

GradeSpeed.NET 4.0 - Basic Teacher Training

Updated 6/29/06

Training Goals:

This training guide will equip teachers to enter grades, record attendance, create simple printed reports, and finalize their gradebook for progress report and/or report card printing. More advanced gradekeeping tools are explained in the "Advanced Teacher Training" manual.

This guide was developed using GradeSpeed.NET 4.0. Please keep in mind that while this manual was developed to help teachers perform all the tasks necessary to record grades and attendance and allow for reporting, there are many functions of GradeSpeed.NET 4.0 that cannot be covered in a brief training session. Please see the GradeSpeed.NET User Guide and <http://support.gradespeed.net> for further information.

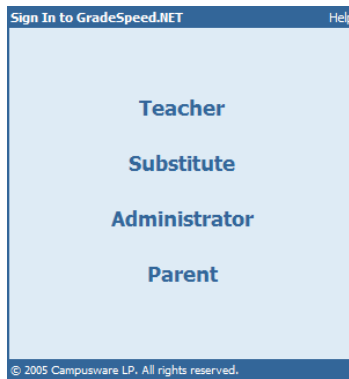
For technical support issues, teachers should always contact their school's technology support office. Campusware works closely with specific school personnel to correct any problems or to rectify training issues promptly, but cannot provide support directly to teachers.

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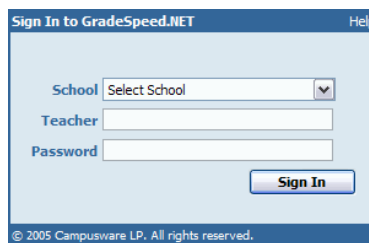
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Getting Started with GradeSpeed.NET 4.0:

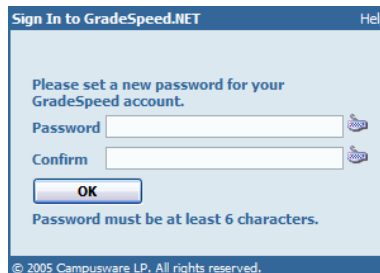
1. Open an internet browser and navigate to your school's GradeSpeed login page.



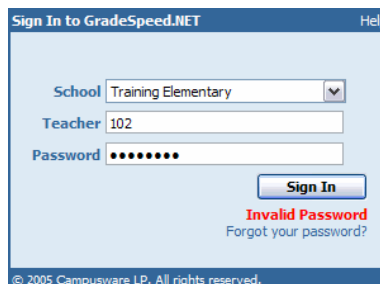
2. Select "Teacher." The following page will appear:



3. Select your campus and enter your teacher ID – leave the password field blank. Click "Sign In" to enter the gradebook. You will be prompted to create a password for the system. Enter and confirm a password that conforms to the requirements listed at the bottom of the dialog box.



4. If, in the future, you enter an **invalid** password when logging in, you will be given the opportunity to recover your password by clicking "Forgot your password?" Your password may be emailed to you, or you may be prompted to create a new password.



5. The **main gradebook page** will appear as shown below:

The screenshot shows the GradeSpeed main gradebook page. The top navigation bar includes icons for Categories, Assignments, Grades, Progress Reports, Reports, Cumulative Grades, Attendance, Seating Chart, Verify Gradebook, Lesson Plans, and Discipline. The left sidebar displays class details: Period 7, ID: 1700, Section: 1, Period: 7, Group: 7; Teacher: Abett Alf; School: Training Elementary; Semester: 2, Cycle: 4; and dates from Jan-4 2006 to Feb-14 2006. The main area shows a table with columns for Student, Avg, Due, and Points Possible. The table lists 20 students with their names and birth years, all with an average of '-' and no points possible. A bottom status bar shows 'Total Students : 20' and 'Changes since last update : 0'.












Student	Avg	Due:	Points Possible
Abrahamsson, Alfreda	2000	-	
Arviragus, Cordelia	2007	-	
Asandwich, Bryshaun	2001	-	
Banazir, Aragorn	2002	-	
Bernardssen, Benedikta	2003	-	
Biondello, Baptista	2008	-	
Handbasket, J`Varean	2012	-	
Jones, Aushanique	2013	-	
Legolas, Gollum	2014	-	
Leonardsen, Agnes	2015	-	
Maggot, Butterbur	2016	-	
Oliversson, Adalheid	2017	-	
Pippin, Peregrin	2018	-	
Wormtongue, Tinuiel	2019	-	
Bluebeard, Boris	2011	-	
Cordova, Bardolph	2004	-	
Dogberry, Quindarius	2005	-	
Draylen, Brezanae	2006	-	
Gentry, Shaquille	2009	-	

Note that the courses and students are already entered. This information comes over from the school's **student management system (SMS)**. Any changes to this data must be handled in the **SMS** first, then imported into GradeSpeed.

The class rosters, for example, are downloaded from the campus-wide database. While these rosters provide valuable information, they are **not** available for editing. Roster and schedule uploads will be done by the system administrators as needed—you don't have to do anything to update the student and course info in your gradebook.

Navigating the Gradebook:

1. GradeSpeed tools are located on a toolbar across the top of the main gradebook page.

-  "Categories" allows teachers to manage categories and weights for assignments. You can also determine how grades are averaged, dropped, or color-coded. These parameters may be set up by district staff, and may or may not be open for editing by teachers.
-  Once categories have been set up, teachers can create "Assignments." This icon allows teachers to manage existing assignments or create new ones.
-  The "Grades" icon simply represents the main gradebook page.
-  Teachers can produce "Progress Reports" for the students in their classes that can include district-defined and teacher-defined comments.
-  Teachers can also produce a number of additional reports for their students.
-  The "Cumulative Grades" page allows teachers to view cycle, semester, and overall grades at a glance.
-  Teachers can take "Attendance" using a simple online interface.
-  The web-based "Seating Chart" allows teachers to manage their classrooms and take attendance.
-  Teachers can "Verify" their gradebooks at the end of each grading period. This tool allows you to review and override grades before locking your gradebook for the cycle. Once you verify your gradebook, you will not be able to enter grades for the cycle until your campus administrators clear the verification setting.
-  Each teacher can set up a "Lesson Plans" account.
-  If your school uses Campusware's "Discipline" module, this icon will link you to an incident reporting tool.

Several other options are available just below the tool bar. These features allow you to control the way your gradebook displays assignment information.



To switch between courses, use the “Class” drop-down list.

The “Enter Moves Down” check box can be used to determine whether pressing “enter” moves the cursor down to the next row or over to the next column.

The “All Assignments” check box can be used to switch between displaying all assignments at once or allowing the user to scroll through multiple pages of assignments.

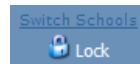
The “Update” and “Cancel” buttons are used to save or discard changes made to individual grades in the gradebook.

Teachers can change the current grading cycle using the “Cycle” drop-down list.

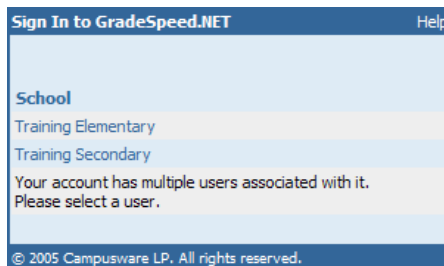


To secure the gradebook when you get up from your desk, click “Lock.” You will be required to re-enter your password before you can view or enter grades again.

If you have more than one gradebook account – if you teach at more than one campus, for example – you will have a link called “Switch Schools” displayed immediately above the “Lock” tool.

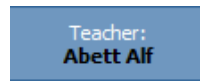


Click “Switch Schools” to select the alternate account



Managing the Gradebook:

2. To modify your **Teacher Preferences**, click your name on the left side of the page.



The teacher profile can be used to manage teacher information, control the way student data is displayed on the main gradebook page, or create custom fields for tracking student information. Use the "View" drop-down list to switch between user information and student information.

