WSIPC Guide to Standards Gradebook for Teachers
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About This Guide

Standards Gradebook is one of two Gradebooks available in Skyward’s School Management System. Standards Gradebook is designed for teachers who assess their students against performance standards that either the State or the school district develop. The Gradebook Administrator typically configures much of Standards Gradebook, such as the Subjects and Skills taught in each Class and how Grades are calculated, so that teachers have to complete minimal setup and can focus on instruction.

Teachers can use Standards Gradebook to record daily or summative assessments to track student progress in the mastery of the Skills they are taught.

What You Should Know Before You Start

You’ll find that this Guide is much more helpful if you have experience with Standards Grading.

Be Sure You’re Signed In

This Guide is intended to be read while you are working in Standards Gradebook, so be sure you are signed in. Many of the procedures and concepts discussed in the Guide are best understood if you practice as you read.

How to Use This Guide

This section shows you how to follow navigation paths in a Guide, and how to navigate around the Guide using various features. This section also describes how and when screen shots are used in the Guide.

Navigation Paths

The procedures in this Guide begin with navigation menu paths. Select the Display Navigation Menu Paths check box in User Preferences to ensure that you can follow these paths. The option is not available in User Preferences if it is already enabled for the entire district. To learn more about setting User Preferences, see the WSIPC Guide to Skyward’s School Management System.
Getting Around

If you’re using this Guide electronically, you can click any text in blue font to move to the section of the Guide that the text refers to. Because the Guides are published in PDF format, you can also use the PDF navigation pane to quickly move from one section to another. If the pane is hidden, click the Bookmark button in the menu bar on the left side of the screen.

Screen shots

You’ll find screen shots throughout the guide to help you learn how to use the software. These screen shots are updated with each edition to make sure what you see on your screen matches what you see in the Guide. To prevent the Guide from becoming a lengthy picture book, WSIPC Guides use screen shots only to help illustrate a key idea or when options on a screen are described. This allows WSIPC Guides to be effective and concise.

What is in a WSIPC Guide

WSIPC Guides are designed to provide readers with everything they need to know to safely and effectively use Skyward’s software. WSIPC strives to make Guides that address the diverse needs of these audiences. Therefore, this Guide doesn’t contain information customized for specific audiences, districts, or schools.

If you need to create educational materials that address the specific needs of your Service Center or district, consider using this Guide as a starting point for developing your own customized materials.

What’s New in This Edition

This section highlights the significant changes to the Guide since the last edition such as content about new features, important notes and cautions, and sections of the Guide that have been expanded or moved.

<table>
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<tr>
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<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Guide has been updated to reflect WSIPC’s July 2014 software release version 05.14.06.00.03</td>
<td>N/A</td>
</tr>
<tr>
<td>All dates have been updated to reflect the 2013-2014 fiscal year.</td>
<td>N/A</td>
</tr>
<tr>
<td>Description of Change</td>
<td>Page #</td>
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<td>--------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Lesson Scheduler option added to Table 2, Add Event options.</td>
<td>14</td>
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<td>Added “Manually Entering Skill Element Grades” section.</td>
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Navigating in Standards Gradebook

Several navigation icons and buttons can be found throughout Standards Gradebook. Learning how to use them makes it easier to navigate quickly through the screens. Table 1 lists some of these common icons and buttons.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td>Saves all data that you’ve entered since you opened the screen. There are several screens in Standards Gradebook on which you must click Save before the data saves (for example, adding an Event and entering a score).</td>
</tr>
<tr>
<td>Back</td>
<td>Returns you to the previous screen. Use this button rather than your browser back arrow to move to the previous screen. Clicking Back does not save any data entered on the screen.</td>
</tr>
<tr>
<td>Undo</td>
<td>Reverses all changes you’ve made since you opened the screen or since the last time you clicked Save on that screen. Click Undo if you want all of the information you entered to revert to the original values.</td>
</tr>
<tr>
<td>Edit</td>
<td>Opens a window that allows you to change information.</td>
</tr>
<tr>
<td>Home</td>
<td>Returns you to the Educator Access Plus Home Page.</td>
</tr>
</tbody>
</table>

Table 1 - Common navigation icons and buttons in Standards Gradebook
If you are assigned to at least one Class and are granted security access, My Gradebook is the screen within Educator Access Plus that allows you to access your Gradebooks across multiple Entities.

To access My Gradebook:


2. In the menu at the top, click Teacher Access.

3. Click My Gradebook.

**Note**  You do not see this screen if you are only assigned to one Class with one Meeting Pattern. In that case, clicking My Gradebook takes you right into the Gradebook of that Class.

### Using the My Gradebook Screen

As seen in Figure 1, there are usually two tabs on the My Gradebook screen. One tab is labeled Current Year Classes and lets you access the Gradebook for Classes that you teach in the current year. The other tab is labeled Prior Year Classes, which allows you to view your Gradebooks from a previous year.

**Note**  You do not see these two tabs if you have never used Gradebook in a prior year.
Switching Between All Classes and Only Classes in the Current Term

On the Current Year Classes tab, there is a hyperlink for Show All Classes or Only Show Current Classes. This allows you to determine whether you see all the Classes you teach in the current year or only those that are in the current Term.

**Note**  
If you don’t have Classes that meet exclusively outside the current Term, you don’t see the hyperlink.

To switch between seeing all Classes and only Classes in the current Term:

- Click Only Show Current Classes or Show All Classes.

Selecting a Class

Once you determine the Classes that appear on the My Gradebook screen, you can enter one of the Gradebooks by selecting a Class.

To select a Class:

- Click the hyperlink for the Gradebook that corresponds with the Class you want to work with.

**Note**  
Classes that are associated with a Standards Gradebook have a hyperlink labeled Standards Gradebook. Classes that are associated with a Secondary Gradebook have a hyperlink labeled Gradebook or Secondary Gradebook.
Running Reports for All Classes

The Reports for All Classes button on the My Gradebook screen allows you to run reports for multiple Classes at once.

To run reports for all Classes:

- Pause your mouse pointer over Reports for all Classes and click the report you want to run.
The Gradebook Main Screen displays Events, Skills, Subjects, scores, students and other data. It is the first point of access to most features in Standards Gradebook. The Gradebook Main Screen Menu Bar, as seen in Figure 2, is the row of buttons at the top of the screen that may include buttons such as: Other Access, Classes, Events, Comments, Attendance, Grade Marks, Reports, Display Options, Quick Scoring and Export.

To learn how to access your Gradebook, see “Accessing My Gradebook” (page 5).

Figure 2 - Gradebook Main Screen Menu Bar

Selecting a Different Class

Once you open the Gradebook Main Screen, you can easily select and enter the Gradebook for another Class that you teach.

To select a different Class:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Classes.

2. Click the Class that you want to switch to.
Events are assignments or activities that students complete in a particular Skill. Tests, homework and projects are all examples of an Event. This section explains how to add, score, edit, clone and sort Events. On the Gradebook Main Screen, Events appear in white columns.

In Figure 3, the Event column is the third column from the left.

![Figure 3 - Gradebook Main Screen display of an Event](image)

There are eight processes related to working with Events:

- Adding an Event
- Scoring an Event
- Editing an Event
- Deleting an Event
- Cloning an Event
- Using Attachments with Events
- Changing the Event Score Display
- Displaying Comments for One Event

The following sections explain these processes in more detail.
Adding an Event

Adding an Event defines the basic properties of the assignment given to students and creates a record of it in your Gradebook. The Event must be added before the Event can be scored.

To add an Event:

1. On the Gradebook Main Screen Menu Bar, pause your mouse pointer over Events.

2. Click Add Event.

3. Configure the Add Event screen (Figure 4). Table 2 describes these options.

4. Do one of the following:
   - Click Save and Back.
   - Click Save and Add Another if you want to add another Event.
   - Click Save and Score if you are ready to score the Event. To learn more about scoring an Event, see “Scoring an Event” (page 15).
Figure 4 - Adding an Event
<table>
<thead>
<tr>
<th><strong>Option</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>The Subject in which this Event should be categorized.</td>
</tr>
<tr>
<td>Skill</td>
<td>The Skill in which this Event should be categorized.</td>
</tr>
<tr>
<td>Description</td>
<td>The Name of the Event.</td>
</tr>
<tr>
<td>Detailed Description</td>
<td>Detailed explanation of the Event, up to 300 characters.</td>
</tr>
<tr>
<td>Entered Date</td>
<td>Date when you create the Event. This cannot be changed.</td>
</tr>
<tr>
<td>Assign Date</td>
<td>Date when you assign the Event to students in the Class.</td>
</tr>
<tr>
<td>Proposed Due Date</td>
<td>Date when you anticipate the Event will be due.</td>
</tr>
<tr>
<td>Actual Due Date</td>
<td>Date that the Event is actually due. This is optional and can be used if the originally set due date changes.</td>
</tr>
<tr>
<td>Grade Mark Group</td>
<td>The Grade Mark Group used to Grade this Event. If you can't change the Grade Mark Group, your Gradebook Administrator has disabled this feature.</td>
</tr>
<tr>
<td>Weight Multiplier</td>
<td>Weight of an Event. For example, an Event with a Weight Multiplier of 2.00 is worth twice as much as an Event with a Weight Multiplier of 1.00.</td>
</tr>
<tr>
<td>Use points to score this Event</td>
<td>Determines whether the Event is scored by points. If this option is not available, your Gradebook Administrator has disabled this feature or has forced all Events to be scored by points.</td>
</tr>
<tr>
<td>Enter max points possible</td>
<td>The maximum number of points a student can earn for the selected Skill in this Event. This option is only available if you are scoring the Event using points.</td>
</tr>
</tbody>
</table>
### Working with Events

