

C360 Gradebook Introduction

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Overview

Path: My Classes > selected course > Actions > Gradebook

Or Menu > Gradebook > Course Name

The Teacher Gradebook is a powerful and flexible tool which allows teachers to track both traditional assignment scores, standards-based assignment scores, and Behavior/Social Skills data. Teachers can then use assignment scores to determine end-of-term grades – both standards marks as well as traditional letter grades.

Three types of gradebooks are supported:

- Traditional grading
 - The gradebook Scores tab displays the raw score or percent score for each assignment.
 - The assignments can be used to automatically determine end-of-term grades. Formulas determine how to calculate the grade and which assignment types are used.
- Purely **standards-based** grading, which requires that all assignments are aligned to standards. Teachers enter only standards scores.
 - The Standards tab is where marks are entered.
 - Standards scores can be entered throughout the grading/reporting period, as they measure student proficiency on each standard. They can be adjusted until the reporting period closes. Site settings determine whether the average or most recent score for each standard are used.
- **Hybrid** grading, which uses a mix of traditional assignments and standards-aligned assignments. Teachers can enter a mix of traditional and standards scores.
 - The gradebook Scores tab displays the traditional score for each assignment.
 - The Standards tab is also visible and is where standard marks are entered.
 - The traditional score is used to determine end-of-term grades.

NOTE: District and site settings determine which gradebook is used for each subject and whether teachers can import gradebook grades to progress reports and report cards.

Virtual Gradebook

The SIS K-12 gradebook is real-time data.

- When the office generates changes in enrollment and/or student schedules, your class rosters are automatically updated.
- In addition to your gradebook data, the latest student data is available at your fingertips, from school or anywhere you can obtain an Internet connection.

User Permissions

In the **Grade Reporting** area, the following permissions are available.


- **Enter New Grades (for Teachers too)** – Allows a user to enter report card grades for students.
- **View Teacher's Gradebook** – Allows a user to view the gradebook and gradebook reports.
- **Maintain Teacher's Gradebook** – Allows a user to edit gradebooks assigned to the user.
- **Can View Gradebook and Homework for ALL Teachers** – Allows a user to view the gradebook summary and run the gradebook progress report for multiple classes simultaneously from Data Query.

Accessing the Gradebook

From the **Classroom Summary** screen:

- Select the icon in the **Grading Due** column to access the gradebook for the class in that row.
- Select **Actions** > **Gradebook** to access the gradebook for the class in that row.







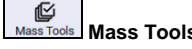




Meets	Term	Course Section	Course Name	Attendance Today	Grading Due	Report Card Grades	Enrolled	Actions
P1	Year	H3010-01	GEOMETRY	■	■	■	6	Attendance Class Announcements Google Classroom Gradebook Lunch Count Perfect Attendance Report Card Grades Roster Query Seating Charts Section Nickname
P2	Year	H3010-02	GEOMETRY	■	■	■		
P3	Year	H3000-07	ALGEBRA 1	■	■	■		
P4 Lunch 3	Year	H3010-03	GEOMETRY	■	■	■		
P5	Year	H3000-01	ALGEBRA 1	■	■	■		
P7	Year	H3010-04	GEOMETRY	■	■	■		
P8	Year	H9036-02	SEMINAR 11	■	■	■		

- From anywhere: select **Menu** > **Gradebook** in the top bar, then select a **Course Name** to get to the desired gradebook.
- From the **Attendance** screen: select the **Gradebook icon**  in the bottom tool bar.


Bottom Bar

The functions of the buttons on the bottom bar are covered here and in other *Classroom Functions* documents.

-  **Add Assignment** – Create a new assignment.

-  **Attendance** – Switch to the attendance screen for this class.
-  **Roster Query** – Switch to the roster for this class.
-  **Legend** – View descriptions for all icons displayed on the screen.
-  **Print** – Access grade book reports from any tab in the gradebook.
-  **Tools** – Access the **Tools** menu, which has numerous options that affect this gradebook such as copying assignments, showing indicators, recalculating formulas or exporting to Excel.
-  **Mass Tools** – Access Mass Add Assessment, Mass Add Communication Log Entry, Mass Email, Mass Enroll into Service.
-  **Canvas, Classroom, Schoology** – Import assignments and/or scores from other apps. For more information on this topic see *Canvas or Google Classroom or Schoology Integration with SIS K-12* in the SIS K-12 documentation.
-  **Maximize** – Maximize the work area.
-  **Preferences** – Set preferences for gradebook and other Classroom 360 areas. For more information on this topic see *Gradebook Setup for Teachers* in the SIS K-12 documentation.
-  **Save** – Save your edits.
-  **Post** – Post grades to report cards. This is only enabled when a grade cycle is open for grade entry.

