

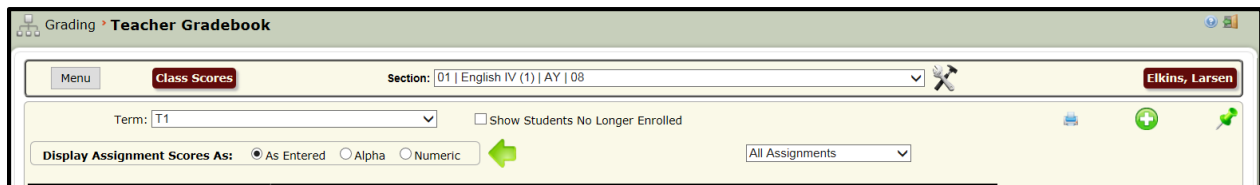


Class Scores Instructions

The Class Scores page displays all assignments given in a Course/Section as well as the Running Average for the Section/Course. Assignments can be created, edited, deleted, and posted through the Class Scores page.

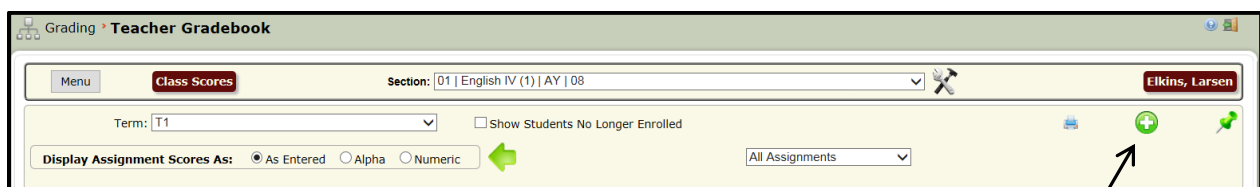
Class Scores may be displayed As Entered, Alphabetically, or Numerically.

- **Grading > Teacher Gradebook > Menu > Class Scores**



To Create an Assignment:

Select the Course/Section and Term. Click Create Assignment icon (Plus Sign). If Grades are to be entered for students no longer enrolled, click Show Student No Longer Enrolled.



The Assignment Details page will appear.

The screenshot shows the 'Teacher Gradebook' interface. The 'Assignment Details' section on the left contains the following fields and options:

- Term: T3
- Type: Please Choose
- Date: 02/18/2013
- Title: [Empty]
- Weight: 1.00
- Passing Score: 84
- Possible Points: 100
- Bonus Points: 0
- Default Score: NM (Auto-Fill Score)
- Default Comment: [Empty]
- Comments: [Empty]
- Options: Do Not Factor into Term Average, Extra Credit, Display within ActiveParent, Display within ActiveStudent.

The 'Student Grades' section on the right is a table with the following columns: Student Name, Score, and Comment. The student names listed are: Austin, Jolee Quetez; Boyd, Brenda; Brown, Shelby Clark; Craig, Tashia Lahawn; Davis, Katrice; Martin, Devon Suzanne; Mateo, Izaveon Manuel; McDonald, Valerie Elizabeth; Moss, Christopher Octavia; Patrick, Immaris Tymeloaalek; Perez, Damien Katrina; Plummer, Ahten De'shawn; Scott, Marquell Rachell Vasquez-gabriel, Joshua Barnette; Weaver, Desmond Traqwoyne.

- **Select the Term.**
- **Select the Assignment Type.** The values in the Assignment Type drop down are from the assigned Grading Template. The Grading Template for the selected class may be viewed on the setup tab. (See the setup tab documentation for additional information.)
- **Enter the Date.** The date may be entered in the format of MM/DD/YYYY or MMDDYYYY or selected from the calendar using the calendar icon. The date of the Assignment must be within the selected term.
- **Enter a Title for the Assignment.** The Title is printed on various reports so try to be as descriptive as possible. The maximum length is 32 characters.
- **Enter the Grade Weight.** The Grade Weight will be 1.0 for most Assignments, but can be changed to weight the grade more or less than other Assignments. If a grade is to be counted twice, then a grade weight of 2.0 should be entered.
- **Enter the Passing Score.** Passing Score is a display field and is not used to determine if the scores are passing or failing scores for reporting purposes.
- **Enter the Possible Points.** Possible Points is the value considered to be a perfect score for the assignment. The value entered in the Possible Points for each assignment is used to calculate the total possible points when calculating the average. Possible Points is irrelevant for Assignments marked as Extra Credit.
- **Enter the Bonus Points.** Bonus Points is the number of points that might be earned above the perfect score. Bonus Points increases the allowed highest grade for an assignment and is not automatically added to a student's grade. Bonus Points adds to the possible points allowed in the assignment without changing the possible points. (See the Bonus Points documentation for additional information.)
- **Enter the Default Score (optional).** The grade entered as the default grade will be assigned to every student when the assignment is created. If the majority of the students have the same score on the assignment, it will save time to enter the common score as the default grade and change the exceptions.
- **Enter the Default Comment (optional).** This is for teacher viewing only. The comment entered as the default comment will be assigned to every student when the assignment is created, if no Comment already exists.

