

# SISK12: Grade Book Introduction

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## Overview

Your SISK12 grade book is live-time data.

- When the office generates changes in enrollment and/or schedules, your class rosters will be automatically updated. Thus the tedious redundancy of student information is eliminated in SISK12.
- In addition to your grade book data, you'll have the latest student data at your fingertips, at school or anywhere where you can obtain an Internet connection.
- Keep parents informed of student progress by generating on-demand progress reports anytime throughout the school year. No need to wait for formal grade reporting cycles.
- End-of-term grades for report cards are averaged in the grade book as you work within the grading period, making report card processing a snap. Import your grades, add comments (optional), and report cards are ready for the office to print and distribute.

## Virtual Grade Book

- If you have not yet used an electronic grade book, it may help you to think of the classes listed on the **Staff Home** screen as pages in your grade book.
- Prior to using an on-line grade book, at the start of school, you are issued a traditional hard copy grade book. When you opened that book, you created a page for each class you teach. Within each class you entered the names of the students in the class. In SISK12, we do these two tasks for you. Your grade book is already prepped and ready for the start of school.


MY CLASSES:										Update Display
 Sem2 <input type="checkbox"/> Ignore Empty Sections Sort: Period <input type="button" value="v"/>										
						Per	Term	Subject	Title	#Std
						1	S2	H2000-02	MATH PLANNING PERIOD	0
						2	S2	H2200-01	ALGEBRA I	13
						3	S2	H2200-04	ALGEBRA I	20
						4	S2	H2110-02	APPLIED MATH I	8
						6	S2	H2240-01	ALGEBRA II	22
						7	S2	H2230-03	GEOMETRY	19

## Who has access to your grade book?

Access is set by your district through user permissions. Often principals and counselors are given view rights to teacher grade books. Permission to edit the grade book is usually restricted to the originating teacher and potentially a special services class-within-a-class teacher.

Nearly everything has been done in advance to prep your grade book. Each building sets a series of site-level management settings to standardize grade reporting. Default grade scales, rounding preferences, tables for assignment types, and special marks are established. Formulas for progress, term, semester, and year-end grades can be standardized for all teachers, if used. The standardization eliminates your prep work and you will still be able to personalize your grade book to best fit your needs. These settings can easily be adjusted to meet the on-going needs of the teaching staff.

## Open a Grade Book Page

1. From the **Staff Home** screen, click the grade book  icon next to the grade book page you wish to open. This is the easiest way to open a grade book page.
2. Another way to open your grade book is: **View/Maintain** → **Grade Book**, then select the grade book page to view or edit.

## Assignments Tab

Assignments are the tasks and activities that a student is asked to complete as a demonstration of competency in a subject. The nature and value of these tasks are defined by the classroom teacher and created in the grade book under the **Assignments** tab.

1. When the grade book is opened, it defaults to the **Assignments** tab. This is the tab you will work in on a daily basis.











Attendance Date: Wednesday, 01/03/07 Sem=2 Trm=3 Per=1234567											
H2110-02 Per 4 (MTWHF) Y APPLIED MATH I #8/8 MATHMAN JIM 104											
<div>Done</div> <div>Edit</div> <div>Cancel</div>					<div>▼ Actions</div>						
						View: -- All --		Scale: Edwards HS Grade Scale			
Select View		Assignments		Total Points		Term Grades		Objectives			
				Special Grade	Prog-3 02/02/07	Term-3 03/09/07	Prog-4 04/04/07	Term-4 05/16/07	Sem-2 05/16/07	HWK-003 Pt. Quadr.	
	Name	Gr	IEP	Scale	Eff.Score	Eff.Score	Eff.Score	Eff.Score	Eff.Score	Score	S
	Brown, Leonardo L	10	N		B 85%	B 85%	Exmp	A 113%	A 99%	17	
	Crow, Roger O	09	N	Pass/Fail	P 70%	P 70%	Exmp	P 100%	P 85%	14	

2. The header is a visual reference, pulling information already setup by the office staff when establishing the building's master schedule and attendance dates.