Gradebook Screen

Throughout the gradebook, the course name, number, section, meets information, and school for the currently-selected class is shown in the upper-right corner of the page. To switch to another class, select the **Class** icon  in the top tool bar.

NOTE: The Gradebook may also show/hide an Indicator tab. Indicators can be used to highlight information in the **Scores** tab, so a teacher can assess issues at a glance. Depending how many indicators exist, showing all of them can be very distracting when trying to enter grades, so the default is to have them turned off. Indicators can be turned on using the **Indicators: Show** option on the **Tools** menu of the **Scores** tab.

Commented [PR1]: Page 4
Moved Maximize above Preferences to follow order of icons on bottom of screen.
Note on bottom of page--line 3, changed districting to distracting.

Commented [PR2]: Page 5
Item 3--removed "into which" that followed year.

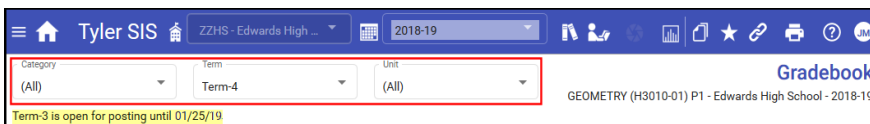
Student #	Student Name	Alerts	Attendance		Grade Level	Withdrawal Date	Term-1		Term-2		Term-3		Term-4		Term-5		Term-6		Term-7		Term-8		
			A	T			8/12-10/9	10/12-12/18	1/12-12/18	1/4-3/5	3/8-2/30	1/4-2/30	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score
9899085076	Ayoub, Teresa R				09				A 98%	A 98%													
9992326421	Barker, Joanne Marie (W)		1		12	05/07/21			A 99%	A 99%													
9995231641	Barker, Michelle Kay			3	11				B+ 88%	B+ 88%													
9899399528	Brooks, Tazshia Z				10				F 55%	F 55%													
9899353128	Buckle, Leon D				10				C 74%	C 74%													
9899588583	Coger, Joshua Sully		1		11				F 49%	F 49%													
999989025	Coger, Stellaina				10				A 93%	A 93%													
9899517195	Goss, Dylan L				11				A 93%	A 93%													
9899833310	Janney, Delanie L				12				C 74%	C 74%													
9899132178	Sauers, Renee N				10				A 97%	A 97%													
9899959012	Zamorano, Jennifer N (W)				12	03/10/21			A 95%	A 95%													

Scores Tab

When a traditional or hybrid gradebook is opened, it defaults to the **Scores** tab.

Gradebook Heading

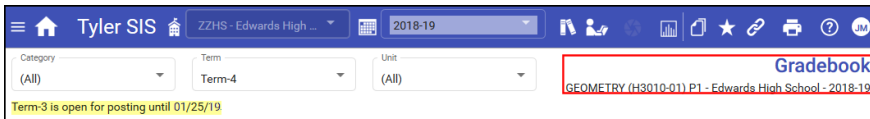
- The Category and Unit default to All. The Term defaults to the current grading period. Select another option from the dropdown lists to change your view.



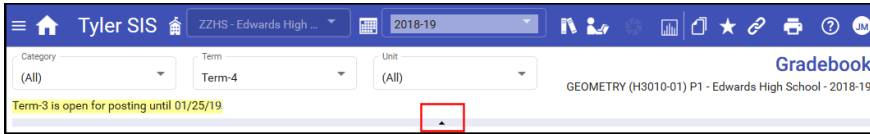
- When it is time to enter report card grades, a notification message displays in yellow, alerting you to the entry window.

Term-3 is open for posting until 01/25/19

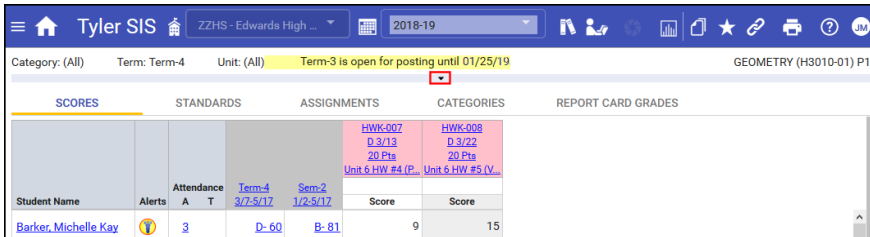
- The screen name displays to the right, along with the course name, section, school, and year you are logged in.



