

schooltool

Elementary Teacher

User Guide

Version 6.3

Home	Home					
My Home	My Home	Classes	Search	Campus	Reports	Actions
Preferences	Welcome, Jennifer Brewer, today is Friday, August 08, 2008					
Standards	Cycle day 5 in Elementary One - Elementary					
	<input checked="" type="radio"/> Current Classes <input type="radio"/> All Classes					
		Class	Period	Section	Days	Room
	▶	Homeroom		0		507
	▶	Elementary Art 1	1	3		507 - Brewer
	▶	Extended Kindergarten	1	5		507 - Brewer
	▶	HR Organ. Smith	1	8		401 - Wilson
						Semester
						s1/ s2/ s3
						s1/ s2/ s3
						s1/ s2/ s3

Document Notes

Document Conventions

School**tool** is structured hierarchically and makes extensive use of the “drill-down” nature of data. Because of this, the “>” notation will often be used to indicate an additional level of navigation. For example, the following would be displayed:

Scheduling > Master Schedule > High School > 2005-2006 > Master Schedule Builder

This is used in place of the lengthier text that would be needed to direct a user to first click on the “Scheduling” module, followed by the sub-module “Master Schedule,” then the building “High School,” and so on.

This same line may further be truncated by assuming the user will properly select their building and year when prompted:

Scheduling > Master Schedule > Master Schedule Builder

This document will use this notation throughout.

Securities

Many features utilize security settings to either enable or disable the feature. When a new feature is added, it is a general practice of school**tool** to disable the feature by default for all security groups. When looking for a feature in the school**tool** application, note that it may need to be enabled before it is functional.

Also, many features’ availability depends on user permissions. This document will address all features of this module, even though they may not apply to all users.

Cross-references

Throughout this document, it may be necessary to refer to other procedures or modules within school**tool**. When such references are made, the related document title will be shown in red italic print (for example, the *Batch Selector User Guide* provides information which may be needed across all of school**tool**).

Users may find these documents in the school**tool** Knowledge Base, located at kb.schooltool.com.

Any reference to a section within this document will also be shown in red italic print. Those references and/or page numbers will contain a hyperlink to the appropriate section in the document, so users need only click the red text or the page number to jump to the cross-referenced section.

Table of Contents

Document Notes	2
Document Conventions.....	2
Securities.....	2
Cross-references	2
Home: Teacher View	5
Quick Search	5
Class List	5
Teacher Tabs	6
Attendance Tab	6
Roster Tab.....	7
Seating Chart Tab.....	7
Grades Tab	7
Info Tab	8
Alerts Tab.....	8
Roster Tab	9
Student Alerts	9
Student Information Record	10
Seating Chart Tab	13
Viewing a Seating Chart.....	13
Modifying a Seating Chart.....	14
Attendance Tab	15
Taking Daily Attendance.....	15
Attendance Module	17
Today's Attendance Sub-module.....	17
Daily Roster Report Sub-module	17
Grade Book	19
Setting up Grade Books.....	20
Part 1: Creating a Grade Book Name.....	20
Part 2: Selecting the Average Method.....	21
Part 3: Adding Categories to a Grade Book.....	22
Part 4: Adding Attributes to a Grade Book.....	24
Part 5: Adding Scales to a Grade Book.....	25
Part 6: Adding Assignments to a Grade Book	26
Importing/Using Grade Books as Templates	30
Adding Assignments to Multiple Grade Books	33
Jumping and Switching Between Grade Books.....	34
Jumping between Grade Books.....	34
Switching between Grade Books	35
Editing and Deleting Grade Books and Grade Book Features	37
Editing and Deleting Grade Books.....	37
To Edit a Grade Book's Name	37
To Delete a Grade Book.....	38

Editing and Deleting Categories and Weights	40
To Turn Weighting On.....	40
To Turn Weighting Off.....	40
To Edit a Category Name or Weight:.....	41
To Delete a Category	41
Editing and Deleting Attributes.....	42
To Edit an Attribute.....	43
To Delete an Attribute	44
Editing and Deleting Assignments	44
To Edit an Assignment.....	44
To Delete an Assignment.....	45
Editing Assignments in Multiple Grade Books	45
Viewing Past Years' Grade Books	48
Grading Procedures.....	49
Entering Daily Assignment Grades.....	49
Transferring Assignment Grades for Students who Switch Sections	50
Descriptor Report Card Grading for Elementary Teachers.....	51
Grade Book Reports.....	58
Reports in "Grade Book Editor" View.....	58
Grade Book Report	58
Plan Book Report.....	59
Assignment Reports.....	60
Reports in the "Grade Book Reports" View	60
Assignment Report – Assignments with descriptors.....	61
Grade Book Report – Students, assignments, categories, and grades.....	61
Grade Distribution Report – Grade distribution per assignment.....	63
Missing Assignment Report – Students and the assignments they do not have grades for.....	64
Grade Calculation Report – Students and the grades for each descriptor	64
Discipline Referrals.....	65
Entering Referrals	65
Entering a New Discipline Referral	66
Teacher Reports	70
Course List Report.....	70
Detailed Homeroom List Report.....	71
Elementary Report Card	71
Daily Roster Report	71
Glossary of Terms	72

Home: Teacher View

When you log into schooltool, the default view is the **Home > My Home** sub-module. If you are a teacher and have current classes, your default **My Home** tab will be the **Classes** tab. If you do not currently have classes, you will be directed to the **Search** tab instead. The other tabs available in My Home are Search, Campus, Reports, and Actions. These are available for most user roles. More information on each of these tabs is available in the [Home Module User Guide](#).

Quick Search

From the top of any schooltool screen, a search control exists that can be used to search for student records without navigating back to the main search screen of the current module. To use the Quick Search feature, simply enter text in the search box at the top of the screen, and click on the Search button.

Note: Access to the Quick Search feature is based on user permissions. If a user does not have the rights to perform general schooltool searches, the user will not be provided with a Quick Search bar.



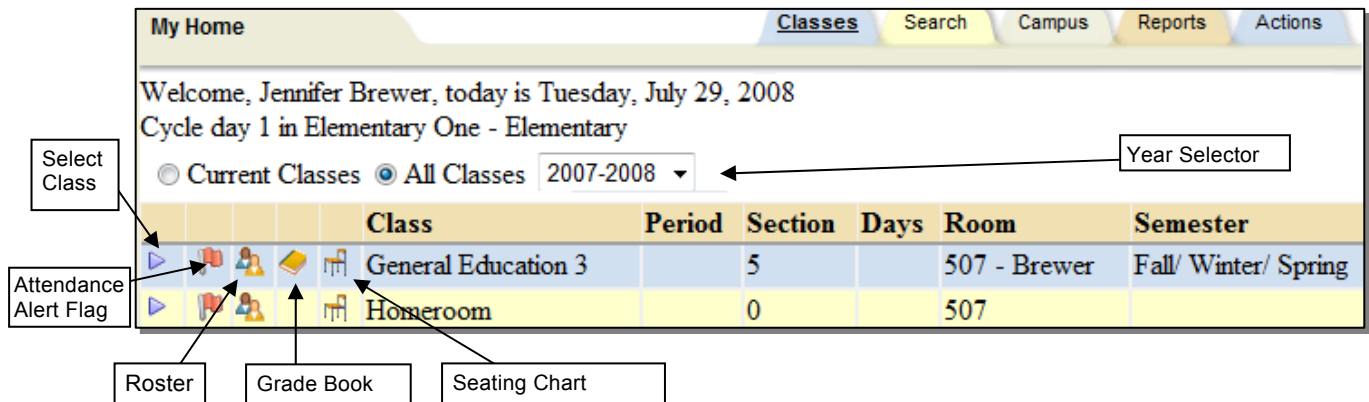
All searches will be performed from within the main search window **of the current module**. For instance, using the new Quick Search feature from within the Attendance module will re-navigate the user to **Attendance > Student Search** and display the appropriate results. If a Quick Search is performed within a module that a user does not have rights to search in, or that does not have a search function (such as the Maintenance module), the search will be performed from within **Home > My Home > Search**.

Note: All current operations should be completed (saved) before using the Quick Search function. Using Quick Search will navigate the user away from the current screen in order to display the search results.

Class List






If you are a teacher and have classes, a list of your currently active courses will appear on the screen, on the **Classes** tab. If the Master Schedule is unlocked, you will only be able to see your Homeroom in the current year's list, if you have one. You may also select another year by selecting the "All Years" and choosing a year from the drop-down list. Selecting a past year's course will allow you to see that course's grade book, if one exists. The grade book will appear in read-only mode.

The list of classes will also include several icons, which allow you to perform a variety of tasks. These icons act as shortcuts to the Teacher Tabs, which exist for each class. Clicking on any of the icons will bring you directly to the corresponding tab for that class.



The screenshot shows the 'My Home' interface with the 'Classes' tab selected. The header includes 'Welcome, Jennifer Brewer, today is Tuesday, July 29, 2008' and 'Cycle day 1 in Elementary One - Elementary'. Below this are radio buttons for 'Current Classes' and 'All Classes', and a 'Year Selector' dropdown set to '2007-2008'. A table lists classes with columns for Class, Period, Section, Days, Room, and Semester. Two classes are shown: 'General Education 3' and 'Homeroom'. To the left of the table are icons for 'Attendance Alert Flag', 'Roster', 'Grade Book', and 'Seating Chart'. Callouts point to these elements: 'Select Class' points to the class name, 'Attendance Alert Flag' points to the flag icon, 'Roster' points to the roster icon, 'Grade Book' points to the grade book icon, 'Seating Chart' points to the seating chart icon, and 'Year Selector' points to the year dropdown.

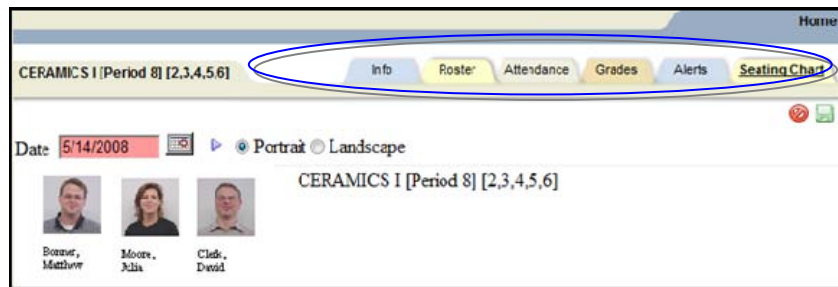
Class	Period	Section	Days	Room	Semester
General Education 3	5			507 - Brewer	Fall/ Winter/ Spring
Homeroom	0			507	

- Select  button – select that class and refresh the screen with new information. Depending on the status of the selected class, you may be brought directly to the Grade Book view, or you may be prompted to enter or select other information. You may also see additional tabs, such as Attendance, Roster, Alerts, and Seating Chart.
- Roster  icon – see additional information about the students enrolled in that class. The Roster list may also display certain student alerts, depending on district settings.
- Grade book  icon – jump directly to the grade book for that particular class. The icon will not appear for classes, such as Homeroom, that do not use a grade book.
- Seating Chart  icon – view or edit the seating chart for any of the classes listed.
- Attendance Flag  icon – shows any existing Attendance alerts. If the Flag appears, it means there are existing attendance alerts. Typically alerts are used to indicate that attendance has not been taken for this course for a given number of days (as defined by your district).

Note: When you use any of the icon buttons, you will see several additional Teacher Tabs. These additional tabs are described in the next section of this document, although the availability of specific tabs may vary depending on the type of class selected.

Teacher Tabs

Once you have logged in and selected a class, a new set of tabs will appear. Besides the general tabs of Classes, Search, Campus and Report, teachers have access to a variety of additional teacher-specific tabs for each course in their class list. These sub tabs allow teachers to perform tasks, review additional information, access student records, etc.



Attendance Tab

When teachers log in and select a class from the Class List, the **Attendance** tab will appear if attendance is required for this class. The date will always default to the current date, and, if appropriate, will alert you if attendance has not yet been submitted for that date.

Homeroom

Roster

Attendance

Alerts

Attendance has not been submitted.

Date 8/21/2007  [Show Pictures](#) ☒ Yes ☐ No






(P)resent - 15
(A)bsent - 0

Absent	Last Name	First Name	Grade	YTDA	QTDA
<input type="checkbox"/>		BECK Courtney	3	3	2
<input type="checkbox"/>		BRYANS Christian	3	1	1

Roster Tab

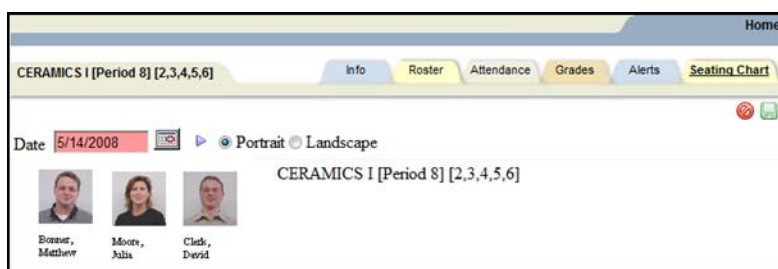
The Roster tab shows a list of all students who are in this section of this class for the entire duration of the class, regardless of the marking period. It also shows icons for student alerts (AIS alerts, IEP Viewer alerts, and Medical alerts). This tab appears in both the homeroom and general education class.

Student Alerts

Homeroom				
Roster Attendance Alerts				
	Student ID	Last Name	First Name	Grade
	8854	BECK	Courtney	3
	9932	BRYANS	Christian	3
	8317	BUCKINGHAM	Kennedy	3
	9401	CAPOSERRE	Gavin	3
	9838	CAPOSERRE	Michael	3

Seating Chart Tab

The **Seating Chart** allows teachers to view students' photos arranged in a seating chart. Teachers may drag-and-drop photos to edit the seating chart, view charts for a class on a specified day, print any day's seating chart for a substitute teacher, and create printable seating layouts.



Grades Tab

The **Grades** tab is where all grading tasks are completed. You can create grade books and grade daily assignments here, as well as complete other tasks such as entering progress reports, marking period report card grades, final exam grades, and any state assessment grades.

My Grade Book 3

View: Grade book editor

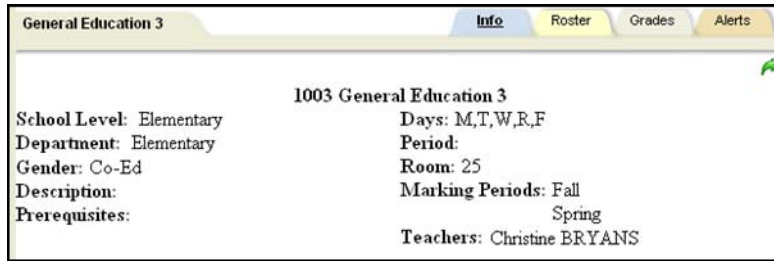
Subject: English Language Arts Show: ☐ Inactive Students ☒ Attributes Sort: Assignment Date Ascending Filter: All By Student Name Asc

Gen Ed GR3 Q1 0607 Grade Book Page 1

SAVG	Student	Reading Assignm Homework 9/7/2006	Reading Assignm Classwork 9/15/2006	Reading Assignm (100) Classwork 9/22/2006	Reading Assignm Classwork 10/6/2006
67.00	BECK, Courtney	two stars <input type="checkbox"/> EX <input type="checkbox"/> AA <input type="checkbox"/> NH <input type="checkbox"/> LT <input type="checkbox"/> AB	one check <input type="checkbox"/> EX <input type="checkbox"/> AA <input type="checkbox"/> NH <input type="checkbox"/> LT <input type="checkbox"/> AB	50 <input type="checkbox"/> EX <input type="checkbox"/> AA <input type="checkbox"/> NH <input type="checkbox"/> LT <input type="checkbox"/> AB	NONE <input type="checkbox"/> EX <input type="checkbox"/> AA <input type="checkbox"/> NH <input type="checkbox"/> LT <input type="checkbox"/> AB
78.00	BRYANS, Christian	two stars <input type="checkbox"/> EX <input type="checkbox"/> AA <input type="checkbox"/> NH <input type="checkbox"/> LT <input type="checkbox"/> AB	three chec - three checks <input type="checkbox"/> EX <input type="checkbox"/> AA <input type="checkbox"/> NH <input type="checkbox"/> LT <input type="checkbox"/> AB	74 <input type="checkbox"/> EX <input type="checkbox"/> AA <input type="checkbox"/> NH <input type="checkbox"/> LT <input type="checkbox"/> AB	NONE <input type="checkbox"/> EX <input type="checkbox"/> AA <input type="checkbox"/> NH <input type="checkbox"/> LT <input type="checkbox"/> AB

Info Tab

The **Info** tab shows you information about the class you have selected, such as days when the class meets, the room where the class meets, a description, etc. This tab provides information in read-only mode, and only appears when you have selected a general or special education class, or a subject-area class such as Art or Music.

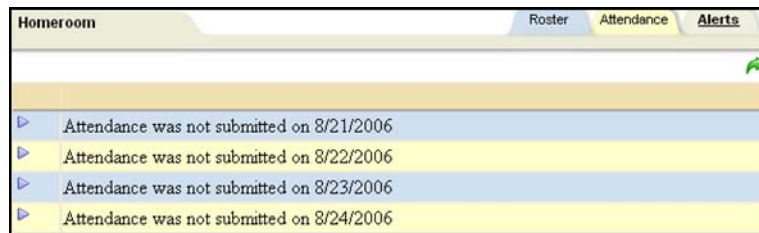


The screenshot shows the 'Info' tab selected for a class named 'General Education 3'. The interface includes tabs for 'Info', 'Roster', 'Grades', and 'Alerts'. The class details are as follows:

1003 General Education 3	
School Level: Elementary	Days: M,T,W,R,F
Department: Elementary	Period:
Gender: Co-Ed	Room: 25
Description:	Marking Periods: Fall Spring
Prerequisites:	Teachers: Christine BRYANS

Alerts Tab


The **Alerts** sub tab shows you messages about tasks that have yet to be completed, such as submitting attendance. This tab appears in both the homeroom and general education class.








The screenshot shows the 'Alerts' sub-tab selected for a 'Homeroom' class. The interface includes tabs for 'Roster', 'Attendance', and 'Alerts'. The alerts list shows four pending attendance submissions:

Alert Message
Attendance was not submitted on 8/21/2006
Attendance was not submitted on 8/22/2006
Attendance was not submitted on 8/23/2006
Attendance was not submitted on 8/24/2006

Roster Tab

The **Roster** tab shows you a list of all the students who are in this section of this class. This list may be filtered by semester and/or cycle day. From the Roster you may view student alerts and access students' Personal Information Records. In addition, you may print a roster by clicking on the Roster Report  icon. The report will respect the selected filters when generating the report.

Homeroom				
Roster Attendance Alerts				
 				
Semester:	Any	Day:	Any	
	Student ID	Last Name	First Name	Grade
	8854	BECK	Courtney	3
	9932	BRYANS	Christian	3
	8317	BUCKINGHAM	Kennedy	3
	9401	CAPOSERRE	Gavin	3
	9838	CAPOSERRE	Michael	3

Student Alerts

There are three (3) types of alerts that may be visible on a teacher's class roster. These alert icons appear in the roster and also on individual students' Personal Information Records. In addition, the alert icons may provide more information on the specific alert, which displays in a text box that appears when the user holds the mouse over an alert icon.

Available alerts include the following icons and corresponding mouse-over text:

AIS Program Service Alert



Mouse-over text:

AIS Info:
Service: Math

IEP Viewer Alert



Mouse-over Text:

IEP Direct Viewer
Needs:

Medical Alerts



Mouse-over text:

Medical Alert
Allergy: Peanuts
headaches: Carries Epi-pen
stitches:

The visibility of these alerts are controlled by district permission settings. Users may be able to see the alert icon only, the mouse-over text description only, both, or none of these, depending on their user permissions. Permissions also control whether users may see these icons on the Roster, the Personal Information Record, both, or not at all.

Student Information Record

When you select a student from the **Roster** tab, you will see that student's Personal Information Record. The Personal Information Record contains all information about a student. This is where you can review the student's basic information such as their contacts (guardians), their schedule, their attendance records, their **Discipline** referrals (which you have entered), their grades to date, and any notes.

Use the Done button in the top right corner of the record to return to the Roster tab when you are finished reviewing this information.

Personal Information

BECK, Courtney

First: Courtney
Middle:
Last: BECK
Gender: Female
DOB: 4/2/1998 (9 yr 4 mo)
1st Language: English

Address: 10 CORNELL ST
Unit #: A
ROCHESTER, NY 12345
Phone #: 555-5555

Grade: 3
Homeroom: 110
HR Teacher: BRYANS, Christine
Type: Regular School Year Enrollment
Building: Elementary Four/Elementary
Team: Homeroom 110
Bus Info: Bus # 671(Sue Anne BECK)

Created by SchoolTool on 7/30/2004 at 8:18 AM
Modified by SchoolTool on 7/30/2004 at 8:18 AM

Student | **Contacts** | Schedule | Attendance | Discipline | Grades | Assignments | Notes

Contacts

Sue Anne BECK Mother
10 CORNELL ST
Unit # A
ROCHESTER, NY 12345
Custody Type: N/A
Home: 555-5555
Cell: 555-5555 Unl

Paul BECK Father
10 CORNELL ST
ROCHESTER, NY 12345
Custody Type: N/A
Home: 555-5555

There are several tabs along the bottom portion of the student record which give access to further information:

- **Contacts** – shows the student's guardians and their contact information.

