

## Web-based Class Administrator User Guide

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### Introduction

Welcome to the Web-based Class Administrator User's Guide. Class Administrator is an electronic gradebook program. It can be used as a standalone program and it can also be used with EduConnect's School Administrator program to create official report cards. For more information about School Administrator, go to EduConnect's web site. Class Administrator includes two types of report cards; one for letter or percentage grading and one for outcomes based grading.

Using the Tree Menu on the left, you can select the topic for which you wish to find information. To begin a new gradebook, read the Add New Class section.

Once you have set up your classes, you can access each class by selecting the class you want from the Select a Current Class drop down menu.

### Adding New Classes

To add a class to the gradebook, click the Add New Class link on the far left. You can enter a new name or, if you have gradebooks from a previous year, choose that year and then select the classes you want to copy to your gradebook.

When entering a new class, select whether the class will be a Letter or Outcomes/Skills gradebook. The Letter/Percentages gradebook allows you to keep track of grades for individual assignments and automatically generate term and final grades based on the scores of the assignments. The Outcomes/Skills gradebook identifies specific outcomes or skills in a subject for which you give the student a grade each term. It does not track individual assignment grades.

**Once you have set up your classes, you can access each class by selecting the class you want from the Select a Current Class drop down menu.** You can change information for classes that have been set up by clicking on the class name or by using the Change Class Info choice in the Enter Class Info Menu.

Following is the information needed to set up each class.

#### Course Info Page

- Class Name

- Teacher's Name for the class
- Class Section: Enter 0 unless more than one class of the same subject at the grade level is offered. If more than one class of the same subject is offered at the same grade level, then identify each by a different section number or name.
- Grade Level for the class

Depending on the type of class, you will enter different information to complete setting up the class.

## Enter Class Info - Letter

Enter the following information for how student will be graded.

Grade Type: How the term and final grades are shown; either as Letter Grades or Percentages

How the class is to be graded. There are three choices:

1. Using total points for each term grade and term averages for the final grade. Each term average is weighted equally when calculating the final grade.
2. Weighted Categories by total points of the assignments within the category for each term and term averages for the final grade. Each term average is weighted equally when calculating the final grade.
3. Weighted Categories by the average of the assignments' percentages within the category for each term and term averages for the final grade.

When using Weighted Categories, the term grade is calculated as follows:

The sum of the average score for each category times the categories weight is divided by the sum of the weights to determine the grade for each term and the final grade. For example, if there are three categories named Homework, Quizzes and Tests with respective weights of .3, .3 and .4, the calculation for each Term grade would be:  $(\text{Homework Assignments Average} * .3) + (\text{Quiz Assignments Average} * .3) + (\text{Test Assignments Average} * .4) / (.3 + .3 + .4)$ . The average for each category is determined by using the percentage score of each assignment in that category for choice 3 or by taking the total points earned divided by the total points assigned for the category for choice 2.

### Categories Page

The names and weights for user defined categories is entered on the Categories page. If option 1 is chosen on the Course Info Page, the entry of categories is optional. If option 2 or 3 is chosen on the General Page, categories and their weights must be entered. Weights must be entered as a decimal and the total of the weights must equal 1.

### Grade Scale Page

The grade code and minimum percentage for each grade is entered on the Grade Scale page. A grade scale must be entered to assign letter grades to the term and final grade percentages.

### Select Students Page

Select the Class List or Individual Students to include in this class. For example, if this class is Social Studies, select the homeroom class that corresponds to those students or, if the class has been set up with its own list, select that class from the Classes listed. If the class includes students from different homerooms and it has not been set up with its own list, select the individual students for the class from the Student List. **Do not select both a class and Individual Students.**

## Enter Info Class Info - Outcomes

### Outcomes Descriptions

Use this page to enter a description of outcomes/skills being evaluated. It is recommended that outcomes for the subject be entered into the School Administrator before setting up the subject in the gradebook. If the outcomes are entered first into School Administrator, the gradebook program will automatically import those outcomes into the gradebook.

### Outcome Codes and Descriptions

The outcome codes represent the grade that would be entered on the Report Card for a particular outcome. Each code should have a description of its meaning. If the Outcome Codes are already set up in the School Administrator program, the gradebook program will automatically import them.

