

# TEAMS Gradebook

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## Semester - end Procedures



*Larry Nelson*

Instructional Technology  
Technology Services  
El Paso ISD



# TEAMS Semester-end

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1. **Post to Report Card** – can be repeated as NW4 grades are continually entered
2. Determine **semester test exemptions**
  - a. Sem grade calculation **with** and **without** sem test grade
  - b. Complete the entering of all grades
  - c. **Save** often
3. Enter **Comments** and **Conduct**
4. **Save** report card after each change
5. **Finalize** gradebook **only** at very end

# Online Handouts

<http://webclass.org>

Atomic Learning  
Desktop Setup  
EasyTech  
Elementary Storytelling  
Audacity  
Copyright Infringement  
Creating a Digital Story  
Digital Cameras  
EPISD Photo Release  
iPod - Getting Started  
Podcast Projects  
Sample Movie Maker files  
Syncing video iPod  
Using iTunes  
Windows Movie Maker  
MOV-WMV converter  
MP4-AVI converter  
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

 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



# Login

Adobe® Acrobat® Connect™ Professional

## TEAMS Gradebook Semester-end Procedures

Enter as a Guest

Type your name:

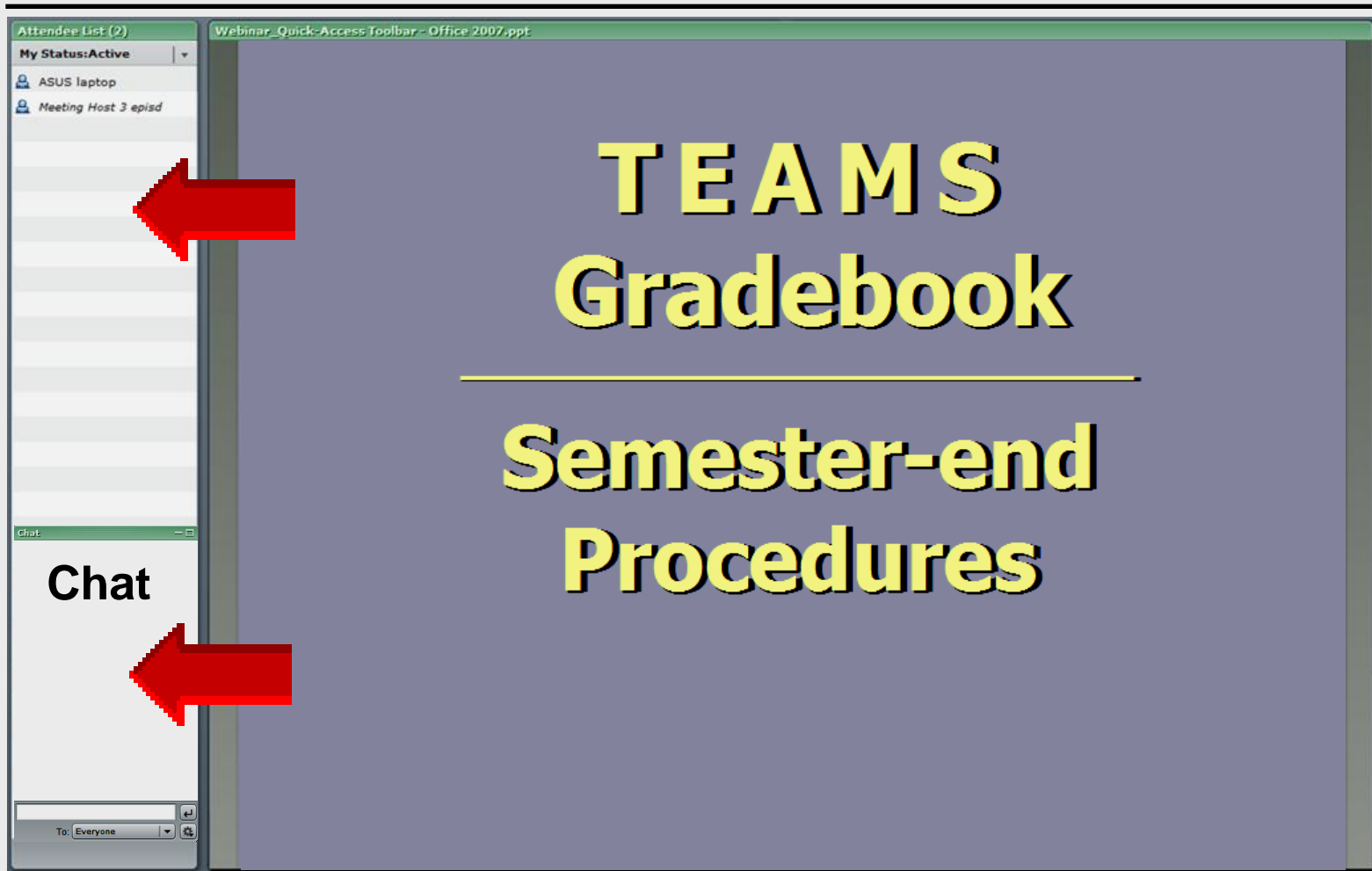
First and Last name

Enter Room

Enter with your login and password



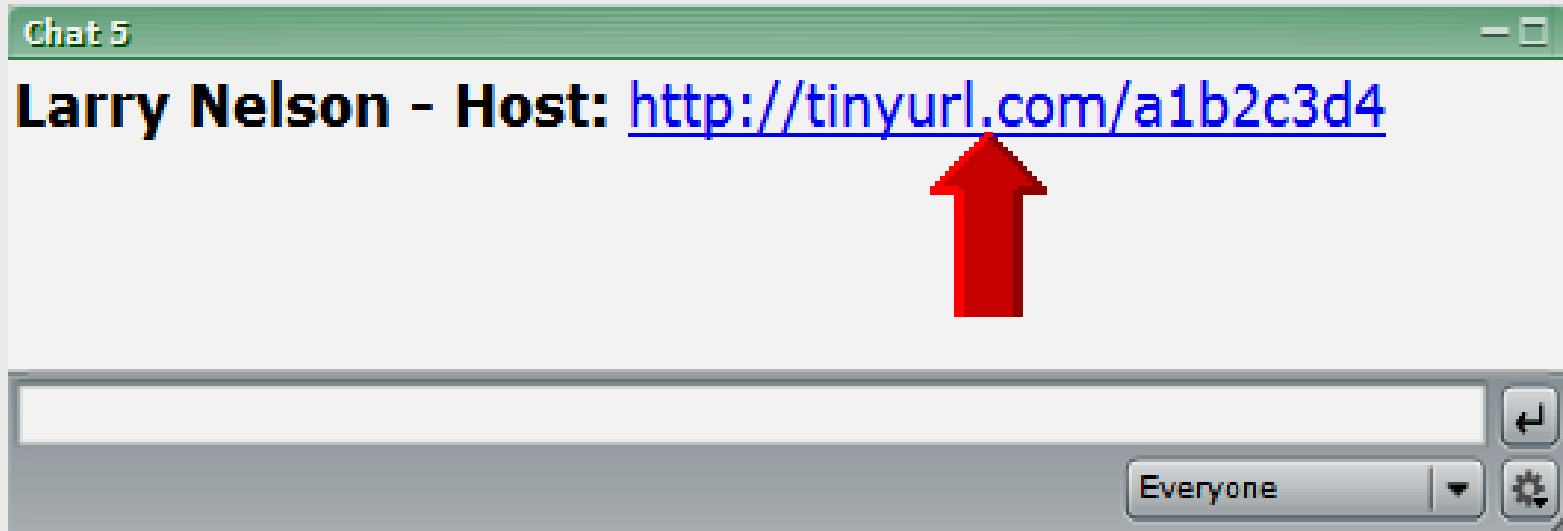
