

Rediker Software's 2017

# Summer Training Workshop



# TeachersPlus

## For Beginners

Monday, July 17, 2017



Thank you for choosing Rediker Software.

AdminPlus | Admissions Plus Pro | Teacher Evaluator | PlusPortals | RediSite



By the end of this session on TeacherPlus, you will have learned the following:

→ Understand the TeacherPlus Manager Settings

- ◆ General settings to include marking periods & permissions set for teachers
- ◆ Grading, column/category settings, grade scales, semester/final averages
- ◆ Scores symbols
- ◆ How skills are set up
- ◆ Viewing teacher gradebooks
- ◆ Logs
- ◆ Reports available to manager

→ Teacher Gradebooks

- Settings, Preferences, Views, Templates for teachers
- How to take & submit attendance
- Scores, Annotations, Category/Column weighting, dropping scores
- Adding columns, Public or Private
- Batch Entry
- Student Information
- Comment, Narratives
- Submitting Grades
- Reports available to teachers



# TeacherPlus Manager

## General Settings

### Change Marking Period Start Dates

TeacherPlus Gradebook displays the current marking period to teachers, depending upon the date each period has been set to in the TeacherPlus Management Site. When teachers are not in the current marking period, TeacherPlus Gradebook displays a red warning, notifying them of what the present marking period is.

| General Settings                    |   |
|-------------------------------------|---|
| > <b>Marking Period Start Dates</b> | <input type="checkbox"/> Disable Marking Period Dates ? |
| > Demographic Fields                |   |
| > Columns                           |   |
| > Attendance                        |   |
| > Comments                          |   |
| > Narratives                        |   |
| > Report Permissions                |   |
| > IEP Direct                        |   |

|             | Year Start                |
|-------------|---------------------------|
| 1ST QUARTER |                           |
| 2ND QUARTER | 10/3/2016 [Calendar Icon] |
| 3RD QUARTER | 1/4/2017 [Calendar Icon]  |
| 4TH QUARTER | 4/3/2017 [Calendar Icon]  |

- Click **General** on the left menu, and then click **Marking Period Start Dates**.
- Click the calendar icon beside a marking period to browse the calendar,
- Repeat step 2 to set the start date of another marking period.

•Optional: If you wish to disable marking period dates, select the **Disable Marking Period Dates** check box.

•Click **Save**.

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# TeacherPlus Manager

## General Settings

### Set Demographic Fields

Demographic fields are imported from AdminPlus. From the TeacherPlus Management Site, you can choose which student demographic fields teachers are able to view in their gradebooks.

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### Select Demographic Fields

- 1. Click General Settings on the left menu, and then click Demographic Fields.
- 2. In the Available Fields column, hold down the Control key while clicking each demographic field you want displayed.
- 3. Click to transfer the selected fields to the Selected Fields column. Alternatively, click to transfer all available demographic fields.
- 4. To remove a demographic field from the Selected Fields column, click the field, and then click . Alternatively, click to clear all transferred fields.

☒ Show Contact Details

| Available Fields |    | Selected Fields |
|------------------|----|-----------------|
| ETHNICITY        |    | Parent/Guardian |
| GRAD DATE        |    | Street          |
| COUNSELOR        |    | City            |
| MEDICAL ALERT    |    | State           |
|                  |    | ZIP             |
|                  |    | Phone           |
|                  |    | Homeroom        |
|                  |    | Gender          |
|                  |    | ALLERGIES       |
|                  | >  |                 |
|                  | >> |                 |
|                  | << |                 |
|                  | <  |                 |

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# TeacherPlus Manager

## General Settings

### Columns

Default column settings determine the shared status (public or private) of new assignment Score columns as well as if the columns count in averages. Upon configuring these default settings, you can choose whether or not teachers can change them. If your school uses PlusPortals, the default shared settings affect how immediately assignment scores are shared with students and parents on Portals.

Default new columns to:

☒ Private

☒ Do Not Count in Averages

☐ Shared (Public)

☐ Count in Averages

Allow teachers to edit:

☒ Shared (Public)/Private Setting

☒ Count in Averages Setting

### Attendance

All AdminPlus attendance codes are imported into the TeacherPlus Management Site. From the Management Site, you can select which codes are available to teachers in their gradebooks. In addition, you can set which day the Weekly Attendance View chart begins with.

Save

School Week: (Applies to: "Weekly Attendance View" and "Add Columns from Previous Years")

Days in School Week: ☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

First Day of Week: Monday

Available Codes

TE : TARDY EX  
TU : TARDY UN  
TD : DISMISSED  
R : RETURN  
SE : SUSP EXTERNAL  
SI : SUSP INTERNAL  
FT : FIELD TRIP  
AEMD : ABSENCE MEDICAL  
O : OTHER  
DA : Double Absence  
CV : College Visit  
SP : Sports Trip  
PA : Parent Aid  
DS : D for Sports  
DFA : Dis Fine Arts  
TAM : Tardy AM  
HW : HW Requested  
HEMD : Half day Med

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Selected Codes

A : ABSENCE  
T : TARDY

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## TeacherPlus Manager

## General Settings

## Comments

|  |  |
|--|--|
| * Select comment columns available for teachers. |  |
|  |  |
| <b>1ST QUARTER</b>                               |  |
| <input checked="" type="checkbox"/> EFFORT       |  |
| <input checked="" type="checkbox"/> CITIZENSHIP  |  |
|  |  |
| <b>2ND QUARTER</b>                               |  |
| <input checked="" type="checkbox"/> EFFORT       |  |
| <input checked="" type="checkbox"/> CITIZENSHIP  |  |
|  |  |
| <b>3RD QUARTER</b>                               |  |
| <input checked="" type="checkbox"/> EFFORT       |  |
| <input checked="" type="checkbox"/> CITIZENSHIP  |  |
|  |  |
| <b>4TH QUARTER</b>                               |  |
| <input checked="" type="checkbox"/> EFFORT       |  |
| <input checked="" type="checkbox"/> CITIZENSHIP  |  |

## Narratives

☐ Allow teachers to share narratives (make them public on the portals).

☒ Allow teachers to enter marking period narratives.

☒ Limit Narrative Length.

Narratives character limit

## Report Permissions

When generating a student progress report, it's possible for a teacher to generate a combined report that includes all of the student's courses and sections, even those not taught by the teacher generating the report. This feature is enabled here.



