

Submit Report Card 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 marking period 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 midterm 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 []	95 []	95 []	90 []	0 []	0 []	0 []	
5	100 []	100 []	85 []	70 []	85 []	90 []	0 []	
6	87.31 Harris, Brandon	100 []	100 []	100 []	88 []	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 []

All Marking Periods

Note: If the marking period is unlocked/open, the view will refresh with a list of students and entry fields for their marking period grades. If the marking period is locked (not open yet or was open and is now closed) the view will refresh with a list of students in read-only mode. If grades had been

entered for the marking period before it was locked, they will appear in read-only mode as well. If the marking period is locked, you will not see entry fields.

Select the marking period for which you are entering grade information from the drop-down list. The default will be the current marking period. 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).


Enter the grade information for each student:


If you have been using the grade book, you can copy your grade book average into the marking period grades for each student. In the Grade Book Average column, click once on the Copy grade book grades button to copy the current grade book averages into the grade field. This marking period grade is still editable if you choose to change it.

If you have not been using the grade book, you must manually enter the current alpha or numeric grades for each student.

Note: You cannot save the grades if any student has both a grade and a grade note. It has to be one or the other!

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. Use the check boxes to select one or more comments.

Once you have selected the appropriate comments, click the Save Comments  button to save. Continue on for the rest of your class roster.


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). 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.

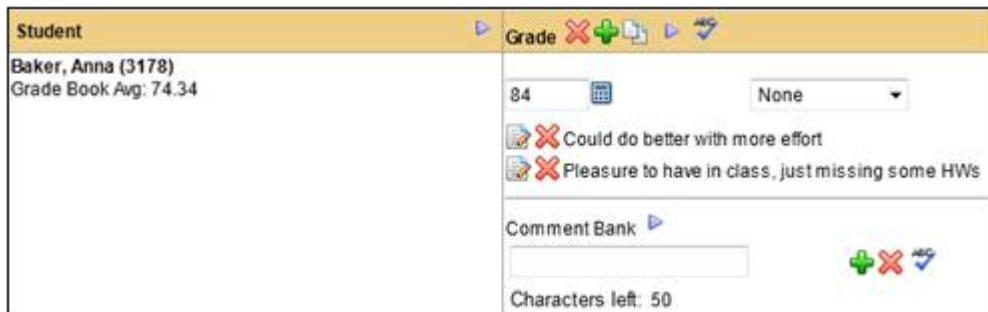
Note: To spell check your free-text comment, click once on the Check Spelling  button to the right of the free-text field. You can only check your work BEFORE you have added the comment.

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

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.

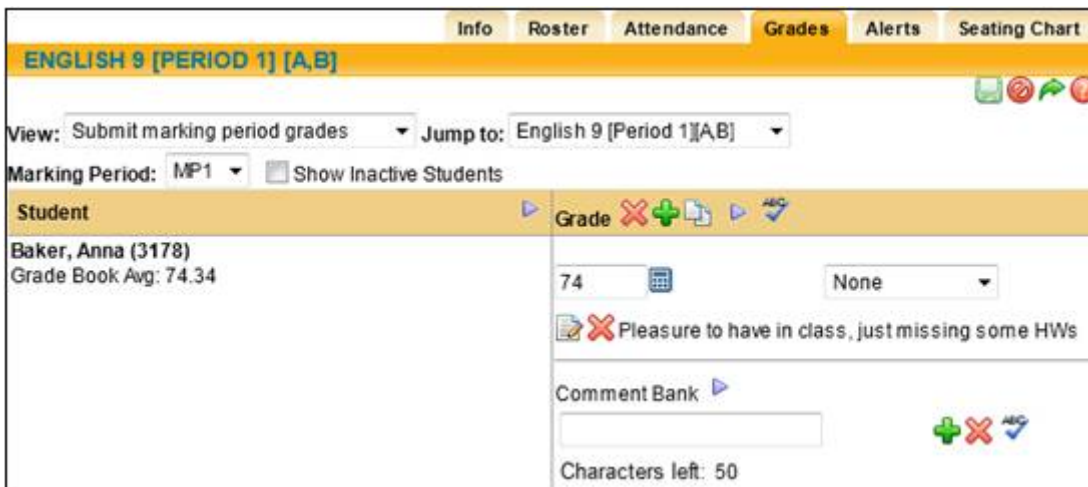
Note: Numeric comment values, also known as Translation Codes, are a district preference. If you are unable to enter numbers or the corresponding comments are not displaying, contact your schooltool liaison.

