

Schooltool Teacher User Guide

The screenshot displays the SchoolTool Teacher User Guide interface. At the top left, there is a CNY RIC logo and the text "CNY RIC". To the right, the "schooltool™" logo is visible. Below these, the text "CYNRIC CENTRAL SCHOOL DISTRICT" is centered. The interface is divided into two main sections. On the left, there is a "Home" tab and a login form with fields for "Username:" and "Password:", and a "Login" button. On the right, there is another "Home" tab and a large banner image. The banner image features a woman holding a book, a lightbulb, and a school bus, with the "schooltool™" logo overlaid.

Created: July 2013

Modified: 8/14/2014

Table of Contents

Log on to Schooltool.....	3
Home Screen	4
Attendance	5
Alert.....	6
Class Roster.....	7
Create a Discipline Referral	8
Grades	10
Gradebook Setup	10
Averaging Method	11
Categories	11
Attributes	13
Scales.....	14
Gradebook Editor	15
Add Assignments.....	16
Batch Edit Assignments.....	17
Enter Student Grades	18
Gradebook Editor Shortcuts	19
Submit Marking Period Grades	20
Submit Exam Grades	22
Submit SLO Scores.....	23

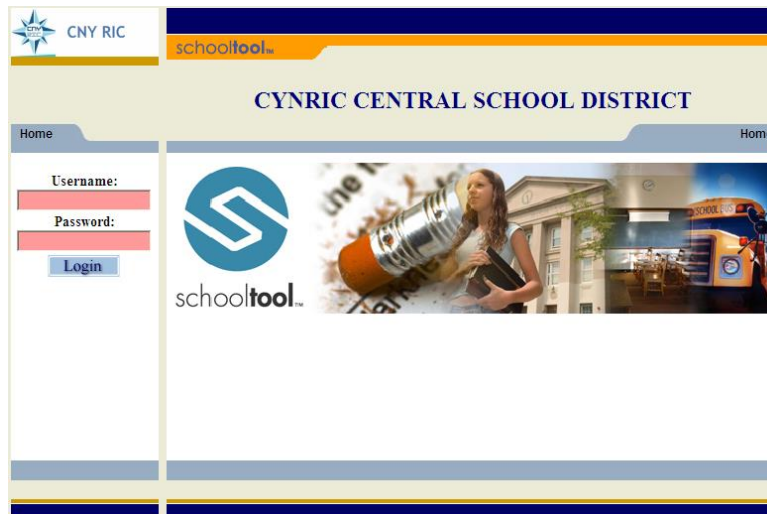
Log on to Schooltool

To log into Schooltool, type in the following url from a browser:

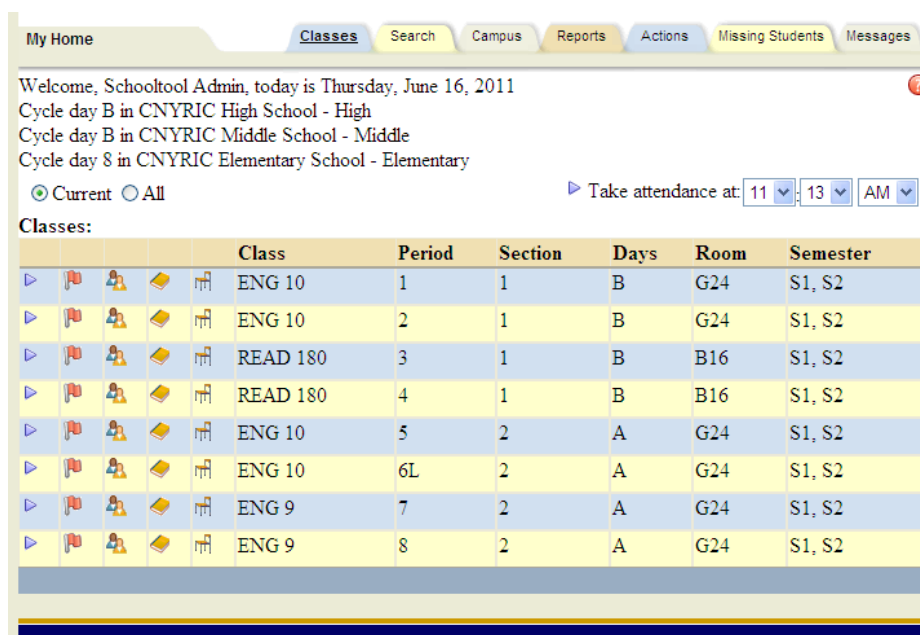
Live Database: <http://districtname.schooltool.cnyric.org/schooltoolweb>

Training Database: <http://districtname.schooltool.cnyric.org/training>

Your username and password is your network username and password (what you use to log onto the computer in your classroom or office).



Once you have successfully logged on, you will immediately see your classes.



































					Class	Period	Section	Days	Room	Semester
▶	📅	👤	📖	📅	ENG 10	1	1	B	G24	S1, S2
▶	📅	👤	📖	📅	ENG 10	2	1	B	G24	S1, S2
▶	📅	👤	📖	📅	READ 180	3	1	B	B16	S1, S2
▶	📅	👤	📖	📅	READ 180	4	1	B	B16	S1, S2
▶	📅	👤	📖	📅	ENG 10	5	2	A	G24	S1, S2
▶	📅	👤	📖	📅	ENG 10	6L	2	A	G24	S1, S2
▶	📅	👤	📖	📅	ENG 9	7	2	A	G24	S1, S2
▶	📅	👤	📖	📅	ENG 9	8	2	A	G24	S1, S2

Home Screen

The **Classes** tab displays all your courses, along with the course details:

- Course name
- Period
- Section
- Days
- Room
- Semester

					Class	Period	Section	Days	Room	Semester
▶					ENG 10	1	1	B	G24	S1, S2
▶					ENG 10	2	1	B	G24	S1, S2
▶					READ 180	3	1	B	B16	S1, S2
▶					READ 180	4	1	B	B16	S1, S2
▶					ENG 10	5	2	A	G24	S1, S2
▶					ENG 10	6L	2	A	G24	S1, S2
▶					ENG 9	7	2	A	G24	S1, S2
▶					ENG 9	8	2	A	G24	S1, S2

The icons displayed on the left allow you to perform various functions. To access one of these screens, single-click on the icon.



Select icon – view and submit classroom attendance



Alert icon – notification when classroom attendance was not submitted



Roster icon – view your class roster and student information



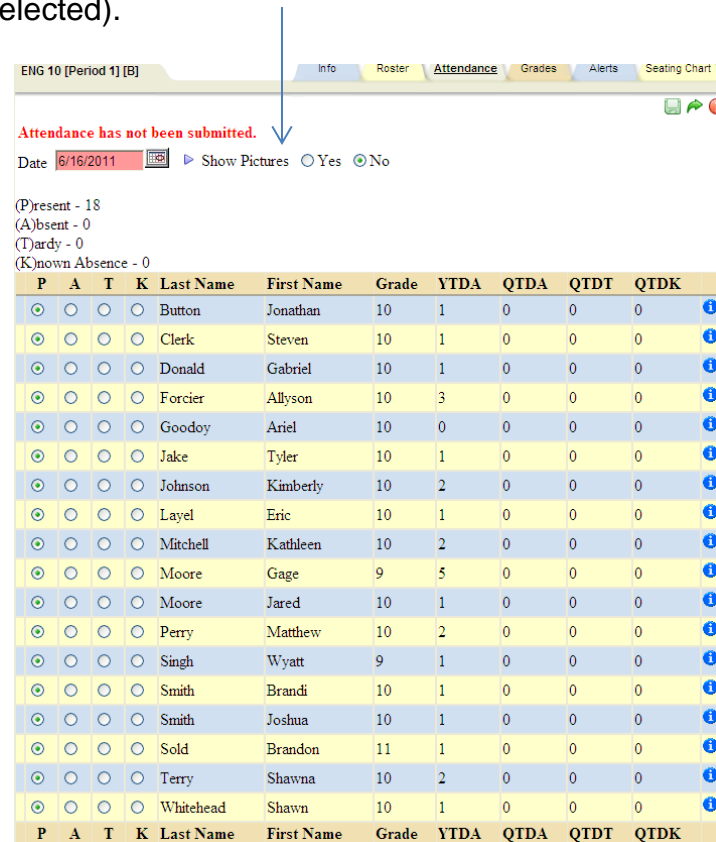
Grades icon – access the gradebook and submit report card grades/comments



Seating icon – view and edit the seating chart

Attendance


The Attendance screen displays all of the students in the selected class (along with their student photo, if selected).



