

TEAMS *for* **Teachers**

Gradebook

TEAMS

Total
Education
Aministrative
Management
Solution

one database for finance and
student accounting

Online Handouts

<http://webclass.org>

Atomic Learning

Desktop Setup

EasyTech

Elementary Storytelling

Audacity

Copyright Infringement

Creating a Digital Story

Digital Cameras

EPISD Photo Release

iPod - Getting Started

Podcast Projects

Sample Movie Maker files

Syncing video iPod

Using iTunes

Windows Movie Maker

MOV-WMV converter

MP4-AVI converter

WMV-MP4 converter

TEAMS for Teachers

Attendance

Gradebook

1 Gradebook Options

2 Category Setup

3 Copying Categories

4 Adding Assignments

5 Entering Grades

6 Copying Assignments

Parent Portal

Progress Report

Report Card

Transfer Grade

Webclass
web-based tutorials

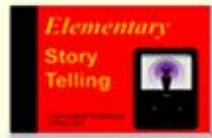
Google™ Custom Search

Search

Education and training via the internet are growing rapidly. Accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts. The PDF format is accessible on both Windows and MAC platforms using [Adobe Reader](#), or the fast and simple open-source reader for Windows called [Sumatra](#).

Elementary Storytelling in iTunes

View all 21 digital stories from El Paso ISD teachers and students



View In iTunes

Elementary Storytelling illustrates how video and audio tools are used to tell a story - a digital story. Curriculum topics chosen by the teacher vary from class field trips to the reenactment of historical or current events.

Some digital stories include the entire class, while others use a smaller group of selected students. Video length is generally 2 to 10 minutes.

Technology Webinars

using Adobe Connect

Creating PDF files using Office 2007

Customizing Quick-Access Toolbar in Office 2007

Using Paint for Math-Science-Lang Arts

Using HP webcam for Digital Storytelling

Windows 7 Features



Objectives

- **Basic setup**

Login to TEAMS

Course/section options

Category setup

Copying weights

Adding Assignments

Entering Grades

Copying Assignments

MyEPISD Login

home schools district info mission & goals departments news & media employment board of trustees [contact us](#)

El Paso Independent School District

EL PASO INDEPENDENT SCHOOL DISTRICT
6531 Boeing Dr. El Paso, TX 79925
(915) 881-2700

Google™ Custom Search **SEARCH**

Students
Parents
EPISD Staff
Community

Quick Links:

- [Texas Educator Excellence Grant, Cycle II & III](#)
- [District Award for Teacher Excellence](#)
- [Annual Pest Control and Asbestos Program Notifications](#) **NEW**
- [Bond 2007 Information](#)

Recent News

EPISD alumnus reaches the stars for second time

August 26, 2009 - Burges High School graduate and El Paso's first astronaut John "Danny" Olivas is set to soar into space once again aboard the Space Shuttle Discovery for the STS-128 mission to the International Space Station....
[more »](#)

MONDAY, AUGUST 31, 2009

Partly Cloudy
T: 70°F / 21°C
W: North 5 MPH
[Full forecast](#)

Instructional Calendar **NEW**

Employee Login **myepisd**

Username Password **LOGIN**

EASE **Electronic Attendance and Substitute System for Employees**

Login
Username – Password
<https://teams.episd.org>

Internet Explorer

Tools

Mail and News ▶

Pop-up Blocker ▶

Manage Add-ons...

Synchronize...

Windows Update

Novell Messenger

Sun Java Console

Internet Options...

Turn Off Pop-up Blocker

Pop-up Blocker Settings...



Select
Turn OFF
Pop-up Blocker

Mozilla Firefox



TEAMS Login



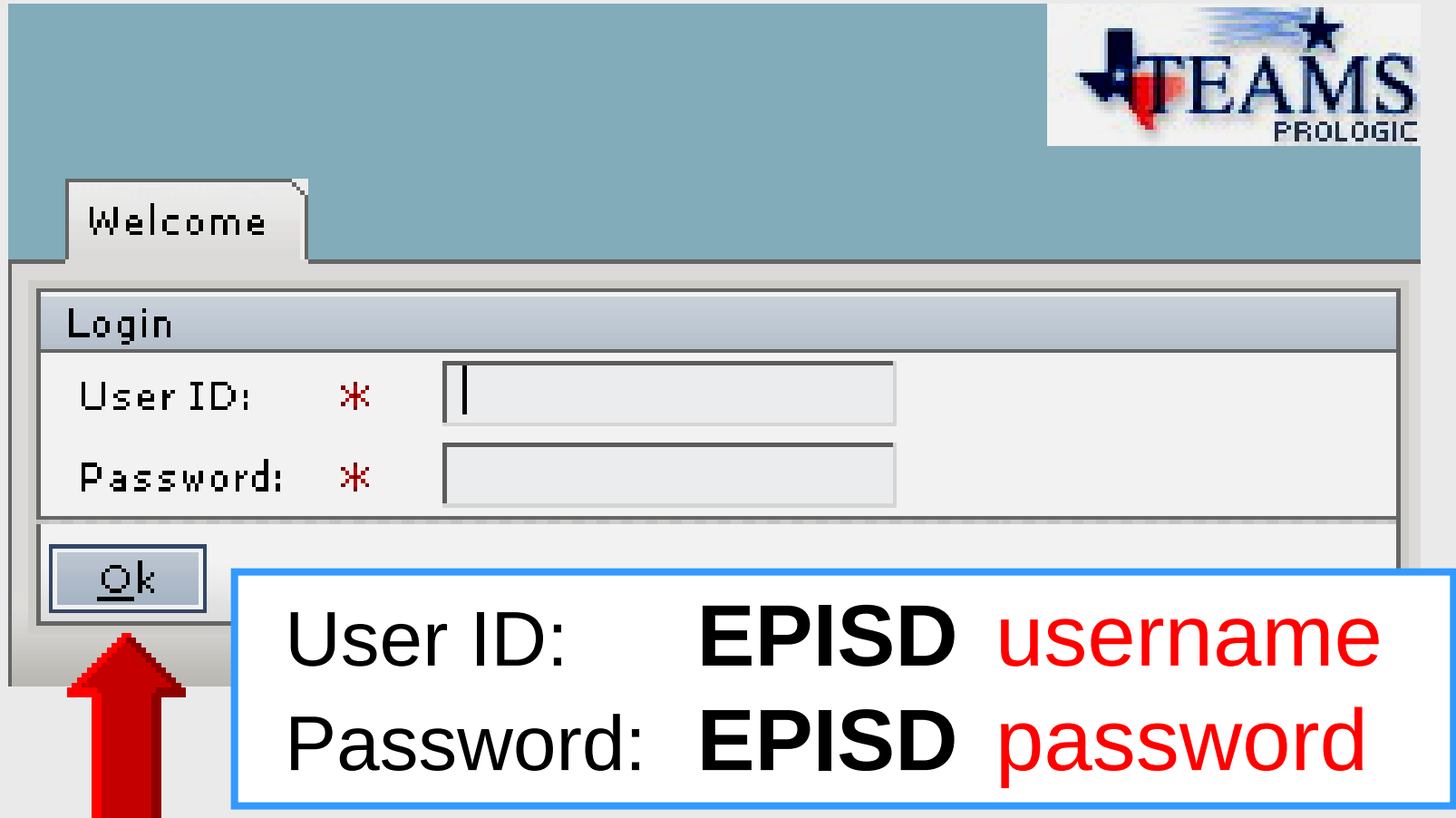
Click **TEAMS**

Bypass MyEPISD

- Eliminates two logins
- Bookmark in Favorites

[https://teams.episd.org](http://teams.episd.org)

Gradebook Login



The screenshot shows a web application interface for logging into a gradebook. At the top right is the "TEAMS PROLOGIC" logo, which includes a stylized Texas map. Below the logo is a "Welcome" tab. The main section is titled "Login" and contains two input fields: "User ID:" and "Password:", each followed by a red asterisk and an empty text box. Below these fields is an "Ok" button. A large red arrow points from the bottom left towards the "Ok" button. To the right of the arrow, a blue-bordered box contains the following text:

User ID: **EPISD** username
Password: **EPISD** password

Access Gradebook



Welcome to the TEAMS Employee Home Page.

