

Instructor Suite Help Guide Reminders and Updates (11/1/07)

Instructor Suite – Calculate Final Grades

Teachers have the ability to recalculate their grades using the calculator icon on the top right corner of the Grade Book module. When the system is done calculating grades it will display a message. If you get an error message you need to notify the Technology Coordinator with the exact message – a screen shot is best (Prt Scr and paste in MS Word). You may calculate your grades as often as you wish. **Don't forget to calculate your grades at the end of each quarter.**

Grade Book

Teachers may choose Grade Types in the Grade Book module. The Grade Types chosen may affect the students' grades –so be very careful with this option. Take time to print out the "Grade Types" instruction sheet on the Help web site so that you are aware of each function.

Don't forget when you are creating activities to choose "Do not include in gradebook" until you are ready to put the grades in the gradebook section.

Dropping a Grade

Teachers may make a student exempt from an assignment by choosing a 3 in the Grade Types in the Grade Book module.

When you are transferring a student in you need to make sure that they are exempt from any assignments that might be showing up, otherwise they might be held against them.

Grade Book Tips

Student Progress Report – Teachers can print progress reports to give to parents as a check up at any time. Under the Instructor Suite, Class Roster Reports, select the Grade Summary icon display next to each student. This will generate a Progress Report (Grade Summary) for the student.

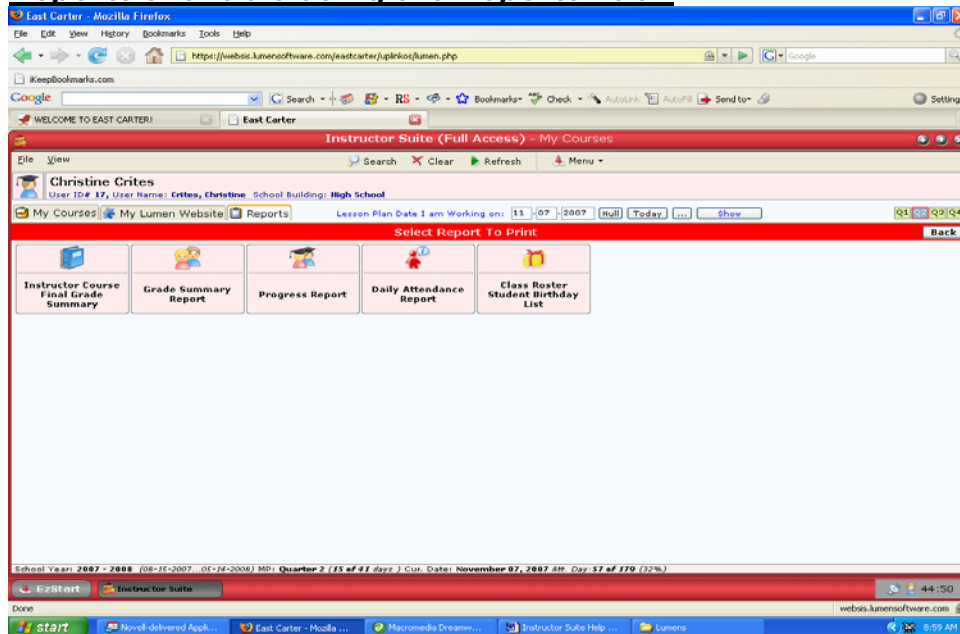
Adding Assignments for the **SAME DAY** – In the assignment area you will see a green plus sign displayed. Click on any plus sign and this will allow you to add an assignment to any date. Repeat this as often as needed. In the Grade Book you use the "Add Assignment" option to add as many as you would like on the same day as well.

Deleting Assignments – If you cannot delete an assignment, you can just update the information with another by changing the date and activity to take its place. You can also mark it not to be included in final grades.