ENG 10 [Period 1] [B]

Info Roster **Attendance** Grades Alerts Seating Chart

Attendance has not been submitted.

Date: 6/16/2011  Show Pictures ☐ Yes ☒ No

(P)resent - 18
(A)bsent - 0
(T)ardy - 0
(K)nown Absence - 0

P	A	T	K	Last Name	First Name	Grade	YTDA	QTDA	QTDT	QTDK
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Button	Jonathan	10	1	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Clerk	Steven	10	1	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Donald	Gabriel	10	1	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Forcier	Allyson	10	3	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Goodoy	Ariel	10	0	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Jake	Tyler	10	1	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Johnson	Kimberly	10	2	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Layel	Eric	10	1	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mitchell	Kathleen	10	2	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Moore	Gage	9	5	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Moore	Jared	10	1	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Perry	Matthew	10	2	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Singh	Wyatt	9	1	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Smith	Brandi	10	1	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Smith	Joshua	10	1	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sold	Brandon	11	1	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Terry	Shawna	10	2	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Whitehead	Shawn	10	1	0	0	0


Every student is automatically defaulted to “Present” (P). The additional attendance codes available are determined by your administrative team.

- A – Absent
- T – Tardy
- K – Known Absence (ex: Nurse Office, Band, Counseling Office, etc).

When a student is marked absent or tardy, a list of available absence reasons may appear for you to enter (if applicable). If the reason is unknown, leave the default value of “None”.

*Please adhere to your district/school policy on how attendance should be submitted.

To submit attendance:

- Select the appropriate attendance code (as needed) for each student
- Then click the Save icon (top-right corner) 

Alert



The Alert screen will display the date(s) attendance was not submitted (for a scheduled meeting time).

AP EUROPEAN HIS [Period 3] [A,B]		Info	Roster	Attendance	Grades	Alerts	Seating Chart
▶	Attendance was not submitted on 5/29/2012						
▶	Attendance was not submitted on 5/30/2012						
▶	Attendance was not submitted on 5/31/2012						

To submit the attendance for a date listed, click on the purple wedge to the left.

This will bring you to the attendance screen for the date you selected. Select the appropriate attendance codes for each student, then click Save.

AP EUROPEAN HIS [Period 3] [A,B] Info Roster **Attendance** Grades Alerts Seating Chart

Attendance has not been submitted.

Date: 5/29/2012 Show Pictures Yes No

(P)resent - 23
(A)bsent - 0
(T)ardy - 0

P	A	T	Reason	Last Name	First Name	Grade	YTDA	QTDA	QTD	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No Photo	Bard	Elizabeth	10	12	0	0	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No Photo	Bonner	Bridget	10	12	0	0	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	No Photo	Brown	Collin	10	3	0	0	

Class Roster



The Roster displays all the students in the selected class, along with any 'Alert icons' associated with the student.

EARTH SCI [PERIOD 3] [A,B]					
<div>Info Roster Attendance Grades Alerts Seating Chart</div> <div> Cycle Day A <div>Jump to: EARTH SCI (S1,P3) [A,B]</div> </div> <div> Semester: Any Day: Any </div>					
		Student ID	Last Name	First Name	Grade
		55001	Beach	Corey	11
		24115	Bozeman	Walter	11
		22706	Button	Shyann	11
		29786	Denton	Tristan	11
		22893	Hall	Jordan	11
		28959	King	Nikolas	11
		22470	Pots	Christa	11
		24319	Schechter	Jessica	11
		28002	Tompson	Mario	11
		22718	Whitehead	Dalton	11
		22646	Young	Quinton	11

By using your mouse to hover over the alert icon, it will provide a brief descriptor of what the alert is (Ex: IEP Viewer, Medical Alerts, district defined alerts).

AIS Program Service Icon: Mouse-over text: AIS Info: Service: Math	IEP Viewer Icon: Mouse-over Text: IEP Direct Viewer Needs:	Medical Alerts Icon: Mouse-over text: Medical Alert Allergy: Peanuts headaches Carries Epi-pen stitches:	Custom Alerts Icon: Note: Custom Alerts may be any color. The mouse-over text will display the name of the custom alert as defined in Maintenance	Student RTI Information Icon: Hovering the mouse over this icon will display a list of that student's active RTI records.	View Shared District Data Icon: Clicking this icon opens a window to display student data shared by another district. Note: This icon appears only when districts have configured data sharing.	Student Dashboard Viewer Icon: Clicking this icon opens a window to display the Student View dashboard for that student.
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To print a class roster report, click the Print icon (top-right corner)

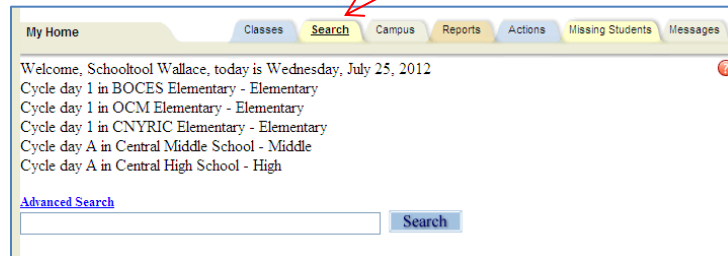
To view a roster for another class, select the appropriate class from the "Jump to" menu

To view detailed information for a student (contacts, schedule, grades, etc.), or to create a discipline referral, click the *Select* icon

Create a Discipline Referral

To create a discipline referral for a student, select the student from the Class Roster.

If the student is not scheduled in your class, use the Search tab (from the Home screen) to search for the student.



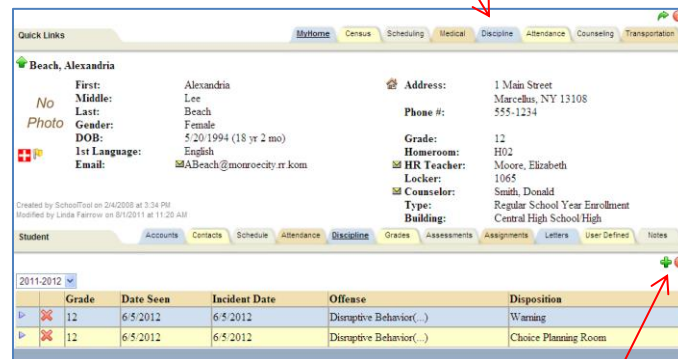
My Home Classes **Search** Campus Reports Actions Missing Students Messages

Welcome, Schooltool Wallace, today is Wednesday, July 25, 2012

Cycle day 1 in BOCES Elementary - Elementary
Cycle day 1 in OCM Elementary - Elementary
Cycle day 1 in CNYRIC Elementary - Elementary
Cycle day A in Central Middle School - Middle
Cycle day A in Central High School - High

[Advanced Search](#)

Once the student is displayed, click on the Discipline tab



Quick Links MyHome Census Scheduling Medical **Discipline** Attendance Counseling Transportation

