Sapphire Software

A guide to effectively using:

Teacher Gradebook

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A GUIDE TO EFFECTIVELY USING THE K12 Systems Sapphire Teacher Gradebook

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About K12 Systems, Inc.

Sapphire Teacher Gradebook is one of many products offered by our company since 1981. K12 Systems' business has centered on providing exceptional software application solutions for school districts' needs. To prepare students for success in our technology dependent world, schools must help students, staff and communities better manage information. The objective is "schools without walls" where knowledge is readily available to both student and teacher. It's a concept that hinges on optimizing and integrating technology within the school community.

K12 Systems recognized a need in school districts for a new way to manage electronic gradebooks. Web-based and scaleable, Sapphire Gradebook is an enterprise-class gradebook and attendance application designed to manage student information and assessment functions. It is intuitive and easy to use. To summarize, Sapphire Gradebook provides k-12 schools and school districts with a scaleable, secure and customizable Gradebook and attendance software package that increases productivity and improves communication for teachers, administrators, parents and students.

Table of Contents

SECTION 1	
Logging On	
Important Notes:	Error! Bookmark not defined.
A quick reminder about security:	
A few notes before you begin:	
SECTION 2	
THE MAIN PAGE-STARTING A GRADEBOOK	
The Main Page:	
Gradebook Navigation:	
To Change Your Viewing Options:	
My Class Menu Items:	
SECTION 3	
CATEGORIES	
Create New Category Page:	
To Create a Category:	
To Edit an Existing Category:	
Required Items:	
Optional Items:	
A few notes about categories:	
To Import Categories:	
Notes:	
SECTION 4	
Assignments	
Create New Assignment:	
To Create an Assignment:	
Edit Assignment Page:	
To Edit an Assignment:	
Required Items:	
Optional Items:	
A few notes about assignments:	
IMPORTING ASSIGNMENTS	
Import Assignments Menu:	
Import Assignments Screen:	
Notes:	
SECTION 5	
Attendance	
SECTION 6	
INDIVIDUAL STUDENT AND DEMOGRAPHIC PAGES	
Individual Student Page:	
To Assign Comments:	
Student Contact Information:	

SECTION 7. OTHER PAGES	
MID-QUARTER PROGRESS CODES	
Mid-Quarter Progress Page:	
SUBMITTING MARKING PERIOD GRADES	
Final Grades Page:	
Seating Chart:	
Textbooks Page:	
End-of-Quarter Performance Codes:	
Performance Code Screen:	
SECTION 8	
TEACHER PREFERENCES PAGES	
Teacher Preferences:	
Custom Assignment Order:	
Custom Student Order:	
Sign On Log:	
SECTION 8	
Reports	
Printer Friendly Page:	
Printer Friendly Assignment Key:	
Student Report Print Options:	44
Categories Reports:	
Blank Grids:	
SECTION 9	
GRAPHS AND CHARTS	
Chart Options:	48
APPENDIX A.	50
GRADING EXAMPLES	50

Section 1.

Logging On

Type the following address into your web browser's address bar: (Note: Gradebook works best on Firefox or Internet Explorer v 5.5 and above for the PC and Firefox for the Mac. Safari and Opera are also supported with minor configuration differences.) Your school district's web address may differ.

https://sapphire.k12system.com/

At the login screen, type in your user name and password, then click **"login"** to log into the Sapphire Gradebook system.



You will then be prompted to select your school district, school building, and school year that you wish to

access. Select these and click "Sign On"



Finally, you will be brought to a screen where you will select the class and section that you wish to access. When you have chosen the class you wish to use click **"Go to Gradebook."** This will open up a new window for the class you selected.

ct a Class		New Features and Announcements
Course ID: MA104 - Adv. Algebra		Homeroom Attendance button reads Homeroom/Daily Attendance.
Section Number:	Term:	C Weekly Attendance button reads Class Attendance.
1 - Period 1(Y) +	0 0	
Go to Gradellook		Daily Attendance button reads View Daily Attendance.
Go to Class Attendance		Seating Charts can be accessed from the Class Attendance screen.
Go to Homeroom/Daily Attendance		Blank Grids can be run from the Class Attendance screen.
	(Lopout)	7
Select a Class		
Select a Class Course ID:		
	gebra 🛟	
Course ID:		Term:
Course ID: MA104 - Adv. A	er:	Term:
Course ID: MA104 - Adv. A Section Numb	er:	
Course ID: MA104 - Adv. Al Section Numb 1 - Period 1(Y) Go To:	er:	
Course ID: MA104 - Adv. A Section Numb 1 - Period 1(Y) Go To:	Go to GradeBook	
Course ID: MA104 - Adv. A Section Numb 1 - Period 1(Y) Go To:	er:	

• If your school has set up your system to use the Gradebook for period-based attendance, you may go directly to the attendance screen by clicking on **"Go to Class Attendance."**



• If your school has set up your system to use the Gradebook for Homeroom-based attendance, you may go directly to the attendance screen by clicking on **"Homeroom Attendance."**



- Attendance only classes (homeroom, study halls, etc.) may also appear on this screen. These classes will be marked with "AttOnly" if your school's administration has tagged these classes as such in your student management system.
- You will only need to select a term if your school district has set up their courses that way.
- You can come back to this screen at any time to open up another window. You may also navigate to other courses/sections by using the My Gradebooks>My Courses menu item from within a Gradebook.
- Please allow a few moments for Gradebook to check for any students who have been added or dropped from your class.

A quick reminder about security:

Sapphire Gradebook follows some strict security guidelines for your safety.

- A "logout" selection is provided under the "My Gradebook Menu."
 - You must use this every time you are finished using the Sapphire Gradebook!
 - o Closing the browser window DOES NOT mean that you have logged off!



• You must make sure to click on the logout menu selection **before** you close the browser window.



• Sapphire Gradebook has a built in security system which will log you off of your Gradebook if <u>no</u> <u>changes have been saved for 60 minutes</u>.

- Therefore, users will be automatically logged off after 60 minutes of inactivity. Inactivity is defined as **not saving or navigating to a different page.**
- Every time you save your work, or move to a different page (Teacher Preferences page, Add Assignment page, etc.), the timer is reset to 60 minutes.
- Any changes made after this time-out will not be saved.
- If you have been logged off, any action you take within Gradebook will send you back to the login screens where you will have to re-log on.
- Another useful feature of the Gradebook is its ability to auto-save. Two minutes after the last time you typed on the main Gradebook page, your Gradebook will save your work. Sapphire Gradebook will also save your work prior to timing out, so as to ensure that you do not lose your work! (Please note that the auto-save feature is currently only available on the main Gradebook page.)
- Please choose a password that is difficult to guess.
 - o A password of "password," "Gradebook," or your name is **NOT** a secure password.
 - Keep your password private and do not store it where a student may find it.
 - Keeping your password safe is your professional responsibility.

CONGRATULATIONS! You have now entered your Gradebook. Your class list will be supplied for you automatically. If this is your first time in this class's Gradebook, you will have a blank Gradebook with no assignments yet created.

A few notes before you begin:

Adv. Alget	72 Section 1 - Per. 1 🛟 Marking Period MP1 🗧
<u>My Gradebooks</u> ⊽	My Class 🗢 Options 🗢 Reports 🗢 Utilities 🗢
Welcome Screen	0
My Courses Go To Parent Portal	Per. 1 - Adv. Algebra [MA104-1] (Y) Per. 2 - Adv. Algebra [MA104-2] (Y)
Logout	Per. 3 - Adv. Algebra [MA104-6] (Y) Select new class Per. 5 - Adv. Algebra [MA104-5] (Y) Select new class from this list 08/03
ID Name	Per. 6 - Adv. Algebra [MA104-10] (Y) ax: 100 # Level 1 otal area of the second

- Security for the Sapphire Gradebook is handled in a number of ways. One of those ways is through the use of cookies. If you have trouble logging in, check to make sure that you have cookies enabled.
- The Sapphire Gradebook occasionally has need to open new browser windows to display certain information (reports, for example). For this reason, please turn off any pop-up blocking software while using Sapphire Software sites.
- Every page will display the name of your class, the section you are working in, and the period in which your class meets at the top of the page.
- While working in a class, you may change which section of the class you wish to see by selecting the "SECTION" from a list on the upper left portion of the screen.
- You may also view different marking periods for that section by choosing from the **"MARKING PERIOD"** list.
- You may also select a different class to navigate to by picking it from the "My Gradebooks" Menu.

Adv. Algebra Section 1 - Per. 1 😯 Marking Period MP1 🛟									
My	Gradebo	oks 🔻	My Class	マ Reports マ Utilities マ					
Last Calculated on 0			Main Gradebook Assignments Categories Mid-Quarter Progress Final Grades End of Marking Period Comments	Always use the "Main Gradebook" menu selection to navigate back to your gradebbook. DO NOT USE your browser back button.					
	ID	Name	Textbooks Nicknames/Custom	Navigation to most pages can be accessed through menu items located under "My Class".					
1. 🧏	10001	Alberts	Student Grades/Comments Homeroom Attendance						
2. 🧏	10003	Bard, S	Class Attendance	14 14 19 100					
3. 🧏	10540	Derring	Seating Charts Sign On Log	12 14 20 86					
4. 🧏	11000	Hardig	CV Work Habits	I 15 20 A+					

• When moving between screens you may be tempted to use your browser's back button, DON'T!

- Each page that you view contains information that may change as you navigate around in your Gradebook.
- This information is loaded only when you move to a new page using the Menu items provided, so if you use the back button, you may be viewing old/changed information and create errors. So please, use the navigational tools provided.
- Sapphire Gradebook is an organic system, constantly being upgraded and improved to meet the needs of its users. As such, from time to time, you may encounter a quirk, idiosyncrasy, or even an error. Many of these issues can be corrected by logging out (not just closing the browser window) and logging back in. If you encounter an error multiple times, please notify your school's K12 Systems contact. This is usually one of the people who helped train you on the system.
- The K12 Systems team welcomes all comments, suggestions, and requests.

Section 2.

