eSD® Classic Gradebook
User Guide
v. 5.3.0

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Overview

The eSD® Classic Gradebook is a customizable tool for teachers to use on a daily basis, while at work or anywhere the internet is accessible. Teachers are able to utilize multiple grading methods, create assignment weights, run student specific performance reports, and much more.

All Classic Gradebook settings save to the teacher's account, rather than to the cookies on their computer, and will be reflected upon each login, whether from school or from home. Settings changes made in the Classic Gradebook carry over to the Teacher Connect Gradebook, and settings changes made in the Teacher Connect Gradebook carry over to the Classic Gradebook.

Gradebook Toolkit

From the **Staff Schedule Views** screen, click the **Toolkit** tab. The Gradebook Toolkit allows teachers to choose how assignments appear in their Gradebook from a variety of **Gradebook Sort Preferences**. **Staff > Staff Schedule Views**

In addition, **Assignment Defaults** (**Publish on Portal**, **Maximum Assignment Points**, **Bonus Points**, **Multiplier** and **Comment**) can be selected from the Toolkit. The Assignment Defaults will populate for newly created assignments in Gradebook Setup and Gradebook Templates.

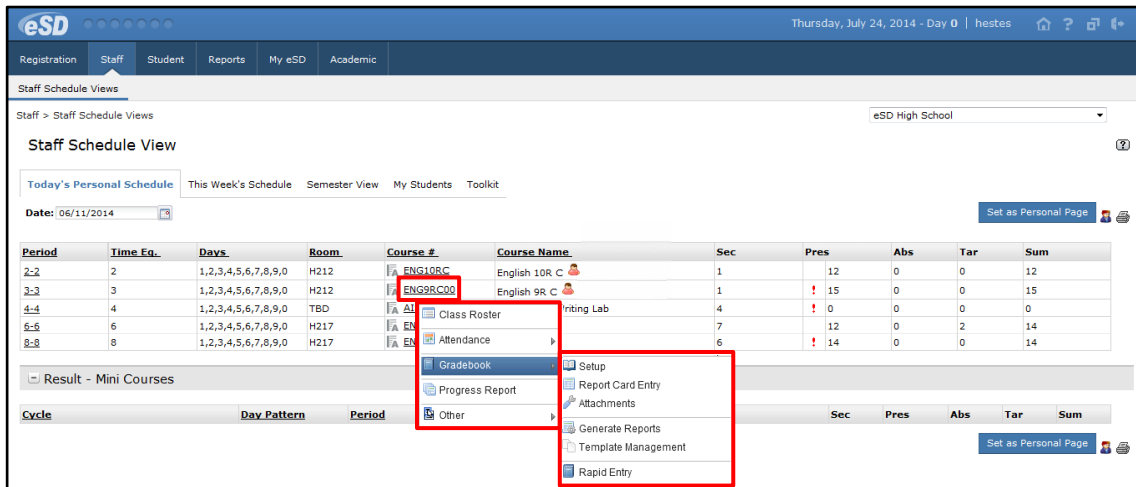After setting sort preferences and assignment defaults, click **Save**.

Note:
The Gradebook sort preference "… **by category/assignment due date**" means the assignments are in the specified order within the categories, with the categories displayed in the order in which they were created.

The Gradebook sort preference "… **by sequence**" means the order of assignment creation, regardless of category.

Accessing the Gradebook

From the **Staff Schedule Views** screen, click a **Course Number** to open the **Attendance** screen, then click **Gradebook** to open the **Classic Gradebook** for that course.


In order to prevent conflicting grade entries in co-taught classes, a message prompts teachers who enter a Gradebook which is currently being accessed by another user. The message indicates the last user to access the Gradebook, as well as the date and time it was accessed. Click **OK** to close the message and access the Gradebook.

Note:
Teachers can also right-click a class on the **Staff Schedule View** to directly access the **Classic Gradebook** and the **Gradebook Menu**.
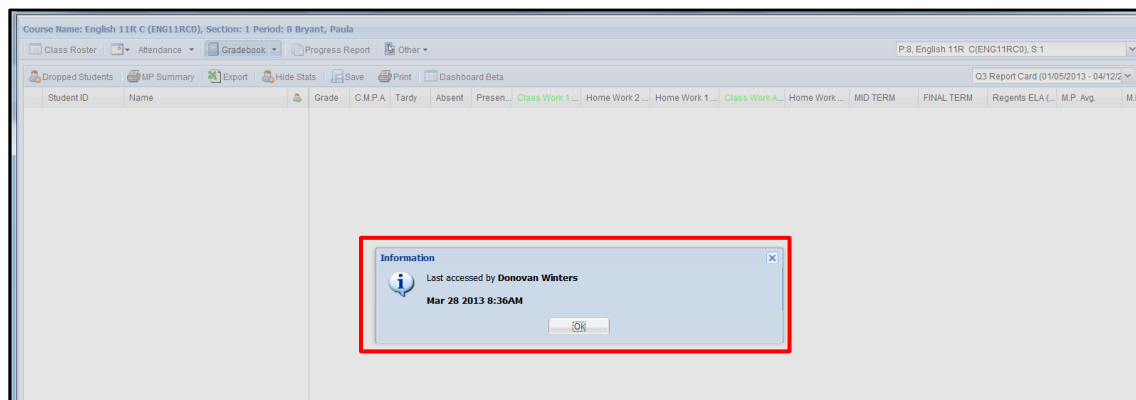

Once in the Classic Gradebook, users can click the **Connect Gradebook** link to open the **Teacher Connect Gradebook** (the link's visibility is permissions based).

Note:
For more information about the **Connect Gradebook**, see the **Teacher Connect Gradebook User Guide**.
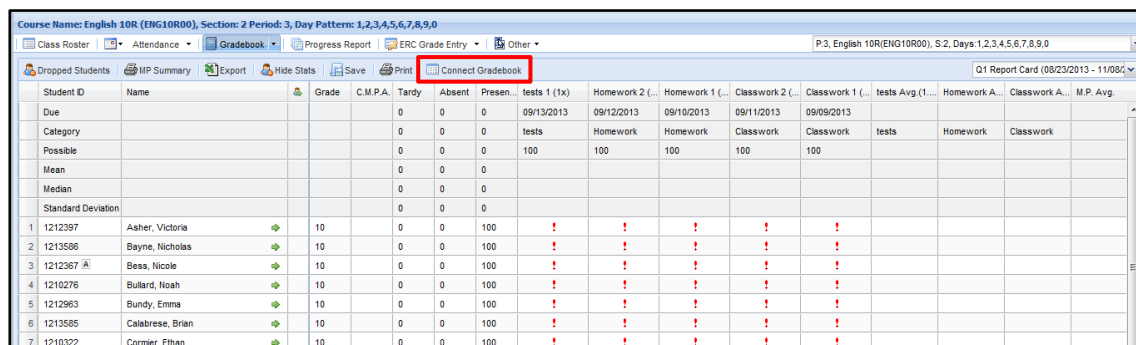
Gradebook Menu Organization

Gradebook menu organization parallels the eSD® Main Tab / Sub-Tab pattern, with Menu buttons on the bar below the Course information and context-specific Sub-Menu buttons below the Menu buttons.
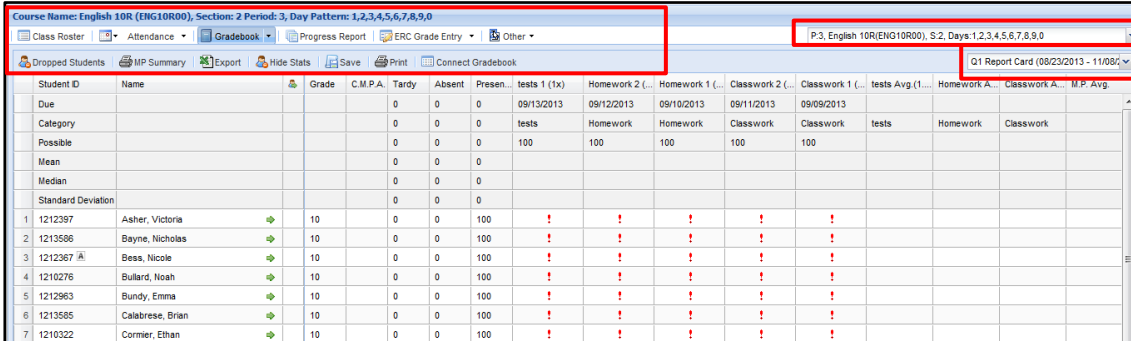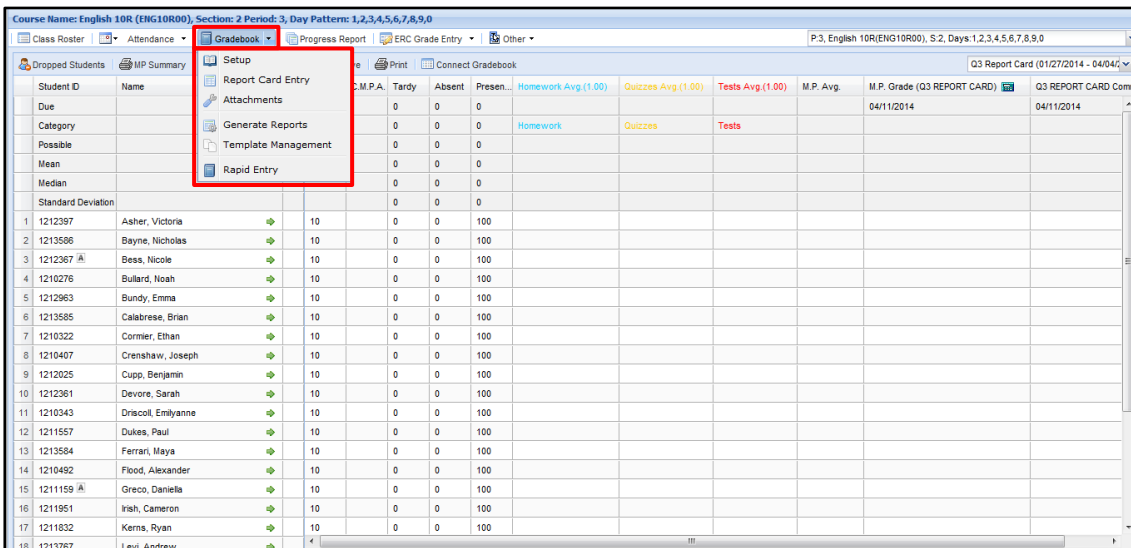
Click the **Gradebook drop-down menu icon** ▾ to open the **Gradebook Menu**.

The **Gradebook Menu** allows teachers to navigate to **Setup**, **Report Card Entry**, **Attachments**, **Generate Reports**, **Template Management**, and **Rapid Entry**.