Beach, Alexandria

No Photo

First: Alexandria
Middle: Lee
Last: Beach
Gender: Female
DOB: 5/20/1994 (18 yr 2 mo)
1st Language: English
Email: ABeach@mooroccity.rt.kom

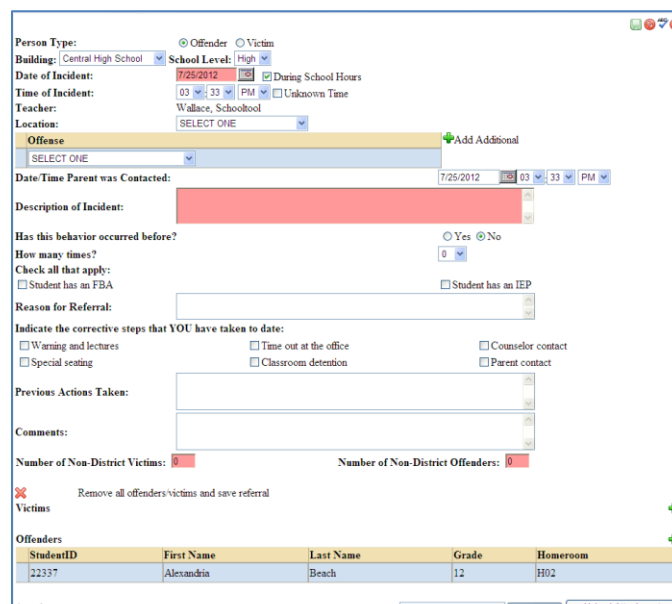
Address: 1 Main Street
Marcellus, NY 13108
Phone #: 555-1234

Grade: 12
Homeroom: H02
HR Teacher: Moore, Elizabeth
Locker: 1065
Counselor: Smith, Donald
Type: Regular School Year Enrollment
Building: Central High School High

Student Accounts Contacts Schedule Attendance **Discipline** Grades Assessments Assignments Letters User Defined Notes

Grade	Date Seen	Incident Date	Offense	Disposition
12	6/5/2012	6/5/2012	Disruptive Behavior(...)	Warning
12	6/5/2012	6/5/2012	Disruptive Behavior(...)	Choice Planning Room

To create a new referral, click the green plus sign on the right



Person Type: ☒ Offender ☐ Victim

Building: Central High School School Level: High

Date of Incident: 7/25/2012 ☒ During School Hours

Time of Incident: 03:33 PM ☐ Unknown Time

Teacher: Wallace, Schooltool

Location: SELECT ONE

Offense: SELECT ONE

Date/Time Parent was Contacted: 7/25/2012 03:33 PM

Description of Incident:

Has this behavior occurred before? ☐ Yes ☒ No

How many times? 0

Check all that apply:
☐ Student has an FBA ☐ Student has an IEP

Reason for Referral:

Indicate the corrective steps that YOU have taken to date:
☐ Warning and lectures ☐ Time out at the office ☐ Counselor contact
☐ Special seating ☐ Classroom detention ☐ Parent contact

Previous Actions Taken:

Comments:

Number of Non-District Victims: 0 Number of Non-District Offenders: 0

☒ Remove all offenders/victims and save referral

Victims

Offenders

StudentID	First Name	Last Name	Grade	Homeroom
22337	Alexandria	Beach	12	H02



Attachments:

Enter the following information as needed:

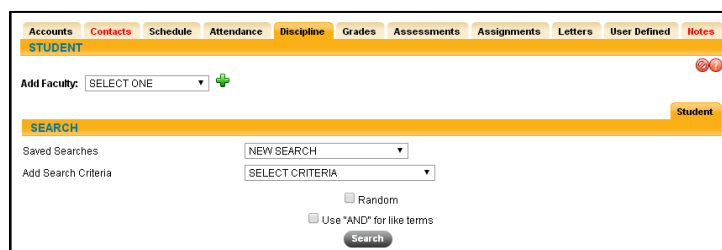
- Time of Incident
- Location
- Offense (to add multiple offenses, click the green plus sign on the right)
- Indicate the date/time the parent was contacted (delete the date if not applicable)
- Description of Incident

Note: All other fields are optional and should be used according to district/school policies.

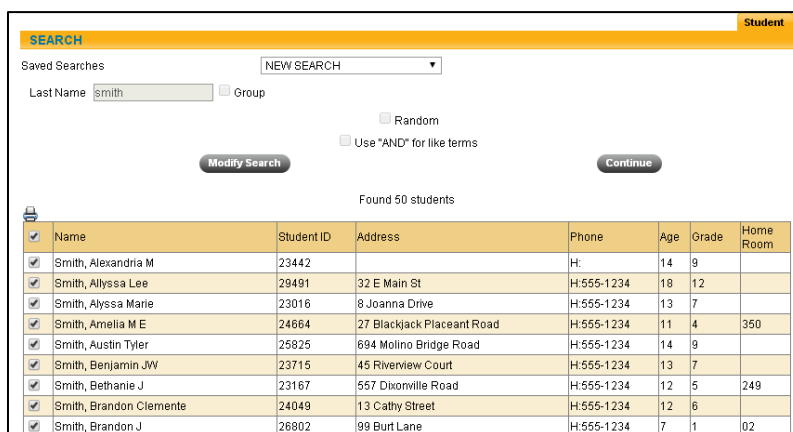
To add other students to the referral (as either an offender or a victim), click the appropriate Add icon.

Victims	
Offenders	


- Use the search screen to select the other student
- Choose “Last Name” from the *Select Criteria* drop-down menu
- Type in the student’s last name, then click Search




- When the search results are displayed, select only the student you want to add to the referral (de-select all others), then click Continue



	Name	Student ID	Address	Phone	Age	Grade	Home Room
<input checked="" type="checkbox"/>	Smith, Alexandria M	23442		H:	14	9	
<input checked="" type="checkbox"/>	Smith, Alyssa Lee	29491	32 E Main St	H:555-1234	18	12	
<input checked="" type="checkbox"/>	Smith, Alyssa Marie	23016	8 Joanna Drive	H:555-1234	13	7	
<input checked="" type="checkbox"/>	Smith, Amelia M E	24664	27 Blackjack Placeant Road	H:555-1234	11	4	350
<input checked="" type="checkbox"/>	Smith, Austin Tyler	25825	694 Molino Bridge Road	H:555-1234	14	9	
<input checked="" type="checkbox"/>	Smith, Benjamin JW	23715	45 Riverview Court	H:555-1234	13	7	
<input checked="" type="checkbox"/>	Smith, Bethanie J	23167	557 Dixonville Road	H:555-1234	12	5	249
<input checked="" type="checkbox"/>	Smith, Brandon Clemente	24049	13 Cathy Street	H:555-1234	12	6	
<input checked="" type="checkbox"/>	Smith, Brandon J	26802	99 Burt Lane	H:555-1234	7	1	02

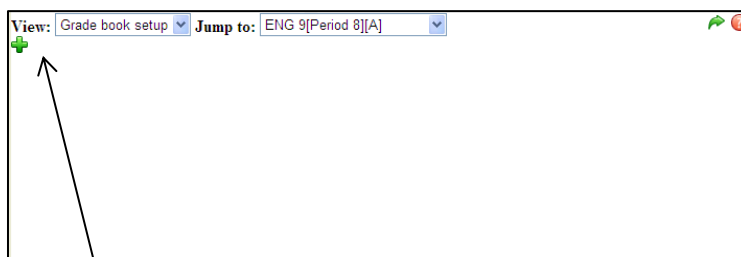
Use the spell check icon as needed in the top right corner 

Then click the Save icon to save the referral 

Grades

The Grades icon allows you setup and manage your Gradebook and submit for progress report and/or report card grades and comments.



