

ISIS IS YOUR FRIEND

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How to Take Attendance

Login

Click the appropriate *Course-Section*

Take Attendance

1. By default, all students are marked present
2. Mark absent or tardy (*Time In* is optional)
 1. If a student has a tardy excuse from an office, the office will mark the tardy for you with a reason code. You will have to do nothing in this case except check to make sure the tardy was entered into the computer.
 2. If the student has a tardy excuse from a teacher, you must enter a **1** for the reason code indicating: *Excused*
 3. If the student arrives less than 30 minutes tardy, w/o an excuse, you must enter a **2** for the reason code indicating: *Unexcused*.
 4. If the student arrives more than 30 minutes tardy, w/o an excuse, you must enter a **30** for the reason code indicating: *+30 minutes late, unexcused*.

Click *Submit* at the bottom of the page

Logout

How to Create A 5 or 10 Column Class Worksheet

Login

Click the *Reports* tab at the top of the page

Click *Teacher* near the top of the pop-up window

Click on *Five Column Worksheet* or *Ten Column Worksheet*

Set all filters as necessary

Click *Generate Report*

To save and print the report:

1. Click the *Export* icon near the top of the window. The file will export to your desktop and open automatically.
2. Select *Print* from the *File* menu
3. Close each pop-up window

Logout

Gradebook

To use Gradebook, you must first create/select assignment categories for each period. Afterwards, you create assignments under the different categories. If you would like to, you can change the grading scale from the default 90%, 80%, 70%, and 60%.

To Add Assignment Categories To Your Class

- i. Login.
2. Click the *Gradebook Tab*.
3. Click the *Course ID* the first course that you wish to setup
4. Click *Assignment Categories*
5. Select the categories for your class. You can choose from the standard categories or create custom ones. You can select multiple categories by holding down the shift key on a PC (or the Apple key on a Mac) while clicking your selections.
6. Click the *Save Changes* button.
7. If you need to add more categories, click *Add Category*.
8. In the fourth column, **Category Group**, select whether the category is for the academic, work habits, or cooperation. Also, select whether it is for the 1st 2nd, 3rd or AF report card period or the For example: A1 is academic, grading period 1. Select *AF* if it is for the whole term
9. Click *Save Changes* when you are done.

To Create A New Assignment

- i. Login.
2. Click the *Gradebook Tab*.
3. Click the *Course ID* of the first course that you wish to setup
4. Click the *Assignments* tab. This is also where you will find previously created assignments.
5. Click **Add Assignment** at the bottom.
6. Fill in the information for your assignment in the boxes provided. The red asterisks indicate boxes that must be filled in.
7. Click the *Create Assignment* button.
8. If you like, you can add additional information regarding the assignment in the **Description** and the **Additional Information**

- boxes.
9. Click **Save** near the center of the page.

To Copy A Previously Created Assignment or Class Information

- i. Login.
2. Click the *Gradebook* tab.
3. Click the *Course ID* of the first course that you wish to setup.
4. Click the *Assignments* tab.
5. Click *Copy Assignments* at the bottom of the page.
6. Click *Search* to find previously setup classes.
7. Click on the *Course ID* of the class you wish to import from.
8. Click *Import Class Information*.

To View Your List of Previously Created Assignments

- i. Login.
2. Click the *Gradebook* tab.
3. Click the *Course ID* the first course that you wish to setup.
4. Click the *Assignments* tab.
5. Logout.

To Edit The Grading Scale and Preferences (Only if you don't like the default settings)

- i. Login.
2. Click the *Gradebook* tab.
3. Click the *Course ID* the first course that you wish to setup.
4. Click the *Class Information* tab.
5. Click **Manage Gradebook Percent-to-Grade Definitions**.
6. At *Grade Type* pull down, select **A1**.
7. Click *Submit & Change*.
8. You can now set your grade scale.
9. Click *Save*.
10. Repeat steps 6-9 for A2, A3, and AF, and for each period.
11. Do the same for *CF* and *WF* if you are scoring work habits and cooperation.

See other options for other changes.

To Input Grades For An Assignment

- i. Login
2. Click the *Gradebook* tab
3. Click the *Course ID* of the first course that you wish to setup
4. Click the *GradeMax* tab

NOTE: A student's average is not re-computed until you click the *Refresh Avg* button. Changes are not saved until you click the *Save Changes* button.

