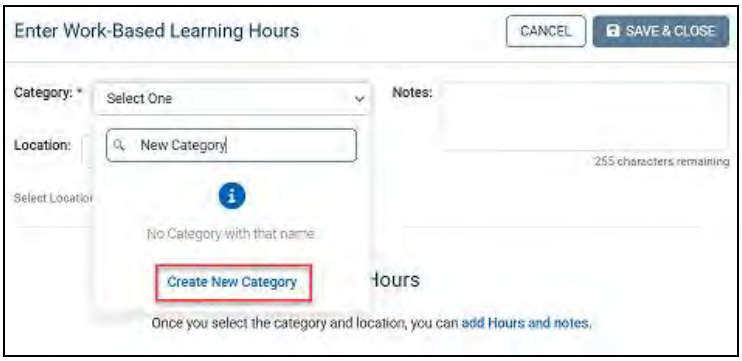
Whichever method is chosen, the prompts for entering hours will be the same.

Use the drawer that slides out from the right side of the screen to select a category. You can also enter a location and notes here, but only the category is required. The notes entered here are general notes related to the overall category/location entry.

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To quickly locate a category, begin typing the first few letters. If you have permissions to edit categories and you've typed a category name that does not currently exist, you will be presented with the option to **Create New Category**.

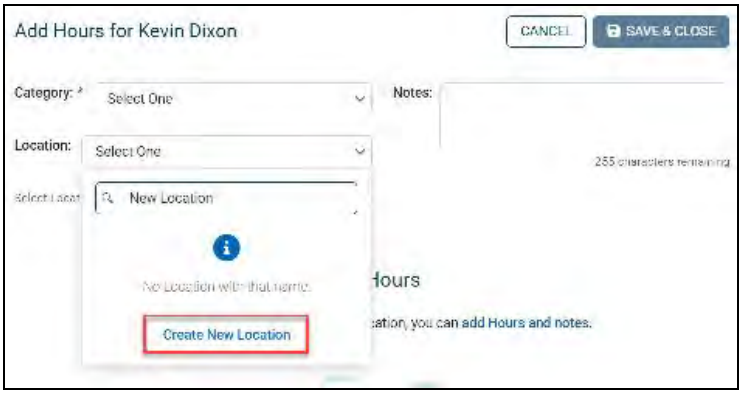


After entering the new category name and clicking the **Save** button, the new category will be populated in the Category Name drop-down and will be available for use throughout the district.



The same functionality exists for locations. If you have permissions to edit locations and you've typed a location name that does not currently exist, you will be presented with the option to **Create New Location**.

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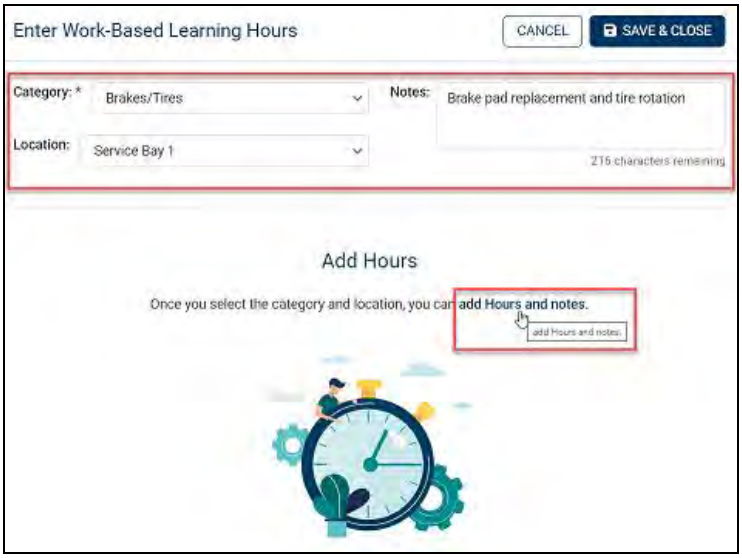


Enter the name of the location and any other details. The name is the only required piece. Once saved, the location will populate into the "Location Name" drop-down and be available for use throughout the district.



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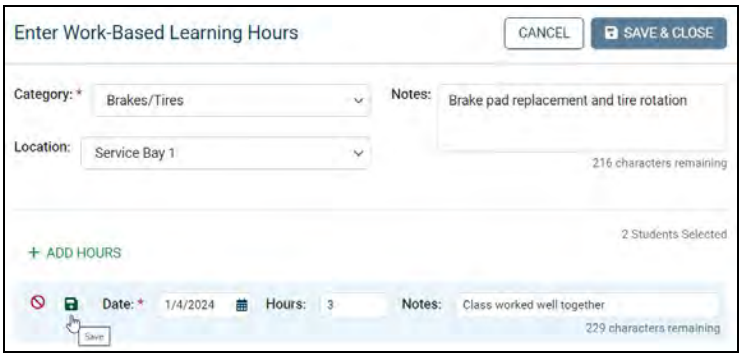
Next, choose the **add Hours and notes** option from the lower section.



Here, enter the specific details for the category and/or location selected including the date, number of hours, and any applicable notes. The notes entered here are specific to the date entry.

Click the Save icon to the left to add the hours. Additional dates can be added using the + ADD HOURS button if desired.

Once all dates and hours are entered, click the **Save & Close** button in the upper right.



Viewing and Editing Hours

Viewing and editing hours is easy with the new Submit Work-Based Learning Hours screen. Expand student rows individually or in batch to view all hours recorded for each student.

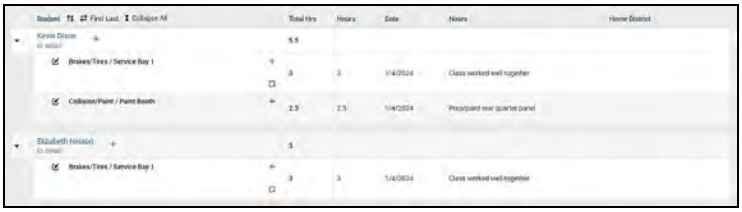
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Individually, use the ▼ Arrow icon to the left of a student's name to expand or hide their respective hours and categories.

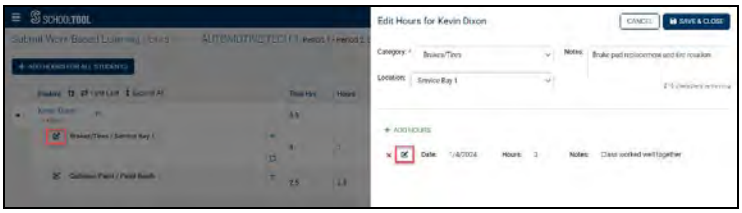
Additionally, click the blue Note icon to view the overall notes for the category and/or location.



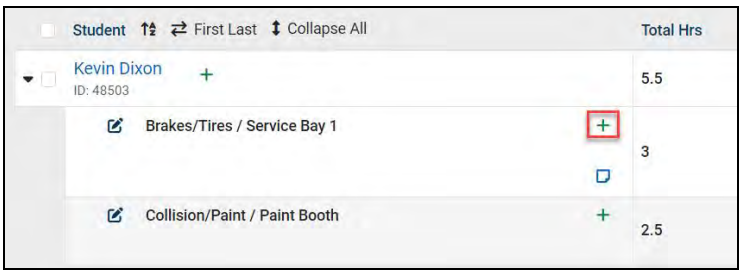
To view the hours in each category for all students, click on the **↕Expand All** icon above the student roster, and all rows for each student will expand to display the hour entries.



To edit the hours listed, click the Edit icon to the left of any entry to see the same drawer used when adding entries. From here, make any adjustments needed.

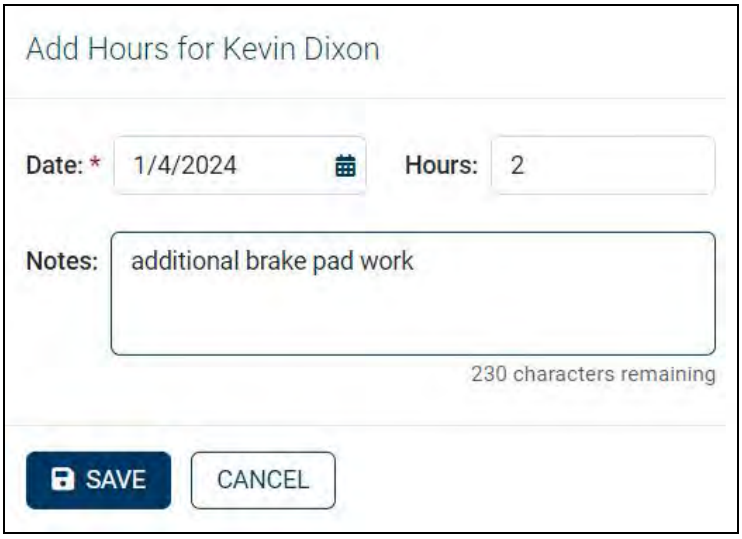


To quickly add an additional hour entry to a specific category, click the ✚ Add icon to the right of the category name.



A pop-up will appear allowing you to create an additional entry for the chosen category.

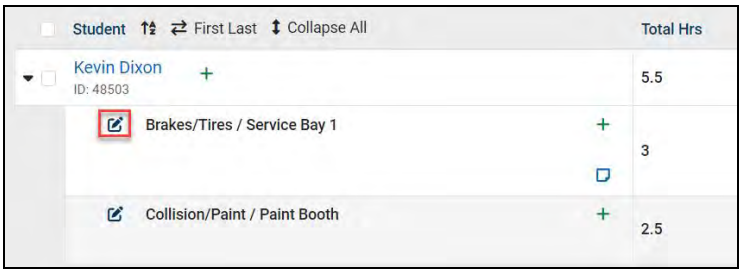
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To minimize or hide the hours for all students, simply click the **↕Collapse All** icon to return to the original screen.

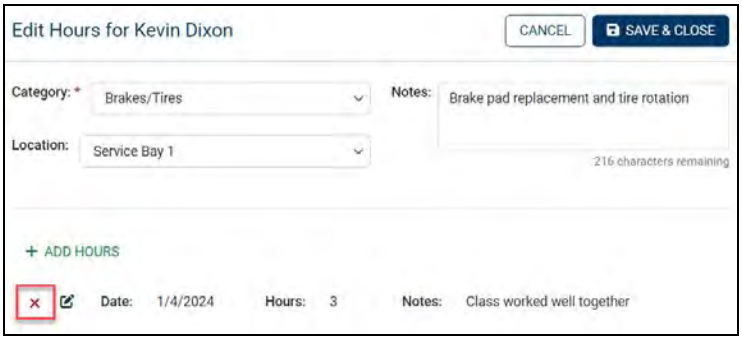
Deleting Hours

Hours can only be deleted for one student's category/location combination at a time. To delete, expand the hours for the desired student. From here, use the Edit icon to the left of an individual category/location to view all hours that have been entered for that category/location.

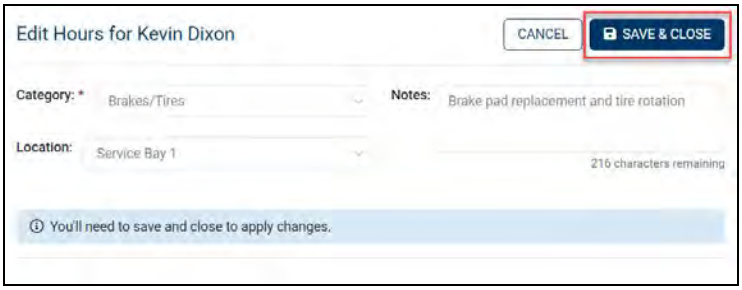


Use the drawer that slides out on the right side of the screen to review all entries. To delete an entry, simply click on the ✖ Delete icon to the left of the entry.

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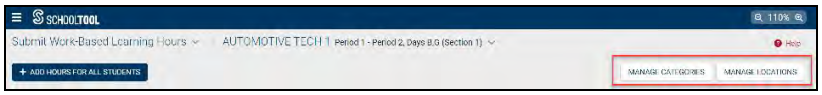


Next, click the **Save & Close** button in the upper-right hand corner of the screen to confirm these changes, or click **Cancel** if the wrong hours were deleted and the action should not be saved.



Managing Categories and Locations

Categories and locations can be managed here or on the student record depending on permissions.



Manage Categories

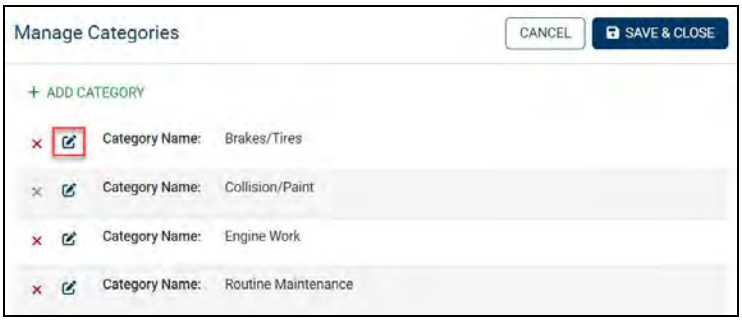
Use the **Manage Categories** button in the upper-right hand corner of the screen to add, edit, or delete individual categories that hours can be entered for.

Categories are created by clicking the green + ADD CATEGORY button, entering a category name, and clicking the green Save icon to the left of the text field.

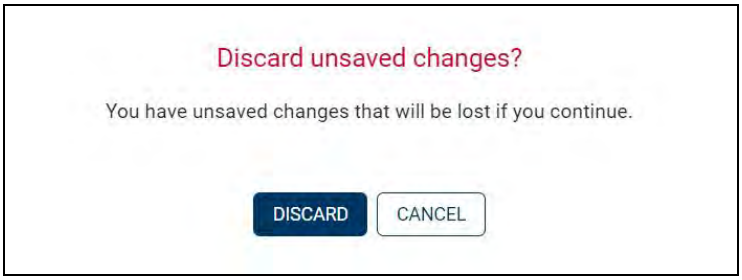


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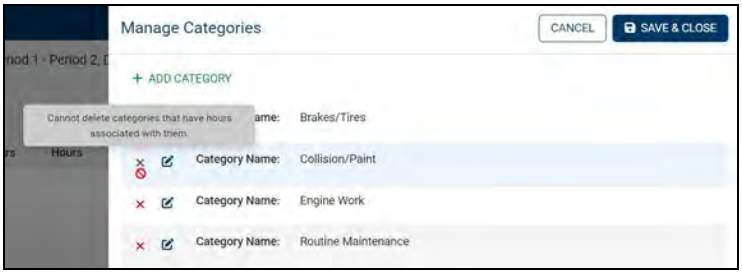
Once you've saved a category, you'll see an Edit icon and a ✖ Delete icon to the left. Use the Edit icon to adjust the name as desired and the ✖ Delete icon to delete the category. Once any desired changes are made, click the **Save & Close** button to save any changes.



If you click **Cancel** instead, a pop-up will appear reminding you that there are unsaved changes. From here, you can choose to **Discard** which will exit you from the screen or **Cancel** which will return you to the previous area so you can save your changes.



Note: Categories that have hours associated with them cannot be deleted.



Manage Locations

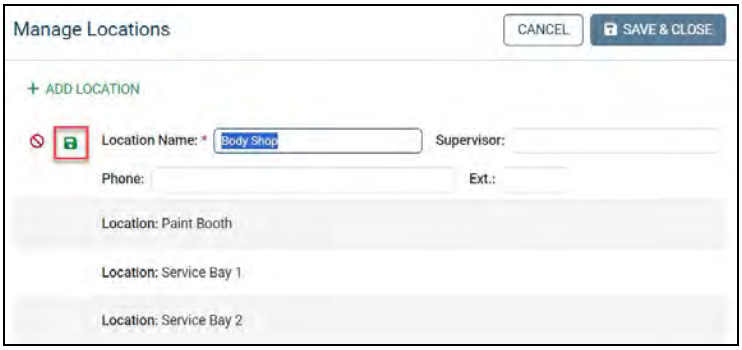
Use the **Manage Locations** button in the upper-right hand corner of the screen to add, edit, or delete individual locations that correspond to categories and are used when entering hours.

To create a location, click the green ✚ADD LOCATION button, enter a location name, and click the green 🖫 Save icon to the left of the text field.

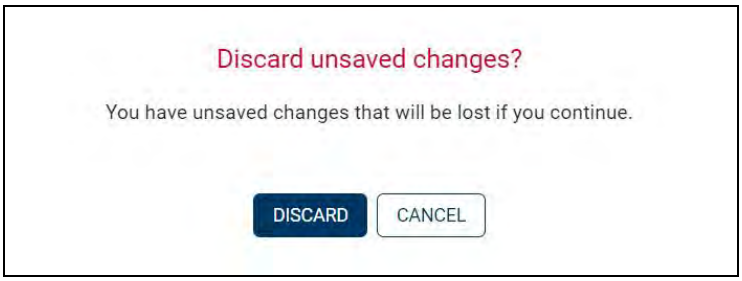
Additional fields for Supervisor, Phone, and Extension are available, but only the name of the location is required.



Once you've saved a location, you'll see an 🖉 Edit icon and a ✖ Delete icon to the left. Use the 🖉 Edit icon to adjust the name and other details as desired and the ✖ Delete icon to delete the location. Once any desired changes are made, click the 🖫 **Save & Close** button to save any changes.

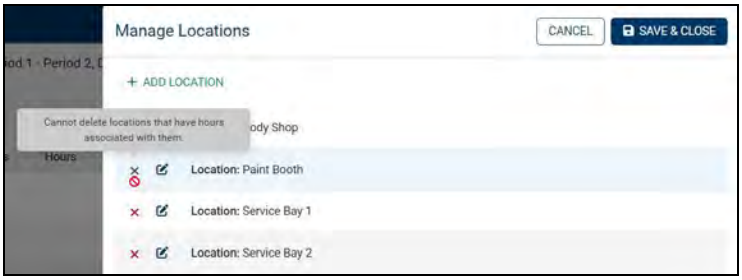


If you click **Cancel** instead, a pop-up will appear reminding you that there are unsaved changes. From here, you can choose to **Discard** which will exit you from the screen or **Cancel** which will return you to the previous area so you can save your changes.



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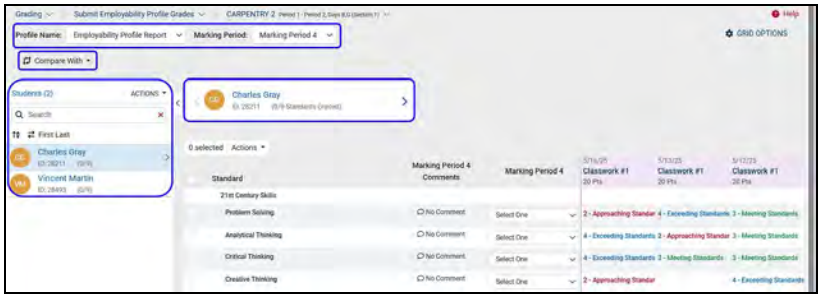
Note: Locations that have hours associated with them cannot be deleted.



Submit Employability Profile Grades

Submit Screen Overview

After navigating to the Submit Employability Profile Grades screen, the screen will show drop-downs for Profile Name and Marking Period. The Marking Period drop-down will default to the currently open marking period. If there are multiple Employability Profiles associated with the course, choose the appropriate one from the Profile Name drop-down. The "Compare With" filter can be used to show Employability Profile grades submitted in a prior marking period.

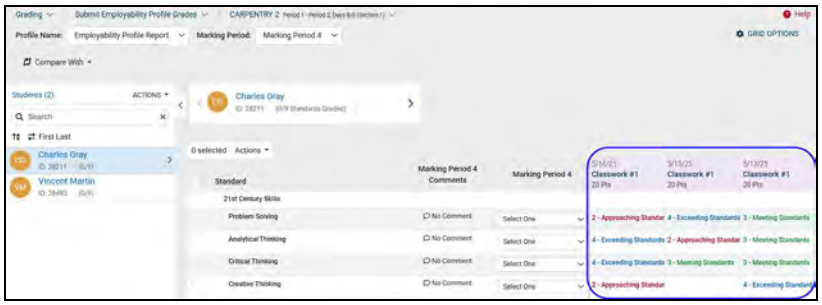


The student flyout to the left of the screen shows the list of students in the class section. Additionally the student ID and number of graded standards out of total standards will be visible. The first student in the list is selected by default. When a student is selected, the name will be highlighted in blue.

Assignment Grid

The assignment grid is visible on the right side of the screen if any assignments have been tied to standards in the grade book editor. You will only see assignments that have scored standards. If the grade book editor is not in use, the assignment grid will not display.

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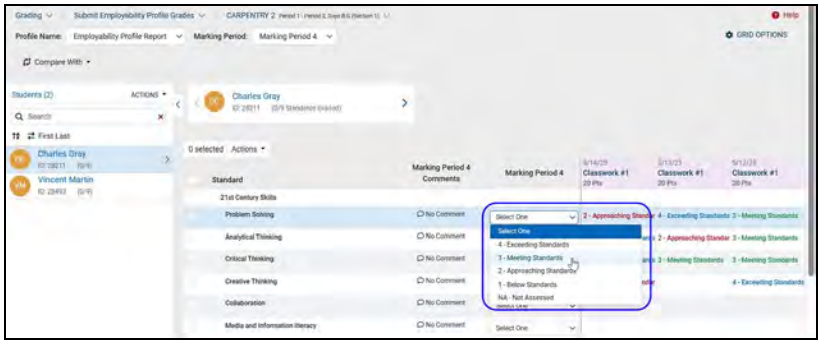
Grid Options

Click the **Grid Options** button in the top right to access customization for this screen. You can choose whether to show the student ID and inactive students. The fit options allow customization of the assignment grid.



Submitting Grades

Click in the cell corresponding to the standard you want to grade for the current marking period to enter grades.



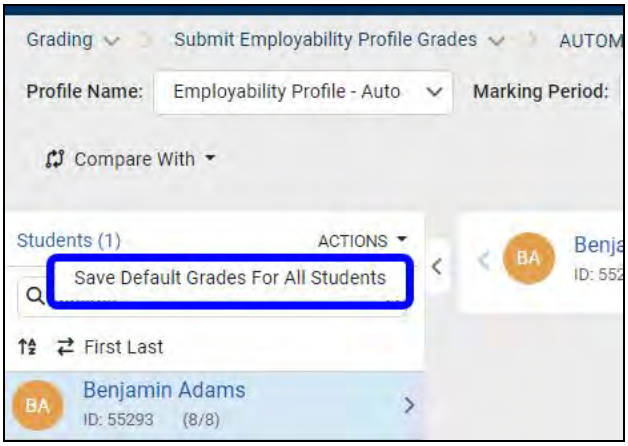
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Note: Only Active standard (course topic) trees will be displayed on the submit screen. To check whether a standard tree is active, edit the appropriate Employability Profile in **Maintenance > Counseling > Employability Profile/CDOS**.

Student Flyout Actions

Save Default Grades for All Students

Default grades can be saved for Employability Profile standards using alpha grading scales for all students in a given marking period. This option is available by selecting "Save Default Grades for All Students" in the Actions menu found on the student flyout.



Once this has been selected, you can choose to save default grades for "Only Ungraded" or "All" students and also review the number of students selected before confirming this action.

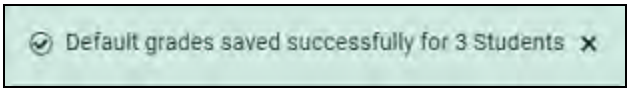


A confirmation message will appear once the standard grades have been updated.

Note: Only Alpha grading scales can have a default selected. If no default grade has been selected in the grading scale, the confirmation message will appear and show 0 for the number of students saved. To review the grading scale selections, access **Maintenance > Grading >**

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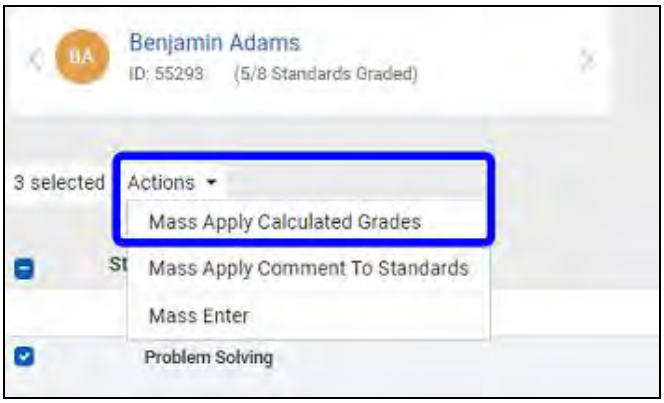
Grading Scale and click Edit for the appropriate Alpha grading scale.



Standard Actions

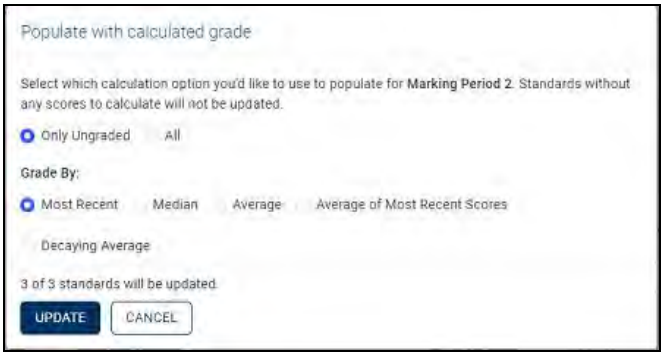
Mass Apply Calculated Grades

Using the Actions menu found after selecting standards, you can choose "Mass Apply Calculated Grades" to populate grades based off of standard scores on existing assignments.



Once this option has been selected, you can choose to update grades for "Only Ungraded" or "All" students. You may also have the ability to select a "Grade by" option based on selections that have been defined in **Maintenance > Grading > Building School Level Options**.

"Grade by" options include: Most Recent, Median, Average, Average of Most Recent Scores, and Decaying Average.



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Most Recent

The marking period grade will be calculated based on the most recent standard score. This will be determined by the date of the scored assignments. If there is more than one assignment record on the most recent date, the average of those assignments will be used as the standard score.

Average

Calculating the overall average grade for the marking period follows the same method used in the grade book editor when applying a calculated score. This grade will be comprised of the average score within each category. Then, if there are multiple categories, SchoolTool will consider the weights of each category to determine the overall recommended grade for the marking period.

For example, the image below highlights the assignment scores that will be averaged to determine a final marking period score for the Comparing standard.



Assuming that there is no category weighting applied to the scores highlighted above, the Comparing standard marking period average calculation would be as follows:

- [3 + 3 + 2 + 1] ÷ 4 = 2.5

This score would then be converted to match the marking period input grading scale.

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Median

When using the Median method, SchoolTool will follow the same logic as the Average. However, the calculation will follow a median function. The overall score will be the central number found in the provided data set. If the number of assignments being graded is even, an average of the two midpoint numbers will be calculated.



In the image above, the calculation would be derived from 4 assignments that received the follow standard scores:

- 3, 3, 2, 1

In this case the median would result in an overall score of 2.5.

Average of Most Recent Scores

For this method, the number of scores to be included in the marking period calculation must first be set in **Maintenance > Grading > Building Level School Options**.



Once designated, the calculation will follow the same method as Average calculations but *only* include the specified number of entries. When using this approach, weights will *not* be taken into consideration.

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For example, if a building were to configure the average of most recent scores calculation to include 3 score entries, the following assignments would be averaged:



If there are multiple assignments reported on one due date, all of the assignments from that date will be included in the calculation. When this occurs, the number of most recent scores included in the calculation will likely increase.

The table below shows an example sample of student assignments and scores.

Assignment	Test 1	Quiz 1	Test 2	Quiz 2	Test 3
Date	10/17/24	10/10/24	10/3/24	10/3/24	10/1/24
Standard Score	4	3	2	1	4

Although the configured assignment count is 3, in this example 4 assignments will be pulled into the equation. This is because the last assignment has other assignments due on the same date (10/3/24). As a result, SchoolTool will average 4 assignments using the following equation:

- [4 + 3 + 2 + 1] ÷ 4
- 10 ÷ 4 = 2.5

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Decaying Average

The decaying average method is calculated to show student progress. The more recent assignment scores will be weighted heavier than the assignments with older dates to showcase student growth. As a result, this grading approach will *not* take standard weights (configured during the assignment setup) into account. Using this option, the number of assignments that contains scores for the standard being calculated will drive the weighting.

Let's explore an example. In this scenario, there are five assignments with scores for a given standard. The assignments and scores entered in the grade book editor are shown in the table below:

Assignment	Test 1	Quiz 1	Test 2	Quiz 2	Test 3
Date	10/17/24	10/10/24	10/3/24	10/3/24	10/1/24
Standard Score	4	3	2	1	4

These five assignment scores will then be ranked from most recent to last. This ranking will coincide with the weight prescribed to them for the calculation. The highest weight will be applied to the most recent score, and the lowest weight will be applied to the oldest score.

If there are multiple assignments with the same due date, the order ranking provided will be the average order for the assignments that occur on the same date (seen in gray). The weight is determined using the equation, Weight = (# of scores - order +1).

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Date	Score	Order	Weight	Weighted Score
10/17/24	4	1	5 - 1 + 1 = 5	4 × 5 = 20
10/10/24	3	2	5 - 2 + 1 = 4	3 × 4 = 12
10/3/24	2	3.5	5 - 3.5 + 2 = 2.5	2 × 2.5 = 5
10/3/24	1	3.5	5 - 3.5 + 2 = 2.5	1 × 2.5 = 2.5
10/1/24	4	5	5 - 5 + 1 = 1	4 × 1 = 4
		Total	15	43.5
		Calculated Score	43.5 ÷ 15 = 2.9	

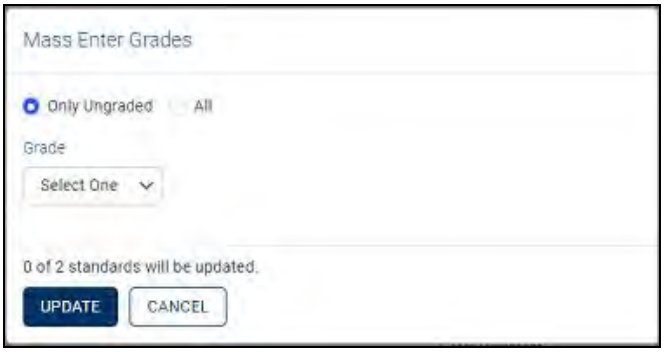
Mass Enter

Grades can be mass applied to multiple standards with only a few clicks! This option is available by clicking the Actions menu available after selecting standards and choosing "Mass Enter".

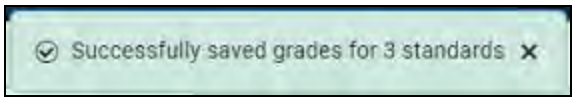
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A pop-up will appear where you can choose to apply the grade to "Only Ungraded" or "All" students and enter the desired grade or select it from a drop-down.



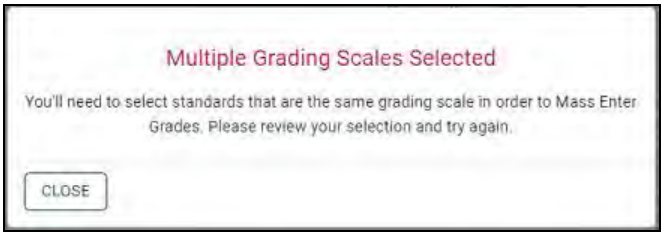
A confirmation will appear at the top of the page when grades have been successfully saved.



Note: The selected standards must be using the same grading scale to use this feature. For example, selected standards using a 0-4 grading scale can be updated in the same action. Standards using different grading scales, such as a 0-4 grading scale and a 0-10 grading scale, cannot be updated in the same action because the grading scales do not match.

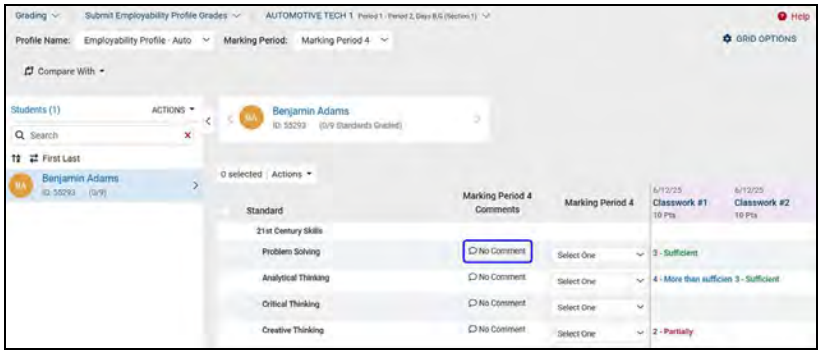
A warning message will appear if standards with different grading scales have been selected.

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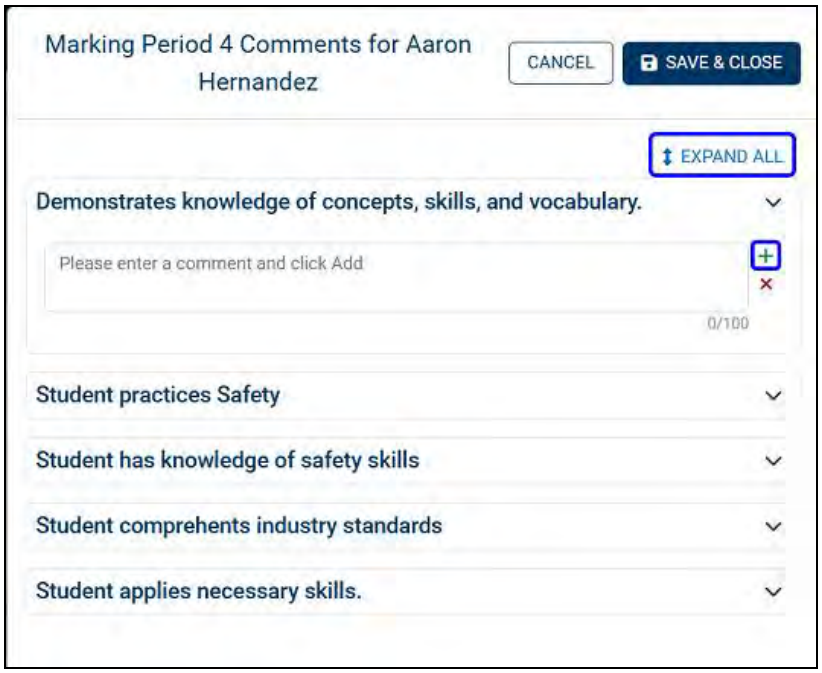
Submitting Comments

If comments are enabled, click the comment indicator in the current marking period comment column to open the drawer where comments can be entered.

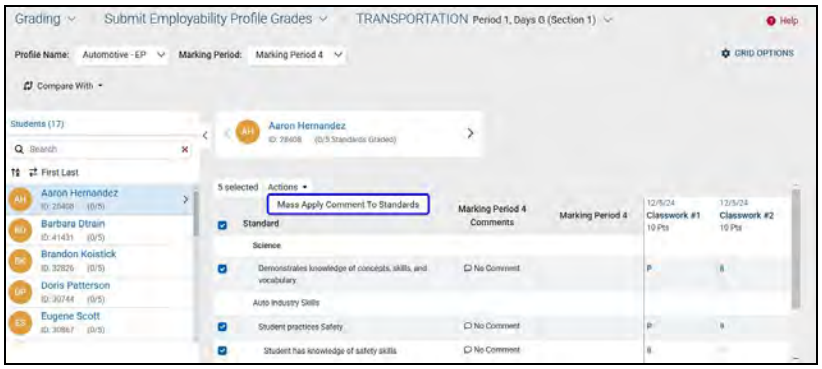


Enter the free text comment and click the Add button. You can use the **Expand All** button to continue entering comments for other standards. Click the **Save & Close** button when complete.

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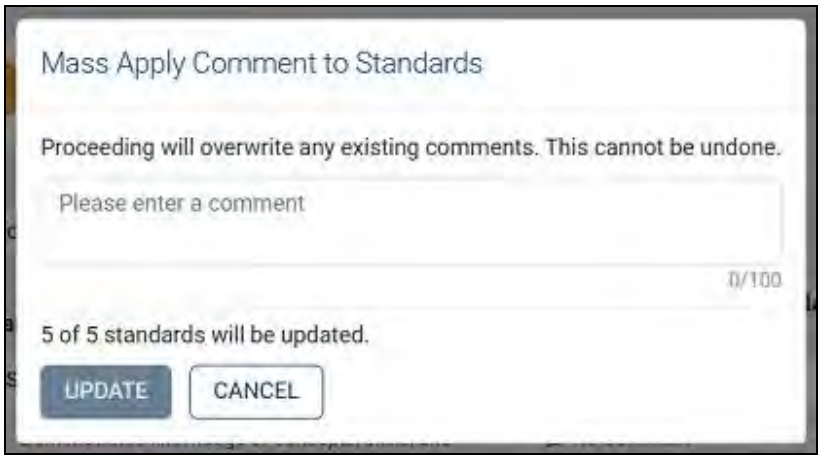


If desired, the same comment may be added to selected standards by using the checkboxes to the left of the standards. After checking the desired standards, click the Actions drop-down and choose "Mass Apply Comment to Standards".

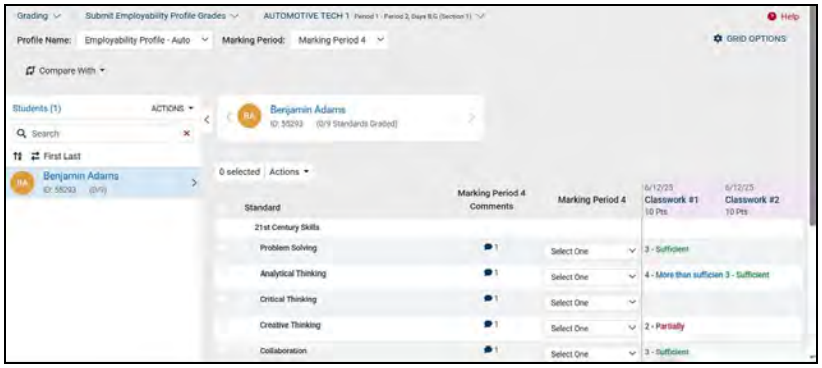


In the Mass Apply Comment to Standards pop-up, enter the comment that should be applied to the selected standards, then click the blue **Update** button.

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Once a comment is entered, the comment indicator is shaded dark blue.



Grade Book Setup

When a user navigates to a course's Grades tab (or selects the Grade Book icon from the Classes tab), they will be directed to that course's grade book. If no grade books have been set up for that course, the user will be directed to the Grade Book Setup view instead, where they may set up a new grade book.

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Because grade books are specific to each class, teachers will use their My Home course list to select a class, and then build a grade book unique to that class. The grade book will need to be set up for each class before any of the grading tasks can be performed.

There are six (6) parts to creating a new grade book. The suggested work flow is to follow this process for each grade book, repeating it as often as necessary until all grade books have been completed.

- Part 1: Create the grade book name. This is typically "subject + year + grade (G#) + period (P#)."
- Part 2: Select the Averaging Method for this grade book (points or percentage).
- Part 3: Add and configure categories (i.e. exams, homework, take-home projects, extra credit, etc), and, if appropriate, category weights. At least one category is required in order to use the grade book.
- Part 4: Add attributes (teachers' notes for receiving credit or no credit, or attributes with modifiers that adjust assignment grades) to the grade book. Attributes are optional.
- Part 5: Add scales (different forms of grading scales) to the grade book. Scales are optional and used more in elementary grades.
- Part 6: Start adding assignments (individual tests, homework assignments, projects, etc) to the grade book and link them to appropriate categories and marking periods.

  Note: Certain grade book options, such as subjects, attributes, skill sets, or other grading features, may or may not be available depending on your district's settings.

Creating a New Grade Book

A new grade book may be created from scratch or imported from a previous year.

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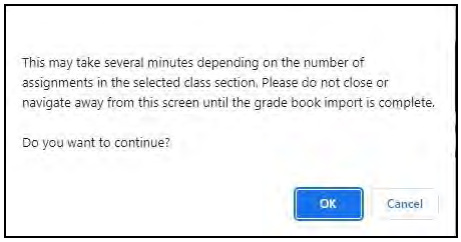
1. To create a grade book from scratch, enter the name for the new grade book and click the Add ✚button to proceed to the *Grade Book Setup for Existing Grade Books*.

   Note: Each grade book should have a unique name. A suggested naming strategy is: subject + year + grade (G#) + period (P#)). For example, “Spanish-07/08-G7-P3” or “EngComp-07/08-G10-P4-S1.”

2. To use an existing grade book as a template, select the appropriate year from the first drop-down menu. The second drop-down menu will show a list of all courses with grade books for the selected year. When a course section is selected from this list, the import feature will import data from all grade books that exist for that section.
   A. Once a course has been selected, the import options will be available. Use the radio buttons to select whether to import only that grade book’s categories, or to import the individual assignments as well.
      i. If “Categories Only” is selected, categories, attributes, and scales will be imported from all grade books in the selected course section. If the weights of all imported categories do not add up to 100%, the new grade book will automatically be set to use unweighted categories.
      ii. If “Categories and Assignments” is selected, all assignments in any grade book that exists for the selected section will be imported in addition to any categories, attributes, and scales. All assignment dates and marking periods will be converted to correspond to the current course’s marking periods.
3. Enter a name for the new grade book and click the Add ✚button to begin the import.

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Note: If importing using the “Categories and Assignments” option, a warning message will appear to remind the user that it may take some time to import a large number of assignments. Click OK and do not close the window or navigate away from this screen until import is complete.



4. Once the import has completed, the user will be directed to the Grade Book Setup screen. To proceed, follow the steps for *Grade Book Setup for Existing Grade Books*.

Selecting the Grade Book Averaging Method

Once a grade book has been created, the Grade Book Setup screen will show the settings for the selected course’s active grade book. The top section of the screen shows the Averaging Method for that grade book and the default grade book for that course:



Averaging Method:

The Averaging Method drop-down allows users to set the method used to calculate averages for each grade book. The two options are Points and Percent. If the Points value is selected, averages will be based on the total number of points achieved out of the total number possible. If the Percent value is selected, averages will be based on the averages divided by the number of assignments.

Points averaging example with 3 assignments:

- Assignment #1 50/100 = 50% for assignment
- Assignment #2 20/40 = 50% for assignment
- Assignment #3 100/100 = 100% for assignment
- Point average = (50+20+100) / (100+40+100) = 170/240 = 70.83%

Percent averaging example with 3 assignments:

- Assignment #1 50/100 = 50% for assignment
- Assignment #2 20/40 = 50% for assignment
- Assignment #3 100/100 = 100% for assignment
- Percentage average = (50+50+100) / 3 = 66.66%

Note: Whichever method is selected will affect the current total average taken from all assignments in this grade book. It is not possible to select different averaging methods per assignment.

Default Grade Book:

This drop-down sets the active grade book for this course. This menu includes all existing grade books that have been created for this course.

Use the Add ✚ button to create a new grade book. To change the name of the default grade book, click the Edit button.

Grade Book Setup: Configurable Areas

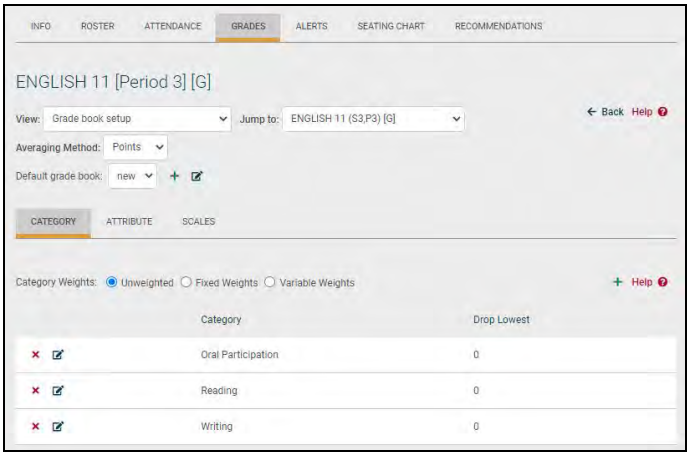
- **Categories**

  Grade Book Categories are topics or headings (like Homework, Tests, Class Work, Projects, etc.) which individual graded assignments fall under. Categories are how SchoolTool organizes the various assignments to be graded. You must have at least one category in order to add assignments, although there is no limit to how many you add.

  The Category tab is selected by default in the Grade Book Setup view.

  Note: When a grade book is created using the Import Grade Book method, categories are also imported. You may modify the categories for the current grade book as needed.

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The Weighted Categories radio buttons allow users to determine how categories are weighted when calculating averages. This is set to Fixed Weights by default. You can turn weighting on or off at any time, and your grade book averages will automatically recalculate according to the selected option. Categories with 0% weight will still be available in the grade book editor and when adding assignments, but assignments tied to those categories will not be included in grade book averages in marking periods where the category has no weight.

Three weighting options exist for categories: Unweighted, Fixed Weights, or Variable Weights.

- Unweighted: All categories will be active in all marking periods, and will all be given equal weight in each marking period.

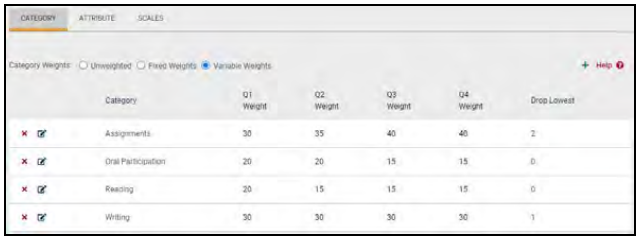


- Fixed Weights: Categories may each be assigned a specific weight, and all categories will be active in each marking period. Each category will be given the same weight in each marking period.

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- Variable Weights: Categories may be assigned specific weights for each marking period. Category weights must total 100% for each marking period, and any weight may be set to 0% if that category is not used in a specific marking period.



Note: A message stating that "WARNING: Category weights do not add up to 100%" will appear if you have selected Yes for weighted categories, but either no categories exist, or existing category weights do not total 100% for each marking period. As soon as categories total 100%, or weighting is set to No, the message will disappear.

To add a new category, click Add ✚. To edit an existing category, click Edit 🖉. See the *Adding or Editing a Category* section for detailed instructions.

To delete an existing category, click Delete ✖. If you attempt to delete a category that is currently in use, you will see a warning prompting you to confirm the action. If you proceed with the Delete operation, all assignments tied to this category will also be deleted.

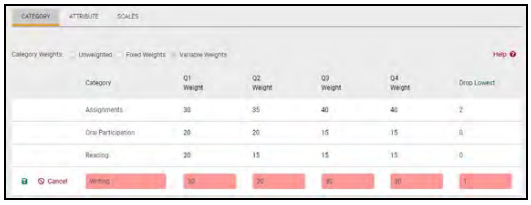
Adding or Editing a Category

1. Click the Add Category ✚button on the right side of the Category tab. To edit an existing category, click the Edit 🖉button in the appropriate row.

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2. Enter the Category name (i.e. “Homework,” “Exams,” etc.) and the numeric Weight (if applicable). If you have selected weighting, you must designate weight values (if using the Variable Weights option, a value must be entered for each marking period).



Note: When adding weighted categories, the total weight of all categories must add up to 100. If you enter a weight that will result in a total over 100, an error will appear.

Note: Weight values are numeric only – using decimals, percent (%) signs or words in this field will result in errors.

3. Configure categories to automatically drop the lowest “X” number of assignments for a marking period, if applicable. When a value is set for a category, the grade book will automatically drop that number of grades per marking period, per category, per subject (if applicable). All assignment scores remain in the teacher’s grade book, but any dropped grades will be excluded when calculating a student’s overall average.

Note: There is no indicator in the Grade Book Editor that an assignment is going to be dropped as this is calculated on the fly: whenever an average is calculated or when grades are added/deleted/modified, the lowest

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"X" number of assignment grades are automatically removed from average calculations appropriately.

Rules for dropping assignment grades:

- When calculating student averages, any attributes, including those with modifiers, are applied *before* determining the lowest assignment grade(s) to be dropped.
- Assignments with a No Credit attribute applied are treated as a 0 and can be dropped
- Assignments with an Exempt attribute are treated as nonexistent grades and cannot be dropped
- 0-point assignments are treated as nonexistent grades and cannot be dropped
- Assignments not marked as "Include in Average" cannot be dropped
- This feature will not allow a user to delete all assignments for a student. If the grade book has fewer than the specified number of assignments to be dropped for a given marking period, category, and subject, *no* grades will be dropped for that student. For example, a category configured to drop the lowest 2 assignments requires 3 or more assignments for that marking period and category (and subject, if applicable).

4. Click the Save button on the far left of the Category row to save your category. The screen will refresh to show you the category (and weight, if applicable) you have added for this grade book.

   Note: You can use the Delete button to delete your category, or the Edit button to make changes to your category name and/or its weight (buttons are to the left of the category).

5. Repeat these steps for each category in this grade book until all categories and appropriate weights have been defined.

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Note: You can continue to add categories at any time, and can also edit categories (and their weights) and turn weighting on and off. However, if you use weighting, all new categories must have a weight, and total weight cannot exceed 100.

- **Attributes**

  Grade book Attributes allow a teacher to designate if a student gets credit for an assignment or not. For example, you might create an attribute called “exempt” that can be selected when a child is absent with a legitimate excuse, and therefore failure to turn in an assignment would not count against them. Or you could create an attribute called “not handed in” which would result in no credit. Attributes are not required.

  Attributes apply to every assignment in this grade book. It is not possible to add attributes which are only valid for one of a group of assignments.

  To add a new attribute, click Add ✚. See the *Add an Attribute* section for detailed instructions.

  To edit an existing attribute, click Edit . See the *Edit an Attribute* section for detailed instructions.

  To delete an existing attribute, click Delete ✖. You may only delete attributes that are not currently in use.

  Add an Attribute

  1. Click once on the Add ✚button on the right side of the Attribute tab. The tab will refresh with entry fields:

     - Name (free-text, required, up to 50 characters): name of the attribute (i.e. “Not Handed In,” Absent when assigned,” “Exempt,” etc.).

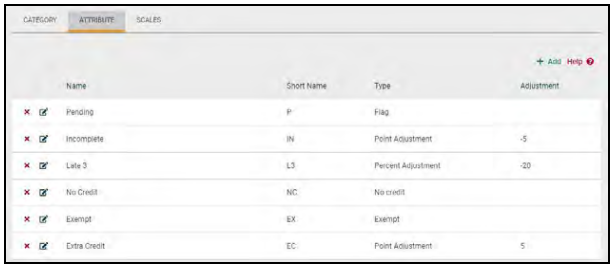
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- Short name (free-text, required): This is what will display in the Assignment area (i.e. “NH” for Not Handed In or “EX” for Exempt, etc.).
- Type (drop-down): Choose one of the five (5) options:
    - No Credit – means that the student will not get credit for this assignment, regardless of whether a grade is entered or not. This will count against the student and negatively impact the student’s average. For example, if the assignment is Not Handed In, the student might get No Credit.
    - Exempt – means that the student is exempted from this assignment, regardless of whether a grade is entered or not. The absence of a grade will NOT count against the student and any grade entered will NOT impact the student’s average. For example, the student may have already completed extra credit and is exempt from a quiz or homework.
    - Flag – has no effect on the average. This just serves as a reminder to the teacher that this particular attribute was in effect – for example, maybe the assignment was handed in late. The student still gets credit, but the teacher wants to remember that for later. Or maybe the student was absent when the assignment was given. The student can still make it up, so this will flag the teacher for later.
    - Point Adjustment – applies a point modifier to adjust assignment scores.
    - Percent Adjustment – applies a percentage modifier to adjust assignment scores.
- Adjustment (text box, required if Type is Point Adjustment or Percent Adjustment): indicates the adjustment value (including + or -) for the attribute.

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2. When you have finished defining the attribute, click the Save button on the far right of the tab to save your attribute (see below). The screen will refresh to show you the attribute details you have added for this grade book in read-only mode.
3. Repeat these steps for each attribute you wish to add.

The image below shows how a grade book with multiple attributes might look.



Attributes are applied to assignments in the following order:

1. No Credit (treated as a value of zero)
2. Exempt (not included in grade)
3. Points (numeric modifier)
4. Percentage (percent modifier)

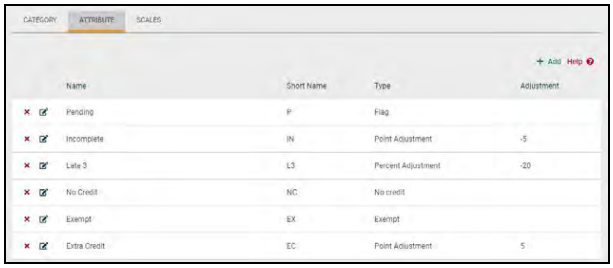
Attribute modifiers will be applied to assignment grades according to the following formula:

Raw Score + (Sum of all Points Attributes) + (Sum of all Percentage Attributes)

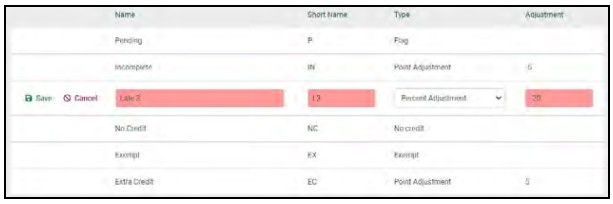
Edit an Attribute

To edit an existing attribute, click the Edit button in the appropriate row.

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The screen will refresh with editable fields. Modify the attribute's name, short name, and/or type as needed, and click Save to apply the changes.



- **Scales**

  Grade book Scales allow a teacher to designate grading scales for an assignment or not. For example, you might create a scale called "stars" that would vary in grade importance such as 5 stars, 4 stars, 3 stars, etc. Scales are used more in the elementary grades. Scales apply to every assignment in this grade book. It is not possible to add scales which are only valid for one of a group of assignments. Scales are not required.

  To delete an existing scale, click Delete ✖. You may only delete scales that are not currently in use.

  To add a new scale, click Add ✚. To edit an existing scale, Select › that scale and modify as needed.

  Adding or Editing Scales

  1. Click once on the Add ✚button on the right side of the Scale tab to create a new scale (or click Edit to modify an existing scale).

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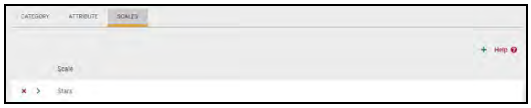
2. The tab will refresh with entry fields:



   A. Enter the required, free-text Name of the scale (i.e. “Stars,” “Checks,” , etc.). The Scales name can be up to 50 characters in length.
   B. Enter first new symbol and value and click the green plus sign.
3. Continue with this process until all of the scale values have been entered.



4. When you have finished defining the scale, click the Save button on the far right of the tab to save your work.
5. The screen will refresh to show you the scale details you have added for this grade book in read-only mode.



Other Grade Book Setup Tasks

Editing a Grade Book Name

The name of the default grade book may be changed at any time by clicking the Edit button on the Grade Book Setup screen.



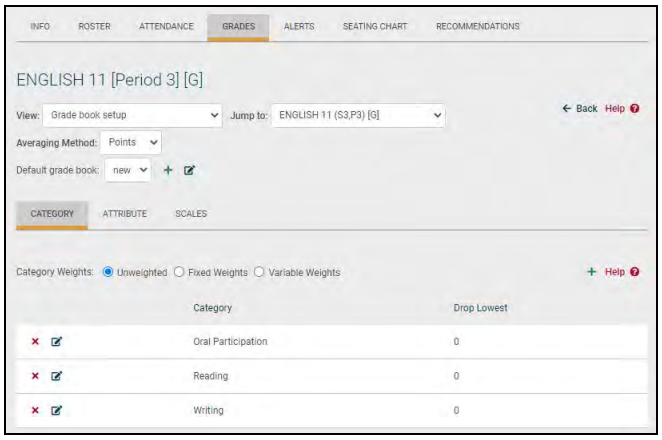
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To change the grade book name, simply enter the new grade book name in the text field and click Save to apply the changes and return to the Grade Book Setup screen.

Deleting a Grade Book

You may delete a grade book (name) after you have deleted all attachments: assignments, attributes, categories, and scales.

1. To delete the grade book name, you must be in the setup area. Select Grade book setup from the View drop-down list. The screen will refresh with the setup screen displaying the name of the current active grade book in the Default grade book drop-down field.



2. If you do not see the red Delete grade book ✖button to the right of the Default grade book drop-down list, then this grade book has features attached. If you do see the Delete grade book ✖button, you may continue without deleting grade book features.
3. Delete all categories. If assignments exist for this category, a warning message will appear. Take the appropriate action to remove this category and all attached assignments.



4. Delete all attributes. You will be prompted to confirm this action. Click OK to the prompt and the attribute will be removed. Do the same for Scales if any were used.

5. When all categories, attributes, scales, and assignments have been deleted, the red Delete grade book ✖should appear to the right of the grade book name.



6. Click once on the red Delete grade book ✖button at the right of the grade book drop-down field.
7. When prompted, click OK to continue. The screen will refresh and the Default grade book list will no longer contain the name of the deleted grade book.
8. You may repeat these steps to delete other grade books or return to the Grade book setup View to work in another grade book.

   Note: Once you have deleted your grade book, there is no way to recover it. You will have to add it again manually.

Initial Grade Book Setup

When a user navigates to a course's Grades tab (or selects the Grade Book icon from the Classes tab), they will be directed to that course's grade book. If no grade books have been set up for that course, the user will be directed to the Grade Book Setup view instead, where they may set up a new grade book.



To create a new grade book, click the Add ✚ button.

Create a New Grade Book

A new grade book may be created from scratch or imported from a previous year.

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1. To create a grade book from scratch, enter the name for the new grade book and click the Add ✚button to proceed to the *Grade Book Setup for Existing Grade Books*.

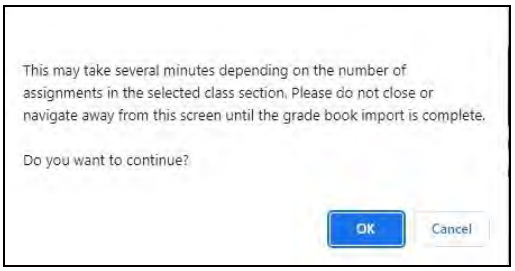
   Note: Each grade book should have a unique name. A suggested naming strategy is: subject + year + grade (G#) + period (P#)). For example, "Spanish-07/08-G7-P3" or "EngComp-07/08-G10-P4-S1."

2. To use an existing grade book as a template, select the appropriate year from the first drop-down menu. The second drop-down menu will show a list of all courses with grade books for the selected year. When a course section is selected from this list, the import feature will import data from all grade books that exist for that section.
   A. Once a course has been selected, the import options will be available. Use the radio buttons to select whether to import only that grade book's categories, or to import the individual assignments as well.
      i. If "Categories Only" is selected, categories, attributes, and scales will be imported from all grade books in the selected course section. If the weights of all imported categories do not add up to 100%, the new grade book will automatically be set to use unweighted categories.
      ii. If "Categories and Assignments" is selected, all assignments in any grade book that exists for the selected section will be imported in addition to any categories, attributes, and scales. All assignment dates and marking periods will be converted to correspond to the current course's marking periods.

3. Enter a name for the new grade book and click the Add ✚button to begin the import.

   Note: If importing using the "Categories and Assignments" option, a warning message will appear to remind the user that it may take some time to import a large number of assignments. Click OK and do not close the window or navigate away from this screen until import is complete.

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4. Once the import has completed, the user will be directed to the Grade Book Setup screen. To proceed, follow the steps for *Grade Book Setup for Existing Grade Books*.

Grade Book Setup for Existing Grade Books

Once a grade book has been created, the Grade Book Setup screen will show the settings for the selected course's active grade book. The top section of the screen shows the Averaging Method for that grade book and the default grade book for that course:



Averaging Method:

The Averaging Method drop-down allows users to set the method used to calculate averages for each grade book. The two options are Points and Percent. If the Points value is selected, averages will be based on the total number of points achieved out of the total number possible. If the Percent value is selected, averages will be based on the averages divided by the number of assignments.

Points averaging example with 3 assignments:

- Assignment #1 50/100 = 50% for assignment
- Assignment #2 20/40 = 50% for assignment
- Assignment #3 100/100 = 100% for assignment
- Point average = (50+20+100) / (100+40+100) = 170/240 = 70.83%

Percent averaging example with 3 assignments:

- Assignment #1 50/100 = 50% for assignment
- Assignment #2 20/40 = 50% for assignment

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- Assignment #3 100/100 = 100% for assignment
- Percentage average = (50+50+100) / 3 = 66.66%

Note: Whichever method is selected will affect the current total average taken from all assignments in this grade book. It is not possible to select different averaging methods per assignment.

Default Grade Book:

This drop-down sets the active grade book for this course. This menu includes all existing grade books that have been created for this course.

Use the Add ✚ button to create a new grade book. To change the name of the default grade book, click the Edit button.

Edit a Grade Book Name

The name of the default grade book may be changed at any time by clicking the Edit button on the Grade Book Setup screen.



To change the grade book name, simply enter the new grade book name in the text field and click Save to apply the changes and return to the Grade Book Setup screen.

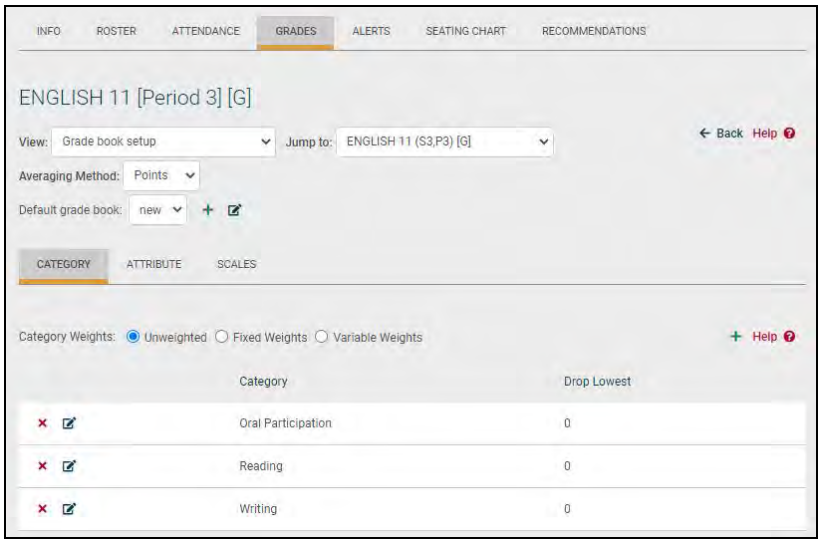
Category Tab

Grade Book Categories are topics or headings (like Homework, Tests, Class Work, Projects, etc.) which individual graded assignments fall under. Categories are how SchoolTool organizes the various assignments to be graded. You must have at least one category in order to add assignments, although there is no limit to how many you add.

The Category tab is selected by default in the Grade Book Setup view.

Note: When a grade book is created using the Import Grade Book method, categories are also imported. You may modify the categories for the current grade book as needed.

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The Weighted Categories radio buttons allow users to determine how categories are weighted when calculating averages. This is set to Fixed Weights by default. You can turn weighting on or off at any time, and your grade book averages will automatically recalculate according to the selected option. Categories with 0% weight will still be available in the grade book editor and when adding assignments, but assignments tied to those categories will not be included in grade book averages in marking periods where the category has no weight.

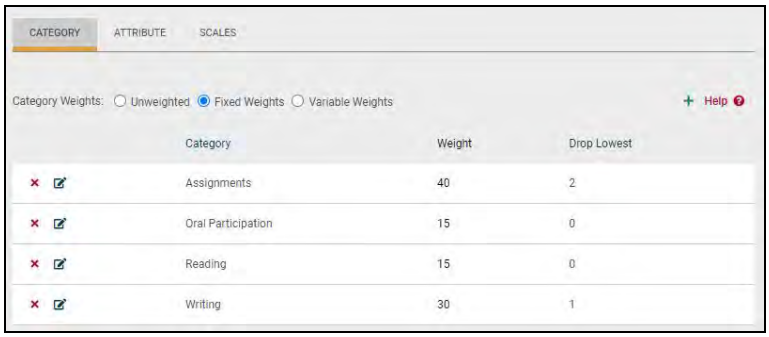
Three weighting options exist for categories: Unweighted, Fixed Weights, or Variable Weights.

- Unweighted: All categories will be active in all marking periods, and will all be given equal weight in each marking period.

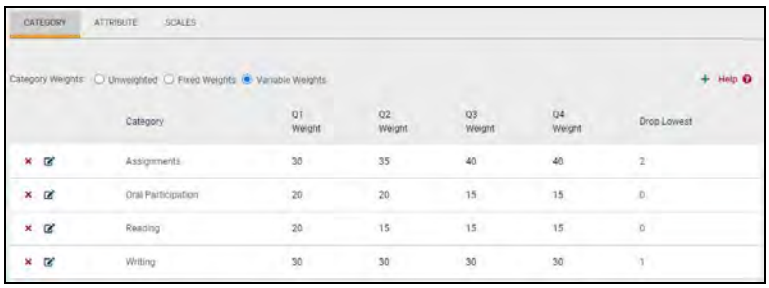


- Fixed Weights: Categories may each be assigned a specific weight, and all categories will be active in each marking period. Each category will be given the same weight in each marking period.

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- Variable Weights: Categories may be assigned specific weights for each marking period. Category weights must total 100% for each marking period, and any weight may be set to 0% if that category is not used in a specific marking period.



Note: A message stating that "WARNING: Category weights do not add up to 100%" will appear if you have selected Yes for weighted categories, but either no categories exist, or existing category weights do not total 100% for each marking period. As soon as categories total 100%, or weighting is set to No, the message will disappear.

To add a new category, click Add ✚. See the *Add or Edit a Category* section for detailed instructions.

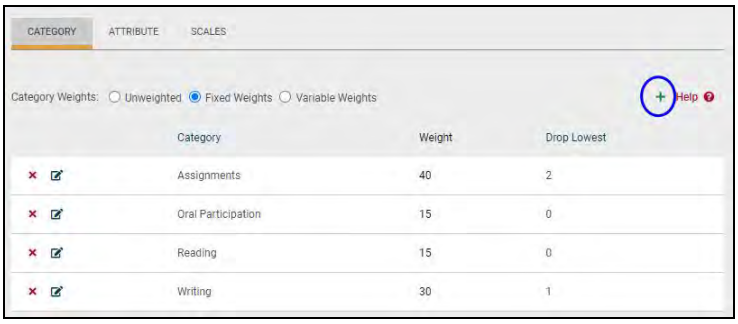
To edit an existing category, click Edit 🖉. See the *Add or Edit a Category* section for detailed instructions.

To delete an existing category, click Delete ✖. If you attempt to delete a category that is currently in use, you will see a warning prompting you to confirm the action. If you proceed with the Delete operation, all assignments tied to this category will also be deleted.

Add or Edit a Category

1. Click the Add Category ✚button on the right side of the Category tab. To edit an existing category, click the Edit 🖉button in the appropriate row.

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2. Enter the Category name (i.e. “Homework,” “Exams,” etc.) and the numeric Weight (if applicable). If you have selected weighting, you must designate weight values (if using the Variable Weights option, a value must be entered for each marking period).



Note: When adding weighted categories, the total weight of all categories must add up to 100. If you enter a weight that will result in a total over 100, an error will appear.

Note: Weight values are numeric only – using decimals, percent (%) signs or words in this field will result in errors.

3. Configure categories to automatically drop the lowest “X” number of assignments for a marking period, if applicable. When a value is set for a category, the grade book will automatically drop that number of grades per marking period, per category, per subject (if applicable). All assignment scores remain in the teacher’s grade book, but any dropped grades will be excluded when calculating a student’s overall average.

Note: There is no indicator in the Grade Book Editor that an assignment is going to be dropped as this is calculated on the fly: whenever an average is calculated or when grades are added/deleted/modified, the lowest “X” number of assignment grades are automatically removed from average calculations appropriately.

Rules for dropping assignment grades:

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- When calculating student averages, any attributes, including those with modifiers, are applied *before* determining the lowest assignment grade(s) to be dropped.
- Assignments with a No Credit attribute applied are treated as a 0 and can be dropped
- Assignments with an Exempt attribute are treated as nonexistent grades and cannot be dropped
- 0-point assignments are treated as nonexistent grades and cannot be dropped
- Assignments not marked as “Include in Average” cannot be dropped
- This feature will not allow a user to delete all assignments for a student. If the grade book has fewer than the specified number of assignments to be dropped for a given marking period, category, and subject, *no* grades will be dropped for that student. For example, a category configured to drop the lowest 2 assignments requires 3 or more assignments for that marking period and category (and subject, if applicable).

4. Click the Save button on the far left of the Category row to save your category. The screen will refresh to show you the category (and weight, if applicable) you have added for this grade book.

   Note: You can use the Delete button to delete your category, or the Edit button to make changes to your category name and/or its weight (buttons are to the left of the category).

5. Repeat these steps for each category in this grade book until all categories and appropriate weights have been defined.

   Note: You can continue to add categories at any time, and can also edit categories (and their weights) and turn weighting on and off. However, if you use weighting, all new categories must have a weight, and total weight cannot exceed 100.

Attribute Tab

Grade book Attributes allow a teacher to designate if a student gets credit for an assignment or not. For example, you might create an attribute called “exempt” that can be selected when a child is absent with a legitimate excuse, and therefore failure to turn in an assignment would not count against them. Or you could create an attribute called “not handed in” which would result in no credit. Attributes are not required.

Attributes apply to every assignment in this grade book. It is not possible to add attributes which are only valid for one of a group of assignments.

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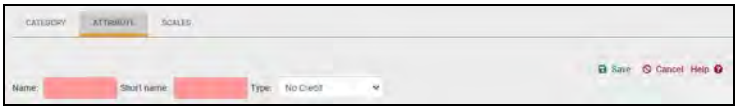
To add a new attribute, click Add ✚. See the *Add an Attribute* section for detailed instructions.

To edit an existing attribute, click Edit . See the *Edit an Attribute* section for detailed instructions.

To delete an existing attribute, click Delete ✖. You may only delete attributes that are not currently in use.

Add an Attribute

1. Click once on the Add ✚button on the right side of the Attribute tab. The tab will refresh with entry fields:



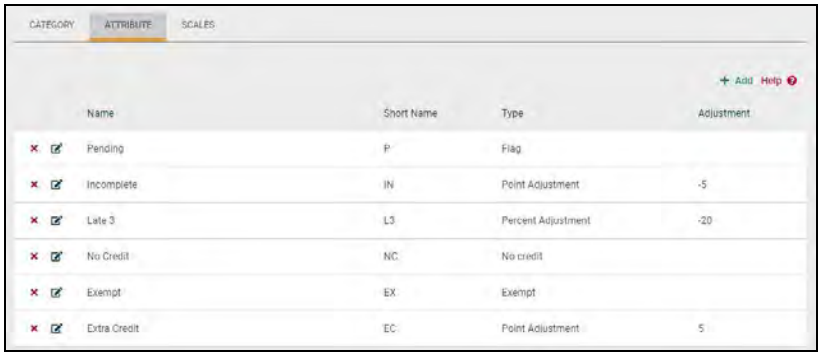
   - Name (free-text, required, up to 50 characters): name of the attribute (i.e. “Not Handed In,” Absent when assigned,” “Exempt,” etc.).
   - Short name (free-text, required): This is what will display in the Assignment area (i.e. “NH” for Not Handed In or “EX” for Exempt, etc.).
   - Type (drop-down): Choose one of the five (5) options:
     - No Credit – means that the student will not get credit for this assignment, regardless of whether a grade is entered or not. This will count against the student and negatively impact the student’s average. For example, if the assignment is Not Handed In, the student might get No Credit.
     - Exempt – means that the student is exempted from this assignment, regardless of whether a grade is entered or not. The absence of a grade will NOT count against the student and any grade entered will NOT impact the student’s average. For example, the student may have already completed extra credit and is exempt from a quiz or homework.
     - Flag – has no effect on the average. This just serves as a reminder to the teacher that this particular attribute was in effect – for example, maybe the assignment was handed in late. The student still gets credit, but the teacher wants to remember that for later. Or maybe the student was absent when the assignment was given. The student can still make it up, so this will flag the teacher for later.
     - Point Adjustment – applies a point modifier to adjust assignment scores.
     - Percent Adjustment – applies a percentage modifier to adjust assignment scores.

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- Adjustment (text box, required if Type is Point Adjustment or Percent Adjustment): indicates the adjustment value (including + or -) for the attribute.

2. When you have finished defining the attribute, click the Save button on the far right of the tab to save your attribute (see below). The screen will refresh to show you the attribute details you have added for this grade book in read-only mode.
3. Repeat these steps for each attribute you wish to add.

The image below shows how a grade book with multiple attributes might look.



Attributes are applied to assignments in the following order:

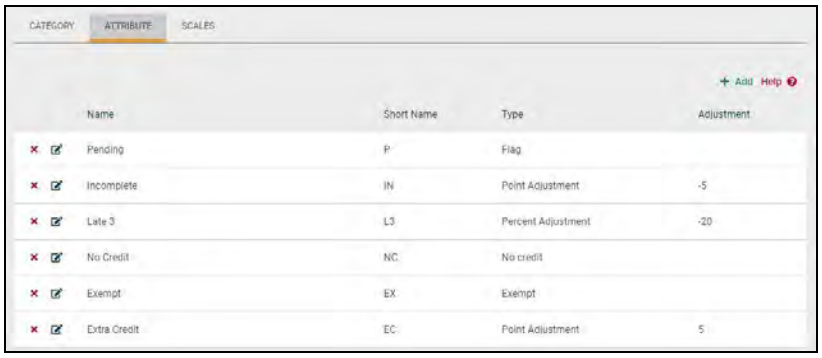
1. No Credit (treated as a value of zero)
2. Exempt (not included in grade)
3. Points (numeric modifier)
4. Percentage (percent modifier)

Attribute modifiers will be applied to assignment grades according to the following formula:

Raw Score + (Sum of all Points Attributes) + (Sum of all Percentage Attributes)

Edit an Attribute

To edit an existing attribute, click the Edit button in the appropriate row.



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The screen will refresh with editable fields. Modify the attribute's name, short name, and/or type as needed, and click Save to apply the changes.



Scales Tab

Grade book Scales allow a teacher to designate grading scales for an assignment or not. For example, you might create a scale called "stars" that would vary in grade importance such as 5 stars, 4 stars, 3 stars, etc. Scales are used more in the elementary grades. Scales apply to every assignment in this grade book. It is not possible to add scales which are only valid for one of a group of assignments. Scales are not required.

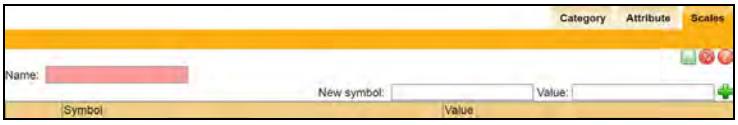
To add a new scale, click Add ✚. See the *Add or Edit Scales* section for detailed instructions

To edit an existing scale, Select › that scale and modify as needed. See the *Add or Edit Scales* section for more information.

To delete an existing scale, click Delete ✖. You may only delete scales that are not currently in use.

Add or Edit Scales

1. Click once on the Add ✚button on the right side of the Scale tab to create a new scaled (or click Edit to modify an existing scale).
2. The tab will refresh with entry fields:



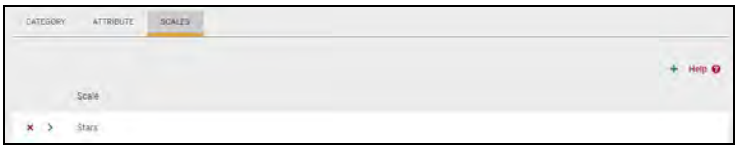
3. Enter the required, free-text Name of the scale (i.e. "Stars," "Checks," , etc.). The Scales name can be up to 50 characters in length.
4. Enter first new symbol and value and click the green plus sign.

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5. Continue with this process until all of the scale values have been entered.



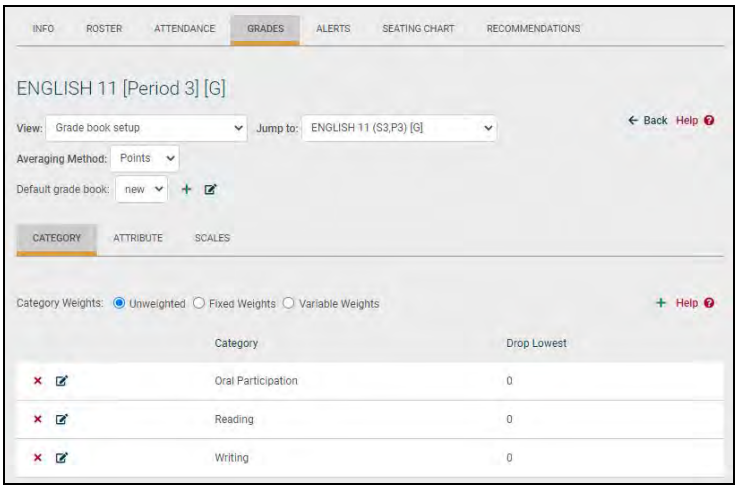
6. When you have finished defining the scale, click the Save button on the far right of the tab to save your work.
7. The screen will refresh to show you the scale details you have added for this grade book in read-only mode.



