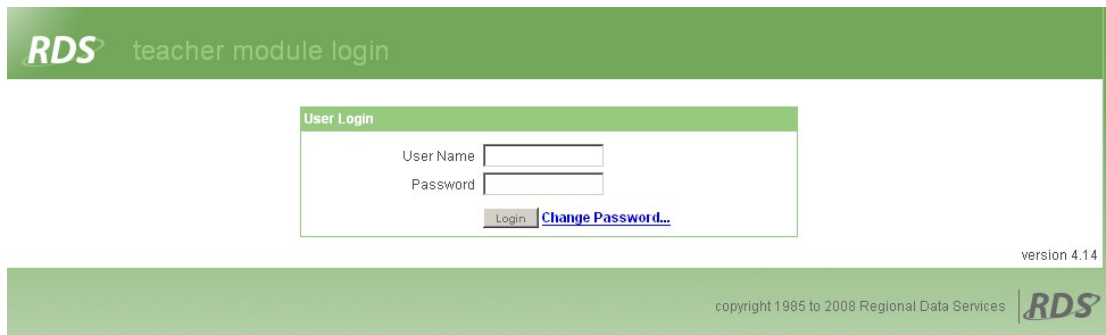


RDS Teacher Module Attendance & Gradebook Getting Started for Secondary Schools

To Access Attendance & Gradebook from Home:

type in <https://attendance01.mcas.k12.in.us> in your browser address bar.

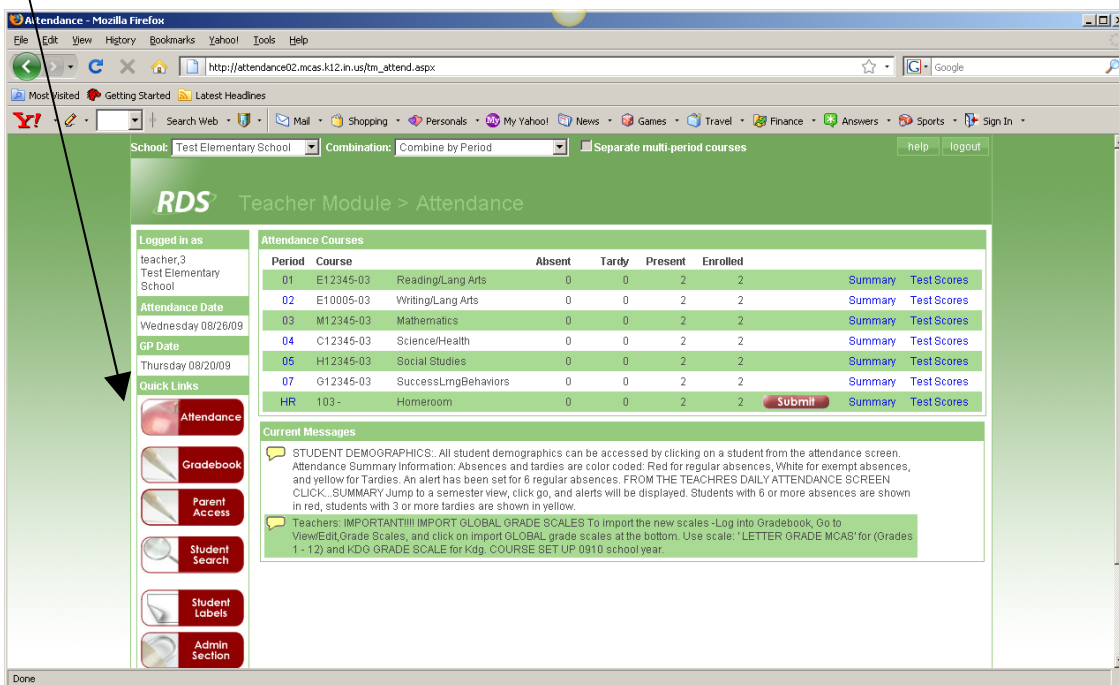


There are many features in Gradebook. This is a 'Getting Started' Guide.

From your computer (at school) start menu: programs, Attendance and Gradebook.

