






August 22-24, 2007

Web Portal Intro (4-5 min)

- 1) Logging in to the system
- 2) Pulling up the class
- 3) Icon you need to know
 - a) Attendance 
 - b) Lunch Count (ES, MS) 
 - c) Class Info 
 - d) Reports (?) 
 - e) Web Assignments (?) 

4) ATTENDANCE (4-5 min)

- a) Drop down list of Attendance Codes
- b) Drop down list of days **NEW**
 - i) 5 days back
 - ii) 3 days ahead
- c) SUBMIT!

5) GRADEBOOK

- a) **Main Screen** (what you see when it finally opens) **(2 min)**

- i) **ID BAR**
- ii) **MENU BAR**
- iii) **CLASSES**

iv) NAVIGATION BAR

(1) Scoresheet *Default Screen upon opening (15min)

- (a) Filtering Drop Downs
 - (i) Other screens use this but it changes for each
 - (ii) Scoresheet Filters
 1. Reporting Terms
 2. Category
 3. Students

- (b) Lets look at a student
 - (i) Name

(2) Grade Setup (10 min)

- (a) Calculate Final Grade Using:
 - (i) Total Points
 - (ii) Category Weights
 1. Category Names
 - a. Four Built-in: Homework, Project, Quiz, Test
 - b. Adding Custom (Tools>Categories)
 - c. Weighting
 - d. Drop Low ?

(3) Assignments (15-20 min)

- (a) Creating New Assignments
 - (i) Name and Abbreviation
 - (ii) Category

- (iii) Score Type
- (iv) Points Possible
- (v) Weight – keep 1.00 unless that particular assignment is significantly different. This feature is for flexibility
- (vi) Due Date
- (vii) Include in Final Grade
- (viii) Description
- (b) Copying/Pasting Assignments
 - (i) Click on the heading and select “Copy Assignment”, Choose section/class to copy it to from the pop-up window.
- (c) Setting Weights, Categories, Points **See screen shot #1 below*
- (d) Publishing to Parent Access Pages ~~NEW~~
 - (i) Keeps scores (assignments) hidden from parent/student until you are ready. When done, close and in the scoresheet view, there will be an icon telling you that publishing is pending. Also, assignments that will never be published also have an indicator in this view.
- (e) Entering Grades
- (f) Score Inspector(Ctrl+Shft+I) ~~NEW~~ **See screen shot #2 below*
- (g) Comments
- (4) **Students** (info) **(1-2 min)**
 - (a) Icons? Medical, Accommodations, Modifications
 - (b) Phone Numbers Magnified
- (5) **Class Info** **(1-2 min)**
 - (a) Course Description (Copy/Paste)
 - (b) Web Link (eBoard site)
- (6) **Reports** **(5 min)**
 - (a) Built in reports
 - (b) Custom ones built by DO as needed
- v) **STUDENT GROUPS** **(10 min)**
 - (1) Set: collection of “Groups”
 - (a) Example: Set might be CSAP scores and Groups within might include: NS,U, PP, P, A, etc.
 - (b) Example: Set might be “Special Programs” and Groups within might be : General, Special Ed., ELL., 504, Cognitive, etc
 - (c) Example: Set might be “Discipline” and Groups might include Frequent Tardiness, Contract, Disruptive, No Hall Pass, etc.
 - (2) Groups: collection of students sharing circumstances
 - (a) Click the to add new Groups
 - (b) Click the to delete Groups
 - (c) Drag students from “Students” window into appropriate group
 - (i) Click student name then **to remove**

6) **QUESTIONS**

SCREEN SHOTS:

#1

When creating an assignment, the *Weight* field can be used to help keep grading practices flexible, yet consistent.

If you want all quizzes to be worth 100 points, yet be able to administer quizzes that have different numbers of questions, you can use weighting as a way to make grade entry easy. In this case, you could enter the number of questions correct in the Gradebook, and use Weight to make the assignment worth 100 points.

For a quiz containing 20 questions, you would use a weight of 5.

For a quiz containing 25 questions, the weight would be 4.

For a quiz containing 10 questions, the weight would be 10.

For example, for a quiz of twenty questions, the user should set the points = 20, and then enter in scores out of 20. Put in a weight of 5, so that the quiz will actually be worth 100 points, and the scores entered will be multiplied by the weight. This way, if a student gets 16 out of 20, the teacher can enter in 16, and let the system worry about multiplying by 5 rather than the teacher doing a conversion. In this case, the score behind the scenes is 16 points x 5 weight = 80 weighted points. (Note: The calculation is shown in the assignment description on the Scoresheet - not in the assignment cell.)

#2

The *Score Inspector* will appear as a floating window that you can move around the screen.

- When you check the *Collected* box, a checkmark will appear in the Scoresheet for that student.
- When you check the *Late* box, a small red **L** will appear in the Scoresheet for that student.
- When you check the *Exempt Score* box, a gray Ex will appear in the Scoresheet for that student.
- When you enter a score comment, a small blue **C** will appear in the Scoresheet for that student.

Click the next cell in the scoresheet to switch students. There is no need to close the *Score Inspector* until you are finished.

7	100%	B	24
9	80%	A	25
9	80%	A-	
8			

points earned:9.5/10 percentage:95% grade:A-