The Main Page-Starting a Gradebook

This section will give you a quick overview of the key menu items needed to start using your Gradebook

The Main Page:

- 1-	C	+ Canttos //s	lapphi	re.k1	2 system.ci	m/Grad	sebook/G	radeBook		idebook -	and house	a di dipeti				- (Q. Coogi					-
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Ē	ID N	lame	Book	Grade	Grade	No. 14	May 15	No. 3	Max (101	Max: 0	No. 3	New IN	Max 10.	Max: 10	Max III	Max 10	Man. 10	Max: (I)	Mas. 10	Max (II	76an 10	
	1				Total		H B	er a 🗄	100 H 🗿	NC 10 🛔		60 M B	HE.H.	ac o 🛓	10 H 🗄	an a 🗿	HC II	here 🗿	an a 🛓	nc.o H	11:11 E	
-8	1000000	dberts, Sara			56.78%	- 13	15	12	-86	10	23	93			10	10	9.25	10	8.5		10	
-2		and Shave			60.38%	- 14	24	- 19	100	1	22	300		10	9	10	0.25	10	15	_	10	
-8	10540	uninger. Jennifer		12	57.54%	12	1.14	20	86	10	23		E.K.S	9		10	9.25	10	1		9	
-2	11000	lardiggan, Walter		12	59.45%		13	-20	A+		23	300			10	5	10	10	7	5	10	
-8	10054	ettler, Venon		12	56.14%	12	12		92	10	22	93	1.	9		1.0	9.25	10		7	10	
18	180531	oveday. Ofa		12	53.51%	10	10	17	86	10	-19	90	11810	7	9	10	0	10		1.1.1		
18	50	farriner, Earnestine	3	10	\$00.0					-												
12	11513	fillikie, Keisha		12	59.24%	15	DX.	20	100		23				10		1	10	85	10	10	
18	10006	aggiero. Brent		12	42.83%	12	LA+	17	#5	10	. 23	0	11810		0	6.6	7	10	1			
-8	13524	anfilippo, Loma		12	53.11%	15	1.10	37	60	10	1.	DX.					6	1.4	8.5	7	10	
-8	100210	texens.Jenna		09	50.99%	15	15	17	86	10	23	93		4.1		10	9.25	10		-	6	
18	20001	toudt_hony		10	12.49%							LAL										
-2	14502	iedeman, Gien		12	56.25%	11	15	18.	. 85	10	25	93			10	10	10	10	1.83		1.1	Ì
-2	103041	opper. Dan		11	48.14%	12	15	1.18	TX .	10	23	72	1000	9	10		-	DX.	5		0	ľ
-2	165228	ed.Loois	-	12	40.53%	15	115	1		10	1751	-	100	9	Income of	D	9.25	10			1000	í
-8	116205	wanger, Candy		12	49.88%	15	11151	1175		10	1251	93	-		10	10	9.25	10	1850	-	10	Í
-		and the second second		Avg:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	iii

This is the grid for your class grades. On the left will be displayed the student numbers, names, book numbers, Current Grade Total, and the students' grade level. On the right will be displayed all of your assignments (displayed by Assignment Code), their due dates (or assigned dates), the maximum score and possible extra credit points for each assignment, and a box for each student's assignment score. (Note: "Assignment" is a generic term used to mean any graded piece of work that you may assign.)

On all pages, you will be prompted to save before leaving the page only if you have unsaved information entered on the page.

Gradebook Navigation:



Navigation is handled through the course selection, menu, and tool bars at the top of your screen.

The menu bar is divided into five headings.

My Gradebooks: Contains menu items that allow you to move to different classes, homerooms, or other Sapphire products.

My Class: Contains menu items that allow you to move to screens pertaining to the currently selected class.

Options: Contains menu items that allow you to modify the way your Gradebook appears and behaves.

Reports: Contains all of the printable reports that can be generated for your Gradebook.

Utilities: Allows you to import assignments and categories and change login information.



The tool bar contains many useful buttons.



New, when active creates a new item.



Save, saves your work. On the Main Gradebook screen, this will also recalculate student grades.



Refresh, used to refresh the screen.



Reset Changes, resets your Gradebook to the last saved point.



Delete, when active will delete a selection.



Help, when active provides helps information.



To Change Your Viewing Options:

The "Options Menu" gives you choices to allow for customization of your Gradebook view.

	Adv.	Algebra sec	tion 1	- Per. 1 ; Marking Period	MP1	•
My	Gradeboo	oks 🔻 🛛 My Cla	SS 🔻	Options v Reports		Uti
		. <u>∽</u> × ⊘		Preferences Student Order	•	
Last C	alculate	d on 07/31/2007	at 1:06	Assignment Order Category Filter Acknowledge Adds/Hide Drops See Dropped Students	Þ Þ	1 <u>W4</u>)3/14
	ID	Name	Book #		_	x: 20 : 0 関
1. 🧏	10001	<u>Alberts, Sara</u>		Grade Mapping Custom Attendance Codes		17
2. 🧏	10003	Bard, Shaun		12 32.0970 14 14		19

Click on **"Student Order"** to change whether your students are listed by Student Name, Student ID, Grade Total, Grade Level, or a Custom Order, which is set through the **"Custom Student Order"** menu selection.

Options v Reports	▽	Utilities 🗢
Preferences	ſ	
Student Order	Þ	✓ Student Name
Assignment Order	₽	Student ID
Category Filter	₽	Grade Total
Acknowledge Adds/Hide Drops		Grade Level
See Dropped Students		Custom Order
Custom Student Order		
Custom Assignment Order		10 🕃 EC: 10 🕃 EC: 10 🕃 E
Grade Mapping		17 86 10
Custom Attendance Codes		
12 32.09% 14 14		19 100

Click on **"Assignment Order"** to change whether your assignments are listed by due date, assigned date, reverse due date, reverse assigned date, category, maximum points, or a custom order which is set through the **"Custom Assignment Order"** menu selection.

Options v Reports	▽	Utilities 🗢
Preferences		
Student Order	Þ٢	-
Assignment Order	Þ	✓ Due Date
Category Filter	Þ	Assigned Date
Acknowledge Adds/Hide Drops		Reverse Due Date
See Dropped Students		Reverse Assigned Date
Custom Student Order		Category 4
Custom Assignment Order		Maximum Points
Grade Mapping		Custom Order
Custom Attendance Codes	L	
12 32.09% 14 14		19 100

Click on the **"Category Filter**", then the desired category to see only the assignments of a specific listed category. When viewing a single category, you will also see each student's category average as well as their current class average. If you wish to see all of your assignments, select **"Show All Categories"**.

Options v Reports	
Preferences	
Student Order Assignment Order	b
Category Filter Acknowledge Adds/Hide Drops	Show All Categories Default Category
See Dropped Students	Homework Assignments
Custom Student Order Custom Assignment Order Grade Mapping	New Category Projects PSSA
Custom Attendance Codes	Quizzes Tests

My Class Menu Items:

Adv. Algebra Section 1 - Per. 1 C Marking Period MP1										
My Gradebooks 🗢	My Class									
Last Calculated on 0	Main Gradebook Assignments Categories Mid-Quarter Progress Final Grades End of Marking Period Comments	HW2 HW3 3 01/07 01/21 (
ID Name	Touthaste	lax: 15 Max: 15 Ma IC: 0 및 EC: 0 및 EC								
1. 88 10001 Albert	Student Grades/Comments Homeroom Attendance	13 15								
2. 8 10003 Bard, 5	Class Attendance	14 14								
3. 10540 Derrin	Seating Charts Sign On Log	12 14								
4. 8 11000 Hardig	CV Work Habits	1 15								
5 1005 A 17 11	10 40 000									

To Navigate Back to Main Gradebook

Click on **"Main Gradebook."** This will take you to the main Gradebook page; this should be used instead of the back button on your browser to get back to the main Gradebook screen.

To Add a New Assignment

Click on "Assignments." This will take you to the assignment creation / editing page.

To Edit an Existing Assignment

Click on the **Assignment Code.**" in the Main Gradebook that you wish to edit. You can see the Assignment Names by moving your mouse over the assignment code on the Main Gradebook page.

To Add or Edit a Category

Click on **Categories.** This will take you to the category creation / editing page.

To Enter Comments about a Student

Click on the name of the student you wish to enter comments for or click on My Class > **Student Grades/Comments**

To Enter Book Numbers

Click on **Textbooks**. This will take you to the textbook entry page; where you will be able to record a book number and comments by student.

Student ID	Name	Book Number	Comments
10001	Alberts, Sara		

To Enter Grades on the Main Gradebook screen

- Click on the box next to a student's name and beneath the assignment you wish to grade to type a grade in.
- To move between "cells" (the blank areas where you type in the grades), use the arrow keys. You may also use the "enter" key to move down a column, or the "tab" key to move to the right.
- While in a cell, the student's name and assignment code will appear above the cursor.
- You can also click on the "fill down" button at the top of each column to enter the same grade for all students.
- When you are done entering grades, click **"Save"** (to quickly save your grades). Remember, Gradebook will log you out if you have not saved in the last 60 minutes, so save often!
- The **"Reset Grades"** button will remove all changes that you have made since the last time the grades were saved.

To Switch to a Different Class:

Click on the "My Courses" under the My Gradebooks Menu.

Adv. Algel	Ora Section 1 - Per. 1 ; Marking Period MP1 ;
<u>My Gradebooks</u> ⊽	My Class 🗢 Options 🗢 Reports 🗢 Utilities 🗢
Welcome Screen My Homerooms <u>My Courses</u> Go To Parent Portal Logout	Per. 1 - Adv. Algebra [MA104-1] (Y) Per. 2 - Adv. Algebra [MA104-2] (Y) Per. 3 - Adv. Algebra [MA104-6] (Y) Per. 5 - Adv. Algebra [MA104-5] (Y)
ID Name	Per. 6 - Adv. Algebra [MA104-10] (Y) µx: 100 # Level [Total Even ♥ Eve

To Acknowledge Adds and Drops:

Students who are added to your class will be displayed in green, and those who drop will be displayed in red and listed separately from your other students.

13. 🧏	14502 Tiedeman, Glen	12	48.89%	8	9	10
14. 🧏	10304 Topper, Dan	11	40.56%	8	9	10
15. 🧏	16522 Red, Leola	12	35.36%	8	9	
16. 🧏	11620 Swanger, Candy	12	43.61%	8	9	10

Clicking on the **"Acknowledge Add/ Hide Drops"** button will mix the new students in with your current students and remove the green background.

- The dropped students will then no longer appear in your Gradebook.
- Note: These students and their grades are **NOT** deleted; they have just been hidden.

Options v Reports		Uti	lities 🗢 🗢
Preferences			
Student Order	Þ		
Assignment Order	Þ		
Category Filter	Þ	11	12
Acknowledge Adds/Hide Drops		11	12
See Dropped Students		1/04	01/04
Custom Student Order			Max: 10
Custom Assignment Order		:0 🗳	EC: 0 员
Grade Mapping		10	10
Custom Attendance Codes			
12 32.09% 0 10		9	10

To view all of the students who have dropped (and any grades you may have given them), click on **"See Dropped Students."** This will display all dropped students in red.

Other Options:

To take attendance for your class, click on "My Class" then "Class Attendance."

If your school uses homeroom attendance, click on the My Class then Homeroom Attendance OR go to My Gradebooks and select a homeroom from My Homerooms."

To run any of the classroom reports, click on the item you wish under the **"Reports"** menu (reports may vary from those displayed)

To change your password, click on "Utilities" then "Change Password."

To Create New Grade Mappings, click **"Options"** then **"Grade Mappings."** You may set your own grade codes on this screen. Below these options will be a list of all valid grade code mappings.

Section 3.

