*Information*NOW for Teachers – Classroom Grade Book

Accessing Grade Book

To access the Grade Book, click **Classroom | Grade Book**.

- Select the correct   Grading Period and
  click **Refresh**.   When the Grading
  Period is selected,   the *Active Date* will
  default to the last   date in the selected
  grading period. It is   not necessary to
  modify the date   unless selecting to
  View Daily   *Absence Listing*.

- To view the daily attendance for the selected date, click **View Daily Absence Listing**.

- To choose a course, select it by clicking on the course number that appears as a blue link or bullet the circle to the left
  of the course number and click the **View** icon . The list of students enrolled in the course will display.

> *Note: To include withdrawn students in the selected course roster, check Include Withdrawn Students before selecting the course.*

Options and Categories

Before the Grade Book may be used, *Options* and *Categories* must be created.

Options Setup

The Grade Book options   listed below are provided to
allow teachers to customize   features available in the
Grade Book.

To access, click Options   in the *Manage* section at
left.

Available options are:

- **View By Date Descending**: This will provide a view of the activities (such as *daily grades* and *test*) by date in descending order. Note that the manual Grade Book used by teachers displays items in *ascending* order. Using *descending* order allows the activity to be displayed closer to the student's name. The teacher would then not need to scroll to locate the activity.

- **Round Displayed Averages**: When selected, the average will be displayed in whole numbers.

- **Group by Category**: When this option is selected, the activities shown on the *Grade Book* screen will be grouped by categories. Example: All Homework activities would be displayed next to each other, and all Tests would be displayed next to each other.

- **Hide Student Names**: This option will hide student names from printed grading listings. For example: If grades are to be printed and posted in the classroom for students to view, the student names will not show; instead, students will be identified by Student Number.

- **Include Withdrawn Students**: Check this box to show students who were in class for only part of the selected grading period.

- **Display Total Points**: Check this box to display the total number of points accumulated by students. This is not available if either **Category Points** or **Category Average** is selected as the Averaging Method.

- **Display Student Averages**: This option will allow an average to display on the Scores tab of the Grade Book. The average that is displayed is controlled by the graded item that is marked with GPA Points in the Grading Period Setup.

- **Display Letter Grades**: Check this box to display a column that shows the current Letter Grade for the Average.

Note: This may differ from what is actually posted to a student's grade file due to rounding. The grade posted is not rounded; where as the average on the Score's tab is rounded to 2 decimal places. Also, if no letter grade is displayed, confirm that the numeric value is defined within a valid alpha grade on the scale.

- **Display Maximum Score**: Check to display the total points possible for each activity as part of the activity column heading.

- **Averaging Method** choices include:

  - **Points**: This is not an option because of BHS's standardized grading procedure.

  - **Average**: This is not an option because of BHS's standardized grading procedure.

  - **Category Points**: When averaging by the *Category Points* method, the average for each category is calculated as with the *Points* method, and then a percentage is applied to the categories to determine the average. Example: A category named *Test* will represent 60% of the students' grades and a category named *Homework* will represent 40% of the students' grades. Determine the *Test* average via the *Points* method from above, using ONLY the *Test* category for the total points earned and possible (All Tests = 273/300 = 91.0). Determine the *Homework* average by the same method (All Homework = 659/700 = 94.1). To apply the percentage, multiply 60% times 91.0 = 54.6, and 40% times 94.1 = 37.64; then add the products together (54.6 + 37.64 = 92.24). 92.24 is the average for this example.

  - **Category Average**: This average method is calculated the same as the *Category Point* method. Example: Average the *Test* category (91.0 + 96.0 = 93.5) and average the *Homework* category (92.0 + 93.0 = 92.5). Apply the percentage 60% times 93.5 (56.1) and 40% times 92.5 (37.0). The average would be the sum (56.1 + 37.0) = 93.1.

