Gradebook

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Introduction

SchoolSpeak's gradebook resource enables teachers and administrators to record class assessments and monitor and report on student progress. With SchoolSpeak's gradebooks, it is easy for a teacher to add an assignment, grades and comments. The easy to use interface is the front face to a gradebooks with powerful capabilities and functionality. The gradebook may be customized based on the teacher or school preferences reflecting grade level or subject specific grade reporting requirements. Its powerful features include support for both traditional and standards-based grade recording, student progress analysis, complete integration with SchoolSpeak's report cards and the ability to share student progress reports with parents. This guide will walk teachers and SchoolSpeak administrators through how to use the gradebooks and progress reports as well as the various options available.

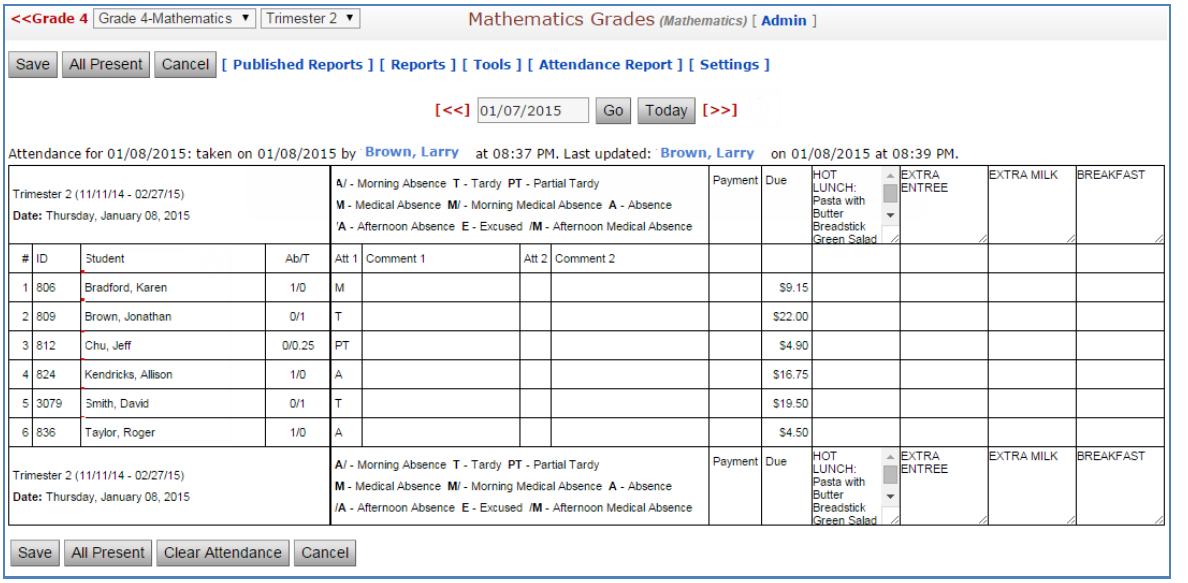
Benefits of SchoolSpeak's gradebooks

- Teachers may record assessments using traditional letter/number grading
- Teachers may perform assessments using standard-based grading
- Gradebooks may work in a hybrid mode where schools use a combination of both traditional and standards-based grading
- Teachers may provide comments or supply private notes to supplement student progress
- Gradebooks links directly to the SchoolSpeak Report card
- Gradebooks may be customized by subject or schools may opt to provide general guidance
- Easily configured by teachers and SchoolSpeak administrators
- Able to publish progress reports to provide parents with insight to student progress

Additional gradebook features

The gradebooks can provide additional support with added available features such as:

- Seating charts for classrooms or subject class
- Subject specific class attendance



- Integration with SchoolSpeak's Daily resource when used with attendance

Grading options

- ✓ Supports traditional letter grade grading, standard-based grading or a combination of both
- ✓ Traditional grading (assessments use achievement scores)
  - Records student assignments and calculate overall grades (point, percentage or letter).
  - Teachers can define letter grade scheme (ABCDF, OGSN etc.) and how grades are computed for each gradebook/subject (although usually set by school administrators).
  - Letter/percentage grades may differ based on grade level, subject and class if necessary
    - For example Kindergarten may use VG, G,P while 8th grade uses an A for a percentage scheme
  - Traditional grading calculations options include total points earned, category weighted and assignment weighted calculations.
  - Score calculation rounding options may be determined by teacher/school
  - Teachers may override a term grade score and sync it with the report card
- ✓ Standard based grading support
  - Supports standard grade score calculations based on power law, most recent score (mastery), decaying average of scores, average, mode and median (Others methods may also be available.)
  - Schools may decide on the standard grade score value type for example (+,V,-), (4,3,2,1), (M,MP,P)
  - Schools may use a combination of standards and strands
  - Standards may be set up according grade level and subject
  - Homework and lesson plan resources may access the same standards
  - Custom reports show the progress of the student with respect to standard or assessment
- ✓ Teacher may provide progress reports to parents and students to show student progress
  - Progress reports may be customized to show both traditional and standard assessments
  - Schools may allow custom reports per subject or create standard report formats
- ✓ GPA status may be calculated based on class/subject weights
- ✓ Score codes may be used to track students' progress in lieu of a score
- ✓ Comment codes allow teacher to add comments to an assignment quickly and easily

- ✓ Analysis tools provide a view of the student and class progress
- ✓ Missing assignment/performance are reports available and automatic emails to parents may be sent
- ✓ Progress reports may be published (online) or printed
- ✓ Teachers may provide comments based on the assignment that may be published or may enter private teacher notes
- ✓ Reports include summary level reports, standard-grade analysis
- ✓ Gradebooks may be locked after term is complete to prevent accidental changes
- ✓ Gradebooks are integrated with SchoolSpeak's report cards – can transfer overall grade percentages and letter grades, standards values and attendance.
- ✓ Gradebooks can be expanded to input and transfer additional data to Report Card such as effort, conduct, comment codes and text comments.

SchoolSpeak's Gradebooks

SchoolSpeak's gradebooks were designed with the teacher in mind. Using a very simple interface the teacher may easily record a student's assessment on tests, projects, homework and other type of assignments. Because SchoolSpeak's gradebooks are online – teachers may access their gradebooks anywhere they have an internet connection.

Do I need a gradebook?

Gradebooks allow teachers to record student assessments and calculate overall grades. But more importantly, gradebooks show the student's progress – the student's *journey* in learning. In the past, many teachers especially in the earlier grades may have assessed a student as the end of the term based a number of factors. Today, teachers want to see that student's journey and identify the areas of both progress and concern so that the student is best supported based on his/her own needs. With SchoolSpeak's online gradebooks, teachers may enter assessments throughout the term so they can view the true progress of the students. Also, SchoolSpeak Administrators may allow teachers to add comments, and other grades such as effort/conduct in the gradebooks as well.

Gradebook data is not limited to 'just grades'. Teachers may also provide share additional information such as effort and conduct grades in preparation for the report card process.

But what about the specials teachers?

Often, teachers of specials such as Physical Education, Music and Art do not track assessments throughout the term, but just award a grade at the end of the term. In such cases, SchoolSpeak administrators may opt to allow the teacher to input the grade directly in the report card and do not need gradebooks. However, recent school trends show that Administrators are asking specials teachers to input the score into their gradebooks for easier administration and visibility.

Multiple sections of a subject (Levelling)

Schools often create multiple levelled sections of a particular subject such as math or reading to accommodate the individual needs of the students. The SchoolSpeak gradebooks can easily handle

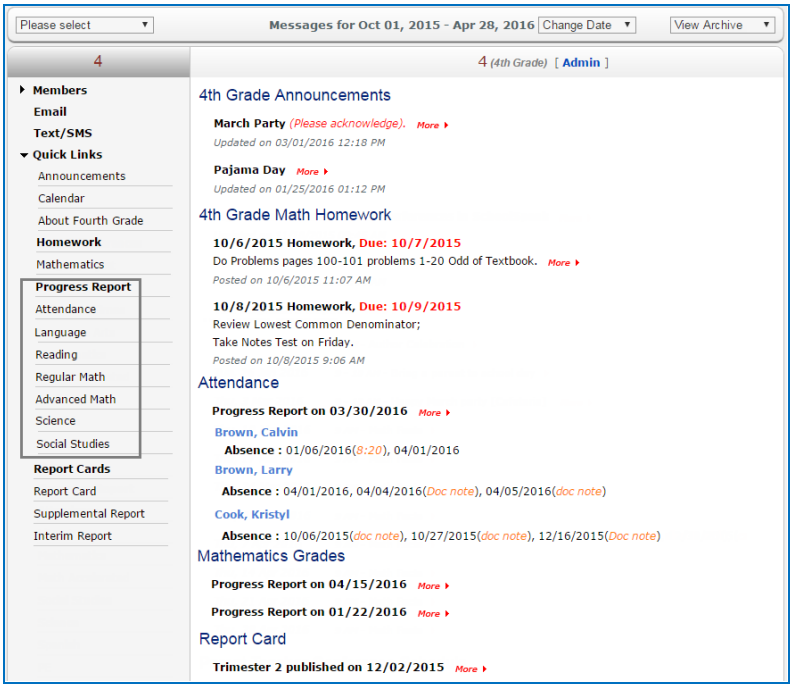
these requirements. The SchoolSpeak administrator can create levelled section groups and provide teachers with gradebooks for each levelled section making it easier for teachers to record each section's assessments.

Where do I find the gradebooks?

Gradebooks are typically added to the grade level groups such as 2nd grade, 5th and 8th grade under the Progress Report section. The gradebook is location is usually based on the student homeroom group. Sometimes, gradebooks can be added to subject oriented class groups such as Algebra, Geometry and History although this is primarily in multi-sectioned middle school levels. Generally, for single classroom based K-8 schools or for groups where the students are primarily taught as a homeroom group, we recommend adding gradebooks to grade or homeroom groups so that you can access consolidated reports and it is easy for parents and students to access grades.

A Typical Classroom with Gradebooks Displayed.

The picture below shows a typical K-8 classroom group.



Working with the Gradebooks

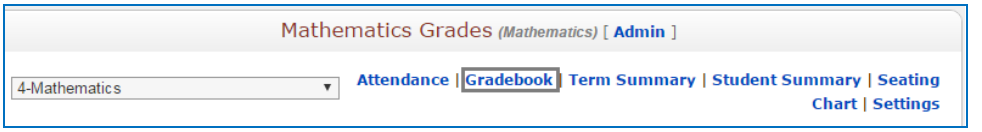
To access a gradebook (also accessing an attendance book)

1. Go to the grade level group on the home page where the gradebooks are located. For example, the 4th grade teacher will find the gradebooks within the 4th grade group under the Progress Report header in the quick links section.

2. Locate the **Progress Report** section.

3. Locate the correct subject and click on the gradebook name to access it.

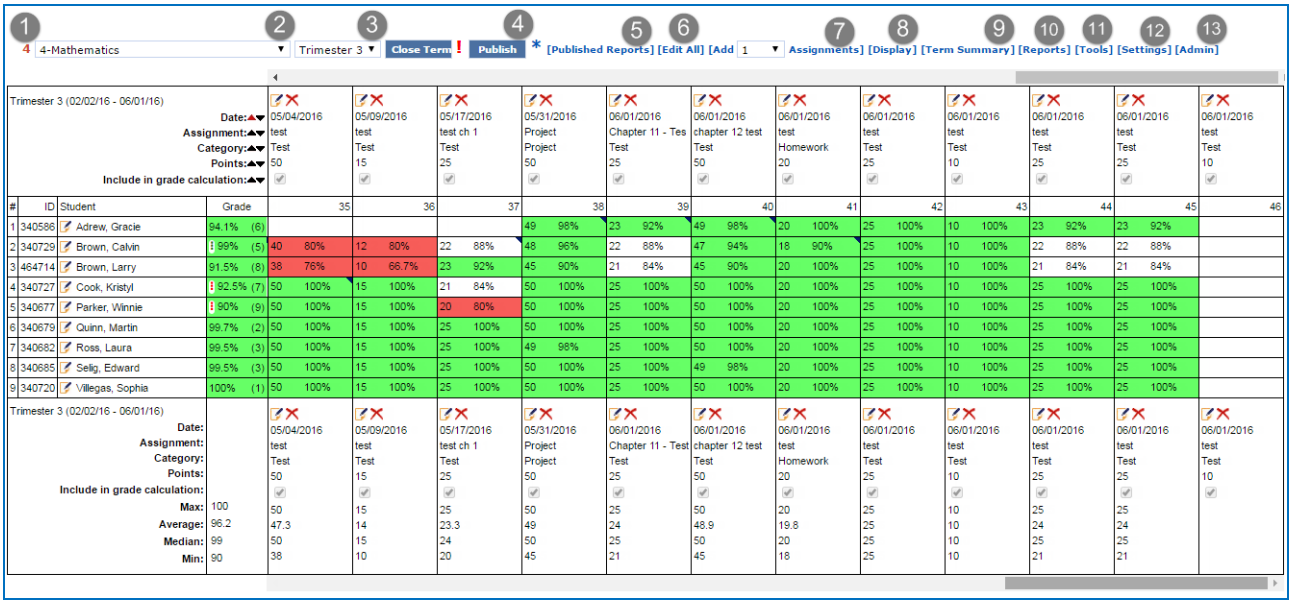
4. Click **Gradebook** on the top-right.