Categories

Create New Category Page:

Create New Category			SapphireSoftware GRADEBOOK
Adv. Algebra Section 1-Per. My Gradebooks = My Class = 0	1 E Marking Parlod M91 E		¢.
Create	New Category		Categories:
Category Name	Required example: Unit Quizzes	0	NFW To edit a category click Proj on its code.
Category Code	example: Quiz	0	Quiz Category Percentage Breakdown
Category Description		9	Tests = 35% of the final grade. Percentage by Category total: 35%.
Drop Lowest	0	Ø	
Drop Highest Color	0 (Lear Color)	0	
Weight	1 Relative weight of the grade.	0	
Percent of Total Grade		0	
Add to Marking Period: (NI)	⊠MP1 ⊡MP2 ⊡MP3 ⊡MP4	Ø	
Add to Section:	₫1 □2 □5 □6 □10	Ø	

To Create a Category:

If you wish to create a new category, fill in the required items (Category Name and Category Code), and click

the **"Save Changes"** button located at the upper left corner of your screen.

Check to make sure that you are in fact creating a new category, and not just changing the name of a current one. If your screen says "Edit Category" and not "Create New Category," you will need to click on the NEW button from the Toolbar."

To Edit an Existing Category:

Click on the category from the menu at the top right of the screen that you wish to edit. The category's details

will then be displayed for you to edit. Make any changes you wish and click on the **"Save Changes"**

To delete an existing category that is displayed click the **"Delete"** button located at the upper left corner of your screen. Click "ok" on the pop up screen to confirm that you wish to delete the chosen category. Categories may only be deleted from a single section/marking period at a time

Required Items:

<u>Category Name</u>: Category names are used to describe a group of assignments (e.g. Unit Tests, Quizzes, or End of Quarter Projects). They can be up to 30 characters in length.

<u>Category Code</u>: Category codes are abbreviations used to save space and maintain uniqueness in the Gradebook. They may be up to 10 characters in length and may contain any regular keyboard character except spaces. The category code is the primary way for the Gradebook to recognize this category, so if your category NAME was Pop Quizzes and the CODE was Quiz, every time you saw a listing of categories, you would see "Quiz".

Optional Items:

<u>Category Description</u>: Category description is an optional field used to keep any notes about the category that you wish to keep on hand. You can use this field to keep a more detailed description of each category for your own personal use. The category description may be up to 3000 characters long.

<u>Drop Lowest/Drop Highest</u>: Drop lowest or Drop Highest allows you to pick how many assignments from this category will be dropped before grades are calculated. So, if you enter 2, then the 2 lowest (or highest) grades from this category will be dropped for each student. To be eligible to be dropped, an assignment must have a Max Points without Extra Credit greater than 0.

<u>Color</u>: You may choose to color-code your categories by clicking on the color palette button. You can select any of more then 100 colors.

<u>Weight</u>: The "weight" attribute of a category describes how much EACH assignment within the category counts towards a final grade in relation to the assignments in the other categories. All points in a category will be multiplied by the WEIGHT when grades are calculated. As an example, say you have a category "Quizzes" with a weight of 1, and a single assignment worth 100 points in this category. When grades are calculated, a student will have their quiz scores multiplied by the weight (100 out of 100 times 1). If you change the weight to 2, then when grades are calculated (100 out of 100 times 2) the student will have 200 out of 200 points. If you wish to use a straight point system or to have all assignments have an equal weight (quizzes and tests count the same towards the final grade), leave the weight as 1.

<u>Percent of Total Grade</u>: Percent of Total Grade is an option provided for calculating quarter grades. If you do not wish to use this, you may leave it blank. If you enter a number in this field, all assignments within this category will be averaged and set to that percent of the quarter grade. For example, if your category is "Tests," and you put 50 in this field, at the end of the quarter ALL of your tests would be averaged together and set to be 50% of that quarter's grade for each student. If you use this option, please make sure that all of your CATEGORIES total 100%. You will receive reminders if this is not set properly.

<u>Add to Marking Period</u>: You may add categories to any other marking periods by clicking on the check boxes in the "Edit in Marking Period:" field. The current marking period will already be checked. You may click the "All" button to check all the boxes at once.

<u>Add to Section</u>: You may add categories to any other sections of the current class by clicking on the check boxes in the "Edit in Section Period." field. The current section will already be checked. You may click the "All" button to check all the boxes at once.

A few notes about categories:

- Categories are meant to define the different types of assignments that you can give (Quizzes, Tests, Homework, Projects, Individual Units, *etc.*), but you may use them however you choose, as they are fully customizable.
- Help buttons exist next to each blank field. To learn a little more about what you are filling in, click on the help button.
- Dropping more assignments then currently exist will result in students getting zero points from the category.
- Giving a category a weight of zero will mean that no grades from that category will be counted (all scores will be multiplied by zero).
- Giving a category a Percent of Total Grade of zero will mean that no grades from that category will be counted (all scores will be averaged together and set to zero percent of the total grade).
- Category subtotals are visible when a single category has been chosen to be viewed on the main Gradebook page. You may do this from the menu by clicking on Options > Category Filter > and then choosing a Category to view."
- "Edit in Section" appears instead of "Add to Section" when you are editing a category.
- When you check the Add To Section boxes, if a category with the same code exists in the checked sections, it will be edited. If it does not already exist, it will be created. Note: This does NOT work with deletions.

To see examples of setting up categories and assignments, see Appendix A.

To Import Categories:

Under the Utilities Menu Click "import Categories" Clicking on this menu item will take you to the "Import Categories Screen." This screen will have a list of all categories you have created in any marking period, section, or course that you have taught, ordered by School Year, Course Number, Section Number, and Marking Period.

	Adv. Algebra Section 1 - Per. 1 : Marking Period MP1 :										
My	Gradeboo	oks 👳 🛛 My Clas	SS 🗢	Optior	IS 🗢	Reports -	- <u>Ut</u>	tilities 🗢			
		≗ × ⊘						ge Marking Per ge Password	riod		
Last C	alculate	d on 07/31/2007	at 1:06	PM EST				Parent Portal L	.ogin Info		
					HW	2 <u>HW3</u>		t Categories t Assignments		4	
					01/01			t Grades (Mas	terv Manager)		
	ID	Name		evel Tota			M	EC: 10 🐺 E			
1. 88	10001	Alberts, Sara		12 49.5	1% 13	15	17	86	10	23	

Select the class you wish to "Copy Categories From."

port Categories		SapphircSo	ftware GRADEBOO				
Adv. Algebra Section 1 - Per. 1 🕒 Marking Period MP1 😫							
My Gradebooks v My Class v Options v Reports v Utilities v							
) 🖥 🗟 🛎 🗙 🔞							
COPY CATEGORIES FROM:	(•					
Select a class to import from.		CATEGORIES IN CURRENT CLASS					
	Code	Name	Dtl.				
	MP1						
	Def	Default Category	E				
	HW	Homework Assignments	E				
	NEW	New Category	= -				
	Proj	Projects					
Current Categories in your	PSSA	PSSA	E				
Current Categories in your gradebook appear in right hand column	Quiz	Quizzes	E				
	Tests	Tests	E				
	MP2						
Use the top box labeled	Def	Default Category	E				
Use the top box labeled "COPY CATEGORIES FROM:"	IIW	Homework Assignments	i=				
to select the class you wish to copy	NEW	New Category	E				
categories from.	Proj	Projects					
	PSSA	PSSA	E				
	Quiz	Quizzes	=				
	Tests	Tests					
	MP3						
	Assign	Assignments	12				
	Def	Default Category					
	HW	Homework Assignments	=				
	Projects	Final Projects					
	Ouiz	Ouizzes					
	Tests	Tests	E				
	MP4	1.000					
	CW	Classwork	E				
	Def	Default Category					
	HW	Homework					

Each category will have a checkbox on the left margin, which you may click on to check. Once all of the categories that you wish to add to your current section and marking period have been checked, click on "Import Categories" (which is at the top and bottom of the screen as well as after each different section.

Import	Cate	gories							SapphireSoftware	DEBOOK
Adv	/. Alg	Cora Section	Per. 1 🚺 Marking P	eriod MP1						
My Grade	books v	My Class 👻	Options v Re	ports v Utilities	v					
	2	X @								
CATEGORIES FRO Step 2: stolar 2 - Fr. 2 Select the save Icon in the save I					6	0	All selected categories of this is correct clip	ories will b	e imported into MP1. If	
Copy (AII)		Code	Name		i I			_ (- G		Dtl.
MPI										
8		Def	Default Category		E	L	Def	Default (Category	E
8		Homework	Homework Assignm	ents	E	Γ	HW	Homewo	_	Ξ
8		PRJ	Projects		E	Г	NEW	New Cat	Step 3: Click okay, your selected	=
۲		PSSA	PSSA Review		E		Proj	Projects	Categories will be moved to the	=
		Test_Quiz	Tests/Quizzes		E	ſ	Quiz	Quizzes	right column.	
MPZ						F	Tests	Tests		1
	Step	1:			E	1	MP2			
	Selec	elect assignment or assignment's		ints	E		Def	Default C	Category	E
	you wish to import.			E	ſ	HW	Homewo	nk Assignments	<u>!=</u>	
8		Test_Quiz	Tests/Quizzes			E	NEW	New Cat	rgory	i=

Notes:

You cannot import a category with the same CATEGORY CODE as one that currently exists in the current section and marking period. For example, if "Quiz" already exists in your current section and marking period, then you can't import "Quiz" from any other course, section, or marking period.

Section 4.

Assignments

Create New Assignment:

New Assignmer	nt		SapphireSoftware 61.1	NDEBO
Adv. Algebra	Section 1 - Per. 1 🔹 Marking Period MP1 🕏			
My Gradebooks = My	/ Class 🗢 Options 🗢 Reports 🗢 Utilitie	\$ 7		
🗋 🔚 🗟 🛎 🗙	9			1
	Create New Assignment		Existing Assignments:	
	Required		10	
Assignment Name	example: Quiz 1	0	11 12	
Assignment Code	example: Q1 or Qz1	0	13 To edit an ass 14 click on its co	
Category	Def 🔋	0	15 16	
Max Points without Extra Credit		0	17 x 18 r	
Options Standards	Optional			
Assignment Description		0		
Date Assigned MM/DD/YYYY	08/02/2007	0		
Date Due MM/DD/YYYY	08/02/2007	0		
Optional	0	0		
Max Extra Credit Points	0	0		
Add to Section: (AII)	₫1 ≘2 ≘5 ≘6 ≘10	0		

To Create an Assignment:

Fill in the required fields (Assignment Name, Assignment Code, Category, and Max Points without Extra Credit) and click "Save Assignment."

Check to make sure that you are in fact creating a new assignment, and not just changing the name of a current one. If your screen says "Edit Assignment" and not "Create New Assignment," you will have to click on the NEW button from the Toolbar.