A screenshot of the "Teacher Preferences" form, specifically the "User Profile" tab. The form includes fields for Teachers Email (aabet@texasschoolteacher.com), Conference Period, Minimum passing grade (0), Semester Exam Weight (14.27), Maximum Retake Grade, Retake Behavior (Average of 2 highest), and Startup Page (Gradebook). There are also links for "Change Password" and "Create Custom Fields", and buttons for "OK", "Cancel", and "Apply".

You can enter your own "Email" and "Conference Period" if this information is not automatically loaded. The district may also set a "Minimum Passing Grade" or "Semester Exam Weight." If your email address is not entered here, you will not be able to create a **Lesson Plans** account. This email address also allows parents to contact you through **ParentConnection** if the parent module is used at your school.

The maximum retake grade limits the score a student can receive if a retake grade has been entered for that student. The retake behavior setting determines how the system will calculate retake grades.

A close-up of the "Retake Behavior" and "Startup Page" dropdown menus. The "Retake Behavior" dropdown is set to "Average of 2 highest". The "Startup Page" dropdown is open, showing options: "Highest", "Average", and "Average of 2 highest".

You can also choose whether you want to view the gradebook, attendance page, or "Grades by Student" page when you first log in.

A close-up of the "Startup Page" dropdown menu. The dropdown is open, showing options: "Gradebook", "Attendance", and "Grade by Student".

To change your password, click "Change Password" to enter and confirm your new password.

Teachers can also "Create Custom Fields" for student information.

A screenshot of the "Student Custom Fields" table. The table has columns for ID, Name, Type, Values, Edit, and Delete. It lists three existing fields: Textbook (TXT), Permission Slip (CHK), and Shoe Size (DDL). Below the table is an "Add Field" button with a dropdown menu set to "Textbox".

ID	Name	Type	Values	Edit	Delete
1	Textbook	TXT		Edit	Delete
2	Permission Slip	CHK		Edit	Delete
3	Shoe Size	DDL	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17	Edit	Delete

These fields can be used to store student information in the gradebook. To select custom fields to be displayed, click on a student's name on the main gradebook page. A student list will appear:

Return		Students					
ID	Last	First	Grade	Birth Date			
2000	Abrahamsson	Alfreda	01	2/6/1999	[Edit]	[Grade]	
2001	Asandwich	Bryshaun	01	10/7/1998	[Edit]	[Grade]	
2002	Banazir	Aragorn	01	11/6/1999	[Edit]	[Grade]	
2003	Bernardssen	Benedikta	01	10/9/1998	[Edit]	[Grade]	
2004	Cordova	Bardolph	01	6/6/2000	[Edit]	[Grade]	
2005	Dogberry	Quindarius	01	3/26/1999	[Edit]	[Grade]	
2006	Draylen	Brezanae	01	10/26/1999	[Edit]	[Grade]	
2007	Arviragus	Cordelia	01	12/13/2001	[Edit]	[Grade]	
2008	Biondello	Baptista	01	10/9/1998	[Edit]	[Grade]	
2009	Gentry	Shaquille	01	3/6/1999	[Edit]	[Grade]	
2010	Gransaul	Boyet	01	1/9/1999	[Edit]	[Grade]	
2011	Bluebeard	Boris	01	4/30/1999	[Edit]	[Grade]	
2012	Handbasket	J'Varean	01	7/19/1999	[Edit]	[Grade]	

To display the custom fields, check the box next to the desired fields on the left side of the page, then click "Refresh."

ID	Last	First	Grade	Birth Date			textbook	permission slip	Shoe Size
2000	Abrahamsson	Alfreda	01	2/6/1999	[Edit]	[Grade]	10025	<input type="checkbox"/>	6
2001	Asandwich	Bryshaun	01	10/7/1998	[Edit]	[Grade]	10023	<input type="checkbox"/>	8
2002	Banazir	Aragorn	01	11/6/1999	[Edit]	[Grade]		<input type="checkbox"/>	5
2003	Bernardssen	Benedikta	01	10/9/1998	[Edit]	[Grade]		<input type="checkbox"/>	5
2004	Cordova	Bardolph	01	6/6/2000	[Edit]	[Grade]		<input type="checkbox"/>	5
2005	Dogberry	Quindarius	01	3/26/1999	[Edit]	[Grade]		<input type="checkbox"/>	5
2006	Draylen	Brezanae	01	10/26/1999	[Edit]	[Grade]		<input type="checkbox"/>	5
2007	Arviragus	Cordelia	01	12/13/2001	[Edit]	[Grade]		<input type="checkbox"/>	5
2008	Biondello	Baptista	01	10/9/1998	[Edit]	[Grade]		<input type="checkbox"/>	5

The page will be rearranged as necessary to allow the selected fields to appear. You can make appropriate entries into these fields, and click "Update" to save your changes. To remove a field from the display, un-check it on the left, then click "Refresh." Any entries you may have made to those fields will be saved even while the field is hidden.

- To modify the information that is displayed for students, change the view on the "Teacher Preferences" page to "Display Student Fields."

Teacher Preferences View: Display Student Fields

Display Student Fields
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.

Grade Level
Student Name
Student ID
Student Characteristics
Sub-School

Move Up
Move Down

OK Cancel Apply

Select the student information that will be displayed on the main gradebook page using the check boxes on the left. Indicate the order in which this information should appear by ordering the selections at the bottom using the "Move Up" and "Move Down" buttons.

This information can be customized for "Gradebook," "Attendance," and "Seating Chart" modes.

Mode: Gradebook

Gradebook
 Attendance
 Seating Chart

The "Seating Chart" mode is customized using the options available in the layout drop-down list:

Seating Chart Layout
Select the layout you would like to use in the seating chart.

Last name, First initial; Student ID
First initial, Last name; Student ID
Last name, First initial; Student ID
First name; Last name

The "Seating Chart" mode can also be customized using the "Advanced" features.

Seating Chart Layout
Enter the following codes to configure the data displayed in the seating chart.

%fi = First Initial	%li = Last Initial
%fn = First Name	%ln = Last name
%sid = Student ID	

%ln, %fi
%sid

Advanced

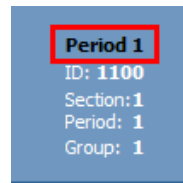
Preview:
Smith, J
123456

Refresh

To save changes, click "Apply" or click "OK" to save changes and return to the main gradebook page.

Managing Courses:

4. To view or edit course information, click the current course title on the left side of the page.



The "Course Maintenance" page will appear.

The "Course Maintenance" page allows you to group "like" classes together so simplify adding assignments, and also allows you to add descriptions and notes that will be specific to the current class.

To edit a course, select the course from the list on the left, then click "Edit."

You can enter "General Information" and "Policies" for each course that you teach. You can also enter an "Alternate Class Name" for clarity within the gradebook. To save changes, click "OK."

Grouping Courses:

5. Many teachers have two or more classes that will be given the same assignments. This is especially true for secondary teachers, who often teach multiple sections of the same course. GradeSpeed.NET allows you to group these courses together so that when you add an assignment to one of them, it is automatically added to the other courses in the group – this saves you from having to do “double-work.”

To create course groups, go to the “Course Maintenance” page. When you select “Edit” for a course, you will notice that the “Group” field is also open for editing.



The image shows a screenshot of a web form for course maintenance. It features a light blue background. At the top, there is a label "Section:" followed by a text input field. Below that is a label "Group:" followed by a text input field and a small "Alt" button to its right. Underneath the "Group" field is a section header "General Information:" followed by a text input field containing the text "One-time course - will not be offe".

Any courses that should be grouped together should be assigned the same group number. For example, if you have two math classes that will be given the same assignments, you could set the group number to “2” for both classes. Then, if you add an assignment to one of these classes, the assignment would be automatically added to the other class as well.

Categories:

- Categories allow you to weight your grades consistently, and in compliance with district or school policies. Click "Categories" on the gradebook taskbar.

Category	Spanish Name	Color	Weight # to Drop	Deletel
1. Daily Work		Green	50	0
2. Quizes		Blue	20	0
3. Six week Exams		Tan	20	0
4. Participation		Turquoise	10	0
5.		None		
6.				
7.				
8.				
9.				