# Attendee List



The screenshot displays a Microsoft Teams meeting window. On the left side, there is a vertical sidebar containing two panels. The top panel is titled "Attendee List (2)" and shows a list of participants: "My Status: Active", "ASUS laptop", and "Meeting Host 3 episd". Below this is a "Chat" panel with the word "Chat" in large black text. At the bottom of the sidebar, there is a "To: Everyone" dropdown menu. Two large red arrows point from the right towards the "Attendee List" and "Chat" panels. The main area of the window is a presentation slide with a purple background. The slide text, in yellow, reads "TEAMS", "Gradebook", "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 an 'Attendee List (2)' section with 'My Status: Active' and two entries: 'ASUS laptop' and 'Meeting Host 3 episd'. The main content area has a top navigation bar with 'Home', 'Teacher Menu', 'Create Employee Job Application/Transfer', and 'Help'. To the right of the navigation bar are icons for email, a folder, and a 'Sign Out' button, along with the 'TEAMS PROLOGIC' logo. Below the navigation bar is a 'Course Section List' section with a 'Filter By: S2' dropdown. The main part of the interface is a table titled 'Course Sections' with columns: Campus, Cal, Finalize, Description, Course, Section, Term, Period, Day, and Parent/Child. A red arrow points to the 'Finalize' column header. Below the table are three buttons: 'Select', 'Post All to Progress Report', and 'Finalize All'. The bottom right of the table area shows 'record count: 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   |              |

