



TEAMS User Guide

Functions for Teachers

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Corporate Headquarters: Prologic Technology Systems, Inc.
10801-1 North MoPac Expressway, Suite 120
Austin, TX 78759
Tel: 512-328-9496
Fax: 512-342-1705

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Section 1: Introduction

This document describes functions teachers use in the TEAMS system to manage attendance and grades.

An overview of the information in this guide is below:

- **Section 2: Take Classroom Attendance:** The section describes how to locate a list of your class rosters for recording and maintaining attendance.
- **Section 3: Maintain Teacher Gradebook Category:** This section describes how to set up information for your Gradebooks, including the Gradebook categories and assignments for each of your course sections.
- **Section 4: Enter Classroom Grading:** This section describes how to view and manage student grades and comments, as well as to access your TEAMS Gradebooks.
- **Section 5: Teacher Connect Sections:** This section describes functionality that enables you to connect your course sections for grading, attendance, or both if sections meet specific criteria.



Section 2: Take Classroom Attendance

Recording accurate classroom attendance is critical because attendance information is tracked by district and state entities. The Take Classroom Attendance function is used by teachers to locate a list of their class rosters quickly. If you are a teacher, the system recognizes your role from your login and displays rosters for your classes, or if the current time falls within a class period on the current day code, the system will display the roster for the current class period. You can mark attendance using either a class roster or a seating chart view.

Note: Full access to the Take Classroom Attendance function can be granted to a teacher aide assigned to a course section to enable the aide to assist the teacher with attendance tasks for the course section. If access is granted, the aide will have the ability to perform all tasks for the course section, including entering attendance, adding notes, and posting attendance. This option is set in the Course Sections function.

Note: If you are an attendance clerk or district staff, use the Section Attendance Search function to locate a class roster and mark attendance. For more information, see the TEAMS Student Attendance User Guide.

In this section:

Accessing Class Rosters	2.2
Working With the Student Roster Tab	2.4
Posting Attendance Records.	2.9
Working With Seating Charts	2.11
Adding Notes to the Attendance Record	2.17
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Accessing Class Rosters

If you are a teacher, the system recognizes your role from your login information and displays rosters for your classes, or if the current time falls within a class period on the current day code, the system will display the roster for the current class period. You can mark attendance using either a class roster or a seating chart view.

How to Access a Class Roster

1. Navigate to the TEAMS Home page and locate the Student Attendance menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page. If you are unsure of the menu name, you can enter the function name in the Search Menu Items field to quickly locate it.

2. Select the **Take Classroom Attendance** link. One of the following tabs is displayed:
 - If the current time falls within a class period on the current day code, the **Student Roster** tab is displayed with the class roster for the current class period. Proceed to "Working With the Student Roster Tab" on page 2.4

Note: If a seating chart has been added for the class roster and set as the default view, the Take Attendance tab is displayed. For more information on the Take Attendance tab, see "Working With Seating Charts" on page 2.11.

- If it is not during a current class period, more than one periods fall within the current time, or you teach more than one class and they are not connected, the Classroom Attendance tab is displayed with a list of your current class rosters. Proceed to "Working with the Classroom Attendance Tab" below.

Working with the Classroom Attendance Tab

If it is not during a current class period, more than one periods fall within the current time, or you teach more than one class and they are not connected, the Classroom Attendance tab is displayed with a list of your current class rosters when you click the Take Classroom Attendance link.

Note: If a course section has no students enrolled, it is not displayed on the Classroom Attendance tab. Depending on how attendance options have been set up for your campus, some sections may not be listed on the Classroom Attendance tab because of rules for reporting attendance or attendance lock out times.

The Classroom Attendance tab is shown in the following figure.

Classroom Attendance

Attendance Date: * 05-08-2012 Tuesday Search View All

Section Periods


Sort | Clear Sorted by: (default)

Campus	Posted	Period	Description	Course ID	Section ID	Term	Part	Day	Teacher Name	Parent/Child
045	X	02	COMMUN APPLIC	0971	02	S2	1	T	Sample, Jane E	
045	X	03	COMMUN APPLIC	0971	04	S2	1	T	Sample, Jane E	
045	X	04	COMMUN APPLIC	0971	06	S2	1	T	Sample, Jane E	
045	X	06	COMMUN APPLIC	0971	08	S2	1	T	Sample, Jane E	
045	X	07	6 LA PRE AP	0603	04	S2	2	T	Sample, Jane E	

record count: 5 of 5

Select

Figure 2.1: Classroom Attendance tab

The **Attendance Date** field defaults to the current date. If you want to change the date, enter the date to search or click the  icon to select it from the calendar, and click the **Search** button. The system displays a list of your class rosters for the selected date. This display is governed by the value set for the days allowed for posting/reposting classroom attendance as set for your campus.

Note: Click the **View All** button to see all class rosters for the fiscal year.

Highlight a roster and click the **Select** button. The Student Roster tab is displayed with the selected class roster. Proceed to "Working With the Student Roster Tab" on page 2.4.

Note: If a seating chart has been added for the class roster and set as the default view, the Take Attendance tab is displayed. For more information on the Take Attendance tab, see "Working With Seating Charts" on page 2.11.

Working With the Student Roster Tab

In the Take Classroom Attendance function, the Student Roster tab is displayed when you select a class roster on the Classroom Attendance tab or if the current time falls within a class period on the current day code. Use the Student Roster tab to mark attendance, add notes to the attendance record, and view additional student information. After attendance is marked, you can post the information to the database.

Note: If a seating chart has been set as the default view or if you select one in the View field, the Take Attendance tab is displayed. For more information, see "Working With Seating Charts" on page 2.11.

The Student Roster tab is shown below.

Student Roster

View: Class Roster in List View Course/Section: T/4 - J06404/603-Science 6-S1

When the A icon is red, it indicates a student has an absence recorded in another class period on the same day.

Student Name	P	A	T	Reason	Local ID	G	GL	SCH	Links
Alley, Duane	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		4391	M	06	044	P D S A G
Ball, Nicole	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		3180	F	06	044	P D S A G
Benson, Elizabeth	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		1040	F	06	044	P D S A G
Blanco, Paul	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		1660	M	06	044	P D S A G
Branson, Miranda	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		3237	F	06	044	P D S A G H
Cassidy, Steven	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		7144	M	06	044	P D S A G
Damon, Dustin	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		7405	M	06	044	P D S A G
Edwards, Sheri	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		2080	F	06	044	P D S A G
Foster, Alexandra	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		1350	F	06	044	P D S A G H
Gray, Nicole	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		9362	F	06	044	P D S A G
Johnson, Juan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		7159	M	06	044	P D S A G
King, Brendan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		9883	M	06	044	P D S A G
Lane, Lily Marie	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		3204	F	06	044	P D S A G
Low, Priscilla	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		1035	F	06	044	P D S A G
Marsh, Elizabeth	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		1653	F	06	044	P D S A G
Miller, Elisa	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		1589	F	06	044	P D S A G
Padilla, Candace	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		9256	F	06	044	P D S A G
Thomas, Maria	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		6880	F	06	044	P D S A G

record count: 30 of 30

[Post](#) [Cancel](#) [Print](#) [Quick Print](#)

Dropped Students

Sort | Clear Sorted by:

Student Name	Drop Date	Local ID	G	GL	SCH	Links

record count: 0 of 0

Figure 2.2: Student Roster tab

Student Roster Tab Overview

You have the following options for working with Student Roster tab:

- Use the **View** field to select how you want to display the class roster. If no seating charts have been added for the class, the Class Roster List View is the default.
- Use the **Course/Section** drop-down list to quickly display the class roster for another course/section without having to return to the Classroom Attendance tab. If attendance for a course section in the drop-down list has not been posted, the course information is highlighted red. If attendance has been posted, the course information is highlighted green.
- To return to the Classroom Attendance tab, click the **Cancel** button.
- Use the icons in the Links column to add a note about the student's attendance or to view additional student information.

Note: See "Adding Notes to the Attendance Record" on page 2.17 for more information about adding notes. See "Viewing Additional Student Information" on page 2.18 for more information about accessing additional student information.

- Click the **Print** button to generate the Student Class Roster report for the course section. The report will be generated as a PDF in new browser window. The report created by the Print button is generated by the TEAMS Report process, and you cannot print the report until the reporting batch process finishes.
- Click the **Quick Print** button to print a student class roster for the class you are viewing without accessing the TEAMS Report process. You do not have to wait for the reporting batch process to finish before you can print the information. Output is displayed in a new browser window with a standard Print dialog box so you can quickly send the roster to the printer of your choice. Output generated with the Quick Print button is not accessible in your Report Queue in the My Report Profiles function.

Note: Teacher aides who may be granted shared access to the Take Classroom Attendance function may not have access to the teacher-based reports associated with this function.

How to Mark Attendance

This section discusses how to mark a student as tardy or absent. Once all attendance information is complete, you can save it to the database.

Note: See "Posting Attendance Records" on page 2.9 for information about saving attendance information.

Marking a Student as Tardy

To mark a student as tardy, select the T option. The system displays the default tardy reason code for your campus in the Reason column.

Note: If an attendance clerk has recorded tardy or absence information in other attendance functions, the information is view-only in the Take Classroom Attendance function and cannot be modified.

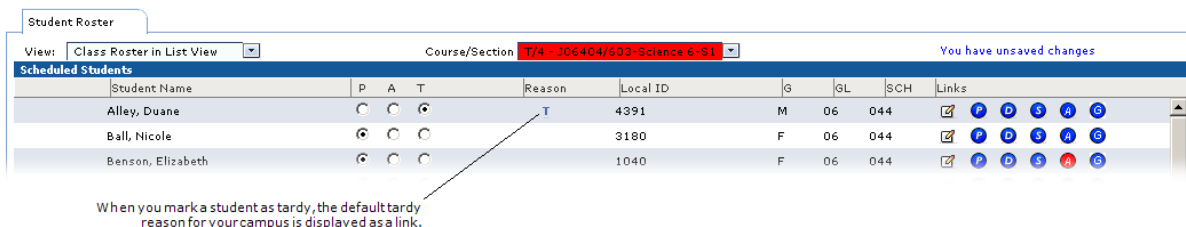


Figure 2.3: Student Roster tab (partially illustrated) with a tardy indicated

Selecting Tardy Reasons

Whether you can select a tardy reason for a student other than the campus default depends on how your district has set up Attendance options for your campus. If allowed, follow the steps below to select a tardy reason.

1. Click the tardy reason link in the Reason column to open the Attendance box.

Attendance

Tardy Reason: * T

Note:

Characters remaining: 500 (500 max)

OK Cancel

Figure 2.4: Attendance box

2. Select the **Tardy Reason** from the drop-down list
3. In the **Note** field, add any notes about the tardy.
4. Click the **OK** button. The Reason column displays the tardy reason you selected.

Marking a Student Absent

Whether the default attendance setting is P for present or A for absent depends on whether your campus is configured for positive attendance or negative attendance. To mark a student absent, select the A option. The system displays the default absence reason code for your campus in the Reason column, as shown in the following figure.

Note: If an attendance clerk has recorded tardy or absence information in other attendance functions, the information is view-only in the Take Classroom Attendance function and cannot be modified.

Note: Whether the campus is configured for positive attendance or negative attendance is configured on the Day/Period tab of the Calendar Summary function. For more information about the Calendar Summary function, see the TEAMS Student Attendance User Guide or TEAMS Online Help.

Student Roster

View: Class Roster in List View Course/Section: 7/4-306404/603-Science 6-S1 You have unsaved changes

Student Name	P	A	T	Reason	Local ID	G	GL	SCH	Links
Alley, Duane	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	T	4391	M	06	044	P D S A G
Ball, Nicole	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		3180	F	06	044	P D S A G
Benson, Elizabeth	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	U	1040	F	06	044	P D S A G
Blanco, Paul	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		1660	M	06	044	P D S A G
Branson, Miranda	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		3237	F	06	044	P D S A G H

When you mark a student as absent, the default absence reason for your campus is displayed as a link.

Figure 2.5: Student Roster tab (partially illustrated) with an absence indicated

Selecting Absence Reasons

Whether you can select an absence reason for a student other than the campus default depends on how your district has set up Attendance options for your campus. If allowed, follow the steps below to select an absence reason.

1. Click the absence reason link in the Reason column to open the Attendance box.

Attendance

Absence Reason: * U-Unexcused

Note:

Characters remaining: 500 (500 max)

Ok Cancel

Figure 2.6: Attendance box

2. Select the **Absence Reason** from the drop-down list.
3. In the **Note** field, add any notes about the absence.

SECTION 2: TAKE CLASSROOM ATTENDANCE

4. Click the **OK** button. The Reason column displays the absence reason you selected.

Note: Once all attendance information is complete, you can save it to the database. See "Posting Attendance Records" on page 2.9 for information about saving attendance information.

Note: If you have added or modified information and attempt to navigate away from the tab without saving, a Confirmation box is displayed to alert you to the unsaved changes. If you want to save your changes, click the **Yes** button. The system saves your changes and then navigates away from the tab. If you want to navigate away from the tab without saving your changes, click the **No (Discard Changes)** button. If you want to close the box and return to the tab without saving, click the **Cancel** button.

Posting Attendance Records

Once all attendance information is complete, you can save it to the database. Although some aspects of an attendance record may be edited, there is a limited time frame for edits, based on district-defined regulations. The posted attendance record contains the following elements:

- Section Period
- Attendance Date
- Attendance Posted Date-Time
- Attendance Posted By

How to Post Attendance Records

1. Review the tab on which you are working to verify that all students have been marked properly. (If you are in the Class Roster view, you are working on the Student Roster tab. If you are in a Seating Chart view, you are working on the Take Attendance tab.)

Note: If you have added or modified information and attempt to navigate away from the Student Roster or Take Attendance tabs without clicking the Post button, a Confirmation box is displayed to alert you to the unsaved changes. If you want to save your changes, click the **Post** button. If you want to navigate away from the tab without saving your changes, click the **Continue** button.

2. Click the **Post** button. The system displays the Attendance Confirmation tab.

The screenshot shows the 'Attendance Confirmation' tab with a summary and lists of absent and tardy students.

Attendance Confirmation				
Summary				
Scheduled:	30			
Present:	28			
Absent:	1			
Tardy:	1			
Absent Students				
Sort Clear Sorted by:				
Name	Local ID	Absence Reason	Gender	Birth Date
Benson, Elizabeth	1040	U	F	09-01-1999
record count: 1 of 1				
Tardy Students				
Sort Clear Sorted by:				
Student Name	Local ID	Tardy Reason	Gender	Birth Date
Alley, Duane	4391	T	M	09-01-1998
record count: 1 of 1				
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>				

Figure 2.7: Attendance Confirmation tab

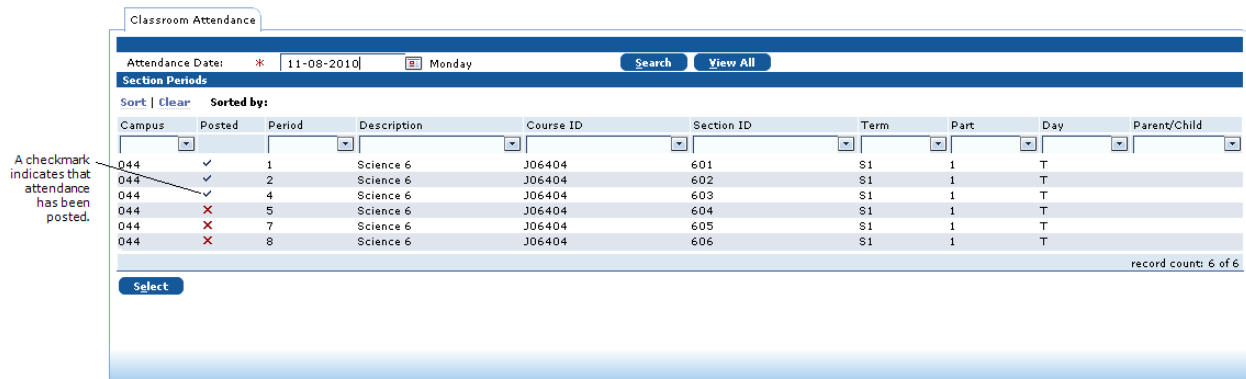
Note: If no students are absent or tardy, "Perfect Attendance" is displayed in red text in the Summary panel.

3. Review the Attendance Confirmation tab to verify that the record is correct.
4. Click the **OK** button. The system saves the attendance record, and the Classroom Attendance tab is redisplayed. The section you just posted has dropped off the list.

SECTION 2: TAKE CLASSROOM ATTENDANCE

- Optional.** You can click the **View All** button on the Classroom Attendance tab to see all your course sections. Any sections that have been posted are displayed with a checkmark in the Posted column.

Note: If attendance has been posted by an attendance clerk, a checkmark may be displayed in the Posted column, depending on the posting option used by the clerk.



A checkmark indicates that attendance has been posted.

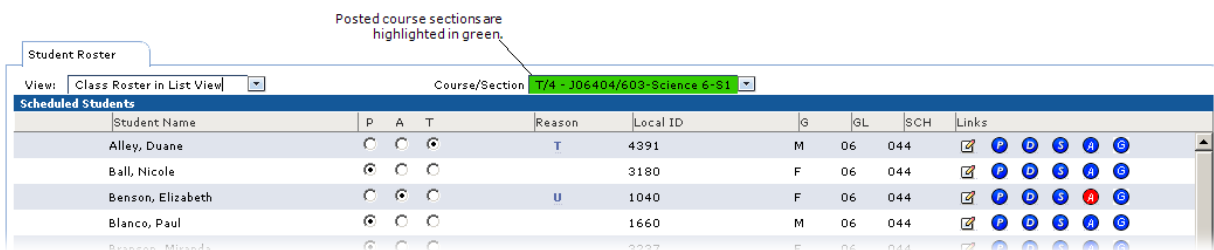
Campus	Posted	Period	Description	Course ID	Section ID	Term	Part	Day	Parent/Child
044	✓	1	Science 6	J06404	601	S1	1	T	
044	✓	2	Science 6	J06404	602	S1	1	T	
044	✓	4	Science 6	J06404	603	S1	1	T	
044	✗	5	Science 6	J06404	604	S1	1	T	
044	✗	7	Science 6	J06404	605	S1	1	T	
044	✗	8	Science 6	J06404	606	S1	1	T	

record count: 6 of 6

Figure 2.8: Classroom Attendance tab with posted attendance indicated

- Optional.** If you highlight a posted course section and click the **Select** button, the Course/Section list on Student Roster or Take Attendance tab will display the course section with green shading, as shown in the following figure.

Note: The Take Attendance tab is displayed if a seating chart has been set as the default view for the course section.



Posted course sections are highlighted in green.

Student Name	P	A	T	Reason	Local ID	G	GL	SCH	Links
Alley, Duane	○	○	●	T	4391	M	06	044	[P] [D] [S] [A] [G]
Ball, Nicole	●	○	○		3180	F	06	044	[P] [D] [S] [A] [G]
Benson, Elizabeth	○	●	○	U	1040	F	06	044	[P] [D] [S] [A] [G]
Blanco, Paul	●	○	○		1660	M	06	044	[P] [D] [S] [A] [G]
Brannon, Miranda	○	○	○		3237	F	06	044	[P] [D] [S] [A] [G]

Figure 2.9: Student Roster tab (partially illustrated) for a posted course section

Working With Seating Charts

If you are a teacher using the Take Classroom Attendance function, you can add seating charts to your class rosters.

How to Define a Seating Chart

1. In the **View** drop-down list of the Student Roster tab, select Add/Delete Seating Charts.

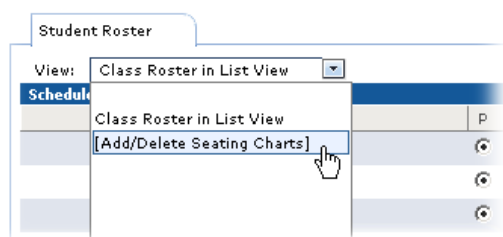


Figure 2.10: View drop-down list on Student Roster tab (partially illustrated)

The Seating Charts tab is displayed, as shown in the following figure.

 A screenshot of the 'Seating Charts' tab. The top section is 'Add/Edit Seating Charts' with fields for 'Chart Name:', 'Default:' (radio buttons for Yes/No), 'Number of Rows:', and 'Number of Columns:'. Below are 'Add' and 'Clear' buttons. The bottom section is 'Seating Charts' with 'Sort | Clear' and 'Sorted by:' options. It contains a table with columns 'Name', 'Default', 'Rows', and 'Columns'. Below the table is a 'Student List View' checkbox and 'Delete', 'Edit', and 'Select' buttons. A 'record count: 1 of 1' is shown at the bottom right.

Figure 2.11: Seating Chart tab

Note: The Student List View is the view of the class roster when it is listed on the Student Roster tab. The Student List View cannot be edited or deleted.

2. In the **Chart Name** field, enter a name for your seating chart.
3. In the **Default** field, select one of the following options:
 - Select Yes if you want the seating chart to be the default display when you access this class roster.
 - Select No if you want to leave the Student List View (or another seating chart) as the default.
4. In the **Number of Rows** field, enter the number of rows for your seating chart.

5. In the **Number of Columns** field, enter the number of columns for your seating chart.
6. Click the **Add** button. The seating chart is added to the list on the tab.

The screenshot shows the 'Seating Charts' tab. At the top, there's a form to 'Add/Edit Seating Charts'. It includes fields for 'Chart Name', 'Default' (with 'Yes' selected), 'Number of Rows', and 'Number of Columns'. Below the form are 'Add' and 'Clear' buttons. The main area is a table titled 'Seating Charts' with columns 'Name', 'Default', 'Rows', and 'Columns'. The table has one row: 'First Semester' with 'Default' checked, 'Rows' set to 2, and 'Columns' set to 5. Below the table are 'Delete', 'Edit', and 'Select' buttons. A 'record count: 2 of 2' is displayed at the bottom right.

Figure 2.12: Seating Chart tab with added seating chart

How to Assign Seats on a Seating Chart

To assign seats, follow the steps below:

Note: All students must be assigned to a seat before attendance can be posted in the Seating Chart view on the Take Attendance tab.

1. On the Seating Charts tab, highlight to select a seating chart and click the **Select** button. The Take Attendance tab is displayed with the seating chart grid but no students assigned.

Note: If you highlight the Student List View and click the Select button, the Student Roster tab is displayed with the class in list view.

Take Attendance

View: First Semester Course/Section: T/7 - J06404/605-Science 6-S1

9 Students Unassigned

Seating chart grid

Post Cancel

Dropped Students

Sort | Clear Sorted by:

Student Name	Drop Date	Local ID	G	GL	SCH	Links
Allen, Priscilla	09-18-2010	1934	F	06	048	P D S
Barker, Michelle	09-14-2010	1675	F	06	048	P D S
Gomez, Anthony	09-08-2010	1822	M	06	048	P D S
Hunt, Alexandra	09-14-2010	1771	F	06	048	P D S

record count: 4 of 4

Unassigned Students

Sort | Clear Sorted by:

Student Name	Drop Date	Local ID	G	GL	SCH	Links
Ball, Steven	12-17-2010	1442	M	06	048	P D S
Branson, Denise	12-17-2010	1776	F	06	048	P D S
Foley, Leigh Ann	12-17-2010	1696	F	06	048	P D S
Hernandez, Victor Alexander	12-17-2010	1919	M	06	048	P D S
Horne, Carl Justin	12-17-2010	1310	M	06	048	P D S
Jones, Nicole Marie	12-17-2010	1712	F	06	048	P D S
May, Andrew	12-17-2010	1440	M	06	048	P D S
Padilla, Brianna	12-17-2010	1388	F	06	048	P D S
Ray, Maya Lynn	12-17-2010	1451	F	06	048	P D S

record count: 9 of 9

Figure 2.13: Take Attendance tab with the new seating chart grid but no students assigned

- Click in a cell on the seating chart grid to select it. The selected cell is shaded and the Assign Student to Seat box is displayed.

Take Attendance

View: First Semester Course/Section: T/7 - J06404/605-Science 6-S1

9 Students Unassigned

Assign Student to Seat

Student:

Ok Cancel

Figure 2.14: Take Attendance tab (partially illustrated) with the Assign Student to Seat box for a selected cell

SECTION 2: TAKE CLASSROOM ATTENDANCE

3. In the **Student** field, select the student to assign to the seat from the drop-down list of the class roster.
4. Click the **OK** button to close the Assign Student to Seat box. The student's name is displayed in the selected cell.