- **Student Sort by**: Selecting one of these options will reorder the students on the *Grade Book* screen. Generally, sorting by *Student Display Name* is used. Options include:

  - **Custom Order**: Allows teacher to arrange students in a custom order. Most often used to move new students to the bottom of the Grade Book. From the Grade Book *Comments* tab, click to **View** a comment for a student and enter a unique number in the *Custom Order* field. It is not necessary to add a Custom Order to every student. It is only necessary to add a Custom Order to new students. Then, when selecting to sort students by Custom Order, students with a unique identifier will drop to the bottom of the Grade Book list.

  - **Random Order:** Helpful when displaying the Grade Book to students with the *Hide Student Name* option selected.

  - **Score For Selected Activity**: Students will display in highest to lowest order for the selected activity.

  - **Student Average**: Students will display in high-low order for the running Grade Book average for the selected course and grading period.

  - **Student Display Name**: Students will display alphabetically by last name, first name.

  - **Student First Name**: Students will display alphabetically by first name.

  - **Student Number**: Students will display in order by student number which is auto-generated.

- **Standards**: This section is used to determine how averages are given to standards that are attached to the selected course.

  - **Standard Calculate Weight Maximum Value**: Check this box if the maximum weight will be calculated for the standard's grade.

  - **Standards Calculate Rule** options include the following:

    - ❖ **Current Grading Period**: Select this rule if the student's grade for a standard will only include the current grading period activities.

❖ **Running Section**: Select this rule if the student's grade for a standard will include the activities for the section of the current course in which the student is enrolled. A section may last all year.

❖ **Running Ter**m: Select this rule if the student's grade for a standard will include all activities for the term. A term may have more than one grading period but may not last all year.

• **Standard Scale**: Select the grading scale used to determine the standard's grade.

• **Standards Calculate Method:**

  o **Averaging**: Select this method if each individual activity is an average. The standard's grade is calculated by averaging all the activities.

  o **Points**: Select this method if each individual activity is based on points (example: 90/100). The standard's grade is calculated by dividing the total points earned by the total points possible.

• Click **OK** when all selections are complete.

Categories Setup

From the *Manage* section, select Categories. Examples of Categories are *Test, Homework, Project, Quizzes*, etc. This is no longer *Daily Grades* and *Nine weeks Exam* as it was in STI Classroom Module.

To add a Category, click on   the blue **Add** icon
. The *Add Category*   screen will appear

Enter information in the   following fields (an
asterisk* indicates a required   field):

• ***Name**: Name the type   of category for
   activities to be   graded.

• **Description**: Enter a more   detailed description of
   this category, if desired.

• **High Score to Drop**: If this   category will be
   allowed to drop a score,   enter the highest score
   to drop, if any. Leaving the   value at 0 (zero)
   would allow all scores to   drop.

• **Low Score to Drop**: If this category will be allowed to drop a score, enter the lowest score to drop, if any. Leaving the value at 0 (zero) would allow all scores to drop.

• **Percentage**: A percentage must be entered if using the *Category Points* or the *Category Average* method of averaging grades. Using a *Percentage* is the same as weighting a category.

  o Example A: A teacher might want her *Test* category to be 60% (enter **60** for the *Percentage* value) and the *Homework* category to be 40% (enter **40** for the *Percentage* value) of the grading period average. To compute the average, all the test activities are averaged together and all the homework activities are averaged together. The percentages would then be applied for each category, with the grading period average being the sum of these products.

  o Example B: A student has a 90 average on all his tests and a 95 average on all his homework. Apply the percentages (90 times 60% = 54 and 95 times 40% = 38) and add the products (54+38); the grading period average is 92.

Click **OK** to save the record. The screen will refresh to allow the user to enter to enter another category. When finished, click **Cancel**. This example displays the scenario described above.

Click **Close**.

