


2012-13



School Year: 2012-13
Module: gradebook

Genesis Township Schools
Genesis High School

[Prev](#)
[Core](#)
[Admin](#)
[Gradebook](#)
[Conduct](#)
[Class Attendance](#)
[Elem Grading](#)
[Parents](#)
[Nurses](#)
[Next](#)

[Home](#)
[Gradebook](#)
[Rosters](#)
[Assignments](#)
[Setup](#)
[Profiles](#)
[Merge](#)
[Post Grades](#)
[School Setup](#)
[Reports](#)

[Gradebook:Home](#)

[Summary](#)
[User Profile](#)
[Staff Directory](#)

Teacher Resources

Switch Teacher: Barry, Jack

Available Gradebooks in Genesis High School

[Prev](#)
[Schedule for Mon 08/13/2012](#)
[Next](#)

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

Table of Contents

	Table of Procedures	p. 3
I	Introduction	p. 4
	The Gradebook→Home Course List Screen	p. 5
	The Gradebook→Gradebook Spreadsheet Screen	p. 6
	Other Features of the Spreadsheet	p. 7
II	Setup	p. 10
	A. Setting Personal Preferences	p. 11
	B. Merging Course Sections	p. 11
	C. Setup Course Profiles	p. 14
	D. Assign Profiles to your Courses	p. 31
	E. Color Schemes	
III	Class Rosters	p. 32
	A. Viewing your Roster	
	B. Nicknames and Numbers	
	C. Workgroups	
IV	Getting to Work	p. 35
	A. Add an Assignment	p. 35
	B. Modify an Assignment	p. 36
	C. Grade an Assignment	p. 42
	D. Grading Types	p. 46
	E. Grading with Workgroups	p. 47
	F. Giving Extra Credit	p. 48
V	Managing Assignments	p. 49
	A. The Assignment List Screen	p. 49
	B. Mass Create Assignments	p. 50
	C. Copy Assignments	p. 52
	D. Delete Assignments	p. 55
	E. Retrieve Assignments from the Trash Can	p. 56
	F. Copy Last Year's Assignments to this Year	p. 58
VI	Student Screens	p. 59
	A. A Student's Assignments	p. 59
	B. Birthdays & Icons	p. 61
	C. Marking Period Average	p. 62
	D. Notes	p. 64
	E. Contacts	p. 65
	F. Discipline	p. 68
	G. Assessments	p. 69
	H. Scratch Pad	p. 71
VII	The Seating Chart Screen	p. 73
VIII	Taking Class Attendance	p. 76
IX	Posting Grades: Gradebook to Report Card	p. 78
X	Assessments in the Genesis Gradebook	p. 80
XI	Mass Emailing Student Contacts	p. 81
XII	Standards in the Genesis Gradebook	p. 87
	A. Standards on Assignments	
	B. Student Progress vs Standards	
	C. Coverage	
XIII	Reports	p. 90
A	Appendix A: Color Codes	p. 91

Procedures

Table of Procedures	p. 3
---------------------	------

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 tabs for Home, Gradebook, Rosters, Assignments, Setup, Profiles, Rubrics, Merge, Post Grad. The 'Gradebook' tab is active, showing a list of marking periods (MP1, MP2, MP3, MP4) and a 'Year Summary' tab. The 'MP2' tab is selected, and the 'Course' is set to '15205/3 - US HIST 2, MTWRF, Per. 1 (FY)'. The 'Teacher' is 'Barry, Jack'. The 'Category' is 'All Categories', 'Unit' is 'All Units', and 'Show Hidden' is 'No'. The spreadsheet displays 17 active students (1 hidden) and 1 dropped student. The columns include ID, Name, 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, QZ 10, QZ 11, QZ 12, and a final column for the 'MP Ave' (Marking Period Average). The 'MP Ave' column shows the average grade for each student. A callout box points to this column, stating: 'The students' up-to-the-minute Marking Period grade averages are shown in the "MP Ave" column'. Another callout box at the top right states: 'The Gradebook screen header contains Marking Period tabs, course selection drop down, and Assignment viewing controls.' The bottom of the screen shows a summary: Average (Mean): 86.68, Mode: 95.1, Median: 95.1, Standard Deviation: 18.9. The 'Sort' dropdown is set to 'By Due Date'.

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 Posted Comments:	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+ Posted Comments:	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 Posted Comments:	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: 57.4 (F) Posted Grade: F Posted Comments:	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 Posted Comments:	91.9 (A)	92.9 (A)	89.0 (3)	86.3 (3)	88.5 (3)	91.3 (A)	** 89.0 (3)
1000162	Eckersley, Dennis	Gradebook Grade: 75.3 (C) Posted Grade: C Posted Comments:	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 Posted Comments:	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 Posted Comments:	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 Posted Comments:	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 Posted Comments:	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.

Home	Gradebook	Rosters	Assignments	Setup	Profiles	Rubrics	Merge	Post Grades	School Setup	Reports
<<	Gradebook.Spreadsheet (15205/3 - US HISTORY 2)									
<h3>Grading Summary For the Course</h3> <p>Course: 15205/3 - US HISTORY 2</p> <p>Back to Gradebook</p> <p><input type="checkbox"/> Show Interims</p>										
ID	Name		MP1	MP2	ME	S1	MP3	MP4	FE	FG
1004137	Abernathie, Arlo Perry	Gradebook Grade: 83.5 (B) Posted Grade: B Posted Comments:				88.5 (B)				** 88.5 (B)
1010370	Biddle, Caitlin ALLEN	Gradebook Grade: 85.5 (B) Posted Grade: B Posted Comments:				85.5 (B)				** 85.5 (B)
105656	Brainerd, Fred AMBER	Gradebook Grade: 88.5 (B) Posted Grade: B Posted Comments:				88.5 (B)				** 88.5 (B)
105730	Brunsberg, Christina MARIE	Gradebook Grade: 44.0 (F) Posted Grade: F Posted Comments:				44.0 (F)				** 44.0 (F)
1000084	Delahanty, Frank	Gradebook Grade: 88.5 (B) Posted Grade: B Posted Comments:	The Gradebook MP grade is below a 50.0, the minimum grade for MP1.			88.5 (B)				** 88.5 (B)
1012212	DeVore, Doug LaSHAY	Gradebook Grade: 88.5 (B) Posted Grade: B Posted Comments:				88.5 (B)				** 88.5 (B)

D. Other Features on the Gradebook Spreadsheet

Gradebook→Gradebook

Genesis Education School Year: 2012-13
Module: gradebook

Home | Gradebook | Rosters | Assignments | Setup | Profiles | Rubrics | Merge | Post Gra

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

MP1 MP2 MP3 MP4 Exams Year Summary

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

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

17 Active Students
0 Dropped Students

ID	Name	MP1	MP2	MP3	MP4	Exams	Year Summary
H1004137	Abernathie, Arlo Perry, New	92.0 (A)	92.0	92.0	92.0	92.0	92.0
H1010370	Biddle, Caitlin ALLEN, New	NG	ABS	92.0	92.0	92.0	92.0
H105656	Brainerd, Fred AMBER, New	92.0 (A)	92.0	92.0	92.0	92.0	92.0
H105730	Brunsborg, Christina MARIE, New	NG	ABS	92.0 (A)	92.0	92.0	92.0
H1000084	Delahanty, Frank, New	92.0 (A)	92.0	92.0	92.0	92.0	92.0

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

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

"Show Hidden" allows you to temporarily display "hidden Assignments"

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 sort for the Assignments can be changed on the fly with the 'selector' control. There is also an "Ascending"/"Descending" control.

Assignment Average: 77.8

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

Average(Mean): 77.846 Mode: 92.0 Median: 92 Standard Deviation: 34.5

©Copyright Genesis Educational Services, Inc.

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.

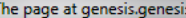
To merge two or more course sections, click on the "Merge" 2nd level tab.

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

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

Performing a Merge

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



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:

August 20, 2012

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="button" value="↔"/>
<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

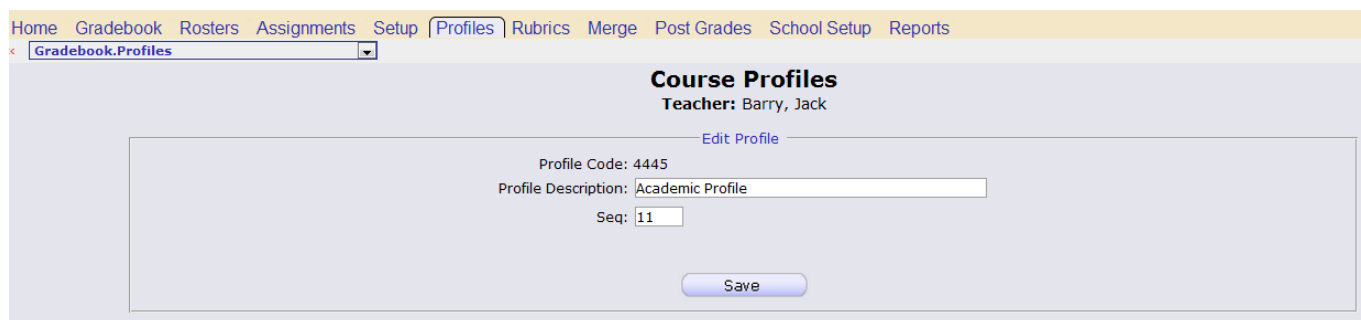


Figure 5 – The “Rename” Course Profile Screen

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

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

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

ii. Setup Your Assignment Categories**Gradebook→Profiles→Modify Profile→Categories**

Home Gradebook Rosters Assignments Setup Profiles Rubrics Merge Post Grades School Setup Reports														
Gradebook.Profiles														
Profile Categories Teacher: Barry, Jack Profile: Academic Profile														
Preferences Grade Value: Categories Units Workgroups Reports														
List Add														
Category	MP1		MP2		MP3		MP4		Grade Type	Max Poss. Points	Colors	Preset		
	% of MP	Dropped	% of MP	Dropped	% of MP	Dropped	% 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

- Click on the [Gradebook](#)→[Setup](#) tab
- Click on the [Categories](#) 3rd level tab
- Click on the [Add](#) 4th level tab
- 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.
- 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

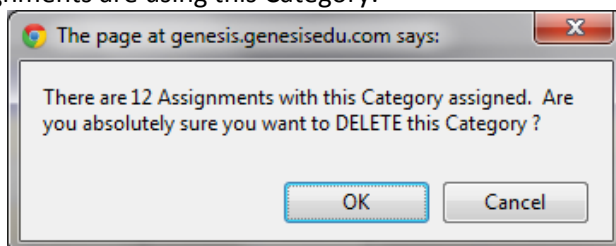
List Add

Category	MP1		MP2		MP3		MP4		Grade Type	Max Poss. Points	Colors	Preset	
	% of MP	Dropped	% of MP	Dropped	% of MP	Dropped	% 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%						

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	% of MP	Dropped	% of MP	Dropped	% 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%						

Click the edit icon to open the Category to modify it.

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: <input type="text" value="5.0"/> %	Number of Grades to Drop in MP1: <input type="text" value="5"/>
Percentage of MP2 Grade: <input type="text" value="15.0"/> %	Number of Grades to Drop in MP2: <input type="text" value="2"/>
Percentage of MP3 Grade: <input type="text" value="15.0"/> %	Number of Grades to Drop in MP3: <input type="text" value="1"/>
Percentage of MP4 Grade: <input type="text" value="12.0"/> %	Number of Grades to Drop in MP4: <input type="text" value="1"/>

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: [] - or - # 99ffcc (Hex format: FFFFFFFF) DEF

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

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

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	Dropped	MP2 % of MP	Dropped	MP3 % of MP	Dropped	MP4 % of MP	Dropped
No sub categories have been created for this category (Tests)													

Add New Sub Category:

Seq	Code	Description	MP1 % of MP	Dropped	MP2 % of MP	Dropped	MP3 % of MP	Dropped	MP4 % of MP	Dropped	Font	Background
				0		0		0		0	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	Dropped	MP2 % of MP	Dropped	MP3 % of MP	Dropped	MP4 % of MP	Dropped	Font	Background
				0		0		0		0	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	Dropped	MP2 % of MP	Dropped	MP3 % of MP	Dropped	MP4 % of MP	Dropped	Font	Background
10	TTEST	Regular Test	25	0	25	0	15	0	20	0	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 worth 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	% of MP	Dropped	% of MP	Dropped	% 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.

Seq	Code	Description	Font	Background	Colors	MP1		MP2		MP3		MP4			
						% of MP	Dropped	% of MP	Dropped	% of MP	Dropped	% 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

Profile Translations
Teacher: Barry, Jack
Profile: Academic Profile

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

Grading Translations

Type	Grade	From %	Thru %	Equal %	Passing	Color	Default Comment	Grading Comment Category	Grading Comment
ALPHA	A	90.0 %	100.0 %	95.0 %	<input checked="" type="checkbox"/>	Green			
ALPHA	3	82.0 %	91.0 %	90.0 %	<input checked="" type="checkbox"/>	Light Green			
ALPHA	B	80.0 %	89.0 %	85.0 %	<input checked="" type="checkbox"/>	Light Green			
ALPHA	C	72.0 %	79.0 %	77.0 %	<input checked="" type="checkbox"/>	Light Yellow			
ALPHA	D	66.0 %	71.0 %	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="checkbox"/>	None			
CHECKS	✓ ++			100.0 %					
CHECKS	✓ +			85.0 %					
CHECKS	✓			78.0 %					
CHECKS	✓ -			72.0 %					
CHECKS	✓ --			0.0 %					
O-S-U	OUTSTANDING			100.0 %					
O-S-U	SATISFACTORY			80.07 %					
O-S-U	UNSATISFACTORY			65.0 %					
PASS-FAIL	PASS			100.0 %					
PASS-FAIL	FAIL			65.0 %					
PRESET_POINTS	EXTRA_CREDIT (EC)			5.0					
PRESET_POINTS	HANDED_IN (HI)			0.0					

©Copyright Genesis Educational Services, Inc.

