

New Teacher Campus Instruction Gradebook Setup

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Agenda:

- ❑ 3 E's to a successful Grade Book Setup
- ❑ Creating your first Assignment
- ❑ Other tools for Instruction
 - Gradebook, Student Groups, Assignment overview, Planner
- ❑ Posting Grades at End of Term/MidTerm

--- 3 E's Grade Book Setup ---

For assignments to save successfully and the gradebook to calculate in progress grades start with the 3 E's

1. **Edit Teacher Preferences:** *Instruction > Grade Book > Settings > Preferences*
2. **Edit Grade Calc Options:** *Instruction > Grade Book > Settings > Grade Calc Options* – need to select In Progress Grade and then the grading scale you want applied to your gradebook.
3. **Edit/Create Categories:** *Instruction > Grade Book > Settings > Categories or Category Copier* – at least one category needs to be created to create and save assignments. Create new or copy from other courses from current or prior years.

The image shows two screenshots from a web application. The left screenshot is a mobile-style navigation menu with a 'Main Menu' and 'Daily Tasks' section. The 'Grade Book' option is highlighted with a red box. The right screenshot is a desktop view of the 'Grade Book' settings page. The page title is 'Grade Book ☆' and the breadcrumb is 'Instruction > Daily Tasks > Grade Book'. The page shows various settings sections: 'Grade Book Setup' (with 'Categories' and 'Grade Calc Options' highlighted in red), 'Grade Book Tools' (with 'Curriculum Copier', 'Category Copier', and 'Multi-Post Grades' highlighted in red), and 'Preferences' (with 'Display Sparkline Graph' checked and 'Assignments Per Page' set to 100, both highlighted in red). A 'Students' list is visible on the right side of the settings page.

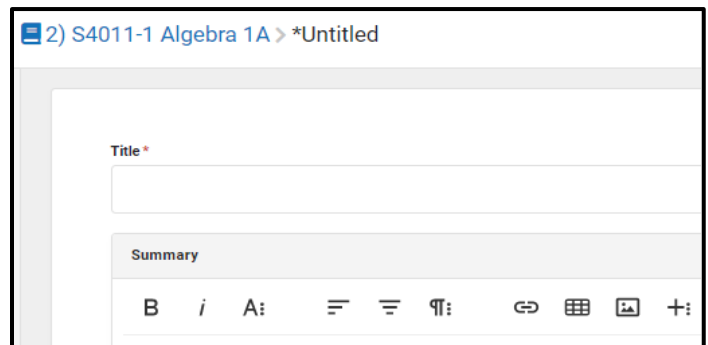
--- Creating your first Assignment ---

- Choose 1 of 3** different locations to create an assignment and click Add or New:
 - Grade Book
 - Click Alt + N
 - Click Add Above Settings > Assignment
 - Click Add Assignment located in Settings > Assignment List
 - Planner > Curriculum
 - Click Add on right side of any section in calendar
 - Click on Section and click either Add Assignment or Assignment List > Add Assignment
 - Assignment Overview (only after at least one other assignment has been created, click New

Assignment Editor:

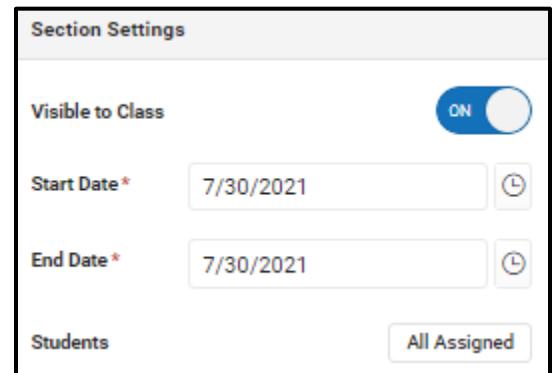
Title/Summary:

- Enter **Name**
- Enter **Summary** if desired to explain assignment



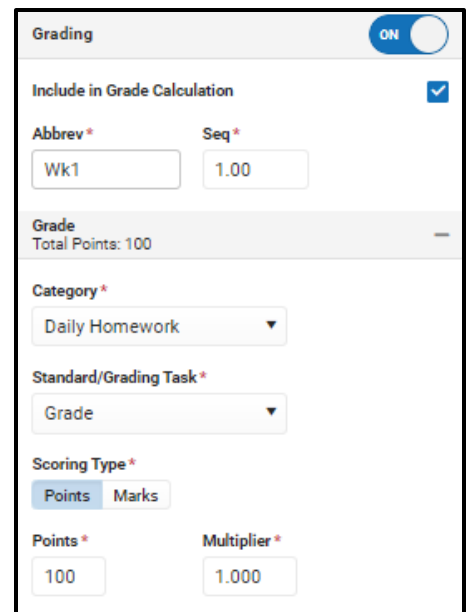
Section Settings:

- Visible to Class** is auto-toggled on, if you are not ready for students/parents to see, toggle off.
- Edit if needed **Start/End dates** of assignment
- Students** is the options auto set to All Assigned, meaning assigned to all students of sections this assignment will be assigned to, if you click "All Assigned", you can choose to only Assign to specific students if it is an assignment not all students need to complete.

