NCWISE GRADEBOOK TRAINING

Presented by K. Kepner

2010

Setup My Options Screen

Step 1: Click the **Setup Options** button.

Step 2: Click the **Preferences** button.

Set-up My Options

Cleveland County Student Information System

Action Query Lock Help Window

Preferences (TA)

Teacher Assistance

My Preferences:

Seating Plan Setup

Edit User Profile

Put ● in "Report Cycle"

My Options | My Comments Option | My Preps | My Comments

Grade Calculation Method

Total Points

Posting Type
◉ Report Cycle   ○ Cumulative

Put √ in "Use Assignment weights"

☑ Use Assignment weights

☑ Use Assignment type weights

☐ Use Area of Study weights

☑ Use Report Cycles Weights

Put √ in "use assignment type weights"

Put √ in "use report cycle weights"

☐ TAVG% Include Weight

NEVER put √ here. DO NOT USE!

Default order of Assignments by due date

Ascending

Numeric Score Default ⬚ 100   Default Display Assignment ⬚ 150

Failure Threshold ⬚ 69   Delete Assignments at Year End ☑

Help

i.e. 76

Set between 40-60 (your decision)

Put √ in "delete assignments at year end. IMPORTANT

Other Settings

Allow Shared A...

☐ . When this ... er reviewing the academic progress of a student you both teach may view the grade received in your clas...

Only check if you share grades with other teachers. i.e. 5th grade

Rounding Grades

☑ .The system rounds decimal values to whole numbers when posting grades for official repor... Check this box to round grades to the nearest whole number. (i.e. 92.53 = 93 and 88.47 = 8... Uncheck this box to truncate (drop) decimal values. (i.e. 75.84 = 75).

Put √ in "Rounding Grades" **GPA will not calculate the same, if not checked.**

Count Blank Grades as Zeros

☐ .Check this box to count blank grades as zeros calculating average grades for a student. Uncheck this box to consider the student exempt from the assignment if the grade is blank.

Do NOT put a √ here. We are NOT using this option.

Save

My Preps Screen

What is a Prep? A set of grading rules for a common course/subject.

Type teacher **First** and **Last** name. Click the ADD button.

Click the ADD button

Save

-Click SELECT CLASSES and check all classes within your areas including Personal Development. Click OK.

Cleveland County Student Information System

Action Query Lock Help Window

Prep Detail

Details for Prep: Kimberley Kepner

Prep Classes

Select classes

- 0-0-0-02 Pers Devel
- 0-0-0-02 Lang Arts
- 0-0-0-02 Math K-8
- 0-0-0-02 Sci K-8
- 0-0-0-02 Social St
- 0-0-0-02 SPELLING

Select Classes   Delete

Prep Area of Study

Area of Study	Default?
Academic	☑
	☐
	☐
	☐
	☐
	☐

Add   Delete

Type in ACADEMIC. Check the DEFAULT box.

Prep classes Report Cycles

Report Cycle	Weig...
First Reporting Period	1
Second Reporting Period	1
Third Reporting Period	1
Fourth Reporting Period	1

Calculated Report Cycles

This is set by default

Check the assignment you think you will have the most grades for.

Prep Assignment types

Description	Weight	Default Assignment Type
Classwork	25	☑
Test	75	☐
		☐
		☐
		☐
		☐

Add   Delete

Save

Click to choose types of assignments.

-Prep Assignment Types
   - All categories that you choose MUST be weighted
   -Weighting of assignments are according to administrators and MUST
   be grade level consistent
   (According to Donna Senter- Cursive handwriting should NOT be a
part of language arts.)

Cleveland County Student Information System

Action Query Lock Help Window

Preferences (TA)

Teacher Assistant

My Preferences:

Seating Plan Setup

Edit User Profile

| My Options | My Comments Option | My Preps | My Comments | School Grade Scale |

Teacher Assistant allows you to create your own grade comments

Replacement characters are:
$ - Preferred Name, # - His/Her, @ - He/She

Code	Description
4	Continue good work.
11	Grade based on modified instruction and assignments.
25	Needs improvement in paying attention and following directions.
40	Needs improvement in accepting responsibility.
45	Please call for a conference.
47	Your child can be helped by reading daily at home.
72	Needs to memorize math facts.
78	Needs to read each word problem completely.
95	Needs to improve in spelling.
	Must verify answers in reading selections.

