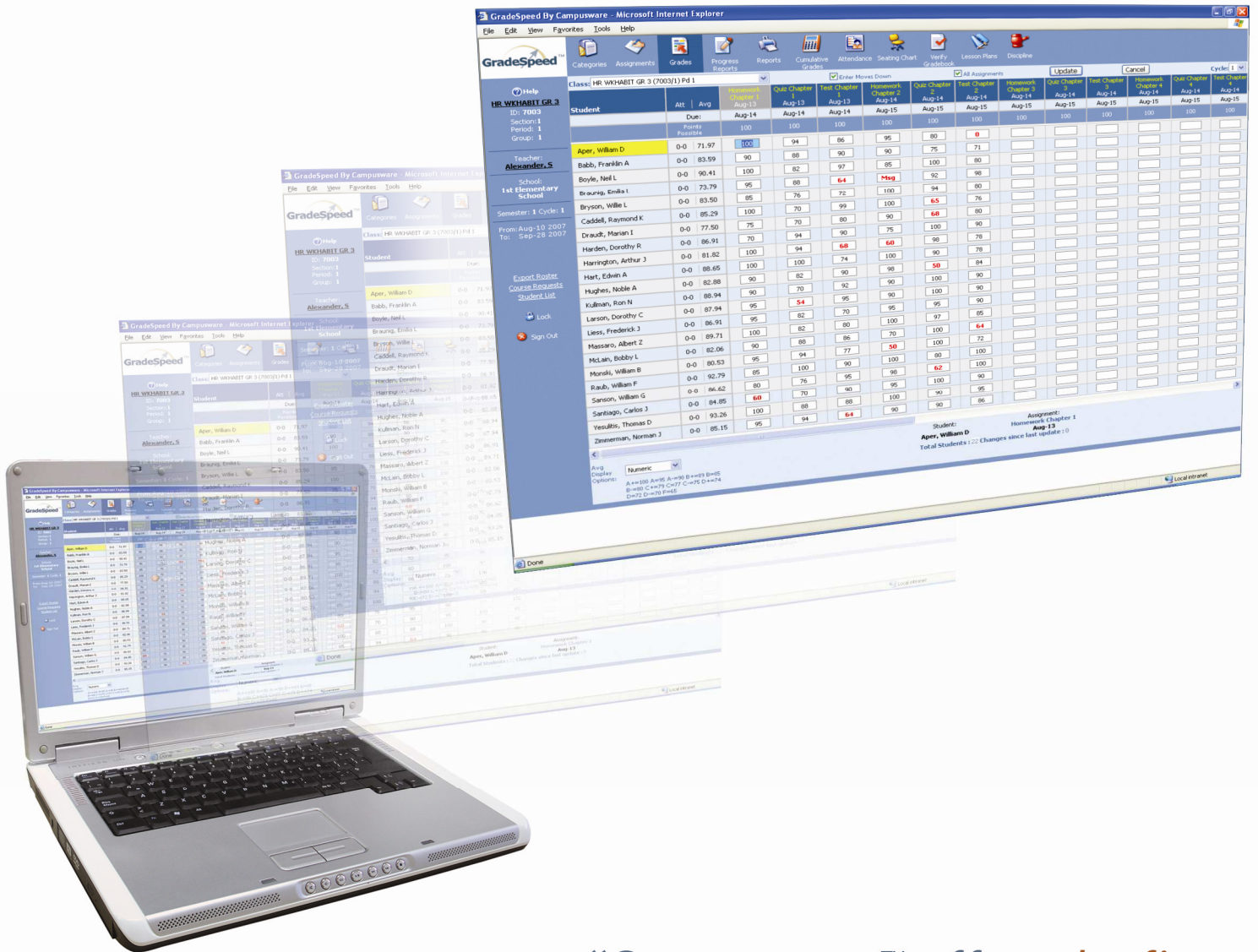


User Guide

GradeSpeed™ 4.0 Teacher Docs



“Campusware™ offers the finest in teacher and parental access with the most user-friendly format in the industry.”

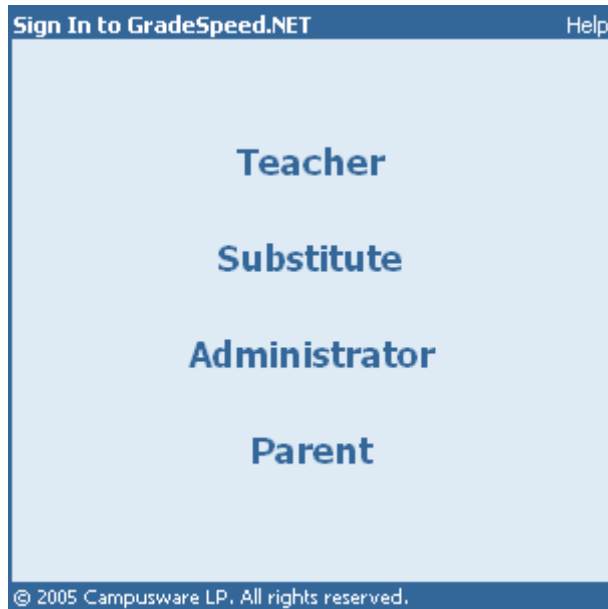
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Logging in to GradeSpeed.NET

The campus technology administrator will provide a URL for the school **GradeSpeed** site.

When **GradeSpeed.NET** is launched, the following screen will display:



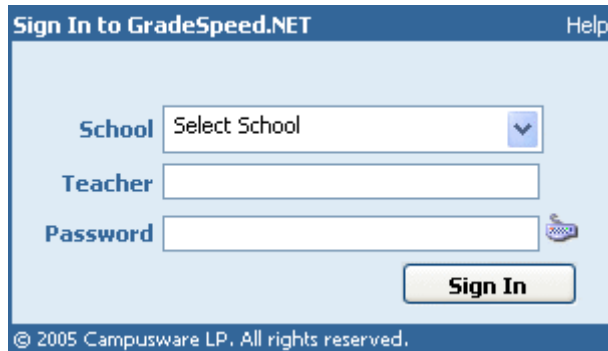
Teachers should select Teacher Login to access their gradebooks and other features available to teachers.

Administrators should select **Administrator** to access their administrator accounts.

Please note that the **Parent** option may not appear for all schools. This is an optional module that some districts may or may not have signed up for.

Teacher Login

After clicking the **Teacher** login option, the following screen will display:



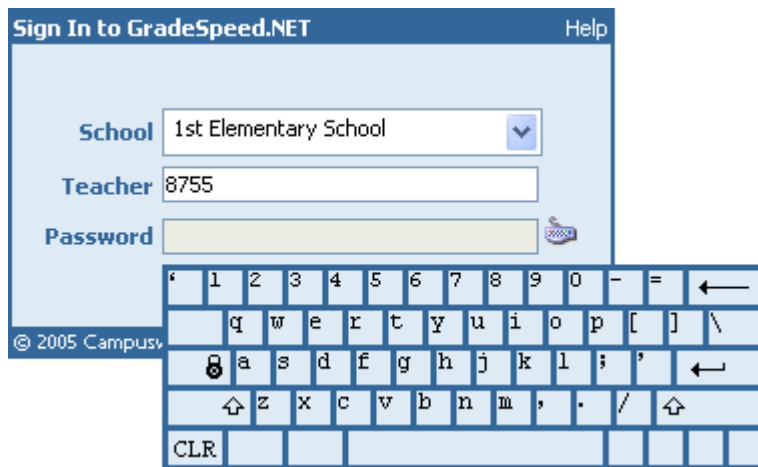
First, select the appropriate school from the drop-down list.

Next, enter the **Teacher ID**.

Enter a password if one has already been assigned. If no password has been assigned and this is the first login attempt, leave the password field blank.

Keyloggers and the Virtual Keyboard.

To help users minimize the effectiveness of keystroke loggers or "keyloggers," users can enter their passwords using the virtual keyboard provided on the login page. Click the small keyboard icon next to the **Password** field.



Use the mouse to click the appropriate "keys" on the on-screen keyboard. Once finished, use either the "Enter" key or the **Sign In** button to log into **GradeSpeed.NET 4.0**.

Multiple Accounts/Roles

If the user profile has more than one account/role associated with it, the teacher will be allowed to choose between these roles now. The teacher can toggle between these accounts/roles after logging in using the Switch Schools function.

Sign In to GradeSpeed.NET				Help
Product	User	School	Type	
GradeSpeed	ben	[All]	District Admin	
GradeSpeed	1826	1st Elementary School	User	
GradeSpeed	103	High School	User	
ParentConnection	ben	[All]	District Admin	
Your account has multiple users associated with it. Please select a user.				
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Main Gradebook Page

(updated 8/14/07)

GradeSpeed.NET's teacher gradebook is designed to be as easy to use, accurate, and efficient as possible.

Student	Avg	Due:	Homework Chapter 1 Aug-13	Quiz Chapter 1 Aug-13	Test Chapter 1 Aug-13	Homework Chapter 2 Aug-14	Quiz Chapter 2 Aug-14	Test Chapter 2 Aug-14
Aper, William D	91.13	Points Possible: 100	100	94	86	95	80	94
Babb, Franklin A	83.13		90	88	90	90	75	71
Boyle, Neil L	88.88		90	82	97	85	100	80
Braunig, Emilia L	71.75		70	88	64	Msg	92	98
Bryson, Willie L	81.13		75	76	72	100	94	80
Caddell, Raymond K	83.75		85	70	99	100	65	76
Draudt, Marian I	76.63		65	70	80	90	68	80
Harden, Dorothy R	89.88		90	94	90	75	100	90
Harrington, Arthur J	79.88		95	94	68	60	98	78
Hart, Edwin A	86.13		95	100	74	100	90	78
Hughes, Noble A	84.75		100	82	90	98	50	84
Kulman, Ron N	89.25		90	70	92	90	100	90
Larson, Dorothy C	87.38		85	54	95	90	100	90
Lies, Frederick J	84.00		80	82	70	95	95	90
Massaro, Albert Z	88.38		98	82	80	100	97	85
McLain, Bobby L	78.50		70	88	86	70	100	64
Monski, William B	79.00		90	94	77	50	100	72
Raub, William F	93.75		90	100	90	100	80	100
Sanson, William G	88.88		85	76	95	98	62	100
Santiago, Carlos J	88.75		85	70	90	95	100	90
Yesultis, Thomas D	91.75		90	88	88	100	90	95

Features of the gradebook

There is a taskbar at the top of the main gradebook page that allows for easy navigation. What's more, the taskbar remains at the top of each page that can be visited from within a teacher account.



Below is a list of the icons that appear on the taskbar at the top of the screen, as well as a description of each. They provide access to **GradeSpeed.NET's** features.



The Categories Icon allows the user to select categories and permits editing of categories and their values. This icon accesses settings for dropping and weighting grades, grade entry, grouping categories, etc.



The Assignments Icon displays a list of assignments and allows the user to create new assignments.



The **Grades Icon** displays the main gradebook page.



The Progress Reports Icon allows the user to access the class rosters and district-approved comments, and to quickly prepare detailed progress reports for students and their parents.



The Reports Icon allows the user to view and print reports.



The Cumulative Grades Icon displays the student's cumulative averages by cycle.



The Attendance Icon brings **GradeSpeed.NET's** attendance module into view.



The Seating Chart Icon will display Seating Charts for each class.



The Verify Gradebook Icon is used to verify and "lock" grades at the end of a grading cycle.



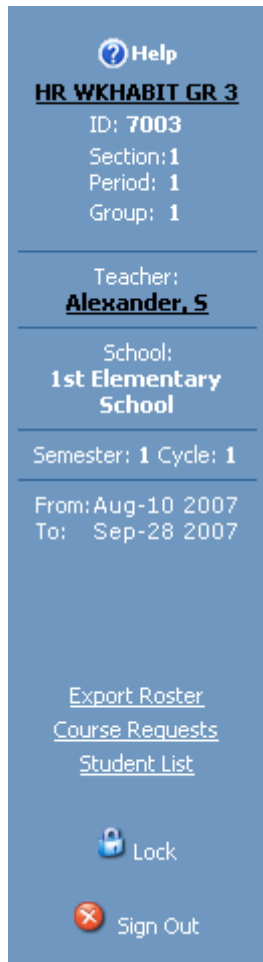
The Lesson Plan Icon is used to create lesson plans.



The **Discipline Icon** allows teachers to record disciplinary incidents and referrals for students. Read the Discipline Module (for Teachers) documentation for a detailed walkthrough. NOTE: the **Discipline** option may not appear for all schools. This is an optional module that some districts may or may not have signed up for.

There are many other very helpful features that can be accessed from the main gradebook page.

Information about the teacher, course, and school is displayed on the left side of the page.



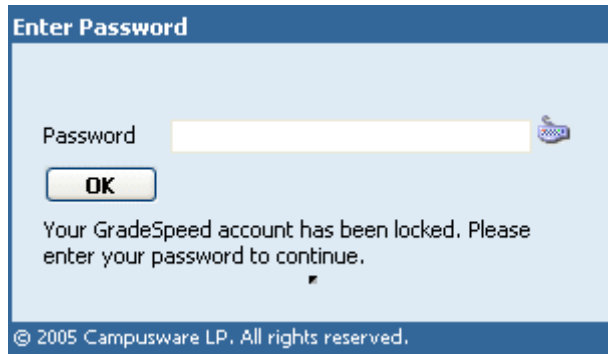
The image shows a vertical navigation menu with a blue background. At the top is a 'Help' link with a question mark icon. Below it is the course title 'HR WKHABIT GR 3' in bold. Underneath are the course details: 'ID: 7003', 'Section: 1', 'Period: 1', and 'Group: 1'. A horizontal line separates this from the teacher information: 'Teacher: Alexander, S'. Another horizontal line follows. Below that is the school name: 'School: 1st Elementary School'. A third horizontal line is present. Underneath are the semester and cycle: 'Semester: 1 Cycle: 1'. A fourth horizontal line follows. Below that are the dates: 'From: Aug-10 2007' and 'To: Sep-28 2007'. A fifth horizontal line is present. Below that are three links: 'Export Roster', 'Course Requests', and 'Student List'. At the bottom are two buttons: 'Lock' with a padlock icon and 'Sign Out' with a red 'X' icon.

To access the Course Maintenance page, click the course title at the top of the nav column on the left side of the page.

To access the Teacher Profile, click the teacher name.

If the teacher has more than one gradebook account, a Switch Schools link will appear below the semester/cycle dates. This is useful for teachers who are responsible for maintaining a gradebook at multiple schools.

The **Lock** button allows teachers to secure their gradebook at any time without signing out. To secure the gradebook, click the **Lock** button. The gradebook page will be minimized, and a password window will appear.



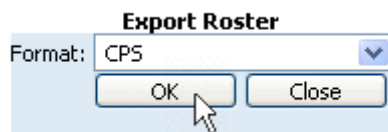
To re-enter the gradebook, enter the password using either the computer's keyboard or the virtual keyboard. Then click **OK**.

To exit the gradebook entirely, click the **Sign Out** button below the **Lock** button. Campusware recommends that teachers exit using the **Sign Out** button rather than simply closing the browser window. If the teacher clicks **Sign Out**, he or she will be prompted to save changes if needed; if the teacher simply click the "red 'x'" to close the browser, no prompt can be given and any unsaved grades will be lost.

To access the student list, click the **Student List** link in the left-hand column.



The **Export Roster** link allows teachers to export a simple class roster that can be used for various purposes. Click the link, and a window will pop up.



Click OK and the browser's download prompt will appear. The resulting roster is a *.CSV file.

The **Course Requests** link allows teachers to view and approve/deny student course requests for the following school year.

To access a student profile, click on the desired student's name.



To view or enter Grades by Student, click the student's average next to his or her name.

83.75	
76.63	6
89.88	5

Edit grades

There are 3 ways to enter grades with **GradeSpeed**. Grades can be entered by student, by assignment, or directly from the main gradebook page. To enter grades directly from the main gradebook page, follow these instructions:

Select the desired class from the drop down menu.

HR WKHABIT GR 3 (7003/1) Pd 1

HR WKHABIT GR 3 (7003/1) Pd 1

READ GR 3 (1003/1) Pd 2

WRIT/ORAL GR 3 (2003/1) Pd 3

SOC SKILL GR 3 (3003/1) Pd 4

MATH GR 3 (4003/1) Pd 5

SOC ST GR 3 (6003/1) Pd 6

SCI/HEALTH GR 3 (5003/1) Pd 7

If the gradebook holds more than one page of assignments, navigation arrows will appear towards the top of the page. Teachers can use the navigation arrows to access each page.

<< < 1 of 4 > >>

To view all assignments at once, check the box at the top marked **All Assignments**. This will cause all assignments in the gradebook to be displayed on one continuous page. Teachers can scroll through the grades using the scroll bars on the bottom and right side of the page. Even when scrolling, important information such as the student names and assignment titles will always be visible.

Check the **Enter Moves Down** box to indicate that the "Enter" and "Tab" keys should move the cursor from one cell, down to the next lower cell in the column. Uncheck the **Enter Moves Down** box to indicate that the "Enter" and "Tab" keys should move the cursor from one cell, right to the next cell in the row.

When a grade cell is selected, the student and assignment title for that grade will be displayed at the bottom of the page.

90	86
----	----

Student: Zimmerman, Norman J

Assignment: Quiz Chapter 2
Aug-14

Total Students : 22 Changes since last update : 1

To change a grade, simply select the desired grade field and use the keyboard to make changes. Note that the number of changes that have been made are tracked near the bottom of the screen.

Changes since last update : 4

Once changes have been made, the teacher must click **Update** in order to save those changes. If the changes should not be saved, the teacher can click **Cancel**.

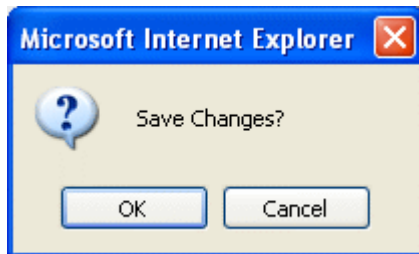


Fields that have been changed will be highlighted in dark gray.

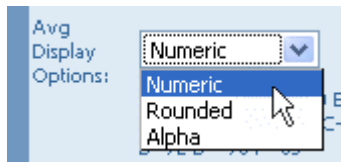
80	50
90	95
90	82

Teachers can enter the desired numeric score (i.e. "90," "87.5"), the appropriate alpha score ("B," "A+"), or a special grade code. The default special grade codes are Msg, Exc, and Inc. A grade of Inc or Exc is calculated as a blank cell - it will not affect the student's average. A grade of Msg will be calculated as a "0." In most cases, teachers can simple enter an M, E, or I in place of the three-letter code (the full Exc code should still be used if the class uses the ESNU grade conversion).

If the teacher makes changes, but clicks one of the taskbar icons (**Assignment, Report, Categories**, etc) before clicking **Update**, he or she will be prompted to save before leaving the main gradebook screen.



Teachers can toggle between three **Average Display Options** - "Numeric," "Rounded," or "Alpha."



Course Maintenance

(updated 6/26/06)

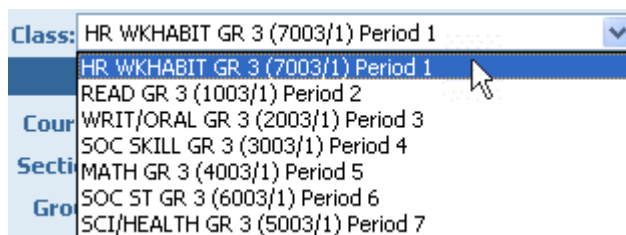
To view and/or edit a course's properties, click the course title at the top left corner of the main gradebook page.



The following **Course Maintenance** page will appear:

A screenshot of the "Course Maintenance" form. At the top, there is a "Class:" dropdown menu showing "HR WKHABIT GR 3 (7003/1) Period 1". To the right of this menu are three buttons: "Update", "Cancel", and "Spell Check". Below the "Class:" menu is a blue header bar with the text "Course Maintenance". Underneath the header, there are several input fields: "Course:" (HR WKHABIT GR 3), "ID:" (7003), "Section:" (1), "Period:" (1), "Group:" (1), "Alt. Class Name:" (empty), "Teacher:" (8755), and "Alt. Teacher:" (dropdown menu). Below these fields are two sections: "General Information:" and "Policies:", each followed by a text area with scrollbars.

Additional courses can be edited by using the **Class** drop-down list at the top of the page.



Only 3 fields may be edited within **Course Maintenance**. **Group**, **General Information**, and **Policies**.

Enter **General Information** and **Policies** as needed.

General Information:	
Textbook editions 3,4-4.7 j acceptable.	▲ ▼
Policies:	
Students cannot be excused from more than 2 lab sessions	▲ ▼

Grouping Courses

Teachers can group courses together by group number using the Group field -

Group:

For example, a teacher may teach several courses, all of which have the same categories and assignments. Rather than enter the same information multiple times, the teacher could simply enter the same group number for each of these classes. Then, any changes to a category in one of these courses would immediately apply to any other courses in that group. In the example above, each class belongs to group "1." For example, in the gradebook shown above, two of these classes might be part of group "1" while the other is part of group "2." Any assignment added to one of the group "1" courses will be added to the other group "1" course, but the group "2" course will not share its assignments with any other course.

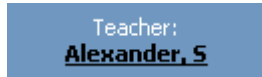
To change a course's group number, simply change the number in the group field.

Once all changes have been made on the **Course Properties** page, click **OK** to save changes. Click **Cancel** to discard the changes. Once the fields have been locked after editing, click **Finished** to return to the gradebook.

Teacher Profile

(updated 8/14/07)

To access the teacher profile, click the teacher's name on the left side of the main gradebook page.



The following screen will appear:

A screenshot of the "User Profile" settings page. The page has a light blue background and a white content area. At the top, there is a "View:" dropdown menu set to "User Profile", and three buttons: "Update", "Cancel", and "Apply". To the right of these buttons are two links: "Create Custom Fields" and "Change Password". The main content area is divided into several sections. The first section contains "Teacher's Email:" (text input), "Conference Period:" (text input), and "Minimum passing grade:" (text input with "70" entered) and a checked checkbox for "Displaying failing Grades in Red". The second section is titled "Gradebook Attendance Total Column (Choose up to 3)" and contains six checkboxes: "Abs. this Cyc.", "Abs. this Sem.", "Abs. this Yr.", "Tardies this Cyc.", "Tardies this Sem.", and "Tardies this Yr.", plus an unchecked checkbox for "Include Attendance entered by other teachers.". The third section contains "Semester Exam Weight:" (text input with "14.7" entered), "Maximum Retake Grade:" (text input with "%" next to it), "Retake Behavior:" (dropdown menu set to "Highest"), and "Startup Page:" (dropdown menu set to "Gradebook").

User Profile

Teachers can maintain their personal information and general gradebook settings in the **User Profile** view. To view and edit this data, be sure "User Profile" is selected in the **View** drop-down list.

