Sapphire Software

A guide to effectively using:

Teacher Gradebook

A GUIDE TO EFFECTIVELY USING THE

K12 Systems Sapphire Teacher Gradebook

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.

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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"**
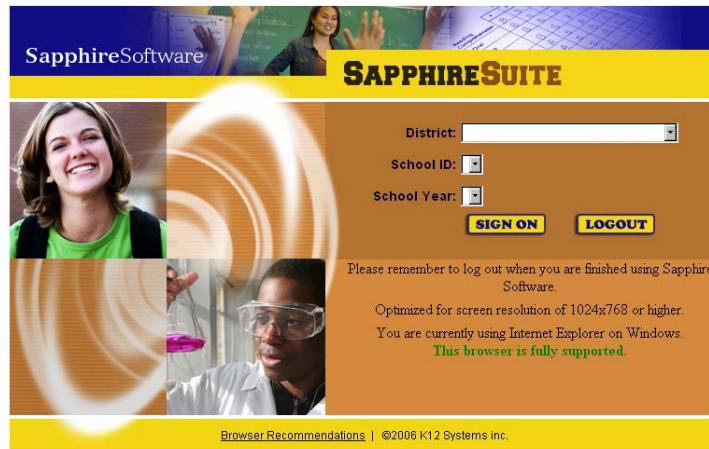
Finally, you will be brought to a screen where you will select the class and section that you wish to access. When you have chosen the class you wish to use click **"Go to Gradebook."** This will open up a new window for the class you selected.
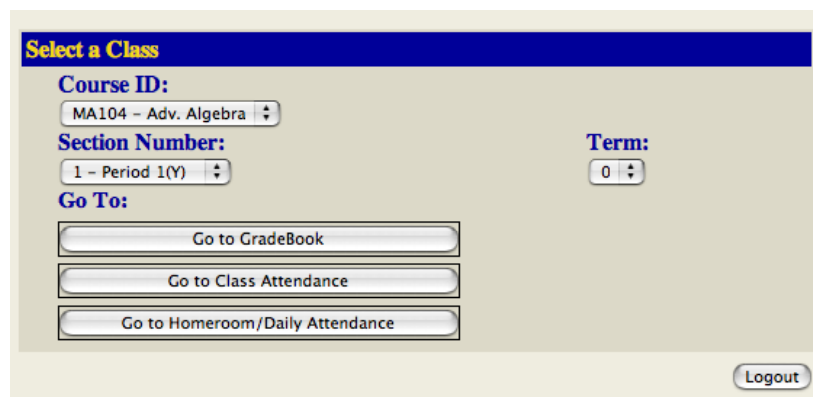
- If your school has set up your system to use the Gradebook for period-based attendance, you may go directly to the attendance screen by clicking on **"Go to Class Attendance."**
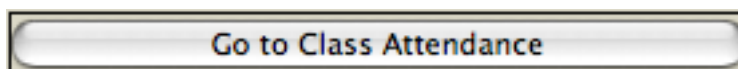
- If your school has set up your system to use the Gradebook for Homeroom-based attendance, you may go directly to the attendance screen by clicking on **"Homeroom Attendance."**
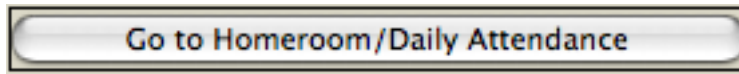
- Attendance only classes (homeroom, study halls, etc.) may also appear on this screen. These classes will be marked with "AttOnly" if your school's administration has tagged these classes as such in your student management system.

- 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 "l**ogout"** selection is provided under the **"My Gradebook Menu.**"
  - o 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!
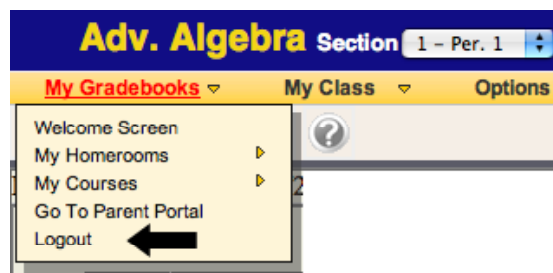
- You must make sure to click on the logout menu selection **before** you close the browser window.

- An additional Logout button is located at the upper right of your computer screen.

- Sapphire Gradebook has a built in security system which will log you off of your Gradebook if <u>no 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.

  - 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:
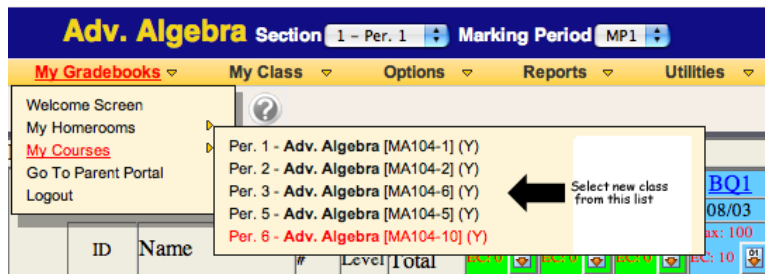
- Security for the Sapphire Gradebook is handled in a number of ways. One of those ways is through the use of cookies. If you have trouble logging in, check to make sure that you have cookies enabled.

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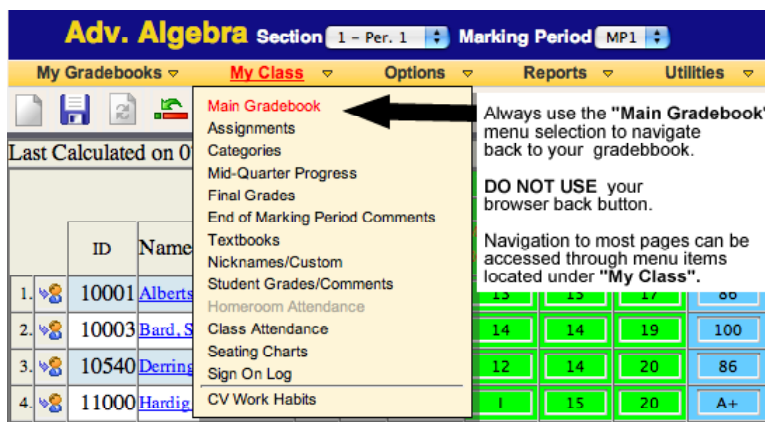
- When moving between screens you may be tempted to use your browser's back button, **DON'T!**

- 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:

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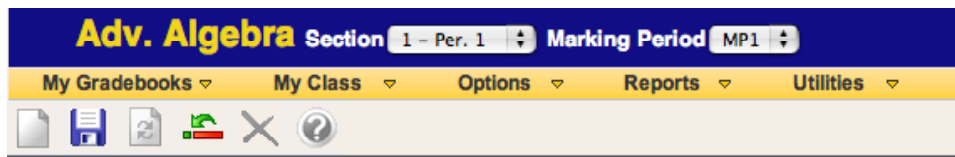
Navigation is handled through the course selection, menu, and tool bars at the top of your screen.