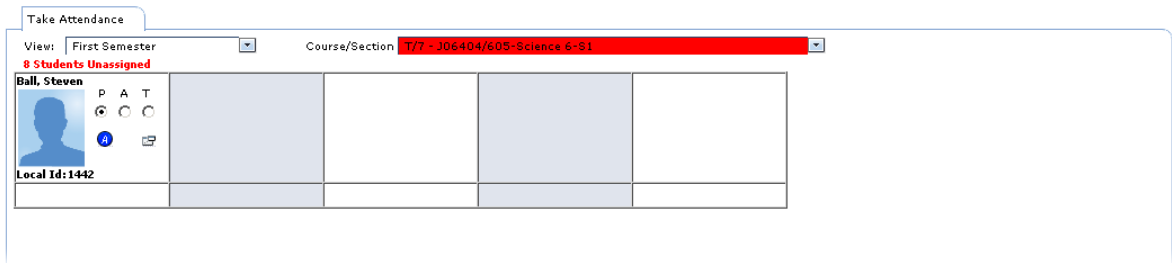


Figure 2.15: Assigned student on a seating chart

5. Repeat **Step 2** through **Step 4** until all students in the class are assigned to a seat.

Rearranging Students on the Seating Chart

To move a student to a different spot on the seating chart, follow the steps below:

1. Click on the cell representing the seat to which the student is currently assigned. The Assign Student to Seat box is displayed.
2. In the **Student** field, select [Unassign Student] from the drop-down list.
3. Click the **OK** button. The student is removed from the cell and added to the Unassigned Students list and can then be reassigned to another location.

How to Mark Attendance on the Take Attendance Tab

The Take Attendance tab with a sample seating chart is shown in the following figure.

When the A icon is red, it indicates a student has an absence recorded in another class period on the same day.

Click this icon to open the Links/Attendance box to add a note about the attendance record or to access icons for viewing additional student information.

Take Attendance

View: First Semester Course/Section: T77 - J06404/605-Science 6-S1

Ball, Steven Local Id: 1442 P A T A	Foley, Leigh Ann Local Id: 1696 P A T A	May, Andrew Local Id: 1440 P A T A	Hernandez, Victor Alexander Local Id: 1919 P A T A	Branson, Denise Local Id: 1776 P A T A
Padilla, Brianna Local Id: 1388 P A T A	Ray, Maya Lynn Local Id: 1451 P A T A	Horne, Carl Justin Local Id: 1310 P A T A	Jones, Nicole Marie Local Id: 1712 P A T A	

Post Cancel

Dropped Students

Sort | Clear Sorted by:

Student Name	Drop Date	Local ID	G	GL	SCH	Links
Allen, Priscilla	09-18-2010	1934	F	07	048	
Barker, Michelle	09-14-2010	1675	F	07	048	
Gomez, Anthony	09-08-2010	1822	M	07	048	
Hunt, Alexandra	09-14-2010	1771	F	07	048	

record count: 4 of 4

Unassigned Students

Sort | Clear Sorted by:

Student Name	Drop Date	Local ID	G	GL	SCH	Links
--------------	-----------	----------	---	----	-----	-------

record count: 0 of 0

Figure 2.16: Take Attendance tab

Note: Whether the default attendance setting is P for present or A for absent depends on whether your campus is configured for positive attendance or negative attendance.

Note: If an attendance clerk has recorded tardy or absence information in other attendance functions, the information is view-only in the Take Classroom Attendance function and cannot be modified.

Tip: To quickly display the class roster for another course/section without having to return to the Classroom Attendance tab, use the **Course/Section** drop-down list. If attendance for a course section in the drop-down list has not been posted, the course information is highlighted red. If attendance has been posted, the course information is highlighted green. To return to the Classroom Attendance tab, click the **Cancel** button.

SECTION 2: TAKE CLASSROOM ATTENDANCE

Follow the steps below to mark attendance.

1. Click on the seating chart cell for the student for whom to record attendance.
2. Selecting the P, A, or T option for the student as appropriate. The default absence reason code or tardy reason code for your campus is displayed on the seating chart, as shown in the following figure.

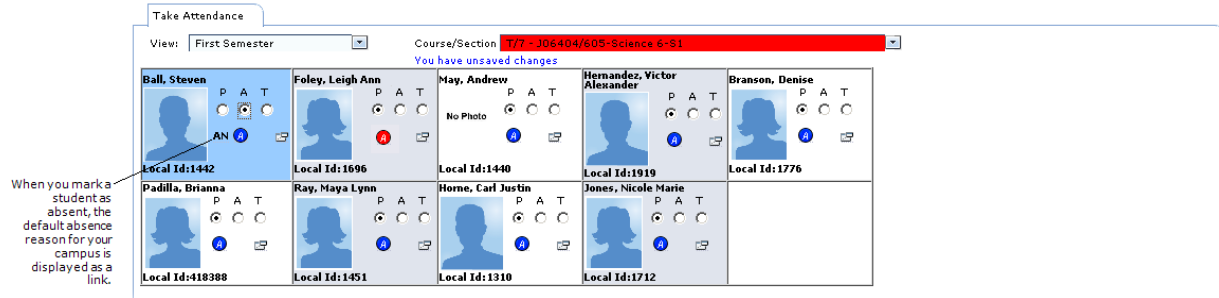



Figure 2.17: Take Attendance tab (partially illustrated) with absence reason selected

Note: Whether you can select an absence reason or tardy reason for a student other than the campus default depends on how your district has set up Attendance options for your campus. For more information about selecting absence or tardy reasons, refer to "Working With the Student Roster Tab" on page 2.4.

3. **Optional.** Click the  icon for the student to open the Links/Attendance box and add a note about the attendance record or to access icons for viewing additional student information.

Note: See "Adding Notes to the Attendance Record" on page 2.17 for more information about adding notes. See "Viewing Additional Student Information" on page 2.18 for more information about accessing additional student information.


4. After attendance is marked, you can post the information to the database. See "Posting Attendance Records" on page 2.9 more information about posting.

Note: If you have added or modified information and attempt to navigate away from the Take Attendance tab without clicking the Post button, a Confirmation box is displayed to alert you to the unsaved changes. If you want to save your changes, click the **Post** button. If you want to navigate away from the tab without saving your changes, click the **Continue** button.

Adding Notes to the Attendance Record

In the Take Classroom Attendance and Section Attendance Search functions, you can add other attendance notes for students on your class roster in addition to any notes you made for tardy or absence reasons.

Follow the steps below to add a note to an attendance record:

1. Click the  icon for the student on the Student Roster tab. The Links/Attendance Note box is displayed.

Note: On the Take Attendance tab, click the  icon to display the Links/Attendance Note box.

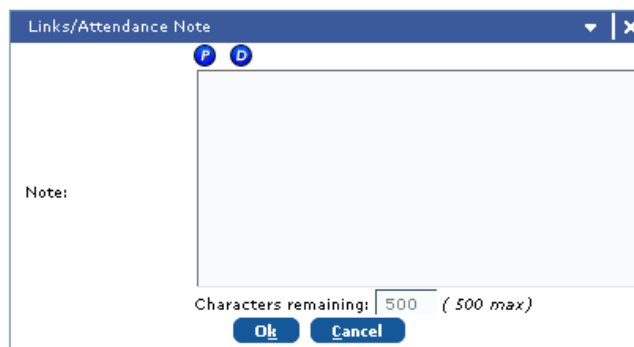

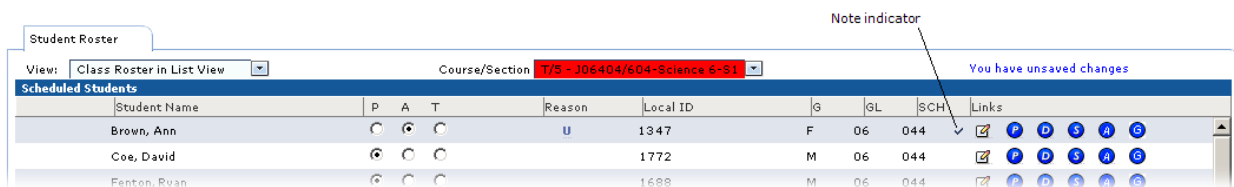


Figure 2.18: Links/Attendance Note box

2. Enter a brief note regarding the student's attendance record.
3. Click the **OK** button to return to the Student Roster tab. A checkmark is displayed next to the  icon to indicate a saved note, as shown below.



Student Name	P	A	T	Reason	Local ID	G	GL	SCH	Links
Brown, Ann	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	U	1347	F	06	044	
Coe, David	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		1772	M	06	044	
Fenton, Ryan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		1688	M	06	044	


Figure 2.19: Student Roster tab (partially illustrated) with a saved note

Viewing Additional Student Information

Additional student information can be accessed from the Student Roster tab that can help reduce error and improve efficiency. In addition to a student's name, student ID, gender, and grade level, this information includes the following:

- Pictures of Students, if they have been entered in the system
- Student Demographics
- Enrollment Records
- List of Student Contacts
- List of Siblings
- Student Schedule
- Student Attendance Summary
- Student Grades
- Non-Private Student Health Information

How to View a Student's Picture

1. Click the  icon for a student. The system displays the Student Picture box.

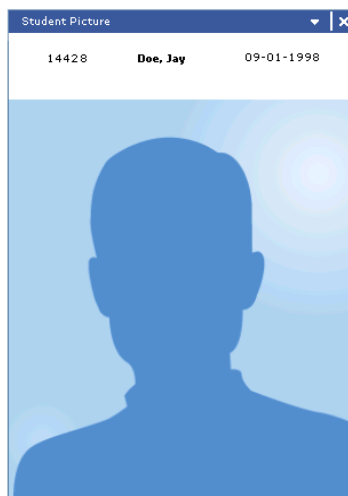




Figure 2.20: Student Picture box

2. Click **X** in the upper right corner to close the box and go back to the Student Roster tab.

How to View Student Summary Data

Click the  icon for a student. The system displays the Student Summary Data tab. Click  or click the **X** in the upper right corner to go back to the Student Roster tab.

Note: If address or phone information is displayed in red, it has been coded as private information, not for public distribution.

Student Summary Data

Demographics

Last Name: Doe

First Name: Anna

Other Name: Anna

Middle Name: Jane

Generation:

Gender: Female

PEIMS Ethnicity: Not Hispanic/Latino

Race: White

PEIMS Language: English

Correspondence Language: English

Birthdate: 09-02-1997

Current Age: 13

Sept 1 Age: 11

Birthplace City: Bluebonnet

Birthplace State: TX

Birthplace Country:

Original Entry Date: 05-20-2010

Date Entered 9th Grade:

Original Entry Grade Level: 06

Prior Year School:

Prior Year Grade Level:

Cohort:

College Entry Indicator:

Graduation Plan:

Work Address:

No Photo

Restrictions

Sort | Clear Sorted by:

Restriction

Internet Access Restriction

record count: 1 of 1

Transportation Records

Sort | Clear Sorted by:

Time	Mode	Route	Stop	No	Comments

record count: 0 of 0

Enrollment Records

Sort | Clear Sorted by:

Academic Year	School	Calendar ID	Entry Date	Entry Code	Grade Level	ADA Eligibility	Withdraw Date	Leave Reason	Enrollment Status
2010	041	1	05-20-2010		06	1			E

record count: 1 of 1

Contact

Name: Joshua Doe

Type: Parent

Resides With: ✓

Relationship: Father

HomeAddress: 1414 SAMPLE ST
AUSTIN, TX 78701

HomePhone: (512) 555 - 4545

WorkPhone: (512) 555 - 1212 ext. 320

Enrolling Contact: ✓

Custody Order:

Comments :

Can Pickup: ✓

Bus Drop Off Loc: ✓

Contact

Name: Janet Doe

Type: Parent

Resides With: ✓

Relationship: Mother

HomeAddress: 1414 SAMPLE ST
AUSTIN, TX 78701

HomePhone: (512) 555 - 4545

CellPhone: (512) 555 - 4546

PrimaryEmail: jdoe@sample.net

Enrolling Contact: X

Custody Order:

Comments :

Can Pickup: ✓

Bus Drop Off Loc: ✓

Associated Students


Sort | Clear Sorted by:

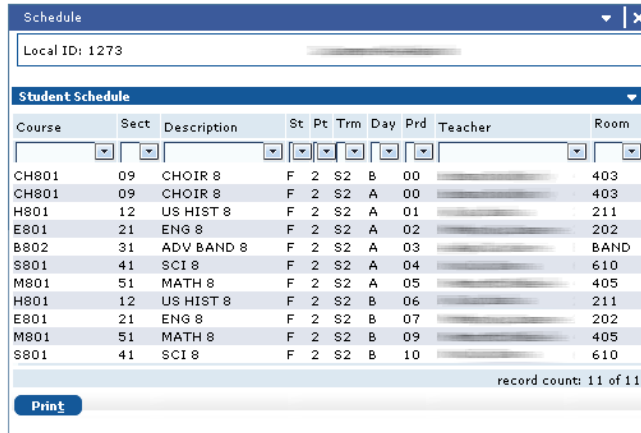
Local ID	First Name	Middle Name	Last Name	G	Birthdate	School	Grade	Last Entry Date	Last Withdraw Date	Status
913758	James	William	Doe	M	02-02-1995	West High School	09	11-12-2009		Enrolled

record count: 1 of 1

Figure 2.21: Student Summary Data tab

How to View a Student's Schedule Information

1. Click the  icon for a student to view his or her schedule. The Schedule box is displayed with the student's current class schedule, including dropped courses with a future drop date.



The screenshot shows a window titled "Schedule" with a close button (X) in the top right corner. Below the title bar is a text field containing "Local ID: 1273". Underneath is a section titled "Student Schedule" with a dropdown arrow. Below this is a table with the following columns: Course, Sect, Description, St, Pt, Trm, Day, Prd, Teacher, and Room. The table contains 11 rows of data. At the bottom right of the table area, it says "record count: 11 of 11". At the bottom left, there is a "Print" button.


Course	Sect	Description	St	Pt	Trm	Day	Prd	Teacher	Room
CH801	09	CHOIR 8	F	2	S2	B	00		403
CH801	09	CHOIR 8	F	2	S2	A	00		403
H801	12	US HIST 8	F	2	S2	A	01		211
E801	21	ENG 8	F	2	S2	A	02		202
B802	31	ADV BAND 8	F	2	S2	A	03		BAND
S801	41	SCI 8	F	2	S2	A	04		610
M801	51	MATH 8	F	2	S2	A	05		405
H801	12	US HIST 8	F	2	S2	B	06		211
E801	21	ENG 8	F	2	S2	B	07		202
M801	51	MATH 8	F	2	S2	B	09		405
S801	41	SCI 8	F	2	S2	B	10		610


Figure 2.22: Schedule Box

2. Click **X** in the upper right corner to close the box and return to the Student Roster tab.

Tip: Click the **Print** button to print the student schedule you are viewing.

How to View a Student's Attendance Summary

1. Click the  icon for a student to view a summary of all absences for the current year at all campuses. The Attendance Summary – View All tab is displayed. Absence codes are displayed in green text, and tardy codes are displayed in blue text.

Note: When the student has another absence for the day, the Attendance icon is displayed in red () as a visual indicator, but it operates the same ways as the blue Attendance icon.

Attendance Summary - View All

Information												
ADA Code:	1	Parent/Guardian:	Doe, Joshua									
Filter:	Current Year		1414 SAMPLE ST									
			AUSTIN TX, 78701									
			(512) 555 - 4545									

Date	SH	FY	Cal	T-1	T-2	T-3	T-4	T-5	T-6	T-7	T-8
09-16-2010	041	2011	1		A-D						
09-24-2010	041	2011	1						A-F	A-F	A-F
09-30-2010	041	2011	1		T-T						
10-14-2010	041	2011	1	A-E	A-E	A-E	A-E	A-E	A-E	A-E	A-E
10-21-2010	041	2011	1			T-T					
Totals				T - 1 A - 1	T - 0 A - 2	T - 1 A - 1	T - 0 A - 1	T - 0 A - 1	T - 0 A - 2	T - 0 A - 2	T - 0 A - 2


Total Days in Membership:	55.0
Total Excused Absences:	12
Total Unexcused Absences:	0
Total State-Reported Absences:	1
Total Non-State-Reported Absences:	0
Total Number of Tardies:	2

Figure 2.23: Attendance Summary – View All tab

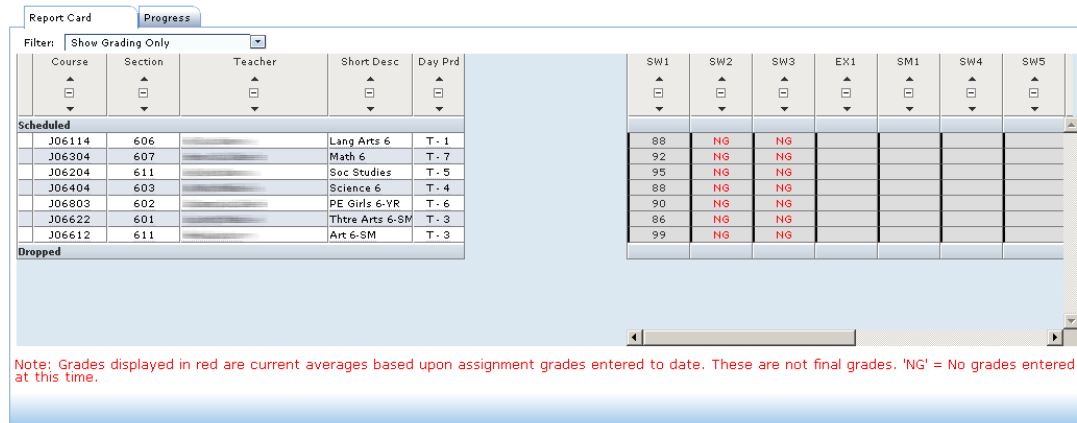
Tip: In the **Filter** field, select **Prior Year** to view last year's information.

2. Click  or click the **X** in the upper right corner to go back to the Student Roster tab.

How to View a Student's Grades

1. Click the  icon for a student to view Report Card and Progress tab information from the Grading module, as shown in the following figure.

Note: Whether this icon is displayed is determined by a setting in the Maintain Campus Attendance Options function. The grading information displayed by the icon is determined by a setting in the Maintain Campus Attendance Options function.



Course	Section	Teacher	Short Desc	Day Prd	SW1	SW2	SW3	EX1	SM1	SW4	SW5
Scheduled											
J06114	606		Lang Arts 6	T- 1	88	NG	NG				
J06304	607		Math 6	T- 7	92	NG	NG				
J06204	611		Soc Studies	T- 5	95	NG	NG				
J06404	603		Science 6	T- 4	88	NG	NG				
J06803	602		PE Girls 6-VR	T- 6	90	NG	NG				
J06622	601		Thtre Arts 6-SM	T- 3	86	NG	NG				
J06612	611		Art 6-SM	T- 3	99	NG	NG				
Dropped											


Note: Grades displayed in red are current averages based upon assignment grades entered to date. These are not final grades. 'NG' = No grades entered at this time.

Figure 2.24: Grading information

Note: Grades displayed in red are current averages based on assignment grades to date. If no grades have been entered, NG is displayed.


2. Click  or click the X in the upper right corner to go back to the Student Roster tab.

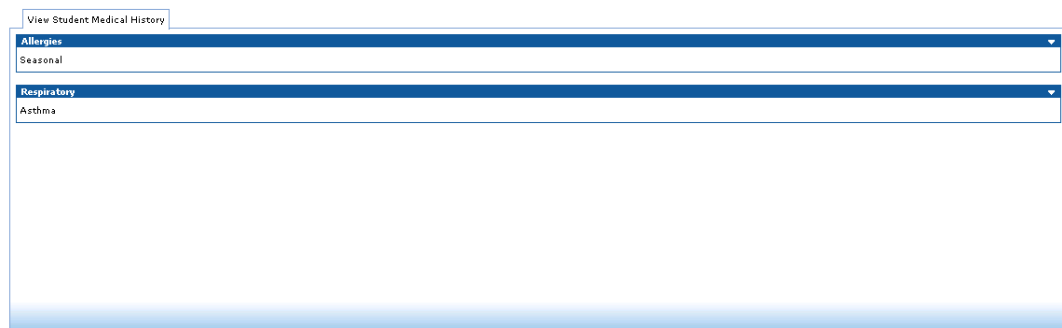
How to View Non-Private Student Health Information

If your district allows you to view non-private health information for students, the red  icon is displayed on the Student Roster or Take Attendance tabs, as well as on the Links/Attendance Note box, for any student with non-private health information.

Note: If the student has no health information recorded or all health details are coded as private, no health icon is displayed.


Follow the steps below to view non-private health information:

1. Click the  icon to display the View Student Medical History tab, as shown in the following figure.



The screenshot shows a web-based interface for viewing student medical history. At the top, there is a tab labeled "View Student Medical History". Below the tab, there are two sections. The first section is titled "Allergies" and contains a text box with the word "Seasonal". The second section is titled "Respiratory" and contains a text box with the word "Asthma". The rest of the interface area is empty.

Figure 2.25: View Student Medical History tab

2. Click  or click the **X** in the upper right corner to go back to the Student Roster tab.

SECTION 2: TAKE CLASSROOM ATTENDANCE



Section 3: Maintain Teacher Gradebook Category

If your district uses the TEAMS Gradebook, use the Maintain Teacher Gradebook Category function to set up information for your Gradebooks, including the Gradebook categories and assignments for each of your course sections.

Because this function is designed for teachers, the system recognizes your role from your login information and displays your course/sections for selection.

In this section:

Gradebook Course/Section Tab	3.2
Teacher Gradebook Assignment Tab	3.6
Copy Assignment Tab	3.15
Class Notes Tab	3.18
Copy Categories Tab.	3.19

Gradebook Course/Section Tab

Use the Gradebook Course/Section tab to select the categories that will be used in each of your courses/sections and to set display options for your Gradebook.

How to Set Up Gradebook Display Options

1. Navigate to the TEAMS Home page and locate the Teacher menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page. If you are unsure of the menu name, you can enter the function name in the Search Menu Items field to quickly locate it.

2. Select the **Maintain Teacher Gradebook Category** link. The Gradebook Course/Section tab is displayed.

Gradebook Course/Section | Teacher Gradebook Assignment | Copy Assignment | Class Notes | Copy Categories

Gradebook Options

Fiscal Year: * 2011 Course/Section: *
 Display Filter: * Category / Due date / Section Alias:
 Hide Columns: ☐ Local ID ☐ School ☐ Grade Level ☐ Average Decimal ☐ Vertical Assignments

Save Options

Gradebook Categories

Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value	Color
---------------	--------	------------------	------------------	-------------------------	-------------------	-------------	--------	------------	-------------	-------------------	--------------------	-------

Delete

Available Unassigned Categories

Category Group: Category Name: **Add**

Category Name	Weight	Calc Result Type	Grade Value Alpha Scale	Alpha Grades Only	Scale Value
---------------	--------	------------------	-------------------------	-------------------	-------------

Figure 3.1: Gradebook Course/Section tab

3. The **Fiscal Year** field defaults to the current year, but you can change it if necessary.
4. In the **Course/Section** field, select the course/section from the drop-down list. In the Available Unassigned Categories panel, the system displays the default Gradebook Category Group and associated unassigned Gradebook categories. If your campus has set the default Gradebook categories for the course/section, these are displayed on the tab. The Gradebook Course/Section tab with a selected course/section is shown in the following figure.

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 Course/Section: * J06404/601 - Science 6 - S1, S2 - T/1

Display Filter: * Section Alias: ☐ Average Decimal

Hide Columns: ☐ Local ID ☐ School ☐ Grade Level For non-hundred scale, view % ☐ Vertical Assignments

Save Options

Gradebook Categories

Allow Override Weight In GB ☒ Yes ☐ No GB Grading Cycle: 3

Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value	Color
Daily	10	Push	3	Numeric		N		1	0	0			
Lab	10	Push	3	Numeric		N		1	0	0			
Project	10	Push	3	Numeric		N		1	0	0			
Quiz	10	Push	3	Numeric		N		1	0	0			
Test	60	Push	3	Numeric		N		1	0	0			

Delete

Available Unassigned Categories

Category Group: Junior School Category Name: **Add**

Category Name	Weight	Calc Result Type	Grade Value Alpha Scale	Alpha Grades Only	Scale Value
---------------	--------	------------------	-------------------------	-------------------	-------------

Figure 3.2: Gradebook Course/Section tab with selected course/section

Note: The Gradebook category groups and default category names are configured in the Maintain Campus Gradebook Category Groups function. Groups are associated with courses and sections in the Course Sections function. If your district allows it, you can also add category names from this tab by entering the **Category Name** and clicking the **Add** button.