Total: 100

Hide Spanish Category Names: No Method of weighting grades: Percent
 Maximum grades to drop for each student: 3 Students Advantage: Yes
 Make category properties identical for all classes in this group: Yes Total Points Logic: No

Buttons: Cancel, Apply, OK

You may log in and find that you already have categories set up. If this is the case, your district or school staff has pre-set categories for all the teachers. They can do this one of two ways – they can load categories for you, but allow you to make changes to them, or they may choose to “lock down” the category settings so that you cannot change them (this second option is often used in schools with standardized category weights). Other advanced grading options can be found below the categories.

To create a new category, enter the category name in the open field in the “Category” column, and the Spanish name (if necessary) in the open field in the “Spanish Name” column.

5. Homework Preparación

You can then select a color for the category using the “Color” drop-down list. This will help you distinguish between assignments on the main gradebook page.

Turquoise

- None
- Green
- Red
- Blue
- Gold
- Tan
- Gray
- Turquoise

Next, assign a weight to the category, and indicate if any grades should be dropped from this category. As will be noted below, a maximum of three grades can be dropped from all categories combined.

Category	Spanish Name	Color	Weight # to Drop	Deletel
1. Daily Work		Green	50	0
2. Quizes		Blue	20	0
3. Six week Exams		Tan	20	0
4. Participation	Participacion	Turquoise	10	0

If you are weighting categories as percentages, the total weight of all categories must equal 100%. Also note that you can delete categories – however, if you delete a category, all assignments belonging to that category will also be deleted. Be careful!

Other Grading Options:

7. You can decide how grades will be calculated within your gradebook using the options found below on the "Categories" page.

Hide Spanish Category Names: No
Method of weighting grades: Percent
Maximum grades to drop for each student: 3
Students Advantage: Yes
Make category properties identical for all classes in this group: Yes
Total Points Logic: No
Buttons: Cancel, Apply, OK

- The "Hide Spanish Category Names" drop-down box is used to indicate whether the Spanish category names will be displayed on the "Categories" page.
- Set the maximum number of grades that can be dropped for each student. You also indicated how many grades could be dropped from each category – the number from all categories together cannot exceed the setting in this drop-down list.
- Any classes that are grouped together with the class group number can share course properties as well as assignments – use the "Make category properties identical..." drop-down box to adjust this setting.
- The "Percent" weighting method, which is also mentioned on the bottom of page 13, allows you to weight your categories so that the average of each category is worth a particular percentage of the student's grade. If the percent method is used, all category percentages must add up to 100%.
- The "Multiple" weighting method allows you to weight each category as a multiple. For example, my homework grades might be weighted at "1" but my test grades were weighted at "4" – this would mean my test grades were weighted four times more heavily than my homework grades.
- To drop the grades that result in the highest possible average for the student, use the "Student's Advantage" option. "Student's Advantage" may drop grades that are not the numerically lowest, but that, because of the weight of their category, have the greatest positive impact on the student's grade. For example, if a student's average is a "90", and the student received a "70" for an assignment in a category weighted at 10%, and a "71" in a category weighted at 60%, the "Student's Advantage" method would drop the "71" because the lightly-weighted "70" will not decrease the student's average as much as the heavily-weighted "71" would have.
- "Total Points Logic" allows you to record raw scores for assignments with "possible points" values other than 100. This setting should NOT be toggled off and on while grades are being recorded, as it can result in confusing and invalid grade entries.

Click "Apply" to save any changes that you may have made to the categories or grade settings, or "OK" to save changes and return to the main gradebook page. Click "Cancel" to discard your changes and return to the main gradebook page.

Managing Assignments:

- To create a new assignment, click "Assignments" on the gradebook taskbar. If this is the first assignment you have created, you will be taken directly to the assignment creation page. If you have other assignments already in this gradebook, you will be taken to an assignment list.

Return		Assignments				
Assigned	Due	Assignment	Category	[Edit]	[Grade]	
Feb-1	Feb-2	hwk pg. 12 1-15 Tek 1A	Daily Work	[Edit]	[Grade]	
Feb-1	Feb-2	test	Daily Work	[Edit]	[Grade]	
Feb-1	Feb-2	quiz	Quizes	[Edit]	[Grade]	
Feb-1	Feb-2	project	Daily Work	[Edit]	[Grade]	
Feb-1	Feb-2	homework	Daily Work	[Edit]	[Grade]	
Feb-1	Feb-2	quiz	Daily Work	[Edit]	[Grade]	

From the assignment list page, click "Add New" to create a new assignment. If you wish to edit an existing assignment, click "Edit" next to the appropriate assignment.

If you are creating a new assignment, the following page will appear:

Assignment Maintenance

Period 1
ID: 1100
Section: 1
Period: 1
Group: 1

Default Grade:

Assignment
 Rubric
 Rubric Task
 No expectations selected.

Assignment: Objectives

Spanish Name:

...
 Due: ...

Points Possible:

Multiplier:

Type:

Category:

Reporting Category:

Description:

Hide Spanish Assignment Names

You must first use the radio buttons at the top to decide whether you will create an "Assignment" or begin setting up a "Rubric." Rubrics are discussed in depth in the "Advanced Teacher Training" session.

Enter the assignment name and the Spanish assignment name if desired. Like the "Categories" page, this page allows you to toggle whether the Spanish name is displayed, here using a check box at the bottom of the page.

Hide Spanish Assignment Names

To set the "assigned" and "due" dates for the assignment, click the ellipses next to the date fields and select the appropriate date. You can also enter the date using the keyboard if you wish.

6/1/2006 ... Due: 6/2/2006 ...

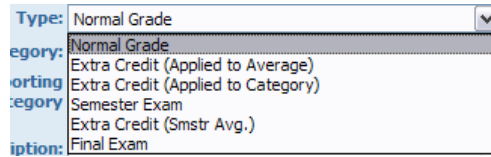
+ +

Su	Mo	Tu	We	Th	Fr	Sa
28	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	1

If the assignment will not be worth 100 points (the default value), change the "Points Possible" to reflect the number of points a student could potentially earn for the assignment. This is especially important if the "Total Points," or raw score, method is used (the "Total Points" option is discussed under "Categories").

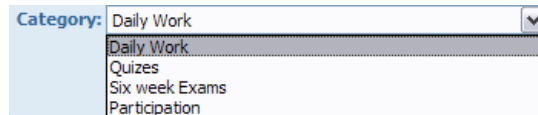
A text input field with a blue border and a light blue background. The text "Points Possible:" is in blue, and the number "80" is in black.

Set the assignment "Type" using the drop-down list.

A drop-down menu with a blue border and a light blue background. The text "Type:" is in blue, and "Normal Grade" is in black. The menu is open, showing a list of options: "Normal Grade", "Extra Credit (Applied to Average)", "Extra Credit (Applied to Category)", "Semester Exam", "Extra Credit (Smstr Avg.)", and "Final Exam".

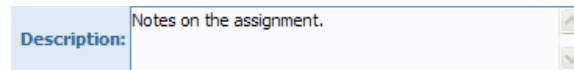
The "Semester Exam" and "Final Exam" options should only be used if these exam grades will be entered into the gradebook as assignments. The "Extra Credit" options can be used to create an assignment that will add points to a student's cycle average ("Applied to Average"), to the average of the specific category that the assignment is placed in ("Applied to Category"), or to the student's semester average ("Smstr. Avg").

To place an assignment in a specific category, select the appropriate category from the drop-down list.

A drop-down menu with a blue border and a light blue background. The text "Category:" is in blue, and "Daily Work" is in black. The menu is open, showing a list of options: "Daily Work", "Quizzes", "Six week Exams", and "Participation".

The "Reporting Category" helps you control how grades are displayed on a student's report card – this feature will be covered in depth in the "Advanced Teacher Training Guide."

If necessary, you can enter a "Description" for the assignment. If you need to include any notes or explanations, enter them in this text box.

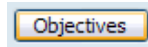
A text input field with a blue border and a light blue background. The text "Description:" is in blue, and "Notes on the assignment." is in black. There are small up and down arrow icons on the right side of the field.

