Back to School *(for Teachers)*

A+ GradeBook

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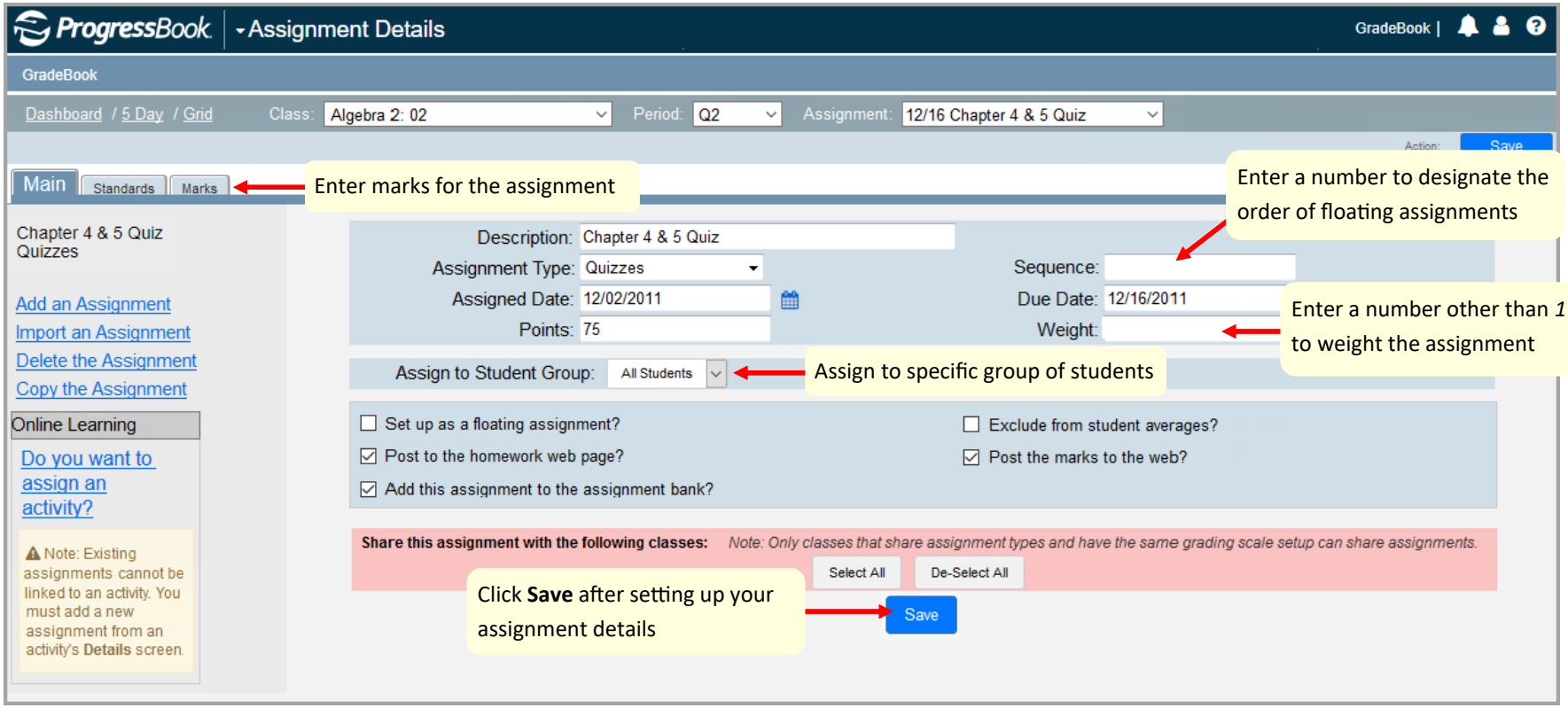
GradeBook Assignment Details



Set up as a floating assignment?	**Create an assignment with no due date so students can complete the assignment at different times**
Post to the homework web page?	**Post the assignment to the ASSIGNED WORK area of the ParentAccess PLANNER**
Add this assignment to the assignment bank?	**Save this assignment for future use in the Assignment Bank**
Exclude from student averages?	**Exclude assignment from affecting student averages**
Post the marks to the web?	**Post marks for the assignment to the PARENTACCESS ASSIGNMENTS area**

