# TEAMS Gradebook

Year - end Procedures

# **Year-end Procedures**

- NW4 gradebook
  - 1. Enter assignment grades
  - 2. Post to Report Card window is open
  - 3. Save often

#### NW4 Report Card tab

- 1. Calculate Annual Average for each section
  - Comments Conduct Effort
  - Character Development
- 2. Save each course/section often

#### Finalize only at very end

# **Online Handouts**

About Us Atomic Learning h

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

TEAMS *for* Teachers Attendance Gradebook 1 Gradebook Options 2 Category Setup 3 Copying Categories 4 Adding Assignments 5 Entering Grades 6 Copying Assignments Parent Portal

Progress Report Report Card Transfer Grade Year-end Procedures

United Streaming

Using K-12 Databases

http:// webclass.org

Webclass web-based tutorials

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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 <u>Adobe Reader</u>, or the fast and simple open-source reader for Windows called <u>Sumatra</u>.

Webclass.org provides:

- Workshop handouts available anytime, anywhere
- Web-based <u>Keyboarding</u> requiring no login
- Perpetual lesson plan <u>calendar</u>

After all, Webclass.org can be anywhere you want it to be ....

Elementary Storytelling in iTunes

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

#### Year-end Procedures

View In iTunes

smaller group of selected students. Video length is generally 2 to 10 minutes.

# TEAMS Gradebook

Year - end Procedures

## For each Course/Section

- 1. Enter assignment grades Save often
- 2. Missing 9-week grades PEIMS clerk
- 3. Click Post to Report Card each class
- 4. Obtain Annual Average for each class
- 5. Enter Comments Conduct Effort
- 6. Enter Character Development
- 7. Finalize gradebook only at very end

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### **Access Gradebook**



Welcome to the TEAMS Employee Home Page.

Teacher Menu	<b>▲</b>	
Take Classroom Att Enter Classroom Gr		
Student Discipline (Teacher)	Select	room Grading

# **Open Course/Section**

Course S	ections							
Sort   Cle	ar Sorted by: (	(default)						
Campus	Cal 🕒 Finalize	Description	Course	Section	Term	Period	Day	Parent/Chil
168	No	HR Monolingual	EZ0290	3D	S1, S2	01	т	
68	No	Reading 3	ER3100	3D	S1, S2	02	т	
168	INO	Language Arts 3	EL3100	30	51,52	03		
168	No	Math 3	EM3100	3D	S1, S2	05	т	
168	No	Soc Stud 3	ES3100	3D	S1, S2	06	т	
168	No	Science 3	EC3100	3D	S1, S2	07	т	
168	No	Art 3	EA3100	3D	S1, S2	10	т	
168	No	Music 3	EK3100	ЗD	S1, S2	11	т	record count: 8 of

- 1. Double-click on desired section to open
- 2. No longer highlight section and click Select

### Select NW4 Tab

ER3100/3D - Reading 3 - S1 , S2 🔹						-		
NW1 NW2 NW3 NW4 Repor	t Card Progress Credit							
#  Local ID Student Name	GL SCH	Avg	Statement/▲□	Vocab Mart ▲ 🗆 🔻	GrammarSe ▲ 🗆 ▼	Vowelspra ▲ 🗆 🕨	Dictionarv 4 🗆 🕨	W B 0 1 8 4
			100x1 Daily Aug 28	100x1 Daily Sep 01	100x1 Daily Sep 03	100x1 Daily Sep 08	100x1 Daily Sep 09	100x1 Daily Sep 14
All						00.4		<b>A</b>
Class Average Scheduled Students With (	Over anch in		94.6	92.5	92.2	93.1	99.1	96.3
1 467255 Baldwin, Ethan Perry	03 168 D S G P	96	82	100	99	96	100	100
2 480346 Giron, Clayton Alejandro	03 168 D S G P	96	96	100	87	97	100	88
3 506134 Han, Haejin	03 168 D S G P	96	97	100	90	98	100	100
4 467305 Hatch, Kelsey Anne	03 168 D S G P	89	95	88	69	97	95	88
5 479781 Hernandez, Jessica Danielle	03 168 D S G P	95	94	100	83	100	99	88
6 480340 Jordan, Abigail Kaylene	03 168 D S G P	96	100	100	99	98	100	100
7 506237 Jung, Emanuel	03 168 D S G P	95	99	100	100	94	100	100
8 456986 Kindy, Carson Lane	03 168 D S G P	93	96	88	97	100	93	100
9 480504 Marquez, Audrey Marie	03 168 D S G P	94	100	100	90	98	100	88
10 467263 Martell, Juliana Isabel	03 168 D S G P	94	100	100	88	95	100	100

# TEAMS Gradebook

Missing Grades

# **Missing Grades**

- TEAMS will not calculate 9-week grade average with NG or blank
- Click "L" (Link) in gradebook for missing transfer grades
- Options for receiving teacher
  - 1. Use grades intact from sending teacher
  - 2. Use only averages from sending teacher
  - 3. Discard all grades from sending teacher

### **Save Often**

		Scheduled Students With C	)wi	iersł	nip									
1	467255	Baldwin, Ethan Perry	03	168	D	S	G	Ρ	99	97	100	100	100	100
2	480346	Giron, Clayton Alejandro	03	168	D	S	G	Ρ	98	97	100	100	92	100
3	506134	Han, Haejin	03	168	D	S	G	Ρ	93	95		100	100	75
4	467305	Hatch, Kelsey Anne	03	168	D	S	G	Ρ	76	90	90	90	62	50
5	479781	Hernandez, Jessica Danielle	03	168	D	S	G	Ρ	98	100	100	100	92	100
6	480340	Jordan, Abigail Kaylene	03	168	D	S	G	Ρ	97	95	100	100	92	100
7	506237	Jung, Emanuel	03	168	D	S	G	Ρ	95	95	100	100	92	88
8	456986	Kindy, Carson Lane	03	168	D	S	G	Ρ	95	95	100	100	92	88
9	480504	Marquez, Audrey Marie	03	168	D	S	G	Ρ	95	85	95	100	95	100
10	467263	Martell, Juliana Isabel	03	168	D	S	G	Ρ	92	100		100	92	75
11	467229	Montes, Alejandro Ivan	03	168	D	S	G	Ρ	78	100		80	54	
12	467282	Offutt, Savannah Brielle	03	168	D	S	G	Ρ	96	95	100	100	85	100
13	458486	Portillo, Andres Alejandro	03	168	D	S	G	Ρ	88	95	100	100	72	75
14	467357	Rovner, Hernan Manuel	03	168	D	S	G	Ρ	96	100	95	100	85	100
15	460437	Sanchez-Ramirez, Luisa Fernan	03	168	D	S	G	Ρ	91	93		70	100	100
16	452524	Sandoval, Hanna Marie	03	168	D	S	G	Ρ	75	90	100	0	85	100
17	467355	Smith, Emily Ann	03	168	D	S	G	Ρ	96	90	100	100	92	100
18	480547	Terstegge, Harrison Samuel	03	168	D	S	G	Ρ	99	95	100	100	100	100