# TeacherPlus Manager

## Grading

### Column/Category Settings

You can create new assignment categories or change the default ones as well as change their weight values. Category weights are based on ratios, and percentage values are automatically adjusted based on the values entered. You can choose to allow teachers to add their own categories, convert all scores to percentages, weight their own columns, and/or edit the default category weights you've set for them.

Convert Scores to a percentage before calculating Marking Period Averages?

☒ No (Recommended)

☐ Yes

☐ Allow teachers to change this setting

Weight Columns?

☒ No (Recommended)

☐ Yes

☐ Allow teachers to change this setting

Category Weight Settings

☒ Weight categories

☒ Allow teachers to add their own categories

☒ Allow teachers to edit default weights

Add Category








## TeacherPlus Manager

## Grading

## Add/Edit Course Grade Scales

Add Course Grade Scale











Current Default Grade Scale: **Number Grades (Grade = Average)**

| Grade Scale                     |  Default Course Grade Scale |   |   |
|---------------------------------|--|---|---|
| Number Grades (Grade = Average) | <input checked="" type="checkbox"/>  |   |   |
| Letter Grades without +/-       | <input type="checkbox"/>   |  |  |
| Letter Grades with +/-          | <input type="checkbox"/>   |  |  |
| Pass Fail                       | <input type="checkbox"/>   |  |  |

**Edit Grade Scale**

Grade Scale

☐ This is a numeric grade scale.

| Grade | Cut-off Value |   |   |
|-------|---------------|---|---|
| A     | 90.00         |  |  |
| B     | 80.00         |  |  |
| C     | 70.00         |  |  |
| D     | 60.00         |  |  |
| F     | 0.00          |  |  |
|       |               |   |   |

Grade scales use cut-off value ranges. You can create any number of grade scales as well as modify the default ones. The grades must be present in AdminPlus grade table.

1. Click **Add Grade Scale**.
2. In the **Edit Grade Scale** dialog box, enter the grade scale name.
3. In the **Grade** column, enter the first grade beginning with the highest one, and press **Enter**.

4. In the **Cut-off Value** column, type the cut-off value percentage, and press Enter. For example, the cut-off value for A could be 90 (that is, 90 to 100).

## TeacherPlus Manager

## Grading

## Assign Grade Scales to Courses

\* Default Grade Scale is used by courses without a grade scale.

Current Default Grade Scale: **Number Grades (Grade = Average)**

| Course # | Course     | Grade Scale |
|----------|------------|-------------|
| 0002     | 2nd Eng    |             |
| 0003     | English    |             |
| 0004     | Chicago 15 |             |
| 0006     | Lang Arts  |             |
| 0007     | Phonics    |             |
| 0009     | Spelling   |             |
| 0011     | H Fr Eng   |             |
| 0012     | Col Fr Eng |             |
| 0013     | Fr English |             |
| 0014     | Dev Fr Eng |             |
| 0015     | LD Fr Eng  |             |
| 0016     | SP Fr Eng  |             |
| 0017     | Religion   |             |
| 0018     | F16 Wrkshp | Pass Fail   |
| 0019     | Scuba Div  |             |
| 0020     | Eng Review |             |
| 0021     | H So Eng   |             |
| 0022     | Col So Eng |             |
| 0023     | So English |             |
| 0024     | Dev So Eng |             |
| 0025     | LD So Eng  |             |
| 0026     | Religion   |             |
| 0027     | English I  |             |
| 0028     | GR/Com/Lit |             |

# TeacherPlus Manager

## Grading

### Semester & Final Averages

Configuring semester and final averages is a three-part process: selecting a calculation method, enabling term average columns, and setting the term average weights. You must first configure these settings in TeacherPlus Management Site before teachers can view and calculate the term averages in their gradebooks. Upon configuring term averages and checking your school's grading policy, you also have the option to give teachers permission to change the term average values set by you.

Column being Calculated

☒ By Average ☐ By Grade

Save

☐ Use Minimum Numeric Value

☒ Allow Teachers to Edit Formulas

▼

SEMESTER ONE (Enter the weight for each column)

☐ Use Combined Marking Periods

☐ Available to Teachers

▼

Semester (Enter the weight for each column)

☐ Use Combined Marking Periods

☐ Available to Teachers

▼

FINAL GRADE (Enter the weight for each column)

☐ Use Combined Marking Periods

☒ Available to Teachers

- Click **By Average**. This method only looks at the numerical average value of each marking period when calculating a semester or final grade, ignoring any marking period grade overrides.
- Click **By Grade**. This method only considers the marking period grades (not average) when determining semester or final grades, including any marking period grade overrides.

# TeacherPlus Manager

## Grading

### Semester & Final Averages (continued)


When you select **Use Combined Marking Periods** option, TeacherPlus takes all the assignments in all of the marking periods you select, including assignment category weights. Then, it averages all of the assignments using the assignment categories weights to arrive at a grade. It's as if all the marking periods selected were combined into one marking period. Also, with this option, the By Average or By Grade method is not taken into account in the term/semester grade calculation.

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 SEMESTER ONE (Enter the weight for each column)


☐ Use Combined Marking Periods

☐ Available to Teachers

 Semester (Enter the weight for each column)

☐ Use Combined Marking Periods

☐ Available to Teachers

 FINAL GRADE (Enter the weight for each column)

☐ Use Combined Marking Periods

☒ Available to Teachers

| Sections | 1st   | 2nd   | MIDEX | SEM 1 | 3rd   | 4th   | FINEX | Semester | FINAL |
|----------|-------|-------|-------|-------|-------|-------|-------|----------|-------|
| ALL YEAR | 20.00 | 20.00 | 10.00 |       | 20.00 | 20.00 | 10.00 |          |       |
| SEM 1    |       |       |       |       |       |       |       |          |       |
| SEM 2    |       |       |       |       |       |       |       |          |       |
| QTR 1    |       |       |       |       |       |       |       |          |       |
| QTR 2    |       |       |       |       |       |       |       |          |       |
| QTR 3    |       |       |       |       |       |       |       |          |       |
| QTR 4    |       |       |       |       |       |       |       |          |       |

Depending upon your AdminPlus Report Card settings, you may have the following:

Semester (one or more): available when SEMESTER is selected as a term type.

