

eSchoolPlus+

Teacher Access Center (TAC) 3.1 Update

Understanding Your Gradebook

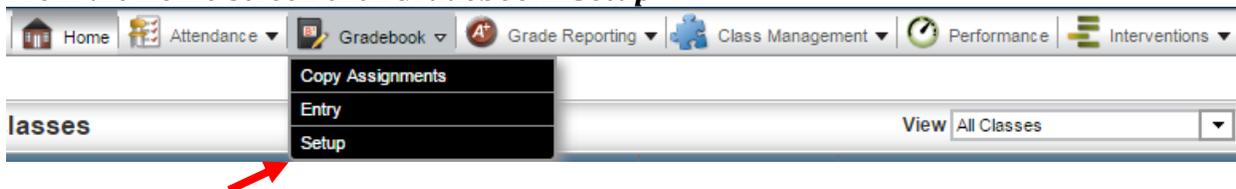
Setting Up Your Gradebook

From the **Home Page...Gradebook...Setup** opens the setup areas for the Gradebook. The screen will display the selected course information on the upper portion of the screen. On the lower portion of the screen are five tabs:

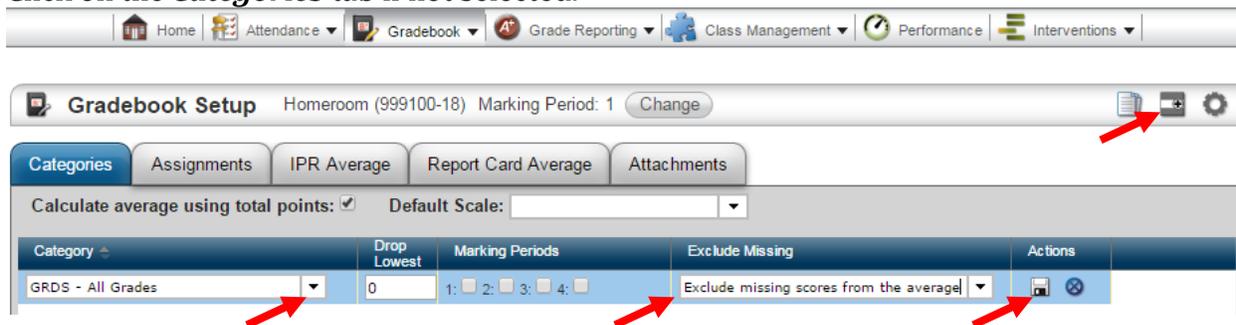
- **Categories:** Use this tab to select the categories to be used for assignments in this course. The district defines the categories available to be used in Gradebook, such as homework, quizzes, and exams.
- **Assignments:** Use this tab to add the assignments to be scored. Assignments are the specific assignments that the teacher is grading. Each assignment must be assigned to a category.
- **IPR Averages:** Use this tab to select the categories of assignments to be used to calculate the mark(s) to post to the student's IPR marks for the course.
- **Report Card Averages:** Use this tab to select the categories of assignments to be used to calculate the mark(s) to post to the student's RC marks for the course.
- **Attachments:** Use this tab to upload attachments that you want to store for the class. This tab does not display if a competency group is selected.

Defining categories (completed once at the beginning of school year for all courses)

