

Genesis Gradebook

User

Guide

2012-13

The screenshot shows the Genesis Gradebook interface. At the top, there's a navigation bar with tabs like 'Home', 'Gradebook', 'Rosters', 'Assignments', 'Setup', 'Profiles', 'Rubrics', 'Merge', 'Post Grades', 'School Setup', and 'Reports'. Below this is a 'Teacher Resources' section for 'Barry, Jack'. The main content is a table titled 'Available Gradebooks in Genesis High School'.

Courses (Rename)	Sem	Days	Per.	Profile	Merged	Grades	Roster	Atten.	Period	Course	Time	Room
<input type="checkbox"/> 15215/1-US HIST 2/ECON	FY	MTWRF	6-7	Default Course Profile					1	15205 - US HISTORY 2	7:30AM-7:45AM	D233
<input type="checkbox"/> 15215/2-US HIST 2/ECON	FY	MTWRF	9	Default Course Profile					1	35210 - US HISTORY 2	7:30AM-7:45AM	D233
<input type="checkbox"/> 15205/3-US HISTORY 2	FY	MTWRF	1	Academic Profile					2	15205 - US HISTORY 2	8:15AM-9:00AM	D233
<input type="checkbox"/> 35210/1-US HISTORY 2	FY	MTWRF	1	Default Course Profile					3	35210 - US HISTORY 2	9:00AM-9:45AM	D233
<input type="checkbox"/> 15205/4-US HISTORY 2	FY	MTWRF	2	Default Course Profile					3	15205 - US HISTORY 2	9:00AM-9:45AM	D233
<input type="checkbox"/> 35210/2-US HISTORY 2	FY	MTWRF	2	Default Course Profile					6-7	15215 - US HIST 2/ECON	11:15AM-12:45PM	D233
<input type="checkbox"/> 15205/5-US HISTORY 2	FY	MTWRF	3	Default Course Profile					9	15215 - US HIST 2/ECON	1:30PM-2:15PM	D233
<input type="checkbox"/> 35210/3-US HISTORY 2	FY	MTWRF	3	Default Course Profile								

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I. Introduction

The Genesis Gradebook is a powerful Gradebook program that is fully integrated into the Genesis Student Information System.

The “integrated” nature of the Genesis Gradebook is designed to make your life easier:

- You never have to enter your class rosters – Genesis Gradebook gets the list of students in your class from the Genesis Master Class Schedule file.
- When students are added or dropped from your class, the updates to the Gradebook appear automatically (dropped students are never lost).
- Grade Reporting (posting Marking Period grades) is simplified: there is ‘one click’ transfer of student grades from the class roster into the Report Card Grading module.
- Student photos, if they exist, are automatically pulled into the Gradebook and displayed on the seating chart.

The Gradebook also includes a seating chart and class attendance functions.

This “Quick Start” Guide takes you on a quick tour of the Genesis Gradebook, showing you the following:

- What you *must* do and what you *can* do to set up your Gradebook to work the way you want it to.
- What you can do to set up your Class Rosters.
- How to create Assignments
- How to grade Assignments
- How to modify Assignments
- What individual student support tools there exist in the Gradebook.
- How to use the seating chart
- How to do class attendance
- How to post grades to the Genesis Report Card Grading module.

The Class Rosters→Assignments Screen: the most basic Gradebook Screen

The Class Rosters→Assignments screen is the most important screen in the Gradebook. The next page will introduce you to the basics of this screen.

A. Introduction to the Gradebook Home Screen

Gradebook→Home

Figure 1 – The **Gradebook→Home** screen provides a list of all your course sections and icons to access and perform functions on them.

The Home Screen

The Home screen provides a list of your course sections, indicates which are merged with which and gives you a set of icons to access different functions.

Courses (Rename)	Sem	Days	Per.	Profile	Merged	Grades	Roster	Atten.	
15215/1-US HIST 2/ECON	FY	MTWRF	6-7	Default Course Profile					

- **paperclip** – A Lesson Book is attached. Click to go to the Lesson Book for this class.
- **grades** – Click to bring up the grading spreadsheet – the actual Gradebook – for this class.
- **Roster** – Click to bring up the **Gradebook→Roster** screen for this class.
- **Take Attendance** – Click to bring up the **Gradebook→Class Attendance** screen for this class.

... Prev Core Admin **Gradebook** Conduct Class Attendance Elem. Grading Parents Nurses Next ...

Home Gradebook Rosters Assignments Setup Profiles Rubrics Merge Post Grades School Setup Reports

- **Home**
- **Gradebook** – The grading spreadsheet.
- **Rosters** – Viewing your class rosters and setting nicknames, putting into work groups, and more.
- **Assignments** – Managing Assignments: modifying, copying, deleting, retrieving, copying from year-to-year.
- **Setup** – Viewing the Final Grade formula for a class, selecting Profiles for classes, sending mass emails.
- **Profiles** – Creating grading schemes and selecting preferences for classes.
- **Rubrics** – Creating rubric matrices.
- **Merge** – **Joining multiple classes into one roster**
- **Post Grades** – Posting Marking Period, Exam and Final Grades to the Report Card system.
- **Reports** – **Running Gradebook reports.**

B. Introduction to the Gradebook Spreadsheet Screen

Gradebook→Gradebook

The screenshot shows the 'Gradebook Spreadsheet' interface. At the top, there are navigation tabs: Prev, Core, Admin, Gradebook, Conduct, Class Attendance, Elem. Grading, Parents, Nurses, Next. Below these are Home, Gradebook, Rosters, Assignments, Setup, Profiles, Rubrics, Merge, Post Grad. A dropdown menu shows 'Gradebook.Spreadsheet (15205/3 - US HIST 2)'. Below that are tabs for MP1, MP2, MP3, MP4, Exams, and Year Summary. The current selection is MP2. The Teacher is Barry, Jack and the Course is 15205/3 - US HIST 2, MTWRF, Per. 1 (FY). There are buttons for 'Add Assignment' and 'Take Attendance'. The main table has columns for 'MP2 Calc. Grade', 'E', 'A', 'HW 25', 'QZ 1', 'Quiz 12', 'HW 100', 'Book #', 'Field Trip Form', 'QZ 2', 'QZ 3', 'QZ 4', 'QZ 5', 'QZ 6', 'QZ 7', 'QZ 8', 'QZ 9', 'E 3', 'QZ 3'. The 'MP2 Calc. Grade' column is highlighted with a callout: 'The students' up-to-the-minute Marking Period grade averages are shown in the "MP Ave" column'. Another callout at the top right says: 'The Gradebook screen header contains Marking Period tabs, course selection drop down, and Assignment viewing controls.' At the bottom, there are tabs for Assignments, Attendance, Seating Chart, Assessments, and Standards. Summary statistics are shown: Average(Mean): 86.68, Mode: 95.1, Median: 95.1, Standard Deviation: 18.9.

Figure 2 The ‘Assignment spreadsheet’ displays all Assignments for the Selected Marking Period

Modes of the Gradebook→Gradebook Spreadsheet screen

The spreadsheet screen has multiple modes:

1. **Assignments** – This is the standard Gradebook “grading spreadsheet”. This is the usual mode.
2. **Attendance** – Class Attendance mode shows every day of a Marking Period as a column on the spreadsheet and allows you to see who has been absent/tardy on each day.
3. **Seating Chart** – Displays a seating chart that can be used to take attendance and can be printed.
4. **Assessments** – Shows Assessment scores for all students on your roster.
5. **Standards** – Displays how students are doing vs. specific Standards.
6. **Documents** – This is a non-student screen that lists curriculum documents stored in the class section.

The “Assignments” mode is the default for this screen. Class Attendance and the Seating Chart will be discussed in later sections of this guide.

Selecting the Marking Period and the Current Course

- Selecting the ‘Current Marking Period’ – There are 4 Marking Period tabs (if you are on a 2 Semester/4 Marking Period year) and a ‘Year Summary’ tab. The Gradebook always starts on which ever Marking Period is the ‘current’ Marking Period. If today is in Marking Period 3, the Marking Period 3 tab will automatically be selected when you enter the Gradebook.
- Selecting the Current Course – The ‘Course’ drop down allows you to pick the class you want to work on. The courses in this drop down will change depending on which Marking Period is selected.

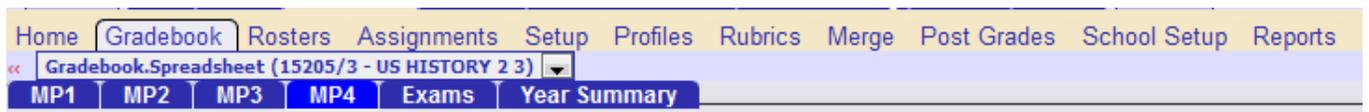
Narrowing the set of Assignments being displayed

There are two drop downs which allow you to control which Assignments you see in the spreadsheet.

- **Categories** – Categories are things like ‘Homework’, ‘Quiz’, ‘Test’, ‘Class Project’ – the types of Assignments you will give your students. These are setup on the [Gradebook→Profiles→Categories](#) screens (see below).
 - All your Categories are listed in the Categories drop down.
 - You can select one Category or all Categories
 - If you select one Category:

- Only the Assignments for that Category will be displayed in the spreadsheet.
 - The “MP Average” column will show the students’ averages for Assignments of that one Category.
- **Units –Class ‘units’, or the sections into which you divide your courses.**
 - The use of Units is not required.
 - If you choose to use Units, you can create them, modify them and delete them via the [Gradebook→Profiles→Units](#) screens.
 - Any Units you create will be listed in the ‘Units’ drop down on the [Gradebook→Gradebook](#) (spreadsheet) screen.
 - Selecting one Unit will show *only* the Assignments linked to that one Unit in the spreadsheet. When one Unit is selected, the “MP Average” column will show the MP average *for that one Unit*. That is, it will show an “MP Unit Average”.

c. Screens of the Gradebook Spreadsheet



- Each Gradebook has one Marking Period tab for each Marking Period during which the class meets. If the class only meets for one Quarter (e.g. **MP2**), there will only be one Marking Period tab showing. If the class meets for two Marking Periods, only two Marking Period tabs will show. If the class meets for the whole year, all 4 Marking Period tabs will show.
- If the school collects MidTerm, Final or other Exam grades and prints these on Report Cards, there will be an **Exams** tab present.
- The **Year Summary** screen is always present and sums each student’s performance for the year. This screen has all of the Marking Period averages the student’s have been accumulating and all of the Report Card Marking Period grades you have posted. It also contains a Projected Final Grade for each student:

Grading Summary For the Year
Course: 15205/3 - US HISTORY 2 3
[Back to Gradebook](#)

ID	Name	MP1	MP2	ME	S1	MP3	MP4	FE	FG
1004137	Abernathie, Arlo PERRY	Gradebook Grade: 100.0 (A) Posted Grade: Posted Comments:			100.0 (A)	100.0 (A)	88.5 (3)		** 96.2 (A)
1010370	Biddle, Caitlin ALLEN	Gradebook Grade: 92.0 (A) Posted Grade: A- Posted Comments: 20	90.2 (A)	93.9 (A)	91.1 (A)	90.8 (A)	88.5 (3)	91.3 (A)	** 90.8 (A)
105656	Brainerd, Fred AMBER	Gradebook Grade: 87.1 (3) Posted Grade: B	74.4 (C)	91.9 (A)	80.8 (B)	89.0 (3)	84.4 (3)	91.3 (A)	** 85.3 (3)
105730	Brunsborg, Christina MARIE	Gradebook Grade: 87.6 (3) Posted Grade: B+	91.8 (A)	92.9 (A)	89.7 (3)	88.7 (3)	87.8 (3)	91.3 (A)	** 89.6 (3)
1000084	Delahanty, Frank	Gradebook Grade: 87.8 (3) Posted Grade: B	74.8 (C)	92.9 (A)	81.3 (B)	80.0 (B)	88.5 (3)	91.3 (A)	** 84.6 (3)
1012212	DeVore, Doug LaSHAY	Gradebook Grade: 87.4 (F) Posted Grade: F	94.8 (A)	92.9 (A)	76.1 (C)	89.0 (3)	88.2 (3)	91.3 (A)	** 84.3 (3)
1008226	Dugas, Gus LYNN	Gradebook Grade: 86.0 (3) Posted Grade: B	91.9 (A)	92.9 (A)	89.0 (3)	86.3 (3)	88.5 (3)	91.3 (A)	** 89.0 (3)
1000162	Eckerslev, Dennis	Gradebook Grade: 75.3 (C) Posted Grade: C	92.2 (A)	92.9 (A)	83.8 (3)	89.0 (3)	89.2 (3)	91.3 (A)	** 87.6 (3)
1000286	Garcia, Ramon JOYCE	Gradebook Grade: 76.7 (C) Posted Grade: C	90.9 (A)	92.9 (A)	83.8 (3)	89.5 (3)	89.0 (3)	91.3 (A)	** 86.4 (3)
1013683	Hill, Hunter A	Gradebook Grade: 85.6 (3) Posted Grade: B	87.0 (3)	92.9 (A)	86.3 (3)	66.8 (D)	88.5 (3)	91.3 (A)	** 84.0 (3)
505321	Mansell, John	Gradebook Grade: 64.2 (F) Posted Grade: D	59.8 (F)	92.9 (A)	62.0 (F)	84.8 (3)	88.5 (3)	91.3 (A)	** 77.9 (C)
505437	McDonald, Tex MARIE	Gradebook Grade: 73.5 (C) Posted Grade: C	87.6 (3)	92.9 (A)	80.6 (B)	86.3 (3)	86.2 (3)	91.3 (A)	** 85.1 (3)

Each grading collection (e.g. MP1, MP2) has three pieces of data in it: The student’s Gradebook Marking Period average for the MP, the grade that was actually posted to the Report Card system, and the Comments that were posted to the Report Card.

Gradebook Grade:	92.0 (A)
Posted Grade:	A-
Posted Comments:	20

The Year Summary Screen and Students Below Minimum Marking Period Grades

The [Gradebook](#)→[Gradebook](#)→[Year Summary](#) screen also indicates when students are below the minimum grade for the Marking Period allowed by the school’s grading system. Minimum and maximum Marking Period grades for students are specified by the school. Students whose Marking Period average is currently below the school minimum for the Marking Period have their Marking Period displayed in red font on the [Year Summary](#) screen. The cursor tool tip placed on the average describes the issue:

The Gradebook MP grade is below a 50.0, the minimum grade for MP1.

ID	Name	Gradebook Grade:	MP1	MP2	ME	S1	MP3	MP4	FE	FG
1004137	Abernathie, Arlo Perry	88.5 (B) Posted Grade: B				88.5 (B)				** 88.5 (B)
1010370	Biddle, Caitlin ALLEN	85.5 (B) Posted Grade: B				85.5 (B)				** 85.5 (B)
105656	Brainerd, Fred AMBER	88.5 (B) Posted Grade: B				88.5 (B)				** 88.5 (B)
105730	Brunsberg, Christina MARIE	44.0 (F) Posted Grade: F				44.0 (F)				** 44.0 (F)
1000084	Delahanty, Frank	88.5 (B) Posted Grade: B				88.5 (B)				** 88.5 (B)
1012212	DeVore, Doug LaSHAY	88.5 (B) Posted Grade: B				88.5 (B)				** 88.5 (B)

D. Other Features on the Gradebook Spreadsheet

Gradebook→**Gradebook**

“Show Hidden” allows you to temporarily display ‘hidden Assignments’

MP averages can be color coded. Set this up in your Profile.

The blue highlighted column headers are buttons that will sort the students by the clicked column header: by **Name**, **Id**, **Workgroup** or **MP Average**.

The spreadsheet screen has up to 6 modes (depending on your permission): **Assignments**, **Class Attendance**, **Seating Chart**, **Documents**, **Assessments**, and **Standards**.

The sort for the Assignments can be changed on the fly with this ‘**sort selector**’ control. There is also an “Ascending”/”Descending” control.

Features on the [Gradebook](#)→[Gradebook](#) Spreadsheet screens screen

- **Sorting the Students** – there are 4 column headers that will sort the list of students in the roster. Repeatedly clicking the same column header toggles the direction of the sort. Whatever sort you choose, it is used on every screen for the rest of your Gradebook session.

- The **'Id'** column header – this sorts the student numerically by their id. This is whatever appears in their Gradebook id field of the Roster screen.
 - The **'Name'** column header – sorts the students alphabetically by their names. This is the usual, default sort. Click it repeatedly to change the direction of the sort (Ascending: A to Z or Descending: Z to A).
 - **'G'** column header – this column only appears if you have created Workgroups. It will sort the students by their Workgroups.
 - **MP Average** – this column will sort the students by their current Marking Period averages. Click repeatedly to toggle the direction of the sort.
- **Sorting the Assignments** – The Assignments are initially sorted by the sort you selected on your **Gradebook→Setup→Preferences** screen. You can change the sort 'on the fly' by clicking one of the 4 radio buttons at the lower right of the screen. Sort by:
 - **Due Date** – Sort by Due Dates without regard to any other information
 - **Categories and then due date** – Sort by Category first and then due date. This groups the Assignments by Category.
 - **Workgroups and then due date**
 - **Sequence #s** – Sort by Sequence # without regard to due date. This is just an alternate way of ordering your Assignments.
 - **Show Hidden Assignments** – This allows you to temporarily display the Assignments you have flagged as not being 'for the Gradebook' (that is, those Assignments you have 'hidden' from yourself).
 - **Spreadsheet Modes** – The spreadsheet has various modes. The primary mode is the standard "Gradebook spreadsheet" module. There are other modes available, up to six of them:
 - **Regular Grading Spreadsheet** – The normal spreadsheet
 - **Class Attendance** - On this spreadsheet each column represents one day of attendance in the class.
 - **Seating Chart** – This is a configurable seating chart that also allows you to take Class Attendance.
 - **Assessments** – This displays "Data Views" of Assessment scores for the students on your roster.
 - Standards
 - **Documents** – This is a repository for curriculum documents associated with the course itself. It contains no student-specific information.

Each of these modes will be covered in a different section below.

Sorting Assignments on the Spreadsheet

There are several ways that Assignments can be ordered, from left to right, on the Gradebook spreadsheet:

- By Due Date – This is the default. Assignments are ordered only by their due dates.
 - Ascending: More recent dates are added on the right. Newer Assignments are farther to the right.
 - Descending: More recent dates appear at the left, near the student names. Newer Assignments are slotted in at left, pushing the older ones off to the right.
- By Category and Due Date – Assignments are grouped by Category and within the Category they are grouped by Due Date. They can also be ordered Ascending or Descending.
- By Workgroup and Due Date – Assignments are grouped by Workgroup linkage and then by Due Date.
- By Sequence number – You can give all your Assignments a sequence number and order them strictly by that. This gives you full control over the order in which the Assignments appear.

You can set your preferred sort order in your Gradebook Profile (See Section II D on Gradebook Profiles below). You can also select how to order the spreadsheet directly on the spreadsheet screen itself, in the lower right corner:

II. Setup

Gradebook Setup consists of a small number of tasks:

1. If you have not ever done so, check your User Profile and make sure it is set correctly.
2. Determine whether or not to *merge* any of your class rosters:
 - You can “merge” two or more of your assigned course sections into a single class roster.
3. Setup your course *Profiles*. For each *Profile*, you can:
 - Choose your basic “Grading Style”: Total Points or Weighted Categories
 - Setup your Categories (e.g. Homework, Tests, Projects, etc.)
 - Adjust Grade Values so that they work for you
 - Create your class “Units” (e.g. ‘Chapter 1’, ‘Chapter 2’)
 - Optionally set up Workgroups so that you can divide your class rosters into non-overlapping sub-groups of students (this will allow you to create Assignments directed to just one Workgroup of students).
4. Determine which *Profile* to assign to which class section.

Gradebook Setup Checklist:

- Merge course sections you wish to share one course roster of students
- View your Default Course Profile. Make any changes you want to apply to *all* your courses
- Copy your Default Course Profile to make additional course profiles *if you need to*.
- Make changes to your copied course profiles as appropriate (Preferences, Categories, Grade Values, Units and Workgroups)
- Select the course profile you want for each course (use Gradebook→Setup)

A. User Profile

Gradebook→Home→User Profile

Gradebook User Profile

Contact Information

Your Email Address: [Send test email to this address](#)

Signature:

Phone: Ext.

URL:

Gradebook Setup

Default Teacher:

Default Gradebook Screen:

Your personal Gradebook User Profile must be set up once (and only once).

1. Go to the [Gradebook→Home→User Profile](#) screen.
2. Select your “Default Teacher”.
3. Make sure your Email Address is correct. If it is not there, enter it.
4. All other information is optional.
5. Click **Save**.

Your “**Default Teacher**” must be set for the Gradebook to work efficiently. If more than one teacher is listed in the drop down, select the one which is the best match for you.

B. Merging Course Sections into a Single Combined Roster

Gradebook→Home→Summary

To merge two or more course sections, click on the "Merge" 2nd level tab.

Courses (Rename)	Sem	Days	Per.	Profile	Merged	Grades	Roster	Atten.	Period	Course	Time	Room
<input type="checkbox"/> 15215/1-US HIST 2/ECON	FY	MTWRF	6-7	Default Course Profile					1	15205 - US HISTORY 2	7:30AM-7:45AM	D233
<input type="checkbox"/> 15215/2-US HIST 2/ECON	FY	MTWRF	9	Default Course Profile					1	35210 - US HISTORY 2	7:30AM-7:45AM	D233
<input type="checkbox"/> 15205/3-US HISTORY 2	FY	MTWRF	1	Academic Profile					2	15205 - US HISTORY 2	8:15AM-9:00AM	D233
<input type="checkbox"/> 35210/1-US HISTORY 2	FY	MTWRF	1	Default Course Profile					2	35210 - US HISTORY 2	8:15AM-9:00AM	D233
<input type="checkbox"/> 15205/4-US HISTORY 2	FY	MTWRF	2	Default Course Profile					3	15205 - US HISTORY 2	9:00AM-9:45AM	D233
<input type="checkbox"/> 35210/2-US HISTORY 2	FY	MTWRF	2	Default Course Profile					3	35210 - US HISTORY 2	9:00AM-9:45AM	D233
<input type="checkbox"/> 15205/5-US HISTORY 2	FY	MTWRF	3	Default Course Profile					6-7	15215 - US HIST 2/ECON	11:15AM-12:45PM	D233
<input type="checkbox"/> 35210/3-US HISTORY 2	FY	MTWRF	3	Default Course Profile					9	15215 - US HIST 2/ECON	1:30PM-2:15PM	D233

Why Merge Rosters?

You will want to merge course rosters if you want two or more course sections to appear on one roster – one list of students – in your Gradebook. The reasons include the following:

- Your inclusion students and your non-inclusion students are in two separate course sections and you want to view them as one, unified course roster.
- You have two or more classes that you wish to treat as one (e.g. a science course section and its corresponding lab course section).

Restrictions on Merging Rosters

Rosters can be merged as long as the following are true:

- All the course sections you wish to merge have the same semester code (e.g. both are Full Year courses or both are Semester 1 courses, etc.).
- You have not yet created Assignments in any of the course sections you wish to merge. You cannot merge course sections if you have already created Assignments.
- All course sections you wish to merge use the same Course Profile. You cannot merge courses that are using different Course Profiles.

Courses (Rename)	Sem	Days	Per.	Profile	Merged	Grades	Roster	Atten.	Period	Course	Time	Room
<input type="checkbox"/> 15215/1-US HIST 2/ECON	FY	MTWRF	6-7	Default Course Profile					1	15205 - US HISTORY 2	7:30AM-7:45AM	D233
<input type="checkbox"/> 15215/2-US HIST 2/ECON	FY	MTWRF	9	Default Course Profile	<input checked="" type="checkbox"/>				1	35210 - US HISTORY 2	7:30AM-7:45AM	D233
<input type="checkbox"/> 15205/3-US HISTORY 2	FY	MTWRF	1	Academic Profile					2	15205 - US HISTORY 2	8:15AM-9:00AM	D233
<input type="checkbox"/> 35210/1-US HISTORY 2	FY	MTWRF	1	Default Course Profile					2	35210 - US HISTORY 2	8:15AM-9:00AM	D233
<input type="checkbox"/> 15205/4-US HISTORY 2	FY	MTWRF	2	Default Course Profile					3	15205 - US HISTORY 2	9:00AM-9:45AM	D233
<input type="checkbox"/> 35210/2-US HISTORY 2	FY	MTWRF	2	Default Course Profile	<input checked="" type="checkbox"/>				3	35210 - US HISTORY 2	9:00AM-9:45AM	D233
<input type="checkbox"/> 15205/5-US HISTORY 2	FY	MTWRF	3	Default Course Profile					6-7	15215 - US HIST 2/ECON	11:15AM-12:45PM	D233
<input type="checkbox"/> 35210/3-US HISTORY 2	FY	MTWRF	3	Default Course Profile	<input checked="" type="checkbox"/>				9	15215 - US HIST 2/ECON	1:30PM-2:15PM	D233

Figure 3 – After a Merge, checkmarks indicate the merged classes on your Gradebook→Home→Summary screen

Gradebook→Merge

The screenshot shows the 'Course Merge Screen' in the Genesis Gradebook. At the top, it says 'Merge course(s) with 35210/1 - US HISTORY 2'. Below this is a dropdown menu for 'Switch Course To Merge:'. A callout box points to this dropdown with the text: 'Step 1: pick a “base” course section to merge other sections into'. Below the dropdown is a list of 'Current Course to be Merged:' with columns for Select, Course, Semester, Periods, Days, Teacher, Profile, Merged By, and Merged Date. The first row is selected. Below that is a list of 'Select courses to merge:' with columns for Select, Course, Semester, Periods, Days, Teacher, Profile, Merged, Merged By, Merged Date, Merged with Current Course, and Break Merge. A callout box points to the 'Select' column of this list with the text: 'Step 2: Select one or more sections to merge into the pre-selected “base” course section.' Another callout box points to the bottom of the screen with the text: 'Step 3: Scroll to the bottom of the screen and click Save to do the actual merge.'

Performing a Merge

To merge two or more classes, bring up the **Gradebook→Merge** screen:

1. Pick the “base course section” – this is the course section you will merge other course sections into. Which one you pick as the base truly does not matter – but to proceed, you must select one.
2. Select the course section(s) to merge into the base. These all must:
 - a. Have the same *semester code* (e.g. “FY”) as the base
 - b. Use the same *Course Profile* (e.g. “Default Course Profile”) as the base
 - c. Have no existing Assignments
 - d. Have mutually exclusive rosters (no student is in both/all classes to be merged).
3. Click “Save” to perform the merge

When the merge completes successfully, you will be shown the following confirmation dialog:



You can now view either the **Gradebook→Home** or **Gradebook→Merge** screen to see the result of the merge.

If the merge failed because one or more of the classes already have Assignments, delete the Assignments. This puts them into the Trash Can. Now you must go to the Trash Can and delete them a second time:

The screenshot shows the 'Assignment Trash Can' screen. At the top, it says 'Assignment Trash Can' and '35210/3 - US HISTORY 2, MTWRF, Per. 3 (FY)'. Below this are buttons for 'Assignment List', 'Add Assignment', 'Bulk Create', 'Bulk Modify', 'Bulk Copy', 'Year to Year', and 'Trash Can'. A message reads: 'This is a listing of all assignments that have been deleted in any of your classes. These can easily be restored by clicking on the right side icon.' Below this is a table with columns: Date Removed, Course ID, Assignment ID, Assignment Name, Column Header, Course, MP, Category, Number of Grades, Restore, and Delete. The table contains one row: 08/13/2012 09:11AM, 4166, 45001, Test 1, Test 1, 35210/3 - US HISTORY 2, MP1, TEST, 0 student grade(s) on record, and icons for Restore and Delete.

Gradebook→Merge

Course Merge Screen
Merge course(s) with 35210/3 - US HISTORY 2

Switch Course To Merge:

If you merge a course with another, the following happens: (In order for a course to be eligible to merge, it must have the same semester code)

- The students in both courses will be merged into one gradebook.
- Students are now shared by both teachers associated with each course.
- All assignments are shared unless otherwise specified.
- The course profile is copied to the merged course(s). The two merged courses can not have different profiles.

Current Course to be Merged:

Select	Course	Semester	Periods	Days	Teacher	Profile	Merged	Merged By	Merged Date
<input checked="" type="checkbox"/>	35210/3 - US HISTORY 2	FY	3	MTWRF	Barry, Jack	Default Course Profile	<input checked="" type="checkbox"/>	janr	08/13/2012 09:13:9AM

Select courses to merge:

Select	Course	Semester	Periods	Days	Teacher	Profile	Merged	Merged By	Merged Date	Merged with Current Course	Break Merge
<input type="checkbox"/>	15215/1 - US HIST 2/ECON	FY	6-7	MTWRF	Barry, Jack	Default Course Profile	<input type="checkbox"/>				
<input type="checkbox"/>	15215/2 - US HIST 2/ECON	FY	9	MTWRF	Barry, Jack	Default Course Profile	<input type="checkbox"/>				
<input type="checkbox"/>	15205/3 - US HISTORY 2	FY	1	MTWRF	Barry, Jack	Academic Profile	<input type="checkbox"/>				
<input type="checkbox"/>	35210/1 - US HISTORY 2	FY	1	MTWRF	Barry, Jack	Default Course Profile	<input type="checkbox"/>				
<input type="checkbox"/>	15205/4 - US HISTORY 2	FY	2	MTWRF	Barry, Jack	Default Course Profile	<input type="checkbox"/>				
<input type="checkbox"/>	35210/2 - US HISTORY 2	FY	2	MTWRF	Barry, Jack	Default Course Profile	<input checked="" type="checkbox"/>	janr	08/13/2012 09:13:9AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	15205/5 - US HISTORY 2	FY	3	MTWRF	Barry, Jack	Default Course Profile	<input type="checkbox"/>				
<input type="checkbox"/>	14595/1 - *PHYSICS AP	FY	4-5	MTWRF	Barrett, Bob	Default C	<input type="checkbox"/>				

This course was merged with the current 'base' course.

Breaking a Merge: Separating Merged Rosters

Merged rosters can be separated as long as you have not yet created Assignments in the combined course roster. You cannot break a merge if you have already created Assignments.

You have not yet created Assignments you can break the merge without any repercussions.

To break the merge, simply click on the “Break Merge” icon (↔) at the far right. When the “break merge” operation completes successfully, you are shown the following confirmation dialog:



C. Setup Course Profiles

1. The Default Course Profile

Gradebook → Profiles

Copy (create a new) Course Profile

Open to Edit

Seq	Code	Description	Courses	Type	Default	Last Updated	Last Updated By	Copy	Rename	Open	Delete
1	4444	Default Course Profile	15205/4 US HISTORY 2 15205/5 US HISTORY 2 15215/1 US HIST 2/ECON 15215/2 US HIST 2/ECON 35210/1 US HISTORY 2 35210/2 US HISTORY 2 35210/3 US HISTORY 2	TEACHER	✓	08/07/2012 12:17 PM	rwdlits				
11	4445	Academic Profile	15205/3 US HISTORY 2	TEACHER		08/07/2012 12:24 PM	janr				

Introduction to Course Profiles

Course Profiles hold all the settings for your courses:

- How to grade the course (basic grading preferences)
- What the grades are worth (grade values)
- What categories you use (Homework, Tests, Quizzes, Projects, etc.)
- How the course is divided up (Course Units)
- Whether or not to use Workgroups (sub-groups of students)

You must set up your profiles and assign them to your classes.

The Default Course Profile

Initially, you have one course profile, the “Default Course Profile” and all your courses are assigned to use it. It contains all the basic settings specified for your school.

You can create as many additional profiles as you wish and alter any of the settings. To create a new course profile, you must copy an existing one. To create your first customized course profile, make a copy of the Default Course Profile.

2. Copying and Renaming (and Deleting) Course Profiles

Gradebook → Profiles

Rename Course Profile

Copy (create a new) Course Profile

Open for editing

Delete Profile

Seq	Code	Description	Courses	Type	Default	Last Updated	Last Updated By	Copy	Rename	Open	Delete
1	4444	Default Course Profile	15205/4 US HISTORY 2 15205/5 US HISTORY 2 15215/1 US HIST 2/ECON 15215/2 US HIST 2/ECON 35210/1 US HISTORY 2 35210/2 US HISTORY 2 35210/3 US HISTORY 2	TEACHER	✓	08/07/2012 12:17 PM	rwdlits				
11	4445	Academic Profile	15205/3 US HISTORY 2	TEACHER		08/07/2012 12:24 PM	janr				

Figure 4 – Course Profiles list after the first copy of the Default Course Profile

Copying and Renaming Course Profiles

The only way to make a new course profile is to copy an existing one. The “Copy Profile” icon makes a copy of the profile. The name of the copied profile is always the name of the old profile with “(COPY)” tacked on to it. If you copy the Default Profile, the name of the copy is “Default Course Profile (COPY)” – as you can see in Figure X above. Of course you will want to rename your copied profiles.

