# TEAMS Gradebook

# Semester-end Procedures

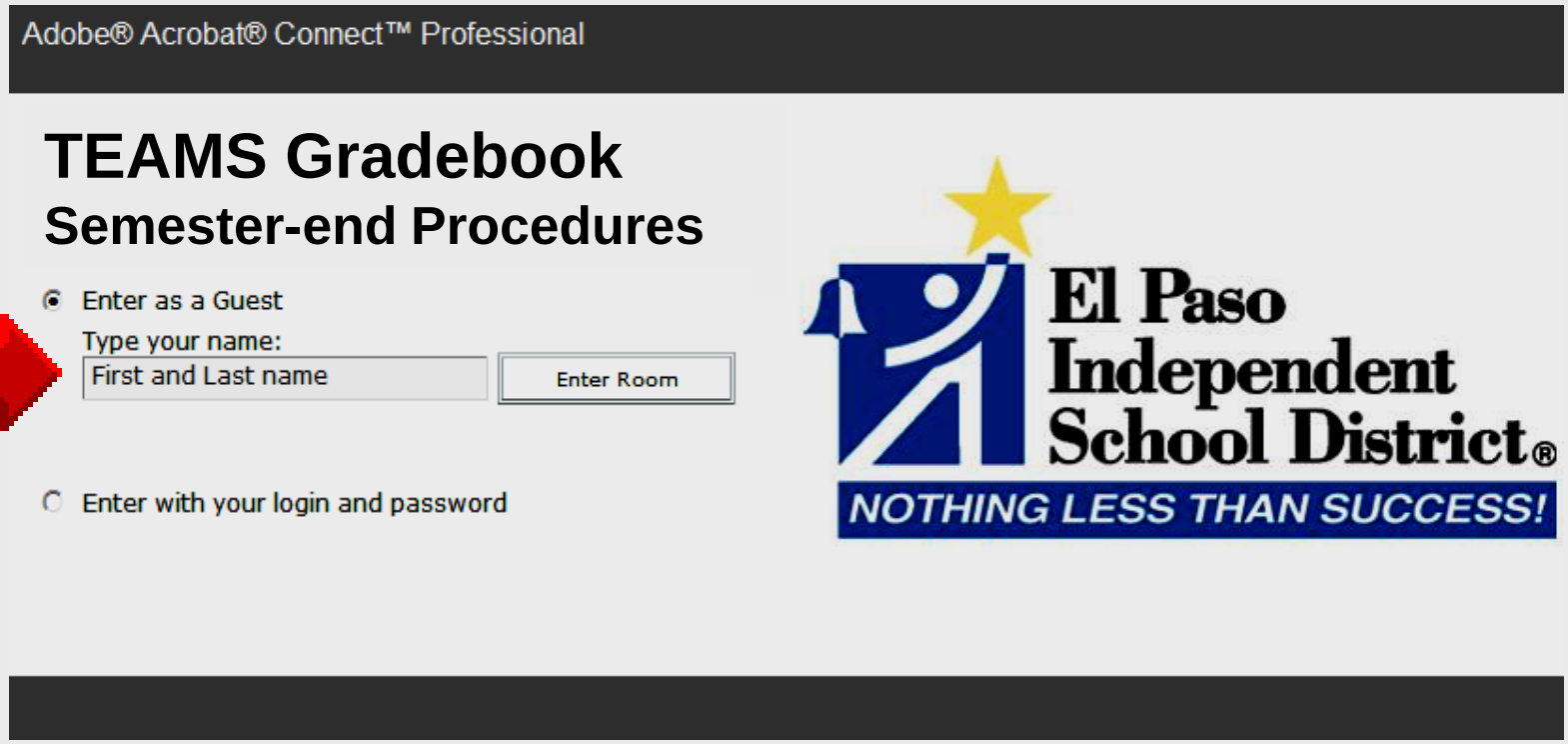
*Larry Nelson*
Instructional Technology
Technology Services
El Paso ISD

# Semester-end Procedures

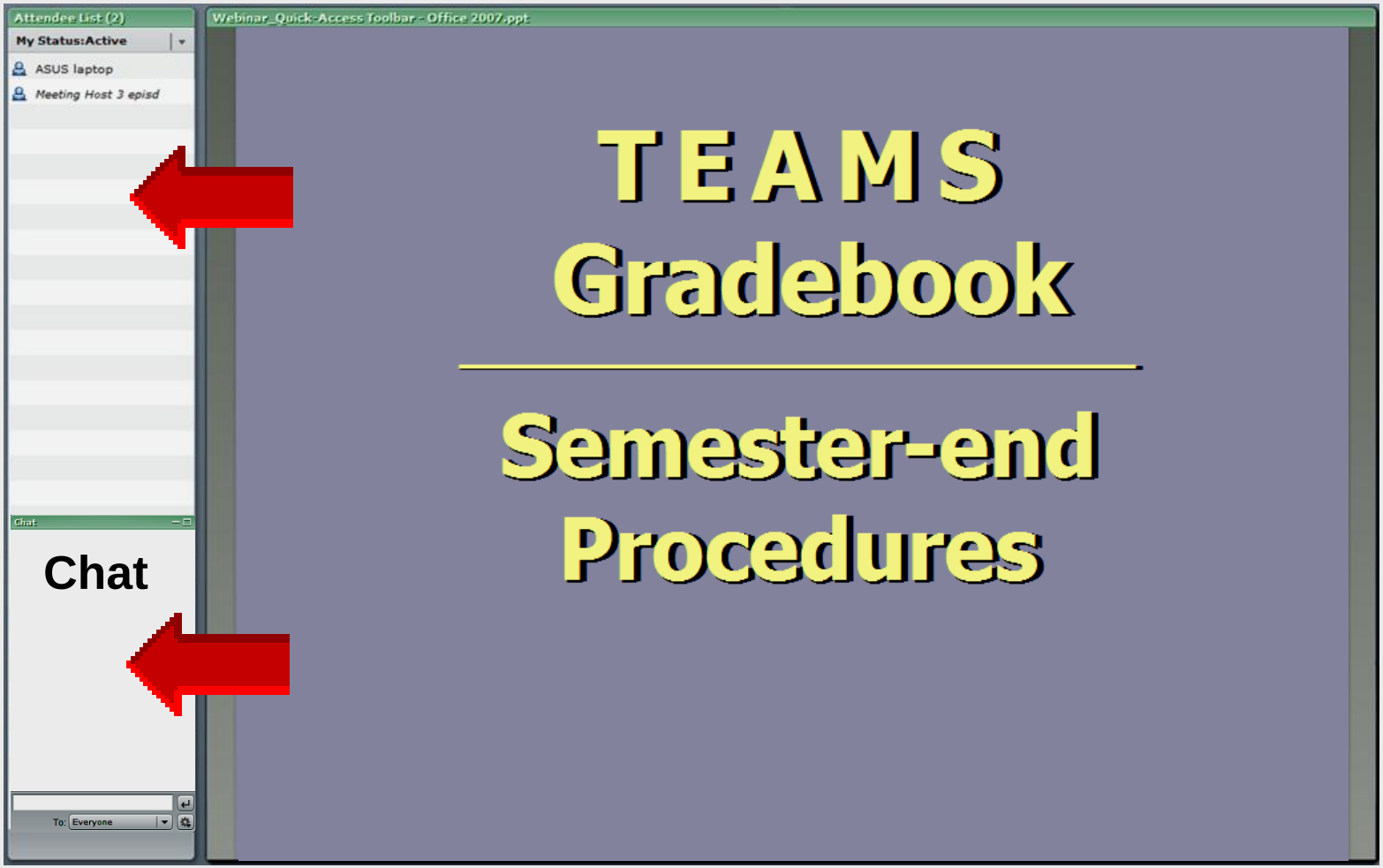
- **NW4 gradebook**
  1. Enter assignment grades
  2. Post to Report Card daily or weekly
  3. Save gradebook often
- **Sem2 Report Card tab**
  1. HS – Determine Sem Test exemptions
  2. HS – Calculate SEM2 grade with XMT
  3. MS – Calculate SEM2 grade with Calculate
  4. Enter Comments – Conduct
  5. Save Report Card tab often
- **Finalize** gradebook only at very end

# Online Handouts

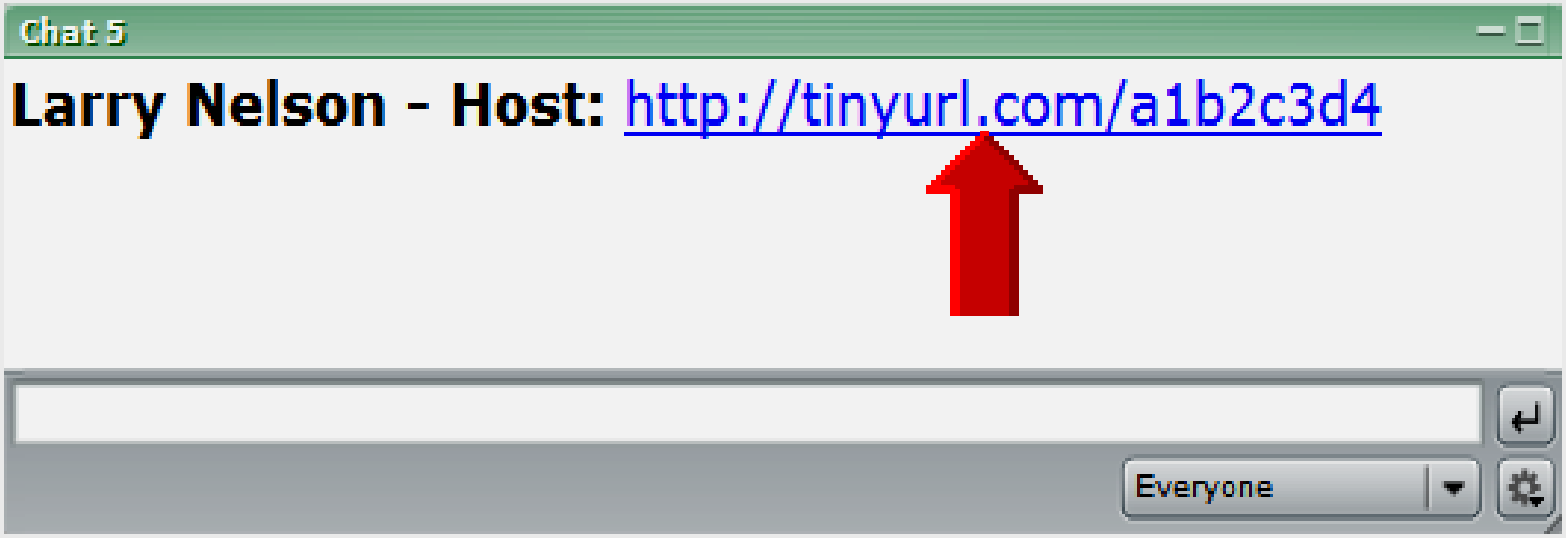
# Login


Adobe® Acrobat® Connect™ Professional
TEAMS Gradebook
Semester-end Procedures
Enter as a Guest
Type your name:
First and Last name
Enter Room
Enter with your login and password
El Paso Independent School District®
NOTHING LESS THAN SUCCESS!

# Attendee List

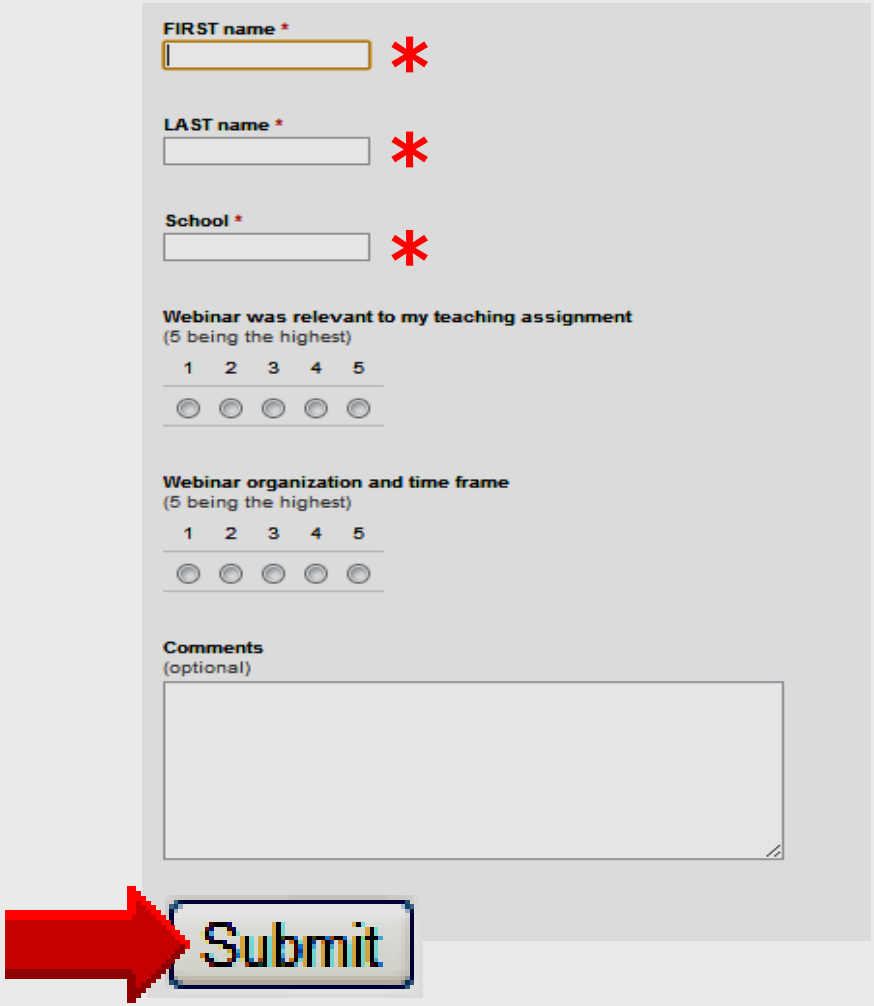


# Recording Attendance

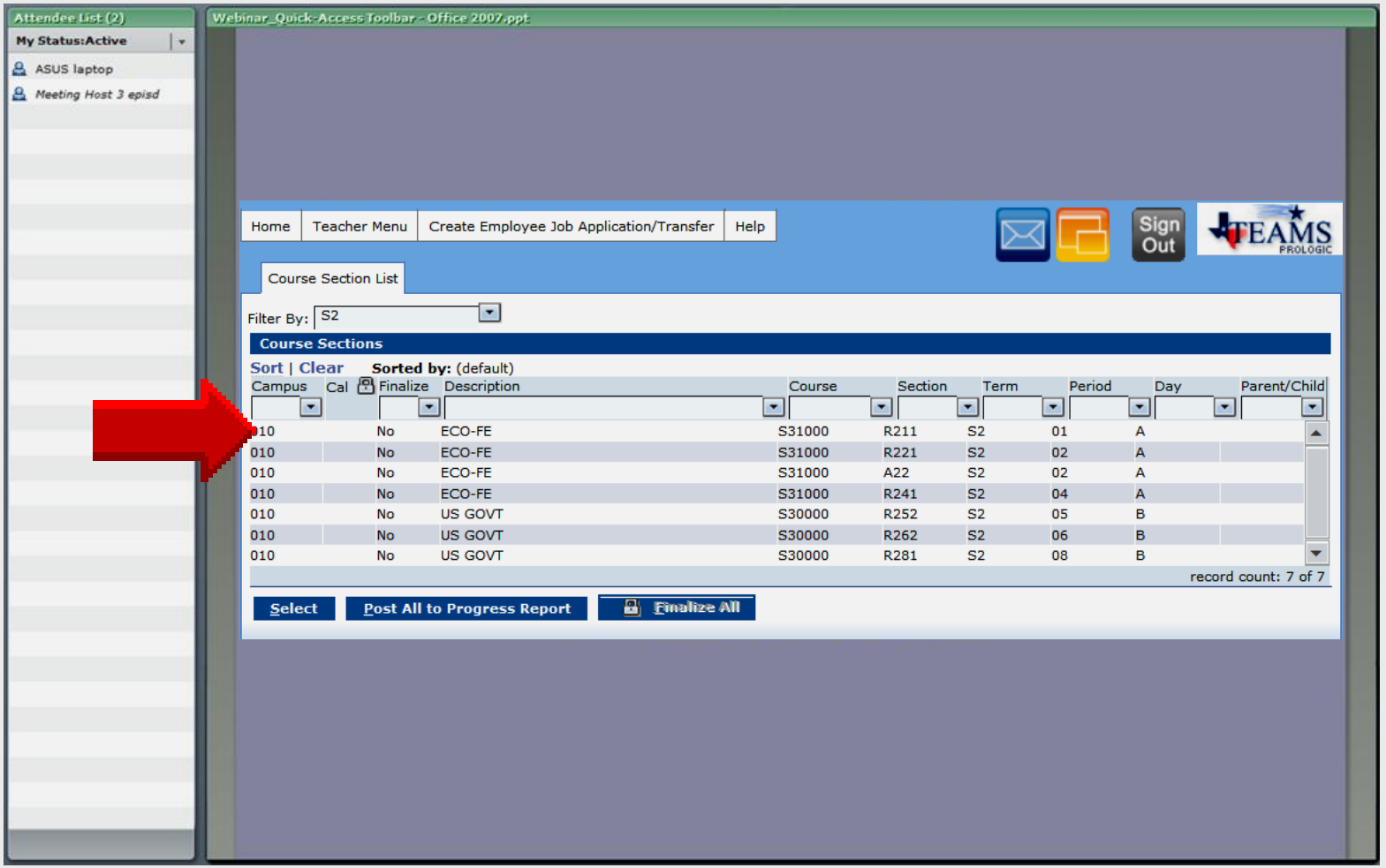



Left-click on **tinyurl** to sign-in at end of webinar

# Google Form


FIRST name *
LAST name *
School *
Webinar was relevant to my teaching assignment
(5 being the highest)
1 2 3 4 5
Webinar organization and time frame
(5 being the highest)
1 2 3 4 5
Comments
(optional)
Submit