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

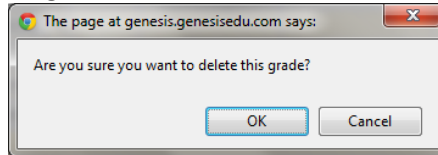
1. Click on the [Gradebook→Profiles](#) tab
2. Select a profile and click on the “P” (change settings) icon.
3. Click on the [Grade Values](#) 3rd level tab
4. Review all Grade Values:
 - a. Alpha Grades – You may add and delete Alpha Grade values
 - b. “Checks” Grade Type
 - c. O-S-U Grade Type
 - d. 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.

Adding, Deleting and Modifying Pre-set Points Grades

The Pre-set Points Grading Type comes with three 'starter' grades. You can delete these and create your own, just add new ones and change the value of the grades:

PRESET_POINTS	EXTRA_CREDIT (EC)			5.0						
PRESET_POINTS	HANDED_IN (HI)			0.0						
PRESET_POINTS	DID_NOT_PARTICI (NP)			-2.0						
PRESET_POINTS	NOT_HANDED_IN (NHI)			-5.0						
PRESET_POINTS	POORLY DONE (PD)			-8.0						
Add New Preset Grade			Abbrev:							

- **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 . Pre-set Point grades can be negative: -8.0
- **Adding a Grade:** You must specify three things to add a grade and then click .

Add New Preset Grade **Abbrev:**

- The **"name of the grade"** - a string with no spaces that can be much larger than the little text field provided to hold it. E.g. VERY_LATE
- An **Abbreviation** for the Grade. E.g. VL
- The **value** of the grade: E.g. -9. Values can be positive, zero or negative. Note that the value is an **absolute** value and not a Percentage. Note that all other Grading Types have % values.

Add New Preset Grade **Abbrev:**

PRESET_POINTS	EXTRA_CREDIT (EC)			5.0						
PRESET_POINTS	HANDED_IN (HI)			0.0						
PRESET_POINTS	DID_NOT_PARTICI (NP)			-2.0						
PRESET_POINTS	NOT_HANDED_IN (NHI)			-5.0						
PRESET_POINTS	POORLY DONE (PD)			-8.0						
PRESET_POINTS	VERY_LATE (VL)			-9.0						
Add New Preset Grade			Abbrev:							

Adding and Deleting and Modifying Custom Grades

If you are allowed to create a custom grading type for your Gradebooks, there will be a "Custom Grades" area at the bottom of your Grade Values screen. This area will not be present if you cannot create Custom grades:

Add New Custom Grade %

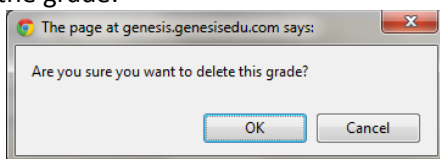
- **Adding a Custom Grade:** You must specify two things to add a grade and then click .


Add New Custom Grade %

- The **"grade"** - a string with no is usually a short grade: E or VG or N
- The **value** of the grade: E.g. 85. Note that the value is a %.

CUSTOM	E			100.0 %						
Add New Custom Grade			VG		91 %					

- **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.

Grading Translations									
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="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

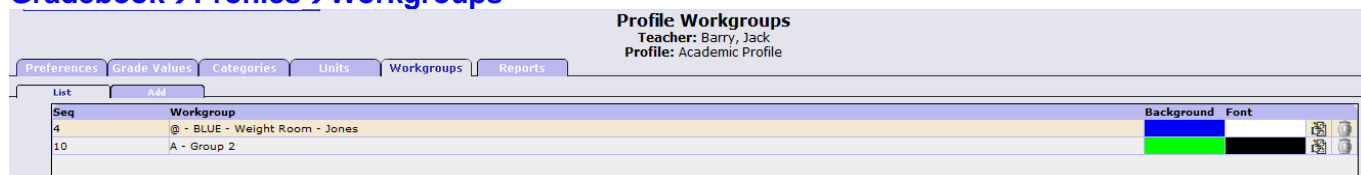
Procedure to Add a New Course Unit

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](#)

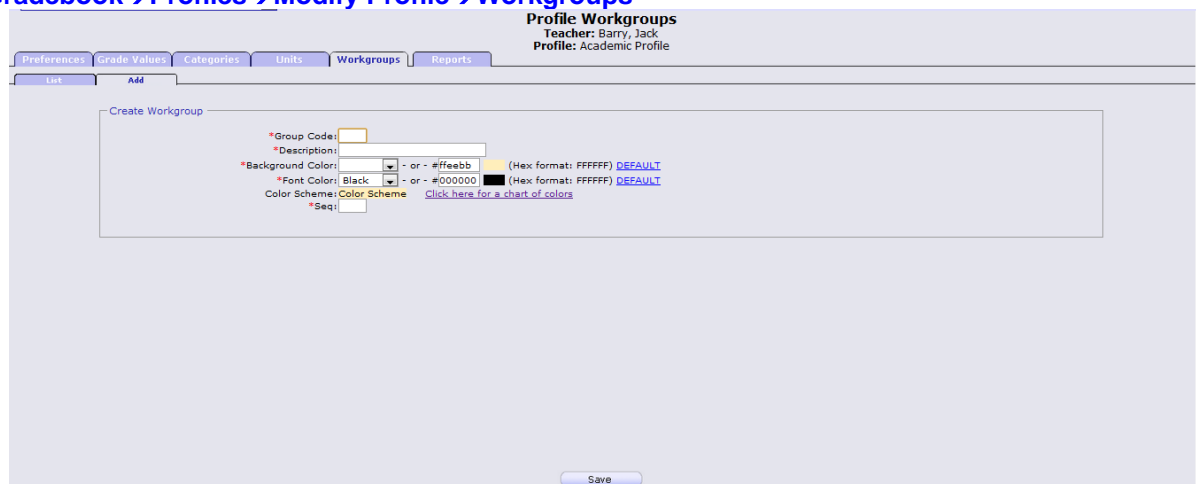


Figure 9 – Creating a new Workgroup

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:

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

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

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

 - 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](#)

Preferences

Grade Values

Categories

Units

Workgroups

Reports

Profile Progress Report

Teacher: Barry, Jack

Profile: Academic Profile

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

Save

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 the 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

Course Setup
35210/3 - US HISTORY 2, MTWRF, Per. 3 (FY)

Course Profile | Calculations | Progress Reports

Course Profile: Default Course Profile

[Edit Preferences](#)

Grade Calculation: Category Weights
 Calculate Category Average By Assignment Count: false
 Calculate Unit Average By Assignment Count: false
 Round Numbers To: TENTHS
 Display Letter Grades: true
 Display Total Points: true
 Abbrev. for Incomplete: INC
 Abbrev. for Exempt: EX
 Abbrev. for Absent: ABS
 Abbrev. for Missing: M
 Incomplete Value: 0.0
 Missing Value: 0.0
 Display Assignments By: ALL
 Sort Assignments By: BY_DUE_DATE
 Default for Parents Module: false
 Use Weighted Assignments: true

[Edit Grade Translations](#)

Type	Grade	From	Thru	Equal	Default Comment	Grading Comment Category	Grading Comment
ALPHA	A	90.0	100.0	95.0			
ALPHA	B	80.0	89.0	85.0			
ALPHA	C	72.0	79.0	77.0			
ALPHA	D	66.0	71.0	71.0			
ALPHA	F	0.0	65.0	65.0			
CHECKS	CHECKPLUSPLUS			100.0			
CHECKS	CHECKPLUS			85.0			
CHECKS	CHECK			78.0			
CHECKS	CHECKMINUS			72.0			

©Copyright Genesis Educational Services, Inc.

Figure 10 – Gradebook→Setup→Course Profile screen

At A Glance, Profile Setting Review and Select Screen

Course Setup
35210/3 - US HISTORY 2, MTWRF, Per. 3 (FY)

Course Profile | Calculations | Progress Reports

Course Profile: Default Course Profile

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.

Course Profile: Default Course Profile

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

This is the “**Active Students**” label. Click this to get to the “roster setup screen”.

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.

“New” indicator

Student’s icons

Assignment Average:

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

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

©Copyright Genesis Educational Services, Inc

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 'Generate IDs starting at' control

The 'Gradebook Id' settings

The 'Gradebook Name' fields

Controls the 'New' indicator

The 'Show' checkboxes

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
105725	Brummett, Greg		105725	Brummett, Greg		ACTIVE on 08/02/11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1007198	Cole, Stu			Cole, Stu K		ACTIVE on 08/02/11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
504495	Daily, Ed			Daily, Ed Jr		ACTIVE on 08/02/11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
505056	Kenna, Eddie			Kenna, Eddie		ACTIVE on 08/02/11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
505380	Mauro, Carmen JAMES			Mauro, Carmen JAMES		ACTIVE on 08/02/11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1002880	Simons, Mel MARIE	11	1002880	Simons, Mel MARIE		ACTIVE on 08/02/11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1002894	Sisk, Doug	1		Sisk, Doug		ACTIVE on 08/02/11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1014142	Smith, Liam Matthew	1		Smith, Liam Matthew		ACTIVE on 08/02/11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1014010	Vanderhof, Jesse	1		Vanderhof, Jesse		ACTIVE on 08/30/11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers

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.

[Prev](#) [New Jersey](#) [Export](#) [Athletics](#) [Report Writer](#) [Web Desk](#) [Turnstile](#) [Info](#) [Payment](#) [Assessments](#) [Next](#) ...

[Home](#) [Gradebook](#) [Rosters](#) [Assignments](#) [Setup](#) [Profiles](#) [Rubrics](#) [Merge](#) [Post Grades](#) [School Setup](#) [Reports](#)

Gradebook Roster (15205/3 - US HISTORY 2.3)

Student Roster

View Student Data 15205/3 - US HISTORY 2.3, MTWRF, Per. 1 (FY) Starting ID Number: Go

View Recommendations

ID	Student Name	Gr	Gradebook ID	Gradebook Name	Grp	Status	Accept	Show	Responsible Teacher
1004137	Abernathie, Arlo Perry	10	1004137	Abernathie, Arlo Perry		ACTIVE on 01/29/12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1010370	Biddle, Caitlin ALLEN	11	67	Biddle, Caitlin ALLEN		ACTIVE on 08/02/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
105656	Brainerd, Fred AMBER	10	68	Brainerd, Fred AMBER	@	ACTIVE on 08/02/11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
105730	Brunsborg, Christina MARIE	11	69	Brunsborg, Christina MARIE	@	ACTIVE on 09/02/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1000084	Delahanty, Frank	11	70	Delahanty, Frank	A	ACTIVE on 08/02/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1012212	DeVore, Doug LaSHAY	11	71	DeVore, Doug LaSHAY	@	ACTIVE on 08/02/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1008226	Dugas, Gus LYNN	11	72	Dugas, Gus LYNN		ACTIVE on 08/02/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1000162	Eckersley, Dennis	10	73	Eckersley, Dennis		ACTIVE on 08/02/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1000286	Garcia, Ramon JOYCE	11	74	Garcia, Ramon JOYCE	A	ACTIVE on 08/02/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1013683	Hill, Hunter A	11	75	Hill, Hunter A		ACTIVE on 08/02/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
505321	Mansell, John	11	76	Mansell, John	@	ACTIVE on 08/02/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
505437	McDonald, Tex MARIE	11	77	McDonald, Tex MARIE		ACTIVE on 08/02/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1001646	McGarr, Chippy MCCAYLEY	11	78	McGarr, Chippy MCCAYLEY		ACTIVE on 08/02/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
505519	Menosky, Mike	11	79	Menosky, Mike		ACTIVE on 08/02/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
505805	Oliver, Darren	11	81	Oliver, Darren		ACTIVE on 08/02/11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
505811	Olson, Greg	11	82	Olson, Greg		ACTIVE on 08/02/11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All teachers
1002885	Siner, Hosea S	11	83	Siner, Hosea S		ACTIVE on 08/02/11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All teachers
20024184	Daily, Edwina	09	20024184	Daily, Edwina		DROPPED on 05/09/12	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
505550	Miller, Bill DAVID	11	80	Miller, Bill DAVID		DROPPED on 01/11/12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers

Active Students: 17 Dropped Students: 2

Save

Students appearing in olive background at the bottom have dropped the class.

©Copyright Genesis Educational Services, Inc

IV. Getting to Work

A. Add an Assignment

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

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

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

Create Assignment (45380)

*Assignment Name: Seq:

*Column Header: Group:

Description:

Assigned Date: 08/13/2012 Due Date: 08/13/2012

*Category:

*Max Possible Score: 100

Assignment Unit:

*For Parents Module: ☐ Yes ☒ No

*Marking Period: MP1

*Grade Type: Numeric

*Assignment Weight: 1.0

*For Gradebook: ☒ Yes ☐ No

Course / Section: 15205/3 - US HISTORY 2

☐ 15215/1-US HIST 2/ECON, FY ☐ 15215/2-US HIST 2/ECON, FY

☐ 35210/1-US HISTORY 2, FY ☐ 15205/4-US HISTORY 2, FY

☐ 35210/2-US HISTORY 2, FY ☐ 15205/5-US HISTORY 2, FY

☐ 35210/3-US HISTORY 2, FY

Add assignment after this?: ☐

Save

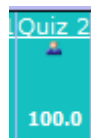
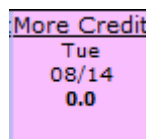
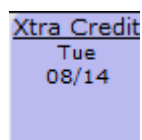
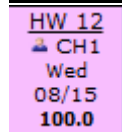
Adding an Assignment

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

[illegible]

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

Homework
Wed
08/15
100.0

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

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 | **Modify Assignment**

Modify Assignment (44983), Last updated 08/07/2012

« Homework A, No Due Date | Homework 31, No Due Date | Quiz 1, No Due Date »

*Assignment Name: Homework 31
*Column Header: HW 31
Description: Read pgs 375-400, Do #8,14,21-25
Assigned Date: 08/07/2012
Due Date:
*Category: Homework
*Max Possible Score: 100.0
Assignment Unit:
*For Parents Module: ☐ Yes ☒ No
Course / Section: 15205/3 - US HISTORY 2
Linked Classes: None
Seq:
Group:
Documents:
Created: 08/07/2012
*Marking Period: MP1
*Grade Type: Numeric
*Assignment Weight: 1.0
*For Gradebook: ☒ Yes ☐ No
Search Standards
Set: 2009-NJCCCS
Subject:
Assignment Standards
- Standard Not Assigned -
Save Delete

You can upload files .