On the far right side of the page, note that you can enter a default grade. This grade will automatically appear for each student when you return to the gradebook. This is especially helpful if you expect all or most students to earn the same grade; for example, on a reading assignment.

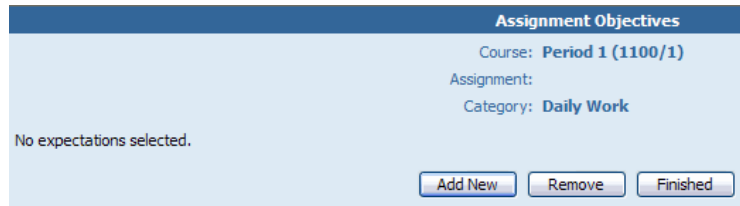
A text input field with a blue border and a light blue background. The text "Default Grade:" is in blue, and "99" is in black.

Adding Objectives to Assignments:

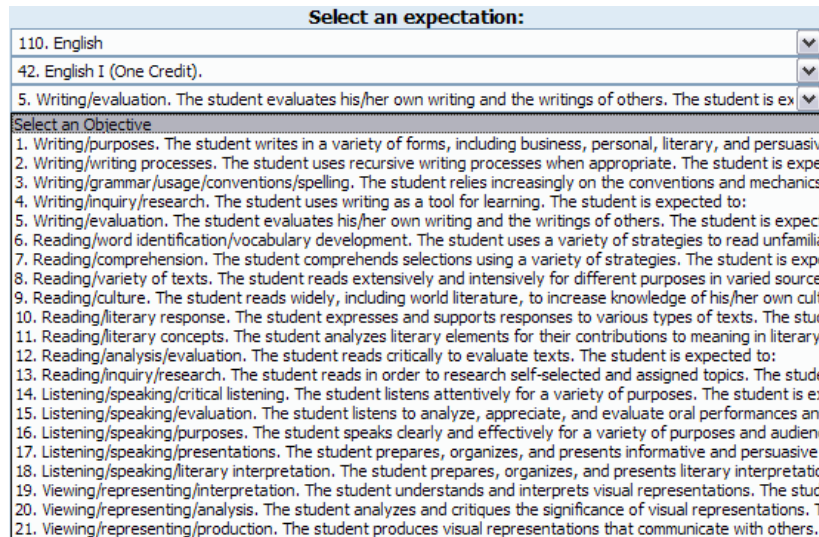
- GradeSpeed allows you to associate specific state standards with each assignment. To do this, click "Objectives" out to the right of the main assignment page.



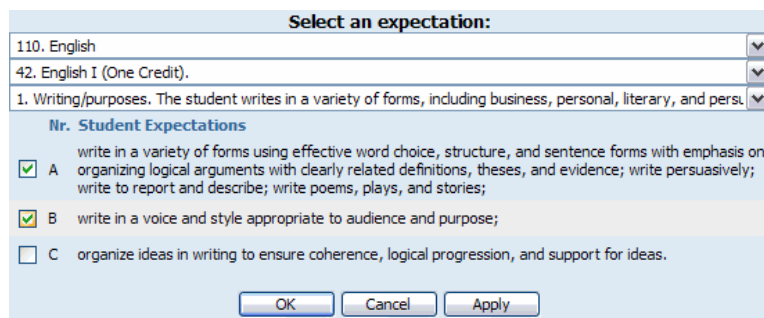
A new window will pop up – click "Add New" to associate new expectations with the current assignment.

A screenshot of a web application window titled "Assignment Objectives". The window has a blue header bar. Below the header, it displays "Course: Period 1 (1100/1)", "Assignment:", and "Category: Daily Work". The main content area is light blue and contains the text "No expectations selected." At the bottom of the window, there are three buttons: "Add New", "Remove", and "Finished".

Use the drop-down lists to select the appropriate subject area, course, and objective. Note: since each state handles standards differently, your standards database may be organized slightly differently than the one shown here.

A screenshot of a web application window titled "Select an expectation:". It features three drop-down menus. The first menu is set to "110. English", the second to "42. English I (One Credit)", and the third to "5. Writing/evaluation. The student evaluates his/her own writing and the writings of others. The student is ex". Below the menus is a scrollable list of 21 numbered objectives. The first objective is selected and highlighted in blue. The list includes various standards related to writing, reading, and listening.

Once you have selected the objective, you can check off the desired expectations.

A screenshot of a web application window titled "Select an expectation:". It features three drop-down menus. The first menu is set to "110. English", the second to "42. English I (One Credit)", and the third to "1. Writing/purposes. The student writes in a variety of forms, including business, personal, literary, and persu". Below the menus is a section titled "Nr. Student Expectations" with three checkboxes labeled A, B, and C. Checkboxes A and B are checked, while C is unchecked. At the bottom of the window, there are three buttons: "OK", "Cancel", and "Apply".

Click "Apply" if you want to save the selected expectations and add other expectations from another objective.

Click "OK" to save the expectations and view all the selected standards for this assignment.

110. English
42. English I (One Credit).

1. Writing/purposes. The student writes in a variety of forms, including business, personal, literary, and persuasive texts, for various audiences and purposes. The student is expected to:

- A. write in a variety of forms using effective word choice, structure, and sentence forms with emphasis on organizing logical arguments with clearly related definitions, theses, and evidence; write persuasively; write to report and describe; write poems, plays, and stories;
- B. write in a voice and style appropriate to audience and purpose;

4. Writing/inquiry/research. The student uses writing as a tool for learning. The student is expected to:

- B. use writing to discover, organize, and support what is known and what needs to be learned about a topic;
- D. represent information in a variety of ways such as graphics, conceptual maps, and learning logs;
- E. use writing as a study tool to clarify and remember information;
- F. compile written ideas and representations into reports, summaries, or other formats and draw conclusions;

9. Reading/culture. The student reads widely, including world literature, to increase knowledge of his/her own culture, the culture of others, and the common elements across cultures. The student is expected to:

- B. compare text events with his/her own and other readers' experiences.

Buttons: Add New, Remove, Finished

To add more expectations, click "Add New." To remove an expectation, check the box next to it and click "Remove." To return to the assignment page, click "Finished."

When you click "Finished," you'll see that the objectives that you just selected are shown on the assignment page.

Assignment Rubric Rubric Task Standards - Hide Text

Assignment: + 110. English

Spanish Name:

6/1/2006 Due: 6/2/2006 Objectives

You can click the plus signs or use the arrow keys to expand the view to display all the available information.

Assignment Maintenance

Assignment Rubric Rubric Task Standards - Hide Text

Assignment: + 110. English

Spanish Name:

6/1/2006 Due: 6/2/2006 Objectives

Points Possible: 100

Multiplier: 1

Type: Normal Grade

Category: Daily Work

Reporting Category: None

Description: Notes on the assignment.

Hide Spanish Assignment Names

Buttons: Finished, Add, Spell Check

Standards - Hide Text

- 110. English
 - 42. English I (One Credit).
 - 1. Writing/purposes. The student writes in a variety of forms, including business, personal, literary persuasive texts, for various audiences and purposes. The student is expected to:
 - A. write in a variety of forms using effective word choice, structure, and sentence form emphasis on organizing logical arguments with clearly related definitions, theses, and evider persuasively; write to report and describe; write poems, plays, and stories;
 - B. write in a voice and style appropriate to audience and purpose;
 - 4. Writing/inquiry/research. The student uses writing as a tool for learning. The student is expecte
 - B. use writing to discover, organize, and support what is known and what needs to be l about a topic;
 - D. represent information in a variety of ways such as graphics, conceptual maps, and l logs;
 - E. use writing as a study tool to clarify and remember information;
 - F. compile written ideas and representations into reports, summaries, or other formats conclusions;
 - 9. Reading/culture. The student reads widely, including world literature, to increase knowledge of f own culture, the culture of others, and the common elements across cultures. The student is expected
 - B. compare text events with his/her own and other readers' experiences.

