

- Gradebooks
- Attendance
- Reports
- Grading
- Tools
- Submit
- Settings

Add ColumnUndoAnnotation ModeQESeating Chart

Shared Columns24 of 29Hidden Columns0 of 29Not Counted in Average7 of 29

[Name & Average]Template Options

Reading Section 1			
Name			
Description			
Marking Period			
Category			
Date			
Possible Points			
Mean			
#	Name (5/5)	1st Avg.	1st Gr
1	Abuliel, Jordan	62.22	A
2	Adams, Aimee	63.56	B
3	Adams, Heather	69.79	D
4	Adams, Kirsten	75.85	C
5	Addvensky, Ash...	64.18	D

TeacherPlus
Gradebook
Beta Version 0.0.0.3

TeacherPlus Gradebook HTML5 Guide

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This guide was last updated on March 10, 2016.

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Introduction

ANDREW ANDERLONIS SCHOOL

Welcome: Pooley, David+

Gradebooks Attendance Reports Grading Tools Submit Settings

Add Column Undo Annotation Mode QE SK/ST ATT Seating Chart Save & Recalculate

Shared Columns: 11 of 13
Hidden Columns: 0 of 13
Not Counted In Average: 0 of 13

[Name & Average] View MP: FIRST MARKING P...
Template Options Current MP: FOURTH MARKING PERIOD

Reading Section 2				Test	New test	New test	Essay Draft	Worksho...	Test Ho...	East Win...	Training...	New Assi...	New Trai...	SFHS Trai...	New Wo...	Test Ho...
Name	Test	New test	New test	Essay Draft	Worksho...	Test Ho...	East Win...	Training...	New Assi...	New Trai...	SFHS Trai...	New Wo...	Test Ho...			
Description	Back to Y...	Test	Test	Revise yo...	Review w...	Demo	New Ho...	This is th...	New Asai...	Homewo...	Descripti...	Review o...	Test Ho...			
Marking Period	1st	1st	1st	1st	1st	1st	1st	1st	1st	1st	1st	1st	1st			
Category	Test	Test	Test	Home...	Home...	Home...	Home...	Home...	Home...	Home...	Home...	Home...	Home...			
Date	07-14-2014	07-15-2014	09-20-2014	12-11-2014	03-20-2015	04-24-2015	05-29-2015	08-06-2015	08-07-2015	08-12-2015	08-13-2015	10-23-2015	12-04-2015			
Possible Points	100.00	100.00	100.00	25.00	25.00	50.00	25.00	30.00	35.00	25.00	25.00	25.00	25.00			
Mean	74.40	50.40	96.20	1.00	24.00	45.80	16.33	4.50	62.60	41.55	2.34	9.20				
#	Name (S/S)	1st Avg.	1st Grade	Test	New test	New test	Essay Dr...	Worksh...	Test Ho...	East Wl...	Training...	New Ass...	New Tra...	SFHS Tr...	New Wo...	Test Ho...
1	Abullel, Jordan	48.92	F	12.00	5.00	95.00	1.00	24.00	45.00		2.00	45.00	25.00	7.00	20.00	
2	Adams, Aimee	91.11	A	94.00	99.00	98.00	1.00	24.00	44.00	2.00	5.00	67.00	56.10	1.10	10.00	
3	Adams, Heather	74.58	C	83.00	44.00	97.00	1.00	24.00	45.00	23.00	6.00	67.00	25.10	1.10	5.00	
4	Adams, Kirsten	82.61	B	92.00	53.00	96.00	1.00	24.00	47.00	24.00	5.00	67.00	56.00	1.00	6.00	
5	Addvinsky, As...	78.97	C	91.00	51.00	95.00	1.00	24.00	48.00			67.00		1.00	5.00	

TeacherPlus Gradebook Beta Version 0.1.7.0

Include withdrawn (0)

As a company that is committed to the best in upcoming technologies, we have introduced the newest version of TeacherPlus Gradebook, built with the advanced framework HTML5. HTML5 offers cross-browser compatibility without requiring plug-ins, meaning that our TeacherPlus Gradebook works on any computer, in any browser, including the newest versions of Google Chrome and Microsoft Edge. HTML5 offers greater speed and a responsive user experience on mobile devices.

The HTML5 version of TeacherPlus Gradebook features a brand new interface but with familiar functionality. Although some of the features work a bit differently than they do in the Silverlight version, most of them work similarly enough to assure a smooth transition between versions. To make this transition even easier, we have developed this get started guide with step-by-step instructions for all the application tasks most important to teachers.

Note that a few of our Silverlight TeacherPlus Gradebook features are still being developed and perfected for the HTML5 version. We'll continue to work throughout the year to bring you the most comprehensive, full-featured version of TeacherPlus Gradebook for HTML5.

CHAPTER 1

Customize Workspace

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Interface

LISBON SCHOOL Welcome: Durrell, Jake Logout

Gradebooks > Attendance > Reports > Grading > Tools > Submit > Settings >

Add Column Undo Annotation Mode QE SK/ST ATT Seating Chart Save & Recalculate

Shared Columns 11 of 15 [Custom] View MP: FIRST MARKING P...
 Hidden Columns 4 of 15
 Not Counted in Average 2 of 15 Template Options Current MP: THIRD MARKING PERIOD

0123/01 Geometry A (ALL YEAR)

#	Name (15/15)	1st Avg.	1st Grade	Office Daily	Class	Lunch	Homew...	Test	Test 2	Test 3
1	Albrecht, Charles	86.96	F				8.00	98.00	90.00	79.00
2	Babcock, Maria...	96.63	96				2.00	100.00	97.00	95.00

Access the main navigation from the vertical left menu. Minimize or expand the navigation by using .

A

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

*Under development

LISBON SCHOOL Welcome: Durrell, Jake ▾ Logout

Gradebooks > Attendance > Reports > Grading > Tools > Submit > Settings >

Add Column Undo Annotation Mode QE SK/ST ATT Seating Chart Save & Recalculate

Shared Columns: 11 of 13
 Hidden Columns: 4 of 13
 Not Counted in Average: 2 of 13

[Custom] View MP: FIRST MARKING P...
 Template Options Current MP: THIRD MARKING PERIOD

0123/01 Geometry A (ALL YEAR)

0123/01 Geometry A (ALL YEAR)				AT: Submit	Lunch: Submit	Homewo...	Test	Test 2	Test 3	
Name	Description	Marking Period	Category	Attendance	Lunch	Segment...	Basics of ...	Reasonin...	Perpendi...	
Date	Possible Points	Column Weight	Mean	Office Daily	Class	Lunch	Homew...	Test	Test 2	Test 3
1st	1st	1st	1st	10.00	10.00	6.60	8.00	98.00	90.00	79.00
10.00	10.00	6.60	8.00	98.00	90.00	79.00	8.00	98.00	90.00	79.00
6.60	99.29	89.50	81.50	8.00	98.00	90.00	79.00	8.00	98.00	90.00

#	Name (15/15)	1st Avg.	1st Grade	Office Daily	Class	Lunch	Homew...	Test	Test 2	Test 3
1	Albrecht, Charles	86.96	F				8.00	98.00	90.00	79.00
2	Babcock, Maria...	96.63	96				8.00	98.00	90.00	79.00

B Add new score columns.

C Turn on/off **Quick Entry**.

D Access the **Skills** and **Standards** screen.

E Hide/show **Attendance** and **Lunch** counts.

F The number of columns that are shared, hidden, and not counted in averages appear here. Click a number button to view the relevant columns.

G Select template views.

H Switch between marking periods.

I Adjust the view of your gradebook.

J Hide/show Header Rows

K Header Rows

L **Attendance** column

M **Lunch** Column (Lunch Counts)

N Assessment Column: Click anywhere in the column to edit an existing assignment.

O Lock a column or make it public or private in PlusPortals.

Customize Your Startup Screen

Further customize the TeacherPlus Gradebook startup screen by choosing which gradebook the application opens to. You can set the startup screen to the last used gradebook or specify a particular gradebook.