Gradebook Setup

Select **Setup** from the Gradebook Menu. Teachers can configure and customize their Gradebooks for each class they teach. Choose a **Class** and **Marking Period** from the drop-down menus at upper right.

Click **Add Category** to add assignment categories. Click and enter a name for the new **Category**, then click the **Assignment Defaults icon** 📝 to customize the Assignment Defaults for the new category, if desired. **Weights**, **Drop Rules**, **Grading Methods** and **Colors** can be assigned to each Category. Click **Help** to access information regarding **Assignment Grades**, **Gradebook Setup Terms**, **Grading Methods**, **Category Average Calculations**, **Bonus Points**, **Past Due Assignments**, and **Formulas** for **Category Averages** and **Marking Period Averages**.

Under **Miscellaneous**, check the columns to be displayed in the Gradebook.

Other Measures include Mid-Term and Final Exams, and any Assessments associated to the course. The Assessment's administration date determines the applicable Marking Period for that assessment. Check the **Display** checkbox for each Other Measure that should be displayed (for score entry) on the Marking Period screen. Check the **Include** checkbox for each Other Measure whose scores should be included in Marking Period calculations. Scores for Other Measures that are neither displayed nor included on Marking Period screens will be entered on the Report Card Entry screen.

Always **Save** any changes.

Note:
The **Assignment Defaults** (**Maximum Assignment Points**, **Bonus Points**, **Multipliers**, **Comments** and **Publish on Portal**) are set in the **Toolkit**.

Tip:
Any **Other Measures** that are **Included** in the Marking Period calculations should also be **Displayed** in that Marking Period.

Note:
To remove an assignment category, click the category name then click **Remove Category**.

Click the **Expand icon** ⊞ next to a **Category** to access the **Assignments Menu**. From this menu, teachers can **Add Assignments** and **Remove Assignments**, enter the **Maximum Assignment Points**, and allot **Bonus Points** and **Multipliers**. **Due Dates** are required entries for all assignments.

Click the **Description icon** 📝 to enter an optional **Description** for each assignment, which will display on the Parent Portal for all published assignments. External URL Links can be included in Assignment Descriptions. Checking **Comment** allows teachers to add Comments to the selected assignment in their Gradebook, which will display on the Parent Portal for all published assignments.

Teachers can choose the **Publish Date** and the **Publish on Portal** options for each assignment: **Not Published**, **Assignments Only** or **Assignments and Grades**. Uncheck **Display** to hide the Assignment in the Gradebook. Click the **Exclude Students icon** 👥 to exclude students from specific assignments.
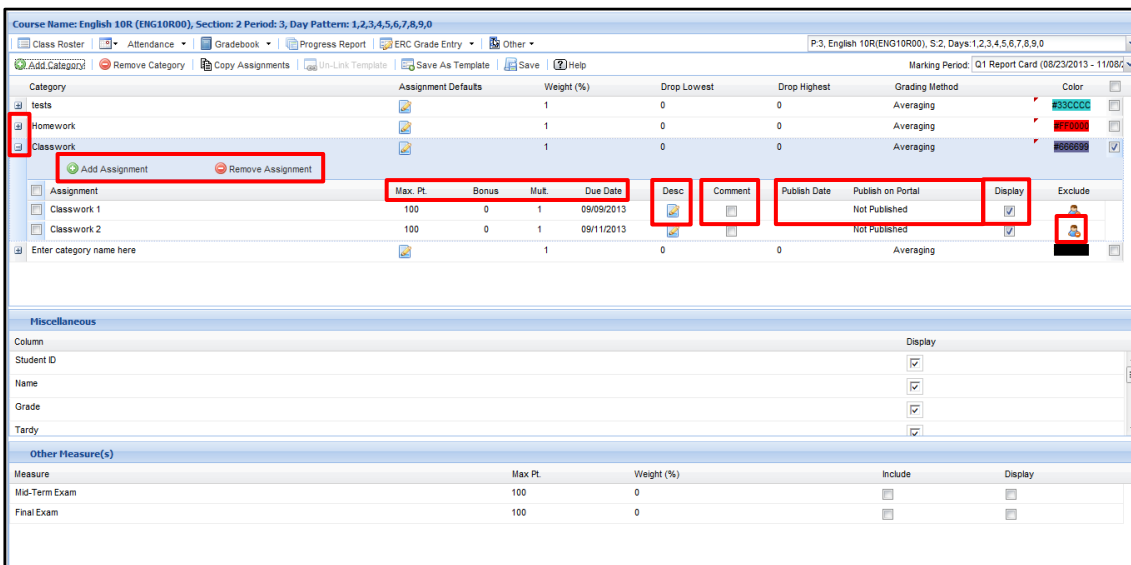
Copy Assignments

Copy Assignments allows users to copy assignments from one course and marking period to another course and/or marking period in the current school year. From **Gradebook Setup**, select the **Course** and **Marking Period** containing the assignments to be copied. Click **Copy Assignments**.
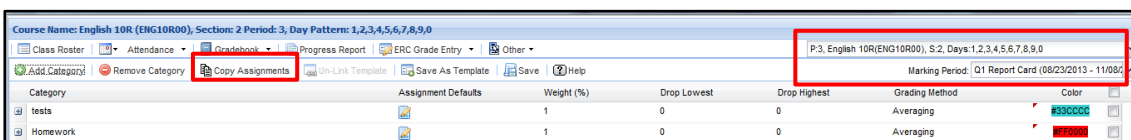
The **Source** field displays the assignments from the selected course and marking period. In the **Target** field, select the course and marking period to which assignments should be copied. If the Target Gradebook has categories and assignments previously created in Setup, those categories and assignments will display in the **Target** field. Click the **Compare** button to highlight in red those categories and assignments in the Source Gradebook that do not already exist in the Target Gradebook.

All categories and assignments that are highlighted in red will copy to the Target Gradebook. Click on individual item(s) to deselect them, if not every highlighted item should be copied. Deselected categories and assignments will appear in grey.

Click the **Append** button to copy highlighted assignments from the Source Gradebook to the Target Gradebook.

Copied assignments will appear highlighted in red in the Target Gradebook Setup field. To remove all copied assignments from the Target Gradebook Setup field, click **Reset**. Once all desired categories and assignments have been successfully copied to the Target Gradebook Setup field, click **Save**. The copied categories and assignments will now appear in the Gradebook Setup for the selected class and marking period.

Template Management

Template Management allows users to create, manage and apply three types of Templates: **Performance Report Templates**, **Gradebook Report Templates** and **Gradebook Templates**.

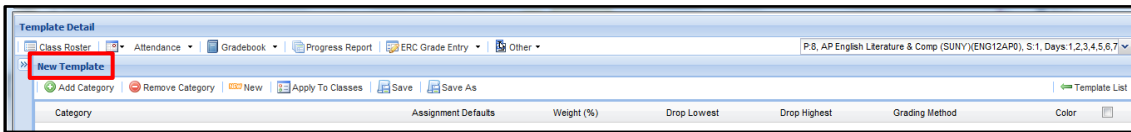Select **Template Management** from the Gradebook Menu.
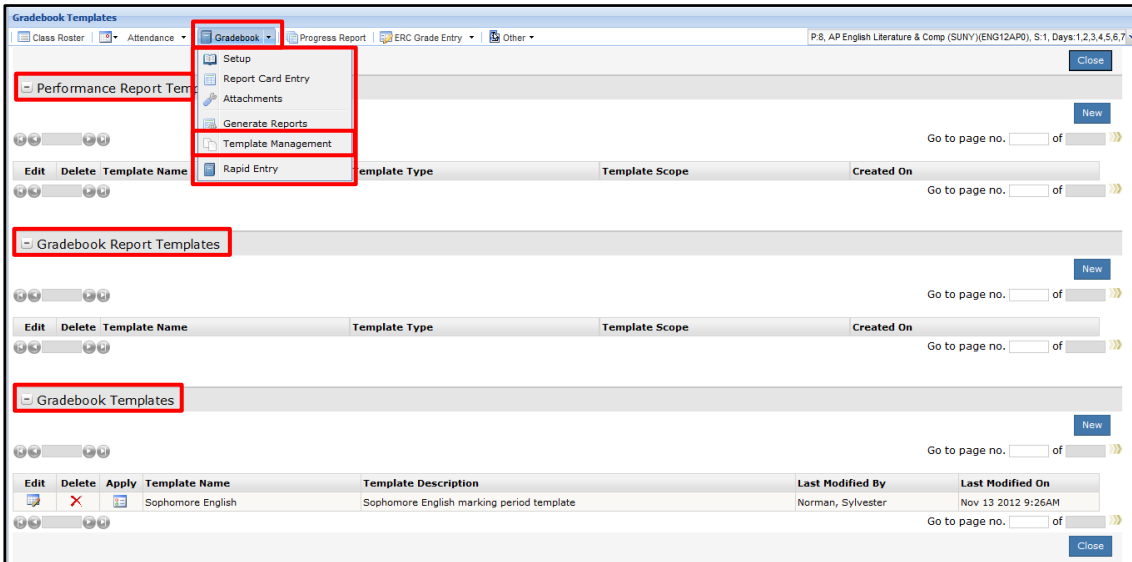
Gradebook Templates

Gradebook Templates allow users to manage and apply Gradebook Categories and Assignments across multiple classes, and will automatically carry forward to future academic years. As assignments are added through the Template Management interface, they are automatically applied to all linked Gradebooks, thus eliminating the need to copy assignments from class to class.