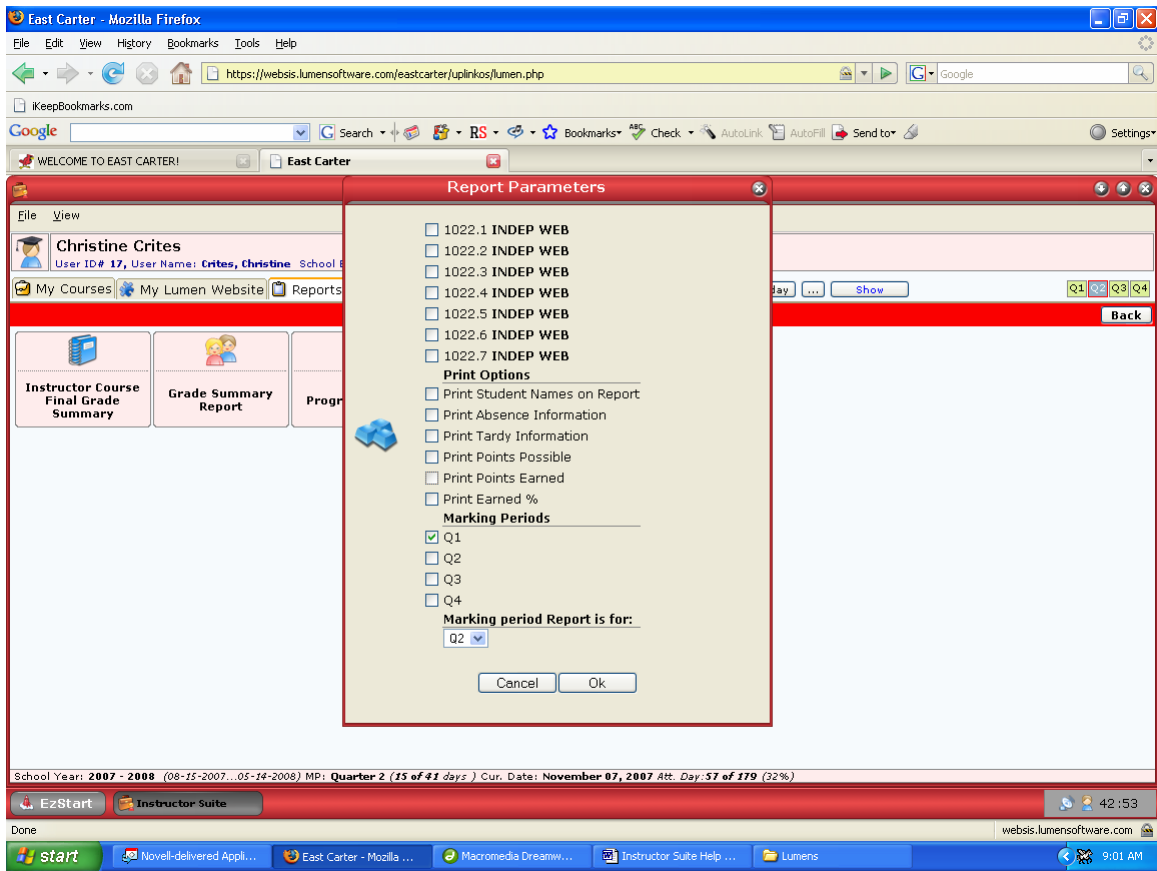
Blanket Grade Assignment – You can enter the same grade for all students in a class. In the Instructor Suite – Grade Book – go to the First Lightning Bolt (Assign earned to all students). It defaults to the point value of what was entered in the activity. Click OK. The point value will be automatically entered to each student.

Instructor Suite Reports

Reports available using the Reports Tab -



Instructor Course Final Grade Summary – Choose your **Classes**, **Print options**, and **Marking Period** - This is an excellent report to get an overall student summary including absences.



Grade Summary Report – Choose Class Period(s), Marking Period and students to be displayed. This report gives a current grade only.

Progress Report – Choose the Class(es) and a progress report for each student with each activity will be printed.

Daily Attendance Report – Pick the Starting Date- Ending Date, Week, Month, or Marking Period and Course(s) to generate a daily absence report for individual students.

Class Roster Student Birthday List – Just pick the Course(s) and a student birthday list will be generated.

Reports using the Reports Icon -

The screenshot displays the 'Instructor Suite (Full Access) - My Courses' interface. At the top, the user is identified as Christine Crites, with User ID # 17 and User Name: Crites, Christine. The interface includes a navigation menu with icons for Classroom Activities, Attendance, Grade Book, Standards Based Items, Class Roster - Reports, Discipline, Health Records, Seating Chart, Awards, Reports, My Preferences, and Back to My Courses. Below the navigation menu is a 'Select Report To Print' section with eight report options: Class Roster, Classroom Activity Student Permission Tracking, My Class Rosters For November, 2007, Grade Book Student Course Summary Report, Students Information Summary Report, Manual Weekly Attd. / Lunch Count by Class Period, Manual Extended Care Attd. Report, and Manual Extended Care Sign-Out. The interface also displays the current school year (2007-2008), quarter (Quarter 2), and current date (November 07, 2007).

Class Roster – Choose Reports Property options to you're your needs.

Classroom Activity Student Permission Tracking – For those teachers who want to keep track of returned permission slips. This report can be printed out to keep a hard copy of as well.

My Class Rosters for ____, 2007 – Select the format (PDF) and select the Preview button. Teachers and Administrators can print out a list of activities and descriptions in the Instructor Suite for the month.

Students Information Summary Report – This report gives a summary of information (should be kept confidential) on each student.

Manual Weekly Attd/Lunch Count by Period – Teachers can print out students' lunch choices in a blank copy. In the elementary grades this is especially useful.

The last two reports are for after school programs in which we currently do not have in place. However, if we have need of this in the future I will update those options.