Objectives

Once all your information has been entered for an assignment – objectives, types, categories, etc – you can click "Add" to save the assignment to your gradebook. The "Add" button will save the assignment, but leave you on the assignment page so you can create multiple assignments at once. When you are done adding assignments, click "Finished." Note: there is a spell-check option on this page!

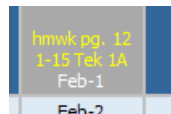
Editing an Assignment:

10. Editing an assignment is, for the most part, just like creating one. There are a couple of notable differences, however. There are two ways to access an assignment for editing.

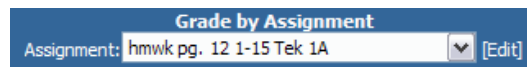
The first is to click "Assignments" on the gradebook taskbar. Click "Edit" next to the desired assignment on this "assignment list" page.

Assigned	Due	Assignment	Category		
Feb-1	Feb-2	hwk pg. 12 1-15 Tek 1A	Daily Work	[Edit]	[Grade]
Feb-1	Feb-2	test	Daily Work	[Edit]	[Grade]
Feb-1	Feb-2	quiz	Quizes	[Edit]	[Grade]
Feb-1	Feb-2	project	Daily Work	[Edit]	[Grade]

The other option is to click on the desired assignment title in the gradebook.



You can then click "Edit" next to the assignment title on the "Grades by Assignment" page that will appear.

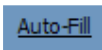


Using either of these methods, you will see the "Assignment Maintenance" page.

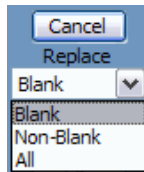
You can use the "Assignment Maintenance" page to make changes to any of the assignment information, just as you did when you created the assignment. On this page, however, you have the option to "Delete" the assignment using the button at the bottom of the page. If you delete this assignment, you will lose any grades that you have entered for it on the main gradebook page. Be careful!

You will recall that when creating an assignment, you had the option of assigning a "default grade" that would automatically be entered for all students. Once the assignment has been created, you can go back and enter an "Auto-fill" value that the system will enter into all blank grade cells for the current assignment.

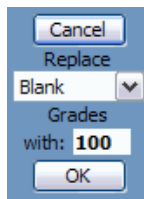
To enter an "Auto-fill" grade, click the link on the left side of the "Assignment Maintenance" page.



You will then see options to replace "Blank," "Non-Blank," or "All" grades. Choose using the drop-down list.



Then, enter the grade value that should replace the grades you have selected.



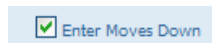
As an example, you might choose to replace all "Blank" grades with "100." In this situation, any students who currently have a "blank" grade for the current assignment will receive a 100.

Entering Grades for Assignments:

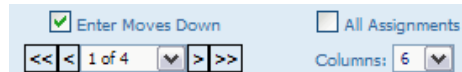
11. Once you have created some assignments, you are ready to begin entering grades for students. Navigating the main gradebook page is easy – use the arrow keys or the mouse to select a cell, and enter a grade using the keyboard.

Student	Avg	hwk pg. 12 1-15 Tek 1A Feb-1
	Due:	Feb-2
	Points Possible	100
Abrahamsson, Alfreda	I	100
Arviragus, Cordelia	65.38	93
Asandwich, Bryshaun	68.19	100
Banazir, Aragorn	70	55
Bernardssen, Benedikta	71.90	100

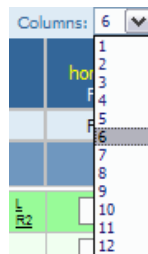
You can also use the check box labeled “Enter moves down” at the top of the page – this check box allows you to decide whether the “Enter” and “Tab” keys will move the cursor **across** to the next assignment in the row, or **down** to the next student in the column.



Once you have created lots of assignments, you may find it easier to divide them into “pages” rather than scroll far to the right to access the newest grades. To do this, uncheck the box labeled “All Assignments.” You will notice that when this box is unchecked there is a new control that allows you to scroll from page to page.



You can also control the number of assignment columns that will be displayed on each page using the “Columns” drop-down list.



To enter a grade as “missing,” enter “Msg” in the grade cell – this will be calculated as a “zero”. To enter a grade as “excused,” enter “Exc” in the grade cell – this will be calculated as a blank grade, and will not affect the average. To enter a grade as “incomplete,” enter “Inc” in the grade cell – this will also be calculated as a blank grade, and will not affect the average.

Advanced Grade Modifications:

12. You can enter additional information for each grade that you assign to a student. To enter advanced grade info **by student**, click the student's average on the left side of the main gradebook page. The "Grades by Student" page will appear.

Assignment	Category	Assigned	Due	Points Possible	Score	Original Grade (1st Try)	1st Retake	2nd Retake	Points Added	Override Grade	Late	Do not drop	Note
hmkw pg. 12 1-15 Tek 1A	Daily Work	Feb-1	Feb-2	100	93	93						<input type="checkbox"/>	read test to student
test	Daily Work	Feb-1	Feb-2	100	80	80					<input checked="" type="checkbox"/>	<input type="checkbox"/>	original was 45
quiz	Quizes	Feb-1	Feb-2	12	83	83						<input type="checkbox"/>	
project	Daily Work	Feb-1	Feb-2	100	Inc	Inc						<input type="checkbox"/>	
homework	Daily Work	Feb-1	Feb-2	100	89	89						<input type="checkbox"/>	
quiz	Daily Work	Feb-1	Feb-2	100	100	100						<input type="checkbox"/>	
Story Problems	Daily Work	Feb-7	Feb-8	16	13	13						<input type="checkbox"/>	
exam	Daily Work	Feb-14	Feb-14	100	50	50						<input type="checkbox"/>	
Myth Paper	Daily Work	Mar-6	Mar-25	0								<input type="checkbox"/>	
homework	Daily Work	Mar-22	Mar-23	100	Msg	Msg						<input type="checkbox"/>	
Story problems 1-analysis	Daily Work	Mar-23	Mar-24	4	3	3						<input type="checkbox"/>	
Story problems 2- vocabulary	Daily Work	Mar-23	Mar-24	4	3	3						<input type="checkbox"/>	
Story problems 3- createion	Daily Work	Mar-23	Mar-24	4	3	3						<input type="checkbox"/>	

This page allows you to enter grade modifications, notes, and special indicators for each assignment for the student you selected. You can change students using the drop-down list at the top center of the page.

Note that the original grade will be preserved, even when you enter retake grades, add points, or override the student's grade. This allows you to track a student's progress through an individual assignment, and gives you a complete record of all grade assigned.

Score	Original Grade (1st Try)	1st Retake	2nd Retake	Points Added	Override Grade
93	93				

Be sure to "Update" as you make changes, and watch the "Score" column change as you add points or enter newer grades. Also, note the check boxes that allow you to mark an assignment late, or make it ineligible to be dropped, or just add a note explaining the situation with the assignment. Check the "Print Note" box to have this note printed next to the assignment grade on the student's progress reports.

Late	Do not drop	Note	Print Note
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Once you have entered the grade modifications for a student, click "Update" and then "Return" to the main gradebook page. You will see that your modifications have been applied, and that the grade will now have several codes surrounding it – each one explains the modification that was made.

A	70	L	R2
---	----	---	----

The "A" tells you that points were added to the grade. The "N" tells you that a note is attached to the grade. The "X" means that this grade will not be dropped, even if it is the lowest score. The "L" indicates that the assignment was late, and the "R2" tells you that the score represents the second retake opportunity. Hover the mouse over any of these symbols to see the details related to the symbol.

$\frac{A}{NX}$	70	$\frac{L}{R2}$		Msg	3
	85				3
2nd retake, original grade= 50, 1st retake=57					

The "Grades by Student" page also allows you to calculate a "What-If" average. This tool is useful for private parent-teacher or student-teacher conferences. To show how a changed grade would influence a student's average, just change the grade as desired. Then, BEFORE CLICKING "UPDATE," click the "Cycle Avg" button on the left side of the page.

