TEAMS

Gradebook Setup

TEAMS Gradebook Setup

- 1. Login to TEAMS
- 2. Course/section options
- 3. Category setup
- 4. Push copying weights
- 5. Adding assignments
- 6. Copying assignments

Online Handouts

Webclass.org web-based handouts and resources. 12 Home Keyboarding iPad Basics Digital Storytelling Podcasting Webinars PDF Handouts Why online handouts Comic Life Education and training via the internet are growing rapidly. Easy Download within EPISD accessibility from home or school makes Internet handouts a viable Download from Plase alternative to hardcopy handouts. These PDF handouts can be accessed Diacritical Marks any time and from anywhere using any type of Internet connection. EasyTech The Adobe PDF format is used for all online Eduphoria login PDF Lesson Plan attachment [4:02] handouts, permitting fast download time plus Ouick Start accessibility on both Windows and MAC Online Teacher Guide platforms when using Adobe Reader. Many Handouts Excel 2007 portable media devices also permit PDF downloads, especially the Apple iPad. iPad Apps by Content Area Language Arts Math Webclass provides Science Social Studies 1. Workshop handouts available anytime, anywhere using any Special Learning Needs mobile device permitting PDF downloads. iPad Basics TEAMS for Teachers When viewing PDF handouts using Safari on the iPad, tap Gradebook Setup anywhere on the home screen, and then quickly tap the button Parent Portal Open in iBooks at the upper-right to save the PDF handout Semester-end Procedures onto the book shelf in iBooks. Year-end Procedures

TEAMS

Gradebook Login

TEAMS Login

5



Bypass MyEPISD

- Eliminates two logins
- Bookmark in Favorites https://teams.episd.org

Gradebook Login



Welcom	ie		PROLOGIC
Login			
User ID	*		
Passwo	rd: *		
Ok			
	User ID:	EPISD use	ername
	Password:	EPISD pas	ssword

Access Gradebook



Welcome to the TEAMS Employee Home Page.



Setup Gradebook

Home Help		
Welcome: / High School Teacher		
El Paso Independent School District. NOTHING LESS THAN SUCCESS!		
Welcome to the TEAMS Employee Home Page.	Expand All / Collapse All	Search Menu Items
Teacher Menu • Take Classroom Attendance • Enter Classroom Grading • Maintain Teacher Gradebook Category • Student Discipline Incident Search (Teacher) • Discipline Incident Search (Teacher) • Discipline Incident Sea	Maintain Gradebo	Teacher ok Category

TEAMS

Gradebook Options

Gradebook Options

	Home Teacher Menu	Help	•							\succ		4FE	AMS
	Gradebook Course/Se	ction Teach	ner Gradeboo	k Assignme	nt Copy Assignr	ment Class Notes C	Copy Categori	es					
	Gradebook Options												
$\boldsymbol{\nu}$	Fiscal Year: 🗰 🛛	2011	•	Course/	Section: 🛪	E74000/R11 - DEBA	ATE 3 - S1 , S	2 - A/01	•				
-	Display Filter: 🔺 🚺	Due date / /	Alpha 💽	Section	Alias:					Ave	erage Decir	nal	
	Hide Columns:	Local ID	School 🗌	el					🗌 Ver	tical Assigr	ments		
	Save Options												
	Gradebook Categorie	5											
	Allow Override Weight In Cycle:	GB	í® Yes ∩	No	GB Grading Cycle:	1							
	Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Valu Scale	e Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
	Daily	100	Push	1	Numeric		N	100	1	0	0		

Select Course/Section

Gradebook Course/Section	Teacher Grade	book Assi	gnment Copy A	Assignment Class No	otes Copy	/ Categori	es					
Gradebook Options												
Fiscal Year: * 2013	•	Cours	se/Section:	* HS4000SH/R15	51 - US Go	vt - 51 -	B/05	•				
Display *		 Secti 	on Alias:						verage De	ecimal		
Filter: Section Allas: Hide Columns: Local ID School Grade Level												
Save Options												
Gradebook Categories												
Allow Override Weight/Drop	Ves (No	GB Grading	1 💌								
In GB Cycle:	0.000		Cycle:									
Category Name Wei	Push ght Future	GB Grading	Calc Result Type	Alpha Grade Value Scale	Alpha Grades	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop	Highest Drop	Color
	Cycles	Cycle			Uniy					value	value	

