Engrade Administrator Training Manual

This guide will help you deliver a training session to Engrade Administrators in your district. This course is appropriate for principals, district administrators, WVEIS administrators, and school secretaries that may maintain and retrieve Engrade information.

Plan for 90 minutes of course time inside a two hour time block which will allow for any delays in getting started, and a bio break halfway through. Ideally participants will have access to a workstation with internet access, and the lab will have a projection screen for the instruction.

Be sure to use www.engradewv.com to access your accounts. You may want to pass out the "sandbox" accounts Engrade will provide for practice during the session. At the end of the session, plan to distribute each user's personal login for their school.

Section 1 – Overview
40 minutes

Log in as a teacher and give an overview of these features as you tour them.

Understanding the role of Engrade. The key functions are Attendance, Grades, and Instructional Tools.

a. Record Keeping

> Note – these are the most important features to master in the first training session with staff. These are the primary integration points with WVEIS. All roster and user information is read from WVEIS and appears in Engrade. We also push up two things back to WVEIS –Attendance which happens daily, and Grades which happens at the end of each marking period.

  i. Grades
   1. Courses are loaded from WVEIS prior to the first day of the term
   2. Students are loaded from WVEIS, and are synced daily for new students and transfers
   3. Each course may have its own grading scale and options. Districts typically specify a default option but there are always exceptions such as an S&N course, Phys Ed, or other places where teachers will modify the scale to suit the course.
   4. Grades are entered into the grade book somewhat like a spreadsheet. Grades can be viewed in real time by Students and Parents. The cumulative grade is calculated automatically. This grade may be shown as a letter, numerical grade, and/or percentage according to the grading scale and options selected.
   5. These codes are important for teachers to master:

a. Numbers and the letter "M" are the only codes entered into the grade book which will calculate a grade. All letter grades must be converted to points in order to factor into the final grade.

b. M or m = Missing Assignment. This is typically used to indicate an assignment that can still be turned in for credit. The assignment is calculated as a zero into the student's average until otherwise changed. A zero can be entered when that assignment can no longer be turned in for credit, or it can remain an M for reporting purposes.

c. E or e – Excused Assignment. If a student is excused from work, use this code to eliminate an assignment from their grade calculation.

d. Null (blank). Before any grade or code is entered into the grade book, it is not calculated into a student's grade, even after the due date. If a teacher would like to return a graded field back to Null, they can use the Delete Key to empty the field.

e. Note: Teachers sometimes use the grade book to store letters and not numbers. For example, a permission slip they need signed could be entered as an assignment with a due date and it will appear on the Course Calendar. When turned in, teachers can mark the grade book field with a "Y" for record keeping. This "Y" has no effect on the student's course average.

ii. Marking Period
1. At the end of a marking period, teachers will enter exam scores such as Midterms and Final Exams, and the Marking Period grade into the Marking Period Application and Save.
2. Teachers should not enter Midterms or Final Exams into their grade book or these grades will be averaged in twice.

iii. Attendance
1. Present is default.
2. Absent and Tardy will trigger the need for a WVEIS excuse code to be entered directly into WVEIS at the usual time of day.
3. "E" for excused may be used in your district to indicate a student that is legally present but not in class. For example, a student attending a Music Rehearsal in the building but not in class can be marked "E" for the teachers' record that they will need additional time for assignments created that day. This setting is added by Engrade during County setup.
4. Teachers must click on "save" to indicate attendance was taken at the appropriate time for your district. Admins have a screen that shows when attendance is complete for each course for the day. [Note: Save today's attendance for at least one teacher so you can view it in the reporting screen]
5. If a teacher wants to make changes to the attendance, they may click on Attendance, click on the trash can icon, report the correct attendance and Save.
6. Attendance can be viewed for a past date using the date tools.

iv. Assignments

1. Assignments are created by clicking either on the Navigation bar on the left, the + New Assignment button above the grade book, or for the first 20 assignments created, the "New Assignment" link in the next available column heading right in the grade book.
2. Each assignment is given a name, due date, and number of points available. Save the assignment.
3. Return for more options by clicking on the Assignment heading in the Grade Book.
   a. Attach Files such as a worksheet, picture, or video file for students to review
   b. Write a description to help with instructions or information.
   c. Check box options offer additional functions such as activating the assignment for Students and Parents to view it, creating a class discussion thread for this assignment, adding to the class calendar, or connecting this assignment to one or more Content Standards.
4. Teachers will have selected a set of standards for their course as part of the initial setup which we will talk about later. These standards will appear as the default in their New Assignment window. Multiple standards can be checked. The impact of tagging an assignment to Content Standards is that Teachers and Admins can later view how students are mastering content standards across all their assignments.
5. An assignment can be assigned to multiple classes once saved. Teachers do this from their Assignments Menu Option, and clicking on the Options Icon, "Copy to Classes." It can also be retrieved here in future terms or years.