Calculated Grades

Cycle Avg:

Sem. Avg:

The "Cycle Avg" shown here will then recalculate based on the tentative grade that you entered. To discard this grade, click "Cancel." To apply this change, click "Update."

Producing Progress Reports:

- To produce a progress report for any student in one of your class, click "Progress Reports" on the gradebook taskbar. The "Progress Reports" page allows you to enter comments and specify options for progress reports that you can produce within your gradebook.

The screenshot shows the Progress Reports interface for Period 1. At the top, there are buttons for 'Return', 'Options', 'Select Students', 'Print All', and 'Print'. Below these, there's a 'Class: Period 1' dropdown and 'Update' and 'Cancel' buttons. The main table lists students with their names, checkboxes, average scores, and comment boxes. The 'Comments' column has five boxes for each student. To the right, there are two sections: 'Campus / District Comment Codes' and 'My Comment Codes', each with a table of codes and descriptions. The 'Campus / District Comment Codes' table has codes A through F with descriptions like 'Grade Average Is Passing' and 'Conference Call suggested'. The 'My Comment Codes' table has codes a, b, and c with descriptions like 'needs to study more' and 'pleasure to have in class'. There are also radio buttons for 'English' and 'Spanish'.

Student	Avg.	Comments	Citz
<input type="checkbox"/> Abrahamsson, Alfreda	I	A c E	S
<input type="checkbox"/> Arviragus, Cordelia	66	c C	E
<input type="checkbox"/> Asandwich, Bryshaun	68	E	S
<input type="checkbox"/> Banazir, Aragorn	70	a b	N
<input type="checkbox"/> Bernardssen, Benedikta	72	A	S
<input type="checkbox"/> Biondello, Baptista	71	A	S
<input type="checkbox"/> Handbasket, J'Varean	80		
<input type="checkbox"/> Jones, Aushanique	77		
<input type="checkbox"/> Legolas, Gollum	82		
<input type="checkbox"/> Leonardsen, Agnes	75		

You can enter district- or campus-defined comment codes – these are shown in the box labeled "Campus/District Comment Codes" at the top right and cannot be modified. You can also create your own comment codes for use in your class in the "My Comment Codes" box at the bottom.

At the bottom of the page, you will also see a "Conduct Codes" box. These conduct codes are also district- or campus-defined, and cannot be modified.

Conduct Codes	
Code	Description
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Requesting Teacher Conference

To enter comments or conduct grades for a student's progress report, enter the appropriate letter for each comment code – yours or the district's – into one of the "Comments" boxes. You can enter up to five for each student. Then, enter the appropriate conduct code into the "Citz" box.

Student	Avg.	Comments	Citz
<input type="checkbox"/> Abrahamsson, Alfreda	I	A c E D a	S

You can also save the comments/conduct entries that you have made – click "Update" and these grades will be saved for the next time you view this page, even if it is not time to create progress reports yet. To clear all your entries, click the "Clear!" button at the top left side of the page.

You can now print progress reports for any of the students in the current class. To change classes, use the "Class" drop-down list at the top of the page.

The screenshot shows the 'Class' dropdown menu. The current selection is 'Period 1'. The dropdown list includes 'Period 1', 'Period 2', 'Period 3', 'Period 4', 'Period 5', 'Period 6', 'Period 7', and 'Period 8'. There are checkboxes next to 'Period 4', 'Period 6', and 'Period 8'.

Select the students for whom you will print progress reports by checking the boxes next to their names.

Student	
<input checked="" type="checkbox"/>	Abrahamsson, Alfreda
<input checked="" type="checkbox"/>	Arviragus, Cordelia
<input type="checkbox"/>	Asandwich, Bryshaun
<input checked="" type="checkbox"/>	Banazir, Aragorn
<input checked="" type="checkbox"/>	Bernardssen, Benedikta
<input type="checkbox"/>	Biondello, Baptista

You can also select students using the "Select Students" drop-down list. This tool allows you to select students based on their current grade status.

Select Students ▼

Select Students

All

Failing

Passing

None

Then, select your print mode. You can use the drop-down list to determine whether you will print all progress reports, email them to the student's guardian email address of record, or email all with an email address on file, and print the rest.

Print All ▼

Print All

Email

Print students w/o email

In addition to these features, you have access to a number of advanced options concerning the information that will be displayed on the progress reports that you print. Click "Options" and the following new window will appear.

http://gradebook5.gradespeed.net - Options - Micro...

Progress Report Options

Grades

Assignment Detail

Category Summary

Overall Average Only

Misc.

Print Signature Line

Show Math

Print Attendance Totals

Print Averages as Alpha

Elementary Print Options

When a progress report is printed for a student also print...

All classes for each student selected

Failing classes for each student selected

Print only what I have selected

Never print 2 students on the same page.

Notes to be printed at the bottom of progress reports of **All** students.

Tutorials are from 3:30-4:30pm

All Students Passing Students Failing Students

English Spanish

Cancel OK

Done Internet

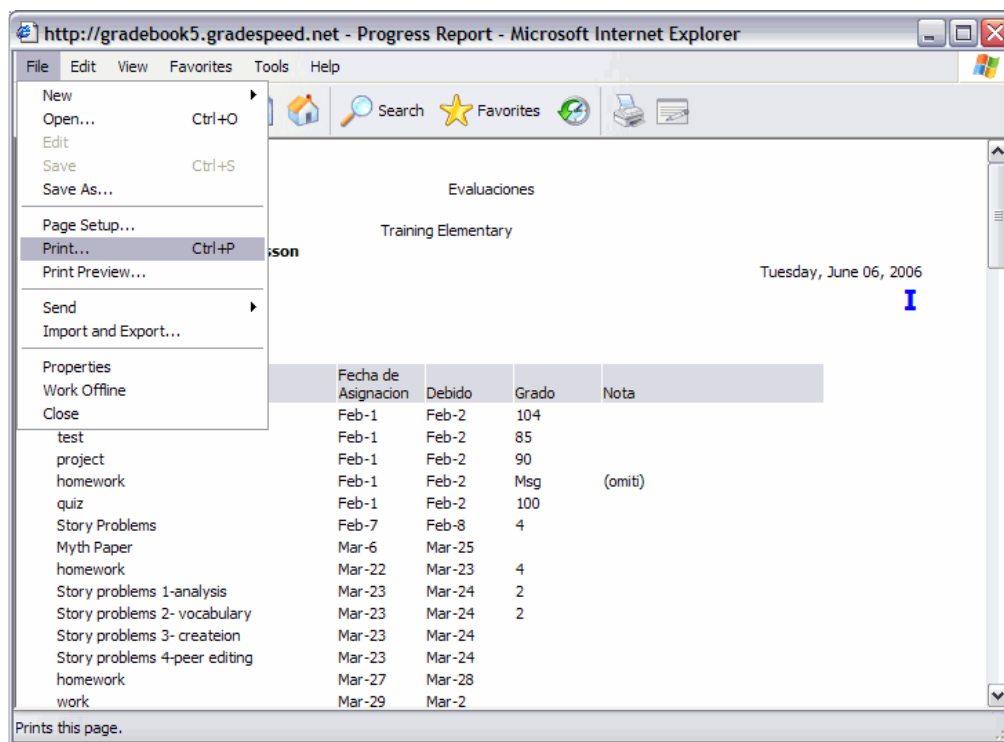
Use the radio buttons to indicate whether you'd like the progress report to contain individual assignment grades ("Assignment Detail"), category averages ("Category Summary"), or the "Overall Average Only."

Use the check boxes to decide if the progress reports should print with a signature line, allowing parents to sign and return the progress report. The "Show Math" check box causes the progress report to be printed with the actual grade calculations shown at the bottom. Check the "Print Attendance Totals" box to have each student's total attendance incidents listed at the bottom. The "Print Averages as Alpha" option converts any numeric averages to alpha values based on the district-defined grade conversion tables.

Elementary teachers have another set of options – since elementary teachers teach the same students for all (or most) classes, they can include multiple classes for each student's progress report. Select the appropriate radio button to either print all classes that you have for a student, or only those classes that you teach that a student is failing, or only the current class selected on the main "Progress Reports page."