Fiscal Year

	Gradebook Course/S	ection Te	acher Gradel	book Assig	nment Copy A	Assignment Clas	ss Notes	Copy Categor	ies					
	Gradebook Options													
	Fiscal Year: *	2014	-	Cours	e/Section:	* HS4000SH	H/R151 - U	S Govt - S1 -	B/05	-				
\boldsymbol{r}	Display *			Sectio	n Alias:					E A	verage De	ecimal		
	Hide Columns:	Local ID	School 🗌	Grade Le	vel						/ertical As	signments	5	
	Save Options													
	Gradebook Categories													
	Allow Override Weight/ In GB Cycle:	Drop	€ Yes C	No (3B Grading Cycle:	1 💌								
	Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade V Scale	^{/alue} Alp Gra Or	ha des Ny Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value	Color

Average with **Decimal**

Gradebook Course/Section	Teacher Gradebook Ass	ignment Copy A	Assignment Class No	tes Copy	Categorie	5					
Gradebook Options											
Fiscal Year: * 2014	Cou	rse/Section:	* HS4000SH/R15	51 - US Go	vt - S1 - B	/05	-				
Display * Filter:	Sec	tion Alias:					□ A	verage De	ecimal		
Hide Columns: 🗌 Local	ID 🗌 School 🔲 Grade	Level					Πv	/ertical As	signments	,	
Save Options											
Gradebook Categories											
Allow Override Weight/Drop	• Yes O No	GB Grading	1								
In GB Cycle:		Cycle:									
	Push GB	Calc Result	Alpha Grade Value	Alpha	Scale		Dron	Dron	Lowest	Highest	
Category Name Weig	ht Future Grading	Type	Scale	Grades	Value	#Count	Low*	High *	Drop	Drop	Color
	Cycles Cycle	iype	Geale	Only	value		LOW	riigii	Value	Value	

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

Average with Decimal

Home Teacher Menu Help	•									
Gradebook Course/Section Teach	ner Gradebook Assig	nment Copy Assignment Clas	s Notes Copy Categories							
Gradebook Options										
Fiscal Year: 🗰 2011	Cou	rse/Section: 🗶 E74000/8	R11 - DEBATE 3 - S1 , S2 - A/01							
Display Filter: 🗰 Due date / /	Alpha 💌 Sed	tion Alias:		Average D	ecimal					
Hide Columns: Local ID School Grade Level Vertical Assignments										
<u>Save Options</u>										
GLSCH	Avg	'STARTED'	CH1 n'book	4 TERMS	COURSE					
	<u>^</u>	paper	▲ ⊡ ▼	▲ ⊡ ▼						
		▲ 🖃 🔻								
	-	100x1	100x1	100x1	Avg					
		COURSE WOR	COURSE WOR	COURSE WOR						
		Aug 23	Aug 25	Aug 25						
		94.6	88.9							
Ownership										
12 010 D S G P	92.50	100	85		93					
12 010 D S G P	97.00	100	94		97					
12 010 D S G P	98.50	100	97		99					
12 010 D S G P	71.00	60	82		71					
11 010 D S G P	91.00	100	82		91					

Assignment Alignment

	Gradebook Course/S	ection	Teacher Grade	book Assig	gnment Copy /	Assignment	Class Not	es Copy	Categorie	es						
	Gradebook Options															
1	Fiscal Year: *	2014		Cours	se/Section:	* HS400	00SH/R151	1 - US Go	vt - S1 - E	3/05	•					
	Display * Filter:			 Section 	on Alias:							verage De	ecimal			
	Hide Columns:	Local	ID 🗌 School 🛛	Grade L	evel						Πv	ertical As	signments			
Γ	Save Options															
	Gradebook Categories															
4 1	Allow Override Weight/ in GB Cycle:	Drop	• Yes C	No	GB Grading Cycle:	1	•									
	Category Name	Weigt	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grad Sca	de Value le	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value	Color	

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

Assignment Alignment

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

# Local ID Student Name	GL	SCH				Avg - -	- START	CH 1 n	4 TERMe	COURSE
Vertical							Ė ₽	o o k	> ▲ □	W O R
	•						⊟			
							100x1 COURS Aug 23	100x1 COURS Aug 25	100x1 COURS Aug 25	Avg
All										
Class Average			_				94.6	88.9		
Scheduled Studen	s With Ow	nersh	ip	_						
1 350747	12	010	D	SG	P	93	100	85		93
2 375065	12	010	D	SG	P	97	100	94		97