- Minimize the gradebook heading by selecting the collapse arrow, allowing for extra room on the screen.



5. When the heading is minimized, select the expand arrow to maximize the gradebook heading.



Gradebook Standards Tab

The standards tab displays if the class has standards assigned to it. There are numerous sub-tabs providing different views of the data.

All Standards by Student

The All Standards by Student sub-tab is shown by default. This view displays the scores for all students for all standards associated with an individual assignment.

STANDARDS FOR ONE ASSIGNMENT	ASSIGNMENTS FOR ONE STANDARD	STANDARDS FOR ONE STUDENT	ANALYSIS	STATUS			
Description	Base	Barker, Michelle Kay	Bryan, Savana V	Buerger, Carly R	Curci, Christopher R	Digennaro, Summer M	Fitzmaurice, Samu
Total	16		4	4	4	4	
Special Mark							
AP1s1 - Comprehend and evaluate written, visual and oral presentations and works	4		4	4	4	4	
AP1s2 - Apply acquired information, ideas and skills to different contexts as students, workers, citizens and consumers	4						
AP1s3 - Review and revise communications to improve accuracy and clarity	4						
AP1s4 - Examine problems and proposed solutions from multiple perspectives	4						

Display one student at a time using navigation arrows.

STANDARDS FOR ONE ASSIGNMENT	ASSIGNMENTS FOR ONE STANDARD	STANDARDS FOR ONE STUDENT	ANALYSIS	STATUS
Barker, Michelle				
	3/3/015 0.10/4 10 Pts	TST001 0.1/24 100 Pts		
Description	test	Unit 5 Exam / Pa		
Total				5.5
Special Mark				
APIs1 - Comprehend and evaluate written, visual and oral presentations and works				3

All Student by Standards

This sub-tab shows all assignments aligned to the selected standard and the scores for all students on those assignments.

STANDARDS FOR ONE ASSIGNMENT	ASSIGNMENTS FOR ONE STANDARD	STANDARDS FOR ONE STUDENT	ANALYSIS	STATUS
APIs1, Comprehend and evaluate written, visual and oral presentations and works				
	3/3/015 0.10/4 10 Pts	TST001 0.1/24 100 Pts		
Description	test	Unit 5 Exam / Pa		
Student				
Barker, Michelle Kay				3

Display one standard at a time using the dropdown list.

Student	T1	T2	T3	T4
Foxwell, Leslie S				
Greer, John H				
Pickens, Lucas C				
Rimer, MacKenzie C				
Swift, Raegan E				

Commented [PR3]: Page 7
Above the last screen shot--added the word "one" in front of standard.

Behavior and Social Skill Tab

Behavior and Social Skill items are district-defined per grade level to be used by teachers for further marking items to indicate a student's progress. While usually used by elementary schools, they can be used for all grade levels. These may be printed in the body of the Report Card.

1. Select **Report Card Grades > Behaviors/Social Skills**.
2. Select in the column of the Student and the row of the Behavior & Social Skill item to be marked. Marks can be numerical up to 100 or a single alpha character. In some districts, the grade mark can be left blank, only marking those items below level.

NOTE: Behavior & Social Skill items can be marked for each subject or just one. For instance, Elementary students stay with the same teacher most of the day. Therefore, it would only be necessary to mark for one subject. Only the Behavior & Social Skill Style set by the office staff in Site Settings print on the report card.

3. Select **Save** to save and exit.

Assignments Tab

The assignments tab displays all assignments for the current course, filtered based upon the dropdowns at the top of the page.

Category	Sequence	Summary	Assigned	Due ↑	Points	Weight	Unit	Show on Portal	Actions
HWK	4	Unit 6 HW #1 (Areas of Quadrilaterals and Triangles)—Pink	02/06/19	02/13/19	20	1.000		Y	Y
HWK	5	Unit 6 HW #2 (Green)		02/19/19	20	1.000		Y	
HWK	6	etric Probability)		02/27/19	20	1		<input checked="" type="checkbox"/>	
RCGP	9	Average of HWK27%		03/06/19	0	1.000		Y	
RCGT	3	Average of ALL Assignment Types		03/06/19	0	1.000			
HWK	7	Unit 6 HW #4 (Polyhedrons and Surface Areas)—Gray		03/13/19	20	1.000		Y	
HWK	8	Unit 6 HW #5 (Volumes)—Yellow		03/22/19	20	1.000		Y	
RCGP	10	Average of HWK27%		03/28/19	0	1.000		Y	
RCGP	11	Average of HWK27%		04/22/19	0	1.000		Y	
RCGP	12	Average of HWK27%		05/17/19	0	1.000		Y	
RCGT	4	Average of ALL Assignment Types		05/17/19	0	1.000			

- The default sort is by due date ascending.
- When a row is selected, the fields within it are editable.