Student | **Contacts** | Schedule | Attendance | Discipline | Grades | Assignments | Notes

Contacts

Sue Anne BECK Mother
10 CORNELL ST
Unit # A
ROCHESTER, NY 12345
Custody Type: N/A
Home: 555-5555
Cell: 555-5555 Unl

Paul BECK Father
10 CORNELL ST
ROCHESTER, NY 12345
Custody Type: N/A
Home: 555-5555
Cell: 555-5555 Unl

Siblings

Matthew BECK	8/15/1995 (12 yr 0 mo)	Elementary Four/5
Jack BECK	4/19/2003 (4 yr 4 mo)	

- **Schedule** – for elementary students, this tab is usually empty. This is because general education classes and specials (art, music) are typically set up as supplemental courses (courses without specific periods)

Student					
Contacts Schedule Attendance Discipline Grades Assignments Letters Notes					
Fall					
Period	Section	Course	Days	Room	Teacher
	3	General Education 3		25	Ms. BRYANS
Spring					
Period	Section	Course	Days	Room	Teacher
	3	General Education 3		25	Ms. BRYANS

- **Attendance** – shows their total school absences, early dismissals, late arrivals and ins and outs, with reasons, for the current year (if any). A year drop-down box lets you review historical data for a previous year. Attendance Reasons are permission based and may not appear based on your district's preferences.

Student	
Contacts Schedule Attendance Discipline Grades Assignments Notes	
2006-2007	
Type	Date
Absent	8/16/2007
Absent	7/26/2007
Absent	1/18/2007

- **Discipline** – shows a history of discipline referrals (if any), and, if the district uses points for discipline referrals, the student's accumulated points for that year.. Teachers are normally restricted from seeing referrals entered by anyone other than themselves. A year drop-down box lets you review historical data for a previous year.

Student					
Contacts Schedule Attendance Discipline Grades Assignments Notes					
2006-2007					
Grade	Date Seen	Incident Date	Offense	Disposition	
3		6/21/2007	Lying	None	
3		1/18/2007	Disruption of Education	None	

- **Grades** – shows marking period (report card) grades and comments for each class. The Grade column displays the word "None" until report cards for these marking periods have been generated.

Student							
Contacts Schedule Attendance Discipline Grades 3-8 Testing Assignments Letters Notes							
School Year 2008-2009		Marking Period MP1		Marking Period Average			
Course	Teacher	MP	Days	Period	Section	Grade	Comments
Social Skills	Ms. Futrell	m1,m2,m3	M,T,W,R,F	Supplemental Courses	1	None	
PE 1	Mr. Walker Ms. Wireman	m1,m2,m3	M,T,W,R,F	Supplemental Courses	2		
Art 1	Ms. King	m1,m2,m3	M,T,W,R,F	Supplemental Courses	2		
Music 1	Mr. Taylor	m1,m2,m3	M,T,W,R,F	Supplemental Courses	2		
General Education - Gr1	Ms. Broussard	m1,m2,m3	M,T,W,R,F	Supplemental Courses	2		

- **3-8 Testing Tab** – shows a student's 3-8 Assessment scores. You may print an individual student's 3-8 Assessment from within the 3-8 Testing Tab by using the Print button in the top right of the tab.

Student				
Contacts Schedule Attendance Discipline 3-8 Testing Assignments Letters Notes				
<div> <div></div> </div>				
School Year	Assessment	Performance Level	Raw Score	Scale Score
2007-2008	Grade 3 ELA	2	88	88

- **Assignment** – shows assignments that teachers have posted with due dates and scores the student received.

Student					
Contacts Schedule Attendance Discipline Grades 3-8 Testing Assignments Letters Notes					
School Year 2008-2009 Marking Period MP1 Courses All Courses					
Course Name	Assignment Name	Assignment Date	Max Points	Student Score	Teacher Name
General Education - Gr1	Book 1 Week 2	7/30/2008	10		Ms. Yellow
General Education - Gr1	Book 1 Week 2	7/30/2008	10		Ms. Broussard
General Education - Gr1	Recognizing Numbers1-20	7/31/2008	10		Ms. Yellow
General Education - Gr1	Recognizing Numbers1-20	7/31/2008	10		Ms. Broussard
General Education - Gr1	Flash Card Recognition	8/8/2008	5		Ms. Yellow
General Education - Gr1	Flash Card Recognition	8/8/2008	5		Ms. Broussard

- **Letters** – shows any letters that may have been sent to the student such as attendance letters, discipline letters, etc. If you do not see the Letters tab, your district may not be using this feature.

Student			
Contacts Schedule Attendance Discipline Grades Assignments Letters Notes			
Threshold Name	Threshold	Ran On	Created On

- **Notes** – shows additional information about this student, which is not related to their attendance, grades, discipline history, contacts or classroom assignment, but which is important to have on hand.

Student	
Contacts Schedule Attendance Discipline Grades 3-8 Testing Assignments Letters Notes	
<div> <div>Note</div> <div></div> </div>	
<div> <div> <div></div> <div> <div>Type: Global</div> <div>If student is sick, please call Primary Contact on cell phone.</div> <div>Created by Cassandra Broussard on 7/31/2008 at 11:11 AM</div> <div>Modified by Cassandra Broussard on 7/31/2008 at 11:11 AM</div> </div> </div> </div>	

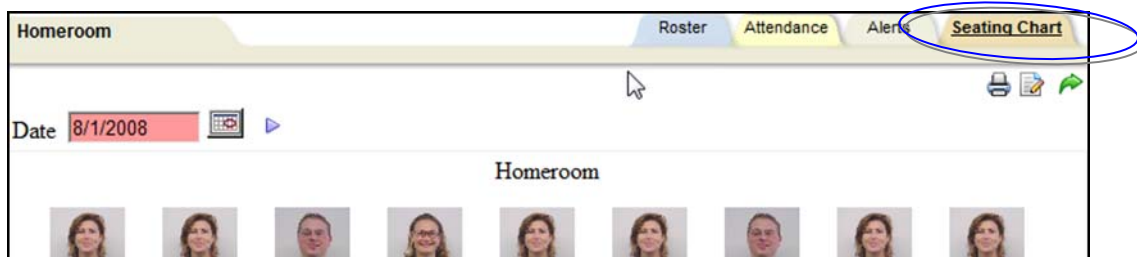
Seating Chart Tab

Any teacher that has classes assigned to them has access to a Seating Chart tab that will allow all of their students' photos to be organized in a manner that reflects their seats in the class. The seating chart will enable teachers to:

- Drag and drop photos to rearrange seating charts
- See only students that are scheduled for class on the specified day
- Print any day's seating chart for use by substitute teachers
- Create printable seating layouts in either portrait or landscape mode

Viewing a Seating Chart

1. To use the seating chart navigate to **Home > My Home > Seating Chart**.



The Seating Chart screen contains the following components:

2. Date Field – the Date field will default to the current date, and will cause the seating chart to display only students for that date.



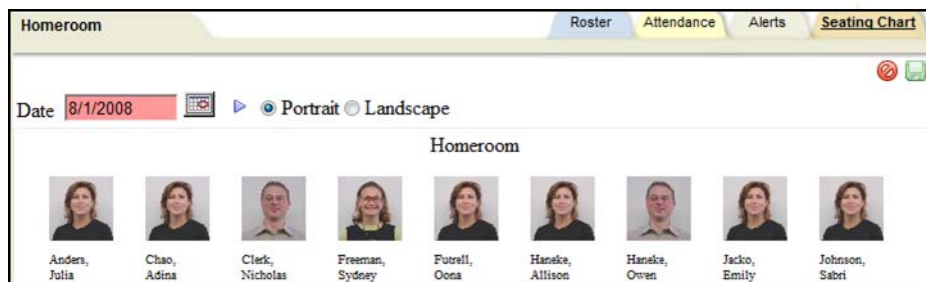
To view students for a different date, enter the desired date, or use the date selector to do so, and click on the Select Dates button to refresh the screen.

3. Print – the Report button in the upper right corner of the screen will open a new window to that displays the seating chart and course information only.



This report is displayed as an HTML page and does not utilize the i-Net Crystal Clear viewer. To print the Report, locate your browser's print button in the Report window, and print as you would a normal web page.

4. Edit – the Edit button allows the changing of student seat locations within the window. See below for specifics.
5. Done – the Done button returns the user to their **Home > My Home** screen.

Modifying a Seating Chart





Any seating chart can be modified by a teacher:

1. Select the desired date, and click the Select Dates  button to refresh the screen if necessary.
2. Click the Edit  button
3. Select either the Portrait or Landscape option as desired

These change the overall orientation of the "classroom" to vertical (portrait) or horizontal (landscape). Changing this will alter how the Seating Chart is displayed and printed.

It is possible to have student images outside of the border when changing from one of these options to the other. If this happens, simply drag the student image back toward the center of the screen.

4. Drag and drop the student photos, one at a time, to a location on the screen that reflects the classroom layout.
5. Save all changes with the Save  button, or use the Cancel  button to cancel any modifications.

For all days, past and present, each student will remain in the same "seat." New student images will be displayed as students enter the course, and students leaving the course will no longer display.

Attendance Tab

New York State requires teachers to take daily attendance. For elementary teachers, daily attendance is taken through a class called homeroom, which usually corresponds to a general education classroom. Use this section to become familiar with taking daily (i.e. full day) attendance.

Select your homeroom by single-clicking the select button at the left.

Home

My Home **Classes** Search Campus Reports Actions

Welcome, Jennifer Brewer, today is Friday, August 08, 2008
Cycle day 5 in Elementary One - Elementary

☒ Current Classes ☐ All Classes

	Class	Period	Section	Days	Room	Semester
	Homeroom		0		507	
	Elementary Art 1	1	3		507 - Brewer	s1/ s2/ s3

1. From your Class list (in My Home), select your Homeroom. The Attendance tab will automatically open, displaying a list of students with radio buttons next to their pictures/names.

Homeroom **Roster Attendance Alerts**

Attendance has not been submitted.

Date **8/23/2007** Show Pictures ☒ Yes ☐ No

(P)resent - 22
(A)bsent - 0
(T)ardy - 0

P	A	T	Last Name	First Name	Grade	YTDA	QTDA	QTDI
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		AVERILL Nathaniel	3	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		BENTON Maria	3	0	0	0

Note: A message letting you know whether you have submitted attendance yet displays above the date field.

Note: The date field allows you to submit attendance for today, and view attendance for previous days. Depending on district policy, you may or may not be able to resubmit attendance for a previous day.

Note: The Attendance tab respects the school calendar, as set up in Maintenance. This includes grade-specific calendar entries, such as days where all students in a certain grade level are scheduled to be out of school (all ninth graders are on a school trip, or Regents testing days, for example).

Taking Daily Attendance

1. From your Class list (in **My Home**), select your Homeroom or choose the period which drives daily attendance. The **Attendance** tab will automatically open, displaying a list of students with radio buttons or check boxes next to their pictures/names. (If you have selected a homeroom, only three tabs appear, if you selected a period, you may see additional tabs.)

2. Take attendance for each student: click once on the appropriate radio button to show if a student is:

- P for present (the default), or
- A for absent, or
- T for tardy, or
- K for known absence

Note: The availability of radio button options is a district preference. As a general rule, Homeroom Attendance only allows a teacher to mark a student Absent. If you are only allowed to mark a student Absent, the additional radio buttons do not appear; instead you will use a check box to mark students absent.

Attendance has not been submitted.

Date: 8/21/2007 Show Pictures Yes No

(P)resent - 15
(A)bsent - 0

Absent	Last Name	First Name	Grade	YTDA	QTDA
<input type="checkbox"/>	BECK	Courtney	3	3	2
<input checked="" type="checkbox"/>	BRYANS	Christian	3	1	1
<input type="checkbox"/>	BUCKINGHAM	Kennedy	3	1	1
<input type="checkbox"/>	CAPOSERRE	Gavin	3	0	0
<input type="checkbox"/>	CAPOSERRE	Michael	3	2	1
<input type="checkbox"/>	CURTIS	Hayley	3	0	0
<input checked="" type="checkbox"/>	CURTIS	Meghan	3	0	0
<input type="checkbox"/>	DANGERFIELD	Katie	3	1	1
<input type="checkbox"/>	GARDINER	Collin	3	2	0
<input checked="" type="checkbox"/>	GOEBEL	Amanda	3	0	0
<input type="checkbox"/>	GOODMAN	Maia	3	0	0

Save button

Checkbox to indicate Absent

3. When you have finished taking attendance, click the Save button in the upper right corner to update the attendance record. When attendance has been successfully saved, you will receive a confirmation message that “Attendance has been submitted.”

Attendance has been submitted.

Date: 8/21/2007 Show Pictures Yes No

(P)resent - 12
(A)bsent - 3

Absent	Last Name	First Name	Grade	YTDA	QTDA
<input type="checkbox"/>	BECK	Courtney	3	3	2
<input checked="" type="checkbox"/>	BRYANS	Christian	3	2	2
<input type="checkbox"/>	BUCKINGHAM	Kennedy	3	1	1
<input type="checkbox"/>	CAPOSERRE	Gavin	3	0	0
<input type="checkbox"/>	CAPOSERRE	Michael	3	2	1
<input type="checkbox"/>	CURTIS	Hayley	3	0	0
<input checked="" type="checkbox"/>	CURTIS	Meghan	3	1	1
<input type="checkbox"/>	DANGERFIELD	Katie	3	1	1

Confirmation message

Note: District policy dictates whether homeroom attendance can be updated/resubmitted after it has been initially saved. If your district allows this, the save button remains on the screen; if this is not allowed, the save button will disappear after the record is saved.

Attendance Module

Teachers are generally given limited access to the **Attendance** module to see daily absences, whether students might be in or out during class, and/or to generate daily rosters. When you select the Attendance module link at the top of the screen, the **Today's Attendance** sub-module will appear. Here, you can to see all absences, late arrivals, ins and outs, and early dismissals for the day.

Note: The Attendance sub-module respects the school calendar, as set up in Maintenance. This includes grade-specific calendar entries, such as days where all students in a certain grade level are scheduled to be out of school (all ninth graders are on a school trip, or Regents testing days, for example).

Today's Attendance Sub-module

When you select the **Attendance** module link at the top of the screen, the **Today's Attendance** sub module will appear. Here, you'll be able to see all absences, late arrivals, ins and outs, and early dismissals for the day.

Attendance		Attendance				
		Today's Absentees				
Today's Attendance						
Daily Roster Report		Elementary One > Elementary				
		8/23/2007				

Daily Roster Report Sub-module

Use the **Daily Roster Report** sub module to generate lists of rosters which can be given to substitute teachers.

Daily Roster Report

Elementary Four > Elementary > 2006-2007

Cycle Day: 1

Period: All

Semester: Fall

Course: ALL

Faculty: ALL

Run Report

Select the details for the roster or rosters you wish to print.

1. Select the **Cycle Day** for which you will generate one or more rosters.
2. Select the **Period** for which you will generate one or rosters.
3. Select the **Semester** for which you will generate one or more rosters.
4. Select a **Course** from the drop-down list. The default is to print rosters for ALL courses. If you select a single course, only rosters for that course will appear.
5. Select a **Faculty** from the drop-down list. The default is to print rosters for ALL faculty. If you select a single faculty, only rosters for that faculty's courses will appear.

- Click once on **Run Report**. The Daily Roster report will appear in a separate report viewer. This report contains a listing of all students in the course, including their IDs, gender, grade, counselor (if assigned) and dates of birth. Totals for the class, and gender breakdown appear at the bottom of each roster report.



Daily Roster Report						
Elementary Two : Elementary : 2004-2005						
08/14/2005						
1002	My Grade Book 2	AVERILL, Kathleen		Semester: F	Cycle Day: M	
	Section: 2	Period:				
Student ID	Student Name	Gender	Grade	Counselor	DOB	
9034	AVERILL, Angela K	F	3		03/13/1997	
9468	AVERILL, Edward W	M	3		02/10/1997	
8554	AVERILL, Ian	M	3		07/21/1997	
9611	BENTON, Cheyenne D	F	3		10/16/1997	
7577	CAPOSERRE, Benjamin A	M	3		12/04/1996	
9406	CLINTON, Jacob T	M	3		10/15/1997	
8411	CURTIS, Maya D	F	3		11/23/1997	
8906	DANGERFIELD, Hannah L	F	3		05/21/1997	
7718	GARFIELD, Shea	F	3		07/04/1997	
7588	HARLEM, Kyle J	M	3		04/27/1997	
8328	O'BRIEN, Emmett T	M	3		07/14/1997	
9366	PECK, Paul J	M	3		11/15/1997	
7466	ROWLEY, Kaira M	F	3		11/23/1996	
Course Total: 13						
Male: 7						
Female: 6						

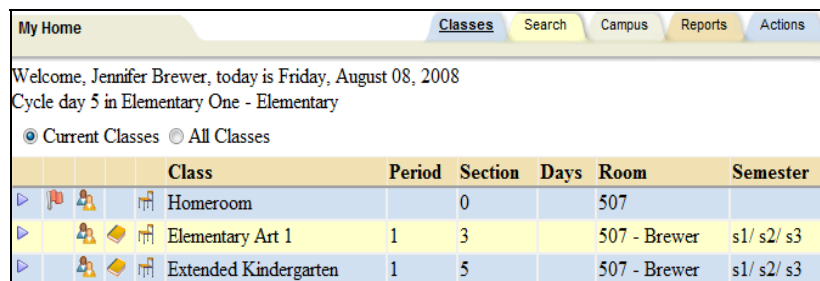
Note: This module may or not be available to you. Please contact your schooltool liaison for more information about this sub-module.




Grade Book

School**tool** includes a grade book feature which allows teachers to log and track daily assignments, tests, quizzes, etc, for each student, for each subject or course that they teach. Grade books are specific to each course and must be set up for each course individually.

Grade books are also available for ungraded courses, such as study halls, lunches, and linked courses. When a teacher navigates into an ungraded course, they will have the option to create a grade book for the purpose of tracking class assignments, progress, participation, and more. The only options within the Grades tab that will be available for these courses are the grade book editor, reports, and setup; all submit options and grade override options will be unavailable for ungraded courses. This is more likely to be used in secondary schools than in elementary schools.

1. To access the grade book, Select  a class from the list in the **Home > My Home > Classes** tab (or click the Grade Book  icon for the appropriate class).



	Class	Period	Section	Days	Room	Semester
	Homeroom		0		507	
	Elementary Art 1	1	3		507 - Brewer	s1/ s2/ s3
	Extended Kindergarten	1	5		507 - Brewer	s1/ s2/ s3

2. Click on the Grades tab. The Grade book editor View will appear. If the grade book has been set up, it will display.



AVG	Student	Chapter 1 (20)	Quiz 1 (100)	Chapter 2 (20)	Quiz 2 (100)	Chapter 3 (20)	Quiz 3 (100)	Chapter 4 (20)	Unit Test 1 (10)
98.00	AVERILL, Arman	20	100	20	95	20	93	20	
91.00	AVERILL, Andre	20	85	20	82	20	80	20	
89.00	AVERILL, David	15	78	20	94	20	83	20	
97.00	AVERILL, Saman	20	85	20	100	20	95	20	
95.00	BARNES, Danielle	20	95	20	85	20	91	19	

Note: Since many of the grading tasks require a grade book to already be set up, the instructions generally assume that a grade book has already been created and set up for the selected class. If the grade book is not set up for a particular class, you should refer to the following [Setting up Grade Books](#) procedure for instructions.

Setting up Grade Books

Because grade books are specific to each class, teachers will use their My Home course list to select a class, and then build a grade book unique to that class. The grade book will need to be set up for each class before any of the grading tasks can be performed.

There are six (6) parts to creating a new grade book. The suggested work flow is to follow this process for each grade book, repeating it as often as necessary until all grade books have been completed.

To set up a grade book, teachers will need to either import or create a grade book from scratch. This procedure assumes that you are building a grade book from scratch. For information on importing a grade book, see the [Importing/Using Grade Books as Templates](#) section.

Part 1: Users create the grade book name (typically gen ed class + marking period + year).

Part 2: Users select the Averaging Method for this grade book (points or percentage).

Part 3: Users add categories (i.e. quizzes, homework, take-home projects, extra credit, etc), and if appropriate, weights. At least one category is required.

Part 4: Users add attributes (teachers' notes for receiving credit or no credit) to the grade book. Attributes are optional.

Part 5: Users add scales (teachers' personal grading scales) to the grade book. Scales are optional.