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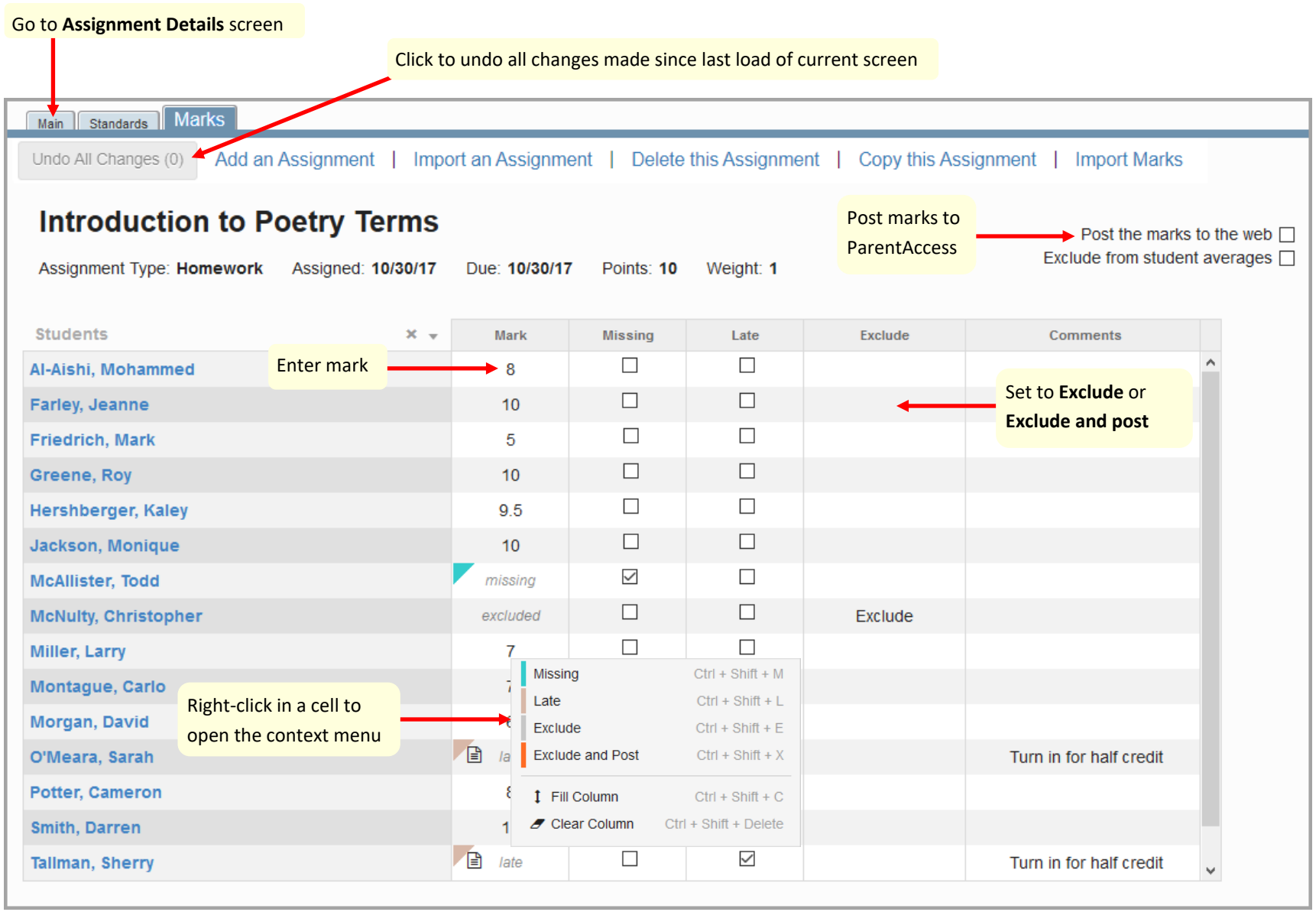
Assignment Marks



