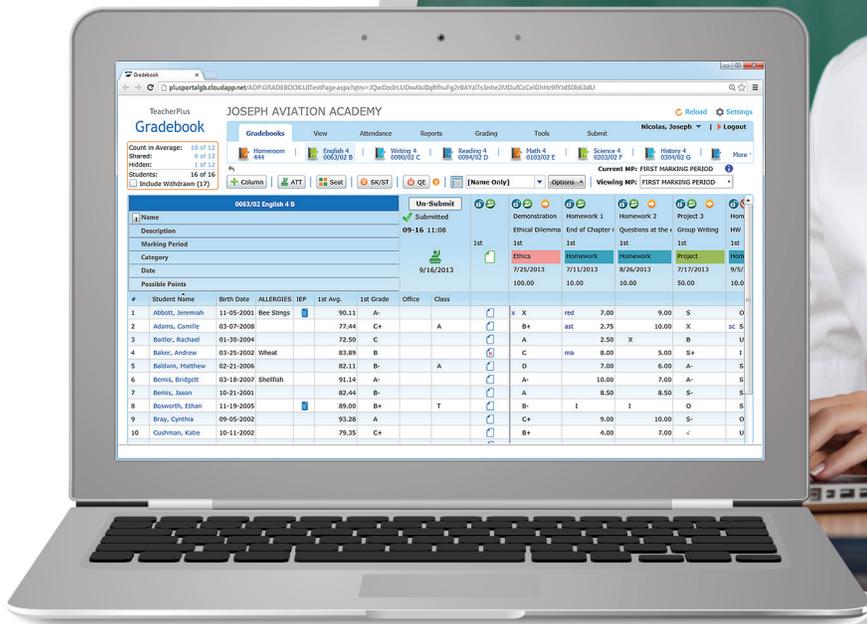


# Rediker Software

## TeacherPlus Gradebook



## User Guide



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# CHAPTER 1

## Get Started

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# System Requirements

TeacherPlus Gradebook runs on Microsoft Silverlight. The system requirements for Silverlight are as follows (as listed by Microsoft):

## Compatible Operating Systems and Browsers

OS	IE 11	IE 10	IE 9	IE 8	IE 7	IE 6	Fx 12+	Sf 4+	GC 12+
Win 8.1 Desktop	✓	-	-	-	-	-	✓	-	✓
Win 8 Desktop	-	✓	-	-	-	-	✓	-	✓
Win Server 2012	-	✓	-	-	-	-	✓	-	✓
Win 7	-	-	✓	✓	-	-	✓	-	✓
Win 7 SP1	✓	✓	✓	✓	-	-	✓	-	✓
Win Server 2008 SP2	-	-	✓	✓	✓	-	✓	-	✓
Win Server 2008 R2 SP1	-	-	✓	✓	-	-	✓	-	✓
Win Vista SP2	-	-	✓	✓	✓	-	✓	-	✓
Win Server 2003 SP2, XP SP3	-	-	-	✓	✓	-	✓	-	✓
Mac OS 10.5.7+	-	-	-	-	-	-	✓	✓	-

## Minimal Requirements

Components	Minimal Requirements
Win	X86 or x64 (64-bit mode support for IE only) 1.6-gigahertz (GHz) or higher processor with 512-MB of RAM
Mac (Intel-based)	Intel Core Duo 1.83-gigahertz (GHz) or higher processor with 512-MB of RAM

# Change Your Password

**Note:** You must be logged in to use the password management feature. If you've forgotten your password, contact your TeacherPlus Gradebook or AdminPlus administrator to have your password reset.

1. At the upper-right corner of TeacherPlus, click the blue arrow to the right of your name.



2. Click **Change Password**.
3. Type your current password in the **Current Password** text field.
4. Type your new password in the **New Password** text field, keeping in mind that your password must have the following:
  - At least one lower-case letter
  - At least one upper-case letter
  - At least one number
  - A minimum of eight characters
5. Enter the password again in the **Confirm Password** text field.

**Note:** The **Password strength** bar indicates how strong your password is. For security purposes, we recommend typing a strong password, indicated by a full bar.

Password strength:  Strong

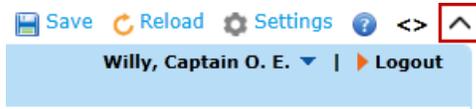
6. Click **Change Password**.

# Optimize Visibility

If your computer has a small screen size or resolution, there are three approaches you can take to maximize the number of students and assignment columns you can see at a time on the screen: minimize the Gradebook menu and Header rows, enable Thin Column Mode, and adjust the zoom settings on your browser.

## Minimize the Gradebook Menu and Header Rows

- To minimize the Gradebook menu and Header rows, click the up arrow icon at the upper-right corner of TeacherPlus.



**Note:** When the Gradebook menu is hidden, the up arrow icon changes to a down arrow. Clicking the down arrow displays the Gradebook menu again.

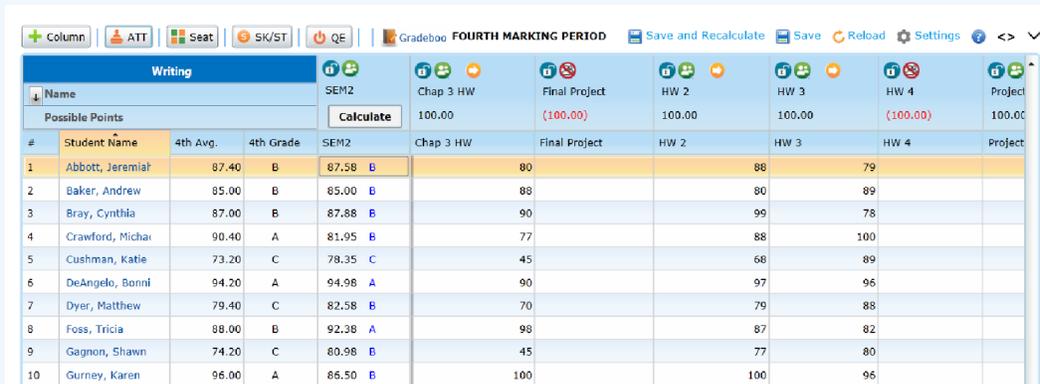
## Example 1

The following figure illustrates the areas that encompass the Gradebook menu and Header rows.

#	Student Name	4th Avg.	4th Grade	SEM2	Chap 3 HW	Final Project	HW 2	HW 3	HW 4	Project
1	Abbott, Jeremiah	87.40	B	87.58 B	80		88	79		
2	Baker, Andrew	85.00	B	85.00 B	88		80	89		
3	Bray, Cynthia	87.00	B	87.88 B	90		99	78		
4	Crawford, Michael	90.40	A	81.95 B	77		88	100		
5	Cushman, Katie	73.20	C	78.35 C	45		68	89		
6	DeAngelo, Bonni	94.20	A	94.98 A	90		97	96		
7	Dyer, Matthew	79.40	C	82.58 B	70		79	88		
8	Foss, Tricia	88.00	B	92.38 A	98		87	82		
9	Gagnon, Shawn	74.20	C	80.98 B	45		77	80		
10	Gurney, Karen	96.00	A	85.50 B	100		100	96		

## Example 2

The following figure shows both the Gradebook menu and Header rows minimized.

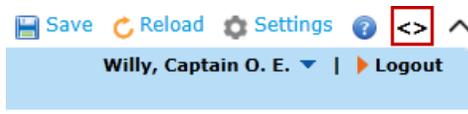


Writing		SEM2	Chap 3 HW	Final Project	HW 2	HW 3	HW 4	Project		
Possible Points		Calculate	100.00	(100.00)	100.00	100.00	(100.00)	100.00		
#	Student Name	4th Avg.	4th Grade	SEM2	Chap 3 HW	Final Project	HW 2	HW 3	HW 4	Project
1	Abbott, Jeremiah	87.40	B	87.58 B	80		88	79		
2	Baker, Andrew	85.00	B	85.00 B	88		80	89		
3	Bray, Cynthia	87.00	B	87.88 B	90		99	78		
4	Crawford, Michal	90.40	A	81.95 B	77		88	100		
5	Cushman, Katie	73.20	C	78.35 C	45		68	89		
6	DeAngelo, Bonni	94.20	A	94.98 A	90		97	96		
7	Dyer, Matthew	79.40	C	82.58 B	70		79	88		
8	Foss, Tricia	88.00	B	92.38 A	98		87	82		
9	Gagnon, Shawn	74.20	C	80.98 B	45		77	80		
10	Gurney, Karen	96.00	A	86.50 B	100		100	96		

## Enable Thin Column Mode

This feature is ideal if you want to see the scores of several assignment columns at once.

- Click the Thin Column Mode arrows at the upper-right corner of TeacherPlus.

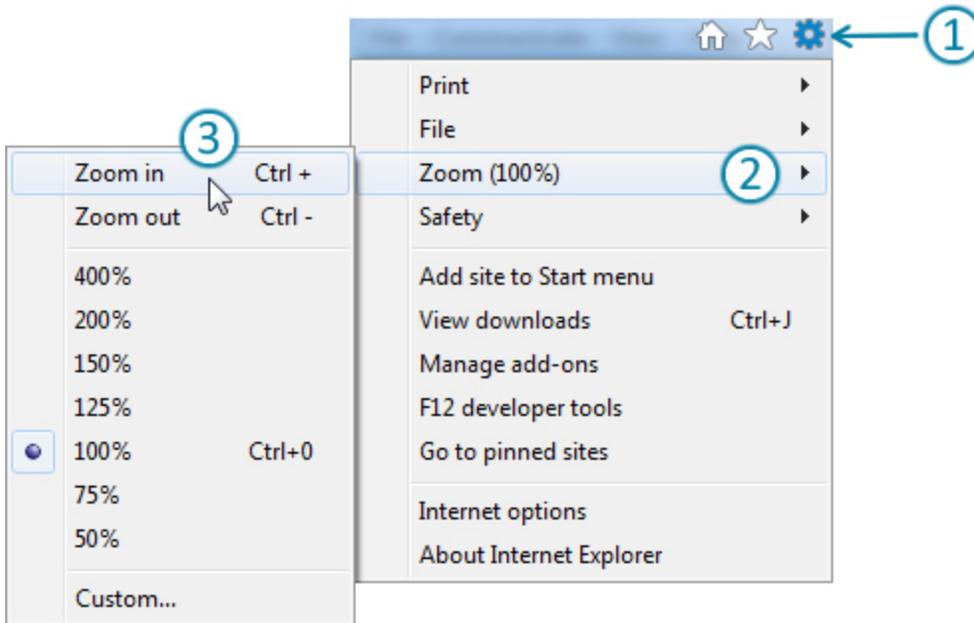


**Note:** Clicking the Thin Column Mode button again changes the assignment columns back to their standard width.

## Zoom In or Out Using Internet Explorer 10

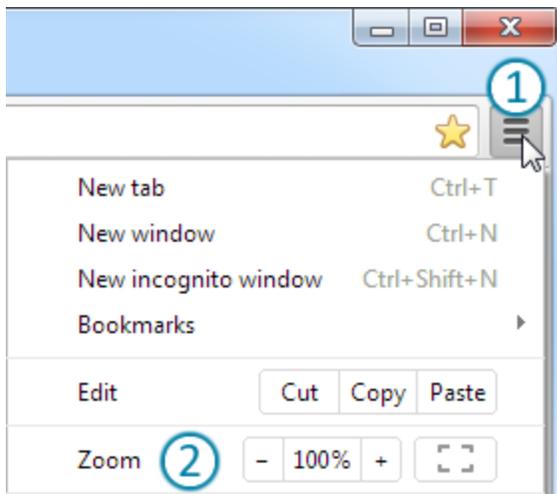
Adjusting your browser's zoom settings is another alternative to optimizing how much of TeacherPlus you can see.

- Click the Settings gear icon  on the browser toolbar, located at the upper-right corner of the browser window.
- From the shortcut menu, click **Zoom** to display more options.
- Click **Zoom in** or **Zoom out**, depending on your preference.



## Zoom In or Out Using Google Chrome

1. Click the Chrome menu icon  on the browser toolbar, located at the upper-right corner of the browser window.
2. Click the icon  to zoom in, or click the icon  to zoom out.



## Example 1

The following figure shows TeacherPlus zoomed out, displaying more columns but smaller objects.

The screenshot shows the TeacherPlus interface for JOSEPH AVIATION ACADEMY. The top navigation bar includes 'Gradebook', 'View', 'Attendance', 'Reports', 'Grading', 'Tools', and 'Submit'. The user is logged in as 'Nicolas, Joseph'. The current marking period is 'FIRST MARKING PERIOD'. The main content area displays a table for '0063/02 English 4 B' with columns for student information, grades, and various assessment scores. The table is zoomed out, making the text small and the columns narrow.

## Example 2

The next figure shows TeacherPlus zoomed in, displaying larger objects but fewer columns.

The screenshot shows the TeacherPlus interface for JOSEPH AVIATION ACADEMY, zoomed in. The top navigation bar and user information are the same. The main content area displays the same table for '0063/02 English 4 B', but it is zoomed in, making the text larger and the columns wider. The table shows student names, grades, and assessment scores for various assignments.

## Load Your Zoom Changes

- Click **Reload** at the upper-right corner of TeacherPlus to refresh it.



# Select a Gradebook

From the **Gradebooks** menu, you can access all of the gradebooks that have been assigned to you. Each gradebook corresponds to a class or class section.

1. Click **Gradebooks** on the navigation bar to display the **Gradebooks** menu.



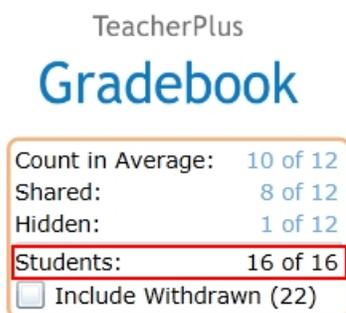
**Note:** Depending on the size of your screen, you may only be able to view a certain number of gradebooks in the **Gradebooks** menu. To select any additional gradebooks not visible in the **Gradebooks** menu, click **More**, located to the right of the last gradebook listed.



2. From the list of gradebook options, click a gradebook to load it.

**Note:** Your gradebook roster is determined by Administrator's Plus, your school's SIS (Student Information System). Even if there are some students you would like to delete, only the office can remove them.

3. To quickly find the number of students in a gradebook roster, locate the box at the upper-left corner of the TeacherPlus startup screen.



- To include any students who have been withdrawn, select the **Include Withdrawn** check box at the upper-left corner of the screen.

TeacherPlus

## Gradebook

Count in Average:	10 of 12
Shared:	8 of 12
Hidden:	1 of 12
Students:	38 of 38
<input checked="" type="checkbox"/> Include Withdrawn (22)	

**Note:** The withdrawn students appear in the roster in red. Also note that the office cannot delete or remove data from withdrawn students in your gradebook.

1	Abbott, Jeremiah
2	Adams, Camille
3	Albrecht, Joe
4	Ameika, Andrew

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# CHAPTER 2

## Customize How TeacherPlus Looks

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# Choose which Gradebooks are Visible to You

The first step to customizing TeacherPlus to suit your classroom needs is setting which gradebooks are available from the **Gradebooks** menu. That is, depending on your school's current semester(s), quarter(s), or marking period(s), you may only want to make visible the gradebooks relevant to that period.

1. Click **View** on the navigation bar, and then click **Gradebooks**.
2. In the **Gradebooks** dialog box, select each check box that applies to the gradebook you wish to make visible.

**Gradebooks**

**View Which Gradebooks?**

Only the selected gradebooks will be in the Gradebooks menu.

#	CRS/SC	Course Name	Display As	Meeting Time	Length	View
1	HOMEROOM	E1				<input checked="" type="checkbox"/>
2	0023/03	IB Eng	IB English	G12345	ALL YEAR	<input checked="" type="checkbox"/>
3	0055/01	Ele Writ 1	Writing & Reading	D12345	QTR 2	<input checked="" type="checkbox"/>
4	0056/01	Ele Writ 2		D12345	QTR 4	<input type="checkbox"/>
5	0059/01	Fund Eng		D12345	QTR 1	<input type="checkbox"/>
6	0062/01	Ind Read		E12345	QTR 2	<input type="checkbox"/>
7	0063/01	Ind Write		E12345	QTR 1	<input type="checkbox"/>
8	0065/02	Lt Adol 1		D12345	QTR 3	<input checked="" type="checkbox"/>
9	0065/03	Lt Adol 1		E12345	QTR 3	<input type="checkbox"/>

**Also Show in the Gradebook Menu:**

Line 2 (Course Number and Meeting Time)

3. To change the title of a gradebook, type the new name in the **Display As** column corresponding to the gradebook.

**Note:** The **Display As** name you enter appears anywhere the gradebook name is displayed, but the name won't be used for reports.

4. Click **OK** to save your changes.
5. To view a list of the gradebooks you've selected, click **Gradebooks** on the navigation bar.

**Tip:** When all of your gradebooks refer to all-year classes, selecting to view all gradebooks is convenient because you'll be dealing with the same classes throughout the entire year. However, when classes meet only for a certain quarter or semester, selecting to view only the classes that are relevant to that time period may be better.

# Customize a Left Pane Column Template

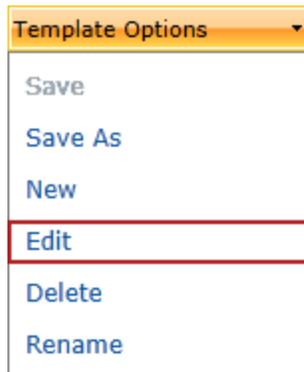
With the template feature, you can easily customize left pane column templates for different situations, based on various Demographic, System, and Gradebook columns. For example, you could customize a template that only shows students' names and the **Narrative** and **Comment** columns. A template stores the left pane 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.

**Note:** Templates don't store any sort changes made to Score columns (the custom columns you've added for assignments, quizzes, projects, and other similar assessments).

