

TEAMS

Gradebook

Semester-end

Procedures

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Instructional Technology

Semester-end Procedures

For each course/section taught:

1. **Post to Report Card** – may be repeated if assignment grades are continually entered
2. Determine **semester 1 test exemptions**
 - a. TEAMS semester 1 grade calculation **with** and **without** semester test grade
 - b. Complete the entering of assignment grades
3. Enter **Comments** and **Conduct**
4. **Save report card** – may be repeated if assignment grades are continually entered
5. **Finalize** gradebook **only** at very end

Online Handouts

<http://webclass.org>

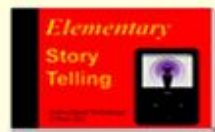


- Atomic Learning
- Desktop Setup
- EasyTech
- Elementary Storytelling
 - Audacity
 - Copyright Infringement
 - Creating a Digital Story
 - Digital Cameras
 - EPISD Photo Release
 - iPod - Getting Started
 - Podcast Projects
 - Sample Movie Maker files
 - Syncing video iPod
 - Using iTunes
 - Windows Movie Maker
 - MOV-WMV converter
 - MP4-AVI converter
 - WMV-MP4 converter
- ePALS Student Email
- Excel 2007
- Keyboarding
- Mapping Printers
- Outlook Live
 - Student Quick Reference
 - Teacher Quick Reference
- PowerPoint 2007
- Project Share

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 involve 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



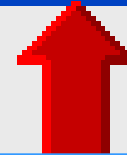
- Creating PDF files using Office 2007
- Customizing Quick-Access Toolbar in Office 2007
- Using Paint for Math-Science-Lang Arts
- Using HP webcam for Digital Storytelling
- Windows 7 Features

MyEPISD Login

The screenshot shows the El Paso Independent School District website. At the top, there is a navigation menu with links for home, schools, district info, mission & goals, departments, news & media, employment, and board of trustees. A contact us link is also present. Below the navigation is the school district logo and contact information: EL PASO INDEPENDENT SCHOOL DISTRICT, 6531 Boeing Dr. El Paso, TX 79925, (915) 881-2700. A Google Custom Search bar is located on the right. The main content area features a sidebar with links for Students, Parents, EPISD Staff, and Community. Below this is a 'Quick Links' section with several news items. The main content area displays 'Recent News' with a headline about an EPISD alumnus reaching the stars. To the right, there is a weather widget for Monday, August 31, 2009, showing 'Partly Cloudy' with a temperature of 70°F / 21°C and a wind speed of North 5 MPH. Below the weather is an 'Instructional Calendar' link. The 'Employee Login' section is highlighted with a red arrow, showing a 'myepisd' logo, a 'myepisd' logo, and input fields for 'username' and 'password', with a 'LOGIN' button. A red arrow points to the 'LOGIN' button.

Login
Username – Password

TEAMS Login



Click TEAMS

Gradebook Login



Welcome

Login

User ID: *

Password: *

Ok



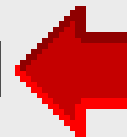
User ID: **EPISD** **username**
Password: **EPISD** **password**

Access Gradebook



Welcome to the TEAMS Employee Home Page.

Teacher Menu ▼



Pull-down
Teacher
Menu

Enter Classroom Grading

Welcome: / High School Teacher



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)

Create Employee Job Application/Transfer ▼



Open Course/Section

Home Teacher Menu Create Employee Job Application/Transfer Help

Course Section List

Filter By: S1

Course Sections

Sort | Clear Sorted by: (default)

Campus	Cal	Finalize	Description
010		No	US GOVT
010		No	US GOVT
010		No	US GOVT
010		No	ECO-FE
010		No	ECO-FE
010		No	ECO-FE
010		No	ECO-FE