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post to Family Access</td>
<td>Determines whether this Event is visible to guardians in Family Access. <strong>Caution:</strong> Events that are not posted to Family Access also are not calculated into Skill, Subject and Class Grades that appear on Family Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Family Access.</td>
</tr>
<tr>
<td>Post to Student Access</td>
<td>Determines whether this Event is visible to students in Student Access. <strong>Caution:</strong> Events that are not posted to Student Access also are not calculated into Skill, Subject and Class Grades that appear on Student Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Student Access.</td>
</tr>
<tr>
<td>Show Event Score As</td>
<td>Determines the format of the Grade that appears for this Event on the Gradebook Main Screen. To learn more about these options, see “Changing the Event Score Display” (page 29).</td>
</tr>
<tr>
<td>Show Comments</td>
<td>Determines whether Event comments appear on the Gradebook Main Screen. To learn more about this option, see “Displaying Comments for One Event” (page 30).</td>
</tr>
<tr>
<td>Show on Lesson Scheduler</td>
<td>Determines whether the Event appears on the Lesson Scheduler. To learn more about using the Lesson Scheduler, see the <em>WSIPC Guide to Lesson Scheduler</em>.</td>
</tr>
</tbody>
</table>
### Working with Events

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skill Options</strong></td>
<td>Select the other Skills to which you want to associate this Event. For example, you may be assessing a student’s proficiency in five different Skills through a single project. You may see Skills from your other Classes if your Gradebook Administrator allows you to also add the Event to other Classes. For each additional Skill, enter the Max Points for that Skill. This is the maximum number of points that a student can earn for that Skill in this Event. This option is only available if you are scoring the Event using points.</td>
</tr>
<tr>
<td><strong>Class Options</strong></td>
<td>If you select Skills from other Classes in Select the Skills where this Event should be added, also select those Classes here.</td>
</tr>
</tbody>
</table>

#### Table 2 - Add Event options

**Adding Attachments to an Event**

You can click Attach (#) to add attachments to the Event. For example, you can attach a worksheet for students to complete or an article for students to read. To learn more about attachments, see “Using Attachments with Events” (page 28).

**Setting up an Online Event**

The Online Events feature allows you to click Make Event Available Online in the Options menu, so that you can set up questions and answers for students to complete online. To learn more about Online Events, refer to the *WSIPC Guide to Online Assignments for Teachers*. 
Scoring an Event

After you create the Event, you’re ready to score it. There are five primary ways to score an Event:

- Using the Single Skill Score Entry Screen
- Using the Multiple Skill Scoring for Event Entry Screen
- Using Mass Assign Options
- Using Quick Scoring
- Using Advanced Export/Import Events

The sections below explain each of these ways.

Using the Single Skill Score Entry Screen

The Single Skill Score entry screen allows you to enter Grades for an Event associated with a specific Skill.

Accessing the Single Skill Score Entry Screen

There are three ways to access the Single Skill Score entry screen.

**Method A:**

- Click the score (or asterisk) in a student’s Event score box (the area across from a student’s name and below an Event header).

**Method B:**

1. Click the header of the Event.
2. Click Score Entry.

**Method C:**

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Events.
2. Click List Events.
3. Click the plus sign next to the Event you want to score.
4. Click the hyperlink for Score Entry on the corresponding Skill.
## Entering Grading Information on the Single Skill Score Entry Screen

The Single Skill Score entry screen, as shown in Figure 5, allows you to Grade an Event, mark it as Modified, No Count, or Missing, and enter comments and special codes. Table 3 describes the options available on the Single Skill Score entry screen.

To enter grading information on the Single Skill Score entry screen:

1. Enter grading information.
2. Do one of the following
   - Click Save.
   - Click Prev or Next to score the previous or next Event.

![Figure 5 - Single Skill Score Entry screen](image)

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
<td>Allows you to enter the raw score the student earned. This option is only available if the Event uses points.</td>
</tr>
<tr>
<td>Grade</td>
<td>Allows you to enter the Grade Mark the student earned, according to the Grade Mark Group used for this Event. This option is only available if the Event does not use points. The Grade is automatically calculated if you enter a value in the % column.</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| %               | Allows you to enter the percent the student earned. The % is automatically calculated if you enter a value in the Grade column. If the Class uses the Trend Grading calculation method, this column is hidden.  
If the Event uses points, this column is automatically calculated and cannot be adjusted manually. |
| Special Code    | Allows you to enter a Special Code for the student for the Event. Your Gradebook Administrator defines the available set of Special Codes that appears on the right side of the screen. Special Codes are often used to indicate that a Grade is atypical (for example, points were deducted for late work). These codes appear on some reports and your Gradebook Administrator can configure them to appear in Family and Student Access. |
| Modified        | If you select this, a capital letter M is added to the end of the Grade Mark (for example, 4M) when it appears in Standards Gradebook, Family and Student Access, and on certain reports. The letter M indicates that the Event was modified for the student. For example, a different version of a test was given to honors students. Since there is no legend in Family Access that explains what the M indicates, consider using Comment to add an explanation. |
| No Count        | If you select this, it prevents the Event from being counted in the Subject and Skill Grades for that student, even if a score is entered.                                                                  |
| Missing         | If you select this, it causes a Missing code to appear next to the Event in Family and Student Access and on some reports. It does not affect how the Event calculates in the Subject and Skill Grades. |
### Working with Events

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment</td>
<td>Allows you to enter a freeform comment for the Event for each student.</td>
</tr>
<tr>
<td>Mark un-scored as 0 and Missing</td>
<td>If you select this, each student who does not already have a score or Grade is Graded with a score of 0 or a Grade equivalent to 0.00%. Also marks the Missing option for these students.</td>
</tr>
<tr>
<td>Post to Family Access</td>
<td>Determines whether this Event is visible to guardians in Family Access. Events that are not posted to Family Access also are not calculated into Skill, Subject and Class Grades that appear on Family Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Family Access.</td>
</tr>
<tr>
<td>Post to Student Access</td>
<td>Determines whether this Event is visible to students in Student Access. Events that are not posted to Student Access also are not calculated into Skill, Subject and Class Grades that appear on Student Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Student Access.</td>
</tr>
</tbody>
</table>

**Table 3 - Single Skill Score Entry screen options**

**Using the Multiple Skill Scoring for Event Entry Screen**

You can use the Multiple Skill Scoring for Event entry screen (Figure 6) to enter scores for Events associated with two or more Skills.

To use the Multiple Skill Scoring for Event entry screen:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Events.
2. Click List Events.
3. Select the Event you want to score and click the Score Entry button. (This is not the hyperlink for Score Entry, which takes you to the Single Skill Score entry screen.)
4. There is a column for each Skill the Event is associated with. In each column, type the score the student earned (if using points) or the Grade Mark the student earned (if not using points).

You can also type the score or the Grade Mark in the Score All column to assign that score or Grade Mark for all Skills. If you use the Score All column, select Overwrite to overwrite any existing scores or Grades.

5. To enter Special Codes, Modified, No Count, Missing and Comments, double click on a cell or move your cursor to a cell and click Show Cell Details. To learn more about these options, see Table 3 in “Entering Grading Information on the Single Skill Score Entry Screen” (page 16).

6. Do one of the following:

   - Click Save.
   - Click Prev or Next to score the previous or next Event.
Using Mass Assign Options

You can also use Mass Assign options on the Single Skill Score or Multiple Skill Score entry screens. Mass Assign options allow you to adjust all student Grades on an Event. For example, if most students in the Class earned the same Grade on a homework assignment, you can use one of the Mass Assign options to enter that Grade for all students, and then manually change the few students who earned or higher or lower Grade.

To use Mass Assign options:

1. Go to the Single Skill Score entry or Multiple Skill Score entry screen. To learn more about the two different Score entry screens and how to access them, see “Using the Single Skill Score Entry Screen” (page 15) and “Using the Multiple Skill Scoring for Event Entry Screen” (page 18).

2. Select a Mass Assign option in the Mass Assign Options area (Figure 7). Some options may not be available depending on whether the Event is scored using points. Table 4 describes each of the Mass Assign options.

3. Click Apply.

4. Do one of the following:
   - Click Save.
   - Click Prev or Next to score the previous or next Event.
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign All Scores to</td>
<td>Assigns all empty cells with the score you enter. This option is only available on Events that use points.</td>
</tr>
<tr>
<td>Assign All Grades to</td>
<td>Assigns all empty cells with the Grade you select. This option is only available on Events that do not use points.</td>
</tr>
<tr>
<td>Overwrite scores</td>
<td>Determines whether cells that already have a score or Grade are assigned a new score or Grade. This option is only available if you select either Assign All Scores to or Assign All Grades to.</td>
</tr>
<tr>
<td>Adjust All Scores by</td>
<td>Modifies each score by the amount you indicate. This option is only available on Events that use points.</td>
</tr>
<tr>
<td>Remove All Scores</td>
<td>Deletes all scores for this Event. This option is only available on Events that use points.</td>
</tr>
<tr>
<td>Remove All Grades</td>
<td>Deletes all Grades for this Event. This option is only available on Events that do not use points.</td>
</tr>
<tr>
<td>Set All to No Count</td>
<td>Selects the No Count option for all students for this Event.</td>
</tr>
<tr>
<td>Remove All No Count</td>
<td>Clears the No Count option for all students for this Event.</td>
</tr>
<tr>
<td>Remove All Missing</td>
<td>Clears the Missing option for all students for this Event.</td>
</tr>
</tbody>
</table>

Table 4 - Mass Assign Options
Using Quick Scoring

The Quick Scoring screen allows you to enter scores for all Events, as well as Skill and Subject Grades that are not calculated or have no Events associated with them in the current Term.