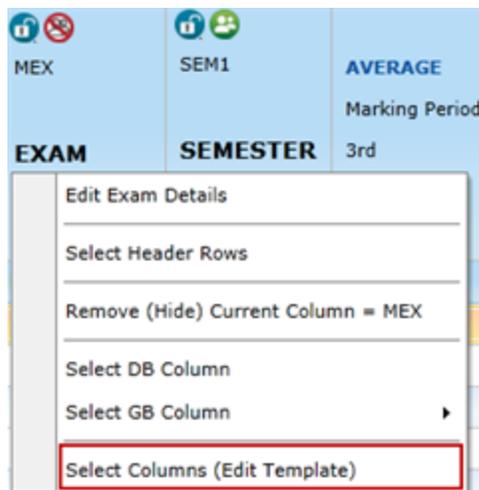
## Select Several Columns at a Time and Create a New Template

1. Do one of the following:

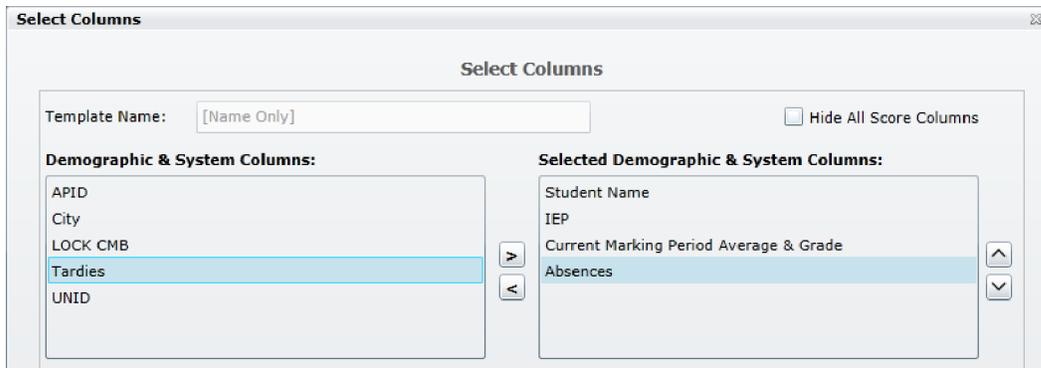
- Click **View** on the navigation bar, and then click **Columns (Templates)**.
- Click **Template Options**, and then click **Edit** or **New**.



- Right-click a demographic column, and then click **Select Columns (Edit Template)**.



2. In the **Select Columns** dialog box, double-click a column in the **Demographic & System Columns** area to select it.

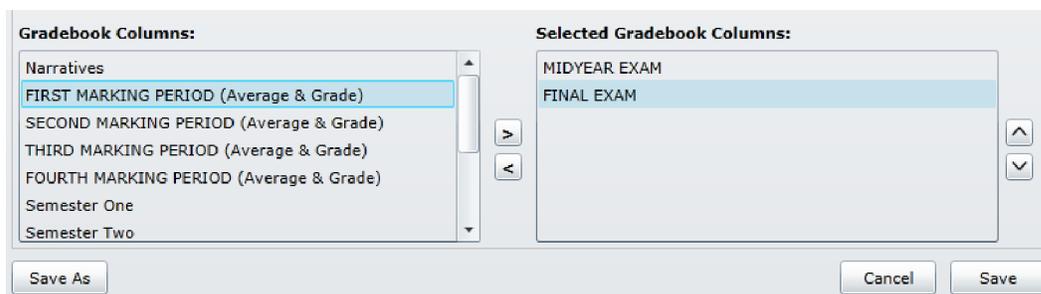


**Demographic & System** columns include the following columns:

- Student Name
- Current Marking Period Average & Grade
- Up to 20 AdminPlus demographic fields selected by your TeacherPlus manager
- IEP
- APID
- UNID

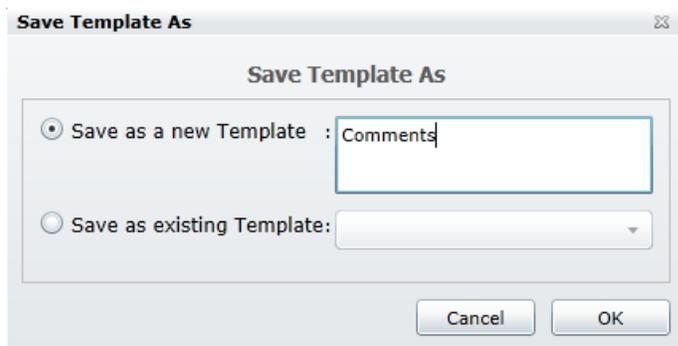
**Note:** When selecting **Demographic & System** columns, keep in mind that these columns are fixed and can't be scrolled. As a result, select only the number of columns optimal for your monitor size, screen resolution, and zoom settings.

3. In the **Gradebook Columns** area, double-click a column to select it.

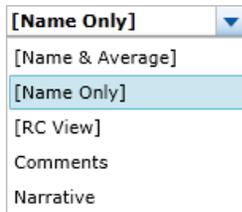


**Gradebook** columns include the following columns:

- Exams
  - Marking period averages
  - Semester and final grades
  - Narratives
  - Comments
  - Category averages
  - Marking period points earned
4. To reorder the columns, use the up and down arrows in the **Selected** areas.
  5. Click **Save As**.
  6. In the **Save Template As** dialog box, click the **Save as a new Template** option, name the template, and click **OK**.



7. To access a list of all templates you've created as well as default templates preloaded with TeacherPlus, click the template drop-down list.



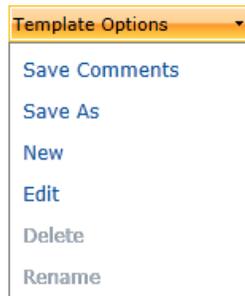
**Note:** Default TeacerPlus templates appear in brackets, whereas those created by you don't appear.

8. To save any new changes to a selected template, click **Template Options**, and then do one of the following:

- Click **Save** to apply the changes to the selected template.

**Note:** This option is not available for default templates that come preloaded with TeacherPlus: **[Name & Average]**, **[Name Only]**, and **[RC View]**. Any column changes made while a default template is selected can't be saved to the template itself; instead, save the changes as a new template.

- Click **Save As** to save the changes as a new template.

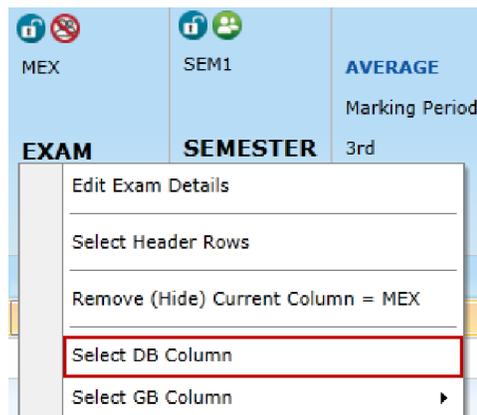


**Note: Important:** Whenever you make any new changes to a selected template (such as adding, removing, or resizing columns), the template changes to **[Custom]** in the template list. Any changes you make are automatically saved to **[Custom]** continuously until you choose to save the changes to the template you had selected or as a new template. Performing this manual save is only needed if you plan on switching between templates. Keep in mind that default templates cannot be altered, meaning that any changes made to a selected default template will need to be manually saved as a new template or automatically saved by TeacherPlus as **[Custom]**.

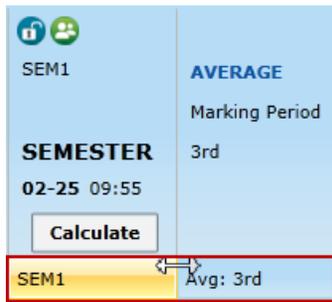
## Select, Remove, or Resize One Column at a Time

1. To select a column, right-click the top of any left pane column, and then do one of the following:

- Click **Select DB Column** to select a demographic column.



- Click **Select GB Column** to select a **Gradebook** column, and then click one of the column options.
2. To remove a column, right-click the column, and then click **Remove (Hide)**.
  3. To resize a column, drag and drop along the edges of the column label cell.



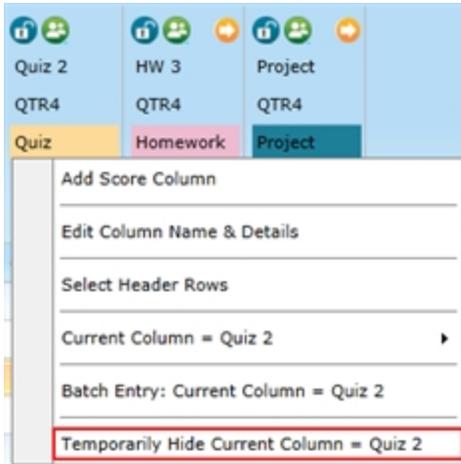
# Hide or Sort Score Columns

When it's that time of the semester or quarter at which you have created many homework and test assignments, hiding and organizing certain **Score** columns can save you time: You can not only focus solely on the assignment columns you need but also choose how you want to view them.

## Temporarily Hide or Unhide a Score Column

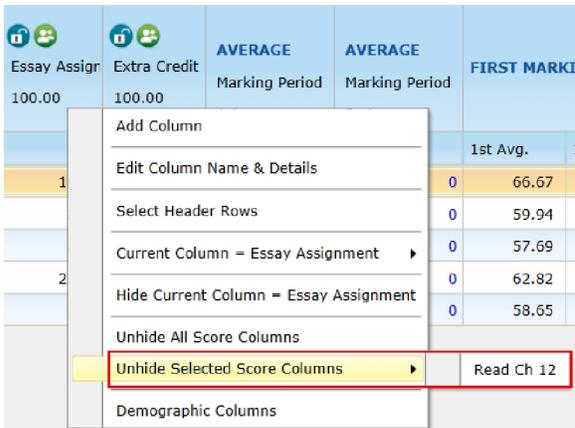
To hide a Score column:

- Right-click the column, and then click **Temporarily Hide Current Column = (the column name)**.



To unhide a Score column:

- Right-click at the top of any **Score** column to display more options.
- Click **Unhide Selected Score Columns**, and then click the **Score** column you wish to show.



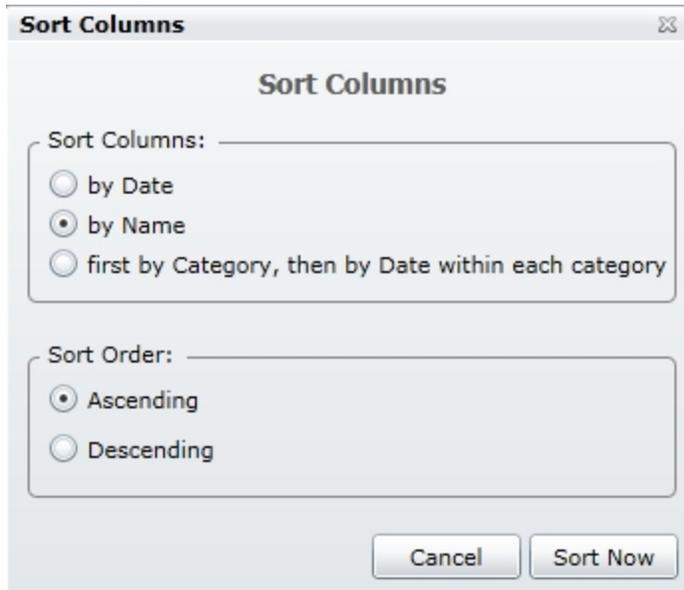
- To unhide all **Score** columns you have hidden, right-click any **Score** column, and then click **Unhide All Score Columns**.

## Sort Score Columns

1. Click **View** on the navigation bar to display more **View** options.



2. Click **Sort Columns** to display the **Sort Columns** dialog box.



3. In the **Sort Columns** area, click the option by which you want to sort the columns.
4. In the **Sort Order** area, click **Ascending** or **Descending**, depending on how you want the columns to be sorted.
5. Click **Sort Now** to load your selections.

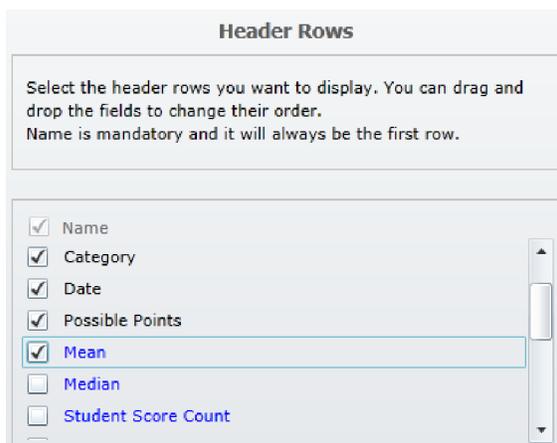
# Select Header Rows for Score Columns

When you've created **Score** columns for your class assignments, quizzes, or exams, you can choose which **Header** row labels to display for the **Score** columns (for example, Name, Category, or Possible Points). By selecting only the **Header** rows you need, you'll free up some space and be able to view more students at a time. In addition, you can also show 11 different statistics in the rows, such as Mean, Median, and Standard Deviation.

1. Click **View** on the navigation bar to display the **View** menu.



2. Click **Header Rows**.
3. In the **Header Rows** dialog box, select the check box for each **Header** row you want displayed.



**Note:** The **Name** row is the only row that must be selected. If you choose to display statistical information, click **Tools > Maintenance > Recalculate Statistics** upon entering new scores to ensure your statistical data is always up to date.

4. Click **OK** to load your changes.

**Tip:** You can temporarily hide or unhide all **Header** rows and only have the **Name** row displayed. Click the arrow button  beside the **Name** row. This feature can be especially useful when you need to view more students on the screen without zooming. For example, if you're grading and only need to know the name of the assignment, viewing only the **Name** row allows you to identify the assignment while simultaneously displaying more students on the screen to expedite grading.

# Configure Additional View Settings

You can further customize view options for scores, columns, dropped students, and the TeacherPlus startup screen by accessing the **Settings** dialog box. This topic gives you a brief overview of each of the **Settings** areas.

To access the Settings dialog box:

- Click **Settings** at the upper-right corner of TeacherPlus.

The image is a screenshot of the Settings dialog box. It is divided into two sections: 'Score Options' and 'Other'.  
The 'Score Options' section contains three radio button options for 'Entered score exceeds maximum possible points': 'Allow' (selected), 'Warn', and 'Do Not Allow'. Below these are two radio button options for 'Enter-key moves focus': 'Down' and 'Right' (selected). At the bottom of this section are three radio button options for 'Number of decimal places to use': '0', '1', and '2' (selected).  
The 'Other' section contains one radio button option for 'Font color for dropped students?': 'Red' (selected) and 'Gray'.

**Score Options:** Choose to:

- Allow, do not allow, or warn when an entered score exceeds maximum possible points. For example, if you have a quiz or exam in which bonus points are allowed beyond the maximum points for the exam, you may want to make it possible for you to enter a score such as 105.
- Move cell focus to the right or down when you press Enter on your keyboard. For instance, when you're entering student scores, you can choose whether pressing Enter on your keyboard moves focus to the cell to the right or down. If you need to grade several assignments per student, choosing to move focus to the right is recommended because it selects the next assignment cell. In contrast, if you need to grade several students for just one assignment, moving cell focus down expedites editing by selecting the next student.

**Other:** Change the color for dropped students to red or gray.

**Number of decimal places to use:** If you use decimals for your scores, click **1** or **2**, or click **0** if you do not use decimals at all.

**Column Options**

Add new columns to  Left  Right

Also show Student Name on right

Also show Unique ID on right

Also show APID on right

Also show Average and Grade on right

**Startup Screen**

Last used Gradebook

Specific Gradebook

Class:

Template:

**Column Options:** Choose whether to add new **Score** columns to the right or left. For example, at the end of a semester or quarter, you may have several assignments. Choosing to add new **Score** columns to the left will keep you from having to scroll to view your most recent column. You can also choose to show the **Student Name** column and certain **Pane** columns on the right, in addition to displaying them on the left by default, for your convenience.

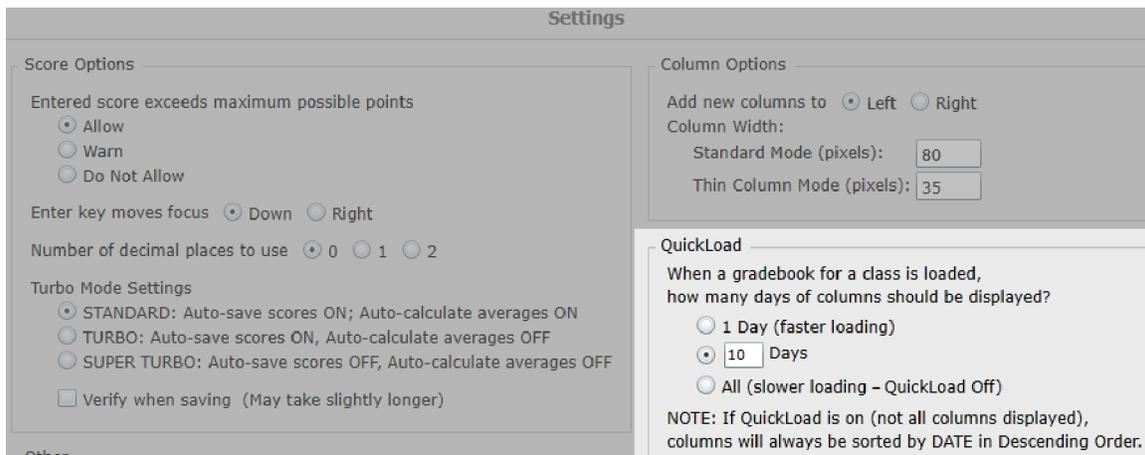
**Startup Screen:** Select whether TeacherPlus opens in the gradebook you used last or a specific gradebook. If you have a specific template you like, you may want to open TeacherPlus using that template.

# Display the Most Recent Assessment Columns with QuickLoad

When you have several assessment columns, QuickLoad can help you display only the most recent, relevant columns. QuickLoad maximizes visual workspace by hiding the columns you don't immediately need to see at a given time, and it improves load times by reducing the system resources that would otherwise be used to load multiple columns. You can choose to show columns either from the most recent day you added them or based on a number of previous days you specify.

1. Click **Settings** at the upper-right corner of TeacherPlus.
2. In the **QuickLoad** area of the **Settings** dialog box, do one the following:
  - Click the option **1 Day (faster loading)** to display only the columns from the most recent day since you added columns.
  - Click the **Days** option, and either leave the option at 10 days or enter the number of most recent days you would like to display assessment columns.

**Note:** The number of days set for this option is relative to the last day you added columns. For example, imagine you set the option to 10 days. If today is February 25, but the last day you added assessment columns was February 10, only assignments dating between February 1 and February 10 will be shown.

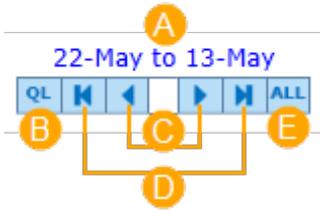


3. Click **OK**.

**Note:** When QuickLoad is enabled, columns are always sorted by date in ascending order.

4. Log in to TeacherPlus again to activate QuickLoad.

When QuickLoad is enabled, date control options appear on the far right side of the screen under the navigation menu. The date range appears with the most recent date on the left. This order corresponds to the order the columns are displayed. The following diagram and table explain the main control options of the QuickLoad navigation.