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.

 Logout, logs you out of the Gradebook.

To Change Your Viewing Options:

The "**Options Menu**" gives you choices to allow for customization of your Gradebook view.
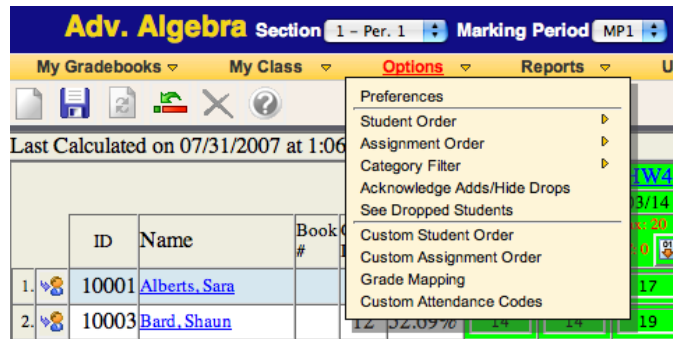
Click on **"Student Order"** to change whether your students are listed by Student Name, Student ID, Grade Total, Grade Level, or a Custom Order, which is set through the **"Custom Student Order"** menu selection.
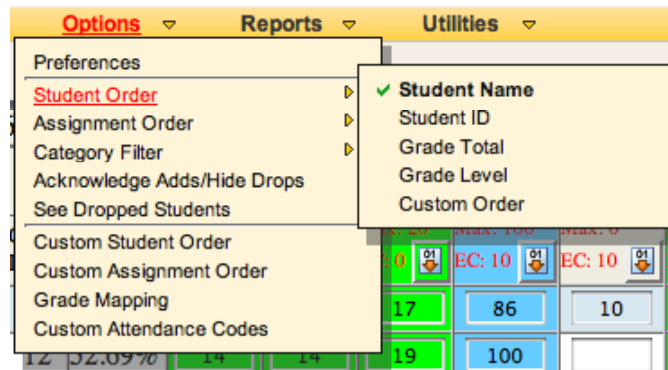
Click on **"Assignment Order"** to change whether your assignments are listed by due date, assigned date, reverse due date, reverse assigned date, category, maximum points, or a custom order which is set through the **"Custom Assignment Order"** menu selection.
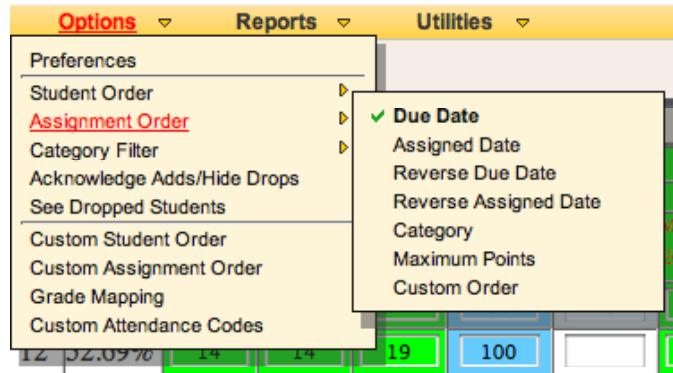
Click on the **"Category Filter**", then the desired category to see only the assignments of a specific listed category. When viewing a single category, you will also see each student's category average as well as their current class average. If you wish to see all of your assignments, select **"Show All Categories"**.
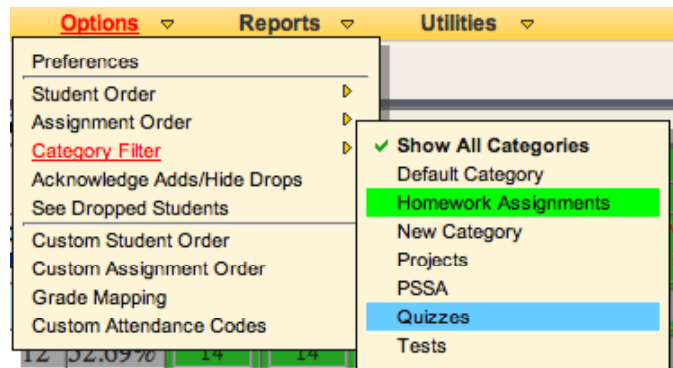
My Class Menu Items:
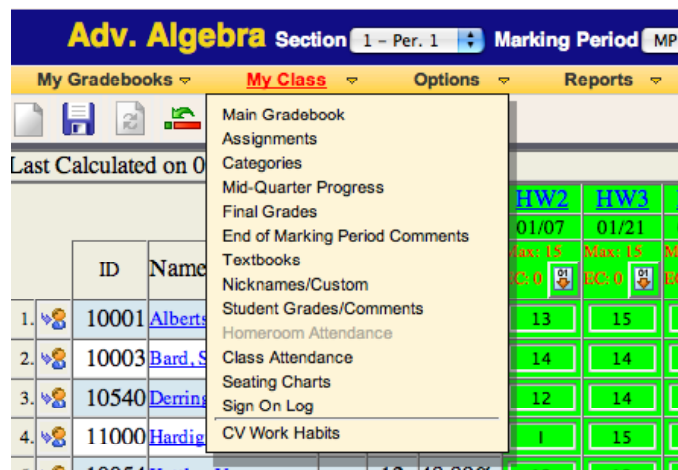
To Navigate Back to Main Gradebook

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 Gradebook**s Menu.
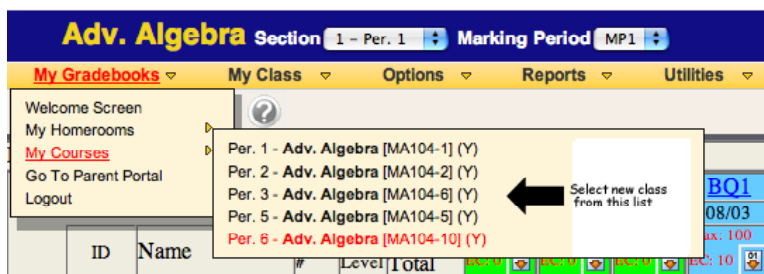
To Acknowledge Adds and Drops:

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.