Final grade: available when FINAL is selected as a term type. This table is used to calculate final grades based on the term averages

# TeacherPlus Manager

## Scores

### Add Score Symbols

Teachers use score symbols for individual assignments. The symbols can be numbers, letters, or symbols, such as letter grades, Pass or Fail, or check plus or minus. Each symbol represents an exact percentage value. For example, a B+ could be exactly 89%, whereas an A- could be exactly 92%. In addition, the symbols can only be modified in the Gradebook Management Site in order to maintain consistency across the school.

\* The score will not be counted in average calculation if the value is left as blank.

Add Score Symbol

| Score Name           | Score Code | Shortcut | Value   |  |  |
|----------------------|------------|----------|---------|--|--|
| A+                   | A+         | A+       | 100.00% |  |  |
| A                    | A          | A        | 96.00%  |  |  |
| A-                   | A-         | A-       | 92.00%  |  |  |
| B+                   | B+         | B+       | 90.00%  |  |  |
| B                    | B          | B        | 86.00%  |  |  |
| B-                   | B-         | B-       | 82.00%  |  |  |
| C+                   | C+         | C+       | 80.00%  |  |  |
| C                    | C          | C        | 76.00%  |  |  |
| C-                   | C-         | C-       | 72.00%  |  |  |
| D+                   | D+         | D+       | 70.00%  |  |  |
| D                    | D          | D        | 66.00%  |  |  |
| D-                   | D-         | D-       | 62.00%  |  |  |
| F                    | F          | F        | 55.00%  |  |  |
| √+                   | √+         | Q        | 95.00%  |  |  |
| √                    | √          | V        | 85.00%  |  |  |
| √-                   | √-         | Z        | 75.00%  |  |  |
| Pass                 | P          | P        | 78.00%  |  |  |
| Fail                 | F          | FL       | 55.00%  |  |  |
| Incomplete           | I          | I        |         |  |  |
| Exempt               | X          | X        |         |  |  |
| No Credit            | N          | N        | 0.00%   |  |  |
| Outstanding          | O          | O        | 100.00% |  |  |
| Exceeds Satisfactory | S+         | S+       | 95.00%  |  |  |
| Satisfactory         | S          | S        | 85.00%  |  |  |
| Below Satisfactory   | S-         | S-       | 75.00%  |  |  |

# TeacherPlus Manager

## Scores

### Add Score Annotations

You can create a variety of ready-to-use annotations for teachers to choose from, such as "Great Work," "Incomplete Work," "Turned in Late," or "Late with no Penalty." Each annotation is represented by a code to make it easier for teachers to add the annotation to a column score. Although only the annotation codes display on Score columns, the actual annotations are visible to parents and students on PlusPortals.

☐ Allow Teachers to add Score Annotations

Add Score Annotation

| Code | Description                   |  |  |
|------|-------------------------------|--|--|
| lt   | Turned in late                |  |  |
| red  | Score Reduced: turned in Late |  |  |
| cr   | Score Increased: extra Credit |  |  |
| eft  | Score Increased: extra Effort |  |  |
| ast  | Needed Assistance             |  |  |
| inc  | Incomplete work               |  |  |
| ***  | Excellent work                |  |  |
| **   | Good work                     |  |  |
| *    | Average work                  |  |  |
| -    | Poor work                     |  |  |
| lnp  | Late No Penalty               |  |  |
| xe   | Extra Effort Shown            |  |  |
| pe   | Poor Effort                   |  |  |
| x    | Exempt                        |  |  |
| ex   | Excused                       |  |  |
| ab   | Absent                        |  |  |
| nc   | No Credit                     |  |  |
| mw   | Missing Work                  |  |  |
| cmp  | Completed                     |  |  |
| i    | Incomplete                    |  |  |
| gp   | Group Project                 |  |  |
| ma   | Modified Assignment           |  |  |
| mg   | Modified Grade                |  |  |
| xt   | Extra Time Given              |  |  |
| sa   | Shortened Assignment          |  |  |

# TeacherPlus Manager

## Skills Classic

### Skills Grade Scales

Once you export a grade pool with skill grade symbols from AdminPlus to the Gradebook Management Site, the next step involves setting the grading cut-off values for each grade symbol. (The grade pool must be created in and imported from AdminPlus.) TeacherPlus uses these cut-off values to automatically assign a skill grade to skills linked to assignment columns.

Edit Grade Scale

Grade Scale

Exceeding-Meeting-Progressing-NotProg

| Grade | Cut-off Value |  |
|-------|---------------|--|
| EX    | 90.00         |  |
| ME    | 80.00         |  |
| PR    | 70.00         |  |
| NP    | 0.00          |  |

Cancel

Save

### Skills Marking Period Grades

The skill grade calculation method you choose affects how skill grades linked to assignment columns are averaged into marking period skill grades. There are three methods: Assessment Scores, Assessment Skills Using Quality Points, and Assessment Skill Grades Using Numerical Order. **The method you choose has enormous consequences for your school, and understanding how each one works is critical.**

Use Assessment Scores or Skill Grades:

Assessment Scores

Assessment Skill Grades Using Quality Points (Includes Overrides)

Assessment Skill Grades Using Numerical Order (Includes Overrides)

Save

☐ Allow teachers to change the default method of calculating skill grades

Default Method:

Mean

Mean of Most Recent 3 Assessments

Highest

Highest of Most Recent 3 Assessments

Most Recent

Mode

Median

Power Law ?

☐ Use Category Weights in methods that use the Mean



## TeacherPlus Manager

### Skills Marking Period Grades continued

- **Mean:** average grade across all linked assessments in the marking period
- **Mean of Most Recent x Assessments:** average grade of the most **x** linked assessments.
- **Highest:** highest grade across all linked assessments in the marking period.
- **Highest of Most Recent x Assessments:** highest grade across the most recent **x** linked assessments.
- **Most Recent:** grade from the most recent linked assessment.
- **Mode:** most frequently earned grade of all linked assessments across the marking
- **Median:** middle grade of all linked assessments across the marking period.
- **Power Law:** complex calculation designed to predict how the student would perform on the next linked assessment, based on the student's performances on all previously completed linked assessments.

### Skills Semester & Final Grades

#### Skills: Semester and Final Grades

If enabled, when teachers click to CALCULATE their SEM or FINAL GRADES, they will be given the option to also calculate their SEM and FINAL SKILL grades. The same formula as set for course SEM and FINAL grade calculations will be used for SEM and FINAL skill grade calculations.

☒ Enable SEM and FINAL SKILL GRADE CALCULATIONS

## View Teacher Gradebooks

Click the name of a teacher from the list.