To use Quick Scoring:

1. In the Gradebook Main Screen Menu Bar, click Quick Scoring.

2. Type the score (if using points) or the Grade Mark (if not using points) in the desired cells.

3. To enter Special Codes, Modified, No Count, Missing and Comments, double click on a cell or move your cursor to a cell and click Show Cell Details.

4. Click Save.

Using Advanced Export/Import Events

The Advanced Export/Import Events feature allows you to export Events into a spreadsheet to Grade, and then import the Grades back into the Gradebook. This is useful if you plan on grading students' work while you don't have an internet connection.

Exporting Events

To use Advanced Export/Import Events, you must first export the Events that you want to Grade, into a spreadsheet.

To export Events:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Events.

2. Click Advanced Export/Import Events.

3. In the Select Events to Export area, select the Events that you want to include in the export file. The list of Events available for selection changes according to two filter options. See Table 5 for descriptions of these options.
4. Click Create File for Score Entry.

5. Save the file in .csv format.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Graded Events</td>
<td>Events that have already been Graded display for selection.</td>
</tr>
<tr>
<td>Show Events Not Due Yet</td>
<td>Events that have a future due date display for selection.</td>
</tr>
</tbody>
</table>

Table 5 - Advanced Export/Import Events options

**Scoring Events on the Export File**

Once you create the export file, you can enter scores in it, even when you don’t have an active internet connection. Figure 8 shows a sample of an export file.

![Figure 8 - Sample export file](image)

To score Events on the Export File:

1. Open the export file from the location where you saved it.

2. In the Score (if using points) or Grade (if not using points) column, enter the score or the Grade Mark for each student.

3. In the Special Code column, enter Special Codes.

4. In the Modified, No Count, and Missing columns, enter an X to indicate the Event is modified, no count, or missing for each student as desired.
5. In the Comment column, enter comments.

6. Save the spreadsheet.

| Caution | Do not make any other changes to the spreadsheet. Doing so prevents the data from correctly importing back into the Gradebook. |

**Importing Event Scores**

Once you enter scores on the export file, you can import them back into the Gradebook when you have an active internet connection.

To import Event scores:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Events.

2. Click Advanced Export/Import Events.

3. In the Select a File to Import From area, click Browse and locate the spreadsheet file that you saved with Event scores.

4. Click Import Scores From File. A page appears that lists all the changes made.

5. Click Back.

**Editing an Event**

You can make changes to an Event after you add it to the Gradebook.

To edit an Event:

1. On the Gradebook Main Screen, click the header of the Event.

2. Click Edit.

3. Make changes and click Save.
Deleting an Event

If you create an Event by mistake or you no longer need an Event, you can remove it from your Gradebook.

To delete an Event:

1. On the Gradebook Main Screen, click the header of the Event.
2. Click Delete. A confirmation message appears.
3. Click OK to delete the Event.

**Note** Events that are scored can be deleted. To restore a deleted Event and its scores, see “Restoring Deleted Events” (page 59).

Cloning an Event

You can clone Events across Classes if your Gradebook Administrator enables the option. There are three ways to clone an Event:

- Cloning an Event within the Same Class or to Another Class That You Teach
- Cloning an Event from Another Class That You Teach
- Cloning an Event from Another Teacher’s Class

Cloning an Event within the Same Class or to Another Class That You Teach

You can create a copy of an Event in the same Class or clone it to another Class that you teach.

To clone an Event within the same Class or to another Class that you teach:

1. Go to the Gradebook with the existing Event.
2. On the Gradebook Main Screen, click the header of the Event you want to clone.
3. Click Clone.
4. Make changes to the Event, including the Skills to which the newly cloned Event is associated. To learn more about selecting one or more Skills to associate with an Event, see “Adding an Event” (page 10).

5. In the Select the Classes where this Event should be added area, also select the Classes to clone the Event to, if you are cloning this Event to another Class that you teach.

| Note | The Class in which the Event exists is selected by default. If you leave it selected, a duplicate Event is created in the current Class. |

6. Do one of the following:
   - Click Save.
   - Click Save and Clone Scores if you want to clone student scores to the new Event.

### Cloning an Event from Another Class That You Teach

You can clone an Event that you’ve already created in one of your other Classes. For this procedure, you are in the Gradebook where you want the newly cloned Event.

To clone an Event from another Class that you teach:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Events.
2. Click List Events.
3. Click Clone From existing Gradebook.
4. In the Gradebooks area, select the Class that contains the Events you want to clone.
5. Click Next.
6. In the Events area, select the Events you want to clone to the current Class. By default, all Events are selected. You can only select Events associated with Subjects and Skills that are also available in the current Class.

7. Click Next.

8. Click the Calendar icon to change the cloned Event’s Due Date if desired.

9. Click Finish.

Cloning an Event from Another Teacher’s Class

You can clone an Event that other teachers in your Entity have created in their Classes. For this procedure, you are in the Gradebook where you want the newly cloned Event.

To clone an Event from another teacher’s Class:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Events.

2. Click List Events.

3. Click Clone From existing Gradebook.

4. Click Select Different Teacher.

5. In the Entity box, select the Entity where the teacher teaches.

**Note**

If you are assigned to more than one school (for example, you teach at both Eisenhower Elementary School and Jackson Elementary School) and you have the security access to use Gradebook at both schools, you can clone from any teacher’s Gradebook in *either* of those schools.

6. Select the teacher’s name and click Select.

**Tip**

Use the alphabetical search hyperlinks at the bottom of the screen or the Lookup by Last Name feature to easily find the teacher you’re looking for.
7. In the Gradebooks area, select the Class that contains the Event you want to clone.

8. Click Next.

9. In the Events area, select the Events you want to clone to the current Class. By default, all Events are selected. You can only select Events associated with Subjects and Skills that are also available in the current Class.

10. Click Next.

11. Click the Calendar icon to change the cloned Event’s Due Date if desired.

12. Click Finish.

Using Attachments with Events

You can add attachments to an Event if your Gradebook Administrator enables the option. For example, you can add an article to an Event that you want students to read. Teachers can view the attachment, and students and guardians can also view it through Family Access.

Adding an Attachment to an Event

You can add as many attachments as you want to an Event. However, your Gradebook Administrator may have imposed a restriction on the size of the attachment or on the total size of all attachments in your Gradebook.

To add an attachment to an Event:

1. On the Gradebook Main Screen, click the header of the Event to which you want to add an attachment.

2. Click Edit.

3. Click Attach (#). The number in the parentheses indicates how many attachments have already been added to the Event.

4. Click Browse and locate the file you want to attach.

5. Click Upload.
6. Repeat steps 4 and 5 to add more attachments to the Event.

7. Click Save.

**Removing an Attachment from an Event**

You can remove an attachment that you no longer need from an Event.

To remove an attachment from an Event:

1. On the Gradebook Main Screen, click the header of the Event from which you want to remove an attachment.

2. Click Edit.

3. Click Attach (#). The number in the parentheses indicates how many attachments have already been added to the Event.

4. Select the attachment you want to remove and click Delete.

5. Click Save.

**Changing the Event Score Display**

Once you create and score an Event, you can change the way the Grade appears on the Gradebook Main Screen.

To change the Event score display:

1. On the Gradebook Main Screen, click the header of the Event.

2. In Show Event Score As, select how you would like the Grade to appear on the Gradebook Main Screen. Your choices are:

   - Score (for example, 45)
   - Check (√)
   - Percent (for example, 77%)
   - Grade Mark (for example, B-)

   **Note** The option to display the Event’s score as a Score is only available if the Event uses points.

3. Click Back.
Displaying Comments for One Event

You can display the Event comments for one Event on the Gradebook Main Screen. To learn how to display Event comments for all Events, see “Adjusting Event Display Options” (page 51).

To display comments for one Event:

1. On the Gradebook Main Screen, click the header of the Event.

2. Select Show Comments.

3. Click Back.
On the Gradebook Main Screen, Subjects appear in columns where the header is a solid color. In Figure 9, it is the first column on the left. Skills appear in columns where the header has diagonal lines. In Figure 9, it is the second column from the left.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SPR READI</td>
<td>SPR READI</td>
<td>Exerc W31-S</td>
<td>04/07</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

*Figure 9 - Gradebook Main Screen display of Subjects and Skills*

Depending on how the Gradebook Administrator sets up the Academic Area that your Class belongs to, the system may automatically calculate Subject and Skill Grades, or you may have to enter them manually. You may also see a Class Grade that automatically calculates.

**Understanding Automatic Calculation**

If your Gradebook Administrator enables Auto Calculation, the following occurs. Skill Grades calculate based on Event Grades using one of a variety of formulas. Subject Grades calculate based on Event or Skill Grades. The Class Grade calculates based on Subject Grades. Contact your Gradebook Administrator to find out how Grades calculate for your Class.
Understanding Automatic Calculation of Skill Grades

There are different ways Skill Grades can calculate. They can calculate based on points earned in Event scores, on Event percentages, or they can calculate based on trending. Table 6 explains each calculation method for Skill Grades.

<table>
<thead>
<tr>
<th>Calculation Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Points earned in Events</td>
<td>All Event scores associated with a Skill are added together, and then divided by the total points possible.</td>
</tr>
<tr>
<td>Percents earned in Events</td>
<td>All Event Grade percentages associated with a Skill are added together, and then divided by the number of Events.</td>
</tr>
<tr>
<td>Trend Grade</td>
<td>Calculation based on Power Law formula. To learn more about Trend Grading, see “Appendix A.”</td>
</tr>
<tr>
<td>Weighted Trend Grade</td>
<td>Calculation is similar to Trend Grade, but weights can be applied to each Event to control the amount of influence the Event has on the Skill Grade.</td>
</tr>
</tbody>
</table>

Table 6 - Skill Grade Calculation methods

**Note**

You may not see a Skill Grade automatically calculated until you have a certain number of Graded Events associated with that Skill. Your Gradebook Administrator configures this threshold.