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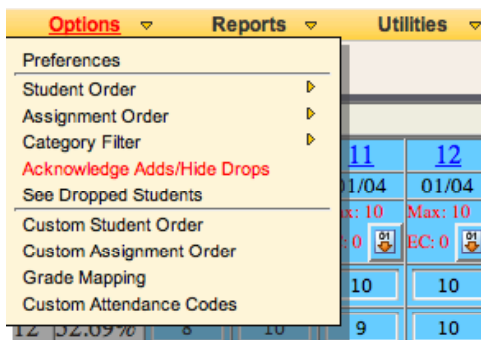
To view all of the students who have dropped (and any grades you may have given them), click on **"See Dropped Students."** This will display all dropped students in red.

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:

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"** 💾 button.

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:

Category Name: 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.

Category Code: 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:

Category Description: 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.

Drop Lowest/Drop Highest: 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.

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

Weight: 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.

Percent of Total Grade: 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.

Add to Marking Period: 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.

Add to Section: 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.
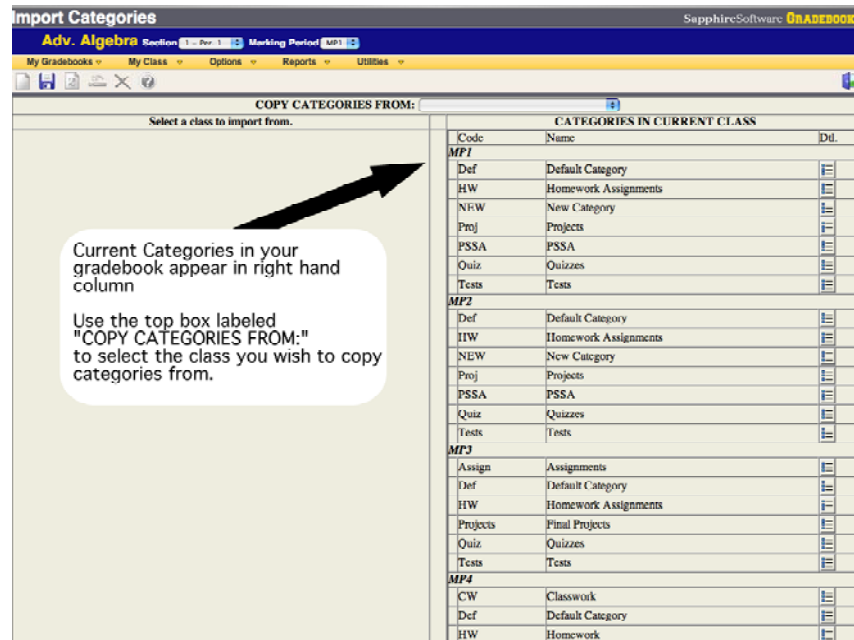
To Import Categories:

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.

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

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.
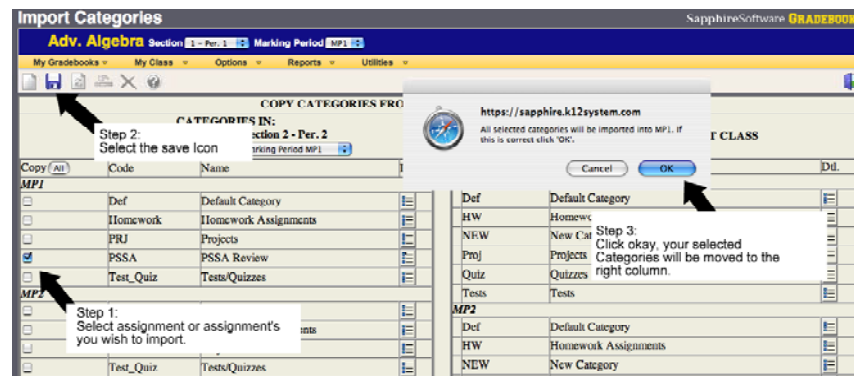
Notes:

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:

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:

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"** 💾 button before you leave this page!

Required Items:

Assignment Name: 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.

Assignment Code: 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".

Category: The category list determines in which category the assignment will be grouped.

Max Points without Extra Credit: 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:

Assignment Description: 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.

Date Due/Date Assigned: 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.

Optional: 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:
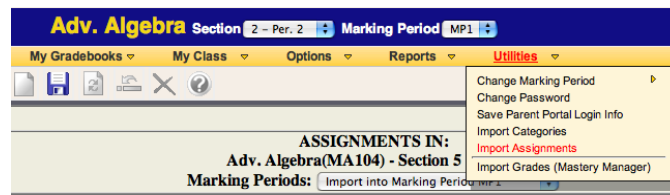
Import Assignments Screen:

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).

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).
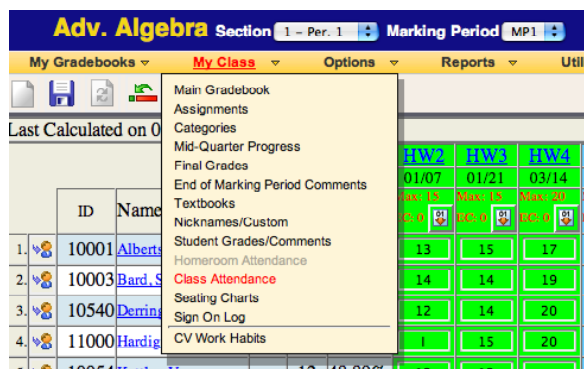
The current class roster will be displayed on the left including current grade level and homeroom for each student.
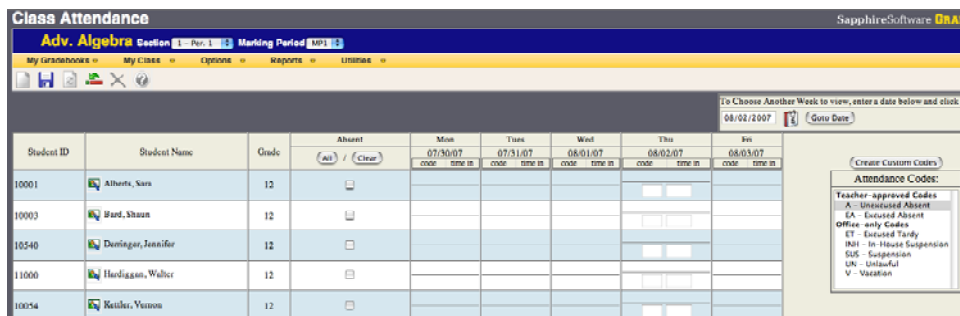
On the far right of the screen is a list of attendance codes that have been approved for use by your school's administration. To choose a code, highlight it by clicking on the code's description.
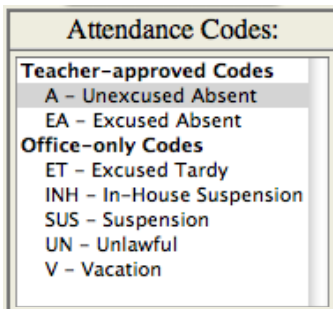
To mark a student absent, click on the checkbox next to the student's name in the **"Absent"** column. When a checkbox is clicked, the selected absence code will be inserted into the current day's attendance.