1. Click **Settings > General Settings** on the navigation menu.
2. In the **Startup Screen** panel, do either of the following:
 - Click **Last Used Gradebook** to open your gradebook to the previously used gradebook.
 - Click **Specific Gradebook**, and click a specific gradebook from the **Class** drop-down list.
3. Click **Save**.

Startup Screen


☒ Last Used Gradebook

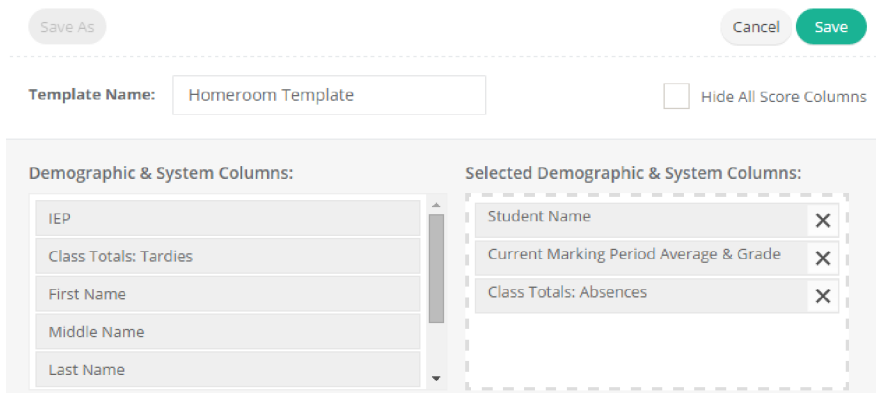
☐ Specific Gradebook

Class: 0001/01 Reading A1

Create a Template

With the template feature, you can easily customize 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 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.

1. On the home screen, click  next to **Template Options**.
2. Click **New**.
3. Name the template in the **Template Name** box.




The screenshot shows the 'Create a Template' interface. At the top, there are 'Save As' and 'Cancel' buttons, and a green 'Save' button. Below this is a 'Template Name' input field containing 'Homeroom Template' and a 'Hide All Score Columns' checkbox. The main area is divided into two columns: 'Demographic & System Columns' and 'Selected Demographic & System Columns'. The first column contains a list of available columns: IEP, Class Totals: Tardies, First Name, Middle Name, and Last Name. The second column contains a list of selected columns: Student Name, Current Marking Period Average & Grade, and Class Totals: Absences. Each selected column has a small 'X' icon next to it for deletion.

4. Optional: Select the **Hide All Score Columns** check box to hide all your gradebook score columns.

Note: Hiding all score columns is useful when you want to only display demographic columns.

5. Drag a column from the **Demographic & System Columns** list to the **Selected Demographic & System Columns** list to include that column in your template.

Tip: Click  next to a column name to delete it from your template.

6. Drag a column from the **Gradebook Columns** list to the **Selected Gradebook Columns** list to include that column in your template.
7. Optional: Select any of the check boxes next to **Student Name**, **Unique ID**, **APID**, or **Average and Grade** to display the column(s) on the right side of your gradebook.
8. Click **Save**.

Tip: To modify your template, right-click a student's name, click **Select Columns (Edit Template)**, and make any applicable changes.

Customize Header Rows

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. You can also show multiple statistics in the rows, such as Mean, Median, and Standard Deviation.

1. Click **Settings** > **View Settings** on the navigation menu.
2. Click the **Header Rows** tab.
3. Select which Header Rows to display, and click **OK**.

The screenshot shows the 'View Settings' dialog box with the 'Header Rows' tab selected. The left sidebar contains a navigation menu with 'Settings' highlighted. The main area has a title bar 'View Settings' and three tabs: 'Sort Columns', 'Header Rows' (active), and 'Gradebooks'. Below the tabs are 'Cancel' and 'OK' buttons. The main content area contains instructions: 'Select the header rows you want to display. You can drag and drop the fields to change their order. Name is a mandatory row, and it will always be the first row.' Below this is a list of header rows with checkboxes: 'Name' (checked), 'Description' (unchecked), 'Marking Period' (unchecked), 'Category' (checked), 'Date' (checked), 'Possible Points' (checked), and 'Mean' (unchecked).

Header Row	Selected
Name	✓
Description	<input type="checkbox"/>
Marking Period	<input type="checkbox"/>
Category	✓
Date	✓
Possible Points	✓
Mean	<input type="checkbox"/>

Customize Gradebook Display Settings

Customize TeacherPlus Gradebook to suit your classroom needs by 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 **Settings > View Settings** on the navigation menu.
2. Click the **Gradebooks** tab.
3. In the **Active** column, select which gradebooks to display in the **Gradebooks** menu.
4. Do either of the following:
 - To display a gradebook's course number and marking period in the **Gradebooks** menu, select the **Line 2** check box.
 - Select the **Section Length** check box to show the quarter in the Title Bar.
5. Click **Save**.

View Settings

Sort Columns | Header Rows | **Gradebooks**

Cancel Save

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

Marking Period: FIRST MARKING PERIOD

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

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

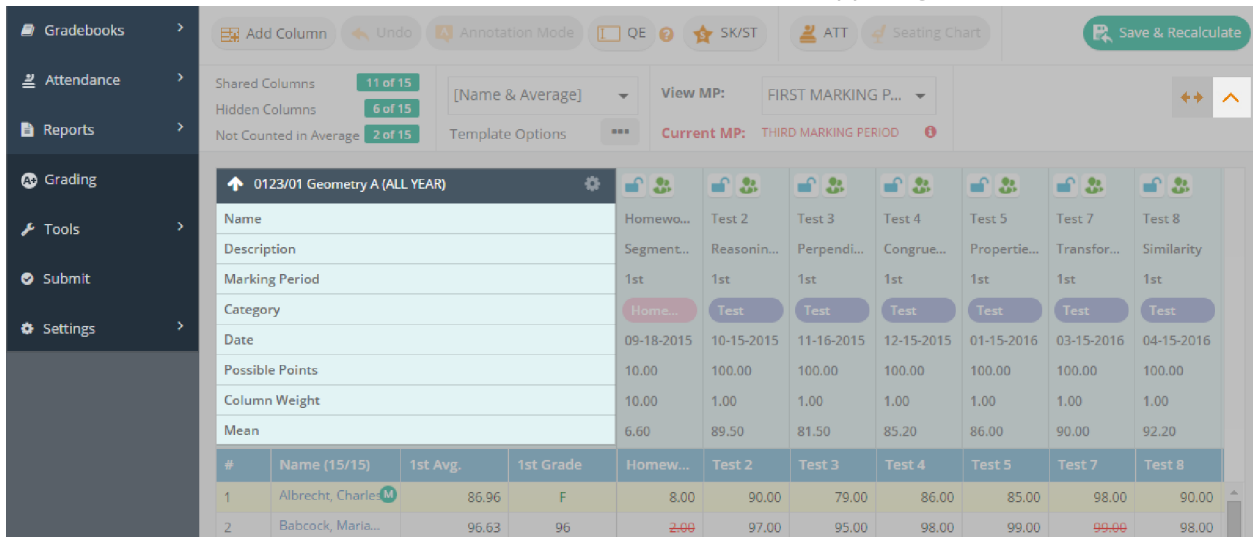
#	CRS/SC	Course Na...	Display As	Meeting Ti...	Length	Submit Sta...	Active
1	HOMEROOM	JD				Not Ready	<input checked="" type="checkbox"/>
2	0031/01	H Jr Eng		D	ALL YEAR	Received (0...	<input checked="" type="checkbox"/>
3	0031/02	H Jr Eng		B	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>
4	0118/01	Algebra 1B		F	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>

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, or adjust the zoom settings on your browser.

Minimize the Gradebook Menu and Header Rows

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



#	Name (15/15)	1st Avg.	1st Grade	Homewo...	Test 2	Test 3	Test 4	Test 5	Test 7	Test 8
1	Albrecht, Charles M	86.96	F	8.00	90.00	79.00	86.00	85.00	98.00	90.00
2	Babcock, Maria...	96.63	96	2.00	97.00	95.00	98.00	99.00	99.00	98.00

Note: When the Gradebook menu is hidden,  changes to . Clicking  displays the Gradebook menu again.

