

Submit Progress Report Grades

Make sure your browser is Internet Explorer - (Schooltool does not work properly in Firefox and/or Chrome)
 Log into Schooltool - From "My Home" select class to grade and click on the grades icon – *Golden Book*

Welcome, Christopher Venegas, today is Wednesday, October 24, 2012
 Cycle day E in District High School 11 - High School

Take attendance at: 09:49 AM

Classes:

			Class	Period	Section	Days	Room	Semester
▶	👤	📖	English 12	1	1	A,B,C,D,E,F	148	F, S
▶	👤	📖	English 11R	2	2	A,B,C,D,E,F	148	F, S
▶	👤	📖	English 12	4	4	A,B,C,D,E,F	148	F, S
▶	👤	📖	English 12	5	5	A,B,C,D,E,F	148	F, S
▶	👤	📖	English 11R	6A	7	A,B,C,D,E,F	148	F, S
▶	👤	📖	English 11R	9	10	A,B,C,D,E,F	148	F, S

Duties:

Duty	Period	Days	Room	Semester
Planning	3	A,B,C,D,E,F		Fall/ Spring
Lunch	7L	A,B,C,D,E,F		Fall/ Spring
Planning	8	A,B,C,D,E,F		Fall/ Spring

- From the View drop-down list, select Submit progress report grades.

ENGLISH 9 [PERIOD 1] [A,B]

View: Grade book editor


- Grade book editor
- Grade book reports
- Grade book setup
- Submit marking period grades
- Submit progress report grades**
- Submit mid-term exam grades
- Submit final exam grades
- Override calculated final averages
- Submit SLO Scores

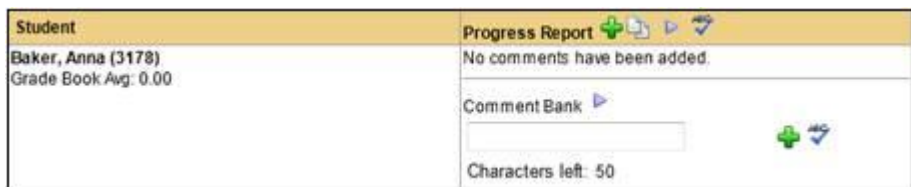
	Journal 1	Journal 2	Transition HW	12 Men Act 1 ...	Legal Vocab. ...	10 Sentences	Assembly	
1	100 []	85 []	100 []	85 []	100 []	0 []	85 []	
2	100 []	0 []	100 []	88 []	50 []	95 []	0 []	
3	100 []	100 []	100 []	90 []	90 []	100 []	100 []	
4	100 []	85 []	85 []	80 []	0 []	0 []	0 []	
5	100 []	100 []	65 []	70 []	85 []	90 []	0 []	
6	87.31 Harris, Brandon	100 []	100 []	100 []	68 []	100 []	0 []	85 []
7	94.58 Jenkins, Michael	100 []	100 []	100 []	100 []	100 []	100 []	100 []
8	91.61 Lopez, Carolyn	100 []	100 []	100 []	90 []	100 []	80 []	85 []


- If the marking period is open (unlocked), the screen will refresh with the default marking and progress report periods and a list of students with grades and/or comment entry fields. Use the "Show Inactive Students" checkbox to submit grades for students who are no longer in that course but were at some point during the selected marking period (students who dropped, withdrew, or switched from the course during that marking period).

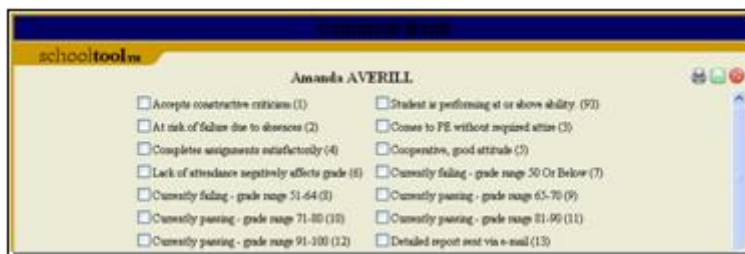
Note: If the marking period is locked, you will not see entry fields.


