

# TEAMS Gradebook

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## Semester - end Procedures



*Larry Nelson*

Instructional Technology  
Technology Services  
El Paso ISD



# Semester-end Procedures

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- **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

<http://webclass.org>

**Webclass**  
web-based tutorials

[Atomic Learning](#)

[Desktop Setup](#)

[EasyTech](#)

[Elementary Storytelling](#)

[Audacity](#)

[Copyright Infringement](#)

[Creating a Digital Story](#)

[Digital Cameras](#)

[EPISD Photo Release](#)

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[Podcast Projects](#)

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[Using iTunes](#)

[Windows Movie Maker](#)

[MOV-WMV converter](#)

[MP4-AVI converter](#)

[STaR Chart](#)

[TEAMS for Teachers](#)

[Attendance](#)

[Gradebook](#)

[Parent Portal](#)

[Progress Report](#)

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[Semester-end Procedures](#)

[TASB Policies](#)

[El Paso ISD EIA Local](#)

[El Paso ISD EIAA Local](#)

[Year-end Procedures](#)

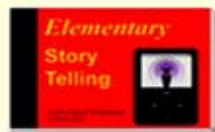
[United Streaming](#)

[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](#)

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### 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](#)



# 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

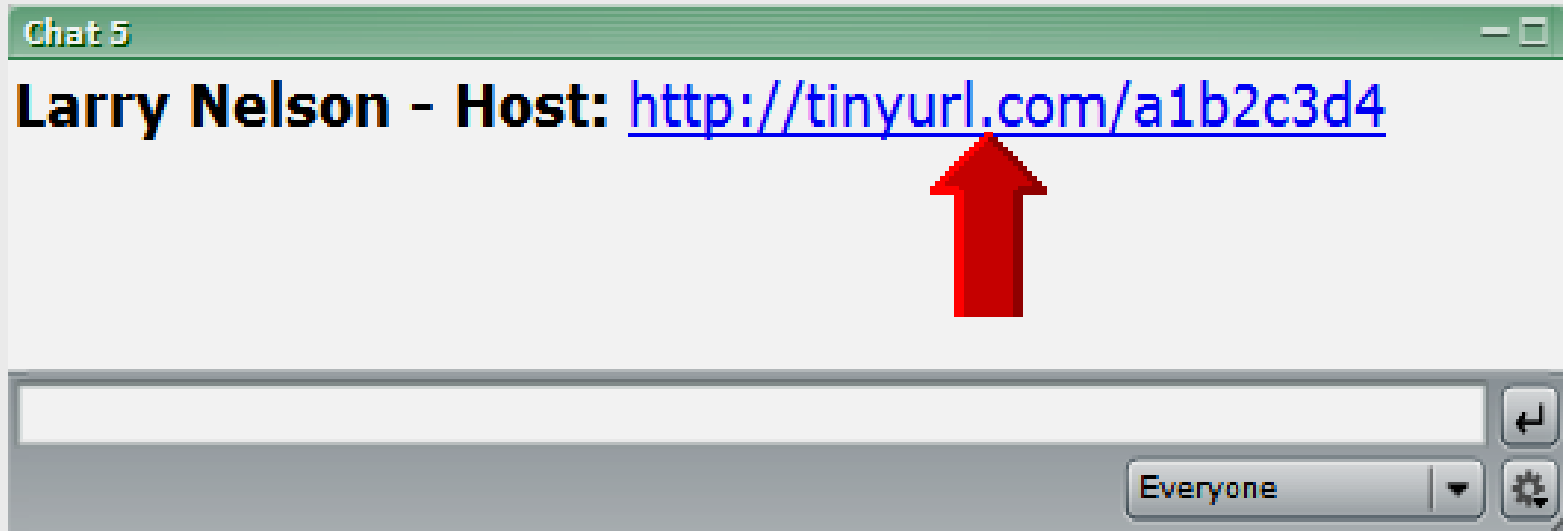


# Attendee List

The screenshot displays the Microsoft Teams interface during a meeting. On the left side, there are two vertical panels. The top panel is the 'Attendee List (2)', which shows 'My Status: Active' and lists participants: 'ASUS laptop' and 'Meeting Host 3 episd'. Below this is a 'Chat' panel with the word 'Chat' at the top and a 'To: Everyone' dropdown at the bottom. Two large red arrows point from the text 'Attendee List' at the top of the page to these two panels. The main area of the screen shows a presentation slide with a purple background. The slide text, in yellow with black outlines, reads: 'TEAMS', 'Gradebook', a horizontal line, 'Semester-end', and 'Procedures'.