Save <u>R</u>estore

Post to <u>R</u>eport Card

Return to Search Results

Assignments

Notes

<u>R</u>eports

Attendance

# TEAMS Gradebook

Posting to Report Card Tab

### Select NW4 Tab

ER3100/3D - Reading 3 - S1 , S2 💌						-		
NW1 NW2 NW3 NW4 Repor	t Card Progress Credit							
#  Local ID Student Name	GL SCH	Avg	Statement/▲□	Vocab Mart ▲ 🗆 🕨	GrammarSe▲□	Vowelspra ▲ 🗆 🕨	Dictionarv 4 🗆 🕨	W B D a · 1 8 ▲ □
			100x1 Daily Aug 28	100x1 Daily Sep 01	100x1 Daily Sep 03	100x1 Daily Sep 08	100x1 Daily Sep 09	100x1 Daily Sep 14 :
All								
Class Average			94.6	92.5	92.2	93.1	99.1	96.3
Scheduled Students With	Ownership							
1 467255 Baldwin, Ethan Perry	03 168 D S G P	96	82	100	99	96	100	100
2 480346 Giron, Clayton Alejandro	03 168 D S G P	96	96	100	87	97	100	88
3 506134 Han, Haejin	03 168 D S G P	96	97	100	90	98	100	100
4 467305 Hatch, Kelsey Anne	03 168 D S G P	89	95	88	69	97	95	88
5 479781 Hernandez, Jessica Danielle	03 168 D S G P	95	94	100	83	100	99	88
6 480340 Jordan, Abigail Kaylene	03 168 D S G P	96	100	100	99	98	100	100
7 506237 Jung, Emanuel	03 168 D S G P	95	99	100	100	94	100	100
8 456986 Kindy, Carson Lane	03 168 D S G P	93	96	88	97	100	93	100
9 480504 Marquez, Audrey Marie	03 168 D S G P	94	100	100	90	98	100	88
10 467263 Martell, Juliana Isabel	03 168 D S G P	94	100	100	88	95	100	100

# Click Post to Report Card

#### Copies student grade averages into Report Card tab area

		Scheduled Students With 0	Dwi	nersk	nip										
1	467255	Baldwin, Ethan Perry	03	168	D	S	G	Ρ		99	97	100	100	100	100
2	480346	Giron, Clayton Alejandro	03	168	D	S	G	Ρ		98	97	100	100	92	100
3	506134	Han, Haejin	03	168	D	S	G	Ρ		93	95		100	100	75
4	467305	Hatch, Kelsey Anne	03	168	D	S	G	Ρ		76	90	90	90	62	50
5	479781	Hernandez, Jessica Danielle	03	168	D	S	G	Ρ		98	100	100	100	92	100
6	480340	Jordan, Abigail Kaylene	03	168	D	S	G	Ρ		97	95	100	100	92	100
7	506237	Jung, Emanuel	03	168	D	S	G	Ρ		95	95	100	100	92	88
8	456986	Kindy, Carson Lane	03	168	D	S	G	Ρ		95	95	100	100	92	88
9	480504	Marquez, Audrey Marie	03	168	D	S	G	Ρ		95	85	95	100	95	100
10	467263	Martell, Juliana Isabel	03	168	D	S	G	Ρ		92	100		100	92	75
11	467229	Montes, Alejandro Ivan	03	168	D	S	G	Ρ		78	100		80	54	
12	467282	Offutt, Savannah Brielle	03	168	D	S	G	Ρ		96	95	100	100	85	100
13	458486	Portillo, Andres Alejandro	03	168	D	S	G	Ρ		88	95	100	100	72	75
14	467357	Rovner, Herna	03	168	D	S	G	Ρ		96	100	95	100	85	100
15	460437	Sanchez-Ram Luisa Fernar	03	168	D	S	G	Ρ		91	93		70	100	100
16	452524	Sandoval, Han <mark>arie</mark> arie	03	168	D	S	G	Ρ		75	90	100	<u>0</u>	85	100
17	467355	Smith, Emily A	03	168	D	S	G	P		96	90	100	100	92	100
18	480547	Terstegge, Ho. Samuel	03	168	D	S	G	Ρ		99	95	100	100	100	100
<u>5</u>	Save Restore Post to Report Card Return to Search Results Assignments Notes Reports Attendance														

