

Gradebook User Guide

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Introduction

Welcome to the 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, select the classes you want to copy to your new 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: (Homework Assignments Average * .3) + (Quiz Assignments Average * .3) + (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

If option 2 or 3 is selected for Weighted Categories, the user will be directed to the Categories page to enter the names and weights for user defined categories. Weights must be entered as a decimal and the total of the weights must equal 1. **Different categories and weights can be entered for each term.**

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. For a new class, the grade codes will automatically be copied from the scale set up in School Administrator. You can also copy the grade scale for other classes already set up by selecting one from the drop down menu.

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;
- a description of the assignment (Optional)
- 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.

Summative vs. Formative Assignment Type

Assignments are identified as Summative or Formative. Only Summative assignments are included in the grade calculation.

Publishing Assignments

Assignments are available for viewing by parents online once they are published.

Student grades are not calculated for an assignment until points earned on that assignment are entered for individual students.

Change Assignment Info

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

Delete Assignment

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. When adding students to a new class, you would generally choose a class from the list on the left in the Add Students Screen. When adding students who arrive later in the year to an existing, you would choose a student from the list on the left. You can then also choose whether to add that student to the bottom of your existing student list for that class by checking the box under the student list.

Change Students Sort Order

You can designate whether to include a student in alphabetical order or at the bottom of the class list from the Change Students Sort Order command in the Enter Student Info menu.

Deleting Students

To delete a student, use the Delete Student choice in the Enter Student Info menu. **Do not delete a student who leaves during the school year or you will lose all of the student's grades. If you don't want to include a student on the class list who leaves, use the Activate/Inactivate Student command in the Tools 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 an 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 Students** - add students to the Class
- **Change Student Name/ID** - change a student's name or ID
- **Change Student's Sort Order** - designate whether to include a student in alphabetical order or at the bottom of the class list.
- **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

- **Change Spreadsheet Preferences** - changes the view of the spreadsheet so the entire scrolls to the right or so the student name columns are frozen and only the assignments columns scroll to the right.
- **Delete Lowest Grade** - use this command to delete the lowest grade overall or in a particular category for a term
- **Move Students to Another Class** - use this command to move a student to another class of the same subject and grade.
- **Activate/Inactivate Student** - use this command to inactivate a student who leaves during the year so the student's name no longer appears in the gradebook's class list. The student's grades are still kept in the database.
- **Upload Scantron Results** - use this command to import the results of a scantron test into the gradebook

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 to view Frequently Asked Questions and Knowledge Base articles or email: techsupport@educonnect.com