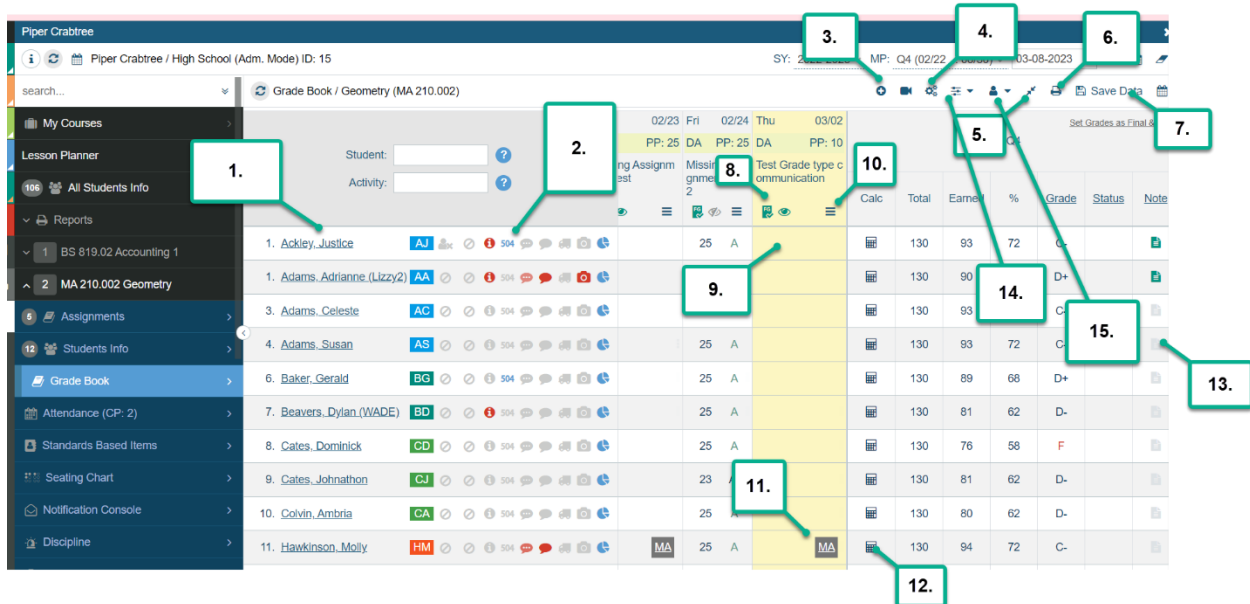


Instructor Suite – Grade Book

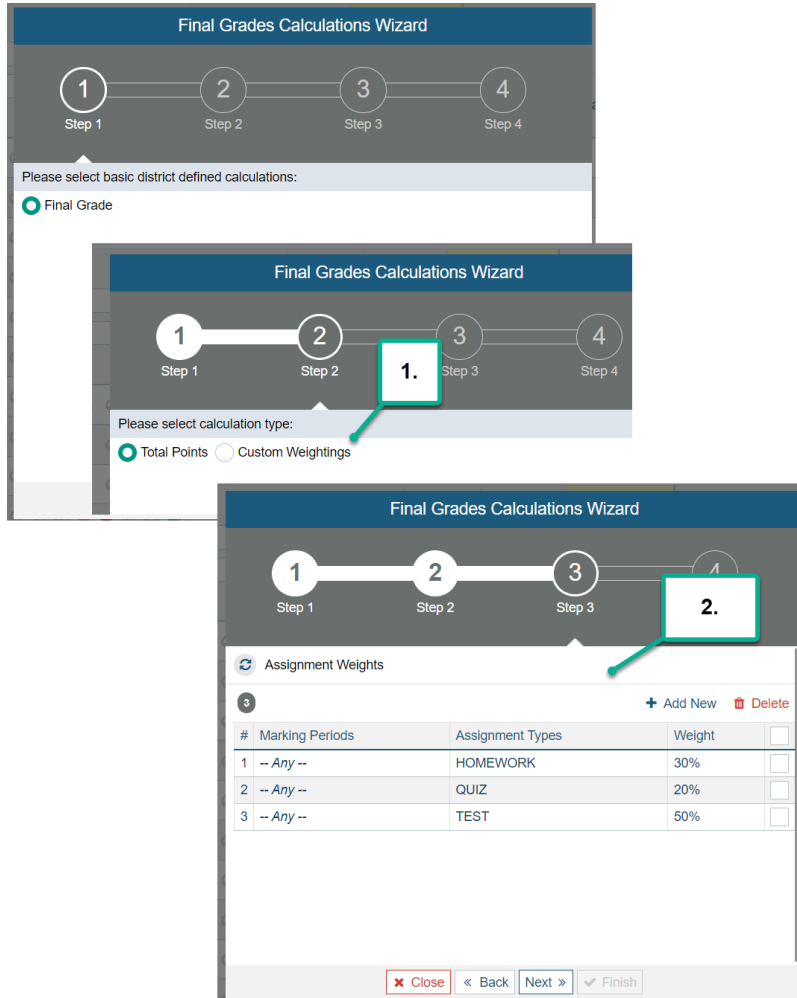


The screenshot shows the 'Grade Book / Geometry (MA 210.002)' interface. On the left is a navigation sidebar with 'Grade Book' selected. The main area displays a table of student records. Callouts 1-15 identify the following features:

- 1. Student list in the left sidebar.
- 2. Student name and ID in the header row.
- 3. Plus icon for adding assignments.
- 4. Gear icon for the Final Grades Calculation Wizard.
- 5. Student alert icons (online, parent online, IEP/Medical, 504, Guardian, comment, transfer, media, dashboard).
- 6. Save Data button.
- 7. Set Grades as Final button.
- 8. Test Grade type column.
- 9. Student ID in the table.
- 10. Calc button for calculations.
- 11. MA (Media Alert) icon in the table.
- 12. MA (Media Alert) icon in the table.
- 13. Print icon.
- 14. Grade column.
- 15. Status column.

1. A list of names of your students will be listed on the left of the grade book application. You can hover over the name to see a bit of information, but you can click on the name to see a bit more. Ex: The name of the student, phone number, last two years of enrollment, their schedule and their grades for each course as well as the last 5 days of attendance.
2. Student Alerts: You have alerts listed next to each student in a few applications. They will be highlighted and some will also be blinking depending on the alert. The first icon will be highlighted if the **student is currently ONLINE in the portal**. The second icon will be highlighted if the **parent is currently ONLINE in the portal**. The third icon with the lower case i in the center of a