# Click Post to Report Card

#### Click OK on Alert message

		Scheduled Students With	Dwi	nersł	nip									
1	467255	Baldwin, Ethan Perry	03	168	D	S	GI	P	99	97	100	100	100	100
2	480346	Giron, Clayton Alejandro	03	168	D	S	GI	P	98	97	100	100	92	100
3	506134	Han, Haejin	03	168	D	S	GI	P	93	95		100	100	75
4	467305	Hatch, Kelsey Anne	03	168	D	S	GI	P	76	90	90	90	62	50
5	479781	Hernandez, Jessica Danielle	03	168	D	S	GI	P	98	100	100	100	92	100
6	480340	Jordan, Abigail Kaylene	03	168	D	S	GI	P	97	95	100	100	92	100
7	506237	Alert									=		r X	88
8	456986										_			88
9	480504	Report Card grades have	haa	n ne	et	-	l fo	are a	aradinau	nariad <sup>1</sup>	Arb Nie	na Maa	he'	100
10	467263	Report Card grades have	Report Card grades have been posted for grading period '4th Nine Weeks'.											
11	467229													
12	467282						•							100
13	458486	Portillo, Andres Alejandro	03	168	F			P	88	95	100	100	72	75
14	467357	Rovner, Hernan Manuel	03	168	Ľ		II.	P	96	100	95	100	85	100
15	460437	Sanchez-Ramirez, Luisa Fernar	03	168	E			P	91	93		70	100	100
16	452524	Sandoval, Hanna Marie	03	168	C			P	75	90	100	0	85	100
17	467355	Smith, Emily Ann	03	168	۵			P	96	90	100	100	92	100
18	480547	Terstegge, Harrison Samuel	03	168	D	S	GI	P	99	95	100	100	100	100
<u>S</u>	ave <u>R</u>	estore Post to <u>R</u> eport Card R <u>e</u> t	urn t	o Sear	ch F	Res	ults		Assignm	ents	<u>N</u> otes	<u>R</u> eports	Atte	endance

# **Click Report Card Tab**

ER3100/3D	- Reading 3 - S1 , S2 💌								
NW1	NW2 NW3 NW4 R	eport	Card	Progre	55 C	redit			
Filter:	<b>_</b>								
Local ID	Student Name		5СН	NW4	AA	NW1	NW2	NW3	PROJ
								₽	
All									
Scheduled St	udents With Ownership								
467255	Baldwin, Ethan Perry	03	168	99		96	99	97	
480346	Giron, Clayton Alejandro	03	168	98		96	98	97	
506134	Han, Haejin	03	168	93		96	98	96	
467305	Hatch, Kelsey Anne	03	168	76		89	89	88	
479781	Hernandez, Jessica Danielle	03	168	98		95	98	96	
480340	Jordan, Abigail Kaylene	03	168	97		96	98	95	
506237	Jung, Emanuel	03	168	95		95	97	98	
456986	Kindy, Carson Lane	03	168	95		93	97	91	
480504	Marquez, Audrey Marie	03	168	95		94	99	90	
467263	Martell, Juliana Isabel	03	168	92		94	98	94	
467229	Montes, Alejandro Ivan	03	168	78		90	95	81	

# **Report Card Tab**

NW1	NW2 NW3 NW4 Re	port	Card	Progres	s Cr	edit				
Filter:	•			_						
Local ID	Student Name	GL	SCH	NW4	AA	NW1	NW2	NW3	PROJ	
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				<b>—</b>		<b>—</b>		<b>—</b>	<b>—</b>	
All										
Scheduled St	udents With Ownership					-				
467255	Baldwin, Ethan Perry	03	168	99		96	99	97	98	
480346	Giron, Clayton Alejandro	03	168	98		-		-		
506134	Han, Haejin	03	168	93		1		<b>\</b> Λ /		
467305	Hatch, Kelsey Anne	03	168	76		VIr		WV	PP	eks 4
479781	Hernandez, Jessica Danielle	03	168	98				VV		
480340	Jordan, Abigail Kaylene	03	168	97						
506237	Jung, Emanuel	03	168	95			$\sim$		- i	n firat
456986	Kindy, Carson Lane	03	168	95	<b>–</b>	1()(		Ы	$S \parallel$	n first
480504	Marquez, Audrey Marie	03	168	95		~ M I				
467263	Martell, Juliana Isabel	03	168	92						
467229	Montes, Alejandro Ivan	03	168	78			IID	nn	n	osition
467282	Offutt, Savannah Brielle	03	168	96		JU	un			JJIIUII
458486	Portillo, Andres Alejandro	03	168	88						
467357	Rovner, Hernan Manuel	03	168	96		24	24	20	20	
460437	Sanchez-Ramirez, Luisa Fernanda	03	168	91		96		91		
452524	Sandoval, Hanna Marie	03	168	75		96	95	92	90	
467355	Smith, Emily Ann	03	168	96		94	99	96	96	
480547	Terstegge, Harrison Samuel	03	168	99		97	97	95	97	
480518	Vera, Mariangela	03	168			90	93	90	86	
467233	Wright, Morgan Lee	03	168			90	90	93	93	
480341	Yetter, Celina Marie	03	168			93	98	96	95	
Dropped Stud	lents With Ownership									

# Ignore Proj Column

ER3100/3D - Reading	3-S1,S2	-									
NW1 NW2	NW3 NW4	Report	Card	Progres	s Cr	edit					
Filter:		·				_		_	_		_
			Leevel	L NILLA		NW1	NW2	NW3	PROJ		
Local ID Studer	t Name	GL	SCH	NW4	AA _	INW1	N₩Z	NW3	PROJ		
				-	-	-	-	-	-		
All											
Scheduled Students Wi											
	n, Ethan Perry	03	168	99		96	99	97	98		
480346				_			_	97	97		
467305	nore F	Drai (		1	<b>n</b> r			96	96 86		
46/305			JU	IUI				88 96	97		
480340						-		95	97		
506237					C			98	96		
456986	splay	s ave	<b>r</b> a		) t <i>i</i>	<b>n</b>		91	94		
480504	Spidy	Jave		gu				90	95		
467263								94	95		
467229	W1 –	$N   N / \gamma$	)	- N I'	<b>\ Λ /</b>	<b>つ</b>		81	86		
467282	vv I —	INVVZ		IN	VV	J		86	90		
458486								82	85		
467357								98	96		
460437	N	lot N	W	Δ				91			
452524								92	90		
467355								96	96		
480547				_		_		95	97		
	Mariangela	03	168	72		90	93	90			
	Morgan Lee	03	168	98		90	90	93			
480341 Vetter Dropped Students With	Celina Marie	03	168	93		93	98	96			
Dropped Students With	Ownership										
Sat	e <u>R</u> estore	<u>C</u> alculate G	rade	<u> </u>	alize	S <u>h</u> o	w Valu	es		n to Search Result	s