Teacher Menu ▼



Pull-down
Teacher
Menu

Setup Gradebook

Home ▾ Help ▾

Homepage

Welcome: / High School Teacher

 **El Paso Independent School District®**
NOTHING LESS THAN SUCCESS!

Welcome to the TEAMS Employee Home Page. [Expand All](#) / [Collapse All](#)

Teacher Menu ▾

- Take Classroom Attendance
- Enter Classroom Grading
- Maintain Teacher Gradebook Category
- Student Discipline Incident Search (Teacher)
- Discipline Incident Search (Teacher)

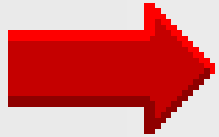
Maintain Teacher Gradebook Category

Setup Gradebook

Teacher Menu

Take Classroom Attendance

Enter Classroom Grading



Maintain Teacher Gradebook Category

Student Discipline Incident Search

(Teacher)

Discipline Incident Search (Teacher)

Gradebook Tabs

Home ▾ Teacher Menu ▾ Help ▾

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 ▾ Course/Section: * ▾

Display Filter: * Category / Due date / ▾ Section Alias: ▾ ☐ Average Decimal

Hide Columns: ☐ Local ID ☐ School ☐ Grade Level ☐ Vertical Assignments

Save Options

Gradebook Categories

Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
---------------	--------	------------------	------------------	-------------------------	-------------------	-------------	--------	------------	-------------	-------------------	--------------------

- Gradebook Course/Section
- Teacher Gradebook Assignment
- Copy Assignment
- Class Notes
- Copy Categories

TEAMS *for* **Teachers**

Gradebook Options

Gradebook Options

Home ▾ Teacher Menu ▾ Help ▾

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 ▾ Course/Section: * E74000/R11 - DEBATE 3 - S1 , S2 - A/01 ▾

Display Filter: * Due date / Alpha ▾ Section Alias:

Hide Columns: ☐ Local ID ☐ School ☐ Grade Level ☐ Average Decimal ☐ Vertical Assignments

Save Options

Gradebook Categories

Allow Override Weight In GB ☒ Yes ☐ No GB Grading Cycle: 1 ▾

Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
Daily	100	Push	1	Numeric		N	100	1	0	0		

Select Course/Section

Home ▾ Teacher Menu ▾ Help ▾

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 ▾ Course/Section: * E74000/R11 - DEBATE 3 - S1 , S2 - A/01 ▾

Display Filter: * Due date / Alpha ▾ Section Alias:

Hide Columns: ☐ Local ID ☐ School ☐ Grade Level

☐ Average Decimal
☐ Vertical Assignments

Save Options

Gradebook Categories

Allow Override Weight In GB ☒ Yes ☐ No GB Grading Cycle: 1 ▾

Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
Daily	100	Push	1	Numeric		N	100	1	0	0		

Fiscal Year

Home Teacher Menu Help

Gradebook Course/Section Teacher Gradebook

Fiscal Year

Gradebook Options

Fiscal Year: * 2011

Display Filter: * Due date / Alpha

Hide Columns: ☐ Local ID ☐ School ☐ C

Save Options

Gradebook Categories

Allow Override Weight In GB ☒ Yes ☐ No GB Grading Cycle: 1

Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
Daily	100	Push	1	Numeric		N	100	1	0	0		

Display Filter



Home Teacher Menu Help

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 Course/Section: * E74000/R11 - DEBATE 3 - S1 , S2 - A/01

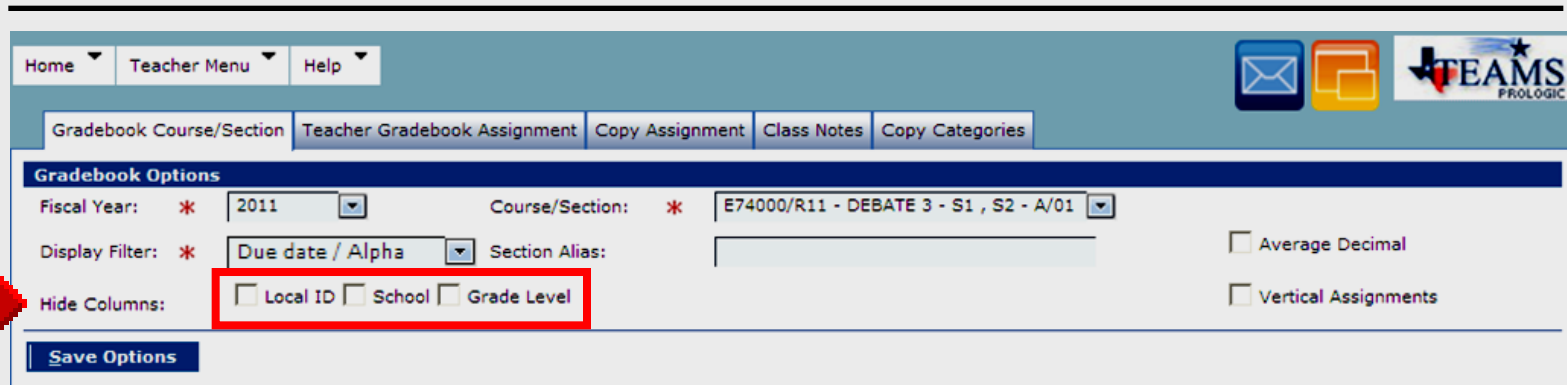
Display Filter: * Due date / Alpha Section Alias:

Hide Columns: ☐ Local ID ☐ School ☐ Grade Level ☐ Average Decimal ☐ Vertical Assignments

Save Options

- Select **Due date / Order entered**
- Assignments now grouped by **due date** and the **order entered**
- Easier for parents to view online in Parent Portal

Hide Columns



Home ▾ Teacher Menu ▾ Help ▾

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 ▾ Course/Section: * E74000/R11 - DEBATE 3 - S1 , S2 - A/01 ▾

Display Filter: * Due date / Alpha ▾ Section Alias:

Hide Columns: ☒ Local ID ☐ School ☐ Grade Level

☐ Average Decimal ☐ Vertical Assignments

Save Options

Select columns to hide

Local ID

School

Grade level

Section Alias

Home ▾ Teacher Menu ▾ Help ▾

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 ▾ Course/Section: * E74000/R11 - DEBATE 3 - S1, S2 - A/01 ▾

Display Filter: * Due date / Alpha ▾ Section Alias: 

Hide Columns: ☐ Local ID ☐ School ☐ Grade Level ☐ Average Decimal ☐ Vertical Assignments

Save Options

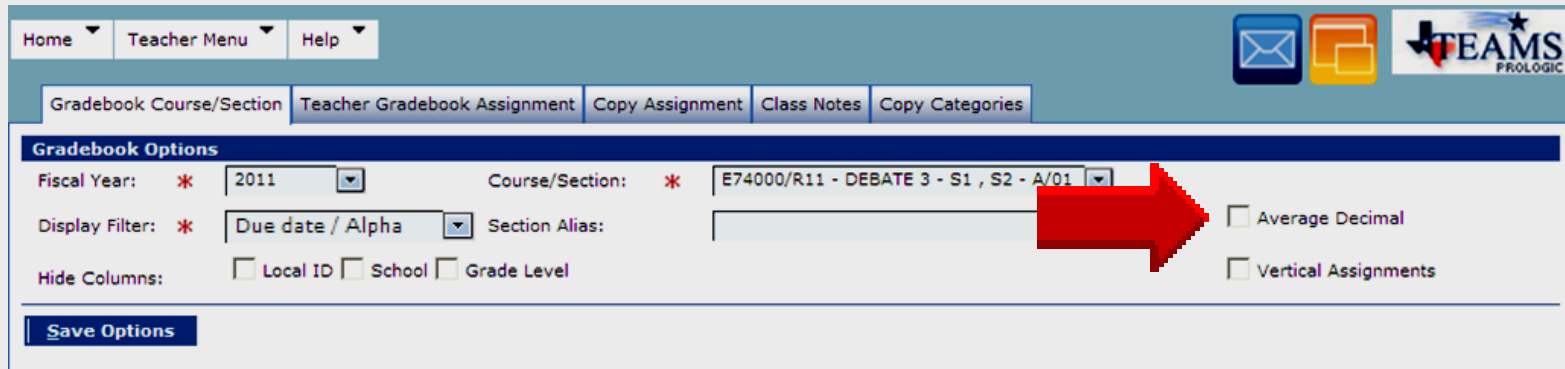
S30000/R11 - US GOVT - S1 - A/01 - Govt Per 1

Govt Per 1



Section Alias

Average *with* Decimal



The screenshot shows the TEAMS PROLOGIC Gradebook Options interface. At the top, there are navigation tabs: Home, Teacher Menu, and Help. Below these are tabs for Gradebook Course/Section, Teacher Gradebook Assignment, Copy Assignment, Class Notes, and Copy Categories. The main section is titled 'Gradebook Options' and contains several settings:

- Fiscal Year: * 2011
- Course/Section: * E74000/R11 - DEBATE 3 - S1, S2 - A/01
- Display Filter: * Due date / Alpha
- Section Alias: (empty field)
- Hide Columns: ☐ Local ID ☐ School ☐ Grade Level
- ☐ Average Decimal
- ☐ Vertical Assignments

A red arrow points to the 'Average Decimal' checkbox, which is currently unchecked. Below the settings is a 'Save Options' button.