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.

Student ID	Student Name	Grade	Absent (All / 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
10001	Alberts, Sara	12	☑							A			
10003	Bard, Shaun	12	☐										
10540	Derringer, Jennifer	12	☑							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.

To Choose Another Week to view, enter a date below and click "Goto Date."

08/02/2007   Goto Date

Section 6.

Individual Student and Demographic Pages

Individual Student Page:

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."**

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.

Shaun Bard - Grade: 12
Adv. Algebra - Section 2 - Period: 2 - Teacher: Gradebook Demo 1

Assignment	Score	Maximum Points	Maximum Extra Credit	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	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 Assignments: 1			
Homework Total:	56.66%			Number of Assignments: 4			
Test_Quiz Total:	71.33%			Number of Assignments: 3			
Total:	66.89%						

* These assignments have not been given a grade at this time and are counted as a zero.
** These assignments have no percent because they are not numeric or have a maximum points of zero.

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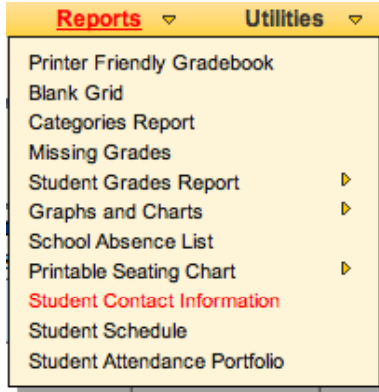
Clicking this will open a new window containing all student contact information available to the main office.

Bard, Shaun (10003) Grade:12 Gender: M

Nickname:	Shauny		
Homeroom:	101 (Mr. Howe)	**Counselor:**	Mark Miller
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		

Bard, Francis

Relation: Mother (Lives with Student)   **Title:** Mrs.
Phone: Phone1: 610-555-8652   **Address:** 123 Sesame St
    Allentown, PA 11181

Email:

Bard, William

Relation: Father (Lives with Student)   **Title:** Mr.
Phone: Phone1: 610 555 8652   **Address:** 123 Sesame St
    Cell: 610-555-8763   Allentown, PA 11181
    Work: 610-555-1212
Email: william.bard@email.com

Bard, Allen

Relation: Grandfather   **Title:** Mr.
Phone: Phone1: 610-555-8665   **Address:** 627 Frosty Dr.
    Cell: 610-555-9210   Allentown, PA 11245
Email:

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.

You will see a list of all the valid progress 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 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.

ID	Name	Cur.	PC1 (All)	PC2 (All)	PC3 (All)	PC4 (All)	PC5 (All)	Grade (Fill)
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																					SapphireSoftware GRADEBOOK

Adv. Algebra Section [2 – Per. 2] Marking Period [MP1]

My Gradebooks ▽   My Class ▽   Options ▽   Reports ▽   Utilities ▽

		MP1			MP2			SEM1			MP3			MP4			FINEX		SEM2			FIN		
Student ID	Name	TGB	OVR	SMS	TGB	OVR	SMS	EST	OVR	SMS	TGB	OVR	SMS	TGB	OVR	SMS	TGB	SMS	EST	OVR	SMS	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+)		77(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-)		92(A-)
79	Boomhower, Lance	75%	I	75(I)	86%		86(B)	81%(B-)		83(B)	69%		69(D+)	64%	65	68(D+)			69%(D+)		69(D+)	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(B)	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+)		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-)		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-)		90(A-)
88	Mahabir, Eve	97%		97(A+)	93%		93(A)	95%(A)		87(B+)	97%		97(A+)	83%		74(C)			86%(B)		86(B)	87%(B+)		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+)		78(C+)
10006	Ruggiero, Brent	93%		93(A)	84%		84(B)	89%(B+)		82(B-)	99%		99(A+)	86%		84(B)			92%(A-)		92(A-)	87%(B+)		87(B+)
10304	Topper, Dan (Danny)	93%		93(A)	84%		84(B)	89%(B+)		84(B)	82%		82(B-)	85%		83(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-)		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-)		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.

		MP1			MP2			SEM1			MP3			MP4			FINEX		SEM2			FIN		
Student ID	Name	TGB	OVR	SMS	TGB	OVR	SMS	EST	OVR	SMS	TGB	OVR	SMS	TGB	OVR	SMS	TGB	SMS	EST	OVR	SMS	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+)		77(C+)

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.

Student ID	Name	MP1		
		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.

FIN		
EST	OVR	SMS
77%(C+)		77(C+)

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.
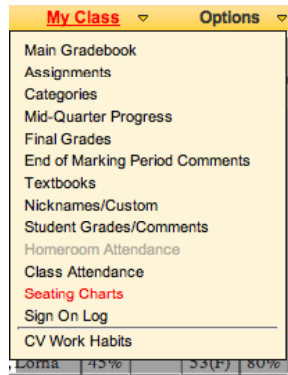
To create a seating chart fill in the **"Chart Name"** box and select how many Columns and Rows you want your new seating chart to have. Then click "Create a New Chart."
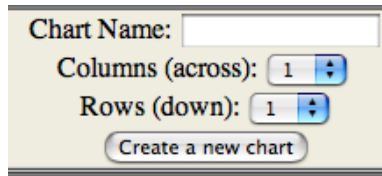
You will now have access to your blank seating chart. In each box, there will be a drop down list with your class roster. If your school has student pictures loaded, selecting a student's name will display that student's picture in the box.