Enable Thin Column Mode

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

- Click  at the upper-right corner of TeacherPlus.

Shared Columns

11 of 15

Hidden Columns

0 of 15

Not Counted in Average

2 of 15

[Name & Average]

▼

View MP:

FIRST MARKING P... ▼

Template Options

⋮

Current MP:

THIRD MARKING PERIOD


ⓘ

⏏

⏴


0123/01 Geometry A (ALL YEAR)										
Name	Hwk	Hwk 2	Homewo...	Hwk 4	Hwk 5	Test	Test 2			
Description	Patterns ...	Points, Li...	Segment...	Angles a...	Segment ...	Basics of...	Reasonin...			
Marking Period	1st	1st	1st	1st	1st	1st	1st			
Category	Home...	Home...	Home...	Home...	Home...	Test	Test			
Date	09-04-2015	09-11-2015	09-18-2015	09-25-2015	10-02-2015	09-15-2015	10-15-2015			
Possible Points	10.00	10.00	10.00	10.00	10.00	(100.00)	100.00			
Column Weight	1.00	1.00	10.00	1.00	1.00	(0.00)	1.00			
Mean	8.95	10.00	6.60	7.60	7.60	99.29	89.50			
#	Name (15/15)	1st Avg.	1st Grade	Hwk	Hwk 2	Homew...	Hwk 4	Hwk 5	Test	Test 2
1	Albrecht, Charles	86.96	F	8.00	10.00	8.00	6.00	8.00	98.00	90.00
2	Babcock, Maria...	96.63	96	8.00	10.00	2.00	10.00	10.00	100.00	97.00
3	Barker, Carly	82.21	82	8.00	10.00	10.00	6.00	6.00	99.00	80.00

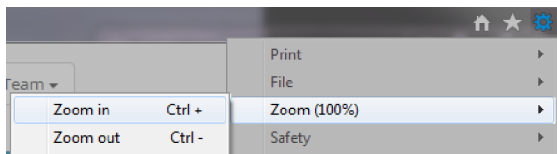
Note: In Thin Column Mode,  changes to . Clicking  displays the assignment columns in their standard width.

Shared Columns 11 of 15				[Name & Average]				View MP: FIRST MARKING P...				Change to Standard Column Mode 	
Hidden Columns 0 of 15				Template Options				Current MP: THIRD MARKING PERIOD					
0123/01 Geometry A (ALL YEAR)													
Name				Hwk	Hwk	Hom	Hwk	Hwk	Test	Test	Test	Test	Test
Description				Patte	Poin	Segn	Angl	Segn	Bas	Reas	Perp	Cong	Prop
Marking Period				1st	1st	1st	1st	1st	1st	1st	1st	1st	1st
Category				Hom	Hom	Hom	Hom	Hom	Test	Test	Test	Test	Test
Date				09-04	09-11	09-18	09-25	10-02	10-15	11-15	12-15	01-15	02-15
Possible Points				10.00	10.00	10.00	10.00	10.00	(100.00)	100.00	100.00	100.00	(100.00)
Column Weight				1.00	1.00	10.00	1.00	1.00	(0.00)	1.00	1.00	1.00	(0.00)
Mean				8.95	10.00	6.60	7.60	7.60	99.29	89.50	81.50	85.20	86.00
#	Name (15/15)	1st Avg.	1st Grade	Hwk	Hwk	Hom	Hwk	Hwk	Test	Test	Test	Test	Test
1	Albrecht, Charles M	86.96	F	8.00	10.00	8.00	6.00	8.00	98.00	90.00	79.00	86.00	85.00
2	Babcock, Maria...	96.63	96	8.00	10.00	2.00	10.00	10.00	100.00	97.00	95.00	98.00	99.00
3	Barker, Carly	82.21	82	8.00	10.00	10.00	6.00	6.00	99.00	80.00	75.00	76.00	77.00




Zoom In or Out Using Internet Explorer 11

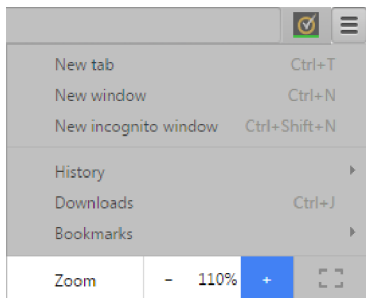
Adjusting your browser's zoom settings is another way to optimize how much of TeacherPlus you can see.

1. Click  on the browser toolbar, located at the upper-right corner.
2. From the shortcut menu, click **Zoom** to display more options.
3. Click **Zoom in** or **Zoom out**, depending on your preference.



Zoom In or Out Using Google Chrome

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



Load Your Zoom Changes

- Click  at the upper-right corner of TeacherPlus to refresh your gradebook.



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CHAPTER 2


Manage Score Columns

- Add or Remove a Score Column19
- Copy a Score Column to Another Gradebook 21
- Hide or Unhide Score Columns22
- Sort Score Columns23
- Hide or Unhide All Other Students24

Add or Remove a Score Column

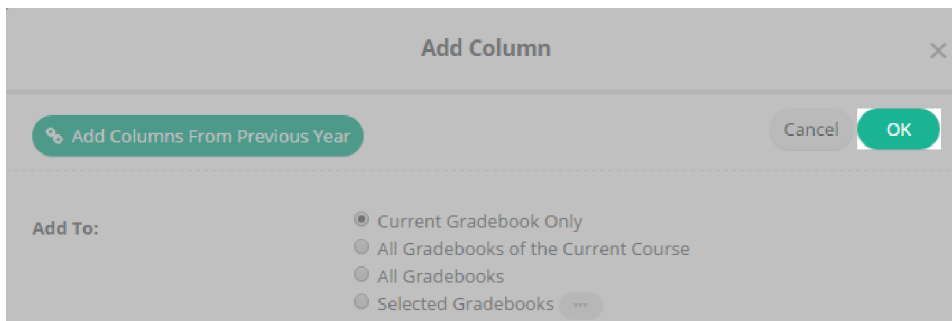
When adding an assignment or test, there are a variety of options you can specify, such as assignment type, maximum possible points, and whether or not the assignment counts in averages. When removing columns, you can remove one specified column or multiple columns at a time.

Add a New Assignment

1. Click  **Add Column** at the upper-left corner of the home screen. The **Add Column** dialog box appears.
2. Optional: Click **Link Skills/Standards** to associate skills/standards with the assignment.
3. Choose where to add the assignment by selecting one of the **Add To** options.
4. Add a name and description, select a category, enter the number of points, and set the date for the assignment.
5. Do any of the following:
 - Select **Lock Column** to prevent any changes to the column.
 - Select **Add to PlusPortals as Homework** to add the assignment for students in PlusPortals.
 - Select **Count in Averages** to count the assignment in the averages.
 - Select **Shared (Public) Column** to share the assignment and its score with parents.



Note: Assignments that count in averages should be make public so that parents can see the assignments that are affecting their child's average.

6. Click **OK**.



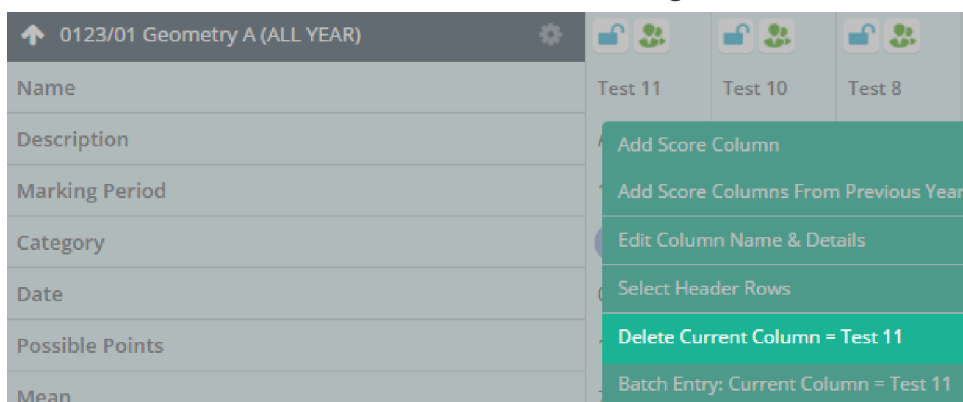
Tip: To edit an existing assignment, double-click anywhere in the score column.