circle is highlighted if the student has an **IEP or a Medical Alert**. You can click on this icon to see the Medical Alert and any IEP Accommodations as well. The fourth icon will be highlighted if the student has a 504. The fifth icon will be highlighted & blinking if the student has a Guardian Alert. This could be an internal comment where just certain back office staff has access to see this, or could be an external comment which would be visible to Instructors by hovering over the blinking icon. The sixth icon will be highlighted if there is a student comment that was written in demographics for the student. The next icon is a little picture of a truck. This will be highlighted if the student has moved in mid marking period and has a transfer grade that has been entered. The icon of a camera will be highlighted if in demographics it has been marked that the student has a Media Alert. Finally the little pie graph icon is a dashboard for the student.
3. The plus icon will allow you to enter in a New Assignment from within the grade book.
4. The gears icon is how you can get back to your Final Grades Calculation Wizard. This will pop up for you automatically the first time of the year when you get into your Grade book. (More information below)

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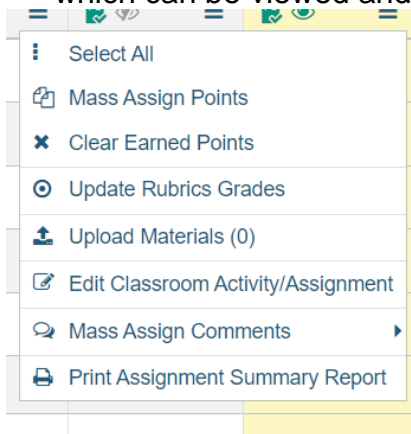


I. Final Grades Calculation Wizard: The first time you log into your grade book for the year, your Final Grades Calc Wizard will pop up. You will choose which Calculation you'll be using from the defined calculations your district has made. Then you will choose if you'd like Total Points calculated or if you would like Custom Weightings.