The login page appears, prompting you to enter your manager user name and password again.

Enter your manager user name and password.

Repeat steps to view more than one teacher's gradebook simultaneously.

[illegible]

# TeacherPlus Manager

## Gradebooks

### Create User Accounts

To create a user account all that is needed is a valid email address.

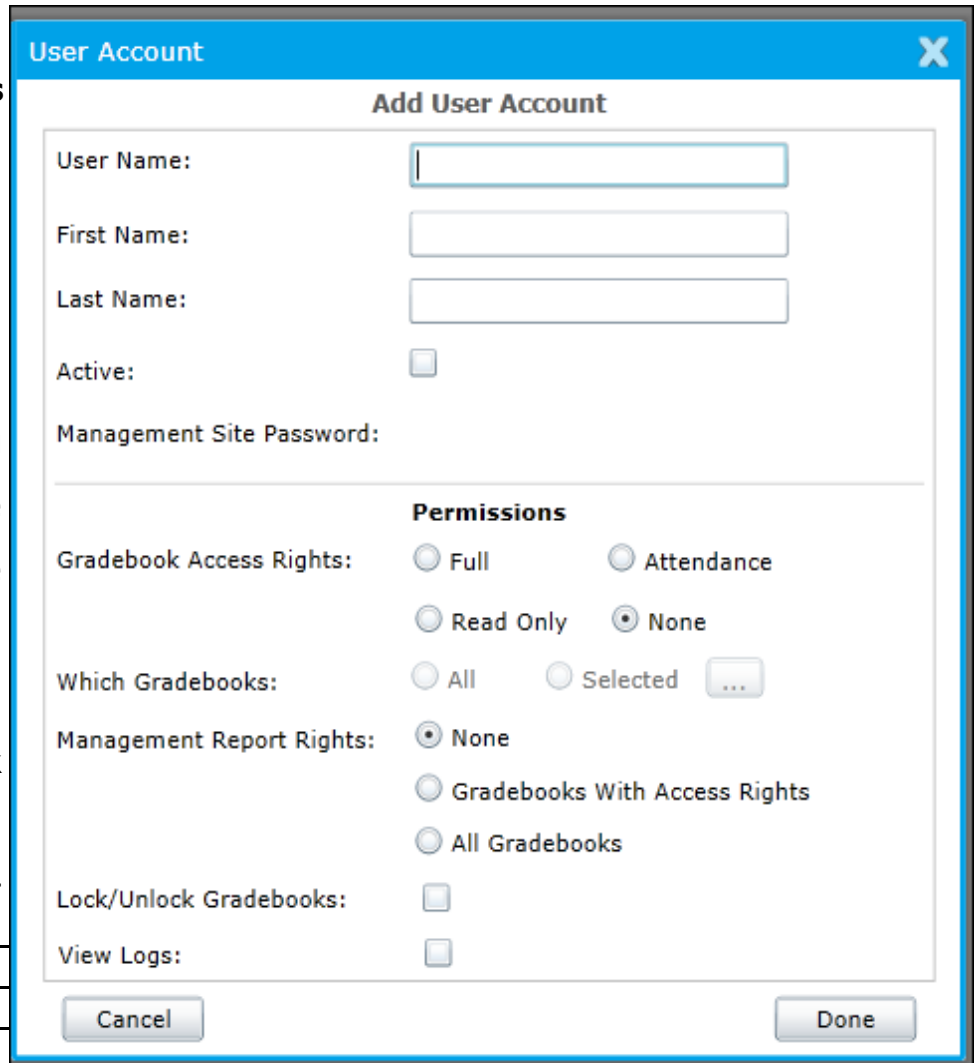
1. Click **View Gradebooks** on the left menu, and then click **Create User Accounts**.

2. Click **Add User**.

3. In the **User Account** dialog box, type an email for the user name, and enter the user's first and last name.

4. Select the **Active** checkbox.

5. Set the Permissions for the user.

The image shows a 'User Account' dialog box with a blue title bar and a close button (X) in the top right corner. The main title 'Add User Account' is centered at the top. Below the title, there are several input fields: 'User Name:' with a text box, 'First Name:' with a text box, 'Last Name:' with a text box, 'Active:' with a checkbox, and 'Management Site Password:' with a text box. Below these fields, there is a section titled 'Permissions'. Under 'Permissions', there are three groups of radio buttons: 'Gradebook Access Rights' with options 'Full', 'Attendance', 'Read Only', and 'None' (selected); 'Which Gradebooks:' with options 'All', 'Selected', and a button with three dots; and 'Management Report Rights' with options 'None' (selected), 'Gradebooks With Access Rights', and 'All Gradebooks'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Done'.

User Account

Add User Account

User Name:

First Name:

Last Name:

Active: ☐

Management Site Password:

Permissions

Gradebook Access Rights: ☐ Full ☐ Attendance ☐ Read Only ☒ None

Which Gradebooks: ☐ All ☐ Selected

Management Report Rights: ☒ None ☐ Gradebooks With Access Rights ☐ All Gradebooks

Lock/Unlock Gradebooks: ☐

View Logs: ☐

Cancel Done

# TeacherPlus Manager

## Gradebooks

### Lock/Unlock Gradebooks

You can lock any number of gradebooks for a specific marking period as well as midyear or final exams or averages to prevent teachers from making changes after the grades have been received in AdminPlus.

### Logs

Logs

- > Time Zone Settings
- > Score Changes
- > Skill Grade Changes
- > MP Grade Changes
- > Sem/Final Grade Changes
- > Comment Changes
- > Exam Score Changes
- > Added/Deleted Columns
- > Category Changes
- > IEP Views

Using the Log feature of TeacherPlus Management Site, you can generate spreadsheets to keep track of a variety of changes teachers or admin users have made to gradebooks.

# TeacherPlus Manager

## Reports

Report Name:

Query On: Grades

For which report card column(s): ☐ 1st ☐ 2nd ☐ MDEX ☐ SEM 1 ☐ 3rd ☐ 4th ☐ FINEX ☐ Semes ☐ FINAL

Include students having grades:   Grade(s):   and

☐ Include results for withdrawn students.