You can also use the check box to specify that the progress reports should automatically page break so that each student is on his or her own page.

Once the reports are set up to your liking, go ahead and "Print" based on your print settings (print, email, or some of both). If any reports will be printed, they will appear in a new window. You can use the browser print commands for this new browser window to print the progress reports.



Once you are finished printing, close this browser window. You can then return to the main gradebook page by clicking "Return" at the top left side of the "Progress Reports" page.

Other Reports:

14. You can access additional reports by clicking "Reports" on the main gradebook taskbar. In addition to basic grade list reports, you can also print attendance or roster reports, reports that detail the comment codes assigned to each student to date, reports that contain each assignment marked "Msg," and reports that summarize each student's category averages.

Reports	
Return	
Period 1 ID: 1100 Section: 1 Period: 1 Group: 1 Teacher: Abett Alf School: Training Elementary Semester: 2 Cycle: 4 From: Jan-4 2006 To: Feb-14 2006	<ul style="list-style-type: none">Grade ListCategory AveragesConduct / CommentsAssignmentsMissing AssignmentsClass RosterGrade List (Paper Saver)Attendance Roster
	Sort Options 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
Preview	

Each report has options similar to the one displayed here for the "Grade List" report. Additionally, note that there is a "paper saver" version of the "Grade List" report

Viewing Cumulative Grades:

15. To view students' averages all together, click "Cumulative Grades" on the main gradebook taskbar. Students' cycle averages, semester averages, exam grades, and overall averages can be viewed together on one page. When you look at this page, keep in mind that with some schools' systems, the grades shown here are not the averages calculated in your gradebook, but are the updated averages sent from the student management system (SMS). Just because a student's cycle average doesn't match your records doesn't mean there is a problem – you should be sure that the grade is valid, and possible update your assignment grades to reflect the updated grade shown on the cumulative grades page.

Return		Cumulative Grades											
Teacher: Abett Alf	Student	C1	C2	C3	C4	C5	C6	E1	E2	S1	S2	OA Avg	
? Help	Abrahamsson, Alf	90	88	99	I				84	90	84	92	
Period 1 ID: 1100 Section: 1 Period: 1 Group: 1	Arviragus, Cordel	89			66				70	89	67	78	
	Asandwich, Brysha	93			68				85	93	70	81	
	Banazir, Aragorn	60			70				85	60	72	65	
	Bernardssen, Bene	90			72				89	90	74	81	
	Biondello, Baptis	81			71				89	81	74	76	
	Handbasket, J' Var	90			80				Exc	90	80	85	
Training Elementary Semester: 2 Cycle: 4 From: Jan-4 To: Feb-14	Jones, Aushanique	90			77				Exc	90	77	84	
	Legolas, Gollum	90			82					90	82	86	
	Leonardsen, Agnes	90			75					90	75	83	
	Maggot, Butterbur	90			68					90	68	79	
	Oliveresson, Adalh	90			88					90	88	89	
	Pippin, Peregrin	90			83					90	83	87	
Exam Weight: 14.27%	Wormtongue, Tinui	90			75					90	75	83	
	Bluebeard, Boris	78			77					78	77	78	

Again, options may vary depending on your school's SMS – here, the previous cycle averages are open for editing. This is not available with all SMSs. Note that you can also use this page for conferences by checking the box labeled "Hide Names." This allows you to show a student how the rest of the class is doing without compromising anyone's privacy.

Taking Attendance:

16. GradeSpeed.NET's attendance module allows you to record basic attendance events for each student in your class. The attendance clerks or administrators at your school can then modify your entries to be more specific – for example, you might enter a student as "Absent," but the attendance clerk can change that to "Medical Absence." To take attendance, click "Attendance" on the main gradebook taskbar.

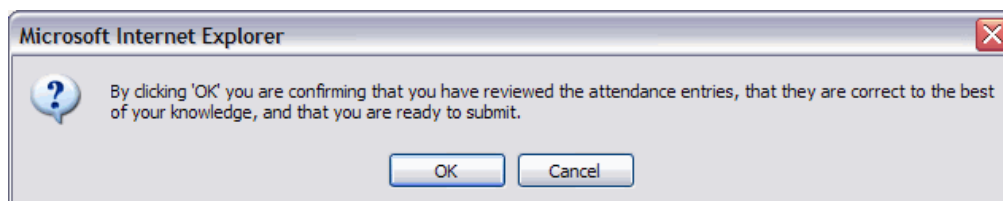
Student	Code	Present	A	T	U
Abrahamsson, Alfreda		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arviragus, Cordelia		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Asandwich, Bryshaun		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Banazir, Aragorn		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bernardssen, Benedikta		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Biondello, Baptista		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bluebeard, Boris		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cordova, Bardolph		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dogberry, Quindarius		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Draylen, Brezanae		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gentry, Shaquille		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gransaul, Boyet		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Handbasket, J'vearean		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jones, Aushanique		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legolas, Gollum		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Codes	Description
A	Absent
T	Tardy
U	Unexcused
X	Extracurricular
M	Medical
R	Religion

By default, all students are marked "Present." You still have to click "Submit," however, even if all your students are in class on time. If all your students are present, check the box labeled "All Present" before submitting. If some students should receive other attendance entries for the day, use the radio buttons next to each student's name to indicate their attendance status.

Student	Code	Present	A	T	U
Abrahamsson, Alfreda		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arviragus, Cordelia		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Asandwich, Bryshaun		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Banazir, Aragorn		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bernardssen, Benedikta		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Biondello, Baptista		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bluebeard, Boris		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Cordova, Bardolph		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Once all your entries are correct, click "Submit." Depending on your school's policy, you may not be able to modify your entries once they have been submitted. You will also be asked to confirm that your entries are correct before they are submitted.



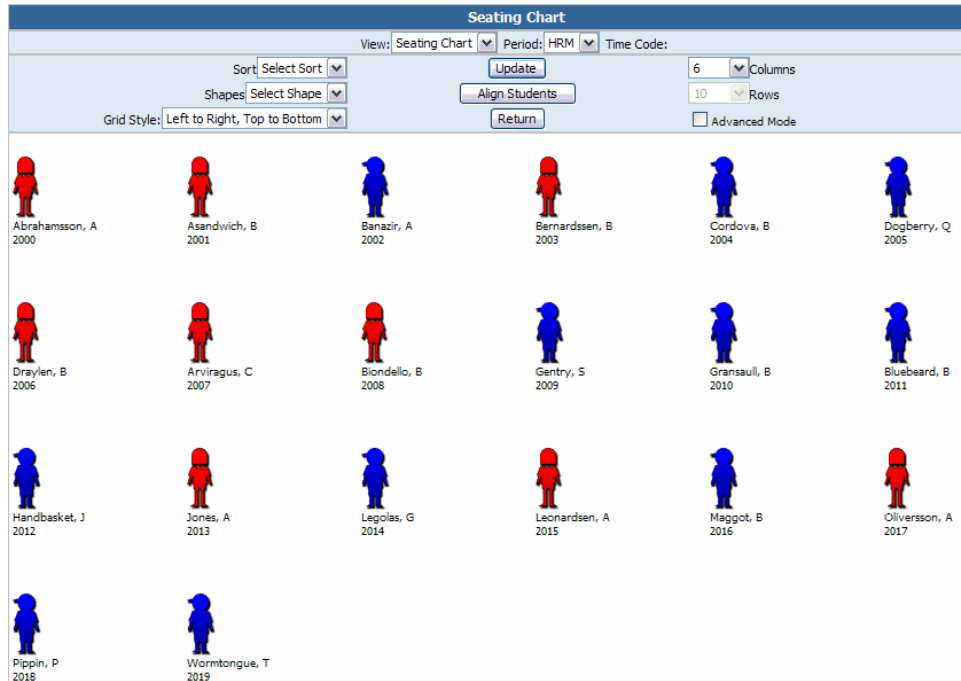
You can also go back to look and see what modifications the attendance clerk has made to your original attendance submissions.