**Note**

Semester and Final Skill Grades can also be calculated as an average of Term Skill Grades instead of using Events.
Understanding Automatic Calculation of Subject Grades

There are two methods with which Subject Grades can be calculated: based on Event scores or based on Skill Grades. Table 7 explains each calculation method for Subject Grades.

<table>
<thead>
<tr>
<th>Calculation Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighted Skill Grades</td>
<td>A weighted average calculates from all Skill Grades associated with the Subject. To see the weights your Gradebook Administrator configured, click the header of the Subject column.</td>
</tr>
<tr>
<td>Total Points earned in Events</td>
<td>All Event scores associated with a Subject, across multiple Skills, are added together, then divided by the total points possible.</td>
</tr>
</tbody>
</table>

Table 7 - Subject Grade Calculation methods

Note: Subjects can be non-Graded. If your Gradebook Administrator configured a Subject as non-Graded, Grades do not appear in the Subject column.

Understanding Automatic Calculation of Class Grades

If your Gradebook Administrator enabled it, Class Grades are calculated as a weighted average of all Subject Grades.

Overriding Automatically Calculated Class, Subject and Skill Grades

If you believe that an automatically calculated Class, Subject or Skill Grade does not truly reflect your assessment of a student, you can enter a Grade adjustment. Figure 10 shows a Skill Grade being adjusted.
Working with Subjects and Skills

Figure 10 - Manually adjusting a Skill Grade

To override automatically calculated Class, Subject and Skill Grades:

1. Click a Term, Subject, or Skill Grade on the Gradebook Main Screen. The Grade Entry screen appears. This screen lists all students in the Class on the left and their calculated Subject or Skill Grade in the Calculated Grade and % columns.

2. Type the adjusted Grade for a student in the Adjustment Grade box or type a number in the Adjustment Amt box and press the Tab key on your keyboard.

   - If you type a Grade in the Adjustment Grade box that is higher than the calculated Grade, Gradebook uses the Grade Mark table to determine what the lowest percentage is for that Grade Mark and assigns that percentage.

   - If you type a Grade in the Adjustment Grade box that is lower than the calculated Grade, and your Gradebook Administrator allows negative adjustments, you see the message, “You have entered an adjustment that lowers the student’s Grade. Do you wish to continue?” If you click OK, Gradebook uses the Grade Mark table to determine what the highest percentage is for that Grade Mark and assigns that percentage.

   - If you type a Grade in the Adjustment Grade box that is lower than the calculated Grade, and your Gradebook Administrator has disabled negative adjustments, you see the message “Your District does not allow adjustments that lower a student’s Grade.”
3. Once make an adjustment, a Paper icon appears in the Adjustment Cmt column. Click the icon to enter a comment about this adjustment or skip to step 5.

4. Click Save on the pop-up window to save the Adjustment Comment.

5. Click Save.

**Overriding Class, Subject and Skill Grades**

You can override a student’s Class, Subject or Skill Grade if your Gradebook Administrator configures specific Grade Marks to be used for override Grades. For example, a special needs student’s Grade in a Skill may need to be reported differently from the rest of the Class.

To override Class, Subject and Skill Grades:

1. On the Gradebook Main Screen, click the Class, Subject or Skill Grade you wish to override.

2. In the Override column on the Grade Entry screen, select an override Grade Mark. If you don’t see the Override column, your Gradebook Administrator has not enabled this feature.

3. Click Save.

**Manually Entering Subject and Skill Grades**

You must enter Subject and Skill Grades manually if your Gradebook Administrator disables Auto Calculation, or if the system is unable to calculate a Grade due to the lack of Skill or Event Grades.

To manually enter Subject and Skill Grades:

1. On the Gradebook Main Screen, click the header of a Subject or Skill.
2. On the Grade Entry screen, type a Grade Mark in the Grade column or a percentage in the % column for each student and press the Tab key on your keyboard.

**Tip**  You can also select a Grade Mark from the Mass Assign Options box to mass assign a Grade to all students. Select Overwrite Grades prior to doing this to overwrite any existing Grades.

3. Click Save.

**Manually Entering Skill Element Grades**

Skill Elements are components of a Skill that your Gradebook Administrator may have defined for a Skill. Grades for Skill Elements must be entered manually. Your Gradebook Administrator can define a Skill Element as Scored or Mastery. You enter a percentage for Scored Skill Elements, and you apply a check mark for Mastery Skill Elements to indicate that a student has mastered that Element.

Skill Element grades are not specific to a term or semester.

To manually enter Skill Element Grades:

1. On the Gradebook Main Screen, click the header of a Skill.

2. Click Element Scoring.

**Note**  If you don’t see the Element Scoring button, your Gradebook Administrator has not configured Elements for this Skill.

3. For each student, type a percentage for each Scored Skill Element and select the check box for each Mastery Skill Element that the student has mastered.

4. Click Save.
Assigning Special Grade Mark Groups

A Grade Mark Group defines a set of Grade Marks to be used with an Event, Skill, Subject or Class Grade. Although your Gradebook Administrator may allow you to choose a Grade Mark Group for each Event, they have already configured which Grade Mark Group to use for each Skill Grade, Subject Grade and Class Grade.

Special Grade Mark Groups are designed to allow you to override the predefined Grade Mark Group for a student in a Skill or Subject. For example, you can use Special Grade Mark Groups for special education students who earn S or U in a Skill rather than the typical 4, 3, 2 or 1.

To assign Special Grade Mark Groups:

1. In the Gradebook Main Screen Menu Bar, click Grade Marks.
2. On the left side of the screen, find the Special Grade Mark Group that you want to assign.
3. Click Select Students.
4. On the right side of the screen, select the students to whom you want to assign the Special Grade Mark Group.
5. Click Save.
6. In the same Special Grade Mark Group, click Select Subjects/Skills.
7. On the right side of the screen, select the Subjects or Skills to which you want to assign the Special Grade Mark Group for the students you selected in step 4.
8. Click Save.

**Note** You cannot assign a Special Grade Mark Group for the Class Grade.
At the end of each Grading Period, you can enter pre-defined and freeform comments about how a student is doing in your Class. If the Gradebook Administrator enables the feature, you can also enter freeform comments for each Subject and student in your Class. These comments are printed on the Standards Report Card and can be made accessible in Student and Family Access.

This section discusses two ways to enter comments:

**Using the Comments Button**

You can use the Comments button in the Gradebook Main Screen Menu Bar to enter comments. This method is best if you prefer to enter comments for all students in the Class at once.

To use the Comments button:

1. In the Gradebook Main Screen Menu Bar, click Comments.

2. Click the hyperlink for Post Comments that corresponds with the Grading Period for which you want to enter comments.

3. In the Comment column for each student, type the comment code that corresponds with the pre-defined comment you want to assign to the student.

**Tips**

You can also use the Default blank comments to feature to mass assign a comment code to all students.

To see a list of available comment codes, click View Comment Codes. Your Gradebook Administrator determines the number of comment codes you can enter per student.
4. Type a freeform comment for the Class and for each Subject and student in the Freeform column. This is only available if your Gradebook Administrator enables it.

5. Click Save.

Using the Student Options Screen

You can enter comments using the Student Options screen. This option is best if you prefer to enter comments for one student at a time.

To use the Student Options screen:

1. On the Gradebook Main Screen, click a student’s name to access the Student Options screen.

2. Click the Comments tab.

3. Click Edit Comments.

4. In the area that corresponds with the Grading Period for which you want to enter comments, type the comment codes that corresponds with the predefined comment you want to assign to the student.

   Tip To see a list of available comment codes, click View Comment Codes. Your Gradebook Administrator determines the number of comment codes you can enter per student.

5. Type a freeform comment for the Class and for each Subject. This is available only if your Gradebook Administrator enables it.

6. Click Save.
Hiding Comments from Family and Student Access and Gradebook Reports

Your Gradebook Administrator may allow you to determine whether comments you enter for the current Grading Period are hidden in Family Access, Student Access, and Gradebook Reports. Comments from closed Grading Periods are always visible.

To hide comments from Family and Student Access and Gradebook Reports:

1. In the Gradebook Main Screen Menu Bar, click Comments.

2. In the Comment Display Options area, select the areas from which you want to hide comments in the current Grading Period.
If your Gradebook Administrator has enabled the Term, Semester, and Final Class Grades, the grades must be posted at the end of each Term or Semester. If you are working in a Standards Gradebook where Auto Calculations is enabled, the posting of these grades is also automated.

If you are working in a Standards Gradebook where Auto Calculations is not enabled, then Term, Semester, and Final Class grades must be entered and posted manually.

**Entering Term, Semester, and Final Class Grades**

If Auto Calculations is not enabled, you must manually enter Term, Semester, and Final Class Grades at the end of each Term or Semester.

To enter Term, Semester, and Final Class Grades:

1. On the Gradebook Main Screen, click any cell of a column that represents a Term, Semester, or Final Grade Bucket (for example, T3).

2. In the Gradebook Grade column, type in a Class Grade for each student.

3. Click Save.

**Posting Term, Semester, and Final Class Grades**

Once you enter Term, Semester, and Final Class Grades, you can post the grades so that they appear on Report Cards and are saved in students’ Grade Histories.

