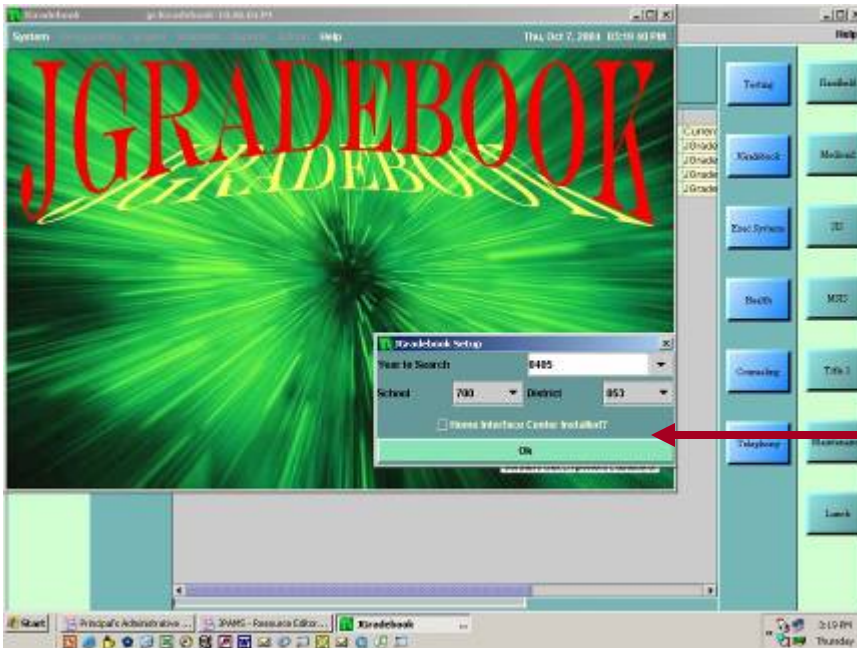
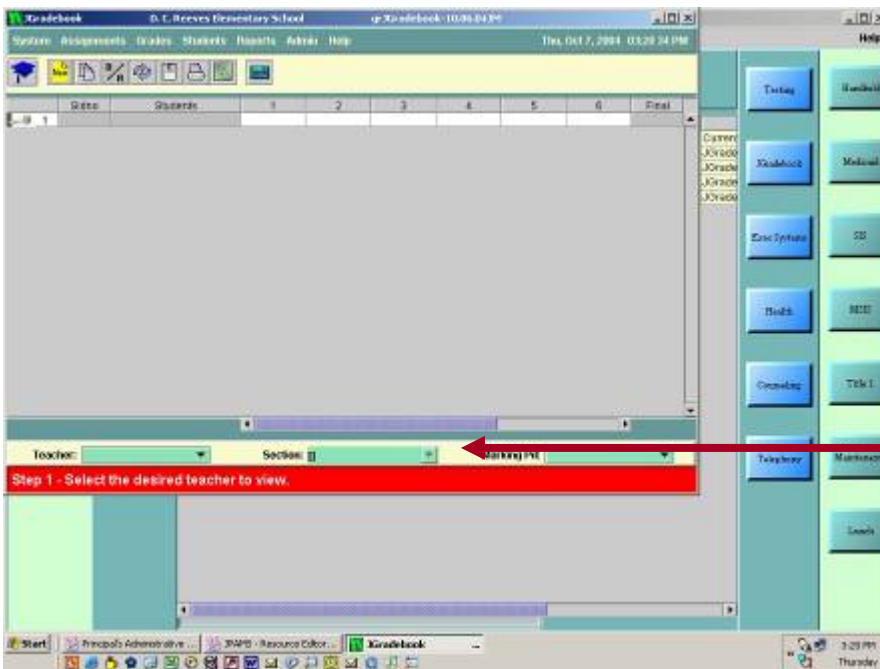


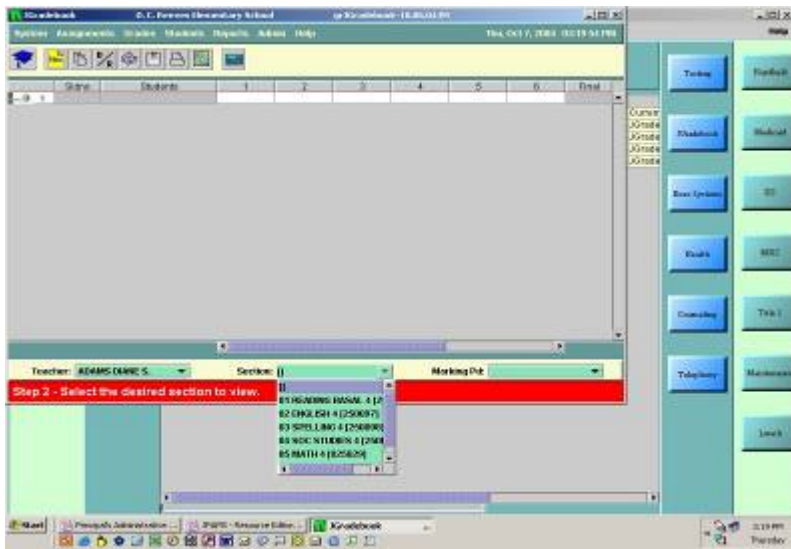
Single-click anywhere on the screen and a setup screen will appear



Click the **OK** button on the Setup screen. You will see the JGRADEBOOK main screen. The first thing you need to do is to choose a subject. You do this by clicking inside the **Section** box and choose the subject.



If all of your subjects do not appear, you can scroll down to see the rest. As soon as you choose your **subject**, the current **Marking Period** will appear to the right of the subject. You can always change the marking period by clicking inside the marking period box and choosing the one you want.



After selecting your class, your class roll should appear.

Adding an Assignment

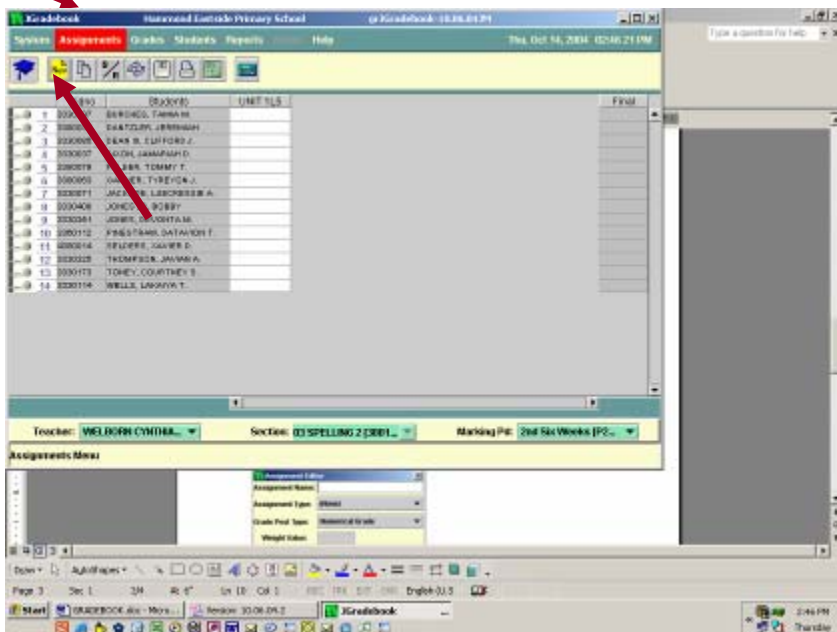
You are now ready to create a new assignment. You do this by clicking on the yellow icon on the

toolbar that says **New**.