Edit Assignment Page:

Edit Assignm	ent						Se	pphireSoftware GRADEBOOK
Adv. Alget	Dra Section 1 - Per. 1	Marking Period	MP1 🙂					
My Gradebooks 🔻	My Glass 🔻 Opt	ions 🔻 Reports	⊽ Utilities ⊽					
🍙 🔚 🖻 🚢 🕽	× @							¢
Edit Assignment "Homework 1"							Existing Assignments:	
Required Assignment Name Homework 1 example: Quiz 1			4	0			6	
Assignment Code HW1 example: Q1 or Q21				9			8 9	To edit an assignment click on its code.
Category	Category			0			8Q1 0	
Max Points without Extra Credit	100			0			EC1 HW1	
Options Standards		Oydo	<u>ل</u>				Category Information:	
	ignment Description	Homework on unit 1	esson		0	Name: Code:	Homework Assignments HW	
Date: MM4/	Assigned	09/10/2007	Select a data Close September 2007 [< <year] [<mon]="" [mon5]="" [year55]<="" th=""><th></th><th></th><th>Description:</th><th></th><th></th></year]>			Description:		
Date 1	Dee DD/YYYY	09/11/2007	Sun Mon Tue Wed Thu Fri Sat			Drop Lowest Drop Highest		
Opti	ional	۲	2 3 4 6 6 7 8			Weight:	1	
	Extra lit Points	10	u 10 11 12 13 14 15 16 17 18 19 20 21 22		0			
Edit in Section: 🔼) 🛛 1 🗆 2 🗆 5 (6 10	23 24 25 26 27 28 29 30 1 2 3 4 5 6	0				

To Edit an Assignment:

Choose an assignment form the list under "Existing Assignments" and click on it.

You may now change any information about the assignment that you wish.

Remember to click on the **"Save Changes**" <u> button before you leave this page</u>!

Required Items:

<u>Assignment Name</u>: Assignment names are used to describe an individual assignment (e.g. Beowulf Test, Chapter 3 Homework, Quiz 1, etc). They can be up to 30 characters in length.

<u>Assignment Code</u>: Assignment codes are abbreviations used to save space and maintain uniqueness in the Gradebook. The may be up to 10 characters in length and may contain any regular keyboard character except spaces. The assignment code is the primary way for the Gradebook to recognize this assignment, so if your assignment NAME was Chapter 3 Homework and the CODE was HW1, every time you saw a listing of assignments, you would see "HW1".

<u>Category</u>: The category list determines in which category the assignment will be grouped.

<u>Max Points without Extra Credit</u>: This is the highest **numeric** grade that a student can receive on an assignment **without** any extra credit. Possible extra credit points are entered below.

Optional Items:

<u>Assignment Description</u>: Assignment description is an optional field used to keep any notes about the assignment that you wish to keep on hand. You can use this field to keep a more detailed description of each assignment for your own personal use. The assignment description may be up to 3000 characters long.

<u>Date Due/Date Assigned</u>: The Date Due and Date Assigned fields are primarily used to determine in which order your assignments are displayed on your main Gradebook page. Assignments must have an assigned date and a due date. These fields will default to the current date. To aid you in inputting these, a calendar button has been provided. You may click on this button to make a monthly calendar appear. Click on the date to fill in the form.

<u>Optional</u>: Optional is used to determine how blank grades for this assignment are treated when grades are calculated. If optional is checked, any student with a blank grade for this assignment will not have it count against them.

Max Extra Credit Points: If an assignment has possible extra credit, the number of extra credit points is entered here.

Edit in Section: You may add assignments to any other sections of the current class by clicking on the check boxes in the "Edit in Section:" field. The current section will already be checked. You may click the "All" button to check all the boxes at once.

A few notes about assignments:

- Help buttons exist next to each blank field. To learn a little more about what you are filling in, click on the button.
- All blank fields on the main page are counted as zeros, unless the "optional" box is checked. If this is checked, then this assignment will not count for or against any student UNTIL a grade has been entered.
- To give an extra credit assignment, set "Max Points without Extra Credit" to zero, and enter the maximum score for the assignment in "Max Extra Credit Points."
- Edit in Section: When you check these boxes, if an assignment with the same code exists in the checked sections, it will be edited. If it does not already exist, it will be created. Note: **This does NOT work with deletions.**

Importing Assignments

Import Assignments Menu:

Adv. Alge	bra Section 2	- Per. 2 🛟	Marl	ding Period	MP	1 🛟				
My Gradebooks 🗢	My Class 🔻	Options		Reports		Utilities 🔹	7			
l 🖥 🔹 🛍	\times 0					Change Markin Change Passw		Þ		
						Save Parent Portal Login Info Import Categories				
				IENTS IN		Import Assignm				
Adv. Algebra(MA104) - Section 5 Import Grades (Mastery Manager) Marking Periods: Import into Marking Period Import										
	Marking P	erioas: Im	iport i	nto Marking I	Perio					

Import Assignments Screen:

On the "Import New Assignment" screen (which is reached by clicking on the "Import Assignments Selection" under the Utilities Menu), Clicking on this selection will take you to the "Import Assignment Screen" (shown below). This screen will have a list of all assignments you have created in any marking period, section, or course that you have taught, ordered by School Year, Course Number, Section Number, and Marking Period. Each assignment will have a checkbox on the left margin, which you may click on to check. Once all of the assignments that you wish to add to your current section have been checked, click on **"Save"**

(which is at the top left of the screen).

My Gradebooks	My Class - Options -	Reports					
) 🖬 🖻 🏯 🗙							
		COPY ASSIGN	MENTS FROM:	Adv. Algebra(MA104) - S	ection 5 - Per. 5		
	ASSIGNMEN Adv. Algebra(MA104) - Marking Periods: Import into M	Section 5 - Per. 5			ASSIGNMENTS IN CI	URRENT CLASS	
Code	Name	Category	Dtl.	Code	Name	Category	Dtl.
AII CODE MPI		Califyory		MP1 1:2	Colon Test	Test_Quiz	1=
HW1	Homework 1	Homework	E	EC	Extra Credit	Def	
HW2	Homework 2	Homework		HWI	Homework 1	Homework	
1:2	Colon Test	Def		HW2	Homework 2	Homework	1=
Slash/Test	Slash Test	Def		HW4	Homework 4	Homework	
sl/test	short slash test	Def	E	HW5	Homework 5	Homework	E
1P2				si/test	short slash test	Test_Quiz	E
HWI	Homework 1	Homework		Slash/Test	Slash Test	Test_Quiz	1=
HW2	Homework 2	Homework	I	MP2			
1:2	Colon Test	Def	E	1:2	Colon Test	Test_Quiz	
Slash/Test	Slash Test	Def		EC	Extra Credit	Def	1=
sl/test	short slash test	Def		HW1	Homework 1	Homework	E
MP4				HW2	Homework 2	Homework	1-
3 1:2	Ratios Test	Quiz	E	HW4	Homework 4	Homework	1=

Notes:

You must already have any necessary assignments created in your current section in order to import assignments with that assignment code.

You cannot import an assignment with the same ASSIGNMENT CODE as one that currently exists in the current section and marking period. For example, if "Quiz1" already exists in your current section and marking period, then you can't import "Quiz1" from any other course, section, or marking period.

Section 5.

Attendance

Daily attendance can be taken through Sapphire Gradebook and is seamlessly integrated with your School's student management system. Clicking on the **"Class Attendance"** selection from the **"My Class"** Menu will access the Attendance page. The Attendance page will display the current week by default (starting with Monday).



The current class roster will be displayed on the left including current grade level and homeroom for each student.

-	Class Attendance SapphireSoftware URADI Adv. Algebrü Seeten 1-90/1113 Meding Period [1011]											
My Gradebool	My Gananaoana - My Canas o Captone o Reports o Unames o In In 2 🏝 🗙 🛞											
			ther Week to view, enter a date below and click 'G									
Student ID	Student Name	Grade	Abent (Al) / Clear	Mon 07/30/07 code time in	Tues 07/31/07 code time in	Wed 08/01/07 code time in	Thu 08/02/07 code time in	Fri 08/03/07 code time in	(Creater Custom Codes)			
10001	🛐 Alberts, Sara	12							Attendance Codes:			
10003	🚱 Bard, Shaun	12							Teacher-approved Codes A - Unexeused Absent EA - Excused Absent Office- only Codes			
10540	ស Derringer, Jennifer	12							ET - Excused Tardy INH - In-House Suspension SUS - Suspension			
11000	Red Hardiggan, Walter	12	8						UN – Unlawful V – Vacation			
10054	🙀 Kettler, Vernon	12	٥									

On the far right of the screen is a list of attendance codes that have been approved for use by your school's administration. To choose a code, highlight it by clicking on the code's description.

Attendance Codes:
Teacher-approved Codes
A – Unexcused Absent
EA – Excused Absent
Office-only Codes
ET - Excused Tardy
INH – In-House Suspension
SUS – Suspension
UN – Unlawful
V - Vacation

To mark a student absent, click on the checkbox next to the student's name in the **"Absent"** column. When a checkbox is clicked, the selected absence code will be inserted into the current day's attendance.

When a student is marked absent, you can change the absence code by selecting a new code from the menu on the right and double-clicking on the box displaying the student's current absence code.

Deselecting a checkbox will clear the code from the current day's attendance.

			Absent	Mon	Tues	Wed	Thu	Fri	
Student ID	Student ID Student Name O		All / Clear	07/30/07	07/31/07	08/01/07	08/02/07	08/03/07	
				code time in					
10001	ស Alberts, Sara	12					A		
10003	ស Bard, Shaun	12	8						
10540	ស Derringer, Jennifer	12	ď				A		

To mark every student absent, click on the **"All"** button in the **"Absent"** column. This will check all of the checkboxes in the "Absent" column. To mark every student present, click on the "Clear" button in the "Absent" column.

Note: Absence codes entered by the attendance office cannot be changed through the Gradebook. The attendance office personnel must make changes to these codes.

Make sure to SAVE your attendance before you close this window!!!

To navigate to a past or future attendance week use the **"Go to Date"** button located at the upper right hand corner of your screen.



Section 6.

Individual Student and Demographic Pages

Individual Student Page:

Student Grad	des/Co	mments						SapphireSoftware GRADEBOOK
			Marking Perk	od MP1 🚦				
My Gradebooks +	My Glass	a v Option	na v Report	is 🔻 Utilitie:	9 T			
🗋 📙 🗟 🕰	× Ø							4
					Select a Stud	ient:		
				(Bard, Shaun			
Assignment			Maximum Points	Maximum Extra Credit Points	Due Date	Class Average	Assignment Percentage	Comments
Homework 1		98	100	10	9/9/05	83.58	98.00%	
Homework 2		29	30	0	9/19/05	28.07	96.66%	
Colon Test		28	100	0	8/15/06	74.58	28.00%	
short slash test		97	100	0	8/15/06	92.92	97.00%	
Slash Test		89	100	0	8/15/06	89.00	89.00%	
Homework 4		*	100	0	8/31/06	74.71	**	[
Homework 5		9	10	0	11/8/06	8.92	90.00%	
Extra Credit		20	0	20	11/30/06	++	88	
	0.00%							Number of Assignments: 1
	56.66%							Number of Assignments: 4
Test_Quiz Total:	71.33%							Number of Assignments: 3
	56.89%							
* These assignments ** These assignments						of zero.		
General Comments:								

To Assign Comments:

If you wish to record a comment for a particular student's assignments, click on that student's name from the main Gradebook page. You will be brought to a page where you can add comments for that student about each assignment or for the student in general. These comments can be whatever you like, or you may leave them out entirely. It is up to you.