Teacher's Email

The teacher must enter his or her email address in order to be able to:

- Communicate with parents through the **ParentConnection** module
- Create a **Lesson Plans** or **Curriculum Management** account
- Take full advantage of the Transfer Grades feature (allows some grade information to "follow" a student from one teacher to another)

Conference Period

The conference period, if entered, can be displayed on GradeSpeed's **Campus-wide Progress Reports**.

Minimum Passing Grade

This field may be pre-filled with a value set by the campus or district administrator. Whether it is pre-filled or blank, the teacher can enter the appropriate value for his or her gradebook.

Check the **Displaying Failing Grades in Red** checkbox to have all grades below the specified Minimum Passing Grade to appear in red within the gradebook.

The **Gradebook Attendance Total Column** option allows teachers to select up to 3 attendance totals they wish to appear in the **Att** (attendance) column within their gradebook. There are 6 main options that teachers may choose from: absences this cycle, tardies this cycle, absences this semester, tardies this semester, absences this year, and tardies this year. Check the **Include Attendance entered by other teachers** checkbox to include attendance records from students' other teachers.

Semester Exam Weight

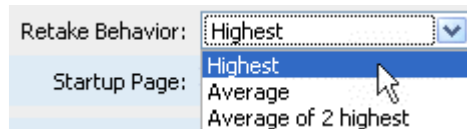
Like the "Minimum Passing Grade," this field may be pre-filled, but the teacher can enter the appropriate value if needed.

Maximum Retake Grade

Teachers will use this field to set a maximum grade that a student is allowed to earn for a "retake" assignment. For example, a student who earns a 100 on a retake assignment may only be eligible for 90 points; to accomplish this, the "Maximum Retake Grade" should be set to "90."

Retake Behavior

Use the drop-down list to indicate how GradeSpeed should handle assignments where retake grades have been recorded.



Retake Behavior: Highest
Startup Page: Highest
Average
Average of 2 highest

GradeSpeed allows teachers to record an original grade and two retake grades for each student's assignment. The **Retake Behavior** setting determines how these multiple grades should be considered in determining the student's score for that assignment.

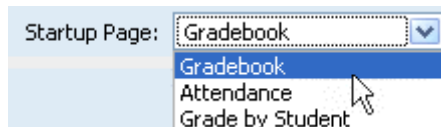
Highest - the highest of the three scores is used

Average - the average of any available scores is used

Average of 2 highest - the average of the two highest available scores is used

Startup Page

The teacher can use this drop-down list to indicate which page should be displayed first when he or she first logs in to GradeSpeed.



Startup Page: Gradebook
Gradebook
Attendance
Grade by Student

Change Password

To change the teacher password click the **Change Password** link. A window will pop up containing an encrypted password field and confirmation field. Since these fields are encrypted, remember that the number of characters that appear in the Password and Confirm fields is NOT necessarily the number of total characters in the actual password.

The screenshot shows a web browser window titled "Edit User - 999999_101_8755 - Microsoft Internet Explorer". The main content area is a form titled "User Information". The form has the following fields and values:

- Username: 999999_101_8755
- Email: (empty)
- Password: (masked with dots)
- Confirm: (masked with dots)
- First Name: (empty)
- Middle Name: (empty)
- Last Name: Alexander, S

At the bottom of the form are three buttons: "OK", "Cancel", and "Apply".

The teacher can delete the old password and type in the new desired password in the "Password" and "Confirm" fields. The password will be rejected if it does not conform with the district-defined complexity and length requirements (i.e. "at least 6 characters long," "at least one numeric character," etc...).

Create Custom Fields

Teachers can define custom fields that can be used to track custom student information. This information will be entered and viewed on the Student List page. [Click here for further information on the Custom Fields tool.](#)

Display Student Fields

To customize the way that student data is displayed in the gradebook, select **Display Student Fields** from the **View** drop-down list.

View: Display Student Fields

Update Cancel Apply

Please select the fields you would like to display for a student in the mode selected below.

Mode Gradebook

Student Name (Full)
 Student Name (Short)
 Student ID
 Grade Level
 Student Characteristics
 Sub-School
 Hide Inactive Students.

Sort Order
Please select the order you would like these fields to appear.

Student Name
Student ID
Grade Level
Student Characteristics
Sub-School

Move Up
Move Down

A teacher can decide which fields should be displayed for a student in each "Mode" listed in the drop-down menu - Gradebook, Attendance, or Seating Chart. For example, if the mode is set to "Gradebook," the teacher will be able to specify which student data is displayed in the main gradebook page.

Mode Gradebook

Gradebook
Attendance
Seating Chart

Teachers should choose a mode, and then use the check boxes below to indicate the information fields that should be displayed while viewing that mode.

Student Name (Full)
 Student Name (Short)
 Student ID
 Grade Level
 Student Characteristics
 Sub-School
 Hide Inactive Students.

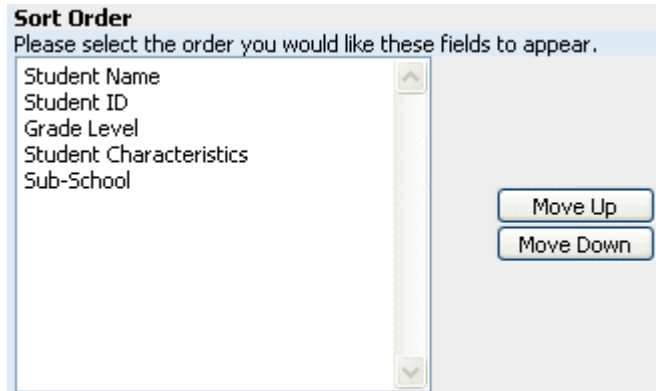
Hide Inactive Students

If the teacher's gradebook contains students that have been dropped from a section (these students will appear with a "D" in front of their names), the teacher can check

Hide Inactive Students to prevent these dropped students from being displayed in the gradebook.

Sort Order

Once the teacher has selected the data that should appear for the current **Mode**, he or she can use the **Move Up** and **Move Down** buttons to change the order in which the fields will appear.



After any changes have been made, click **Apply** to save the changes and continue working on this screen. To discard changes and return to the gradebook, click **Cancel**. To save changes and return to the gradebook, click **Update**.

Custom Fields

(updated 8/16/07)

Overview

From within the **Teacher Profile**, teachers can define custom fields that can be used to track any type of student information within the **Student List**. Anything can be tracked with custom fields - textbook numbers, permission slip returns... anything that is specified.

To create a **Custom Field**, first visit the Teacher Profile by clicking on the teacher name on the left side of the page.



From within the **Teacher Profile**, click the **Create Custom Fields** link in the upper right-hand corner of the page.

The **Student Custom Fields** page will appear. If any custom fields have already been defined, they will appear in a list on this page. Directly underneath the list will be some blank fields with an Add Field button. If no fields have been defined yet, only the blank form will appear, as in the screen shot below:

Return					
<i>* Values should be entered in comma delimited format</i>					
ID	Name	Type	Values	Edit	Delete
	<input type="text"/>	Textbox	<input type="text"/>		Add Field

To add a new custom field, first enter the **Name** of the field. Then select the **Type** of field that it will be.

Return

** Values should be entered in comma delimited format*

ID	Name	Type	Values	Edit	Delete
	Permission Slip?	Drop Down			Add Field

Field Types

This is a Check Box

This is a Text Box

This is a Drop Down menu

- Option 1
- Option 2
- Option 3
- Option 4

If the **Type** column is set to **Checkbox** or **Textbox**, the **Values** column should be left empty. If the **Drop Down** type is selected, enter the allowed **Values**, separating each option with a comma (,).

ID	Name	Type	Values	Edit	Delete
	Permission Slip?	Drop Down	Received,Received,Late		Add Field

Once the field info is correct, click **Add Field**. The field will be saved, and a new field will be opened, allowing the teacher to create another custom field if needed. If no more custom fields are needed, simply click the **Return** button at the top left of the page.

Return

** Values should be entered in comma delimited format*

ID	Name	Type	Values	Edit	Delete
1	Permission Slip?	DDL	Not Received,Received,Late	Edit	Delete
		Textbox			Add Field

Once again, teachers can also define text fields or check box fields. If text fields or checkbox fields are required, simply give the new field a **Name**, specify the **Type** of field, and leave the **Values** field blank.

ID	Name	Type	Values	Edit	Delete
1	Permission Slip?	DDL	Not Received,Received,Late	Edit	Delete
2	Health Notes	TXT		Edit	Delete
3	Rides Bus	CHK		Edit	Delete
	<input type="text"/>	Textbox <input type="button" value="v"/>	<input type="text"/>		<input type="button" value="Add Field"/>

Users can also click **Edit** to modify existing custom field information.

To return to the Teacher Profile, click **Return**. To view and use these custom fields, go to the Student List page.

Switch Schools

(added 10/30/06)

GradeSpeed.NET 4.0 offers a number of advanced features for managing user accounts. One of these features allows administrators to connect two teacher accounts to one login profile. This would allow a teacher who must have a gradebook account at two different campuses to use the same ID and password regardless of location.

If the administrator has set this up for the teacher, a **Switch Schools** option will be displayed on the teacher's gradebook. This link will appear below the calendar information and above the **Lock** and **Sign Out** buttons.



Once the teacher clicks **Switch Schools**, he or she will be returned to the account/role selection page. This page will allow the teacher to log into another account/role that is connected to his or her user profile.

Student List

(updated 8/15/07)

The **Student List** page allows the teacher to manage and track student information and grades. What's more, with the Custom Fields features, teachers can track and store custom information that they specify. To access the **Student List** page, click on the **Student List** link on left side of the main gradebook page.



The following page will appear:

ID	Last	First	Grade	Birth Date	Profile	Grades	Schedule
200088	Raub	William	03	02/08/1997	[Profile]	[Grades]	[Schedule]
200270	Liess	Frederick	03	06/10/1997	[Profile]	[Grades]	[Schedule]
200311	Santiago	Carlos	03	01/22/1997	[Profile]	[Grades]	[Schedule]
200314	Yesultis	Thomas	03	06/20/1997	[Profile]	[Grades]	[Schedule]
200366	Draudt	Marian	03	06/22/1996	[Profile]	[Grades]	[Schedule]
200405	Harrington	Arthur	03	02/07/1997	[Profile]	[Grades]	[Schedule]
200580	Zimmerman	Norman	03	03/12/1997	[Profile]	[Grades]	[Schedule]
200585	Caddell	Raymond	03	08/07/1997	[Profile]	[Grades]	[Schedule]
200665	Sanson	William	03	10/08/1996	[Profile]	[Grades]	[Schedule]
200708	Bryson	Willie	03	10/22/1996	[Profile]	[Grades]	[Schedule]
200714	McLain	Bobby	03	04/08/1997	[Profile]	[Grades]	[Schedule]
200767	Harden	Dorothy	03	10/24/1996	[Profile]	[Grades]	[Schedule]
200806	Babb	Franklin	03	12/07/1995	[Profile]	[Grades]	[Schedule]
200857	Hughes	Noble	03	11/03/1996	[Profile]	[Grades]	[Schedule]
201000	Hart	Edwin	03	08/30/1995	[Profile]	[Grades]	[Schedule]
201163	03	03/11/1997	[Profile]	[Grades]	[Schedule]

In the default configuration, the student ID, first and last name, grade level, and birth date will be displayed on the page. To edit a student's profile, click **Edit** next to the appropriate student. To view the student's grades, click **Grade** next to the appropriate student.

The **Student List** page can also be used to display manage data contained in Custom Fields. **Custom Fields** are customizable data fields that can be used to store various information. These fields can be used to track permission slip signatures, textbook numbers, or anything else that may need to be tracked. See the **Custom Fields** section for a detailed walkthrough for setting them up.

To display Custom Fields in the student list and open them up for editing, check the box next to the field name in the column on the far left side of the page.

Columns

Refresh

Permission Slip

Progress Rpt Signed?

Textbook Number

Click **Refresh** to display these fields on the student list.

Students									
ID	Last	First	Grade	Birth Date				Progress Rpt Signed?	Textbook Number
200088	Raub	William	03	02/08/1997	[Profile]	[Grades]	[Schedule]	Yes	
200270	Lies	Frederick	03	06/10/1997	[Profile]	[Grades]	[Schedule]	Yes	
200311	Santiago	Carlos	03	01/22/1997	[Profile]	[Grades]	[Schedule]	Yes	
200314	Yesulbis	Thomas	03	06/20/1997	[Profile]	[Grades]	[Schedule]	Yes	
200366	Draudt	Marian	03	06/22/1996	[Profile]	[Grades]	[Schedule]	Yes	
200405	Harrington	Arthur	03	02/07/1997	[Profile]	[Grades]	[Schedule]	Yes	
200580	Zimmerman	Norman	03	03/12/1997	[Profile]	[Grades]	[Schedule]	Yes	
200585	Caddell	Raymond	03	08/07/1997	[Profile]	[Grades]	[Schedule]	Yes	
200665	Sanson	William	03	10/08/1996	[Profile]	[Grades]	[Schedule]	Yes	
200708	Bryson	Willie	03	10/22/1996	[Profile]	[Grades]	[Schedule]	Yes	
200714	McLain	Bobby	03	04/08/1997	[Profile]	[Grades]	[Schedule]	Yes	
200767	Harden	Dorothy	03	10/24/1996	[Profile]	[Grades]	[Schedule]	Yes	
200806	Babb	Franklin	03	12/07/1995	[Profile]	[Grades]	[Schedule]	Yes	
200857	Hughes	Noble	03	11/03/1996	[Profile]	[Grades]	[Schedule]	Yes	
201000	Hart	Edwin	03	08/30/1995	[Profile]	[Grades]	[Schedule]	Yes	
201163	Aper	William	03	03/13/1997	[Profile]	[Grades]	[Schedule]	Yes	
201231	Kullman	Ron	03	03/06/1997	[Profile]	[Grades]	[Schedule]	Yes	
201249	Monski	William	03	08/29/1996	[Profile]	[Grades]	[Schedule]	Yes	
201302	Larson	Dorothy	03	07/22/1997	[Profile]	[Grades]	[Schedule]	Yes	
201328	Boyle	Neil	03	03/23/1996	[Profile]	[Grades]	[Schedule]	Yes	
201329	Braunig	Emilia	03	06/04/1997	[Profile]	[Grades]	[Schedule]	Yes	
301585	Massaro	Albert	03	10/23/1996	[Profile]	[Grades]	[Schedule]	Yes	

The teacher can now enter information in the appropriate format into these custom fields.

200088	Raub	William	03	02/08/1997	[Profile]	[Grades]	[Schedule]	Yes	15684
200270	Lies	Frederick	03	06/10/1997	[Profile]	[Grades]	[Schedule]	No	98168
200311	Santiago	Carlos	03	01/22/1997	[Profile]	[Grades]	[Schedule]	Yes	48753

To save the information entered on this page, click the **Update** button at the top of the page. And as always, to return to the main gradebook page, click the **Grades** icon in the taskbar at the top of the page.

Student Profile

(updated 8/14/07)

To access a student's profile, click the student's name on the main gradebook page.



The selected student's **Student Profile** will appear

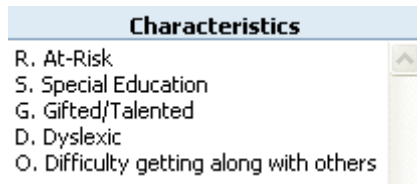
A screenshot of the 'Student Profile' form. The form is titled 'Student Profile' and has buttons for 'Update', 'Cancel', 'Schedule', and 'Attendance'. It contains several input fields: 'Last' (Babb), 'First' (Franklin), 'Parent Last' (Finney), 'Parent First' (Christine), 'Address' (500 S CHAFFEE RD), 'City' (San Antonio), 'State' (TX), 'Zip' (12345), 'Phone' (1237831498), 'Email' (empty), and 'Birthdate' (Thursday, December 07, 1995). There are also fields for 'ID' (200806), 'Gender' (radio buttons for Male and Female, with Male selected), 'Grade' (03), and 'Sort Key' (empty). Two checkboxes are present: 'Print Progress Report in Spanish' and 'Print Report Cards in Spanish', both of which are unchecked. On the right side, there is a 'Characteristics' section with a scrollable list containing: 'R. At-Risk', 'S. Special Education', 'G. Gifted/Talented', 'D. Dyslexic', and 'O. Difficulty getting along with others'. At the bottom, there is an 'Attached Documents' section with the text 'No files attached.'

Most of the information displayed in the **Student Profile** is pulled directly from the student management software. Only the **Email**, **Gender**, and **Sort Key** can be modified by the teacher.

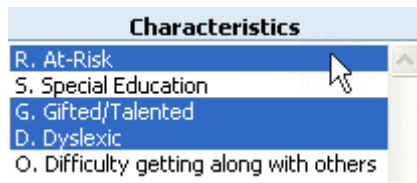
A **Sort Key** can be entered to change the order in which the students appear in the gradebook. To set the sort order for all students, the teacher can simply enter a numerical sort key for each student (ex. "1" for the student who should appear first, "2" for the student who should appear second, etc.). By default, any students without a sort key entry will automatically be arranged in alphabetical order at the top of the list.

To indicate that a student's progress report or report card should print Spanish content where it is available, check the boxes marked "**Print Progress Report in Spanish**" and/or "**Print Report Cards in Spanish.**" Keep in mind that **GradeSpeed.NET 4.0** does NOT translate English content (assignment titles, category names, etc) into Spanish! These check boxes simply tell the system to use the Spanish version entered by the teacher when such a Spanish version is available.

Teachers can also use this page to add district-defined **Student Characteristics** to a student's profile. To add a characteristic, simply click on the characteristic name from the list.



Use the Control or Shift key to select multiple characteristics.

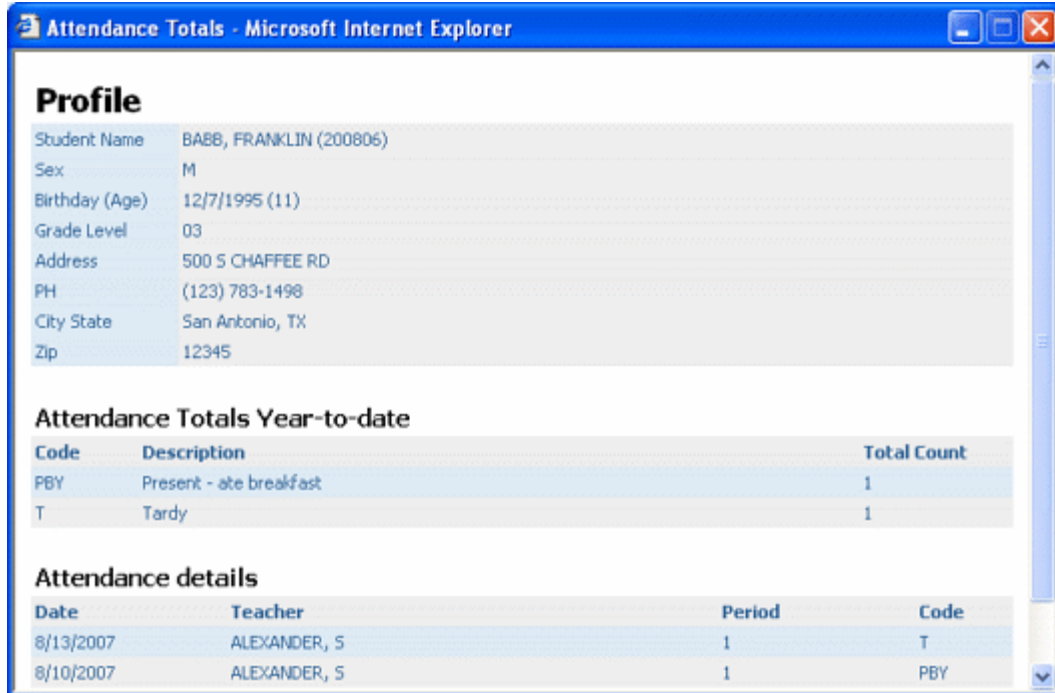


To view the student's schedule, click the **Schedule** button on the top-right. The student's class schedule will pop up in a separate window, as shown below:

A screenshot of a Microsoft Internet Explorer browser window titled "Student Schedule - Microsoft Internet Explorer". The window displays a table of class schedules for a student named "Babb, Franklin". The table has four columns: "Teacher", "Course", "Period", and "Avg". The data is as follows:

Babb, Franklin			
Teacher	Course	Period	Avg
8755 Alexander, S	7003 HR WKHABIT GR 3	1	83
2351 Wake, Ginger	1003R READ GR 3 RESOU	2	94
2351 Wake, Ginger	2003R WRIT/ORALGR3RES	3	72
6134 Ellis, Nancy	4003R MATH GR 3 RESOU	5	94
9622 O'brien, Kelly	8003 MUSIC GR 3	8	100
1552 Sass, Nancy	9003 ART GR 3	9	89
4264 Rotzler, Karen	1103 PE GR 3	10	91

To view the student's attendance records, click the **Attendance** button. This can be found right next to the Schedule button on the top-right. A list of the student's attendance records will pop up in a new window, as well as some basic student profile info, and an attendance code legend..



To close the schedule or attendance windows and return to the **Student Profile** screen, simply close the browser window containing the unneeded information.

To view the Grades by Student page, click the **Grades** button at the bottom left.

To view instructions on how to transfer grades for students who have switched sections of a class, click [here](#).

To save changes made to the student profile and remain on the student profile, click **Apply**. To save changes and leave the student profile, click **OK**. To discard changes and leave the student profile, click **Cancel**.

Manage Categories

(updated 8/15/07)

Overview

Assignment **Categories** define all the different assignment types that a teacher will use, for example - "homework," "quizzes," "tests," "labs," etc... When **Categories** are defined, the weight of that particular assignment type's grade is specified, as well as assignment drop criteria. In other words, if Quizzes were to be worth 25% of a student's overall grade and the 2 lowest quiz grades should be dropped, this is where that would be specified.

Some districts require teachers to use a select group of categories **ONLY**. In this case, categories will be locked by the administrators and teachers will be unable to modify or create categories as described below. They will be "grayed out" and unable to be edited.

District administrators can also specify *recommended* categories, but allow teachers to edit them if they choose to.

And of course, it is quite possible that district administrators will not set up categories. In this case, teachers must define their own categories before creating assignments, and will be able to modify these categories freely.

That being said, to create/modify categories, click the **Categories icon** on the taskbar.

The **Category Maintenance** page will appear as shown below:

	Category	Spanish Name	Color	Weight	# to Drop	Deleted
1.	Homework		Green	25	1	<input type="checkbox"/>
2.	Quizzes		Red	25	1	<input type="checkbox"/>
3.	Tests		Blue	35	0	<input type="checkbox"/>
4.	Projects		None	15	0	<input type="checkbox"/>
5.			None			
6.						
7.						
8.						
9.						