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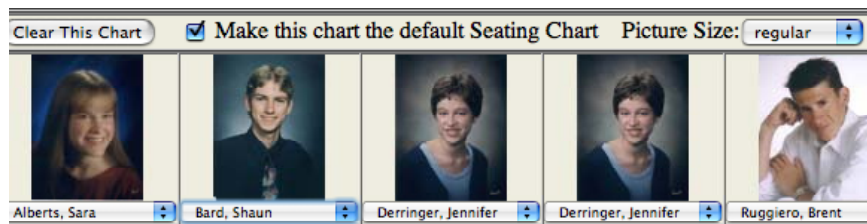
To display more students on the screen, you may select the desired size of the pictures from the **"Picture Size"** drop-down list.

To create a printable version of your seating chart, click on the menu **"reports"**, Then select **"printable Seating Chart."**
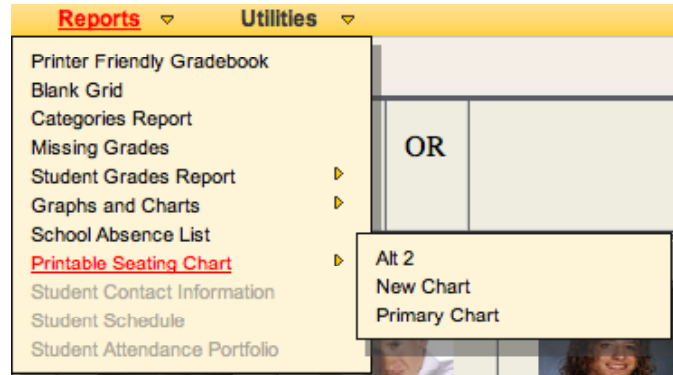
Make sure you SAVE your chart after making any changes!

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.).

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.
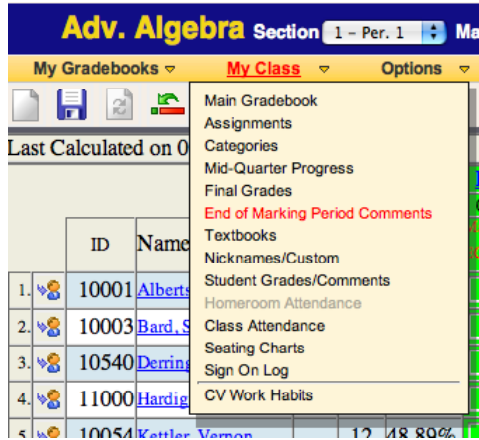
Performance Code Screen:

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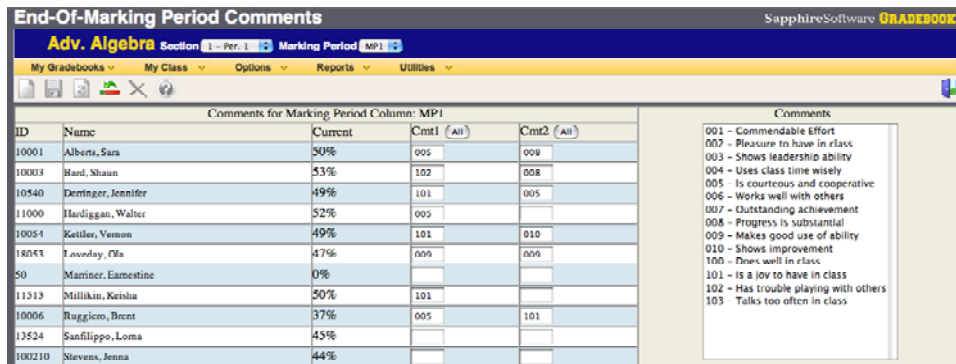
double-clicking on the boxes (labeled "Cmt1" and "Cmt2") next to each student to whom you wish to give a comment. When you are finished, click on the **Save Button** to save the codes to your school's Student Information System.

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."**
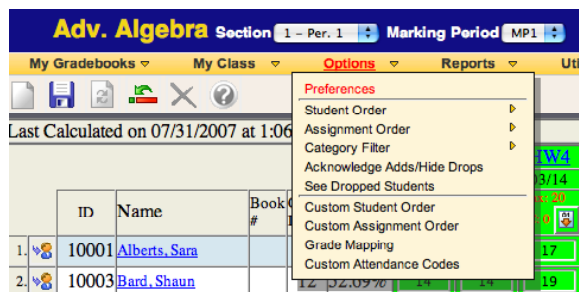
The Teacher Preferences page is the place to go to set your Gradebook up the way it best suits you.
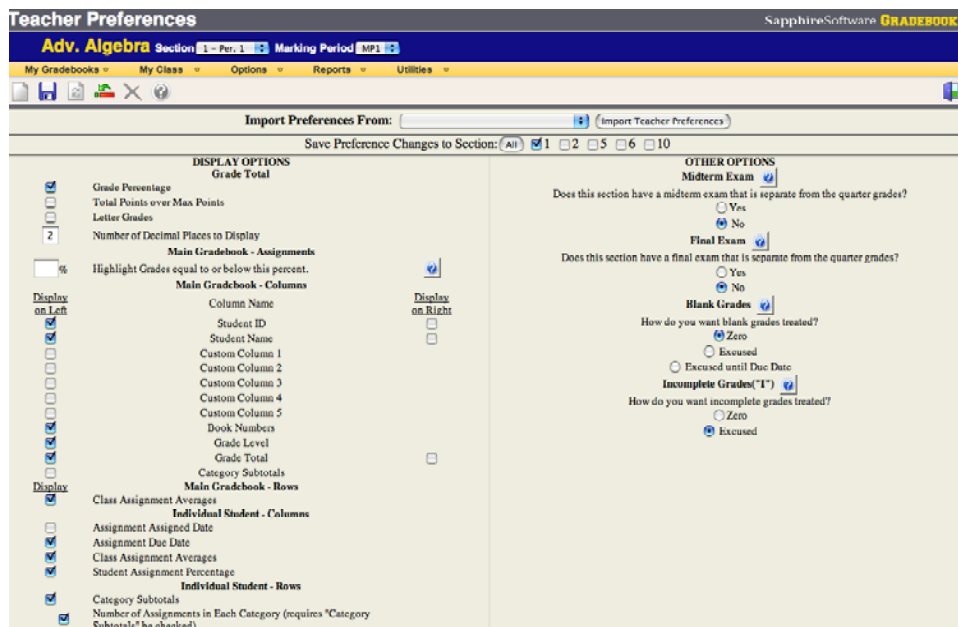
At the top of the Teacher Preferences page is an area that allows you to import your preferences from other classes that you teach.
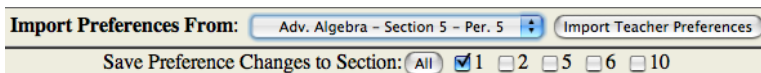
Selecting the class and clicking **"Import Teacher Preferences"** will replace your current preference settings with those of the selected class.