### Select Students Page

Select the Class List or Individual Students to include in this class. For example, if this class is Social Studies, select the homeroom class that corresponds to those students or, if the class has been set up with its own list, select that class from the Classes listed. If the class includes students from different homerooms and it has not been set up with its own list, select the individual students for the class from the Student List. **Do not select both a class and Individual Students.**

## Add/Change/Delete Assignments

### Adding Assignments

To add a new assignment, click the Add Assignment link on the page or in the Class Info menu. Information for the assignment that should be entered is:

- the name of the assignment;
- the term for the assignment;
- the category of the assignment, if weighted categories are being used;
- the date the assignment is due;
- the total number of points the assignment is worth.

Student grades are not calculated for an assignment until points earned on that assignment are entered for individual students. If you want to enter information for an assignment that will not be graded, enter 0 for the point total.

For more information on entering student points earned for an assignment, go to Entering Student Scores.

### Change Assignment Info

To change information for an assignment, click on the Assignment name.

### Delete Assignm

To delete an assignment, go to Delete Assignments in the Class Info menu.

### Copy Assignments

Assignments can be copied from one class to another, by executing the Copy Assignments command in the Enter Class Info menu. The class which is open is the one from which the assignments will be copied. You can then select multiple assignments and classes to which you can copy the assignments.

## Add/Change/Delete Students

### Adding Students to a Class

Students are added to a class automatically when classes are initially set up. After a class is set up, you can add additional students using the Add/Change Students choice in the Enter Student Info menu.

### Changing Student Information

A student's name can be changed using the Add/Change Students choice in the Enter Student Info menu.

### Deleting Students

To delete a student, use the Delete Student choice in the Enter Student Info menu.

## Entering Student Grades

### Letter Gradebook

To enter student scores for an assignment, click on the Grades link in that assignment column.

Student scores for individual assignments can be entered as a whole number or as a decimal number. For example, a score of 10 should be entered as 10, a score of  $10\frac{1}{2}$  should be entered as 10.5. Each time a student score is entered for an assignment, the student's Term Grade that includes that assignment and the Final Grade are recalculated to include the new score.

An assignment is not included in the Term and Final Grades calculations until a student score is entered. If an assignment point total is changed after student scores have been entered, Term and Final Grades will be recalculated for those students who have a score for that assignment.

Blank scores will be included as a missing assignment when reports are generated, but will not be included in the grade calculation. If you want to include the missing assignment in the grade calculation, an M should be entered. This will count as 0 points earned for the assignment.

If a student is exempt from an assignment, an X should be entered as the score. This will exclude the assignment from the grade calculation and also exclude it from the missing assignments list for that student.

If you wish to enter information for an ungraded assignment, enter any text besides an X, M or numeral.

**You can also enter for multiple assignments for a single student by clicking on the student's name. This is helpful if you have need to enter grades for a student who has been absent and is turning in late work.**

### Outcomes Gradebook

Student scores in the outcome report cards are not kept for individual assignments. Rather, the code representing the grade for a particular outcome is entered for each term into the gradebook. Students only receive one grade for each outcome for each term. If an outcome is not taught during a term, a grade is not entered for that outcome.

To enter grades for a particular outcome, click on the Grades link in that outcomes column.

## Enter/View Student Comments

### Enter Student Comments

To enter student comments, go to the Enter Student Comments choice in the Enter Student Info Menu. Comments that can be entered are those set up in the School Administrator program. Select the term for which you want to enter comments. Two comment codes may be entered for each student for each term.

Comments that correspond to the code entered will be displayed in the Student Single Class Summary and the Student Multi Class Summary reports. The comments will also be displayed in the Report Cards in the School Administrator Program when grades are exported to that program

### View Student Comments

You can view comments that have been entered for each term for each student using the View Student Comments choice in the View Info menu.

## Enter Custom Codes

Schools can enter other information relevant to their school, such as Conduct or Effort grades or Instructional Level or Work Habits information in the custom fields for each class. This information should be set up in the School Administrator program for printing on the Report Cards.