You can also click on the word **Assignment** on the **Menu** bar and

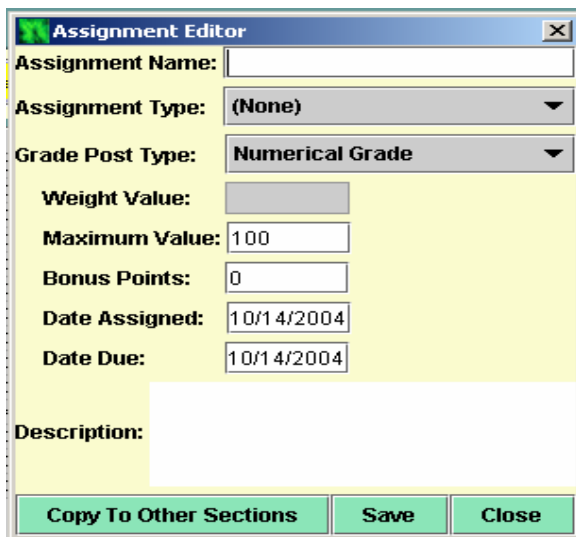
choose **New**.



Once you have done this, you will see the assignment editor.

The first thing you need to enter is **assignment name**. This name should be the name of your activity, quiz, test, etc. This name has to be unique for this subject. For example, you cannot have two assignments named "Chapter Test". Instead, call them Chapter 1, Chapter 2, etc. Another way you can make them unique is to add a date on the end of the name. For instance, "Pop Quiz

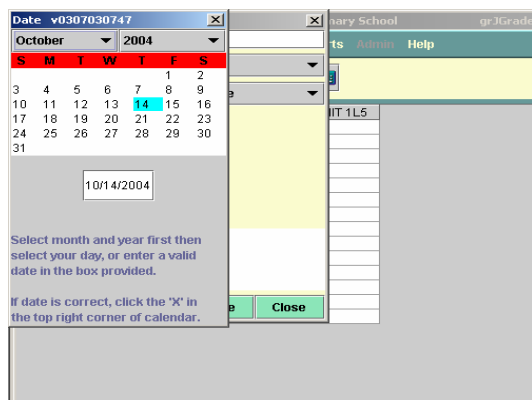
10/05/04” or “Pop Quiz Oct. 5”. You can also use descriptive names such as “Project-Indian Culture”.



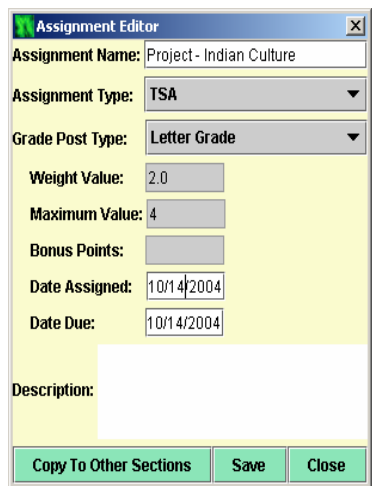
Assignment Type. This item is very, very important. **If you do not choose one of these, your grades will not be averaged correctly.** The two options you have to choose from are “TSA” (teacher selected activity) or “Test”. All TSA assignment types will have their grades averaged and doubled. All Test assignment types will only be averaged. This is in keeping with our parish grading policy. If you select TSA, you should see a weight value of “2” appear. If you select Test, you should see a weight value of “1”. Maximum Value should default to “4”.

Grade Post Type – For Elementary/Junior High Schools, choose Letter Grade. For High Schools, choose Numeric Grade.

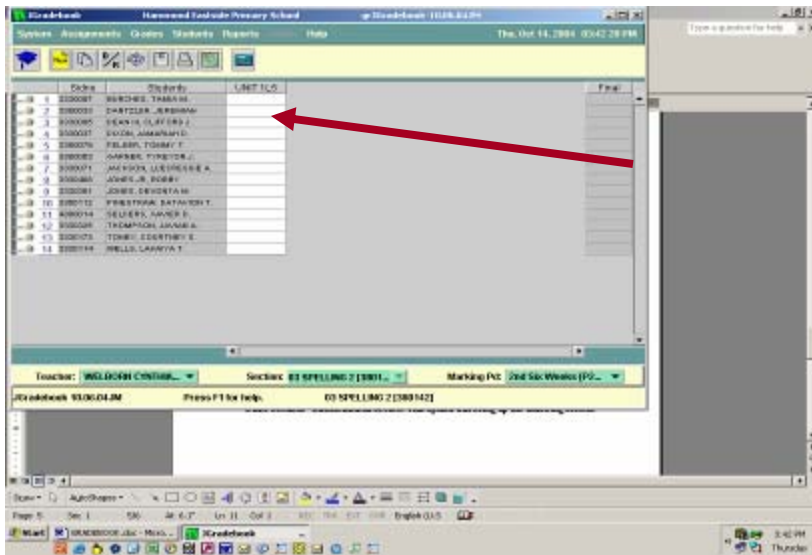
Date Assigned/Date Due - Date Assigned and Date Due are mandatory. These dates can be the same. To change them, you can either single-click inside the date box and type in the correct date. Or you can double-click and a calendar will appear for you to choose your date.



Description – You may enter a description of the assignment here.



After all items have been completed, click the **Save** Button. You are now ready to begin entering grades. If this assignment also receives a grade in another subject, you can also click on the **Copy to Other Sections** button instead of **Save** and this assignment will be saved in both subjects.

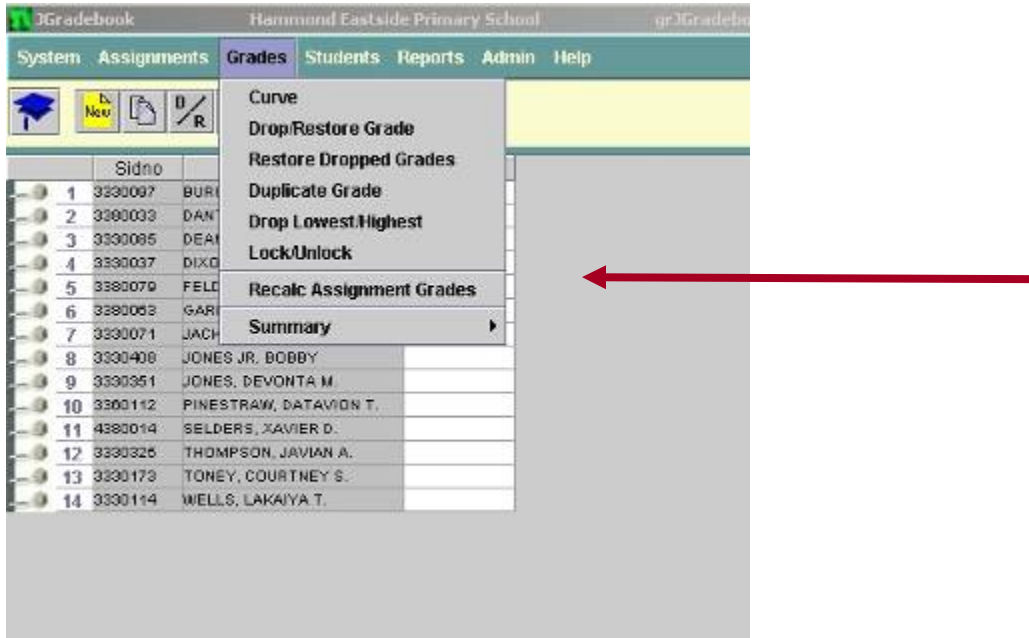



To enter grades, you simply enter the grade in the assignment column that you have just created. There are a few special grades that you need to know about. The grade “I” is to be used for incomplete grades. The grade “X” is to be used if the student receives a 0 “F” for the assignment. This would be used for unexcused absences, suspensions, etc. The grade “E” will exempt the student from the assignment. It does not count against them. Leaving a grade blank is the same thing as entering an “E”, it doesn’t count against them either. For students that enter your class during a 6-weeks period, you can leave their grades blank grades. For all other situations, it is best to enter an “E”.