From the **Gradebook Templates** section of the **Template Management** page, users can **Edit** 📝, **Delete** ✖, or **Apply** ▤ existing templates. Click **New** to open a new template in the **Template Detail** page.
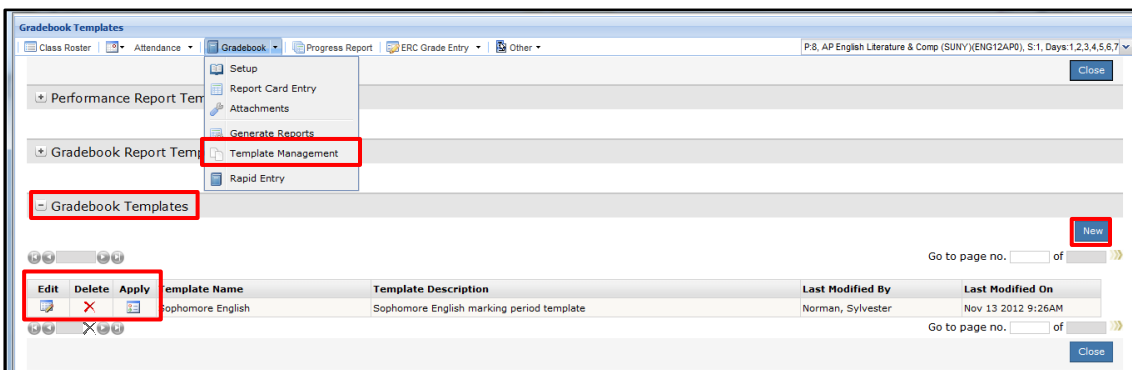
The **Template Detail** page allows users to create and manage Categories and Assignments for both new and existing Gradebook Templates, and displays the name of the Template currently being managed below the Gradebook tabs.
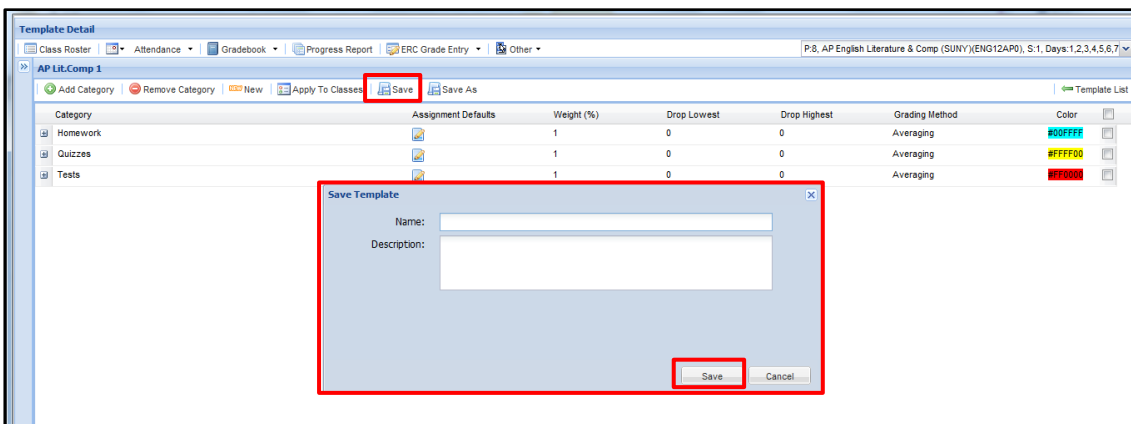

After creating Categories and Assignments for the new template, users can click **Save** or **Save As**. The **Save** button allows users to save new templates and changes to existing templates. The **Save As** button will copy existing template details to a second template.
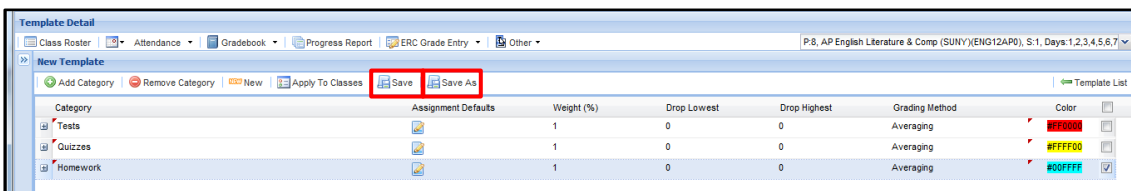
In the **Save Template** window, enter a template **Name** and **Description** and click **Save**.


An error message will display if users do not change the name of the template when using the **Save As** button.

Note:
The **Template Detail** page uses the same processes as **Gradebook Setup** to create Categories and Assignments**.**
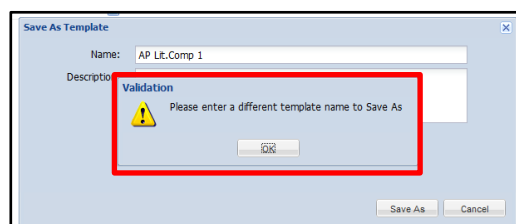
Once the newly created template has been named and saved, it can be applied to classes. Click the **Apply to Classes** button to open the **Apply Template** window. For each class to which the template should be linked, check the Marking Period to which the template should be applied. When finished making Class and Marking Period selections, click **Save**.

Once the template has been applied to classes, all future changes to the Gradebook Template will automatically be applied to the linked classes. If future changes to the Gradebook Template should not be applied to a linked class, that class must be unlinked from the template via Gradebook Setup.
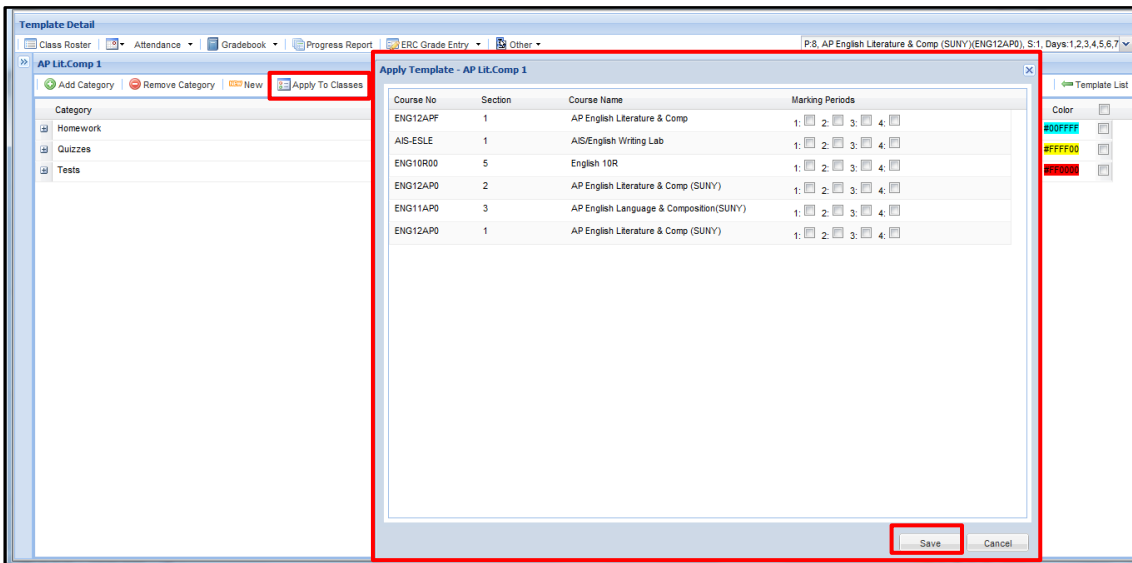
If a template is applied to a Gradebook which has existing categories and assignments, it will overwrite categories having the same name. However, in order to maintain existing grades, the template will NOT overwrite assignments having the same name within categories of the same name**.**

When users delete an Assignment from a Gradebook Template, the assignment is deleted from the linked Gradebook(s) **IF** no grades are associated to the assignment. Otherwise, the italics are removed from the corresponding assignment in the linked Gradebook and the assignment and grades remain.

When users delete a Category from a Gradebook Template, the category (and assignments within the category) are deleted from the linked Gradebook(s) **IF** no grades are associated to the assignments within the category. Otherwise, the italics are removed from the corresponding category in the linked Gradebook and the category, assignments and grades remain.

Un-Link Template

Once a template has been linked to a class and marking period, the template's Categories and Assignments will appear italicized in the selected Gradebook(s). Individual Gradebooks can be unlinked from templates by clicking the **Un-Link Template** button on the **Gradebook Setup** page. Once a Gradebook is unlinked, previously italicized Categories and Assignments will appear in the standard font, indicating they are no longer part of a template.
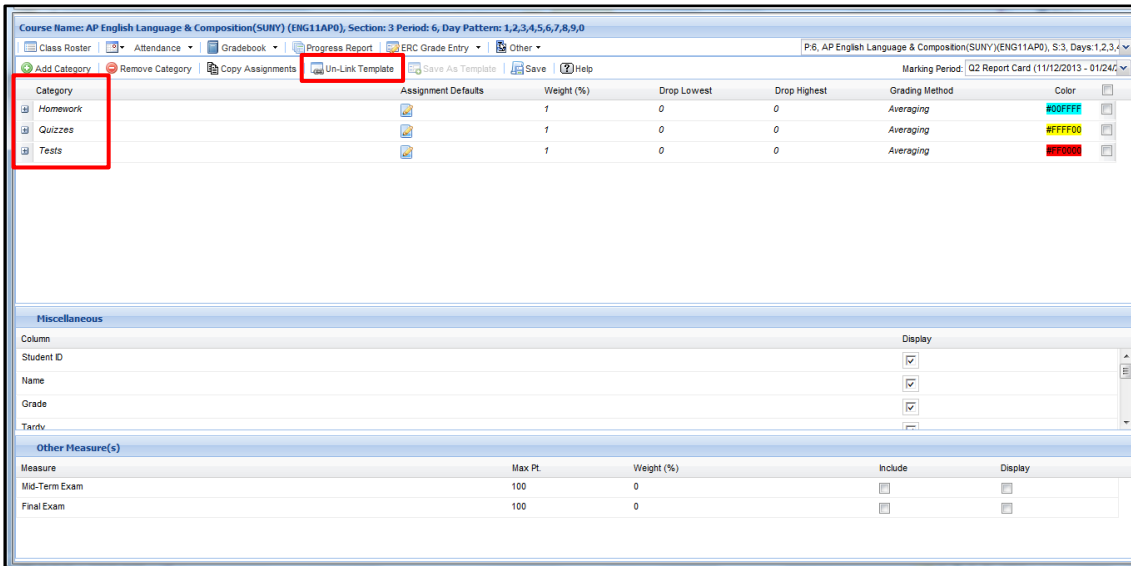
Navigating the Template Detail Page

Users can create a new template directly from the Template Detail page by clicking the **New** button. Click the **Template List** button to return to the **Template Management** page. Users can also access existing templates directly from the Template Detail screen by opening the **Saved Templates** list via the **Expand icon** [»] on the left edge of the page.
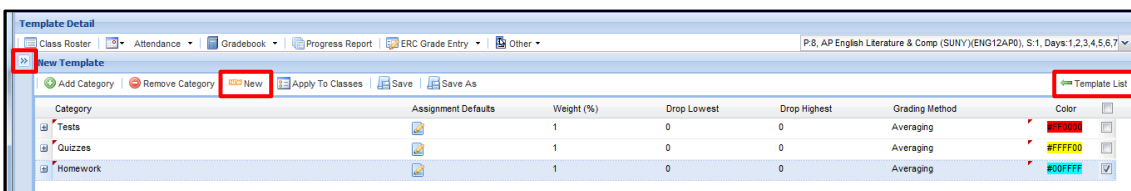
Select an entry from the list to open that template.

Saving a Gradebook as a Template

Users also have the option to save existing Gradebooks as templates from the Gradebook Setup page. From an unlinked Gradebook Setup, click the **Save as Template** button to open the **Save Template** window. Enter a template **Name** and **Description**. When finished, click **Save**.