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Save Gradebook Options

Gradebook Course/Se	ection Te	acher Grade	book Assig	gnment Copy A	Assignment Class No	tes Copy	Categori	es					
Gradebook Options													
Fiscal Year: * 2	013	-	Cours	e/Section:	* HS4000SH/R15	51 - US Go	vt - S1 - I	B/05	•				
Display *			 Secti 	on Alias:					∏ A	verage De	ecimal		
Filter: Image: Control of the contro													
Save Options													
Gr Categories													
Allo ride Weight/(In G e:	Drop	⊙ Yes C	No	GB Grading Cycle:	1								
Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value	Color

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

TEAMS



Setup Categories

Backbone of gradebook

Incorrect category weights = incorrect student averages

• **TEAMS** = weighted-scale

Total category weights = 100 When category weights < > 100

Total Category Weights = 100

GB Grading Cycle

Home Teacher Menu	Help	•									₩ E	AMS
Gradebook Course/Sec	ction Teac	her Gradebool	k Assignme	ent Copy Assign	ment Class Notes	Copy Categori	es					
Gradebook Options												
Fiscal Year: 💥 2	011	•	Course/	/Section: 🛪	E74000/R11 - DE	BATE 3 - S1 , S	2 - A/01	-				
Display Filter: 💥 🛛)ue date /	Alpha 💌	Section	Alias:					Ave	erage Decir	nal	
Hide Columns:	Local ID	School	Grade Lev	el					Ver	tical Assigr	iments	
Save Options												
 Gradebook Categories	5		_			-						
Allow Override Weight In Cycle:	GB	🖲 Yes ()	No	GB Grading Cycle:	1							
Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Va Scale	lue Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
Daily	100	Push	1	Numeric		N	100	1	0	0		

One Category

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

- Daily
 Daily work, daily tests, etc.
- Determining grade is simple average

• Category Sum = 100%

Two Categories

Teacher Gradebook Category													
Fiscal Year: *	20	008 💌	Cours	e/Section: *	c	S110	000/\$110	00-251 -	W GEOG I	- 002/1	-		
Display Filter: *	D	ue date											
Hide Columns:	Г	Local ID 🔽 S	choo 🔽 Grade	e Level									
Category Name	Weight *	Calc Result Type *	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low*	Drop High *	Lowest Drop Value	Highest Drop Value	Color		
Daily	50	Numeric		N		1	0	0					
Six Weeks Exam	50	Numeric		N		1	0	0					

- Daily Daily work and tests
- Exam nine weeks exam
- Category Sum = 100%

Multiple Categories

Gradebook Categories											
Allow Override Weight I Cycle:	n GB	C Yes	© № GB Cyt	Grading 1	•						
Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
9WK EXAM/MISC	10	1	Numeric		N	100	1	0	0		
ASSESSMENTS	45	1	Numeric		N	100	1	0	0		
COURSE WORK	45	1	Numeric		N	100	1	0	0		
	<u>.</u>										

- Daily Daily work and homework
- Quiz Daily tests
- Exam Nine-weeks exam

Category Sum = 100%

Delete Category

	Gradebook C	ourse/	Section	Teach	er Gradeboo	k Assignme	nt Copy Assign	ment Class Notes	Copy Categorie	es					
	Gradebook O	ptions													
	Fiscal Year:	*	2011		•	Course/	Section: 🗶	E74000/R11 - DE	BATE 3 - S1 , S2	2 - A/01	-				
	Display Filter:	*				Section	Alias:						rage Decir	mal	
_	Hide Columns:			al ID 🛛	School	Grade Leve	el					Ver	tical Assigr	nments	
	<u>Save Option</u>	IS													
	Gradebook Ca	ategoi	ries												
А С	llow Override Cycle:	Weight	In GB		€ Yes C	No	GB Grading Cycle:	1							
	Category	Name	W	eight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Va Scale	Alpha Grades	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
Ī	Daily		100		Push	1		Click	on any	cell	in th	ne ro	W		
														-	
							Cli	ck De	elete	but	ton				

<u>D</u>elete

Add Category

Gradebook Categories		l I									
Allow Override Weight I Cycle:	in GB	C Yes	© № GB Cyc	Grading 1	•						
Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
9WK EXAM/MISC	10	1	Numeric		N	100	1	0	0		
ASSESSMENTS	45	1	Numeric		N	100	1	0	0		
COURSE WORK	45	1	Numeric		N	100	1	0	0		



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New Category Values

Gradebook Categ	ories											
Allow Override Weig Cycle:	ght In GB	(i Yes (No	GB Grading Cycle:	1							
Category Nan	ne Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value
Daily	100	Push	1	Numeric		N		1	0	0		

- Category Name
- · Category weight
- Grade Cycle 1
- Calc Result Numeric
- Alpha Grade Only N
- #Count 1

Scale Value



- Always set Scale Value = 100
- TEAMS calculations based on 100
- Can affect grade when < > 100