To save the grades, you must press the **Enter** or **Tab** key. As you are entering the grades, you will notice that the grade is being averaged in the **Final** column. These averages should be correct.

Recalculating Grades

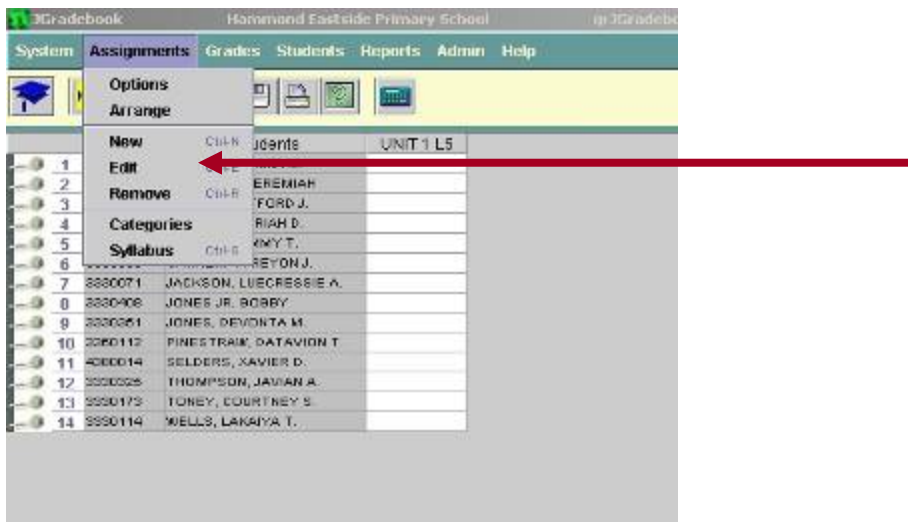
However, sometimes the final average will not calculate correctly due to several changes that are made on a particular student. To ensure that the final grades are correct, it is a good idea to occasionally “recalculate” your grades.



To recalculate, you need to click on **Grades** at the top of the screen and choose **Recalc assignment grades**. The shortcut for recalculating grades is the  button on the Toolbar.

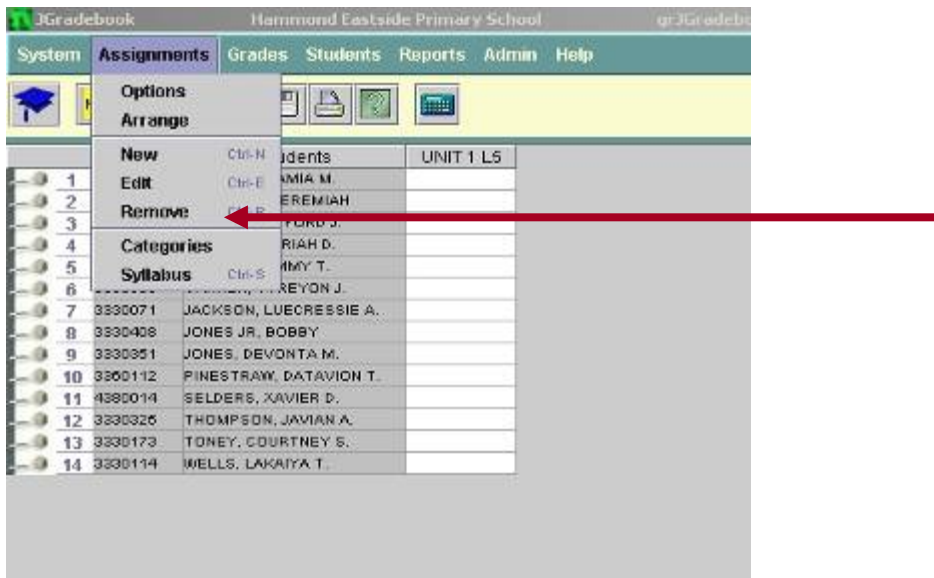
Correcting an assignment

To make a correction to an assignment, you need to click inside one of the cells for that assignment you wish to edit, then click on the word **Assignment** and choose **Edit**. Make your changes and click **Save**.



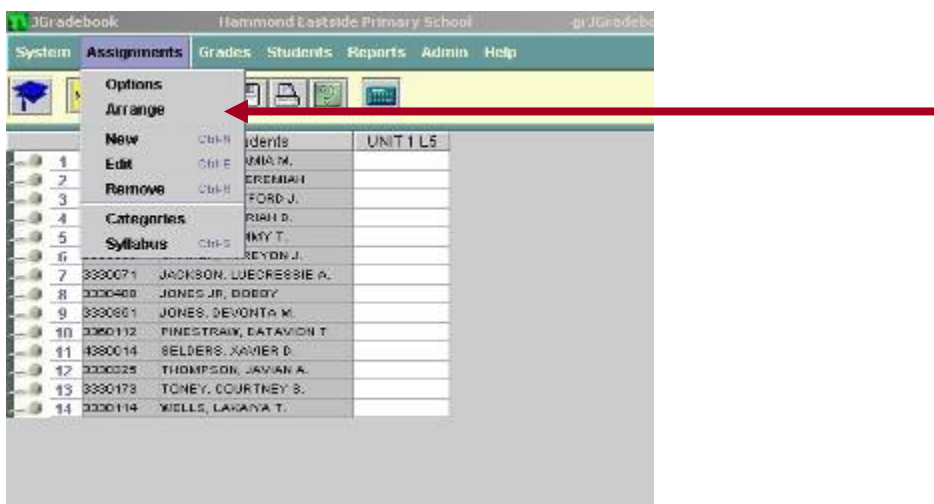
Removing an assignment

To remove an assignment, you need to click inside one of the cells for that assignment you wish to edit, then click on the word assignment and choose “remove”.

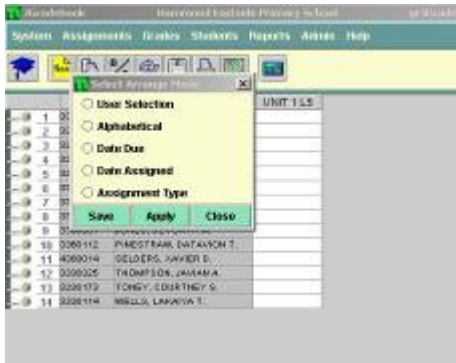


Arranging assignments

To rearrange your assignment, click on the word **Assignments** and choose **Arrange**.



A popup screen will appear.



- User Selection – Places the assignments in order they were created, from most recent to oldest
- Alphabetical – Places the assignments in alphabetical order.
- Date Due – Places the assignments in order of date due, from oldest to most recent
- Date Assigned – Places the assignments in order of date assigned, from oldest to most recent
- Assignment Type – Places the assignments in order of the assignment type. Will group TSAs together, then Tests together.

Chose the order you wish to arrange your assignments and click **Apply**. Once you click apply, you can either click:

- **Close** – Will only save these Arrange option until you exit JGradebook or choose another subject.
- **Save** – Will save these Arrange option until you decide to change it again.

SYLLABUS (Adding/Editing/Removing/Inquiring)

To look at syllabus, click on assignments and choose syllabus. An entire list of your assignments will appear. You can change the order of the columns by dragging them to the order you desire.