- In the **Display Filter** field, select one of the following filtering options for viewing assignment information in your Gradebook for the selected course from the drop-down list:
 - Category/Due Date/Alpha:** Groups all assignments within a category name together and then displays assignments in the order of their due dates. Within each due date if there are multiple assignments, assignments are displayed alphabetically. For each category, an Average (AVG) column is displayed on the Gradebook.
 - Category/Due Date/Order Entered:** Groups all assignments within a category name together and then displays assignments in the order of their due dates. Within each due date if there are multiple assignments, assignments are displayed in the order they were entered, with the most recently added assignments displayed first. For each category, an Average (AVG) column is displayed on the Gradebook.
 - Due Date/Alpha:** Displays assignments in the order of their due dates not grouped by category name. Within each due date if there are multiple assignments, assignments are displayed alphabetically. If this option is selected, a category average column is not displayed on the Gradebook.
 - Due Date/Order Entered:** Displays assignments in the order of their due dates not grouped by category name. Within each due date if there are multiple assignments, assignments are displayed in the order they were entered, with the most recently added assignments displayed first. If this option is selected, a category average column is not displayed on the Gradebook.

SECTION 3: MAINTAIN TEACHER GRADEBOOK CATEGORY

6. If the **For non-hundred scale, view %** box is displayed, you can select it if you want to view in the Gradebook both the percentage and raw score for assignments that use a scale other than 100.
***Note:** Whether the For non-hundred scale, view % box is displayed is controlled by a setting in the Campus Setup Options function.*
7. In the **Section Alias** field, you can enter an alias for the standard course/section information that is displayed in the Maintain Teacher Gradebook Category function, as well as in the Gradebook header in the Enter Classroom Grading function. If you do not enter any information into this field, no alias will be used.
8. Use the **Average Decimal** field to indicate whether you want to display two decimal places in the running average column used on the Gradebook. The field defaults as not selected (blank), which means that the running average is displayed as a whole number.
9. Use the **Vertical Assignments** field to indicate whether you want to display assignment names vertically in the Gradebook. This field defaults as not selected (blank), which means that assignment names are displayed horizontally.
10. In the **Hide Columns** area, checkmark any of the following boxes if you do not want to display that column of information in your Gradebook: **Local ID**, **School**, or **Grade Level**.
11. Click the **Save Options** button to save your options.

How to Select Categories for a Course/Section

***Note:** Step 1 and Step 2 are only applicable if your campus allows you to add categories. If you cannot add categories, proceed to Step 3.*

1. In the Available Unassigned Categories panel, click to select a **Category Name**. The selected row turns gray.
2. Drag the selected **Category Name** to the grid area of the Gradebook Category list and drop it in the desired position.
3. The columns on the Gradebook Course/Section tab are listed below. To add or change a displayed value, double-click the cell in the grid to activate it and enter or select the new value, or use your Tab key to move to each editable column. Information entered in these columns is defaulted to assignments for the selected category.

***Note:** Required columns are indicated by an asterisk (*). Some columns may be locked by your campus and are view-only.*

- **Category Name:** The name of the assignment category that you added is displayed.
- **Weight:** The weight is the multiplier to be used for the category in the grade calculation.
- **Calc Result Type:** This is the calculation result type, which is either Alpha or Numeric.
- **Alpha Grade Value Scale:** If the calculation result type is Alpha, select the scale option to use (for example, Alpha or Pass).
- **Alpha Grades Only:** If only alphabetical grades will be used in this assignment category, select Y; if both alphabetical and numeric will be used, select N.
- **Scale Value:** Enter the Scale Value to be used as the default for this assignment category.
- **# Count:** Enter the default value for the number of times an assignment in this category will be counted.

- **Drop Low:** If you will exclude any low grades from the category, enter the number of low grades that you will drop.
 - **Drop High:** If you will exclude any high grades from the category, enter the number of high grades that you will drop.
 - **Lowest Drop Value:** Enter the lowest grade value that you would drop.
 - **Highest Drop Value:** Enter the highest grade value that you would drop.
 - **Color:** If you would like to designate a color scheme to use for the category, select it from the drop-down list.
4. When you have finished adding categories and default information, proceed to the Teacher Gradebook Assignment tab.

How to Assign Different Weights for Categories

The Allow Override Weight in GB Cycle and GB Cycle fields are controlled by a campus-level setting. If these fields are displayed, you can assign different category weights for different Gradebook cycles. To assign different weights, follow the steps below.

Note: *The Allow Override Weight in GB Cycle field and GB Grading Cycle fields are only displayed if the Allow category weights to change per gradebook cycle option in the Calendar Summary function is set to Yes.*

1. In the **Allow Override Weight in GB Cycle** field, select the Yes option.
2. In the **GB Grading Cycle** field, select the specific Gradebook grading cycle or select All to apply the category weighting to all Gradebook grading cycles.

Note: *If All is selected, the Gradebook Course/Section tab is redisplayed to list each category once for each Gradebook grading cycle.*

3. In the **Weight** column for the category, enter the weight to use for the grading cycle indicated in the GB Grading cycle column.

Tip: *If All is selected and a row is displayed for each Gradebook grading cycle, teachers can click the **Push** button to push the weight assigned to one Gradebook grading cycle to all remaining future Gradebook grading cycles.*

Note: *If teachers want to later change the option in the Allow Override Weight in GB Cycle field to No, they must set the weight in all Gradebook grading cycles to the same value before the system will allow them to change the setting.*

How to Modify Information

To edit information on the Gradebook Course/Section tab, double-click a cell to activate it and modify the information. Your changes are automatically saved to the system.

How to Delete a Selected Category

To delete a category, select it and click the **Delete** button. If assignments have been associated with the category on the Gradebook Assignment tab, a message is displayed and the deletion is not allowed.

Teacher Gradebook Assignment Tab

Use the Teacher Gradebook Assignment tab to add information about the assignments that will be used in a selected course/section.

If you are using the same assignment in multiple course/sections, you can quickly copy it to other course/sections to save entry time.

Note: On the Teacher Gradebook Assignment tab, you can copy one assignment to multiple course sections. If you prefer to add all your assignments for a course/section and then copy multiple assignments to other course/sections, you can use the Copy Assignment tab. For more information, see "Copy Assignment Tab" on page 3.15.

How to Add an Assignment for a Course/Section

1. Access the Teacher Gradebook Assignment tab by one of the following methods:
 - From the Gradebook Course/Section tab of the Maintain Teacher Gradebook Category function, click the **Teacher Gradebook Assignment** tab to bring it forward.
 - Click the **Assignments** button on the Gradebook in the Enter Classroom Grading function to traverse to the Teacher Gradebook Assignment tab for the course/section Gradebook with which you are working.

Any previously defined assignments are displayed on the tab.

Figure 3.3: Teacher Gradebook Assignment tab

Note: The Course/Section field defaults to the course/section with which you are working, but you can change it, if necessary.

Note: If an alias has been defined for the course/section, it is displayed in the Course/Section field.

2. The **Grade Type** field defaults to the current grade type. If you want to view/create assignments for another grade type, select it from the drop-down list. To view/create assignments for all grade types, select All from the drop-down list.
3. Click the **Add** button. An entry row is added for a new assignment.

Gradebook Course/Section
Teacher Gradebook Assignment
Copy Assignment
Class Notes
Copy Categories

Gradebook Course/Section Category Assignment

Fiscal Year: 2016
Course/Section: * 0705/5 - 7 LA - S1, S2 - T/01 - 1st Period

Grade Type: * 4th Nine Weeks Grade

Gradebook Grading Cycle
Date
From 03-21-2016
To 06-02-2016

Data Entry Date Range
From 05-30-2016 07:00 AM
To 06-02-2016 16:00 PM

Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximur Value *	#Count	Consider for High/Low Grade Drop? *	Assignment for Extra Credit Only? *	GB Grading Cycle	Attachment	Note	Copy	Import
		04-11-2016	04-11-2016	N					N	4			Copy	Impo

Add
Delete
Attachments
Notes

Figure 3.4: Teacher Gradebook Assignment tab with entry row

- The columns on the Teacher Gradebook Assignment tab are listed below. To add or change a displayed value, double-click the cell in the grid to activate it and enter or select the new value, or use your Tab key to move to the next column.

Note: Required fields are indicated by an asterisk (*) on the tab.

- **Category:** Select the category for this assignment from the drop-down list. If the course/section only has one category, it is displayed by default. Categories are added on the Gradebook Course/Section tab. The Category field must be populated before you can enter an assignment name.

Note: If you enter an assignment for a category that has no weight assigned to it or the weight of the category is set to 0, the system displays an a message alerting you that an assignment was added to a category that is not currently used to calculate the student's average.

- **Assignment Name:** Enter a name for the new assignment.
- **Assignment Date:** Double-click the cell to open the calendar and select the date on which you will assign the item.
- **Due Date:** The Due Date defaults to the current date. To use another date, double-click the cell to open the calendar and select another date. This date cannot be earlier than the Assignment Date.

Note: If you add an assignment that is not within the current grading cycle, the system will display a message alerting you to this. The system will prevent you from adding an assignment that does not fall within the dates of the current grading cycle or the data entry dates of the current grading cycle.

SECTION 3: MAINTAIN TEACHER GRADEBOOK CATEGORY

- **Alpha Grades Only:** The Alpha Grades Only field defaults from the selected category information, but you can change this if necessary. If the field is set to Y, then numeric grades cannot be entered. If it is set to N, both alpha and numeric grades can be entered.
- **Scale Value:** The Scale Value field defaults from the selected category information, but you can change this if necessary.

Note: *The Scale Value cannot be 0.*

- **Maximum Value:** The Maximum Value field defaults from the selected category information, but you can change this if necessary.
- **# Count:** The number of times this assignment is counted defaults from the selected category information, but you can change this if necessary.
- **Consider for High/Low Grade Drop:** Use this field to control whether an assignment will be considered for a high or low grade drop. If the category you selected is configured to drop low or high grades, this field defaults to Y. If you do not want the assignment to be considered for a high/low grade drop, select N in this field.
- **Assignment for Extra Credit Only:** This field defaults to N, which indicates the assignment is considered a regular assignment and not exclusively for extra credit. If you want to designate this as an extra credit only assignment, change the setting to Y. (For more information, see "Extra Credit Example" on page 3.9.)
- **Gradebook Grading Cycle:** The system displays the Gradebook Grading Cycle.
- **Attachment:** If you have uploaded an attachment for the assignment that can be accessed in the Parent Self Serve or Student Self Serve applications, a Y is displayed in this column. (For more information about attachments, see "How to Add an Attachment to an Assignment" on page 3.9.)
- **Note:** If you have added a note about the assignment that can be viewed in the Parent Self Serve or Student Self Serve applications, a Y is displayed in this column. (For more information about notes, see "How to Add a Note to an Assignment" on page 3.11.)

Note: *Your district controls whether the Assignments tab is displayed for a campus in the Parent Self Serve application and/or Student Self Serve application.*

- **Copy:** Use the Copy button in this column if you want to quickly copy an assignment to other course/sections. (For more information about using the Copy button, see "How to Copy an Assignment from the Teacher Gradebook Assignments Tab" on page 3.12.)
 - **Import:** With the Import button, you can import a file with grades for the assignment. (For more information, see "How to Import a File With Assignment Grades" on page 3.13.)
5. **Optional.** If you traversed to the Teacher Gradebook Assignment tab from the Gradebook, you can click the **Return to Gradebook** button to return to the course/section you were viewing.

Extra Credit Example

In the example below, the sample extra credit assignment is defined with Scale Value = 100, Maximum Value = 10, and Extra Credit = Y

Assignment Grades Without Extra Credit	Assignment Grades With Extra Credit
Assign 1: 90	Assign 1: 90
Assign 2: 100	Assign 2: 100
Assign 3: 100	Assign 3: 100
	Extra Credit: 10
Average grade is calculated as 290 (total) divided by 3 (the number of assignments). Average = 96.67	Average grade is calculated as 300 (total) divided by 3 (the number of assignments excluding the Extra Credit Assignment). Average = 100

How to Edit Assignment Information

To edit information on the Teacher Gradebook Assignment tab, double-click a cell to activate it and modify the information. Your changes are automatically saved to the system.

Note: Edits to assignments are not allowed if grades have already been posted for it or if the Gradebook Grading Cycle is closed.

How to Delete Assignments

To delete an assignment, highlight to select it and click the **Delete** button. A message is displayed asking you to confirm the deletion action. Click **Yes** to delete the assignment. If grades are associated with the assignment, the deletion is not allowed.

How to Add an Attachment to an Assignment

To add an attachment that can be downloaded from the Assignments tab of the Parent Self Serve application and Student Self Serve application, follow the steps below.

Note: Your district controls whether the Assignments tab is displayed for a campus in the Parent Self Serve application and/or Student Self Serve application.

1. Select the assignment for which to add the attachment. The row is shaded to indicate that it is selected.
2. Click the **Attachments** button. The Attachments panel is displayed, as shown in the following figure.

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Figure 3.5: Attachments panel

3. Click the **Add** button. The Add Attachment box is displayed.

Figure 3.6: Add Attachment box

4. Click the **Choose File** button to navigate to the file location and select the desired file.
5. Select the **Attachment Type**.
6. Click the **Ok** button. The Attachment is added to the Attachments list.
7. Click the **Return to Assignments** button to go back to the Teachers Assignment tab. The assignment with the attachment displays a Y in Attachment column on the Teacher Assignments tab, as shown in the following figure.

Note: Attachment Types are defined in the Maintain Attachment Type function.

Attachment column

Gradebook Course/Section		Teacher Gradebook Assignment		Copy Assignment	Class Notes	Copy Categories								
Gradebook Course/Section Category Assignment														
Fiscal Year: 2016	Course/Section:	* 0705/4 - 7 LA - S1 , S2 - T/03 - 3rd Period ▾												
	Grade Type:	* 4th Nine Weeks Grade ▾		Gradebook Grading Cycle	From 03-21-2016 To 06-02-2016									
				Date										
				Date Entry Date Range	From 05-30-2016 07:00 AM To 06-02-2016 16:00 PM									
Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximum Value *	#Count	Consider for High/Low Grade Drop? *	Assignment for Extra Credit Only? *	GB Grading Cycle	Attachment	Note	Copy	Import
Homework 2012	Assignment1	04-11-2016	04-11-2016	N	100	100	1	N	N	4	Y		Copy	Import
Homework 2012	Assignment2	04-11-2016	04-12-2016	N	100	100	1	N	N	4			Copy	Import

Figure 3.7: Teacher Gradebook Assignment tab with an assignment a saved attachment

How to View a Previously Saved Attachment

Select the attachment and click the **View Attachment** button. A standard file download box is displayed in which you have the option to open or save the attachment or to close the box.

How to Delete an Attachment

To delete an attachment, select the attachment and click the **Delete** button. A confirmation box is displayed asking for you to confirm the deletion action. Click the **Yes** button, and the attachment is removed from the tab.

How to Add a Note to an Assignment

To add a note that can be viewed from the Assignments tab of the Parent Self Serve application and Student Self Serve application, follow the steps below

Note: Your district controls whether the Assignments tab is displayed for a campus in the Parent Self Serve application and/or Student Self Serve application.

1. Select the assignment for which to add the note. The row is shaded to indicate that it is selected.
2. Click the **Notes** button. The Assignment Note panel is displayed, as shown in the following figure.

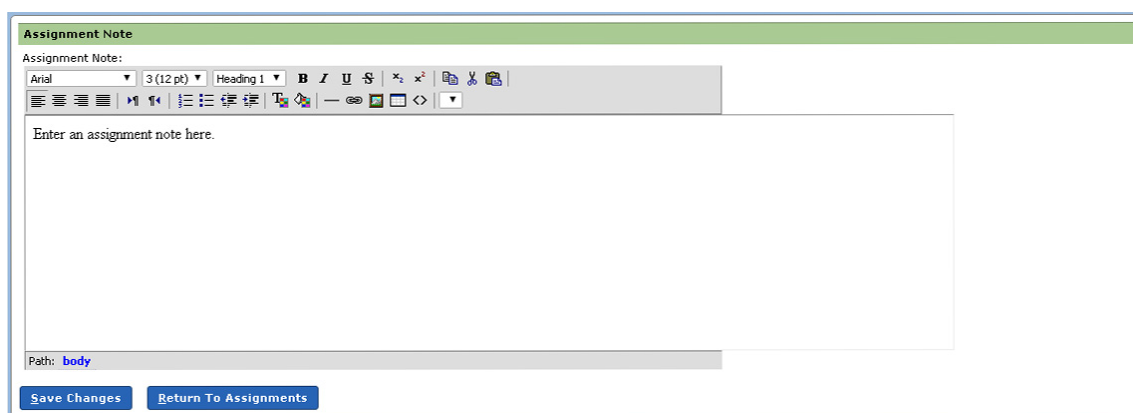


Figure 3.8: Assignment Note panel

3. Enter the note in the Assignment Note field, which is an HTML editor, and click the **Save Changes** button.
4. Click the **Return to Assignments** button to go back to the Teacher Assignment tab. A Y is displayed in the Notes column for the assignment to indicate a note has been saved, as shown in the following figure.

SECTION 3: MAINTAIN TEACHER GRADEBOOK CATEGORY

The screenshot shows the 'Teacher Gradebook Assignment' tab. At the top, there are tabs for 'Gradebook Course/Section', 'Teacher Gradebook Assignment', 'Copy Assignment', 'Class Notes', and 'Copy Categories'. The 'Teacher Gradebook Assignment' tab is active. Below the tabs, there are fields for 'Fiscal Year: 2016', 'Course/Section: * 0705/4 - 7 LA - S1, S2 - T/03 - 3rd Period', 'Grade Type: * 4th Nine Weeks Grade', 'Gradebook Grading Cycle Date' (From 03-21-2016 To 06-02-2016), and 'Data Entry Date Range' (From 05-30-2016 07:00 AM To 06-02-2016 16:00 PM). Below these fields is a table with the following columns: Category *, Assignment Name *, Assign Date *, Due Date *, Alpha Grades Only *, Scale Value *, Maximum Value *, #Count, Consider for High/Low Grade Drop? *, Assignment for Extra Credit Only? *, GB Grading Cycle, Attach ment, Note, Copy, and Import. The first row of the table is highlighted in green and contains the following data: Homework 2012, Assignment1, 04-11-2016, 04-11-2016, N, 100, 100, 1, N, N, 4, Y, Y, Copy, and Import. A label 'Note column' points to the 'Note' column header.

Figure 3.9: Teacher Gradebook Assignment tab with an assignment with a saved note

How to Copy an Assignment from the Teacher Gradebook Assignments Tab

Follow the steps below to quickly copy an assignment to other course/sections.

Note: You cannot copy assignments across different grading cycles.

Note: If you prefer to add all your assignments for a course/section and then copy multiple assignments to other course/sections, you can use the Copy Assignment tab. The same system rules for copying an assignment on the Copy Assignment tab apply to copying an assignment on the Teacher Gradebook Assignment tab. For more information on the Copy Assignment tab and system rules for copying assignments, see "Copy Assignment Tab" on page 3.15.

1. Select the assignment to be copied. The row is shaded to indicate that it is selected.
2. Click the **Copy** button to display the Copy Assignment box that lists your other course sections, as shown in the following figure.

Note: For parent/child connected sections, only the parent section is listed.

Courses with the same Course ID as the course selected on the Teacher Gradebook Assignments tab are selected by default.

The screenshot shows the 'Copy Assignment' box. At the top, there is a title bar 'Copy Assignment' with a close button. Below the title bar, there is a label 'Assignment: Assignment3'. Below the label is a table with the following columns: Copy?, Course, Section, Section Alias, Short Course Description, Campus, Cal ID, and Term-Day/Prd. The first three rows of the table are highlighted in green and contain the following data:
 Row 1: ☐, 0703, 1, Fourth Period, 7 LA PRE AP, 042, 1, S1, S2 - T/04
 Row 2: ☐, 0701, 1, Fifth Period, 7 LA READ, 042, 1, S1, S2 - T/05
 Row 3: ☒, 0705, 5, First Period, 7 LA, 042, 1, S1, S2 - T/01
 Below the table are two buttons: 'Copy' and 'Cancel'.

Figure 3.10: Copy Assignment box

3. In the **Copy?** column, select the checkbox for each course section to which to copy the assignment.

Note: Courses with the same course ID number as the course selected on the Teacher Gradebook Assignment tab are selected by default. If you do not want to copy the assignment to other sections for the same course, click to remove the checkmark.

- Click the **Copy** button. The system displays an Alert box with the message that the assignment has been copied, as shown in the following figure.

Note: To close the Copy Assignment box without copying it to other course/sections, click the **Cancel** button.

Note: For connected sections, the assignment is copied to both the parent and the child sections.

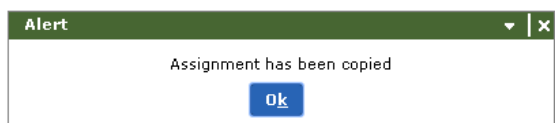


Figure 3.11: Alert box displayed when an assignment has been copied

Note: The system will display an Alert message if the assignment cannot be copied to a selected course/section.

- Click the **Ok** button to close the Alert box.

How to Import a File With Assignment Grades

On the Teacher Gradebook Assignment tab, you can import a file with assignment grades. To do this, follow the steps below.

- Click the **Import** button in the row for the assignment to display the Import file of assignment grades box.

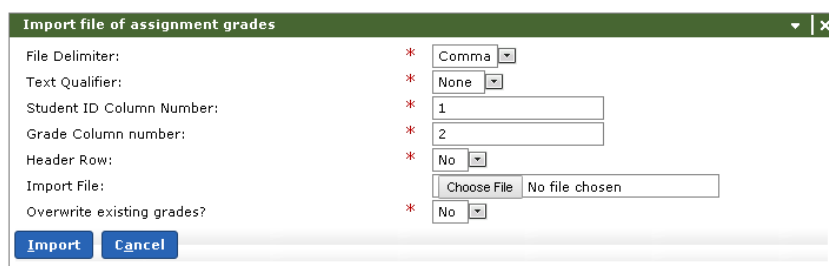


Figure 4: Import file of assignment grades box

- In the **File Delimiter** field, select Comma or Tab for how each line of text will be split. Comma is the system default.
- In the **Text Qualifier** field, select None or Quote. None is the system default. If Quote is selected, the system will remove all quotation marks ("").
- The **Student ID Column Number** field defaults to 1. If the Student ID is a different column number, change the value.
- The **Grade Column number** field defaults to 2. If the Grade column is a different number, change the value.
- In the **Header Row** field, select Yes or No. No is the system default.

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7. In the **Import File** field, click the **Choose File** button and select the file to be imported.
8. In the **Overwrite existing grades? field, select** Yes or No. No is the system default.

Note: *If No is selected as the overwrite option, a grade will be added for a student only if the existing grade is blank.*

9. Click the **Import** button. When the import is complete, a message is displayed with the number of grades added, as well as any errors during the import.

Note: *If a student ID does not exist in the students scheduled in the class on the due date of the assignment, it will be added to the error listing with the message: "Row X: Student XXXXX not scheduled on due date." If a grade value is not valid (for example, over the max grade for the assignment or is an alpha grade that is not defined), it will be added to error listing with the message: "Row X: Grade Value XXX is invalid." If there are no lines in the file, the error listing will display the message: "Empty File."*

Copy Assignment Tab

For assignments that are used in more than one course/section, you can use the Copy Assignment tab as a quick way to add assignments.

Rules for Copying Assignments to Another Section

Rules governing what assignments can be copied are listed below:

- You *cannot* copy an assignment to a course/section that does not contain the category name of the assignment you wish to copy. (Category names are added to a course/section on the Gradebook Course Section tab. For more information, see page 3.2.)

Tip: You can use the Copy Categories tab to quickly copy configured Gradebook categories to one or more course sections. For more information see "Copy Categories Tab" on page 3.19.

- You *cannot* copy an assignment to a course/section that already contains an assignment with the same assignment name as the one you wish copy. (Assignment names are added on the Teacher Gradebook Assignment tab. For more information, see page 3.6.)
- You *can* copy across category groups as long as the category name exists in the course/section to which you want to copy. For example, an assignment that is in the Math category group with the Quiz category in one course/section can be copied to the Science category group in another course/section as long as the Science category group also contains the category Quiz. (Category names are added to a course/section on the Gradebook Course Section tab. For more information, see page 3.2.)

How to Copy Assignments from One Course/Section to Another

1. From the Teacher Gradebook Assignment tab, click the **Copy Assignment** tab to bring it forward, as shown in the following figure.