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

DISPLAY OPTIONS
Grade Total

☑	Grade Percentage
☐	Total Points over Max Points
☐	Letter Grades
2	Number of Decimal Places to Display

Main Gradebook - Assignments

___ %	Highlight Grades equal to or below this percent. ❔

Main Gradebook - Columns

Display on Left	Column Name	Display on Right
☑	Student ID	☐
☑	Student Name	☐
☐	Custom Column 1	
☐	Custom Column 2	
☐	Custom Column 3	
☐	Custom Column 4	
☐	Custom Column 5	
☑	Book Numbers	
☑	Grade Level	
☑	Grade Total	☐
☐	Category Subtotals	

Main Gradebook - Rows

Display	
☑	Class Assignment Averages

Individual Student - Columns

☐	Assignment Assigned Date
☑	Assignment Due Date
☑	Class Assignment Averages
☑	Student Assignment Percentage

Individual Student - Rows

|	
☑	Category Subtotals
☑	Number of Assignments in Each Category (requires "Category Subtotals" be checked)

 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.
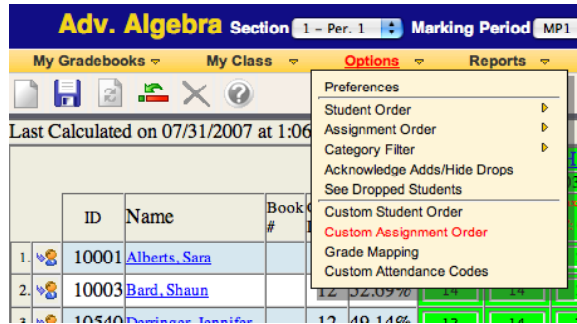
All of your assignments will be displayed on this page with a box next to each assignment's name. Putting numbers in these boxes determines where each assignment will be in relation to the others. An assignment with an order number of 1 will appear before an assignment with an order number of 2, and 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.
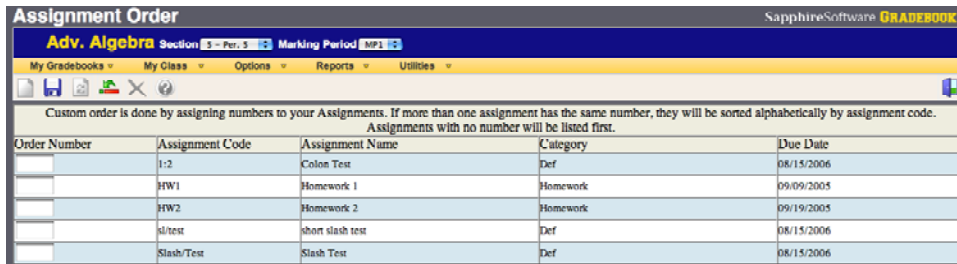
Custom Student Order:

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.
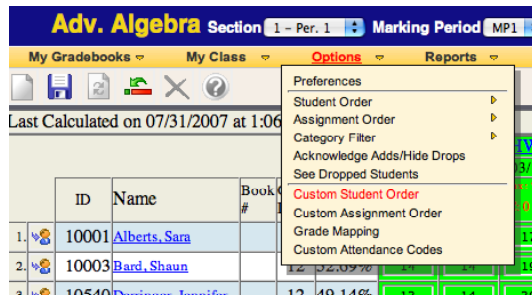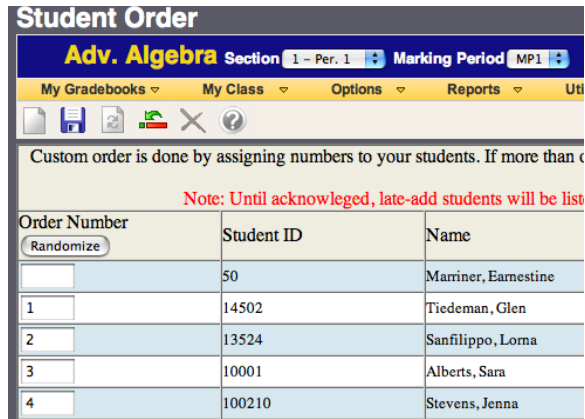
Your class list will be displayed on this page with a box next to each student's name. Putting numbers in these boxes determines where each student will be in relation to the others. A student with an order number of 1 will appear above a student with an order number of 2, and so on. Students with no 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."**
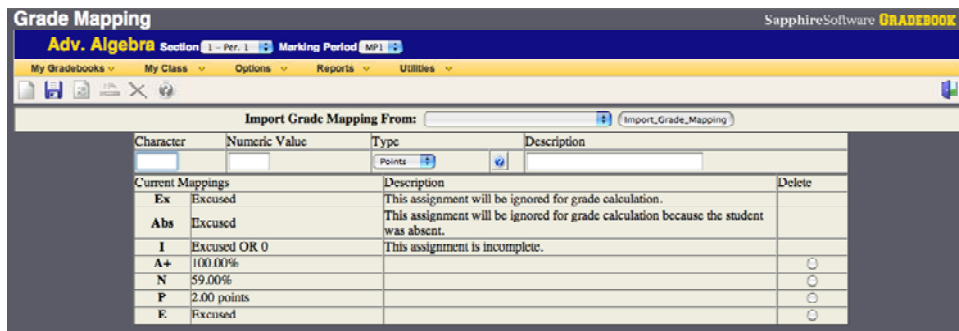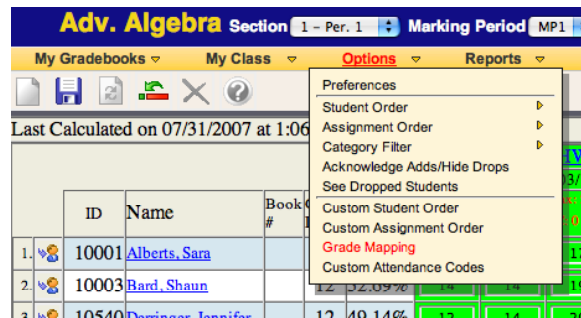
NOTE: Grade Mapping is different from GRADE SCALING. Grade scaling is what determines what <u>range of numeric grades</u> will equal what letter grade (92-98 is an A). GRADE MAPPING is a customizable shorthand for your personal use.