The gradebook page is displayed.

Overview of the Gradebook

The top menu of the gradebook provides teachers with powerful functionality.



When opening a gradebook, the teacher will see the students in the class as well as all of the recorded assignments in columns to the right.

A full description for the various menu options is included in the subsequent sections.

Gradebook screen menu options

At the top of the screen, the teacher may access powerful functionality to customize their experience. Each menu item is summarized below. Items noted with * are described in more detail within this guide.

1. *Group* – The group where the gradebook is located is indicated in red. This may not be the same as the group on the VIEW permission of the gradebook resource when using levelled gradebooks.

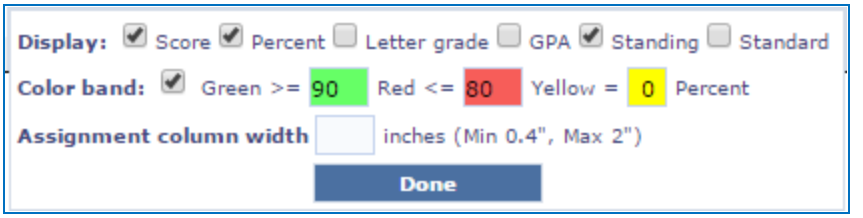
2. *To Change your gradebook* – Click the drop-down arrow and locate the appropriate gradebook.

3. *To Change the term* – Click the drop-down to change the term.
4. *Publish* – Click to publish a progress report for this gradebook.
5. *Published Reports* – Click to view previously published reports.
6. *Edit All* – To access all assignments in EDIT mode.
7. *Add # Assignments* – To add a single or multiple assignments at one time.
8. *Display** – Click to access the gradebook page display settings.
9. *Term Summary** – Click to display term summary grade settings as well as other fields that may be tracked.
10. *Reports** – Access a list of useful reports including standards based reports.
11. *Tools** – Access additional gradebook functionality including creating a CSV and close/lock.
12. *Settings** – Click to modify the parameters of this gradebook.
13. *Admin* – Access the View, Edit and Admin permissions of the gradebook.

* Screen menu options – Detailed

Display

Teachers may change the way the screen within the gradebook displays data.

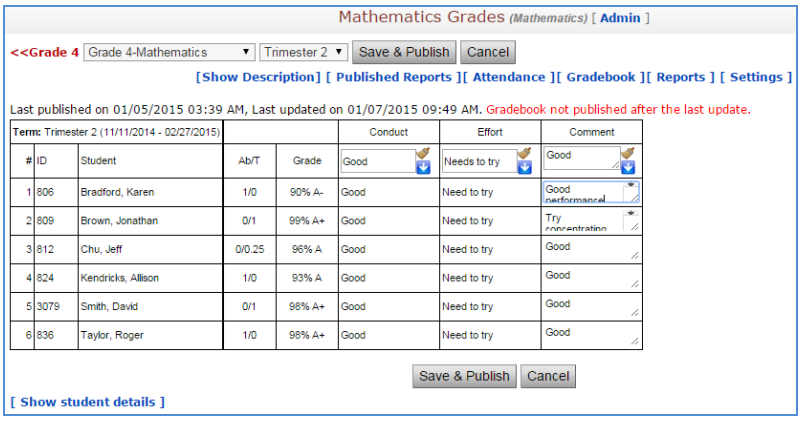


Options

- ***Display*** – Choose the score format to display in the view mode of the gradebook
- ***Color band*** – Teachers may opt to use colors to help identify student progress at indicated percentage levels
- ***Assignment column width*** – Change the assignment column width

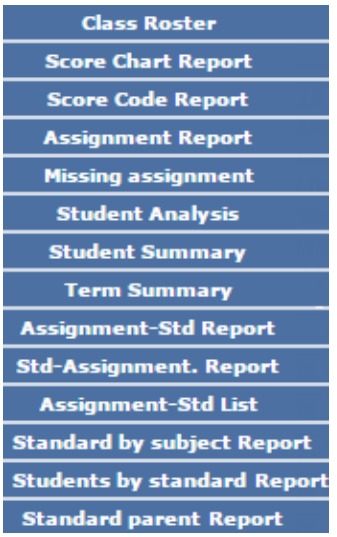
Term summary

Teachers may view the term summary of their class traditional achievement grades and standard grades. Schools may opt to include other assessments items such as Effort, Conduct and Comments.



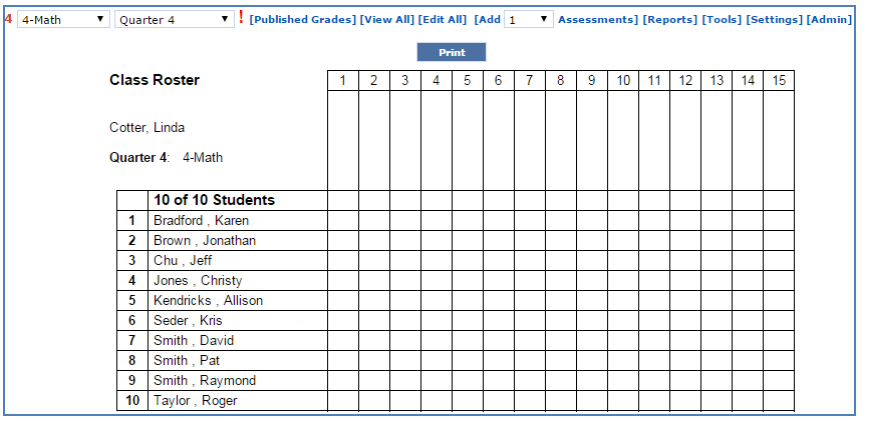
Reports

Teachers have a variety of reporting options in the gradebook. A full list is included. Please note the list may differ based on your gradebooks's setup.Standard grading report options will be described within the standard based grading guide.

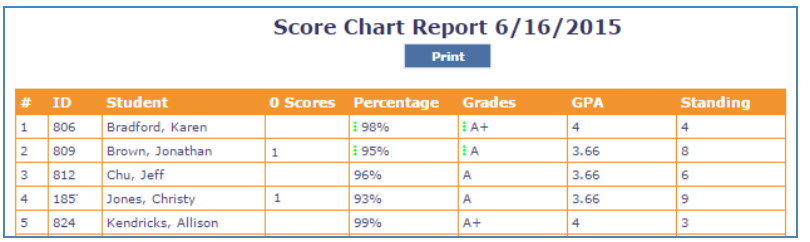


Note: Parents will be able to view only the Standard Parent Report.

Class Roster: Displays the names of all the students of the selected group with blank entries. You can use this report for multiple purposes.



Score Chart Report: Displays the grade as well as a count of zero scores of all students for the selected group and term.

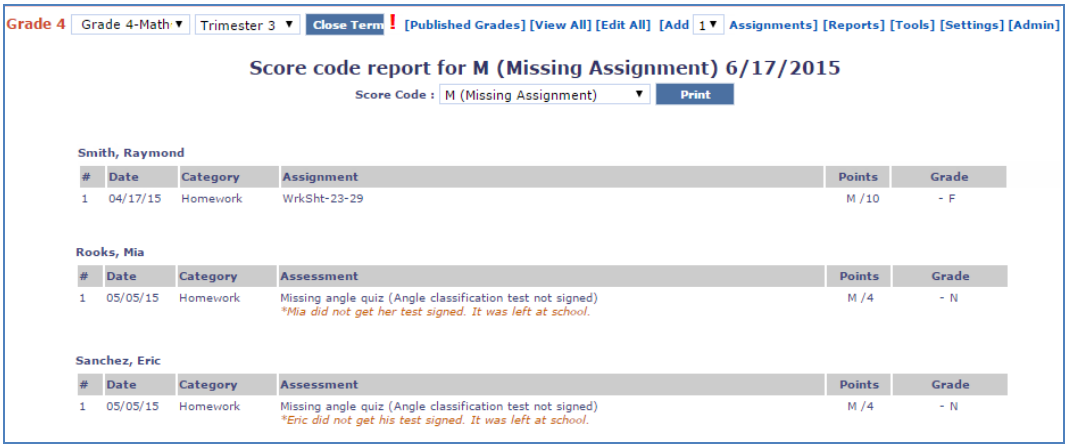


Score Chart Report 6/16/2015

Print

#	ID	Student	0 Scores	Percentage	Grades	GPA	Standing
1	806	Bradford, Karen		98%	A+	4	4
2	809	Brown, Jonathan	1	95%	A	3.66	8
3	812	Chu, Jeff		96%	A	3.66	6
4	185	Jones, Christy	1	93%	A	3.66	9
5	824	Kendricks, Allison		99%	A+	4	3

Score Code Report: Displays the count of indicated score codes of all students for the selected group and term.



Grade 4 | Grade 4-Math | Trimester 3 | Close Term | [Published Grades] [View All] [Edit All] [Add 1 Assignments] [Reports] [Tools] [Settings] [Admin]

Score code report for M (Missing Assignment) 6/17/2015

Score Code : M (Missing Assignment) Print

Smith, Raymond

#	Date	Category	Assignment	Points	Grade
1	04/17/15	Homework	WrkSht-23-29	M /10	- F

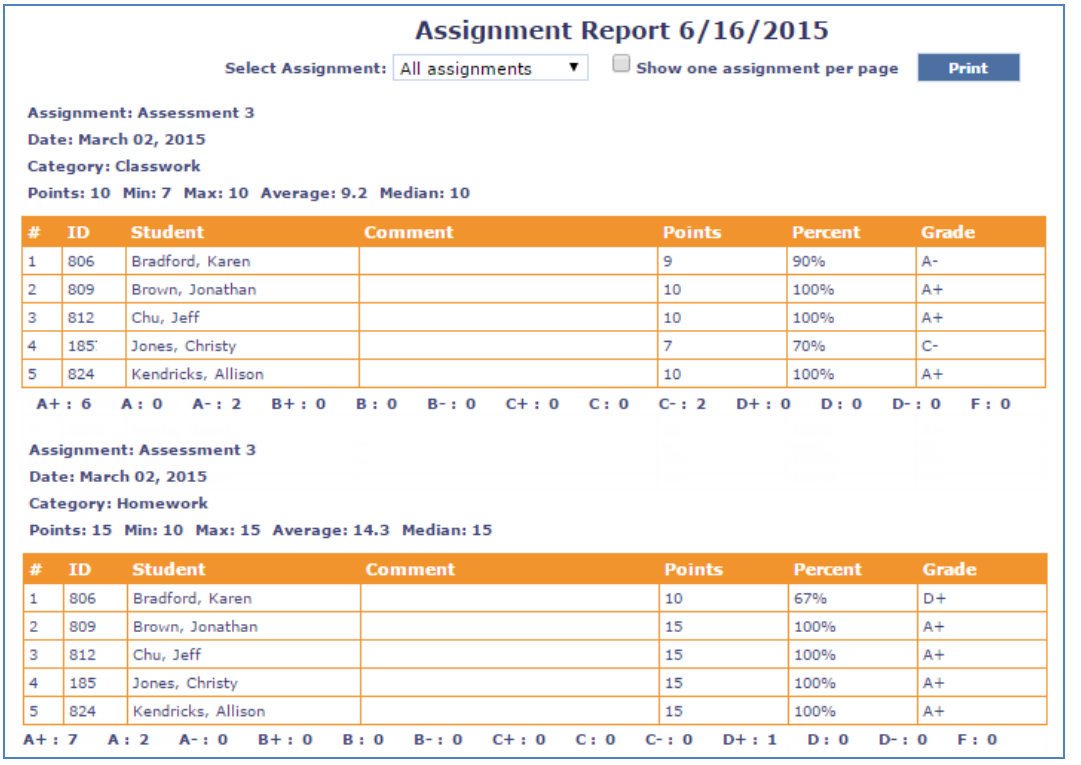
Rooks, Mia

#	Date	Category	Assessment	Points	Grade
1	05/05/15	Homework	Missing angle quiz (Angle classification test not signed) *Mia did not get her test signed. It was left at school.*	M /4	- N

Sanchez, Eric

#	Date	Category	Assessment	Points	Grade
1	05/05/15	Homework	Missing angle quiz (Angle classification test not signed) *Eric did not get his test signed. It was left at school.*	M /4	- N

Assignment Report: Displays the assignment score details of all students for the selected group and term for each assignment.



