

Standards Gradebook Teacher's Guide

Table of Contents

Standards Gradebook Teacher's Guide.....	3
Overview.....	3
Selecting a Class.....	4
Navigating.....	4
Navigation buttons.....	4
Skyward icon.....	4
Save.....	4
Back.....	5
Undo.....	5
Edit.....	5
Exit.....	5
Navigation hyperlinks.....	5
Home Page.....	5
My Gradebook.....	5
Main Screen.....	5
Events.....	6
Adding an Event.....	6
Scoring an Event.....	7
Score Entry method.....	7
Mass Assign Score method.....	9
Editing an Event.....	9
Cloning an Event.....	10
Clone From existing Gradebook.....	10
Changing the Event List sort.....	11
Reporting.....	12
Report Template buttons.....	12
Print.....	12
Export to Excel.....	12
Back.....	12
Add a New Template.....	12
Rename Template.....	12
Modify Parameters of Template.....	12
Delete Template.....	13
Clone Template.....	13
Select Different Students.....	13
Select Different Classes.....	13
Grade Sheet Report.....	13

Progress Report.....	14
Event Listing.....	15
Standards Report Card.....	15
Missing Events.....	16
Progress Detail Report.....	16
Running Reports for individual students.....	17
Display Options.....	18
Student Display.....	18
Name Display.....	18
Display Options (Student).....	18
Sorting Options.....	18
Event Display.....	19
Event Display Options.....	19
Subject Heading.....	19
Skill Heading.....	19
Event Defaults.....	19
Event Score Entry.....	19
Event Heading.....	19
Single Event comment display.....	20
Changing the Event score display.....	20
Grade Period display.....	20
Tools.....	20
Restore Deleted Events.....	20
Student Groups.....	20
View Backups.....	21
Event Comment Bank.....	21
Subject Attachments.....	21
Additional Main Screen hyperlinks, buttons and icons.....	22
Students hyperlink.....	22
Student information icon.....	22
Class hyperlink.....	22
View Tutorial hyperlink.....	22
Quick Scoring.....	22
Indicators.....	23
New student icon.....	23
Subset enrollment asterisk.....	24
Viewing & Editing data using the Student Options screen.....	25

Standards Gradebook Teacher's Guide

Overview

This guide gives you the information you'll need to perform most Standards Gradebook tasks. These tasks include selecting a class, navigating through Gradebook screens, creating, scoring and editing Events, reporting and modifying the way that information is displayed.

This guide is meant to be read from front to back. Some information presented early in the guide will help you as you read through later processes.

Selecting a Class

After you log into Web Access and go to Educator Access Plus, a menu tree appears on the left side of the screen. If you have been given access to Gradebook, the My Gradebook link will appear in the menu tree below the Teacher Access folder. If the Gradebook option doesn't appear, look for a plus sign to the left of the folder. If a plus sign is present, click it to expand the folder. If there isn't a plus sign, or if you click the plus sign and My Gradebook still isn't an option, contact your Gradebook Administrator for assistance.

Click the My Gradebook menu item. Your My Gradebook class list screen appears. All classes to which you're assigned are listed. At the far right of the screen, a **Standards Gradebook** hyperlink will be active for each class that uses Standards Gradebook. Click the Standards Gradebook hyperlink for the class you'll be working with. After you've clicked the hyperlink, the *Gradebook main screen* for that class appears. The Gradebook main screen offers a layout of events (assignments), Event scores, Skill scores, Subject scores, students, and other data, and is the first point of access to all of Gradebook's features. The *Gradebook main screen menu bar* is the row of buttons at the top of the main screen that includes the following buttons: **Other Access, Classes, Events, Comments, Attendance, Grade Marks, Reports, Display Options, Quick Scoring** and **Excel Export**.

Once you've opened the Gradebook main screen, you can select a different class by clicking the **Classes** button on the left side of the menu bar.

Navigating

Navigation buttons

Several navigation icons and buttons are common in Gradebook. Learning how to use them make it easier to navigate quickly through the screens. Not all screens have all the buttons listed below.