☐ Section Filter

☐ Course Filter

The selected demographic fields will be added to the report:

| Available Fields |  | Selected Fields |
|------------------|--|-----------------|
| Parent/Guardian  | <input type="button" value="➤"/><br><input type="button" value="➤"/><br><input type="button" value="➤"/> |                 |
| Street           |  |                 |
| City             |  |                 |
| State            |  |                 |
| ZIP              |  |                 |
| Phone            |  |                 |
| Homeroom         |  |                 |

Grades

Grades

Averages

Scores

Skill Grades

Comments

Narratives

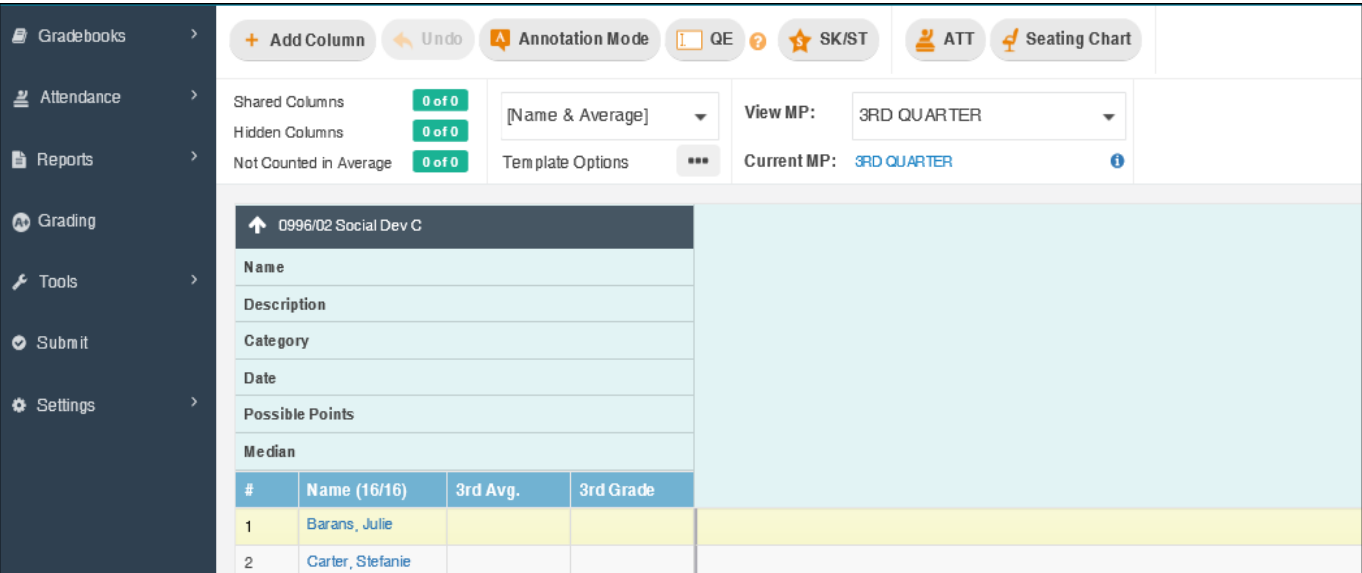
Attendance by Student

Attendance Totals by Class

All Students

# TeacherPlus Gradebook

## Navigation



Access the main navigation from the vertical left menu.

- Gradebook: Access all gradebooks available
- Attendance: View seating chart and weekly attendance
- Reports : Generate different types of student and class reports
- Grading: View grade scales as well as score and annotation codes
- Tools: Remove score columns, recalculate averages, and recalculate statistics
- Submit Submit gradebooks to the main office
- Settings: Configure column and Header Row view settings as well as general settings

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# TeacherPlus Gradebook

## Settings

## General Settings

General Settings

Cancel

Save

Score Options

>

Other

>

Column Options

>

QuickLoad

>

Startup Screen

>

Lunch Count Settings

>

- Score Options: Max possible points, enter key focus, decimal places, turbo mode settings
- Other: Font Color for withdrawn students
- Column Options: Column width options, thin column mode
- QuickLoad: How many days of columns to display when opening
- Startup Screen: Which gradebook to display when opening
- Lunch count settings: Turn on lunch counts and show previous day lunch counts

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# TeacherPlus Gradebook

## Settings

## View Settings—Sort Columns

View Settings

Sort Columns

Header Rows

Gradebooks

Cancel

Sort Now

Sort Columns:

☐ by Name

☒ by Date

☐ first by Category, then by Date within each category

Sort Order:

☐ Ascending

☒ Descending

## View Settings—Header Rows

[illegible]

View Settings

Sort Columns

Header Rows

Gradebooks

Cancel

Save

\*Active gradebooks are those which you have selected to appear in the [Gradebooks] tab.

Marking Period: 3RD QUARTER

Also Show in the Gradebook Menu: ☐ Line 2 (Course Number and Meeting Time)

Also Show in the Title Bar: ☐ Section Length (Quarter)

| # | CRS/SC   | Course Name | Display As | Meeting Time | Length   | Submit Status    | Active                              |
|---|----------|-------------|------------|--------------|----------|------------------|-------------------------------------|
| 1 | HOMEROOM | 217         |            |              |          | Not Ready        | <input checked="" type="checkbox"/> |
| 2 | 0119/D1  | Algebra 1   |            | E12345       | ALL YEAR | Not Ready        | <input checked="" type="checkbox"/> |
| 3 | 0996/D2  | Social Dev  |            | C            | ALL YEAR | Not Ready        | <input checked="" type="checkbox"/> |
| 4 | 0117/D3  | Algebra 1A  |            | C12345       | ALL YEAR | Not Ready        | <input checked="" type="checkbox"/> |
| 5 | 0117/D4  | Algebra 1A  |            | B12345       | ALL YEAR | Not Ready        | <input checked="" type="checkbox"/> |
| 6 | 0123/D4  | Geometry    |            | H12345       | ALL YEAR | Ready (01/12/... | <input checked="" type="checkbox"/> |
| 7 | 0119/D5  | Algebra 1   |            | F12345       | ALL YEAR | Not Ready        | <input checked="" type="checkbox"/> |

## View Settings—Gradebooks

[illegible]



# TeacherPlus Gradebook

## Create a Template

Customize for different situations, based on various Demographic, System, and Gradebook columns. Templates store the columns as well as their width (as customized by you). TeacherPlus comes preloaded with default templates that you can use or customize further as your own.