Line	Our Example	Description
Line 1	Wednesday, 01/03/07	Attendance date set by the office staff
Line 1	Sem=2 Trm=3	Grading period reference: 2 <sup>nd</sup> Semester, 3 <sup>rd</sup> Term or Quarter
Line 1	Per =1234567	Active Periods for the current attendance date
Line 2	H2110-02	Course code and section number
Line 2	Per 4	Period scheduled for this section
Line 2	MTWHF	Course Day Type: Regular, Monday through Friday
Line 2	Y	Term Type: Yearlong class
Line 2	APPLIED MATH I	Abbreviated title for the course
Line 2	#8/8	Count of students in the roster: 8 students enrolled in each semester

Line 2	MATHMAN JIM	Last name, first name of the teacher assigned to the class
Line 2	104	Room number





3. The icons displayed across the top of the grade book are:

-  Jumps to the **Attendance by Class** screen
-  Jumps to the **Student Seating Chart** screen
-  Creates a new discipline record for a highlighted student (highlight a student before clicking this icon)
-  Jumps to the **Maintain Assignment** screen for a new assignment
-  Jumps to the **Maintain Assignment** screen for an existing assignment (highlight a cell in an assignment column before clicking this icon)
-  Jumps to the **Maintain Assignment in Grid** screen to view/edit properties of all assignments
-  Jumps to the **Edit Score/Comment for Current Cell** screen (highlight a cell before clicking this icon)
-  Jumps to the **Edit Scores for 1 Student** screen (highlight a student before clicking this icon)
-  Jumps to the **Edit Scores for 1 Column** screen (highlight a cell in an assignment column before clicking this icon)
-  Jumps to the **Edit Scores for All Assignments** screen

4. A grade book page is displayed one semester or term at a time. **View** indicates the term being displayed and **Scale** indicates which grade scale is applied to the class roster.

**View:** -- All --      **Scale:** Edwards HS Grade Scale

5. The default view of the class roster is displayed in alphabetical order with columns for student name, grade level, status, and special grade scale. Later you will learn how to change the columns displayed.

				Special Grade	Prog-3 02/02/07	Term-3 03/09/07	Prog-4 04/04/07	Term-4 05/16/07	Sem-2 05/16/07
	Name	Gr	Status	Scale	Eff. %	Eff. %	Eff. %	Eff. %	Eff. %
	Barker, Jeanne Marie	09	Active		Exmp	Exmp	Exmp	Exmp	Exmp
	Brown, Meghan V	09	Active		Exmp	Exmp	Exmp	Exmp	Exmp
	Copper, Amelia O	09	Active		Exmp	Exmp	Exmp	Exmp	Exmp
	Crews, Kelly L	10	Active		Exmp	Exmp	Exmp	Exmp	Exmp

- a. The **Status** column in your grade book is for reference only. The office staff controls enrollment and schedule changes. Students actively enrolled will have *Active* status. Students dropped from class due to a schedule change will have *Dropped* status. Students withdrawn from the building will have *Withdrawn* status.

SISK12 recognizes the fact that the office may drop or withdraw a student before you have had time to finalize their scores in your grade book. **Even though a student has been dropped or withdrawn from your class, you will still be able to edit their assignments.**

- b. The **Special Grade Scale** column will be blank the first time you open your grade book page, thus the default grade scale applies. Later, you will learn how to change the grade scale for the entire roster or assign one or more students to a special grade scale. When a special grade scale applies to an individual student, the column will reference the grade scale assigned.
6. Your grade book will also display the System Grade (SG) columns for formal end-of-term grading cycles. These may include progress, term/quarter, final exam, semester, and year-end grades, determined by the site settings established by the office staff. Default formulas used to calculate students' grades may be pre-determined as well. Teachers may be able to set their own formulas for these columns.
- o SG columns may be abbreviated as follows:  
 SGS = Semester  
 SGT = Term  
 SGP = Progress  
 SGX = Semester Exam  
 SGY = Year-end Grade
  - o Grading periods may be abbreviated as follows:  
 P1 = Progress 1  
 T1 = Term (Qtr) 1  
 S1 = Semester 1
7. In an upcoming lesson, you will learn more about creating assignments and scoring students from this tab.

## Select View Tab

SISK12 recognizes that teachers need the ability to customize their grade books. The **Select View** tab within the teacher grade book allows the teacher to create a default view for their grade book. This view may be adjusted to a new default view at any time. When you are finished making your selections, click **Update Display** to apply the changes.

