OVERVIEW & ATTENDANCE

It is a big improvement over the old ABI. All of the same features are there, but with a different looking interface. Also there are some new bells and whistles.

Also tech staff can provide 1:1 assistance to help you get set up on the new system.

All of the menu items are now along the left side. The important ones are Attendance and Gradebook

For Attendance to count you can click the Mark All Students as Present or check any Absent or Tardy box and it will record any changes immediately (there is no submit button anymore)

GRADEBOOK

When you click on Gradebook a new HTML5 gradebook opens up (works on iPads/Chromebooks)
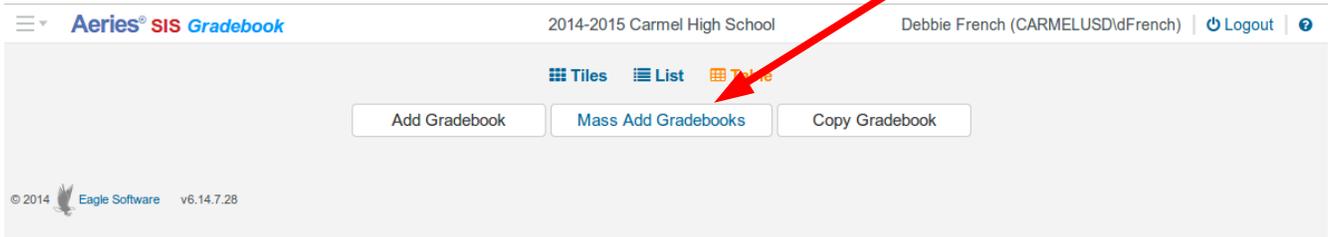
Click Mass Add Gradebooks to get started. A new window will open. Click Select next to each course you want a gradebook for. Then click Next

Mass Add Gradebooks

Select sections to create gradebooks

	Pd	Course	Term	Days	Section
Select	1	Frosh Core PE	Y	MTWTF	2986
Select	1	Teacher Ass't	F	MTWTF	1174
Select	1	Teacher Ass't	S	MTWTF	1175
Select	2	Frosh Core PE	Y	MTWTF	1258
Select	2	Teacher Ass't	F	MTWTF	1299
Select	2	Teacher Ass't	S	MTWTF	1786
Select	3	Teacher Ass't	F	MTWTF	1374
Select	3	Teacher Ass't	S	MTWTF	1375
Select	4	Teacher Ass't	F	MTWTF	1495
Select	4	Teacher Ass't	S	MTWTF	1496
Select	5	Frosh Core PE	Y	MTWTF	2774
Select	5	Teacher Ass't	F	MTWTF	1787

Next »   Cancel

Then select the term F for Fall and click Create Gradebooks

Mass Add Gradebooks ✕

Select term for the gradebooks

	Term	Starting Date	Ending Date
Select	1	8/13/2014	10/10/2014
Select	2	10/20/2014	12/19/2014
Select	3	1/5/2015	3/20/2015
Select	4	3/23/2015	6/5/2015
Remove	F	8/13/2014	12/19/2014
Select	S	1/12/2015	6/5/2015
Select	Y	8/13/2014	6/5/2015

« Previous   Create Gradebooks   Cancel

Now you will have your gradebooks. Next we will Add/Drop Students and Link Gradebooks

⊞ Tiles   ≣ List   ⊞ Table

Add Gradebook	Mass Add Gradebooks	Add/Drop Students	Link Gradebooks	Copy Gradebook

Future Gradebooks	Edit Scores By...			Functions	
1 - Frosh Core PE - Fall	Class	Assignment	Student	Manage Gradebook	Add Categories
2 - Frosh Core PE - Fall	Class	Assignment	Student	Manage Gradebook	Add Categories
5 - Frosh Core PE - Fall	Class	Assignment	Student	Manage Gradebook	Add Categories
6 - Frosh Core PE - Fall	Class	Assignment	Student	Manage Gradebook	Add Categories
7 - Frosh Core PE - Fall	Class	Assignment	Student	Manage Gradebook	Add Categories

To add students, click on Add/Drop Students. In the new window click on each Period and choose Add All Students. So you will have to click Add All Students once for each period. **If you don't select a period and try to Add All Students it won't work.**

To Link Gradebooks, click on Link Gradebooks, and choose an integer > 0 for all gradebooks that are for the same course. Then click save. Gradebooks with a zero will be unlinked/independent

To create Categories, click on Add Categories

Click Add New Category and if you are doing Weighted Scoring check that box

To create an Assignment, click on Add an assignment

Mostly all of the same info. They have added a Type to select whether it is Formative of Summative. Ignore Number Correct Possible and just enter Points Possible. Ignore Drop Box. Ignore the Add Exam. Once you save the assignment, you will get the option to upload a file. They have taken away the ability to directly link to files on your MySchool page.

Add Assignment ✕

General Info

Name

Description

Type Formative ▾

Formative Assignments are those that form knowledge (ex: homework or projects). Summative Assignments are those that measure a student's progress (ex: quizzes and tests).

Category Test ▾

Extra Credit ☐

Assigned On 08/11/2014 📅   **Due On** 08/12/2014 📅

Number Correct Possible 0   **Points Possible** 0

Grading Completed ☐   **Visible to Portal** ☑   **Score Visible to Portal** ☑

Drop Box ☐

Analytics Exam

Add Exam

[Save] [Save and Add New] [Save and Close] [Cancel]

When entering grades you can choose to view by Class, Assignment, or Student. If you would like to Mass add a grade click on Edit Scores by... Assignment. Then click the arrow pointing down above the student list to expand the menu and reveal the option to Mass Assign

2014-2015 Carmel High School

2 - Frosh Core PE - Fall ▾   🌐 Dashboard   ⊞ Scores by Class   ✎ Assignments   👥 Students   📄 Reports   ⚙ Manage

#1 - Great
Great

❯ Cool (08/26/20

Assigned: **Mon Aug 18, 2014**   Due: **Tue Aug 19, 2014**   Category: **Test**   Is Grading Completed? ☐

⌄