Student	Code	Present	A	T	U
Abrahamsson, Alfreda	Present	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arviragus, Cordelia	A/X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Asandwich, Bryshaun	T/Present	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Banazir, Aragorn	U/M	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bernardssen, Benedikta	T	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Biondello, Baptista	A/X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bluebeard, Boris	T	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Cordova, Bardolph	U/M	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

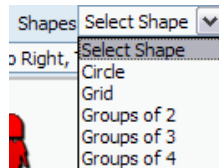
Note that the radio buttons are grayed out because you have already submitted. Your original code will appear under the "Code" column – the attendance clerk's code is shown next, and a "/" separates them.

Seating Chart:

17. Another useful classroom tool is GradeSpeed.NET's Seating Chart. You can use this to visually organize your classroom, and even take attendance from this dynamic diagram. Click "Seating Chart" on the main gradebook taskbar.



Your school may have loaded student class pictures onto this page – if this is the case, you will see your students rather than the generic boy/girl icons shown here. You can organize the page by dragging the students around (like desktop icons), or by using one of the predefined layouts in the "Shapes" drop-down list.



Click "Update" to save the layout that you have designed. You can also use the "View" drop-down list to change from basic seating chart mode to "Attendance" mode. This allows you to take attendance for each student from the seating chart. This tool is also very useful for substitute teachers, especially if the class pictures are loaded.

Verifying Your Gradebook:

18. At the end of each grading period, and possibly before each 3-week campus-wide progress report is printed, you will need to verify your grades so that they can be exported to the SMS. To do this, click "Verify" on the main gradebook taskbar.

Return
Verify Grades
Mode: Report Cards

Class: Period 1
Update
Cancel

Student	Computed Cycle Avg.	Override Cycle Avg.	Comments	Citz	
Abrahamsson, Alfreda	I	I	A c E	S	
Arviragus, Cordelia	66		c C	E	
Asandwich, Bryshaun	68		E	S	
Banazir, Aragorn	70	70	a b	N	
Bernardssen, Benedikta	72		A	S	
Biondello, Baptista	71		A	S	
Handbasket, J`Varean	80				
Jones, Aushanique	77				

Campus / District Comment Codes

Code	Description
A	Grade Average Is Passing
B	Grade Average is Borderline (70-74)
C	Grade Average is Failing (60-69)
D	Grade Average is Failing (below 60)
E	Good Work/Study Habits
F	Conference Call suggested

English
 Spanish

Conduct Codes

Code	Description
E	Excellent
S	Satisfactory
N	Needs Improvement
U	Requesting Teacher Conference

The "Verify" page gives you one final opportunity to see each student's average and override it if necessary. You can also see which comment codes will be exported to appear on progress reports or report cards. Keep in mind the purpose of this page; to allow you to make sure that the information here is appropriate to be exported and appear on report cards.

Once the info is correct, you can click one of the links on the left side of the page. "Mark **THIS** Class as Verified" will lock the grades for that class. "Mark **ALL** Classes as Verified" will lock the grades for every class in your gradebook. Once they are locked, the administrators can export all grade information to the SMS.

Student Profile:

19. You have the ability to edit some information for each student in your class. To do so, click any student's name on the main gradebook page. The "Student List" will appear.

Return		Students					
Period 1 ID: 1100 Section: 1 Period: 1 Group: 1	ID	Last	First	Grade	Birth Date	[Edit]	[Grade]
<input type="checkbox"/> textbook	2000	Abrahamsson	Alfreda	01	2/6/1999	[Edit]	[Grade]
<input type="checkbox"/> permission slip	2001	Asandwich	Bryshaun	01	10/7/1998	[Edit]	[Grade]
<input type="checkbox"/> picture money	2002	Banazir	Aragorn	01	11/6/1999	[Edit]	[Grade]
<input type="checkbox"/> registration cards	2003	Bernardssen	Benedikta	01	10/9/1998	[Edit]	[Grade]
<input type="checkbox"/> Shoe Size	2004	Cordova	Bardolph	01	6/6/2000	[Edit]	[Grade]
<input type="checkbox"/> field trip	2005	Dogberry	Quindarius	01	3/26/1999	[Edit]	[Grade]
<input type="checkbox"/>	2006	Draylen	Brezanae	01	10/26/1999	[Edit]	[Grade]
<input type="checkbox"/>	2007	Arviragus	Cordelia	01	12/13/2001	[Edit]	[Grade]
<input type="checkbox"/>	2008	Biondello	Baptista	01	10/9/1998	[Edit]	[Grade]
<input type="checkbox"/>	2009	Gentry	Shaquille	01	3/6/1999	[Edit]	[Grade]
<input type="checkbox"/>	2010	Gransaul	Boyet	01	1/9/1999	[Edit]	[Grade]
<input type="checkbox"/>	2011	Bluebeard	Boris	01	4/30/1999	[Edit]	[Grade]
<input type="checkbox"/>	2012	Handbasket	J`Varean	01	7/19/1999	[Edit]	[Grade]
<input type="checkbox"/>	2013	Jones	Aushanique	01	3/28/1999	[Edit]	[Grade]
<input type="checkbox"/>	2014	Legolas	Gollum	01	7/15/2000	[Edit]	[Grade]
<input type="checkbox"/>	2015	Leonardsen	Agnes	01	6/9/1999	[Edit]	[Grade]
<input type="checkbox"/>	2016	Maggot	Butterbur	01	2/6/1999	[Edit]	[Grade]
<input type="checkbox"/>	2017	Oliversson	Adalheid	01	5/6/1999	[Edit]	[Grade]
<input type="checkbox"/>	2018	Pippin	Peregrin	01	9/25/1999	[Edit]	[Grade]
<input type="checkbox"/>	2019	Wormtongue	Tinuiel	01	4/29/1999	[Edit]	[Grade]

To display a custom field, check the box next to that custom field and then click the "Refresh" button (to read more about creating and using custom fields, see the "Advanced Teacher Training" document). You can then enter information for each student into these custom fields, and save it for viewing later. To view the "Grades by Student" page, click "Grade" in the appropriate row. To edit a student's information, click "Edit" in the appropriate row.

Period 1
ID: 1100
Section: 1
Period: 1
Group: 1

Student Profile

Last: ID:

First: Gender: Male Female

Parent Last: Grade:

Parent First: Sort Key:

Address:

City:

State:

Zip:

Phone:

Email:

Birthdate:

Print Progress Report in Spanish

Characteristics

E. ESL

S. Special ED

5. 504

a. asthma

d. diabetes

On this page, you can view and modify certain pieces of student information. Much of this information comes straight from the SMS, and thus cannot be modified. However, you can select student "Characteristics" using your mouse (hold down the "Ctrl" or "Shift" keys to select multiple characteristics), or enter a sort key to cause specific student names to appear at the top or bottom of the list on the main gradebook page. To save changes but remain on this page, click "Apply." To save changes and return to the gradebook, click "OK." To discard changes and return to the gradebook, click "Cancel."

Additional Training Materials:

Campusware also offers specific training documents that detail the use of the “Lesson Plans” module of GradeSpeed.NET. These are available on request from your campus or district administrators.

If you need more detail on using the gradebook, request the “Advanced Teacher Training Guide” from your campus GradeSpeed contact.



Campusware
presents this
Certificate of Completion
To

for
GradeSpeed.NET Teacher Training
by

GradeSpeed.NET 4.0
Basic Teacher Training Session
Class Evaluation Form

Training Date: _____

Trainer: _____

Campus/District: _____

Did the session content meet your needs? Yes No Somewhat

If "No," what should be improved upon? _____

Do you feel more confident using **GradeSpeed.NET 4.0** now? Yes No Somewhat

If "No," what can be done to increase your confidence? _____

Did the trainer cover the requested subject matter? Yes No Somewhat

If "No," what was left uncovered? _____

Would you recommend this Training Session to others? Yes No

If "No," why not? _____

Overall Rating (Circle One):

Poor Fair Average Above Average Excellent

Other Suggestions/General Comments:
