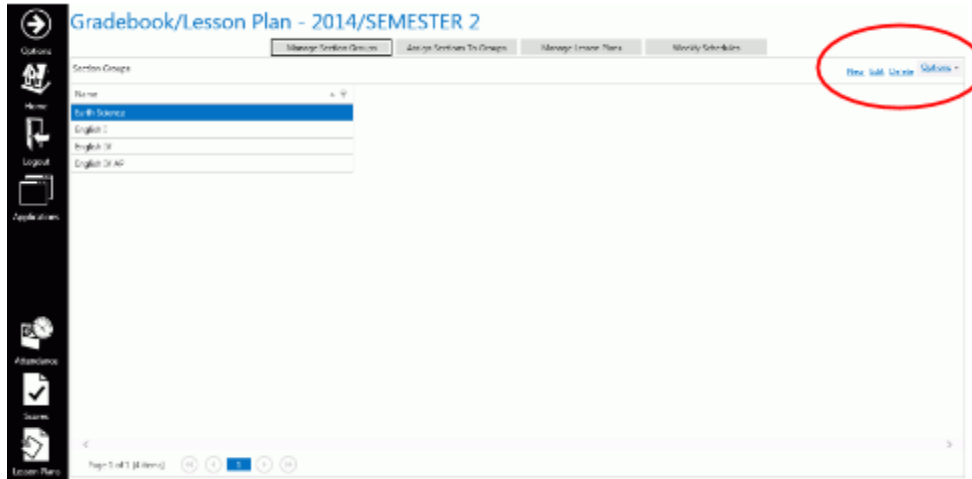# Gradebook Set Up for a New School Year

1. Manage Sections to Groups.

- Click "New" to create a section for the current school year. You will need to create a section group for each set of classes that you want to share assignments.Ex: English 16-17. If you use the section already listed then the assignments from the that group will prepopulated for your current class.

2. Set up each Section Group using the following plan -- this will need to be done for each class. Be sure to click save for each class.

- Assignment Types: DAILY, PLANNER, TEST -- all caps
  - Weights: 35, 5, 60 --- Must equal 100
  - Fore Color (Font) -- Black
  - Back Color (Background) --
    - DAILY - Gray (#99999) 3rd one down in gray column
    - PLANNER - Blue (#33666) 3rd one down in blue column
    - TEST - Red (#FF0000) 3rd one down in red column

3. Manage Section Groups

- From the drop down menu beside each class, choose the newly created Section Group necessary for each class.

4. Manage Lesson Plans

- Click on the Lesson Plans tab
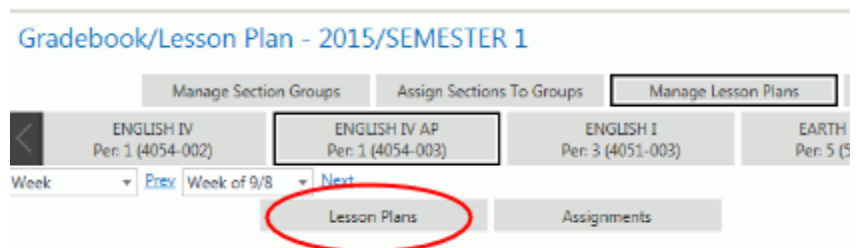
- Add Lesson Plans.

To add a new Lesson Plan, click ~~New~~ Edit Delete Options ▾ next to the Lesson Plans Header.

The Lesson Plan Form will appear:

Lesson Plan   Save Save & Add Cancel

Title _____

Description

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[▾] [▾] B I U S | ☰ 🔠 ▾ A✎ ▾

The Lesson Plan may be shared by all Sections included in the Section Group or just specific Sections.

If there is a Section in the Section Group you do NOT want to connect to the Lesson Plan, un-check the Include Check Box next to that Section.

Include

☑

☑

Enter a Begin and End Date for the Sections. **Note: The Begin and End Dates for the Sections do NOT have to be the same.**

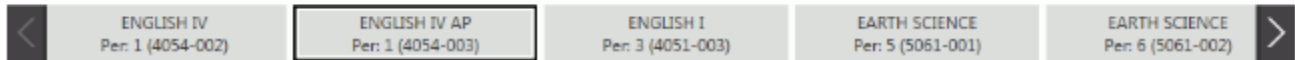| Begin Date	End Date
8/19/2013 ▾	5/23/2014 ▾
8/19/2013 ▾	5/23/2014 ▾

Click Apply Selected Section Dates to Other Sections if you would like to set the dates for the other Sections that have the same date range (in the same Sessions), as the selected Section.