Part 6: Users add assignments (individual quizzes, homework assignments, projects, etc) to the grade book and link them to appropriate categories.

Part 1: Creating a Grade Book Name

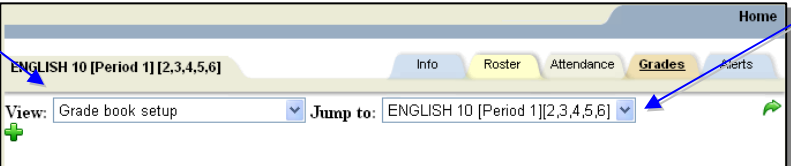
Each grade book should have a unique name. A suggested naming strategy is: subject + marking period + year.

For example:

- Gen Ed GR3-Q1-0607


1. Access the Grades tab. This is where grade books are created. If a grade book has not been set up, the Grade book setup View will appear.

Grade book setup View appears when there are no grade books



Jump to: allows you to easily move to and from various grade books

Note: If a grade book already exists, refer to the procedure on [Importing/Using Grade Books as Templates](#) on for more information.

2. Click once on the Create New Grade Book  button under the View drop-down list to create a new grade book from scratch.
3. Create the grade book name. If no other grade books exist, the following field will display:

ENGLISH 9 [Period 4] [1,3,4,5,6] Info Roster Attendance **Grades** Alerts Seating Chart

Jump to: ENGLISH 9 [Period 4][1,3,4,5,6]

Import from: 2008-2009 NONE

☐ Categories Only

☒ Categories and Assignments

☒ Convert assignment dates to the current school year

New grade book name: + -

4. Enter the new grade book name in the required, free-text field. Make sure the name is specific enough to be found later in a list with other grade books.

New grade book name: Eng 10 P4 Q1 0708 + -

5. Click once on the Add new grade book + button to save the new grade book name. The screen will refresh showing your grade book name in the Default grade book drop-down field.

Home

ENGLISH 10 [Period 1] [2,3,4,5,6] Info Roster Attendance **Grades** Alerts

View: Grade book setup Jump to: ENGLISH 10 [Period 1][2,3,4,5,6]

Averaging Method: Points

Default grade book: Eng 10 P4 Q1 0708 X + -

Category Attribute Scales

Weighted Categories: ☒ Yes ☐ No

WARNING: Category weights do not add up to 100%.

Category	Weight
----------	--------

Part 2: Selecting the Average Method

Users can control the Averaging Method used in calculating averages for this grade book. The two options are Points and Percent. If the Points value is selected, averages will be based on the total number of points achieved out of the total number possible. If the Percent value is selected, averages will be based on the averages divided by the number of assignments.

Points averaging example:

3 Assignments:

Assignment #1 $50/100 = 50\%$ for assignment

Assignment #2 $20/40 = 50\%$ for assignment

Assignment #3 $100/100 = 100\%$ for assignment

Point average = $(50+20+100) / (100+40+100) = 170/240 = 70.83\%$

Percent averaging example:

3 Assignments:

Assignment #1 $50/100 = 50\%$ for assignment

Assignment #2 $20/40 = 50\%$ for assignment

Assignment #3 $100/100 = 100\%$ for assignment

Percentage average = $(50+50+100) / 3 = 66.66\%$

General Education 3

View: Grade book setup

Averaging Method: Points

Default grade book: Points Q1 0708

Category Attribute Scales

Weighted Categories: ☒ Yes ☐ No

WARNING: Category weights do not add up to 100%.

Category	Weight
----------	--------

Note: Whichever method is selected will affect the current total average taken from all assignments in this grade book. It is not possible to select different averaging methods per assignment.

Part 3: Adding Categories to a Grade Book

Grade book Categories are topics or headings like homework, assessments, class work, projects, etc, which individual graded assignments fall under. Categories are how schooltool organizes the various assignments to be graded. You must have at least one category in order to add assignments, and there is no limit to how many you add.

- Continuing from Part 2, make sure you are still in the **Grades** tab, in the Grade book setup View.

General Education 3

View: Grade book setup

Averaging Method: Points

Default grade book: Gen Ed GR3 Q1 0708

Category Attribute Scales

Weighted Categories: ☒ Yes ☐ No

WARNING: Category weights do not add up to 100%.

Category	Weight
----------	--------

- Select the Category tab (the default).
- Decide whether your categories should be weighted or not by selecting the appropriate radio button for Yes (weight) or No (do not weight). Yes is the default.

Category Attribute Scales

Weighted Categories: ☒ Yes ☐ No

WARNING: Category weights do not add up to 100%.

Category	Weight
----------	--------

- To turn weighting off, click once in the No radio button. This assumes all categories are weighted equally. If weighting is set to No, the tab will refresh with a required, free-text field for Category. The field for Weight will be "grayed out" and unavailable.

Category Attribute Scales

Weighted Categories: ☐ Yes ☒ No

Category	Weight

- To turn weighting on, click once in the Yes radio button. If you have selected weighting, you must designate weight values. Weight values cannot exceed 100. If weighting is set to Yes, the tab will refresh with required, free-text fields for Category and Weight (see below).

Weighting set to Yes – entry fields appear for Category and Weight

Note: A message stating that “**WARNING: Category weights do not add up to 100%**” will appear if you have selected Yes for weighted categories, but either no categories exist, or existing categories do not equal 100. As soon as categories equal 100, or weighting is set to No, the message will disappear.

Note: You can turn weighting on or off at any time, and your grade book averages will automatically recalculate according to the selected option.

- Click the Add Category button on the right side of the **Category** tab.

- Enter the Category name (i.e. “Homework,” “Exams,” etc.) and the numeric Weight (if applicable).

Use the update button to save your work

Note: When adding weighted categories, the total weight of all categories must add up to 100. If you enter a weight that will result in a total over 100, an error will appear.

Note: Weight values are numeric only – using decimals, percent (%) signs or words in this field will result in errors.

- Click the Update button on the far left of the Category row to save your category. The screen will refresh to show you the category (and weight, if applicable) you have added for this grade book.

Delete and Edit buttons

Note: You can use the Delete button to delete your category, or the Edit button to make changes to your category name and/or its weight (buttons are to the left of the category).

- Repeat these steps for each category in this grade book. The image below shows how a grade book with multiple weighted categories might look.

Grade book with multiple weighted categories

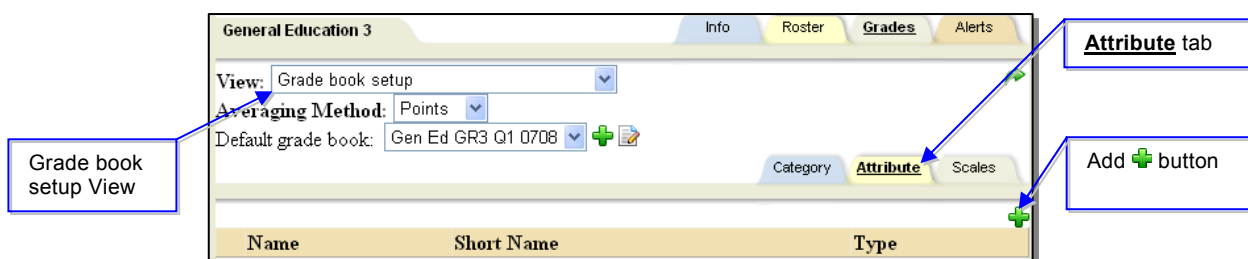
Note: You can continue to add categories at any time, and can also edit categories (and their weights) and turn weighting on and off. However, if you choose weighting, all new categories must have a weight, and total weight cannot exceed 100.

Part 4: Adding Attributes to a Grade Book

Grade book Attributes allow a teacher to designate if a student gets credit for an assignment or not. For example, you might create an attribute called “exempt” that can be selected when a child is absent with a legitimate excuse, and therefore failure to turn in an assignment would not count against them. Or you could create an attribute called “not handed in” which would result in no credit. Attributes are not required.

Attributes apply to every assignment in this grade book. It is not possible to add attributes which are only valid for one of a group of assignments.

1. Continuing from Part 3, make sure you are still in the **Grades** tab, in the Grade book setup View.



2. Select the Attribute tab in the lower portion of the screen.
3. Click once on the Add + button on the right side of the Attribute tab. The tab will refresh with entry fields:

The screenshot shows the 'Attribute' tab with three tabs: Category, Attribute, and Scales. The 'Attribute' tab is active. Below the tabs are three input fields: 'Name' (with a red background), 'Short name' (with a red background), and 'Type' (a dropdown menu showing 'No Credit'). There are also green and red circular icons on the right side of the form.

- A. Name (free-text, required, up to 50 characters): name of the attribute (i.e. “Not Handed In,” Absent when assigned,” “Exempt,” etc.).
- B. Short name (free-text, required): This is what will display in the Assignment area (i.e. “NH” for Not Handed In or “EX” for Exempt, etc.).
- C. Type (drop-down): Choose one of the three options.
 - No Credit – means that the student will not get credit for this assignment, regardless of whether a grade is entered or not. This will count against the student and negatively impact the student’s average. For example, if the assignment is Not Handed In, the student might get No Credit.
 - Exempt – means that the student is exempted from this assignment, regardless of whether a grade is entered or not. The absence of a grade will NOT count against the student and any grade entered will NOT impact the student’s average. For example, the student may have already completed extra credit and is exempt from a quiz or homework.
 - Flag – has no effect on the average. This just serves as a reminder to the teacher that this particular attribute was in effect – for example, maybe the assignment was handed in late. The student still gets credit, but the teacher wants to remember that for later. Or maybe the student was absent when the assignment was given. The student could still make up the assignment, so this will flag the teacher for later.

Category **Attribute** Scales

Name: Short name: Type: No Credit
No Credit
Exempt
Flag

- When you have finished defining the attribute, click the Save button on the far right of the tab to save your attribute (see below).

The screen will refresh to show you the attribute details you have added for this grade book in read-only mode.

Category Attribute Scales		
Name	Short Name	Type
Exempt from assignment	EX	Exempt

Note: You can use the Delete button to delete your attribute, or the Edit button to make changes to it.

- Repeat these steps for each attribute you wish to add.

The image below shows how a grade book with multiple attributes might look.

Category Attribute Scales		
Name	Short Name	Type
Exempt from assignment	EX	Exempt
Not Handed In	NH	No credit
Absent when collected	AB	Flag
Absent when assigned	AA	Flag
Late assignment	LT	Flag

Note: You can continue to add and/or edit attributes at any time.

Part 5: Adding Scales to a Grade Book

Grade book Scales allow a teacher to designate grading scales for an assignment or not. For example, you might create a scale called “stars” that would vary in grade importance such as 5 stars, 4 stars, 3 stars, etc. Scales apply to every assignment in this grade book. It is not possible to add scales which are only valid for one of a group of assignments. Scales are not required.

- Continuing from **Part 4**, make sure you are still in the **Grades** tab, in the Grade book setup View.

General Education 3 Info Roster **Grades** Alerts

View: Grade book setup

Averaging Method: Points

Default grade book: Gen Ed GR3 Q1 0708


Category Attribute **Scales**

Scale

Scales tab

Add button

- Select the **Scales** tab.
- Click once on the Add button on the right side of the **Scales** tab. The tab will refresh with entry fields.

4. Enter the required, free-text Name of the scale (i.e. "Stars," "Checks," etc.).
5. Enter the new symbol name and value, then click the Save  button





Symbol	Value
one check	75

6. The screen will refresh to show you the attribute details you have added for this grade book in read-only mode.



Symbol	Value
one check	75
two checks	85
three checks	95

Note: You can use the Delete  button or the Edit  button to delete or make changes to an existing attribute.

7. Repeat these steps for each scale you wish to add. The image below shows how a grade book with multiple scales might look.



Scale
Checks
Stars

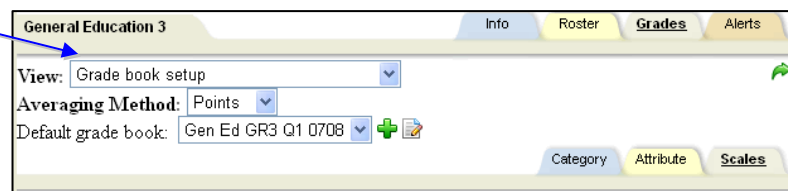
Note: You can continue to add and/or edit attributes at any time.

Part 6: Adding Assignments to a Grade Book

Assignments are the actual tasks students will be graded on. Each assignment must be named, have a designated point value, have a date, be linked to a category, and be assigned to a subject. You may be able to add assignments to multiple grade books at one time; see [Adding Assignments to Multiple Grade Books](#) for more information.

1. Continuing from **Part 5**, make sure you are still in the **Grades** tab, in the Grade book setup View.
2. Switch back to the Grade book editor View by selecting Grade book editor from the View drop-down list. The editor view is where you will build (and grade) all assignments.

Select Grade book editor from the View menu.




Scale
Checks
Stars


3. The **Grades** tab will refresh with the Grade book editor View, showing the name of your new grade book in the gray bar above the student list.

4. Click the Add Assignment  button found in the gray grade-book bar.

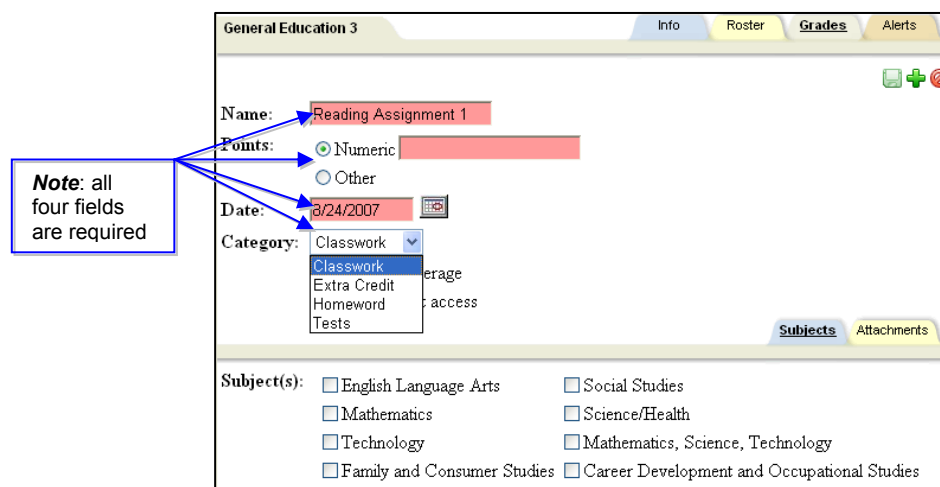
 Inactive Students ☒ Attributes' section. Below this is a 'Sort: Assignment Date' dropdown and a 'Filter: All' dropdown. A 'Page 1' dropdown is also present. A 'By Student Name Asc' dropdown is at the bottom right. A list of students is shown on the left, including 'None AVERILL, Nathaniel', 'None BENTON, Maria', 'None BRYANS, Hannah', 'None BUCKINGHAM, A', 'None CAPOSERRE, Alon', 'None CAPOSERRE, Daj', and 'None CAPOSERRE, Luk'. A 'Save Grade book changes' button with a green checkmark icon is at the top right. An 'Add Assignment' button with a green plus icon is at the bottom right. A 'Grade book editor View' box on the left states: 'The name of your grade book displays in the gray bar'." data-bbox="84 156 905 358"/>

Grade book editor View:
The name of your grade book displays in the gray bar

Save Grade book changes 

Add Assignment 

5. The screen will refresh with entry fields where you can define this assignment.



Note: all four fields are required

Name: Reading Assignment 1

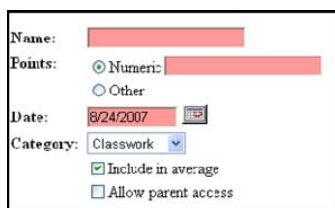
Points: ☒ Numeric ☐ Other

Date: 8/24/2007

Category: Classwork

Subjects: ☐ English Language Arts ☐ Social Studies ☐ Mathematics ☐ Science/Health ☐ Technology ☐ Mathematics, Science, Technology ☐ Family and Consumer Studies ☐ Career Development and Occupational Studies

- A. Name (free-text, required, up to 50 characters): Enter an assignment Name (such as “take home project” or “chapter 3 quiz” etc.). Only the first 15 characters will display on the Grade book editor screen, but the whole name will appear when you mouse over it. The name should be specific and unique. It is not possible to have more than one assignment with the same name.
- B. Points (required): Number of Points this assignment is worth. If a single entry field appears, it assumes you are only entering numeric values. If you do not see the Points options you require for setting up your assignments, contact your district’s schooltool liaison. Depending on your district’s preferences, you may see two (2) radio button options for Points:
- Numeric (required, numeric): If selected, a numeric field appears. The point value must be 1 or greater, unless your district allows zero-point assignments.



Name:

Points: ☒ Numeric ☐ Other

Date: 8/24/2007

Category: Classwork

☒ Include in average

☐ Allow parent access

- ii. Other (drop-down: select from a district-defined group of options, such as rubric scales, pass/fail, alpha scales, etc.

Name:

Points: ☐ Numeric ☒ Other 3 Point Rubric

Date: 8/24/2007

Category: Classwork 3 Point Rubric 4 Point Rubric 5 Point Rubric Checks Stars Include in Stars Allow parent access

- C. Date (required, date field, defaults to current date): you may use this field for the date assigned or the date due. Use the pop-up calendar to select the date, or enter the date manually using the mm/dd/yyyy format. This date is only used to help you organize and track your assignments.


Note: If you add all of your assignments with the on the same day and do not change the date field, they will appear in alpha order by assignment name.

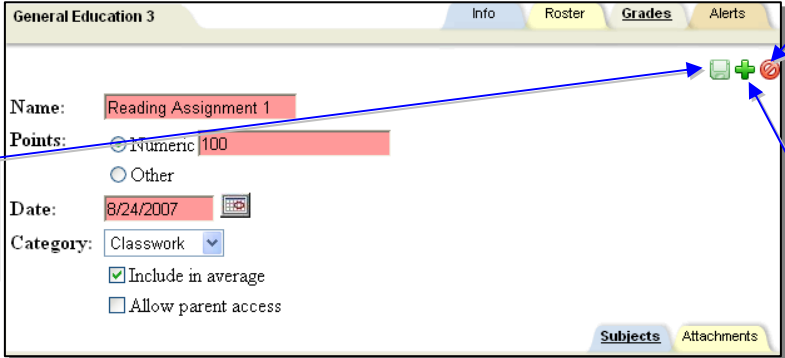
- D. Category (required, drop-down): You should see a list of all the categories you added in Part 3. This value will default to the first value in the list.
- 6. Decide whether to include this assignment in student averages. The “Include in average” check box is checked by default; uncheck it by clicking once to indicate that this assignment will not be included in averages. An example might be an assignment that measures participation which has no actual score; you might give each student who attended a 1 out of 1, but choose not have this impact the overall class average.
- 7. Decide whether to allow parent access through the parent portal to this assignment. The Allow parent access is not checked by default; simply check the box by clicking once and this assignment will be viewable to a parent when accessing schooltool. The Allow parent access check box only appears if your district allows public access to schooltool.
- 8. Select one or more subjects for this assignment. Use the check boxes in the **Subjects** sub tab. This will help you organize your assignments, and grade students according to performance in one or more subject areas at a time.

Subjects **Attachments**

Subject(s): ☐ English Language Arts ☐ Social Studies ☐ Mathematics ☐ Science/Health ☐ Technology ☐ Mathematics, Science, Technology ☐ Family and Consumer Studies ☐ Career Development and Occupational Studies

9. When you have finished building this assignment, save your work using either method A or B below:


- A. If you wish to add another assignment after this one, click once on the Save Assignment and add another  button. The first assignment will be saved, and the tab will refresh allowing you to add another assignment.





Save assignment and return to grade book


Return to grade book without saving

Save assignment and add another brings up another assignment template

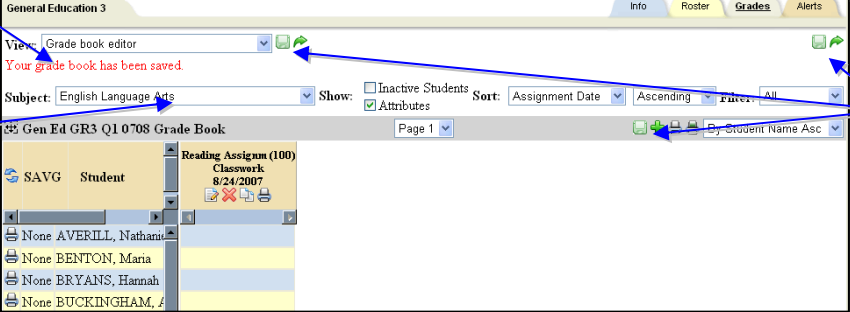
- B. If you wish to add only this assignment, and return to the grade book, click once on the Save assignment and return to grade book  button. Use this button when you have finished adding assignments. In this example we will save and return to the grade book.