# TEAMS Gradebook

# Annual Average Grade

- Student grade for NW1 NW4
  - 1. Click first cell under AA on row All
  - 2. Click Calculate Grade at bottom
  - 3. Click **OK** at prompt
  - 4. AA grade populated for each student
  - TEAMS will not calculate AA with missing NW grades

ER3100/3D -	Reading 3 - S1 , S2 🔹												
NW1 I	NW2 NW3 NW4 R	eport	Card	Progre	55 C	redit							
Filter:													
Local ID	Student Name	GL	SCH	NW4	AA	NW1	NW2	NW3	PROJ				
			· · · · · ·	-	•	•	•	-	•				
				Ξ	=	Ξ	Ξ	Ξ	=				
All				<b>•</b>	-	-	-	<b>•</b>	<b>•</b>				
	lents With Ownership									<b>1</b>			
467255	Baldwin, Ethan Perry	03	168	99		96	99	97	98			_	
480346	Giron, Clayton Alejandro					•							
506134	Han, Haejin	1				<b>c</b> •							
467305	Hatch, Kelsey Anne	1			k	tır	Ct.	<b>C</b>	ווב		nde	$\Delta r$	
479781	Hernandez, Jessica Danielle						SL			U	IUU		
480340	Jordan, Abigail Kaylene												
506237	Jung, Emanuel		0				Λ	Λ			row		
456986	Kindy, Carson Lane	1					Α	Α		<b>n</b>	()	V	
480504	Marquez, Audrey Marie	1								•••			
467263	Martell, Juliana Isabel												
467229	Montes, Alejandro Ivan	03	168	78		90	95	81	86				
467282	Offutt, Savannah Brielle	03	168	96		88	89	86	90				
458486	Portillo, Andres Alejandro	03	168	88		84	87	82	85				
467357	Rovner, Hernan Manuel	03	168	96		94	94	98	96				
460437	Sanchez-Ramirez, Luisa Fernanda	03	168	91		96		91					
452524	Sandoval, Hanna Marie	03	168	75		96	95	92	90				
467355	Smith, Emily Ann	03	168	96		94	99	96	96				
480547	Terstegge, Harrison Samuel	03	168	99 72		97 90	97 93	95 90	97 86				
467233	Vera, Mariangela Wright, Morgan Lee	03	168	98		90	93	90	93				
480341	Vetter, Celina Marie	03	168	98		90	90	93	93				
	nts With Ownership	03	168	93		93	98	30	95				
propped State													
	Save Restore Calcula	ate G	rade	<u>F</u> ina	alize	S <u>h</u> o	w Valu	es	R <u>e</u> tur	n to Se	arch Resul	lts	

ER3100/3D -	Reading 3 - S1 , S2 💽									
NW1 N	W2 NW3 NW4	Report Card	Desere		redit					
	W2 NW3 NW4	Keport Card	Progre	55 0	realt					
Filter:	•									
Local ID	Student Name	GL SCH	NW4	AA	NW1	NW2	NW3	PROJ		
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All			<b>•</b>	-	-	<b>•</b>	<b>•</b>	-		
	ents With Ownership									
467255	Baldwin, Ethan Perry	03 168	99		96	99	97	98		
480346	Giron, Clayton Alejandro	03 168	98		96	98	97	97		
506134	Han, Haejin	03 168	93		96	98	96	96		
467305	Hatch, Kelsey Anne	03 168	76		89	89	88	86		
479781	Hernandez, Jessica Danielle	03 168	98		95	98	96	97		
480340	Jordan, Abigail Kaylene	03 168	97		96	98	95	97		
506237	Jung, Emanuel	03 168	95		95	97	98	96		
456986	Kindy, Carson Lane	03 168	95		93	97	91	94		
480504	Marquez, Audrey Marie	03 168	95		94	99	90	95		
467263	Martell, Juliana Isabel	03 168	92		94	98	94	95		
467229	Montes, Alejandro Ivan	03 168	78		90	95	81	86		
467282	Offutt, Savannah Brielle	03 168	96		88	89	86	90		
458486	Portillo, Andres Alejandro	03 168	88		84	87	82	85		
467357	Rovner, Hernan Manuel	03 168	96		94	94	98	96		
460437					_					
452524	Click Ca	بيماد		to		-				
467355		ォレリ	Ы	le	C	11	10	E		
480547 480518								-		
480518	Wright, Morgan Lee	160	98			90	93	93		
467233	Vetter, Celina Marie	168	98		90 93	90	93	93		
	nts With Ownership	108	55		- 55	30	30	55		
propped bedder										
	Save Restore Calcu	late Grade	Fini	alize	Sho	w Valu	es	Retur	n to Search Results	

Filter:	· · · · · · · · · · · · · · · · · · ·		N.	u have		d chan				
		1					-			
Local ID	Student Name	GL	SCH			NW1	NW2	NW3	PROJ	
						Ē		Ē		
							<b>—</b>	-	<b>—</b>	
All										
Scheduled St	udents With Ownership				P					-
467255	Baldwin, Ethan Perry	03	168	99	98	96	99	97	98	
480346	Giron, Clayton Alejandro	03	168	98	97	96	98	97	97	
506134	Han, Haejin	03	168	93	96	96	98	96	96	
467305	Hatch, Kelsey Anne	03	168	76	86					
479781	Hernandez, Jessica Danielle	03	168	98	97	. /	$\ $	$\mathbf{n}$		Average
480340	Jordan, Abigail Kaylene	03	168	97	97	•	- 1			Average
506237	Jung, Emanuel	03	168	95	96	<b>1</b> '				,
456986	Kindy, Carson Lane	03	168	95	94					
480504	Marquez, Audrey Marie	03	168	95	95	l c	nrc	bd	$\cap$	calculated
467263	Martell, Juliana Isabel	03	168	92	95	I (	4 I C	えし	ワ	Jailulaitu
467229	Montes, Alejandro Ivan	03	168	78	86	L ~				
467282	Offutt, Savannah Brielle	03	168	96	90		_	.1		
458486	Portillo, Andres Alejandro	03	168	88	85		n	$\mathbf{\Omega}$	nn	pulated for
467357	Rovner, Hernan Manuel	03	168	96	96			U	μυ	pulated for
460437	Sanchez-Ramirez, Luisa Fernanda	03	168	91	93				•	•
452524	Sandoval, Hanna Marie	03	168	75	90					tudent
467355	Smith, Emily Ann	03	168	96	96	I (-	5		S	ludeni
480547	Terstegge, Harrison Samuel	03	168	99	97	L ~				
480518	Vera, Mariangela	03	168	72	86					
467233	Wright, Morgan Lee	03	168	98	93	90	90	93	93	
480341	Yetter, Celina Marie	03	168	93	95	93	98	96	95	
	Yetter, Celina Marie	03	168	93	95	93	98	96	95	