If you have not already setup a gradebook for the selected class, the Grades icon will bring you to the 'Grade book Setup' screen. Once a gradebook has been setup, it will bring you directly to the gradebook.





Gradebook Setup


Click the green plus sign (+) to setup a new gradebook for the course,.




You will be prompted to create a new gradebook name, enter something specific that helps you identify each gradebook (ex: course name, period & days the class meets), then click the green plus sign to create the gradebook.

New grade book name:  



Once the gradebook name has been created, you can now setup the parameters for your gradebook.

View: Grade book setup Jump to: Science 5[Period 6][A,B]  

Averaging Method: Points 

Default grade book: Sci 5 period 6   

Category Attribute

Category Weights: ☐ Unweighted ☒ Fixed Weights ☐ Variable Weights  

WARNING: Category weights do not add up to 100%.

Category	Weight	Drop Lowest
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- Select averaging method for how grades are calculated (Points or Percent)
- Setup categories and determine whether or not they will be Unweighted, Fixed Weights, or Variable Weights
- Create attributes for entering assignment grades

Averaging Method

Points vs Percent determines how report card grades are calculated.

Points averaging example:

Assignment 1 - 50 out of 100 points = 50 for the assignment
Assignment 2 – 20 out of 40 points = 20 for the assignment
Assignment 3 – 100 out of 100 points = 100 for the assignment
Point Average = $(50+20+100) / (100+40+100) = 170/240 = 70.83\%$

Percent averaging example:







Assignment 1 - 50 out of 100 points = 50% for the assignment
Assignment 2 – 20 out of 40 points = 50% for the assignment
Assignment 3 – 100 out of 100 points = 100% for the assignment
Percent Average = $(50+50+100) / 3 = 66.66\%$

Categories








When defining categories, you will need to indicate how your categories will be weighted. If you click Fixed Weights or Variable Weights, your category weights combined must add up to 100%.

Unweighted - The categories will be active in all marking periods, and will be weighted equally in each marking period (this is also known as a “Total Points” calculation). When using this method, a single category can be used (ex: Assignments) or multiple categories can be used (for organizational purposes only). All assignments will be weighted equally in the calculated course grade/average.

Fixed Weights- Categories will be assigned a specific weight, and all categories will be active in each marking period. Category weights combined must equal 100%.

Category				Attribute	Scales
Category Weights: <input type="radio"/> Unweighted <input checked="" type="radio"/> Fixed Weights <input type="radio"/> Variable Weights				 	
	Category	Weight	Drop Lowest		
	Homework	25	0		
	Quizzes	25	0		
	Tests	50	0		

Variable Weights- Categories will be assigned specific weights for each marking period; however the weight can vary for each marking period. Category weights combined must total 100% for each marking period. If a category is not used in a particular marking period, set the weight to 0%.

Category									Attribute	Scales
Category Weights: <input type="radio"/> Unweighted <input type="radio"/> Fixed Weights <input checked="" type="radio"/> Variable Weights									 	
	Category	M1 Weight	M2 Weight	M3 Weight	M4 Weight	M5 Weight	M6 Weight	Drop Lowest		
	Homework	25	25	25	25	25	25	0		
	Projects	0	0	0	0	0	15	0		
	Quizzes	25	25	25	25	25	25	0		
	Tests	50	50	50	50	50	35	0		

To create a category, click the green plus sign (+). At least 1 category must be defined in order to create assignments in the gradebook.



Category Attribute

Category Weights: ☐ Unweighted ☒ Fixed Weights ☐ Variable Weights



WARNING: Category weights do not add up to 100%.









Category	Weight	Drop Lowest
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- Enter a category name and the weight of the category (if applicable).
- The 'Drop Lowest' column is to be used to drop the lowest assignment score(s) in that category. This can be used at any time.
- Click the update icon (blue arrows) to save your changes.

Category	Weight	Drop Lowest
 	0	0

Once you have created your categories, you can edit a category by clicking the Edit icon. You can also delete the category by clicking the delete icon (red X).





Category Weights: ☐ Unweighted ☒ Fixed Weights ☐ Variable Weights  

	Category	Weight	Drop Lowest
 	Homework, Classwork	20	0
 	Participation	10	0
 	Quizzes	20	0
 	Writing, Tests, Projects	50	0

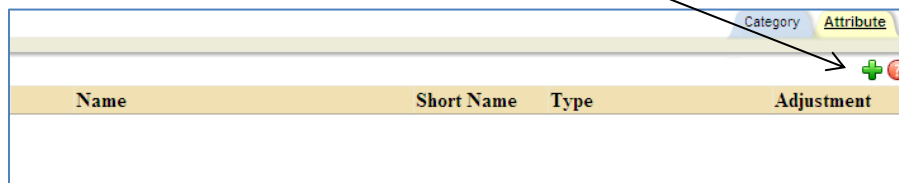
Attributes

Attributes can be used to determine whether or not a student receives full credit for an assignment. They can be used with or in place of traditional grades.

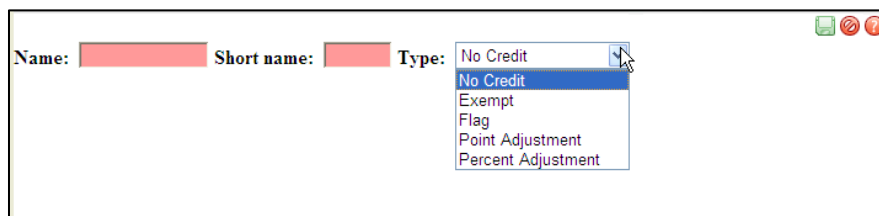
Examples:

	Name	Short Name	Type	Adjustment
	Not Handed In	NH	No credit	
	Extra Credit	EC	Percent Adjustment	10
	Late	L	Point Adjustment	-5
	Re-Do	RD	Flag	

To create an attribute, click the green plus sign (+)

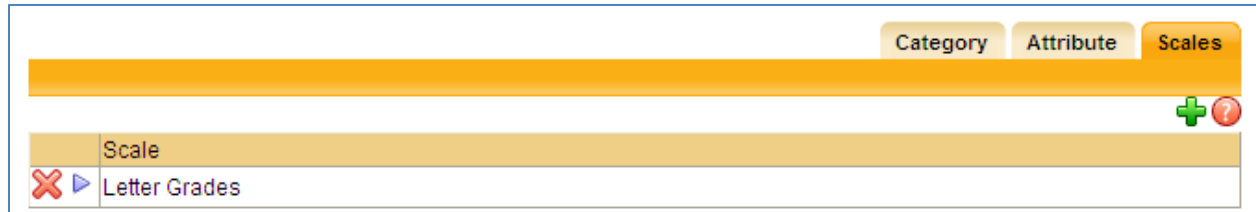


- Enter a name for the attribute
- Enter a short name for the attribute (2 character limit)
- Then select the attribute type from the drop-down menu
 - No credit is calculated as a zero
 - Exempt is excluded from the grade calculation
 - Flag is just a visual indicator, whatever grade the student receives is calculated
 - Point Adjustment allows you to add or deduct points from the student's assignment grade (point deductions should be entered with a "-", ex: -5)
 - Percent Adjustment allows you to add or deduct the student's grade by a percentage (percent deduction should be entered with a "-", ex: -5)



Scales

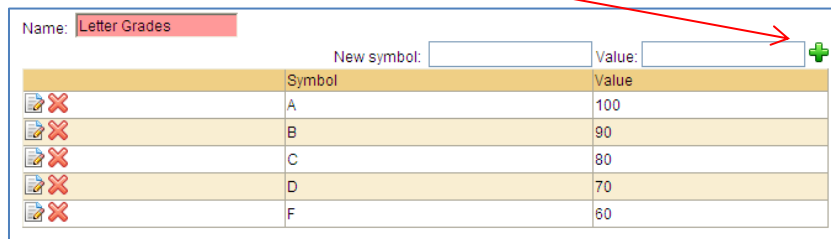
The Scales tab allows you to define custom grading scales. This allows teachers to use alternate grading systems for assignment grades (ex: alpha grades, + and -, etc).