Type in comments you wish to choose from.

Click ADD.

ADD DEL

Help

Save

-These are the comments I chose.

- I created my own code numbers because it required a number to be in the field. The numbers do not mean anything.

Action My Students My Classes Query Lock Help Window

Teacher Assistant for: Kepner, Kimberley N -- Elizabeth Elementary

Teacher Assistant

My Students:
- Basic Demographics
- Academic Progress
- Student Absences

Other Features

○ Classes ○ Home Rooms ○ Teams
☑ Today's Classes ● Curr Students ○ All Students

Course	Sec.	Title	S	T	D	P	AC
0000SY3	33	Self Cont	0	0	0	01	☐
99859SY3	33	HOST 03	0	0	0	01	☐
1010SY	33	Lang Arts	0	0	0	02	☐
2001SY	33	Math K-8	0	0	0	02	☐
3001SY	33	Sci K-8	0	0	0	02	☐
4001SY	33	Social St	0	0	0	02	☐
9010SY	33	HEALTH ED	0	0	0	02	☐
9520SYPD	33	Pers Devel	0	0	0	02	☐

My Classes:

Attendance :
- List | Ph... | Summary
- Condensed Att. Entry
- Spreadsheet | Single
- Reports
- Grade Entry
- Setup Options

eSIS

Name	Phone	...	Birth Date	Age	S...	Contact
						Info

Save Sequence

-Check subject/course you
wish to enter grades for

-Click SPREADSHEET

Action My Students My Classes Query Lock Help Window

TA Gradebook

Class	Reporting Term	Area of Study	Assignment Types
S0 T0 D0 P2 Sci K-8(3001SY - 33)	First Reporting Period	Academic	All

<------------------------------Assignments are listed with max score-------------------->

| Student Name | Tav... | Screen Totals | | |
		Total	Earned	Avg%
		0	0	
...anr		0	0	
...er		0	0	
...e		0	0	
		0	0	
...nie		0	0	
...gar		0	0	
...iar		0	0	
...ell		0	0	
...n		0	0	
		0	0	
...e		0	0	
		0	0	
		0	0	
...las		0	0	
...na		0	0	
Standish, Logan		0	0	

60 Number Of Columns   Exempt

Color Legend	Missing Grade	Enter Grade/Comments	Add Assignment
Post Grades To Report Card	Reporting Term Grades	Condensed Grade Entry	View/Change Assignment

Save

-Verify Class
-Select REPORTING TERM
-AREA OF STUDY should be ACADEMIC
-Assignment type (choose from the drop down menu)
   I typically keep it as ALL while entering grades.
-Click ADD ASSIGNMENT

Action Query Lock Help Window

TA Assessments

Class

S0 T0 D0

Add new assignments

Class - S0 T0 D0 P2 Sci K-8(3001SY - 33)

Assignment

Name	Skeleton Diagram	Assign Date	09/22/2010	+
Short Name	SkDigrm	Due Date	09/22/2010	+
Score Type*	Numeric Mark	Create Date	09/22/2010	+
Score Max	100 Weight 1	Extra Credit	☐	
		Post to Parent	☐	+
Area of Study	Academic	Assistant Date		
Assignment Type	Classwork	☐ Use Standardized Test Scores		

Narrative Skeleton Diagram

Parent Tips

| Enter Grade/Comments | Cancel | Add This Assignment To Other Classes | | |

| View All Assignments | Remove This Assignment From Cl... | Enter Grade/Comments | Add Assignment |
| | | | Change Assignment |

-Type the NAME of the ASSESSMENT.
-Press the tab key to get the SHORT NAME. Accept or change the short name (it will appear at the top of the column in your spread sheet.)
-SCORE TYPE is NUMERIC (except if you are entering a grade for Writing or Personal Development.)
-Accept or change SCORE MAX, WEIGHT, and EXTRA CREDIT.
-AREA OF STUDY is ACADEMIC
-Select ASSIGNMENT TYPE
-(optional) Type information in NARRATIVE.
-PARENT TIPS not available to parents at this time.
-Adjust dates if needed.
-Click SAVE icon and EXIT if you are not entering marks at this time.
-OR click ENTER GRADE/COMMENTS to record marks. Then SAVE and EXIT.