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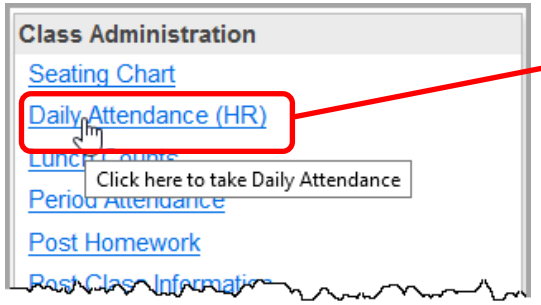
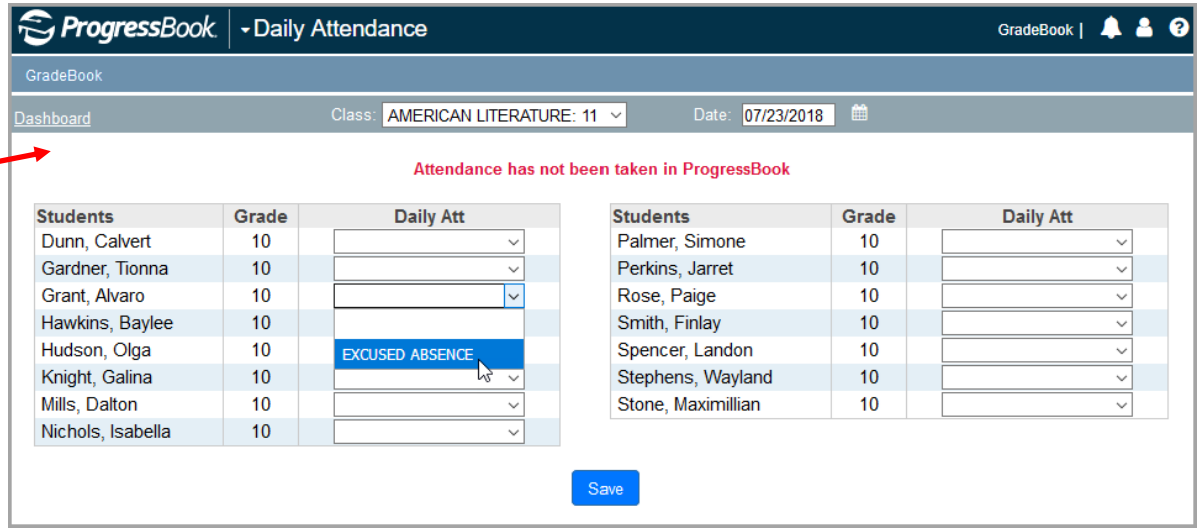
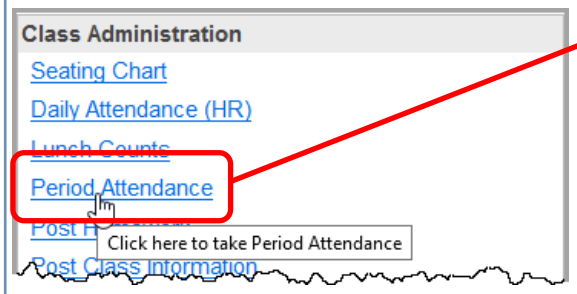
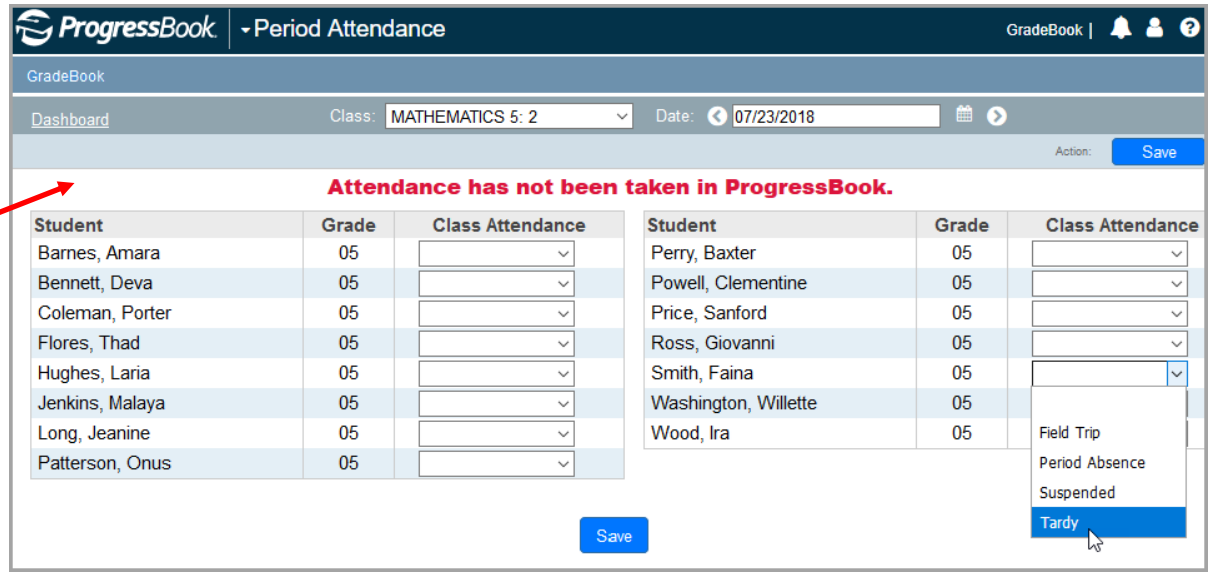
Attendance





Even if all of your students are present, you must click SAVE to submit your attendance information to the school.





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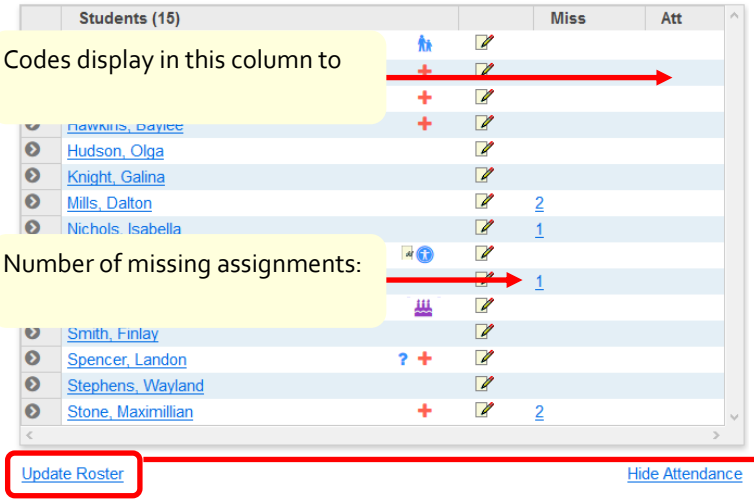
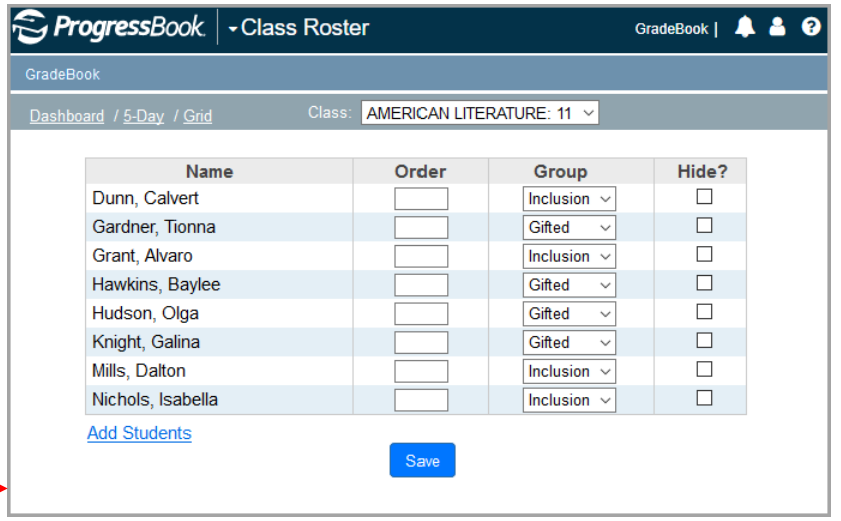
GradeBook