### QuickLoad Control Features (See Diagram Above)

Click the blue date link to change the date range: In the **Specifications: Load Columns** dialog box, configure a desirable date range, and then click **OK**.

**Specifications: Load Columns**

**Specifications: Load Columns**

View columns from:

Today

Selected Date

Days to view:

Number of Days:

A

B

Navigate to the next or previous date range relative to the range you're currently viewing. For example, if you specify a date range of 10 days, these buttons take you to the previous or next 10 days.

C

Navigate either to the newest or oldest date range, regardless of which date range is currently displayed.

D

Reset the QuickLoad navigation to how it was displayed when the gradebook was initially loaded.

E

Load all columns in the marking period.

# CHAPTER 3

## Take Attendance

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# Take and Submit Attendance

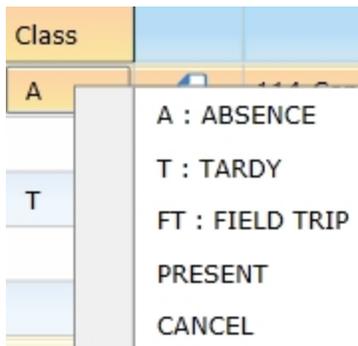
TeacherPlus offers three flexible ways to take attendance: the **Attendance** column, **Weekly View**, or **Seating Chart**. The **Attendance** column is a simple approach to taking and submitting daily attendance, whereas **Weekly View** enables you to review attendance for a given week. If you prefer taking attendance using a seating chart, the visual **Seating Chart** feature is a good choice.

## Take Attendance Using the Attendance Column

1. Click the **ATT** button  (off)/  (on) below the navigation bar to turn on the **Attendance** column.

**Note:** The **Attendance** column has two sub columns: the **Office** column, displaying attendance taken by the office, and the **Class** column, showing the attendance taken by you.

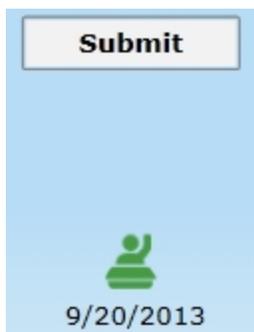
2. In the **Class** column, right-click a cell corresponding to a student to reveal more options.



3. Click one of the attendance options from the shortcut menu.

**Note:** Students are assumed to be present (indicated by a blank attendance cell) unless you enter a code in the **Class** column.

4. Repeat steps 2–3 to take attendance for all students.
5. Click **Submit** at the top of the column to indicate to the office that you have taken attendance.



**Note:** Once attendance is submitted, the gradebook icon for the class displays a green circle

around it (for example,  **Homeroom 444** ).

**Tip:** Instead of right-clicking to take attendance, you can also just click the cell to enter the next attendance option. For example, if you click the cell and it changes to "A" (for absent), clicking the cell again would change it to "T" (for tardy) or the next attendance option in your gradebook.

## Take Attendance Using Weekly View

1. Click **Attendance** on the navigation bar.



2. In the **Attendance** menu, click **Weekly View**.
3. In the **Attendance Weekly View** dialog box, right-click a cell corresponding to a student in the **Class** column.
4. Click one of the attendance options from the shortcut menu.

**Note:** By default, the **Attendance Weekly View** dialog box displays attendance for the current week. To view a different week, use the orange arrow buttons   at the upper-left corner to browse weeks.

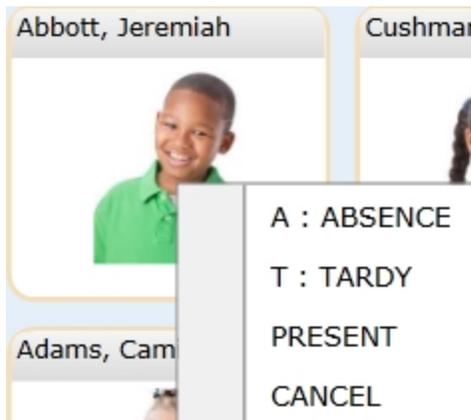
5. Repeat steps 2–3 to take attendance for all students.
6. Click **Submit** at the top of the column(s) to send the attendance to the office.

## Take Attendance Using Seating Chart

1. Click **Attendance** on the navigation bar.



2. In the **Attendance** menu, click **Seating Chart**.
3. Right-click a student to display more attendance options.



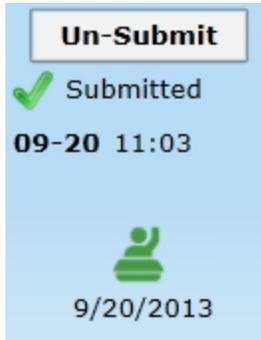
4. Click one of the attendance options.
5. Repeat steps 3–4 to take attendance for each student.
6. Click **Submit** at the upper-left corner.



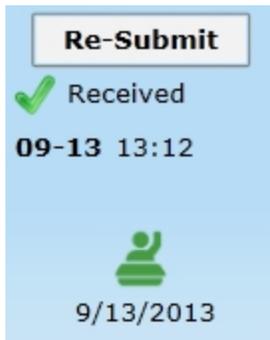
# Correct and Re-Submit Attendance

If you submit attendance accidentally or need to make changes to it, you can re-submit it to the office. If the office has yet to receive the attendance, the **Submit** button at the top of the **Attendance** column changes to **Un-Submit**. If the office has already received the attendance, the **Submit** button changes to **Re-Submit**.

1. Do one of the following, depending on whether or not the office has received your previous attendance submission:
  - If the office has not yet received the attendance, click **Un-Submit** at the top of the **Attendance** column.



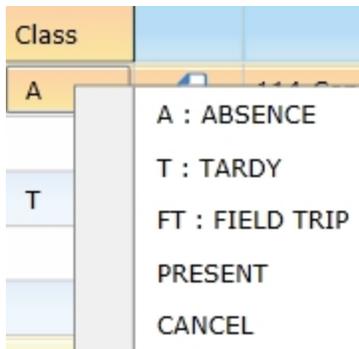
- If the office has already received the attendance, click **Re-Submit** at the top of the **Attendance** column.



**Note:** If you're re-submitting attendance in **Weekly View**, click the corresponding **Un-Submit** or **Re-Submit** button for the **Attendance** column that needs to be changed.

2. In the **Class** column, right-click each attendance cell that needs to be corrected.

3. Click one of the attendance options from the shortcut menu. (The following figure is just an example of what the attendance options might be.)



4. Click **Submit** at the top of the **Attendance** column.

**Note:** Once you re-submit attendance, the new time of submission appears below the **Un-Submit** button.

# Create and Edit a Seating Chart

Regardless of how many seat rows and columns your classroom has, TeacherPlus makes it easy for you to create a visual seating chart for any of your classes and sections. From the chart, you can not only see each student's position but also a snapshot of their ID photo, current average, and a demographic field of your choice.

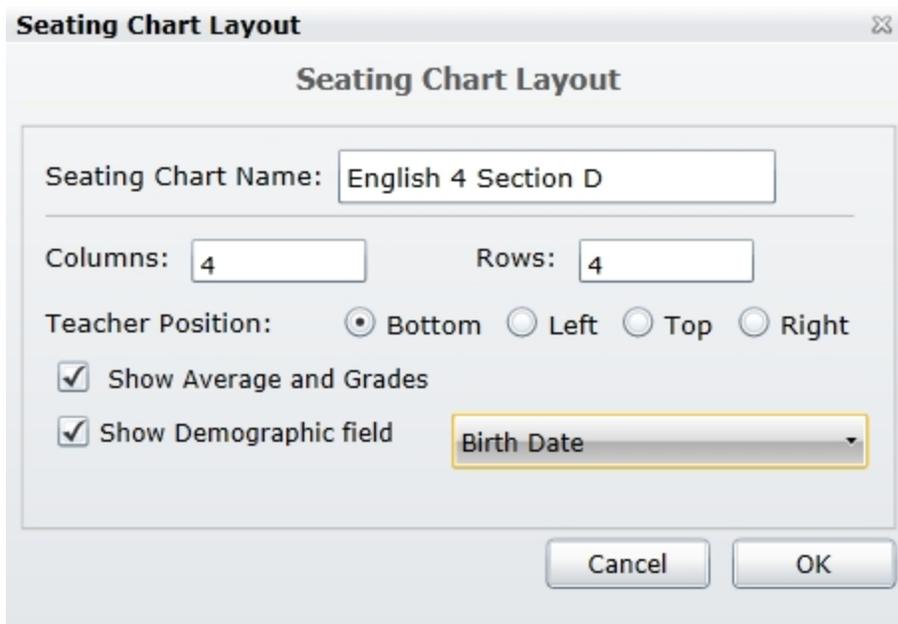
## Create a Seating Chart

1. Click the **Seat** button  under the navigation bar.
2. In the upper-right corner of the **Seating Chart** dialog box, click **New**.

**Seating Chart:** Seating Chart 1

New Edit

3. In the **Seating Chart Layout** dialog box, name the chart in the **Seating Chart Name** text field.



The **Seating Chart Layout** dialog box contains the following fields and options:

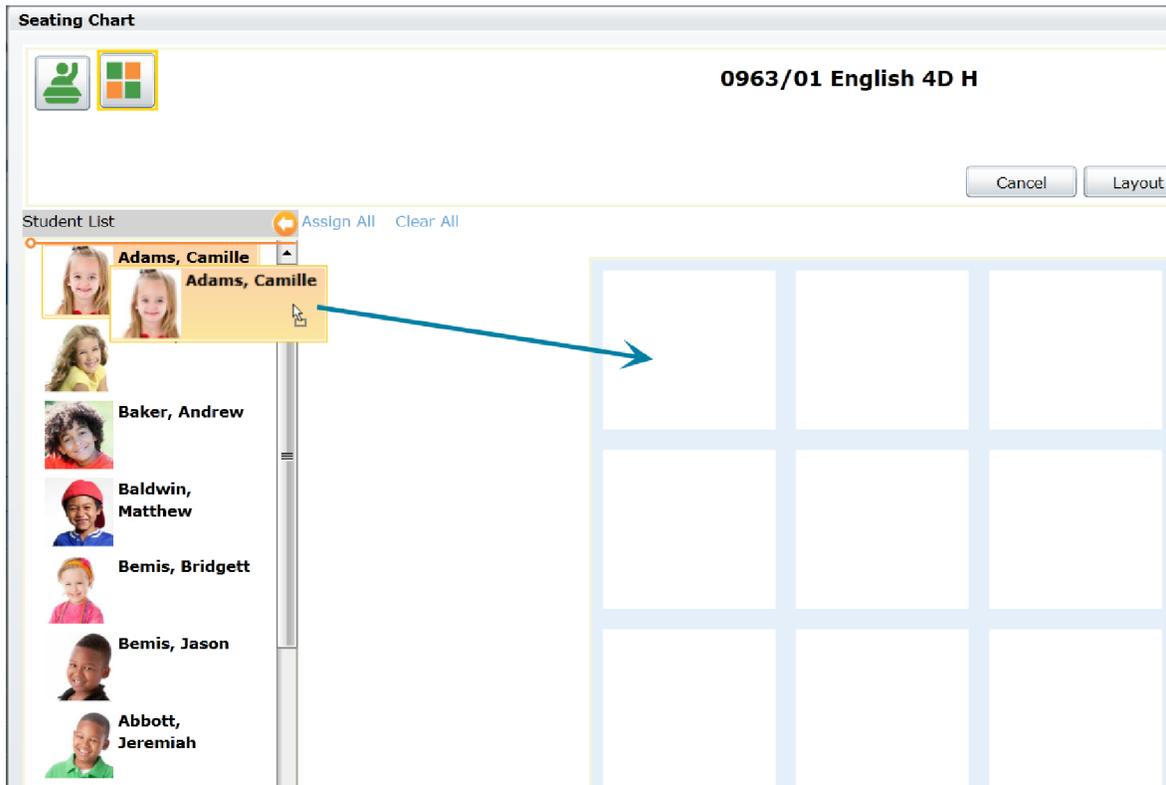
- Seating Chart Name:** English 4 Section D
- Columns:** 4
- Rows:** 4
- Teacher Position:**  Bottom  Left  Top  Right
- Show Average and Grades
- Show Demographic field: Birth Date

Buttons: Cancel, OK

4. Enter the number of columns and rows.
5. Click one of the **Teacher Position** options.

**Note: Teacher Position** refers to your position relative to students. For example, if your desk is located in front of the class, from your perspective, the **Teacher Position** would be **Bottom**.

6. Do any or none of the following:
  - Select the **Show Average and Grades** check box to display students' averages under their photos in the seating chart.
  - Select the **Show Demographic field** check box, and choose a field to display from the list to the right of it.
7. Click **OK**.
8. In the **Student List** column, drag a student to his or her respective position on the seating chart. Repeat this step to assign seats to other students.



**Note:** To assign all students to the seating chart at once alphabetically, click **Assign All** to the right of **Student List**. Similarly, to clear all students from the chart at once, click **Clear All** (also to the right of **Student List**).

9. Click **Save** at the upper-right corner of the **Seating Chart** dialog box to save your changes.
10. Click **Back to Gradebook** to return to the TeacherPlus startup screen.

**Note:** In order to avoid closing TeacherPlus, remember to use the **Back to Gradebook** button instead of your browser's Close button to return to the TeacherPlus startup screen.

## Edit an Existing Seating Chart

1. Click the **Seat** button  .
2. In the **Seating Chart** dialog box, click the seating chart you want to edit from the **Seating Chart** list.
3. Click **Edit**.
4. Make the necessary changes to the chart by doing any of the following:
  - To reset and remove a student's position on the chart, click the Close button icon  located to the right of the student's name.
  - To change the layout of the chart, click **Layout**.
  - To rename the chart, click **Rename**.
  - To save chart changes as a new template, click **Save As**.
5. Click **Save**.

# Print a Seating Chart

You can quickly print a seating chart you've created by accessing the seating chart screen.

1. On the home screen of your selected gradebook, click .
2. Click a seating chart from the **Seating Chart** drop-down list.



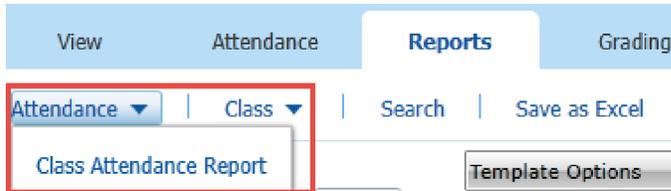
3. Click  at the upper-left corner.
4. Click **Print** at the upper-right corner.
5. Follow the printing prompts, and set the layout to **Portrait** or **Landscape**.

**Note:** The maximum number of columns and rows for a standard 8.5" x 11" paper are 8 columns by 9 rows in **Portrait** layout and 9 columns by 6 rows in **Landscape** layout.

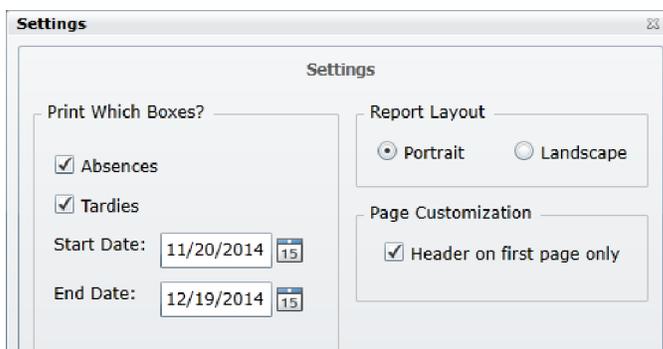
# Generate an Attendance Report

You can easily generate and print an attendance report that includes absences and/or tardies for a time frame specified by you.

1. On the **Reports** tab, click **Attendance**, and then click **Class Attendance Report**.



2. In the **Print Which Boxes** area, select the check box for **Absences and/or Tardies**, depending on which type of attendance information you want to display on the report.



3. Select the start and end dates to be included in the report.
4. In the **Report Layout** area, select a page orientation option.
5. Optional: In the **Page Customization** area, select whether to display a header only on the first page of the report.
6. Click **OK**.
7. To print the report, click the print icon  at the upper-left corner of the report window.
8. To return to the report settings, click **Settings** at the upper-left corner of the report window. After customizing the settings, click **OK**, and then click **Generate** at the upper-left corner of the report window to generate a new report.

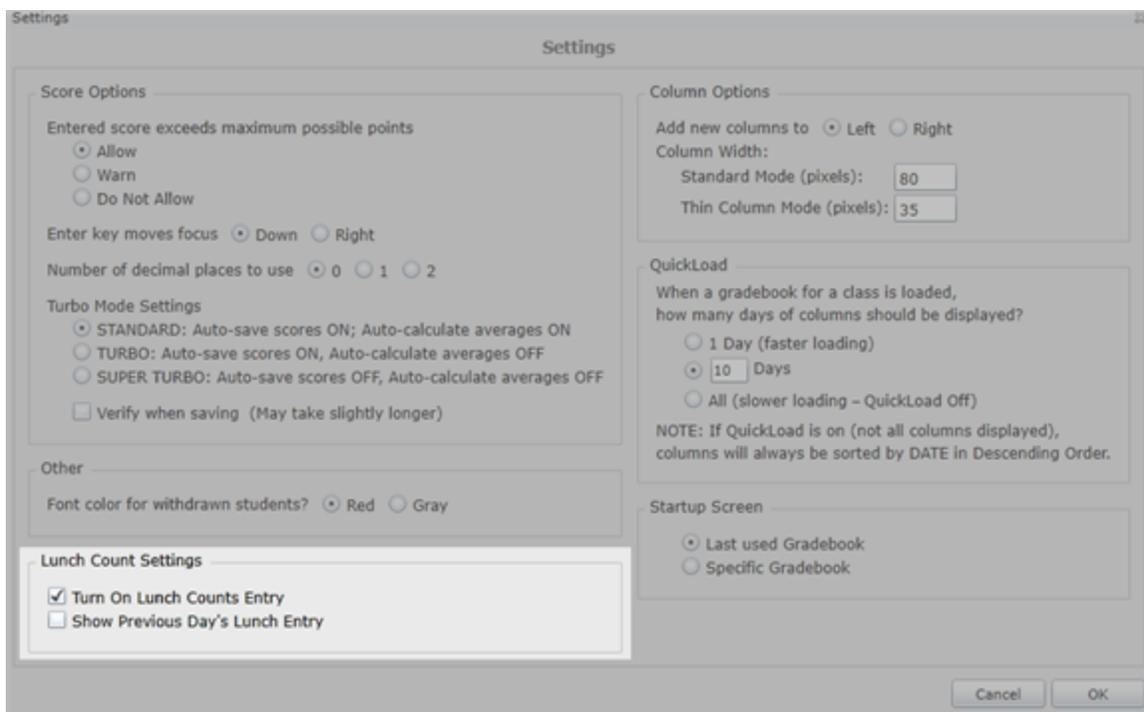
**Tip:** At the upper-left corner of the report window, you will also find buttons to browse the report, print the report, or save the report to your computer in common formats (for example, PDF). Zooming for the report can be adjusted at the bottom-right of the report window.