Skyward icon

At the top left corner of each screen, a blue-and-red Skyward Educator Access Plus logo appears. Click this logo from anywhere in Gradebook to return to the Educator Access Plus home page.

Save

Save saves all data that you've entered since opening the screen to the database. There are several screens in EA Plus Gradebook on which you **MUST** click Save before the

data is saved (for example, Event Grade Entry, Skill Grade Entry and Event Maintenance).

Back

Most screens contain a **Back** button. Use this button rather than your browser back arrow to move to the previous screen. Clicking **Back** does not save any data entered on the screen.

Undo

Undo deletes all actions you have performed since opening the screen or since the last time you clicked **Save** on that screen. Click **Undo** if you want to delete all of the information you've entered but don't want to close the screen.

Edit

Edit opens a window that allows you to change information.

Exit

The **Exit** button is available only from the Educator Access Plus Home Page. Clicking this button is the only way to log completely out of Web Access. The fastest way to access this button is usually to click the Skyward icon or the **Home Page** hyperlink.

Navigation hyperlinks

At the top left corner of most Gradebook screens are three hyperlinks: **Home Page**, **My Gradebook** and **Main Screen**.

Home Page

This link, like the Skyward icon, returns you to the Educator Access Plus Home Page.

My Gradebook

This link returns you to the Gradebook class selection screen.

Main Screen

This link returns you to the Gradebook main screen.

Events

This section explains how to add, score, edit, clone and sort Events.

Adding an Event

1. Click **Events** on the Gradebook main screen menu bar.
2. Click **Add Event**.
3. Choose the Subject from the **Subject** drop-down menu. You must choose a Subject – an Event can't be created without it.
4. Choose the Skill from the **Skill** drop-down menu. You must choose a Skill – an Event can't be created without it.
5. Name the Event by typing a description in the **Description** box (for example, "Reading questions p. 71").
6. Use the **Assign Date** option buttons to choose an Assign Date.
7. Use the **Proposed Due Date** option buttons to choose a Proposed Due Date. The Proposed Due Date is the date you expect the assignment to be due.
8. Use the **Actual Due Date** option buttons to choose an Actual Due Date if desired. The Actual Due Date allows you to set a date that is later than the Proposed Due Date (it can also be the same date). The Actual Due Date will override the Proposed Due Date. Teachers typically use the Actual Due Date option if an assignment is actually handed in later than the date they originally thought it would be, but they want Gradebook to retain what the original date was for informational purposes.
9. Choose the grade mark group from the **Grade Mark Group** drop-down menu. You must select a Grade Mark Group to be associated with the calculated scores for the Events.
10. Type a Weight Multiplier in the **Weight Multiplier** box. **Note:** This multiplies the Max Score and student Event score by the number indicated. If an Event has a Max Score of ten, a student earns eight points and the Weight Multiplier is set to two, the Max Score will become 20 and the student's points will become 16.
11. You can Use points to score this event if you check the box. Type a score for the Event in the **Enter max points possible** box. This is the total number of points

- that the Event is worth. An Event can later be given extra credit by awarding more points than the Max Score.
12. Check the boxes **Post to Family Access** and **Post to Student Access** as desired.
Note: If you check these boxes the next time you create an Event these boxes are automatically checked for that new Event.
 13. Choose how the Event score should display on the main screen by selecting the **Show Event Score As** option from the drop-down menu.
 14. Check the boxes next to any desired classes in the **Select the Classes where this Event should be added** area. By default, the current class's box is checked.
 15. Click **Save and Back**. Rather than clicking **Save and Back**, you can click **Save and Add Another** to save the Event and remain on the screen to add another Event. You can also click **Save and Score** if you're ready to enter scores for the Event.

Scoring an Event

There are three primary ways to add a score to an Event: by clicking the *Event heading* (the area at the top of the Event column that contains the Event information), by clicking an Event score box on the Gradebook main screen, or by clicking the **Events** button on the Gradebook main screen menu bar. After clicking one of these areas, you can score assignments using two methods: Score Entry or Mass Assign Score. The following section discusses these two methods.