# **Missing Grades**

ER3100/3D - F	Reading 3 - S1 , S2 💽	]										
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467255	Baldwin, Ethan Perry	0	3 168	99	98	96	99	97	98			
480346	Giron, Clayton Alejandro	0	3 168	98	97	96	98	97	97			
506134	Han, Haejin	0	3 168	93	96	96	98	96	96			
467305	Hatch, Kelsey Anne	0	3 168	76	86	89	89	88	86			
479781	Hernandez, Jessica Danielle	e 0	3 168	98	97	95	98	96	97			
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506237	Jung, Emanuel	Alert		_							- <b>x</b>   X	
456986	Kindy, Carson Lane											
480504	Marquez, Audrey Marie	San	chez-R	amire:	z, Luis	a Ferr	nanda	- 2nd	Nine	Weeks was not spec	ified.	
467263	Martell, Juliana Isabel											
467229	Montes, Alejandro Ivan						C	0 <u>k</u>				
467282	Offutt, Savannah Brielle											
458486	Portillo, Andres Alejandro	0		88	85	84	87	82	85			
467357	Rovner, Hernan Manuel	0		96	96	94	94	98	96			
460437	Sanchez-Ramirez, Luisa Fei	rnanda 0	3 168	91		96		91				
452524	Sandoval, Hanna Marie	0	3 168	75	90	96	P	92	90			
467355	Smith, Emily Ann	0	3 168	96	96	94		96	96			
480547	Terstegge, Harrison Samue	I 0	3 168	99	97	97		95	97			
480518	Vera, Mariangela	0	3 168	72	86	90		90	86			
467233	Wright, Morgan Lee	0	3 168	98	93	90		93	93			
480341	Yetter, Celina Marie	0	3 168	93	95	93		96	95			
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# Calculate AA *before* Finalizing

ER3100/3D -	Reading 3 - S1 , S2 🔹									
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467255	Baldwin, Ethan Perry	03 168	99	98	96	99	97	98		
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506134	Han, Haejin	03 168	93	96	96	98	96	96		
467305	Hatch, Kelsey Anne	03 168	76	86	89	89	88	86		
479781	Hernandez, Jessica Danielle	03 168	98	97	95	98	96	97		
480340	Jordan, Abigail Kaylene	03 168	97	97	96	98	95	97		
506237	Jung, Emanuel	03 168	95	96	95	97	98	96		
456986	Kindy, Carson Lane	03 168	95	94	93	97	91	94		
480504	Marquez, Audrey Marie	03 168	95	95	94	99	90	95		
467263	Martell, Juliana Isabel	03 168	92	95	94	98	94	95		
467229	Montes, Alejandro Ivan	03 168	78	86	90	95	81	86		
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467233 480341 Dropped	<u>k</u>	Defo	re		fin		izi	in		]