- Select **Average Decimal**
to display average **with 2 decimal places**
- De-select **Average Decimal**
to display average **as whole number**

Average with Decimal

Home ▾ Teacher Menu ▾ Help ▾

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 ▾ Course/Section: * E74000/R11 - DEBATE 3 - S1, S2 - A/01 ▾

Display Filter: * Due date / Alpha ▾ Section Alias:

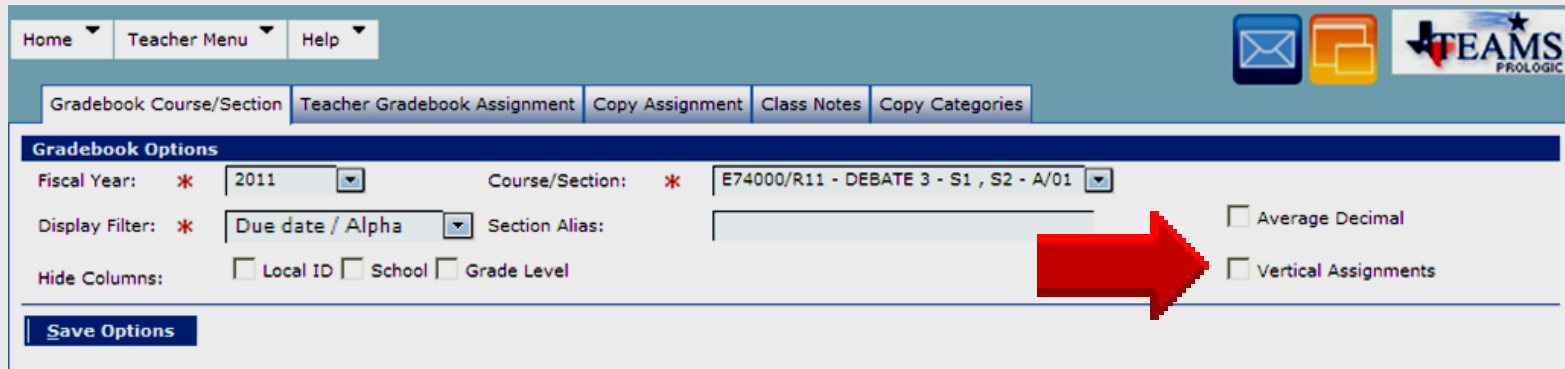
Hide Columns: ☐ Local ID ☐ School ☐ Grade Level

☐ Average Decimal ☐ Vertical Assignments

Save Options

GL	SCH						Avg ▲ □ ▼	'STARTED' paper ▲ □ ▼ 100x1 COURSE WOR Aug 23	CH1 n'book ▲ □ ▼ 100x1 COURSE WOR Aug 25	4 TERMS ▲ □ ▼ 100x1 COURSE WOR Aug 25	COURSE WORK ▲ □ ▼ Avg
								94.6	88.9		
Ownership											
12	010	D	S	G	P		92.50	100	85		93
12	010	D	S	G	P		97.00	100	94		97
12	010	D	S	G	P		98.50	100	97		99
12	010	D	S	G	P		71.00	60	82		71
11	010	D	S	G	P		91.00	100	82		91

Assignment Alignment



The screenshot shows the 'Gradebook Options' section of the TEAMS PROLOGIC interface. At the top, there are navigation tabs: 'Home', 'Teacher Menu', and 'Help'. Below these are sub-tabs: 'Gradebook Course/Section', 'Teacher Gradebook Assignment', 'Copy Assignment', 'Class Notes', and 'Copy Categories'. The 'Gradebook Options' section contains the following fields:

- Fiscal Year:** * 2011 (dropdown)
- Course/Section:** * E74000/R11 - DEBATE 3 - S1 , S2 - A/01 (dropdown)
- Display Filter:** * Due date / Alpha (dropdown)
- Section Alias:** (text input)
- Hide Columns:** ☐ Local ID ☐ School ☐ Grade Level
- ☐ Average Decimal
- ☐ Vertical Assignments

A red arrow points to the 'Vertical Assignments' checkbox. A 'Save Options' button is located at the bottom left of the form.

- Select **Vertical Assignments** to display assignment names **vertically**
- De-select **Vertical Assignments** to display assignment names **horizontally**

Assignment Alignment

Horizontal

#	Local ID	Student Name	GL	SCH						Avg	'STARTED' paper	CH1 n'book	4 TERMS	COURSE WORK
											100x1	100x1	100x1	Avg
											COURSE WOR	COURSE WOR	COURSE WOR	
											Aug 23	Aug 25	Aug 25	
All														
Class Average											94.6	88.9		
Scheduled Students With Ownership														
1	350747		12	010	D	S	G	P		93	100	85		93
2	375065		12	010	D	S	G	P		97	100	94		97

Vertical

#	Local ID	Student Name	GL	SCH						Avg	'STARTED'	CH1 n'book	4 TERMS	COURSE WORK
											100x1	100x1	100x1	Avg
											COURS	COURS	COURS	
											Aug 23	Aug 25	Aug 25	
All														
Class Average											94.6	88.9		
Scheduled Students With Ownership														
1	350747		12	010	D	S	G	P		93	100	85		93
2	375065		12	010	D	S	G	P		97	100	94		97

Save Gradebook Options

Home Teacher Menu Help

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 Course/Section: * E74000/R11 - DEBATE 3 - S1, S2 - A/01

Display Filter: * Due date / Alpha Section Alias:

Hide Columns: ☐ Local ID ☐ School ☐ Grade Level ☐ Average Decimal ☐ Vertical Assignments

Save Options

- Click **Save Options**
- Repeat for each course/section
- Options can differ for each course

TEAMS *for* **Teachers**

Category Setup

Setup Categories

- **Backbone of gradebook**
Incorrect categories = incorrect student averages
- **TEAMS = weighted-scale**
Category weights must = 100
When category weights < > 100

**8-15% of all student
averages incorrect
by 1 – 5 points**

One Category



Category Name	Weight	Grade Cycle	Calc Result Type *	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
Daily	100	1	Numeric		N	100	1	0	0		

- **Daily**
Daily work, daily tests, etc.
- Grade = simple average
- **Category Sum = 100%**

Two Categories

Teacher Gradebook Category

Fiscal Year: * 2008 Course/Section: * S11000/S11000-251 - W GEOG b - 002/1

Display Filter: * Due date

Hide Columns: ☐ Local ID ☒ School ☒ Grade Level

Category Name	Weight *	Calc Result Type *	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value	Color
Daily	50	Numeric		N		1	0	0			
Six Weeks Exam	50	Numeric		N		1	0	0			

- **Daily** – daily work
- **Exam** – nine weeks exam
- **Category Sum = 100%**

Multiple Categories

Gradebook Categories

Allow Override Weight In GB

☐ Yes ☒ No

GB Grading

1

Cycle:

Cycle:

Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
9WK EXAM/MISC	10	1	Numeric		N	100	1	0	0		
ASSESSMENTS	45	1	Numeric		N	100	1	0	0		
COURSE WORK	45	1	Numeric		N	100	1	0	0		



- **Daily** – daily work
- **Quiz** – daily tests
- **Exam** – nine weeks exam
- **Category Sum = 100%**

Multiple Categories

Gradebook Categories											
Category Name	Weight	Grade Cycle	Calc Result Type *	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
DAILY	50	1	Numeric		N	100	1	0	0	10	
QUIZ	30	1	Numeric		N	100	1	0	0		
EXAM	20	1	Numeric		N	100	1	0	0		



- **Daily** – daily work
- **Quiz** – daily tests
- **Exam** – nine weeks exam
- **Category Sum = 100%**

Multiple Categories

Gradebook Categories

Allow Override Weight In GB ☐ Yes ☒ No GB Grading Cycle:

Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
9WK EXAM/MISC	10	1	Numeric		N	100	1	0	0		
ASSESSMENTS	45	1	Numeric		N	100	1	0	0		
COURSE WORK	45	1	Numeric		N	100	1	0	0		

- All categories **must be used** each grading period
- Incorrect student averages result if a category does not have grade
- Averages are **1 - 5 points off** when a category is not used

Delete Categories

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 Course/Section: * E74000/R11 - DEBATE 3 - S1, S2 - A/01

Display Filter: * Section Alias: ☐ Average Decimal

Hide Columns: ☐ Local ID ☐ School ☐ Grade Level ☐ Vertical Assignments

Save Options

Gradebook Categories

Allow Override Weight In GB ☒ Yes ☐ No GB Grading Cycle: 1

Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
Daily	100	Push	1									

Click on any **cell** in the row

Click **Delete** button

Delete

Add Categories

Gradebook Categories

Allow Override Weight In GB

☐ Yes ☒ No

GB Grading

1

Cycle:

Cycle:

Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
9WK EXAM/MISC	10	1	Numeric		N	100	1	0	0		
ASSESSMENTS	45	1	Numeric		N	100	1	0	0		
COURSE WORK	45	1	Numeric		N	100	1	0	0		

Type category name

Delete

Click **Add** button

Available Unassigned Categories

Category Group:

Secondary

Category Name:

Add

Category Name	Weight	Calc Result Type	Grade Value Alpha Scale	Alpha Grades Only	Scale Value
Daily		Numeric		N	100
Labs		Numeric		N	100
Six Weeks Exam	10	Numeric		N	100
Tests		Numeric		N	100