The screenshot shows the 'Scales' tab in a software interface. At the top, there are three tabs: 'Category', 'Attribute', and 'Scales'. Below the tabs is a yellow header bar. Underneath, there is a table with one row labeled 'Scale'. The first row in the table is 'Letter Grades', which is highlighted. To the right of the table, there is a green plus sign and a red question mark icon.

To create a custom grading scale, click the green plus sign.

- Enter a name for the new grading scale
- Type in a symbol for the new grade (ex: A)
- Enter the value of this symbol (ex: 100)
- Then click the Add icon



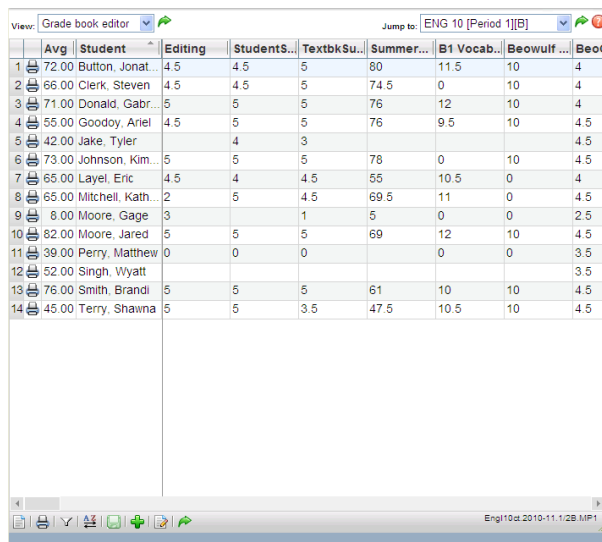
The screenshot shows the 'Add New Scale' dialog box. It has a 'Name:' field with 'Letter Grades' entered. Below this are two input fields: 'New symbol:' and 'Value:'. To the right of these fields is a green plus sign icon. Below the input fields is a table with two columns: 'Symbol' and 'Value'. The table contains five rows, each with a red 'X' icon in the first column, a letter grade in the second column, and a numerical value in the third column. A red arrow points from the text 'Then click the Add icon' to the green plus sign icon.

	Symbol	Value
	A	100
	B	90
	C	80
	D	70
	F	60

When you have entered all the symbols for your new grading scale, click the Save icon.

Gradebook Editor

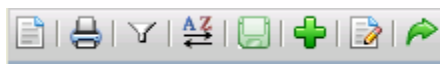
The gradebook editor is where you will enter assignments and grades for students.



The screenshot shows the Gradebook Editor window. At the top, there's a 'View:' dropdown set to 'Grade book editor' and a 'Jump to:' dropdown set to 'ENG 10 (Period 1)[B]'. Below these is a table with columns: Avg, Student, Editing, Students..., TextbkSu..., Summer..., B1 Vocab..., Beowulf..., and BeoC. The table lists 14 students with their average scores and grades for various assignments. At the bottom, there's a toolbar with icons for Menu, Print, Filter, Sort, Save, Add, Batch Edit, and Done.

	Avg	Student	Editing	Students...	TextbkSu...	Summer...	B1 Vocab...	Beowulf...	BeoC
1	72.00	Button, Jonat...	4.5	4.5	5	80	11.5	10	4
2	66.00	Clerk, Steven	4.5	4.5	5	74.5	0	10	4
3	71.00	Donald, Gabr...	5	5	5	76	12	10	4
4	55.00	Goodoy, Ariel	4.5	5	5	76	9.5	10	4.5
5	42.00	Jake, Tyler		4	3				4.5
6	73.00	Johnson, Kim...	5	5	5	78	0	10	4.5
7	65.00	Layel, Eric	4.5	4	4.5	55	10.5	0	4
8	65.00	Mitchell, Kath...	2	5	4.5	69.5	11	0	4.5
9	8.00	Moore, Gage	3		1	5	0	0	2.5
10	82.00	Moore, Jared	5	5	5	69	12	10	4.5
11	39.00	Perry, Matthew	0	0	0		0	0	3.5
12	52.00	Singh, Wyatt							3.5
13	76.00	Smith, Brandi	5	5	5	61	10	10	4.5
14	45.00	Terry, Shawna	5	5	3.5	47.5	10.5	10	4.5

The toolbar located in the lower left corner of the screen can be used to add new assignments, batch add/edit assignments, sort and filter assignments, print reports and save all gradebook changes.



*Place your mouse over each icon (without clicking) to get a tip of what each icon is for.



Menu icon allows you to select what information is displayed on the screen



Print icon allows you to print predefined “Gradebook/Planbook” reports



Filter icon allows you to filter the assignments that are displayed on the screen by category or marking period



Sort icon allows you to sort the assignments by date, name or category



Save icon allows you to save changes made in the gradebook



Add icon allows you to create a new assignment



Batch Edit icon allows you to create and/or edit multiple assignments



Done icon allows you to exit the gradebook and return to your “Classes” screen

Add Assignments

To add a new assignment, click the add icon (green plus sign).

The screenshot shows a web-based gradebook interface. At the top, there are tabs: Info, Roster, Attendance, Grades (selected), Alerts, and Seating Chart. Below the tabs, the page title is 'EARTH SCI [PERIOD 3] [A,B]'. There is a 'Jump to:' dropdown menu showing 'EARTH SCI (S1,P3) [A,B]'. The main form has several fields: 'NAME' with the value 'Essay', 'DESCRIPTION' which is empty, 'POINTS' with the value '100', 'DATE' with a calendar icon and the value '8/12/2014', 'MARKING PERIOD' with a dropdown menu showing 'Marking Period 1', and 'CATEGORY' with a dropdown menu showing 'Homework'. Below these are three checkboxes: 'Include in average' (checked), 'Allow parent access' (unchecked), and 'Include notes' (unchecked). At the bottom of the form, there are two buttons: 'Duplicate' and 'Attachments'. Below the buttons, there is a section titled 'Select Gradebooks:' with two radio buttons: 'Default Gradebooks' (selected) and 'All Gradebooks'. Below this is a section titled 'Check the grade books that this assignment should be modified in:' with a table. The table has two columns: 'Gradebooks' and 'Categories'. The first row shows 'EARTH SCI [Section 2 Period 4] EarthSci P4' in the 'Gradebooks' column and 'Homework' in the 'Categories' column.