Select Post All to Progress Report Post All to Report Card Finalize All

Killer app
Finalize each course/section individually

Double-click on desired course/section to open gradebook

Post to Report Card

S30000/R11 - US GOVT - S1 - A/01

NW1 NW2 NW3 NW4 Report Card Progress Credit

#	Local ID	Student Name	GL	SCH	Avg	CH7,8,9	TEST: 7,8&9
All						100x1	100x1
Class Average						Class Work	Assessment
Scheduled Students With Ownership						Oct 20	Oct 20
					70.4	70.9	
1	386015				96	56	
2	526017				90	67	
3	459143				91	78	
4	378163				98	94	
5	409983				64	67	
6	352635				80	64	
7	514366				96	53	
8	525233				98	77	
9	521877				98	80	
10	459157				100	56	
11	503394				100	91	
12	396827				100	80	
13	363240				0	78	
14	362945				100	75	
15	427228				100	59	
16	396086				0	67	
17	510419				92	75	
18	460496				98	67	

Save Restore Post to Progress Post to Report Card

Click the **Post to Report Card** button at bottom of grade book screen

Report Card

S3000QR11 - US GOVT - S1 - A/01

NW1 | NW2 | NW3 | NW4 | Report Card | Progress | Credit

Filter: Show Attendance And Comments

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All											
Scheduled Students With Ownership											
386015				74				4			82
526017				80				3			81
459143				85				1			85
378163				95							97
409983				78							81
352635				77							66
514366				72							77
525233				86				3			82
521877				89							81
459157				75							81
503394				94							86
396827				86							78
363240				70				1			77
362945				86				2			75
427228				73				3			70
396086				72				2			75
510419				83							76
460496				80				1			81
365752				67				2			77
433656				94							88
375177				73				1			79

Select Filter
Show Attendance and Comments

NW1 Reference

S30000YR11 - US GOVT - S1 - A/01

NW1 | NW2 | NW3 | NW4 | Report Card | Progress | Credit

Filter: Show Attendance And Comments

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All											
Scheduled Students With Ownership											
386015				74				4			82
526017				80				3			81
459143				85				1			85
378163				95							97
409983				78							81
352635				77							66
514366				72							77
525233				86				3			82
521877				89							81
459157				75							81
503394				94							86
396827				86							78
363240				70				1			77
362945				86				2			75
427228				73				3			70
396086				72				2			75
510419				83							76
460496				80				1			81
365752				67				2			77
433656				94							88
375177				73				1			79

Total Sem 1 Absences

S3000QR11 - US GOVT - S1 - A/01

NW1 NW2 NW3 NW4 Report Card Progress Credit

Filter: Show Attendance And Comments

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All											
Scheduled Students With Ownership											
386015				74				4			82
526017				80				3			81
459143				85				1			85
378163				95							97
409983				78							81
352635				77							66
514366				72							77
525233				86				3			82
521877				89							81
459157				75							81
503394				94							86
396827				86							78
363240				70				1			77
362945				86				2			75
427228				73				3			70
396086				72				2			75
510419				83							76
460496				80				1			81
365752				67				2			77
433656				94							88
375177				73				1			79

TEAMS

Gradebook

Semester 1

Test Exemptions

Test Exemption Guidelines

El Paso ISD
071902

GRADING/PROGRESS REPORTS TO PARENTS
EXAMINATIONS

EIAA
(LOCAL)

Every course taught in grades 9–12 shall have a semester comprehensive final examination. At a minimum, the examination shall measure the student's level of mastery of the Texas Essential Knowledge and Skills (TEKS).

A campus principal shall exempt from taking the semester comprehensive final examination any student enrolled in a course who meets the following criteria:

1. After completing the fall semester, the student has an average of 90 or above and has three or fewer excused and/or unexcused absences, except for religious holidays, school activities, and two college visits preapproved by the principal or designee.
2. After completing the spring semester, the student has an average of 90 or above and has three or fewer excused and/or unexcused absences, except for religious holidays, school activities, and two college visits preapproved by the principal or designee.

