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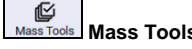
- From anywhere: select **Menu** > **Gradebook** in the top bar, then select a **Course Name** to get to the desired gradebook.
- From the **Attendance** screen: select the **Gradebook icon** [Gradebook] in the bottom tool bar.

Bottom Bar

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

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

- ☑ **Attendance** – Switch to the attendance screen for this class.

- ⊞ **Roster Query** – Switch to the roster for this class.

- *i* **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
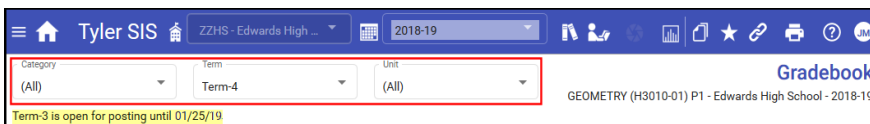Item 3--removed "into which" that followed year.

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Scores Tab

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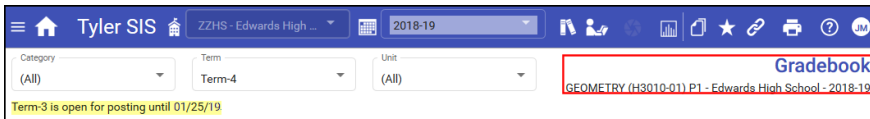
Gradebook Heading

1. 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.
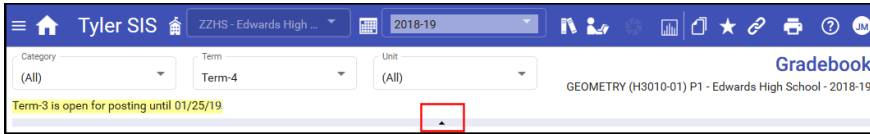

2. When it is time to enter report card grades, a notification message displays in yellow, alerting you to the entry window.
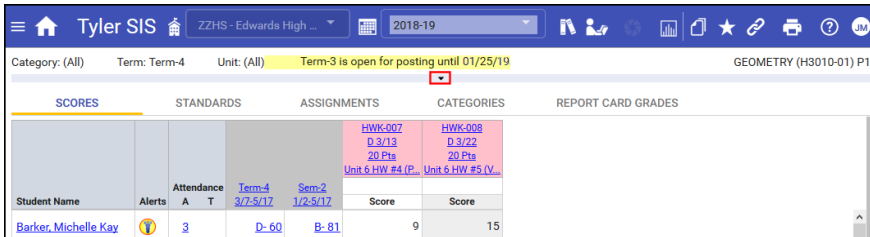

3. The screen name displays to the right, along with the course name, section, school, and year you are logged in.

4. 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.

Display one student at a time using navigation arrows.

All Student by Standards

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

Display one standard at a time using the dropdown list.

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.

- 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.

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.

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.

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.
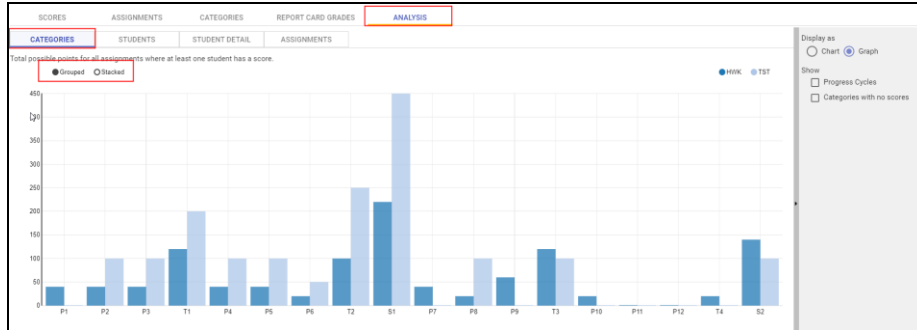
- Categories
- Student
- Student Detail
- Assignments

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.

> **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.

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.

Close the Gradebook

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