Click Save to save the Lesson Plan.

Click Save & Add to save this Lesson Plan and add another.

5. Add Assignments

Use the Section Slider to select the Section for which you want to add the Assignment.

| | ENGLISH IV
Per: 1 (4054-002) | ENGLISH IV AP
Per: 1 (4054-003) | ENGLISH I
Per: 3 (4051-003) | EARTH SCIENCE
Per: 5 (5061-001) | EARTH SCIENCE
Per: 6 (5061-002) | |

Select the Lesson Plan for which you want to add the Assignment. The selected Lesson Plan will be highlighted in blue.

Then, click the Assignments Tab.

| Lesson Plans | Assignments |

To add a new Assignment, click   New Edit Delete   Options ▾   next to the All Section Assignments Header.

The Assignment Form will appear:

Assignment

Save Save & Add Cancel

Lesson Plan | Select Lesson Plan | ▾ |

You must select a Lesson Plan to add an Assignment

Assignment

Save Save & Add Cancel

Lesson Plan	Tom Sawyer Background ▾
Title	
Possible Points	0
Assignment Type	(Empty) ▾
Score Multiplier	1
Include In Average	☑
Display Order	11.0000
Assign To On Roll Students	☐

Load Objective Standards (0 of 87 Selected)

| Sections | | Apply Selected Section Dates to Other Sections |

Section	Include	Assigned Date	Due Date
ENGLISH IV Per:1 Crs:4054 Sec:002 Ses:1-2	☑	5/23/2014 ▾	5/23/2014 ▾

Description

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| ▾ | ▾ | B I U S | ☰ | 🔤 ▾ A ▾ |

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Be sure to click Save if you are done or Save & Add if you are entering more assignments.

6. Manage Scores.

To access Record Scores, click the Scores Quick Access Button on the Navigation Bar.
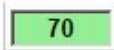

The Record Scores Page will appear:

Use the Section Slider to select the Section for which you would like to record scores.

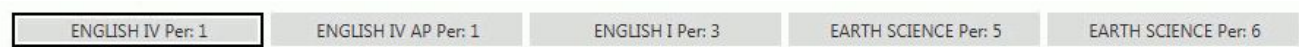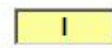If you make a mistake or need to edit a score, simply click in the Score Field and enter the correct one.

If a Score is entered for an Assignment and it is higher than the possible points, the field will display in green.

If a zero is entered for a student's score, the field will display in red.

To enter an Incomplete for an Assignment, enter "I". The field will display in yellow.

You can view the scores by Week, Month or Session.

To change the view, click the Drop Down List Box.

For this example, we will use Week.

The Application defaults the Display Order to display the students in alphabetical order. **Note: The students who are off-roll display at the bottom of the grid.**

To change the Display Order, enter a numerical order for which you would like them to display. **Note: If any students**

4

are left with a 0 in the Display Order, they will display before the students with a numerical value.

To view, print or save a Student's Progress Report, click the Student Link.

ADAMS, KEELEY

The IEP and Alert Columns will display an icon if a student has an IEP or Alert. To view the information, click the icon.
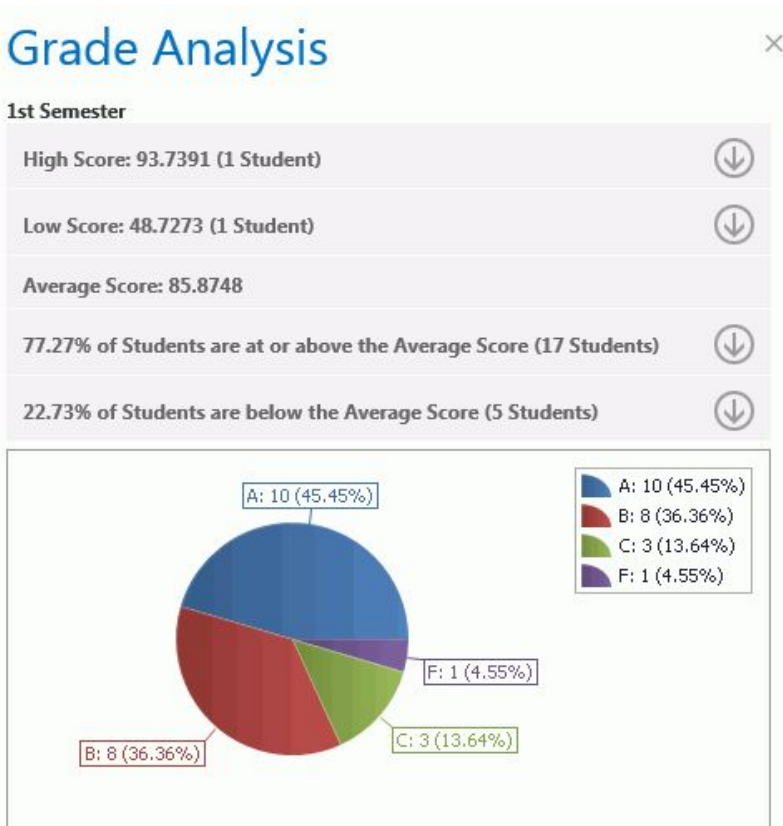
Note: The Alerts and IEP Information are entered by your SI Administrator.