10. Repeat these steps for each assignment in this grade book.

11. When you have finished adding assignments, return to the Grade book editor View area (finish adding your assignment and click the Save and return to grade book  button, OR click the Return to grade book without saving  button in the upper right corner of the assignment area).

12. Save your entire grade book. Click once on any of the Save grade book changes  buttons found in the upper portion of the Grade book editor View in the **Grades** tab to save the assignment(s) to the grade book. A confirmation message will appear stating "Your grade book has been saved."

The image below shows how a grade book with assignments would look:



Confirmation message

Subject drop-down list

Save grade book changes buttons

Note: Depending on your screen settings, the number of assignments visible on your screen will vary. Use the Auto Center button to align your screen to the best view for entering grades. Use the scroll bars to the top and left to move through the list of assignments.

Note: Use the scroll bars to the top and left to move through the list of assignments.

Importing/Using Grade Books as Templates

Once you have completed one grade book, you may use that grade book over and over as a template for other grade books. For example, if you teach multiple sections of the same course, you can copy the grade book from one section, just making small changes to dates or order of assignments for the other sections. This saves you the work of creating categories, attributes, scales, and assignments over and over again.

Likewise, if you create a generic grade book with categories, attributes, and scales which you would like to use as a template, you can copy this grade book over and over, giving it a new name each time and then add the specific assignments for each course. In this way, the structure of the grade book is already in place, saving you time.

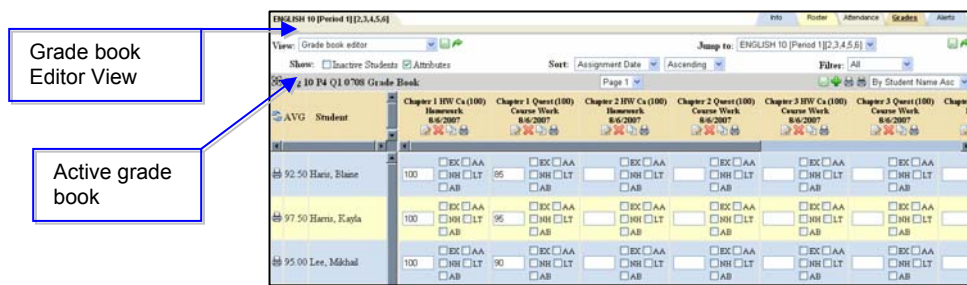
Use this procedure to:


- Copy a grade book from one period/section of a course to another period/section of the same course.
- Copy a grade book from one marking period of a course to another marking period of the same course.
- Copy a generic grade book from course to course.

The process of importing a grade book allows users to take previously created grade books and use its categories, attributes, and assignments as a template for a new grade book. This feature was created with time savings in mind and allows users to quickly and easily create many grade books.

Note: You must have at least one grade book in place for one of your courses before you will be able to import.

1. Select the **Grades** tab. If a grade book has already been set up for the selected course, the active grade book name will appear in the Grade book editor View, along with assignments and any grade information.



2. To create a new grade book based on an existing grade book (from either another course or another marking period), you must be in the Grade book setup View screen. Select Grade book setup from the View drop-down if you are already in that view.
3. Click on the Create new grade book  button to create a new grade book. If other grade books already exist, you will see an Import from drop-down list, as well as a required, free-text entry field for the New grade book.



Note: If you do not see the Import from the drop-down field, this means you do not have any grade books set up. Refer to the [Setting up Grade Books](#) procedure to get started.

4. Use the Import from drop-downs to use (copy) a pre-existing grade book as a template.

ENGLISH 9 [Period 4] [1,3,4,5,6] Info Roster Attendance **Grades** Alerts Seating Chart

Jump to: ENGLISH 9 [Period 4] [1,3,4,5,6]

Import from: 2008-2009 NONE

☐ Categories Only

☒ Categories and Assignments

☒ Convert assignment dates to the current school year

New grade book name:

5. Use the year drop-down to select the year where the grade book to be imported is located (only years where grade books exist will be shown in this list). Then click the grade book list drop-down select from the list of existing grade books for that year. Select the grade book you wish to use as a template.

Note: The list of grade books is based on your user ID, so you will see all the grade books you have created for the selected year.

6. Once you have made a selection, radio button options will appear below the Import from field. Choose either:
- A. Categories and Assignments, to copy all categories, attributes, and assignments from this grade book to the new grade book (this is the default value)
- OR
- B. Categories only, to copy only the categories (and attributes) from this grade book to the new grade book.

Radio button options are activated after a grade book has been selected from the Import from field

ENGLISH 9 [Period 4] [1,3,4,5,6] Info Roster Attendance **Grades** Alerts Seating Chart

Jump to: ENGLISH 9 [Period 4] [1,3,4,5,6]

Import from: 2008-2009 gb2:2008-2009 ENGLISH 10 [Sec 8 Per 5] [1,2,3,4,6]

☐ Categories Only

☒ Categories and Assignments

☒ Convert assignment dates to the current school year

New grade book name:

Note: You will also see the “Convert assignment dates to the current school year” checkbox. This checkbox is automatically selected. This is used when importing a grade book from a past year to the current school year.

7. Enter your new grade book name in the free-text field. (Suggested naming convention: subject + marking period + year + grade + period). This field is required.

ENGLISH 9 [Period 4] [1,3,4,5,6] Info Roster Attendance **Grades** Alerts Seating Chart

Jump to: ENGLISH 9 [Period 4] [1,3,4,5,6]

Import from: 2008-2009 gb2:2008-2009 ENGLISH 10 [Sec 8 Per 5] [1,2,3,4,6]


☐ Categories Only

☒ Categories and Assignments

☒ Convert assignment dates to the current school year

New grade book name: Eng 10 P3 Q1 0809

Add new grade book

8. Select the Add new grade book  button to save the new grade book name with the selected categories (and attributes) and/or categories (and attributes) and assignments from the selected grade book. The screen will refresh showing your grade book name in the default grade book drop-down list.

Category	Weight
Course Work	25
Exams	40
Extra Credit	10
Homework	25

Note: You should now see the categories and attributes of the selected grade book in the respective tabs. If you chose to copy both Categories and Assignments you should see both categories and attributes, and when you change views back to the Grade book editor, the copied assignments will appear.

- Change back to the editor view by selecting Grade book editor from the View drop-down list. You should now see the name of your new grade book in the gray bar.

AVG	Student	Chapter 1 HW Cx (100)	Chapter 1 Quest (100)	Chapter 2 HW Cx (100)	Chapter 2 Quest (100)	Chapter 3 HW Cx (100)	Chapter 3 Quest (100)
0.00	Harris, Elaine	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB
0.00	Harris, Kayla	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB
0.00	Lee, Mikhal	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB

Note: If you chose to copy both Categories and Assignments, you should now see the assignments from the selected grade book appearing here.

- Make any edits to your assignments by using the Edit Assignments button under each assignment column. This allows you to modify the names and/or dates of assignments to match the curriculum for this course or section. (Refer to the section on [Editing and Deleting Assignments](#) for more information.)
- If you've made changes, don't forget to save your entire grade book by clicking once on the Save grade book changes button. A confirmation message will appear, letting you know your changes were saved.

Your grade book has been saved.


AVG	Student	Chapter 1 HW Cx (100)	Chapter 1 Quest (100)	Chapter 2 HW Cx (100)	Chapter 2 Quest (100)	Chapter 3 HW Cx (100)	Chapter 3 Quest (100)
0.00	Harris, Elaine	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB
0.00	Harris, Kayla	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB
0.00	Lee, Mikhal	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB	LT NH AA EX AB

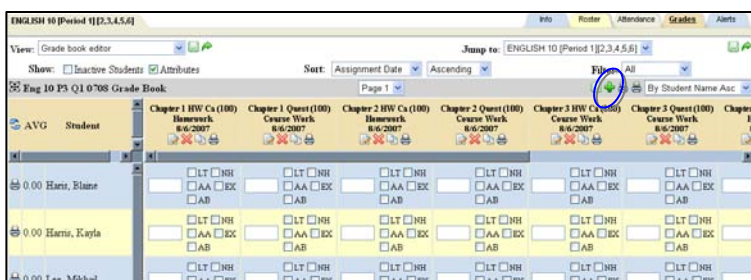
Note: Grade books are specific to each course. To add a grade book to another course, you can go back to your My Home course list and select the next course or use the Jump to drop down list to select the next grade book, and repeat these steps.

Adding Assignments to Multiple Grade Books

Often it will be necessary to add assignments during the marking period, after your grade books have been set up. Schooltool allows users to add a new assignment at any time, and to add a single assignment to multiple grade books (if multiple grade books exist) at the same time.

Note: You must have at least one grade book to use this procedure.

- To create an assignment, navigate to the **Grades** tab and click once on the Add assignments  button in the gray grade book title bar. The tab will refresh with entry fields for the new assignment, as well as the **Duplicate** tab, along the bottom of the assignment area. If a grade book has already been set up for the selected course, the active grade book name will appear in the Grade book editor View, along with assignments and any grade information.




Note: If you do not see the Duplicate tab, it means you do not have any grade books to copy this assignment to.

ENGLISH 9 [Period 3] [1,2,3,4,5] Info Roster Attendance **Grades** Alerts Seating Chart

Jump to: ENGLISH 9 [Period 3] [1,2,3,4,5]

Name:

Points: ☒ Numeric ☐ Other

Date: 

Category: ☒ Include in average ☐ Allow parent access

[Duplicate](#) [Attachments](#)

Check the gradebooks that this assignment should be added to:

☒ Default Gradebooks ☐ All Gradebooks

	Categories
<input type="checkbox"/> CREATIVE WRITING [Section 1 Period 1] def	HW
<input type="checkbox"/> ENGLISH 10 [Section 8 Period 5] gb2	hw
<input type="checkbox"/> ENGLISH 10 [Section 14 Period 8] gb2	HW

- Enter the assignment details: Name, Points, Date, Category, whether this will be included in averages or not and whether to allow parent access.
- Use the Duplicate tab to add this assignment to one (or more) of your existing grade books for other sections/courses. Click once in the check box to the left of the name of each grade book that should also have this assignment added to it.

Note: Use the radio button to toggle the list of available grade books between only those defined as a “default” grade books or all grade books for all courses in the current year.

ENGLISH 9 [Period 3] [1,2,3,4,5]

Jump to: ENGLISH 9 [Period 3] [1,2,3,4,5]

Name: Module 1 Test

Points: ☒ Numeric 100 ☐ Other

Date: 2/5/2009

Category: HW

☒ Include in average ☐ Allow parent access

Duplicate Attachments

Check the gradebooks that this assignment should be added to:

☒ Default Gradebooks ☐ All Gradebooks

Gradebook	Category
<input type="checkbox"/> CREATIVE WRITING [Section 1 Period 1] def	HW
<input checked="" type="checkbox"/> ENGLISH 10 [Section 8 Period 5] gb2	hw
<input checked="" type="checkbox"/> ENGLISH 10 [Section 14 Period 8] gb2	HW

- Use the Categories drop-down list at the right of each grade book row to put the assignment in the correct category. (Remember, grade books can each have their own categories, so you will need to choose the appropriate category per grade book.)

Note: You can also add an attachment to the assignment by clicking on the Attachment tab and using the browse button to locate and upload the attachment.

- Select the Save assignment and return to the grade book button (upper right corner of the Grades tab) to save the new assignment to this grade book and to each grade book checked on the Duplicate tab.

Note: To verify that the new assignment has been added to the other selected grade books, you can review each grade book. Refer to the *Switching between Grade Books* procedure for more information. You can also use the “Jump to” drop-down list.

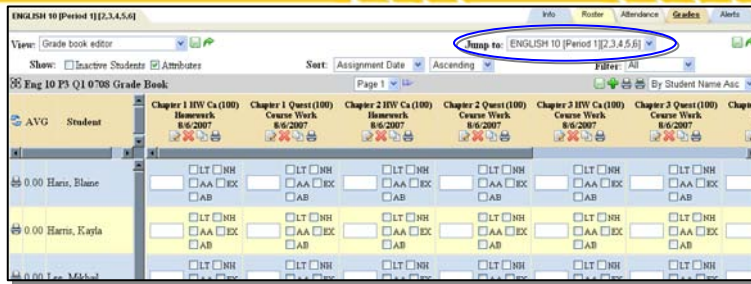
Jumping and Switching Between Grade Books

Once you have created multiple grade books, you need to know how to switch back and forth between them. For example, if you have 4 Quarters per year and a grade book for each Quarter, you will need to switch grade books as the Quarters progress. Occasionally it may be necessary to switch back to an old grade book to review grades and you will use this procedure in that case as well. You may also want to switch from one course’s grade book to another course’s grade book.

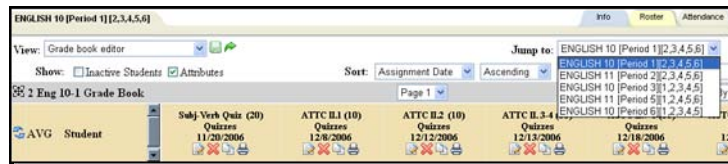
When you first open the Grades tab for a course, if no grade book exists, the Grade book setup View appears. This is the View you will use to change between grade books. You can also use the Jump to drop down list that is now available on all Grade Book screens.

Jumping between Grade Books

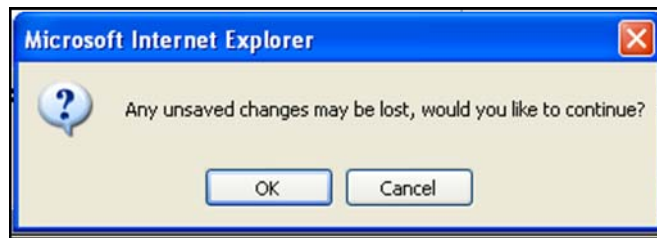
Once at least one grade book has been created for a course, the Grade book editor View appears when you select the Grades tab for that class. You will need to use the View drop-down list to choose the Grade book setup View.



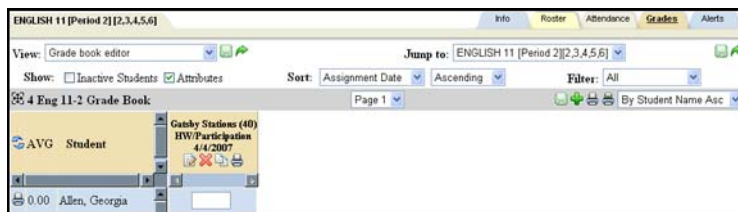
1. To Jump to a different grade book, select the Grade book name from the Jump to drop-down list.



2. Once you select the new grade book to Jump to, a warning message will appear.



3. Click OK to continue.
4. Your screen will now refresh with the selected grade book on your screen.

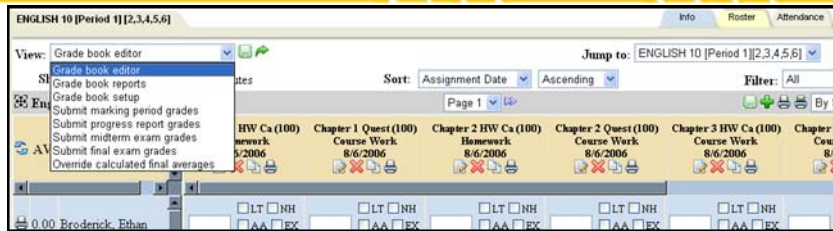


Note: Repeat this process to switch to another grade book or to switch back to the previous grade book.

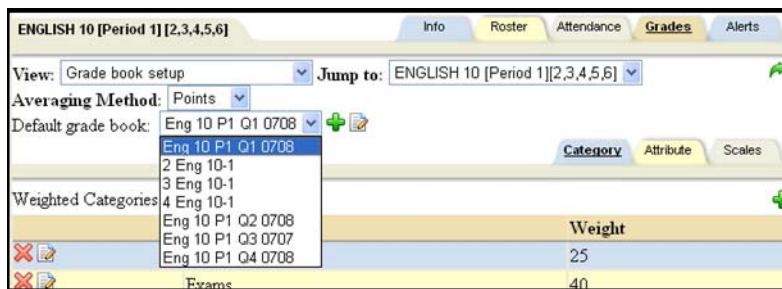
Note: Only use this procedure to “switch” between multiple grade books for the selected course. To switch between all Quarter I grade books for all courses in your course list, you will need to select each course from the My Home course list and open each respective Grades tab.

Switching between Grade Books

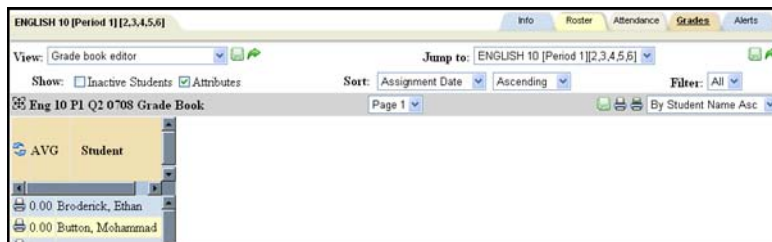
1. To switch to a different grade book from the **Grades** tab, select the Grade book setup from the View drop-down list. The screen will refresh with the Setup View.



- From the Default grade book drop-down list, select the name of the grade book you which to switch to. The screen will refresh showing your grade book name in the Default grade book drop-down list.








- Once you have selected the grade book you are switching to, you need to return to the Grade book editor View by selecting this option from the drop-down list. The screen will refresh with the new grade book name and the associated assignments (if any) displayed.



Editing and Deleting Grade Books and Grade Book Features

Once your grade books have been set up, you can perform the following functions on them:

- Edit  the name of an existing grade book.
- Edit  categories – change the name, weight, and/or turn off weighting.
- Edit  attributes – change the name, short name, or credit type.
- Edit  assignments – change the name, points, date, category, or any flag.
- Delete or Remove  assignments, categories, attributes, and/or grade books.
- Delete entire individual grade books if there are categories and assignments attached to them.
- Delete categories, if there are assignments attached to them, unless you confirm this task.

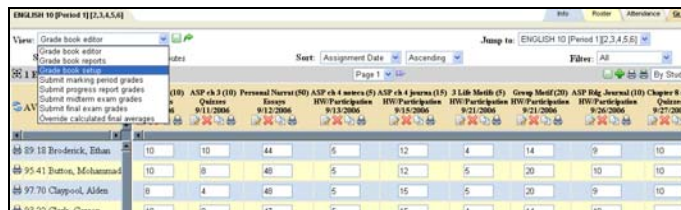
Note: When importing grade books from a previous year, you may select the update dates checkbox before importing and schooltool will update the dates to the appropriate school year.

Editing and Deleting Grade Books

You can edit a grade book's name, and/or delete a grade book at any time. Keep in mind, you will not be able to delete grade books that have assignments, categories, and attributes attached to them. Refer to the specific editing/deleting procedures for each grade book feature (categories, attributes, assignments) for more information.

To Edit a Grade Book's Name

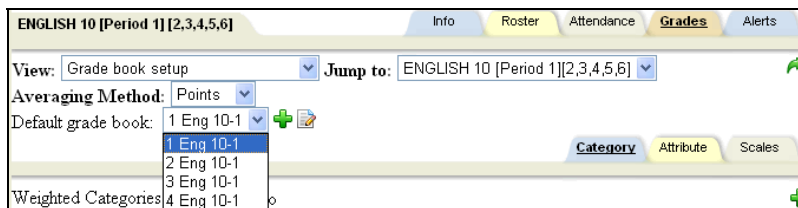
1. Navigate to the Grades tab and select Grade book setup from the View drop-down list.




The screen will refresh with the setup screen displaying the name of the current active grade book in the Default grade book drop-down list.

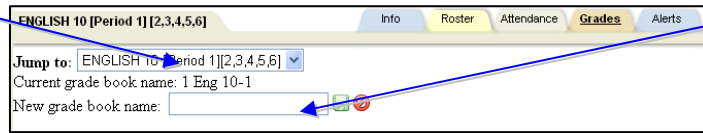


2. Select the name of the grade book to be edited from the Default grade book drop-down list. Make sure you have selected the correct grade book.



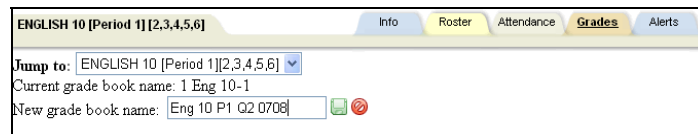
- Click once on the Edit grade book  button to the right of the Default grade book drop-down list. The screen will refresh with the original grade book name (i.e. Eng 10 P1 Q1 0607) and a free-text entry field for the new name.


Current grade book name appears as view only



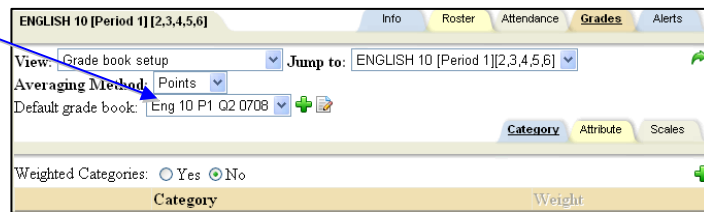
Copy/paste and edit the grade book name, or enter a new name

- Type the New grade book name (i.e. Eng 10 P1 Q1 0607) or use your mouse to copy and paste the old text into the field, then edit it appropriately.