#Count



- Default value is 1
- Do not change
- Do not use for assignment weight

TEAMS



Category Calculation

Backbone of gradebook

Incorrect category weights = incorrect student averages

• **TEAMS** = weighted-scale

Total category weights = 100 When category weights < > 100

Category Weights <> 100

Gradebook Categories								
Allow Override Weight/I In GB Cycle:	€ Yes C	No	GB Grading Cycle:	1 💌				
Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
ASSESSMENT	30	Push	1	Numeric		N	100	1
DAILY WORK	40	Push	1	Numeric		N	100	1
SPECIAL	10	Push	1	Numeric		N	100	1

Category Sum = 80%

Category Total = **Divisor**

Gradebook Categories								
Allow Override Weight/I In GB Cycle:	Drop	€ Yes C	No	GB Grading Cycle:	1 💌			
Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
ASSESSMENT	30	Push	1	Numeric		N	100	1
DAILY WORK	40	Push	1	Numeric		N	100	1
SPECIAL	10	Push	1	Numeric		N	100	1

Category Total = 80 = Divisor

TEAMS

Push Command

Push Command

Gradebook Categories								
Allow Override Weight In GB Cycle:		⊙ _{Yes} C	No	GB Grading Cycle:	1			
Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	45	Push	1	Numeric		N		1
Coursework	45	Push	1	Numeric		N		1
Misc. /9 Wks	10	Push	1	Numeric		N		1

- Different category weights allowed for each nine-week grading period
- Category weights only NW1 default

Push <u>copies</u> weights to all NW periods

No Push – NW2

Gradebook Categories								
Allow Override Weight In GB Cycle:		⊙ _{Yes} C	No	GB Grading Cycle:	2 💽			
Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	0	Push	2	Numeric		N		1
Coursework	0	Push	2	Numeric		N		1
Misc. /9 Wks	0	Push	2	Numeric		N		1

- No category weights exist in NW2
- Push command <u>not used</u>
- Incorrect grades will result

No Push – NW3

Gradebook Categories								
Allow Override Weight In GB Cycle:		⊙ Yes ○ No		GB Grading Cycle:	3 🖸			
Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	0	Push	3	Numeric		N		1
Coursework	0	Push	3	Numeric		N		1
Misc. /9 Wks	0	Push	3	Numeric		N		1

- No category weights exist in NW3
- Push command <u>not used</u>
- Incorrect grades will result

No Push – NW4

Gradebook Categories								
Allow Override Weight In GB Cycle:		⊙ _{Yes} C	No	GB Grading Cycle:	4			
Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	0	Push	4	Numeric		N		1
Coursework	0	Push	4	Numeric		N		1
Misc. /9 Wks	0	Push	4	Numeric		N		1

- No category weights exist in NW4
- Push command <u>not used</u>
- Incorrect grades will result

Use Push Command

Gradebook Categories								
Allow Override Weight In GB Cycle:		⊙ Yes C No		GB Grading Cycle:	1 💌			
Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	45	Push	< l	heric		N		1
Coursework	45	Push	1	Numeric		N		1
Misc. /9 Wks	10	Push	1	Numeric		N		1

 Copy <u>first category weight</u> to ALL nine-week grading periods
 Click Push for first category name

Use Push Command

Gradebook Categories								
Allow Override Weight In GB Cycle:		© Yes ◯ No C		GB Grading Cycle:	1 💌			
Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	45	Push	1	Numeric		N		1
Coursework	45	Push		neric		N		1
Misc. /9 Wks	10	Push	1	Numeric		N		1

 Copy <u>second category weight</u> to ALL nine-week grading periods
 Click Push for second category name

Use Push Command

Gradebook Categories								
Allow Override Weight In GB Cycle:		⊙ Yes C No		GB Grading Cycle:	1 💌			
Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count
Assessment	45	Push	1	Numeric		N		1
Coursework	45	Push	1	Numeric		N		1
Misc. /9 Wks	10	Push		heric		N		1

Copy <u>third category weight</u> to ALL nine-week grading periods
Click Push for third category name

Review Copied Weights

Gradebook Categories	Gradebook Categories									
Allow Override Weight I Cycle:	n GB	⊙ yes C	No	GB Grading Cycle:						
Category Name	Weight	Push Future Cycles	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count		
Assessment	45	Push	1	Numeric		N		1		
Assessment	45	Push	2	Numeric		N		1		
Assessment	45	Push	3	Numeric		N		1		
Assessment	45	Push	4	Numeric		N		1		
Coursework	45	Push	1	Numeric		N		1		
Coursework	45	Push	2	Numeric		N		1		
Coursework	45	Push	3	Numeric		N		1		
Coursework	45	Push	4	Numeric		N		1		
Misc. /9 Wks	10	Push	1	Numeric		N		1		