Copy a Profile

To copy a profile, simply click on the “Copy Course Profile” icon button. The profile is immediately copied and the name of the copy is automatically assigned.

Renaming Copied Profiles

To rename a copied profile, click on the “Rename” icon button. This will bring up the Rename Profile screen.

Deleting a Profile

The Default Course Profile cannot be deleted, but all other Course Profiles can be. To delete a Course Profile, click on the **Delete** “trashcan” icon at the far right side of the line.

Rename a Profile



Figure 5 – The “Rename” Course Profile Screen

Renaming the Profile

To rename the profile, enter a new description. Then click **Save**. You can also edit the “Sequence number” of the course profile. The sequence number is used to sort the profiles in the list of course profiles. Changing it may change the position of this course profile in the list of profiles on the **Gradebook→Profiles** screen.

3. Editing Course Profile Settings

This is where you make the most important decisions about using your Gradebook: *How to Grade your Courses*

- Choose your basic “Grading Style”: Total Points or Weighted Categories. Weighted Categories is the default.
- Setup your Categories (e.g. Homework, Tests, Projects, etc.)
- Adjust Grade Values so that they work for you
- Create your class “Units” (e.g. ‘Chapter 1’, ‘Chapter 2’)
- Set up Workgroups

i. Choose Your Basic Grading Scheme

[Gradebook](#)→[Profiles](#)→[Modify Profile](#)→[Preferences](#)

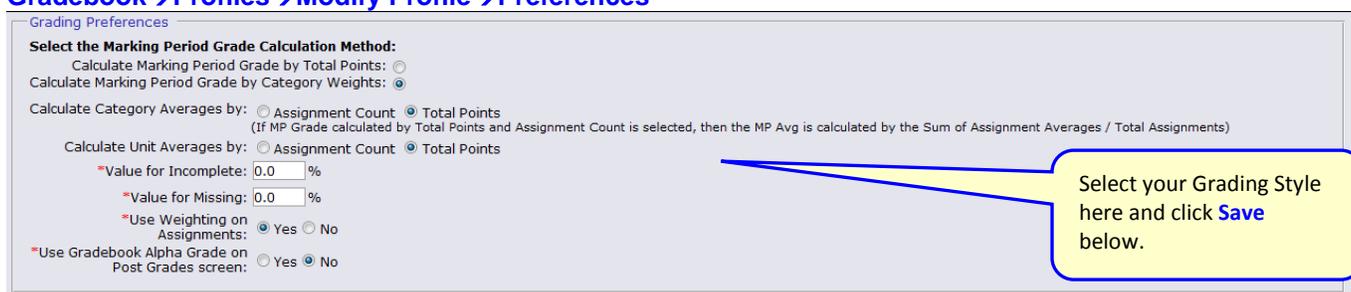
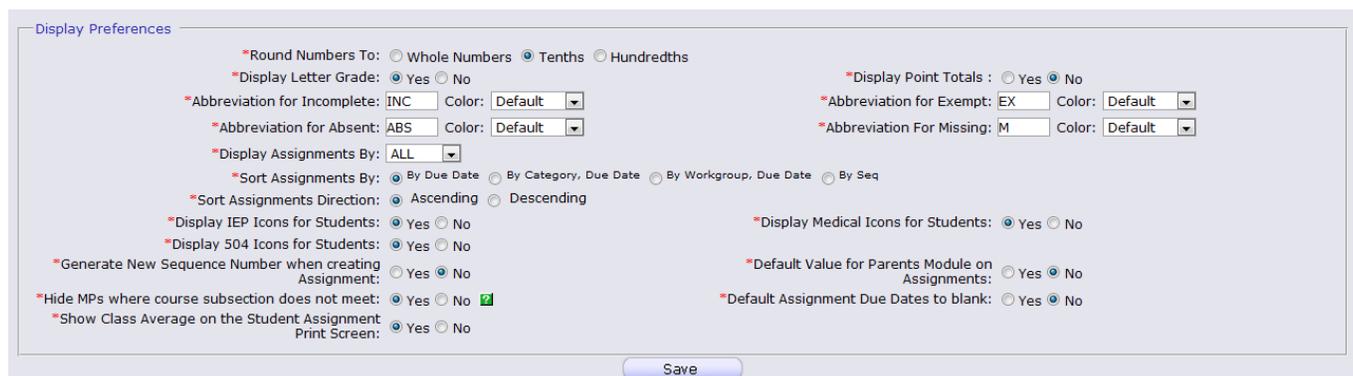


Figure 6 – Top half of [Gradebook](#)→[Profiles](#)→[Preferences](#) screen

Select Your Basic Grading Style

1. Click on the [Gradebook](#)→[Profiles](#) tab
2. Click on the “P” icon for the Profile you wish to edit. This brings up the Preferences screen for the selected Profile.
3. Select the Grading Style – either “**Total Points**” or “**Category Weights**”
4. If you selected “Category Weights”, also select how to calculate the Category Averages:
5. Select “**Calculate Category Averages by**” either
 - a. **Assignment Count** – this means “Simple Score Average”
 - b. **Total Points** – Sum earned points and divide by the sum of attempted points.
6. Click [Save](#) (you will need to scroll to the bottom to find the Save button).

The default Grading Style is “Category Weights”. If you use Total Points, you **must** change the setting.



Select the Sort for your Assignments on the Class Roster Spreadsheet Screen

1. On the [Gradebook](#)→[Profiles](#)→[Modify Profile](#)→[Preferences](#) tab for the selected Profile, scroll to the bottom (see Figure X below).
2. Select your choice of the four Sort Assignments options:
 - a. **By Due Date, By Category**
 - b. **Due Date, By Workgroup**
 - c. **Due Date**
 - d. **By Seq**
3. Click **Save**.

The default sort is “**By Due Date**” (choice C above).

ii. Setup Your Assignment Categories

[Gradebook](#)→[Profiles](#)→[Modify Profile](#)→[Categories](#)

Category	MP1		MP2		MP3		MP4		Grade Type	Max Poss. Points	Colors	Preset
	% of MP	Dropped										
1 HW - Homework	5.0%	5	15.0%	2	15.0%	1	12.0%	1	NUMERIC	100	Font Color	0.0
2 QUIZ - Quizzes	25.0%	0	25.0%	0	25.0%	0	25.0%	0	NUMERIC	100	Font Color	0.0
3 TEST - Tests	40.0%	0	40.0%	0	20.0%	0	35.0%	0	NUMERIC	100	Font Color	0.0
13 INFO - Information	0.0%	0	0.0%	0	0.0%	0	0.0%	0	NUMERIC	100	Font Color	0.0
23 CPAR - Class Participation	10.0%	3	10.0%	0	5.0%	0	15.0%	0	PRESET_POINTS	Not available with Preset Points	Font Color	100.0
33 CPROJ - Class Project	0.0%	0	0.0%	0	25.0%	0	0.0%	0	ALPHA	100	Font Color	0.0
43 CW - Classwork	20.0%	2	10.0%	0	10.0%	0	13.0%	3	CHECKS	10	Font Color	0.0
Totals:	100.0%		100.0%		100.0%		100.0%					

Setting Up Categories

- You are initially given the 3 *sample* Categories of **Homework**, **Test** and **Quiz**. You may keep, modify or delete these as you like and add an unlimited number of additional Categories.
- Categories *must* be setup regardless of whether you use Weighted Categories or Total Points as your basic grading scheme.
- You can create *absolutely any* Categories you wish: The most common Categories include:
 - Homework
 - Quizzes
 - Tests
 - Class Projects
 - Class Participation
 - Presentations
- Categories can be color-coded – Color coding your Categories allows for easy, quick identification of Assignments on the Class Rosters spreadsheet screen. For your convenience a color codes chart is included in this document.
- Categories can be sub-divided and sub-Categories added.

a. Adding a Category

[Gradebook](#)→[Profiles](#)→[Modify Profile](#)→[Categories](#)→[Add Category](#)

Add a New Category

1. Click on the [Gradebook](#)→[Setup](#) tab
2. Click on the [Categories](#) 3rd level tab
3. Click on the [Add](#) 4th level tab
4. Fill in the required information:
 - **Category Code** – a short, unique abbreviation for the Category (e.g. “HW” for Homework or “PJ” for Projects)
 - **Category Description** – A brief description. E.g. “Homework”, “Projects”
 - **Color Scheme:**
 - **Background** – 6 character hexadecimal code giving the color
 - **Font** – 6 color hexadecimal code giving the color
 - Select a **default grading type**. This is the grading type you would ordinarily use for Assignments in this Category.
 - Specify a default “**maximum score**” for Assignments of this Category. E.g. 25 points.
 - DO NOT put anything in the “**Preset Earned Points**” field. This is explained below.
 - Indicate whether or not to automatically **drop** up to the 5 **worst** scores that a student has for Assignments in this Category in any one Marking Period.
 - Choose a color scheme, or just use the default color scheme.
 - Select a “**Sequence number**” for the Category – this positions the Category in any list of Categories
 - If you are using **Category Weights**, specify how much this Category is worth in each Marking Period.
5. Click [Save](#).

b. Remove a Category

Gradebook→Profiles→Modify Profile→Categories

Profile Categories
Teacher: Barry, Jack
Profile: Academic Profile

Preferences | Grade Values | **Categories** | Units | Workgroups | Reports

List | Add

Category	MP1		MP2		MP3		MP4		Grade Type	Max Poss. Points	Colors	Preset
	% of MP	Dropped										
1 HW - Homework	5.0%	5	15.0%	2	15.0%	1	12.0%	1	NUMERIC	100	Font Color	0.0
2 QUIZ - Quizzes	25.0%	0	25.0%	0	25.0%	0	25.0%	0	NUMERIC	100	Font Color	0.0
3 TEST - Tests	40.0%	0	40.0%	0	20.0%	0	35.0%	0	NUMERIC	100	Font Color	0.0
13 INFO - Information	0.0%	0	0.0%	0	0.0%	0	0.0%	0	NUMERIC	100	Font Color	0.0
23 CPAR - Class Participation	10.0%	3	10.0%	0	5.0%	0	15.0%	0	PRESET_POINTS	Not available with Preset Points	Font Color	100.0
33 CPROJ - Class Project	0.0%	0	0.0%	0	25.0%	0	0.0%	0	ALPHA	100	Font Color	0.0
43 CW - Classwork	20.0%	2	10.0%	0	10.0%	0	13.0%	3	CHECKS	10	Font Color	0.0
Totals:	100.0%		100.0%		100.0%		100.0%					

Callout: Delete Trashcan Icons – click to delete the Category

Removing a Category

1. Open a Profile for editing and go to the Categories screen of the Profile.
2. Select the Category you want to remove (that is, permanently delete)
3. Click the “Delete” trashcan icon on the right side of the Category’s line. This brings up a warning and also tells you how many Assignments are using this Category:



4. Click “OK” to proceed and delete the Category – or click “Cancel” to abandon the delete

There is no UNDO for removing a Category

Editing a Category

Profile Categories
Teacher: Barry, Jack
Profile: Academic Profile

Preferences | Grade Values | **Categories** | Units | Workgroups | Reports

List | Add

Category	MP1		MP2		MP3		MP4		Grade Type	Max Poss. Points	Colors	Preset
	% of MP	Dropped										
1 HW - Homework	5.0%	5	15.0%	2	15.0%	1	12.0%	1	NUMERIC	100	Font Color	0.0
2 QUIZ - Quizzes	25.0%	0	25.0%	0	25.0%	0	25.0%	0	NUMERIC	100	Font Color	0.0
3 TEST - Tests	40.0%	0	40.0%	0	20.0%	0	35.0%	0	NUMERIC	100	Font Color	0.0
13 INFO - Information	0.0%	0	0.0%	0	0.0%	0	0.0%	0	NUMERIC	100	Font Color	0.0
23 CPAR - Class Participation	10.0%	3	10.0%	0	5.0%	0	15.0%	0	PRESET_POINTS	Not available with Preset Points	Font Color	100.0
33 CPROJ - Class Project	0.0%	0	0.0%	0	25.0%	0	0.0%	0			Font Color	0.0
43 CW - Classwork	20.0%	2	10.0%	0	10.0%	0	13.0%	3			Font Color	0.0
Totals:	100.0%		100.0%		100.0%		100.0%					

Callout 1: Click the edit icon to open the Category to modify it.

Callout 2: Sub-divide Icons – click to subdivide a Category and create sub-Categories

Editing a Category

To change any of the Category’s settings, including its Category Weight and color scheme, click on the “edit” icon for the Category.

To sub-divide the Category, click the “sub-divide” icon for the Category.

Editing Sub-Categories

Sub-Categories cannot be directly edited. They inherit the default Grading Type, maximum points and other settings of their parent Category. To change the name, percentages and color schemes for sub-Categories, click on the “Sub-Divide Category” icon for their parent Category.

Gradebook→Profiles→Categories→Modify Category

Profile: Academic Profile

Preferences | **Grade Values** | **Categories** | Units | Workgroups | Reports

List | Add | **Modify**

Modify Category

*Category Code: *Only alpha and numerics

*Description:

*Background Color: - or - #f8befe (Hex format: FFFFFFFF) [DEFAULT](#)

*Font Color: - or - #000000 (Hex format: FFFFFFFF) [DEFAULT](#)

Color Scheme: [Color Scheme](#) [Click here for a chart of colors](#)

*Default Grade Type:

Default Max Possible Points:

Preset Earned Points: Allow preset points below 0:

*Seq:

Percentage of MP Grades

Percentage of MP1 Grade: % Number of Grades to Drop in MP1:

Percentage of MP2 Grade: % Number of Grades to Drop in MP2:

Percentage of MP3 Grade: % Number of Grades to Drop in MP3:

Percentage of MP4 Grade: % Number of Grades to Drop in MP4:

Modify a Category

1. Click on the [Gradebook→Profiles](#) tab
2. Select a profile and click on the “P” (change settings) icon.
3. Click on the [Categories](#) 3rd level tab
4. Click on the [Edit](#) button for the Category you wish to modify
5. You may update any or all of the following fields:
 - [Category Description](#) – A brief description. E.g. “Homework”, “Projects”
 - [Default grading type](#). This is the grading type you would ordinarily use for Assignments in this Category.
 - Default “[maximum score](#)” for Assignments of this Category. E.g. 25 points.
 - “[Preset Earned Points](#)” field. See “Preset Earned Points Categories” below. Leave this blank *unless* this is a “count down” Category
 - “[Drop Worst](#)” setting
 - The color scheme.
 - [Sequence number](#) of this Category – its position in any list of Categories
 - [Category Weight](#) of this Category in each Marking Period.
6. Click [Save](#).

c. “Countdown Categories” using Pre-Set Points

Gradebook→Profiles→Categories→Add/Modify Category

Profile Categories
Teacher: Barry, Jack
Profile: Academic Profile

Preferences | Grade Values | **Categories** | Units | Workgroups | Reports

List | Add | **Modify**

Modify Category

*Category Code: CPAR *Only alpha and numerics

*Description: Class Participation

*Background Color: [White] - or - # 99ffcc (Hex format: FFFFFFFF) DEF

*Font Color: Green - or - # 008000 (Hex format: 008000) DEF

Color Scheme: Color Scheme [Click here for a list of colors](#)

*Default Grade Type: Preset Points

Default Max Possible Points: Not available with Preset Points

Preset Earned Points: 100.0 Allow preset points below 0:

*Seq: 23

Percentage of MP Grades

Percentage of MP1 Grade:	10.0 %	Number of Grades to Drop in MP1:	3
Percentage of MP2 Grade:	10.0 %	Number of Grades to Drop in MP2:	0
Percentage of MP3 Grade:	5.0 %	Number of Grades to Drop in MP3:	0
Percentage of MP4 Grade:	15.0 %	Number of Grades to Drop in MP4:	0

Save

Callout 1: The **Default Grade Type** field must be set to “**Preset Points**”

Callout 2: The **Preset Earned Points** field is set to the starting # of points each student receives.

Pre-Set Points Categories: Counting Down instead of Up

A “pre-set” points “countdown” Category lets you give students a fixed number of points – e.g. 100 – at the start of a Marking Period and to subtract – rather than add – points to that total.

This is the “take points away” or “count down” type of Category.

To create a “count down” Category you must do two things on the Category screen:

1. Set the **Default Grade Type** field to “**Preset Points**”. **Default Grade Type:** Preset Points
2. Select the starting number of points each student will receive. This value is placed in the **Preset Earned Points** field. **Preset Earned Points:** 100.0
3. Specify whether student’s total can go below zero for the Category. If the **Allow preset points below 0** checkbox is checked, a student can lose an unlimited number of points and their total for the Marking Period can be negative (i.e. below zero): **Allow preset points below 0:**

These two settings change the Category from a normal “count up” Category to a “count down” Category.

The “Pre-Set Points” grading type has 3 default grades (i.e. grades that are provided to get you started):

- “Handed In” (defaults to a value of 0)
- “Not Handed In” (defaults to a value of -5)
- “Extra Credit” (defaults to a value of 5)

Pre-set Point grades can be added, changed and removed on the [Profiles→Edit Profile→Grade Values](#) screen.

d. Sub-Divide a Category

Gradebook→Profiles→Categories→Modify Category (Sub-Divide)

Sub Category Maintenance for Tests

Current Tests Weighting by Marking Period

MP1	MP2	MP3	MP4
40.0%	40.0%	20.0%	35.0%

Current Sub Categories

Seq	Code	Description	Font	Background	Colors	MP1 % of MP	MP1 Dropped	MP2 % of MP	MP2 Dropped	MP3 % of MP	MP3 Dropped	MP4 % of MP	MP4 Dropped
No sub categories have been created for this category (Tests)													

Add New Sub Category:

Seq	Code	Description	MP1 % of MP	MP1 Dropped	MP2 % of MP	MP2 Dropped	MP3 % of MP	MP3 Dropped	MP4 % of MP	MP4 Dropped	Font	Background
<input type="text"/>	Black	Default										

Procedure to Sub-divide a Category

1. Click on the [Gradebook→Profiles](#) tab
2. Select a profile and click on the “P” (change settings) icon.
3. Click on the [Categories](#) 3rd level tab
4. Click on the [Subdivide](#) icon for the Category you wish to sub-divide. This brings up the “Sub-divide Category” screen.
5. You may create one or more sub-divisions for a Category. The “Add Sub-Category” fields are found along the bottom of the screen. Fill in the fields:

Add New Sub Category:

Seq	Code	Description	MP1 % of MP	MP1 Dropped	MP2 % of MP	MP2 Dropped	MP3 % of MP	MP3 Dropped	MP4 % of MP	MP4 Dropped	Font	Background
<input type="text"/>	Black	Default										

- a. Seq – Sequence # for this sub-category.
- b. Code – Unique short code that identifies the sub-Category. This should be 2 to 4 characters in length.
- c. Description – Description of the sub-Category
- d. MP1 to MP4 - % value of this Sub-Category.
- e. Color scheme – Font and Background colors.
- f. Click [Add](#) to create the new sub-Category.

Add New Sub Category:

Seq	Code	Description	MP1 % of MP	MP1 Dropped	MP2 % of MP	MP2 Dropped	MP3 % of MP	MP3 Dropped	MP4 % of MP	MP4 Dropped	Font	Background
10	TTEST	Regular Test	25	<input type="text"/>	25	<input type="text"/>	15	<input type="text"/>	20	<input type="text"/>	Black	Yellow

6. Repeat all of Step 5 to add additional Sub-Categories

Rules for MP percentages for Sub-Categories: Sub-Category Marking Period percentages sub-divide the percentage value for the parent *Category* for each MP. For example, if the parent *Category* is work 50%, the total %s of the sub-Categories must add up to no more than 50% (and not 100%). This helps you understand what each **subcategory** is contributing to the Marking Period average.

Current Sub Categories													
Seq	Code	Description	Font	Background	Colors	MP1		MP2		MP3		MP4	
						% of MP	Dropped						
10	TTEST	Regular Test	Black	Yellow	FONT	25.0	0	25.0	0	15.0	0	20.0	0
Sub Category Weight:						25.0%		25.0%		15.0%		20.0%	
Category Weight:						40.0%				20.0%		35.0%	

The red value here of 25% here indicates that something not accounted for and the % is either too high or too low.

Current Sub Categories													
Seq	Code	Description	Font	Background	Colors	MP1		MP2		MP3		MP4	
						% of MP	Dropped						
10	TTEST	Regular Test	Black	Yellow	FONT	25.0	0	25.0	0	15.0	0	20.0	0
20	SMRY	Summary As	Black	Lime	FONT	15.0	0	15.0	0	5.0	0	15.0	0
Sub Category Weight:						40.0%		40.0%		20.0%		35.0%	
Category Weight:						40.0%		40.0%		20.0%		35.0%	

When the total percentage of the sub-categories matches the percentage of the whole Category, everything is fine.

View, Update and Delete Sub-Categories

The sub-Category maintenance screen gives you the ability to view the sub-Categories of a Category, change the % values for a sub-Category, and delete a sub-Category.

To Update the % values for a sub-Category:

1. On the on the [Modify Sub-Categories](#) screen, directly update the MP1, MP2, MP3, MP4 fields.
2. Click the “Save” icon for the sub-Category.

NOTE: Sub-Category percentage totals for a Marking Period (MP1, MP2, MP3, MP4) must add up to less than or equal to the percentage value of the parent Category. If the Category weight is 50%, the *total* of all sub-Category percentages cannot exceed 50%. Invalid sub-Category percentages are shown in red font.

To Delete a sub-Category:

1. On the on the [Modify Sub-Categories](#) screen, click the “Delete” icon next to the sub-Category you wish to remove.

To Change a sub-Category’s Code, Description or Color Scheme

A sub-Category’s code cannot be updated: to change it you must delete the sub-Category and recreate it. A sub-Category’s Description and color scheme can be changed by re-entering data in the “Add a sub-Category” fields at the bottom, using the exact same Code, and clicking [Add](#).

iii. Setup Your Grade Values

Gradebook→Profiles→Modify Profile→Grade Translations

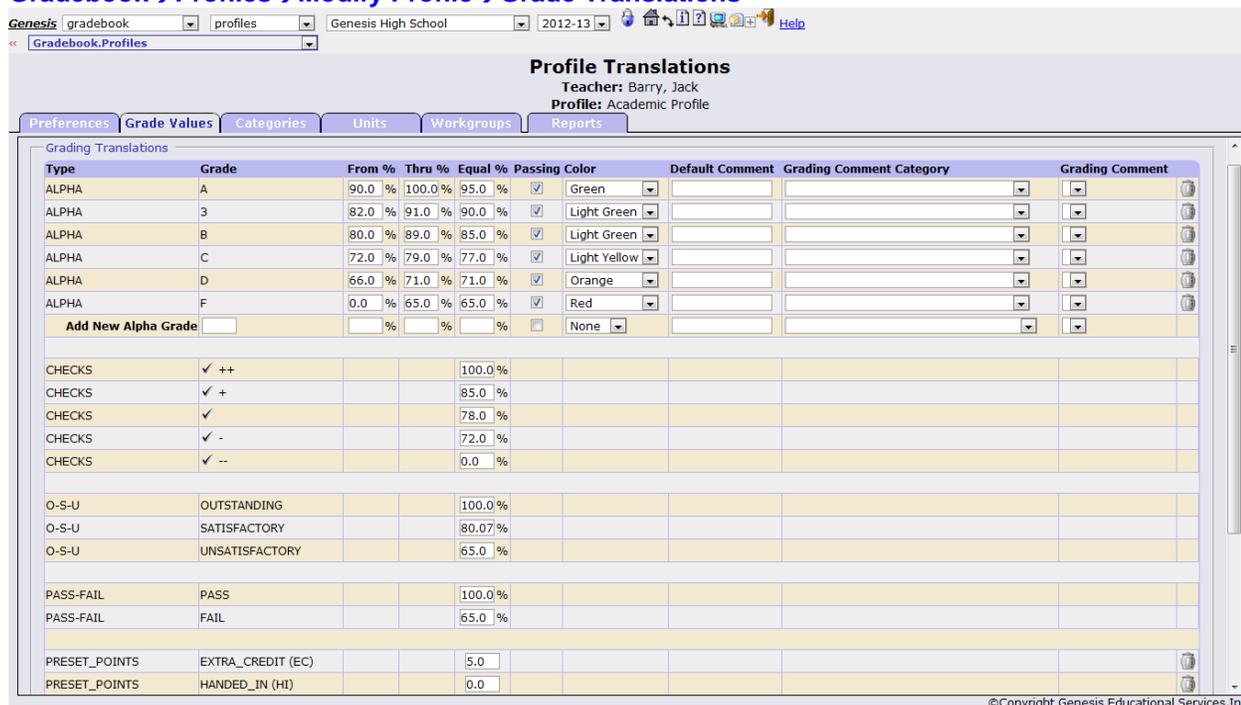


Figure 7 – Sample of the Grade Values screen

The Grade Values Screen

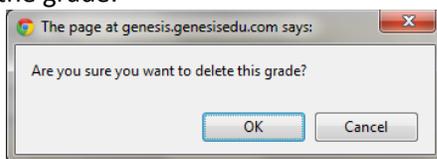
This screen has 7 possible Grading Types:

- Alpha or “letter” Grades – Usually A+, A, A-, B+, ..., D-, F - This is setup by your school and should not be changeable by you.
- Check Marks - ✓++, ✓+, ✓, ✓-, ✓-- - Five grades from ✓++ to ✓--. To “turn off” ✓++ and ✓-- set them both to have 0 (zero) value. This moves them to the bottom of the list and you won’t need to look at them.
- O-S-U grades – Outstanding, Satisfactory and Unsatisfactory – 3 grade grading type.
- Pass/Fail – A two grade grading type. Pass should be 100% and Fail should be the highest “failure” numeric (e.g. 64.9).
- Pre-set Points
- Custom Grading Type

Setting Up Grade Values

1. Click on the [Gradebook→Profiles](#) tab
2. Select a profile and click on the “P” (change settings) icon.
3. Click on the [Grade Values](#) 3rd level tab
4. Review all Grade Values:
 - a. Alpha Grades – You may add and delete Alpha Grade values
 - b. “Checks” Grade Type
 - c. O-S-U Grade Type
 - d. Pass/Fail Grade Type (you might want to set “Pass” to 100).
 - e. Pre-Set Grade Type: Handed In/Not Handed In/Extra Credit
5. Click on the [Save](#) button.

- **Deleting Grades:** To delete a grade, just click the icon corresponding to it. You will get a confirmation dialog and you must click OK to delete the grade:



- **Change a Grade's Value:** To change a value, simply type the new value into the textbox, scroll to the bottom and click .

Interpreting the Alpha Grades on the Grade Values screen

The Grade Values screen includes an “alpha grades” area at the top. The “From” and “Thru” values of this scale are used to show the letter grade that corresponding to students’ Marking Period averages. It must take rounding into account.

Type	Grade	From %	Thru %	Equal %	Passing	Color	Default Comment	Grading Comment Category	Grading Comment
ALPHA	A	89.5 %	100.0 %	95.0 %	<input checked="" type="checkbox"/>	Green			
ALPHA	B	79.5 %	89.4 %	85.0 %	<input checked="" type="checkbox"/>	Light Green			
ALPHA	C	71.5 %	79.4 %	77.0 %	<input checked="" type="checkbox"/>	Light Yellow			
ALPHA	D	65.1 %	71.4 %	71.0 %	<input checked="" type="checkbox"/>	Orange			
ALPHA	F	0.0 %	65.0 %	65.0 %	<input checked="" type="checkbox"/>	Red			
Add New Alpha Grade		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	None			

From Value – This is the starting % for this grade. Note that it must take rounding into account. If a B is to start at a percentage of 80, the value that goes here, to account for rounding, is 79.5.

Through Value – This is the ending % of this grade – the highest percentage that equates to the grade. It must also take rounding into account. If the B goes to 89, the value that goes in, to account for rounding, is 89.4).

Notes on From and Through Values:

- Failing grades (e.g. F) do not “round”, especially on the “Through” value. This must be the precise spot where the failure point ends. E.g. 65.
- The first non-failing grade in the list (“D” is the above example), does not round, but begins immediately above the last failure point. E.g. 65.1
- The highest grade in the list (A in the above example) also does not need to round on its Through value. This extends upward to infinity.

“Equal” - The “Equal” value for all grading types is what the corresponding non-numeric grade is translated to for the purpose of computing Marking Period Averages. **All non-numeric grades, including ✓ checkmarks must be converted to numeric equivalents to compute Marking Period averages.** For all Grading Types except Pre-set Points, the “Equal” value is a percentage of the number of point the Assignment is worth. For Pre-set Point grades the “Equal” value is the true value of the grade. A “-9” is a “-9”.

Color coding Alpha grades: You can select a color for each alpha grade. Student’s Marking Period averages will then be color-coded correspondingly.

iv. Units – Creating and Managing Course Units

[Gradebook](#)→[Profiles](#)→[Modify Profile](#)→[Units](#)

Profile Units
Teacher: Barry, Jack
Profile: Academic Profile

Preferences | Grade Values | Categories | **Units** | Workgroups | Reports

Seq	Code	Column Header	Description
10	CH1	CH 1	Chapter 1
10	CH2	Ch 2	Chapter 2
30	CH3	CH 3	Chapter 3

The 'modify' icons
The 'delete' trashcan icons

Units

Units are not required. You do not have to use them. If you choose to use them, you must create them yourself. Units are managed via the [Gradebook](#)→[Profiles](#)→[Units](#) screen.

To Manage Your Units:

1. Click on the [Gradebook](#)→[Profiles](#) tab
2. Click on the 3rd level [Units](#) tab
3. Review any existing Units you have previously created. Initially this screen is empty. Genesis Gradebook does not give you any sample Units: it cannot, as Units are very specific to different courses. You must create all your own Units.
4. To add a new Unit, click the “Add Unit” tab
5. To delete an existing Unit, click the “Delete” trashcan icon corresponding to the Unit you want to delete.
6. To modify an existing Unit, click the “Edit” icon corresponding to the Unit you want to delete.

Add a New Unit

Create Unit

*Unit Code:

*Description:

*Column Header:

*Seq:

Save

Units are completely optional. There are no built-in Units. A Unit is essentially:

- a **Unit Code** (for Genesis’ internal use),
- a **Description** of the Unit. E.g. Chapter 4
- a **Column Header** (intended to be a brief abbreviation of the Unit’s Description). E.g. CH4
- the **Sequence** number for the Unit.

Genesis does very little with Units: they are “FYI” for you only. They are primarily an aid for you in organizing your classes in the Gradebook.

Figure 8 – Adding a New Course Unit

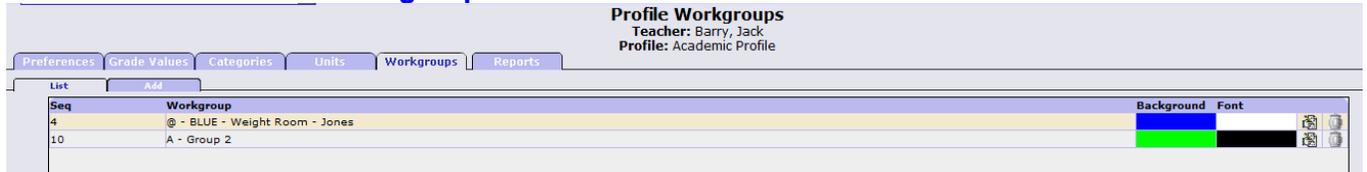
Procedure to Add a New Course Unit

1. Click on the [Gradebook](#)→[Profiles](#)→[Units](#)→[Add Unit](#) tab to bring up the ‘Add Unit’ screen.
2. Provide the following pieces of information for the new Unit:
 - a. Unit Code - A short, unique code for your set. This is used internally by the Gradebook. The key thing is that the code should be *unique*.
 - b. Unit Description – A description of the Set (or course unit).