- When satisfied with the new name, click once on the Save grade book  button to save this change. The screen will refresh to show the new name in the Default grade book drop-down list.

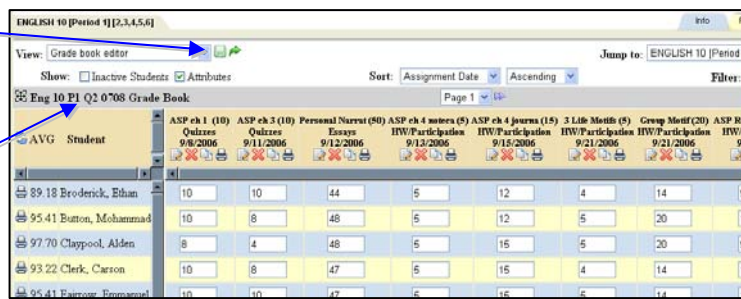
The new grade book name now displays in the Default grade book drop-down list




- Select Grade book editor from the View menu. You should see the new grade book name.

Save grade book changes  button

Updated grade book name displays in the gray bar



- Click once on the Save grade book changes  button to save your work. The screen will refresh with a confirmation message stating "Your grade book has been saved."

To Delete a Grade Book

You may delete a grade book (name) after you have deleted all attachments: assignments, attributes, categories, and scales.

- To delete the grade book name, you must be in the setup area. Select Grade book setup from the View drop-down list. The screen will refresh with the setup screen displaying the name of the current active grade book in the Default grade book drop-down field.

- If you do not see the red Delete grade book button to the right of the Default grade book drop-down list, then this grade book has features attached. If you do see the Delete grade book button, continue to step 5.
- Delete all categories. If assignments exist for this category, a warning message will appear. Take the appropriate action to remove this category and all attached assignments.

- Delete all attributes. You will be prompted to confirm this action. Click OK to the prompt and the attribute will be removed. Do the same for Scales if any were used.
- When all categories, attributes, scales, and assignments have been deleted, the red Delete grade book should appear to the right of the grade book name.

- Click once on the red Delete grade book button at the right of the grade book drop-down field.
- When prompted, click OK to continue. The screen will refresh and the Default grade book list will no longer contain the name of the deleted grade book.
- You may repeat these steps to delete other grade books or return to the Grade book setup View to work in another grade book.

Note: Once you have deleted your grade book, there is no way to recover it. You will have to add it again manually.

Editing and Deleting Categories and Weights

You can edit and/or delete categories (and/or their weights) at any time.

1. Navigate to the **Grades** tab, and select Grade book setup from the View drop-down list. The screen will refresh with the setup screen.

Category	Weight
Participation/HW	15
Project	10
Quizzes	25
Tests	50

2. Select the grade book that you wish to edit/delete categories for from the Default grade book drop-down list. The current active grade book name will appear there but you may select any other grade books for this course as well.
3. Select the Category tab (the default). A list of categories will display. You may now edit the category(ies).

To Turn Weighting On

Click once in the radio button to the left of the Yes option in the Weighted Categories area. If weighting was previously off and the weights are not defined, you will receive a warning message that your weights do not add up to 100%. Refer to the section on [Setting up Grade Books](#) to change weights.


Category	Weight
Participation/HW	15
Project	10
Quizzes	25
Tests	50

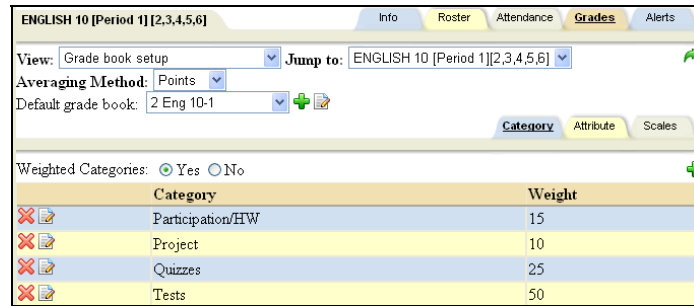
To Turn Weighting Off

1. Click once in the radio button to the left of the No option in the Weighted Categories area.
2. If weights had been defined, they will now appear “grayed” out, which means they are no longer active. Remember that changing weighting will impact the way schooltool calculates students’ averages.

Category	Weight
Participation/HW	15
Project	10
Quizzes	25
Tests	50

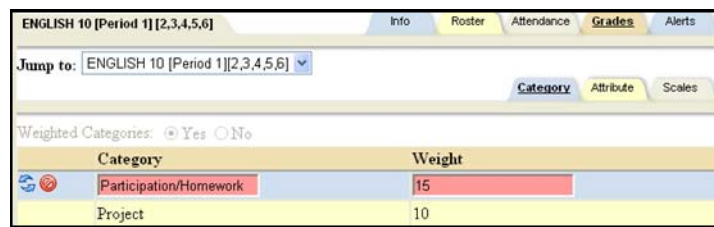
To Edit a Category Name or Weight:

1. Click the Edit Category  button to the left of the category name you wish to modify. Editable entry fields for this category will appear.





Category	Weight
Participation/HW	15
Project	10
Quizzes	25
Tests	50

2. Modify the category name and/or weight.




Category	Weight
Participation/Homework	15
Project	10

3. Click once on the Update  button on the far left of the category row to save your category.
4. The screen will refresh with the updated category information.



Category	Weight
Participation/Homework	15
Project	10
Quizzes	25
Tests	50

Note: If you changed a weight value and weights no longer total 100%, you will be prompted with a warning. Either add/edit categories so their weights total 100 or turn off the weighting.

5. When you have finished editing categories and/or weight, return to the Grade book editor View and save the changes to your grade book by clicking once on the Save grade book changes  button.

To Delete a Category

There is no way to recover deleted categories if you accidentally delete one and confirm the delete action. You will have to manually add the category again.

1. Click once on the Delete  button to the left of the category name.

ENGLISH 10 [Period 1] [2,3,4,5,6]

View: Grade book setup Jump to: ENGLISH 10 [Period 1] [2,3,4,5,6]

Averaging Method: Points

Default grade book: 2 Eng 10-1

Category Attribute Scales

Weighted Categories: ☒ Yes ☐ No

Category	Weight
Participation/Homework	15
Project	10
Quizzes	25
Tests	50

2. When prompted, click once on OK to continue the delete action.
 - A. If there are assignments attached to this category, a warning message will display on the screen. Follow the instructions to complete the action.

ENGLISH 10 [Period 1] [2,3,4,5,6]

Jump to: ENGLISH 10 [Period 1] [2,3,4,5,6]

Category Attribute Scales

Weighted Categories: ☒ Yes ☐ No

WARNING: Category weights do not add up to 100%.
There are assignments associated with the category you chose to delete. Hit the delete icon again to delete the category and the assignments associated with it. Hit the cancel icon if you do not want to delete the category at this time.

Category	Weight
Project	10
Quizzes	25
Tests	50

- B. If there are no assignments attached to this category, the category will simply be removed from the list.

Note: Once you confirm the delete action, there is no way to recover the deleted category (or any attached assignments or grades).

3. When you have finished editing and/or deleting categories (and/or weights), return to the Grade book editor View and save the changes to your grade book by clicking once on the Save grade book changes button.

Editing and Deleting Attributes

You can edit and/or delete attributes at any time.

1. Navigate to the **Grades** tab and select Grade book setup from the View drop-down list. The screen will refresh with the setup screen.

ENGLISH 10 [Period 1] [2,3,4,5,6]

View: Grade book setup Jump to: ENGLISH 10 [Period 1] [2,3,4,5,6]

Averaging Method: Points





Default grade book: 2 Eng 10-1

Category Attribute Scales


Weighted Categories: ☒ Yes ☐ No





Category	Weight
Homework	15
Project	10
Quizzes	25
Tests	50

2. Select the grade book that you wish to edit/delete attributes for from the Default grade book drop-down list. The current active grade book name will appear there but you may select any other grade books for this course as well.
3. Select the Attribute tab. The list of attributes will display. You may now edit and/or delete attributes.


Category Attribute Scales		
Name	Short Name	Type
 Exempt	EX	Exempt
 Late Assignment	LT	Flag
 Absent when assigned	AA	Flag
 Not Handed In	NH	No credit


To Edit an Attribute


1. Click once on the edit  button to the left of the attribute you wish to change.


Category Attribute Scales		
Name	Short Name	Type
 Exempt	EX	Exempt
 Late Assignment	LT	Flag
 Absent when assigned	AA	Flag
 Not Handed In	NH	No credit

2. The tab will refresh with the attribute details in editable fields.


Category Attribute Scales		
Name	Short Name	Type
 Exempt	EX	Exempt
Late Assignment	LT	Flag
Absent when assigned	AA	Flag
Not Handed In	NH	No credit





3. Edit the name, short name, or type of the attribute.
4. Click the Save  button on the far left of the row to save your changes. The screen will refresh to show you the modified attribute details.


Category Attribute Scales		
Name	Short Name	Type
 Exempt	EX	Exempt
Late Assignment	LT	No Credit
Absent when assigned	AA	Flag
Not Handed In	NH	No credit

5. When you have finished editing attributes, return to the Grade book editor View and save the changes to your grade book by clicking once on the Save grade book changes  button.

To Delete an Attribute

1. Click once on the Delete  button to the left of the attribute you wish to remove.

Category Attribute Scales		
Name	Short Name	Type
 Exempt	EX	Exempt
 Late Assignment	LT	Flag
 Absent when assigned	AA	Flag
 Not Handed In	NH	No credit

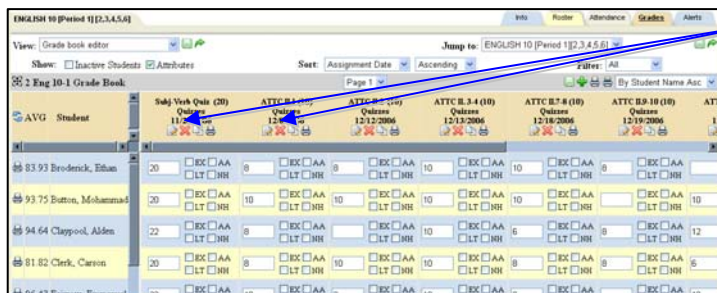
2. You will be prompted to confirm this action.
3. Click once on OK to continue the delete transaction. The attribute will be removed from the list.
4. When you have finished editing and/or deleting attributes, return to the Grade book editor View and save the changes to your grade book by clicking once on the Save grade book changes  button.


Editing and Deleting Assignments


You can edit and/or delete assignments at any time.


To Edit an Assignment

1. Navigate to the Grades tab for the appropriate class to view the grade book.





Edit Assignment  buttons are located underneath each assignment


2. Click once on the Edit Assignment  button located under the assignment to be modified.
3. The assignment details will appear in editable fields.

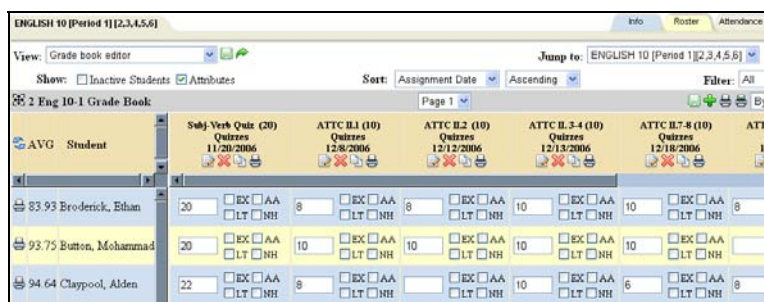


4. Make changes to the Name, Points, Date, and/or Category, and/or any of the check box options for this assignment if desired.

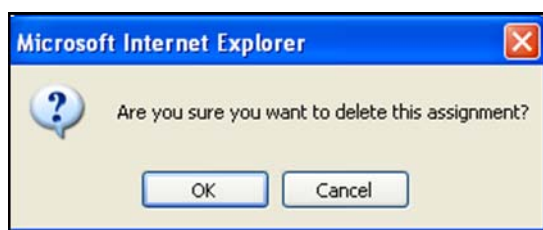
5. Add this to other grade books if desired by clicking once in the check box(es) in the Duplicate tab.
6. Click the Update assignment and return to the grade book  button in the upper right corner of the Grades tab. The screen will refresh displaying the modified assignment.
7. When you have finished editing assignments, click once on the Save grade book changes  button to save your work.

To Delete an Assignment

1. Navigate to the Grades tab for the appropriate class to view the grade book.
2. Click once on the red Delete Assignment  button under the assignment to be removed.




3. A prompt will display asking if you are sure you want to delete this assignment.



4. Click OK to complete the delete action. The assignment will be removed from the editor view.

Warning: There is no way to recover an assignment and any grades associated with it after you have confirmed the delete transaction.

5. Repeat the steps for any other assignments to be deleted.
6. When you have finished deleting assignments, click once on the Save grade book changes  button to save your work.

Editing Assignments in Multiple Grade Books

SchoolTool allows users to modify assignments across multiple grade books at one time. Users can make changes to an assignment in one grade book and then apply those changes to matching assignments in other existing grade books.

The process for this feature is very similar to the *Adding Assignments to Multiple Grade Books* procedure.

Note: You must have at least one additional grade book set up with corresponding assignments to copy assignment changes to another grade book.

1. Access the grade book for the appropriate class from the **Home > My Home > Classes** tab. If a grade book has already been set up for the selected class, the active grade book name will appear in the Grade book editor View, along with assignments and any grade information.

Avg	Student	Total Work Quizzes (20) 11/20/2008	ATTC B1 (10) 12/8/2008	ATTC B2 (10) 12/15/2008	ATTC B3,4 (10) 12/15/2008	ATTC B5,6 (10) 12/18/2008	ATTC B7,8 (10) 12/18/2008	ATTC B9,10 (10) 12/19/2008
83.93	Brendenck, Ethan	20	EX AA LT NH	EX AA LT NH	EX AA LT NH	EX AA LT NH	EX AA LT NH	EX AA LT NH
93.75	Butter, Mohammad	20	EX AA LT NH	EX AA LT NH	EX AA LT NH	EX AA LT NH	EX AA LT NH	EX AA LT NH
94.64	Claypool, Alden	22	EX AA LT NH	EX AA LT NH	EX AA LT NH	EX AA LT NH	EX AA LT NH	EX AA LT NH
81.82	Clark, Carson	20	EX AA LT NH	EX AA LT NH	EX AA LT NH	EX AA LT NH	EX AA LT NH	EX AA LT NH

- To modify an assignment, click once on the Edit Assignment button for the appropriate assignment. The screen will refresh with detail fields for that assignment, as well as the **Duplicate** tab, along the bottom of the assignment area. The **Duplicate** tab shows all available grade books.

ENGLISH 9 [Period 3] [1,2,3,4,5] Info Roster Attendance **Grades** Alerts Seating Chart

Jump to: ENGLISH 9 [Period 3][1,2,3,4,5]

Name: Module 1 Test

Points: ☒ Numeric 100 ☐ Other

Date: 2/5/2009

Category: HW

☒ Include in average ☐ Allow parent access

[Duplicate](#) [Attachments](#)

Check the gradebooks that this assignment should be added to:

☒ Default Gradebooks ☐ All Gradebooks

Gradebook	Category
<input type="checkbox"/> CREATIVE WRITING [Section 1 Period 1] def	HW
<input checked="" type="checkbox"/> ENGLISH 10 [Section 8 Period 5] gb2	hw
<input checked="" type="checkbox"/> ENGLISH 10 [Section 14 Period 8] gb2	HW

Note: If you do not see the **Duplicate** tab, it means you do not have any grade books to copy these changes to.

- Enter the assignment details: Name, Points, Date, Category, whether or not this will be included in averages, and whether to allow parent access. Pink fields are required.

ENGLISH 9 [Period 3] [1,2,3,4,5] Info Roster Attendance **Grades** Alerts Seating Chart

Jump to: ENGLISH 9 [Period 3][1,2,3,4,5]

Name: Homework #1

Points: 100

Date: 9/26/2008

Category: HW


☒ Include in average ☒ Allow parent access

4. Use the **Duplicate** tab to apply these changes to one (or more) of your existing grade books for other sections/courses. Click once in the check box to the left of the name of each grade book that should also have this assignment changed.

Check the gradebooks that this assignment should be added to:	
<input checked="" type="radio"/> Default Gradebooks <input type="radio"/> All Gradebooks	
	Categories
<input type="checkbox"/> CREATIVE WRITING [Section 1 Period 1] def	HW
<input checked="" type="checkbox"/> ENGLISH 10 [Section 8 Period 5] gb2	hw
<input checked="" type="checkbox"/> ENGLISH 10 [Section 14 Period 8] gb2	HW

- A. Use the Categories drop-down list at the right of each grade book row to put the assignment in the correct category. (Remember, grade books can each have their own categories, so you will need to choose the appropriate category for each grade book.)

	Categories
<input type="checkbox"/> ENGLISH 9 [Section 4 Period 3] new	HW
<input type="checkbox"/> ENGLISH 10 [Section 8 Period 5] new gb 1	Homework
<input type="checkbox"/> ENGLISH 10 [Section 8 Period 5] gb2	Homework
<input type="checkbox"/> ENGLISH 10 [Section 14 Period 8] gb2	Quiz
	Test
	Participation
	Projects

5. Select the **Update assignment and return to grade book**  button (upper right corner of the screen) to save the changes to this assignment.
6. If you have selected additional grade books using the **Duplicate** tab, schooltool will attempt to copy those changes to the selected grade books one at a time. If a matching assignment exists in any selected grade book, the assignment changes will be applied to those grade books.

If no errors are encountered and the update completes successfully, the changes will be applied and the user will be returned to the grade book editor.

If an error occurs, the user will see a warning message on the screen, indicating which grade book was not updated. Other selected grade books will be updated appropriately unless indicated otherwise. You will receive a separate message for each grade book affected.

An error may be due to any of the following possible situations:

- A. Grading Scale not found: This will occur if you change the grading scale for an assignment and attempt to copy that change to a grade book where that grading scale does not exist.

Warning: Did not copy to ENGLISH 10 [Section 14 Period 8] gb2 because the grading scale cannot be found in that grade book.

- B. Another assignment exists with the same name: If an assignment exists in another grade book with the same name but different details, you will be unable to copy the assignment changes. This applies to situations where identical assignments were added to the grade books but then were manually edited individually,

because those edits will change the details of that individual assignment and it will no longer be recognized as the “same” assignment as in other grade books.

Warning: Did not copy to *ENGLISH 10 [Section 14 Period 8] gb2* because another assignment with the same name already exists in that grade book.

- C. No assignments with that name: If the assignment to be modified does not exist in another grade book, it cannot be modified. To correct this, add a matching assignment to the desired grade book.

Warning: Did not copy to *ENGLISH 9 [Section 4 Period 3] new* because an assignment of that name does not exist in that grade book.

7. To verify that the new assignment has been modified in the other selected grade books, you can review each grade book. Refer to the *Switching between Grade Books* procedure for more information.

Viewing Past Years' Grade Books

Teachers may also view grade books for any past classes. In the My Home sub-module, teachers will have the option to select All Classes, which provides a drop-down list of all years in which the teacher had courses.

Class	Period	Section	D
General Education 3		5	
Homeroom		0	

1. When a teacher clicks the Select button for a class, they will be directed to that class's grade book for the selected year.

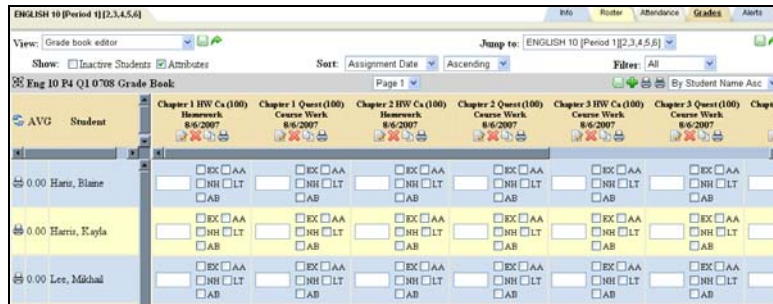
2. A teacher will have full grade book viewing functionality from within this tab, but no submit or override grade functionality will be available to them.
3. The Jump To functionality will also allow navigation between the selected year's courses.

Grading Procedures

Entering Daily Assignment Grades

You must have at least one grade book with assignments to use this procedure.