If you wish to print student, class or all courses Student grade reports you can do so by choosing **"Student Grade Report."**

Student Grades/Co	mments							
Adv. Algebra sect	ion 2 - Per. 2	🕄 Ma	rking Perio	d MP1 ;				
My Gradebooks 🗢 My Class	s 🔻 Optio	1S 🔻	Report	<mark>s</mark> ⊽ Utiliti	es 🔻	_		
Assignment	Score	Maxi	Blank Grid Categories Missing Gri Student Gri Graphs and School Abs	ades ades Report d Charts	D D	lect a Stud This Student This Class All Courses	ent:	Assign
		Foind	Printable S	eating Chart	•			
Homework 1	98		Student Co Student Sci	ntact Information hedule		9/9/05	83.58	98
Homework 2	29		Student Att	endance Portfolio		/19/05	28.07	96
Colon Test	28		100	0		8/15/06	74.58	28

The "Choose Your Print Options Page" will allow you to customize the layout of the printed page to your needs. The use of the "Student Filter Tab" will allow you to determine which student's grades you wish to view or print.



The "Student Grades Report" selection will open up a new browser window with a listing of the current student's assignments, grades, and comments. It will be sorted in the same way and display the same header columns as your normal Comments page for that student, and will also have a much smaller title bar (Student Name, Class Name, Section, and Period). This report can be run for a single student, multiple students, multiple sections, or all courses.

This page may be printed either by clicking "File" and then "Print," or by typing Ctrl+P, or also by clicking on the picture of a printer in your browser's upper toolbar. The "Print All Students" button will open a similar window, except it will show each students report one at a time. Printing this page will print out a student report for each student in this section of your class on separate sheets of paper.

	Maximum											
Assignment	Score	Maximum Points	Extra Credit	Due Date	Class Average	Assignment Percentage	Comments					
Homework 1	98	100	10	10 9/9/05 83.58 98.00%								
Homework 2	29	30	0	0 9/19/05 28.07 96.66%								
Colon Test	28	100	0	0 8/15/06 74.58 28.00%								
short slash test	97	100	0	8/15/06	92.92	97.00%						
Slash Test	89	100	0 8/15/06 89 89.00%									
Homework 4	*	100	0	8/31/06	74.71	**						
Homework 5	9	10	0	11/8/06	8.92	90.00%						
Extra Credit	20	0	20	11/30/06	**	**						
Def Total: 0.00%			Number	of Assig	nments: 1							
Homework Total: 56.66%			Number	Number of Assignments: 4								
Test_Quiz Total: 71.33%			Number	of Assig	nments: 3							

Student Contact Information:

Student contact info is available from each individual student grades page. To access this information, click on "Reports" then "Student Contact Information".



Clicking this will open a new window containing all student contact information available to the main office.

Bard, Shaun Nickname:	(10003) Grade:12 Gender: M Shauny			
Homeroom:	101 (Mr. Howe)	Counselor:	Mark Miller	1993
Team:	B - Team B			
Birth Date:	04/05/1988	Age:	19	
Phone:	610-555-8726			
Address:	123 Sesame St Bethlehem, PA 11181			
Email:	shaun.bard@email.com			2
Bard, Francis	Relation: Mother (Lives with Student) Phone: Phonel: 610-553-8652 Email:		Title: Mrs. Address: 123 Sesame 8t Allentowa, PA 11181	1
Bard, William				
	Relation: Father (Lives with Student) Phone: Phonel: 610 555 8652 Cell: 610-555-8763 Work: 610-555-1212 Kmuit: william hanf@email.com		Title: Mr. Address: 123 Sesame St Allentown, PA 11181	
Bard, Allen				
	Relation: Grandfather Phone: Phone I: 610-555-8665 Cell: 610-555-9210 Emult:		Title: Mr. Address: 627 Frosty Dr. Allentown. PA 11245	

Section 7. Other Pages

Mid-Quarter Progress Codes

Mid-Quarter Progress Page:

Mid-Quarter Progress Codes can be entered through the Gradebook. Under the **"My Class"** Menu select **"Mid-Quarter Progress."**



Clicking this item will take you to the code entry screen.

	Quarter Progress C								SapphireSoftware GRADEBOON
My	Adv. Algebra Section 2-F Gradebooks ∞ My Class ∞	Options			Jtilities 🗢				
D	Name	Cur.	PC1 (All	PC2 All	PC3 All	PC4 (AII)	PC5 All	Grade	Mid-Quarter Progress Codes: 001 - Commendable Effort
6	Bachelor, Elnora	98%	003	007				44	002 - Pleasure to have in class 003 - Shows leadership ability
8	Harada, Fernando	90%	003	007				87	004 - Uses class time wisely
9	Boomhower, Lance	75%	002	007				80	005 – Is courteous and cooperative 006 – Works well with others
0	Pinedo, Clinton	85%	003	007				80	007 - Outstanding achievement
1	Knobloch, Penelope	88%	003	007				90	- 008 - Progress is substantial 009 - Makes good use of ability
0003	Bard, Shaun	67%	003	001				48	
_		-			1				To automatically insert codes, select a code from the li-
0006	Ruggiero, Brent	93%	003	007	101	102		80	above and then double-click on the boxes on the left th
0304	Topper, Dan (Danny)	93%	003	007	006			84	you wish the code to appear in.

You will see a list of all the valid progress codes (as defined by your administration) on the right side of the screen.

	Mid-Quarter Progress Codes:
00	1 - Commendable Effort
00	2 – Pleasure to have in class
00	3 – Shows leadership ability
00	4 – Uses class time wisely
00	5 - Is courteous and cooperative
00	6 – Works well with others
00	7 - Outstanding achievement
00	8 - Progress is substantial
00	9 - Makes good use of ability
01	0 - Shows improvement
10	0 - Does well in class
10	1 – Is a joy to have in class
10	2 - Has trouble playing with others
1.0	3 - Talks too often in class

You may enter the codes manually for each student, or you can select the code you wish to use from the list and then double-click on all the boxes (labeled "PC1" through "PC5") next to each student to whom you wish to give the comment.

When you are finished, click on the save button at the upper left hand corner of your screen to save the codes. You may resubmit codes as often as you wish while you are within the "grading window" (as defined by your school's administration). There is also a column here labeled "Cur." This column displays each student's current quarter average rounded to the nearest whole number.

Finally, there is a column labeled "Grade." If your district allows, you may enter a student's projected grade in this column.

D	Name	Cur.	PC1 (AII)	PC2 All	PC3 All	PC4 (All	PC5 All	Grade
76	Bachelor, Elnora	98%	003	007				44
78	Harada, Fernando	90%	003	007				87

Submitting Marking Period Grades

Final Grades Page:

Marking Period grades can be entered through the Gradebook. Under the "My Class" Menu, select "Final Grades."



The **Final Grades** screen displays all the students in the current class including those who would have been dropped. All of the course's marking periods are displayed here with three columns each.

Final (Grades																			Sapphire	Softwar	e <mark>GRA</mark>	DEBOOI
Ad	v. Algebra se	ction	2 – Pe	r. 2 🛟	Mark	ting P	eriod	MP1 🛟															
My Grad	ebooks 👻 🛛 My Cla	199 7		Options	~	Re	ports -	√ Uti	lities	~													
	🗟 🛎 🗙 🎯)																					
			MP1			MP2		S	EM1			MP3			MP4		FIN	EX	S	EM2		FIN	
Student ID	Name	TGB	OVR	SMS	TGB	OVR	SMS	EST	OVR	SMS	TGB	OVR	SMS	TGB	OVR	SMS	TGB	SMS	EST	OVR SM	S EST	OVR	SMS
76	Bachelor, Elnora	98%		97(A+)	79%		79(C+)	89%(B+)		62(D-)	99%		99(A+)	61%	70	82(B-)			91%(A-)	91(A)77%(C+) 7	7(C+)
78	Harada, Fernando	90%		90(A-)	96%		96(A)	93%(A)		91(A-)	95%		95(A)	87%		89(B+)			92%(A-)	92(A) 92%(A-) 9	92(A-)
79	Boomhower, Lance	75%	1	75(I)	86%		86(B)	81%(B-)		83(B)	69%		69(D+)	64%	65	68(D+)			69%(D+)	69(D	F) 76%(C)		76(C)
80	Pinedo, Clinton	85%	S	85(S)	88%	NG	88(NG)	87%(B+)		84(B)	89%		89(B+)	76%		81(B-)			85%(B)	85(E) 85%(B)		85(B)
81	Knobloch, Penelope	88%		88(B+)	89%	90	90(A-)	89%(B+)		90(A-)	61%		61(D-)	73%		72(C-)			67%(D+)	67(D	+)79%(C+) 7	79(C+)
82	Bezio, Fernando (Bez)	99%		99(A+)	92%		92(A-)	96%(A)		93(A)	91%		91(A-)	81%		83(B)			87%(B+)	87(B	+) 90%(A-) 9	90(A-)
86	Hilderbrand, Althea	94%		94(A)	94%		94(A)	94%(A)		90(A-)	89%		89(B+)	88%		88(I)			89%(B+)	89(B	+) 90%(A-	9	90(A-)
88	Mahabir, Eve	97%		97(A+)	93%		93(A)	95%(A)		87(B+)	97%		97(A+)	83%		74(C)			86%(B)	86(E) 87%(B+) 8	87(B+)
10001	Alberts, Sara	83%			95%			89%(B+)			90%			96%			82				89%(B+)	
10003	Bard, Shaun	67%		67(D+)	83%		83(B)	75%(C)		74(C)	97%		97(A+)	60%		66(D)			82%(B-)	82(B)78%(C+) 7	78(C+)
10006	Ruggiero, Brent	93%		93(A)	84%		84(R)	89%(B+)		82(B-)	99%		99(A+)	86%		84(R)			92%(A-)	92(A) 87%(B+) 8	87(R+)
10304	Topper, Dan (Danny)			93(A)	84%			89%(B+)		84(B)	82%		82(B-)			83(B)			83%(B)) 84%(B)		84(B)
11000	Hardiggan, Walter	106%		100(A+)	99%		99(A+)	100%(A+)		100(A+)	71%		71(C-)	92%		91(A-)			81%(B-)	81(B) 91%(A-) 9	91(A-)
100210	Stevens, Jenna	66%	70	70(C-)	97%		97(A+)	84%(B)		97(A+)	91%		91(A-)	92%		83(B)			87%(B+)	87(B	+) 92%(A-) 9	92(A-)

The first column, **"TGB,"** displays the current grade that Gradebook has for each student rounded to the nearest whole number. This is the grade that will be submitted to your school's Student Management System.

The second column, **"OVR,"** is reserved for special alpha codes that might be given to a student. The codes may be such things as "I" for Incomplete, "P" for Pass, and "F" for fail, or "M" for Medical. Check with your school's administrators for what codes are valid for your district. This column will only be open for the marking period that you are working in.



NOTE: If your district is NOT using the Sapphire Student Information System and an alpha code is put in the **"OVR,"** column, it will show up on the report card, and the numeric grade will NOT be submitted to your school's Student Management System."