# Recording Attendance

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

# Google Form

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**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)

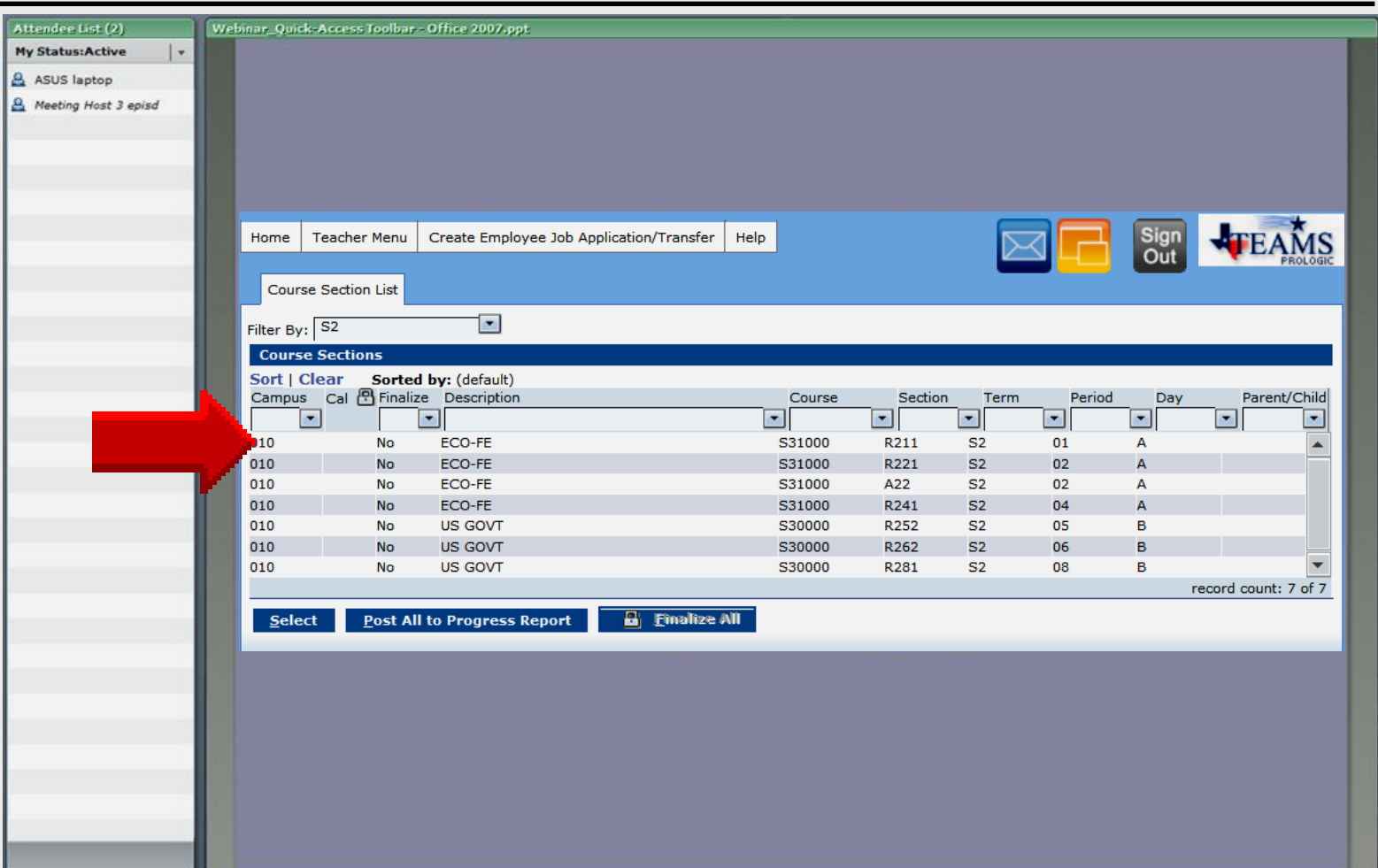
1 2 3 4 5

☐ ☐ ☐ ☐ ☐

**Comments**  
(optional)

 **Submit**

# Presentation Area



The screenshot displays a web application interface with a sidebar on the left and a main content area. The sidebar includes a tab labeled 'Attendee List (2)' and a list of items: 'My Status: Active', 'ASUS laptop', and 'Meeting Host 3 episd'. The main content area has a title bar 'Webinar\_Quick-Access Toolbar - Office 2007.ppt' and a navigation bar with links: 'Home', 'Teacher Menu', 'Create Employee Job Application/Transfer', and 'Help'. Below the navigation bar is a 'Course Section List' section. It features a 'Filter By:' dropdown set to 'S2'. The 'Course Sections' table is displayed with columns: Campus, Cal, Finalize, Description, Course, Section, Term, Period, Day, and Parent/Child. A red arrow points to the first row of the table. Below the table are buttons for 'Select', 'Post All to Progress Report', and 'Finalize All'. The record count is '7 of 7'.