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Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Assignments

Fiscal Year: 2011 Course/Section: * J06404/601 - Science 6 - S1, S2 - T/1 - First Period Grade Type: * 3rd 6 Weeks

Due Date	Assignment Name	Category Name
11-11-2010	Daily 1	Daily
11-11-2010	Daily 2	Daily
11-11-2010	Daily 3	Daily
11-12-2010	Lab 1	Lab
12-10-2010	Research Project	Project
11-18-2010	Quiz 1	Quiz
12-03-2010	Quiz 2	Quiz
12-14-2010	Six Weeks Test	Test

Add Add All Remove Remove All

Course/Sections

Course	Section	Short Course Description	Location ID	Calendar ID
J06404	602	Science 6	044	1
J06404	603	Science 6	044	1
J06404	604	Science 6	044	1
J06404	605	Science 6	044	1
J06404	606	Science 6	044	1

Add Add All Remove Remove All

Copy

Return to Assignments

Figure 3.1: Copy Assignment tab

Note: The Course/Section field defaults to the course/section with which you are working, but you can change it, if necessary.

Note: If an alias has been defined for the course/section, it is displayed in the Course/Section field.

- The **Grade Type** field defaults to the current grade type. If you want to view/copy assignments for another grade type, select it from the drop-down list. To view/copy assignments for all grade types, select All from the drop-down list.
- In the **Assignments** panel, click the desired assignment to select it. The selected row turns gray.

Tip: To select multiple assignments, hold down the Ctrl key on your keyboard as you click to select the assignments.

- Click the **Add** button. The assignment is moved to the grid on the right side of the panel.

Note: To select all available assignments, click the **Add All** button. To remove a selected assignment, click to select it and then click the **Remove** button. To remove all selected assignments, click the **Remove All** button.

Tip: You can also use drag-and-drop functionality to move the assignments to the selected grid.

- In the The **Course/Sections** panel, click the desired course/section to select it. The selected row turns gray.
- Click the **Add** button. The Course/Section is moved to the grid on the right side of the panel, as shown below.

Note: For course/sections associated with an A/B calendar, the system will change the due date to either one day before or after the due date of the assignment being copied, as appropriate.

Note: To select all available course/sections, click the **Add All** button. To remove a selected course/section, click to select it and then click the **Remove** button. To remove all selected assignments, click the **Remove All** button.

Tip: You can also use drag-and-drop functionality to move the assignments to the selected grid.

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Assignments

Fiscal Year: 2011 Course/Section: * J06404/601 - Science 6 - S1, S2 - T/1 - First Period Grade Type: * 3rd 6 Weeks

Due Date	Assignment Name	Category Name
11-12-2010	Lab 1	Lab
12-10-2010	Research Project	Project
11-18-2010	Quiz 1	Quiz
12-03-2010	Quiz 2	Quiz
12-14-2010	Six Weeks Test	Test

Add Add All Remove Remove All

Due Date	Assignment Name	Category Name
11-11-2010	Daily 1	Daily
11-11-2010	Daily 2	Daily
11-11-2010	Daily 3	Daily

Course/Sections

Course	Section	Short Course Description	Location ID	Calendar ID
J06404	603	Science 6	044	1
J06404	604	Science 6	044	1

Add Add All Remove Remove All

Course	Section	Short Course Description	Location ID	Calendar ID
J06404	605	Science 6	044	1
J06404	606	Science 6	044	1
J06404	602	Science 6	044	1

Copy Return to Assignments

Figure 3.2: Copy Assignments tab with assignments and a course/section selected

- Click the **Copy** button to move the assignments to the new course/section. A message box is displayed to notify you that all the assignments have been copied.



Figure 3.3: Message box that assignments have been copied

8. Click the **OK** button to close the message box.
9. Return to the Teacher Gradebook Assignments tab by one of the methods below:
 - Click the **Return to Assignments** button.
 - Click the **Teacher Gradebook Assignments** tab to bring it forward.

Class Notes Tab

Use the Class Notes tab to create notes for a selected course/section that can be viewed from the Report Card and Progress Reports tabs of the Parent Self Serve and Student Self Serve applications.

Note: Your district controls whether the Report Card and Progress Report tabs are displayed for a campus in the Parent Self Serve application and/or Student Self Serve application.

How to Create a Class Note for Parent Self Serve and/or Student Self Serve

1. Click the **Class Notes** tab to bring it forward. The Class Notes tab is displayed, as in the following illustration.

Figure 3.4: Class Notes tab

2. To configure a message for display in the Parent Self Serve application, enter it in the **Class Message Displayed to Parent** field.
3. To configure a message for display in the Student Self Serve application, enter it in the **Class Message Displayed to Student** field.

Note: Formatting, such as bold text or text alignment, added to messages may not be displayed in the user interface of the Parent Self Serve or Student Self Serve applications.

4. Click the **Save Changes** button.

Copy Categories Tab

For categories that are used in more than one course/section, you can use the Copy Categories tab to quickly copy configured Gradebook categories to one or more selected course sections. You can select to copy categories from a course section in the current year or from a course section that was associated with your position in the previous fiscal year.

Note: Categories will only be copied if they are valid in the current year.

Note: If your campus does not allow you to add categories, you may not have access to this tab.

How to Copy Categories from One Course/Section to Another

1. Click the **Copy Categories** tab to bring it forward.

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Copy Categories From Course/Section

Include Prior Year Course/Sections for Position? * ☐ Yes ☒ No

Course/Section: * 2011 - J06404/604 - Science 6 - S1, S2 - T/5

Course	Section	Short Course Description	Location ID	Calendar ID
J06404	601	Science 6	044	1
J06404	602	Science 6	044	1
J06404	603	Science 6	044	1
J06404	605	Science 6	044	1
J06404	606	Science 6	044	1

Add Add All Remove Remove All

Copy

Return to Assignments

Figure 3.5: Copy Categories tab

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2. The **Include Prior Year Course/Sections For Position?** option defaults to No, which means only course sections for the current year will be displayed in the Course/Section drop-down list. If you want to copy Gradebook categories from a course section associated with your position in the previous year, change the option to Yes. The tab is redisplayed and the Course/Section drop-down list will include course sections from both the current year and the previous year.

Note: *If you have changed positions since the previous year and have a different position number, you will not be able to copy categories from your prior year classes.*

3. In the **Course/Section** field, select the course section from which to copy Gradebook Categories. The default selection is the course section you selected on the Gradebook Course/Section tab, but you can change this if necessary. The fiscal year for the course section is shown for each course section in the drop-down list. If you selected to include course sections from the previous year, they are displayed after course sections from the current fiscal year.

4. The **Copy to Course Sections** panel displays your course sections for the current fiscal year. Click to select a course section to which to copy the Gradebook categories

Note: *To select multiple course sections, hold the Ctrl key and click to select individual course/sections.*

5. Click the **Add** button. The course/section is moved to the grid on the right side of the panel.

Note: *To select all available courses/sections, click the **Add All** button. To remove a selected course/section, click to select it and then click the **Remove** button. To remove all selected courses/sections, click the **Remove All** button.*

Tip: *You can also use drag-and-drop functionality to move course sections to the selected grid.*

6. Click the **Copy** button. An Alert box is displayed to let you know the categories were copied. If a category was not copied because it already exists in a selected course section, the category and the course section are listed in the Alert box.
7. Click the **Ok** button to close the Alert box.



Section 4: Enter Classroom Grading

Enter Classroom Grading is the grading entry function designed for teachers. Use the Enter Classroom Grading function to enter and view student grades. If your district uses the TEAMS Gradebook, the Gradebook tabs are accessed through this function.

In this section:

Overview	4.2
Course Section List Tab	4.4
Gradebook Tabs	4.6
Report Card Tab	4.33
Progress Tab	4.37
Credit Tab	4.40
Finalizing Grades	4.44
Working With Grades	4.47

Overview

Use the Enter Classroom Grading function to enter and view student grades. If your district uses the TEAMS Gradebook, the Gradebook tabs are accessed through this function. In the Enter Classroom Grading function, you can use the Finalize button to indicate to the grading clerk that you have finished reviewing the grades. (For more information on finalizing grades, see "Finalizing Grades" on page 4.44.)

Note: *The amount of time you have to enter grades is set by your administrator on the Detail tab of the Maintain Grade Type List function.*

The tabs of the Enter Classroom Grading function are listed below:

- **Course Section List Tab:** Use this tab to select the course and section with which you want to work (see page 4.4).
- **Gradebook Tabs:** If your district is using the TEAMS Gradebook, use these tabs to manage your assignments and grades for your class roster. There is a Gradebook tab for each Gradebook grading cycle (see page 4.6).
- **Report Card Tab:** Use this tab to record student grades and comments, calculate grades, and review attendance information (see page 4.33).
- **Progress Tab:** If your campus uses progress reports, use this tab to add grades and comments to the report (see page 4.37).
- **Credit Tab:** Use this tab to view the Credit Attempted and Credit Earned for a student's grades. Although the credit value of a course is calculated by the system, you can modify student grades from the Credit tab to see how changes made to a student's grade affect the credit earned (see page 4.40).

Note: *Full access to the Enter Classroom Grading function can be granted to a teacher aide assigned to a course section to enable the aide to assist the teacher with grading tasks for the course section. If access is granted, the aide will have access to all tabs (not just Gradebook tabs) and the ability to perform all tasks, including entering assignment grades and notes, finalizing grades, and posting grades. This option is set in the Course Sections function.*

Ownership Information

On the tabs of the Enter Classroom Grading function, students are listed in one of four groupings to help you quickly determine who "owns" the grade type for a student. Ownership is assigned in the Scheduling function when the student adds or drops a course. Over the course of the year, the grouping to which a student belongs might change. These groupings are listed below:

- **Scheduled Students With Ownership:** These students are currently in the course section, and you are the teacher who owns the grade type.
- **Dropped Students With Ownership:** These students have dropped the course section, but you are the teacher who is still responsible for entering the grade for the current grade type. (For example, If a student drops your class in the fifth week of a 6 weeks, you might still own the current grade type.)
- **Scheduled Students Without Ownership:** These students are currently in the course section, but the teacher of the dropped class is entering the grade for the current grade type.
- **Dropped Students Without Ownership:** These students have dropped the course section, and you do not own the grade type.

Note About Session Timeouts and Auto Save

Your district sets the number of minutes after which your TEAMS session will expire if you remain on the same tab. Cursor movement, entering data in fields, or clicking the drop-down menu does not reset the timer. An Alert box is displayed five minutes before the session will expire to let you know that you will be automatically logged out of TEAMS in five minutes. You can click the **Ok** button to close the Alert box and continue working, which resets the system's timer.

Your district also sets whether TEAMS will perform an automatic save on the tabs in Enter Classroom Grading if your TEAMS session expires and you are logged off the system.

If you are editing cells on the tab when the auto-save occurs, the data in the last cell you are editing may or may not be saved, as described below.

- If the last cell you are editing is a free format comment, it will not be saved.
- For all other types of cells, whether the last cell you are editing is saved depends on whether the system's focus (generally, where the cursor is) is on the cell or on the Alert pop-up box.

Course Section List Tab

If you are a teacher, the system recognizes your role from your login information and displays the Course Section List tab when you access the Enter Classroom Grading function. Use this tab to locate a course and section and to post all of your course sections to the report card or progress report tabs.

How to Locate a Course and Section

1. Navigate to the TEAMS Home page and locate the Student Grading menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page. If you are unsure of the menu name, you can enter the function name in the Search Menu Items field to quickly locate it.

2. Select the **Enter Classroom Grading** link. The Course Section List tab is displayed with your courses for the current term. Year-long courses are indicated in the Term column by S1, S2.

Note: Whether active course sections that do not have any active student class records (based on today's date) are displayed on the Course Section List tab is controlled by the setting of a district business rule.

Campus	Cal	Finalize	Description	Course	Section	Term	Period	Day	Parent/Child
001	1	No	BCIS I	B32100	111	S1, S2	01	A	PC
001	1	No	BCIS I	B32100	124	S1, S2	02	A	
001	1	No	BCIS I	B32100	131	S1	03	A	
001	1	No	BCIS I	B32100	161	S1, S2	06	B	
001	1	Yes	BCIS I	B32100	171	S1, S2	07	B	
001	1	No	BCIS I	B32100	181	S1, S2	08	B	

record count: 6 of 6

Figure 4.1: Course Section List tab

Note: Whether course sections that do not award grades are displayed on this tab is determined by an option set in the Campus Course Search function.

Note: Use the **Post All [to Report Card]** or **[to Progress Report]** button to post all of your course sections to the report card or progress report tab, respectively. For more information, see "Posting Gradebook Cycle Averages" on page 4.30.

Note: Use the **Finalize All** button to alert the grading clerk that you have finished entering and reviewing the grades for all course sections. For more information, see "Finalizing Grades" on page 4.44.

3. **Optional.** Use the **Filter By** field if you want to change the display. You have the following options in the Filter By field: Select a specific term for which to display courses (for example, S1 or S2); select ALL to view all year-long and semester-only courses; or select S1, S2 to view a list of only year-long courses.

Note: Select ALL to display any inactive sections with a count of class records that is greater than 0.

Note: Connected courses are indicated by the code PC in the Parent/Child column.

4. Highlight the section and click the **Select** button.

Tip: You can also double-click a Course Section to select it.

One of the following tabs is displayed:

- If your district uses the TEAMS Gradebook, the Gradebook tab for the current grading cycle is the first tab displayed. See "Gradebook Tabs" on page 4.6.
- If your district does not use the TEAMS Gradebook, the Report Card tab is the first tab displayed. See "Report Card Tab" on page 4.33.

Gradebook Tabs

If your district uses the TEAMS Gradebook, tabs for each Gradebook grading cycle are included in the Enter Classroom Grading function. Use the Gradebook tabs to manage your Gradebook and to enter and view student grades. Gradebook categories and assignments for each course section are set up in the Maintain Teacher Gradebook Category function (for more information on this function, see *Section 3: Maintain Teacher Gradebook Category*). From the Gradebook you can quickly access the Take Classroom Attendance function for the selected course/section (for more information on this function, see *Section 2: Take Classroom Attendance*).

Note: *The amount of time you have to enter grades for the Gradebook grading cycle is set by your administrator on the Detail tab of the Maintain Grade Type List function.*

Access the Gradebook tabs by one of the methods below:

- Clicking the **Select** button on the Course List Section tab. The system displays the Gradebook for the course you selected with the tab for the current grading cycle displayed.
- Clicking a **Gradebook** tab from one of the other tabs to bring it forward.

Note: *If the selected course/section is a year-long course and students are allowed to take only one part, the Gradebook tab you select will display only those students who are enrolled in the term for the selected grading cycle. The Report Card, Progress, and Credit tabs display all students and are not filtered by term.*

See the topics below for more information:

- "Overview of Items on the Gradebook Tab Controlled By Your Settings in the Maintain Teacher Gradebook Category Function" on page 4.7
- "Accessing the Teacher Gradebook Assignment Tab" on page 4.8
- "Printing Gradebook Reports" on page 4.8
- "Working With Gradebook Assignments" on page 4.12
- "Working With Gradebook Student Information" on page 4.20
- "Emailing Parents" on page 4.27
- "Posting Gradebook Cycle Averages" on page 4.30

A sample Gradebook tab is shown in the following figure.

The screenshot shows the Gradebook Tab interface with the following callouts:

- You can define a section alias.** (Points to the 'Fifth Period - 0701/1 - 7 LA READ - S1, S2 - T/05' dropdown)
- You can display assignment names horizontally or vertically.** (Points to the 'Report Card' tab)
- If a campus-level option is set, you can set up your Gradebook to display both the raw score and percentage for assignments with a scale other than 100.** (Points to the 'Formative 2012' column)
- You can select your preference for how to group the display of assignments. Your selection controls whether an Average column is displayed for each category.** (Points to the 'Homework 2012' column)

#	Local ID	Student Name	GL	SCH	Avg	SM2	Essay 1	Essay 2	Formative 2012	Vocab 1	Vocab 2	Vocab 3	Homework 2012	Test 1	Summative 2012	
Class Average							42.7	85	42.5	85	90.3	90.0	92.0	86.7		
Scheduled Students With Ownership																
1	07 042 D S G P				95.05	95	45	90	50	100	95	98	95	100	98	A
2	07 042 D S G P				87.47	87	50	100	45	90	95	100	88	93	94	B
3	07 042 D S G P				83.94	84	38	76	42	84	80	90	90	88	89	B
4	07 042 D S G P				82.60	83	34	76	40	80	74	90	90	95	92	B
5	07 042 D S G P				94.85	95	50	100	45	90	95	90	85	88	88	A
6	07 042 D S G P				90.35	90	40	80	35	70	75	88	90	100	93	A
7	07 042 D S G P				86.25	86	48	96	42	84	90	95	90	85	90	B
8	07 042 D S G P				85.19	85	40	80	45	90	85	100	88	95	94	B
9	07 042 D S G P				77.43	77	40	80	45	90	85	65	95	85	82	C
10	07 042 D S G P				95.76	96	48	96	50	100	98	100	100	95	98	A
11	07 042 D S G P				94.90	95	50	100	45	90	95	85	95	90	90	A
12	07 042 D S G P				70.65	71	40	80	35	70	75	80	88	80	83	D
13	07 042 D S G P				89.87	90	42	84	32	64	74	75	70	95	80	A
14	07 042 D S G P				94.56	95	48	96	45	90	93	95	93	100	96	A

At the bottom, there are buttons: Save, Restore, Return to Search Results, Assignments, Notes, Reports, Attendance, and Email Parents. Callouts explain these buttons:

- You can select whether the Gradebook cycle average column displays as a whole number or with two decimal places.** (Points to the 'Save' button)
- Your campus controls whether the running semester average column is displayed.** (Points to the 'Restore' button)
- Click to access the Teacher Gradebook Assignment tab.** (Points to the 'Return to Search Results' button)
- Click to select a report to generate.** (Points to the 'Assignments' button)
- Click to access the Take Classroom Attendance function.** (Points to the 'Attendance' button)
- You can use the Email Parents button to send email messages to parents from within TEAMS.** (Points to the 'Email Parents' button)

Figure 4.2: Sample Gradebook tab

Overview of Items on the Gradebook Tab Controlled By Your Settings in the Maintain Teacher Gradebook Category Function

The items below are controlled by your selections on the Gradebook Course/Section tab of the Maintain Teacher Gradebook Category function.

- The display of the Local ID, GL, and SCH columns that show each student's Local ID, Grade Level, and School.
- Whether assignment names are displayed horizontally or vertically.

Tip: If assignment names are displayed horizontally, the columns may be too narrow to view the whole name of the assignment. You can hover your cursor over the name of the assignment to view the whole assignment name.

- Whether averages are displayed with two decimal places or as whole numbers.
- How assignments are grouped. If assignments are grouped by Due Date/Alpha or Due Date/Order Entered, a category average column *is not* displayed on the Gradebook.
- Whether a course/section has a section alias, or alternate name, that is displayed in the course/section drop-down list above the tabs.

- Whether you can view both the percentage and raw score for assignments that use a scale other than 100.

Note: Whether you have the option in the Maintain Teacher Gradebook Category function to set the display to view both the percentage and raw score is controlled by a campus-level setting.

- The colors used for categories, if any.

Note: Your campus controls whether the running semester average column is displayed. If a posted grade exists for the current grading cycle, a district business rule controls whether the posted or running average is used in the semester average column.

Tip: Use the drop-down list on the header of the Gradebook tabs to view the grades for another course/section without having to search for another course/section.

Accessing the Teacher Gradebook Assignment Tab

If you need to edit or add assignments for a course/section, click the **Assignments** button on the Gradebook tab to open the Teacher Gradebook Assignments tab. After you make your entries on that tab, click the **Return to Gradebook** button to return to your class roster. For more information on the Teacher Gradebook Assignment tab, see *Section 3: Maintain Teacher Gradebook Category*.

Printing Gradebook Reports

Note: Teacher aides who may be granted shared access to the Enter Classroom Grading function may not have access to the teacher-based reports associated with this function.

- To print a report for the Gradebook tab you are viewing, click the **Reports** button. The Click on a report to run box is displayed, as in the following illustration.



Figure 4.3: Click on a report to run box

- Click on the report you want to run. You can select to run one of the following reports for the course/section you are viewing. Unless otherwise noted, the report will be generated by the TEAMS Report process, and you cannot print the report until the batch reporting process finishes. Reports generated by the TEAMS Report process will open as a PDF in a new browser window.

Gradebook Reports

- **Quick Print - Student Class Roster Teacher Grid:** This report is a quick print version of the Student Class Roster Teacher Grid report.
- **Quick Print - Class Assignments Report:** This report is a quick print version of the Class Assignments Report. Output for the Quick Print - Class Assignments Report is for what you are viewing on the tab and not what is saved in the database. You may want to save the tab before you print this report. The Quick Print - Class Assignments Report prints based on the default sort order for the tab. If you sort by grade values or any other sort, the quick print output will still print based on the default. Dropped assignments are indicated in a grade cell by (d).

Note About Quick Print Reports: *With the quick print versions of reports, you do not have to wait for the reporting batch process to finish before you can print the information. Output is displayed in a new browser window with a standard Print dialog box so you can quickly send the report to the printer of your choice. Output generated with the Quick Print button is not accessible in your Report Queue in the My Report Profiles function.*

- **Class Assignments Report**
- **Class Student Listing with Addresses (Excel):** This report is a student listing report as a Microsoft® Excel spreadsheet that includes student demographic information, such as Course/Section, Term/Day/Period, Teacher Name, Student Name, Student Local ID, State UID, Grade Level, Graduation Cohort, DOB, Gender, Parent Name, Parent Phone, Parent Street Address, Parent Address City, Parent Address State, Parent Address Zip, and Parent Email. When you click the Class Student Listing with Addresses (Excel) link, a new browser window is displayed with the message that the report is processing. If you want to retrieve the report from the Report Queue tab of the My Reports Profile function, you can close this window, but if you want to view the Microsoft Excel output without going to your Report Queue, leave the browser window open. In the Google Chrome browser, when the report has finished processing, the file is downloaded to the default download location on your computer and displayed in the Downloads bar of the browser window. When this report is run from the Gradebook, the following parameter defaults are used: Campus, Fiscal Year, Calendar ID, Course, and Section are passed based on section you are working with. The Term is the term associated with the report card grade type of the reporting cycle that you are working with. Day Period is passed as All. Print Private Address?, Print Private Phone?, and Print Private Email? are each passed as No. Sort Order is passed as Course Section.

Tip: *To see where the default download location is on your computer for the Google Chrome browser, click the down arrow at the right of the file name and select **Show in folder** from the pop-up menu.*

- **Failing Assignments Report**
- **Failing Averages Report:** If you run the Failing Averages Report from the Gradebook, the Only Display Running Average? parameter will be passed with the No selection. If it is past the Gradebook grading date range, the system will only return the posted grade. If there are no posted grades and it is within the Gradebook grading date range, the running average is displayed. If there are no posted grades and it is past the Gradebook grading date range, no grade value is displayed. If you run this report in the My Report Profiles function, you can control the selection for the Only Display Running Average? parameter. When this report is run from the Gradebook, the following parameter defaults are used: Include Dropped Without Ownership Students? defaults to No; Highest Failing Grade defaults to 69; Sort defaults to Course section; and Page Break defaults to None.

- **Individual Progress Report (Elementary)**
- **Individual Progress Report (Secondary)**

Note: The difference between the Individual Progress Report (Secondary) and the Individual Progress Report (Elementary) is that the Secondary report will output a report for the students in the course/section the teacher is viewing on the Gradebook, whereas the Elementary report will output a report for the student with the teacher's courses/sections.

- **Missing Assignments Report**

- **Student Assignments Report:** If you run the Student Assignments Report from the Gradebook, the Only Display Running Average? parameter will be passed with the No selection. If it is past the Gradebook grading date range, the system will only return the posted grade. If there are no posted grades and it is within the Gradebook grading date range, the running average is displayed. If there are no posted grades and it is past the Gradebook grading date range, no grade value is displayed. If you run this report in the My Report Profiles function, you can control the selection for the Only Display Running Average? parameter.

- **Student Class Roster Teacher Grid**

- **Student Class Roster Teacher Grid (Excel):** With this version of the Student Class Roster Teacher Grid, you can output the grid for the class you are viewing as a Microsoft® Excel spreadsheet. When you click the **Student Class Roster Teacher Grid (Excel)** link, a new browser window is displayed with the message that the report is processing. If you want to retrieve the report from the Report Queue tab of the My Reports Profile function, you can close this window, but if you want to view the Microsoft Excel output without going to your Report Queue, leave the browser window open. In the Google Chrome browser, when the report has finished processing, the file is downloaded to the default download location on your computer and displayed in the Downloads bar of the browser window. Because the report output requires a simple formatting step to adjust the column width to view information for the class roster, you should download and save the report file to have write access to it, which will enable you to save your changes. On the File Download box, you can click the **Save** button to save the file to a designated location, and then you can open the file using Microsoft Excel. (If you prefer, you can click the **Open** button on the File Download box to open the file directly in Microsoft Excel and then save it to a location to enable write access.) When you initially view the report in Microsoft Excel, the first column of data (column A) is not fully expanded to show the information in the column. You can click the column rule line and drag it to set the column to the desired width.