# Enter and Submit Lunch Counts

Using the Lunch Count feature, you can enter students' lunch preferences right from TeacherPlus, and submit them to the main office. The process involves enabling the Lunch Count feature, entering predefined lunch codes for each student, and submitting the information to the office. By helping track students' lunch selections, you help the cafeteria prepare only the necessary number of each dish, which helps save resources.

**Note:** For lunch counts to work in TeacherPlus, your TeacherPlus administrator must configure the feature in AdminPlus.

1. Click **Settings** at the upper-right corner of TeacherPlus.
2. In the **Lunch Count Settings** area (at the bottom of the **Settings** dialog box), select **Turn On Lunch Count Entries**, and click **OK**.



Upon enabling the lunch counts, the **Lunch** column appears beside the attendance (**AT**) column.

<b>AT: Submit</b> Attendance		<b>Lunch: Submit</b> Lunch
Office Daily	Class	Lunch
	A	LUNCH 1
		LUNCH 3
	T	LUNCH 3

- In the **Lunch** column, enter lunch preferences for a student in either of two ways:
  - Click a lunch cell corresponding to a student to cycle through lunch codes.
  - Right-click a lunch cell corresponding to a student, and select a lunch code.

**Note:** Lunch codes are predetermined by your school.

- To submit the lunch counts to the main office, click **Lunch: Submit**.

When lunch counts have been successfully submitted the **Lunch** column displays  Submitted.

- To make any changes to lunch counts after you've submitted them, click **Unsubmit** at the top of the **Lunch** column, make the necessary change, and then click **Submit** again.

**Tip:**

To get a quick glimpse of all lunch count totals for the gradebook that's currently open, click **Lunch Counts** at the top of the **Lunch** column.

Lunch Counts			
Lunch Counts			
Date:	6/10/2015		
Current Section:	HOME/100 Homeroom		
Code	Description	Totals	
LUNCH 1	Chicken Caesar Sandwich	6	
LUNCH 2	Cheeseburger and Fries	5	
LUNCH 3	Veggie Burger	3	

OK

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# CHAPTER 4

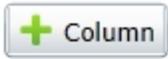
## Create Assignments

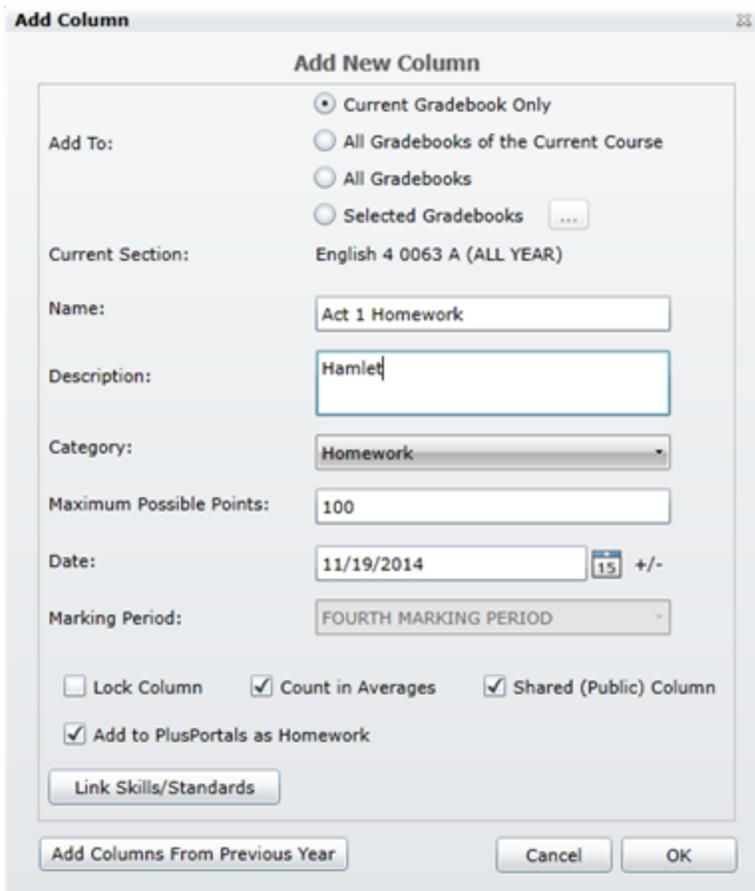
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# Add or Remove an Assignment Score Column

When adding an assignment or test, there are a variety of options you can specify, such as assignment type, maximum possible points, and whether or not the assignment counts in averages.

## Add an Assignment Score Column

1. Click **Column**  below the navigation bar to show the **Add Column** dialog box.



**Add Column**

**Add New Column**

**Add To:**

- Current Gradebook Only
- All Gradebooks of the Current Course
- All Gradebooks
- Selected Gradebooks ...

**Current Section:** English 4 0063 A (ALL YEAR)

**Name:** Act 1 Homework

**Description:** Hamlet

**Category:** Homework

**Maximum Possible Points:** 100

**Date:** 11/19/2014 15 +/-

**Marking Period:** FOURTH MARKING PERIOD

Lock Column  Count in Averages  Shared (Public) Column

Add to PlusPortals as Homework

[Link Skills/Standards](#)

[Add Columns From Previous Year](#) [Cancel](#) [OK](#)

2. Click one of the **Add To** options, depending on where you want the assignment to be added. You can add the assignment to the current section gradebook, all section gradebooks of a course, all gradebooks, or selected gradebooks only.
3. Name the assignment and add a description.
4. In the **Category** drop-down list, click an assignment category.
5. Enter the maximum possible points for the assignment.

6. Do any or all of the following (depending on which options your TeacherPlus administrator has enabled):

- Select the **Lock Column** check box to prevent any editing to the column, including entering grades.
- Select the **Count in Averages** check box if you want the assignment to be included in the overall average of all assignments.
- Select the **Shared (Public) Column** check box to share the assignment and its score with parents. Clearing this check box makes the column private.

**Note:** It's important to select this check box in order for the assignment to count in averages. Only public columns count in averages. **Example:** Imagine that a student has a public score of 90 percent and a private score of 70 percent. In PlusPortals, the parent would see a public score of 90 percent and an average of 90 percent. However, if the private score of 70 percent counted in the average, the parent would see an average of 80 percent and only the public score of 90 percent. Because the parent doesn't know that the private score of 70 is counted in the average, it could lead to problems.

- Select the **Add to PlusPortals as Homework** check box to post the assignment in the **Homework** panel in PlusPortals.

**Note:** Adding homework to PlusPortals can only be done when creating the column. However, you can edit the other check box selections by double-clicking at the top of the **Score** column.

- Click **Link Skills/Standards as Homework** to link skills to the assignment, and select the skill check boxes you want.

The screenshot shows a dialog box with two tabs: 'Skills/Standards' (selected) and 'Common Core'. Under the 'Skills/Standards' tab, there are five items, each with a checkbox:

- R1: Progressing toward reading 25 grade appropriate books
- R2: Shows evidence of understanding his/her reading in writing/discussion
- W1: Writes a well organized piece, using relevant facts and details
- W2: Shows evidence of planning, drafting, revising, editing
- W3: Applies standard conventions (grammar, spelling, punctuation)

7. Optional: To add a homework assignment you had created in the previous school year, click **Add Columns From Previous Year** at the bottom of the **Add Column** dialog box.

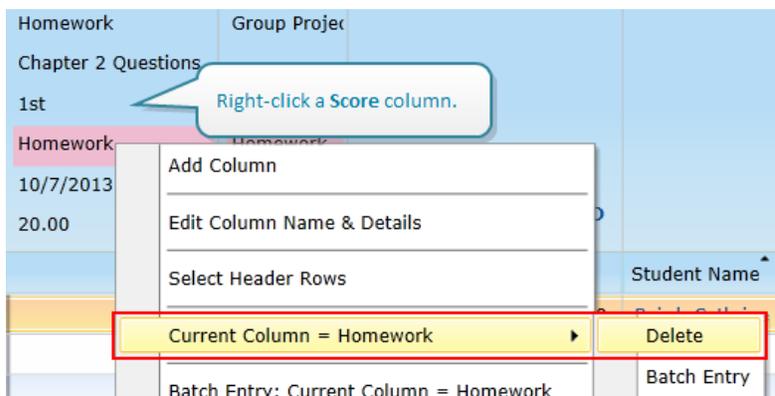
8. Click **OK** to create the assignment.

**Tip:** To edit an existing assignment, double-click at the top of the assignment's **Score** column.

## Remove a Specific Assignment Score Column

### Method 1

1. Right-click the assignment **Score** column to display a shortcut menu.
2. Click **Current Column**, and then click **Delete**.

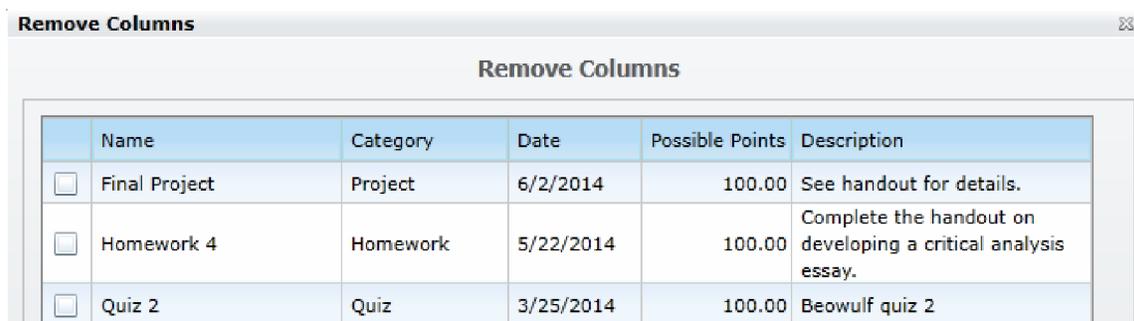


3. Click **Yes** to confirm the warning.

**Note:** Only unlocked **Score** columns can be deleted. If a column is locked, double-click at the top of the column to display the **Edit Column Name & Details** dialog box, and clear the **Lock Column** check box.

### Method 2

1. Click **Tools** on the navigation bar.
2. In the **Tools** menu, click **Remove Column**.
3. In the **Remove Columns** dialog box, select each check box corresponding to the assignment column you want to delete.



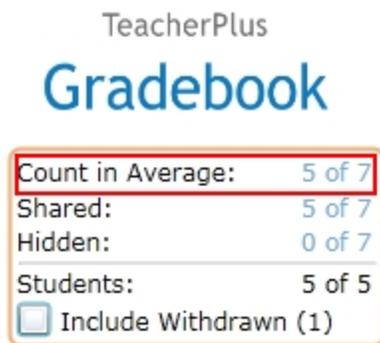
**Note: Remember:** The columns you select to delete refer to individual assignments and not to assignment categories.

# Make a Score Column Public or Private

You can choose to make a **Score** column public or private when or after you create it. **Public** columns, and their scores, will be visible to students and parents on PlusPortals (if your school has it). In contrast, **Private** columns will be visible to you only.

Before making a column public or private, consider the following:

- **Public** or **Private Score** column settings are only relevant if your school uses PlusPortals to share classroom information with parents and students.
- **Private** columns don't count in averages. You can check how many columns are counting in the averages at the upper-left corner of TeacherPlus.



- Your TeacherPlus administrator determines whether new columns are made private or public by default.
- It's strongly recommended that you keep **Score** columns private until after you have entered and verified scores for all of the students in the class. If you share the column before entering scores, parents can see them, including any errors you may make, as you are typing them.
- Students can only see their own public scores on PlusPortals. Authorized contacts of the students can only see what the students see.

To make a column public or private after you create it, do the following:

1. If the column is public (indicated by the public icon ) , click the icon  to make the column private.
2. If the column is private (indicated by the private icon ) , click the icon  to make the column public.

**Tip:** To make a column public or private while you're creating it, see the topic [Add or Remove Assignment Categories](#).

# Create and Color-Code an Assignment Category

If enabled by your TeacherPlus administrator, you can create new assignment categories and change their color code. This feature provides you the opportunity to have any additional assignment categories (for example, "Extra Credit") that may not be available by default from your TeacherPlus administrator.

1. Click **Grading** on the navigation bar.



2. In the **Grading** menu, click **Add/Weight Categories**.
3. In the **Add/Weight Categories** dialog box, click **Add New Category**.

The screenshot shows the "Add/Weight Categories" dialog box. At the top, there is a checkbox labeled "Do not weight categories." Below this is a table with the following columns: "Category Name", "Weight", "Percentage", "Color", "Delete", and "Hide". The table contains the following data:

Category Name	Weight	Percentage	Color	Delete	Hide
Homework	2.00	11.67%	Blue	X	<input type="checkbox"/>
Test	5.00	29.17%	Dark Blue	X	<input type="checkbox"/>
Project	3.00	17.50%	Green	X	<input type="checkbox"/>
Ethics	1.00	5.83%	Red	X	<input type="checkbox"/>
Book Report	1.00	5.83%	Light Green	X	<input checked="" type="checkbox"/>
Quiz	4.14	24.15%	Orange	X	<input type="checkbox"/>
Extra Credit	1.00	5.83%	Brown	X	<input type="checkbox"/>

Below the table is a button labeled "Add New Category" which is highlighted with a red box.

**Note:** From the **Add/Weight Categories** dialog box, you can also delete categories that are not currently in use. Click  in the **Delete** column for the category you want to delete.

- In the **Category** dialog box, click one of the three options to set where the category is going to appear.

**Category** [Close]

**Add New Category**

Current Section  All Visible Sections Of Current Course  All My Visible Sections

Category

Weight

Color

Cancel Save

- Name the category in the **Category** text field.
- Enter the category's weight value in the **Weight** text field.
- Select a color for the category from the **Color** list.

**Note:** Any future assignment associated with this category will inherit this color.

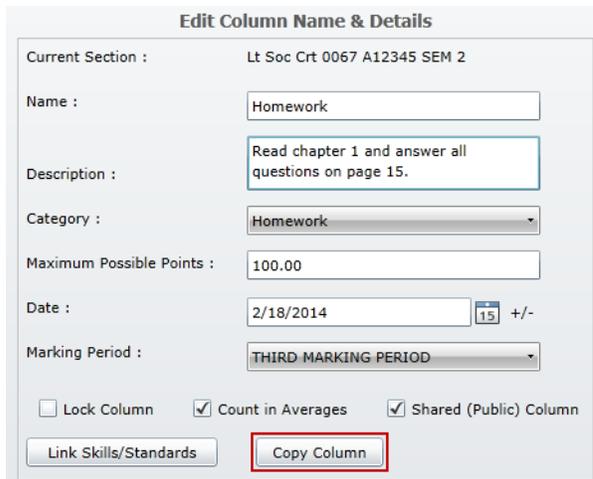
- Click **Save**.
- Click **OK**.

**Tip:** If you need a category (for example, "Homework") to have a different weight in a new quarter, create a similar secondary category, and give it a different weight. For example, you could create a category titled "Term 1 Homework" with a weight of 15, and name the other category "Term 2 Homework" with a weight of 10. You can also hide the old category in the **Add/Weight Categories** dialog box by selecting the **Hide** check box beside the column. To learn more about setting grade weights, see the topic [Set a Grade Weight](#).

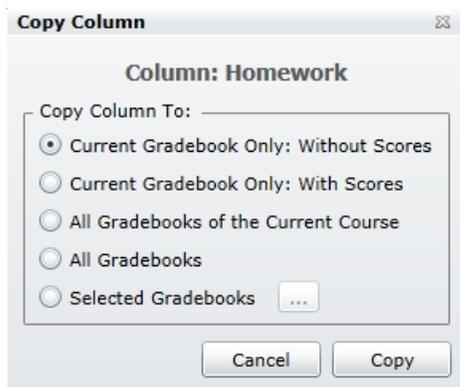
# Copy an Assignment Column to Other Gradebooks

If you teach several sections of the same course, it's very likely all sections share many of the same assignments. TeacherPlus Gradebook enables you to easily copy an assignment to all of your other gradebooks or just a selected few, saving you time and the monotony of having to create the same assignment over and over again. In addition, you can choose to copy an assignment with or without any of the scores it currently has.

1. Double-click the heading of the assignment **Score** column to be copied.
2. In the **Edit Column Name & Details** dialog box, click **Copy Column**.



3. Click one of the **Copy Column To** options, depending upon how you want to copy the assignment.



4. If you want to copy the assignment to specific gradebooks, click the **Selected Gradebooks** option, and then click .
5. Select the check box for each gradebook where the assignment will be copied to, and click **OK**.
6. Click **Copy**, and then click **OK**.

# CHAPTER 5

## Grade Assignments

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# Add Decimal Places to Grades

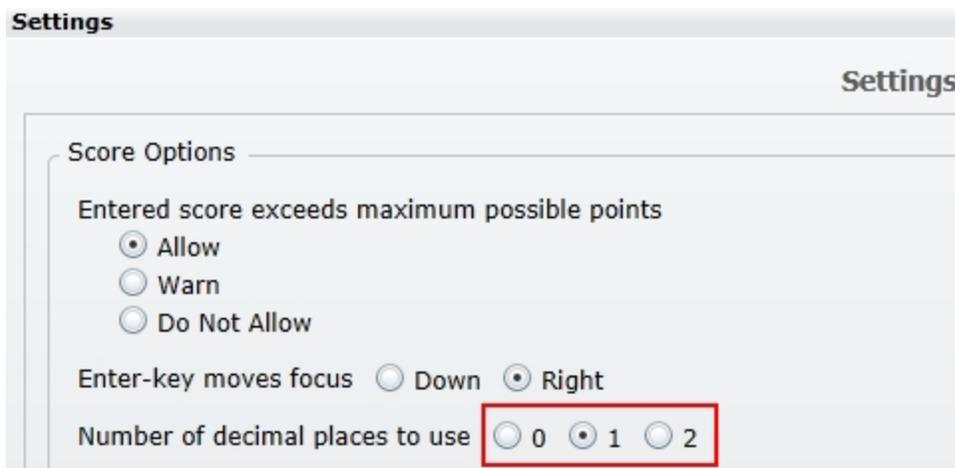
TeacherPlus enables you to add up to two decimal places to **Score** column grades. The grades for the **Score** columns counting in averages, including their decimal values, are averaged and shown in the **Average** column.