Semester Grade Calculation

1. **With final exam grade entered in EX1 column:**

NW1 grade x .45

NW2 grade x .45

EX1 exam x .10

SM1 Grade = $NW1 + NW2 + EX1 / 100$

2. **Without final exam grade entered in EX1 column:**

NW1 grade x .45

NW2 grade x .45

SM1 Grade = $NW1 + NW2 / 90$

Semester Grade Calculation

El Paso ISD
071902

ACADEMIC ACHIEVEMENT
GRADING/PROGRESS REPORTS TO PARENTS

EIA
(LOCAL)

SEMESTER
AVERAGES

The weight given to each nine-week grade in determining the final semester grade shall be as follows:

First nine-week grade = 45 percent of the semester grade

Second nine-week grade = 45 percent of the semester grade

The semester final examination shall count as ten percent of the final semester grade.

If a student does not take the semester comprehensive examination because he or she has a campus exemption, [see EIAA(LOCAL)], then the weight given to each nine-week grade in determining the final semester grade shall be as follows:

First nine-week grade = 50 percent of the semester grade

Second nine-week grade = 50 percent of the semester grade

Exemption Procedure

S3000Q/R 11 - US GOVT - S1 - A/01

NW1 | NW2 | NW3 | NW4 | Report Card | Progress | Credit

Filter: Show Attendance And Comments

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All											
Scheduled Students With Ownership											
386015				74				4			82
526017				80				3			81
459143				85				1			85
378163											
409983											
352635											
514366				72							77
525233				86				3			82
521877				89							81
459157				75							81
503394				94							86
396827				86							78
363240				70				1			77
362945				86				2			75
427228				73				3			70
396086				72				2			75
510419				83							76
460496				80				1			81
365752				67				2			77
433656				94							88
375177				73				1			79

Click on the **All** cell under the column labeled **EX1**.

Enter Exemption Code

S3000Q/R 11 - US GOVT - S1 - A/01

NW1 NW2 NW3 NW4 Report Card Progress Credit

Filter: Show Attendance And Comments

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All									XMT		
Scheduled Students With Ownership											
386015				74				4			82
526017				80				3			81
459143				85				1			85
378163				95							
409983				78							
352635				77							
514366				72							
525233				86							
521877				89							
459157				75							
503394				94							
396827				86							78
363240				70				1			77
362945				86				2			75
427228				73				3			70
396086				72				2			75
510419				83							76
460496				80				1			81
365752				67				2			77
433656				94							88
375177				73				1			79

Type exemption code **XMT**
Press the **Enter** key.

Copy Exemption Code

S3000Q/R 11 - US GOVT - S1 - A/01

NW1 | NW2 | NW3 | NW4 | Report Card | Progress | Credit

Filter: Show Attendance And Comments You have unsaved changes

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All											
Scheduled Students With Ownership											
386015				74				4	XMT		82
526017				80				3	XMT		81
459143									XMT		85
378163									XMT		97
409983									XMT		81
352635									XMT		66
514366									XMT		77
525233									XMT		82
521877									XMT		81
459157									XMT		81
503394									XMT		86
396827									XMT		78
363240									XMT		77
362945									XMT		75
427228				73				3	XMT		70
396086				72				2	XMT		75
510419				83					XMT		76
460496				80				1	XMT		81
365752				67				2	XMT		77
433656				94					XMT		88
375177				73				1	XMT		79

XMT now displays for each student as a temporary semester test grade

Calculate SM1

S3000Q/R 11 - US GOVT - S1 - A/01

NW1 | NW2 | NW3 | NW4 | Report Card | Progress | Credit

Filter: Show Attendance And Comments You have unsaved changes

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All											
Scheduled Students With Ownership											
386015				74				4	XMT		82
526017				80				3	XMT		81
459143				85				1	XMT		85
378163											
409983											
352635											
514366				72					XMT		77
525233				86				3	XMT		82
521877				89					XMT		81
459157				75					XMT		81
503394				94					XMT		86
396827				86					XMT		78
363240				70				1	XMT		77
362945				86				2	XMT		75
427228				73				3	XMT		70
396086				72				2	XMT		75
510419				83					XMT		76
460496				80				1	XMT		81

Click on the **All** cell under the column labeled **SM1**.