You cannot change the Grade Type.

You cannot add links

You can link the Assignment to Standards. See below.

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.

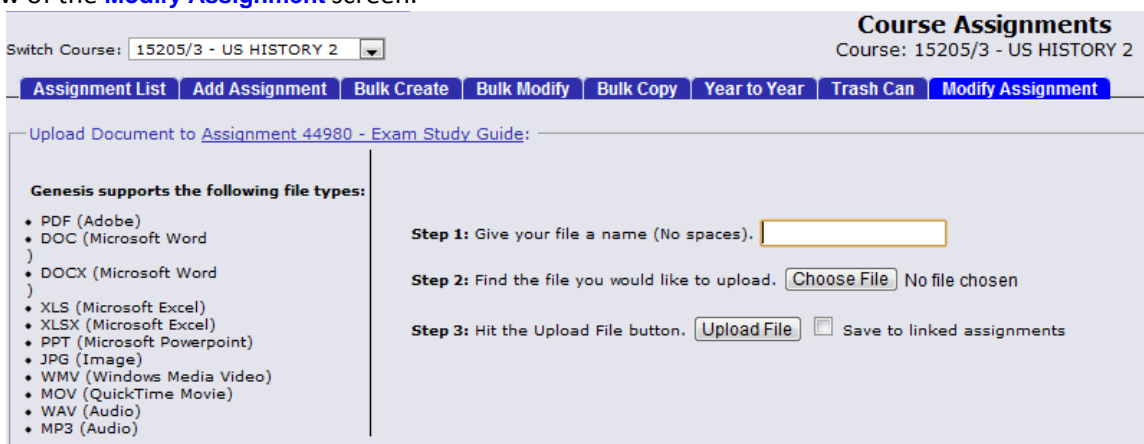
Uploading Documents

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

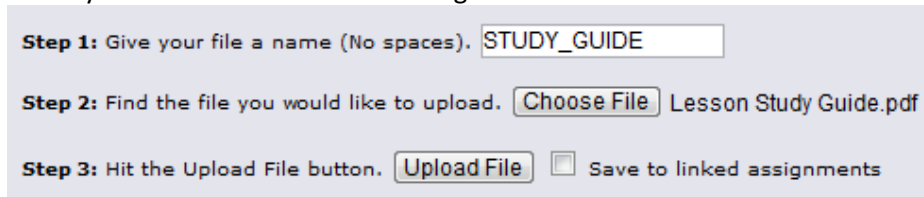
Documents: ...  . You can use this control to upload as many documents as you want into an Assignment: there is no limit.

Procedure to Upload Documents into Assignments

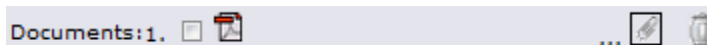
1. Starting on the **Gradebook→Gradebook** spreadsheet screen, or the **Gradebook→Assignments→List Assignments** screen, find an existing Assignment you wish to upload Documents into.
2. Open the Assignment. This brings up the **Modify Assignment** screen.
3. Locate the Documents control at upper right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

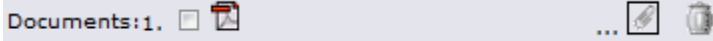


7. Clicking **Upload File** uploads the file and attaches it to the Assignment. It appears on the **Modify Assignment** screen:



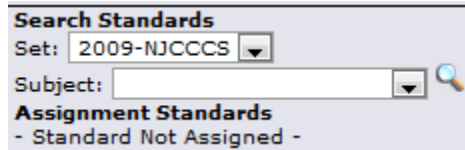
8. Repeat Steps 3 to 7 to upload additional Documents into the Assignment.

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:

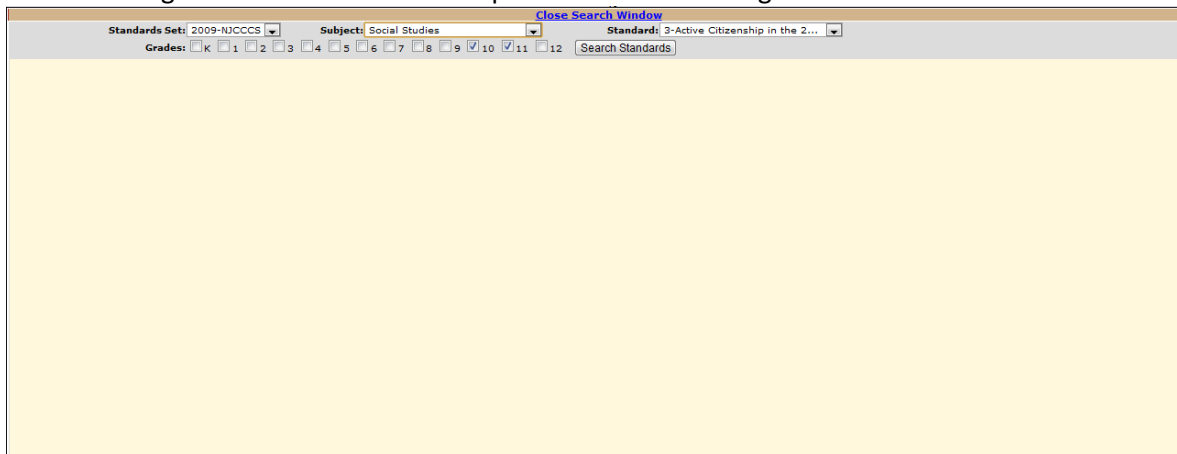



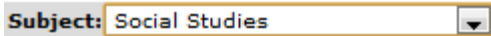
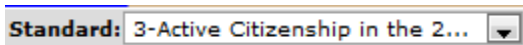
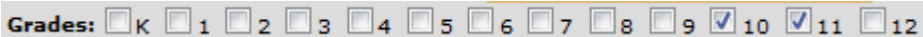
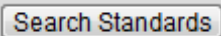
Genesis has two standard sets built-in and your district can upload local standards sets if they so desire. The two built-in sets include:

- 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: 
5. Select the Subject: 
6. Select the Standard within the Subject: 
7. Select the Grade Levels: 
8. Click the  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"/> Civics Government and Human Rights	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"/> Civics Government and Human Rights	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"/> Civics Government and Human Rights	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"/> Civics Government and Human Rights	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"/> Civics Government and Human Rights	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"/> Civics Government and Human Rights	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"/> Civics Government and Human Rights	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"/> Civics Government and Human Rights	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"/> Civics Government and Human Rights	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"/> Civics Government and Human Rights	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"/> Civics Government and Human Rights	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"/> Civics Government and Human Rights	6.2A Grade 12 CPI 04.A	Explain the rise of fascism and spread of communism in Europe and Asia.
<input type="checkbox"/> Civics Government and Human Rights	6.2A Grade 12 CPI 04.B	Compare the rise of nationalism in China Turkey and India.
<input type="checkbox"/> Civics Government and Human Rights	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"/> Civics Government and Human Rights	6.2A Grade 12 CPI 04.D	Assess government responses to incidents of ethnic cleansing and genocide.
<input type="checkbox"/> Civics Government and Human Rights	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"/> Civics Government and Human Rights	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"/> Civics Government and Human Rights	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.

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

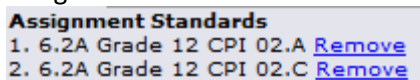
Search Standards
Set: 2009-NJCCCS
Subject: [dropdown]
Assignment Standards
Hit Save to add Standard
1. 2009-NJCCCS:6:2:A:12:02.A
2. 2009-NJCCCS:6:2:A:12:02.C
3. 2009-NJCCCS:6:2:A:12:03.A
4. 2009-NJCCCS:6:2:A:12:03.B
5. 2009-NJCCCS:6:2:A:12:03.C

11. 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:

Search Standards
Set: 2009-NJCCCS
Subject: [dropdown]
Assignment Standards
1. 6.2A Grade 12 CPI 02.A [Remove](#)
2. 6.2A Grade 12 CPI 02.C [Remove](#)
3. 6.2A Grade 12 CPI 03.A [Remove](#)
4. 6.2A Grade 12 CPI 03.B [Remove](#)
5. 6.2A Grade 12 CPI 03.C [Remove](#)

12. 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

1. To unlink a Standard from an Assignment, open the Assignment to bring up the **Modify Assignment** screen.
 2. Locate the list of Standards at lower right.
- 
3. Click the **Remove** button next to any Standard you wish to unlink.
 4. Repeat Step 3 to remove additional Standards.

C. Grade an Assignment

The screenshot shows the Genesis Gradebook interface for the 2012-13 school year. The main window displays a list of 17 active students and their scores for various assignments. The assignments are color-coded by workgroup: blue for HW 1, green for HW 2, yellow for HW 3, orange for HW 4, red for HW 5, purple for HW 6, and pink for HW 7. The scores are displayed in the corresponding colored columns. The interface includes a top navigation bar with tabs for Core, Admin, Gradebook, Conduct, Class Attendance, Elem. Grading, Parents, Nurses, and Next. A sidebar on the right contains a 'Quick Links' section with links to Lesson Plan, Create List, Edit Profile, Export Data, Add Assignment, and Take Attendance. A bottom status bar shows the average mean, mode, median, and standard deviation for the selected assignment.

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 the assignment 'Homework A (No Due Date)'. The table lists the following columns: ID, Student, Gr, MP1 Avg, G Grade, ALL, Comment, Absent, Inc, Exempt, Missing, %, and Prev. The data rows show the following information:

ID	Student	Gr	MP1 Avg	G Grade	ALL	Comment	Absent	Inc	Exempt	Missing	%	Prev
1004137	Abernathie, Arlo Perry	10	NG									
1010370	Biddle, Caitlin ALLEN	11	NG									
105656	Brainerd, Fred AMBER	10	NG									
105730	Brunberg, Christina MARIE	11	NG									
1000084	Delahanty, Frank	11	NG									
1012212	DeVore, Doug LaSHAY	11	NG									

- 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 the student 1008226 Dugas, Gus LYNN. The comment field is currently empty, and there is a 'Copy' button next to it.

- 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

Genesis School Year: 2012-13 Genesis Township Schools
Module: gradebook Genesis High School

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

Gradebook Spreadsheet (15205/3 - US HISTORY 2)

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		of 100							
1010370	Biddle, Caitlin ALLEN	11	NG		of 100							
105656	Brainerd, Fred AMBER	10	NG		of 100							
105730	Brunsborg, Christina MARIE	11	NG		of 100							
1000084	Delahanty, Frank	11	NG		of 100							
1012212	DeVore, Doug LaSHAY	11	NG		of 100							
1008226	Dugas, Gus LYNN	11	NG		of 100							
1000162	Eckersley, Dennis	10	NG		of 100							
1000286	Garcia, Ramon JOYCE	11	NG		of 100							
1013683	Hill, Hunter A	11	NG		of 100							
505321	Mansell, John	11	NG		of 100							
505437	McDonald, Tex MARIE	11	NG		of 100							
1001646	McGarr, Chippy MCCAYLEY	11	NG		of 100							
505519	Menosky, Mike	11	NG		of 100							
505805	Oliver, Darren	11	NG		of 100							
505811	Olson, Greg	11	NG		of 100							
1002885	Siner, Hosea S	11	NG		of 100							

Save Import Grades

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:

1008226 Dugas, Gus LYNN 11 NG of 100

Comment For Parent:

Copy Clear

- 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.

Genesis Gradebook User Guide 2012-13

- **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: <input type="text"/> Copy Clear													
1000162	Eckersley, 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	Eckersley, 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: <input type="text"/> 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.

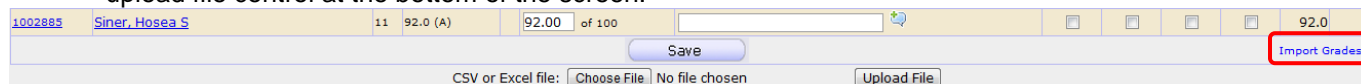
You can only update students who:

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	
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: 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

Category: Homework Unit: None Assigned: 08/14/2012 Due: 08/15/2012

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	Brunsborg, 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, Tex 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"/>	
69	Menosky, Mike	11	78.5 (C)	«	»			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
78	Oliver, Darren	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.

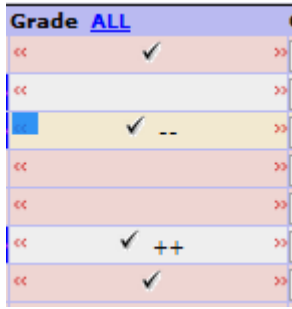
- **Numeric** – These are simply number grades. They can be integers or decimals. They are interpreted as the “number of points” awarded to the student.
- **Alpha (Letter Grades)** – These are set by your school and are usually something like: A+, A, A-, B+, ..., D-, F. These are not typically changeable 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 all use drop down lists to select the actual grade.