Category Summary

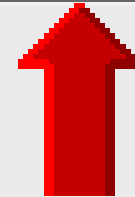
Gradebook Categories												
Allow Override Weight In GB			☒ Yes ☐ No		GB Grading		1					
Cycle:					Cycle:		1					
Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
Daily	100	Push	1	Numeric		N	100	1	0	0		

- Category Name
- Category weight total weight = 100
- Grade Cycle – 1
- Calc Result – Numeric
- Alpha Grade Only – N
- Scale Value – 100
- #Count – 1

Scale Value

Gradebook Categories							
Category Name	Weight	Grade Cycle	Calc Result Type *	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Daily	100	1	Numeric		N	100	1

- Always set Scale Value = 100
- TEAMS calculations based on 100
- Can affect grade when $< > 100$
- Do not change from 100



#Count

Gradebook Categories							
Category Name	Weight	Grade Cycle	Calc Result Type *	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Daily	100	1	Numeric		N	100	1



- Default value is **1**
- Do not change

TEAMS *for* **Teachers**

Copying Category Weights

Push Command

Gradebook Categories

Allow Override Weight In GB ☒ Yes ☐ No GB Grading Cycle: 

Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	45	Push	1	Numeric		N		1
Coursework	45	Push	1	Numeric		N		1
Misc. /9 Wks	10	Push	1	Numeric		N		1

- Different category weights allowed for each nine-week grading period
- Category weights only NW1 – **default**
- **Push** copies weight to **all** NW periods

No Push – NW2

Gradebook Categories

Allow Override Weight In GB ☒ Yes ☐ No GB Grading Cycle: 

Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	0	Push	2	Numeric		N		1
Coursework	0	Push	2	Numeric		N		1
Misc. /9 Wks	0	Push	2	Numeric		N		1

- No category weights exist in NW2
- Push command not used
- **Incorrect grades will result**

No Push – NW3

Gradebook Categories

Allow Override Weight In GB ☒ Yes ☐ No GB Grading Cycle: 

Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	0	Push	3	Numeric		N		1
Coursework	0	Push	3	Numeric		N		1
Misc. /9 Wks	0	Push	3	Numeric		N		1

- No category weights exist in NW3
- Push command not used
- **Incorrect grades will result**

No Push – NW4

Gradebook Categories

Allow Override Weight In GB ☒ Yes ☐ No GB Grading Cycle: 

Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	0	Push	4	Numeric		N		1
Coursework	0	Push	4	Numeric		N		1
Misc. /9 Wks	0	Push	4	Numeric		N		1

- No category weights exist in NW4
- Push command not used
- **Incorrect grades will result**

Use Push Command

Gradebook Categories

Allow Override Weight In GB

☒ Yes ☐ No

GB Grading

1

Cycle:

Cycle:

Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	45	Push		Numeric		N		1
Coursework	45	Push	1	Numeric		N		1
Misc. /9 Wks	10	Push	1	Numeric		N		1

- Copy first category weight to **ALL** nine-week grading periods
- Click **Push** for first category name

Use Push Command

Gradebook Categories

Allow Override Weight In GB

☒ Yes ☐ No

GB Grading

1

Cycle:

Cycle:

Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	45	Push	1	Numeric		N		1
Coursework	45	Push	1	Numeric		N		1
Misc. /9 Wks	10	Push	1	Numeric		N		1

- Copy second category weight to **ALL** nine-week grading periods
- Click **Push** for second category name

Use Push Command

Gradebook Categories

Allow Override Weight In GB ☒ Yes ☐ No GB Grading Cycle: 

Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	45	Push	1	Numeric		N		1
Coursework	45	Push	1	Numeric		N		1
Misc. /9 Wks	10	Push		Numeric		N		1



- Copy third category weight to **ALL** nine-week grading periods
- Click **Push** for third category name

Review Copied Weights

Gradebook Categories

Allow Override Weight In GB ☒ Yes ☐ No

Cycle:

GB Grading Cycle: All ▼

Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	45	Push	1	Numeric		N		1
Assessment	45	Push	2	Numeric		N		1
Assessment	45	Push	3	Numeric		N		1
Assessment	45	Push	4	Numeric		N		1
Coursework	45	Push	1	Numeric		N		1
Coursework	45	Push	2	Numeric		N		1
Coursework	45	Push	3	Numeric		N		1
Coursework	45	Push	4	Numeric		N		1
Misc. /9 Wks	10	Push	1	Numeric		N		1

Delete

Allow Override Weight

Gradebook Categories

Allow Override Weight In GB

☐ Yes ☒ No

GB Grading

1

Cycle:

Cycle:

Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	45	1	Numeric		N		1
Coursework	45	1	Numeric		N		1
Misc. /9 Wks	10	1	Numeric		N		1

- Default value is **Yes**
- Select **No** to remove

Push

TEAMS *for* **Teachers**

Adding Assignments

Add Assignments

Home ▾ Help ▾

Homepage

Welcome: / High School Teacher

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Welcome to the TEAMS Employee Home Page. [Expand All](#) / [Collapse All](#)

Teacher Menu ▾

- Take Classroom Attendance
- Enter Classroom Grading
- Maintain Teacher Gradebook Category
- Student Discipline Incident Search (Teacher)
- Discipline Incident Search (Teacher)

Maintain Teacher Gradebook Category

Add Assignments

Home ▾ Teacher Menu ▾ Help ▾

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 ▾ Course/Section: * ▾

Display Filter: * Due date / Alpha Section Alias:

Hide Columns: ☐ Local ID ☐ Sch ☐ Grade Level ☐ Average Decimal ☐ Vertical Assignments

Save Options

Gradebook Categories

Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
---------------	--------	------------------	------------------	-------------------------	-------------------	-------------	--------	------------	-------------	-------------------	--------------------

- **Select a Course/Section**
- **Click tab at top**
Teacher Gradebook Assignment

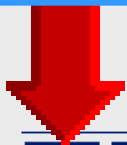
Add Assignments

Gradebook Course/Section Category Assignment

Fiscal Year: 2011 Course/Section: * S30000/R21 - US GOVT - S1 - A/02
Grade Type: * 1st Nine Weeks Gradebook Grading Cycle Date: From 08-23-2010 To 10-15-2010
Data Entry Date Range: From 09-27-2010 06:00 AM To 10-19-2010 08:30 AM

Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximum Value *	#Count	Consider for High/Low Grade Drop? *	Assignment for Extra Credit Only? *	GB Grading Cycle	Attachment
COURSE WORK	4 TERMS	08-25-2010	08-25-2010	N	100	100	1	N	N	1	
COURSE WORK	CH1 n'book	08-23-2010	08-25-2010	N	100	100	1	N	N	1	
COURSE WORK	'STARTED' paper	08-23-2010	08-23-2010	N	100	100	1	N	N	1	

Click **Add**



Add **Delete** **Attachments** **Notes**

Select Category

Gradebook Course/Section Category Assignment

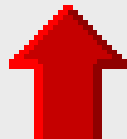
Fiscal Year: 2011 Course/Section: * S30000/R31 - US GOVT - S1 - A/03
 Grade Type: * 1st Nine Weeks Gradebook Grading Cycle Date From 08-23-2010 To 10-15-2010
 Data Entry Date Range From 09-27-2010 06:00 AM To 10-19-2010 0

Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximum Value *	#Count	Consider for High/Low Grade Drop? *	Assignment for Extra Credit Only? *	GB Grading Cycle
		08-31-2010	08-31-2010	N					N	1
ASSESSMENTS	4 TERMS	08-25-2010	08-25-2010	N	100	100	1	N	N	1
COURSE WORK	CH1 n'book	08-23-2010	08-25-2010	N	100	100	1	N	N	1
9WK EXAM/MISC	'STARTED' paper	08-23-2010	08-23-2010	N	100	100	1	N	N	1

Assignment Name

- Click first cell under
Assignment Name
- Type short assignment name

Category *	Assignment Name *	Assign Date *	Due Date *
Select Daily.			
Daily	Vocabulary 1	04-16-2008	04-16-2008



Press the **<ENTER>** key.