Categories Tab

Categories for use in the gradebook are defined at the district level. The categories are not course-specific and are used to group assignments and may also be part of the formulas used to calculate the term grades.

This page can be used to specify a color for each category, to make them easier to identify in the gradebook. The color specified is the background color of the assignment heading for assignments of that category type.

Selected	Code	Name	Weight	Color	Inactive	In Use	Actions
<input checked="" type="checkbox"/>	CLS	Classwork				Y	Change Color
<input type="checkbox"/>	FOR	Formative	0.000				
<input checked="" type="checkbox"/>	HRK	Homework				Y	Change Color
<input checked="" type="checkbox"/>	LAB	Labs					Change Color
<input checked="" type="checkbox"/>	NBK	Notebook					Change Color
<input checked="" type="checkbox"/>	PRJ	Project					Change Color
<input checked="" type="checkbox"/>	PRT	Participation					Change Color
<input checked="" type="checkbox"/>	QIZ	Quiz					Change Color
<input checked="" type="checkbox"/>	RCGP	Report Card Grade - Progress					Change Color
<input checked="" type="checkbox"/>	RCSS	Report Card Grade - Semester					Change Color
<input checked="" type="checkbox"/>	RCGT	Report Card Grade - Term					Change Color

For more information on this topic see *Gradebook Setup for Teachers* in the SIS K-12 documentation.

Indicators

Indicators can be turned on in the **Scores** tab, **Tools** menu, using **Indicators: Show**. Depending how many indicators exist, showing all of them can be very distracting when trying to enter grades, so the default is to have them turned off.

Indicators can be used to highlight information in the **Scores** tab, so a teacher can assess issues at a glance. For example, indicators may highlight all students within a failing grade range or to indicate any student with a failing grade on an assignment.

The screenshot shows the Tyler SIS Gradebook interface. At the top, there are navigation tabs for 'SCORES', 'ASSIGNMENTS', and 'CATEGORIES'. Below these is a table of student scores. A red arrow points from the 'Tools' icon in the bottom toolbar to the 'Indicators: Show' option in the 'Tools' dropdown menu.

Student Name	Alerts	Attendance	Term-3	Sem-2	Score
Brooks, Tazahia Z	1	3			
Ellwood, Madelynn D	1	2	F 44%	C 73%	19
Fludd, Veronica R	1	2	F 44%	F 57%	
Gerling, Micah C	1				
Gomez, Shyann Y	1				
Justice, Najja I	1		D+ 69%	D+ 69%	13.8
Kerlin, Breeann E	2				

Report Card Grades Tab

Report card grades are collected during cycles as determined by the school. Grades can be posted for report cards at progress, term, and/or semester. Once the grading cycle has been created by the

school for grade entry, teachers can import (post) their grades to the Report Card Grades tab in their grade book. Grades may include Traditional, Standards, and Behavior/Skills.

Gradebook
GEOMETRY (H3010-01) P1 - Edwards High School - 2018-19

SCORES STANDARDS ASSIGNMENTS CATEGORIES **REPORT CARD GRADES**

TRADITIONAL STANDARDS BEHAVIOR / SOCIAL SKILLS STUDENT VIEW

Term-3: Grade entry allowed 02/26/19 - 03/11/19
Grades have not been finalized.

Students	T1	T2	X1	S1	T3	Special Purpose	Modified Curriculum	Instructional Adaptations	Comment
Barker, Michelle Kay	F	F	B+	D-		Regular			
Bryan, Savana V	B	B+	A	B+		Regular			
Collins, Jeraka B	***	***	***	***		Regular			
Diggs, Chris R	***	***	***	***		Regular			
Janney, Delanie L	A	A	A	A		Regular			
Stengel, Ashley H	***	***	***	***		Regular			

Attendance Legend Tools Maximize Preferences Save Finalize

For more information on this topic see *Report Card Grade* in the SIS K-12 documentation.

Student View

The Report Card Grades Student view provides a summary of the student's report card grades for Traditional, Standards, Behavior/Skills, and Comments. Select the up/down arrows on the right to expand/collapse the displays.