<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.

<u>Numeric Value</u>: 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. "I" is used for incomplete assignments. "Abs" is used for Excused because of an absence.

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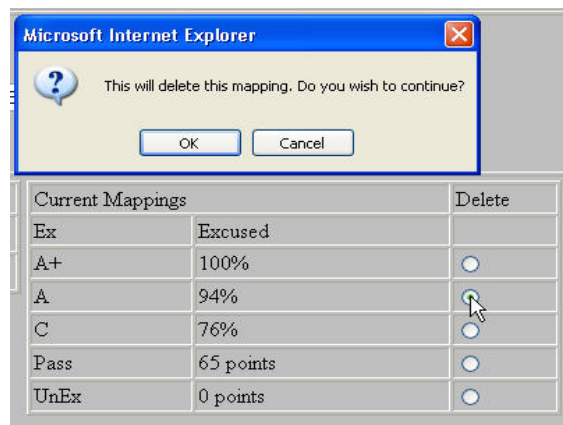
On the Grade Mapping Page, there is a column next to all your existing mappings labeled **"Delete."** Clicking on the circle next to a mapping will delete that mapping. A box will pop up asking you if you are sure that you want to delete the mapping. If you are sure, click **"OK,"** otherwise click **"Cancel."**

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.

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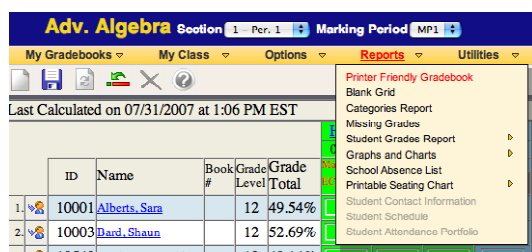
When clicking on **Printer Friendly Gradebook,** you will open a new window listing all of the display options for the printout. The options will reflect your current Gradebook options by default, but you may make any changes from here. Clicking on **"Go To Printer Friendly Gradebook"** will open the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

Gradebook Demo 1 - Adv. Algebra - Section 1 - Period: 1 - MP1

ID	Name	Book #	Grade Level	Grade Total	HW2 01/07 Max:15 EC:0	HW3 01/21 Max:15 EC:0	HW4 03/14 Max:20 EC:0	BQ1 08/03 Max:100 EC:10	EC 11/23 Max:0 EC:10	RSW 11/23 Max:25 EC:5	HW1 12/22 Max:100 EC:10	1 01/04 Max:10 EC:0	10 01/04 Max:10 EC:0	11 01/04 Max:10 EC:0	12 01/04 Max:10 EC:0	13 01/04 Max:10 EC:0	14 01/04 Max:10 EC:0	15 01/04 Max:10 EC:0	16 01/04 Max:10 EC:0
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

Key

HW2: Homework 2	12: 12	21: 21	30: 30	4: 4	test: test
HW3: Homework 3	13: 13	22: 22	31: 31	40: 40	
HW4: Homework 4	14: 14	23: 23	32: 32	41: 41	
BQ1: Beowulf Quiz	15: 15	24: 24	33: 33	42: 42	
EC: Extra Credit Column	16: 16	25: 25	34: 34	5: 5	
RSW: Student Response Sheet	17: 17	26: 26	35: 35	6: 6	
HW1: Homework 1	18: 18	27: 27	36: 36	7: 7	
1: 1	19: 19	28: 28	37: 37	8: 8	
1?: 1?	2?: 2?	3?: 3?	39: 39	BC1: Extra Credit	

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.

Printer Friendly Assignment Key:

Example Key

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

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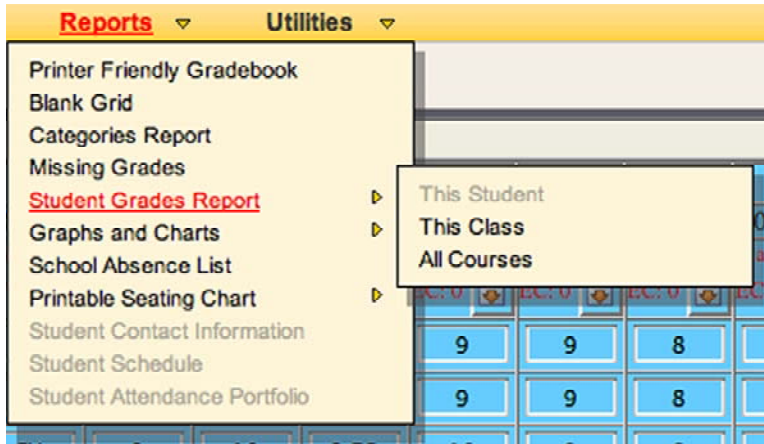
When clicking on "Student Grades Report" Selection, you will open a new window containing several display options for the chosen report.

Post to Parent Portal: 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.

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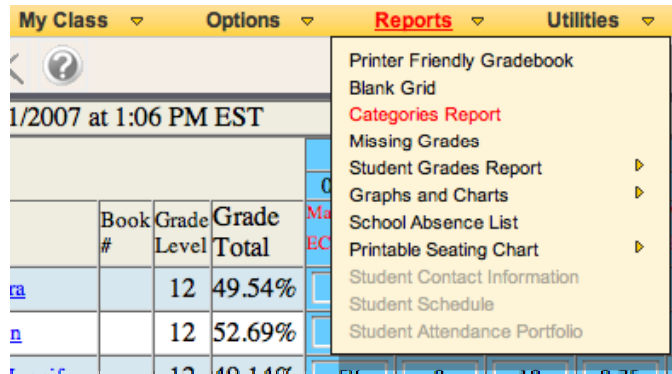
When clicking on the **"Categories Report"** Selection, you will open a new window containing several display options for the chosen report.

