


# Enter Student Scores

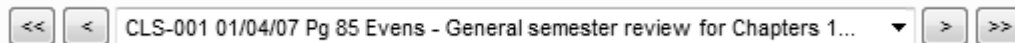
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## Overview

When an assignment is created, the cells for student scores are marked pending. Pending assignments are not included when calculating system grades (SG). The teacher may create assignments in advance, without adversely affecting the calculated grades in the SG columns. Assignments may be scored at any time during the grading period for any assignment column without a formula. As student scores are entered, the SG columns calculate the grades based on the formulas applied.

## Score an Objective-Aligned Assignment

- Click the  button from the Assignments tab. The **Gradebook Objective Scores** screen displays with three tabs.
  - The **Objectives for one Assignment** tab displays all objectives for the selected assignment in the drop-down list. Scores, comments, and special marks can be entered in this tab.
  - The **Assignments for one Objective** tab displays all assignments for which the selected objective addresses. Scores can be entered in this tab.
  - The **All Scores for one Student** tab displays all assignments and all objectives for the selected student in the drop-down list. This tab is view only.
- In the **Objectives for one Assignment** tab, select the assignment to be graded from the drop-down.



- The objectives display in the first column, followed by total points possible for the assignment and for each objective, then each student in the remaining columns. The top row displays student names, followed by the total points earned on the assignment, student-specific comments, special marks, then objective scores.

Objectives for one Assignment		Assignments for one Objective	All Scores for one Student (view only)		
CLS-002 09/28/15 WS 2.3 & 2.7					
Description	Base / Possible	Britton, Dylan	Cole, Bailey I	Contreras, Ka	
Total Points	20	19	17	3	
Comments		excellent 2nd att			
Special Mark		RLRN			
<b>E4200 - 4th Mathematics Standards</b>					
<b>1 - OPERATIONS &amp; ALGEBRA</b>					
1 - Uses the four operations with whole numbers ...	4		3	2	1
2 - Gains familiarity with factors & multiples	4		4	3	2
3 - Generates & analyzes patterns	4		4	4	
<b>2 - NUMBERS &amp; OPERATIONS IN BASE 10</b>					
1 - Generalizes place value understanding for mu...	4		4	4	
2 - Multiply a whole number of up to four digits...	4		4	3	

- Use your keyboard arrows to score multiple objectives for one student. Use the tab key to jump to the next student. You may also enter a comment for the assignment for each student, and a special mark as a communication tool.

**Note:** Special marks can affect scores for traditionally scored assignments but do not alter the assignment grade for objective-aligned assignments.

- Click **Apply** to save and continue or **Done** to save and return to the Assignments tab. You may also use the navigation arrows to scroll to the next objective in use.

3. In the **Assignments for One Objective** tab, select the objective to be graded from the drop-down.

<< < 1.1 - compare and order rational and irrational numbers, including ... > >>

- a. The student names display in the first column, followed by each assignment aligned to the selected objective. The top row displays the assignment properties, followed by objective scores.

Objectives for one Assignment		Assignments for one Objective				All Scores for one Student (view only)	
<< < 1.2 - Gains familiarity with factors & multiples		> >> E4200 - 4th Math Standards					
Name	CLS-002 Obj=5 09/28/15 WS 2.3 & 2	QIZ-001 Obj=3 10/01/15 Chapter 1	CLS-003 Obj=5 10/01/15 WS 2.4	CLS-004 Obj=5 10/05/15 Chapter 2	CLS-005 Obj=5 10/07/15 Chapter 3	CLS-006 Obj=5 10/09/15 Chapter 3	
Britton, Dylan L	4	4	4	4	4	4	4
Cole, Bailey I	3	3	3	3	3	3	3
Contreras, Kacey C	2	2	2			2	2
Cuevas, Bryna Y	1	1		1	1	1	1
Diedrich, Jakob K	2	3	3	3	3	3	2
Dionisio, Austin S	1	3	4	4	4	4	3
Dubois, Hannah N	2	2	2	2	2	2	2
Eshleman, Roderick D	3	3	3	3	3	3	4

- b. Use your keyboard arrows to score multiple students for one assignment. Use the tab key to jump to the next assignment.
- c. Click **Apply** to save and continue or **Done** to save and return to the Assignments tab. You may also use the navigation arrows to scroll to the next objective-aligned assignment.
4. In the **Objectives for one Assignment** tab, select the assignment to be graded from the drop-down.

<< < Britton, Dylan L > >>

- a. The objectives display in the first column, followed by all objective-aligned assignments. The top row displays the assignment properties, followed by student-specific comments, special marks, then objective scores.