To post Term, Semester, and Final Class Grades:

1. In the Gradebook Main Screen Menu Bar, click Post Grades.
2. Click Post Grades next to the Grading Period you wish to post grades for.

| Note | Grading Periods that are not open appear in the Previous Grade Periods area of the Post Grades screen. Grading Periods that are open appear under the heading Grade Period(s) open for Report Card Posting. The start and stop dates and times appear for the Grading Period. |

3. Verify that Class Grades are correct for each student. You can’t modify Class Grades on this screen.

4. Type the comment number in the Comment columns to add comment codes.

5. Type free-form comments in the Free Form Comment boxes.

6. Click Save.
Working with Standards Gradebook Reports

Gradebook allows you to run reports for selected students or Classes. You can also select the Terms or date ranges to report on and can choose many of the data elements that appear on the report.

To learn more about each report available in Standards Gradebook, see “Running Standards Gradebook Reports” (page 45).

Understanding Report Templates

Report templates help you customize a report. Once you customize a report and save it as a report template, you can easily access it and run the report whenever you need to. This prevents you from having to define the parameters each time you want to run the report. Table 8 describes some of the common options you see when you create a report template or run a report.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>Runs the report using the selected template.</td>
</tr>
<tr>
<td>Export to Excel</td>
<td>Exports the Grade Sheet Report into a spreadsheet. This option is only available for the Grade Sheet Report.</td>
</tr>
<tr>
<td>Add a new Template</td>
<td>Creates a customized template. To learn more about adding a new template, see “Adding a New Report Template” (page 44).</td>
</tr>
<tr>
<td>Rename Template</td>
<td>Renames your report template. This option is only available on templates that you create, because report templates that Skyward or your Gradebook Administrator creates cannot be renamed.</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Modify parameters of Template</td>
<td>Allows you to modify the parameters in your report template. This option is only available on templates you create.</td>
</tr>
<tr>
<td>View parameters of Template</td>
<td>Allows you to see the pre-defined parameters in a report template that Skyward or your Gradebook Administrator provides.</td>
</tr>
<tr>
<td>Delete Template</td>
<td>Deletes your report template. This option is only available on templates that you create, because report templates that Skyward or your Gradebook Administrator creates cannot be deleted.</td>
</tr>
<tr>
<td>Clone Template</td>
<td>Clones a report template. You typically use this to clone a template that Skyward or your Gradebook Administrator creates so that you can modify it without having to create it.</td>
</tr>
<tr>
<td>Select Different Students</td>
<td>Allows you to select the students for whom to run the report.</td>
</tr>
<tr>
<td>Select Different Classes</td>
<td>Allows you to select the Classes for which to run the report.</td>
</tr>
</tbody>
</table>

**Table 8 - Report template options**

**Adding a New Report Template**

When you run a report for the first time, you can either use a predefined report template or create one of your own.

To add a new report template:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Reports.
2. Click the report you want to run.
3. Click Add a new Template.
4. In the Sequence # box, type a number between 1 and 799, or accept the default value.

**Note**  
Sequence numbers 800 through 899 are reserved for templates your Gradebook Administrator creates. Sequence numbers 900 through 999 are reserved for templates that Skyward creates.

5. In the Report Template Name box, type the name of the report template.

6. Click Save.

7. Configure the parameters for the report template.

**Note**  
The parameters available vary depending on which report you select. For example, the Grade Sheet Report parameters are very different from the Event Listing report parameters. To learn more about each report, see “Running Standards Gradebook Reports” (page 45).

8. Click Save.

**Running Standards Gradebook Reports**

This section describes each of the reports found in Standards Gradebook.

**Attendance Detail Report**

The Attendance Detail Report displays student attendance detail for all periods for a specific Term or date range. You can choose the Absence Types included in the report.

**Attendance Summary Report by Class**

The Attendance Summary Report by Class displays student attendance for a specific Class in a grid format. You can choose the Absence Types included in the report.
Grade Sheet Report
The Grade Sheet Report displays Subject, Skill and Event Grades for all students in a grid format for a specific Term or date range. You can also use the Grade Sheet Report to mimic a traditional paper Event by printing a sheet that lists the students on the left and an empty grid across the page.
To print a blank Grade Sheet Report, use one of the Blank Grade Sheet report templates that Skyward provides (Sequence 960, 970, 980).

Progress Report
The Progress Report displays a student’s Subject, Skill and Event Grades in a summary format for a specific Term. You can also add Attendance information, prior Term Grades and Teacher’s Log entries to this report.

Event Listing Report
The Event Listing Report displays Events and Grades for each student sorted by due date for a selected Term or date range. You can also add Event comments to this report.

Skill/Event Listing Report
The Skill/Event Listing Report displays Events, Skills and their Grades for each student for a selected Term. The report can be sorted by Event or by Skill. You can also add Event comments, totals, averages, and the missing indicator to this report.

Event Master Report
The Event Master Report displays Event Grades for each student for Events from a selected Term or date range. You can sort this report by Term, Subject, Skill or due date.

Standards Report Card
The Standards Report Card provides students and parents with an official report of the student’s academic progress. This report includes information on all of the Classes that students are enrolled in that use a Standards Gradebook, not just the Class from which the report is run. Your Gradebook Administrator defines most parameters for the Standards Report Card layout.
Custom Report Card
The Custom Report Card provides students and parents with an official report of the student’s academic progress. Your Gradebook Administrator defines the format of the Custom Report Card.

Missing Events Report
The Missing Events Report allows you to view missing Events for students in the selected Term or date range in all Classes. One page displays for each student within the selection criteria whether or not the student has missing Events.

The report considers an Event missing if the Missing check box is selected for a student. Events may also appear on the report if it is ungraded and it is past the due date. This is only the case if your Gradebook Administrator enables the option.

Progress Detail Report
The Progress Detail Report displays Event, Skill, Subject and Class Grades for each student in a selected Term. You can also configure the Progress Detail Report to include all of a student’s Classes.

Email Progress Detail Report
The Progress Detail Report can be emailed to guardians and students who have an email address on record.

Viewing Emailed Progress Detail Reports
You can view the Progress Detail Reports that you run and send.

To view emailed Progress Detail Reports:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Reports.
2. Click View Emailed Reports.
3. Select an emailed Progress Detail Report and click View.
Enhanced Multi-Class Progress Report

The Enhanced Multi-Class Progress Report displays Event, Skill, Subject and Class Grades for each student in multiple Classes in a selected Term. You can configure this report to run only for students with a specific Grade Mark, Grade percentage range or number of absences range. You can also add attendance data, missing Events, Teacher’s Log entries and comments to this report.

Online Event Analysis Report

The Online Event Analysis Report displays the list of questions in each Online Event in a selected Term or date range, and whether each student answered it correctly or not.

Class Roster Report

The Class Roster Report displays a list of students enrolled in a specific Class during a specific Term. You can configure the report to include additional information about the student, such as phone number, address, gender, picture and email address.

Student Information Report

The Student Information Report displays information about each student, including demographics, attendance, scheduling, discipline, academic history, current Grades in all Classes, test scores, recommendations, activities, and message center usage.

You must have the necessary security level for the specific areas in Educator Access Plus to be able to include that information on the report.

Custom Forms Report

The Custom Forms Report displays students’ information contained in Custom Forms that your school district configures. You must have security access to the Custom Form to be able to include that information on the report.

Gifted and Talented Report

The Gifted and Talented Report shows a list of students who are enrolled in Gifted and Talented programs within a specified date range.
Using the Export Feature

This feature, located on the Gradebook Main Screen Menu Bar, exports Grade Sheet Report information to Microsoft Excel. To learn more about the Grade Sheet Report, see “Grade Sheet Report” (page 46).

Running Reports for an Individual Student

To run reports for an individual student, click the student’s hyperlinked name on the Gradebook Main Screen.

To run reports for an individual student:

1. On the Gradebook Main Screen, click the hyperlink for the student's name.

2. Pause your mouse pointer over Reports and click the report you want to run.
There are various options you can use to control how your Gradebook appears.

- Adjusting Student Display Options
- Adjusting Event Display Options
- Adjusting Grade Period Display Options
- Selecting Skills for Display
- Changing the Gradebook Main Screen View
- Expanding and Collapsing Skill and Event Columns

Each of these groups of Display Options is discussed in this section.

**Adjusting Student Display Options**

Student Display options determine how the student name, ID and other information display on the Gradebook Main Screen. It also defines which students appear in your Gradebook and in what order. Changes made in Student Display options are universal and affect all of your Classes.

To adjust Student Display options:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.
2. Click Student Display.
3. Configure the Student Display Options screen. Table 9 describes these options.
4. Click Save.

**Note** You can click Restore Defaults to revert back to the default Student Display options settings.
Configuring Display Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Display</td>
<td>Determines how each student’s name displays on the Gradebook Main Screen.</td>
</tr>
<tr>
<td>Display Options</td>
<td>Determines whether the Student ID, Student Grade Level and Student’s School appear on the Gradebook Main Screen. It also determines whether students who have dropped the Class appear in your Gradebook.</td>
</tr>
<tr>
<td>Sorting Options</td>
<td>Determines the order in which students are listed on the Gradebook Main Screen.</td>
</tr>
</tbody>
</table>

Table 9 - Student Display options

Adjusting Event Display Options

Event Display options determine how Events display on the Gradebook Main Screen. There are also some defaults you can set for adding and scoring Events. Changes made in Event Display options are universal and affect all of your Classes.

To adjust Event Display options:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.
2. Click Event Display.
3. Configure the Event Display Options screen. Table 10 describes these options. Some options may not be available to you depending on how your Gradebook Administrator configures your Gradebook.
4. Click Save.