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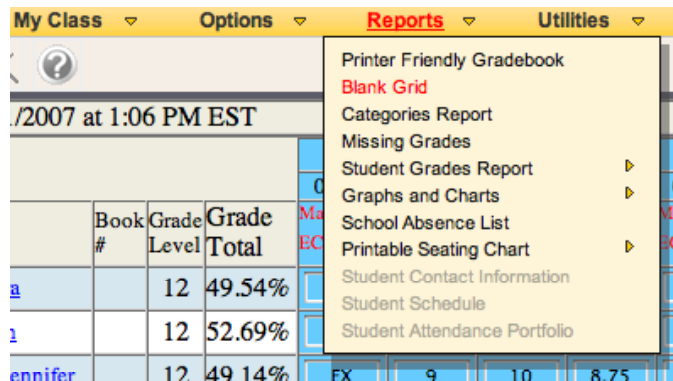
Printable blank grids are useful for manually recording grades that will later be transposed to your Sapphire Gradebook. Blank Grids are also useful for Substitute plans or for Substitutes to take attendance.

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

<u>Show Columns</u>: Choose which columns you wish to have appear on the grid.

<u>Student Order</u>: 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.
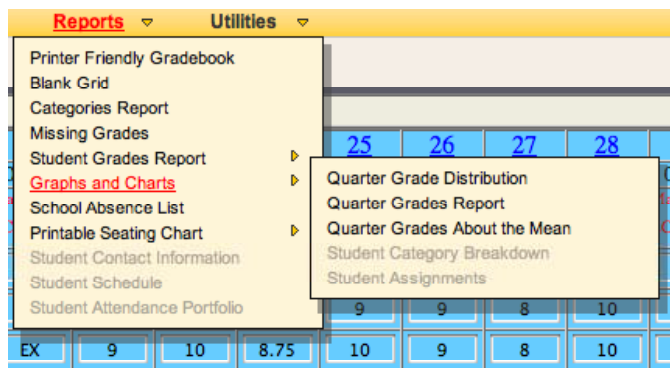
Chart Options:

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.

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.

Rotated: 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.

Aggregate Total: 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.

Grading Examples

GRADING USING "STRAIGHT POINTS"

My Gradebook

CATEGORIES

Name:Quizzes
Code:Quiz
Percent of Total:*
Weight: 1**

Name: Tests
Code: Test
Percent of Total:*
Weight: 1**

Name: Homework
Code: HW
Percent of Total:*
Weight: 1**

* Total Percent should be left blank.
** Usually, the category's Weight should be set to 1.

ASSIGNMENTS

Name: Test 1
Code: Tst1
Points: 100

Name: Test 2
Code: Tst2
Points: 100

Name: Test 3
Code: Tst3
Points: 100

Grade: 97

Grade: 86

Grade: 96

97/100 + 86/100 + 96/100 = 279/300

ASSIGNMENTS

ASSIGNMENTS

Name: Quiz 1
Code: Qz1
Points: 20

Name: Quiz 2
Code: Qz2
Points: 20

Name: Quiz 3
Code: Qz3
Points:50

Name: Homework 1
Code: HW1
Points:10

Name: Homework 2
Code: HW2
Points:100

Name: Homework 3
Code: HW3
Points:20

Grade: 20

Grade: 18

Grade: 50

Grade: 10

Grade: 100

Grade: 20

20/20 + 18/20 + 50/50 = 88/90

10/10 + 100/100 + 20/20 = 130/130

88/90 + 279/300 + 130/130 = 479/520 = 92.12% (Final Grade)

GRADING USING "PERCENT OF TOTAL"

My Gradebook

CATEGORIES

Name:Quizzes	Name: Tests	Name: Homework
Code:Quiz	Code: Test	Code: HW
Percent of Total: 35%*	Percent of Total: 50%*	Percent of Total: 15%*
Weight: 1**	Weight: 1**	Weight: 1**

* Total Percent should equal 100%
** When Using Percent of Total, the category's Weight should ALWAYS be set to 1.

ASSIGNMENTS

Name: Test 1	Name: Test 2	Name: Test 3
Code: Tst1	Code: Tst2	Code: Tst3
Points: 100	Points: 100	Points: 100

Grade: 97   Grade: 86   Grade: 96

97/100 + 86/100 + 96/100 = 279/300 = 93%

ASSIGNMENTS   **ASSIGNMENTS**

Name: Quiz 1	Name: Quiz 2	Name: Quiz 3	Name: Homework 1	Name: Homework 2	Name: Homework 3
Code: Qz1	Code: Qz2	Code: Qz3	Code: HW1	Code: HW2	Code: HW3
Points: 20	Points: 20	Points:50	Points:10	Points:100	Points:20

Grade: 20   Grade: 18   Grade: 50   Grade: 10   Grade: 100   Grade: 20

20/20 + 18/20 + 50/50 = 88/90 = 97.78%   10/10 + 100/100 + 20/20 = 130/130 = 100%

97.78(Quiz Total) * 35%(Quiz Percentage) = 34.22	93%(Test Total) * 50%(Test Percentage) = 46.5	100%(HW Total) * 15%(HW Percentage) = 15

34.22 + 46.5 + 15 =   95.72% (Final Grade)

GRADING USING "WEIGHTED POINTS"

My Gradebook

CATEGORIES

Name:Quizzes	Name: Tests	Name: Homework
Code:Quiz	Code: Test	Code: HW
Percent of Total:*	Percent of Total:*	Percent of Total:*
Weight: 2	Weight: 5	Weight: 1

* Total Percent should be left blank.

ASSIGNMENTS

Name: Test 1	Name: Test 2	Name: Test 3
Code: Tst1	Code: Tst2	Code: Tst3
Points: 100	Points: 100	Points: 100

Grade: 97	Grade: 86	Grade: 96

97/100 + 86/100 + 96/100 = 279/300

ASSIGNMENTS   **ASSIGNMENTS**

Name: Quiz 1	Name: Quiz 2	Name: Quiz 3
Code: Qz1	Code: Qz2	Code: Qz3
Points: 20	Points: 20	Points:50

Grade: 20	Grade: 18	Grade: 50

Name: Homework 1	Name: Homework 2	Name: Homework 3
Code: HW1	Code: HW2	Code: HW3
Points:10	Points:100	Points:20

Grade: 10	Grade: 100	Grade: 20

20/20 + 18/20 + 50/50 = 88/90   10/10 + 100/100 + 20/20 = 130/130

88/90(Quiz Total) * 2(Quiz Weight) = 176/180	279/300(Test Total) * 5(Test Weight) = 1395/1500	130/130(HW Total) * 1(HW Weight) = 130/130

176/180 + 1395/1500 + 130/130 =   1701/1810 = 93.98% (Final Grade)