Add a Score Column from a Previous Year

1. Click  **Add Column** at the upper-right corner of the home screen. The **Add Column** dialog box appears.
2. Click  **Add Columns From Previous Year** at the upper-left corner of the **Add Column** dialog box.
3. Click the year from the **Which Year** drop-down list.
4. Click the marking period from the **Which MP** drop-down list.
5. Click the gradebook from the **Which Gradebook** drop-down list.
6. Select the check box next to the desired score column.
7. Do one of the following:
 - Click **Use TODAY** to start the assignment today.
 - Click **Use Same Date But Current Year** to start and end the assignment on the same day in the current year.
 - Click **Start With a Selected Date and Keep Same Intervals** to assign a different start day with the same duration.
8. Click **Next**.

Remove a Score Column

1. Right-click the name of the score column.
2. Click **Delete Current Column**, and confirm the warning.



Remove Multiple Score Columns

1. Click **Tools > Remove Columns** on the navigation menu.
2. Select which columns to delete, and click **OK**.

Copy a Score Column to Another Gradebook


If you teach several sections of the same course, it's very likely all sections share many of the same assignments. You can 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. You can also choose to copy an assignment with or without any of the scores it currently has.

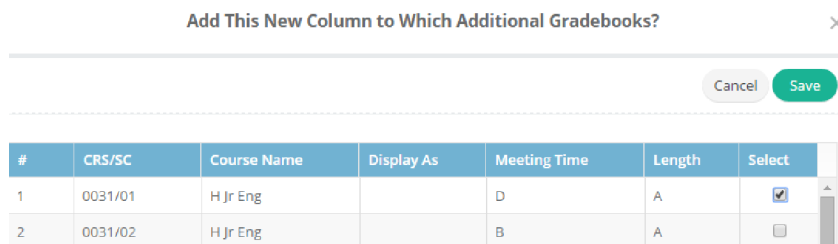
1. Double-click the Name of the score column (for example, "Chapter 5 Homework").



2. Click **Copy Column** in the **Edit Column** dialog box.

3. Do one of the following:

- Click **Current Gradebook Only: Without Scores** to copy the column to the open gradebook without the existing assignment scores.
- Click **Current Gradebook Only: With Score** to copy the column to the open gradebook with the existing assignment scores.
- Click **All Gradebooks of the Current Course** to copy the column to all gradebooks of the open course.
- Click **All Gradebooks** to copy the column to all gradebooks.
- Click **Selected Gradebooks**, click , select the check box(es) next to the gradebook(s) to which you want to copy this column, and click **Save**.



4. Do either of the following:
 - Click **Use Today** to use today's date for the score column.
 - Click **Use Same Date** to use the original date that was set for the score column.
5. Click **Copy**.

Hide or Unhide Score Columns

You can hide multiple columns at a time to focus on one or more score columns in your gradebook. If you use this feature along with the Hide or Unhide All Other Students feature, you can focus on one score column for one student at a time. This is useful when you want to show the grade of a particular assignment to a student. For more information on hiding or unhiding all other students, see "Hide or Unhide All Other Students" on page 24.

Hide a Score Column

1. Right-click any cell in a score column.
2. Click **Temporary Hide Current Column** from the shortcut menu.

Test 11	Test 10	Test 8	Test 6
Enter Score			
Enter Annotation from List			
Undo Dropped Score (Include in Average)			
Drop Lowest Score for Albrecht, Charles			
Undo Dropped Scores for Albrecht, Charles			
Hide All Other Students			
Temporarily Hide Current Column = Test 11			

Unhide a Score Column

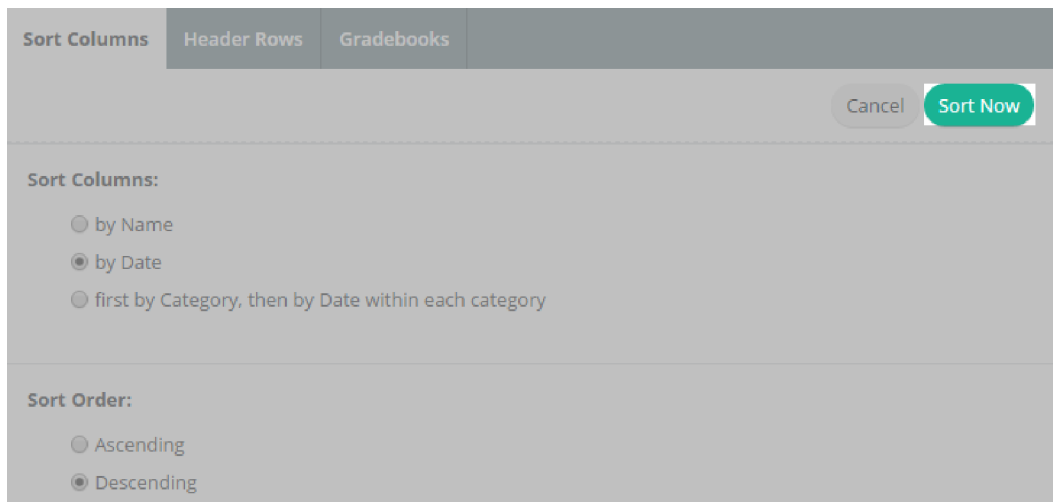
1. Right-click any cell in a score column.
2. Do either of the following:
 - Click **Unhide All Score Columns**.
 - Click **Unhide Selected Score Columns**, and click the desired column from the shortcut menu.

Test 10	Test 8	Test 7	Test 6
Enter Score			93
Enter Annotation from List			100
Remove Annotation (Absent)			78
Drop This Score			85
Drop Lowest Score for Albrecht, Charles			85
Undo Dropped Scores for Albrecht, Charles			
Hide All Other Students			
Temporarily Hide Current Column = Test 10			
Unhide All Score Columns			
Unhide Selected Score Columns			Test 11

Sort Score Columns

When it's that time of the semester or quarter when you have created many 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.

1. Click **Settings > View Settings** on the navigation menu.
2. On the **Sort Columns** tab, select how you want to view your score columns by clicking **by Name**, **by Date**, or **first by Category, then by Date within each category**.
3. To sort the order of your score columns, click **Ascending** or **Descending**.
4. Click **Sort Now**.



The screenshot shows a dialog box titled "Sort Columns" with three tabs: "Sort Columns", "Header Rows", and "Gradebooks". The "Sort Columns" tab is active. In the top right corner, there are two buttons: "Cancel" and "Sort Now". The main area of the dialog is divided into two sections. The first section, "Sort Columns:", contains three radio button options: "by Name", "by Date" (which is selected), and "first by Category, then by Date within each category". The second section, "Sort Order:", contains two radio button options: "Ascending" and "Descending" (which is selected).

Hide or Unhide All Other Students

There are times when you may want to focus on a specific student's grades without seeing the grades of other students in your visual field. You can choose to hide all other students temporarily and then show them again at any time using the Hide/Unhide feature.

Hide All Other Students

1. Right-click the name of the student whose grades you want to keep visible.
2. Click **Hide All Other Students** on the shortcut menu.

Name (17/17)	1st Avg.	1st Grade
Barker, Carly	80.10	80
Bullerwell, Sherr		
Chapman, Kacy		
Corrigan, Ryan		
Davis, Arthur		

Remove (Hide) Student Name

Student Information

Private Memo

Drop Lowest Score for Barker, Carly

Hide All Other Students

Select DB Column

Unhide All Other Students

1. Right-click a student's name.
2. Click **Show All Students** on the shortcut menu.

Name (1/17)	1st Avg.	1st Grade
Barker, Carly		

Remove (Hide) Student Name

Student Information

Private Memo

Drop Lowest Score for Barker, Carly

Show All Students

Select DB Column

Page left blank intentionally.

