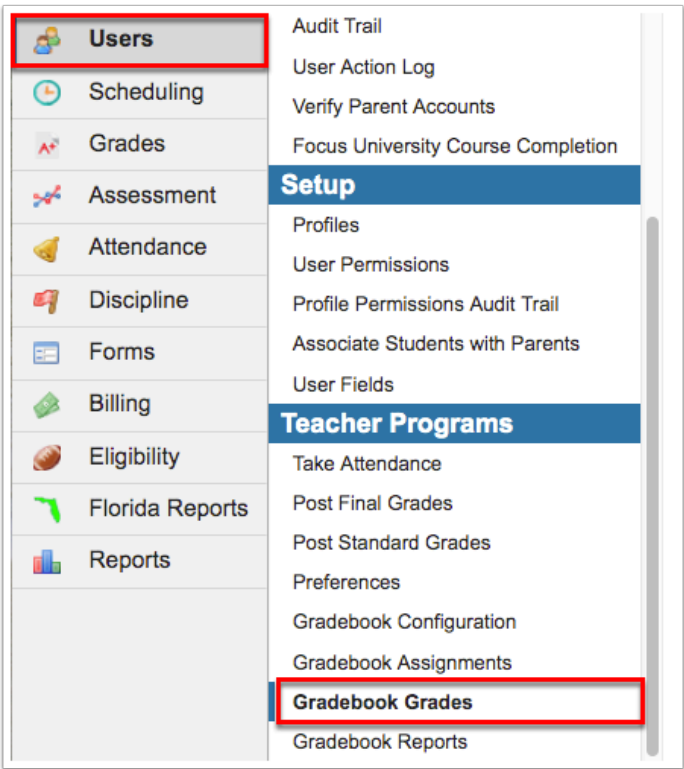


Gradebook Grades (Teacher Programs)

The Gradebook Grades (Teacher Programs) module allows administrators to gain a bird's eye view of any student's scores on categories of assignments and a detailed, comprehensive record of each student's performance via select teachers' gradebooks. Administrators can also edit grades, create assignments, and make any other changes as needed.

Searching for Users (Teachers)

1. To conduct a user search in order to view a teacher's gradebook, from the **Users** menu, click **Gradebook Grades** under the Teacher Programs submenu.



This will lead you to a **Find a Teacher** user search module where you can begin setting criteria for a search. The Search Screen module includes a search bar, the More Search Options feature, and options to Search All Schools, Include Parents, and Include Inactive Users.

2. Enter the user's name or ID in the **User** text box.

Teacher Program

Search Screen **User List**

Find a Teacher

User

[More Search Options](#)

☐ Search All Schools
☐ Include Parents
☐ Include Inactive Users

Search **Reset**

💡 Click the **User List** tab for a complete list of users without conducting a search. You can also simply click the **Search** button and leave the User text box empty to pull all active users.

The search bar is not case sensitive, and full or partial entries can be in either a first last or last, first format. The comma is necessary in the last, first format. A full user name or ID number can also be entered into the search bar. Searching for "ma" will pull every user whose first or last name begins with "ma" into the search results.

Teacher Program

Search Screen **User List**

Find a Teacher

User Ma

[More Search Options](#)


☐ Search All Schools
☐ Include Parents
☐ Include Inactive Users


Search **Reset**

Teacher Program

Search Screen **User List**

User: Ma

2 Users 

Search 

User	Local ID	Profiles	Schools
DeLoach, ...	231	Teacher	
Fry, ...	35	Teacher	

3. Click **More Search Options to search for groups of users with similar information in any number of user fields and/or user data.**

Teacher Program

Search Screen

User List

Find a Teacher

User

▶ More Search Options

4. Click **Search**.


 To clear search parameters and start over, click the **Reset** button.

5. All resulting users will display in the User List. When you find the correct user, click on the user's name to open the user's record.

Teacher Program

Search Screen

User List

61 Users 

User	Local ID	Staff ID	Profiles	Schools
Ande	89	89	Teacher	High School - 0041
Block	159	159	Teacher	High School - 0041, School -
Boat	181	181	Teacher	High School - 0041, School -
Bos	31	31	Teacher	High School - 0041
Britto	34	34	Teacher	High School - 0041, School - 0321
Bro	39	39	Teacher	High School - 0041, School - 0291, Plan

6. Clicking the user's name navigates to the user's gradebook screen. The user's name is displayed in the top right corner. Click the small red **X** next to the user's name to close the user and search for another one.