Deleting a Grade Book

You may delete a grade book (name) after you have deleted all attachments: assignments, attributes, categories, and scales.

1. To delete the grade book name, you must be in the setup area. Select Grade book setup from the View drop-down list. The screen will refresh with the setup screen displaying the name of the current active grade book in the Default grade book drop-down field.



2. If you do not see the red Delete grade book ✖button to the right of the Default grade book drop-down list, then this grade book has features attached. If you do see the Delete grade book ✖button, you may continue without deleting grade book features.

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3. Delete all categories. If assignments exist for this category, a warning message will appear. Take the appropriate action to remove this category and all attached assignments.



4. Delete all attributes. You will be prompted to confirm this action. Click OK to the prompt and the attribute will be removed. Do the same for Scales if any were used.
5. When all categories, attributes, scales, and assignments have been deleted, the red Delete grade book ✖should appear to the right of the grade book name.



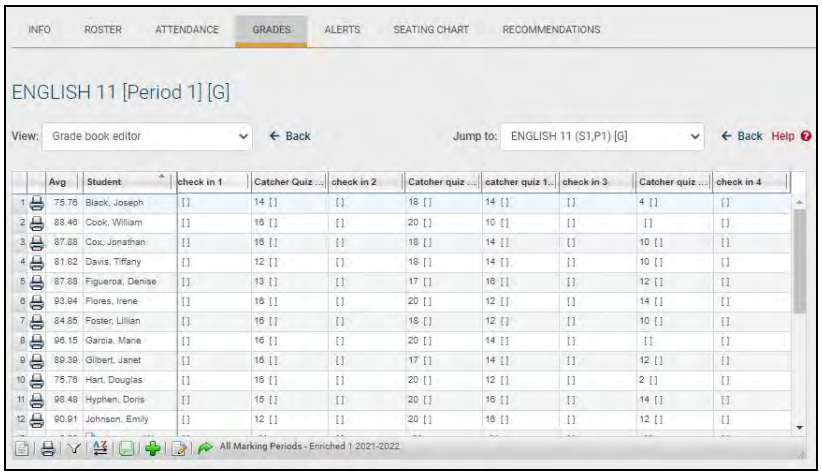
6. Click once on the red Delete grade book ✖button at the right of the grade book drop-down field.
7. When prompted, click OK to continue. The screen will refresh and the Default grade book list will no longer contain the name of the deleted grade book.
8. You may repeat these steps to delete other grade books or return to the Grade book setup View to work in another grade book.

Note: Once you have deleted your grade book, there is no way to recover it. You will have to add it again manually.

Grade Book Editor

The Grade Book Editor is where all assignment information is set up and where all grades are stored. This is the portion of the Grades tab that teachers will spend the most time using. From within the Grade Book Editor, teachers may add new assignments, edit existing assignments, enter grades for assignments, and print reports per student or per class.

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Depending on permissions and district settings, teachers may be able to import assignments from Google Classroom using the Google G icon.

The number of assignments visible on your screen will vary, based on screen settings. Simply click the bottom right corner and drag to resize. Additionally, you may click the Menu button in the grade book toolbar and select “Full screen” to show only the editor on the screen.

Individual columns can be resized at any time. Click the line in the upper right corner of the column header and drag it to resize.



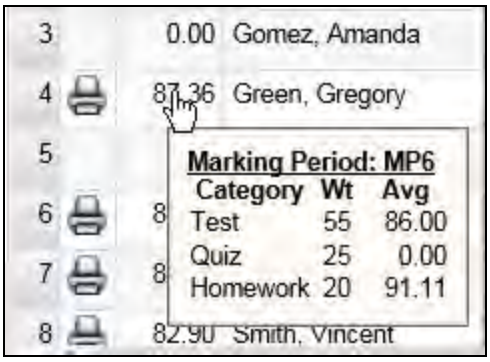
Users may click in any cell to edit grades. A green triangle in the top corner of a cell indicates that the value has changed. The triangle indicator will be removed once changes have been saved to the grade book.



To navigate between cells in the editor, users may click with a mouse or use a keyboard. When using the keyboard, either use the arrow keys (left, right, up, down) or use Tab to move right, Shift+Tab to move left, Enter to move down, and Shift+Enter to move up. Moving into a cell using this method allows the user to edit the grade for that cell.

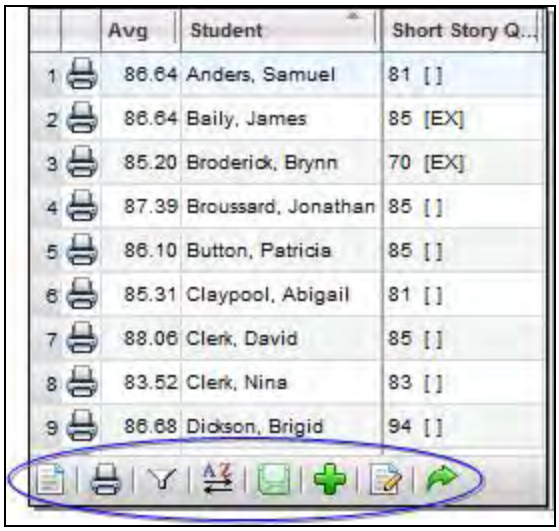
To view a student’s category averages for the selected marking period, click on a student’s average in the far left column. A small window will appear, displaying the student’s category averages for the marking period that is being viewed (if the user is viewing all marking periods, the window will use the current marking period’s

information instead). If the grade book is set up to use weighted categories, the window will also display each category's weight for that marking period.



The Grade Book Editor Toolbar

The Grade Book Editor includes a toolbar at the bottom of the screen where users may click to access menus with additional options.



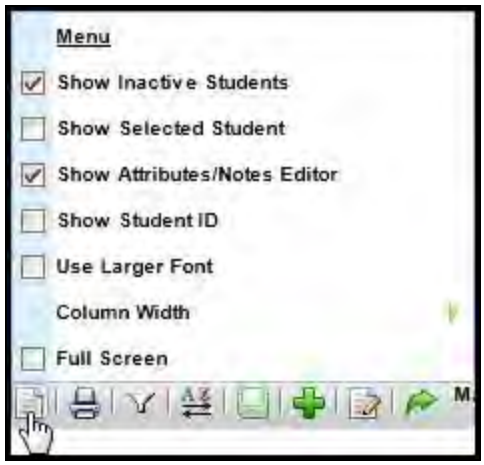
Menu

Click on the Menu button to view additional view options. These checkboxes control the information that displays on the screen and are all checked by default.

Current options include:

- Show Inactive Students
- Show Selected Student (to show only a single student, click in the row for that student and select this option)

- Show Skill Set Averages (if using skill set grading, this option allows teachers to specify which skill set averages to display)
- Show Attributes/Notes Editor (this option is only available if the grade book has attributes configured *and;/or*the district has enabled grade book notes)
- Show Student ID
- Use Larger Font
- Column Width (allows users to select a column width between 1 (narrowest) and 5 (widest); all columns will be sized equally based on whichever setting is selected)
- Full screen (shows the grade book editor in full-screen mode)



Reports

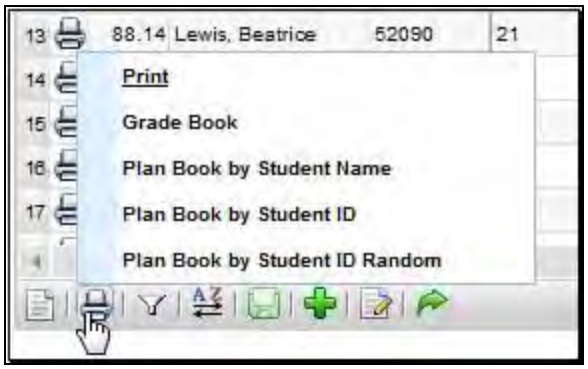
Click the Reports button to view available grade book reports, and click on any report to run it. The report will open in a new window. Available reports include the following:

- **Grade Book** (prints the Grade Book Report for the entire class)
- **Plan Book by Student Name** (the report will display student names, and students will be sorted alphabetically in ascending order by Student Name (Last Name, First Name)
- **Plan Book by Student ID**(the report will display Student ID numbers instead of names, and students will be sorted in ascending order by Student ID)
- **Plan Book by Student ID Random** (the report will display student ID numbers instead of names. The students will be displayed in random order, regardless of name or ID number)

See the section on *Grade Book Editor Reports*for more information on each of these reports.

Note: Running reports from within the Grade Book Editor produces a quick report that does not use a pre-screen. To run with additional options, navigate to the Grade Book Reports view, select the appropriate report and configure options as appropriate.

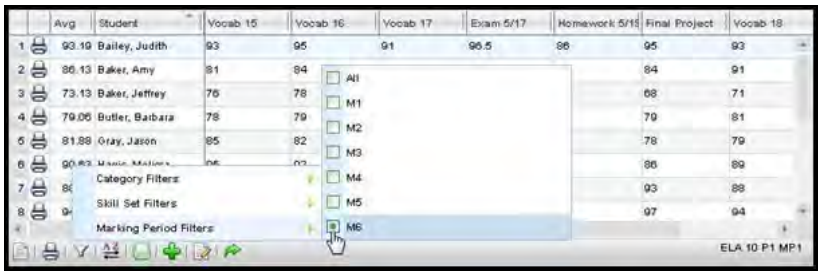
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Filter

The assignments in the Grade Book Editor can be filtered by Category, Subject, Marking Period, and/or Skill Set, depending on the options defined by your district. To set a filter, click the Filters button, click on the desired filter type, and select the appropriate filter criteria..

Note: To use multiple filters at the same time, you must select one type of filter first, then click the Filters button and select the other filter.



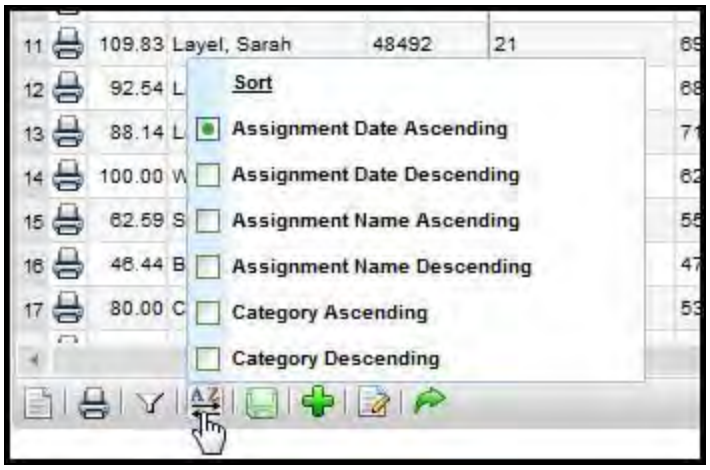
Note: The “Avg” column and category average mouseover will always display information based on the assignments currently being displayed in the editor. This means the average shown will change based on selected assignment filters.

Sort

Grade Book assignments can be sorted by assignment date, by assignment name, or by category. To apply a sort, click the Sort button and select the appropriate sort option.

Note: Assignments are sorted horizontally in the grade book editor.

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Save/Add/Done Buttons

Changes to the Grade Book can be saved by clicking the Save button at the bottom. This will also cause all student averages to be refreshed.

The Add button allows teachers to add assignments individually, while the Batch Edit Assignments button will allow users to add, edit, and/or delete multiple assignments from a single screen.

To exit the Grade Book Editor and return to the user's **My Home > Classes** tab, click the Done button. If there are unsaved changes, a prompt will appear asking for confirmation. Click OK to exit without saving or click cancel to return to the grade book editor.



When a grade book is saved, the following settings are maintained for the user:

- Menu > Show Inactive Students
- Menu > Show Student ID
- Menu > Show Attributes
- Menu > Show Skill Set Averages
- Menu > Use Larger Font
- Menu > Column Width
- Menu > Full Screen

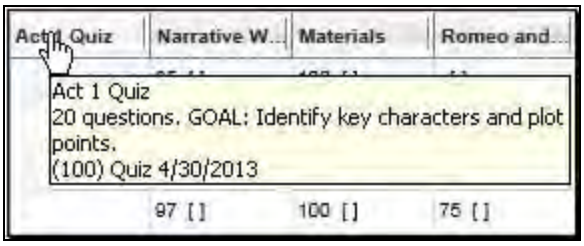
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- Height and width of the Grade Book Editor window
- Filter > Subject, Skill Set, or Category filter selections

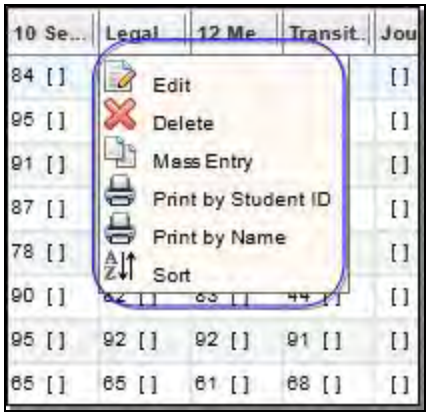
After saving changes, these settings will be maintained for each user individually and will be reflected across all of that user's grade books. Because these settings are saved for each user and not for each grade book, users accessing a grade book either by assuming a faculty identity or as a substitute will continue to see their own settings reflected, rather than those of the user who last saved the grade book.

Assignments in the Editor View

Hover over an assignment title to see details about that assignment. This will display the assignment title, the total number of points it is worth, the category short name ("HW" for example), and the assignment date. If the assignment also has a description, that will show on another line.



Each assignment has its own menu with assignment specific buttons, available by clicking on the assignment title.



The following buttons are available for each assignment:

- Edit button – allows you to edit the assignment details and, if available, apply those changes to multiple grade books.
- Delete button – allows you to delete the assignment from the grade book. This will delete all related student grades as well.

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- Mass Entry button – applies the grade entered in that field to that assignment for all students.
- Print buttons – allow you to print the Assignment Report for that assignment, showing either Student ID or Name.
- Sort button – sorts the students vertically based on their grades for that particular assignment.

Entering Daily Assignment Grades

1. To enter grades one by one, simply click in a cell and type in a grade (or select it from the drop-down if not using numeric grades for that assignment). Use the mouse or the keyboarding shortcuts to navigate to other cells and enter additional grades.

   Note: The ability to exceed the maximum number of points (in order to enter extra credit or bonus points) is controlled by district settings. If your district allows extra credit points, you may enter up to double the maximum points allotted for the assignment. If it does not allow extra credit, you may wish to define an attribute with a points or percent adjustment for this purpose.

2. To enter attributes or notes, right click in the desired cell and use the checkboxes or note entry area, then click the Update button to apply the changes.

3. To enter the same grade, attribute, and/or note for multiple students at once, click the assignment title to access the Mass Entry button from the assignment drop-down menu. A pop-up will appear with a number of mass entry options for that assignment.

   A. Specify whether to apply the changes to all students' assignments or only the ungraded assignments in that column. Ungraded assignments are those that have no score, attributes, or notes (if any of those exist, the assignment will be considered graded for that student).

   B. Enter the desired grade, attribute(s), and/or note and click the Update button to apply the changes. The appropriate assignments will be updated based on the options selected.

4. To recalculate student averages and save grades you've entered, click the Save button from the bottom toolbar. All changes will be applied to the grade book and student averages will be updated in the Editor.

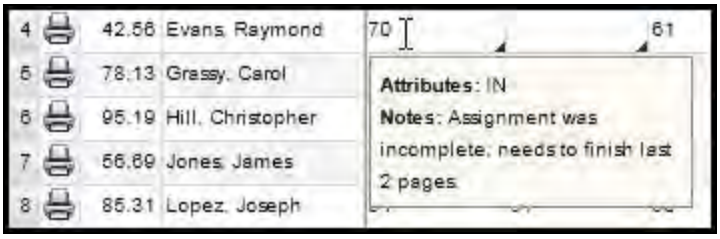
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Note: The “Avg” column will always display the student’s average for the assignments currently being displayed in the editor. This means the average shown will change based on selected assignment filters.

Using Attributes and Assignment Notes

Teachers can add attributes and/or notes to any student assignment in the grade book editor. Attributes must be configured before they will be available in the grade book. The ability to enter notes is based on district configuration.

To view selected attributes and/or notes, simply mouse over the desired cell.



Attributes can be shown or hidden using the “Show Attributes/Notes Editor” option in the grade book editor menu.

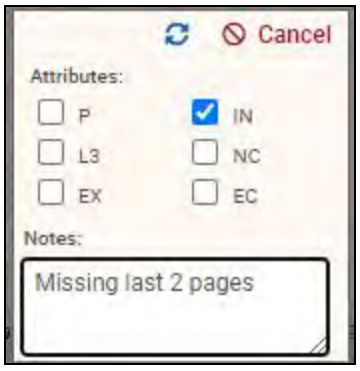
Note: If attributes are not configured for the grade book and notes are not enabled, the menu option will not show.

When the “Show Attributes/Notes Editor” option is checked, brackets will appear in each cell (“[ ]”). Attribute short codes will be displayed within those brackets where they exist. When attributes are configured with point or percent adjustments, applying an attribute will cause the student’s grade book average to be recalculated to account for the adjustment once the grade book is saved.



To select attributes or to enter a note, right click in the cell (or click between the [ ] brackets). A pop-up window will appear, where the user may select any appropriate attributes and/or add student assignment notes as needed. Click the Update button to save changes.

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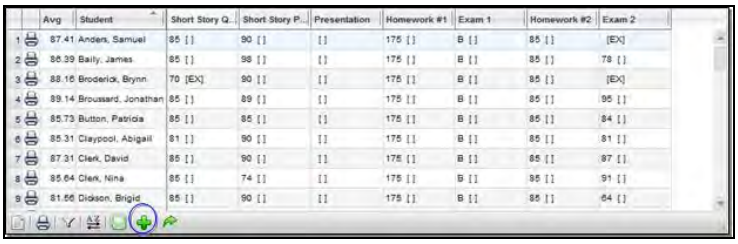
When a note exists for a given assignment, a blue triangle indicator will appear in the bottom right corner of the cell.



Add Assignments

Assignments are the actual tasks students will be graded on. Each assignment must be named, have a designated point value, have a date and a marking period designation, and be linked to a category. For information on how to add multiple assignments at one time, refer to the *Batch Add/Edit Assignments* section.

1. To add a single assignment, click the Add Assignment ✚button found in the grade book toolbar at the bottom of the screen.



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2. The screen will refresh with entry fields where you can define this assignment.



3. Fill in the fields as appropriate:
    - Name (free-text, required, up to 50 characters): Enter an assignment Name (such as “take home project” or “chapter 3 quiz” etc.). Only the first 15 characters will display on the Grade book editor screen, but the whole name will appear when you mouse over it. The name should be specific. More than one assignment may be added with the same name, provided they are assigned to different dates. Each assignment must have a unique name and date combination.
    - Description (free-text, optional, up to 255 characters): Enter a description for the assignment, if desired. This will be displayed in the grade book editor when mousing over assignment names, and on the My Home > Assignments tab on student records.
    - Points (required): Number of points this assignment is worth. If a single entry field appears, it assumes you are only entering numeric values. If you do not see the Points options you require for setting up your assignments, contact your district’s SchoolTool liaison. Depending on your district’s preferences, you may see two (2) radio button options for Points:
        - Numeric (required, numeric): If selected, a numeric field appears. The point value must be 1 or greater, unless your district allows zero-point assignments.
        - Other (drop-down): Select from a district-defined group of options, such as rubric scales, pass/fail, alpha scales, etc.
    - Date (required, date field, defaults to current date): You may use this field for the date assigned or the date due. Use the pop-up calendar to select the date, or enter the date manually using the mm/dd/yyyy format. This date is only used to help you organize and track your assignments.

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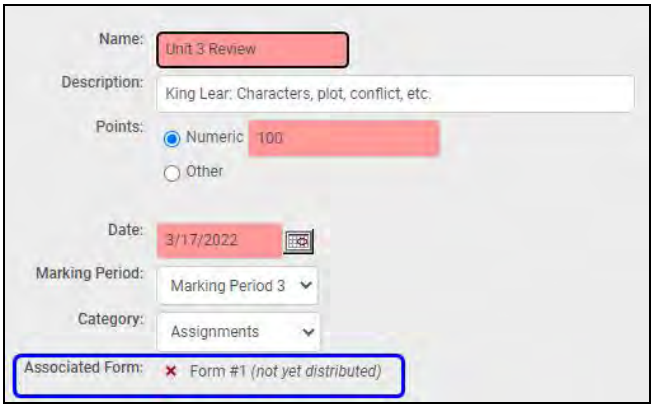
Note: If you add all of your assignments on the same day and do not change the date field, they will appear in alphabetical order by assignment name.

- Marking Period (required, drop-down): Select a marking period from the drop-down. This designation is used to tie an assignment to the selected marking period. All averages will be calculated based on marking period designations (rather than dates). This is also used to determine which assignment scores are included when submitting marking period and/or progress report grades, to determine the average shown on the **My Home > Grades** tab, and the assignments that are shown on a student's **My Home > Assignments** tab.
- Category (required, drop-down): You should see a list of all the categories you added to this grade book. This value will default to the first value in the list.

4. If you have Forms available, you may use the drop-down to select a form and click Add to associate it with this assignment.



A. After associating a form, you will see a message that the form has not yet been distributed to students.



B. To distribute the form to the students in that section, click the Distribute button in the upper right corner of the screen.

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C. Apply these changes or add this assignment to other grade books if desired by clicking once in the check box(es) in the Duplicate tab (see the *Add Assignments to Multiple Grade Books*or *Edit Assignments in Multiple Grade Books*sections for more information).

D. Click the Update assignment and return to the grade book button in the upper right corner of the Grades tab. The screen will refresh displaying the modified assignment.

E. When you have finished editing assignments, click once on the Save grade book changes button to save your work.

5. Decide whether to include this assignment in student averages. The “Include in average” check box is checked by default; simply uncheck it by clicking once, and this assignment will not be included in averages. An example might be an assignment that measures participation which has no actual score; you might give each student who attended a 1 out of 1, but choose not to have this impact the overall class average.

   Note: Assignments that have the "Include in Average" option unchecked will be displayed in red italics in the grade book editor.

	Avg	Student	Intro Colla...	Fig Lang ...	Fig Lang i...	Figurative ...	*Assignment*	1000 Word...
1	80.25	Allen, James	13 [ ]	5 [ ]	7.5 [ ]	14.5 [ ]	95 [ ]	25 [ ]
2	74.07	Carter, Chris	15 [ ]	5.5 [ ]	5 [ ]	14.5 [ ]	87 [ ]	20 [ ]
3	81.25	Cox, David	15 [ ]	8 [ ]	10 [ ]	12.5 [ ]	76 [ ]	[ ]
4	67.90	Feeor, Danielle	16 [ ]	0 [ ]	5 [ ]	13 [ ]	86 [ ]	21 [ ]
5	55.36	Fox, Edward	14 [ ]	6 [ ]	5 [ ]	6 [ ]	91 [ ]	[ ]
6	62.96	Johnson, Patricia	14 [ ]	3 [ ]	5 [ ]	7 [ ]	74 [ ]	22 [ ]
7	0.00	Martin, Marie	[ ]	[ ]	[ ]	[ ]	87 [ ]	[ ]
8	58.64	Reedy, Elizabeth	10 [ ]	4.5 [ ]	5 [ ]	18 [ ]	81 [ ]	10 [ ]

6. Decide whether to allow parent access through the parent portal to this assignment. The Allow parent access is not checked by default; simply check the box by clicking once and this assignment will be viewable to a parent when accessing SchoolTool.

   Note: Keep in mind that if your district uses Push Notifications for the SchoolTool Mobile App, users may get notifications when assignment grades are saved for assignments designated as Allow Public Access.

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1. Choose whether or not to include assignment notes for individual students in the parent portal. This option is unchecked by default and does not appear if student assignment notes are not configured for use. When this option is enabled for an assignment, students' notes for that assignment will appear on the **My Home > Assignments** tab.

   Note: The Allow Public Access check box and the Include Notes option only appear if your district allows parent access to SchoolTool.

7. When you have finished building this assignment, save your work using either method A or B below:
   A. If you wish to add another assignment after this one, click once on the Save Assignment and add another ✚ button. The first assignment will be saved, and the tab will refresh allowing you to add another assignment.
   B. If you wish to add only this assignment, and return to the grade book, click once on the Save assignment and return to grade book 💾 button. Use this button when you have finished adding assignments. In this example we will save and return to the grade book.
8. Repeat these steps for each assignment in this grade book.
9. When you have finished adding assignments, return to the Grade book editor View area (finish adding your assignment and click the Save and return to grade book 💾button, OR click the Return to grade book without saving 🚫button in the upper right corner of the assignment area).
10. Save your entire grade book. Click once on any of the Save grade book changes 💾buttons found in the upper portion of the Grade book editor View in the Grades tab to save the assignment(s) to the grade book.

Add Assignments to Multiple Grade Books

Often it will be necessary to add assignments during the marking period after your grade books have been set up. SchoolTool allows users to add a new assignment at any time, and to add a single assignment to multiple grade books (if multiple grade books exist) at the same time.

Note: You must have at least one grade book to use this procedure.

1. To create an assignment, navigate to the Grades tab and click once on the Add assignments ✚button in the grade book toolbar. The tab will refresh with entry fields for the new assignment, as well as the Duplicate tab, along the bottom of the assignment area.

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Note: If you do not see the Duplicate tab, it means you do not have any other grade books to copy this assignment to.

2. Enter the assignment details: Name, Description, Points, Date, Marking Period, Category, whether this will be included in averages or not and whether to allow parent access. Note that if you are using Forms, these cannot currently be duplicated in other grade books.
3. Use the Duplicate tab to add this assignment to one (or more) of your existing grade books for other sections/courses. Click once in the check box to the left of the name of each grade book that should also have this assignment added to it.



Note: Use the radio button to toggle the list of available grade books between only those defined as a “default” grade books or all grade books for all courses in the current year.

4. Use the Categories drop-down list at the right of each grade book row to put the assignment in the correct category. (Remember, grade books can each have their own categories, so you will need to choose the appropriate category per grade book.)



Note: You can also add an attachment to the assignment by clicking on the Attachment tab and using the browse button to locate and upload the attachment.

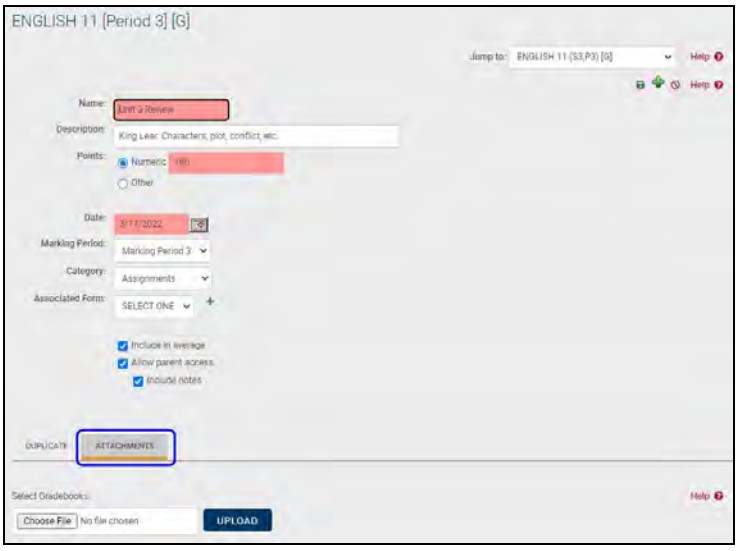
5. Click the Save button (upper right corner of the Grades tab) to save the new assignment to this grade book and to each grade book checked on the Duplicate tab.

   Note: To verify that the new assignment has been added to the other selected grade books, you can review each grade book.

Attachments Tab

Any number of files, and any file type, may be added to an assignment.

1. To add attachments to an assignment, click on the Attachments tab.

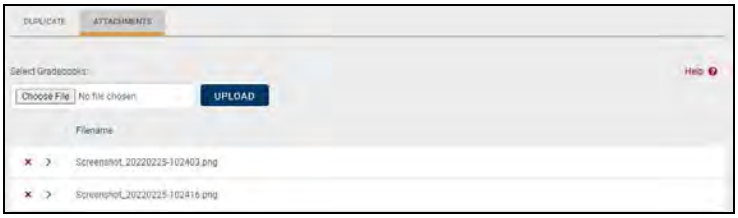


2. Click the Browse button and locate the file to attach.



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3. Click Upload to attach the file to the assignment. You must upload the file for the attachment to be added.
4. The uploaded file will appear in the list of attached files when the upload is completed.



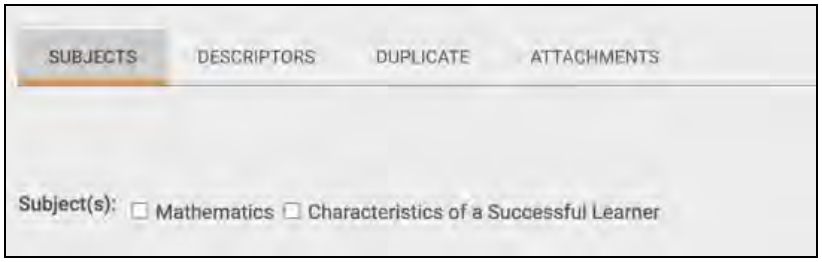
5. Once an attachment has been added to an assignment, you may click the Select ❯ button to open the file or the Delete ✖ button to remove it.
6. Remember to Save 💾 the assignment after adding or removing an attachment.

Subjects Tab

The Subjects tab helps teachers organize assignments and grade students according to performance in one or more subject areas at a time. Once the assignment is associated with one or more subjects, you can use the Subject Filter option within the grade book editor to view all assignments tied to that subject. The subjects available here are driven by the subjects assigned to this course in the Course Catalog.

Note: While selecting subjects is not required, you must choose at least one subject if you wish to associate this assignment with one or more gradable descriptors. If you select a subject but do not tie it to descriptors, the subject will be used only for organizational purposes within the grade book editor.

To associate an assignment with one or more subjects, simply check or uncheck the appropriate subject boxes and Save 💾 the assignment.



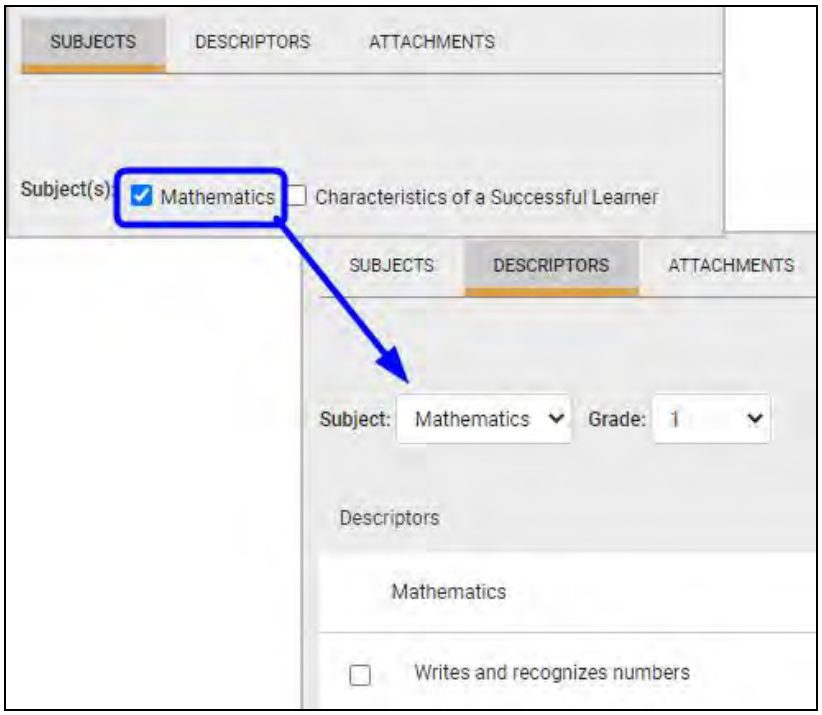
Descriptors Tab

The Descriptors tab allows teachers to tie specific descriptors to individual assignments. This allows SchoolTool to calculate averages per descriptor when teachers use the “Grade Book Copy Grades” feature when submitting Marking Period

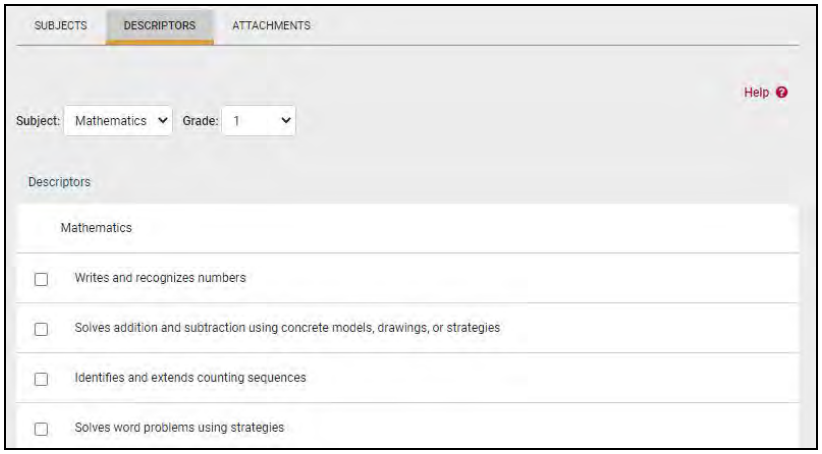
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grades. This is typically used only by elementary teachers, and only applies for descriptor-based graded courses.

In order to select Descriptors, the assignment must be associated with at least one subject on the Subjects tab.

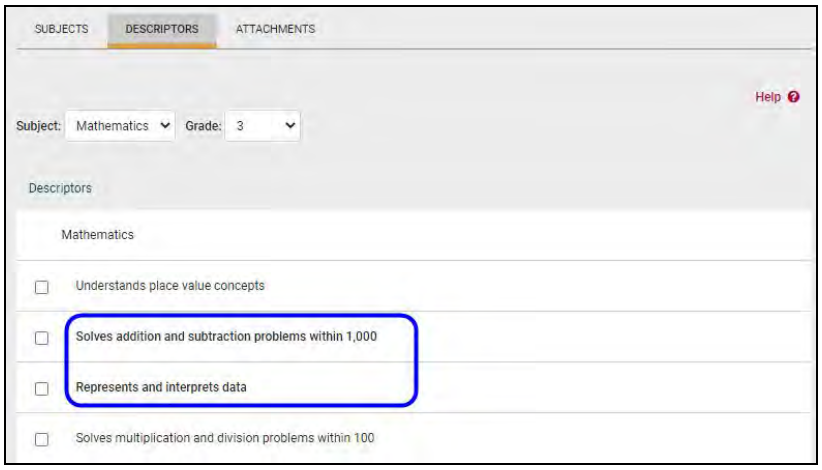


Once associated with a subject, the Descriptors tab will display a list of all gradable descriptors for the selected subject(s). Check the descriptors you'd like to tie to this assignment and save your work.

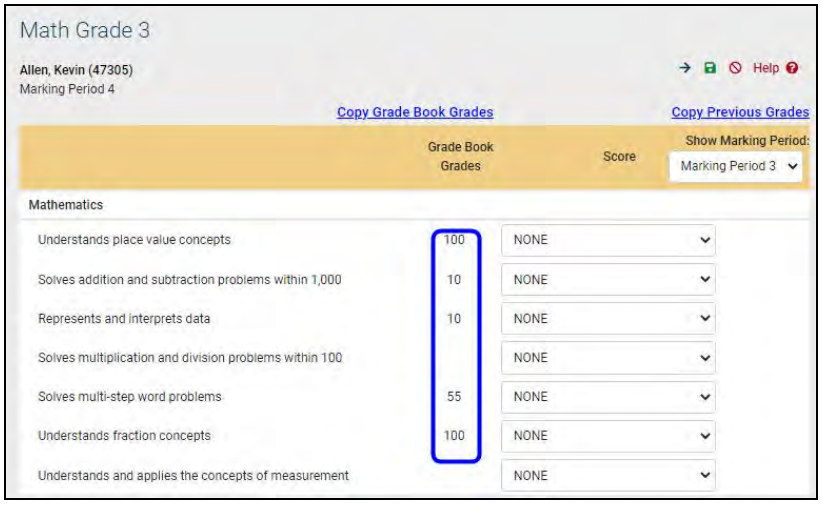


Once a descriptor has been associated with at least one assignment in the current grade book, it will be displayed in **bold** on the descriptors tab. Items that are not in bold have not yet been tied to any assignments.

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Once assignments have been graded, these assignment grades will be translated into grades per descriptor on the Submit Descriptor Report Card Grades screen.



Skills Tab

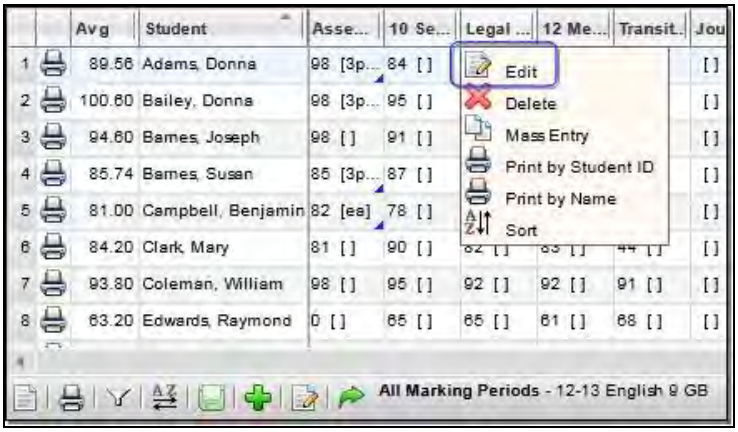
The Skills tab allows teachers to tie assignments to specific skills within pre-defined skill sets. This option is only available for districts that have set up skill sets and associated those skill sets with courses. Assignments can be tied to any number of individual skills. The Grade Book Editor will allow filtering based on skills or skill sets, and other grading screens may include skill and skill set averages, depending on district grading settings.



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Edit Assignments

1. Navigate to the Grades tab for the appropriate class to view the grade book editor.
2. Click once on the assignment title you wish to modify and click the Edit Assignment button.



Note: For information on editing multiple assignments at once, refer to the *Batch Add/Edit Assignments* section.

3. The assignment details will appear in editable fields.

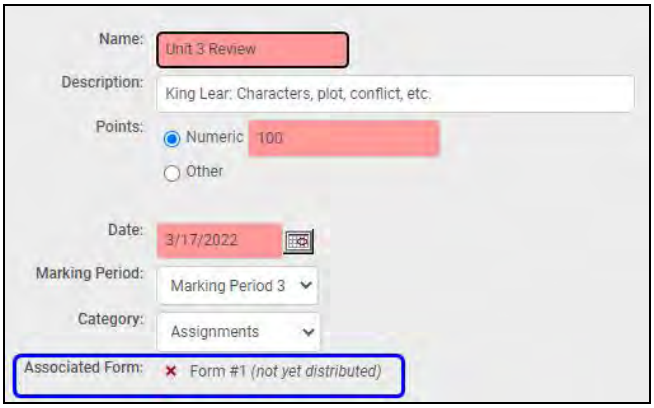


4. Make changes to the Name, Points, Date, Marking Period, and/or Category, and/or any of the check box options for this assignment if desired.
5. If you have Forms available, you may use the drop-down to select a form and click Add to associate it with this assignment.

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A. After associating a form, you will see a message that the form has not yet been distributed to students.



B. To distribute the form to the students in that section, click the Distribute button in the upper right corner of the screen.



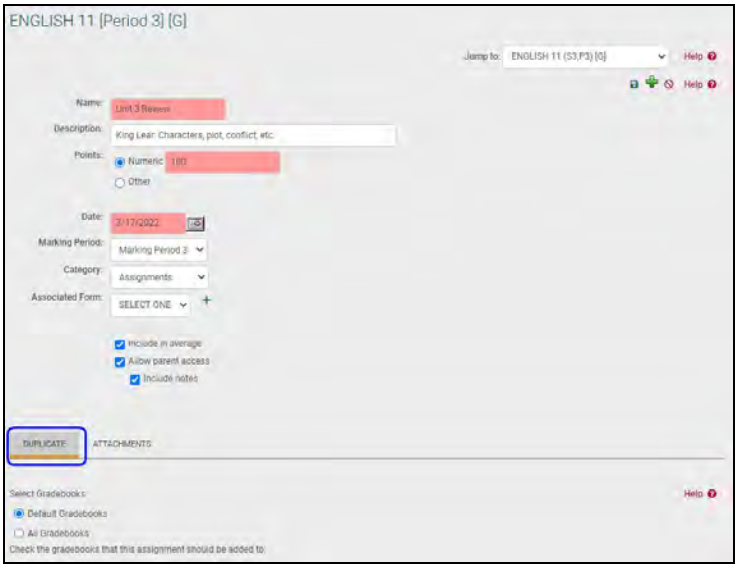
6. Apply these changes or add this assignment to other grade books if desired by clicking once in the check box(es) in the Duplicate tab (see the *Add Assignments to Multiple Grade Books*or *Edit Assignments in Multiple Grade Books*sections for more information).
7. Click the Update assignment and return to the grade book button in the upper right corner of the Grades tab. The screen will refresh displaying the modified assignment.
8. When you have finished editing assignments, click once on the Save grade book changes button to save your work.

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Edit Assignments in Multiple Grade Books

1. To modify an assignment, click on the assignment title and click on the Edit Assignment button. The screen will refresh with detail fields for that assignment, as well as the Duplicate tab, along the bottom of the assignment area. The Duplicate tab shows all available grade books.

   Note: If you do not see the Duplicate tab, it means you do not have any grade books to copy these changes to.

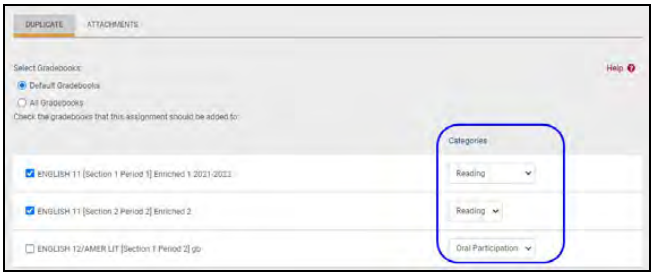


2. Enter the assignment details as needed: Name, Points, Date, Marking Period, Category, whether or not this will be included in averages, and whether to allow parent access. Pink fields are required.
1. Use the Duplicate tab to apply these changes to one (or more) of your existing grade books for other sections/courses. Click once in the check box to the left of the name of each grade book that should also have this assignment changed. Note that if you are using Forms, these cannot currently be duplicated in other grade books.



   A. Use the Categories drop-down list at the right of each grade book row to put the assignment in the correct category. (Remember, grade

books can each have their own categories, so you will need to choose the appropriate category for each grade book.)



3. Select the Update assignment and return to grade book button (upper right corner of the screen) to save the changes to this assignment.
4. If you have selected additional grade books using the Duplicate tab, SchoolTool will attempt to copy those changes to the selected grade books one at a time. If a matching assignment exists in any selected grade book, the assignment changes will be applied to those grade books.
5. If no errors are encountered and the update completes successfully, the changes will be applied and the user will be returned to the grade book editor.
6. If an error occurs, the user will see a warning message on the screen, indicating which grade book was not updated. Other selected grade books will be updated appropriately unless indicated otherwise. You will receive a separate message for each grade book affected.
7. An error may be due to any of the following possible situations:
    - Grading Scale not found: This will occur if you change the grading scale for an assignment and attempt to copy that change to a grade book where that grading scale does not exist.

      Warning: Did not copy to *ENGLISH 10 [Section 14 Period 8] gb2* because the grading scale cannot be found in that grade book.

    - Another assignment exists with the same name: If an assignment exists in another grade book with the same name but different details, you will be unable to copy the assignment changes. This applies to situations where identical assignments were added to the grade books but then were manually edited individually, because those edits will change the details of that individual assignment and it will no longer be recognized as the “same” assignment as in other grade books.

      Warning: Did not copy to *ENGLISH 10 [Section 14 Period 8] gb2* because another assignment with the same name already exists in that grade book.

    - No assignments with that name: If the assignment to be modified does not exist in another grade book, it cannot be modified. To correct this, add a matching assignment to the desired grade book.

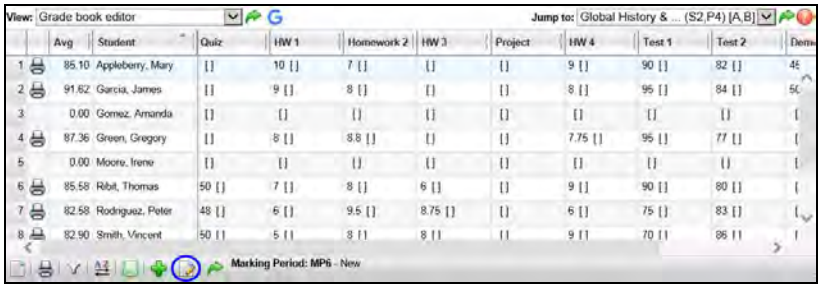
      Warning: Did not copy to *ENGLISH 9 [Section 4 Period 3] new* because an assignment of that name does not exist in that grade book.

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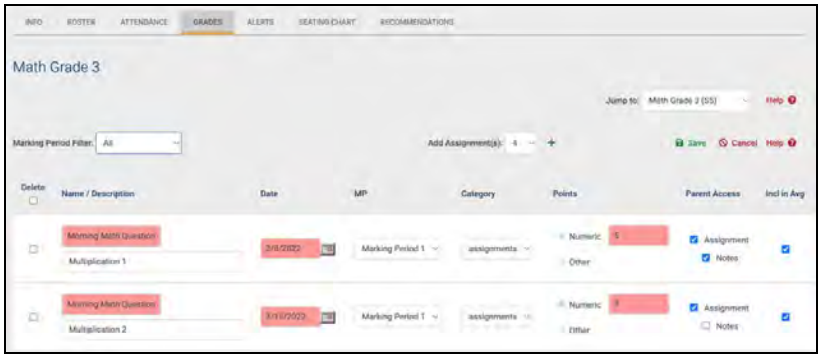
8. To verify that the new assignment has been modified in the other selected grade books, you can review each grade book.

Batch Add/Edit Assignments

To make batch assignment changes, click the Batch Edit Assignments button, located at the bottom of the screen in the Grade Book Editor Toolbar.



The screen will refresh to display a list, presented in edit mode, that contains all assignments that currently exist in that grade book. The list can be sorted by any column, and may be filtered by marking period using the Marking Period Filter drop-down in the upper left corner. By default, the list includes assignments from all marking periods.



Note: Once a user saves changes from this screen, all modifications are applied to the grade book editor as a single operation, including changing existing assignments, deleting existing assignments, and adding new assignments. If multiple grade books are selected, these changes will be applied across all selected grade books at once.

To modify existing assignments, simply locate the assignment(s) to be changed, edit all appropriate fields, and click the Save button to apply changes.

Note: All required fields must contain valid information. An error message will appear for any invalid field entries to indicate the specific assignment(s) that contain invalid data.

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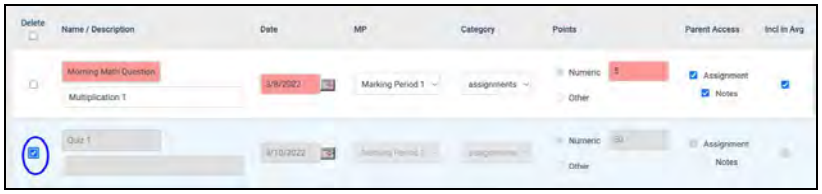
A pop-up will appear with a list of the default (active) grade books for each course section.



To apply the new assignments and/or modifications to other grade books, simply select the desired grade books and click Save.

Note: When adding assignments to multiple grade books, keep in mind that the destination grade book must have matching categories in order to copy the assignment. In addition, when modifying or deleting existing assignments, the assignment names and dates must be the same in both grade books in order for changes to be applied.

To delete one or more assignments, check the box to the left of each assignment to be removed (or use the check box in the header to select all assignments) and click the Save button to permanently delete all selected assignments.



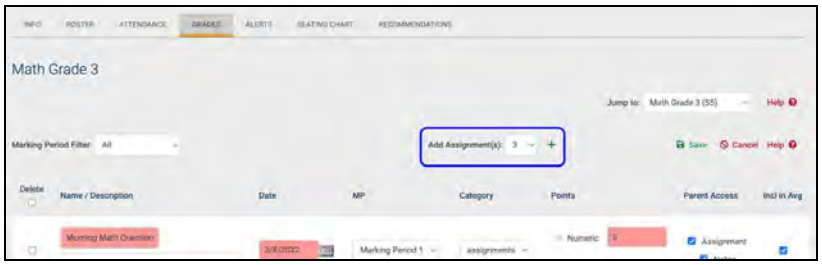
In the pop-up that appears, select the appropriate grade books from which you wish to delete this assignment, and click Save.



A warning message will appear asking the user to confirm this operation; click OK to proceed or click Cancel to return to the Batch Edit Assignments screen without deleting.

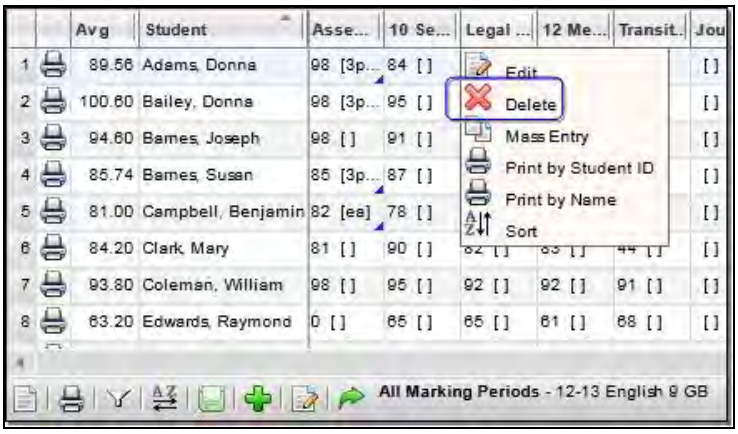
To add one or more new assignments to the grade book in batch mode, select the appropriate number from the drop-down in the upper right button and click the Add button. The new assignments will be added as blank rows at the top of the assignment list. Enter all information as needed and click Save to add the assignments. Select any grade books to add the assignments to and click Save to return to the grade book editor.

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Delete Assignments

1. Navigate to the Grades tab for the appropriate class to view the grade book editor.
2. Click once on the assignment title and click the Delete Assignment ✖button.



3. A prompt will display asking if you are sure you want to delete this assignment.



4. Click OK to complete the delete action. The assignment will be removed from the editor view.

   Warning: There is no way to recover an assignment and any grades associated with it after you have confirmed the delete transaction.

5. Repeat the steps for any other assignments to be deleted.
6. When you have finished deleting assignments, click once on the Save grade book changes button to save your work.

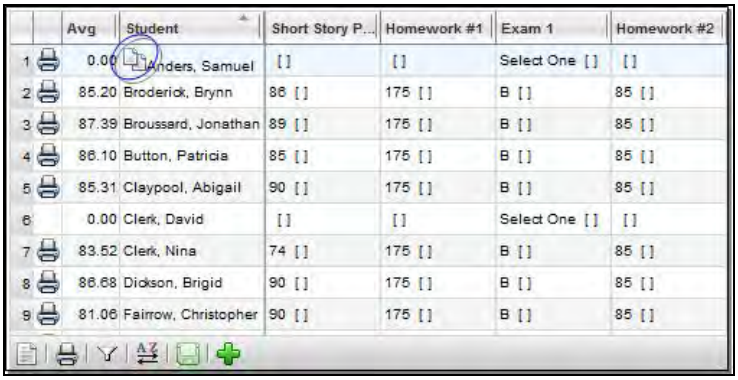
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Transferring Assignment Grades for Students who Switch Sections

When a student is switched between two sections of the same course, both with the same teacher, the teacher will be presented with a new icon next to the student's name that will allow transfer of assignment grades from the student's previous grade book.

To transfer these assignment grades:

1. Navigate to the Grade Book Editor of a course section that a student was recently switched into
2. Locate and click on the "Move grades..." button



Note: Once assignments have been copied over for a specific student, the "Move grades..." button will no longer appear for that student. If there are no grades to copy over for a specific student, the "Move grades..." button will not appear.

3. Read the warning message, and click OK to continue. All assignment grades will be copied from the student's previous grade book into the current one.

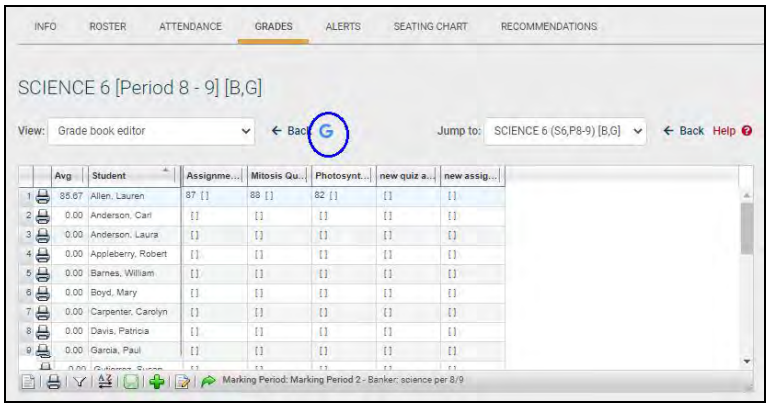


Note: Assignment grades will not be copied over if the assignment name, date, or attributes are different in the two grade books. If there are existing grades in the current grade book, they will not be overwritten by imported grades. These existing grades will be skipped, and blank assignment grades will be imported.

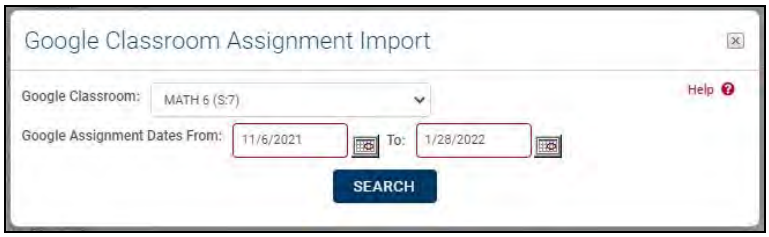
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Importing Assignments from Google Classroom

- To import assignments from Google Classroom, begin by clicking on the Google icon in the upper left corner of the Grade Book Editor screen.



In the popup that opens, select the Google Classroom from which you want to import assignments (if this section has already been linked, the linked Classroom will be selected for you and the search will run automatically). The start and end dates will default to the current marking period dates; change these values as needed to bring in additional assignments within the current school year.

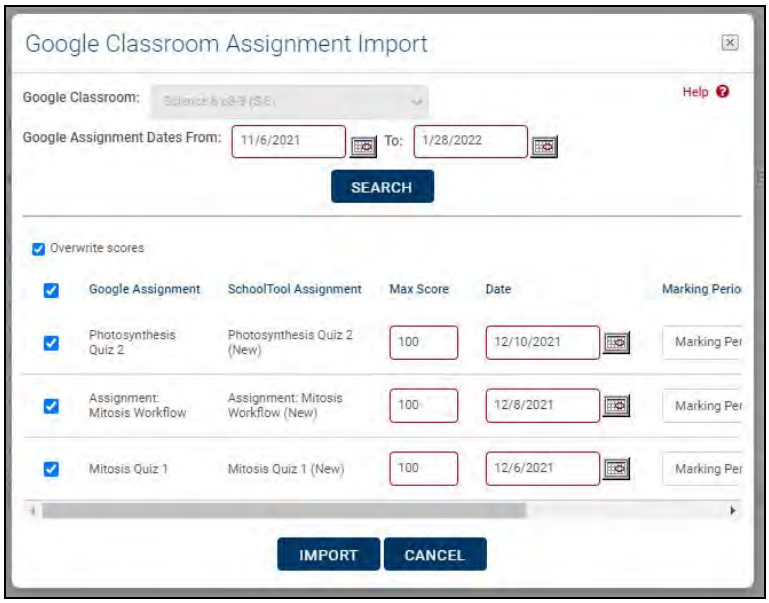


After you click Search, you'll see a list of assignments that are available in Google Classroom (use the checkboxes to choose which assignments you want to import). If assignments have been scored, that information will also be imported; use the "Overwrite scores" option if you want to update existing assignment scores in the grade book. Edit the Max Score and Date information as needed, then click the **Import** button.

Note: The first time you import a given assignment, the "SchoolTool Assignment" column will show the word "New" at the end of the assignment name (this will not actually be included in the assignment name after it's imported). The import will add these new assignments to the current marking period and the first

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assignment category in the list; feel free to change those now if you wish. Keep in mind that you may need to scroll horizontally to see those fields.



Wait while SchoolTool processes the import. You'll see a popup that displays a confirmation message once the import has completed successfully. If the import encountered issues, the popup will show error message(s) for any failures.

Things to know:

- After the initial import of an assignment, the assignment name, max score, date, marking period, and/or category will not automatically be updated in SchoolTool on subsequent imports. If you change this information in Google Classroom, you'll need to manually update the corresponding assignments in SchoolTool as well.
- Deleting an assignment in Google Classroom does not automatically remove it from SchoolTool. You'll need to manually remove it from the SchoolTool grade book in that case.
- Assignment scores will only be imported if the assignment has been graded and marked as "Returned."
- This feature will only import assignments that are "Assignment" or "Quiz Assignment" item types. "Question" types are not supported at this time.

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Grade Book Editor Reports

There are four (4) reports available to you while you are working in the grade book editor:

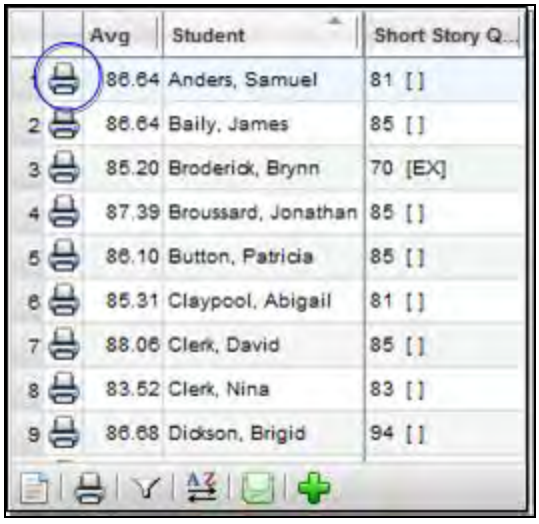
- Grade Book Report (per student)
- Grade Book Report (per class)
- Plan Book Report
- Assignment Report

Grade Book Report (per Class or per Student)

The Grade book report is a view of an individualized student's performance in this course. When printed from within the Grade Book Editor View, it includes an overall class average, the number of days tardy, the student's average per category, any attributes, weighting and all assignment scores. When running this report per class, it will generate a report that includes all students in the course. When running for an individual student, the same information displays but is limited to the selected student.

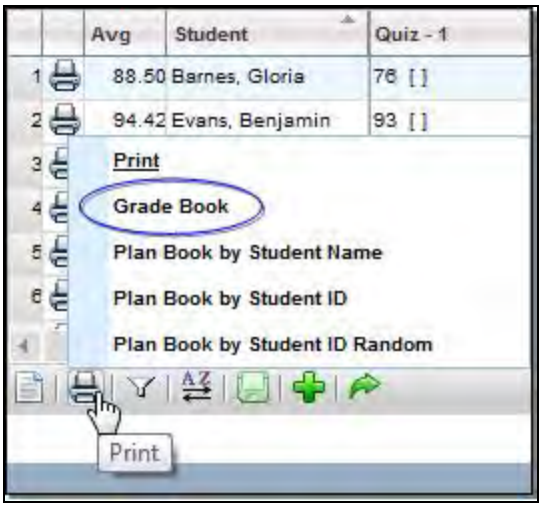
Note: The Grade book report is also available under the Grade Book Reports View. By printing this report under the Grade Book Reports View, you have additional options available from a pre-screen to control the information displayed on the report.

To print the Grade Book Report for a specific student, click the Print icon in that student's row in the editor grid. The Grade Book Report for that student will automatically generate in a new window.



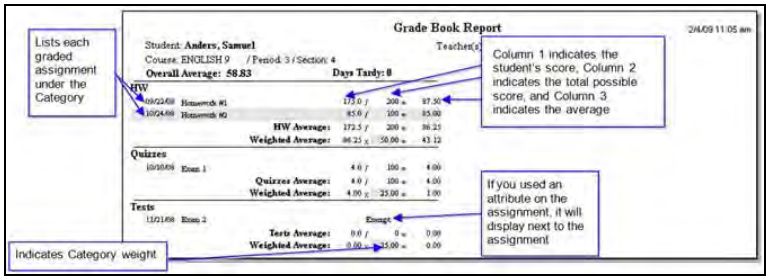
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To print the Grade Book Report for the whole class, click the Print menu button on the grade book toolbar. Select “Grade Book” from the menu to print the Grade Book Report for the entire class. The report will generate automatically in a new window.



Assignment information is displayed on the Grade Book Report is based on the following logic:

- If an Exempt attribute is checked for an assignment, the report will show “Exempt” for that assignment (rather than showing a 0 / 0, as was previously displayed).
- If a No Credit attribute is checked for an assignment, the report will show 0 / 100 with a grade of 0 (this reflects current functionality; no change was made here).
- If a Flag attribute is checked for an assignment, the course will show the score / 100, with the appropriate grade indicated (this reflects current functionality; no change was made here).
- If an assignment has no score recorded, the report will show nothing (rather than showing a 0 / 0, as was previously displayed).
- If an assignment’s recorded score is 0, the report will show 0 / 100, with a grade of 0 (this reflects current functionality; no change was made here).
- Only those items with numeric grades will be used to calculate the student’s averages.



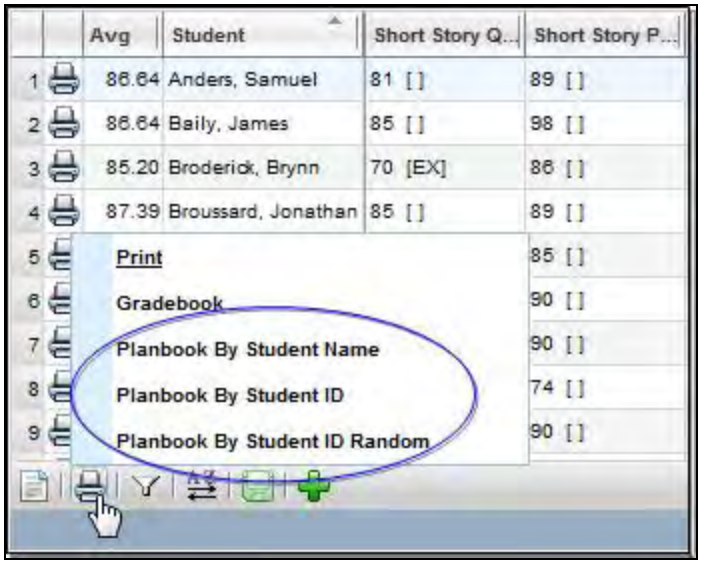
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Plan Book Report

The Plan Book report is a grid-like report allowing you to see all students compared to each other, their overall course averages, their averages per category and per assignment.

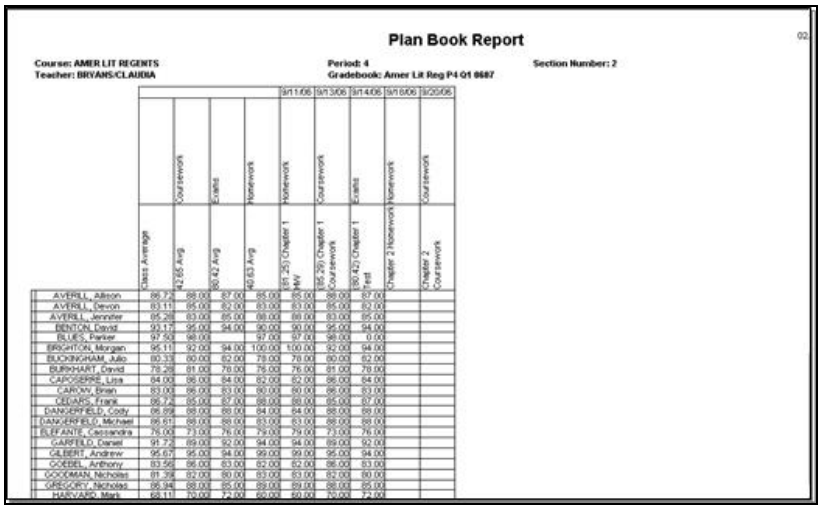
To print the Plan Book Report for the whole class, click the Print menu button on the grade book toolbar. Select the appropriate “Planbook…” option to print the Plan Book Report for the entire class. The following print options are available for this report:

- Planbook By Student Name (the report will display student names, and students will be sorted alphabetically in ascending order by Student Name (Last Name, First Name)
- Planbook by Student ID (the report will display Student ID numbers instead of names, and students will be sorted in ascending order by Student ID)
- Planbook By Student ID Random (the report will display student ID numbers instead of names. The students will be displayed in random order, regardless of name or ID number)



The report will generate automatically in a new window.

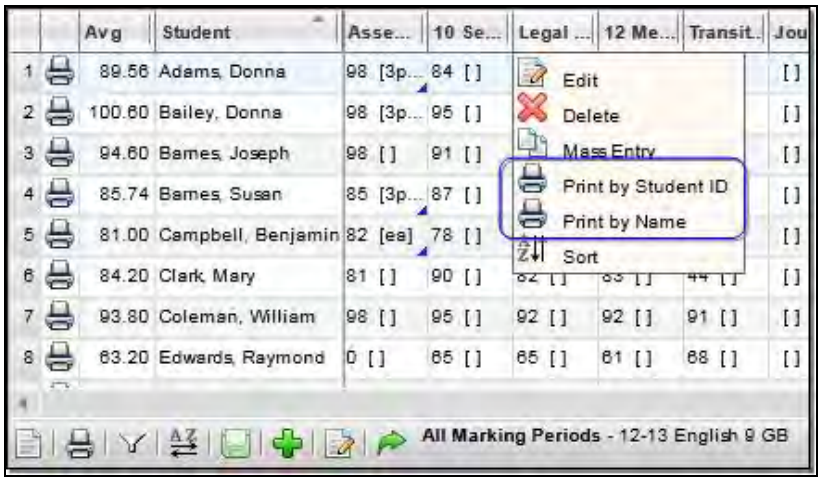
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Assignment Reports

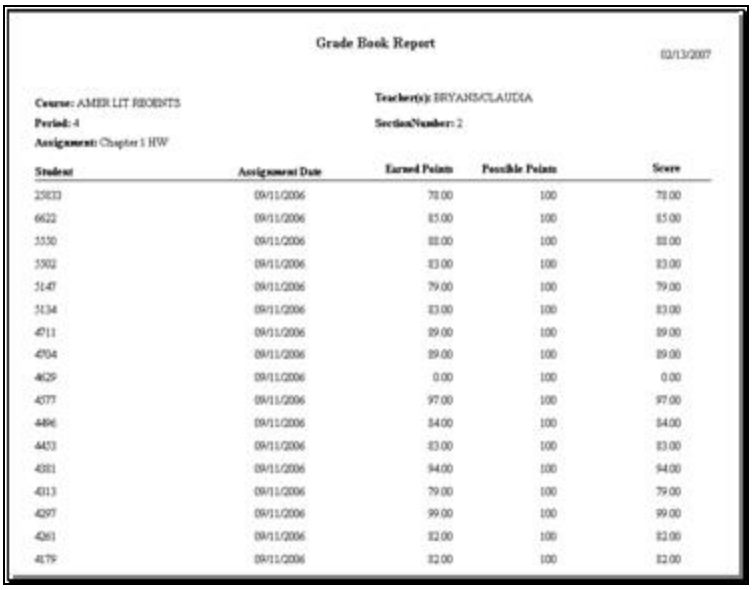
This report is a way for teachers to print and post scores for a simple assignment for all students without names. It displays a list of Earned Points (the number of points a student received) and Scores (the actual grade a student received) for each assignment.

To print an Assignment Report, click on the assignment title and click the appropriate Print button from the Assignment menu (Print by Student ID displays student ID numbers without names, while Print by Name includes both student ID and student name).



The report will generate automatically in a new window.

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Grade Book Report

02/13/2007

Course: AMER LIT HRDNTS
Period: 4
Assignment: Chapter 1 HW

Teacher(s): BRYANS,CLAUDIA
SectionNumber: 2

Student	Assignment Date	Earned Points	Possible Points	Score
25833	09/11/2006	78.00	100	78.00
6622	09/11/2006	85.00	100	85.00
5530	09/11/2006	88.00	100	88.00
5502	09/11/2006	83.00	100	83.00
5147	09/11/2006	79.00	100	79.00
5134	09/11/2006	83.00	100	83.00
4711	09/11/2006	89.00	100	89.00
4704	09/11/2006	89.00	100	89.00
4629	09/11/2006	0.00	100	0.00
4577	09/11/2006	97.00	100	97.00
4496	09/11/2006	84.00	100	84.00
4453	09/11/2006	83.00	100	83.00
4381	09/11/2006	94.00	100	94.00
4313	09/11/2006	79.00	100	79.00
4297	09/11/2006	99.00	100	99.00
4261	09/11/2006	82.00	100	82.00
4179	09/11/2006	82.00	100	82.00

Submit Descriptor Report Card Grades (Legacy)

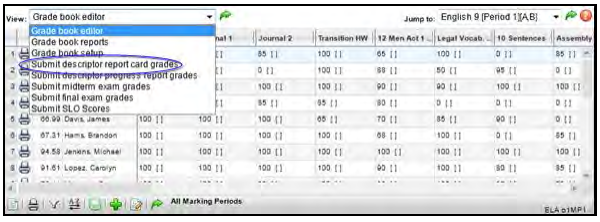
Note: This procedure is typically performed by elementary teachers only.

Descriptor report card grades are the grades that appear on student report cards at the end of each marking period (quarter, trimester, etc). This process is the same for each marking period, including the final marking period.

If the grade book has been used, grades can be copied from all assignment grades to a final marking period grade. If the grade book has not been used, grades can be entered manually.

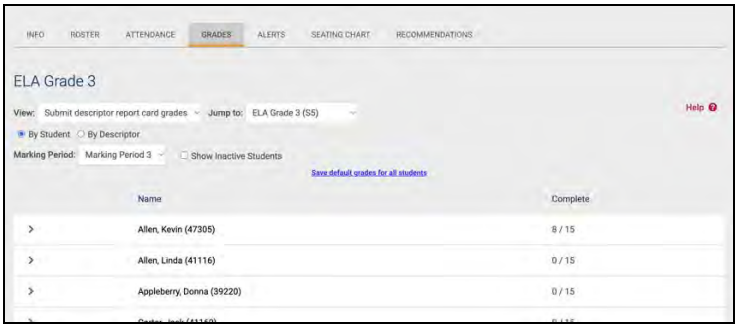
Grades can only be entered during open grading periods. These are controlled by district personnel. Once grading periods have been locked, only a guidance counselor can change marking period grades.

1. Access the grade book for the appropriate class.
2. From the View drop-down list, select Submit descriptor report card grades.



3. The screen will refresh with the default Marking Period and a list of students. To grade by student, select a student and continue to the next screen to grade that student across all descriptors. To grade by descriptor, select that option and then choose a descriptor. Continue to the next screen to grade that

descriptor for all students.



Submitting Grades By Student

1. To the right of the student names is a column for Completed grades. This represents the number of descriptors which have been graded for each student. A value of “0/68” indicates that no descriptors have been graded out of 68 total descriptors to be graded.

   Note: You may only submit report card grades/comments during the open or unlocked period. Once this period expires, grades are locked, and the information becomes read-only for those marking periods which have passed. Future marking periods remain unavailable until the grading period arrives.

2. Select the first student to be graded. Click once on the Select ❯button to the left of the student name. You may start at any point in the list. The screen will refresh with a descriptor area for the selected student. You may need to use scroll bar at right to see additional options.

   Note: Some grading options may or may not be visible depending on district settings.



3. Enter the grade information for each student in the subject drop-down area.

   Note: If there are gradable subjects on your report card, the Copy Grade Book Grades link can be used to convert existing averages from the grade book to district-mapped values in the descriptor grading area. This feature is

dependent on the set up of your report card and is not equally applicable to all grade levels.

4. Select an appropriate, subject-specific grading option from the drop-down list at right. Leave the defaulted value, or open the list to select an alternate value.



5. Repeat the above steps for all descriptors in the subject list.

Note: The default grading option in each drop-down field is determined by your district and grade level. It may be NONE, or it may be a value teachers select most often (i.e. S – Satisfactory). This will vary from grade level to grade level (i.e. K to 3) and from building to building.

6. Enter the comments for each subject area, if desired, using any of the following methods below.

Note: Comments entered here may not appear exactly as they will appear on the report

A. If your school building/grade level uses subject-based comments, an entry area for comments will appear at the end of each subject grading area. The character counter at the bottom of the comment entry field will indicate the number of characters remaining. If your school building/grade level does not use subject-based comments, then only a single comment area will appear at the bottom of the grading area.



B. Add performance-related comments from the Comment bank.
   - Selecting the Add comments from comment bank › button (next to the words Comment Bank) will bring up the entire comment bank.
   - Select one or more comments for that student by clicking once in the check box next to each comment you want.

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- Once you have selected the appropriate comments, click the Save comments button to save them to this subject's grade area. The comments will appear on the student's Comments sub tab as seen below.



Note: Use the Delete buttons (to the left of each comment) to remove one or more of the comments you have selected (see previous image).

Note: Only use the Delete All Comments button (to the right of the comment entry field) to delete ALL Comment Bank AND free-text comments at once, including any text in the free-text entry field.

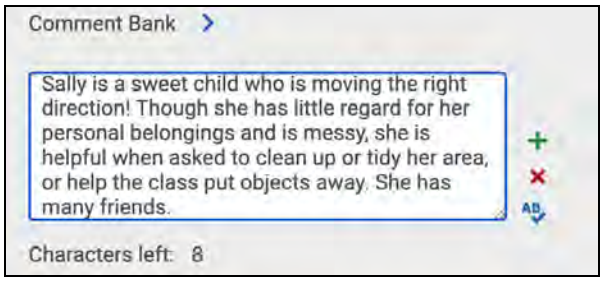
C. Add a free-text, personal narrative comment about the student or their performance in the free-text field (this is optional).

- Type your comment in the free-text field.
- Click once on the Check Spelling button, if desired.

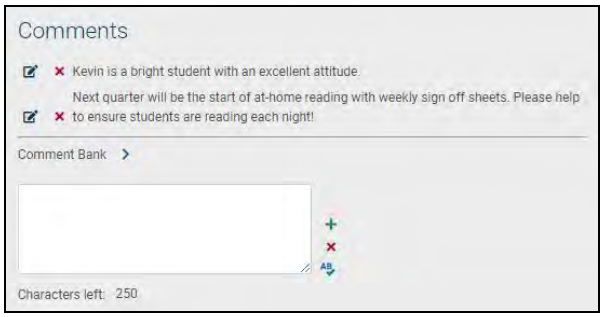
Note: You may check the spelling of your free-text comment while it is still in the entry field. If errors are found, a pop-up window with options will appear. If no errors are found, the spell-check box will appear briefly and will then close. Once you have added your comment, it can no longer be spell checked.)

- Click once on the Add personal comments button to the right of the text box to add the comment to the student's record.

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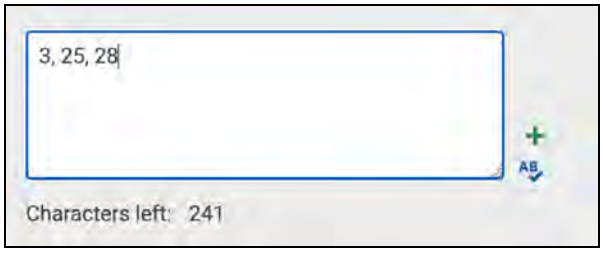
- Once you have added personal comments, the subject comment area will look like this:



To delete a single comment, use the Delete ✖ button to the left of the comment. To edit your comment, click the Edit for the appropriate comment and update the content.

D. Add Comment Bank comments using the free-text field.

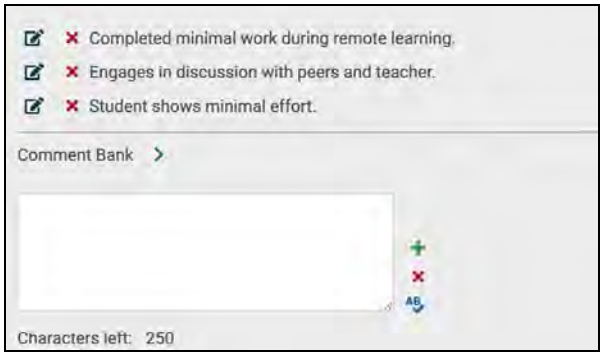
- If this feature has been enabled, you may enter the numeric value(s) (translation codes) associated with one or more comments from the Comment Bank into the free-text field. If you add multiple values at one time separate them with spaces or commas.



- Once you have listed all the numeric values, click once on the Add personal comment ✚ button. The Comment Bank comments associated with those values will appear in the subject

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grading area for that student.