5. Under the assignment name, click a cell to enter a grade
6. Press the *return or enter* key on your keyboard after entering the grade.
7. Click *Save Changes* when done

Options for Gradebook

1. In the *Filter* menu you can choose whether to show all students and all assignments or just 1.
2. The *View* menu allows you to select what information columns are displayed.
3. The *Assignments* menu allows you to add a new assignment.
4. The *Options* menu allows you to
 - a. Check your grading symbols (A, B, C, D, F)
 - b. Refresh the window to the last saved data
5. The *Score Display Options*: pull down lets you adjust what score data is displayed.
6. Double clicking a column heading allows you to sort by that column in ascending or descending order.
7. Clicking a students name gives the student information.

Publishing Grades

The grade publishing procedure is as follows: First input all of your grades and publish them. Afterward run the *Grade Missing Report* to see what students are missing grades. Make corrections and run the report again until no grades are missing. Print, check and sign the *Teacher Verification of Marks Report*. Turn in the grade verification report at the attendance office before the deadline. See the instruction below.

Publishing Grades When Not Using Gradebook

- i. Login.
2. Click the *Grades* tab.
3. At the top right, set *Change Term Code:* to the current semester and appropriate track. i.e. CF is C-track Fall.
4. Click “Go”
5. Click the *Course ID* of the course.
6. At the top right, switch the Comment Code Association pull down and select the appropriate term.
7. Click *Submit & Change* to change the comment period.
8. Click the *Edit* button at the bottom of the page.
Only the current grading period will be available for editing and only within the grading window.
9. Enter your grades for each student.
10. Edit your comment codes.
11. Click *Submit* when done.

Publishing Grades When Using Gradebook

- i. Login
2. Click the *Gradebook* tab.
3. At the top right, set *Change Term Code:* to the current semester and appropriate track. i.e., CF is C-track Fall.
4. Click the Course ID of the course.
5. Click the *Grades Publishing* tab.
6. Under the *Grade Period* column, go to the correct grading period.
 - a. A-track is on period 1.
 - b. C-track is on period 3.
7. To enter the academic grade, select the radio button next to **Academic**.
8. At the adjacent pull down, select the appropriate term.
9. Click *Publish* to get verification page.

10. Click ***Publish*** to publish the grades to the report card.
11. If you wish to edit any of the grades, click edit at the bottom of the page, edit the grades, then click ***Submit***.
12. If you are exporting Work Habits or Cooperation Grade, repeat the steps above for Work Habits or Cooperation.

Grades Missing Report

Login.

Click the ***Reports*** tab at the top of the page.

Click ***Grades*** at the top of the page.

Click ***Grade Missing Report***.

After you select ***Grade Missing Report***, you must set parameters on the next page. Where you select **Term:**

- a. If your students are on A-track
 - Select **AF** for the term (B-track Fall). Let the screen reset.
 - Select **1** for **Grade Period**, since this is the first grading period.
- b. If your students are on C-Track
 - Select **CF** for the term (C-Track Fall). Let the screen reset.
 - Select **3** for **Grade Period**, since this is the third grading period.

Therefore, if you have students on multiple tracks, you must run multiple reports.

Click ***Generate Report***.

You can view the report on screen or

To save and print the report:

1. Click the ***Export*** icon near the top of the window. The file will export to your desktop and open automatically.
2. Select ***Print*** from the ***File*** menu.
3. Close each pop-up window.

Logout.

Teacher Verification of Marks Report

Login.

Click the ***Reports*** tab at the top of the page.

Click **Grades** at the top of the page.

Click **Teacher Verification of Marks Report**.

After you select **Teacher Verification of Marks Report**, you must set parameters on the next page. Where you select **Course-Section(s)**, you must select the subjects that you teach and not the individual periods. In addition, you have to select the subject for the current semester. For example, Service JH – S376 is one of my classes. The “S” in the class code denotes this as a Spring class. Service JH-F376 would be a Fall class because of the “F” in the class code. To select multiple subjects, hold down the ctrl key while clicking, if you are on a PC (for Mac use apple+click).

Set **Grade Period(s)**: to **1 or 3, depending on your track**. You can leave the rest set to **All**.

Click **Generate Report**.

Click the **Export** icon near the top of the window. The file will export to your desktop and open automatically.

Select **Print** from the **File** menu.

Close each pop-up window.

Logout.

Sign the forms and turn them in.