Save | Restore | Copy Comments | Calculate Grade | Finalize | Show Values

Calculate SM1

S3000Q/R 11 - US GOVT - S1 - A/01

NW1 | NW2 | NW3 | NW4 | Report Card | Progress | Credit

Filter: Show Attendance And Comments You have unsaved changes

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All											
Scheduled Students With Ownership											
386015				74				4	XMT		82
526017				80				3	XMT		81
459143				85				1	XMT		85
378163				95					XMT		97
409983				78					XMT		81
352635				77					XMT		66
514366				72					XMT		77
525233				86				3	XMT		82
521877				89					XMT		81
459157				75					XMT		81
503394				94					XMT		86
396827											78
363240											77
362945											75
427228											70
396086				72				2	XMT		75
510419				83					XMT		76
460496				80				1	XMT		81

Click on the **Calculate Grade** button.

Save | Restore | Copy Comments | **Calculate Grade** | Finalize | Show Values

SM1 Calculation

S3000Q/R.11 - US GOVT - S1 - A/01

NW1 NW2 NW3 NW4 Report Card Progress Cred

Filter: You have unsaved changes

Local ID	Student Name	GL	SCH	NW2	EX1	SM1	NW1
All				...			
Scheduled Students With Ownership							
386015				74	XMT	78	82
526017				74	XMT	78	81
459143				78	XMT	82	85
378163				95	XMT	96	97
409983				72	XMT	77	81
352635				70	XMT	68	66
514366				74	XMT	76	77
525233				81	XMT	82	82
521877				80	XMT	81	81
459157				74	XMT	78	81
503394				93	XMT	90	86

Students could be exempt from taking the semester test based on absences

Save Gradebook

S3000Q/R.11 - US GOVT - S1 - A/01

NW1 NW2 NW3 NW4 Report Card Progress Credit

Filter: You have unsaved changes

Local ID	Student Name	GL	SCH	NW2	EX1	SM1	NW1
All				...			
Scheduled St							
386015				74	XMT	78	82
526017				74	XMT	78	81
459143				78	XMT	82	85
378163				95	XMT	96	97
409983				72	XMT	77	81
352635				70	XMT	68	66
514366				74	XMT	76	77
525233				81	XMT	82	82
521877				80	XMT	81	81

XMT semester test grade will be replaced with **actual grade** for non-exempt students

Save Restore Copy Comments Calculate Grade Finalize Show Values

Save Report Card

Save

Restore

Copy Comments

Calculate Grade

Finalize



1. Save **Report Card area** often especially when entering and updating assignment grades
2. **Do not Finalize** until every course/section has been posted and saved

TEAMS

Gradebook

Semester 1

Entering Comments

Post to Report Card

S30000/R11 - US GOVT - S1 - A/01

NW1 NW2 NW3 NW4 Report Card Progress Credit

#	Local ID	Student Name	GL	SCH	Avg	CH7,8,9	TEST: 7,8&9
All						100x1	100x1
Class Average						Class Work	Assessment
Scheduled Students With Ownership						Oct 20	Oct 20
						70.4	70.9
1	386015					96	56
2	526017					90	67
3	459143					91	78
4	378163					98	94
5	409983					64	67
6	352635					80	64
7	514366					96	53
8	525233					98	77
9	521877					98	80
10	459157					100	56
11	503394					100	91
12	396827					100	80
13	363240					0	78
14	362945					100	75
15	427228					100	59
16	396086					0	67
17	510419					92	75
18	460496					98	67