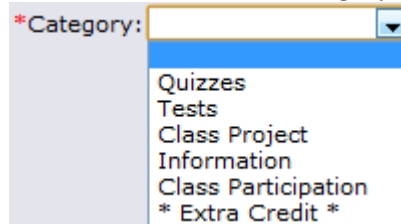
Home Gradebook Rosters Assignments Setup Profiles Rubrics Merge Post Grades School Setup Reports									
Gradebook Spreadsheet (15205/3 - US HISTORY 2)									
MP1 CW 2, 08/17/2012 Worksheet 1 (08/20/2012) 08/24/2012, MP1 CW 3 Save									
Category: Classwork Unit: None Assigned: 08/20/2012 Due: 08/20/2012									
ID	Student	Gr	MP1 Avg	G Grade ALL	Comment ALL	Absent	Inc	Exempt	Missing
72	Abernathie, Ario Perry	10	86.2 (B)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83	Biddle, Caitlin ALLEN	11	85.2 (B)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76	Brainerd, Fred AMBER	10	86.2 (B)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
84	Brunsborg, Christina MARIE	11	41.3 (F)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75	Delahanty, Frank	11	86.2 (B)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74	DeVore, Doug LeSHAY	11	86.2 (B)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81	Dugas, Gus LYNN	11	85.0 (B)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80	Eckersley, Dennis	10	85.5 (B)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77	Garcia, Ramon JOYCE	11	85.8 (B)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72	Hill, Hunter A	11	78.5 (C)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71	Mansell, John	11	85.0 (B)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79	McDonald, Tex MARIE	11	70.8 (D)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70	McGarr, Chippy MCCAYLEY	11	85.8 (B)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69	Menosky, Mike	11	78.5 (C)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78	Oliver, Darren	11	78.2 (C)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68	Olson, Greg	11	86.2 (B)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82	Siner, Hosea S	11	85.8 (B)	<div><div></div></div>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

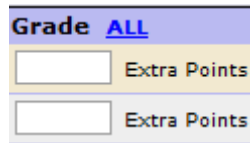
G. Giving Extra Credit

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:

Final Grade Calculation		
$((11.9500 * 100) / 30.0)$	$+ 0.0$	$= 39.8\% \text{ ** Rounded to TENTHS}$

V. Managing Assignments

A. Mass View and Mass Update 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		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		Homework 10-4	HW 10-4		0	08/07/2012	100.0 (NUMERIC)		12.5%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MP1	TEST		Test 7	Test 7		0	08/07/2012	200.0 (ALPHA)		50.0%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MP2	HW		HW 30	HW 30		0	08/07/2012	100.0 (NUMERIC)		8.3%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MP2	HW		Homework	Homework		0	08/07/2012	100.0 (CHECKS)		8.3%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MP4	TEST		Quiz May 15i	Quiz May 15i		0	08/07/2012	100.0 (NUMERIC)		50.0%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MP3	HW		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		Quiz X	Quiz X		0	08/07/2012	100.0 (NUMERIC)		25.0%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MP3	HW		Homework	Homework		0	08/07/2012	100.0 (NUMERIC)		8.3%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MP3	QUIZ		Quiz	Quiz		0	08/07/2012	100.0 (NUMERIC)		25.0%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MP3	HW		Homework	Homework		0	08/07/2012	100.0 (NUMERIC)		8.3%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MP2	HW		Homework	Homework		0	08/07/2012	100.0 (NUMERIC)		8.3%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Delete Save

Copy to Teacher: 002056 - Barry, Jack
Copy to Course: 15215/1 - US HIST 2/ECON (FY) Copy

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

Mass Update Assignments

Marking Period to Display: Marking Period 1

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		Homework A	HW A		0	08/07/201	100.0 (NUMERIC)		0.6%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MP1	QUIZ		Quiz 2	Quiz 2		0	08/07/201	100.0 (ALPHA)		4.5%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MP1	HW		Homework 4	HW 4		0	08/07/201	100.0 (CHECKS)		0.6%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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:
15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)
- Select the Marking Period:
Marking Period to Display: Marking Period 1
- Make your updates to the fields you wish to change:
 - Marking Period** - MP1. 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** - HW
 - Workgroup (if any are defined)**: . If you have not created any workgroups, this drop down will not appear.
 - Assignment Name**: Homework A. It is not possible to update the Assignment's Description on this screen.
 - Assignment Column Header**: HW A
 - Due Date**:
 - Assigned Date**: 08/07/201
 - 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: MP1 ▼

*Select the category of the assignment: ▼

*Assignment Header:

* If value is HW, every assignment done in this process will have HW followed by a number.
 * Ex. HW 1, HW 2, etc.

*Select the grade type of the assignment: ▼

*Set the maximum points for this assignment: 100

*Set the assignment weight: 1.0 ☒

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 1 ▼ assignments with Blank Due Dates.

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

Save

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

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"/>

Delete Save

Copy to Teacher: 002056 - Barry, Jack
Copy to Course: 15215/1 - US HIST 2/ECON (FY) Copy

©Copyright Genesis Educational Services, Inc

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

There 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.

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"/>

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:

Copy to Teacher: 002056 - Barry, Jack
Copy to Course: 15215/1 - US HIST 2/ECON (FY) Copy

- 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: ▼ **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

No assignments have been added to this course yet.

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**

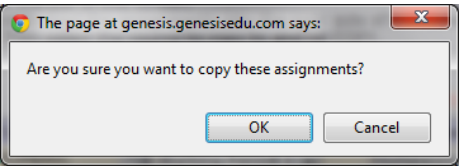
Copy To Course: ▼ **COPY RESET**

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

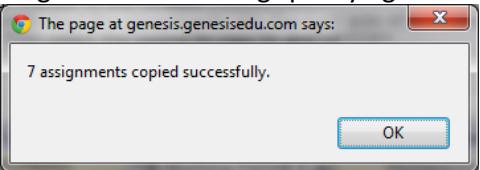
MP - V	Assignment	Header	Due	Assigned
Marking Period 1 ▼	Homework A	HW A		08/07/2012
Marking Period 1 ▼	Consent Form	CF		08/07/2012
Marking Period 1 ▼	Quiz 1	QZ 1		08/07/2012
Marking Period 1 ▼	XC	XC		08/07/2012
Marking Period 1 ▼	Quiz 2	Quiz 2		08/07/2012
Marking Period 1 ▼	Homework 4	HW 4		08/07/2012
Marking Period 1 ▼	Homework 5	HW 5		08/07/2012
Marking Period 1 ▼				
Marking Period 2 ▼				
Marking Period 3 ▼				
Marking Period 4 ▼				

- 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.

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	✓	HW 1	HW 1		0		08/07/2012	100.0 (NUMERIC)		12.5%	✓	✓
<input checked="" type="checkbox"/>	MP1	HW	✓	Homework 10-4	HW 10-4		0		08/07/2012	100.0 (NUMERIC)		12.5%	✓	✓
<input checked="" type="checkbox"/>	MP1	TEST	✓	Test 7	Test 7		0		08/07/2012	200.0 (ALPHA)		50.0%	✓	✓
<input checked="" type="checkbox"/>	MP2	HW	✓	HW 30	HW 30		0		08/07/2012	100.0 (NUMERIC)		8.3%	✓	✓
<input checked="" type="checkbox"/>	MP2	HW	✓	Homework	Homework		0		08/07/2012	100.0 (CHECKS)		8.3%	✓	✓
<input checked="" type="checkbox"/>	MP4	TEST	✓	Quiz May 15i	Quiz May 15i		0		08/07/2012	100.0 (NUMERIC)		50.0%	✓	✓
<input checked="" type="checkbox"/>	MP3	HW	✓	Homework	Homework		0		08/07/2012	100.0 (CHECKS)		8.3%	✓	✓
<input checked="" type="checkbox"/>	MP2	QUIZ	✓	Quiz X	Quiz X		0		08/07/2012	100.0 (NUMERIC)		25.0%	✓	✓
<input checked="" type="checkbox"/>	MP3	HW	✓	Homework	Homework		0		08/07/2012	100.0 (NUMERIC)		8.3%	✓	✓
<input checked="" type="checkbox"/>	MP3	QUIZ	✓	Quiz	Quiz		0		08/07/2012	100.0 (NUMERIC)		25.0%	✓	✓
<input checked="" type="checkbox"/>	MP3	HW	✓	Homework	Homework		0		08/07/2012	100.0 (NUMERIC)		8.3%	✓	✓
<input checked="" type="checkbox"/>	MP2	HW	✓	Homework	Homework		0		08/07/2012	100.0 (NUMERIC)		8.3%	✓	✓

Copy to Teacher: 002056 - Barry, Jack Copy to Course: 15215/1 - US HIST 2/ECON (FY) Copy

©Copyright Genesis Educational Services, Inc

Delete Save

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

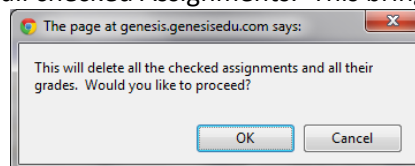
15205/4 - US HISTORY 2, MTWRF, Per. 2 (FY)

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	✓	HW 1	HW 1		0		08/07/2012	100.0 (NUMERIC)		12.5%	✓	✓
<input checked="" type="checkbox"/>	MP1	HW	✓	Homework 10-4	HW 10-4		0		08/07/2012	100.0 (NUMERIC)		12.5%	✓	✓

- 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	Quiz May 15i	Quiz 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		

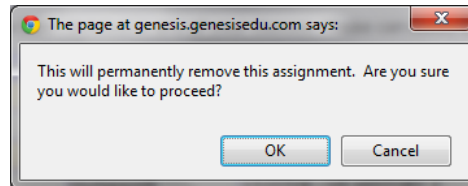
Figure 16 – The Assignment Trash Can

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

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.

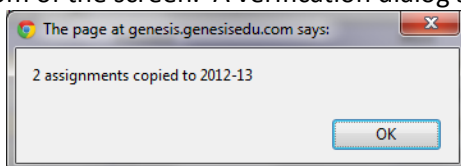
All	MP	Category	Gr	Assignment	Header	Max	Seq	For GB	Parents
<input checked="" type="checkbox"/>	MP1	HW		Homework A	HW A	100.0 (NUMERIC)		Yes	Yes
<input checked="" type="checkbox"/>	MP1	HW		Consent Form	CF	0.0 (NONE)		No	Yes
<input checked="" type="checkbox"/>	MP1	QUIZ		Quiz 1	QZ 1	0.0 (NONE_TEXT)	12	Yes	Yes
<input checked="" type="checkbox"/>	MP1	\$XTRA\$		XC	XC	100.0 (NUMERIC)		Yes	Yes
<input checked="" type="checkbox"/>	MP1	QUIZ		Quiz 2	Quiz 2	100.0 (ALPHA)		Yes	Yes
<input checked="" type="checkbox"/>	MP1	HW		Homework 4	HW 4	100.0 (CHECKS)		Yes	Yes
<input checked="" type="checkbox"/>	MP1	HW		Homework 5	HW 5	10.0 (O-S-U)		Yes	Yes
<input checked="" type="checkbox"/>	MP1	HW		Homework 6	HW 6	100.0 (ALPHA)		Yes	Yes
<input checked="" type="checkbox"/>	MP1	HW		Homework 7	HW 7	0.0 (NUMERIC)		Yes	Yes
<input checked="" type="checkbox"/>	MP1	HW		Homework 8	HW 8	100.0 (NUMERIC)		Yes	Yes
<input checked="" type="checkbox"/>	MP1	HW		Field Trip Form	ftf	0.0 (NONE)		Yes	Yes
<input checked="" type="checkbox"/>	MP1	HW		Test 3	T 3	100.0 (O-S-U)		Yes	No
<input checked="" type="checkbox"/>	MP1	QUIZ		Extra Credit Quiz Pts	Xtra Qz				No
<input checked="" type="checkbox"/>	MP1	HW		Homework 10-4	HW 10-4				No
<input checked="" type="checkbox"/>	MP1	\$XTRA\$		Fudge Factor	FF				No
<input checked="" type="checkbox"/>	MP1	HW		Extra 1	Extra 1	0.0 (NUMERIC)		Yes	No
<input checked="" type="checkbox"/>	MP1	HW		Extra Credit = HW	X HW			Yes	No
<input checked="" type="checkbox"/>	MP1	TEST		Test 4	Test 4	150.0 (NUMERIC)		Yes	No

©Copyright Genesis Educational Services, Inc.

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 your 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

MP1MP2MP3MP4ExamsYear Summary										Quick Links																		
Teacher: Barry, JackCourse: 15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)										Lesson Plan Create List Edit Profile Export Data Add Assignment Take Attendance																		
Category: All CategoriesUnit: All UnitsShow Hidden: NoYes																												
17 Active Students0 Dropped Students																												
IDName										MP1 Calc. Grade	HW A	HW 31	OZ 1	XC Quiz 2	HW 4	HW 5	Quiz 3	XC2	Test 4	Tst 1	Test 2	HW 8	ff	T 3	Xtra Qz	HW 10-4	FF Extra 1X	HW
H 1004137Abernathie, Arlo Perry New										92.0 (A)	92.0	100.0	UG	100.0	10.0	100.0	0.0	100.0	100.0	100.0	100.0	UG	100.0	0.0	100.0	0.0	0.0	
H 1010370Biddle, Caitlin ALLEN New										NG	ABS																	
H 105656Brainerd, Fred AMBER New										92.0 (A)	92.0																	
H 105730Brunsborg, Christina MARIE New										NG	ABS																	
H 1000084Delahanty, Frank New										92.0 (A)	92.0																	
H 1012212DeVore, Doug LaSHAY										92.0 (A)	92.0																	
H 1008226Dugas, Gus LYNN New										NG	EX																	
H 1000162Eckersley, Dennis New										NG	ABS																	
H 1000286Garcia, Ramon JOYCE M										92.0 (A)	92.0																	
H 1013683Hill, Hunter A New										92.0 (A)	92.0																	
H 505321Mansell, John New										92.0 (A)	92.0																	
H 505437McDonald, Tex MARIE M										0.0 (F)	M																	
H 1001646McGarr, Chippy MCCAYLE										92.0 (A)	92.0																	
H 505519Menosky, Mike New										92.0 (A)	92.0																	
H 505805Oliver, Darren New										0.0 (F)	INC																	
H 505811Olson, Greg New																												
H 1002885Siner, Hosea S. Ne																												

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

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

1. Go to the [Gradebook→Gradebook](#) spreadsheet screen.
2. Click on a student's name. This brings up the [Gradebook→Gradebook→Student→List Assignments](#) screen.
3. If, instead, you click on the student's Marking Period average, the up the [Gradebook→Gradebook→Student→Grading](#) screen is brought up.
4. 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.