Assignment Report 6/16/2015

Select Assignment: All assignments | Show one assignment per page | Print

Assignment: Assessment 3
Date: March 02, 2015
Category: Classwork
Points: 10 Min: 7 Max: 10 Average: 9.2 Median: 10

#	ID	Student	Comment	Points	Percent	Grade
1	806	Bradford, Karen		9	90%	A-
2	809	Brown, Jonathan		10	100%	A+
3	812	Chu, Jeff		10	100%	A+
4	185	Jones, Christy		7	70%	C-
5	824	Kendricks, Allison		10	100%	A+

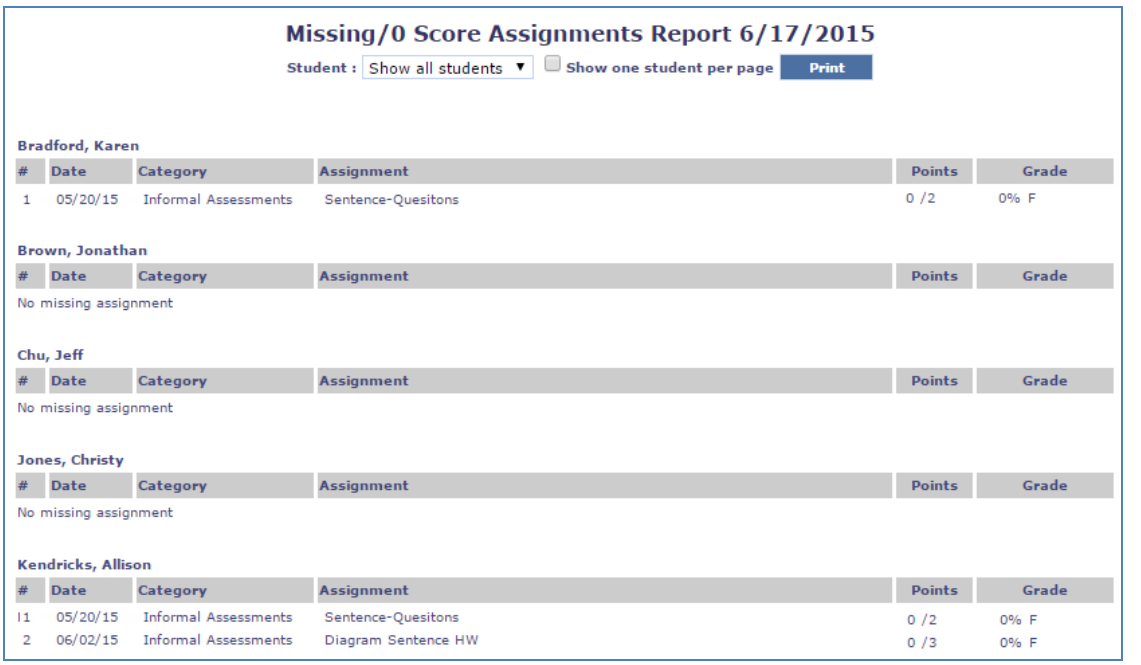
A+ : 6 A : 0 A- : 2 B+ : 0 B : 0 B- : 0 C+ : 0 C : 0 C- : 2 D+ : 0 D : 0 D- : 0 F : 0

Assignment: Assessment 3
Date: March 02, 2015
Category: Homework
Points: 15 Min: 10 Max: 15 Average: 14.3 Median: 15

#	ID	Student	Comment	Points	Percent	Grade
1	806	Bradford, Karen		10	67%	D+
2	809	Brown, Jonathan		15	100%	A+
3	812	Chu, Jeff		15	100%	A+
4	185	Jones, Christy		15	100%	A+
5	824	Kendricks, Allison		15	100%	A+

A+ : 7 A : 2 A- : 0 B+ : 0 B : 0 B- : 0 C+ : 0 C : 0 C- : 0 D+ : 1 D : 0 D- : 0 F : 0

Missing Assignment: Displays the count of missing assignments of all students for the selected group and term. Teachers should use the missing assignment score code.



Missing/0 Score Assignments Report 6/17/2015

Student : Show all students ▾ Show one student per page Print

Bradford, Karen

#	Date	Category	Assignment	Points	Grade
1	05/20/15	Informal Assessments	Sentence-Quesitons	0 /2	0% F

Brown, Jonathan

#	Date	Category	Assignment	Points	Grade
No missing assignment					

Chu, Jeff

#	Date	Category	Assignment	Points	Grade
No missing assignment					

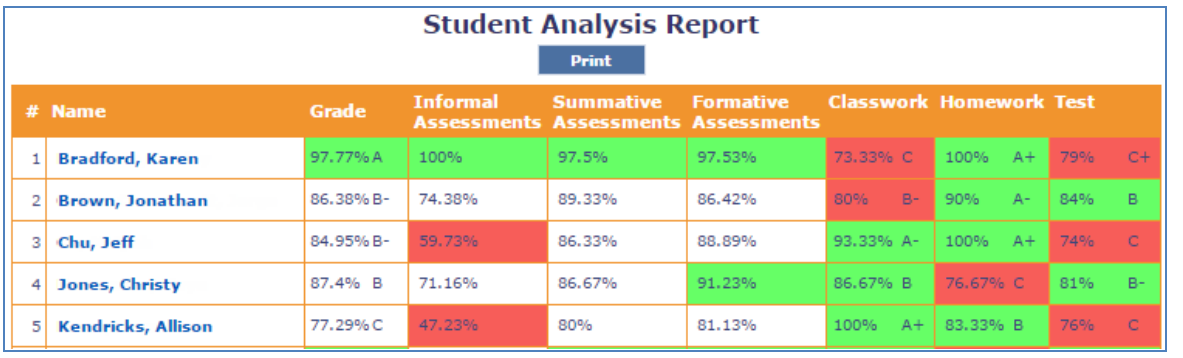
Jones, Christy

#	Date	Category	Assignment	Points	Grade
No missing assignment					

Kendricks, Allison

#	Date	Category	Assignment	Points	Grade
1	05/20/15	Informal Assessments	Sentence-Quesitons	0 /2	0% F
2	06/02/15	Informal Assessments	Diagram Sentence HW	0 /3	0% F

Student Analysis: Displays the over all grade details of each assignment cateogry such as classwork, homework, project works, test.

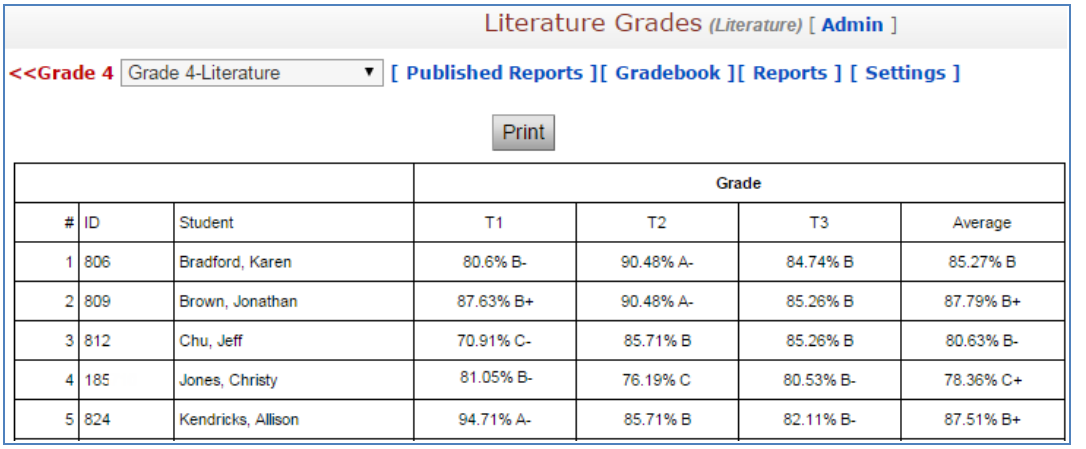


Student Analysis Report

Print

#	Name	Grade	Informal Assessments	Summative Assessments	Formative Assessments	Classwork	Homework	Test
1	Bradford, Karen	97.77% A	100%	97.5%	97.53%	73.33% C	100% A+	79% C+
2	Brown, Jonathan	86.38% B-	74.38%	89.33%	86.42%	80% B-	90% A-	84% B
3	Chu, Jeff	84.95% B-	59.73%	86.33%	88.89%	93.33% A-	100% A+	74% C
4	Jones, Christy	87.4% B	71.16%	86.67%	91.23%	86.67% B	76.67% C	81% B-
5	Kendricks, Allison	77.29% C	47.23%	80%	81.13%	100% A+	83.33% B	76% C

Student Summary: Displays the overall grade details along with the attandance details (if applicable) of all the terms for the selected gradebook.



Literature Grades *(Literature)* [**Admin**]

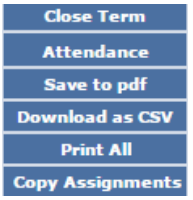
<<Grade 4 Grade 4-Literature ▾ **[Published Reports][Gradebook][Reports] [Settings]**

Print

			Grade			
#	ID	Student	T1	T2	T3	Average
1	806	Bradford, Karen	80.6% B-	90.48% A-	84.74% B	85.27% B
2	809	Brown, Jonathan	87.63% B+	90.48% A-	85.26% B	87.79% B+
3	812	Chu, Jeff	70.91% C-	85.71% B	85.26% B	80.63% B-
4	185	Jones, Christy	81.05% B-	76.19% C	80.53% B-	78.36% C+
5	824	Kendricks, Allison	94.71% A-	85.71% B	82.11% B-	87.51% B+

Tools

Teachers may take advantage of additional functionality including downloading a CSV of gradebook data, printing reports, and Locking/Closing gradebooks at the end of the term.



Close Term: Closes the attendance/grades for the selected term from adding/editing. Once closed, the option to Open Term will display.

Attendance: Displays the attendance data if applicable.

Save to pdf: Displays the progress report of all the students in pdf format.

Download as CSV: Downloads the grade data of all the students in CSV format.

Print All: Displays the score of all the assignments along with over all score for each assignment category for the selected term.

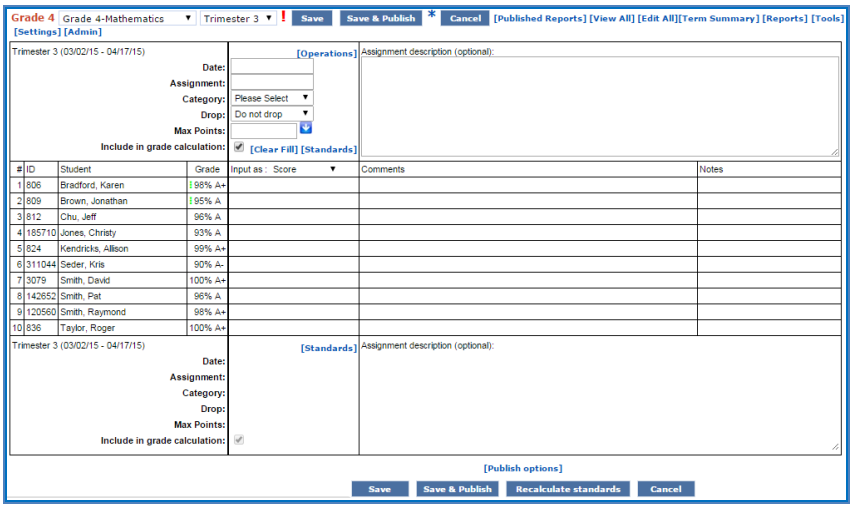
Copy Assignments: Displays all the assignments wherein you can copy the selected assignments from one term to another term.

How to Add an Assignment

You can view or add/edit the grade details of the assignments in the gradebook

When entering the data, the teachers may opt to record assignments via a point value, percentage or letter grade by clicking the drop-down. *Please note that to use letter grades, the gradebooks must be configured to use the correct letter/score combination.*

1. Click **Add 1 Assignment** (Assessment) located in the top menu



2. Complete all required assignment details. Based on your gradebook configuration, the required fields may include the following:
    a. Assignment Date
    b. Assignment Name
    c. Category
    d. Max Points (May also use Percentage/ letter if configured)
3. Record the appropriate scores for each student. Teachers may opt to use predefined score codes within the gradebook.