When a Gradebook Setup is saved as a template, it is automatically linked to the newly created template, along with the categories and assignments of the selected Marking Period. The newly created template will be added to the list of Gradebook Templates on the Template Management page.
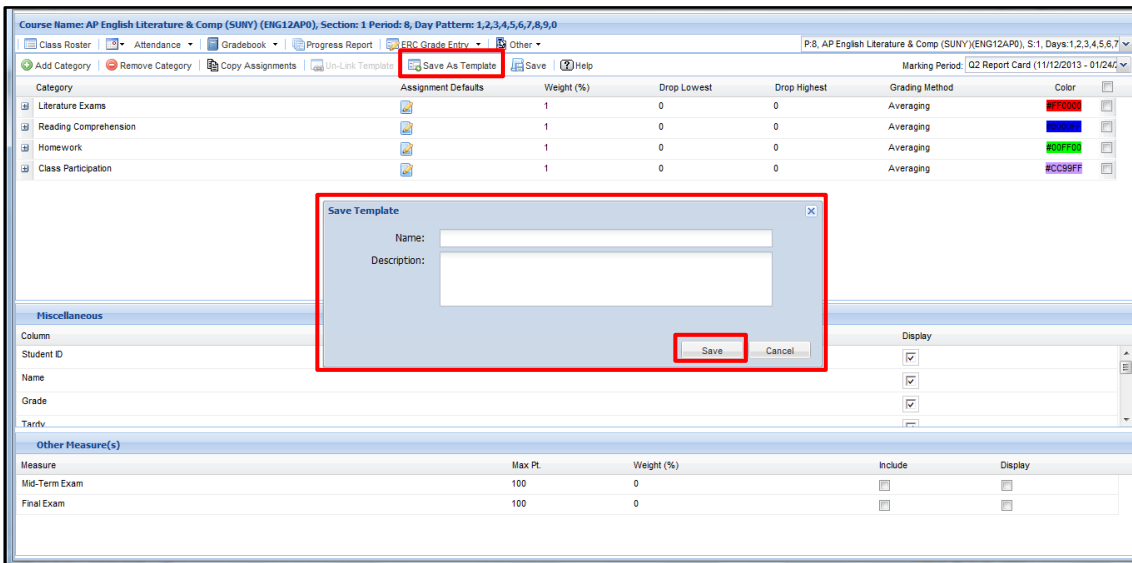
Attachments

Select **Attachments** from the **Gradebook Menu**. Teachers can attach lesson plans, reference guides, or other documents to a class by uploading it in the Attachment screen.

To upload a document, click the **Add Attachment icon** ✚. Click **Browse** to find and select the desired file, enter a **Document Summary** (optional), then click **Upload**. Users can **View** 📄 or **Delete** ✖ existing documents in the list of Attached files.
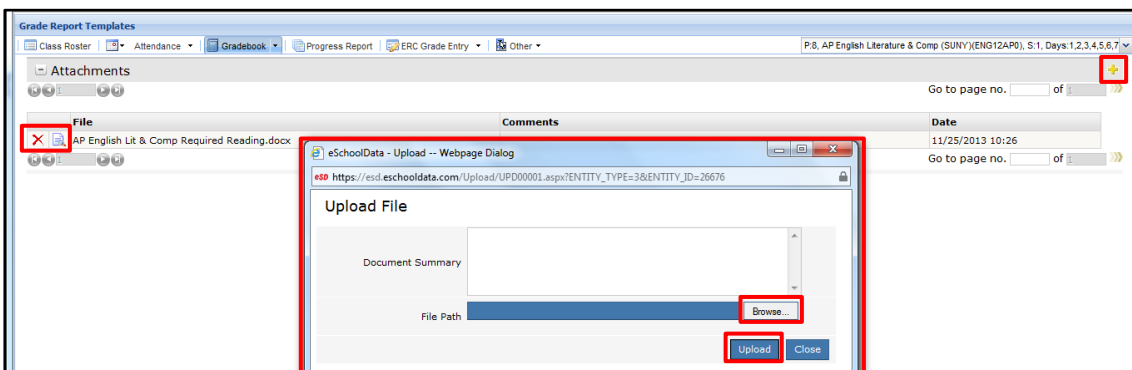
Gradebook Navigation

Once assignments have been added and saved in Gradebook Setup, they will appear in the Gradebook. The eSD® Gradebook makes entering grades simple. Teachers can click directly on any assignment cell to enter a grade, and can navigate across columns and rows using the arrow keys on the keyboard.

Gradebook Menu Buttons and Views

Click the **Dropped Students button** to switch from Current Students to Dropped Students. The button text toggles between Dropped Students and Current Students, depending on which is being viewed. Click the **Export button** to export the Gradebook to Excel. Click the **Hide Stats button** to hide the Assignment Statistics, including **Due Date**, **Assignment Category**, **Possible Score** and the different **Assignment Averages**. The button text toggles between Hide Stats and Show Stats.

The **Gradebook Column Layout** can be re-ordered using drag-and-drop, in a manner similar to an Excel spreadsheet. The arrows show where the dragged column will be placed upon release of the mouse button. The **Gradebook Column Layout** always defaults to the option selected under **Gradebook Sort Preferences** in the **Toolkit**.

Note:
To make permanent layout changes, first select **Custom sort specified in Gradebook** from the **Toolkit's Gradebook Sort Preferences**, then change the column layout.

Teachers have two **Print** options: Print the Marking Period Summary or Print the complete Gradebook. Only the displayed columns will print when the complete Gradebook is printed.
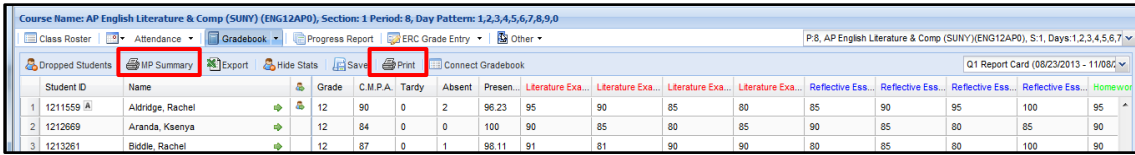
The **Print MP Summary button** prints the **Marking Period Grade**, **Marking Period Comments** (both selected and typed), **Attendance details** and the **Other Measures** associated to the course, for the selected Marking Period.

Column Menus

Hover over a Column Heading to display its drop-down menu icon ▾. All **Column Drop-Down Menus** allow teachers to **Sort** the column in **Ascending** or **Descending** order, **Lock** or **Unlock** the column, select **Columns** to hide or unhide and **Draw Graph** of students' grades.

In addition, Assignment and MP Grade column menus allow teachers to **Publish** or **Unpublish Scores** to the Parent Portal, **Calculate Numeric Grades** (M. P. Grade only), **Erase All** grades, and **Import CSV** file of grades (Assignments only).

Note:
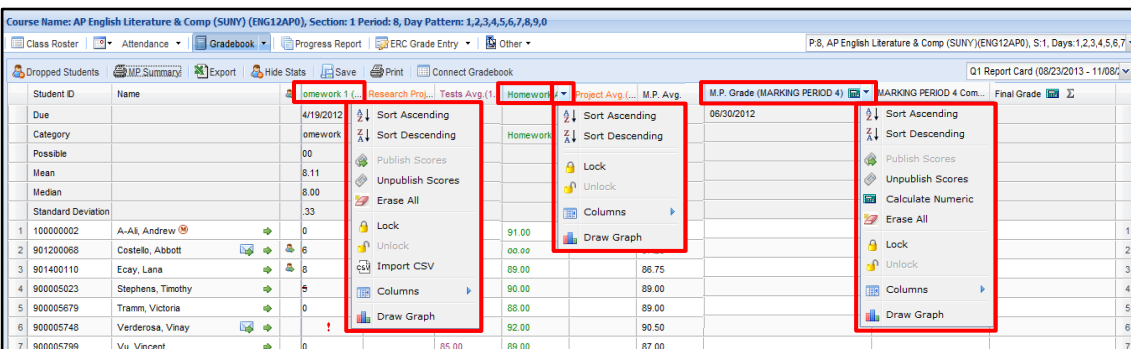To change the displayed columns, see **Gradebook Column Display** on page 17.

Note:
The **Marking Period Summary** will display both the selected comment numbers and the full comment text.

Tip:
The **Marking Period Summary** can be used as a verification sheet for administrators.

Note:
If **Other Measures** are included in the Marking Period, the Other Measure column menus duplicate Assignment column menus, but without the Import CSV option.

Display Gradebook Columns

Teachers have two ways to select which columns in their gradebooks are displayed or hidden. From the Gradebook, teachers can use any **column drop-down menu**. Click or hover over **Columns** to access the sub-menu and check/uncheck the column(s) to display/hide them. Press the **ESC** key (or click outside the drop-down menus) to close the menus.

Teachers can also hide or display multiple Gradebook columns via the **Miscellaneous** section of **Gradebook Setup**. See **Gradebook Setup** on page 6 for further details.

Tip:
Note the **scroll bar** to the right of the **Display** checkboxes, indicating that more **Columns** are listed than are currently visible.

Gradebook Icons

The red **New Student icon** ★ appended to the Student's ID indicates a new student. The **Accommodations icon** Ⓐ appended to the Student's ID indicates the student is entitled to test accommodations. The **Merge icon** Ⓜ appended to the Student's Name indicates the student has Merged Grades and/or Merged Attendance.

The **Messages icons** 📩/📨 indicate the teacher has sent/received new Messages via the Portals to/from the student and/or a parent/guardian. Hover over the icon to see the number of new outgoing/received conversations. Double-click the icon to **View Messages**. The **Parent Portal icon** 👤 identifies those students whose guardians have Parent Portal accounts.

A **Comment Bubble icon** 💬 indicates there is a typed comment for that assignment grade. A red **Exclamation Point icon** ❗ indicates that no grade has been entered for a past due assignment. **Grades** displaying a **red strike-through** (~~82~~) have been dropped from the Marking Period calculations, in accordance with the Gradebook Setup Drop Lowest/Drop Highest settings.

Gradebook – Entering Assignment Grades

When an assignment cell is clicked, two Grade Entry icons will appear (three, if Comments have been enabled for that assignment). The **Delete Grade icon** ✖ allows users to delete the existing grade. The **Fill Down Empty icon** ⌄ allows users to fill all empty cells in the column below that cell with the selected grade. If **Comments** have been enabled in the Gradebook Setup for that assignment, the **Free-text Comments icon** 🔍 will allow users to enter Assignment Comments for the selected student.