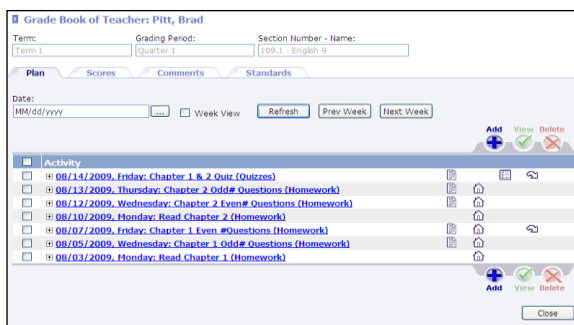## Adding Activities to the Lesson Plan

To add an activity, click the *Plan* tab in the *Grade Book* screen.

- Enter the date. To select the date popup calendar, click the ellipsis ([...]). Always click the **Refresh** changing the date.

  from a button button after

Note: To display all existing of date, clear the Date field and

*activities regardless click **Refresh**.*

- Click the blue **Add** icon [+] .

- Enter information into the following fields (an asterisk* indicates a required field):

  - ***Date**: Enter the correct date click the ellipsis button to the popup calendar.

    for this activity, or select the date from

  - **Day**: The day of the week is generated by the program.

    automatically

  - **Unit**: Name the unit that this desired.

    activity is covering, if

  - ***Category**: Select a category from the drop-list.

  - ***Activity**: Assign this activity a unique name. No two activities may have same name.

  - **Assessment**: Check this box if this assignment is an assessment given online via STIAssessment.

  - **View in Home Portal/Homework**: Check this box if this activity is to be viewable to the parents or for homework. Anything checked here will display online via the parent portal of *Information***NOW**.

  - **Graded**: Check this box if this activity will receive a grade. IMPORTANT: This must be checked in order for students to receive grades.

  - **Can drop student score**: Check this box if a score may be dropped for this activity. (You may want to check this every time—it saves you the trouble of going back later to check it if you need to drop a student's score.)

  - **Is entire activity dropped**: Check this box to drop all the scores for this activity.

    > *NOTE: Be aware that selecting this option will drop all the scores for this activity from all students' running average.*

  - ***Total**: Enter the total of points possible for this activity.

  - ***Weight Multiplier**: For this activity to be part of the grading period average, a number greater than 0 must be entered. 1 is the default value. By default, the weight multiplier will apply to the student's score only. For example, an activity worth 100 points is weighted 2.0 times. If a student earns 100 out of 100, the system will compute this as 200 out of 100. To weight the total possible points, the average method will need to be set correctly. See "Average Setup" on page 19 for further details. The weighted score will not display under the *Scores* tab of the Grade Book.

  - ***Weight Addition**: Enter a number here if points are to be added to each student's grade for this activity. This option behaves similar to

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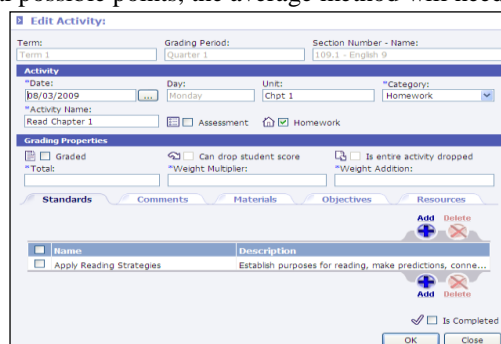
Weight Multiplier. For example, an activity worth 20 points is weighted 2.0 points. If a student earns 10 out of 20 points, *Information*NOW will consider this as 12 out of 20 points. See "Averaging Method" on page 2 for further details. The weighted score will not display under the *Scores* tab of the Grade Book.

The tabs at the bottom of the screen are not available until the activity has been created. Click **Create**. The *Edit Activity* screen for the activity that was just created will display.

NOTE: The tabs to be filled in will be based on your principal's requirements.

Standards

To add a standard to the lesson plan, while on the standards tab, click the blue **Add** icon.