7. Use the Delete ✖buttons (to the left of each comment) to remove one or more of the comments you have selected (see previous image).

   Note: Only use the Delete All Comments ✖ button (to the right of the comment entry field) to delete ALL Comment Bank AND free-text comments at once, including any text in the free-text entry field.

8. When you have finished grading and adding comments to this subject area, continue on to the next one. It may be necessary to scroll down to see additional subject areas to be graded. Repeat steps 6 and 7 until all subject areas are completed.
9. When you have finished grading and adding comments to all subject areas for this student, you must save your work. Use any of the following task buttons to save:
   - Use the Submit grades button to save your work and return to your list of students. This button is located in the upper right corner or lower right corner of the Grades tab, OR
   - Use the Submit grades and go to next student ➔button to save your work and go on to grade the next student in the list (this button will not appear if you are at the end of the list.), OR
   - Use the Submit grades and go to previous student ➔button to save your work and go on to the next student (this button will not appear if you are at the beginning of the list) .
10. Once grades have been submitted/saved, a green confirmation message "Marking period grades have been submitted" will appear. This message either appears under the View menu in the Submit descriptor report card grades view (see above), or above the name of the previous/next student in the list (see below).



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Note: During the unlocked period, you may make changes to grades and/or comments and resubmit them as often as you like. Simply make the desired changes, and then click the appropriate task button to save your work. This will overwrite previously submitted report card grades information. Once the report card grading period is locked, changes cannot be made.

11. To verify your comments and grade values will display properly, use the Elementary Grade Report:
12. Click once on Home to return to your My Home area.
13. Click once on the Reports sub tab to the far right of your Class List. The tab will open with a list of elementary-specific reports.
14. Select the Elementary Report Card. The report card will appear in a separate window, where you can verify the grade values and comments added.

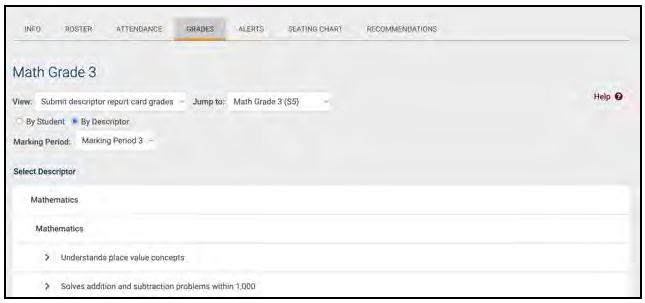
    Note: Depending on district settings, descriptor topics and any submitted grades may be visible on the Marking Period Grades view of a student's **My Home > Grades** tab.

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Submit Descriptor Grades by Descriptor

Note: This procedure is typically performed by elementary teachers only.

1. To submit report card grades by descriptor, choose the appropriate marking period and Select ❯ the descriptor you wish to grade.



2. The screen will refresh to display a list of students and the grades they have received for the selected descriptor.
3. Select the scores for each student and click Save to submit the grades or click Cancel to return to the list of descriptors without saving.



Submit Marking Period Grades

Marking Period grades are the grades that appear on student report cards at the end of each marking period (quarter, trimester, etc). This process is the same for each marking period, including the final marking period.

Note: This procedure is typically performed by secondary teachers only.

If the grade book has been used, grades can be entered manually or can be copied from the grade book into a marking period grade. If the grade book has not been used, grades can only be entered manually.

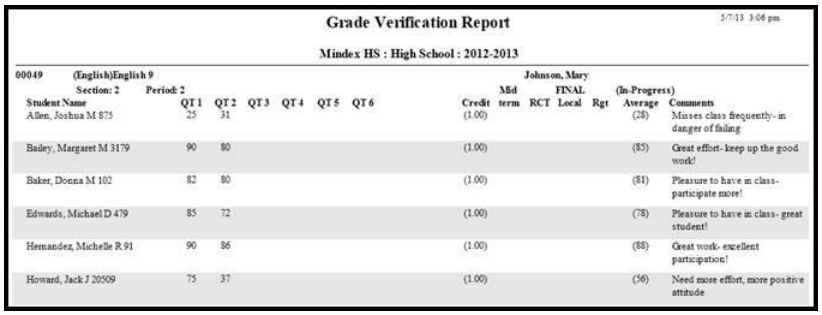
Grades can only be entered during open grading periods. These dates are controlled by district personnel. During the unlocked period, you may make changes to grades and/or comments and resubmit them as often as you like. Simply make the desired changes, and then click the **Submit**button. This will overwrite previously submitted marking period

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grades information. Once the marking period's grading period is locked, changes can only be made by a guidance counselor.

In between saves, you can also click the **Clear** button to clear out any unsaved changes (grades and/or comments) that you have entered but have not yet submitted. You'll be prompted to confirm this operation.

Note: Use the Grade Verification Report to check your work before report cards are printed. The Grade Verification Report is found in the **My Home > Reports** tab.



Grade Verification Report

5/7/13 3:06 pm

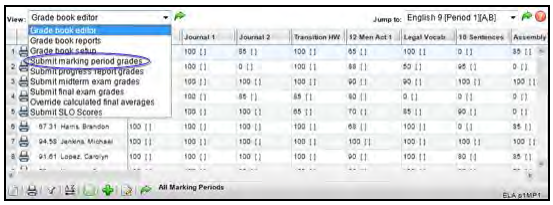
Mindex HS : High School : 2012-2013

00049 (English)English 9 — Johnson, Mary

Section: 2 Period: 2

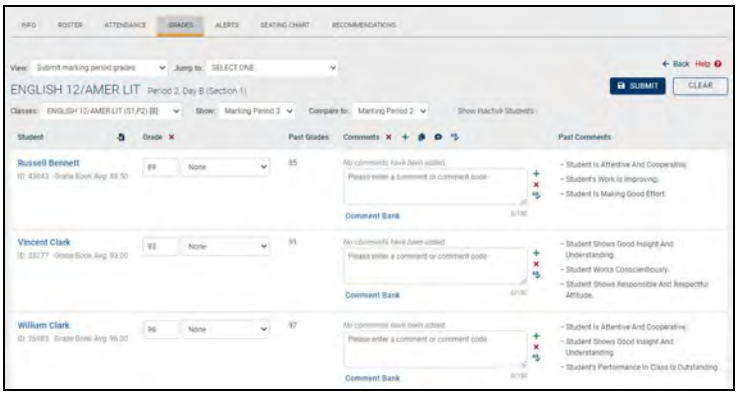
Student Name	QT 1	QT 2	QT 3	QT 4	QT 5	QT 6	Credit	Mid term	FINAL RCT	FINAL Local	FINAL Rgt	(In-Progress) Average	Comments
Allen, Joshua M 875	25	31					(1.00)					(28)	Misses class frequently - in danger of failing
Bailey, Margaret M 3179	90	80					(1.00)					(85)	Great effort- keep up the good work!
Baker, Donna M 102	82	80					(1.00)					(81)	Pleasure to have in class- participate more!
Edwards, Michael D 479	85	72					(1.00)					(78)	Pleasure to have in class - great student!
Hernandez, Michelle R 91	90	86					(1.00)					(88)	Great work- excellent participation!
Howard, Jack J 20509	75	37					(1.00)					(56)	Need more effort, more positive attitude

1. From the My Home view, select a course from your course list and access the Grades tab. Assuming your grade book has been set up, it will display, along with a list of students and any assignments in the Grade book editor View.
2. From the View drop-down list, select Submit marking period grades.

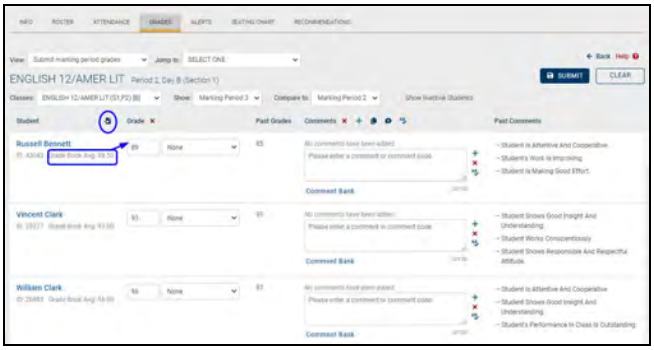


Note: If the marking period is unlocked/open, the view will refresh with a list of students and entry fields for their marking period grades. If the marking period is locked (not open yet or was open and is now closed) the view will refresh with a list of students in read-only mode. If grades had been entered for the marking period before it was locked, they will appear in read-only mode as well. If the marking period is locked, you will not see entry fields.

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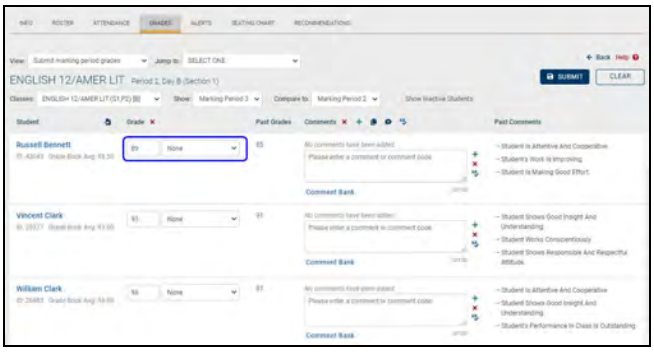


3. Select the marking period for which you are entering grade information from the "Show" dropdown list. The default will be the current marking period.
    A. Use the "Compare to" dropdown to view grades and comments from other marking periods (the most recently ended marking period is selected by default).
    B. Use the “Show Inactive Students” checkbox to submit grades for students who are no longer in that course but were at some point during the selected marking period (this includes students who dropped, withdrew, or switched from the course during that marking period).
4. Assuming the marking period selected is unlocked, enter grades for each student. Use the Clear All Grades ✖ button at the top of the column if you need to clear all grade and grade notes without saving.
    A. If you have been using the grade book, you can copy your grade book average into the marking period grades for each student. In the Grade Book Average column, click once on the Copy grade book grades button to copy the current grade book averages into the grade field. This marking period grade is still editable if you choose to change it.



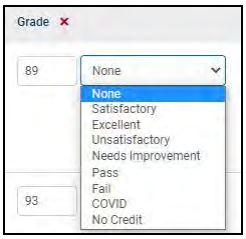
    B. If you have not been using the grade book, you must manually enter the current alpha or numeric grades for each student.

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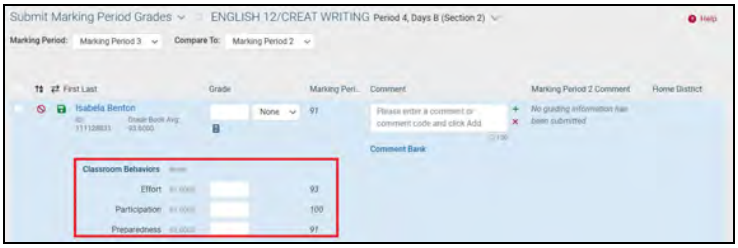
Note: The grading scale associated with this course is set up and maintained in the Course Catalog. If you use alpha grades, you will select from a drop-down list of options. If you use numeric grades, you will have a free-text entry field where you can type in the grade value.

C. If the student has not completed the class and does not get a grade, use the grade note drop-down list to the right of the grade field to enter a non-completion comment. This list includes values such as medical, audit and incomplete, among other district-specific values.



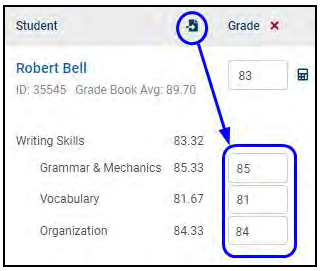
Note: You cannot save the grades if any student has both a grade and a grade note. It has to be one or the other!

5. If the course uses skills-based grading, the skill set average, as well as the average for each individual skill, will appear below the overall grade book average.



A. For skill sets that drive grading, each individual skill average will be copied when using the Copy Grade Book Grades feature.

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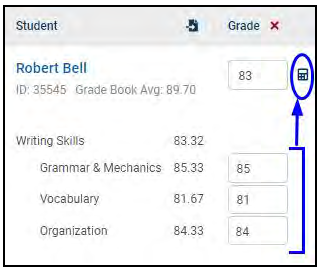


Note: If the skill set is not configured to allow overrides of marking period grades, the top Marking Period Grade field will be grayed out.

B. To change skill grades, enter the appropriate value(s) in the Grade column and click the Recalculate button to update the marking period average (if appropriate).

i. If the "Allow Override of MP Grade" option is enabled for a given skill set, users can modify the overall average manually without recalculating using the individual skill grades.

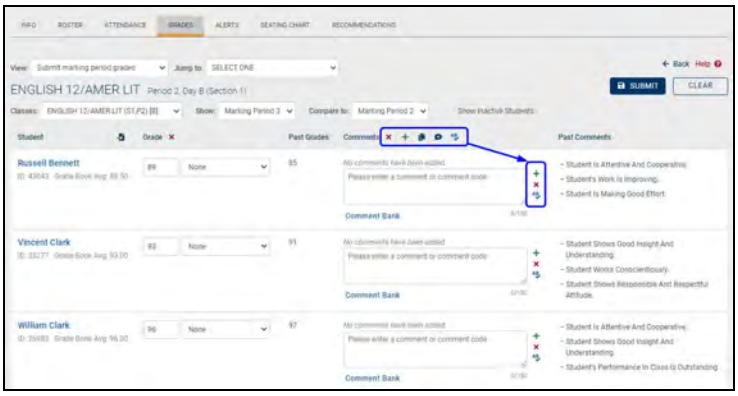
ii. If the "Allow Override of MP Grade" option is *not* enabled for a given skill set, users will be unable to manually override the overall average. If individual skill grades are modified, the average will automatically be recalculated to reflect the newly entered skill grades when the user clicks Save.



6. Add comments for each student, if desired, using one or more of the methods described below.

Note: Several buttons are available for individual comment actions but are also available in the Comments column header to allow these actions to be performed as batch operations. Clicking the Add Comment button for an individual comment will add that comment only, while clicking the Apply All Comments button in the header will apply all comments that have been entered (but not yet added) for all students, allowing users to enter comments for multiple students without having to click Add for each individual comment as they go. Similarly, the Clear Comment button for an individual comment will clear that comment only; clicking the Clear All button in the header will

remove all comments for *all* students. Spell-check can also be performed for a single comment or for all comments.



Methods for adding comments may include the following:

Add comments for one student at a time

- Add comments from the Comment bank:
    1. Click on the **Comment Bank** link for each student individually. This will bring up the entire comment bank so you can select multiple comments for that student. Use the check boxes to select one or more comments.



    2. Once you have selected the appropriate comments, click the **Add Comments** button to save. Continue on for the rest of your class roster.
- Add Comment Bank comments using numeric Translation Codes in the free-text field:
    1. Enter the numeric values associated with comments from the Comment Bank into the free-text field.
    2. If you wish to add multiple values at one time separate them with spaces or commas.

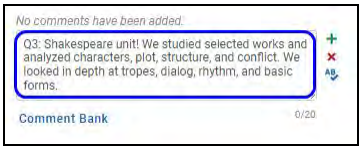
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3. Click the Add Comment ✚ button to apply the comment to that student and continue. The Comment Bank comments associated with those values will appear in the Grade column for that student.

   Note: Numeric comment values, also known as Translation Codes, are a district preference. If you are unable to enter numbers or the corresponding comments are not displaying, contact your SchoolTool liaison.

- Add a free-text comment (note that free-text comments are available based on district settings and may not be available for all users):
  1. Type your comment in the free-text field, then click the Add personal comment ✚ button to the right of the text box to add the comment to the student's record.



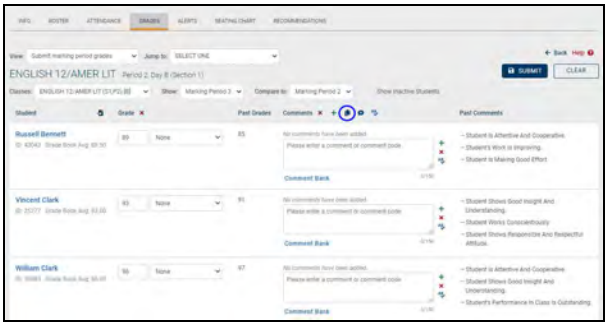
   Note: To spell check your free-text comment, click once on the Check Spelling AB button to the right of the free-text field.

   Note: Comments entered here may not appear exactly as they will appear on the report

Enter identical free-text comments for all students

- Click on the Mass Enter Free Text Comments button in the Comments column header

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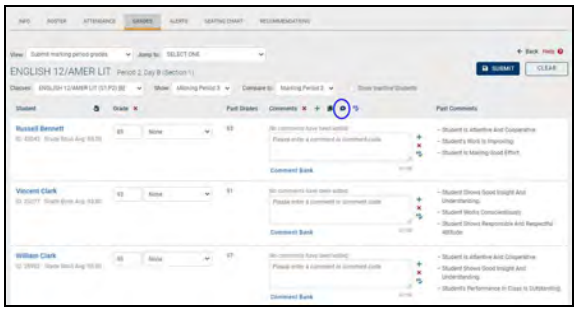
- Enter the desired comment text. Remember to click the Add ➕ button before saving or the comment will not be added!



- Repeat these steps as appropriate and click the **Add Comments** button to apply these comments to all students.

Add the same comments to all students using the Comment Bank

1. Click on the Mass Comment Bank 💬 button in the Comments column header



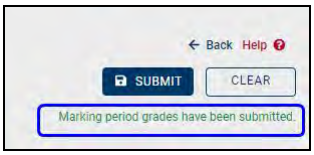
2. The Comment Bank will open in a pop-up. Use the checkboxes to select the comment(s) you wish to add.



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3. Click the **Add Comments** button to apply these comments to all students.

7. When you have finished adding grades and/or comments for each student, click the **Submit**button in the upper right section of the Grades tab screen in order to save your work. Once grades have been submitted/saved, a confirmation message “Marking Period grades have been submitted” will appear.



Submit Progress Report Grades

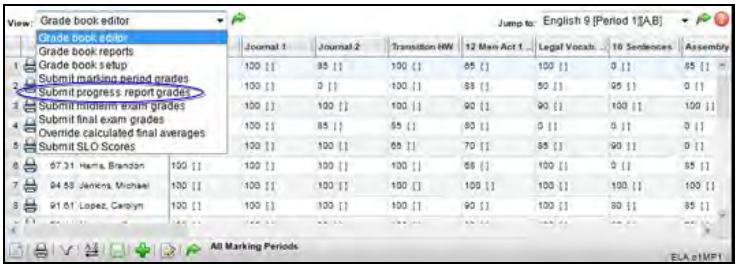
Progress Reports (or "interim reports") are typically performed mid-way through the marking period (i.e. at week 5 of a 10 week marking period cycle). They contain comments and/or grades which update parents on student performance and progress. In some cases, comments-based progress reports may contain comments that include grade range information.

Note: This procedure generally applies to secondary teachers only.

Progress Report grades and comments can only be entered during open grading periods. These are controlled by district personnel. Once grading periods have been locked, only a guidance counselor can change progress report information.

Note: Not all districts generate and distribute progress reports. Only use this procedure if your district follows this grading model.

1. From the View drop-down list, select Submit progress report grades.

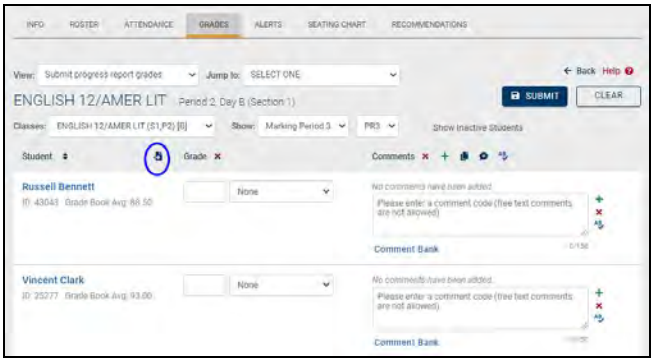


2. If the marking period is open (unlocked), the screen will refresh with the default marking and progress report periods and a list of students with grades and/or comment entry fields. Use the “Show Inactive Students” checkbox to submit grades for students who are no longer in that course but were at some point during the selected marking period (students who dropped, withdrew, or switched from the course during that marking period).

Note: If the marking period is locked, you will not see entry fields.

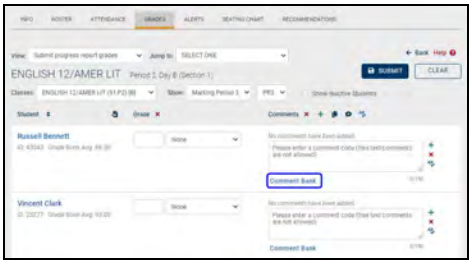
Note: If the progress report interval is locked (i.e., not yet open, or locked after entries were due), the progress report area will appear in read-only mode. If comments were entered, they will appear. If comments have not been entered yet, the Progress Report column will be blank. Contact your SchoolTool liaison to unlock the progress report period, or contact a guidance counselor if changes are required after the period has been locked.

3. Assuming that the marking period is open, select the marking period and progress report interval for which you are entering comments from the drop-down lists at the top of the student list. The default will be the current marking period/progress report interval.
    A. If you have not been using the grade book, you must manually enter the current alpha or numeric grades for each student.
    B. If you have been using the grade book, you can copy your grade book average into the progress report grades for each student. In the Grade Book Average column, click once on the Copy grade book grades button to copy the current grade book averages into the grade field. This grade is still editable if you choose to change it.



4. Enter progress report comments for each student using one or more of the following methods:
    - **Add comments to students one at a time**
        1. Add performance-related comments from the Comment bank:
            - Selecting the **Comment Bank** link will bring up the entire comment bank so you can select multiple comments for that student.

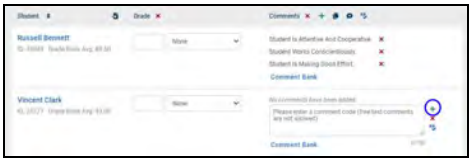
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- Use the check boxes to select one or more comments.
- Once you have selected the appropriate comments, click the Add Comments button to save. Continue on for the rest of your class roster.



2. Add a free-text comment about the student or their performance in the free-text field (this is optional; max number of characters is 50).:
   - Type your comment in the free-text field, then click the Add personal comment ➕ button to the right of the text box to add the comment to the student's record.



Note: To spell check your free-text comment, click once on the Check Spelling button to the right of the free-text field. You can only check your work BEFORE you have added the comment.

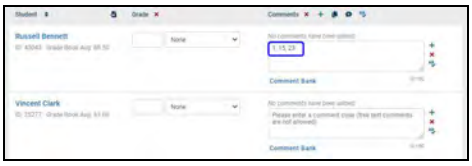
Note: Comments entered here may not appear exactly as they will appear on the report

3. Add Comment Bank comments using translation codes in the free-text field:

Users may enter the numeric values associated with comments from the Comment Bank into the free-text field. If you wish to add multiple values at one time separate them with spaces or commas.

Note: Numeric comment values, also known as Translation Codes, are a district preference. If you are unable to enter numbers or the corresponding comments are not displaying, contact your SchoolTool liaison.

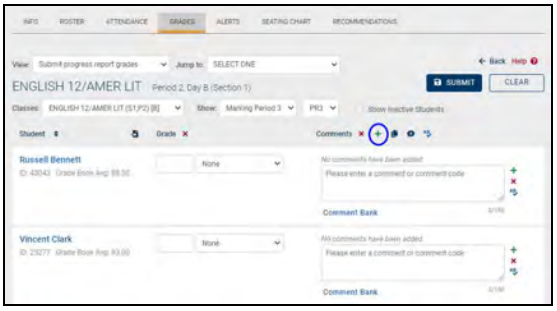
- Once you have listed all the numeric values, click once on the Add personal comment ✚ button. The Comment Bank comments associated with those values will appear in the Grade column for that student.



Note: Use the Delete ✖ buttons to remove one or more comments.

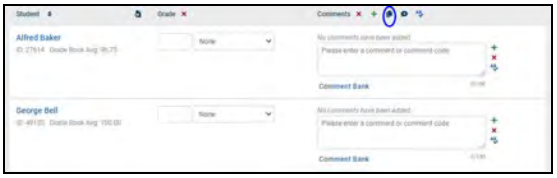
- **Enter comments for multiple students and save all comments in a single operation**
    - Type the numeric value(s) associated with a Comment Bank comment (if this feature is enabled) OR a free-text personal comment into the free-text field for a student.
    - Repeat until all students have comments in their free-text fields.
    - Scroll back to the top of the Grades tab. Click once on the Batch Add Comments ✚ button at the top of the grid. The comments will all be added to the respective students at the same time.

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Note: If your district limits the number of comments (Comment Bank or other) which can be recorded and printed on progress reports, an error message will display once you have exceeded (or attempted to exceed) this number.

- **Add free-text comments to everyone in the class using the Mass Enter Free Text Comments button**
    - Click on the Mass Enter Free Text Comments button at the top of the grid.



    - In the popup that appears, enter the desired comment text. Remember to click the Add + button before saving or the comment will not be added!

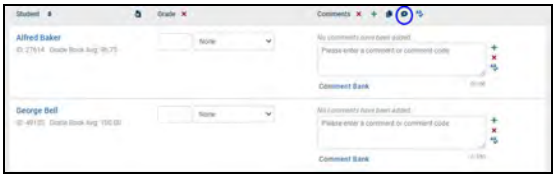


    - Repeat the previous step as needed to enter multiple comments, then click the **Add Comments** button to apply the comment(s) to all students in the class.

- **Select comments from the Comment Bank and add them to every student in the class**

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- Click on the Mass Comment Bank button at the top of the grid.

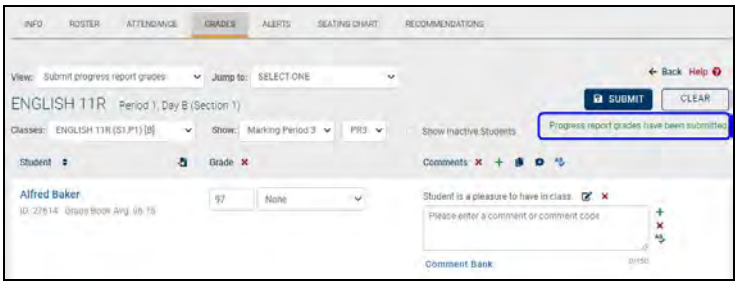


- In the popup that appears, use the checkboxes to select one or more comments from the Comment Bank.



- Click the **Add Comments** button to apply those comments to all students in the class.

5. When you have finished adding comments for each student, click the **Submit** button on the upper right section of the Grades tab screen in order to save your work. Once grades have been submitted/saved, a confirmation message “Progress report grades have been submitted” will appear.

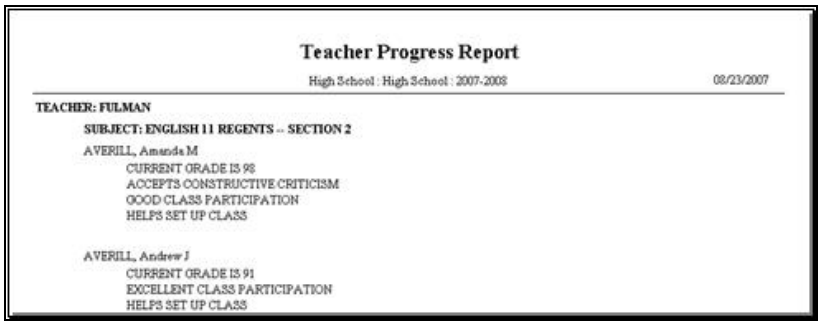


At any point, you can clear out your unsaved changes by clicking the **Clear** button in the upper right portion of the screen. This will not remove any data that has already been saved/submitted, but allows the user to quickly remove any grades and/or comments they may have entered but had not yet submitted.

Note: During the unlocked period, you may make changes to comments and resubmit them as often as you like. Simply make the desired changes, and then click the **Submit** button. This will overwrite previously submitted progress report comments. Once the progress report period is locked, changes can only be made by a guidance counselor.

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Note: Use the Teacher Progress Report to check your work before progress reports are printed. This report is found in the **My Home > Reports** tab.



Teacher Progress Report

High School : High School : 2007-2008 08/23/2007

TEACHER: FULMAN

SUBJECT: ENGLISH 11 REGENTS -- SECTION 2

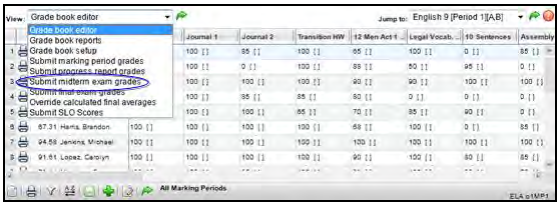
AVERILL, Amanda M
CURRENT GRADE IS 98
ACCEPTS CONSTRUCTIVE CRITICISM
GOOD CLASS PARTICIPATION
HELPS SET UP CLASS

AVERILL, Andrew J
CURRENT GRADE IS 91
EXCELLENT CLASS PARTICIPATION
HELPS SET UP CLASS

Submit Midterm Exam Grades (Legacy)

Midterm exam grades are the assessment grades typically given at the half-way point of a year-long course. However, midterms can also be used to assess progress at the half-way point of a half-year course.

1. From the My Home view, select a course from your course list and access the Grades tab. Assuming your grade book has been set up, it will display, along with a list of students and any assignments in the Grade book editor View.
2. From the View drop-down list, select Submit midterm exam grades.

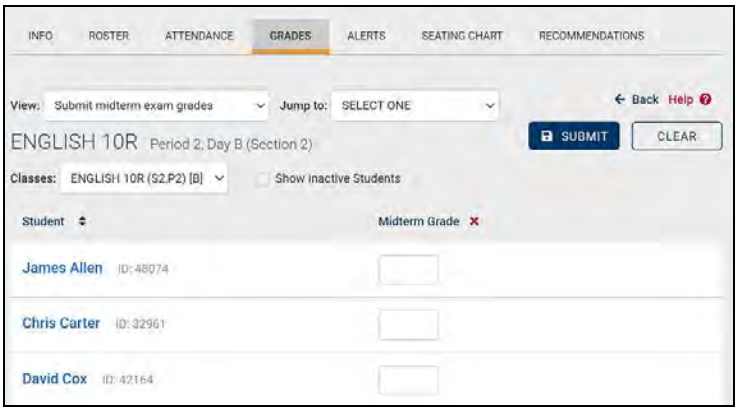


3. The view will refresh with a list of students and entry fields for their midterm exam grades.

   Note: If the Submit midterm exam grades option does not appear in the drop-down list, then this course has not been set up with a midterm exam in the Course Catalog.

4. Enter the grade information for each student. In the grade value field, enter the appropriate grade according to the pre-defined grading scale, such as a numeric grade in a free-text field, or an alpha grade selected from a drop-down field.

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Note: The grading scale associated with a midterm exam is set up and maintained in the Assessments sub-module of the Counseling module.

A. If assessment notes are enabled for the current school year, teachers will also see a drop-down list where they may select an assessment note for each student as appropriate.

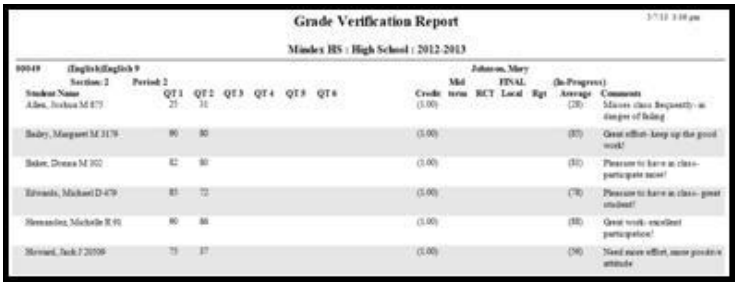


5. When you have finished grading each student, click the **Submit**button in the upper right corner to save your work. Once grades have been submitted/saved, a confirmation message “Midterm grades have been submitted” will appear.

   To discard any unsaved changes and revert to the last saved state, click the **Clear** button.

   Note: The midterm exam can be set up to equal a certain percentage of the final course average. Please contact your SchoolTool liaison for more information on midterm exams.

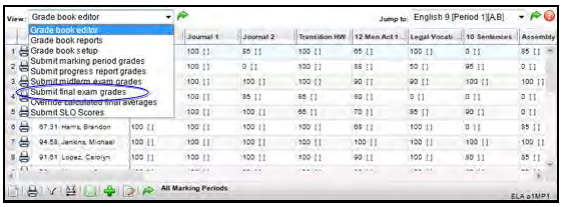
   Note: To verify midterm exam grades, review the Grades Verification report found in the My Home > Reports tab.



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Final exam grades are the assessment grades that appear on student report cards when the course has finished. This may be at the end of a semester for a half-year course, or at the end of the year. Final exam grades are not final averages, nor do they replace final averages.

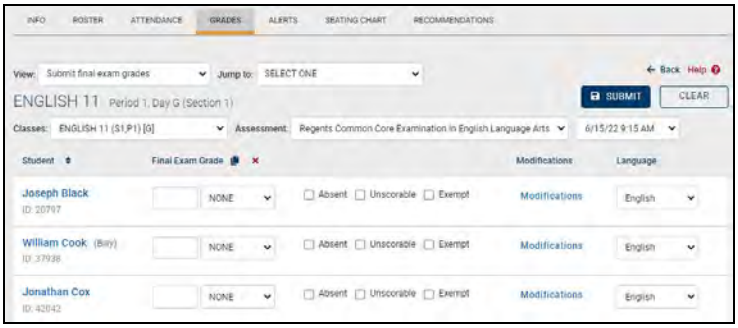
1. Navigate to the Grades tab for the appropriate class.
2. From the View drop-down list, select Submit final exam grades.



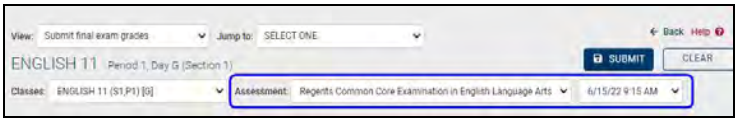
3. The view will refresh with a list of students and entry fields for their final exam grades.

   Note: If the Submit final exam grades option does not appear in the drop-down list, then this course has not been set up with a final exam in the Course Catalog.

4. Select the assessment you are entering grades for from the Assessment drop-down list. This list contains all assessments tied to this course. If only one assessment is linked, it will display in the field. If there are multiple finals for this course, select the appropriate assessment from the drop-down field before grading students.



   Note: If a Regents exam has been tied to this course, a corresponding Administered On drop-down field will appear. Make sure to select the appropriate date/time from this field before saving grade entries.



5. Enter the grade information for each student:

6. In the grade value field, enter the appropriate grade according to the pre-defined grading scale, such as a numeric grade in a free-text field, or an alpha grade selected from a drop-down field.

   Note: The grading scale associated with a final exam is set up and maintained in the Assessments sub-module of the Counseling module.



   A. If assessment notes are enabled for the current school year, teachers will also see a drop-down list where they may select an assessment note for each student as appropriate.



7. If you cannot enter a grade for this student, check the appropriate box to designate why. Otherwise, leave these check boxes unchecked.
   A. Absent – the student was absent on the day the exam was administered.
   B. Unscorable – the student's exam could not be graded.
   C. Exempt – the student was exempt from taking the exam (in accordance with state definitions).



   D. With Modifications – if the student took the exam with modifications (such as a translator or device meant to assist with a disability), check the With Modifications check box. Otherwise, leave this box unchecked.
      i. If this field is checked, the screen will refresh, displaying a list of options. Check any appropriate modifications.



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8. Select the Language the student took the exam in. English is the default.



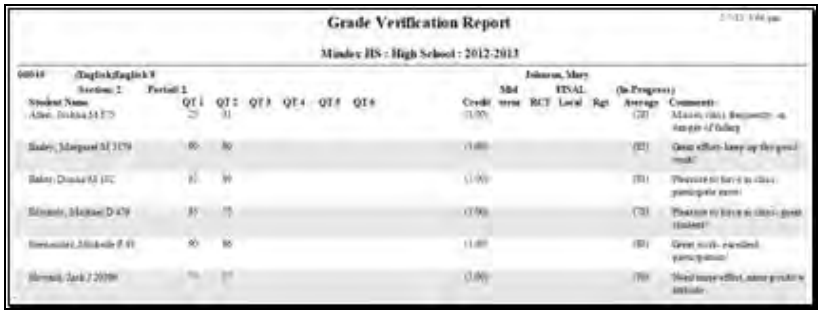
9. Repeat these steps for each student in the course.
10. When you have finished grading each student, click the **Submit**button to save your work.

    Once grades have been submitted/saved, a confirmation message “Final exam grades have been submitted” will appear.

    To discard any unsaved changes and revert to the last saved state, click the **Clear** button.

Note: The final exam can be set up to equal a certain percentage of the final course average.

Note: To verify final exam grades, review the Grades Verification report found in the **My Home > Reports** tab.



Override Calculated Final Averages (Legacy)

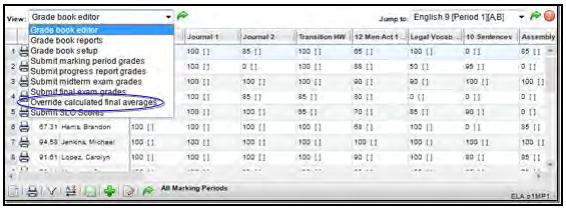
Occasionally, teachers may need to override the final average calculated by SchoolTool. Final grade calculations are based on formulas set up by the district at the beginning of the school year. If a teacher feels that the calculated grade (which is often based on all marking period grades and any final exam grade(s)) should be changed for a student or students, using this feature allows them to overwrite it. Likewise, if a student has a grade note for a marking period, which means that the final grade should be incomplete, teachers can use the Average Override feature to remove the pre-calculated grade. The report card would then show a blank in the final average area, denoting that this class was incomplete.

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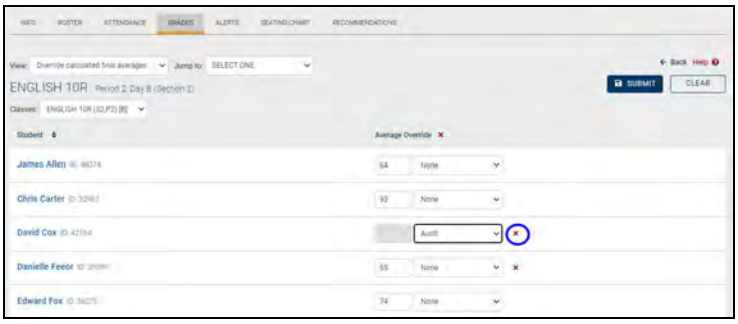
Note: This process assumes that final marking period (typically quarter 4 or semester 2) grades have been entered and saved, and that final exam grades have been submitted.

Note: This process should only be used at the end of the final grading period for a course (i.e. end of the first semester for a half-year course, or end of the year for a full-year course). The average override feature should never be used to log or override a marking period grade.

1. Navigate to the Grades tab for the appropriate class.
2. From the View drop-down list, select Override calculated final averages. The view will refresh with a list of students and their current final averages based on SchoolTool calculations.



3. Locate the student for whom you will override a grade. The Average Override column will show *all* final averages that exist for students on this screen, whether those averages were calculated automatically or have already been overridden. You can identify overridden averages by the presence of a Clear Override ✖ button in any row that has an existing override. When an override is entered, the Clear Override ✖ button will appear in that row immediately.



4. Enter the new grade information for the student:
    A. In the grade value field, enter the appropriate grade according to the pre-defined grading scale, such as a numeric grade in a free-text field, or an alpha grade selected from a drop-down field.

    Note: If you wish to remove a grade so that the final average appears blank on the report card, as in the case where the final grade is incomplete, simply remove the numeric grade (do not type a zero) or choose NONE as the alpha grade and save. In this scenario, the Clear Override ✖ button will appear next to an empty grade field, and

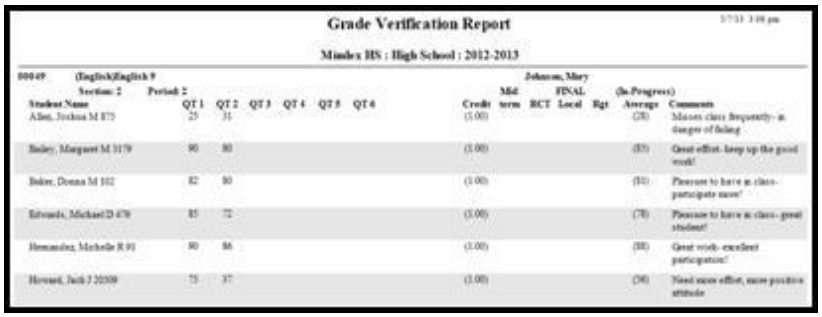
clearing the override would cause the final average to be recalculated once again.

5. Repeat for each student whose final grade must be overridden. When you have finished, click the **Submit**button to save your work. If there are any validation errors on the page, the Submit button will be disabled until you have resolved the issues.

   Once grades have been submitted/saved, a confirmation message “Final average overrides have been submitted” will appear.

   To discard any unsaved changes and revert to the last saved state, click the **Clear** button.

Note: Any grade entered in this area will appear on the report card as the student’s final grade. To verify final average overrides, run the Grades Verification Report found in your **My Home > Reports** tab for the final marking period.


Grade Verification Report

Mindex HS : High School : 2012-2013

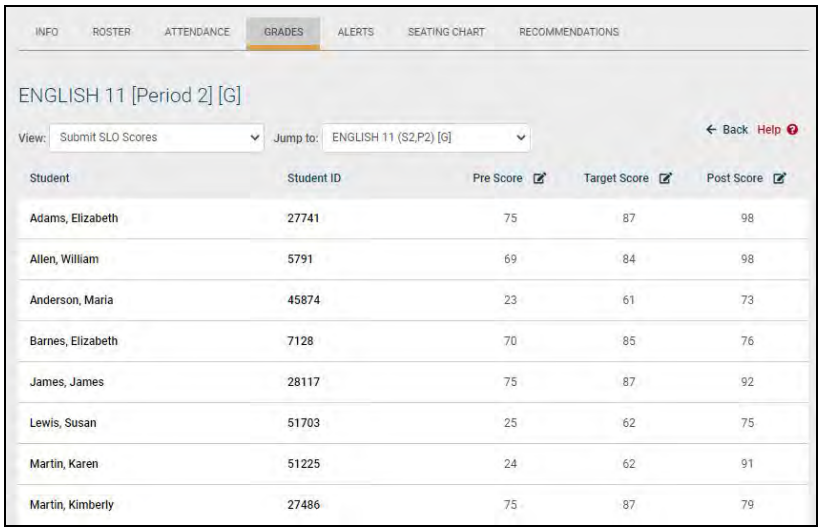
Submit SLO Scores (Legacy)

Teachers can submit SLO scores from within the Grade Book for any course section that has an active SLO.

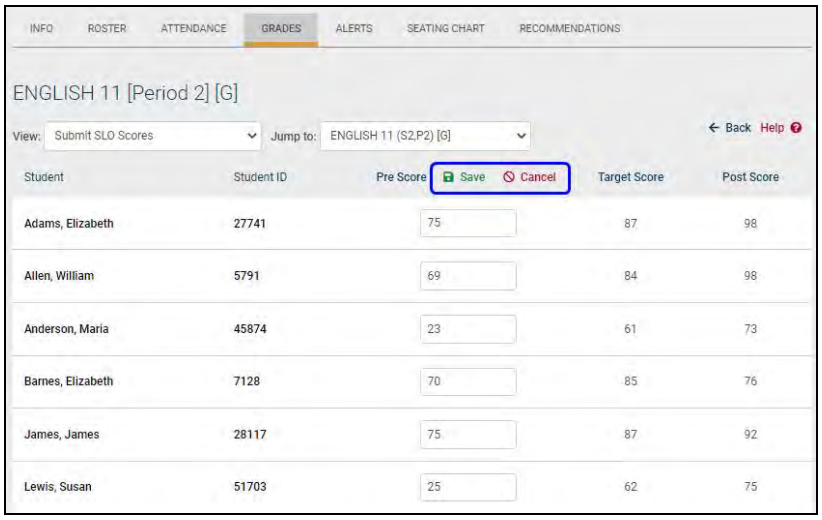
Depending on user permissions, the screen may display in read-only mode, or may include Edit buttons for each score column to allow users to enter or modify SLO scores.

To enter and submit SLO scores, click the Edit button in the appropriate column.

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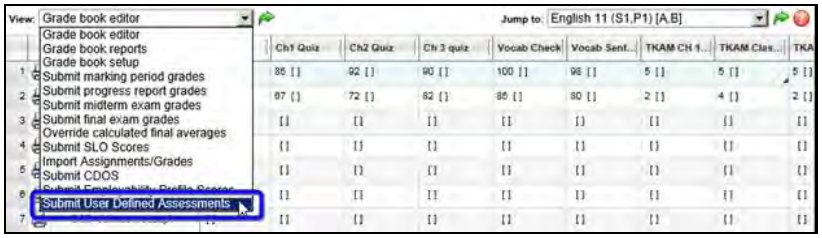


Enter scores and click Save to submit the grades or click Cancel to return without saving.



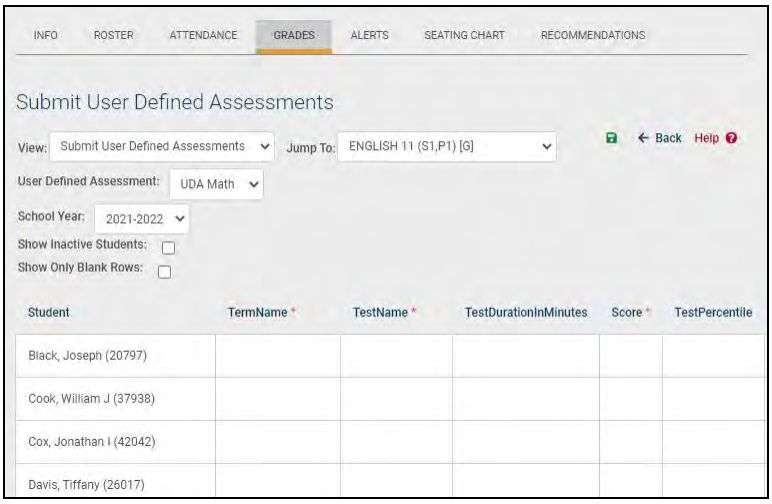
Submit User Defined Assessments (Legacy)

The Submit User Defined Assessments area allows teachers to submit User Defined Assessment data for students on their rosters. Teachers can access this area by navigating to their grade book for a course and selecting the Submit User Defined Assessments option in the View menu.

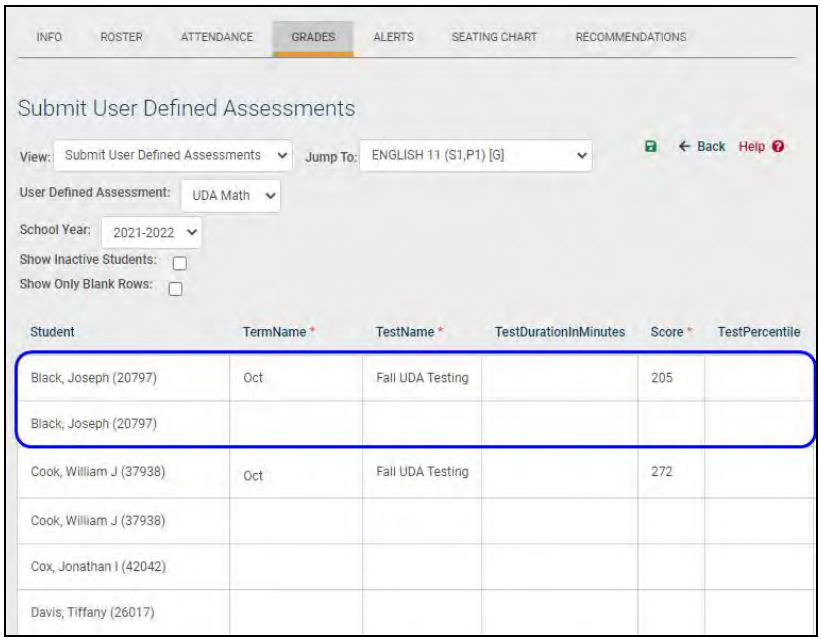


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To begin, select the User Defined Assessment and school year for which you wish to submit data. The page will refresh with a list of students and columns for each UDA field. Check the “Show Inactive Students” option if desired.



If students already have data for that UDA, the information will be presented as a separate row for those students, with a second (blank) row to allow entry of a new UDA record. Use the “Show Only Blank Rows” option to hide existing UDA data.



To submit UDA data, simply enter the appropriate data and click the Save button. Required UDA fields are indicated with a red asterisk * in column headings.

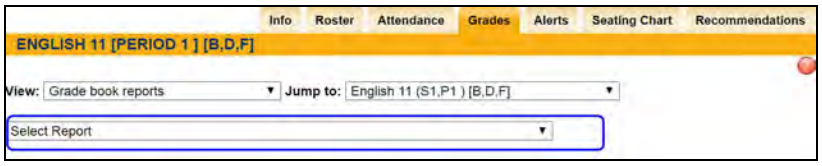
Grade Book Reports

In addition to the reports available while working in the Grade Book Editor, there are five (5) reports available from the “Grade Book Reports” view.

- Assignment Report – Assignments with descriptors
- Grade Book Report – Students, assignments, categories, and grades
- Plan Book Report – Students, assignments, categories, and grades
- Grade Distribution Report – Grade distribution per assignment
- Missing Assignment Report – Students and the assignments they do not have grades for
- Grade Calculation Report – Students and the grades for each descriptor

Reports in the “Grade Book Reports” View

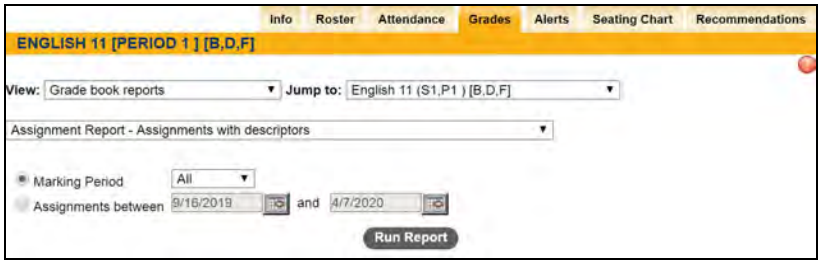
The Grade Book Reports view opens a menu of additional report options. Select the report you wish to view from the drop-down. The screen will refresh to provide the corresponding pre-screen for that report. Pre-screen options will include date (or date range) and marking period but may also include additional options as appropriate for the selected report.



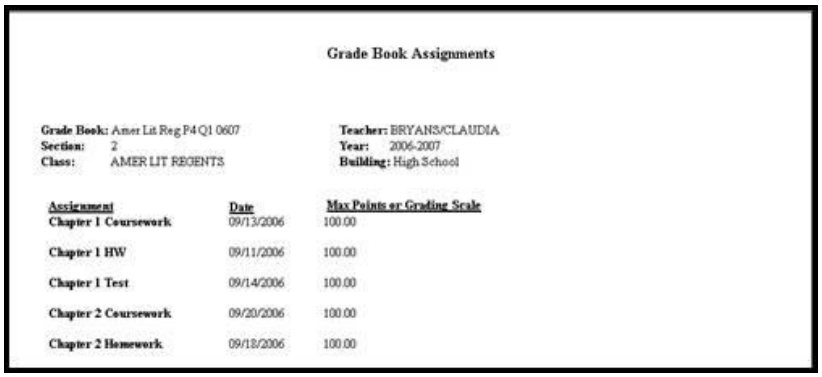
Assignment Report

This report is a list of all assignments in this grade book, the date associated with each and the max points or grading scale.

To run the report, select a Marking Period or Date Range to determine which assignments should be included. If the course uses descriptor based grading, a checkbox option will be available to allow users to choose whether or not to show descriptors for each assignment on the report.



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Grade Book Assignments

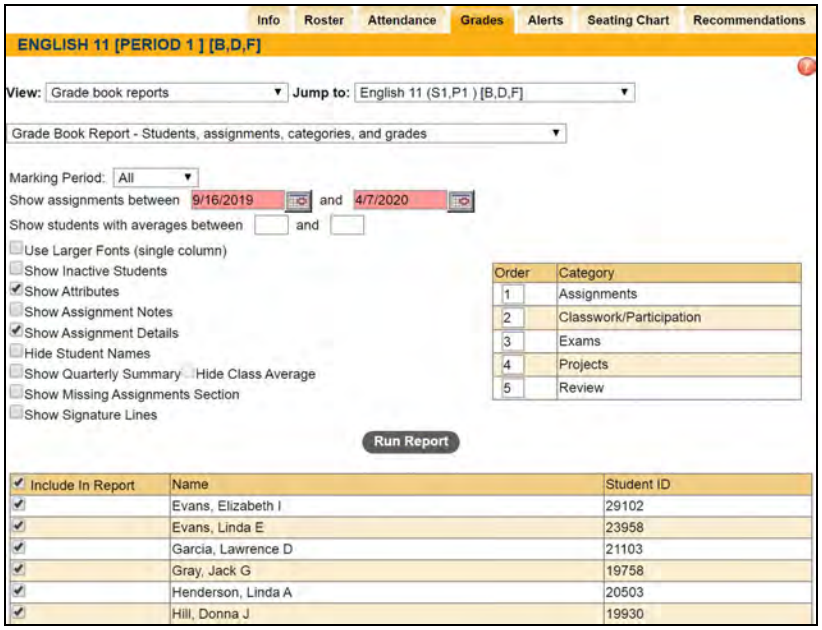
Grade Book: Amer Lit Reg P4 Q1 0607
Section: 2
Class: AMER LIT REGENTS

Teacher: BRYANS/CLAUDIA
Year: 2006-2007
Building: High School

Assignment	Date	Max Points or Grading Scale
Chapter 1 Coursework	09/13/2006	100.00
Chapter 1 HW	09/11/2006	100.00
Chapter 1 Test	09/14/2006	100.00
Chapter 2 Coursework	09/20/2006	100.00
Chapter 2 Homework	09/18/2006	100.00

Grade Book Report

The Grade Book Report includes several options that control the information displayed on the report, and can be run for an entire section or for a sub-set of students. Select the appropriate options and choose the students to include in the report, then click Run Report to generate it.



Available options include the following:

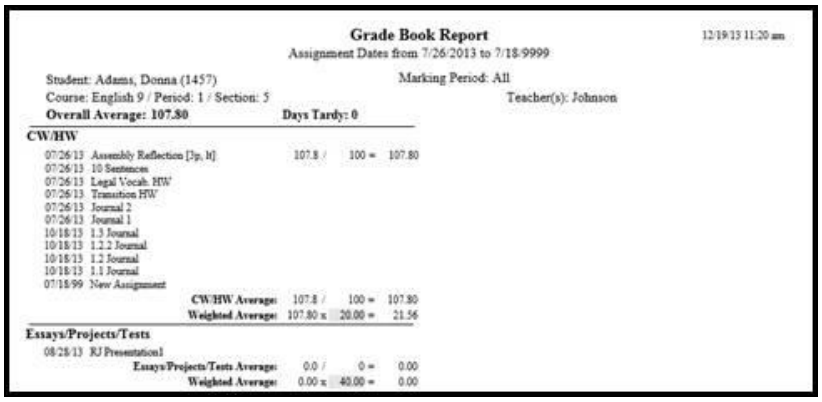
- Marking Period: To run the report for a single marking period, select that value from the drop-down list. The report will list only those assignments tied to the selected marking period, and the student's overall average on the report will reflect only the selected marking period assignments. By default this option is set to All.
- Assignment date range ("Show assignments between…"): Users can select a date range to filter assignments. These date fields are required, and will be pre-populated by default to include all assignments in that grade book.

- Student grade range (“Show students with averages between…”): Users can select a grade range to filter students by current average. These numeric fields are not required and are not pre-populated.
- Show Attributes: If checked, any assignment Attribute codes are displayed on the report. This option is checked by default.
- Show Assignment Details: If checked, the report will display details about each assignment. When unchecked, only a summary of each category is displayed. This option is checked by default.
- Hide Student Names: When checked, student names will not be displayed on the report (only student IDs will be shown). This option is unchecked by default.
- Use Larger Fonts (single column): When checked, the report will be generated in a single-column format with larger fonts, rather than the smaller, two-column format. This option is unchecked by default.
- Show Quarterly Summary: When checked, this will display a summary section at bottom of each student’s information, showing the student’s quarterly average, the student’s overall course average, and the average of the class as a whole. This option is unchecked by default.
    - Hide Class Average (checkbox): Users can choose whether or not to show the class average in the Quarterly Summary section. This checkbox is unchecked by default, and is only available if the “Show Quarterly Summary” option is checked.
- Show Missing Assignments: When checked, this will display a message at the bottom of each student’s information, indicating the number of missing assignments (missing assignments are any assignments that is blank (no score received, and no attributes checked). This option is unchecked by default.
- Show Signature Lines: When checked, this will include a line at the bottom of each student’s information for parent and student signatures. This option is unchecked by default.



In addition, users may choose the order in which categories are displayed on the report. This may be accomplished by changing the numeric order values for each category (a category ranked “1” will display first, a category ranked “2” will display second, and so on). If a category has no number entered, that category will not show on the report. By default, categories are displayed alphabetically and are automatically ordered accordingly.

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Grade Book Report
Assignment Dates from 7/26/2013 to 7/18/9999
12/19/13 11:20 am

Student: Adams, Donna (1457) — Marking Period: All
Course: English 9 / Period: 1 / Section: 5 — Teacher(s): Johnson
Overall Average: 107.80 — **Days Tardy: 0**

CW/HW

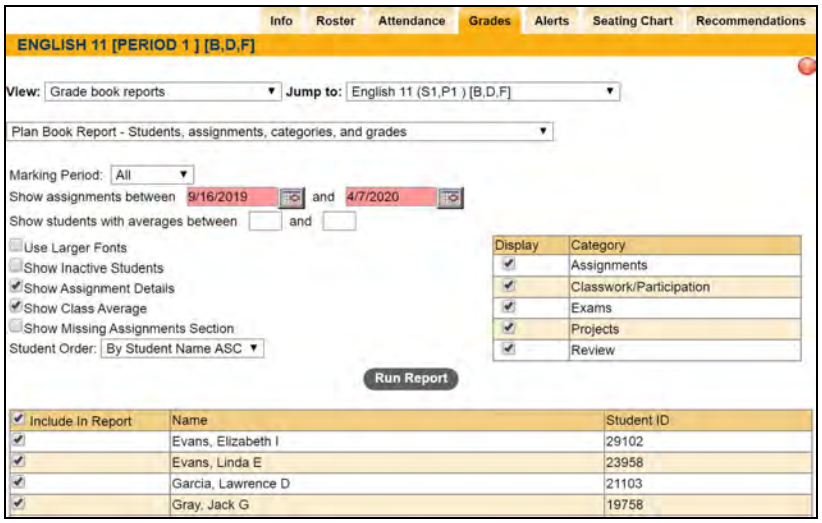
07/26/13	Assembly Reflection [Jp, It]	107.8 /	100 =	107.80
07/26/13	10 Sentences			
07/26/13	Legal Vocab. HW			
07/26/13	Transition HW			
07/26/13	Journal 2			
07/26/13	Journal 1			
10/18/13	1.3 Journal			
10/18/13	1.2.2 Journal			
10/18/13	1.2 Journal			
10/18/13	1.1 Journal			
07/18/99	New Assignment			
	CW/HW Average:	107.8 /	100 =	107.80
	Weighted Average:	107.80 x	20.00 =	21.56

Essays/Projects/Tests

08/28/13	RJ Presentation1			
	Essays/Projects/Tests Average:	0.0 /	0 =	0.00
	Weighted Average:	0.00 x	40.00 =	0.00

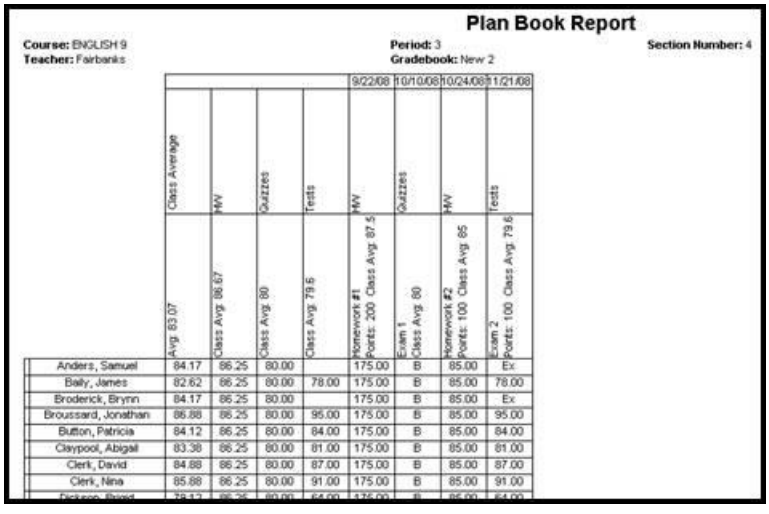
Plan Book Report

The Plan Book Report includes several options that control the information displayed on the report, and can be run for an entire section or for a sub-set of students. Select the appropriate options and choose the students to include in the report, then click Run Report to generate it.



Options available on the Plan Book Report pre-screen include the following:

- Marking Period: To run the report for a single marking period, select that value from the drop-down list. The report will list only those assignments tied to the selected marking period, and the student's overall average on the report will reflect only the selected marking period assignments. By default this option is set to All.
- Assignment date range ("Show assignments between…"): Users can select a date range to filter assignments. These date fields are required, and will be pre-pop-ulated by default to include all assignments in that grade book

- Student grade range ("Show students with averages between…"): Users can select a grade range to filter students by current average. These numeric fields are not required and are not pre-populated.
- Use Larger Fonts: when checked, the report will be generated with larger fonts, rather than the smaller format. This option is unchecked by default.
- Show Inactive Students: when checked, the report will include all inactive students. This option is unchecked by default.
- Show Assignment Details: when checked, the report will display details for all assignments included in the report. This option is checked by default.
- Show Class Average: when checked, the left-most column for overall class average will be hidden. This option is unchecked by default.
- Show Missing Assignments Section: when checked, this will display a message at the bottom of each student's information, indicating the number of missing assignments (missing assignments are any assignments that is blank (no score received, and no attributes checked). This option is unchecked by default.
- Student Order: this drop-down determines how students are sorted and displayed on the report. Options include:
    - "By Student Name ASC: The report will display student names, and will sort based on Student Name (Last Name, First Name) in ascending order.
    - By Student ID ASC: The report will display student ID numbers instead of names. The report will be sorted based on student ID in ascending order.
    - By Student ID Random: The report will display student ID numbers instead of names. The students will be displayed in random order, regardless of name or ID number.
- Users may use the Categories list to select which categories are displayed on the report. By default, all categories are checked and will therefore show on the report.
- 

Plan Book Report

Course: ENGLISH 9 Period: 3 Section Number: 4
Teacher: Fairbanks Gradebook: New 2

						9/22/08	10/10/08	10/24/08	11/21/08
	Class Average	HW	Quizzes	Tests	HW	Quizzes	HW	Tests
	Avg: 83.07	Class Avg: 86.67	Class Avg: 80	Class Avg: 79.6	Homework #1 Points: 200 Class Avg: 87.5	Exam 1 Class Avg: 80	Homework #2 Points: 100 Class Avg: 85	Exam 2 Points: 100 Class Avg: 79.6
Anders, Samuel	84.17	86.25	80.00		175.00	B	85.00	Ex
Baily, James	82.62	86.25	80.00	78.00	175.00	B	85.00	78.00
Broderick, Brynn	84.17	86.25	80.00		175.00	B	85.00	Ex
Broussard, Jonathan	86.88	86.25	80.00	95.00	175.00	B	85.00	95.00
Button, Patricia	84.12	86.25	80.00	84.00	175.00	B	85.00	84.00
Claypool, Abigail	83.38	86.25	80.00	81.00	175.00	B	85.00	81.00
Clerk, David	84.88	86.25	80.00	87.00	175.00	B	85.00	87.00
Clerk, Nina	85.88	86.25	80.00	91.00	175.00	B	85.00	91.00
Dickson, Brent	78.12	86.25	80.00	64.00	175.00	B	85.00	64.00

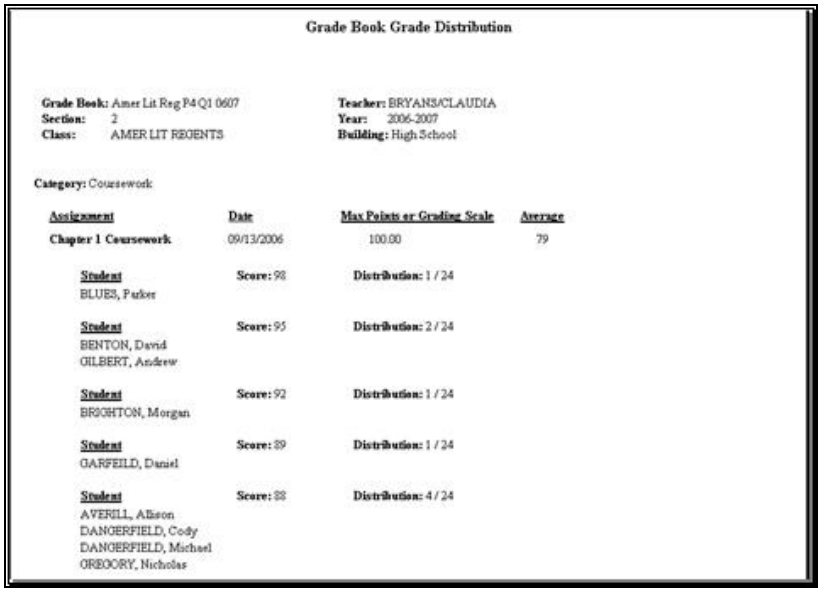
Notes:

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- For each assignment, the assignment name is displayed on the first line, while the number of possible points and the Class Average for that individual assignment are displayed on the next line(s) for each individual assignment.
- When calculating averages, assignments with no score entered (blank or marked as Exempt) are not included in the average. A score of zero (0) will be included in the average.
- If an assignment is marked as Exempt, this will be indicated on the Plan Book Report as “Ex.”

Grade Distribution Report

This report breaks down the student grades and the percentages of students who got each grade, per assignment along with the assignment average, max number of points, and student names. It is a multiple page report and helps teachers see the ranges of points and how many students fall into each range.



Grade Book Grade Distribution

Grade Book: Amer Lit Reg P4 Q1 0607
Section: 2
Class: AMER LIT REGENTS

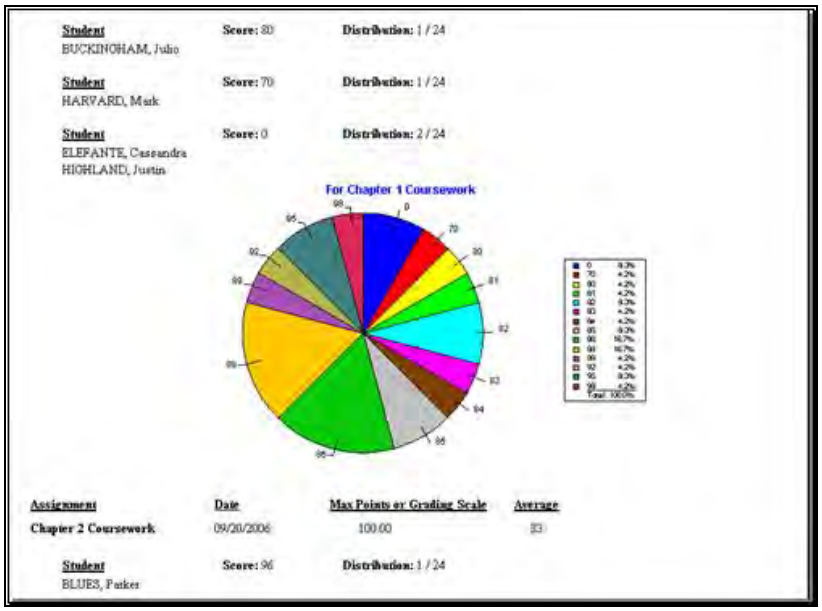
Teacher: BRYANS/CLAUDIA
Year: 2006-2007
Building: High School

Category: Coursework

Assignment	Date	Max Points or Grading Scale	Average
Chapter 1 Coursework	09/13/2006	100.00	79

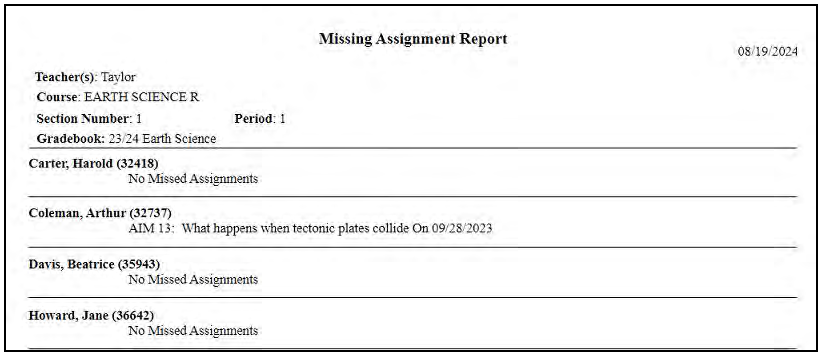
Student	Score:	Distribution:
BLUES, Parker	98	1 / 24
BENTON, David GILBERT, Andrew	95	2 / 24
BRIGHTON, Morgan	92	1 / 24
GARFEILD, Daniel	89	1 / 24
AVERILL, Allison DANGERFIELD, Cody DANGERFIELD, Michael GREGORY, Nicholas	88	4 / 24

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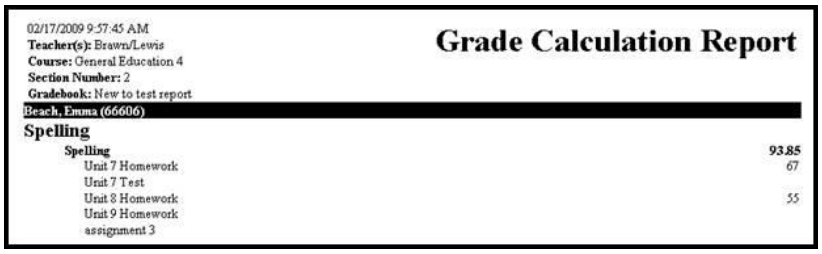
Missing Assignment Report

This report lists all students who are missing one or more assignment grades, along with the specific name and date of what is missing. Assignments that were marked with an attribute with a type of “exempt” or “no credit” will not display on this report.



Grade Calculation Report

This report displays a breakdown by category and subject on an individual student basis. Grades are displayed for each assignment, as is a category average. This report is typically used only by elementary teachers.



02/17/2009 9:57:45 AM
Teacher(s): Brawn/Lewis
Course: General Education 4
Section Number: 2
Gradebook: New to test report

Grade Calculation Report

Beach, Emma (66606)

Spelling

Spelling	**93.85**
Unit 7 Homework	67
Unit 7 Test	
Unit 8 Homework	55
Unit 9 Homework	
assignment 3	

Submit Descriptor Progress Report Grades

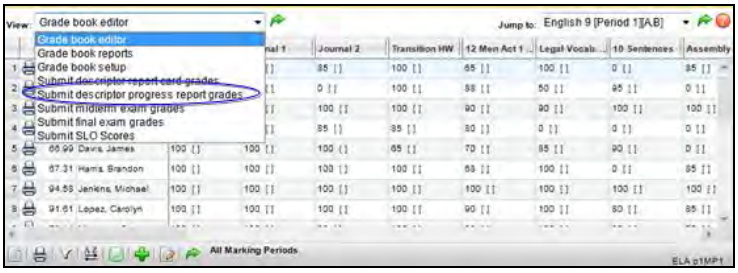
Note: This procedure generally applies to elementary teachers only.

Descriptor progress reports are typically performed mid-way through the marking period (i.e. at week 5 of a 10 week marking period cycle). They contain comments which update parents on student performance and progress.

Descriptor progress report comments can only be entered during open grading periods. These are controlled by district personnel. Once grading periods have been locked, only a guidance counselor can change progress report comments.

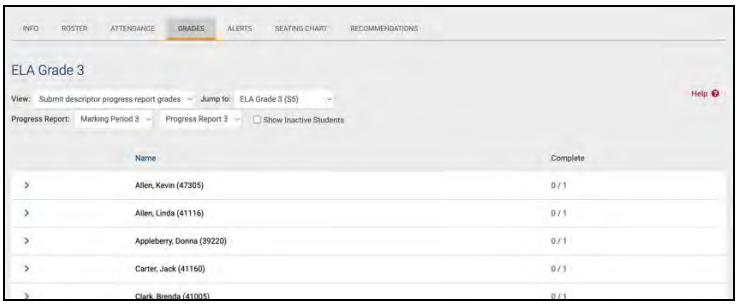
Note: Not all districts generate and distribute descriptor progress reports. Only use this procedure if your district follows this grading model.

1. From the My Home view, select a course from your course list and access the Grades tab. Assuming your grade book has been set up, it will display, along with a list of students and any assignments in the Grade book editor View.
2. From the View drop-down list, select Submit midterm exam grades.

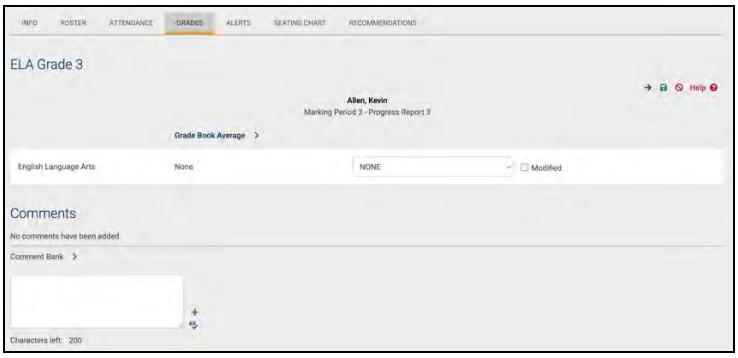


3. The screen will refresh with a list of students and a complete column designating how many descriptor values have been completed per student. For example, “0/4” means that none are complete, while “4/4” means all are complete.

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4. Select the marking period and progress report interval for which you are entering comments from the drop-down lists at the top of the student list. The default selections will be the current marking period/progress report interval.
5. Select the first student from the list by clicking once on the Select ❯button to the left of the student row. The screen will refresh with grade entry details for the selected student.



6. Enter the progress report comments for each student. Depending on your district preferences and settings for elementary descriptor progress report grading, you may see free-text entry fields, comment fields, or drop-down lists with pre-defined options.

   Note: To use the Comment Bank, click once on the Add comments from comment bank ❯ button located in the Comments sub tab area.

   Note: To enter free-text, narrative-style comments, type into the free text comment area, and click once on the Add personal comment ✚ button to the right of the entry field. Use the Check Spelling AB button to check your work first.

   Note: Comments entered here may not appear exactly as they will appear on the report

7. When you have finished adding descriptor progress report values for each subject, and/or comments for each student, you have two options for saving your work:

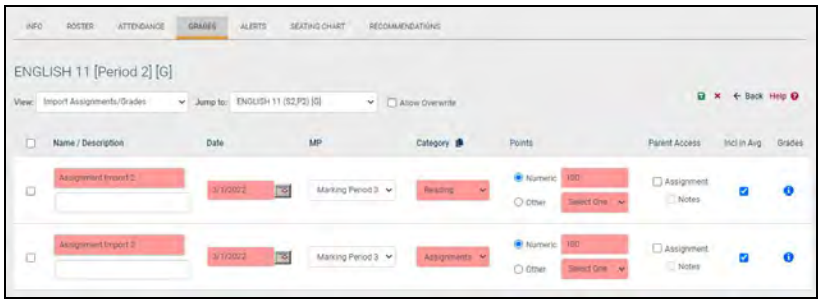
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A. Click once on the Submit grades and go to next student ➔ button in the upper right corner of the progress report grading area to continue grading the next student. The next student's progress report grading area will appear, OR
B. Click once on the Submit grades 💾 button in the upper right corner of the progress report grading area to save grades for this single student, and then quit.

8. Once grades have been submitted/saved, a confirmation message will appear.

Import Assignments and Grades

The Import Assignments and Grades screen allows teachers to quickly add assignments and associated grades to a grade book after the data has been sent from another system (such as an LMS). Assignment data will be sent to SchoolTool behind the scenes and will automatically appear on this screen when available. Teachers can then review the information and add it to their grade books. After importing to the grade book, these assignments will behave like any other assignment in the grade book editor.



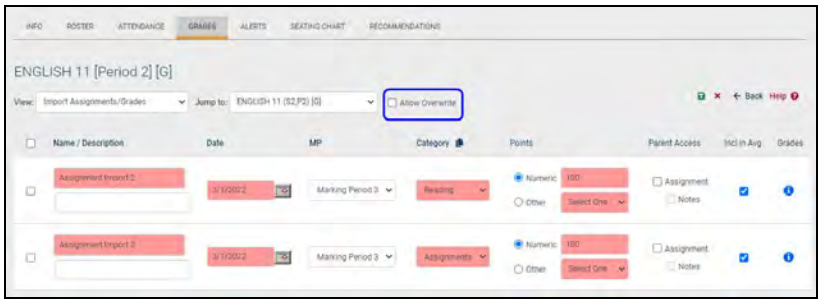
To add assignments and pending grades to the grade book editor, use the checkboxes to select the assignment(s) you wish to import. Modify fields as needed, being sure to select values for all required fields. Click the Save 💾 icon to import the selected assignments and any pending student grades, or use the Discard ✖ button to remove selected assignments without importing.