Note: If the progress report interval is locked (i.e., not open yet, or locked after entries were due), the progress report area will appear in read-only mode. If comments were entered, they will appear. If comments have not been entered yet, the Progress Report column will be blank. Contact your schooltool liaison to unlock the progress report period, or contact a guidance counselor if changes are required after the period has been locked.

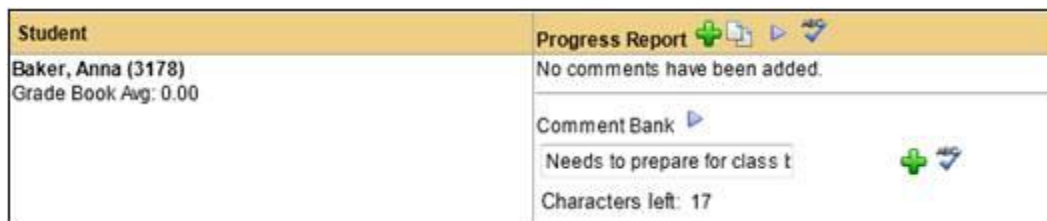
3. Assuming that the marking period is open; select the marking period and progress report interval for which you are entering comments from the drop-down lists at the top of the student list. The default will be the current marking period/progress report interval.
4. Enter the progress report comments for each student:
 - A. Add performance-related comments from the Comment bank:
 - i. Selecting the Add comments from comment bank  button (next to Comment Bank) will bring up the entire comment bank so you can select multiple comments for that student.




- ii. Use the check boxes to select one or more comments.
- iii. Once you have selected the appropriate comments, click the Save Comments  button to save. Continue on for the rest of your class roster.



- B. Add a free-text comment about the student or their performance in the free-text field (this is optional; max number of characters is 50).
 - i. Type your comment in the free-text field, then click the Add personal comment  button to the right of the text box to add the comment to the student's record.




Note: To spell check your free-text comment, click once on the Check Spelling  button to the right of the free-text field. You can only check your work BEFORE you have added the comment.


Note: Comments entered here may not appear exactly as they will appear on the report


- C. Add Comment Bank comments using the free-text field. Users may enter the numeric values associated with comments from the Comment Bank into the free-text field. If you wish to add multiple values at one time separate them with spaces or commas.

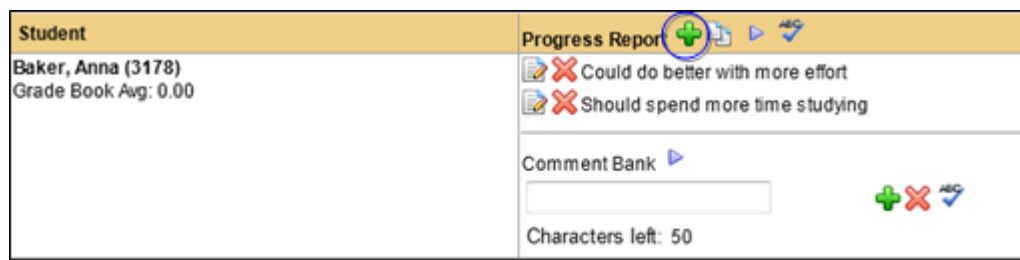
Note: Numeric comment values, also known as Translation Codes, are a district preference. If you are unable to enter numbers or the corresponding comments are not displaying, contact your schooltool liaison.

- i. Once you have listed all the numeric values, click once on the Add personal comment  button. The Comment Bank comments associated with those values will appear in the Grade column for that student.