- c. Unit Column Header - A short, abbreviated column header for the Unit. This will appear in the column header of Assignments on the [Gradebook→Gradebook](#) spreadsheet screen. If the Column Header is long, it will make your Assignment columns very wide.
 - d. Sequence # - The sequence number is used to place the Unit in any list of Units. That is, it is used to order your Units in drop down lists and on the Units screen itself.
3. Click on the [Save](#) button when you done to actually create the Unit.

v. Workgroups

[Gradebook→Profiles→Workgroups](#)



Workgroups

Workgroups are not required. You do not have to use them. The Gradebook implements very loose linkages between students and Workgroups and Assignments and Workgroups. If you choose to use them, you must create them yourself. Workgroups are managed via the [Gradebook→Profiles→Workgroups](#) screen.

To Manage Your Workgroups:

1. Click on the [Gradebook→Profiles](#) tab
2. Click on the [Workgroups](#) 3rd level tab.
3. Review your existing Workgroups. Initially you will have no Workgroups.
4. To add a new Workgroup, click the “Add Workgroup” tab
5. To delete an existing Workgroup, click the “Delete” trashcan icon corresponding to the Workgroup you want to delete.
6. To modify an existing Workgroup, click the “Edit” icon corresponding to the Workgroup you want to delete.

Add a New Workgroup

[Gradebook→Profiles→Modify Profile→Workgroups](#)

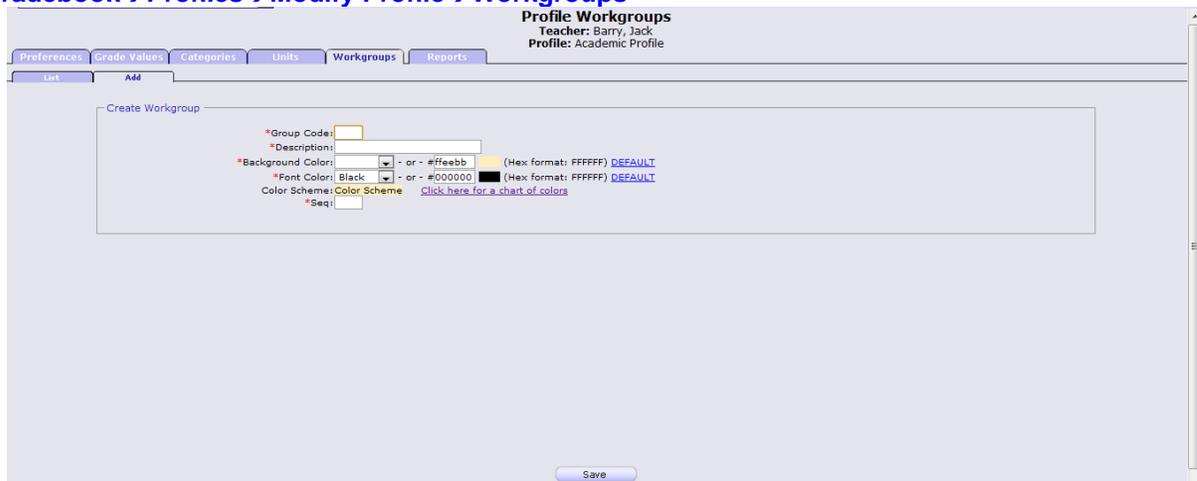


Figure 9 – Creating a new Workgroup

Adding a New Workgroup

Workgroups have very few characteristics. They are identified by a 1-character name (e.g. 'A') and their most distinctive characteristic is their color scheme.

To create a new Workgroup:

1. Click on the [Gradebook→Profiles→Workgroups→Add Workgroup](#) tab to bring up the 'Add Workgroup' screen.
2. Provide the following pieces of information for the new Workgroup:
 - a. **Group Code** - This is the one character name for the Workgroup. It is only 1 character, but it can be any character. *Group Code: There are 72 possible characters:
 - i. Capital or lower case letters
 - ii. Numbers 0 - 9
 - iii. Punctuation: ~!@#\$\$%^&*()_+=}][{\|'"/?>.<`
 - b. **Description** – A description of the Workgroup. *Description:
 - c. **Color Scheme** for the Workgroup. It is *very* important to select a distinctive color scheme for the Workgroup. Color schemes have two parts:

 - i. The **Font** color – the color for the text itself
 - ii. **Background color** – the color of the background field.

The text must be easy to see and read against the background color. There are a small number of 'pre-set' colors available in both the 'font' and the 'background' drop downs. You can select a preset color or you can enter your own code.
 - d. **Sequence #** - The sequence number is used to place the Workgroup in the list of Workgroups. That is, it is used to order your Workgroups in drop down lists and on the Workgroups screen itself.
3. Click on the [Save](#) button when you done to actually create the Workgroup

vi. Reports – Progress Report Settings

[Gradebook→Profiles→Modify Profile→Reports](#)

Profile Progress Report

Teacher: Barry, Jack
Profile: Academic Profile

Preferences
Grade Values
Categories
Units
Workgroups
Reports

Progress Report Parameters

Only Show Graded Assignments: Yes No

Show Teacher Signature Line: Yes No

Show Parent Signature Line: Yes No

Show Class Averages: Yes No

Round Averages to Two Decimal Places: Yes No

Show Extra Credit Total: Yes No

Translate Numeric Assignment Grade to Alpha: Yes No

Include 'Parent Comment' for Assignments: Yes No

Include 'Attempted' and 'Earned' columns in the Totals row: Yes No

Gradebook Category Options

Show Category Data: Yes No (If this is set to No, then the category table is not shown)

Show Category Averages: Yes No

Show Category Weights: Yes No

Show Category Score: Yes No

Progress Report Settings

Progress Reports are sent from the Gradebook from two screens:

- The [Gradebook→Gradebook→Student→Contacts](#) screen
- The [Gradebook→Setup→Progress Reports](#) tab

In both cases, the report formats are controlled by the “Reports” screen of the Profile being used for the course. The Reports screens contain parameters which control the information included in the Progress Reports. These parameters are similar but not identical the options on the 71910 Student Assignment Report. These control the formatting and data included on the Progress Reports that are emailed out of the Gradebook. The settings on the Reports screen of the Profile applies to all Progress Reports emailed from any course using the Profile.

The Progress Report options include:

- **Only Show Graded Assignments** – Only include Assignments that are graded for this student.
- **Show Teacher Signature Line** – Add ‘teacher signature’ line at bottom where the teacher can sign.
- **Show Parent Signature Line** – Add ‘parent signature’ line at bottom where the parent can sign.
- **Show Class Average** – Print the class’ average for each included Assignment. The parent can see how the child has done vs. the class average.
- **Round Averages to two Decimal Places** – All averages will have at most two decimal places.
- **Show Extra Credit Total** – Show the number of ‘brute force’ points that were added to the student’s Marking Period average.
- **Translate Numeric Assignment Grades to Alpha** - Show alpha (letter) grades for all Assignments.
- **Include “Parent Comment” for Assignments** – If you have left any comments for Parents when you graded Assignments, they will be included in the Progress Reports.
- **Show Category Data** – This option controls whether any Category data will be added to the Progress Reports. If it set to Yes, then a block of information about how the student is doing Category by Category is included.
- **Show Category Averages** - If yes, Category averages are included.
- **Show Category Weights** – If yes, Category Weights are shown on the reports.
- **Show Category Score** – If yes, the student’s scores in the Categories are included in the reports.

To change any of these parameters, go to he Reports tab of the relevant Profile, select the settings you want and click **Save**. The changes take place immediately and will affect the next Progress Reports you send from the Gradebook.

D. Assign Profiles to Your Courses

Gradebook→Setup→Course Profile

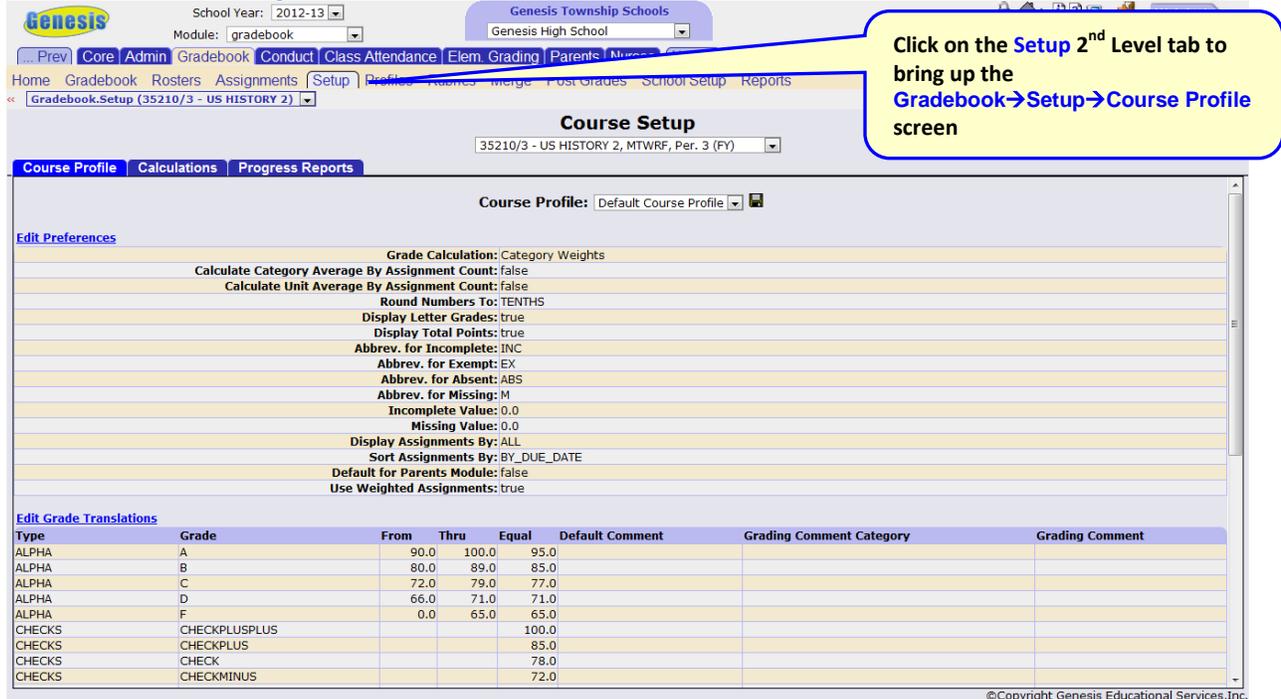
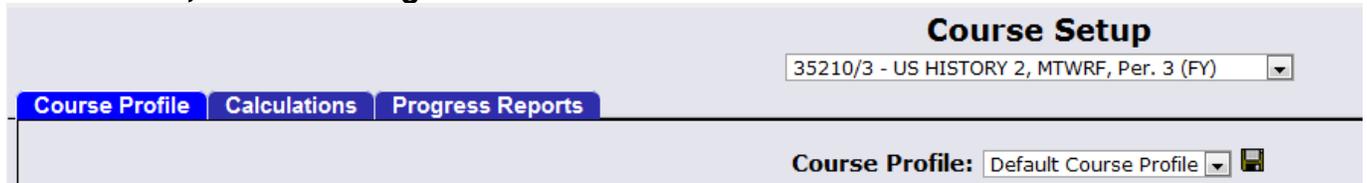


Figure 10 – Gradebook→Setup→Course Profile screen

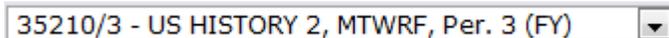
At A Glance, Profile Setting Review and Select Screen



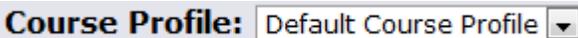
Selecting a New Profile

To choose a new profile, select your desired profile from the Course Profile drop down list. This will bring up the settings for the selected profile. To permanently choose this profile, click the “Save” icon (disc) next to the Course Profile drop down.

1. Go to the [Gradebook→Setup](#) screen.
2. Select the Course Section shoes Profile you wish to set from the top drop down list.



3. Select the Course Profile you wish to assign to this class from the lower drop down list.



4. Click the floppy disk save icon. This assigns the selected Profile to the selected course section. Once you do this, the remainder of the screen shows all of the Profile settings for the selected Profile.
 - Basic Preferences
 - Grade Translations and values
 - Categories
 - Units
 - Workgroups
5. Repeat steps 2 to 4 to set Profiles for additional course sections.

III. Class Rosters Setup (after Merging Rosters)

Gradebook → **Gradebook**

Home | Gradebook | Rosters | Assignments | Setup | Profiles | Rubrics | Me

Gradebook.Spreadsheet (35210/1 - US HISTORY 2)

MP1 MP2 MP3 MP4 Exams Year Summary

Teacher: Barry, Jack Course: 35210/1 - US HISTORY 2, MTWRF, Per.

Category: All Categories Unit: All Units Show Hidden: No Yes

11 Active Students
0 Dropped Students

ID	Name	MP1 Calc. Grade	E	A	No assignments have been created.	Posted Grade	Posted Comments
H 105634	Bowles, Emmett LOUISE <i>New</i>	NG	0.0	0.0			
H 105678	Bristow, George J. <i>New</i>	NG	0.0	0.0			
H 105725	Brummett, Greg <i>New</i>	NG	0.0	0.0			
H 1007198	Cole, Stu K <i>New</i>	NG	0.0	0.0			
H 504495	Daily, Ed Jr <i>New</i>	NG	0.0	0.0			
H 505056	Kenna, Eddie <i>New</i>	NG	0.0	0.0			
H 505380	Mauro, Carmen JAMES <i>New</i>	NG	0.0	0.0			
H 1002880	Simons, Mel MARIE <i>New</i>	NG	0.0	0.0			
H 1002894	Sisk, Doug <i>New</i>	NG	0.0	0.0			
H 1014142	Smith, Liam Matthew <i>New</i>	NG	0.0	0.0			
H 1014010	Vanderhof, Jesse <i>New</i>	NG	0.0	0.0			

Assignment Average:

Assignments Attendance Seating Chart Assessments Standards Documents

Average(Mean): Mode: Median: Standard Deviation:

Sort: By Due Date By Category By Group By Seq Asc

Copyright Genesis Educational Services, Inc

This is the "Active Students" label. Click this to get to the "roster setup screen".

"New" indicator

Student's icons

Any Students shown at the bottom in *Olive* background have been dropped from the class. If they are visible here, you may continue to post Assignment grades for them.

Setting Up Class Rosters

There are 6 things you can do to set up each of your Class Rosters:

1. Turn off the *New* indicator that initially appears next to each student's name.
2. Give each student a "Gradebook" (or 'class') Id to use in place of their District Student Id for this class only.
3. Give students a nickname for use on the Class Roster screen
4. Hide the dropped students (the students shown in red at the bottom of the class roster list).
5. If you are using Workgroups, assign students to their Workgroup.
6. If multiple teachers are teaching this class, determine which one has responsibility for each student.

To go to the "Roster Setup" (or 'Student Roster') Screen click on the [Active Students](#) label. You can also click on the "Class Rosters" second level tab.

Gradebook Ids

Some teachers want to give students a 'class id' for use only in their class. These are called 'Gradebook Ids' and they can be assigned on the Class Roster setup screen. Gradebook ids can be 1 to 4 digits in length. You can assign them yourself randomly, or you can use the 'Generate Ids Starting With' function and generate ids sequentially, but starting with whatever number you supply.

Class Roster Setup Screen

The screenshot shows the 'Student Roster' setup screen. The interface includes a navigation menu at the top with options like 'Home', 'Gradebook', 'Rosters', 'Assignments', 'Setup', 'Profiles', 'Rubrics', 'Merge', 'Post Grades', 'School Setup', and 'Reports'. The main area displays a table of student data with columns for ID, Student Name, Gr (Grade), Gradebook ID, Gradebook Name, Grp (Group), Status, Accept, Show, and Responsible Teacher. Callouts highlight specific features: 'The 'Generate IDs starting at' control' points to the 'Starting ID Number' field; 'The 'Gradebook Id' settings' points to the 'Gradebook ID' column; 'The 'Gradebook Name' fields' points to the 'Gradebook Name' column; 'Controls the 'New' indicator' points to the 'Accept' column; and 'The 'Show' checkboxes' points to the 'Show' column.

The Student Roster Setup Screen

This screen lets you set up your Class Roster:

ID	Student Name	Gr	Gradebook ID	Gradebook Name	Grp	Status	Accept	Show	Responsible Teacher
105634	Bowles, Emmett LOUISE	11	105634	Bowles, Emmett LOUISE		ACTIVE on 08/02/11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
105678	Bristow, George J	12	105678	Bristow, George J		ACTIVE on 08/02/11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers

- Turn off the “New” marker next to all students in the class
- Hide dropped students from the Class Roster screen
- Give students nicknames for the Class
- Give students “Gradebook Id” or class Id numbers.
- Assign students to a Workgroup, if you are using and have setup Workgroups
- If multiple teachers are responsible for a (combined) course roster, you can designate which students are the responsibility of which teacher.

Turn Off the “New” Indicators

1. Click the “Accepted” column header to toggle all the “Accepted” checkboxes to “checked” - or -
2. Check just the checkboxes in the “Accepted” column for the students whose “New” marker you wish to turn off.
3. Click “Save” to save the changes.

Hide Dropped Students on Gradebook Screen

If you hide a dropped student, you will not be able to enter grades for that student. If you allow a dropped student to remain visible, you will continue to be able to enter grades for them.

1. Uncheck the “Show” checkboxes for the students you want to hide.
2. Click “Save” to save the changes.

Give Students “Nicknames” for this Class

1. Edit the students’ “Gradebook Name” fields. For example:
 - a. Abbreviate extremely long names (especially if the names cause formatting problems on the Class Roster screen).
 - b. Record student’s preferred nicknames
 - c. Prefix student last names with a “z” to cause them to sort alphabetically to the bottom of the list
2. Click “Save” to save the changes.

Give Students “Class Ids” for this Class

1. Edit the students’ “Gradebook Id” fields. You can either:
 - a. Pick numbers your self
 - b. Use the “Starting Ids Number” field at the upper right of the screen. Enter the starting Id number for the class and click “Go”
2. Click “Save” to save the changes.

To randomize the Gradebook Ids, do the following:

1. On the **Gradebook→Gradebook** screen, click the “Id” column header. This sorts the students by their District Student Id – that is, it sorts them more or less randomly.
2. Then, click on the Active Students label to bring up the Class Roster screen.
3. Now, generate Id numbers using the “Starting Ids Number” field at the upper right of the screen. Enter the starting Id number for the class and click “Go”
3. Click “Save” to save the changes.

Assign Students to a Workgroup

1. First you must set up Workgroups on the **Gradebook→Profiles→Workgroup** screen of the Profile assigned to this class roster (see Pages below)
2. Assign students to a Workgroup in the “Group” column
3. Click “Save” to save the changes.

Assign Teachers Responsibility for Students in the Class Roster

If multiple teachers are assigned to a single class roster, you can (but do not have to) specify which teacher has responsibility to grade which students.

1. In the “Teacher Responsibility” column on the far right of the screen, select which teacher has grading responsibility for each student.
2. Click “Save” to save the changes.

The screenshot shows the 'Student Roster' interface. At the top, there are navigation tabs like 'Home', 'Gradebook', 'Rosters', 'Assignments', 'Setup', 'Profiles', 'Rubrics', 'Merge', 'Post Grades', 'School Setup', and 'Reports'. Below these is a breadcrumb trail: 'Home > Gradebook > Rosters > Assignments > Setup > Profiles > Rubrics > Merge > Post Grades > School Setup > Reports'. The main title is 'Student Roster' with a dropdown for '15205/3 - US HISTORY 2.3, MTWRF, Per. 1 (FY)'. There are buttons for 'View Student Data' and 'View Recommendations'. The table has the following columns: ID, Student Name, Gr, Gradebook ID, Gradebook Name, Grp, Status, Accept, Show, and Responsible Teacher. The table contains 24 rows of student data. The last three rows (IDs 20024184, 505550, and 505550) have an olive background. A callout box with a blue arrow points to these rows, containing the text: 'Students appearing in olive background at the bottom have dropped the class.' At the bottom of the table, it says 'Active Students: 17 Dropped Students: 2' and a 'Save' button. The footer of the page says '©Copyright Genesis Educational Services, Inc'.

IV. Getting to Work

A. Add an Assignment

The screenshot shows the 'Add Assignment' form in the Genesis Gradebook. The form is titled 'Course Assignments' and is for '15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)'. The form includes the following fields and options:

- Assignment Name:** (Required, indicated by a red asterisk)
- Column Header:** (Required, indicated by a red asterisk)
- Description:** (Optional)
- Assigned Date:** (Optional, indicated by a red asterisk)
- Due Date:** (Optional, indicated by a red asterisk)
- Category:** (Required, indicated by a red asterisk)
- Max Possible Score:** (Optional, default 100)
- Assignment Unit:** (Optional)
- For Parents Module:** (Optional, radio buttons for Yes/No)
- Seq:** (Optional, 1 to 9 digit "seq #")
- Group:** (Optional, dropdown menu)
- Created:** (Optional)
- Marking Period:** (Optional, dropdown menu)
- Grade Type:** (Optional, dropdown menu)
- Assignment Weight:** (Optional, default 1.0)
- For Gradebook:** (Optional, radio buttons for Yes/No)

At the bottom of the form, there is a 'Save' button and a checkbox for 'Add assignment after this?'. A yellow callout box points to the 'Seq' field with the text '1 to 9 digit "seq #"'. Another yellow callout box points to the 'Assigned Date' and 'Due Date' fields with the text 'Dates are NOT required.'

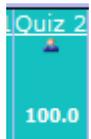
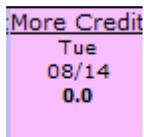
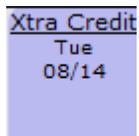
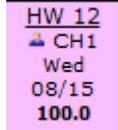
Adding an Assignment

1. Click on the "Add Assignment" Quick Link at the upper right of the Class Roster screen
2. The required fields are identified by a red asterisk (*).
3. Fill in the fields of the Assignment:
 - a. **Assignment Name** – Short name for the assignment
 - b. **Column Header** – Column header – controls width of the column. Appears in the spreadsheet.
 - c. **Sequence #** -An optional 1 to 9 digit sequence number that you assign
 - d. **Groups** – If you are using Workgroups, you can choose a Workgroup for this Assignment.
 - e. **Description** – Optional description of the Assignment. Very large, useful field. Displays to Parents.
 - f. **Assigned Date** –Date that the Assignment is "Assigned" to students – Optional.
 - g. **Due Date** – Due date for the Assignment – not required and not linked to the Assigned Date.
 - h. **Category** – Select the Category for the Assignment (e.g. Homework). **Note** that the *Extra Credit* Category is **NOT** a regular Category – it is a "fudge factor" feature. See **Extra Credit** below.
 - i. **Grading Type** – Select how the Assignment will be graded = or ungraded. See **Grading Types**.
 - j. **Maximum Possible Score** – Specify maximum point value. This is the 'point value' of the Assignment. It is not available for the *Extra Credit* Category and ungraded Assignments.
 - k. **Assignment Weight** – Specify how to 'count' this Assignment. The default is to 'count it once'. You can specify, for example, to count it '1.5' times or '2.0' times, etc. **Do not update unless you want to 'count an Assignment' more than once.**
 - l. **Assignment Unit** – If you have set up Units, select Unit of Assignment (e.g. "Chapter 1" or "American Revolution")
 - m. **Parent's Module** - If the Parent's module is turned on, share this Assignment?
 - n. **For Gradebook** – Hide or show Assignment on Class Roster screen?
 - o. **Links to other classes** – Specify which other of your classes to copy and link this Assignment to.
4. To stay on this page and create additional Assignments, check the "Add Assignment after this" checkbox – otherwise you will be returned to the Class Roster screen.
5. Click "Save" to create the Assignment.

Creating Assignments – Notes

1. **Files can be uploaded** into Assignments to be available, through the Parent/Student Access Module, to the students and their guardians at home. This cannot be done during “Create Assignment” function; it *must* be done during Modify Assignment.
2. **Standards** can also be attached to Assignments only during Modify Assignment, not during Create Assignment. This is true because of how the Assignments are stored internally in Genesis.
3. **LINKING ASSIGNMENTS** – When Assignments are linked, and a student switches sections of a class, their Assignment grades can transfer. Unlinked Assignments can never transfer grades.

Deciphering the Assignment Column Header



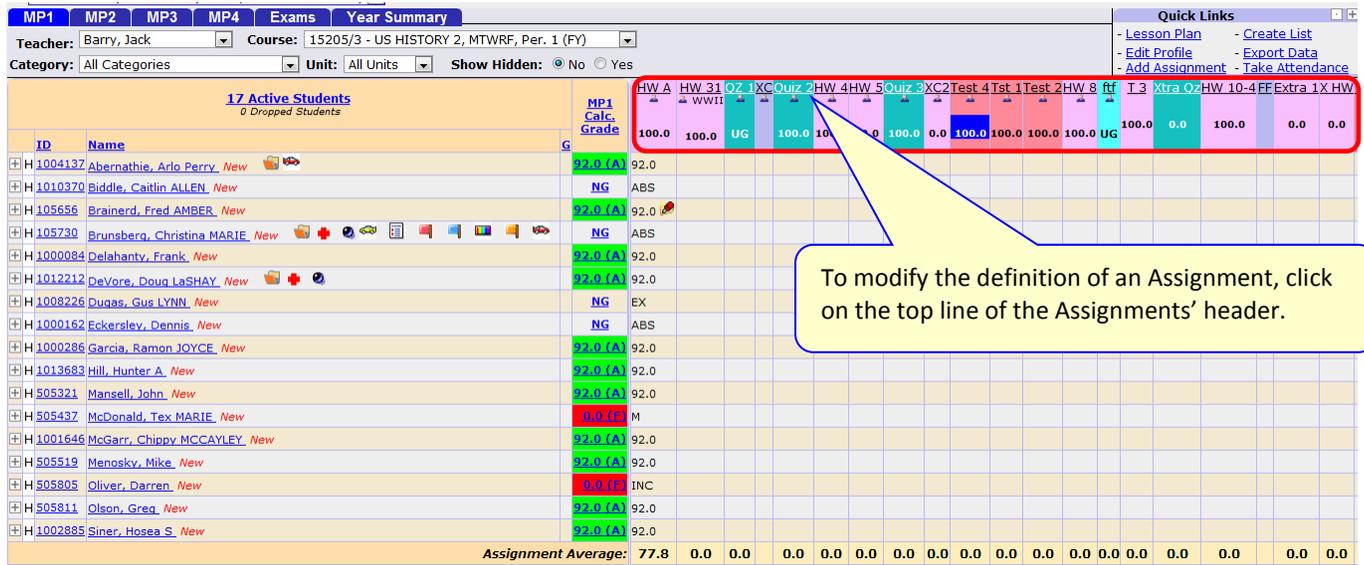
The Column Header area of the spreadsheet provides information about each Assignment:

- The color of the header indicates the Category of the Assignment. Category colors can be set in your Gradebook Profile.
- The top line of the header contains the text from the Column Header field of the Assignment. It is clickable – always – and brings up the Modify Assignment screen.
- The second line either shows the Parent icon and/or the Unit’s column header OR the day of the week that the Assignment is due.
 - o The “parent” icon indicates the Assignment is visible in Parent/Student Access.
 - o If you are using Units, and the Assignment is linked to a Unit, the Unit column header is present. If you are not using Units then there is no Unit Column Header.
- Date, Day of the week and Cycle Day – If the Assignment has a Due Date set, the day of the week, date and cycle day (if your school uses cycle days) are all displayed in the header.
- If the Assignment has “Maximum Points” set – and most (but not all) do – the number of points is the bottom line of the column header. E.g. 100.0, 0.0.
- If the Assignment is NOT Graded (has one of the not-graded Grading Types), “**UG**” appears as the bottom line of the header.
- “Extra Credit” Assignments using the special ‘fudge factor’ ***Extra Credit*** Category are always shown in blue background and do not display any points:
- Assignments not linked to any Category are shown in red with a warning symbol: This means that you have deleted the Category they were previously linked to from their Profile. You must fix this situation ASAP.

Assignments that are not linked to any existing Category will not be counted. When is displayed in a column header, there is a missing or broken Category in the Gradebook’s assigned Profile. This must be fixed immediately.

B. Modify an Assignment Definition

Gradebook → Gradebook



The screenshot shows the Genesis Gradebook interface for a course titled "15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)". The interface includes a navigation bar with tabs for MP1, MP2, MP3, MP4, Exams, and Year Summary. Below the navigation bar, there are fields for Teacher (Barry, Jack), Course (15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)), and Category (All Categories). A "Quick Links" menu is visible on the right, containing options like Lesson Plan, Create List, Edit Profile, Export Data, Add Assignment, and Take Attendance.

The main area displays a list of 17 active students. The top line of the assignment header is highlighted in red, and a yellow callout box points to it with the text: "To modify the definition of an Assignment, click on the top line of the Assignments' header." The assignment header includes columns for various assignments and their scores, such as HW A, HW 31, Quiz 1, Quiz 2, HW 4, HW 5, Quiz 3, Quiz 4, Test 1, Test 2, HW 8, T 3, Extra Quiz, HW 10-4, FF, Extra 1, and HW. The scores for these assignments are displayed in the cells below the header.

Modifying the Definition of an Assignment

If you need to alter the Assignment:

- To change the Assignment's Category
- To alter the number of points it is worth
- To change its sequence #
- Etc.

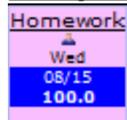
Click the highlighted top line of the Assignment's column header. This will take you to the "Modify Assignment" screen.

Grading Type Cannot be Modified

WARNING: You cannot modify the Grading Type of an existing Assignment. To "modify" the Grading Type of an Assignment you must delete the Assignment and recreate it.

You can change non-numeric Grading Types to Numeric (e.g. Alpha to Numeric). You cannot change the Numeric Grading Type to anything else.

Workgroups and Assignments



Workgroup association of an Assignment is indicated by dual coloring in the Assignment header. Workgroup linkages are very loose associations.

Modify the Definition of an Assignment, Cont.

Gradebook→Assignments→Modify Assignment

Modifying an Assignment

1. You can alter the following fields of the Assignment:
 - a. **Assignment Name** – Name for the assignment
 - b. **Column Header** – Column header – controls width of the column
 - c. **Sequence #** - a 1 to 7 digit sequence number that you assign
 - d. **Groups** – Change to which Workgroup this Assignment is associated.
 - e. **Strip Description** – Optional description of the Assignment
 - f. **Assigned Date** – Required Date that Assignment is “Assigned” to students
 - g. **Due Date** – Due date for the Assignment – not required and not linked to the Assigned Date
 - h. **Category** – Select the Category for the Assignment (e.g. Homework)
 - i. **Marking Period** – You can move the Assignment between Marking Periods
 - j. **Maximum Possible Score** – Specify maximum point value. If you change the Maximum Possible Score of an Assignment that has already been graded, all your grades will be recalculated based on the updated Max Possible Score. Student grade averages may change.
 - k. **Assignment Weight** – Specify how to ‘count’ this Assignment. The default is to ‘count it once’. You can specify, for example, to count it ‘1.5’ times or ‘2.0’ times, etc. *Do not update unless you want to ‘count an Assignment’ more than once.*
 - l. **Assignment Set** – If you have set up Units, select the Unit for the Assignment (e.g. “Chapter 1” or “American Revolution”)
 - m. **Parent’s Module** - If the Parent’s module is turned on, share this Assignment?
 - n. **For Gradebook** – Hide or show Assignment on Class Roster screen?

2. Click “**Save**” to modify the Assignment

Modifying the **Maximum Possible Score**

When you modify the **Maximum Possible Score** field, you are changing the number of points the Assignment is worth. Genesis Gradebook will automatically modify the values of any existing grades proportionally. Student grade averages may be adjusted.

Modifying the Marking Period

When you modify the **Marking Period** field, you are forcibly moving the Assignment to a different Marking Period tab. Both the **Assigned Date** and **Due Date** fields will be checked to ensure that the dates have been changed to match the target marking period.

