

Beyond the Basics in WebGradeBook

- 1. View a Student's Contact Information:**
 - a. Highlight student's name.
 - b. Click the "iGear" icon, then choose "Student", then "Student Demographic".
- 2. View a Student's Previous Year Grades:**
 - a. Highlight student's name.
 - b. Click the "iGear" icon, then choose "Grades". On the lower right, change "Year" to desired year.
- 3. Quick View Student's Earned / Possible Points:**
 - a. Click on the Average of the student and leave mouse cursor on the cell.
 - b. Look across bottom row of gradebook. Total Points will show points earned / points possible blue.
- 4. Quick View Assignment Statistics:**
 - a. Click on an assignment score of any student and leave mouse cursor on the cell.
 - b. Look across bottom row of gradebook. Assignment statistics such as "High", "Low", and "Mean" are presented in blue.
- 5. Parent Contact Log:** A handy tool to document parent contacts.
 - a. In help system, search for "Parent Contact Log".
 - b. Highlight a student, click on the Gear icon. Select "Communication", then "Parent Contact Log".
 - c. Parent Contacts via discipline referrals are automatically added.
 - d. Teacher can add Contact information.
 - e. Teacher sees, but cannot edit, other contact records.
- 6. Show a Parent how an Average was Calculated:**
 - a. Click on an average. Click "Grades", then "Show Grade Calculation".
- 7. Post Comments to Give Additional Feedback**
 - a. Go to "Grades", then "Post Comments".
 - b. Sort listing by "Description" by clicking on the column label.
 - c. Comments with code starting with "P" are positive. Comments with code starting with "N" are negative.
 - d. Click in a column for desired students. Click on code to post. Student can have up to 12 per grading period.
 - e. To clear, click the "Select All" at the top of the column.
- 8. Copy Assignment from Last Year to This Year:** Note: Scheduling needs to be finished for this to work.
 - a. In help system, search for "Using the Syllabus". (See step #6 on page)
 - b. Go to last year's gradebook and select a marking period. (Change "Year" in bottom left).
 - c. Go to "Assignments", then "Syllabus". Select an Assignment. Click "Copy".
 - d. Set "Copy to Year", "Copy to Section(s)", and "Copy to Marking Period".
- 9. Use "Show Me" to see Special Ed, 504, LEP students:**
 - a. With a roster of students visible, click the "Show Me" icon, then select Special Ed, or 504, or LEP.
 - b. Students with the condition will be highlighted pink.
 - c. To see details, highlight student, then select "Gear", then "Student", then extend to either Special Ed, 504, or LEP.
 - d. To see code definitions, get the JCampus Code Book: Go to "help". At bottom of page, click link for "JCampus Code Book".
- 10. Use "Show Me" to View Assignments with Blanks or Selected Grades (Ex. View all the assignments with "A".)**
 - a. Click "Show Me", then "Valid Grades".
 - b. Select "Empty Grades" to see assignments with no grade.
 - c. Select grades such as "A" to see all assignments with A.

11. **Print an Attendance Log for the Substitute**
 - a. Go to "Reports", then "Attendance", then "Print Attendance Log".
 - b. Set for desired starting week, then select "Tall Rows".
 - c. Select for either "Current Section Only" or "All Sections in Period".
 - d. *Tip: Is handy also for quick check off lists.*

12. **What Does "Print Grade Book Table" Do?**
 - a. The report was created for teachers who want to export the gradebook report to Excel.
 - b. Go to "Reports", then "Grades", then "Print Grade Book Table".
 - c. At the dialog box, select either "csv" or "xls", then click "Print".

13. **Get a Graphical View of Class Average (Mean vs Possible) for All Assignments.**
 - a. Go to "Reports", then "Grades", then "Assignment Statistics".
 - b. Check out the column labeled "Mean Indicator". It compares the class "mean" to the possible.

14. **Give a Missing Grades Report to a Student for Makeups:**
 - a. Highlight name of student.
 - b. Go to "Reports", then "Grades", then "Student Missing Assignment Report", then "Selected Student".
 - c. Report will appear showing assignments with missing grades. Print.

15. **Get a Quick List of Who is Not Doing Well in the Class:**
 - a. Go to "Reports", then "Grades", then "Grade Distribution".
 - b. Click on a count of either D's or F's to see listing of students.

16. **Create a Class or Homeroom Roster of Students for MSEXcel:**
 - a. Click "Reports", then "Rosters".
 - b. Select either "Roster Report" or "Homeroom Report", then click "Print".
 - c. At the Print Document screen, choose "csv" or "xls". Click "Print".
 - d. Maximize screen that opens. File will be in lower left. Click to open.
 - e. Edit MSEXcel file to suit needs, then save.
 - f. Handy for making quick lists.

17. **Test Scores by Roster: Get Test Scores for New Students**
 - a. In help system, search for "Test Scores by Roster".
 - b. Click "Reports", then "Rosters", then "Test Score By Roster".
 - c. Set for desired test type, and year to last year or before.
 - d. Note: For grades 3-8, no test results due to new type of test and results due in October.
 - i. For grades 9-12, check for EOC test types.
 - e. Export results to Excel for easier sorting:
 - i. At the results screen, click Export, then choose either "csv" or "xls".
 - ii. Click "Print". A window will appear with a MSEXcel file icon in lower left.
 - iii. Click to open in Excel and change to format desired.

18. **Create an Email Distribution List:**
 - a. Click "Reports", then "Rosters", then "Email Report".
 - b. Select students to send an email to.
 - c. Click the "Email" button.
 - d. Local installed email client will open with addresses ready to go.
 - e. NOTE: If Gmail is not opening up, do either of the following:
 - i. Go to Google and look up how to configure Gmail as default mail handler.
 - ii. Copy addresses in box then paste in the Gmail "TO" area.
 - f. NOTE2: Email addresses are entered

19. **Create a Report of All Contact Information on the Class**
 - a. Click "Reports", then "Rosters", then "Phone Contact Report".
 - b. Select the desired students.
 - c. Click on a column label, then tap the yellow arrow. Click "Columns", then uncheck the columns to remove. Print.