Class Roster





✚	**Student has medical concern(s)**
	Student has custody notice(s)
	Student has disability concern(s)
?	**Student has miscellaneous note(s)**
	Current date is student's birthday
	Student has forms in SpecialServices
W	**Student has withdrawn from class**
	Click to enter daily comment
	Daily comment has been entered

Class	**Select class roster to display**
Order	**Enter number to indicate order in which students should display**
Group	**Add student to a student group**
Hide	**Hide student from Class Roster on Class Dashboard**
Add Students	**Add students to your class roster (if enabled by your district)**

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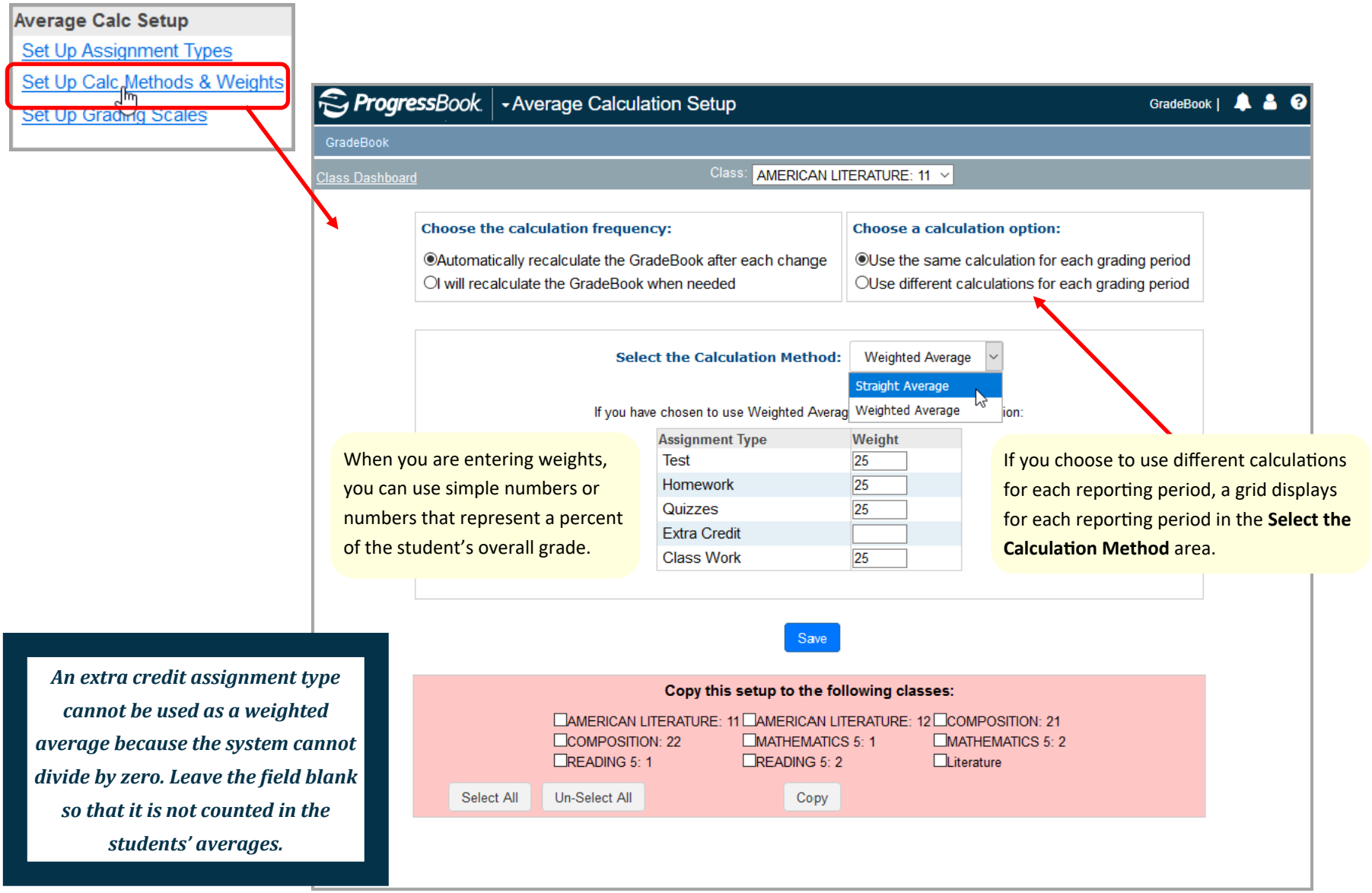
Grade Weights



When you are entering weights, you can use simple numbers or numbers that represent a percent of the student's overall grade.

If you choose to use different calculations for each reporting period, a grid displays for each reporting period in the **Select the Calculation Method** area.