4. Add comments if necessary, predefined comment codes may be used.
   ***Note**: Any comments added may potentially be seen by parents within a progress report.*

5. Click **Save**.

   If you would like to publish the progress report, click **Publish**. To learn more about progress reports, please go to the Progress report section.

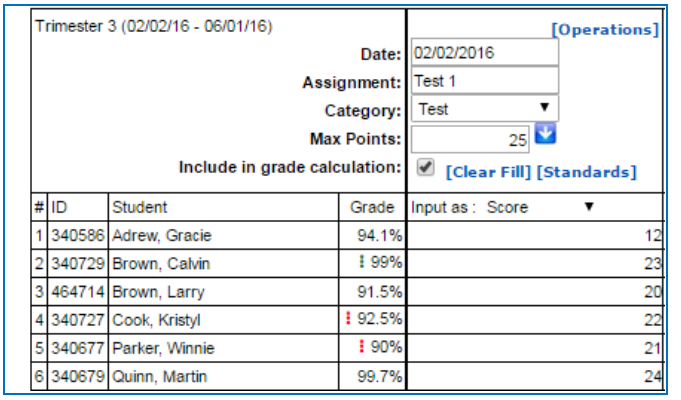
   To cancel the data entry and not save the information, Click **Cancel**.

   When entering graded assignments, teachers may utilize additional functionality.

Using points, Percentages and Letter grades

Teachers have the option of inputting grades in terms of points, percentage or letter grade. The option chosen will influence the term grade accordingly. Please note that gradebooks may need to be configured to work with various options.

Score based



To calculate based on score:

1. Set the **Input as** field as **Score**.

    a. Enter the max number of points in the Max Points field

b. Enter the total number of points that a student achieved on an assignment in the column to the right of their name.

2. Click **Save** after all grades are entered.
   Calculations based on score are shown below

#	ID	Student	Grade	Input as : Score ▼
1	340586	Adrew, Gracie	94.1%	12
2	340729	Brown, Calvin	99%	23
3	464714	Brown, Larry	91.5%	20
4	340727	Cook, Kristyl	92.5%	22
5	340677	Parker, Winnie	90%	21
6	340679	Quinn, Martin	99.7%	24

Percentage based

To calculate based on percentage:

1. Set the **Input As** field to **Percentage**.
   a. Enter the max percentage in the Max Points field
   b. Enter the percentage scored on the assignment by a student in the column to the right of their name.

2. Click **Save** after all grades are entered.

   Calculations based on percentage are shown below.

#	ID	Student	Grade	Input as : Percentage ⇕
1	296946	Student, One	100% A+	100%
2	294997	Student, Student	82% B	82%
3	296948	Student, Three	76% C	76%
4	296947	Student, Two	100% A+	100%

Letter grade based

To calculate based on a letter grade:

1. Set the Input As field to Letter Grade
   a. Enter the max score in the Max Points field
   b. Enter the letter grade scored on the assignment by a student in the column to the right of their name.

> ***Note:*** *Each letter grade must be pre-configured within the Gradebook Letter grade score value settings to have an equivalent numeric value in order for the term grade to calculate correctly.*

2. Click **Save** after all grades are entered.

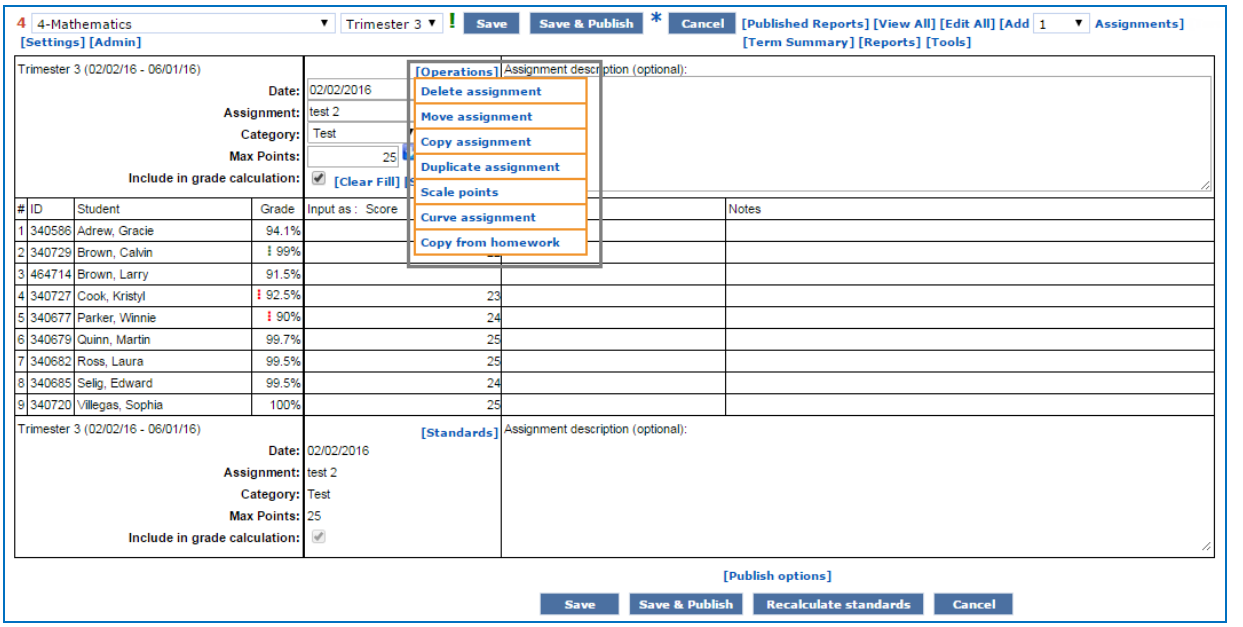
Calculations based on letter grade are shown in:

- **Term Summary -** Click to view the current term's average achievement grades and to view, add, or modify standard grades, comments, conducts codes, or other fields as required.

- **Student Summary -** Click to view the average achievement scores for each term the student was graded.

Operations

The following operations help the teacher in easy data entering.



You can use the **Delete assignment** link to delete the assignment from gradebook.

You can use the **Move assignment** link to move the assignment from one term to another term or gradebook. And if you move and save an assignment then a new link for that particular assignment is created.

If an assignment is already linked to homework and the logged in user does not have 'Edit' permission for that particular Homework resource and has 'Edit' permission to the gradebook, then the user can edit the gradebook but cannot link the homework to the gradebook.

Note 1: *If you* ***delete*** *an assignment, it will be removed from both the Homework and the Gradebook resources.*

***Note 2:** If you **move** an assignment from one term to another term or from one resource to another resource, if it is linked to homework, then the link to the homework also will be moved with the change in the due date*.

You can use the **Copy assignment** link to copy the assignment from one term to another term or gradebook.

You can use the **Duplicate assignment** link to make a copy of the same assignment within the selected term or gradebook.

You can use the **Scale points** link to to convert the assignment max point and its corresponding percentage in case of change in the max point that gets reflected in the student point.

You can use the **Curve assignments** link to change the student points based on particular ratio.

You can use the **Copy from homework** link to copy an assignment from homework resource.

Progress Reports

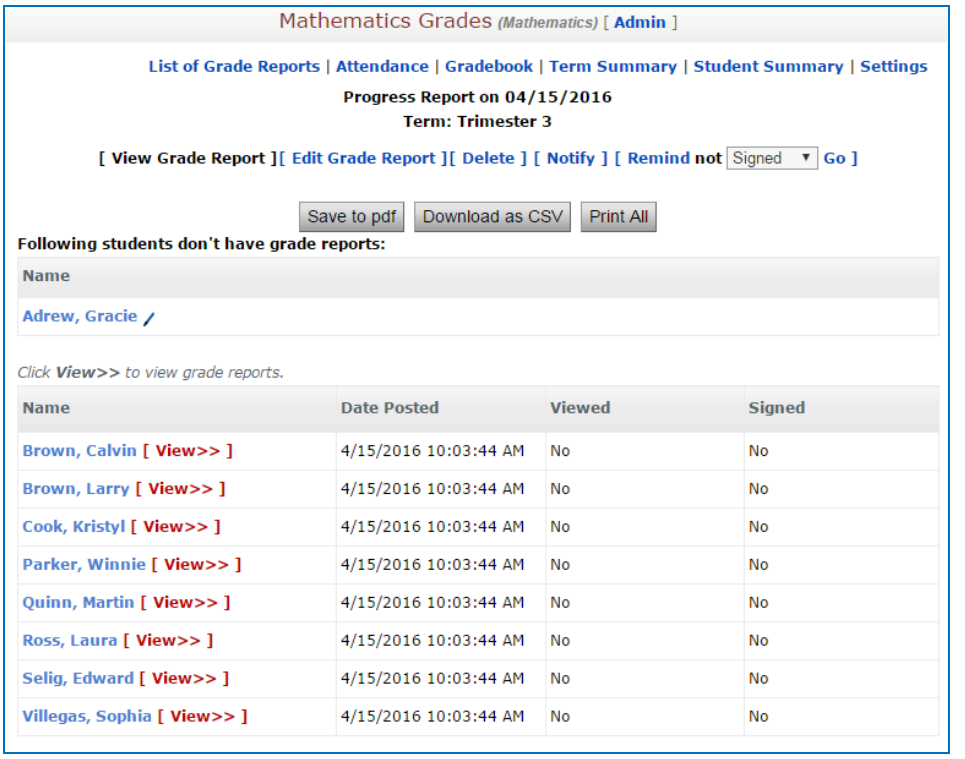
Progress reports allow teachers to share the progress of the students with the parents. Progress reports are snapshots in time – a view of the student performance to date. SchoolSpeak administrators should work with their school faculty to determine the schedule of issuing progress reports. Some common options include – weekly, biweekly, after major tests or a few times within a term. Progress reports are not mandatory – the decision to publish is based on the school's preferences. Schools may opt to ask parents to sign off on the progress reports or may decide to track the parent view time/date.

SchoolSpeak administrators also have the option of publishing the progress reports centrally from the Manage Gradebook Administrative tool. Centrally publishing progress reports allows the administrators to control the frequency of publication as well as which grades/subjects that should be published.

Each gradebook may have its own customized version of the progress report. The format may be left at the teacher's discretion or the SchoolSpeak administrator in conjunction with school officials may help to develop recommended formats for the reports. A more standardized version of the report is beneficial to parents as it presents a common format of information reducing possible parent stress when viewing multiple reports at one time.

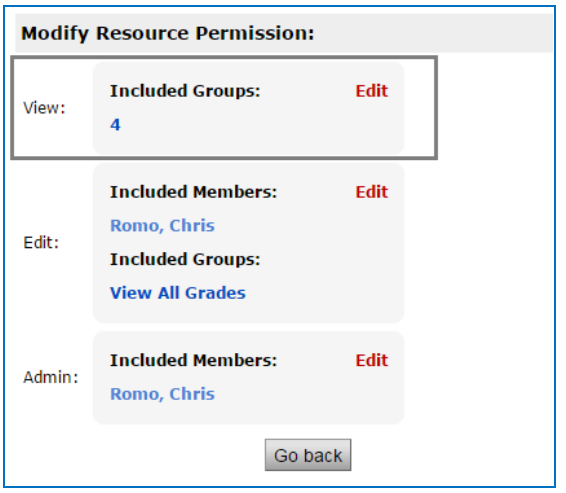
The teacher view

Teachers may view the progress report of all of the students in the classes that they teach, while a parent will be restricted to viewing progress reports for the students in their family. The 'teacher' is based on the edit permission on the gradebook admin page. Please see gradebook setup for more information.



The parent view

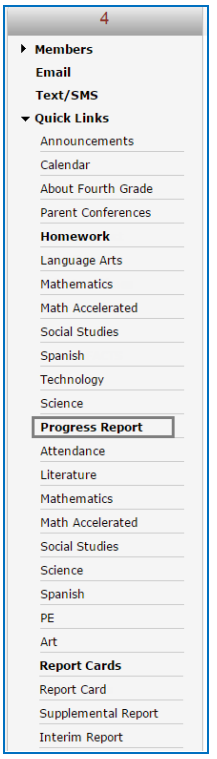
Parents will be able to view **published** progress reports for students that are associated with them within their profiles. Parents must be included within the VIEW permission of the gradebook in order to see a progress report. Typically parents will be included in the grade/class group associated with the gradebook. In the example below, 4th grade parents are able to see the published progress reports of their own children.