Total: 100

Hide Spanish Category Names: Method of weighting grades:

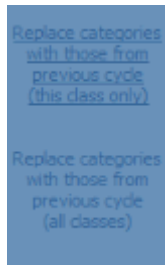
Maximum grades to drop for each student: Students Advantage:

Make category properties identical for all classes in this group: Total Points Logic:

Use categories from previous cycle

To use the same categories that were used in the previous cycle, click one of the links on the left side of the page; to apply the old categories for the current class, click "Replace categories with those from previous cycle (this class only)", and to

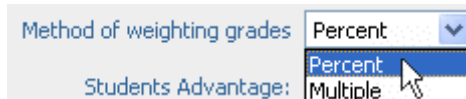
apply the old categories for all classes, click "Replace categories with those from previous cycle (all classes)". Please note that this feature will not appear in the first cycle, as there is no "previous cycle" in that case.



This action is not reversible - if the teacher chooses to replace the existing categories (if there are any) with the categories from the previous cycle, then the existing categories will be permanently deleted.

Method of weighting grades

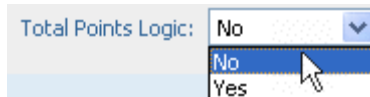
Before creating categories, verify that the weighting method is set correctly, either to **Percent** or **Multiple**. To change this setting, use the drop-down list labeled **Method of weighting grades**.



The weighting method selected here will be applied to all categories for the current section. When weighting grades by percent (20% for one category, 30% for another, etc.), the total weight of all categories must equal 100%.

Total Points Logic

Next, decide whether **Total Points Logic (FTP)** will be used. **TPL** uses the raw scores for each assignment to calculate the average, rather than displaying each individual score as a percentage. For example, if a student gets 15 out of 20 questions correct on an assignment with 20 possible points, the teacher will simply enter a score of "15" for that student. The grade cell will display the "15," but the average will calculate the score as 75%.



Student's Advantage

Choose whether to select dropped grades using the **Student's Advantage** method using the **Student's Advantage** drop-down list.



The **Student's Advantage** method drops the grades that, considering the total points and weight of the assignment, results in the highest possible average for the

student. If the **Student's Advantage** method is not used, grades will be dropped based solely on the raw points or percentage score. For example, if a student's average is 89, and his two lowest grades are a 70 in a category weighted at 10% and a 75 in a category weighted at 50%, the **Student's Advantage** method would drop the 75 in order to cause the least reduction in the student's average.

Other grade settings

Set the number of grades that can be dropped for each student using the drop-down list titled **Maximum grades to drop for each student**. This setting controls the total number of grades that will be dropped from all categories together.

A screenshot of a dropdown menu. The label is "Maximum grades to drop for each student:". The dropdown is open, showing options 0, 1, 2, and 3. The option "0" is currently selected and highlighted in blue. A mouse cursor is pointing at the "0" option.

To make categories identical for all class sections in a group, select "Yes" from the drop-down list titled **Make category properties identical for all classes in this group**.

A screenshot of a dropdown menu. The label is "Make category properties identical for all classes in this group:". The dropdown is open, showing options "Yes", "No", and "Yes". The option "No" is currently selected and highlighted in blue. A mouse cursor is pointing at the "No" option.

To display the field for Spanish Category Names, select "No" from the drop-down list titled **Hide Spanish Category Names**.

Add a Category

Click the **Categories** icon on the taskbar. The main **Categories** screen will appear:

Category	Spanish Name	Color	Weight	# to Drop	Deleted
1. Homework		Green	25	1	<input type="checkbox"/>
2. Quizzes		Red	25	1	<input type="checkbox"/>
3. Tests		Blue	35	0	<input type="checkbox"/>
4. Projects		None	15	0	<input type="checkbox"/>
5.		None			
6.					
7.					
8.					
9.					

Total: 100

Hide Spanish Category Names: No Yes

Method of weighting grades: Percent Points

Maximum grades to drop for each student: 0 1 2 3

Students Advantage: No Yes

Make category properties identical for all classes in this group: Yes No

Total Points Logic: No Yes

New categories can be entered directly from the main category page. Enter the **Category Name** in the next available textbox under the **Category** heading. If no categories have been defined yet, enter the category name into the first textbox.

5.

Use the drop-down list to choose a color for the new **Category** to be displayed within the gradebook. Contrasting colors reduce eyestrain and make it easier to distinguish between different categories.

Enter the **Weight** assigned to each category. If the **Percent** weighting method is used, the sum of all category weights must be 100%.

	Category	Color	Weight	# to Drop	Delete
1.	<input type="text" value="Homework"/>	<input type="text" value="Green"/>	<input type="text" value="35"/>	<input type="text" value="0"/>	<input type="checkbox"/>
2.	<input type="text" value="Quizzes"/>	<input type="text" value="Red"/>	<input type="text" value="25"/>	<input type="text" value="0"/>	<input type="checkbox"/>
3.	<input type="text" value="Tests"/>	<input type="text" value="Blue"/>	<input type="text" value="25"/>	<input type="text" value="0"/>	<input type="checkbox"/>
4.	<input type="text" value="Projects"/>	<input type="text" value="Gold"/>	<input type="text" value="15"/>	<input type="text" value="0"/>	<input type="checkbox"/>
5.	<input type="text"/>	<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>	
6.					
7.					
8.					
9.					
			Total:	100	

Choose how many low grades will be dropped from each category. The total number of grades to drop from all categories cannot exceed the value of the selection from the **Maximum grades to drop for each student** drop-down list. For example, if the **maximum grades to drop for each student** is set to 0, then no grades will be dropped from any category, regardless of the value in the **# to drop** field for each category.

To standardize a group's categories, click the box titled **Make Category properties identical for all classes in this group**.

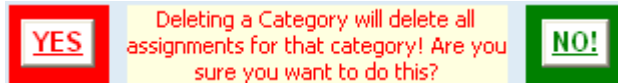
Once the category information has been entered, click **Apply** to save the changes and continue adding categories. Click **OK** to save the changes and return to the gradebook. Click **Cancel** to discard the changes and return to the gradebook.

Delete a Category

Click the **Categories Icon** on the taskbar. Next, check the **Delete** box out next to the category name, then click **Apply**.

# to Drop	Delete!
1	<input type="checkbox"/>
1	<input type="checkbox"/>
0	<input checked="" type="checkbox"/>
0	<input checked="" type="checkbox"/>

Confirm the deletion by clicking **OK** in the dialog box. Note that deleting a category will also delete any assignments in that category. **Be careful!**



Restore the total weight of all categories to 100% if necessary.

Note: Remember that any category deleted from a class that is part of a group will be deleted from **all** classes in the same group.

Drop Low Grades

Enter the number of low grades - up to three - that can be dropped from the category in the **# to Drop** field.

to Drop
1
1
0
0

The total number of dropped grades from all categories together cannot exceed the **Maximum grades to drop for each student.**

GradeSpeed.NET searches each category and drops the lowest grades. The settings for dropping grades can be changed at any time, and **GradeSpeed.NET** will recalculate automatically.

Manage Assignments

(updated 8/15/07)

For help creating rubric assignments, click [here](#).

Create a New Assignment

To create a new assignment, click the **Assignment Icon** on the taskbar. If this is not the first assignment to be entered in the gradebook, the **Assignment List** will be displayed. If this is the first assignment in the gradebook, the **Assignment List** will not be displayed, and the **Assignment Maintenance** page will be pulled up immediately.

The Assignment List:

Assigned	Due	Assignment	Category
Aug-13	Aug-14	Homework Chapter 1	Homework
Aug-13	Aug-14	Quiz Chapter 1	Quizzes
Aug-13	Aug-14	Test Chapter 1	Tests
Aug-14	Aug-15	Homework Chapter 2	Homework

Click **Edit** next to the appropriate assignment to display the **Assignment Maintenance** screen.

The Assignment Maintenance Page:

Assignment
 Rubric
 Rubric Task

Assignment:
 Assigned: ... Due: ...

Points Possible:
 Multiplier:
 Type: ▾
 Category: ▾
 Reporting Category: ▾
 Description:
 Hide Spanish Assignment Names
 Default Grade:

To add a new assignment, simply fill out the form fields on the Assignment Maintenance page.

Enter the assignment name.

Assignment:

To enter a Spanish assignment name, un-check the box at the bottom of the page labeled **Hide Spanish Assignment Names**. A new field will be available, as shown below.

Assignment
 Rubric
 Rubric Task

Assignment:

Spanish Name:

Assigned: ... Due: ...

Points Possible:

Multiplier:

Type:

Category:

Reporting Category:

Description:

Hide Spanish Assignment Names

Default Grade:

Indicate the **Date Assigned** and **Date Due**. Either enter the appropriate dates by hand or click the ellipses ("...") to display mini calendars. To choose a date from the calendar, simply click the desired day and the date field will display the newly selected date. You can use the Month and Year drop-down menus if needed.

Assigned: ... Due: ...

Points Possible:

Multiplier:

Type:

Category:

Reporting Category:

Description:

Hide Spanish Assignment Names

Default Grade:

...
 ...

Aug 2007

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Enter the desired number of possible points for the assignment. Teachers who record grades as percentages should accept the default value of 100. Teachers who record grades as raw scores, or based on **Total Points** should enter a value that is consistent with the value of the assignment.

Points Possible:

Use the drop-down list to select the grade **Type - Normal Grade, Extra Credit applied to Average, Extra Credit applied to Category, or Semester Exam.**

The screenshot shows a drop-down menu with the label 'Type:'. The current selection is 'Normal Grade'. The menu is open, showing the following options: 'Normal Grade', 'Extra Credit (Applied to Average)', 'Extra Credit (Applied to Category)', 'Semester Exam', and 'Final Exam'. A mouse cursor is pointing at the 'Extra Credit (Applied to Category)' option.

Select the **Category** from the drop-down menu.

The screenshot shows a drop-down menu with the label 'Category:'. The current selection is 'Homework'. The menu is open, showing the following options: 'Homework', 'Quizzes', and 'Tests'. A mouse cursor is pointing at the 'Homework' option.

Assignment **Categories** may be set by the district administration. They may or may not be available for editing by teachers. Selecting a category from this menu sets a specified grade weight, grade dropping criteria, and other helpful options to the new assignment. For a detailed walkthrough on **Categories**, read the Categories section.

Next, select the **Reporting Category** from the drop-down menu. These categories, if available, are set by the district administration. Teachers should only select the **Reporting Category** specified by the district administration.

The screenshot shows a drop-down menu with the label 'Reporting Category:'. The current selection is 'None'. The menu is open, showing the following options: 'None'.

Enter a short description of the assignment if desired.

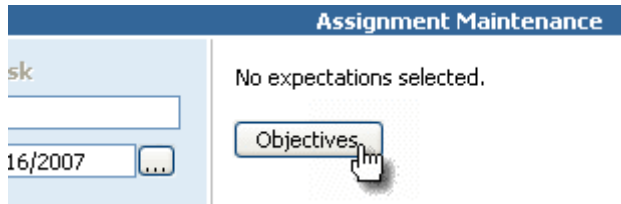
The screenshot shows a text input field with the label 'Description:'. The field is empty and has a light blue border. There are small up and down arrow icons on the right side of the field.

Use the check box to indicate whether a Spanish Assignment Name will be entered and/or displayed.

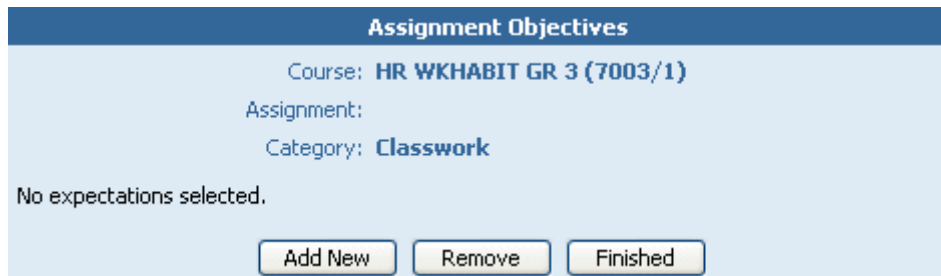
The screenshot shows a checkbox with the label 'Hide Spanish Assignment Names'. The checkbox is currently unchecked.

Objectives

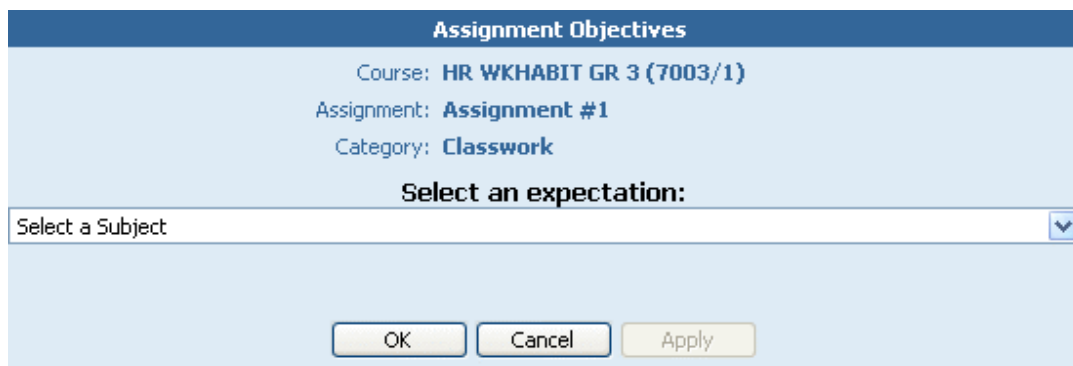
To integrate state standards with an assignment, click the button labeled **Objectives** on the **Assignment Maintenance** page.



The following window will appear:

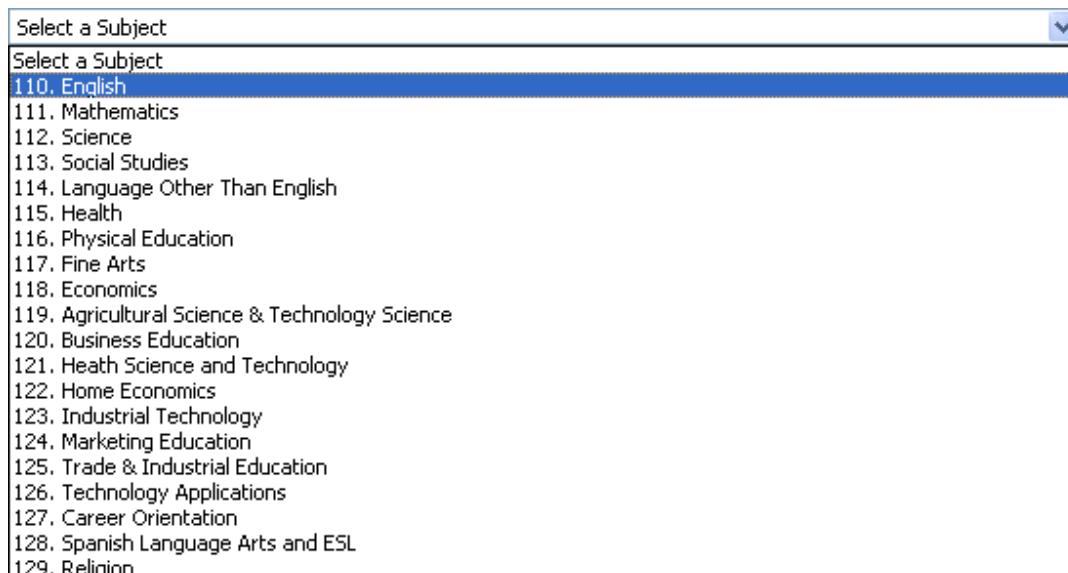


Click **Add New** to add a new objective. The following screen will appear:

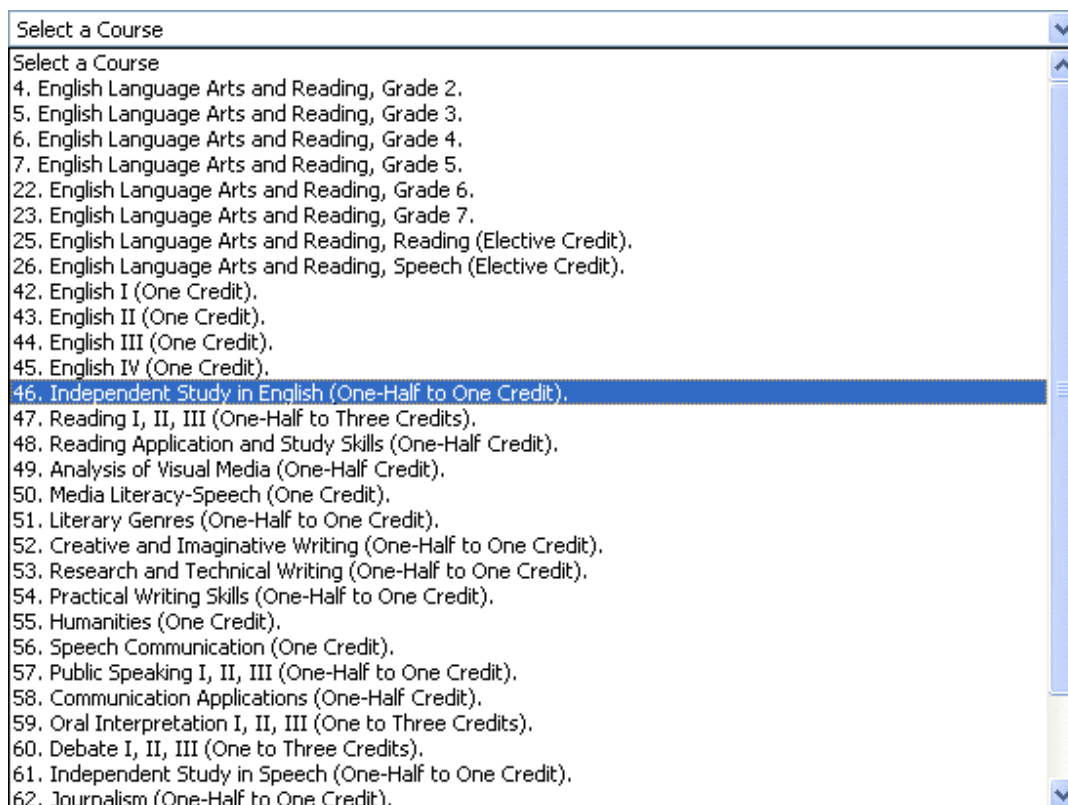


Teachers can now select the state objectives and student expectations that are appropriate for the assignment. **Note:** the information displayed in the following fields may vary, depending on the state standards being used.

First, select the assignment's subject area using the **Select a Subject** drop-down list.



Once a subject is selected, another drop-down menu will appear with the label "Select a Course." Select the appropriate course from the **Select a Course** drop-down list.



Next, the "Select an Objective" drop-down list will appear. Select the appropriate student objective from the **Select an Objective** drop-down list.

Select an Objective

Select an Objective

1. The student listens actively and purposefully in a variety of settings. The student is expected to:
2. listening. The student listens critically to analyze and evaluate a speaker's message(s). The student is expected to:
3. The student listens to enjoy and appreciate spoken language. The student is expected to:
4. The student listens and speaks to gain and share knowledge of his/her own culture, the culture of others, and the
5. The student speaks clearly and appropriately to different audiences for different purposes and occasions. The s
6. identification. The student uses a variety of word recognition strategies. The student is expected to:
7. The student reads with fluency and understanding in texts at appropriate difficulty levels. The student is exp
8. of texts. The student reads widely for different purposes in varied sources. The student is expected to:
9. development. The student acquires an extensive vocabulary through reading and systematic word study. The s
10. The student comprehends selections using a variety of strategies. The student is expected to:
11. response. The student expresses and supports responses to various types of texts. The student is expected
12. structures/literary concepts. The student analyzes the characteristics of various types of texts (110.22.genre
13. The student inquires and conducts research using a variety of sources. The student is expected to:
14. The student reads to increase knowledge of his/her own culture, the culture of others, and the common eleme
15. The student writes for a variety of audiences and purposes and in a variety of forms. The student is expected
16. The student composes original texts, applying the conventions of written language such as capitalization, pun
17. The student applies standard grammar and usage to communicate clearly and effectively in writing. The stud
18. process. The student selects and uses writing processes for self-initiated and assigned writing. The student is
19. The student evaluates his/her own writing and the writings of others. The student is expected to:
20. The student uses writing as a tool for learning and research. The student is expected to:
21. The student interacts with writers inside and outside the classroom in ways that reflect the practical uses of w
22. The student understands and interprets visual images, messages, and meanings. The student is expected to:
23. The student analyzes and critiques the significance of visual images, messages, and meanings. The student is
24. The student produces visual images, messages, and meanings that communicate with others. The student is e

Once the student objective has been selected, the individual student expectations will be displayed below.

110. English

22. English Language Arts and Reading, Grade 6.

1. The student listens actively and purposefully in a variety of settings. The student is expected to:

Nr. Student Expectations

A determine the purposes for listening such as to gain information, to solve problems, or to enjoy and appreciate (4-8);

B eliminate barriers to effective listening (4-8);

C understand the major ideas and supporting evidence in spoken messages (4-8);

D listen to learn by taking notes, organizing, and summarizing spoken ideas (6-8).

OK Cancel Apply

The **Nr. Student Expectations** can be selected by checking the checkbox(es) next to the appropriate expectation(s).

Once the expectation has been selected, click the OK button. The main **Assignment Objectives** page will appear again, except this time it will be populated with the newly selected expectation.

To add more expectations, simply click the **Add New** button again, and repeat the process for each subsequent set of objectives. Once all objectives have been added, click **Finished**. The assignment page will appear again, except now the **Student Expectations** area on the right side of the page will display the newly selected data. The new expectations will be displayed in a compact format. Click the "+" next to the appropriate standard to expand the selection and view the specific objective information.

The objectives are many "levels" deep, so additional "+" signs may need to be clicked to expand the objective all the way.

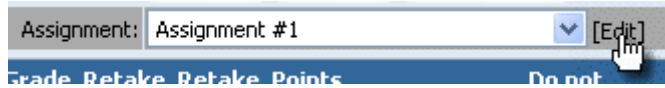
To save the assignment information and insert the assignment into the gradebook for the selected date, click **Add** on the **Edit Assignment** page. The page will reset so that another assignment can be created. Once all assignments have been created, click **Finished** to return to the gradebook screen.

NOTE: do not click **Finished** when wanting to ADD the new assignment. Click the **Add** button! Otherwise, all data will be lost.

Modify an Existing Assignment

Click the assignment title in the gradebook.

Click **Edit** next to the assignment title on the **Grade by Assignment** page.

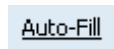


Modify the assignment information using the same methods described in Create a New Assignment.

To delete the assignment, click **Delete**. To submit the changes and return to the main gradebook page, click **OK**. To return to the main gradebook page without submitting the changes, click **Cancel**.

Auto-Fill

Once an assignment is created, go back to the **Assignment Maintenance** page. A new link labeled "**Auto-Fill**" will appear at the bottom.



Auto-Fill allows teachers to automatically assign a specific grade for this assignment to every student meeting certain criteria. This tool is very easy to use. It works much like the Find/Replace feature found in many word processing programs.

Click the **Auto-Fill** link and the following fields will appear:

Using the drop-down list, select which criteria should be followed to replace student grade data. Blank grades, non-blank grades, and all student grades can all be replaced.