Select Columns

Save As

Cancel

Save

Template Name:

☐ Hide All Score Columns

Demographic & System Columns:

IEP

Class Totals: Absences

Class Totals: Tardies

Parent/Guardian

Street

City

Selected Demographic & System Columns:

Student Name

Current Marking Period Average & Grade

Gradebook Columns:

Narratives

MIDYEAR EXAM

FINAL EXAM

1ST QUARTER (Average & Grade)

2ND QUARTER (Average & Grade)

3RD QUARTER (Average & Grade)

Selected Gradebook Columns:


Also Show on Right:

☐ Student Name

☐ Unique ID


☐ APID

☐ Average and Grade


1. On the home screen, click  next to Template Options.
2. Click New.
3. Name the template in the Template Name box.
4. Select the Hide All Score Columns check box is an option
5. Drag columns for Demographic, System or Gradebook Columns
6. Select Student fields at the bottom by check boxes
7. Save


# TeacherPlus Gradebook




## Attendance

1. Click  ATT .

- In the **Class** column, right-click a cell corresponding to a student, and then click an attendance option or Click the desired cell to display an attendance option, and click the cell again, if applicable, to change your attendance option. For example, clicking the cell could change the attendance option to **A**, and clicking the cell again could change the attendance option to **T**.

| AT: Submit<br>Attendance<br><br>02-08-2017 |               |       |
|---|---------------|-------|
| Office Daily  | Office Period | Class |
|   |               | A     |
|   |               |       |
|   |               | A     |
|   |               |       |
|   |               | T     |
|   |               | A     |
|   |               |       |
|   |               |       |
|   |               |       |

No entry for a student is present, only mark students that are A or T.  
Click **AT: Submit** to send your attendance data to the main office.  
When attendance has been successfully submitted,  appears next to the course in the navigation menu.

Click  ATT to close the **Attendance** columns.  
To review attendance from a past week, click **Attendance** > **Weekly View** on the navigation menu, and click  and  to navigate to the desired week. Edit attendance on the weekly view also.

| 0123/01 Geometry A |                   |       | Un-Submit<br>✔Submitted<br>03-01 21:18<br><br>2/22/2016<br>Monday |       | Un-Submit<br>✔Submitted<br>03-01 21:12<br><br>2/23/2016<br>Tuesday |       | Un-Submit<br>✔Submitted<br>03-01 21:18<br><br>2/24/2016<br>Wednesday |       | Un-Submit<br>✔Submitted<br>03-01 21:18<br><br>2/25/2016<br>Thursday |       |
|--------------------|-------------------|-------|---|-------|--|-------|--|-------|---|-------|
| #                  | Student Name      | APID  | Office Daily  | Class | Office Daily   | Class | Office Daily   | Class | Office Daily  | Class |
| 1                  | Albrecht, Charles | 10014 |   | A     |  |       |  |       |   |       |
| 2                  | Babcock, Marianne | 10002 |   |       |  | T     |  |       |   | A     |
| 3                  | Barker, Carly     | 10003 |   |       |  |       |  | D     |   |       |
| 4                  | Chapman, Kacy     | 10011 |   |       |  |       |  |       |   |       |
| 5                  | Corrigan, Ryan    | 10005 |   |       |  |       |  |       |   | D     |
| 6                  | Davis, Arthur     | 10015 |   |       |  |       |  |       |   |       |
| 7                  | Doucette, Dawn    | 10006 |   | T     |  |       |  |       |   |       |
| 8                  | Fickett, Chadwick | 10016 |   |       |  |       |  |       |   |       |
| 9                  | Fontaine, Brenda  | 10013 |   | A     |  |       |  |       |   |       |
| 10                 | Goodman, Ivy      | 10019 |   |       |  |       |  | T     |   |       |

# TeacherPlus Gradebook

## Adding Score Columns

Click  at the upper-left corner of the home screen.

The **Add Column** dialog box appears.

Add Column

+ Add Columns From Previous Year

Add To:

☒ Current Gradebook Only

☐ All Gradebooks of the Current Course

☐ All Gradebooks

☐ Selected Gradebooks 

...

Current Section:

0117/04 Algebra 1A B12345

Name:

Description:

Category:

Quiz

▼

Maximum Possible Points:

Date:

02-08-2017

+/-

Marking Period:

3RD QUARTER

☐ Lock Column

☐ Add to PlusPortals as Homework

☐ Count in Averages

☐ Shared (Public) Column

☆ Link Skills/Standards

Cancel

Create Column

# TeacherPlus Gradebook

## Grading

### Entering Scores

There are different methods to enter scores.

- Click a score cell, manually enter the score, and press **Enter** , or
- Right-click the desired cell, and click **Enter Score**, or
- Right-click any score cell and then click **Batch Entry**.

Batch Entry

Cancel

OK

Batch Entry: HW 25



☒ Find score or grade:

and replace with this score or grade

☐ Add  to each score

☐ Increase each score by  (%)

☐ Fill Column n with:


|                             |                   |          |           |   |
|-----------------------------|-------------------|----------|-----------|---|
| ↑ 0117/04 Algebra 1A B12345 |                   |          |           |   |
| Name                        |                   |          |           | HW 25   |
| Description                 |                   |          |           | Pg 126...   |
| Category                    |                   |          |           | Hom...  |
| Date                        |                   |          |           | 02-08-2...  |
| Possible Points             |                   |          |           | (10.00)   |
| Median                      |                   |          |           |   |
| #                           | Name (9/9)        | 3rd Avg. | 3rd Grade | HW 25   |
| 1                           | Baker, Andy       |          |           |   |
| 2                           | Barker, Catherine |          |           |   |
| 3                           | Durling, James    |          |           |   |
| 4                           | Gurney, Karen     |          |           |   |
| 5                           | Lorrain, Tori     |          |           |   |
| 6                           | Murray, Lindsay   |          |           |   |
| 7                           | Vigeant, Leaha    |          |           |   |
| 8                           | Williams, Heather |          |           |   |
| 9                           | Yannelli, Jason   |          |           |   |

# TeacherPlus Gradebook


## Grading

## Quick Entry

Quick Entry allows you to enter student grades when papers are not in alphabetical order.


1. Click  to turn on Quick Entry.
2. In the score column you're grading, click the cell of any student.
3. Enter the first three letters of a student's last name in the **Searching...** box, and press **Enter** on your keyboard.

**Tip:** If more than one student's name matches the first three letters of a last name, use the down arrow on your keyboard to navigate to the desired student.