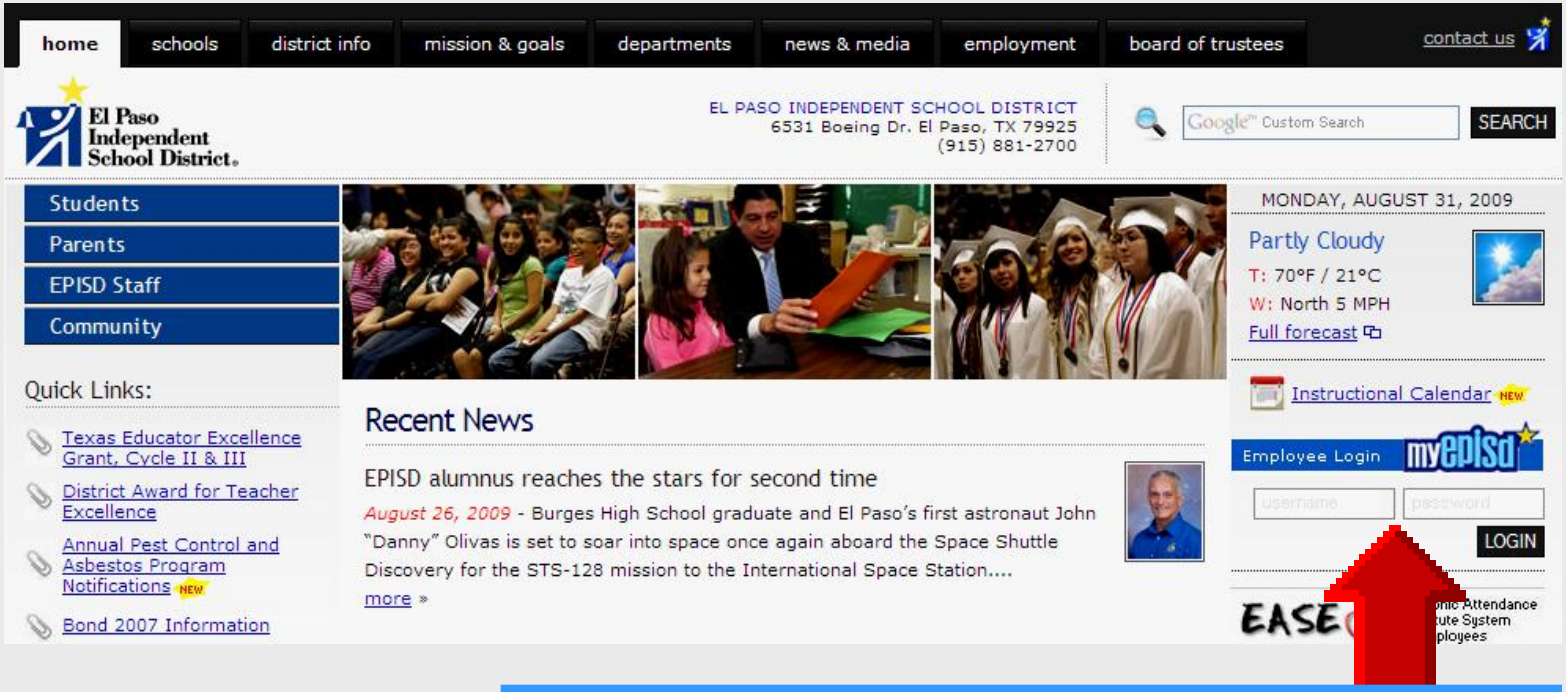
# Presentation Area



# TEAMS Gradebook

# Semester-end Procedures

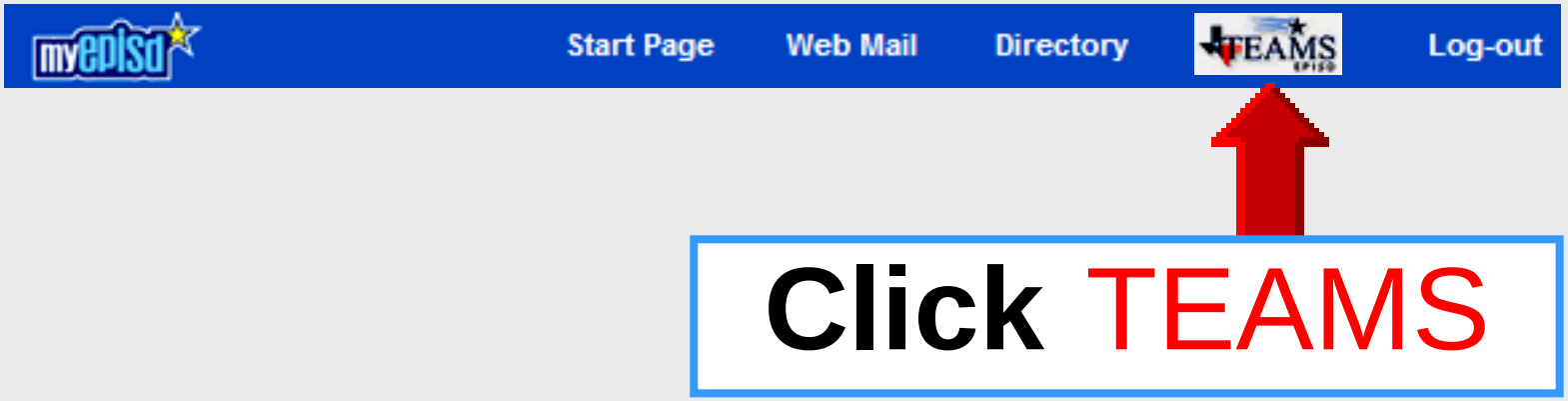
# MyEPISD Login



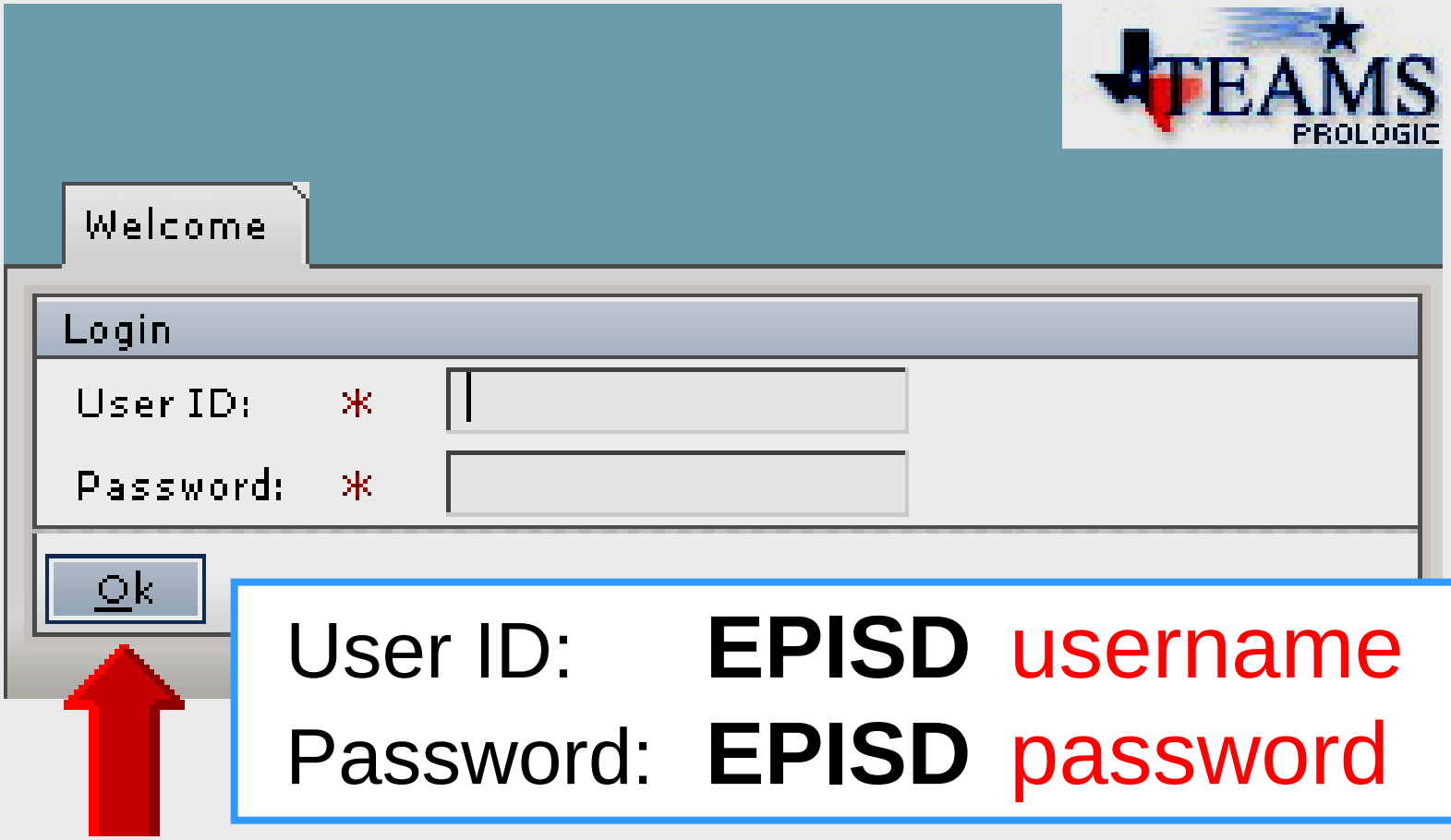

**Login**

Username – Password

# TEAMS Login


myepisd
Start Page
Web Mail
Directory
TEAMS
Log-out
Click TEAMS

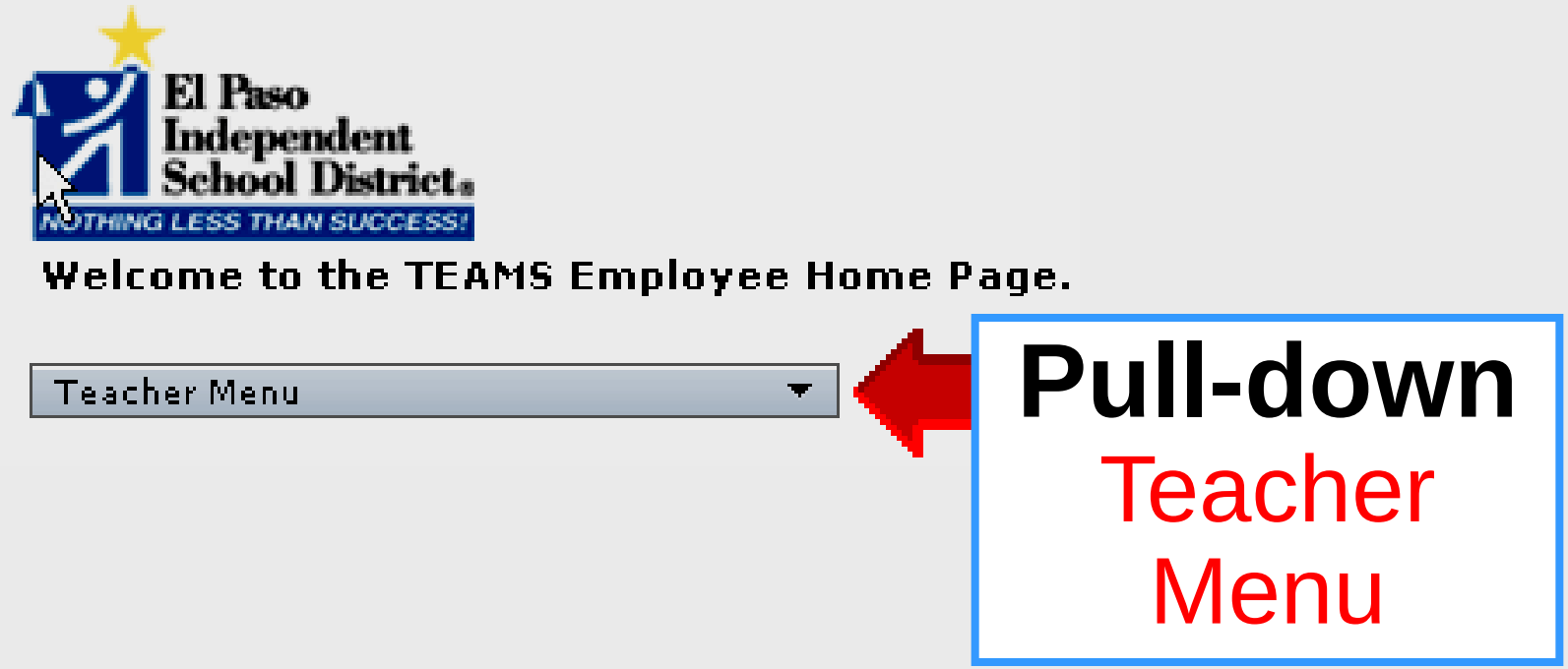
# Gradebook Login



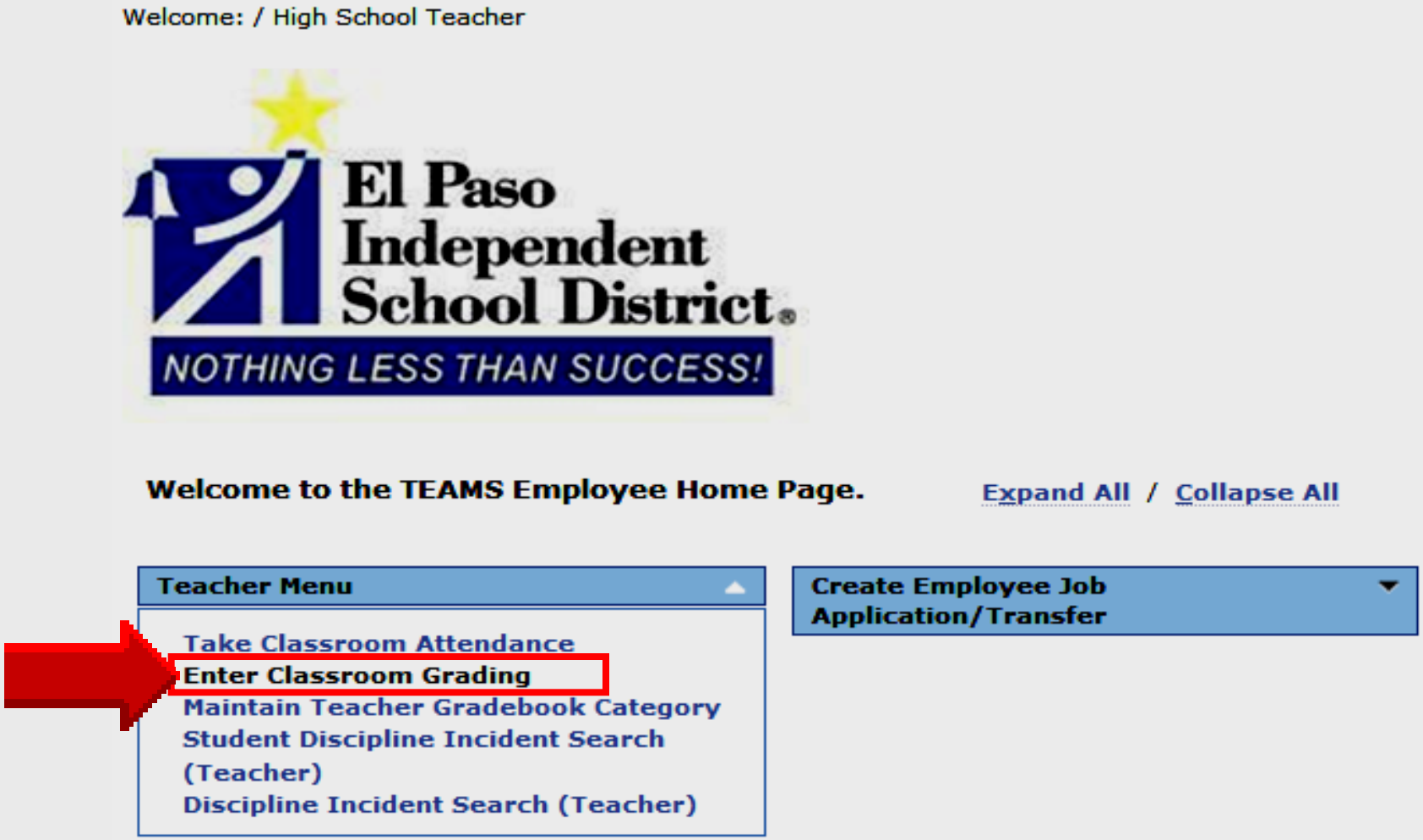

User ID: **EPISD** username

Password: **EPISD** password

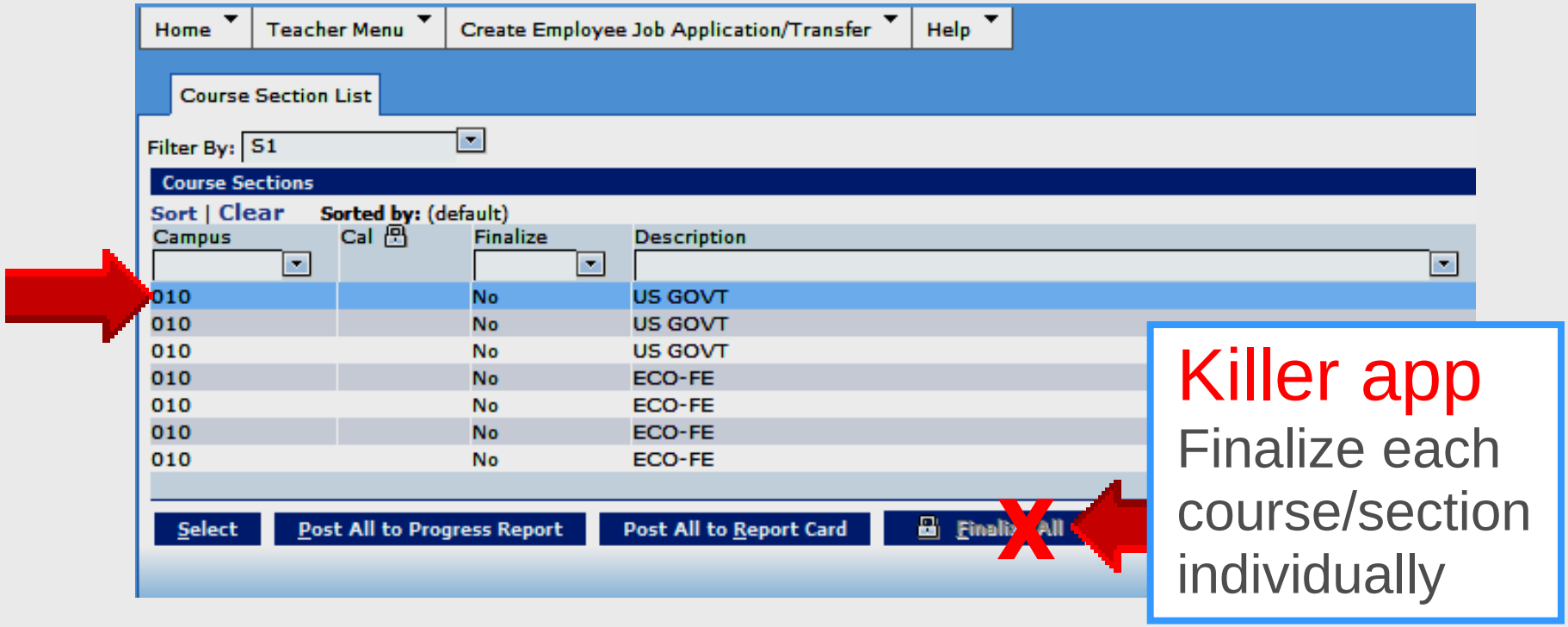
# Access Gradebook



# Enter Classroom Grading



# Open Course/Section

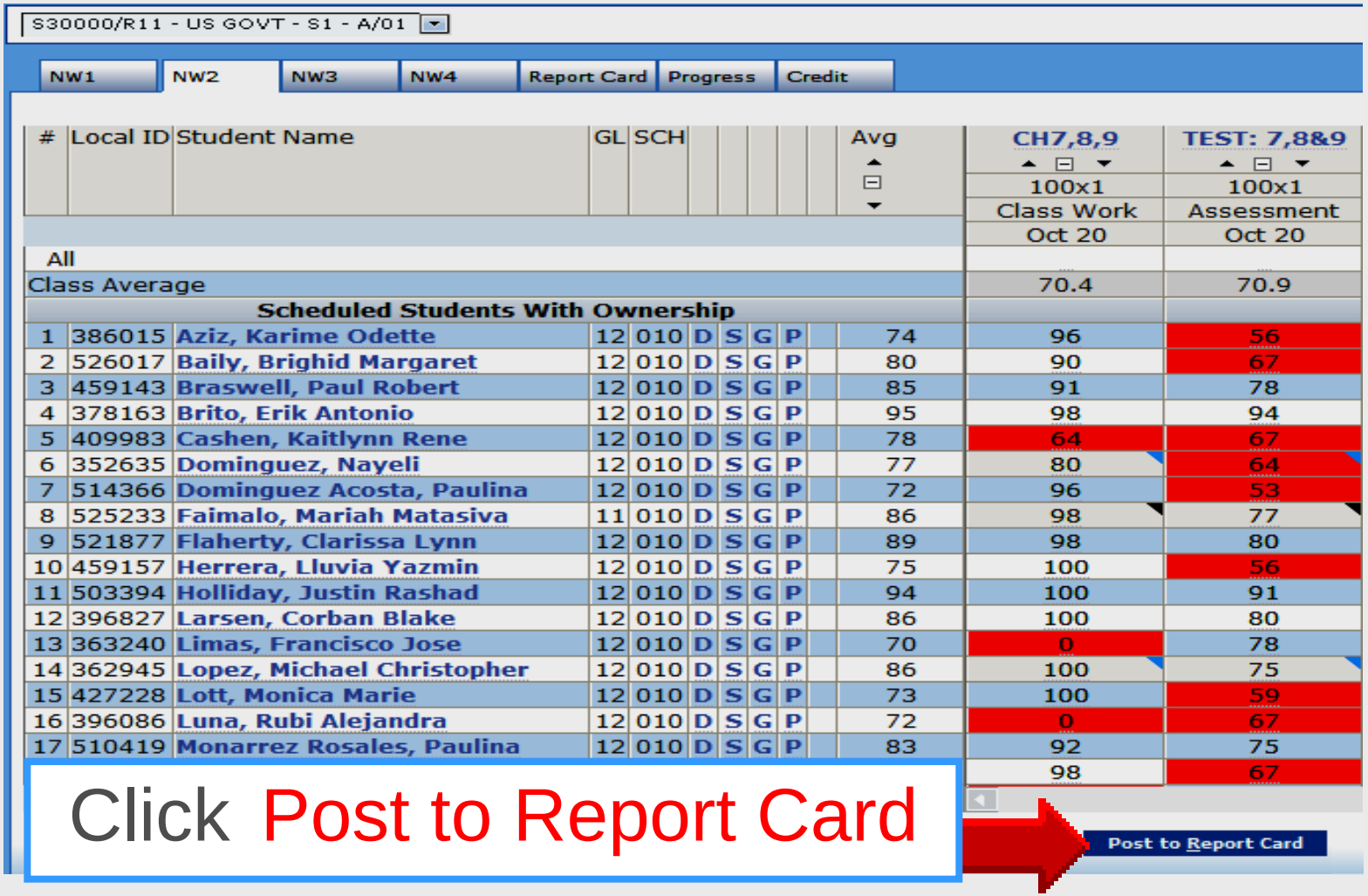



**Double-click on desired course/section to open gradebook**

# TEAMS Gradebook

# Posting *to* Report Card Tab

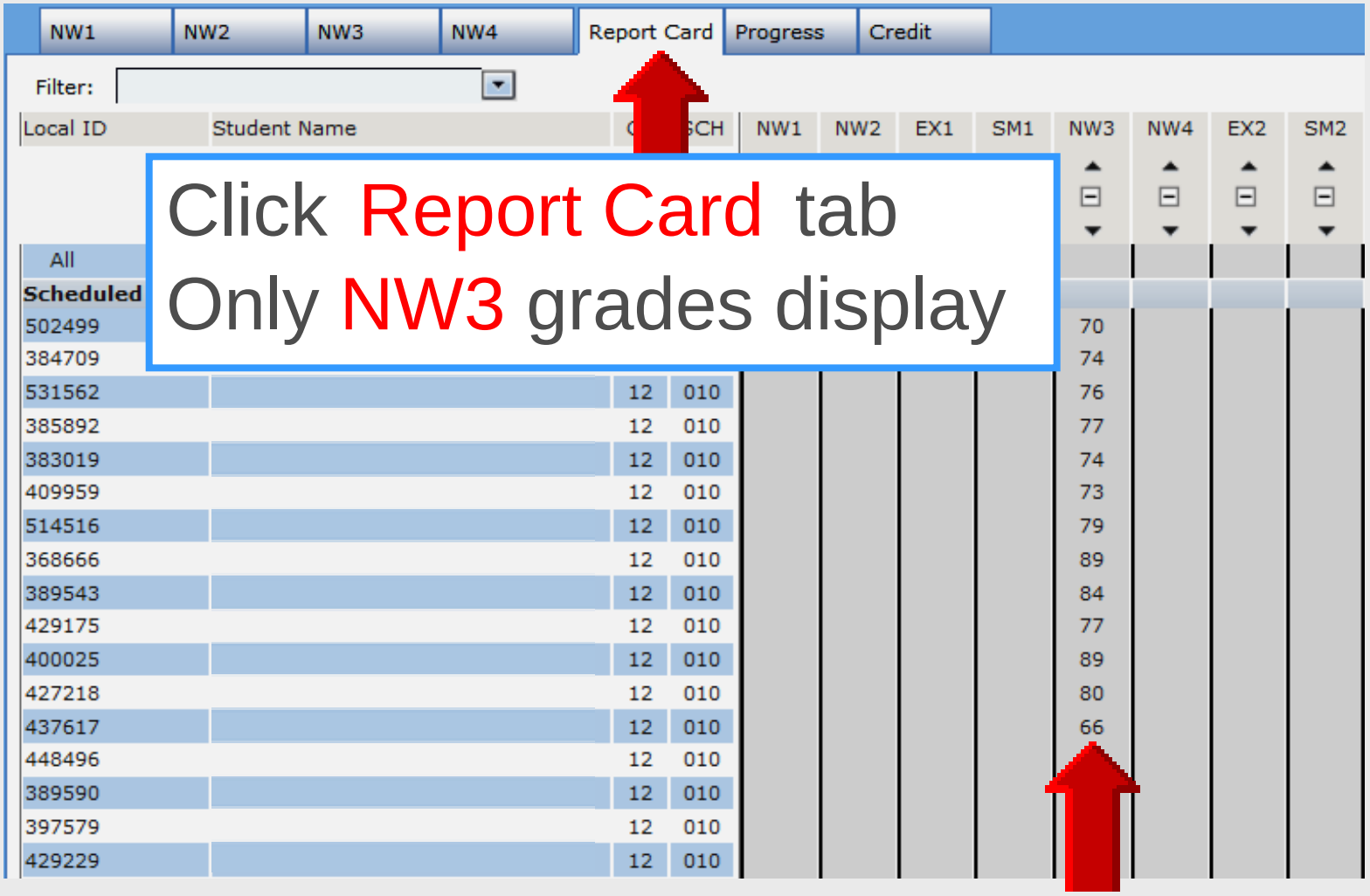
# Post *to* Report Card



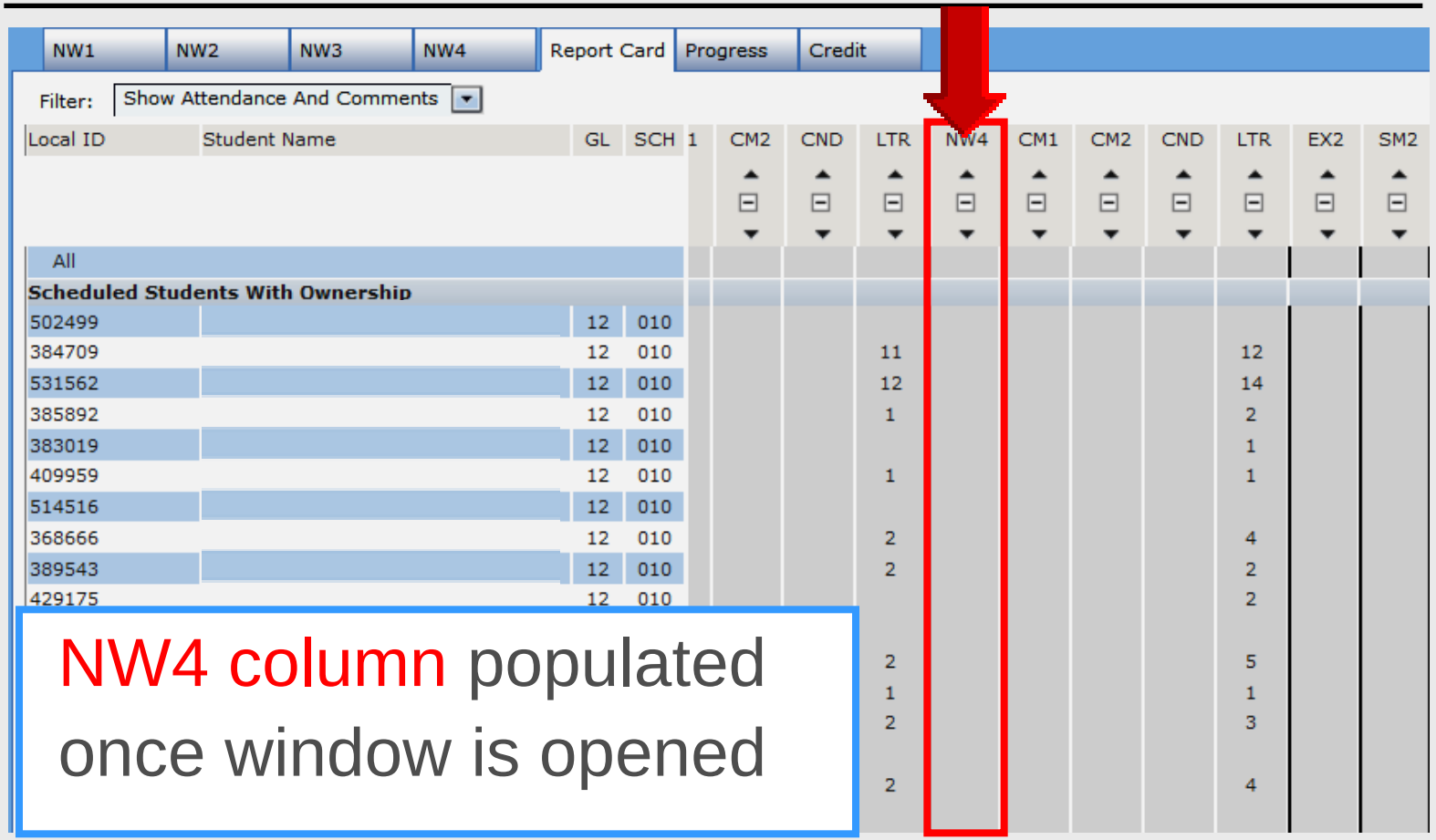

| # | Local ID | Student Name | GL | SCH | | | | | | Avg | CH7,8,9 100x1 Class Work Oct 20 | TEST: 7,8&9 100x1 Assessment Oct 20 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| All | | | | | | | | | | | | |
| Class Average | | | | | | | | | | | 70.4 | 70.9 |
| | | **Scheduled Students With Ownership** | | | | | | | | | | |
| 1 | 386015 | Aziz, Karime Odette | 12 | 010 | D | S | G | P | | 74 | 96 | 56 |
| 2 | 526017 | Baily, Brighid Margaret | 12 | 010 | D | S | G | P | | 80 | 90 | 67 |