Note: You can click Restore Defaults to revert back to the default Event Display options settings.
### Configuring Display Options

#### Event Display Options

<table>
<thead>
<tr>
<th>Options in this Area</th>
<th>Description of Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Comments for all Events</td>
<td>Adds a Comment column on the Gradebook Main Screen for every Event.</td>
</tr>
<tr>
<td>Show “Term Grade” Column in a fixed location on Gradebook screen</td>
<td>Adds a fixed column next to the student’s name where any Term, Semester, or Final Class Grade can be displayed.</td>
</tr>
<tr>
<td>Display Student Grade Trend Charts in Family/Student Access</td>
<td>Allows the Student Grade Trend Chart to appear in Family and Student Access.</td>
</tr>
<tr>
<td>Date Sequence of Events</td>
<td>Determines whether Events are sorted in ascending or descending order on the Gradebook Main Screen.</td>
</tr>
</tbody>
</table>

#### Subject Heading

<table>
<thead>
<tr>
<th>Options in this Area</th>
<th>Description of Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Subject Grade as</td>
<td>Determines whether Subject Grades appear on the Gradebook Main Screen as a Grade Mark or a Percentage.</td>
</tr>
</tbody>
</table>

#### Skill Heading

<table>
<thead>
<tr>
<th>Options in this Area</th>
<th>Description of Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skill Heading</td>
<td>Determines the width of each Skill column.</td>
</tr>
<tr>
<td>View Skill Grade as</td>
<td>Determines whether Skill Grades appear on the Gradebook Main Screen as a Grade Mark or a Percentage.</td>
</tr>
</tbody>
</table>
### Event Defaults
Options that are used to determine defaults when adding an Event.

<table>
<thead>
<tr>
<th>Options in this Area</th>
<th>Description of Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Score Default</td>
<td>Determines the default Max Score when you add an Event.</td>
</tr>
<tr>
<td>Post to Family Access Default</td>
<td>Determines the default setting for Post to Family Access when you add an Event.</td>
</tr>
<tr>
<td>Post to Student Access Default</td>
<td>Determines the default setting for Post to Student Access when you add an Event</td>
</tr>
</tbody>
</table>

### Event Score Entry
Options that are used to determine your preferences when scoring an Event.

<table>
<thead>
<tr>
<th>Options in this Area</th>
<th>Description of Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use single skill event scoring screen</td>
<td>Opens the Single Skill Event Scoring screen when you score an Event. To learn more about using the Single Skill Event Scoring screen, see “Using the Single Skill Score Entry Screen” (page 15).</td>
</tr>
<tr>
<td>Use multiple skill event scoring screen</td>
<td>Opens the Multiple Skill Event Scoring screen when you score an Event. To learn more about using the Multiple Skill Event Scoring screen, see “Using the Multiple Skill Scoring for Event Entry Screen” (page 18).</td>
</tr>
<tr>
<td>Suppress the “value entered is greater than max score” message</td>
<td>Suppresses the warning message that appears when you assign a score to a student that is greater than the max score of the Event.</td>
</tr>
<tr>
<td>Display student’s due date attendance on Score Entry screen</td>
<td>Determines whether a column appears on the Score Entry screen that shows the student’s attendance for the day that Event was due.</td>
</tr>
</tbody>
</table>
Configuring Display Options

<table>
<thead>
<tr>
<th>AREA</th>
<th>DESCRIPTION OF AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Heading</td>
<td>Options that are used to determine how Events appear on the Gradebook Main Screen.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Options in this Area</th>
<th>Description of Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Heading</td>
<td>Determines the content of the heading and the width of each Event column.</td>
</tr>
<tr>
<td>Show Category on the Gradebook Main Screen</td>
<td>Determines whether the Category of an Event (if used) appears in the header of the Event column.</td>
</tr>
<tr>
<td>Show Category color in Event Headings only</td>
<td>Determines whether the Category color appears in the header of the Event column only or throughout the Header column.</td>
</tr>
</tbody>
</table>

Table 10 - Event Display options

Adjusting Grade Period Display Options

Grade Period Display options determine which Grading Period Class, Subject, Skill and Event columns display on the Gradebook Main Screen. Some teachers prefer to view only the current Term’s information, while others want to see data from all Grading Periods. Grade Period Display options are not universal and only affect the Class in which they are configured.

To adjust Grade Period Display options:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer pause over Display Options.

2. Click Grade Period Display.

3. Configure the Grade Period Display screen (Figure 11). Table 11 describes each of the options.

4. Click Save.
Configuring Display Options

Figure 11 - Grade Period Display options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Period Display</td>
<td>Use this option to show or hide Gradebook information based on Grading Period.</td>
</tr>
<tr>
<td>Events By Date Range</td>
<td>Use this option to show Gradebook information based on a date range.</td>
</tr>
</tbody>
</table>

Table 11 - Grade Period Display options

Selecting Skills for Display

You can control which Skills appear on the Gradebook Main Screen. Some teachers prefer to only see the Skills they are currently teaching. Others prefer to see all Skills that are going to be covered in the Class. This option is only available if your Gradebook is set to View Events by Skill. To learn more about changing the view of your Gradebook, see “Changing the Gradebook Main Screen View” below.

To select Skills for display:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Select Skills for Display.

3. Select the check boxes that correspond with the Skills you want to appear on the Gradebook Main Screen. Clearing a Skill check box causes that Skill and all its associated Events to be hidden from view on the Gradebook Main Screen.
4. To select only Skills with associated Events, click Select Only Skills with Events.

5. To automatically display Skills with associated Events and hide Skills with no associated Events, select Always Display Skills with Events. When you select this option, a Skill appears on the Gradebook Main Screen as soon as an Event is associated with it.

6. Click Save.

### Changing the Gradebook Main Screen View

There are three Gradebook Main Screen views that you can choose from: by Skill, by Event, or by Student. If you set your Gradebook to View Events by Skill, each Skill displays with its associated Events to the right. If you set your Gradebook to View Skills by Event, each Event displays with its associated Skills to the right.

To change the Gradebook Main Screen View:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click one of the Gradebook Main Screen view options. You only see the two options that are currently not in use. Table 12 describes all three options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Events by Skill</td>
<td>Each Skill column appears with it associated Event columns to the right.</td>
</tr>
<tr>
<td>View Skills by Event</td>
<td>Each Event column appears with it associated Skill columns to the right.</td>
</tr>
<tr>
<td>View Skills by Student</td>
<td>Each student appears with the Skill rows beneath their name and Event columns to the right.</td>
</tr>
</tbody>
</table>

**Table 12 - Gradebook Main Screen view options**

**Note**

In View Skills by Event mode, Subject columns are hidden.
Expanding and Collapsing Skill and Event Columns

In the View Events by Skill and View Skill by Events modes, you can expand or collapse Skills or Events to hide their associated Events and Skills. For example, in the View Events by Skill mode, if a Skill has 12 associated Events, you can hide those 12 Events. In the View Skills by Event mode, if an Event is associated with five Skills, you can hide those five Skills.

To expand and collapse Skill and Event columns:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.
2. Click Hide All Skills, Hide All Events, Show All Skills, or Show All Events.

| Note | To expand or collapse one Subject, Skill or Event, click the plus (+) or minus (-) button in the lower right corner of the column header. |
There are several tools available in Standards Gradebook that help you manage the students in your Class and the Events you assign.

- Using Teacher’s Log
- Restoring Deleted Events
- Using Student Groups
- Viewing Gradebook Backups
- Managing the Event Comment Bank
- Viewing Subject Attachments

Each tool is discussed in this section.

**Using Teacher’s Log**

The Teacher’s Log allows you to record anecdotal comments about a student. Teacher’s Log entries can be made visible in Family and Student Access.

To use the Teacher’s Log:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Teacher’s Log. Figure 12 shows an example of a Teacher’s Log.

3. Select a student and click Add New Log Entry.

4. Configure the Log Entry screen. Table 13 describes Log Entry options for the Teacher’s Log.

5. Click Save.
Using Standards Gradebook Tools

Figure 12 - Teacher's Log

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading Period</td>
<td>Grading Period associated with the Teacher's Log entry.</td>
</tr>
<tr>
<td>Summary</td>
<td>Summary of the entry.</td>
</tr>
<tr>
<td>Detail</td>
<td>Detail of the entry.</td>
</tr>
<tr>
<td>Post to Family Access</td>
<td>Determines whether the entry is visible in Family Access.</td>
</tr>
<tr>
<td>Post to Student Access</td>
<td>Determines whether the entry is visible in Student Access.</td>
</tr>
</tbody>
</table>

Table 13 - Log Entry options for a Teacher's Log

**Restoring Deleted Events**

You can restore a deleted Event, along with any scores and Special Codes associated with it.

To restore a deleted Event:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.
2. Click Restore Deleted Events.
3. On the Deleted Events list, select the Event to restore.

4. Click View Details.

5. Click Restore Event.

Using Student Groups

Student Groups in a Gradebook are designed to separate groups of students who are completing different Events in the same Class. For example, in a Music Class, there may be students who play different instruments that have different Events.

Creating Student Groups and Assigning Students

The first step in using Student Groups is to create the groups. Figure 13 shows three groups being created: Wind, Percussion and Strings.

![Figure 13 - Creating Student Groups](image)

To create Student Groups and assign students:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Student Groups.

3. In the Student Groups area, type a name for each group you want to create, starting with Group 1.
4. In the Assign Students to Groups area, select a group for each student.

5. Click Save.

**Working with Student Groups and Events**

Once Student Groups have been created, a new menu appears in the upper left corner of the Gradebook Main Screen. This allows you to choose which group to view on the Gradebook Main Screen. Events that you have already created in the Gradebook are automatically part of all Student Groups that you create.