CHAPTER 3

Manage Scores and Grading

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Configure Score Settings

Choose either Standard or Turbo Mode to automatically save scores as you enter them into your gradebook. Standard Mode is the default mode that both saves grades to the cloud as they're entered and simultaneously updates averages. Turbo Mode automatically saves grades as they're entered only.

1. Click **Settings > General Settings** on the navigation bar.
2. In the **Score Options** panel, click **Standard: Auto-save scores ON; Auto-calculate averages ON**, or click **Turbo: Auto-save scores ON, Auto-calculate averages OFF**.

Tip: To update averages in Turbo Mode, click **Save & Recalculate** at the upper-right corner of your gradebook to ensure that all grades are saved and updated in the portals.

3. Click **Save**.

The screenshot shows the 'General Settings' dialog box with the 'Score Options' section expanded. At the top right of the dialog are 'Cancel' and 'Save' buttons. The 'Score Options' section contains three groups of radio button settings:

- Entered score exceeds maximum possible points:** Options are 'Allow', 'Warn', and 'Do Not Allow' (which is selected with a green checkmark).
- Enter key moves focus:** Options are 'Down' (selected with a green checkmark) and 'Right'.
- Number of decimal places to use:** Options are '0' (selected with a green checkmark), '1', and '2'.

At the bottom of the dialog is a 'Turbo Mode Settings' section with two radio button options:

- Standard: Auto-save scores ON; Auto-calculate averages ON** (selected with a green checkmark)
- Turbo: Auto-save scores ON, Auto-calculate averages OFF**





When grades are in the process of being saved, **Saving...** appears at the upper-right corner of the gradebook. When the grades have been successfully saved, **Saved ✓** appears.

Enter Scores and Skill Grades

With TeacherPlus Gradebook, you can manually enter a skill grade into your gradebook as well as manually enter a score, select a score from your grade scale, or enter a score using Quick Entry.

Enter an Assignment Score: Method 1

1. Click a score cell, manually enter the score, and press **Enter**.

 	 
Test	Hwk 2
Basics of ...	Points, Li...
1st	1st
Test	Home...
09-15-2015	09-11-2015
100.00	10.00
99.29	10.00
Test	Hwk 2
98	10
100	10

2. Click **Save & Recalculate** at the upper-right corner.

Note: Grades appear in red until you click **Save and Recalculate** to signify that they haven't been saved yet.

Enter an Assignment Score: Method 2

1. Right-click the desired cell, and click **Enter Score**.

Test 11	Test 10	Test 8	Test 7
Area of P...	Circles	Similarity	Transfor...
1st	1st	1st	1st
Test	Test	Test	Test
07-15-2016	06-15-2016	04-15-2016	03-15-2016
100.00	100.00	100.00	100.00
71.80	92.33	91.40	90.00
Test 11	Test 10	Test 8	Test 7
Enter Score			98
Enter Annotation from List			99
Undo Dropped Score (Include in Average)			79
Drop Lowest Score for Albrecht, Charles			86
Undo Dropped Scores for Albrecht, Charles			88
Hide All Other Students			
Temporarily Hide Current Column = Test 11			
Add Score Column			
Add Score Columns From Previous Year			
Batch Entry: Current Column = Test 11			

2. Click the grade you want to enter for this assignment, and click **Select**.

Scores

Cancel

Select


Student: Albrecht, Charles



Name	Code	Shortcut	Value
A+	A+	A+	100.00%
A	A	A	95.00%
A-	A-	A-	91.67%
B+	B+	B+	88.33%

3. Click **Save & Recalculate** at the upper-right corner of the home screen.

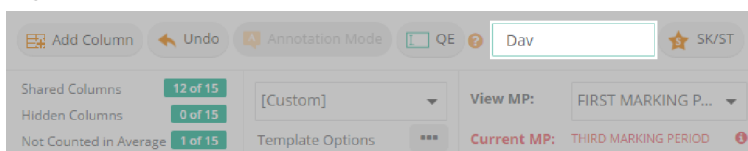
Enter Scores Using Quick Entry

When you have many students in your class and need to grade them on various assignments, you can expedite the process by using Quick Entry to find and grade students.


1. Click  to turn on Quick Entry.

Note: When turned off,  appears. When turned on,  and the **Searching...** box appear.


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



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

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

Enter a Skill Grade

1. Click  on the home screen.
2. Click the desired cell, and enter the skill grade using your keyboard.

FIRST MARKING PERIOD

Skill Grade Calculation Settings Save and Verify Recalculate Back

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









3. Click **Save and Verify**.

Batch Enter Scores

The Batch Entry feature 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 number of points to all scores, increase grades by a certain percentage, or give all students a specific grade.

To batch enter scores, do the following:

1. Right-click any score cell in the column you want to modify, and then click **Batch Entry: Current Column**.

 	 	 	 
Homework	Test 4	Test 3	Test 2
	Congrue...	Perpendi...	Reason
1st	1st	1st	1st
Home...	Test	Test	Test
01-08-2016	12-15-2015	11-16-2015	10-15-2
30.00	100.00	100.00	100.00
30.73	85.20	84.80	89.50
Homew...	Test 4	Test 3	Test 2

Enter Score

Enter Annotation from List

Remove Annotation (Excellent work)

Drop This Score

Drop Lowest Score for Albrecht, Charles

Undo Dropped Scores for Albrecht, Charles

Hide All Other Students

Temporarily Hide Current Column = Homework

Add Score Column

Add Score Columns From Previous Year

Batch Entry: Current Column = Homework

2. In the **Batch Entry** dialog box, do one of the following:
 - Click **Find score or grade and replace with this score or grade**, and set the score to be found and the score to replace the found score. For example, you could change all instances of a C- to a C.

- Click **Add to each score**, and enter the value to be added to every score. For instance, a teacher could add 5 points to an exam because all students completed their extra credit assignment.
- Click **Increase each score by**, and specify the percentage to increase all scores by. This option is similar to the previous one but is done via percentage.
- Click **Fill Column with**, and enter the score to be added for every student. This option is perfect for simple assignments, such as pass or fail assignments, in which all students have the same score.

Batch Entry

×

Cancel

OK

Batch Entry: Homework

☒ Find score or grade:

and replace with this score or grade

☐ Add

to each score

☐ Increase each score by

(%)

☐ Fill Column with:

3. Click **OK** at the upper-right corner of the **Batch Entry** dialog box, and confirm the warning.

Drop the Lowest Score in a Marking Period

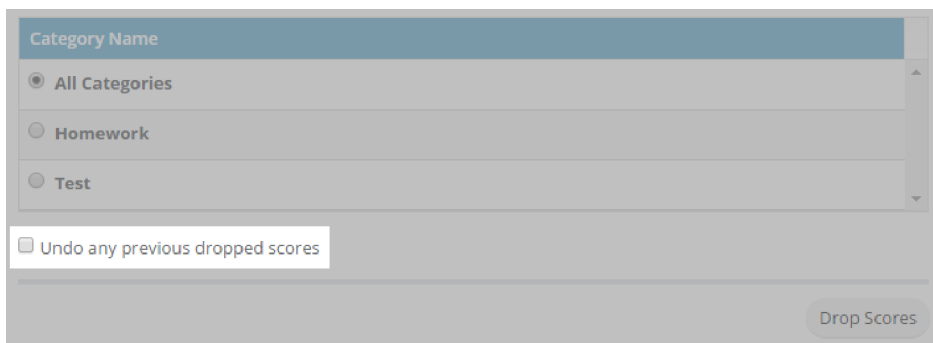
Using the Drop Scores feature, you can drop one or more of students' overall lowest score(s) in a marking period. You can either have TeacherPlus automatically determine what a student's lowest score is, or you can manually drop whichever score you prefer. Because TeacherPlus determines what the lowest score should be only at the time you run the feature, it's recommended you use the feature 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 menu.
2. Click the **Drop Scores** tab.
3. Click the desired **Category Name** for which you'd like to drop all lowest scores.
4. Optional: To cancel any previously dropped scores, select the **Undo any previous dropped scores** check box.