4. Enter the student's score in the cell, and press **Enter**.
5. Repeat steps 3–4 for all applicable students.
6. When you've finished entering scores, click  to turn Quick Entry off.

## Grading

### Enter Skills Grade

Click  on the home screen.

Click the desired cell, and enter the skill grade using your keyboard.

FIRST MARKING PERIOD

Skill Grade Calculation Settings

Save and Verify

Recalculate

Back

| 0001/01 Reading A1 |                 |       |          |            | Skill   | Skill  | Skill   | Skill   | Skill   | Skill                                    | Skill                  |
|--------------------|-----------------|-------|----------|------------|---|--|---|---|---|--|------------------------|
| Code               |                 |       |          |            | R1  | R2   | W1  | W2  | SS2   | RE1                                      | RE2                    |
| Description        |                 |       |          |            | Progressing toward reading 25 grade appropriate books | Shows evidence of understanding his/her reading in writing/discussic | Writes a well organized piece, using relevant facts and details | Shows evidence of planning, drafting, revising, editing | Presents ideas and gathers information in writing with clarity, evidence, logic | Demonstrates knowledge about books/print | Rhymes separat word so |
| #                  | Student Name    | APID  | 1st Avg. | 1st Gra... |   |  |   |   |   |  |                        |
| 1                  | Abuliel, Jordan | 11001 | 50.58    | 51         | 3   | 3  | 4   |   | 4   | 3  |                        |
| 2                  | Adams, Aimee    | 11002 | 49.89    | 50         | 2   | 2  | 2   | 2   | 3   |  |                        |

# TeacherPlus Gradebook

## Grading

### Score Symbols

The score symbols are set by the manager and are available in the gradebook.

\* The score will not be counted in average calculation if the value is left as blank.

Add Score Symbol

| Score Name           | Score Code | Shortcut | Value   |  |  |
|----------------------|------------|----------|---------|--|--|
| A+                   | A+         | A+       | 100.00% |  |  |
| A                    | A          | A        | 96.00%  |  |  |
| A-                   | A-         | A-       | 92.00%  |  |  |
| B+                   | B+         | B+       | 90.00%  |  |  |
| B                    | B          | B        | 86.00%  |  |  |
| B-                   | B-         | B-       | 82.00%  |  |  |
| C+                   | C+         | C+       | 80.00%  |  |  |
| C                    | C          | C        | 76.00%  |  |  |
| C-                   | C-         | C-       | 72.00%  |  |  |
| D+                   | D+         | D+       | 70.00%  |  |  |
| D                    | D          | D        | 66.00%  |  |  |
| D-                   | D-         | D-       | 62.00%  |  |  |
| F                    | F          | F        | 55.00%  |  |  |
| √+                   | √+         | Q        | 95.00%  |  |  |
| √                    | √          | V        | 85.00%  |  |  |
| √-                   | √-         | Z        | 75.00%  |  |  |
| Pass                 | P          | P        | 78.00%  |  |  |
| Fail                 | F          | FL       | 55.00%  |  |  |
| Incomplete           | I          | I        |         |  |  |
| Exempt               | X          | X        |         |  |  |
| No Credit            | N          | N        | 0.00%   |  |  |
| Outstanding          | O          | O        | 100.00% |  |  |
| Exceeds Satisfactory | S+         | S+       | 95.00%  |  |  |
| Satisfactory         | S          | S        | 85.00%  |  |  |
| Below Satisfactory   | S-         | S-       | 75.00%  |  |  |

# TeacherPlus Gradebook

## Grading

### Score Annotations

Adding an annotation to a grade is a quick way to note any special circumstances regarding the score, such as for an assignment turned in late. You can either add annotations from a predefined list (such as "Great Work," "Incomplete Work," or "Turned in Late") or enter custom annotations of your own. Score annotations are visible to parents and students on PlusPortals.

A+ Grading

Done

Scores

Score Annotations

Grade Scale

Weighting

Averages

Drop Scores

☒ All

☐ Default Annotations

☐ User Defined Annotations

| Annotation                    | Code |
|-------------------------------|------|
| Turned in late                | lt   |
| Score Reduced: turned in Late | red  |
| Score Increased: extra Credit | cr   |
| Score Increased: extra Effort | eft  |
| Needed Assistance             | ast  |
| Incomplete work               | inc  |
| Excellent work                | ***  |
| Good work                     | **   |
| Average work                  | *    |
| Poor work                     | -    |
| Late No Penalty               | lnp  |
| Extra Effort Shown            | xe   |
| Poor Effort                   | pe   |
| Exempt                        | x    |
| Excused                       | ex   |

To turn on annotation, click 

Annotation Mode

 at the top of the main screen or right click on a score cell . This will allow you to enter from List or Advanced Annotation entry.

Enter Score

Enable Annotation Mode

Enter Annotation from List

Advanced Annotation Entry

Drop Lowest Score for Baker, Andy

Hide All Other Students

Temporarily Hide Current Column = HW 25

Add Score Column

Add Score Columns From Previous Year

Batch Entry: Current Column = HW 25

TeacherPlus Gradebook

Grading

Weighting

Save & Recalculate

Column Weighting

☐ Convert Scores to a percentage before calculating Marking Period Averages (Not recommended)

☐ Weight columns (Not recommended)

Category Weighting

☒ Weight categories

| Category Name        | Weight | Percentage | Color | Delete | Hide |
|----------------------|--------|------------|-------|--------|------|
| Quiz*                | 30.00  | 30.00%     |       |        |      |
| Homework*            | 25.00  | 25.00%     |       |        |      |
| Test*                | 35.00  | 35.00%     |       |        |      |
| Daily Participation* | 10.00  | 10.00%     |       |        |      |

Add New Category

Drop Scores

Undo Previously Dropped Score

Drop the lowest score from which category?

Category Name

☒ All Categories

☐ Homework

This option will drop one score from each student that will maximize their 3RD QUARTER average.

☒ Undo any previously dropped scores

Drop Scores

28



# TeacherPlus Gradebook

## View Student Info


View information for a particular student, including demographics, parent contact information, class attendance, assignment and exam scores, and a bar graph analysis of scores. The most convenient part about this feature is that it only takes one click to access it.

To access the Student Snapshot screen: on the home screen, click a student's name to open the Student Snapshot for that particular student.