b. Communication
   i. Engrade's communication system works very similarly to Facebook. If you link your Engrade account to an email account, Engrade notifications will appear in that email account. This is true for Students and Parents as well.
   ii. In your contacts you can use the collapsible menu to find groups of students by course. Fellow staff are also listed.
   iii. New messages will be indicated on the Message Button at the top of the screen.

c. Content Creation Tools – These are awesome tools for the technically friendly user after they have the basics down. It is suggested that during Admin training you only very briefly allow admins to view the place where these are accessed, and defer training to a second session on Advanced Engrade Tools. Most principals and secretaries do not use these tools, only instructional staff.
   i. Lessons and instructional material
   ii. Quizzes
   iii. Flashcards

d. Reporting – Admins and Teachers have reports on Attendance, Standards and Assessments. These also should be briefly discussed and deferred to an Advanced Engrade Tools session.
   i. All data in one place
   ii. Automated insights

e. Transparency – This is a key benefit of Engrade, but bears reminding for all administrators and teachers that this tool is a fairly public domain (based on rights and permissions) and should be treated as district property in the same way district email is.
   i. Parents can view student progress and assignments, and students have a resource to stay current independently
   ii. Various stakeholders will also have a view into how teachers organize instruction and how students are doing in their class. This helps surface best practices, form mentoring relationships, and select students for intervention.

Note: The key to keeping students and parents involved is using the system frequently and accurately. If grades and missing assignments are not kept up to date in real time, students and parents will lose faith in the system and the benefits are lost.

Section 2 – Administrative Features
40 minutes

Now that you've shown an overview of Engrade, it's time to login as an Administrator and cover Administrative Features.

1. General navigation
   a. You can get "home" by clicking on "Engrade"
   b. You can get to some "home" shortcuts by clicking on your username (upper right corner)
      i. District Admins navigate to each school through the list on this screen.
   c. When you drill down into a teacher account from an admin account – you are still logged in as "you" for certain options such as Messaging.
   d. You can navigate from screen to screen using the bread crumb trail or navigation bar
   e. You can always retrieve something you delete
   f. Use the "Save" button where available (attendance and marking period). It exists there for a reason, but depending on what grade book you used previously, users may miss that at first. Users don't need to "Save" when they are in the Grade Book, which may be different from a different grade book they have used in the past. This bears underscoring throughout the training session.

2. Accounts
   a. Role Based Permissions – District Admins, Building Admins, Teachers, Parents, and Students have different roles and rights.
   b. Administrator Accounts

     i. An "admin" can be a principal, a secretary – anyone you want to have total school controls.

     ii. Practice logging in as an admin

     iii. Create a new admin account (Admins Menu Option on Left)

       1. Practice changing password

     iv. Other Admin Tools – Message, Edit, Drop

       1. Edit allows you to make an Admin a "View Only Admin." These users can view and print reports, but not modify any records.

3. Dashboards (quick overview – demonstrate how to modify these later)

4. Students Menu Option

  a. What is an Access Code vs. a username? An Access Code is a computer generated code used to identify the student to our system. We use this code to attach students to parents. Username is a more user friendly display name for logging in.

  b. Hover over the icons on the far right to understand the quick stats in each column.

  c. Look at the Options menu on the far right. (Gear icon)

    i. Info brings up a quick menu of the student's Access Code and basic account information

    ii. Send message will bring up a Message Center email window

    iii. Accounts is one of the places you can edit a student's account. We'll cover how to edit this in a minute.

    iv. Progress Report is where you can print just one student's progress report. We'll cover more on Progress Reports later.

    v. Drop. This is unnecessary to use in EngradeWV. WVEIS will handle drops automatically.

  d. Look at the Options menu at the top

    i. Try the Search feature

    ii. Want more to Search on? …Try the Set Custom Fields feature. <u>Fields one through five are designated for WVEIS, so don't use these fields</u> or the data you enter or upload will be overwritten every night. Use field six or thereafter.

    iii. Don't create students – WVEIS does this automatically

    iv. Print student accounts, Print parent accounts features. We'll cover how to make additional parent accounts in the next screen.

5. Student Profile

  a. Click on one student and review each tab

    i. Classes and current grades are at the bottom (we will look at these later)

    ii. Attendance

    iii. Missing Assignments – Remember, you have to code and assignment with an "M" or "m" to track it as a missing assignment.

    iv. Behavior is generally not used in Engrade as it DOES NOT upload to WVEIS. This does make it a convenient place for district record keeping if desired.