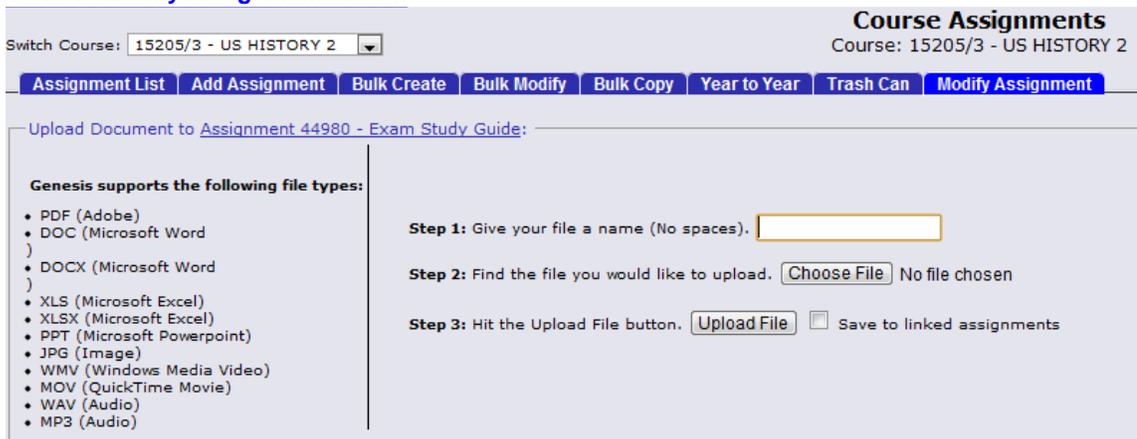
Uploading Documents

A Document (i.e. File) upload control is located on the upper right of the Modify Assignment screen:

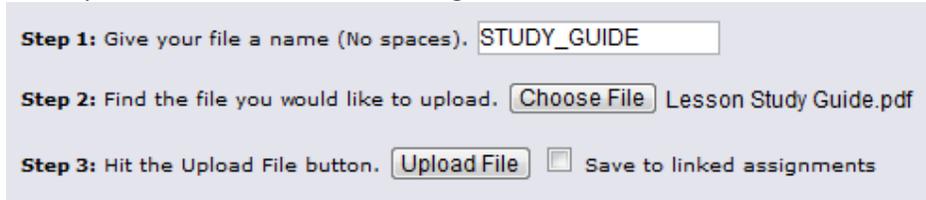
Documents: You can use this control to upload as many documents as you want into an Assignment: there is no limit.

Procedure to Upload Documents into Assignments

1. Starting on the **Gradebook→Gradebook** spreadsheet screen, or the **Gradebook→Assignments→List Assignments** screen, find an existing Assignment you wish to upload Documents into.
2. Open the Assignment. This brings up the **Modify Assignment** screen.
3. Locate the Documents control at upper right and click the icon. This brings up the “Upload Documents” view of the **Modify Assignment** screen.



4. In Step 1, enter a name for your Document. This is the name that will be displayed in Parent Access and Student Access. (This need not be the real name of the file on your computer). There can be no spaces in the Document name. Replaces spaces with underlines ('_'); **Step 1:** Give your file a name (No spaces).
5. In Step 2, click the **Choose File** button to bring up a normal File Dialog. Choose a file.
6. In Step 3, optionally check the “Save to linked assignments” checkbox and then click the **Upload File** button:



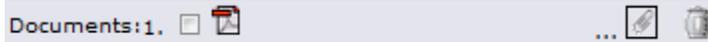
7. Clicking **Upload File** uploads the file and attaches it to the Assignment. It appears on the **Modify Assignment** screen:



8. Repeat Steps 3 to 7 to upload additional Documents into the Assignment.

Removing Documents from an Assignment

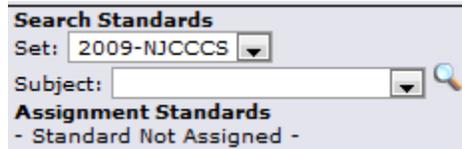
1. To remove a Document from an Assignment, open the Assignment to bring up the **Modify Assignment** screen.
2. Locate the Document you want to remove and click the checkbox directly to the left of the Document's icon.



3. Repeat Step 2 for any additional
4. Click the Trash Can icon to remove all checked Documents from the Assignment.

Linking to Standards

Standards can be linked to Assignments by the "Search Standards" control at the bottom right of the **Modify Assignment** screen:

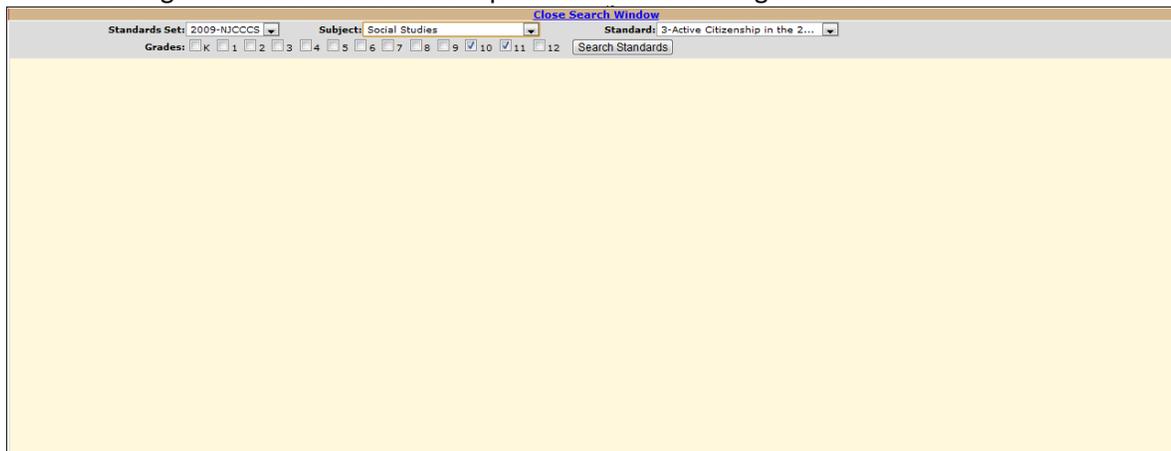


Genesis has two standard sets built-in and your district can upload local standards sets if they so desire. The two built-in sets include:

- NJ 2009 Core Curriculum Standards, abbreviated 2009-NJCCCS
- Common Core English Language Literacy and Mathematics Standards, abbreviated CCS.

Procedure to Link Standards to an Assignment

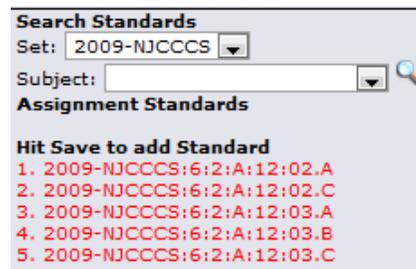
1. Starting on the **Gradebook**→**Gradebook** spreadsheet screen, or the **Gradebook**→**Assignments**→**List Assignments** screen, find an existing Assignment you wish to upload Documents into.
2. Open the Assignment. This brings up the **Modify Assignment** screen.
3. Locate the Documents control at upper right and click the  icon. This brings up the "Search Standards" dialog. You need not set the drop downs before clicking the  icon.



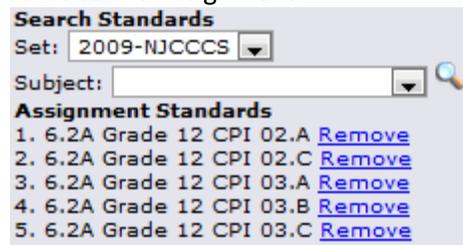
4. Select the Standard Set you wish: **Standards Set:** 2009-NJCCCS
5. Select the Subject: **Subject:** Social Studies
6. Select the Standard within the Subject: **Standard:** 3-Active Citizenship in the 2...
7. Select the Grade Levels: **Grades:** K 1 2 3 4 5 6 7 8 9 10 11 12
8. Click the **Search Standards** button. This brings up all of the Strands and all of the individual CPIs associated with those Strands:

Strand	Index	CPI Description
<input type="checkbox"/>	6.2A Grade 12 CPI 01.A	Compare and contrast the motivations for and methods by which various empires e.g. Ming Qing Spanish Mughal or Ottoman expanded and assess why some were more effective than others in maintaining control of their empires.
<input type="checkbox"/>	6.2A Grade 12 CPI 02.A	Determine how the principle ideas of the Enlightenment e.g. rationalism secularism tolerance empiricism natural rights contractual government laissez-faire economics promotion by merit and new theories of education altered political thought in Europe and trace the impact of these ideas over time.
<input type="checkbox"/>	6.2A Grade 12 CPI 02.B	Explain the paradox between the ideology of the Enlightenment and the treatment of women and non-Europeans in European society.
<input type="checkbox"/>	6.2A Grade 12 CPI 02.C	Determine the reasons for and the consequences of the rise of powerful centralized nation states in Europe i.e. the French absolute monarchy and the English limited monarchy.
<input type="checkbox"/>	6.2A Grade 12 CPI 03.A	Explain how and why various ideals e.g. liberty popular sovereignty natural rights democracy and nationalism became driving forces for reforms and revolutions.
<input type="checkbox"/>	6.2A Grade 12 CPI 03.B	Determine the extent to which the American French and Haitian revolutions influenced independence movements in Latin America.
<input type="checkbox"/>	6.2A Grade 12 CPI 03.C	Relate the responses of various governments to pressure for self-government or self-determination to subsequent reform or revolution.
<input type="checkbox"/>	6.2A Grade 12 CPI 03.D	Assess the extent to which revolutions during this time period resulted in the expansion of political social and economic rights and opportunities.
<input type="checkbox"/>	6.2A Grade 12 CPI 03.E	Analyze the relationship between industrialization and the rise of democratic and social reforms including the expansion of parliamentary government.
<input type="checkbox"/>	6.2A Grade 12 CPI 03.F	Compare and contrast the struggles for womens suffrage and workers rights in Europe and North America and evaluate the degree to which each movement achieved its goals.
<input type="checkbox"/>	6.2A Grade 12 CPI 03.G	Analyze the motives for and methods by which European nations Japan and the United States expanded their imperialistic practices in Africa and Asia during this era and evaluate the impact of these actions on their relations.
<input type="checkbox"/>	6.2A Grade 12 CPI 04.A	Explain the rise of fascism and spread of communism in Europe and Asia.
<input type="checkbox"/>	6.2A Grade 12 CPI 04.B	Compare the rise of nationalism in China Turkey and India.
<input type="checkbox"/>	6.2A Grade 12 CPI 04.C	Analyze the motivations causes and consequences of the genocides of Armenians Roma gypsies and Jews as well as the mass exterminations of Ukrainians and Chinese.
<input type="checkbox"/>	6.2A Grade 12 CPI 04.D	Assess government responses to incidents of ethnic cleansing and genocide.
<input type="checkbox"/>	6.2A Grade 12 CPI 05.A	Explain how and why differences in ideologies and policies between the United States and the USSR resulted in a cold war the formation of new alliances and periodic military clashes.
<input type="checkbox"/>	6.2A Grade 12 CPI 05.B	Analyze the structure and goals of the United Nations and evaluate the organizations ability to solve or mediate international conflicts.
<input type="checkbox"/>	6.2A Grade 12 CPI 05.C	Explain how World War II led to aspirations for self-determination and compare and contrast the methods used by African and Asian countries to achieve independence.

- Check off the CPIs you wish to link to the Assignment and then click the **Use Checked Standards** button.
- This returns to the screen with the selected Standards now listed below the Search Standards control:



- The Standards are shown in red font because they have not yet been saved to the Assignment. Click the Save button to link the selected Standards to the Assignment:



- Repeat Steps 2 to 11 to do additional Standards Searches and attach more Standards to the Assignment. You can do as many searches as you want and attach as many Standards, from as many different Standards Sets as needed.

Procedure to Unlink a Standard from an Assignment

- To unlink a Standard from an Assignment, open the Assignment to bring up the **Modify Assignment** screen.
- Locate the list of Standards at lower right.

Assignment Standards
 1. 6.2A Grade 12 CPI 02.A [Remove](#)
 2. 6.2A Grade 12 CPI 02.C [Remove](#)
- Click the **Remove** button next to any Standard you wish to unlink.
- Repeat Step 3 to remove additional Standards.

C. Grade an Assignment

The screenshot shows the Genesis Gradebook interface for Genesis High School. The top navigation bar includes options like 'Core Admin', 'Gradebook', 'Conduct', 'Class Attendance', 'Elem. Grading', 'Parents', and 'Nurses'. The main area displays a grid of student grades for assignments such as 'HW A HW 31', 'OZ', 'XC Quiz 2', 'HW 4 HW 5 Quiz 3', 'XC2 Test 4', 'Tst 1', 'Test 2', 'HW 8', 'T 3', 'Xtra Op', 'HW 10-4', 'FF', 'Extra 1X', and 'HW Test'. A callout box points to a cell with a blue and red background, stating: 'Dual color coding indicates workgroup association.' Another callout box points to a cell, stating: 'To grade an Assignment, click anywhere within its column – **Not** in the header area.'

Grading an Assignment: Choosing and Assignment to Grade

To open an Assignment for grading, click anywhere in the column you wish to grade. This brings up the Grade Assignment screen. The columns of the Grade Assignment screen are explained below.

The screenshot shows the 'Grade Assignment' screen for 'Homework A (No Due Date)'. The table has the following columns: ID, Student, Gr, MP1 Avg, G Grade, Comment, Absent, Inc, Exempt, Missing, %, and Prev. The rows list students such as Abernathie, Arlo Perry (ID 1004137), Biddle, Caitlin ALLEN (ID 1010370), Brainerd, Fred AMBER (ID 105656), Brunsberg, Christina MARIE (ID 105730), Delahanty, Frank (ID 1000084), DeVore, Doug LaSHAY (ID 1012212), and Dugas, Gus LYNN (ID 1008226).

- The student’s ID
- The Student’s Gradebook Name
- The student’s grade level
- The student’s current, up to the minute Marking Period Average for the selected Marking Period.
- The Grade column. This column has a different shape depending on the Grading Type of the Assignment. For **numerically** graded assignments, the Grade column is a text field where you can type the numbers.
- Comment Fields – There are two comment fields. The one that is showing is for **your private comments on the assignment**. There is a second, hidden comment field accessible by clicking the icon at the right side of the field: . If you click that icon you will open a comment field for Parent/Student comments:

The screenshot shows the comment field for student 1008226 Dugas, Gus LYNN. It includes a text input area, a 'Comment For Parent:' label, and 'Copy' and 'Clear' buttons.

- Four Special Grades: Missing, Absent, Exempt and Incomplete.
- % - The percentage of the points awarded.
- Previous – If you previously gave a student a special grade, then removed it, it appears in the “Prev” column. Regular grades do not appear in the Previous column.

D. Grade an Assignment: The Grade Assignment Screen

Gradebook→Gradebook→Grade Assignment

Grading Assignments: Features of the Grade Assignment Screen

- The “Grade” column is specific to the “Grading Type” of the Assignment:
 - Numeric Grading Type – you get a text field and you must type a number into the field
 - “Checks” – You get “<<” and “>>” buttons (shown above) and you use those to select the “check mark” that you want.
 - Alphabetic grades – You get a drop down field and select an alpha grade (e.g. “B+”)
 - O-S-U grading – You get a drop down field and select one of the three grades: “O”, “S”, or “U”
 - Pass/Fail grading – Yes get a drop down field and select either “Pass” or “Fail”
 - Pre-Set Points grading – You get a drop down field and select either “NHI” (Not Handed In), “HI” (Handed in), or “EC” (Extra Credit)
- There is a “Comment” field where you can put short comments – These are private to you. Click the  icon at the right side of the field: . a comment field for Parent/Student comments:

- There are four special grades of **Absent**, **Incomplete**, **Exempt** or **Missing**. If you give a student one of these grades, and later change it, the original Special grade will appear in the Previous grade column, as well as on the spreadsheet (as a small red superscript grade) and in Parent Access.
 - **Exempt** – “Exempt” is a real grade that indicates that the student does not have to complete this Assignment and won’t be otherwise graded for it. The Assignment does not count for this student. The grade of Exempt does appear – the student is exempt; the assignment is not hidden for them.
 - **Absent** – This is treated just like an exemption – until the student returns and can do the work. However, it is a real grade and will cause the “Previous” field to always reflect the original “Absent” once that grade is replaced. **“Absent” is designed to be temporary.** If the student returns to class and does not do the work, change **Absent** to **Missing**.
 - **Incomplete** – This defaults to a value of 0 (zero). It indicates that the student did not complete the work for the Assignment. The value can be set on your [Profile→Preferences](#) screen.

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- **Missing** – This defaults to a value of 0 (zero). It indicates that the student did not do the work for the Assignment. The value can be set on your [Profile→Preferences](#) screen.
- **Mass Assignments**
 - **Grades and Comments** – There are “All” buttons at the top of the Grade and Comment columns. They propagate whatever is in the top box in the column to all open boxes in the column (the Grade “All” button does not override special grades):

Score Modifier: Homework A (No Due Date) No Due Date, Homework 31 >>

Add Mult Sub Reset Category: Homework Unit: None Assigned: 08/07/2012 Due: Save

ID	Student	Gr	MP1 Avg	G Grade	ALL	Comment	ALL	Absent	Inc	Exempt	Missing	%	Prev
1004137	Abernathie, Arlo Perry	10	NG	92	of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1010370	Biddle, Caitlin ALLEN	11	NG		of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	
105656	Brainerd, Fred AMBER	10	NG		of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
105730	Brunsberg, Christina MARIE	11	NG		of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1000084	Delahanty, Frank	11	NG		of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1012212	DeVore, Doug LaSHAY	11	NG		of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1008226	Dugas, Gus LYNN	11	NG		of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Comment For Parent:								Copy	Clear				
1000162	Eckerslev, Dennis	10	NG		of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1000286	Garcia, Ramon JOYCE	11	NG		of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1013683	Hill, Hunter A	11	NG		of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Click “All” grades (and then Save):

Score Modifier: Homework A (No Due Date) No Due Date, Homework 31 >>

Add Mult Sub Reset Category: Homework Unit: None Assigned: 08/07/2012 Due: Save

ID	Student	Gr	MP1 Avg	G Grade	ALL	Comment	ALL	Absent	Inc	Exempt	Missing	%	Prev
1004137	Abernathie, Arlo Perry	10	92.0 (A)	92.00	of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	92.0	
1010370	Biddle, Caitlin ALLEN	11	NG	0.00	of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
105656	Brainerd, Fred AMBER	10	92.0 (A)	92.00	of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	92.0	
105730	Brunsberg, Christina MARIE	11	NG	0.00	of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1000084	Delahanty, Frank	11	92.0 (A)	92.00	of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	92.0	
1012212	DeVore, Doug LaSHAY	11	92.0 (A)	92.00	of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	92.0	
1008226	Dugas, Gus LYNN	11	NG	0.00	of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
1000162	Eckerslev, Dennis	10	NG	0.00	of 100			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- **The Special Grades** – The words Absent, Inc, Exempt, Missing at the top of the special grade column are buttons that will toggle the checkboxes in the column. You can use these to assign the special grade initially to all students (and then you must uncheck the checkbox for the students who are not getting that special grade).
- **Parent Comments** – If you open the Parent Comments area for the student at the top of the list, there is a [\(Copy parent comment to all students\)](#) button that will propagate your comments to all students:

ID	Student	Gr	MP1 Avg	G Grade	ALL	Comment	ALL	Absent	Inc	Exempt	Missing	%	Prev
1004137	Abernathie, Arlo Perry	10	92.0 (A)	92.00	of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	92.0	
Comment For Parent:								Copy	Clear				
(Copy parent comment to all students)													

- **Curving Tools** – If you are using the Numeric Grading Type and giving numeric grades, there are a set of Curving Tools that will appear just above the class roster at top left:

Score Modifier:

Add Mult Sub Reset

- The “Score Modifier” field takes a decimal number: E.g. 1.1.
- There are three tools below that apply the Score Modifier to all students’ grades for the Assignment:
 - Add – Add the Score Modifier to the grade
 - Mult – Multiply each student’s grade by the Score Modifier
 - Sub – Subtract the modifier from each student’s grade
- There is a “Reset” tool which restores the students’ grades to what they were either before the screen was displayed or before the last “Save” operation. It wipes away the latest calculations.

Importing Assignment Grades from Spreadsheets or .CSV Files

At the lower right corner of the Grade Assignment screen, there is an **Import Grades** button. To import grades for the Assignment from either an MS Excel spreadsheet or a .CSV file, click this button.

The spreadsheet or .CSV file must contain two columns, one labeled **STUDENTID** and the other labeled **GRADE**. There are four optional columns, one for each of the four special grades. They must be labeled **ABSENT**, **EXEMPT**, **INCOMPLETE**, and **MISSING**. A student to whom you are giving one of these must have a Y in the appropriate column. All other values will be ignored. Any other column is ignored.

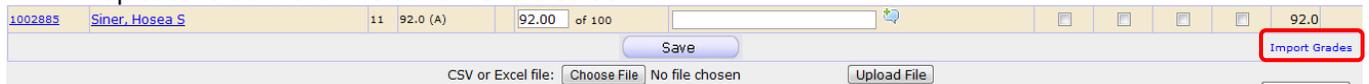
You can only update students who:

1. Are in the file
2. Are on the course roster.

You can only import grades for the Assignment that is open for grading. You cannot mass upload grades for multiple Assignments.

Procedure to Upload Grades from an MS Excel Spreadsheet or .CSV file.

1. Open an Assignment for grading (i.e. get to the **Grade Assignment** screen for it).
2. Locate the **Import Grades** button at the lower right hand corner of the screen and click it. This brings up an upload file control at the bottom of the screen:



3. Click the **Choose File** button. This brings up a standard file dialog.
4. Select your file. Click the **Upload File** button.

The Special Grades: Giving and Taking Away

The special grades of Absent, Exempt, Missing and Incomplete are designed to help you track student's habits with respect to handing things in on time and getting the job done.

HW 12	100.0
CH1	
Wed	
08/15	
100.0	
86.0	M
EX	
69.0	I
ABS	
ABS	
88.0	
88.0	
M	
78.0	A
88.0	
M	A
88.0	
ABS	M

When you give one of the special grades, and then change it to something else, the Genesis Gradebook remembers it and displays the previous special grade as a small red superscript to the current grade. For example, if an assignment “used to be missing” and then was turned in and graded, the previous grade of “missing” is displayed as a superscript red “M”: 86.0^M. If a student was absent when an Assignment was due or a test taken, and then returns and makes up the work, a grade of Absent can be given and then removed and remembered: 78.0^A. Similarly, if an Assignment was incomplete and then finished, a previous grade of Incomplete can be remembered via the red I superscript: 69.0^I.

Previous special grades are even remembered for current special grades, so an Assignment that was previously marked Absent can be changed to Missing: 86.0^M^A.

No Grade of “Late”

Genesis has no explicit grade of “late”. Grades marked as “previously missing” (86.0^M) can be considered late. You can also add “Late” as a comment.

The Abbreviations for the Special Grades

The default abbreviations for the special grades (ABS, M, INC, EX) can be changed on the “Preferences” page of your Gradebook Profiles.

E. Grading with Workgroups

Gradebook→Gradebook→Grade Assignment

ID	Student	Gr	MP1 Avg	G Grade	ALL	Comment	ALL	Absent	Inc	Exempt	Missing	Prev
22	Abernathie, Arlo Perry	10	86.2 (B)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
82	Biddle, Caitlin ALLEN	11	85.2 (B)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
76	Brainerd, Fred AMBER	10	86.2 (B)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
82	Brunsberg, Christina MARIE	11	41.3 (F)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Delahanty, Frank	11	86.2 (B)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
74	DeVore, Doug LASHAY	11	86.2 (B)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
81	Dugas, Gus LYNN	11	85.0 (B)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
80	Eckersley, Dennis	10	85.5 (B)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
73	Garcia, Ramon JOYCE	11	85.8 (B)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
72	Hilli, Hunter A	11	78.5 (C)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
71	Mansell, John	11	85.0 (B)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
72	McDonald, Texx MARIE	11	70.8 (D)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70	McGarr, Chippy MCCAYLEY	11	85.8 (B)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
82	Menosky, Mike	11	78.5 (C)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
78	Oliver, Darman	11	78.2 (C)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68	Olson, Greg	11	86.2 (B)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
67	Siner, Hosea S	11	85.8 (B)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 11- The Gradebook→Gradebook→Grade Assignment screen showing Workgroup associations

Workgroup Grading

Workgroups implement very loose associations between students and Workgroups and Assignments and Workgroups. When an Assignment that is linked to a Workgroup is graded, all students are displayed on the Grade Assignment screen and students who are in the same Workgroup as the Assignment are color coded.

All students can be graded; the only indication of the Workgroup association is the color coding.

F. Grading Types

The Gradebook currently supports 9 different Grading Types divided into three Categories:

Ungraded Assignments – These are for true ungraded Assignments (e.g. “read pages 44-92”) as well as for capturing bits of information about your students:

- **No Grade** – The grading type of “No Grade” allows you to create Assignments that will simply not be graded – or can be used to answer “Yes”/”No” questions.
- **No Grade (Text)** – The Grading Type of “No Grade (Text)” allows you to capture small amounts of text for each student. For example, you can capture book numbers or lunch preferences or Bus routes.

Regular, “Count Up” Grading – These are for grading in the usual way when students start each Marking Period with zero points (a Marking Period Average of “No Grade”) and accumulate points (both Earned and Attempted) as the Marking Period goes on.

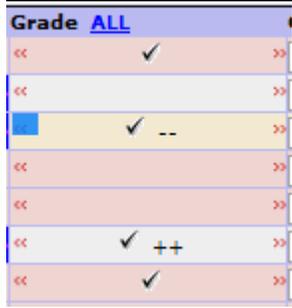
- **Numeric** – These are simply number grades. They can be integers or decimals. They are interpreted as the “number of points” awarded to the student.
- **Alpha (Letter Grades)** – These are set by your school and are usually something like: A+, A, A-, B+, ..., D-, F. These are not typically changeable by you. In rare situations, you may be able to replace the school’s Alpha grades with your own grades (e.g. for certain Special Ed classes).
- **Check Marks** – These are five fixed grades: ✓++, ✓+, ✓, ✓-, ✓--. Five grades from ✓++ to ✓--. You can adjust their values. If you do not like ✓++ and ✓-- you can more or less hide them using your Gradebook Profile Grade Values screen ([Gradebook→Profiles→Modify Profile→Grade Values](#)).
- **O-S-U Grading** – These are three fixed grades of O, S and U: Outstanding, Satisfactory and Unsatisfactory.
- **Pass/Fail** – This is a two grade Pass/Fail grading type.

- **Custom Grades** – If you have access to the custom grading type you can design your own grades. For example: E, VG, G, N. You do this via the Grade Values screen of your Genesis Gradebook Profile([Gradebook](#)→[Profiles](#)→[Modify Profile](#)→[Grade Values](#)).

Grading Count Down Categories – This is exclusively for grading by Weighted Categories when a Category has been setup as a “Count Down” Category. Each student starts each Marking Period with a fixed number of points (e.g. 100) and can gain or lose points as the Marking Period goes on.

- **Pre-set Points** – The Pre-set Points Grading Type is ONLY for use with “count down Categories”. NEVER use it with regular Categories. The “Pre-set Points” grades modify the point total the student starts the Marking Period with. These can be positive or negative numbers, or zero. You can create as many Pre-set Points grades as you require.

Checkmark Grading Type



Checkmark grading is implemented with << and >> controls. Click the >> control to increase the checkmarks from ✓ to ✓+ to ✓++. Click the << control to decrease the checkmarks back through ✓ to no-grade (blank) and then to ✓- and ✓--.

Alpha Grades, O-S-U Grading, Pass/Fail Grading, Custom Grades

These Grading Types are all use drop down lists to select the actual grade.

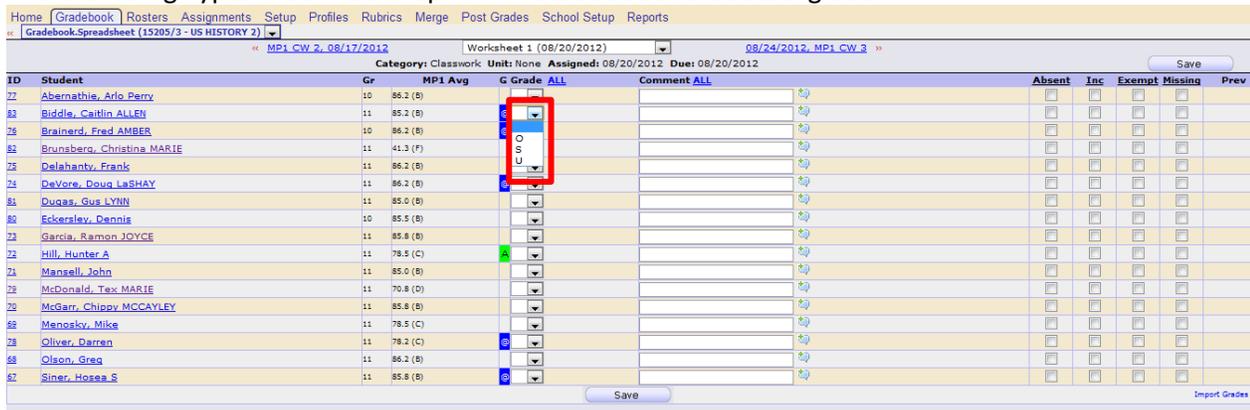
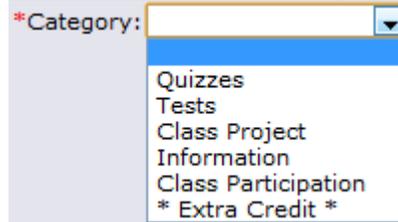


Figure 12 – The [Gradebook](#)→[Gradebook](#)→[Grade Assignment](#) screen for O-S-U grading. The Alpha Grading Type, Pass/Fail and Custom Grades are all the same.

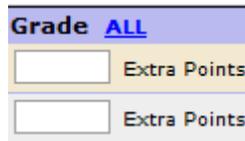
G. Giving Extra Credit

Methods of Giving Extra Credit

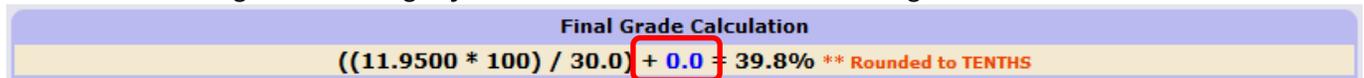
1. Adding Points to Numeric Assignments – If you are grading an Assignment with the Numeric Grading Type you can always give more points than the Assignment is worth. For example, if the Assignment’s Max Points is 100, you can give 105 points. There is no upper limit.
2. Creating an Assignment worth zero points and graded Numerically. You can create a Numerically graded Assignment with zero Maximum Points. This allows you to simply add “Earned Points”. If you are using weighted categories you are adding points to one Category’s “Earned Points” for the affected student. If you are using Total Points grading then you are adding earned points to the student’s Marking Period’s total earned points.
3. Using the Special “*Extra Credit*” Fudge Factor Category. Genesis has a ‘fudge factor’ capability which allows you to add (or subtract) points from a student’s Marking Period average **after** the average has been computed. This capability is accessed by using the special *Extra Credit* Category. When you create the Assignment, select the special Category that appears at the bottom of the Category drop down:



This special Category causes the grades you assign students to be **added to the Marking Period average** rather than averaged in. When you grade Assignments of this Category, the Grade column specifies that you are adding extra points:



When you view student’s Marking Period average breakdown, the “extra points” appear as a value added to the Marking Period average **after** the actual calculation of the average:



V. Managing Assignments

A. Mass View and Mass Update Assignments

Gradebook→Assignments→Assignment List

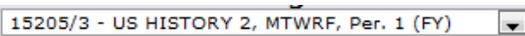
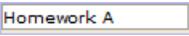
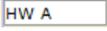
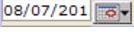
The screenshot shows the 'Course Assignments' interface for '15205/4 - US HISTORY 2, MTWRF, Per. 2 (FY)'. It features a table with columns: All, MP, Category, Gr, Assignment, Header, Day, Due Date, Assigned Date, Max, Seq, Pct of MP, For GB, and Parents. The table lists various assignments like 'HW 1', 'Homework 10-4', 'Test 7', etc. At the bottom right, a red box highlights the 'Copy to Teacher: 002056 - Barry, Jack' and 'Copy to Course: 15215/1 - US HIST 2/ECON (FY)' options.

Figure 13 – The [Gradebook→Assignments→List Assignments](#) screen provides for multiple functions, including mass deleting Assignments.

Mass Update Assignments

The screenshot shows the 'Mass Update Assignments' interface. It features a table with columns: All, MP, Category, Gr, Assignment, Header, Day, Due Date, Assigned Date, Max, Seq, Pct of MP, For GB, and Parents. The 'MP' column is highlighted in green, indicating it is the selected field for mass update.