Campus	Cal	Finalize	Description	Course	Section	Term	Period	Day	Parent/Child
010	No		ECO-FE	S31000	R211	S2	01	A	
010	No		ECO-FE	S31000	R221	S2	02	A	
010	No		ECO-FE	S31000	A22	S2	02	A	
010	No		ECO-FE	S31000	R241	S2	04	A	
010	No		US GOVT	S30000	R252	S2	05	B	
010	No		US GOVT	S30000	R262	S2	06	B	
010	No		US GOVT	S30000	R281	S2	08	B	

record count: 7 of 7



# **TEAMS Gradebook**

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## **Semester - end Procedures**

# 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**

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**

**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 »](#)

**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](#)

**Students**  
**Parents**  
**EPISD Staff**  
**Community**

**Login**  
Username – Password

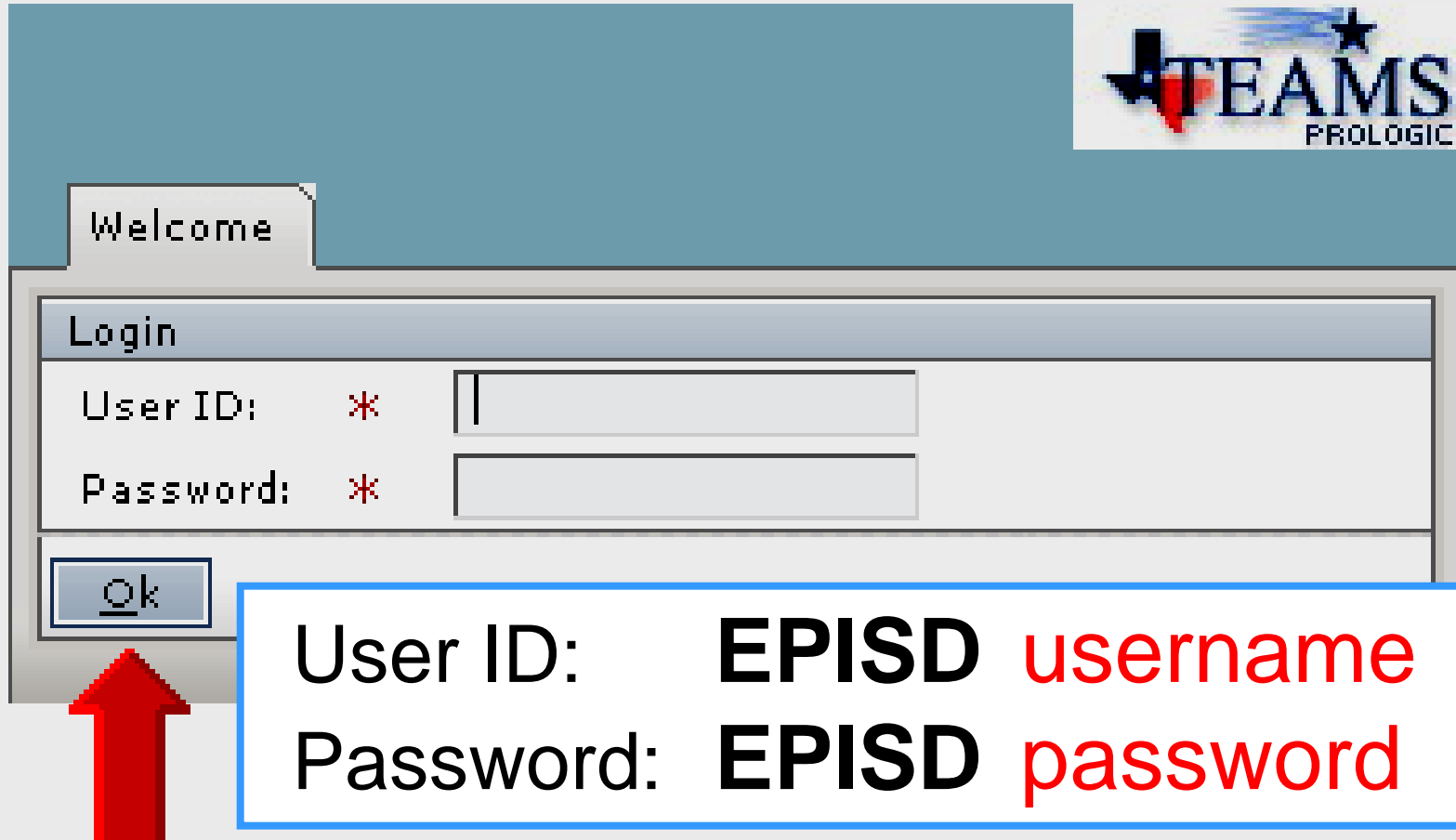
# TEAMS Login

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**Click TEAMS**

# Gradebook Login



The screenshot shows a web-based login interface. At the top right is the "TEAMS PROLOGIC" logo, which includes a stylized Texas map. Below the logo is a "Welcome" tab. The main area is a "Login" form with two input fields: "User ID:" and "Password:", each followed by a red asterisk. Below the 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 login credentials: "User ID: EPISD username" and "Password: EPISD password".

TEAMS  
PROLOGIC

Welcome

Login

User ID: \*

Password: \*

Ok

User ID: **EPISD** username

Password: **EPISD** password

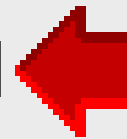
# Access Gradebook

---



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.