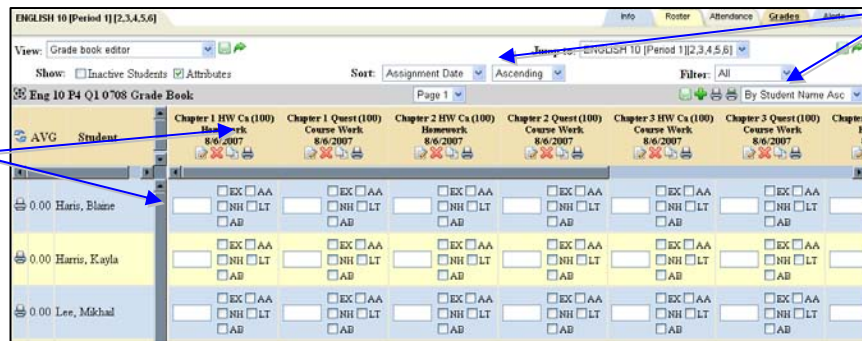
1. Navigate to the Grades tab for the appropriate class. If a grade book has been set up, the screen will refresh with the Grade book editor View, showing assignments to be graded.




2. Locate the assignment you wish to add grades for and enter appropriate grades. If you have selected a numeric grading scale, enter a numeric value into the free-text field. If you have selected an alpha scale, pass/fail scale, or rubric scale for this assignment, you will select appropriate values from the drop-down lists.


A. Use these methods to enter grades:

- Tab moves you “down” from student to student within an assignment column.
- Shift + tab moves you “up” from student to student within an assignment column.
- Shift + > moves you to the right (along the student’s row) to the next assignment.
- Shift + < moves you to the left (along the student’s row) to the previous assignment.




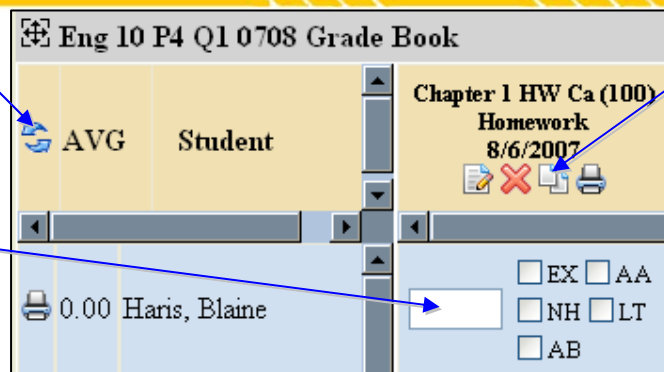
Note: It may be necessary to scroll down to see all the students and/or assignments in this grade book.

3. To enter the same grade for every student, use the Mass Entry  button.
 - A. Enter the grade in the first grade field, then click once on the Mass Entry button. You will see all the fields fill in with that grade
 - OR
 - B. Click the Mass Entry button first, then enter the grade in the resulting dialog box. When you click OK, the grade will appear for each student.


Use the Refresh  button to recalculate averages based on the new grade.

Enter grade in first field.

Mass Entry  button

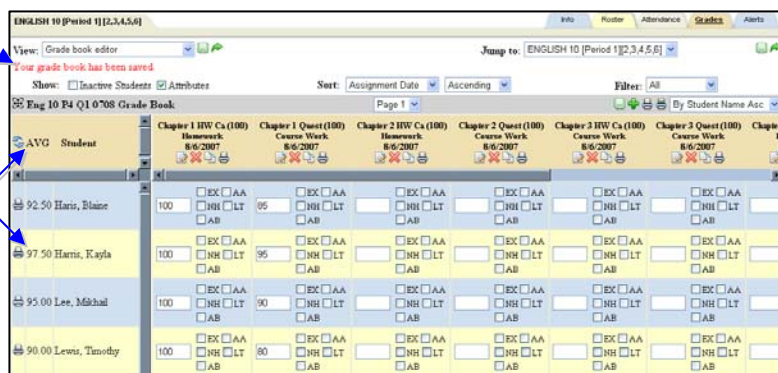


Note: To recalculate student averages after you've entered grades, click the Refresh button in the upper left corner of the Grades tab.

- When you have finished entering grades, you must save your work. Click once on the Save  grade book changes button. The screen will refresh showing an updated class average and a confirmation message that your grades have been saved to the grade book.

Confirmation message

Note: AVG appears



- To reduce the list to only the assignment or assignments you wish to grade, use the Sort and Filter drop-down lists. Sort allows you to organize the list by Date, assignment Name, or Category in ascending or descending order. The default Sort is Date, Ascending order. Filter allows you to filter out all assignments except those in the selected Category. The default filter is All. The Show allows you to show or hide inactive students, attributes or both to speed up date entry.

Show: ☐ Inactive Students ☒ Attributes

Sort: Category Ascending

Filter: All

Transferring Assignment Grades for Students who Switch Sections

When a student is switched between two sections of the same course, both with the same teacher, the teacher will be presented with a new icon next to the student's name that will allow transfer of assignment grades from the student's previous grade book.

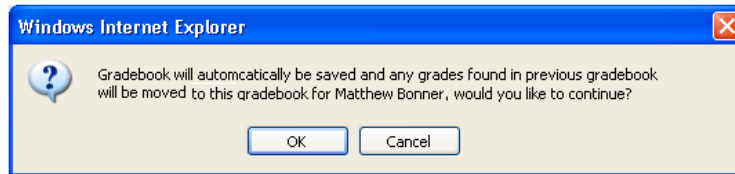
To transfer these assignment grades:

- Navigate to the Grade Book Editor of a course section that a student was recently switched into
- Locate and click on the "Move grades..." button

AVG	Student	HW 11/28/2007	HW 11/28/2007
0.00	Baily, Mary		
0.00	Bonner, Matthew		

Note: Once assignments have been copied over for a specific student, the "Move grades..." will no longer appear for that student. If there are no grades to copy over for a specific student, the "Move grades..." button will not appear.

- Read the warning message, and click OK to continue. All assignment grades will be copied from the student's previous grade book into the current one.



Note: Assignment grades will not be copied over if the assignment name, date, or attributes are different in the two grade books. If there are existing grades in the current grade book, they will not be overwritten by imported grades. These existing grades will be skipped, and blank assignment grades will be imported.

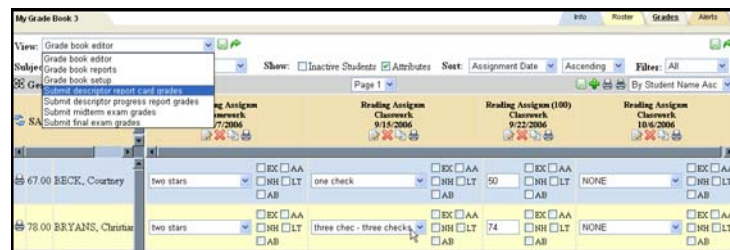
Descriptor Report Card Grading for Elementary Teachers

Descriptor report card grades are the grades that appear on student report cards at the end of each marking period (quarter, trimester, etc). This process is the same for each marking period, including the final marking period.

If the grade book has been used, grades can be copied from all assignment grades to a final marking period grade. If the grade book has not been used, grades can be entered manually.

Grades can only be entered during open grading periods. These are controlled by district personnel. Once grading periods have been locked, only a guidance counselor can change marking period grades.

- Access the grade book for the appropriate class.
- From the View drop-down list, select Submit descriptor report card grades.



- The screen will refresh with the default Marking Period and a list of students. To the right of the student names is a column for Completed grades. This represents the number of descriptors which have been graded for each student. A value of "0/68" indicates that no descriptors have been graded out of 68 total descriptors to be graded.

My Grade Book 3		Info	Roster	Grades	Alerts
View:	Submit descriptor report card grades				
Marking Period:	Quarter 1				
Name	Complete				
▶ BECK, Courtney	40 / 68				
▶ BRYANS, Christian	19 / 68				
▶ BUCKINGHAM, Kennedy	19 / 68				
▶ CAPOSERRE, Gavin	19 / 68				
▶ CAPOSERRE, Michael	19 / 68				
▶ CURTIS, Hayley	19 / 68				
▶ CURTIS, Meghan	19 / 68				

Note: You may only submit report card grades/comments during the open or unlocked period. Once this period expires, grades are locked, and the information becomes read-only for those marking periods which have passed. Future marking periods remain unavailable until the grading period arrives.

- Select the first student to be graded. Click once on the Select ▶ button to the left of the student name. You may start at any point in the list. The screen will refresh with a descriptor area for the selected student. Note the scroll bar at right, indicating the need to scroll down to see additional options.

Student name and marking period appear at the top.

Subject areas to be graded/commented on appear in a list at left.

Task buttons appear in the upper right corner.

District-specific grading options appear for each subject and topic.

My Grade Book 3

BECK, Courtney
Quarter 2

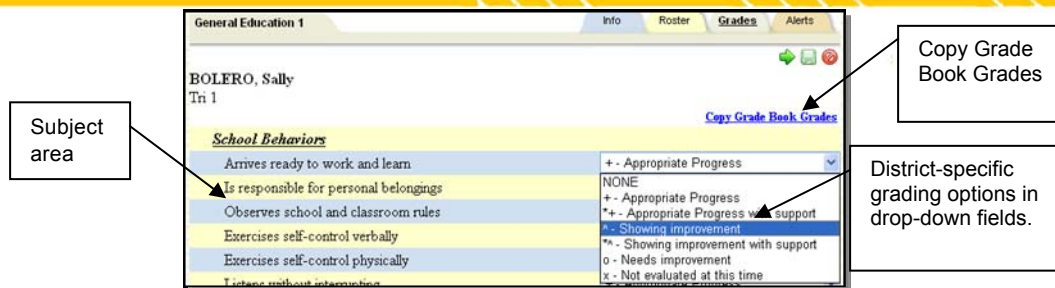
[Copy Grade Book Grades](#)

Mathematics	Previous Score
Grade	3
Problem Solving	3
Reasoning and Proof/Communication	3
Connections/Representation	3
Number Sense & Operations/Algebra	3
Geometry	3
Measurement	3
Statistics & Probability	3
Effort	S S E
English Language Arts	Previous Score
Grade	3
Reading Grade	3
Word analysis and vocabulary development	3
Fluency and motivation to read	3
Comprehension strategies	3
Literary response	3
Writing Grade	3

- Enter the grade information for each student in the subject drop-down area:

Note: If there are gradable subjects on your report card, the Copy Grade Book Grades link can be used to convert existing averages from the grade book to district-mapped values in the descriptor grading area. This feature is dependent on the set up of your report card and is not equally applicable to all grade levels.

- Select an appropriate, subject-specific grading option from the drop-down list at right. Leave the defaulted value, or open the list to select an alternate value.

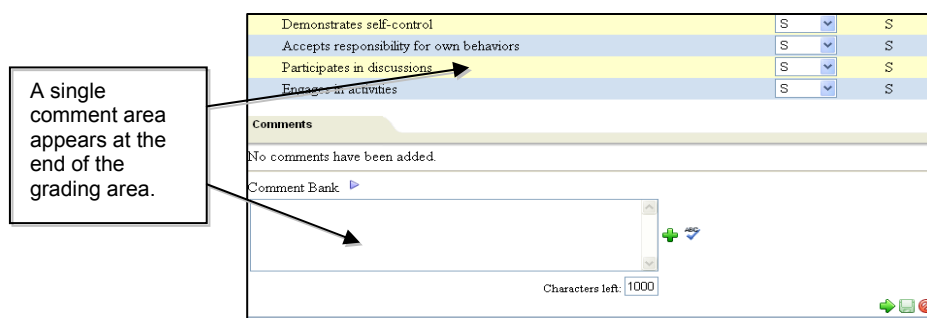


7. Repeat the above steps for all descriptors in the subject list.

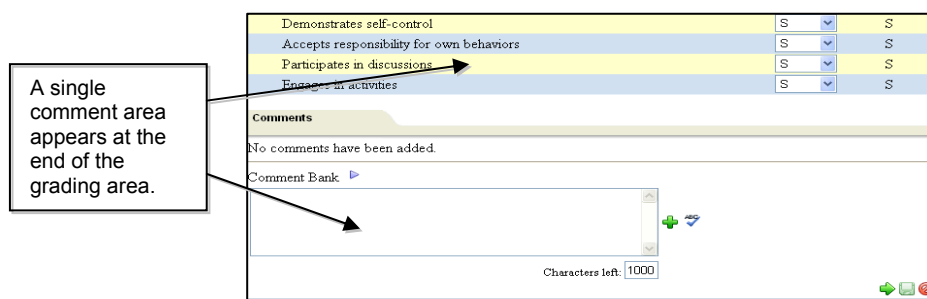
Note: The default grading option in each drop-down field is determined by your district and grade level. It may be NONE, or it may be a value teachers select most often (i.e. S – Satisfactory). This will vary from grade level to grade level (i.e. K to 3) and from building to building.

8. Enter the comments for each subject area, if desired, using any of the following methods below.

Note: If your school building/grade level does not use subject-based comments, then only a single comment area will appear at the bottom of the grading area.



Note: If your school building/grade level *does* use subject-based comments, an entry area for comments will appear at the end of each subject grading area. The character counter at the bottom of the comment entry field will indicate the number of characters remaining.



9. Add performance-related comments from the Comment bank.

10. Selecting the Add comments from comment bank button (next to the words Comment Bank) will bring up the entire comment bank.

11. Select one or more comments for that student by clicking once in the check box next to each comment you want.

Click once in the check box to the left of the comment(s) you wish to add.

Comment Bank

SchoolTool™

Courtney BECK

☐ English Language Arts.

☐ Student needs to read more at home.

☐ Student needs to read a variety of genres.

☐ Student needs to further develop editing skills.

☐ Student requires below grade level reading materials.

☐ Student should be encouraged to read on a daily basis.

☐ Student is a reluctant writer.

☐ Shows interest in writing.

☐ Has creative ideas but has trouble with the writing process.

☐ Please review letters daily.

☐ Follow daily calendar activities.

☐ Engage in conversation about your child's day.

☐ Please review beginning sounds at home.

☐ Student edits and revises writing.

☐ Student uses age appropriate vocabulary and details in writing.

☐ Student uses a variety of reading strategies.

☐ Student lacks interest in independent reading.

☐ Student is an avid reader.

☐ Student reads a variety of genres.

☐ Student demonstrates age appropriate editing skills.

☐ Student should be encouraged to read on a daily basis.

☐ Student reads with fluency.

☐ Writing is well organized.

☐ Writes in a variety of genres.

☐ Uses the writing process.

☐ Is an emergent writer.

☐ Reading to your child daily will help to develop readiness skills.

☐ Review daily work that comes home with your child.

☐ Go over nursery rhymes and poems to reinforce rhyming.

☐ Read to your child modeling left/right, top/bottom.

☐ Student needs to improve editing and revising skills.


☐ Student need to use age appropriate vocabulary and details in writing.

☐ Student shows interest in independent reading.

☐ Student shows interest in writing.

Save comments button

Save comments button

12. Once you have selected the appropriate comments, click the Save comments  button to save them to this subject's grade area. The comments will appear on the student's Comments sub tab as seen below.

Note: Once saved, comments appear in the order in which they were entered. This order is also reflected on related teacher grade reports (Grade Verification Reports and teachers' Progress Reports available from the **Home > My Home > Reports** tab).

Asks for help when needed S S

Handles conflict appropriately S S

Demonstrates self-control S S

Accepts responsibility for own behaviors S S

Participates in discussions S S

Engages in activities S S

Comments

☒ Writing is well organized.

☒ Follow daily calendar activities.

☒ Student uses a variety of reading strategies.


Comment Bank


Characters left: 1000


Delete All Comments

Note the different delete buttons. Hold the mouse over the top to see tool tips defining what each does.


Comment bank comments appear here.

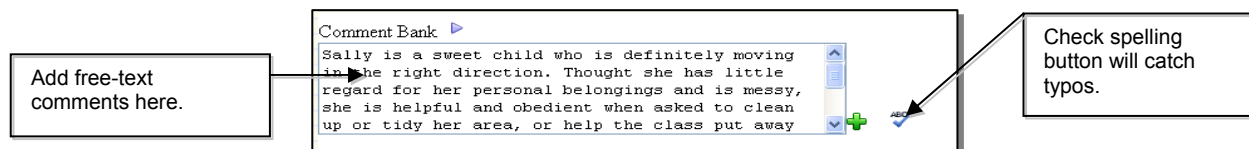
Note: Use the Delete  buttons (to the left of each comment) to remove one or more of the comments you have selected (see previous image).

Note: Only use the Delete All Comments  button (to the right of the comment entry field) to delete ALL Comment Bank AND free-text comments at once, including any text in the free-text entry field.

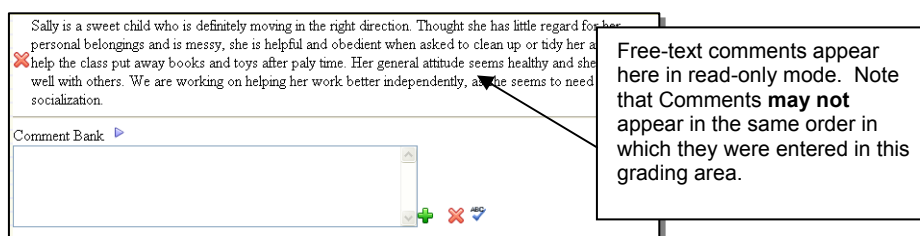
13. Add a free-text, personal narrative comment about the student or their performance in the free-text field (this is optional).
14. Type your comment in the free-text field.
15. Click once on the Check Spelling  button, if desired.


Note: You may check the spelling of your free-text comment while it is still in the entry field. If errors are found, a pop-up window with options will appear. If no errors are found, the spell-check box will appear briefly and will then close. Once you have added your comment, it can no longer be spell checked.)

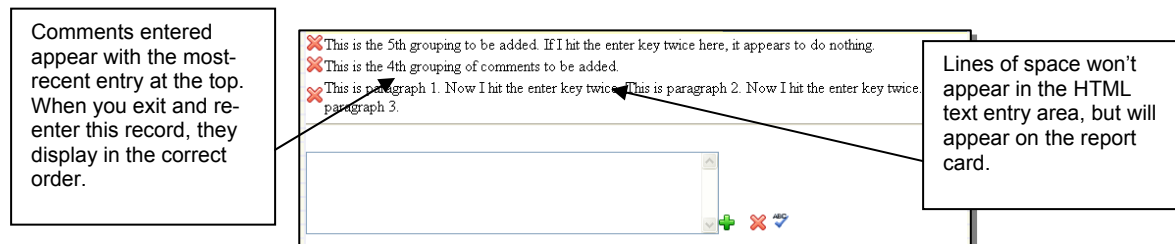
16. Click once on the Add personal comments  button to the right of the text box to add the comment to the student's record.



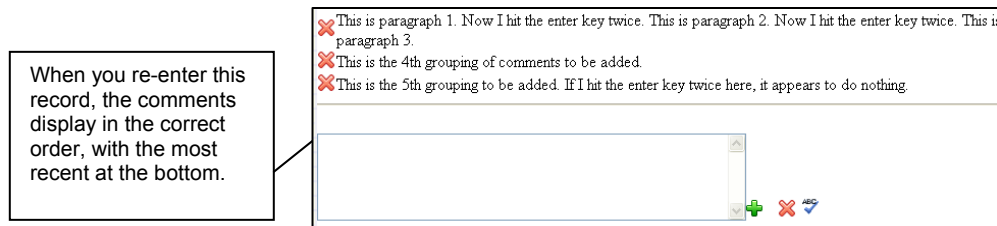
Once you have added personal comments, the subject comment area will look like this:



Note: To add lines of space between paragraphs or sentences, hit the Enter key twice and then continue typing. This adds a blank line between lines of text, though the blank line does not display in the grading area. It is NOT possible to add lines of space between individually added comments (i.e., those you have typed, and then added with the Add  button. Once the comment has been added it is not possible to add a line of space).



Note: If you add multiple comments separately, they may not display in the correct order in the grading area until after you save, exit the grading area and re-enter it, the comments will appear in the correct order. Teachers may also view the Elementary Report Card report in their **My Home > Reports** tab to verify the comments display as they wish.




The image below shows how the comments entered above display on a subject-based comments report card.




Teacher Comments	
March:	This is paragraph 1. Now I hit the enter key twice.
	This is paragraph 2. Now I hit the enter key twice.
	This is paragraph 3. This is the 4th grouping of comments to be added. This is the 5th grouping to be added. If I hit the enter key twice here, it appears to do nothing.
June:	


Note: To delete a single comment, use the Delete  button to the left of the comment.

Delete individual comment(s) buttons appear to the left of each comment.

Sally is a sweet child who is definitely moving in the right direction. Thought she has little regard for her personal belongings and is messy, she is helpful and obedient when asked to clean up or tidy her area, or help the class put away books and toys after paly time. Her general attitude seems healthy and she works well with others. We are working on helping her work better independently, as she seems to need the socialization.

Comment Bank 







Note: To edit your comment, use the mouse to copy and paste the text back into the free-text entry field. Make your changes, and then add it again. You will need to delete the original comment. Each comment will appear with its own Delete  button so you can tell them apart.


Use the mouse to select all the comments to copy and paste them back into the entry area.




Technology

Communicates ideas using technology skills + - Appropriate Progress

 For good measure, I am adding a third paragraph.