| 3 | 459143 | Braswell, Paul Robert | 12 | 010 | D | S | G | P | | 85 | 91 | 78 |
| 4 | 378163 | Brito, Erik Antonio | 12 | 010 | D | S | G | P | | 95 | 98 | 94 |
| 5 | 409983 | Cashen, Kaitlynn Rene | 12 | 010 | D | S | G | P | | 78 | 64 | 67 |
| 6 | 352635 | Dominguez, Nayeli | 12 | 010 | D | S | G | P | | 77 | 80 | 64 |
| 7 | 514366 | Dominguez Acosta, Paulina | 12 | 010 | D | S | G | P | | 72 | 96 | 53 |
| 8 | 525233 | Faimalo, Mariah Matasiva | 11 | 010 | D | S | G | P | | 86 | 98 | 77 |
| 9 | 521877 | Flaherty, Clarissa Lynn | 12 | 010 | D | S | G | P | | 89 | 98 | 80 |
| 10 | 459157 | Herrera, Lluvia Yazmin | 12 | 010 | D | S | G | P | | 75 | 100 | 56 |
| 11 | 503394 | Holliday, Justin Rashad | 12 | 010 | D | S | G | P | | 94 | 100 | 91 |
| 12 | 396827 | Larsen, Corban Blake | 12 | 010 | D | S | G | P | | 86 | 100 | 80 |
| 13 | 363240 | Limas, Francisco Jose | 12 | 010 | D | S | G | P | | 70 | 0 | 78 |
| 14 | 362945 | Lopez, Michael Christopher | 12 | 010 | D | S | G | P | | 86 | 100 | 75 |
| 15 | 427228 | Lott, Monica Marie | 12 | 010 | D | S | G | P | | 73 | 100 | 59 |
| 16 | 396086 | Luna, Rubi Alejandra | 12 | 010 | D | S | G | P | | 72 | 0 | 67 |
| 17 | 510419 | Monarrez Rosales, Paulina | 12 | 010 | D | S | G | P | | 83 | 92 | 75 |
| | | | | | | | | | | | 98 | 67 |