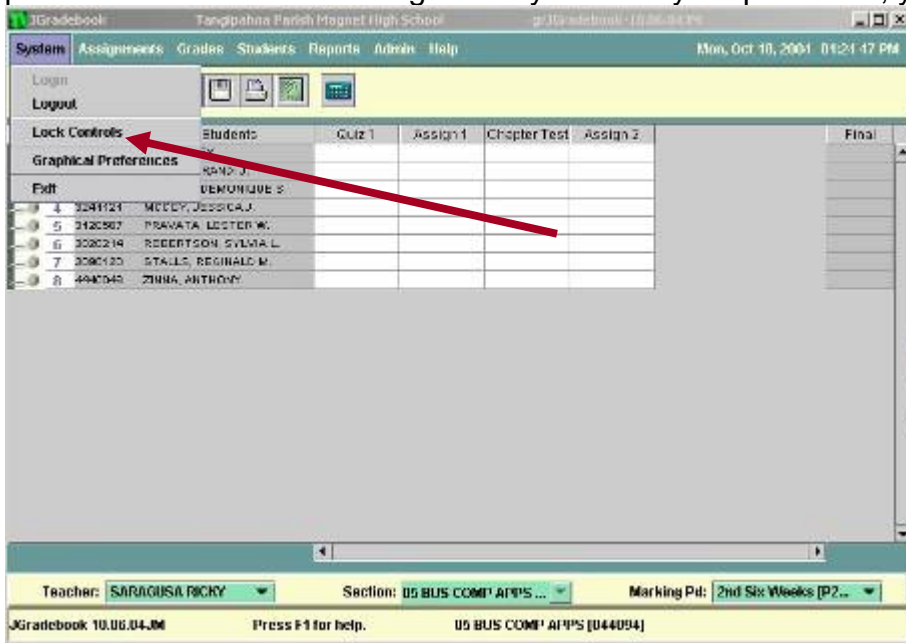
Assignment	Assignment Type	Grade Type	Maximum	Bonus	Weight	Assignme	Due
Quiz 1	Quiz	Numerical Grade	4	0		10/08/04	10/08/04
Quiz 2	Quiz	Numerical Grade	4	0		10/15/04	10/15/04
Chapter Test	Test	Numerical Grade	100	0		10/12/04	10/12/04
Assign 2	Quiz	Numerical Grade	10	0		10/15/04	10/15/04

At the bottom of the window, there are buttons for 'New', 'Edit', 'Remove', 'Print', and 'Done'.

From this screen, you can create a new assignment, edit and existing assignment, remove an assignment, or print assignments.

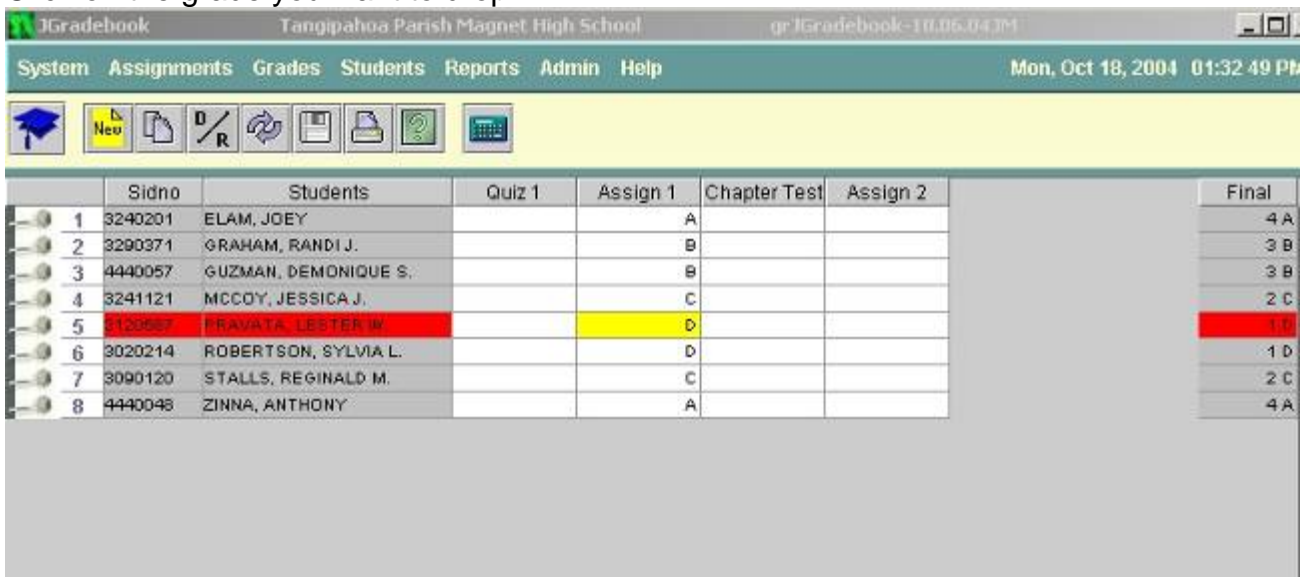
Locking the screen


To temporarily lock your screen so no one else can see or change it, click on **SYSTEM** at the top of your screen and choose **LOCK CONTROLS**. This locks your screen. You have to enter your password to continue working. Once you enter your password, you may continue working.

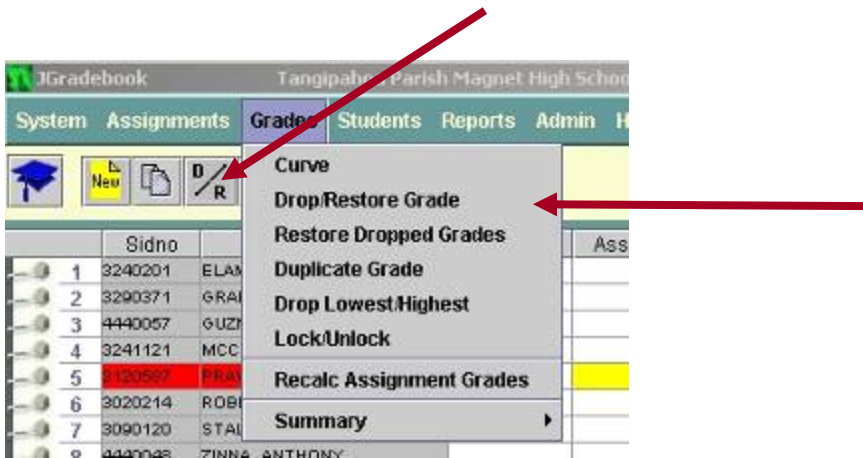



Dropping a grade

Click on the grade you want to drop.



Click on Grades on the Menu Bar. Choose the Drop/Restore Grade. The shortcut for this is the D/R button on the Tool Bar. 



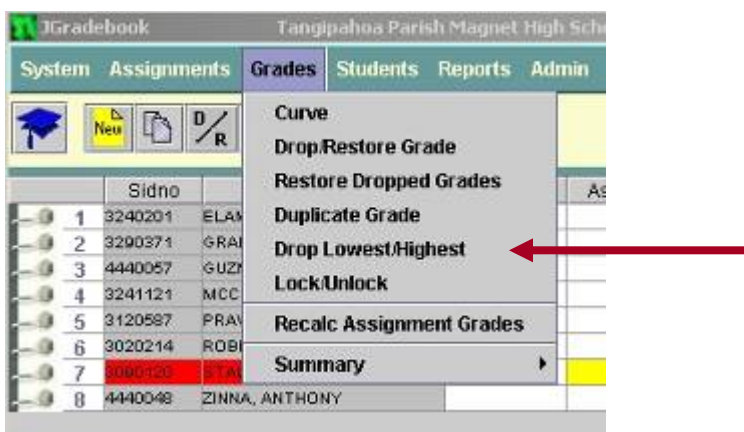
The grade will remain in the cell but will be grayed out and cannot be changed unless you restore it. Click recalculate  to refigure your grades.