Note: If you select to run additional reports, additional browser windows for each report are displayed. When it is finished processing, each report is displayed in a browser window.

3. When you are finished generating reports, click the **Close** button to close the Click on a report to run box and return to the Gradebook tab.


Accessing the Take Classroom Attendance Function

For the course/section you have selected in the Gradebook, you can access the Take Classroom Attendance function in an alternate window and take attendance. To do this, follow the steps below.

1. Click the **Attendance** button on the Gradebook tab. A second browser window opens with the Take Classroom Attendance function displayed for the course/section selected in the Gradebook.
2. Mark attendance for the class.

Note: For more information about working with the Take Classroom Attendance function, see *Section 2: Take Classroom Attendance*.

3. When you have finished working with the Take Classroom Attendance function, click

the  icon to close the alternate window.

Working With Gradebook Assignments

This section discusses how to work with assignments on the Gradebook tabs and to enter assignment grades and notes. For each assignment, you can also record additional grading information, such as up to two retake grades, extra points, an override grade, or whether the assignment was late.

Overview of Assignment Information

The Gradebook tabs are displayed when you click the **Select** button on the Course List Section tab. The Gradebook opens to the class roster and assignments for the current grading cycle. The assignments you created in the Maintain Teacher Gradebook Category function are used as the column headings in the Gradebook (partially illustrated below).

#	Local ID	Student Name	GL	SCH		Avg	Homework 1	Homework 2	Homework 3	Homework 4	Six Weeks Exam	Test 1
							100x1 Hwk Mar 02	EC Hwk Mar 04	100x1 Hwk Mar 11	100x1 Hwk Mar 12	100x1 6Wksexams Jan 26	100x1 TEST Jan 26
Class Average												
Scheduled Students With Ownership												
1			12	001	D	S	G	SB	P			NG

Figure 4.4: Gradebook tab (partially illustrated) with assignment information

Each column displays the following assignment information:

- **Assignment Name:** This is a link that you can click to redisplay the Gradebook tab for only the selected assignment with additional fields for recording up to two retake grades for an assignment, extra points, an override grade, whether the assignment was late, and notes for the additional information. To return to the default view of the tab with all assignments, click the assignment name again.

- **Scale x Count:** This row displays the scale value set for the assignment and the count associated with the assignment.

Note: If you have created an Extra Credit assignment, EC is displayed instead of the Scale x Count.

- **Category:** The category of the assignment

Note: Colors for categories are defined in the Maintain Teacher Gradebook Category function.

- **Due Date:** The due date of the assignment

How to Enter Assignment Grades

Follow the steps below to enter assignment grades on the Gradebook tab:

1. Locate the row for the student's record you want to update.

Tip: You can use the All row to mark all the student records in a column with the same value. For more information on working with the All row, see *Working With Grades* on page 4.47.

2. Click in the field for the assignment grade. The system displays a cursor in the selected field and highlights the student row yellow, as shown below.

The screenshot shows a Gradebook interface with tabs for 9W1, 9W2, 9W3, 9W4, Report Card, Progress, and Credit. The main table has columns for Student Name, GL, Avg, SM2, and several assignment categories: Formative 1, Formative 2, Homework 1, Homework 2, and Summative 1. Each assignment category has sub-columns for raw scores and percentages. The table is divided into sections: 'Class Average row', 'All row', 'Scheduled Students With Ownership', and individual student rows (1-13). Annotations point to various features:

- Class Average row:** Points to the row labeled 'Class Average'.
- All row:** Points to the row labeled 'All'.
- Blue arc in the upper right corner:** Indicates an excused absence on the due date.
- Black arc in the upper right corner:** Indicates an unexcused absence on the due date.
- Black arc in the lower left corner:** Indicates that the student has a note for the assignment that is not private and can be read by the parent/guardian.
- Purple arc in the lower left corner:** Indicates that the assignment has additional saved information. If this information includes a note, the purple arc indicates the note is private and cannot be read by the parent/guardian.
- Red cell:** Indicates a failing grade.
- Gray arc in the lower right corner:** Indicates a grade that will be dropped and not considered in the calculation of the average for the assignment category.
- Cursor and yellow highlight:** A cursor is displayed in the field you select, and the row is highlighted yellow.

Figure 4.5: Assignment field selected for entry on the Gradebook

Note: Whether the averages are displayed with two decimal places or as whole numbers depends on your setting in the Average Decimal field of the Maintain Teacher Gradebook Category function.

Tip: You can sort information in columns. Click to sort in ascending order. Click to sort in descending order. Click to return to the original sort. Blank grades are always sorted to the bottom. Students are sorted within the grade ownership groupings.

SECTION 4: ENTER CLASSROOM GRADING

3. Enter the grade for the assignment. As you enter grades, the Class Average information for the assignment is updated.

Note: *The Class Average for the assignment includes every student who has a grade. If no grades have been entered for an assignment, the Class Average cell is blank.*

Note: *If your entry is not a valid district value or exceeds the maximum value for the assignment, an Alert box is displayed to notify you of the issue. Click the **OK** button to close the Alert box and modify the grade.*

Note: *An error will display if numeric grades are entered for an assignment associated to a Gradebook category configured for Alpha results if the resulting calculation exceeds the Alpha grade value scale associated with the category.*

4. Click anywhere outside the selected field. A message is displayed on the tab reminding you that you have unsaved changes, and the student's average is updated.

Note: *If the assignment uses a scale other than 100 and you have set up your Gradebook to display both the raw score and the percentage for the assignment (using the For non-hundred scale, view % field on Gradebook Course/Section tab), both scores will be displayed for the assignment. (Whether you have the ability to set this display is controlled by a campus-level option.)*

Note: *If you want to revert back to the last saved version of the tab (for example, if you realize you made an error), click the **Restore** button. The system asks you to confirm the action. Any entries you have made since the last time you saved the form are cleared.*

5. **Optional.** If you want to add a note about the assignment, refer to "How to Add Assignment Notes" below.
6. Click the **Save** button. An Alert box notifies you that your changes have been saved to the database.
7. Click the **OK** button to close the box.
8. **Optional.** For each assignment, you can also record additional information, such as up to two retake grades, extra points, an override grade, and whether the assignment was late. For more information, see "How to Record Additional Assignment Grade Details" on page 4.16.

Note: *If you have added or modified information and attempt to navigate away from the tab without clicking the Save button, a Confirmation box is displayed to alert you to the unsaved changes. If you want to save your changes, click the **Save** button. The system saves your changes and then navigates away from the tab. If you want to navigate away from the tab without saving your changes, click the **Continue** button.*

Note: *All changes to assignment grades are audited.*

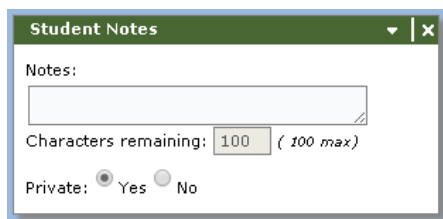
How to Add Assignment Notes

You can use the Notes button on the Gradebook tab to add a short note about the student's grade on the assignment. To do this, follow the steps below.

Note: *Student notes for an assignment can also be added in the single assignment view of the Gradebook tab when you are working with additional grading details. For more information, see "How to Record Additional Assignment Grade Details" on page 4.16.*

1. Click in the cell for the assignment grade.

- Click the **Notes** button to open the Student Notes box, as shown below.



The Student Notes box is a small window with a title bar that says "Student Notes" and a close button (X). Inside, there is a text area for "Notes:" with a character count "Characters remaining: 100 (100 max)". Below the text area are two radio buttons for "Private": "Yes" (selected) and "No".

Figure 4.6: Student Notes box

- In the **Notes** field, enter your comment.
- Use the **Private** field to set whether the parent/guardian can view the note. The default setting for the Private option is Yes, which means the note is private and cannot be seen in the Parent Self-Serve application. If you change the selection to No, a student's parent/guardian can view the note.
- Click the **X** button to close the box.

Note: You must click the **Save** button on the Gradebook tab to save your note.

Privacy Indicator Colors for Saved Notes

When you save a note for a student's assignment, an arc is displayed in the lower left corner of the assignment grade cell.

- If a saved note can be seen by parents/guardians in the Parent Self Serve application, the arc displayed in the lower left corner of the assignment grade cell is black.
- If a saved note is private and cannot be seen by parent/guardians, the arc displayed in the lower left corner is displayed in purple.

An arc in the lower left corner of the assignment grade cell can also indicate that more grading details, such as a retake grade or extra credit points, have also been saved for the assignment. For more information about recording additional information for an assignment grade, see "How to Record Additional Assignment Grade Details" on page 4.16.

Private notes are indicated by a purple arc. A purple arc can also indicate that other grading details have been saved for the assignment.

Notes that parents/guardians can see in the Parent Self Serve application are indicated by a black arc. Additional grading information may have also been saved for the assignment.

9W1 9W2 9W3 9W4 Report Card Progress Credit									
#	Student Name	GL			Avg	SM2	Homework 1	Homework 2	Test 1
							100x1	100x1	100x1
							Homework 2	Homework 2	Summative
							Apr 01	Apr 04	Apr 08
All									
Class Average							85.0	100.	93.0
Scheduled Students With Ownership									
1		07	D	S	G	P	93	93	85
2		07	D	S	G	P	NG		100

Figure 4.7: Gradebook with purple and black arcs indicating private and non-private notes have been added to the assignment

How to Record Additional Assignment Grade Details

When you click the Assignment name link at the top of an assignment column, the Gradebook tab is redisplayed for only the selected assignment with fields for recording additional details for the assignment. A sample Gradebook tab for a selected assignment is shown below.

#	Student Name	GL	Avg	SM2	Final Grade	Original Grade	1st Retake	2nd Retake	Extra Points	Override Grade	Late?	Notes	Private?
Class Average					91.8								
Scheduled Students With Ownership													
1		07 D S G P	96.23	96	100	100						Sample non-private note	<input type="checkbox"/>
2		07 D S G P	88.68	89	93	93						Sample private note	<input checked="" type="checkbox"/>
3		07 D S G P	84.87	85	88	88						Sample private note	<input checked="" type="checkbox"/>
4		07 D S G P	84.05	84	95	95						Sample private note	<input checked="" type="checkbox"/>
5		07 D S G P	96.03	96	88	88						Sample private note	<input checked="" type="checkbox"/>
6		07 D S G P	91.55	92	100	100						Sample non-private note	<input type="checkbox"/>
7		07 D S G P	87.73	88	85	85						Sample private note	<input checked="" type="checkbox"/>
8		07 D S G P	86.40	86	95	95						Sample private note	<input checked="" type="checkbox"/>
9		07 D S G P	78.55	79	85	85						Sample private note	<input checked="" type="checkbox"/>
10		07 D S G P	96.25	96	95	95						Sample private note	<input checked="" type="checkbox"/>
11		07 D S G P	96.10	96	90	90						Sample private note	<input checked="" type="checkbox"/>
12		07 D S G P	71.83	72	75	75						Sample private note	<input checked="" type="checkbox"/>
13		07 D S G P	92.34	92	95	95						Sample private note	<input checked="" type="checkbox"/>
14		07 D S G P	95.28	95	100	100						Sample private note	<input checked="" type="checkbox"/>

Figure 4.8: Gradebook with a single assignment displayed and additional entry options

The Final Grade field defaults to the original grade you entered for the assignment, but if you complete any other grade options for this assignment, the Final Grade field will update to reflect the latest average. If an Override Grade is entered, the Final Grade will equal the Override Grade. If no Override Grade is entered, the Final Grade will equal highest grade from the Original Grade, 1st Retake, or 2nd Retake, plus any Extra Points.

The Original Grade field displays the original grade you entered for the assignment on the default view of the Gradebook tab. You can edit the Original Grade in this display.

Any student notes you previously entered on the default view of the Gradebook tab are displayed in the Notes field, and the Final Grade displays the arc in the lower left corner of the cell. A purple arc indicates a private note, and a black arc indicates a non-private note that parents/guardians can view in the Parent Self Serve application.

You have the following options for working with the selected assignment:

- **1st Retake:** Enter the grade for the student's first retake of the assignment, if applicable.
- **2nd Retake:** Enter the grade for the student's second retake of the assignment, if applicable.

Reminder: Only the highest retake grade will change the Final Grade.

- **Extra Points:** Enter any extra points the student earned on the assignment, if applicable. Extra points will only be applied to the Original Grade, 1st Retake, or 2nd Retake.
- **Override Grade:** Use the Override Grade field to override the system and enter what will be the Final Grade for the assignment. Extra Points are not considered with an Override Grade.

- **Late?:** If the assignment was late, you can select the **Late?** box to indicate this. This field is informational only and does not change the grade value.
- **Notes:** If a note was previously entered for the student for the assignment, it is displayed. You can also add a note for the assignment here.
- **Private?:** The **Private?** box defaults as selected, which means the note is private and cannot be seen in the Parent Self-Serve application. If you clear the selection (remove the checkmark), the note is not private, and a student's parent/guardian will be able to view it. For previously entered notes that are not private, the selection box is not displayed in the Private? cell, but you can click in the cell to display the box and select it to make the note Private, if you wish.

A sample assignment with additional grading details configured is shown below.

If you want to change a previously entered note from non-private to private, click in the Private? field display the selection box.

#	Student Name	GL	Avg	SM2	Final Grade	Original Grade	1st Retake	2nd Retake	Extra Points	Override Grade	Late?	Notes	Private?
Class Average					92.1								
Scheduled Students With Ownership													
1		07 D S G P	96.23	96	100	100						Sample non-private note	<input checked="" type="checkbox"/>
2		07 D S G P	88.73	89	98	93			5			Sample private note	<input checked="" type="checkbox"/>
3		07 D S G P	84.87	85	88	88						Sample private note with additional grade details	<input checked="" type="checkbox"/>
4		07 D S G P	84.05	84	95	95						Sample non-private note	<input checked="" type="checkbox"/>
5		07 D S G P	96.00	96	78	88				78	<input checked="" type="checkbox"/>	Sample private note	<input checked="" type="checkbox"/>
6		07 D S G P	91.55	92	100	100						Sample private note	<input checked="" type="checkbox"/>
7		07 D S G P	87.80	88	97	85	89	97				Sample private note	<input checked="" type="checkbox"/>
8		07 D S G P	86.40	86	95	95						Sample private note	<input checked="" type="checkbox"/>
9		07 D S G P	78.55	79	88	85	88				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
10		07 D S G P	96.25	96	95	95							<input checked="" type="checkbox"/>
11		07 D S G P	96.12	96	92	90				92			<input checked="" type="checkbox"/>
12		07 D S G P	71.68	72	75					65	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
13		07 D S G P	92.39	92	100	95			5			Sample non-private note with additional detail	<input checked="" type="checkbox"/>
14		07 D S G P	95.28	95	100	100							<input checked="" type="checkbox"/>

Save Cancel

Figure 4.9: Gradebook with a single assignment displayed and additional details configured

To save your entries for the assignment options, click the **Save** button. To return to the default view of the tab with all assignments, click the **Cancel** button or click the assignment name again.

If the assignment grade has values for 1st Retake, 2nd Retake, Extra Points, or Override Grade, the assignment grade will not be editable on the regular Gradebook view.

Overview of Colors on the Gradebook

Colors on the Gradebook help you to interpret information quickly. An overview of the colors you might encounter is below.

- **Color Schemes for Categories:** In the Maintain Teacher Gradebook Category function, you can designate specific color schemes for the categories associated with your assignments. The rows within each category are displayed in alternating colors.
- **Yellow Highlighting for Active Student Row:** As you move through your Gradebook, the row for student whose grade you are entering is highlighted yellow.
- **Red Text in the Avg Column:** When grades are displayed in red text in the Avg column (as shown in the following figure), the average in the Gradebook is different from the average recorded on the Report Card tab. For example, an average will be displayed in red text if you override a Gradebook average and manually enter a different grade on the Report Card tab.

If an average is displayed in red text in the Avg column, it means that it is different from what is recorded on the Report Card tab.

SW1 SW2 SW3 SW4 SW5 SW6 Report Card Progress C									
#	Local ID	Student Name	GL	SCH				Avg	Home
All									
Class Average									
Scheduled Students With Ownership									
1			11	001	D	S	G	SB	P
2			12	001	D	S	G	SB	P
3			10	001	D	S	G	SB	P
4			09	003	D	S	G	SB	P
5			12	001	D	S	G	SB	P
6			09	001	D	S	G	SB	P

Figure 4.10: Avg column with an average shown in red text

- **Blue Arc in the Upper Right Corner of a Cell:** A blue arc in the upper right corner of a cell indicates the student had an excused absence on the assignment due date.
- **Black Arc in the Upper Right Corner of a Cell:** A black arc in the upper right corner of a cell indicates that the student had an unexcused absence on the assignment due date.
- **Arcs in the Lower Left Corner of the Cell:** An arc in the lower left corner of a cell indicates that the assignment has at least one of the additional items below saved for it. The color of the arc is purple unless the assignment has a note that is not private and can be viewed by parents/guardians in the Parent Self Serve application. If a saved note is note private, the arc is displayed in black.
 - A note
 - A late check
 - A first retake
 - A second retake
 - Extra points

- An override grade

Note: Additional items can be added in the single-assignment view of the Gradebook. For more information, see "How to Record Additional Assignment Grade Details" on page 4.16. Cells with arcs for items that have been added on the single assignment view cannot be edited on the default view of the Gradebook. Assignment notes can be added on both the single-assignment view and the default view of the Gradebook.

- **Gray Arc in the Lower Right Corner of a Cell:** If you have configured the assignment to be considered for a dropped grade, a gray arc in the lower right corner of a cell indicates a grade that will be dropped and not considered in the calculation of the average for the assignment category.
- **Red Cell:** A cell that is shaded red indicates the student received a failing grade on the assignment.

Note: Extra credit assignments with a score of 0 are not displayed as failing grades.

Working With Gradebook Student Information

This section discusses information you can view for each student on your class roster.

Note: How to use the SB icon to access the Skillbook will be covered in future documentation.

How to View Assignments for One Student

1. Click the link of the student's name to redisplay the tab with only that student's assignments displayed, as shown below.

Red text in the Avg column indicates an average is different from what is recorded on the Report Card.

The screenshot shows the Gradebook interface for a student named Joe Smith. The top navigation bar includes tabs for SW1 through SW6, Report Card, Progress, and Credit. The main table displays student information and assignment scores. The 'Avg' column for the student shows '89' in red text, indicating a discrepancy from the Report Card. The table includes columns for Homework 1, Homework 2, Daily 1, Homework, and Homework, each with a 100x1 Hwk or TEST score and a date.



#	Local ID	Student Name	GL	SCH			Avg	Homework 1	Homework 2	Daily 1	Homework	Homework	
1			12	001	D	S	G	SB	P	89	75	85	95

Buttons at the bottom: Save, Restore, Post to Progress Report, Post to Report Card, Return to Search Results, Assignments, Notes, Reports, Attendance.

Figure 4.11: Gradebook tab with assignments for one student

2. To return to the default view of the tab with the complete student roster, click the student's name again.

How to View Student Summary Data

To view Student Summary Data for a student, click the  link. The Student Summary Data tab is displayed, as shown in the following figure. Click  or click the **X** in the upper right corner to go back to the Gradebook tab.

Note: If address or phone information is displayed in red, it has been coded as private information, not for public distribution.

Student Summary Data

Demographics					
Last Name:	Doe	First Name:	Anna	Other Name:	Anna
Middle Name:	Jane	Generation:		Gender:	Female
PEIMS Ethnicity:	Not Hispanic/Latino	Race:	White	No Photo	
		PEIMS Language:	English	Correspondence Language:	English
Birthdate:	09-02-1997	Current Age:	13	Sept 1 Age:	11
Birthplace City:	Bluebonnet	Birthplace State:	TX	Birthplace Country:	
Original Entry Date:	05-20-2010	Data Entered 9th Grade:		Original Entry Grade Level:	06
Prior Year School:		Prior Year Grade Level:		Cohort:	
College Entry Indicator:		Graduation Plan:			
Work Address:					

Restrictions	
Sort Clear	Sorted by:
Restriction	
Internet Access Restriction	
record count: 1 of 1	

Transportation Records					
Sort Clear	Sorted by:				
Time	Mode	Route	Stop	No	Comments
record count: 0 of 0					

Enrollment Records									
Sort Clear	Sorted by:								
Academic Year	School	Calendar ID	Entry Date	Entry Code	Grade Level	ADA Eligibility	Withdraw Date	Leave Reason	Enrollment Status
2010	041	1	05-20-2010		06	1			E
record count: 1 of 1									


Contact					
Name:	Joshua Doe	Enrolling Contact:	✓	Can Pickup:	✓
Type:	Parent	Custody Order:		Bus Drop Off Loc:	✓
Resides With:	✓	Comments :			
Relationship:	Father				
HomeAddress:	1414 SAMPLE ST AUSTIN, TX 78701				
HomePhone:	(512) 555 - 4545				
WorkPhone:	(512) 555 - 1212 ext. 320				

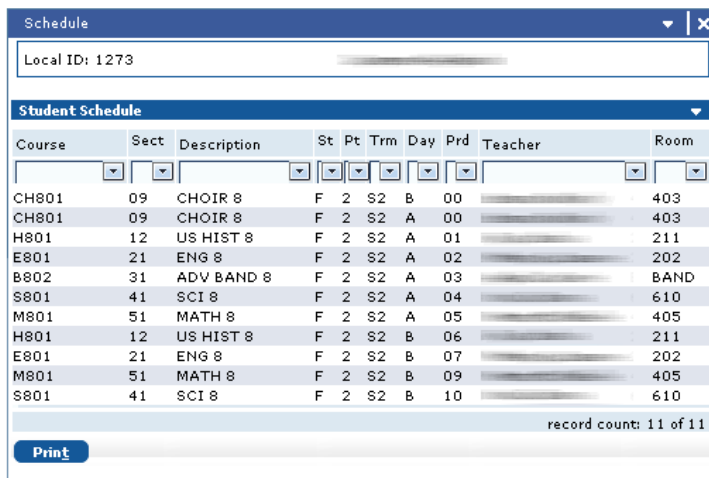
Contact					
Name:	Janet Doe	Enrolling Contact:	✗	Can Pickup:	✓
Type:	Parent	Custody Order:		Bus Drop Off Loc:	✓
Resides With:	✓	Comments :			
Relationship:	Mother				
HomeAddress:	1414 SAMPLE ST AUSTIN, TX 78701				
HomePhone:	(512) 555 - 4545				
CellPhone:	(512) 555 - 4546				
PrimaryEmail:	jdoe@sample.net				

Associated Students										
Sort Clear	Sorted by:									
Local ID	First Name	Middle Name	Last Name	G	Birthdate	School	Grade	Last Entry Date	Last Withdraw Date	Status
913758	James	William	Doe	M	02-02-1995	West High School	09	11-12-2009		Enrolled
record count: 1 of 1										

Figure 4.12: Student Summary Data tab

How to View Student Scheduling Information

1. Click the  link. The Schedule box is displayed with the student's current class schedule, including dropped courses with a future drop date.



The screenshot shows a window titled "Schedule" with a close button (X) in the top right. Below the title bar is a text field containing "Local ID: 1273". Underneath is a section titled "Student Schedule" with a dropdown arrow. Below this is a table with the following columns: Course, Sect, Description, St, Pt, Trm, Day, Prd, Teacher, and Room. The table contains 11 rows of data. At the bottom right of the table area, it says "record count: 11 of 11". At the bottom left, there is a "Print" button.