The following information must be added for each assignment:


- *Name*: enter the assignment name
- *Description*: enter an assignment description (optional)
- *Point*: enter the points possible for the assignment (excluding extra credit points)
- *Date*: this can be the date assigned or date due
- *Marking Period*: select the marking period in which the assignment should be calculated
- *Category*: select the category the assignment should be included in for grading calculations
- *Include in average* – click the checkbox if the assignment should be included in the overall grade
- *Allow parent access & include notes* – click the checkbox to give parents/students access to view the assignment and assignment notes via the parent portal

Duplicate Tab

- Select any other gradebooks (classes) you want to copy this assignment into

Attachments Tab

- Select a file/document to add to the assignment (if desired)

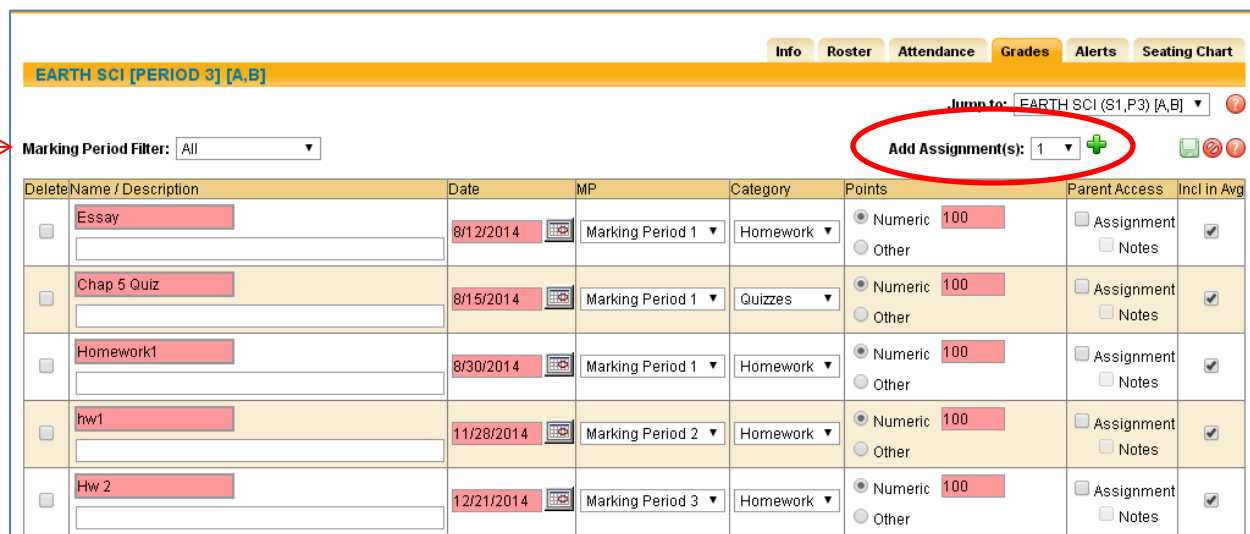
Click the Save icon to save and return to the gradebook editor screen 

Click the Add icon to save and add a new assignment 

Batch Edit Assignments

To batch edit/add assignments, click the batch edit assignments icon (paper w/ pencil).

This screen will display all current assignments (this can be filtered using the marking period filter option).




EARTH SCI [PERIOD 3] [A,B]

Info Roster Attendance **Grades** Alerts Seating Chart

Jump to: EARTH SCI (S1,P3) [A,B]

Marking Period Filter: All

Add Assignment(s): 1 

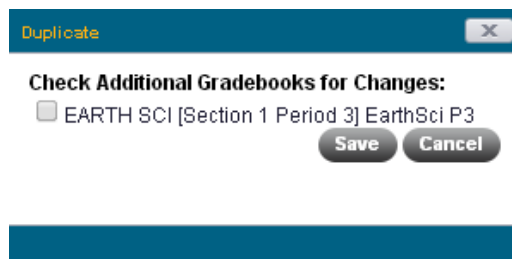
Delete	Name / Description	Date	MP	Category	Points	Parent Access	Incl in Avg
<input type="checkbox"/>	Essay	8/12/2014	Marking Period 1	Homework	<input checked="" type="radio"/> Numeric 100 <input type="radio"/> Other	<input type="checkbox"/> Assignment <input type="checkbox"/> Notes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Chap 5 Quiz	8/15/2014	Marking Period 1	Quizzes	<input checked="" type="radio"/> Numeric 100 <input type="radio"/> Other	<input type="checkbox"/> Assignment <input type="checkbox"/> Notes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Homework1	8/30/2014	Marking Period 1	Homework	<input checked="" type="radio"/> Numeric 100 <input type="radio"/> Other	<input type="checkbox"/> Assignment <input type="checkbox"/> Notes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	hw1	11/28/2014	Marking Period 2	Homework	<input checked="" type="radio"/> Numeric 100 <input type="radio"/> Other	<input type="checkbox"/> Assignment <input type="checkbox"/> Notes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Hw 2	12/21/2014	Marking Period 3	Homework	<input checked="" type="radio"/> Numeric 100 <input type="radio"/> Other	<input type="checkbox"/> Assignment <input type="checkbox"/> Notes	<input checked="" type="checkbox"/>

Here you can edit the details of any existing assignments or add new assignments.

Edit Assignment Details

To modify assignment details, simply locate the assignment, make the appropriate changes as needed, then click the Save icon.

You will be prompted to apply the same changes to any other gradebook with the same assignment. To copy the change, select the appropriate gradebooks (if applicable), then click the Save icon.



Duplicate

Check Additional Gradebooks for Changes:

☐ EARTH SCI [Section 1 Period 3] EarthSci P3

Save Cancel

Add New Assignments

To add new assignments, click on the 'Add Assignments(s)' drop-down menu to indicate how many new assignments you would like to add, then click the add icon (green plus sign). Enter the information for the new assignments, then click the Save icon.

You will be prompted to save the new assignments into any other existing gradebooks. Select the appropriate gradebook (if desired), then click Save.

Enter Student Grades

Once assignments have been created, you can enter student grades.

	Avg	Student	Welcome P...	Colors and...	Chapter 1 R...	Chapter 2 R...	Chapter 3 R...	Ancient Art...	Chapter 1-3...	Classroom...
1	83.00	Gabaldon, Samuel	100 []	80 []	90 []	80 []	[MI]	90 []	100 []	[]
2	85.00	Jacko, Ryan	100 []	80 []	70 []	67 []	105 []	90 []	80 []	[]
3	88.00	Jake, Erin	100 []	88 []	90 []	90 []	90 []	95 []	72 []	[]
4	91.00	Jake, Katrina	100 []	100 [LA]	80 []	77 []	77 []	100 []	90 []	[]
5	88.00	Layel, Joseph	100 []	88 []	72 [CO]	65 [CO]	100 [CO]	90 []	90 []	[]
6	82.00	Lei, Ryan	100 []	77 []	77 []	77 [EX]	[EX]	80 []	80 []	[]
7	72.00	Perry, Kimberly	100 []	80 []	90 []	90 []	95 []	29 []	66 []	[]
8	97.00	Sanchez, Kelly	100 []	100 []	99 []	99 []	100 [EC]	95 []	88 []	[]
9	98.00	Taylor, Robert	100 []	100 []	100 []	100 []	100 []	100 [LA]	100 [LA]	[]

Note the column for the appropriate assignment, then click in the appropriate cell to begin entering student grades.

There are multiple ways to enter assignment grades:

- Use the <Enter> key to advance to the next student for the same assignment
- Use the <Tab> key to advance to the next assignment for the same student
- Use your mouse to click in the cell in which you want to enter grades

** The student's average will be re-calculated when you save your changes (click the Save icon on the toolbar)

Enter Grade Attributes/Notes

To assign an attribute to a student grade, click in the [brackets] to access the list of attributes you created in the Gradebook Setup area.

Select the appropriate attribute, then click the update icon (blue arrows). If grade adjustments were applied to the attribute, this will be calculated when the changes have been saved.

Attributes:

☐ PD ☐ PI

☐ MU ☐ NC

☐ EX

Notes:

(255 characters remaining)

Mass Enter Grades, Attributes, Notes

To mass enter grades, attributes or notes for a specific assignment, click on the assignment name and select *Mass Entry*.