Objectives for one Assignment		Assignments for one Objective		All Scores for one Student (view only)	
<< < Britton, Dylan L		> >>			
Description	CLS-001 Obj=1 09/21/15 WS 2.1	CLS-002 Obj=5 09/28/15 WS 2.3 & 2	QIZ-001 Obj=3 10/01/15 Chapter 1		
Comments					
Special Mark					
E4200 - 4th Math Standards					
1 - OPERATIONS & ALGEBRA					
1 - Uses the four operations with whole numbers to solve problems	4	3	2		
2 - Gains familiarity with factors & multiples		4	4		
3 - Generates & analyzes patterns		4	4		
2 - NUMBERS & OPERATIONS IN BASE 10					
1 - Generalizes place value understanding for multi-digit whole numbers		4			
2 - Multiply a whole number of up to four digits by a one-digit whole number, and multiply two, two-digit numbers		4			

- b. Click **Done** to return to the Assignments tab. You may also use the navigation arrows to scroll to the next objective-aligned assignment.

## Score a Traditional Assignment

Traditional assignments may be scored by placing the gradebook in edit mode. You may restrict this to just one assignment in edit mode, one student, one cell, or no restriction: all students all assignments.

### Enter Scores for One Assignment Column

1. From the Assignments tab, highlight a cell in the appropriate assignment column.
2. Click the Edit Scores for 1 Column icon  to edit the cells for the selected assignment. The **Edit Scores for 1 Column** screen displays.

When first changing PENDING columns, any student without a Score Should be:  Zero & Missing  Exempt

Show:  SG? System/Fixed Columns

ASG-002 Pts=40 09/04/15 Shape Exer			
Name	Score	Sp.Mark	Comment
Britton, Dylan L	30		
Cole, Bailey I	30		
Contreras, Kacey C	35	LAT1	
Cuevas, Bryna Y	45		Excellent effort
Diedrich, Jakob K	29		
Dionisio, Austin S	40		
Dubois, Hannah N			
Eshleman, Roderick D	38		

3. Click the cell of the first student and type in the score.
4. Use the tab key on your keyboard to move across the row to enter **Special Marks** or type a **Comment**. Both display on the parent portal and reports. Use the Enter key or Down Arrow on your keyboard to move down the column to the next student. Extra credit will be highlighted in red while zeroes will be highlighted in yellow.

Note: The options in the special marks drop-down list are created at the district-level and selected by the teacher (see *Gradebook 1-2-3 Steps for Teachers*). Special marks can replace a score with 0, apply a percent to the score, or mark the student as exempt from the assignment. The score never overrides the special mark, so make sure to remove the special mark if the score should take precedence (e.g. when a student turns in a missing assignment).

5. To see the student's current system grades, check the **SG? System/Fixed Columns** box and click .
6. If this is the first time you are entering scores for this assignment, select the option to be applied to all students without a score. Selecting *Zero & Missing* will apply a zero in the student's **Score** column and Missing in the student's **Sp.Mark** column. Selecting *Exempt* will exclude the assignment from the student's SG columns. In the example above, Hannah will receive an exempt grade for this assignment.

When first changing PENDING columns, any student without a Score Should be:  Zero & Missing  Exempt

7. Click **Apply** to save and continue or **Done** to save and exit.

## Globally Change Student Scores


There are three conditions for which you may globally change student scores:

- If most or all students scored the same value on an assignment
  - If you need to remove all scores and reset the assignment to pending
  - If you need to set all students' scores to zero
1. From the Assignments tab, highlight a cell in the appropriate assignment column.
  2. To apply the same score to every student, click **Actions** → **Manage Students and Scores** → **Set Current Column to any Score Value**. The screen refreshes.

- a. Type the value to be applied to all students in the **Set Column Value By** spin box and click

- b. You may then edit scores for individual students by placing the gradebook in edit mode.
3. To remove all scores and reset the assignment to pending, click **Actions** → **Manage Students and Scores** → **Reset Current Column back to Pending**. A confirmation prompt displays. Click **OK** to remove all scores.
4. To clear all scores and apply a zero in the **Score** column and a Missing in the **Sp.Mark** column for every student, click **Actions** → **Manage Students and Scores** → **Initialize Current Column to Zero/Missing**. The screen refreshes.