Grades are automatically saved upon entry. If a grade did not save properly, the cell will be highlighted in yellow and the user will receive an error message. Click the **OK** button, check network/internet connections and re-enter the grade.

Note:
Hover over the **Accommodations icon** Ⓐ to view the student's test accommodations.
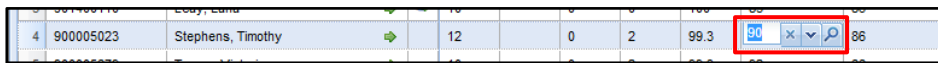
For more information about **Messages** and the **Parent Portal**, see **Portal Messages** and **Viewing Class Roster** (respectively) in the **Teacher Classic Interface User Guide**.

Assignment **Comments** will display on **Performance Reports**.

Note:
Calculation of **Assignment Statistics** (Mean, Median, Standard Deviation) is delayed about one second after the LAST grade entry.

When applicable, statistics include assignment grades of dropped students.

Note:
If desired for additional security, users can click **Save** after entering grades.

Free-text Comments have a limit of 255 characters, and the system will track the number of entered characters. Click on the **Spellcheck icon** to verify spelling. Click **OK** to save the Comment, or **Cancel** to close it without saving.
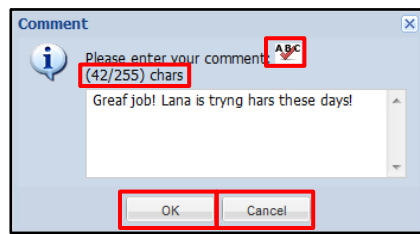
When Spellcheck is opened, the first unrecognized word will be highlighted in red. Click one of the **Suggestions** to select it or type the desired correction in the **Or Use:** field, then click **Next** to continue the spellcheck (or **Stop** to end it). Once all corrections have been made, the Spellcheck window will close automatically and the user will be returned to the Comment.
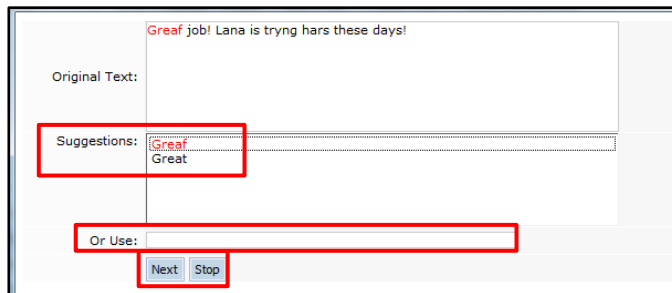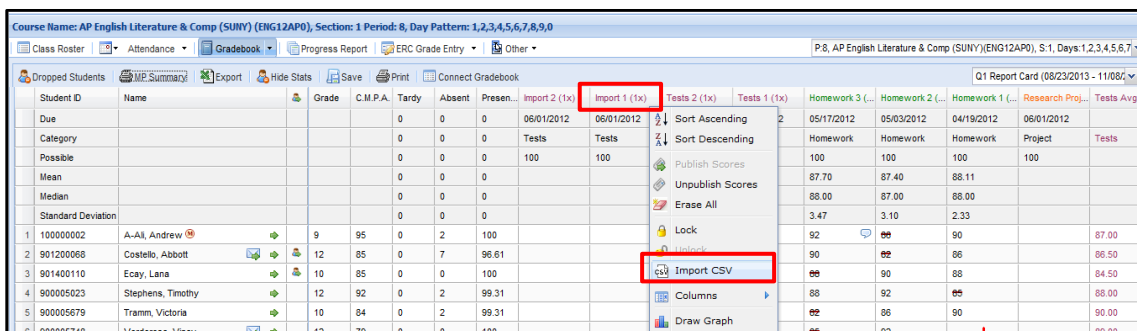
Import Assignment Grades

Teachers have the option to import grades from a .CSV file, one assignment's grades per file. The **Import CSV** option is especially useful for importing scanned test results.

Each import file can have only 2 columns: the students' IDs and the students' grades for the assignment. The import file must also include a header row of field names, so the system can match each grade to the appropriate student.

	A	B	C
1	Student ID	Import 1	
2	100000002	86	
3	901200068	86	
4	901400110	86	
5	900005023	86	
6	900005679	86	
7	900005748	86	
8	900005799	86	
9	900006021	86	
10	900006169	86	
11	900006167	86	
12			

From the Assignment's Column Menu where the grades are to be placed, select **Import CSV**.
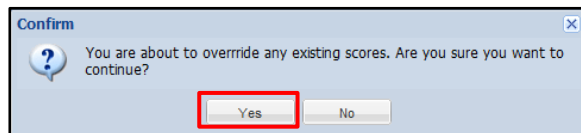
Click **Browse** to find and select the file with the grades to be imported, then click **Upload**.
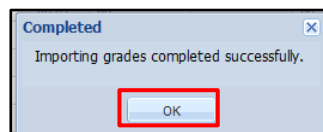

Select the appropriate column headers from the **Student ID** and **Score** drop-downs, then click **Map**.

Click **Yes** to continue the process, or click **No** to cancel the import.

Click **OK** when the process is completed.

The imported scores will be displayed in the Gradebook in the selected column.

Student Assignment Profile

Teachers also have the ability to enter and/or display assignment grades on a student-by-student basis using the **Student Assignment Profile**. The Assignment Profile screen can be used to view, edit or enter assignment grades and comments for one student while hiding assignment grades for all other students.

Click on the **Assignment Profile icon** ➡ to the right of the student's name. Click an assignment in the Assignment list to enter or edit the Assignment Score or Assignment Comments. Click the **Previous** or **Next buttons** to display the assignments for the previous/next student, or click the **Assignment Profile icon** ➡ of another student to jump directly to that student. Click the **Close icon** ⊠ (or press the **ESC key**) to close the Assignment Profile.
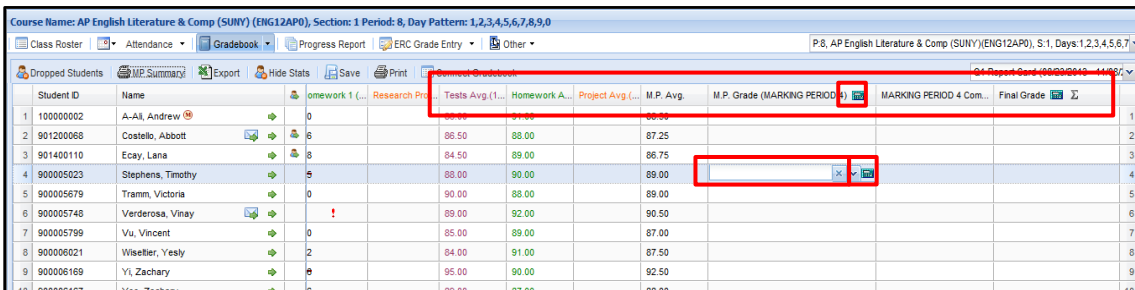
Tip:
The **Assignment Profile** allows teachers to freely access their gradebook during parent or student conferences, without worrying about data confidentiality.
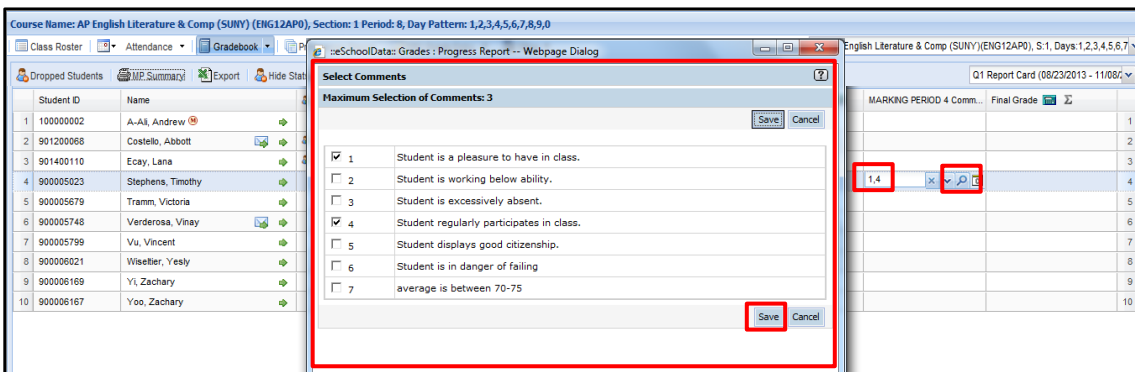
Gradebook – Entering Marking Period Grades

Scroll to the right end of the Gradebook to find the columns for **Category Averages**, current **Marking Period Average**, and **Marking Period Grade** and **Comment**. Marking Period Grades and Comments can be entered in the same fashion as Assignment grades, by clicking the cell and entering the grade/comment. **Marking Period Grades** and **Comments** entered in the Gradebook will carry over to the **Report Card Entry** screen.

Users also have the option to let the system calculate the Marking Period Grade. Once a M.P. Grade cell has been clicked, click the **Calculator icon** 🔢 in the cell to calculate that student's numeric **M.P. Grade**. To calculate all students' M.P. Grades at once, click the **Calculator icon** 🔢 at the top of the M.P. Grade column.

Click the **Comments icon** 🅲 to choose canned Comments. Check the appropriate comments and click **Save**. If Typed Marking Period Comments have been allowed in Course Setup, click the **Free-text Comments icon** 🔍 and enter the Comments.

Alpha Grade Calculations

The M.P. Grade column displays both Numeric and Alpha Grades by default.

If a user manually enters or calculates a Numeric Marking Period Grade in the M.P. Grade column, the Alpha Grade will be displayed in parentheses next to the Numeric Grade, based on the school's **Grade Conversion** table.

94 (A)
98 (A+)
92 (A-)

Note:
Final Grades can be entered from the appropriate Marking Period, or from the **Report Card Entry** screen.

Note:
Marking Period Grades will be calculated to the decimal precision set in the **Grades** table.

Note:
Marking Period grades that have been overridden from the Student Profile **Report Card Override** tab are displayed in the Gradebook, but CANNOT be overridden again from the Gradebook.

Important:
Users should copy and paste text for **Free-text Comments** only from a **text editor** (Notepad, etc., but NOT Word) to prevent the introduction of special characters that may affect the ERC layout.

Note:
If known, **Comment numbers** can be entered directly into the Comment field, separated by commas, as illustrated at left.

Note:
Report Card Options will control whether Alpha or Numeric Grades will be printed on Report Cards.