The third column, **"SMS,"** displays what grade your school's Student Management System currently has for each student. This is the grade that will be used to determine what will be on each student's report card. This column will be blank until the "Submit Grades" button has been clicked.

			MP1	
Student ID	Name	TGB	OVR	SMS
76	Bachelor, Elnora	98%		97(A+)

When your school's grading window has opened, grades can be submitted by clicking on the save button located at the upper right corner of your screen.

Clicking on this button will send the number from the **"TGB"** column (or the code from the **"OVR"** column if there is one) to your school's Student Management System. You may resubmit as often as you like until the grading window closes. Ask your administrators for these grading window dates.

Note: If you have chosen to use a final exam or midterm for your class (from the Teacher Preferences screen) there will be a column for this here as well. The grade must be a percent between 0-100 and will count as 20% of the student's final grade for the course regardless of how many quarters the course has. Blank grades will not be sent; only students with actual final exam grades will have them counted.

Note: The percentage value of final exams/midterms may vary according to school policy.

The Final Grades page also displays a column labeled **"FIN"** for final grades. The **"Est"** column will display an estimate of what each student will receive when final grades are officially calculated (done after the grading window is closed). This is done by averaging each value from the **"SMS"** columns.



If your district allows for the overwriting of final grades, there will be an open box in the **"OVR"** column. You may enter a grade in this box to override the grade that the Gradebook has calculated. Some districts may limit you to only being able to increase final grades.

Note:

Students who have dropped the class will have no grade submitted. Contact your school administrators if you have a student who has dropped that needs a grade.

Seating Chart:

You can create an unlimited amount of seating charts using in your Gradebook. To access the seating charts, go to the **"My Class"** Menu and click on the **"Seating Charts"** list item.





To create a seating chart fill in the **"Chart Name"** box and select how many Columns and Rows you want your new seating chart to have. Then click "Create a New Chart."

Chart Name:
Columns (across): 1
Rows (down): 1 🛟
Create a new chart

You will now have access to your blank seating chart. In each box, there will be a drop down list with your class roster. If your school has student pictures loaded, selecting a student's name will display that student's picture in the box.

Note: You may use a student in more than one spot, or leave spots blank as you see fit.

If you have several charts created, you may select which chart will be displayed by clicking the box next to "Make this chart the default Seating Chart."



To display more students on the screen, you may select the desired size of the pictures from the **"Picture Size"** drop-down list.

To create a printable version of your seating chart, click on the menu **"reports"**, Then select **"printable Seating Chart."**

<u>Reports</u> マ U	tilities	▽				
Printer Friendly Gradeboo Blank Grid	ok					
Categories Report						
Missing Grades			OR			
Student Grades Report	I	Þ				
Graphs and Charts		Þ				
School Absence List		Г				
Printable Seating Chart	I		Alt 2			1
Student Contact Informati		New Chart				
Student Schedule			Primary Cl	nart		
Student Attendance Portfe	olio					

Make sure you SAVE your chart after making any changes!

Textbooks Page:

To Keep Track of Textbooks

Enter book numbers in the column next to the students' names. An area for comments has been created to store any miscellaneous information you may wish to track (book condition, date returned, etc.).

Textbook Information							
Adv. Algebra Section 1 - Per. 1 C Marking Period MP1							
My Gradebooks 🗢 My Class 🗢 Options 🗢 Reports 🗢 Utilities 🗢							
Student ID	Name	Book Number	Comments				
10001	Alberts, Sara						
10003	Bard, Shaun						
10540	Derringer, Jennifer						
End-of-Quarter Performance Codes:

End-of-Quarter Performance Codes can be entered through the Gradebook. Under the "My Class" Menu, Select **"End of Marking Period Comments."** Clicking this Menu item will take you to the code entry screen.



Performance Code Screen:

You will see a list of all the valid performance codes (as defined by your administration) on the right side of the screen. You may enter the codes manually for each student, or you can select the code you wish to use from the list.

	Of-Marking Period Commen				SapphireSoftware GRADEBOOK
	adebooks 🗸 My Class 👻 Options 👻	Reports v U	tilities 🔻		
	🗈 🌥 🗙 🚱				
	Comments for Ma	rking Period Colum	n: MPI		Comments
ID	Name	Current	Cmt1 (All)	Cmt2 (All)	001 - Commendable Effort 002 - Pleasure to have in class
10001	Alberts, Sara	50%	005	009	002 - Pleasure to have in class 003 - Shows leadership ability
10003	Bard, Shaun	53%	102	008	004 - Uses class time wisely
10540	Derringer, Jennifer	49%	101	005	005 - Is courteous and cooperative 006 - Works well with others
11000	Hardiggan, Walter	52%	005		007 – Outstanding achievement 008 – Progress is substantial
1005-1	Kettler, Vernon	49%	101	010	009 - Makes good use of ability
18053	Loveday, Ola	47%	009	009	010 - Shows improvement 100 - Does well in class
50	Marriner. Earnestine	0%			101 - Is a joy to have in class
11513	Millikin, Keisha	50%	101		102 - Has trouble playing with others 103 - Talks too often in class
10006	Ruggiero, Brent	37%	005	101	
13524	Sanfilippo, Loma	45%			
100210	Stevens, Jenna	44%			

double-clicking on the boxes (labeled "Cmt1" and "Cmt2") next to each student to whom you wish to give a comment. When you are finished, click on the **Save Button** to save the codes to your school's Student Information System.

You may resubmit codes as often as you wish while you are within the "grading window" (as defined by your school's administration).

There is also a column here labeled "Current." This column displays each student's current quarter average rounded to the nearest whole number.

Section 8.

Teacher Preferences Pages

Teacher Preferences:

The Teachers Preferences page can be entered through the Gradebook. Under the **"Options"** Menu select **"Preferences."**

	Adv. Algebra Section 1 - Per. 1 : Marking Period MP1 :							
My	Gradeboo	oks 🔻 My Cla	155 🗸	Options Reports				
		▲ × @	' at 1:06	Preferences Student Order Assignment Order Category Filter Acknowledge Adds/Hide Drops See Droped Students	▶ ▶ ₩4)3/14			
	ID	Name	Book # I	Custom Student Order Custom Assignment Order	x: 20 : 0 學 1			
1. 🧏	10001	Alberts, Sara		Grade Mapping Custom Attendance Codes	17			
2. 🧏	10003	Bard, Shaun		12 32.0970 14 14	19			

The Teacher Preferences page is the place to go to set your Gradebook up the way it best suits you.

Teach	Teacher Preferences SapphireSoftware GRADEBOOK					
Ad	iv. Alget	Ca Sectio	on 1 - Per. 1 💼 Mari	king Period MP1		
My Grad	debooks v	My Class	v Options v	Reports v	Utilities v	
D 11		< 0				n l
	<u></u>	19				
			Import P	references From:	[(Import Teacher Preferences)
				Save Preference	Changes to Sectio	n: AII 🗹 1 🗆 2 🔜 5 🖂 6 🔤 10
			DISPLAY OPTIONS			OTHER OPTIONS
-	Condo B	reentage	Grade Total			Midterm Exam 💋
8		ints over M	av Bainte			Does this section have a midtern exam that is separate from the quarter grades?
2	Letter G		ar i onno			() Yes
<u> </u>			Places to Display			🖲 No
4	Number					Final Exam 🙀
			in Gradebook - Assignm		-	Does this section have a final exam that is separate from the quarter grades?
	% Highligh		ual to or below this perce			O Yes
Displa		м	lain Gradcbook - Colum	ns	Display	🖲 No
on Le	:ft		Column Name		on Right	Blank Grades 💊
			Student ID			How do you want blank grades treated?
2			Student Name			(e) Zero
			Custom Column 1			Excused
			Custom Column 2			 Excused until Due Date
			Custom Column 3			Incomplete Grades("I")
			Custom Column 4			How do you want incomplete grades treated?
			Custom Column 5			○ Zero
			Book Numbers			Excused
			Grade Level		_	
M			Grade Total			
			Category Subtotals Main Gradchook - Row			
Displa	Class As	signment A		,		
-			dividual Student - Colun	ins		
	Assignn	ent Assigne	d Date			
M		ent Due Dat				
M	Class As	signment A	verages			
M	Student	Assignment				
-			ndividual Student - Row	s		
2		y Subtotals				
(of Assignme s" he checke	ents in Each Category (re sd)	quires "Category		

At the top of the Teacher Preferences page is an area that allows you to import your preferences from other classes that you teach.

Import Preferences From:	Adv. Algebra - Section 5 - Per. 5 🛟 (Import Teacher Preferences)
Save Preference C	hanges to Section: $\blacksquare \blacksquare \blacksquare$

Selecting the class and clicking "**Import Teacher Preferences**" will replace your current preference settings with those of the selected class.



Note: Grade Mapping settings are not imported in this manner. They must be done from the Grade Mapping page.

The first item regards the way grades are **displayed** in your Gradebook. Grades can be displayed on your Gradebook as a percentage (87%), points (275/300), Letter Grade (A, B, C, etc) or all three. To change the way your Gradebook displays grades, click on the boxes corresponding to how you wish them displayed. You may also choose to all three shown. If no boxes are selected, no grade total will be displayed on your Gradebook.

The second item allows you to specify how many decimal places to display within the Gradebook. It will default to 2.

The third item, "Highlight Grades Equal to or Below This Percent," allows you to specify a percentage. Any assignment grades that fall below this percentage will be displayed in red. For example, if a teacher entered "60", all grades worth 60% or lower would be highlighted.

The rest of the options in the first column give the option to choose which header columns they wish to display on their Gradebook and Individual Student pages.



The Right hand column is concerned with "other options."

The first items are the **midterm exam and final exam** options. By default it is set to "no." Selecting "Yes" will add a Final Exam column to the Final Grades screen.

The second item concerns how the Gradebook treats blank grades. By default, all blank grades are treated as zeros. You may also choose to have all blank grades ignored, or to have all blank grades ignored until the assignment Due Date has passed (at which time they will be counted as zeros).

The next item determines how **blanks** are treated. Blank grades can be set to be calculated as zeros, excused, or excused until due date. If excused until due date is selected, all blanks will be treated as excused until the ASSIGNMENT'S due date, at which point they will be calculated as zeros.

The final item determines how **incompletes (I)** are treated. Incompletes can either be calculated as excused or zero.

Custom Assignment Order:

The custom assignment order page allows you to change the order in which your assignments are displayed on your Gradebook by assigning an order number to your assignments.

	Adv.	Alge	ora Secti	ion 1	I – Per. 1 🛟 Marking Period M	P1
My	Gradebo	oks 🗟	My Class	s 🗢	Options 🗢 Reports 🗢	_
	2	-	ר		Preferences Student Order	
Last C	alculate	d on 07/	/31/2007 a	t 1:06	Assignment Order Category Filter	
					Acknowledge Adds/Hide Drops See Dropped Students)3/
	ID	Name		Book #	Custom Student Order Custom Assignment Order	ы: 5 0
1. 🧏	10001	Alberts,	Sara		Grade Mapping Custom Attendance Codes	1
2. 🧏	10003	Bard, Sh	aun		12 32.09% 14 14	1
2	10540	Darringa	r Ionnifor		12 40 140%	

All of your assignments will be displayed on this page with a box next to each assignment's name. Putting numbers in these boxes determines where each assignment will be in relation to the others. An assignment with an order number of 1 will appear before an assignment with an order number of 2, and so on. Assignments with no order number assigned to them will appear before those assignments with order numbers. If two or more assignments are assigned the same order number (or left blank), they will be sorted alphabetically by assignment CODE.