II. If you choose Custom Weightings, you will choose how you'd like to weight your certain Assignment Types.

5. The arrow pointing towards each other or away from each other is an icon you can click on to Expand or Collapse your screen.
6. Click on the printer icon to print your Grade book student course summary report.
7. Save Data button – Anytime anything is entered into the Grade book or Attendance Applications for example, the Save Data button will blink as a reminder to Save your changes. If you do happen to move over to another application before Saving, there will be a message in the center of the screen reminding you to SAVE.
8. When Adding a New Assignment, one of the settings you'll choose will be if you'd like the Assignment to be INCLUDED in Final Grades Calculation or NOT to be Included in Final Grades calculations. With one click of a button you can change this setting within the assignment in the Grade book. Just click on the Paper icon with a FG and a check mark to change to no longer include. Or back to Including again.

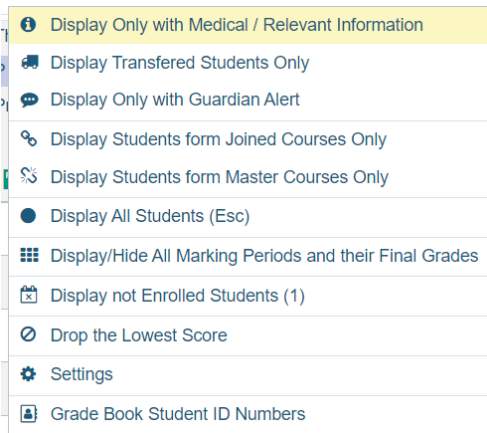
9. Click in the center of the column of the certain assignment you are working with to enter in grades. You can click the Return button to move to the next student to enter grades quickly.
10. The “Pancakes” icon is a drop down menu for a few items: You can Mass Assign Points to the whole class for that assignment, Clear out the Earned Points, Edit the Activity/Assignment, Mass Assign Comments to each of the students for that assignment, (Can be for an internal comment just for the teacher, or to be viewed in the Parent/Student Portal). You can also Upload Materials to the Assignment which can be viewed and completed by the student in the student portal.



11. By clicking on the 3 dots icon on the right of the Grade book column for a specific student you can assign a Grade Type for that student. (Grade Types are defined by your district, there can also be Parent Communication that can be sent out if a certain Grade Type is assigned to a student for a certain Assignment. More information in the following link: [Grade_Type_Parent_Communications.pdf \(lumentouch.com\)](https://lumentouch.com/Grade_Type_Parent_Communications.pdf))
12. The Calculator Icon will be an explanation of how your students grade is calculated.
13. The Paper icon to the right of the Final Marking Period Grade is the Final Marking Period Comment area. You can click on the paper icon individually for each student and choose from the school defined Final Marking Period Comments, or you can click on Add New to add your own Positive or Negative comment. You can also click on the Note column header up above to Mass Assign the same comment to all students in the course.
14. This Drop down menu will help you filter your grade book to view different pieces. Change the display based off your grade book.
 - a. Based off of the Alerts your students have, you can sort your grade book accordingly. Only view those with Medical alerts, Transferred students only, display those with a Guardian Alert, etc.
 - b. If you have a Master Section and a Sending Joined Section, you can choose to only display those in the Master Section, or those in the Joined Section. (Display all Students to Esc out of the other views)
 - c. Usually the default will only show the current marking period. You can change this daily setting in My Preferences. Or you can click on Display/Hide

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- all Marking Periods and their Final Grades to display more marking periods for a moment. When you get out of your grade book, this will return to the default.
- d. Display Not Enrolled Students will allow you to retrieve your students that have been withdrawn from your course. You can enter in grades if this was not completed before the student withdrew from the course.
 - e. Drop the lowest score can automatically drop the lowest score from each student in your course. This isn't something you'd want to do in the first couple weeks, but towards the end of your marking period. It will drop the lowest score from the beginning of the marking period to that point.
 - f. Settings & Grade Book Student ID Numbers: You can change the ID number that is posted with your student for that course. Change this ID number to change the line up for your course, or simply to give each student a certain number. Ex: 4 digit ID number. Then in Settings you can choose how to sort your grade book, by Name, by Student ID in numeric order, etc.



15. Another drop down menu here has a few options to view Student Uploaded Materials uploaded by the student, as well as viewing all Final Grade Comments for the students and all the Internal or Parent/Guardian comments listed in the Grade book in one spot! You can also view the student's portal log in information as well as reset the password here in On-Line Access assistant.