Click Post to Report Card

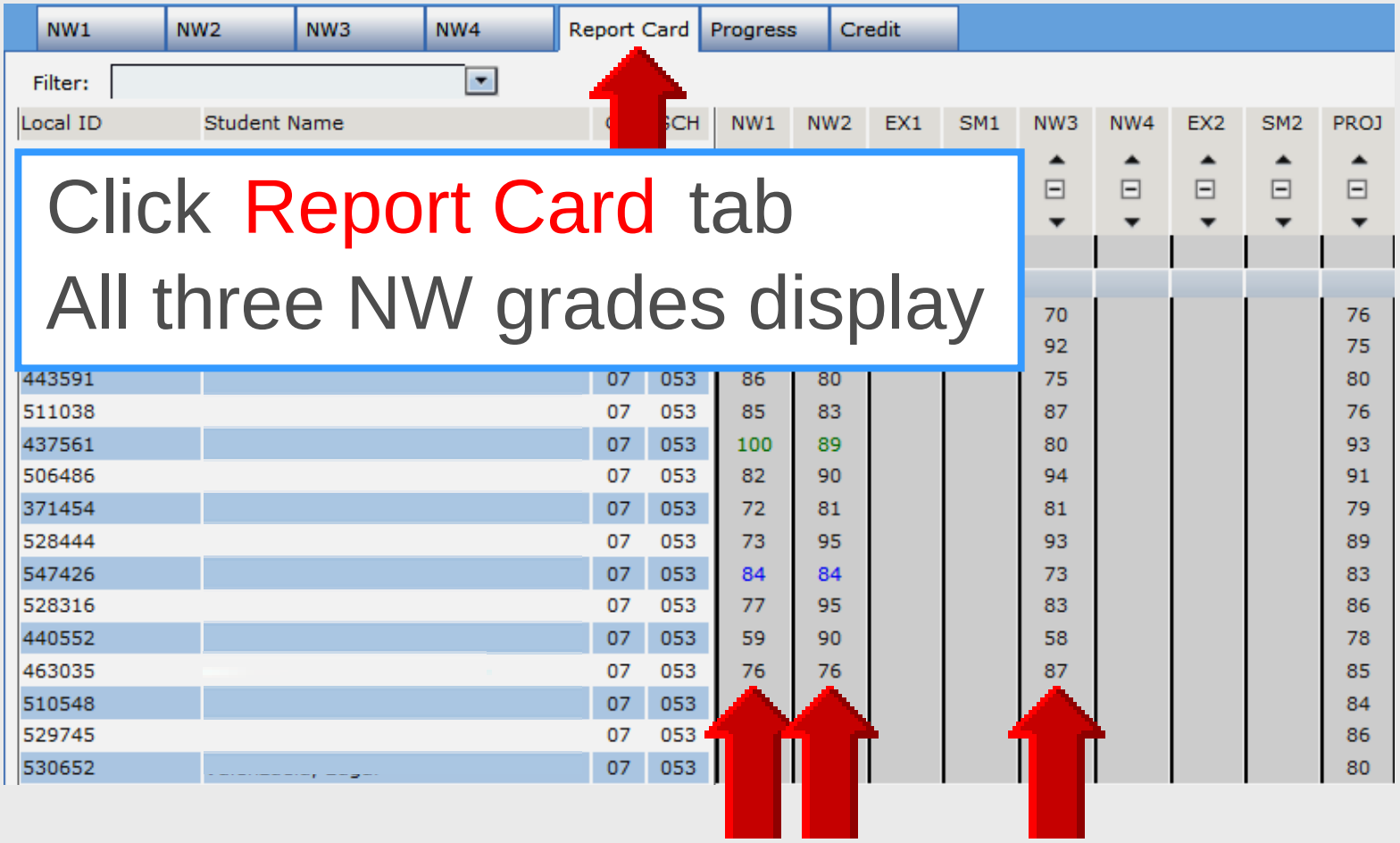
# HS Report Card Tab



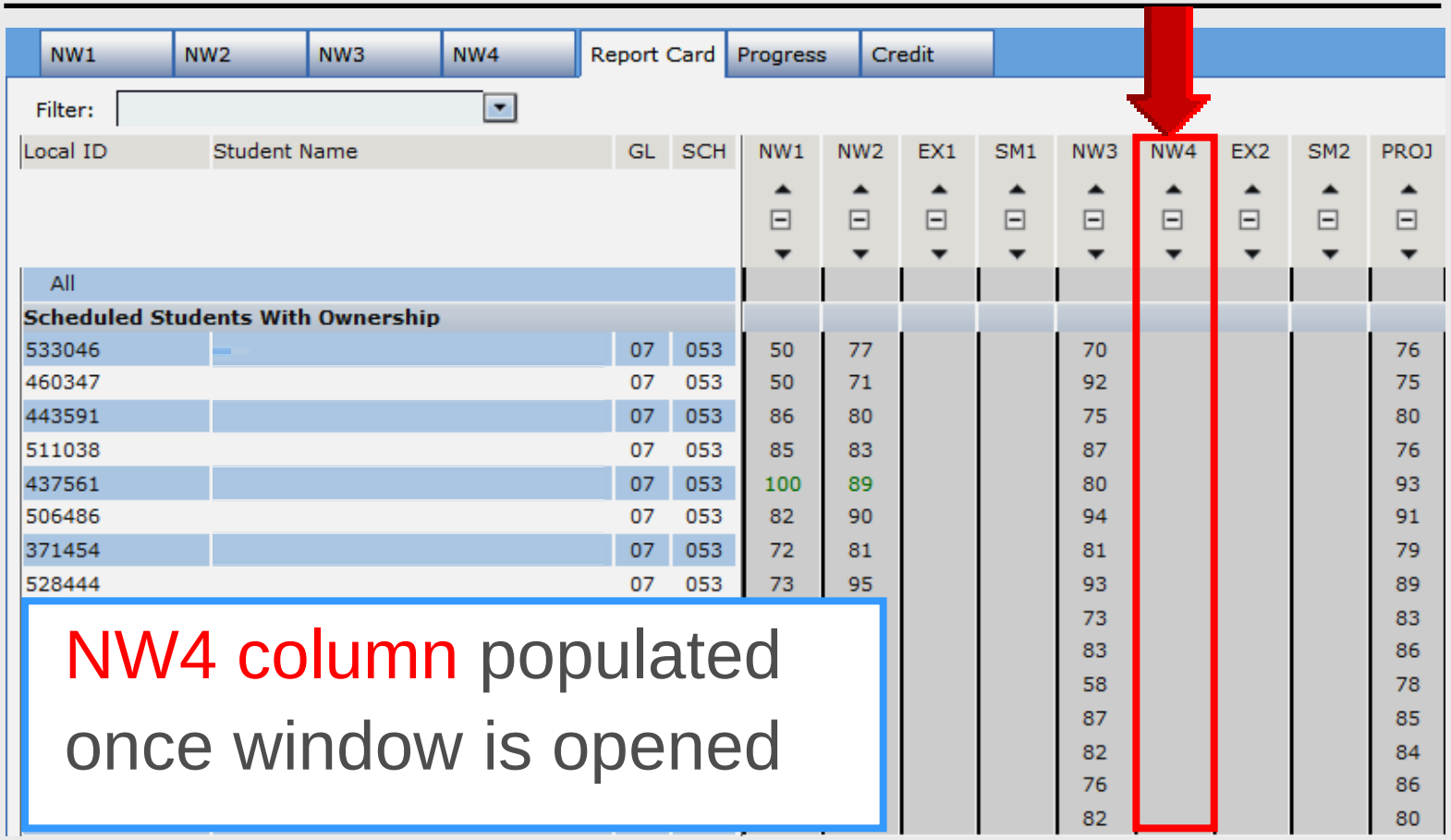
# HS Report Card Tab



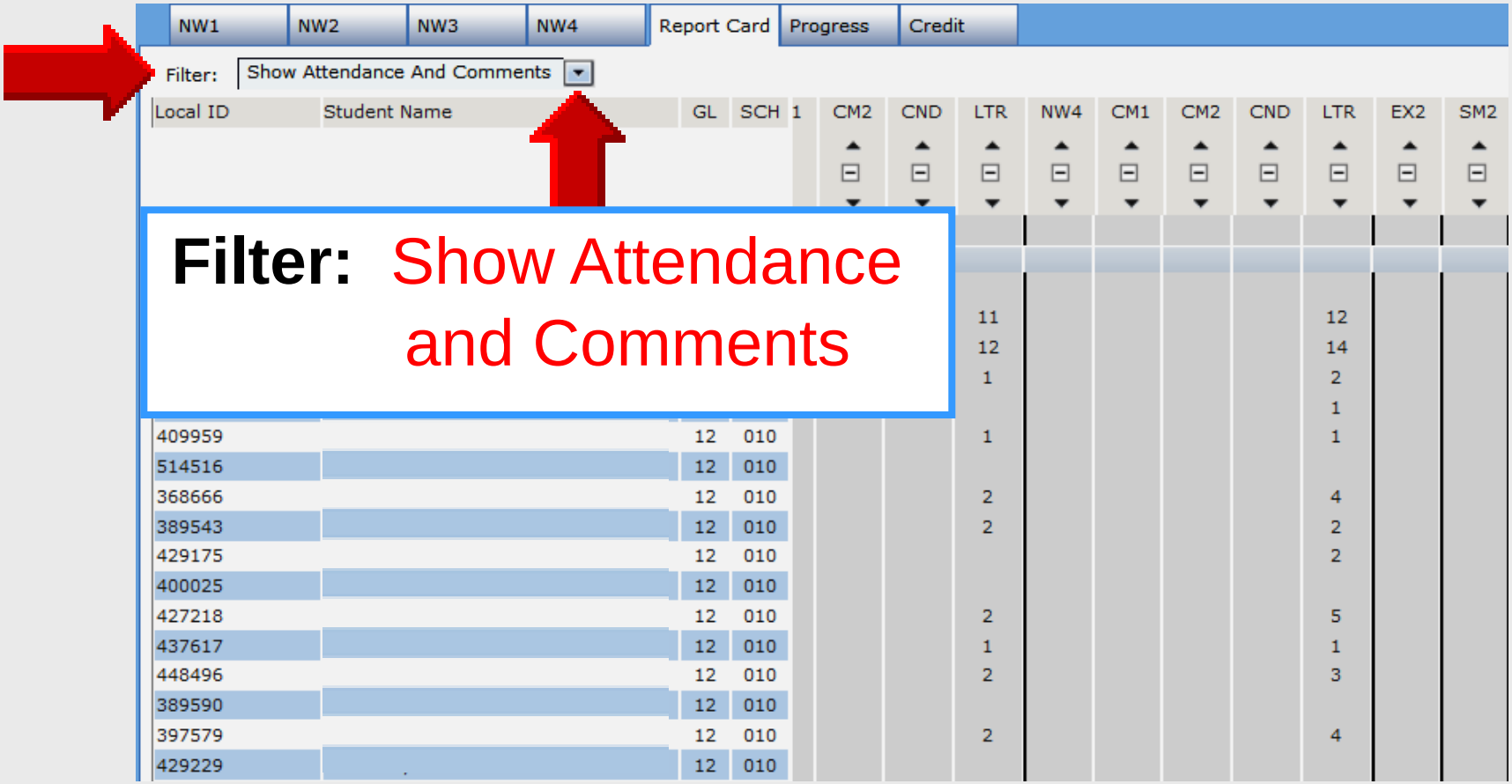
# MS Report Card Tab



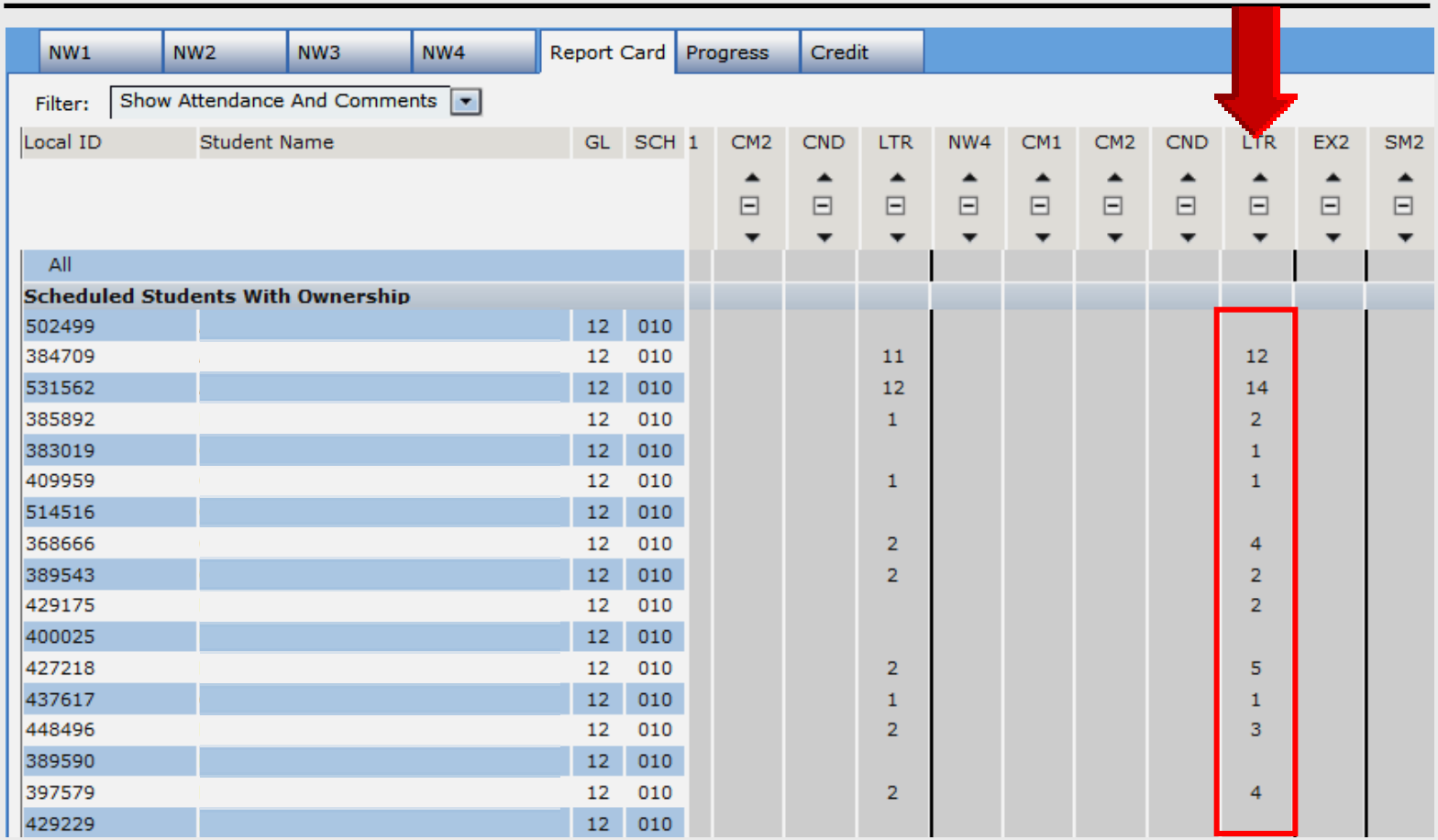
# MS Report Card Tab



# Select Filter



# HS Semester Absences



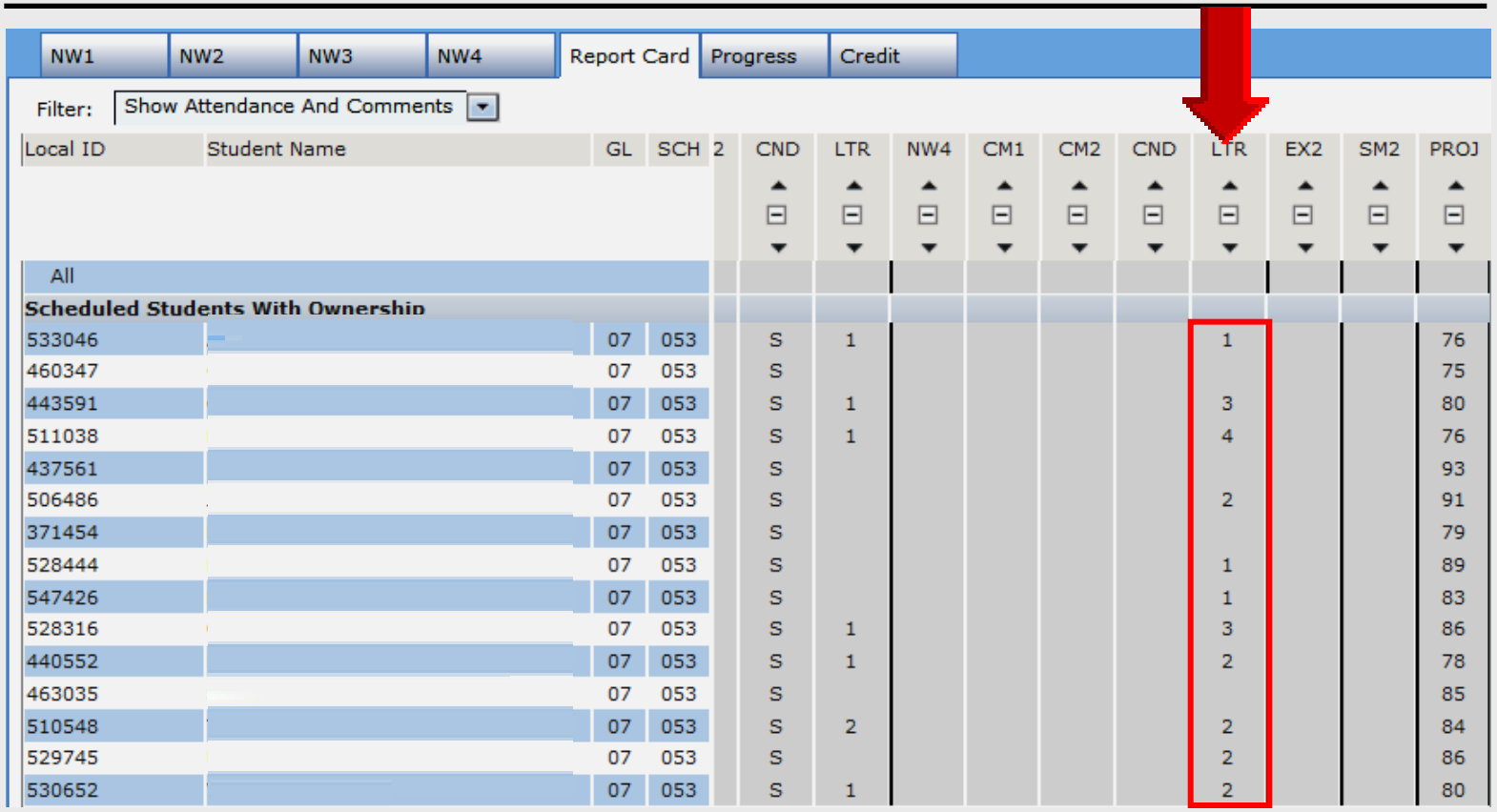
NW1 | NW2 | NW3 | NW4 | Report Card | Progress | Credit

Filter: Show Attendance And Comments

| Local ID | Student Name | GL | SCH | 1 | CM2 | CND | LTR | NW4 | CM1 | CM2 | CND | LTR | EX2 | SM2 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| All | | | | | | | | | | | | | | |
| **Scheduled Students With Ownership** | | | | | | | | | | | | | | |
| 502499 | | 12 | 010 | | | | | | | | | | | |
| 384709 | | 12 | 010 | | | | 11 | | | | | 12 | | |
| 531562 | | 12 | 010 | | | | 12 | | | | | 14 | | |
| 385892 | | 12 | 010 | | | | 1 | | | | | 2 | | |
| 383019 | | 12 | 010 | | | | | | | | | 1 | | |
| 409959 | | 12 | 010 | | | | 1 | | | | | 1 | | |
| 514516 | | 12 | 010 | | | | | | | | | | | |
| 368666 | | 12 | 010 | | | | 2 | | | | | 4 | | |
| 389543 | | 12 | 010 | | | | 2 | | | | | 2 | | |
| 429175 | | 12 | 010 | | | | | | | | | 2 | | |
| 400025 | | 12 | 010 | | | | | | | | | | | |
| 427218 | | 12 | 010 | | | | 2 | | | | | 5 | | |
| 437617 | | 12 | 010 | | | | 1 | | | | | 1 | | |
| 448496 | | 12 | 010 | | | | 2 | | | | | 3 | | |
| 389590 | | 12 | 010 | | | | | | | | | | | |
| 397579 | | 12 | 010 | | | | 2 | | | | | 4 | | |
| 429229 | | 12 | 010 | | | | | | | | | | | |

Total accumulative SEM2 absences

# MS Year Absences




| Local ID | Student Name | GL | SCH | 2 | CND | LTR | NW4 | CM1 | CM2 | CND | LTR | EX2 | SM2 | PROJ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| All | | | | | | | | | | | | | | |
| **Scheduled Students With Ownership** | | | | | | | | | | | | | | |
| 533046 | | 07 | 053 | | S | 1 | | | | | 1 | | | 76 |
| 460347 | | 07 | 053 | | S | | | | | | | | | 75 |
| 443591 | | 07 | 053 | | S | 1 | | | | | 3 | | | 80 |
| 511038 | | 07 | 053 | | S | 1 | | | | | 4 | | | 76 |
| 437561 | | 07 | 053 | | S | | | | | | | | | 93 |
| 506486 | | 07 | 053 | | S | | | | | | 2 | | | 91 |
| 371454 | | 07 | 053 | | S | | | | | | | | | 79 |
| 528444 | | 07 | 053 | | S | | | | | | 1 | | | 89 |
| 547426 | | 07 | 053 | | S | | | | | | 1 | | | 83 |
| 528316 | | 07 | 053 | | S | 1 | | | | | 3 | | | 86 |
| 440552 | | 07 | 053 | | S | 1 | | | | | 2 | | | 78 |
| 463035 | | 07 | 053 | | S | | | | | | | | | 85 |
| 510548 | | 07 | 053 | | S | 2 | | | | | 2 | | | 84 |
| 529745 | | 07 | 053 | | S | | | | | | 2 | | | 86 |
| 530652 | | 07 | 053 | | S | 1 | | | | | 2 | | | 80 |

Total accumulative YEAR absences

# TEAMS Gradebook

# Semester Test Exemptions

# HS Semester Grade

1. With final exam grade **in EX2 column**

   NW1 grade x .45
   NW2 grade x .45
   EX2 exam x .10
   SM2 Grade = NW1 **+** NW2 **+** EX1 **/** 100

2. W/O final exam grade **in EX2 column**

   NW1 grade x .45
   NW2 grade x .45
   EX2 exam **XMT**
   SM2 Grade = NW1 **+** NW2 **/** 90

# MS Course Grade

1. No final exam grade **entered**

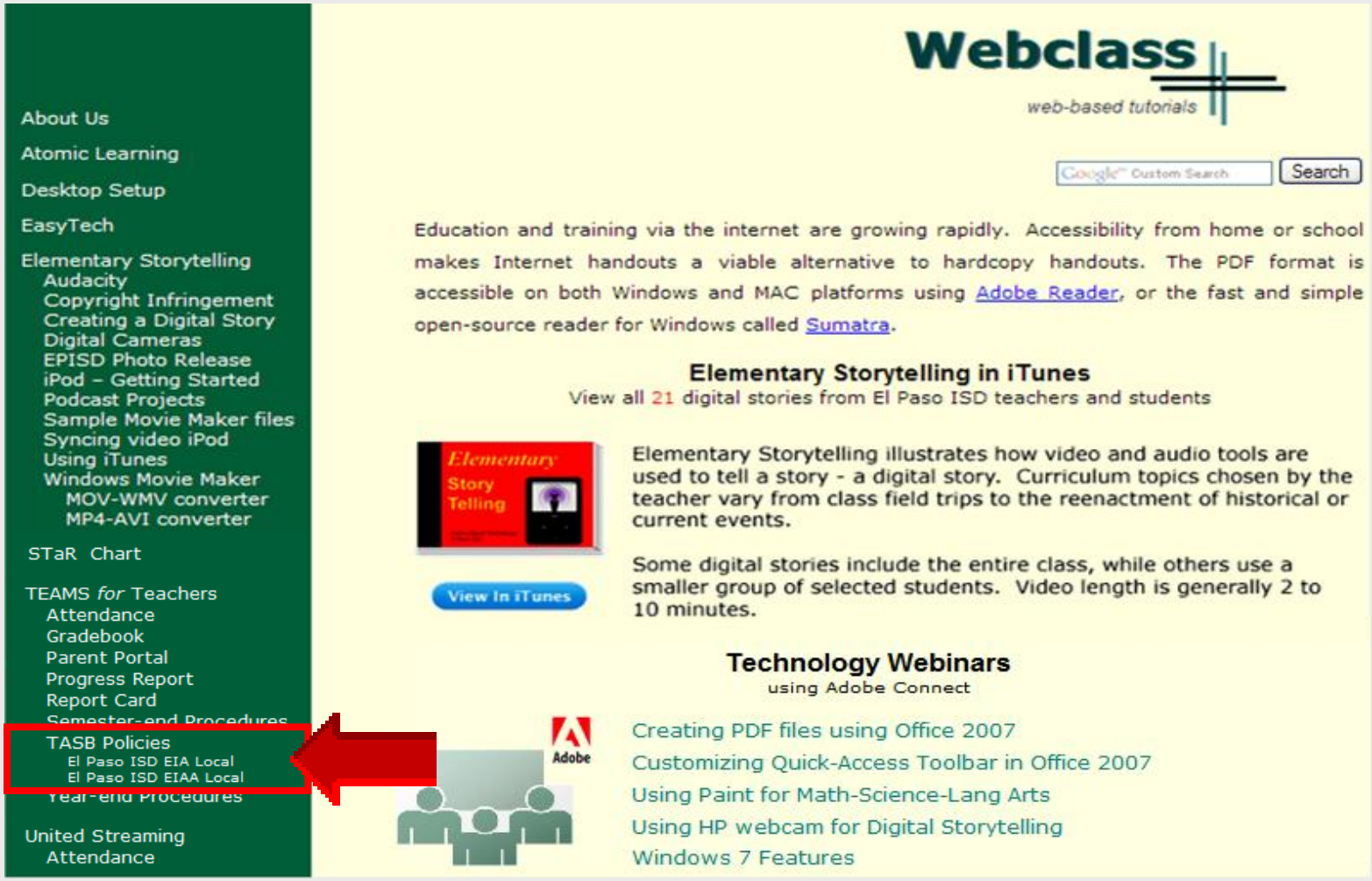
   NW1 grade x .25
   NW2 grade x .25
   NW3 grade x .25
   NW4 grade x .25
   EX2 exam **XMT**

   **SEM2 Grade** = NW1 **+** NW2 **+** NW3 **+** NW4

   **Proj Grade (HS)** = NW1 **+** NW2 **+** NW3 **+** NW4

2. SEM2 column = **MS course grade**
3. PROJ column = **HS course grade *for* MS**

# TASB Policies



# 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:

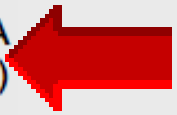
1. After completing the fall semester, the student has an average of 90 or above and has three or fewer excused and/or unexcused absences, except for religious holidays, school activities, and two college visits preapproved by the principal or designee.
2. After completing the spring semester, the student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