FOCUS

Gradebook Grades

SIS

ERP

Lizette Garcia

High School - 0041

2018-2019

4th 9 Weeks

Eric

Teacher Program

01 - 001 - 1200320 ALG 1 HON

Enter grades by

Points

Include Inactive Students

Save

All Assignments

Add Assignment

Reports

25 Students

Show First 9 Assignments

Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 8Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)	
Alvarez, A	67% D	Z	30 100% A	11 79% C	7 64% D	NG	20 100% A	
Alva	86% B % A	10 100% A	30 100% A	8 57% F	7 64% D	NG	20 100% A	
Bati	74% C % A	0 0% F	0 0% F	11 79% C	6.5 59% F	NG	20 100% A	
Biondoli	64% D	Z	10 100% A	0 0% F	12 86% B	7 64% D	NG	20 100% A

 To open the selected user's [User Info](#) record, click on the user's name displayed in the header (next to the red x).

Entering Grades for a Teacher

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

<

1. Use the section pull-down to change gradebooks for the teacher to a different section.

FOCUS Gradebook Grades

Teacher Program

01 - 001 - 1200320 ALG 1 HON

Filter

01 - 001 - 1200320 ALG 1 HON

02 - 001 - 1200310 ALG 1

04 - 004 - 1200310 ALG 1

06 - 007 - 1207300B LIB ARTS MATH 1

07 - 002 - 1200310 ALG 1

2. Along the top of the screen, you can select how grade are to be entered via the **Enter grade by** pull-down. Options include Points, Percent, Questions Correct, Questions Incorrect, or Letter Grade.







Enter grades by

- ✓ Points
- Percent
- Questions Correct
- Questions Incorrect
- Letter Grade

To see how these options affect grade entry, here's an example where the assignment has 10 questions and is worth 100 points and the student missed two questions. If you select **Points**, enter the number of points the student earned. Since the student earned 80 points, enter 80 in the points text box. The letter grade and percentage (if applicable) are automatically calculated.


Farrington, _____	Not Graded	9013	X	X
Galvan, _____	80% B	20020	80	B

If you select **Percent**, enter the percent of questions answered correctly. Since the student answered 80% of the questions correctly, enter 80 in the points text box.

Student		Grade	Independent Reading Test (100P - 10Q) (Assigned 3/19 - Due 3/19)	
Car			92% A	100 100% A
Col			94% A	85 85% B
Dea			75% C	80 80% B

If you select **Questions Correct**, enter the number of questions the student answered correctly. Since the student correctly answered eight questions, enter 8 in the points text box. The 8 automatically calculates to a percentage out of 100.

Co			60% D	05255	60	D
De			Not Graded	21495	8	NG
Col			60% D	005255	60	D
Dea			80% B	21495	80	B

 Entering the number of **Questions Correct** will translate to the correct number of points if the assignment is set up with a specified number of **Questions**.

Add Assignments
Add Assignment

X

Edit An Assignment













Independent Reac
Title

100
Points

10
Questions

☐
Hide from Excluded

If you select **Questions Incorrect**, enter the number of questions the student answered incorrectly. Since the student missed two questions, enter 2 in the points text box.

Carballo, _____	  100% A	1975	100	A
Collado, _____	  80% B	5255	2	B
Deakins, _____	  80% B	1495	80	B
Carballo, _____	  100% A	1975	100	A
Collado, _____	  80% B	5255	80	B
Deakins, _____	  80% B	1495	80	B

- i** Entering the number of **Questions Correct** will translate to the correct number of points if the assignment is set up with a specified number of **Questions**.

Edit An Assignment

Independent React 100
Title Points

10 Questions

☐ Hide from Excluded

If you select **Letter Grade**, enter the letter grade. Since the student received an 80, enter the letter B. Note: Depending on the set up of letter grades and the corresponding percentages, the percentage calculated may vary. In the example shown, 85 is the corresponding percentage to the letter B.