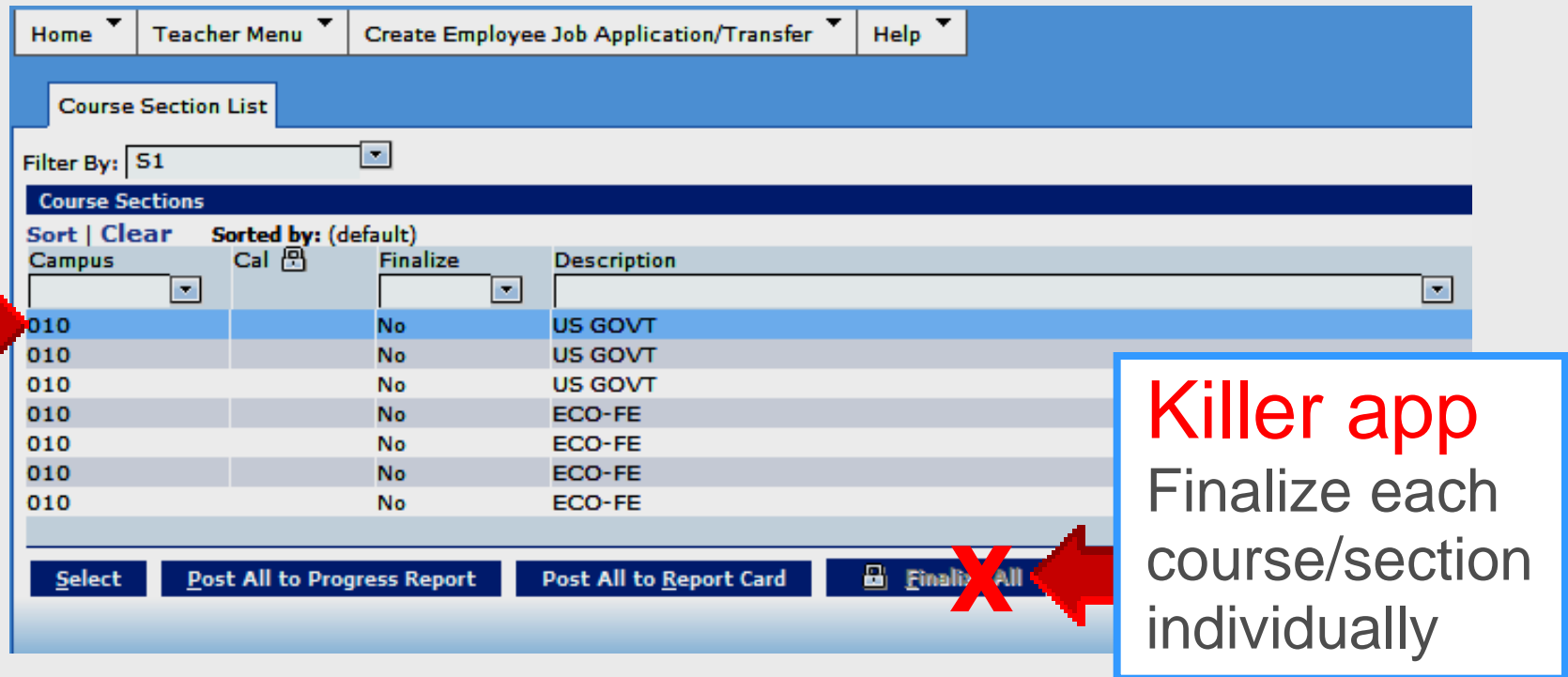
[Expand All](#) / [Collapse All](#)

## 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



The screenshot shows a web application interface for managing course sections. At the top, there are navigation tabs: Home, Teacher Menu, Create Employee Job Application/Transfer, and Help. Below these is a 'Course Section List' tab. A 'Filter By:' dropdown is set to 'S1'. The main table, titled 'Course Sections', has columns for Campus, Cal, Finalize, and Description. The first row is highlighted in blue and has a red arrow pointing to it. The table contains seven rows of data. At the bottom, there are four buttons: 'Select', 'Post All to Progress Report', 'Post All to Report Card', and 'Finalize All'. A red 'X' is over the 'Finalize All' button, and a red arrow points to it from a text box on the right.

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

**Killer app**  
Finalize each course/section individually

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

# **TEAMS**

## **Gradebook**

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**Posting *to***  
**Report Card Tab**



# 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 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, Brigid 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

Post to Report Card

# HS Report Card Tab

NW1

NW2

NW3

NW4

Report Card

Progress

Credit

Filter:

Local ID

Student Name

Class

SCH

NW1

NW2

EX1

SM1

NW3

NW4

EX2

SM2

All

Scheduled

502499

384709

531562

385892

383019

409959

514516

368666

389543

429175

400025

427218

437617

448496

389590

397579

429229

12

010

12

010

12

010

12

010

12

010

12

010

12

010

12

010

12

010

12

010

70

74

76

77

74

73

79

89

84

77

89

80

66

Click Report Card tab

Only NW3 grades display

Click **Report Card** tab  
Only **NW3** grades display

# HS Report Card Tab

NW1	NW2	NW3	NW4	Report Card	Progress	Credit										
Filter: <span>Show Attendance And Comments</span>																
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				
							2					5				
							1					1				
							2					3				
												4				