Restoring a Dropped Grade

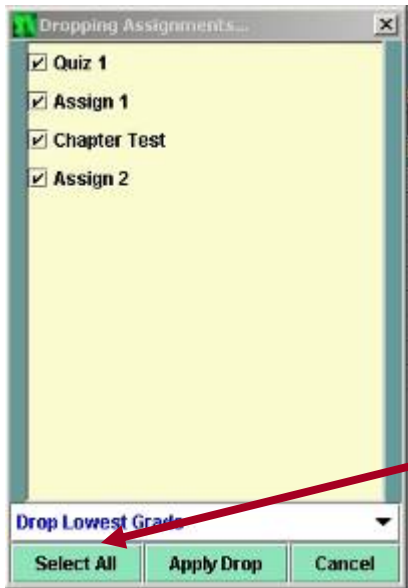
Follow the same instructions for dropping a grade. This time, when you click on **Drop/Restore** on the **Grades** drop-down menu, the grade will be restored and can be edited and will count in the final average. **Be sure to recalculate your grades.**

Dropping the Lowest/Highest Grade through the Program

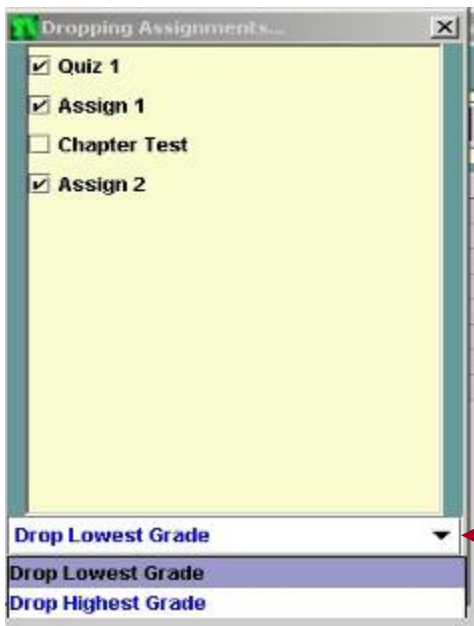
Click on **Grades** on the **Menu Bar**. Choose **Drop Lowest/Highest**.



Click **Select All** at the bottom of this box to put a check by each of the assignments. If you want to drop the grades in only certain assignments, simply place a check in the boxes by those assignments.



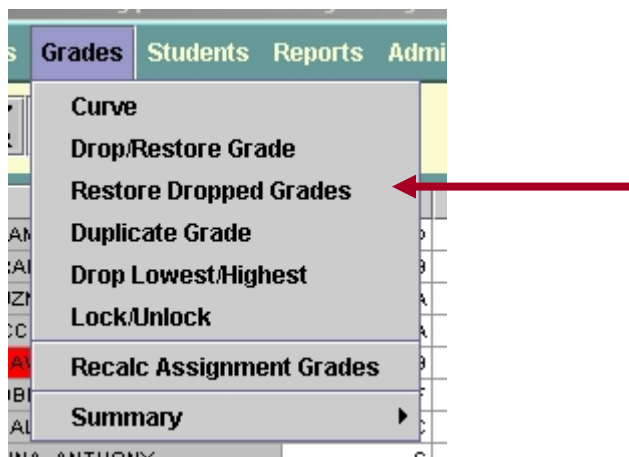
If you want to drop the grades in only certain assignments, simply place a check in the boxes by those assignments.



Click on the down arrow at the right of the Drop Lowest Grade box. Choose either **Drop Lowest Grade** or **Drop Highest Grade**. Click **Apply Drop**. The lowest/highest grade for each student will be grayed out and dropped.

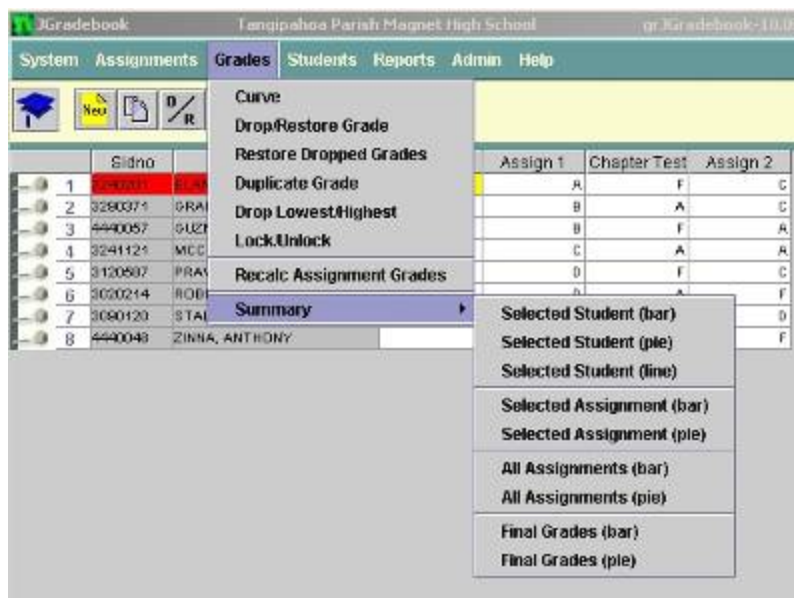
Restoring all Dropped Grades

To restore all dropped grades, click on **Grades** on the **Menu** bar and choose **Restore Dropped Grades**.

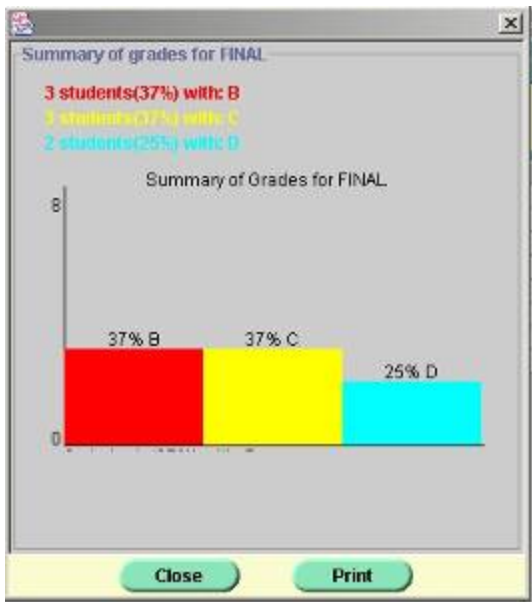


Running a Grade Distribution

Click on **Grades** on the **Menu** bar and Choose **Summary**.



Scroll down and click on one of the choices, for instance, "Final Grades (bar). A graph will appear showing the grade distribution of your final grades for this course.



You can then print the chart or simply close out after you review it.

Student Data

The **Students** option on the **Menu** bar gives you the following options: **Attendance**, **Conduct**, **Student Term Grades** and **Evaluation**. **Attendance** and **Evaluation** are for future use.

Conduct (Adding Comments)

Open the class you want to insert comments into. Click **Students** on the **Menu** bar and choose **Conduct**.