 The second paragraph is also a single line. Even though it doesn't appear to have a line above it, there is still a lot of space there on the actual report card.


 The first paragraph is a single line. Now I hit the ENTER key twice.




17. Add Comment Bank comments using the free-text field.


18. If this feature has been enabled, you may enter the numeric value(s) associated with one or more comments from the Comment Bank into the free-text field. (If you add multiple values at one time separate them with spaces.)


Enter numeric values associated with comment bank comments.

Comment Bank 

8 10 22

Add personal comment  button.

19. Once you have listed all the numeric values, click once on the Add personal comment  button. The Comment Bank comments associated with those values will appear in the subject grading area for that student.

Comment bank comments appear here.

20. Use the Delete buttons (to the left of each comment) to remove one or more of the comments you have selected (see previous image).

Note: Only use the Delete **All Comments** button (to the right of the comment entry field) to delete ALL Comment Bank AND free-text comments at once, including any text in the free-text entry field.

21. When you have finished grading and adding comments to this subject area, continue on to the next one. It may be necessary to scroll down to see additional subject areas to be graded. Repeat steps 6 and 7 until all subject areas are completed.
22. When you have finished grading and adding comments to all subject areas for this student, you must save your work. Use any of the following task buttons to save:
23. Use the Submit grades button to save your work and return to your list of students. This button is located in the upper right corner or lower right corner of the Grades tab. OR
24. Use the Submit grades and go to next student button to save your work and go on to grade the next student in the list. (This button will not appear if you are at the end of the list.) OR
25. Use the Submit grades and go to previous student button to save your work and go on to a previous student. (This button will not appear if you are at the beginning of the list.)
26. Once grades have been submitted/saved, a green confirmation message “Marking period grades have been submitted” will appear. This message either appears under the View menu in the Submit descriptor report card grades view (see above), or above the name of the previous/next student in the list (see below).

Note confirmation message

Note: During the unlocked period, you may make changes to grades and/or comments and resubmit them as often as you like. Simply make the desired changes, and then click the appropriate task button to save your work. This will overwrite previously submitted report card grades information. Once the report card grading period is locked, changes cannot be made.

27. To verify your comments and grade values will display properly, use the Elementary Grade Report:
28. Click once on Home to return to your **My Home** area.
29. Click once on the **Reports** sub tab to the far right of your Class List. The tab will open with a list of elementary-specific reports.
30. Select the **Elementary Report Card**. The report card will appear in a separate window, where you can verify the grade values and comments added.

Grade Book Reports

There are several reports available to you while you are working in the grade book area. Samples of each report are provided in the following section.

There are 4 reports available from the “Grade Book Editor” View:

- Grade book Report
- Plan book Report
- Assignment Report
- Grade book per Student

There are 5 reports available from the “Grade Book Reports” View.

- Assignment Report – Assignments with descriptors
- Grade Book Report – Students, assignments categories, and grades
- Grade Distribution Report – Grade distribution per assignment
- Missing Assignment Report – Students and the assignments they do not have grades for
- Grade Calculation Report – Students and the grades for each descriptor

Reports in “Grade Book Editor” View

Grade Book Report

The Grade book report is a view of an individualized student’s performance in this course. When printed from within the Grade Book Editor View, it includes an overall class average, the number of days tardy, the student’s average per category, any attributes, weighting and all assignment scores. When running this report per class, it will generate a report that includes all students in the course. When running for an individual student, the same information displays but is limited to the selected student.

Note: The Grade book report is also available under the Grade Book Reports View. By printing this report under the Grade Book Reports View, you have additional options available from a pre-screen to control the information displayed on the report.

Category	Weight	Score	Possible	Average
HW				
09/22/08 Homework #1		175.0	200	87.50
10/24/08 Homework #2		85.0	100	85.00
HW Average:		172.5	200	86.25
Weighted Average:		86.25	50.00	43.12
Quizzes				
10/10/08 Exam 1		4.0	100	4.00
Quizzes Average:		4.0	100	4.00
Weighted Average:		4.00	25.00	1.00
Tests				
11/21/08 Exam 2		Exempt		
Tests Average:		0.0	0	0.00
Weighted Average:		0.00	25.00	0.00

Assignment information is displayed on the Grade Book reports is based on the following logic:

1. If an Exempt attribute is checked for an assignment, the report will show "Exempt" for that assignment (rather than showing a 0 / 0, as was previously displayed).
2. If a No Credit attribute is checked for an assignment, the report will show 0 / 100 with a grade of 0 (this reflects current functionality; no change was made here).
3. If a Flag attribute is checked for an assignment, the course will show the score / 100, with the appropriate grade indicated (this reflects current functionality; no change was made here).
4. If an assignment has no score recorded, the report will show nothing (rather than showing a 0 / 0, as was previously displayed).
5. If an assignment's recorded score is 0, the report will show 0 / 100, with a grade of 0 (this reflects current functionality; no change was made here).
6. Only those items with numeric grades will be used to calculate the student's averages.

Plan Book Report

The Plan Book report is a grid-like report allowing you to see all students compared to each other, their overall course averages, their averages per category and per assignment.

Plan Book Report											02
Course: AMER LIT REGENTS Teacher: BRYANS/CLAUDIA			Period: 4 Gradebook: Amer Lit Reg P4 Q1 0607			Section Number: 2					
	Class Average	Coursework	Exams	Homework	Homework	Coursework	Exams	Homework	Coursework		
	42.65 Avg	80.42 Avg	40.63 Avg	(81.25) Chapter 1 HW	(85.29) Chapter 1 Coursework	(80.42) Chapter 1 Test	Chapter 2 Homework	Chapter 2 Coursework			
AVERILL, Allison	86.72	88.00	87.00	85.00	85.00	88.00	87.00				
AVERILL, Devon	83.11	85.00	82.00	83.00	83.00	85.00	82.00				
AVERILL, Jennifer	85.28	83.00	85.00	88.00	88.00	83.00	85.00				
BENTON, David	93.17	95.00	94.00	90.00	90.00	95.00	94.00				
BLUES, Parker	97.50	98.00		97.00	97.00	98.00	0.00				
BRIGHTON, Morgan	95.11	92.00	94.00	100.00	100.00	92.00	94.00				
BUCKINGHAM, Julio	80.33	80.00	82.00	78.00	78.00	80.00	82.00				
BURKHART, David	78.28	81.00	78.00	76.00	76.00	81.00	78.00				
CAPOSERRE, Lisa	84.00	86.00	84.00	82.00	82.00	86.00	84.00				
CARON, Brian	83.00	86.00	83.00	80.00	80.00	86.00	83.00				
CEDARS, Frank	86.72	85.00	87.00	88.00	88.00	85.00	87.00				
DANGERFIELD, Cody	86.89	88.00	88.00	84.00	84.00	88.00	88.00				
DANGERFIELD, Michael	86.81	88.00	88.00	83.00	83.00	88.00	88.00				
ELEFANTE, Cassandra	76.00	73.00	76.00	79.00	79.00	73.00	76.00				
GARFIELD, Daniel	91.72	89.00	92.00	94.00	94.00	89.00	92.00				
GILBERT, Andrew	95.67	95.00	94.00	99.00	99.00	95.00	94.00				
GOEBEL, Anthony	83.58	86.00	83.00	82.00	82.00	86.00	83.00				
GOODMAN, Nicholas	81.39	82.00	80.00	83.00	83.00	82.00	80.00				
GREGORY, Nicholas	86.94	88.00	85.00	89.00	89.00	88.00	85.00				
HARVARD, Mark	68.11	70.00	72.00	60.00	60.00	70.00	72.00				

Assignment Reports

This report is a way for teachers to print and post scores for a simple assignment for all students without names. It displays a list of Earned Points (the number of points a student received) and Scores (the actual grade a student received) for each assignment.

Grade Book Report				02/13/2007
Course: AMER LIT REGENTS		Teacher(s): BRYANS/CLAUDIA		
Period: 4		SectionNumber: 2		
Assignment: Chapter 1 HW				
Student	Assignment Date	Earned Points	Possible Points	Score
25833	09/11/2006	78.00	100	78.00
6622	09/11/2006	85.00	100	85.00
5550	09/11/2006	88.00	100	88.00
5502	09/11/2006	83.00	100	83.00
5147	09/11/2006	79.00	100	79.00
5134	09/11/2006	83.00	100	83.00
4711	09/11/2006	89.00	100	89.00
4704	09/11/2006	89.00	100	89.00
4629	09/11/2006	0.00	100	0.00
4577	09/11/2006	97.00	100	97.00
4496	09/11/2006	84.00	100	84.00
4453	09/11/2006	83.00	100	83.00
4381	09/11/2006	94.00	100	94.00
4313	09/11/2006	79.00	100	79.00
4297	09/11/2006	99.00	100	99.00
4261	09/11/2006	82.00	100	82.00
4179	09/11/2006	82.00	100	82.00

Reports in the “Grade Book Reports” View

The View drop-down option Grade book reports opens a menu of additional report options.

AMER LIT REGENTS [Period 4] [A,B]

InfoRosterAttendance**Grades**Alerts

View: Grade book reports

Reports

- ▶ Assignment Report - Assignments with descriptors
- ▶ Grade Book Report - Students, assignments, categories, and grades
- ▶ Grade Distribution Report - Grade distribution per assignment
- ▶ Missing Assignment Report - Students and the assignments they do not have grades for
- ▶ Grade Calculation Report - Students and the grades for each descriptor

Assignment Report – Assignments with descriptors

This report is a list of all assignments in this grade book, the date associated with each and the max points or grading scale.

Grade Book Assignments		
Grade Book: Amer Lit Reg P4 Q1 0607		
Section: 2	Teacher: BRYANS/CLAUDIA	
Class: AMER LIT REGENTS	Year: 2006-2007	
	Building: High School	
Assignment	Date	Max Points or Grading Scale
Chapter 1 Coursework	09/13/2006	100.00
Chapter 1 HW	09/11/2006	100.00
Chapter 1 Test	09/14/2006	100.00
Chapter 2 Coursework	09/20/2006	100.00
Chapter 2 Homework	09/18/2006	100.00

Grade Book Report – Students, assignments, categories, and grades

The Grade Book report is similar to the Grade book reports available from the Grade Book Editor View. However, from this view, users will see a pre-screen where they have access to a number of additional options to control the way information is displayed on this report.

Note: Option settings are not saved after running the report.

ENGLISH 9 [Period 3] [1,2,3,4,5] Info Roster Attendance **Grades** Alerts Seating Chart

View: Grade book reports Jump to: ENGLISH 9 [Period 3][1,2,3,4,5]

Grade Book Report

☐ Use Larger Fonts (single column)
☐ Show Inactive Students
☒ Show Attributes
☒ Show Assignment Details
☐ Show Student ID in place of Names
☐ Show Quarterly Summary
☐ Show Missing Assignments Section
☐ Show Signature Lines

Order	Category
1	HW
2	Quizzes
3	Tests

[Run Report](#)

<input checked="" type="checkbox"/> Include In Report	Last Name	First Name	MI
<input checked="" type="checkbox"/>	Anders	Samuel	
<input checked="" type="checkbox"/>	Baily	James	F

Available checkbox options include the following:

- Show Attributes – if checked, any assignment Attribute codes are displayed on the report. This option is checked by default.
- Show Assignment Details – if checked, the report will display details about each assignment. When unchecked, only a summary of each category is displayed. This option is checked by default.
- Show Student ID in place of Names – when checked, student names will be replaced by student ID numbers on the report. This option is unchecked by default.

- Use Larger Fonts (single column) – when checked, the report will be generated in a single-column format with larger fonts, rather than the smaller, two-column format. This option is unchecked by default.
- Show Quarterly Summary – when checked, this will display a summary section at bottom of each student's information, showing the student's quarterly average, the student's overall course average, and the average of the class as a whole. This option is unchecked by default.
- Show Missing Assignments – when checked, this will display a message at the bottom of each student's information, indicating the number of missing assignments (missing assignments are any assignments that is blank (no score received, and no attributes checked). This option is unchecked by default.
- Show Signature Lines – when checked, this will include a line at the bottom of each student's information for parent and student signatures. This option is unchecked by default.

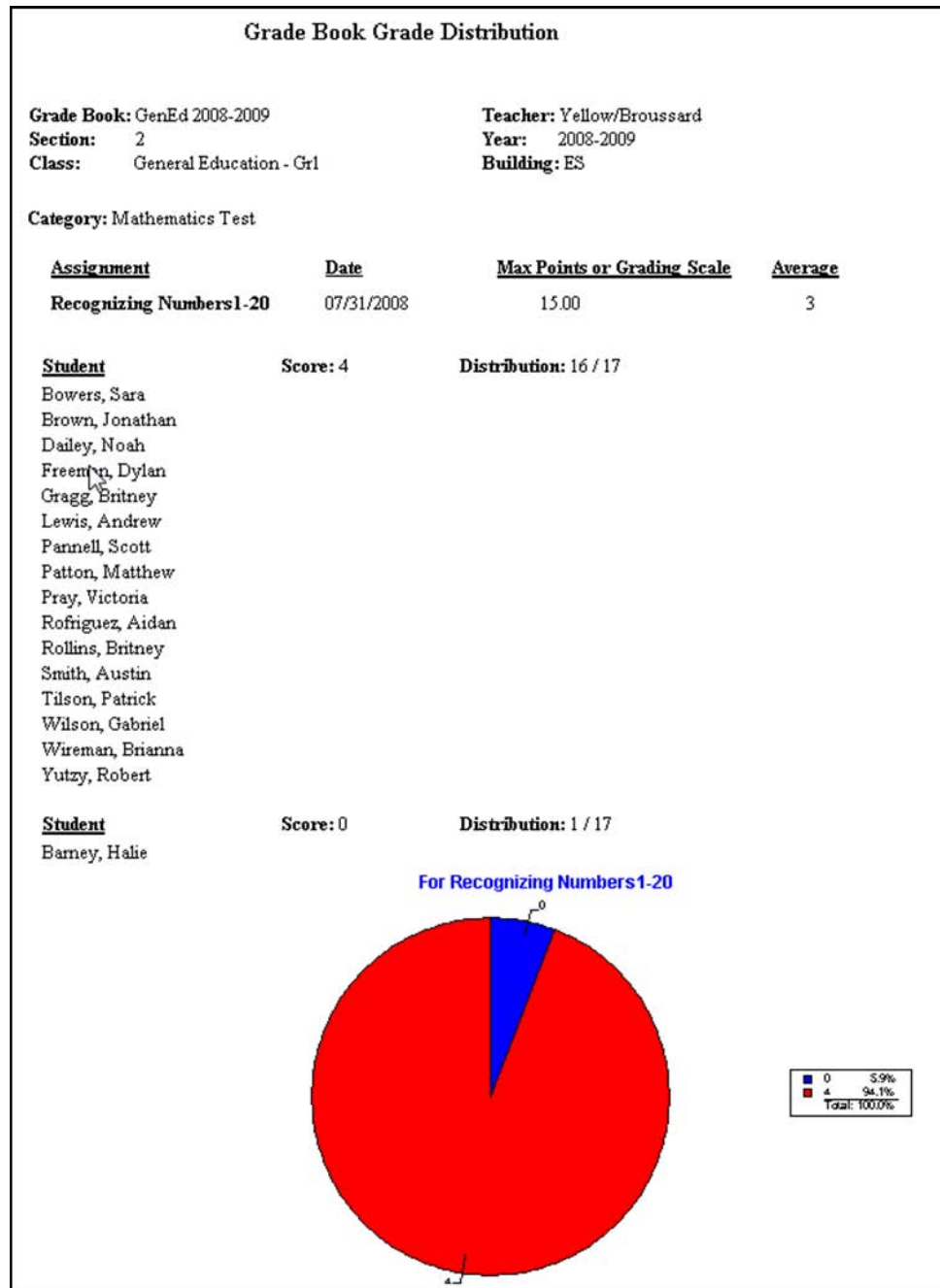
Student: _____ Date: _____ Parent: _____ Date: _____

In addition, users may choose the order in which categories are displayed on the report. This may be accomplished by changing the numeric order values for each category (a category ranked "1" will display first, a category ranked "2" will display second, and so on). If a category has no number entered, that category will not show on the report. By default, categories are displayed alphabetically and are automatically ordered accordingly.

Grade Book Report				2/4/09 10:58 am
Student: Anders, Samuel		Teacher(s): Fairbanks		
Course: ENGLISH 9 / Period: 3 / Section: 4				
Overall Average: 58.83		Days Tardy: 0		
HW				
09/22/08	Homework #1	175.0 /	200 =	87.50
10/24/08	Homework #2	85.0 /	100 =	85.00
HW Average:		172.5 /	200 =	86.25
Weighted Average:		86.25 v	50.00 =	43.12
Quizzes				
10/10/08	Exam 1	4.0 /	100 =	4.00
Quizzes Average:		4.0 /	100 =	4.00
Weighted Average:		4.00 v	25.00 =	1.00
Tests				
11/21/08	Exam 2 [EX]	Exempt		
Tests Average:		0.0 /	0 =	0.00
Weighted Average:		0.00 v	25.00 =	0.00
Quarterly Summary				
Category		Student Average	Class Average	
Overall		58.83	84.11	
HW		86.25	86.67	
Quizzes		0.00	0.00	
Student has 2 missing assignments				

Grade Distribution Report – Grade distribution per assignment

This report breaks down the student grades and the percentages of students who got each grade, per assignment along with the assignment average, max number of points, and student names. It is a multiple page report and helps teachers see the ranges of points and how many students fall into each range.



Missing Assignment Report – Students and the assignments they do not have grades for.

This report lists all students who are missing one or more assignment grades, along with the specific name and date of what is missing. Assignments that were marked with an attribute with a type of exempt will not display on this report. Assignments that were marked with an attribute of no credit will display on this report.

Missing Assignment Report		02/13/2007
Teacher: Yellow/Broussard		
Course: General Education - Gr1		
Section Number: 2	Period: 4	
Gradebook: GenEd 2008-2009		
<hr/>		
AVERILL, Allison (6622)		
Chapter 2 Coursework On 09/20/2006		
Chapter 2 Homework On 09/18/2006		
<hr/>		
AVERILL, Devon (5502)		
Chapter 2 Coursework On 09/20/2006		
Chapter 2 Homework On 09/18/2006		
<hr/>		
AVERILL, Jennifer (3970)		
Chapter 2 Coursework On 09/20/2006		
Chapter 2 Homework On 09/18/2006		
<hr/>		
BENTON, David (3602)		
Chapter 2 Coursework On 09/20/2006		
Chapter 2 Homework On 09/18/2006		
<hr/>		
BLUES, Parker (4577)		
Chapter 1 Test On 09/14/2006		
Chapter 2 Coursework On 09/20/2006		
Chapter 2 Homework On 09/18/2006		
<hr/>		
BRIGHTON, Morgan (3941)		
Chapter 2 Coursework On 09/20/2006		
Chapter 2 Homework On 09/18/2006		

Grade Calculation Report – Students and the grades for each descriptor

This report displays a breakdown by category and subject on an individual student basis. Grades are displayed for each assignment, as is a category average.

02/17/2009 9:57:45 AM		Grade Calculation Report	
Teacher(s): Brawn/Lewis			
Course: General Education 4			
Section Number: 2			
Gradebook: New to test report			
Beach, Emma (66606)			
Spelling			
Spelling			93.85
Unit 7 Homework			67
Unit 7 Test			
Unit 8 Homework			55
Unit 9 Homework			
assignment 3			

Discipline Referrals


Entering Referrals

1. Navigate to the **Roster** tab for the appropriate class. A list of students in the class will appear.

Note: If the student is not in one of your classes, you may need to use the Search feature to find the student.

General Education				
		Info	Roster	Attendance
		Grades	Alerts	
	Student ID	Last Name	First Name	Grade
▶	4782	AVERILL	David	5
▶	5576	AVERILL	Andrew	5
▶	6574	AVERILL	Amanda	5
▶	8650	AVERILL	Samantha	5
▶	4808	BARNES	Danielle	5
▶	5186	BRYANS	Justin	5

2. Select a student by clicking the Select ▶ button to the right of the student's name. The student's Personal Information record will appear.