An extra credit assignment type cannot be used as a weighted average because the system cannot divide by zero. Leave the field blank so that it is not counted in the students' averages.

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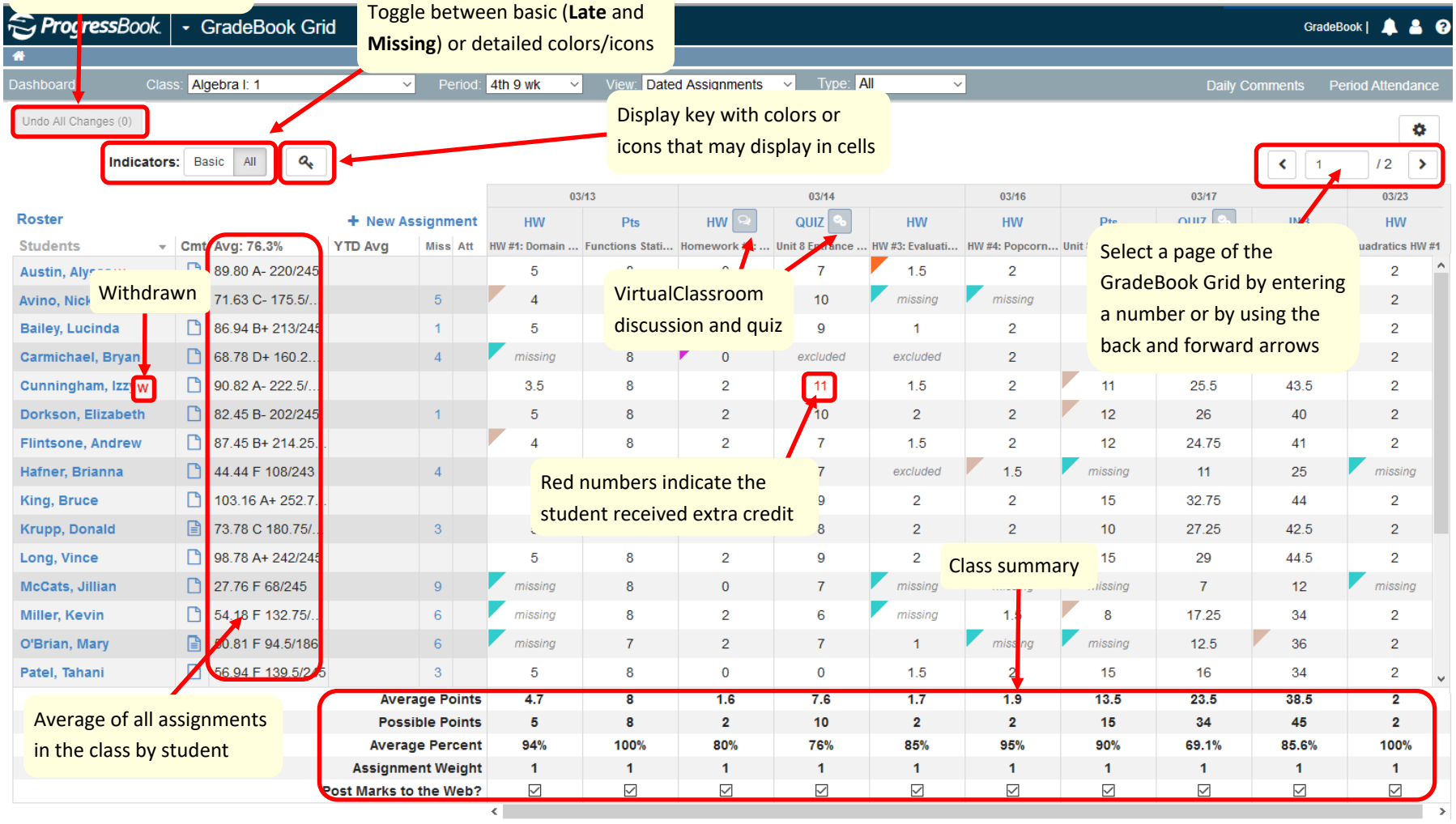
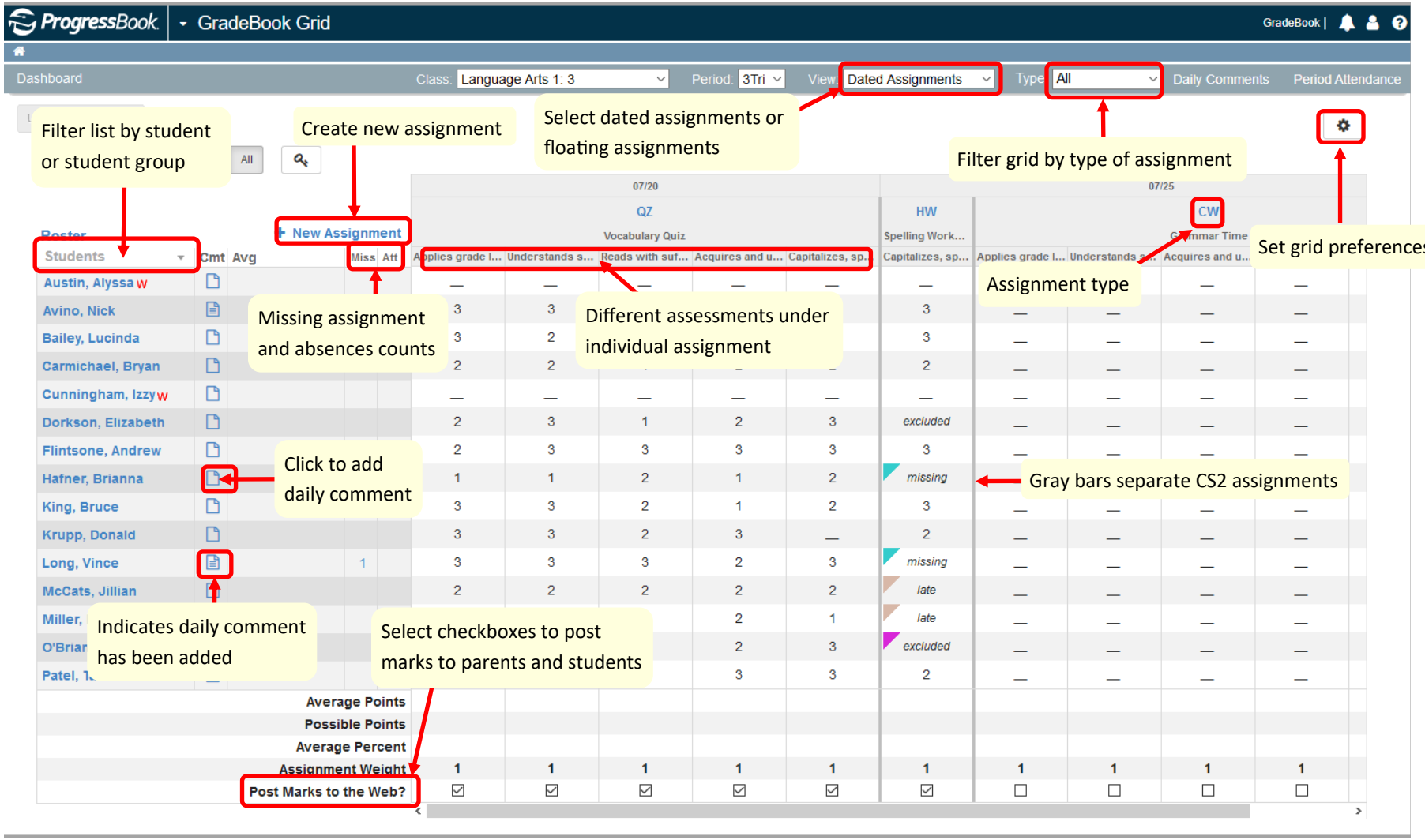
GradeBook Grid