Enter Grade on the Spreadsheet Screen

Enter Grade on Enter/Mark Comments Screen

Action Query Lock Help Window

TA Assessments

Class
S0 T0 D0 P2 Sci K-8(3001SY - 33) ▼

Reporting Term
First Reporting Pe

Add new assignments

Class - S0 T0 D0 P2 Sci K-8(3001SY - 33)

Assignment Type

Name	Due Date	Are
Bones Presentation	09/22/2010	Academ
Skeleton Diagram	09/22/2010	Academ

Name Bones Presentation   Assign Date 09/22/2010 +
Short Name Bon. Pres   Due Date 09/22/2010 +
Score Type* Numeric Mark ▼   Create Date 09/22/2010 +
Score Max 100   Weight 1   Extra Credit ☐
                                  Post to Parent ☐   +
Area of Study Academic ▼   Assistant Date
Assignment Type Classwork ▼   ☐ Use Standardized Test Scores

Narrative Bones Presentation

Parent Tips

Add   Copy   Enter Grade/Comments   Cancel   Add This Assignment To Other Classes

| View All Assignments | Remove This Assignment From Cl... | Enter Grade/Comments | Add Assignment |
| | | | Change Assignment |

-To change an assignment type in any way click CHANGE ASSIGNMENT.

-Modify as needed.

-Click SAVE

Remove An Assessment From A Class > From the Spreadsheet screen click the View/Change Assessment button.

Cleveland County Student Information System

Window

TA Gradebook

Class | Reporting Term | Area of Study | Assignment Types
S0 T0 D0 P2 | t Reporting Period | All | All

-------------------Assignments are listed with max score-------------------->

Color Legend

☐ Late Grade
☐ Fail Grade
☐ Exempt
☐ Extra Credit
☐ Over Maximum

Student Name | Pr SkDigrr
| 0\1 | 100\1

		0	0	
		0	0	
		0	0	
las		0	0	
na		0	0	
Stanton, Logan | | 0 | 0 | |

60 Number Of Columns | Exempt | ◄

Color Legend | Missing Grade | Enter Grade/Comments | Add Assignment
Post Grades To Report Card | Reporting Term Grades | Condensed Grade Entry | View/Change Assignment

Action My Students My Classes Query Lock Help Window
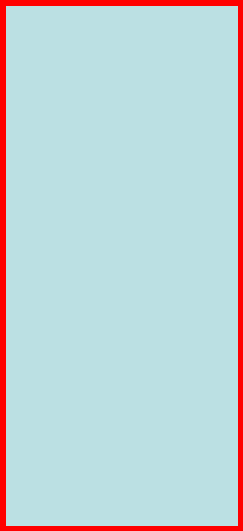
TA Missing Marks Screen

Class
S0 T0 D0 P2 Sci K-8(3001SY - 33)

Reporting Term
First Reporting Period

Pupil ...	Student Name	Assignment	Max	Grade	Late	Exempt	Grade Comment
		Bon. Pres	100		☐	☐	
		SkDigrm	100		☐	☐	
	h	Bon. Pres	100		☐	☐	
	h	SkDigrm	100		☐	☐	
		Bon. Pres	100		☐	☐	
		SkDigrm	100		☐	☐	
		SkDigrm	100		☐	☐	
		Bon. Pres	100		☐	☐	
		Bon. Pres	100		☐	☐	
		SkDigrm	100		☐	☐	
		Bon. Pres	100		☐	☐	
		SkDigrm	100		☐	☐	
		Bon. Pres	100		☐	☐	
		SkDigrm	100		☐	☐	
		SkDigrm	100		☐	☐	
		Bon. Pres	100		☐	☐	

☐ Failing Grade   ☐ Grade Over Maximum

Edit comment

Condensed Grade Entry	Add Assignment	Enter Grade/Comments	Copy First Comment Down
			Delete All Comments

Action Query Lock Help Window

TA Assessments

Class

S0 T0 D0

Add new assignments

Class - S0 T0 D0 P2 Pers Devel(9520SYPD - 33)

Assignment

Name	Personal Development	Assign Date	09/21/2010	+
Short Name	PDev	Due Date	09/21/2010	+
Score Type*	Alpha Mark	Create Date	09/21/2010	+
Score Max	S	Weight	1	Extra Credit	☐

Post to Parent ☐

Area of Study Academic   Assistant Date

Assignment Type Classwork

☐ Use Standardized Test Scores

Narrative Personal Development

Parent Tips

Enter Grade/Comments	Cancel	Add This Assignment To Other Classes

| View All Assignments | Remove This Assignment From Cl... | Enter Grade/Comments | Add Assignment |
| | | | Change Assignment |

-Add one assignment in the PERSONAL DEVELOPMENT course.
-SCORE TYPE is ALPHA MARK
-SCORE MAX is "S"
-ASSIGNMENT TYPE is CLASSWORK
-Record an "S, I, or U" for the grade and add appropriate comments.