Due Date

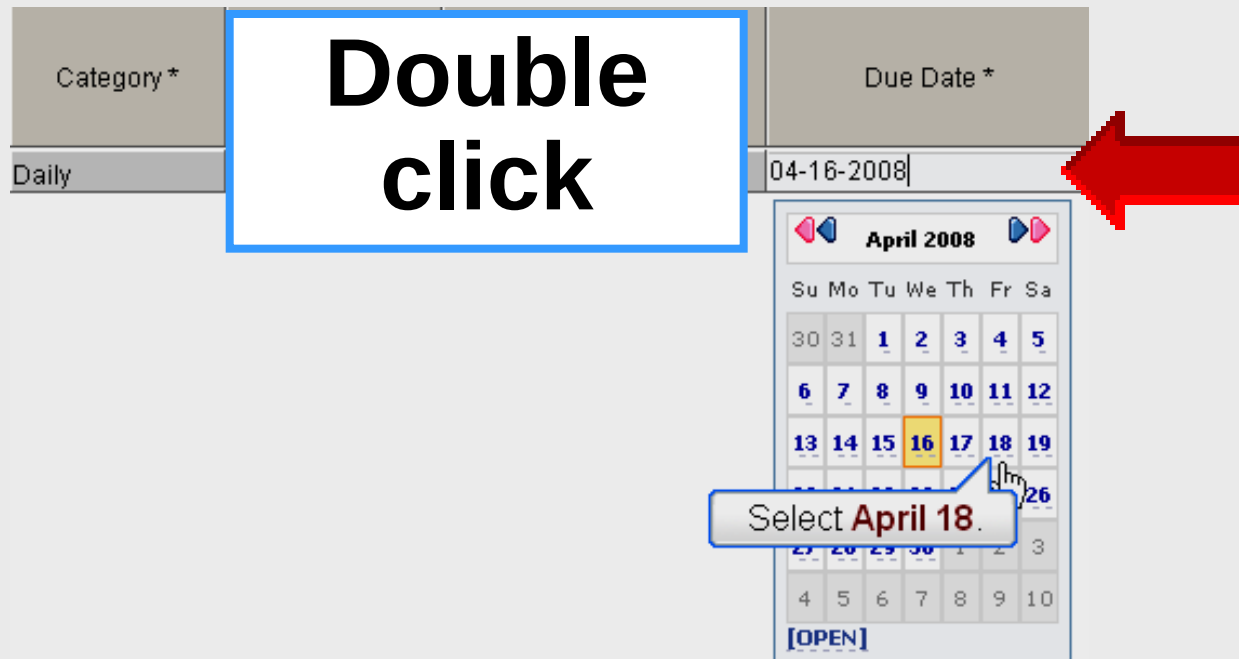
- **Assign Date** – date of assignment
- **Due Date**
determines grading period
where assignment is placed

Category *	Assignment Name *	Assign Date *	Due Date *
Daily	Vocabulary 1	04-16-2008	04-16-2008

Double click on the **cell** under the **Due Date** column.

Due Date

- Date Due calendar appears
- Select **Due Date** for assignment



Assign Date

- Assignment Date calendar appears
- Select **Assign Date**

Category *	Assignment Name *	Assign Date *
Daily	Lesson 1	04-16-2008
Daily	Vocabulary 1	

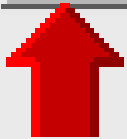
Double click

Select **April 21**

[OPEN]

Scale Value

Scale Value *	Maximum Value *	#Count	Gradebook Grading Cycle *
100	100	1	6



- Leave value set to **100**
- Incorrect student grades will result when set to other values

Maximum Value

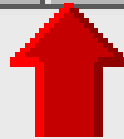
Scale Value *	Maximum Value *	#Count	Gradebook Grading Cycle *
100	100	1	6



- Minimum value always = 100
- Can be increased for **extra credit**
Maximum value = 175

#Count

Scale Value *	Maximum Value *	#Count	Gradebook Grading Cycle *
100	100	1	6



- Default value = 1
- Can be increased to 2 or 3 for additional assignment weight

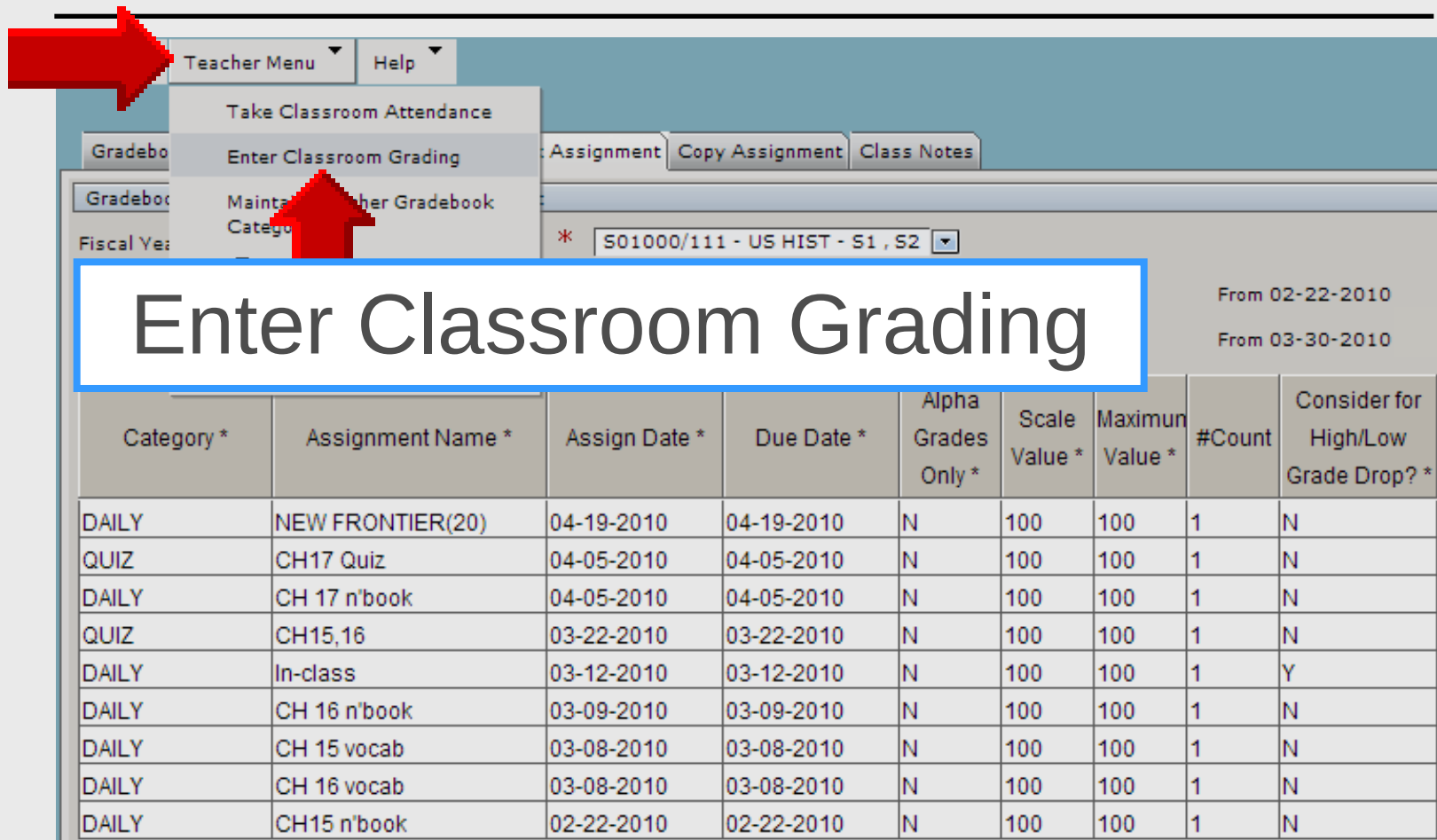
Grading Cycle

Scale Value *	Maximum Value *	#Count	Gradebook Grading Cycle *
100	100	1	6



- Indicates grading period
- Secondary – 1 through 6
Elementary – 1 through 4

Return to Gradebook



Teacher Menu ▾ Help ▾

Take Classroom Attendance

Gradebook ▾ Enter Classroom Grading

Gradebook ▾ Maintain Teacher Gradebook

Fiscal Year: * S01000/111 - US HIST - S1, S2 ▾

From 02-22-2010

From 03-30-2010

Enter Classroom Grading

Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximum Value *	#Count	Consider for High/Low Grade Drop? *
DAILY	NEW FRONTIER(20)	04-19-2010	04-19-2010	N	100	100	1	N
QUIZ	CH17 Quiz	04-05-2010	04-05-2010	N	100	100	1	N
DAILY	CH 17 n'book	04-05-2010	04-05-2010	N	100	100	1	N
QUIZ	CH15,16	03-22-2010	03-22-2010	N	100	100	1	N
DAILY	In-class	03-12-2010	03-12-2010	N	100	100	1	Y
DAILY	CH 16 n'book	03-09-2010	03-09-2010	N	100	100	1	N
DAILY	CH 15 vocab	03-08-2010	03-08-2010	N	100	100	1	N
DAILY	CH 16 vocab	03-08-2010	03-08-2010	N	100	100	1	N
DAILY	CH15 n'book	02-22-2010	02-22-2010	N	100	100	1	N

TEAMS *for* **Teachers**

**Entering
Grades**

The Gradebook

Home ▾ Help ▾

Homepage

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- Student Discipline Incident Search (Teacher)
- Discipline Incident Search (Teacher)

Enter Classroom Grading

The Gradebook

Filter By: S1

Course Sections

Sort | Clear Sorted by: (default)

Campus	Cal	Finalize	Description	Course	Section
010	No	US GOVT	S30000	R21	
010	No	US GOVT	S30000	R31	
010	No	US GOVT	S30000	R41	
010	No	US GOVT	S30000	R52	
010	No	US GOVT	S30000	R62	
010	No	US GOVT	S30000	R81	

Select **Post All to Progress Report** **Finalize All**

- Highlight desired course/section
- Click **Select**
- Cannot double-click to open

Enter Individual Grades

- Type grade in cell
- Press **Enter** to move cursor to next student

	Daily	Exam 6	Six Weeks
	Avg	100x1	Avg

Press the **<ENTER>** key.