Next, specify what the replacement grade should be in the "**Grades with:**" textbox.

Click **OK** to commit to the changes, click **Cancel** to discard the changes.

Rubric Assignments

(updated 8/16/07)

Overview

GradeSpeed.NET's Rubrics feature enables teachers to establish an objective set of criteria for their students and separate a grade for an assignment into several parts (or "tasks"). This allows them to easily identify the areas where the student needs improvement. Each rubric task will be graded on a specified scale, and the total of all the tasks becomes the overall grade for the rubric. For added convenience, the rubric tasks and rubric may be added to any desired category.

Creating a Rubric

First, create the main rubric assignment - the individual rubric tasks come later. To create a rubric, the teacher should click the **Assignments** icon and select **Add New** if necessary. The following page will appear:

Assignment
 Rubric
 Rubric Task

Assignment:

Spanish Name

Assigned: ... Due: ...

Points Possible:

Multiplier:

Type: ▾

Category: ▾

Reporting Category: ▾

Description:

Hide Spanish Assignment Names

Default Grade:

Select the **Rubric** radio button at the top of the page.

Assignment
 Rubric
 Rubric Task

Note that the **Rubric Task** selection will be grayed-out until the first **Rubric** assignment has been created.

Give the rubric a name, and fill out all information as with a standard assignment. Teachers can select a **Color** from the drop-down list that will help distinguish the rubric assignment from standard assignments on the main gradebook page.

To add the rubric, click **Add**. To return to the gradebook, click **Finished**.

The rubric assignment will appear in the gradebook as shown below. Note that the color of the column header reflects the teacher's selection when creating the new rubric assignment:

Chapter	Test Chapter	Plant Cells
8	8	Plant Cells
g-14	Aug-14	Aug-16
g-15	Aug-15	Aug-17
00	100	0

The teacher will be unable to enter grades for the rubric assignment. The rubric assignment grades are calculated based on the grades given to each rubric task.

Rubric Tasks

Rubric tasks allow teachers to record scores for each student for individual components of the rubric assignment. To create a rubric task, the teacher should click the **Assignments** icon and select **Add New** if necessary. The teacher should select the radio button for **Rubric Task** at the top of the page. Although it was grayed out before,

Assignment Rubric Rubric Task

Enter the task name, and select the rubric associated with the task.

Assignment Rubric Rubric Task

Rubric Task: Labels

Assigned: 8/16/2007 ... Due: 8/17/2007 ...

Rubric: Plant Cells

Criteria: Plant Cells

Since rubrics are based on scores of 1-4 (**1** being the lowest, **4** being the highest), enter the criteria for each level in the indicated fields.

Criteria

1.	Less than 75% of the items that need to be identified.	▲▼
2.	Most items that need to be identified (78%-89%)	▲▼
3.	Almost all items that need to be identified (90%-99%)	▲▼
4.	Every item that needs to be identified has a label.	▲▼

Indicate the number of possible points that the rubric task will be worth (most teachers will use **4**).

Points Possible:

Choose the category for the rubric task.

Category: Homework

Reporting Category: Homework, Quizzes, Tests, Projects

To save the rubric task and insert it into the gradebook, click **Add**. To return to the gradebook, click **Finish**.

Once all the rubric tasks for the rubric have been added, the gradebook will appear as below:

Student	Avg	Assignment 1 Nov-21	Assignment 2 Nov-21	Plant Cells Dec-11	Labels Dec-11	Drawing - General Dec-11	Accuracy Dec-11	Spelling Dec-11
	Due:	Nov-22	Nov-22	Dec-12	Dec-12	Dec-12	Dec-12	Dec-12
	Points Possible	20	100	16	4	4	4	4
Abramovic, John 201314 02	79	75	90					
Annarella, Sergio 201317 02	Inc	Msg	Msg					
Bowman, Everett 201327 02	38	17	89					
Burris, Harriett 200587 02	Inc		Msg					
Clark, Thomas 200185 02	-							

Any assignments related to the rubric can be distinguished by the colored title boxes - in this case, they are gold. Note that the "Points Possible" for the rubric assignment is automatically calculated - it is the sum of the possible points for all related rubric tasks (in the example above, 4 + 4 + 4 + 4 = 16).

The teacher can now enter scores for the rubric tasks. Enter these scores like normal assignment grades. Click **Update** to apply the changes.

Student	Avg	Assignment 1 Nov-21	Assignment 2 Nov-21	Plant Cells Dec-11	Labels Dec-11	Drawing - General Dec-11	Accuracy Dec-11	Spelling Dec-11
	Due:	Nov-22	Nov-22	Dec-12	Dec-12	Dec-12	Dec-12	Dec-12
	Points Possible	20	100	16	4	4	4	4
Abramovic, John 201314 02	87	75	90	14	3	4	4	3
Annarella, Sergio 201317 02	Inc	Msg	Msg					
Bowman, Everett 201327 02	38	17	89					
Burris, Harriett 200587 02	Inc		Msg					

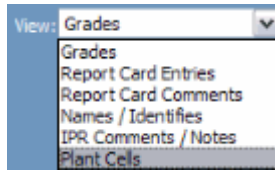
Once **Update** has been pressed, the rubric assignment field will be populated with the sum of the rubric task scores. The rubric assignment score will then be calculated into the average.

Rubric Grades

To view additional rubric information, click the student's cumulative average to display the **Grades by Student** screen.

Grades By Student													ID:	201314			
View: Grades		Abramovic, John										Grade: 02					
Class: HR WQHABIT GR 2 (7002/R) Period 1													Update		Cancel	Spell Check	Return
Assignment	Category	Assigned	Due	Points Possible	Score	Original Grade (1st Try)	1st Retake	2nd Retake	Points Added	Override Grade	Late	Do not drop	Note	Print Note			
Assignment 1	Homework	Nov-21	Nov-22	20	75	75											
Assignment 2	Projects	Nov-21	Nov-22	100	90	75	76	85	5		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	retake: original grade 75	<input checked="" type="checkbox"/>			
Plant Cells	Homework	Dec-11	Dec-12	16	14	14											
Labels	Homework	Dec-11	Dec-12	4	3	3											
Drawing - General	Homework	Dec-11	Dec-12	4	4	4											
Accuracy	Homework	Dec-11	Dec-12	4	4	4											
Spelling	Homework	Dec-11	Dec-12	4	3	3											
Progress Report Comment:																	

Select the rubric name from the **View** drop-down list.



The following screen will appear:

Task	1	2	3	4	Score
Labels	Less than 75% of the items that need to be identified	Most items that need to be identified (75-89%)	Most items that need to be identified (75-89%)	Every item that needs to be identified has a label	3
Drawing - General	There are several erasures, smudged lines or stray marks on the paper, which detract from the drawing.	There are a few erasures, smudged lines or stray marks on the paper.	There are a few erasures, smudged lines or stray marks on the paper.	Lines are clear and not smudged. There are almost no erasures or stray marks on the paper.	4
Accuracy	Less than 85% of the assigned structures are drawn AND/OR labeled accurately.	85-94% of the assigned structures are drawn accurately and are recognizable. 85-94% of the assigned structures are labeled accurately.	85-94% of the assigned structures are drawn accurately and are recognizable. 85-94% of the assigned structures are labeled accurately.	95% or more of the assigned structures are drawn and labeled accurately.	4
Spelling	Fewer than 75% of the words are spelled correctly in the title, labels, and description.	75% of the words are spelled correctly in the title, labels, and description.	75% of the words are spelled correctly in the title, labels, and description.	All words are spelled correctly in the title, labels, and description.	3
Total:					14

This screen displays the criteria for each score (1-4) for each rubric task, and shows the student's score for each of the tasks. The total is displayed at the bottom right.

Teachers can modify the grades as they are shown on this screen. To save any changes, click **Update**. To discard changes, click **Cancel**.

Grades by Student

(updated 8/16/07)

Overview

GradeSpeed.NET allows teachers to enter advanced grade modifications (retakes, add points, override grades) without losing track of the student's original grade. Teachers can also record standards-based grades (if made available by district administrators) that are used to generate **GradeSpeed.NET's Custom Report Cards**. In the **Grades by Student** page, there is also a very handy **"What If"** feature that allows teachers to show a student what their overall average could be if they made up a missing assignment.

There are a couple ways to access the **Grades by Student** page.

- 1) Teachers can click the student's average on the main gradebook page:

Student	Att	Avg
	Due:	
	Points Possible	
Aper, William D	0-0	71.97
Rabb, Franklin A	0-0	83.50

- 2) Teachers can also click on the Student List link and then click "Grades" next to the appropriate student.

The **Grades by Student** page will appear.

Make sure that the correct class is selected using the **Class** drop-down list.

Class:	HR WKHABIT GR 2 (7002/8) Pd 1
View:	HR WKHABIT GR 2 (7002/8) Pd 1
	READ GR 2 (1002/8) Pd 2
	WRIT GR 2 (2002/8) Pd 3
Assig	SOC SKILLS GR 2 (3002/8) Pd 4
	MATH GR 2 (4002/8) Pd 5
Homev	SOC ST GR 2 (6002/8) Pd 6
	SCI/HEALTH GR 2 (5002/8) Pd 7

Select the appropriate **View** using the drop-down list at the top of the page. Also note that this page preserves the last used "view." If the last used "view" was **Comments**, for example, the **Comments** view will be displayed the next time this page is accessed.

View:	Grades
	Grades
Assig	Report Card Entries
	Report Card Comments
Homev	Names / Identifies
	IPR Comments / Notes

The Grades selection allows teachers to enter advanced grade modifications, such as assignment retakes, add points, override grades, etc...

The Report Card Entries selection allows teachers to enter standards-based report card grades - this will be most commonly used at elementary campuses using **GradeSpeed.NET's Custom Report Cards**. These standards-based criteria must be defined by district personnel before they can be available to teachers.

The Comments/Notes selection allows teachers to enter comments. The comment fields must be defined by district personnel before they can be available to teachers.

The Names/Identifies selection allows teachers to record items that a student can successfully identify, and the date of identification. For example, a teacher might record the date that a student masters each letter of the alphabet. These items must be defined by district personnel before they can be available to teachers.

The IPR Comments/Notes selection allows teachers to enter comments that should appear on the campus-wide progress reports. These comment fields must be defined by district personnel, and the campus-wide progress report is produced by the campus administrative office.

Grades

For each assignment, teachers can:

- enter up to two retake grades
- add points
- override the calculated grade with one he/she specifies
- mark the assignment late
- indicate that the assignment grade should not be dropped.
- add a note to an individual assignment grade
- indicate whether that assignment note should be printed on detailed progress reports.

Assignment	Category	Assigned	Due	Points Possible	Score	Original Grade	1st Retake	2nd Retake	Points Added	Override Grade	Late	Do not drop	Note	Print Note
Homework Chapter 11	Homework	May-2	May-3	100	75	45	58	69	1	75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Still easier than I expected!	<input checked="" type="checkbox"/>

The first editable field is the **Original Grade**. Typically, teachers will not modify this grade, as this is the record of the first grade that the student received for the assignment.

If the student was allowed to retake the assignment, the teacher can enter the retake grade in the **1st Retake** field. When the teacher clicks **Update** after entering the retake grade, the **Score** column will be updated to reflect the retake score.

The **2nd Retake** field works the same way. The teacher can choose whether the retake grades are averaged together, or the last retake takes precedence, or the highest grade of the three (original, 1st retake, and 2nd retake) takes precedence. The **Retake Behavior** is specified in the **Teacher Profile**.

If the second retake grade is not high enough, the teacher can choose to add points using the **Points Added** field. Any numeric value entered into this field will be added to the score.

Additionally, the teacher can override the resulting grade regardless of any prior modification. As shown in the example above, the **Override Grade** of "75" is also shown in the **Score** field regardless of the retake grades and added points. If entered, the **Override Grade** takes precedence over all others.

The teacher can also use the check boxes to mark an assignment grade **Late** or to indicate that the grade should not be dropped. Check **Do not drop** if the grade should be averaged even if it turns out to be a low grade that would normally be dropped.

If the teacher chooses to enter a note for the grade, that note will only appear on printed progress reports if the **Print Note** box is checked.

Note that this page is similar to the Grades by Assignment page - here teachers can enter grade modifications for each assignment for one student, while on the Grades by Assignment page teachers can enter grade modifications for each student for one assignment.

The "What If" Feature

When in the **Grade** view, on the left side of the page there is a small section called **Calculated Grades**.

Calculated Grades

Cycle Avg:

Sem. Avg:

Teachers can enter assignment retakes, add points, or override grades on the **Grades by Student** page, and then click the button next to the **Cycle Avg** label. The button will then display a new grade. That grade is what the student's average COULD be if he or she earned the grade(s) that the teacher entered.

In other words, let's say "Johnny" took a test and got a 46. The teacher could bring him up, enter a 75 in the 1st retake column, click the button next to **Cycle Avg**, and show Johnny what his average could be if he took the retake and only earned a 75. This feature is useful because it calculates the potential average a student could be earning, while never saving the new grade into the database.

Report Card Entries

Schools that use the **GradeSpeed.NET Custom Report Card** module may choose to set up special standards-based grades, especially for elementary students. Teachers can enter these report card grades by selecting "Report Card Entries" from the **View** drop-down list. A page similar to the following will appear:

Class: HR WKHABIT GR 2 (7002/8) Pd 1		Update		Cancel		Student ID		Grade	
View: Report Card Entries		Student: Abramovic, John		201314		02			
RCPosition Sub Dept.	Benchmark	Allowed Values	C1	C2	C3	C4	C5	C6	
1006:HRM	Respects own and school property	E,S,N,U	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1007:HRM	Works well with others	E,S,N,U	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1008:HRM	Focuses attention on speaker	E,S,N,U	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1009:HRM	Completes work in a timely fashion	E,S,N,U	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1010:HRM	Is capable of drawing graphs	E,S,N,U	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1011:HRM	Can add and subtract to 130	E,S,N,U	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Enter the appropriate scores for each standard listed. Use the arrow keys or the mouse to change cells. Only use the **Allowed Values** to score each standard. These are set by the district administration.

RCPosition Sub Dept.	Benchmark	Allowed Values	C1	C2
1006:HRM	Respects own and school property	E,S,N,U	S	<input type="text"/>
1007:HRM	Works well with others	E,S,N,U	S	<input type="text"/>
1008:HRM	Focuses attention on speaker	E,S,N,U	E	<input type="text"/>
1009:HRM	Completes work in a timely fashion	E,S,N,U	N	<input type="text"/>
1010:HRM	Is capable of drawing graphs	E,S,N,U	E	<input type="text"/>
1011:HRM	Can add and subtract to 130	E,S,N,U	S	<input type="text"/>

Click **Update** to save any changes.

Report Card Comments

The **Custom Report Card** module also gives schools the option of allowing teachers to enter student-specific comments for each grading period. To enter comments, simply select the appropriate grading period or cycle and type in the comments.

Class: HR WKHABIT GR 2 (7002/8) Pd 1		Update		Cancel		Spell Check		Student ID		Grade	
View: Report Card Comments		Student: Abramovic, John		201314		02					
Comment	C1	C2	C3	C4	C5	C6					
Teacher Comments	Johnny is doing great! He needs to focus harder in math.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

Note that a "Spell Check" option is available. Click **Update** to save any changes, **Cancel** to discard them.

Names/Identifies

At lower grade levels, sometimes standards are recorded in a "Names/Identifies" format. For example, students in Pre-K or Kindergarten may be scored on their ability to identify certain letters or numbers. This format allows the teacher to simply record whether or not a student has mastered a specific skill, and record the date of mastery.

Class:	HR WKHABIT GR 2 (7002/8) Pd 1	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	Student ID	Grade
View:	Names / Identifies	Student:	Abramovic, John	201314	02
Item	Allowed Values	Score	Date Identified		
Capital A	Y,N	<input type="text"/>	<input type="text"/>		
Capital B	Y,N	<input type="text"/>	<input type="text"/>		
Capital C	Y,N	<input type="text"/>	<input type="text"/>		
Capital D	Y,N	<input type="text"/>	<input type="text"/>		
Capital E	Y,N	<input type="text"/>	<input type="text"/>		
Capital F	Y,N	<input type="text"/>	<input type="text"/>		
Capital G	Y,N	<input type="text"/>	<input type="text"/>		
Capital H	Y,N	<input type="text"/>	<input type="text"/>		
Capital I	Y,N	<input type="text"/>	<input type="text"/>		

To record mastery, simply enter the appropriate value in the **Score** field and record the **Date Identified**.

Item	Allowed Values	Score	Date Identified
Capital A	Y,N	<input type="text" value="Y"/>	<input type="text" value="5/14/2007"/>
Capital B	Y,N	<input type="text"/>	<input type="text"/>
Capital C	Y,N	<input type="text"/>	<input type="text"/>

Click **Update** to save any changes, **Cancel** to discard them.

IPR Comments/Notes

The district may set up the gradebook so that **IPR Comments/Notes** are recorded separately from Report Card Comments. The IPR comments can be entered the same way the Report Card Comments are entered.

Grades by Assignment

(added 8/16/07)

Overview

The **Grades by Assignment** method of grading allows teachers to enter every student's grade in for a particular assignment. This differs from **Grades by Student** in that teachers see a list of all students and enter grades for one specific assignment. In **Grades by Student**, all existing assignment grades are viewable/editable, but only for one student at a time. These are just 2 ways of getting grades into the system. In the end, they both get the same job done (don't forget that grades can also be entered directly onto the main gradebook page/**Grades icon!**).

Grades by Assignment can be accessed in a couple of different ways -

1) from the main gradebook page/**Grades icon**, click the title of the desired assignment (near the top of the page).

Assignment	Due	Assignment	Due
Homework Chapter 2	Aug-14	Quiz Chapter 2	Aug-14
	Aug-15		Aug-15
		Test Chapter 2	Aug-14
			Aug-15

2) click the Assignments page/**Assignments icon**, click the **Grade** link for the appropriate assignment.

Assigned	Due	Assignment	Category	[Edit]	[Grade]
Aug-13	Aug-14	Homework Chapter 1	Homework	[Edit]	[Grade]
Aug-13	Aug-14	Quiz Chapter 1	Quizzes	[Edit]	[Grade]

The **Grades by Assignment** page will appear for the selected assignment.

Student	Rank	Score	Original Grade (1st Try)	Retake 1	Retake 2	Points Added	Override	Late	Do not drop	Note	Print Note	Modifications
201163 Aper, William D.	1	100	100									
200806 Babb, Franklin A.	4	90	90									
201328 Boyle, Neil L.	4	90	90									
201329 Braung, Emily L.	8	70	70									
200708 Bryson, Willie L.	7	75	75									
200585 Caddell, Raymond K.	5	85	85									
200366 Draudt, Marian I.	9	65	65									
200767 Harden, Dorothy R.	4	90	90									
200405 Harrington, Arthur J.	3	95	95									
201000 Hart, Edwin A.	3	95	95									
200857 Hughes, Noble A.	1	100	100									
201231 Kullman, Ron N.	4	90	90									
201302 Larson, Dorothy C.	5	85	85									
200270 Liess, Frederick J.	6	80	80									
301585 Massaro, Albert Z.	2	98	98									
200714 McLain, Bobby L.	8	70	70									
201249 Monski, William B.	4	90	90									
200088 Raub, William F.	4	90	90									
200665 Sanson, William G.	5	85	85									
200311 Santiago, Carlos J.	5	85	85									
200314 Yesulkis, Thomas D.	4	90	90									
200580 Zimmerman, Norman J.	7	75	75									
Class Average		86.05										

There is a lot on this page, but it was designed to be very easy to use.

First make sure that the correct class is selected using the **Class** drop-down list.

Although the **Grades by Assignment** page was reached by specifying a desired assignment to work on, there may be times when other assignments need editing as well. In this case, use the **Assignments** drop-down menu to toggle through the various assignments.

To edit existing assignments from the **Grades by Assignment** page, select the desired assignment from the Assignment drop-down menu, and then click the **Edit** link.

The first editable field is the **Original Grade (1st Try)**. Teachers enter the original, earned grade for the assignment here. Typically, teachers will not modify this grade after the initial grade entry, as this is the record of the first grade that the student received for the assignment.

If the student was allowed to retake the assignment, the teacher can enter the retake grade in the **1st Retake** field. When the teacher clicks **Update** after entering the retake grade, the **Score** column will be updated to reflect the retake score.

The **2nd Retake** field works the same way. The teacher can choose whether the retake grades are averaged together, or the last retake takes precedence, or the highest grade of the three (original, 1st retake, and 2nd retake) takes precedence. The **Retake Behavior** is specified in the **Teacher Profile**.

If the second retake grade is not high enough, the teacher can choose to add points using the **Points Added** field. Any numeric value entered into this field will be added to the score.

Additionally, the teacher can override the resulting grade regardless of any prior modification. As shown in the example above, the **Override Grade** of "75" is also shown in the **Score** field regardless of the retake grades and added points. If entered, the **Override Grade** takes precedence over all others.

The teacher can also use the check boxes to mark an assignment grade **Late** or to indicate that the grade should not be dropped. Check **Do not drop** if the grade should be averaged even if it turns out to be a low grade that would normally be dropped.

If the teacher chooses to enter a note for the grade, that note will only appear on printed progress reports if the **Print Note** box is checked.

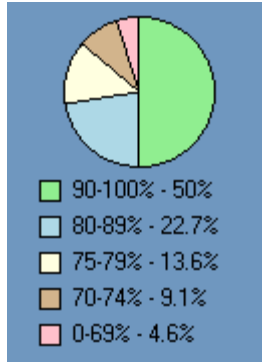
Note that this page is similar to the Grades by Student page, except there, teachers can enter grade modifications for every assignment for one student at a time. Again, using **Grades by Assignment**, teachers enter grade modifications for every student for one assignment at a time.

Helpful Features

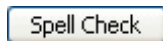
Towards the bottom of the page, there is a **Class Average**. This displays the average grade for the assignment for the entire class. This helps teachers see, at a glance, how well their students understand the material.

Class Average 84.91

On the left-hand side of the page, there is also a color-coded pie graph that shows a detailed breakdown of student grades.



There is also a spell checker built into the page. Click the **Spell Check** button at the top of the page to have **GradeSpeed** review any text that has been entered and check for errors.



Grade Import

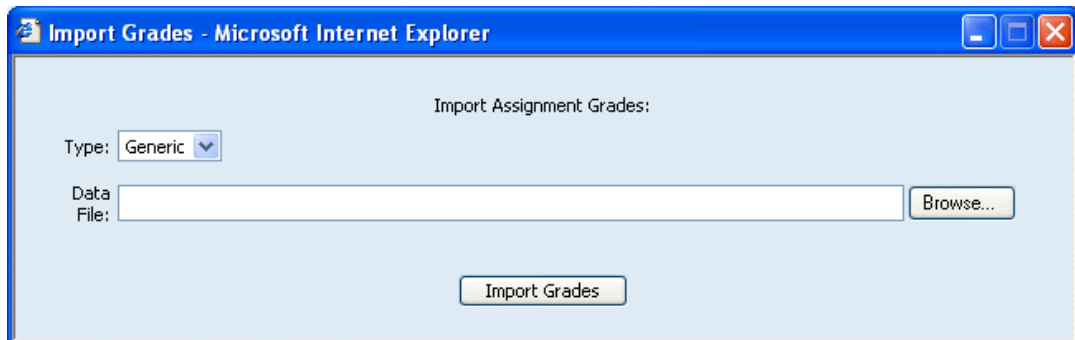
Teachers also have the ability to **import grades** from a classroom scanner.

