

Attendance and GradeBook Basics

A User's Guide for Teachers

TABLE OF CONTENTS

[HOW TO TAKE ATTENDANCE AND ORDER LUNCHES](#)

[Taking Attendance](#)

[Ordering Lunch](#)

[Attendance & Lunch for Secondary Accounts](#)

[Ordering Lunch for a Homeroom \(for Secondary Accounts\):](#)

[Ordering Lunch for a Teacher \(for Secondary Accounts\):](#)

[My Printable Homeroom Attendance](#)

[GRADEBOOK](#)

[Where to Find It](#)

[How to Set Up Your GradeBook](#)

[1\). Review Your Grade Scale](#)

[2\). Select Your Grading Scheme](#)

[Grading Scheme Basics](#)

[How to Set Your Grading Scheme](#)

[Grading Scheme Options Explained](#)

[1\). Standard Scoring](#)

[2\). Category Weighting](#)

[3\). Cumulative Scoring](#)

[4\). Cumulative and Category Weighting](#)

[Alternate Weighted Grading Options \(Not Category Weighting\)](#)

[3\). Review & Set Your Preferences](#)

[4\). Understand Filter and Interface Options](#)

[How To Enter Grades](#)

[1\). Create Events \(Add Assessments\)](#)

[How to Create an Event](#)

[Elements of an Event](#)

[How Delete Events](#)

[How to Edit Events](#)

[How to Copy Events from One Course to Another](#)

[2\). Enter Grades](#)

[How to Enter Grades or Notes:](#)

[Data Entry Process Options:](#)

[How to Enable the Notes Field:](#)

[How to Mark an Event as Excused:](#)

[GRADEBOOK REPORTS](#)

[Reports Options Within The GradeBook](#)

[GradeBook Printout Report](#)

HOW TO TAKE ATTENDANCE AND ORDER LUNCHES

[Printable Version](#)

Taking Attendance

- Starting on your Homepage refer to your class roster, which will appear below FDmail, if you have that feature displayed
- Refer to your class roster (example shown below)

7 Mr. Randy Stinglia				
Attendance for Friday 08/20/2021				
<input type="button" value="Submit Attendance"/>				
<small>Old attendance must be submitted before proceeding with today.</small>				
	Gr	Name	Absent	Status
	7	Willie Andreozzi	<input checked="" type="checkbox"/>	In School ▾
	7	Kristine Anton	<input type="checkbox"/>	In School ▾
	7	Josiah Armstrong	<input type="checkbox"/>	In School ▾
	7	Annie Bailey	<input type="checkbox"/>	In School ▾
	7	Johnathan Beverly	<input type="checkbox"/>	In School ▾
	7	Kristen Brahnsen	<input type="checkbox"/>	In School ▾
	7	Marcus Courts	<input type="checkbox"/>	In School ▾
	7	Beckett Crusaidier	<input type="checkbox"/>	In School ▾
	7	Benjamin Ganderson	<input type="checkbox"/>	In School ▾
	7	Cornelius Kutter	<input type="checkbox"/>	In School ▾
	7	Daniel Martinez	<input type="checkbox"/>	In School ▾
	7	Mikhael Meiyer	<input type="checkbox"/>	In School ▾
	7	Raine Stavros	<input type="checkbox"/>	In School ▾
<input type="button" value="Submit Attendance"/>				
Attendance for Friday 08/20/2021				

- **First**, take note that once you click Submit Attendance then the ability to mark students absent will disappear
- **If all students are present**, click Submit Attendance

- **If students are absent or tardy**, first check the box to the right of the student name and click Submit Attendance
 - **If a student is tardy**, then refer to the drop down menu below the class roster (see example shown below), select the student's name, enter Minutes Late and click Mark Tardy

Example of the Mark Tardy option:

Birthday	Gr	Name	Chicken Strips	milk	Salad Bar	Special Order	Food Allergies
04/27/2002	K	Tanner Amman***	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
06/06/2009	K	George Brady***	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
00/00/2009	K	Roger Clemenity***	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
06/02/1998	K	Angus Evans**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
06/08/2008	K	Elton Evans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
09/05/2010	K	Prince Huron***	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
04/06/2011	K	Newie Newski***	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
00/00/2010	K	Randaly Outerton*twin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
00/00/2010	K	Mowdy Powdy***	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
00/00/2011	K	Tommy Salami***	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
04/01/2010	K	Stevie Sheep***	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
02/01/2010	K	Betty Test*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
01/09/2006	K	Jana Tylar***	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mrs. Lani Maurer			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Total Items Ordered:			0	0	0		
Individuals With Orders: 0			Submit Lunch Orders				

In the drop down will be the name(s) of any student who had been marked as Absent. Select the name of the student who came to school late then type in the number of minutes tardy and click 'Mark Tardy'.

The following are absent. To mark them tardy..

Steve Adams Minutes: 5

Important Tips:

- **You must first mark a student absent before you can mark them tardy:**
The process is designed to have attendance taken at the start of day, so it expects that a student who arrives tardy will be marked absent first because they would not be there at the start of day.
- **Time limit for marking a student tardy:**
The drop down menu to mark students tardy is there all day for teachers. However, the system will not allow teachers to submit Minutes Late (minutes missing) over the system limit of 119 minutes. If the minutes missing field is over that limit then an admin or staff person with access to Monitor must submit the data through Monitor.
- **How to submit a lunch order for a student accidentally marked absent:**
If a student is present, and not tardy, but was marked absent by mistake, you can change them to tardy in order to place their lunch order. Then notify your school office that they should be

updated to present. *If your school allows parents to pre-order lunches (order ahead) and your admin locks their orders according to local policy then this does not apply.*

Ordering Lunch

- Once attendance has been submitted, your lunch order form will appear in the same spot
- To order lunches, check the boxes for the items each student wants to order and click Submit Lunch Orders
- If your school allows parents to order ahead of time (lunch pre-orders), then whatever they had ordered will show up on your lunch order form.