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

# HS Semester Grade

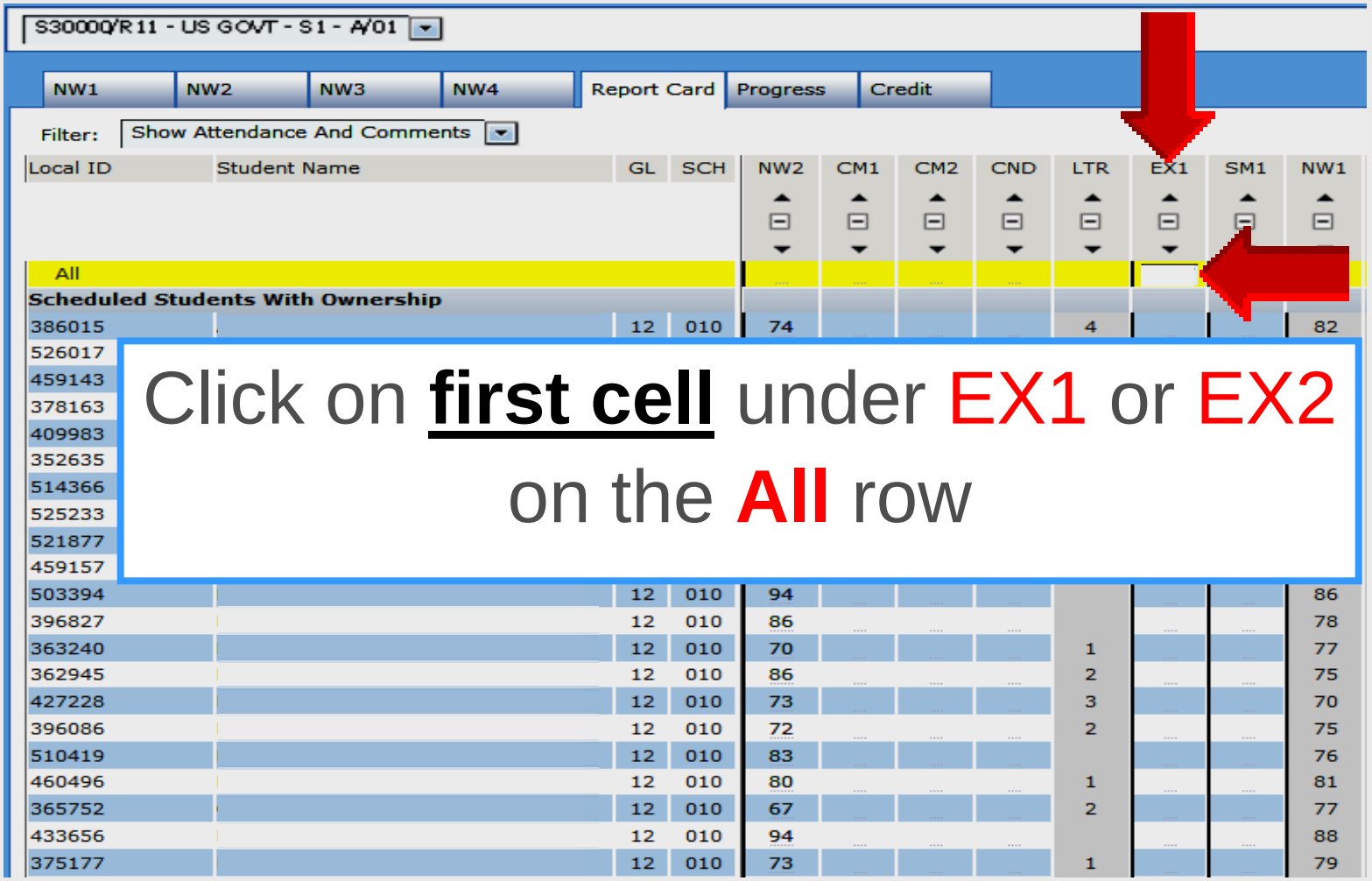
1. With final exam grade **in EX2 column**

   NW1 grade x .45
   NW2 grade x .45
   EX2 exam x .10
   SM2 Grade = NW1 **+** NW2 **+** EX1 **/** 100

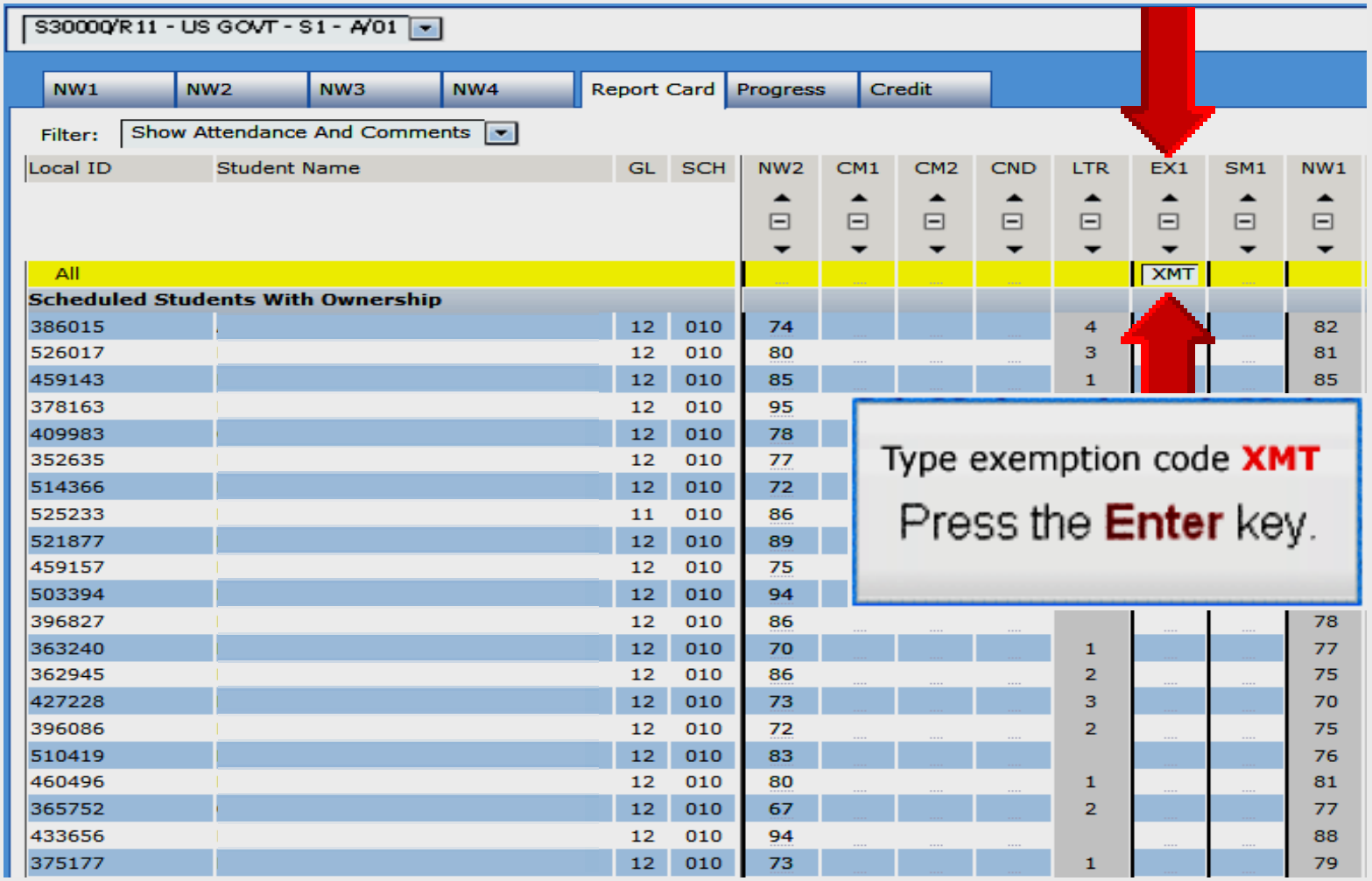
2. W/O final exam grade **in EX2 column**

   NW1 grade x .45
   NW2 grade x .45
   EX2 exam **XMT**
   SM2 Grade = NW1 **+** NW2 **/** 90

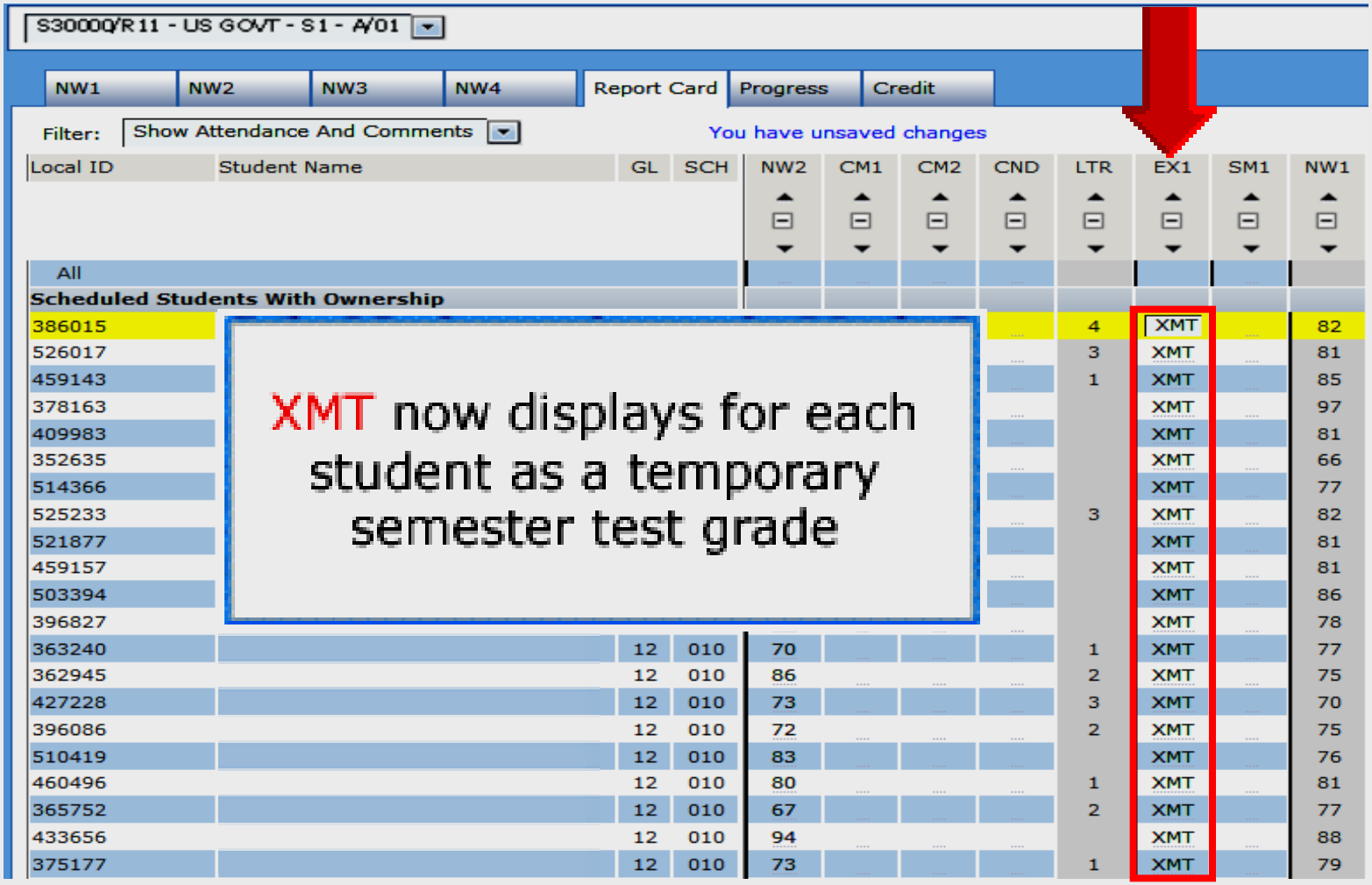
# HS Exemption Procedure



# HS Enter XMT *for* Sem Exam

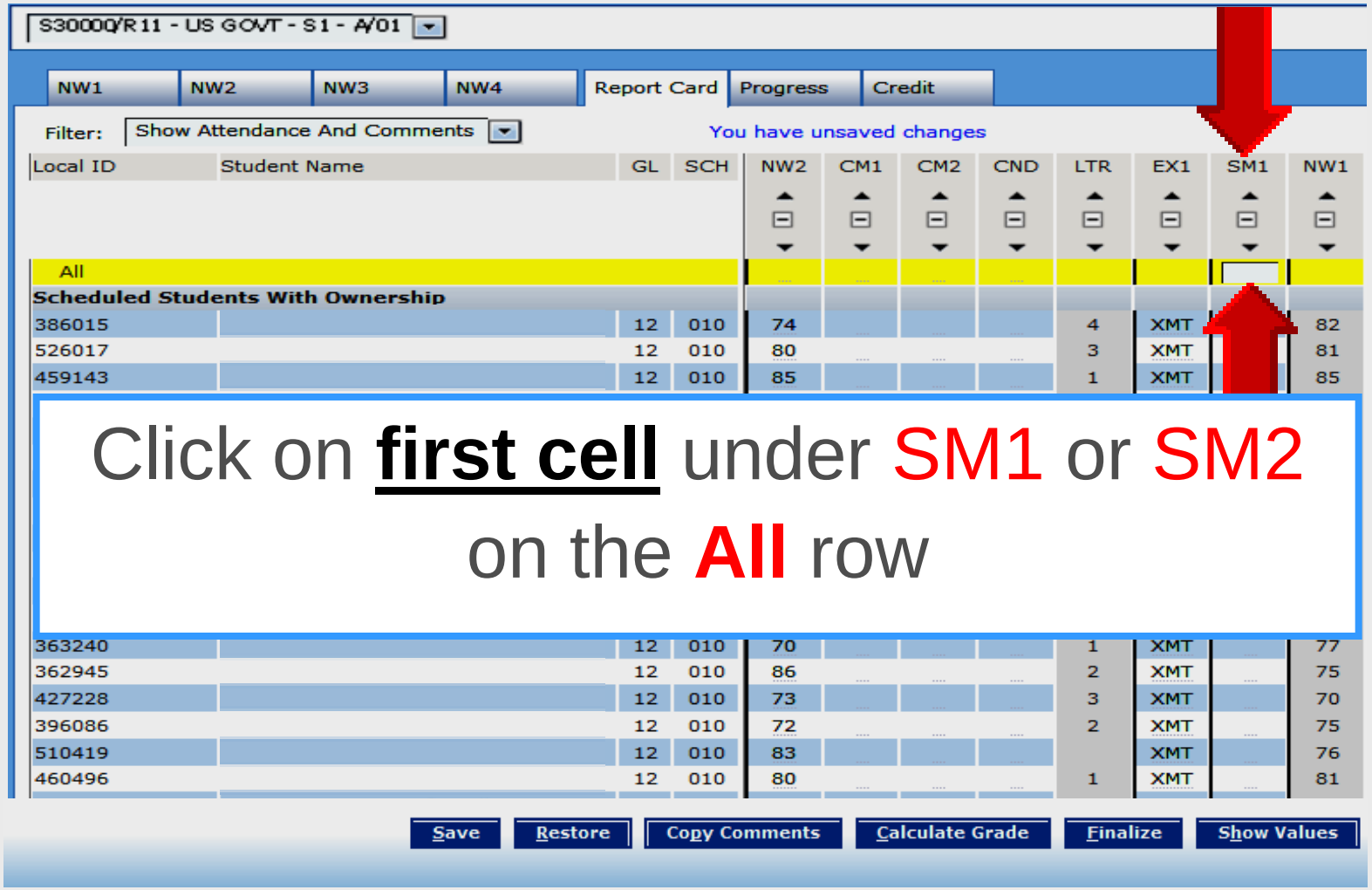


# Exemption Code Copied

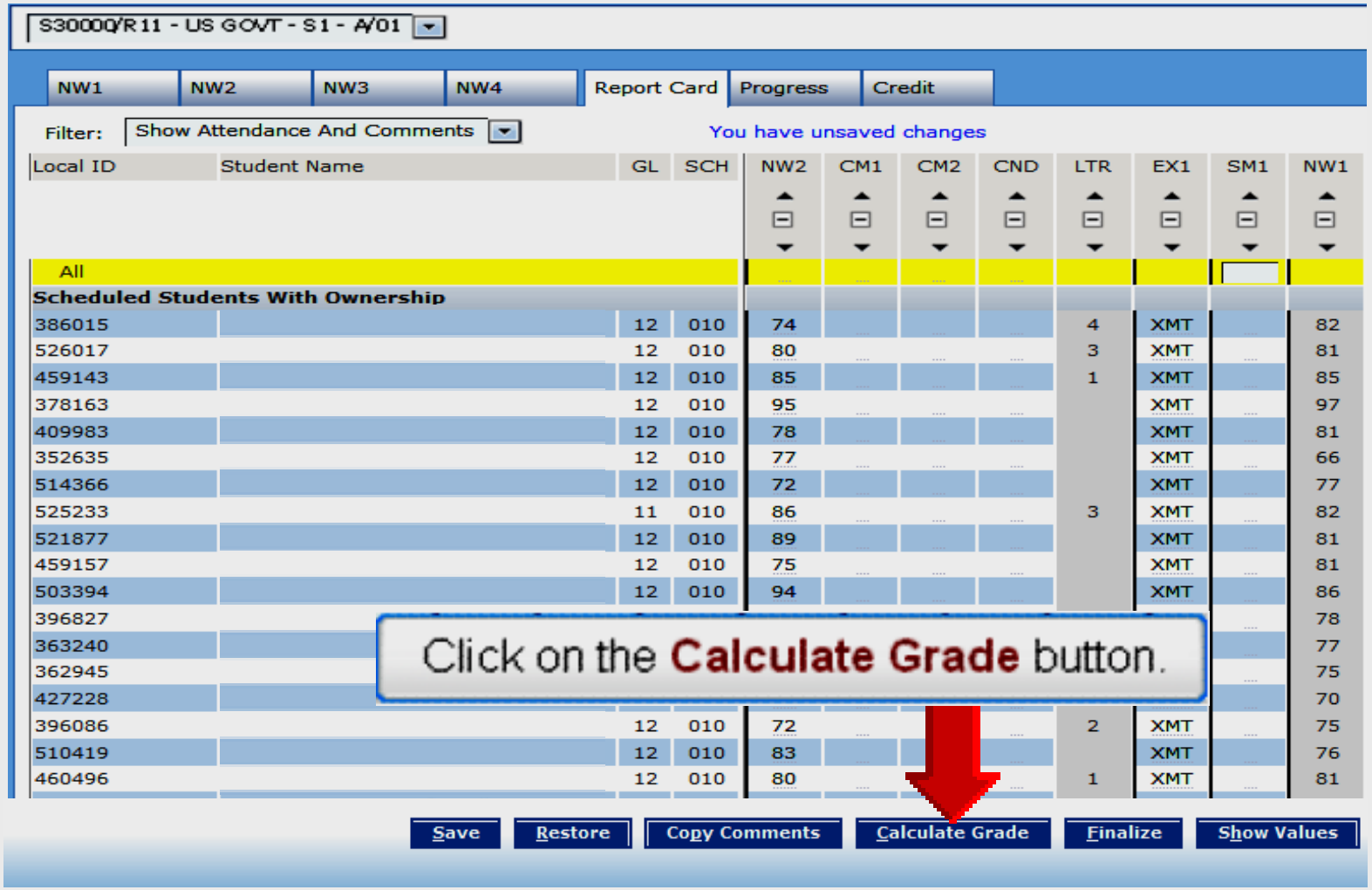



| Local ID | Student Name | GL | SCH | NW2 | CM1 | CM2 | CND | LTR | EX1 | SM1 | NW1 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| All | | | | | | | | | | | |
| **Scheduled Students With Ownership** | | | | | | | | | | | |
| 386015 | | | | | | | | 4 | XMT | | 82 |
| 526017 | | | | | | | | 3 | XMT | | 81 |
| 459143 | | | | | | | | 1 | XMT | | 85 |
| 378163 | | | | | | | | | XMT | | 97 |
| 409983 | | | | | | | | | XMT | | 81 |
| 352635 | | | | | | | | | XMT | | 66 |
| 514366 | | | | | | | | | XMT | | 77 |
| 525233 | | | | | | | | 3 | XMT | | 82 |
| 521877 | | | | | | | | | XMT | | 81 |
| 459157 | | | | | | | | | XMT | | 81 |
| 503394 | | | | | | | | | XMT | | 86 |
| 396827 | | | | | | | | | XMT | | 78 |
| 363240 | | 12 | 010 | 70 | | | | 1 | XMT | | 77 |
| 362945 | | 12 | 010 | 86 | | | | 2 | XMT | | 75 |
| 427228 | | 12 | 010 | 73 | | | | 3 | XMT | | 70 |
| 396086 | | 12 | 010 | 72 | | | | 2 | XMT | | 75 |
| 510419 | | 12 | 010 | 83 | | | | | XMT | | 76 |
| 460496 | | 12 | 010 | 80 | | | | 1 | XMT | | 81 |
| 365752 | | 12 | 010 | 67 | | | | 2 | XMT | | 77 |
| 433656 | | 12 | 010 | 94 | | | | | XMT | | 88 |
| 375177 | | 12 | 010 | 73 | | | | 1 | XMT | | 79 |