# **TEAMS Gradebook**

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**Semester - end  
Procedures**

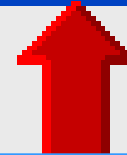
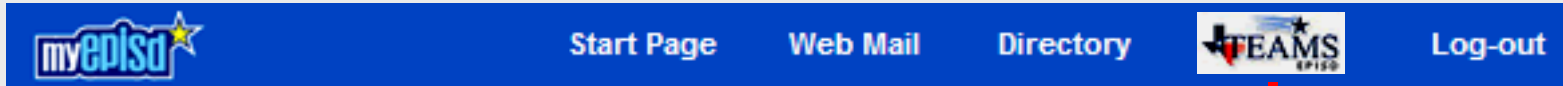
# MyEPISD Login

The screenshot shows the El Paso Independent School District website. At the top, there is a navigation menu with links for home, schools, district info, mission & goals, departments, news & media, employment, and board of trustees. A search bar with the text "Google Custom Search" and a "SEARCH" button is located on the right. The main content area includes a "Recent News" section with a headline "EPISD alumnus reaches the stars for second time" and a sub-headline "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...". To the right of the news is a weather widget for Monday, August 31, 2009, showing "Partly Cloudy" with a temperature of 70°F / 21°C and a wind speed of North 5 MPH. Below the weather is an "Employee Login" section with a "myepisd" logo, a "username" field, a "password" field, and a "LOGIN" button. A large red arrow points to the "LOGIN" button. The website also features a "Quick Links" section on the left with links to "Texas Educator Excellence Grant, Cycle II & III", "District Award for Teacher Excellence", "Annual Pest Control and Asbestos Program Notifications", and "Bond 2007 Information".

**Login**  
Username – Password

# TEAMS Login

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**Click TEAMS**

# Gradebook Login



Welcome

Login

User ID: \*

Password: \*

Ok



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

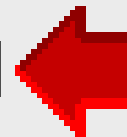
# Access Gradebook

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Welcome to the TEAMS Employee Home Page.

Teacher Menu ▼



**Pull-down**  
Teacher  
Menu

# Enter Classroom Grading

Welcome: / High School Teacher



Welcome to the TEAMS Employee Home Page.

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

**Teacher Menu** ▲

- Take Classroom Attendance
- Enter Classroom Grading**
- Maintain Teacher Gradebook Category
- Student Discipline Incident Search (Teacher)
- Discipline Incident Search (Teacher)

**Create Employee Job Application/Transfer** ▼



# Open Course/Section

Home Teacher Menu Create Employee Job Application/Transfer Help

Course Section List

Filter By: S1

Course Sections

Sort | Clear Sorted by: (default)

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

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

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

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

# **TEAMS**

# **Gradebook**

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**Post *to* Report Card**


# Post *to* Report Card

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

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

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

Click **Post to Report Card**

 **Post to Report Card**

# Report Card Tab

S30000YR11 - 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-based report card interface. At the top, there is a dropdown menu with the text "S30000R11 - US GOVT - S1 - A/01". Below this are several tabs: "NW1", "NW2", "NW3", "NW4", "Report Card", "Progress", and "Credit". A red arrow points from the left edge of the screen to the "Filter:" dropdown menu, which is currently set to "Show Attendance And Comments". Another red arrow points to the dropdown arrow of the filter menu. A large white callout box with a blue border is overlaid on the table, containing the text "Filter: Show Attendance and Comments" in red. The table below has columns for "Local ID", "Student Name", "GL", "SCH", "NW2", "CM1", "CM2", "CND", "LTR", "EX1", "SM1", and "NW1". The table contains 20 rows of data, with the first row starting with "All Schedule" and "386015".

| Local ID     | Student Name | GL | SCH | NW2 | CM1 | CM2 | CND | LTR | EX1 | SM1 | NW1 |
|--------------|--------------|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| All Schedule |              |    |     |     |     |     |     |     |     |     |     |
| 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  |

# Total Semester Absences

S30000YR11 - US GOVT - S1 - A/01

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

Filter: Show Attendance And Comments

| Local ID                                 | Student Name | GL | SCH | NW2 | CM1 | CM2 | CND | LTR | EX1 | SM1 | NW1 |
|--|--------------|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| All                                      |              |    |     |     |     |     |     |     |     |     |     |
| <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  |     |     |     |     |     |     | 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  |

# **TEAMS Gradebook**

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## **Semester Test Exemptions**

# TASB Policies



The screenshot shows the 'Webclass' website interface. On the left is a dark green navigation menu with white text. The main content area is light yellow. At the top right is the 'Webclass' logo with the tagline 'web-based tutorials' and a search bar. Below the search bar is a paragraph about internet education. Further down is a section titled 'Elementary Storytelling in iTunes' with a sub-link 'View all 21 digital stories...'. Below this is a small image of a book cover for 'Elementary Story Telling' and a 'View in iTunes' button. To the right of the book cover is a paragraph about digital stories. Below that is a section titled 'Technology Webinars' with a sub-link 'using Adobe Connect'. To the right of this section is a list of webinar topics. At the bottom center is an Adobe logo and an icon of three people. A red arrow points from the 'TASB Policies' link in the navigation menu to the Adobe logo area.

**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

**Elementary Story Telling**

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

**Navigation Menu:**  
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  
Syncing video iPod  
Using iTunes  
Windows Movie Maker  
MOV-WMV converter  
MP4-AVI converter  
STaR Chart  
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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

# Test Exemption Guidelines

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

NW1 grade x .45

NW2 grade x .45

EX1 exam x .10

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

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

NW1 grade x .45

NW2 grade x .45

SM1 Grade =  $NW1 + NW2 / 90$

# Semester Grade Calculation

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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

# Exemption Procedure

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

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

Filter: Show Attendance And Comments

| Local ID                          | Student Name | GL | SCH | NW2 | CM1 | CM2 | CND | LTR | EX1 | SM1 | NW1 |
|-----------------------------------|--------------|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| All                               |              |    |     |     |     |     |     |     |     |     |     |
| Scheduled Students With Ownership |              |    |     |     |     |     |     |     |     |     |     |
| 386015                            |              | 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

# Enter **XMT** for Sem Exam

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

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

Filter: Show Attendance And Comments

| Local ID                                 | Student Name | GL | SCH | NW2 | CM1 | CM2 | CND | LTR | EX1 | SM1 | NW1 |
|--|--------------|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| All                                      |              |    |     |     |     |     |     |     | XMT |     |     |
| <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  |     |     |     |     |     |     | 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  |

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

# Exemption Code Copied

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

NW1 NW2 NW3 NW4 Report Card Progress Credit

Filter: Show Attendance And Comments You have unsaved changes

| Local ID                          | Student Name | GL | SCH | NW2 | CM1 | CM2 | CND | LTR | EX1 | SM1 | NW1 |
|-----------------------------------|--------------|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| All                               |              |    |     |     |     |     |     |     |     |     |     |
| Scheduled Students With Ownership |              |    |     |     |     |     |     |     |     |     |     |
| 386015                            |              |    |     |     |     |     |     | 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/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  |
| 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 |
|--|--------------|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| <b>All</b>                               |              |    |     |     |     |     |     |     |     |     |     |
| <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                                      |              |    |     | ... |     |     |    |
| <b>Scheduled Students With Ownership</b> |              |    |     |     |     |     |    |
| 386015                                   |              |    | 010 | 74  | XMT | 78  | 82 |
| 526017                                   |              |    | 010 | 74  | XMT | 78  | 81 |
| 459143                                   |              |    | 010 | 78  | XMT | 82  | 85 |
| 378163                                   |              |    | 010 | 95  | XMT | 96  | 97 |
| 409983                                   |              |    | 010 | 72  | XMT | 77  | 81 |
| 352635                                   |              |    | 010 | 70  | XMT | 68  | 66 |
| 514366                                   |              |    | 010 | 74  | XMT | 76  | 77 |
| 525233                                   |              |    | 010 | 81  | XMT | 82  | 82 |
| 521877                                   |              |    | 010 | 80  | XMT | 81  | 81 |
| 459157                                   |              |    | 010 | 74  | XMT | 78  | 81 |
| 503394                                   |              |    | 010 | 93  | XMT | 90  | 86 |

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

# Save Gradebook

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

NW1 NW2 NW3 NW4 Report Card Progress Credit

Filter:  You have unsaved changes

| Local ID                                 | Student Name | GL | SCH | NW2 | EX1 | SM1 | NW1 |
|--|--------------|----|-----|-----|-----|-----|-----|
| All                                      |              |    |     | ... |     |     |     |
| <b>Scheduled Students With Ownership</b> |              |    |     |     |     |     |     |
| 386015                                   |              |    |     | 74  | XMT | 78  | 82  |
| 526017                                   |              |    |     | 74  | XMT | 78  | 81  |
| 459143                                   |              |    |     | 78  | XMT | 82  | 85  |
| 378163                                   |              |    |     | 95  | XMT | 96  | 97  |
| 409983                                   |              |    |     | 72  | XMT | 77  | 81  |
| 352635                                   |              |    |     | 70  | XMT | 68  | 66  |
| 514366                                   |              |    |     | 74  | XMT | 76  | 77  |
| 525233                                   |              |    |     | 81  | XMT | 82  | 82  |
| 521877                                   |              |    |     | 80  | XMT | 81  | 81  |

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

Save Restore Copy Comments Calculate Grade Finalize Show Values

# Save Report Card

---

Save

Restore

Copy Comments

Calculate Grade

Finalize



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

# **TEAMS**

## **Gradebook**

---

**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    | TEST: 7,8&9 |
|--|----------|----------------------------|----|-----|---|---|---|---|-----|------------|-------------|
|  |          |                            |    |     |   |   |   |   |     | ▲ □ ▼      | ▲ □ ▼       |
|  |          |                            |    |     |   |   |   |   |     | 100x1      | 100x1       |
|  |          |                            |    |     |   |   |   |   |     | Class Work | Assessment  |
|  |          |                            |    |     |   |   |   |   |     | Oct 20     | Oct 20      |
| <b>All</b>                               |          |                            |    |     |   |   |   |   |     |            |             |
| <b>Class Average</b>                     |          |                            |    |     |   |   |   |   |     | 70.4       | 70.9        |
| <b>Scheduled Students With Ownership</b> |          |                            |    |     |   |   |   |   |     |            |             |
| 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