# TEAMS Gradebook

Show Comments

### **Show Comments**

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ocal ID		GL	SCH	NW4	CM1	CM2	WOR	CND	EFF	LIS	IND	ОТН	AA	NW1	CM1	0
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67263 67229 67282	Martell, Juliana Isabel Montes, Alejandro Ivan	03 03 03	168 168 168	92 78 96		· C						S	97 96 94 95 95 86 90	96 95 93 94 94 90 88	12 12 11 12 12 12 12 17 13	
67263 67229 67282 58486	Martell, Juliana Isabel Montes, Alejandro Ivan Offutt, Savannah Brielle Portillo, Andres Alejandro	03 03 03 03	168 168 168 168	92 78 96 88								<b>S</b>	97 96 94 95 95 86 90 85	96 95 93 94 94 90 88 88 84	12 12 11 12 12 12 17 13 17	
67263 67229 67282 58486 67357	Martell, Juliana Isabel Montes, Alejandro Ivan Offutt, Savannah Brielle Portillo, Andres Alejandro Rovner, Hernan Manuel	03 03 03 03 03	168 168 168 168 168	92 78 96 88 96	<b></b>							S	97 96 94 95 95 86 90 85	96 95 93 94 94 94 90 88 84 94	12 12 11 12 12 12 17 13 17 12	
67263 67229 67282 58486 67357 60437	Martell, Juliana Isabel Montes, Alejandro Ivan Offutt, Savannah Brielle Portillo, Andres Alejandro Rovner, Hernan Manuel Sanchez-Ramirez, Luisa Fernanda	03 03 03 03 03 03 03	168 168 168 168 168 168	92 78 96 88 96 91								S	97 96 94 95 95 86 90 85 96	96 95 93 94 94 90 88 88 84 94 96	12 12 12 11 12 12 17 13 17 12 12	
67263 67229 67282 58486 67357 60437 52524	Martell, Juliana Isabel Montes, Alejandro Ivan Offutt, Savannah Brielle Portillo, Andres Alejandro Rovner, Hernan Manuel Sanchez-Ramirez, Luisa Fernanda Sandoval, Hanna Marie	03 03 03 03 03 03 03 03 03	168 168 168 168 168 168 168	92 78 96 88 96 91 75								S	97 96 94 95 95 86 90 85 90 85 96	96 95 93 94 94 90 88 84 94 96 96	12 12 11 12 12 12 12 17 13 17 12 12 12 13	
67263 67229 67282 58486 67357 60437 52524 67355	Martell, Juliana Isabel Montes, Alejandro Ivan Offutt, Savannah Brielle Portillo, Andres Alejandro Rovner, Hernan Manuel Sanchez-Ramirez, Luisa Fernanda Sandoval, Hanna Marie Smith, Emily Ann	03 03 03 03 03 03 03 03 03	168 168 168 168 168 168 168 168	92 78 96 88 96 91 75 96								S	97 96 94 95 95 86 90 85 96 90 90 90	96 95 93 94 94 90 88 88 84 94 96 96 96	12 12 11 12 12 12 12 17 13 17 12 12 12 13 12	
67263 67229 67282 58486 67357 60437 52524 67355 80547	Martell, Juliana Isabel Montes, Alejandro Ivan Offutt, Savannah Brielle Portillo, Andres Alejandro Rovner, Hernan Manuel Sanchez-Ramirez, Luisa Fernanda Sandoval, Hanna Marie Smith, Emily Ann Terstegge, Harrison Samuel	03 03 03 03 03 03 03 03 03 03	168 168 168 168 168 168 168 168 168	92 78 96 88 96 91 75 96 99								S	97 96 94 95 95 86 90 85 90 85 96 90 90 96 97	96 95 93 94 94 90 88 88 84 94 96 96 96 94 97	12 12 11 12 12 12 17 13 17 12 12 12 13 12 12 12	
67263 67229 67282 58486 67357 60437 52524 67355 80547 80518	Martell, Juliana Isabel Montes, Alejandro Ivan Offutt, Savannah Brielle Portillo, Andres Alejandro Rovner, Hernan Manuel Sanchez-Ramirez, Luisa Fernanda Sandoval, Hanna Marie Smith, Emily Ann Terstegge, Harrison Samuel Vera, Mariangela	03 03 03 03 03 03 03 03 03 03 03	168 168 168 168 168 168 168 168 168 168	92 78 96 88 96 91 75 96 99 72								S	97 96 94 95 95 86 90 85 96 90 96 97 86	96 95 93 94 94 90 88 84 94 96 96 96 94 97 90	12 12 11 12 12 12 17 13 17 12 12 12 13 12 12 12 12	
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467255	Baldwin, Ethan Perry	03	168	99									98	96	10
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467355	Smith, Emily Ann	03	168	96									96	94	12
480547	Terstegge, Harrison Samuel	03	168	99									97	97	12
480518	Vera, Mariangela	03	168	72									86	90	12
467233	Wright, Morgan Lee	03	168	98									93	90	13
480341	Yetter, Celina Marie	03	168	93									95	93	12
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467229	Montes, Alejandro Ivan	03	168	78			0	4		5		00		$\mathbf{b}$		<b>£</b> :
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458486 467357 460437 452524 467355 480547 480518	Rovner, Hernan Manuel Sanchez-Ramirez, Luisa Fernanda Sandoval, Hanna Marie Smith, Emily Ann Terstegge, Harrison Samuel Vera, Mariangela	03 03 03 03 03 03	168 168 168 168 168	91 75 96 99 72			C	n	re	pc	brt	Ca	97 86	97 90	12 12	

#### **All Comments**

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50	2	2	Disrespectfu	ul in Class				10								
55	2	3	Disruptive B													
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### **Individual Comments**

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480346	Giron, Clayton Alejandro	03	168	98											× 12	
506134	Han, Haejin	03	168	93											× 12	
467305	Hatch, Kelsey Anne	03	168	76			Comm	ent Val	ues						-13	
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480340	Jordan, Abigail Kaylene	03	168	97			10		ays Pr						<b>1</b> 2	
506237	Jung, Emanuel	03	168	95			11		perativellent (	/e Studen	•				12	
456986	Kindy, Carson Lane	03	168	95			13				d Effort	t			11	
480504	Marquez, Audrey Marie	03	168	95			14	Gre	at Imp	roveme	int				12	
467263	Martell, Juliana Isabel	03	168	92			15		d Work						12	
467229	Montes, Alejandro Ivan	03	168	78			16		proving						17	
467282	Offutt, Savannah Brielle	03	168	96			17			es in Cl ttitude					13	
458486	Portillo, Andres Alejandro	03	168	88			19			wiseh					17	
467357	Rovner, Hernan Manuel	03	168	96			21			irn in W	·				12	
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467355	Smith, Emily Ann	03	168	96			24 25				structi s/Tardi				12	_
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propped Stud	ients with Ownership											1				┦╹
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# **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

# TEAMS Gradebook

Conduct and Effort

### **Conduct** and **Effort**

W1	NW2 NW3 NW4 Re		u			redit										_
Sh	ow Comments		Yo	u have i	unsave	d chan	ges									
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456986	Kindy, Carson Lane	03	168	95									96 94	95 93	12 11	
456986 480504	Kindy, Carson Lane Marquez, Audrey Marie	03	168 168	95 95									96 94 95	95 93 94	12 11 12	
456986 480504 467263	Kindy, Carson Lane Marquez, Audrey Marie Martell, Juliana Isabel	03 03 03	168 168 168	95 95 92									96 94 95 95	95 93 94 94	12 11 12 12	
456986 480504 467263 467229	Kindy, Carson Lane Marquez, Audrey Marie Martell, Juliana Isabel Montes, Alejandro Ivan	03 03 03 03	168 168 168 168	95 95 92 78									96 94 95 95 86	95 93 94 94 90	12 11 12 12 12 17	
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456986 480504 467263 467229 467282 458486	Kindy, Carson Lane Marquez, Audrey Marie Martell, Juliana Isabel Montes, Alejandro Ivan Offutt, Savannah Brielle Portillo, Andres Alejandro	03 03 03 03 03 03 03	168 168 168 168 168 168	95 95 92 78 96 88									96 94 95 95 86 90 85	95 93 94 94 90 88 88 84	12 11 12 12 17 13 17	
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## **Individual Conduct**