## Enter Student Scores for All Assignments

1. From the Assignments tab, click the Edit Scores for All Assignments icon .

When first changing PENDING columns, any student without a Score Should be:  Zero & Missing  Exempt View: -- All -- Scale

Show:  SG? System/Fixed Columns  Special Marks  Comments

Name	ASG-001 Pts=10 08/25/15 Tool Names			AST-001 Pts=30 08/25/15 Desktop De			ASG-002 Pts=40 09/04/15 Shape Exer		
	Score	Sp.Mark	Comment	Score	Sp.Mark	Comment	Score	Sp.Mark	Comment
Britton, Dylan L				30			30		
Cole, Bailey I	10			28			30		
Contreras, Kacey C	10			28			35 LAT1		
Cuevas, Bryna Y		ABS	unexcused a				45		Excellent efi
Diedrich, Jakob K				30			29		
Dionisio, Austin S	10			30			40		
Dubois, Hannah N				30					
Eshleman, Roderick D	10			30			38		

2. To see/enter **SG columns**, **Special Marks**, or **Comments**, check the boxes next to the appropriate items and click .
3. Click the cell you wish to edit and type in the score. Use the tab key on your keyboard to enter **Special Marks** or type a **Comment**. Both display on the parent portal and reports. Use the Enter key or Down Arrow on your keyboard to move down the column to the next student. Extra credit will be highlighted in red while zeroes will be highlighted in yellow.

Note: The options in the special marks drop-down list are created at the district-level and selected by the teacher (see *Gradebook 1-2-3 Steps for Teachers*). Special marks can replace a score with 0, apply a percent to the score, or mark the student as exempt from the

assignment. The score never overrides the special mark, so make sure to remove the special mark if the score should take precedence (e.g. when a student turns in a missing assignment).


4. If any of the assignments were pending, select the option to be applied to all students without a score. Selecting *Zero & Missing* will apply a zero in the student's **Score** column and apply Missing in the student's **Sp.Mark** column. Selecting *Exempt* will exclude the assignment from the student's SG columns.

When first changing PENDING columns, any student without a Score Should be:  Zero & Missing  Exempt

5. Click **Apply** to save and continue or **Done** to save and exit.

### Enter Scores for One Student

Use this option for an absent student who is turning in multiple assignments at once.

1. From the Assignments tab, highlight a cell in the appropriate student row.
2. Click the Edit Scores for 1 Student icon . The **Edit Scores for 1 Student** screen displays.

When first changing PENDING columns, any student without a Score Should be:  Zero & Missing  Exempt View: -- All -- Scale: Edwards HS Grade Scale

Show:  SG? System/Fixed Columns  Special Marks  Comments Show Columns


Name	HWK-001 Pts=25 01/26/07 Worksheet			QIZ-001 Pts=20 02/13/07			HWK-002 Pts=40 04/05/07 Problems i		
	Score	Sp.Mark	Comment	Score	Sp.Mark	Comment	Score	Sp.Mark	Comment
Carter, Jackie M	25	MSNG		19			40		

3. To see/enter **SG columns**, **Special Marks**, or **Comments**, check in the boxes next to the appropriate items and click Show Columns.
4. Click the cell you wish to edit and type in the score.
5. Use the tab key on your keyboard to move across the row to enter **Special Marks** or type a **Comment**. Both display on the parent portal and reports. Tab or use the Right Arrow on your keyboard to move across the row to the next assignment. Extra credit will be highlighted in red while zeroes will be highlighted in yellow.
6. If this is the first time you are entering scores for any of the assignments, select the option to be applied to a blank score. Selecting *Zero & Missing* will apply a zero in the student's **Score** column and apply Missing in the student's **Sp.Mark** column. Selecting *Exempt* will exclude the assignment from the student's SG columns.

When first changing PENDING columns, any student without a Score Should be:  Zero & Missing  Exempt

7. Click **Apply** to save and continue or **Done** to save and exit.

### Enter Score/Comment for One Cell

1. From the Assignments tab, highlight the appropriate cell.
2. Click the Edit Score/Comment for Current Cell icon .

When first changing PENDING columns, any student without a Score Should be:  Zero & Missing  Exempt View: -- All --

HWK-002 Pts=40 04/05/07 Problems i			
Name	Score	Sp.Mark	Comment
Arkin, Alfred J	0	MSNG	

3. Type the score, special mark, or comment and click **Done**.

### ***Score a Hybrid Assignment***

Hybrid assignments have both a traditional score and objective scores. The traditional score is used to determine end-of-term letter grades while the objective scores are reference only.

Follow the steps in ***Score an Objective-Aligned Assignment*** to enter the objective scores and follow the steps in ***Score a Traditional Assignment*** to enter the traditional scores.