Note: There may be times when you decide to drop lowest scores before the end of a marking period. Having dropped such scores, it's possible that new low scores might be added later, which are even lower than the lowest scores previously dropped. If you typically drop only one lowest score per category per marking period, you'd want to recalculate dropping the lowest scores again (given the new lowest scores). Selecting **Undo any previous dropped scores** cancels any previously dropped scores and enables you to recalculate from scratch.

5. Click **Drop Scores**.
6. To drop yet another lowest score for the selected category, clear the **Undo any previous dropped scores** check box, and repeat step 3–5.

A screenshot of the 'Drop Scores' dialog box. At the top, there is a section titled 'Category Name' with a dropdown menu. The dropdown is currently open, showing three options: 'All Categories' (selected with a radio button), 'Homework' (with an unselected radio button), and 'Test' (with an unselected radio button). Below the dropdown, there is a checkbox labeled 'Undo any previous dropped scores' which is currently unchecked. At the bottom right of the dialog, there is a button labeled 'Drop Scores'.

Automatically Drop the Lowest Score for a Single Student

1. Right-click a student's name.
2. Click **Drop Lowest Score for** from the shortcut menu.
3. In the **Drop Lowest Score** dialog box, click any category from the list, and click **Yes**.

Manually Drop the Lowest Score for a Single Student

1. Right-click the lowest score for a student.
2. Click **Drop This Score** from the drop-down list.

Test 8	Test 7	Test 6	Test 5
Enter Score			
Enter Annotation from List			
Drop This Score			
Drop Lowest Score for Albrecht, Charles			
Undo Dropped Scores for Albrecht, Charles			
Hide All Other Students			
Temporarily Hide Current Column = Test 8			
Add Score Column			
Add Score Columns From Previous Year			
Batch Entry: Current Column = Test 8			

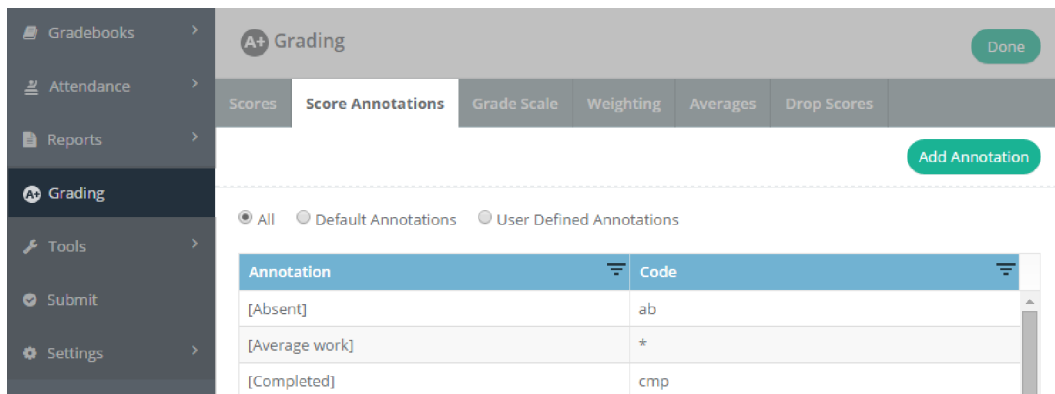
3. To undo a student's dropped score(s), right-click the score, and then click **Undo Dropped Scores for**.

Add and Enter Score Annotations

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

Add a New Annotation Code

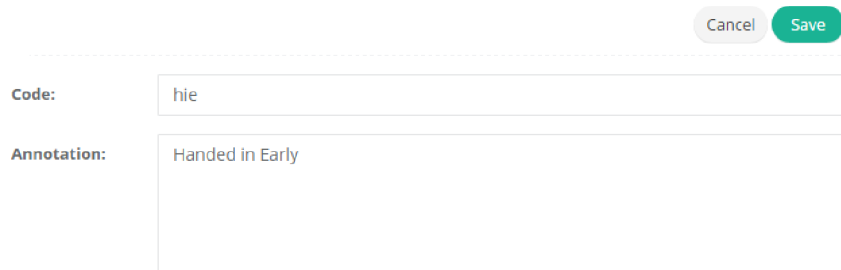
1. Click **Grading** on the navigation menu.
2. Click the **Score Annotations** tab.



The screenshot shows the 'Grading' section of a software interface. On the left is a navigation menu with options: Gradebooks, Attendance, Reports, Grading (selected), Tools, Submit, and Settings. The main area has a header 'A+ Grading' with a 'Done' button. Below the header are tabs: Scores, Score Annotations (selected), Grade Scale, Weighting, Averages, and Drop Scores. An 'Add Annotation' button is visible. Under the 'Score Annotations' tab, there are radio buttons for 'All' (selected), 'Default Annotations', and 'User Defined Annotations'. A table lists existing annotations:

Annotation	Code
[Absent]	ab
[Average work]	*
[Completed]	cmp

3. Click **Add Annotation**.
4. Click the **Code** text box, and enter the code you want to create for your annotation.
5. Click the **Annotation** text box, and enter the annotation that describes the code.



The screenshot shows the 'Add Annotation' form. At the top right are 'Cancel' and 'Save' buttons. The form has two input fields:

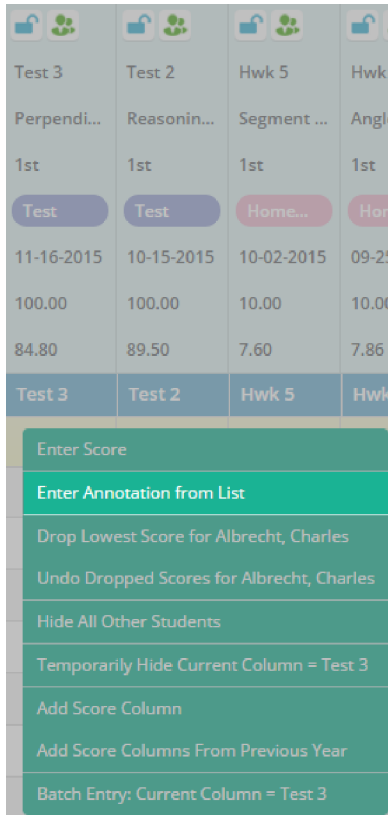
Code:

Annotation:

6. Click **Save**.

Enter an Annotation

1. Right-click the desired cell, and click **Enter Annotation from List**.



Test 3	Test 2	Hwk 5	Hwk
Perpendi...	Reasonin...	Segment ...	Angl
1st	1st	1st	1st
Test	Test	Home...	Hon
11-16-2015	10-15-2015	10-02-2015	09-25
100.00	100.00	10.00	10.00
84.80	89.50	7.60	7.86
Test 3	Test 2	Hwk 5	Hwk

Enter Score

Enter Annotation from List

Drop Lowest Score for Albrecht, Charles

Undo Dropped Scores for Albrecht, Charles

Hide All Other Students

Temporarily Hide Current Column = Test 3

Add Score Column

Add Score Columns From Previous Year

Batch Entry: Current Column = Test 3

2. Click an annotation in the **Score Annotations** dialog box, and click **Select**.

Score Annotations

×

Cancel

Select

Student: Albrecht, Charles

Annotation	Code
[Absent]	ab
[Average work]	*
[Completed]	cmp
[Diagnostic]	dig

Access a Grade Scale

View the grade scale that has been determined by the administrator on the TeacherPlus Management Site. If you have a number grade scale, the scale doesn't appear on the **Grade Scale** tab because the number has no conversion, but if your administrator has set a letter grade scale, the scale appears. For example, a 75 is a 75 on the number grade scale, but a 75 could be a C on the letter grade scale.