All											
Scheduled Students With Ownership											
1	347747	Alvidrez, Steve	D	S	P	NG	85				
2	483129	Batista, Eric Anthony	D	S	P	NG					
3	353664	Cardenas, Jacob Arturo	D	S	P	NG					
4	363045	Carmona, Adam Nicholas	D	S	P	NG					
5	364515	Carrillo, Victor Eduardo	D	S	P	NG					
6	353652	Castillo, Stephanie	D	S	P	NG					
7	483230	Clark, Tevin Kyree	D	S	P	NG					
8	361427	Flores, Maegeen Alyssa	D	S	P	NG					

Enter Grade *for All*

Same grade for all students

- Type grade in **All** row
- Press **Enter** to fill column

Press the <ENTER> key.									
100									
All									
Scheduled Students With Ownership									
1	347747	Alvidrez, Steve	D	S	P	85	85	85	
2	483129	Batista, Eric Anthony	D	S	P	75	75	75	
3	353664	Cardenas, Jacob Arturo	D	S	P	98	98	98	
4	363045	Carmona, Adam Nicholas	D	S	P	100	100	100	
5	364515	Carrillo, Victor Eduardo	D	S	P	62	62	62	
6	353652	Castillo, Stephanie	D	S	P	86	86	86	
7	483230	Clark, Tevin Kyree	D	S	P	84	84	84	
8	361427	Flores, Maegen Alyssa	D	S	P	79	79	79	

Optional Gradebook Codes

Will calculate as **ZERO** when entered as a grade

U – Unexcused absence

CH – Cheating

NHI – Not handed in

Optional Gradebook Codes

No Calculation Value when entered as a grade

- E** – Excused absence
- L** – Late
- T** – Transfer
- ABS** – Absent
- XMT** – Semester exemption
- DNP** – Did not participate
- OMT** – Excused

Save Gradebook

Gradebook not currently saved



You have unsaved changes

Avg							V o c a b u l a r y	L e s s o n 1	D a i l y	E x a m 6	S i x W e e k s
							100x1	100x1	Avg	100x1	Avg
							Daily	Daily		Six W	
							Apr 18	Apr 21		Apr 16	
All											
Scheduled Students With Ownership											
1	347747	Alvidrez, Steve	D	S	P	93	85	100	93		
2	483129	Batista, Eric Anthony	D	S	P	88	75	100	88		
3	353664	Cardenas, Jacob Arturo	D	S	P	99	98	100	99		
4	363045	Carmona, Adam Nicholas	D	S	P	100	100	100	100		
5	364515	Carrillo, Victor Eduardo	D	S	P	79	62	95	79		
6	353652	Castillo, Stephanie	D	S	P	93	86	100	93		
7	483230	Clark, Tevin Kyree	D	S	P	92	84	100	92		
8	361427	Flores, Maegen Alyssa	D	S	P	90	79	100	90		

Save Gradebook

Scroll to bottom of screen

- Click **Save**
- Click **OK** to confirm Save

14	345888	Morales, 1, Jesus Antonio	D	S	P	95	89	100	95		
15	364111	Munoz, David Angel	D	S	P	87	74	100	87		
16	364520	Padilla, 1, Rafael	D	S	P	93	85	100	93		
17	352658	Perez, Misty	D	S	P	99	98	100	99		
18	444359	Rayas, Rubi Jazmin	D	S	P	100	100	100	100		
19	335618	Robles-Yanez, Juan Antonio	D	S	P	88	76	100	88		
20	364284	Rubio, Paulina Laura	D	S	P	92	84	100	92		
21	483140	Saenz, Mayon	D	S	P	90	80	100	90		
22	364907	Scott, Steven Jay							99		

Click on the **Save** button.



Save Restore Return to Search Results Assignments Print

TEAMS *for* **Teachers**

Student
Demographics

The Gradebook

Home ▾ Help ▾

Homepage

Welcome: / High School Teacher

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- Enter Classroom Grading
- Maintain Teacher Gradebook Category
- Student Discipline Incident Search (Teacher)
- Discipline Incident Search (Teacher)

Enter Classroom Grading

The Gradebook

Filter By: S1

Course Sections

Sort | Clear Sorted by: (default)

Campus	Cal	Finalize	Description	Course	Section
010	No	US GOVT	S30000	R21	
010	No	US GOVT	S30000	R31	
010	No	US GOVT	S30000	R41	
010	No	US GOVT	S30000	R52	
010	No	US GOVT	S30000	R62	
010	No	US GOVT	S30000	R81	

Select **Post All to Progress Report** **Finalize All**

- Highlight desired course/section
- Click **Select**
- Cannot double-click to open

Demographics

#	Student Name							Avg
								▲ □ ▼
All								▲
Class Average								
Scheduled Students With Ownership								
1	Aziz, Karime Odette	D	S	G	P			NG
2	Braswell, Paul Robert	D	S	G	P			NG
3	Hayakawa, Akiho	D	S	G	P			NG
4	Limas, Francisco Jose	D	S	G	P			NG
5	Oropeza Montes, Dafne Aileen	D	S	G	P			NG
6	Ruiloba, Rachel	D	S	G	P			NG
7	Sandoval, Joselynn	D	S	G	P			NG
8	Zuniga Gonzalez, Jonathan	D	S	G	P			NG

Schedule

#	Student Name							Avg
								▲ □ ▼
All								▲
Class Average								
Scheduled Students With Ownership								
1	Aziz, Karime Odette	D	S	G	P			NG
2	Braswell, Paul Robert	D	S	G	P			NG
3	Hayakawa, Akiho	D	S	G	P			NG
4	Limas, Francisco Jose	D	S	G	P			NG
5	Oropeza Montes, Dafne Aileen	D	S	G	P			NG
6	Ruiloba, Rachel	D	S	G	P			NG
7	Sandoval, Joselynn	D	S	G	P			NG
8	Zuniga Gonzalez, Jonathan	D	S	G	P			NG

Schedule

Schedule

Local Id: 386015

Student Name

Student Schedule

Course	Sect	Description	St	Pt	Trm	Day	Prd	Teacher	Room
S30000	R11	US GOVT	F	1	S1	A	01	Tweedle, James Edwin	S236
F198A0	R21	Span VI	F	1	S1	A	02	Kendrick, Heather	E167
C551A0	R31	AP Physics B	S	1	S1	A	03	Skourup, David Wade	E245
Z04800	148	OUT 4TH & 8TH	F	1	S1	A	04	Escareno, Marc E	
C206A0	R51	AP Bio	F	1	S1	B	05	Henry, Milton Dean	S238
S705A0	R61	AP Psychology	S	1	S1	B	06	McCaig, Carl Arnold	W209
E360D0	R71	Eng IV Dual Cr	F	1	S1	B	07	Jamison, Cathryn B	L134
Z04800	148	OUT 4TH & 8TH	F	1	S1	B	08	Escareno, Marc E	
S31000	R211	ECO-FE	F	1	S2	A	01	Tweedle, James Edwin	S236
F198A0	R21	Span VI	F	2	S2	A	02	Kendrick, Heather	E167
C551A0	R31	AP Physics B	S	2	S2	A	03	Skourup, David Wade	E245
Z04800	148	OUT 4TH & 8TH	F	2	S2	A	04	Escareno, Marc E	
C206A0	R51	AP Bio	F	2	S2	B	05	Henry, Milton Dean	S238
S60000	R261	SOCIOLOGY	F	1	S2	B	06	Bailey, Carl Leon	E185

record count: 16 of 16

Print

Grade

#	Student Name							Avg
								▲ □ ▼
All								▲
Class Average								
Scheduled Students With Ownership								
1	Aziz, Karime Odette	D	S	G	P			NG
2	Braswell, Paul Robert	D	S	G	P			NG
3	Hayakawa, Akiho	D	S	G	P			NG
4	Limas, Francisco Jose	D	S	G	P			NG
5	Oropeza Montes, Dafne Aileen	D	S	G	P			NG
6	Ruiloba, Rachel	D	S	G	P			NG
7	Sandoval, Joselynn	D	S	G	P			NG
8	Zuniga Gonzalez, Jonathan	D	S	G	P			NG