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467282	Offutt, Savannah Brielle	03	168	96	•									88	13
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452524	Sandoval, Hanna Marie	03	168	75										96	13
467355	Smith, Emily Ann	03	168	96										94	12
480547	Terstegge, Harrison Samuel	03	168	99										97	12
480518	Vera, Mariangela	03	168	72										90	12
467233	Wright, Morgan Lee	03	168	98										90	13
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506237	Jung, Emanuel	03	168	95									96	95	12	1
456986	Kindy, Carson Lane	03	168	95									94	93	11	
480504	Marquez, Audrey Marie	03	168	95									95	94	12	
467263	Martell, Juliana Isabel	03	168	92									95	94	12	
467229	Montes, Alejandro Ivan	03	168	78									86	90	17	
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# TEAMS Gradebook

Character Development

#### **Character Development**

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458486	Portillo, Andres Alejandro	03	168	88		84	87	82	85		
467357	Rovner, Hernan Manuel	03	168	96		94	94	98	96		
460437	Sanchez-Ramirez, Luisa Fernanda	03	168	91		96		91			
452524	Sandoval, Hanna Marie	03	168	75		96	95	92	90		
467355	Smith, Emily Ann	03	168	96		94	99	96	96		
480547	Terstegge, Harrison Samuel	03	168	99		97	97	95	97		
480518	Vera, Mariangela	03	168	72		90	93	90	86		
467233	Wright, Morgan Lee	03	168	98		90	90	93	93		
480341	Yetter, Celina Marie	03	168	93		93	98	96	95		
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#### Home Room

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#### **Character Development**

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467255	Baldwin, Ethan Perry	03	168	99										96	10	
480346	Giron, Clayton Alejandro	03	168	98										96	12	
506134	Han, Haejin	03	168	93										96	12	
467305	Hatch, Kelsey Anne	-		·					-	x-				89	13	
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467263	Martell, Juliana Isabel				-			ta Meio	rar					94	12	4
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458486	Portillo, Andres Alejandro													84	17	4
467357	Rovner, Hernan Manuel					Ok								94	12	4
460437	Sanchez-Ramirez, Luisa Fernanda													96	12	4
452524	Sandoval, Hanna Marie	03	168	75										96	13	4
467355	Smith, Emily Ann	03	168	96										94	12	
480547	Terstegge, Harrison Samuel	03	168	99										97	12	
480518	Vera, Mariangela	03	168	72										90	12	1
467233	Wright, Morgan Lee	03	168	98										90	13	
480341	Yetter, Celina Marie	03	168	93										93	12	
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## LIS – Listens

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503305		Portillo, A	zul Paola		03	168			S					
558658		Quintos,	Francesca Ma	rie Po	03	168			S					
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## **IND – Works Independently**

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467305	Hatch, Kelsey Anne	03	168								-	×		89	13	4
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# **OTH – Works Well** with **Others**

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## **OTH – Works Well** with **Others**

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480518	Vera, Mariangela	03	168	72										90	12	
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## Home Room

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	10	S	S	S	S	S	S
	10	s	s	s	s	s	s
	10	S	S	S	S	S	S
	10	s	s	s	s	s	s

# TEAMS Gradebook

# Absences by Nine Weeks

#### **Absences** by Nine Weeks

Home	Teacher	Menu	Create Employee Jol	о Арр	olication/T	ransfer	Help									
EZ 02	90/3D - HR	Monolir	ngual - S1 , S2 - T/01	•												
EZ029	0/3D - HR N	1onolin	gual - S1 , S2 - T/01		Repo	t Card	Progress	s Cr	edit							
ER310	0/3D -	ling 3	- S1 , S2 - T/02						_							
EL310	0/3F	ne A	Arts 3 - S1 , S2 - T/03													
EM310	00/3D	3 - S	1 , S2 - T/05		G	SCH	NW1	LTR	NW2	LTR	NW3	LTR	NW4	LTR	AA	PROJ
ES310	0/3D	tud 3	- S1 , S2 - T/06													
EC310	00/3D	ce 3 ·	- S1 , S2 - T/07	-				Ξ	Â	-	-	-	-	-		Â
							Ξ		Ξ	Ξ	=	=	=	=	-	=
							-	-	-	-	-	-	-	-	-	-

#### Select HR – Home Room Not a course/section

## **Show Attendance**

EZ0290/30	D - HR Monolingual - S1 , S2 - T/01	•										
NW1	NW2 NW3 NW4	Report Card	Progre	ss C	redit							
Filter: S	how Attendance 🔹											
Local ID	Student Name	GL SCH	NW4	LTR	AA	NW1	LTR	NW2	LTR	NW3	LTR	PROJ
	1		Ē	Ē	Ē	Ē				<b>•</b>	Ē	<b>•</b>
			-	-	-	-	-	-	-	-	-	-
All Scheduled	Select Filter:											
522004 505728	Show Attenda	nco	NG NG	2		NG NG		NG NG	3	NG NG	6	
517512	Show Allenue		NG	6		NG		NG	2	NG	2	
505528	Blake, Austin	03 168	NG	1		NG		NG		NG		
508727	Demoss, Samuel Clay	03 168	NG			NG		NG		NG		
541609	Driver, Tanisha Faith	03 168	NG			NG		NG		NG		
517406	Farley, Patrick Ryan	03 168	NG	7		NG		NG	4	NG	6	
501937	Foster, Claudia	03 168	NG	13		NG	2	NG	6	NG	11	
467219	Franco, Karlina Sofia	03 168	NG	2		NG		NG		NG	1	
468879	Gomez, Denisse Victoria	03 168	NG			NG		NG		NG		
485671	Gonzalez, Aiza Brianna	03 168	NG	1		NG		NG	1	NG	1	
528042	Kinson, James Joseph	03 168	NG	1		NG		NG		NG		
505521	Marquez, Alexandra	03 168	NG			NG		NG		NG		