- **Enter Comments (optional).** This is for teacher viewing only. Comments concern the Assignment, not students' grades. Comments do not appear on any report.
- **Do Not Factor in Term Grade.** Check if this assignment is not to be included in the average.
- **Extra Credit.** If an Assignment is marked Extra Credit, the Possible Points for this assignment will not be added to the total possible points. (See the Extra Credit documentation for additional information.)
- **Display within ActiveParent.** Assignment will display in ActiveParent.
- **Display within ActiveStudent.** Assignment will display in ActiveStudent.
- **Copy This Assignment.** To copy the Assignment to other classes, click this link. Check the Sections/Courses to which you wish to copy the assignment, and click Copy Assignment into Selected Sections.

[\[Close Window / Cancel\]](#)

Copy this Assignment to the following Sections:

- 02 | Sociology (2) | S2 | 08
- 03 | Planning (02) | AY | 08
- 04 | English IV (4) | AY | 08
- 05 | English IV (5) | AY | 08
- 06 | English IV (6) | AY | 08
- 07 | World Religions (01) | AY | 08

(Assignment will be copied when the user Creates/Updates this Assignment.)

- **Enter Class Scores.** Use the tab key to Tab from cell to cell. The highest score that may be entered is the sum of the Possible Points and Bonus Points. For example, if a grade of 100 was entered for Possible Points and a grade 5 was entered for Bonus Points, the highest score that can be entered is 105.

The following values are grades defined by the system:

<u>Grade</u>	<u>Description</u>	<u>Value when averaging</u>
XPE	Exempt Prior to Enrollment	Not calculated into average
XAW	Exempt After Withdrawal	Not calculated into average
X	Exempt	Not calculated into average
NG	No Grade	Zero
I	Incomplete	Zero
NM	No Mark	Not calculated into average

- **Comment (optional).** This is for teacher viewing only. Comments do not appear on any report.
- **Validate Scores.** Ensures that all scores are valid.
- **Create Assignment.** Click to complete the assignment. Validation of scores is also done at this time to ensure that all scores are valid.

Upon returning to the Class Scores page you may print by choosing the **Print** icon.

By clicking on the Student Name on the Class Scores page, the user will be directed to the Student Page in the Teacher Gradebook.

Assignments are listed in chronological order on the Class Scores page. Several assignment options may be displayed by hovering the mouse over the Assignment:

- Title
- Assignment Type
- Assignment Date
- Assignment Weight
- Passing Score
- Possible Points
- Display in ActiveParent
- Display in ActiveStudent

If a teacher has chosen an Assignment to be an Extra Credit Assignment, Extra Credit will be displayed. If a teacher has chosen to drop a highest and/or lowest grade, the dropped grade displays with a Strike-Through of the Score on the Class Scores page.

To Edit an Assignment:

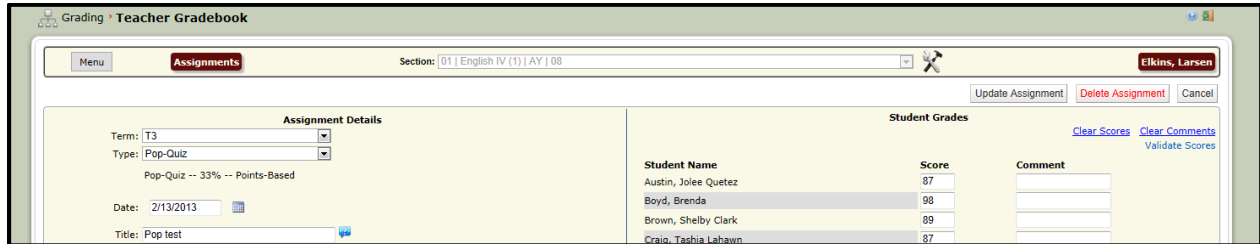
Click once in the gray title area of the assignment. The Assignment details will appear. Correct the Assignment and click Update Assignment.

