Welcome to the revised teacher grade book. The new functionality streamlines common teacher tasks such as Attendance and Scoring assignments. In the following pages we will review the changes and locations of functions.

Below is an overview of the new look and functions.
The newest function in the grade book is the Control Center. The **Control Center** gives quick access to **Attendance** and the ability to **Score** student assignments. It appears as soon as you access your grade book.

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<thead>
<tr>
<th>Sections</th>
<th>Attendance</th>
<th>Assignments</th>
</tr>
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<tbody>
<tr>
<td>AM</td>
<td>Take</td>
<td>Score</td>
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<td>PM</td>
<td>Take</td>
<td>Score</td>
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<td>Score</td>
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The application banner has a new look but contains the same functionality as the previous version.
ES Teacher Grade Book

The application banner holds the icons that allow you to change school years, review notices and access the menus.

- **User Menu** gives access to the **Account Settings** and **Log Off**. Account settings contain the preferences for your grade book such as showing student numbers, student pictures, and active students. Please use **Log Off** to exit the program.

- **Notifications** contains account notifications and messages.

- The **Context Switcher** allows users to change schools and school years. Click on the down arrow in the year or school field and select the appropriate year or calendar.

- The **Menu** icon allows you to open and close the **Action Bar**. Closing the Action Bar will give you more workable space in your grade book.

- The **App Switcher** controls access between **Campus Instruction** and **Campus Tools**. Click on the down arrow to access the appropriate application.

**Campus Tools** contains the census data for the student as well as members of their family. It also contains assessment, attendance and grades for the student.

The report card report link is located in Campus Tools.
• The **Control Center** gives immediate access to attendance and assignment scoring. Each period that needs attendance taken is in the **Sections** list and will have **Take** next to the section name.

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• Click the radio button next to Take and the attendance roster will appear.

![AM ATTENDANCE](image)

• The program will default to **Present**. Click on the students that are **Absent** or **Tardy** and click **Save**. Click **Close** to return to the Control Center.

• To **Score** assignments, click on **Score** next to the courses listed in **Sections**. A number will appear showing the number of assignments that need scoring.

![Score (1)](image)

• The **Assignments** list will appear listing the unscored assignments. You may select **All**, **Unscored** or **Missing**. Click on the name of the assignment to be scored.

![Fill Scores](image)

• The score window will open showing the student names and the points possible. You may enter scores individually or use the **Fill Score** option. There is also a **Turned In** flag to mark all students as having turned in the assignment. This will show on the parent and student portal. Enter all scores, click **Save** and **Close**.
To move back to the Action Bar, click the **Menu** icon in the upper left corner of the window on the application banner.

The **Action Bar** contains all the processes for the grade book. To access each item, click on the name in the list.

There are three changes to the **Action Bar**. The **Message Center** is now located in the list and the **Account Settings** is no longer listed. Account settings now appears under the **User Menu** in the Application Banner. The **Planner** has been removed from the tools.

The **Message Center** contains the district and school announcements as well as allowing you to send class, grades and missing assignment messages to students and parents.

To access the **Grade Book**, click on Grade Book in the Action Bar. The functionality has not changed. To create more space, click on the **Menu** icon in the upper left corner of the window. The bar will collapse and the grade book will become larger.

**Settings** allows you to set grading scales, create categories and assignments as well as other preferences and functions. Click the chevron next to Settings to open the window.

**Curriculum List** lets you create and score assignments. The placement of the options has changed and are explained below. The view of the list looks the same. Click **New** to start the process of creating a new assignment.

Click **New** and select **Assignment**.

The **Assignment Detail** window will open.
The detail window has been condensed for easier use.

- Enter the name of the assignment.
- Enter an abbreviation—this will appear in the grade book and is 5 characters long.
- The section to be connected to the assignment to will appear in the Sections list. If you are teaching more than one section of the course, you will be able to select more than one section. Click on the Add Remove button to add an additional section.
- **This new version will only allow you to attach one category to the assignment. You may select the category by clicking on the arrow in the Category field.**
- Select the standard or grading task from the pick list under Standard/Grading Task. Click the down arrow to see the available standards/tasks. **Do not select Overall Grade for ELA or Math. Do not select Final Grade for any section.**
- You may select more than one standard by clicking on the Add button and selecting a new standard from the list.
- Select **Points** from the Scoring Type list, click the down arrow to select.
- Enter the number of points possible for the assignment. (We only use points.)
- The area for teacher notes and portal information are now at the bottom of the page and you must click the arrow to open the field. Portal information is now For Students.
- Click **Save** and **Close**.
Mobile Grade Book Functions

The mobile app allows you to take attendance as well as score assignments on the go. The following screen shots show the new interface.

- After logging into your account, the following screen will appear showing the banner that appear above.

- Just like the Control Center in the Grade Book, you will see the links to take attendance
- Red indicates the period is past and attendance has not been taken.
- Green with a check indicates attendance has been taken.
- Open circle indicates an upcoming period where attendance has not been taken.
- Click on the button for the appropriate section.
The attendance window will open and works exactly the way it does in the grade book. The student list will default to Present so you only have to change the students that are Tardy or Absent.

- Click Save.
- Click Close to return to the Control Center.

The score link allows you to enter scores for unscored assignments or assignments that have missing scores for students.
- Click the number and the Assignments selection window will appear.

- Select the filter you wish to use, the program defaults to Unscored.
- Click on the assignment name, the score interface will open.
Click the **Turned In** check box in the **Fill Scores** area to fill all students with the flag. This will show on the student and parent portal showing the assignment is turned in.

You can also fill all scores by entering the information in the **Score** field.

Enter the individual scores in the score field for each student.

Click **Save** after all scores are entered.

Click **Close** to return to the Control Center.

The **Context Switcher** allows you to change years and/or schools if you are assigned to more than one school.

Click on the **Context** icon.

Click the down arrow in the **Year** field to display the years available.

Click in the **School** field to see the schools to which you are assigned.

Click the **Context** icon again to return to the **Control Center**.

The **Messages** icon will take you to the **Message Center**. You may review **All Items**, **Process Alerts** or **Announcements**.

To create a new message, click on **New**. The process is the same as in the grade book.
The program **Menu** icon will open the **Action Bar** which holds the same functions as the grade book.

- Click the down arrow next to **Instruction**. This will move you to **Campus Tools** which will allow you to access student demographic data as well as student schedules and grades.

The user menu contains the **Log Off** functions and well as **Account Settings**.

- Click **Account Settings** to set the preferences for your grade book.

- Make sure to **Log Off** the app when finished.