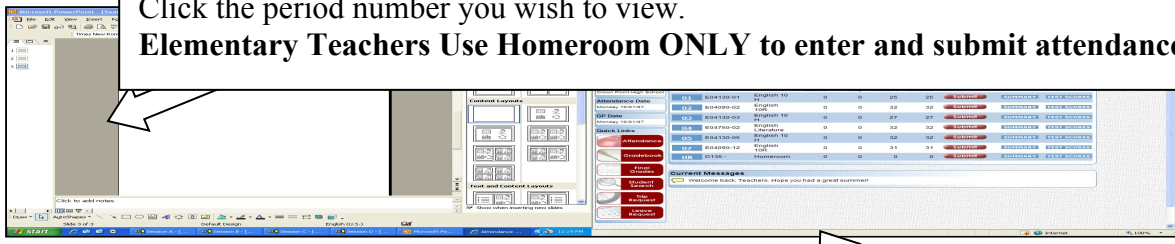
Login with your RDS username and password.

You start on the Attendance page: Click >Gradebook button to access your gradebook.

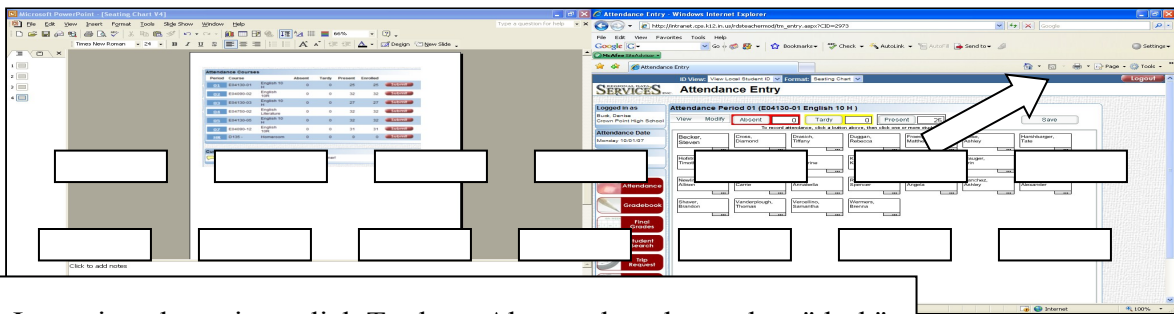
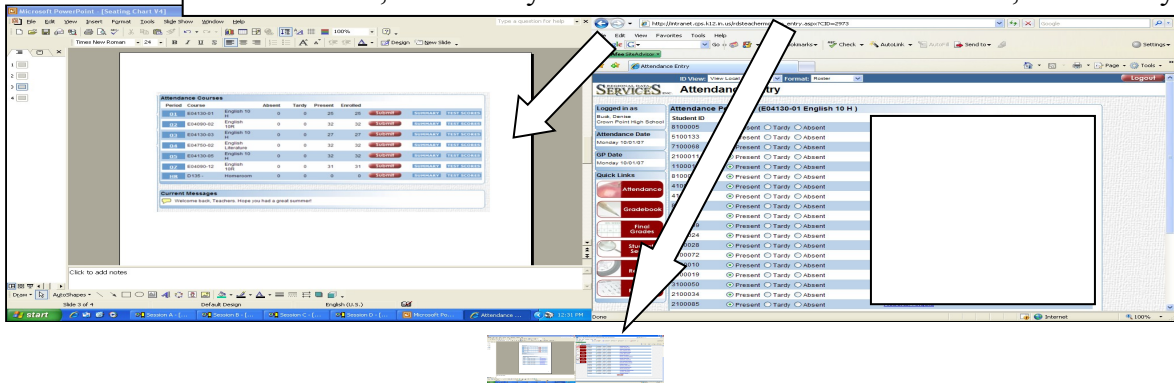


Teacher Web Module RDS Attendance

Click the period number you wish to view.
Elementary Teachers Use Homeroom ONLY to enter and submit attendance.



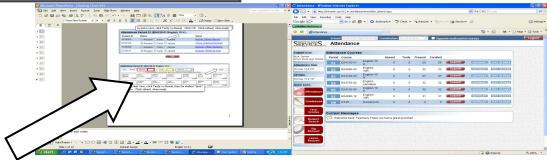
In roster view, click Tardy or Absent. Click OK. Click submit, when ready.



In seating chart view, click Tardy or Absent, then the student "desk".
Click Save. Click submit, when ready.

IMPORTANT!!

Submit your attendance, using Submit button.
Even if there are no absences, submit to record attendance!