1. From the **Home** screen click **Gradebook...Setup**



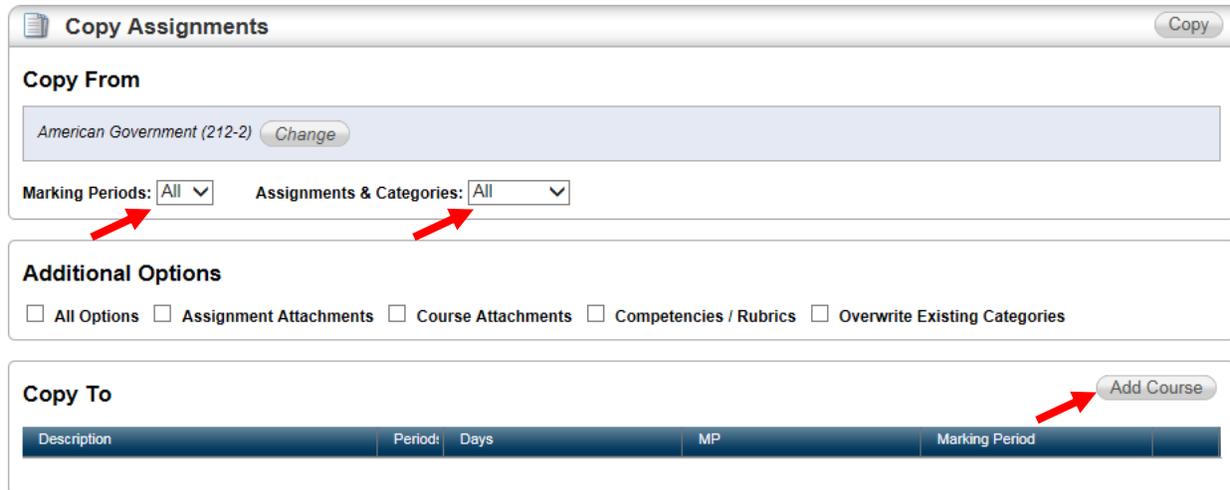
2. Click on the **Categories** tab if not selected.



3. Check the box **Calculate Average Using Total Points**.
4. **Default Scale should be blank UNLESS** you are a **2nd grade teacher or Encore teacher**. Then click on the down arrow and choose **Elementary Conversion Scale**.
5. Under **Category**, click on the down arrow and choose the **All Grades** category.
6. Leave the **Marking Periods unchecked** (default is for all Marking Periods).
7. Under Exclude Missing, choose
Exclude missing scores from the average OR
Missing scores count as a zero (0) in the average
8. Click the **Save**  button in the Actions column.
9. To add another category, click the 'Add a new category'  button.
10. To **Edit** an existing **Category**, click on the pencil  button.

Copying Categories and/or Assignments from Course to Course

1. Under the **Categories** tab, click the **Copy**  button at the top of the screen **OR** click on **Gradebook...Copy Assignments** from the **Home** screen.



2. The **Marking Periods** should say **All**.
3. To copy **ALL categories**, select **ALL Beside Assignments & Categories**
4. In the **Copy To** section, **click Add Course**



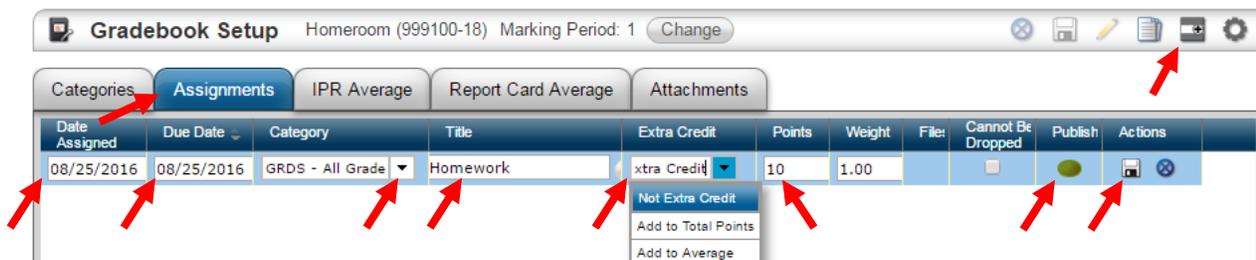
Periods	Description	Building	Marking Periods	Days
<input type="checkbox"/>	American Government (212-2)	Building 1	M1, M2, M3, M4	M, T, W, R, F
<input type="checkbox"/>	US History (210-2)	Building 1	M1, M2, M3, M4	M, T, W, R, F

5. Click beside **Periods** at the top to select all courses to copy the category, or select each course/row to copy the category
6. **Click Add**
7. This should copy the category/categories to all of your classes.
8. **After you have copied your categories, you will need to go back to each class/course and put a check mark beside **Calculate Average Using Total Points!****

Working in Your Gradebook

Defining Assignments

From the Home Page, click on **Gradebook...Setup**.