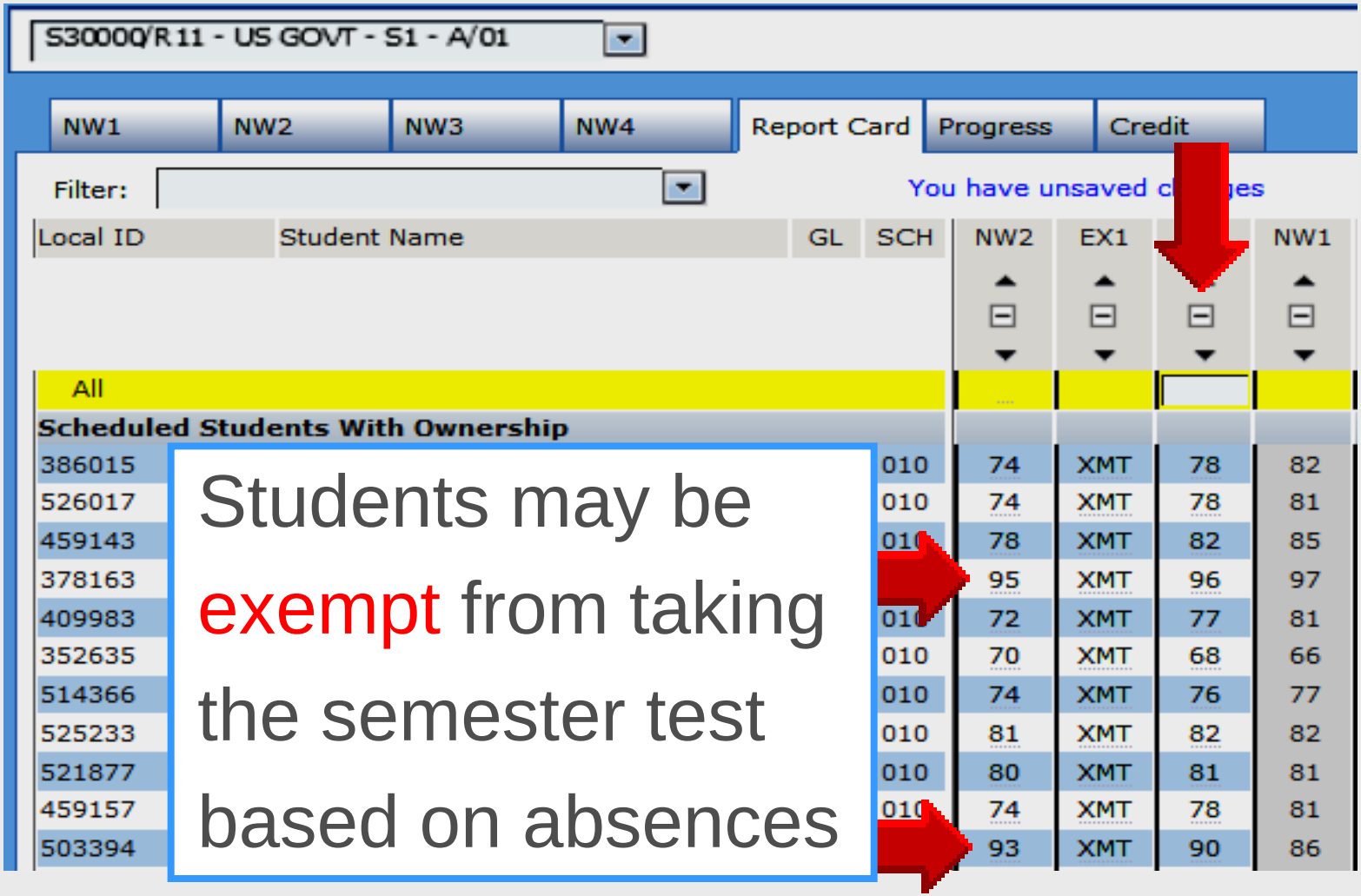
# Calculate Semester Grade



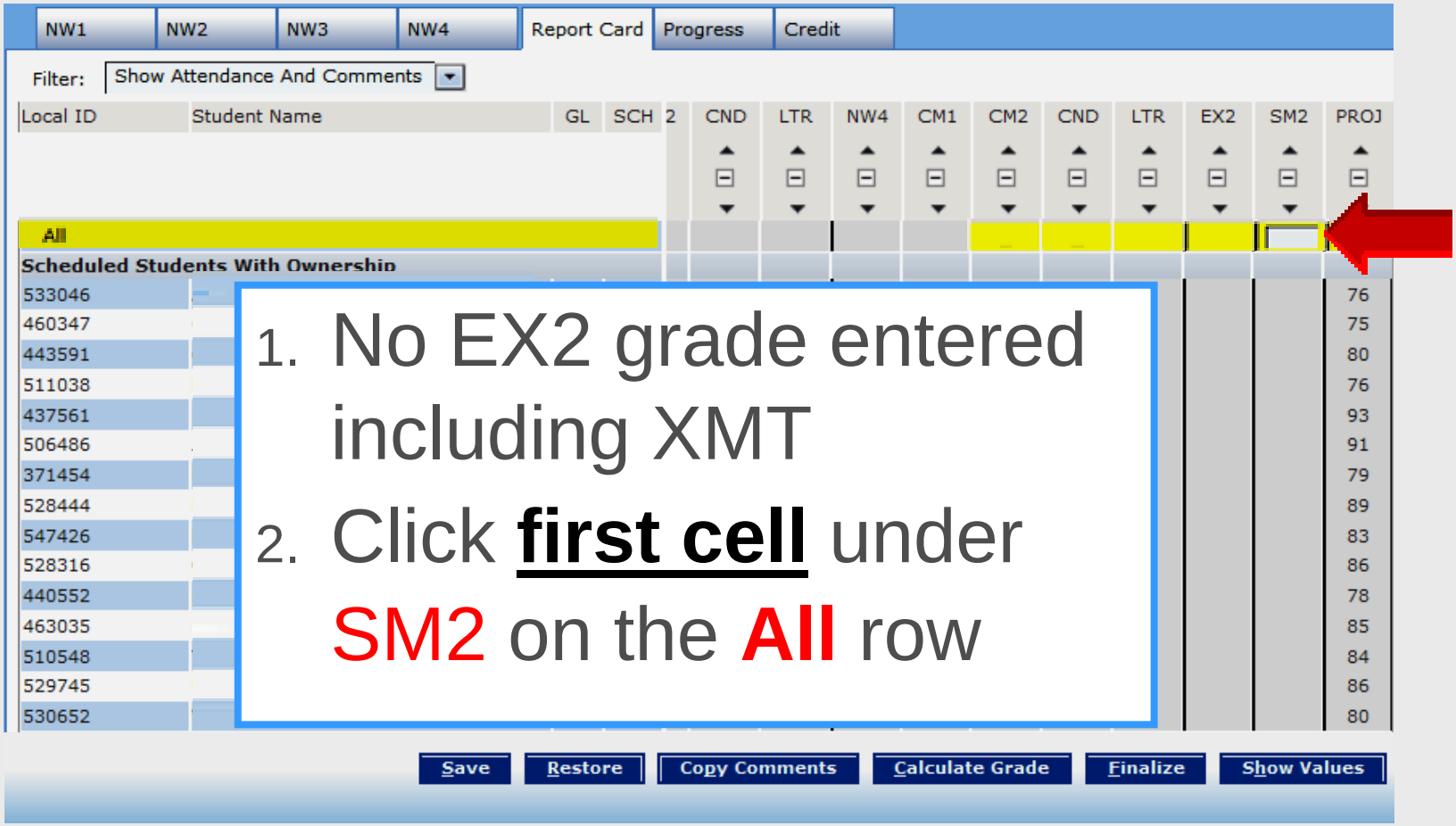
# Calculate Semester Grade



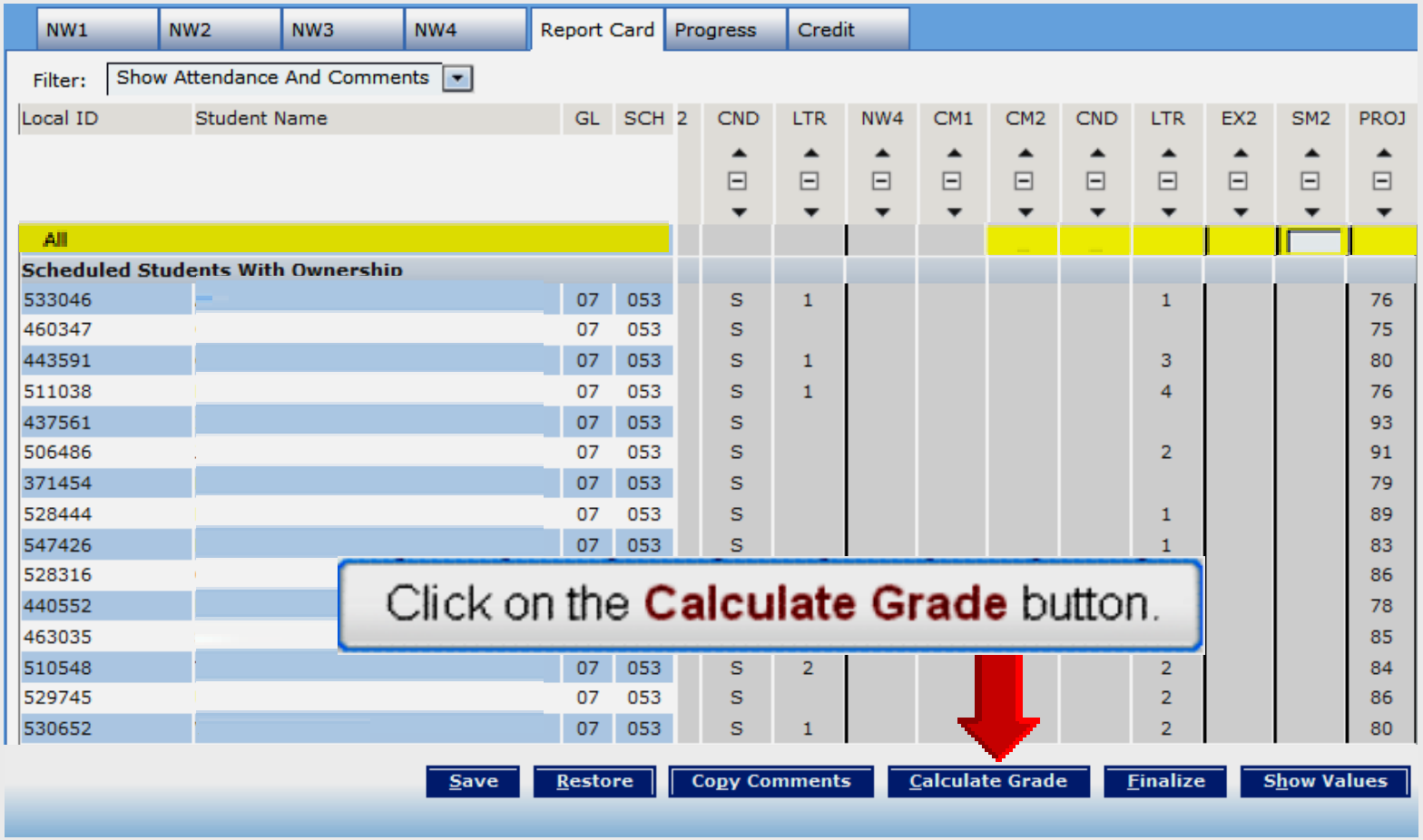
# *Temporary* Semester Grade



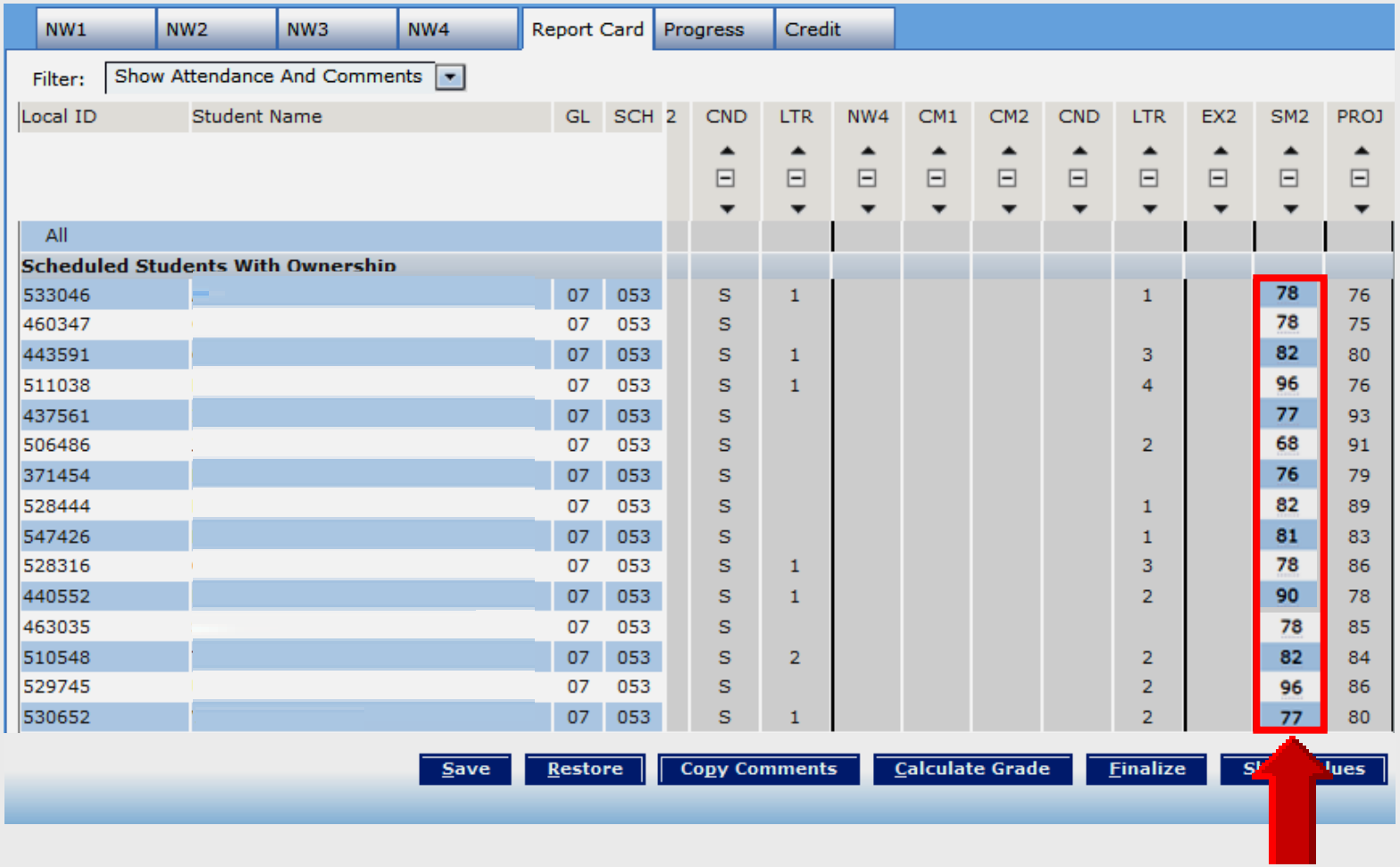
# MS Course Grade



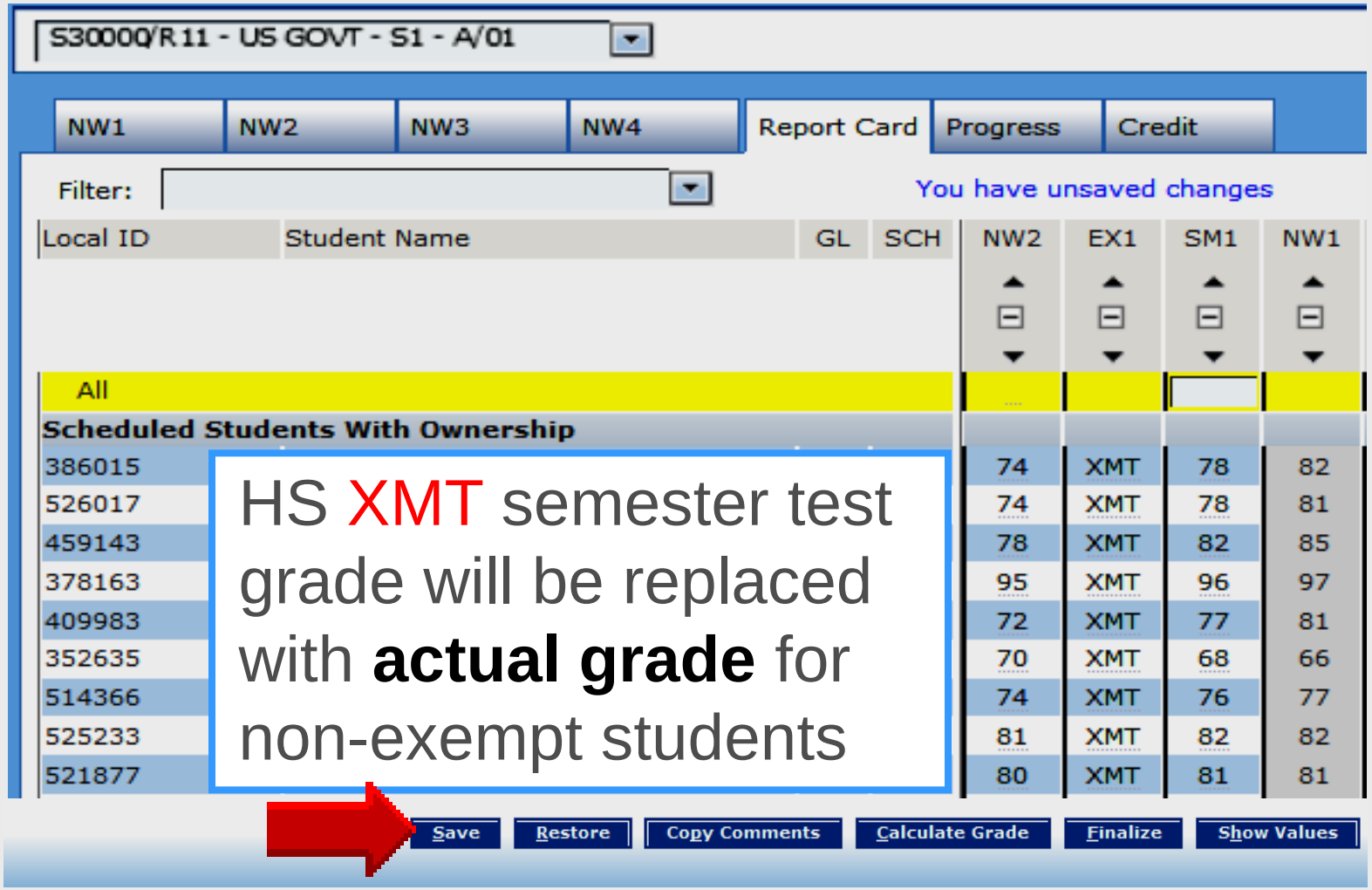
# MS Course Grade



# MS Course Grade



# Save Gradebook



# Save Report Card

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

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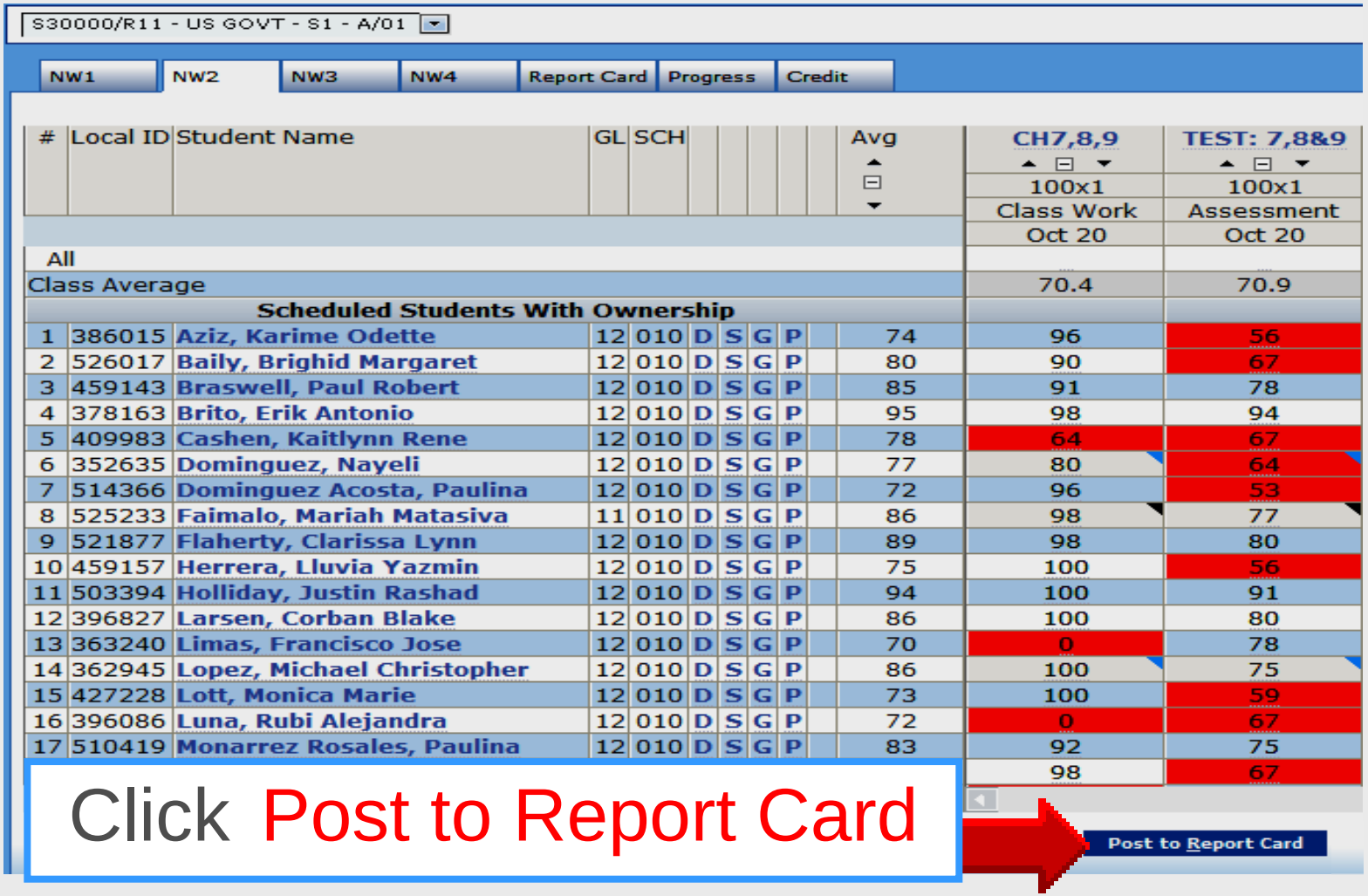
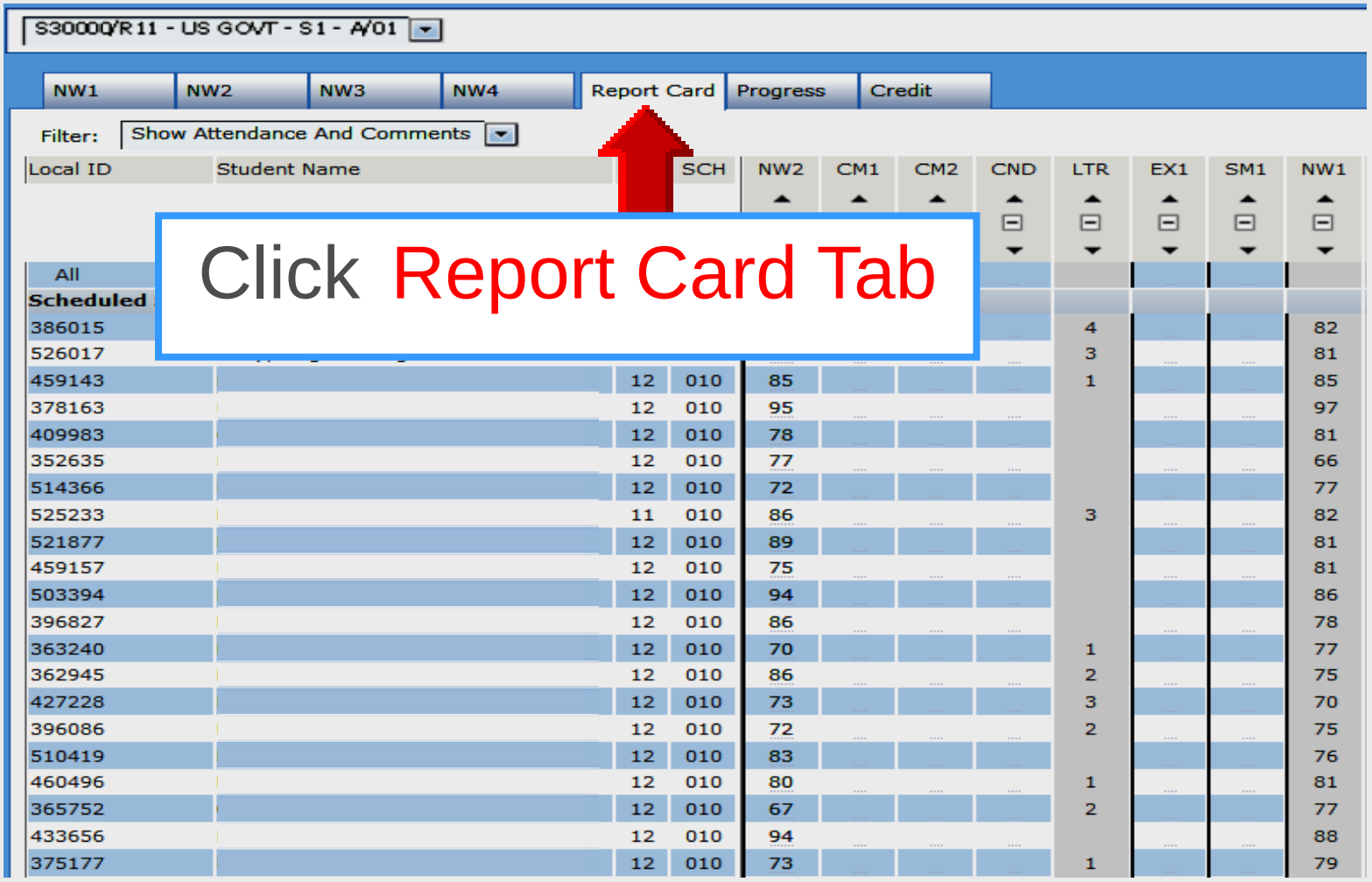
# Comments *and* Conduct

# Post *to* Report Card

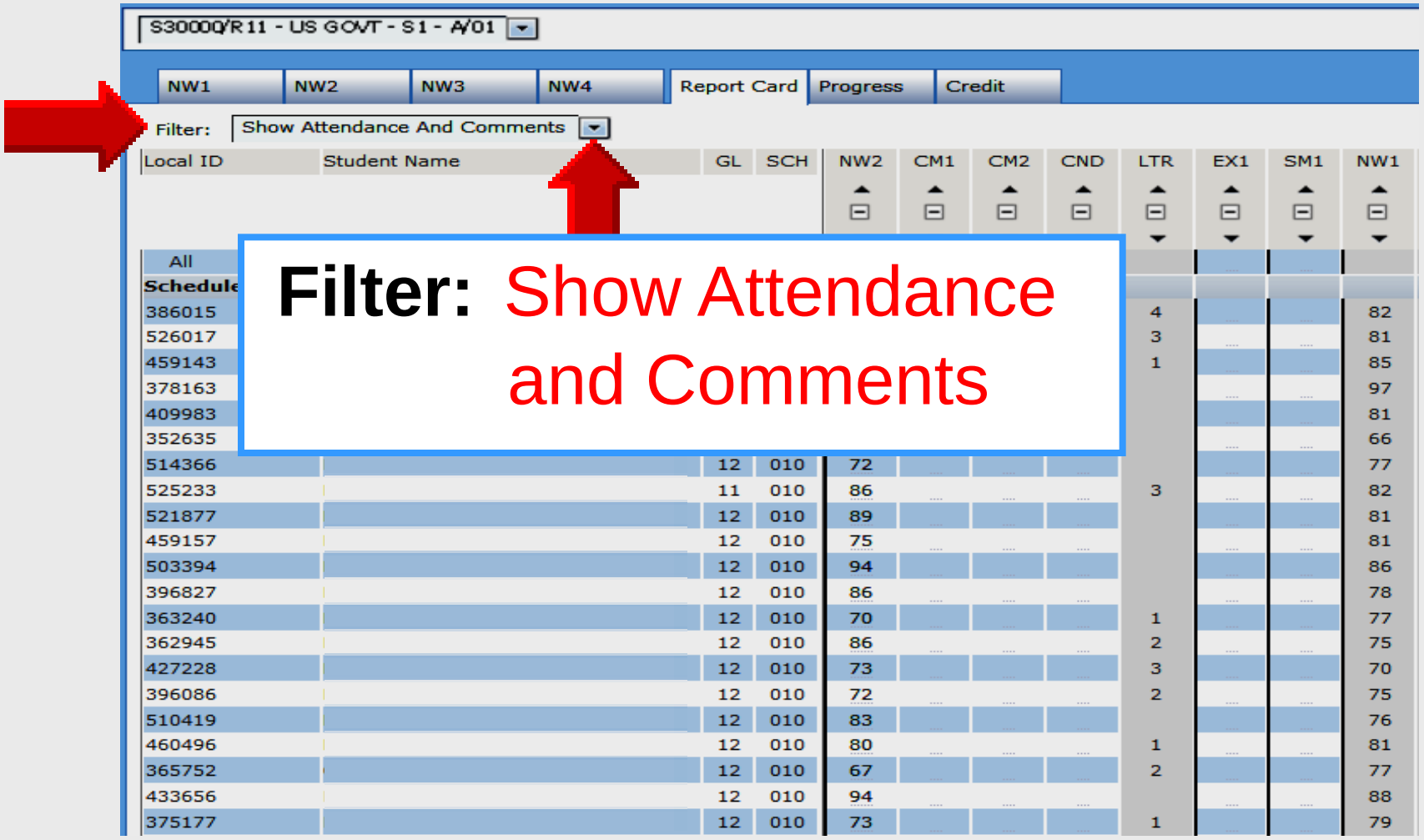



| # | Local ID | Student Name | GL | SCH | | | | | | Avg | CH7,8,9 100x1 Class Work Oct 20 | TEST: 7,8&9 100x1 Assessment Oct 20 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| All | | | | | | | | | | | | |
| Class Average | | | | | | | | | | | 70.4 | 70.9 |
| | | **Scheduled Students With Ownership** | | | | | | | | | | |
| 1 | 386015 | Aziz, Karime Odette | 12 | 010 | D | S | G | P | | 74 | 96 | 56 |
| 2 | 526017 | Baily, Brighid Margaret | 12 | 010 | D | S | G | P | | 80 | 90 | 67 |
| 3 | 459143 | Braswell, Paul Robert | 12 | 010 | D | S | G | P | | 85 | 91 | 78 |