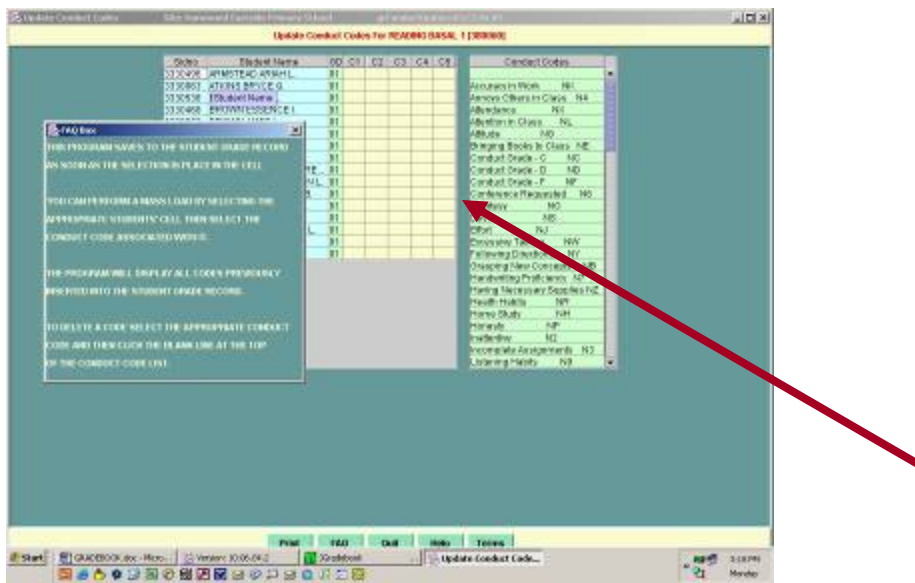
JGradebook Hammond Eastside Primary School gr 30

System Assignments Grades **Students** Reports Admin Help

Attendance
 Conduct
 Student Term Grades
 Evaluation

	Sidno	Stud		
1	3330496	ARMSTEAD, AR		
2	3330063	ATKINS, BRYCE Q.	C	A
3	3330538	BELL, DAYONA L.	C	A
4	3330468	BROWN, ESSENCE I.	B	A
5	4330053	BROWN, JAMIE L.	B	A
6	4010108	CARTER, JADON J.	C	A
7	3330532	GIBSON, ALANCEVA I.	C	A
8	4330081	GOODEN, DAVION D.	F	F

Click the X in the upper right hand corner of the FAQ Box to close it.



To add a comment to a student(s) in this class, click in the box in the appropriate comment column. An X will appear in that column. C1 is for 1st 6-weeks, C1 is for 2nd 6-weeks, etc.

Sidno	Student Name	GD	C1	C2	C3	C4	C5
3330496	ARMSTEAD ARIAH L.	01					
3330063	ATKINS BRYCE Q.	01					
3330538	BELL DAYONA L.	01					
3330468	BROWN ESSENCE I.	01	X				
4330053	BROWN JAMIE L.	01					
4010108	CARTER JADON J.	01					
3330532	GIBSON ALANCEYA I.	01					
4330081	GOODEN DAVION D.	01					
4330102	HAYNES-ROBERTS TYRE...	01					
4330040	MOSLEY, JR. CADARREN L.	01					
9330456	SHELVIN JYQUARZAR B.	01					
3180847	SOLOMON WALLACE A.	01	X				
5389905	STEWART ASIA M.	01					
4380017	THOMAS JACOREYELL L.	01					
3330584	TURNER DEONTRY D.	01					
3330432	WILLIAMS IKEEM C.	01					

Conduct Codes	
Accuracy in Work	NK
Annoys Others in Class	N4
Attendance	NX
Attention in Class	NL
Attitude	NG
Bringing Books to Class	NE
Conduct Grade - C	NC
Conduct Grade - D	ND
Conduct Grade - F	NF
Conference Requested	N8
Courtesy	NO
Desire	NS
Effort	NJ
Excessive Talking	NW
Following Directions	NY
Grasping New Concepts	NB
Handwriting Proficiency	N7
Having Necessary Supplies	NZ
Health Habits	NR
Home Study	NH
Honesty	NP
Inattentive	N2
Incomplete Assignments	N3
Listening Habits	N9

Now click the appropriate comment in the column at the right. The code letters or numbers for that comments will replace the X in the box by the student's name.

Bidno	Student Name	0D	C1	C2	C3	C4	C5	Conduct Codes
3330486	ARMSTEAD ARIAH L.	01						Accuracy in Work NK
3330063	ATKINS BRYCE Q.	01						Annoys Others in Class N4
3330538	BELL DAYONA L.	01						Attendance NX
3330468	BROWN ESSENCE I.	01	NE					Attention in Class NL
4330053	BROWN JAMIE L.	01						Attitude NG
4010108	CARTER JADON J.	01						Bringing Books to Class NE
3330532	GIBSON ALANCEYA I.	01						Conduct Grade - C NC
4330081	GODDEN DAVION D.	01						Conduct Grade - D ND
4330192	HAYNES-ROBERTS TYRE...	01						Conduct Grade - F NF
4330040	MOSLEY, JR CADARREN L.	01						Conference Requested N6
8330456	SHELVIN JYQUARZAR B.	01						Courtesy NO
3180847	SOLOMON WALLACE A.	01	NE					Courtesy NO
5389985	STEWART ASIA M.	01						Desire NS
4380017	THOMAS JACOREYELL L.	01						Effort NJ
3330584	TURNER DEONTRY D.	01						Excessive Talking NW
3330432	WILLIAMS IKEEM C.	01						Following Directions NY

Those comments whose code begins with N will print in the Needs Improvement section of the Report Card. Those comments whose code begins with P will print in the Shown Improvement section of the report cards. Those comments with Number codes will print in the Teacher Comments section of the Report Card.

When finished, click **Quit** at the bottom of the screen.

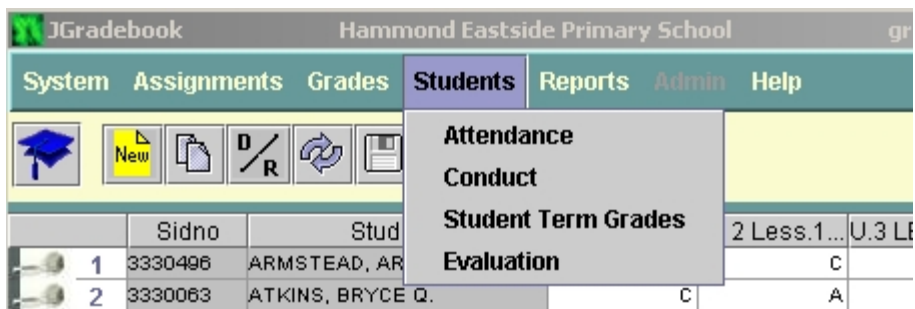
To delete a comment, click in that box by the student's name and click on the blank line at the top of the comment list.

Keep in mind that if you have no grades in a class, you will not be able to enter comments. The comments that are available are shown below. Others will be added to fit our parish at a later date.

