Gradebook 1-2-3: Steps for Teachers

To schedule individual training for your district, contact SISTraining@tylertech.com.

Overview

This document is designed to give you quick and easy steps to begin working with your gradebook. For more details, please reference the documentation on the Tyler SIS support site (tylertech.com). Gradebook information is located in folder 20 - Teacher Gradebook.

Internet Explorer URL: _____

Set Default Login Year

If you have access to more than one site in Tyler SIS, you can determine the site you log into first.

1. From the **Staff Home** screen, click **Actions → My Login Site Year**.

2. Check the box at the top left of the next screen:

☐ Make selected Site-Year the default for My Login

3. Select the appropriate site year. Only site years for which you have been given permission will display.

0910
xx CO-0910

Maintain Assignment Types

1. From within the gradebook, click **Actions → Manage Assignments (columns) → Maintain Assignment Types**.

Selected	Code	Description	In Active
☑	CLS	Classwork	☐
☑	HWK	Homework	☐
☑	PRJ	Project	☐
☑	TST	Test	☐
☑	LAB	Labs	☐

2. Click Edit.

3. Check the box beside the assignment types you want to use in your gradebook.

4. Click Apply to save and continue or Done to save and exit.

Maintain Special Marks

1. From within the gradebook, click **Actions → Manage Assignments (columns) → Maintain Special Marks**.

Selected	Code	Description	Operation	Value	Locked
☑	ABS	Absent	Exempt	0	☐
☑	CHTN	Cheating	Replace	0	☑

2. Click Edit.

3. Check the box beside the special marks you want to use in your gradebook.

4. If the **Locked** column is unchecked, you may edit the **Operation** and **Value** columns.

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

Maintain Unit List

1. From within the gradebook, click **Actions → Manage Assignments (columns) → Maintain Unit List**.

	Code	Subject
🗋	H2000	
➖ 🗋	H2110	APPLIED MATH I - This course will reinforce foundational math skills and acclimate students with variables, equations, and formulas.

	Description	
	1 - Linear/InverseVariations	🗑
	2 - Pythagorean Theorem	🗑
	3 - Exponential Relationships	🗑
	4 - Quadratic Relationships	🗑

2. Click ⬚Edit.

3. Click the add icon 🗋₊ to assign units to a subject.

4. Click ⬚Apply to save and continue or ⬚Done to save and exit.

Manage Student Sequence

1. From within the gradebook, click **Actions → Manage Students and Scores → Change Student's Teacher-Sequence Order**.

Name	Gr	IEP	Special Grade Scale
Warren, Jude S	10	N	
Martin, Ricardo M	10	N	
Smith, Ronald G	10	N	
Klein, Christopher M	10	N	

2. Highlight the student's name you want to move up or down in the list.

3. Click the up or down arrows ⬆ ⬇ until the student is displayed in the order you want.

4. Click ⬚Apply to save and continue or ⬚Done to save and exit.

5. To apply this, go to the **Select View** tab of the gradebook and under Student Names in Roster, use the **Sorted by** dropdown to choose *Teacher Sequence*.

Apply Special Grade Scale for one student

1. From within the grade book, highlight the student's name you want to apply a special grade scale.

2. Click **Actions → Manage Students and Scores → Apply Special Grade Scale for Current Student**.

		Description	Default	Private
⊞	◒	Pass/Fail Scale	☐	☐
⊞	◒	Edwards HS Grade Scale	☑	☐

3. Click the select icon ◒ of the grade scale to be used for the student.

4. The gradebook roster column displays the name of the special grade scale.

Change Default Grade Scale for Roster

1. From within the gradebook, click **Actions → Change Default Grade Scale**.

		Description	Default	Private
⊞	◒	Pass/Fail Scale	☐	☐
⊞	◒	Edwards HS Grade Scale	☑	☐

2. Click the select icon ◒ of the grade scale to be used for the class.

3. The default grade scale displays in the student grade book roster.

Name	Gr	IEP	Special Grade Scale	Prog-3 02/02/07 Eff.Score	Term-3 03/09/07 Eff.Score	Prog-4 04/04/07 Eff.Score	Term-4 05/16/07 Eff.Score
Arkan, Terrance J	09	N		P 72%!	Exmp	Exmp	Exmp
Arnold, Harrison K	09	N		P 97%!	Exmp	Exmp	Exmp

View: -- All -- Scale: Pass/Fail Scale

Select View | **Assignments** | Total Points | Term Grades | Objectives

Create/Edit Assignments

1. From within the grade book, click [icon] to create a new assignment.

2. Select an assignment and click [icon] to edit the properties of the selected assignment.

3. Click [icon] to create a new assignment, edit current assignments, view or edit formulas, and view the last date the grade book page properties were updated.

    Note: If you like viewing all assignments on one screen, use this option instead of options 1 and 2.

Create/Edit Formulas

1. From within the gradebook, select an assignment column that should have a formula (typically System Grade columns only) and click [icon] to edit the properties of the selected assignment.

2. Click ⌊ Formula = ⌋.

> **Note:** If you calculate end of term grades by adding all assignments and dividing by the total, and this is the formula that displays: Average of ALL Assignment Types , you can stop here. If you calculate end of term grades using percentages, then continue editing.

Edit Scores/Comment Current Cell

1. From within the grade book, click in the assignment column cell for the appropriate student.

2. Click to edit the score/comment of an assignment that has already been scored.

3. Click to edit scores for one student (current row).

4. Click to edit scores for one column (all students).

5. Click to edit scores for all assignments.