NW4 column populated once window is opened

NW4 column populated once window is opened

# MS Report Card Tab

NW1

NW2

NW3

NW4

Report Card

Progress

Credit

Filter:

Local ID

Student Name

SCH

NW1

NW2

EX1

SM1

NW3

NW4

EX2

SM2

PROJ

Click Report Card tab

All three NW grades display

443591		07	053	86	80			70				76
511038		07	053	85	83			92				75
437561		07	053	100	89			75				80
506486		07	053	82	90			87				76
371454		07	053	72	81			80				93
528444		07	053	73	95			94				91
547426		07	053	84	84			81				79
528316		07	053	77	95			93				89
440552		07	053	59	90			73				83
463035		07	053	76	76			83				86
510548		07	053					58				78
529745		07	053					87				85
530652		07	053									84
												86
												80

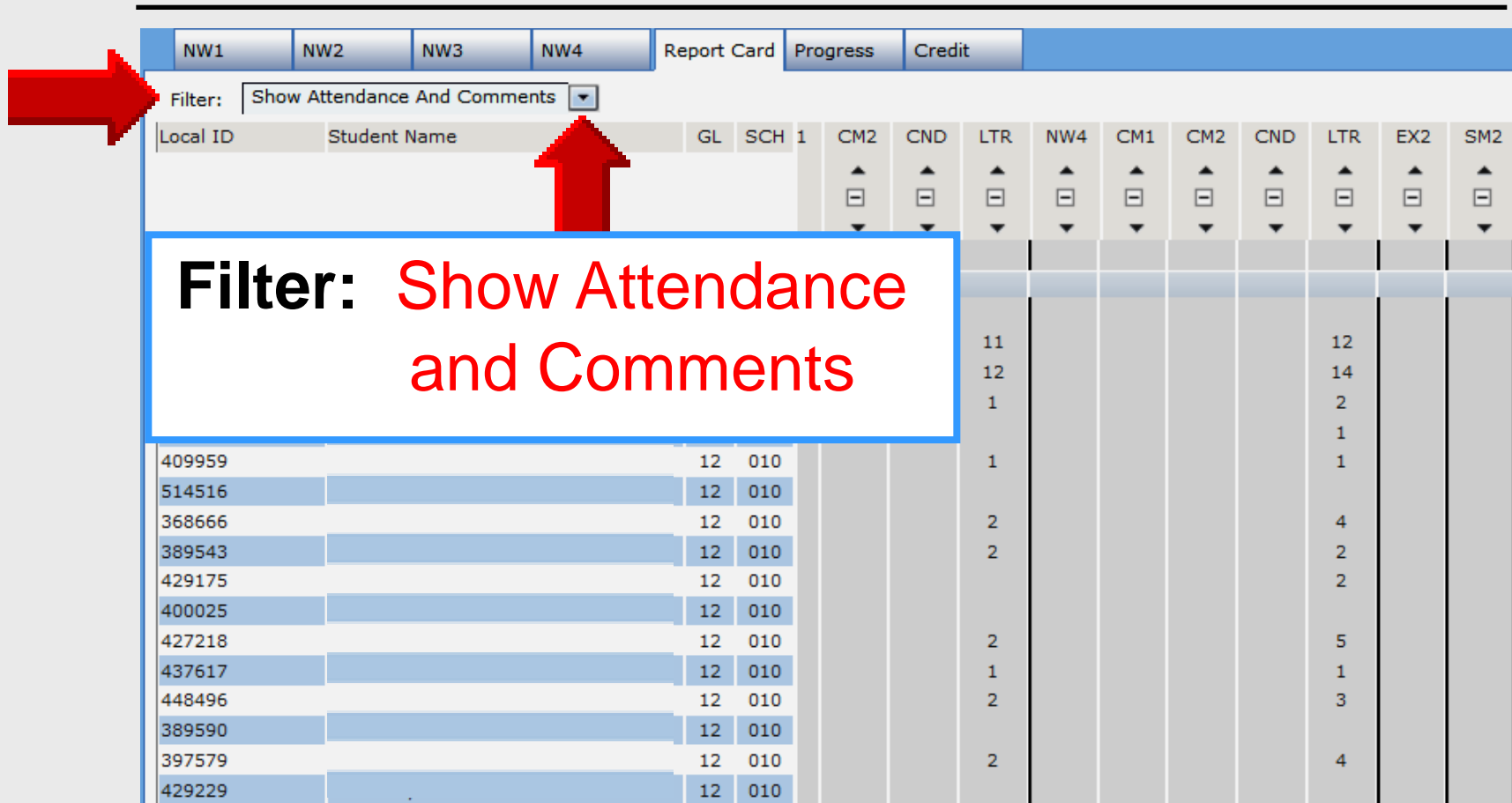
# MS Report Card Tab

NW1		NW2		NW3		NW4		Report Card		Progress		Credit				
Filter: <input type="text"/>																
Local ID		Student Name				GL	SCH	NW1	NW2	EX1	SM1	NW3	NW4	EX2	SM2	PROJ
								▲ ▢ ▼	▲ ▢ ▼	▲ ▢ ▼	▲ ▢ ▼	▲ ▢ ▼	▲ ▢ ▼	▲ ▢ ▼	▲ ▢ ▼	▲ ▢ ▼
All																
Scheduled Students With Ownership																
533046						07	053	50	77			70				76
460347						07	053	50	71			92				75
443591						07	053	86	80			75				80
511038						07	053	85	83			87				76
437561						07	053	100	89			80				93
506486						07	053	82	90			94				91
371454						07	053	72	81			81				79
528444						07	053	73	95			93				89
												73				83
												83				86
												58				78
												87				85
												82				84
												76				86
												82				80