      1. Only teachers with access to the student can view these records. All admins can see these records.

2. Anything recorded here is a school record with no assumption of privacy.
3. Parents will be able to see Behavior comments by default setup. The district can request Engrade restrict Parent access to Behavior comments.

v. Accounts – view username and password
1. Change password
2. If an email address is used …
   a. Message Center sends notification
   b. Password retrieval can be self-serviced
3. Create another parent account for additional guardians (up to 10 allowed)

6. Parent Accounts
   a. When a parent has multiple students in the district and would like to join them on one Engrade account
      i. Open one of their Parent Accounts
      ii. Open Add/Edit feature
      iii. Add second student's Access Code (not user name)
      iv. Submit

7. Teachers Menu Option
   a. These accounts are created by WVEIS ONLY. If a teacher is not listed, they must first be added to the school in WVEIS, and within 24 hours they will appear on the teacher list.
   b. Note the various login and other quick stats available on the page. The page re-sorts when the header "icon" is clicked. Click once to see lowest to highest, click again to reorder from highest to lowest.
   c. Note that you can use this screen to quick message all teachers or a single teacher.
   d. Drill down into one teacher record. You are still logged in as you, but seeing exactly what a teacher sees from her login screen right now. If you start to navigate around, you'll return to your admin screen.
      i. Courses from WVEIS appear, with quick stats on the right

Presenter note: You're a little more than halfway – great time for a break.

8. Classes Menu Option
   a. Classes are loaded directly from WVEIS
   b. This page is a quick view for comparison of basic class stats
   c. Note the final icon on the Header Menu (in gray) will take you to "Edit Class Settings."
      i. While each teacher can edit their own class and grade settings, Admins may also choose to connect courses to subject and set grade scale options from this tool.
   d. On each Class's row, the Options icon offers an Edit Teachers link. This tool allows you to add a second teacher to a course. This is done for team teaching, parapros, long term substitutes, and in some cases Special Education teachers.

i. The default primary teacher of record from WVEIS is coded as the PRIMARY TEACHER. Here are options for permissions for additional teachers that need access to a class:

o View Only - Can only view grades and attendances, but not edit anything.
o Limited Edit - Can edit grades and attendances, but not change class settings.
o Full Edit - Can edit all class settings grades except teacher access.
o Full Moderator- Can edit anything in the account including teacher access.

ii. Warning: DO NOT change the PRIMARY TEACHER code for a class as this will flow from WVEIS.

9. Attendance Menu Option
   a. This feature shows today's attendance by default. Depending on whether you took attendance as a teacher in the sandbox account, today's attendance may be blank.
   b. Navigate to a previous day and back using the date tool "<<" and ">>" buttons.
   c. Note the header options:
      i. Status – shows teachers which have Saved today's attendance.
      ii. Totals – will display attendance by category for the date range selected.
      iii. Students – attendance by student for the date range selected.
      iv. Custom Marks – how colors and codes are created for all Class Attendance. It is not recommended to alter these after your district setup or the integration to WVEIS may be eliminated. If "E" for excused was not used and would like to be added, that can be done here.
10. Performance Menu Option
    a. This is a breakdown of student performance by Performance Category.
    b. Set the Performance Category Ranges by clicking on the "Brackets" button.
       i. Set the % Performance Ranges, Names, and Colors and then save
    c. View students in each Category by clicking on the number of students in a category.
    d. You can use the "Refine Search" button to pull out a certain grade level, Male vs. Female, range of Missing Assignments, Performance in Class, etc.
    e. You can message a student or group of students on this page. You may want to sort the list by a particular header first to surface the students with the most Missing Assignments or Failed Classes.
       i. Note that students whose accounts are already created will have a check box square next to their name. They can be checked for Messaging.
       ii. To check all Students (with an account), click on the box at the top to the left of the "Name" header.
       iii. Uncheck boxes for Students you do not wish to Message.

      iv.   Now choose "Message Students" or "Message Parents" to pop up a Message Center email window which will automatically load the appropriate accounts into the "To" field. Note that each recipient receives their own Message without others copied in the "To" field.

  f.   Print -- On this screen you can also print reports for a specific group of students.

      i.   Progress Reports sends a real-time export of each student's progress in all their classes to a combined Progress Report. The report will open in a new browser window. All selected students will print in alphabetical order.