Important Tips:

- If you forget to click Submit Lunch Orders then the orders will NOT be placed
 - In order to confirm that your lunches were ordered, look at "Total Items Ordered" and "Individuals With Orders." If the numbers are still at zero then nothing was submitted nor saved. If the numbers are accurate then the order was submitted.
 - In this example, the user has NOT submitted their lunch orders:

No students assigned	Baked Macaron	&Salad	Bar	milk	Special	Food Allergies
	0.40		2.00	0.50	Order	
Mrs. Susie Jones	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Total Items Ordered:	0		0	0		
Individuals With Orders:	0					
	Baked Macaron&Salad Bar			milk		
	Submit Lunch Orders					

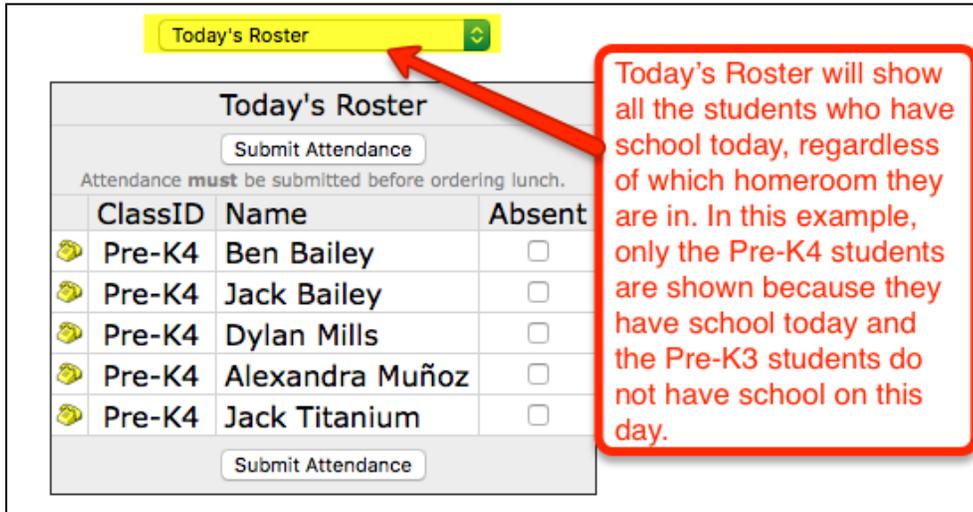
- In this example, the user has submitted lunch orders:

No students assigned	Baked Macaron	&Salad	Bar	milk	Special	Food Allergies
	0.40		2.00	0.50	Order	
Mrs. Susie Jones	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Total Items Ordered:	1		1	1		
Individuals With Orders:	1					
	Baked Macaron&Salad Bar			milk		
	Submit Lunch Orders					

Attendance & Lunch for Secondary Accounts

Staff accounts can be granted permission to take attendance for Secondary Homeroom Rosters which are homeroom classes that are not their primary assignment. If this is the case for you, then the following steps apply. If you are not sure if this is the case for you, then refer to the image below. Your screen will include the element highlighted in yellow if your account has Secondary Homeroom Rosters. In other words, it will have a drop down menu above your attendance/lunch forms that allows you to toggle between rosters.

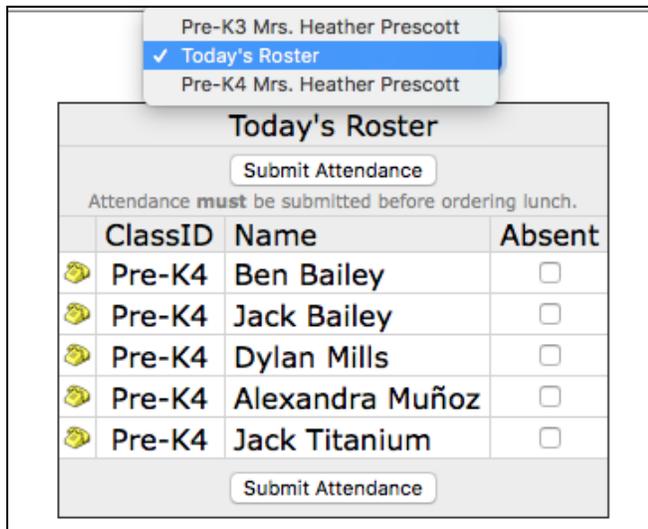
Below the FDmail will be a drop down that reads 'Today's Roster' and then a box below showing a list of students' names.



The screenshot shows a web interface for 'Today's Roster'. At the top, there is a yellow dropdown menu labeled 'Today's Roster'. Below it is a table with columns 'ClassID', 'Name', and 'Absent'. The table lists five Pre-K4 students: Ben Bailey, Jack Bailey, Dylan Mills, Alexandra Muñoz, and Jack Titanium. Each student has an empty checkbox in the 'Absent' column. There are 'Submit Attendance' buttons above and below the table. A red callout box with a white background and a red border points to the dropdown menu. The text inside the callout box reads: 'Today's Roster will show all the students who have school today, regardless of which homeroom they are in. In this example, only the Pre-K4 students are shown because they have school today and the Pre-K3 students do not have school on this day.'

ClassID	Name	Absent
Pre-K4	Ben Bailey	<input type="checkbox"/>
Pre-K4	Jack Bailey	<input type="checkbox"/>
Pre-K4	Dylan Mills	<input type="checkbox"/>
Pre-K4	Alexandra Muñoz	<input type="checkbox"/>
Pre-K4	Jack Titanium	<input type="checkbox"/>

To change the list of students, you can click on the drop down and select a specific homeroom to display.



The screenshot shows the same 'Today's Roster' interface as the previous image, but with a dropdown menu open. The dropdown menu has three options: 'Pre-K3 Mrs. Heather Prescott', 'Today's Roster' (which is selected and highlighted in blue), and 'Pre-K4 Mrs. Heather Prescott'. The table below still shows the same five Pre-K4 students.