NW4 column populated once window is opened

NW4 column populated  
once window is opened

# Select Filter



Filter: Show Attendance And Comments

Local ID	Student Name	GL	SCH	1	CM2	CND	LTR	NW4	CM1	CM2	CND	LTR	EX2	SM2
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											

**Filter: Show Attendance and Comments**

# 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

NW1				NW2		NW3		NW4		Report Card		Progress		Credit					
Filter: <div>Show Attendance And Comments</div>																			
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**

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## **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

About Us

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

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Using iTunes

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MP4-AVI converter

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TEAMS for Teachers

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Semester-end Procedures

**TASB Policies**

El Paso ISD EIA Local

El Paso ISD EIAA Local

Year-end Procedures

United Streaming

Attendance

## Webclass

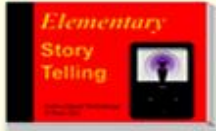
web-based tutorials

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



# 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

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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

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		12	010	74				4			82
526017											
459143											
378163											
409983											
352635											
514366											
525233											
521877											
459157											
503394		12	010	94							86
396827		12	010	86							78
363240		12	010	70				1			77
362945		12	010	86				2			75
427228		12	010	73				3			70
396086		12	010	72				2			75
510419		12	010	83							76
460496		12	010	80				1			81
365752		12	010	67				2			77
433656		12	010	94							88
375177		12	010	73				1			79

Click on **first cell** under **EX1** or **EX2** on the **All** row



# HS Enter **XMT** for Sem Exam

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									XMT		
<b>Scheduled Students With Ownership</b>											
386015		12	010	74				4			82
526017		12	010	80				3			81
459143		12	010	85				1			85
378163		12	010	95							
409983		12	010	78							
352635		12	010	77							
514366		12	010	72							
525233		11	010	86							
521877		12	010	89							
459157		12	010	75							
503394		12	010	94							
396827		12	010	86							
363240		12	010	70				1			78
362945		12	010	86				2			77
427228		12	010	73				3			75
396086		12	010	72				2			70
510419		12	010	83							75
460496		12	010	80				1			76
365752		12	010	67				2			81
433656		12	010	94							77
375177		12	010	73				1			88
											79

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

# Exemption Code Copied

S3000Q/R11 - 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								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

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

# Calculate Semester Grade

S3000Q/R11 - 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		12	010	74				4	XMT		82
526017		12	010	80				3	XMT		81
459143		12	010	85				1	XMT		85
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

Click on **first cell** under **SM1** or **SM2** on the **All** row

Save Restore Copy Comments Calculate Grade Finalize Show Values

# Calculate Semester Grade

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											
<b>Scheduled Students With Ownership</b>											
386015		12	010	74				4	XMT		82
526017		12	010	80				3	XMT		81
459143		12	010	85				1	XMT		85
378163		12	010	95					XMT		97
409983		12	010	78					XMT		81
352635		12	010	77					XMT		66
514366		12	010	72					XMT		77
525233		11	010	86				3	XMT		82
521877		12	010	89					XMT		81
459157		12	010	75					XMT		81
503394		12	010	94					XMT		86
396827											78
363240											77
362945											75
427228											70
396086		12	010	72				2	XMT		75
510419		12	010	83					XMT		76
460496		12	010	80				1	XMT		81

Click on the **Calculate Grade** button.

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

# *Temporary* Semester Grade

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	NW1
All						
Scheduled Students With Ownership						
386015			010	74	XMT	78
526017			010	74	XMT	78
459143			010	78	XMT	82
378163				95	XMT	96
409983			010	72	XMT	77
352635			010	70	XMT	68
514366			010	74	XMT	76
525233			010	81	XMT	82
521877			010	80	XMT	81
459157			010	74	XMT	78
503394				93	XMT	90

Students may be **exempt** from taking the semester test based on absences

# MS Course Grade

NW1		NW2		NW3		NW4		Report Card		Progress		Credit		
Filter:		Show Attendance And Comments												
Local ID	Student Name	GL	SCH	2	CND	LTR	NW4	CM1	CM2	CND	LTR	EX2	SM2	PROJ
All														
Scheduled Students With Ownership														
533046														76
460347														75
443591														80
511038														76
437561														93
506486														91
371454														79
528444														89
547426														83
528316														86
440552														78
463035														85
510548														84
529745														86
530652														80

1. No EX2 grade entered including XMT

2. Click **first cell** under **SM2** on the **All** row

Save

Restore

Copy Comments

Calculate Grade


Finalize

Show Values

# MS Course Grade

NW1		NW2		NW3		NW4		Report Card		Progress		Credit		
Filter: Show Attendance And Comments														
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														86
440552														78
463035														85
510548		07	053		S	2					2			84
529745		07	053		S						2			86
530652		07	053		S	1					2			80

Click on the **Calculate Grade** button.



