




WeBSIS EzStep Guide Instructor Suite

Version 1.0 (9/07)

1. Click on the **Instructor Suite** icon  .
2. The date boxes at the top center designate the appropriate dates for the activity section and grade book. You can enter other dates and click show to move in the calendar. The button with 3 dots is a calendar search button.

My Course Groupings –

If you have more than one class of the same type/name it is necessary to group your courses so you will not have to do multiple entries in Classroom Activities.

1. Click on **My Course Groupings**.
2. If your courses have the exact course number you can let the system **Automatically Configure** your courses. Click the **Automatically Configure** button and your courses will be automatically grouped. If this method works for you, you may “x” out of the window and resume adding classroom activities.
3. If your courses do not have the same course number but are the same course, you will have to manually group your courses.

4. Click **Add New**.
5. Give the grouping a name (i.e., Algebra I, World History, etc.). You may or may not give a description of the type of course(s) in this grouping.
6. Click **Save & Edit**.
7. The bottom section will become activated.
8. Click **Add New** under the **My Courses Assigned to this Grouping**.
9. Click the **Search** button.
10. Select the course that is to be applied to this grouping.
11. Click **Save & Add**.
12. Repeat this process until all courses have been selected for the grouping.
13. Click **Save & Finish**.

When activities are entered into the Classroom Activity section they will be automatically defaulted into the other class periods in the grouping. You will notice the check box in the upper right hand side of the screen **Post to Designated My Groupings Courses** when you enter activities. Even though the activities will be replicated throughout the courses in the designated groupings, you will still have editorial rights on a course by course basis.

Attendance -

1. On My Courses click on the course for attendance (this should be Elementary in the Elementary building).
2. Click **Attendance** on the toolbar.
3. Mark the correct **characteristic** and mark the **correct lunch status**.
4. On the **upper left hand corner** click the box and a green dot will appear meaning the count has been submitted.
5. Click the **Save** button.

On each entry on the upper left hand corner of the absence box there is a note that when clicked allows you to insert comments. Clicking the check mark on the note will save it to the entry then click **Save**.

Once the green dot appears and you click save, the attendance office has the record. Any corrections must be made by the office. This can be done by sending an instant message (IM) to the attendance clerk.

Classroom Activities -

An assignment will not appear in the grade book until it has been marked Record in Grade Book.

1. Click on **Classroom Activities** then select the course to add the activity. The + button will allow multiple activities on the same date.
2. Use the drop down box to choose the correct activity type.
3. **Assignment Status –**
 - a. **Assignment is NOT included in the final grade calculation.** (This is the Default)
This means the points possible are not included in the final grade calculations when you place it in the classroom activities. You will have the option to include these points later in the grade book when you mark the check on the top right hand side of the column in the grade book. When you mark the check in the grade book THEN it will be included in to the final grade points possible. You will NOT have to return to the classroom activities to accomplish this.
 - b. **Assignment is included in the final grade calculation.** This means that as soon as you enter the activity the points possible will be entered into the final grade points possible calculation whether you have entered grades or not. It will appear as if the student has a 0 on the assignment until the grade is actually entered into the system. (Example: If you enter an activity worth 100 points into the classroom activities and mark it as being included in the final grade calculations, the student's total points

possible will be 0/100 until the assignment is graded even though this might take place days/weeks away).

- c. **Assignment has been dropped and is not included in Final Grade Calculations** – This will be used if an instructor wishes to drop an assignment from ALL students' grades without having to accomplish this one student at a time.

4. The **Description** should be a detailed account of what the activity is. This section can be used to identify alignment to state guidelines/expectations.
5. **Record In Grade Book** – The Classroom Activities section of the Instructor Suite is to be used as a “plan book” for the instructor. Activities may or may not appear in the grade book. An example of an activity not being included in the grade book would be a field trip, movie, a game, etc.
6. **Student may submit materials online** – Once the student portal has been implemented, instructors will decide whether an assignment can be submitted online or not.
7. **Points Possible** – An instructor may determine any number of points for the activity.
8. **Due Date** – This is the date the assignment will appear in the grade book.
9. **Click Save.**

Extra Credit – extra credit can be accomplished in 2 ways. If the district has inserted Extra Credit as an activity type, the instructor can select extra credit from the drop down menu and on points possible put 0. Anything over 0 will be extra credit in the grade book. The other way to issue extra credit is to simply assign more points than the student earned on the assignment.

Once the **Save** button has been selected on a Classroom Activity, it will return you to the weekly activity calendar. You will notice an **empty file box** on right hand side. This file box is for any resource materials associated with the lesson. Tests, worksheets, PowerPoint's, etc. from your hard drive, floppy disks, CD's, USB drives, can be uploaded into the section—if it can be found electronically, it can be uploaded. You can have MANY resources uploaded in this section. The materials will be organized and stored forever in your system until you choose to delete them.

1. Click on the **empty file box**.
2. Click **Add New**.
3. Complete the Description.
4. To find the file click the **Browse** button. Once the file has been found, select the file.
5. Click **Upload**.
6. Click **Save & Add** if there are other files needing to be uploaded or **Save & Finish**.
7. Now the file box will appear with papers.
8. You can also access this file box from the Grade Book on the assignment column.