1. The first options in the **Select View** tab offer assignment filters.

Term: -- All --

Assignment Type: -- All --

Unit: -- All --

☐ Show Only Pending Assignments    ☐ Show Only Parent/Student Portal Assignment

- a. Select the **Term** (or quarter) you wish to view from the drop-down list. Select *All* to view the entire semester.
- b. Select the **Assignment Type** you wish to view from the drop-down list. These are pre-determined categories of assignments. Select *All* to view every assignment category in use in your grade book.
- c. Select the **Unit** you wish to view from the drop-down list. All assignments aligned to the selected unit will display. Units are customized by each teacher. Select *All* to view every assignment column, regardless of its unit alignment.
- d. Check the **Show Only Pending Assignments** box to show only the assignments that have not yet been scored.

- e. Check the **Show Only Parent/Student Portal Assignments** box to show only the assignments that are marked to be displayed on the portal. If your district is not using the portal, disregard this box
2. Assignment columns may be sorted **By Type and Sequence** to display together all assignment columns of the same type, or **By Due Date** to display assignment columns chronologically. Check the **Reverse Order** box to display the assignment columns in reverse.

<b>Sort Assignment Columns:</b> <input type="radio"/> By Type And Sequence <input checked="" type="radio"/> By Due Date <input type="checkbox"/> Reverse Order
---

3. Determine which scoring columns you wish to display for every assignment.

<b>For Each Assignment/Column Display:</b>			
<input checked="" type="checkbox"/> Original Score	<input checked="" type="checkbox"/> Special Mark	<input checked="" type="checkbox"/> Effective Score (factored by Sp. Mark)	<input type="checkbox"/> Last Updated
		<input checked="" type="radio"/> Score <input type="radio"/> Percent	

- a. The **Original Score** is the student's raw score for the assignment.
  - b. You may also display a **Special Mark** column, which is used to affect the original score.
  - c. The **Effective Score** is the final score for the assignment as factored by the Special Mark. The Effective Score may be displayed as a raw score or percent.
  - d. The **Last Updated** checkbox shows the date the score was most recently edited.
4. The **Student Names in Roster** section offers student filters.

<b>Student Names in Roster:</b> <input checked="" type="checkbox"/> Show Active Students <input type="checkbox"/> Show Dropped/Withdrawn Students Sorted By: <span>Teacher Sequence</span>
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- a. Check the **Show Active Students** box to display all students currently enrolled in the class.
- b. Check the **Show Dropped/Withdrawn Students** box to display students who have dropped the class or withdrawn from the school. This will allow you to complete grade entry for students who are no longer in your class but have scores that need to be entered.
- c. Select the student sort order from the **Sorted By** drop-down list. *Student Name* sorts students alphabetically by last name. *Status* sorts students by their Active, Dropped, and Withdrawn status. *Teacher Sequence* sorts students by a teacher-determined sequence (covered later). *Course Add Date* sorts students by the order in which the student enrolled into the course.

Teacher Sequence Student Name Status Teacher Sequence Course Add Date
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5. Determine which student information columns you wish to display.

<b>Display Students Columns (All tabs)</b> <input type="checkbox"/> SpEd Status	<input checked="" type="checkbox"/> Grade Level <input checked="" type="checkbox"/> Special Grade Scale	<input checked="" type="checkbox"/> Active / Drop / WD Status <input type="checkbox"/> Course Add/ Drop Dates
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- a. **SpEd Status** displays whether or not students are marked as having an IEP.

- b. **Grade Level** displays students' grade levels.
  - c. **Special Grade Scale** displays the name of any non-default grade scales applied to students.
  - d. **Active/Drop/WD Status** displays the students Active, Dropped, or Withdrawn status.
  - e. **Course Add/Drop Dates** displays the dates the students were enrolled into and withdrawn from the course.
6. Check the boxes for the System Grade columns you wish to display. The available checkboxes are determined by your site's settings. You may opt to display all, some, or none of these. If displaying none of these, a **Term Grades** tab is also available for referencing System Grade columns.