Accuracy in Work NK	Not Following Others NA	Having Necessary Supplies PZ	Reading at level four 11
Annoys Others in Class N4	Obedying Class Rules NT	Health Habits PR	Reading at level five 12
Attendance NX	Orderliness NM	Home Study PH	Reading at level six 13
Attention in Class NL	Promptness NN	Honesty PP	Reading success for all 14
Attitude NG	Reading Fluency WPM N8	Listening Habits P9	COMMENTS/WARNINGS 80
Bringing Books to Class NE	Respecting Authority NQ	Mainstreamed P4	BELOW GRADE LEVEL 70
Conduct Grade - C NC	Study Habits NI	Obedying Class Rules PT	ON GRADE LEVEL 71
Conduct Grade - D ND	Using Time Wisely NU	Orderliness PM	ABOVE GRADE LEVEL 72
Conduct Grade - F NF	Work Independently NV	Participates in OJT P5	Work Is Satisfactory 73
Conference Requested N6	Works Below Ability N1	Promptness PN	Low Chapter Test Scores 74
Courtesy NO	Working Below Grade Level N5	Reading Fluency WPM P8	FAILURE - INCOMPLETE WO...
Desire NS	Accuracy in Work PK	Respecting Authority PQ	FAILURE-FAILED BOTH EXAM...
Effort NJ	Attendance PX	Study Habits PI	FAILED TO PASS LEAP TEST ...
Excessive Talking NW	Attention in Class PL	Using Time Wisely PU	Probable failure-attend 81
Following Directions NY	Attitude Is Improving PG	Work Independently PV	Failure attendance 82
Grasping New Concepts NB	Bringing Books to Class PE	Work is Improving P2	Probable failure-grades 83
Handwriting Proficiency N7	Conduct Grade - A PA	Works to Best of Ability P1	Modified Grade 84
Having Necessary Supplies NZ	Conduct Grade - B PB	PE TEACHERS 00	First Grade: Readiness 85
Health Habits NR	Courtesy PO	PE Failure to dress out 02	Excellent Sportsmanship 86
Home Study NH	Desire PS	PE Failure to participate 03	Handwriting Needs Improvem...
Honesty NP	Effort PJ	READING LEVELS 06	Excellent Handwriting Skills 88
Inattentive N2	Excellent Student P3	Project Read 07	Not Meeting A.R. Goal 89
Incomplete Assignments N3	Excessive Talking PW	Reading at level one 08	
Listening Habits N9	Following Directions PY	Reading at level two 09	
	Handwriting Proficiency P7	Reading at level three 10	

Viewing a Student's Grades for all Grading Periods

Click on a student's name. Click **Students** on the **Menu Bar** and Choose **Student Term Grade**.



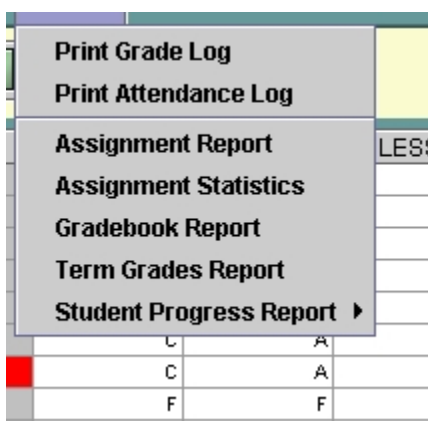
The following screen will appear:



This can be printed if necessary.

REPORTS

The **Reports** choices are **Print Grade Log**, **Print Attendance Log**, **Assignment Report**, **Assignment Statistics**, **Gradebook Report**, **Term Grades Report** and **Student Progress Report**.



Grade Log

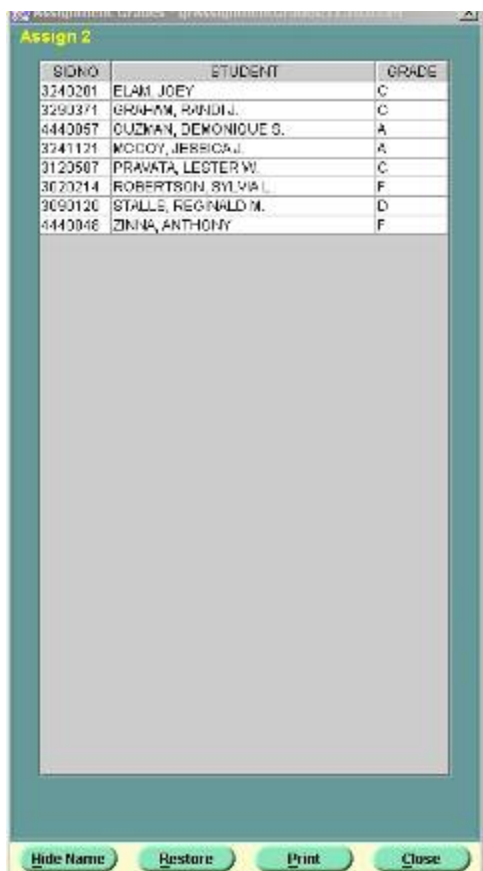
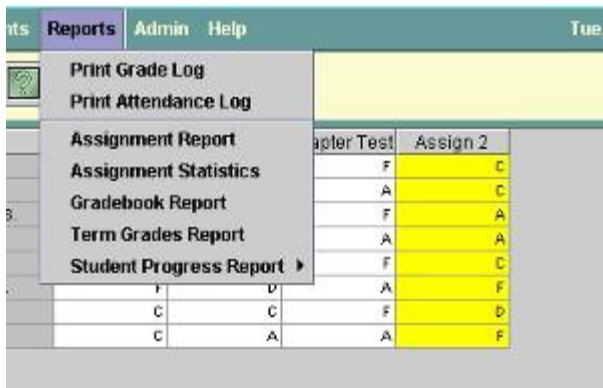
Is simply a hard copy gradebook page to enter grades. This can be used at the beginning of the year before you begin entering grades into your gradebook.

Attendance Log

Gives you a page you can use to keep up with attendance.

Assignment Report

Gives you a list of the grades for a particular assignment. To run this report, you must first highlight one of the assignments. Then click on **Reports** on the **Menu** bar and choose **Assignment Report**.



To Hide the student's name, click the **Hide Name** button. To add the names back, click the **Restore** button.

Assignment Grades - grAssignmentGrades11.11.03.05

Assign 2

SIDNO	GRADE
3240201	C
3240374	C
4440057	A
3241121	A
3120537	C
3020214	F
3090120	D
4440048	F

Hide Name Restore Print Close

You can print this report by clicking on the **Print** button.

Assignment Statistics Report

Gives you specific statistics on each assignment. If you click the **Columns to View**, it will allow you to remove some of the columns temporarily.

Gradedbank Statistics

Columns To View

	Assignment	Points	Bonus	High	Low	Range	Median	Mean	Mean Indicator
1	DUIZ1	4	0	4	0	4	2	2	50%
2	Assign 1	4	0	4	1	3	3	3	75%
3	Chapter Test	4	0	4	0	4	2	2	50%
4	Assign 2	4	0	4	0	4	2	2	50%

Print Done

You print this report by clicking the **Print** button.

Term Grades Report

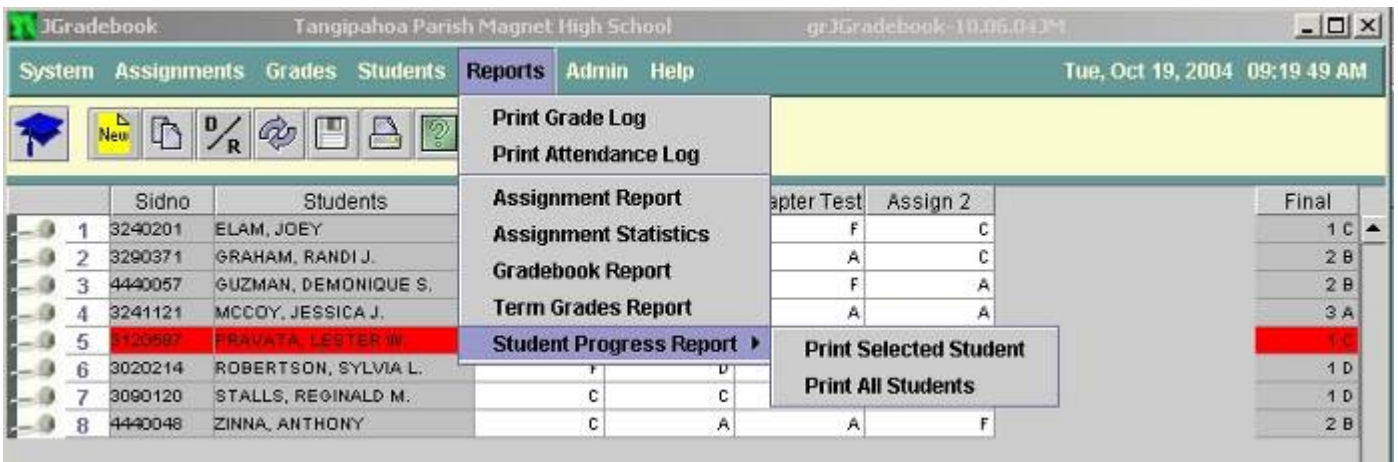
Gives you a list of all students in the class and each of their 6-weeks grades. The 6-weeks grades are P1, P2, P3, P4, P5, P6. The Final Grades is F1.