Date Assigned	Due Date	Category	Title	Extra Credit	Points	Weight	File	Cannot Be Dropped	Publish	Actions
08/25/2016	08/25/2016	GRDS - All Grade	Homework	Extra Credit	10	1.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	 

1. Click on the Assignments tab.
2. Click  on the toolbar to add a new assignment.
3. In the **Date Due** field, enter the date the assignment is due (*required*).

- The Date Due must be within the marking period date range. The Date Due is used to determine if scores should be included in averages.
 - If the Date Due is after the current date, the assignment is not included in the student's current averages.
 - If the Date Due is after the IPR date, that assignment is not included in the average for that IPR.
 - If the Date Due is before the current date and no score is entered for the student, the assignment is considered missing.
4. In the **Category** field, select the category for this assignment.
 5. In the **Description** field, enter the description of the assignment (*required*).
 - This description appears above the grade entry column on the Gradebook Entry page when you are entering grades.
 - The description will also display in the *Home Access Center* if you publish the item.
 6. In the Extra Credit field, keep Not Extra Credit or choose Add to Total Points or Add to Average.
 - **Add to Total Points:** The points earned for this assignment will be added to the numerator before averaging. Thus if a student had 180 points out of 200 possible points, plus 5 extra credit points, the average would be 185/200 or a 92.5 percent.
 - **Add to Average:** The extra points will be added after the average is calculated. Thus if a student had 180 points out of 200 possible points, plus 5 extra credit points, the average without the extra credit would be 180/200 or 90 percent. With the 5 extra credit points, the average would be 95 percent.
 - **Not Extra Credit:** The regular calculations apply. Teachers may award extra points for an assignment that is not an Extra Credit assignment when entering student scores.
 7. In the **Points** field, enter the total **possible** points for this assignment.
 8. **Publish Item** icon in this cell both sets and displays the assignment's publish status for Home Access Center which allows parents/students to see the assignment. Each click on the icon cycles it through three states: **not published, assignment published, and scores published**. Details are given in the table below:

Icon	Publish Status	Description
	not published	Assignment cannot be viewed in HAC.
	assignment published	Assignment can be viewed in HAC, but no scores can be viewed.
	scores published	Both assignment and scores are visible in HAC.

9. Click **Save** .

Editing and Deleting an Assignment

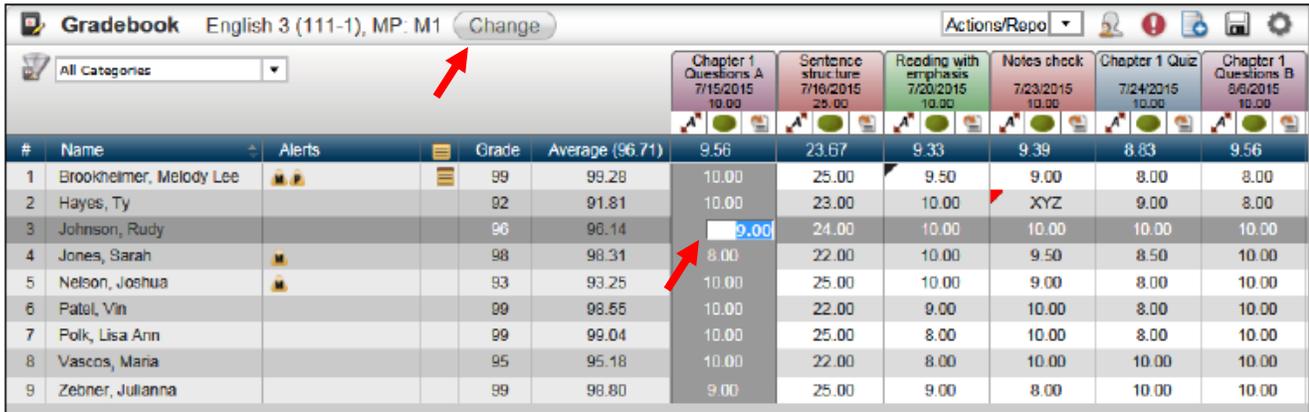
1. Click  next to the assignment record to edit the assignment.
2. Click  next to the assignment record to delete the assignment.
 - a. **Assignments can only be deleted if no scores have been entered against the assignment.**

Buttons

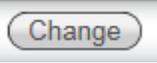
	Click to exit edit mode without saving changes.
	Click to save changes and exit edit mode.
	Click to edit all assignments.
	Click to display the Copy Assignment page. Refer to <i>Copy Categories and Assignments</i> for more details.
	Click to add a new assignment row. If this button is inactive, click  or  to exit edit mode.