<u>D</u>elete

Allow Override Weight

Gradebook Categories	radebook Categories								
Allow Override Weight I Cycle:	n GB	C Yes	© № GB Cyc	Grading tle:	•				
Category Name	Weight	GB Grading Cycle	ilc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count		
Assessment	45	1	Numeric		N		1		
Coursework	45	1	Numeric		N		1		
Misc. /9 Wks	10	1	Numeric		N		1		

- Default value is Yes
- Select No to remove Push

TEAMS

Adding Assignments

Add Assignments

Home Help Homepage		
Welcome: / High School Teacher		
El Paso Independent School District. NOTHING LESS THAN SUCCESS!		
Welcome to the TEAMS Employee Home Page.	Expand All / Collapse All	Search Menu Items
Teacher Menu ▼ Take Classroom Attendance Enter Classroom Grading Maintain Teacher Gradebook Category Student Discipline Incident Search (Teacher) Discipline Incident Search (Teacher) 	Maintain Gradebo	Teacher ok Category

Add Assignments

Home Teacher M	enu 🎽 Help	•						\bowtie		₩ E	AMS
Gradebook Course/	Section Teac	her Gradeb	ook Assignment	Copy Assignment	Class Notes	Copy Categ	ories				
Gradebook Options											
Fiscal Year: * 2011 Course/Section: * • Display Filter: * Due date / Alpha Section Alias: • • • Hide Columns: • Local ID Sch Grade Level • • • Save Options • • • • • • •											
Gradebook Categor	ies										
Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Va Scale	Ilue Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value

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

Add Assignments

Gradebook Course/S	Section Category Assignment										
Fiscal Year:2011	Course/Section:	* S30000/R21 - US GOVT - S1 - A/02									
	Grade Type:	* Ist Nine Weeks Cradebook Grading Cycle Date From 08-23-2010 Data Entry Date Range From 09-27-2010)8-23-2010)9-27-2010 06:1	To 10-15-2010 5:00 AM To 10-19-2010 08:30 A			
Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximun Value *	#Count	Consider for High/Low Grade Drop? *	Assignment for Extra Credit Only? *	GB Grading Cycle	Attach ment
COURSE WORK	4 TERMS	08-25-2010	08-25-2010	N	100	100	1	N	N	1	
COURSE WORK	CH1 n'book	08-23-2010	08-25-2010	N	100	100	1	N	N	1	
COURSE WORK	'STARTED' paper	08-23-2010	08-23-2010	N	100	100	1	N	N	1	



Single Category

	Gradebook Course/Se	ction Category Assignment												
	Fiscal Year:2014	Course/Section:	* EE3R00Y0/3	3D - Rd 3 - S1 , S2	- T/02	•								
		Grade Type:	* 1st Nine Wee	eks 💌	Gradebook	Grading	Cycle Date	≘ F	rom 08-26-20	13	To 10-18	-2013		
					Data Entry	Date Ran	ige	F	rom 09-30-20:	13 06:00 AM	To 10-22	-2013 0	8:30 AN	1
_	Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximur Value *	#Count	Consider for High/Low Grade Drop? *	Assignment for Extra Credit Only? *	GB Grading Cycle	Attach ment	Note	Сору
	Daily		08-26-2013	08-26-2013	N	100	100	1	N	Ν	1			Сору

Multiple Categories

Fiscal Year:2011	Course/Section:	* S30000/R3	1 - US GOVT - S1	A/03 💌						
	Grade Type:	* 1st Nine We	Grac eks 💌 Data	lebook Grad Entry Date	ding Cycle e Range	Date	From C)8-23-2010)9-27-2010 06:(To 10-1	5-2010 9-2010
Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximun Value *	#Count	Consider for High/Low Grade Drop? *	Assignment for Extra Credit Only? *	GB Gradin <u>o</u> Cycle
		08-31-2010	08-31-2010	N					N	1
ASSESSMENTS	4 TERMS	08-25-2010	08-25-2010	N	100	100	1	N	N	1
9WK EXAM/MISC	CH1 n'book	08-23-2010	08-25-2010	N	100	100	1	N	N	1
	'STARTED' paper	08-23-2010	08-23-2010	N	100	100	1	N	N	1

Assignment Name

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



Scale Value

Scale	Maximun	#Count	Gradebook
Value *	Value *		Grading Cycle _*
100	100	1	6

- Leave Scale Value set to 100
- Incorrect student grades will result when set to other values