Action Query Lock Help Window

Teacher Enter Grade/Comments

Class	Reporting Term	Assignment	Score Max	Weight
S0 T0 D0 P2 Pers Devel(9520SYPD - 33) ▼	First Reporting Period ▼	PDev ▼	S	1

Pupil ...	Student Name	Grade	%	Late	Exempt	Grade Comment
1		S	%	☐	☐	
1	h	S	%	☐	☐	
1		S	%	☐	☐	
1		S	%	☐	☐	
1		S	%	☐	☐	
1		S	%	☐	☐	
1		S	%	☐	☐	
1		S	%	☐	☐	
1		S	%	☐	☐	
1		S	%	☐	☐	
1		S	%	☐	☐	
1		S	%	☐	☐	
1		S	%	☐	☐	
1		S	%	☐	☐	
1		S	%	☐	☐	
1		S	%	☐	☐	

☐ Failing Grade ☐ Grade Over Maximum Class Avg [%]   Edit comment

Condensed Grade Entry	Add Assignment	Copy First Grade Down	Copy First Comment Down
Missing Grades		Delete Grade	Spreadsheet	Delete All Comments

-After you enter an S,I, or U for PERSONAL DEVELOPMENT, click VIEW/CHANGE ASSIGNMENT

-Click ENTER/GRADE COMMENTS

-Click EDIT COMMENTS

Window

Teacher Enter Grade/Comments

Class
S0 T0 D0 P2

Score Max   Weight
S   1

Edit Mark Comment

My Comments	School Comments
☑ Continue good work.	☐ Absences Affecting Grade
☑ Grade based on modified instru	☐ Conduct is Improving
☐ Must verify answers in reading s	☐ Conduct is Satisfactory
☐ Needs improvement in acceptin	☐ Conduct is Unsatisfactory
☐ Needs improvement in paying a	☐ Continue Good Work
☐ Needs to improve in spelling.	☐ Grade Based on Modified Instructic
☐ Needs to memorize math facts.	☐ Handwriting Needs Improvement
☐ Needs to read each word proble	☐ Handwriting is Outstanding
☐ Please call for a conference.	☐ Handwriting is Progressing
☐ Your child can be helped by read	☐ Needs Improvement in Accepting F

Continue good work. Grade based on modified instruction and assignments.

Replacement characters are: $ - Preferred Name,   # - His/Her,   @ - He/She

OK   Cancel

Pupil ...

Comment

1

3 E
5 E
4 E
2 E
2 D
2 F
3 E
7 H
5 E
4 F
2 F
2 G
2 G
1250792 8

☐ Failing G

omment

Condensed Grade Entry	Add Assignment	Copy First Grade Down	Copy First Comment Down
Missing Grades		Delete Grade Spreadsheet Delete All Comments	

-Click the comments you wish to include (either for each child or all children, depending if you want to use the COPY FIRST COMMENT DOWN FUNCTION)

-Click OK (Repeat above if you have a different comment for each child)

-Click OK

-Click the Save button

Action Query Lock Help Window

TA Assessments

Class

S0 T0 D0

Add new assignments

Class - S0 T0 D0 P2 WRITING(9985GYWR - 33)

Assignment

Name	Writing
Short Name	Writi
Score Type*	Alpha Mark
Score Max	O Weight 1

Assign Date	09/21/2010	+
Due Date	09/21/2010	+
Create Date	09/21/2010	+
Extra Credit	☐
Post to Parent	☐	+
Assistant Date	
☐ Use Standardized Test Scores	

Area of Study Academic

Assignment Type Classwork

Narrative Writing

Parent Tips

| Enter Grade/Comments | Cancel | Add This Assignment To Other Classes | | |

| View All Assignments | Remove This Assignment From Cl... | Enter Grade/Comments | Add Assignment |
| | | | Change Assignment |

-Add one Assignment in the WRITING course.
-SCORE TYPE is ALPHA MARK
-SCORE MAX is "O"
-Assignment type is CLASSWORK
-Record an "O, P, or N" for the grade and add appropriate comments. (In the same format as you did for PERSONAL DEVELOPMENT.)