ClassID	Name	Absent
Pre-K4	Ben Bailey	<input type="checkbox"/>
Pre-K4	Jack Bailey	<input type="checkbox"/>
Pre-K4	Dylan Mills	<input type="checkbox"/>
Pre-K4	Alexandra Muñoz	<input type="checkbox"/>
Pre-K4	Jack Titanium	<input type="checkbox"/>

Once you have the necessary roster list displayed, you will check the names of any students who are absent and then click 'Submit Attendance'. The lunch ordering roster will appear next if you need to also place lunch orders for the students.

IMPORTANT NOTE - If you are viewing 'Today's Rosters' and some of the names are grayed out (see image below), it is because that homeroom roster is missing a past day's attendance. You will need to select that specific homeroom from the drop down in order to take attendance for the missing day(s).

Today's Roster

Today's Roster

Past attendance needs to be submitted before you can submit attendance using **Show All**.
Please pull up the individual class(es) to do so.
Old attendance must be submitted before proceeding with today.

	ClassID	Name	Absent
	Pre-K3	Donald Aarons	<input type="checkbox"/>
	Pre-K3	Anette Adams	<input type="checkbox"/>
	Pre-K4	Ben Bailey	<input type="checkbox"/>
	Pre-K4	Jack Bailey	<input type="checkbox"/>
	Pre-K3	Maxwell Carey Jr.	<input type="checkbox"/>
	Pre-K3	Oliviere Chustz	<input type="checkbox"/>
	Pre-K4	Dylan Mills	<input type="checkbox"/>
	Pre-K4	Alexandra Muñoz	<input type="checkbox"/>
	Pre-K3	Dillon Titanium	<input type="checkbox"/>
	Pre-K4	Jack Titanium	<input type="checkbox"/>

Past attendance needs to be submitted before you can submit attendance using **Show All**.
Please pull up the individual class(es) to do so.

Note 1

Ordering Lunch for a Homeroom (for Secondary Accounts):

Once attendance has been submitted, the lunch ordering form will load. Check mark the items that need to be ordered for any student, then click 'Submit Lunch Orders'.

Ordering Lunch for a Teacher (for Secondary Accounts):

To order lunch for the teacher, click on the 'Today's Roster' drop down located above the lunch ordering form. Select the option 'My Lunch Order' and the lunch ordering form will refresh automatically with just the teacher's lunch form. Check mark the items needed and then click 'Submit Lunch Orders'.

My Printable Homeroom Attendance

How to view/print my homeroom's attendance from the whole school year:

- First, click on the '**Grades**' icon in the top navigation bar.
- Next, follow the steps shown below:

Next, click on the button that says 'View Report Cards'. Please note, this button will only appear after the input has been marked complete for the report card input.

Mrs. Alice Keaner

Select curriculum for GradeBook entries

new: Select Curriculum

Home Room Teachers:
Select Student and Quarter for GradeBook printout.

Select one

You can then click on the 'Print whole class Attendance' or 'Print whole class Comments' button.

Mrs. Alice Keaner
Homeroom students
2nd Quarter - Report Card

Student	Comments	View Report Card	RELIGION	ENGLISH	READING	MATH	SCIENCE	SOCIAL ST	ART S	MUSIC S	P.E. S	BEHAVIOR
James Brown		<input type="button" value="Print"/>	none	none	none	none	none	none	none	none	none	none
All Clays		<input type="button" value="Print"/>	none	none	none	none	none	none	none	none	none	none

Specialty Classes

Report Card Print Controls: Define the 'point' font sizes of subjects: 9 subcategories: 8 Width of page %: 90

If you click the 'print whole class attendance' button, you will get a list of short attendance reports for all the students in that homeroom class. Note: This is not a print preview screen. You will want to go up to 'File' in your browser window and do a 'print preview' of the screen. If everything looks correct, click your print button or go to 'File' and 'Print'.

FastDirect Demonstration School
Attendance report

Student: **James Brown** School Year: **2008 - 2009**
Homeroom teacher: **Mrs. Alice Keaner** Grade: **2** (235 school days scheduled)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Aug	P	P	P	P	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P		
Sep	..	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	..	
Oct	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
Nov	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Dec	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	
Jan	P	A	P	P	P	P	P	P	P	P	P	P	P	H	P	P	P	P	..	
Feb	U	P	P	P	P	P	P	P	P	P	P	..	L	P	P	P	P	P	..	P	P	
Mar	..	P	P	P	P	P	P	A	A	P	..	P	P	P	P	P	P	P	P	P	..	
Apr	P	T	P	
May	
Jun	
Jul	

Present Absent Tardy Halfday-absent E-Excuse Absence(AM) L-Excuse Absence(PM) Unknown(no data entered)
(120 minutes missing is counted as Halfday-absent)
Thru 04/07/2009 (157 days so far)

144.5 present, **11.5** absent, **1** tardy, **1** Excuse Absence (1 half-day absent included in absent) (1 Unknown)

Signature _____ Date: _____

<p>If you click the 'Print whole class comments report' button, you will get a screen that displays all 4 quarters/3 trimesters comments for each homeroom student. Note: This is only a screen for viewing, not a print preview. You can go up to 'File' in your browser window and then 'Print preview'. If everything looks correct, you can click the 'Print' button. You can also click 'File' and then 'Print'.</p>	James Brown 2009 Report Card comments
	1st Quarter Comments
	2nd Quarter Comments
	3rd Quarter Comments
	4th Quarter Comments
	Ali Claeys 2009 Report Card comments
	1st Quarter Comments
	2nd Quarter Comments
	3rd Quarter Comments
	4th Quarter Comments

* = Please note, in the image for Step 5, the two students listed do not have any comments. If there were comments for those students, those comments would display under the grading period they were entered in.