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

# MS Course Grade

NW1		NW2		NW3		NW4		Report Card		Progress		Credit		
Filter: <span>Show Attendance And Comments</span>														
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		78	76
460347		07	053		S								78	75
443591		07	053		S	1					3		82	80
511038		07	053		S	1					4		96	76
437561		07	053		S								77	93
506486		07	053		S						2		68	91
371454		07	053		S								76	79
528444		07	053		S						1		82	89
547426		07	053		S						1		81	83
528316		07	053		S	1					3		78	86
440552		07	053		S	1					2		90	78
463035		07	053		S								78	85
510548		07	053		S	2					2		82	84
529745		07	053		S						2		96	86
530652		07	053		S	1					2		77	80

Save Restore Copy Comments Calculate Grade Finalize Submit





# 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 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

HS **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

---

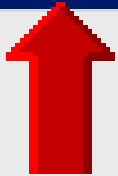
Save

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**

---

**Comments *and***  
**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 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, Brigid 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**

Post to Report Card

# Report Card Tab

S3000QR11 - US GOVT - S1 - A/01

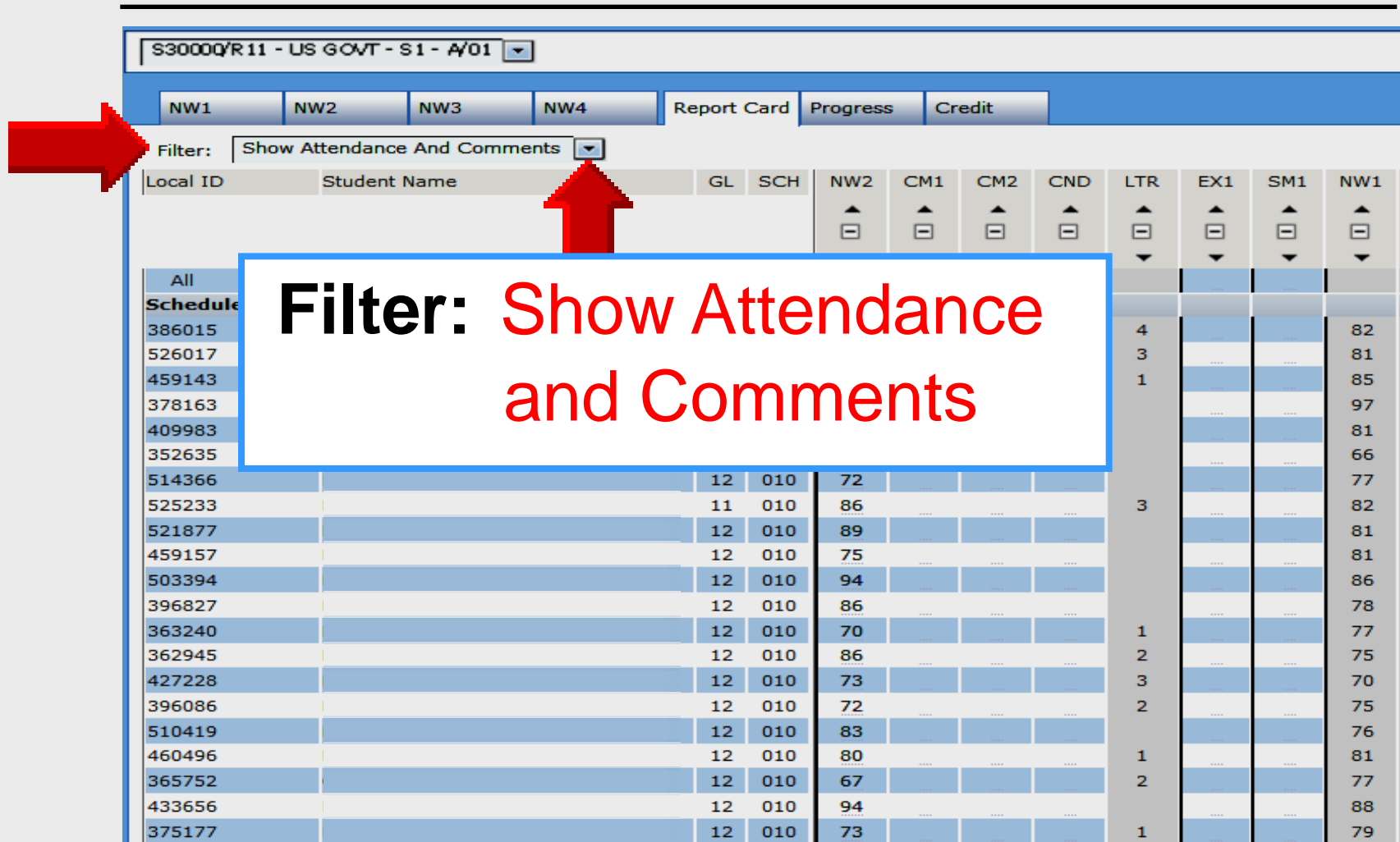
NW1 NW2 NW3 NW4 **Report Card** Progress Credit