Progress Reports

Action   My Students   My Classes   Query   Lock   Help   Window

Teacher Assistant for: Day, Margaret -- Kings Mountain Intermediate

Teacher Assistant

My Students:

Basic Demographics	Other Features
Academic Progress	
Student Absences	

○ Classes   ○ Home Rooms   ○ Teams
☑ Today's Classes   ● Curr Students   ○ All Students

Course	Sec.	Title	S	T	D	P	AC
2001CY	15	MATH MS	0	0	0	61	☐
2001CY	16	MATH MS	0	0	0	63	☐
3001CY	15	SCIENCE MS	0	0	0	73	☐
3001CY	16	SCIENCE MS	0	0	0	74	☐
							☐
							☐
							☐
							☐

Name	Phone	...	Birth Date	Age	S...	Contact
						Info

My Classes:

eSIS

Attendance :

List	Ph...	Summary

Condensed Att. Entry

Spreadsheet | Single

Reports

Grade Entry

Setup Options

Save Sequence

Action Edit Block Field Record Query Lock Help Window

Class Hot Print (TA)

Class Reports

Class List	Class Record	Progress Report	Birthday List	Medical List
Mailing Labels	Emergency List	Trip List	Missing Assignment	Observations
Failures Report	Failing Reporting Term	Timetable	Grade List	

Elementary Progress Report

School: Elizabeth Elementary

Report Title

Elementary Progress Report

Select Classes S0 T0 D0 P2 Lang Arts(1010SY - 33)   Multiple...

Report Cycle   ?

Area Of Study All

Assignment Type All

Select Student   Multiple...

Assignment From Date   + To Date   +

☐ Include Summary by Assignment Type?   ☐ Include weight?

☐ Include Class Average?   ☐ Include signature?

☐ Include Assign date and Due date?

☐ Include Daily Absences?

Message to Parent

☐ Include Version Number of the Report

Print in background? No

-SELECT CLASSES from drop down menu.

Action Edit Field Lock Help Window

Elementary Progress Report

School: Elizabeth Elementary

Report Title

Elementary Progress Report

Select Students

All classes	Selected classes
S0 T0 D0 P1 Self Cont(0000SY3 - 33)	S0 T0 D0 P2 Lang Arts(1010SY - 33)
S0 T0 D0 P2 HEALTH ED(9010SY - 33)	S0 T0 D0 P2 Math K-8(2001SY - 33)
S0 T0 D0 P2 Pers Devel(9520SYPD - 33)	S0 T0 D0 P2 Sci K-8(3001SY - 33)
S0 T0 D0 P1 HOST 03(99859SY3 - 33)	S0 T0 D0 P2 Social St(4001SY - 33)
S0 T0 D0 P2 WRITING(9985GYWR - 33)	S0 T0 D0 P2 SPELLING(9985GYSP - 33)

Add ->

<- Remove

Ok

-Highlight class/classes to be included on the progress report and click ADD.

-The classes you selected should have moved from the left box to the right box.

****DO NOT SELECT PERSONAL DEVELOPMENT OR WRITING. YOU WILL DO A SEPERATE PROGRESS REPORT FOR THOSE AREAS.****

-After selecting your classes, click OK.

Action Edit Field Lock Help Window

Elementary Progress Report

School: Elizabeth Elementary

Report Title

Elementary Progress Report

Select Classes Multiple...   ▼   Multiple...

Report Cycle   ?

Area Of Study All   ▼

Assignment Type All   ▼

Select Student   ▼   Multiple...

Assignment From Date   +   To Date   +

☐ Include Summary by Assignment Type?   ☐ Include weight?

☐ Include Class Average?   ☐ Include signature?

☐ Include Assign date and Due date?

☐ Include Daily Absences?

Message to Parent

☐ Include Version Number of the Report

Report Cycles

Find %

Long_Name
First Reporting Period
Second Reporting Period
Third Reporting Period
Fourth Reporting Period

Find   OK   Cancel

-Select REPORT CYCLE for the
current marking period.
-AREA OF STUDY is ALL
-ASSIGNMENT TYPE is ALL

Action Edit Field Lock Help Window

Elementary Progress Report

School: Elizabeth Elementary

Report Title

Elementary Progress Report

Select Classes Multiple...   Multiple...