1. Click **Grading** on the navigation menu.
2. Click the **Grade Scale** tab.

The screenshot shows the TeacherPlus Management Site interface. On the left is a navigation menu with options: Gradebooks, Attendance, Reports, Grading (selected), Tools, Submit, and Settings. The main area has a header with 'A+ Grading' and a 'Done' button. Below the header is a tabbed interface with 'Scores', 'Score Annotations', 'Grade Scale' (selected), 'Weighting', 'Averages', and 'Drop Scores'. The 'Grade Scale' tab displays 'Current Section: 0123/01 Geometry A' and 'Grade Scale: Testing'. A table shows the grade scale with columns 'Grade' and 'Cut-off Value'.

Grade	Cut-off Value
100	100.00
99	99.00
98	98.00
97	97.00

Customize Weighting

By default, category weights are set by the school's TeacherPlus administrator. If enabled by the administrator, teachers can also change the score weight of 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.

Warning: Changing weights after you've started grading in a marking period and any time after the first marking period can cause errors.

Customize Category Weighting

1. Click **Grading** on the navigation menu.
2. Click the **Weighting** tab.
3. Select the **Weight categories (Not recommended)** check box to weight your grade categories.
4. Do either of the following:
 - Click **Weight Columns only in this gradebook** to weight the columns in your open gradebook.
 - Click **Weight Columns in all of my active* gradebooks** to weight the columns in the gradebooks that you have selected to appear in the Gradebooks tab.
5. Double-click a category weight to adjust its value, enter a new value in the **Weight** box, and click **OK**. Changing a category weight automatically adjusts the percentage of that category to enable all categories to equal 100%.

Category Name	Weight	Percentage	Color	Delete	Hide
Quiz	15.00	27.27%			
Homework	10.00	18.18%			

Customize Semester and Final Average Weighting

1. Click **Grading** on the navigation menu.
2. Click the **Averages** tab.
3. Double-click the desired cell in the **Weights** column, type the value, and press **Enter**.

Tip: To make the grading process more efficient, ensure your values add up to 100. However, it's not necessary for your values to add up to 100.

4. Click **Save**.

Page left blank intentionally.

CHAPTER 4

Manage Student Progress

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- View a Student's IEP46
- View Skills Analysis47
- Delete a Student48

View Student Snapshot

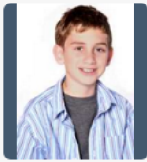
With the Student Snapshot feature, you can quickly view information for a particular student, including demographics, parent contact information, class attendance, assignment and exam scores, and a bar graph analysis of scores. The most convenient part about this feature is that it only takes one click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

To access the Student Snapshot screen:

- On the home screen, click a student's name to open the Student Snapshot for that particular student.

0123/01 Geometry A (ALL YEAR)×

Charles Albrecht




Contact Details

- E-Mail all contacts
- Uncle: Sherman Allen**
Sherman.Allen@redike...
(413) 444-8825
- Aunt: Mary Allen**
Mary.Allen@rediker.c...
(413) 444-8825
- Grandmother: Mary Mack**
Mary.Mack@rediker.co...
(413) 555-6543
- Father: Julian Albrecht**
Julian.Albrecht@redi...
(413) 987-8523
- Mother: Suzzan Albrecht**
Susan.Albrecht@redik...


Demographics

STUDENT ADDRESS
56 Lincoln Ln.
Longmeadow, MA 01270


Parent/Guardian Mr. and Mrs. Julian Albrecht	Phone (413) 987-8523	Homeroom 205
Gender M	Birth Date 07-08-1999	EMER PH (413) 555-0004
STUDENT EMAIL Charles.Albrecht	ETHNICITY Caucasian	PARENT/GUAR 2

Demographics

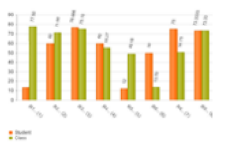

Mr. and Mrs. Julian Albrecht	
56 Lincoln Ln.	
Longmeadow, MA 01270	
(413) 987-8523	

Class Attendance


Total Tardies :	1
Total Absences :	8

Column Scores

Name	Score
Test 2	90.00
Test	100.00
Hwk	10.00
Test 3	92.00

Score Analysis

The following are additional tasks you can do on the Student Snapshot screen:

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

Generate an Audit Report

Before submitting grades at the end of each marking period, it's a good idea to generate a quick 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 either of the following:
 - Right-click a student's semester or final grade, and then click **Audit Report**.

Name (17/17)	1st Avg.	1st Grade	Office Daily	Class
Albrecht, Char...				
Babcock, Mari...				
Barker, Carly				
Bullerwell, Sh...				
Chapman, Kay...				

- Right-click a student's current marking period average, and then click **Audit Report**.

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

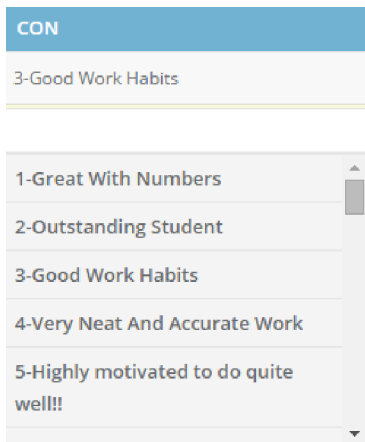
Enter Comments, Narratives, and Private Memos

TeacherPlus offers different types of remarks, including comments, narratives, and private memos. Comments contain a list of predefined remarks set by your administrator (for example, "Shows originality"), whereas narratives are entirely customized by you. Private memos provide a space to reference a student's progress or accommodations (among any other notes), and only you can view the memos. Both narratives and comments can be included in reports and also sent to AdminPlus.

Note: The comment and narrative columns must be visible in your selected template. As of the release of the HTML5 Beta version, narratives are not yet visible to users in the PlusPortals.

Enter a Comment

1. Click a cell in the comment column.
2. Click a comment from the drop-down list.




3. Click anywhere outside of the cell to save your selection.

Batch Enter a Comment

1. Right-click a cell in the comment column.
2. Click **Batch Entry** from the shortcut menu.



3. Do either of the following:


- Click  next to the **Find comment** box, click a comment, click **Select**, click  next to the **replace with this comment** box, click a comment, and click **Select**.

Batch Entry ✕

Cancel OK

Column: CONDUCT

☒ Find comment:  and replace with this comment: 


☐ Fill Column with: 








































Note: This feature is used to replace all specified comments with a new comment.

- Click **Fill Column with**, click  next to the **Fill Column With** box, click a comment, and click **Select**.



Note: This feature is used to replace any existing comments and to add a selected comment to every student's record.

Enter a Narrative

1. Click  in the narrative column.
2. Enter a narrative in the text box, and click **Save**.

B I U                                       

Enter a Private Memo


1. Right-click a student's name.
2. Click **Private Memo** from the shortcut menu.
3. Enter your notes in the text box, and click **Save**.
After you enter a private memo,  appears next to the student's name.
4. Click  to view the private memo.




View a Student's IEP

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 "Create a Template" on page 10.

Important: This procedure requires that your school own the Portfolio module.

1. Right-click a student's name, and click **Select DB Column** from the shortcut menu.
2. Click **IEP** from the **Select DB Column** dialog box, and click **Select**.
The **IEP** column appears in your gradebook.
3. Click  in the **IEP** column for your selected student.

Name (15/15)	IEP
Albrecht, Charles 	
Babcock, Maria...	
Barker, Carly	

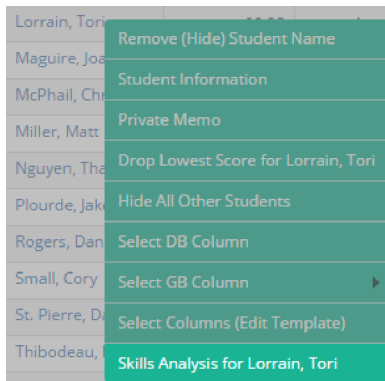
Note: TeacherPlus only displays students' IEP files. To edit the files, you must edit them locally and add them in AdminPlus (if your school doesn't use IEP Direct).

View Skills Analysis

Using the Skills Analysis feature, you can access an individual student's skill grades to view the student's progress over time. Viewing a student's skill grade progress can be useful when the time to assign final grades arrives and you need to see how much the student has improved since the first marking period.

To view the **Skills Analysis** dialog box:

- Right-click a student's name, and click **Skills Analysis for**.