GRADEBOOK

Where to Find It

- Click Grades from your top navigation bar (the A+ icon)
- Use the option at the top of the Grades page (the drop-down menu that says, "Select Curriculum")
- Pick a course and click GradeBook Input

How to Set Up Your GradeBook

1). Review Your Grade Scale

The grade scale is usually a scale submitted by your school, HelpDesk will add it to the backend, and then a school admin assigns it to your course. Basic examples of grades scales would be A-F, 1-4, or OSNU. Which symbols are used and what scores they stand for should be what you need to use in your gradebook and on your report card, unless you don't need to use the gradebook. If you don't need to use the gradebook then the grade scale may just be the default system scale and you can type any symbols you need directly into the report card form.

To view the Grade Scale for a specific course:

- Go to Grades

- Select Curriculum (pick a course) and click GradeBook Input
- Click **Grading Calc Options**
- When you open the Grading Calc Options dialog box, the Grade Scale assigned to the course is presented at the top of the box. This Grade Scale is assigned by school admin so you can follow up with them if it is incorrect.

Tip: Often for young grades such as preschool and kindergarten and for teachers that do not use the gradebook, the course's grade scale is ignored because there is no need to average gradebook grades. In this case a default scale will show, but will not be used.

2). Select Your Grading Scheme

Grading Scheme Basics

- The grading scheme is the way in which the system will calculate your average grade.
- Each course has its own grading scheme.
- Any time a course is newly added to the system then you will want to set the grading scheme.
- The system default is the grading scheme called Standard which is 1 of 4 options, so it's important to check and purposefully select the appropriate scale for your course.

How to Set Your Grading Scheme

- Go to Grades
- Select Curriculum (pick a course) and click GradeBook Input
- Click Grading Calc Options
 - Under the heading, "Weighting Scheme," click the circle (radial button) to the left of the grading scheme you want
 - If you select one of the options that include Category Weighting then be sure to input the weighting ratios in the "Category Weightings" section
- Click Save Changes
- Repeat these steps for your other gradebooks/courses

Grading Scheme Options Explained

In this section, we will define each grading scheme, include examples and describe the math, however, please make sure to try them out. For some users, that is the best way to find which one fits your needs.

Try It Out!

Many users find it easier to picture how the math is calculated for each separate scheme by first adding grades (either pretend or real) and then applying each scheme. In other words, we encourage you to practice. You can enter pretend events because they are easy to delete.

Once you have events and grades entered, then you can change grading schemes, view the grade averages and the math to see if it is appropriate for your needs. If you are already in the middle of a

school year and you have real events entered then you can still try changing schemes because doing that does not alter your events nor grades.

Show Math

When you are drilling down and investigating grading schemes, it is helpful to click “Show Math.” This is a link found under the heading, “Calculated Grade” (at the top of the grade average column) and it will display the calculation used to arrive at the average.

Grading Schemes (weighting schemes):

1). Standard Scoring

- When using this scheme, the system will figure the average grade by taking the sum of all percent scores and divide by the number of events. In other words, the system will apply the same weight to each event unless an event multiplier is applied.
- An “event multiplier” is an option that allows you to tell the system to give an event more weight, such as counting a test like four events rather than 1.
- Often courses for younger students and specials courses such as Art may use this grading scheme.

Example 1: (Appropriate application of standard grading)

- Lucy is in first grade Art and receives these grades (The grade scale is Outstanding, Satisfactory, Unsatisfactory):
- Grades for each project: O (outstanding), O, S (satisfactory), U (unsatisfactory), and another S.
- The system would convert each grade into a percent score (just so it can do math) and find a grade average giving each event equal weight or importance.
- Calculation:
 - $100 + 100 + 90 + 80 + 90 = 460$
 - $460 / 5 = 92$
 - The average would be an S

Example 2: (Appropriate application of standard grading)

- Lucy is in first grade and receives the following grades in PE: 10/10 Class participation, 10/10 Class participation, 10/10 Class participation, 8/10 Quiz, and 7/10 Quiz. The system will...
 - Figure the percent score for each event: 100%, 100%, 100%, 80%, 70%
 - Find the sum of those scores: $100+100+100+80+70 = 450$
 - Divide by the number of events: $450 / 5 = 90\%$
 - The grade average will be 90%

Example 3: (Inappropriate application of standard grading)

- John received an 90/100 on a test and a 4/10 on a quiz. The system will calculate the percent of each event (80% and 40%), find the sum of those, and divide by 2.
 - $90 + 40 = 130$
 - $130 / 2 = 65$
 - The average grade is 65%

Example 4: (Appropriate application of standard grading)

- Using the example above with John, we can apply an “event multiplier” of 4 to the test in order to give it more weight. This way the quiz does not bring John’s average down quite as much. Here’s the math:
 - $90 \times 4(\text{even multiplier}) = 360$
 - $360(\text{test}) + 40(\text{quiz}) = 400$
 - $400 / 5 = 80$ (The system is counting 5 events because it’s using 4 from the test and 1 from the quiz)
 - The average grade is 80%

2). Category Weighting

- For this scheme the system will calculate the average by using the weights assigned to different categories such as tests, quizzes, classwork, etc. For example, tests could be set at 25% of the total grade, quizzes 25%, classwork 25%, and homework 25%. First, an average is calculated per category using the Standard Grading Scheme. Then the weight of the category is applied to arrive at a final grade average.

Example 1:

- Say we want tests to count for half of the grade, and quizzes and homework to count for 25% each.
 - First you would input the following: Open your Grading Calc Options, refer to “Category Weightings” and enter 50 for Test, 25 for Quiz, 25 for Homework, and click “Save Changes”
 - Then, let’s say, John received a 90/100 on a test, a 7/10 on a quiz, and a 8/10 on a homework assignment. Here’s the math:
 - $90\% \times 50(\text{test weight}) = 4500$
 - $70\% \times 25(\text{quiz weight}) = 1750$
 - $80\% \times 25(\text{homework weight}) = 2000$
 - $4500 + 1750 + 2000 = 8250$
 - Total weight = $50 + 25 + 25 = 100$
 - $8250 / 100 = 82.5\%$

Grading Calculation Options

Grade Scale In Use

Standard Scale													
letter	A+	A	A-	B+	B	B-	C+	C	C-	D	F	Zero	na
min%	97	93	90	87	83	80	77	73	70	60	0	0	na
click%	100	95	91.5	88.5	85	81.5	78.5	75	71.5	65	50	0	na
4-O	12	11	10	9	8	7	6	5	4	3	2	0	na

Keep Attendance for this class (HDO or 0002)

Weighting Scheme ?