Report Cycle First Reporting Period   ?

Area Of Study All

Assignment Type All

Select Student Multiple...   Multiple...

Assignment From Date ____ + To Date ____ +

☐ Include Summary by Assignment Type?   ☐ Include weight?

☐ Include Class Average?   ☐ Include signature?

☐ Include Assign date and Due date?

☐ Include Daily Absences?

Message to Parent

☐ Include Version Number of the Report

Print in background? No

-Leave SELECT STUDENT blank to select all students. (You may also select individual students using the ADD feature from the screen that appears when you click MULTIPLE. You may also REMOVE students.)

-Click OK

-DATES do not have to be entered because the REPORT CYCLE is selected.

-Check all boxes that apply (check with your administrators).

-MESSAGE TO PARENT is optional. THIS MESSAGE WILL GO ON EVERY CHILD'S REPORT.

-Highlight child and click ADD. The child's name will move from the box on the left to the box on the right.

-Click OK.

Cleveland County Student Information System

Action Edit Field Lock Help Window

Elementary Progress Report

School: Kings Mountain Intermediate

Report Title

Elementary Progress Report

Select Classes: S0 T0 D0 P61 MATH MS(2001CY - 15)   [Multiple...]

Report Cycle: 1st Reporting Period Year L   [?]

Area Of Study: All

Assignment Type: All

Select Student: [Multiple...]

Assignment From Date: 08/24/2010 [+] To Date 09/21/2010 [+]

☑ Include Summary by Assignment Type?   ☐ Include weight?

☐ Include Class Average?   ☑ Include signature?

☑ Include Assign date and Due date?

☐ Include Daily Absences?

Message to Parent:

☐ Include Version Number of the Report

Print in background? No

[Print]

Check assignment dates.

Change if needed.

Select the options you want printed on the progress report.

Cleveland County Student Information System

Action   Edit   Field   Lock   Help   Window

Elementary Progress Report

School: Kings Mountain Intermediate

Report Title

Elementary Progress Report

Select Classes   S0 T0 D0 P61 MATH MS(2001CY - 15)   ▼   Multiple...

Report Cycle   1st Reporting Period Year L   ?

Area Of Study   All   ▼

Assignment Type   All   ▼

Select Student   [   ]   ▼   Multiple...

Assignment From Date   08/24/2010   +   To Date   09/21/2010   +

☑ Include Summary by Assignment Type?   ☐ Include weight?

☐ Include Class Average?   ☑ Include signature?

☑ Include Assign date and Due date?

☑ Include Daily Absences?

Absences From Date   08/25/2010   +   To Date   09/21/2010   +

If you want absences on progress report check the box and fill in the appropriate dates.

Message to Parent   [   ]

☐ Include Version Number of the Report

Print in background?   No   ▼

Cleveland County Student Information System

Action Edit Field Lock Help Window

Elementary Progress Report

School: Kings Mountain Intermediate

Report Title

Elementary Progress Report

Select Classes S0 T0 D0 P61 MATH MS(2001CY - 15) ▼ Multiple...

Report Cycle 1st Reporting Period Year L ?

Area Of Study All ▼

Assignment Type All ▼

Select Student ▼ Multiple...

Assignment From Date 08/24/2010 + To Date 09/21/2010 +

☑ Include Summary by Assignment Type? ☐ Include weight?

☐ Include Class Average? ☑ Include signature?

☑ Include Assign date and Due date?

☑ Include Daily Absences?

Absences From Date 08/25/2010 + To Date 09/21/2010 +

Message to Parent Class field trip is October 15th to Shield Musuem. Please sign attached field trip permission form and return tomorrow.

☐ Include Version Number of the Report

Print in background? No ▼

-Click on the PRINT icon (a PDF version opens up on your screen)
- Click to save if you wish
-Click Printer icon to print progress reports
-Close the broser. You will return to the PROGRESS REPORTS screen.
-Click the door to exit.

Slides Created By:

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Slide Numbers:

2-4, 11-15, 23-24, 30-33

- **Kim Kepner**

Slide Numbers:

5-10, 14, 16-22, 25-29, 34-35