You can mass update Assignments via the controls on the [Gradebook→Assignments→List Assignments](#) screen.

- Go to the [Gradebook→Assignments→List Assignments](#) screen.
- Select the class in the drop down at the top of the screen:
 
- Select the Marking Period:
 
- Make your updates to the fields you wish to change:
 - Marking Period** - . If you change Marking Period, you must adjust the Due Date and Assigned Date to fall within the newly selected MP (or you must blank the dates).
 - Category** - 
 - Workgroup (if any are defined):** . If you have not created any workgroups, this drop down will not appear.
 - Assignment Name:** . It is not possible to update the Assignment's Description on this screen.
 - Assignment Column Header:** 
 - Due Date:** 
 - Assigned Date:** 
 - Sequence #:** . Sequence numbers are completely optional.
 - For Gradebook checkbox:** Check to display the Assignment on the spreadsheet.
 - For Parents checkbox:** Check to have the Assignment immediately appear in Parent Access
- Click Save to store all your changes.

There are other columns of information on the [Gradebook→Assignments→List Assignments](#) screen.

B. Mass Create Assignments

Gradebook→Assignments→Bulk Create

Course Assignments
 15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)

Assignment List Add Assignment **Bulk Create** Bulk Modify Bulk Copy Year to Year Trash Can

This screen allows you to mass create assignments based on criteria from you. Please follow the steps below to complete the process.

*Select the marking period to create assignments for:

*Select the category of the assignment:

*Assignment Header:

*Select the grade type of the assignment:

*Set the maximum points for this assignment:

*Set the assignment weight:

Select the unit of the assignment (Optional):

Select the workgroup for this assignment (Optional):

*Select the due dates of the assignment:

Every school day of specified Marking Period(s).

Specify day of week: M T W TH F

Create assignments with Blank Due Dates.

Remove existing assignments of this category: (Only applies to the selected marking period(s) above)

Mass Create Assignments

You can mass create many Assignments with one operation. You have three options if your school does not use Cycle Days and four options if your school does use Cycle Days:

- a. Create one Assignment for *every* school day in the Marking Period
- b. Create one Assignment for every checked day of the week. For example, you can create a Homework Assignment every Monday, Wednesday and Thursday of the selected Marking Period, or you can create a Quiz every Thursday of the Marking Period.
- c. If your school uses Cycle Days, you can create Assignments for every checked *cycle day*. For example, you can create a Homework Assignment every A, C and E day of the selected Marking Period, or you can create a Quiz every D day of the Marking Period. You will see a set of check boxes corresponding to the Cycle Days your school uses.
- d. Create a fixed number of Assignments – up to 100 – with no pre-assigned dates.

To Mass Create Assignments:

1. Go to the [Gradebook→Assignments→Bulk Create](#) screen.
2. Select **Marking Period** (do not select “All Marking Periods”).
3. Select the **Category** of Assignments you wish to create (e.g. Homework, Quiz)
4. Select the **Grading Type** for the Assignments. **Note that Grading Type cannot be changed once the Assignments are created.**
5. Select the **Maximum Points** for the Assignments (e.g. 100 or 10)
6. If you have created **Units** for the Course and you wish to link these Assignments with one Unit, select that Unit.
7. If you wish to link the Assignments with one Workgroup, select that Workgroup
8. Select the dates/days/number of Assignments to create.

*Select the due dates of the assignment: Every school day of specified Marking Period(s).
 Specify day of week: M T W TH F
 Create assignments with Blank Due Dates.

There are four options:

- a. Every School of the Marking Period – This will generate one Assignment dated for each day of the Marking Period.
 - b. Specify the days of the week: Select one or more week days on which to create an Assignment.
 - c. If your school has cycle days, you can select one or more of the cycle days (e.g. A day, B day).
 - d. Create up to 100 Assignments with no set date. These can be hidden until they are needed.
9. Choose whether or not to remove other, pre-existing Assignments for the selected Category.
 10. Click **Save** to create the Assignments.
 11. Go to the **Gradebook→Assignments→List Assignments** screen to view the newly created Assignments

C. Copy Assignments

Gradebook→Assignments→Assignment List

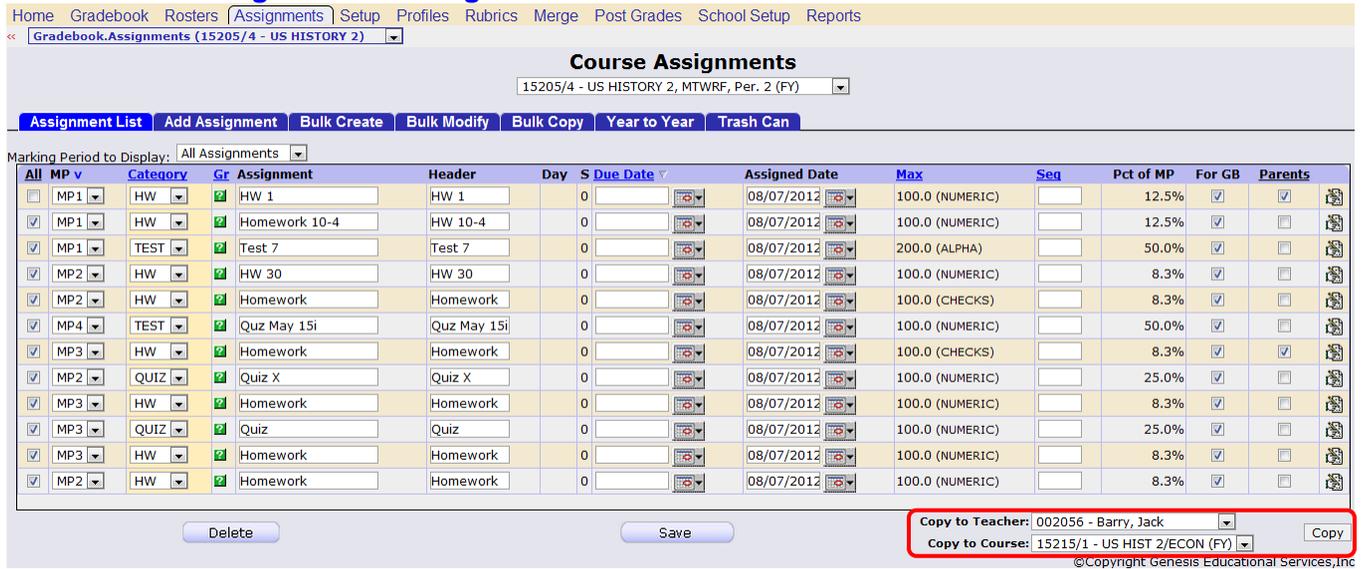
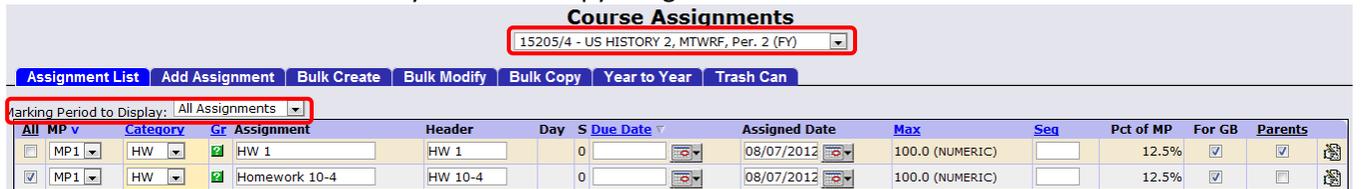


Figure 14 – The [Gradebook→Assignments→List Assignments](#) screen provides for multiple functions, including mass deleting Assignments.

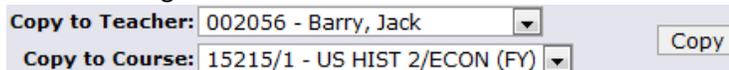
There are multiple ways to Copy Assignments. You can mass copy them via the [Gradebook→Assignments→List Assignments](#) screen or the [Gradebook→Assignments→Bulk Copy](#) screen.

Procedure to Mass Copy Assignments, Option 1

1. Go to the [Gradebook→Assignments→List Assignments](#) screen.
2. Select the Course Section you wish to copy Assignments from.



1. Select "All Assignments" or just one Marking Period. This will bring up the list of Assignments in the selected course for the selected Marking Period.
2. Check off the Assignments to delete, or click the "All" button in the header line to check all of the checkboxes.
3. Locate the Copy controls at bottom right:



- Select the "Copy To" Teacher. This list contains all Teachers you (your user login) has access to.
 - Select the Course to copy the checked Assignments to.
4. Click OK to copy the checked Assignments.

Procedure to Mass Copy Assignments, Option 2

This is a two stage process. This first part selects the Assignments to copy.

1. Go to the **Gradebook→Assignments→Bulk Copy** screen.

Course Assignments
15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)

Assignment List Add Assignment Bulk Create Bulk Modify Bulk Copy Year to Year Trash Can

- Please select the course to copy assignments from by using the dropdown at the top of this screen.
- Select which assignments that you would like to copy. Click on the ADD button to load the assignments into the right side of the screen.
- On the right side of the screen, you can change the data or leave it as it is. Then select the course to copy to and hit COPY.

Copy Assignments From: 15205/3 - US HISTORY 2 (FY) - ADD

Copy To Course: [Empty] COPY RESET

All	MP	Cat	Assignment	Header	Max	Type
<input type="checkbox"/>	MP1	HW	Homework A	HW A	100.0	NUMERIC
<input type="checkbox"/>	MP1	HW	Consent Form	CF	0.0	NONE
<input type="checkbox"/>	MP1	QUIZ	Quiz 1	QZ 1	0.0	NONE_TEXT
<input type="checkbox"/>	MP1		XC	XC	100.0	NUMERIC
<input type="checkbox"/>	MP1	QUIZ	Quiz 2	Quiz 2	100.0	ALPHA
<input type="checkbox"/>	MP1	HW	Homework 4	HW 4	100.0	CHECKS
<input type="checkbox"/>	MP1	HW	Homework 5	HW 5	10.0	O-S-U
<input type="checkbox"/>	MP1	QUIZ	Quiz 3	Quiz 3	100.0	ALPHA
<input type="checkbox"/>	MP1	HW	Extra Credit	XC2	0.0	NUMERIC
<input type="checkbox"/>	MP1	TEST	Test 4	Test 4	100.0	NUMERIC
<input type="checkbox"/>	MP1	TEST	Test 1	Tst 1	100.0	NUMERIC
<input type="checkbox"/>	MP1	TEST	Test 2	Test 2	100.0	NUMERIC
<input type="checkbox"/>	MP1	HW	HW 8	HW 8	100.0	NUMERIC
<input type="checkbox"/>	MP1	INFO	Field Trip Form	ftf	0.0	NONE
<input type="checkbox"/>	MP1	HW	Test 3	T 3	100.0	O-S-U
<input type="checkbox"/>	MP1	QUIZ	Extra Credit Quiz Pts	Xtra Qz	0.0	NUMERIC
<input type="checkbox"/>	MP1	HW	Homework 10-4	HW 10-4	100.0	NUMERIC
<input type="checkbox"/>	MP1		Fudge Factor	FF	100.0	NUMERIC
<input type="checkbox"/>	MP1	HW	Extra 1	Extra 1	0.0	NUMERIC

2. Part I:

- a. Select the Course Section you wish to copy Assignments from. This brings up all Assignments in that Gradebook.
- b. Check the checkbox for the Assignments you wish to copy.
- c. Click the “Add” button at the top of the left side of the screen. This “copies” the selected Assignments to the right side of the screen. This is the end of Part I.

3. Part II: For each Assignment -

- a. Select the Marking Period you want to copy the Assignment to
- b. Specify the Name of the copy (name can be changed during the copy)
- c. Specify the Column Header of the copy
- d. Specify a Due date for the Copy (can be blank)
- e. Specify an Accepted date for the Copy (can be blank)

4. Part III:

Course Assignments
15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)

Assignment List Add Assignment Bulk Create Bulk Modify Bulk Copy Year to Year Trash Can

- Please select the course to copy assignments from by using the dropdown at the top of this screen.
- Select which assignments that you would like to copy. Click on the ADD button to load the assignments into the right side of the screen.
- On the right side of the screen, you can change the data or leave it as it is. Then select the course to copy to and hit COPY.

Copy Assignments From: 15205/3 - US HISTORY 2 (FY) - ADD

Copy To Course: [Selected] COPY RESET

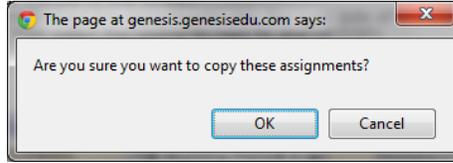
All	MP	Cat	Assignment	Header	Max	Type
<input checked="" type="checkbox"/>	MP1	HW	Homework A	HW A	100.0	NUMERIC
<input checked="" type="checkbox"/>	MP1	HW	Consent Form	CF	0.0	NONE
<input checked="" type="checkbox"/>	MP1	QUIZ	Quiz 1	QZ 1	0.0	NONE_TEXT
<input checked="" type="checkbox"/>	MP1		XC	XC	100.0	NUMERIC
<input checked="" type="checkbox"/>	MP1	QUIZ	Quiz 2	Quiz 2	100.0	ALPHA
<input checked="" type="checkbox"/>	MP1	HW	Homework 4	HW 4	100.0	CHECKS
<input checked="" type="checkbox"/>	MP1	HW	Homework 5	HW 5	10.0	O-S-U
<input type="checkbox"/>	MP1	QUIZ	Quiz 3	Quiz 3	100.0	ALPHA
<input type="checkbox"/>	MP1	HW	Extra Credit	XC2	0.0	NUMERIC
<input type="checkbox"/>	MP1	TEST	Test 4	Test 4	100.0	NUMERIC
<input type="checkbox"/>	MP1	TEST	Test 1	Tst 1	100.0	NUMERIC
<input type="checkbox"/>	MP1	TEST	Test 2	Test 2	100.0	NUMERIC

MP - V	Assignment	Header	Due	Assigned
Marking Period 1	Homework A	HW A		
Marking Period 1	Consent Form	CF		08/07/2012
Marking Period 1	Quiz 1	QZ 1		08/07/2012
Marking Period 1	XC	XC		08/07/2012
Marking Period 1	Quiz 2	Quiz 2		08/07/2012
Marking Period 1	Homework 4	HW 4		08/07/2012
Marking Period 1	Homework 5	HW 5		08/07/2012

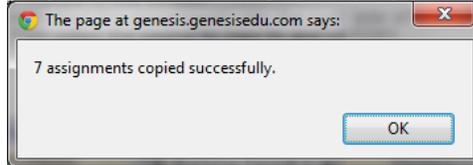
- a. Select the Course to copy the selected Assignments to. This can be the same course you are copying them from as long as you have changed the Marking Period or due dates.

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b. Click the **COPY** button.



c. This brings up the following verification dialog specifying how many Assignments have been copied:



d. Click OK to finish the operation.

If there are no Assignments in the Course you wish to copy from, an empty screen appears:

Course Assignments

15205/4 - US HISTORY 2, MTWRF, Per. 2 (FY) ▾

[Assignment List](#) [Add Assignment](#) [Bulk Create](#) [Bulk Modify](#) [Bulk Copy](#) [Year to Year](#) [Trash Can](#)

- Please select the course to copy assignments from by using the dropdown at the top of this screen.
- Select which assignments that you would like to copy. Click on the ADD button to load the assignments into the right side of the screen.
- On the right side of the screen, you can change the data or leave it as it is. Then select the course to copy to and hit COPY.

Copy Assignments From: 15205/4 - US HISTORY 2 (FY) - [ADD](#) Copy To Course: [COPY](#) [RESET](#)

All	MP	Cat	Assignment	Header	Max	Type	MP - V	Assignment	Header	Due	Assigned
No assignments have been created for this course.							No assignments have been added to this course yet.				

D. Delete Assignments

Gradebook→Assignments→Assignment List

Home Gradebook Rosters **Assignments** Setup Profiles Rubrics Merge Post Grades School Setup Reports

<< Gradebook.Assignments (15205/4 - US HISTORY 2) >>

Course Assignments

15205/4 - US HISTORY 2, MTWRF, Per. 2 (FY)

Assignment List Add Assignment Bulk Create Bulk Modify Bulk Copy Year to Year Trash Can

Marking Period to Display: All Assignments

All	MP v	Category	Gr	Assignment	Header	Day	S	Due Date	Assigned Date	Max	Seq	Pct of MP	For GB	Parents
<input type="checkbox"/>	MP1	HW	2	HW 1	HW 1		0		08/07/2012	100.0 (NUMERIC)		12.5%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MP1	HW	2	Homework 10-4	HW 10-4		0		08/07/2012	100.0 (NUMERIC)		12.5%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MP1	TEST	2	Test 7	Test 7		0		08/07/2012	200.0 (ALPHA)		50.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MP2	HW	2	HW 30	HW 30		0		08/07/2012	100.0 (NUMERIC)		8.3%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MP2	HW	2	Homework	Homework		0		08/07/2012	100.0 (CHECKS)		8.3%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MP4	TEST	2	Quiz May 15i	Quiz May 15i		0		08/07/2012	100.0 (NUMERIC)		50.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MP3	HW	2	Homework	Homework		0		08/07/2012	100.0 (CHECKS)		8.3%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MP2	QUIZ	2	Quiz X	Quiz X		0		08/07/2012	100.0 (NUMERIC)		25.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MP3	HW	2	Homework	Homework		0		08/07/2012	100.0 (NUMERIC)		8.3%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MP3	QUIZ	2	Quiz	Quiz		0		08/07/2012	100.0 (NUMERIC)		25.0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MP3	HW	2	Homework	Homework		0		08/07/2012	100.0 (NUMERIC)		8.3%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	MP2	HW	2	Homework	Homework		0		08/07/2012	100.0 (NUMERIC)		8.3%	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Copy to Teacher: 002056 - Barry, Jack Copy

Copy to Course: 15215/1 - US HIST 2/ECON (FY) Copy

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Figure 15 – The [Gradebook→Assignments→List Assignments](#) screen provides for multiple functions, including mass deleting Assignments.

There are two ways to delete Assignments. You can mass delete them via the [Gradebook→Assignments→List Assignments](#) screen or you can delete them one at a time on the [Gradebook→Assignments→Modify Assignment](#) screen.

Procedure to Mass Delete Assignments

- Go to the [Gradebook→Assignments→List Assignments](#) screen.
- Select the Course Section you wish to delete Assignments from.

Course Assignments

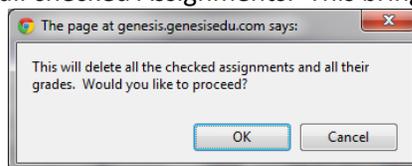
15205/4 - US HISTORY 2, MTWRF, Per. 2 (FY)

Assignment List Add Assignment Bulk Create Bulk Modify Bulk Copy Year to Year Trash Can

Marking Period to Display: All Assignments

All	MP v	Category	Gr	Assignment	Header	Day	S	Due Date	Assigned Date	Max	Seq	Pct of MP	For GB	Parents
<input type="checkbox"/>	MP1	HW	2	HW 1	HW 1		0		08/07/2012	100.0 (NUMERIC)		12.5%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MP1	HW	2	Homework 10-4	HW 10-4		0		08/07/2012	100.0 (NUMERIC)		12.5%	<input checked="" type="checkbox"/>	<input type="checkbox"/>

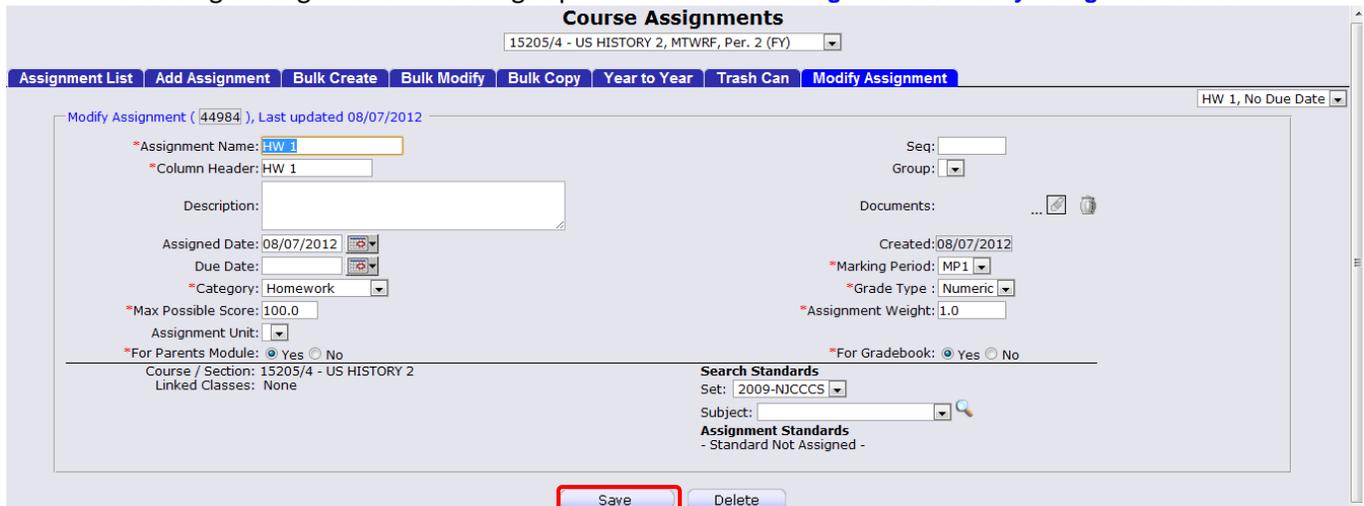
- Select “All Assignments” or just one Marking Period. This will bring up the list of Assignments in the selected course for the selected Marking Period.
- Check off the Assignments to delete, or click the “**All**” button in the header line to check all of the checkboxes.
- Click the Delete button to delete all checked Assignments. This brings up a cautionary message:



- Click OK to delete the checked Assignments.

Procedure to Delete a Single Assignment

1. Edit a single Assignment. This brings up the [Gradebook→Assignments→Modify Assignment](#) screen.



2. Select the Course Section you wish to delete Assignments from.
9. Click the Delete button to delete the Assignment. This brings up a confirmation message:



10. Click OK to delete the Assignment.

E. Retrieve Assignments from the Trash Can

Assignments that have been deleted out of Gradebooks are found in the Trash Can, on the [Gradebook→Assignments→Trash Can](#) screen. Assignments in the Trash Can continue to exist. For example, you cannot merge a Gradebook with another if it has Assignments in its Trash Can.

Gradebook→Assignments→Trash Can

Home Gradebook Rosters Assignments Setup Profiles Rubrics Merge Post Grades School Setup Reports

<< [Gradebook.Assignments \(15205/4 - US HISTORY 2\)](#)

Assignment Trash Can

15205/4 - US HISTORY 2, MTWRF, Per. 2 (FY)

Assignment List Add Assignment Bulk Create Bulk Modify Bulk Copy Year to Year **Trash Can**

This is a listing of all assignments that have been deleted in any of your classes. These can easily be restored by clicking on the right side icon.

Date Removed	Course ID	Assignment ID	Assignment Name	Column Header	Course	MP	Category	Number of Grades	Restore	Delete
08/13/2012 02:17PM	4160	44985	Homework 10-4	HW 10-4	15205/4 - US HISTORY 2	MP1	HW	0 student grade(s) on record		
08/13/2012 02:17PM	4160	44986	Test 7	Test 7	15205/4 - US HISTORY 2	MP1	TEST	0 student grade(s) on record		
08/13/2012 02:17PM	4160	44987	HW 30	HW 30	15205/4 - US HISTORY 2	MP2	HW	0 student grade(s) on record		
08/13/2012 02:17PM	4160	44988	Homework	Homework	15205/4 - US HISTORY 2	MP2	HW	0 student grade(s) on record		
08/13/2012 02:17PM	4160	44995	Quz May 15i	Quz May 15i	15205/4 - US HISTORY 2	MP4	TEST	0 student grade(s) on record		
08/13/2012 02:17PM	4160	44990	Homework	Homework	15205/4 - US HISTORY 2	MP3	HW	0 student grade(s) on record		
08/13/2012 02:17PM	4160	44991	Quiz X	Quiz X	15205/4 - US HISTORY 2	MP2	QUIZ	0 student grade(s) on record		
08/13/2012 02:17PM	4160	44992	Homework	Homework	15205/4 - US HISTORY 2	MP3	HW	0 student grade(s) on record		
08/13/2012 02:17PM	4160	44993	Quiz	Quiz	15205/4 - US HISTORY 2	MP3	QUIZ	0 student grade(s) on record		
08/13/2012 02:17PM	4160	44994	Homework	Homework	15205/4 - US HISTORY 2	MP3	HW	0 student grade(s) on record		
08/13/2012 02:17PM	4160	44989	Homework	Homework	15205/4 - US HISTORY 2	MP2	HW	0 student grade(s) on record		
08/13/2012 02:29PM	4160	44984	HW 1	HW 1	15205/4 - US HISTORY 2	MP1	HW	0 student grade(s) on record		

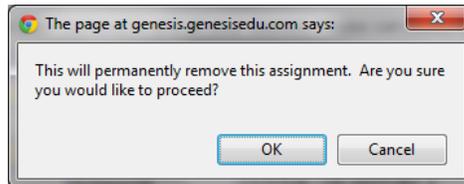
Figure 16 – The Assignment Trash Can

Procedure to Retrieve Assignments from the Trash Can

1. Go to the [Gradebook](#)→[Assignments](#)→[Trash Can](#) screen.
2. Select the course.
3. Locate the Assignment you want to restore. Click the  restore icon. This restores the Assignments – and any grades – back to the original course.

Procedure to Permanently Delete Assignments from the Trash Can

1. Go to the [Gradebook](#)→[Assignments](#)→[Trash Can](#) screen.
2. Select the course.
3. Locate the Assignment you want to permanently delete. Click the  delete icon. This brings up a warning dialog:



4. Click OK to permanently removes the Assignment.

F. Copy Last Year's Assignments to This Year

Gradebook → Assignments → Year to Year

The screenshot shows the 'Course Assignments' screen for the school year 2012-13. The interface includes a navigation bar with buttons like 'Assignment List', 'Add Assignment', 'Bulk Create', 'Bulk Modify', 'Bulk Copy', 'Year to Year', and 'Trash Can'. A table lists assignments with columns for 'All', 'MP', 'Category', 'Gr', 'Assignment', 'Header', 'Max', 'Seq', 'For GB', and 'Parents'. A 'Copy' button is located at the bottom of the table.

Step 1: Select the course section to copy last year's Assignments *into*

Step 2: Select last year's course section to copy Assignments *from*.

Step 3: Check the checkboxes for the ones you want to copy.

Step 4: Click the copy button.

Copying Assignments from Last Year's Classes into This Year

If you used the Genesis Gradebook during the last school year, you may retrieve the Assignments you created for last year's course sections and copy them into one or more of you course sections in the current school year.

1. Go to the [Gradebook → Assignments → Year to Year](#) screen.
2. Select the current year course section to copy Assignments into
3. Select a course section from the previous school year. This will bring up all the Assignments for that course.
4. Select the Assignments to copy into this year:
 - a. Place a check in the checkbox of every Assignment you wish to copy.
 - b. Or, click the **"All"** column header above the checkboxes to check all boxes.
5. Click the **Copy** button at the bottom of the screen. A verification dialog specifies how many were copied:



6. Click OK to complete the operation.

WARNING: Verify that the *Categories* for all the Assignments you copy from last year into this year actually exist in the course profile you are using for the course section you copy the Assignments into. For example, if your copied Assignments are linked to a Class Project Category, you will need to make sure that your course profile *has* a Class Project Category – or you will need to link the copied Assignments with Categories that do exist.

VI. Student Screens

Gradebook → Gradebook

MP1		MP2	MP3	MP4	Exams	Year Summary	Quick Links													
Teacher: Barry, Jack		Course: 15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)					Lesson Plan Create List Edit Profile Export Data Add Assignment Take Attendance													
Category: All Categories		Unit: All Units		Show Hidden: <input type="radio"/> No <input type="radio"/> Yes																
ID	Name	MP1 Calc. Grade	100.0	100.0	UG	100.0	100.0	10.0	100.0	0.0	100.0	100.0	100.0	UG	100.0	0.0	100.0	0.0	0.0	0.0
H 1004137	Abernathie, Arlo Perry <i>New</i>	92.0 (A)	92.0																	
H 1010370	Biddle, Caitlin ALLEN <i>New</i>	NG	ABS																	
H 105656	Brainerd, Fred AMBER <i>New</i>	92.0 (A)	92.0																	
H 105730	Brunsborg, Christina MARIE <i>New</i>	NG	ABS																	
H 1000084	Delahanty, Frank <i>New</i>	92.0 (A)	92.0																	
H 1012212	DeVore, Doug LaSHAY	92.0 (A)	92.0																	
H 1008226	Dugas, Gus LYNN <i>New</i>	NG	EX																	
H 1000162	Eckerslev, Dennis <i>New</i>	NG	ABS																	
H 1000286	Garcia, Ramon JOYCE <i>M</i>	92.0 (A)	92.0																	
H 1013683	Hill, Hunter A <i>New</i>	92.0 (A)	92.0																	
H 505321	Mansell, John <i>New</i>	92.0 (A)	92.0																	
H 505437	McDonald, Tex MARIE <i>M</i>	0.0 (F)	M																	
H 1001646	McGarr, Chippy MCCAYLE	92.0 (A)	92.0																	
H 505519	Menosky, Mike <i>New</i>	92.0 (A)	92.0																	
H 505805	Oliver, Darren <i>New</i>	0.0 (F)	INC																	
H 505811	Olson, Greg <i>New</i>																			
H 1002885	Siner, Hosea S. <i>Ne</i>																			

Click a student's name or MP Average to access their student-specific screens

Click a student's ID # to go to their Student record.

Student Specific Screens

There are 9 Student specific screens in the Gradebook:

- | | |
|--------------------------------------|----------------|
| 1. Student Assignments | 6. Notes |
| 2. Grading/Marking Period Average | 7. Discipline |
| 3. Class Attendance Summary | 8. Assessments |
| 4. Student Information/Email Address | 9. Scratchpad |
| 5. Contacts | |

Clicking the student's name on the Class Roster takes you to the first of these summary screens, the Student Assignments Summary screen.

Procedure to Access a Student's Screens

- Go to the [Gradebook → Gradebook](#) spreadsheet screen.
- Click on a student's name. This brings up the [Gradebook → Gradebook → Student → List Assignments](#) screen.
- If, instead, you click on the student's Marking Period average, the up the [Gradebook → Gradebook → Student → Grading](#) screen is brought up.
- All other student-specific screens are accessible from either of these two "entry" screens:
 - Assignments
 - Grading
 - Attendance
 - Student Info
 - Contacts
 - Notes
 - Discipline
 - Assessments
 - Scratch Pad

To access a student's record, click on the student's ID number. This takes you out of the Gradebook to the [Student Data → Student](#) screens, such as [Student Data → Student → Demographics → Contacts2](#) where you can access information on various parts of a Student's full record (permissions allowing). These screens are not part of the Gradebook.

A. A Student's Assignments

Gradebook → Gradebook → Student → Assignments

The printer icon

Student tabs

Selection Criteria

All the Assignments that meet the selection criteria.

Assignment	Assigned	Due	Status	Category	Prev.	Grade	Points	Max.	Avg.	Abs	Inc	Ex	M	Hide	C	PC
1 Summary HW	04/16/2012	04/16/2012	Complete	HW		90.0	90.00	100.0	90.0%							
2 HW 100	04/16/2012	04/16/2012	Not Graded	HW												
3 HW 101	04/16/2012	04/16/2012	Complete	HW				100.0	%							
4 Quiz	04/16/2012	04/16/2012	Complete	QUIZ		B	85.00	100.0	85.0%							
	04/16/2012	04/16/2012	Not Graded	TEST												
	04/16/2012	04/18/2012	Not Graded	HW												
	05/01/2012	05/03/2012	Complete	TEST		90.0	90.00	100.0	90.0%							
8 Test 23	05/15/2012	05/15/2012	Not Graded	TEST												
9 Quiz May 15	05/15/2012	05/15/2012	Not Graded	TEST												
10 Ex 12	06/05/2012	06/05/2012	Complete	CW		9.0	9.00	10.0	90.0%							
11 Quiz	07/06/2012	06/05/2012	Not Graded	QUIZ												
12 HW 1	07/06/2012	06/06/2012	Not Graded	HW												
13 HW - Jun 8			Not Graded	HW												
14 HW July			Not Graded	HW		Check	78.00	100.0	78.0%							
15 Homework			Not Graded	HW												
16 Quiz			Not Graded	QUIZ												
17 Homework			Not Graded	HW		79.0	79.00	100.0	79.0%							
Hide Points							353.00	510.0								

Student Assignments Summary

This is a “one student/all Assignments” screen. All of the selected student’s Assignments are listed and can be graded or regarded on this one screen.