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*Note: Standards will only be available if they have been attached to the course under **Scheduling | Valid Courses |** on the Standards tab. These will be there after entered through the Central Office at a later date.*

Click the standard name next to the name and appear showing the plan with standards
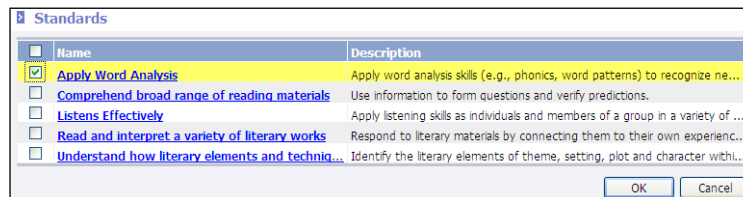
or put a check in the box click **OK**. A screen will standard on the lesson attached.

Copy Grade Books

Once a Grade Book is created, it another course. While in the **Copy Grade Books**.

may be copied to Grade Book, click

Select the course to which the Grade Book is to be copied. Click **OK**. Place a check next to each activity to copy. To select all check next to the box to the left of the *Date* column **OK**.

activities, place a heading. Click

Student Scores

Quick Entry of Student an Activity

There is more than one way to enter scores for the *Scores* tab.

Column Entry

The first option is to enter scores down the This is the quickest. To enter student scores in the *Scores* tab.

Click in the blue area to the right of the under the correct activity.


Scores in

activities. Select

Activity column. an activity, select

student's name and

Enter a score for the selected student and press the down arrow key on the keyboard. Enter the next student's score and press either the *Enter* key or the down arrow key to continue to move from student to student.

Fill

While on the *Score* tab, enter a grade for a student for a selected activity. Right-click on the grade and select **Fill**. Any students below the selected student on the list will be given the same grade as the selected student for the selected activity.
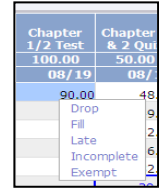
Drop

While on the *Score* tab, enter a grade for a student for a selected activity. Right-click on the grade and select **Drop**. The grade will not be calculated into the student's running average for the grading period. The grade will display in strikethrough font (ex. 52) on the *Scores* tab.

Note: Grades may only be dropped if, when the activity was created on the Plan tab, the option was checked for Can drop student score.

Display Flags

- A blue box around a student score indicates that the student was marked as absent on the date of that activity.

- If an assignment is marked as *Late*, a red-orange triangle is placed in the score box.

- If an assignment is marked as *Dropped*, the grade will appear as gray with a strikethrough.

- If an assignment is marked as *Incomplete*, the grade will appear with a blue triangle and an underscore.

- For an *Exempt* grade, the score box must be empty. Also, the activity itself must be set to allow exemptions (i.e., a final exam). An exempt activity will display as *EXT*.

Edit Student

Another option to enter or modify a score is to double-click on a cell across from the student and in the column of the activity for which the grade is to be entered.

Score Screen

- **New Score**: Enter a new score or edit the current score.

- **Comment List**: Select a comment from a list created under the *Comments* tab of the Grade Book.

- **All Activities in Category Dropped**: This option informs the user the score was dropped when *Is Entire Activity Dropped* is checked on the *Activity* page under the *Plan* tab.

- **User Dropped**: If allowed via the Activity setup, the score can be dropped as to not affect the student's average. This option will not be available if, when the activity was created on the *Plan* tab, the box to *Can drop student score* is not checked.
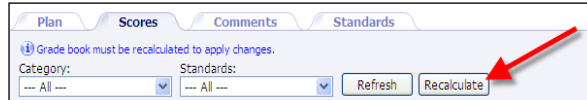
- **System Dropped**: Indicates that, when the activity was created on the *Plan* tab, the box *Is entire activity dropped* is checked. Scores received for a dropped activity will not affect the running average for the student.

- **Comment**: A custom comment may be entered here which will show up on the progress reports.

- **Is Incomplete**: Checking this box will mark the cell with a blue triangle in the top left corner.