Cat. to Display:	All Categories	Status:	All Assignments	MP:	Marking Period 4	Hidden:	Yes	No									
1	Summary HW	Assigned	Due	Status	Category	Prev.	Grade	Points	Max.	Avg.	Abs	Inc	Ex	M	Hide	C	PC
2	HW 100	04/16/2012	04/16/2012	Complete	HW		90.0	90.00	100.0	90.0%							
3	HW 101	04/16/2012	04/16/2012	Not Graded	HW												
4	Quiz	04/16/2012	04/16/2012	Complete	QUIZ		B	85.00	100.0	85.0%							
8	Test 25	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	06/07/2012	06/07/2012	Not Graded	HW												
14	HW July				HW		Check	78.00	100.0	78.0%							
15	Homework				HW												
16	Quiz				QUIZ												
17	Homework				HW		79.0	79.00	100.0	79.0%							
									353.00	510.0		MP4 Calc. Avg: 87.8 (3)					

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.

MP1 MP2 MP3 MP4 Exams Year Summary

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

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

17 Active Students
0 Dropped Students

ID	Name	MP1 Calc Grade	HW A Quiz 3	HW 4 HW 5 Quiz 3	HW 6 HW 7 Quiz 3	HW 8 HW 9 Quiz 3	HW 10 HW 11 Quiz 3	HW 12 HW 13 Quiz 3	HW 14 HW 15 Quiz 3	HW 16 HW 17 Quiz 3	HW 18 HW 19 Quiz 3	HW 20 HW 21 Quiz 3	HW 22 HW 23 Quiz 3	HW 24 HW 25 Quiz 3	HW 26 HW 27 Quiz 3	HW 28 HW 29 Quiz 3	HW 30 HW 31 Quiz 3	HW 32 HW 33 Quiz 3	HW 34 HW 35 Quiz 3	HW 36 HW 37 Quiz 3	HW 38 HW 39 Quiz 3	HW 40 HW 41 Quiz 3	HW 42 HW 43 Quiz 3	HW 44 HW 45 Quiz 3	HW 46 HW 47 Quiz 3	HW 48 HW 49 Quiz 3	HW 50 HW 51 Quiz 3	HW 52 HW 53 Quiz 3	HW 54 HW 55 Quiz 3	HW 56 HW 57 Quiz 3	HW 58 HW 59 Quiz 3	HW 60 HW 61 Quiz 3	HW 62 HW 63 Quiz 3	HW 64 HW 65 Quiz 3	HW 66 HW 67 Quiz 3	HW 68 HW 69 Quiz 3	HW 70 HW 71 Quiz 3	HW 72 HW 73 Quiz 3	HW 74 HW 75 Quiz 3	HW 76 HW 77 Quiz 3	HW 78 HW 79 Quiz 3	HW 80 HW 81 Quiz 3	HW 82 HW 83 Quiz 3	HW 84 HW 85 Quiz 3	HW 86 HW 87 Quiz 3	HW 88 HW 89 Quiz 3	HW 90 HW 91 Quiz 3	HW 92 HW 93 Quiz 3	HW 94 HW 95 Quiz 3	HW 96 HW 97 Quiz 3	HW 98 HW 99 Quiz 3	HW 100 HW 101 Quiz 3	HW 102 HW 103 Quiz 3	HW 104 HW 105 Quiz 3	HW 106 HW 107 Quiz 3	HW 108 HW 109 Quiz 3	HW 110 HW 111 Quiz 3	HW 112 HW 113 Quiz 3	HW 114 HW 115 Quiz 3	HW 116 HW 117 Quiz 3	HW 118 HW 119 Quiz 3	HW 120 HW 121 Quiz 3	HW 122 HW 123 Quiz 3	HW 124 HW 125 Quiz 3	HW 126 HW 127 Quiz 3	HW 128 HW 129 Quiz 3	HW 130 HW 131 Quiz 3	HW 132 HW 133 Quiz 3	HW 134 HW 135 Quiz 3	HW 136 HW 137 Quiz 3	HW 138 HW 139 Quiz 3	HW 140 HW 141 Quiz 3	HW 142 HW 143 Quiz 3	HW 144 HW 145 Quiz 3	HW 146 HW 147 Quiz 3	HW 148 HW 149 Quiz 3	HW 150 HW 151 Quiz 3	HW 152 HW 153 Quiz 3	HW 154 HW 155 Quiz 3	HW 156 HW 157 Quiz 3	HW 158 HW 159 Quiz 3	HW 160 HW 161 Quiz 3	HW 162 HW 163 Quiz 3	HW 164 HW 165 Quiz 3	HW 166 HW 167 Quiz 3	HW 168 HW 169 Quiz 3	HW 170 HW 171 Quiz 3	HW 172 HW 173 Quiz 3	HW 174 HW 175 Quiz 3	HW 176 HW 177 Quiz 3	HW 178 HW 179 Quiz 3	HW 180 HW 181 Quiz 3	HW 182 HW 183 Quiz 3	HW 184 HW 185 Quiz 3	HW 186 HW 187 Quiz 3	HW 188 HW 189 Quiz 3	HW 190 HW 191 Quiz 3	HW 192 HW 193 Quiz 3	HW 194 HW 195 Quiz 3	HW 196 HW 197 Quiz 3	HW 198 HW 199 Quiz 3	HW 200 HW 201 Quiz 3	HW 202 HW 203 Quiz 3	HW 204 HW 205 Quiz 3	HW 206 HW 207 Quiz 3	HW 208 HW 209 Quiz 3	HW 210 HW 211 Quiz 3	HW 212 HW 213 Quiz 3	HW 214 HW 215 Quiz 3	HW 216 HW 217 Quiz 3	HW 218 HW 219 Quiz 3	HW 220 HW 221 Quiz 3	HW 222 HW 223 Quiz 3	HW 224 HW 225 Quiz 3	HW 226 HW 227 Quiz 3	HW 228 HW 229 Quiz 3	HW 230 HW 231 Quiz 3	HW 232 HW 233 Quiz 3	HW 234 HW 235 Quiz 3	HW 236 HW 237 Quiz 3	HW 238 HW 239 Quiz 3	HW 240 HW 241 Quiz 3	HW 242 HW 243 Quiz 3	HW 244 HW 245 Quiz 3	HW 246 HW 247 Quiz 3	HW 248 HW 249 Quiz 3	HW 250 HW 251 Quiz 3	HW 252 HW 253 Quiz 3	HW 254 HW 255 Quiz 3	HW 256 HW 257 Quiz 3	HW 258 HW 259 Quiz 3	HW 260 HW 261 Quiz 3	HW 262 HW 263 Quiz 3	HW 264 HW 265 Quiz 3	HW 266 HW 267 Quiz 3	HW 268 HW 269 Quiz 3	HW 270 HW 271 Quiz 3	HW 272 HW 273 Quiz 3	HW 274 HW 275 Quiz 3	HW 276 HW 277 Quiz 3	HW 278 HW 279 Quiz 3	HW 280 HW 281 Quiz 3	HW 282 HW 283 Quiz 3	HW 284 HW 285 Quiz 3	HW 286 HW 287 Quiz 3	HW 288 HW 289 Quiz 3	HW 290 HW 291 Quiz 3	HW 292 HW 293 Quiz 3	HW 294 HW 295 Quiz 3	HW 296 HW 297 Quiz 3	HW 298 HW 299 Quiz 3	HW 300 HW 301 Quiz 3	HW 302 HW 303 Quiz 3	HW 304 HW 305 Quiz 3	HW 306 HW 307 Quiz 3	HW 308 HW 309 Quiz 3	HW 310 HW 311 Quiz 3	HW 312 HW 313 Quiz 3	HW 314 HW 315 Quiz 3	HW 316 HW 317 Quiz 3	HW 318 HW 319 Quiz 3	HW 320 HW 321 Quiz 3	HW 322 HW 323 Quiz 3	HW 324 HW 325 Quiz 3	HW 326 HW 327 Quiz 3	HW 328 HW 329 Quiz 3	HW 330 HW 331 Quiz 3	HW 332 HW 333 Quiz 3	HW 334 HW 335 Quiz 3	HW 336 HW 337 Quiz 3	HW 338 HW 339 Quiz 3	HW 340 HW 341 Quiz 3	HW 342 HW 343 Quiz 3	HW 344 HW 345 Quiz 3	HW 346 HW 347 Quiz 3	HW 348 HW 349 Quiz 3	HW 350 HW 351 Quiz 3	HW 352 HW 353 Quiz 3	HW 354 HW 355 Quiz 3	HW 356 HW 357 Quiz 3	HW 358 HW 359 Quiz 3	HW 360 HW 361 Quiz 3	HW 362 HW 363 Quiz 3	HW 364 HW 365 Quiz 3	HW 366 HW 367 Quiz 3	HW 368 HW 369 Quiz 3	HW 370 HW 371 Quiz 3	HW 372 HW 373 Quiz 3	HW 374 HW 375 Quiz 3	HW 376 HW 377 Quiz 3	HW 378 HW 379 Quiz 3	HW 380 HW 381 Quiz 3	HW 382 HW 383 Quiz 3	HW 384 HW 385 Quiz 3	HW 386 HW 387 Quiz 3	HW 388 HW 389 Quiz 3	HW 390 HW 391 Quiz 3	HW 392 HW 393 Quiz 3	HW 394 HW 395 Quiz 3	HW 396 HW 397 Quiz 3	HW 398 HW 399 Quiz 3	HW 400 HW 401 Quiz 3	HW 402 HW 403 Quiz 3	HW 404 HW 405 Quiz 3	HW 406 HW 407 Quiz 3	HW 408 HW 409 Quiz 3	HW 410 HW 411 Quiz 3	HW 412 HW 413 Quiz 3	HW 414 HW 415 Quiz 3	HW 416 HW 417 Quiz 3	HW 418 HW 419 Quiz 3	HW 420 HW 421 Quiz 3	HW 422 HW 423 Quiz 3	HW 424 HW 425 Quiz 3	HW 426 HW 427 Quiz 3	HW 428 HW 429 Quiz 3	HW 430 HW 431 Quiz 3	HW 432 HW 433 Quiz 3	HW 434 HW 435 Quiz 3	HW 436 HW 437 Quiz 3	HW 438 HW 439 Quiz 3	HW 440 HW 441 Quiz 3	HW 442 HW 443 Quiz 3	HW 444 HW 445 Quiz 3	HW 446 HW 447 Quiz 3	HW 448 HW 449 Quiz 3	HW 450 HW 451 Quiz 3	HW 452 HW 453 Quiz 3	HW 454 HW 455
----	------	----------------	-------------	------------------	------------------	------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	---------------

Individual pieces of data on students can be linked to Icons that appear on the student's Student Information Bar

H105730	Brunsborg, Christina MARIE	New																												
---------	----------------------------	-----	---	---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---



- 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!

The student's Student Information Bar appears on every screen that has data just for that one student. These stu

Brunsborg, Christina MARIE * Present *
Student ID: 105730 School: Genesis High School Homeroom: D233 (Barry Jack) Phone: 732-372-2987

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	Gift: E: B: CM: DA

62 of 98

There are two versions of this screen. The screen that is displayed is controlled by whether you are gardening 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

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

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

Brunsberg, 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

Student Grade Breakdown for MP1
 Brunsberg, Christina MARIE

Student grades are being calculated by: Total Points

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

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.

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

3. Click .

Procedure to Edit a Note

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

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 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:
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

Home [Gradebook](#) [Rosters](#) [Assignments](#) [Setup](#) [Profiles](#) [Rubrics](#) [Merge](#) [Post Grades](#) [School Setup](#) [Reports](#)

Gradebook→Gradebook→Student→Contacts

Brunsberg, 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

School Contacts

<input type="checkbox"/>	Counselor: Anderson, Mike	Email: counselor@genesisedu.com	<input checked="" type="checkbox"/>
--------------------------	---------------------------	---	-------------------------------------

Student Contacts

<input type="checkbox"/>	Student's Gradebook Email: Brunsberg, Christina MARIE	Email: janrussak@yahoo.com	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Student's Official Email: Christina Brunenberg	Email: janrussak@yahoo.com	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Guardian 1: Janice Brunenberg	Email: janicebruns@aol.com	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Guardian 2: Louis Brunenberg	Email: jrusak@genesisedu.com	<input checked="" type="checkbox"/>

Email Student Summary (Edit)

From Address: donotreply@genesisedu.com

Step 1: Check the email addresses to send this to.
Send copy to myself: ☒

Step 2: Select Marking Period: [Marking Period 1](#) [Preview](#)

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.

[Create](#)

The Preview of the Progress Report that will be attached to the outbound email.

©Copyright Genesis Educational Services, Inc

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.

School Contacts

<input type="checkbox"/>	Counselor: Anderson, Mike	Email: counselor@genesisedu.com	<input checked="" type="checkbox"/>
--------------------------	---------------------------	---	-------------------------------------

Student Contacts

<input type="checkbox"/>	Student's Gradebook Email: Brunsberg, Christina MARIE	Email: janrussak@yahoo.com	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Student's Official Email: Christina Brunenberg	Email: janrussak@yahoo.com	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Guardian 1: Janice Brunenberg	Email: janicebruns@aol.com	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Guardian 2: Louis Brunenberg	Email: jrusak@genesisedu.com	<input checked="" type="checkbox"/>

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.

Email Student Summary (Edit)

From Address: donotreply@genesisedu.com

Step 1: Check the email addresses to send this to.
Send copy to myself: ☒

Step 2: Select Marking Period: [Marking Period 1](#) [Preview](#)

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.