1. Click **Settings** at the upper-right corner of TeacherPlus to show the **Settings** dialog box.



2. In the **Score Options** area, do one of the following:

- Click **1** for **Number of decimal places to use** to set decimal places to one (for example, 89.4).
- Click **2** for **Number of decimal places to use** to set decimal places to two (for instance, 89.45).
- Click **0** not to use any decimals.



**Warning:** Setting decimal places to scores and changing your settings back to no decimals may negatively impact students' averages. For example, imagine that you set the decimal places to 1 and assigned a grade of 89.3 to one student and a grade of 89.9 to another student. If you were to change the decimal places to 0 again, both scores of 89.3 and 89.9 would lose their decimal values, and the grades would be converted to an 89. As a result, the student who should have received a grade of 89.9 (or 90) would have his overall average negatively affected.

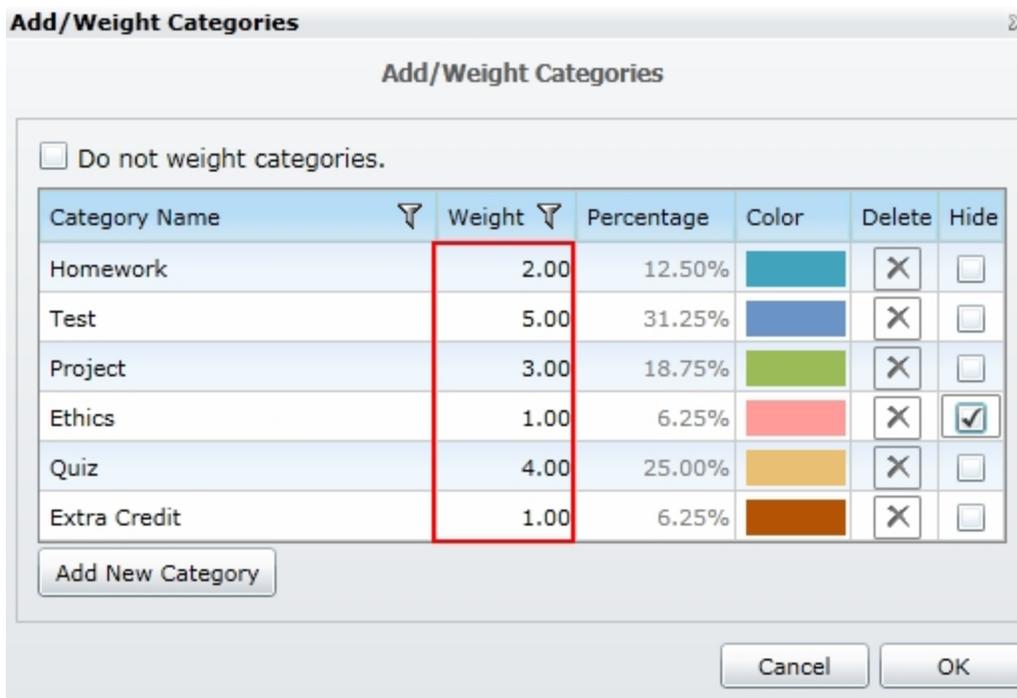
# Set a Grade Weight

By default, assignment category weights are set by the school's TeacherPlus administrator. If enabled by the administrator, teachers can also change the score weight of assignment categories. Score weights give you the flexibility to set the ratio of each assignment type. The ratios are then automatically converted to their respective percentages.

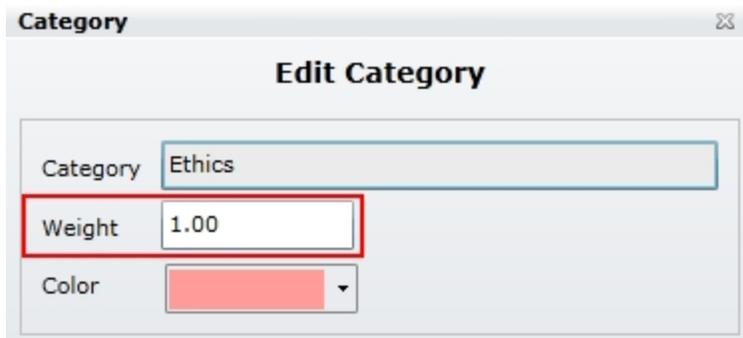
1. Click **Grading** on the navigation bar.



2. In the **Grading** menu, click **Add/Weight Categories**.
3. In the **Add/Weight Categories** dialog box, double-click the weight of the assignment category you want to change to display more options.



4. In the **Category** dialog box, type the weight of the category in the **Weight** text field.



The screenshot shows a dialog box titled "Category" with a close button in the top right corner. The main heading inside the dialog is "Edit Category". There are three input fields: "Category" containing the text "Ethics", "Weight" containing the value "1.00", and "Color" with a red color swatch and a dropdown arrow. The "Weight" field is highlighted with a red border.

**Note:** Because grade weights are ratios that are automatically converted to appropriate percentages, there are many approaches you can take to the weight values.

5. Click **Save**.
6. Click **OK**.

**Tip:** From the **Category** dialog box, you can also change the color of the assignment category from the **Color** drop-down list.

# Grade an Assignment

When it comes time to grade assignments, TeacherPlus offers different approaches to expedite the grading process based on your particular situation.

## Grade an Assignment Using the Conventional Approach

1. Double-click the **Score** column cell that corresponds to a specific student.

Quiz	Homework
8/8/2013	8/21/2013
100.00	100.00
A	A+
B+	
A	

2. Type the grade value using your keyboard, and press Enter.

**Note:** If the assignment you're grading doesn't count in the overall average, its score values appear in red. Also note that if the column is locked (indicated by the locked padlock  at the top of the column), you won't be able to enter any scores. If that's the case, click the locked padlock icon so that it displays an open padlock .

3. Repeat steps 1–2 to enter the grades for the remaining students.

**Note:** The **Average** and **Subtotal** column values are automatically calculated when you enter a grade for an assignment. These column values only include grades you've assigned, excluding assignments you have yet to grade.

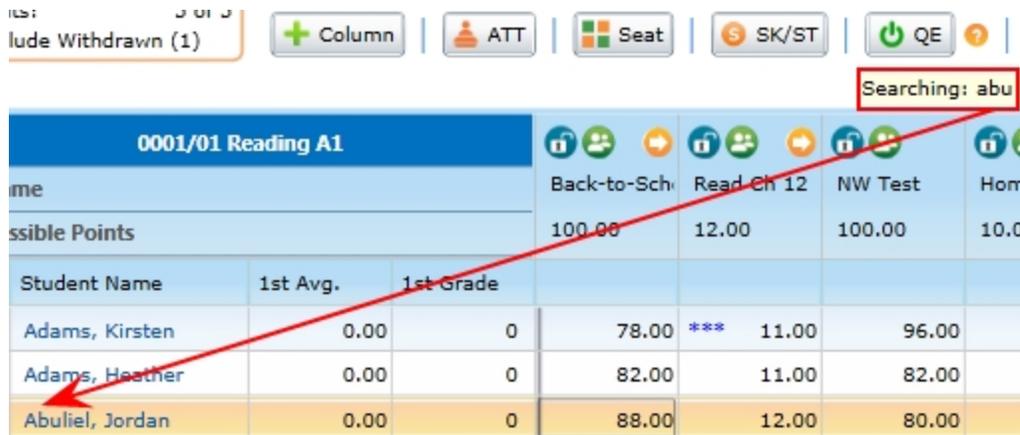
## Grade an Assignment Using Quick Entry

When you have many students in your class and need to grade a specific student on various assignments, using **Quick Entry** to find and grade the student can really expedite the grading process.

1. Click the **QE** button  below the navigation bar to turn on **Quick Entry**.

**Note:** When turned off, the **Quick Entry** button is colored orange. When turned on, the button turns green, and the **Searching** function appears below the button (see the figure in the next step).

2. In **Searching**, type the first letters of the student's last name to automatically locate the student.



The screenshot shows the TeacherPlus interface with the 'QE' button turned on (green) and labeled 'Searching: abu'. Below the navigation bar, there are several buttons: '+ Column', 'ATT', 'Seat', 'SK/ST', and 'QE'. The 'QE' button is highlighted with a red box. A red arrow points from the 'Searching: abu' text to the 'Abuliel, Jordan' row in the student table.

0001/01 Reading A1				Back-to-Sch	Read Ch 12	NW Test	Hom
Possible Points				100.00	12.00	100.00	10.00
Student Name	1st Avg.	1st Grade					
Adams, Kirsten	0.00	0	78.00	***	11.00	96.00	
Adams, Heather	0.00	0	82.00		11.00	82.00	
Abuliel, Jordan	0.00	0	88.00		12.00	80.00	

3. When focus changes to the student, type the score value, and then press Enter.

**Tip:** You can change whether TeacherPlus shifts focus to the next cell to the right or down when entering grades for an assignment. Click **Settings** at the upper-right corner of TeacherPlus. In the **Settings** dialog box, click one of the two **Enter-key moves focus** options. If you're grading many students on just one assignment, moving focus down is recommended. If you're grading one student on many assignments, shifting focus to the right is a more efficient alternative.

# Undo Grading Edits

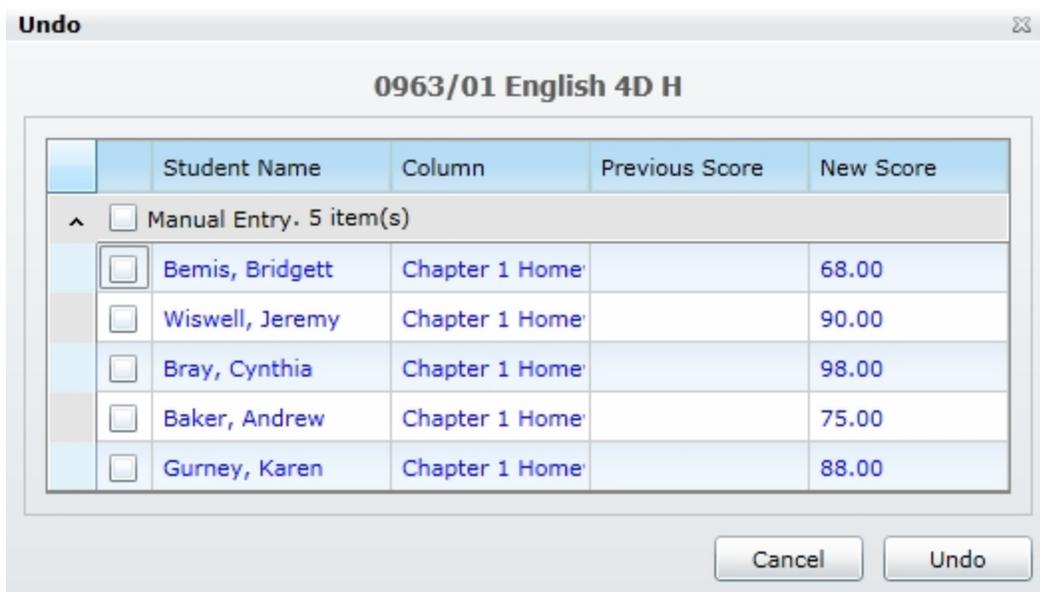
You can take advantage of the **Undo** feature to correct any grades you've assigned. **Undo** provides you with a list of your most recent grade edits during the current login, giving you the option to select the ones you want to undo.

1. Click the **Undo** arrow icon located under the left side of the navigation bar.



**Note:** You can only click the **Undo** arrow if you've made recent grade edits during your current login. If you haven't made any recent edits, the arrow turns gray and cannot be clicked.

2. In the **Undo** dialog box, select each check box for the corresponding edit you want to undo.



3. Click **Undo**.

**Note:** The list of your recent grade edits disappears when you change gradebooks or log out.

# Correct or Grade Several Scores at Once

The **Batch Entry** feature of TeacherPlus simplifies the process of editing all the grades for a given assignment at once. With **Batch Entry**, you can find a specific grade and replace it with another, add a certain amount of points to all scores, increase grades by a certain percentage, or give all students a specific grade.

1. Right-click an assignment **Score** column to display more options.

Homework	Quiz	Homework	HOMEWORK	QUIZ
9/11/2013	9/23/2013	9/12/2013	WT = 2.00	WT =
20.00	100.00	100.00		

Enter Score
Enter Annotation
Hide Current Column = Essay Assignment
Add Column
<b>Batch Entry: Current Column = Essay Assignment</b>

2. In the **Batch Entry** dialog box, click one of the score options, and enter the grade.

**Batch Entry: Current Column: Quiz** [Close]

**Batch Entry: Quiz**

Find score or grade:   
and replace with this score or grade:

Add  to each score

Increase each score by  (%)

Fill Column(s) with:

3. Click **OK**.

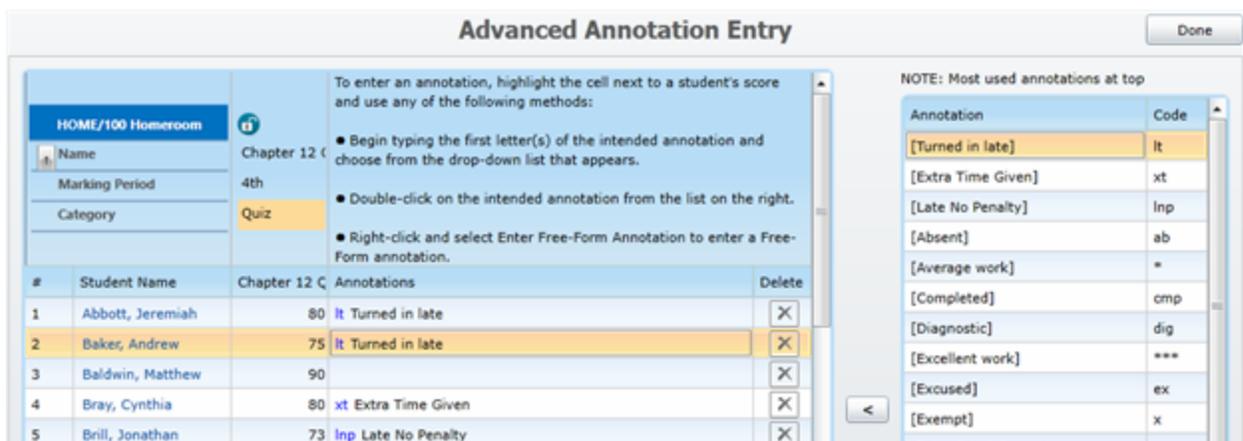
**Note:** Keep in mind that grades can only be entered in unlocked columns.

# Add an Annotation to a Grade

Adding an annotation to a grade is a quick way to note any special circumstances regarding the score, such as 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 add custom annotations of your own. Score annotations are visible to parents and students on PlusPortals.

## Select an Annotation from a Predefined List

1. Right-click any score cell, and then click **Advanced Annotation Entry**.
2. On the **Advanced Annotation Entry** dialog box, do one of the following:
  - Double-click an **Annotations** cell corresponding to a student, and then double-click a predefined annotation on the right side.
  - Click an **Annotations** cell for a student, click an annotation, and then click .



The screenshot shows the "Advanced Annotation Entry" dialog box. On the left, there's a sidebar with "HOME/100 Homeroom" and a table of student scores. The main area shows instructions and a list of predefined annotations. The right side shows a list of predefined annotations with their codes.

#	Student Name	Chapter 12 Q	Score	Annotations	Delete
1	Abbott, Jeremiah		80	It Turned in late	X
2	Baker, Andrew		75	It Turned in late	X
3	Baldwin, Matthew		90		X
4	Bray, Cynthia		80	xt Extra Time Given	X
5	Brill, Jonathan		73	lnp Late No Penalty	X

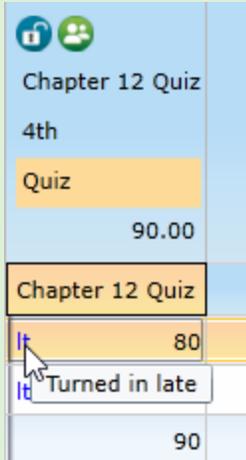
Annotation	Code
[Turned in late]	It
[Extra Time Given]	xt
[Late No Penalty]	lnp
[Absent]	ab
[Average work]	*
[Completed]	cmp
[Diagnostic]	dig
[Excellent work]	***
[Excused]	ex
[Exempt]	x

3. Repeat step 2 to add more annotations to scores.
4. Use the **Delete** column to remove unwanted annotations you've applied. You can also delete an annotation by right-clicking it, and then clicking **Remove Annotation**. The delete feature doesn't permanently delete the annotation, but it simply removes the annotation from the grade.
5. Click **Done** at the upper-right corner when finished.

**Note:** Although only the annotation code appears beside the score, the full annotation is visible on progress reports as well as to parents and students on PlusPortals (if your school has the Portal).

**Tip:**

Hover over the annotation code to view its full details.

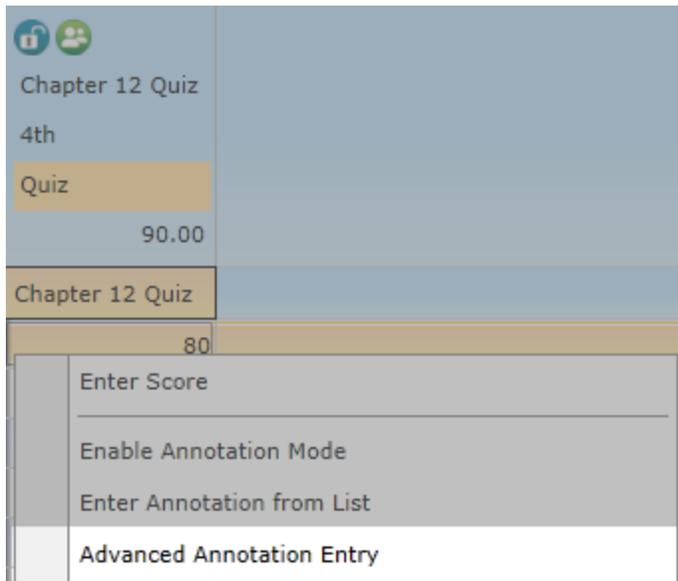


Chapter 12 Quiz	90.00
Chapter 12 Quiz	80
Turned in late	
	90

## Add Your Own Predefined Annotation

If enabled by your TeacherPlus administrator, you can add annotation codes of your own, which only you can use.

1. Right-click a score cell, and then click **Advanced Annotation Entry**.



2. On the right side of the **Advanced Annotation Entry** dialog box, review the list of all annotations to make sure the annotation you want to create doesn't already exist.
3. Click **Add Annotation to the List** at the bottom.