You can select exactly *which* Assignments to display by using the two drop downs:

- **Category to Display** – Select one or *all* Categories to display
- **Status** – Select the ‘status’ of the Assignments to display. The status options include:
 - All Assignments (regardless of status)
 - Only graded Assignments
 - Only ungraded Assignments (Assignments not yet graded or which have had their grades removed)
 - Absent – Assignments with “Absent” grades
 - Missing – Assignments with “Missing” grades
 - Incomplete – Assignments with “Incomplete” grades
 - Exempt – Assignments for which the student is formally marked ‘exempt’

Printing Reports for this Student

Clicking the ‘printer icon’ on the upper left of the screen prints a ‘what you see is what you get’ report of the student’s Assignments.

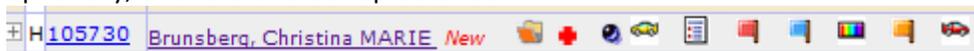
Whatever you select in the **Category to Display** and **Status** drop downs is ‘what you get’ when you click the ‘printer icon’ to produce a report.

B. Birthdays & Icons

The screenshot shows the Genesis Gradebook interface. At the top, there are tabs for 'MP1', 'MP2', 'MP3', 'MP4', 'Exams', and 'Year Summary'. Below these, there are fields for 'Teacher: Barry, Jack', 'Course: 15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)', and 'Category: All Categories'. A 'Quick Links' menu is visible on the right. The main area is a spreadsheet with columns for 'MP1 Calc Grade', 'HW A', 'Quiz 3', 'HW 4', 'HW 5', 'Quiz 3', 'T 3', 'Xtra 02', 'HW 10-4', 'FF', 'OZ 3', 'MP C1', 'Test Scheduled', 'Test 7', 'ESG', 'OZ 1', 'HW A', 'OZ 1', 'Quiz 2', 'HW 4', 'HW 5', 'Quiz 2', and 'Posted Grade'. A callout box with a blue border and a yellow background points to a birthday cake icon next to the name 'Brunsberg, Christina MARIE' in the spreadsheet. The callout text reads: 'On a student's birthday, a birthday cake will appear next to their name on the Gradebook spreadsheet.'

Student Icons

Individual pieces of data on students can be linked to Icons that appear on the student's Student Information Bar and, optionally, on the Gradebook spreadsheet:



Some of these icons are built-in and some are locally defined by your school or district. The built-in Icons include:

- Current IEP (📄) – The student has a current IEP.
- Expired IEP (📄) – The student had an IEP but it is now expired.
- Custody (👤) – The student has a custody issue. Do not deal with any parents or guardians for this student without checking with an administrator to determine who may speak to the child, have information about the child, see the child or pick up the child.
- Medical Alert (🚑) – The Nurse has turned on a medical alert for this student.
- 504 Status (👤) – This student has a 504 status.
- Homeless (🏠) – This student is flagged as homeless.
- There is at least one Parent Access account linked to the student (👤)
- The student has their own Student Access account (👤)
- The student has outstanding fines (\$) .
- Today is the student's birthday (🎂). Have a party!

Student Information Bar

The student's Student Information Bar appears on every screen that has data just for that one student. These student specific screens include every one of the "Student" screens in the Gradebook. The Student Information Bar contains basic information about the student:



C. Attendance

Gradebook → Gradebook → Student → Attendance

Home | Gradebook | Rosters | Assignments | Setup | Profiles | Rubrics | Merge | Post Grades | School Setup | Reports

Gradebook.Spreadsheet (15205/3 - US HISTORY 2)

Spreadsheet | Assignments | Grading | Attendance | Student Info | Notes | Contacts | Merits/Demerits | Scratch Pad | Discipline | Assessments | Testing

« Brainerd, Fred AMBER | Brunsberg, Christina MARIE | Delahanty, Frank »

Legend

YTD Totals

Absences 0.0
 Unexcused 0.0
 Excused 0.0

Tardies 0.0
 Unexcused 0.0
 Excused 0.0

Student Class Attendance

The student's Class Attendance for the year is displayed on the [Gradebook → Gradebook → Student → Attendance](#) screen. This is a view-only screen: no updates can be done via this screen.

D. Grading – Marking Period Average

Gradebook → Gradebook → Student → Grading

Brunsborg, Christina MARIE

Student ID: 105790 School: Genesis High School Homeroom: D233 (Barry Jack) Phone: 732-372-2987
 Counselor: Anderson, Mike Birthdate: 08/31/1990 (21) Grade Level: 11 G:F E: B CM: DA

Spreadsheet | Assignments | Grading | Attendance | Student Info | Notes | Contacts | Merits/Demerits | Scratch Pad | Discipline | Assessments | Testing

« Brainerd, Fred AMBER | Brunsberg, Christina MARIE | Delahanty, Frank »

Student Grade Breakdown for MP4
 Brunsberg, Christina MARIE

Student grades are being calculated by: **Category Weighting**

Category Weighting is calculated by taking the average of each category and weighting it according to MP weight for each category. Each category score is then added and a total average is formulated.

Category Weight Calculations: Category Average * (MP Weight / 100) = Category Score
Final Grade Calculation: ((Sum of Category Scores) * 100) / (Sum of Category Weights) + Extra Credit Points

Category	Category Avg.	Weight	Score
Homework	84.5000 %	12.0	10.1400
Quizzes	85.0000 %	25.0	21.2500
Tests	90.0000 %	35.0	31.5000
Information	%	0.0	00.0000
Class Participation	%	15.0	00.0000
Class Project	%	0.0	00.0000
Classwork	90.0000 %	13.0	11.7000
		85.0	74.5900

Final Grade Calculation
 ((74.5900 * 100) / 85.0) + 0.0 = 87.8% ** Rounded to TENTHS

Student's Marking Period Average

The student's Marking Period average calculation for the selected Marking Period is displayed on the [Gradebook → Gradebook → Student → Grading](#) screen. This is a view-only screen: no updates can be done via this screen.

Student Grade Breakdown Summary

This screen shows how the student's Marking Period average is being computed for the selected Marking Period.

There are two versions of this screen. The screen that is displayed is controlled by whether you are grading by Total Points or by Category Weights. The screen shown above is the Category Weights Grade Breakdown screen.

The Category Weights Version of the Screen

When your basic grading preference is to grade by weighted categories, the screen shows how the student is doing in each Category. Categories which do not yet have any Assignments are shown in red background. Categories which have Assignments and current ‘count’ toward the average are in the lightly colored background with positive values for the “Category Average”:

Category	Category Avg.	Weight	Score
Homework	69.0000 %	5.0	03.4500
Quizzes	34.0000 %	25.0	08.5000
Tests - (Regular Test)	00.0000 %	0.0	00.0000
Tests - (Summary Assessment)	00.0000 %	0.0	00.0000
Information	00.0000 %	0.0	00.0000
Class Participation	%	10.0	00.0000
Class Project	%	0.0	00.0000
Classwork	%	20.0	00.0000
		30.0	11.9500

The Marking Period grade calculation is shown below:

Final Grade Calculation

$((11.9500 * 100) / 30.0) + 0.0 = 39.8\%$ ** Rounded to TENTHS

Note that the Marking Period grade calculation includes a value added in: **+ 0.0**. This is the total of all of this student’s special “Extra Credit” (i.e. ‘fudge factor’) Category Assignment grades for the specified Marking Period. Note that the total of these special grades are added in **after the primary MP Average calculation is done**.

Calculation Category Scores

The score for each individual Category is computed either by “total points” or by “simple score average”. In ‘simple score average’ grading, the scores for all of the Assignments in the Category are summed up and divided by the number of Assignments. You can set your preference for how to grade in your Gradebook Profiles.

The Total Points Version of the Screen

When your basic grading preference is to grade by total points, the screen shows the sum of the Attempted Points, the sum of Earned Points, the value of any Extra Credit (‘fudge factor’) points and the computed average. The formula that is used is displayed above and is unchanging:

$((\text{Earned Points} / \text{Attempted Points}) * 100) + \text{Extra Credit Points} = \text{Final Average}$

The screen simply lists the values that are plugged in to the formula and the result:

The formula that is used for the Total Point calculation is as follows:

$((\text{Earned Points} / \text{Attempted Points}) * 100) + \text{Extra Credit Points} = \text{Final Average}$

Earned Points	Attempted Points	Extra Credit Points	Final Average	
154.00	350.00	0.00	44.0%	** Rounded to TENTHS

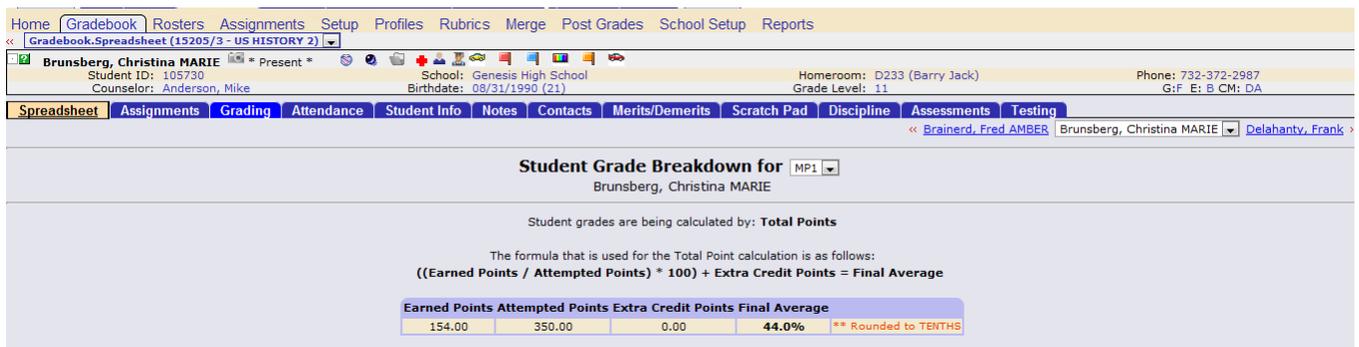


Figure 17- The “Total Points” view of the **Gradebook→Gradebook→Student→Grading** screen

E. Notes

Gradebook → Gradebook → Student → Notes

Home | Gradebook | Rosters | Assignments | Setup | Profiles | Rubrics | Merge | Post Grades | School Setup | Reports

Gradebook.Spreadsheet (15205/3 - US HISTORY 2)

Brunsborg, Christina MARIE * Present *
 Student ID: 105730 School: Genesis High School Homeroom: D233 (Barry Jack) Phone: 732-372-2987
 Counselor: Anderson, Mike Birthdate: 08/31/1990 (21) Grade Level: 11 G:F E: B CM: DA

Spreadsheet | Assignments | Grading | Attendance | Student Info | **Notes** | Contacts | Merits/Demerits | Scratch Pad | Discipline | Assessments | Testing

« Brainerd, Fred AMBER | Brunsberg, Christina MARIE | Delahanty, Frank »

Student Notes Log

Brunsborg, Christina MARIE

Add a Note:
 Date: 08/13/2012 [calendar icon] [Add]

Notes for Student (0):

Date	Note	Last Updated
No notes have been created		

Student Notes

This screen allows you to keep private notes on the student that do not appear anywhere else.

Procedure to Create a Note

1. Enter a Note in the Note field.

Add a Note:
 Date: 08/13/2012 [calendar icon] [Add]

[Text Input Field]

2. Change the date if you wish to date the Note on some other date than today.

3. Click [Add].

Brunsborg, Christina MARIE * Present *
 Student ID: 105730 School: Genesis High School Homeroom: D233 (Barry Jack) Phone: 732-372-2987
 Counselor: Anderson, Mike Birthdate: 08/31/1990 (21) Grade Level: 11 G:F E: B CM: DA

Spreadsheet | Assignments | Grading | Attendance | Student Info | **Notes** | Contacts | Merits/Demerits | Scratch Pad | Discipline | Assessments | Testing

« Brainerd, Fred AMBER | Brunsberg, Christina MARIE | Delahanty, Frank »

Student Notes Log

Brunsborg, Christina MARIE

Add a Note:
 Date: 08/13/2012 [calendar icon] [Add]

Notes for Student (1):

Date	Note	Last Updated
08/13/2012	Spoke to Christina about her grades.	08/13/2012 04:16PM by janr

Procedure to Edit a Note

1. Go to a Student's Notes tab and locate the note you wish to edit.
2. Click the [edit icon] icon. This brings up a dialog:

Date of Note: 08/13/2012 [Close]

Spoke to Christina about her grades.

[Save]

3. Update the text and click Save. You cannot change the date of the note.

Procedure to Delete a Note

1. Go to a Student's Notes tab and locate the note you wish to delete.
2. Click the [delete icon] icon. This removes the note. There is no confirmation dialog.

F. Student Info

Gradebook → Gradebook → Student → Student Info

Student Information
Brunsberg, Christina MARIE

Student ID: 105730
Student Name: Brunsberg, Christina MARIE
Nickname: Brunsberg, Christina MARIE
Student Email: janussak@yahoo.com
Student Email: janussak@yahoo.com
Grade: 11 Sex: F Date of Birth: 08/31/1990
Gradebook Student ID: 105730
Workgroup: [Dropdown]
Status: ACTIVE as of Fri 09/02/2011
Parents use Parent Access: Yes
Accept Status:
Show Student:
This student has 11 Parent Logon(s) assigned to them. The last logon was 08/13/2012 at 9:24AM.
Save

Student Information Summary

This screen shows you basic information about the student, including the student's photo if it is on file (you cannot upload the photo: this is a function of your district).

You can update settings for this student in your Gradebook (in this one class).

Information which can be updated via this screen includes:

- Student's Gradebook Nickname
- Student's Gradebook id (defaults to the student's district student id)
- Student Email: The one Email that the teacher controls. The teacher can enter an email for each student.
- Student's Workgroup assignment
- Flag to show the "New" indicator for this student. If the "Accept Status" box is checked, the "New" indicator is turned off.
- Flag to display the student on the Class Roster screen. If the "Show Student" box is checked, the student will be displayed on the Class Roster screen. If the box is unchecked, the student will be hidden and will only be accessible on the Active Students/Class Roster setup screen.

Make sure you click "Save" to make your changes permanent.

G. Contacts

Gradebook→Gradebook→Student→Contacts

The screenshot displays the 'Contacts' interface for a student. It includes a navigation bar at the top with tabs like 'Spreadsheet', 'Assignments', 'Grading', 'Attendance', 'Student Info', 'Notes', 'Contacts', 'Merits/Demerits', 'Scratch Pad', 'Discipline', 'Assessments', and 'Testing'. The main content area is divided into 'School Contacts' and 'Student Contacts'. Below these is an 'Email Student Summary' form with three steps: 1. Check email addresses, 2. Select Marking Period, and 3. Fill in subject and message. A preview window shows a progress report table with columns for 'Subject', 'Grade', 'Status', 'Date', and 'Score'. A callout bubble highlights the preview window, stating: 'The Preview of the Progress Report that will be attached to the outbound email.'

Figure 18 – The **Gradebook→Gradebook→Student→Contacts** screen

The Contacts Screen is used to send Progress Reports to internal and external contacts of the student's. There are two categories of contacts on this screen:

- School Contacts – School Contacts can include Guidance Counselors, Resource Teachers, Case Managers, 504 Coordinators, Vice Principals and Principals.
- Student Contacts – Student contacts can include any of the student's Guardians and the student themselves.

This screenshot shows the contact list from the previous figure. It lists 'School Contacts' with 'Counselor: Anderson, Mike' and email 'counselor@genesisedu.com'. Under 'Student Contacts', it lists 'Student's Gradebook Email: Brunsberg, Christina MARIE' (email: janussak@yahoo.com), 'Student's Official Email: Christina Brunsberg' (email: janussak@yahoo.com), 'Guardian 1: Janice Brunsberg' (email: janicebruns@aol.com), and 'Guardian 2: Louis Brunsberg' (email: jrussak@genesisedu.com).

Procedure to Send Progress Reports from this Screen

1. Go to the **Gradebook→Gradebook** spreadsheet screen
2. Click on the student's name.
3. Click on the Contacts tab to get to the **Gradebook→Gradebook→Student→Contacts** screen
4. Select at least one contact (School Contact or Student Contact it does not matter)
5. Select a Marking Period. It defaults to the current Marking Period. A Progress Report is always attached to any message sent from this screen. The Marking Period selected is the Marking Period of the Progress Report.

The screenshot shows the 'Email Student Summary' form. It includes the 'From Address' (donotreply@genesisedu.com), 'Step 1: Check the email addresses to send this to' (Send copy to myself checked), 'Step 2: Select Marking Period' (Marking Period 1), and 'Step 3: Fill in the following information' (Subject: US History II, Message: I have a concern how Christina is doing in US History II. A report is attached.). A 'Create' button is at the bottom.

To view a preview of the Progress Report that will be sent, click on the **Preview** button. The preview of the Progress Report appears in the lower right quadrant of the screen:

Student Progress Report
Genesis High School (2002)
Barry, Jack - 162059 - US HISTORY 2

Student: Brunberg, Christina MARIE

Assignment	Assigned	Due	Category	W	Grade	Points	Max Points	Avg	Status
Summary HW	04/16/2012	04/16/2012	HW		90.0	90.0	100.0	90.0%	Complete
Quiz	04/16/2012	04/16/2012	QUIZ		B	85.0	100.0	85.0%	Complete
Test 25	05/01/2012	05/03/2012	TEST		90.0	90.0	100.0	90.0%	Complete
Ex12	06/05/2012	06/05/2012	QW		9.0	9.0	10.0	90.0%	Complete
HW July 18	06/17/2012	06/17/2012	HW		CHECK	78.0	100.0	78.0%	Complete
Homework July 17		06/27/2012	HW		79.0	79.0	100.0	79.0%	Complete
Totals:						368.0	410.0	Calculated Avg: 89.8%	

Category Description	Category Average	Category Weight	Category Score
Homework	84.50%	12.0	10.1400
Quizzes	85.00%	25.0	21.2500
Tests	90.00%	35.0	31.5000
Information (This category has not received a grade.)	00.00%	0.0	00.0000
Class Participation (This category has not received a grade.)	00.00%	15.0	00.0000
Class Project (This category has not received a grade.)	00.00%	0.0	00.0000
Classwork	90.00%	13.0	11.7000

**** Student's Extra Credit Points: 0.0 ****

Category Weight Calculation: Category Average * (MP Weight / 100) = Category Score
Final Grade Calculation: ((Sum of Category Scores) * 100) / (Sum of Category Weights) + Extra Credit Points

**** Student's Extra Credit Points: 0.0 ****

Guardian/Parent Signature: _____

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Figure 19 – Preview of the Progress Report that will be attached to the outbound email.

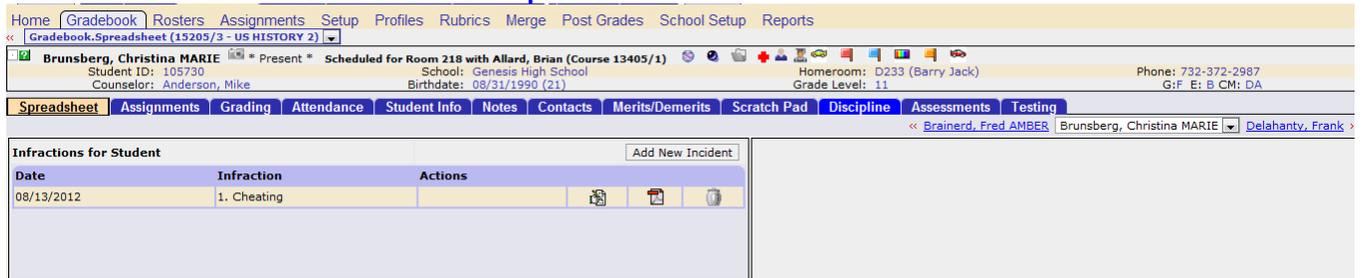
6. Enter a Subject. This field is “sticky” – whatever you put in it will stay in it until you change it.
7. Enter a Message. Like the Subject, the message is sticky and remains until you change it.
8. To send the message and the Progress Report, click the **Create** button.

This screen sends only to one student at a time.

You can mass send emails via the [Gradebook](#)→[Setup](#)→[Progress Reports](#) screens.

H. Discipline

Gradebook→Gradebook→Student→Discipline

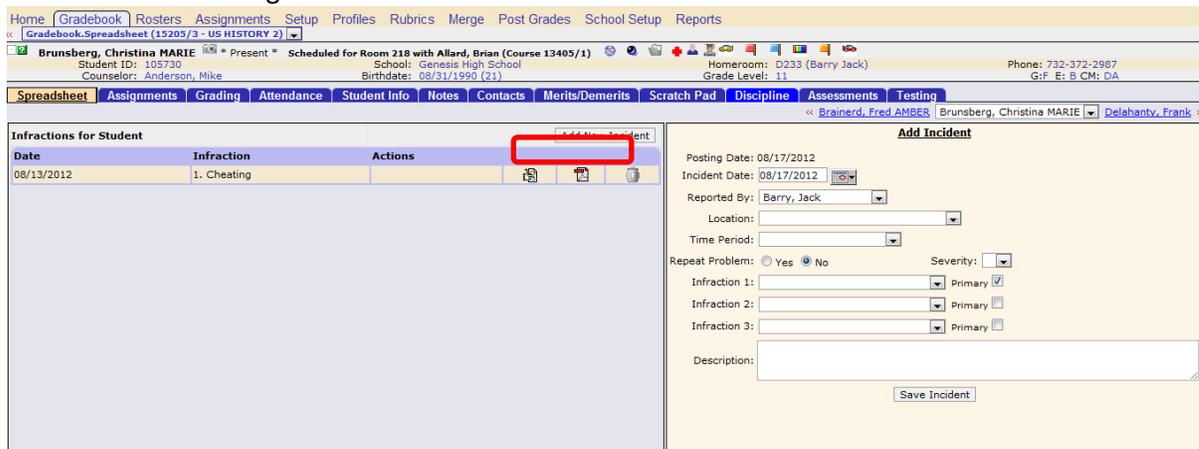


Teachers can Initiate Conduct Referrals in the Gradebook

There is a “Discipline” screen that can be made available so that teachers can initiate Discipline incidents for students in their classes. These referrals go into a queue to be reviewed by the school’s discipline administrator. When that person reviews the referral, they can turn it into a real Conduct incident and add Actions (e.g. Detention). If you have permission to do so, you will see the Actions listed, otherwise the “Action” column will remain blank.

Procedure to Initiate a Discipline Referral

1. Go to the [Gradebook→Gradebook](#) spreadsheet screen for your course
2. Click on the name of the Student who you wish to initiate a Discipline Incident for
3. Click on that student’s Discipline tab. This brings up their [Gradebook→Gradebook→Student→Discipline](#) screen.
4. Click on the **Add New Incident** button at the upper central portion of the screen. This will display an “Add Incident” form in the right side of the screen:



5. Fill in the form:

- Date** - Incident Date: 08/17/2012 The Date field always defaults to “today” but can be set for any prior date.
- Reported by** – This should default to your name, but it can be updated. Reported By: Barry, Jack
- Location** – This is the location where the incident occurred. Location: [dropdown]
- Time Period** – This is the time of day when the incident occurred. Time Period: [dropdown]
- Repeat Problem** – This yes/no question indicates whether this is a repeat issue for this student. This question only applies to the one student who is being reported. Repeat Problem: Yes No
- Severity** – This is the perceived severity of the infraction from the teacher’s point of view. Severity: [dropdown]
- Infraction 1** – This is the primary infraction done by the student. It is a required field and must be present.
- Infraction 2** – Infraction 2 is an optional additional infraction committed by the student.

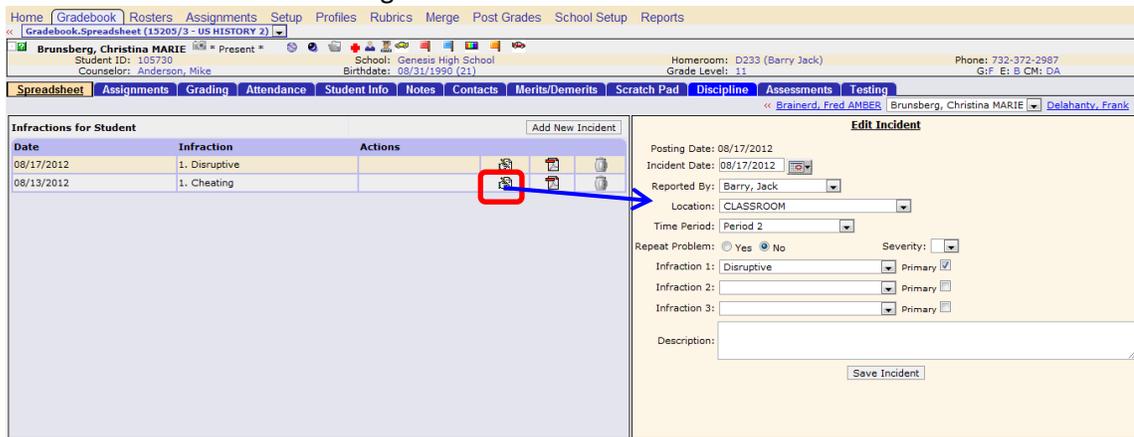
- i. **Infraction 3**– Infraction 3 is an optional additional infraction committed by the student
- j. Enter a **Description** of the incident. Please note that this Incident Description may appear in a letter sent to the student’s parents or guardians. Please describe the incident in a manner as to be best understood by the parents/guardians.

Description:

- k. When you have completed entering information, click the **Save Incident** button to create the referral. The referral goes to the discipline administrator for review.

Procedure to Update a Discipline Referral

1. Go to the **Gradebook**→**Gradebook** spreadsheet screen for your course
2. Click on the name of the Student who you wish to initiate a Discipline Incident for
3. Click on that student’s Discipline tab. This brings up their **Gradebook**→**Gradebook**→**Student**→**Discipline** screen.
4. Locate the Incident Referral you wish to edit and click the corresponding Edit icon. This brings up the information in the referral on the right side of the screen:



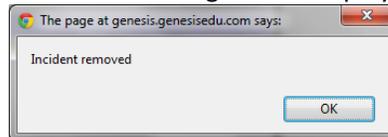
5. Update the information in the form.
6. When you have completed entering information, click the **Save Incident** button to save your changes.

Procedure to Delete Discipline Referral

1. Go to the **Gradebook**→**Gradebook** spreadsheet screen for your course
2. Click on the name of the Student for whom you wish to remove an Incident.
3. Click on that student’s Discipline tab. This brings up their **Gradebook**→**Gradebook**→**Student**→**Discipline** screen.
4. Locate the Incident Referral you wish to edit and click the corresponding Trash Can delete icon. This brings up a confirmation dialog:



5. Click **OK** to remove the referral. A verification dialog will be displayed:



6. Click **OK** to complete the procedure.

I. Assessments

Gradebook → Gradebook → Student → Assessments

Home | Gradebook | Rosters | Assignments | Setup | Profiles | Rubrics | Merge | Post Grades | School Setup | Reports

Gradebook.Spreadsheet (15205/3 - US HISTORY 2)

McDonald, Tex MARIE (M) * Present *
 Student ID: 505437
 Counselor: Asselstine, Brian

School: Genesis High School
 Birthdate: 08/13/1989 (23)

Homeroom: D233 (Barry Jack)
 Grade Level: 11

Phone: 732-555-1515
 G: F: E: H CM:

Spreadsheet | Assignments | Grading | Attendance | Student Info | Notes | Contacts | Merits/Demerits | Scratch Pad | Discipline | Assessments | Testing

Select a view: Assessments | All students.

Desc.	Test	Exam Year	Month	Sem	Grade	Language			Other Social
						Reading	Writing	Math Science Score	
PSAT	PSAT	2010	January		11	38	45	56	
HSPA	HSPA	2010	March			255		270	
HSPA 2011	HSPA	2010	March			255		270	
HSPA 2009	HSPA	2010	March		11	255		270	
EOC Biology	EOC_BIO	2010	May		10				215
EOC Algebra I	EOC_ALG1	2010	May		09			473	
PSAT	PSAT	2010	January		11	38	45	56	
TEST HSPA	HSPA	2011	March			255		270	

Student Assessments

The student's Assessment scores that you are allowed to see (by permissions) are displayed on the [Gradebook → Gradebook → Student → Assessments](#) screen. This is a view-only screen: no updates can be done via this screen.

In addition to all of the student's Assessments, you will be able to bring this student's scores for any Data View that you have permission to view. The "Select a view" drop down list defaults to showing all of the student's Assessment scores. You can then select any other Data View you have access to. The actual content of the drop down will be specific to your school:

Select a view: Assessments | All students.

Desc.	Test	Exam Year	Month	Sem	Grade	Language			Other Social
						Reading	Writing	Math Science Score	
PSAT	PSAT	2010	January		11	38	45	56	
HSPA	HSPA	2010	March			255		270	
HSPA 2011	HSPA	2010	March			255		270	
HSPA 2009	HSPA	2010	March		11	255		270	
EOC Biology	EOC_BIO	2010	May		10				215
EOC Algebra I	EOC_ALG1	2010	May		09			473	
PSAT	PSAT	2010	January		11	38	45	56	
TEST HSPA	HSPA	2011	March			255		270	

Assessments

- Reading Scores
- WRITING_SCORES
- PSAT, HSPA & EOC Scores
- Demo View
- Student_Scores
- HSPA
- test
- NJASK View
- Greg
- MAP SCORES GR 2-10
- Longitudinal Reading
- Senior Scores

J. Scratchpad: Reviewing a Student’s Progress/Tools for Student Conferences

Gradebook→Gradebook→Student→Scratchpad

The screenshot shows the 'Student Scratch Pad' for Christina Marie Brunsberg. It displays a table with columns for Category, Assignments Graded, Sum, Weight, Drop Worst, Current Totals (Earned/Attempted), Current Average, Remaining Points, Points Possibly Achieved, and Possible Avg. The 'Points Possibly Achieved' column contains input boxes for each category. Below the table is a 'Calculate' button and a 'Category Weight Average Product' table.

Category	Assignments Graded	Sum	Weight	Drop Worst	Current Totals Earned	Current Totals Attempted	Current Average	Remaining Points	Points Possibly Achieved	Possible Avg.
1 Homework	1.0	69.0	5.0%	5 (0 dropped)	69.0	100.0	69.0%	820.0 (12 Assignments)	<input type="text"/>	?
2 Quizzes	4.0	85.0	25.0%	0	85.0	250.0	34.0%	300.0 (5 Assignments)	<input type="text"/>	?
3 Tests	0.0	00.0	40.0%	0	0.0	0.0		200.0 (1 Assignments)	<input type="text"/>	?
4 Information	1.0	00.0	0.0%	0	0.0	0.0		0.0 (2 Assignments)	0	
5 Classwork	0.0	00.0	20.0%	2 (0 dropped)	0.0	0.0		120.0 (12 Assignments)	<input type="text"/>	?
6 Class Project	0.0	00.0	10.0%	0	0.0	0.0		100.0 (1 Assignments)	<input type="text"/>	?
					154.0	350.0	39.8%	1540.0 (33 Assignments)	154 out of 350	39.8%

Category	Weight	Current Average	Product
HW	5.0	69.0%	3.4500
QUIZ	25.0	34.0%	8.5000
TEST	40.0		?
INFO	0.0		?
CW	20.0		?
CPROJ	10.0		?
Totals:	30.0		11.9500

Figure 20 – The Scratch Pad screen lets you strategize with the student on how their performance might improve

The Scratchpad

The Scratchpad screen gives teachers a way to strategize with students on how their performance for the remainder of a Marking Period can affect their final Marking Period average and grade.

Strategizing with a Student

If you create most of the Assignments you will be posting from now to the end of the Marking Period, you can strategize with a student to show them – or allow them to discover – how their performance can affect their final Marking Period Average and the resulting Marking Period Report Card grade.