Analysis Tab

This page is used solely for looking at the data. Marks cannot be entered or edited here. Looking at standard marks in different ways can reveal different information, so there are multiple ways to view them here. The Category and Grading Period filters apply to what you see. The right-side panel, displaying each view's options, can be collapsed to maximize the view.

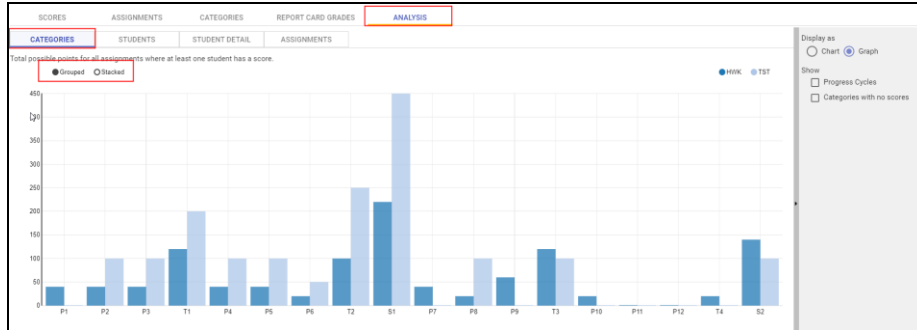
- Categories
- Student
- Student Detail
- Assignments

Categories View

This view displays all assignment categories in use in each marking period and the total points assigned to those categories. This photo shows that information as a chart.



Analyzes scores by category as a Graph, either Grouped (as seen below) or Stacked.



Students View

This view displays each student's report card grades as a percent or total points, along with the category breakdown for each grading period. Any category not being used in the grade calculation will be shaded gray.

Analyzes students scores by Percentage (as seen below) or by Points.

Student Name	T1		Extra Credit	Grade	T2			Extra Credit	Grade	S1			Extra Credit	Grade	HWK
	HWK	TST			RCGX	HWK	TST			RCGX	HWK	TST			
Comrie, Dakota S	27% (365)	53% (704)			27%	53%	19%			27%	53%	19%			27%
Estuside, Shannon A															
Foxwell, Leslie S	81.50%	92.00%	B+ 89%	81.50%	92.00%	95.00%	6.00	A- 92%	81.50%	92.00%	95.00%	6.00	A- 91%	95.00%	
Geary, John H														81.75%	
Kinsaid, Parker B															
Leist, Holly L															
Lindenberg, Dominick M															
Palena, Lucas C	18.00%	78.00%	F 54%	42.00%	83.00%	89.00%	0- 73%	27.25%	62.25%	89.00%	0- 67%	26.67%	86.25%		
Riser, MacKenzie C														86.25%	
Smith, Evelyn E	94.75%	93.00%	A- 90%	91.50%	93.00%	90.00%	8.00	A- 93%	91.50%	93.11%	95.00%	8.00	A- 93%	79.17%	
Whiten, Kimber/Raine M	80.42%	87.00%	D+ 89%	88.00%	75.00%	78.00%	0- 73%	67.50%	78.11%	78.00%	0- 73%	67.50%	67.50%		

NOTE: Select a percentage link in a category column to view all assignments in that category for the grading period, along with the student's scores on those assignments. Select **Show List** to go back to the list view

Student Details View

This view displays one student's possible points, total score, and report card grade for each grading period, as well as class averages.

Term	Possible Points	Total Score	Final	Mean	Median	Range
Term-1	320	0	0	0-0		
Term-2	450	0	0	0-0		
Semester-1	770	0	0	0-0		
Term-3	220	0	0	0-0		
Term-4	40	0	0	0-0		
Semester-2	260	0	0	0-0		


Category	Possible Points	Total Score	Extra Credit	Percent
HWK-Homework	380	0	0	0.00%
BCUW-Report Card Grade - Semester Exam	100	0	0	0.00%

Assignments

Analyzes assignment scores by class and may include qualifications (as seen below – assignments where 50% of the class has at least 20% below their average for assignments in that category). Assignments are visible for the entire class, or student-by-student.

Cat-Seq	Possible Points	Percent Below Their Average for the Category	Summary	Due
HWK - 6	20	50%	Unit 6 HW #3 (Circles and Geometric Probability)	02/26/20
HWK - 8	20		Unit 6 HW #5 (Volumes)–Yellow	03/20/20

Close the Gradebook

Select the **Home** icon  in the top tool bar to return to the **Classroom Summary** screen.