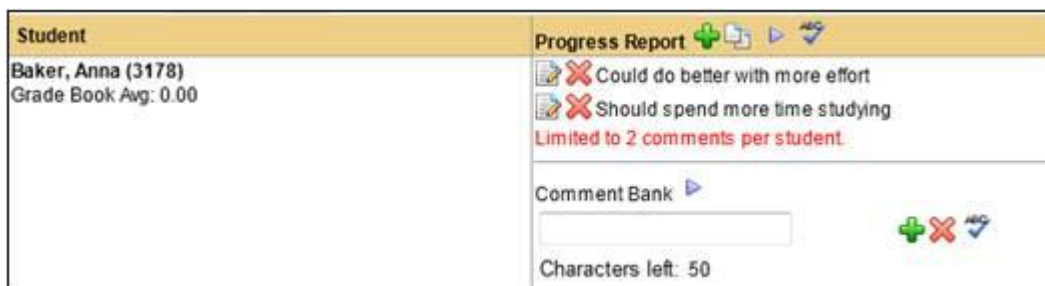


Note: Use the Delete  buttons to remove one or more comments.

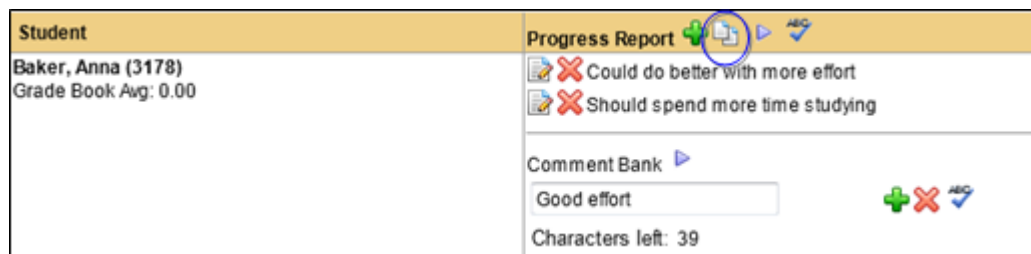
- D. Add comments for more than one student at a time.
 - i. Type the numeric value(s) associated with a Comment Bank comment (if this feature is enabled) OR a free-text personal comment into the free-text field for a student.
 - ii. Repeat until all students have comments in their free-text fields.
 - iii. Scroll back to the top of the Grades tab. Click once on the Batch Add Comments  button next to the Progress Report column heading. The comments will all be added to the respective students at the same time.







Note: If your district limits the number of comments (Comment Bank or other) which can be recorded and printed on progress reports, an error message will display once you have exceeded (or attempted to exceed) this number.



- E. Add free-text comments to everyone in the class using the Mass Entry Comment from Free-text field.
 - i. Enter a free-text comment for the first student in the list.

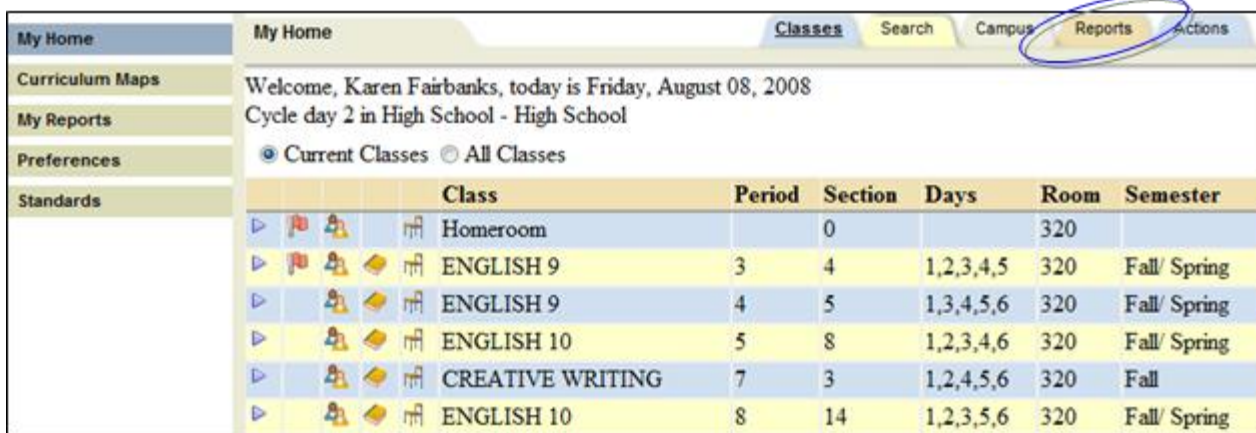


- ii. Use the Mass Entry Comment from the free-text  button to mass enter that free-text comment for the rest of the students in the class.
- F. You can also use the Add Comment from Comment Bank  button to mass enter comments to every student in the class using the comment bank.
- 5. When you have finished adding comments for each student, click the Submit grades  button on the upper right section of the Grades tab screen in order to save your work. Once grades have been submitted/saved, a confirmation message “Progress report grades have been submitted” will appear.