Cumulative and Category Weighting
 Cumulative Scoring
 Category Weighting
 Standard Scoring

Category Weightings

Test

Quiz

Homework

Classwork

Performance

Term-Paper

Attendance

Cancel Save Changes

How to Set Category Weightings

- The Category Weightings section controls the weights for how the system calculates the average grade, depending on the categories. Category Weightings are only used when using the Weighting Schemes 'Category Weighting' or 'Cumulative and Category Weighting'.

Grading Calculation Options

Grade Scale In Use

Standard Scale													
letter	A+	A	A-	B+	B	B-	C+	C	C-	D	F	Zero	na
min%	97	93	90	87	83	80	77	73	70	60	0	0	na
click%	100	95	91.5	88.5	85	81.5	78.5	75	71.5	65	50	0	na
4-O	12	11	10	9	8	7	6	5	4	3	2	0	na

Keep Attendance for this class (HDO or 0002)

Weighting Scheme ?

Cumulative and Category Weighting
 Cumulative Scoring
 Category Weighting
 Standard Scoring

Category Weightings

Test

Quiz

Homework

Classwork

Performance

Term-Paper

Attendance

Cancel Save Changes

3). Cumulative Scoring

- This scheme takes the total attained points for all events, and divides it by the total possible points.

Example:

- John received a 80/100 and a 4/10 on two events (it doesn't matter whether they were test, quiz or homework. Here's the math:
- $80 + 4 = 84$
- $100 + 10 = 110$
- $84 / 110 = .763$ or 76.3%

4). Cumulative and Category Weighting

- This method works like Category weighting, however rather than applying the standard scoring to each individual category it uses cumulative scoring.

Alternate Weighted Grading Options (Not Category Weighting)

(Not Using the Category Weighting Scheme)

Option #1 - Standard Scoring + Multiplier

In this option, set your grade book weighting scheme to Standard Scoring.

Grading Calculation Options

Grade Scale In Use

	Rigid A-F (no A+) Scale													
letter	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	Zero	na
min%	94	93	92	86	85	84	75	74	73	66	65	0	0	na
click%	100	93.5	92.5	89	85.5	84.5	79.5	74.5	73.5	69.5	65.5	50	0	na
4-O	4	3.7	3.3	3	2.7	2.3	2	1.7	1.3	1	.7	0	0	na

Keep Attendance for this class (HDO or 0002)

Weighting Scheme ?

Cumulative and Category Weighting

Cumulative Scoring

Standard Scoring

Category Weightings

Test

Quiz

Performance

Term-Paper

Attendance

Make sure your grade book weighting scheme is set to 'Standard Scoring'.

In the event, assign a Multiplier and select 'Max Score' for the scoring method along with the total points possible.

Create Event

Event Name: Category:

Date: Notifications:

Status: Publish to BB/Calendar

Send FDMail to Parents

Multiplier:

Scoring Method:

Letter (Max = A)

Score (Max = 25)

Copies of Event:

Description/Links:

Attach File: no file selected

Or... select a File

When you create a new event, you can assign a Multiplier to the event. In this example, the Division Test is worth 25 points with a multiplier of 3.

Option #2 - Cumulative Scoring + Max Score

In this option, set your grade book weighting scheme to Cumulative Scoring.

Grading Calculation Options

Grade Scale In Use

	Rigid A-F (no A+) Scale													
letter	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	Zero	na
min%	94	93	92	86	85	84	75	74	73	66	65	0	0	na
click%	100	93.5	92.5	89	85.5	84.5	79.5	74.5	73.5	69.5	65.5	50	0	na
4-O	4	3.7	3.3	3	2.7	2.3	2	1.7	1.3	1	.7	0	0	na

Keep Attendance for this class (HDO or 0002)

Weighting Scheme ?

Cumulative and Category Weighting

Cumulative Scoring

Category Weighting

Standard Scoring

Category Weightings

Test

Quiz

Homework

Classwork

Performance

Term-Paper

Attendance

Cancel Save Changes

Make sure the Weighting Scheme in your grade book is set to Cumulative Scoring.

In the event, select 'Max Score' for the scoring method along with the total points possible times how many you would use as a multiplier.

Create Event

Event Name: Category:

Date: Notifications:

Status: Publish to BB/Calendar

Multiplier: Send FDmail to Parents

Scoring Method: Send FDmail to Students

Max Score: 300

Copies of Event:

Description/Links:

Attach File: no file selected

Or... select a File

Cancel Create Event

When you create a new event, just account for the multiplier by making the Max Score worth however many times more in points. In this example, a 100-point test was changed to be worth 300 points.

3). Review & Set Your Preferences

The Preferences section controls how you view and interact with your gradebook; it's there to help you customize your gradebook for your needs.

IMPORTANT - Each course you teach has a separate gradebook and therefore separate preferences that need to be viewed and possibly edited.

To view or edit your preferences:

- Go into a specific grade book (from Grades, Select Curriculum and click GradeBook Input)
- Refer to the top right hand menu, click the word 'Preferences'.

Here are the different options:

- **Display in Reverse Date Order** - this changes the order of events from either current date to earlier date or from earlier date to current date
- **Show # Finished Assignments** - this allows you to only display the events that have grades for all the students (the system hides the incomplete events)
- **Show # Future Assignments** - this will allow all future events to be shown
- **Input Notes** - a great tool that allows you to make notes about any student's grade for any event
- **Input single event / Numeric Keypad Entry** - this allows you to use your return key as a tab to quickly enter grades for each student in an event
 - **This one can help speed up your data entry depending on the person**

4). Understand Filter and Interface Options

The top left of your GradeBook includes settings that control which events and grades display on your page.