Hover over the Grades ℹ button to see the number of pending grades in a mouse over, or click on it to see a list of pending student grades.

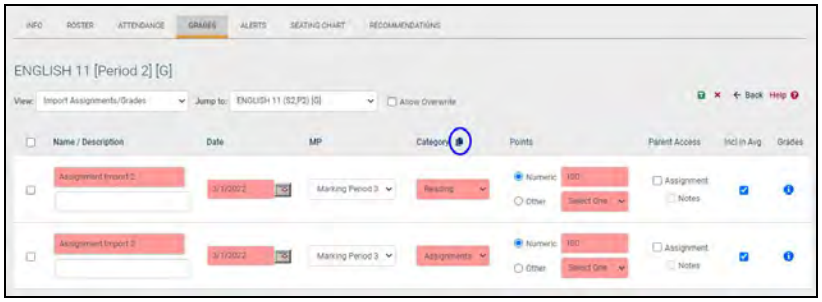
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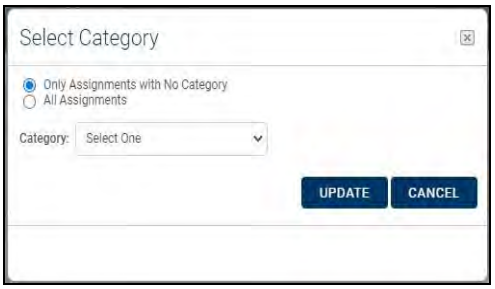
If the grade book already contains a matching assignment (an assignment with the same name and date), or if students already have scores for that assignment, you will receive an error indicating that duplicate data already exists. You may discard the pending changes or, if you wish to import, you may use the “Allow Overwrite” option to import assignments and/or grades anyway (this will overwrite existing data).



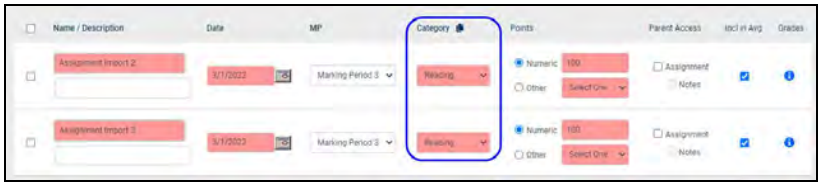
The Batch Adjust Category button allows you to quickly set all assignments to the same category.



Select the appropriate category from the drop-down and click **Update** to set this category for all assignments on the screen.



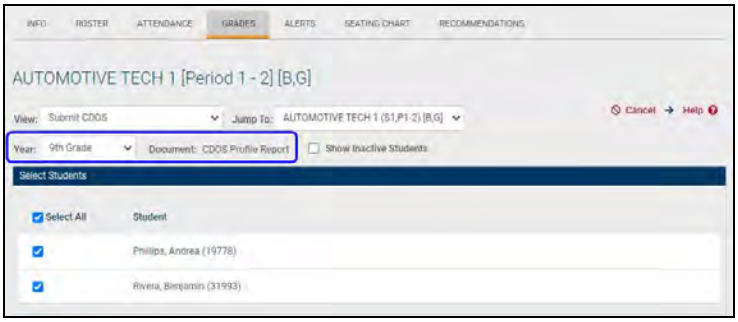
Keep in mind that batch adjusting the category will change *all* assignments on the screen, not just those that are checked.



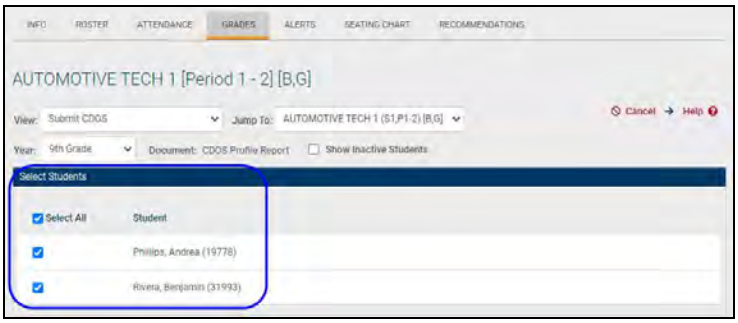
Submit CDOS

To submit data for CDOS:

1. Select Submit CDOS from the View menu.
2. Select the year (9thGrade, 10thGrade., etc.) and CDOS document.

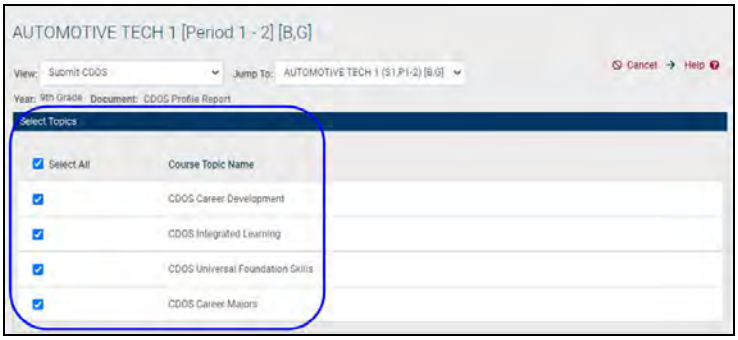


3. Select students and click Next ➔.

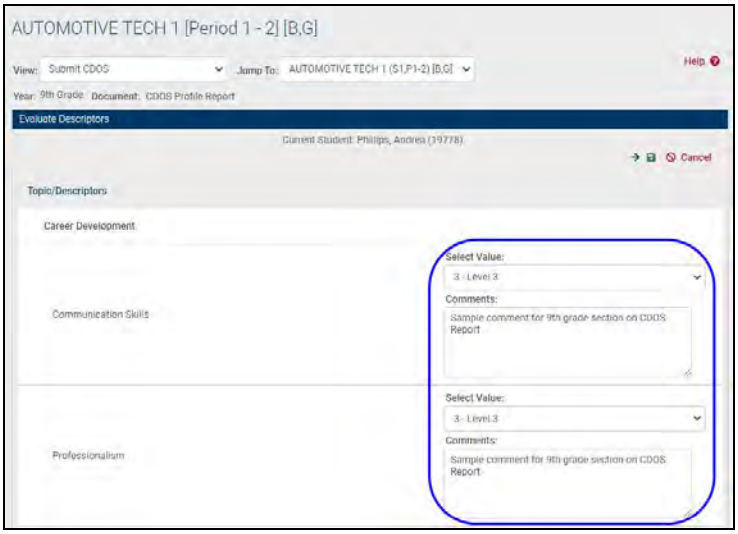


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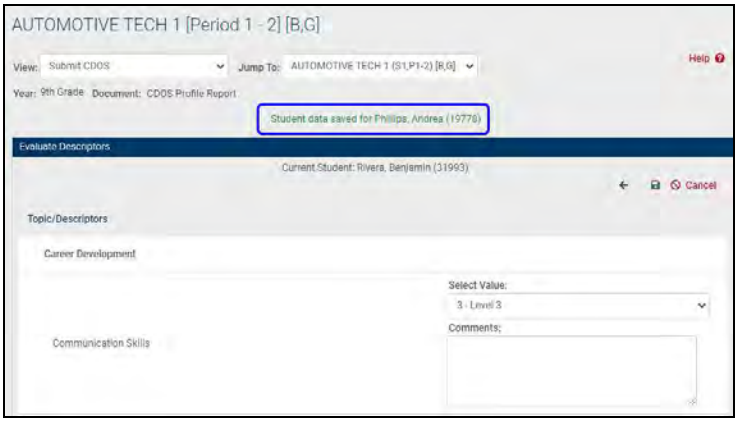
4. Select course topics and click Next ➔.



5. Enter evaluation data for each descriptor.



6. Click Save and Next ➔to submit and move to the next student, or Save and Exit 💾 to save and return to the beginning. A confirmation message will appear when data has been saved for the previous student.

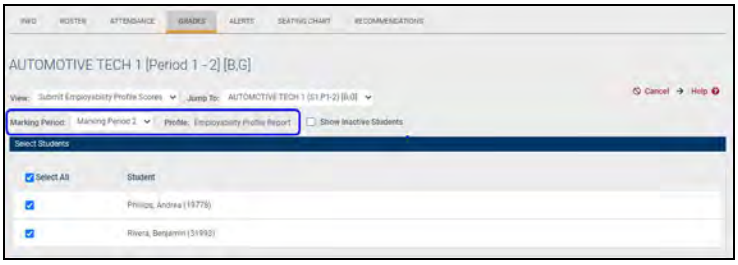


Submit Employability Profile Scores

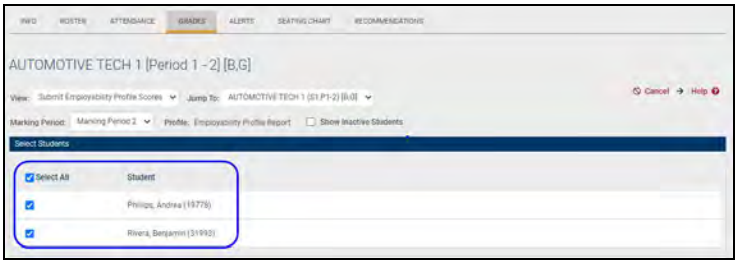
To submit scores for Employability Profiles:

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1. Select Submit Employability Profile Evaluation from the View menu.
2. Select the appropriate marking period and Employability Profile for which you wish to submit scores.



3. Select students from the list and click Next ➔.

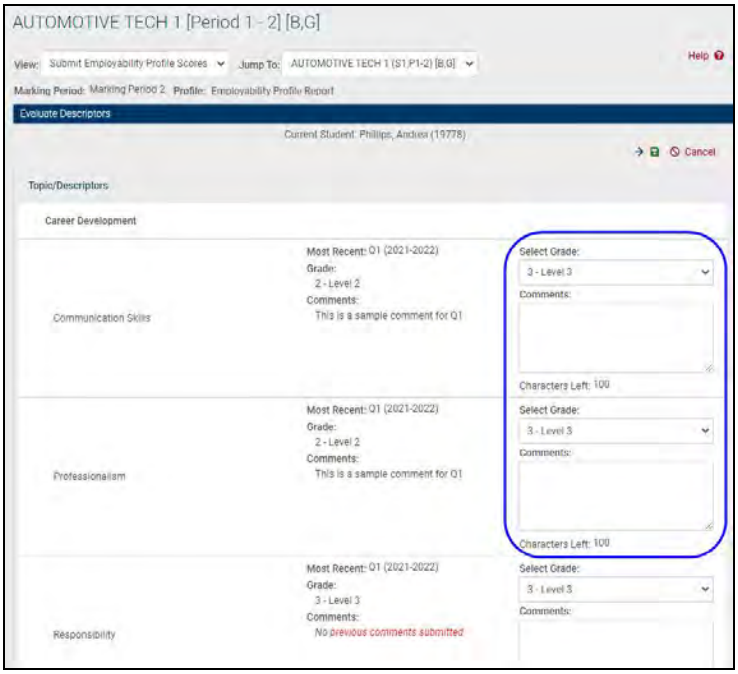


4. Select course topics and click Next ➔.



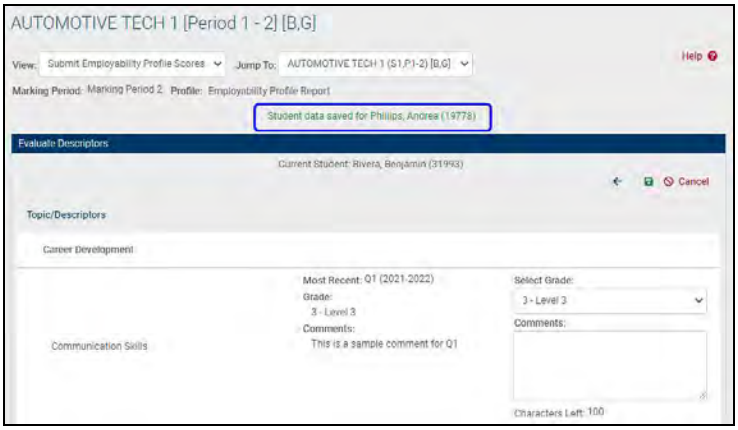
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5. Enter scores and/or comments for each descriptor for the first student.



Note: The screen will display the most recently submitted marking period's grade and/or comments relative to the grading interval currently being graded. Only marking periods that fall before the interval being graded will be shown.

6. Click Save and Next ➔ to submit and move to the next student, or Save and Exit 💾 to save and return to the beginning. A confirmation message will appear when data has been saved for the previous student.



End of Year Grading FAQs

Question: What final grading tasks do teachers need to complete at the end of the year?

Answer: At the end of the year, teachers have three (3) specific tasks to complete all grading.

1. Enter and save final marking period (i.e. Quarter 4 or Trimester 3) grades. Follow the steps in the *Submit Marking Period Grades* section or complete the procedure as you've done for all previous marking periods.
2. Enter and save final exam grades. These could be local finals which are used in final average calculations, or Regents exams. Follow the steps in the *Submit Final Exam Grades* section.
3. Verify final grade entries and final average calculations. Final averages are automatically calculated by SchoolTool using formulas set by the district. For example, final grades may be calculated based on 4 marking periods and a final exam worth 20% of the final average. To verify final grades and final averages, use the Grade Verification report found in the My Home > Reports tab.

Note: If a teacher wishes to change a final grade which was calculated by SchoolTool, they may use the Average Override feature. Follow the steps in the *Override Calculated Final Averages* procedure for more information.

Note: To remove the calculated final average, use the Average Override to remove the final grade. The report card will display a blank in the average column.

Question: How do I enter final exam grades?

Answer: From your My Home class list, select a course. When the course Attendance tab appears, select the Grades tab. When the Grades tab appears, open the View menu. Select Submit final exam grades. The screen will refresh with your list of students and entry fields where final exam grades can be entered. Enter and save your grades. Refer to the *Submit Final Exam Grades* procedures for more information.

Question: How do I mark a student as exempt from a final exam?

Answer: A state final exam can be marked as Absent, Unscorable, or Exempt.

Question: How do I enter final averages?

Answer: You don't. SchoolTool does this for you. After you have submitted and saved grades for the final marking period, and any final exam grades, SchoolTool automatically calculates the final average.

Question: How do I designate that a final grade should be a grade note, such as "incomplete" or "medical"?

Answer: There is no way to select a grade note as the final grade. Instead, use the Average Override feature to remove the pre-calculated alpha or numeric grade value for the student. Once the Average Override is saved (either as NONE (for alpha grading) or blank (for numeric grading)), the student's report card will show a blank for that grade, indicating the final grade is incomplete.

Question: How does SchoolToolcalculate final averages for a course?

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Answer: In most cases, the final average is based on the marking period grades and a final exam grade. Final exams can be designated as a percent of the final grade; if this is set up in the Course Catalog, the formula will consider the percentage and figure the appropriate average. If there is no final exam, the final grade will be based on the marking period grades.

Question: Where can teachers go to see final averages calculated by SchoolTool?

Answer: There are two places. Teachers can use the Grade Verification Report found in their My Home > Reports tab which show the calculated averages for each student, or in the Grades tab of a course, teachers can change the view to see the Average Override screen. This screen displays the SchoolTool– calculated final average, which takes into consideration final exam grades and all marking period grades. Refer to the article on Calculating Horizontal Averages for more scenarios.

Question: Is there a report teachers can use to review final averages?

Answer: Yes. In a Teacher's My Home area, there is a Reports tab. The Reports tab contains a report called "Grade Verification." View this report for the final marking period (semester 2, trimester 3, quarter 4) to see all previous marking period grades, final exam grades, and final calculated grade.

Question: How does SchoolTooldisplay the final average if one of the marking period grades is a grade note, such as "medical," "incomplete," "audit," etc?

Answer: The system will not calculate a final grade because one of the marking period grades is missing. Refer to the Knowledge Base for more information.

Question: If my final grades are numeric, what happens if I erase a final grade in the Average Override area?

Answer: If you replace a final grade with a blank field, then the student's final grade on the report card will appear blank.

Question: If my final grades are letters instead of numbers, what happens if I replace a final grade with NONE in the Average Override area?

Answer: If you replace a final grade with an alpha value of NONE, then the student's final grade on the report card will appear blank. If you convert your letters to numeric grades, then the final grade will appear as a numeric value on the report card.

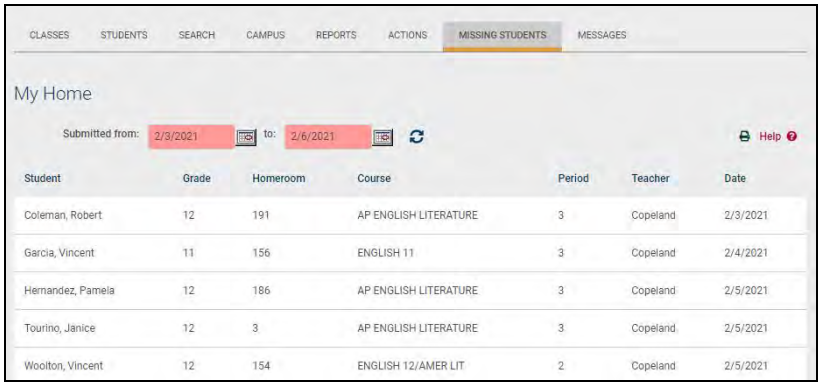
Question: Can I use Average Override to change marking period grades?

Answer: No. The Average Override feature only affects the final grade, which appears on a report card or transcript at the end of the course.

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Missing Students Tab

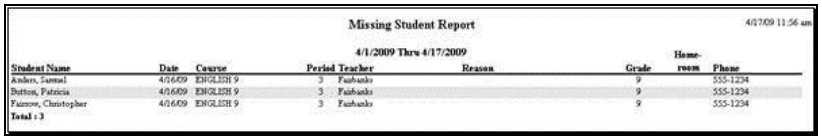
The Missing Students tab only displays for teachers. This tab will show a teacher a list of unresolved course absences for the specified date range. The list will display all students who are assigned to one of that teacher's classes. This list may be sorted by any column simply by clicking on that column's heading.



Student	Grade	Homeroom	Course	Period	Teacher	Date
Coleman, Robert	12	191	AP ENGLISH LITERATURE	3	Copeland	2/3/2021
Garcia, Vincent	11	156	ENGLISH 11	3	Copeland	2/4/2021
Hernandez, Pamela	12	186	AP ENGLISH LITERATURE	3	Copeland	2/5/2021
Tourino, Janice	12	3	AP ENGLISH LITERATURE	3	Copeland	2/5/2021
Woolton, Vincent	12	154	ENGLISH 12/AMER LIT	2	Copeland	2/5/2021

Note: This list only shows unresolved course absences for the *current* year. In addition, the Missing Students tab is only visible for teachers who have classes for that school year.

Teachers also have the option to print the list of missing students list. After clicking the Missing Students Report button, the report will generate in a new window. The report will respect the on-screen sort order and the specified date range.



Missing Student Report

4/17/09 11:56 am

4/1/2009 Thru 4/17/2009

Student Name	Date	Course	Period	Teacher	Reason	Grade	Home-room	Phone
Anders, Samuel	4/16/09	ENGLISH 9	3	Fairbanks		9		555-1234
Button, Patricia	4/16/09	ENGLISH 9	3	Fairbanks		9		555-1234
Farrow, Christopher	4/16/09	ENGLISH 9	3	Fairbanks		9		555-1234

Total : 3

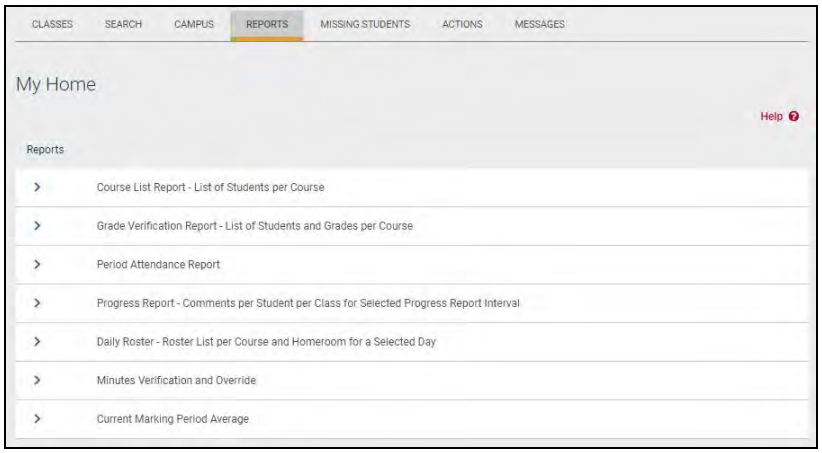
Reports Tab

The Reports tab is only available for faculty members, and does not appear if the current year's Master Schedule is unlocked. You will only see a list of reports here if you have classes listed *and* the appropriate user permissions.

If you have reports listed in this tab, you may click on the appropriate Select › button to choose the report you want to run. Some reports will automatically generate and will open in a new window. Other reports require user input before they can be run (dates or date ranges, for example).

Note: Access to specific reports is based on user permissions, and not all teachers will have access to all reports.

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Teacher Reports

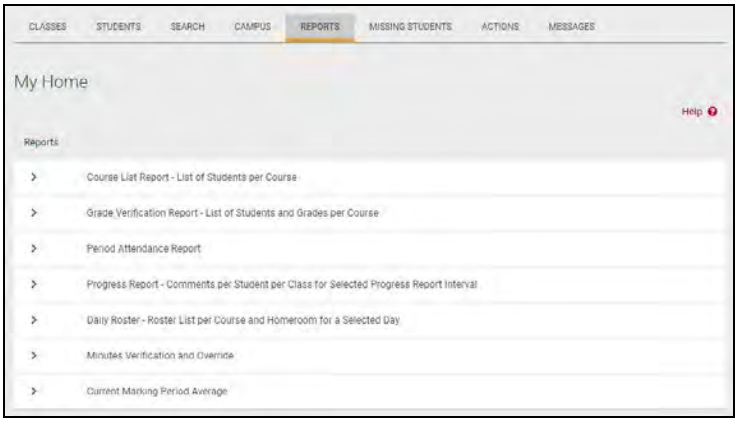
Teachers are given access to several reports to help them analyze and verify their grade entries, their homeroom and period attendance, and their class information.

All reports are found under the Reports tab at the top of a teacher's My Home screen. The following is a list of reports generally found here. These typically vary between elementary and secondary teachers.

- Course List Report
- Detailed Homeroom List Report
- Elementary Report Cart Report (elementary teachers only)
- Grade Verification Report (secondary teachers only)
- Period Attendance Report (secondary teachers only)
- Progress Report
- Daily Roster Report

To access the Teacher Reports:

1. From **Home > My Home**, click on the Reports tab. The screen will refresh with a list of reports.



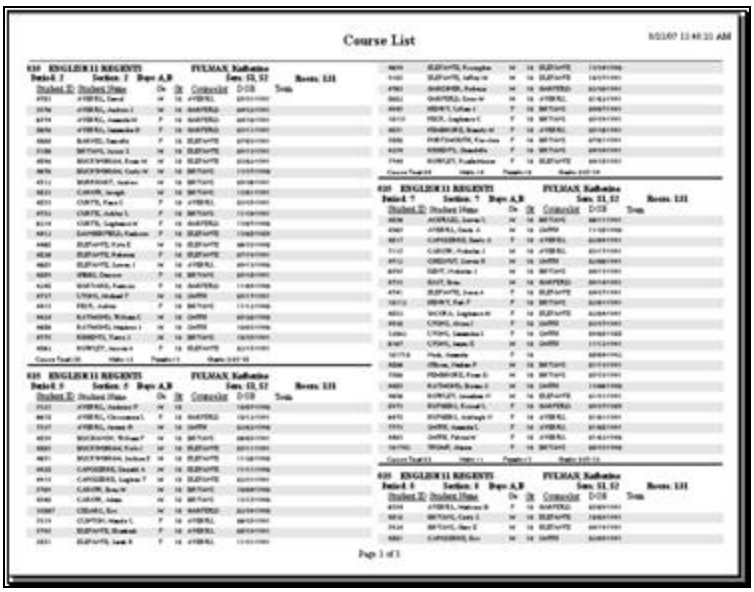
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2. Click once on the Select ❯button to the right of the row for the desired report. Some reports will automatically generate, while others have a prescreen that requires user input before the report can be run.

Course List Report

SchoolTool contains a Course List Report which allows teachers to verify the students that are in each class they teach. This report is found in the Reports tab of every teacher's My Home.

Select ❯the Course List Report. The report screen will automatically generate.



Note: This report is portrait showing all courses in a double pane. This report is for a quick glance to see students in your class. It is not meant for attendance taking.

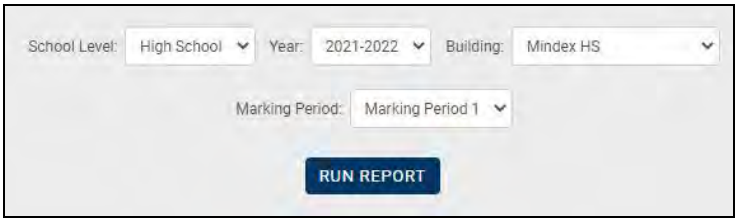
Grade Verification Reports

The Grade Verification Report allows teachers to verify their marking period grades, midterm exams, final exam grades, and calculated final averages and comments. This report is found in the Reports tab of every teacher's My Home.

Use this report at the end of each marking period to ensure all students have been graded. At the end of the year, use this report to verify that all final exam grades have been entered and those final averages, as calculated by SchoolTool, are correct.

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1. Select the Grade Verification Report. The report pre-screen will appear.
2. Select the appropriate marking period from the Marking Period drop-down list.

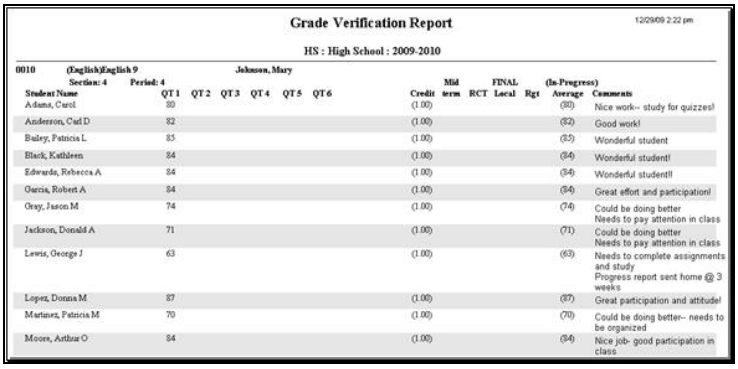


This report will show grades for any marking period where grades have been submitted. The Comments column, however, will only show comments for the marking period you selected on the pre-screen. For example, if you have submitted grades for Quarter 1 and Quarter 2, when selecting Quarter 1 on the pre-screen you'll see grades for Quarter 1 and Quarter 2, but will only see comments for Quarter 1. If you select Quarter 2, you'll still see grades for both Quarter 1 and Quarter 2, but this time you'll see comments for Quarter 2 only.

Students who enrolled mid-year will only be included on the report if they were enrolled during the selected marking period. For example, a student who enrolled during Quarter 2 will be excluded if you select Quarter 1 from the pre-secreen, but will be included if you select Quarter 2.

Averages and transcript credits earned display in parentheses while in progress. After final marking period grades and final exam grades have been submitted, generate this report for the final marking period to see the final horizontal averages as calculated by SchoolTool.

3. Click once on Run Report. The Report Viewer will launch and the report will appear.


Grade Verification Report

12/29/09 2:22 pm

HS : High School : 2009-2010

0010 (English)English 9 Johnson, Mary
Section: 4 Period: 4

Student Name	QT 1	QT 2	QT 3	QT 4	QT 5	QT 6	Credit	Mid term	RCT	FINAL Local	Rgt	(In-Progress) Average	Comments
Adams, Carol	80						(1.00)					(80)	Nice work-- study for quizzes!
Anderson, Carl D	82						(1.00)					(82)	Good work!
Bailey, Patricia L	85						(1.00)					(85)	Wonderful student
Black, Kathleen	84						(1.00)					(84)	Wonderful student!
Edwards, Rebecca A	84						(1.00)					(84)	Wonderful student!!
Garcia, Robert A	84						(1.00)					(84)	Great effort and participation!
Gray, Jason M	74						(1.00)					(74)	Could be doing better Needs to pay attention in class
Jackson, Donald A	71						(1.00)					(71)	Could be doing better Needs to pay attention in class
Lewis, George J	63						(1.00)					(63)	Needs to complete assignments and study Progress report sent home @ 3 weeks
Lopez, Donna M	87						(1.00)					(87)	Great participation and attitude!
Martinez, Patricia M	70						(1.00)					(70)	Could be doing better-- needs to be organized
Moore, Arthur O	84						(1.00)					(84)	Nice job- good participation in class

Note: The Grade Verification Report contains verification pages for every class in the teacher's My Home. It may be necessary to scroll through the pages to find a particular class if you are verifying one section or looking to verify a specific student.

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Note: Refer to the following procedures for more information on making corrections to grade information: *Final Exam Grading*, *Marking Period Grading*, and *Secondary Average Override*.

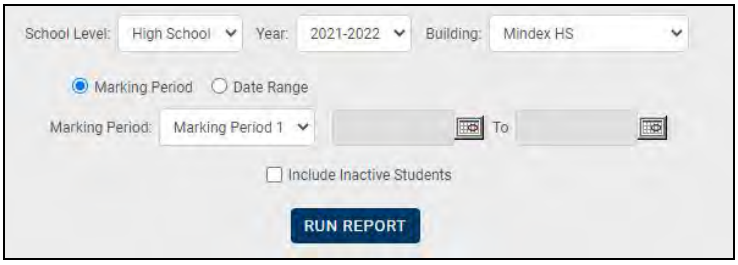
Note:Students who appear highlighted in red on the report have grades or grade notes but the report cannot calculate an in-progress average for that student.

Period Attendance Report

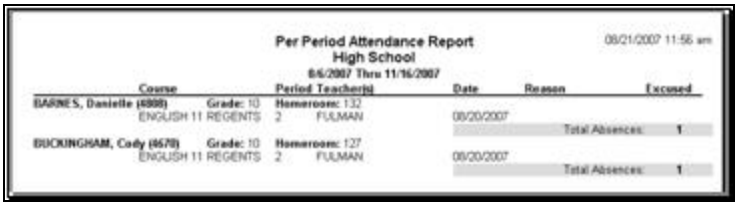
SchoolTool contains a Period Attendance Report which allows teachers to verify a list of students that have been absent from class. This report is found in the Reports tab of every teacher's My Home.

1. Select the Period Attendance Report. The report pre-screen will appear.

   Note: This report generates for every student. There is no way to limit it to one class or a particular student at this time.



2. Select the appropriate marking period from the Marking Period or Date Range using the radio buttons and drop downs available.
   A. By default, this report only includes active students (students are considered active if they had an active enrollment in the selected building on the last date of the specified date range). To run the report with inactive students included, check the Include Inactive Students checkbox.
3. Click Run Report to generate the report, which will open in a new window.



Note: If you select the Marking Period, a date range will appear at the top of the report displaying the actual dates of that marking period.

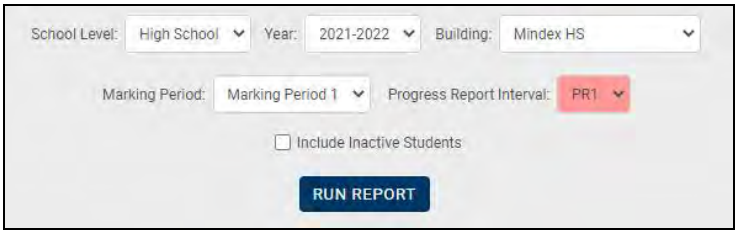
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Note: The Period Attendance Report lists every student taught by this teacher, in alphabetical order. The class the student was absent from displays under the student name, along with the period of that class. Because of this it may be necessary to scroll through the pages to find a particular class if you are verifying one section or looking to verify a specific student.

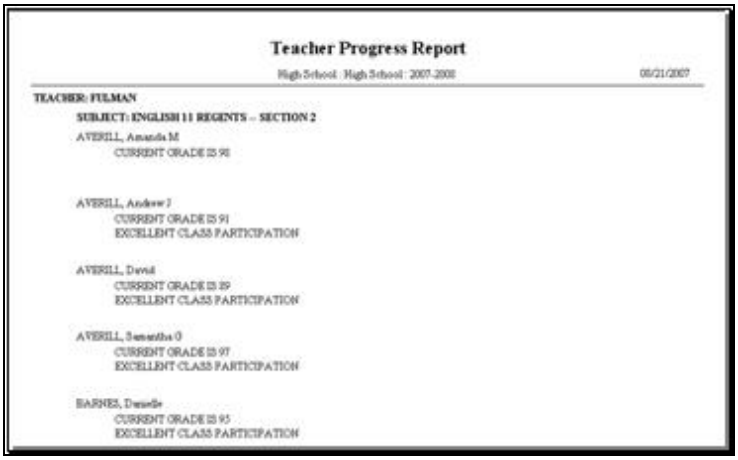
Progress Report

SchoolTool contains a Progress Report which allows teachers to verify their grades and/or comments per student per class for selected progress report interval. This report is found in the Reports tab of every teacher's My Home.

1. Select ›the Progress Report. The report pre-screen will appear.
2. Select the appropriate marking period from the Marking Period and Progress Report Interval from the drop-down list and run the report.



Note: The Progress Report contains verification pages for every class in the teacher's My Home. It may be necessary to scroll through the pages to find a particular class if you are verifying one section or looking to verify a specific student.


Teacher Progress Report

TEACHER: FULMAN

SUBJECT: ENGLISH 11 REGENTS – SECTION 2

AVERILL, Amanda M
CURRENT GRADE IS 98

AVERILL, Andrew J
CURRENT GRADE IS 91
EXCELLENT CLASS PARTICIPATION

AVERILL, David
CURRENT GRADE IS 89
EXCELLENT CLASS PARTICIPATION

AVERILL, Samantha O
CURRENT GRADE IS 97
EXCELLENT CLASS PARTICIPATION

BARNES, Danielle
CURRENT GRADE IS 95
EXCELLENT CLASS PARTICIPATION

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Detailed Homeroom List Report

SchoolTool contains a Detailed Homeroom List Report which allows teachers to see details on each student for each class such as birthdays, contact information, home phone number, etc. This report is found in the Reports tab of a teacher's My Home.

Select ›the Detailed Homeroom List Report. The report screen will automatically generate.



Elementary Report Card

SchoolTool contains an Elementary Report Card which allows teachers to verify their descriptor report card grades and comments. This report is found in the **Reports** sub tab of every teacher's **My Home**.

Use this report at the end of each grading period to ensure all students have been graded successfully. At the end of the year, use this report to verify that all grading period grades have been entered.

To access the Elementary Report Card:

1. Select ›the Detailed Homeroom List Report. The report screen will automatically generate.
2. Select the appropriate marking period from the Marking Period and report card format from the drop-down lists.

   Note: In this example, if you select marking period 1, only grades (and comments) for marking period 1 will appear. If you select marking period 2, grades for marking periods 1 & 2 will display. If you select marking period 3,

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grades for marking periods 1, 2 & 3 will display. If you select marking period 4, grades for all marking periods will display.

3. Click once on Run Report.

   Note: The Elementary Report Card contains verification pages for every student in the teacher's **My Home**. It may be necessary to scroll through the pages to find a particular student, or use the preview pane at the left to select a student.

   Note: Refer to the *Descriptor Report Cards* procedures for more information on making corrections to grade information.

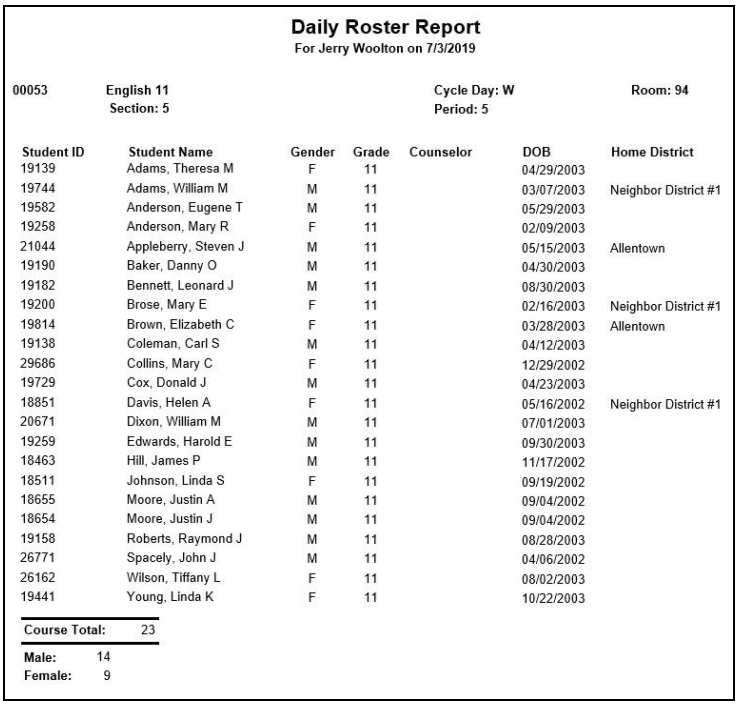
Daily Roster Report

SchoolTool contains a Daily Roster Report which allows teachers to print a list of students per class. This report is found in the Reports tab of every teacher's My Home.

1. Select the Daily Roster Report. The report pre-screen will appear.



2. Select the date that you wish to run the report from and click Run Report.



Daily Roster Report
For Jerry Woolton on 7/3/2019

00053 English 11 Section: 5 — Cycle Day: W Period: 5 — Room: 94

Student ID	Student Name	Gender	Grade	Counselor	DOB	Home District
19139	Adams, Theresa M	F	11		04/29/2003	
19744	Adams, William M	M	11		03/07/2003	Neighbor District #1
19582	Anderson, Eugene T	M	11		05/29/2003	
19258	Anderson, Mary R	F	11		02/09/2003	
21044	Appleberry, Steven J	M	11		05/15/2003	Allentown
19190	Baker, Danny O	M	11		04/30/2003	
19182	Bennett, Leonard J	M	11		08/30/2003	
19200	Brose, Mary E	F	11		02/16/2003	Neighbor District #1
19814	Brown, Elizabeth C	F	11		03/28/2003	Allentown
19138	Coleman, Carl S	M	11		04/12/2003	
29686	Collins, Mary C	F	11		12/29/2002	
19729	Cox, Donald J	M	11		04/23/2003	
18851	Davis, Helen A	F	11		05/16/2002	Neighbor District #1
20671	Dixon, William M	M	11		07/01/2003	
19259	Edwards, Harold E	M	11		09/30/2003	
18463	Hill, James P	M	11		11/17/2002	
18511	Johnson, Linda S	F	11		09/19/2002	
18655	Moore, Justin A	M	11		09/04/2002	
18654	Moore, Justin J	M	11		09/04/2002	
19158	Roberts, Raymond J	M	11		08/28/2003	
26771	Spacely, John J	M	11		04/06/2002	
26162	Wilson, Tiffany L	F	11		08/02/2003	
19441	Young, Linda K	F	11		10/22/2003	

Course Total: 23

Male: 14
Female: 9

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Note: The Daily Roster Report contains several pages for every class in the teacher's My Home. It may be necessary to scroll through the pages to find a particular class if you are verifying one section or looking to verify a specific student.

Note: This report is often used by substitute teachers for attendance.

Minutes Verification and Override

The **Minutes Verification and Override** allows teachers to review course minutes per relationship and, if they have the appropriate permissions, manage overrides for relationship minutes, and responsibility weight for data warehouse exports. The screen shows only that teacher's students. Depending on the user's permissions, the screen may include options to View Minutes, Edit Override Values for Export, or both.

Note: Due to the large number of calculations, this screen may load slowly; using filters to narrow the results will help.



1. To begin, use the dropdown to select a School Year.
2. Select whether to View Minutes or Edit Override Values for Export (these options are available based on permissions; View will present the results in read-only mode, while Edit will allow users to add, edit, or clear overrides).

    A. If the View option was selected, users can specify a Date Range. The results list will show records where a relationship existed during the selected dates; all minutes calculations will be performed based on these dates, allowing users to see the minutes accumulated for a relationship for that date range.

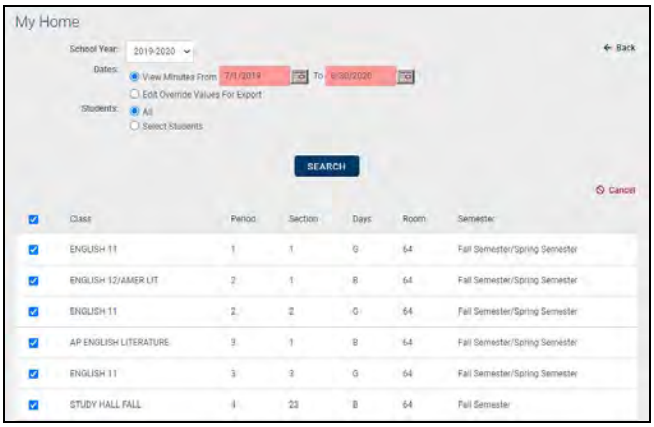
    Note: When the Edit option is selected, records will reflect the selected school year; users will not be able to specify a date range due to the nature of minutes calculations.

3. Select Students (all students or specific students using the batch selector).

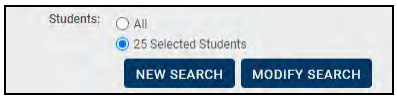
    A. When a user clicks the Select Students option, the screen will refresh to show the teacher's class list or the batch selector. Select the

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appropriate students and click Continue (or click Cancel to return to the main screen)



B. Once students are selected, the radio button will show “Selected Students” (including the number of students selected). Click New Search to clear the search and find a new group of students or click Modify Search to return to the previous search criteria.



4. Click the Search button to generate the results list (results will only include rows for courses that are mapped to a state course).

   The results list will display any relationships that meet the selected filter criteria (if in View mode, the list will be presented in read-only mode). The list will include relationship start and end dates, the student ID and name, the course department, ID (including section number and period), course name, state course code, and teacher. It will also include calculated values for Total Planned, Potential, and Actual Minutes, Responsibility Weight, and any existing overrides for Potential Minutes, Actual Minutes, and Weight values.

   Records in red text indicate that a Minutes override was added but that row is no longer valid due to underlying data issues (for example, if a schedule effective date is modified after the student has been given a minutes override). These rows will show “0” for the calculated minute columns.



Definitions:

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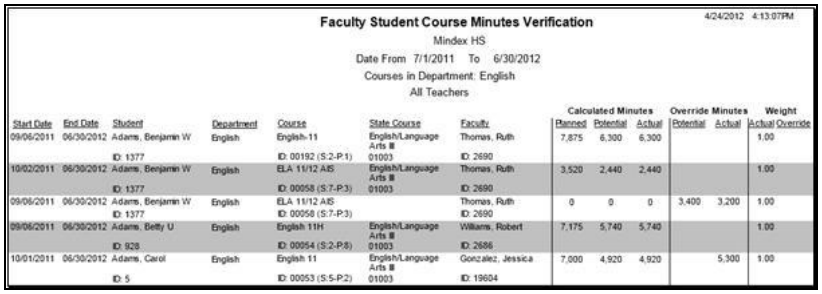
- Total Planned: This field is the number of minutes that the course has met (or planned to meet) for the school year. This is based on the number of 'sessions' a course/section has met and the minutes – derived from one of the three options described below. The sessions will use all weekdays that are associated with a semester and are not set to 'Students Off' in the **Maintenance > School Year > Calendar** area.
- Potential: This field is based on the Total Planned Class time with the following exceptions:
    - The minutes calculation will start with the Relationship Start Date and proceed to the Relationship End Date. When a date range is selected, calculations will only include minutes within that date range.
    - When a date range is selected, this calculation will only include minutes within that date range.
- Actual: This field is based on the Potential Student Instructional Time but will NOT include any sessions that occur on a date for which the student has a daily absence or a period absence for the given course/section.
- Weight: This is a number between 0 and 1 representing the percent allocation of responsibility for instruction assigned to this teacher and student.

When in Override Mode, Edit and Delete ✖ buttons may appear beside rows in this list. To add or modify an override, click the Edit button and modify the fields at the far right of the list as desired. Be sure to Save when done to apply changes.



The Delete ✖ button clears all override values that the user has rights to override for a given row. It will only be available when an override exists. When clearing overrides for an invalid row (shown in red), that entire row will be removed from the list.

Print the report if desired. The report will respect any on-screen sort order.



Faculty Student Course Minutes Verification

4/24/2012 4:13:07PM

Mindex HS

Date From 7/1/2011 To 6/30/2012

Courses in Department: English

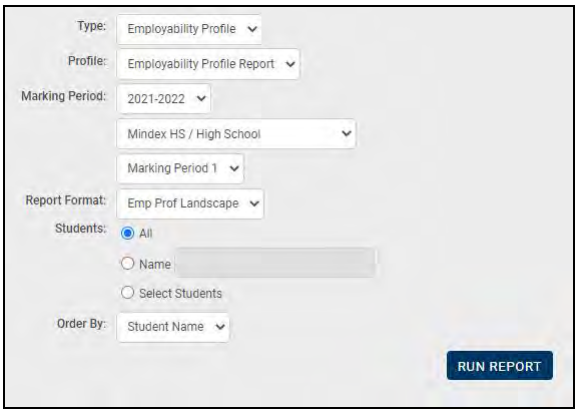
All Teachers

Start Date	End Date	Student	Department	Course	State Course	Faculty	Calculated Minutes Planned	Calculated Minutes Potential	Calculated Minutes Actual	Override Minutes Potential	Override Minutes Actual	Weight Actual	Weight Override
09/06/2011	06/30/2012	Adams, Benjamin W ID: 1377	English	English-11 ID: 00192 (S:2-P:1)	English/Language Arts II 01003	Thomas, Ruth ID: 2690	7,875	6,300	6,300			1.00	
10/02/2011	06/30/2012	Adams, Benjamin W ID: 1377	English	ELA 11/12 AIS ID: 00058 (S:7-P:3)	English/Language Arts II 01003	Thomas, Ruth ID: 2690	3,520	2,440	2,440			1.00	
09/06/2011	06/30/2012	Adams, Benjamin W ID: 1377	English	ELA 11/12 AIS ID: 00058 (S:7-P:3)		Thomas, Ruth ID: 2690	0	0	0	3,400	3,200	1.00	
09/06/2011	06/30/2012	Adams, Betty U ID: 928	English	English 11H ID: 00054 (S:2-P:8)	English/Language Arts II 01003	Williams, Robert ID: 2686	7,175	5,740	5,740			1.00	
10/01/2011	06/30/2012	Adams, Carol ID: 5	English	English 11 ID: 00053 (S:5-P:2)	English/Language Arts II 01003	Gonzalez, Jessica ID: 19604	7,000	4,920	4,920		5,300	1.00	

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Employability Profile/CDOS Report

1. Use the pre-screen to define the options for the report and click the Run Report button to generate the report.



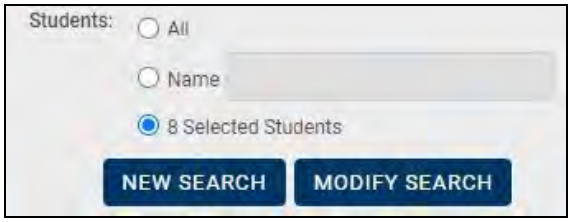
   A. Select the type of report you wish to run (Employability Profile or CDOS).
   B. Select a profile from the drop-down (this list will include all available profiles of the Type selected in the previous step; for teachers, the list will be limited to profiles that are tied to that teacher's courses).
   C. Select the appropriate timeframe for the report:
      i. For Employability Profile reports, select a Marking Period using the drop-downs provided.
      ii. For CDOS reports, select a Year.
   D. Select the desired report format.
   E. Select the students for whom you wish to generate the report (all students, a single student, or a group of students selected by using the Class List or the batch selector):
      i. To select a group of students, click the Select Students option. The screen will refresh to show the teacher's class list and/or the batch selector. Select the appropriate students and click Continue (or click Cancel to return to the main screen).



      ii. Once students are selected, the radio option will show "Selected Students" (including the number of students selected). Click New Search to clear the search and find a new group of students or click Modify Search to return to the previous

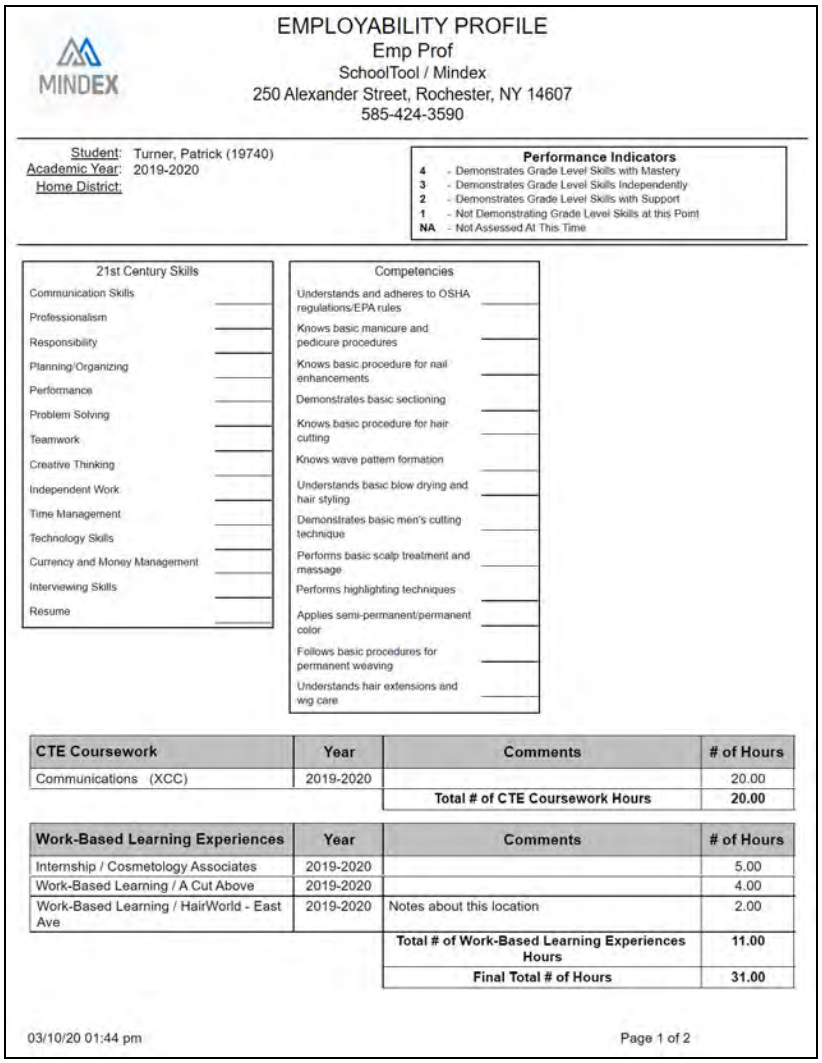
© 2026 Mindex

search criteria.



F. Choose the order in which you wish to generate the reports (either by student name or by home district) and click the Run Report button.

Sample Report Employability Profile - Portrait Layout:



EMPLOYABILITY PROFILE
Emp Prof
SchoolTool / Mindex
250 Alexander Street, Rochester, NY 14607
585-424-3590

Student: Turner, Patrick (19740)
Academic Year: 2019-2020
Home District:

Performance Indicators

4	- Demonstrates Grade Level Skills with Mastery
3	- Demonstrates Grade Level Skills Independently
2	- Demonstrates Grade Level Skills with Support
1	- Not Demonstrating Grade Level Skills at this Point
NA	- Not Assessed At This Time

21st Century Skills	
Communication Skills	
Professionalism	
Responsibility	
Planning/Organizing	
Performance	
Problem Solving	
Teamwork	
Creative Thinking	
Independent Work	
Time Management	
Technology Skills	
Currency and Money Management	
Interviewing Skills	
Resume	

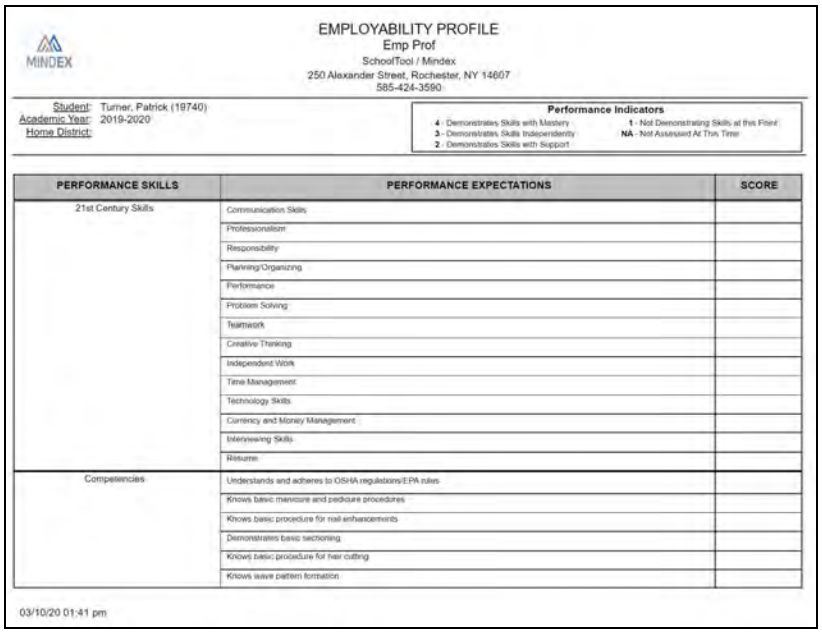
Competencies	
Understands and adheres to OSHA regulations/EPA rules	
Knows basic manicure and pedicure procedures	
Knows basic procedure for nail enhancements	
Demonstrates basic sectioning	
Knows basic procedure for hair cutting	
Knows wave pattern formation	
Understands basic blow drying and hair styling	
Demonstrates basic men's cutting technique	
Performs basic scalp treatment and massage	
Performs highlighting techniques	
Applies semi-permanent/permanent color	
Follows basic procedures for permanent weaving	
Understands hair extensions and wig care	

CTE Coursework	Year	Comments	# of Hours
Communications (XCC)	2019-2020		20.00
		Total # of CTE Coursework Hours	**20.00**

Work-Based Learning Experiences	Year	Comments	# of Hours
Internship / Cosmetology Associates	2019-2020		5.00
Work-Based Learning / A Cut Above	2019-2020		4.00
Work-Based Learning / HairWorld - East Ave	2019-2020	Notes about this location	2.00
		Total # of Work-Based Learning Experiences Hours	**11.00**
		Final Total # of Hours	**31.00**

03/10/20 01:44 pm Page 1 of 2

Sample Report Employability Profile - Landscape Layout:



EMPLOYABILITY PROFILE

Emp Prof

SchoolTool / Mindex
250 Alexander Street, Rochester, NY 14607
585-424-3590

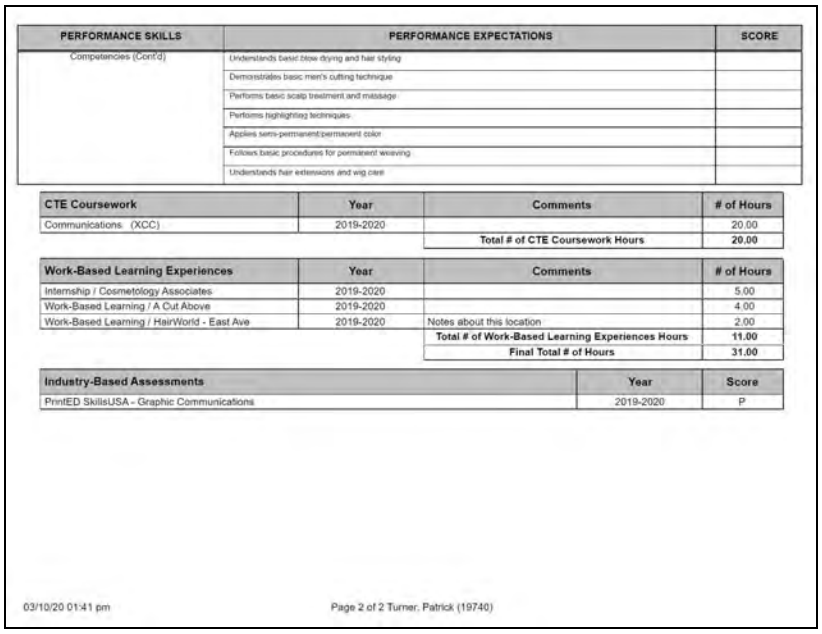
Student: Turner, Patrick (19740)
Academic Year: 2019-2020
Home District:

Performance Indicators

4 - Demonstrates Skills with Mastery
3 - Demonstrates Skills Independently
2 - Demonstrates Skills with Support
1 - Not Demonstrating Skills at this Point
NA - Not Assessed At This Time

PERFORMANCE SKILLS	PERFORMANCE EXPECTATIONS	SCORE
21st Century Skills	Communication Skills	
	Professionalism	
	Responsibility	
	Planning/Organizing	
	Performance	
	Problem Solving	
	Teamwork	
	Creative Thinking	
	Independent Work	
	Time Management	
	Technology Skills	
	Currency and Money Management	
	Interviewing Skills	
	Resume	
Competencies	Understands and adheres to OSHA regulations/EPA rules	
	Knows basic manicure and pedicure procedures	
	Knows basic procedure for nail enhancements	
	Demonstrates basic sectioning	
	Knows basic procedure for hair cutting	
	Knows wave pattern formation	

03/10/20 01:41 pm



PERFORMANCE SKILLS	PERFORMANCE EXPECTATIONS	SCORE
Competencies (Cont'd)	Understands basic blow drying and hair styling	
	Demonstrates basic men's cutting technique	
	Performs basic scalp treatment and massage	
	Performs highlighting techniques	
	Applies semi-permanent/permanent color	
	Follows basic procedures for permanent waving	
	Understands hair extensions and wig care	

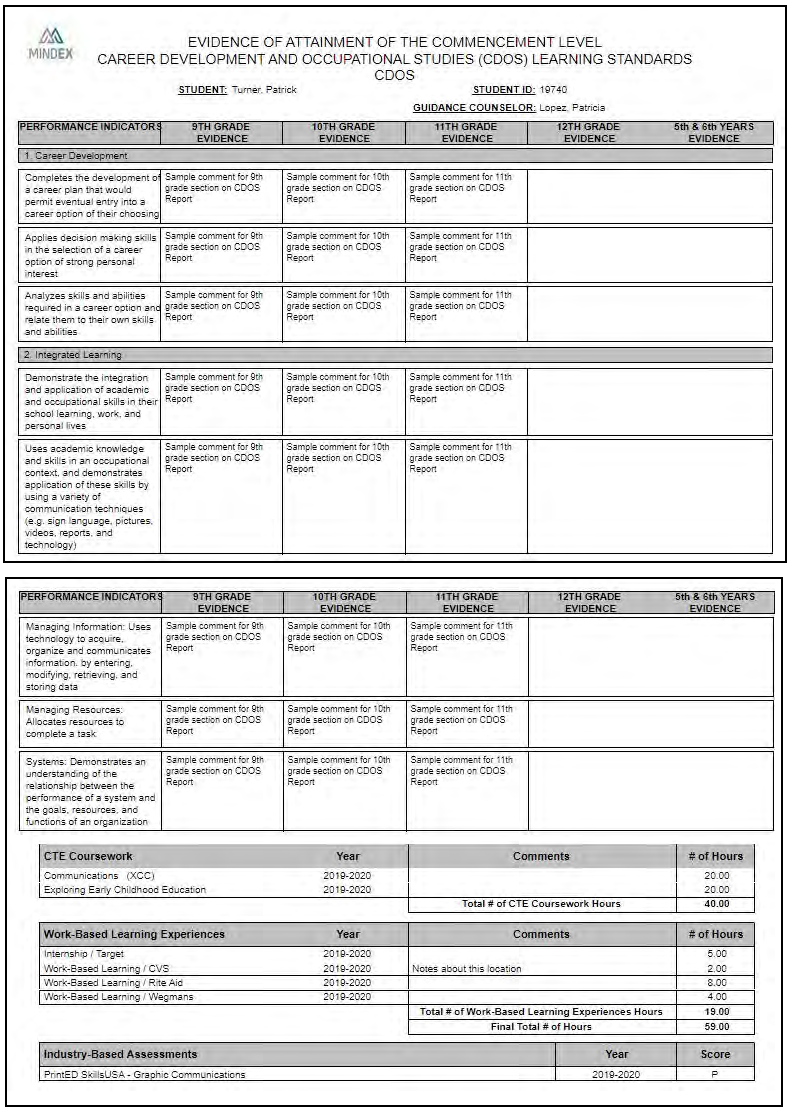
CTE Coursework	Year	Comments	# of Hours
Communications (XCC)	2019-2020		20.00
		Total # of CTE Coursework Hours	**20.00**

Work-Based Learning Experiences	Year	Comments	# of Hours
Internship / Cosmetology Associates	2019-2020		5.00
Work-Based Learning / A Cut Above	2019-2020		4.00
Work-Based Learning / HairWorld - East Ave	2019-2020	Notes about this location	2.00
		Total # of Work-Based Learning Experiences Hours	**11.00**
		Final Total # of Hours	**31.00**

Industry-Based Assessments	Year	Score
PrintED SkillsUSA - Graphic Communications	2019-2020	P

03/10/20 01:41 pm Page 2 of 2 Turner, Patrick (19740)

Sample CDOS Report:



EVIDENCE OF ATTAINMENT OF THE COMMENCEMENT LEVEL
CAREER DEVELOPMENT AND OCCUPATIONAL STUDIES (CDOS) LEARNING STANDARDS
CDOS

STUDENT: Turner, Patrick **STUDENT ID:** 19740

GUIDANCE COUNSELOR: Lopez, Patricia

PERFORMANCE INDICATORS	9TH GRADE EVIDENCE	10TH GRADE EVIDENCE	11TH GRADE EVIDENCE	12TH GRADE EVIDENCE	5th & 6th YEARS EVIDENCE
1. Career Development					
Completes the development of a career plan that would permit eventual entry into a career option of their choosing	Sample comment for 9th grade section on CDOS Report	Sample comment for 10th grade section on CDOS Report	Sample comment for 11th grade section on CDOS Report		
Applies decision making skills in the selection of a career option of strong personal interest	Sample comment for 9th grade section on CDOS Report	Sample comment for 10th grade section on CDOS Report	Sample comment for 11th grade section on CDOS Report		
Analyzes skills and abilities required in a career option and relate them to their own skills and abilities	Sample comment for 9th grade section on CDOS Report	Sample comment for 10th grade section on CDOS Report	Sample comment for 11th grade section on CDOS Report		
2. Integrated Learning					
Demonstrate the integration and application of academic and occupational skills in their school learning, work, and personal lives	Sample comment for 9th grade section on CDOS Report	Sample comment for 10th grade section on CDOS Report	Sample comment for 11th grade section on CDOS Report		
Uses academic knowledge and skills in an occupational context, and demonstrates application of these skills by using a variety of communication techniques (e.g. sign language, pictures, videos, reports, and technology)	Sample comment for 9th grade section on CDOS Report	Sample comment for 10th grade section on CDOS Report	Sample comment for 11th grade section on CDOS Report		

PERFORMANCE INDICATORS	9TH GRADE EVIDENCE	10TH GRADE EVIDENCE	11TH GRADE EVIDENCE	12TH GRADE EVIDENCE	5th & 6th YEARS EVIDENCE
Managing Information: Uses technology to acquire, organize and communicates information, by entering, modifying, retrieving, and storing data	Sample comment for 9th grade section on CDOS Report	Sample comment for 10th grade section on CDOS Report	Sample comment for 11th grade section on CDOS Report		
Managing Resources: Allocates resources to complete a task	Sample comment for 9th grade section on CDOS Report	Sample comment for 10th grade section on CDOS Report	Sample comment for 11th grade section on CDOS Report		
Systems: Demonstrates an understanding of the relationship between the performance of a system and the goals, resources, and functions of an organization	Sample comment for 9th grade section on CDOS Report	Sample comment for 10th grade section on CDOS Report	Sample comment for 11th grade section on CDOS Report		

CTE Coursework	Year	Comments	# of Hours
Communications (XCC)	2019-2020		20.00
Exploring Early Childhood Education	2019-2020		20.00
		Total # of CTE Coursework Hours	**40.00**

Work-Based Learning Experiences	Year	Comments	# of Hours
Internship / Target	2019-2020		5.00
Work-Based Learning / CVS	2019-2020	Notes about this location	2.00
Work-Based Learning / Rite Aid	2019-2020		8.00
Work-Based Learning / Wegmans	2019-2020		4.00
		Total # of Work-Based Learning Experiences Hours	**19.00**
		Final Total # of Hours	**59.00**

Industry-Based Assessments	Year	Score
PrintED SkillsUSA - Graphic Communications	2019-2020	P

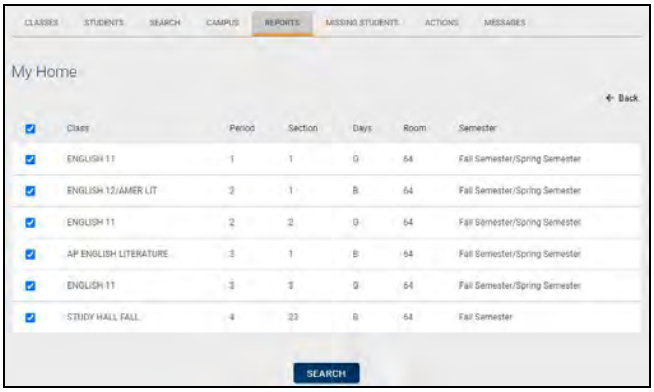
Current Marking Period Average Report

The Current Marking Period Average Report allows teachers to generate reports based on students' grade book averages (based on assignment grades) for the current marking period. The report is broken down by course and shows all students in that course or, if a grade range is specified, only those students whose current average is within the specified range. The report also includes a column that indicates students' overall averages based on assignment grades.

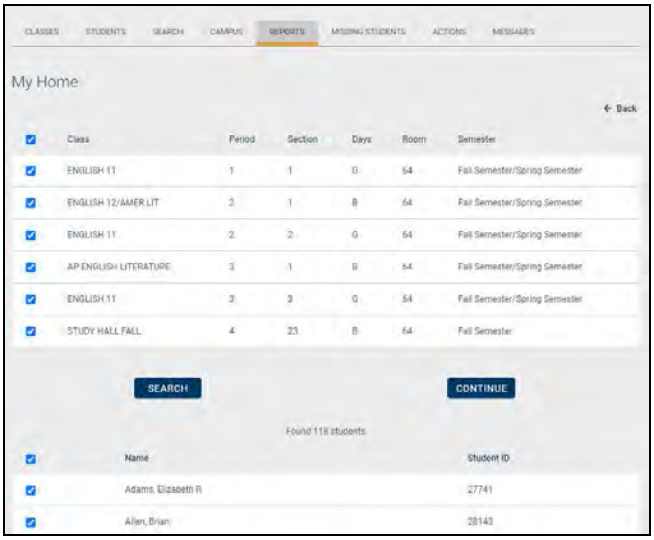
Teachers might use this report to get a snapshot of students' performance for the current marking period. For example, to see which students who are close to failing, they may run the report for only those students with a current average between 60 and 70.

Note: Students who have not received any assignment scores will not be included in the report.

1. To begin, locate the student(s) for whom you wish to run the report.
    A. First, select the appropriate classes and click **Search**.



    B. The screen will display a list of students from the selected classes. Use the checkboxes to select one or more students and click **Continue**.

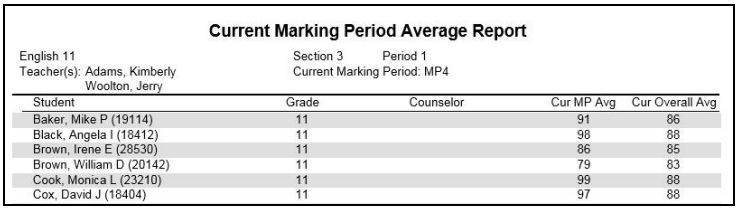


2. On the report pre-screen, specify the range for averages you wish to return. For example, you might wish to limit the results to students whose current marking period averages are between 90-100, or only those whose current marking period averages are below a 67. To view all students, simply leave both range fields blank. Click the **Run Report** button to generate the report.



3. A new window will open with the report, which is broken down by course and shows only the selected students who meet the grade range criteria for the

currently active marking period.



Current Marking Period Average Report

English 11 Section 3 Period 1
Teacher(s): Adams, Kimberly Current Marking Period: MP4
Woolton, Jerry

Student	Grade	Counselor	Cur MP Avg	Cur Overall Avg
Baker, Mike P (19114)	11		91	86
Black, Angela I (18412)	11		98	88
Brown, Irene E (28530)	11		86	85
Brown, William D (20142)	11		79	83
Cook, Monica L (23210)	11		99	88
Cox, David J (18404)	11		97	88

Search Tab

This is the default **My Home** tab used for users who are not Parents, Students, or Teachers with current classes. This tab allows you to search for a student. There are two methods for searching: Basic Search and Advanced Search (Batch Selector). Search rights are based on user permissions and may not be visible for all users. For detailed instructions on using Advanced Search, see the Batch Selector User Guide.



Quick Search

From the top of any SchoolTool screen, a search control exists that can be used to search for student records without navigating back to the main search screen of the current module. This search feature is controlled by user permissions, so not all users will see this.

To use the Quick Search feature, simply enter text in the search box at the top of the screen, and click on the Search button.



All searches will be performed from within the main search window of the current module. For instance, using the new Quick Search feature from within the Attendance module will re-navigate the user to **Attendance > Student Search** and display the appropriate results. If a Quick Search is performed within a module that a user does not

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have rights to search in, or that does not have a search function (such as the Maintenance module), the search will be performed from within **Home > My Home > Search**.

Note: All current operations should be completed (saved) before using the Quick Search function. Using Quick Search will navigate the user away from the current screen in order to display the search results.

Basic Search

Use this procedure anytime you see a single search field with a search button, as in the image below, which illustrates a basic search from a user's **My Home** module. This same function is available as a "Quick Search" feature that is accessible from anywhere within the application. Keep in mind that not all users will see the link to Advanced Search that is shown in the image below.

1. Enter search criteria into the search field.



2. Typically, the text entered here is any combination of a student's first name, last name, parent's last name, or student ID. For example:
    - Shelly Smith
    - Sh Smith
    - Smith
    - Shelly
    - 34712
3. Click on the Search button to obtain the results.

Tips for Search Criteria

1. Depending on the makeup of your school and district, different search strategies may apply.
    - In a very large district, for instance, it may be worthwhile to be very specific when searching to prevent to help minimize the number of results. In a smaller district, being general when specifying criteria may be advantageous.
2. Be general: Enter only the part of the name you need.

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- Typing Dan will locate all students with a name of "Dan," "Daniel," and "Danielle," and McDanoskovich." It will also save you from having to guess how to spell "Danovski"

3. Be specifc: If you know you are looking for Tanya Smith, just entering "smith" may result in too many "hits." Instead, try typing "Tan Smith," to narrow the list down further
4. Don't guess: If you have no idea how to spell a name, just enter the letters you do know.
    - Typing "ist" might return a lot of students, but it will suffice for locating a student named "Khristeena." Again, if you know any of the student's last name, use that too. E.g., "ist jones"
5. Use Wildcards: Wherever you are unsure of a name, you may use a wildcard, a character that replaces the questionable part of the name.
    - For instance "ste*en" will locate all students with a name if either Steven or Stephen.

More on Using Wildcards

A wildcard is a single character, either an asterisk (*) or percent sign (%) that can be used to substitute for any number of unknown characters in the name being searched for and can be used anywhere in a string of text.

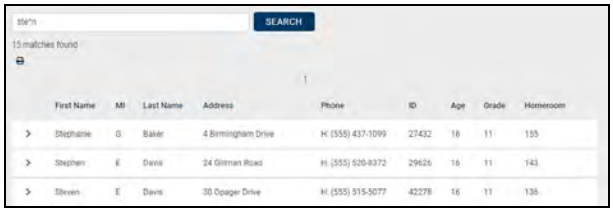
- "ste*n" will locate all students with a name of Steven, Stephen, or Stephanie.
- "m*Donald" will locate all students with a name of "MacDonald" or "McDonald."

Example:

A phone call comes into the attendance office stating simply that "Steven" is home sick today. Since we don't know how to spell Steven (Stevan? Stephen?) We can use wildcards to help:

- Enter a search criteria of "ste*n" and click on the Search button.
- Note the results returned all students that have a first name, last name, or a contact's last name of either Steven or Stephen, as

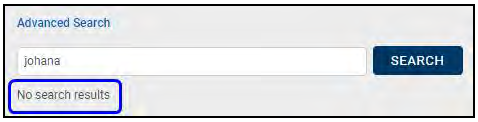
well as names containing those letters, such as Stephanie.



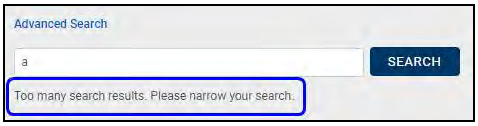
Search Results

There are four (4) possible results from a search:

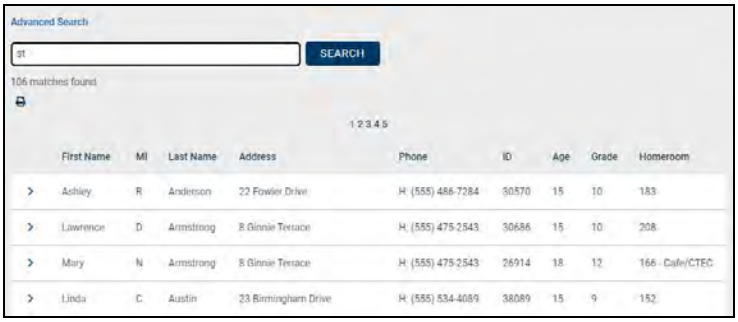
1. No search results: When no students can be found based on the entered criteria, a message stating this will be displayed.



2. Too many search results: When too many results are found that match the entered criteria, a message stating this will be displayed. The maximum number of search results is determined by the district and can be set in the Maintenance area by a system administrator.



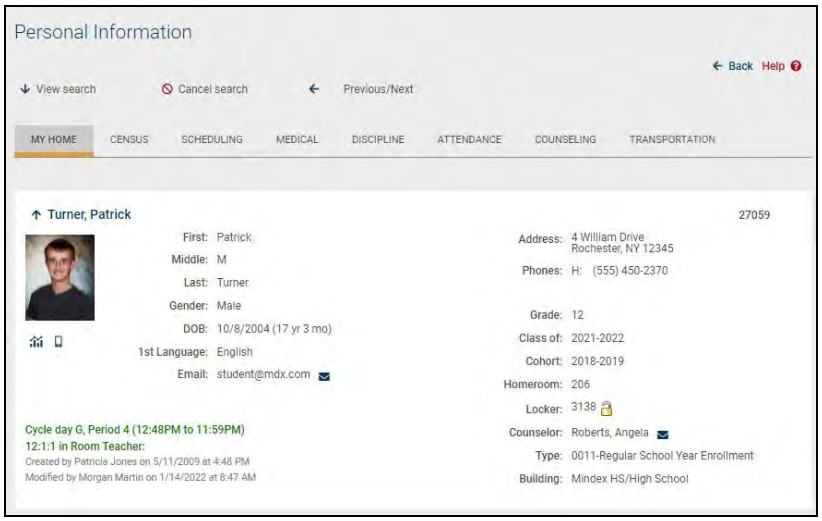
3. A single match found: When only a single match exists for the entered criteria, the student's record that matches the criteria will be displayed immediately.
4. Multiple Matches: When a group of students match the same entered criteria, they will all be displayed in a list format.Typically, a Select › button will allow you to choose the specific desired student.



Remember that all search result pages can be paged through with the page navigation buttons, and sorted with column headers.

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Once a record has been selected, that student record will display on the screen. From within the displayed student record, you will see a new set of controls that allow you to access other records from the search results.