          1.   Remember you can print just one student's progress report from the Students Menu from the Options (gear icon) on the right.

      ii.   Detailed Reports sends a real-time export of each student's grades and all <u>assignments</u> in all their classes to a combined Detailed Progress Report. The report will open in a new browser window. All selected students will print in alphabetical order.

      iii.   Missing Reports generates a list of Missing Assignments by Class for each of the selected students in a new browser window.

      iv.   Export to csv allows you to export the data from the page to an Excel spreadsheet for use in making additional sorts, loading to another program, or saving.

11. Standards Menu Option – When teachers are actively tagging assignments to Content Standards, this Report will display a comparative progress through the standards, and student mastery levels on content taught.

  a.   Start by selecting the Content Standards you'd like to analyze in the drop down menu on the upper right.

  b.   View classes by instructor. Use Filter to minimize the number of classes that appear by subject, or to change the Grading Period you want to view.

  c.   Performance brackets may be set as before using the "Brackets" button. These brackets effect the "Mastery" bar graph only.

  d.   View the performance in standards (based on grade book marks) for taught standards on the Mastery bar graph.

  e.   View the number of standards taught for each course. Hover over each light blue bar to see how many standards have been assigned at least once, out of the total number in that course's Content Standards.

  f.   Drill down to the teacher's Standards-based Grade Book for a class by clicking on either the bar graph. Navigate this screen to view each standard, how many times the standard was tagged to an assignment and the average grade across these assignments for each student.

      i.   Note the colors in the boxes. The code is Green = above 80%, Yellow = 60-80%, and Red = < 60%

      ii.   Clicking in one box will bring up a detail list of the assignments and score for each of the assessments for that student.

      iii.   Change the analysis by using the "Filter" tool.

1. "Categories" will filter by Assignment Type (Homework, Quizzes, etc.) You can only choose "all categories" or a single category.
2. "Calculate" will return results of all assignments as an average, or can return only the "Minimum" score, "Maximum" score, or "Most Recent" score for that standard.
3. You can choose to display a letter grade or a percentage on the screen
4. Note the red-yellow-green indicators make quick impressions, and help teachers plan interventions and intervention groups.

    iv. Switch the view from the Standards-based Grade Book (Students tab) to a Trend Report by clicking on the Trend tab.

1. The difference here is that when a Standard has been assessed more than once, a trend line for improvement will appear as well as a red-yellow-green indicator. This helps to view target areas.
2. The third tab is the tool used to attach previously created assignments to standards. If teachers don't pick standards while creating an assignment, they can always return to this tool to quickly update their Standards-based Grade Book. It is a nice activity for PLC's or meetings with curriculum support personnel.

Navigate back to the Administrators home page by clicking on the school name in the bread crumb trail.

12. Grading Periods Menu Option – These are set at the beginning of term through WVEIS. You can check the dates of a grading period on this screen, but not edit them as a building administrator. Call Engrade if you need help with these.
13. Print Reports Menu Option
    a. This feature allows you to print Progress Reports, Detailed Progress Reports and Missing Assignments for ALL students.
    b. You can also create a quick export from any of the CSV options for use in another program or mail merge.
14. Settings Menu Option
    a. The Account Information tab shows the display information for a school's name and the official email to contact the school. Typically schools will enter the building administrator's email address. This is the "school's" account, not an individual person's account. The email address could be different from the user account you are using.
    b. The Logo tab will allow you to upload a logo to appear for all users in the upper right hand corner of the Engrade screen.
    c. The Behavior tab will allow you to set your Behavior settings and colors if you choose to use this feature.
        i. These remarks do not upload to WVEIS.
        ii. These remarks are visible to Parents and Students unless you have Engrade turn that feature off.

   iii. When setting up codes, list the "default" code, such as "Satisfactory," first. When teachers make Behavior remarks they have to save the whole class just like Attendance, so it is important to have a default code that will report neutral behavior while an unsatisfactory code is marked for the student(s) in question.

15. Dashboards

  a. We deferred this until the end now that everyone knows how data is created and what it means. Admins can use a dashboard of customizable queries that provide quick stats for key performance indicators. Note: Depending on the size of the school and the graphic, these can take a little longer to load due to the amount of processing involved.

  b. All of them will take you to a filtered list when you click in the "pie wedge" you want to know more about.

  c. If you click on a pie chart Title, you will see a pre-filtered query for that information, just as if you created a custom search in the "Students" Advanced Search feature.

Section 3 – Q & A
15-20 minutes

Before you excuse your group make sure they know how to access Engrade's online Help menu. This is on the top right in the blue menu bar, just to the right of their user name.

Keep in mind, certain access-levels, features, and configurations differ from district to district based on the setup at the beginning of the year. If you have any administrative questions about access or settings adjustments call or email Engrade support.

For telephone support, call 800-305-1367

For email support, email info@engrade.com