[Create](#)

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 - 162053 - US HISTORY 2

Student: Brunsberg, 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	OW		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:						363.0	410.0	Calculated Avg: 87.9%	

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: _____

©Copyright Genesis Educational Services, Inc.

©Copyright Genesis Educational Services, Inc.

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

The screenshot shows the Genesis Gradebook interface. At the top, there's a navigation bar with links: Home, Gradebook, Rosters, Assignments, Setup, Profiles, Rubrics, Merge, Post Grades, School Setup, Reports. Below this is a sub-navigation bar with: Gradebook.Spreadsheet (15205/3 - US HISTORY 2). The main content area shows student information for Brunsberg, Christina MARIE (Student ID: 105730, School: Genesis High School, Birthdate: 08/31/1990 (21), Homeroom: D233 (Barry Jack), Phone: 732-372-2987, G:F: E: B CM: DA). Below this is a tabbed interface with tabs: Spreadsheet, Assignments, Grading, Attendance, Student Info, Notes, Contacts, Merits/Demerits, Scratch Pad, Discipline (selected), Assessments, Testing. The Discipline tab shows a table titled 'Infractions for Student' with columns: Date, Infraction, Actions. The table has one row: 08/13/2012, 1. Cheating, and an 'Add New Incident' button.

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:

The screenshot shows the same student information as before, but the 'Add New Incident' button is highlighted with a red box. To the right of the table is the 'Add Incident' form. The form has the following fields: Posting Date: 08/17/2012, Incident Date: 08/17/2012, Reported By: Barry, Jack, Location: (dropdown), Time Period: (dropdown), Repeat Problem: Yes (radio), No (radio), Severity: (dropdown), Infraction 1: (dropdown), Primary (checkbox), Infraction 2: (dropdown), Primary (checkbox), Infraction 3: (dropdown), Primary (checkbox), Description: (text area), and a Save Incident button.

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 (radio), No (radio)
- 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:

Date	Infraction	Actions
08/17/2012	1. Disruptive	[Edit] [Trash]
08/13/2012	1. Cheating	[Edit] [Trash]

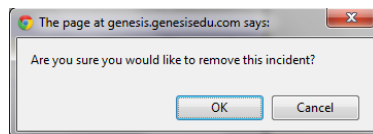
Edit Incident

Posting Date: 08/17/2012
 Incident Date: 08/17/2012
 Reported By: Barry, Jack
 Location: CLASSROOM
 Time Period: Period 2
 Repeat Problem: ☐ Yes ☒ No
 Severity: ☐ Primary ☒ Primary
 Infraction 1: Disruptive
 Infraction 2: ☐ Primary ☒ Primary
 Infraction 3: ☐ Primary ☒ Primary
 Description:
 Save Incident

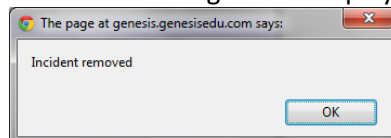
5. Update the information in the form.
6. When you have completed entering information, click the **Save Incident** button to save your changes.

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 * 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 Arts	Reading	Writing	Math	Science	Score	Other	Social Studies?
PSAT	PSAT	2010	January		11	255	38	45	56				
HSPA	HSPA	2010	March		11	255			270				
HSPA 2011	HSPA	2010	March		11	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	255	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.

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

Desc.	Test	Exam Year	Month	Language Arts	Reading	Writing	Math	Science	Score	Other	Social Studies?
PSAT	PSAT	2010	Janu	255	38	45	56				
HSPA	HSPA	2010	Marc	270							
HSPA 2011	HSPA	2010	Marc	270							
HSPA 2009	HSPA	2010	Marc	270							
EOC Biology	EOC_BIO	2010	May					215			
EOC Algebra I	EOC_ALG1	2010	May				473				
PSAT	PSAT	2010	Janu	255	38	45	56				
TEST HSPA	HSPA	2011	Marc	270							

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

Gradebook→Gradebook→Student→Scratchpad

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 Scratch Pad

Brunsborg, Christina MARIE

Marking Period: Grade: 39.8%
 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	Assignments Graded	Sum	Weight	Drop Worst	Current Totals Earned	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%

Calculate

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

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	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%

Calculate

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="text"/>	?
300.0 (5 Assignments)	<input type="text"/>	?
200.0 (1 Assignments)	<input type="text"/>	?
0.0 (2 Assignments)	0	
120.0 (12 Assignments)	<input type="text"/>	?
100.0 (1 Assignments)	<input type="text"/>	?
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 type="text" value="800"/> 97.5%	94.4%
300.0 (5 Assignments)	<input type="text" value="288"/> 96.0%	67.8%
200.0 (1 Assignments)	<input type="text" value="190"/> 95.0%	95.0%
0.0 (2 Assignments)	0	
120.0 (12 Assignments)	<input type="text" value="110"/> 91.6%	91.6%
100.0 (1 Assignments)	<input type="text" value="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

The screenshot shows the 'Seating Chart' mode in the Genesis Gradebook. At the top, there are tabs for 'Take Attendance' and 'Change Seating', with 'Change Seating' selected. Below this, a row of student photos is displayed. A callout points to the 'Change Seating' tab, stating: 'Change **Seating Chart** mode here. When **Change Seating** is selected, you can drag and drop both students and the Teacher's Desk.' Another callout points to a printer icon in the top right, stating: 'Click the printer icon to print a seating chart.' A third callout points to a student photo, stating: 'Students whose picture is not the lighter section will not appear on printed seating charts.' A fourth callout points to the 'Seating Chart' tab at the bottom, stating: 'To get to this screen, click the **Seating Chart** bottom tab.' The bottom of the screen shows a navigation bar with tabs for 'Assignments', 'Attendance', 'Seating Chart', 'Assessments', 'Standards', and 'Documents'. The 'Seating Chart' tab is highlighted.

Gradebook/Class Attendance Seating Chart

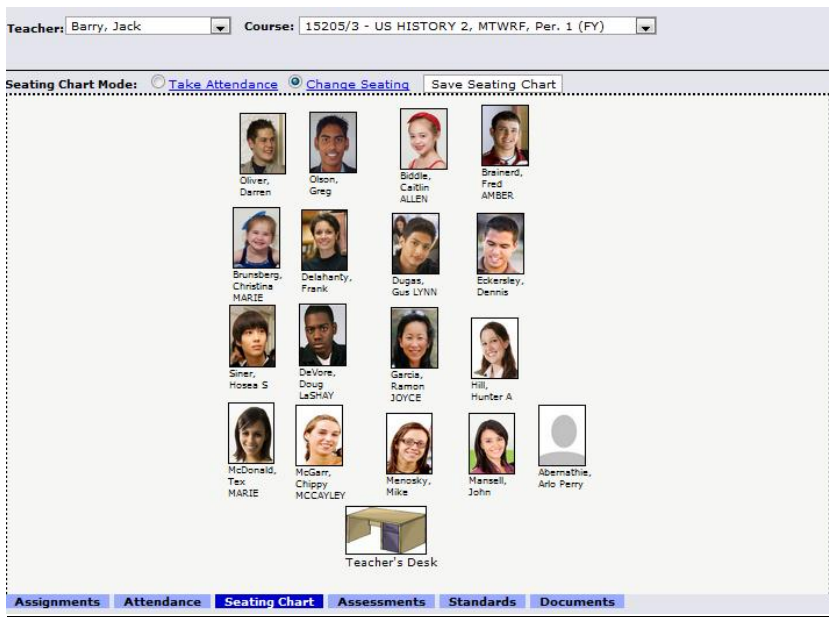
The Genesis Gradebook includes a 'drag and drop' seating chart. Each *active* student on your class roster is shown on the Seating Chart. If there are pictures available for the students, the students' pictures will be displayed. Otherwise, you will see the 'blank photos' shown above.

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:

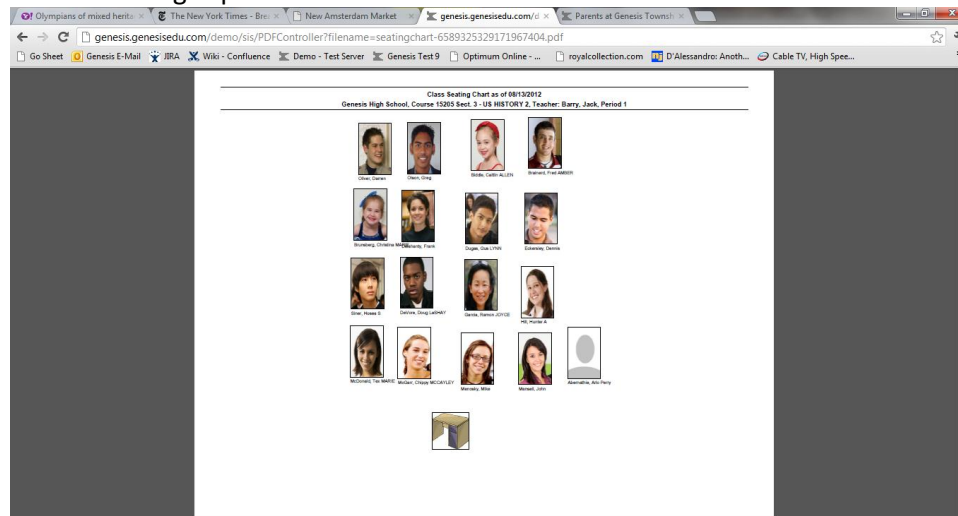


The seating chart has a panel for every student in the class. If a student has no photo, the “no photo” panel appears with the student’s name underneath it.

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

The screenshot shows the 'Seating Chart' interface in the Genesis Gradebook. At the top, there are dropdown menus for 'Teacher: Barry, Jack' and 'Course: 15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)'. Below these, the 'Seating Chart Mode' is set to 'Take Attendance' (indicated by a radio button), with 'Change Seating' as an alternative. To the right, the 'Attendance Code' is set to 'Present' in a dropdown menu, with a 'Post Attendance' button next to it. The main area displays a grid of student photos, each with a name label underneath. A 'Teacher's Desk' icon is at the bottom center. At the very bottom, there is a navigation bar with tabs: 'Assignments', 'Attendance', 'Seating Chart' (which is highlighted), 'Assessments', 'Standards', and 'Documents'. Four numbered callouts provide instructions: 1. Select 'Take Attendance' mode. 2. Click on student's photos (or photo blanks) to select the students. 3. Select the attendance status from the Attendance Code drop down. 4. Click the Post Attendance button to 'take attendance'.

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 the 'Class Attendance Spreadsheet' interface. At the top, there are navigation tabs: Home, Gradebook, Rosters, Assignments, Setup, Profiles, Rubrics, Merge, Post Grades, School Setup, and Reports. Below these are sub-tabs: MP1, MP2, MP3, MP4, and Year Summary. A 'Quick Links' panel on the right includes links for Edit Assignments, Create List, Edit Profile, Export Data, Add Assignment, and Take Attendance. The main area is a spreadsheet with columns for student ID, Name, YTD Abs, YTD Tar, MP1 Abs, MP1 Tar, and a grid of days from Mon 08/06 to Tue 09/04. Callouts provide the following information:

- Attendance totals appear at the left side of the spreadsheet**: Points to the YTD and MP1 columns.
- To get to this screen, click the “Attendance” bottom tab.**: Points to the 'Attendance' tab at the bottom.
- Each column represents a different school day in the selected Marking Period.**: Points to the day columns.
- Attendance codes appear in days for which attendance has been taken.**: Points to colored cells containing codes like 'TC', 'AB', 'LE', and 'TH'.

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	YTD	MP1	MP1
Abs	Tar	Abs	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 the 'Take Class Attendance' screen in the Genesis Gradebook. At the top, there are tabs for MP1, MP2, MP3, MP4, and Year Summary. Below these, the Teacher is set to 'Barry, Jack' and the Course is '15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)'. A date navigation bar shows dates from 08/08/2012 to 08/10/2012. The main table lists students with columns for ID, Student Name, Grade, Daily Attendance, Default, and Section Attendance. Callouts provide the following information:

- Students' 'daily attendance' status for the selected day.** Points to the 'Daily Attendance' column.
- 'Apply Default' buttons for each student** Points to the 'Apply Default' buttons in the 'Default' column.
- Select the attendance status for each student separately via the individual Attendance Code drop downs.** Points to the 'Section Attendance' dropdown menu.
- Optionally enter comments** Points to the comment field next to the attendance code.
- Click the 'Save' button to store the attendance updates.** Points to the 'Save' button at the bottom.

The table data is as follows:

ID	Student	Grade	Daily Attendance	Default	Section Attendance
1004137	Abernathie, Arlo Perry	10			Present
1010370	Biddle, Caitlin ALLEN	11	Present	Apply Default ()	Present
105656	Brainerd, Fred AMBER	10	Present	Apply Default ()	TC - Tardy to Class
105730	Brunberg, Christina MARIE	11	Present	Apply Default ()	Present
1000084	Delahanty, Frank	11	Present	Apply Default ()	Present
1012212	DeVore, Doug LaSHAY	11	Present	Apply Default ()	Present
1008226	Dugas, Gus LYNN	11	Present	Apply Default ()	Present
1000162	Eckersley, Dennis	10	Present	Apply Default ()	AB - Absence
1000286	Garcia, Ramon	11	Present	Apply Default ()	Present
		11	Present	Apply Default ()	Present
		11	Present	Apply Default ()	Present
		11	Present	Apply Default ()	LE - Left Class Early
		11	Present	Apply Default ()	Present
		11	Present	Apply Default ()	Present
		11	Present	Apply Default ()	TH - Partial Tardy (1/2)
505805	Oliver, Darren	11	Present	Apply Default ()	Present
505811	Olson, Greg	11	Present	Apply Default ()	Present
1002885	Singer, Hosea S	11	Present	Apply Default ()	Present

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

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.