NOTE: An Event can be deleted by clicking **Delete** on the Events screen that appears after clicking **Events** on the main screen menu bar and then clicking the **List Events** menu item. Events with scores *can* be deleted.

Score Entry method

To enter scores using the Score Entry method, go to the Gradebook main screen and do any of the following: click the **Events** button on the main screen menu bar then click the **List Events** menu item, click the Event heading, or click a student's *Event score box* (the area across from a student's name and below an assignment header). A screen similar to the Score Entry screen also appears if you click the student's name on the Gradebook main screen and click **Enter Scores for Skills**.

1. Click **Score Entry**. **Note:** If you clicked an assignment score box, the Score Entry screen automatically appears. You won't see a **Score Entry** button.

2. Enter an Event grade mark in the Grade column or enter a percent score in the Percent column.

Note: If an Event hasn't been turned in and *should* count against the student's grade, type a zero. If the Event hasn't been turned in and *shouldn't* count against the grade, leave an asterisk in the box. (An Event past the due date may appear as a Missing Event in Family Access even if an asterisk is present.)

3. Enter a Special Code if desired.

Note: Available Special Codes appear on the right side of the screen. These are added by the Gradebook administrator. Special Codes can, for example, help you indicate why an Event was docked points (LT – Late), and appear on some reports, e.g. the Grade Sheet report. A Special Code displays in Family Access if an Event is not scored. A scored Event that has a Special Code displays in bold in Family Access.

4. Check the No Count or Missing boxes as applicable.

Note: No Count prevents the Event from being counted in the term grade for that student. An asterisk displays in Family Access if an Event that is not scored is marked as No Count or Missing. A scored Event displays in bold in Family Access if it is marked as Missing or No Count. An Event, whether scored or not, still counts towards the student's grade even if the Missing box is checked.

5. Add a comment if desired.

Note: Comments can be viewed in Family Access and on the Gradebook main screen (see Display section in this guide). A comment can be up to 100 characters long.

6. Click **Save**.

Note: If you plan to enter grades for multiple Events, you can click the **Next** or **Prev** buttons after entering all scores for the current assignment. After clicking either the **Next** or **Prev** buttons, the message "You have made changes that have not been saved" will appear. Click **OK** to save the scores; you will automatically be moved to the next or previous assignment. The **Prev** and **Next** buttons use your Main Screen display to determine which Event is previous or next.

Mass Assign Score method

To score an Event using the Mass Assign Score method, click the **Events** button on the Gradebook main screen menu bar then click the **List Events** menu item, or click an Event heading. The Event screen appears.

Click **Mass Assign Scr.** The screen that appears is identical to Score Entry method screen (see previous section) *except* for the Mass Assign Options area on the right side of the screen.

1. Choose a Mass Assign option in the Mass Assign Options area:
 - a. *Assign All Grades* assigns all empty cells the score you indicate in the **to:** box. Checking the Overwrite grades box will cause any existing grade to be overwritten.
 - b. *Remove All Grades* deletes all student grades for this Event.
 - c. *Set All to No Count* adds a No Count check mark indicator for this Event for all students.
 - d. *Remove All No Count* removes all No Count indicators.
 - e. *Remove All Missing* removes all Missing indicators.
2. Click **Apply**.
3. Click **Save**.

For details about the other options on this screen, see Score Entry Method above.

Editing an Event

To edit an Event that has already been created, perform the steps below.

1. Click **Events** on the Gradebook main screen menu bar then click the **List Events** menu item.
2. Highlight the Event in the Event listing screen.
3. Click **Edit** and make changes as necessary.
4. Click **Save**.

Cloning an Event

After you've created an Event in Gradebook, you can clone the Event to other Standard Gradebook classes that you teach that are assigned to the same Academic Area. Events can be cloned only to classes that are in session. You can also clone an Event to the same class.