If teachers use a CPS grade scanner, or a grade scanner that produces a text file in the following generic format – “[studentID], [score]” – they can import individual assignment grade directly from this scanner file.

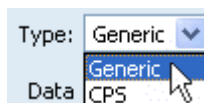
To import grades, click the **Import button** on the left-hand side of the page.



An "Import Grades" window will pop up with a couple of options:

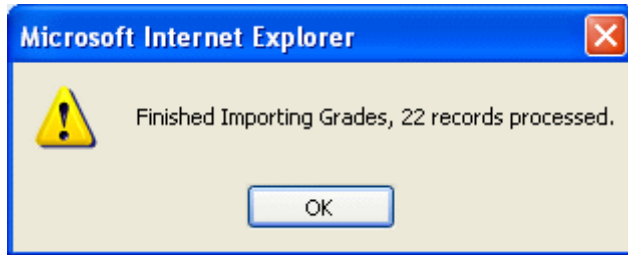


First, select the **Type** of file that will be uploaded. If a CPS scanner is used, select "CPS" in the **Type** drop-down list. If another scanner is used that produces the generic text file (“[studentID], [score]”), select "Generic."



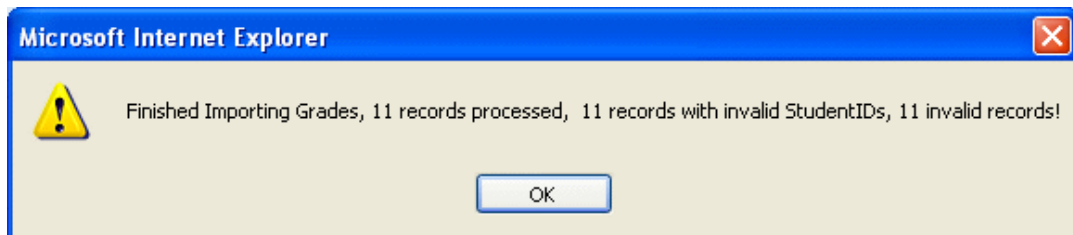
Next, click the **Browse** button and find the file that needs to be imported. Then click the **Import Grades** button.

If all goes well, the following window will appear:



The new grades will be automatically entered into each "Original Grade" cell on the **Grades by Assignment** page.

If the file being imported is not formatted properly, the following window will appear:



If there are any **Invalid Records** when importing the file, no new grades will be imported. Be sure to check that the source file is formatted correctly ("[studentID], [score]").

Progress Reports

(updated 10/31/06)

Overview

GradeSpeed.NET 4.0 features advanced progress report options. Teachers can produce detailed progress reports for their students. Progress reports can also be generated at the campus level.

To generate a progress report, click the **Progress Reports** icon in the taskbar on any page. The following page will appear:

The screenshot displays the progress report interface for the class "HR WKHABIT GR 2 (7002/8) Period 1". The interface includes a table of students with the following columns: Student (checkbox, ID, Name), Avg. (Average score), Comments (grid), and City (checkbox). A dropdown menu for "Campus / District Comment Codes" is open, showing the following codes and descriptions:

Code	Description
A	Student works hard
B	Student needs to work harder
C	Student is a joy in class!
D	Student has behavior issues

Below this, there are radio buttons for "English" (selected) and "Spanish". A "My Comment Codes" section is also visible, followed by a "Conduct Codes" section with the following codes and descriptions:

Code	Description
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Entering Progress Report Information

The teacher can use this page to enter comment codes, conduct scores, and to produce a progress report for any or all of the students shown.

To view students from another class, select the appropriate course from the **Class** drop-down list.

Class:	HR WKHABIT GR 2 (7002/8) Period 1
Stud:	HR WKHABIT GR 2 (7002/8) Period 1
	READ GR 2 (1002/8) Period 2
	WRIT GR 2 (2002/8) Period 3
<input type="checkbox"/>	SOC SKILLS GR 2 (3002/8) Period 4
<input type="checkbox"/>	MATH GR 2 (4002/8) Period 5
<input type="checkbox"/>	SOC ST GR 2 (6002/8) Period 6
<input type="checkbox"/>	SCI/HEALTH GR 2 (5002/8) Period 7

The teacher can enter up to five district-defined comment codes per student per grading cycle.

Student	Avg.	Comments	Citz
<input type="checkbox"/> 200175 Scordato, Angelo S,d,m	99	A B C D	E
<input type="checkbox"/> 200183 Gallo, Frank	97	A B C	E
<input type="checkbox"/> 200185 Clark, Thomas	99	A D	S
<input type="checkbox"/> 200320 Rathbun, Robert s,d,m	97	B	U

After making entries on this page, click **Update** to save the codes entered for each student. To delete any comment/conduct codes entered for students displayed on the page, click **Clear**. Confirmation will be required before the codes will be removed.

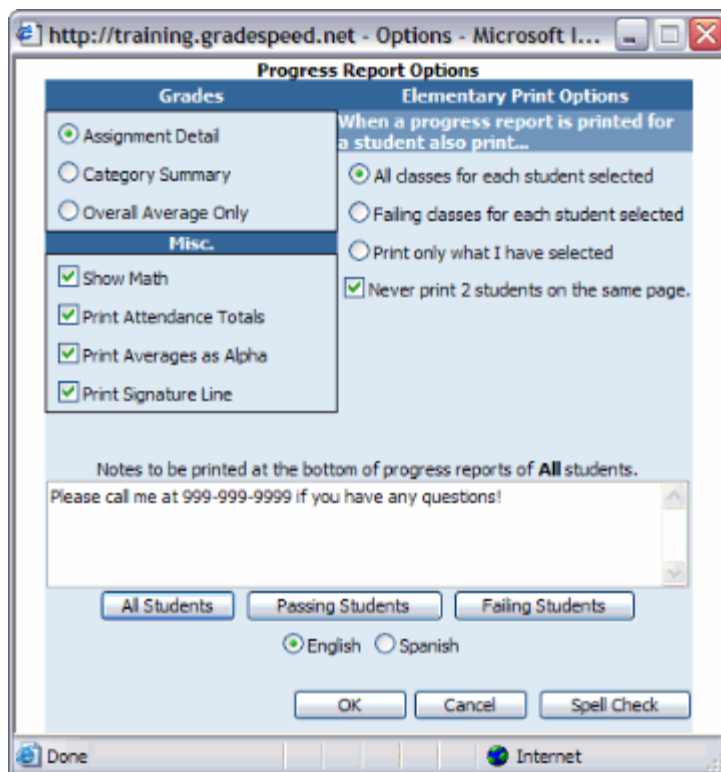
Yes	No
Are you sure you want to clear all comment codes?	

Teachers can also define their own comment codes that will only be used within their gradebooks. To do this, choose a code (must be different from the district-defined comment codes) and then enter the desired description.

My Comment Codes	
Code	Description
a	A real papier-mache artist!
b	Let's work on hygiene
c	Keeps the mood light
d	Is a real trooper!

Progress Report Options

Teachers can configure the progress reports further. Click the **Options** button at the top left corner of the page. The following window will pop up:



Under the **Grades** section, indicate the level of detail the progress reports should show - assignment level, category level, or overall averages only.

Under the **Miscellaneous** section, indicate additional info that should be displayed on the progress report. The **Show Math** option displays the calculations used to generate the averages. The **Print attendance Totals** option will show the total occurrences of each attendance code. The **Print Averages as Alpha** controls whether the course averages are displayed as alpha or numeric values not only on the progress reports but also in **GSMonitor** (an administrator tool) and in **ParentConnection**. Finally, the **Print Signature Line** option will give parents the option of signing and returning the progress report.

Because they typically have each student for all or most homeroom classes, elementary teachers have some options not needed for secondary teachers. Elementary teachers can choose one of three print options:

- All classes for each student selected** - prints the student's full schedule, minus any classes taught by other teachers
- Failing classes for each student selected** - prints all classes that the student is currently failing, minus classes taught by other teachers
- Only what I have selected** - prints only the current class

If the progress report is being generated for print, the teacher can use the check box to choose to "Never print 2 students on the same page."

At the bottom of the **Options** window there are several note options. Teachers can enter English and Spanish versions of notes that will be printed on a student's report card in the language indicated on his or her student profile. To enter the English

version of the notes, set the radio button to "English," and to enter the Spanish version of the notes, set the radio button to "Spanish."

Three notes can be created; one for all students, one for passing students, and one for failing students. To create the note for all students, click the **All Students** button, then enter the appropriate note in the field above. Similarly, to create the **Passing Students** and **Failing Students** notes, click the appropriate button then enter the note in the field above.

To save the options and return to the Progress Report page, click **OK**. To discard changes and return to the Progress Report page, click **Cancel**. To check spelling for the notes, click **Spell Check**. Note that only the note currently displayed will be checked for spelling - spell check all three notes separately.

Printing Progress Reports

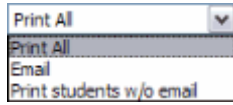
Once the comment/conduct information has been entered and the options have been set properly, progress reports can be printed. First, ensure that the correct class is selected from the drop-down list.

Next, check the box next to each student who should receive a progress report during this printing.

<input checked="" type="checkbox"/>	Clerk, Thomas	200185	02	97	A	D				
<input checked="" type="checkbox"/>	Craig, Benson	200323	02	96						
<input checked="" type="checkbox"/>	Eggerts, Fritz	200957	02	97						
<input checked="" type="checkbox"/>	Fahey, William	200551	02	94						
<input checked="" type="checkbox"/>	Gallo, Frank	200183	02	93	A	B	C			

The teacher can also use the **Select Students** drop-down list at the top of the page to choose all students, passing students, failing students, or no students.

Once the correct students are checked off, choose the desired print option using the drop-down list at the top right corner of the page.



To print all students' progress reports, select "Print All." A new window will open to show the progress reports, and if the workstation is connected to a printer, the print dialog will automatically open.

To email all students' progress reports, select "Email." This will send each student's progress report as an email attachment to the guardian email address of record in the GradeSpeed database.

The final option, "Print students w/o email" will email progress reports where an email address is available and print the rest.

Reports

(updated 8/16/07)

Overview

GradeSpeed.NET 4.0 offers teachers a wide variety of helpful reports that can be generated and printed at any point during the school year.

To access the bulk of **GradeSpeed's** reports, click on the **Reports icon** in the taskbar at the top of any page.



The main **Reports** control panel will appear. The use of all reports is pretty much the same. Select the report to be run from the list on the left, and then some **Report Options** will appear in the column to the right of the report list. Select the desired parameters for the report and click **Generate**.

Class: HR WKHABIT GR 3 (7003/1) Pd 1		Generate
Teacher Reports	Report Options	
Grade List	Sorting	
Category Averages	Name Order	
Conduct / Comments	Print Student Name/ID	
Assignments	<input checked="" type="radio"/> Name Only	
Missing Assignments	<input type="radio"/> ID Only	
Class Roster	<input type="radio"/> Name and ID	
Grade List (Paper Saver)	Print All Classes	
Attendance Roster	<input type="radio"/> Yes	
	<input checked="" type="radio"/> No	
	Grade List Options	
	<input type="radio"/> Print assignment name in column headers.	
	<input checked="" type="radio"/> Print assignment names at the end of the report.	
	<input type="checkbox"/> Print GradeLevel	
	<input type="checkbox"/> Order by Grade Level	
Administrative Reports		
Failure Report		
Honor Roll Report		
GradeSpeed Monitor		

The available reports include:

Grade List - pulls a comprehensive list of all students in a particular class, as well as their grades - per assignment, and per category. The students' averages are also displayed.

Category Average - pulls up a detailed list of all students in a particular period that is specified, and their individual grade averages - per assignment **Category**.

Conduct / Comment - displays any comments and conduct codes that have been assigned to each student. The report also shows student averages.

Assignments - pulls a detailed, easy-to-read list of all assignments within the gradebook.

Missing Assignments - compiles a list of all students with missing assignments, as well as detailed information regarding those assignments (original due date, assignment title, and assignment category).

Class Roster - pulls up a printable class roster grid that can be used to take attendance by hand, given to substitute teachers, or used for a variety of other helpful reasons.

Attendance Roster - pulls up a list of every student in a particular class. The report can be generated blank, for manual attendance entry, or it can have all existing attendance records filled in.

Failure Report - allows teachers to easily see every student they teach that is failing. Not only that, but if the teacher is assigned to a particular **Activity Group**, they can also see if any of the students assigned to that activity are failing as well.

Honor Roll Report - allows teachers to easily see every student they teach that is qualified to be on the honor roll. Not only that, but if the teacher is assigned to a particular **Activity Group**, they can also see if any of the students assigned to that activity are on the honor roll as well.

GradeSpeed Monitor - allows users to view to view schedule and grade information by teacher or by student.

Grade List Report

(updated 8/16/07)

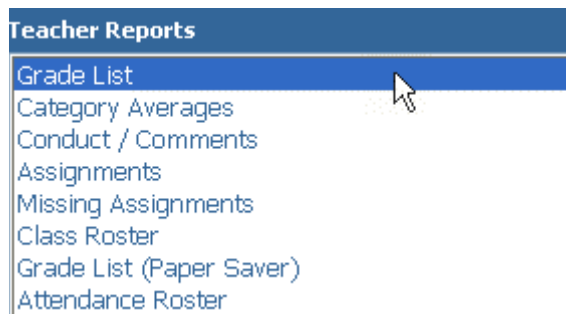
Overview

The **Grade List Report** pulls a comprehensive list of all students in a particular class, as well as their grades - per assignment, and per category. The students' averages are also displayed.

To access the **Grade List** report, first click the **Reports icon** in the taskbar at the top of any page.



Select **Grade List** in the menu on the left side of the page.



Once **Grade List** has been selected from the report list on the left, some **Report Options** will appear in the center of the page. Use the **Sorting** drop down list to specify how the report should be sorted - by student name, ID, high grade, or low grade. There are several print options as well that can be toggled on and off.

Under **Grade List Options**, 1 of 2 options can be selected - 1) Assignment names can be printed directly into the column headers, or 2) All assignments will be given a number, and there will be a legend at the bottom of the report that explains which number stands for which assignment. Having assignment names in column headers makes it easier to find data, but it also clutters up the report.

Print GradeLevel will stick each student's grade level next to his or her name in the report. **Order by Grade Level** will sort the results by student grade levels.

Report Options
Sorting
Name Order <input type="button" value="v"/>
Print Student Name/ID
<input checked="" type="radio"/> Name Only
<input type="radio"/> ID Only
<input type="radio"/> Name and ID
Print All Classes
<input type="radio"/> Yes
<input checked="" type="radio"/> No
Grade List Options
<input type="radio"/> Print assignment name in column headers.
<input checked="" type="radio"/> Print assignment names at the end of the report.
<input type="checkbox"/> Print GradeLevel
<input type="checkbox"/> Order by Grade Level

Set the parameters for the report, then click **Generate** to open the printable report in a new window. Use the browser's "Print" command to print the report.

Grade List Report

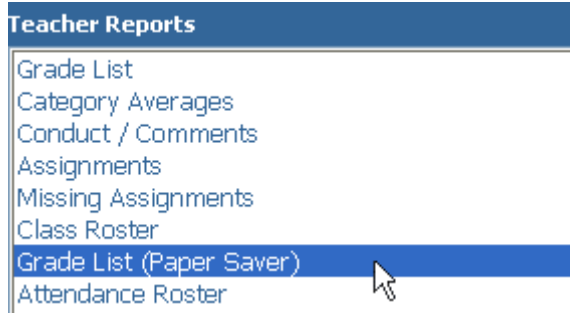
Teacher: Alexander, S

School Year: 2006-2007 Cycle: 1

Class: HR WKHABIT GR 3 Section: 1 Period: 1

Categories Assignments Student	Avg	1 1	2 2	3 3	1 4	2 5	3 6	1 7	2 8	3 9	1 10
Aper, William	91.32	100	94	86	95	80	94				
Babb, Franklin	83.59	90	88	90	90	75	71				
Boyle, Neil	88.94	90	82	97	85	100	80				
Braunig, Emilia	70.12	70	88	64	Msg	92	98				
Bryson, Willie	82.03	75	76	72	100	94	80				
Caddell, Raymond	83.09	85	70	99	100	65	76				
Draudt, Marian	76.03	65	70	80	90	68	80				
Harden, Dorothy	89.85	90	94	90	75	100	90				
Harrington, Arthur	81.09	95	94	68	60	98	78				
Hart, Edwin	87.91	95	100	74	100	90	78				
Hughes, Noble	84.35	100	82	90	98	50	84				
Kullman, Ron	88.94	90	70	92	90	100	90				
Larson, Dorothy	86.47	85	54	95	90	100	90				
Liess, Frederick	84.71	80	82	70	95	95	90				
Massaro, Albert	89.41	98	82	80	100	97	85				
McLain, Bobby	79.12	70	88	86	70	100	64				
Monski, William	79.79	90	94	77	50	100	72				
Raub, William	93.53	90	100	90	100	80	100				
Sanson, William	87.35	85	76	95	98	62	100				
Santiago, Carlos	88.53	85	70	90	95	100	90				
Yesulitis, Thomas	91.79	90	88	88	100	90	95				
Zimmerman, Norman	82.21	75	94	64	90	90	86				
Class Avg.	85	86	83	84	85	88	85				

Also note there is a "**Paper Saver**" version of this report. This report compresses the information in order to fit all students onto one page, thus saving paper.



Category Average Report

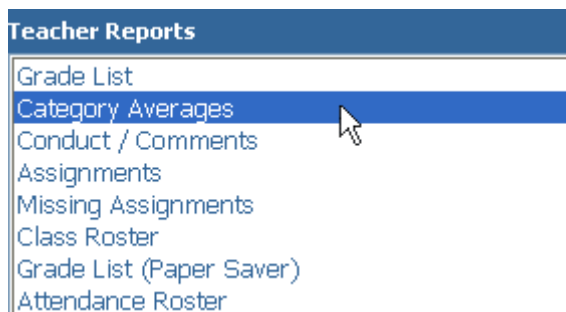
(updated 8/15/07)

Overview

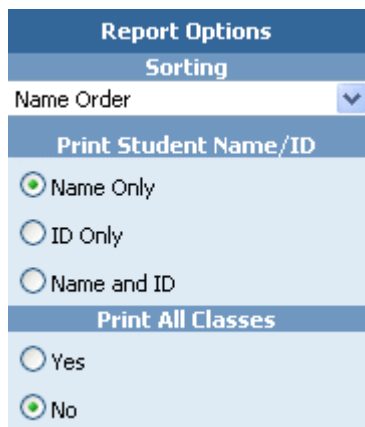
The **Category Averages** report pulls up a detailed list of all students in a particular period that is specified, and their individual grade averages - per assignment **Category**.

To pull up the **Category Averages** report, first click the **Report icon** in the taskbar at the top of any page.

Select **Category Averages** from the list of reports on the left.



Once the report is selected, some report options will appear in the center of the screen. There are some sorting options available in the drop-down list, as well as some print options.



Set the parameters for the report, then click **Generate** to open the printable report in a new window. Use the browser's "Print" command to print the report.

Category Average Report

Teacher: Alexander, S

Class: HR WKHABIT GR 3 Section: 1 Period: 1

Student	Avg	Homework	Quizzes	Tests	Projects
Aper, William	91.13	97.5	87	90	
Babb, Franklin	83.13	90	81.5	80.5	
Boyle, Neil	88.88	87.5	91	88.5	
Braunig, Emilia	71.75	35	90	81	
Bryson, Willie	81.13	87.5	85	76	
Caddell, Raymond	83.75	92.5	67.5	87.5	
Draudt, Marian	76.63	77.5	69	80	
Harden, Dorothy	89.88	82.5	97	90	
Harrington, Arthur	79.88	77.5	96	73	
Hart, Edwin	86.13	97.5	95	76	
Hughes, Noble	84.75	90	66	87	

Conduct/Comments Report

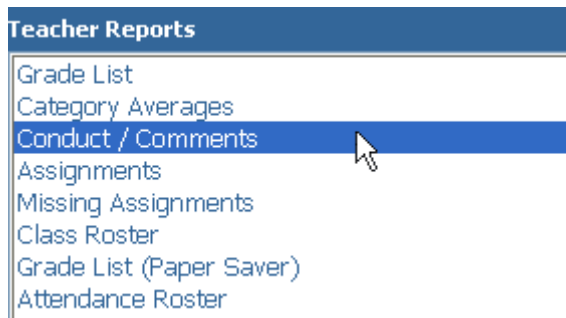
(updated 11/8/06)

Overview

The **Conduct/Comments** report will display any comments and conduct codes that have been assigned to each student. The report also shows student averages.

To pull up the **Conduct/Comments** report, first click the **Report icon** in the taskbar at the top of any page.

Select **Conduct/Comments** from the list of reports on the left side of the page.



Once the report has been selected from the list, some report options will appear in the center of the page. Using the **Sorting** drop-down menu, select how the report data should be sorted. There are also a couple of handy print options available.

 A screenshot of the 'Report Options' form. It has a blue header with the title 'Report Options'. Below the header is a 'Sorting' section with a drop-down menu currently set to 'Name Order'. Underneath is a section titled 'Print Student Name/ID' with three radio button options: 'Name Only' (which is selected), 'ID Only', and 'Name and ID'. The final section is titled 'Print All Classes' and has two radio button options: 'Yes' and 'No' (which is selected).

Set the parameters for the report, then click **Generate** to open the printable report in a new window. Use the browser's "Print" command to print the report.

Conduct And Comments Report

Teacher:Smith, Ben
 Class:HR WKHABIT GR 2 Section: 8 Period: 1

Student	Avg.	Conduct	Comment 1	Comment 2	Comment 3	Comment 4	Comment 5
Abramovic, John	95.56						
Annarella, Sergio	96.67						
Bowman, Everett	95.56						
Burnis, Harriett	70						
Clark, Thomas	96.67		A	D			
Craig, Benson	95.56						
Eggerts, Fritz	96.67						
Fahey, William	94.44						
Gallo, Frank	93.33		A	B	C		
Garren, Ellis	95.56						
Haubert, John	97.78						
Hollingsworth, Robert	95.00						
Lamar, James	70						
Langenmayr, M	96.67						
Leidecker, George	95.56						
Main, Donald	95.56						
Nicely, Robert	95.00						
Rathbun, Robert	94.44		B				
Rosengrant, Richard	94.44						
Schulte, Charles	95.56						
Scordato, Angelo	96.67		A	B	C	D	
Vanderhorst, Alice	94.44						

Assignments Report

(updated 8/15/07)

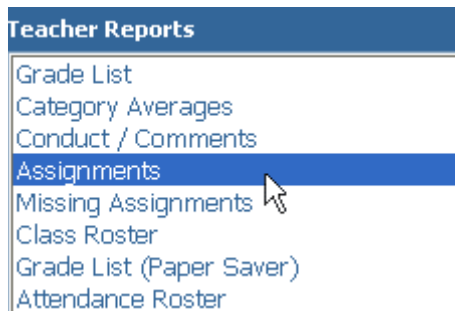
Overview

The **Assignments Report** will pull a detailed, easy-to-read list of all assignments within the gradebook.