When you add a new Event after you create Student Groups, the Event is only part of the Student Group that displays on the Gradebook Main Screen – unless you select Apply this assignment to All Student Groups on the Add Event screen. For information on how to add an Event, see “Adding an Event” (page 10).

**Moving Students between Student Groups**

You can move students between groups as long as all of their scored Events are part of both groups.

To move students between Student Groups:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Student Groups.

3. In the Assign Students to Groups area, make adjustments.

4. Click Save.

**Viewing Gradebook Backups**

Gradebook Backups allow you to see Gradebook data from a specific date against the current Class list.

To view Gradebook Backups:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.
2. Click Gradebook Backups.

3. Click the hyperlink for View Backup that corresponds with the date of the backup you want to view. The Gradebook Administrator sets up the frequency of backups.

You cannot make any changes to the backup, but you can view the data and run most reports.

**Managing the Event Comment Bank**

The Event Comment Bank allows you to store frequently-used Event comments. When you are scoring an Event and want to enter a comment, a pop-up appears when you begin typing the first few letters of the comment. This pop-up contains a list of comments from the bank that matches what you have typed so far. If the comment that you type does not match anything in the bank, it is automatically added to the bank.

To manage the Event Comment Bank:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Event Comment Bank. Figure 14 shows an example of a teacher’s Event Comment Bank. Table 14 describes the options available in the Event Comment Bank.

![Comment Bank](image)

*Figure 14 - Event Comment Bank*
### Using Standards Gradebook Tools

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Adds an Event comment to the bank. Event comments that you type when scoring an Event are automatically added to the bank. Use this feature to manually add an Event comment.</td>
</tr>
<tr>
<td>Edit</td>
<td>Modifies an existing Event comment.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes an existing Event comment from the bank. This does not delete the comment from a student’s Event.</td>
</tr>
<tr>
<td>Delete Multiple Events</td>
<td>Deletes multiple existing Event comments from the bank.</td>
</tr>
</tbody>
</table>

**Table 14 - Event Comment Bank options**

### Viewing Subject Attachments

You can view attachments that your Gradebook Administrator adds to Subjects, such as a curriculum guide made available for your reference.

To view Subject Attachments:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.
2. Click Subject Attachments.
3. In the Subject Attachments list, select the file you want to view and click View.
The Student Options screen allows you to view and edit data for a single student. This screen is also helpful if you are discussing progress with students one-on-one at your computer because it allows you to view information for only one student at a time.

To use the Student Options screen:

1. On the Gradebook Main Screen, click the hyperlink of a student’s name.

2. Configure the Student Options screen (Figure 15). Table 15 describes the available options on this screen.

![Figure 15 - Student Options screen](image-url)
Using the Student Options Screen

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Events</td>
<td>Displays all Subjects, Skills and Events for the selected student. To change a Subject, Skill or Event Grade, click the Grade that you want to change.</td>
</tr>
<tr>
<td>Reports</td>
<td>Allows you to run a report. To learn more about Standards Gradebook Reports, see “Working with Standards Gradebook Reports” (page 41).</td>
</tr>
<tr>
<td>Score Skills</td>
<td>Opens the Quick Entry screen for Skills to allow you to enter Grades for all Skills for the selected student.</td>
</tr>
<tr>
<td>Missing Events (#)</td>
<td>Displays the student’s missing Events. The number in parentheses indicates the number of missing Events for the student.</td>
</tr>
<tr>
<td>Report Card Grades</td>
<td>Displays the student’s Report Card Grades for the current and past Terms.</td>
</tr>
<tr>
<td>Teacher’s Log</td>
<td>Opens the Teacher’s Log for the student. To learn more about using Teacher’s Log, see “Using Teacher’s Log” (page 58).</td>
</tr>
<tr>
<td>Comments</td>
<td>Displays the student’s Report Card comments for the current and past Terms. You can also enter Report Card comments. To learn more about entering Report Card comments, see “Entering Term and Semester Comments” (page 38).</td>
</tr>
<tr>
<td>New Student</td>
<td>Allows you to access options for a new student who enrolled into the Class. To learn more about new student options, see “Transferring Grades for New Students” (page 67).</td>
</tr>
</tbody>
</table>

Table 15 - Student Options screen options
You can take attendance for a Class in Gradebook without having to navigate to the Attendance areas in Educator Access Plus. To learn more about taking attendance, see the *WSIPC Guide to Educator Access Plus for Teachers and Advisors*.

To take attendance from Gradebook:

- In the Gradebook Main Screen Menu Bar, click Attendance.

Once you take attendance, the absence or tardy information appears in the Atnd column on the Gradebook Main Screen to the right of the student’s name. This area also displays Do Not Admit information, if the Gradebook Administrator enables that feature.
If a student has just been scheduled into your Class, a yellow button labeled NEW appears beside the student’s name on the Gradebook Main Screen. A New Student tab also appears on the Student Options screen. To learn more about the Student Options screen, see “Using the Student Options Screen” (page 64). The New Student screen, as seen in Figure 16, allows you to transfer Grades for that student from another Class into yours.

To transfer grades for new students:

- On the Gradebook Main Screen, click the NEW button next to a student’s name.

![New Student Screen](image-url)

**Figure 16 - New Student screen**
In Standards Gradebook, you have three options to transfer grades for new students.

- **Option #1 – Auto-Transfer Scores from Dropped Section of this Course**
- **Option #2 – Transfer Event/Term Scores From a Dropped Class**
- **Option #3 – Manually Enter Term Scores**

Each option is discussed in a section below.

**Option #1 – Auto-Transfer Scores from Dropped Section of this Course**

This option automatically transfers Event Grades from another section of the course. This option is only available if the student dropped from another section of the same course, and matching Events that were graded in the previous section are found.

To use **Option #1 – Auto-Transfer Scores from Dropped Section of this Course**:

1. Click Transfer Matching Scores.
2. A list of matching Events appears, along with the student’s Grading information for each Event. Make adjustments on this screen as necessary.
3. Click Save.

**Option #2 – Transfer Event/Term Scores From a Dropped Class**

This option allows you to manually match Events, one by one, from any Class to Events in this class. If you don’t want to transfer Event Grades, you can also use this option to transfer Term Grades from any dropped class. This option is useful when Option #1 is not available because the student transferred from another Course, or if the student does not have any automatically matched Events.

To use **Option #2 – Transfer Event/Term Scores From a Dropped Class**:

1. Click Select Dropped Class.
2. From the list of classes that the student has dropped, select a class.
3. In the drop-down menu, select whether you want to transfer both Event and Term Grades, or just Term Grades.

4. Click Manually Transfer Scores.

5. If you are transferring Term Grades only, skip to step 11. Otherwise, a list of Events in the current class that have not been scored appears.

6. Click Grade next to an Event.

7. Find a matching Event from the list of Events from the previous class that have been scored, and click Transfer.

8. The Grading information from the Event from the previous class is applied to the Event in the current class. You can make adjustments on this screen if necessary. Click Save.

9. Repeat steps 6 through 8 for each unscored Event in the current class that you want to grade.

10. When you have finished, do one of the following:

   - Click Complete Event Scoring.
   - Click No Count Ungraded Events & Complete Event Scoring if there are Events that you have not graded and want to apply a No Count status.

11. Based on Skill Grades from the previous class, enter or adjust Skill Grades for previous Grading Periods.

12. Click Save and Next.

13. Based on Subject Grades from the previous class, enter or adjust Subject Grades for previous Grading Periods.

14. Click Save and Next.

15. Based on Term and Semester Grades from the previous class, enter or adjust Term or Semester Grades for previous Grading Periods.

16. Click Save and Finish.
**Option #3 – Manually Enter Term Scores**

This option allows you to manually enter Term Grades for closed Grading Period.

To use Option #3 – Manually Enter Term Scores:

1. Click Manually Enter Scores.

2. Enter Skill Grades for previous Grading Periods.

3. Click Save and Next.

4. Enter Subject Grades for previous Grading Periods

5. Click Save and Next.

6. Enter Term and Semester Grades for previous Grading Periods.

7. Click Save and Finish.

**Hiding the New Student Indicator**

When you have finished transferring grades for a new student, you can hide the New Student Indicator for that student so that it no longer appears on the Gradebook Main Screen.

To hide the New Student Indicator:

- Select Do not display NEW by this student’s name.