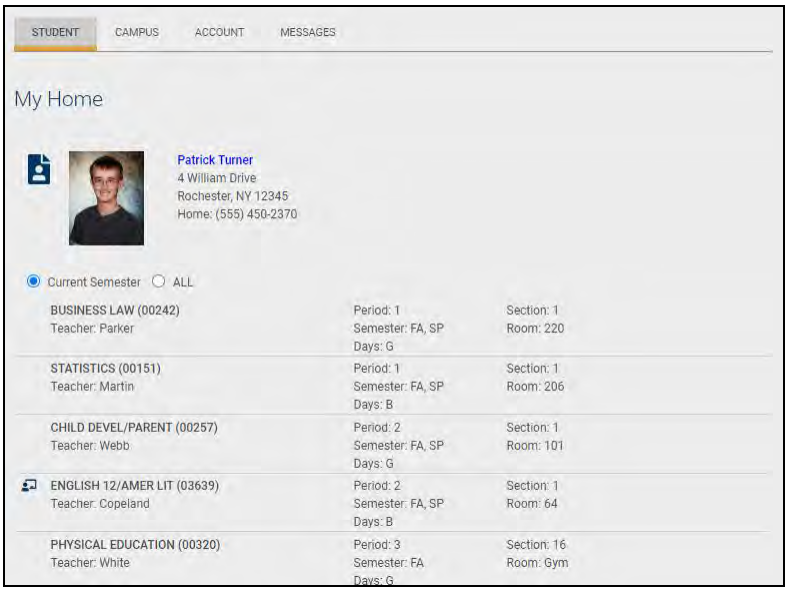
These controls allow you to:

- View the list of students with the View Search button,
- Cancel the search altogether with the cancel Search button, or
- / Page through the list of students using the Previous and Next buttons.

Student Tab

The Student tab is *only* available to students (both current and former students. This tab provides students with access to that person's Student Record. Depending on district settings, students may also have access to Teacher Pages for some of their courses from this screen.

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To access the student record, click on the View Student Record button or click on the student photo or name.

Students who have currently active classes may also have access to Teacher Pages for some of their classes. To access the Teacher Page for a course, simply click on the Teacher Page button for the appropriate course section (links will only show for sections where the teacher has added notes to the Teacher Page).

Important Note: This is *not* the same as the “Students Tab” available to Parents. A user will only see both the Student and the Students tabs if the parent was once a student at the school and now has Parent Portal access for a student.

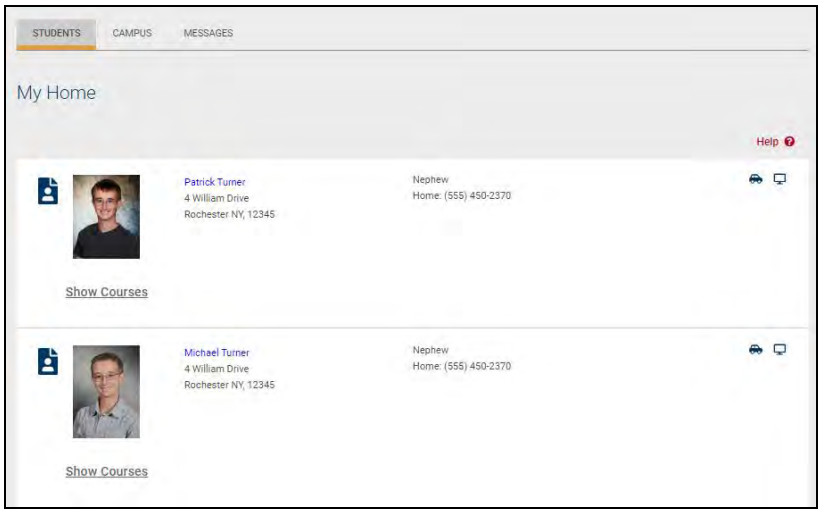
Students Tab

The Students tab is the default view for parents and district portal users. This tab is available to users who have the Parent Portal Access flag and have an enrolled student. It is also available for other portal users who have an active Limited Search enabled.

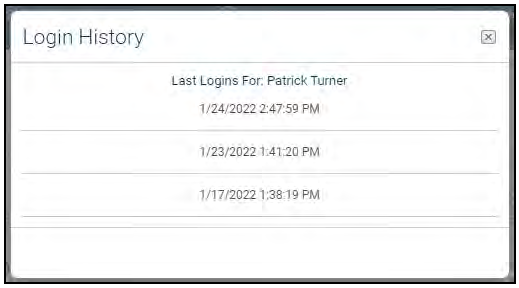
The Students tab will display a list of any student contacts for whom the user has Parent Portal Access, followed by a list of Limited Search results. To access the student record for an individual, click the View Student Record button, or click on the student's photo or name.

Student schedules are hidden by default; click the "**Show Courses**" link to expand a student's schedule. Note that the options to view courses for Current Semester or All semesters will only be visible when at least one student's schedule has been expanded.

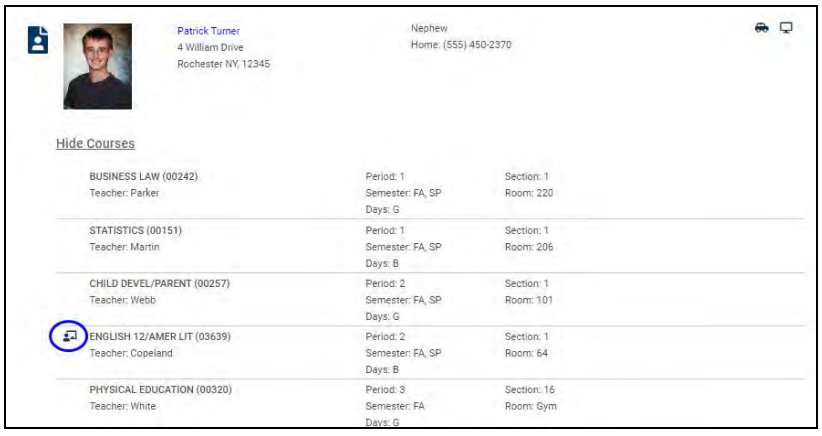
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Users with access to the Parent Portal icon can click on the icon to view a login history for that student.



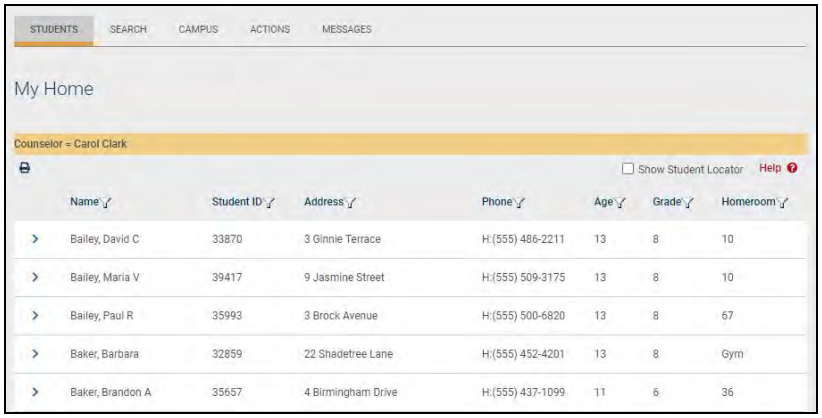
If a student's current schedule is available, it will display below the student's contact information. Depending on district settings, parents may also have access to Teacher Pages for some of their students' courses from this screen. To access the Teacher Page for a course, simply click on the Teacher Pages button for the appropriate course section (links will only show for sections where the teacher has added notes to the Teacher Page).



Students Tab: District Portal

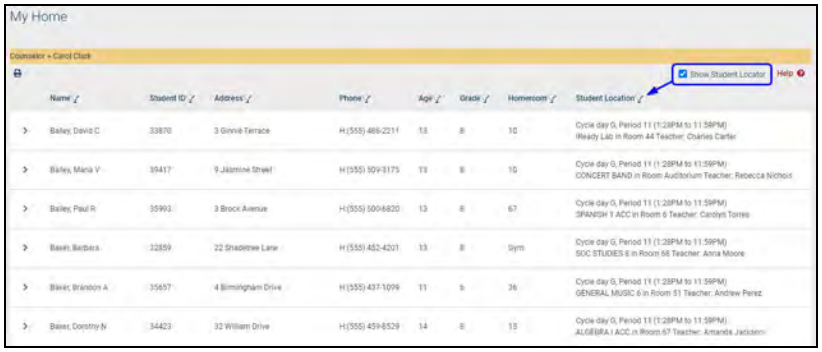
The Students tab is the default view for parents and district portal users. This tab is available to users who have the Parent Portal Access flag and have an enrolled student. It is also available for other portal users who have an active Limited Search enabled.

The District Portal area provides a list of students to whom you have been given access through a Limited Search. This list provides basic information about the students you can access. To access a student record from within the Limited Search results, click the Select › button for that student.



Note: This list is generally managed by your district but, depending on district settings, you may have the ability to manage your own Limited Search results.

Depending on permissions, you may also have an option to view Student Locator information for these students. If this is enabled, you will see a "Show Student Locator" checkbox option at the top of the list. This option is unchecked by default; check this option to see a column that displays each student's current location.

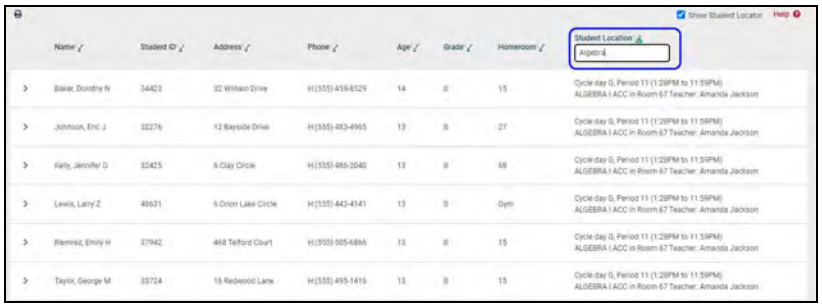


Filtering Limited Search Results (District Portal)

To filter the list of students in the Limited Search list, click on the Filter icon for the desired column(s).



Enter the desired text in the field that appears (the rows will automatically filter as you type). Close the filter field by pressing Enter or by clicking outside the filter field.



The Filter button will change to the Active Filter icon to indicate when a filter is active. To remove a filter, simply click on the Active Filter icon and delete the text in that field. Press Enter or click outside the filter field to update the results.



Note: Filters will be remembered for each user and will be re-applied the next time you access this screen.

My Home > Student Record

When you Select › a student from a list, you will see that student's Personal Information Record, also known simply as the Student Record.

Most SchoolTool users deal with student records most often, but every individual in SchoolTool has his/her own Person Record where all information related to that person is stored. This document will focus on working with a Student Information Record, as these typically contain the most detail.

The Student Record contains all information about a student. There are 2 main parts to the Student Record: the Personal Information section and the Student Information section. When using certain modules, additional sections may appear at the bottom of

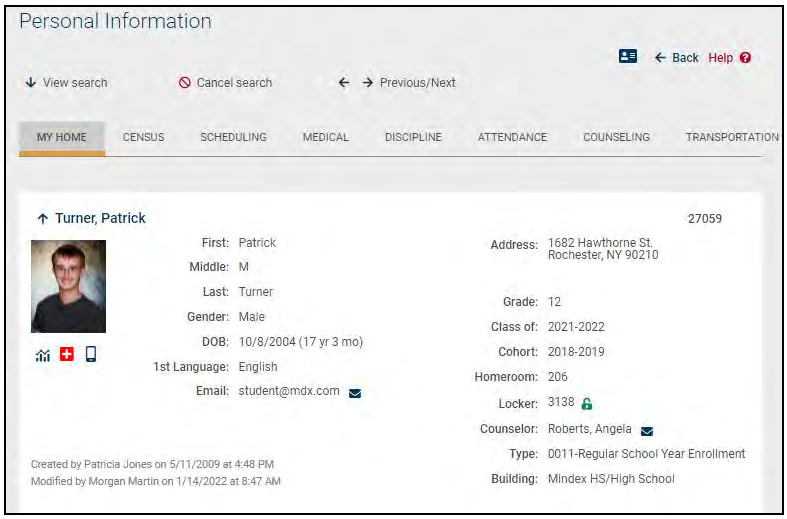
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the record with module-specific information. This information is available based on user permissions and the module you are using; therefore not all users will have access to every tab in the Student Information section(s).

Use the Show/Hide buttons ↓↑ to collapse sections of the student's record that you do not wish to see. This will result in less scrolling needed to view the student's record.

If you are viewing the results of a student search, you can use the following options:

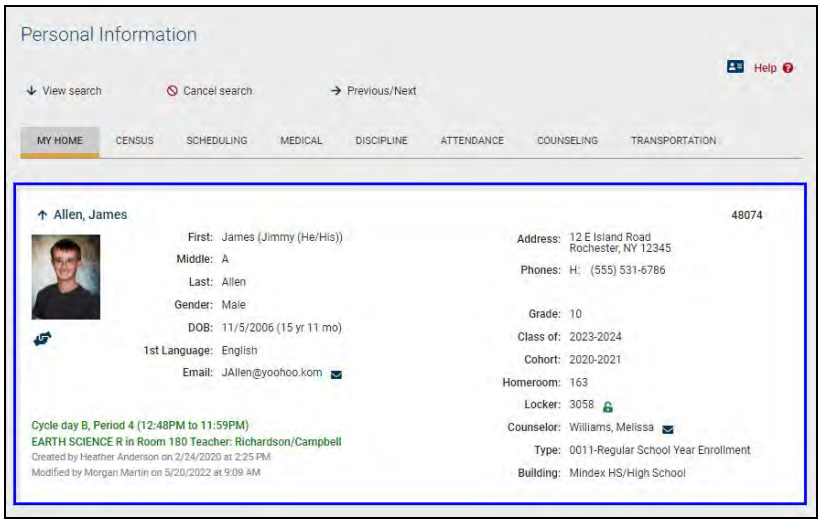
1. Click the Next and Previous buttons →← to move forward and backward between students in your search results.
2. Click the Cancel Search ⊘ button to cancel the current search and remain on the current student.
3. Click the ← Back button to return to the previous screen.



Personal Information Section

The Personal Information section at the top of the student record contains a summary of the student's information. This information includes the student's name, gender, age, primary language, and contact information. It also shows the student's grade, homeroom, homeroom teacher (with an email link), locker number (with an icon 🔓 that shows the locker combination in a mouse-over), counselor (with an email link), enrollment type, building/school level, and home district (if applicable). The student locator text in the bottom left corner of this section shows the current location of that student, based on the student's schedule and attendance data. If the student has any alerts, those icons will display for users with the appropriate permissions.

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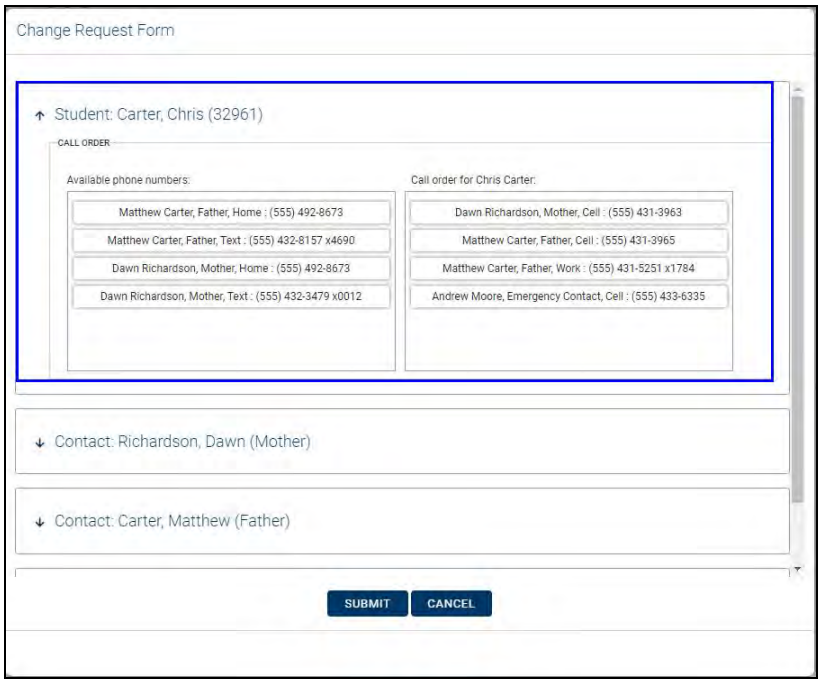
Note: The specific information available here is based on Maintenance settings; not all users will see all fields/data.

Depending on district settings, users may be able to submit contact change requests via the Personal Information Section. To submit a request, click on the Change Request button at the top right of the screen.

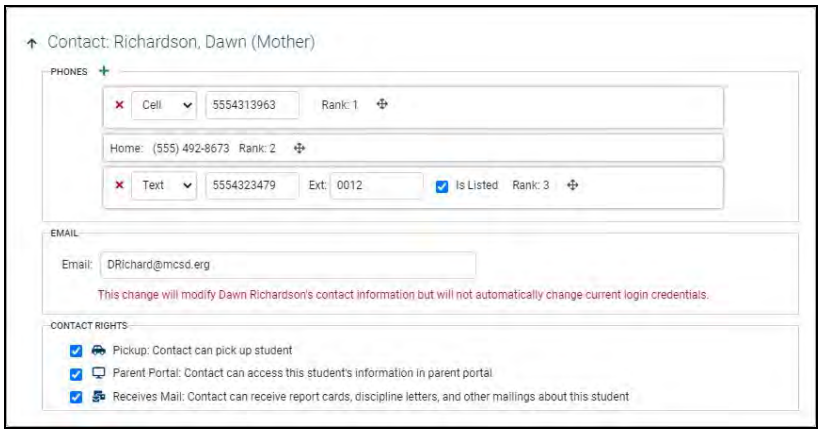
This will open the Change Request form, where you can submit a request to change phone numbers, email addresses, and contact rights associated with your name. Depending on permissions, you can also edit the call order for the student.

To edit the call order, drag and drop the available phone numbers into the call order list as desired.

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Below that, you can change your own contact information. Depending on district settings, you might also be able to submit changes for other contacts.



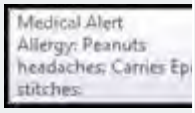
Once those changes have been made, click Submit. If successfully submitted, the screen will show a list of desired changes. You will also receive an email stating the requesting changes have been submitted for processing.

There are several types of alerts that may be visible on a teacher's class roster and also on individual students' Personal Information Records. In addition, the alert icons may provide more information on the specific alert, which displays in a text box that appears when the user holds the mouse over an alert icon.

Available alerts include the following icons and corresponding mouse-over text:

AIS Program	IEP Viewer	Medical	Custom Alerts	Send

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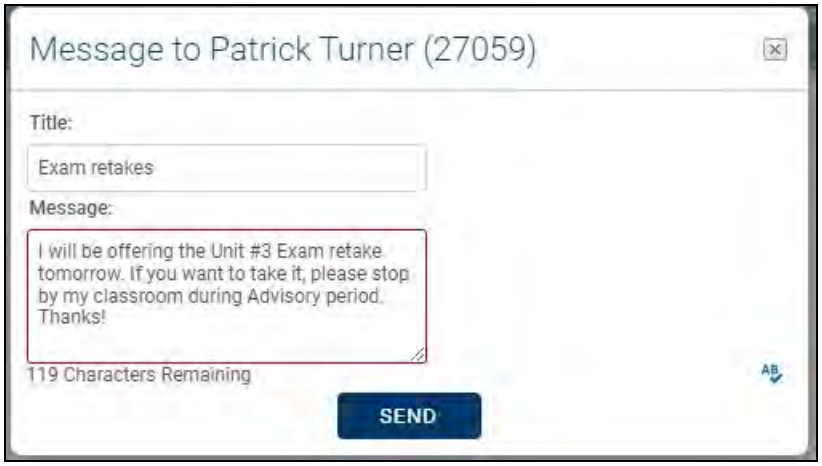
Service Icon:	Icon:	**Alerts** Icon:	Icon:	**Notification** Icon:
Mouse-over text: 	Mouse-over Text: 	Mouse-over text: 	**Note:** Custom Alerts are indicated by a flag or other image and may be any color defined by the district. The mouse-over text will display the name of the custom alert as defined in Maintenance.	Clicking this icon opens a pop-up where users can enter a message to send to this student via direct notification in the SchoolTool mobile app
Student RTI Information Icon:	**View Shared District Data** Icon:	**Student Dashboard Viewer** Icon:	**WebEdge Student Portfolio Viewer** Icon:	**MTSS Summary Report Viewer** Icon:
Hovering the mouse over this icon will display a list of that student's active RTI records.	Clicking this icon opens a window to display student data shared by another district. This icon appears	Clicking this icon opens a window to display the Student View dashboard for that student.	Clicking this icon opens a window to display the WebEdge Student Portfolio for that student.	Clicking this icon opens a window to display the MTSS Summary Report for that student.

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	only when districts have configured data sharing.			

The visibility of these alerts is controlled by district permission settings. Users may be able to see the alert icon only, the mouse-over text description only, both, or none of these, depending on their user permissions. Separate permissions also control whether users may see these icons on a teacher's Roster.

The Send Notification button appears for students who have opted to receive direct notifications in the SchoolTool mobile app (this also requires that the district has configured that building school level to allow direct notifications). Click the Send Notification button and enter a title and message to send to the student, then click Send. The message will be delivered as a notification on the student's mobile device.



Users with permission to view students' SchoolTool Premier dashboards may see a SchoolTool Dashboard Viewer icon for students who have a Student ID and have ever had an in-district enrollment. If this icon appears, users can click on the Viewer icon to view that student's dashboard in a new window.

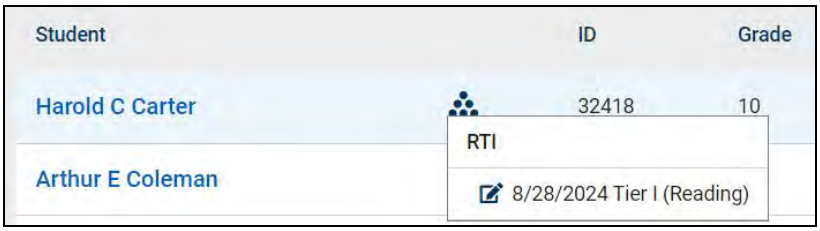
If shared data is available from another SchoolTool district, a View District Data icon may appear on in the alerts area. This will allow the user to view data from another district that has been configured for district-to-district data sharing (most likely between a BOCES and home district). To view shared data (or shared report cards and/or transcripts), hover over the District Data icon and Select the desired option (View District Data, View District Report Card, or View District Transcript) from the dropdown.

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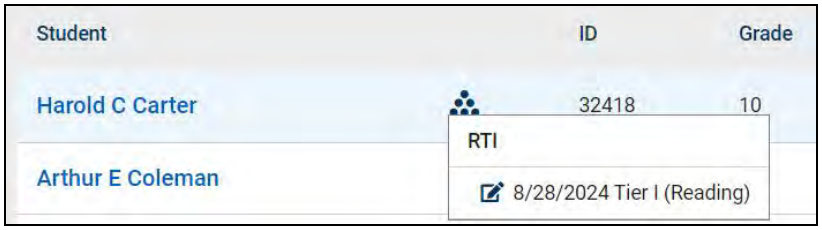




If the user has View or Edit rights, corresponding buttons will be available for each record (either an Edit icon, for users with Edit permissions, or a Select › icon, for users with View permissions).



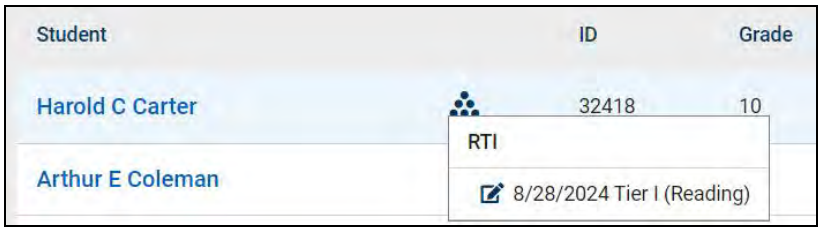
or



Viewing RTI Records

Users with View rights only will see Select › icons for each record in the list.

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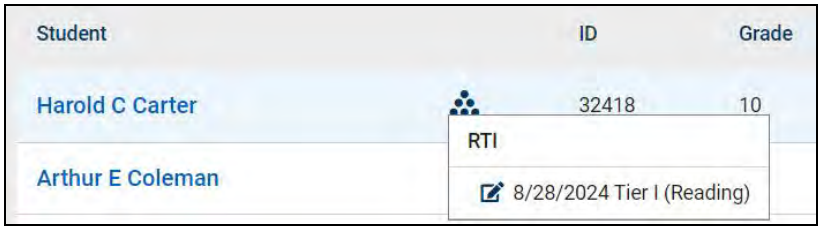


Select a record to view details in read-only mode. Click the Back button to return to the student record. Click the RTI Detail Report icon to print the RTI record and its associated intervention details.



Editing RTI Records

Users with Edit rights can click the Edit button for any of the RTI records listed.



Click the Edit icon for any record to open it in edit mode. Make changes as needed and click Save to return to the student record. Please note that any number of interventions may be edited or added, but the top section of the RTI record cannot be changed from this screen. Click the RTI Detail Report icon to print the RTI record and its associated intervention details.



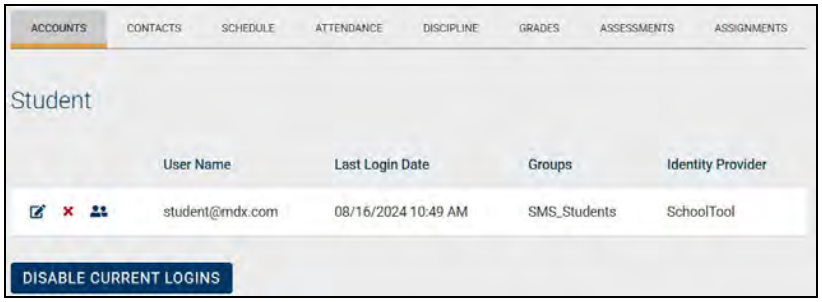
Accounts Tab

The Accounts tab shows any existing user accounts assigned to that individual, the last login date, all groups to which the account has been assigned, and the identity provider for the account. From this tab, users with the appropriate permission(s) may edit, delete, or unlock existing local accounts. Users may also create new local accounts and assign those accounts to a local user group.

Note: If the account has been locked due to multiple failed login attempts, a lock icon will be displayed indicating that the account is locked. This lock icon will continue to display until the next time the user successfully logs in after the lock timeout has passed.

Depending on permissions, users may also be able to assume the account of that individual by clicking on the Assume Account button. When a user assumes a person's account, all permissions and building rights will reflect those of the person whose account is being assumed. To return to the original user account, simply log out of SchoolTool.

Note: If the Grading Application is accessed after assuming an account, an indicator in the top right will show. When hovered on, the message will say "Assuming the account of <user>".



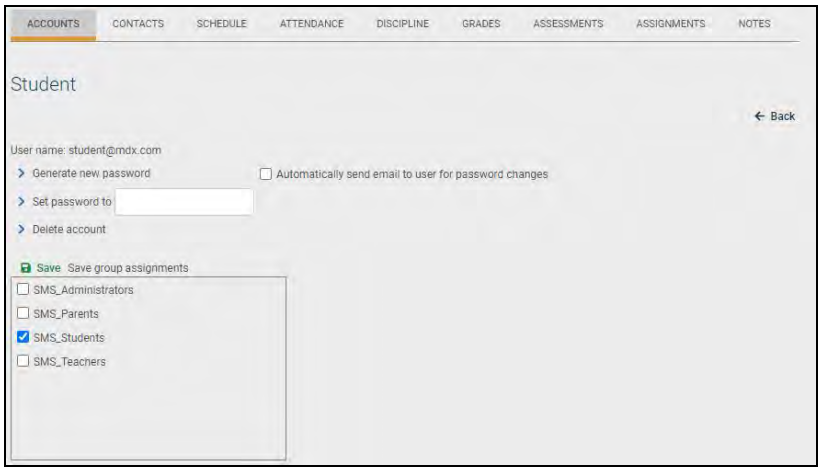
When an email address is modified for any individual, an Add button will appear to allow the user to create a new local user account for that person. If the person already has a local account created using a different email address, the user will need to add a new account or update the existing account in order to use the updated email address for local logins.

Click on the Edit button to access the account maintenance area for that user. From this screen, users can reset passwords, delete accounts, and/or modify group assignments.

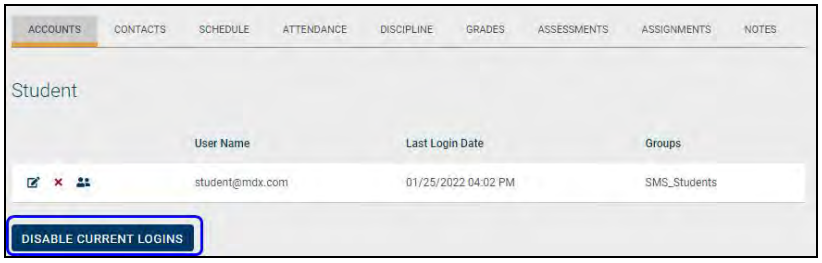
Users will only be able to modify group assignments that have the “Show in Home,” “Show in Census” or “Show in Faculty” option enabled in **Maintenance > User/Group >**

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Local Account Maintenance > Manage Groups. The group checkboxes will be disabled for any groups that do not have this option checked.



The “Disable Current Logins” button on the Accounts tab may be used to prevent a user from logging into SchoolTool without having to make changes to network securities. Clicking the “Disable Current Logins” button will immediately remove all account associations that have been made for this person. A confirmation message will appear asking you to confirm the operation; click OK to continue. The person can be re-associated with an account at any time from within the Maintenance module.



If no associations exist for a person, this button will not display when editing the Personal Information section. Any time an association is disabled, an audit entry is created in SchoolTool.

Contacts Tab

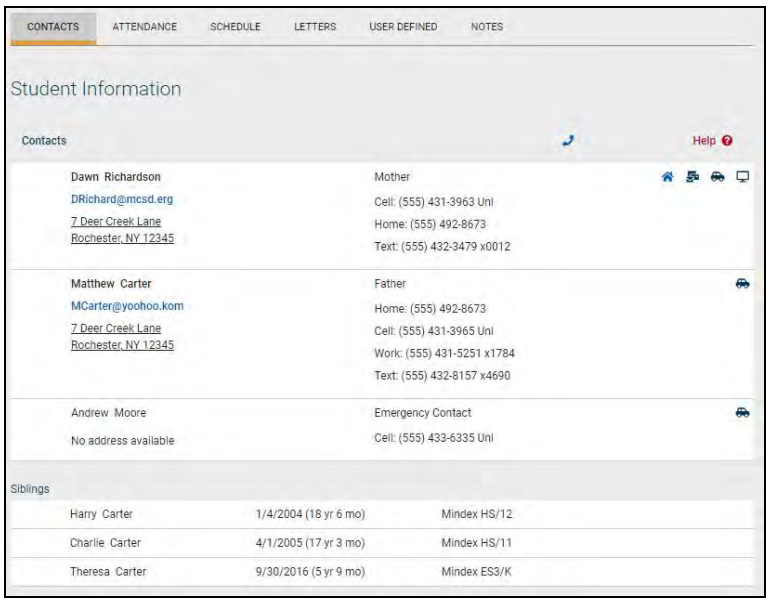
The **Contacts** tab gives users immediate access to this student's parents/guardians. Each contact associated with this student will appear on this tab.

To view the Contact Call Order for a student, click the View Call Order button at the top of the Contacts tab.

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Additional buttons appear to the right of each contact, giving you more information about this contact and their rights/responsibilities. To see more information about the contact, hold the mouse over each button and tool tips will appear giving more details:

- The Primary icon lets you know this contact is the primary guardian.
- The Receives Mail icon lets you know this contact will receive report cards, discipline letters, and other mailings about this student.
- The Pickup icon lets you know this contact is legally allowed to pick the student up at school.
- The email icon lets you know this guardian may be contacted by email. Users may be able to click the icon to send an email to that person.
- The Custody Alert icon lets you know that there is a custodial situation regarding the student.
- The Parent Portal icon lets you know that this contact is allowed to see that student in their Home > My Home > Students tab (Parent Portal). Users with the appropriate permissions may be able to view that contact's login history (the maximum number of logins shown here is based on district settings).
- The Restricted View icon indicates that the person has restricted access to contact information for that student. The adult is unable to see contact information for anyone who does not live in his/her household.



The information on this tab is view-only. If changes need to be made, this information should be shared with anyone who maintains student and contact information.

If there is a custody alert associated with that student, the Contacts tab will show a red circle.

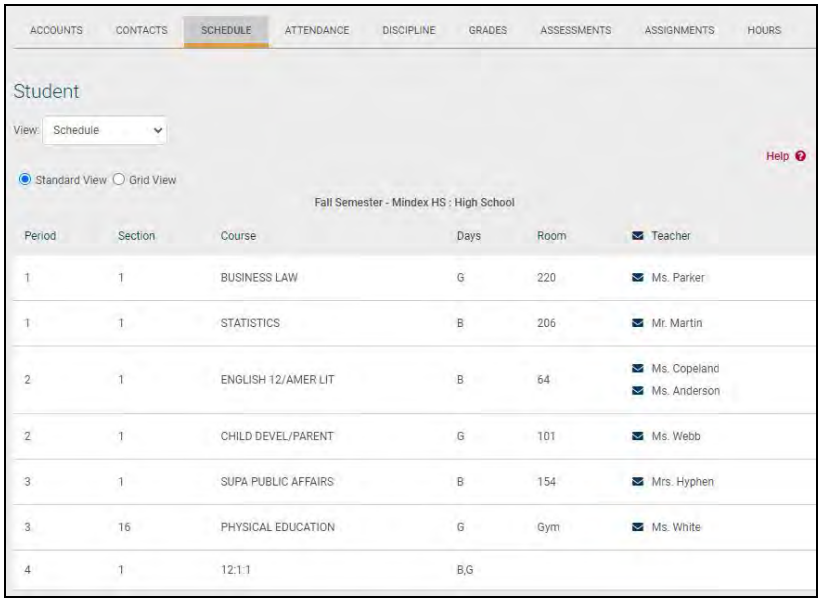


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Schedule Tab

The Schedule tab shows the student's schedule for each marking period or semester in read-only mode. This tab is typically empty for elementary students, because general education classes and "specials" (art, music) are typically set up as supplemental courses (courses not tied to specific periods).

Note: Depending on user permissions and settings in Maintenance, student schedules may not be available until after a specified date. When this is the case, a message will appear in place of the schedule to indicate that schedules are not currently available.



Click the Print icon to print the student's schedule. If multiple report formats are available, you will be provided with a drop-down menu where you may select the appropriate report format to be generated.

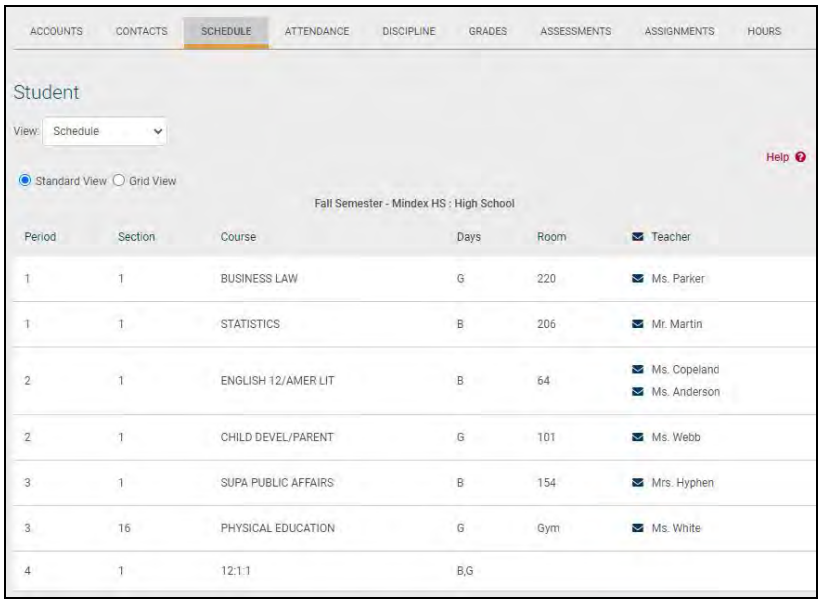
When viewing the Schedule tab, users typically have two (2) view options: Standard View and Grid View. These are presented as radio buttons; select the appropriate option to toggle the view between Standard and Grid views.

Standard View

Standard View displays the student's schedule as a read-only list of courses, ordered by period number, along with section number, course name, days the class meets, the room number, and the teacher are listed for each course. Supplemental courses are listed at the top of each list.

When viewing the schedule in Standard View, any unscheduled periods are omitted.

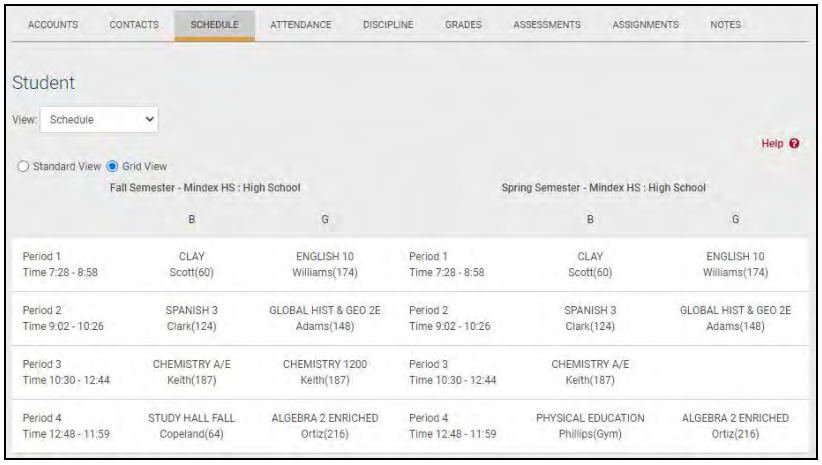
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Grid View

Grid View displays the student's schedule in a read-only grid format. This provides a visual representation of the student's schedule for each period across each cycle day. Supplemental courses are shown at the bottom of each grid.

When viewing the schedule in Grid View, any unscheduled periods are omitted.

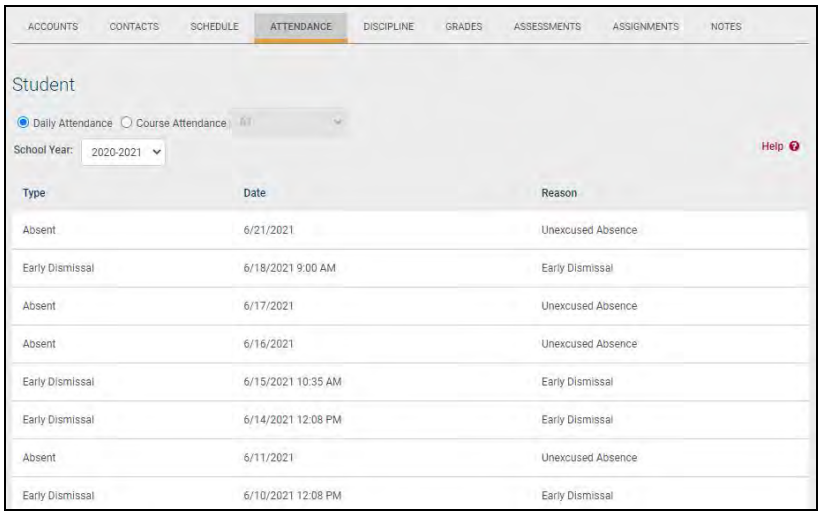


Attendance Tab

The Attendance tab shows a summary of the student's total absences for the current year (if any). Users may change between Daily or Course attendance views by selecting the appropriate radio button. Use the year drop-down to review historical data for a

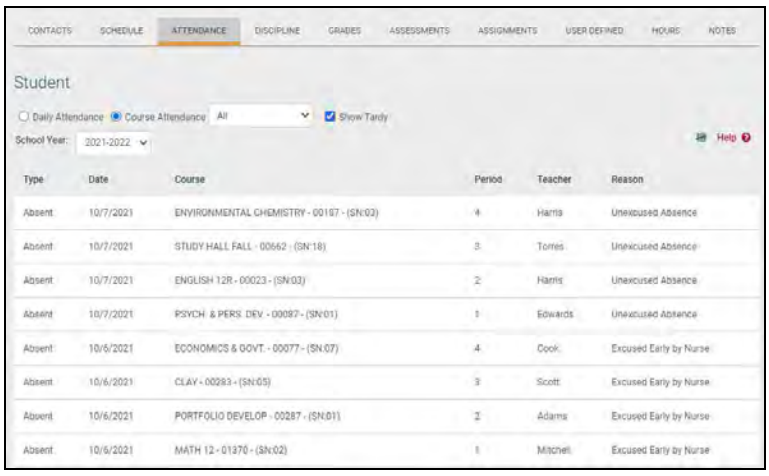
previous year. If the student has courses in more than one building school level, additional drop-downs may be available to filter based on location.

The Daily Attendance option shows users all daily absences. This may also include early dismissals, late arrivals, and in/out records.



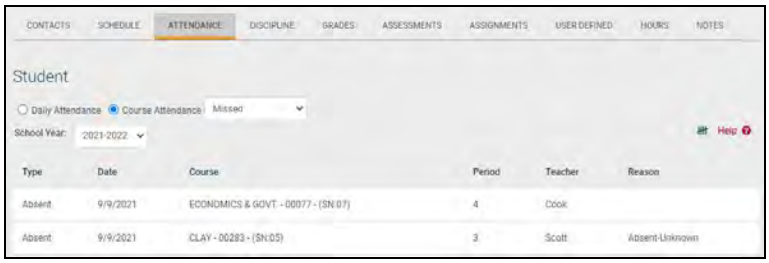
The Course Attendance options (All, Missed Courses, and Attendance Letter) allow users to see a summary of course attendance for that year.

- All: shows users all course absences, including those that are tied to daily absences. Users with the appropriate permissions can choose to show or hide period tardies using the Show Tardy checkbox.

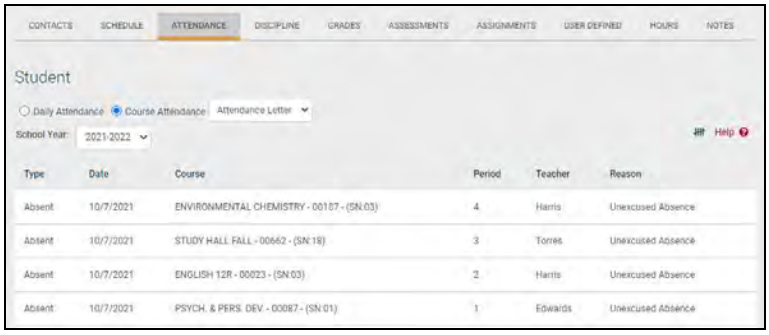


- Missed Classes: shows users all period misses where the student was marked absent by a teacher (this view only includes period misses for times when the student was expected to be in class, and does not include period absences that are tied to daily absences).

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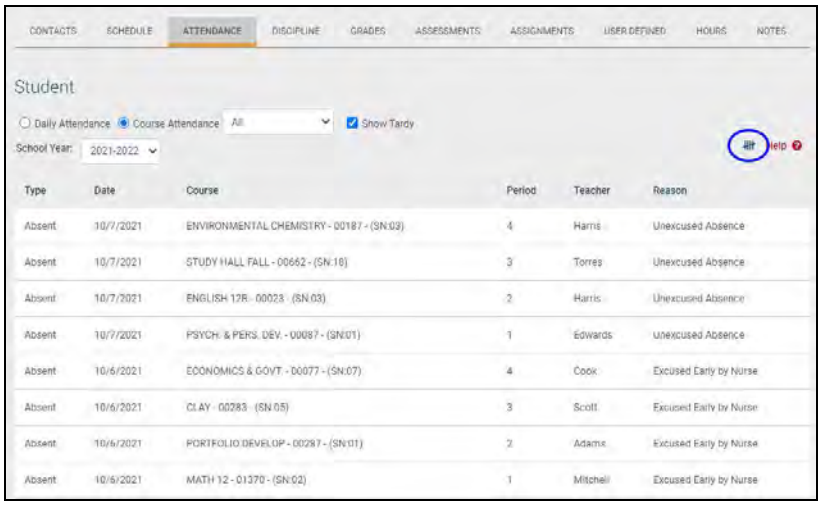


- Attendance Letter: shows users a list of period attendance that may contribute to attendance policy letters (the specific types of attendance entries shown is dependent on how course attendance policy is configured).



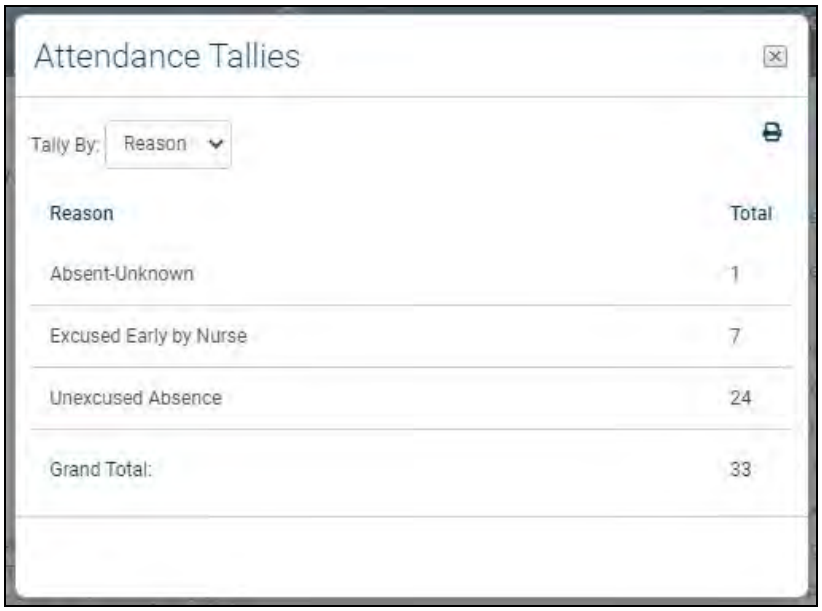
Each view is controlled by its own permission; if you do not have permission to view a specific option, the radio button for that option will not appear. In addition, depending on your school's settings, newly submitted absences may not be visible immediately.

To view tallies, click on the Show Attendance Tallies button in the upper right corner of the Course Attendance view.



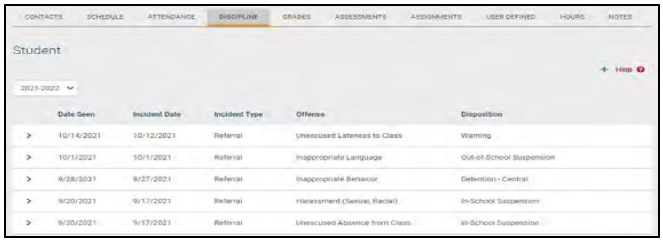
A list of attendance tallies will display in a pop-up. Use the drop-down to tally by reason, type, course, period, teacher, or date. Click the Print icon to send a printer-friendly version of the tallies to your printer.

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Discipline Tab

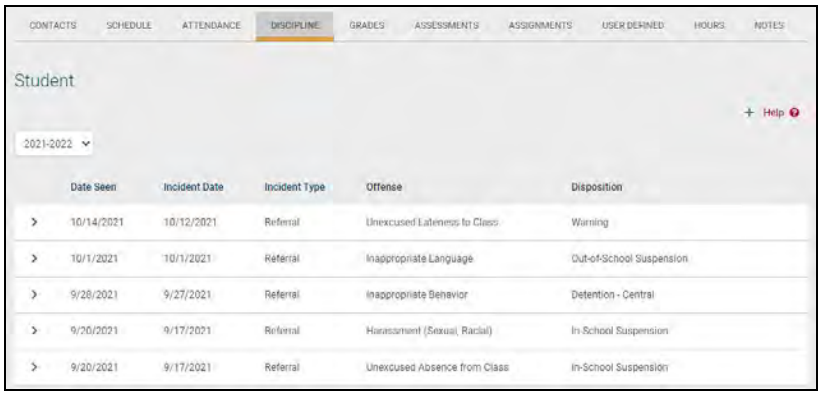
The Discipline tab shows a history of discipline incidents you have entered (if any), and, if the district uses points for discipline incidents, the student's accumulated points for that year. Use the year drop-down to review historical data for a previous year.



Depending on user permissions and district settings, users may be able to see all incidents for that student or only those for which a “Date Seen” has been entered.

Faculty members can also see any incident they have submitted. In addition, some users may also be able to add, edit, or delete student incidents from the **My Home > Discipline** tab.

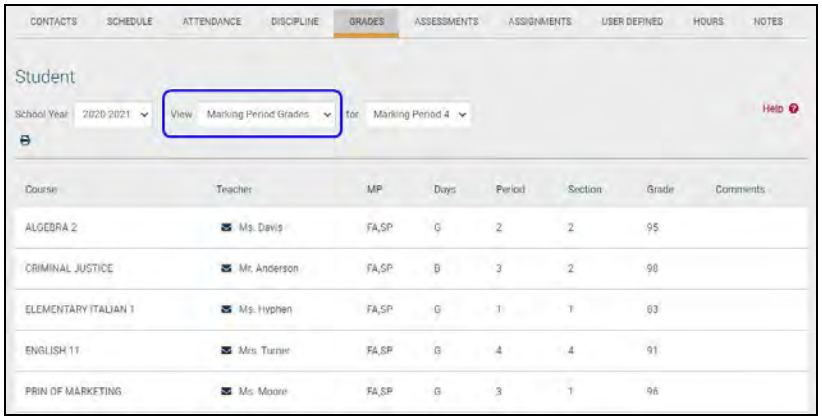
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- Click the Add ✚ button in the upper right corner of the tab to add a new incident.
- Click the Details › button to view an incident you have submitted in read-only mode.
- Click the Edit button to edit an incident you have submitted.
- Click the Delete ✖ button to remove an incident you have submitted.

Grades Tab

The **My Home > Grades** tab shows grades in each class based on the selected view. The Grade column displays the word “None” until grades have been published. To view grades, select the appropriate view from the drop-down menu.



Available views include the following:

- Marking Period Grades
- Progress Report Grades
- Marking Period Average
- Assessment Grades
- Final Grades
- Transcripts

Each view in the drop-down is driven by its own permission.

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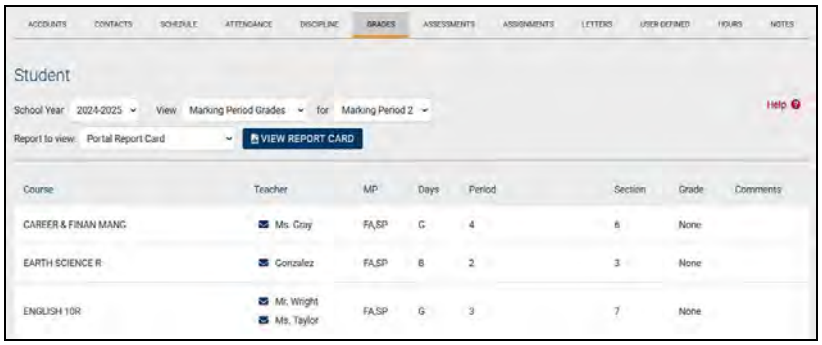
Marking Period / Progress Report Grades

The Marking Period Grades and Progress Report Grades views allow users to see marking period grades and/or progress report grades for each grading interval. For both views, the screen will show grades for the current grading interval by default. Whenever grades are not available, the Grade column will display “None.”

Descriptor-based course grades may be visible on the Marking Period Grades view. Descriptor topics for each course will be listed, with any available grades, grouped alphabetically by course name.

If the district uses skill sets for grading, each submitted skill grade will also be displayed on the Marking Period Grades view. Where multiple skill sets are used for a course, each skill set will be labeled and the individual skill grades will appear below the corresponding label.

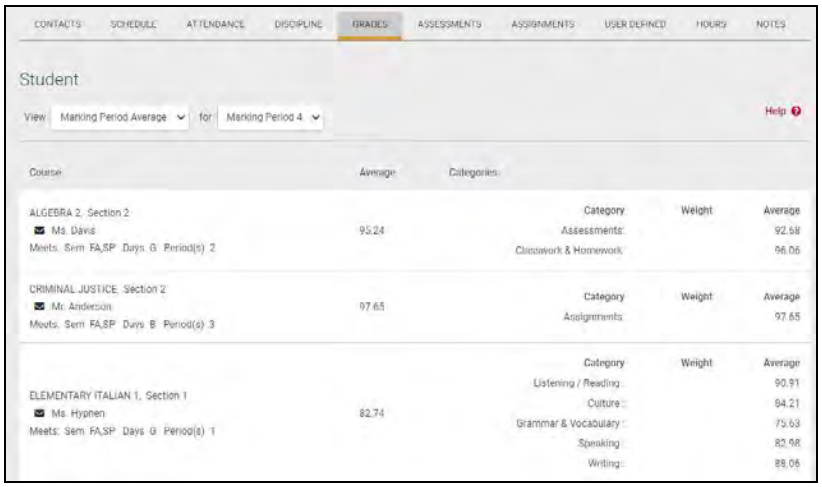
Users with the appropriate permissions also have the option to generate report cards and/or progress reports from these views. If more than one report format is available to be viewed, a drop-down menu will appear and the user must select a report format to generate. Any configurable options will default to the values set in Counseling. To view the report, navigate to the appropriate Marking Period or Progress Report Grades view and click the **View Report Card** or **View Progress Report** button.



The report format must be defined for each Building School Level and Grade before users may print these reports. If these reports have not been defined, the View button will not appear, regardless of the user's permissions. For more information on defining report formats for the Grades tab, refer to the Maintenance Module documentation.

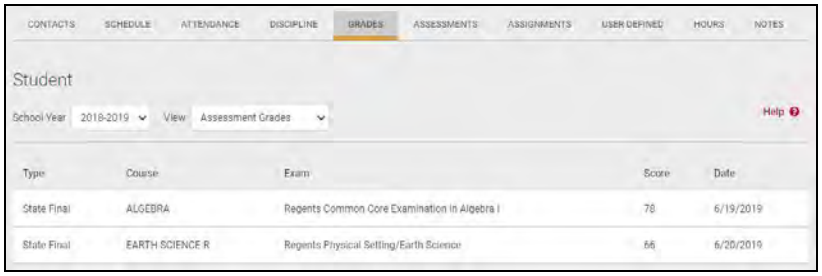
Marking Period Average

To view the current marking period averages for each course, select Marking Period Average from the View drop-down. This view will display the current grade book average for each course for the selected marking period. By default, this view will display the marking period that was selected on the Marking Period Grades view.



Assessment Grades

To view assessment grades, select the appropriate school year and select the “Assessment Grades” option from the View drop-down. The screen will refresh to show all assessments assigned to that student for the selected school year. Any available grades will display in the “Score” column; for exams where scores have not yet been entered, the word “None” will display instead.



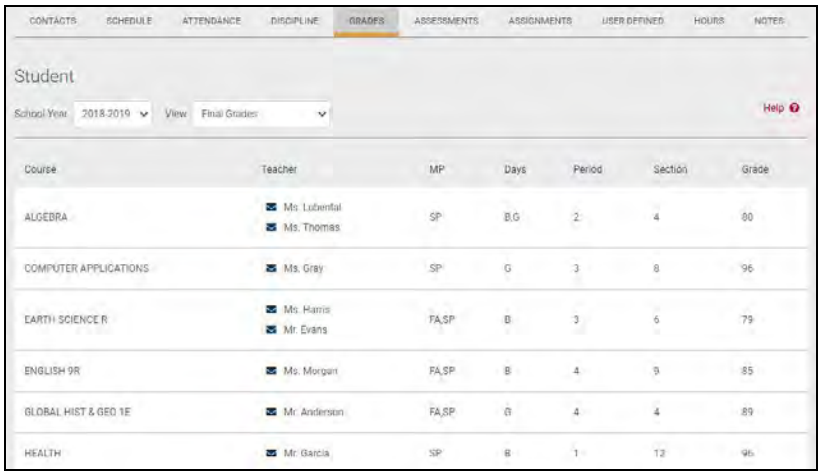
If a student has received an assessment note for any assessment, the short code of the note may display instead of the score, depending on yearly configuration options.

Final Grades

To view final course grades, select the appropriate school year and select the “Final Grades” option from the View drop-down. This view will display the final grade for all courses for which grades have been submitted. This view is year-specific and is not limited to a specific marking period or progress interval.

If grades are not available for any course, the Grade column will display “None” for that course.

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Transcripts

Access the Transcripts view to generate any transcripts the district has configured in Maintenance. This view does not contain any course information and will only show the **View Transcript** button if there is only one transcript available to be generated.



A drop-down labeled "Transcript to View" will show if more than one transcript is available to generate. Choose the desired transcript from the drop-down, then click the **View Transcript** button to generate the transcript.

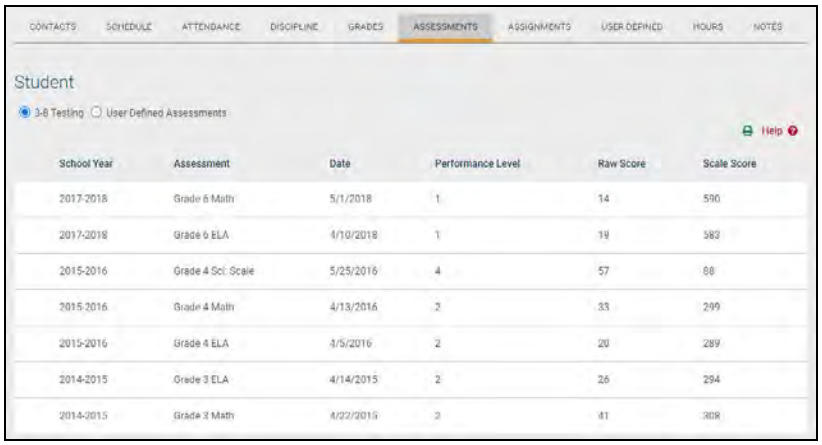
Assessments Tab

The Assessments tab displays a student's 3-8 Assessment scores and any User Defined Assessment records for users with the appropriate permissions. To change the view, select the appropriate radio button (if radio buttons do not appear, this means the user has permission to see only one type of record on this tab).

The 3-8 Testing view shows a student’s 3-8 Assessment scores. This view is typically available only for elementary students. You may print the student’s 3-8 Assessments from within this tab by using the Print button in the top right of the tab.

Use the radio buttons to view either 3-8 Testing data (the default view) or User Defined Assessment records.

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To view user defined assessment records, select the appropriate radio button and use the drop-down to specify the type of user defined assessments to view. All records for the selected user defined assessment will be shown on the screen.



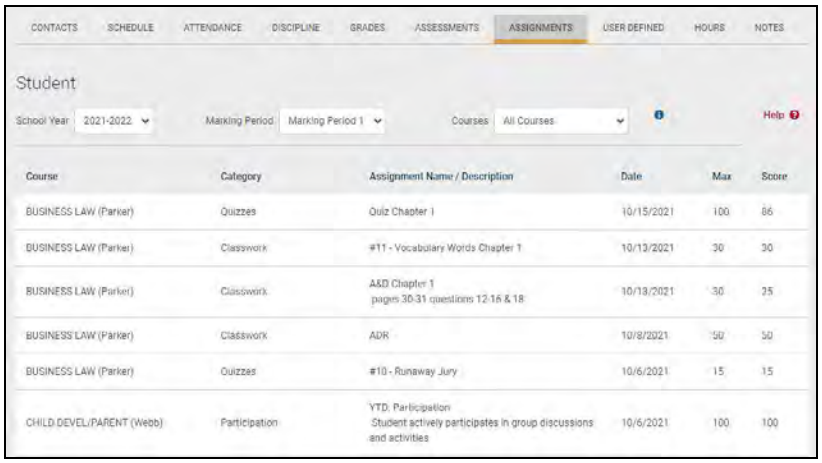
To add a new user defined assessment record, click the Add ✚button and complete the fields as appropriate. Use the Edit or Delete ✖ buttons to modify or remove records as necessary.

Note: When adding a user defined assessment, the school year is a required field.

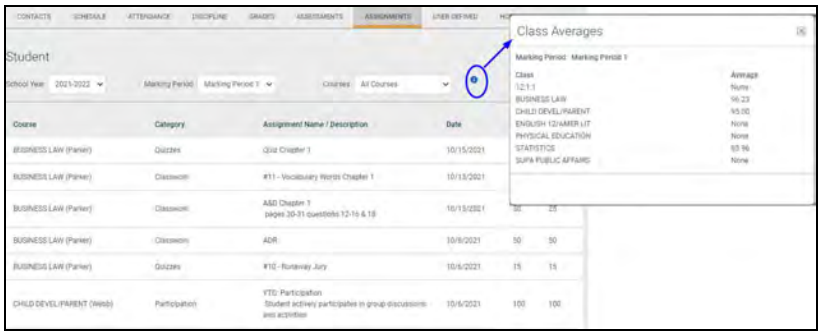
Assignments Tab

The Assignments tab displays all assignments tied to the selected marking period in any grade book that exists for the selected school year and course. By default, the Assignments tab shows a list of all courses.

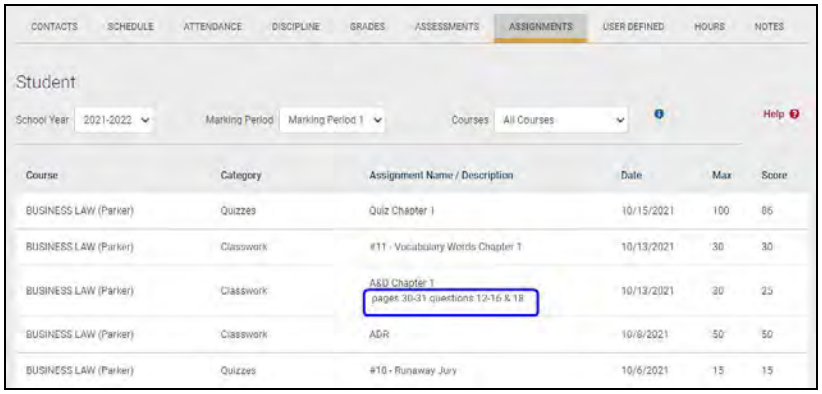
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Click on the Show Average button to see a list of all course averages for that marking period.



Any assignment descriptions entered by the teacher will display on the second line in the list of assignments.



For any assignment with an attribute associated with it, the Student Score column will display the score, if any, as well as the short code for any attributes applied to that assignment and the adjusted score (if appropriate). Multiple attributes are separated by a comma.

Scores, attributes, and adjustments are displayed as follows:

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Score (Adjusted Score) [Attribute Short Code]

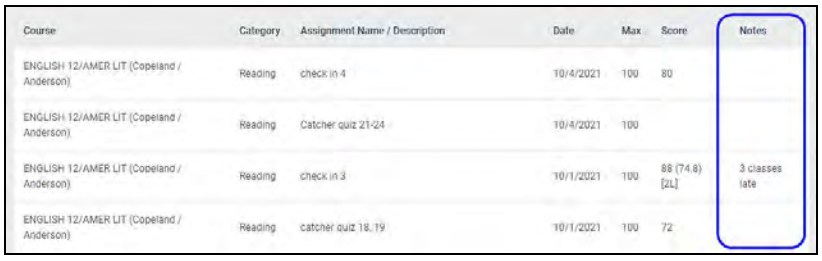
For example, a student originally received an 82 on an assignment, but the teacher applied an “EC” attribute to that assignment to designate Extra Credit of 10%. The student's score now shows 82 (90.2) [EC] to indicate the adjustment.



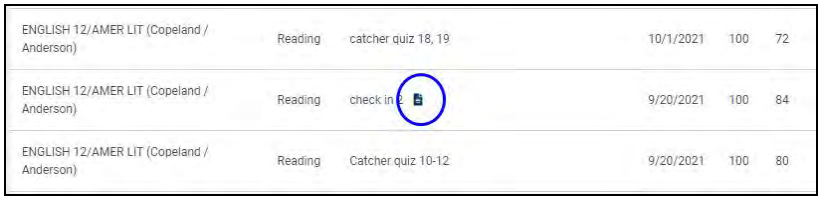
Users can move their mouse over any attribute in the Student Score column. The mouse-over text will show the user the full name of the attribute and any adjustment defined for that attribute. For example, holding the mouse over the “2L” attribute may display “2+ days late: -15%” to indicate that the score has been adjusted by -15% based on the application of that attribute.



If the teacher has shared any assignment notes, a Notes column will display for users who have permission to view assignment notes.

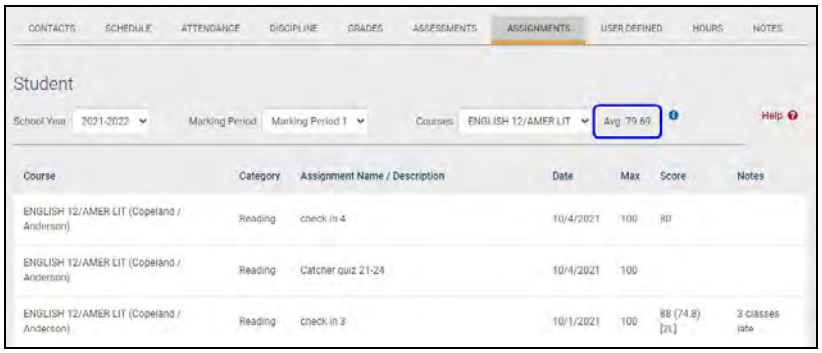


Attachments are indicated by an icon in the Assignment Name column. To view an attachment, click the Attachment icon and download the file.

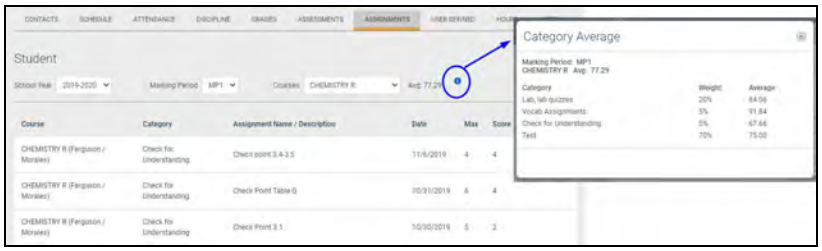


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When viewing assignments for a specific course, the marking period average will be displayed next to the course drop down.



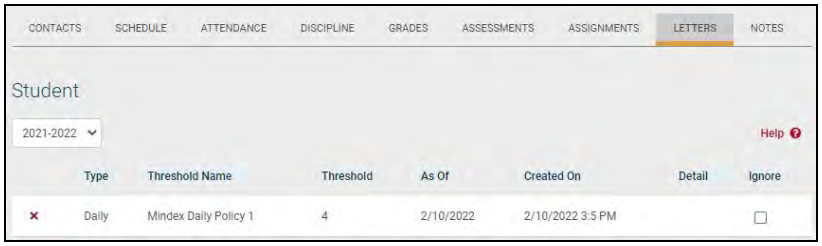
Click the Show Category Average button to view the category break down for the course for the selected marking period.



Letters Tab

On the Letters tab of a Student Record, users will see the student's Attendance Letter history. The list is read-only unless the user has permission to delete letters or mark them as ignored, and may be sorted by any column. Users may view other years' Attendance Letters by using the drop-down menu.

Users with the appropriate permission may delete any letter from the Letters tab. If this permission is enabled, a Delete ✖ button will appear next to each letter in the list.



The Attendance Letters history shows the following information:

- Type: Displays the policy type that was used for that letter (this is determined based on the Attendance Policy settings in Maintenance). The values shown here

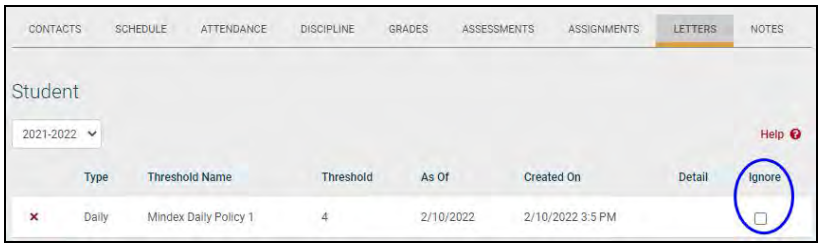
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may be Daily, Course, or Tardy, depending on the type of policy.
- Threshold Name: The name of the Attendance Policy stage that was used to generate this letter.
- Threshold: Shows the number of misses used for that particular Attendance Policy threshold.
- As Of: Reflects the date entered by the user when running the Attendance Letters search
- Created On: Displays the date on which the user actually generated that letter
- Detail: Provides details about the course for which the letter was run. The details, which are separated by commas, are Course ID, Course Name, and Section Number (SN), respectively.
- Ignore: When checked, a letter will be marked as “ignored” and SchoolTool will behave as though the letter was never sent. When a letter is ignored, the comment entered by the user as the reason for ignoring the letter will be displayed in a second row.

Details will only display when the policy Type is Course; if the Type is Daily or Tardy, the Details field will be blank.

Users with the appropriate permissions may mark a student's attendance letter as “ignored.” When a letter is marked as “ignored,” SchoolTool will keep the historical record to indicate that the letter was sent. However, when determining which students need attendance letters, SchoolTool will behave as though that particular letter was never sent.

To ignore an attendance letter, click the Ignore checkbox on the right side of the screen for the letter you wish to ignore.

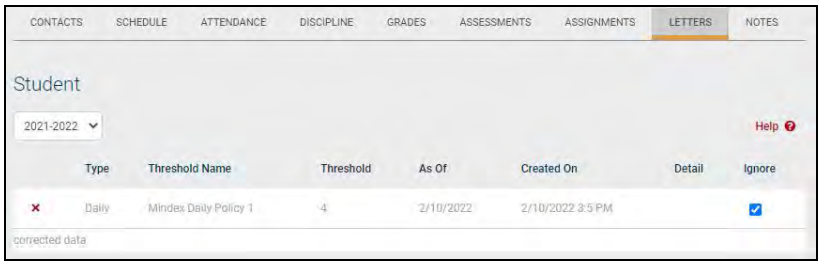


In the pop-up window that appears, enter a brief comment to indicate a reason for ignoring the letter and click OK to continue.

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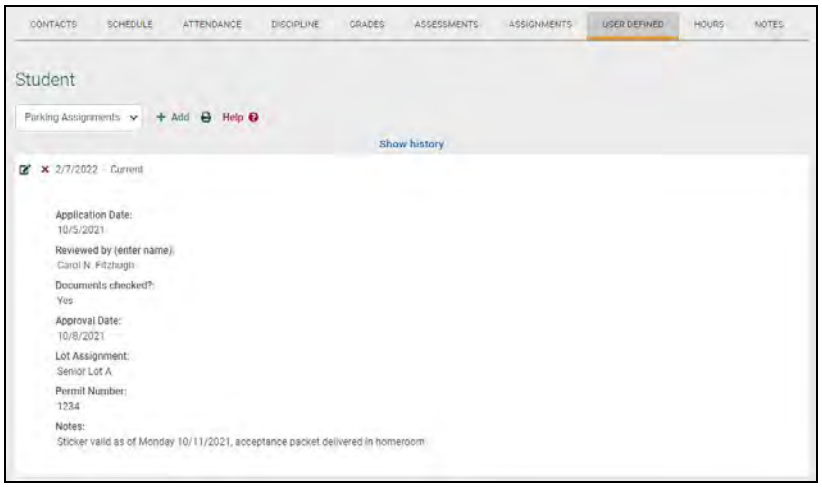
When a letter is marked as “ignored,” the letter will display on the student's Letters tab in gray text. To remove the “ignore” status, simply uncheck the Ignore checkbox (this will also remove the comment).



User Defined Tab

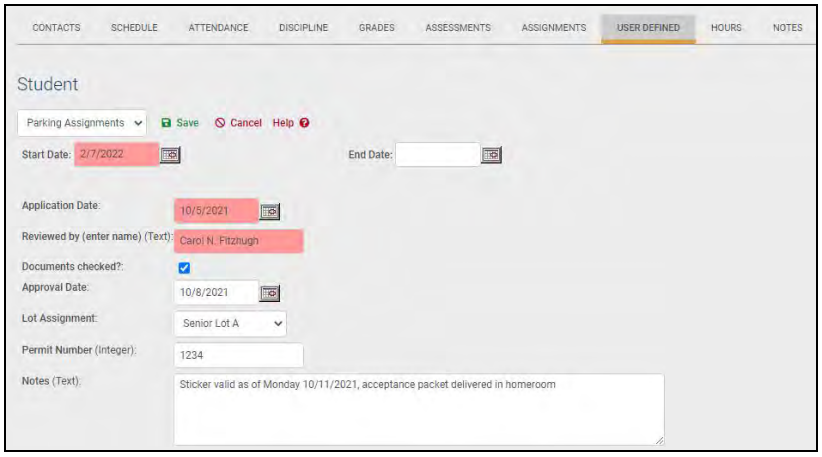
The User Defined tab is available on the Person Record for students, residents, or faculty. This tab displays any active user defined screens created in Maintenance. These screens are created and configured by the district and may contain any number of custom fields and field types. Select a user defined screen from the drop-down menu to view a list of all active records for that screen.

If the individual has data entered for any user defined screen, this information will appear in read-only mode on this tab. Click Show History to show all records for that screen, including inactive records. Users can also click the Print button to generate a report of that person's user defined screens.



Users with Edit permission may add, modify, or remove records. To modify an existing record, click the Edit button and modify as needed. Click the Delete ✖ button to permanently remove a record.

To add a new record, select the screen from the drop-down menu and click the Add ✚ button. A new record will open in edit mode. All required fields are highlighted in pink.



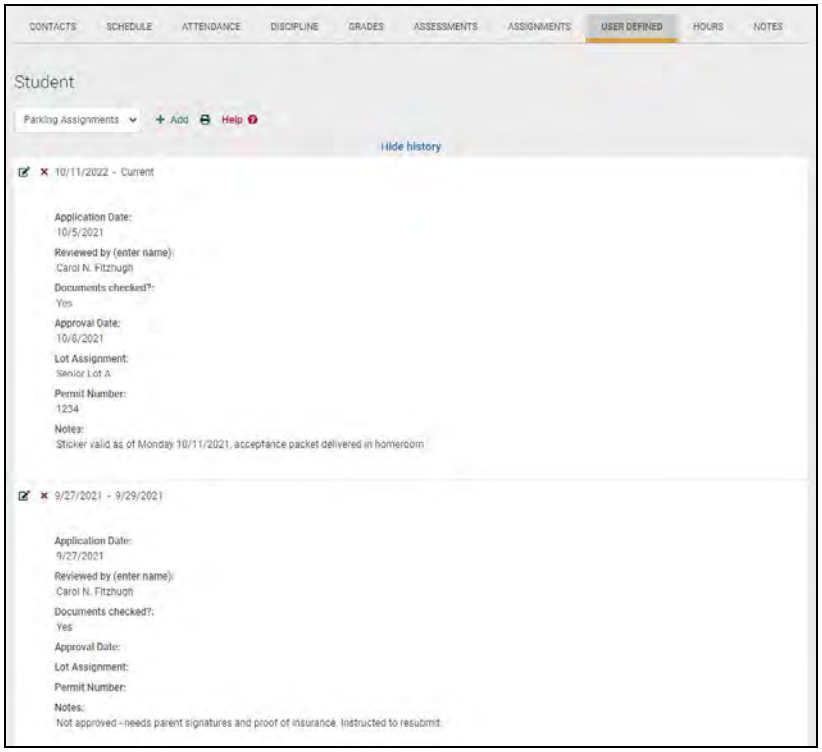
Enter information in each field as appropriate and Save the record when finished. Field types are indicated for all fields except drop-downs, and may include any of the following field types:

- Drop-down List
- Text
- Real (real numbers; can include decimal points)
- Integer (whole numbers only)
- Date
- Checkbox (Yes/No)

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Active fields, field types, drop-down content, and maximum field lengths are specified in Maintenance for each user defined screen. Refer to the Maintenance Module documentation for detailed information on configuring a user defined screen.

All records must have a Start Date, which is used to indicate the date the record became active. If an End Date is entered, that indicates the date that record expires. Once the End Date has passed, the record will become inactive and will be visible when a user clicks “Show History.”



Hours Tab

The Hours tab allows users to track hours for various student activities. This includes Work-Based Learning hours and CTE Hours.

This tab also allows users to manage the master list of categories and/or locations that are available to any student in SchoolTool.

Adding Hours

To add hours for a student, begin by clicking the **Add Category/Location** ✚ button above the appropriate Hours grid.

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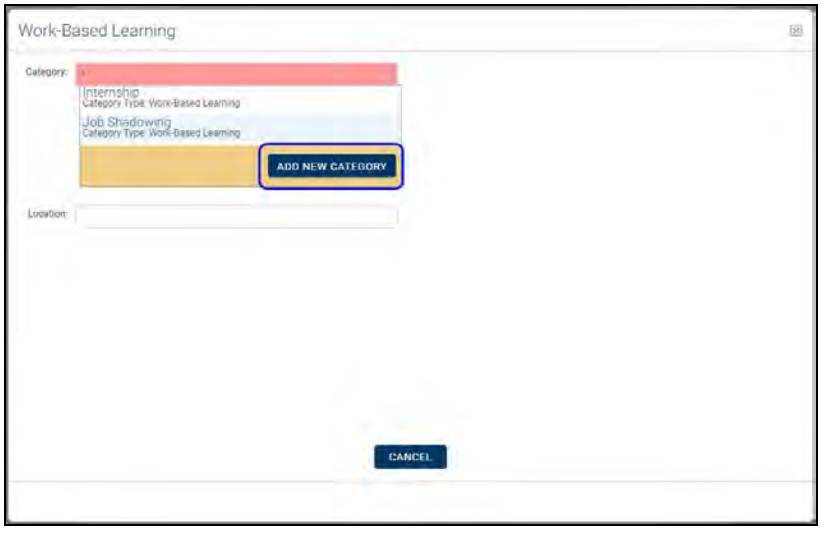


In the pop-up that appears, begin by entering text to search for an existing category. A list of possible matches will appear as you type.