## LTR Column

EZ0290/3D - HR Monolingual - S1 , S2 - T/01 💌										
NW1 NW2 NW3 NW4 Report Card	Progre	ss C	redit							
Filter: Show Attendance										
Local ID Student Name GL SCH	NW4	LTR	AA	NW1	LTR	NW2	LTR	NW3	LTR	PROJ
	Ē	<b>—</b>		<b>•</b>		Ē		Ē		=
All	•	•	<b>•</b>	- <b>*</b>		. <b>.</b>		. <b>*</b>		· *
Scheduled Students With Ownership								1		
522004 Al Charrak, Yasir A 03 168	NG	2		NG		NG		NG		
	NG	6		NG		NG	з	NG	6	
LTR column	NG	6		NG		NG	2	NG	2	
	NG	1		NG		NG		NG		
	NG NG			NG NG		NG NG		NG		
Absences for	NG	7		NG		NG	4	NG	6	
	NG	13		NG	2	NG	6	NG	11	
	NG	2		NG		NG		NG	1	
each nine weeks	NG			NG		NG		NG		
	NG	1		NG		NG	1	NG	1	
	NG	1		NG		NG		NG		
505521 Marquez, Alexandra 03 168	NG			NG		NG		NG		

# NW4 LTR Column

EZ0290/3D - HR Monolingual - S1 , S2 - T/01 💌										
NW1 NW2 NW3 NW4 Report Card Progress Credit										
Filter: Show Attendance										
Local ID Student Name GL SCH	NW4	LTR	AA	NW1	LTR	NW2	LTR	NW3	LTR	PROJ
		-	Ē	Ē			Ē	-		<b>—</b>
	-	-	-	-	-	-	-	-	-	-
All										
	NG	2		NG		NG		NG		
NW4 LTR	NG	6		NG		NG	з	NG	6	
	NG NG	6		NG NG		NG NG	2	NG NG	2	
Total accumlative	NG	-		NG		NG		NG		
	NG	-		NG		NG		NG NG	~	
absences for the	NG NG	7		NG NG	2	NG NG	4	NG	6 11	
	NG	2		NG		NG		NG	1	
entire school year	NG NG	1		NG NG		NG NG	1	NG NG	1	
entile school year	NG	1		NG		NG	1	NG	1	
L	NG	-		NG		NG		NG		
	- 4		<b>L</b>							

# TEAMS Gradebook

Year - end Reports

## **Click Reports**

Scheduled Students With								
1 467255 Baldwin, Ethan Perry	03 168 D S G P	96	82	100	99	96	100	100
2 480346 Giron, Clayton Alejandro	03 168 D S G P	96	96	100	87	97	100	88
3 506134 Han, Haejin	03 168 D S G P	96	97	100	90	98	100	100
4 467305 Hatch, Kelsey Anne	03 168 D S G P	89	95	88	69	97	95	88
5 479781 Hernandez, Jessica Danielle	03 168 <b>D</b> S G P	95	94	100	83	100	99	88
6 480340 Jordan, Abigail Kaylene	03 168 D S G P	96	100	100	99	98	100	100
7 506237 Jung, Emanuel	03 168 D S G P	95	99	100	100	94	100	100
8 456986 Kindy, Carson Lane	03 168 D S G P	93	96	88	97	100	93	100
9 480504 Marquez, Audrey Marie	03 168 D S G P	94	100	100	90	98	100	88
10 467263 Martell, Juliana Isabel	03 168 D S G P	94	100	100	88	95	100	100
11 467229 Montes, Alejandro Ivan	03 168 D S G P	90	91	100	89	90	100	100
12 467282 Offutt, Savannah Brielle	03 168 D S G P	88	82	70	100	98	100	100
13 458486 Portillo, Andres Alejandro	03 168 D S G P	84	100	75	84	80	100	88
14 467357 Rovner, Hernan Manuel	03 168 D S G P	94	100	100	91	94	100	100
15 452524 Sandoval, Hanna Marie	03 168 D S G P	96	89	100	100	98	100	100
16 467355 Smith, Emily Ann	03 168 D S G P	94	91	100	98	99	95	100
17 480547 Terstegge, Harrison Samuel	03 168 D S G P	97	97	100	100	99	100	100
18 480518 Vera, Mariangela	03 168 D S G P	90	94	75	90	93	100	100 🗸
Save Restore Return to Search Results Assignments Notes Attendance								

## **Class Assignments Report**

X

Click on a report to run

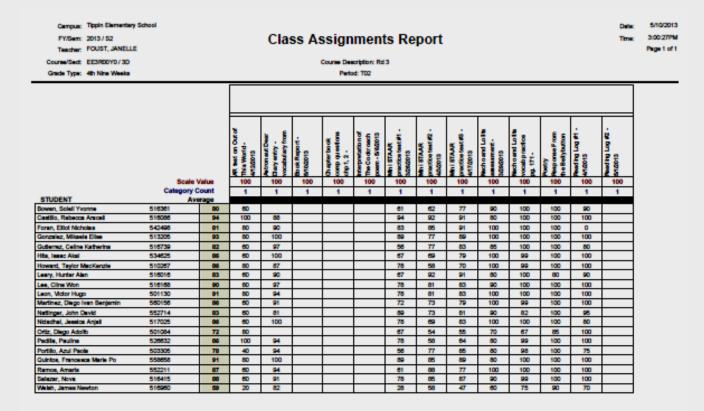
- Quick Print Student Class Roster Teacher Grid
- Quick Print Class Assignment Report



- Failing Assignments Report
- Failing Averages Report
- Individual Progress Report (Elementary)
- Individual Progress Report (Secondary)
- Missing Assignments Report
- Student Assignments Report
- Student Class Roster Teacher Grid



#### **PDF Generated Report**



# **Online Handouts**

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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

TEAMS for Teachers Attendance Gradebook 1 Gradebook Options 2 Category Setup 3 Copying Categories 4 Adding Assignments 5 Entering Grades 6 Copying Assignments

Parent Portal Progress Report Report Card Transfer Grade Year-end Procedures

United Streaming

Using K-12 Databases

http:// webclass.org

Webclass web-based tutorials

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 <u>Adobe Reader</u>, or the fast and simple open-source reader for Windows called <u>Sumatra</u>.

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

#### Year-end Procedures

View In iTunes

smaller group of selected students. Video length is generally 2 to 10 minutes.