| Alert | IEP | ons | | 0 | ARTHUR, LENOX | | ❶ | C/73.0000 | 95.00 | ✏ | |
| | | | | 0 | BASINGER, TRISTON | | | F/54.3077(est) | 90.00 | ✏ | SUS |

IEP

| ⚠ | Alert | If you click on these icons, important information will appear in a pop up window. |

7. Grade Analysis

If you would like to view an analysis of the class's grades, click the 🄴 Icon.

Grade Analysis

1st Semester

High Score: 93.7391 (1 Student)

Low Score: 48.7273 (1 Student)

Average Score: 85.8748

77.27% of Students are at or above the Average Score (17 Students)

22.73% of Students are below the Average Score (5 Students)

A: 10 (45.45%)
F: 1 (4.55%)
C: 3 (13.64%)
B: 8 (36.36%)

- A: 10 (45.45%)
- B: 8 (36.36%)
- C: 3 (13.64%)
- F: 1 (4.55%)

The Grade Analysis Screen displays the students' performance statistics for the specific session grade.

The Show Attendance Status Check Box allows you to view the student's attendance, and view the student's suspension or off-roll status.

The Application defaults the Show Attendance Status Check Box to checked.
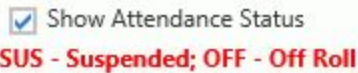
The Attendance, Suspension and Off-Roll Status will display in red in the Date Columns.

AE	TE
SUS	SUS

If you do not want to view the student's attendance status, uncheck the Check Box.

8. Student Note/Notification

To access Student Notes, click the Options Menu, Student Notes.

Note: A Student Note can also be added/saved/printed/sent from the Record Scores Page.

The Add Student Note/Notifications Link allows you to e-mail a guardian or print a note for a student regarding a student's score, attendance, etc.

Input Specifications are as follows:

Student: Use the Drop Down List Box to enter the Student for whom you are writing the note.

Note Type: Use the Drop Down List Box to enter the Note Type.

Note Date: Use the Drop Down Calendar Box or type to enter the Note Date. The Application defaults to the current date.

Title: Enter a Title for the Student Note.

Note: Enter the Note.

Include Progress Report: Check the Include Progress Report Check Box if you would like to attach the student's Progress Report.

Email Guardian: Check the Check Box if you would like to send an e-mail to the Guardian.

Email Student: Check the Check Box if you would like to send an e-mail to the Student.

Note: These options are only available if an e-mail address has been entered (by your SI Administrator) for the Guardian or Student.

Then, enter your Credentials.

User Name	
Password	
From Email	info@wengage.com
Remember Credentials	☐
Notice	Do NOT check Remember Credentials if you are on a shared or public computer.
Special Instructions	

If you would like the Application to remember the Credentials you have entered so you do not have to enter them each time you want to e-mail or print a notification, check the Remember Credentials Check Box.

MAS, Inc. recommends that you DO NOT check the Remember Credentials Check Box if you are on a shared or public computer.

Note: If the Remember Credentials Check Box is checked, the Application will save the information for 20 days.

If another e-mail is not sent within 20 days using the Add Student Note/Notification, you will be required to input your Credentials again.

Click Save Note to save the Note/Notification.

Click Print Notification (Not Saved) to print the Note/Notification.

If you have other questions, please use the Help System or the video tutorials.