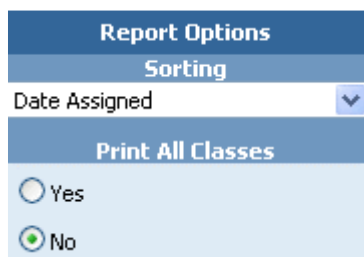
To view the **Assignments Report**, first click the **Reports** icon at the top of any page.



Select **Assignments** from the list of possible teacher reports.



Next, select the desired parameters for the report using the **Report Options** in the center of the page. The report can be set to sort by date assigned, date due, and category by using the **Sorting** drop-down list.



Finally, click **Generate** to open the printable report in a new window. Use the browser's "Print" command to print the report.

Assignment Report

Teacher: Alexander, S

Class: HR WKHABIT GR 3 Section: 1 Period: 1

Assignment	Date Due	Assigned	Category
Homework Chapter 1	Aug-14	Aug-13	Homework
Quiz Chapter 1	Aug-14	Aug-13	Quizzes
Test Chapter 1	Aug-14	Aug-13	Tests
Homework Chapter 2	Aug-15	Aug-14	Homework
Homework Chapter 3	Aug-15	Aug-14	Homework

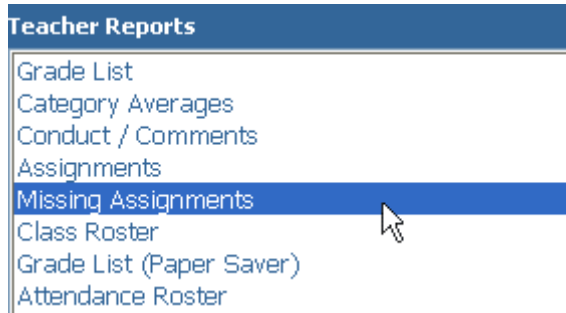
Missing Assignments Reports

(updated 8/16/07)

Overview

The **Missing Assignments Report** compiles a list of all students with missing assignments, as well as detailed information regarding those assignments (original due date, assignment title, and assignment category).

Select **Missing Assignments** from the list of reports.



Once **Missing Assignments** has been clicked, some **Report Options** will appear in the middle of the page. There are some basic sorting and print options available. The report can also be set to include blank grades as missing assignments. Set the desired parameters for the report, then click **Generate**. The report will appear in a new browser window. The teacher can then print the report, if desired, by using the browser's print function.

Missing Assignment Report

Teacher: Smith, Ben

Class: HR WKHABIT GR 2 Section: 8 Period: 1

Student	Date Due	Assignment	Category
Burris, Harriett	Sep-5	Chapter 1-3	Homework
	Nov-3	Midland Classical Academy	Homework
Haubert, John	Nov-3	Midland Classical Academy	Homework
Lamar, James	Sep-6	Chapter 4-6	Homework
Rosengrant, Richard	Sep-5	Chapter 1-3	Homework
	Sep-6	Chapter 4-6	Homework

Class Roster

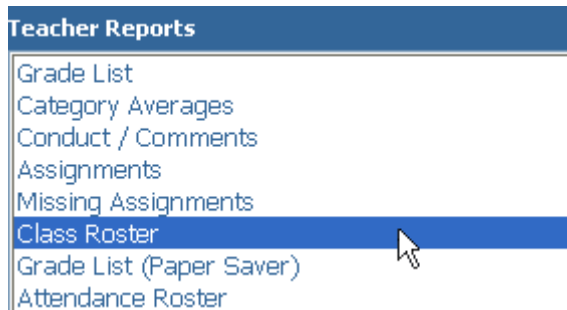
(updated 8/15/07)

Overview

The **Class Roster** report pulls up a printable class roster grid that can be used to take attendance by hand, given to substitute teachers, or used for a variety of other helpful reasons.

To pull up the **Class Roster** report, first click the **Report icon** in the taskbar at the top of any page.

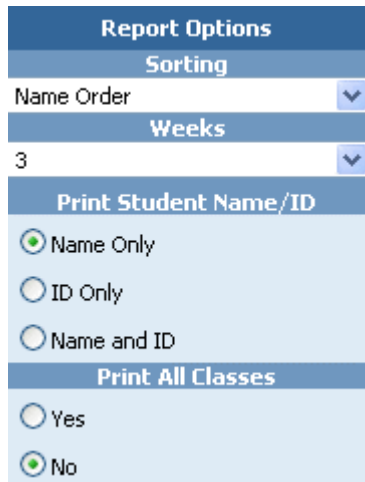
Select **Class Roster** from the list of reports on the left side of the page.



Once **Class Roster** is selected, some report options will appear in the center of the page.

The report can be sorted by student name or by student ID by using the **Sorting** drop-down menu. The amount of weeks for the report to display can be set using the **Weeks** drop-down menu.

Some handy print options are available as well.

A screenshot of the 'Report Options' form. The form has a blue header with the text 'Report Options'. Below the header are four sections: 'Sorting' with a dropdown menu set to 'Name Order'; 'Weeks' with a dropdown menu set to '3'; 'Print Student Name/ID' with three radio buttons: 'Name Only' (selected), 'ID Only', and 'Name and ID'; and 'Print All Classes' with two radio buttons: 'Yes' and 'No' (selected).

Set the parameters for the report, then click **Generate** to open the printable report in a new window. Use the browser's "Print" command to print the report.

Class Roster Report																
Teacher: Alexander, S																
Class: HR WKHABIT GR 3 Section: 1 Period: 1																
Student	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	
Aper, William																
Babb, Franklin																
Boyle, Neil																
Braunig, Emilia																
Bryson, Willie																
Caddell, Raymond																
Draudt, Marian																
Harden, Dorothy																
Harrington, Arthur																
Hart, Edwin																
Hughes, Noble																
Kullman, Ron																
Larson, Dorothy																
Liess, Frederick																
Massaro, Albert																
McLain, Bobby																
Monski, William																

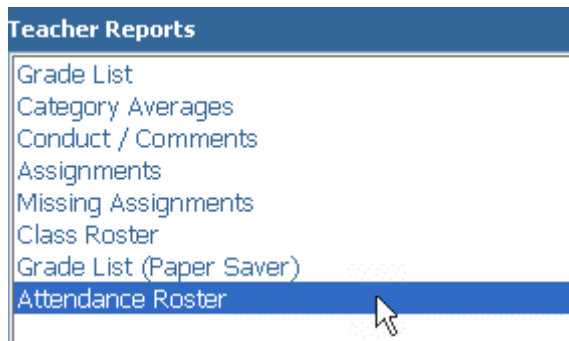
Attendance Roster Report

(updated 8/16/07)

Overview

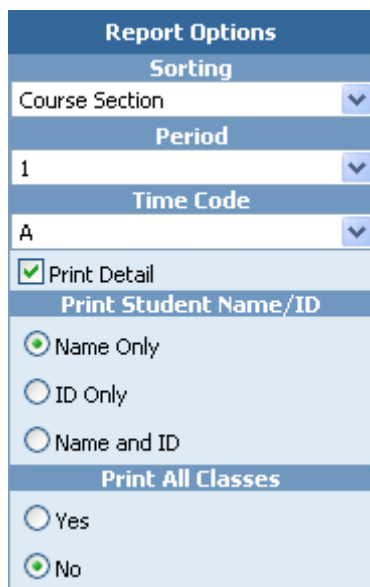
The **Attendance Roster Report** pulls up a list of every student in a particular class. The report can be generated blank, for manual attendance entry, or it can have all existing attendance records filled in.

To view the **Attendance Roster Report**, select **Attendance Roster** from the list of possible reports.



There are several options to choose from when displaying this report. There are various sorting options, the period of the report can be selected, the time code, as well as several print options.

The **Attendance Roster Report** can be generated blank so it can be filled out by hand, or with all existing attendance data filled in. Toggle this data on and off with the **Print Detail** checkbox.

A screenshot of the 'Report Options' form. The form has a blue header with the text 'Report Options'. Below the header are several sections: 'Sorting' with a dropdown menu set to 'Course Section'; 'Period' with a dropdown menu set to '1'; 'Time Code' with a dropdown menu set to 'A'; a checkbox labeled 'Print Detail' which is checked; 'Print Student Name/ID' with three radio button options: 'Name Only' (selected), 'ID Only', and 'Name and ID'; and 'Print All Classes' with two radio button options: 'Yes' and 'No' (selected).

Set the parameters for the report, then click the **Generate** button to open the printable report in a new window. Use the browser's "Print" command to print the report.

1st Elementary School

Teacher: ALEXANDER, S,

Course	Student	Week 1 Aug 06-Aug 10					Week 2 Aug 13-Aug 17					Week 3 Aug 20-Aug 24					Week 4 Aug 27-Aug 31					Week 5 Sep 03-Sep 07				
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
7003-1	Aper, W																									
	Babb, F																									
	Boyle, N																									
	Braunig, E																									
	Bryson, W																									
	Caddell, R																									
	Draudt, M																									
	Harden, D																									
	Harrington, A																									
	Hart, E																									
	Hughes, N																									
	Kulman, R																									
	Larson, D																									
	Lies, F																									
	Massaro, A																									
	McLain, B																									
	Monski, W																									
	Raub, W																									
	Sanson, W																									
	Santiago, C																									
	Yesulitis, T																									
	Zimmerman, N																									

Failure Report

(added 8/17/07)

Overview

Teachers have several very useful reports available to them. The **Failure Report** is useful in particular because teachers can easily see every student they teach that is failing. Not only that, but if the teacher is assigned to a particular **Activity Group**, they can also see if any of the students assigned to that activity are failing as well.

To access the **Failure Report**, teachers must first click the **Reports** icon in the taskbar at the top of any page.



The Teacher reports control panel will appear. All the report options appear on the left-hand side of the page.

A screenshot of the "Teacher Reports" control panel. At the top, it shows "Class: FREN 2 (1561/1) Pd 1" in a dropdown menu and a "Generate" button. Below this is a "Teacher Reports" section with a list of report options: Grade List (highlighted), Category Averages, Conduct / Comments, Assignments, Missing Assignments, Class Roster, Grade List (Paper Saver), and Attendance Roster. To the right is a "Report Options" section with "Sorting" set to "Name Order". Under "Print Student Name/ID", "Name Only" is selected. Under "Print All Classes", "No" is selected. Under "Grade List Options", "Print assignment names at the end of the report." is selected. At the bottom, there is an "Administrative Reports" section with links for "Failure Report", "Honor Roll Report", and "GradeSpeed Monitor".

Under **Administrative Reports**, click the **Failure Report** link.

The **Failure Report** control panel will appear. Teachers will only be able to run failure reports for *their* students, as well as any students that are assigned to an **Activity Code** that the teacher is designated to oversee.

The **Mode** drop-down box gives teachers the option to force the report show either cycle averages, semester averages, or final averages on the report.

Indicate the desired cycle using the **Cycle** drop-down list.

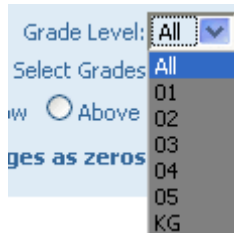
Teachers are only allowed to pull failure reports for students that they teach. That being the case, the "Taught By" drop-down box will always contain just the teacher's name. Use the radio buttons to indicate whether ALL courses for students taught by the teacher should be returned, or only failing courses.

If the report is set to return "All courses for students," it will be easy to see if a student is failing a single class but doing well in all others. If the "Only failing courses" option is used, then the report be more concise and will give less context as to the student's performance in other classes.

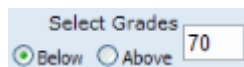
Teachers may choose to run a report only for students who have been assigned a specific activity code that they have been designated to oversee. Select the activity code from the **Activity** drop-down list.

In the case of the screen shot above, this particular teacher has only been assigned to the "Girls Athletics" activity code. So that is the only activity whose students she is designated to pull a failure report for. This does not apply to teachers who have not been assigned to a particular activity code.

The teacher choose to restrict the report to a specific grade level or to run the report for all grades.



The teacher can also choose whether to report on grades **Above** or **Below** a specified score. The administrator can then set that specified score in the field to the right.



To return to the Reports menu, click the **Close** button.

Honor Roll Report

(added 8/17/07)

Overview

Teachers have several very useful reports available to them. The **Honor Roll Report** is useful because teachers can easily see every student they teach that is qualified to be on the honor roll. Not only that, but if the teacher is assigned to a particular **Activity Group**, they can also see if any of the students assigned to that activity are on the honor roll as well.

To access the **Honor Roll Report**, teachers must click the **Reports** icon.



The Teacher reports control panel will appear. All the report options appear on the left-hand side of the page.

Class: FREN 2 (1561/1) Pd 1 Generate	
Teacher Reports Grade List Category Averages Conduct / Comments Assignments Missing Assignments Class Roster Grade List (Paper Saver) Attendance Roster	Report Options Sorting Name Order ▼ Print Student Name/ID <input checked="" type="radio"/> Name Only <input type="radio"/> ID Only <input type="radio"/> Name and ID Print All Classes <input type="radio"/> Yes <input checked="" type="radio"/> No Grade List Options <input type="radio"/> Print assignment name in column headers. <input checked="" type="radio"/> Print assignment names at the end of the report. <input type="checkbox"/> Print GradeLevel <input type="checkbox"/> Order by Grade Level
Administrative Reports Failure Report Honor Roll Report GradeSpeed Monitor	

Under **Administrative Reports**, click the **Honor Roll Report** link.

The **Honor Roll Report** control panel will appear. Teachers can only see honor roll reports for *their* students, as well as any students that are assigned to an **Activity Code** that the teacher is designated to oversee.

This is what the teacher Honor Roll Report control panel looks like:

The screenshot shows the Honor Roll Report control panel. It has a blue header with a 'Close' button, the title 'Honor Roll Report', and 'School Year: 2006-2007'. The main area is divided into several sections: 'Teachers' with a dropdown for 'Clark, Rosemary' and an 'OK' button; 'Students' with a dropdown for 'All' and an 'OK' button; 'Grade Levels' with a dropdown for 'All'; 'Activity Codes' with a dropdown for 'GIRLS ATHLETICS'; 'Definitions' with input fields for 'Hon. Roll A' (90) and 'Hon. Roll B' (80); 'Filters' with radio buttons for 'A Only', 'B Only', 'A / B With 0 A(s)', and 'By over all "A" Avg', plus an 'Exclude All A's' checkbox; 'Report Type' with radio buttons for 'Short' and 'Long'; and 'Cycles' with four checked checkboxes labeled 1, 2, 3, and 4.

Before attempting to generate the honor roll, users should first adjust the settings on the page so that the report contains the desired data.

First, set the grade definitions as determined by district policy; define what constitutes an "A" and a "B."

The screenshot shows the 'Definitions' section of the Honor Roll Report control panel. It has two input fields: 'Hon. Roll A' with the value 90 and 'Hon. Roll B' with the value 80.

The **Grade Levels** drop-down list can be used to limit the results to honor roll students from a specific grade level. Similarly, the **Activity Codes** drop-down list can be used to limit the results to honor roll students from a specific activity code.

The screenshot shows the 'Grade Levels' and 'Activity Codes' sections of the Honor Roll Report control panel. The 'Grade Levels' dropdown is open, showing options for 'All', '09', '10', '11', and '12'. The 'Activity Codes' dropdown is also open, showing 'GIRLS ATHLETICS'.

Use the **Cycle** check boxes to indicate which cycles the honor roll should be generated for.

The screenshot shows the 'Cycles' section of the Honor Roll Report control panel. It has four checked checkboxes labeled 1, 2, 3, and 4.

Users can choose whether to report an "A" honor roll, a "B" honor roll, or an "A/B" honor roll. If "A/B" is selected, the user must enter the number of "A's" that are required to qualify the student for the honor roll. For example, if the "A/B" check box

is selected, and the drop-down list is set to "3," then a student with five B's and two A's would not be eligible for the honor roll.

Filters

A Only B Only

A / B With 'A'(s)

By over all "A" Avg

The **Honor Roll Report** can be generated for all students, or just for specific students. Again, teachers can only see the grades of students that they're authorized to - students in their classes or activity group only. Use the "Students" drop-down menu to select a particular student, or leave it set to "All."

Students

All

All

AHERN, THOMAS

AVERA, JUDITH

BAKER, GEORGE

BEINER, JOHN

BOCKES, ROBERT

BROOKS, CARL

CARTEE, KENNETH

CARTER, CARY

CASTRO, JUAN

The honor roll can be produced in two formats, short and long.

Report Type

Short Long

The "Short" honor roll report displays only student names, as shown below:

Save to Excel	
Student Name	Student Name
ALBANESE, ANGELA	ARMSTRONG, ROBERT
BRACKETT, NORMAN	BURGOYNE, W
COBB, RUPERT	COLLINS, DIANNE
CREAMER, RONALD	CRUSE, CLIFFORD
DOYLE, DOROTHY	ENGLISH, BOBBY
FARINAS, PEGGY	FERNANDEZ, DAMON
FLANAGAN, JAMES	FRYLING, ROGER
HAEN, EUGENE	HARDY, CARL
HOLCOMB, FLORENCE	HORGAN, SHELIA

The "Long" honor roll report shows much more detail. Each course's grade for each completed cycle is displayed, along with teacher names, course names, grade level, student and teacher ID's, as well as whether the student qualified for the "A" honor roll or the "B" honor roll.

User Guide - GradeSpeed.NET 4.0 (Teachers) - 08-17-07

TeacherID	TeacherName	StudentID	StudentName	GradeLevel	CourseName	CourseID	Section	Period	C1	C2	C3	C4	C5	C6	Hon.A
160	BYRD, DON	629165094	ALBANESE, ANGELA	10	GEOM	1221	1	1				94			A
447	MARSHBURN, A.			10	SPN 3	1531	3	5				91			A
335	HANKINS, ROGER	645101857	ARMSTRONG, ROBERT	11	US HIST	1431	3	4			91	96			A
195	CHRISTENSEN, C.	645106485	BARKER, ARTHUR	12	CHEM AP	1363	1	1			100				A
137	BRADLEY, ROSE	400181	BRACKETT, NORMAN	09	BS COM PG 1 H	1705	1	1			100				A
103	ALCALA, SERGIO	401261	BURGOYNE, W	09	SPN 1	1511	1	1	99	98		91			A
137	BRADLEY, ROSE	400181	BRACKETT, NORMAN	09	BS COM PG 1 H	1705	1	1			100				A

Once the report has been generated in the desired form, it can be printed using the browser's print command. It can also be saved to a Microsoft Excel file using the **Save to Excel** button that will appear once the report has been generated.

To return to the Reports menu, click the **Close** button.

GradeSpeed Monitor for teachers

(updated 8/16/07)

Overview

The **GradeSpeed Monitor** allows users to view to view schedule and grade information by teacher or by student.

Teachers can be granted access to the **GradeSpeed Monitor** tool for a specific group of students who have been assigned an activity code.

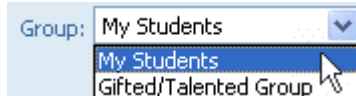
To access **GradeSpeed Monitor**, click the link found on the Reports page of the teacher's gradebook.

The screenshot shows the GradeSpeed Teacher interface. At the top, there is a dropdown menu for 'Class' set to 'HR WKHABIT GR 3 (7003/1) Pd 1' and a 'Generate' button. Below this is a 'Teacher Reports' section with a list of options: Grade List (highlighted), Category Averages, Conduct / Comments, Assignments, Missing Assignments, Class Roster, Grade List (Paper Saver), and Attendance Roster. To the right is a 'Report Options' panel with sections for 'Sorting' (Name Order), 'Print Student Name/ID' (Name Only selected), 'Print All Classes' (No selected), and 'Grade List Options' (Print assignment names at the end of the report selected). Below the Teacher Reports is an 'Administrative Reports' section with links for Failure Report, Honor Roll Report, and GradeSpeed Monitor (highlighted with a mouse cursor).

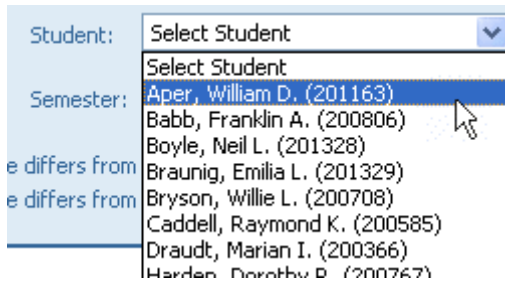
GradeSpeed Monitor will open in a new window.

The screenshot shows the GradeSpeed Monitor window. It has a 'Close' button and a title bar 'GradeSpeed Monitor'. Below the title bar are three dropdown menus: 'Group' set to 'My Students', 'Student' set to 'Select Student', and 'Semester' set to '1'. At the bottom, there are two lines of text: 'Gradebook average shown. SMS average differs from gradebook.' (with an orange square) and 'SMS average shown. Gradebook average differs from SMS.' (with a green square).

The teacher may have access to more than one group of students. District administrators set up **Activity Codes** at the beginning of the school year. Activity codes are used to classify different groups of students ("band," "gifted and talented," "choir," "special ed," etc...). If the teacher has been assigned a certain activity code, then he or she will be able to monitor all of the students in that particular group. To select a specific group, choose the appropriate activity from the **Group** drop-down list. To view all students, simply leave the **Group** list set to "My Students." If a teacher has not been assigned to a particular activity code, the drop-down list will only have "My Students" as an option.



To display grade information for a specific student, select a student from the **Student** drop-down list. Once the correct student has been selected, click **Ok** to display the record.



The following page will appear:

A screenshot of the 'GradeSpeed Monitor' page. At the top, there are dropdown menus for 'Group' (set to 'My Students'), 'Student' (set to 'Abramovic, John M. (201314)'), and 'Semester' (set to '1'). There is a 'Profile' button next to the student dropdown. Below the dropdowns, there are two lines of status information: 'Gradebook average shown. SMS average differs from gradebook.' and 'SMS average shown. Gradebook average differs from SMS.' The main part of the page is a table with the following columns: Teacher, Course, Section, Period, Cycle 1, Cycle 2, Cycle 3, Exam 1, Sem 1, Comments, and Last Updated. The table contains data for a student named 'Abramovic, John M. (201314)' in Semester 1, showing grades for various courses and cycles.