Note: *Parents are not able to access a teacher's gradebook. They are only able to see information published from the gradebook.*

To view a summary of student progress reports

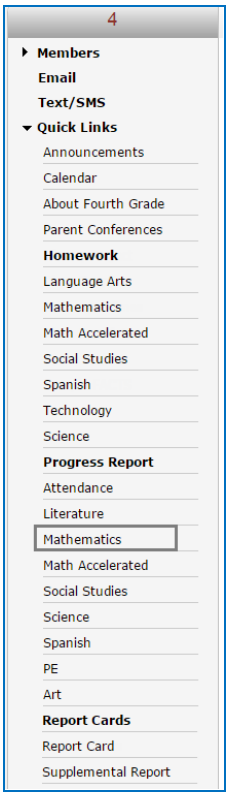
1. Click the bold Progress Report link in the gradebook.



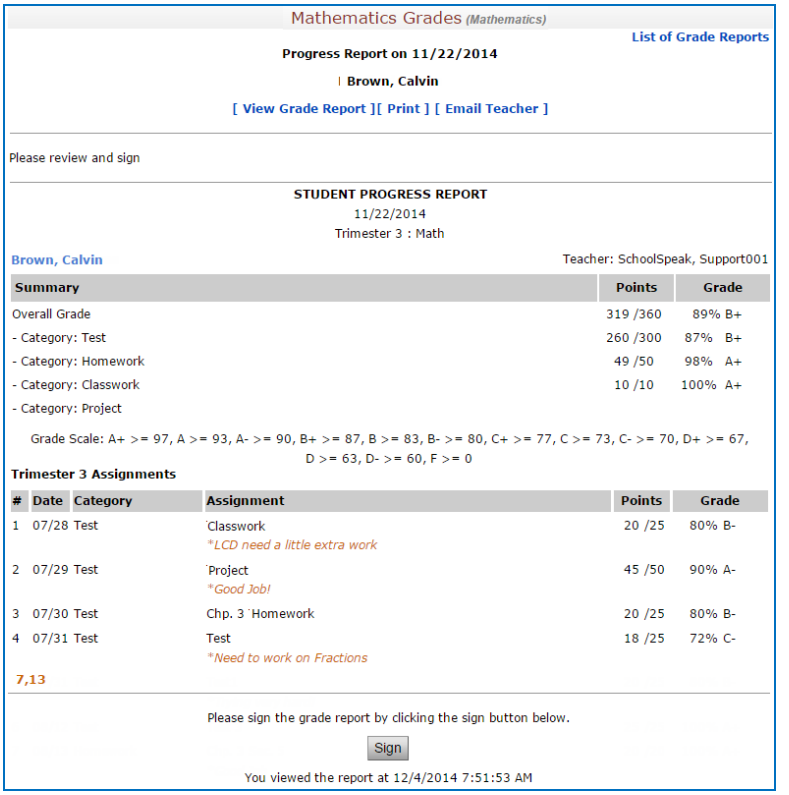
A summary of a student's progress reports is displayed.

To view a single subject progress report

1. Go to the grade /class group where the progress reports are located.
2. Click the specific subject link.



3. The Progress report for that subject will display.



Mathematics Grades *(Mathematics)*

List of Grade Reports

Progress Report on 11/22/2014

Brown, Calvin

[View Grade Report][Print] [Email Teacher]

Please review and sign

STUDENT PROGRESS REPORT
11/22/2014
Trimester 3 : Math

Brown, Calvin — Teacher: SchoolSpeak, Support001

Summary	Points	Grade
Overall Grade	319 /360	89% B+
- Category: Test	260 /300	87% B+
- Category: Homework	49 /50	98% A+
- Category: Classwork	10 /10	100% A+
- Category: Project		

Grade Scale: A+ >= 97, A >= 93, A- >= 90, B+ >= 87, B >= 83, B- >= 80, C+ >= 77, C >= 73, C- >= 70, D+ >= 67, D >= 63, D- >= 60, F >= 0

Trimester 3 Assignments

#	Date	Category	Assignment	Points	Grade
1	07/28	Test	Classwork **LCD need a little extra work*	20 /25	80% B-
2	07/29	Test	Project **Good Job!*	45 /50	90% A-
3	07/30	Test	Chp. 3 Homework	20 /25	80% B-
4	07/31	Test	Test **Need to work on Fractions*	18 /25	72% C-

7,13

Please sign the grade report by clicking the sign button below.

Sign

You viewed the report at 12/4/2014 7:51:53 AM

Setting Up the Gradebook

Configuration

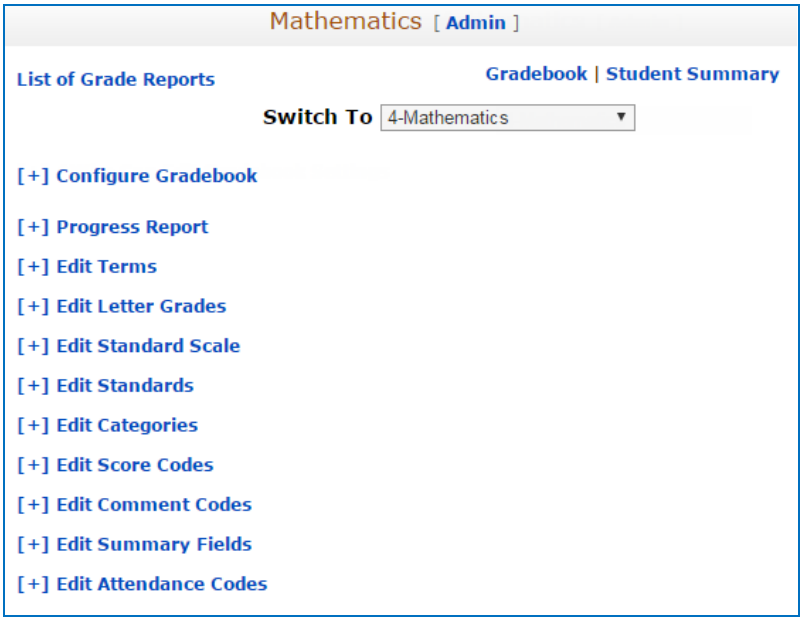
Each gradebook in SchoolSpeak can have a unique setup or school administrators can make some general decisions regarding how the teachers should configure the gradebooks. SchoolSpeak Administrators may elect to allow teachers to edit all settings or specific settings within the gradebook. The SchoolSpeak administrator can set the school wide configurations of the gradebooks. The parameters set in the different sections of gradebook are reflected in the report cards.

SchoolSpeak Administrators may opt to allow teachers to modify all parameters or may elect to lockdown various options. To set global parameters:

1. Click **ADMIN** at the top of the screen
2. Within Account Configuration, click Gradebook Parameters.

Once modified, please contact SchoolSpeak Support for assistance in pushing the settings out to all or some of the gradebooks in your school.

To access the settings of a single subject gradebook - Click **Settings** in the upper corner from within the gradebook



Locking Gradebook Settings

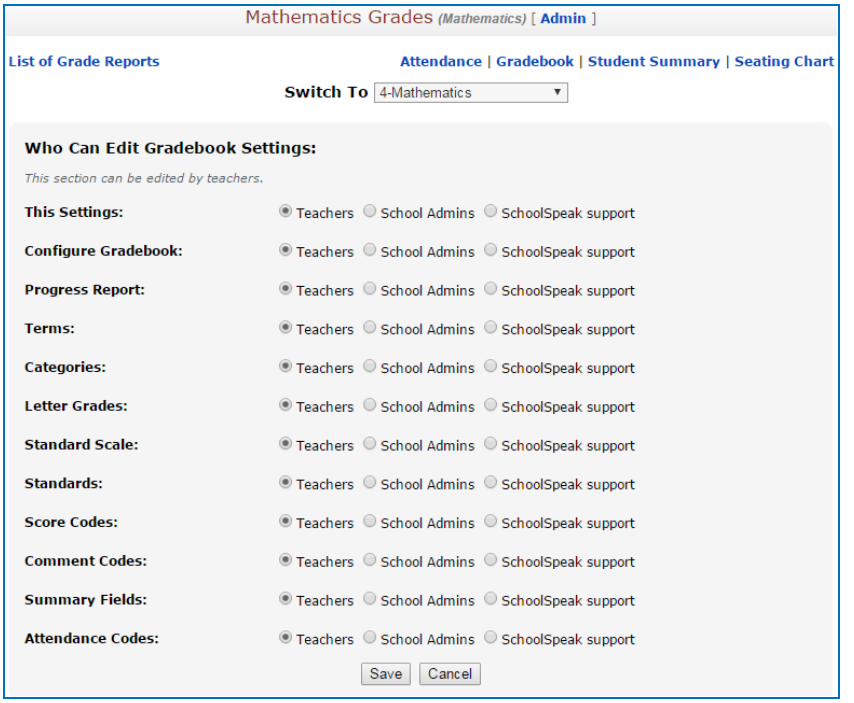
In the **Who Can Edit Gradebook Settings** section, SchoolSpeak Administrators can choose the member type who is authorized to modify specific sections.

***Note**: Some Schools may be limited in the settings they choose if they are part of a specific diocese.*

To Modify the Gradebook Settings Permissions

If you do not see this option, please contact SchoolSpeak Support for assistance.

1. Click Who Can Edit Gradebook Settings.



2. Locate the specific settings category that should be modified and make the appropriate choices.
    a. Teacher – The Teachers listed in the EDIT permission of the gradebook may make a change.
    b. School Admins – Only a SchoolSpeak Administrator may make a change.
3. Click **Save**.

Note: *You may use this feature, if you would like to change the setting for multiple gradebooks in your school.*

Gradebook Section Summary

In the **Configure Gradebook** section, you may set gradebook details such as GPA credit hours, score calculations method, email notification settings, assignment label, attendance details, and lunch order association.

Note*: If you are unable to see this section, please contact SchoolSpeak Support.*

Progress Reports – Set specific attributes for Progress Report format

Display Configuration – Change the way that the gradebook displays data

Terms – Set Dates for terms (usually set by school)

Categories – Create/modify categories. In a category weighted gradebook, weights may be set.

Letter Grades – Set the minimum percent per letter grades for achievement grade reporting

Standard Grade Scale - Set the standard grade score values and conditions

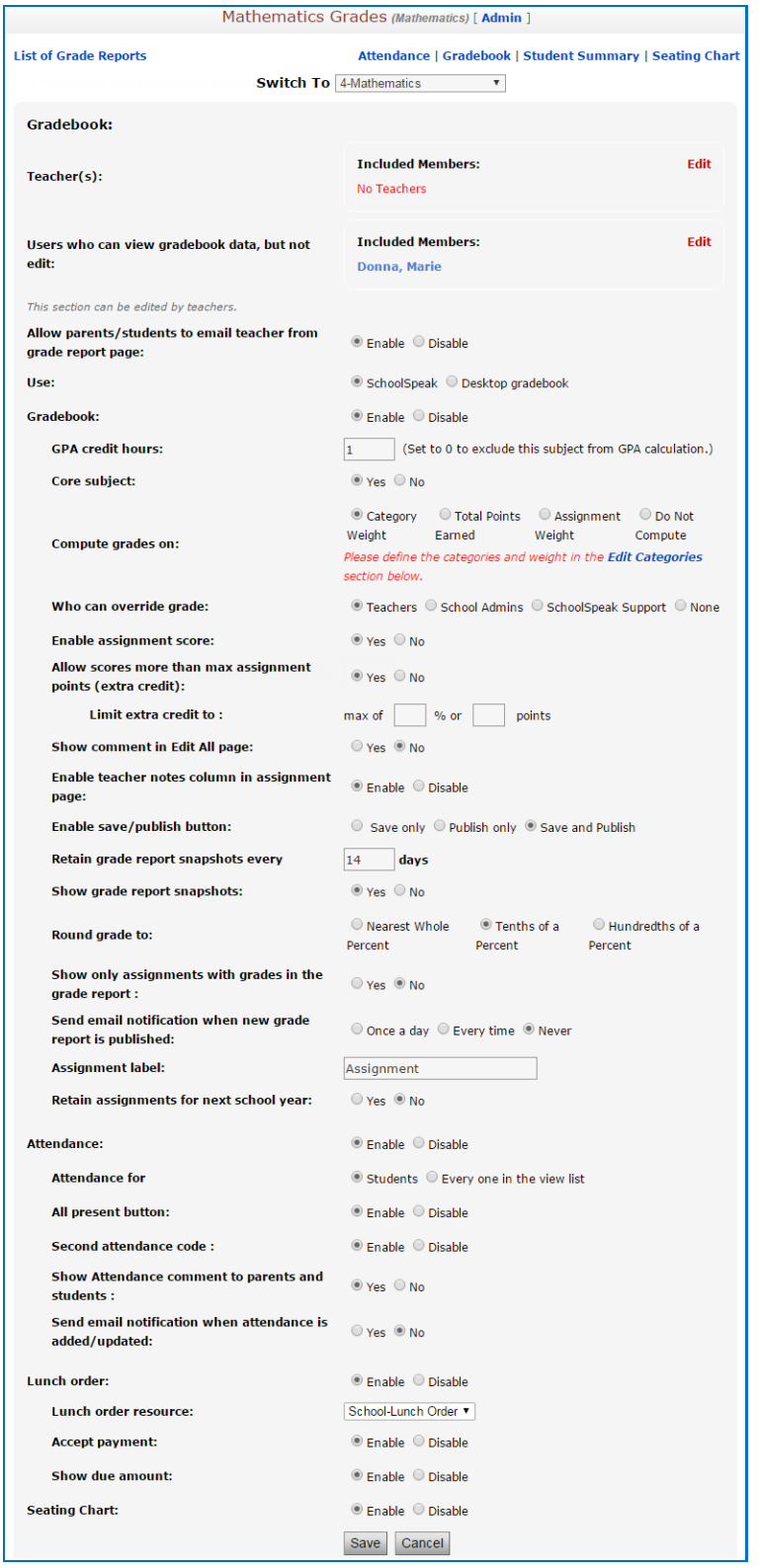
Standards – Set the standards for the gradebook and standard grade score calculation methods