Ass	ignment Ord	Si	apphireSoftware GRADEBOOK				
	Adv. Algebra Section 5-Per Sells Marking Period 507218						
My	Gradebooks 🔹 My	Class v Options v	Reports v Utilities v				
	a 🗈 🛎 🗙	0			.		
	Custom order is done	by assigning numbers to yo	our Assignments. If more than one assignment Assignments with no number wi	has the same number, they will be sorted alph Il be listed first.	abetically by assignment code.		
Order .	Number	Assignment Code	Assignment Name	Category	Due Date		
		1:2	Colon Test	Def	08/15/2006		
		HWI	Homework 1	Homework	09/09/2005		
		HW2	Homework 2	Homework	09/19/2005		
		sl/test	short slash test	Def	08/15/2006		
		Slash/Test	Slash Test	Def	08/15/2006		

Custom Student Order:

The custom student order page allows you to change the order in which your students are displayed on your Gradebook by assigning an order number to your students.

_	Adv. Algebra Section 1 - Per. 1 4 Marking Period MP1 4						
My Gradebooks 👳 My Class 👳 Options 👳 Reports 👳							
	2	$\mathbf{F} \times 0$		Preferences Student Order			
Last Ca	alculated	d on 07/31/2007	at 1:00	Assignment Order	Þ		
				Category Filter	► TW		
				Acknowledge Adds/Hide Drops	3/1		
Г			Book	See Dropped Students	- 12		
	ID	Name	#	Custom Student Order	- Ind		
			"	Custom Assignment Order			
1. 88	10001	Alberts, Sara		Grade Mapping	17		
	10000			Custom Attendance Codes			
2. 🧏	10003	Bard, Shaun		12 32.09%	19		
3 60	10540	Derringer Jennifer		12 49 14% 12 14	7 20		

Student Order							
Adv. Algebra Section 1 - Per. 1 🚯 Marking Period MP1 🕄							
My Gradebooks 🗢 🛛 My	/ Class 🗢 Options 🗢	Reports 🗢 Uti					
📄 🔒 🗟 🕰 🗙	0						
Custom order is done by	assigning numbers to your s	tudents. If more than c					
Note	: Until acknowleged, late-ad	ld students will be list					
Order Number Randomize	Student ID	Name					
	50	Marriner, Earnestine					
1	14502	Tiedeman, Glen					
2	13524	Sanfilippo, Lorna					
3	10001	Alberts, Sara					
4	100210	Stevens, Jenna					

Your class list will be displayed on this page with a box next to each student's name. Putting numbers in these boxes determines where each student will be in relation to the others. A student with an order number of 1 will appear above a student with an order number of 2, and so on. Students with no order number assigned to them will appear above those students with order numbers. If two or more students are assigned the same order number (or left blank), they will be sorted alphabetically by the students' last names.

Note: Unacknowledged late-adds or drops (those marked in green or red) will always appear at the bottom of the list until they are acknowledged.

Note: The Custom order will only take affect if you have selected "Custom" on the main Gradebook page.

Grade Mapping:

The Grade Mapping page can be entered through the Gradebook. Under the **"Options"** Menu select **"Grade Mapping."**

Adv. Algebra Section 1 - Per. 1 S Marking Period MP1 :								
My (My Gradebooks 🗢 🛛 My Class 🗢 🔤 Options 🗢 Reports 🗢							
	2	$ \times$ 0		Preferences Student Order				
Last C	Last Calculated on 07/31/2007 at 1:06			6 Assignment Order Category Filter Acknowledge Adds/Hide Drops See Dropped Students	1W)3/1			
	ID	Name	Book #		ax: 2) : 0			
1. 🧏	10001	<u>Alberts, Sara</u>		Grade Mapping Custom Attendance Codes	17			
2. 🧏	10003	Bard, Shaun		12 32.09% 14 14	19			
2	10540	Destant Institut		12 40 140	20			

Grade Mapping			SapphireSoft	ware GRADEBOOK				
Adv. Algebra secti	Adv. Algebra Section 1-PPC 1 0 Marking Period MP1 0							
My Gradebooks - My Class	s 👻 Options 👻 Reports 👻	Utilities 👻						
📄 🖥 🗟 🏯 🗙 🎯								
	Import Grade Mapping	From: (Import_G	irade_Mapping)					
Character	Numeric Value 1	ype Description						
		Points 🗧						
Current M	lappings	Description	Delete					
Ex	Excused	This assignment will be ignored for grade calculation.						
Abs	Excused	This assignment will be ignored for grade calculation was absent.	because the student					
I	Excused OR 0	This assignment is incomplete.						
A+	100.00%		0					
N	59.00%		0					
P	2.00 points		0					
E	Excused		0					

NOTE: Grade Mapping is different from GRADE SCALING. Grade scaling is what determines what <u>range of</u> <u>numeric grades</u> will equal what letter grade (92-98 is an A). GRADE MAPPING is a customizable shorthand for your personal use.

<u>Character</u>: Input what you would like the code to be here. For example, you could choose "P", "O+", or "Pass" as your code.

Numeric Value: Here you enter the numeric value that you would like the code to have.

<u>Type</u>: There are three types of mappings: Points, Percent, and Excused.

- 1. To explicitly set a point value (i.e. 20 points, 100 points), choose "Points."
- 2. To set a value as a percent (i.e. 100%, 50%), choose "Percent."
- 3. To create a code that counts as an excused (i.e. E, X), choose "Excused."

Notes:

You will still need to set a numeric value for an "Excused" code, although it doesn't matter what it is. We recommend using zero (0).

There are several reserved codes which have set values in Grade Mapping. "Ex" is used for Excused. "T" is used for incomplete assignments. "Abs" is used for Excused because of an absence.

Delete Grade Mappings:

	ernet Explorer will delete this mapping. Do you wis	kh to continue?
Current Maj	opings	Delete
Ex	Excused	
A+	100%	0
A	94%	R
С	C 76%	
Pass	65 points	0
UnEx	0 points	0

On the Grade Mapping Page, there is a column next to all your existing mappings labeled **"Delete."** Clicking on the circle next to a mapping will delete that mapping. A box will pop up asking you if you are sure that you want to delete the mapping. If you are sure, click **"OK,"** otherwise click **"Cancel."**

Sign On Log:

The Sign On Log page can be entered through the Gradebook. Under the **"My Class"** Menu select **"Sign On Log."**



The sign on log gives the user a detailed listing of all of the people who have logged in to view their Gradebook, the specific dates and times.

Sign On Log SapphireSoftware GRADEBOOK Adv. Algebra Section T-FY7.1 3 Marking Period WP 16						
My Gradebooks 🔹 My Cla						
A log enti	y is created any time you enter a new (course or section, and is closed when	n you leave your current course and	section or log out.		
Login Date	Login Time	Login Name	Logout Date	Logout Time		
12/08/2005	10:39:39 AM	JRII210	12/08/2005	11:07:19 AM		
12/08/2005	10:19:46 AM	JRH210	12/08/2005	10:39:39 AM		

Section 8.

Reports

Printer Friendly Page:

The Printer Friendly Gradebook page can be entered through the Gradebook. Under the **"Reports"** Menu select **"Printer Friendly Gradebook."**

Adv. Algebra Scotion 1 - Per. 1 🔹 Marking Period MP1 🔹								
My C	Gradebo	oks 🔻 🛛 My Clas	s 🔻		Options	~	Reports v Utilities	~
		.⊷ × ⊘		Printer Friendly Gradebook Blank Grid Categories Report				
Last C	aiculate	u on 07/31/2007 8	1.	Missing Grades				
							Student Grades Report	Þ.
	ID	Name			Grade Total	Ma EC	Graphs and Charts School Absence List Printable Seating Chart	Þ
1. 🧏	10001	Alberts, Sara		12	49.54%		Student Contact Information Student Schedule	
2. 🧏	10003	Bard, Shaun		12	52.69%		Student Attendance Portfolio	1
	10540	n 1 n 10		10	40 140			

When clicking on **Printer Friendly Gradebook,** you will open a new window listing all of the display options for the printout. The options will reflect your current Gradebook options by default, but you may make any changes from here. Clicking on **"Go To Printer Friendly Gradebook"** will open the printout.

Note: You may save your preferred printout options for this report by checking the checkbox labeled "Save these preferences for ALL COURSES" and then running the report.



At the bottom of the **"Choose Your Print Options"** page is a button **labeled "Go to Printer Friendly Version."** Clicking on this button will open a new window containing a scaled down version of your Gradebook. It will be sorted in the same way and display the same header columns as your normal Gradebook, and will have a much smaller title bar (Class Name, Section, and Period).

Gra	adebook I	Den	10	1 - Ac	lv.	Al	geł	ora	- \$	Sec	tio	n 1	- F	Per	io	1: 1	l -	M	P1
					HW2	HW3	HW4	BQ1	EC	RSW		1	10	11	12	13	14	15	16
ID	Name	Book #	Grade Level	Grade Total	01/07 Max: 15 EC: 0	01/21 Max: 15 EC: 0	03/14 Max: 20 EC: 0	08/03 Max: 100 EC: 10	Max: 0	Max: 25 EC: 5	12/22 Max: 100 EC: 10				Max: 10	Max: 10			<u> </u>
10001	Alberts, Sara		12	49.54%	13	15	17	86	10	23	93	8	8	10	10	9.25	10	8.5	8
10003	Bard, Shaun		12	52.69%	14	14	19	100		22	100	8	10	9	10	9.25	10	8.5	8
10540	Derringer, Jennifer		12	49.14%	12	14	20	86	10	23		8	9	8	10	9.25	10	7	8
11000	Hardiggan, Walter		12	51.62%	I	15	20	A+		23	100	8	8	10	5	10	10	7	6
10054	Kettler, Vernon		12	48.89%	12	12		92	10	22	93	8	9	8	8	9.25	10	8	7
18053	Loveday, Ola		12	46.61%	10	10	17	86	10	19	93	8	7	9	10	0	10	6	8
50	Marriner, Earnestine		10	0.00%															
11513	Millikin, Keisha		12	50.26%	15	EX	20	100		23		8	9	10	9	8	10	8.5	10
10006	Ruggiero, Brent		12	36.58%	12	A+	17	65	10	23	EX	8	9	0	6.6	7	10	7	8
13524	Sanfilippo, Lorna		12	45.47%	15	10	17	60	10	18	EX	8	9	9	9	6	8	8.5	7
100210	Stevens, Jenna		09	44.41%	15	15	17	86	10	23	93	8	4	8	10	9.25	10		8
20001	Stoudt, Jerry		10	10.81%							A+								
14502	Tiedeman, Glen		12	48.89%	11	15	18	86	10	25	93	8	9	10	10	10	10	8.5	8
10304	Topper, Dan		11	40.56%	12	15	18	EX	10	23	72	8	9	10			EX	.5	8
16522	Red, Leola		12	35.36%	15	15	7		10	25	98	8	9		EX	9.25	10		
11620	Swanger, Candy		12	43.61%	15	15	17	0	10	25	93	8	9	10	10	9.25	10	8.5	8
			Avg:	41.11%	10.84	11.53	18.18	72.84	0	19.07	93	6.85	7.14	7.21	6.97	6.23	8.3	5.57	6.71
							Ke	y				<u> </u>		1					
HW2: Homework 2 HW3: Homework 3 HW4: Homework 4 BQ1: Beowulf Quiz EC: Extra Credit Column			13: 14: 15: 16:	12 21 13 22 14 23 15 24 16 25	: 22 3 : 23 3 : 24 3 : 25 3	1:31 2:32 3:33 4:34	40: 4 41: 4 42: 4 5: 5	0 1 -2	t	est: test									
RSW: Student Respons HW1: Homework 1 1: 1			ise Shee	18: 19:	17 26 18 27 19 28	: 27 3 : 28 3	6:36 7:37	7: 7 8: 8											
11: 11 2				20:	20 3:	3^ 3	9:39	BUI:B	yria Ci	ean									