Course	Sect	Description	St	Pt	Trm	Day	Prd	Teacher	Room
CH801	09	CHOIR 8	F	2	S2	B	00		403
CH801	09	CHOIR 8	F	2	S2	A	00		403
H801	12	US HIST 8	F	2	S2	A	01		211
E801	21	ENG 8	F	2	S2	A	02		202
B802	31	ADV BAND 8	F	2	S2	A	03		BAND
S801	41	SCI 8	F	2	S2	A	04		610
M801	51	MATH 8	F	2	S2	A	05		405
H801	12	US HIST 8	F	2	S2	B	06		211
E801	21	ENG 8	F	2	S2	B	07		202
M801	51	MATH 8	F	2	S2	B	09		405
S801	41	SCI 8	F	2	S2	B	10		610

Figure 4.13: Schedule box

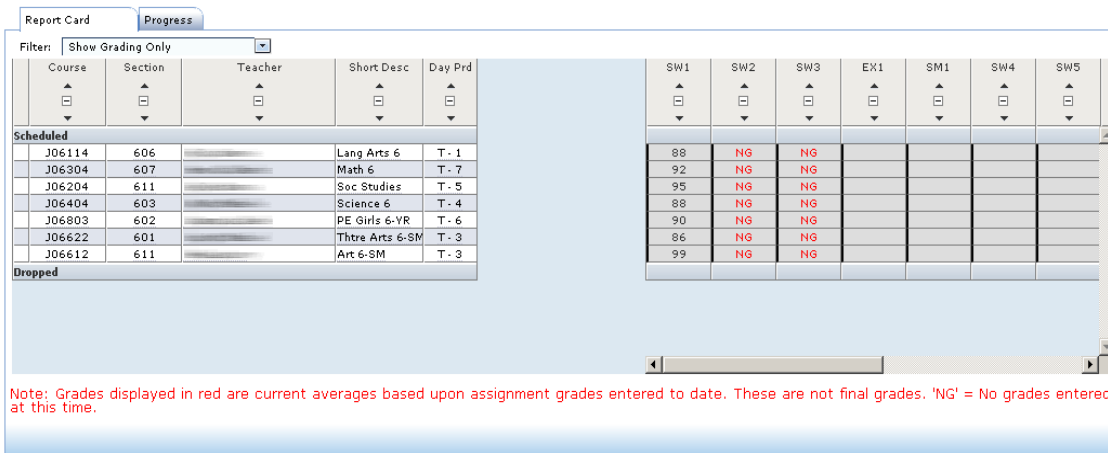
Tip: You can use the **Print** button to print the schedule.

2. To close the box and return to the Gradebook tab, click the **X** in the upper right corner.

How to View a Student's Grades

1. Click the  icon for a student to view Report Card and Progress tab information.

Note: Whether this icon is displayed is determined by a setting in the Maintain Campus Attendance Options function. The grading information displayed by the icon is determined by a setting in the Maintain Campus Attendance Options function.




The screenshot shows a window titled "Report Card" with a "Progress" tab selected. Below the title bar is a "Filter:" dropdown set to "Show Grading Only". Below this is a table with columns: Course, Section, Teacher, Short Desc, and Day Prd. The table is divided into "Scheduled" and "Dropped" sections. To the right of the table is a grid of columns labeled SW1, SW2, SW3, EX1, SM1, SW4, and SW5. The grid contains rows of data, with some cells containing "NG" in red. At the bottom of the window, there is a note: "Note: Grades displayed in red are current averages based upon assignment grades entered to date. These are not final grades. 'NG' = No grades entered at this time."

Course	Section	Teacher	Short Desc	Day Prd	SW1	SW2	SW3	EX1	SM1	SW4	SW5
J06114	606		Lang Arts 6	T- 1	88	NG	NG				
J06304	607		Math 6	T- 7	92	NG	NG				
J06204	611		Soc Studies	T- 5	95	NG	NG				
J06404	603		Science 6	T- 4	88	NG	NG				
J06803	602		PE Girls 6-YR	T- 6	90	NG	NG				
J06622	601		Thre Arts 6-SM	T- 3	86	NG	NG				
J06612	611		Art 6-SM	T- 3	99	NG	NG				

Figure 4.14: Grading information

Note: Grades displayed in red are current averages based on assignment grades to date. If no grades have been entered, NG is displayed.

2. Click  or click the **X** in the upper right corner to go back to the Gradebook tab.

How to View a Student's Picture

If your district stores student pictures in the system, follow the steps below to view them.

1. Click the  link to open the Student Picture box.

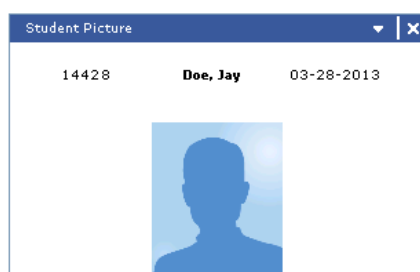




Figure 4.15: Student Picture box

2. Click the **X** in the upper right corner to go back to the Gradebook tab.

How to View a Student's Linked Course Information

If a student has dropped/added a course section and the previous and current course sections have been linked, you can view the student's assignments and grades for the dropped course section. If a student on the Gradebook has a link to another course section, the  icon is displayed.

Follow the steps below to view the linked information.

1. Click the  icon to display a Gradebook tab with the assignments and any grades from the previous class. The Gradebook tab is view-only and opens in an alternate browser window, as shown in the following figure.

SECTION 4: ENTER CLASSROOM GRADING

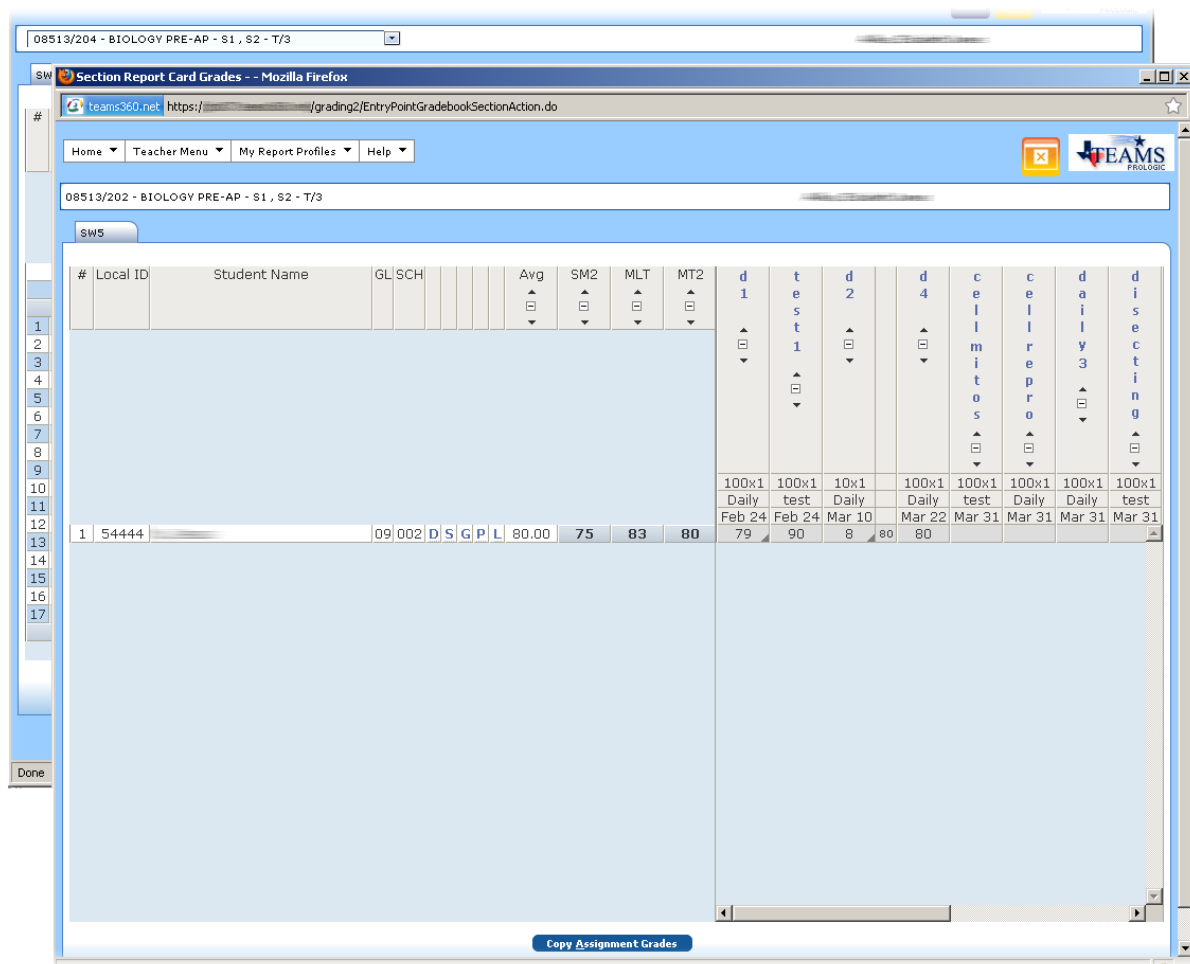


Figure 4.16: Gradebook tab displayed for student with a linked course

- After viewing the information, click the  icon to close the student's linked assignment information.

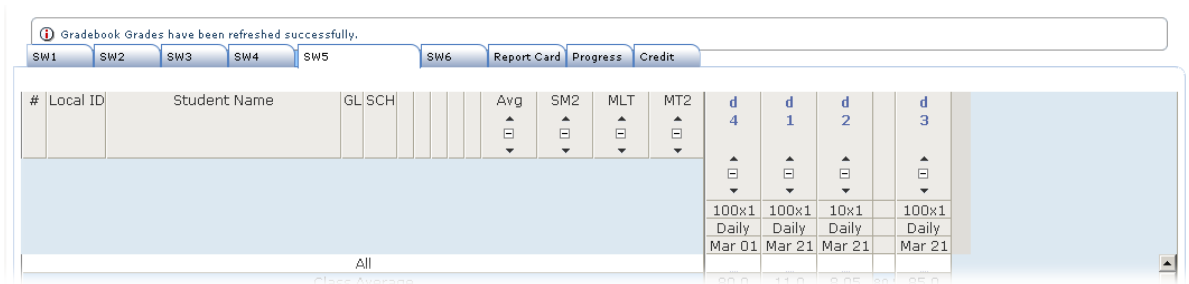
Copying Assignment Grades for a Student With a Linked Course Section

You can copy assignment grades for students with a linked course section if the assignments meet the following criteria:

- The assignment due date falls within the same Gradebook grading cycle,
- The following fields are an exact match between the old course/section's assignments and the new course/section's assignments: Category, Assignment Name, Alpha Grades Only, Scale Value, Maximum Value, and Fiscal Year, *and*
- The new course/section's assignment match does not already have a grade.

To copy any grades from the previous class that meet the criteria outlined above, follow the steps below.

1. Click the **Copy Assignment Grades** button. The Gradebook tab with the full class roster is brought back to the front and displays a message that Gradebook Grades have been refreshed successfully, as shown below.




Gradebook Grades have been refreshed successfully.

#	Local ID	Student Name	GL	SCH				Avg	SM2	MLT	MT2	d 4	d 1	d 2	d 3
												100x1	100x1	10x1	100x1
												Daily	Daily	Daily	Daily
												Mar 01	Mar 21	Mar 21	Mar 21
All															
Class Average												85.0	11.0	8.25	85.0

Figure 4.17: Gradebook tab (partially illustrated) with message displayed when a student's grades from a linked course section are copied

2. Bring the alternate window back. An Alert box is displayed to inform you that grades were copied, and the Gradebook tab in the alternate browser window displays the following panels to show which grades of the assignments from the previous course section were copied:
 - **Copied Assignments:** List of assignments for which grades were copied from the previous course section
 - **Match Not Copied Assignments:** List of assignments that matched but were not copied because a grade already exists for the assignment in the new course section
 - **Non Matching Assignments:** List of assignments that did not match on one of the required fields so grades were not copied from the previous course section
3. Click the **Ok** button to close the Alert box and review the information. To close the alternate



window, click the  icon. A sample Gradebook tab in the alternate window after assignment grades have been copied is shown in the following figure.

SECTION 4: ENTER CLASSROOM GRADING

08513/202 - BIOLOGY PRE-AP - S1, S2 - T/3

SW5

#	Local ID	Student Name	GL	SCH					Avg	SM2	MLT	MT2	d 1	t e s t 1	d 2	d 4	c e l l m i t o s	c e l l r e p r o	d a i l y 3	d i s e c t i n g	
1	54444		09	002	D	S	G	P	L	80.00	75	83	80	100x1 Daily Feb 24 79	100x1 test Feb 24 90	10x1 Daily Mar 10 8	100x1 Daily Mar 22 80	100x1 test Mar 31	100x1 Daily Mar 31	100x1 Daily Mar 31	100x1 test Mar 31

Alert
Grades copied successfully.
OK

Copy Assignment Grades

Copied Assignments
Assignment Name
d4
record count: 1 of 1

Match Not Copied Assignments
Assignment Name
d1
d2
record count: 2 of 2

Non Matching Assignments
Assignment Name
fungi - mushrooms
mushrooms 2
cell reproduction
test 1
cell mitosis
dissecting a frog
plants or fungi
daily 3
plant life
fungi - mushrooms
record count: 10 of 10

Figure 4.18: Gradebook tab in alternate window after assignment grades have been copied from a linked course/section

Emailing Parents

From the Gradebook tabs, you can send emails to parents/guardians without leaving TEAMS. To do this, follow the steps below.

1. Click the **Email Parents** button to display the Select Parents tab (shown below) in an alternate browser window.

Select Parents

Select ☐ Select All Parents for Scheduled Students ☐ Select All Parents for Scheduled Students with Failing Averages ☐ No selection

Parents:

Student/Parents

Sort | Clear Sorted by: (default)

Group	Student	Cycle Average	Failing Grd	Parent	Contact Type	Resides With	Relationship	Primary Email
Scheduled Students With Ownership		80	N		Parent	Y	Mother	
Scheduled Students With Ownership		78	N		Parent	Y	Mother	
Scheduled Students With Ownership		99	N		Parent	Y	Father	
Scheduled Students With Ownership		99	N		Parent	Y	Mother	
Scheduled Students With Ownership		97	N		Parent	Y	Mother	
Scheduled Students With Ownership		97	N		Parent	Y	Father	
Scheduled Students With Ownership		92	N		Parent	Y	Mother	
Scheduled Students With Ownership		100	N		Parent	Y	Mother	
Scheduled Students With Ownership		100	N		Parent	Y	Father	
Scheduled Students With Ownership		82	N		Parent	Y	Father	
Scheduled Students With Ownership		68	Y		Parent	Y	Mother	
Scheduled Students With Ownership		68	Y		Parent	Y	Father	
Scheduled Students With Ownership		100	N		Parent	Y	Mother	
Scheduled Students With Ownership		100	N		Parent	Y	Father	
Scheduled Students With Ownership		75	N		Parent	Y	Mother	
Scheduled Students With Ownership		82	N		Parent	Y	Father	
Scheduled Students With Ownership		82	N		Parent	Y	Mother	
Scheduled Students With Ownership		87	N		Parent	Y	Mother	
Scheduled Students With Ownership		87	N		Parent	Y	Father	
Scheduled Students With Ownership		99	N		Parent	Y	Mother	
Scheduled Students With Ownership		99	N		Parent	Y	Father	
Scheduled Students With Ownership		96	N		Parent	Y	Mother	
Dropped Students With Ownership		73	N		Guardian	Y	Guardian	

record count: 23 of 23

[Continue](#) [Return to Gradebook](#)

Figure 4.19: Select Parents tab

On the Select Parents tab, the Parent column lists the parent the student resides with, as well as any parent who has the Receives Mailing flag set to Yes in TEAMS. All parents are listed regardless of whether they have a primary email address in TEAMS, but the system only allows you to select those parents who have a primary email address on record.

SECTION 4: ENTER CLASSROOM GRADING

2. You have the following options for selecting parents:
 - Click to select parents individually.
 - Use the following filtering options at the top of the Select Parents tab to quickly select a group of parents:
 - **Select All Parents for Scheduled Students:** Selecting this option will select all parents of students in the Enrolled with Ownership and Enrolled without Ownership Student groups where the parent has an email address in TEAMS.
 - **Select All Parents for Scheduled Students with Failing Averages:** Selecting this option will select all parents of students in the Enrolled with Ownership and Enrolled without Ownership Student groups where the parent has an email address in TEAMS and the student's calculated running average for the selected grading cycle has a pass/fail indicator = F in the district's grade value.

Tip: To quickly clear your selections, click the *No Selection* option.
3. When you have finished selecting parents, click the **Continue** button to display the Submit Email tab, as shown in the following figure.

The screenshot shows the 'Submit Email' tab in the TEAMS interface. It features a form with the following elements:

- Parents:** A field with a red asterisk and a dropdown menu.
- From:** A field with a red asterisk and a dropdown menu.
- Copy Teacher on All Emails?** A field with a red asterisk and radio buttons for 'Yes' and 'No'.
- Subject:** A field with a red asterisk and a dropdown menu.
- From:** A field with a red asterisk and a dropdown menu.
- Body of email:** A large text area for composing the email body.
- Attachment file:** A field with a red asterisk and a 'Choose File' button.
- Select report to include:** A field with a red asterisk and radio buttons for 'No Report', 'Individual Progress Report (Elementary)', and 'Individual Progress Report (Secondary)'.
- Buttons:** 'Send', 'Cancel', and 'Return to Gradebook' buttons at the bottom.

Figure 4.20: Submit Email tab

An overview of the fields on the Submit Email tab is below.

- **Parents:** This field lists all parents you selected on the Select Parents tab. You cannot edit the list of selected parents from the Submit Email tab. If you need to change your selections, click the **Cancel** button to go back to the Select Parents tab where you can add/remove selected parents as necessary.

Note: Each parent listed will receive an individual email message.

- **From:** This field displays your primary email address.
- **Copy Teacher on All Emails:** You can select the **Copy Teacher on All Emails** box if you would like to be carbon copied (cc) on all emails.
- **Subject:** The default subject is [Your Name] Course: [Course ID/Course Section/Course Short Description], but you can edit this.
- **Body:** The body of the email to send to Parents.
- **Attachment File:** You can attach a document to the email.
- **Select Report to Include:**
 - No report (default)
 - Individual Progress Report (Elementary): Select to include a link in the email message that parents can click to access.
 - Individual Progress Report (Secondary): Select to include a link in the email message that parents can click to access.

Note: *If you select to include a link to a progress report, the report will be generated as of the time the parent/guardian clicks the link.*

You have the following button options on the Submit Email tab:

- **Cancel:** Click to go back to the Select Parents tab.
- **Send:** Click to proceed with sending the email message. An audit trail is created that shows the email was created in TEAMS.

Note: *If the system was unable to send to an email address, an error message is displayed above the tab with specific information about the issue (for example, "Illegal character in domain").*

- **Return to Gradebook:** Click to go back to the Enter Classroom Grading function.

Posting Gradebook Cycle Averages

During the data entry date range that is set for Progress grade types or Report Card grade types, a Post button is displayed on the Gradebook tab. Depending on the grade type, the button is labeled either "Post to Progress Report" or "Post to Report Card". When you click the Post button, the Gradebook cycle average for each student on your roster for whom you have ownership is posted to either the Progress tab or the Report Card tab, as appropriate.

- For Report Cards, the Gradebook cycle average is the calculation for all assignments due during the Gradebook Grading date range for the grade type.
- For Progress Reports, the Gradebook cycle average is the calculation for all assignments due from the start of the Gradebook Grading date range through the date when you click the Post button.

Note: The data entry date range and the amount of time you have to post averages for a grade type are set by your administrator on the Detail tab of the Maintain Grade Type List function.

Note: Your district also has the option to control whether grade types can be configured in the Maintain Grade Type List function to post an incomplete grade value when students have an incomplete on a Gradebook assignment.

Note: Some course sections, such as self-paced courses, may be set by your administrator to always be open for posting.

A sample Gradebook tab with the Post to Report Card button is shown below.

The screenshot displays the TEAMS Gradebook interface. At the top, a dropdown menu shows '2nd Period - FL210/021 - SPANISH II - S1, S2'. Below this are tabs for SW1 through SW6, and 'Report Card', 'Progress', and 'Credit'. The 'Report Card' tab is active. A message 'You have unsaved changes' is visible. The main table has columns for '#', 'Student Name', 'Avg', 'Daily 1', 'Daily 2', 'Daily 3', 'DAILY', 'Test', and 'Te'. The 'Daily' columns show dates like 'Feb 09'. The 'Test' column shows 'Feb 09'. The 'Avg' column shows '87.0', '88.0', '83.4', and '85.4'. The 'Test' column shows '89', '92', '78', and '89'. The 'Te' column shows '10', '10', '10', and '10'. A 'Post to Report Card' button is located at the bottom of the table. A callout box points to this button with the text: 'During the data entry date range for Progress Report grade types, this button is labeled Post to Progress Report.' Another callout box points to the 'Avg' column with the text: 'Gradebook cycle average column'.

#	Student Name	Avg	Daily 1	Daily 2	Daily 3	DAILY	Test	Te
			100x1	100x1	100x1	Avg	100x1	10
			DAILY	DAILY	DAILY		TEST	TE
			Feb 09	Feb 09	Feb 09		Feb 09	Feb
	All							
	Class Average	87.0	88.0	83.4			85.4	
	Scheduled Students With Ownership							
1		90.06	89	90	92	90	89	
2		84.44	75	75	92	81	92	
3		86.06	92	89	75	85	78	
4		79.00	87	96	45	76	89	
5		87.78	96	92	87	92	82	
6		86.61	93	92	75	87	98	
7		86.78	82	89	92	88	95	
8		89.22	82	92	100	91	75	
9		88.11	100	92	83	92	80	
10		86.67	92	86	92	90	90	
11		77.00	78	79	80	79	71	
12		88.61	92	92	91	92	76	
13		88.11	89	92	73	85	98	
14		89.06	92	76	91	86	92	
15		82.06	72	92	68	77	94	
16		86.11	81	85	94	87	79	
17		86.22	92	94	85	90	81	
18		84.28	82	82	87	84	79	

Figure 4.21: Gradebook tab with Post to Report Card button

How to Post All Gradebook Cycle Averages to the Report Card or Progress Report Tab

Another way to post your Gradebook cycle averages is to use the Post All button on the Course Section List tab. Like the Post button on the Report Card or Progress Report tab, this button is labeled either “Post All to Report Card” or “Post All to Progress Report”, as appropriate. Use these buttons to post Gradebook cycle averages for all course sections to the Gradebook or report card.

A sample Course Section List tab with the Post All to Report Card button is shown below.

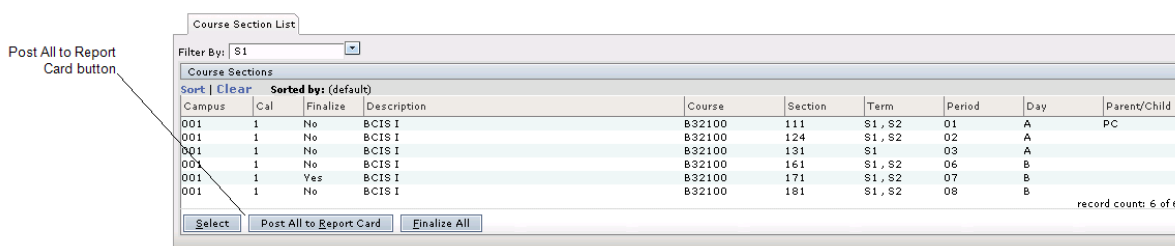


Figure 4.22: Course Section List tab

1. On the Course Section List tab, click the **Post All to Report Card** or **Post All to Progress Report** button. A box is displayed, as in the following figure.

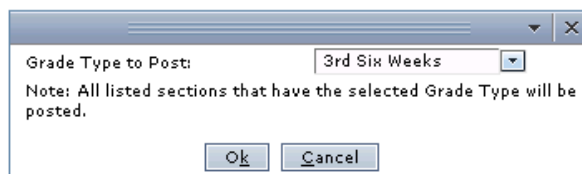


Figure 4.23: Box displayed when you click the Post All button

2. In the **Grade Type to Post** field, select the grade type from the drop-down list. All course/sections that have the selected grade type will be posted. Click the **Ok** button to begin posting grades. As the system is processing grades for the courses/sections, a box is displayed that notifies you of the progress, as shown below.

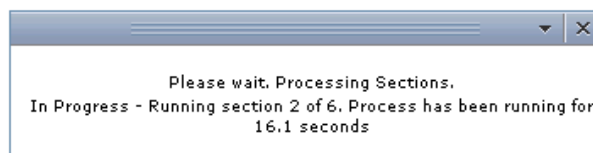


Figure 4.24: Box displayed when system is posting grades for courses/sections

When the system is finished posting grades for all applicable courses/sections, a message box is displayed, as shown in the following illustration.

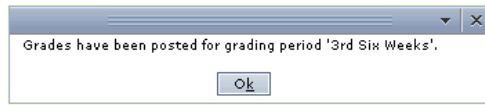


Figure 4.25: Message box alerting you that grades have been posted

3. Click the **Ok** button to close the box.

How to Re-Post in the Gradebook

During the posting period set by the data entry date range, you can make any necessary changes to assignment grades and click the **Post** button to re-post changes to students' averages.