---

**Note**

After you hide the New Student indicator for a student, you can still access the New Student features through the New Student tab on the Student Options screen. To learn more about the Student Options screen, see “Using the Student Options Screen” (page 64).
Several items on the Gradebook Main Screen provide additional features. These miscellaneous items are not covered anywhere else in this Guide. Table 16 lists these options and their descriptions.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Literal Hyperlink</td>
<td>In each Term or semester column, you can click the Term literal (for example, TR1) in the column header to switch between displaying the Term Grade as a Grade Mark or a Percent. The Term or semester column is only available if your Gradebook Administrator configures your Gradebook to calculate a Term or semester Grade.</td>
</tr>
<tr>
<td>Term Literal Menu</td>
<td>The Term literal menu is located in the header of the fixed Term Grade column. This menu allows you to view the calculated Grade for a different Term or semester. The fixed Term Grade column only appears if you enable it in Event Display Options.</td>
</tr>
<tr>
<td>Class Hyperlink</td>
<td>At the top left corner of the Gradebook Main Screen is a Class hyperlink. The text of the hyperlink consists of the Course Code, Section Code, Period number, and Course Description. It is not underlined and in blue like a typical hyperlink. Click this hyperlink to view information about the Class, including the Terms, days and times that the Class meets, etc.</td>
</tr>
<tr>
<td>View Tutorial Hyperlink</td>
<td>The hyperlink for View Tutorial allows you to access Skyward tutorials about Gradebook features and processes.</td>
</tr>
</tbody>
</table>
### Miscellaneous Gradebook Main Screen Items

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Print Queue</td>
<td>Allows you access to your Print Queue.</td>
</tr>
<tr>
<td>Student Information Icon</td>
<td>An icon appears to the left of each student’s name. The avatar shows you the gender of the student. Click the icon to open the Student Profile, which displays detailed information about the student. The information available to you depends on your security access levels.</td>
</tr>
<tr>
<td>Other Access</td>
<td>Located on the Gradebook Main Screen Menu Bar and provides quick access to other Educator Access Plus features, such as Survey and Message Center. To learn more about options in Educator Access Plus, see the WSIPC Guide to Educator Access Plus for Teachers and Advisors.</td>
</tr>
</tbody>
</table>

**Table 16 - Miscellaneous Gradebook Main Screen options**

### Understanding and Using Indicators

Indicators in Gradebook give you additional special information about students in your Class. There are several types of indicators:

- Subset Enrollment Asterisk
- Grade Discrepancy Indicator
- Bold Event Score
- Comment Arrow
- Health Condition Indicator
- Critical Alert Indicator
- Parental Consent Indicator
- Special Education and Section 504 Bars
- Acceptable Use Policy Indicator

The following sections discuss each type.
### Subset Enrollment Asterisk

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

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

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

The wording of this message depends on how the Gradebook Administrator configures Gradebook.

### Grade Discrepancy Indicator

If a student’s calculated Term or semester Grade is different than the posted Grade, an asterisk appears beside the Grade on the Gradebook Main Screen. If you pause over the Grade with your mouse pointer, a message appears stating that the Grade is now different from the posted Grade. Depending on your district’s setup, you may also see a separate column that shows the posted Grade if it is different from the calculated Grade.

### Bold Event Score

An Event score in bold font indicates that a Special Code (for example, MS – Missing) is attached to the Event.

### Comment Arrow

An Event score with a red arrow in the upper right corner indicates that an Event comment exists. Pause your mouse pointer over the red arrow to see the comment.
Health Condition Indicator
If your Gradebook Administrator enables it, a red cross (+) appears to the left of the student’s name, indicating a health condition. Click on the cross to learn more about the health condition.

Critical Alert Indicator
If your Gradebook Administrator enables it, a red exclamation mark (!) appears to the left of the student’s name, indicating a critical alert. Click on the exclamation mark to learn more about the critical alert.

Parental Consent Indicator
If your Gradebook Administrator enables it, a parental consent indicator appears to the left of the student’s name, indicating that the student has parental consent information. Click the indicator to learn more about the parental consent. Your school district configures the color and label of the indicator.

Special Education and Section 504 Bars
If your Gradebook Administrator enables it, a dark blue bar appears to the left of the student’s name, indicating a special education student. A light blue bar appears to the left of the student’s name, indicating a Section 504 student. Click the bar to learn more about the indicator.

Acceptable Use Policy Indicator
If your Gradebook Administrator enables it, a red AUP indicator appears to the right of the student’s name, indicating a student whose Acceptable Use Policy status is Unapproved. No indicator appears for students who have agreed to the Acceptable Use Policy.
Skill Grades in Standards Gradebook can be calculated using the Trend Grading method. This section describes what Trend Grading is and how the Gradebook Administrator must configure the system to use this calculation method.

**How Trend Grading Works**

Trend Grading is a method of calculating Skill Grades. Rather than using actual Event Grades to calculate a weighted average Skill Grade, Trend Grading utilizes these Event Grades to create a trend that best represents how the student is progressing in the particular Skill.

Sometimes a trend can easily be approximated by the naked eye, but for a more accurate trend pattern, the Power Law formula is used to calculate a trend line. In a graphical sense, the trend line is the line that most closely resembles the trend that the data points are showing.

![Figure 17 - Power Law as a Graph](image)

*Figure 17 - Power Law as a Graph*
In Figure 17, the ten data points are a student’s Event Grades in a particular Skill, plotted chronologically from left to right. The curved line represents the calculated trend of the student’s progress in this Skill over time.

The table below shows the values of the Grades for the ten Events.

<table>
<thead>
<tr>
<th>Event</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>88</td>
<td>95</td>
<td>55</td>
<td>90</td>
<td>95</td>
<td>65</td>
<td>80</td>
<td>80</td>
<td>95</td>
<td>55</td>
<td>?</td>
</tr>
</tbody>
</table>

Once the trend line calculates, it can be extended to calculate the next (11th) data point. That’s the value on the Y-axis when the trend line reaches 11 on the X-axis. In this example, the calculated 11th Event Grade is 90.8. This is referred to as the Trend Grade.

Note Your Gradebook Administrator can also configure the Trend Grading feature to calculate a Trend Grade based on the last data point. In this example, that Trend Grade would be the value on the Y-axis when the trend line reaches 10 on the X-axis.

Trend Grading can serve two purposes. Both are independent of each other and can be turned on or off separately.

The Trend Grading purposes are:

- Using Trend Grading as a Skill Grade
- Using Trend Grading as a Prediction

Each purpose is described below.

Using Trend Grading as a Skill Grade

One of the Skill Grade Calculation methods is Trend Grading. If your Gradebook Administrator selects this method, the Trend Grade is considered the student’s overall Skill Grade. In this example, the student’s Skill Grade would be 73.10, which is the projected 11th data point.

Since the Skill Grade is not a Grade that calculates from actual Event Grades (it calculates from a trend line), Standards Gradebook provides other information to assist teachers in manually adjusting the Grade.
Appendix A – Understanding Trend Grading

**Note**  
Although percentages are used for calculations, you do not see any percentages in a Standards Gradebook that uses Trend Grading. You only see the Grade Mark.

In a Standards Gradebook that uses Trend Grading, teachers can click a Grade in a Skill column to access the information seen in Figure 18 and described in Table 17.

<table>
<thead>
<tr>
<th>Students</th>
<th>Trend Adjustment</th>
<th>Cmt</th>
<th>Mod</th>
<th>Mean Grade</th>
<th>Median Grade</th>
<th>Corr Coef</th>
<th>Standard Deviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Matle Donal</td>
<td>3</td>
<td></td>
<td>3</td>
<td>4</td>
<td>-0.2530</td>
<td>15.21</td>
</tr>
</tbody>
</table>

*Figure 18 - Trend Grading for a student*

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mean Grade</td>
<td>Average of the actual Event Grades. In this example, adding the Event Grades and dividing by 10 yields 79.8.</td>
</tr>
<tr>
<td>Median Grade</td>
<td>The middle Event Grade when the Grades are sorted from lowest to highest, or the average of the two middle Event Grades, if there is an even number of Event Grades. In this example, when sorted (55, 55, 65, 80, 80, 88, 90, 95, 95, 95) the two middle Grades are 80 and 88. Therefore, the median Grade is the average of the two, or 84.</td>
</tr>
<tr>
<td>Corr Coef</td>
<td>Correlation Coefficient represents the strength of the trend. This is a number between 1.00 and -1.00. The closer it is to 1.00, the more powerful the trend is upwards. The closer it is to -1.00, the more powerful the trend is downward. In this example, -0.253 is an indication that the student is generally trending downwards over time.</td>
</tr>
</tbody>
</table>
Appendix A – Understanding Trend Grading

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Deviation</td>
<td>Represents how widely the Event Grades are spread, in other words, how close they are to the mean. If the number is close to 0, the student is considered to be more consistent. If the number is large, there is a lot of fluctuation. In this example, 15.21 means the student’s Event scores are, on average, 15.21% away from the mean.</td>
</tr>
</tbody>
</table>

Table 17 - Trend Grading extra information

Using Trend Grading as a Prediction

You can still see the Trend Grade even if it is not configured to be the Skill Grade. If your Gradebook Administrator turns this option on, you can see what the projected Trend Grade is (in this example, the 11th data point) to predict where the student’s Skill assessment is heading. This is a view-only option that lets you see the calculated result as a reference. The Trend Grade does not become part of the student’s Grade.

To use Trend Grading as a prediction:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Reports.
2. Click Skill Trend Grading by Event.

In the example in Figure 19, you can see what the Skill Grade would be if Trend Grading is used as the Skill Grade Calculation Method. You can use this information to manually adjust the calculated Skill Grade.

Table 17 - Trend Grading extra information

Figure 19 - Viewing a student's Trend Grade
Trend Grading – a Real World Example

Imagine you are taking a 15-day course on becoming a professional skydiver. The skill that you are being assessed on is your ability to correctly and safely open a parachute without your instructor’s assistance. On each of the 15 days, your exercise is to jump out of a plane 100 times. For each time that you open the parachute correctly on your own, you score 1 point.

On the first day, because you don’t have any experience with skydiving and operating a parachute, you get 0 points. On the second and third day, you still can’t quite get the hang of it. So far, you’ve scored 0 points on each of the first 3 days.

On the fourth day, you begin to grasp the idea and are able to open your parachute correctly 25% of the time. You score a steady 25% for the fifth and sixth day as well.

You continue the 15-day course and gradually improve your skill. Your success rate is steadily climbing and by the end of the 15-day course, you are able to consistently open your parachute like a professional 100% of the time.

In traditional grading, we would take an average of all your “assignment scores” and determine that you have an overall Grade of 50%, which usually equates to an F, meaning you fail the course.

However, sometimes learning is about repeating an exercise to master a skill. The trend of your scores shows that you have mastered the skill of safely operating a parachute through repeated exercise. While traditional grading takes a static average, Trend Grading takes learning over time into account. Therefore, your overall Grade in becoming a professional skydiver is 100%.