Seating Chart

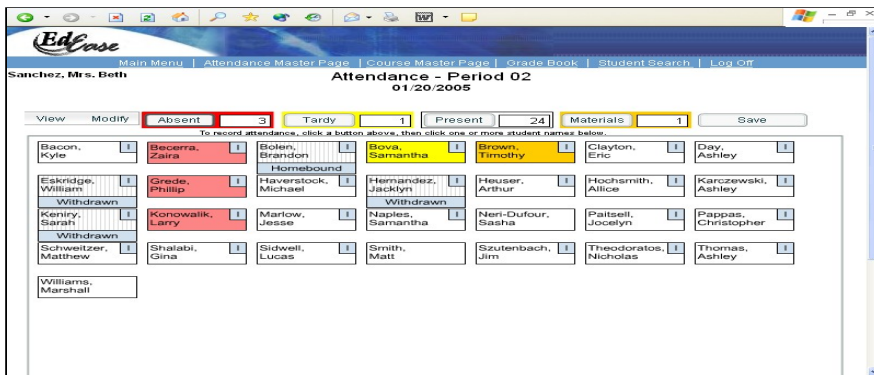
Rectangles will be displayed with the names of the students inside. An “I” in the upper right hand corner of the rectangle indicates the student has Internet Access permission. An “M” in the lower right hand corner indicates they have Media permission.

The default seating chart will display 7 desks across. You can move student desks around by using your mouse.

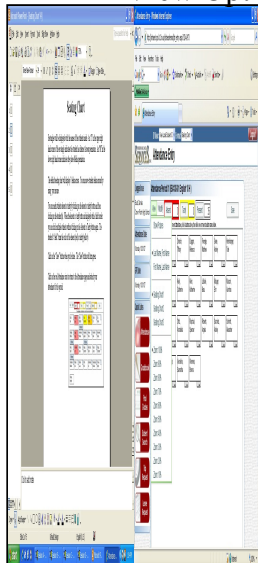
You can mark students absent or tardy by clicking on the absent or tardy button and then clicking on the student(s). When the absent or tardy button is displayed with a thick border you can click multiple students without clicking on the Absent or Tardy button again. The student’s “desk” turns the color of the absent (red) or tardy (yellow).

Click on the “Save” button when you’re done. The “Save” button will turn green.

Click on the red Attendance icon to return to the Attendance page and submit your attendance for the period.



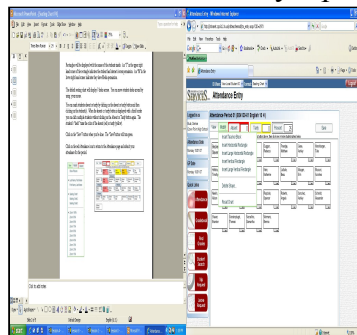
View Options - Show student's picture (requires loading a picture file)



- First Last / Last, First
- Save up to 3 chart designs
- Resize view

Modify Options - Add shapes to represent furniture

- Reset chart to default positions



NOTE: Be sure to click SAVE, To store your changes.



RDS Teacher Module Gradebook

MCAS Grading Scale:

MCAS Scale	Min. %	Default %
A	90	100
B	80	89
C	70	79
D	60	69
F	0	59

Are you going to use Total Points or weighted categories?

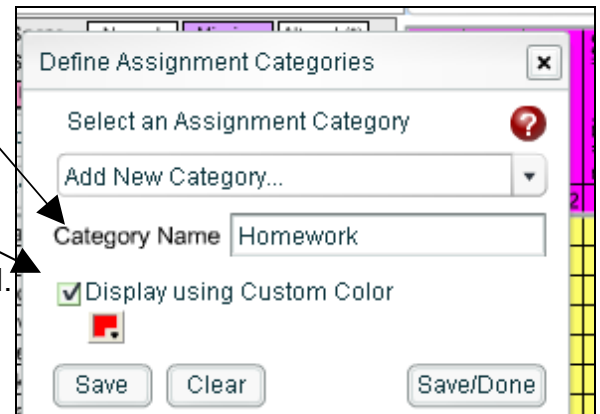
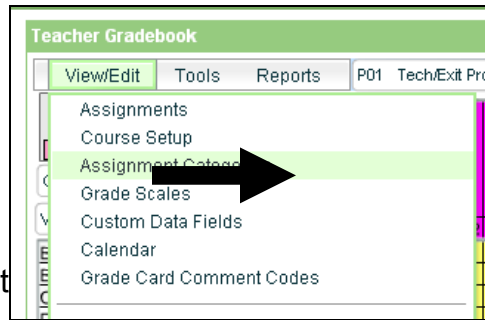
If you would like to use categories:

Category	% of grade

You may create your own categories but some examples include: Tests, Quizzes, Participation, Homework, Projects, etc. (Extra credit should not be a separate category.)