If a user manually enters an Alpha Marking Period Grade in the M.P. Grade column, the Numeric Equivalent will be displayed in parentheses next to the Alpha Grade, based on the school's **Grades** table.

| A+ (100) |
| A (95) |
| A- (92) |

Rapid Grade Entry

Select **Rapid Entry** from the **Gradebook Menu**. Rapid Entry allows teachers to quickly enter Assignment Grades from a streamlined view of their gradebook. The Rapid Entry screen displays only student data (**Student ID**, **Name**, **Conversation** and **Portal** icons, **Grade Level**) and **Assignments**, along with **Due Dates**, **Categories** and **Possible Scores** for those Assignments. Grades entered in the Rapid Entry screen will be displayed in the standard Gradebook.

Report Templates

Template Management allows users to manage and apply **Gradebook Report Templates** and **Performance Report Templates**, in addition to Gradebook Templates. **Gradebook Reports** show the progress/performance of an entire class, while **Performance Reports** show the individual student's progress/performance.

Below is a new **Gradebook Report Template**. These reports display selected assignment information for the entire class.

Note:
If the school does not have a **Grade Conversion** table set up, or if grades are missing from the **Grade Conversion** table, then parenthetical Alpha Grades will not be displayed.

Likewise, if **Numeric Equivalents** have not been established for Alpha Grades in the **Grades** table, then parenthetical Numeric Grades will not be displayed.

Note:
Rapid Entry is intended for **Assignment Grades** and **Assignment Comments** only.

The standard Gradebook screen should be used when grading calculations are desired, such as **Assignment Statistics**, **Category Averages** or **Marking Period Averages**.

Note:
Report Templates can be created at the individual **Staff Level** (see page 24), as well as at the **School Level** for use by all staff.

For information on creating **School Level Report Templates**, see **Creating School/District Level Gradebook Reports** in the **Grade Reporting Setup User Guide**.

Below is a new **Performance Report Template**. These reports display selected student-specific information, such as attendance details, missing assignments, etc.

Creating Report Templates at the Staff Level

Select **Template Management** from the **Gradebook Menu**. Users can **Edit** 📝 or **Delete** ❌ existing **Performance Report Templates** or **Gradebook Report Templates**. Click **New** to create a new Report Template.

Clicking the **New** button in the **Performance Reports Templates** section will open a new Performance Report. Likewise, the **New** button in the **Gradebook Reports Templates** section will open a new Gradebook Report.

Regardless of which **New** button is clicked, users have the option to change the format of the New Template (Performance or Gradebook). Enter a **Name** for the new template and click **Save**. The Template will remain open for further customizing. Click **Close** to close the template.
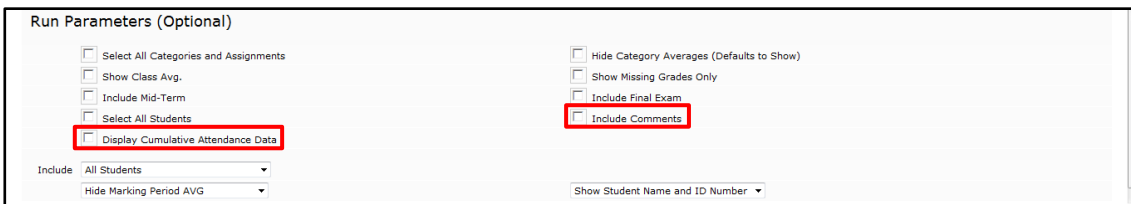
Customize Report Templates

Users can customize the Report Template. Click the **Delete icon** ✗ next to a field to remove it from the report. Click the **Displayed Field icon** ✔ to hide a displayed field, or click the **Hidden Field icon** ✔ to display a hidden field. Click the **Reset** button to restore the default settings.

Note:
Hidden fields are also greyed out.

The **Run Parameters** section of the Report Template allows users to set and save processing options for that Report Template. When that Report is generated, the saved parameters will be set automatically.

Note:
The Run Parameters **Display Cumulative Attendance Data** and **Include Comments** are available only on Performance Report Templates.

Performance Report Text Fields

Because Performance Reports are individual student reports, the text fields can be customized with gender-specific pronouns and student-specific information, such as the student's name, grade, etc.

Right-click in the text field to display the **Available Fields**, then scroll through the list and click the desired field to insert it in the text field.
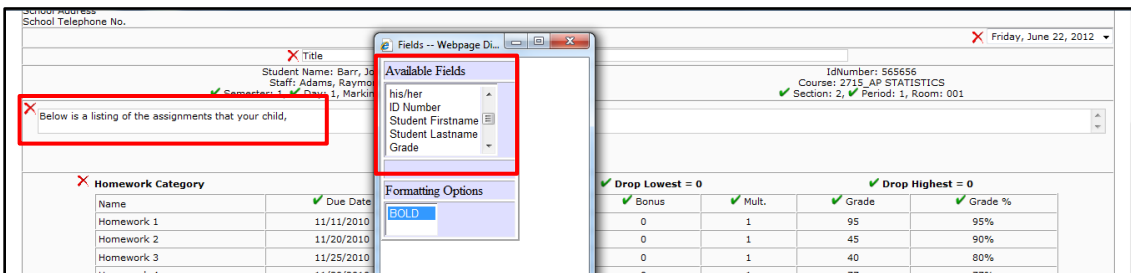
When the Report Template is complete, click **Save**.

# Generating Gradebook and Performance Reports

Once Gradebook and Performance Report Templates have been created, teachers can run these reports. Select **Generate Reports** from the **Gradebook Menu**.

Select the appropriate **Marking Period**; **Report Type** and **Template**.
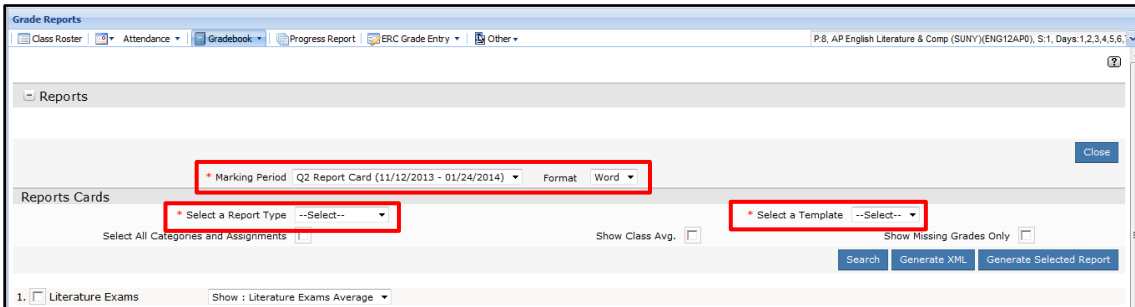
Gradebook and Performance Reports can be fully customized. The Report Template's saved **Run Parameters** will be automatically selected, but can be changed before generating the Report.

Users can select all or specific **Students**, select all or specific **Categories** and **Assignments**, show the **Class Average**, show **Missing Grades Only**, and **Post** the run on the Parent Portal. To display **Category Averages Only**, uncheck all Assignments within each Category. When finished, click **Generate Selected Report** to run the report.
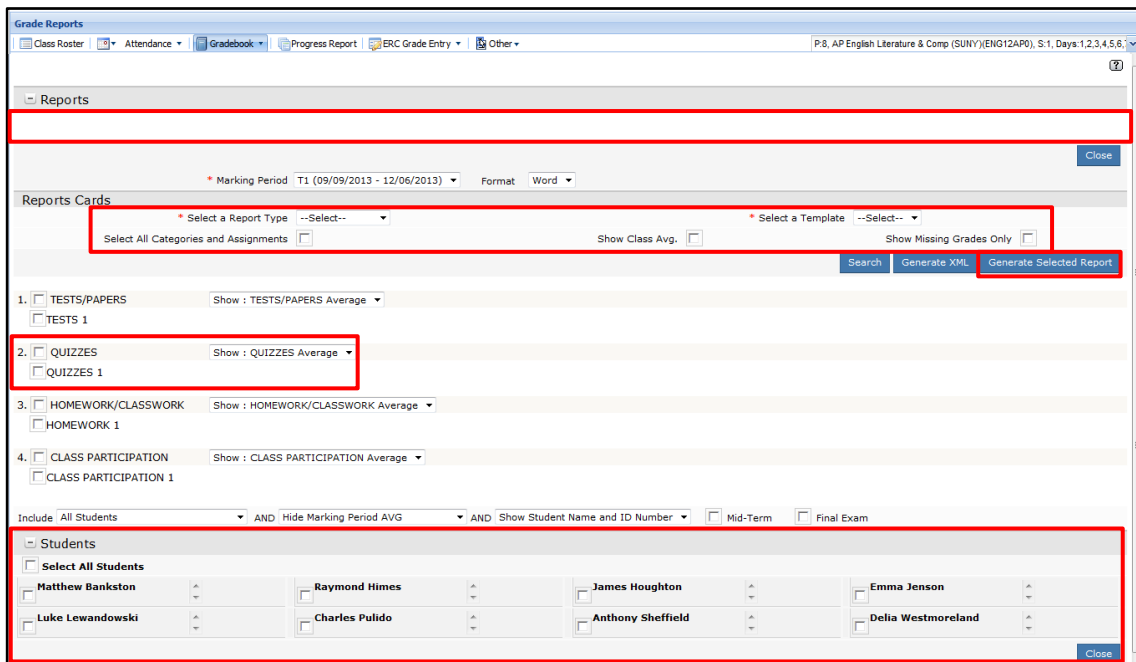
Note:
The **Templates** list includes **School Level Report Templates** as well as those created by the teacher.

Note:
Class Averages and **Category Averages** EXCLUDE dropped students from the calculations. However, **Assignment Averages** INCLUDE dropped students in the calculations, when a grade exists for the assignment.

After the report has been generated, a record will appear in the **Reports** section at the top of the screen.