To Hide Name, click on the **Hide Name** button. To restore names, click on the **Restore** Button. To print, click the **Print** button.

Student Progress Report

Prints a Progress Report for students. To print just one student, then highlight the student and choose "Print Selected Student". To print a progress report (1 sheet per student), choose "Print All Students".



The **ADMIN** option on the **Menu** bar is for Administrative purposes only and is used by office personnel only.

Entering Student Attendance



On the gradebook screen, there is an icon that looks like a calendar. Click on this icon to retrieve the attendance screen. The screen should contain all students that you have in homeroom.

To mark a student absent, click inside the blue box, next to the student's name. The screen will blink and information will appear next to the blue box. The time will appear in the OUT box, a code will appear in the CODE box, a U will appear in the E box and Dr./Parent Note Needed will appear in the O-Reason box.

You can then click inside the blue box of the next student that is absent and continue doing this until you are finished.

Attendance Posting By Roster

STAFF: DAVIS AMELIA RICHA COURSE: READING BASAL 4

DATE: 08/15/2007 MM/DD/YYYY GR PD: 1 CLS PD: 01 ROOM: 52

SignOffRollCall WHAT IF? VIEWLETS

STUDENT	1ST	OUT	COD	E	O-REASON	IN	COD	E	I-REASON	DR	GD	SID
BLACKWELL, ANDREA L.											04	3010655
BRIDGES, VICKI M.											04	4010028
CUTRER, ROBERT E.		08:20	05	U	Dr./Parent Note Needed						04	4280009
DORFMAN, DANIEL R.											04	4110006
GRAHAM, MARSHA G.											04	4110007
JAMES, LEVAR T.											04	4110032
KLEIN, RICKY M.											04	4110022
LETARD, VICTORIA G.											04	4110033
LONG, EMILY B.											04	4010004
MOORE, MARQUISE											04	3011048
OPPENHEIMER, DONALD											04	4110079
PREY, BREYANNA											04	4110036
RAGUSA, BIANCA T.											04	4110038
REID, JESSICA A.											04	4110011
ROBERTS, MARIAH											04	3110676
SARAGUSA, EILEEN											04	4110054
STIRGUS, EVA											04	4110014
THOMAS, BRITTNEY											04	4110059
TRAVIS, KALEY											04	4110016
WALKER, SHELLY											04	4110076
WILLIAMS, MORGAN											04	5119958

QUIT HELP

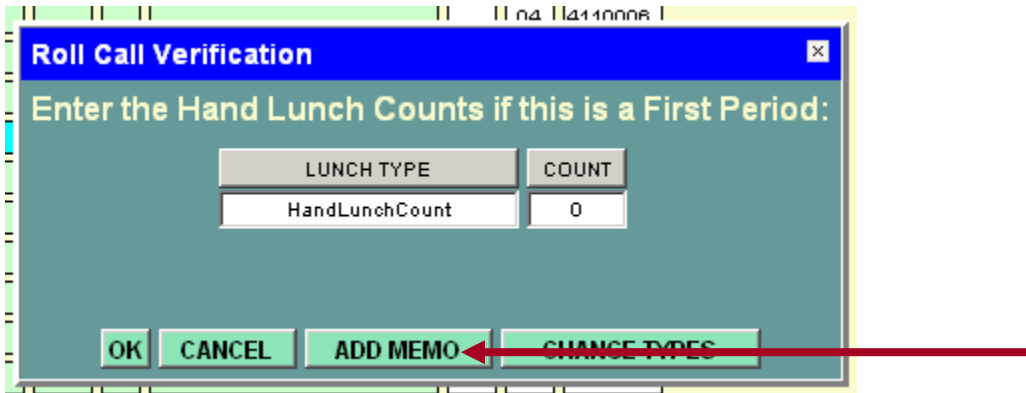
Once you have completed entering your students that are absent, click on the red box marked SignOffRollCall .

COURSE: READING BASAL 4

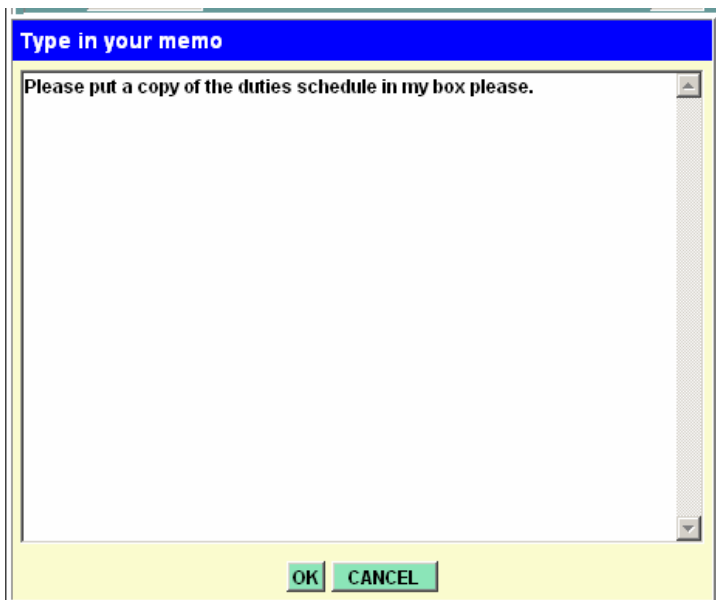
SignOffRollCall WHAT IF? VIEWLETS

DR	GD	SID
	04	3010655
	04	4010028

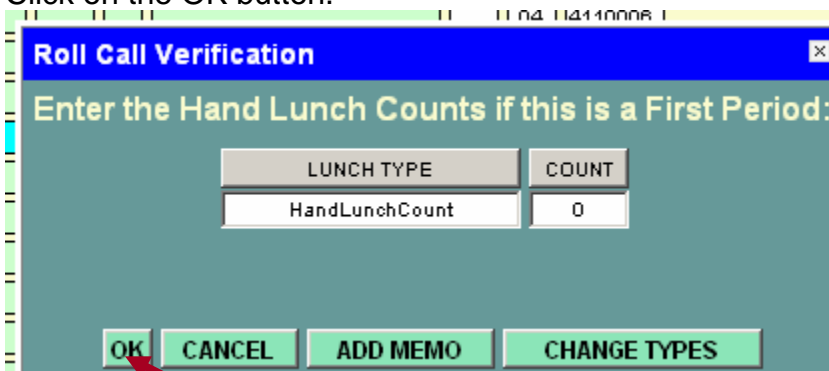
Once you click on this box, the following screen will appear.



On this screen you can add a memo that the secretary will be able to read when she runs the Rollcall Verification report. To do this, click on the ADD MEMO button at the bottom of the screen and type your memo. When done, press the OK key.



At this time, do not enter the HandLunchCount. JPAMS will compute this automatically. Click on the OK button.



You are done!!