**System Grades in Fixed Columns:** ☒ [SGP] Progress ☒ [SGT] Term ☒ [SGS] Semester ☒ [SGY] Year-End

7. Click **Update Display** to apply the changes.

## Total Points Tab

This tab shows the total possible points for each type of assignment used in each grading term, as well as the SG columns. This tab is for reference purpose only.

1. Click **Update Display** to load the most recent grade book data.
2. Totals for each Assignment Type are displayed in the grid with an abbreviated description. The example below displays the total accumulated homework (HWK) points, quiz (QIZ) points, third quarter progress (P3) points, and third quarter term (T3) points.

Name	Gr	HWK-P3 Total 45.0	P3 Total 45.0	HWK-T3 Total 45.0	QIZ-T3 Total 20.0	T3 Total 65.0
Brown, Leonardo L	10	17.0	17.0	17.0	18.0	35.0
Crow, Roger O	09	14.0	14.0	14.0	Exmp	14.0
Perkins, Drew W	10	19.0	19.0	19.0	Exmp	19.0
Jolie, Cindy R	09	21.0	21.0	21.0	Exmp	21.0
Carter, Jackie M	10	18.0	18.0	18.0	19.0	37.0
Davis, Helen K	09	0.0	0.0	0.0	Exmp	0.0
Barker, Jeanne Marie	09	15.0	15.0	15.0	17.0	32.0

3. The header of each assignment displays the total points possible for each Assignment Type and the student rows indicate the points earned for each Assignment Type.

## Term Grades Tab

This tab displays the SG (System Grade) columns for the grading cycles within the selected term and semester. This tab is for reference purpose only.

1. Click **Update Display** to load the most recent grade book data.
2. The Effective Percents for each SG column are displayed in the grid with the end-of-term date. The example below displays the percent earned for third quarter progress (Prog-3) and term (Term-3) grades, fourth quarter progress (Prog-4) and term (Term-4) grades, and second semester (Sem-2) grade.

		<b>Prog-3</b> 02/02/07	<b>Term-3</b> 03/09/07	<b>Prog-4</b> 04/04/07	<b>Term-4</b> 05/16/07	<b>Sem-2</b> 05/16/07
Name	Gr	Eff.%	Eff.%	Eff.%	Eff.%	Eff.%
Brown, Leonardo L	10	B 85%	B 85%	Exmp	A 113%	A 99%
Crow, Roger O	09	P 70%	P 70%	Exmp	P 100%	P 85%
Perkins, Drew W	10	A- 95%	C- 70%!	Exmp	Exmp	C- 70%
Jolie, Cindy R	09	A 105%	A 105%	Exmp	A 113%	A 109%
Carter, Jackie M	10	P 90%	P 90%	Exmp	P 100%	P 95%
Davis, Helen K	09	F 0%	F 0%	Exmp	A 113%	F 56%
Barker, Jeanne Marie	09	C 75%	C 75%	Exmp	B+ 88%	B- 81%
Arkin, Alfred J	09	C 75%	C 75%	Exmp	A 100%	B+ 88%



## Objectives Tab








A separate lesson will cover this tab.

## Actions Menu

Each feature within the Actions menu on the navigation bar is addressed in a Quick Reference Sheet.

## Close the Grade Book Page

Click  to save your work and exit to the **Grade book Section List**. Click the  home icon to return to the **Staff Home** screen.

SAMPLE GRADEBOOK SECTION LIST						
ZZHS - 0607 (Current) Edwards High School - 2006-07						
Attendance Date: Thursday, 01/04/07 Sem=2 Trm=3 Per=1234567						
<input type="button" value="Done"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>			<input type="button" value="Actions"/>			
	Title	Section	Period	Term	#Students	Student Marks Last Updated
	MATH PLANNING PERIOD	H2000-02	1	Semester-1	0	
	MATH PLANNING PERIOD	H2000-02	1	Semester-2	0	
	APPLIED MATH I	H2110-02	4	Semester-1	8	
	APPLIED MATH I	H2110-02	4	Semester-2	8	
	ALGEBRA I	H2200-01	2	Semester-1	12	
	ALGEBRA I	H2200-01	2	Semester-2	13	10/23/08
	ALGEBRA I	H2200-04	3	Semester-1	19	