Entering Gradebook Scores

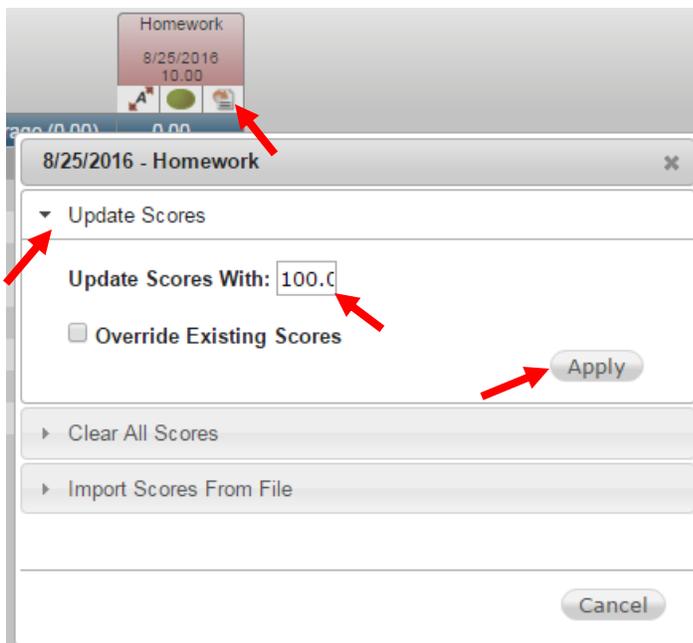
- From the Home screen, click on **Gradebook...Entry**. The **Gradebook Scores** page displays.



Gradebook		English 3 (111-1), MP: M1		Change		Actions/Repo					
#	Name	Alerts	Grade	Average (96.71)	Chapter 1 Questions A 7/15/2015 10.00	Sentence structure 7/16/2015 25.00	Reading with emphasis 7/20/2015 10.00	Notes check 7/23/2015 10.00	Chapter 1 Quiz 7/24/2015 10.00	Chapter 1 Questions B 8/6/2015 10.00	
1	Brookheimer, Melody Lee		99	99.28	10.00	25.00	9.50	9.00	8.00	8.00	
2	Hayes, Ty		92	91.81	10.00	23.00	10.00	XYZ	9.00	8.00	
3	Johnson, Rudy		90	96.14	9.00	24.00	10.00	10.00	10.00	10.00	
4	Jones, Sarah		98	98.31	8.00	22.00	10.00	9.50	8.50	10.00	
5	Nelson, Joshua		93	93.25	10.00	25.00	10.00	9.00	8.00	10.00	
6	Patel, Vin		99	98.55	10.00	22.00	9.00	10.00	8.00	10.00	
7	Polk, Lisa Ann		99	99.04	10.00	25.00	8.00	10.00	8.00	10.00	
8	Vascos, Maria		95	95.18	10.00	22.00	8.00	10.00	10.00	10.00	
9	Zebner, Julianna		99	98.80	9.00	25.00	9.00	8.00	10.00	10.00	

- Click  to select a different class to enter grade in if needed.
- To enter a score for a student, click in an assignment column and enter a score. Alpha marks in table below can be used instead of number marks if applicable.

Mark	Description	Percent
I	Incomplete	0.00%
F	Fail	0.00%
M	Missing Assignment	0.00%
P	Pass	Excluded
X	Exempted	Excluded
Z	Zero	0.00%



4. To fill a column with the same score click the ***Mass Update Scores*** button.
5. Click on ***Update Scores***.
6. ***Enter the value*** to update for all students in the class.
7. Click ***Apply***.

*Follow **Copying Categories and/or Assignments from Course to Course** on page 2 to copy assignments from course to course.

LOG OUT – upper right hand corner