Filters/Settings

- **Course:** The first drop down menu shows which course you are viewing; you can use this to switch which course you are viewing
- **Term:** The system will default to pull up the current term (trimester or quarter); you can use the Term drop down menu to change it
- **Category:** You can filter your events by category by using this option

Navigation

Events will populate across the page horizontally. If there are more events than what fit on the screen then you can scroll to the right and left in order to view more.

Can't find an event?

If you cannot find an event then you can...

1. Check your Preferences and see if the "Show Finished" or "Show Future" settings are the issue.
2. Consider what term you are viewing. The Setting for "Term" will default to show the current quarter or trimester. When you create an event the system will default to the current date. This can result in users accidentally creating events for incorrect terms. You can change the term setting to the previous term and review. You may find your event there.

How To Enter Grades

1). Create Events (Add Assessments)

An Event is the set of information describing an assessment whether it be a test, quiz, classwork, homework, project etc. The set of data can include a name of the assessment, date, max score, category, and other information.

How to Create an Event

- Open a GradeBook
 - Click Grades
 - Choose a course from the Select Curriculum dropdown menu
 - Click GradeBook Input
- Click Create Event from the top right of your screen
- Enter details about your event in the dialog box and click Create Event

Important: If you just created a new event and can not find it, make sure the date you entered for the event matches the Quarter/Trimester that you are viewing in your GradeBook. If the date falls in the range for a different Quarter/Trimester, then you will have to change to that Quarter/Trimester to view and edit the event.

Elements of an Event

When you click Create Event the following fields and settings are available:

The screenshot shows the 'Create Event' dialog box with the following fields and settings:

- Event Name:** U.S. Presidents (highlighted in yellow, with a red callout 'See note #1')
- Date:** 2015-09-21 (highlighted in yellow, with a red callout 'See note #1')
- Status:** Normal (dropdown menu)
- Multiplier:** 1 (text input)
- Scoring Method:** Letter (Max = A+) (radio button selected), Score (Max = 100) (radio button unselected)
- Category:** Test (dropdown menu, highlighted in yellow, with a red callout 'See note #1')
- Notifications:** Publish to BB/Calendar (checked), Send Fdmail to Parents (checked), Send Fdmail to Students (checked) (with a red callout 'See note #3')
- Copies of Event:** 1 (text input)
- Description/Links:** Study the first five presidents - names, years in office, significant decisions etc. <http://www.whitehouse.gov/about/presidents> (with a red callout 'See note #2')
- Attach File:** Choose File (button), Narrative History3.png (file name)
- Or... select a File:** From Uploads... (dropdown menu)
- Buttons:** Cancel, Create Event

- **#1:** In the highlighted sections, these are the fields that the teacher will need to fill in in order to successfully create a new event
 - **Name:** This is where you will name your assessment

- **Date:** THE DATE OF THE EVENT IS VERY IMPORTANT. THE SYSTEM WILL KNOW WHICH TERM (QUARTER OR TRIMESTER) TO COUNT THE EVENT TOWARD BASED ON THIS DATE.
- **Status:** The Status (in the yellow section above) allows you to specify different ways the event should count toward the grade average.
 - **Status Options:**
 - **Normal** is the default and means there is a factor of 1 applied to the grade
 - **Extra Credit** - any scores entered will only add to the student's total average. A student with nothing entered will not be harmed.
 - **Can be Dropped** - allows a specific student's grade from this event to be dropped. Each student is given a check box and once the box next to the score is checked and the "Save Changes" button is clicked then that specific grade will be dropped.
 - **Not for Grade** - if the event will not be included in the overall grade calculations. This setting is applied to all students/grades in this event and not for specific students/grades.
 - **Event Multiplier** - allows the new event to be counted double or more in the final computation of grades in GradeBook. After choosing "Event Multiplier" you must then enter a number in the box entitled "multiplier" (to count double, enter 2 and so on).
- **Multiplier:** This field is only used if the Status is "Event Multiplier"
- **Scoring Method:** Refers to whether you are recording letter grades or numerical scores for the assessment. If you select numerical "Score" then you will need to enter a max score as well.
 - If the grade scale is 1,2,3,4 rather than A-F then those are considered "letter grades" too.
 - The items to consider when choosing whether you want to record Letter or Numerical grades are what type of course you are teaching and for what grade level? Specials courses or certain younger grades may only use a grade scale such as OSU (Outstanding, etc). In this case, it may be useful to just record OSU grades in the gradebook. For courses where you are using an A-F type scale then it may make more sense to record numerical scores.
 - Click Percent - The backend of the system must convert each letter grade into a number in order to calculate an average grade. The number assigned is determined by the grade scale and it's usually the mean of the range of scores for that letter. For example, an A may stand for any score from 93-97, so the click percent would likely be 94. With this in mind, if you use letter grades in your grade book, then the system will use "click percents" (converted scores) to calculate your average rather than raw scores.
- **Copies of Event:** Can be used as a shortcut. If you have an assessment that repeats, then you can create copies. Once that is done you will then edit the date field on subsequent copies.
- **Category:** This field offers the ability to assign a category to your event such as test, quiz, etc. Schools can add categories with admin permission and through HelpDesk.