Score Codes – Set codes that may be used in lieu of scores within the gradebook

Comment Codes – Set codes that may be used for commonly indicated comments

Summary Fields – Set fields that may be used in the term summary section for the report card
Attendance Codes – Set the specific attendance codes that may be used when the gradebook is set to an attendance book.

How to Customize the Gradebook



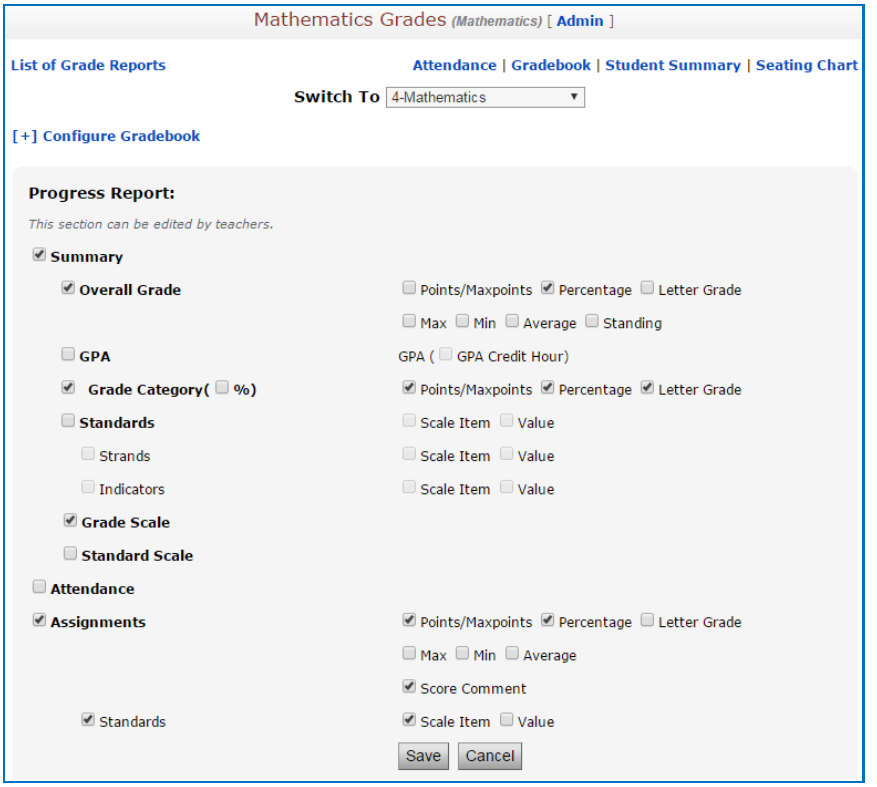
Key options

- Allow users to view but not edit the gradebook
- Set GPA credit hours
- Determine traditional achievement grade calculation method
- Enable credit and set hour values
- Show comment boxes
- Enable teacher note area
- Enable teacher to publish progress reports or just save gradebooks
- Grade rounding parameters
- Show only graded assessment option
- Send email notification of progress reports
- Assessment/assignment label
- Enabling attendance in gradebook
- Enable seating chart

1. Specify the required parameters and click **Save**.

How to customize the progress report?

In the **Progress Report** section, teachers/administrators may select information such as overall grade, grade category, attendance, and assignments data that you want to include in the progress report for parents. In general, SchoolSpeak suggests creating common report attributes to make it easier for parents to review various reports.



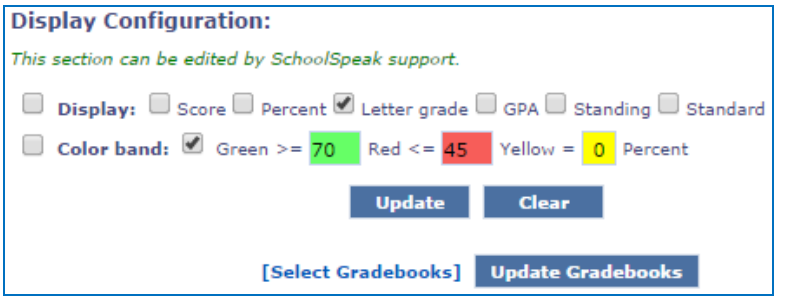
Key options

- By checking and unchecking various options, the displayed information changes.
- Summary information is displayed at the top of the report.
- Assignments information will be shared in assignment date order. Details such as point/percentage/letter grades are based on teacher/school preference.
- If the gradebook also assesses standard grade scores, the information may be included with each assignment/assessment.

1. Specify the required parameters and click **Save**.

Display configuration

In the **Edit Display Configuration** section, you may modify the view of the data displayed in the gradebook by selecting the various display values.



Key options

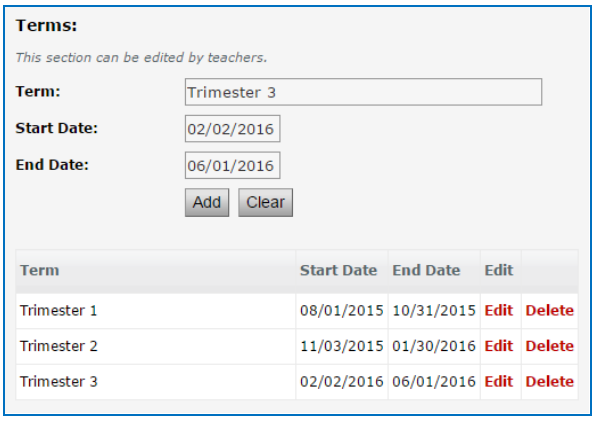
By checking/unchecking the options listed, the gradebook display with change for the teacher.

1. Select the required parameters and click **Update**.

Edit terms

In the **Edit Terms** section, you may modify the term duration. Generally, these dates are set by the school's SchoolSpeak administrator. In case of, date changes, SchoolSpeak administrators may adjust all of the gradebooks, attendance books and report cards at one time within the Admin Tool Manage Gradebooks.

***Note:** Throughout the page, use **Edit** and **Delete**/ **Delete** links to edit and to delete records.*

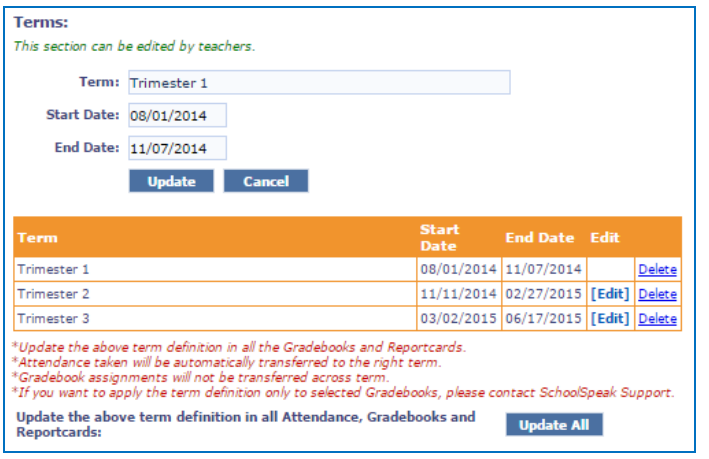


1. Enter the term details and click **Add**.

   ***Note**: If changing the end date of a mid-year term that goes beyond the start date of the next term, begin with the last term first and make the changes. Then change the prior terms.*

To update term dates for multiple gradebooks, attendance books and report cards from the Admin tool Configure Gradebooks:

1. Click **Admin** at the top of the screen
2. Locate Edit Gradebook Parameters under Configure system Section
3. Click the **Edit** link next of the respective term to update the existing dates.

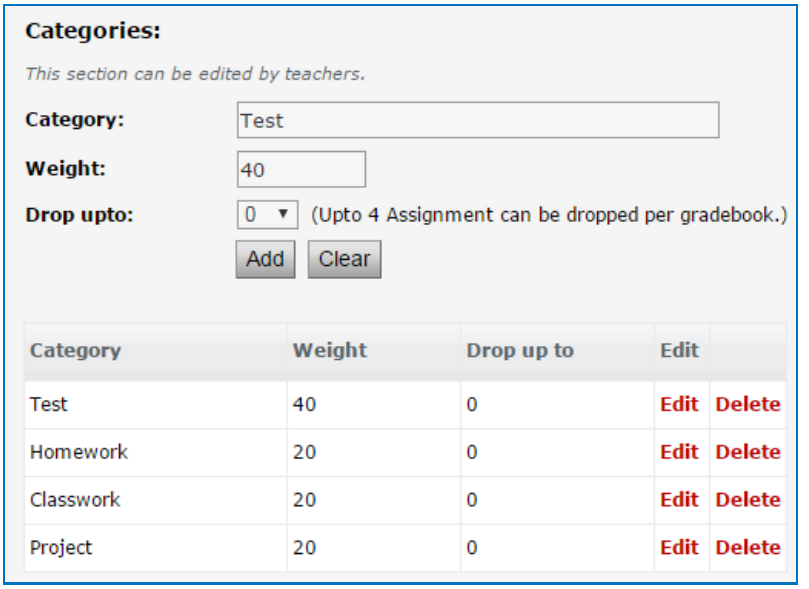


4. Click **Update All**.

Categories

The categories can be setup by teachers and may be specified per subject. SchoolSpeak Administrators may opt to standardize on specific categories. To distribute global category parameters, please contact support.

In the **Edit Categories** section, add/edit the grade categories and weight.



Key options

Categories may be set in gradebooks using Total Points Earned or Category Weight.

- In Category Weight specified gradebooks, a column where weight may be specified.
- For Standard based gradebooks, schools may opt to indicate a single category.
- Drop upto allows teachers to designate a certain number of assignments to be dropped. Teachers may indicate which assignments may be evaluated for dropping but the application will determine the specific assignments after calculating the best option of the student.

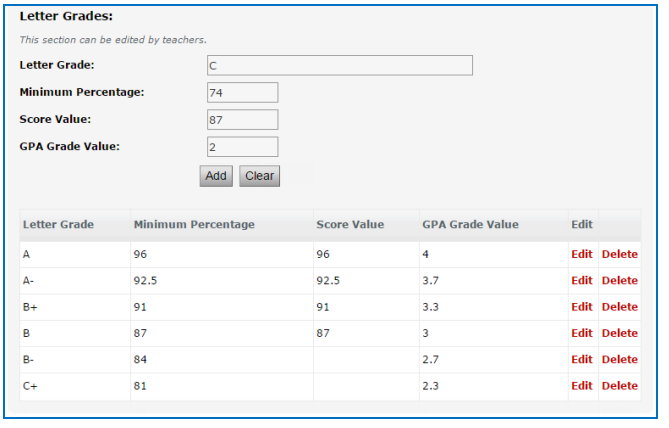
1. Enter the details and click **Add**.

The **Clear** option deletes the details you entered and leaves the fields blank.

Letter grades

In the **Edit Letter Grades** section, teachers and administrators add/edit the letter grade details such as minimum percent, score value, (used with letter grades), and GPA grade value. Schools may have multiple letter grade systems. For example, grades k-2 may use one set of values, while 3-8 may use another. Typically letter grades are determined by the school administration.