- **Is Exempt**: Check this box if the student is exempt from this activity (for instance, the activity might be a semester final exam).

> *Note: A student may only be exempt from an activity if the activity is tied to a graded item that allows exemptions.*

- **Is Late**: Check if the student turned the assignment in late. Assignments that are marked as late will appear with a bright orange triangle next to the score on the Grade Book screen.

Click **OK** to save changes to the student grade record. User should click the **Recalculate** button to update averages for each student.
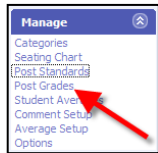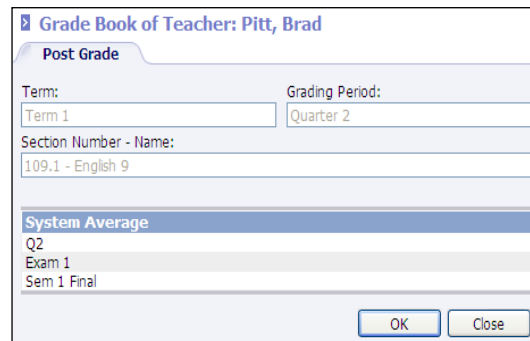
Posting Grades

At the end of each grading period, grades must be posted from the Grade Book to the student's grade file for report card printing.

> *Note: Posting grades must be enabled. Administrators will enable this at the end of period.*

 the grading

Before posting, press the **Recalculate** *Scores* tab to ensure that the students' up to date. button on the averages are

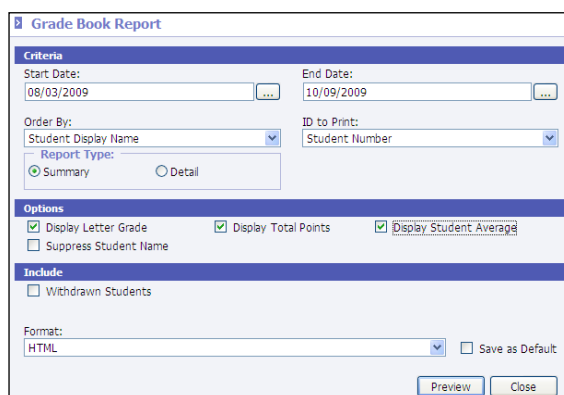To post the grades for the selected grading period, go to *Post Grades* under the *Manage* menu at left.

Grade Book Reports

Reports are available on the *Grade Book* screen under the *Reports* menu at left. If a dialog box allowing you to preview a report (save or open) does not appear after a few seconds, the pop-up blocker on your CPU must be disabled.   Also, **most reports will view better using Adobe Acrobat (pdf) format. (Check "set as default" if you want your reports to print in .pdf.)**

Grade Book

The Grade Book report may be accessed from the **Classroom | Reports** menu or from **Classroom | Grade Book** after selecting to **View** a course. Any user who has teacher privileges or access to **Classroom | Grade Book** may print the report.

- When generating the report from **Classroom | Reports**, the report will be generated for the selected grading period and section. The report will only be generated for the current grading period. The current date will be used to determine the current grading period. User must have teacher privileges and be assigned to the section to generate. When report is generated from this location the report will include all sections to which the teacher is assigned for the current grading period.

- When generating the report from **Grade Book**, users must first next to student(s) to be included and then click **Grade Book** to report for the selected students. print for the selected course only. **Classroom |** place a check on the report generate the The report will Users may enter

the date range for which to print.

- **Start Date**: Includes activities on or after Grading Period Start date. Defaults to current grading period start date.

- **End Date**: Includes activities on or before Grading Period End date. Defaults to current grading period end date.

- **Order By**: Select to order report by:

    o Student Display Name: Order students by display name (Alpha ascending).

    o Student ID: Order students by value selected in *ID to Print* (Alpha then numeric, ascending).

    o Section Average: Order students by section average (Numeric descending).