- **#2: Description/Links:** The teacher can type a more detailed description of the event. When the teacher posts this event to his/her BulletinBoard (see #4), then this description will help the students and parents better understand the event. If there is something on the internet (website) that would help the students as a reference, the teacher can post the link here. This link will appear on the BulletinBoard after the description (see #4).
- **#3: Notifications:**
 - This is the option the teacher will need to check if he/she would like all of this information to appear on their BulletinBoard and calendar. If they do NOT check mark this, then ONLY the event name and date will appear in the grade book and in the student's assignment calendar.
 - **#4:** These two options will send FEmail messages to the parents or students which would contain this event's information.
- **#5: Attach File:** If the teacher has created a study sheet or has some other type of reference document, they can upload it and then choose the link of the uploaded document or choose from a selection of files that have previously been uploaded. This will also appear on the teacher's BulletinBoard (see #4). The next section, "How to attach a file" will provide more information.
 - **How to attach a file:**
 - Go to Grades and click GradeBook Input.
 - In your Create Event or your Edit Event dialog box, Click the 'Browse' (or 'Choose File') button. This will prompt you with a file browser where you can select a file from your computer to attach.
 - Click the 'Select File: From Uploads...' drop-down menu to choose from files you have already uploaded to FastDirect.
 - Check the box for 'Publish to BB/calendar'
 - Click 'Create' or 'Save Changes'
 - **Important:** When you attach a file to a GradeBook event via the 'Browse' method, that file is uploaded to FastDirect and will appear in your File Manager (accessed by clicking 'File Manager' under your staff options and preferences box that appears on your 'Home' screen).
 - **How to change a file already attached to an event:**
 - Click on the Event name to edit
 - Refer to 'Description/Links' text box
 - Delete all the text in that field and click 'Save Changes'
 - Edit the event again and attach your file

How Delete Events

- 1.) Click on the name of the event that you would like deleted
- 2.) In the event edit box, click the 'delete' button near the bottom left corner
- 3.) When asked if you are sure you want to delete the event, click 'OK'

How to Edit Events

- Click on the name of the event (move your cursor over the event name and click it - the event name should become underlined when you move the cursor over it)
- Make any changes to the event and click **Save Changes**

Important: You *cannot* change the Scoring Method (Numerical/Letter) unless there are no grades given to students for that event. With this in mind, you will need to create a new corrected event, copy over the students' grades, and delete the original. The steps are as follows.

If you need to edit the Scoring Method (Numeric vs. Letter Scores), then follow these steps:

- Create a new event with the same elements and the corrected Scoring Method
- Enter the scores for this new event
- Click on the name of the original Event (in order to open the Edit Event dialog box)
- Click Delete in the bottom left corner

How to Copy Events from One Course to Another

If you have two or more courses with the same gradebook events then you can use the Copy Events feature in order to copy events already created in one course to the other course.

In this example, the teacher has a Social Students course for grade 1 and another Social Studies course for grade 2 and they share some of the same events in both courses.

1. Starting in the Gradebook for Social Students grade 1, enter a batch of events
2. Now switch to your Social Studies grade 2 course and click Copy Events in the upper right of the page
3. Select which events you want to copy, enter the dates you want associated with each event and click Copy Events

2). Enter Grades

How to Enter Grades or Notes:

- Once you create an event, it will appear on the page (assuming it's for the current term). Events will populate in columns across the page and provide fields for grade and note entry.

Data Entry Process Options:

1). Default grade data entry process:

*(This process assumes that the Preference for "Input single event/ Numeric Keypad Entry" is **NOT** enabled)*

- In the grade fields, depending on the max grade setting, you will either type the numeric value in each box or select a letter grade from a drop down menu.
 - If you enter "NA" or "na" as a grade that will exclude the event from the missing assignments report
- In the notes fields, add notes as needed
- Click Save Changes

2). *Input single event / Numeric Keypad Entry:* Depending on your workflow, there is an important setting in Preferences of which you should be aware. It is called “*Input single event / Numeric Keypad Entry.*”

- This allows you to use your return key as a tab button to quickly enter grades for each student in an event. Users who use a numeric keypad like this.
- If this option is enabled, then in order to input grades, you will first click the circle for “Input/Edit” shown in the header of an event.
- Then you can proceed as described above and click Save Changes

3). *Max to all:* After you create an event there is a blue link in the header that will say, “Max:...” If you click this, then the system will give all students the max score. You do not need to click Save Changes because clicking the link saves it.

How to Enable the Notes Field:

- Click Preferences
- Check the box for “Input Notes”
- Click Save Changes

How to Mark an Event as Excused:

- DOES NOT show up on the Missing Assignments Report
 - Enter “na” as the grade
 - If the event is looking for you to type in a *numerical score*, then type “na” in the grade box rather than the grade and click Save Changes
 - If the event is looking for a letter grade, then select “na” from the drop down menu and click Save Changes
- DOES show up on the Missing Assignments Report
 - Leave the grade field empty
 - Enter any note you like to indicate that it’s excused, such as “excused”

GRADEBOOK REPORTS

Reports Options Within The GradeBook

When you open a GradeBook for an individual course you have 2 reports. One report is for an individual student and the other report is for the whole class roster.

For An Individual Student:

Open a GradeBook

Click on the Student’s Name (the name itself is a link to a gradebook report for that specific course)

For All Students in a Course:

Open a GradeBook

Click Print from the upper right corner

GradeBook Printout Report

What it is:

This report shows all grades for all courses for an individual student. It is the report that parents would see if that feature is enabled by the school admin and it can be useful as a tool for mid-term parent teacher conferences.

- Only homeroom teachers and admin can access this.
- There must be at least one event graded in the gradebook for it to show anything

Where it is:

- Click Grades
- Refer to the middle of the gray box, where it says, "Select One."
- Select a student's name and a grading period.
- In the report drop down, select which kind of report you would like (see below for examples of the different types of reports). The system will default to the type that admin have permissioned parents to see.
- Click 'GradeBook Printout'

What Parents See:

Parents will only see this report if school admin have enabled it. School admin also pick which type of report is published. The types of reports are show below.

Types of GradeBook Printout Reports:

Full GradeBook Printout:

(Lists all information available: Categories, courses, events, notes, scores, totals, averages, etc.)