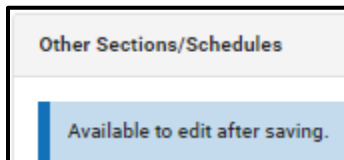


Grading:

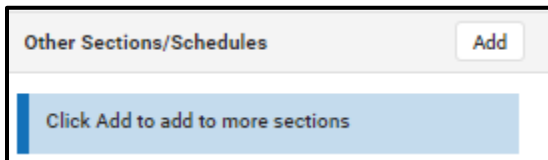
- Enter **Abbreviation** for assignment
- Seq** defaults to 1 and all can remain unless you want a different order that being driven by date
- Select which **Category** (created in earlier step) this assignment should be grouped under
- Select **Grading Task**
- Toggle **Scoring Type** (Points, Marks or elementary would be next Rubric section)
- Enter **Points** value for assignment
- Multiplier** (if this assignment for example was 50 pt but has 2x the weight compared to other assignments enter 2.0 otherwise leave defaulted at 1.0).



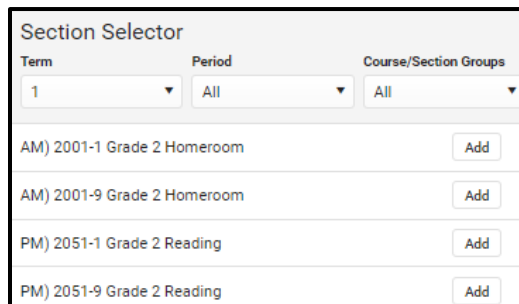
Other Sections/Schedules (to assign assignment to):



- To assign this assignment to other sections you teach, this will not be available until you Save the assignment assignment
- SAVE

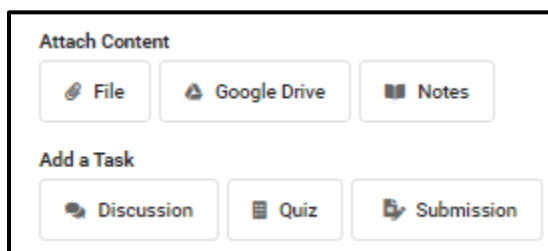


- Now on assignment editor screen there is "Click Add to add more sections, click Add."



- Click Add next to each section you want this assignment also assigned to.
- Click OK

- If desired, can attach content or Add a Task to this assignment (Not used much at WPS)



Other items to review for teachers:

❑ Grade Book

The screenshot displays the Grade Book interface. At the top, it shows the Term (1 (07/01/18 - 11/02/18)), Section (2) S4011-1 Algebra 1A, and Task (Grade). Below this are buttons for + Add, Library, Sort, and Filter. The main interface is divided into a left sidebar for Settings and a main content area. The Settings sidebar includes sections for Grade Book Setup (Assignment Defaults, Assignment Marks, Categories, Curriculum List, Filter Defaults, Grade Calc Options, Grading Scales, Section Groups), Grade Book Tools (Curriculum Copier, Category Copier, Multi-Post Grades, Score Analysis), Other (Help, Web Site Address), and Preferences (Display Sparkline Graph, Pass/Fail Coloring for Grades, Pass/Fail Coloring for Scores, Mute Pass/Fail Coloring, Save Alert, Assignments Per Page). The main content area shows a 'Save' button, a 'Students' dropdown menu, and a 'Grade Totals' column. A student is selected, showing details: 12 SISTeststudent, Beta; ID: 123010053; DOB: 04/02/1995; Groups: None; Login: Never; Grades Summary. Below this is a 'Comments (Appears on Portal):' text box and a 'Hide Others' button. A table shows the student's grades for four assignments: SRHW (25), Mult (24), Div (23), and CRQ (10). The table also includes a 'Hide Others' button and a 'Grade Totals' column. The table data is as follows:

Student	SRHW	Mult	Div	CRQ
12 SISTeststudent, Beta	25	24	23	10
12 SISTeststudent, Car...	23	21		9
12 SISTeststudent, Dalila	25		M	5
12 SISTeststudent, Erika	10	12	9	10
12 SISTeststudent, Ker...	25	23	22	M

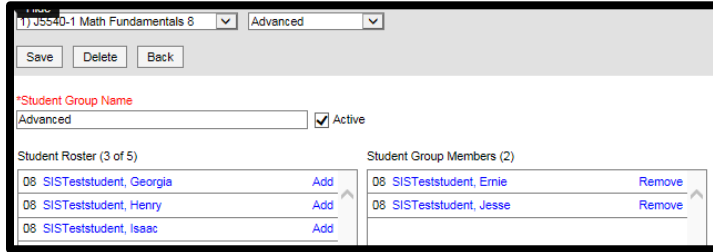
❑ Settings

- **Filter & Sort** – limit the students or assignments that you see & Sort options for grade book
- **Grade Book Set Up** – Grade Calc Options, Categories and Assignments
- **Copiers** – Copy categories & Assignments (current year or prior) to other courses/years
- **Web Site Address** – Have your own, add it here for parent/students to access from the portal
- **Preferences** – Select how you would like your grade book to look

