

TEAMS SCREEN CAPTURE HOW-TO GUIDE

MAINTAIN TEACHER GRADEBOOK

Home ▾ Teacher Menu ▾ Help ▾

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 Course/Section: * E34000/R111 - ENGLISH 3 - S1, S2 - A/01

Display Filter: * ue date / Order entered Section Alias: Average Decimal

Hide Columns: Local ID School Grade Level Vertical Assignments

Save Options

Gradebook Categories

Allow Override Weight In GB Cycle: Yes No GB Grading Cycle: 1

Scale Value" is always 100 in each category.

Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value	Color
Daily	30	Push	1	Numeric		N	100	1	0	0			
Labs	30	Push	1	Numeric		N	100	1	0	0			
Six Weeks Exam	10	Push	1	Numeric		N	100	1	0	0			
Tests	30	Push	1	Numeric		N	100	1	0	0			

TEAMS automatically sets categories for you. You can delete or create categories to personalize your gradebook.

*******Remember!*******

All category entries must have a combined weight equal to 100%!

***Add a weight to each category. All Categories must have a combined weight of 100%. Do not exceed 100%!**

**** New feature: Push button pushes the weight value to all remaining grading cycles. i.e 2nd, 3rd, 4th, grading periods.**

Delete **To delete a category: select row and click "Delete".**

Available Unassigned Categories

Category Group: Secondary Category Name: **Add**

Category Name	Weight	Calc Result Type	Grade Value Alpha Scale	Alpha Grades Only	Scale Value
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To add a category: Type in a new "Category Name". Then Click "Add"

1. Choose a course/section From the drop down menu.
2. Choose a "Display Filter" from the drop down menu.
3. Create a "Section Alias" to nick name a course.
4. Choose hide columns you want not be displayed.
5. Click "Vertical Assignments" to save space.
6. Click "Save Options" to save your settings.

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ENTER CLASSROOM GRADING

The screenshot shows the TEAMS Classroom Grading interface. At the top, there are navigation tabs: Home, Teacher Menu, and Help. Below that is a dropdown menu showing 'E34000/R111 - ENGLISH 3 - S1, S2 - A/01'. Further down are tabs for 'NW1', 'NW2', 'NW3', 'NW4', 'Report Card', 'Progress', and 'Credit'. The main area is a table with columns for '#', 'Local ID', 'Student Name', 'GL', 'SCH', and 'Avg'. The table is currently displaying 'Scheduled Students With Ownership' and has a 'Class Average' of 'All'. A red box highlights the 'All' cell in the 'Avg' column, with an arrow pointing to it and the text: 'Use the "All" cell feature to enter the same grade for all students.' Another red box highlights the 'D' cell in the first row, with an arrow pointing to it and the text: 'To view Demographics: click "D" Student Schedule: click "S" Student grades: click "G" Student photo: click "P"'. A large red box on the right contains the following instructions: 'Click the "Assignments" button to add assignments.', 'Click the "Save" button to save grades you have currently entered.', 'Click "Restore" button to restore to your last save.', 'Click "Notes" button to add a note. A grading cell must be selected to add a note. *All notes are public!', 'Click the "Reports" button to generate a report.', 'Click the "Attendance" button to view or take Attendance. The attendance will open in a new window.', and 'Click "Return to Search Results" to return to Enter Classroom Grading.' At the bottom of the interface, there are buttons for 'Save', 'Restore', 'Return to Search Results', 'Assignments', 'Notes', 'Reports', and 'Attendance'.

Home ▾ Teacher Menu ▾ Help ▾

E34000/R111 - ENGLISH 3 - S1, S2 - A/01 ▾

NW1 NW2 NW3 NW4 Report Card Progress Credit

#	Local ID	Student Name	GL	SCH	Avg
Class Average					
All					
Scheduled Students With Ownership					
1	11 012		D	S G P	NG
2	10 012		D	S G P	NG
3	12 012		D	S G P	NG
4	11 012		D	S G P	NG
5	11 012		D	S G P	NG
6	11 012		D	S G P	NG
7	11 012		D	S G P	NG
8	11 012		D	S G P	NG
9	11 012		D	S G P	NG
10	11 012		D	S G P	NG
11	11 012		D	S G P	NG
12	11 012		D	S G P	NG
13	11 012		D	S G P	NG
14	11 012		D	S G P	NG
15	11 012		D	S G P	NG
16	11 012		D	S G P	NG
17	11 012		D	S G P	NG

Save Restore Return to Search Results Assignments Notes Reports Attendance

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TEAMS ADD AN ASSIGNMENT

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Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Course/Section Category Assignment

Fiscal Year: 2011 Course/Section: * E34000/R111 - ENGLISH 3 - S1 , S2 - A/01 ▾

Grade Type: * 1st Nine Weeks ▾

Gradebook Grading Cycle Date From 08-23-2010 To 10-15-2010

Data Entry Date Range From 09-27-2010 06:00 AM To 10-19-2010 08:30 AM

Give each assignment a unique name.

Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximum Value *	#Count	Consider for High/Low Grade Drop? *	Assignment for Extra Credit Only? *	GB Grading Cycle	Attachment	Note
		08-25-2010	08-25-2010	N	100	100	1		N	1		

Daily
 Labs
 Six Weeks Exam
 Tests

Enter dates within the current grading period! ***Very important!*******

"Scale Value" is always set to 100.
 Maximum value can be set above 100 for "bonus points."
 "Count" can be used to weight a score more than once. (i.e 2= 2x, 3=3x)
 "Consider for High/Low Grade Drop" leave default "N" alone.
 "Assignment for Extra Credit only" leave default "N" alone.

Choose an appropriate category from the drop down menu. You may have one or more categories.
 * Remember you must "Add" an assignment to view the enter assignment information.

Add Delete Attachments Notes

Click "Add" to add an assignment to your gradebook.
 Click "Delete" to delete an assignment.
 Click "Attachments" to add an attachment to a existing assignment.
 Click "Notes" to add a note to a existing assignment.

Return to Gradebook

Click "Return to Gradebook" to view gradebook.