How to Review Posted Averages on the Progress Tab or the Report Card Tab

When you have finished posting the Gradebook cycle averages, click the tab to which you posted (Report Card tab or Progress tab) to bring it forward. The Gradebook cycle averages for the grade type are displayed on the tab. These averages can be edited directly on the tab as necessary. (For more information about working with these tabs, see "Report Card tab" on page 4.33 and "Progress tab" on page 4.37).

After you have double-checked the averages on either the Progress tab or the Report Card tab, you can finalize them to alert the Grading Clerk that you have finished entering and reviewing the grades. (For more information on how to finalize grades, see "Finalizing Grades" on page 4.44.)

Important: After you have finalized the grades, you cannot modify them on the Progress or Report Card tabs. Only the Grading Clerk can change a grade that has been finalized.

System Rules Governing Posting

The following system rules govern the posting of averages:

- Grades are only posted for students that are scheduled with ownership or dropped with ownership.
- If sections are connected, the grades should be posted at the child location/course/section.

Note: When course/sections are connected, teachers can enter grades and/or attendance for all students they are teaching that period. Examples: French 1, French 2, and French 3 are all taught in period 3 by Ms. Jones. Swimming is only taught at West High School. Students from North High and South High must attend swimming at West High.

- The grade value that is being posted must be a valid grade value for the location to which the grade is being posted (both numeric and alpha).

Report Card Tab

Use the Report Card tab to record student grades and comments, calculate grades, and review attendance information. Depending on your selection in Step 1 below, you may have columns available for entering comment information. The procedure below discusses grading information.

Note: For more information on working with comments, see *Working With Grades* on page 4.47.

Note: The screen illustrations in this section are shown with Gradebook tabs for each Gradebook grading cycle. If your district does not use the TEAMS Gradebook, these tabs are not displayed.

How to Configure the Report Card Tab

1. Access the Report Card tab by one of the methods below:
 - Clicking the **Select** button on the Course List Section tab
 - Clicking the **Report Card** tab from one of the other tabs to bring it forward

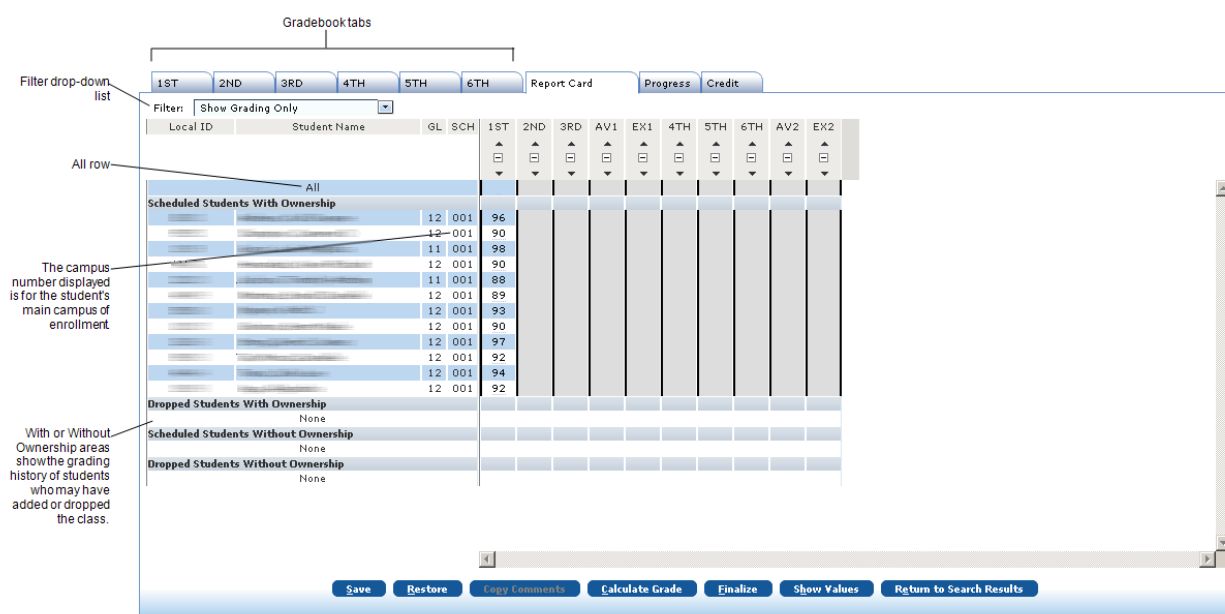


Figure 4.26: Report Card tab

Note: Use the sorting options to sort grades in ascending or descending order. For more information, see "Working With Grades" on page 4.47.

2. The **Filter** field defaults to the Show Grading Only option, but you can select another option to display attendance and comment information. (For more information on filtering information, see "Working With Grades" on page 4.47.) You have the following options in the Filter drop-down list:
 - Show Grading Only
 - Show Attendance

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- Show Comments
 - Show Attendance and Comments
3. Locate the row for the student's record you want to update.

Note: The amount of time you have to enter or modify grades is set by your administrator.

Tip: You can use the All row to mark all the student records in a column (grade type) with the same value. For more information on working with the All row, see Working With Grades on page 4.47.

4. Click in the field for the grade type column to modify. The row with the selected field is highlighted yellow.

SW1		SW2		SW3		SW4		SW5		SW6		Report Card		Progress		Credit	
Filter: <div>Show Grading Only</div>																	
Local ID		Student Name						GL	SCH	SW1	SW2	SW3	SM1	SW4	SW5	SW6	SM2
									▲	▲	▲	▲	▲	▲	▲	▲	
									▼	▼	▼	▼	▼	▼	▼	▼	
All																	
Scheduled Students With Ownership																	
							07	042	96	93	96	95	92				
							07	042	95	89	93	91	95				
							08	042	93	96	94	97	95				

Figure 4.27: Selected field

5. Enter the grade to assign in the student's grade type column.

Note: If a grade type field is grayed-out and the grade is displayed in green text, the student's grade is schedule linked and the teacher of the previous class owns the grade type. This grade is still averaged into the semester grade. If grade types are grayed out and no grade is displayed, the student was enrolled at another district campus for the grayed-out grade types.

				09	005	73	100	90	90	88	90	90	80	80	80					
				09	005															
				09	005	79	100	90	60	87	90									

Figure 4.28: Schedule linked grade type and grade type from another district campus

6. Click anywhere outside the selected field. The system adds the value to the grade type column for the selected student, and a message is displayed on the tab reminding you that you have unsaved changes.

Note: If you selected either *Show Comments* or *Show Attendance And Comments* in the Filter drop-down list, columns for selecting comment values are displayed on the tab. Depending on how the grade type is configured, you may also be able to enter free format comments. For more information about working with comments, see "Working With Grades" on page 4.47.

Note: If you want to revert back to the last saved version of the tab (for example, if you realize you made an error), click the **Restore** button. The system asks you to confirm the action. Any entries you have made since the last time you saved the form are cleared.

7. Click the **Save** button. An Alert box notifies you that your changes have been saved to the database.
8. Click the **Ok** button to close the Alert box.

Note: If you have added or modified information and attempt to navigate away from the tab without saving, a Confirmation box is displayed to alert you to the unsaved changes. If you want to save your changes, click the **Yes** button. The system saves your changes and then navigates away from the tab. If you want to navigate away from the tab without saving your changes, click the **No (Discard Changes)** button. If you want to close the box and return to the tab without saving, click the **Cancel** button.

Note: All changes to grades are audited.

Report Card Tab Button Descriptions

Your button options on the Report Card tab are described below.

- **Save:** Use to save your entries to the database.
- **Restore:** Use to revert to the last saved version of the tab. When you click the **Restore** button, a message box is displayed asking you to confirm that you want to undo your changes. If you click Yes, any changes you have made to the form since your last save are cleared.
- **Copy Comments:** The Copy Comments button is displayed during the data entry date range for Report Card graded. Use this button to copy comment grades from the Progress tab to the Report Card tab for all students who are scheduled with ownership for the grading cycle and who have a report card grade entered. When you click the **Copy Comments** button, a Confirmation box is displayed that informs you of the Progress Report from which comment grades will be copied. Click the **Continue** button to proceed with copying the comment grades from the Progress Report. (If you do not wish to copy comment grades, click the Cancel button.) A message is displayed that the comment grades have been copied and that the page has been refreshed. Any previously entered (or previously copied) comment grades on the Report Card tab will not be overwritten by the comment grades copied from the Progress tab.
- **Calculate Grade:** Use to calculate the grades if the grade type includes a calculation. To do this, click in the field for the grade type, and click the **Calculate Grade** button. The calculated value is displayed in the field. If the grade type is not defined with a calculation, the system displays a message reminding you to select a calculated grade type. For more information, see "Working With Grades" on page 4.47.

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- **Finalize:** Use as a communication tool to indicate to the grading clerk that you have finished review the grades. Once grades are finalized, you will not be able to edit them. For more information, see “Finalizing Grades” on page 4.44.

Note: *The Finalize button is inactive for the open grading period until the tab has at least one grade entered. Once the teacher enters grades on the Report Card tab either manually or by using the Post button on the Gradebook tab, the Finalize button is active and available for use. This prevents teachers from attempting to finalize grades before they have posted them from the Gradebook.*

- **Show Values:** If you are entering a comment, click the **Show Values** button to open a pop-up box with a list of comment values for your review. Click **OK** to close the box. For more information about working with comments, see “Working With Grades” on page 4.47.
- **Return to Search Results:** Use to return to the Search Results tab.

Progress Tab

If your campus uses progress reports, you can add grades and comments to the report on the Progress tab.

Note: The screen illustrations in this section are shown with Gradebook tabs for each Gradebook grading cycle. If your district does not use the TEAMS Gradebook, these tabs are not displayed.

How to Complete the Progress Tab

1. For the course and section you selected, click the **Progress tab** to bring it forward.

Local ID	Student Name	GL	SCH	SW1	SW2	SW3	SW4	SW5
All								
Scheduled Students With Ownership								
07	042			95	93	96	93	95
07	042			93	90	95	93	94
08	042			97	96	90	95	93
08	042			95	89	90	93	94
07	042			94	97	88	95	96
07	042			95	85	92	94	95
07	042			89	93	97	93	95
07	042			95	89	90	95	94
07	042			88	85	90	94	97
08	042			93	94	92	95	92
07	042			95	93	91	93	96
07	042			94	96	90	93	95
07	042			92	93	95	92	94
07	042			95	93	88	94	95
07	042			93	84	86	92	94
07	042			93	97	90	94	95
07	042			93	88	94	93	95
Dropped Students With Ownership								
None								
Scheduled Students Without Ownership								
None								
Dropped Students Without Ownership								
07	042							

Figure 4.29: Progress tab

Note: Use the sorting options to sort grades in ascending or descending order. For more information, see "Working With Grades" on page 4.47.

2. The **Filter** field defaults to the Show Grading Only option. Change it if you would like to display attendance and/or comment information. For more information on filtering information, see "Working With Grades" on page 4.47.
3. Locate the row for the student's record you want to update.

Note: The amount of time you have to enter or modify grades is set by your administrator.

Tip: You can use the All row to mark all the student records in a column with the same value. For more information on working with the All row, see "Working With Grades" on page 4.47.

4. Click in the field for the grade type column to modify. The row with the selected field is highlighted yellow.

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SW1		SW2		SW3		SW4		SW5		SW6		Report Card	Progress	Credit	
Filter: Show Grading Only															
Local ID		Student Name				GL	SCH	SW1	SW2	SW3	SM1	SW4	SW5		
								▲	▲	▲	▲	▲	▲		
								▼	▼	▼	▼	▼	▼		
All															
Scheduled Students With Ownership															
						07	042	95	93	96	93	95			
						07	042	93	90	95	93	94			
						08	042	97	96	90	95	93			

Figure 4.30: Progress tab with field selected for entry

- Enter the grade.
- Click anywhere outside the selected field. The system adds the value to the grade type column for the selected student, and a message is displayed on the tab reminding you that you have unsaved changes.

Note: If you selected either *Show Comments* or *Show Attendance And Comments* in the Filter drop-down list, columns for selecting comment values are displayed on the tab. Depending on how the grade type is configured, you may also be able to enter free format comments. For more information about working with comments, see "Working With Grades" on page 4.47.

- Repeat **Step 3** through **Step 6** to add additional student grades or comments.
- Click the **Save** button. An Alert box notifies you that your changes have been saved to the database.
- Click the **Ok** button to close the Alert box.

Note: If you have added or modified information and attempt to navigate away from the tab without saving, a Confirmation box is displayed to alert you to the unsaved changes. If you want to save your changes, click the **Yes** button. The system saves your changes and then navigates away from the tab. If you want to navigate away from the tab without saving your changes, click the **No (Discard Changes)** button. If you want to close the box and return to the tab without saving, click the **Cancel** button.

Progress Tab Button Descriptions

Your button options on the Progress tab are described below.

- **Save:** Use to save your entries to the database.
- **Restore:** Use to revert to the last saved version of the tab. When you click the **Restore** button, a message box is displayed asking you to confirm that you want to undo your changes. If you click Yes, any changes you have made to the form since your last save are cleared.
- **Show Values:** If you are entering a comment, click the **Show Values** button to open a pop-up box with a list of comment values for your review. Click **OK** to close the box. For more information about working with comments, see “Working With Grades” on page 4.47.
- **Finalize:** Use as a communication tool to indicate to the grading clerk that you have finished review the grades. Once grades are finalized, you will not be able to edit them. For more information, see “Finalizing Grades” on page 4.44.

Credit Tab

Although the credit value of a course is calculated by the system, you can view student grades from the Credit tab to see how changes made to a student's grade affect the credit earned. For more information about modifying and recalculating grades, see "Modifying Grades on the Credit Tab" on page 4.41.

Note: Your ability to modify the grades on the Credit tab is set by administrators on the Detail tab of the Maintain Grade Type function.

The Credit tab, shown below, is accessed by clicking it to bring it forward.

Note: The screen illustrations in this section are shown with Gradebook tabs for each Gradebook grading cycle. If your district does not use the TEAMS Gradebook, these tabs are not displayed.

SW1SW2SW3SW4SW5SW6Report CardProgressCredit

Local ID	Student Name	GL	SCH	SM1	Credit Attempt	Credit Earned	FNL	Credit Attempt	Credit Earned
All									
Scheduled Students With Ownership									
		07	042	95	0.5	0.5		0.5	0.0
		07	042	91	0.5	0.5		0.5	0.0
		08	042	96	0.5	0.5		0.5	0.0
		08	042	88	0.5	0.5		0.5	0.0
		07	042	93	0.5	0.5		0.5	0.0
		07	042	89	0.5	0.5		0.5	0.0
		07	042	91	0.5	0.5		0.5	0.0
		07	042	94	0.5	0.5		0.5	0.0
		07	042	84	0.5	0.5		0.5	0.0
		08	042	93	0.5	0.5		0.5	0.0
		07	042	89	0.5	0.5		0.5	0.0
		07	042	92	0.5	0.5		0.5	0.0
		07	042	82	0.5	0.5		0.5	0.0
		07	042	96	0.5	0.5		0.5	0.0
		07	042	92	0.5	0.5		0.5	0.0
		07	042	90	0.5	0.5		0.5	0.0
		07	042	95	0.5	0.5		0.5	0.0
Dropped Students With Ownership									
None									
Scheduled Students Without Ownership									
None									
Dropped Students Without Ownership									

SaveRestoreCalculate GradeFinalize

Figure 4.31: Credit tab

Note: Changes you make on the Credit tab also change the grade on the Report Card tab.

Proceed to “Modifying Grades on the Credit Tab” on page 4.41.

Credit Tab Button Descriptions

Your button options on the Credit tab are described below.

- **Save:** Use to save your entries to the database.
- **Restore:** Use to revert to the last saved version of the tab. When you click the **Restore** button, a message box is displayed asking you to confirm that you want to undo your changes. If you click Yes, any changes you have made to the form since your last save are cleared.

- **Calculate Grade:** Use to calculate the grades if the grade type includes a calculation. To do this, click in the field for the grade type, and click the **Calculate Grade** button. The calculated value is displayed in the field. If the grade type is not defined with a calculation, the system displays a message reminding you to select a calculated grade type. For more information, see "Working With Grades" on page 4.47.
- **Finalize:** Use as a communication tool to indicate to the grading clerk that you have finished review the grades. Once grades are finalized, you will not be able to edit them. For more information, see "Finalizing Grades" on page 4.44.

Note: If you have added or modified information and attempt to navigate away from the tab without saving, a Confirmation box is displayed to alert you to the unsaved changes. If you want to save your changes, click the **Yes** button. The system saves your changes and then navigates away from the tab. If you want to navigate away from the tab without saving your changes, click the **No (Discard Changes)** button. If you want to close the box and return to the tab without saving, click the **Cancel** button.

Modifying Grades on the Credit Tab

On the Credit tab, you can modify a student's grade to see how any changes to the grade affects the system's calculation of the credit earned.

Note: Changes you make on the Credit tab also change the grade on the Report Card tab.

Note: In the Maintain Student Grading function, which is used by Grading Clerks, the Credit tab has an additional Grade Transcribed column, which displays whether records have been transcribed for a course/grade type.

How to Modify a Grade to See How the Change Affects Credit Earned

1. Locate the row with the grade you want to update.

Note: In the Maintain Section Grading and Enter Classroom Grading functions, the rows list individual students for the selected course/section. In the Maintain Student Grading function, the rows list course/section for a selected student.

2. Click to select the grade. The grade you selected is highlighted.

Selected grade of 80 Credit earned of 0.5

Local ID	Student Name	GL	SCH	SM1	Credit Attempt	Credit Earned	FNL	Credit Attempt	Credit Earned
All									
Scheduled Students With Ownership									
08	042			80	0.5	0.5		0.5	0.0
08	042			80	0.5	0.5		0.5	0.0
08	042			80	0.5	0.5		0.5	0.0

Figure 4.32: Selected Grade on Credit tab (Maintain Section Grading function shown)

3. Replace the selected value with the new grade value.

SECTION 4: ENTER CLASSROOM GRADING

- Click anywhere outside the selected field. The system adds the new value to the grade type column for the selected student. If the grade affected the credit earned for the course, the value in the corresponding Credit Earned column is adjusted.

In this example, changing a grade from 80 to 69 affects the Credit Earned

Credit Earned changes to 0.0

You have unsaved changes

SW1	SW2	SW3	SW4	SW5	SW6	Report Card	Progress	Credit	
Local ID	Student Name	GL	SCH	SM1	Credit Attempt	Credit Earned	FNL	Credit Attempt	Credit Earned
All									
Scheduled Students With Ownership									
		08	042	80	0.5	0.5		0.5	0.0
		08	042	69	0.5	0.0		0.5	0.0
		08	042	80	0.5	0.5		0.5	0.0

Figure 4.33: Credit tab with grade modified (Maintain Section Grading function shown)

How to Recalculate the Final Grade

If you changed a grade value, you may need to recalculate the final grade to see how it affects the credit earned for the class. Follow the steps below to do this:

- Select the grade type column (for example, FIN) that needs to be recalculated because one of the grades included in the calculation has been modified.

Grade selected to recalculate

SW1	SW2	SW3	SW4	SW5	SW6	Report Card	Progress	Credit
-----	-----	-----	-----	-----	-----	-------------	----------	--------

Local ID	Student Name	GL	SCH	SM1	Credit Attempt	Credit Earned	FNL	Credit Attempt	Credit Earned
All									
Scheduled Students With Ownership									
		08	042	91	0.5	0.5		0.5	0.0
		08	042	94	0.5	0.5		0.5	0.0
		08	042	88	0.5	0.5		0.5	0.0
		08	042	70	0.5	0.5		0.5	0.0
		08	042	91	0.5	0.5		0.5	0.0
		08	042	90	0.5	0.5		0.5	0.0

Figure 4.34: Credit tab (Maintain Section Grading function shown) with grade selected to recalculate

- Click the **Calculate Grade** button. The system adds the calculated value to the selected grade field. If the recalculated value affects that credit that will be earned, the Credit Earned column is changed, as shown in the following figure.

Recalculated value

In this example, the Credit Earned changes to 0.0 when the grade is recalculated.

You have unsaved changes

SW1	SW2	SW3	SW4	SW5	SW6	Report Card	Progress	Credit	
Local ID	Student Name	GL	SCH	SM1	Credit Attempt	Credit Earned	FNL	Credit Attempt	Credit Earned
All									
Scheduled Students With Ownership									
		08	042	91	0.5	0.5		0.5	0.0
		08	042	94	0.5	0.5		0.5	0.0
		08	042	88	0.5	0.5		0.5	0.0
		08	042	63	0.5	0.0		0.5	0.0
		08	042	91	0.5	0.5		0.5	0.0
		08	042	90	0.5	0.5		0.5	0.0

Figure 4.35: Credit tab (Maintain Section Grading function shown) with grade recalculated and credit earned affected

Note: Calculated grades are not automatically recalculated when a grade type in the calculation is changed.

3. Click the **Save** button.

Note: If you have added or modified information and attempt to navigate away from the tab without clicking the Save button, a Confirmation box is displayed to alert you to the unsaved changes. If you want to save your changes, click the **Yes** button. The system saves your changes and then navigates away from the tab. If you want to navigate away from the tab without saving your changes, click the **No** button.

Finalizing Grades

Once you have entered section grades and saved them to the database, you can finalize them to alert the grading clerk that you have finished entering and reviewing the grades.

Important: After you have finalized the grades, you cannot modify them. Only the grading clerk can change a grade that has been finalized.

Note: The screen illustrations in this section are shown with Gradebook tabs for each Gradebook grading cycle. If your district does not use the TEAMS Gradebook, these tabs are not displayed.

How to Finalize Grades for Students in a Section

1. On the Course Section List tab, locate and select the course section in which grades are to be entered. Grades that have not been finalized are still available for modification.

Grade type that has not been finalized

Local ID	Student Name	GL	SCH	SW5	SW1	SW2	SW3	SM1	SW4	SW6	SM2	FNL
Scheduled Students With Ownership												
07	042			96	93	96	95	95	92			
07	042			95	89	93	91	91	95			
08	042			93	96	94	97	96	95			
08	042			92	85	88	92	88	93			
07	042			96	92	95	93	93	95			
07	042			93	82	89	95	89	95			
07	042			94	88	94	92	91	95			
07	042			93	96	94	93	94	89			
07	042			88	78	86	88	84	89			
08	042			95	92	96	91	93	92			
07	042			97	85	88	95	89	94			
07	042			92	89	93	93	92	96			
07	042			90	75	83	89	82	93			
07	042			93	98	94	96	96	92			
07	042			95	93	88	95	92	90			
07	042			93	85	94	92	90	95			
07	042			94	94	96	95	95	93			
Dropped Students With Ownership												
None												
Scheduled Students Without Ownership												
None												
Dropped Students Without Ownership												
07	042											

Buttons: Save, Restore, Calculate Grade, Finalize, Show Values, Return to Search Results

Figure 4.36: Report Card tab with grades that have not been finalized

2. Click the **Finalize** button. A Confirmation dialog box is displayed to remind you that once grades are finalized, grades and comments cannot be added or edited. The confirmation message asks you to verify that you have added/posted and verified grades.

Confirmation

After finalizing you can no longer add/edit grades and comments on the current screen.
Before continuing, verify you have added/posted and verified grades.

Buttons: Finalize, Return to Grades

Figure 4.37: Confirmation dialog box for finalizing grades

- If you are ready to proceed with finalizing the grades, click the **Finalize** button. On the Course Section List tab, the course section displays Yes in the Finalize column. The grades in the grade type that you finalized are now grayed-out and unavailable for selection.

Note: If you are not ready to finalize the grades, click the **Return to Grades** button to close the Confirmation box and return to working with the grades.

SW1 SW2 SW3 SW4 SW5 SW6 Report Card Progress Credit

Filter: Show Grading Only

Local ID	Student Name	GL	SCH	SW1	SW2	SW3	SM1	SW4	SW5	SW6	SM2	FNL
All												
Scheduled Students With Ownership												
07	042	93	96	95	95	92	96					
07	042	89	93	91	91	95	95					
08	042	96	94	97	96	95	93					
08	042	85	88	92	88	93	92					
07	042	92	95	93	93	95	96					
07	042	82	89	95	89	95	93					
07	042	88	94	92	91	95	94					
07	042	96	94	93	94	89	93					
07	042	78	86	88	84	89	88					
08	042	92	96	91	93	92	95					
07	042	85	88	95	89	94	97					
07	042	89	93	93	92	96	92					
07	042	75	83	89	82	93	90					
07	042	98	94	96	96	92	93					
07	042	93	88	95	92	90	95					
07	042	85	94	92	90	95	93					
07	042	94	96	95	95	93	94					
Dropped Students With Ownership												
None												
Scheduled Students Without Ownership												
None												
Dropped Students Without Ownership												
07	042											

Save Restore Calculate Grade Finalize Show Values Return to Search Results

Finalized grades in the grade type are unavailable for selection.