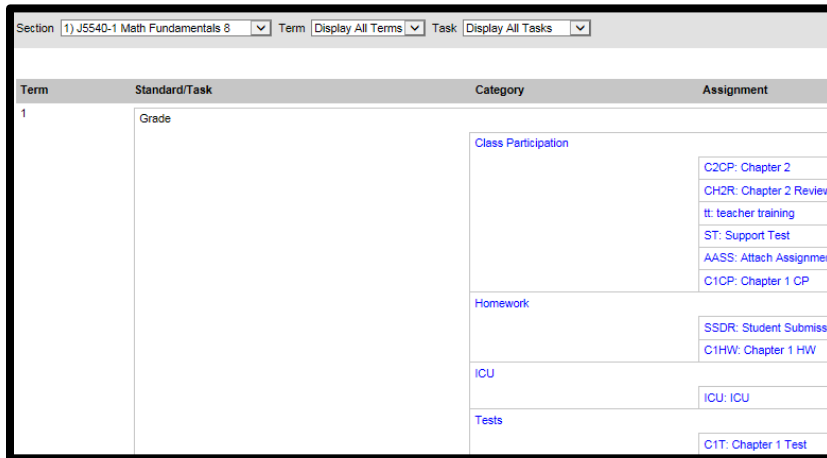
❑ Click on Individual Student to see

- **ID, DOB, Groups, Login (Parent)**
- **Grades Summary** – Brings up the students in progress and posted grades for this section.
- **Comments for Portal** – general comment to post to the portal for students/parents to see.
- **Sparkline and Box and Whiskers** –
 - **Sparkline** graphs how an individual student is doing across time on Assignments
 - **Box and Whiskers** graphs how a student did on an individual assignment compared to the other students in that section.
- **Hide Others** – For reviewing grades with individual students or parents.

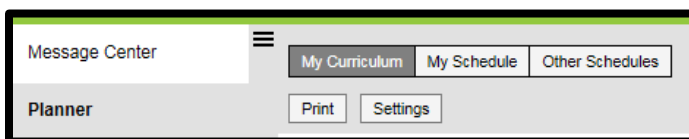
- ❑ **Student Groups** provides a way to sort students in a certain course/section to allow for the creation of different assignments for those students. New ability to click add/remove to create lists and they can belong to more than one group.



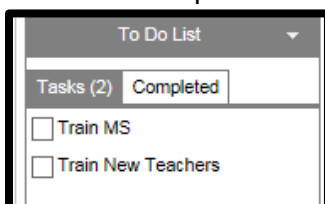
- ❑ **Assignment Overview** – A simple view of you section’s categories and assignments by term where you can view and edit the categories and assignments.



- ❑ **Planner**



- **My Curriculum** – view and print your curriculum and also view and print student attendance
- **Other Curriculum** – View and create assignments from other teachers planners
- **My Schedule** – view and print teachers scheduled course/sections and school events and also view and print student attendance
- **Other Schedules** – Click search on the bottom right hand corner to search for other teachers and save their schedule to view. Nice for departments to know when other teachers are available.
- **To Do List** – To do list in your Planner! Located at the bottom right hand corner of the planner, you can make a “To Do List”, check them off and drag to reorganize. View list of tasks to do and list of completed tasks.



--- Posting Grades end of Term/Midterm ---

- ❑ **Post Grades –**
 - **Grade Book**
 - **New Report Card Comments** in Posted Section

Section 1) J5540-1 Math Fundamentals 8		Term 1		Task Grade		+ Add	
Settings		Posted			In Progress		
Save		Percent	Grade	Fill Rpt Crd Comments	Points	Possible	Post Grade
08 SISTeststudent, Ernie		83.23 %	B	Joy to have in class	623	720	86.53 %
							B

- To post grades for In Progress Grades, Click **Post**
- Select which **Term** and **Grading Task** to post grades from
- Click **OK** twice
- Click **Save**

Post Grades

Post In Progress Grade(s)

In Progress/Proficiency Estimate from:

Term: 1

Task: Grade

Post to:

Term:

Task:

- **Post Grades Tool** (to post by Student or Standard/GradingTask)
 - Click **By Student** and it will change **By Standard/Grading Task**
 - Depending on which one you are using, **select student or standard/grading task**
 - Enter **Percent, Grades** and Report **Card Comments**
 - **Save**

Section 1) J5540-1 Math Fundamentals 8 Term 1 Task **Grade**

Save Post by Student Fill Percent, Grade, Comment

Students	Percent	Grade	Report Card Comments
08 SISTeststudent, Ernie	<input type="text" value="86.53"/>	<input type="text" value="B"/>	<input type="text" value="Joy to have in class"/>

--- OR ---

Section 1) J5540-1 Math Fundamentals 8 Term 1 Student **SISTeststudent, Ernie**

Save Post by Standard/Grading Task Fill Percent, Grade, Comment

Term	Standard/Grading Task	Percent	Grade	Report Card Comments
1	Grade	<input type="text" value="86.53"/>	<input type="text" value="B"/>	<input type="text" value="Joy to have in class"/>