Carballo, _____	  100% A		100	A
Collado, _____	  Not Graded		B	NG
Carballo, _____	  100% A		100	A
Collado, _____	  85% B		85	B

- i** For A: Enter 100
- For B-D: Enter the average value, such as 85 for B.
- For F: Enter 58 or 59.

Note: This is based on Grading Scale Setup and varies from district to district.

3. Start entering grades by entering the percent, letter grade, etc. into the provided grade text box.

Argumentative Essay (200) (Assigned 3/23 - Due 3/23)		Motivational Monday (100P - 10Q) (Assigned 6/11 - Due 6/12)		Independent Reading (10) (Assigned 6/11 - Due 6/12)		Reading 101 (100P - 10Q) (Assigned 10/9 - Due 10/9)	
<i>i</i>		<i>i</i>		<i>i</i>		<i>i</i>	
170	85% B	89	89% B	10	100% A	9	NG
170	85% B	90	90% A	12	120% A		NG
178	89% B	60	60% D	4.5	45% F		NG

💡 If starting at the top and working your way through down through the entire list of students, you can press the down arrow key to move to the next student and continue entering grades. To navigate through the gradebook, you can also use the Enter key, the up, left, down, and right arrow keys.

4. Once a grade is entered, it saves automatically. You can also click the **Save** button to apply changes.

Enter grades by Percent Include Inactive Students Save						Reports	
Argumentative Essay (200) (Assigned 3/23 - Due 3/23)		Motivational Monday (100P - 10Q) (Assigned 6/11 - Due 6/12)		Independent Reading (10) (Assigned 6/11 - Due 6/12)		Reading 101 (100P - 10Q) (Assigned 10/9 - Due 10/9)	
170	85% B	89	89% B	10	100% A	95	95% A
170	85% B	90	90% A	12	120% A	99	99% A
178	89% B	60	60% D	4.5	45% F	98	98% A
178	89% B	89	89% B	8.7	87% B	-	NG
116	58% F	90	90% A	7	70% C	76	76% C
130	65% D	94	94% A	6.5	65% D	65	65% D

! As long as the **Save** button remains red, the grades entered have not saved.

Scroll to the bottom of the screen for grade averages; the first average is the class average, and the additional averages are per assignment.

18 Students		Independent Reading Test (100P - 10Q) (Due 3/19)		Argumentative Essay (200) (Due 3/23)		Motivational Monday (100P - 10Q) (Due 6/12)		Independent Reading (10) (Due 6/12)	
Grade	Student ID								
Gonzalez, [icon]	66632	80	B		NG		NG		NG
Jauregui, [icon]	20608	100	A		NG		NG		NG
Jensen, [icon]	59158	90	A		NG		NG		NG
Nance, [icon]	59144	85	B		NG		NG		NG
Placencia, [icon]	31644	100	A		NG		NG		NG
Poe, [icon]	21951	90	A		NG		NG		NG
Reihing, [icon]	11072	2	Z		NG		NG		NG
Sebben, [icon]	56539	70	C		NG		NG		NG
Stough, [icon]	13044	100	A		NG		NG		NG
Valdes, [icon]	57364	20	F		NG		NG		NG
Average	72%	73.53%	86.33%	34.5%	89.4%				

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

Gradebook Grades

SIS

ERP

Lizette Garcia

High School - 0041

2018-2019

4th 9 Weeks

Teacher Program

01 - 001 - 1200320 ALG 1 HON

Enter grades by

Points

☐ Include Inactive Students

Save

All Assignments

★ Add Assignment


Reports

25 Students


Show First 9 Assignments

Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 8Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)
Alvare	A	67% D	100% A	79% C	64% D	NG	100% A
Alvar		86% B	100% A	57% F	64% D	NG	100% A
Batt		74% C	0% F	79% C	59% F	NG	100% A
Biond		64% D	100% A	86% B	64% D	NG	100% A
Cardi		52% F	100% A	57% F	64% D	NG	100% A
Caru		93% A	100% A	93% A	91% A	NG	100% A
Goc	A	84% B	0% F	93% A	NG	NG	100% A
Hef		88% B	100% A	107% A	NG	NG	100% A


1. Use the section pull-down to change gradebooks for the teacher to a different section.



Gradebook Grades



Teacher Program



01 - 001 - 1200320 ALG 1 HON

02 - 001 - 1200310 ALG 1

04 - 004 - 1200310 ALG 1

06 - 007 - 1207300B LIB ARTS MATH 1

07 - 002 - 1200310 ALG 1

- 2.** In order to enter grades one student at a time, click the **Student** name to open assignments and grades for the student.