Figure 4.38: Report card tab with finalized grades

How to Finalize Grades for Students in All Sections

You can also finalize grades using the Course Section List tab. If any grade type has entry dates active for the current date, the **Finalize All** button is displayed on the Course Section List tab. If a course/section cannot be finalized, the system skips it and proceeds to the next course/section.

Important: As with the *Finalize* button on the Report Card tab for a selected course/section, the *Finalize All* button should only be used after teachers have entered, verified, and posted grades. Once grades have been finalized, teachers cannot modify them. Only the grading clerk can change a grade that has been finalized.

- Click the **Finalize All** button, a box is displayed, as in the following illustration.

Grade Type to Finalize: 3rd Six Weeks

Note: All listed sections that have the selected Grade Type will be finalized.

Ok Cancel

Figure 4.39: Box displayed when you click the Finalize All button

SECTION 4: ENTER CLASSROOM GRADING

2. In the **Grade Type to Finalize** field, select the grade type from the drop-down list. The system will finalize all course/sections that have the selected grade type and have not been previously finalized.
3. Click the **Ok** button to begin finalizing grades. When the system has finished finalizing the grades for the courses/sections, the system notifies you with a box.

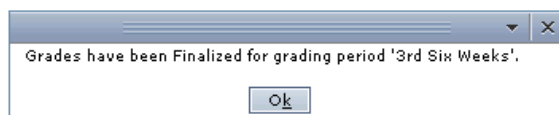


Figure 4.40: Box displayed when grades have been finalized for all courses/sections for the selected grade type

Note: If any sections could not be finalized (for example, if they do not have report card grades for the selected grade type), they are listed in the box displayed when the Finalize All process has completed, as shown below.

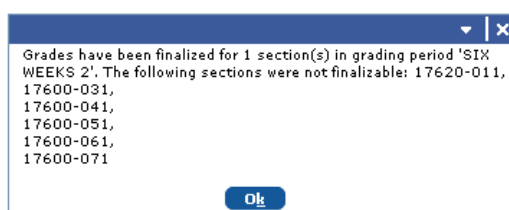


Figure 4.41: Message box displayed when Finalize All process has completed

4. Click the **Ok** button, the system reloads the Course Section List tab, and the Finalize column displays Yes for all courses/sections.

Working With Grades

The section discusses some of options you have while working in the Student Grading Entry functions.

Using the All Row

In the Enter Classroom Grading functions, you can use the All row at the top of the tabs to assign the same grade or comment simultaneously to every student in the course section. You can also calculate grades for all students in a course.

How to Use the All Row

1. Locate the All row.
2. Click in a field on the All row for the grade type column you want to modify. The system displays a cursor in the selected field.

All row with cursor

SW1	SW2	SW3	SW4	SW5	SW6	Report Card	Progress	Credit				
You have unsaved changes												
#	Local ID	Student Name	GL	SCH			Avg	Vocabulary 1	Vocabulary 2	DAILY	Chapter 1	Hwk
								100x1 DAILY Jul 22	100x1 DAILY Jul 28	Avg	100x1 Hwk Jul 24	Avg
All												
Class Average									87.0		89.1	
Scheduled Students With Ownership												
1			11	001	D	S	G	S	P			91
2			12	001	D	S	G	S	P			91
3			11	001	D	S	G	S	P			83
4			11	001	D	S	G	S	P	L	NG	
5			11	001	D	S	G	S	P			92
6			12	001	D	S	G	S	P			78

Figure 4.42: Sample Gradebook tab (partially illustrated) with All row selected

3. Enter the grade to assign to all students in the selected column.
4. Click anywhere outside the selected field. The value you entered in the All row is added to all students for which the campus has ownership.

The system adds the same value to all student records.

SW1SW2SW3SW4SW5SW6Report CardProgressCredit															
You have unsaved changes															
#	Local ID	Student Name	GL	SCH				Avg	Vocabulary 1	Vocabulary 2	DAILY	Chapter 1	Hwk		
									100x1 DAILY Jul 22	100x1 DAILY Jul 28	Avg	100x1 Hwk Jul 24	Avg		
All															
Class Average									99.5	87.0		89.1			
Scheduled Students With Ownership															
1			11	001	D	S	G	SB	P	95	100	90	95	97	97
2			12	001	D	S	G	SB	P	95	100	89	95	100	100
3			11	001	D	S	G	SB	P	91	100	82	91	90	90
4			11	001	D	S	G	SB	P	L 100	100		100		
5			11	001	D	S	G	SB	P	95	100	92	96	89	89
6			12	001	D	S	G	SB	P	87	100	80	90	70	70

Figure 4.43: Sample Gradebook tab (partially illustrated) with grades added using the All row

Note: If there are exceptions to the grade you assigned, you can edit those individually by clicking in the row for the student and changing the grade.

5. Click the **Save** button.

Note: If you have added or modified information and attempt to navigate away from the tab without clicking the Save button, a Confirmation box is displayed to alert you to the unsaved changes. If you want to save your changes, click the **Yes** button. The system saves your changes and then navigates away from the tab. If you want to navigate away from the tab without saving your changes, click the **No** button.

Calculating Grades

If the grade type includes a grade calculation, you can calculate grades for a class. You can calculate grades for all students in a selected grade type or for an individual student.

Note: The ability to calculate a grade type is set in the Maintain Grade Type List function.

Note: For a grade type for which the Grade Type has Grade Calculation? field has been set to Y and for which a selection has been made in the Incomplete Grade Value to Post field, if during calculation the system finds an incomplete grade value for any of the grade types used in the calculation, the system will populate the calculation with the selected incomplete grade value to post. (The Grade Type has Grade Calculation? and Incomplete Grade Value to Post fields are set in the Maintain Grade Type List function.)

How to Calculate Grades of All Students in a Section

1. Locate the course/section or student grades using either Maintain Section Grading, Maintain Student Grading, or Enter Classroom Grading.
2. Locate the All row.
3. Click in the field on the All row for the column to be calculated. The system displays a cursor in the selected field.

SW1 SW2 SW3 SW4 SW5 SW6 Report Card Progress Credit

Filter: **All**

Local ID	Student Name	GL	SCH	SW1	SW2	SW3	SM1	SW4	SW5	SW6	SM2	FNL
Scheduled Students With Ownership												
07	042	93	96	95								
07	042	89	93	91								
08	042	96	94	97								
08	042	85	88	92								
07	042	92	95	93								
07	042	82	89	95								
07	042	88	94	92								
07	042	96	94	93								
07	042	78	86	88								
08	042	92	96	91								
07	042	85	88	95								
07	042	89	93	93								
07	042	75	83	89								
07	042	98	94	96								
07	042	93	88	95								
07	042	85	94	92								
07	042	94	96	95								
Dropped Students With Ownership												
None												
Scheduled Students Without Ownership												
None												
Dropped Students Without Ownership												
07 042												

Save Restore Calculate Grade Show Values Delete Grade Ownership Return to Search Results

Figure 4.44: Report Card tab with field on All row selected for calculation

- Click the **Calculate Grade** button. The system adds the calculated values to all students for which the campus has ownership.

SW1 SW2 SW3 SW4 SW5 SW6 Report Card Progress Credit

Filter: Show Grading Only You have unsaved changes

Local ID	Student Name	GL	SCH	SW1	SW2	SW3	SM1	SW4	SW5	SW6	SM2	FNL
Scheduled Students With Ownership												
07	042	93	96	95	95							
07	042	89	93	91	91							
08	042	96	94	97	96							
08	042	85	88	92	88							
07	042	92	95	93	93							
07	042	82	89	95	89							
07	042	88	94	92	91							
07	042	96	94	93	94							
07	042	78	86	88	84							
08	042	92	96	91	93							
07	042	85	88	95	89							
07	042	89	93	93	92							
07	042	75	83	89	82							
07	042	98	94	96	96							
07	042	93	88	95	92							
07	042	85	94	92	90							
07	042	94	96	95	95							
Dropped Students With Ownership												
None												
Scheduled Students Without Ownership												
None												
Dropped Students Without Ownership												
07 042												

Save Restore Calculate Grade Show Values Delete Grade Ownership Return to Search Results

Figure 4.45: Report Card tab with values calculated

- Click the **Save** button.

Filtering Information

In each of the grading entry functions, you can select the following filters for viewing information on the Report Card and Progress tabs:

- Show Grading Only
- Show Attendance
- Show Comments
- Show Attendance and Comments

Tip: If you cannot see all the information on the tab, use the scroll bars to adjust the display.

Show Grading Only Filter

The Show Grading Only filter is the default filter. This filter displays only the grading columns and information. Columns available for editing are white; unavailable columns are grayed-out and are read-only.

Local ID	Student Name	GL	SCH	SW1	SW2	SW3	SM1	SW4	SW5	SW6	SM2	FNL
All												
Scheduled Students With Ownership												
08 042				92	94							
08 042				98	95							
08 042				87	90							
08 042				79	83							

Figure 4.46: Report Card tab (partially illustrated) with Show Grading Only filter

Show Attendance Filter

The Show Attendance filter displays student attendance information in columns associated to the defined grading types. The attendance information that is displayed can be configured by the district to show excused absences, unexcused absences, or any other attendance information recorded in the system. Columns available for editing are white; unavailable columns are grayed-out and are read-only.

Local ID	Student Name	GL	SCH	SW1	RE	RU	SW2	RE	RU	SW3	RE	RU	SM1	SW4	RE	RU	SW5	RE	RU	SW6
All																				
Scheduled Students With Ownership																				
08 042				92	1		94													
08 042				98			95		1											
08 042				87			90													
08 042				79			83													

Figure 4.47: Report Card tab (partially illustrated) with Show Attendance filter

Show Comments Filter

The Show Comments filter displays general and conduct-related comment information in columns associated to the defined grading types. The type and number of comment related fields may be configured by the district. Columns available for editing are white; unavailable columns are grayed-out and are view-only

General comments columns

Conduct-related comment

SW1SW2SW3SW4SW5SW6Report CardProgressCredit

Filter: Show Comments

Local ID	Student Name	GL	SCH	SW1	C1	C2	C3	CN1	SW2	C1	C2	C3	CN1	SW3	C1	C2	C3	CN1	SM1	SW4
All																				
Scheduled Students With Ownership																				
		08	042	92	1	2	3	E	94	1	2	3	E							
		08	042	98	1	2	3	E	95	1	2	3	E							
		08	042	87	1	2	3	S	90	1	2	3	S							
		08	042	79	1	2	3	S	83	1	2	3	S							

Figure 4.48: Report Card tab (partially illustrated) with Show Comments filter

Show Attendance And Comments Filter

The Show Attendance And Comments filter displays both student attendance information and comment information in columns associated to the defined grading types.

SW1

SW2

SW3

SW4

SW5

SW6

Report Card

Progress

Credit

Filter:

Show Attendance And Comments

Local ID

Student Name

GL

SCH

SW1

C1

C2

C3

CN1

RE

RU

SW2

C1

C2

C3

CN1

RE

RU

SW3

C1

C2

All

Scheduled Students With Ownership

08

042

92

1

2

3

E

1

94

1

2

3

E

1

08

042

98

1

2

3

E

95

1

2

3

E

1

08

042

87

1

2

3

S

90

1

2

3

S

08

042

79

1

2

3

S

83

1

2

3

S

Comments information

Attendance information

Figure 4.49: Report Card tab (partially illustrated) with Show Attendance And Comments filter selected

Adding Comments

Two types of comments can be added to a student's grade on the Report Card or Progress Report tabs of the Enter Classroom Grading, Maintain Section Grading, or Maintain Student Grading functions:

- **Comment Values:** District-defined values that are assigned to the comment types used at each campus that you select for a student's grade.
- **Free Format:** Comments, up to 200 characters, that you can enter for a student's grade. Whether a grade type allows free format comments depends on how it is configured for the campus in the Maintain Grade Type List function.

How to Add Comment Values

Follow the steps below to select comment values for a report card or progress report grade.

1. Locate the course/section or student grades using either Maintain Section Grading, Maintain Student Grading, or Enter Classroom Grading
2. In the Filter drop-down list of the grading function you use, select either the Show Comments or Show Attendance and Comments filter option. The system displays the district-defined comment and conduct columns (for example, CMT and CND).

Note: If you selected to show attendance information, any district-defined attendance columns are displayed as well.

3. Click to select a comment field next to an associated grade type. The system displays a cursor in the selected field.

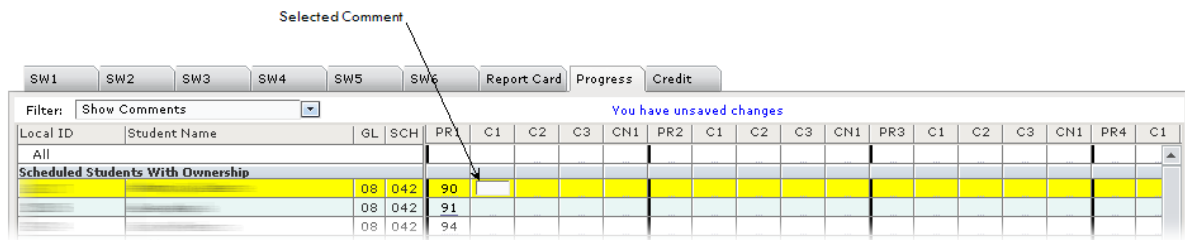


Figure 4.50: Selected Comment field

4. Click the **Show Values** button. The Comment Values box is displayed, as shown in the following figure.

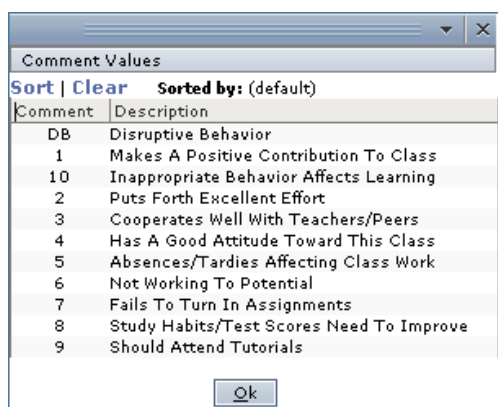


Figure 4.51: Comment Values box

5. Select the comment value. The comment is added to the student you are working with, and the next student is selected. Enter comments in this way for as many students as you would like.

Note: If you know the comment value, you can also enter it manually.

6. Click **OK** to close the box and return to the tab.
7. To add a conduct value, click in a conduct column to select it.

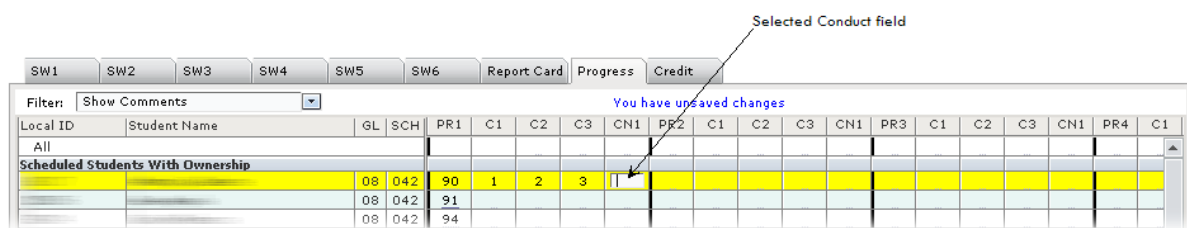


Figure 4.52: Selected Conduct field

8. Click the **Show Values** button. The Comment Values box is displayed, as in **Figure 4.51**. Select the conduct value. The value you selected is added to the student you are working with, and the next student is selected. Enter conduct values in this way for as many students as you would like.

Note: If you know the conduct value, you can also enter it in the conduct column manually by clicking in the box and typing the value.

9. Click the **Save** button.

Note: If you have added or modified information and attempt to navigate away from the tab without clicking the Save button, a Confirmation box is displayed to alert you to the unsaved changes. If you want to save your changes, click the **Yes** button. The system saves your changes and then navigates away from the tab. If you want to navigate away from the tab without saving your changes, click the **No** button.

How to Add Free Format Comments

To enter free format comments, follow the steps below.

Note: Whether a grade type is configured for free format comments is controlled by a setting in the Maintain Grade Type List function.

1. On the Report Card or Progress Report tab, select either Show Comments or Show Attendance And Comments in the **Filter** drop-down list. If a grade type includes free format comments, the FFC column is displayed in addition to the other comment columns for the grade type, as shown in the following figure.

The screenshot shows the 'Report Card' tab in a software interface. At the top, there are tabs for '1NW', '2NW', '3NW', '4NW', 'Report Card', 'Progress', and 'Credit'. Below these is a 'Filter' dropdown set to 'Show Comments'. The main table has columns: 'Local ID', 'Student Name', 'GL', 'SCH', '1NW', 'C1', 'C2', 'CON', 'FFC', and '2NW'. The 'FFC' column is highlighted with an arrow and labeled 'FFC column'. Below the table, there is a section titled 'All' and 'Scheduled Students With Ownership' with a list of student rows.

Figure 4.53: Sample Report Card tab (partially illustrated) with FFC column for a grade type (Maintain Section Grading function shown)

2. For a selected student row, click in the **FFC** column to display the Free Form Comment box, as shown below.

Note: You can use All row functionality if you want to add the same free form comment for all students in the class.

The screenshot shows a 'Free Form Comment' dialog box. It has a title bar with a dropdown arrow and a close button. Inside, there is a large text input area. Below the input area, it says 'Characters remaining: 200 (200 max)'. At the bottom, there is an 'Ok' button.

Figure 4.54: Free Form Comment box

3. Enter the comment, up to 200 characters, and click the **Ok** button, or to quickly move to the Free Form Comment box for the next student on the roster, press the **Enter** key. When a free format comment has been entered for a student, an asterisk (*) is displayed in the FFC column, as shown in the following figure.

Note: Districts have the ability to increase the character limit on free format comments from 200 to 250.

An asterisk (*) indicates that a free format comment has been entered.

1NW	2NW	3NW	4NW	Report Card	Progress	Credit
Filter: Show Comments						
Local ID	Student Name	GL	SCH	1NW	C1	C2
All				CON	FFC	
Scheduled Students With Ownership						
		09	001	93	01	03
		10	001	99	02	03
		11	001	88	01	03
					E	*
					E	*

Figure 4.55: Sample Report Card tab (partially illustrated) with comment indicator in the FFC column (Maintain Section Grading function shown)

- When you are finished working with the tab, click the **Save** button to save the free format comments.

Sorting Grades

In Enter Classroom Grading and Maintain Section Grading functions, you can sort grades using the sorting options in each assignment column in either ascending or descending order. A sample Gradebook tab with sorting options is shown in the following figure.

Sorting options

#	Student Name	Avg	Quiz 1	Discuss 1	Discuss 2
All					
Class Average			91.1	97.8	
Scheduled Students With Ownership					
1		D S G P L	98	92	100
2		D S G P	97	85	100
3		D S G P L	100	98	100
4		D S G P	95	78	100
5		D S G P	87	95	85
6		D S G P	96	100	95
7		D S G P L	99	95	100
8		D S G P	99	95	100
9		D S G P L	75	75	
10		D S G P	100		100
11		D S G P	90	95	88
12		D S G P	100	100	100
13		D S G P	96	82	100
14		D S G P L	NG		
15		D S G P L	97	88	100
16		D S G P	95		95
17		D S G P L	98	89	100
18		D S G P	100	100	100

Buttons: Save, Restore, Return to Search Results, Assignments, Notes, Reports

Figure 4.56: Enter Classroom Grading function, Gradebook tab with sorting options (unsorted)

SECTION 4: ENTER CLASSROOM GRADING

Note: You have the following options for sorting an assignment column:

- Click ▼ to sort the assignment grades in descending order.
- Click ▲ to sort the assignment grades in ascending order.
- Click □ to return the assignment column to the original display.

An assignment column sorted in descending order is shown in the following figure.

Assignment column sorted in descending order

SW1 SW2 SW3 SW4 SW5 SW6						Report Card	Progress	Credit
#	Student Name				Avg	Quiz 1 ▲ □ ▼ 100x1 theory Dec 01	Discuss 1 ▲ □ ▼ 100x1 participat Dec 02	Discuss 2 ▲ □ ▼ 100x1 participat Dec 04
All								
Class Average						91.1	97.8	
Scheduled Students With Ownership								
1		D	S	G	P	96	100	95
2		D	S	G	P	100	100	100
3		D	S	G	P	100	100	100
4		D	S	G	P L	100	98	100
5		D	S	G	P	87	95	85
6		D	S	G	P L	99	95	100
7		D	S	G	P	99	95	100
8		D	S	G	P	90	95	88
9		D	S	G	P L	98	92	100
10		D	S	G	P L	98	89	100
11		D	S	G	P L	97	88	100
12		D	S	G	P	97	85	100
13		D	S	G	P	96	82	100
14		D	S	G	P	95	78	100
15		D	S	G	P L	75	75	
16		D	S	G	P	100		100
17		D	S	G	P L	NG		
18		D	S	G	P	95		95

Save Restore Return to Search Results Assignments Notes Reports

Figure 4.57: Enter Classroom Grading function, Gradebook tab with assignment column sorted in descending order

Additional notes about sorted assignment columns are below:

- Blank grades are always displayed at the bottom of the list after all numeric and alpha grades regardless of whether it is an ascending or descending sort.
- Students with the same grade are listed in alphabetical order.
- Students are sorted within the four ownership groupings on the tab (Scheduled With Ownership, Dropped With Ownership, Scheduled Without Ownership, and Dropped Without Ownership).



Section 5: Teacher Connect Sections

This section discusses the Teacher Connect Sections function, which you can use to connect your course sections for grading, attendance, or both if the sections meet specific criteria.

In this section:

Teacher Connect Sections	5.2
------------------------------------	-----

Teacher Connect Sections

You can use the Teacher Connect Sections function to connect your course sections for grading, attendance, or both if the sections meet all of the following criteria:

- The fiscal year is the Gradebook fiscal year
- The campus/calendar are the same on the course sections
- The position is the same on the course sections
- All term/day/periods are the same on the course sections

You can have more than one set of sections that match the criteria above. If a course section is the child of a section connection for a different campus/calendar, it is not available for selection in the Teacher Connect Sections function.

How to Connect Sections

1. Navigate to the TEAMS Home page and locate the Teacher menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page. If you are unsure of the menu name, you can enter the function name in the Search Menu Items field to quickly locate it.

2. Click the **Teacher Connect Sections** link to display the Connect Sections tab, as shown in the following figure.

Figure 5.1: Connect Sections tab

3. In the **Course Section (parent)** field, select the course section to be the parent section. Sections that meet the criteria for connection and are not already a child section for an existing course section connection are available for selection.
4. In the **Course Section (child)** field, select the course section to be the child section. Only course sections that meet the criteria for connection and are not already a parent section or a child section on an existing connection are available for selection.
5. In the **Connection Type** field, select Attendance, Grading, or Both for the type of connection.
6. Click the **Add** button. The connection is added to the Section Connections list, as shown in the following figure.

Connect Sections

Add/Edit Connect Sections

Course Section (parent): * [dropdown]

Course Section (child): * [dropdown]

Connection Type: * Attendance [dropdown]

Add

Section Connections

Sort | Clear Sorted by: (default)

Parent Cal	Parent Loc	Parent Course	Parent Section	Child Cal	Child Loc	Child Course	Child Section	Connection Type
1	002	15400	011	1	002	11210	122	Attendance

Edit Delete

record count: 1 of 1

Figure 5.2: Connect Sections tab with a connection added

Additional Notes About the Teacher Connect Section Function:

- Once a connection is added, only the Connection Type field can be edited.
- If a connection is added with a Connection Type of Both or Grading, the Gradebook categories/assignments and student grades on the child section will be added to the parent section if they do not exist in the parent section. Then the Gradebook categories/assignments on the parent section will be synchronized with all child sections.
- If the Connection Type is changed from Attendance to Grading or Both, the Gradebook categories/assignments and student grades on the child section will be added to the parent section if they do not exist in the parent section. Then the Gradebook categories/assignments on the parent section will be synchronized with all child sections.
- If a connection that has the Connection Type of Grading or Both is deleted, then assignment grades on the parent section will be moved to assignments on the child sections.
- If the connection Type is edited from Grading or Both to Attendance, then assignment grades on the parent section will be moved to assignments on the child sections.

SECTION 5: TEACHER CONNECT SECTIONS