ID	Name	MP1 Calc. Grade	Xtra Credit	More Credit	HW 1
22	Abernathie, Arlo Perry	86.2 (B)			
83	Biddle, Caitlin ALLEN	85.2 (B)			
76	Brainerd, Fred AMBER	86.2 (B)			
82	Brunsborg, Christina MARIE	39.8 (F)			
75	Delahanty, Frank	86.2 (B)			
74	DeVore, Doug LeSHAY	86.2 (B)			
81	Dugas, Gus LYNN	85.0 (B)			
80	Eckersley, Dennis	85.5 (B)			
73	Garcia, Ramon JOYCE	85.8 (B)			
72	Hilli, Hunter A	78.5 (C)			
71	Mansell, John	85.0 (B)			
79	McDonald, Tex MARIE	70.8 (D)			
70	McGarr, Chippy MCCAYLEY	85.8 (B)			
69	Menosky, Mike	78.5 (C)			
78	Oliver, Darren	78.2 (C)			
68	Olson, Greg	86.2 (B)			
67	Siner, Hosea S	85.8 (B)			

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 “**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

ID	Name	MP1 Absences	MP1 Tardies	MP1	MP2	ME	S1	MP3	MP4	FE	IR1	IR2	IR3	IR4
1004137	Abernathie, Arlo Perry	0.0	0.0	B										
1010370	Biddle, Caitlin ALLEN	0.0	0.0	B										
105656	Brainerd, Fred AMBER	0.0	0.34	B										
105730	Brunsborg, Christina MARIE	0.0	0.0	F										

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: <input type="text" value="B"/>		GB MP1 Score: 86.2 (B) School: <input type="text" value="B"/> Use Score													
Comment: <input type="text"/>															
Comment: <input type="text"/>															
Comment: <input type="text"/>															

X. Assessments in the Gradebook

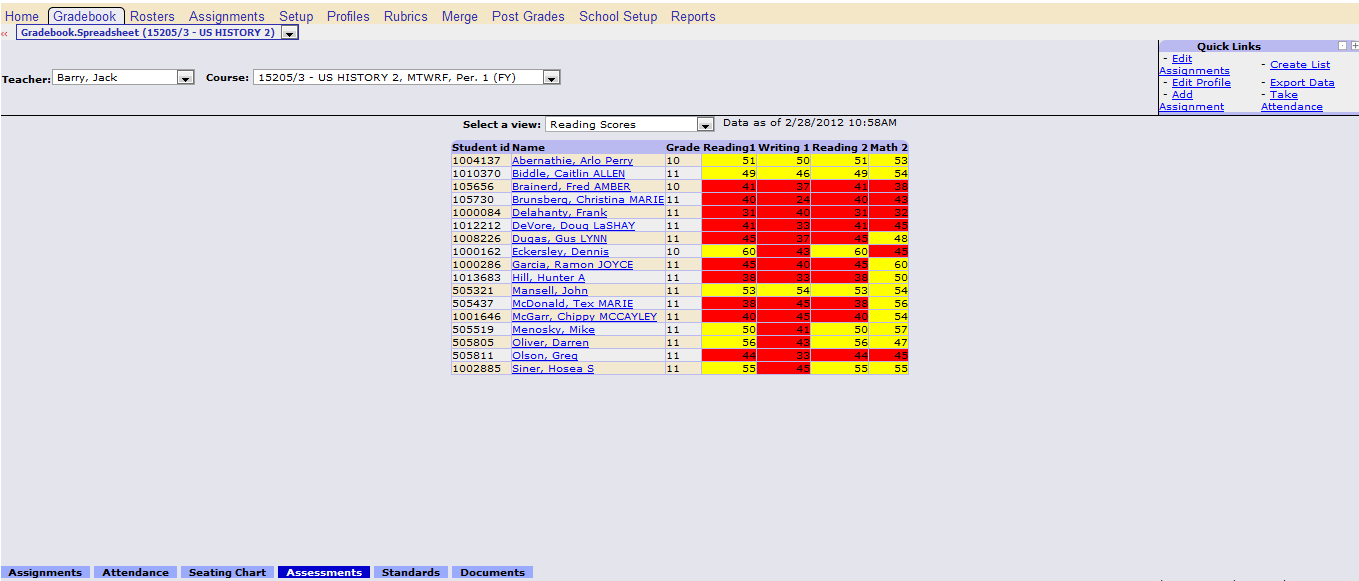


Figure 22 – The Gradebook→Gradebook→Assessments screen

Select a view:		Reading Scores	Data as of 2/28/2012 10:58AM			
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](#)

The screenshot displays the 'User Email Lists' interface. At the top, there are navigation tabs: 'Course Profile', 'Calculations', and 'Progress Reports'. Under 'Progress Reports', there are sub-tabs: 'Available Email Lists' (selected) and 'View List Contacts'. The main area contains a table with the following columns: 'List Name', 'Counselors', 'Case Managers', 'Vice Principals', '504 Coordinator', 'Guardians', 'GB Email Address', 'Student Email', and 'View'. A single row named 'My List' is shown, with checkboxes in the 'Counselors', 'Case Managers', 'Vice Principals', '504 Coordinator', and 'Student Email' columns, and a checked checkbox in the 'Guardians' column. Below the table, there is a section for 'Email List Name' with a text input field. Underneath, there is a section titled 'Include these email addresses:' with checkboxes for 'Counselors', 'Case Managers', 'Vice Principals', '504 Coord.', 'Guardians', 'Gradebook Email', and 'Student Email'. An 'Add Email List' button is located at the bottom right of this section. The footer of the screen includes the copyright notice: '©Copyright Genesis Educational Services, Inc'.

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.

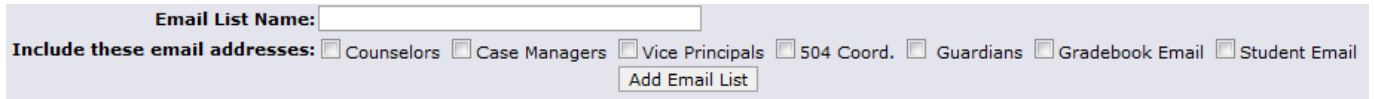
Why not one Simple Master List and a 1-Click Send?

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 web interface for creating an email list. At the top, there is a text input field labeled "Email List Name:". Below this, a section titled "Include these email addresses:" contains several checkboxes: "Counselors", "Case Managers", "Vice Principals", "504 Coord.", "Guardians", "Gradebook Email", and "Student Email". To the right of these checkboxes is a button labeled "Add Email List".

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.

The screenshot shows the 'Available Email Lists' screen. At the top, there's a navigation bar with links like 'Prev', 'Core Admin', 'Gradebook', 'Conduct', 'Class Attendance', 'Elem. Grading', 'Parents', 'Nurses', and 'Next'. Below this is a breadcrumb trail: 'Home > Gradebook > Rosters > Assignments > Setup > Profiles > Rubrics > Merge > Post Grades > School Setup > Reports'. The main title is 'User Email Lists' with a dropdown menu showing '15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY)'. Below the title is a table with columns: 'List Name', 'Counselors', 'Case Managers', 'Vice Principals', '504 Coordinator', 'Guardians', 'GB Email Address', 'Student Email', and 'View'. The table has one row with 'My List' in the 'List Name' column and checkboxes in the other columns. The 'View' column has a magnifying glass icon.

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:

The screenshot shows the 'View List Contacts' screen. It has a similar navigation bar and breadcrumb trail as the previous screen. The main title is 'User Email Lists' with the same dropdown menu. Below the title is a table with columns: 'ID', 'Student Name', 'Contact Type', 'Contact Name', and 'Email'. The table lists students and their contact information. A callout box points to the dropdown menu with the text: 'Currently selected course. Email Lists exist for all courses and are customized by course.'

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:

The screenshot shows the 'View List Contacts' screen with a popup dialog box open. The dialog box has columns: 'Type', 'Name', and 'Email'. It lists additional email contacts for the selected student, including 'Student Email', 'Gradebook Contact', and 'Counselor'. The dialog box also has a 'Close' button and an 'Add contacts to list' button.

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

User Email Lists

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

Email List selector (My List)

Gradebook selector (15205/3 - US HISTORY 2, MTWRF, Per. 1 (FY))

Students to Display: Show only students in list

ID	Student Name	Contact Type	Contact Name	Email
105730	Brunsborg, Christina MARIE	Guardian 1	Brunsborg, Janice	janicebruns@aol.com
		Guardian 2	Brunsborg, Louis	jrussak@genesisedu.com
		Student Email	Brunsborg, Christina MARIE	janrussak@yahoo.com
		Gradebook Email	Brunsborg, Christina MARIE	janrussak@yahoo.com
505437	McDonald, Tex MARIE	Guardian 1	McDonald,	gciano@genesisedu.com

- To Customize this same list for additional Gradebooks, select another Gradebook and repeat Steps 3 to 6.
- To Customize an additional list, select another list and repeat Steps 3 to 7.
- 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

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

User Email Lists

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

List Name	Counselors	Case Managers	Vice Principals	504 Coordinator	Guardians	GB Email Address	Student Email	View
My List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- 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:
- 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:

User Email Lists

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

Students to Display: Show all students

ID	Student Name	Contact Type	Contact Name	Email
1004137	Abernathie, Arlo Perry	This student does not have any contacts in this list		
1010370	Biddle, Caitlin ALLEN	This student does not have any contacts in this list		
105656	Brainerd, Fred AMBER	This student does not have any contacts in this list		
105730	Brunsborg, Christina MARIE	Guardian 1	Brunsborg, Janice	janicebruns@aol.com
		Guardian 2	Brunsborg, Louis	jrussak@genesisedu.com
1000084	Delahanty, Frank	This student does not have any contacts in this list		
1012212	DeVore, Doug LaSHAY	This student does not have any contacts in this list		
1008226	Dugas, Gus LYNN	This student does not have any contacts in this list		
1000162	Eckersley, Dennis	This student does not have any contacts in this list		
1000286	Garcia, Ramon JOYCE	This student does not have any contacts in this list		
1013683	Hill, Hunter A	This student does not have any contacts in this list		
505321	Mansell, John	This student does not have any contacts in this list		
505437	McDonald, Tex MARIE	Guardian 1	McDonald,	gciano@genesisedu.com
1001646	McGarr, Chippy MCCAYLEY	This student does not have any contacts in this list		
505519	Mensky, Mike	This student does not have any contacts in this list		
505805	Oliver, Darren	This student does not have any contacts in this list		
505811	Olson, Greg	This student does not have any contacts in this list		
1002885	Siner, Hosea S	This student does not have any contacts in this list		

Send Email to Selected Contacts (Selected Emails will appear in the BCC line)

Generate an email line based on selected emails

Create Progress Reports

Figure 25 – The **Gradebook→Setup→Progress Reports→View List Contacts** Screen highlighting the “send to” checkboxes

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

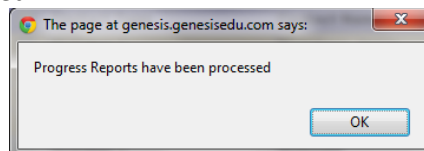
5. This screen contains “sticky” Email Subject and “sticky” Email Body fields. Update the Email Subject and Email Body. A sample of the progress reports will be shown on the right hand side.
6. Preview the Progress Reports on a student by student basis if you desire. There is a Preview Student control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

Preview Student: **Brunsberg, Christina MARIE**

7. Select the Marking Period for the Progress Report. This defaults to the current Marking Period.
8. Repeat steps 6 and 7 for additional students.
9. 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

10. 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:



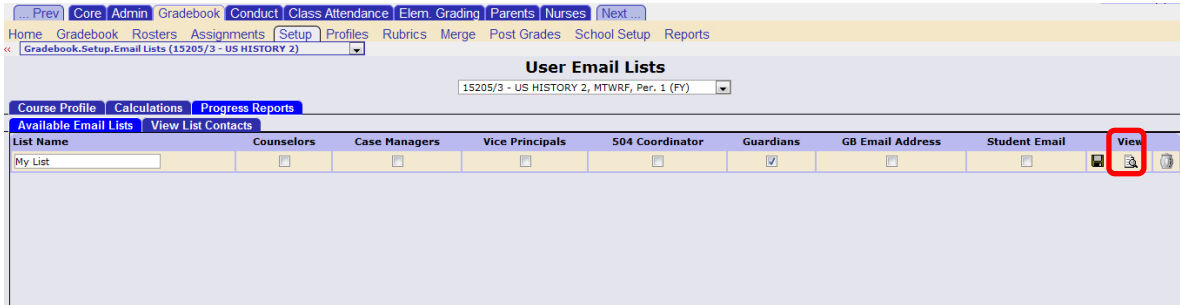
11. Click OK to dismiss the dialog – you have finished sending to this class.