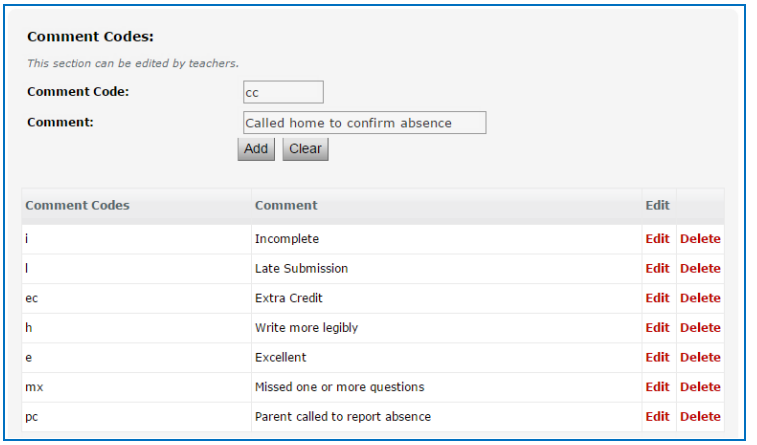
Note: *Lower grades may choose to publish only letter grades, not percentage or total points.*



1. Enter the letter grade details and click **Add**.

Comment codes

In the **Edit Comment Codes** section, enter comment codes to quickly enter comments against each student for the term or for a particular assignment. Teachers will use the comment code within the comment section of the gradebook and the full comment explanation will display (optionally) in the progress report.



Comment Codes:

This section can be edited by teachers.

Comment Code: cc

Comment: Called home to confirm absence

Add Clear

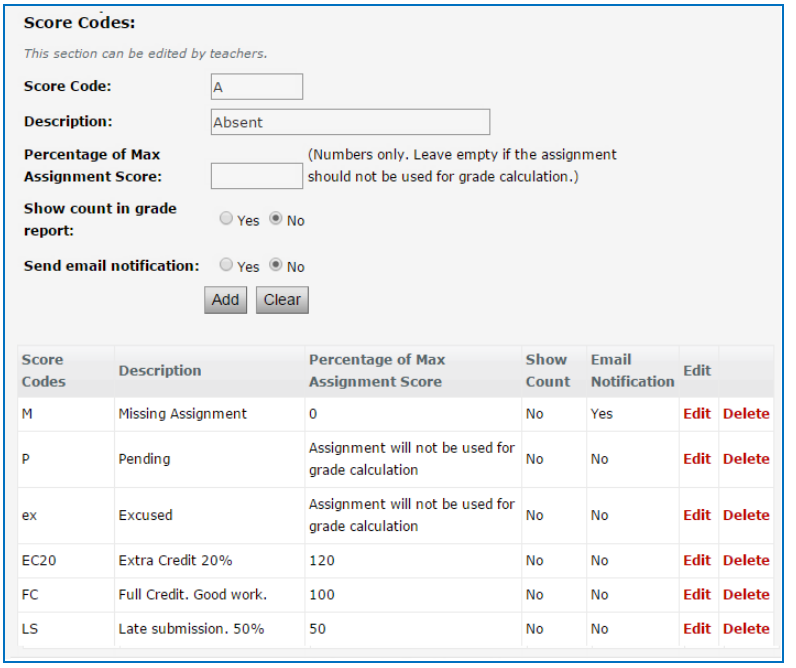
Comment Codes	Comment	Edit	
i	Incomplete	Edit	Delete
l	Late Submission	Edit	Delete
ec	Extra Credit	Edit	Delete
h	Write more legibly	Edit	Delete
e	Excellent	Edit	Delete
mx	Missed one or more questions	Edit	Delete
pc	Parent called to report absence	Edit	Delete

1. Enter the comments code details and click **Add**.

Score codes

You can also define score codes to record missing, pending or late assignments and comments codes to quickly enter comments.

In the **Edit Score Codes** section, add/edit the score codes details to record missing, pending or late assignments, and their contribution to overall grade.



Score Codes:

This section can be edited by teachers.

Score Code: A

Description: Absent

Percentage of Max Assignment Score: (Numbers only. Leave empty if the assignment should not be used for grade calculation.)

Show count in grade report: Yes No

Send email notification: Yes No

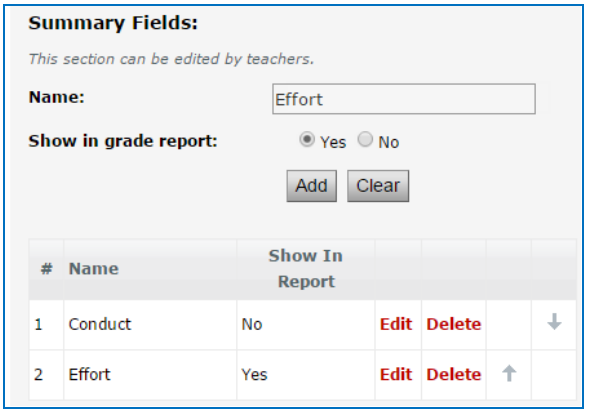
Add Clear

Score Codes	Description	Percentage of Max Assignment Score	Show Count	Email Notification	Edit	
M	Missing Assignment	0	No	Yes	Edit	Delete
P	Pending	Assignment will not be used for grade calculation	No	No	Edit	Delete
ex	Excused	Assignment will not be used for grade calculation	No	No	Edit	Delete
EC20	Extra Credit 20%	120	No	No	Edit	Delete
FC	Full Credit. Good work.	100	No	No	Edit	Delete
LS	Late submission. 50%	50	No	No	Edit	Delete

Term summary

The term summary link on the gradebook home page displays the overall performance details of students for a particular term.

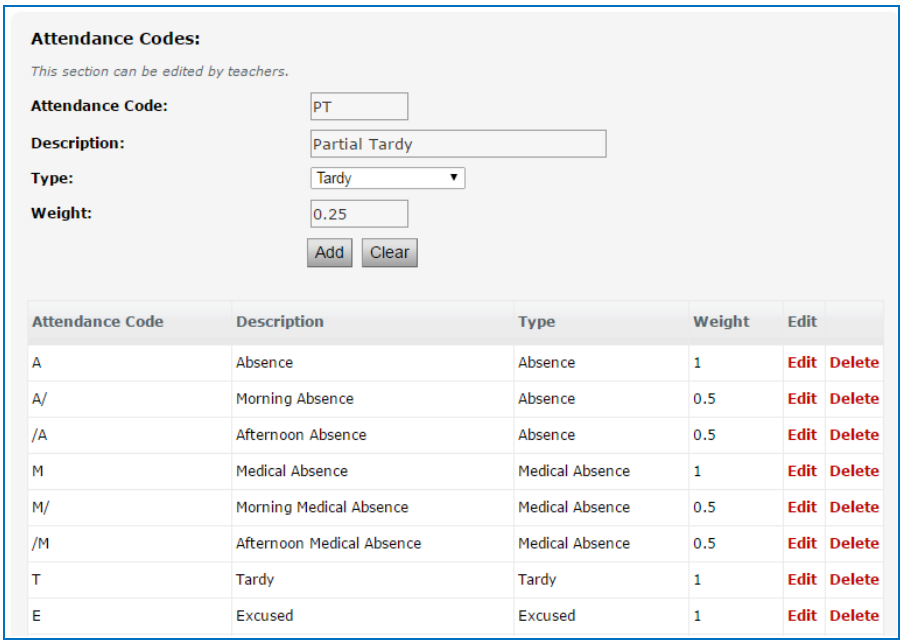
In the **Edit Summary** Fields section, enter the summary messages.



1. Enter the summary details and click **Add**.

Attendance codes

In the **Edit Attendance Codes** section, enter attendance codes to quickly record students' attendance by entering codes such as 'A' for absence, or 'T' for tardy. Typically, School administrator defines the attendance codes.



1. Enter the attendance code details and click **Add**.

A Dicussion of Achievement Grading Calculation Methods

Traditional grading

SchoolSpeak's Gradebook resource supports traditional scoring methods. You may choose to use a variety of grade calculation methods such as total points earned to category weight or assignment. You may record scores as a percentage, in terms of points or as a letter grade.

The gradebooks are configurable based on your teacher's needs and requirements. Administrators may change the settings at any time to reflect changes to curriculum or school policy - teachers and administrators may change the Gradebook configuration options at any time.

Standard based grading

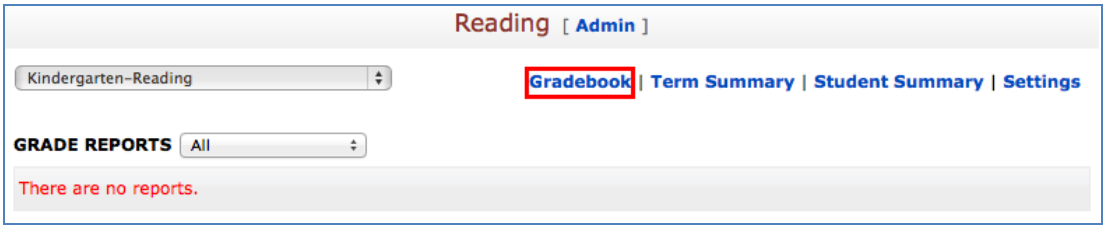
The use of standard based grading is everywhere. Perhaps your school has adopted common core or maybe you have created a set of standards or skills that you use to evaluate the progress of your students. Maybe your school has a mix of evaluation criteria – kindergarten students are evaluated on the child's mastery of specific skills and your middle school students are evaluated based on traditional scoring methods.

SchoolSpeak's gradebooks work with standards either alone without achievement scores or in combination – all in the same gradebook!

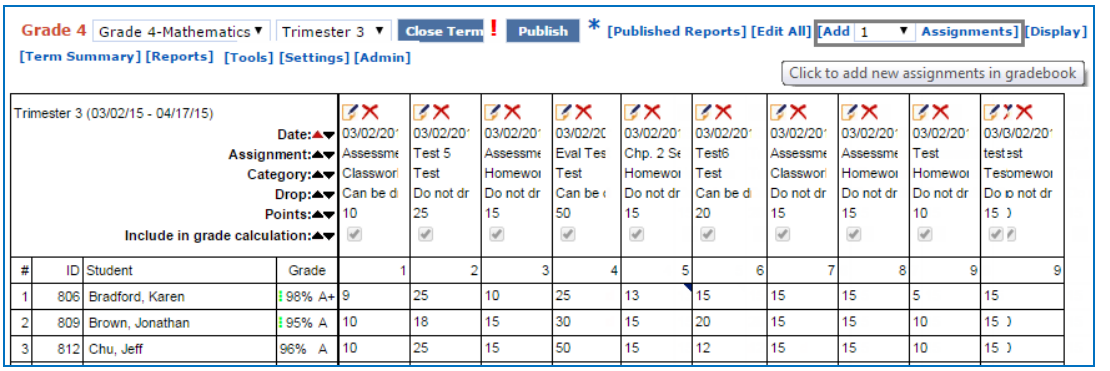
Schools may elect to score just standards or a combination of standards and grades in what SchoolSpeak refers to as the hybrid mode. The following section will present a high-level overview of how to work in hybrid mode. For more information about standard based grading, please contact support or refer to the standards based gradebook information.

How to Add Assignments Using Standards and Achievemnt?