4. In the **Score Annotations** dialog box, type a code for the annotation, type the details of the annotation, and then click **Save**.

**Score Annotations**

Enter annotations to scores by right clicking on the cell: Current Cell  
– Enter Annotation

Default Annotations  All  User Defined Annotations

Annotation	Code	Delete
Poor Effort	prf	

Code:

Annotation:

5. To add more annotations, click **Add Annotation**, and repeat step 4.
6. You can delete any unwanted annotations in the **Delete** column.
7. Click **OK** when you're done adding annotations.

Your custom annotation is added to the list of predefined annotations on the **Advanced Annotation Entry** dialog box.

## Quickly Enter a Predefined Annotation Using the Keyboard

1. Enable Annotation Mode in either of two ways:
  - Under the **Gradebooks** menu, click .
  - Right-click a score cell, and then click **Enable Annotation Mode**.

**Note:** The **Annotation Mode** button turns green when the mode is on, and the button turns orange when the mode is off. Hovering over the **Annotation Mode** button also displays its status.

2. Double-click a score cell corresponding to a student to place the cursor in the cell.
3. Begin typing the keyword associated with the annotation to match existing predefined annotations,

which you can then choose from.

As you begin typing, a search filter automatically appears and begins matching the letters you've typed with the record of predefined annotations. The more letters you enter, the further the list of annotations is filtered. For example, if you type the letter "l," the filter presents you with all annotations that begin with that letter, but if you type the word "late," only annotations matching that word appear.

The screenshot shows a gradebook interface. At the top left, there are icons for a lock and a group of people. Below these, the text reads "Chapter 12 Quiz", "4th", and "Quiz" (highlighted in orange). A score of "80.00" is displayed. Below this, a search filter is active, showing "la" in a text box. A dropdown menu is open, listing three annotations: "lnp - [Late No Penalty]" (highlighted in orange), "red - [Score Reduced: turned in Late]", and "lt - [Turned in late]".

**Note:** If the text you've entered doesn't match any annotations, and you press the Enter key, the annotation will not be saved. A warning message appears subsequently.

4. Click the desired annotation from the list, and press Enter.

When you press Enter and complete adding the annotation, Annotation Mode skips to the next score cell.

Scores can only be entered or modified when **Annotation Mode** is disabled. When you're done entering annotations, disable Annotation Mode by clicking **Annotation Mode**.

## Enter a Custom Annotation Using Free-Form

The Free-Form Annotation feature enables you to type an annotation of up to 200 characters. This mode must be enabled by your TeacherPlus administrator.

1. Right-click any score cell, and then click **Advanced Annotation Entry**.
2. In the **Advanced Annotation Entry** dialog box, right-click an **Annotations** cell corresponding to a student, and then click **Enter Free-Form Annotation**.

Advanced Annotation Entry				
HOME/100 Homeroom		Chapter 12 Quiz		
Name	Chapter 12 Quiz			
#	Student Name	Chapter 12 Quiz	Annotations	Delete
1	Abbott, Jeremiah	80		X
2	Baker, Andrew	75	It Turned in late	X

3. Type the desired annotation, and then click **OK**.
4. Hover over the annotation to preview its full details.

Annotations	
>	John scored a 100 on his take-home quiz, but becau...
It	John scored a 100 on his take-home quiz, but because he turned it in two days late, 20 points were deducted from his total score.
xt	
ln	

**Tip:** The Advanced Annotation Entry dialog box can also be used to enter predefined annotations and to add predefined annotations of your own.

## Add an Annotation of Your Own (If Enabled by Your TeacherPlus Administrator)

1. Click **Grading** on the navigation bar.
2. In the **Grading** menu, click **Score Annotations**.
3. In the **Score Annotations** dialog box, click **Add Annotation**.
4. Enter the annotation code in the **Code** text field.
5. Enter the annotation in the **Annotation** text field, and click **Save** to create the annotation.

**Note:** The **Score Annotations** dialog box lists existing annotations you've created. You can delete any of them by clicking  under the **Delete** column for the corresponding annotation. Annotations already in use cannot be deleted.

6. Click **OK**.

# Increase Speed with Turbo Mode

When entering grades, you can increase the performance of TeacherPlus by enabling **Turbo Mode**. Using **Turbo Mode** is recommended only if keystrokes are being lost when typing.

To enable Turbo Mode, do the following:

1. Click **Settings** at the upper-right corner of TeacherPlus to display the **Settings** dialog box.
2. In the **Score Options** area, click one of the following options:
  - **TURBO**: In this mode, scores are saved as you type them, but averages are not calculated until you click **Save and Recalculate** at the upper-right corner of TeacherPlus.

**Tip: Turbo Mode** is automatically used when you enter scores for a **Score** column that's not counting in averages. (When you share the column, averages are automatically calculated.) If you set new **Score** columns not to count in averages when you create them, it will be really fast to enter scores without having to manually turn on **Turbo Mode**.

- **SUPER TURBO**: This mode provides greater performance than the **TURBO** option, but scores are not saved as you type them nor are averages calculated. To save the scores and calculate the averages, click **Save and Recalculate** at the upper-right corner of TeacherPlus.

Score Options

Entered score exceeds maximum possible points

Allow

Warn

Do Not Allow

Enter-key moves focus  Down  Right

Number of decimal places to use  0  1  2

Turbo Mode Settings

STANDARD: Auto-save scores ON; Auto-calculate averages ON

TURBO: Auto-save scores ON, Auto-calculate averages OFF

SUPER TURBO: Auto-save scores OFF, Auto-calculate averages OFF

**Note:** Considering that student scores are not automatically saved in **Super Turbo Mode**, use this mode only if necessary. If using this mode, remember to click **Save** at the upper-right corner of TeacherPlus to save students' scores.

3. Click **OK**.

Regardless of which **Turbo Mode** is turned on, marking period and semester and final averages are not automatically recalculated when new scores are entered (only possible in **Standard Mode**). Remember that in order to recalculate averages, you must click **Save and Recalculate** at the upper-right corner of TeacherPlus.

# Link and Assess Skills

When it comes to assessing students on skills set by your school, there are two approaches you can take: Either automatically assign a skill grade for each skill you have linked to **Score** columns, or directly enter the skill grade via the **Skills/Standards** dialog box.

## Link Specific Skills to a Score Column and Assess the Skills Automatically

1. Double-click at the top of the assignment **Score** column to display more options.
2. In the **Edit Column Name & Details** dialog box, click **Link Skills/Standards**.

**Edit Column Name & Details**

Current Section : 0063/01 English 4 A

Name : Essay Assignment

Description : Write a five-paragraph essay about the book we read this month. Include...

Category : Homework

Maximum Possible Points : 100.00

Date : 10/10/2013 15 +/-

Marking Period : FIRST MARKING PERIOD

Lock Column  Count in Averages  Shared (Public) Column

**Link Skills/Standards**

Cancel OK

3. In the **Link Skills/Standards** dialog box, select each check box corresponding to the skill you wish to link to the assignment.

**Link Skills/Standards**

**Link**

**Current Section:** 0063/01 English 4 A **Current Marking**

Skills/Standards Common Core

W1: Writes a well organized piece, using relevant facts and details

W2: Shows evidence of planning, drafting, revising, and editing

W3: Applies standard conventions (grammar, spelling, and punctuation)

**Note:** The list of skills is determined by your school.



3. To view which **Score** columns have been linked to a skill, click the green icon  at the top of the skill column.

### Linked Score Columns

✕

**Skill Code:** W1

**Description:** Writes a well organized piece, using relevant facts and details

**Grade Scale:** Exceeding-Meeting-Progressing-NotProg. View

Name	Description
Essay Assignment	Write a five-paragraph essay about the book
Book Project	Follow handout instructions.

OK

4. In the **Linked Score Columns** dialog box, click **View** to see how all skill grades for a given skill column will be averaged into the final skill grade for the marking period.

### Grade Scale: Exceeding-Meeting-

✕

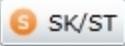
Grade	% Cutoff	Quality Points	QP Cutoff
EX	90.00	4.00	3.50
ME	80.00	3.00	2.50
PR	70.00	2.00	1.50
NP	0.00	1.00	1.00

Ok

**Note:** Skills linked to specific **Score** columns display the green icon , whereas skills not linked to any columns display the blue icon .

# Audit a Skill Grade

You can see exactly how the average for a skill grade has been calculated by auditing it.

1. Click the **SK/ST** button  below the navigation bar.
2. In the **Skills/Standards** dialog box, right-click the skill grade to be audited.
3. Click **Skill Grade Audit** from the list of options.

**Skills linked to score columns**

0121/01 Algebra A					Skill	Skill
Code	M1	M2				
Description	Communicates mathematical ideas with numbers, words, drawings.	Formulates and implements a variety of strategies to solve problems				
#	Student Name	ID	1st Avg.	1st Grade		
1	Andrews, Neil	105334	90.31	B+	Usu	Mos
2	Aubin, Thomas	99900307	76.09	C	Rar	Mos
3	Bachelder, Kate	105151	98.05	A+	Mos	Mos
4	Bird, Larry	105331	86.09	B	Som	Mos
5	Block, Jean	105538	88.59	B+	Som	Usu
6	Bushel, George	105155	71.72	C-	Som	Som
7	Chaine, Michael	105168	77.66	C+	Som	Rar
8	Cheng, Jennie	99900148	73.59	C	Usu	CANCEL
9	Cranson, Donald	105658	75.00	C	Som	Skill Grade Audit

**Note:** The **Skill Grade Audit** dialog box displays the skill grade for every linked **Score** column as well as how the average was calculated.

## Example

The following figure of the **Skill Grade Audit** dialog box illustrates a skill grade audit for the student Kate Bachelder.

## Bachelor, Kate

**Skill Code:** M1

**Description:** Communicates mathematical ideas with numbers, words, drawings.

**Grade Scale:** Rar-Som-Usu-Mos

View

Name	Score	Possible Points	Skill Grade	Quality Points
Chap 3 HW	7.00	10.00	Usu(Som)	3.00
HW 2	18.00	20.00	Mos	4.00
Quiz 2	A+	50.00	Mos	4.00

**Average:**  $\frac{\text{Sum}(3.00 + 4.00 + 4.00)}{3} = 3.66$

**Skill Grade:** Mos

\* If skill grades are overridden, actual grades are shown in ( ).

**Chap 3 HW** (Row 1): Kate scored 7 out of 10 (70 percent), which was automatically converted to a skill grade of "Som" ("Sometimes") based on the percentage cut-off values that her teacher's TeacherPlus administrator set. However, her teacher overrode it to a "Usu" ("Usually"). The original grade of "Som" is shown in parentheses.

**HW 2** (Row 2): Kate scored 18 out of 20 (90 percent), resulting in the skill grade "Mos" ("Mostly").

**Quiz 2** (Row 3): Kate received an A+, which counts as 98.5 percent according to the score table. Kate gets a "Mos."

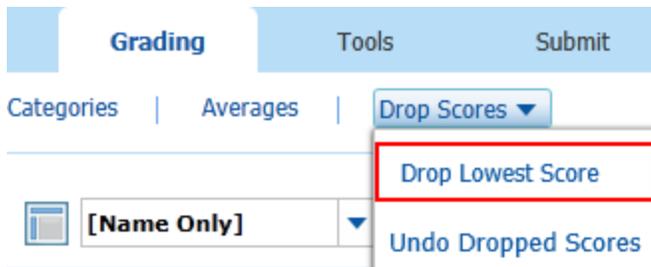
In summary, Kate has two grades of "Mostly" and one grade of "Usually." The **Quality Points** entered for each grade are used to determine that Kate has an average of 3.66. By clicking **View** in the **Skill Grade Audit** dialog box, we can see the table used to award Kate a grade of "Mostly." Note that the cut-off values are automatically determined to be half-way points between two grades.

# Drop Lowest Score in a Marking Period

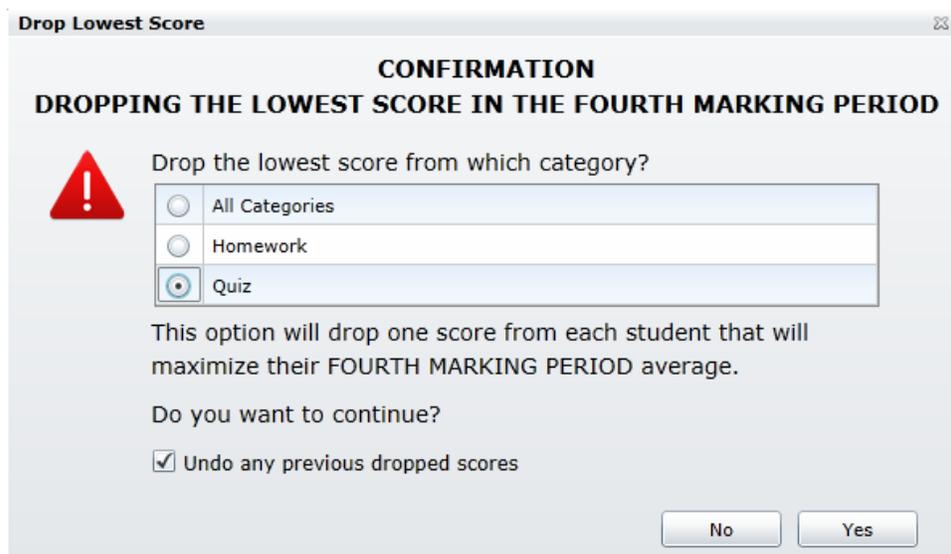
The Drop Scores feature enables you to drop one or more of students' overall lowest score(s) in a marking period. You can either have TeacherPlus automatically determine what a student's lowest score is, or you can manually drop whichever score you prefer. Because TeacherPlus determines what the lowest score should be only at the time you run the feature, it's recommended you use it only at the end of the marking period (since grades are subject to change before then). Dropped scores can be undone if needed.

## Automatically Drop the Lowest Score for All Students

1. Click **Grading** on the navigation bar, click **Drop Scores**, and then click **Drop Lowest Score**.



2. In the **Drop Lowest Score** warning box, click the assignment category for which you want to drop the lowest score.



**Note:** The order in which the categories are selected makes a difference in how the lowest scores are dropped, depending on the category weight. For example, if you were to drop the lowest test first and then the lowest quiz, it could result in completely different scores being dropped than if you were to have dropped the lowest quiz followed by the lowest test.

3. Select the **Undo any previous dropped scores** check box, and click **Yes**. Selecting this check box resets any previously dropped scores, allowing TeacherPlus to consider all scores when determining the

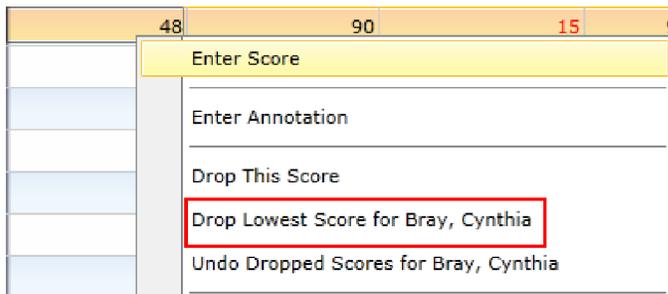
lowest one to drop.

**Note:** The dropped score appears in red, and it no longer counts in averages.

- To drop a second lowest score, repeat steps 1 and 2, but clear the **Undo any previous dropped scores** check box. TeacherPlus determines what the next lowest score should be dropped, excluding the previously dropped lowest score.

**Warning:** If dropping more than one lowest score, remember that TeacherPlus does not consider any previously dropped lowest scores at the time the feature is run again. For example, imagine that a student has scores A, B, and C. When the feature is run the first time, TeacherPlus looks at all three scores and determines that score A should be dropped to improve the average. Upon running the feature again, TeacherPlus only looks at scores B and C, and it decides that score C is the lowest. In the end, scores A and C are dropped; however, if everything was undone and all scores were considered, it is possible that dropping scores A and B might improve the average better than dropping scores A and C (depending on the weight of the category to which the score belongs).

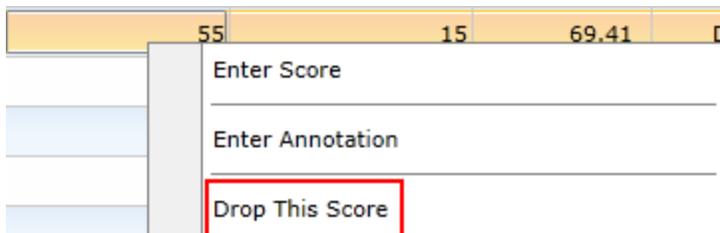
- To have TeacherPlus automatically drop the lowest score of an individual student, right-click any of the student's scores, and then click **Drop Lowest Score for (the student's name)**.



- To undo all dropped scores, click **Grading**, click **Drop Scores**, and then click **Undo Dropped Scores**.

## Drop a Student's Lowest Score Manually

- Locate and right-click the lowest score to display a shortcut menu.
- Click **Drop This Score**.



- To undo the dropped score, right-click it, and then click **Undo Dropped Score (Include in Average)**.

# Submit Grades

Depending on your school's policy, you may be required to submit your gradebooks to the main office for each marking period. There are many benefits to submitting grades using the Submit feature, including:

- Indicating to the main office that you have finalized grades for a marking period.
- Enabling TeacherPlus to inform you of any assignment columns currently not counting in the average (in case you intended all assignments to count in the average).
- Ensuring that all marking period grades, as well as the semester and/or final grade column(s), are up to date by recalculating the grades.

**Note:** Submitting grades may be optional depending on your school's policy, so be sure you check if this process is required from you.

To submit grades for a given marking period, do the following:

1. Click **Submit** on the navigation menu.



2. In the **Submit** menu, click the marking period for which you want to submit grades.

**Note:** If you've submitted grades and the office has yet to see the grades, the submit link changes to **Ready**. If the office has already received the grades, the link changes to **Received**.

You can also re-submit grades in case you need to make any corrections.

To re-submit grades, do the following:

1. In the **Submit** menu, click the submit link for the marking period you submitted previously so that it changes from **Ready** or **Received** to **Not Ready**.
2. Make the appropriate grade changes.
3. Click the same marking period submit link from step 1 to re-submit grades.