Report Card

Local ID: 389515
Male

Report Card
Progress

Filter: Show Grading Only

Course	Section	Teacher	Short Desc	Day Prd	NW1	NW2	NW3	NW4	EX1
S30000	R11	Tweedle, James	US GOVT	A - 01					
M63000	R72	Solo, Ramonita	GEOMETRY	B - 07					
E34000	R32	Summers, Heather	ENGLISH 3	A - 03					
A01000	R51	Antebi, Barbara	ART 1	B - 05					
S01000	R12	Kilbourne, Bruce	US HIST	A - 01					

Picture

#	Student Name							Avg
								▲ □ ▼
All								▲
Class Average								
Scheduled Students With Ownership								
1	Aziz, Karime Odette	D	S	G	P			NG
2	Braswell, Paul Robert	D	S	G	P			NG
3	Hayakawa, Akiho	D	S	G	P			NG
4	Limas, Francisco Jose	D	S	G	P			NG
5	Oropeza Montes, Dafne Aileen	D	S	G	P			NG
6	Ruiloba, Rachel	D	S	G	P			NG
7	Sandoval, Joselynn	D	S	G	P			NG
8	Zuniga Gonzalez, Jonathan	D	S	G	P			NG

TEAMS *for* **Teachers**

Copying Assignments

Copy Assignments

- Copy assignments **from** one course/section **to** several other course/sections
- Grades are not copied

Copy Assignments

Home ▾ Teacher Menu ▾ Help ▾

Gradebook Course/Section Teacher Gradebook Assignment **Copy Assignment** Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 ▾ Course/Section: ▾

Display Filter: * Due date / Alpha ▾ Section Alias: ☐ Average Decimal

Hide Columns:

Save Options

Click Copy Assignment tab

Gradebook Categories

Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
---------------	--------	------------------	------------------	-------------------------	-------------------	-------------	--------	------------	-------------	-------------------	--------------------

Copy Assignments

Assignments

Fiscal Year: 2011

Course/Section: * S30000/R21 - US GOVT - S1 - A/02

Grade Type: * 1st Nine Weeks

Due Date	Assignment Name	Category Name
08-23-2010	'STARTED' paper	COURSE WORK
08-25-2010	CH1 n'book	COURSE WORK
08-25-2010	4 TERMS	COURSE WORK

Add

Add All

Remove

Remove All

Source area

Course/Sections

Course	Section	Short Course Description	Location ID	Calendar ID
S30000	R31	US GOVT	010	1
S30000	R41	US GOVT	010	1
S30000	R52	US GOVT	010	1
S30000	R62	US GOVT	010	1
S30000	R81	US GOVT	010	1
S31000	R221	ECO-FE	010	1
S31000	R231	ECO-FE	010	1
S31000	R241	ECO-FE	010	1

Add

Add All

Remove

Remove All

Target area

Copy Assignments

Assignments

Fiscal Year:2011

Course/Section: * S30000/R21 - US GOVT - S1 - A/02

Grade Type: *

Due Date	Assignment Name
08-23-2010	'STARTED' paper
08-25-2010	CH1 n'book
08-25-2010	4 TERMS

Source Area

Select **assignments** and **course/section** in which to copy assignments from

Course/Sections

Course	Section	Short Course Description	Location ID	Calendar ID
S30000	R31	US GOVT		
S30000	R41	US GOVT		
S30000	R52	US GOVT		
S30000	R62	US GOVT		
S30000	R81	US GOVT		
S31000	R221	ECO-FE		
S31000	R231	ECO-FE		
S31000	R241	ECO-FE		

Target Area

Select **course/sections** in which to copy assignments to

Select Assignments – Source

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Assignments

Fiscal Year: 2011 Course/Section: * S320A0/R11 - APMACECO - S1 - A/01 Grade Type: * 1st Nine Weeks

Due Date	Assignment Name	Category Name
08-31-2010	Test Ch 1,2	Assessment
08-25-2010	Ch. 2 #1 Asgn.	Coursework
08-27-2010	Ch 2 PPC #2 Prob	Coursework
08-23-2010	Syllabus Review	Misc. /9 Wks

Add

Add All



- Select **Course/Section** to copy from
- Select specific assignments with **Control - left click** – click **Add**

Select Assignments – Source

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Assignments

Fiscal Year: 2011 Course/Section: * S320A0/R11 - APMACECO - S1 - A/01

Grade Type: * 1st Nine Weeks

Due Date	Assignment Name	Category Name
08-31-2010	Test Ch 1,2	Assessment
08-25-2010	Ch. 2 #1 Asgn.	Coursework
08-27-2010	Ch 2 PPC #2 Prob	Coursework
08-23-2010	Syllabus Review	Misc. /9 Wks

Add Add All



- Select **Course/Section** to copy from
- Select specific assignments with **Control - left click** – click **Add**

Select Assignments – Source

Due Date	Assignment Name	Category Name
08-31-2010	Test Ch 1,2	Assessment
08-25-2010	Ch. 2 #1 Asgn.	Coursework

Add

Add All

Remove

Remove All

- Specific assignments selected with **Add** or **Add All** button
- **Assignments not copied yet into target course/sections**

Select Sections – Target

Course/Sections				
Course	Section	Short Course Description	Location ID	Calendar ID
S320A0	R21	APMACECO	010	1
E55400	R41	IND ST ENG C	010	1
E55200	R41	IND ST ENG	010	1
S705A0	R51	AP Psychology	010	1
S320A0	R61	APMACECO	010	1
S300D0	R81	GOVT DUAL CREDI	010	1
S700D0	R81	Psyc DC	010	1
S600D0	R81	DC Sociology	010	1

Add

Add All

Remove

Remove All

- Select specific course/sections with **Control - left click** – click **Add**
- **Assignments not copied yet into target course/sections**

Select Sections – Target

Course	Section	Short Course Description	Location ID	Calendar ID
S320A0	R21	APMACECO	010	1
S320A0	R61	APMACECO	010	1

Add

Add All

Remove

Remove All

- Specific course/sections selected with **Add** or **Add All** button
- **Assignments not copied yet into target course/sections**

Copy Assignments

Assignments

Fiscal Year:2010
Course/Section: * S01000/111 - US HIST - S1 , S2
Grade Type: * 5th Six Weeks

Due Date	Assignment Name	Category Name
03-08-2010	CH 16 vocab	DAILY
03-09-2010	CH 16 n'book	DAILY
04-05-2010	CH 17 n'book	DAILY
04-19-2010	NEW FRONTIER(20)	DAILY
04-05-2010	CH17 Quiz	QUIZ

Add
Add All
Remove
Remove All

Source assignments

Due Date	Assignment Name	Category Name
02-22-2010	CH15 n'book	DAILY
03-08-2010	CH 15 vocab	DAILY
03-12-2010	In-class	DAILY
03-22-2010	CH15,16	QUIZ

Target course/sections

Course	Section	Short Course Description	Location ID	Calendar ID
S30000	131	US GOVT	010	1
S30000	162	US GOVT	010	1
S31000	231	ECO-FE	010	1
S31000	262	ECO-FE	010	1

Add
Add All

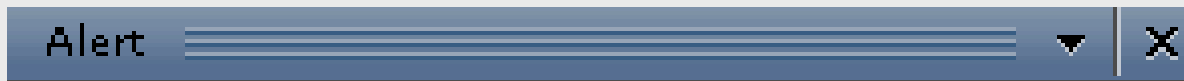
Course	Section	Short Course Description	Location ID	Cal
S01000	142	US HIST	010	1
S01000	153	US HIST	010	1
S01000	185	US HIST	010	1



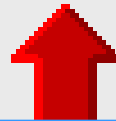
Copy

- Click **Copy** to copy assignments
- Assignments now copied**

Copy Assignments



All Assignments have been copied



Click OK to close window

Verify Assignments

The screenshot shows a software window titled 'Teacher Gradebook Assignment' with a 'Copy Assignment' button. Below the title bar is a tab labeled 'Gradebook Course/Section Category Assignment'. The main area contains a 'Fiscal Year: 2008' label, a 'Course/Section:' dropdown menu, and a 'Grade Type:' label. A red arrow points to the 'Course/Section:' dropdown, which is currently set to 'S11000/S11000-281 - W GEOG b - 002/1'. Another red arrow points to the 'Fiscal Year: 2008' label. Below these fields is a table with three columns: 'Category *', 'Assignment Name *', and 'Ass'. The table is currently empty.

Category *	Assignment Name *	Ass
------------	-------------------	-----

Review classes in **Course/Section menu to insure assignments were copied into selected course/sections**

Return *to* Gradebook

Click on the **Return to Gradebook** button.