1. Click the correct subject link in the in the Quick Link section to open the gradebook.



2. Click the **Gradebook** link on the top-right corner.

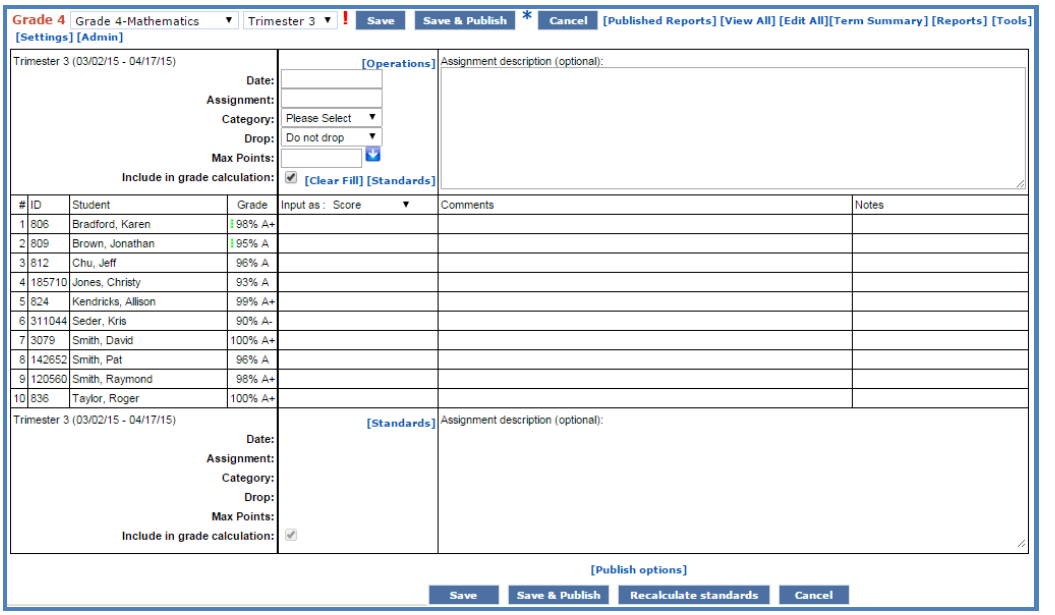


To edit an assignment details:

1. Click the edit icon in the respective assignment column to edit a previously entered assignment.

To add a new assignment:

1. Click **[Add 1 Assignment]** link at the top of the window.



2. Enter assignment description information. Based on your gradebook configuration, the required fields may include the following:
   a. **Date** – Date of assignment
   b. **Assignment** –Name or description of the assignment
   c. **Category** – Use drop-down to identify the category (Used for organization purposes if Gradebook is not configured for Category Weight)
   d. **Drop** (Optional based on Gradebook setup parameters) – Use the drop-down box to indicate whether the assignment may be dropped as part of grade calculation
   e. **Max Points** - Indicate the points that the assignment is worth

f. **Include in grade calculation** - Check to include the assignment in the grade calculation. If this assignment should be excluded from the overall grade of the student, uncheck the box.

Enter the student scores as mentioned in previous sections.

To add Standards:

1. Click **Standards**.
   A list of possible standards/skillsets that have been setup for this gradebook will display.
2. Check the box next to all pertinent standards.
3. Click **Done**.
   The teacher is returned to the gradebook screen. The assignment grade column has been augmented with columns representing each standard chosen. If this gradebook is configured for hybrid, then the application may automatically display the standard grade score based on the student's achievement score. Teachers may change the Standard grade score value to any value that is appropriate.
4. Click **Save**.

Gradebook Permissions Setup – Special Gradebook Considerations

Each resource in SchoolSpeak is governed by a set of resource permissions. Permissions refer to the ability of a member to view, edit, and manage a resource. As you create a new resource, you have the option to customize who may view, modify and manage the resource. When working with gradebooks these permissions have a more detailed effect. There are three levels of permission.

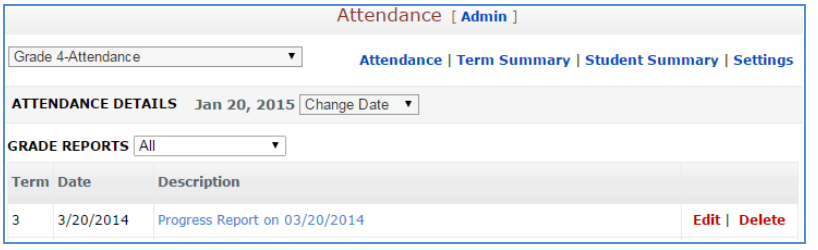
- **View** - Identifies the student who appear in the gradebook and parents who may view their student's progress reports.
- **Edit** - Add members who can post/edit the resource content – typically the teacher who is teaching the class.
- **Admin** - Add members who can operate this page, i.e. modify the resource permission list.

When a resource is added, the admin list is usually set to group administrators. By default, system administrators have access to all the resources.

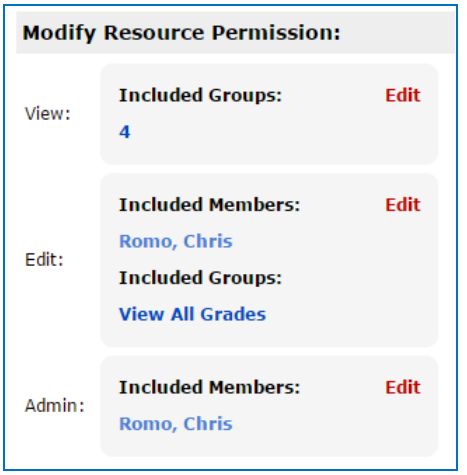
To view or modify the resource permissions:

1. Click the resource or gradebook

2. Click the **Admin** link in the toolbar across from the group name.



3. Locate **Modify resource permissions** section to add/modify the permissions.



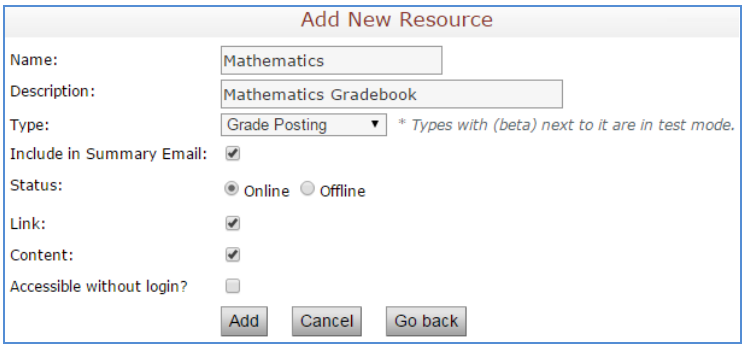
To add or change the list of members listed, click **EDIT**. Typically when setting the gradebook view permission, SchoolSpeak recommends using groups either grade groups or leveled section groups. The edit permission should list only the teacher who is teaching the subject.

To remove a member or group from the list, locate the member or group name in the Included Members or Included Groups list and click **[Remove]** next to the member or group name.

Add a New Gradebook

You can use the **Click to add a new resource** link on the Update Group Details page of the respective group to create a single gradebook at a time.

***Note**: If your school uses standards, please contact SchoolSpeak Support for assistance in creating new gradebooks.*

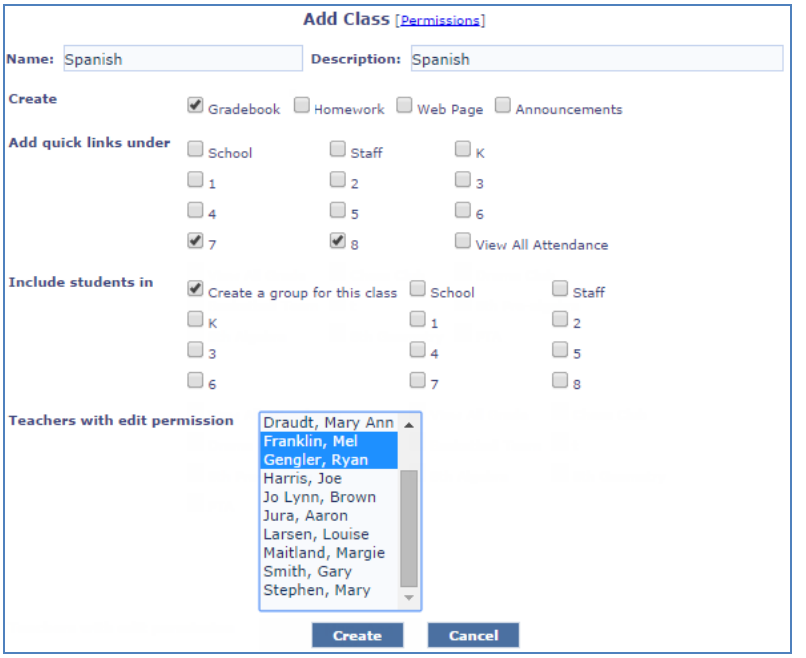


Add class

You can use the Admin tool, **Add Class** to create a common gradebook and homework resources for students of two different groups such as 7th and 8th Grades who share a common Gradebook**.** For example, a Spanish gradebook for students who attend the same Spanish class from 7th and 8th Grades.

1. Enter the name and description for the group.

2. Select the followings:
   a. Create – The resource type. In this case, you need to select Gradebook.
   b. Add quick links under – The groups in which you would like this resource to be present (7 and 8).
   c. Include students in – In this case, select Create a group for this class or choose a previously created sectioned group.
   d. Teachers with edit permission – Select the teachers to whom you want to give edit permission for this resource.



3. Click **Save**.

Classes that Span Multiple Homerooms or Grade Levels

Often schools may have a class that combines students from multiple homerooms or grade levels. SchoolSpeak easily handles this kind of setup using linked gradebooks. The teacher will have a single gradebook that exists in multiple homerooms or grade levels. The teacher may choose the gradebook from any location and enter grades. The parents of the students will be able to access the progress report for their student within the homeroom of the student. It is important to note that when creating a new gradebook, the SchoolSpeak Administrator will create only one gradebook and then link it within the admin settings of the resource to the other grade groups.

Progress Reports and Report Cards

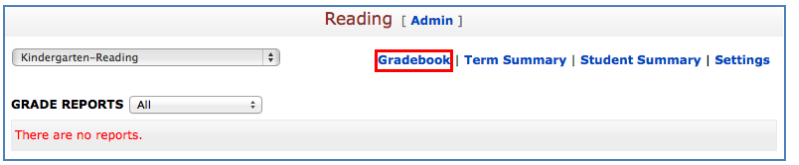
The progress reports present a snapshot of students' performance and progress on various assignments whereas the Report Card is typically the more formal end of term report. You will use the group report card resource to create and publish report cards in school, district or diocesan format on SchoolSpeak. You can print or publish and have parents sign online or both. The report card can automatically pull data from the gradebook and attendance books.

Frequently Asked Questions

1. Terms dates changed, what do I do?

Answer: You can update terms on the Settings page of gradebooks.

1. Click the correct subject link in the in the Quick Link section to open the gradebook.



2. Click the **Settings** link on the top-right corner.

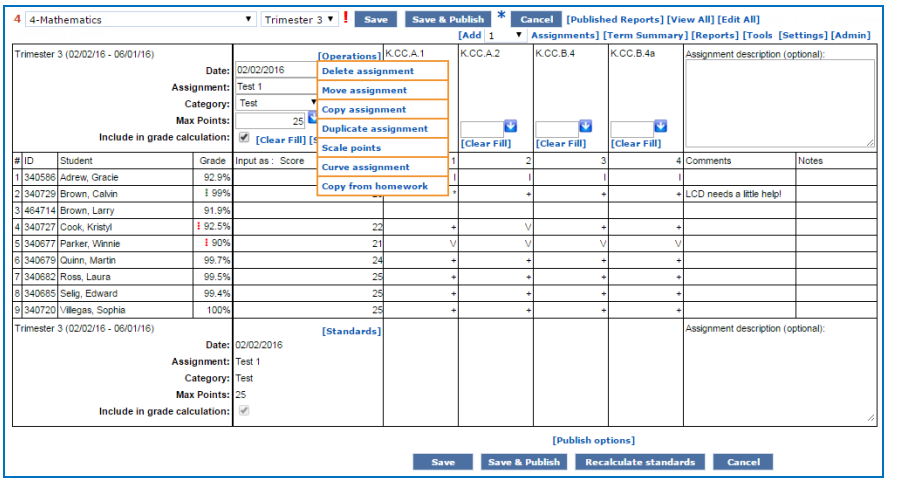
3. Click **Edit Terms**.

If a day moves from one term to another, attendance recorded will be automatically moved to the correct term. Assessments entered will not automatically transfer.

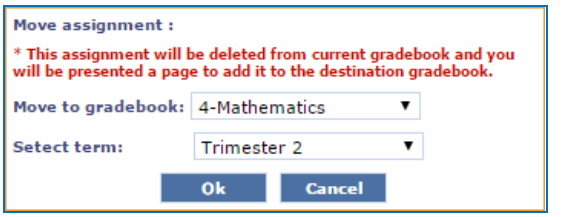
2. How to move assessments from one term to another?

Answer:

1. Go to Assignment Edit page
2. Click the **[Operation]** link.



3. Click **Move assignment**.



4. Select the term as appropriate from Select term list.
5. Click **OK**.

Global gradebook parameters

3. Do I need to update term definition in each gradebook?

Answer: No, you can have it globally updated. To update term definition in global gradebook parameters contact SchoolSpeak support to mass update.

4. Where and who can access a gradebook?

Answer: Please refer to the Gradebook configuration section in this document.

Teachers with edit permission may access any gradebook.

5. Where do I add gradebooks?

Answer: Please refer to Add New Gradebook.