To maximize the printout, you should set your browser to print as "landscape" (this means the paper's width is longer than its height). To set this, click on "File" at the top of your screen. Then click "Page Setup" from the drop down menu. This should bring up a menu where you can select "Portrait" or "Landscape." Select "Landscape" and click "OK." Now you can either click "File" and then "Print," or you can click Ctrl+P, or you can click on the picture of a printer in your browser's upper toolbar.

Example Key							
Key							
Q1: Quiz 1 Q2: Quiz 2 Ex1: Exam 1 Q3: Quiz 3 Ex2: Exam 2 Q4: Quiz 4 Q5: Quiz 5 Ex3: Exam 3 Proj1: Project 1 11: Homework 11	 12: Long Essay 13: Beowulf Project 2: Homework 2 3: Homework 3 4: Homework 4 5: Homework 5 6: Homework 5 6: Homework 6 7: Homework 7 8: Homework 8 9: Homework 9 	10: Homework 10					

Printer Friendly Assignment Key:

A key has been added to the Printer Friendly Gradebook, which will list all of your assignment codes in order alongside their corresponding assignment names. The key will appear below your list of students and grades. If there are more then 15 students in a class, this key will be page 2 of your print out.

Student Report Print Options:

The "Student Grades Report" Gradebook page can be entered through the Gradebook. Under the **"Reports"** Menu select **"Student Grades Report."** Three selections are available; **"This Student," "This Class"** and **"All Courses."** The **"This Student**" Selection will only be available when you are viewing individual student pages.



When clicking on "Student Grades Report" Selection, you will open a new window containing several display options for the chosen report.

Adv. Algebra - Section 1 Choose Your Print Options Post to Parent Portal? (Check BEFORE choosing options below!)						
Layout Student Filter Show Columns: Display Class Assignment Average ✓ Max Extra Credit Assigned Date ✓ ✓ Due Date Category Name ✓ ✓ Display Assignment Percentage ✓ Display Comments Scores Higher Than Scores the Same As Scores Lower Than Category Weights (requires "Category Percents (requires "Category Percents (requires "Category Subtotals" to be checked) Category Subtotals" to be checked)	 Save these preferences for ALL COURSES Show Rows: Category Subtotals Number of Assignments in Each Category (requires "Category Subtotals" to be checked) General Comments Assignment Order: Order By: Custom Order Do not print assignments with blank grades that are considered Excused. Show Grade Totals/Subtotals As: Grade Percentage Total Points over Max Points Letter Grades 					
Report Title: Student Grades – MP1 Custom Footer:						

<u>Post to Parent Portal</u>: When selected grades will be posted to the parent portal when you select **"Go to Printer Friendly Report."**

Show Columns: You may choose which columns to appear in the report.

Show Rows: You may select which extra rows will appear on the report.

Assignment Order: You may change the order in which the assignments will appear on the report

You may also choose to not print out any assignments with blank grades, which are excused or optional. Blank grades that are counted as zeros **will** still be printed.

<u>Custom Footer</u>: You may add a footer of up to three lines to your report.

Clicking on the **"Student Filter"** Tab will provide you with some advanced options for choosing which students will have reports printed for them.

You may filter which students print out based on their current grade. (I.e. print all students with current grades below 60%)

You may also select which students to apply the filters to by placing a check next to each student's name.

Clicking on "Go To Printer Friendly report" will open the printout.

Note: You may save your preferred printout options for this report by checking the checkbox labeled **"Save these preferences for ALL COURSES"** and then running the report.

Categories Reports:

The "Categories" Gradebook page can be entered through the Gradebook. Under the "Reports" Menu select "Categories Report."

My Clas	s 🔻	(Options		Reports		Utilities	▽	
< 0					Printer Friend Blank Grid	ly Gra	adebook		
1/2007 a	t 1:0	6 PM	EST	_	Categories Re Missing Grad				
				0	Student Grad	es Re		Þ Þ	
			Grade Total	Ma EC	School Absen	ice Lis	st	Þ	M B
<u>ra</u>		12	49.54%	6	Student Conta Student Sche		ormation		Ī
<u>n</u>		12	52.69%	6	Student Atten	dance	Portfolio		
r		10	40 1 40				10 0 7	-	

When clicking on the "Categories Report" Selection, you will open a new window containing several display options for the chosen report.

Adv. Algebra Section 1 Choose Your Print Options						
Show Columns: Student ID Student Name Category Code Total and Max Points Percent Show Borders Report Title:	Order By: 1) Category Code 2) 3) Figure Category: All View Category: All View Timespan: Full Year					
Category Report – Adv. Algebra – gbkdemo1 Go to Categories Report						

The category report will display category averages that are either marking period specific or year specific. For example, you will be able to see a student's MP1 average for his or her quizzes or an overall yearly average for all quizzes taken during the year. This options are selected under the **"View Timespan:"** dropdown Menu.

Category Report - Adv. Algebra - gbkdemo1						
Student ID	Student Name	Category	Percent			
10001	Alberts, Sara	Assign	0%			
10003	Bard, Shaun	Assign	100%			
10006	Ruggiero, Brent	Assign	0%			
10054	Kettler, Vernon	Assign	60%			
10304	Topper, Dan	Assign	100%			
10540	Derringer, Jennifer	Assign	0%			
11000	Hardiggan, Walter	Assign	80%			
11513	Millikin, Keisha	Assign	100%			

Blank Grids:

The "Blank Grid" Gradebook page can be entered through the Gradebook. Under the "Reports" Menu select "Blank Grid."

My Clas	S 🗸		Options		Reports 🗢 Utilities	v
					Printer Friendly Gradebook Blank Grid	
/2007 a	at 1:0	6 PM	EST		Categories Report	- F
					Missing Grades	
					Student Grades Report	
				0	Graphs and Charts	
	Book	Grade	Grade	Ma	School Absence List	Ma
	#	Level	Total	EC	Printable Seating Chart	⊳ BC
а		12	49.54%	5	Student Contact Information	
-	<u> </u>				Student Schedule	
1		12	52.69%	6	Student Attendance Portfolio	
ennifer		12	49 14%	5	FX 9 10 8.	75

Printable blank grids are useful for manually recording grades that will later be transposed to your Sapphire Gradebook. Blank Grids are also useful for Substitute plans or for Substitutes to take attendance.

Adv. Algebra - Section 1 Blank Grid Options						
Layout Advanced Classes Save these preferences for ALL COURSES 🗌 🧕						
Number of Blank Columns: 30						
Show Columns: Line Student ID Student Name Sudent Level	Student Order: • Student ID · Grade Total · Custom					
Number of Extra Rows to add to BOTTOM: 0						
Number of Extra Rows to add to TOP: 0						
Go to Blank Grid						

Number of Blank Columns: Choose how many blank columns you wish your grid to have.

Show Columns: Choose which columns you wish to have appear on the grid.

Student Order: Choose the order for your students to appear.

You may add blank rows to both the top and bottom of your grid

From the Advanced tab you may select from a variety of more advanced options.



You may indicate how tall the top row of your grid will be. (The measurement is in pixels)

You may indicate how tall each of the student rows will be. (The measurement is in pixels)

You may choose to have dates pre-populated in the header row. The dates will start with the **start date** and continue forward, skipping all Saturdays and Sundays.

The blank grid will add a dark border every 5 rows and 5 columns, but you may change how often they occur.

The Classes Tab allows you to choose which classes to print.

Section 9.

Graphs and Charts

The "Graphs and Charts" Gradebook page can be entered through the Gradebook. Under the "Reports" Menu select "Graphs and Charts." Five selections are available; "Quarter Grade Distribution," "Quarter Grade Report," and "Quarter Grades About the Mean." The "Student Category Breakdown" and "Student Assignments" Selection will only be available when you are viewing individual student pages.

Each graph and chart has an option screen similar to the one pictured below. First select the report you wish to run and click **"Generate Report."** This will display the report-specific options.



Chart Options:

Each graph and chart has an option screen similar to the one pictured below. First select the report you wish to run and click **"Generate Report."** This will display the report-specific options.

Adv. Algebra Section 1 Report Options						
Options for report: Quarter Grade Distribution						
Section	1 - Period 1(Y)					
Marking Period	MP1 🔹					
Graph Format	flash 🛟					
Report Type	area					
Coloring Style	raise					
Rotated						
Use 3-D Look						
Aggregate Total						
Show Data Table						
Generate Report						

Note: Some options not available on each chart.

Section: Choose which section you want to run the report for. Some reports offer an "All Sections" options. If "All Sections" is selected, all sections of the course will be included in the report.

Note: Only students from sections of the course that you teach will be displayed.

Marking Period: Choose which Marking Period you wish to run this report for.

Graph Format: Three options are offered here:

Flash – a flash graph allows for interactive content {mouse-overs displaying more detailed info (most Gradebook Graphs contain this extra information)}.

Jpg – A jpg image is a non-interactive image (no mouse-overs). Jpgs can be saved and used in most other applications.

Png - A Png image is a non-interactive image (no mouse-overs) that takes up less memory then a jpg.

Note: Png is a newer image format that may not be usable in all outside applications.

Report Type: Report types will be available from the following list: bar, line, area, curve, scatter, and pie.

Coloring Style: This option determines how the graph's colors will be displayed.

<u>Rotated</u>: When checked, this option will display graphs in a horizontal manner rather than vertical.

Use 3D Look: This will raise the graph and give it a more 3D texture.

<u>Aggregate Total</u>: This option determines how the information will be displayed if you have selected "All Sections" from the section list above. When checked this option will mix the students from all sections together for the purposes of the report. If left unchecked, it will display all the sections separately within the same graph.

Show Data Table: Selecting this option will display a box containing the information used to generate the graph or chart.

Appendix A.