Student	Grade	Independent Reading Test (100P - 10Q) (Assigned 3/19 - Due 3/19)		Argumentative Essay (200) (Assigned 3/23 - Due 3/23)	
		<i>i</i>		<i>i</i>	
Carl	92% A	100	100% A	170	85% B
Col	94% A	85	85% B	170	85% B
Deak	75% C	80	80% B	178	89% B

The student's **Current grade in the class** is listed at the top; in the example shown, the student has an 92% A.

Current grade in class: 92.158% A

5 Assignments

Assignment	Points	Grade	Comments
------------	--------	-------	----------

3. Enter a grade in the **Points** column. Note: An 85 was entered as a grade because the **Enter grade by** has been set to Percent.

Enter grades by Percent

Save

Student

Add Assignment

Reports

Current grade in class: 50.952% F

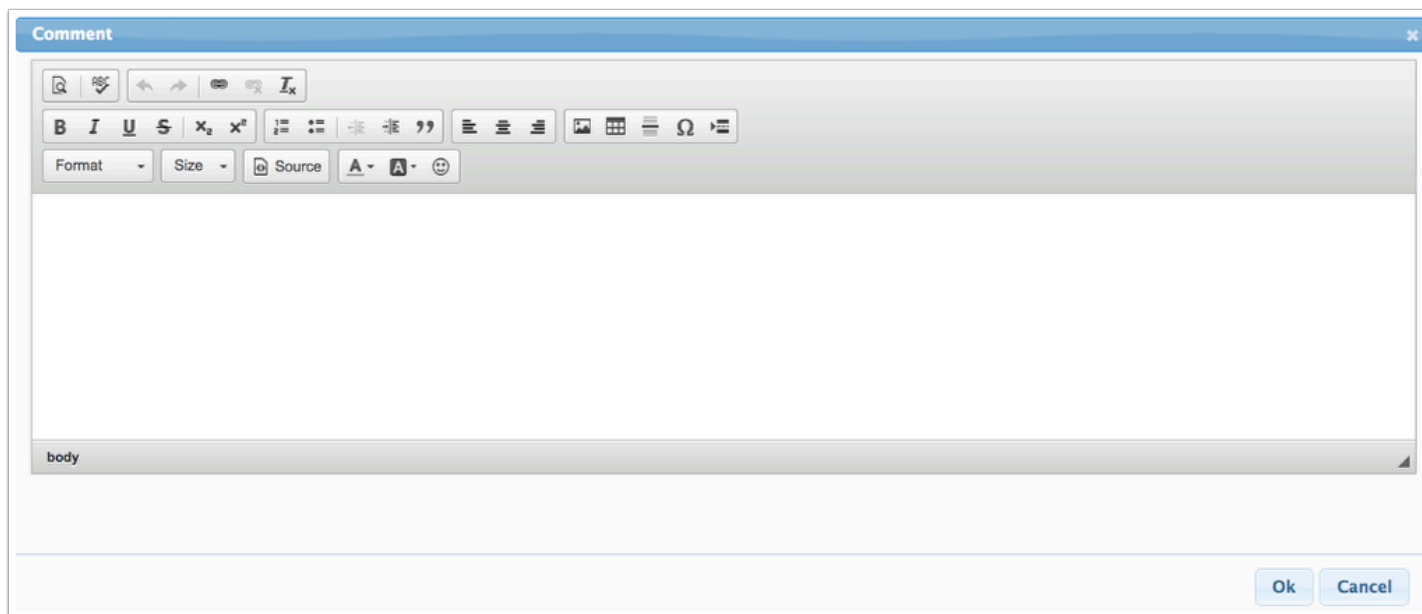
Search...