# Change Weights for Semester and Final Averages

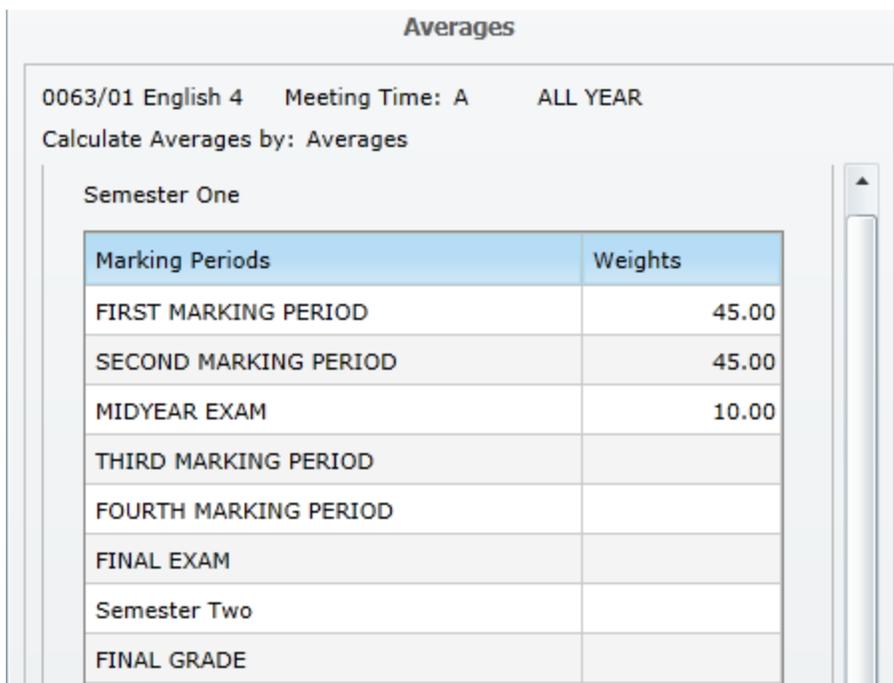
If enabled by your TeacherPlus manager, you can change how term averages are weighted for quarter, semester, and all-year courses. Before changing the weight of a term average, consult your TeacherPlus manager regarding your school's grade average policy.

1. Click **Grading** on the navigation bar, and then click **Averages** to display the **Averages** dialog box.

**Note:** The **Averages** dialog box lists semester(s) or final grade average tables. The number of tables and their names vary from school to school and depend on what your TeacherPlus manager has set.

2. In a term table, double-click the **Weights** cell corresponding to a marking period or exam.
3. Type the average value, and press Enter. The weight values are based on ratios. As a result, they don't need to add up to 100, but you can choose to do so to make the process easier.

**Note:** Keep in mind that although each table lists the same rows, only certain rows are relevant to a term table. For example, a semester one and a semester two tables may both list the same four quarters, but the averages for the first two quarters would be entered in the semester one table. Likewise, the average values for the last two quarters would be entered in the semester two table.



The screenshot shows the 'Averages' dialog box for course '0063/01 English 4' with 'Meeting Time: A' and 'ALL YEAR'. It indicates 'Calculate Averages by: Averages'. Under 'Semester One', there is a table with two columns: 'Marking Periods' and 'Weights'. The table contains the following data:

Marking Periods	Weights
FIRST MARKING PERIOD	45.00
SECOND MARKING PERIOD	45.00
MIDYEAR EXAM	10.00
THIRD MARKING PERIOD	
FOURTH MARKING PERIOD	
FINAL EXAM	
Semester Two	
FINAL GRADE	

4. Click **OK**.

# Add a Narrative to a Student

In the **Narrative** column, you have the flexibility to add any commentary to any student for a given marking period. Unlike comments, narratives are not limited to a list of pre-populated comments prepared by your school. (For more information about comments, see the topic [Add a Comment to a Student](#).) You may choose to make the narrative appear on students' progress reports, and the narratives will be available to parents in PlusPortals.

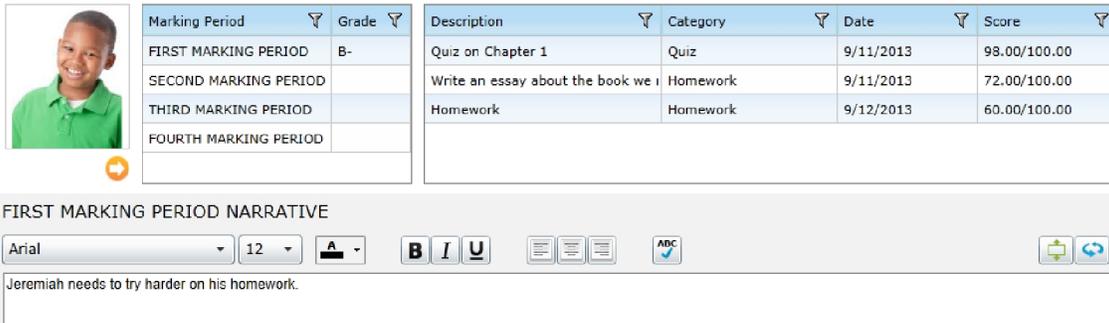
1. In the **Narrative** column, click the **Narrative** icon  corresponding to a student to display a dialog box.

**Note:** If the **Narrative** column is hidden, right-click a **Pane** column (for example, the **Student Name** column). From the list of options, click **Unhide Narrative**.

2. Type your narrative commentary in the first text field.

Abbott, Jeremiah

FIRST MARKING PERIOD



Marking Period	Grade	Description	Category	Date	Score
FIRST MARKING PERIOD	B-	Quiz on Chapter 1	Quiz	9/11/2013	98.00/100.00
SECOND MARKING PERIOD		Write an essay about the book we	Homework	9/11/2013	72.00/100.00
THIRD MARKING PERIOD		Homework	Homework	9/12/2013	60.00/100.00
FOURTH MARKING PERIOD					

FIRST MARKING PERIOD NARRATIVE

Arial 12          

Jeremiah needs to try harder on his homework.

**Note:** Use the mini toolbar above the text field to format your narrative.

3. Click **Done**.

**Note:** After the narrative has been created, the **Narrative** icon changes from  to  in the **Narrative** column.

**Tip:** When adding a narrative for a student, you can also select from a list of pre-populated comments in the **FIRST MARKING PERIOD COMMENTS** area. Type 1 in any of the **COMMENT** text fields to choose from a list of comments.

**Tip:** When creating reports, you can select to include narratives. For more information on generating student reports, see the topic "Generate a Student Progress Report" in chapter 6.

# Add a Comment to a Student

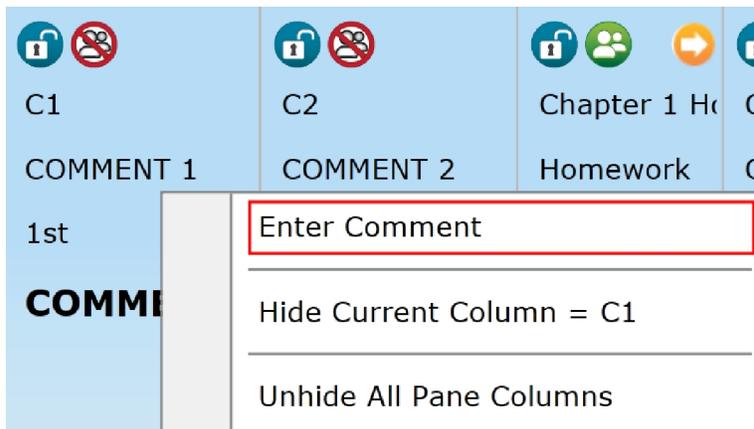
If enabled by your school, you can add a comment to any student from a pre-populated list of comments. These comments are predefined by the school and provide you a way to add extra insights about how well students are doing. If you're looking to write specific comments about a student's progress for a given marking period, see the topic [Add a Narrative to a Student](#).

## Add a Comment for a Student in a Comment Column

1. Right-click the cell of the **Comment** column corresponding to a student.

#	Student Name	Abs	1st Avg.	1st Grade	
1	Adams, Kirsten	4	0.00	0	
2	Adams, Heather	2	0.00	0	

2. From the list of options in the shortcut menu, click **Enter Comment**.



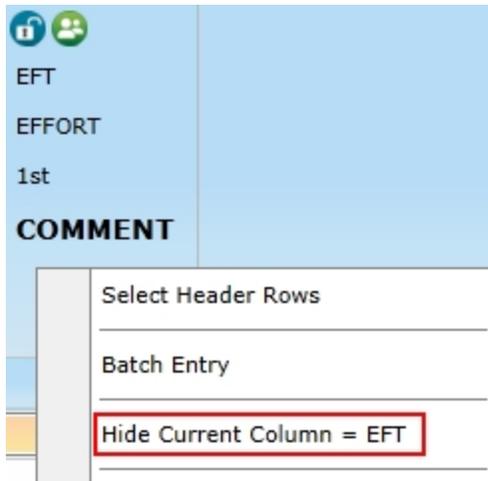
3. From the list of comments in the **Comments** dialog box, click a comment, and then click **Select**.
4. Repeat steps 1–3 to change an existing comment.

**Note:** Each marking period has its own set of **Comment** columns. As a result, the comments you enter for one marking period will not apply to other marking periods.

**Tip:** You can apply filters to the comments in the **Comments** dialog box by clicking the **Filter** icon .

## Hide or Unhide a Comment Column

1. To hide a **Comment** column, right-click the top of the column to display more options, and then click **Hide Current Column**.



2. To unhide the column, click **View** on the navigation bar, and then click **Unhide Selected Pane Columns** from the **Unhide** drop-down list.
3. Select the check box corresponding to the **Comment** column you wish to unhide, and then click **OK**.

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# CHAPTER 6

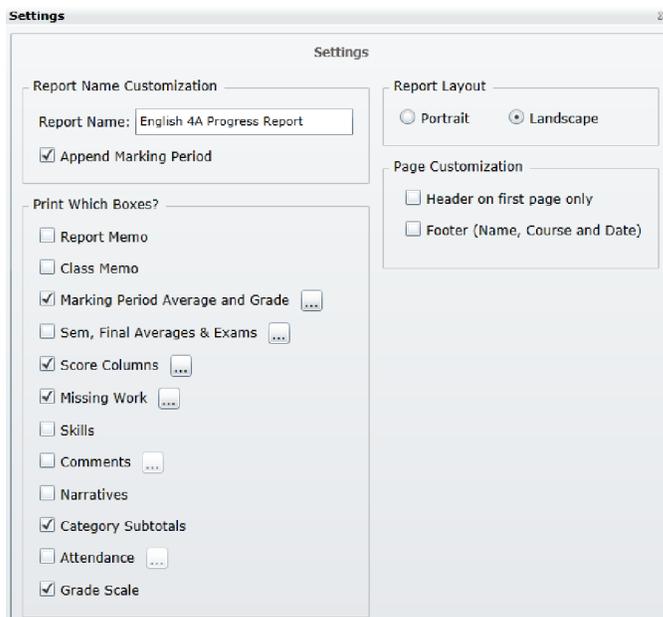
## View Student Progress and Generate Reports

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# Generate a Student Progress Report

You can create progress reports for any number of students in any of the sections you teach as well as include classes taught by all other teachers. The reports can then be printed or saved in a variety of standard formats such as PDF, CSV, Excel, Rich Text Format, TIFF, or Web Archive.

1. Click **Reports** on the navigation bar to display the **Reports** menu.
2. Click **Student Reports**, and then click one of the following:
  - **Progress Report:** This option enables you create a progress report for the gradebook currently in use.
  - **Combined Progress Report:** With this option, you can generate a progress report for all of your classes or other teachers' classes.
3. Click  at the top.
4. In the **Settings** dialog box, name the report in the **Report Name Customization** area.
5. If you clicked **Progress Report** in step 2, do any of the following:
  - In the **Print Which Boxes** area, select the check box for each type of information you want displayed on the report.
  - In the **Page Customization** area, choose whether you want to display a header on the first page of the report or/and a footer with the student's name, course, and date.



The screenshot shows the 'Settings' dialog box with the following configuration:

- Report Name Customization:** Report Name: English 4A Progress Report;  Append Marking Period
- Report Layout:**  Portrait;  Landscape
- Print Which Boxes?:**
  - Report Memo
  - Class Memo
  - Marking Period Average and Grade
  - Sem, Final Averages & Exams
  - Score Columns
  - Missing Work
  - Skills
  - Comments
  - Narratives
  - Category Subtotals
  - Attendance
  - Grade Scale
- Page Customization:**
  - Header on first page only
  - Footer (Name, Course and Date)

- If you clicked **Combined Progress Report** in step 2, select what information you want to display on the report, whether you want to generate a report for your classes or all teachers' classes, and if the report applies to all sections or a specific quarter or semester section.

**Summary Page**

Report Memo

Summary Columns

**Include Which Sections in the Report?**

Only My Classes

Include All Teachers' Classes

**Subject Pages**

Subject

Class Memo

Marking Period Average and Grade ...

Score Columns ...

Missing Work ...

Skills

Comments ...

Narratives

Category Subtotals

Attendance ...

Grade Scale

**Sections Meeting When?**

All Sections

Quarter 1

Quarter 2

Quarter 3

Quarter 4

Semester 1

Semester 2

- To change the orientation of the report, click one of the options in the **Report Layout** area.
- Click **OK**.
- Click a marking period from the **Select Marking Period** drop-down list.

Select Marking Period: FIRST MARKING PERIOD ▾

- In the **Select Students** column on the left, select the check box corresponding to a student for whom you want to generate a progress report.

Select Students	
<input type="checkbox"/>	Select All
<input checked="" type="checkbox"/>	Abbott, Jeremiah
<input checked="" type="checkbox"/>	Baker, Andrew
<input type="checkbox"/>	Bray, Cynthia
<input type="checkbox"/>	Crawford, Michael

**Note:** If you're generating reports for all students, select the **Select All** check box.

- Click **Generate Report**.

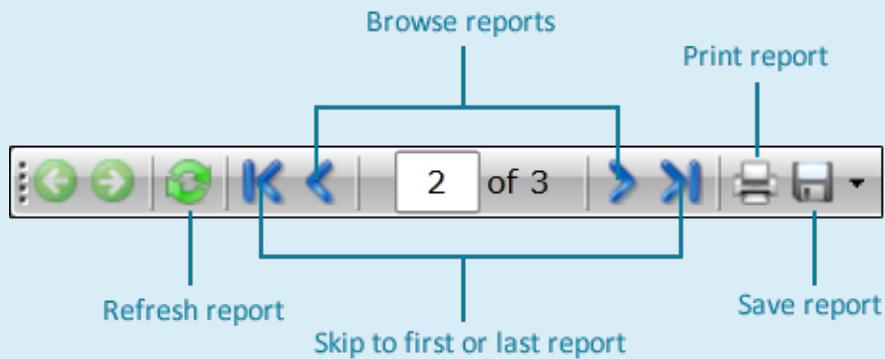
- To send a report to Edline or PlusPortals, click **Send To Edline/PlusPortals** above the report. This options is only available if you clicked the **Progress Report** option in step 2.

**Note:** Clicking **Send To Edline** doesn't send the reports directly to Edline. The reports are sent to the Administrator's Plus Edline Holding Bin and then sent to Edline.

- To add a memo to the report, click **Report Memo**.

**Note:**

Use the menu bar above the report to navigate multiple reports you've generated, print the reports, or save the reports in a variety of formats. Zooming for the report can be controlled at the lower-right corner of the report window.



**Tip:** You can also generate a report for a specific student from the TeacherPlus startup screen. Right-click a student name to display more options, and then click **Progress Report**.

# Generate a Class Report

With the **Class Reports** feature, you can generate specific class reports, including missing work, failing work, assignment scores for a given marking period, and class summary. In addition, you can generate a gradebook spreadsheet or even a blank spreadsheet with only students' names.

1. Click **Reports** on the navigation bar to display the **Reports** menu.



2. In the **Class Reports** list, click a class report type.



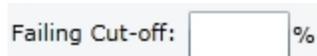
3. Do one or more of the following only if applicable to the report you're generating:

- In the upper-left side of the report's dialog box, click a marking period from the **Select Marking Period** list.



**Note:** This step applies to **Missing Work Report**, **Failing Work Report**, and **Assignment/Subtotal Report**.

- If generating a **Failing Work** report, enter the **Failing Cut-off** percentage.

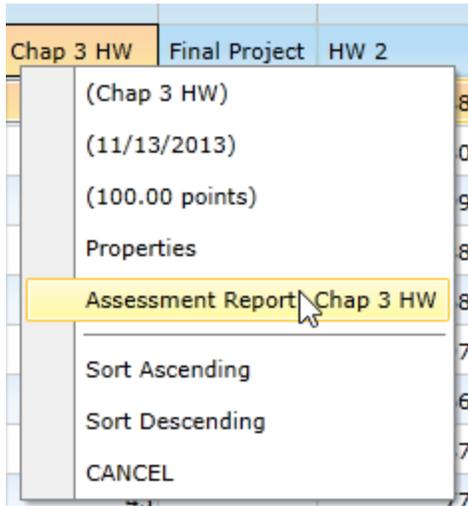


4. Click **Generate** to create the report.
5. To refine what information is displayed on the report, click **Settings** at the upper-left corner, and select the check boxes for the information you want displayed.

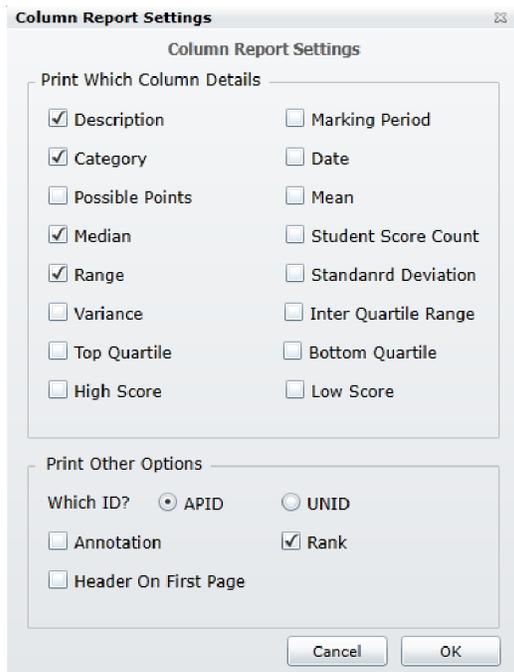
# Create an Assessment Report for an Assignment

Creating an assessment report for an assignment can be really useful for when you need to print an in-depth report of how well students have done on a particular assignment. You can customize the report to display analytical information for the assignment, such as ranking, median, range, and other similar information.