Maximum Value



#Count

Scale Value *	Maximun Value *	#Count	Gradek Grading	ook Cycle _*	
100	100	1			
		• D	efault v	alue =	1
		• C	an be ir	ncreas	ed to
		2	or <mark>3</mark> for	additio	onal
		as	ssignme	ent wei	ght

Return to Gradebook



TEAMS

- Copy assignments
 - From one course/section
 - To one or more course/sections
- Grades not copied only assignments
- Exact category and assignment name must exist in target course/sections

Gradebook Course/	Section Teacher Gradeboo	k Assignment Copy	Assignment Cla	ass Notes	Copy Cate	gories						
Gradebook Course/S	ection Category Assignment	_										
Fiscal Year:2013	Course/Section:	* HS4000SH/R	S Govt -	51 - B/05								
	Grade Type:	* 1st Nine Wee			Gradeboo Data Ent	ok Grading ry Date Ra	Cycle Da	ate From (From :	08-27-2012 10-15-2012 06:	т 00 АМ Т	o 10-19- o 10-23-	2012 2012 08:30 AM
Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximun Value *	#Count	Consider for High/Low Grade Drop? *	Assignment for Extra Credit Only? *	GB Grading Cycle	Attach ment	Note
Clie	ck <mark>C</mark> o	ру А	ssig	ynr	me	ent		tab]			
<u>A</u> dd <u>D</u> elete	A <u>t</u> tachments <u>N</u> ote	5										

Assignments										
Fiscal Year:20	011	* Course/Section:	53000	0/R21 - US GC	OVT - S1 - A/02	2 💌				
		Grade Type: *	1st Nir	ie Weeks						
Due Dat	e Assi	ignment Name	Ca	tegory Name			Due Date	e Ass	ignment Name	Category Name
08-23-2010	STARTE	ED' paper	COURSE	EWORK						
08-25-2010	CH1 n'b	ook	COURSE	EWORK		Add				
08-25-2010	4 TERM	s	COURSE	E WORK						\sim
						Add All			DUU	
						Deserves				
						Keniove			oro	0
						Remove All			ale	a
Course/Sectio	ns									
Course	Section	Short Course De	scription	Location ID	Calendar ID		Course	Section	Short Course De	escription Location ID
S30000	R31	US GOVT		010	1					· · · ·
S30000	R41	US GOVT		010	1	Add				
S30000	R52	US GOVT		010	1			_	-	4
S30000	R62	US GOVT		010	1	Add All			larn	10t
S30000	R81	US GOVT		010	1				i ai Ç	
S31000	R221	ECO-FE		010	1	Remove			C	
S31000	R231	ECO-FE		010	1	Demana All			oro	0
\$31000	R241	ECO-FE		010	1	Remove All				

Assignments						
Fiscal Year:2	011	Course/Section:	30000/R21 - US GOVT - S1 - A/02 💌			
		Grade Type: *				
		croce ryper				
Due Da	te Ass	signment Name	Source A	rea		
08-23-2010	'START	ED' paper				
08-25-2010	CH1 n'	book	Salact accid	Inmor	oto	and
08-25-2010	4 TERM	IS	Jeieci assig		112	anu
						1 a la
			COURSE/SECTI	on in	wh	ICh
				••••		
			to conv assi	anme	onte	from
			10 COPy 4331	ginne		
Course/Secti	0.05					
Course	Section	Short Course Descrip	tion Location ID Calendar ID	Course	Section	Short Course Description Location I
S30000	R31	US GOVT				Ч
S30000	R41	US GOVT				
S30000	R52	US GOVT	larget Ar			
S30000	R62	US GOVT				
S30000	R81	US GOVT	Salact and a	or mo	ro	
S31000	R221	ECO-FE	Select one c			
S31000	R231	ECO-FE			_	L • • I.
S31000 S31000	R231 R241	ECO-FE ECO-FE	course/secti	ons ir	n w	hich
S31000 S31000	R231 R241	ECO-FE ECO-FE	course/secti	ons ii	n w	hich

Gradebook Cours	e/Section 1	Feacher Gradebool	k Assignment	Copy Assignment	Class Notes	Copy Categories
Assignments						
Fiscal Year:2011	c	* Course/Section:	S320A0/R1	1 - APMACECO -	51 - A/01	— —
		Grade Type: *	1st Nine We	eeks .	•	
Due Date	Assigr	nment Name	Catego	ry Name		
08-31-2010	Test Ch 1,	2	Assessment			
08-25-2010	Ch. 2 #1 A	sgn.	Coursework		Add	
08-27-2010	Ch 2 PPC	#2 Prob	Coursework			
08-23-2010	Syllabus R	Review	Misc. /9 Wks		Ad	d All