1. Open the Event list screen by clicking **Events** on the Gradebook main screen menu bar then clicking the **List Events** menu item, or click the Event heading.
2. Highlight the Event in the Event list.
3. Click **Clone**.
4. Check the box beside each class to which the Event should be cloned. The check boxes are located in the area at the bottom of the screen called **Select the Classes** where this Event should be added.
5. Click **Save**.

Clone From existing Gradebook

If your Standards Gradebook Administrator has selected the appropriate Gradebook District Setup option you can clone another teacher's Events from their Gradebook to yours.

1. Open the Event list screen by clicking **Events** on the Gradebook main screen menu bar then clicking the **List Events** menu item.
2. Click **Clone From existing Gradebook**. The classes you're currently assigned to appear on the **Select Class to clone events from** screen.
3. Click **Select Different Teacher**.
4. Select an **Entity** and a **Lookup By Last Name** (this is the teacher from whom you are going to clone Events) then click **Search**.
5. Highlight and double-click the name of the teacher from whom you're cloning Events.

6. Check the box for the class from which you'd like to clone the Event then click **Next**. You can only clone Events from classes that are assigned to the same Academic Area to which your gradebook is assigned.
7. In the Events browse list, check all Events you'd like to clone then click **Next**.
8. Change the **Date Due** on each Event if necessary and click **Finish**.
9. The Event now appears in your Events browse and Gradebook main screen.

Changing the Event List sort

You can change the way Events are sorted on the Events list screen. To change the sort, click the **Events** button on the Gradebook main screen menu bar then click the **List Events** menu item. On the Events list screen, click an underlined heading (e.g. Description). The Events will now be sorted by that heading type. For example, if you click Description the Events will be ordered alphabetically by Description. If you click the same heading again, the sort order will be reversed.

A caret appears to the right of the heading that the list is using to sort the Events. If the caret is pointed down, the sort is descending. If the caret is pointed up, the sort is ascending.

The default sort is ascending by Due Date. If you wish to return to the default sort, click the **Return to Default Sort** hyperlink that appears in the left corner of the Events listing box.

Reporting

Gradebook allows you to run reports for an entire class, a single student, or a single Event. You can select the term(s) or date range to report on and can choose many of the data elements that appear on the report.

EA Plus Gradebook uses Adobe Acrobat to generate reports. The reports are PDF files, and may take several seconds to generate. After a report is generated, you may save it to a disk, print it, or close the report by clicking the X in the upper-right corner of the report; closing the report will not close Gradebook. If the report has multiple pages, you can navigate through the pages using the blue right and left arrow buttons at the bottom of the report screen. The following section discusses each Standards Gradebook report.

Report Template buttons

To access any Gradebook report, click **Reports** on the Gradebook main screen menu and select the appropriate report from the Gradebook folder menu tree.

After selecting a report a Report Template window opens. There are ten possible buttons that appear in the Report Template window. Learning how to use these buttons will make it easier to navigate quickly through the screens. Not all screens have all the buttons listed below.

Print

Prints the report highlighted in the Report Template Name list.

Export to Excel

Transforms the report into a Microsoft Excel spreadsheet. This option is only available for the Grade Sheet report.

Back

Closes the Report Template window and returns you to the Gradebook Main Screen.

Add a New Template

Allows you to create a customized template.

Rename Template

Allows you to rename a customized template.

Modify Parameters of Template

Allows you to alter parameters previously setup on a customized template.

Delete Template

Allows you to delete a customized template.

Clone Template

Allows you to clone a permanent or customized template. This option is typically used to clone one of the EA Plus custom reports so that you can modify it without having to start from scratch. This option cannot be used to clone templates to other classes.

Select Different Students

Allows you to select different students for the report. After clicking this button, the Student List window appears allowing you to restrict the report to a selection of students. If you want to include dropped students on the report, you must click Select Different Students and select the students in the **These students have dropped this class** area.

Select Different Classes

Allows you to select different classes to be included on this report.