To enter the custom codes for students, go to Enter Student Custom Codes in the Enter Student Info menu. Type the appropriate codes for each field in the columns provided. The codes entered should match the codes set up in the School Administrator program.

To view the custom codes that have been set up in the School Administrator program, go to View Class Custom Codes in the View Info menu.

## Program Menus

### View Menu

The View menu allows you to see the following.

- **View Class Comments** - shows the comments that can be entered for students
- **View Class Custom Codes** - shows the custom codes that can be entered for students
- **View Student Comments** - shows the comments that have been entered for each student for a particular term
- **View Student Custom Codes** - shows the custom codes that have been entered for each student for a particular term

### Enter Class Info Menu

The Enter Class Info menu has the following commands.

- **Change Class Info** - change basic information about the class. You can also change information

for classes that have been set up by clicking on the class name

- **Change Grade Scale** - change the grade scale for a class
- **Delete Class** - delete the class you are currently viewing
- **Add Assignment** - add an assignment for a class. You can also click the Add Assignment link on the Assignment page to add assignments
- **Delete Assignment** - delete assignments from the class you are viewing
- **Copy Assignments** - copy assignments from the current class to other classes. This command is useful if you have multiple sections of the same class

### Enter Student Info Menu

- **Add/Change Students** - add students or change current student info
- **Delete Students** - delete students from the current class
- **Enter Student Comments** - enter student comments for the class for a particular term
- **Enter Student Custom Codes** - enter custom codes for students for the class for a particular term

Two additional menus are available in the Letter Gradebook.

### Tools

- **Delete Lowest Grade** - use this command to delete the lowest grade overall or in a particular category for a term

### Recalculate Grades

- Use this command to recalculate the grades for a class. Grades are automatically recalculated whenever grades are entered for individual assignments or if changes are made to an assignments information or if changes are made to the class information.

## View Reports Menu

Following are the reports that can be generated from the program's View Reports menu.

### Letter/Percentage Gradebook Reports

- **Student Single Class Summary** - This report will summarize information for individual students for one class. Information that can be included are term grades, final grade, comments, grade scale, assignment scores and missing assignments.
- **Student Multi Class Summary** - This report will summarize each student's grades for all of the classes in the gradebook in which the student is enrolled.
- **Class Summary** - This report summarizes all student grades for a class. Information that can be included are student term and final grades, grade scale and grade distribution
- **Term Summary** - This report shows students scores for all of the assignments for a term in a format that can be printed as a hard copy backup.
- **Assignment Summary** - This report summarizes student scores for a chosen assignment for the class selected. Information that can be included are all student scores, those students missing the assignment, grade scale, assignment mean and median, assignment high score and low score.
- **Missing Assignments** - This report shows missing assignments for all students for the class selected.

Missing assignments in each report are determined by a blank student score or student score of M and

an assignment date earlier than or equal to the current date.

### **Outcome Gradebook Reports**

- Student Single Class Summary - This report will summarize information for individual students for one class. Information that can be included are the term grades, comments and outcome codes.
- Student Multi Class Summary - This report will summarize each student's grades for all of the classes in the gradebook in which the student is enrolled.

### **Student Progress Reports**

Student Progress Reports are generated automatically from the grades that have been entered for a class. The reports are real time, as they will include grades as soon as they are entered into the gradebook. Teachers do not have to upload the progress reports as done with the Excel workbook version of Class Administrator.

The template for what is included on the progress reports should be set up by an administrator.

Administrators, Teachers and Parents can view the progress through the links in the menu page once they log in to their account on the School's Edu12 Community web site.

### **Exporting Grades**

To export grades to the Report Card, click on the Export Grades to Report Cards link. Select the classes and term for which you want to export grades. Any comments or custom field codes you have entered for the term will also be exported. If the term is the last term for the final grading period, the final grade will also be exported.

### **Technical Support**

To find answers to your questions about how to use this program, go to Customer Support at [www.educonnect.com](http://www.educonnect.com) to view Frequently Asked Questions and Knowledge Base articles or email: [techsupport@educonnect.com](mailto:techsupport@educonnect.com)