- **ID to Print**: Select to print *Alternate Student Number*, *Social Security Number*, *State ID Number*, or *Student Number*.

- **Report Type**: Select *Detail* or *Summary*.

- **Include Withdrawn Students**: Select to include students who are currently withdrawn from the section regardless of their current enrollment status.

- **Suppress Student Name**: Check to hide student names on printed report.

Note: When printing a summary report and activities reach the right margin a new page will be started containing the remaining activities so the user can view the entire report by laying the pages side by side.

Progress Reports

Progress Reports prints the current average for the selected student(s). **Check with your principal before printing to be sure what information should be included.**

Options include:
- **Absence Reasons**: Select the absence reasons to be included in the selected daily attendance counts.

- **Attendance**: Prints Year-To-Date and Grading Period daily attendance. Period Attendance may be included as well.

- **Section Comment**: Enter a comment to be printed for each section.

- **ID To Print**: Select the ID to print on the report card (*None*, *Student Number*, *State ID Number*, *Alternate Student Number*, and *Social Security Number*).

- **Min/Max Student Average**: If a value is entered, only the students who have averages between the Min/Max parameters will be displayed in the report. It is not necessary to enter both a Minimum and a Maximum.

- **Class Average**: Includes the overall class average for each activity.

- **Period Attendance**: Check to include period attendance counts on the report card.

- **Total Points**: Displays the total points earned for the student for the grading period.

- **Signature Line**: Prints a parent/guardian signature line.

- **Category Averages**: Provides a breakdown on the student is doing in each category.

- **Min/Max Category Averages**: To include only students with an overall category average in a given range, check the *Category Averages* box and enter the numeric range in the fields provided.

- **Letter Grade**: Prints the letter grade equivalent of the current running average for the student directly below the running average.

- **Student Comment**: Includes comments entered on the activity grade under *Scores*.

- **Student Mailing Address**: Prints the student mailing address on the report for mailing.

Lesson Plans

The Lesson Plans Report prints the lesson plans based on a selected date range. The report may be used as a summary count or a detailed list.

- **Staff Filter**: Select the filter of which to print. This option is printing from the Grade Book staff for disabled when reports menu.

- **Start/End Date**: Select the range of dates of the activities to be included in the report.

- **Include Activities**: Check to include information from the activity tabs on the report.

- **Activity Attribute Text**: Select to include *Public*, *Private* or *Public and Private*.

- **Activity Attributes**: Select the activity tabs to be included in the report.

- **Minimum Number of Days With Plans**: Enter the minimum number of days with lesson plans to be included in the report.

- **Activity Categories**: Select the activity categories (i.e., *Homework*, *Quizzes*) to be included.

- **Sort Activities**: Select to sort activities by *Date/Category* or *Category/Date*.

- **Sort Section**: Select to sort the various sections by *Teacher Name* or *Section Number*.

Worksheet Report

The Worksheet Report allows a teacher, or an administrator with appropriate rights, to print a worksheet for a specific date range, with specific activities, with or without grades/scores. It also allows the teacher to print either the student names or student numbers (for example, to print grades on a particular activity).

- **Start/End Date**: Enter the date range for activities to include.

- **Activities**: Users may also place a check next to the activities to be included on the worksheet.

- **Include**:

  o **Print Scores**: Check to include the student scores for all included activities.

  o **Print Average**: Check to include the student's running average.

- **Print Letter Grade**: Check to include the letter grade equivalent of the grade.

- **Print Student Name**: Check to include the student name on the report. Uncheck this option if, for example, scores are to be posted to a bulletin board.

Missing   Assignments   Report

A Missing Assignments report has   been added and may be
accessed from:

- The **Classroom | Reports**   menu.

- The **Classroom | Grade**   **Book** menu.
  Select to **View** a course.   Select the
  Missing Assignment link   under the **Reports**
  menu at left. Any user who   has teacher
  privileges or access to   **Classroom |**
  Grade Book may print the   report.