Filter: Show Attendance And Comments

Local ID	Student Name	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
All										
<b>Scheduled</b>										
386015							4			82
526017						3				81
459143		12 010	85			1				85
378163		12 010	95							97
409983		12 010	78							81
352635		12 010	77							66
514366		12 010	72							77
525233		11 010	86			3				82
521877		12 010	89							81
459157		12 010	75							81
503394		12 010	94							86
396827		12 010	86							78
363240		12 010	70			1				77
362945		12 010	86			2				75
427228		12 010	73			3				70
396086		12 010	72			2				75
510419		12 010	83							76
460496		12 010	80			1				81
365752		12 010	67			2				77
433656		12 010	94							88
375177		12 010	73			1				79

Click **Report Card Tab**

# Select Filter



The screenshot shows a web application interface for student data. At the top, there is a dropdown menu with the text 'S30000R11 - US GOVT - S1 - A/01'. Below this is a row of buttons: 'NW1', 'NW2', 'NW3', 'NW4', 'Report Card', 'Progress', and 'Credit'. A red arrow points to a 'Filter:' dropdown menu which is currently set to 'Show Attendance And Comments'. Below the filter menu is a table with columns: 'Local ID', 'Student Name', 'GL', 'SCH', 'NW2', 'CM1', 'CM2', 'CND', 'LTR', 'EX1', 'SM1', and 'NW1'. A large white box with a blue border is overlaid on the table, containing the text 'Filter: Show Attendance and Comments' in red. The table contains data for various students, with some rows highlighted in blue.

Local ID	Student Name	GL	SCH	NW2	CM1	CM2	CND	LTR	EX1	SM1	NW1
386015								4			82
526017								3			81
459143								1			85
378163											97
409983											81
352635											66
514366		12	010	72							77
525233		11	010	86				3			82
521877		12	010	89							81
459157		12	010	75							81
503394		12	010	94							86
396827		12	010	86							78
363240		12	010	70				1			77
362945		12	010	86				2			75
427228		12	010	73				3			70
396086		12	010	72				2			75
510419		12	010	83							76
460496		12	010	80				1			81
365752		12	010	67				2			77
433656		12	010	94							88
375177		12	010	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											
<b>Scheduled Students With Ownership</b>											
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/R11 - 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			78							81
352	11			77							66
514	12										
525	13										
521	14										
459	15										
503	16										
396	17										
363	18										
362	19										
427	21										
396	22										
510	23										
460	24										
365											
433				94							88
375				73				1			79

Comment Values

Description

Always Prepared

Cooperative

Excellent Student

Great Attitude and Effort

Great Improvement

Hard Worker

Improving

Participates in Class

Positive Attitude

Uses Time Wisely

Did Not Turn in Work

Disrespectful in Class

Disruptive Behavior

Doesn't Follow Instruction

Ok

1. Select by clicking on desired comment
2. Next student is then highlighted for comment



# 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

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											
<b>Scheduled Students With Ownership</b>											
386015								4			82
526017								3			81
459143								1			85
378163											97
409983	U										81
352635	S										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											
375177											

Comment Values

Description
U Unsatisfactory/No Satisfactorio
S Satisfactory/Satisfactorio

Ok

1

88

79

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

# Conduct ALL

S3000Q/R11 - 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											
<b>Scheduled Students With Ownership</b>											
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**

# Save Report Card

---

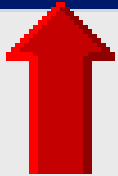
Save

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

---

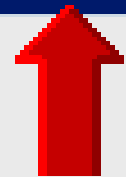
Save

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

---

- **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



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## TEAMS Gradebook

TEAMS is the new business and student administrative system for the El Paso Independent School District. In the past, all business and financial data was stored in one program and student information was stored in another. IGPro was used as the teacher gradebook and grades were exported into the student system. All of these individual systems and programs are now under one umbrella called TEAMS. One part of the new TEAMS system is the teacher gradebook. In this tutorial you will learn how to use the TEAMS gradebook.

All teachers are required to complete this online tutorial or other gradebook training provided by the district and successfully complete the online assessment. This training is essential to ensure that all teachers have a basic understanding of how to use the TEAMS gradebook and accurately enter student scores and post grades to the report card.

Note: This course includes audio, and you will have to have speakers to hear the lessons.

Upon successful completion of this course, you may apply for 2 hours of CPE credit.

[TEAMS Gradebook](#)

# 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

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

## Webclass

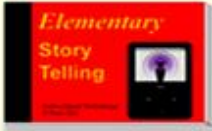
web-based tutorials

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 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