Save Restore Post to Progress Post to Report Card

Click the **Post to Report Card** button at bottom of grade book screen

Click Report Card

S30000/R11 - US GOVT - S1 - A/01

NW1 NW2 NW3 NW4 **Report Card** Progress Credit

#	Local ID	Student Name	SCH	Avg	CH7,8,9	TEST: 7,8&9
All					100x1	100x1
Class Average					Class Work	Assessment
Scheduled Students With Ownership					Oct 20	Oct 20
					70.4	70.9
1	386015				96	56
2	526017				90	67
3	459143				91	78
4	378163				98	94
5	409983				64	67
6	352635				80	64
7	514366				96	53
8	525233				98	77
9	521877				98	80
10	459157				100	56
11	503394				100	91
12	396827				100	80
13	363240				0	78
14	362945				100	75
15	427228				100	59
16	396086				0	67
17	510419				92	75
18	460496				98	67

Save Restore Post to Progress Report Post to Report Card

Click Report Card tab

Report Card

The screenshot shows a web-based report card system. At the top, there is a dropdown menu with the text 'S3000QR11 - US GOVT - S1 - A/01'. Below this is a navigation bar with tabs for 'NW1', 'NW2', 'NW3', 'NW4', 'Report Card', 'Progress', and 'Credit'. A red arrow points to the 'Report Card' tab. Below the navigation bar is a 'Filter:' section with a dropdown menu currently set to 'Show Attendance And Comments'. A second red arrow points to this dropdown menu. The main area is a table with columns for 'Local ID', 'Student Name', 'GL', 'SCH', and several subject columns: 'NW2', 'CM1', 'CM2', 'CND', 'LTR', 'EX1', 'SM1', and 'NW1'. Each subject column has a small grid icon with up and down arrows. The table is filtered to show 'Scheduled Students With Ownership'. A large text overlay in the center of the table reads 'Select Filter Show Attendance and Comments' in black and red text.

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All											
Scheduled Students With Ownership											
386015				74				4			82
526017				80				3			81
459143				85				1			85
378163				95							97
409983				78							81
352635				77							66
514366				72							77
525233				86				3			82
521877				89							81
459157				75							81
503394				94							86
396827				86							78
363240				70				1			77
362945				86				2			75
427228				73				3			70
396086				72				2			75
510419				83							76
460496				80				1			81
365752				67				2			77
433656				94							88
375177				73				1			79

Enter Comment CM1

S3000Q/R11 - US GOVT - S1 - A/01

NW1 | NW2 | NW3 | NW4 | Report Card | Progress | Credit

Filter: Show Attendance And Comments

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All											
Scheduled Students With Ownership											
386015				74				4			82
526017				80				3			81
459143				85				1			85
378163				95							97
409983				78							81
352635				77							66
514366				72							77
525233				86				3			82
521877				89							81
459157				75							81
503394				94							86
396827				86							78
363240				70				1			77
362945				86				2			75
427228				73				3			70
396086				72				2			75
510419				83							76
460496				80				1			81

1. Click on row for each student in **CM1** column

2. Click on button **Show Values**

Save | Restore | Copy Comments | Calculate Grade | Finalize | Show Values

Comment Values

S3000Q/R 11 - US GOVT - S1 - A/01

NW1 NW2 NW3 NW4 Report Card Progress Credit

Filter: Show Attendance And Comments You have unsaved changes

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All											
Scheduled Students With Ownership											
386				74	10			4			82
526				80	11			3			81
459				85				1			85
378				95							97
409	10	Always Prepared		78							81
352	11	Cooperative		77							66
514	12	Excellent Student									
525	13	Great Attitude and Effort									
521	14	Great Improvement									
459	15	Hard Worker									
503	16	Improving									
396	17	Participates in Class									
363	18	Positive Attitude									
362	19	Uses Time Wisely									
427	21	Did Not Turn in Work									
396	22	Disrespectful in Class									
510	23	Disruptive Behavior									
460	24	Doesn't Follow Instruction									
365											
433				94				1			88
375				73							79