S30000YR11 - US GOVT - S1 - A/01

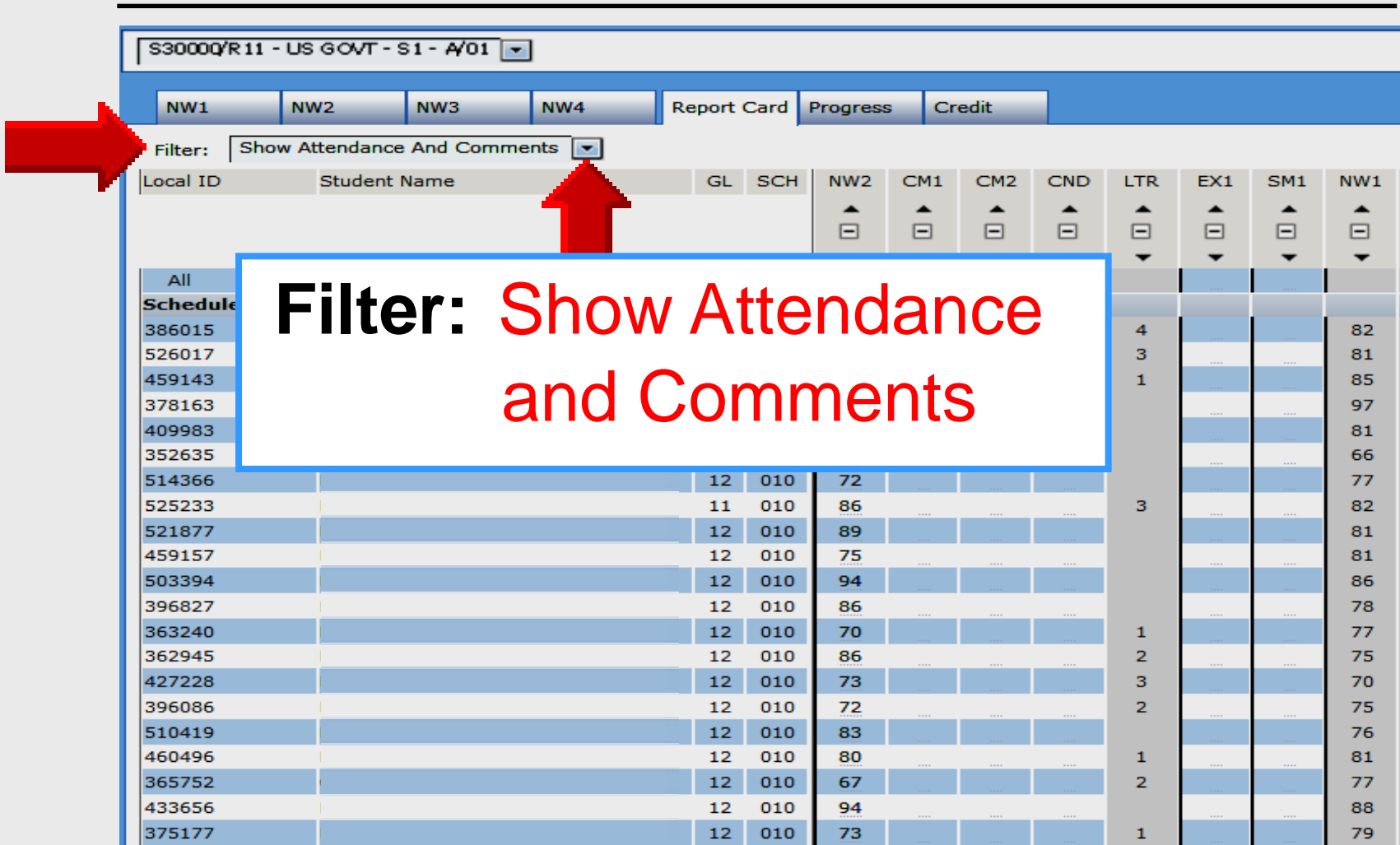
NW1 | NW2 | NW3 | NW4 | **Report Card** | Progress | Credit

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-based report card interface. At the top, there is a dropdown menu for the school year, currently set to 'S30000YR11 - US GOVT - S1 - A/01'. Below this are several tabs: 'NW1', 'NW2', 'NW3', 'NW4', 'Report Card', 'Progress', and 'Credit'. A red arrow points to the 'Filter' dropdown menu, which is currently set to 'Show Attendance And Comments'. Another red arrow points to the 'Filter' dropdown menu. A large white box with a blue border and red text is overlaid on the table, stating 'Filter: Show Attendance and Comments'. The table below shows a list of students with columns for 'Local ID', 'Student Name', 'GL', 'SCH', 'NW2', 'CM1', 'CM2', 'CND', 'LTR', 'EX1', 'SM1', and 'NW1'. The table is filtered to show only students with 'Show Attendance and Comments'.

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

Comment Values

Description

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 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                               |              |    |     |     |     |     |     |     |     |     |     |
| Scheduled Students With Ownership |              |    |     |     |     |     |     |     |     |     |     |
| 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                            |              |    |     |     |     |     |     |     |     |     | 88  |
| 375177                            |              |    |     |     |     |     |     | 1   |     |     | 79  |

Comment Values

| Description                       |
|-----------------------------------|
| U Unsatisfactory/No Satisfactorio |
| S Satisfactory/Satisfactorio      |

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

# Conduct ALL

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

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

Filter: Show Attendance And Comments  You have unsaved changes

| Local ID                                 | Student Name | GL | SCH | NW2 | CM1 | CM2 | CND | LTR | EX1 | SM1 | NW1 |
|--|--------------|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| All                                      |              |    |     |     |     |     |     |     |     |     |     |
| <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*

---

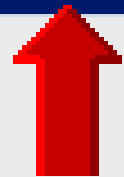
Save

Restore

Copy Comments

Calculate Grade

Finalize



# Sign Out

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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

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

# OLE Tutorials



Start Page

Zimbra  
Webmail

Directory



Log-out

LAWRENCE C NELSON JR [911]

## 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

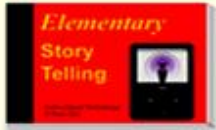
United Streaming  
Attendance

**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