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:

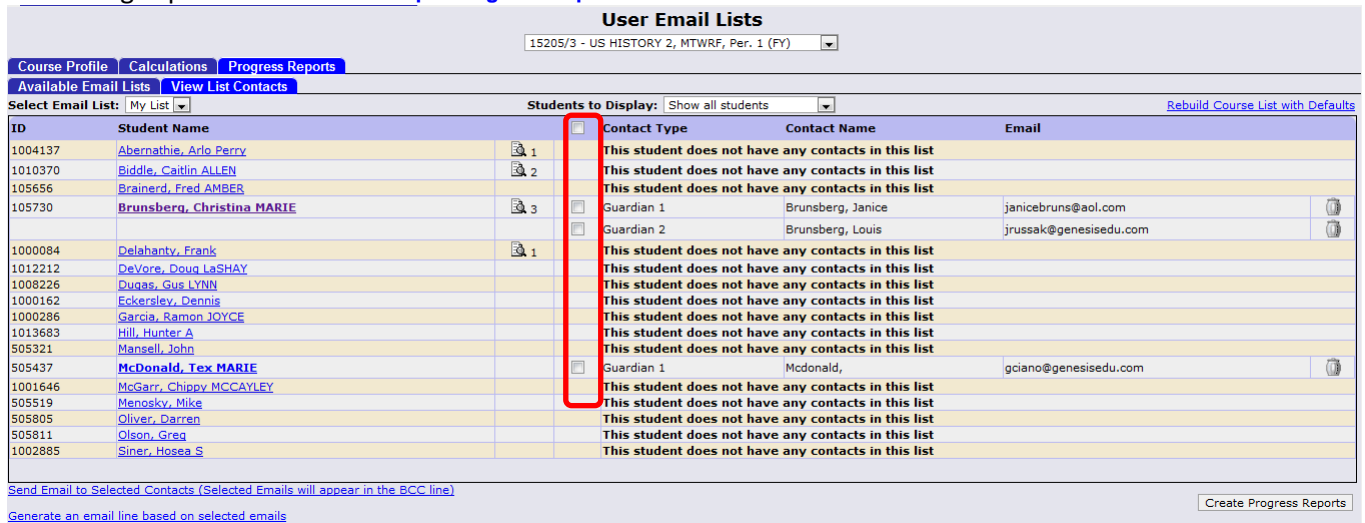


Figure 26 – The [Gradebook→Setup→Progress Reports→View List Contacts](#) Screen highlighting the “send to” checkboxes

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

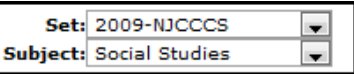
Standards can be linked to Gradebook Assignments. When this is done, the Gradebook computes student averages vs. each individual CPI. These averages can be viewed via the Standards spreadsheets.

The screenshot shows the main Gradebook interface with the 'Standards' tab selected in the bottom navigation bar. A callout box points to this tab with the text: "To view how students are doing vs. Standards, click the Standards bottom tab."




This brings up the Standards spreadsheet's entry screen:

The screenshot shows the 'Standards' entry screen. A callout box points to the 'Social Studies' standard with the text: "Click on a Standard to display it's strands and CPIs". Another callout box points to the empty spreadsheet area with the text: "Nothing shows in the Spreadsheet until a Standard is selected."

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.

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.

Genesis Gradebook User Guide 2012-13

Standard	Assignments	Avg
Active Citizenship in the 21st Century	3	 88.3%
World History/Global Studies	2	 74.2%
U.S. History: America in the World	5	 73.3%

Click on a Standard to display the Strands and CPIs that belong to that Standard in the spreadsheet. Class Averages against the Standard and the number of Assignments which link to it are displayed at right.

4. Clicking on a Standard fills the spreadsheet with the current averages for its components:

MP1 **MP2** **MP3** **MP4** **Year Summary**

Teacher: Barry, Jack

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

Quick Links

- [Lesson Plan](#)
- [Create Title](#)
- [Edit Profile](#)
- [Export Data](#)
- [Add Assignment](#)
- [Take Attendance](#)

Set: 2009-NCCCS **Standard:** 2009-NCCCS **Strand:** Determine the extent to which state and local issues, the press, the rise of interest-group politics, and the rise of party politics impacted the development of democratic institutions and practices.



Subject: Social Studies **Strand:** undefined

Social Studies: 78.0%

☒ All Standards ☐ Graded Only

Standard	Assignments	Avg	ID	Name	CPI 01.A	CPI 01.B	CPI 02.A	CPI 02.B	CPI 02.C	CPI 02.D	CPI 02.E	CPI 03.A	CPI 03.B	CPI 03.C	CPI 03.D	CPI 03.E	CPI 03.F	CPI 03.G	CPI 03.H	CPI 03.I	CPI 04.A	CPI 04.B	CPI 04.C	CPI 04.D	CPI 05.A	CPI 05.B	CPI 05.C	CPI 06.A	CPI 06.B	CPI 07.A	CPI 07.B		
Standard 1: Citizenship in the 21st Century World History/Global Studies U.S. History: America in the World	3	88.3%	1004137	Abernathie, Arlo Perry			100.0	89.0	89.0	89.0	78.0		89.0		100.0																		
			1010370	Biddle, Caitlin ALLEN	95.0	97.5	91.3	88.4	87.4	86.8	85.3	95.0	88.3	87.5	90.0								100.0	100.0	100.0								
			105656	Brainerd, Fred AMBER	95.0	85.0	92.2	84.0	86.8	83.3	83.3	95.0	87.7	85.0	100.0																		
			105730	Brunsberg, Christina MARIE	95.0	78.0	65.0	52.4	57.7	52.8	78.0	95.0	86.0	80.0	90.0								78.0	78.0	78.0								
			1000084	Delahanty, Frank	95.0	39.0	49.8	49.2	52.8	61.5	84.0	95.0	54.0	80.0	70.0								78.0	78.0	78.0								
	2	74.2%	1012212	DeVore, Doug LaSHAY	95.0	39.0	72.8	65.0	68.4	81.3	83.5	95.0	64.5	80.0	90.0							78.0	78.0	78.0									
			1008226	Dugas, Gus LYNN	95.0	72.0	68.3	77.0	82.8	77.0	78.0	95.0	89.0										72.0	72.0	72.0								
			1000162	Eckersley, Dennis	95.0	77.5	90.2	80.5	84.8	81.7	85.5	95.0	83.8	78.5	90.0								78.0	78.0	78.0								
			1000286	Garcia, Ramon JOYCE	95.0	78.0	77.5	78.0	86.5	78.0	78.0	95.0	72.7	80.0	70.0								78.0	78.0	78.0								
			1013683	Hilli, Hunter A	95.0	78.0	84.7	81.7	87.5	81.7	83.5	95.0	81.0	65.0	82.5								79.0	78.0	78.0								
	5	73.3%	505321	Mansell, John	95.0	78.0	68.8	59.0	63.3	59.0	83.5	95.0	59.0	0.0	80.0							78.0	78.0	78.0									
			505437	McDonald, Tex MARIE	95.0	0.0	67.2	58.0	81.6	58.0	83.5	95.0	86.0	80.0	90.0								0.0	0.0	0.0								
			1001646	McGarr, Chippy MCCAYLEY	95.0	39.0	55.0	47.2	50.6	59.0	83.5	95.0	44.5	0.0	80.0								78.0	78.0	78.0								
			505519	Mansky, Mike	95.0	77.0	67.4	55.0	63.0	47.7	59.0	95.0	83.8	78.5	90.0																		
			505805	Oliver, Darren	95.0	39.0	49.8	39.0	43.2	32.8	78.0	95.0	57.5	0.0	100.0								78.0	78.0	78.0								

5. At bottom left the set of Strands in the selected Standard appear in a separate box:

	Strand	Assignments	Avg
A	Civics, Government, and Human Rights	5 	73.3%
B	Geography, People, and the Environment	0	-
C	Economics, Innovation, and Technology	1 	62.3%
D	History, Culture, and Perspectives	0	-

Click on the name of a Strand. This focuses down just on that Strand and limits the view on the right hand side only to the CPIs for the selected Strand. Note that the Strands are all color-coded and the color of the Strand matches the color of the CPI headers on the spreadsheet.

6. At right a spreadsheet of all the CPIs in all of the Strands in the selected Standard. Student averages for each CPI are color coded to indicate how the students are doing:

ID	Name	A 01.A	A 01.B	A 02.A	A 02.B	A 03.CPI	A 03.D	A 02.E	A 02.F	A 03.G	A 03.B	A 03.C	A CPI	A 03.D	A 03.E	A 03.F	A 03.G	A 03.H	A CPI	A 04.A	A CPI	A 04.B	A CPI	A 04.C	A 04.D	A 05.A	A 05.B	A 05.C	A 06.A	A 06.B	A 06.C	A CPI	A 07.A	A 07.B
1004137	Abernathie, Arlo Perry			100.0	89.0	89.0	89.0	78.0		89.0		100.0																						
1010370	Biddle, Caitlin ALLEN	95.0	97.5	91.8	88.4	87.4	86.8	83.5	95.0	88.3	87.5	90.0		100.0	100.0	100.0																		
105656	Brainerd, Fred AMBER	95.0	85.0	92.2	84.0	86.8	82.5	83.5	95.0	87.7	85.0	100.0																						
105730	Brunsborg, Christina MARIE	95.0	78.0	65.0	52.0	57.7	52.0	78.0	95.0	86.0	80.1	90.0			78.0	78.0	78.0																	
1000084	DeLahanty, Frank	95.0	39.0	49.0	49.2	52.6	61.5	84.0	95.0	54.5	40.0	70.0			78.0	78.0	78.0																	
1012212	DeVore, Doug LaSHAY	95.0	39.0	72.8	65.0	68.4	81.3	83.5	95.0	64.5	40.0	90.0			78.0	78.0	78.0																	
1008226	Duqas, Gus LYNN	95.0	72.0	88.3	77.0	82.8	77.0	78.0	95.0	89.0		100.0			72.0	72.0	72.0																	
1000162	Eckersley, Dennis	95.0	77.5	90.2	80.5	84.8	81.7	83.5	95.0	83.8	78.5	90.0			78.0	78.0	78.0																	
1000286	Garcia, Ramon JOYCE	95.0	78.0	77.5	78.0	86.5	78.0	78.0	95.0	72.7	80.1	70.0			78.0	78.0	78.0																	
1013683	Hill, Hunter A	95.0	78.0	94.7	81.7	87.3	81.7	83.5	95.0	81.0	65.0	82.5			78.0	78.0	78.0																	
505321	Mansell, John	95.0	78.0	68.8	59.0	63.3	59.0	39.0	95.0	59.3	0.0	50.0			78.0	78.0	78.0																	
505437	McDonald, Texx MARIE	95.0	0.0	87.2	58.0	61.8	58.0	83.5	95.0	66.0	80.1	90.0			0.0	0.0	0.0																	
1001646	McGarr, Chippy MCCAYLEY	95.0	39.0	55.8	47.2	59.6	59.0	39.0	95.0	44.5	0.0	50.0			78.0	78.0	78.0																	
1005169	Menosky, Mike	95.0	77.0	67.4	55.0	63.0	47.7	39.0	95.0	83.8	78.5	90.0																						
505805	Oliver, Darren	95.0	39.0	48.8	39.0	43.2	52.0	78.0	95.0	59.5	0.0	100.0			78.0	78.0	78.0																	
20024184	Paily, Edwin					78.0	0.78	0.78	78.0	78.0		78.0																						
805550	Miller, Bill DAVID	95.0	78.0	97.5	88.0	97.5	89.0		95.0	0.0	0.0	0.0																						
Class Averages:		95.0	58.5	74.8	65.3	71.0	70.0	72.2	95.0	71.3	49.5	78.7			73.2	73.2	73.2																	

You can scroll along to see all of the CPIs in the Standard. If you place your cursor on a CPI header, the text of the Standard, Subject, Strand and CPI appear above the spreadsheet:

Standard: All students will acquire the knowledge and skills to think analytically about how past and present interactions of people, cultures, and the environment shape the American heritage. Such knowledge and skills enable students to make informed decisions that reflect fundamental rights and core democratic values as productive citizens in local, national, and global communities. **Strand:** Civics, Government, and Human Rights

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

MP1 MP2 MP3 MP4 Year Summary

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

Social Studies: 78.0% All Standards Graded Only

Standard Assignments Avg

Active Citizenship in the 21st Century 3 88.3%

World History/Global Studies 2 74.2%

U.S. History: America in the World 5 73.3%

Strand Assignments Avg

A Civics, Government, and Human Rights 5 73.3%

B Geography, People, and the Environment 0

C Economics, Innovation, and Technology 1 62.3%

D History, Culture, and Perspectives 0

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

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 10.A	CPI 10.B	CPI 11.A	CPI 11.B	CPI 12.A	CPI 12.B	CPI 12.C
1004137	Abernathie, Arlo Perry																								
1010370	Biddle, Caitlin ALLEN																								
105656	Brainerd, Fred AMBER																								
105730	Brunsborg, Christina MARIE																								
1000084	Delahanty, Frank																								
1012212	DeVore, Doug LaSHAY																								
1008226	Dugas, Gus LYNN																								
1000162	Eckersley, Dennis																								
1000286	Garcia, Ramon JOYCE																								
1013683	Hill, Hunter A																								
505321	Mansell, John																								
505437	McDonald, Tex MARIE																								
1001646	McGarr, Chippy MCCAYLEY																								
505519	Menosky, Mike																								
505805	Oliver, Darren																								
20024184	Pally, Edwina																								
505550	Miller, Bill DAVID																								
Class Averages:																									

Assignments Attendance Seating Chart Assessments Standards Documents

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:

MP1 MP2 MP3 MP4 Year Summary

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

Social Studies: 78.0% All Standards Graded Only

Standard Assignments Avg

Active Citizenship in the 21st Century 3 88.3%

World History/Global Studies 2 74.2%

U.S. History: America in the World 5 73.3%

Strand Assignments Avg

A Civics, Government, and Human Rights 5 73.3%

B Geography, People, and the Environment 0

C Economics, Innovation, and Technology 1 62.3%

D History, Culture, and Perspectives 0

Click to show the contributing Assignments.

ID	Name	HW 4	HW 3	Quiz 2	Quiz 3	I 3
		09/02 CPI: 01.B 02.B 02.D 03.I 04.A 04.B	09/02 CPI: 02.A 02.B 02.C 02.D	09/02 CPI: 02 02 03 01.A 02.A 02.C 03.A 01 02	09/02 CPI: 01.B 02.A 02.B 02.C 02.B 03.D	10/04 CPI: 03.A 03.B 03.C
1004137	Abernathie, Arlo Perry		100.0			
1010370	Biddle, Caitlin ALLEN	100.0	80.07		95.0	80.07
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	Pally, Edwina					0.0
505550	Miller, Bill DAVID	78.0	100.0		95.0	0.0
Class Averages:		73.2	62.4		95.0	58.8

Assignments Attendance Seating Chart Assessments Standards Documents

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

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
b3aefa	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	
ccccaa	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	
d4cdff	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
ebefba	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