Comment Values

1. Select by clicking on desired comment

2. Next student is then highlighted for comment

Ok

Comment Values

10 Always Prepared

11 Cooperative

12 Excellent Student

13 Great Attitude and Effort

14 Great Improvement

15 Hard Worker

16 Improving

17 Participates in Class

18 Positive Attitude

19 Uses Time Wisely

21 Did Not Turn in Work

22 Disrespectful in Class

23 Disruptive Behavior

24 Does not Follow Instruction

25 Excess Absences/Tardies

26 Inattentive in Class

27 Parent Conference

28 Poor Test/Quiz Grades

29 Tutoring Recommended

30 Unprepared for Class

Save Report Card

Save

Restore

Copy Comments

Calculate Grade

Finalize



1. Save **Report Card area** often especially when entering and updating assignment grades
2. **Do not Finalize** until every course/section has been posted and saved

TEAMS

Gradebook

Semester 1

Entering Conduct

Post to Report Card

S30000/R11 - US GOVT - S1 - A/01

NW1 **NW2** NW3 NW4 Report Card Progress Credit

#	Local ID	Student Name	GL	SCH	Avg	CH7,8,9	TEST: 7,8&9
All						100x1	100x1
Class Average						Class Work	Assessment
Scheduled Students With Ownership						Oct 20	Oct 20
						70.4	70.9
1	386015					96	56
2	526017					90	67
3	459143					91	78
4	378163					98	94
5	409983					64	67
6	352635					80	64
7	514366					96	53
8	525233					98	77
9	521877					98	80
10	459157					100	56
11	503394					100	91
12	396827					100	80
13	363240					0	78
14	362945					100	75
15	427228					100	59
16	396086					0	67
17	510419					92	75
18	460496					98	67

Save Restore Post to Progress **Post to Report Card**

Click the **Post to Report Card** button at bottom of grade book screen

Click Report Card

S30000/R11 - US GOVT - S1 - A/01

NW1 NW2 NW3 NW4 **Report Card** Progress Credit

#	Local ID	Student Name	SCH	Avg	CH7,8,9	TEST: 7,8&9
					100x1	100x1
					Class Work	Assessment
					Oct 20	Oct 20
All						
Class Average					70.4	70.9
Scheduled Students With Ownership						
1	386015				96	56
2	526017				90	67
3	459143				91	78
4	378163				98	94
5	409983				64	67
6	352635				80	64
7	514366				96	53
8	525233				98	77
9	521877				98	80
10	459157				100	56
11	503394				100	91
12	396827				100	80
13	363240				0	78
14	362945				100	75
15	427228				100	59
16	396086				0	67
17	510419				92	75
18	460496				98	67

Click Report Card tab

Save Restore Post to Progress Report Post to Report Card

Report Card

S3000QR11 - US GOVT - S1 - A/01

NW1 | NW2 | NW3 | NW4 | Report Card | Progress | Credit

Filter: Show Attendance And Comments

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All											
Scheduled Students With Ownership											
386015				74				4			82
526017				80				3			81
459143				85				1			85
378163				95							97
409983				78							81
352635				77							66
514366				72							77
525233				86				3			82
521877				89							81
459157				75							81
503394				94							86
396827				86							78
363240				70				1			77
362945				86				2			75
427228				73				3			70
396086				72				2			75
510419				83							76
460496				80				1			81
365752				67				2			77
433656				94							88
375177				73				1			79

Select Filter
Show Attendance and Comments

Enter Conduct CND

S3000Q/R11 - US GOVT - S1 - A/01

NW1 NW2 NW3 NW4 Report Card Progress Credit

Filter: Show Attendance And Comments

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All											
Scheduled Students With Ownership											
386015								4			82
526017								3			81
459143								1			85
378163											97
409983	U	Unsatisfactory/No Satisfactorio									81
352635	S	Satisfactory/Satisfactorio									66
514366											77
525233								3			82
521877											81
459157											81
503394											86
396827											78
363240								1			77
362945								2			75
427228								3			70
396086								2			75
510419											76
460496								1			81