| 4 | 378163 | Brito, Erik Antonio | 12 | 010 | D | S | G | P | | 95 | 98 | 94 |
| 5 | 409983 | Cashen, Kaitlynn Rene | 12 | 010 | D | S | G | P | | 78 | 64 | 67 |
| 6 | 352635 | Dominguez, Nayeli | 12 | 010 | D | S | G | P | | 77 | 80 | 64 |
| 7 | 514366 | Dominguez Acosta, Paulina | 12 | 010 | D | S | G | P | | 72 | 96 | 53 |
| 8 | 525233 | Faimalo, Mariah Matasiva | 11 | 010 | D | S | G | P | | 86 | 98 | 77 |
| 9 | 521877 | Flaherty, Clarissa Lynn | 12 | 010 | D | S | G | P | | 89 | 98 | 80 |
| 10 | 459157 | Herrera, Lluvia Yazmin | 12 | 010 | D | S | G | P | | 75 | 100 | 56 |
| 11 | 503394 | Holliday, Justin Rashad | 12 | 010 | D | S | G | P | | 94 | 100 | 91 |
| 12 | 396827 | Larsen, Corban Blake | 12 | 010 | D | S | G | P | | 86 | 100 | 80 |
| 13 | 363240 | Limas, Francisco Jose | 12 | 010 | D | S | G | P | | 70 | 0 | 78 |
| 14 | 362945 | Lopez, Michael Christopher | 12 | 010 | D | S | G | P | | 86 | 100 | 75 |
| 15 | 427228 | Lott, Monica Marie | 12 | 010 | D | S | G | P | | 73 | 100 | 59 |
| 16 | 396086 | Luna, Rubi Alejandra | 12 | 010 | D | S | G | P | | 72 | 0 | 67 |
| 17 | 510419 | Monarrez Rosales, Paulina | 12 | 010 | D | S | G | P | | 83 | 92 | 75 |
| | | | | | | | | | | | 98 | 67 |