- Select whether the change will be applied to the ungraded student assignments only or all student assignments (for the specific assignment)
- Select the grades, attributes, and/or notes checkbox (as appropriate) and enter the information
- Click the Update icon to save your changes

Mass Entry

Chap 5 Quiz (200)

☒ Ungraded Assignments ☐ All Assignments

☐ Grade:

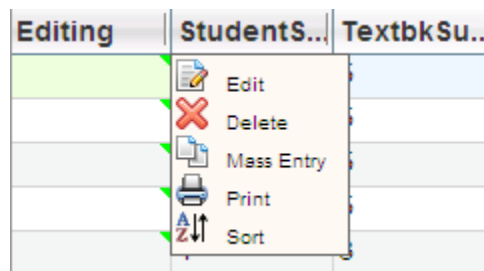
☐ Attributes: ☐ PD ☐ PI ☐ MU ☐ NC ☐ EX

☐ Notes: (255 characters remaining)

Gradebook Editor Shortcuts

There are some assignment shortcuts available from the gradebook editor screen

- **Edit** an individual assignment
- **Delete** an assignment (any student grades should be removed first)
- **Mass Entry** of grades, attributes, or notes for an assignment
- **Print** an individual assignment report with student grades
- **Sort** by the grades for an individual assignment



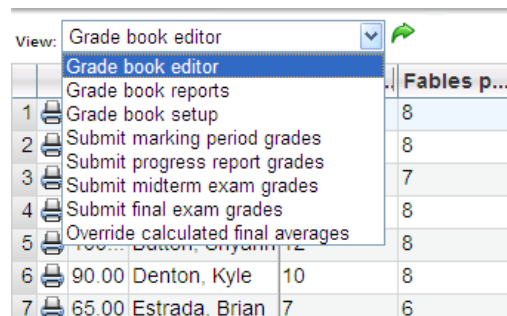
To access these shortcuts, simply click on the assignment name

View: Grade book editor		Jump to: ENG 10 [Period 1][B]							
	Avg	Student	Editing	StudentS...	TextbkSu...	Summer...	B1 Vocab...	Beowulf ...	BeoC
1	71.00	Donald, Gabr...		5	Edit	6	12	10	4
2	55.00	Goodoy, Ariel		5	Delete	6	9.5	10	4.5
3	73.00	Johnson, Kim...		5	Mass Entry	8	0	10	4.5
4	65.00	Mitchell, Kath...		5	Print	9.5	11	0	4.5
5	82.00	Moore, Jared		5	Sort	9	12	10	4.5
6	76.00	Smith, Brandi		5		61	10	10	4.5
7	45.00	Terry, Shawna		5		47.5	10.5	10	4.5
8	72.00	Button, Jonat...		4.5		80	11.5	10	4
9	66.00	Clerk, Steven		4.5		74.5	0	10	4
10	42.00	Jake, Tyler		4					4.5
11	65.00	Layel, Eric		4		55	10.5	0	4
12	39.00	Perry, Matthew		0			0	0	3.5
13	8.00	Moore, Gage			1	5	0	0	2.5
14	52.00	Singh, Wyatt							3.5

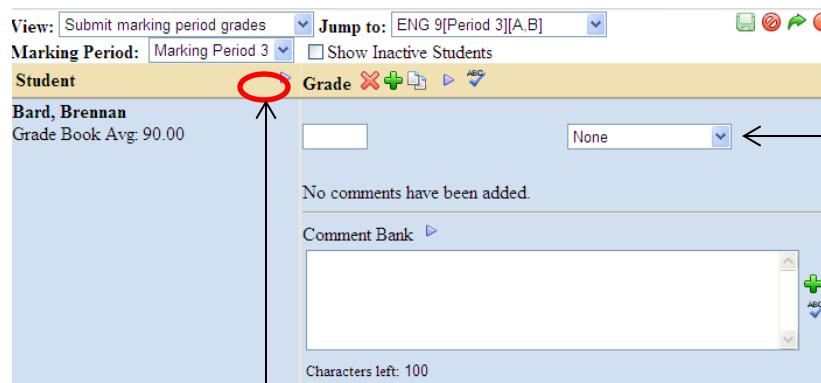
****Be sure to save all changes when done.**

Submit Marking Period Grades

To submit marking period grades for report cards, click on the “View” drop-down menu








Select ‘Submit Marking Period Grades’



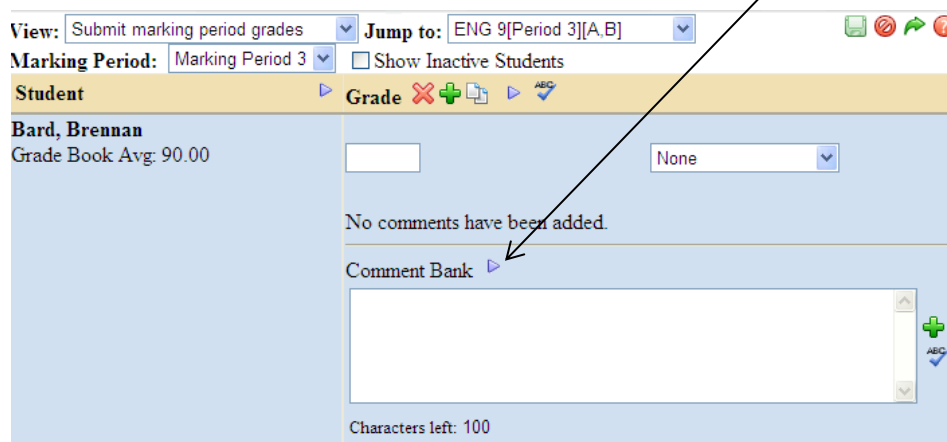
Copy the student’s gradebook averages over using the ‘Copy grade book grades icon’ (purple wedge), then modify any student grades as needed.

To enter a Grade Note for a student (ex: INC, Med, etc), remove the calculated grade, then select the appropriate Grade Notes from the drop-down menu.

Grade Icons

-  Clear All Grades – removes grades that were copied over or manually entered
-  Add Comments – can be used to batch add comments for all students when comment numbers are entered for each student
-  Mass Add Free Text Comments – allows you manually enter a free text comment for the first student (in the comment box), then copy the comment to all other students
-  Mass Add Comments from the Comment Bank - batch add comments from the comment bank for all students
-  Spell Check – allows you to spell check free text comments

To enter comments for a student, select the Comment Bank icon (purple wedge) to display the comment bank.



View: Submit marking period grades Jump to: ENG 9[Period 3][A,B]

Marking Period: Marking Period 3 Show Inactive Students

Student: Bard, Brennan
Grade Book Avg: 90.00

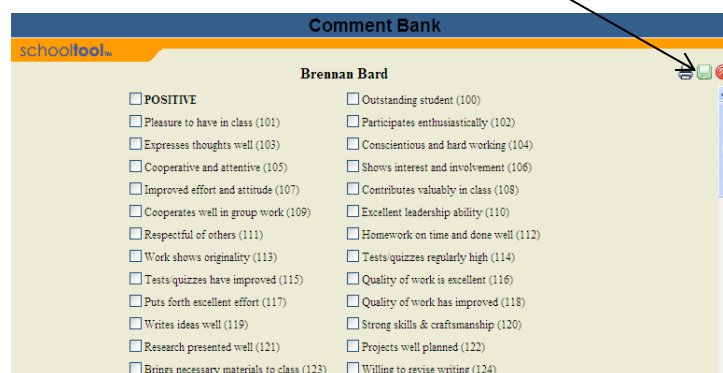
Grade: [None]

No comments have been added.

Comment Bank

Characters left: 100

Then select the desired comments and click the Save icon.



