

Access from School or Home

At school: Type **sis** in the Internet Explorer address bar (no www, no .org)
At home: Type **sis.shenet.org** in the address bar of any web browser.

Understand Grade Calculation Options

Before setting up Gradebook, decide how you want grades to calculate.

NUMERIC			OR	1-4 RUBRIC	
May use any point value	Total Points	Use Score's % Value		ALL assignments must be worth 4 Points	
Assignment #1 90 (out of 100)	This student earned 143 out of a possible 154 points (143÷154)	90%	Assignment #1 (4 points)	3	
Assignment #2 50 (out of 50)		100%	Assignment #2 (4 points)	3	
Assignment #3 3 (out of 4)		+ 75%	Assignment #3 (4 possible pts)	2	
CANNOT populate 1-4 report card	93%	88%	CAN populate 1-4 report card	2+	

Teacher Preferences

Under **Instruction**, click **Admin**, then click **Preferences**. Check desired options for each section you teach (may use the **Mass assign to multiple sections** link at the bottom, if applicable). **Be sure to SAVE.**

Hide Dropped Students: With this option checked, teachers no longer see students who have withdrawn (or been moved to another class). If it is not checked, those students appear in red.

Show Student Pictures: Displays student's picture for attendance, assignments and report card entries.

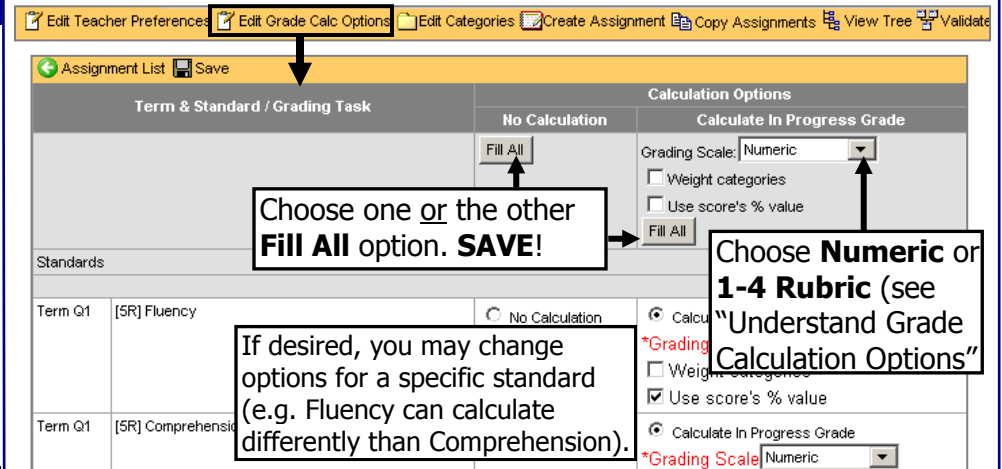
Use Canned Comments – NOT APPLICABLE for elementary.

Remove percentage and calculations (Gradebook): Prevents any percentage or calculation from appearing in the gradebook (i.e. show assignments, but do not calculate any grades/averages).

Default Standard/Grading Task: Choose the desired grading task that will appear first, for easy access. For HR teachers, this will be different for each section (ELA, Math, etc.).

Assignment Setup (NEW in 2011-12)

1. Be sure you have selected the desired SECTION (and calendar year).
2. Under **Instruction**, click **Assignments**.
3. Click **Edit Grade Calc Options**.



The screenshot shows the 'Edit Grade Calc Options' window. At the top, there are buttons for 'Edit Teacher Preferences', 'Edit Grade Calc Options', 'Edit Categories', 'Create Assignment', 'Copy Assignments', 'View Tree', and 'Validate'. Below these is the 'Assignment List' and 'Save' buttons. The main area is divided into 'Term & Standard / Grading Task' and 'Calculation Options'. The 'Calculation Options' section has two columns: 'No Calculation' and 'Calculate In Progress Grade'. The 'Calculate In Progress Grade' column has a 'Grading Scale' dropdown menu set to 'Numeric', and checkboxes for 'Weight categories' and 'Use score's % value'. A 'Fill All' button is located above the 'Calculate In Progress Grade' column. Annotations include: 'Choose one or the other Fill All option. SAVE!' pointing to the 'Fill All' button; 'Choose Numeric or 1-4 Rubric (see "Understand Grade Calculation Options")' pointing to the 'Grading Scale' dropdown; and 'If desired, you may change options for a specific standard (e.g. Fluency can calculate differently than Comprehension).' pointing to the 'No Calculation' column.