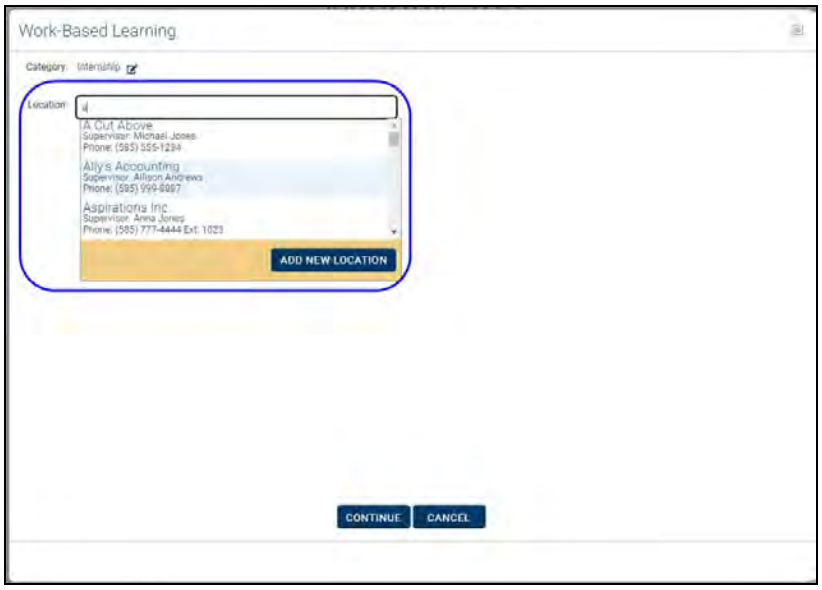
If a matching category is found, click the **Use** button to select it.

If no match is found, you can create a new one by clicking on the Add New Category button. Note that creating a new category from this area will add a category to the master Categories list that will be available for any student.



After selecting a category, you can specify a location or simply click **Continue** if you don't wish to assign a location.

To search for an existing location, simply begin typing in the Location field. As with Categories, click the Use button to select a location or click Add New Location to add a new one (again, adding a location from here will make that location available for any student).



After selecting a category (and a location, if desired), click the Continue button.

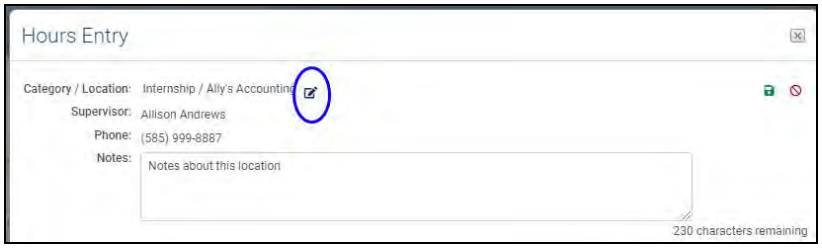


You will be directed to the Hours Entry screen. If you selected a category/location combination that is already in use for this student, you will see the existing information associated with that category/location.

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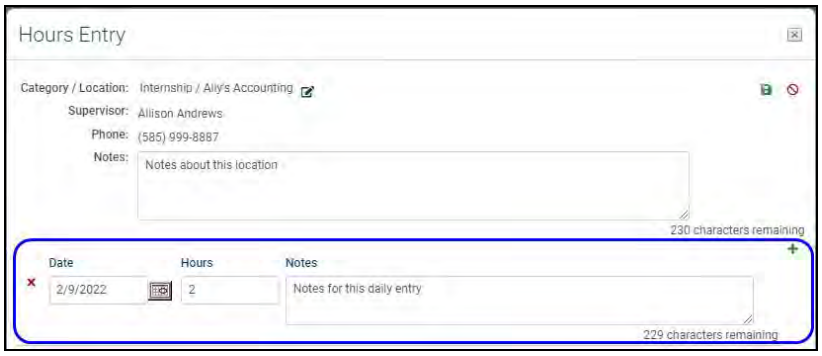
In the Hours Entry pop-up, you may enter notes for that category which may be displayed on certain reports (Employability Profile reports, CDOS reports, and some transcripts). Category notes are specific to that student for the selected category/location combination, and will not be shared with other students using that category, nor will they be shared with other categories or locations on that student's record. You may also change the category or location by clicking the Edit Category/Location button near the top of the screen.



Note:If you select a category/location combination that already exists for that student, you will be taken to that category/location hours screen instead. Any existing hours for the original category/location will remain on the student's Hours tab and will not be modified.

Click the Add Hours button to begin entering hours for this category. Fill in the fields in the row that appears. The Notes field for each row of hours is for informational purposes only and will not be displayed on reports.

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After entering all appropriate information, click the Save button to return to the student's Hours tab.

Once a category has been added to the student's Hours tab, you may use the Show/Hide buttons to expand rows, click the Edit button to add/edit category/location details and hours, or Delete the row (you will not see a Delete button if the row has hours associated with it; you must first delete all hour entries if you wish to remove a category/location).



Managing Categories

Click on the **Edit Categories** button to view a list of all existing categories.



A pop-up will appear, displaying all categories.

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Click Add ✚ to create a new category. You will be prompted to select an hours Type (current options are Work-Based Learning or Community Service) and enter a Category Name.



Click the Delete ✖ button to delete a category. Note that categories can only be deleted if they are not tied to any students.

To modify a category, click the Edit button and make the necessary changes. Keep in mind that changes to a category will impact any other students who are already associated with that location.

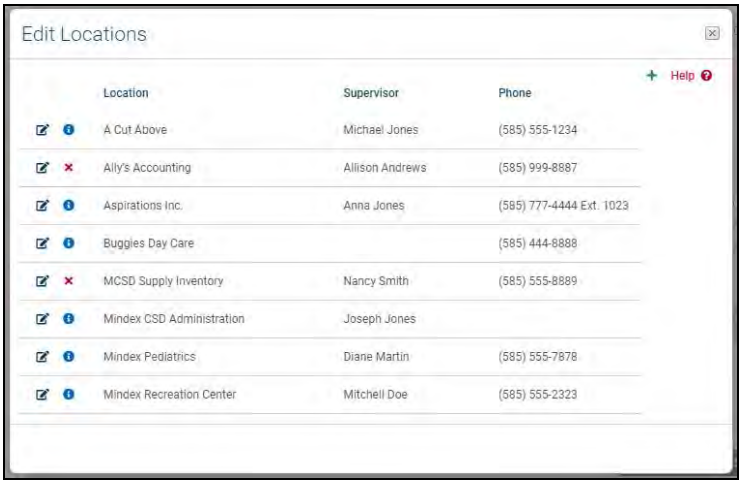
Managing Locations

Click on the **Edit Locations** button to view a list of all existing locations.

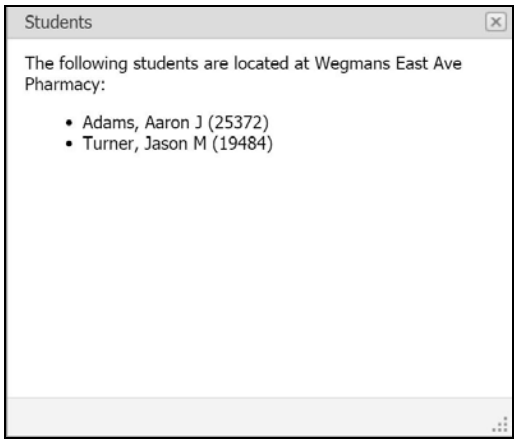


A pop-up will appear, displaying all locations. Click Add ✚ to create a new location.

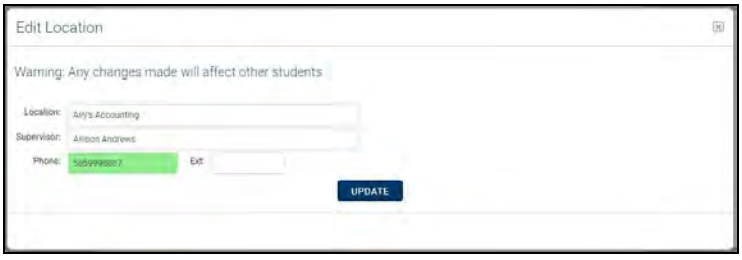
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If a location is in use, you may click on the Show Students button to view a list of all students associated with this location. Locations can only be deleted if they are not tied to any student.



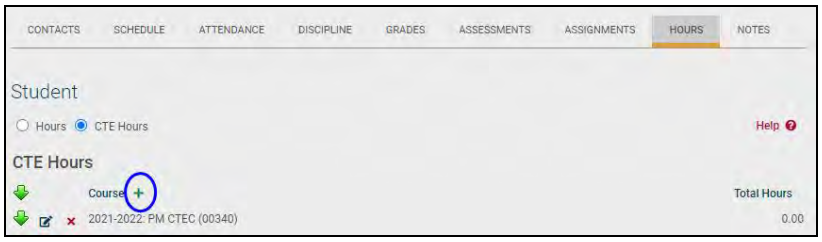
To modify details for a location, click the Edit button and make the necessary changes. Keep in mind that changes to a location in this area will impact any other students who are already associated with that location.



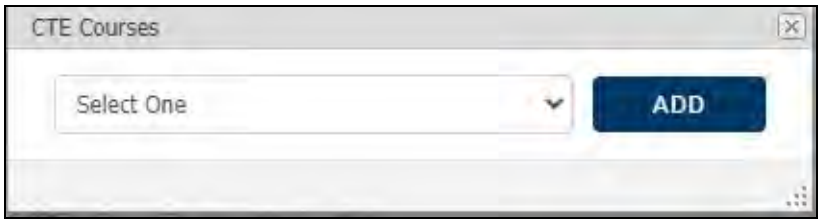
CTE Hours

To enter CTE Hours, begin by clicking the Add Course button to select a CTE course.

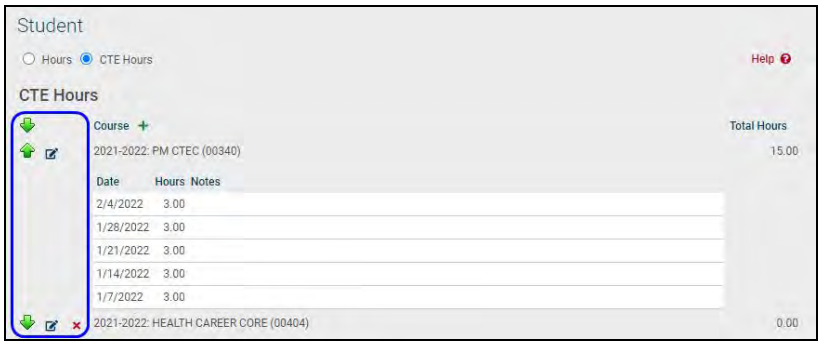
© 2026 Mindex



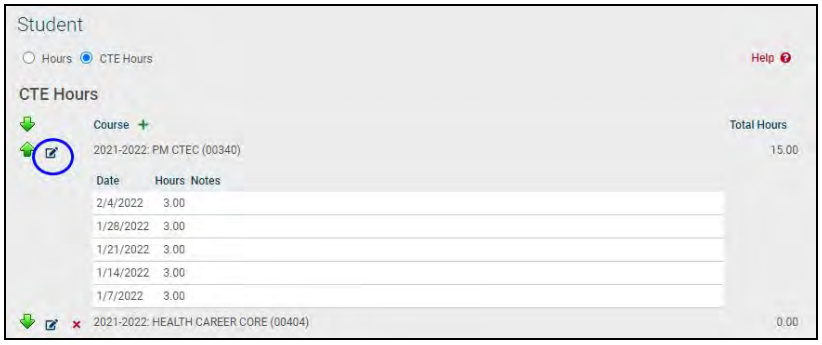
A pop-up will appear with a drop-down list of all courses on that student's schedule that are designated as CTE courses. Select the appropriate course and click the Add button.



The course will be added to the student's Hours tab. You may use the Show/Hide buttons to expand rows, click the Edit button to add/edit hours, or Delete a course if it does not have hours associated with it (you may not delete a row that has hours associated with it; you must first delete all hour entries if you wish to remove a course).



To add CTE course notes and view or edit hours, click the Edit button for the appropriate row.

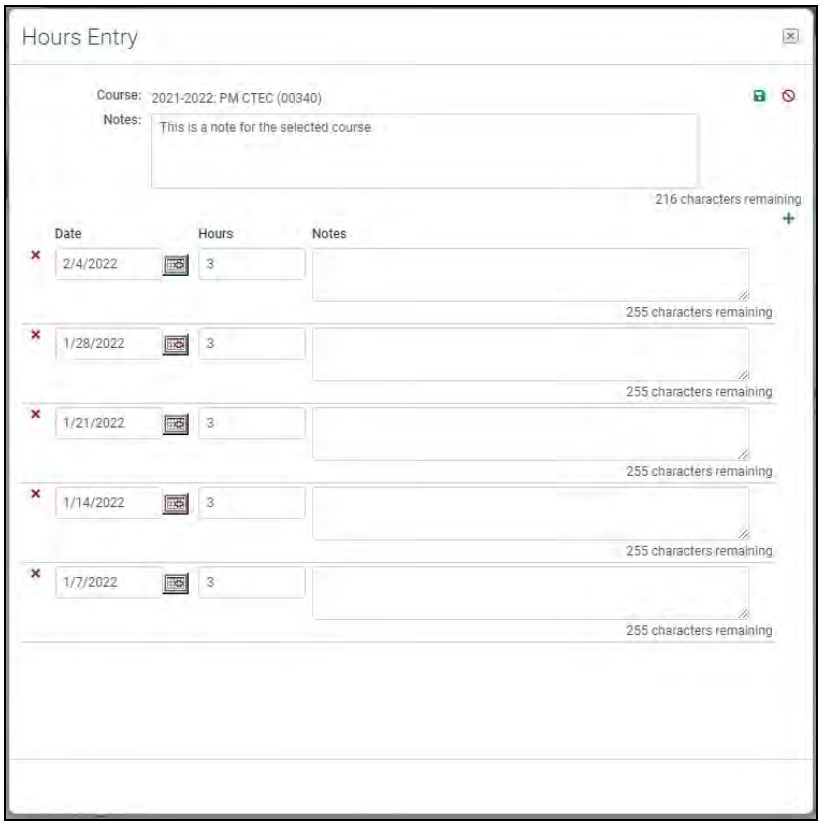


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In the Hours Entry pop-up, you may enter notes for that course which may be displayed on certain reports (Employability Profile reports, CDOS reports, and some transcripts). These notes are specific to that student for the selected course, and will not be shared with other students in that course, nor will they be shared with other courses on that student's record.



Click the Add Hours ✚ button to begin entering hours for this course. Fill in the fields in the row that appears. The Notes field for each row of hours is for informational purposes only and will not be displayed on reports.



After entering all appropriate information, click the Save 💾 button to return to the student's Hours tab.

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Managing Categories and Locations

Users with appropriate permissions will see Edit Categories and Edit Locations buttons on the Hours tab. Clicking on these buttons allows a user to manage the categories and/or locations that are available to any student in SchoolTool. Note that categories and locations that are currently associated with students' hours cannot be deleted.

Editing Categories

Click on the **Edit Categories** button to view a list of all existing categories.



A pop-up will appear, displaying all categories.



Click Add ✚ to create a new category. You will be prompted to select an hours Type (current options are Work-Based Learning or Community Service) and enter a Category Name.

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Click the Delete ✖ button to delete a category. Note that categories can only be deleted if they are not tied to any students.

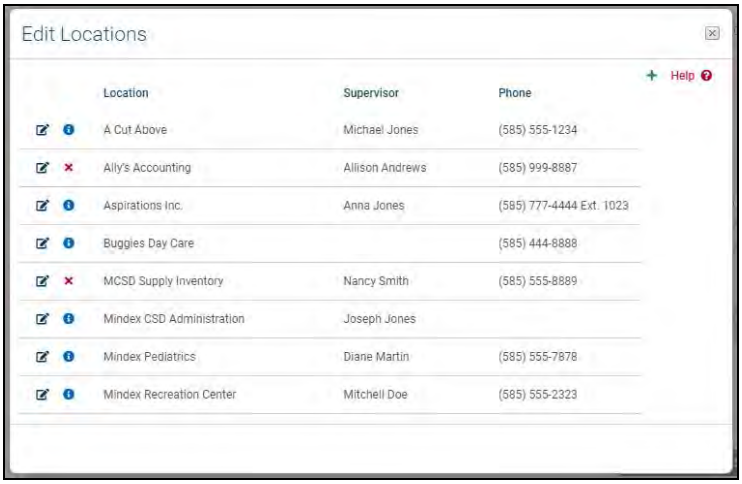
To modify a category, click the Edit button and make the necessary changes. Keep in mind that changes to a category will impact any other students who are already associated with that location.

Editing Locations

Click on the **Edit Locations** button to view a list of all existing locations.

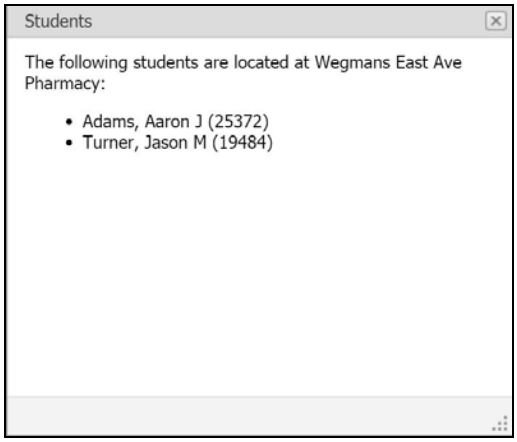


A pop-up will appear, displaying all locations. Click Add ✚ to create a new location.

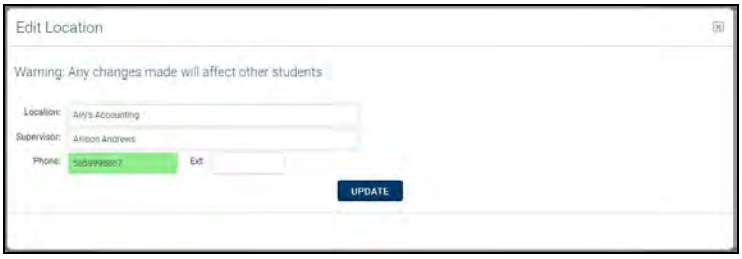


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If a location is in use, you may click on the Show Students button to view a list of all students associated with this location. Locations can only be deleted if they are not tied to any student.



To modify details for a location, click the Edit button and make the necessary changes. Keep in mind that changes to a location in this area will impact any other students who are already associated with that location.



Notes Tab

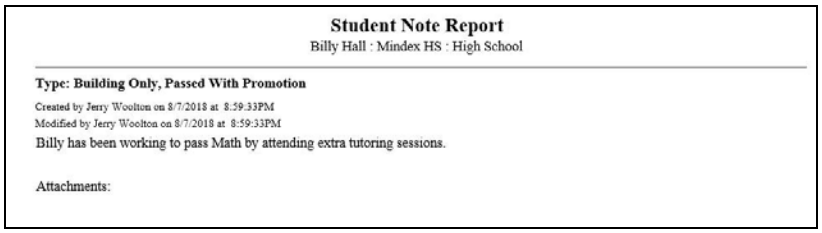
Each person record contains a **Notes** tab where you can add other information about this person. For a student, you might add notes about club participation or record meetings with parents. This is also where Orders of Protection are added. Be careful about the confidentiality of the information you add, as some notes can be seen by all users.

Printing Student Notes

Users may print a report of all Student Notes listed on the Notes tab by clicking the Print icon in the upper left corner of the Notes area. The report will include all notes that are visible to that user, and will display the note type, the dates the note was created and/or modified, the note text, and will indicate whether or not the note has any attachments.

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If the user has permission to view Orders of Protection, the report will also include these notes. The report will include all Effective dates and Expiration dates indicated on the Order of Protection note.



Student Note Report

Billy Hall : Mindex HS : High School

Type: Building Only, Passed With Promotion

Created by Jerry Woolton on 8/7/2018 at 8:59:33PM
Modified by Jerry Woolton on 8/7/2018 at 8:59:33PM
Billy has been working to pass Math by attending extra tutoring sessions.

Attachments:

General Notes

1. Click once on the green Add Note ✚ button.
2. Select a Note type. There are four (4) types of General Notes:
    A. Global – which, when saved, are available to all SchoolTool users.
    B. Building Only, Not Passed with Promotion – which become a part of the student's record only until he/she advances to the next building. Notes are only visible for the student's most recent official enrollment location.
    C. Building Only, Passed with Promotion – which, when saved, become a part of the student's record and remain as he/she advances to the next building.
    D. Personal – which are only available to the user that entered the note.
3. Enter the note content in the free-text area. This field will accept up to 1,000 characters.



4. Add any supporting documents by clicking once on the Browse button and locating a file on the hard drive. Files may be any format (Word documents, spreadsheets, HTML, emails, etc), and there is no limit to the number of attachments which may be included. Once a file is located, it must be uploaded to SchoolTool in order for it to be saved with this note.
5. Once the Note is saved, the tab will refresh showing the notes in read-only mode.

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6. The Notes tab title will display a green circle to indicate that “new” notes exist on that student's record. Notes are considered new for a specified number of days after they have been created or modified, as defined by the district.

   The Notes tab title will display a red circle when an active Order of Protection note exists, regardless of whether or not new notes exist.

7. Use the Delete ✖ and Edit buttons to remove or make changes to existing notes.

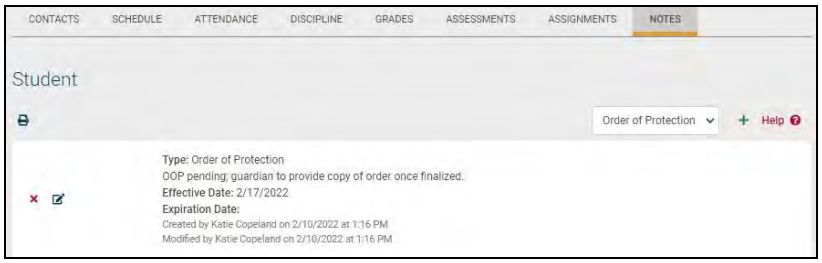
Orders of Protection

1. Select Order of Protection from the drop-down list at the right of the tab.
2. Click once on the green Add Note ✚ button. An Order of Protection record will appear.



3. Complete the Order of Protection:
   A. Type a free-text description (required) of the order in the box under the word Type.
   B. Enter an Effective Date (required). Type the date manually in the mm/dd/yyyy format, or use the pop-up calendar.
   C. Enter an Expiration Date (if any). Type the date manually in the mm/dd/yyyy format, or use the pop-up calendar.
   D. Attach any digital supporting documents by using the Browse and Upload Attachment buttons.
4. Click once on the green Save button to the left of the description comments box.

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Once the Order of Protection has been saved, the Notes tab will display a red circle, alerting users that there is an Order of Protection for this student.

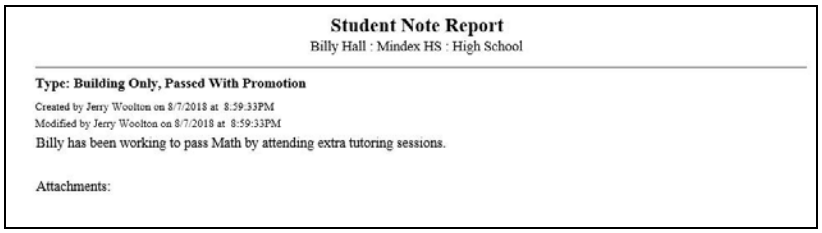
Orders of Protection can be Edited and Deleted as necessary.

The Created By and Modified By audit tracking will update as users add and update this information.

Printing Student Notes

Users may print a report of all Student Notes listed on the Notes tab by clicking the Print icon in the upper left corner of the Notes area. The report will include all notes that are visible to that user, and will display the note type, the dates the note was created and/or modified, the note text, and will indicate whether or not the note has any attachments.

If the user has permission to view Orders of Protection, the report will also include these notes. The report will include all Effective dates and Expiration dates indicated on the Order of Protection note.



Using Dashboards

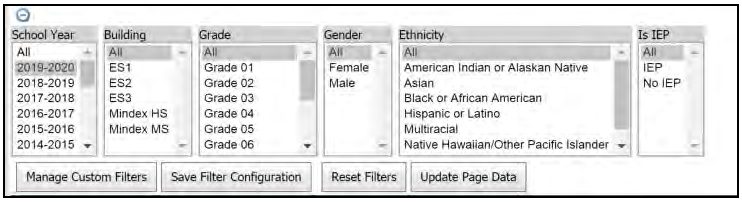
SchoolTool dashboards provide users with an alternate way to view data and analyze trends. Each dashboard includes a unique selection of data and corresponding presentation tools such as graphs, charts, and tables that can be manipulated in a variety of ways. Once familiar with the following key elements and features, users should be able to quickly navigate through any dashboard and easily obtain the desired information.

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Using Filters

Each dashboard contains a filter section at the top of the screen. Default filters are dependent on the data presented by each individual dashboard, but function identically across all dashboards.

To apply filters, select the appropriate criteria and click the **Update Page Data** button to refresh the page.



To filter on additional fields, click the **Manage Custom Filters** button. Refer to the ***Customizing Filters*** section below for details.

To revert to the default filter fields and values for the current filter configuration, click the **Reset Filters** button. If you are using a saved filter configuration, this button will reset the fields and values for that configuration.

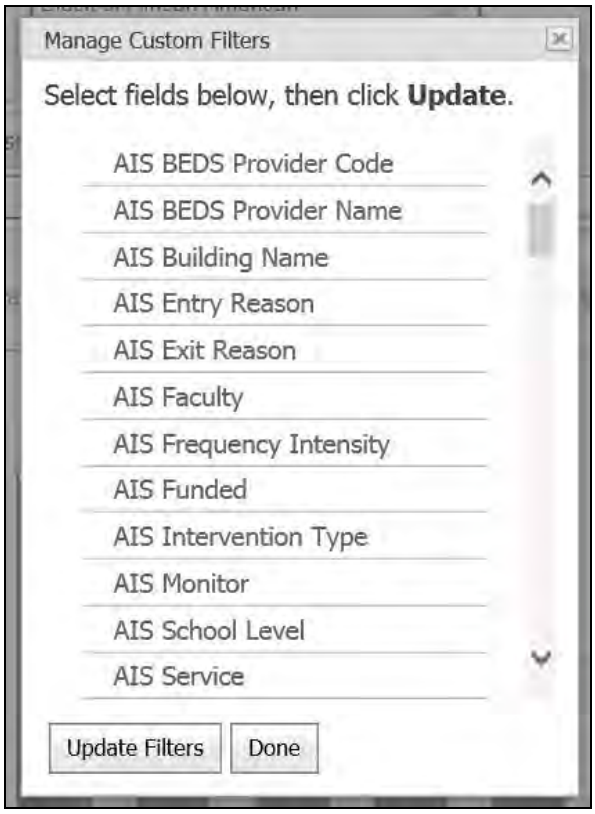
To save changes to your filter configuration, click the **Save Filter Configuration** button. If you are using a saved filter configuration, this will update that configuration using the selected fields and values. If no saved filter configurations have been defined, you will be prompted to enter a name for the new configuration prior to saving.

Customizing Filters

In addition to the basic filters that are pre-defined for each dashboard, users can select additional filter criteria from an extensive list of fields.

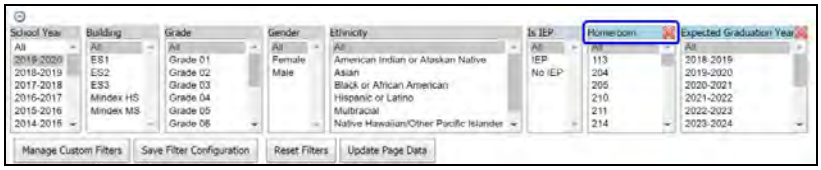
To add fields, click the **Manage Custom Filters** button in the lower right portion of the Filters section. The Add Filter Field dialog box will open, which contains a list of all fields available for that dashboard.

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Select one or more fields to add by clicking the field name and click the **Update Filters** button to add those fields. A message will appear while the filter is loaded.

Once the "Loading" indicator disappears, repeat the above steps to add other fields or click the **Done** button to return to the dashboard. Any user-defined filter fields will be available and will have blue-shaded title bars. To remove a user-defined field, simply click the **Remove** ✖ button for that field.

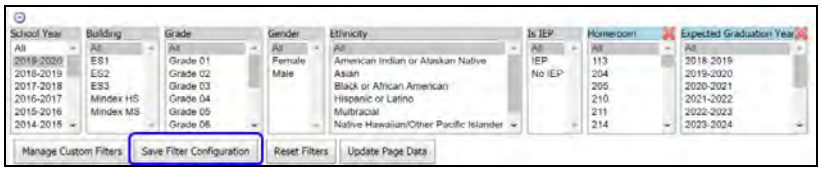


Saving Filters

Filter configurations can be saved on a per-user basis and can be loaded on any dashboard. To save filters, simply select the desired filter fields and criteria and click the **Save Filter Configuration** button.

Note: If you are using a saved filter configuration, this will update that configuration using the selected fields. If no saved filter configurations have been defined, you will be prompted to enter a name for the new configuration prior to saving.

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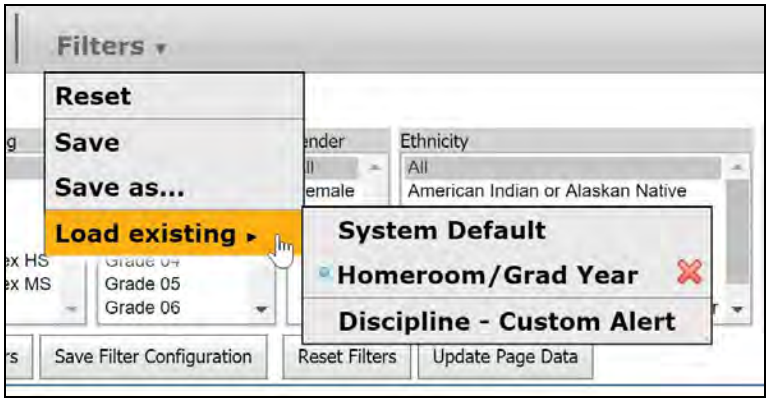


Click OK in the message box that appears to confirm this action and save the filter configuration. Once this has been saved, that dashboard will retain the filter configuration any time the user loads that dashboard.

Using the Filters Menu

Users can save any number of filter configurations for later use. These filters are available on a per-user basis and can be loaded on any dashboard to which that user has access. To save a filter configuration, click the Filters menu and select an operation:

- **Reset**: Clicking this option will reset the filter fields and values to the selected configuration (or the system default, if no saved configuration is currently selected).
- **Save**: Clicking this option will update the currently selected filter configuration. If no saved filter configurations have been defined, you will be prompted to enter a name for the new configuration prior to saving.
- **Save As**...: Clicking this option will allow you to save a new filter configuration based on the fields currently selected. You will be prompted to enter a configuration name prior to saving.
- **Load Existing**: Clicking this option will allow you to load any saved filter configuration for that dashboard, including the system default. A small blue circle will indicate the currently active configuration. To delete a filter configuration, use the "Load existing" option and click the Delete icon next to the configuration to be removed.

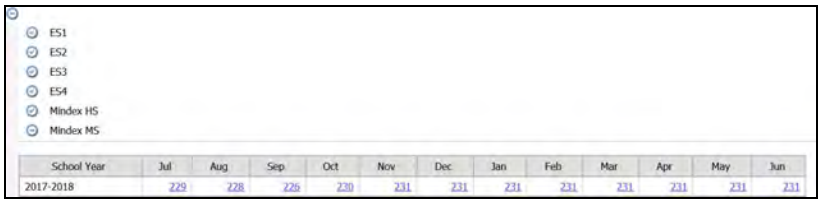


Hiding/Expanding Sections

Each section of a dashboard can be hidden or expanded as needed to accommodate real estate on the screen.

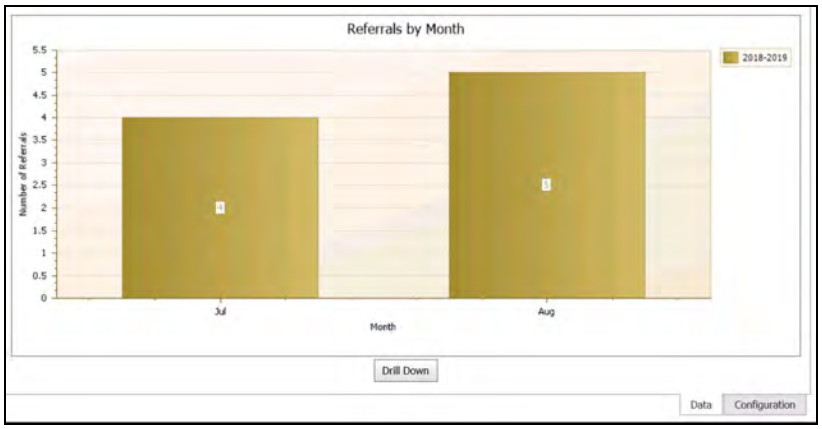
- Click the Hide button to minimize a visible section.
- Click the Expand button to expand a hidden section.

If a section has no data available for the selected filters, the section will be minimized by default.



Working With Charts

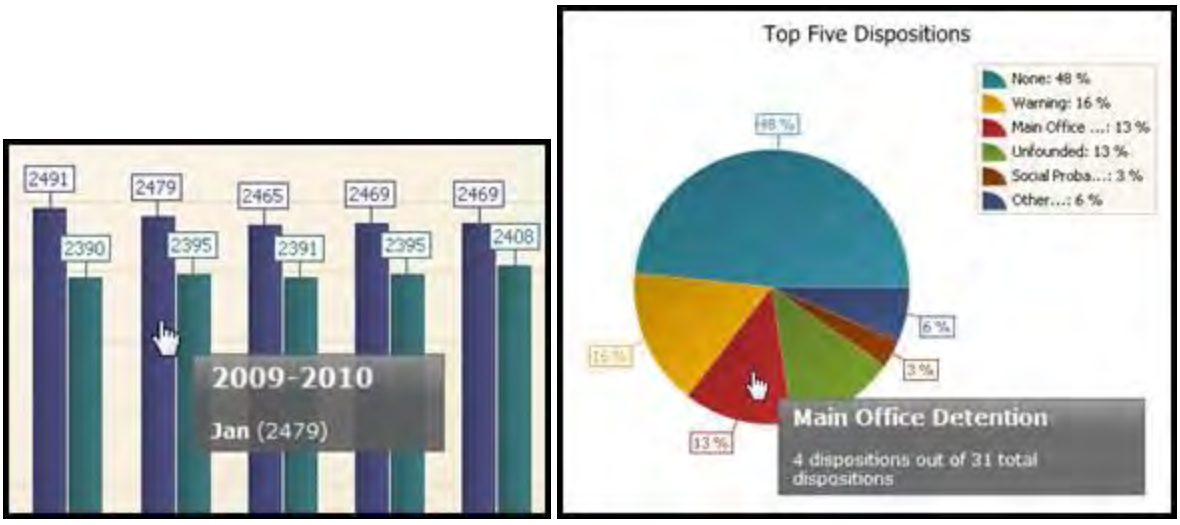
Dashboards contain a number of interactive charts, including bar graphs, line graphs, pie charts, or tables. Each of these charts functions differently depending on the information presented. In general, most charts allow users to adjust the chart type and color palette, adjust the chart breakdown, export, and view additional information about specific data points. All interactive charts contain two (2) tabs: a **Data** tab (shown by default) and a **Configuration** tab.



Data Tab

The **Data** tab is the main chart presentation area, and by default includes data matching the selected filter criteria. Hovering the mouse over any data point will display additional information about that point.

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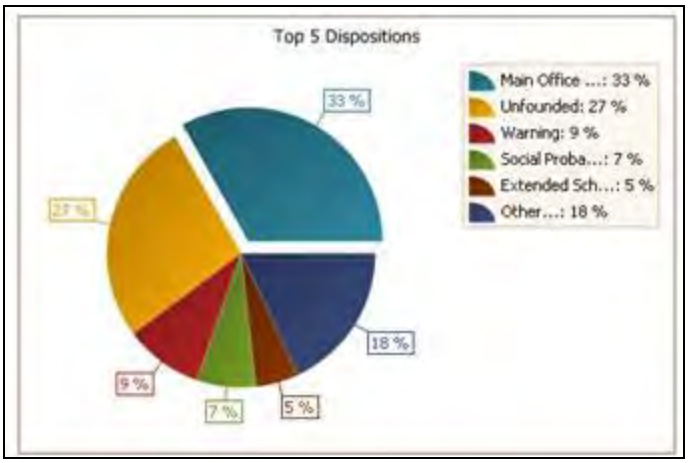
Mouseovers will display the series to which the data belongs, as well as the X and Y axis information (in the example above, on the left, the series is 2009-2010, the X value or "Month" is Jan, and the Y value or "Count" is 2479).

To view additional details about a data point or range of data, click on the point or section of the graph. Details about the selection will display below the graph.



When working with pie charts, the selected piece will separate from the rest of the pie to indicate the selection.

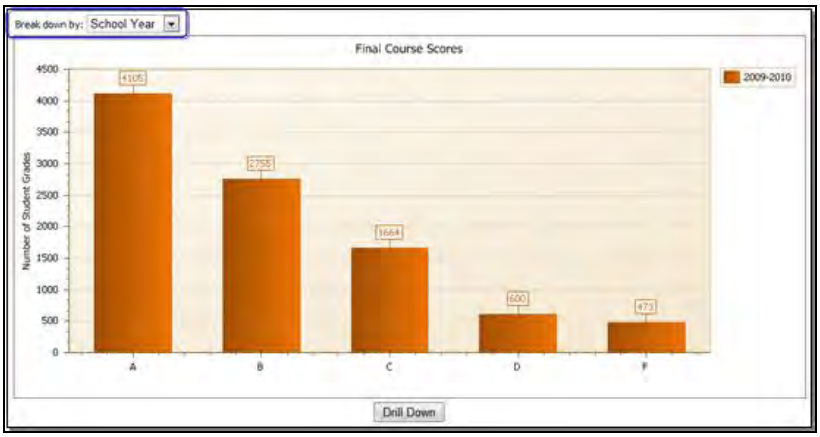
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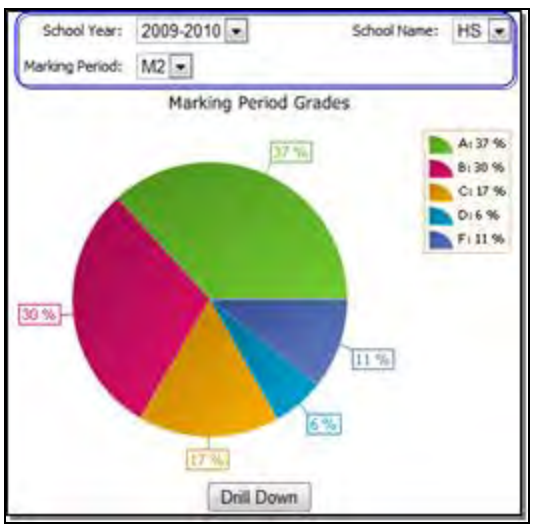


Users can use the Drill Down button to view additional details about the data. Refer to the section on *Using the Drill Down Feature* for details on this feature.

Note: The ability to drill down in a dashboard is controlled by a security option; when this option is disabled, the Drill Down button will not be available.

Some charts also include options that allow the user to select different criteria or change the way in which data is broken down in the chart. These breakdown or range options are usually provided as one or more drop-down menus above the chart. These menus may contain additional breakdown fields, depending on the filter fields that the user has added to the dashboard.

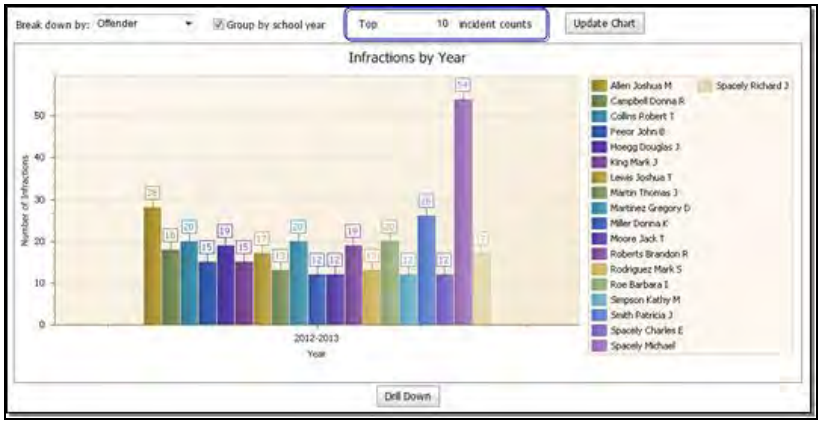




On the Attendance and Discipline dashboards, users with permissions to drill down will see an additional break down field that allows them to view data per student across a given school year. When breaking down by Student Name on the Attendance dashboard, viewing data in a yearly format (either by selecting a single year or by grouping by school year) will provide a “Top __ absence counts” field to allow users to limit data to a sub-set of students with the most absence counts (a corresponding break down option exists for late arrivals and early dismissals as well).

For example, entering 5 in this field will return students with the 5 highest absence counts (counts may include multiple students, so the number of students returned may be higher than the value entered in this field).

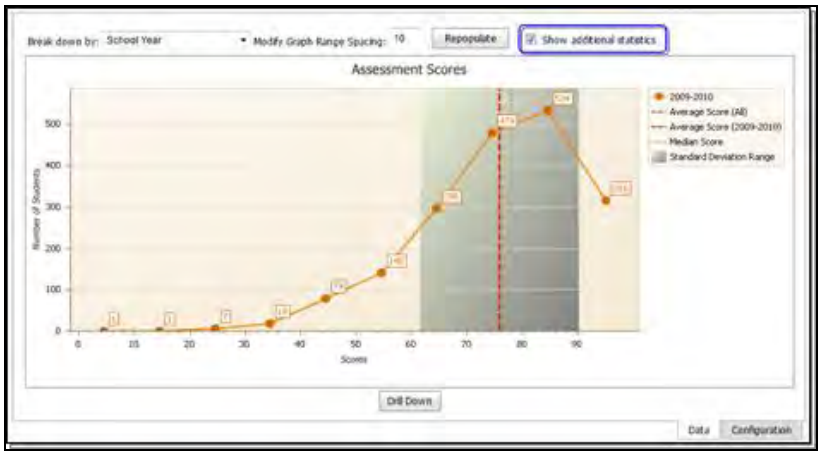
This functionality is paralleled when breaking down on Offender on the Discipline dashboard.



Certain charts (on the Assessments and Course Scores dashboards, for example) may display information about scores such as the average score for all data and for the selected series. Hover the mouse over the line indicating the Average Score to view the numeric value (on the Comparative dashboard, you must first check the box to **Enable mouse-over information**.



To view or hide additional statistics information (including median and standard deviation range), click the **Show additional statistics** checkbox at the top of the chart.



Configuration Tab

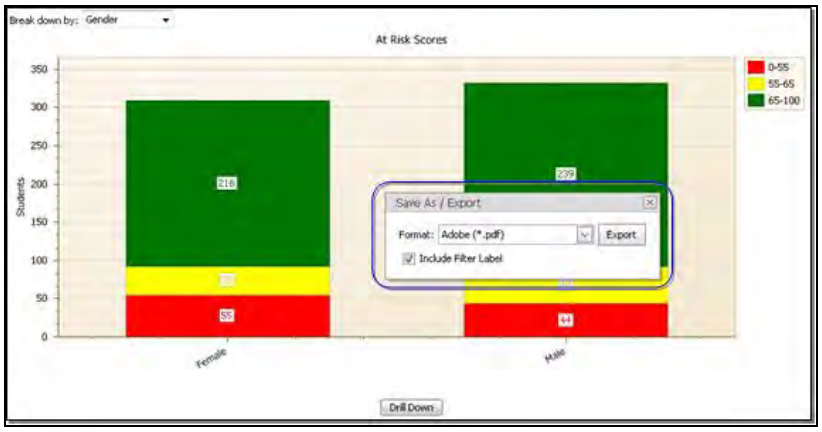
Users also have the ability to change the way any chart is presented by using the **Configuration** tab. Currently users are able to change the color palette of any chart or the chart type (available chart types depend on the type of data presented by the chart). Simply use the drop-downs to select the change(s) and click the **Update** button to refresh the chart with the selected preferences.



Exporting Charts

Dashboards also allow users to export an image of the chart data into a variety of formats. To export, right click in the graph or chart to be exported and select the desired format from the drop-down menu. Select whether or not to show the Filter Label and click the **Export** button.

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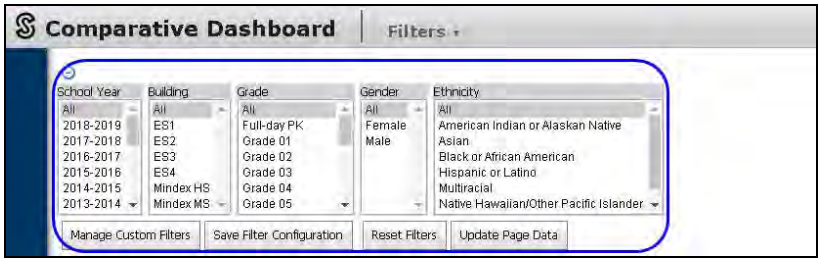
Export options include the following file formats:

- Adobe (.pdf)
- Excel (.xls)
- Image (.jpg, .bmp, .png, .gif, or .tif)
- Text (.txt)
- Rich Text (.rtf)
- Web Archive (.mht)

Comparative Dashboard

The Comparative dashboard allows users to compare two sets of data by choosing the sets of information they wish to see on the X and Y axes.

To begin, use the filters in the upper section of the screen to specify any appropriate criteria to filter the students you wish to include.



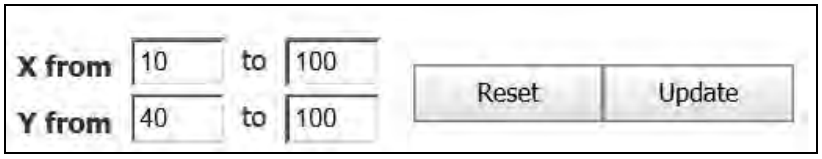
Next, select the appropriate options for the X and Y axes to specify which data you want to compare. Choices include 3-8 Assessments, Assessments, Course Scores, and User Defined Assessments. Depending on which option you select, additional drop-downs may appear to allow you to specify further. Once you have made all necessary selections, the chart below will update to reflect your choices.



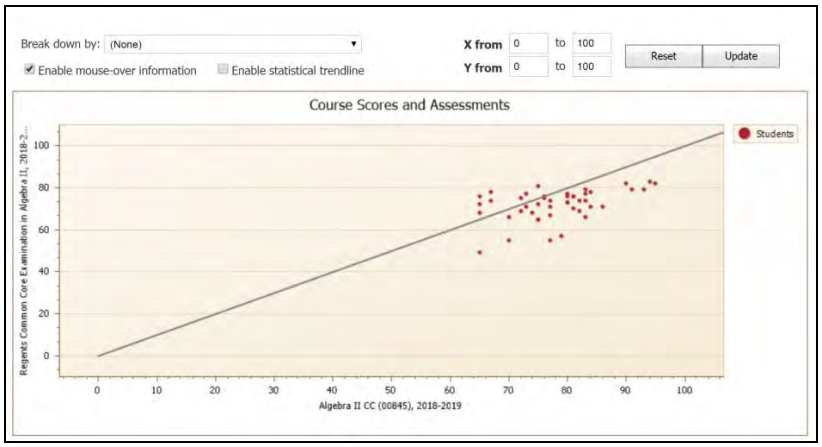
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The chart will update, allowing you to compare data between the selected elements. A variety of breakdown options will be available for both axes.

Use the X and Y range fields to view details on data points within a specific range based on the X or Y axis. This allows users to narrow down the range they are viewing to a sample set of students and compare specific data points within that set of values. Drill-down functionality will respect the selected range and will only include students whose data is visible on the chart.



To view additional information about the data, use the checkboxes above the chart to **Enable mouse-over information** for data points or **Enable statistical trendline** to view the trendline based on the actual data shown by the chart.



Because of the nature of the comparison chart presentation, users have access to an additional **Trend Mode** drill-down option. Trend mode allows users to view a list of students whose data points fall outside a specified proximity to the trendline. This allows users to obtain a list of “outliers” that are not within a given distance above or below the trendline.

Specify the selection set (points above the trendline, below the trendline, or both above and below), then specify either a threshold (number of points or a percent) to indicate the distance from the trendline that you wish to examine. For example, choosing a threshold of 10 points will show students whose data points are 11 or more points away from the trendline.

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Course Attendance Dashboard

The Course Attendance dashboard provides users with a way to analyze period attendance for a group of students. By default, this dashboard displays a single "Absence by Period" chart showing course absences for the current school year.

For example, you might:

- Show High School data in both charts, but break down by grade in the first chart and break down by course department in the second.
- Set up the first chart to show data broken down by Course Department and use the second chart to show data for only a single department, broken down by course name.
- Use the first chart to show High School data and the second chart to show Middle School data.

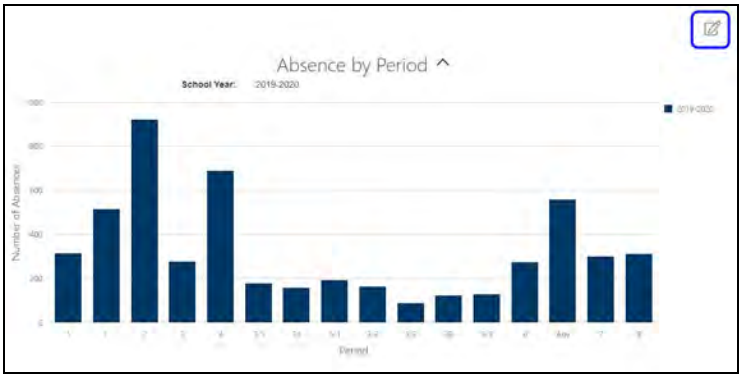
Depending on your permissions, you might also have the ability to add an additional chart to the Course Attendance dashboard. See the section on Available Charts, below, for more information about the charts that can be added.

Dashboard Basics

Customizing your Chart

Charts on the Course Attendance dashboard are customizable, providing you with flexibility in terms of the data you wish to analyze and the presentation of that data. To change the data used by the chart, as well as the way it is broken down, you can update filters and/or breakdowns. To change the way the data is presented on that chart, you can change the chart type and the color palette. These customizations can be saved for both charts in a single operation. To update the filters and configuration, click the Edit button.

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Updating Filters and Breakdowns

The Edit panel will appear in a popup, displaying the current filter selections and chart configuration. Modify these as needed, keeping in mind that the School Year, Building School Level, Grade, Gender, Ethnicity, Course Department, and Course Name filters utilize the "smart filter" functionality and will limit the choices in subsequent filters based on the data that is available for the selected filter options.

Depending on permissions, some users may also have access to a Period Modality filter when using the Absence by Period and Absence by Course charts on the Course Attendance Dashboard. Options for this filter include In Person and Remote and will reflect students' period modalities based on the Remote checkbox values selected when submitting course attendance.

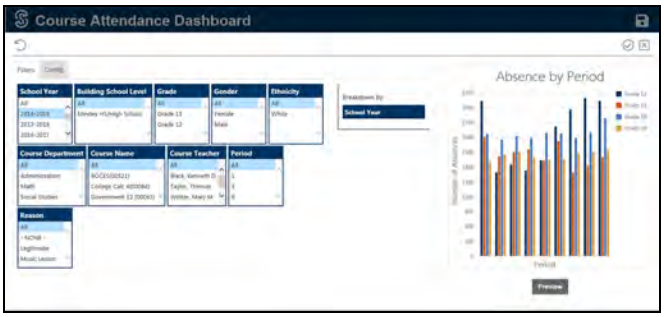


Chart data can be broken down by any field except Period. Simply drag and drop the desired field heading into the Breakdown By box to change the breakdown selection. The selection changes will show when Preview or Apply are selected.

Changing Chart Configuration

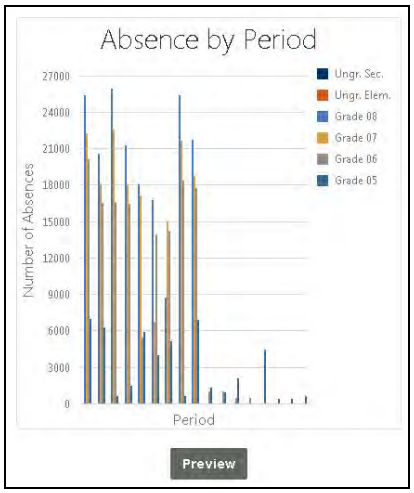
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The Configuration tab, also available by clicking the Edit button on a chart, displays your chart's color palette and chart type options. These control the style of the charts and can be modified to best suit the presentation of your data.



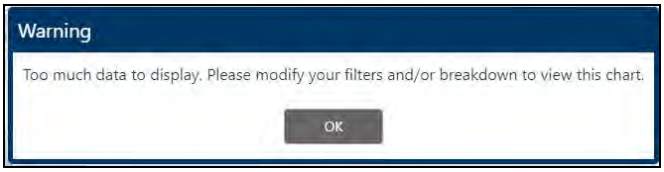
Previewing Chart Changes

At any time, you may click the **Preview** button to see a preview of the chart using the new selections prior to applying them.



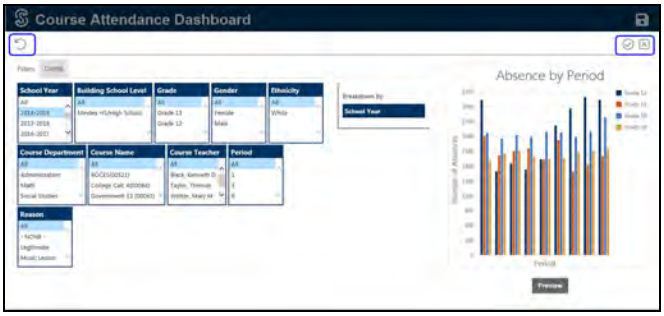
If your filter and breakdown choices result in a chart that has more data than can be displayed, a warning will appear. To resolve the issue, adjust your filter selections to reduce the amount of data and/or change the Breakdown By field to use a different field.

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Applying Chart Changes

After selecting the appropriate filters and configurations, you may click Apply in the upper right corner of the screen to apply the changes and immediately return to the chart. Click the Cancel button to return to the chart without applying your changes. If you wish to reset your filters to the default, click the Reset button in the upper left corner.



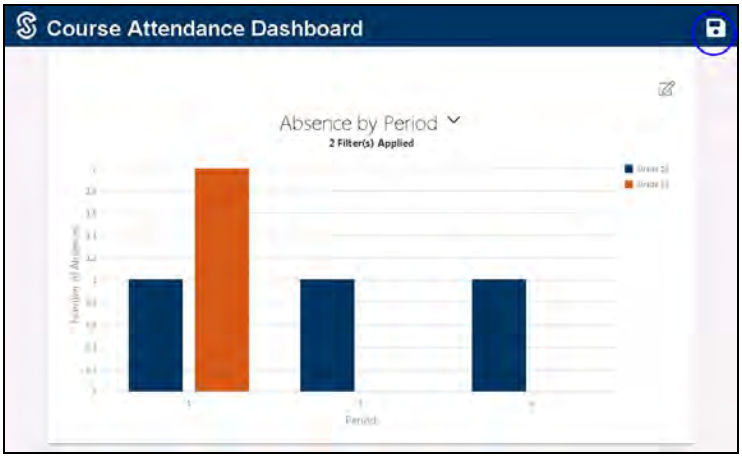
After applying filters and configurations, you will be returned to the main screen.

Saving Configuration

Users can save the selected filter selections, break down options, and chart type/colors after applying changes by clicking on the Save button on the Course Attendance dashboard banner. The next time the user logs in, the Course Attendance dashboard will load the saved configuration choices by default.

Note: Changes to both charts will be saved at the same time.

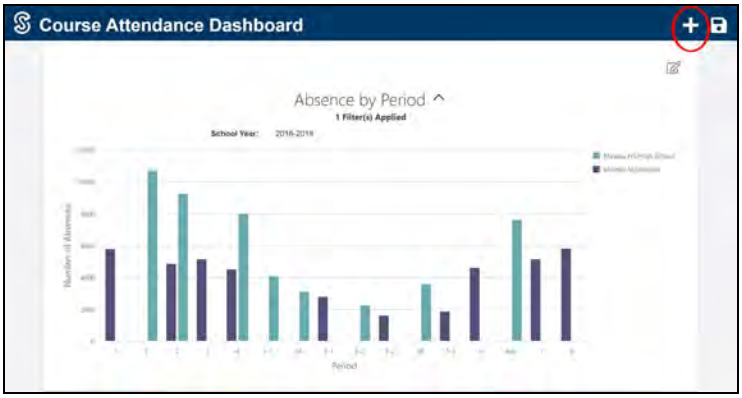
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Adding a Second Chart

By default, the Course Attendance dashboard shows a single chart (in the screenshot below, the first chart has been customized for illustrative purposes). Users with the appropriate permission can add a second chart in order to perform side-by-side comparisons or present multiple sets of data within a single dashboard.

Click the Add button in the upper right corner of the screen to add a second chart.



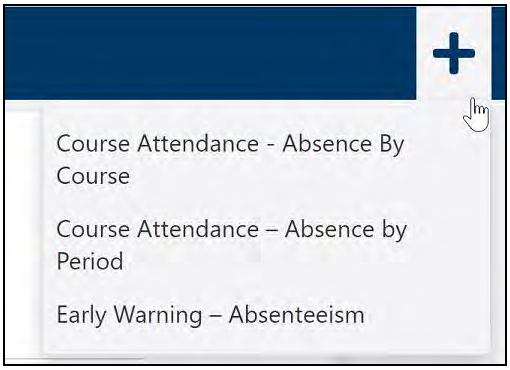
From the menu that appears, select the type of chart you wish to add. Current chart options include:

- Course Attendance – Absence by Course: This chart allows you to analyze course attendance based on the course name for a group of students.

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- Course Attendance – Absence by Period: This chart allows you to analyze period attendance for a group of students.
- Early Warning – Absenteeism: This chart allows you to analyze daily attendance for a group of students using the NYS definition of Absenteeism (Not at Risk, At Risk, or Chronically Absent).

Refer to the section on Available Charts for additional information about these charts.



After selecting one of the chart options, the new chart will be added to the dashboard using that chart's default settings.



As with existing charts, users can click the Edit button to modify filter and breakdown choices as well as chart type and color palettes for that chart.

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Once applied, these changes will be visible for the duration of the user's session and can be saved for future use by clicking on the Save button on the Course Attendance dashboard banner.



To remove the second chart, simply click the Delete Chart button in the upper right corner of the chart.

Working with Charts

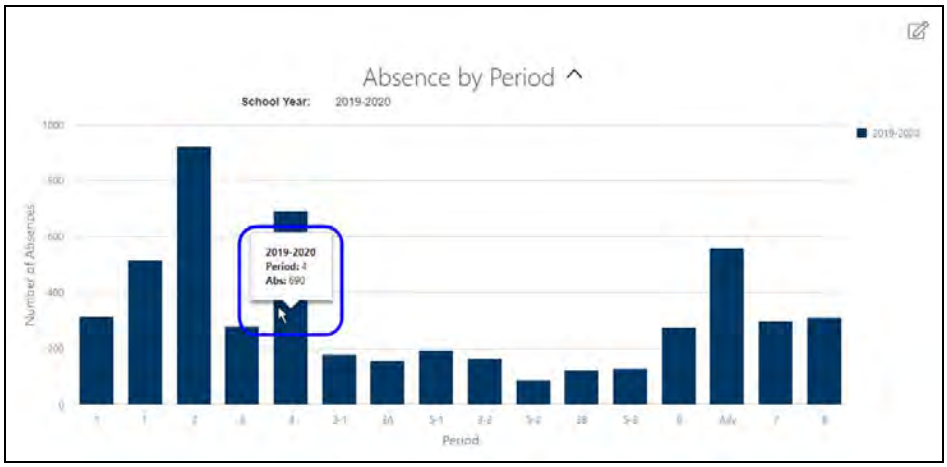
By default, charts will display details about the selected filters below the chart title.

To hide this information, click the up arrow to collapse the filter details.

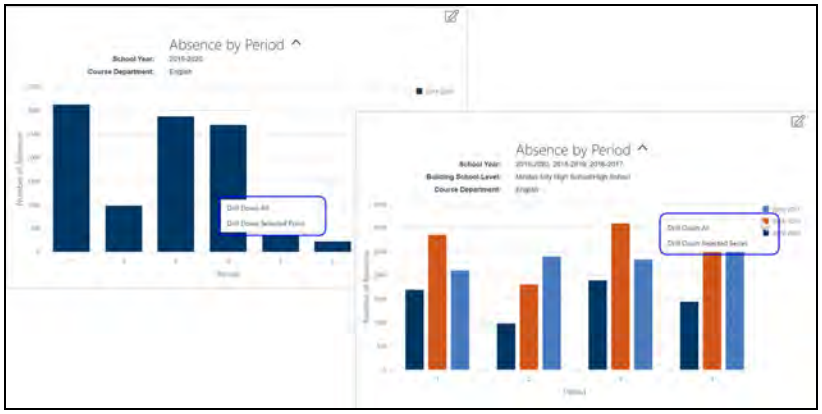


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To view absence counts for a specific data point on the Absence by Period or Absence by Course charts, hover over the bar for that period/course.



Users with appropriate permissions will be able to drill down on the chart data. To drill down on all data in the chart, right click on the chart and select Drill Down All. A single bar on the graph can be drilled down by hovering over the bar and clicking Drill Down Selected Point (or Drill Down Selected Series, when clicking on a specific series in a chart legend that includes multiple series).



A Drill Down tab will open up, showing the selected data. To sort in ascending or descending order, click on the category name at the top of the chart. Users can also see the filters applied to the drill down by clicking on the arrow to the right of the chart title.

To export chart data to a .csv file, click Export.

Additional Information

> Multiple drill downs can be open at a time and will appear as tabs at the top of the chart. Please note only 10 drill down charts can be open at a time.

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If you go back to apply different filters to the chart, the drill downs are still available for the previous filters. A message will appear above the drill downs, alerting that the drill down no longer matches the shown chart.

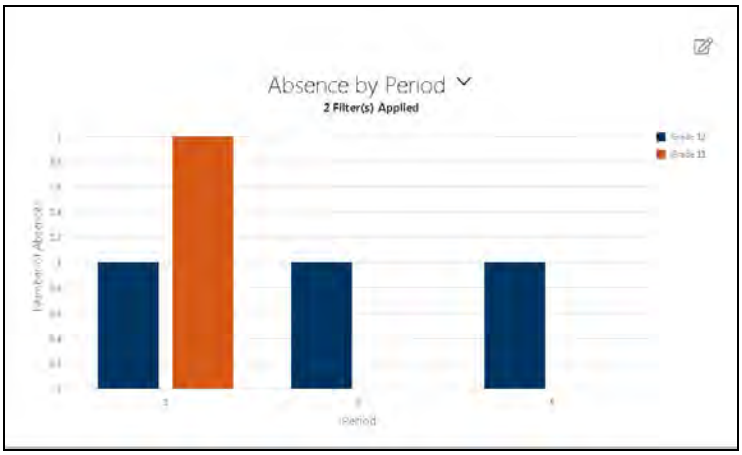


Please note that charts with records between 100,000 and 500,000 may take extra time to export. Charts with more than 500,000 records will not be able to export.

Available Charts

Course Attendance - Absence by Period Chart

The Absence by Period chart shows the number of absences that occurred in each period.



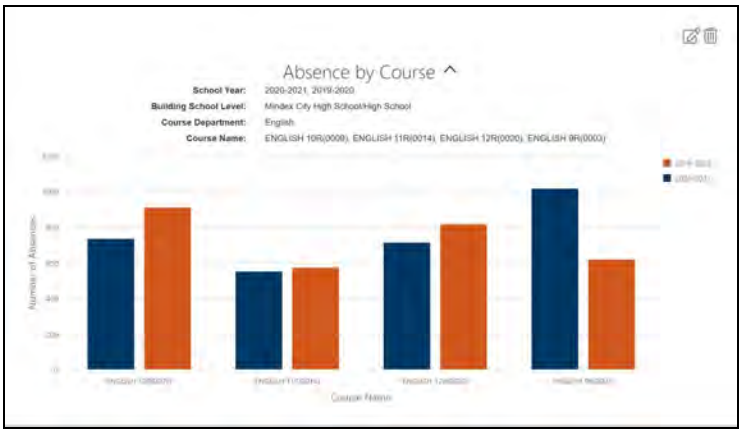
Notes:

- The Absence by Period chart does not include Supplementals (courses not assigned to a period).
- This chart also excludes period misses that are due to suspensions (ISS or OSS).
- Period misses that are due to daily absences are included here, and the Absence Reason filter includes all appropriate Daily and Period absence reasons.

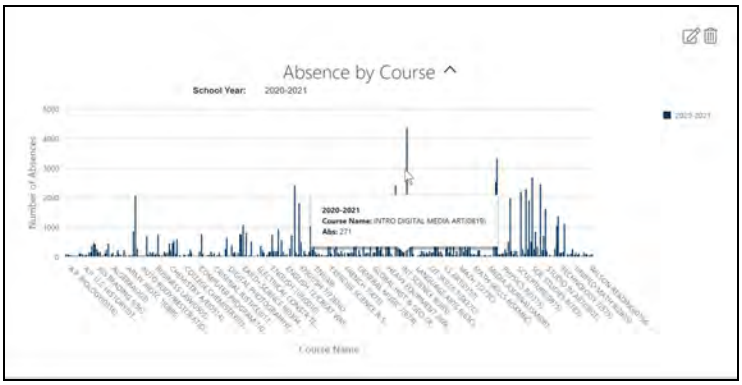
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Course Attendance - Absence by Course Chart

This chart is similar to the Absence by Period chart but it allows users to analyze course attendance based on the course name, rather than the period.



Keep in mind that courses are labeled with the Course Name followed by Course ID, but only the first 20 characters will be displayed (the full Course Name and ID will be visible when a user hovers over a data point). Also note that, by default, the chart shows all courses for the current school year.



Users can slide the chart area left to right to scroll horizontally; as with other charts, users can also use a mouse-wheel or “pinch to zoom” functionality to zoom in or out. To reduce the number of courses shown, simply click the Edit button and use the filter panel to choose the desired criteria.

Notes:

- As with the Absence by Period chart, the Absence by Course chart does not include Supplementals (courses not assigned to a period).
- Multiple instances of the same course: If a student is scheduled for multiple sections of the same course, each section has its own absences and

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will be counted independently. For example, a student enrolled in Phys Ed Section 1 and Section 2 can be absent in either section or both. If the student is absent from both sections, two separate absences will be recorded for that course.

- Courses that meet in multiple periods: When a course section meets multiple times during the same day, SchoolTool only saves the last recorded attendance submission; therefore, a maximum of one absence will be counted for that course for a given day. For example, a student might have a schedule where Chemistry meets during 1st period and again during 4th period.
    - If the student is marked present in 1st period but later marked absent in 4th period, the present will be overwritten when the absence is recorded later in the day, and thus would be counted as a single absence.
    - If the student is marked absent in 1st period but present in 4th period, the absence will be overwritten by the present and will therefore not be included at all.
    - If the student is marked absent in both periods, this will count as a single absence.
- Sections with multiple teachers: When breaking down by the Course Teacher field, course absences may be counted multiple times for course sections taught by multiple teachers. The chart will display a separate data point for each individual teacher, and course absences will be displayed for each teacher. The drill down results will continue to display each course absence only once, and the Course Teacher column will display all teachers for a given section, separated by a "/" character.

  For example, let's say Section 1 of English 11R is co-taught by Mr. Knox and Mrs. Copeland. When breaking down by Course Teacher, you'll see a bar for Mr. Knox and another for Mrs. Copeland, and the totals for each teacher will include student absences from their co-taught sections as well as any sections that are taught individually.

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When viewing the drill down results, users will see the both teachers (“Copeland/Knox”) for that course section when hovering over the Course Teacher column.



Early Warning - Absenteeism Chart

This chart allows users to identify students within a selected student population (based on primary enrollments only) using the NYS definition of Absenteeism:

- Chronically Absent (10% or More)
- At Risk (5 – 9 %)
- Not at Risk (Less than 5%)

These ranges are calculated as a percentage of days the student was absent out of the total number of days the student was enrolled for that school year. Note that these values are based on number of enrollment days for a student per school year, regardless of the actual enrollment location. For example, a student who changes grades mid-year or a student who moves from one

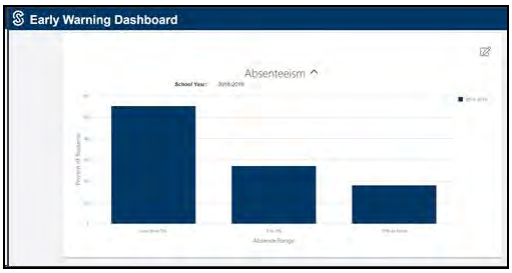
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program to another within the same district will be calculated using the total enrollment days across all enrollments.

Once each student's percentage has been calculated, those numbers are rounded to the nearest tenth and placed in one of three pre-defined absence ranges based on whole numbers (Not at Risk: Less than 5%, At Risk: 5 – 9 %, Chronically Absent: 10% or More).

For example:

- A student percentage of 9.85 rounds to 9.9 and will be placed in the "5 to 9%" range
- A student percentage of 9.95 rounds to 10.0 and will be placed in the "10% or More" range



A student's absence is counted toward these totals if both of the following are true:

- The student is enrolled for 10 or more instructional days and attended at least 1 day during that period (instructional days do not include calendar days where "Students Off" is checked)
- The absentee reason is configured with the "Count as Absence/In/Out" flag checked.

Note: Students are *not* included in these calculations if the number of Absent Days is equal to Enrollment Days

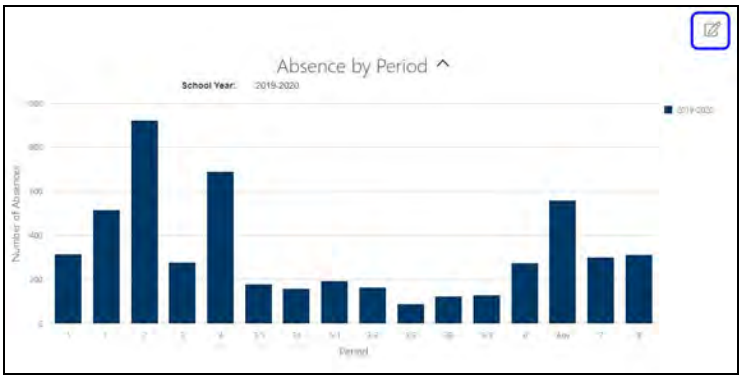
Examples

Scenario #1: Analyzing Period Attendance by Grade, then Department

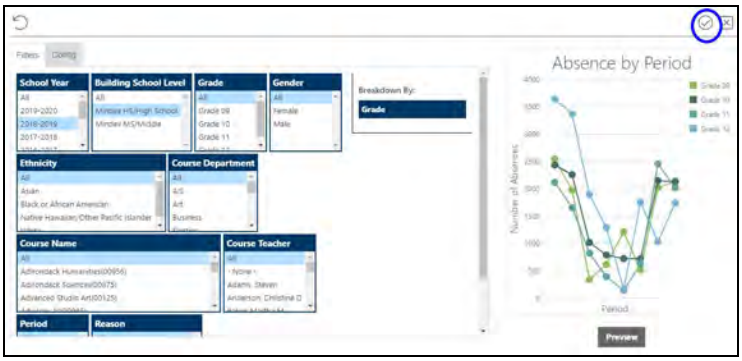
Let's say we want to analyze period attendance in the High School by grade and, once we've identified the grade level with the highest number of absences, we want to see which departments have the most absences.

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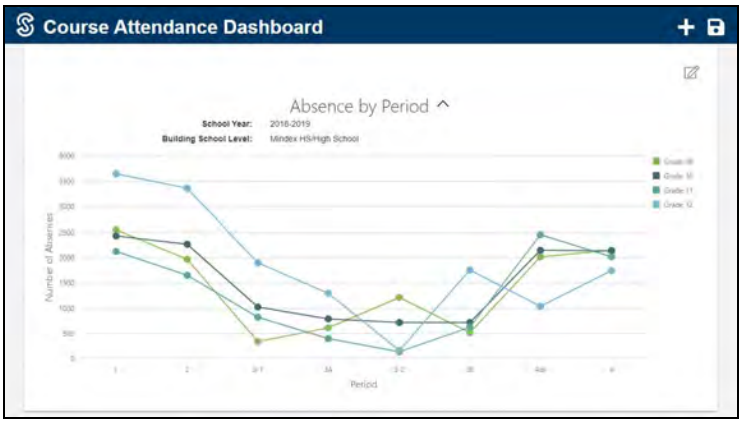
We'll begin by clicking on the Edit button in the first chart in order to customize it.



We'll edit the filters to show 2018-2019 period attendance for the High School and change the breakdown to grade. We'll also use the Config tab to change the colors and choose a line chart. After clicking Apply, we'll return to the updated version of our chart.

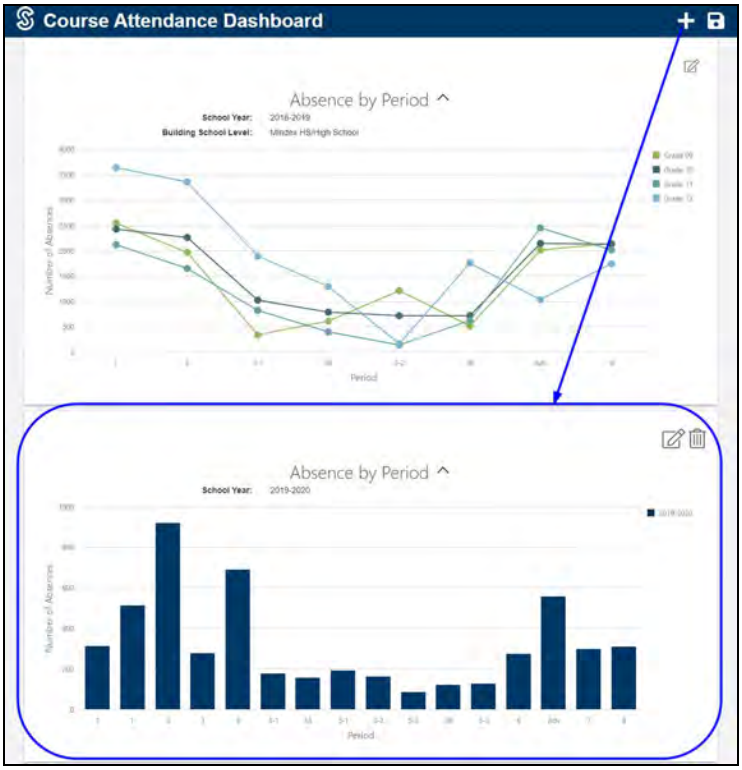


As you can see, our 12th graders (represented by the blue line in the image below) have a higher overall level of absences.

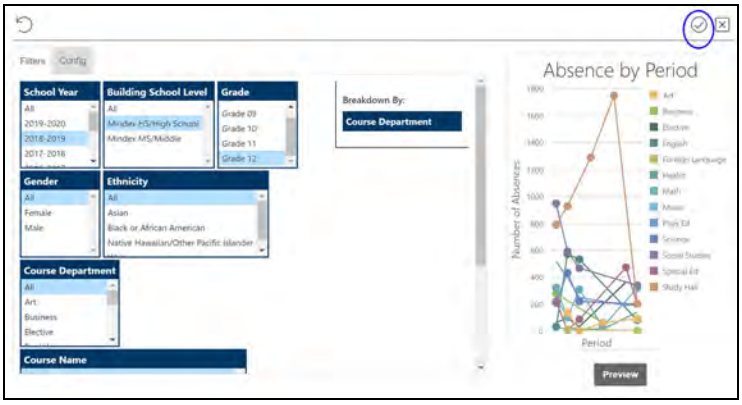


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Next we might want to focus on just the 12th graders and analyze the data for them based on course department. To do that, we'll begin by adding a second chart.