Grade Sheet Report

The Grade Sheet Report's primary purpose is to display Subject, Skill and Event grades in a grid format. This report can also be used to mimic a traditional gradebook by printing a sheet that lists the students on the left and an empty grid across the page. To create a Grade Sheet Report template follow the steps below.

1. Click **Reports** on the Gradebook main screen menu bar then click the **Grade Sheet Report** menu item.
2. Click **Add a new Template** and enter a **Report Template Name**.
3. Click **Save**.
4. In the **Assignments** area choose the Term or Date Range of Event information to include on the report. If you don't select anything in the Assignments area you can get a blank Grade Sheet report.
5. Select all options you'd like included on the report from the **Options** area. Column Options should not be selected if you want a blank Grade Sheet report.

Note: If you select the Column Option **Show Events**, only the Events that actually display on your Main Screen will appear on the report.

6. Type free-form headers and footers as desired (up to 70 characters per line) in the **Free-Form Header** and **Free Form Footer** boxes.

7. Click **Save**.

You can now **Print** the report or **Select Different Students** to appear on the report and then print.

Progress Report

The Progress Report's primary purpose is to display a student's Event, Skill and Subject grades in a summary format. The description of each Subject, Skill and Event appears along with the student's grade mark for each.

To create a Progress Report template follow the steps below.

1. Click **Reports** on the Gradebook main screen menu bar then click the **Progress Report** menu item.

2. Click **Add a new Template** and enter a **Report Template Name**.

3. Click **Save**.

4. In the **Grading Period** area choose the term for which you want to show student grades.

Note: All Events, Skills and Subjects that are within the Grading Period's date range (as setup in WESPAC) and that occur in Grading Periods that precede the one selected are included on the report unless the **Display Only the Selected Terms** option is selected.

5. Select all options you'd like included on the report from the **Options** area.

Note: If you check the **Display Only the Selected Terms** box only the Events, Skills and Subjects from the selected Grading Period appear on the report. In other words no prior term Event, Skill and Subject grades appear.

6. Type free-form headers and footers as desired (up to 70 characters per line) in the **Free-Form Header** and **Free Form Footer** boxes.

7. Click **Save**.

You can now **Print** the report or **Select Different Students** or **Select Different Classes** to appear on the report and then print.

Event Listing

The Event Listing report displays student Events and sorts them based on due date. This report differs from other reports in that it provides an easy way to view all Events or graded Events only.

To create an Event Listing report template follow the steps below.

1. Click **Reports** on the Gradebook main screen menu bar then click the **Event Listing** report menu item.
2. Click **Add a new Template** and enter a **Report Template Name**.
3. Click **Save**.
4. In the **Events** area choose the Term or Date Range of Event information to include on the report.
5. Select all options you'd like included on the report from the **Options** area.
6. Type free-form headers and footers as desired (up to 70 characters per line) in the **Free-Form Header** and **Free Form Footer** boxes.
7. Click **Save**.

You can now **Print** the report or **Select Different Students** or **Select Different Classes** to appear on the report and then print.

Standards Report Card

The Standards Report Card's primary purpose is to provide the students and parents with an official report on the student's academic progress. This report includes information on all of the classes that students are enrolled in that use a Standards Gradebook, not just the class from which the report is run. Most of the parameters for the Standards Report Card layout are defined at the Administrative level. Any changes to the layout would need to be performed by someone with Administrative access to the Standards Gradebook setup area.

Note: This report contains information from the Grading Period you select as well as information from all prior Grading Periods (as defined in the WESPac Grading Setup). In other words you cannot print a report card that only includes one Grading Period's data, unless it is the first Grading Period of the school year.

To create a Standards Report Card template follow the steps below.

1. Click **Reports** on the Gradebook main screen menu bar then click the **Standards Report Card** menu item.

2. Click **Add a new Template** and enter a **Report Template Name**.
3. Click **Save**.
4. In the **Report Options** area choose the Grading Period and other options you'd like.
5. Click **Save**.

You can now **Print** the report or **Select Different Students** or **Select Different Classes** to appear on the report and then print.