4. Before using Gradebook, decide if and how grades will be calculated/averaged. Review **Understand Grade Calculation Options** section of this card. Under **Calculation Options** notice 2 choices:

- **No calculation** -record assignments but do not calculate/average.
- **Calculate in Progress Grade.** Use the **Grading Scale** drop-down menu to select *either* **Numeric** (calculate based on 100%) or **1-4 Rubric** (calculate based on a 1-4 scale – this option requires ALL assignments be scored on a 1-4 basis).

Regardless of which option you choose, click **Fill All** at the top of the appropriate column (even if you're not using Gradebook for every standard/grading task).

5. If using TOTAL POINTS or 1-4 RUBRIC, leave both **Weight categories** and **Use score's % value** BLANK. If using SCORE's % VALUE, check that box. Click **SAVE**.

If desired, you may change options for specific standards. For example, Fluency could calculate differently than Comprehension. **SAVE!**

Assignment Setup (continued)

Edit Teacher Preferences Edit Grade Calc Options **Edit Categories** Create Assignment Copy Assignments View Tree Validate

- Click **Edit Categories**. Click **Create Category**. Name the category according to the associated subject (e.g. ELA Grades, Math Gradebook, etc.). Leave **Weight** as is (0) – unless using weighted grade categories.
- Under **Sections**, check the applicable course section(s).
- Under **Standards**, check any standards for which you plan to add assignments (e.g. in a Math gradebook, you might check *Understands and applies concepts, Computation and Problem-solving*, but not *Effort* – if you're not planning on adding *Effort* assignments in your gradebook).
- If ready to add assignments, click **Save and Add Assignment**, then skip to **Add and Score Assignments** section (below). Otherwise, click **Save Category**.

If necessary, repeat steps 1-9 for each course (ELA, Math), not section, for which you will be maintaining a gradebook.

Gradebook Screen (Enter Scores, not Assignments)

The **Gradebook** screen is used only for viewing grade calculations and entering/viewing scores (can no longer add assignments there).

Student	In Progress				Posted		%		
	Pts	Poss	%	Grd	%	Grd	SP1 [100]	SP2 [100]	SP1 [100]
05 Doe, John	180.00	200.00	90.00	90			90.00	85	95
05 Rodriguez, Juan	190.00	200.00	95.00	95			95.00	100	90

Additional Assignment Score Features

Right-click on a student's score in the gray and white score grid to see a **context menu** (also available from the Assignment screen):

- **Turned In** – assignment turned in but not yet graded.
- **Late** – Score appears in **red**.
- **Exempt** – Entry will not affect student's grade.
- **Cheated** – Entry calculates as zero. Score flagged with **blue**.
- **Dropped** – Lowest score is flagged.
- **Missing** – Entry calculates as zero. Score is flagged with **blue**.
- **Edit Comment** – Add comment viewable in **Portal**.

Add and Score Assignments

If not already viewing **Assignment Details**, click **Assignments** (on left), then click **Create Assignment**.

- Type assignment name and abbreviation (≤ 5 characters).
- Optional: Click **Show Description, Objectives and References** to add assignment details (click again to hide).
- Make sure the correct section(s) is checked.
- Under **Standards**, check (or uncheck) to align standard(s) with assignment (with weighted grades, select a category).
- Given the option of **Points, Marks, or Rubrics**, choose **Points** (in most cases) and enter total possible points for assignment. (**Marks** doesn't provide any additional options. **Rubrics** restricts you to grading the assignment based on the 1-4 report card rubric, but calculations will be illogical (rubrics aren't meant to calculate).
- Click either **Save & Score** (to enter scores from Assignment screen), **Save & Create New Assignment** (save current, add new assignment, score later) or **Save** (if you prefer adding scores on the Gradebook screen).

Print Reports

Under **Instruction**, click **Reports**, then **Section Summary** or **Student Summary** depending on your needs. Select the desired options and click **Generate Report**. Section Summary is a multi-page report – the 2nd page shows student names/scores.

Portal View

To view what parents see in the Portal, under **Instruction** click **Roster**. Click the notebook icon beneath a child's ID #. **Note**: As of Feb 2012, the in-progress grade *no longer shows in the Portal*, but is viewable by the teacher.

DELETE: Categories w/ assignments can't be deleted. Assignments must be deleted individually. To delete assignments, click **Assignments** (under Instruction). Click an assignment (in blue). Click **Delete Assignment**. When all assignments are deleted, click **Assignments** (on left) → **Edit Category**. Click the category. Click **Delete Category**.