Quick Links		MyHome		Census	Scheduling	Medical	Discipline	Attendance	Counseling	Transportation				
<p>Brigg, Andre</p> <div>  <div> <p>First: Andre</p> <p>Middle:</p> <p>Last: Brigg</p> <p>Gender: Male</p> <p>DOB: 10/3/1998 (10 yr 4 mo)</p> <p>1st Language: English</p> <p>Email: a@b.com</p> </div> <div> <p>Address: 77 Collins Mill Creek Drive Rochester, NY 90210</p> <p>Phone #: 555-1234</p> <p>Grade: 5</p> <p>Homeroom: 124</p> <p>HR Teacher: Baily, Mary Anne</p> <p>Counselor: Pots, Joy</p> <p>Type: Regular School Year Enrollment</p> <p>Building: Elementary One/Elementary</p> </div> </div> <p><small>Created by SchoolTool on 7/25/2004 at 9:49 PM Modified by SchoolTool on 7/25/2004 at 9:49 PM</small></p>														
Student		Contacts		Schedule	Attendance	Discipline	3-8 Testing	Assignments	Letters	Notes				
<p>Contacts</p> <table border="1"> <tr> <td> <p>David Brigg ✉</p> <p>77 Collins Mill Creek Drive Rochester, NY 90210</p> <p>Custody Type: N/A</p> </td> <td> <p>Father</p> <p>Home: 555-1234</p> </td> </tr> <tr> <td> <p>Maria Brigg ✉</p> <p>77 Collins Mill Creek Drive Rochester, NY 90210</p> </td> <td> <p>Mother</p> <p>Home: 555-1234</p> </td> </tr> </table>											<p>David Brigg ✉</p> <p>77 Collins Mill Creek Drive Rochester, NY 90210</p> <p>Custody Type: N/A</p>	<p>Father</p> <p>Home: 555-1234</p>	<p>Maria Brigg ✉</p> <p>77 Collins Mill Creek Drive Rochester, NY 90210</p>	<p>Mother</p> <p>Home: 555-1234</p>
<p>David Brigg ✉</p> <p>77 Collins Mill Creek Drive Rochester, NY 90210</p> <p>Custody Type: N/A</p>	<p>Father</p> <p>Home: 555-1234</p>													
<p>Maria Brigg ✉</p> <p>77 Collins Mill Creek Drive Rochester, NY 90210</p>	<p>Mother</p> <p>Home: 555-1234</p>													


3. Select the **Discipline** tab from the group of tabs towards the bottom of the student record. The discipline information will display.

Student						
		Contacts	Schedule	Attendance	Discipline	3-8 Testing
		Assignments	Letters	Notes		
2007-2008		Total Points: 0				
	Grade	Date Seen	Incident Date	Offense	Disposition	Points
▶	5		9/7/2007	Excessive Talking	None	0
▶	5		9/6/2007	Did not abide with school rules	None	0

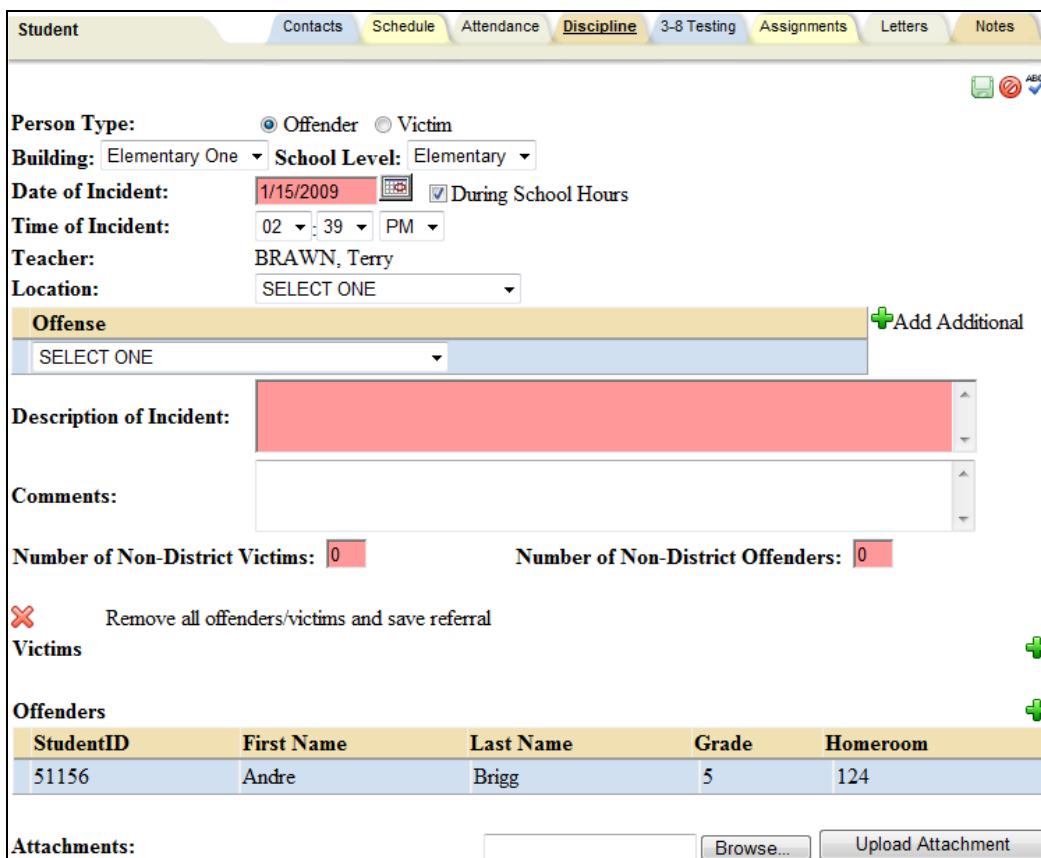
Note: Teachers can only see referrals that they themselves have added for this student. Referrals are considered confidential, and teachers are not granted access to see the history of referrals for a student, as entered by other staff. Only school disciplinarians can see a complete view of all referrals.

Note: If there are no referral records, the tab will appear with headings only and no data. Once a referral has been entered, existing records will display as shown.

Entering a New Discipline Referral

1. Click the Create New  button on the right side of the discipline tab. A blank referral record will appear.

Note: Depending on which method you used to access the referral form, you may or may not see all fields listed here.



Student | Contacts | Schedule | Attendance | **Discipline** | 3-8 Testing | Assignments | Letters | Notes

Person Type: ☒ Offender ☐ Victim


Building: Elementary One | School Level: Elementary

Date of Incident: 1/15/2009 | ☒ During School Hours

Time of Incident: 02 : 39 PM

Teacher: BRAUN, Terry


Location: SELECT ONE


Offense: SELECT ONE  Add Additional


Description of Incident:

Comments:

Number of Non-District Victims: 0 | Number of Non-District Offenders: 0

 Remove all offenders/victims and save referral


Victims 


Offenders 

StudentID	First Name	Last Name	Grade	Homeroom
51156	Andre	Brigg	5	124





Attachments:

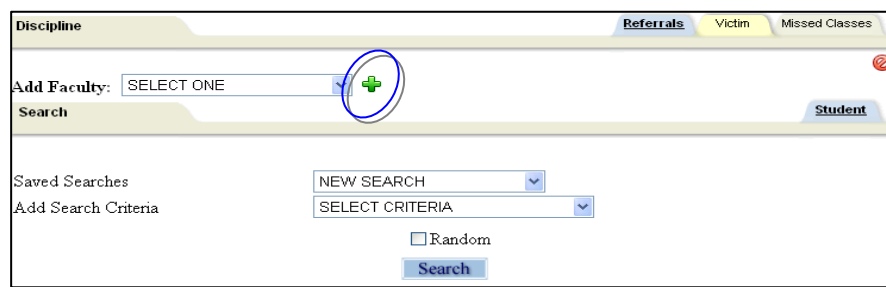
2. Fill in all appropriate fields. All pink fields are required.
 - Person Type (radio buttons): the default is the Offender, but you can select the Victim radio button.
 - Building, School Level (required, drop-down lists): these default to the student's Building/School Level, but may be changed to reflect the location of the incident by selecting values from the drop-down lists.
 - Date of Incident (required, date field): the date will default to today's date, but you may alter it by choosing a new date from the pop-up calendar, or by manually entering a new date in the mm/dd/yyyy format. Use the checkbox to indicate if this incident occurred During School Hours. This is selected by default.
 - Time of Incident (required, drop-down lists): the time will default to the current time, but may be changed by selecting the appropriate values from the drop-down lists.

- Teacher: the Teacher's name defaults to your name since you are entering the referral. You cannot change the name.
- Location (drop-down list): select the place where the offense occurred.
- Offense (drop-down list): select the student's offense and wait for the screen to refresh. Use the Add Additional Offenses  button to add multiple offenses.
- Description of Incident (required, free-text, up to 255 characters): enter a free-text description by typing into the field, or copying and pasting from another source.
- Comments (optional, free-text): enter any comments.

Note: Use the Check Spelling  button in the upper right corner of the **Discipline** tab to check the spelling of any free-text comments. Once you have saved your work, you cannot use this feature.


Note: Schooltool allows any user with access to a discipline referral to enter free-text comments into these fields. However, always follow district procedures regarding the logging of incidents and the use of each field. This may vary from building to building.

- Number of Non District Victims (required, numeric): this field defaults to zero. This might be used if the incident happened on school grounds when students from another school were visiting for a performance or sporting event and were injured or victimized.
- Number of Non District Offenders (required, numeric): this field defaults to zero. This might be used if the incident happened on school grounds when students from another school were visiting for a performance or sporting event and committed some act of vandalism, theft, or violence.
- Victims (optional, batch selector): If there was a district victim involved in this incident, you could add them to the discipline referral by clicking on the Add Additional Victims  button. This action opens up the Batch Selector allowing you to search for the additional victims. Faculty can also be added as Victims by clicking on the Add Faculty  button.
- Offenders (optional, batch selector): If there are additional district offenders involved in this incident, you could add them to the discipline referral by clicking the Add Additional Offenders  button. This action opens up the Batch Selector allowing you to search for the additional offenders. Faculty can also be added as Offenders by clicking on the Add Faculty  button.




- Attachments (optional): You can upload an attachment to any referral record. Use the Browse button to locate the file (this could be a scanned file of a threat, a .pdf file of a test the student cheated on, etc.). Once you have located the file, click the Upload Attachment button.



- When you have completed the referral, click once on the Save  button in the upper right corner of the record. After a successful save, the **Discipline** tab will refresh to show you what you have entered in read-only format.

Note: If you try to save this record without completing the required fields, an error will result.

Student				
<div> <div>Contacts</div> <div>Schedule</div> <div>Attendance</div> <div>Discipline</div> <div>3-8 Testing</div> <div>Assignments</div> <div>Letters</div> <div>Notes</div> </div>				
<div> <div>Building: High School School Level: High School</div> <div>Date of Incident: 01/15/2009 Date Seen:</div> <div>Time of Incident: 2:18 PM During School Hours</div> <div>Teacher: BRAWN, Terry</div> <div>Location: Bus</div> <div>Offense</div> <div>Profanity or gestures directed at staff</div> <div>Description of Incident: aaa</div> <div>Comments:</div> <div>Number of Non-District Victims: 0</div> <div>Number of Non-District Offenders: 0</div> <div>Offenders</div> </div>				
StudentID	First Name	Last Name	Grade	Homeroom
51156	Andre	Brigg	5	124

- Click the Done  button in the upper right corner of the Discipline tab. The tab will refresh displaying the referral you added in a list format, along with any other previously existing referrals for the selected year.

Student					
<div> <div>Contacts</div> <div>Schedule</div> <div>Attendance</div> <div>Discipline</div> <div>Grades</div> <div>Assignments</div> <div>Letters</div> <div>Notes</div> </div>					
<div> <div>2007-2008</div> <div></div> </div>					
Grade	Date Seen	Incident Date	Offense	Disposition	
5		8/23/2007	Left class without permission	None	
5		8/20/2007	Left class without permission	None	
5		8/15/2007	Inappropriate Language	None	

Note: Depending on your district permissions, after you have saved the referral, you may be able to view, edit, or delete your work or not. If any information has been entered in error or typos were made and you do not have these permissions, only the school-designated disciplinarian can make changes/corrections. See your schooltool liaison for more information on your user permissions.

Note: Once the referral has been saved, it automatically appears in a list of Students to See for the designated disciplinarian. This person can then review the referral record, meet with the student, and assign a disposition for the offense.

Note: Additional options for elementary referrals, such as the date and time a parent was contacted, the number of times the behavior has occurred before, actions taken, etc, can be added, depending on district preferences. See the image below for an idea of how elementary referrals can be set up.

Student Contacts Schedule Attendance **Discipline** Notes

Date of Incident: 8/26/2004

Teacher: Hubbard, Maureen

Offense: Insubordination Location: Cafeteria

Date/Time Parent was Contacted: 08/26/2004 11:14 AM

Description of Incident: Child threw lunch on the floor, then refused to clean it up.

Has this behavior occurred before? ☒ Yes ☐ No

How many times? 2

Check all that apply:

☐ Student has an FBA ☒ Student has an IEP

Reason for Referral:

Indicate the corrective steps that YOU have taken to date:

☒ Warning and lectures ☒ Time out at the office ☐ Counselor contact

☒ Special seating ☐ Classroom detention ☒ Parent contact

Previous Actions Taken:

Comments: This is recurring pattern.

Teacher Reports

Teachers are given access to several reports to help them analyze and verify their grade entries, their homeroom attendance, and their class information.

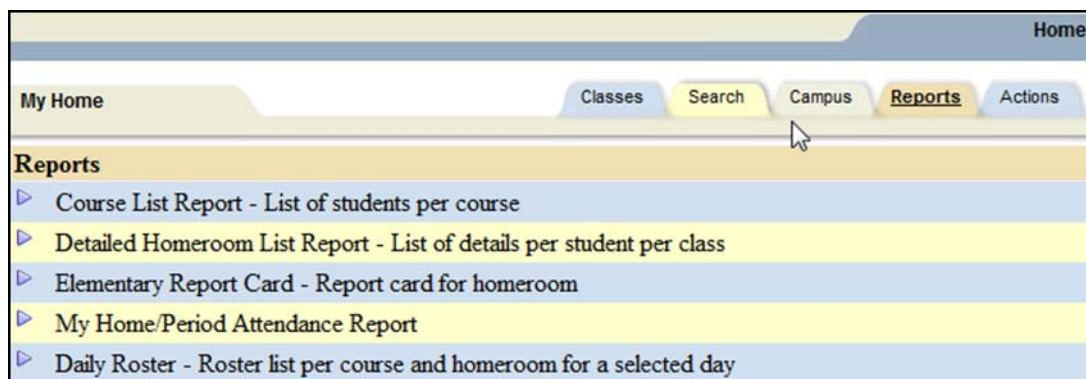
All reports are found under the **Reports** tab at the top right of a teacher's **My Home** screen. The following is a list of reports generally found here.


- Course List Report
- Detailed Homeroom List Report
- Elementary Report Card Report
- Progress Report
- Daily Roster Report

To access the Reports:

1. Access the **Reports** tab located at the far right of the **My Home** screen. The screen will refresh with a list of reports.

Example:



2. Click once on the Select  button to the right of the row for the desired report. Some reports will automatically generate, while others have a prescreen that requires user input before the report can be run.

Course List Report

Schooltool contains a Course List Report which allows teachers to verify the students that are in each class they teach. This report is found in the Reports tab of every teacher's My Home.

1. Select  the **Course List Report**. The report screen will automatically generate.

Note: This report is landscape showing all courses in a double pane. This report is for a quick glance to see students in your class. It is not meant for attendance-taking purposes.

Detailed Homeroom List Report

Schooltool contains a Detailed Homeroom List Report which allows teachers to see details on each student for each class such as birthdays, contact information, home phone number, etc. This report is found in the Reports tab of every teacher's My Home.


1. Select  the **Detailed Homeroom List Report**. The report screen will automatically generate.

Elementary Report Card

Schooltool contains an Elementary Report Card which allows teachers to verify their descriptor report card grades and comments. This report is found in the **Reports** sub tab of every teacher's **My Home**.

Use this report at the end of each grading period to ensure all students have been graded successfully. At the end of the year, use this report to verify that all grading period grades have been entered.

To access the Elementary Report Card:

1. Select  the **Detailed Homeroom List Report**. The report screen will automatically generate.
2. Select the appropriate marking period from the Marking Period and report card format from the drop-down lists.

Note: In this example, if you select marking period 1, only grades (and comments) for marking period 1 will appear. If you select marking period 2, grades for marking periods 1 & 2 will display. If you select marking period 3, grades for marking periods 1, 2 & 3 will display. If you select marking period 4, grades for all marking periods will display.

3. Click once on Run Report.

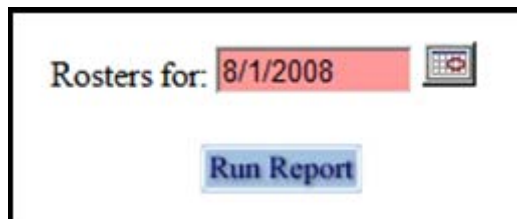
Note: The Elementary Report Card contains verification pages for every student in the teacher's **My Home**. It may be necessary to scroll through the pages to find a particular student, or use the preview pane at the left to select a student.

Note: Refer to the *Descriptor Report Card Grading for Elementary Teachers* procedures on page 51 for more information on making corrections to grade information.

Daily Roster Report

Schooltool contains a Daily Roster Report which allows teachers to print a list of students per class. This report is found in the Reports tab of every teacher's My Home.

1. Select  the **Daily Roster Report**. The report prescreen will appear.



2. Select the date that you wish to run the report from and click Run Report.

Note: The Daily Roster Report may contain several pages for this class in the teacher's **My Home**. It may be necessary to scroll through the pages to find a particular class/student if you are verifying just one section or one specific student.

Note: This report is often used by substitute teachers for attendance.

Glossary of Terms

Assignment – the actual task to be completed by the student for a grade (i.e. a homework assignment, a quiz, a test, a paper, a project, etc.). Also known as an ‘assessment.’


Attendance tab (Student’s Personal Information record) – shows attendance for that student for the entire school year.

Attendance tab (My Home > Classes section) – shows attendance for all students in this section of this class.

Attendance module – shows you a list of Today’s Absentees, school-wide.

Average Override – if this option is enabled, it allows users to override final grades which were automatically calculated by schooltool. (Average override only works for the current active marking period, and/or for end-of-year grading., and is typically used only for secondary grading)

Browser – the application used to access schooltool on the web.

Button – any picture on the screen that executes a function. For example, Save  button. See also “Icon”.

Category – the bucket into which assignments go (i.e. there might be a category called exams which would hold different tests given throughout the marking period; there might be a category called homework that would hold daily assignments to be completed in class.)


Database – set of linked records contained within a logical structure. Schooltool is a database.

Field – placeholder for data. There are several types of fields:


- Alpha-only – holds words or letters only

First:

- Date – numeric, date-format field mm/dd/yyyy, often accompanied by a pop-up calendar

Date arrived in USA:
 

- Drop-down – holds a list of values to choose from.

Salutation: Mr. 

- Free-text – holds any alpha or numeric or combination text

Email:

- Numeric-only – holds numbers only

Zip:

- Required – a value must be entered before the record can be saved

First:

- View-only – existing data can only be viewed in this state and is usually shown in gray.

 Categories and Assignments

Final Grades – final report card grades are a culmination of all marking period grades, midterm assessments and final assessments based on district curriculum. They are automatically calculated by schooltool. If a teacher or administrator wishes to override them, they can by using the Average Override screen. Final grades can be viewed at any time using the Grades Verification Report.

Grade Book - A Grade Book is where all assignments are listed, where you'll add student grades, and where final marking period grades are calculated.

Grade Book Setup – use this screen when creating your grade book (step 1) and creating categories (step 2). Once the grade book has been “set up” the Grade Book Grades button appears.

Grade Book Editor – use this screen to view the active grade book, enter grades, add assignments, or recalculate averages.

Home – Refers to “My Home” – the user-specific information you first see when you log in. See also “My Home”.

Icon – any picture on the screen that executes a function. For example, Update  icon. See also “Button”.

Menu / Menu bar – options that appear when you have selected a module to work in. Menu items always appear on the left of the screen. The words of each menu item form a hyperlink, meaning a single click opens the screen associated with that item.

Module – a main section of schooltool. For example, the Attendance module. Modules are listed at the top of the screen. Each module is a hyperlink, meaning a single click opens the module and its associated menu items.



My Home - the user-specific information you first see when you log in. See also “Home”.

Password – what you use when logging in to schooltool. This is typically the same as your existing school network password.

Real-time – term used to describe the fact that additions or modifications to system data are immediately available to all users no matter where they access schooltool. See also “Web-based”.

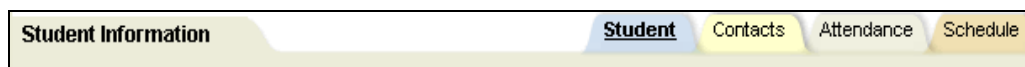
Record – the collection of data for the person (student or resident) you are viewing. Usually comprised of demographic information, grades, Discipline records, and other data spread out along tabs.

Roster tab – holds a list of all students in this class for the entire year.

Screen – the view you are looking at in the active browser window.

Sub-module – a section within a module.

Tab – like tabs in a rolodex or card index, these hold additional information related to the record you are viewing. A single click on the tab card name reveals the information contained in the tab.



Username – what you use when logging in to schooltool. This is typically the same as your existing school network username.

Web-based – term used to refer to the way schooltool is accessed, via the internet or World Wide Web. Because schooltool is real-time and web-based, users may experience brief pauses while the system updates itself from screen to screen, record to record, or tab to tab. See also “Real-time”. Also, all icons/buttons will be accessed with a single click, not a double-click.