The [Gradebook→Gradebook→Student→Scratchpad](#) screen displays how many points are still available to be earned in each Category (or overall, if your preferred grading scheme is “Total Points”). The “Points Possibly Achieved” column allows you to work with the student to demonstrate how, depending on how many of the still-available points they earn, they can bring up their final Marking Period grade.

In the example below, there are 820 points remaining in the Homework Category, 300 points remaining in the Quiz Category, 100 points remaining to be earned in Class Projects and 120 points to be earned in Classwork, as well as 200 points in Tests. If you enter a ‘goal’ number of points in each box in the “Points Possibly Achieved” column, you can demonstrate to the student how they can fare by Marking Period’s end

Category	Assignments Graded	Sum	Weight	Drop Worst	Current Totals Earned	Current Totals Attempted	Current Average	Remaining Points	Points Possibly Achieved	Possible Avg.
1 Homework	1.0	69.0	5.0%	5 (0 dropped)	69.0	100.0	69.0%	820.0 (12 Assignments)	<input type="text"/>	?
2 Quizzes	4.0	85.0	25.0%	0	85.0	250.0	34.0%	300.0 (5 Assignments)	<input type="text"/>	?
3 Tests	0.0	00.0	40.0%	0	0.0	0.0		200.0 (1 Assignments)	<input type="text"/>	?
4 Information	1.0	00.0	0.0%	0	0.0	0.0		0.0 (2 Assignments)	0	
5 Classwork	0.0	00.0	20.0%	2 (0 dropped)	0.0	0.0		120.0 (12 Assignments)	<input type="text"/>	?
6 Class Project	0.0	00.0	10.0%	0	0.0	0.0		100.0 (1 Assignments)	<input type="text"/>	?
					154.0	350.0	39.8%	1540.0 (33 Assignments)	154 out of 350	39.8%

The Marking Period Average Calculation

If you are grading by weighted Categories, the student can see how they are doing Category by Category:

Category	Weight	Average	Product
HW	5.0	69.0%	3.4500
QUIZ	25.0	34.0%	8.5000
TEST	40.0		?
INFO	0.0		?
CW	20.0		?
CPROJ	10.0		?
Totals:	30.0		11.9500

This area shows how the student is performing in each Category. You can use this screen to illustrate what happens if they earn all, or almost all of the points still available, as opposed to what their average will be if they earn few of the available points in each Category. If you are grading by Total Points, this matrix will be not be present. The screen will show only total points, without regard to Category.

Procedure to Strategize with Student on Improving their MP Grade

1. Go to the [Gradebook](#)→[Gradebook](#) spreadsheet screen for your course
2. Click on the name of the Student. This brings up the [Gradebook](#)→[Gradebook](#)→[Student](#)→[Assignments](#) screen.
3. Click on that student’s [Scratch Pad](#) tab. This brings up their [Gradebook](#)→[Gradebook](#)→[Student](#)→ [Scratch Pad](#) screen.
4. To strategize with the student, examine the last three columns of the :

Remaining Points	Points Possibly Achieved	Possible Avg.
820.0 (12 Assignments)	<input type="checkbox"/>	?
300.0 (5 Assignments)	<input type="checkbox"/>	?
200.0 (1 Assignments)	<input type="checkbox"/>	?
0.0 (2 Assignments)	0	
120.0 (12 Assignments)	<input type="checkbox"/>	?
100.0 (1 Assignments)	<input type="checkbox"/>	?
1540.0 (33 Assignments)	154 out of 350	39.8%

5. Enter possible scores in the “Points Possibly Achieved” column’s checkboxes.
6. Click the [Calculate](#) button. This will fill in the “Possible Average” column and display the *possible* Marking Period average the student could achieve:

Remaining Points	Points Possibly Achieved	Possible Avg.
820.0 (12 Assignments)	<input checked="" type="checkbox"/> 800 97.5%	94.4%
300.0 (5 Assignments)	<input checked="" type="checkbox"/> 288 96.0%	67.8%
200.0 (1 Assignments)	<input checked="" type="checkbox"/> 190 95.0%	95.0%
0.0 (2 Assignments)	0	
120.0 (12 Assignments)	<input checked="" type="checkbox"/> 110 91.6%	91.6%
100.0 (1 Assignments)	<input checked="" type="checkbox"/> 96 96.0%	96.0%
1540.0 (33 Assignments)	1638 out of 1890	87.61%

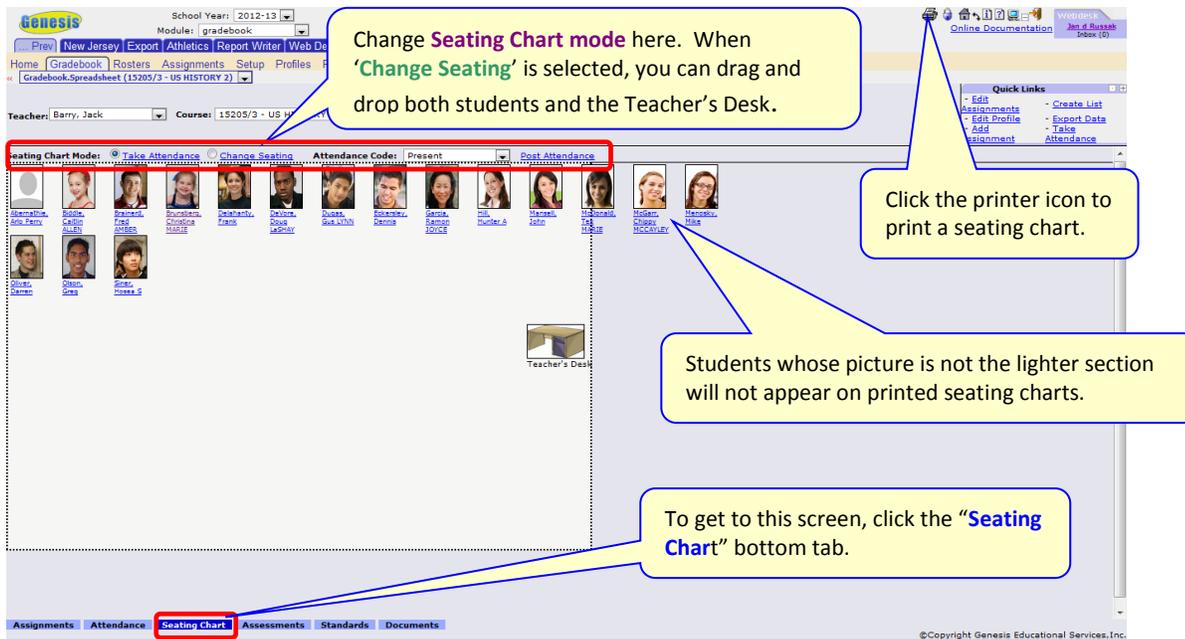
If you are using weighted Category grading, you can see the affect in each Category:

Category	Weight	Average	Product
HW	5.0	94.4%	4.7228
QUIZ	25.0	67.8%	16.9545
TEST	40.0	95.0%	38.0000
INFO	0.0		?
CW	20.0	91.6%	18.3333
CPROJ	10.0	96.0%	9.6000
Totals:	100.0		87.6107

7. Repeat steps 5 and 6 to strategize different performance points on the part of the student.

VII. Seating Chart

A. Setting Up the Seating Chart



Gradebook/Class Attendance Seating Chart

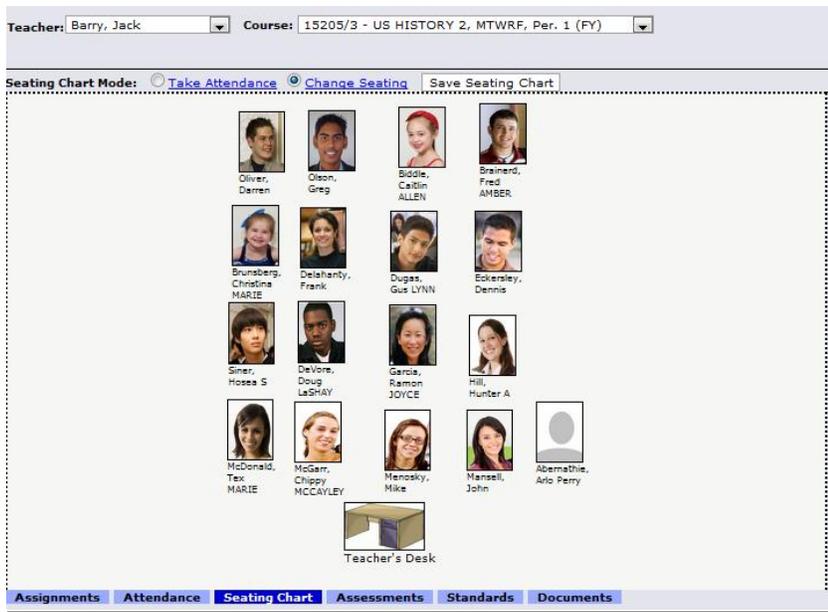
The Genesis Gradebook includes a 'drag and drop' seating chart. Each *active* student on your class roster is shown on the Seating Chart. If there are pictures available for the students, the students' pictures will be displayed. Otherwise, you will see the 'blank photos' shown above.

The Seating Chart screen has two modes:

- Set up chart. You must choose this by clicking the 'Change Seating' radio button.
- Take Class Attendance. This is the default mode for the screen.

Procedure to Setup the Seating Chart

1. Bring up a Gradebook spreadsheet screen.
2. Locate the Seating Chart tab on the bottom of the spreadsheet and click it. This brings up the seating chart.
3. Click on the [Change Seating](#) radio button. This changes the seating chart to "Change Seating" mode and makes the pictures and teacher's desk draggable.
4. Drag the pictures and desk to the locations you want them in. Make sure that all pictures are on the light colored field (of they will not print).
5. Click the Save Seating Chart button to save the new positions:

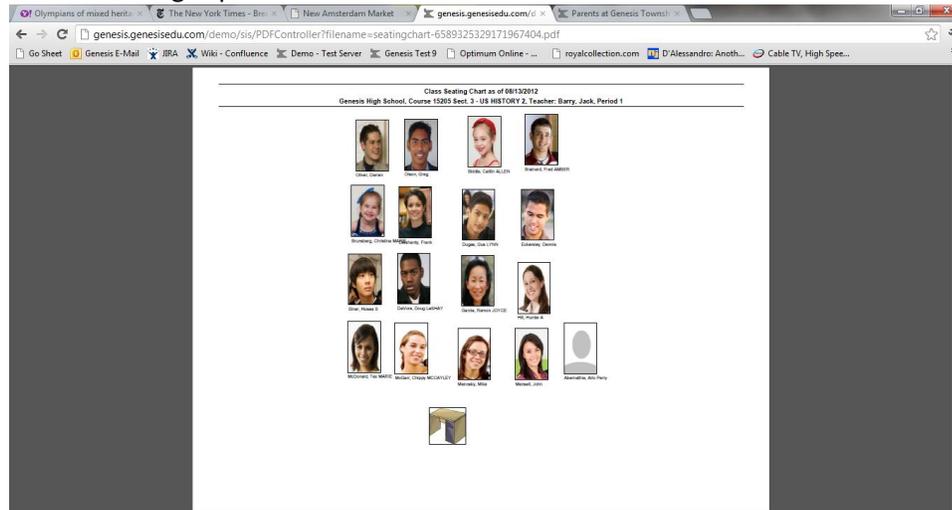


The seating chart has a panel for every student in the class. If a student has no photo, the “no photo” panel appears with the student’s name underneath it.

When photos are uploaded into Genesis, they automatically replace the “no photo” panel: you do not need to personally do anything to import photos.

B. Printing the Seating Chart

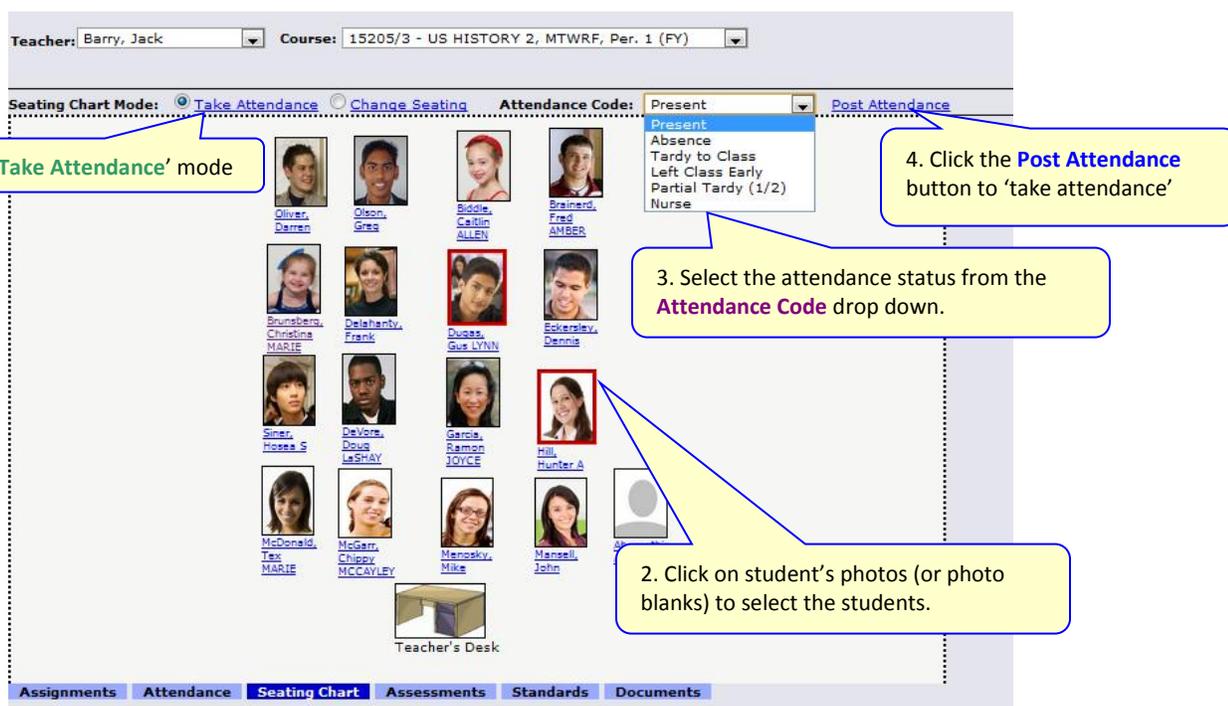
To print the seating chart, bring up the seating chart screen and click the  printer icon at the upper right corner of the **Seating Chart** screen. This brings up a color PDF version of the chart:



This is Adobe Reader: use standard Adobe reader controls to send the chart to a printer. Click the browser back button to return to Genesis.

CAVEAT: If a student’s photo is not on the light part of the Seating Chart screen, it will not be printed out.

C. Taking Attendance with the Seating Chart



Taking Class Attendance with the Seating Chart

You can take Class Attendance for 'today' with the Seating Chart.

1. Select the 'Take Attendance' mode for this screen (Take Attendance is the default mode)
2. Click on the photos of all the students to which you want to give the same Attendance code.
3. Select the Attendance code via the Attendance Code drop down
4. Click the "Post Attendance" button.
5. Repeat steps 2 to 4 to post a different Attendance Code for other students (or to repost a code for a student for whom you selected the wrong code).

You may post attendance/change attendance as many times as you wish.

You can only post attendance for 'today' with this screen.

To post attendance for other days, use the regular (non-seating chart) Class Attendance screen.

VIII. Taking Class Attendance in the Gradebook

A. Seating Chart

Class Attendance for “today” can be taken via the [Gradebook](#)→[Gradebook](#)→[Seating Chart](#) screen, as described above in the Seating Chart section.

B. Class Attendance Spreadsheet

The screenshot shows a spreadsheet interface for tracking class attendance. The left side contains columns for attendance totals: YTD Abs, YTD Tar, MP1 Abs, and MP1 Tar. The main grid shows days of the week from Monday to the following week. Attendance codes like 'TC', 'AB', and 'LE' are entered in specific cells. Callouts provide the following information:

- Attendance totals appear at the left side of the spreadsheet.
- Each column represents a different school day in the selected Marking Period.
- To get to this screen, click the “Attendance” bottom tab.
- Attendance codes appear in days for which attendance has been taken.

Class Attendance Spreadsheet

This screen shows a ‘spreadsheet’ view of Class Attendance for all students in the class. This screen is only meaningful if you are taking class attendance on a regular basis.

Class Attendance is not automatically updated: you must take Class Attendance for student’s attendance totals for your class.

Taking Attendance for One Day

To take class attendance for one day, click anywhere in the column for the day for which you wish to take attendance. This will bring up the (non-seating chart) ‘[Take Class Attendance](#)’ screen.

Total Absence and Tardy Counts

The left most columns give absence and tardy totals for the year and the currently selected Marking Period:

YTD Abs	YTD Tar	MP1 Abs	MP1 Tar
0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0
0.0	0.34	0.0	0.34

C. Take Class Attendance with the Take Class Attendance screen

The screenshot shows a spreadsheet interface for taking class attendance. At the top, there are tabs for 'MP1', 'MP2', 'MP3', 'MP4', and 'Year Summary'. Below the tabs, the teacher is identified as 'Barry, Jack' and the course as '15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)'. The date range is set to '08/08/2012 Wed' through '08/10/2012 Fri'. The main table has columns for 'ID', 'Student', 'Grade', 'Daily Attendance', 'Default', and 'Section Attendance'. Each row represents a student, and the 'Section Attendance' column contains a dropdown menu for selecting an attendance code. Some cells in the 'Section Attendance' column are highlighted in red (e.g., 'AB - Absence') or green (e.g., 'LE - Left Class Early'). A 'Save' button is located at the bottom of the table. Callouts provide instructions: 'Students\' 'daily attendance' status for the selected day.' points to the 'Daily Attendance' column; 'Apply Default' buttons for each student points to the 'Default' column; 'Optionally enter comments' points to the empty text boxes; and 'Click the 'Save' button to store the attendance updates.' points to the 'Save' button.

Taking Class Attendance with the “Take Class Attendance” screen

This screen is used to take class attendance. The primary difference between this and the seating chart screen is that:

- The date can be changed. Class attendance can be taken for a previous or future date.
- A comment can be entered for every Attendance code except “Present”.
- A time can be entered for “tardy with time” or “left early with time” codes.

This screen shows:

- The “daily attendance” for the selected day for each student
- Whether there is a ‘default attendance code’ that corresponds to the student’s daily attendance status – and supplies a button to apply that default, if there is a default.
- A selected attendance code for each student.

Once the ‘Save’ button is clicked, the Class Attendance Code field is colored coded for the selected Class Attendance Code (note the red boxes that correspond to ‘Absent’ in the example).

There is a date navigation control (‘next day’, ‘previous day’, ‘any day’) to allow you to move to different dates while staying on this screen.

Taking Class Attendance

1. On the [Gradebook](#)→[Gradebook](#) spreadsheet screen, click the Take Attendance Quick Link, or on the Attendance spreadsheet, click in the day for which you wish to take attendance.
2. For each student in the list, select the appropriate attendance code. If a time field appears, you must enter time and AM or PM.
3. Select the Attendance code via the **Attendance Code** drop down
4. Optionally enter a **Comment** along with the selected Attendance Code.
5. Click the “**Post Attendance**” button.

IX. Posting Grades: Gradebook to Report Card

The screenshot shows the 'Gradebook' tab in the Genesis software. At the top, there are navigation tabs for Home, Gradebook, Rosters, Assignments, Setup, Profiles, Rubrics, Merge, Post Grades, School Setup, and Reports. Below these, there are filters for Teacher (Barry, Jack), Course (15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)), and Unit (All Units). A message 'MP1 Grading Open' is displayed in a yellow box. Below the message is a table of students with columns for ID, Name, MP1 Calc. Grade, Xtra Credit, More Credit, and HW 1. The table lists 17 active students with their respective grades and scores.

When grade posting is open, a message appears to let you know you can go ahead and post official grades. Click this message to bring up the Post Grades screen.

Gradebook and the Report Card/Marking Period Grading System

Your Gradebook is *yours*. Your grade averages for students are not automatically pulled into the Grading module (that is, into Report Card grading). You must *post* your grades, just as you had to post your grades when working with a paper Gradebook.

Posting Grades

You can only post grades (or post interim comments) when the Grading system is open for grade posting. When grading is *open* a message is displayed in the Gradebook header.

To Post Grades

To get to the actual **Post Grades** screen, click on the “**Grading is Open**” message. This brings up the screen:

Gradebook → Post Grades

The screenshot shows the 'Post Grades for Marking Period 1' screen. At the top, there are navigation tabs for Profiles, Rubrics, Merge, Post Grades, School Setup, and Reports. Below these, there are filters for Switch Course (15205/3 - US HISTORY 2, M... er. 1 (FY)) and Course (15205/3 - US HISTORY 2). A message 'Update All Grades for MP1 Grading Period' is displayed in a yellow box. Below the message is a table of students with columns for ID, Name, MP1 Absences, MP1 Tardies, MP1, MP2, ME, S1, MP3, MP4, FE, IR1, IR2, IR3, and IR4. The table lists 4 students with their respective grades and scores.

The “Update All Grades” button

The “Save” button posts the grades.

For each student you see student’s MP’s grade average, the history of grades & comments that you have posted for them for this year and all the current ‘posting’ fields

Figure 21 – The **Gradebook → Post Grades** screen, the interface between Gradebook and Report Card Grading

Posting Marking Period and Interim Grades & Comments

The **Post Grades** screen is the Gradebook’s interface with the (secondary school) Report Card Grading module. This is the way you ‘copy’ your marking period grade average for each student to their Report Card.

For each student, you see the following:

- I. The Gradebook Score (or Marking Period Average) the student has earned for the marking period being graded. This is the center panels of the screen.
- II. The grades and comments you have reported for this student earlier in the school year. That is, their grade history for the course. This history is on the right side of the screen.
- III. A series of fields that let you enter information for the student for the currently open ‘grade collection’, whether the grade collection is for a marking period or ‘interims’. These are the fields on the left side of the screen.

Automatically Copying Gradebook Scores to Marking Period Grades

When grades are being collected, an “**Update All Grades**” appears at the top of the list of students. Clicking this one button copies the Marking Period average (i.e. the ‘Gradebook score’) for each student into their “Grade” field. You can also copy each student’s grade individually by clicking the ‘**Use this Score**’ button next to each student’s average. If you have permission to do so, you can override any grade with the grade you think the student actually deserves.

Comments, Attendance, Etc.

The Gradebook does not support ‘automatic comments’. You will need to enter comments individually for each student.

In addition, many schools collect additional information during a given collection, such as class attendance, class participation or other information. The Gradebook will never automatically fill out these fields, with the possible exception of Class Attendance. You will need to enter this information for each student, if the information is required.

SAVE BUTTON

Always click the “**SAVE**” button to post your grades. If you do not click **SAVE** and leave the screen, all your work will be lost.

Posting and Reposting

You can enter and re-enter your grades as often as you like while Grading remains open. Once grading is closed, you can no longer post via the Gradebook. If Grading is closed, you will have to go to Guidance and request a grade change for the student(s) in question.

ELEMENTARY SCHOOL REPORT CARD GRADE POSTING

If your school or grade uses the Genesis Elementary Grading system, instead of the secondary school Report Card Grading system, you will NOT post grades as described in the section above. You will post grades from the **Elementary Grading→Post Grades** screen. That screen is outside of the Gradebook and is not covered here.

In the Elementary Grading system, you will pull subject grades (Marking Period averages) from all of a single student’s Gradebooks with one button push.

Update All Grades for MP1 Grading Period		Save		Show dropped students: <input checked="" type="radio"/> Yes <input type="radio"/> No										
1	1004137 - Abernathie, Arlo Perry	MP1 Absences: 0.0	MP1 Tardies: 0.0	MP1	MP2	ME	S1	MP3	MP4	FE	IR1	IR2	IR3	IR4
Grade: B		GB MP1 Score: 86.2 (B) School: B Use Score		B										
Comment:														
Comment:														
Comment:														

X. Assessments in the Gradebook

Figure 22 – The Gradebook→Gradebook→Assessments screen

Student id Name		Grade	Reading 1	Writing 1	Reading 2	Math 2
1004137	Abernathie, Arlo Perry	10	51	50	51	53
1010370	Biddle, Caitlin ALLEN	11	49	46	49	54
105656	Brainerd, Fred AMBER	10	41	37	41	38
105730	Brunsberg, Christina MARIE	11	40	24	40	43
1000084	Delahanty, Frank	11	31	40	31	32
1012212	DeVore, Doug LaSHAY	11	41	33	41	45
1008226	Dugas, Gus LYNN	11	45	37	45	48
1000162	Eckersley, Dennis	10	60	43	60	45
1000286	Garcia, Ramon JOYCE	11	45	40	45	60
1013683	Hill, Hunter A	11	38	33	38	50
505321	Mansell, John	11	53	54	53	54
505437	McDonald, Tex MARIE	11	38	45	38	56
1001646	McGarr, Chippy MCCAYLEY	11	40	45	40	54
505519	Menosky, Mike	11	50	41	50	57
505805	Oliver, Darren	11	56	43	56	47
505811	Olson, Greg	11	44	33	44	45
1002885	Siner, Hosea S	11	55	45	55	55

The Assessments screen shows the roster of students and their scores for one Data View at a time.

To view a different view, select it from the “Select a view” drop down.

XI. Emailing Student Contacts

A. Single Student Email

Email messages with attached Progress Reports can be easily sent for any individual student from the student’s [Gradebook→Gradebook→Student→Contacts](#) screen. The description of this screen can be found in **Section VI G. Contacts**. On the screen [Gradebook→Gradebook→Student→Contacts](#) screen it is possible to any collection of the available in-school or home email addresses for one student. The remainder of this section describes how to set up mailing lists to mass send progress reports and other messages to students and their home and inschool contacts.

B. Email Lists

Gradebook→Setup→Progress Reports→Available Email Lists

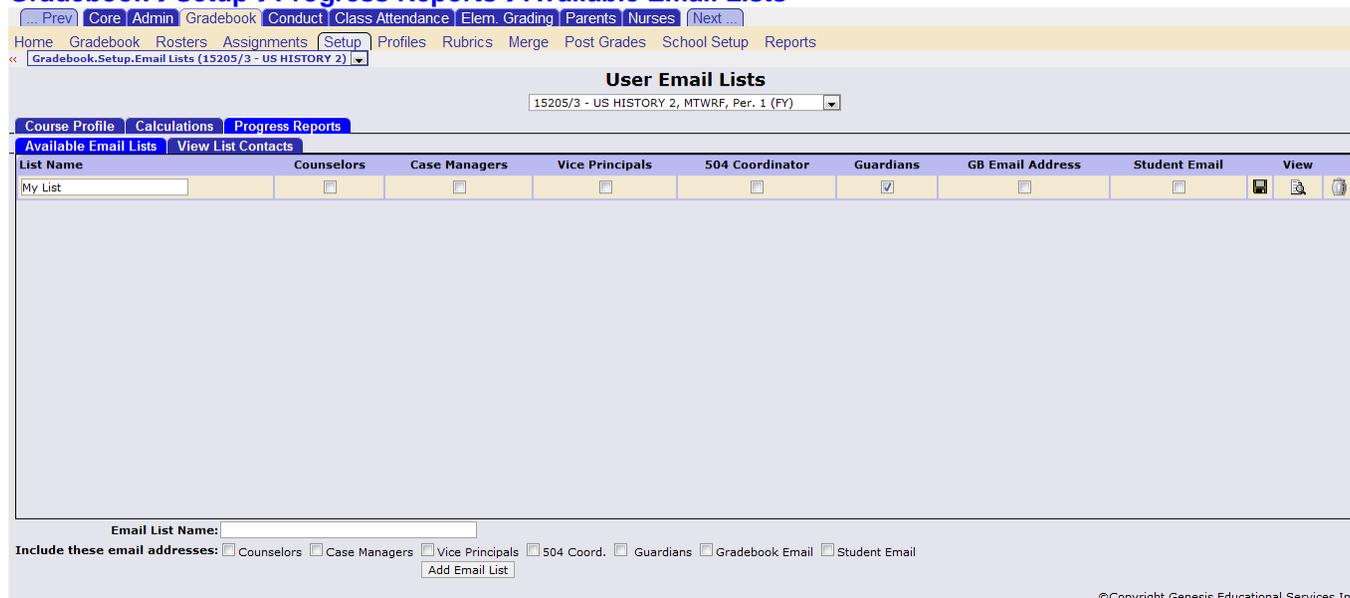


Figure 23 – The [Gradebook→Setup→Progress Reports](#) Email List screen

Email Lists in Genesis Gradebook

The Email list capability is located on the [Gradebook→Setup→Progress Reports→Available Email Lists](#) screen. You can create as many email lists as you like. Each email list that you create exists for **all courses** and should be customized for each course. The Genesis Gradebook email facility has access to many potential email addresses for each student including in-school email addresses (counselor, case manager, 504 Coordinator, vice principal) and ‘at-home’ addresses (e.g. mother, father, student) as well as one per student that teachers control directly. The email list facility allows you to create lists tailored to one type of contact – or many types of contacts. The facility is extremely flexible.

What is a List?

A list that appears on the [Gradebook→Setup→Progress Reports→Available Email Lists](#) screen exists simultaneously for ALL of your Gradebooks. When you create a list, you are creating it for each and every Gradebook. You then need to customize the list for **each** Gradebook that you want to use it for.

Why not one Simple Master List and a 1-Click Send?

Genesis provides access to so many different email addresses and so many possible email recipients that it is not feasible to simply have a “send to all” function without the setup of one or more Email Lists. You must set up your lists. From then on using them should be extremely simple.

C. Creating & Setting Up Email Lists

Procedure to Create an Email List

1. Go to the [Gradebook](#)→[Setup](#)→[Progress Reports](#)→[Available Email Lists](#) screen.
2. Locate the “new Email List” controls at the bottom of the screen:

The screenshot shows a form with the following elements:

- Email List Name:** A text input field.
- Include these email addresses:** A row of checkboxes for:
 - Counselors
 - Case Managers
 - Vice Principals
 - 504 Coord.
 - Guardians
 - Gradebook Email
 - Student Email
- Add Email List:** A button.

3. Enter the name of your list in the “**Email List Name**” field.
4. Optionally check off the types of addresses you want the list to include:
 - a. In-School Contact Types:
 - i. Counselors – This will pick up the students’ Guidance Counselors.
 - ii. Case Managers – For any student that has one, this will pick up Case Managers.
 - iii. Vice Principals – For students assigned to a V.P., this will pick the VP’s.
 - iv. 504 Coordinators – For students with a 504 status and a 504 Coordinator, this will pick up the 504 Coordinators.
 - b. Student/Home Contact Types:
 - i. Guardians – This will pick up any emails associated with Guardians 1 to 4.
 - ii. Student Email – This will pick up the student’s own email listed on the student’s “Student” Contact2 record on the [Student Data](#)→[Student](#)→[Demographics](#)→[Contact2](#) screen.
 - c. The One Email Address the teacher controls:
 - i. Gradebook Email – This picks up the one email address the teacher controls for each student. This are found on the students’ [Gradebook](#)→[Gradebook](#)→[Student](#)→[Student Info](#) screens in the Gradebook.
5. Click the Add Email List button. This creates the Email List. You can customize the new list for each Gradebook. Details on how to do this are found below in the procedure on customizing Email lists.

Procedure to Customize an Email List for Each Gradebook.