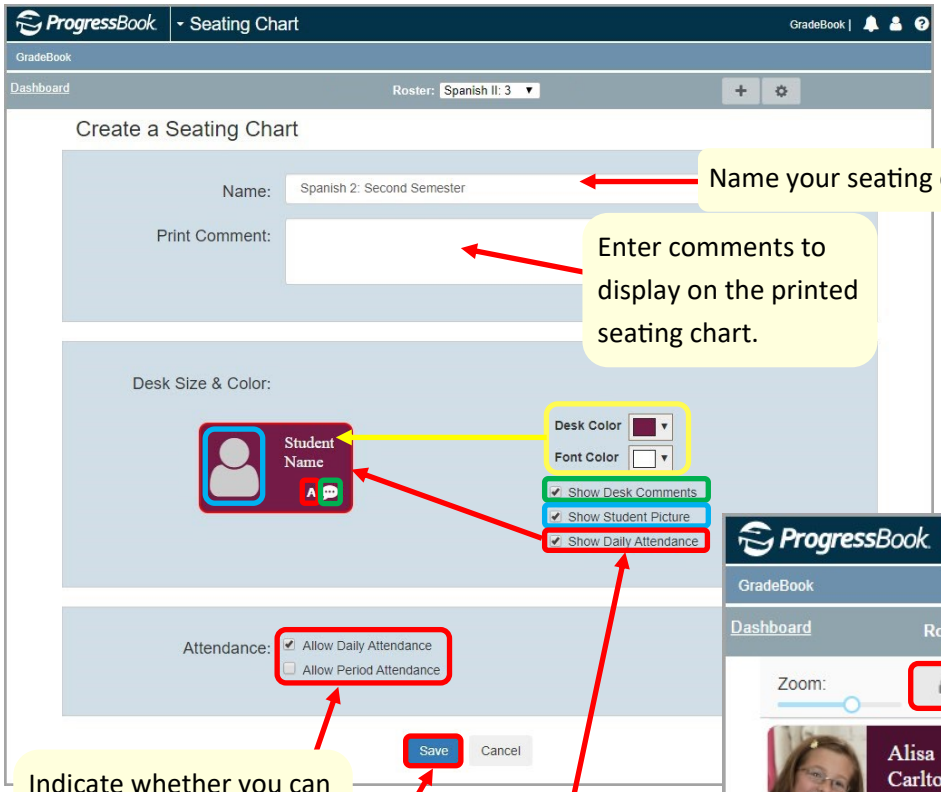
*You cannot undo changes you made prior to selecting a new **Class**, **Period**, **View**, or **Type**. Each time you select a new item from one of these drop-down lists, the undo number resets to 0.*