0117/04 Algebra 1A B12345

Catherine Barker

Student Name



Demographics

STUDENT ADDRESS  
RR 2, Box 428  
Springfield, MA 01009

Parent/Guardian  
Mr. and Mrs. Ronald Barker

Phone  
647-5291

Homeroom  
101

Gender  
F

ALLERGIES

Demographics

Mr. and Mrs. Ronald Barker  
RR 2, Box 428  
Springfield, MA 01009  
647-5291


Class Attendance

Total Tardies : 0  
Total Absences : 0

Column Scores

| Name  | Score |
|-------|-------|
| HW 25 |       |

Score Analysis



- To see more information for any of the panels at the bottom of the Snapshot, click at the upper right corner of the panel.
- Use the arrow buttons besides the student's photo to switch between students.
- To search for a particular student, enter his or her name in the box located at the upper-right corner of the Student Snapshot screen.

# TeacherPlus Gradebook

## View Student Info (continued)

By right-clicking on a student's name, you can hide the current column, get progress report, view student info, write a private memo, drop score for student, hide all other students, select DB or GB columns, Edit template and get a skills analysis for selected student.

|   |  |
|---|--|
| Remove (Hide) Current Column = Student Name |  |
| Progress Report                             |  |
| Student Information                         |  |
| Private Memo                                |  |
| Drop Lowest Score for Baker , Andy          |  |
| Hide All Other Students                     |  |
| Select DB Column                            |  |
| Select GB Column                            |  |
| Select Columns (Edit Template)              |  |
| Skills Analysis for Baker , Andy            |  |

# TeacherPlus Gradebook

## Comments/Narratives

TeacherPlus offers “canned” comments or narratives.

“Canned comments are a list of predefined remarks set by the administrator

Narratives are written by the teacher.

“Canned ” comments and narratives can be included in reports and sent to AdminPlus report cards.

Both types of comments are accessed from a template. There is a default template, *Comments & Narratives*.

Shared Columns

0 of 1

Hidden Columns

0 of 1

Not Counted in Average

1 of 1

[Comments & Narrat... ▼]

View MP: 3RD QUARTER ▼

Current MP: 3RD QUARTER ⓘ

Template Options

...

| <div> <div>↑</div> <div>0117/04 Algebra 1A B12345</div> </div> |                   | <div>Narra...</div> <div> <div></div> <div>N</div> </div> | <div> <div>🔒</div> <div>EFT</div> </div> | <div> <div>🔒</div> <div>CIT</div> </div> |
|--|-------------------|---|--|--|
| Name   | EFT               |   | CIT                                      |  |
| Description  | EFFORT            |   | CITIZENSHIP                              |  |
| Category   |                   |   |  |  |
| Date   |                   |   |  |  |
| Possible Points  |                   |   |  |  |
| Median   |                   |   |  |  |
| #  | Name (9/9)        | Nar...  | EFT                                      | CIT                                      |
| 1  | Baker, Andy       | 📄   |  |  |
| 2  | Barker, Catherine | 📄   |  |  |
| 3  | Durling, James    | 📄   |  |  |
| 4  | Gurney, Karen     | 📄   |  |  |
| 5  | Lorrain, Tori     | 📄   |  |  |
| 6  | Murray, Lindsay   | 📄   |  |  |
| 7  | Vigeant, Leaha    | 📄   |  |  |
| 8  | Williams, Heather | 📄   |  |  |
| 9  | Yannelli, Jason   | 📄   |  |  |

Right Click in the comment cell to select from the Comment list or choose Batch Entry to fill the column with the same comment for all students.

Click on the note icon in the Narrative column to open the window to type Narrative comments.

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# TeacherPlus Gradebook

## Submit

Submitting grades is optional and is based on school policy.

To submit a gradebook:

- 1. Click **Submit** on the navigation menu.
- 2. Click **Submit** next to the desired marking period.

**Not Ready** appears. Once you have submitted the gradebook, **Ready** appears, displaying the date when you submitted it. When the office has received the grades for the period, **Received** appears. Gradebooks may also be locked when the office receives the grades.

| ✔ Submit                                    |           |
|---|-----------|
| 0119/01 Algebra 1 E12345                    | Cancel    |
| 1ST QUARTER: Received (10/20/2016) (Locked) | Submit    |
| 2ND QUARTER: Ready (02-08-2017)             | Un-Submit |
| 3RD QUARTER: Not Ready                      | Submit    |
| 4TH QUARTER: Not Ready                      | Submit    |

# TeacherPlus Gradebook

## Reports

The teacher has a variety of reports to choose from: Student reports, Attendance reports, Class reports, skills reports and the option to Save to Excel.

Student

Attendance

Class

Skills

Save as Excel

Enter Class Memo

## Audit Report

An audit report can be run for a student to show how an average for a student is calculated. Right-click in the average cell and choose Audit Report.



Student: Beth Brown  
Section: Geometry 0123 H12345 (ALL YEAR)  
Marking Period: 3RD QUARTER  
Weight Categories: Yes

Homework Weight: 25.00  
Quiz Weight: 30.00  
Test Weight: 35.00

Column Weights: No  
Calculation by Converting Score to Percentage: No  
The following scores are used for calculating averages:

|          |        |           | Actual |                 |
|----------|--------|-----------|--------|-----------------|
| Category | Name   | Date      | Score  | Possible Points |
| Homework | HW1    | 1/12/2017 | 95.00  | 100.00          |
| Quiz     | Quiz 1 | 1/12/2017 | 90.00  | 100.00          |
| Test     | Test 1 | 1/12/2017 | 93.00  | 100.00          |

### Homework Average

Total Score : 95.00  
Total Possible Points : 100.00  
Homework Average: 95.00 % $((95.00/100.00) * 100)$

### Quiz Average

Total Score : 90.00  
Total Possible Points : 100.00  
Quiz Average: 90.00 % $((90.00/100.00) * 100)$

### Test Average

Total Score : 93.00  
Total Possible Points : 100.00  
Test Average: 93.00 % $((93.00/100.00) * 100)$

### 3RD QUARTER AVERAGE & GRADE:

Homework Weight = 25.00  
Quiz Weight = 30.00  
Test Weight = 35.00  
Average: 92.56 % $((25.00*95.00 + 30.00*90.00 + 35.00*93.00) / (25.00 + 30.00 + 35.00))$   
Grade: 93 (Actual Grade), 95 (Overridden Grade)  
Grade Scale: Number Grades (Grade = Average)

[illegible]

## TeacherPlus Gradebook

[illegible]