Teacher	Course	Section	Period	Cycle 1	Cycle 2	Cycle 3	Exam 1	Sem 1	Comments	Last Updated
Smith, Ben	HR WKHABIT GR 2	8	1	A				A	A,B	11/8/2006 2:53:56 PM
Smith, Ben	READ GR 2	8	2	25				25		10/27/2006 11:14:03 AM
Smith, Ben	WRIT GR 2	8	3	89				89		10/27/2006 11:14:03 AM
Smith, Ben	SOC SKILLS GR 2	8	4	87				87		10/27/2006 11:14:04 AM
Smith, Ben	MATH GR 2	8	5	100				100		10/27/2006 11:14:04 AM
Smith, Ben	SOC ST GR 2	8	6	98				98		11/10/2006 9:58:46 AM
Smith, Ben	SCI/HEALTH GR 2	8	7	89				89		10/27/2006 11:14:05 AM

The first column contains the names of the teachers who have the selected student in their classes. The second column contains the names of the courses that the student is scheduled in. To view all students in a course, click the hyperlinked course name. The next two columns display the course section and period. The cycle averages, semester exam grade, and overall semester average are displayed for the current semester. To view another semester, select the correct semester from the **Semester** drop-down list.



The semester average will be color coded as described on the page. This color coding allows the user to distinguish between a semester average that is based on the grades contained in **GradeSpeed.NET** and a semester average that has been posted back from the SMS. Since the SMS is the current record, it is important to identify any discrepancies between **GradeSpeed.NET** and the SMS.

Any comments currently assigned to the student will be displayed in the **Comments** column. Additionally, the **GradeSpeed Monitor** now displays the time and date stamp of the last time the teacher updated his or her gradebook.

To return to the gradebook Reports menu, click **Close**.

Cumulative Grades

(updated 8/16/07)

Overview

The **Cumulative Grades** page displays each student's cycle average, exam grades, semester average, and overall average as reflected in the SIS (student information system). Depending on the type of SIS used at the campus, these grades may or may not match the averages calculated in the gradebook.

To access the **Cumulative Grades** feature, click the **Cumulative Grades** icon on the taskbar. The following screen will appear:

Student	C1	C2	C3	C4	C5	C6	E1	E2	S1	S2	OA Avg
Aper, William	91								91		91.00
Babb, Franklin	84								84		84.00
Boyle, Neil	89								89		89.00
Braung, Emilia	70								70		70.00
Bryson, Wille	82								82		82.00
Caddell, Raymond	83								83		83.00
Draudt, Marian	76								76		76.00
Harden, Dorothy	90								90		90.00
Harrington, Arthu	81								81		81.00
Hart, Edwin	88								88		88.00
Hughes, Noble	84								84		84.00
Kulman, Ron	89								89		89.00
Larson, Dorothy	86								86		86.00
Liess, Frederick	85								85		85.00
Massaro, Albert	89								89		89.00
McLain, Bobby	79								79		79.00
Monski, William	80								80		80.00
Raub, William	94								94		94.00
Sanson, William	87								87		87.00
Santiago, Carlos	89								89		89.00
Yesultis, Thomas	92								92		92.00
Zimmerman, Norman	82								82		82.00

Each student who is active in the current cycle will be displayed on this page. The available cycle averages for each student will be displayed in the fields labeled **C1**, **C2**, etc.

Each student's semester exam grades are indicated as **E1** and **E2**.

Each student's semester averages are indicated as **S1** and **S2**.

Each student's overall average is indicated as **OA Avg**.

Teachers can check the box titled **Hide Names** to identify students by **ID** only. This option allows teachers to make the grade list anonymous.

Hide Names

ID	C1	C2	C3	C4	C5	C6	E1	E2	S1	S2	OA Avg
200088	94								94		94.00
200270	85								85		85.00
200311	89								89		89.00
200314	92								92		92.00

Click **Return** to return to the gradebook.

Attendance

(updated 8/15/07)

GradeSpeed.NET 4.0's attendance module is designed to allow teachers to record attendance as quickly, easily, and accurately as possible. Teachers can mark attendance and review attendance records by clicking the **Attendance** icon in the taskbar at the top of any page. The following page will appear:

8/15/2007

Period: TimeCode: All Present

Help

Teacher: Alexander, S

School: 1st Elementary School

Semester: 1 Cycle: 1

From: Aug-10 2007 To: Sep-28 2007

Lock Sign Out

Student	Code	Present	A	T
Aper, William		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Babb, Franklin		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Boyle, Neil		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Braunig, Emilia		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bryson, Willie		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Caddell, Raymond		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Draudt, Marian		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harden, Dorothy		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harrington, Arthur		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hart, Edwin		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hughes, Noble		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kullman, Ron		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Larson, Dorothy		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Liess, Frederick		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Massaro, Albert		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
McLain, Bobby		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monski, William		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Raub, William		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sanson, William		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Santiago, Carlos		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yesultis, Thomas		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Zimmerman, Norman		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please note: After you submit, changes can only be made by the attendance clerk!

Attendance Codes

Code	Description
A	Absent
T	Tardy
AE	Excused Absence
AU	Unexcused Absence
M	Medical
R	Religious

Reports

[Attendance this cycle](#)
[Attendance Totals](#)
[Class Roster](#)

Total Students: 22

Note to attendance clerk:

Each student for the current period will be listed. The teacher can select a different period if needed using the drop-down list at the top.

Period: 1 ▾

1
2
3
4
5
6
7
8
9
10

If a block schedule is used at the school, the teacher may also need to specify the appropriate time code.

Period: 1 ▾ TimeCode: A ▾

Recording attendance

To mark attendance for a student, the teacher should select the appropriate radio button next to the student's name.

Student	Code	Present	A	T
Aper, William		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

The available attendance codes are defined by the district or school administrators. There may be attendance codes that can be entered by administrative users, such as attendance clerks/secretaries, but that are not available to teachers. These codes will be shown in the legend on the right side of the page.

Attendance Codes	
Code	Description
A	Absent
T	Tardy
AE	Excused Absence
AU	Unexcused Absence
M	Medical
R	Religious

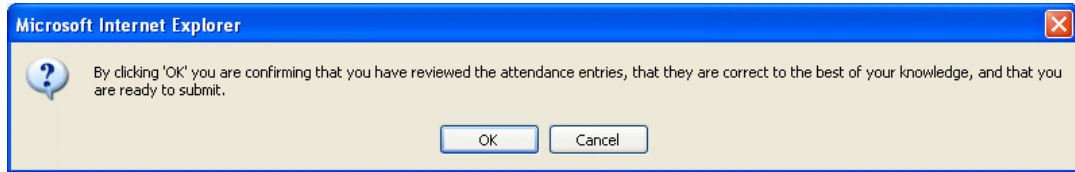
The teacher can also enter a note that will be read by the attendance clerk/secretary.

Note to attendance clerk:

The students who were absent should be considered "Excused" today.

Once attendance has been marked appropriately for each student in the current period, click **Submit**. If all students are present, confirm this by checking the box

labeled **All Present** before clicking **Submit**. After the teacher clicks **Submit**, the following confirmation window will appear:



If the district has configured the attendance module to allow teachers to click **Submit** multiple times, then the submitted attendance codes will appear in the center column, but the radio buttons will remain unlocked and the **Submit** button will remain available.

If the district has configured the attendance module to only allow teachers to **Submit** one time for each period, then the following message will appear below the **Submit** button:



Additionally, once the teacher submits attendance for the period, the page will be locked and the radio buttons will be "grayed-out."

Period: 1 TimeCode: A All Present

Student	Code	Present	A	T
Aper, William	A	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Babb, Franklin	Present	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Boyle, Neil	Present	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Braunig, Emilia	A	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Bryson, Willie	Present	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Caddell, Raymond	Present	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Draudt, Marian	A	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Harden, Dorothy	Present	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harrington, Arthur	Present	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hart, Edwin	Present	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Attendance has already been submitted for this period.

Attendance Codes	
Code	Description
A	Absent
T	Tardy
AE	Excused Absence
AU	Unexcused Absence
M	Medical
R	Religious

Reports

- Attendance this cycle
- Attendance Totals
- Class Roster

The teacher may return to a previous period's or day's attendance and see that the attendance clerk/secretary has posted corrections to the attendance records. Any entries to the left side of the "/" were made by the teacher, while any entries to the right side of the "/" were made by the attendance clerk/secretary.

Student	Code	Present	A	T	Clerk Note
Aper, William	A/M	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sick; have doctor's note
Babb, Franklin	Present/Present	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Boyle, Neil	Present/Present	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Braunig, Emilia	A/AE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student out on band trip
Bryson, Willie	Present/Present	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Caddell, Raymond	Present/Present	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Draudt, Marian	A/AE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student out on band trip

Other attendance tools

Teachers can produce attendance reports from within the gradebook. This is done from the **Attendance** page, so do not click the **Reports** icon in the taskbar. To produce a detailed attendance report for the full cycle, click the **Attendance this cycle** report under the **Reports** header.

A window will pop up containing each student's attendance records for the grading cycle.

		1st Elementary School																									
Teacher: Smith, Ben		Week 1 Aug 14-Aug 18				Week 2 Aug 21-Aug 25				Week 3 Aug 28-Sep 01				Week 4 Sep 04-Sep 08				Week 5 Sep 11-Sep 15									
Student	ID	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
Abramovic, J	201314																									A	
Annarella, S	201317																									A	
Bowman, E	201327						A	T																		A	
Burris, H	200587							T	/M																		
Clerk, T	200185							T																	A	A	
Craig, B	200323					T																			T	A	
Eggerts, F	200957																								A	T	
Fahey, W	200551																										
Gallo, F	200183								A/~																A	T	
Garren, E	200862								A/~																	A	
Haubert, J	201196								T/~																	A	
Hollingsworth, R	201200																										
Lamar, J	201236																									T	
Langermayr, M	301232							A/M	A/~																A	A	
Leidecker, G	200412						A																				
Main, D	201244						A		T/~																	T	
Nicely, R	200374						A																			A	
Rathbun, R	200320							T																		T	
Rosengrant, R	200867																									A	
Schulte, C	201111																										
Scordato, A	200175							T	A/AE																	A	A
Vanderhorst, A	201283																										T

		Week 6 Sep 18-Sep 22				Week 7 Sep 25-Sep 29				Week 8 Oct 02-Oct 06						
Student	ID	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Abramovic, J	201314															
Annarella, S	201317															
Bowman, E	201327									A						
Burris, H	200587															
Clerk, T	200185															
Craig, B	200323															
Eggerts, F	200957									T						
Fahey, W	200551															
Gallo, F	200183															
Garren, E	200862															
Haubert, J	201196															
Hollingsworth, R	201200															
Lamar, J	201236									T						
Langermayr, M	301232															
Leidecker, G	200412															
Main, D	201244															
Nicely, R	200374									A						
Rathbun, R	200320															
Rosengrant, R	200867															
Schulte, C	201111									A						
Scordato, A	200175															
Vanderhorst, A	201283															

Attendance Codes

A	Absent	AE	Excused Absence	AU	Unexcused Absence
M	Medical	R	Religious	T	Tardy

The teacher can produce an **Attendance Totals Report** that will display the total occurrences of each attendance code for his or her students.

Define a date range, then choose whether to restrict the report to a single student, or to generate the results for all students.

Return
Attendance Totals by Code

From:

To:

Period:

Student:

Teacher:

Click **Show Report**. The following report will be displayed:

ID	Student	~	A	AE	AU	M	T
201314	Abramovic, John M.	3					
201317	Annarella, Sergio M.	1					
201327	Bowman, Everett D.	3	1				2
200587	Burris, Harriett I.					1	1
200185	Clark, Thomas N.	3					1
200323	Craig, Benson A.	1					3
200957	Eggerts, Fritz S.	1					4
200551	Fahey, William N.						1
200183	Gallo, Frank A.	1	1				1
200862	Garren, Ellis B.	1	1				
201196	Haubert, John M.	1	2				
201200	Hollingsworth, Robert I.	2			1		
201236	Lamar, James M.	1					2
301232	Langenmayr, M S.	1	2				1
200412	Leidecker, George R.	1					
201244	Main, Donald L.	1	1				1
200374	Nicely, Robert F.	3					
200320	Rathbun, Robert D.	1					3
200867	Rosengrant, Richard A.	1					
201111	Schulte, Charles J.	1					1
200175	Scordato, Angelo M.	2	1				1
201283	Vanderhorst, Alice A.	1					2
	Code	~	A	AE	AU	M	T
	Totals	5	32	2	1	3	22

Attendance Codes:

Code	Description
A	Absent
T	Tardy
AE	Excused Absence
AU	Unexcused Absence
M	Medical
R	Religious

The "~" represents instances where the teacher incorrectly recorded an attendance code for the student and the attendance clerk/secretary changed it to "Present."

Teachers also have the ability to generate a simple printable attendance roster that can be used to take attendance outside of the classroom, or generated for substitute teachers to use. Under the **Reports** heading, click **Class Roster**. When printed, the roster will appear as shown below:

Period: TimeCode: All Present

Please note: After you submit, changes can only be made by the attendance clerk!

Student	Code	Present	A	T
Aper, William 201163		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Boyle, Neil 201328		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Braunig, Emila 201329		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bryson, Willie 200708		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Caddell, Raymond 200585		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Draudt, Marian 200366		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Harrington, Arthur 200405		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hughes, Noble 200857		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kullman, Ron 201231		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Larson, Dorothy 201302		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Liess, Frederick 200270		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Massaro, Albert 301585		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
McLain, Bobby 200714		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monski, William 201249		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Raub, William 200088		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sanson, William 200665		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Santiago, Carlos 200311		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yesultis, Thomas 200314		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Zimmerman, Norman 200580		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total Students: 19

Note to attendance clerk:

Attendance Taken By _____

Date Taken _____

Attendance Entered By _____

Date Entered _____

Attendance Codes	
Code	Description
A	Absent
T	Tardy
AE	Excused Absence
AU	Unexcused Absence
M	Medical
R	Religious

Reports

Attendance this cycle
Attendance Totals
Class Roster

Seating Chart

(updated 8/17/07)

Overview

GradeSpeed.NET 4.0's Seating Chart module allows teachers to construct custom seating charts for each class to simplify attendance-taking. The **Seating Chart** is designed to complement **GradeSpeed.NET 4.0's** Attendance module, but the seating chart is also a very useful tool at schools that record student's attendance using another method.

To access the seating chart, click the **Seating Chart** icon in the taskbar at the top of any page.



The following screen will appear:

View: Seating Chart | Period: 1 | Time Code: A | Update | Align Students

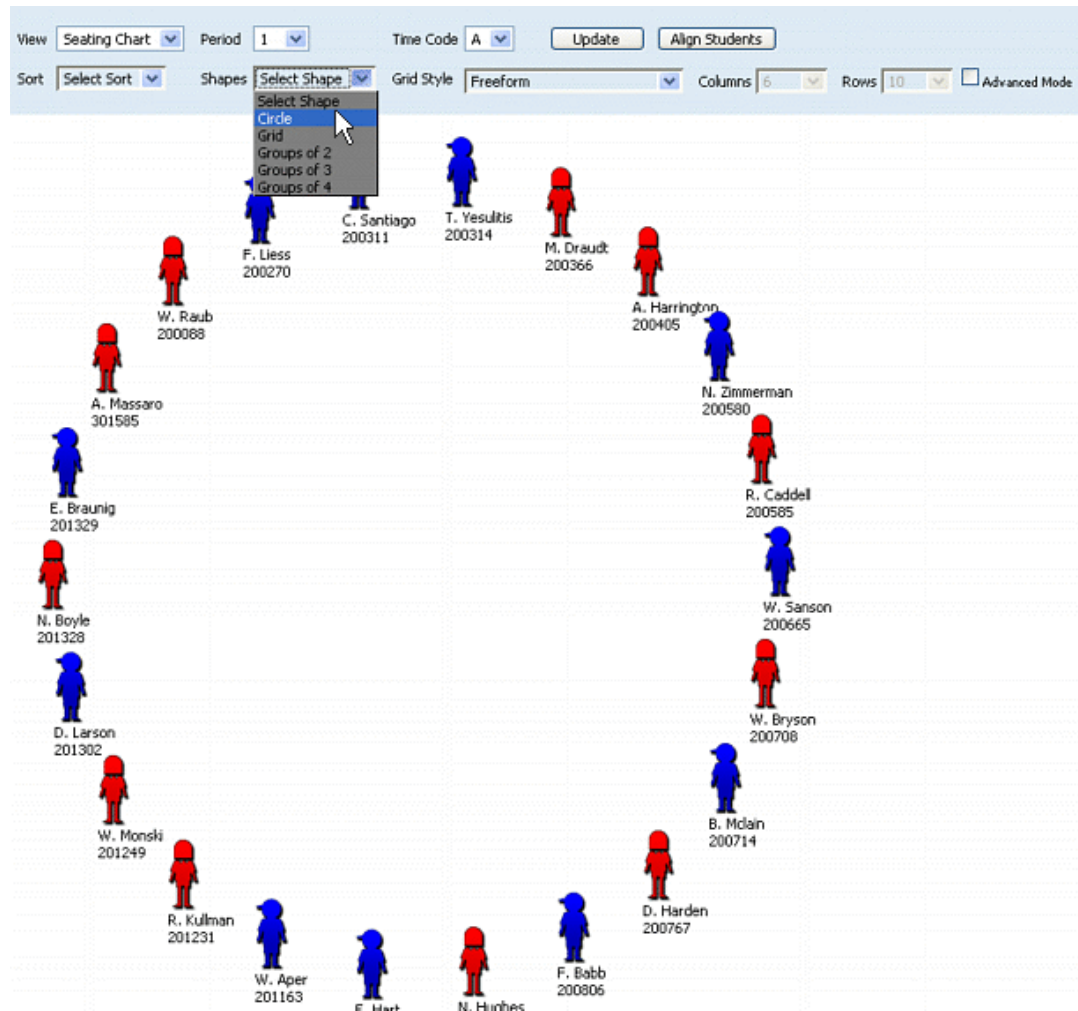
Sort: Select Sort | Shapes: Select Shape | Grid Style: Left to Right, Top to Bottom | Columns: 6 | Rows: 10 | Advanced Mode

F. Liess 200270	W. Raub 200088	C. Santiago 200311	M. Draudt 200366	T. Yesultis 200314	A. Harrington 200405
N. Zimmerman 200580	R. Caddell 200585	W. Sanson 200665	W. Bryson 200708	B. McClain 200714	D. Harden 200767
F. Babb 200806	N. Hughes 200857	E. Hart 201000	R. Kullman 201231	W. Aper 201163	W. Monski 201249
D. Larson 201302	N. Boyle 201328	E. Braunig 201329	A. Massaro 301585		

Display Options

Font Size: 11 | Image Size: 100% | Cell Width: 100 | Cell Height: 110

As shown above, student images will be displayed in a default grid layout. The teacher can use the drop-down lists to change the layout to match the classroom, grouping students by 2s, 3s, or even in a circular orientation.



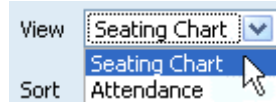
If the teacher wishes to display different student information, he or she can customize the way the students' names and IDs are displayed using the Display Student Fields page within the Teacher Profile.

The gendered icons shown above may be replaced with actual student pictures - this is done at the district level.

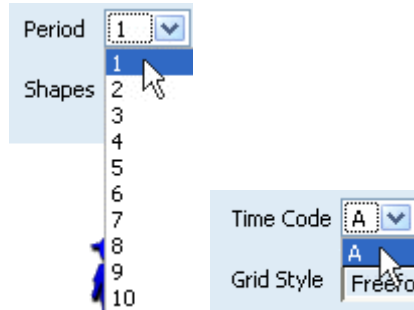
Double click on a student image to view that student's profile.

The following are simple instructions for using the seating chart:

- 1) Select **Seating Chart** from the **View** drop down menu.



2) Choose the correct **Period** and **Time Code**.



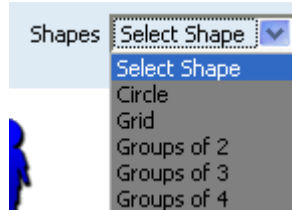
3) The **Sort** menu allows teachers to sort the **Seating Chart** by **Last Name**, **First Name**, **Boy/Girl**, **Girl/Boy**, **Student ID** or to randomly place students in the **Seating Chart**.



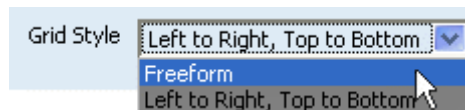
4) Select the number of columns positioned horizontally across the chart.



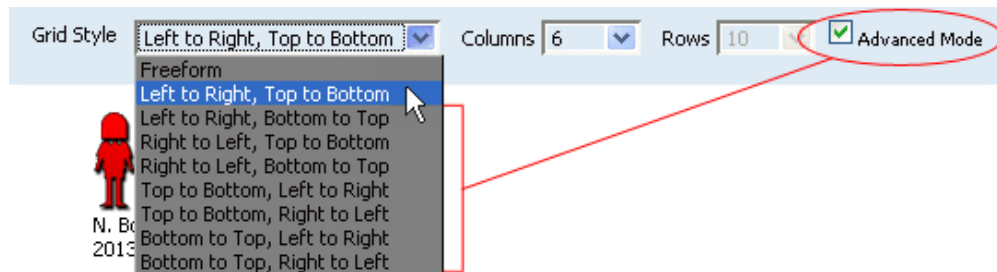
5) From the drop down menu in **Shapes**, select **circle, grid** (traditional seating method) or groups of 2,3, and 4, depending on the arrangement in the specific classroom.



6) **Grid Style** will allow the choice of **Freeform** or any combinations of left to right, right to left, top to bottom, and bottom to top. **Freeform** will allow the number of rows to be selected for the Seating Chart. The other arrangements align the students based on the directions given.



7) Click **Advanced Mode** to display more options in the **Grid Style** drop down menu.



8) Click the **Update** button to update the **Seating Chart**.

9) The **Align Students** button will align students to the Shape and Grid Style chosen.

There are also some **Display Options** at the bottom of the page to help make reading the seating chart easier.

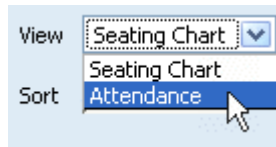
Display Options

Font Size: Image Size: Cell Width: Cell Height:

Using the 4 drop-down boxes, select the desired font size, the image size of the little boy/girl placeholders, and the cell width/height.

Taking attendance with the Seating Chart

To take attendance with the **Seating Chart**, select "Attendance" from the **View** drop-down list.



The screenshot shows a light blue panel with two dropdown menus. The first menu is labeled 'View' and has 'Seating Chart' selected. The second menu is labeled 'Sort' and has 'Attendance' selected. A mouse cursor is pointing at the 'Attendance' option.

The following page will appear:

Display Options

Font Size: Image Size: Cell Width: Cell Height:

Using the 4 drop-down boxes, select the desired font size, the image size of the little boy/girl placeholders, and the cell width/height.