- The **Student | Student Maintenance** menu. Select to **View** a student. Select the **Missing Assignment** link under the **Reports** menu at left.

- **Start Date**: Includes activities on or after this date. Defaults to current grading period start date.

- **End Date**: Includes activities on or before this date. Defaults to current grading period end date.

- **Order B**y: Select to order by *Student* or *Section*.

  - Student: Lists each student with each section (ascending by time slot) then each activity (ascending by date) for the sections where scores are missing.

  - Section: Groups by full Section Number ascending, then lists activities ascending by date, then students (ascending by display name) who are missing activity scores.

- **ID to Print**: Select to print *Alternate Student Number*, *Social Security Number*, *State ID Number* or *Student Number*.

- **Count Zeros as Missing**: Will include activities for which a student received a 0 grade.

- **One Per Page**: If checked, a page break will be inserted based on the *Order* selected.

- **Suppress Student Name**: Check to hide student names on the printed report.

- **Alternate Scores Only**: Will only print activities for which Alternate Scores have been assigned.

- **Alternate Scores**: Select the Alternate Scores to include on the report or select **--- All ---**.

- **Withdrawn Students**: Check to include students who have withdrawn from the section.

Seating Charts
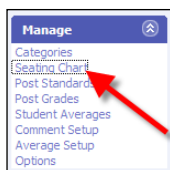
Seating charts may be created for displaying students. To create a seating chart, open the Grade Book for the course.

Click **Seating Chart** at left under the *Manage* menu.

A grid will display with a list of students enrolled in the course to the left. If photographs have been installed and assigned to students, student photos will display.

Grid Size

The grid defaults to 8 seats across and 8 seats deep. To modify the grid size, change the number of seats across or deep and click **Refresh**.

Insert/Remove Students

To place students within the seating chart, click the student and drag them to the position in the chart.

To remove students from the grid, click the student's picture and drag it back to the student list at left.
To save changes, click **OK**.

Print Seating Chart

To print the seating chart, perform one of the following steps:

- While on the seating chart screen, click **Print Screen** under the *Tasks* menu in the upper left hand corner.

- Under **Classroom | Attendance**, select the course. Click **Seating Chart** under the *Manage* menu in the upper left hand corner.

- Under **Classroom | Roster**, select the course. Click **Seating Chart** under the *Manage* menu in the upper left hand corner.

Other Tips

What is the blue box?

What is the blue box surrounding student's scores for Activities?

The blue box indicates the student was marked absent for that period and for the day of the activity.

Can student be accessed

demographic information from the Grade Book?

Yes. Click on the maintenance screen

student's name and the student's will open.

Note: The ability based on

to access student information is privileges assigned to the user.

What do the symbols mean in the Alerts column?

If permission is granted to users to view alerts, these alerts may be viewed under the *Alerts* column within the Grade Book. The icons pertain to the particular student.

Note: Alerts will only display if data is entered for the student. For example, if a student has not been given rights to access the Internet, the Internet access icon will appear for the student.

Cross: The student has been marked as having a medical alert. Click this icon to view the student's alert.

Graduation Cap: The student has been assigned an IEP (*Individual Education Plan*).

 Balloon: The student has been marked with a special alert. Double-click on the icon to view the special alert.

*Information*NOW for Teachers – Classroom Attendance

Taking Attendance in *Information*NOW

Teachers should first log in to *Information***NOW** and select the appropriate school. Then perform the following steps:

- From the menu tree at left, select **Classroom |** **Attendance**.