Setting up Categories

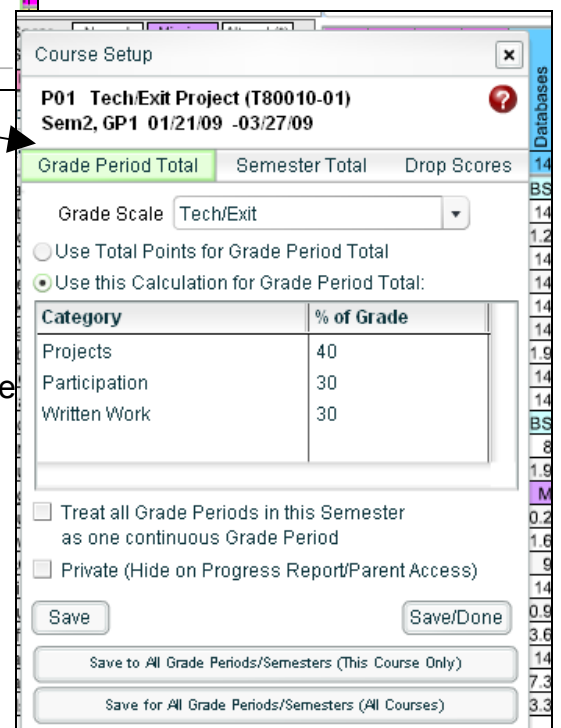
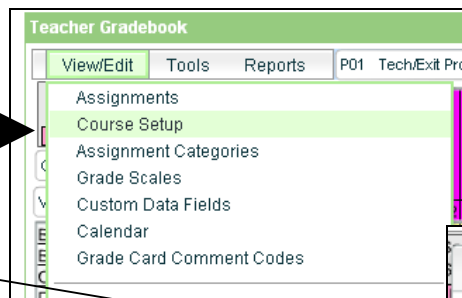
1. Go to View/Edit.
2. Select Assignment
3. Select Add New Category.
4. Type the name of the category in Category Name.
5. Check the box that says "Display using custom color" and select a color.
6. Click Save.
7. Repeat as needed until all categories have been entered.
8. When completely finished, click Save/Done.



NEXT...

Course Setup: Grade Period

1. Go to View/Edit.
2. Select Course Setup.
3. Click Grade Period Total.
4. Choose your grading scale from the list.
5. If you are using Total Points, select that choice. If you are using weighted categories, you will need to select that choice and put in the % of grade. Your categories should already be listed for you.
6. If you are using the same categories/weights for all classes you may choose to Save to All Grade Periods/Semesters.



Course Setup: Semester Total

1. Next, select Semester Total.
2. You MUST select the Letter Grade Scale MCAS as your grade scale.
3. **MCHS Semester Calculation: GP1 40%, GP2 40%, Final Exam 20%**
Middle School Semester Calculation: GP1 45%, GP2 45% Final Exam 10% (if no final exam GP1 50%, GP2 50%.
4. Click Save when you are finished setting up this class period.
5. Leave the Course Setup window open.
6. Select the next class period and double-check to make sure that the Semester Total is using the Letter Grade Scale MCAS.

Course Setup

P01 TechExit Project (T80010-01)
Sem2, GP1 01/21/09 -03/27/09

Grade Period Total Semester Total Drop Scores

Grade Scale Letter Grade Scale MCAS

Use Total Points for Semester Total

Use this Calculation for Semester Total:

Grade Period	% of Grade
GP 2	50
GP 1	50
Final Exam	0

Private (Hide on Progress Report/Parent Access)

Save Save/Done

Save to All Grade Periods/Semesters (This Course Only)

Save for All Grade Periods/Semesters (All Courses)

Creating an Assignment

1. Go to View/Edit.
2. Select Assignments. This is the assignment entry window.
3. Choose the category for the assignment.
4. Create a short description. This will show on your screen when entering grades. It will also appear on a printed progress report for the student.
5. You do not have to enter a long description unless you choose to do so. This is a more detailed description just for the teacher.
6. For the Status, decide if this will be for grade or not.
7. A new feature available is called Parent Access. If you have activated their Parent Access account or on printed progress reports until a date.
8. Input the number of points this assignment is worth.
9. If there is a maximum number of points, check the box and input the number of maximum points. (This will help you make sure you don't give a student 100 point if the maximum score was 10.)
10. Select the Date Assigned and the Date Due.
11. Normally you will enter scores using a Raw Score.
12. If this is the only assignment you are entering, click Save/Done. If you have more assignments to enter, click Save and proceed to the next assignment.