Missing Events

This report allows you to quickly view missing Events for all students or selected students. It prints a report page for all selected students whether or not they have missing assignments, but the report page is blank for any student with no missing Events.

The report considers an Event missing if the **Missing** box is checked on the Score Entry screen. Also, an Event *might* appear as missing if it is un-graded and past the due date. However this is the case only if the appropriate option is activated by your Standards Gradebook Administrator.

Note: If the Missing box is checked, an assignment is considered missing even if it has received a score.

To run the Missing Event report, refer to the instructions for the “Event Listing” report.

Progress Detail Report

The Progress Detail Report's primary purpose is to display student Event grades by Subject and Skill and to provide totals for each Skill. A teacher, student or parent can quickly see how a student is doing on Events, Skills and Subjects. This report also includes the student's current Subject grade(s).

To create a Progress Detail Report template follow the steps below.

1. Click **Reports** on the Gradebook main screen menu bar the click the **Progress Detail Report** menu item.
2. Click **Add a new Template** and enter a **Report Template Name**.
3. Click **Save**.

4. In the **Grading Period** area choose the term for which you want to show student grades.

Note: Only grades from this selected Grading Period will appear on the report. No grades from other Grading periods will display.

5. In the **Options** area type free-form headers and footers as desired (up to 70 characters per line) in the **Free-Form Header** and **Free Form Footer** boxes and select all other options.

You can now **Print** the report or **Select Different Students** or **Select Different Classes** to appear on the report and then print.

Running Reports for individual students

Reports can be run for individual students in two ways: by using the **Select Different Students** button when running reports from the report templates, or by clicking a student's name on the Gradebook main screen.

The option **Select Different Students** is discussed in the Report Template buttons section of this document.

To run an individual report using the second option:

1. Click the student's hyperlinked name on the Gradebook main screen. The Student Options screen appears.
2. Click **Reports** in the upper-right corner. The Reports menu, discussed earlier in this document, appears. However reports can be run only for that student.
3. Select a report from the Reports menu.
4. Follow the directions discussed in previous sections for running the report you selected.

Display Options

Gradebook allows you change three primary types of displays: Student Display, which is how the student name and ID is displayed on the Gradebook main screen; Event Display, which is how Event information is displayed on the main screen; and Grade Period Display, which determines the Grade Periods that are displayed on the main screen. To configure each of these displays, click **Display Options** on the Gradebook main screen menu bar and select the appropriate option from the menu list. You can return the settings of any options screen to the Gradebook defaults by clicking the **Restore Defaults** button, which is located on the right side of each options screen.

Student Display

This section discusses the three Student Display areas: Name Display, Display Options, and Sorting Options. This screen can also be accessed by clicking the Students hyperlink at the top of the student name column on the Gradebook main screen.

Name Display

Click the box beside the type of student name display that you would like to appear on the Gradebook main screen. To the right of each option, you'll see a sample of how each option will appear. Student names appears exactly as shown.

Some teachers prefer to have students come to their desks to view their current grade rather than print a report. This can be done in EA Plus Gradebook while preserving student anonymity. Check the Suppress box under Name Display and check Student ID under Display Options. Only the ID will display on the main screen.

Display Options (Student)

Check student ID to include the student's ID next to the name.

Check Dropped Students to include all students who have dropped the course in the Gradebook main screen display.

Check Student Grade Level to include each student's grade level in the Gradebook main screen display.

Sorting Options

You can sort students by first name/last name, last name/first name, assigned seat or gradesheet sequence. To modify Gradesheet Sequence click the hyperlink then use the **Move Up** and **Move Down** buttons to place the students in the desired order. Click **Save** to save the Gradesheet Sequence order.

Event Display

The following explains the six Event Display option areas: Event Display Options, Subject Heading, Skill Heading, Event Defaults, Event Score Entry and Event Heading.

Event Display Options

Check the **Show comments for all Events** box to display the comment column next to each Event on the Gradebook main screen. Event comments are entered in the Score Entry area.