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.

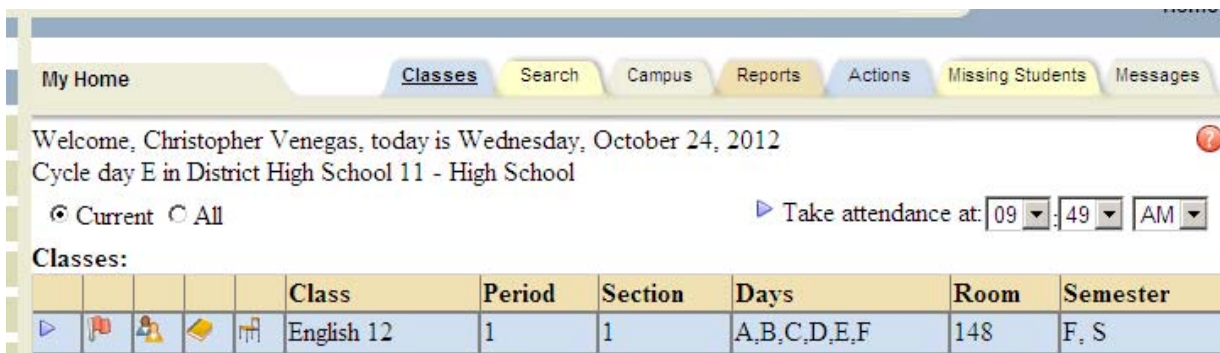


Note: Use the Delete  buttons to remove one or more comments.

Once Grades and comments have been entered click on the save button to submit your quarterly grades. (Please make sure you are using Internet Explorer)



To Print your grade verification out – Go to your home screen – Click on Reports Tab



Select  the Grade Verification Report. The report prescreen will appear.

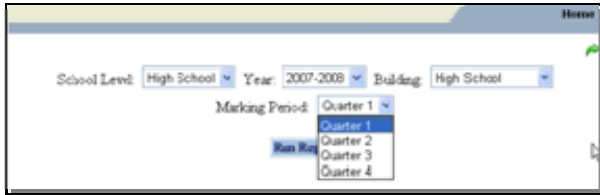
[Classes](#) [Search](#) [Campus](#) **Reports** [Missing Students](#) [Actions](#) [Messages](#)

MY HOME ?

Reports

- ▶ [Course List Report - List of Students per Course](#)
- ▶ [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](#)
- ▶ [Minutes Verification and Override](#)

Select the appropriate marking period from the Marking Period drop-down list.



Click once on Run Report. Print out, sign and return to guidance.

Grade Verification Report											12/23/09 2:22 pm				
HS : High School : 2009-2010															
0010	(English)English 9	Johnson, Mary													
Student Name	Section: 4	Period: 4	QT1	QT2	QT3	QT4	QT5	QT6	Credit	Mid term	RCT	Local	Rgt	Average	Comments
Adams, Carol			80						(1.00)					(80)	Nice work-- study for quizzes!
Anderson,崔D			82						(1.00)					(82)	Good work!
Raley, Patricia L.			85						(1.00)					(85)	Wonderful student
Black, Kathleen			84						(1.00)					(84)	Wonderful student!
Edwards, Rebecca A.			84						(1.00)					(84)	Wonderful student!!
Garcia, Robert A.			84						(1.00)					(84)	Great effort and participation!
Gray, Isaac M.			74						(1.00)					(74)	Could be doing better Needs to pay attention in class
Jackson, Donald A.			71						(1.00)					(71)	Could be doing better Needs to pay attention in class
Lewis, George J.			63						(1.00)					(63)	Needs to complete assignments and study! Progress report sent home @ 3 weeks
Lopez, Donna M.			87						(1.00)					(87)	Great participation and attitude!
Martinez, Patricia M.			70						(1.00)					(70)	Could be doing better-- needs to be organized
Moore, Arthur U.			84						(1.00)					(84)	Nice job- good participation in class