









What I Want To Do	Where Is It?	Quick Guide
<p>Set up My Classes</p> <ul style="list-style-type: none"> ➤ Set up grading categories and marking periods <p>-----</p> <ul style="list-style-type: none"> ➤ Define valid grades <p>-----</p> <ul style="list-style-type: none"> ➤ Define grading icons 	<p> Course Settings</p> <p>Settings Menu</p> <ul style="list-style-type: none"> ➤ Course Categories <p>-----</p> <ul style="list-style-type: none"> ➤ Valid Grades ➤ Valid Standard Grades <p>-----</p> <ul style="list-style-type: none"> ➤ Grading Icons 	<p>Select a course, Check if you want weighted categories (if not checked, all categories will have equal weighting), Grading categories and their weighting percentages. Add marking periods and repeat the above steps. Save to the classes that will use these categories. <i>(May be locked by your school)</i></p> <p>-----</p> <p>Choose a course. To allow any numerical grade to be used, check the box to the left of Allow All Undefined Numerical Grades. You can still create a template for alphabetical grades if this box is checked. <i>(May be locked by your school)</i></p> <p>To define valid grades in a template, choose one of the existing templates from the Grading Template menu. Using the buttons below the template, you can choose to create your own or edit this template. Click Add Mark to add a new line of marks to the template. Click Apply Changes when to save the new template. <i>(May be locked by your school)</i></p> <p>For Standards Based Grading ONLY – Chose the Outcome Formula (the type of averages) you want used for your gradebook. <i>(May be locked by your school)</i></p> <p>-----</p> <p>Choose a class and complete the grading icon table with Mark, Comment (optional) and Standard Mark (optional). Save the changes. Repeat for all classes.</p>
<p>Add Assignments</p>	<p> Assignments</p> <p>Assignments Menu</p> <ul style="list-style-type: none"> ➤ Create Assignments 	<p>Define Title, Category, Viewable Date, Due Date, Marking period, Graded (New – if unchecked, will not appear in gradebook), Attach Standards (if standards based grading), upload files, Type a description, Change category in individual courses (New). Save the assignment.</p>
<p>Grade Assignments</p>	<p> Grades</p> <p>Grades Menu</p> <ul style="list-style-type: none"> ➤ Grade Assignment ➤ Gradebook <p>-----</p> <p>Attendance Menu</p> <ul style="list-style-type: none"> ➤ Seating Charts 	<p>Enter the grade (and comment) in the boxes or use the grading icons. Rather than scrolling through the class, click on a letter on the alphabet to find students with last names that begin with that letter (New).</p> <p>For Standards Based Grading ONLY – Option 1- Enter a single assignment grade and click on the  icon to push the grade to each standard. Option 2 - Enter grades for each standard and click on the  icon to push the average grade back as the single assignment grade (New).</p> <p>-----</p> <p>Choose Submit Grades from the Management Mode menu. Enter grades as described above.</p>
<p>Take Attendance</p>	<p> Attendance</p> <p>Attendance Tab</p> <ul style="list-style-type: none"> ➤ Take Attendance <p>-----</p> <ul style="list-style-type: none"> ➤ Attendance Book (Simple Attendance) 	<p>Choose a class, click on the student pictures to mark present, late, absent or excused. Optional comments area (New)</p> <p>-----</p> <p>Choose a class, enter P, L, A or E in the cell for the respective date (New)</p>
<p>Make a Seating Chart</p>	<p> Attendance</p> <p>Attendance Tab</p> <ul style="list-style-type: none"> ➤ Take Attendance 	<p>Choose a class and close the attendance not taken message. Choose Move Seats from the Management Mode menu. Students begin in alphabetical order. Drop and drag the student picture to the correct seat position. Add rows and columns to the chart by clicking the Add Row or Add Column button.</p>
<p>View Student Information</p>	<p> Students</p> <p>Students Menu</p> <ul style="list-style-type: none"> ➤ Portfolio <p>Grade Menu</p> <ul style="list-style-type: none"> ➤ Click on Student Name for limited student information 	<ul style="list-style-type: none"> ➤ Bio Tab – Contact Information, Services, IEP, Pupil Path, Email ➤ Exams Tab – Performance Levels, Exam History, Exam Schedule ➤ Attendance Tab – Calendar View, Daily Totals, Course Totals, Period Totals ➤ Schedule Tab – Program Card, Progress, Report Card, Standards ➤ Transcript Tab – Graduation, Tracking, Transcript ➤ Conduct Tab – Anecdotal, Collaborate