Subject Heading

Select how you want the Subject Heading to display on the Gradebook main screen. If your Administrator has setup Academic Areas to use auto calculation for Subjects and Skills you have a **View Subject Grade as** option available in this area. There are up to three different view options to choose from: Grade Mark, Percent or Points. The Points option may not be available depending on administrative settings.

Skill Heading

Examine the various Skill Heading configurations and choose the one that best represents the heading display you'd like on the Gradebook main screen. If your Administrator has setup Academic Areas to use auto calculation for Subjects and Skills you have a **View Skill Grade as** option available in this area. There are up to three different view options to choose from: Grade Mark, Percent or Points. The Points option may not be available depending on administrative settings.

Event Defaults

Enter a **Maximum Score Default** that automatically becomes the score when a new Event is added.

Event Score Entry

If you enter a score on an Event and the value of that score is greater than the maximum value allowed for the Event the system automatically gives you a warning message. However, if you check the **Suppress the "value entered is greater than max score" message** box the warning message won't appear when the score you enter has a value greater than the score assigned to the Event.

Event Heading

Examine the various Event Heading configurations and choose the one that best represents the heading display you'd like on the Gradebook main screen.

Single Event comment display

This Event display option is not accessed using the Options button on the main screen menu bar as the earlier options are.

In the Event Display Options section above, you learned how to cause comments to display for all Events. However, it is possible to display comments for one Event only. After an Event is created, click the Event column heading on the Gradebook main screen. At the right of the Event screen that appears, click the **Show Comments** button. This will cause the comments column for this Event only to display on the Gradebook main screen even if the Show comments for all Events option in Display Options is not checked.

Changing the Event score display

This Event display option is also *not* accessed using the Options button on the main screen menu bar as the earlier options are.

After an Event is created, click the Event column heading on the Gradebook main screen. At the bottom of the Event screen that appears, click the **Show Event Score As** drop-down arrow. You can choose to display the Event's scores as, a grade mark, a percent, or a checkmark. The option to display the Event's score as a score is also possible if the Event was initially created to be scored by points. When you're finished, click **Back**.

Grade Period display

The Grade Period Display determines which Grading Period columns will be displayed in Gradebook. Some teachers prefer to view only the current term's Subjects and Skills, while others want to see all Grading Period Subjects and Skills.

This display selection affects only the current class you're viewing. This feature must be configured separately for each class.

The current Grading Period cannot be unselected.

Tools

There are five Display Options Tools available (Restore Deleted Events, Student Groups, View Backups, Event Comment Bank, Subject Attachments). Each is discussed below.

Restore Deleted Events

This area displays all Events that you created and then deleted. If you want to restore a deleted Event you should highlight the Event you want to restore and click **View Details**. Then click **Restore Event**.

Student Groups

This area allows you to organize students into groups for grading or viewing purposes. You can create up to ten different groups. Once you've activated this area by creating at least one group, all students must be assigned to a group. If you create only one group, then all of the students are assigned to it. To delete a group blank its Group Description

and click **Save**. Events can be assigned/added by Student Group, so this is functionality that might be used to differentiate between different levels of students.

View Backups

If your Administrator has scheduled Gradebook Backups, you will be able to view those backups in this area.

Event Comment Bank

As you add individual comments to student's Events those comments are stored in the Event Comment Bank. You can add, edit and delete comments in this area. Storing these comments makes for quicker Event comment entry for frequently used comments.

Subject Attachments

Currently Subject Attachments are not available.

Additional Main Screen hyperlinks, buttons and icons

Below are descriptions of additional hyperlinks and icons that appear on the Gradebook main screen that aren't discussed elsewhere in this guide.

Students hyperlink

The **Students** hyperlink, located above the student listing on the Gradebook main screen, opens the Student Display options screen.

Student information icon

This is the icon located to the left of each student name on the Gradebook main screen. Click this icon to open the Student Information screen. This screen displays demographic information about the student.

Class hyperlink

At the top of the Gradebook main screen is a **Class** hyperlink. Click this hyperlink to display information about the class, including the terms, days and times that the class meets.