- Select the correct *Active* *Date* (the date for which attendance is to be entered) and *Grading Period*. The current date and period will appear by default, but the user may change these values if necessary. Click **Refresh**.
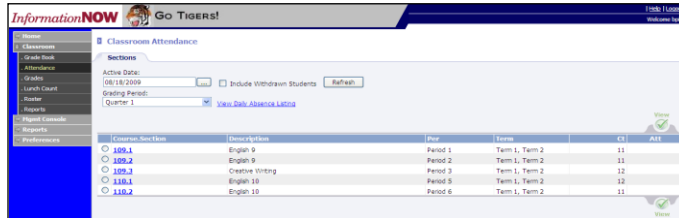
Note: When the Grading Period is changed, only *dates within* *that grading period may be selected.*

- Choose the course for which attendance is to be taken by clicking on the Course Number that appears as a blue link or by clicking to bullet the circle to the left of the course number and then clicking **View**.

- The *Attendance* screen will appear displaying a list of currently enrolled students.
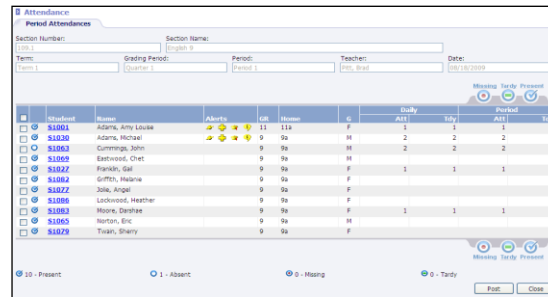
There are three attendance statuses for students for the selected day and period:

 Present Missing Tardy

- Students will be marked *Present* as indicated by the icon to the left of their name. However, if a student has been marked as absent for the day (this could happen, for instance, if the office marked the student absent), the student will appear with an *Absent* icon to the left of his/her name, as indicated by student John Cummings in the view above.

Marking Student Missing

- To mark a student as *Missing*, check the box to the left of each missing student's number. Click the **Missing** icon.

- The *Missing* icon will appear next to any student who was marked as *Missing*.

- The number of *Missing* students will be updated in the count at the bottom of the screen.
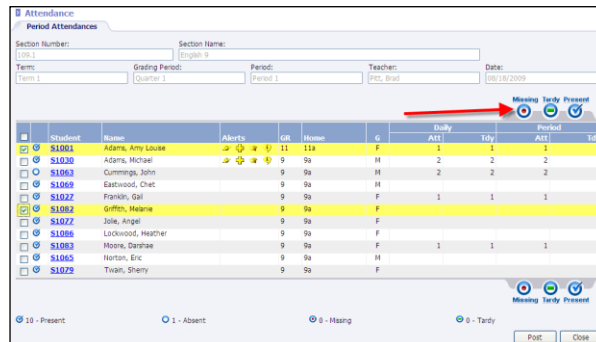
Marking Student Tardy

- To mark a student as *Tardy*, check the box to the left of each applicable student number. Click the **Tardy** icon.

- The *Tardy* icon will appear next to any student who was marked as *Tardy*.
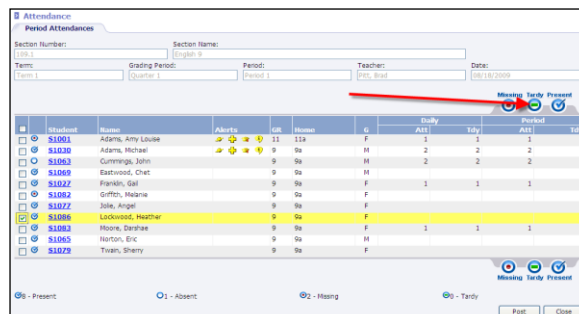
- The number of ⊖ *Tardy* students will be updated in the count at the bottom of the screen.

Posting Attendance

Once all students in the course have been marked as *Missing* or *Tardy*, click **Post** to complete the attendance process. <mark>**First period attendance must be submitted by 9:00.**</mark> *Once a teacher has posted attendance, all changes must be performed by the front office.*

(Handout compiled & edited by Natalie Martin,. July 2010, from Software Technology Incorporated, InformationNOW)
Revised by Holly Hunter, Blackman High School, August 2014