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

_	Gradebook Course	e/Section	Teacher Gradeb	ook	Assignment	Copy Assignm	ent	Class Notes	Сору	Categories
	Assignments									
	Fiscal Year:2011		Course/Section:	*	S320A0/R1	1 - APMACEC	0 - 9	51 - A/01		•
			Grade Type:	*	1st Nine We	eks		•		
	Due Date	Assi	unment Name		Catego	rv Name				
I	08-31-2010	Test Ch	1,2	1	Assessment					<u> </u>
L	08-25-2010	Ch. 2 #1	Asgn.	(Coursework			Add	•	
T	08-27-2010	Ch 2 PP	C #2 Prob	(Coursework		[•
	08-23-2010	Syllabus	Review	1	Misc. /9 Wks			Ad	d All	

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

	Home 🔻 1	Teacher	r Menu 🔻 Help 🔻					Sign JEAMS
E:	32000/R14	1			ENGLISH 2		001/1	
	Gradebook	Course	e/Section Teacher Gradeboo	ok Assignment Copy Assign	ment Class Notes Copy	Categories		
L	Assignment	ts						
I	Fiscal Year	2011	Course/Section:	E32000/R141 - ENGLISH	2 - S1 , S2 - A/04 🔳			
l			Grade Type:	* Hth Nine Weeks				
I	Due D	ate	Assignment Name	Categor Name		Due Date	Assignment Name	Category Name
I	05-31-201	1	Vocab 2	Daily				
I	06-01-201	1	Unit 1 p. 126	Daily	Add			
II	05-20-201	1	SS Worksheet	Daily				
I	05-17-201	1	Class Notes	Daily		· · · · · · · · · · · · · · · · · · ·		
II	05-23-201	1	Poetry Worksheet	Daily	Remove			
I	06-02-201	1	Notebook	Daily				
I	06-03-201	1	9 Weeks Test	Nine Weeks Exam	All			
I					-			
П								

Home 🔻 Teacher Menu 🔻 Help 🔻					
E32000/R141	E	NGLISH 2		001/1	
Gradebook Course/Section Teacher Gradebook	Assignment Copy Assignme	ent Class Notes Copy	Categories		
Assignments * Fiscal Year:2011 Course/Section: Grade Type: *	E32000/R141 - ENGLISH 2 4th Nine Weeks	2 • 51 , 52 • A/04 💌			
Due Date Assignment Name	Category Name		Due Date	Assignment Name	Category Name
			05-31-2011	Vocab 2	Daily
		Add	06-01-2011	Unit 1 p. 126	Daily
			05-20-2011	SS Worksheet	Daily
			05-17-2011	Class Notes	Daily
		Remove	05-23-2011	Poetry Worksheet	Daily
		Pamaua	06-02-2011	Notebook	Daily
		All	06-03-2011	9 Weeks Test	Nine Weeks Exam

Assignments to be copied

Select Sections – Target

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

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

Select Sections – Target

Course/Section	ons			
Course	Section	Short Course Description	Location ID	Calendar ID
E32000	R131	ENGLISH 2	001	1
E41500	R171	PR WRIT SKL	001	1
E32000	R181	ENGLISH 2	001	1
E32000	R151	ENGLISH 2	001	1
E32000	TRAIN	ENGLISH 2	001	1
E41500	R121	PR WRIT SKL	001	1