View Tutorial hyperlink

This hyperlink is located in the upper-right corner of the Gradebook main screen. There are many tutorials currently available.

Quick Scoring

Click the **Quick Score** button at the top of your main screen to open an active screen for Event score entry. The Quick Scoring screen lets you enter scores for any of the current Grading Period's Events and for any student without leaving the screen. After adjusting or entering the scores on this screen click the **Save** or **Save and Back** button to return to the Gradebook main screen.

Indicators

You may occasionally see indicators in Gradebook whose meaning isn't apparent. This section discusses the indicators that are currently available.

New student icon

If a student is transferred into your class from another section of the same course, a yellow button containing the word "New" will appear beside the student's name on the Gradebook main screen.

If you click the **New** button, a new screen opens and the following message appears with the appropriate information in the brackets:

"[Student name] transferred into this class on [date] from [previous class]."

Below this message, Gradebook lists the number of *scored* Events that exist in the previous class for that student. Gradebook also lists the number of Events from the previous class that don't match Events in the new class, as well as the number of Events in the new class that don't match an Event in the old class. The software uses Due Date, Subject, Skill, Max Score, Grade Mark Set and Student Group to determine whether an Event in one class has a match in the other.

Example:

A student has six scored Events in the class she is transferring out of (MUSGR4/01). The new class (MUSGR4 / 02) contains only four assignments that match from the old class; two don't match. The following message would appear:

"6 assignments scored in MUSGR4 / 01
4 matching assignments found in MUSGR4 / 02
2 do not match assignments in MUSGR4 / 02"

You can then click the **View Events** hyperlink on the right side of the screen. A new screen appears containing two sections: Unmatched Events for Previous Class and Unmatched Events for New Class. These sections contain detailed information about the Events. This screen serves two primary purposes:

- *Unmatched Events for Previous Class* allows you to easily see which Events, if any, were scored in the old class but don't have a match in your class. If desired, you can then make preparations to have the points from these Events added to your class.
- *Unmatched Events for New Class* allows you to add Events information for this student to Events that exist in your class but did not exist in the old class. For example, from this screen you can check all of the unmatched assignments for this student as No Count so that they won't be counted in the student's grade.

You can also add a comment or a Special Code, and can award scores to this student for Events in your class.

When you're finished working with this screen, click **Save** to save any changes you've made. You'll be returned to the previous screen. On this screen, you can check the box **Do not display NEW** by this student's name. This removes the yellow **New** button on the Gradebook main screen.

Subset enrollment asterisk

When a student is enrolled in only one semester of a year-long course, or in only one term of a semester-long course, this student is said to be enrolled in a *subset* of the course. This means that the student is enrolled in a course length that does not span the entire course.

A student enrolled in a subset of a course appears in Gradebook with an asterisk to the right of his or her name on the Gradebook main screen student listing. If you click on that student's hyperlinked name to access the Gradebook Student Options screen, a message explaining the asterisk appears. For example, if a student is enrolled in only the second semester of a year-long course and you click the hyperlink, a message similar to the following appears at the top of the Gradebook Student Options screen:

“Sarah Smith is only scheduled for SEM 2 of YEAR of this YEAR long class.”

The exact wording of this message depends on how your WESPaC administrator has configured WESPaC.

Viewing & Editing data using the Student Options screen

The Student Options screen allows you to view and edit data for a *single* student. This screen is accessed by clicking the student's name in the student list on the Gradebook main screen. From this screen, you can do the following:

- View all Events and scores for the student
- View and edit scores for Skills
- View Missing Events
- View and edit comments for current and past terms

To view any of the above areas, click the appropriate tab or button at the top of the Student Options screen.

You can navigate through individual students from the Student Options screen by using the drop-down menu where the student's name displays at the top of the screen. This screen allows you to easily view and edit information for a single student; however, this screen can also be helpful if you are discussing assignment scores with students one-on-one at your computer because it allows you to view information for only one student at a time.