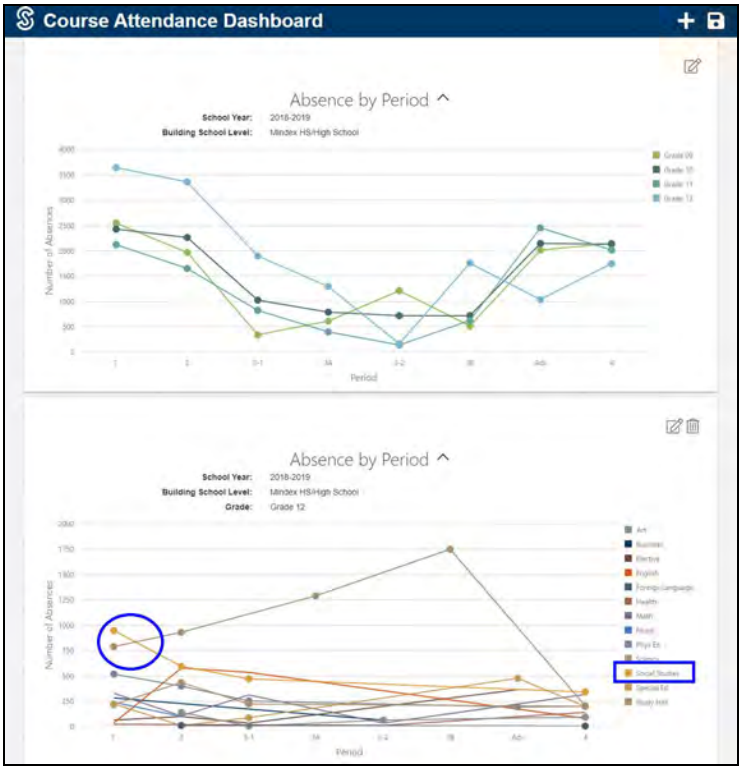


We'll click the Edit button on the second chart to update the filters and breakdown. In this example, we're setting filters to include 2018-2019, High School, Grade 12. We're also changing the breakdown to Course Department (by dragging the filter heading over to the Breakdown By area) and using the Config tab to change the chart type to a line chart. Once we have the filter and breakdown settings configured, we click the Apply button to return to the charts.



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Our second chart now shows a line for each department. Based on this chart, we can see that our 12th graders are missing Study Hall most often, but in period 1 we also have a large number of absences in Social Studies as compared to other departments.

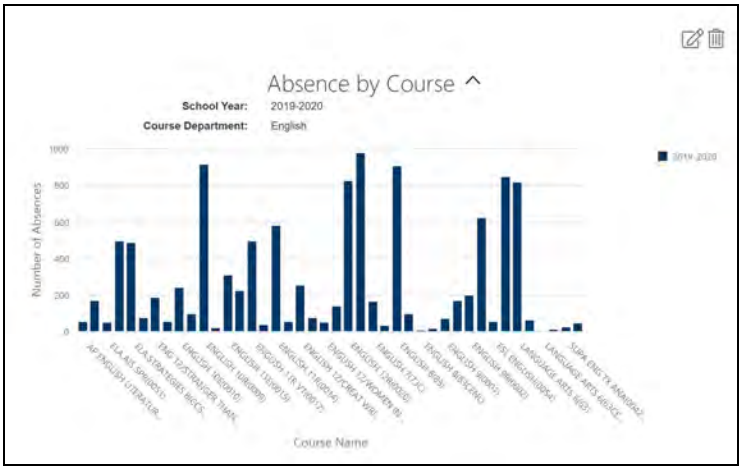


Scenario #2: Comparing Absences by Course, then by Teacher

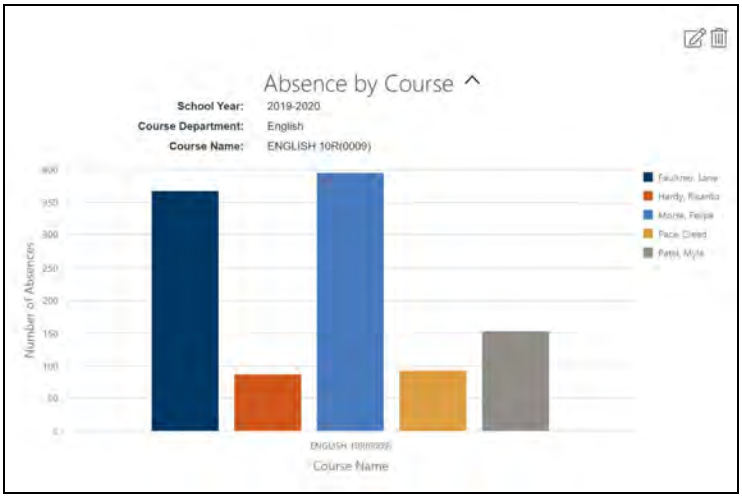
Let's say we want to use the Absence by Course chart to identify the course(s) with the largest number of absences, and then compare the absence counts for those specific courses by teacher.

To begin, we'll add the Absence by Course chart and edit the filters to show all of our English courses in the High school. In our example, we see that English 10R has the highest number of absences.

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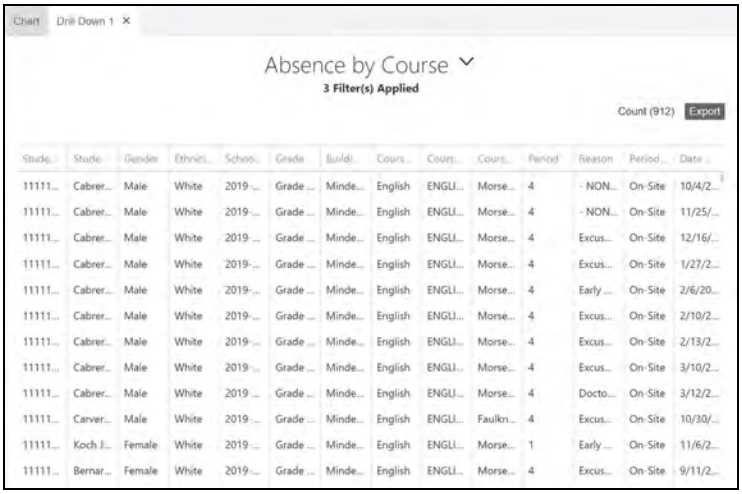


Next we might want to change our filters to look at only the English 10R course, but this time we'll change the Breakdown option to the Course Teacher field to get an idea of how each teacher's totals compare to the others. Here we see that Mr. Morse and Mr. Hardy have the two highest absent counts across this course.



From here we could further narrow down data, or we could use the Drill Down feature to obtain a results list that we could export and use to perform additional analysis.

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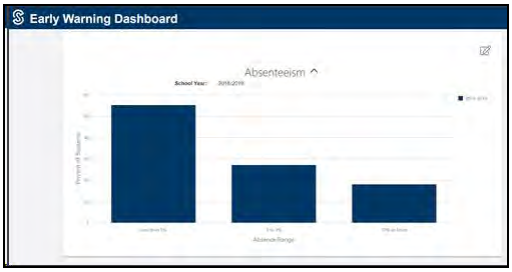


Early Warning Dashboard

The Early Warning dashboard provides users with a means of analyzing attendance trends for a group of students. By default, this dashboard displays a single "Absenteeism" chart which shows students in three different groups based on the NYS definition of Absenteeism:

- Chronically Absent (10% or More)
- At Risk (5 – 9 %)
- Not at Risk (Less than 5%)

Refer to the section on Absenteeism Chart, below, for additional details on this chart.

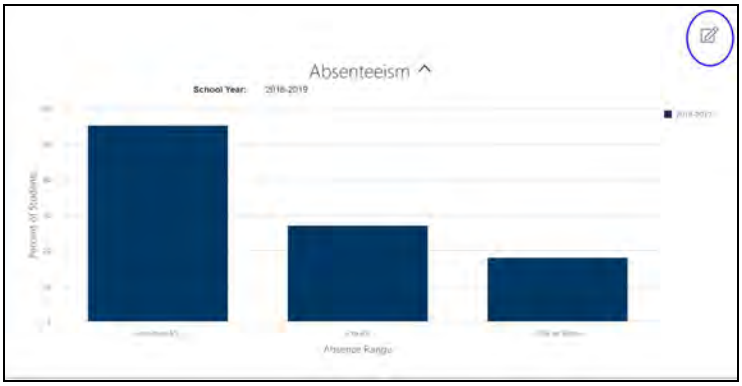


Depending on your permissions, you might also have the ability to add an additional chart to the Early Warning dashboard. See the section on Available Charts, below, for more information about the charts that can be added.

Dashboard Basics

Customizing your Chart

Charts on the Early Warning dashboard are customizable, providing you with flexibility in terms of the data you wish to analyze and the presentation of that data. To change the data used by the chart you can update filters; to change the way the data is presented on that chart, you can change the chart type and the color palette. To update filters and configuration, click the Edit button at the top of the chart.



Updating Filters and Breakdowns

The Edit panel will appear in a popup, displaying the current filter selections and chart configuration. Modify these as needed, keeping in mind that the School Year, Building School Level, Grade, Gender, and Ethnicity filters utilize the "smart filter" functionality and will limit the choices in subsequent filters based on the data that is available for the selected filter options.

Depending on permissions, some users may also have access to a Currently Enrolled filter when using the Absenteeism chart on the Early Warning Dashboard. Options for this filter include “Enrolled” and “Not Enrolled,” and will reflect students’ current enrollment status. Students are considered “currently enrolled” when they have a current enrollment or an end date that is after the date of the most recent SchoolTool Dashboards import.

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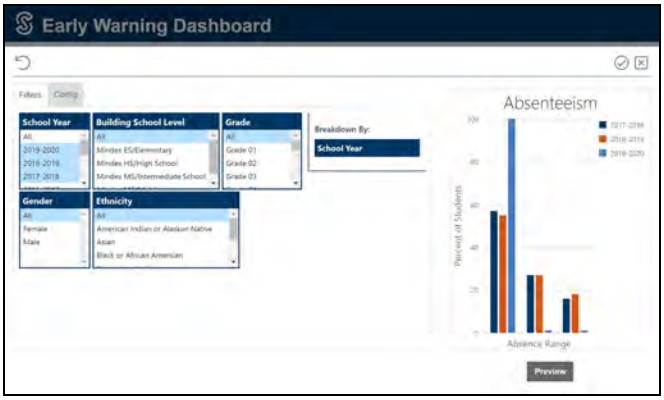


Chart data can be broken down by any filter field. Simply drag and drop the desired field heading into the Breakdown By box to change the breakdown selection. The selection changes will show when Preview or Apply are selected.

Changing Chart Configuration

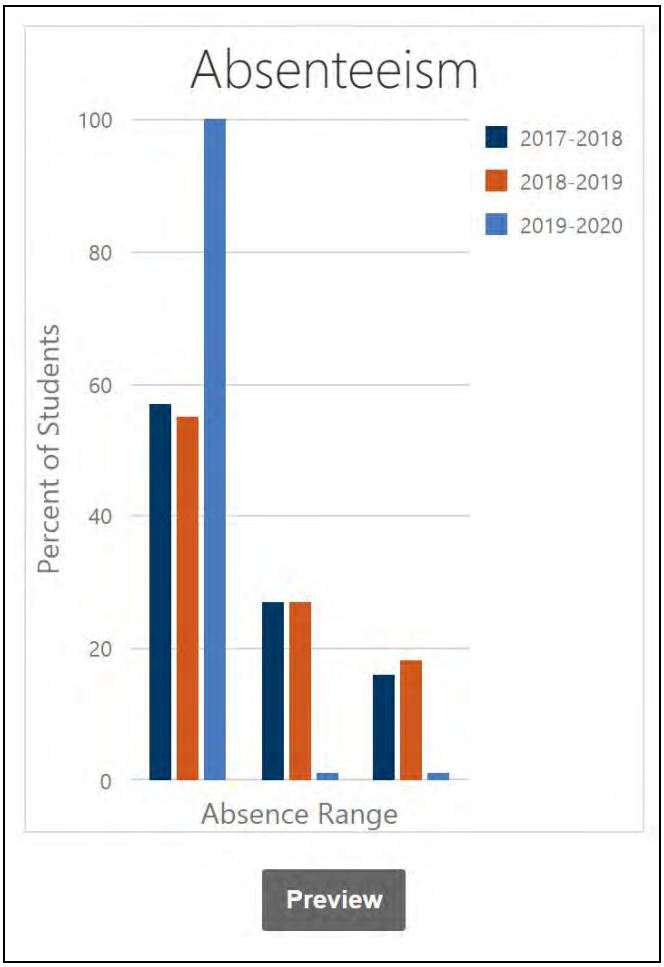
The Configuration tab, also available by clicking the Edit button on a chart, displays your chart's color palette and chart type options. These control the style of the charts and can be modified to best suit the presentation of your data.



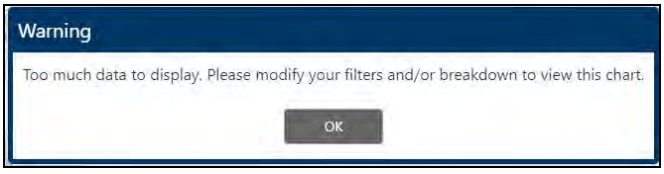
Previewing Chart Changes

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At any time, you may click the **Preview** button to see a preview of the chart using the new selections prior to applying them.



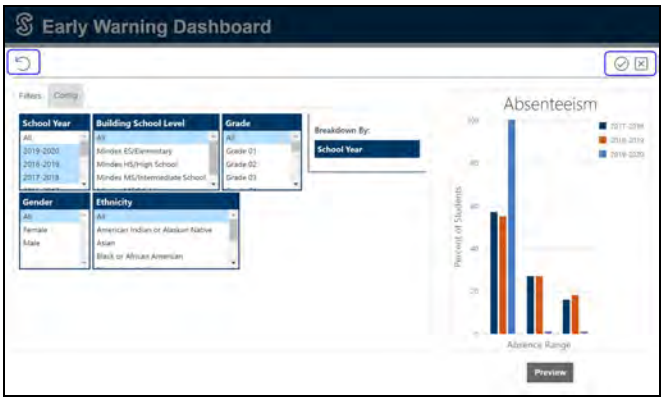
If your filter and breakdown choices result in a chart that has more data than can be displayed, a warning will appear. To resolve the issue, adjust your filter selections to reduce the amount of data and/or change the Breakdown By field to use a different field.



Applying Chart Changes

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After selecting the appropriate filters and configurations, you may click Apply in the upper right corner of the screen to apply the changes and immediately return to the chart. Click the Cancel button to return to the chart without applying your changes. If you wish to reset your filters to the default, click the Reset button in the upper left corner.



After applying filters and configurations, you will be returned to the main screen.

Saving Configuration

Users can save the selected filter selections, break down options, and chart type/colors after applying changes by clicking on the Save button on the Early Warning dashboard banner. The next time the user logs in, the Early Warning dashboard will load the saved configuration choices by default.

Note: Changes to both charts will be saved at the same time.

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Adding a Second Chart

By default, the Early Warning dashboard shows a single chart (in the screenshot below, the first chart has been customized for illustrative purposes). Users with the appropriate permission can add a second chart to this dashboard in order to perform side-by-side comparisons or present multiple sets of data within a single dashboard.

Click the Add button in the upper right corner of the screen to add a second chart.



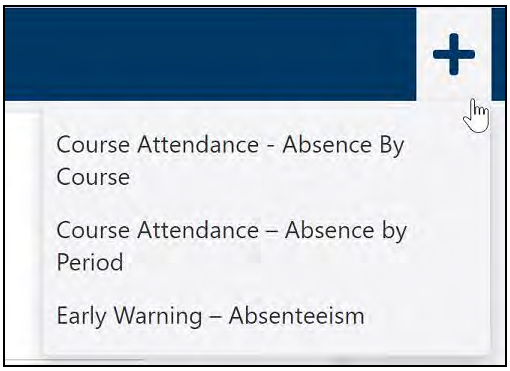
From the menu that appears, select the type of chart you wish to add. Current chart options include:

- Course Attendance – Absence by Course: This chart allows you to analyze course attendance based on the course name for a group of students.
- Course Attendance – Absence by Period: This chart allows you to analyze course attendance based on period for a group of students.

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- Early Warning – Absenteeism: This chart allows you to analyze daily attendance for a group of students using the NYS definition of Absenteeism (Not at Risk, At Risk, or Chronically Absent).

Refer to the section on Available Charts for additional information about these charts.

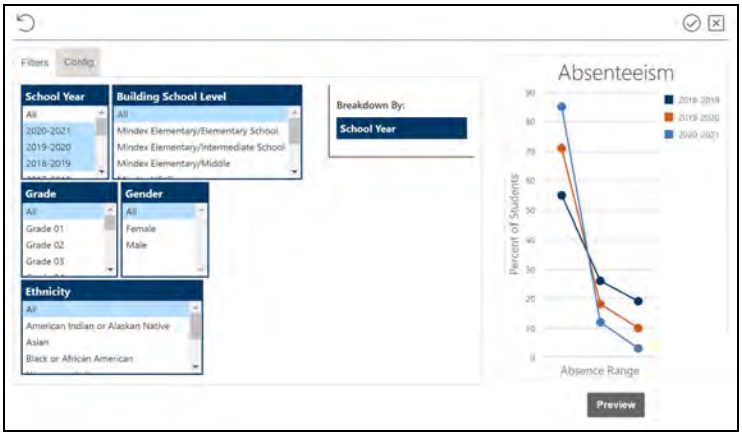


After selecting one of the chart options, the new chart will be added to the dashboard using that chart's default settings.



As with existing charts, users can click the Edit button to modify filter and breakdown choices as well as chart type and color palettes for that chart. Once applied, these changes will be visible for the duration of the user's session and can be saved for future use by clicking on the Save button on the Course Attendance dashboard banner.

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To remove the second chart, simply click the Delete Chart button in the upper right corner of the chart.

Working with Charts

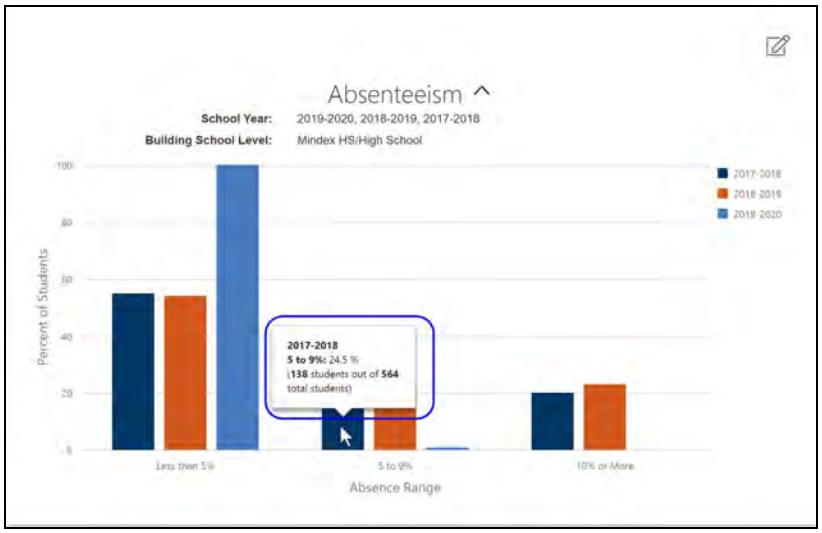
By default, charts will display details about the selected filters below the chart title.



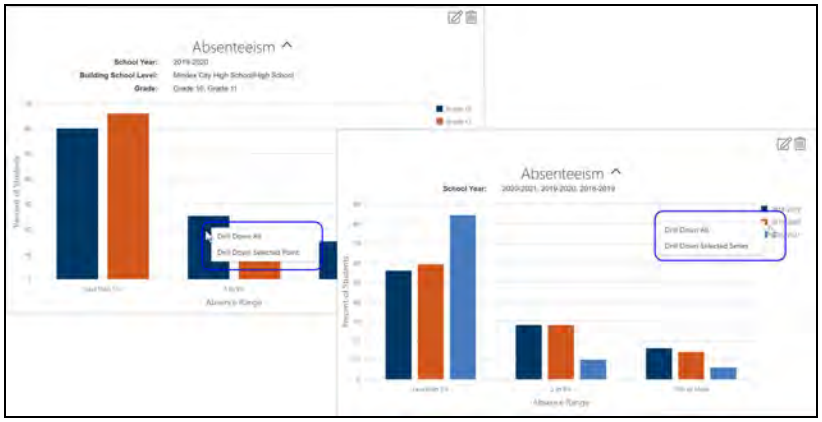
To hide this information, click the up arrow to collapse the filter details.



To view details for a specific data point, hover over it. The hover content for the Absenteeism chart includes school year, absenteeism range (Less than 5%, 5-9%, 10% or More), the percentage of students in the selected population that fall into that range, and the number of students in that range out of the total number of students in the selected population.



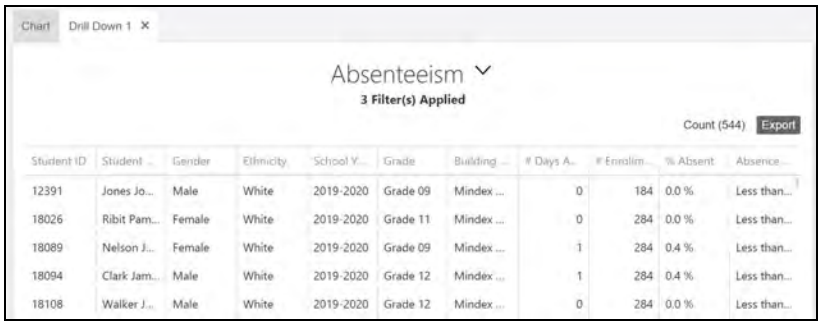
Users with appropriate permissions will be able to drill down on the chart data. To drill down on all data in the chart, right click anywhere on the chart and select Drill Down All. A single data point on the graph can be drilled down by hovering over the bar and right clicking to select Drill Down Selected Point (or Drill Down Selected Series, when clicking on a specific series in a chart legend that includes multiple series).



A Drill Down tab will open up, showing the selected data. To sort in ascending or descending order, click on the category name at the top of the chart. Users can also see the filters applied to the drill down by clicking on the arrow to the right of the chart title.

To export chart data to a .csv file, click Export.

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Additional Information

Multiple drill downs can be open at a time and will appear as tabs at the top of the chart. Please note only 10 drill down charts can be open at a time.



If you go back to apply different filters to the chart, the drill downs are still available for the previous filters. A message will appear above the drill downs, alerting that the drill down no longer matches the shown chart.



Please note that charts with records between 100,000 and 500,000 may take extra time to export. Charts with more than 500,000 records will not be able to export.

Available Charts

Early Warning - Absenteeism Chart

This chart allows users to identify students within a selected student population (based on primary enrollments only) using the NYS definition of Absenteeism:

- Chronically Absent (10% or More)
- At Risk (5 – 9 %)
- Not at Risk (Less than 5%)

These ranges are calculated as a percentage of days the student was absent out of the total number of days the student was enrolled for that school year. Note that these values are based on number of enrollment days for a student per school year, regardless of the actual enrollment location. For example, a

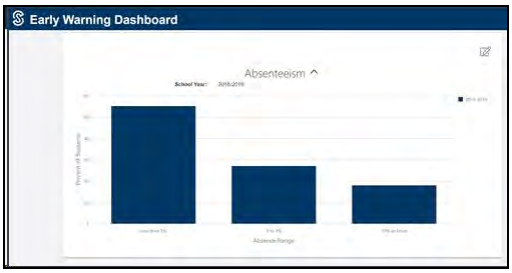
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student who changes grades mid-year or a student who moves from one program to another within the same district will be calculated using the total enrollment days across all enrollments.

Once each student's percentage has been calculated, those numbers are rounded to the nearest tenth and placed in one of three pre-defined absence ranges based on whole numbers (Not at Risk: Less than 5%, At Risk: 5 – 9 %, Chronically Absent: 10% or More).

For example:

- A student percentage of 9.85 rounds to 9.9 and will be placed in the "5 to 9%" range
- A student percentage of 9.95 rounds to 10.0 and will be placed in the "10% or More" range



A student's absence is counted toward these totals if both of the following are true:

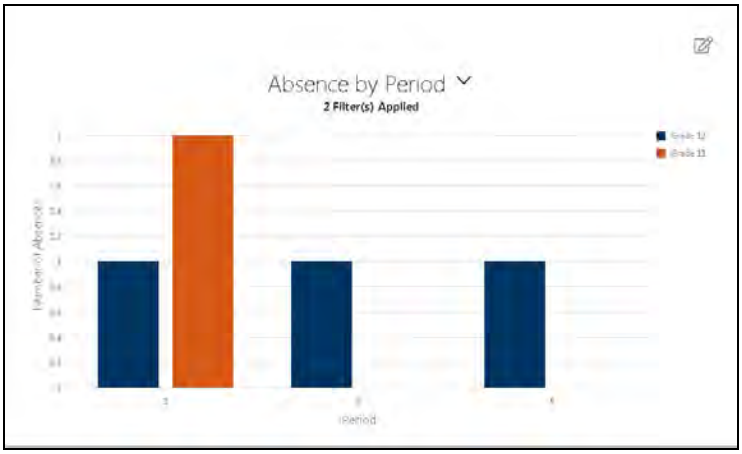
- The student is enrolled for 10 or more instructional days and attended at least 1 day during that period (instructional days do not include calendar days where "Students Off" is checked)
- The absentee reason is configured with the "Count as Absence/In/Out" flag checked.

Note: Students are *not* included in these calculations if the number of Absent Days is equal to Enrollment Days

Course Attendance - Absence by Period Chart

The Absence by Period chart shows the number of absences that occurred in each period.

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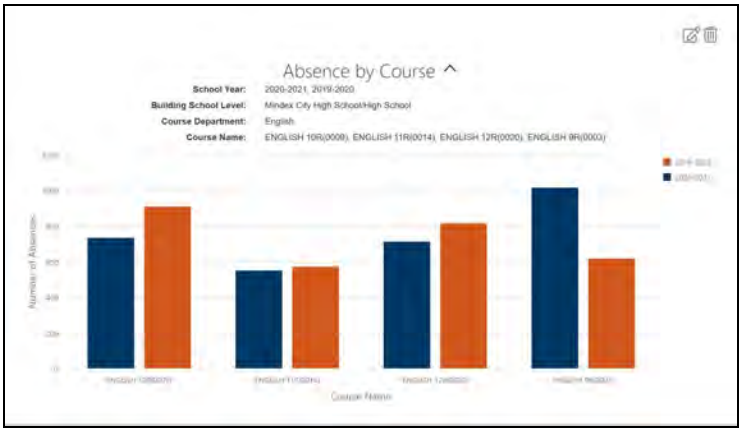


Notes:

- The Absence by Period chart does not include Supplementals (courses not assigned to a period).
- This chart also excludes period misses that are due to suspensions (ISS or OSS).
- Period misses that are due to daily absences are included here, and the Absence Reason filter includes all appropriate Daily and Period absence reasons.

Course Attendance - Absence by Course Chart

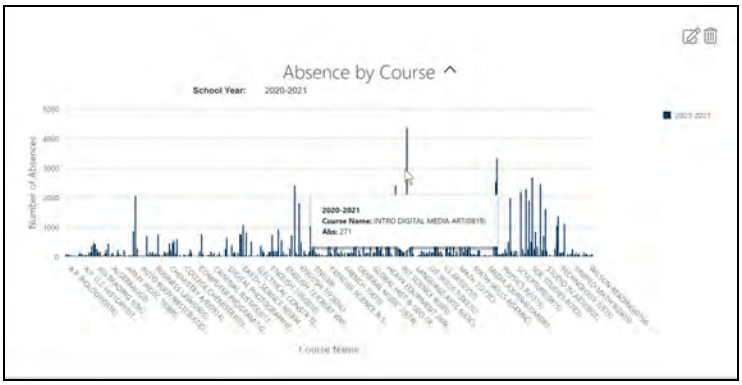
This chart is similar to the Absence by Period chart but it allows users to analyze course attendance based on the course name, rather than the period.



Keep in mind that courses are labeled with the Course Name followed by Course ID, but only the first 20 characters will be displayed (the full Course

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Name and ID will be visible when a user hovers over a data point). Also note that, by default, the chart shows all courses for the current school year.



Users can slide the chart area left to right to scroll horizontally; as with other charts, users can also use a mouse-wheel or “pinch to zoom” functionality to zoom in or out. To reduce the number of courses shown, simply click the Edit button and use the filter panel to choose the desired criteria.

Notes:

- As with the Absence by Period chart, the Absence by Course chart does not include Supplementals (courses not assigned to a period).
- Multiple instances of the same course: If a student is scheduled for multiple sections of the same course, each section has its own absences and will be counted independently. For example, a student enrolled in Phys Ed Section 1 and Section 2 can be absent in either section or both. If the student is absent from both sections, two separate absences will be recorded for that course.
- Courses that meet in multiple periods: When a course section meets multiple times during the same day, SchoolTool only saves the last recorded attendance submission; therefore, a maximum of one absence will be counted for that course for a given day. For example, a student might have a schedule where Chemistry meets during 1st period and again during 4th period.
    - If the student is marked present in 1st period but later marked absent in 4th period, the present will be overwritten when the absence is recorded later in the day, and thus would be counted as a single absence.
    - If the student is marked absent in 1st period but present in 4th period, the absence will be overwritten by the present and will therefore not be included at all.

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    - If the student is marked absent in both periods, this will count as a single absence.
- Sections with multiple teachers: When breaking down by the Course Teacher field, course absences may be counted multiple times for course sections taught by multiple teachers. The chart will display a separate data point for each individual teacher, and course absences will be displayed for each teacher. The drill down results will continue to display each course absence only once, and the Course Teacher column will display all teachers for a given section, separated by a "/" character.

  For example, let's say Section 1 of English 11R is co-taught by Mr. Knox and Mrs. Copeland. When breaking down by Course Teacher, you'll see a bar for Mr. Knox and another for Mrs. Copeland, and the totals for each teacher will include student absences from their co-taught sections as well as any sections that are taught individually.



  When viewing the drill down results, users will see the both teachers ("Copeland/Knox") for that course section when hovering over the Course Teacher column.



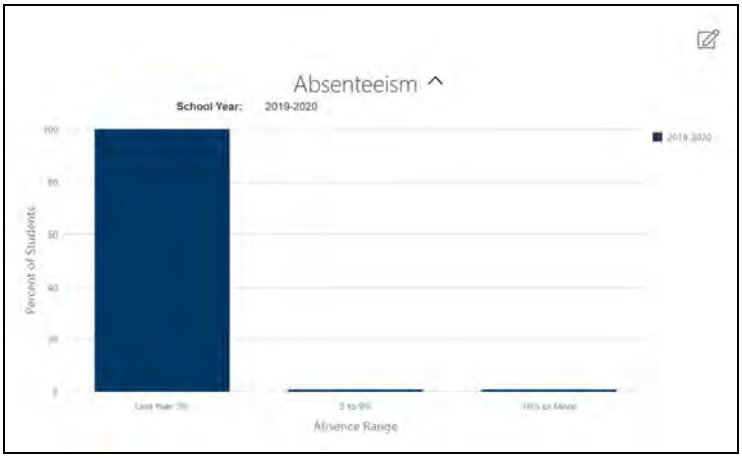
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Examples

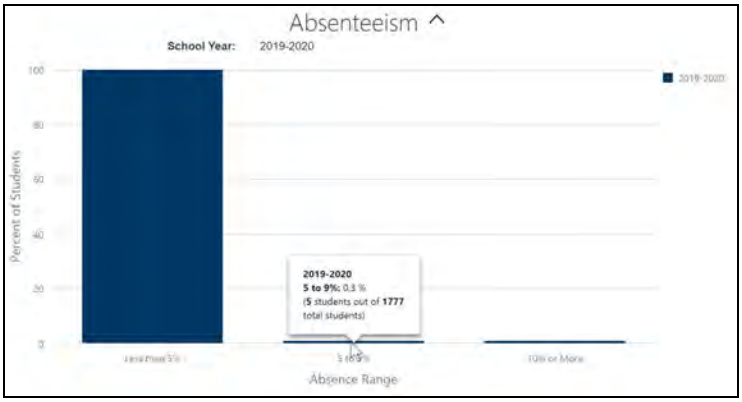
Example 1: Identify Students at Risk of Becoming Chronically Absent

Let's say we want to identify students in our district who are already classified as chronically absent and those that are currently at risk.

We can use the default filter settings because we'll be looking at the current school year and all buildings. If you need to change your current filters, however, you can do so by clicking on the Edit button in the Absenteeism chart.

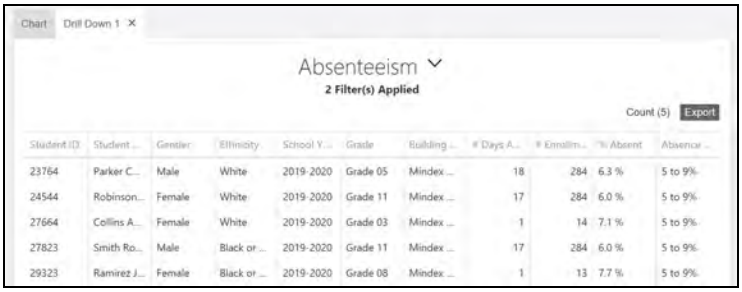


When viewing the chart, we can hover over the bars for the 5-9% and 10% or More groups to see the number of students in each group. In this example, we see that there are 5 students in the At Risk (5 to 9%) group and 3 students already designated as Chronically Absent (10% or More).



Drilling down on each of those points will give us a list that includes the students' names and enrollment information so that we can review their data

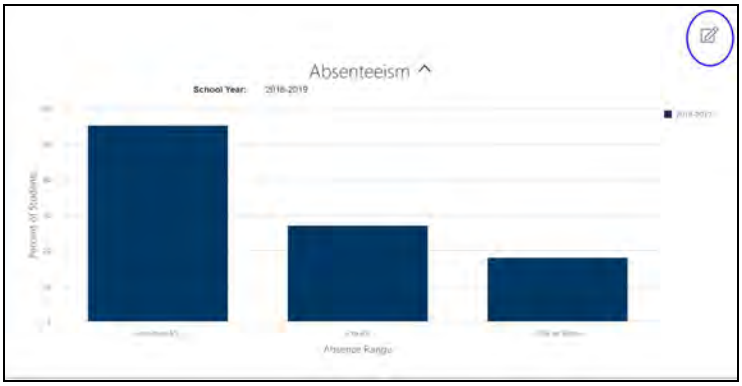
further and determine next steps to assist them. We can also see each student's percentage, which allows us to quickly identify which students are closest to a 9% rate, and are therefore closest to becoming chronically absent.



Example 2: Compare Data Across Multiple Years for a Single Building

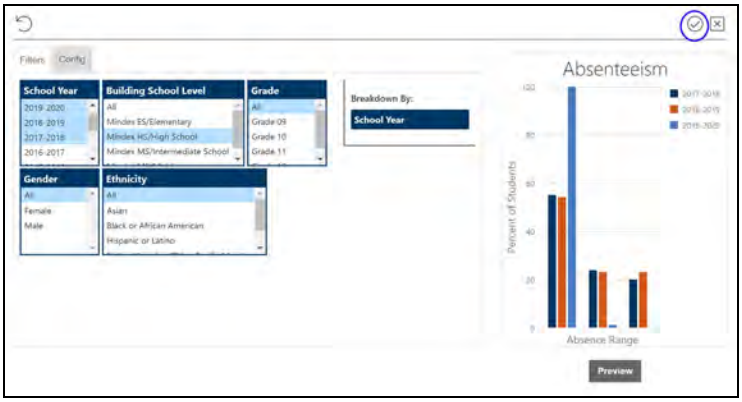
We can also use the Absenteeism chart to compare trends from year to year. For example, we might want to see how our high school did over the last 3 years to determine whether any of the modifications we've made are having an impact.

To begin, we'll click on the Edit button in the Absenteeism chart in order to customize our filters.

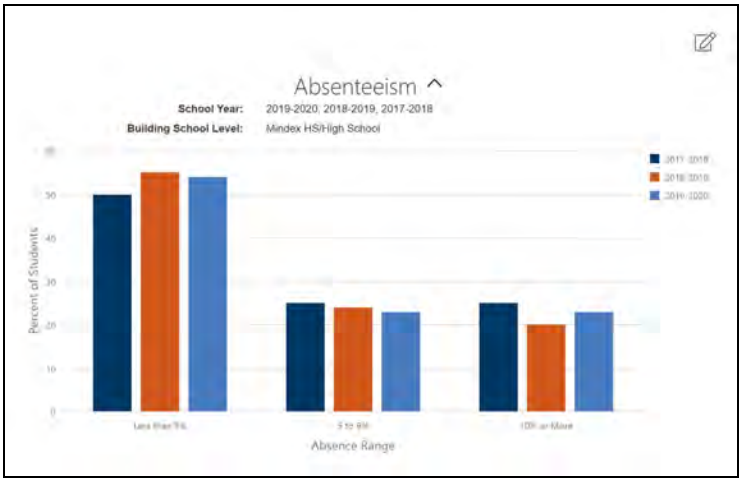


We'll set our filters to include 2019-2020, 2018-2019, and 2017-2018 school years, and select only the high school. After clicking Apply, we'll return to the updated version of our chart.

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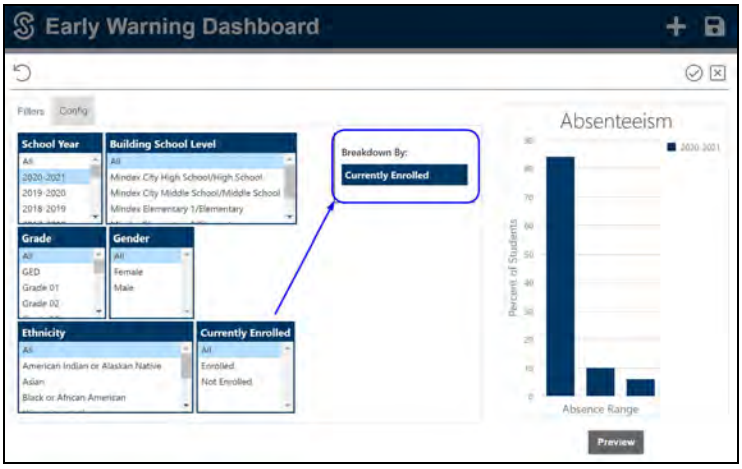
Our updated chart shows that we have a slight decrease from year to year in the At Risk (5-9%) group and an overall drop in the Chronically Absent (10% or More) group, but it also shows a slight increase in the Chronically Absent from last year to this year.



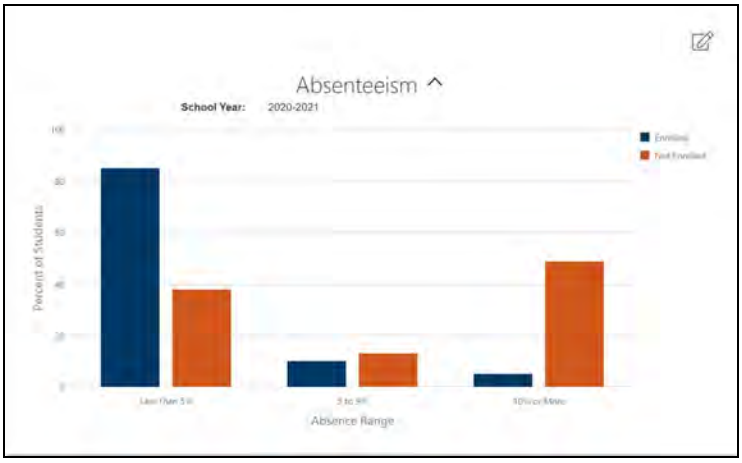
Example 3: Analyzing How Enrollments Impact Absenteeism Trends

Let's say we want to get an idea of how our district's absenteeism totals for the current year might be impacted by students who are no longer enrolled. To see this, we'll navigate to the Absenteeism chart on the Early Warning dashboard and click Edit to open the Filter panel. We'll leave our filters set to the default (current school year for all students) but we'll drag the Currently Enrolled filter to the Breakdown By area.

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After we apply the change, we'll see bars for "Enrolled" and "Not Enrolled" for each Absence Range. In this case, the Chronically Absent range (10% or more) is primarily made up of students who are not enrolled.



Now that we've seen how our unenrolled students are impacting our trends, let's say we want to review absenteeism trends from the last several years, but we want to limit our results to only students who are currently enrolled. To do this, we'll click Edit on the Absenteeism chart to access the filter configuration window again. We'll change our breakdown back to School Year, and select the appropriate values for the School Year filter (in this example, we'll select the past three years, starting with 2020-2021). For the Currently Enrolled filter, we'll select only "Enrolled" in order to see only current students.

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After we apply the changes, the chart will show only students who are currently enrolled (in this case, our import jobs ran last night so the results show all students who were actively enrolled yesterday). Note that students who were enrolled during the selected years but have graduated will not be included in this data, because those students are no longer enrolled.

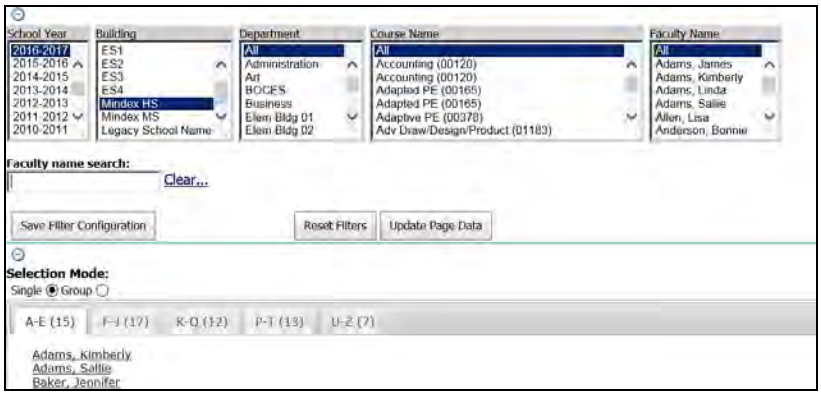
Faculty View Dashboard

The Faculty View dashboard allows users to review multiple types of data for an individual faculty member on one screen. Because of the way data is presented here, this dashboard functions slightly differently from the other dashboards. This dashboard can be accessed through Home > Dashboards or on a faculty record by clicking on the Dashboards icon.

To begin using the Faculty View dashboard, users must first locate the teacher whose data they wish to view. This may be accomplished by using the filters at the top of the screen to narrow the list of faculty. In addition, users may search for a specific teacher by name. To search, type the first and/or last name (or part of the name) in the Faculty Name Search box and click **Update Page Data** or press the Enter key. All filters will respect users' building security rights.

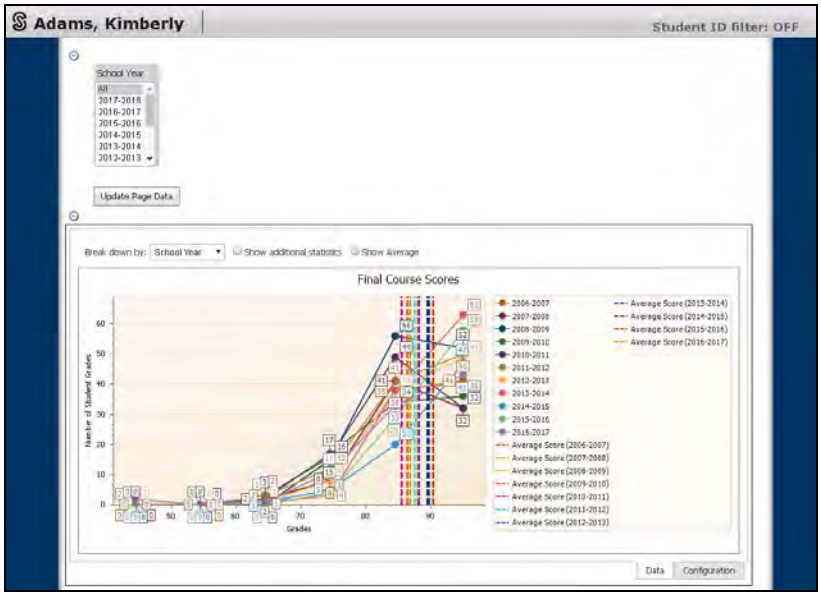
After clicking the **Update Page Data** button (or pressing the Enter key), a list of teachers meeting the selected criteria will appear below. Results are sorted alphabetically and grouped by faculty last name.

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Note: The search field works in conjunction with filter selections. Therefore, if a user selects only “High School” from the School Name filter and types “Smith” in the faculty name search field, the results will include only teachers in the High School whose name contains “smith”.

Click on the appropriate teacher name; the Faculty View will then open in a new window.

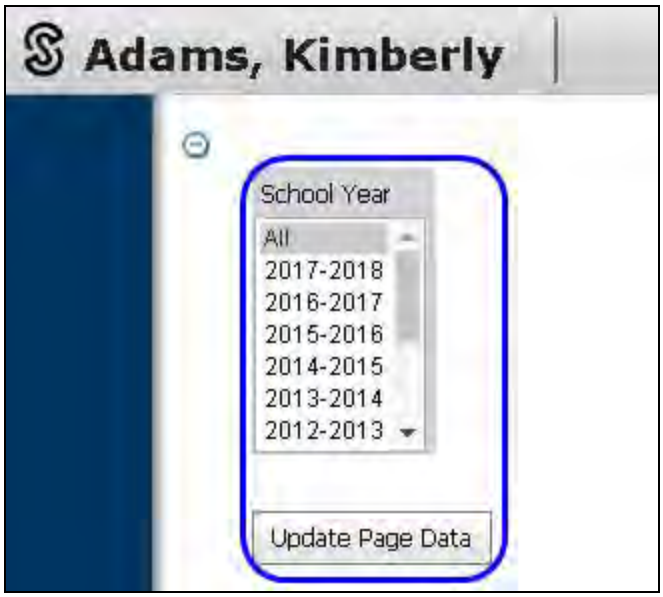


The Faculty View dashboard provides the following charts:

- Final Course Scores
- Assessments
- SLO Target Met
- SLO Average Growth

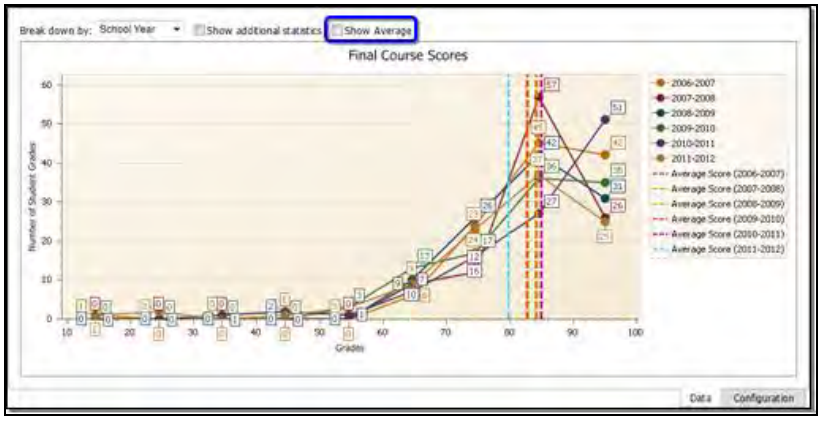
If no data is available for a given chart, the chart will not be displayed on the dashboard.

To select a sub-set of school years for which to show data, click the Select Year(s) button at the top of the screen.



Select the desired years, then click **Update Page Data**.

Some charts include a “Show Average” checkbox option. When this option is checked, the chart will display the data as an average of all course scores for each year, rather than showing each year’s data as separate lines.



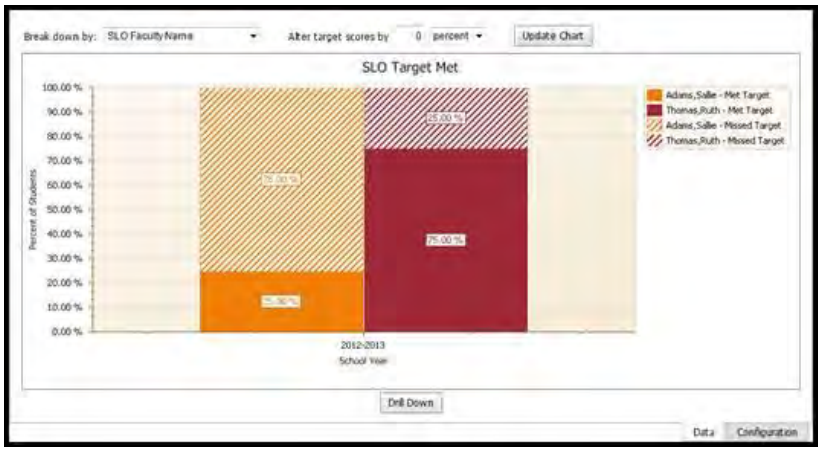
SLO Dashboard

The SLO (Student Learning Objectives) dashboard provides users with the ability to review existing SLO data trends for percentages of students meeting SLO target scores and average student growth. It also allows users to manipulate charts to see other possible scenarios. For example, an administrator can adjust the target scores by a specific percentage or number of points to see how the same data might look if a different target score had been used.

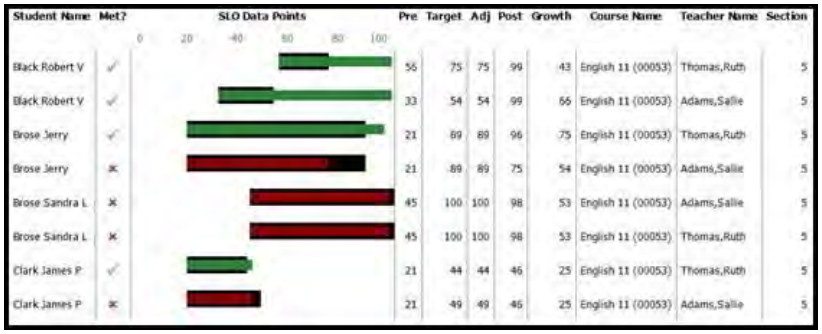
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Note: The SLO dashboard shows only course sections that have active SLOs and will only return data for students who have a Pre-Score *and* a Post-Score.

The SLO Target Met chart displays the percentage of students who met the SLO Target and can be broken down by a number of options. To adjust the target and see how the data might look if the target were different, enter a number (positive or negative) and select either percent or points to indicate how the target should be adjusted.



When drilling down from the SLO Target Met chart, users will be presented with a new chart that indicates how each student performed. If the target has been adjusted, the drill-down chart will reflect the adjusted target as well. The SLO Data Points column shows a visual representation of each student's pre score, target score, and post score. Student growth is shown as either green, to indicate the student met the target score, or red, to indicate the student did not meet the target. Users can drill down a second time to obtain the student results list, which includes columns for adjusted target information as well as the actual data.



The Average Student Growth chart shows the average difference between post score and pre score for each student for each breakdown group. Use the minimum/maximum fields to adjust the Y-axis (growth points) if needed.

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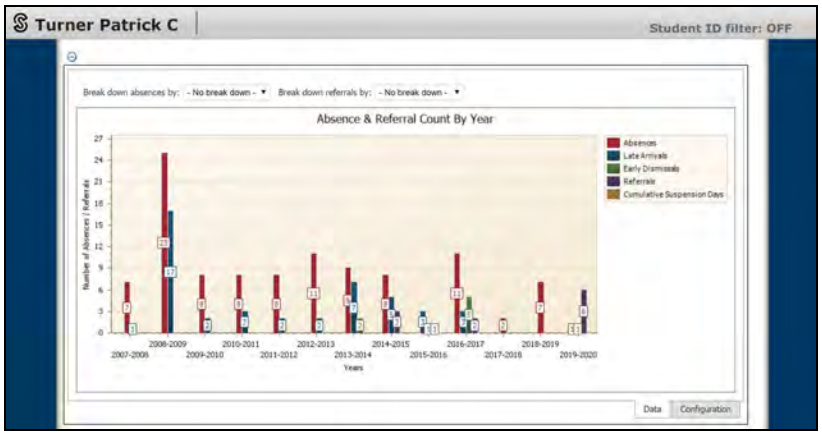


Student View Dashboard

The Student View dashboard allows users to review multiple types of data for an individual student on one screen.

Users can also view data for a group of students by accessing the Student View dashboard either from **Home > Dashboards > Student View > Group Mode** or from the Roster Average Dashboard on a teacher's Roster tab.

Users can print the dashboard data by right clicking on the page and printing from the browser.



Accessing the Student View Dashboard

The Student View dashboard is available from a number of areas:

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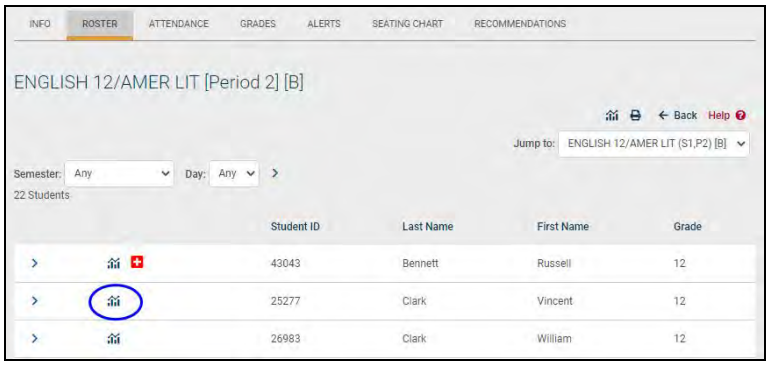
- **Student Record > Alerts** area (single student only)

  Some functionality is controlled by user permissions and may not be available when accessing the Student View dashboard from a student record.



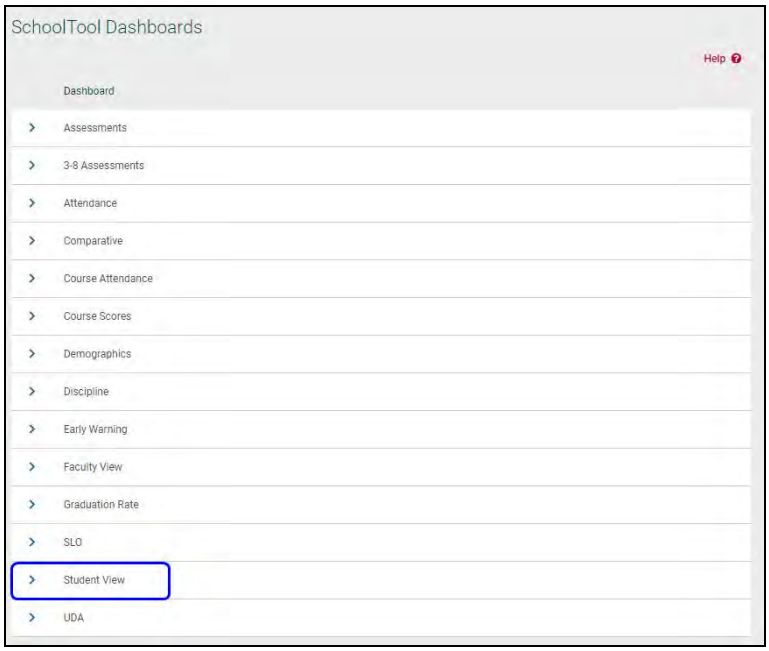
- Teachers' **Classes Tab > Roster > Alerts** area (single student only)

  Some functionality is controlled by user permissions and may not be available when accessing the Student View dashboard from a teacher's roster.

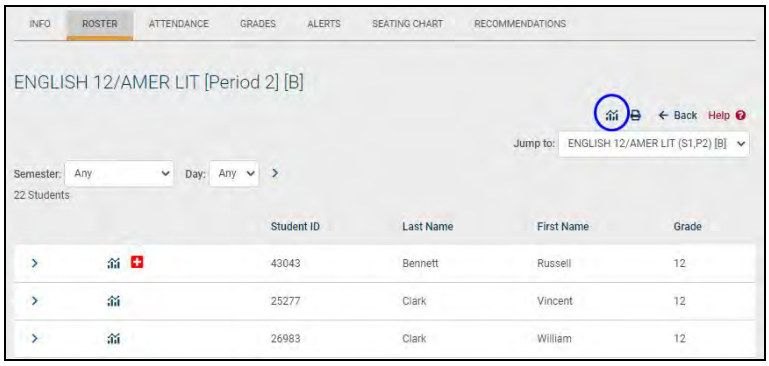


- **Home > Dashboards > Student View** (single student and group mode available).

  When navigating to the Student View dashboard from the **Home > Dashboards** sub-module, you'll need to locate the student(s) whose data you wish to view before you can open the dashboard. Refer to the section on Selecting Students to View for additional information.



- Teachers' **Classes Tab > Roster Tab** (Roster Average dashboard; group mode only)



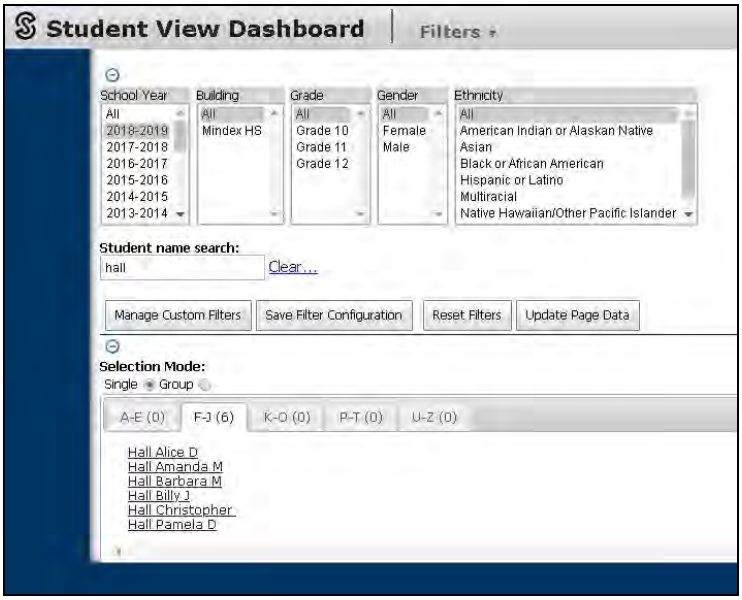
Selecting Students to View

Viewing the Student View Dashboard for a Single Student

Accessing a Single Student from Home > Dashboards > Student View

Use the filters at the top of the screen to narrow the list of students. Be sure that the Selection Mode option is set to Single (this is the default). In addition, users may search for a specific student by name. To search, type the first and/or last name (or part of the name) in the Student Name Search box and click **Update Page Data** or press the Enter key. All filters will respect users' building security rights.

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Note: The search field works in conjunction with filter selections. Therefore, if a user selects only “High School” from the Building filter and types “Smith” in the student name search field, the results will include only students in the High School whose name contains “smith”.

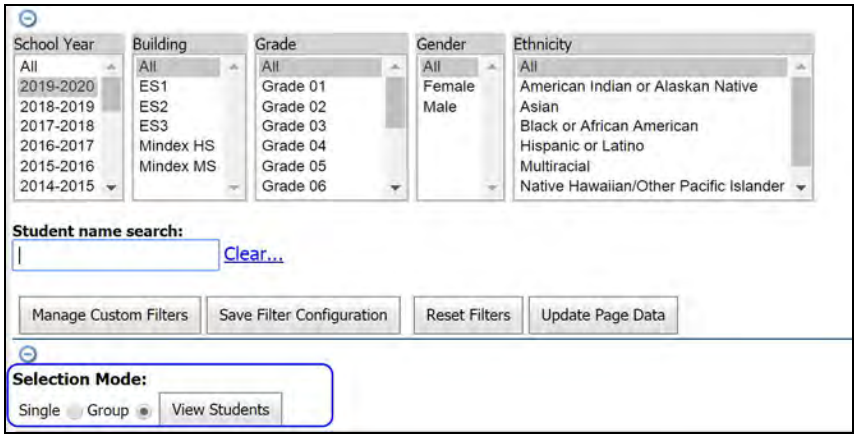
After clicking the **Update Page Data** button (or pressing the Enter key), a list of students meeting the selected criteria will appear. Results are sorted alphabetically and grouped by student last name. Click on the appropriate student; the Student View will then open in a new window. The Student View dashboard presents all available data for that student.

Viewing the Student View Dashboard in Group Mode

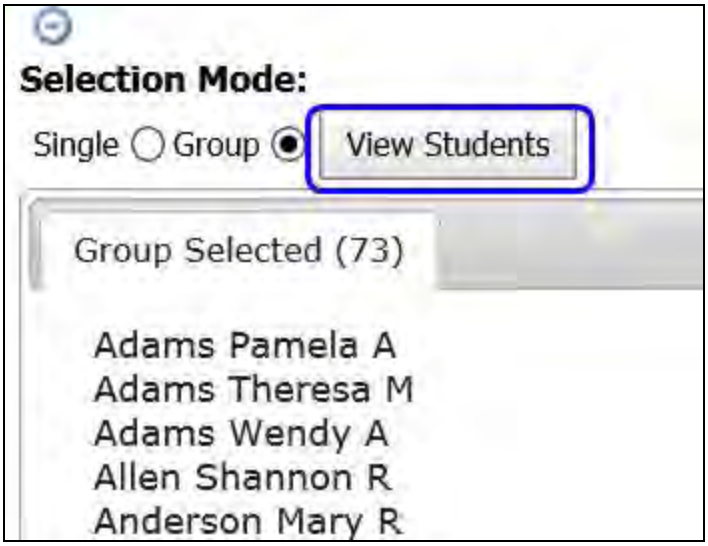
Accessing Group Mode from Home > Dashboards > Student View

To view data for a group of students, use the filters at the top of the screen to locate students as you would for a single student. After clicking the **Update Page Data** button (or pressing the Enter key), a list of students meeting the selected criteria will appear below. To use group mode, select the “Group” option under **Selection Mode**.

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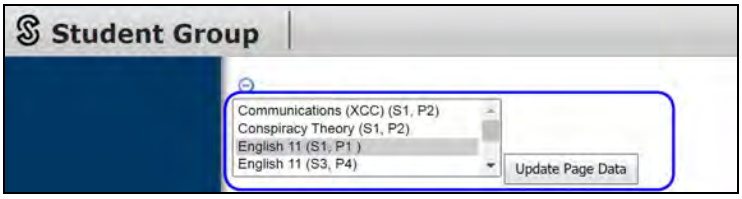
The results tab will refresh to show a list of all students included in that group. Click the **View Students** button to proceed to the Student View dashboard for that group of students.



Accessing Group Mode from the Roster Tab (Roster Average)

When accessing the Roster Average view, the dashboard will automatically open in group mode and a list of the class sections you are currently assigned to will be displayed at the top. Use this list to select one or more sections and click Update to refresh the data.

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Charts on the Student View Dashboard

The Student View dashboard provides access to a number of charts (keep in mind that the dashboard presents information differently depending on whether you are viewing a single student or a group of students).

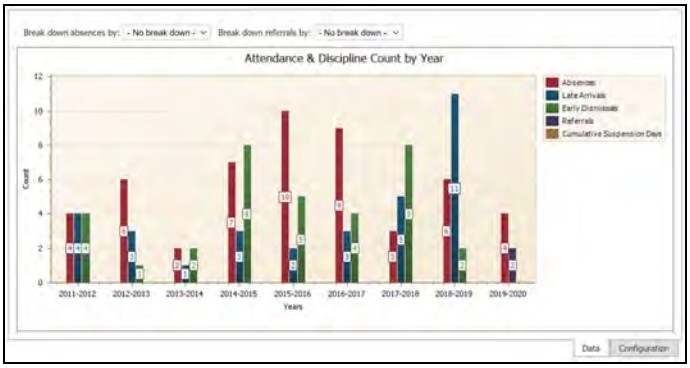
Note: If no data is available for a given chart, the chart will not be displayed on the dashboard.

Available charts include the following:

- **Attendance and Discipline**: This chart includes daily absences, late arrivals, and early dismissals, as well as referral and cumulative suspension data.

  Attendance and Discipline: Single Student Mode

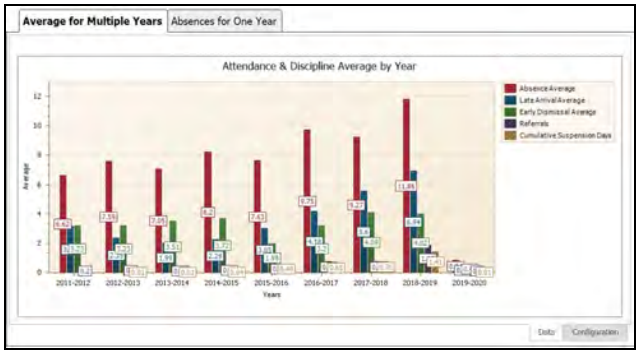
  When viewing the Student View dashboard for a single student, you'll see the Attendance and Discipline Count By Year chart. Depending on your permissions, you may have the ability to break down data for absences and/or referrals.



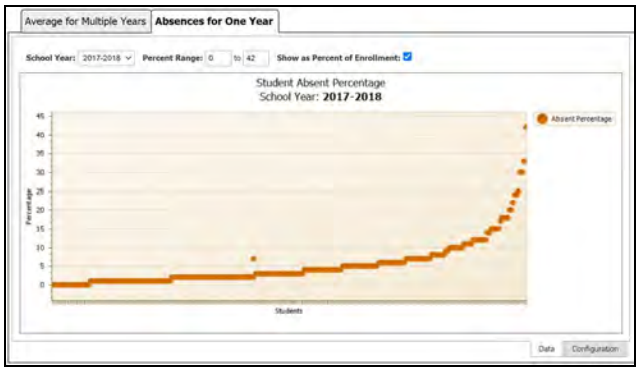
  Attendance and Discipline: Group Mode

When viewing this dashboard in Group Mode (either from **Home > Dashboards > Student View > Group Mode** or from the Roster Average Dashboard on a teacher's Roster tab), this chart will present information in two separate tabs.

- **Average for Multiple Years:** This tab is selected by default and displays the average count per student per year for daily absences, late arrivals, early dismissals, referrals, and cumulative suspension days.



- **Absences for One Year:** This tab shows absences for a single year at a time, broken down by student and displayed as either a percentage of enrollment days or as a count for each student for the selected school year.

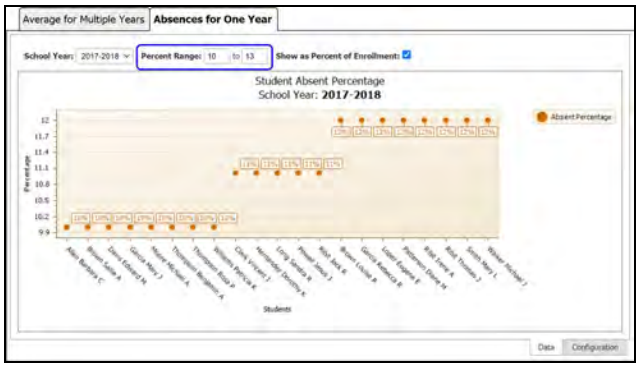


By default, the chart shows this data based on the percent of each student's total enrollment days for the selected school year. To view the data using actual counts instead, simply uncheck the "Show as Percent of Enrollment" option at the top of the chart.

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If the group you're viewing includes a large number of students, individual student names will not be displayed. You can filter the display by using the Range fields to view only students who fall within the specified percent or count range. To change the Range, enter the desired values and press Enter to update the chart.



If you're using this chart to identify Chronic Absenteeism trends, you might wish to use the following ranges:

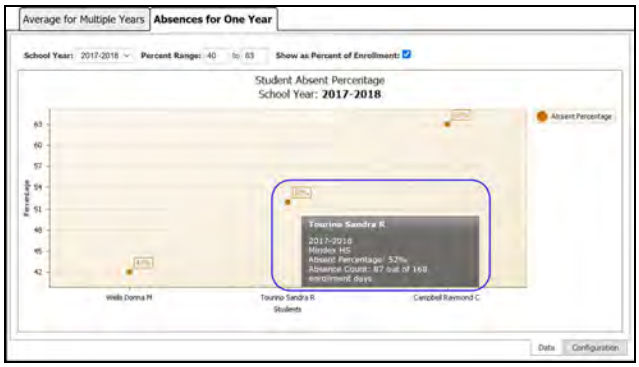
- Not at Risk (0%-4% of enrolled days)
- At Risk (5%-9% of enrolled days)
- Chronic (10% or more of enrolled days)

Note: Enrollment days are calculated based on the start and end date of a student's enrollment, excluding weekends and any calendar days marked as "Students Off" for the student's official enrollment location.

Hover over any point to see details for that student. The hover information shows the student's name and building along with the

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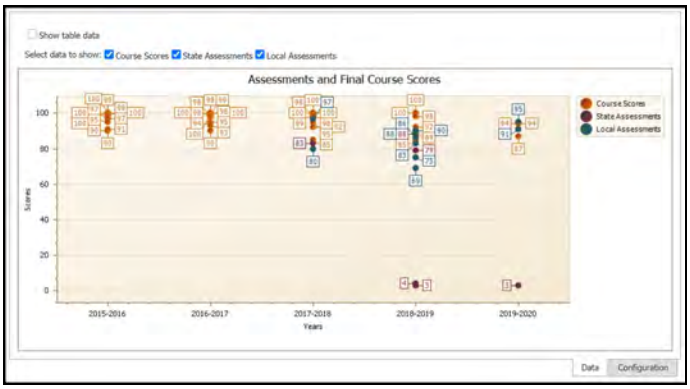
absent percentage (number of days absent out of total possible enrollment days) for that student.



- **Assessments and Final Course Scores:** This chart displays information about students' final course scores as well as state and local assessments across multiple years.

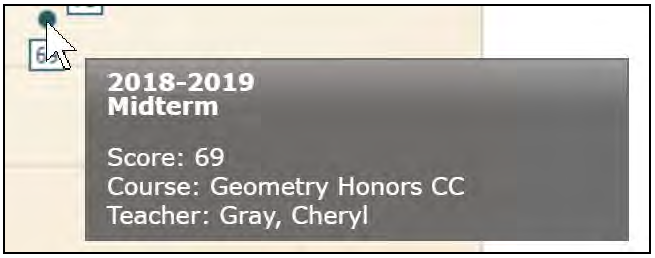
  Assessments and Final Course Scores: Single Student Mode

  When accessing the Student View dashboard for a single student, the Assessments and Final Course Scores chart will display all assessment and course grades for each year. Use the checkboxes to show or hide specific types of data (course scores, state assessments, and/or local assessments).



  Hover over a data point to view details.

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To view this information in a grid, check the "Show table data" option. The data will be presented in a table with columns for each year and rows for each course and/or assessment. The table will include final grade notes for courses and assessment attributes if these exist.



Assessments and Final Course Scores: Group Mode

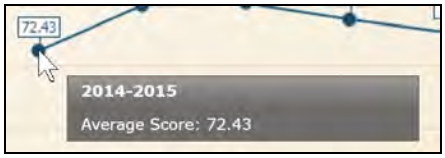
When viewing in Group Mode, the chart is presented with three tabs:

- **Average for Multiple Years**: This tab is displayed by default. It shows an average of all available course and assessment scores for each year for the entire group of students selected.



Hover over a data point to see additional information.

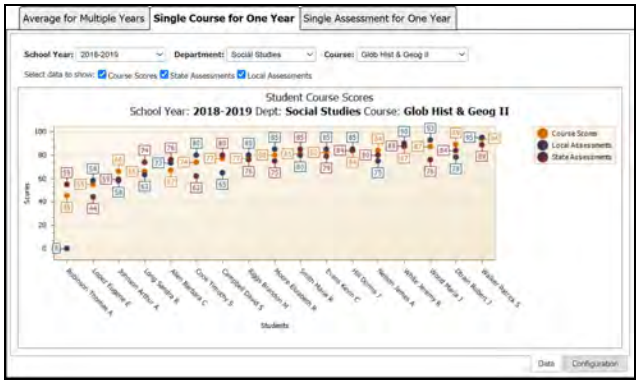
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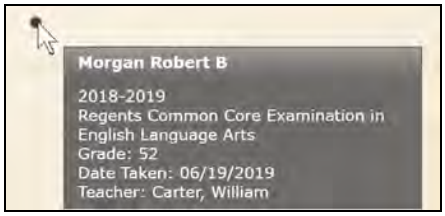
- **Single Course for One Year**: This tab shows data for students in a selected course, and includes those students' course scores, state assessments, and/or local assessments for the selected year.

  To view data, choose a school year, department, and course (the chart will update automatically). Use the checkboxes to show or hide course scores, state assessments, or local assessments as desired.

  Note: If the group you're viewing includes a large number of students, individual student names will not be displayed.



  Hover over any data point to see additional information.



- **Single Assessment for One Year**: This tab shows data for students who took a specific state assessment in the selected year.

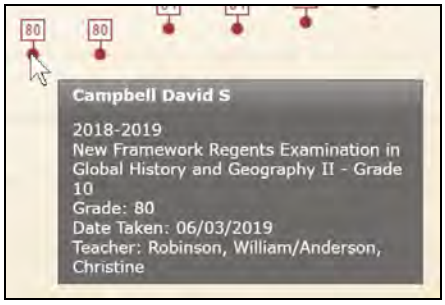
  To view data, use the dropdowns to choose a school year and an assessment (the chart will update automatically).

  Note: If the group you're viewing includes a large number of students, individual student names will not be displayed.

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Hover over a data point to see more information.



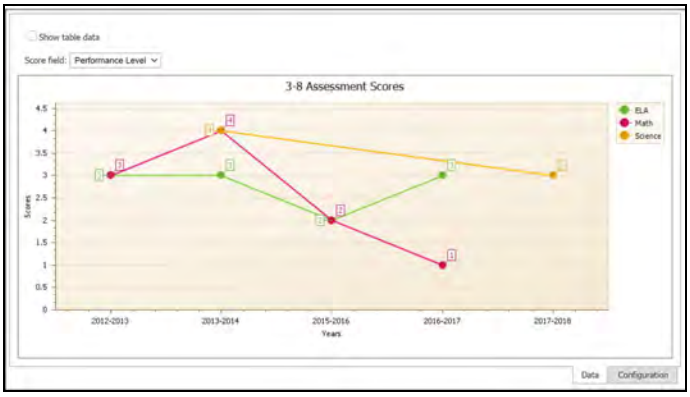
- **3-8 Assessment Scores:** This chart shows a history of 3-8 Assessments for the selected student(s). Each assessment type (ELA, Math, and Science) is presented as a separate series within the same chart.

  3-8 Assessment Scores: Single Student Mode

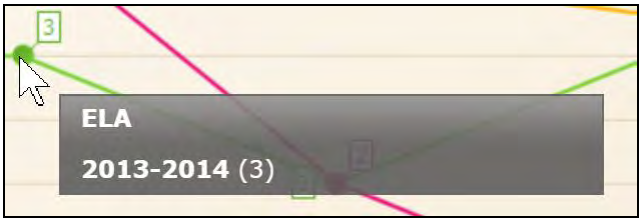
  When viewing the dashboard for a single student, this chart shows the student's 3-8 Assessment scores for each year.

  Use the dropdown to change the Score field (options include Performance Level, Scale Score, or Raw Score).

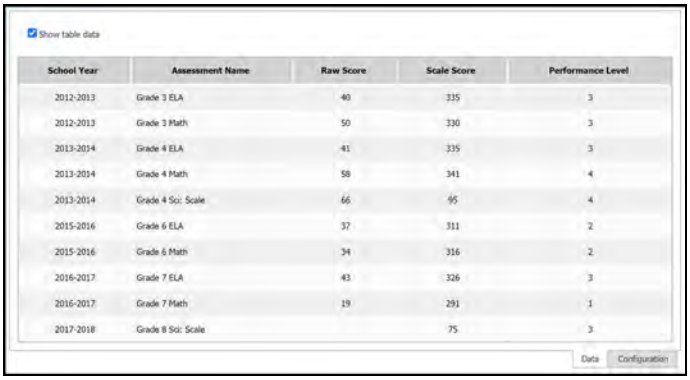
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Hover over a data point to see additional information.



To view this information in a grid, check the "Show table data" option.



3-8 Assessment Scores: Group Mode

When viewing the dashboard in Group Mode, the 3-8 Assessment Scores chart presents data in two tabs:

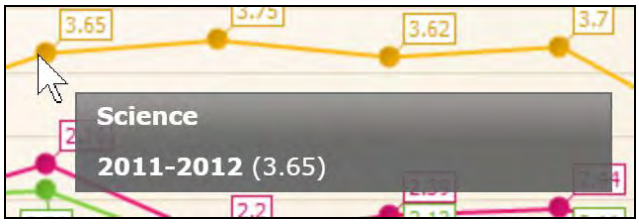
- **Average for Multiple Years**: This tab shows the average score received by the selected group of students for each year.

  Use the dropdown to view data using a different Score field (options include Performance Level, Scale Score, or Raw Score).

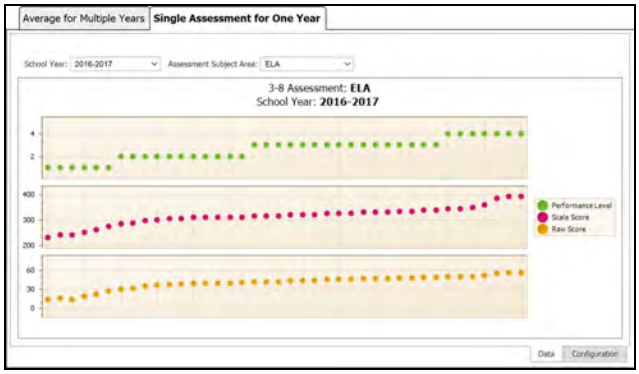
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Hover over a data point to see more information:

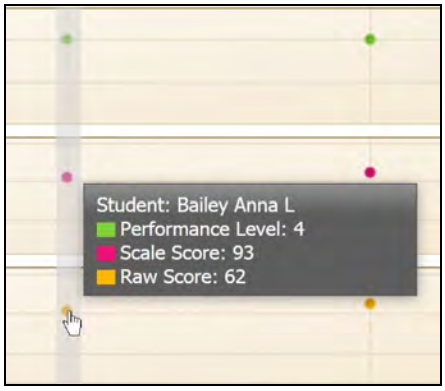


- **Single Assessment for One Year**: This tab shows the score received by each student for a single assessment subject area in the selected school year. To view data, select a school year and choose a subject area (ELA, Math, or Science).