The screenshot shows the 'Assignments' window with the 'Assignment Settings' form. The form includes the following fields and options:

- Category: Participation
- Short Description: Bell Ringer 96
- Long Description: (Empty text area)
- Status: For Grade
- Grade Scale: Tech/Exit
- Normal Pts.: 2
- Extra Credit Pts.: 0
- Max Score: 2 (checked)
- Date Assigned: 28 Jan 2009
- Date Due: 28 Jan 2009
- Scores for this Assignment will be entered using: Raw Score
- Sort Order: default
- Buttons: Save, Clear, Save/Done

Entering Final Grades Only

If you are not using grade book to enter all your assignments and wish to only enter your final grades for each grading period follow these steps:

1. **Course Setup**
2. Set up one assignment category called Final Grade
3. Set up one assignment named: (Ex: Final Grade GP1) to enter your final grades for grading period 1. You will set up one assignment each Grading Period (Ex: Final Grade GP2, Final Grade GP3, etc).
4. Enter your student's final GP grade. This grade will be pulled into the Semester view to submit grades and calculate your semester grades when appropriate.

Entering Grades

The screenshot shows a web-based gradebook interface. At the top, there's a navigation bar with options like 'View/Edit', 'Tools', and 'Reports'. Below that, a grid displays student names in the first column and scores for various assignments in subsequent columns. The assignments are color-coded: pink for 'Bell Ringers', blue for 'Ch.', and purple for 'Exercises'. Yellow squares in the grid indicate missing grades. The interface also includes a sidebar with navigation options like 'Attend', 'GP Data', and 'Quick'.

1. You may change the order that the assignments appear on the screen. Your choices include by: category, status, date assigned, date due, etc.
2. A yellow square indicates that no grade has been entered yet.
3. Enter the grade for each student being careful that you are entering it in the correct box. (**The online gradebook updates **every time** you click in a new box so make sure you aren't overwriting another student's score!**)
4. If many students have an identical score (such as my Bell Ringers to the left), you may use Drill Down and Drill Up.

- **Drill Down & Drill Up:** Restrictions: the selected grade cell must have a status of Normal. The first grade entered must be valid for the assignment. Enter a score for one student; then, press **Ctrl+Down Arrow** or **Ctrl+Up Arrow**, and the score for the current student will be copied to all other students from the selected student. There are a number of status changes you can make to a grade. (Status buttons are disabled when in Semester view.) Each status has a specific color that will be applied. You may select the status from the screen or you may use the keyboard Hot Keys supplied below.
- **Normal/For Grade = (Ctrl+Shift+Space)**
- **ABS = (Ctrl+Shift+E)** Absent/Exempt: This means the assignment is excused, and will not count for or against a student. It does not mean that the student will make it up later.
- **ABN = (Ctrl+Shift+A)** Absent/Not Exempt: This means that the student does not receive credit for this assignment and it will be counted as a 0.
- **MISSING = (Ctrl+Shift+M)** This means that the assignment is missing and will be counted as a 0. Missing assignments will appear on the Scores Report, GB Printable Version, Missing Assignments Report, and original Progress Report.
- **NO CREDIT = (Ctrl+Shift+N)** This means that the student does not receive credit for this assignment and it will be counted as a 0. These scores can optionally be printed on the Missing Assignments Report. They will show as NO CREDIT on the Progress Report.
- **EXEMPT = (Ctrl+Shift+X)** This puts an exempt tag on a student's score will not count against or for a student.
- **LATE = (Ctrl+Shift+L)** This means that the assignment is late. It doesn't factor into the student's grade but is simply a reminder to the teacher and will be noted on the Progress Report.

When giving a score status of X, NC, or ABS, the score is saved so that if status is changed back to Normal or Late, the score will reappear in the grid.