A

LittleJoe Aarod

GradeBook report - 1st Trimester 2014-07-25 thru 2014-11-17

Homeroom teacher: Jacob Smith

Super Algebra Jacob Smith					Total events/scores per category									
					Test	Quiz	Homework	Classwork	Performance	Term-Paper	Attendance			
Event	Date	Category (status)	Note	Score	N	SumScores	N	SumScores	N	SumScores	N	SumScores	N	SumScores
Theorems	08/29/2014	Homework		90.0				1	90					
Loving math	09/02/2014	Quiz		100.0			1	100	1	90				
Averages per category:						0		100.00		90.00		0		0
190/2 = Average:														95.00 = A
German Jacob Smith					Total events/scores per category									
					Test	Quiz	Homework	Classwork	Performance	Term-Paper	Attendance			
Event	Date	Category (status)	Note	Score	N	SumScores	N	SumScores	N	SumScores	N	SumScores	N	SumScores
Field Trip to Germany	08/29/2014	Test		100.0	1	100								
Listening to German	09/03/2014	Classwork		70.0	1	100			1	70				
Homework 9/3	09/03/2014	Homework		81.5	1	100		1	81.5	1	70			
Averages per category:						100.00		0		81.50		70.00		0
251.5/3 = Average:														83.83 = B
ART Jacob Smith					Total events/scores per category									
					Test	Quiz	Homework	Classwork	Performance	Term-Paper	Attendance			
Event	Date	Category (status)	Note	Score	N	SumScores	N	SumScores	N	SumScores	N	SumScores	N	SumScores
Coloring	08/27/2014	Homework	**1	80.0				1	80					
Animal Project	09/02/2014	Classwork		92.6				1	80	1	92.6			
Participation	09/02/2014	Performance	**2	100.0				1	80	1	92.6	1	100	
Averages per category:						0		0		80.00		92.60		100.00
272.6/3 = Average:														90.87 = A-
**1 Needs practice														
**2 Great job!														



1 line per event:

<input type="checkbox"/> LittleJoe Aarod <input type="checkbox"/>			
GradeBook report - 1st Trimester 2014-07-25 thru 2014-11-17			
Homeroom teacher: Jacob Smith			
Course Instructor (Scoring method)			
Date	Category (Status)	Event	%Letter Notes
Super Algebra Jacob Smith			
08/29/2014	Homework	Theorems	90.0 A-
09/02/2014	Quiz	Loving math	100.0 A+
TOTALS AND AVERAGES ---->		95.00	A
German Jacob Smith			
08/29/2014	Test	Field Trip to Germany	100.0 A+
09/03/2014	Classwork	Listening to German	70.0 C-
09/03/2014	Homework	Homework 9/3	81.5 B-
TOTALS AND AVERAGES ---->		83.83	B
ART Jacob Smith			
08/27/2014	Homework	Coloring	80.0 B- Needs practice
09/02/2014	Classwork	Animal Project	92.6 A-
09/02/2014	Performance	Participation	100.0 A+ Great job!
TOTALS AND AVERAGES ---->		90.87	A-

1 line per course

(Course name is shown with total percentage and letter grade. No notes or events are shown.)

<input type="checkbox"/> LittleJoe Aarod <input type="checkbox"/>			
GradeBook report - 1st Trimester 2014-07-25 thru 2014-11-17			
Homeroom teacher: Jacob Smith			
Course	Instructor	Percent	Grade
Super Algebra	Jacob Smith	95.00	A
German	Jacob Smith	83.83	B
ART	Jacob Smith	90.87	A-

1 line per event % only

(Course name, events, notes, and percentages are shown. Only the total letter grade is shown, not event letter grade.)

A

LittleJoe Aarod

GradeBook report - 1st Trimester 2014-07-25 thru 2014-11-17

Homeroom teacher: Jacob Smith

Course Instructor (Scoring method)

Date	Category (Status)	Event	%	Notes
------	-------------------	-------	---	-------

Super Algebra Jacob Smith

08/29/2014	Homework	Theorems	90.0	
09/02/2014	Quiz	Loving math	100.0	

TOTALS AND AVERAGES ----> 95.00 **A**

German Jacob Smith

08/29/2014	Test	Field Trip to Germany	100.0	
09/03/2014	Classwork	Listening to German	70.0	
09/03/2014	Homework	Homework 9/3	81.5	

TOTALS AND AVERAGES ----> 83.83 **B**

ART Jacob Smith

08/27/2014	Homework	Coloring	80.0	Needs practice
09/02/2014	Classwork	Animal Project	92.6	
09/02/2014	Performance	Participation	100.0	Great job!

TOTALS AND AVERAGES ----> 90.87 **A-**



1 line per event Grade only

(Course name, events, notes, and letter grades are shown. No percentages are shown.)

LittleJoe Aarod

GradeBook report - 1st Trimester 2014-07-25 thru 2014-11-17
Homeroom teacher: Jacob Smith

Course Instructor (Scoring method)
Super Algebra Jacob Smith

Date	Category (Status)	Event	Letter	Notes
08/29/2014	Homework	Theorems	A-	
09/02/2014	Quiz	Loving math	A+	
TOTALS AND AVERAGES ----->			A	

German Jacob Smith

08/29/2014	Test	Field Trip to Germany	A+	
09/03/2014	Classwork	Listening to German	C-	
09/03/2014	Homework	Homework 9/3	B-	
TOTALS AND AVERAGES ----->			B	

ART Jacob Smith

08/27/2014	Homework	Coloring	B-	Needs practice
09/02/2014	Classwork	Animal Project	A-	
09/02/2014	Performance	Participation	A+	Great job!
TOTALS AND AVERAGES ----->			A-	



Missing Assignments Report

Where It Is:

- Reports > Grades > Missing Assignments
-or-
- On your homepage, near the bottom

What Parents See:

- Parents will only have access to a missing assignments report if a school Admin has enabled it. This is set on a per grade level basis.
 - Admin can also set whether the system will include events with a score of zero in the report. This is set on a per school basis.
- Parents will see any event listed as missing as long as the date of the event has passed AND grades are given for at least one child for that event.
- If "na" is entered for an event grade, then it will not appear as missing on this report.