1. Right-click the header cell of the assignment column.

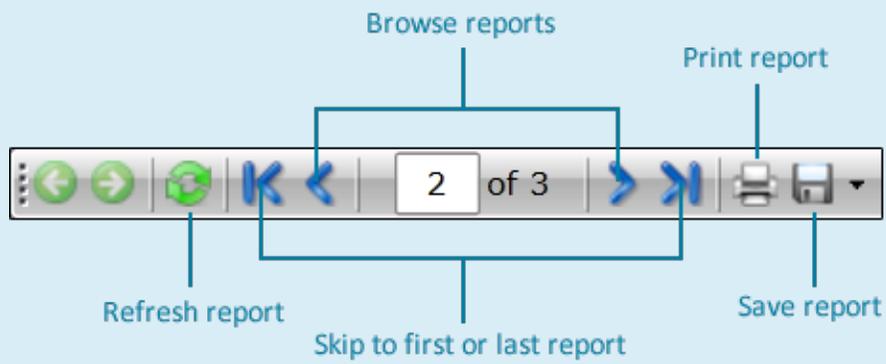


2. After the report is generated, customize what information to include in the report by clicking **Settings** at the upper-left corner.
3. In the **Column Report Settings** dialog box, select the check box for each type of information column to be displayed on the report, and click **OK**.



**Note:**

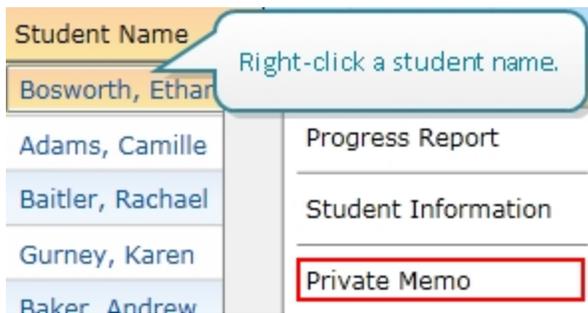
Use the menu bar above the report to navigate multiple reports you've generated, print the reports, or save the reports in a variety of formats. Zooming for the report can be controlled at the lower-right corner of the report window.



# Add a Private Memo to a Student

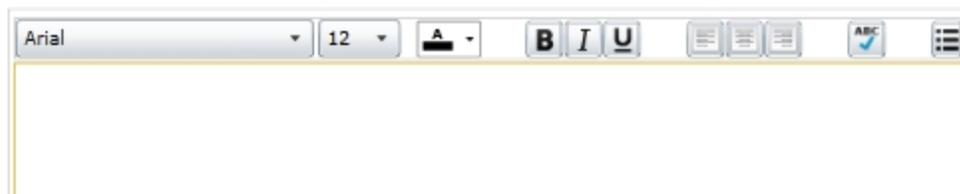
The **Private Memo** feature provides you a way to add notes about a specific student, which only you, the teacher, can see. For example, you could add a memo about a student's progress or special reminders regarding the student that you want to keep for your own reference.

1. In the **Student Name** column, right-click the student's name to display more options.
2. Click **Private Memo**.



3. In the **Private Memo** dialog box, type the memo, and use the mini toolbar above the memo text to format it.

## Private Memo: Bosworth, Ethan



4. Click **Save**.

**Note:** Once a memo has been added, the icon  appears beside the student's name.

# Add a Class Memo

By adding a class memo to a specific class section, you can describe what was covered by the class for a given marking period, or you may add any other significant remarks. When generating progress reports, you can choose to include the memo in the report.

1. Click **Reports** on the navigation bar.



2. In the **Reports** menu, click **Class Memo**.
3. In the **Class Memo** dialog box, type the memo, and use the mini toolbar above the memo text to format it.



4. Click **Save**.

# View IEP (Individualized Education Program)

You can view a student's IEP (Individualized Education Program) from the IEP column. In order for the IEP feature to work, the following must take place:

- If using AdminPlus to store students' IEP files, the students' IEP must be added via AdminPlus.
- If using IEP Direct, your TeacherPlus manager must have configured the IEP Direct integration in AdminPlus and in the TeacherPlus Management Site.
- You must select to display the IEP column in TeacherPlus when creating a template. For more information on creating template views, see the topic [Save Column View Settings as a Template](#).

**Note:** TeacherPlus only displays students' IEP files. To edit the files, one must edit them locally and add them in AdminPlus (if the school doesn't use IEP Direct).

## Select or Unhide the IEP Column

1. On the navigation bar, click **View**, and then click **Columns (Templates)**.
2. In **Demographic & System Columns**, click IEP, and then click the arrow pointing to the right to select the IEP column.

**Select Columns**

Template Name:   Hide All Score Columns

**Demographic & System Columns:**

- IEP
- Class Totals: Absences
- Class Totals: Tardies
- City
- LOCK CMB
- First Name

**Selected Demographic & System Columns:**

- Student Name
- Current Marking Period Average & Grade

**Gradebook Columns:**

- Narratives
- Semester One
- Semester Two
- COMMENT 1
- COMMENT 2
- Category Averages (Subtotals)

**Selected Gradebook Columns:**

- MIDYEAR EXAM
- FINAL EXAM
- FIRST MARKING PERIOD (Average & Grade)
- SECOND MARKING PERIOD (Average & Grade)
- THIRD MARKING PERIOD (Average & Grade)
- FOURTH MARKING PERIOD (Average & Grade)

**Also Show on Right:**  Student Name  Unique ID  APID  Average and Grade

3. Do one of the following:

- Click **Save** if you're working with a template you had already created.
- Click **Save As** to create a new template in case you're working with default templates (the ones with brackets around their names) or in case you want to save your changes as a new template for other reasons.

**Note:** If you're working with a default template, when selecting the IEP column, the **Save** option is not available. As a result, you must click **Save As**, and create a new template to save your changes. Saving your changes as a templates enables you to save your column changes for future use.

## Download a Student's IEP File

- In the **IEP** column, click the **IEP** icon  corresponding to a student.

**Note:** If the student does not have an **IEP** file, the icon  does not display in the **IEP** column. Also note that after clicking the file, your browser may automatically store it in your downloads folder.

## Hide the IEP Column

1. Right-click any IEP icon in the **IEP** column.
2. Click **Remove (Hide) IEP**.

IEP	Exam: MEX	Exam: FEX	Avg: 0
			80.00

Remove (Hide) IEP

---

Drop Lowest Score for Abbott, Jeremiah

---

Hide All Other Students

---

Select DB Column

Select GB Column ▶

---

Select Columns (Edit Template)

# View Individual Student Information

From the TeacherPlus startup screen, you can quickly launch the **Student Information** window. The window is divided into panels, each containing different types of information about the student, such as demographics, contacts, scores, and attendance.

**Bosworth, Ethan** Student Name



**Demographics**

<b>STUDENT ADDRESS</b> 503 George Washington Road Hampden, MA 01055	<b>Parent/Guardian</b> Mr. and Mrs. Fredrick Bosworth	<b>Phone</b> (413) 444-6671
<b>Homeroom</b> 21	<b>Gender</b> M	<b>Birth Date</b> 11-19-2005
<b>EMER PH</b> (413) 555-0025	<b>BUS</b> 10	<b>NICKNAME</b> Boss
<b>LOCKER #</b> 52	<b>NATIONALITY</b> Caucasian	<b>COUNSELOR</b> Mr. Coombs
<b>ADVISOR</b> Mrs. Caravan	<b>ALLERGIES</b>	

**Contact Details**

Mother: Fredrick Bosworth  
✉ Ethansdad@home.non  
☎ (413) 444-6671

Aunt: Edna Albrecht  
✉ albrechtmom@home.non  
☎ (413) 444-4163

Mother: Mary Bosworth  
✉ Ethansmom@home.non  
☎ (413) 444-6671

**Column Scores**

Name	Score
Essay Assignment	
Chapter 1 Homework	
Quiz	

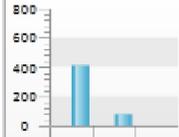
**Attendance**

Section : 0963/01 English 4D H

Total Tardy : 0

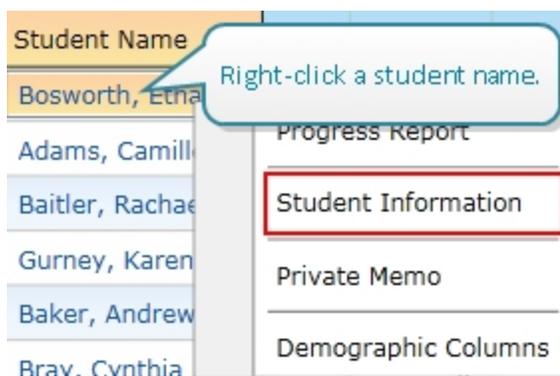
Total Absences : 0

**Score Analysis**



To open the **Student Information** window, do the following:

1. In the **Student Name** column, right-click the student's name to show more options.
2. Click **Student Information**.



Student Name

Bosworth, Ethan

Adams, Camill

Baitler, Rachae

Gurney, Karen

Baker, Andrew

Brav. Cynthia

Progress Report

**Student Information**

Private Memo

Demographic Columns

Right-click a student name.

**Note:** By default, the **Demographics** panel occupies most of the space in the **Student Information** window. To maximize another information panel, click the Maximize button at the upper-right corner of the panel.

Column Scores



3. To view the next or previous student, click the arrow buttons below the student photo.



4. To close the **Student Information** window, click the Close button  at the upper-right corner of the window.
5. To search for a specific student, type the student's name in the search box at the upper-right corner.

Student Name



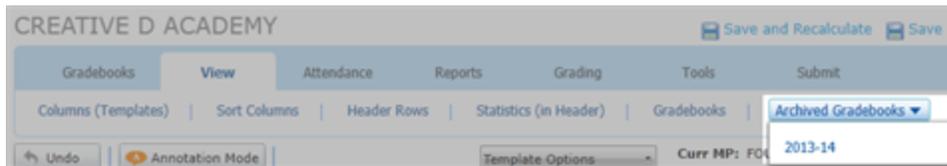
# View Archived Gradebooks

Even after a new school year has started, you can still access the gradebooks from the previous school year, which become archived in read-only mode. Although not all functionality is available in archived gradebooks, you have the flexibility to:

- Print various reports, including progress and attendance reports.
- See narratives by right-clicking on any score.
- See the student snapshot by clicking a student's name.
- Save the gradebook as an Excel spreadsheet.
- See and print audit reports for averages and skills.

To view archived gradebooks, do the following:

- Click View on the navigation menu, and then select an archived year from the Archived Gradebooks drop-down list.



When you switch to archived gradebooks, the navigation menu changes to gray, and the school name at the top changes to **Viewing** followed by the school year (for example, **Viewing 2013-14**). Columns also become locked.

## VIEWING 2013-14



# Analyze Skill Assessment

Using the Skills Analysis feature, you can analyze how you've assessed skills for several assignment columns over time for individual students—all from one easy-to-use interface.

- Do one of the following:
  - Right-click a student's name, and then click **Skills Analysis for** (the student's name).
  - Click the **SK/ST** button below the main navigation menu to open the **Skill/Standards** dialog box, then click **Skill Analysis** at the upper-left corner.
- While viewing the **Skills/Standards** dialog box, right-click a student's name, and then click **Skills Analysis for** (the student's name).

The **Skills Analysis** dialog box lists all skills linked to the course as rows and all assignments linked to the skills as columns. The skill grades you've assigned appear in the cells corresponding to a skill and assignment. Skill grades are displayed per student at a time only. You can switch between students by using the arrow buttons located below the student's name at the upper-left corner.

**Skills Analysis**

Abbott, Jeremiah — Selected Student

Viewing MP: FOURTH MARKING PERIOD

Student Browser

Assignment Columns

Writing					Chap 3 Homework	Essay 3	Final Project
Name	Marking Period	Category	Date	Possible Points	QTR4	QTR4	QTR4
		Assignment Details			Quiz	Homework	Project
					11/13/2013	11/22/2013	6/2/2014
					100.00	100.00	100.00
					80.00	79.00	90.00

#	Skill Code	Skill Description	Times Assessed	Skill Grade	Chap 3 Homework	Essay 3	Final Project
1	E-W1	Writes clear, well-organized, and well-developed ideas.	5		ME	PR	EX
2	E-W2	Uses sentence variation in paragraphs.	3		ME	PR	
3	E-W3	Word choice and figurative language	5		ME	PR	EX
4	E-W4	Edits for grammar, usage, and mechanics.	3		ME	PR	

Skills

Skills not linked to an assignment appear in gray.

- To search for a specific student, type the student's name in the search box at the upper-right corner, and then select the student. Typing either the first or last name of the student reveals possible matches as soon as you type the name.

4. To edit/override a skill grade for an assignment or marking period, double-click the skill grade cell.

**Note:** In order to edit a skill grade, the skill must be linked to the assignment. If the skill is not linked, the skill grade cell for the assignment will be gray and unavailable for editing. Also, if you override an individual assignment skill grade on the **Skills Analysis** dialog box, the marking period skill grade will be automatically recalculated (only if the skill grade setting section of the TeacherPlus Management Site is set to **Skill Grades**).

**Tip:** To display how a skill grade was calculated, right-click a grade in the **Skill Grade** column, and click **Skill Grade Audit**. Due to the complexity of the **Power Law** method, the values associated with each formula symbol don't show in the audit report.

# Generate a Marking Period Audit Report

Before submitting grades at the end of each marking period, it's a good idea to generate a quick marking period **Audit Report** for at least one student for an overview of grades. An **Audit Report** can help you catch any inconsistencies in grading, such as errors in category weighting, possible points for an assignment, or final grade percentages.

- Do one of the following:
  - Right-click a student's semester or final grade, and then click **Audit Report**.
  - Right-click a student's current marking period's average, and then click **Audit Report**.

Audit reports appear in a new browser window, and they display a detailed overview of grades and how they were calculated.

The following image illustrates a final grade **Audit Report**.

**Audit Report** Print



Student: Albrecht, Kendall

0040/01 AP English Meeting Time: B ALL YEAR

Grades or Averages: Averages

Minimum Numeric Value: 50

Calculating Which Grade: FINAL GRADE

Marking Periods	Weights	Averages	Notes
FIRST MARKING PERIOD	20.00	74.64	
SECOND MARKING PERIOD	20.00	88.00	
SEMESTER 1 EXAM	10.00	92.00	
THIRD MARKING PERIOD	20.00	98.00	
FOURTH MARKING PERIOD	20.00	89.69	
SEMESTER 2 EXAM	10.00	92.00	

Grades which are raised to minimum numeric value are shown in ( )

**FINAL GRADE** Average calculation:

20.00 \* 74.64 = 1,492.80  
20.00 \* 88.00 = 1,760.00  
10.00 \* 92.00 = 920.00  
20.00 \* 98.00 = 1,960.00  
20.00 \* 89.69 = 1,793.80  
10.00 \* 92.00 = 920.00  
 $(1,492.80 + 1,760.00 + 920.00 + 1,960.00 + 1,793.80 + 920.00) / (20.00 + 20.00 + 10.00 + 20.00 + 20.00 + 10.00) = 88.47\%$

Average = 88.47% Grade = 88 [If calculated now]  
Average = 88.47% Grade = 88 [As calculated on 04-21 14:49]

Grade Scale: Number Grades (Grade = Average)

**Tip:** To print an **Audit Report**, click **Print** at the upper-right corner of the **Audit Report** window.

# Run a Search Query Report

You can perform search queries across all of your gradebooks to search for specific grade, average, and progress information. This feature enables you to stay on top of your students' progress and quickly identify how well they're doing across any subjects and sections you teach. You can perform search queries on grades, skill grades, averages, assignment scores, and even comments.

The following are a few examples of the many types of queries you can perform:

- Find all students failing a particular course or section you teach for any marking period.
- Find any students meeting a specific average criteria for any marking period or gradebook.
- Search for all students with missing work for a particular marking period.
- Search for all students with a specific conduct comment for any marking period.

To generate a search query report, do the following:

1. On the **Reports** tab, click **Search**.  
The **Custom Report Library** browser window appears. If the window doesn't appear, you may need to enable pop-ups in your browser for TeacherPlus.
2. Enter a **Report Name**, and then click a query type from the **Query On** list (**Grades**, **Averages**, or **Skill Grades**).

## Edit Search Report

Report Name:

Query On:

For which report card column(s):

QTR1    QTR2    MIDEX    SEM1    QTR3    QTR4    FINEX    SEM2

FINAL

Include students having grades:

Grade(s):

Use Section Filter

Use Course Filter

The selected demographic fields will be added to the report:

Available Fields	Selected Fields
City LOCK CMB	

3. Select the check box corresponding to each marking period(s) or semester(s) to be included in the search.
4. If your search query is based on comments, select the check box for the desired comment column.
5. In the **Include student having grades/comments** area, specify the grade or comment requirement for the search as well as the minimum or maximum number of students who meet the criteria.

**Note:** If you're searching for students with missing work or no scores, select **Equal to** from the **Score(s)** drop-down list, and leave the value blank.

6. Do any of the following:
  - Narrow down the query by class section by selecting the check box **Use Section Filter** and specifying the section(s).
  - Narrow the scope of the query by selecting the check box **Use Course Filter** and specifying the course(s).
  - If you selected to query on **Scores** in step 2, select the **Column: Category Filter** check box, and specify the assignment score column types to be included. You can also select the **Column: Data Range** check box, and specify a data range for the score columns.
7. Optional: Select the demographic fields to be included in the report by clicking the field(s) in the **Available Fields** area and clicking the right arrow to transfer the field(s) to the **Selected Fields** area.
8. Click **Save and Run** to run the query and generate the report.

Failing

Report Type  
 Detailed  Summary  Include Withdrawn

#	APID	Student Name	Section	Marking Period	Grade
1	04005	Dyer, Matthew	0063/01 English 4	QTR4	F

Cancel Save To Excel

**Tip:** When the report is generated, you can include students who have withdrawn from courses by selecting the **Include Withdrawn** check box.

**Note:**

After you save a search query report, it's stored in the Custom Report Library. Next time you click **Reports > Search**, you can see a list of all the reports you've created and saved. Use the icons beside a report to edit, delete, or run the report.

Add Report

#	Report Name
1	Failing

The following figures illustrate query settings based on the specified report goal:

- Find any students with missing homework for the second marking period in November.

Report Name:

Query On:

For Which Marking Periods: \_\_\_\_\_  
 QTR1  QTR2  QTR3  QTR4

Include students having scores: \_\_\_\_\_  
At least  Scores:

Section Filter  
 Course Filter  
 Column: Category Filter

All Categories  
 Selected Categories

Column: Date Range Filter

From Date:   To Date :

- Find all students with good effort and good conduct comments.

Report Name:

Query On:

For Which Marking Periods: \_\_\_\_\_  
 QTR1  QTR2  QTR3  QTR4

For which comment column(s): \_\_\_\_\_  
 C1  C2

Include students having comments: \_\_\_\_\_  
At least  Comments:    and

Section Filter  
 Course Filter

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