GradeBook Grid (cont)



GradeBook

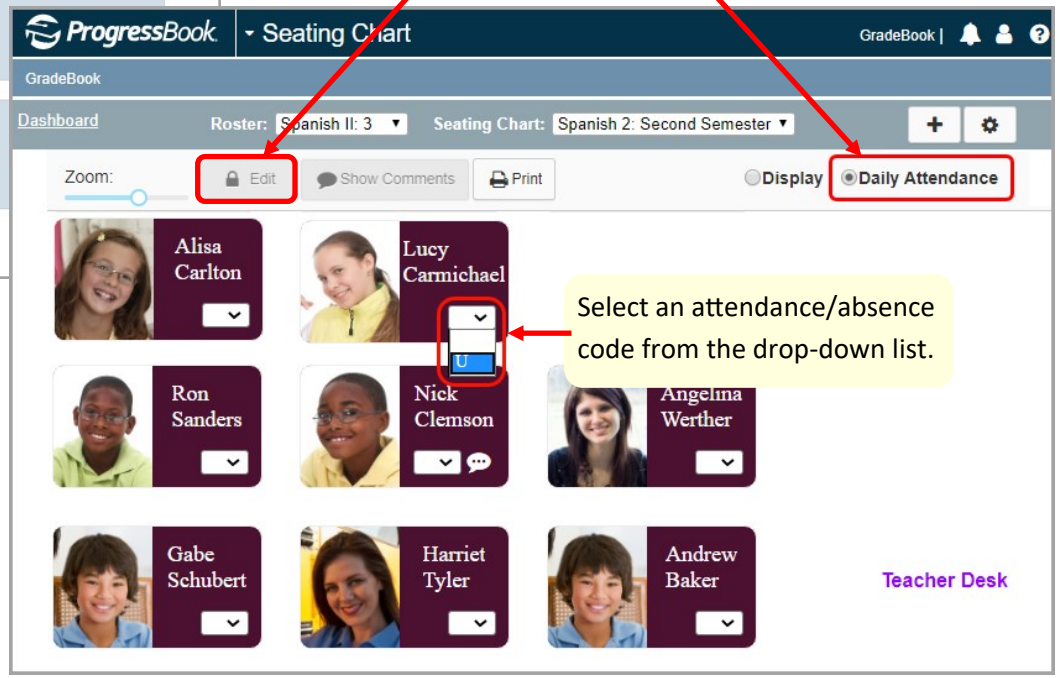
Seating Chart



Name your seating chart.

Enter comments to display on the printed seating chart.

In **Display** mode, daily attendance can be taken in the **Daily Attendance** view and period attendance in the **Period Attendance** view.



Indicate whether you can take daily and/or period attendance on the chart.

Save to set up your seating chart (see reverse side).

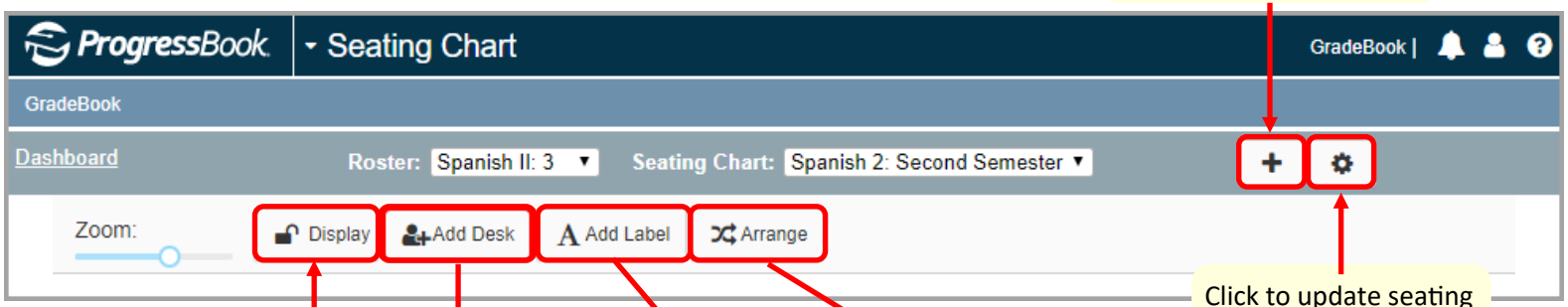
A red outline displays on a desk when the student has been marked absent.

Select an attendance/absence code from the drop-down list.

**see next page for more information*

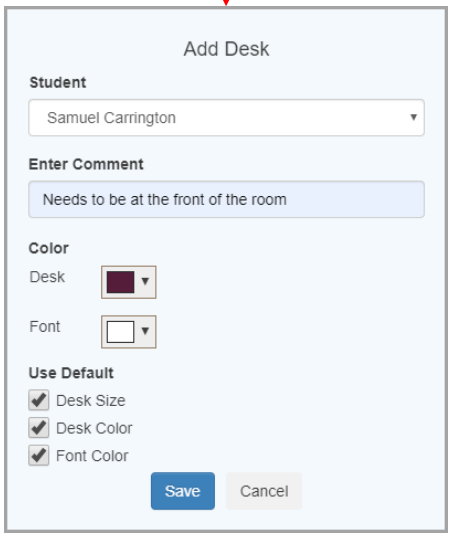
GradeBook Seating Chart (cont)

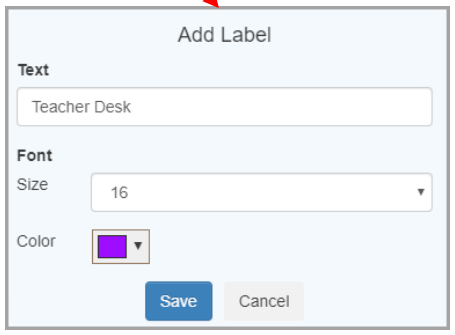
Click to add new seating chart for the current class.