Previously Generated Reports

Users can find previously generated Reports by selecting the desired **Marking Period**; **Report Type** and **Template**, then clicking **Search**. Users can **Delete** ✖ or **View** 📄 a report, or open it in **Word** 📄 or **XML format** 📄.
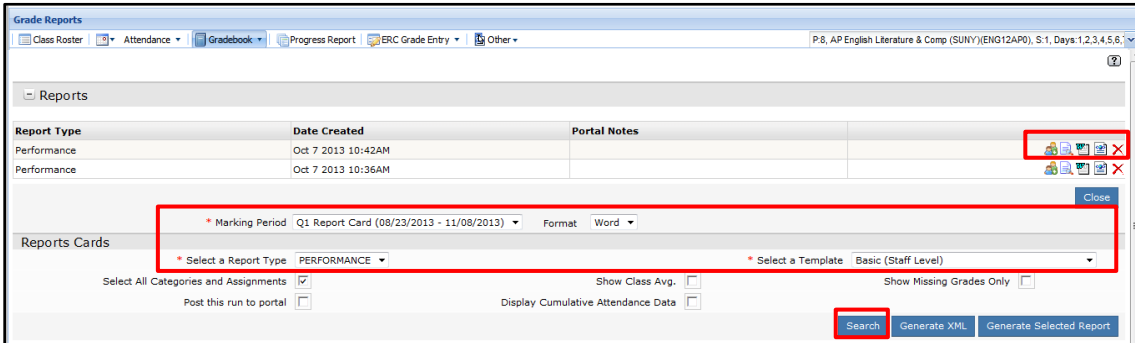
Click the **Post to Portal icon** 👥 to post a report to the Parent Portal, then click **Yes** to post the Report.
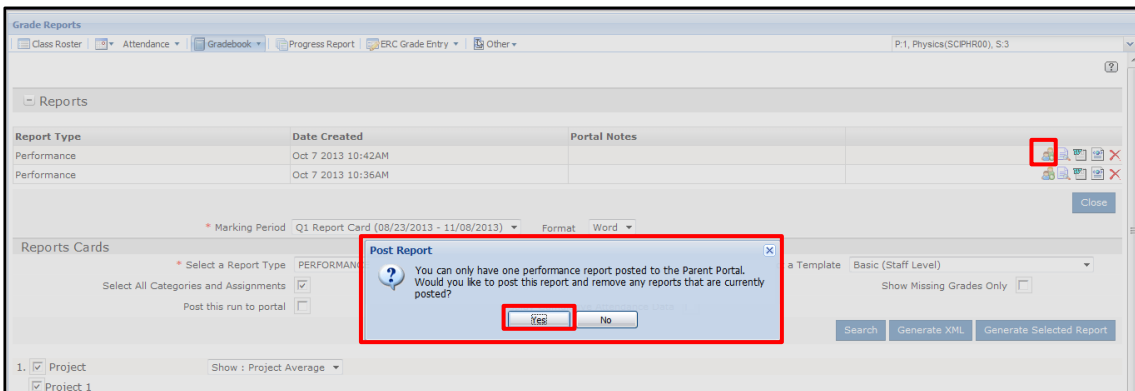

Click the **Post to Portal icon** 👥 to remove a previously posted report without posting another report, then click **Yes** to remove the Report.
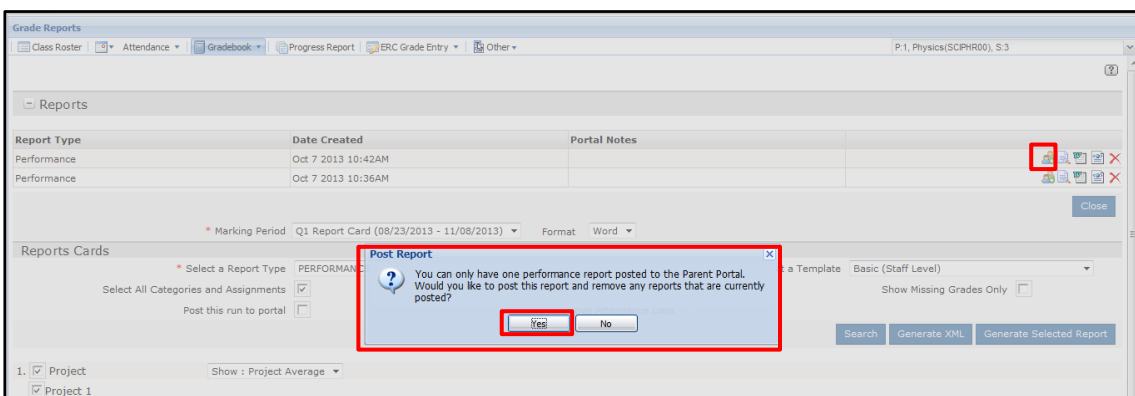
Note:
This is not necessary if the **Post to Portal** option was selected at the time the report was generated.

Generating Gradebook and Performance Reports En Masse

Teachers have the ability to generate both Performance and Gradebook reports for all or multiple classes at one time. Go to **Staff > Staff Schedule Views > Semester View** tab. Check the **Include in Report** checkboxes for the desired classes and click **Print Mass Report**.
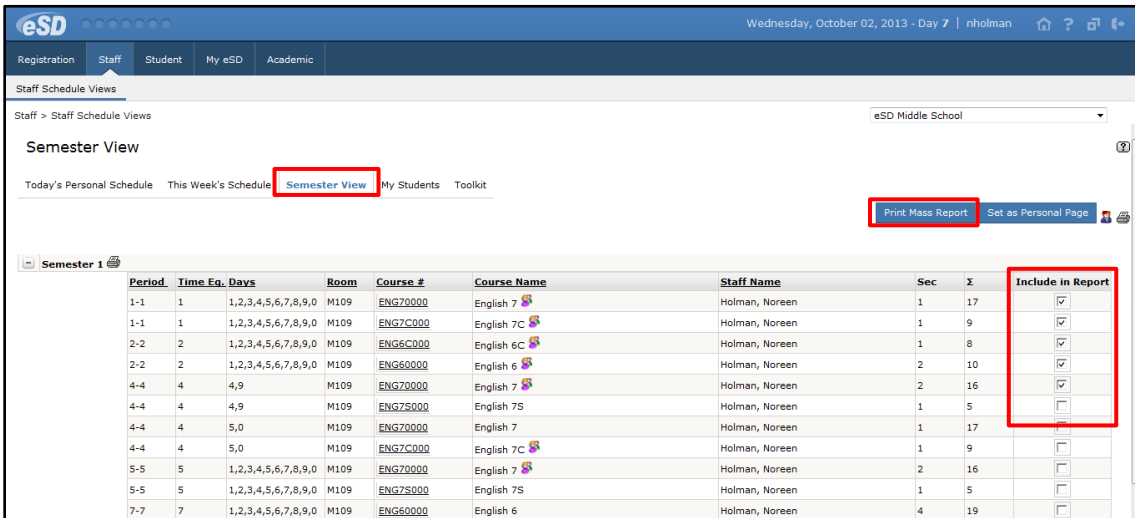
Select the appropriate **Marking Period**; **Report Type** and **Template**. Select the desired options for the Report and click **Generate Selected Report**.
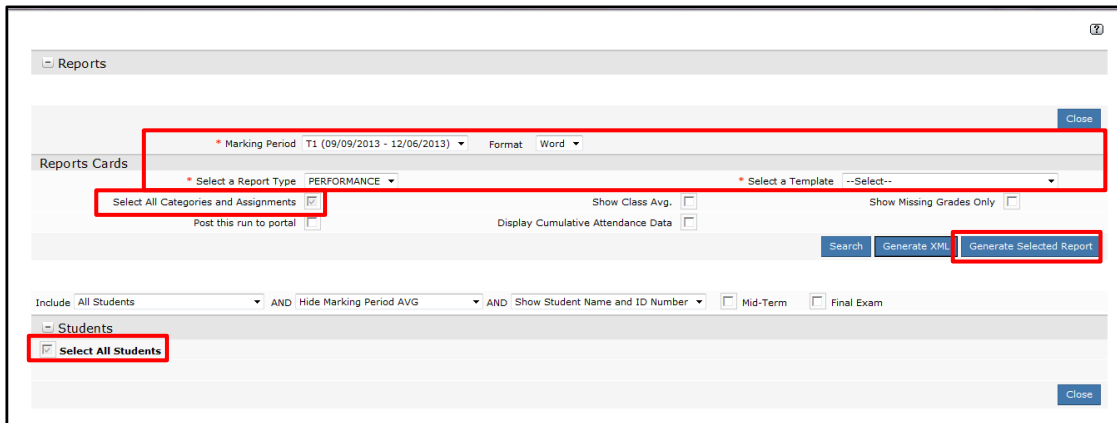
Note:
When printing reports for multiple classes, **All Categories/Assignments** and **All Students** are selected by default. These options are greyed out, indicating they cannot be changed.

Report Card Entry

Select **Report Card Entry** from the **Gradebook Menu** or from the **Marking Period drop-down**.

Other Measure Grades
Other Measure Grades can be entered using **Report Card Entry**. If they were entered on a **Marking Period** screen, they will carry over automatically to the **Report Card Entry** screen.

Local/State Baseline Assessment scores will automatically display a **Target Score Percentage** in parentheses after the Total Possible Score, and calculated **Target Scores** in parentheses after each student's score.

Local/State Post Assessment scores will automatically display a **Met Target icon** ✔ if the Post Assesment score meets or exceeds the student's Target Score. A **Failed Target icon** ✖ will display if the Post Assesment score is below the student's Target Score.

Marking Period Grades

Marking Period Grades and **Marking Period Comments** can be entered using **Report Card Entry**. If they were entered or calculated on a **Marking Period** screen, they will carry over automatically to the **Report Card Entry** screen.

An Alpha Grade equivalent will display in parentheses next to a Numeric Grade, based on the school's **Grade Conversion** table. A Numeric Grade Equivalent will display in parentheses next to an Alpha Grade, based on the school's **Grades** table.

Semester Averages

Semester Averages, if set up at the **Course** or **School Level** using **Average Formulas**, are entered on the **Report Card Entry** screen.

 Semester Averages can be calculated for individual students using the **Calculator icon** 🖩 in the cell, or for all students using the **Calculator icon** 🖩 in the column heading, based on the **Average Formula** set up at the **School** and/or **Course Level**. Click the cell to manually enter a **Semester Average** or to change the calculated **Semester Average**.

An Alpha Grade equivalent will display in parentheses next to a Numeric Grade, based on the school's **Grade Conversion** table. A Numeric Grade Equivalent will display in parentheses next to an Alpha Grade, based on the school's **Grades** table.

Click the **Formula icon** Σ in the **Semester Average** column to display the **Average Formula** for the class.

Semester Averages can be removed from an individual student by clicking the desired cell and deleting the grade, or removed from all students by selecting **Erase All** from the **Semester Average column drop-down**.

Final Grades

Final Grades can also be entered using **Report Card Entry**. **Final Grades** entered or calculated on the course's final **Marking Period** screen will carry over automatically to the **Report Card Entry** screen.

Teachers can calculate a **Final Grade** for all students in the class using the **Calculator icon** 🖩 in the **Final Grade** column heading, or for each student individually using the **Calculator icon** 🖩 in their **Final Grade** cell. Click the cell to manually enter a **Final Grade** or to change the calculated **Final Grade**.

Final Grades are rounded to whole numbers. If no weights have been entered, the Final Grade will be calculated as a straight average. If an **Average Formula** has been set up for the Final Grade at the **Course** or **School Level**, it will be used for the Final Grade calculation.

An Alpha Grade equivalent will display in parentheses next to a Numeric Grade, based on the school's **Grade Conversion** table. A Numeric Grade Equivalent will display in parentheses next to an Alpha Grade, based on the school's **Grades** table.