To delete an assignment click the far right box. Click the **delete** button.

Grade book



1. Before a grade can be entered a description of the activity must be inserted in **Classroom Activities**.
2. Click on the **Grade Book** button.
3. Enter grade for the assignment. You can also use the rapid entry buttons (lightening bolts at the top of the column) to enter grades.
4. Lightening bolt #1 is to enter grades by student I.D. number.
5. Lightening bolt A is to enter grades by student name.
6. GT stands for grade type and those are defined at the bottom of the page
7. When you have entered grades and inserted grade type if applicable, click the grayed out **check** at the **top of the column**. This will make the check a darker color.
8. Click **Save**.
9. By hitting the **calculator** on the **right hand tool bar** this will **calculate final grades**.
10. Make sure to always click the **Save** button on the **top right hand tool bar**.
11. The **Truck** beside the student name is to enter **transfer grades**. Click the truck and enter %.

Tool Bar on Grade Book -

1. The **printer** button prints a grade book summary page.
2. The **calculator** calculates grades at any given time. Caution should be used when using this button. If your students do not turn in grades at the same time, any student not turning in the grade yet will show that the student has a zero—even though the assignment may not be due.
3. The **briefcase** will show/hide final grades (quarter).
4. The **calendar** will show/hide all marking periods along with the current grades.
5. The **wrench** sets the grade book parameters. One of the most important parameters is the **Display Students in order by:** Click **Update Selections**.
 - a. If you are keeping a hard copy grade book and want it to match your electronic grade book, select having your students appear by enrollment date, then by last name.
 - b. If you are not keeping a hard copy grade book, select having your students appear by last name, then first name.
6. The **notebook with a +** is to add a classroom activity right from the grade book. Remember to hit **Save**.
7. The **yellow page with the blue person** is for the teacher to identify the student by an ID number.
8. The **gauge** is used to assign assignment type weighting if authorized by the district. Click **Add New** choose the assignment type, weight value, and click **Save & Add** or **Save & Finish**. Assignment weighting must be by Total Points, District Defined Weightings, or Custom Weightings.

9. The **wizard hat and wand** gives the district final course calculation weightings. Authorization from the district will determine whether an individual instructor may determine their own final grade calculations.
10. On Quarter and Semester averages, the calculator will let you re-calculate a student's grade without doing every student. The lock will lock in the grade and no changes will be able to be made. The column with the "C" is a comment page. The instructor may select from pre-entered school comments or Add New and customize their comments.
11. To move in the grade book to a previous week or in the future, click the green arrows on the top left side of the grade book page next to the date. The button with the 3 dots is a calendar search button. The green button with arrows that go both ways is a refresh button.
12. The back button returns you to the course assignment page.

Standards Based Items - These are pre-entered by the district administration and determine "grade" assessment based on non-traditional standard grading scale. This is usually used in elementary and middle school grade levels.

Class Roster Reports – This area contains Grade Summary report per student (this looks just like the grade book page but with only one student's name appearing), Comprehensive Summary report (this is the report that will give a detailed account of the student in all areas), Contact Information (phone, address, guardian information), and Assessment Summary (state scores, national scores, local scores, etc.)

Discipline –

1. Click on the **Discipline** button.
2. Enter a few letters of the student's last name.
3. Click **Submit**.
4. Select the appropriate student name.
5. Enter information in all fields.
6. Determine if the student should be sent to the office.
7. Click **Save & Finish**.

Health Records –

1. Click on the **Health Records** button.
2. Enter a few letters of the student's last name.
3. Click **Submit**.
4. Select the appropriate student name.
5. Enter information in all fields.
6. Determine if the student should be sent to the nurse.
7. Click **Save & Finish**.

Seating Chart –

1. Click **Create a Seating Chart Wizard**.
2. Set the parameters by filling in the information in the fields.
3. Click **Preview** to view the system designed chart.
4. Click **Create** to modify an existing seating chart.
5. Clicking on the student name will allow you to drag the student's name to another area. The name can only be placed in an area that appears yellow when your cursor scrolls over the area.
6. Clicking the cross arrows will allow you to move a desk. Desks can be moved into any area that appears yellow.
7. When the seating chart is completed click **Save**.
8. You can have your seating chart appear with Student photos if school pictures have been uploaded to your system.

Awards –

Click on the box after the student's name. Click print. Select the award. Click the print button from the PDF file.

Reports –

The following reports are available from this button.

Class Roster

Classroom Activity Student Permission Tracking

My Class Rosters

Grade Book Student Course Summary Report

Students Information Summary Report

Manual Weekly Atd./Lunch Count by Class Period

Manual Extended Care Atd. Report

Manual Extended Care Sign-out

Reports (tab at top of Instructor Suite) -

The following Reports are found in this area:

1. **Instructor Course Final Grade Summary** – This report list is by class with a summary of grade, attendance, and tardies per marking period.
2. **Grade Summary Report** – This report is by student name and earned grade.

3. **Progress Report** – This report gives all information about all assignments and absences. A breakdown is given by assignment category. You can print by student, class, or all classes. This is a very detailed report that identifies a student's progress.
4. **Daily Attendance Report** – A report about student attendance by class period. You can set date parameters.