1. Go to the **Gradebook→Setup→Progress Reports→Available Email Lists** screen.



2. Locate the Email list you wish to customize by Gradebook and click the View icon corresponding to it. This brings up the **Gradebook→Setup→Progress Reports→View List Contacts** screen:

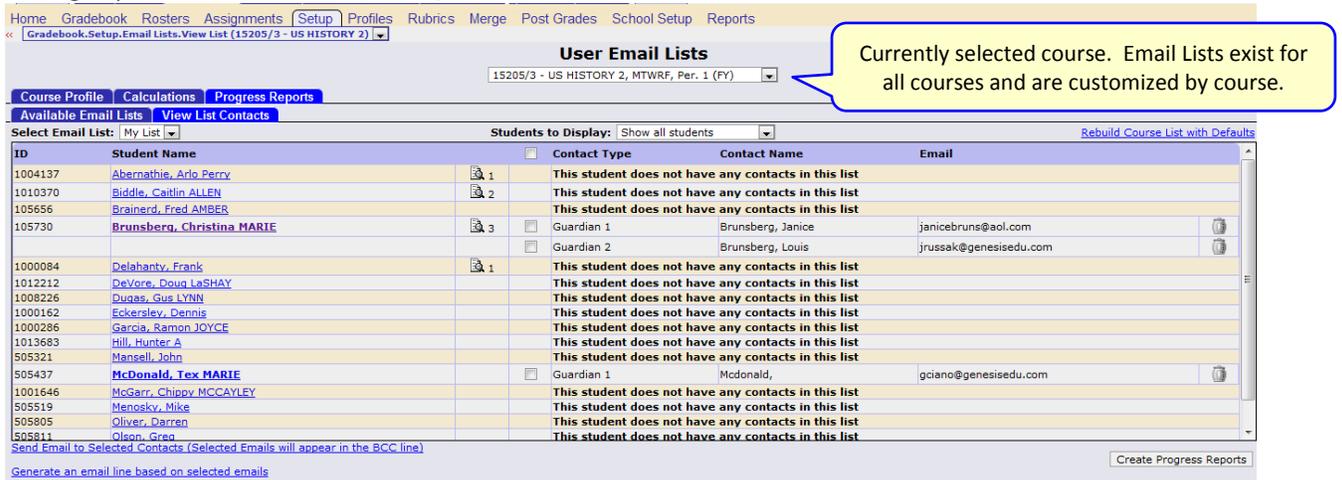
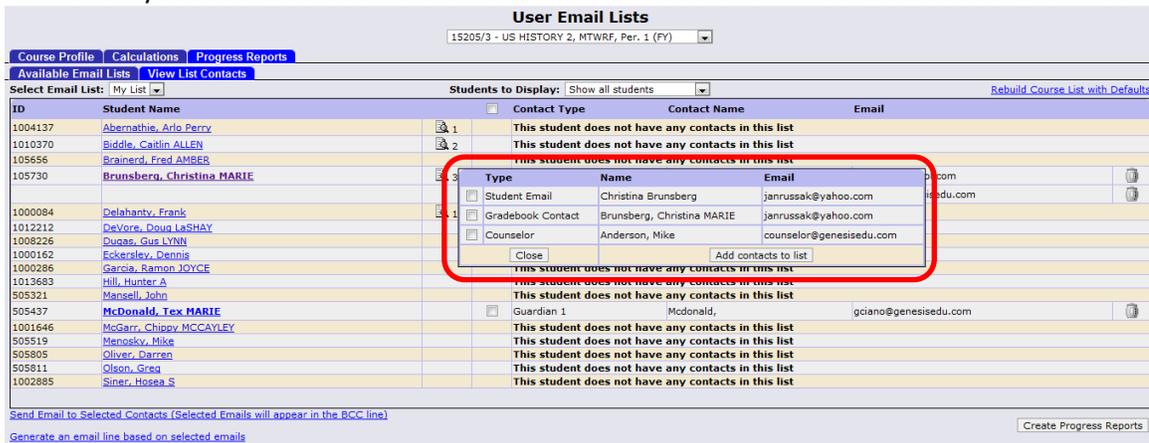


Figure 24 – Example of the **Gradebook→Setup→Progress Reports→View List Contacts screen showing some students with Email Addresses in the list and some without**

3. The list will show all of the students on the Roster of the currently selected course. Someone of them may not have email addresses in the list. For example, regular ed students will not have entries on an email list of Case Managers. Some students may have a “view” icon accompanied by a number: 3. This indicates that the student has additional Email Addresses on their record than are included in this list.
4. Optionally add students’ other Email contacts to the list. If you click the 3 icon, a popup dialog will appear that will allow you to select the some or all of the student’s other email contacts to add to this list:



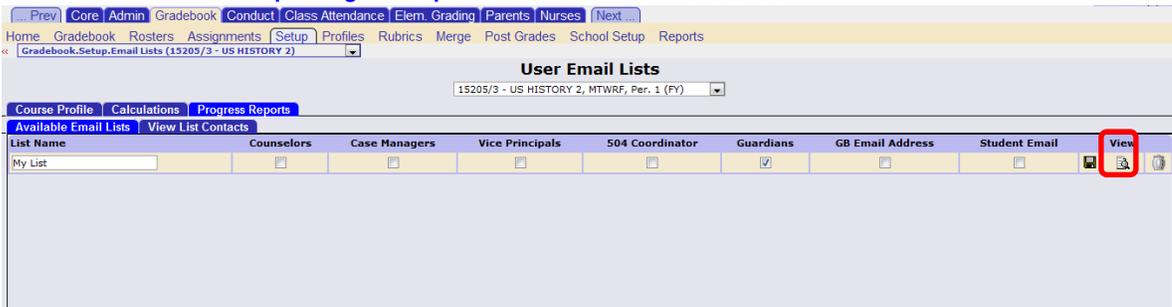
5. Check off any email addresses you wish to add and click “Add Contacts to List”.
6. You can optionally configure the list so that only students who have contacts in this list will display:



7. To Customize this same list for additional Gradebooks, select another Gradebook and repeat Steps 3 to 6.
8. To Customize an additional list, select another list and repeat Steps 3 to 7.
9. To send email to a list for a particular class, follow the directions in the next section below.

D. Mass Emailing Students with Progress Reports

1. Go to the [Gradebook](#)→[Setup](#)→[Progress Reports](#)→[Available Email Lists](#) screen.



2. Locate the Email list you wish to customize by Gradebook and click the View icon corresponding to it. This brings up the [Gradebook](#)→[Setup](#)→[Progress Reports](#)→[View List Contacts](#) screen:
3. Check the checkboxes for the students you want to send to. The master checkbox in the header line will toggle all the checkboxes in the column:

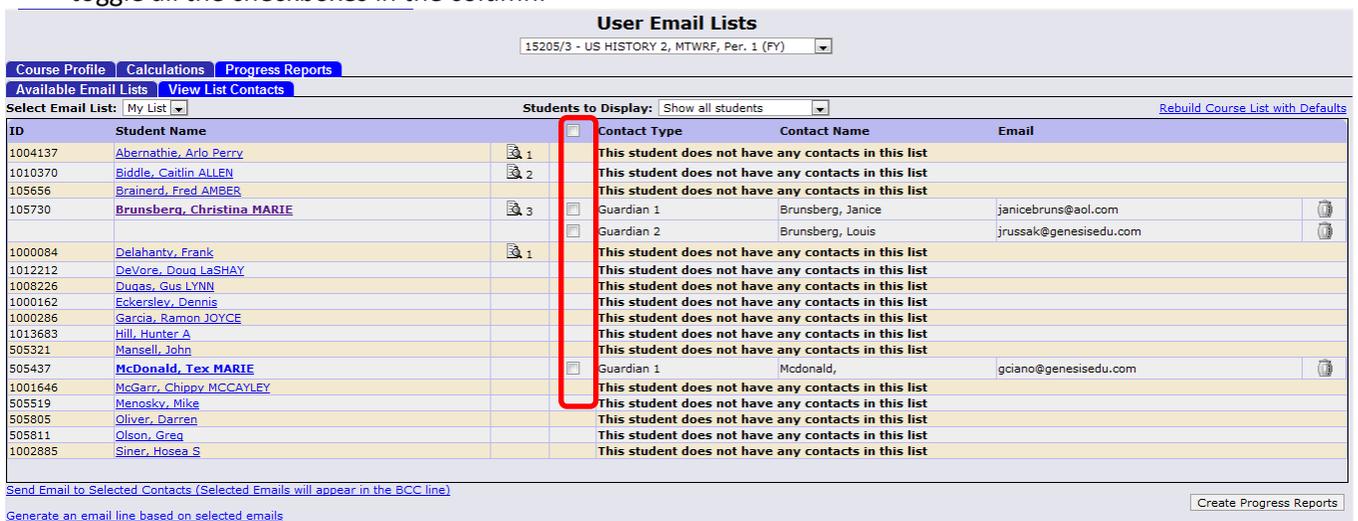


Figure 25 – The [Gradebook](#)→[Setup](#)→[Progress Reports](#)→[View List Contacts](#) Screen highlighting the “send to” checkboxes

- Click the **Create Progress Reports** button to send progress reports to the checked students. This brings up a Progress report view screen:

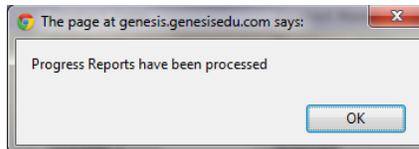
- This screen contains “sticky” Email Subject and “sticky” Email Body fields. Update the Email Subject and Email Body. A sample of the progress reports will be shown on the right hand side.
- Preview the Progress Reports on a student by student basis if you desire. There is a Preview Student control in the top left portion of the screen:

Preview Student: **Brunsberg, Christina MARIE**

- Select the Marking Period for the Progress Report. This defaults to the current Marking Period.
- Repeat steps 6 and 7 for additional students.
- Check that the list of Contacts is correct: You can uncheck contacts you do not wish to send to but you cannot addresses at this point:

Student's Contacts			
Type	Contact Name	Email	
<input checked="" type="checkbox"/>	Guardian 1 - Guardian 1	Brunsberg, Janice	janicebruns@aol.com
<input checked="" type="checkbox"/>	Guardian 2 - Guardian 2	Brunsberg, Louis	jrussak@genesisedu.com
<input checked="" type="checkbox"/>	Student Email	Brunsberg, Christina MARIE	janrussak@yahoo.com
<input checked="" type="checkbox"/>	Gradebook Email	Brunsberg, Christina MARIE	janrussak@yahoo.com

- Click the **Send Progress Reports** button to send the reports to the listed addresses. When the emails have been sent a verification dialog will be displayed:



- Click OK to dismiss the dialog – you have finished sending to this class.

E. Mass Emailing Students *without* Sending Progress Reports

Procedure to Mass Email a group of Students without Including a Progress Report

Genesis includes no direct facility to send email from Genesis without anything attached. This procedure helps you create a list of addresses and then use standard email clients to send the actual email messages that do not have attached progress reports.

1. Go to the [Gradebook](#)→[Setup](#)→[Progress Reports](#)→[Available Email Lists](#) screen.



2. Locate the Email list you wish to customize by Gradebook and click the View icon corresponding to it. This brings up the [Gradebook](#)→[Setup](#)→[Progress Reports](#)→[View List Contacts](#) screen:

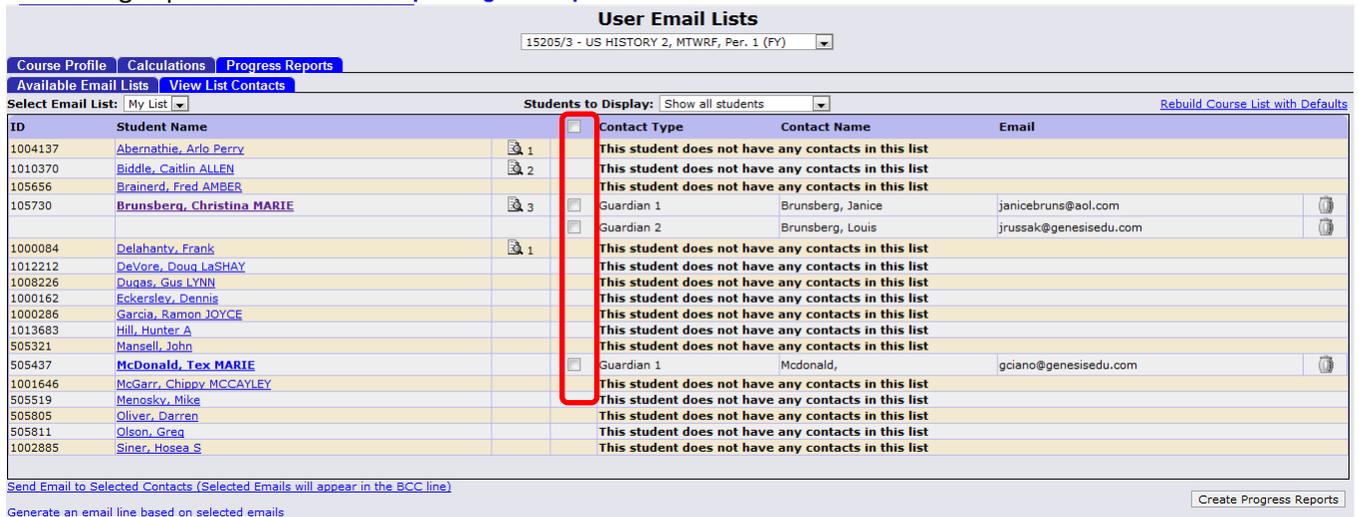


Figure 26 – The [Gradebook](#)→[Setup](#)→[Progress Reports](#)→[View List Contacts](#) Screen highlighting the “send to” checkboxes

3. Check the checkboxes for the students you want to send to. The master checkbox in the header line will toggle all the checkboxes in the column.
4. There are two controls on the lower left hand corner of the screen. These are designed to either bring up your local email client (usually and most easily Microsoft Outlook), or to create a simple comma-separated list of email addresses that you can simply paste into your favorite email client:

[Send Email to Selected Contacts \(Selected Emails will appear in the BCC line\)](#)

[Generate an email line based on selected emails](#)

5. Clicking the [Send Email to Selected Contacts \(Selected Emails will appear in the BCC line\)](#) link will bring up your local email client (typically Microsoft Outlook). You can then send email normally.
6. Clicking the [Generate an email line based on selected emails](#) link simply generates a text field containing a comma-separated list of the selected email addresses. You copy this text and then you can bring up your favorite email client (e.g. gmail) and paste the list of addresses into the To, CC, or BCC lines.

XII. Standards in the Genesis Gradebook

Standards can be linked to Gradebook Assignments. When this is done, the Gradebook computes student averages vs. each individual CPI. These averages can be viewed via the Standards spreadsheets.

The screenshot shows the main gradebook interface with a list of 17 active students. The bottom navigation bar includes tabs for Assignments, Attendance, Seating Chart, Assessments, Standards, and Documents. A callout box highlights the 'Standards' tab.

This brings up the Standards spreadsheet's entry screen:

The screenshot shows the 'Standards' entry screen. On the left, there are filters for 'Set' (2009-NJCCCS) and 'Subject' (Social Studies). Below these are several standard entries with their respective assignment counts and average scores. On the right, a list of student names is shown. A callout box points to the standard list, and another points to the empty spreadsheet area.

Procedure to View Students' Averages vs Standard's CPIs

1. On the [Gradebook](#)→[Gradebook](#) spreadsheet screen, click the "Standards" bottom tab. This brings up the empty starting point Standards screen.
2. Select a Standards Set.

Set:

Subject:
3. Select a Subject. This brings up the list of Standards in the select Set & Subject. Click on the subject. This brings up the Strands and CPIs in the Standard you select.

7. To focus down to one Strand's CPIs, click on the name of the Strand:

Teacher: Barry, Jack | Course: 15205/3 - US HISTORY 2 3, MTWRF, Per. 1 (FY)

Set: 2009-NJCCCS | Subject: Social Studies | Standard: U.S. History: America in the World | Strand: Economics, Innovation, and Technology

Strand	Assignments	Avg	ID	Name	CPI 01.A	CPI 01.B	CPI 02.A	CPI 02.B	CPI 03.A	CPI 03.B	CPI 04.A	CPI 04.B	CPI 05.A	CPI 05.B	CPI 06.A	CPI 06.B	CPI 07.A	CPI 07.B	CPI 08.A	CPI 09.A	CPI 09.B	CPI 09.C	CPI 10.A	CPI 10.B	CPI 11.A	CPI 11.B	CPI 12.A	CPI 12.B	CPI 12.C
Strand	Assignments	Avg																											
Active Citizenship in the 21st Century	3	88.3%	1004137	Abernathie, Arlo Perry														100.0	100.0	100.0									
World History/Global Studies	2	74.2%	1010370	Biddle, Caitlin ALLEN														80.1	80.1	80.1									
U.S. History: America in the World	5	73.3%	105656	Brainerd, Fred AMBER																									
			105730	Brunsborg, Christina MARIE															0.0	0.0	0.0								
			1000084	Delahanty, Frank															0.0	0.0	0.0								
			1012212	DeVore, Doug LaSHAY															80.1	80.1	80.1								
			1008226	Dugas, Gus LYNN															80.1	80.1	80.1								
			1000162	Eckersley, Dennis																									
			86	Garcia, Ramon JOYCE																									
			83	Hill, Hunter A																									
			505321	Mansell, John															80.1	80.1	80.1								
			505437	McDonald, Tex MARIE															65.0	65.0	65.0								
			1001646	McGarr, Chippy MCCAYLEY															80.1	80.1	80.1								
			505519	Menosky, Mike															65.0	65.0	65.0								
			505805	Oliver, Darren															0.0	0.0	0.0								
			20024184	Daily, Edwina																									
			805550	Miller, Bill DAVID															100.0	100.0	100.0								
				Class Averages:															62.3	62.3	62.3								

Click on a Strand to display only that strand's CPIs

8. To view the Assignments that are contributing to the CPIs' averages, click on the icon for a Strand. This converts the spreadsheet to a view showing which Assignments reference which CPIs:

Teacher: Barry, Jack | Course: 15205/3 - US HISTORY 2 3, MTWRF, Per. 1 (FY)

Set: 2009-NJCCCS | Subject: Social Studies | Standard: U.S. History: America in the World | Strand: Civics, Government, and Human Rights

Strand	Assignments	Avg	ID	Name	HW 4	HW 5	Quiz 2	Quiz 3	I 3
Strand	Assignments	Avg	ID	Name	CPI: 01.B 02.B 02.D 03.I 04.A 04.B	CPI: 02.A 02.B 02.C 02.D	CPI: 02 02 03 01.A 02.A 02.C 02.F 02.B 02.C 03.A 01 02	CPI: 01.B 02.A 02.B 02.C 03.A 03.B 02.A 02.B 03.D	CPI: 03.A 03.B 03.C
Active Citizenship in the 21st Century	3	88.3%	1004137	Abernathie, Arlo Perry			100.0		
World History/Global Studies	2	74.2%	1010370	Biddle, Caitlin ALLEN	100.0		80.07	95.0	95.0
U.S. History: America in the World	5	73.3%	105656	Brainerd, Fred AMBER				95.0	85.0
			105730	Brunsborg, Christina MARIE	78.0		0.0	95.0	80.07
			1000084	Delahanty, Frank	78.0		0.0	95.0	0.0
			1012212	DeVore, Doug LaSHAY	78.0		80.07	95.0	0.0
			1008226	Dugas, Gus LYNN	72.0		80.07	95.0	
			1000162	Eckersley, Dennis	78.0			95.0	77.0
			1000286	Garcia, Ramon JOYCE	78.0			95.0	80.07
			1013683	Hill, Hunter A	78.0			95.0	65.0
			505321	Mansell, John	78.0		80.07	95.0	0.0
			505437	McDonald, Tex MARIE	0.0		65.0	95.0	80.07
			1001646	McGarr, Chippy MCCAYLEY	78.0		80.07	95.0	0.0
			505519	Menosky, Mike				95.0	77.0
			505805	Oliver, Darren	78.0		0.0	95.0	0.0
			20024184	Daily, Edwina					
			805550	Miller, Bill DAVID	78.0		100.0	95.0	0.0
				Class Averages:	73.2		62.4	95.0	37.1

Click to show the contributing Assignments.

In this view, the header of each column identifies the Assignment and lists the CPIs the Assignment references:

HW 4
09/02
CPI: 01.B 02.B 02.D 03.I
04.A 04.B

These screens allow you to investigate how students are doing against specific CPIs and which Assignments are contributing to the grade averages for each CPI.

XIII. Reports

Seq	Name
70160	Assignment Grades Report
70250	Birthday List
70300	Class Attendance Report
70310	Class Attendance Spreadsheet
70350	Class Roster
70352	Class Roster Report with Marking Period Grades
70550	Exam Grade Report
70760	Grade Translation Report
70770	Grade Verification and Status
70773	Gradebook Empty Spreadsheet Report
70775	Gradebook Spreadsheet Report
70780	Gradebook Spreadsheet Summary Report
71320	Missing Assignment Report
71910	Student Assignment Report
71950	Student Category Averages
72070	Teacher Schedule
72550	Year Summary Report

A set of useful reports are provided on the [Gradebook→Reports](#) tab. The best thing to do is to try these out to see which are most effective for you. Some of the most popular include:

- **71910 Student Assignment Report** – For one Gradebook at a time, a ‘progress report’ for each student, separate pages per student so that you can hand these out. Lots of options.
- **71320 Missing Assignment Report** – Students who are missing Assignments.
- **71773 Empty Spreadsheet Report** – An empty spreadsheet with just a class roster.
- **70775 Gradebook Spreadsheet Report** – The spreadsheet for one Marking Period of one course. Can be many pages.
- **70780 Gradebook Spreadsheet Summary Report** – A tighter, more compressed spreadsheet for one Marking Period of one course.
- **70350 Class Roster** – A class roster for one Gradebook, in various formats (e.g. with contact information)
- **70250 Birthday List** – A list of student birthdays
- **70160 Assignment Grades Report** – Get a list of grades given for one Assignment.

Color Schemes for Categories and Workgroups

The chart below contains a wide range of possible code colors. The names of the colors have been selected to be as descriptive as possible – or amusing, when descriptions fail - and do not reflect any “official” definitions of these colors (with the exception of red, green, blue, aqua, yellow and fuchsia).

Code	Color Description
ffffff	White (total red + total green + total blue)
000000	Black (no red, green or blue hue)
ff0000	Red (total red + no green + no blue)
00ff00	Green (no red + total green + no blue)
0000ff	Blue (no red + no green + total blue)
ffff00	Yellow (total red + total green +no blue)
ff00ff	Fuchsia (total red + no green + total blue)
00ffff	Aqua (no red + total green + total blue)
0000b0	dark ultramarine blue
0000cc	Deep Pure Blue
0000dd	TRUE BLUE
0033be	MIDNIGHT
0033ff	ROYAL BLUE
004f96	DEEP MARINE BLUE (IN THE DEPTHS)
0066ff	Bright Blue
007499	Dark Night blue green
008080	Dark Mallard Green
008766	Dark pine green
009999	Medium Mallard Green
0099cc	Tropical Pond
0099ff	PEACOCK
00aac2	Light Mallard
00cc66	PURE GREEN
00e2ff	medium blue teal
00e678	Spring green
00ffff	turquoise
0207ce	Ultramarine
0400ff	Brilliant blue
05dc83	Green – flat lawn green
05eccc	Same as blue/aqua with a greenish tinge
05ffff	blue/aqua Caribbean pool
0a58cc	Marine blue
0a6699	Greenish blue
0acca2	Carnival green
149014	dark – brightish lime green/piney
168ed8	Dark something teal
17a925	Pine Green
14c0c0	dark teal
24ca9b	Even lighter mallard

24d474	greensleaves
26b666	EMERALD
282899	Navy Blue
28cc68	Emerald Lawn
2a52d6	Flat sapphire
2a52ff	Medium sapphire
2a6679	OMINOUS SKY
2a6699	MARINE DAWN
333395	TWILIGHT
3333cc	True sapphire
3333d7	DAWN
3366ff	LIGHT BLUE
339966	Sea Green
339999	Dark Mallard
3399ff	SKY BLUE
399c8f	Grey Green BLUENESS
429999	Mallard Sky
4299ff	WILD SKY BLUE
42abec	dark teal
48a503	Dark flat lime
5155f1	Dark cornflower blue
51c800	Lawn Green
51c8ff	Caribbean teal
51cbff	Wild Teal
51ffff	Pool Water
55aaaa	Dark surf
55aacc	Light surf
55ccaa	Flat light grey green
55d0b7	WILD Water
56c404	LIME LIME
58a574	Pacific Daybreak
63e105	WILD LIME
663300	Dark BROWN
663333	Dark reddish brown
663366	Very dark purple grey
663399	Dark flat grey purple
6633aa	purple blue Midnight
6633cc	Blue purple
6633ff	Lavender Lavender
666666	GREY BLACK
6666ff	LAPIS LAZULI
669966	UNIFORM DRAB GREEN
669999	Grey Green
6699aa	Flat Grey Mallard
6699ff	Marine Blue
7544ff	purple blue
75046a	purple maroon

7575ff	classic medium cornflower blue
8ffd7f	bright medium to light green
94d4f9	flat darkish teal blue
94fc46	SOME LIME LIKE GREEN
966e73	DRAB DAGON SCALE MAUVE
97e9bc	TENDER GREEN
990033	Red brown
990099	Red PURPLE brown
993333	Russet Brown Potato
996633	DELIVERY TRUCK BROWN
996666	PURPLISH BROWN
996699	DARK PURPLE
9966cc	Bright flat grey purple
9966ff	PURPLE
998Bee	Dark Periwinkle
999913	Olive drab
999933	Olive olive
999966	OLIVE GREY - DARK STEEL
999699	steel grey
999999	Silver
9999cc	Grey blue
9999ff	SOFT GREY BLUE
99ee9a	medium green – flat, green lawn color
99ff99	VERY LIGHT LEMONY GREEN
999f9b	Light Blue
99ffcc	Going to Pool Aqua
9d7e71	Light Mud
a1b5a2	MEDIUM GREY
a3c1ad	SMOKY GREEN HAZE
a43113	dark red orange brown – rust
a43199	WINE country
a4447c	CLARET
a4877c	EARTH Brown
a5b7db	Cadet Blue Grey
a5ccff	Blue clue
a5f0a5	GREEN HAZE
aa0000	Brown red brown
aa0033	Mahogany
aa0066	Rose Mahogany
aa0099	dark dusky rose
aa069a	Dark Magenta
aa66aa	Dark dusky mauve
aaa794	Grey putty
aa9900	Hot Spanish Olive
aa99aa	Mauve grey – dark fog

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aa99cc	Murky grey mauve
aa99ff	Light MAUVE LAVENDER
aac257	Light olive green
aac299	Wet Sand
aacccc	Sea fog – grey sky
aae0f0	flat light teal blue
aaeeaa	Tropical green
aaeeb0	flat, medium grayish green
aaff00	Bright Yellow Green
aaffcc	Hot pool aqua
aa0766	Red Red purple Brown Brown
ab1066	Royal Mahogany
ab3386	Dusky red mauve
qb6600	Yellow Brown
ab665c	MUD MUD MUD
ab6666	Potato Brown
ab66ab	Beach Fog
ab9999	Grey heat
abc1ff	Blue Haze
abcc99	North Atlantic Seas – grey sea green
abcccc	Deep grey sea
ac10f2	Royal purple
acffb0	quite light medium green
acffbf	Subtle beach green
addcc	Cool running
aebff6	Light blue
afb670	Grey green
b3aeffa	Periwinkle
b3ccc2	Confederate Grey
b4fff0	Tropical Paradise
b500ff	HOT PURPLE
b5067e	Wild Red Purple
b7c8ff	Summer Sky
b85454	DARK BURNT MAHOGANY
bac971	Some green or other
bac9bb	TRUE GREY
bae0f8	watery blue
bb0000	Bright red orange brown
bb8934	mustard dark yellow brown
bbbc00	Spanish olive
bbf84e	Light Lime
bbff00	dark citrine lime yellow
bbff34	lime/citrine yellow green
bbffdd	aqua – very light aqua
bde9c4	GREEN FOGGY Haze GREEN FOGGY HAZE
c0c0c0	Grey

c0f2d7	faded GREEN BLUE faded green blue
c1ffaa	Yellowish lime green
c1ffba	Light Lime Green
c1ffcc	Soft blue green
c1ffe2	light chiffon blue green
c1ffff	Soft green blue
c2ccff	Light grey blue
c2aacc	Flat purple grey
c24ef6	Light Purple purple
c2fbfa	AIRY fine clear sky airy fine clear sky
c3e4f9	Soft AIRY blue sky robin's egg blue
c6c2fe	Grey Powdery Blue
c6fd9d	LIME breeze LIME BREEZE
c7b4ad	Mud Brick
c8c8ff	dull blue/grey lavender
cbcbff	Powder blue
cbcb11	Olive
cc0000	Russet
cc0033	BLOOD RED
cc0066	OFF DARK ROSE
cc0099	DUSKY ROSE
cc00aa	Flat magenta
cc00cc	Hot hot hot fuchsia
cc66cc	amethyst
cc91c8	Grape Juice
cc9976	Brown Rose
cc99cc	Flat mauve
cc99aa	MORE MAUVE
ccaaaa	Mocha Mocha Mocha
ccaacc	Mocha Raspberry
ccb1df	Soft Grey Lavender
ccccea	LIGHT SAND
cce3cc	STORM CLOUD SKY
ccff22	bright lime green
\ccffcc	Sea Form
ccffff	Light aquamarine
cd9014	dark brown mustard yellow
cd9966	Mocha brown
cdaaaa	Light mauve tan
cebcbf	Grey Sand - Concrete Ready Mix
cfffb0	light pale lime green
d47df7	Soft antique rose
d4cdfd	BLUE SMOKE blue smoke
d4fb8d	Yellow lime green
d4fcf4	Aqua gauze Aqua gauze

d507c1	Magenta mauve
d7f1eb	VANISHINGLY SOFT BLUE GAUZE BLUE gauze
d890af	SMOKY RED HAZE
d8bfff	Light lavender
d9febe	GENTLE green BREEZE
dae2da	FAINT GREY BLUE HAZE faint grey blue haze
dba6fc	Smoky PURPLE
dc9292	Burnt pink ASH
dcdc92	Sandy SUMMER TRAIL
dcddfb	COLD BLUE LIGHT AT WINTER DAWN
dcebfa	LIGHT BLUE AT DAWN light blue at dawn
dcfcfc	Blue air white sail invisible blue air
dd0000	Fall leaves
dd0066	rosy carnelian
dd00ff	BRIGHT ORCHID
dd6600	Burnt umber
dd9966	Dark TAN
ddaaff	dark, purple rosy mauve
ddccff	Light light light amethyst
ddcc00	dark yellow green mustard
ddccfd	Very light lavender
defcce	Cool mint breeze COOL MINT BREEZE
c8c8ff	dull blue/grey lavender
ddddee	GREY BLUE FOG
deddab	light wet SAND light wet sand
dffdbf	quite light yellowish green
e007bb	bright rose mauve
e1e2aa	sand
e686d4	Dusty garnet garnet
e9bdfb	Baby's breath soft lavender pink
ebebfa	very, very light grayish blue
edd2fe	Baby's breath pink and blue
eddce4	very light grayish/pinkish lavender
eedd00	dark gulden's mustard – stone ground
eeff8b	infinitely LIGHT YELLOW LIGHT YELLOW
efbefe	LIGHT MAUVE ROSE' LIGHT MAUVE ROSE' MAUVE
f0dafe	LAVENDER FOG Lavender Fog
f0e2ff	light pink lavender
f1feaa	light lemon chiffon
f3c3fa	Rose pink
f5dbec	SMOKY ROSE HAZE IN THE AIR

f6d650	Mustard Flame
f6ff9f	Yellow pastel YELLOW PASTEL
f8bc89	flat dull orange
f8befe	Angels Breath Pink
f8c8fc	Bare pink
fadb9c	Haze Flame
fc9cfc	Rose carnelian
fcc2b2	FADED PINK FADED PINK
fd0505	Flaming Orange
febce00	Gulden's mustard
fecccc	RED ORNAGE RED RED ORANGE RED
feddfd	light mauve pink
ff0011	fire engine red
ff004d	red – medium fire, flat
ff0066	RED red
ff00b0	bright rose fuchsia
ff00cc	Fuchsia
ff1010	red bright
ff3300	hot orange
ff3366	Flat red paint
ff3399	Bright fuchsia
ff33ff	Bright Magenta
ff8d00	orange
ff5500	darker orange
ff6600	classic orange
ff6699	SALMON PINK
ff66ff	PINK MAGENTA
ff75ff	Magenta rose
ff78d8	HOT PINK
ff8800	dark orange
ff8899	Salmon
ff9966	DARK SALMON
ff99cc	FLAT PINK
ff9999	Light Salmon
ffbdf6	Rose Sky at dawn
ffb9f7	ROSE SKY AT DUSK
ffc5c5	Baby's Breath pink
ffc8ff	Light Rose pink
ffcc00	GOLD
ffcc99	PURE EVEN TAN
ffcfbb	classic pink/orange Caucasian skin color
ffd28f	FADING TANGERINE ORANGE VIEW
ffef99	light orange yellow
ffeebb	buff, medium Caucasian skin color
ffff00	YELLOW
ffff33	CANARY YELLOW

ffff66	SOFT YELLOW
Ffff99	EVEN LIGHTER YELLOW
ffffb0	very light buff yellow