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

Assignments															
Fiscal Year:20	010		* Course/Section:	S0100	0/111 - US HI	ST - S1 , S2 💽	•							_	
			Grade Type: *	5th Siz	(Weeks				Sou	rce	e a	ssigr	nmen	ts	
Due Dat	e	Assi	gnment Name	Ca	tegory Name				Due Dat	e	Assi	gnment Nam	e C	ategory Nar	ne
03-08-2010	C	CH 16 vo	cab	DAILY				(02-22-2010	C	CH15 n't	ook	DAILY		
03-09-2010	C	CH 16 n'	book	DAILY			Add	(03-08-2010	C	CH 15 vo	cab	DAILY		
04-05-2010	C	CH 17 n'	book	DAILY				(03-12-2010	l	n-class		DAILY		
04-19-2010	Ν	NEW FR	ONTIER(20)	DAILY			Add All	(03-22-2010	0	CH15,16		QUIZ		
04-05-2010	0	CH17 Qu	ıiz	QUIZ											
							Remove								
							Demous All								
							Remove All								
									Towa	-1	~ ~		/	~ ~ ~	
									larg	et	CO	urse/	secu	ons	
Course/Secti	ons														
Course	Se	ection	Short Course De	scription	Location ID	Calendar ID			Course	Se	ection	Short Cours	e Description	Location	ID Cal
S30000	131		US GOVT		010	1		:	S01000	142		US HIST		010	1
S30000	162		US GOVT		010	1	Add	:	S01000	153		US HIST		010	1
S31000	231		ECO-FE		010	1		:	S01000	185		US HIST		010	1
S31000	262		ECO-FE		010	1	Add All								
	_														
	- F				_							_			
												-		 .	2
						h				n	CC	inn	m	NDT	
		•	CIIC	<	CO	pv	to c	$ \mathbf{O} $	DV	a	SS	an	me	nts	2
		•	CIIC	〈	Co	ру	to c	0	ру	a	SS	ign	me	ents	3
		•			Co	py	to c	0	ру	a	SS	sign	me	ents	3
J		•	Click Assi	k ar		py ents	to c are	0	py IOV	a: •	SS CC	sign pie	ente Note	ents	5
Ļ		•	Click Assi	k gr		py ents	to c are	0 	by J <mark>ov</mark>		SS CC	ign pie	ed	ents	5



Verify Assignments



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

Return to Gradebook

Gradebook Course/	Section Category Assignment	1									
Fiscal Year:2011	Course/Section:	* E32000/TR	AIN - ENGLISH 2	- \$1 , \$2 -	B/09 💽						
		*	Gra	adebook Gr	ading Cyc	le Date	From 03-	From To 06-03-2011 03-14-2011			
	Grade Type:	Data Entry Date Range					From 05- 06:	:30 AM			
Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximur Value *	#Count	Consider for High/Low Grade Drop? *	Assignment for Extra Credit Only? *	GB I Grading Cycle	Attach ment
Nine Weeks Exam	n 9 Weeks Test	06-03-2011	06-03-2011	N	100	100	1	Ν	N	4	
Daily	Notebook	06-01-2011	06-02-2011	N	100	10	1	Ν	Y	4	
Daily	Unit 1 p. 126	06-01-2011	06-01-2011	N	100	100	1	N	N	4	
Daily	Vocab 2	05-30-2011	05-31-2011	N	100	100	1	Ν	N	4	
Daily	Poetry Worksheet	05-20-2011	05-24-2011	N	100	100	1	N	N	4	
Daily	SS Worksheet	05-18-2011	05-20-2011	N	100	100	1	N	N	4	
Daily	Class Notes	05-16-2011	05-18-2011	N	100	100	1	N	N	4	
<u>A</u> dd <u>D</u> elete	• A <u>t</u> tachments <u>N</u>	otes	Beturn	Click	on th	ne Re	turn 1	o Grade	book butt	on.	
				3							
		Toobpolo		SON	Moni		a bt	to://wobc			60

Larry Neison - Instructional Technology - LINELSON@episo.org - http://webciass.org 60

TEAMS Gradebook Setup

- 1. Login to TEAMS
- 2. Course/section options
- 3. Category setup
- 4. Push copying weights
- 5. Adding assignments
- 6. Copying assignments

Online Handouts

Webclass.org web-based handouts and resources. 12 Webinars Home Keyboarding iPad Basics Digital Storytelling Podcasting PDF Handouts Why online handouts Comic Life Education and training via the internet are growing rapidly. Easy Download within EPISD accessibility from home or school makes Internet handouts a viable Download from Plase alternative to hardcopy handouts. These PDF handouts can be accessed Diacritical Marks any time and from anywhere using any type of Internet connection. EasyTech The Adobe PDF format is used for all online Eduphoria login PDF Lesson Plan attachment [4:02] handouts, permitting fast download time plus Ouick Start accessibility on both Windows and MAC Online Teacher Guide platforms when using Adobe Reader. Many Handouts Excel 2007 portable media devices also permit PDF downloads, especially the Apple iPad. iPad Apps by Content Area Language Arts Math Webclass provides Science Social Studies 1. Workshop handouts available anytime, anywhere using any Special Learning Needs mobile device permitting PDF downloads. iPad Basics TEAMS for Teachers When viewing PDF handouts using Safari on the iPad, tap Gradebook Setup anywhere on the home screen, and then quickly tap the button Parent Portal Open in iBooks at the upper-right to save the PDF handout Semester-end Procedures onto the book shelf in iBooks. Year-end Procedures