Note: During the unlocked period, you may make changes to comments and resubmit them as often as you like. Simply make the desired changes, and then click the Submit grades  button. This will overwrite previously submitted progress report comments. Once the progress report period is locked, changes can only be made by a guidance counselor.

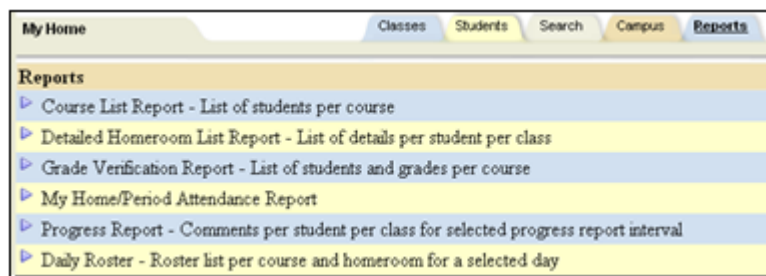
To access the Teacher Reports:

- 1. From Home > My Home, click on the Reports tab located at the far right. The screen will refresh with a list of reports.



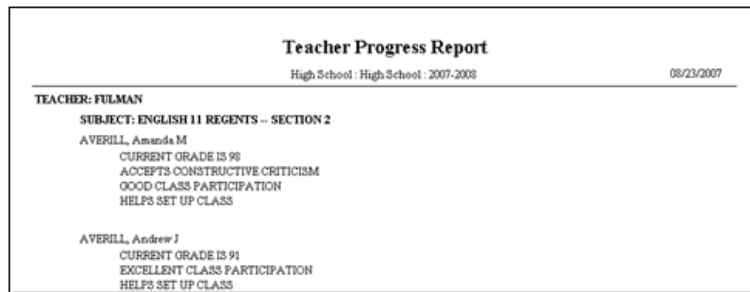
Class	Period	Section	Days	Room	Semester
Homeroom	0			320	
ENGLISH 9	3	4	1,2,3,4,5	320	Fall/ Spring
ENGLISH 9	4	5	1,3,4,5,6	320	Fall/ Spring
ENGLISH 10	5	8	1,2,3,4,6	320	Fall/ Spring
CREATIVE WRITING	7	3	1,2,4,5,6	320	Fall
ENGLISH 10	8	14	1,2,3,5,6	320	Fall/ Spring

- 2. Click once on the Select  button to the right of the row for the desired report. Some reports will automatically generate, while others have a prescreen that requires user input before the report can be run.



Reports
▶ Course List Report - List of students per course
▶ Detailed Homeroom List Report - List of details per student per class
▶ Grade Verification Report - List of students and grades per course
▶ My Home/Period Attendance Report
▶ Progress Report - Comments per student per class for selected progress report interval
▶ Daily Roster - Roster list per course and homeroom for a selected day

Note: Use the Teacher Progress Report to check your work before progress reports are printed. This report is found in the My Home > Reports tab. **Once Complete – Turn into your Guidance Department.**



Teacher Progress Report	
High School : High School : 2007-2008 08/23/2007	
TEACHER: FULMAN	
SUBJECT: ENGLISH 11 REGENTS -- SECTION 2	
AVERILL, Amanda M	
CURRENT GRADE IS 98	
ACCEPTS CONSTRUCTIVE CRITICISM	
GOOD CLASS PARTICIPATION	
HELPS SET UP CLASS	
AVERILL, Andrew J	
CURRENT GRADE IS 91	
EXCELLENT CLASS PARTICIPATION	
HELPS SET UP CLASS	