The screenshot displays the 'Teacher Gradebook' interface. At the top, it shows 'Grading > Teacher Gradebook' and 'Section: 01 | English IV (1) | AY | 08'. The user 'Elkins, Larsen' is logged in. The 'Assignments' tab is active, showing 'Update Assignment', 'Delete Assignment', and 'Cancel' buttons. The 'Assignment Details' section includes: Term: T3, Type: Pop-Quiz, Pop-Quiz -- 33% -- Points-Based, Date: 2/13/2013, and Title: Pop test. The 'Student Grades' section shows a table with columns for Student Name, Score, and Comment. The table contains the following data:

Student Name	Score	Comment
Austin, Jolee Quetez	87	
Boyd, Brenda	98	
Brown, Shelby Clark	89	
Craig, Tashia Lahavn	87	

To Delete an Assignment:

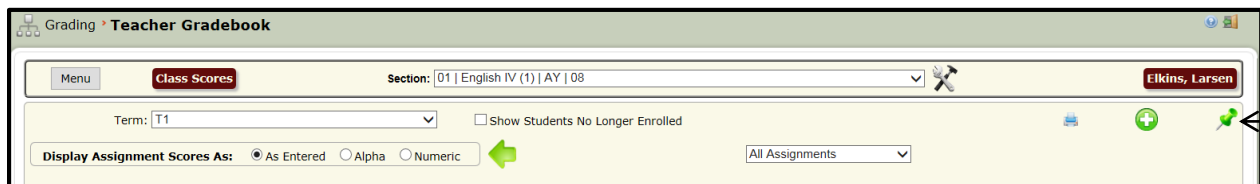
Click once in the gray title area of the assignment. The Assignment details will appear. Correct the Assignment and click Delete Assignment.



To Post Scores:

Class Scores must be posted from the Teacher Gradebook so that grades are displayed on the grades tab in the student folder and are available to be printed on reports. Posting also calculates Semester and Final averages.

Select the Course/Section and Term. Click Post Grades icon (Pin Tack).



The Quick Post Student Grades window will appear.

Select the Section/Course and Term to post.

Select the group to post. (Grades for withdrawn students do not post by default. If grades are to be posted for withdrawn students in the selected class and selected term, check Include Inactive Students.)

NOTE: Mid-Terms will display here for posting, if Mid-Terms have been setup by your school.

Click Generate Report (optional).

Click Post.

When the posting is successful, a message will appear on the Quick Post Student Grades window. Close the window.

(If a Report has been generated, the message below will not appear. Close the Report.)

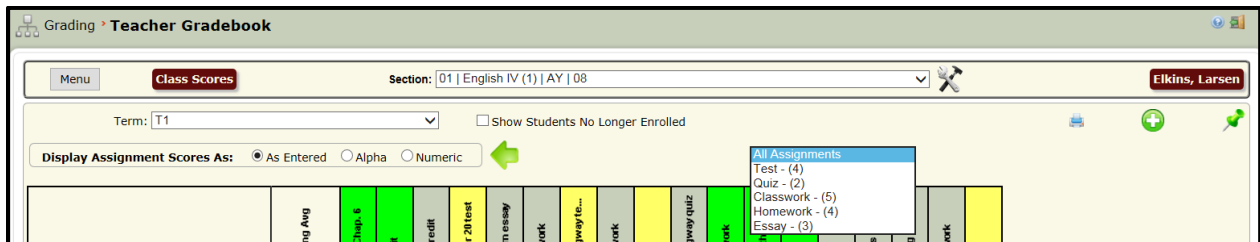
NOTE: You may post more than one Section/Course from this window.

NOTES:

- It is not necessary to post grades every time a grade is entered on the grades tab. Grades must only be posted at the end of the term unless instructed to do otherwise by administration in the school or district.
- If grades are entered or edited after posting term grades, grades must be reposted.

To Filter Assignment Types:

Click on the Assignment drop down. Select the Assignment type for which you would like to filter. The selected Assignment Type will be only be displayed on the Class Scores page.



Example: Only the Assignment Type 'Essay' has been selected to display.

	Running Avg	Extra Credit	Grisham essay	Blickens essay											
Adams, Micah	94	20	80	XPE											
Austin, Jolee Quetez	91	20	95	89											
Ball, Christopher Anna	77	NM	10	89											
Bamaca Gonzalez, Zachary Olivia	100	NM	XPE	XPE											
Brown, Shelby Clark	95	NM	95	100											
Craig, Tashia Lahawn	84	NM	95	100											

Display Assignment Dates in Ascending or Descending Order:

Click on the green arrow to display assignments in ascending or descending order based on the Assignment's date.