Comment Values

Description
U Unsatisfactory/No Satisfactorio
S Satisfactory/Satisfactorio

Save Restore Copy Comments Calculate Grade Finalize Show Values

Conduct ALL

S3000Q/R11 - US GOVT - S1 - A/01

NW1 NW2 NW3 NW4 Report Card Progress Credit

Filter: Show Attendance And Comments

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All											
Scheduled Students With Ownership											
386015								4			82
526017								3			81
459143								1			85
378163											97
409983											81
352635											66
514366											
525233											
521877											
459157											
503394											
396827											
363240											
362945											
427228											
396086											
510419											
460496											
365752											
433656											88
375177								1			79

Comment Values

Description
U Unsatisfactory/No Satisfactorio
S Satisfactory/Satisfactorio

1. Select row **All** under column **CND**
2. Click **Satisfactory** to give all students an **S**

Conduct ALL

S3000Q/R 11 - US GOVT - S1 - A/01

NW1 NW2 NW3 NW4 Report Card Progress Credit

Filter: Show Attendance And Comments You have unsaved changes

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All											
Scheduled Students With Ownership											
386015				74			S	4			82
526017				80			S	3			81
459143				85			U	1			85
378163				95			S				97
409983				78			S				81
352635				77			S				66
514366				72			S				77
525233				86			S	3			82
521877				89			S				81
459157				75			S				81
503394				94			S				86
396827				86			S				78
363240				70			S	1			77
362945				86			S	2			75
427228				73			S	3			70
396086				72			S	2			75
510419				83			S				76
460496				80			S	1			81
365752				67			S	2			77
433656				94			S				88
375177				73			S	1			79

1. All students are given **satisfactory** conduct

2. Specific students can be given an **unsatisfactory** conduct

Save Report Card

Save

Restore

Copy Comments

Calculate Grade

Finalize



1. Save **Report Card area** often especially when entering and updating assignment grades
2. **Do not Finalize** until every course/section has been posted and saved

Finalize Class *at very* End

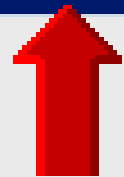
Save

Restore

Copy Comments

Calculate Grade

Finalize



Sign Out



1. TEAMS automatically logs out after 60-minutes of non-use
2. Click **Sign Out** when away from computer for extended time to prevent unauthorized access

Summary

1. Click **Post to Report Card** at bottom of each course/section in the gradebook
2. Complete the entering of assignments and grades prior to posting and finalizing
3. Add **Comment** and **Conduct** for every student in each course/subject taught
4. **Save** report card while entering and updating assignment grades
5. **Finalize report card only** after entering all grades and Posting to the Report Card

Online Handouts

<http://webclass.org>

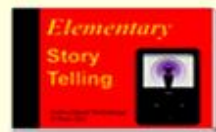


- Atomic Learning
- Desktop Setup
- EasyTech
- Elementary Storytelling
 - Audacity
 - Copyright Infringement
 - Creating a Digital Story
 - Digital Cameras
 - EPISD Photo Release
 - iPod - Getting Started
 - Podcast Projects
 - Sample Movie Maker files
 - Syncing video iPod
 - Using iTunes
 - Windows Movie Maker
 - MOV-WMV converter
 - MP4-AVI converter
 - WMV-MP4 converter
- ePALS Student Email
- Excel 2007
- Keyboarding
- Mapping Printers
- Outlook Live
 - Student Quick Reference
 - Teacher Quick Reference
- PowerPoint 2007
- Project Share

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

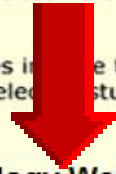
View all 21 digital stories from El Paso ISD teachers and students



[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 involve 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