Return to Gradebook

Save Gradebook

Gradebook not currently saved



You have unsaved changes

Avg							V o c a b u l a r y	L e s s o n 1	D a i l y	E x a m 6	S i x W e e k s
							100x1	100x1	Avg	100x1	Avg
							Daily	Daily		Six W	
							Apr 18	Apr 21		Apr 16	
All											
Scheduled Students With Ownership											
1	347747	Alvidrez, Steve	D	S	P	93	85	100	93		
2	483129	Batista, Eric Anthony	D	S	P	88	75	100	88		
3	353664	Cardenas, Jacob Arturo	D	S	P	99	98	100	99		
4	363045	Carmona, Adam Nicholas	D	S	P	100	100	100	100		
5	364515	Carrillo, Victor Eduardo	D	S	P	79	62	95	79		
6	353652	Castillo, Stephanie	D	S	P	93	86	100	93		
7	483230	Clark, Tevin Kyree	D	S	P	92	84	100	92		
8	361427	Flores, Maegen Alyssa	D	S	P	90	79	100	90		

Save Gradebook

Scroll to bottom of screen

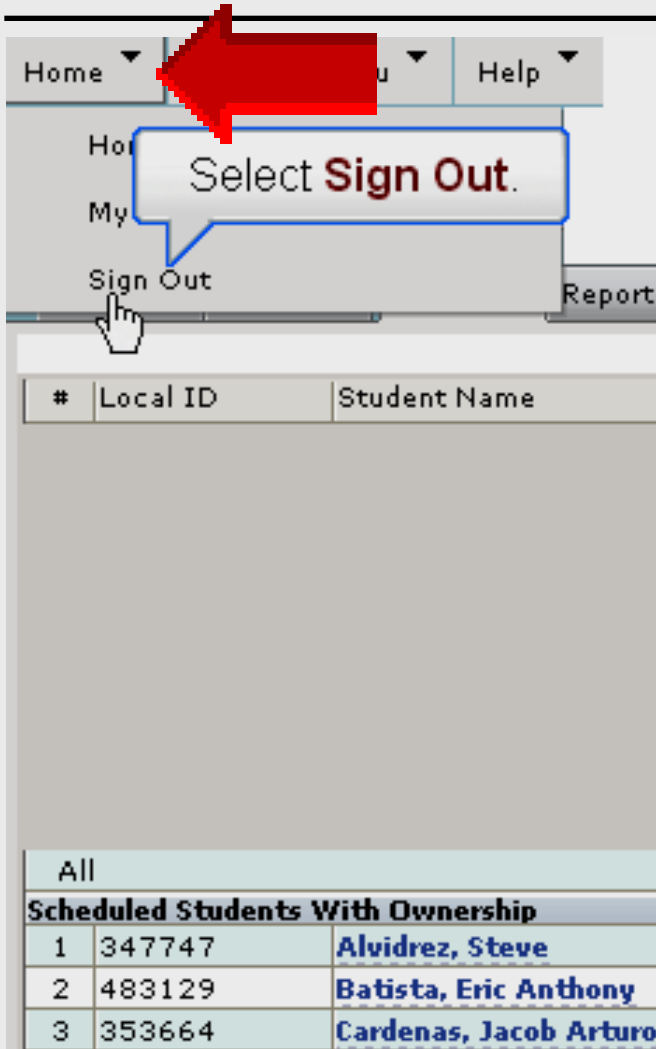
- Click **Save**
- Click **OK** to confirm Save

14	345888	Morales, 1, Jesus Antonio	D	S	P	95	89	100	95		
15	364111	Munoz, David Angel	D	S	P	87	74	100	87		
16	364520	Padilla, 1, Rafael	D	S	P	93	85	100	93		
17	352658	Perez, Misty	D	S	P	99	98	100	99		
18	444359	Rayas, Rubi Jazmin	D	S	P	100	100	100	100		
19	335618	Robles-Yanez, Juan Antonio	D	S	P	88	76	100	88		
20	364284	Rubio, Paulina Laura	D	S	P	92	84	100	92		
21	483140	Saenz, Mayon	D	S	P	90	80	100	90		
22	364907	Scott, Steven Jay							99		

Click on the **Save** button.



Sign Out



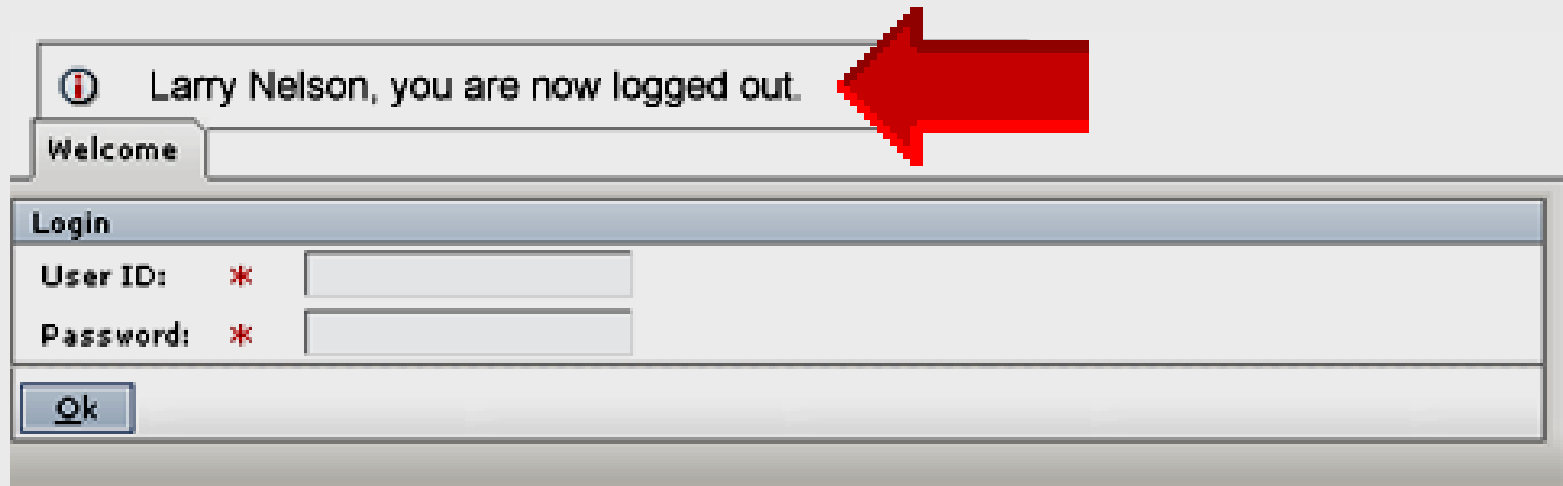
The screenshot shows a web application interface. At the top, there is a navigation bar with 'Home', 'My', and 'Help' buttons. A red arrow points to the 'Home' button. Below the navigation bar, there is a 'Sign Out' button. A callout box with a blue border and a speech bubble tail points to the 'Sign Out' button, containing the text 'Select **Sign Out**.' Below the 'Sign Out' button, there is a table with columns for '#', 'Local ID', and 'Student Name'. The table contains three rows of student data.

#	Local ID	Student Name
1	347747	Alvidrez, Steve
2	483129	Batista, Eric Anthony
3	353664	Cardenas, Jacob Arturo

At top

- Click **Home**
- Click **Sign Out**

Logged Out



A screenshot of a login dialog box. At the top, a message bar with an information icon (i) contains the text "Larry Nelson, you are now logged out." A large red arrow points from the right towards this message bar. Below the message bar is a "Welcome" tab. The main area of the dialog box is titled "Login" and contains two input fields: "User ID:" and "Password:", each followed by a red asterisk and an empty text box. At the bottom left of the dialog box is an "Ok" button.

**Prevents unauthorized access
when not at computer**

Online Handouts

<http://webclass.org>



Google Custom Search

Search

Atomic Learning

Desktop Setup

EasyTech

Elementary Storytelling

Audacity

Copyright Infringement

Creating a Digital Story

Digital Cameras

EPISD Photo Release

iPod - Getting Started

Podcast Projects

Sample Movie Maker files

Syncing video iPod

Using iTunes

Windows Movie Maker

MOV-WMV converter

MP4-AVI converter

WMV-MP4 converter

TEAMS for Teachers

Attendance

Gradebook

1 Gradebook Options

2 Category Setup

3 Copying Categories

4 Adding Assignments

5 Entering Grades

6 Copying Assignments

Parent Portal

Progress Report

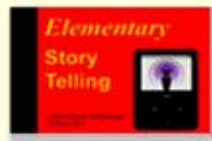
Report Card

Transfer Grade

Education and training via the internet are growing rapidly. Accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts. The PDF format is accessible on both Windows and MAC platforms using [Adobe Reader](#), or the fast and simple open-source reader for Windows called [Sumatra](#).

Elementary Storytelling in iTunes

View all **21** digital stories from El Paso ISD teachers and students



View In iTunes

Elementary Storytelling illustrates how video and audio tools are used to tell a story - a digital story. Curriculum topics chosen by the teacher vary from class field trips to the reenactment of historical or current events.

Some digital stories include the entire class, while others use a smaller group of selected students. Video length is generally 2 to 10 minutes.

Technology Webinars

using Adobe Connect



Creating PDF files using Office 2007

Customizing Quick-Access Toolbar in Office 2007

Using Paint for Math-Science-Lang Arts

Using HP webcam for Digital Storytelling

Windows 7 Features