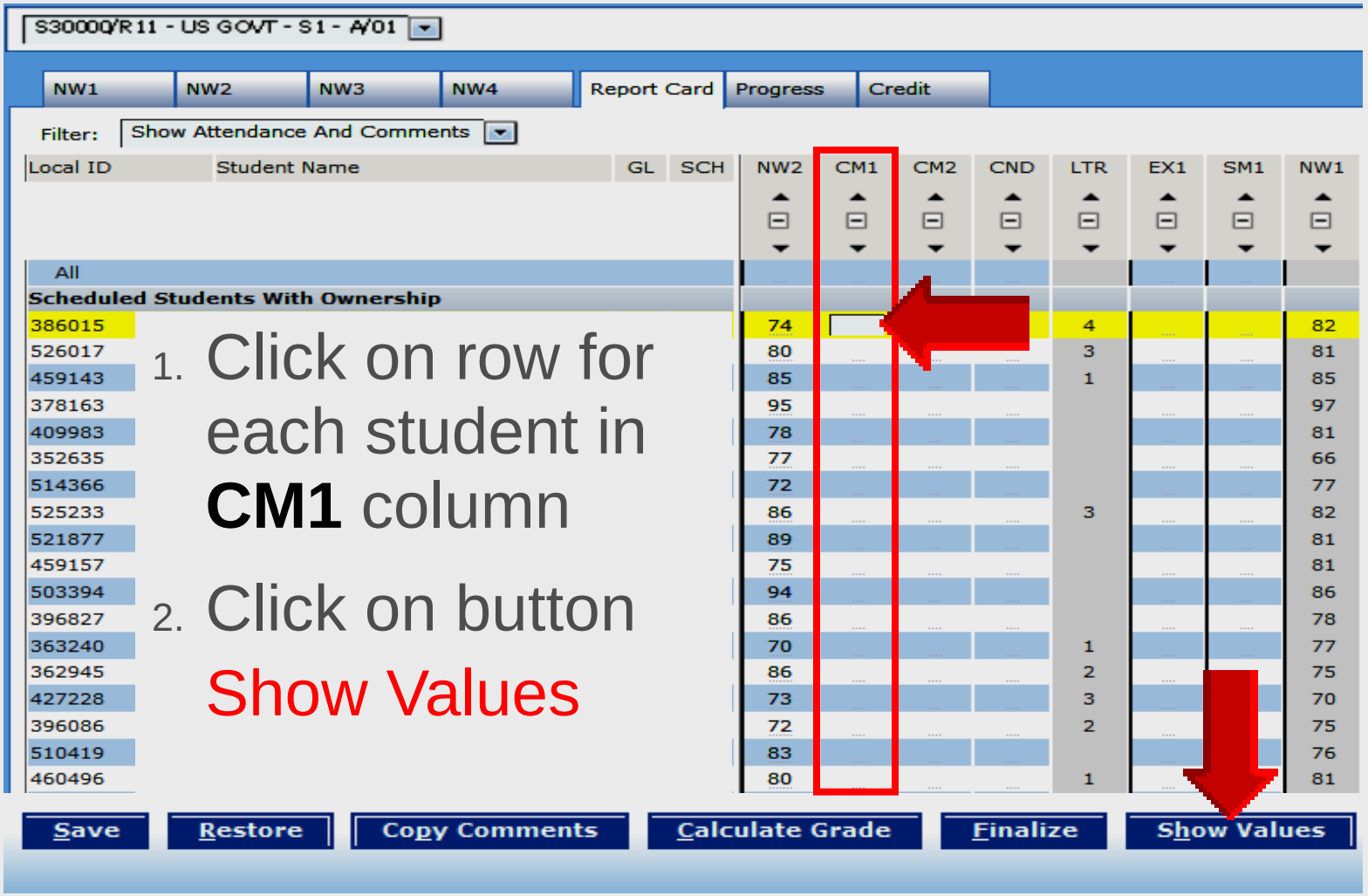
# Report Card Tab



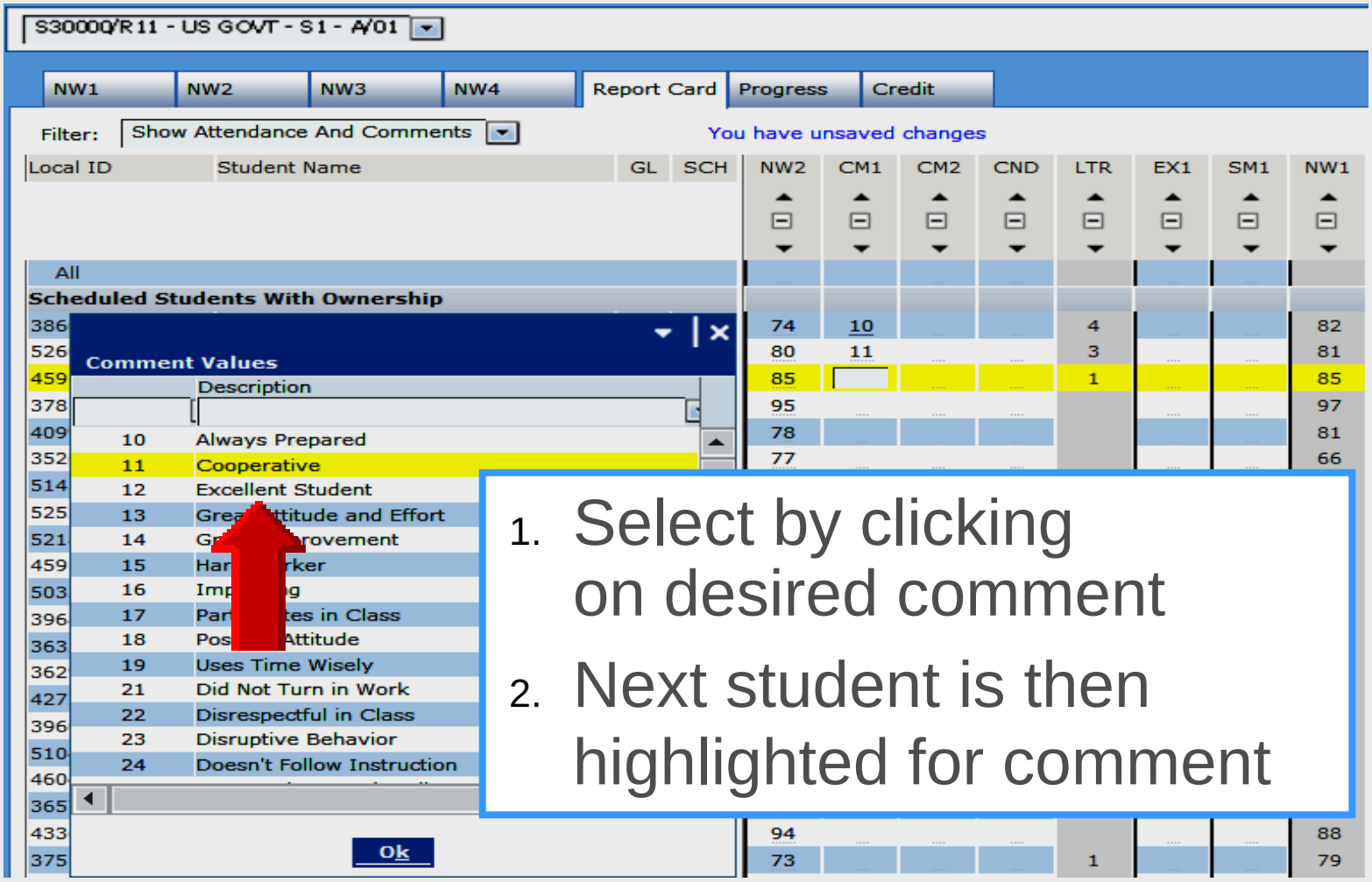
# Select Filter



# Enter Comment CM1



# Comment Values



# 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

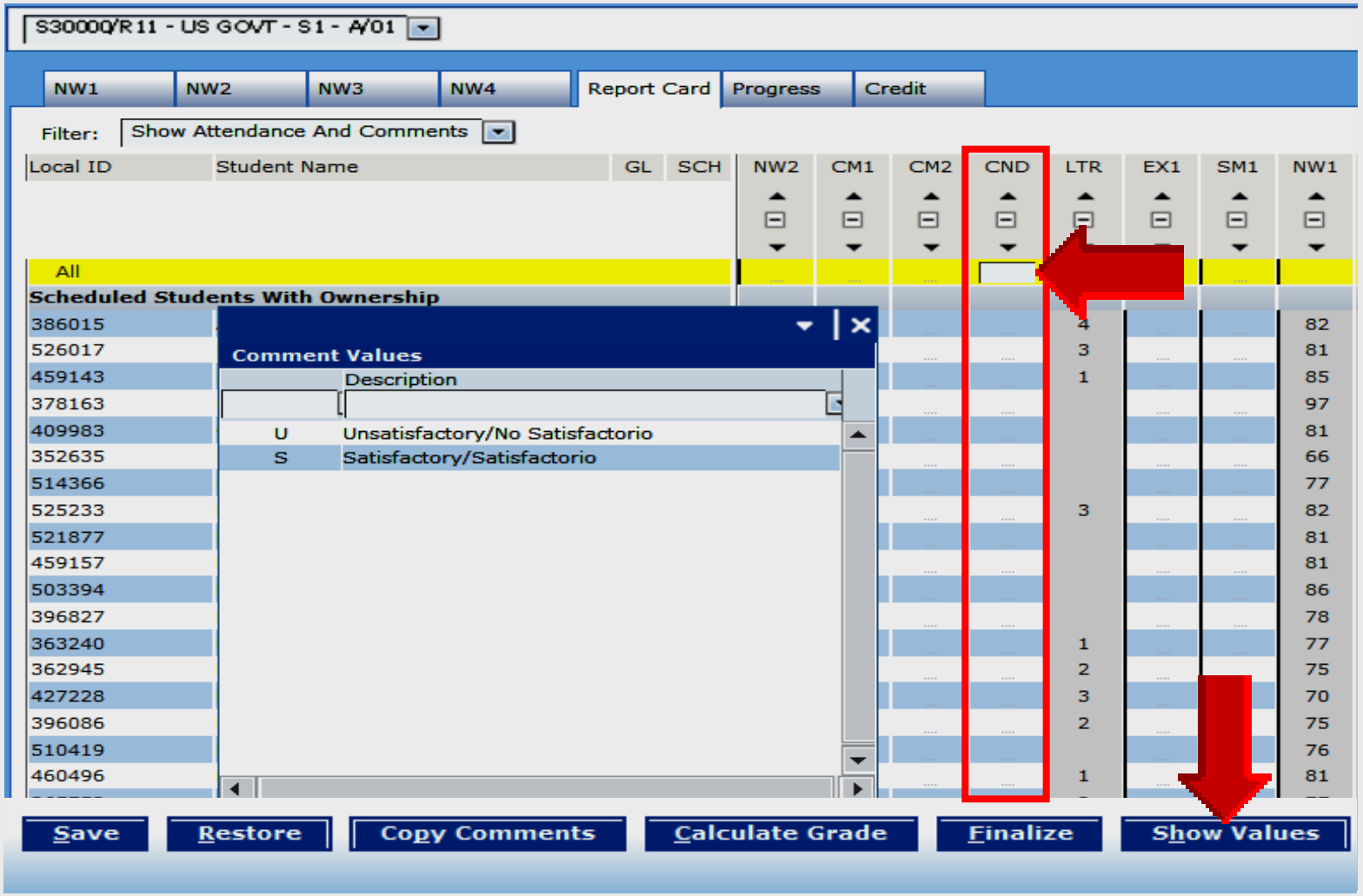
**27** Parent Conference

**28** Poor Test/Quiz Grades

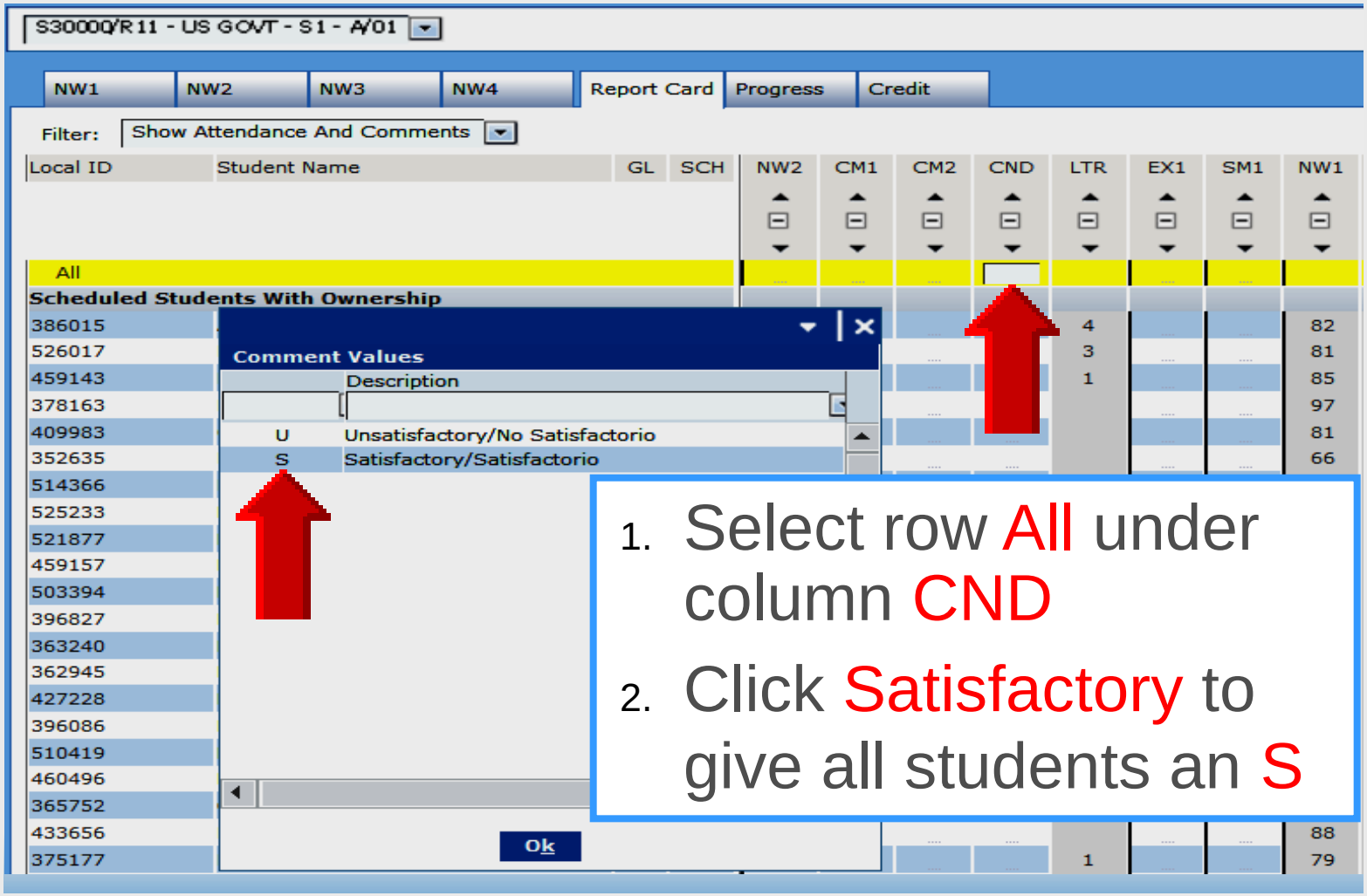
**29** Tutoring Recommended

**30** Unprepared for Class

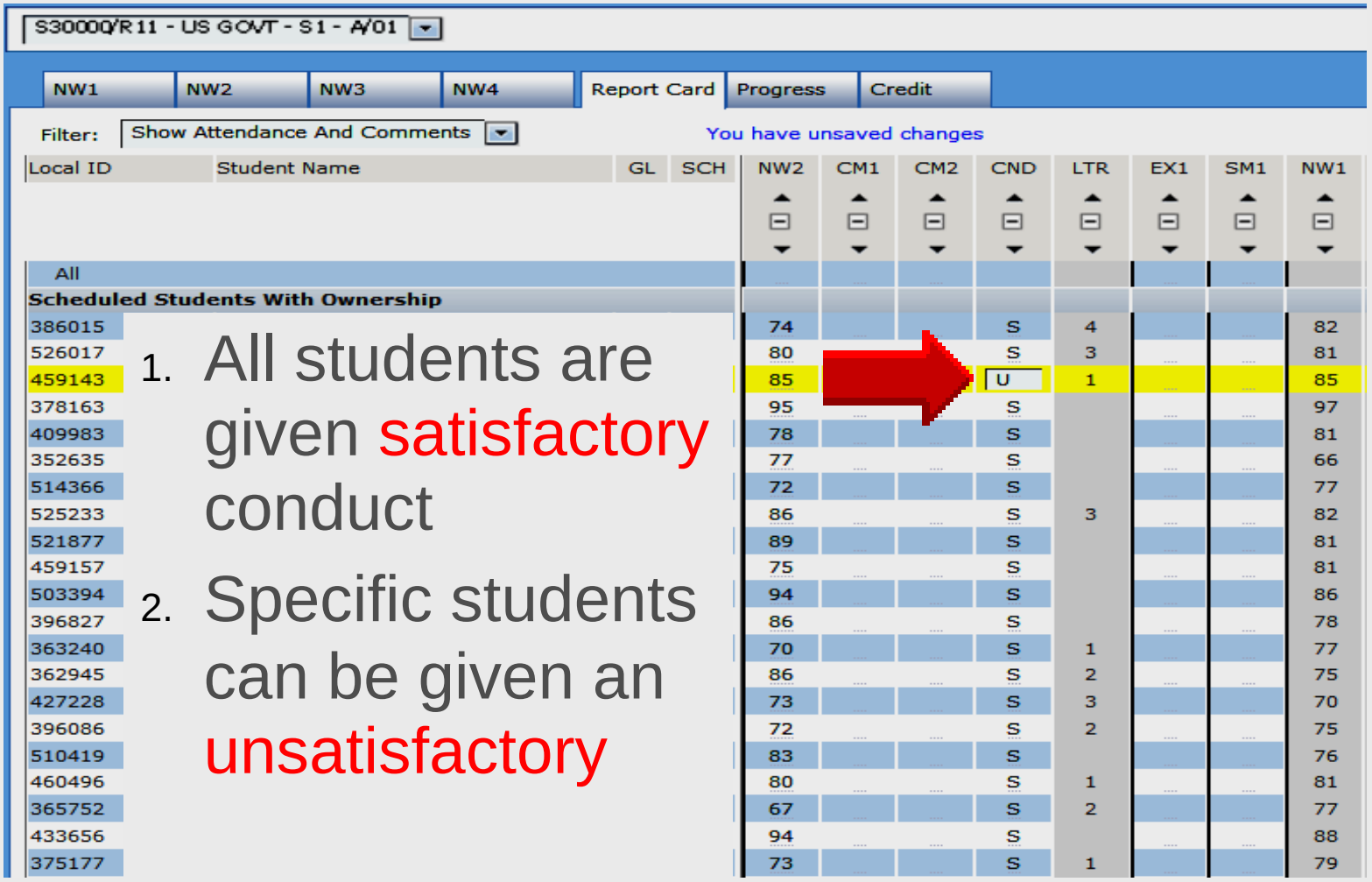
# Enter Conduct CND



# Conduct ALL


S30000/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
526017
459143
378163
409983
352635
514366
525233
521877
459157
503394
396827
363240
362945
427228
396086
510419
460496
365752
433656
375177
Comment Values
Description
U
Unsatisfactory/No Satisfactorio
S
Satisfactory/Satisfactorio
Ok
1. Select row All under column CND
2. Click Satisfactory to give all students an S

# Conduct ALL




1. All students are given satisfactory conduct
2. Specific students can be given an unsatisfactory

# Save Report Card

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

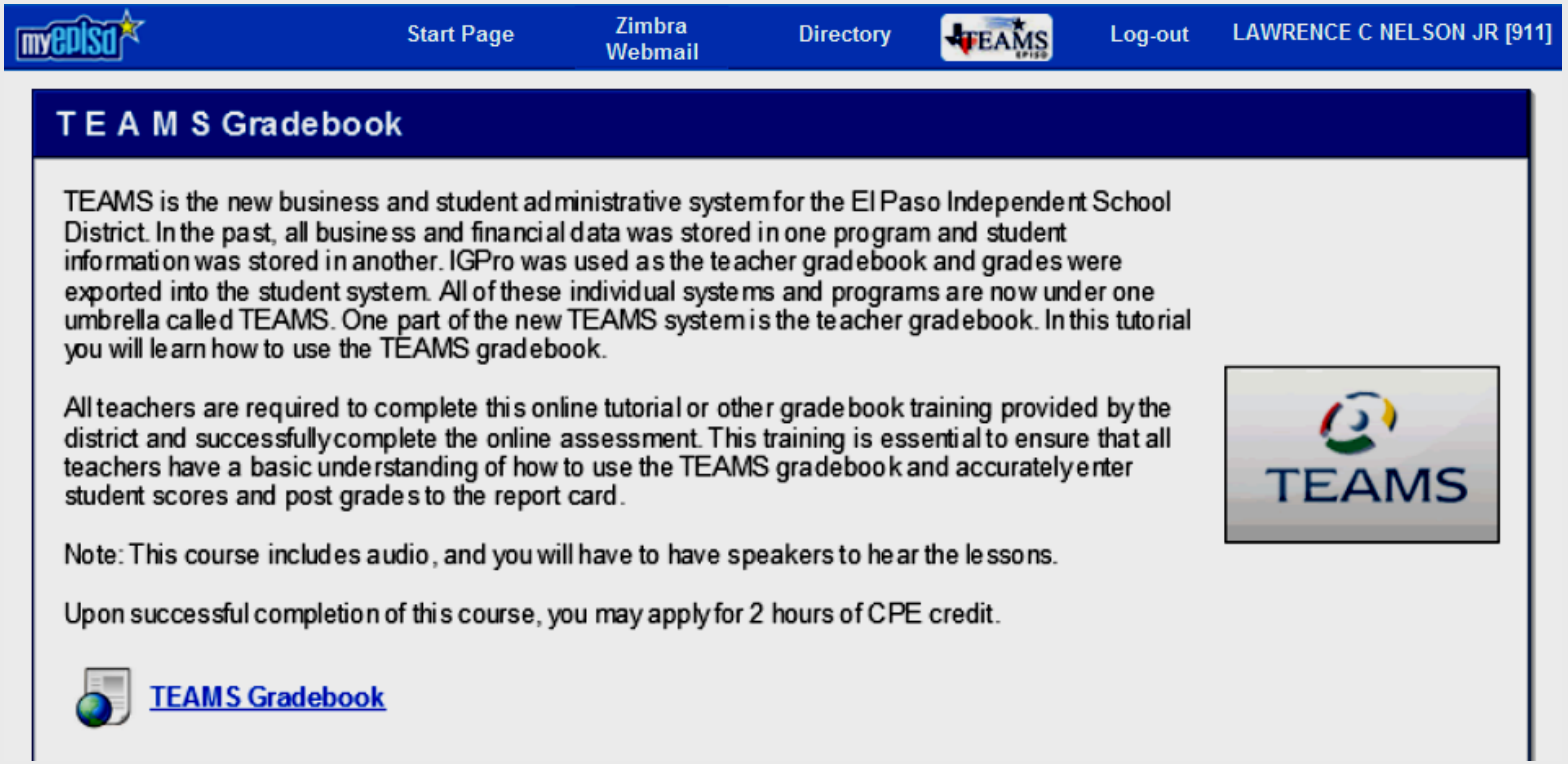
# Sign Out

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

- **NW4 gradebook**
  1. Enter assignment grades
  2. Post to Report Card daily or weekly
  3. Saved gradebook often
- **Sem2 Report Card tab**
  1. HS – Determined Sem Test exemptions
  2. HS – Calculated SEM2 grade with XMT
  3. MS – Calculated SEM2 grade with Calculate
  4. Entered Comments – Conduct
  5. Saved Report Card tab often
- **Finalized** gradebook only at very end

# OLE Tutorials



# Online Handouts

http:// **webclass.org**

Webclass
web-based tutorials

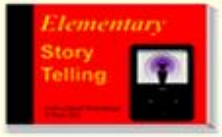
Search

- 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
- STaR Chart
- TEAMS *for* Teachers
  - Attendance
  - Gradebook
  - Parent Portal
  - Progress Report
  - Report Card
  - Semester-end Procedures
  - TASB Policies
    - El Paso ISD EIA Local
    - El Paso ISD EIAA Local
  - Year-end Procedures
- United Streaming
  - Attendance

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 [illegible]de the entire class, while others use a smaller group of sele[illegible] 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