Final Grades can be removed from individual students by clicking the desired cell and deleting the grade, or removed from all students by selecting **Erase All** from the **Final Grade column drop-down**.

Final course grades that have been overridden from the Student Profile **Transcript** tab are displayed in the Gradebook on the Report Card Entry screen. These overridden grades can be overridden again from the Gradebook by those with proper permissions.

Note:
Final Grades are displayed in the **Final Course Grade** column on **Report Cards,** the **Final Grade** column of **Transcripts** and used in **Class Rank calculations** for completed courses.

Note:
Click the **Formula icon** Σ in the **Final Grade** column to display the Final Grade **Average Formula**.

Note:
If the school does not have a **Grade Conversion** table set up, or if grades are missing from the **Grade Conversion** table, then parenthetical Alpha Grades will not be displayed.

Likewise, if **Numeric Equivalents** have not been established for Alpha Grades in the **Grades** table, then parenthetical Numeric Grades will not be displayed.

ERC Grade Entry

From the **Staff Schedule Views** screen, click a Course Number to open the **Attendance** screen, then click **ERC Grade Entry** to open the ERC Grade Entry screen for that course.

ERC Grade Entry Menu Buttons and Views

The ERC Grade Entry screen functions in a manner similar to the rest of the Gradebook. Users can select the desired Course and Marking Period from the drop-down menus at the top right.

Hover over a **Column Heading** to display its drop-down menu icon ▾, which allows teachers to **Sort** the column in **Ascending** or **Descending** order and select **Columns** to hide or unhide.
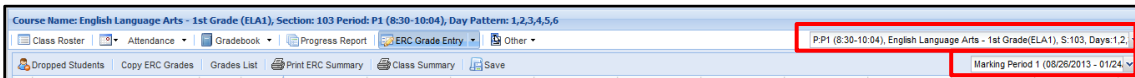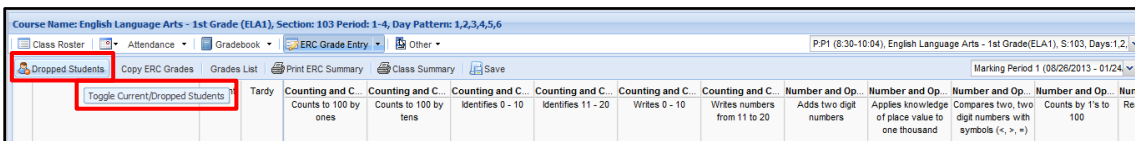

Note:
Teachers can also right-click a class on the **Staff Schedule View** to directly access **ERC Grade Entry**.

Note:
When students switch from one class to another *with merged grades*, the new teacher can update marking period grades (from before the merge) using the Individual ERC Grade Entry screen.

On the class roster, click the **Individual ERC Entry icon** 📝 at the right end of the student's row.

Note:
When students are enrolled in more than one section of the same course, grades should be entered into **one** section only. If grades are entered for multiple sections of the same course, the grades and key ideas will duplicate on the ERC.

Columns can be re-ordered using drag-and-drop, with the arrows showing where the dragged column will be placed upon release of the mouse button.
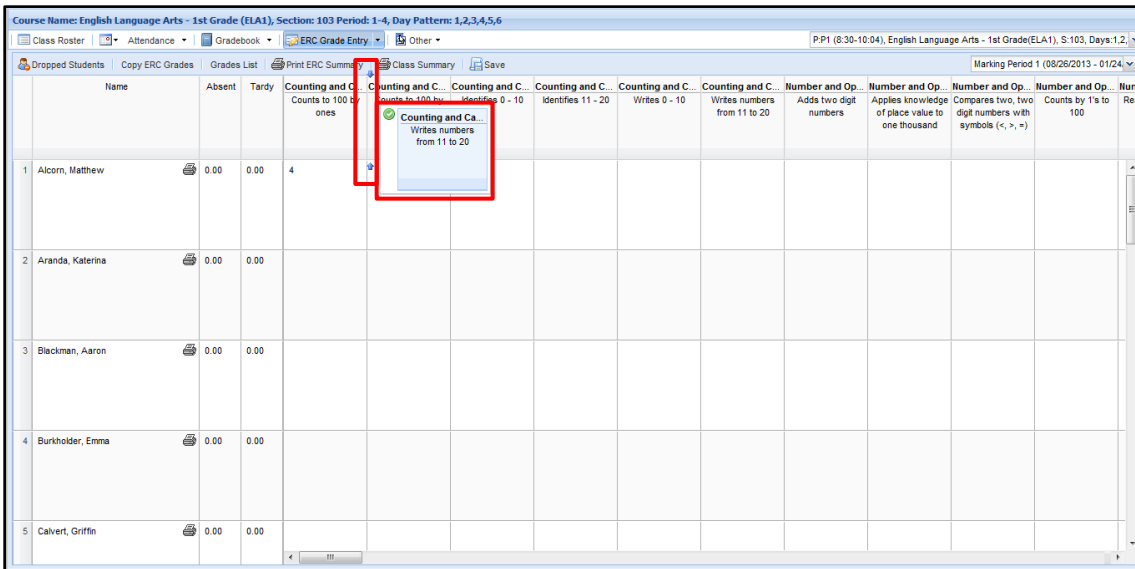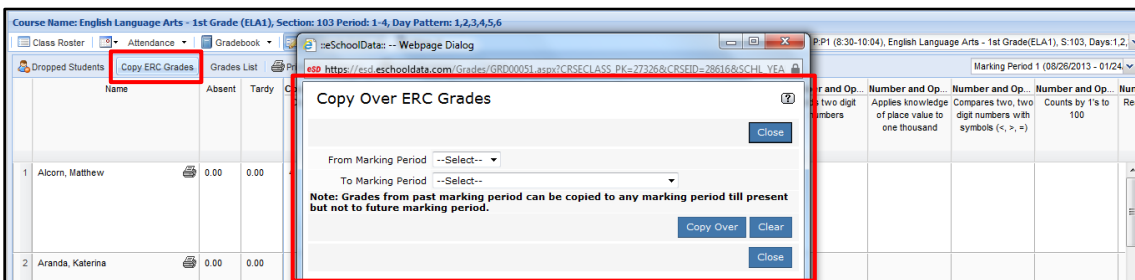

The **Dropped Students** button toggles between viewing current and dropped students.


Copy ERC Grades enables teachers to copy ERC Grades from a previous Marking Period to any other Marking Period through the current Marking Period, but not to future Marking Periods.

Grades List displays the **Grade Table** associated to the selected course. Click the **Printer icon** to print a copy of the Grade Table.

Note:
Copy ERC Grades copies grades to **currently enrolled students** only.

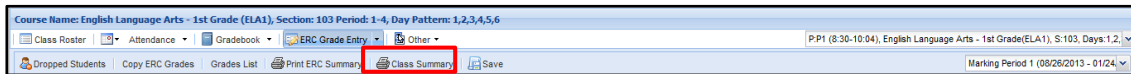If needed, users can switch to **dropped students** and add grades manually.
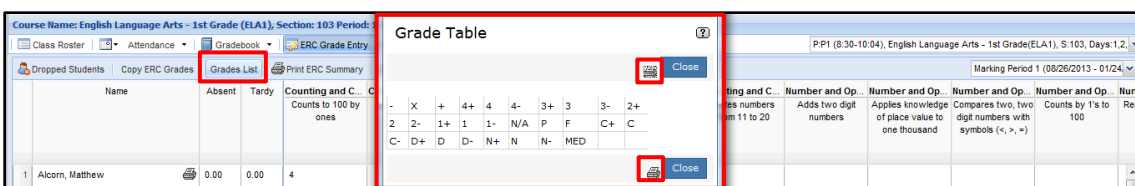
Print ERC Summary opens a formatted version of the ERC Grades through the current Marking Period. Click **Send to Print** to print a copy of the ERC Summary.
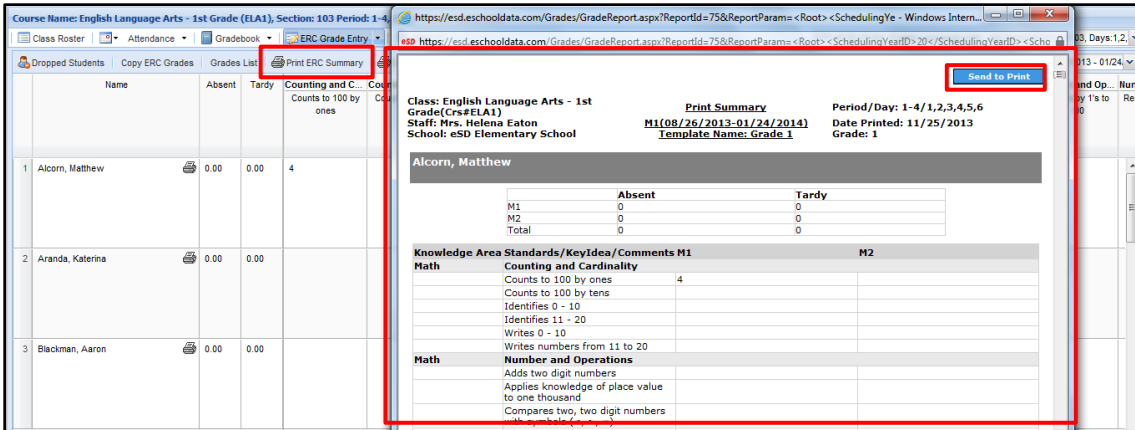

Class Summary exports the selected Marking Period's ERC Grades to an Excel spreadsheet for printing.

Class Summary Excel export:

Select **ERC Summary** from the **ERC Grade Entry menu** to view a list of the Elementary Report Cards that have been generated for the selected Marking Period and Course. The **Print ERC Summary** button opens a formatted version of the ERC Grades, as described above.
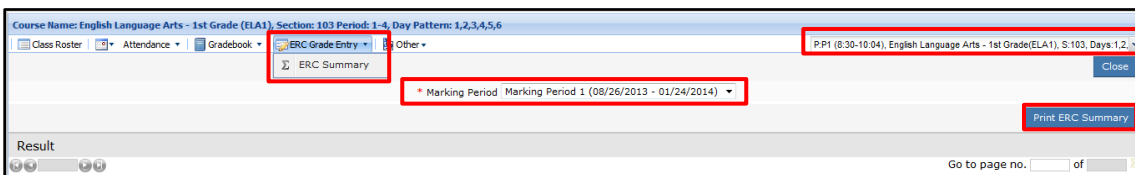
Note:
Teachers can also right-click a class on the **Staff Schedule View** to directly access **ERC Summary** from the **ERC Grade Entry** sub-menu.