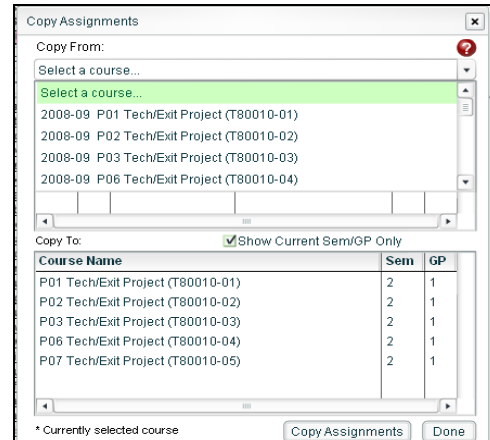
Copying Assignments

If you will be entering grades for an identical assignment in multiple classes, there is good news! ☺ You do NOT have to go to the Assignment Window and enter the same information over and over again.

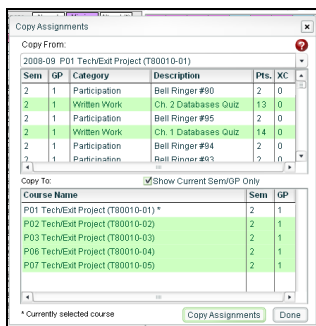
1. Go to Tools and select Copy Assignments.



2. Choose which class you are going to copy the assignment from. Check the box that says Show Current Sem/GP Only.



3. Select the assignments you want to copy and the classes to which you will copy them. Click Copy Assignments. It will let you know when it is finished copying. Then select Done.

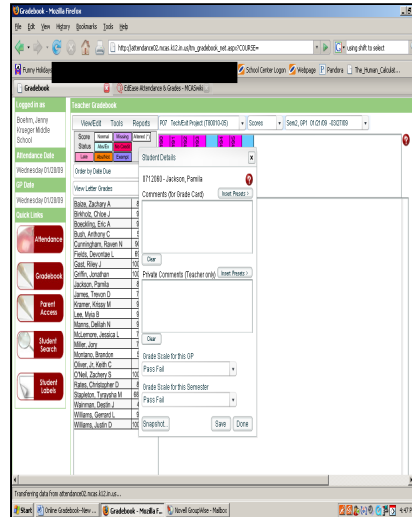


- Using Shift and clicking multiple classes or assignments will let you select a range of choices that are next to each other in the list.
- Using Ctrl and clicking multiple classes or assignments will let you select choices that are not next to each other in the list.

Custom Grading Scale

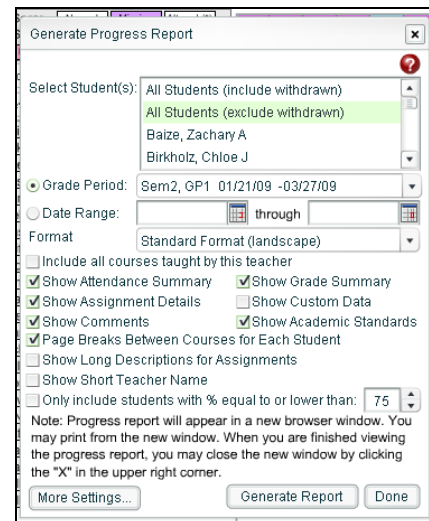
If you have a student in your class who has an adjusted grading scale or is taking the class Pass/Fail, you can assign an individual student a unique grading scale.

1. On the screen where you enter grades, double click on the chosen student. You will get a Student Details box.
2. At the bottom, you can select a specific grading scale for that individual student.
3. The Pass Fail scale was developed by the corporation. 60-100% is passing and 0-59% is failing
4. When you are done, click Save and Done. A small gray triangle will appear on the grade screen letting you know that student has details that have been changed.



Progress Reports

1. You may choose to print an individual Progress Report or an entire class.
2. Go to Reports and select Progress Report.
3. Select the student or students for which you would like to print a Progress Report.
4. Select the grading period or date range.
5. Select combined header format (landscape).
6. Select which pieces of information you would like to include on the report.
7. If you would like to add comments that would be the same for each student (such as a reminder about an upcoming assignment), you can add this by clicking on More Settings...



8. **Click Generate Report** and the reports will be created in another window. You may then print from that screen **and/or save the file for your records.**

Printable Grade Book - prints or save an electronic copy of each classes grade book page.

Click on Reports and select 'Grade Book Printable Version' for the class that is currently open. If you are making numerous changes, print your grade book (each class) using the Grade Book Printable Version so you have a copy before changes were made.

Note: You can always just save the document instead of printing it. This is a great way to keep a copy of your class grade book for each grading period.

Special Thanks to Jenny Boehm for creating many sections of this guide.