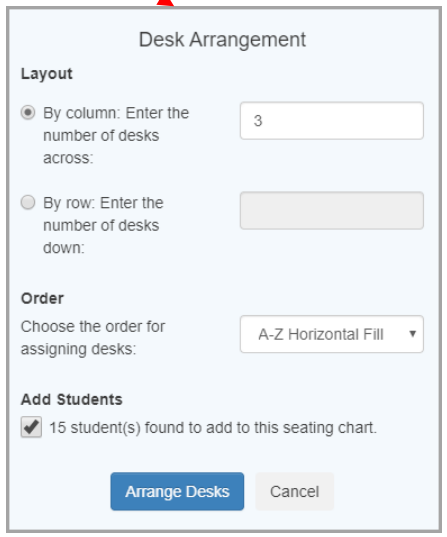


Click to update seating chart preferences.

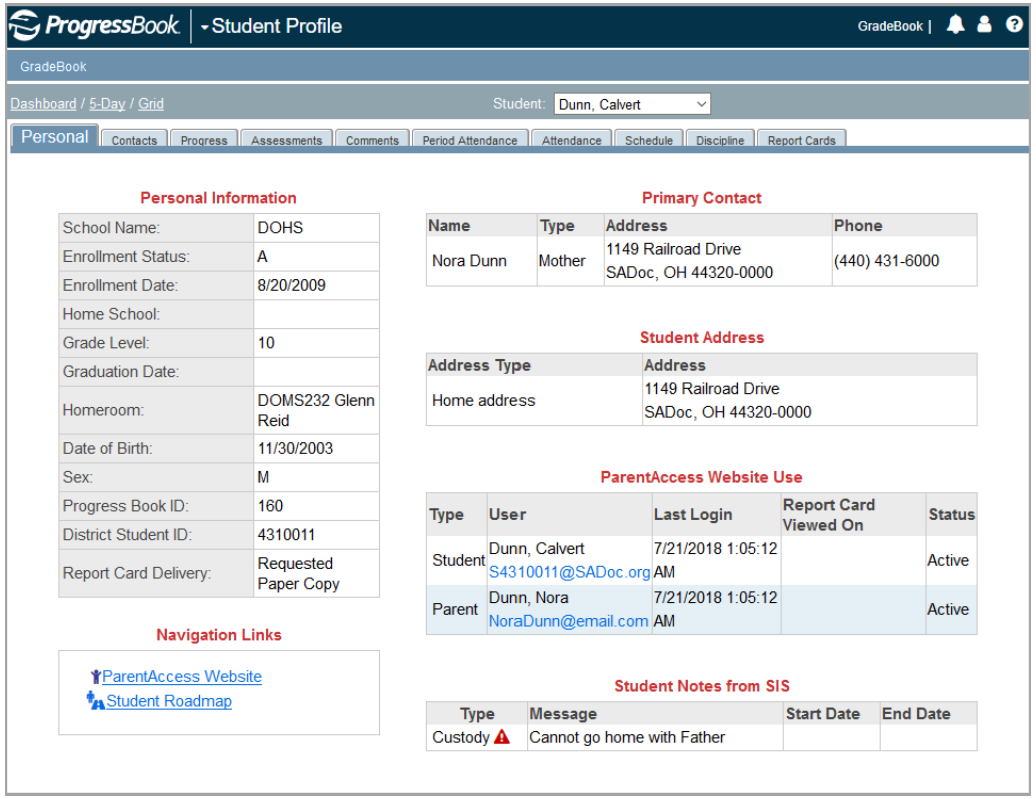
Click to toggle between **Display** mode and **Edit** mode. Updates to design can be made during **Edit** mode.







GradeBook

Student Profile

Personal	**View school enrollment information, links for ParentAccess & the Student Roadmap, primary contact info, address info, ParentAccess parent/ student usage info, and alerts from SIS.**
Contacts	**View student's contacts in read-only format.**
Progress	**View student's progress in your class (student's average, individual assignment weights, missing assignments, late assignments, and period attendance).**
Assessments	**View report card and interim grades as well as progress reports for all classes.**
Comments	**Enter comments about the student (these do not display on any reports or on ParentAccess).**
Period Attendance	**View student's period attendance for the current day's classes.**
Attendance	**View dates and reasons the student was absent (includes AM/PM absence info).**
Schedule	**View the student's schedule, including course, section, room, teacher, period, and attendance.**
Discipline	**If enabled by your school, you can create a discipline referral. You can also view a list of discipline referrals that you have previously entered for the student.**
Report Cards	**View a list of the current year's report cards that have been published to permanent storage. Click the name of a report card to view and/or print it as a PDF.**