Hover over a data point to see additional details.

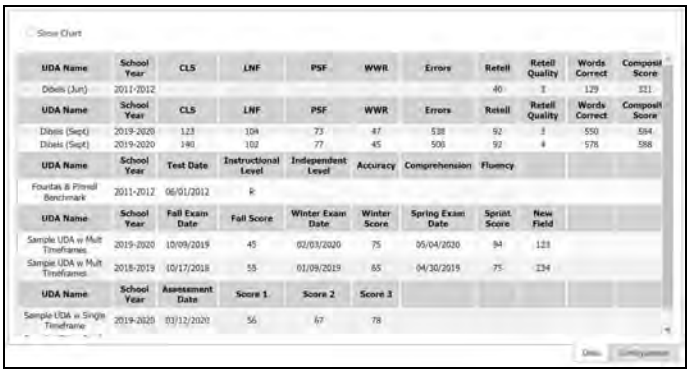
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- **User Defined Assessments (UDA)**: This chart presents information about User Defined Assessment (UDA) scores.

  User Defined Assessments: Single Student

  When viewing the dashboard for a single student, this chart opens in table mode by default. The table shows all UDA records and displays the details for each field included in that assessment, allowing users to compare UDA scores across multiple assessments across all years. The table is sorted alphabetically by UDA name and then by school year (with most recent school years listed first).


Show Chart

UDA Name	School Year	CLS	LNF	PSF	WWR	Errors	Retell	Retell Quality	Words Correct	Composit Score
Dibels (Jun)	2011-2012						40	1	129	321

UDA Name	School Year	CLS	LNF	PSF	WWR	Errors	Retell	Retell Quality	Words Correct	Composit Score
Dibels (Sept)	2019-2020	123	104	73	47	538	92	3	550	584
Dibels (Sept)	2019-2020	140	102	77	45	500	92	4	576	588

UDA Name	School Year	Test Date	Instructional Level	Independent Level	Accuracy	Comprehension	Fluency			
Fountas & Pinnell Benchmark	2011-2012	06/01/2012	R							

UDA Name	School Year	Fall Exam Date	Fall Score	Winter Exam Date	Winter Score	Spring Exam Date	Sprint Score	New Field		
Sample UDA w Mult Timeframes	2019-2020	10/09/2019	45	02/03/2020	75	05/04/2020	94	123		
Sample UDA w Mult Timeframes	2018-2019	10/17/2018	55	01/09/2019	65	04/30/2019	75	234		

UDA Name	School Year	Assessment Date	Score 1	Score 2	Score 3					
Sample UDA w Single Timeframe	2019-2020	03/12/2020	56	67	78					

  Check the "Show chart" option to view the chart for one User Defined Assessment at a time. To view data, select an assessment and choose a Score and Timeframe field. The Score dropdown presents a list of all fields associated with grading scales for that UDA, while the Timeframe dropdown lists all fields associated with a date. This allows you to compare multiple data points on the chart, regardless of whether a single

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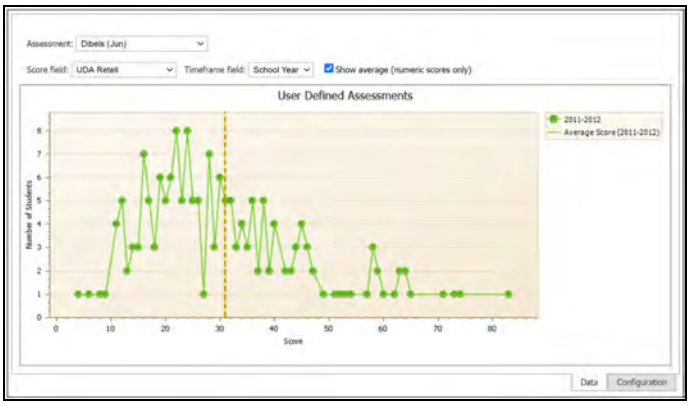
UDA record is used for each date or if each UDA record includes multiple scores/dates.



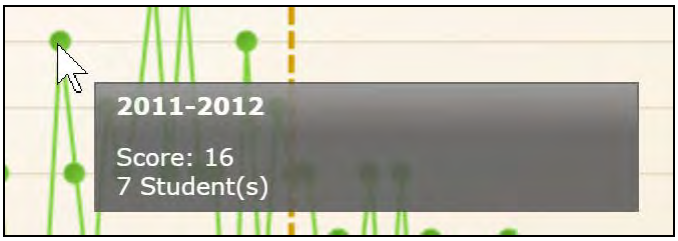
User Defined Assessments: Group Mode

When viewing the dashboard in Group Mode, this chart displays the number of students who received each score for the selected assessment.

To view data, begin by selecting a User Defined Assessment. Then, choose the Score field and Timeframe field you wish to view.



Hover over a data point to see more details about that point.



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By default, the average score for all selected students will be displayed as a vertical line (note that this is only available when viewing numeric scores). Use the "Show average" checkbox to show or hide this line as needed.



Hover over the line to view the average value.

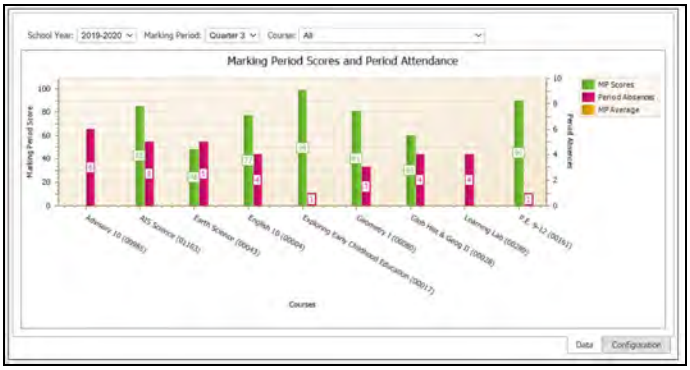


- **Marking Period Scores and Period Attendance**: This chart allows users to compare trends for marking period grades against period absences for a single student.

  Marking Period Scores and Period Attendance: Single Student Mode

  This chart shows submitted marking period grades (MP Score), in progress averages (MP Average), and period attendance per marking period for each course on a student's schedule.

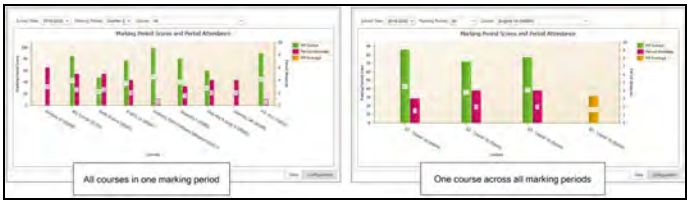
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The following information is available on this chart:

- **MP Score**: This represents the official marking period grade submitted for a course. This information is only visible after marking period publish dates have passed.
- **MP Average**: This displays the in-progress average from the grade book (based on assignment grades) for marking periods that have not yet been published.
- **Period Attendance**: This data is based on period absences for each course (absences submitted through course attendance screens). The absence data will respect any reporting delays that have been enabled.

Use the School Year, Marking Period, and Course dropdowns to control the data displayed on the chart. The Marking Period and Course dropdowns include an option for "ALL" to provide an easy way to compare data. For example, you might wish to view all courses for a single marking period or you might want to see only one course across all marking periods.



The chart displays data per marking period for each course, with each group of data labeled at the bottom of the chart. If you are viewing a large amount of data, the chart will display a horizontal scroll bar.

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Hover over any data point to view more detail.



Depending on district settings, this chart may also display a detailed assignment view for current marking periods. To view this information, click on any MP Average bar within the chart. A popup will appear, showing the details for each assignment that is currently being used to calculate this average.



This chart is not available in Group Mode.

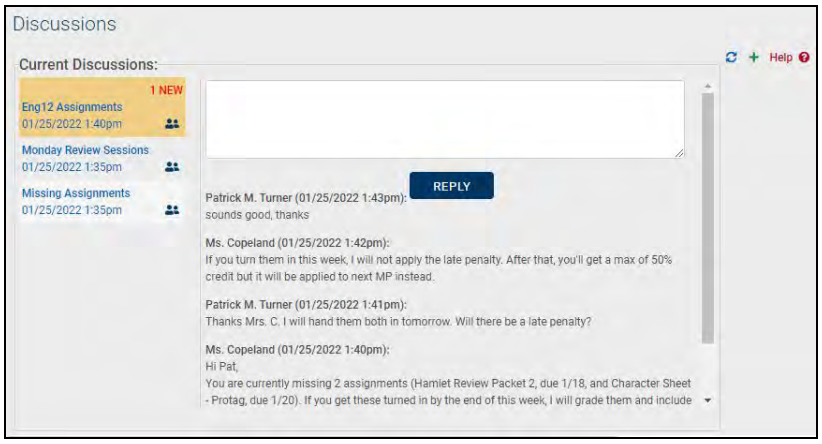
Home > Discussions

The **Home > Discussions** sub-module allows users to send and receive messages directly within SchoolTool.

Note:Currently, all users with the Enter permissions for the Discussions sub-module will be able to view received messages, but only teachers with the appropriate permissions have the ability to initiate discussions.

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This screen will display a list of all messages you have sent or received. To view a message, simply click on the discussion's title on the left side of the screen.

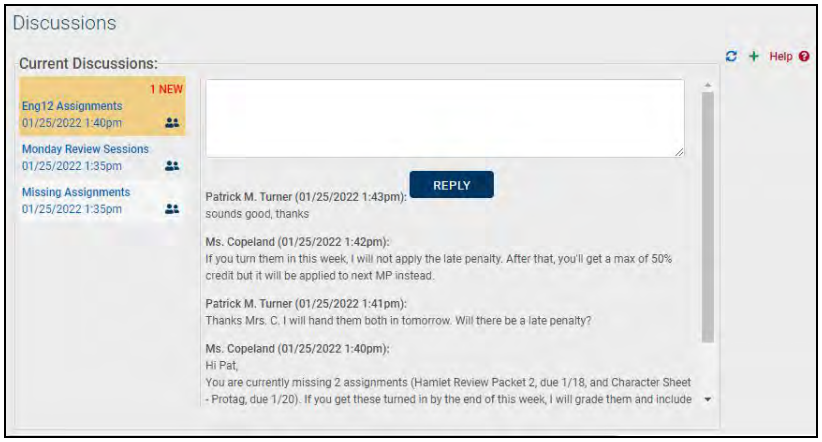


When a discussion has new messages, an indicator will be displayed in the left-hand pane.



Sending Messages

Teachers can send a message by navigating to the **Home > Discussions** area and clicking the Create New Discussion ✚button in the upper right corner of the screen.



The New Message screen will appear with options to locate the recipients you wish to sent a message to. Depending on district settings, you may be able to initiate a

discussion with any students in buildings/school levels you have access to, or only to students in your current classes. You may also have the ability to send to students' primary contacts and/or other faculty.

Use the radio buttons to choose whether to locate recipients (to send to primary contacts, select Student). Depending on which option you have selected, additional drop-downs will appear, allowing you to locate the desired recipients. Using the options, select the recipients and add them to the recipients list at the bottom of the screen. As you add recipients, a grid will display showing a list of all individuals who will receive this message.

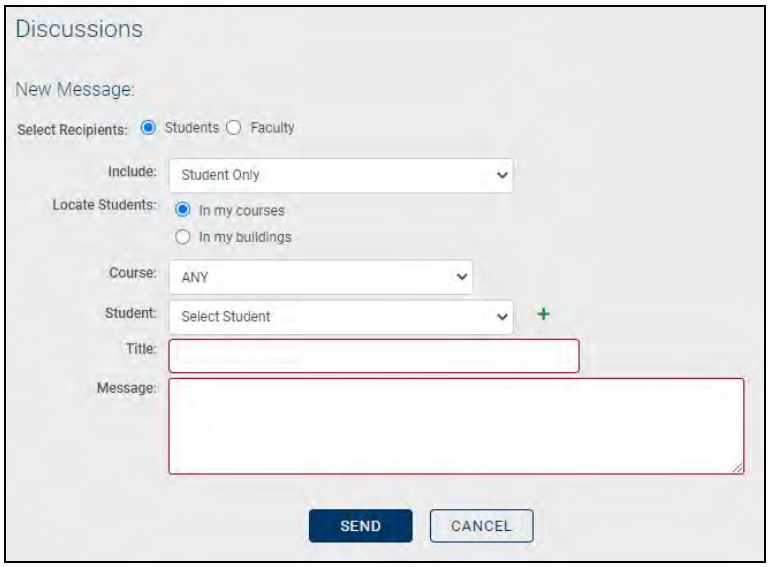


Sending to Students/Primary Contacts:

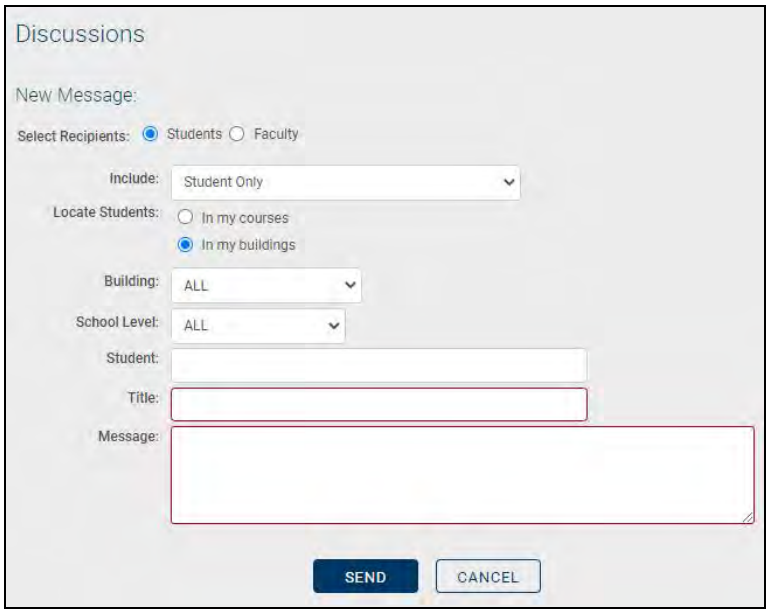
Note: To send to a student, be sure that the "Include" drop-down is set to "Student Only;" to send to primary contacts, set the "Include" drop-down to "Primary Contact Only." When sending to primary contacts, you will then locate the student(s) whose primary contact you wish to include. If you wish to send a message to a student *and* that student's primary contact, set it to "Both."

- To send to students in your classes, use the Course and Student drop-downs to locate the student and click Add ✚ to add them to the list of recipients below. The Course drop-down is used to filter the Student list based on a specific class roster. The Student drop-down contains a list of all active students in any of that teacher's classes (or in the selected class).

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- To send to students in a building you have access to, enter a student's name or ID in the Student field. You may also filter the results based on building and/or school level. Select the appropriate students from the results list by clicking on the student's name.

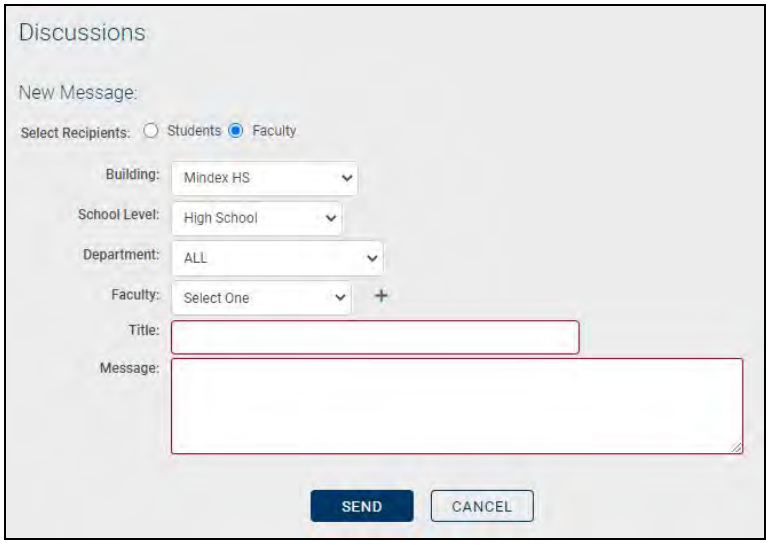


Sending to Faculty

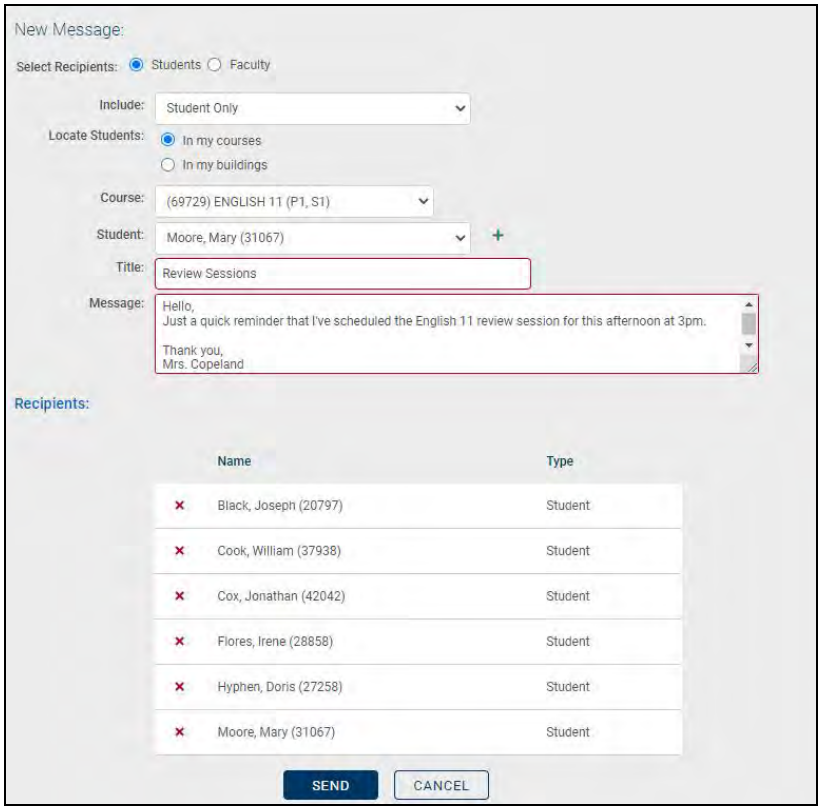
- To send to faculty members, use the drop-downs to filter the list of faculty. Select the desired faculty members from the list (note that only active faculty will be lis-

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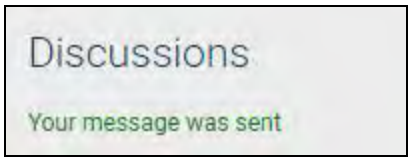
ted here) and click Add ✚ to add them to the list of recipients below.



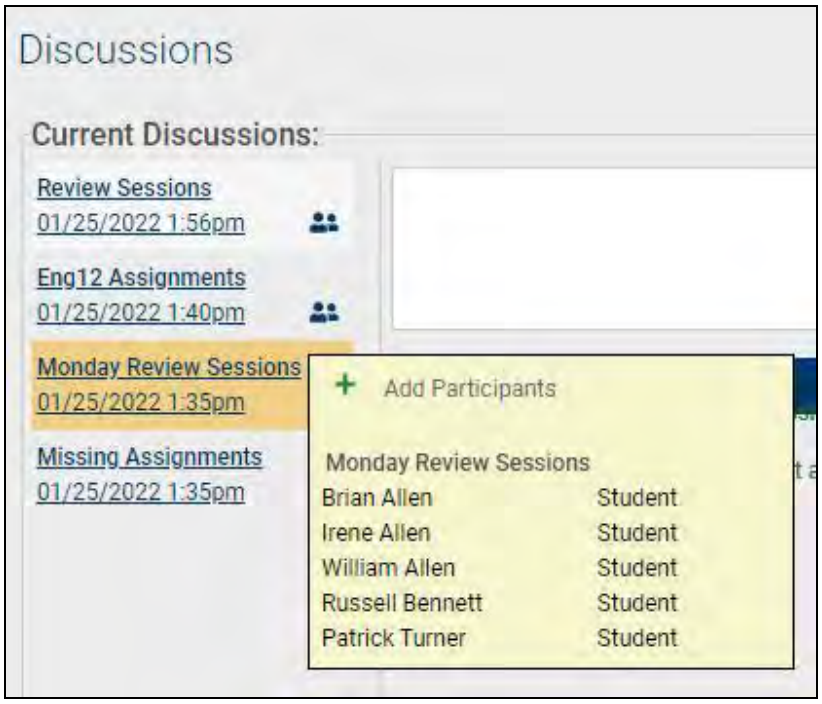
After selecting students and/or faculty and entering the desired message, review the list of recipients and click the Send button (or click Cancel to return to the main Discussions screen).



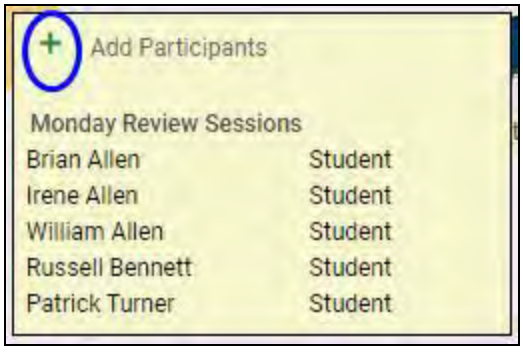
A confirmation message will appear, indicating that the message was successfully sent.



To view a list of participants in a discussion, hover your mouse over the Participants icon.

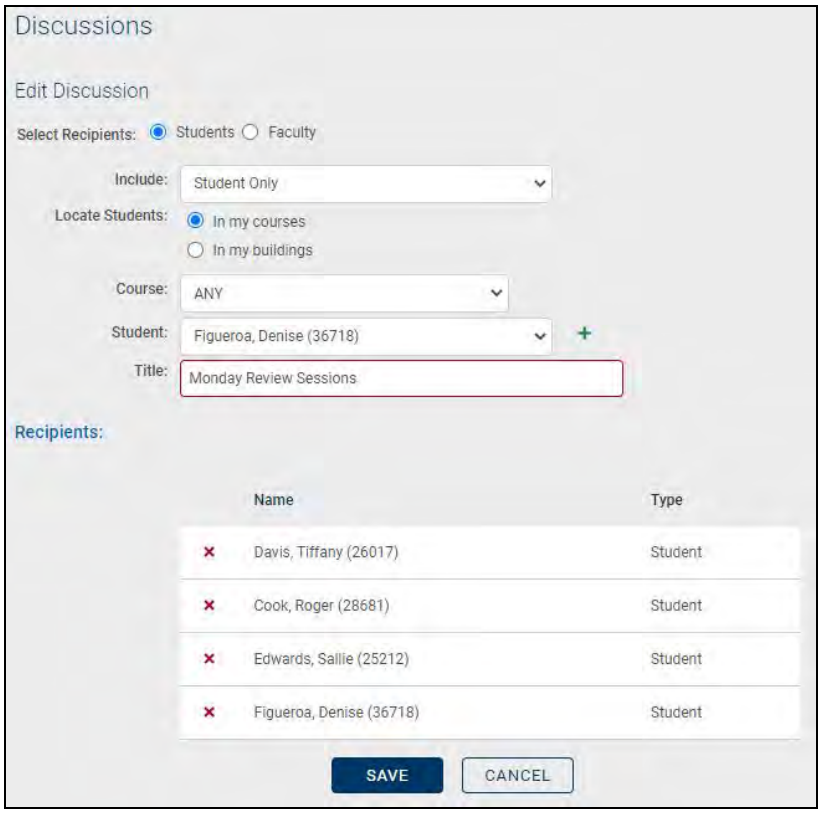


To add additional participants, click the Add button + within the Participants mouseover.



Use the Edit Discussion screen to add participants using the process described above for creating discussions.

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After recipients have been added, you will see a message to that effect in the main Discussion window.



Receiving Messages

After a message has been sent to a student, the student can navigate to the **Home > Discussions** sub-module to retrieve it. When accessing the Discussions screen, students will see a list of all received messages displayed, with the most recent message at the top. Each message will show the sender's name and the body of the message.

To reply, simply enter the desired message in the text entry box at the top of the discussion pane and click **Reply** to send it.

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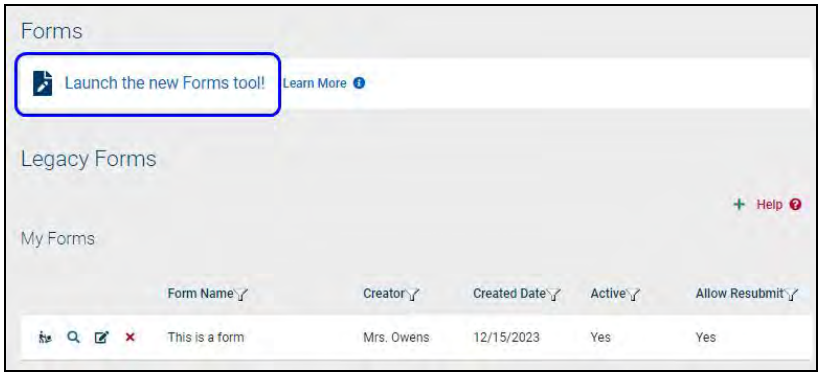
Home > Forms

The **Home > Forms** sub-module displays a list of any forms awaiting responses from you.

New Forms Tool

The "New Forms Tool" allows users to review and complete Forms via a new platform. The forms available in this new area refer to User Defined Screens that have been configured to show as Forms. The Legacy Forms section provides access to an older forms experience that is independent and not available in the new tool.

Users who have permission to access both tools will see a banner at the top of the **Home > Forms** sub-module. Simply click on the banner link to navigate to the new Forms tool.



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Users who have access to the new Forms tool but not the Legacy Forms area won't see a banner. Instead, when they navigate to the **Home > Forms** sub-module, they'll be redirected to the new Forms tool automatically.

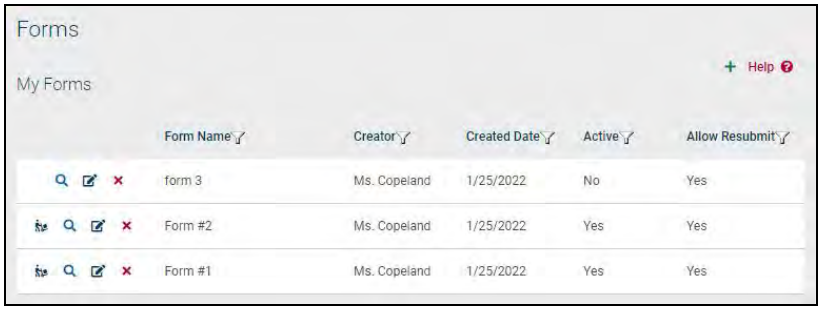
Legacy Forms

If your district uses the Legacy Forms tool, you'll see a list of any forms you have created, and/or a list of any forms awaiting responses from you.

My Forms

If you have permissions to create forms, the top section of this screen will display a list of any forms you have created. Mouse over a form's name to view its description, if one is available.

To add a new form, click the Add ✚ button (this is available based on permissions).



Options:

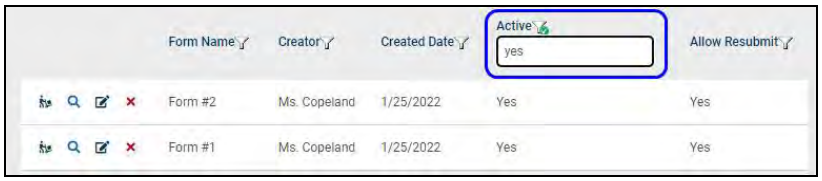
- Distribute Form - allows you to deliver the form to users for responses.
- View Responses - allows you to view results
- Edit Form - allows you to edit the form
- Delete Form ✖ - allows you to delete the form (this option is only available if the form has not been distributed)

You may sort the grid by clicking on the heading for any column. To filter either grid based on the values in one or more column, simply click on the Filter icon for the desired column(s). Filters are specific to each grid (for example, filtering to view only Active forms). Filters will be remembered for each user and will be re-applied the next time you access this screen.



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Enter the desired text in the field that appears (the rows will automatically filter as you type). Close the filter field by pressing Enter or by clicking outside the filter field.



The Filter button will change to the Active Filter icon to indicate when a filter is active. To remove a filter, simply click on the Active Filter icon and delete the text in that field. Press Enter or click outside the filter field to update the results.



Distribute a Form:

Teachers can distribute forms to other SchoolTool users by clicking the Distribute Form button.

The Select Recipients screen will appear with options to locate the recipients you wish to deliver this form to. Depending on district settings, you may be able to deliver forms to any students in buildings/school levels you have access to, or only to students in your current classes. You may also have the ability to deliver it to students' primary contacts and/or other faculty.

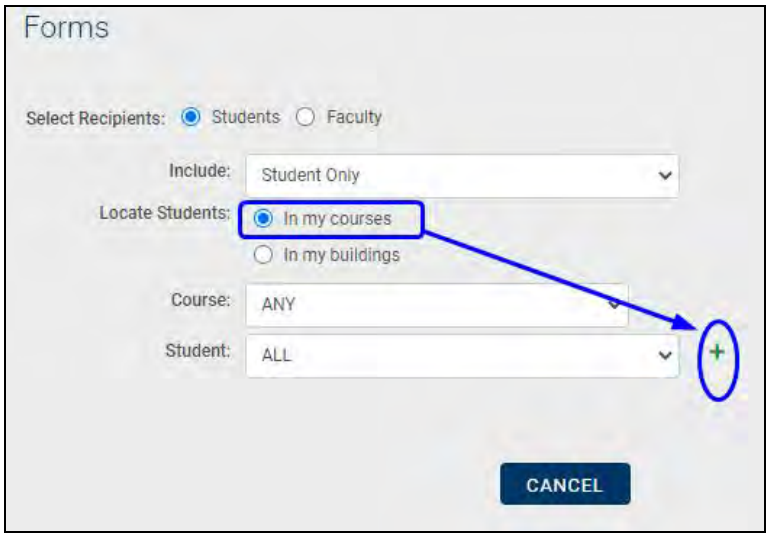
Use the radio buttons to choose whether to locate recipients (to deliver to primary contacts, select Student). Depending on which option you have selected, additional drop-downs will appear, allowing you to locate the desired recipient.

Distributing to Students/Primary Contacts:

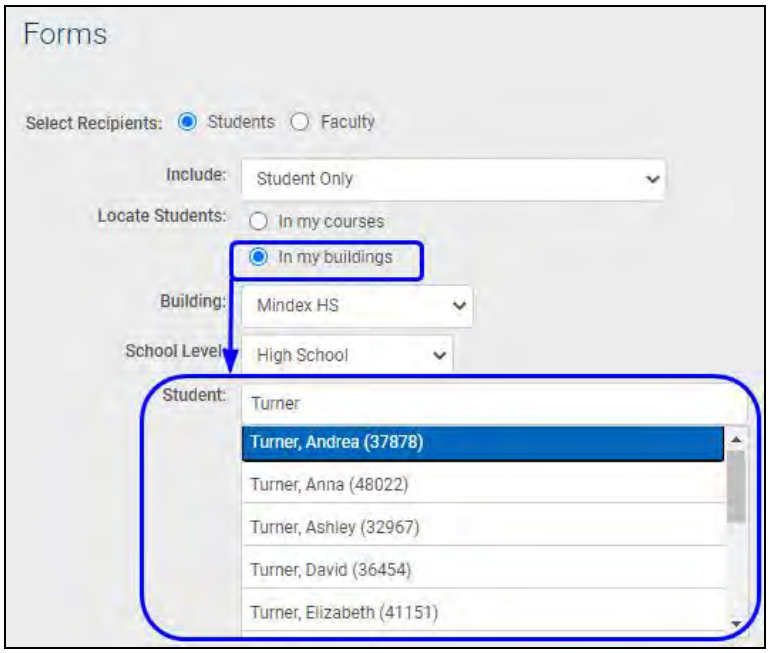
Note: To distribute forms to a student, be sure that the "Include" drop-down is set to "Student Only;" to send to primary contacts, set the "Include" drop-down to "Primary Contact Only." When delivering to primary contacts, you will then locate the student whose primary contact you wish to include.

- To send to students in your courses, use the Course and Student drop-downs to locate the desired students. The Course drop-down is used to filter the Student list based on a specific class roster. The Student drop-down contains a list of all active students in any of that teacher's classes (or in the selected class). Click the Add button to add the selected student(s) to the recipients list.

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- To send to a student in a building you have access to, enter a student's name or ID in the Student field. You may also filter the results based on building and/or school level. Select the appropriate student from the results list to add the student as a recipient.

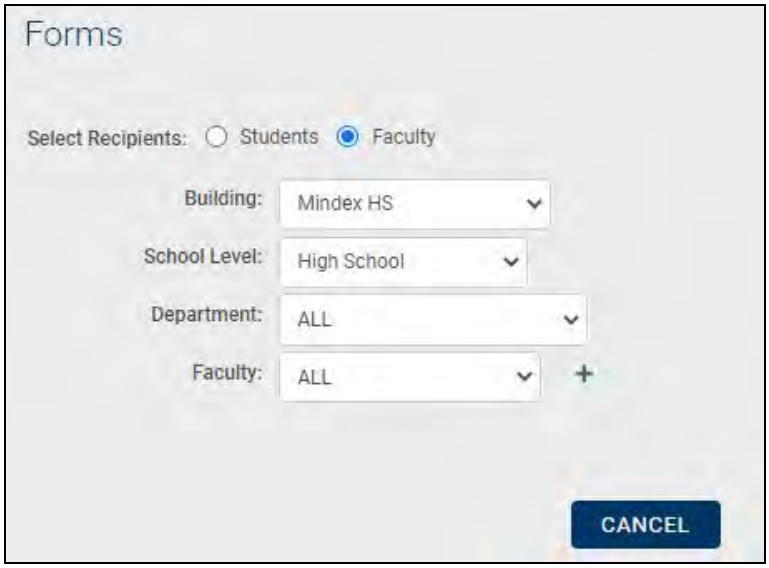


Distributing to Faculty

- To deliver forms to a faculty member, use the drop-downs to filter the list of faculty. Select the desired faculty member from the list (note that only active faculty will be listed here). Click the Add button to add the selected faculty member(s) to

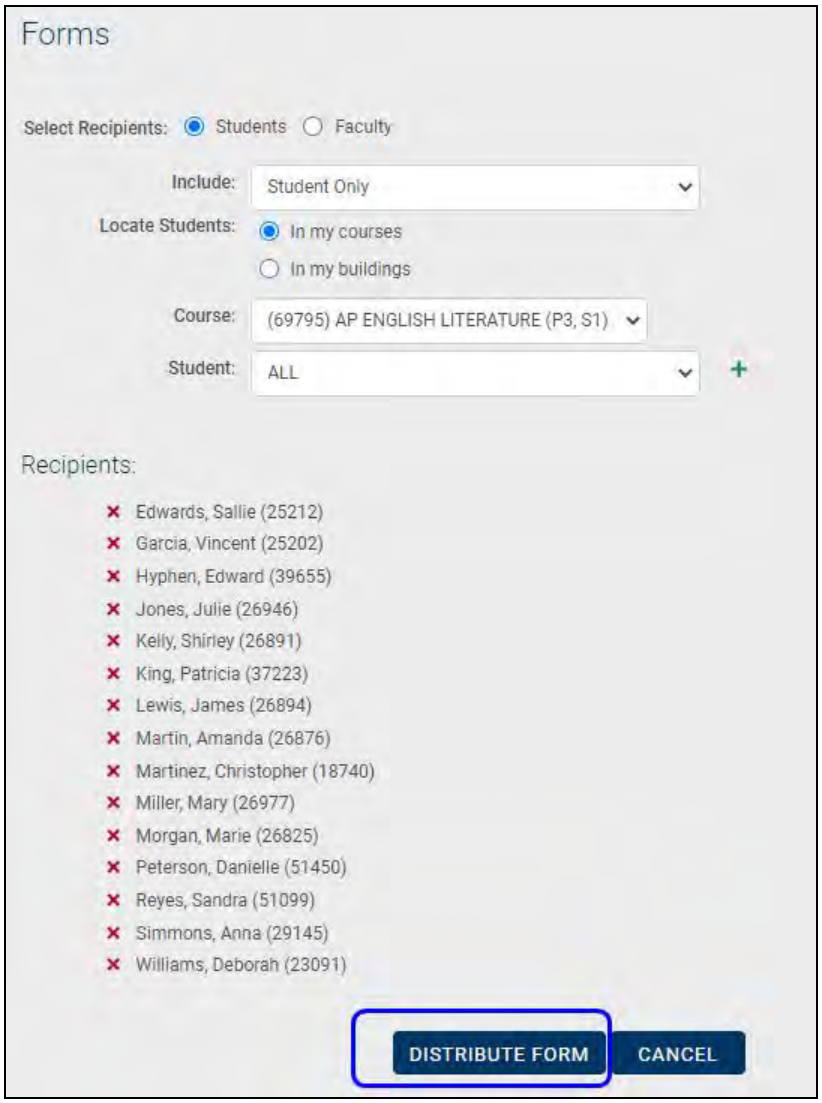
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the recipients list.



After selecting recipients, click the Distribute Form button to deliver the form and return to the main Forms screen.

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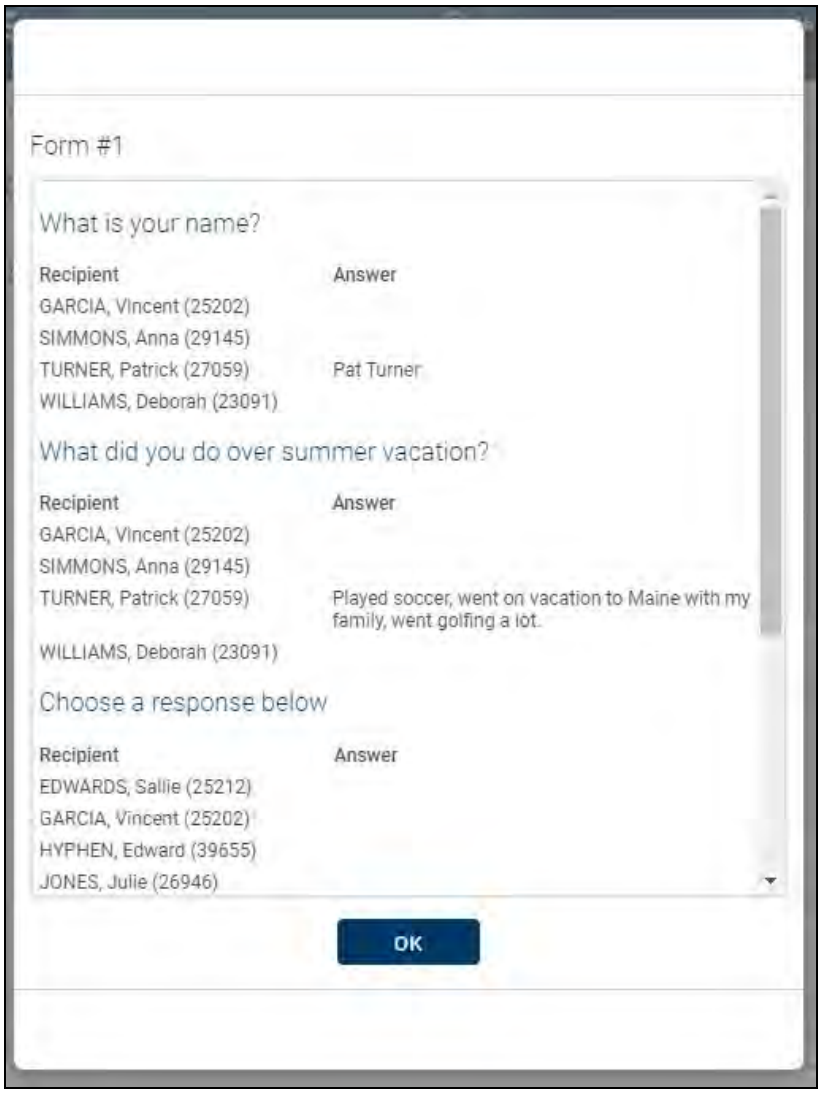
Edit a Form:

To edit a form, click the Edit Form button. Modify the form as needed and click Save to apply your changes.

View Responses:

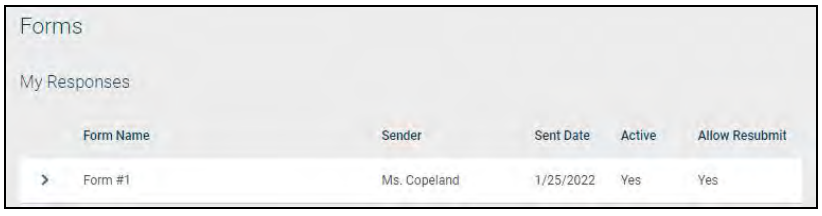
Click the View Responses button to review all responses to a form. Students who have received the form but have not submitted a response will be listed here without any answers.

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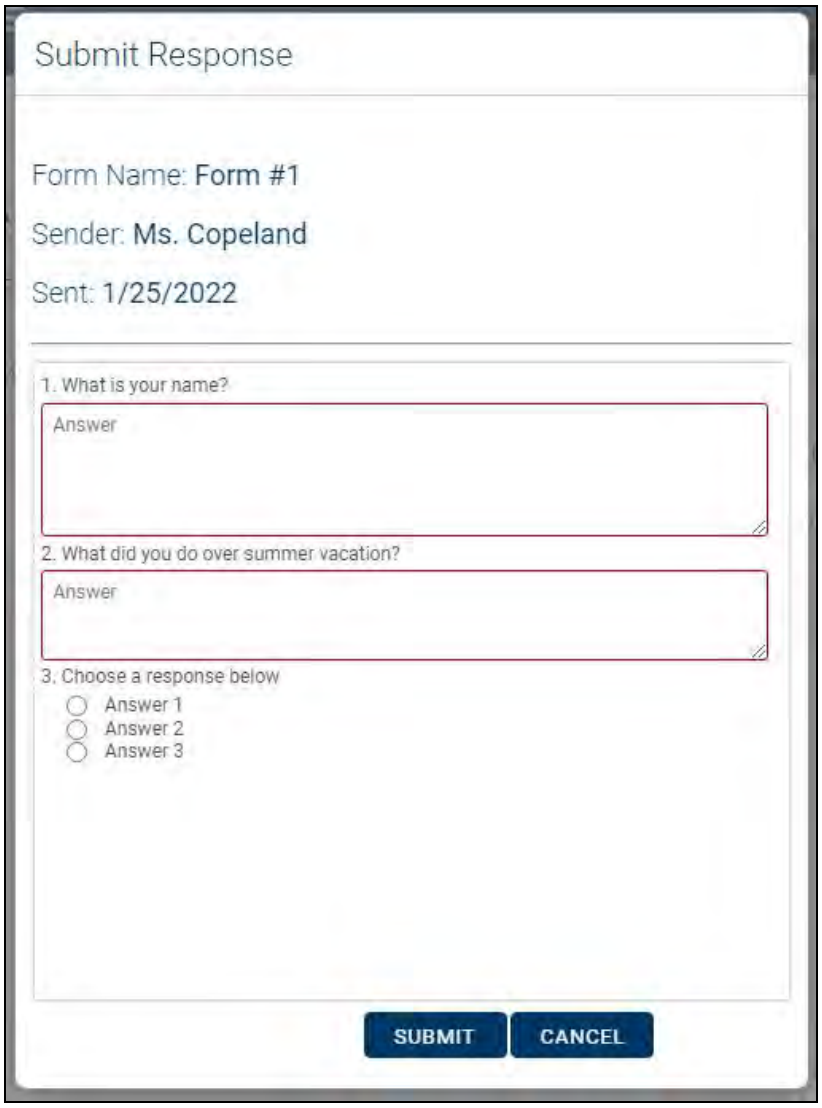
My Responses

If you have received forms from another user, you will see a My Responses section listing all forms awaiting response.



To respond, click the Respond › button. The form will open in a pop-up window. Complete all fields as appropriate and click the Submit button.

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Note: When assuming another user's account or identity, you will be unable to submit responses on behalf of that user.

Create a Form

To create a form, begin by clicking the Add button (or click Edit to modify an existing form).



Enter the name of your form (required) and a description (optional). Specify whether or not the form is Active (inactive forms cannot be distributed). Use the "Allow Resubmit"

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option to specify whether or not recipients can submit multiple responses to the same form.

Add or edit your questions as needed and click Save when you are finished.

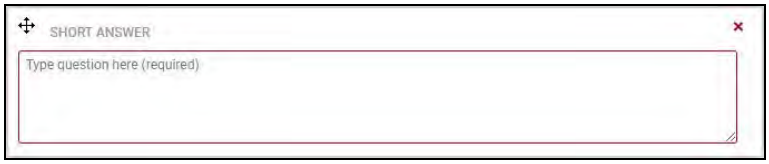


Adding and Modifying Questions on a Form:

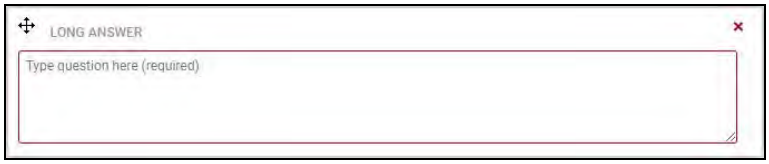
You may add as many questions as you wish. To add a question, select the desired question type and click the Add button. Use the drag-and-drop ✣ arrows to reorder questions on a form. Click Delete ✖ to remove a question (this option is only available if the form has not yet been distributed).

Currently available question types include Short Answer, Long Answer, and Multiple Choice; additional question types will be added in the future.

- Short Answer: This question type allows recipients to enter up to 255 characters of plain text as an answer.



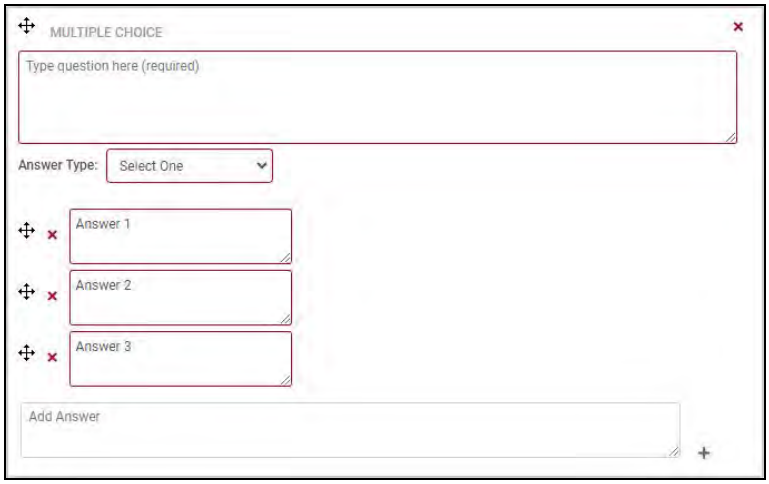
- Long Answer: This question type allows recipients to enter up to 1000 characters of plain text as an answer.



- Multiple Choice: This question type allows recipients to choose between a number of answers using radio buttons or checkboxes. To add possible answers, simply click in the Answer field, type the answer text, and click Add. Use the Delete ✖ button to remove an answer or use the drag-and-drop ✣ arrows to reorder answers

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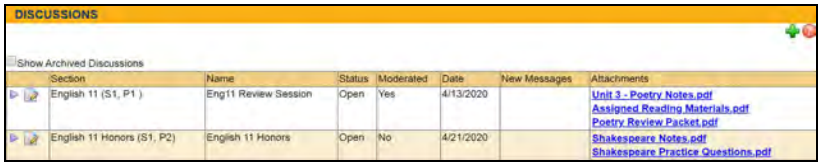
(the Delete option is only available if the form has not yet been distributed).



Home > Virtual Classroom

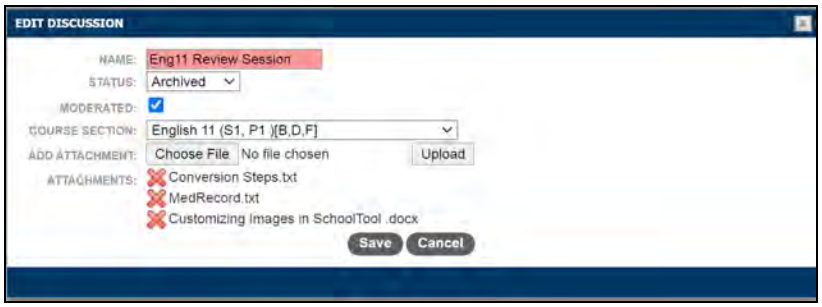
The Discussions screen shows a list of all discussions to which you have access, the status and the number of new messages in each discussion, and links to relevant attachments posted by the teacher.

Open discussions allow all participants to post messages, Read-Only discussions can be viewed by all participants but only faculty can post messages, and Archived discussions are only visible to faculty. Use the checkbox to show archived discussions.



Teachers can create new discussions and manage existing discussions. To create a new discussion, click the Add ✚ button.

A pop-up window will appear. Enter a name for the discussion, set its status (Open, Read-Only, or Archived), specify whether the discussion should be moderated or not (moderated discussions require teacher approval on all student comments), select a section to determine which students can participate, and upload any attachments as needed.



To enter a discussion, Select it from the list. The discussion window will open as a pop-up and can be resized as desired.

Additionally, users with permission to see the Discussions icon will see a count of all unread messages in their discussions in the upper right corner of the screen.



Hover the mouse over the icon to see a list of all available discussions and click on a discussion name to access it.

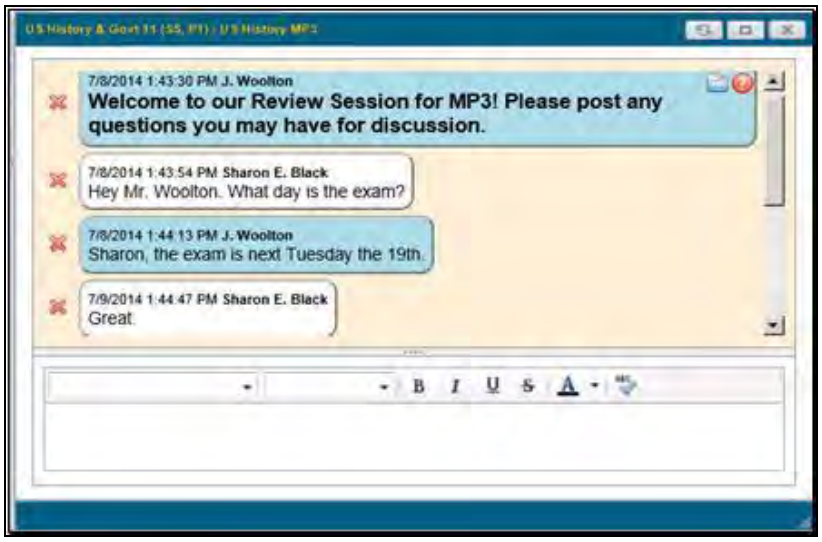


The Discussion Window

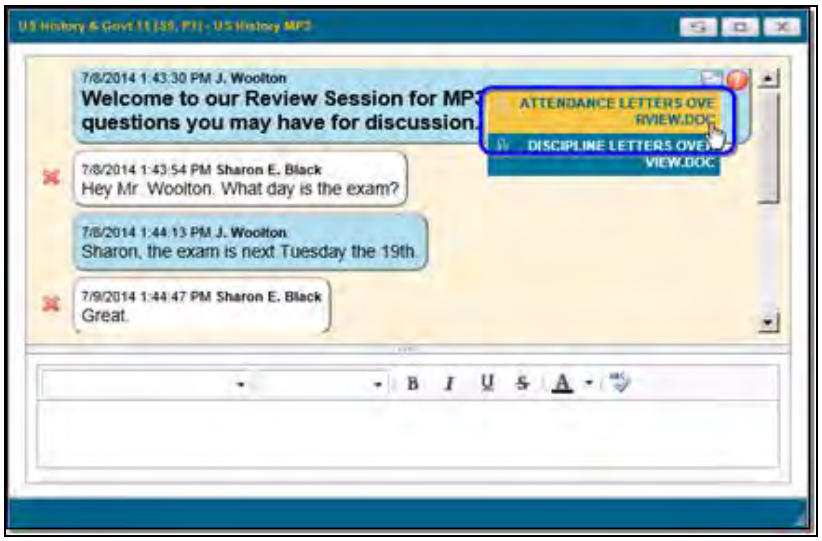
The discussion window allows users to interact with other participants in real-time. If you have rights to post in this discussion, you will be presented with a text entry area at the bottom of the screen. The text entry area includes some basic formatting tools. To enter a comment, simply type the desired text, format it if desired, and press the Enter key.

Posts by faculty will be shaded blue, while students will appear in white.

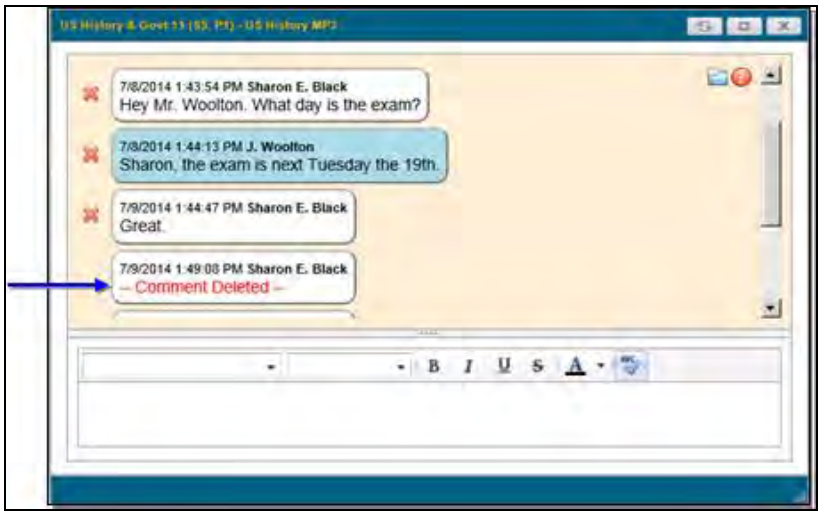
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To view attachments from within the discussion window, click on the Menu link in the upper right and select the appropriate attachment to download from the drop-down.

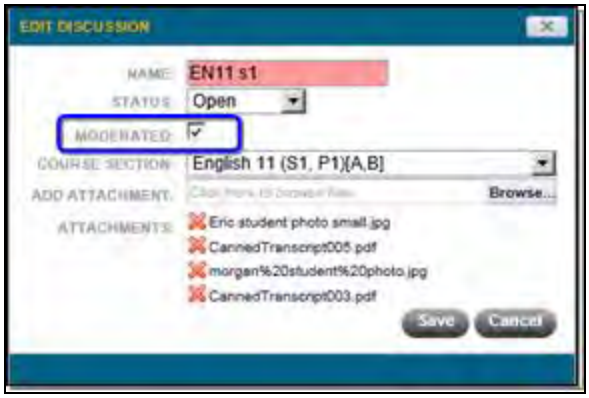


All users have the ability to delete their own comments using the Delete ✖ button next to the comment to be removed. Teachers have the ability to delete all users' comments. Users will no longer be able to see the original comment text, and instead will see an indicator that the comment has been deleted.

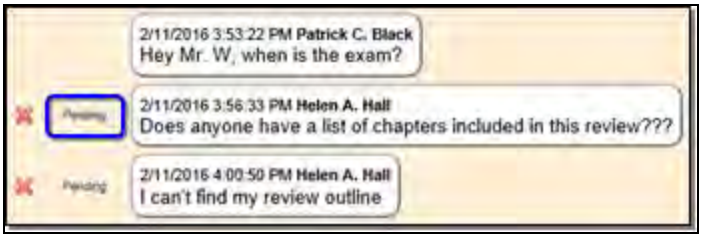


Moderated Discussions

Teachers have the ability to designate any discussion as moderated. In a moderated discussion, all comments by students must be approved before they become visible to the other participants.

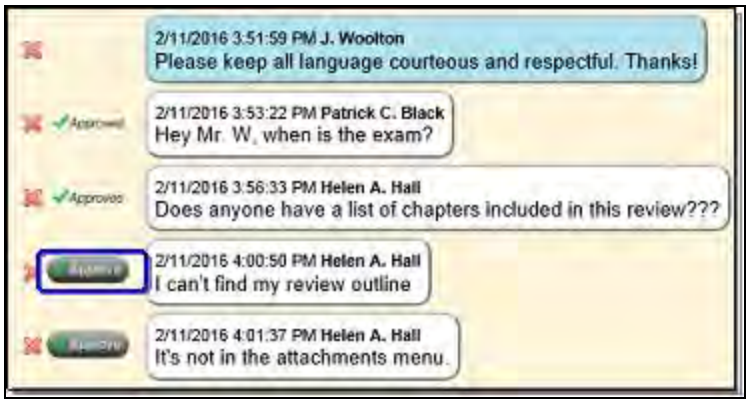


When a student posts a comment in a moderated discussion, only the teacher and the student who entered the comment will be able to see the comment until it has been approved. Comments awaiting approval will show as *Pending* in the discussion window for the student who entered it.



Teachers will see an Approve button next to all pending comments.

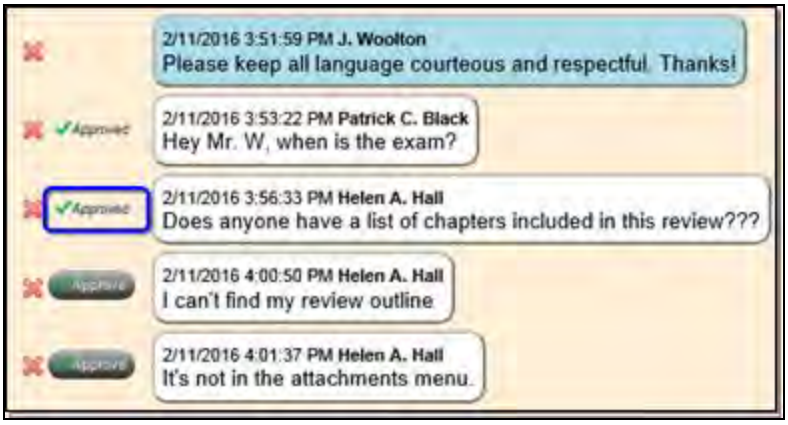
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To approve a single post, simply click the Approve button, or hover over the button to select “Approve this comment” from the menu. Click “Approve all from this user” to approve all of that student’s pending comments in a single operation.

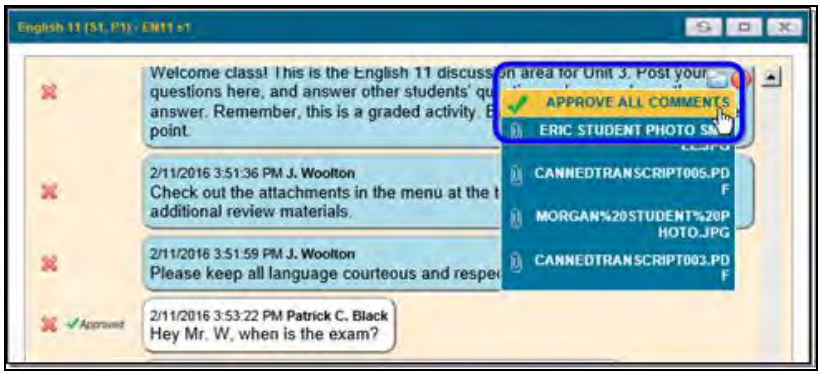
Note: Once a comment is approved, it will be visible to all users in the discussion. If you do not want to approve a comment, you may leave it in “Pending” state, or you can click the Delete ✖ button to delete it.

After a comment has been approved, an “Approved” indicator will appear in place of the Approve button.



Teachers also have the ability to approve all pending comments for the entire discussion. To do this, click on the Menu icon and select “Approve all comments” from the menu.

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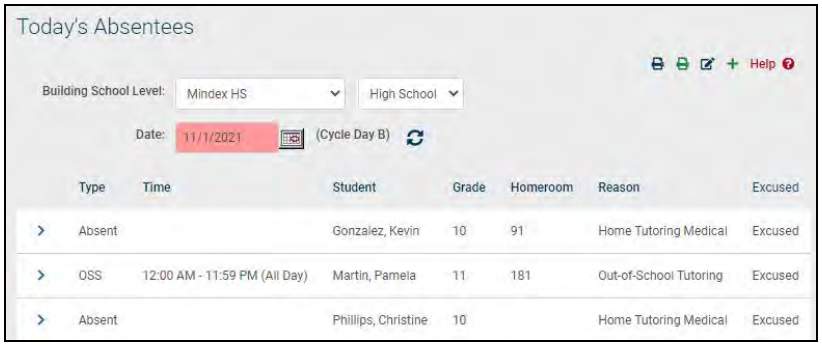
Attendance Module

Teachers are generally given limited access to the Attendance module to see daily absences, whether students might be in or out during class, and/or to generate daily rosters. When you select the Attendance module link at the top of the screen, the Today's Attendance sub-module will appear. Here, you can to see all absences, late arrivals, ins and outs, and early dismissals for the day.

Note: The Attendance sub-module respects the school calendar, as set up in Maintenance. This includes grade-specific calendar entries, such as days where all students in a certain grade level are scheduled to be out of school (all ninth graders are on a school trip, or Regents testing days, for example).

Today's Attendance Sub-module

When you select the Attendance module link at the top of the screen, the Today's Attendance sub-module will appear. Here, you'll be able to see all absences, late arrivals, ins and outs, and early dismissals for the day.

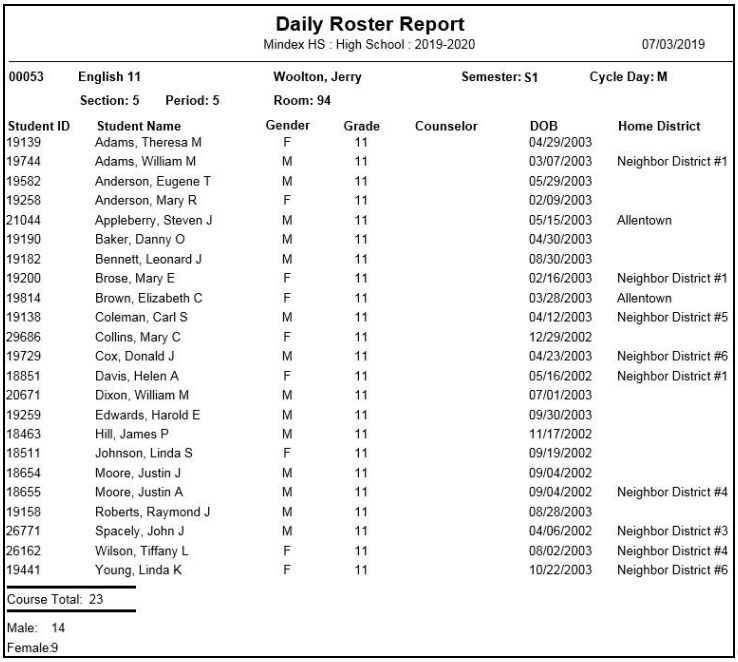


Daily Roster Report Sub-module

Use the Daily Roster Report sub-module to generate lists of rosters which can be given to substitute teachers.



1. Select the Cycle Day, Period, and Semester for which you will generate one or more rosters.
2. Select a Course from the drop-down list. The default is to print rosters for ALL courses. If you select a single course, only rosters for that course will appear.
3. Select a Faculty from the drop-down list. The default is to print rosters for ALL faculty. If you select a single faculty, only rosters for that faculty's courses will appear.
4. If you wish to show students' Home Districts on the report, check that option on the pre-screen.
5. Click once on **Run Report**. The Daily Roster report will appear in a separate report viewer. This report contains a listing of all students in the course, including their IDs, gender, grade, counselor (if assigned), dates of birth, and Home District (if assigned). Totals for the class, and gender breakdown appear at the bottom of each roster report.



Daily Roster Report
Mindex HS : High School : 2019-2020 07/03/2019

00053 English 11 **Woolton, Jerry** **Semester: S1** **Cycle Day: M**
Section: 5 **Period: 5** **Room: 94**

Student ID	Student Name	Gender	Grade	Counselor	DOB	Home District
19139	Adams, Theresa M	F	11		04/29/2003	
19744	Adams, William M	M	11		03/07/2003	Neighbor District #1
19582	Anderson, Eugene T	M	11		05/29/2003	
19258	Anderson, Mary R	F	11		02/09/2003	
21044	Appleberry, Steven J	M	11		05/15/2003	Allentown
19190	Baker, Danny O	M	11		04/30/2003	
19182	Bennett, Leonard J	M	11		08/30/2003	
19200	Brose, Mary E	F	11		02/16/2003	Neighbor District #1
19814	Brown, Elizabeth C	F	11		03/28/2003	Allentown
19138	Coleman, Carl S	M	11		04/12/2003	Neighbor District #5
29686	Collins, Mary C	F	11		12/29/2002	
19729	Cox, Donald J	M	11		04/23/2003	Neighbor District #6
18851	Davis, Helen A	F	11		05/16/2002	Neighbor District #1
20671	Dixon, William M	M	11		07/01/2003	
19259	Edwards, Harold E	M	11		09/30/2003	
18463	Hill, James P	M	11		11/17/2002	
18511	Johnson, Linda S	F	11		09/19/2002	
18654	Moore, Justin J	M	11		09/04/2002	
18655	Moore, Justin A	M	11		09/04/2002	Neighbor District #4
19158	Roberts, Raymond J	M	11		08/28/2003	
26771	Spacely, John J	M	11		04/06/2002	Neighbor District #3
26162	Wilson, Tiffany L	F	11		08/02/2003	Neighbor District #4
19441	Young, Linda K	F	11		10/22/2003	Neighbor District #6

Course Total: 23

Male: 14
Female:9

Note: This module may or not be available to you. Please contact your SchoolTool liaison for more information about this sub-module.

Discipline Incidents

Teachers can generally access a student's Discipline record from within the Discipline tab on the student record by navigating to the appropriate student record from within the Roster tab.

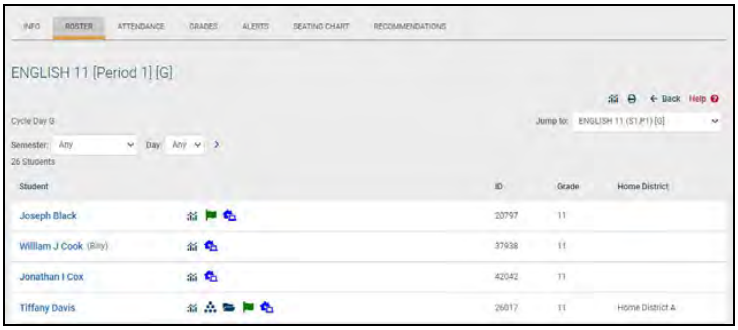
A student's Discipline tab shows a history of discipline incidents you have entered (if any), and, if the district uses points for discipline incidents, the student's accumulated points for that year. Use the year drop-down to review historical data for a previous year.

Depending on user permissions and district settings, users may be able to see all incidents for that student or only those for which a "Date Seen" has been entered.

Faculty members can also see any incident they have submitted. In addition, some users may also be able to add, edit, or delete student incidents from the **My Home > Discipline** tab.

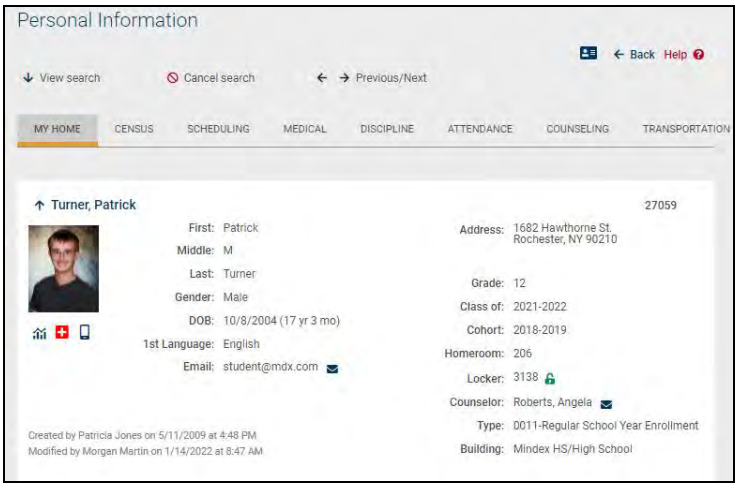
Viewing Incidents

1. Navigate to the Roster tab for the appropriate class. A list of students in the class will appear.



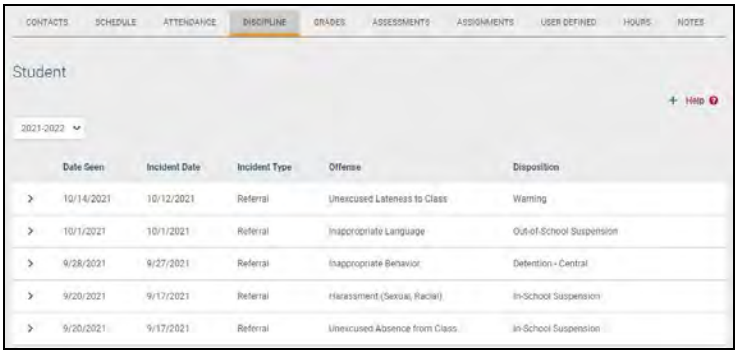
2. Select a student by clicking the Select ❯button to the right of the student's name. The student's Personal Information record will appear.

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Note: If the student is not in one of your classes, you may need to use the Search feature to find the student.

3. Select the Discipline tab from the group of tabs towards the bottom of the student record. The discipline information will display.

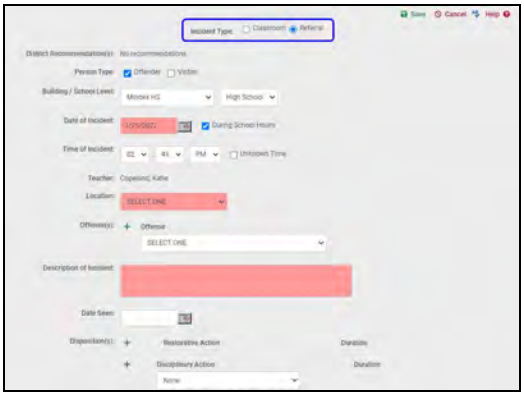


Note: If there are no incident records, the tab will appear with headings only and no data. Once an incident has been entered, existing records will display as shown.

Entering a New Discipline Incident

1. Click the Create New ✚button on the right side of the discipline tab and select whether you wish to enter a classroom incident or a referral.

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2. Fill in all appropriate fields. All pink fields are required.
    - Person Type (radio buttons): the default is the Offender, but you can select the Victim radio button (referrals only)
    - Building/School Level (required, drop-down lists): these values default to the student's Building/School Level, but may be changed to reflect the incident location.
    - Date of Incident (required, date field): the date will default to today's date, but you may alter it by choosing a new date from the pop-up calendar, or by manually entering a new date in the mm/dd/yyyy format. Use the checkbox to indicate if this incident occurred During School Hours. This is selected by default.
    - Time of Incident (drop-down lists): the time will default to the current time, but may be modified by selecting new values from the drop-down lists. Check the "Unknown" option if the time is unknown.

      Note: This is an optional field that may not appear on all incidents depending on district settings.

    - Teacher: the Teacher's name defaults to your name since you are entering the incident.
    - Location (drop-down list): select the place where the offense occurred.
    - Offense (drop-down list): select the student's offense and wait for the screen to refresh. Use the Add Additional Offenses ✚ button to add multiple offenses.
    - Description of Incident (required, free-text, up to 255 characters): enter a free-text description by typing into the field, or copying and pasting from another source.
    - Corrective Steps Taken (checkboxes): select the action(s) taken by the faculty member entering the incident.

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- Previous Actions Taken (free text): This in an optional, free-text field which allows you to detail any previous actions that may have been taken and did not require an official record.
- Comments (optional, free-text): enter any comments.

  Note: Use the Check Spelling button in the upper right corner of the Discipline tab to check the spelling of any free-text comments. Once you have saved your work, you cannot use this feature.

  Note: SchoolTool allows any user with access to a discipline referral to enter free-text comments into these fields. However, always follow district procedures regarding the logging of incidents and the use of each field. This may vary from building to building.

- Number of Non District Victims (required, numeric): this field defaults to zero. This might be used if the incident happened on school grounds when students from another school were visiting for a performance or sporting event and were injured or victimized (referrals only).
- Number of Non District Offenders (required, numeric): this field defaults to zero. This might be used if the incident happened on school grounds when students from another school were visiting for a performance or sporting event and committed some act of vandalism, theft, or violence (referrals only).
- Victims (optional, batch selector): If there was a district victim involved in this incident, you could add them to the discipline referral by clicking on the Add Additional Victims ✚ button. This action opens up the Batch Selector allowing you to search for the additional victims. Faculty can also be added as Victims by clicking on the Add Faculty ✚ button (referrals only).

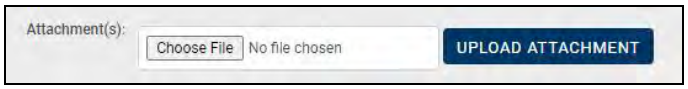


- Offenders (optional, batch selector): If there are additional district offenders involved in this incident, you could add them to the discipline referral by clicking the Add Additional Offenders ✚ button. This action opens up the Batch Selector allowing you to search for the additional offenders.

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Faculty can also be added as Offenders by clicking on the Add Faculty ✚ button (referrals only).

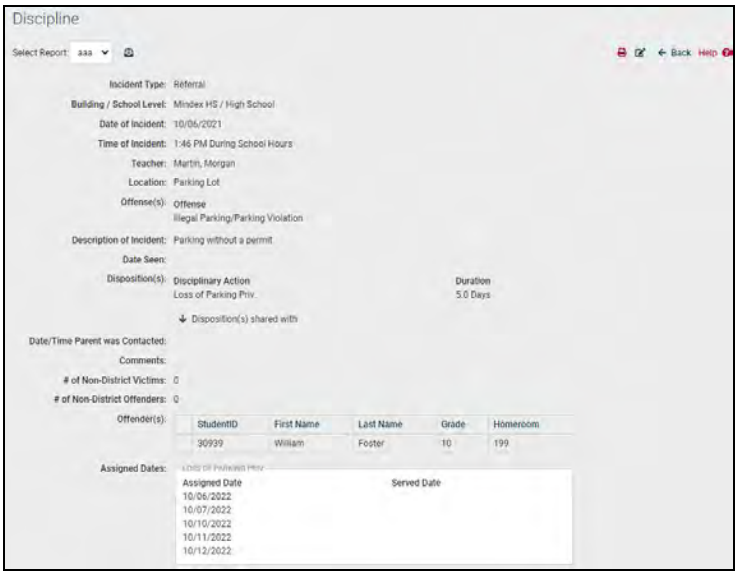
- Attachments (optional): You can upload an attachment to any referral record. Use the Browse button to locate the file (this could be a scanned file of a threat, a .pdf file of a test the student cheated on, etc.). Once you have located the file, click the Upload Attachment button (referrals only).



3. When you have completed the incident form, click once on the Save 💾 button in the upper right corner of the record.

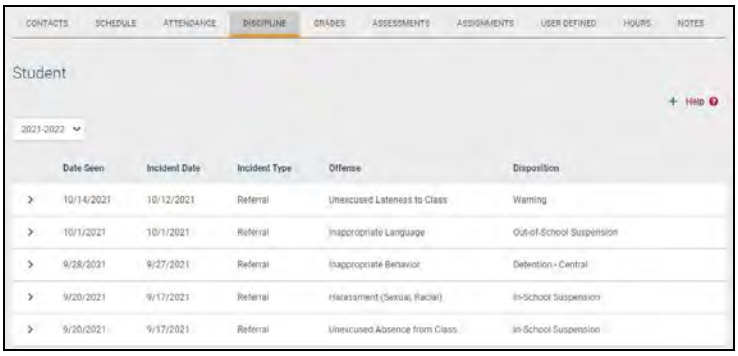
   Note: If you try to save this record without completing the required fields, an error will result.

   After a successful save, the Discipline tab will refresh to show you what you have entered in read-only format.



4. Click the Done 🡐 button in the upper right corner of the Discipline tab. The tab will refresh displaying the incident you added in a list format, along with any other previously existing incidents.

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Note: Depending on your district permissions, after you have saved the incident, you may be able to view, edit, or delete your work. See your SchoolTool liaison for more information on your rights.

Note: Teachers can only see incidents that they themselves have added for this student. Incidents are considered confidential, and teachers are not granted access to see the history of incidents for a student, as entered by other staff. Only school disciplinarians can see a complete view of all incidents.

Note: Once the incident has been saved, it automatically appears in a list of Students to See for the designated disciplinarian. This person can then review the record, meet with the student, and assign a disposition for the offense.

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