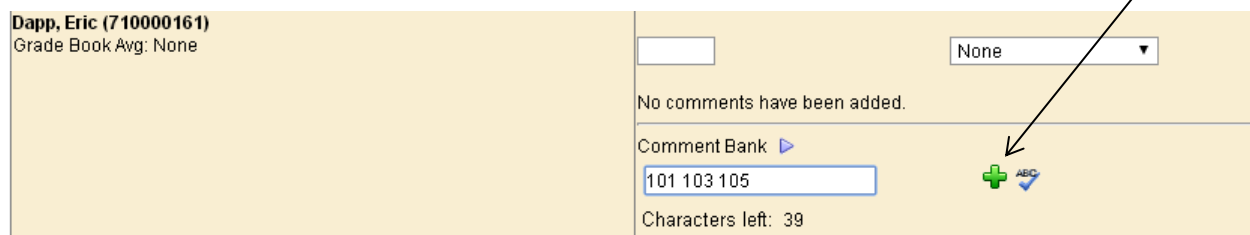
schooltool

Comment Bank

Brennan Bard

<input type="checkbox"/> POSITIVE	<input type="checkbox"/> Outstanding student (100)
<input type="checkbox"/> Pleasure to have in class (101)	<input type="checkbox"/> Participates enthusiastically (102)
<input type="checkbox"/> Expresses thoughts well (103)	<input type="checkbox"/> Conscientious and hard working (104)
<input type="checkbox"/> Cooperative and attentive (105)	<input type="checkbox"/> Shows interest and involvement (106)
<input type="checkbox"/> Improved effort and attitude (107)	<input type="checkbox"/> Contributes valuably in class (108)
<input type="checkbox"/> Cooperates well in group work (109)	<input type="checkbox"/> Excellent leadership ability (110)
<input type="checkbox"/> Respectful of others (111)	<input type="checkbox"/> Homework on time and done well (112)
<input type="checkbox"/> Work shows originality (113)	<input type="checkbox"/> Tests/quizzes regularly high (114)
<input type="checkbox"/> Tests/quizzes have improved (115)	<input type="checkbox"/> Quality of work is excellent (116)
<input type="checkbox"/> Puts forth excellent effort (117)	<input type="checkbox"/> Quality of work has improved (118)
<input type="checkbox"/> Writes ideas well (119)	<input type="checkbox"/> Strong skills & craftsmanship (120)
<input type="checkbox"/> Research presented well (121)	<input type="checkbox"/> Projects well planned (122)
<input type="checkbox"/> Brings necessary materials to class (123)	<input type="checkbox"/> Willing to revise writing (124)

You can also type in the comment code (number) for the desired comment, then click the Add icon



Dapp, Eric (710000161)
Grade Book Avg: None

[None]

No comments have been added.

Comment Bank

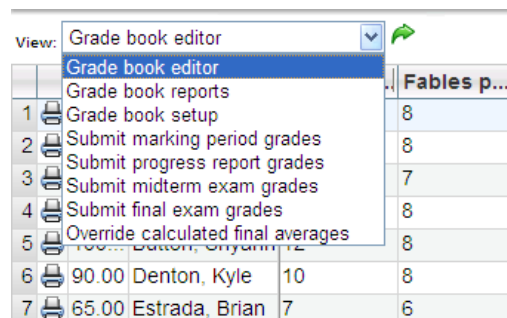
101 103 105

Characters left: 39

To save and submit the students grades and comments, click the Save (Submit Grades) icon (top-right corner).

Submit Exam Grades

To submit final or midterm exams grades, click on the “View” drop-down menu (from the Gradebook Editor screen).



Select the appropriate exam option


- ('Submit Midterm Exam Grades' or 'Submit Final Exam Grades')

Name	Final
Beach, Corey (55001)	X
Bozeman, Walter (24115)	
Button, Shyann (22706)	
Denton, Tristan (29786)	
Hall, Jordan (22893)	
King, Nikolas (28959)	
Pots, Christa (22470)	

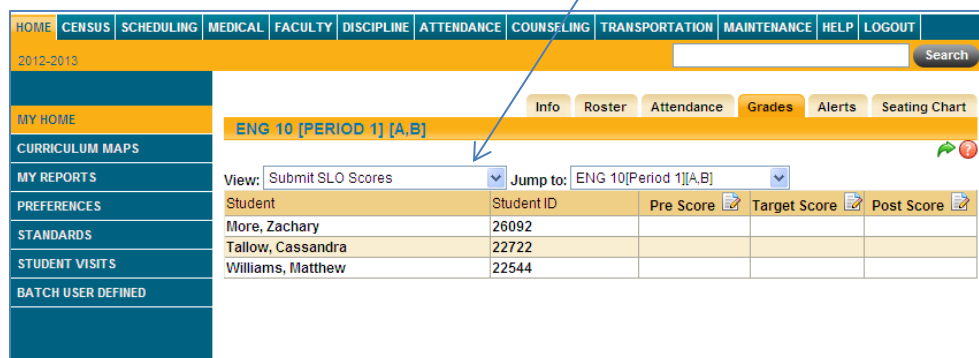
Select the appropriate assessment from the drop-down menu (if more than one is available)

Enter the assessment score for each student, then click Save

Submit SLO Scores

To submit student SLO Scores, select the Gradebook icon 

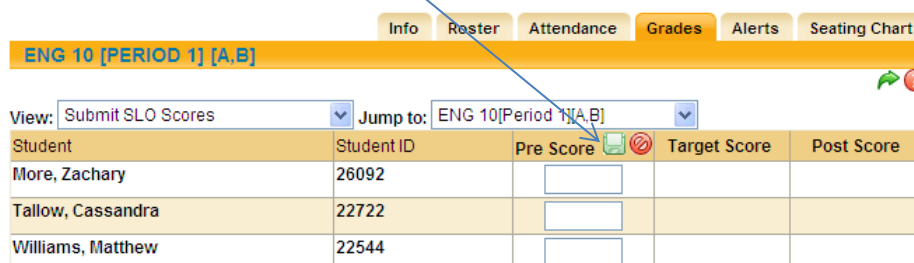
Click on the View drop-down menu and select 'Submit SLO Scores'



The screenshot shows the Schooltool interface with a navigation bar at the top containing links like HOME, CENSUS, SCHEDULING, MEDICAL, FACULTY, DISCIPLINE, ATTENDANCE, COUNSELING, TRANSPORTATION, MAINTENANCE, HELP, and LOGOUT. Below this is a search bar. On the left is a sidebar with links like MY HOME, CURRICULUM MAPS, MY REPORTS, PREFERENCES, STANDARDS, STUDENT VISITS, and BATCH USER DEFINED. The main content area shows a dropdown menu for 'View' set to 'Submit SLO Scores' and a 'Jump to' dropdown set to 'ENG 10[Period 1][A,B]'. Below these is a table with columns: Student, Student ID, Pre Score, Target Score, and Post Score. The table lists three students: More, Zachary (ID 26092), Tallow, Cassandra (ID 22722), and Williams, Matthew (ID 22544). A blue arrow points to the 'View' dropdown menu.

Here you can enter the Pre-Score, Target Score, and Post Score for the student.

Use the appropriate Edit icon to enter student scores, be sure to click the Save icon when scores have been entered.



This screenshot shows the same interface as the previous one, but with the table expanded. The 'Pre Score' column now has input fields for each student. A blue arrow points to the 'Pre Score' column header. The table has columns: Student, Student ID, Pre Score, Target Score, and Post Score. The students listed are More, Zachary (ID 26092), Tallow, Cassandra (ID 22722), and Williams, Matthew (ID 22544). Each student has an input field in the 'Pre Score' column.

Student SLO Scores can be imported into Schooltool using the following file format:

Import files must be either comma separated files (.CSV) or text files (.TXT).

StudentID: Required. This must be the student's local ID, including any leading zeros.

SchoolYear: Required. This must be the school year in which the student took the course (e.g., "2010-2011").

CourseID: Required. This must be the course ID (from the course catalog), including any leading zeros. If the student has multiple courses with the same course ID for that school year, an import error will occur and records will not be added.

PreScore: Optional. This numeric field must be included if the "Pre Score" option is selected on the Import pre-screen.

TargetScore: Optional. This numeric field must be included if the "Target Score" option is selected on the Import pre-screen.

PostScore: Optional. This numeric field must be included if the "Post Score" option is selected on the Import pre-screen.