Skills Analysis ✕

Viewing MP: FIRST MARKING PERIOD Recalculate Done

< > Lorrain, Tori Skill Grade Calculation Settings ⚡

0031/02 H Jr Eng B (ALL YEAR) ⚙

Name	Test 2	Test 2	Test 1
Description	Chapter ...	Chapter ...	Chapter ...
Marking Period	1st	1st	1st
Category	Quiz	Quiz	Test
Date	10-01-2015	10-01-2015	10-01-2015
Possible Points	100.00	100.00	100.00
Score	1.00	1.00	1.00

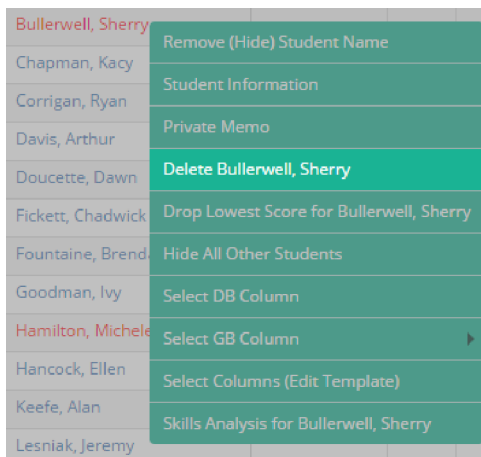
#	Skill Code	Skill Description	Times Assessed	Skill Grade (Mean)	Mean	Power Law	Test 2	Test 2	Test 1
1	G01	Understanding gear mechanisms	3	S	S	M	S	M	U
2	G02	Designing effective plinko-style drop-chutes	3	S	S	M	S	M	U
3	G03	Designing effective domino pathways	3	S	S	M	S	M	U
4	G04	Creating effective looping mechanisms	0	N					
5	G05	Designing cause & effect user interfaces	0	E					
6	G06	Designing leverage-based joint mechanisms	0						
7	G07	Perfecting the dropping pendulum mechanism	0	NA					
8	G08	Designing spiral, gear and elevator lifts	0						
9	G09	Designing the hidden trigger mechanism	0						

Delete a Student

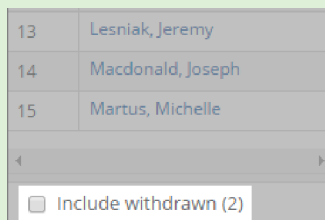
If a student has been withdrawn or inactivated in AdminPlus, you can delete the student from your class's gradebook, as long as the student doesn't have any graded assignments or attendance in the gradebook. This feature is useful during the beginning of the marking period when students are switching courses before schedules are finalized.

To delete a student:

- Right-click a student's name, and click **Delete ...** from the shortcut menu.



Tip: If a withdrawn or inactivated student has graded assignments or attendance in your gradebook and you only want to view active students, clear the **Include withdrawn** check box.



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
CHAPTER 5

Submit TeacherPlus Data

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Take Attendance

The Attendance feature adds a simple approach to taking and submitting daily attendance, saving you time.

1. Click  ATT.
2. To mark all students as present, skip steps 3 and 4, and proceed to step 5.

Note: If you don't enter any attendance codes for a student, he or she will be entered as present when the main office receives the attendance data.

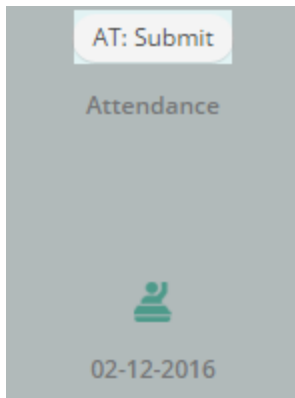
3. Do either of the following:
 - In the **Class** column, right-click a cell corresponding to a student, and then click an attendance option.
 - Click the desired cell to display an attendance option, and click the cell again, if applicable, to change your attendance option. For example, clicking the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


0123/01 Geometry A (AL... 		AT: Submit		Lunch: Submit	
Name		Attendance		Lunch	
Description		 02-12-2016		Lunch Counts 02-12-2016	
Marking Period					
Category					
Date					
Possible Points					
Mean					
#	Name (17/17)	Office Daily	Class	Lunch	
1	Albrecht, Charles 			<div>Present</div> <div>A : ABSENCE</div> <div>AE : ABSENCE EX</div> <div>AU : ABSENCE UN</div> <div>T : TARDY</div> <div>More...</div>	
2	Babcock, Marianne 		A		
3	Barker, Carly				
4	Bullerwell, Sherry				
5	Chapman, Kacy				




Present
A : ABSENCE
AE : ABSENCE EX
AU : ABSENCE UN
T : TARDY
More...

4. Repeat step 2 for all applicable students.

- Click **AT: Submit** to send your attendance data to the main office.



When attendance has been successfully submitted,  appears next to the course in the navigation menu.

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

Weekly Attendance View

  22 February 2016 - 28 February 2016 

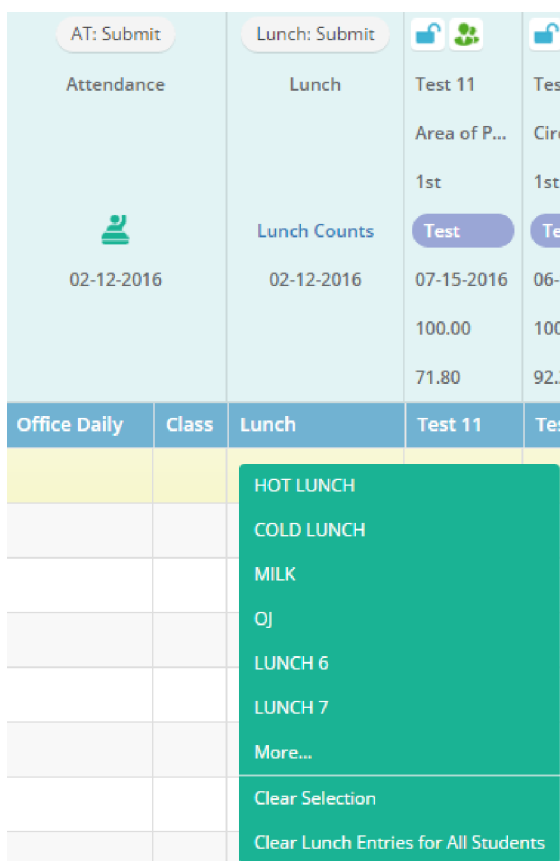
0123/01 Geometry A			Un-Submit ✔ Submitted 03-01 21:18 2/22/2016 Monday		Un-Submit ✔ Submitted 03-01 21:12 2/23/2016 Tuesday		Un-Submit ✔ Submitted 03-01 21:18 2/24/2016 Wednesday		Un-Submit ✔ Submitted 03-01 21:18 2/25/2016 Thursday	
#	Student Name	APID	Office Daily	Class	Office Daily	Class	Office Daily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

Tip: You can edit past attendance in the **Weekly Attendance View** by clicking **Un-Submit** above the day you want to edit, right-clicking the desired cell in the **Class** column, clicking the correct attendance code, and then clicking **Submit** above the day you edited.

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, selecting a predefined lunch code 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.

1. Right-click a cell corresponding to a student in the **Lunch** column, and click the desired lunch option from the shortcut menu.



2. Repeat step 1 for all applicable students.
3. Click **Lunch: Submit** at the top of the **Lunch** column.

Submit a Gradebook

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 a gradebook, do the following:

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

Note: If you haven't submitted the gradebook yet, **Not Ready** appears. If you have submitted the gradebook, **Ready** appears, displaying the date when you submitted it. If the office has received the marking period gradebook, **Received** appears.

Gradebooks	Submit
Attendance	0123/01 Geometry A Cancel
Reports	FIRST MARKING PERIOD: Ready (02-02-2016) Un-Submit
Grading	SECOND MARKING PERIOD: Not Ready Submit
Tools	THIRD MARKING PERIOD: Not Ready Submit
Submit	FOURTH MARKING PERIOD: Not Ready Submit
Settings	



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