Verify Gradebook

(updated 8/17/07)

Teachers verify their grades at the end of the grading period. Verification serves two purposes: the first and most important is that it confirms for campus/district administrators that the teacher is finished entering grades, and that the grades are correct; and the second is to lock the gradebook so that the teacher cannot accidentally make changes while the administrators are generating report cards or posting grades to the SMS. Thus, after the teacher verifies, grades are "Read-Only."

When a teacher is finished entering grades for a grading period, the teacher should click the **Verify Grades** icon.

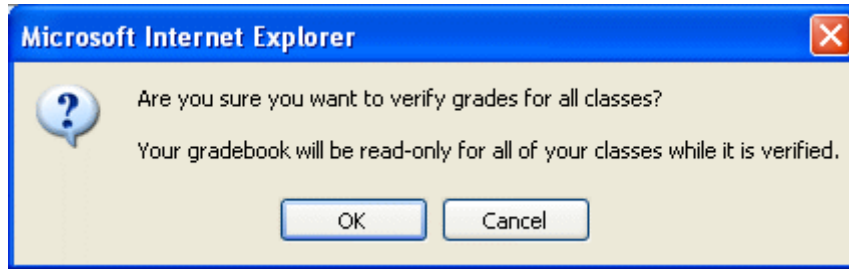


The **Verify Grades** page looks similar the Progress Reports page:

Verify Grades					Campus / District Comment Codes	
Student	Computed Cycle Avg.	Override Cycle Avg.	Comments	Citz	Code	Description
Aper, William	72	<input type="checkbox"/>			A	Student works hard
Babb, Franklin	84	<input type="checkbox"/>			B	Student needs to work harder
Boyle, Neil	90	<input type="checkbox"/>			C	Student is a joy in class!
Braunig, Emilia	74	<input type="checkbox"/>			D	Student has behavior issues
Bryson, Willie	84	<input type="checkbox"/>			J	Joy in Class
Caddell, Raymond	85	<input type="checkbox"/>				
Draudt, Marian	78	<input type="checkbox"/>				
Harden, Dorothy	87	<input type="checkbox"/>				
Harrington, Arthur	82	<input type="checkbox"/>				
Hart, Edwin	89	<input type="checkbox"/>				
Hunhee, Noble	83	<input type="checkbox"/>				

This page allows the teacher to double-check each student's average, comment codes, and citizenship/conduct grade. The teacher can switch classes using the **Class** drop-down list at the top of the page. Once the teacher is confident that the grades, comments, and conduct information shown here are correct, he or she should click the checkbox at the top labeled "All Classes." Note that teachers CAN mark a single class as verified by leaving the checkbox unchecked. But more often than not, he or she will need to verify all classes.

After the teacher clicks this link, the following message will appear:



The teacher should click "Yes" to verify the gradebook. Once a teacher's gradebook has been verified, the current grading period will be "Read-Only." No more edits will be allowed. So the teacher should click "No" if he or she is not ready to verify and needs to continue entering or modifying grades.

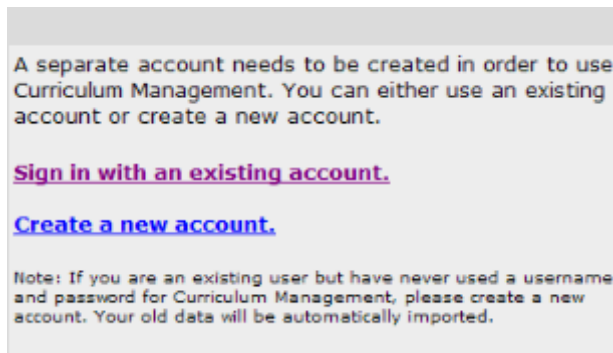
After clicking "Yes," the teacher will remain on the **Verify Grades** page and can continue navigating through and viewing his or her gradebook. However, the following message will be displayed at the top of each page:

Read-Only, This gradebook is Verified!

Lesson Plans

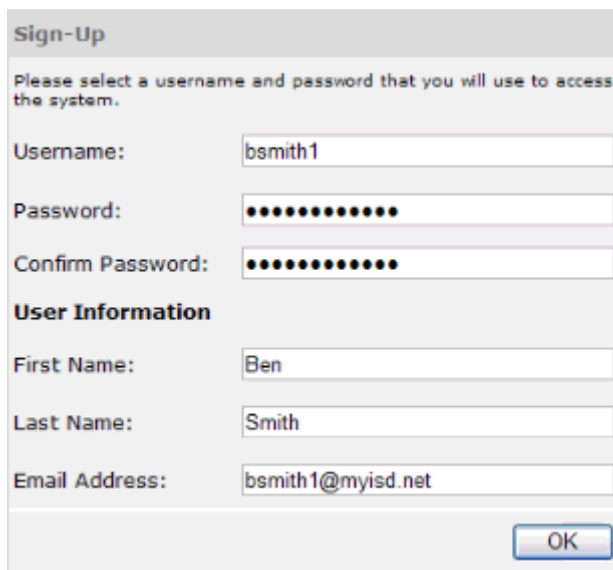
(updated 12/11/06)

Teachers can use **GradeSpeed.NET's Lesson Plans** module to create and store their lesson plans. To access this tool, click the **Lesson Plans** icon on the main gradebook page. The first time a teacher clicks this icon, the following page will appear:



First-time users should **Create a new account**. This account is created separately from the **GradeSpeed.NET** login to ensure that the teacher can access the lesson plans from one school year to another. Once created or accessed, The **Lesson Plans** account will automatically be tied to the gradebook account for that school year. If a teacher wishes to be able to access his or her lesson plans next year, he or she should record the username and password for the **Lesson Plans** account.

The following is the signup page. The teacher should fill in the appropriate information, then click **OK** to create the account.



Sign-Up

Please select a username and password that you will use to access the system.

Username:

Password:

Confirm Password:

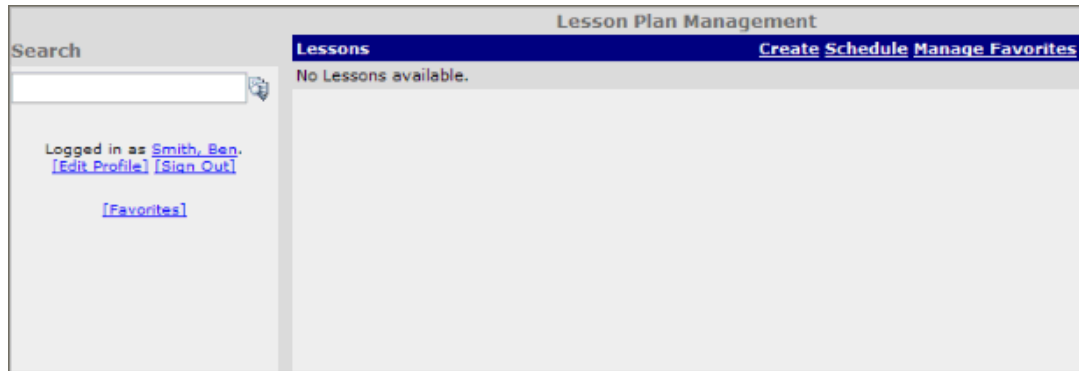
User Information

First Name:

Last Name:

Email Address:

The teacher will then see the following page:



Lessons – this is a header only and below it will be the list of lessons created or copied by this teacher.

Create – this is the link for lesson plan creation.

Schedule – this link takes the teacher to a calendar system to schedule when the lesson is to be taught. This option will be discussed in detail after the discussion of lesson creation.

Manage Favorites – this link allows the teacher to view any lesson plans that have been selected as favorites by clicking on the lesson title and allows the teacher to remove any lesson from the favorites area. To remove a lesson the teacher selects the box to the left of the lesson title and clicks **Submit**.

User Profile

The teacher's user profile simply contains information about the user and his or her account. To view the information, click **Edit Profile**. The following page will appear:

Here, the teacher can modify the information attached to his or her **Lesson Plans** account.

Create Content

When the teacher clicks on **Create**, he or she will see the page shown below. As noted on the page, this page allows the teacher to enter information to create a lesson. This tool is tab-driven - to fill in a field, the teacher should first select the tab for that area and then enter the necessary information.

Lesson Info tab

In this area the teacher will assign the lesson title, description and time required.

The screenshot shows the 'Edit Lesson - [Untitled]' interface. At the top, there are three tabs: 'Lesson Info' (selected), 'Desired Results', and 'Assessment Evidence'. Below these are two more tabs: 'Learning Strategies' and 'Reflective Notes'. On the left side, there are two buttons: 'Return' and 'Save'. Below the buttons, there are labels for 'Title: [Untitled]', 'Description: [None]', and 'Type: Lesson'. The main area contains the following fields:

- Info**
 - Title: [Untitled]
 - Description: [Empty text box]
 - Time Required: [Empty text box]
 - Public:
- Grade Level**
 - Pre K K 1 2 3 4 5 6 7 8 9 10 11 12

When other users use the search feature, the lesson title is the field used to search. The advanced search uses all fields.

The **Public** option allows other teachers to search for this lesson. If teachers are to share lesson plans for collaboration, the public option must be selected.

The last area is **Grade Level**, where a teacher may select multiple grade levels for a lesson.

Desired Results

This area is divided into three parts.

Edit Lesson - [Untitled]

Return Save

Lesson Info **Desired Results** Assessment Evidence

Learning Strategies Reflective Notes

Learning Expectations
What expectations are the focus of this lesson? (include state standards text)

Title: [Untitled]
Description: [None]
Type: Lesson

Organizing Concepts (Understandings)
What will students understand (about what big ideas) as a result of the lesson? Describe concepts.

Essential Questions
What arguable, recurring and thought-provoking questions will guide inquiry and point toward the big ideas of the lesson?

Learning Expectations – What expectations are the focuses of this lesson? (Include state standards text). Teachers can write out the student expectations associated with the lesson as well as additional expectations

Organizing Concepts (Understandings) - What will students understand (about what big ideas) as a result of the unit? Describe concepts. Teachers can write about the big ideas that are the focus of this lesson.

Essential Questions – What arguable, recurring and thought-provoking questions will guide inquiry and point toward the big ideas of the lesson? Teachers can list the “big picture” questions that would guide the lesson.

Assessment Evidence

This area is divided into two parts.

The screenshot shows a web application window titled "Edit Lesson - [Untitled]". On the left side, there are two buttons: "Return" and "Save". Below these buttons are three labels: "Title: [Untitled]", "Description: [None]", and "Type: Lesson". The main content area is divided into three tabs: "Lesson Info", "Desired Results", and "Assessment Evidence". The "Assessment Evidence" tab is currently selected and active. It contains two sub-sections: "Learning Strategies" and "Reflective Notes". Below these is a large text area with the following text: "What evidence will be collected to determine whether or not the understandings have been developed, the knowledge and skill attained, and the state standards met? [Anchor the work in performance tasks that involve application, supplemented as needed by prompted work, quizzes, observations, etc.]". Below this text area are two more sections: "Pre-Assessments" and "Assessments". The "Pre-Assessments" section has the text "Journal, short answer, quiz" and a small icon in the bottom right corner. The "Assessments" section has the text "Informal checks for understanding, observation/dialogue, quiz/test, academic prompt, performance task, authentic task, long-term project, portfolio, rubrics" and a small icon in the bottom right corner.

Pre-Assessments – Journal, short answer, quiz. Teachers would record any pre-assessments for this lesson.

Assessments – Informal checks for understanding, observation/dialogue, quiz/test, academic prompt, performance task, authentic task, long-term project, portfolio, rubrics. Teachers would record any assessment, formal or informal, that would measure student performance.

Learning Strategies

This area is divided into three parts.

Edit Lesson - [Untitled]

	Lesson Info	Desired Results	Assessment Evidence
Return	Learning Strategies		Reflective Notes
Save	<p>Vocabulary What vocabulary pertaining to this lesson is considered critical for learning? Note: vocabulary included in the state standards will often appear in benchmark and state tests and should be used in lesson design.</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>		
<p>Title: [Untitled]</p> <p>Description: [None]</p> <p>Type: Lesson</p>	<p>Technology Integration How can technology be used to transform student learning?</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>		
	<p>Differentiation How is this lesson designed to meet the needs of diverse learners? What extensions/accelerations are needed for student success?</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>		

Vocabulary – What vocabulary pertaining to this unit is considered critical for learning? Note: vocabulary included in the state standards will often appear in benchmark and state tests and should be included in lesson design. Teachers would record or list necessary vocabulary.

Technology Integration – How can technology be used to transform student learning? Teachers would record what technology is used.

Differentiation – How is this lesson designed to meet the needs of diverse learners? What extensions/accelerations are needed for student success? Teachers would record strategies and activities to differentiate the lesson to better meet the needs of diverse learners.

Reflective Notes

This area is divided into two parts:

The screenshot shows the 'Edit Lesson - [Untitled]' window. At the top, there are five tabs: 'Lesson Info', 'Desired Results', 'Assessment Evidence', 'Learning Strategies', and 'Reflective Notes'. On the left, there are 'Return' and 'Save' buttons. Below them, the sidebar contains 'Title: [Untitled]', 'Description: [None]', and 'Type: Lesson'. The main area has two large text boxes labeled 'Resources' and 'Notes'.

Resources - Teachers would record any necessary resources, both material and non-material (i.e. rulers, time, parental support, etc.)

Notes - Teachers would record any ideas or plans to enhance the lesson. This area is also designed so that after the lesson has been taught the teacher would reflect on the lesson and ways to improve it.

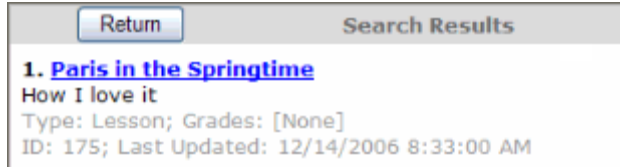
Main Screen Options

Search

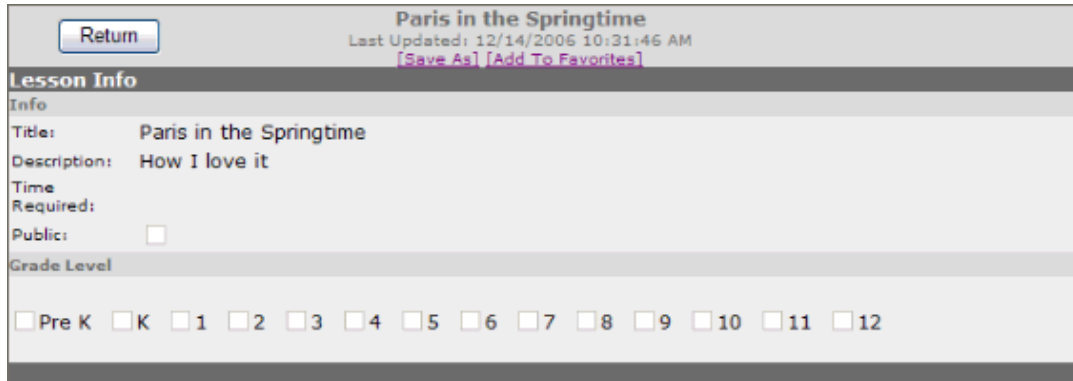
Teachers can search all public lesson plans by key word. To search for a lesson, simply enter a keyword into the **Search** field at the top left corner of the page, then either press "Enter" or click the magnifying glass icon.

The search field is a simple text input box with the label 'Search' above it. The text 'paris' is entered into the box. A magnifying glass icon is located to the right of the input field.

Once other teacher's lesson plans are located the teacher can view that lesson plan by clicking on the title.



The following page will appear, displaying the "View" mode of the assignment:



The teacher can now either save the lesson to his or her personal list, or can add the lesson as a "Favorite."

To save the lesson, click **Save As**. The lesson will be immediately saved to the main **Lesson Plans** page.

To add the lesson as a "Favorite," click **Add to Favorites**. The lesson will be added to the teacher's Favorites list, which is accessible on the user's main page.

Scheduling Lessons

To schedule lessons on a weekly calendar, click **Schedule**. The following page will appear:

return print add column	New Subject edit remove																																																								
Monday 12/11/2006 edit																																																									
Tuesday 12/12/2006 edit																																																									
Wednesday 12/13/2006 edit																																																									
Thursday 12/14/2006 edit																																																									
Friday 12/15/2006 edit																																																									
<p>< 2005 2007 ></p> <table border="1"> <tr> <td>Nov</td> <td colspan="5">December 2006</td> <td>Jan</td> </tr> <tr> <td>S</td> <td>M</td> <td>T</td> <td>W</td> <td>T</td> <td>F</td> <td>S</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> </table>		Nov	December 2006					Jan	S	M	T	W	T	F	S	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6
Nov	December 2006					Jan																																																			
S	M	T	W	T	F	S																																																			
26	27	28	29	30	1	2																																																			
3	4	5	6	7	8	9																																																			
10	11	12	13	14	15	16																																																			
17	18	19	20	21	22	23																																																			
24	25	26	27	28	29	30																																																			
31	1	2	3	4	5	6																																																			

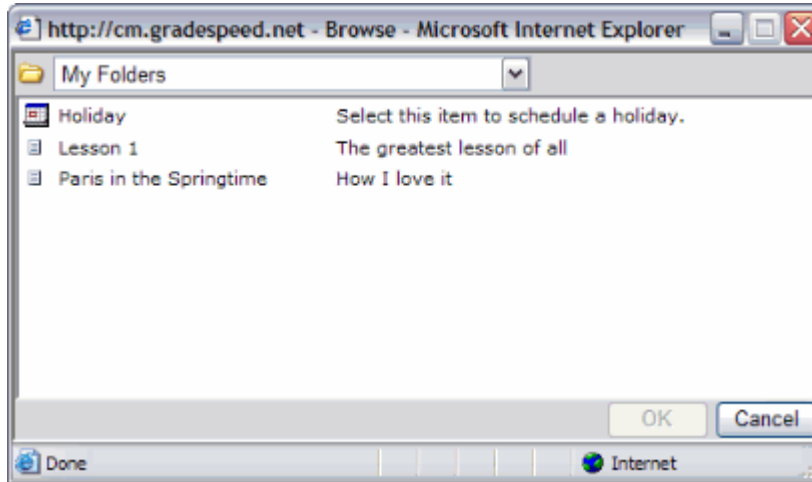
The dates shown will be the current week with one column present.

To change the name of the column and to assign a lesson to each day, the teacher would click Edit and see this screen:

return print add column	<input type="text" value="New Subject"/> ok																																																								
Monday 12/11/2006 edit	<input type="button" value="Browse..."/>																																																								
Tuesday 12/12/2006 edit	<input type="button" value="Browse..."/>																																																								
Wednesday 12/13/2006 edit	<input type="button" value="Browse..."/>																																																								
Thursday 12/14/2006 edit	<input type="button" value="Browse..."/>																																																								
Friday 12/15/2006 edit	<input type="button" value="Browse..."/>																																																								
<p>< 2005 2007 ></p> <table border="1"> <tr> <td>Nov</td> <td colspan="5">December 2006</td> <td>Jan</td> </tr> <tr> <td>S</td> <td>M</td> <td>T</td> <td>W</td> <td>T</td> <td>F</td> <td>S</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> </table>		Nov	December 2006					Jan	S	M	T	W	T	F	S	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6
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31	1	2	3	4	5	6																																																			

To change the name of the subject, simply type the appropriate name over the text reading "New Subject."

To schedule a lesson for a day, click **Browse** next to the appropriate date. A window will appear. Select the desired lesson, or the "Holiday" option to indicate that no lesson will be taught that day.



Click **OK** to schedule the lesson.

Use the calendar at the bottom of the page to change the dates in view. The arrows can be used to change years. Click the name of the next or previous month to navigate forward or backward. Click on any date in the calendar to highlight the week.

Be careful to look at the selected lessons before clicking **OK**, because the default will fill in the first lesson in **My Lesson Plans** for the week. If this is not the lessons the teacher wants to schedule, he or she will need to select another lesson for each day. If **Holiday** is selected, the date will be blank.

New Subject	
return print add column Monday 12/11/2006 edit	Lesson 1 - [Edit] The greatest lesson of all
Tuesday 12/12/2006 edit	Paris in the Springtime - [Edit] How I love it
Wednesday 12/13/2006 edit	<input type="button" value="Browse..."/>
Thursday 12/14/2006 edit	<input type="button" value="Browse..."/>
Friday 12/15/2006 edit	<input type="button" value="Browse..."/>

< 2005							2007 >													
Nov							December 2006							Jan						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6

To add other columns for additional courses or subject areas that are taught, click **Add Column** and repeat the above process to customize this column.

To select a printable version of the Lesson Plan calendar, click **Print**. A printable view of the current week will appear and the print dialog will be automatically launched.

Favorites

To manage the list of favorite lessons, click **Favorites** on the user's main page.

	Return	Manage Favorites	Delete
	<input type="checkbox"/>	Paris in the Springtime	
	<input type="checkbox"/>	Superlative Lesson	
	<input type="checkbox"/>	Excessively good lesson	
	<input type="checkbox"/>	Best Lesson Ever	

To delete a lesson from the **Favorites** list, check the box next to the lesson title, then click **Delete**. To view the lesson information, click the lesson title. To return to the main user page, click **Return**.

Sign Out

To sign out of **Lesson Plans** and close the browser window, click **Sign Out**.

Transfer Students

Teacher can transfer students' grades from one section to another in their gradebook. Grades can only be transferred to a new section for a student if the scheduling change has already been made in the student management software.

When a student is dropped from a section, a **D** will be displayed next to that student's name in the gradebook.

Student	Avg	Assignment 1 Oct-24	Assignment 2 Oct-24
	Date:	Oct-25	Oct-25
	Points Possible	100	100
Asandwich, Bryshaun	89.50	95	84
Dogberry, Quindarius	89.50	95	84
Handbasket, J'Varean	89.50	95	84
Maggot, Butterbur	89.50	95	84
Wormtongue, Tinuiel	89.50	95	84
(D)Banazir, Aragorn	89.50	95	84
(D)Brown, Janick	89.50	95	84

To transfer a student who has been dropped from one class into another class, click on the student's name to access the Student Profile.

Student Profile

Last:

First:

Parent Last:

Parent First:

Address:

City:

State:

Zip:

Phone:

Email:

ID:

Gender: Male Female

Grade:

Sort Key:

Birthdate:

Characteristics

- G. Gifted and Talented
- S. Special ED

To transfer the student's grades to the new section, click the green **Transfer** button at the bottom of the profile page. **Note:** this button will only appear if the student has already been dropped from the old section. The following screen will appear:

Using the first drop-down list, select the class that the student has been dropped from.

Indicate the appropriate student in the next drop-down list.

Next, indicate the class that the student is to be transferred to.

The information will be displayed as shown below:

From: MathKG (2001/1) Period 2			To: MathKG (2001/2) Period 2		
Assignment	Category	Grade	Assignment	Category	Grade
Assignment 1	Homework	95	Assignment 1	Homework	95
Assignment 2	Homework	84	Assignment 2	Homework	84

Click **Transfer** to save the changes and return to the gradebook. The student's grades will be transferred to the new section.

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