4 Assignments

Assignment	Points	Grade	Comments	Assigned	Due	Category	Standards	Assignment Files	Date Last Modified	Student Files
Independent Reading	12 / 10	A		Jun 11, 2018 12:00 AM	Jun 12, 2018 12:00 AM	Vocabulary			June 11, 2018, 3:08 pm	No Assignment Uploading
Motivational Monday	10 / 100	F		Jun 11, 2018 12:00 AM	Jun 12, 2018 12:00 AM	Classwork			June 11, 2018, 2:36 pm	No Assignment Uploading
Argumentative Essay	85 / 200	Not Graded		Mar 23, 2018 09:43 AM	Mar 23, 2018 10:43 AM	Assessments/Projects/Writing				No Assignment Uploading
Independent Reading Test	85 / 100	B		Mar 19, 2018 09:42 AM	Mar 19, 2018 10:42 AM	Assessments/Projects/Writing			June 11, 2018, 9:06	No Assignment Uploading

4. You also have the option to add Comments. Click the **Comments** fields to open a new text box where information can be noted in various formats. Enter your comments, then click the

Ok button, or **Cancel** to exit the screen. Note: The **Comments** field may also be a pull-down--this is dependent upon district settings.

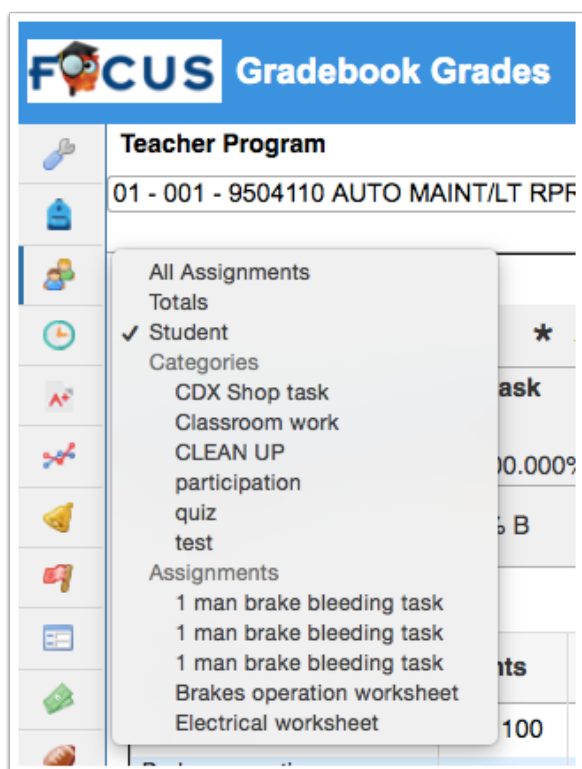


5. When all grades and comments have been entered, click the **Save** button.

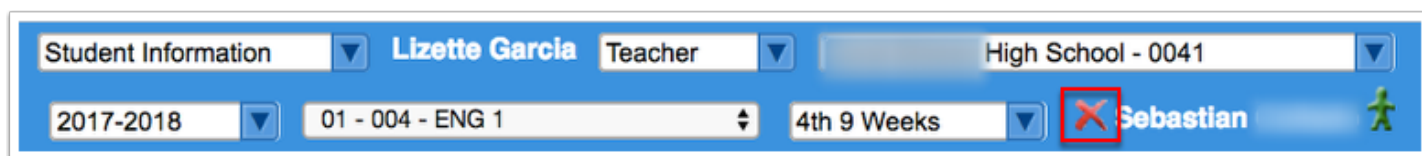
💡 If you want to enter/edit grades student by student, click the **blue arrows** to navigate through the list of students. Click the left arrow to navigate towards the beginning of the list; click the right arrow to navigate towards the end of the list. Note: If you are either at the beginning or the end of the list, only one arrow will display.



6. To exit the student gradebook and navigate back to Gradebook, you can utilize the **Student** pull-down to select a different Gradebook view.












7. To close the selected student and return to the Gradebook, click the red **X** next to the student's name listed in the header. You can also select **All Assignments** from the pull-down shown in step 8.




Including Inactive Students in the Teacher's Gradebook

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

Grade	Student ID	Independent Reading Test (100P - 10Q) (Due 3/19)	
Gonzalez, [redacted]   50% F	4456	50	F
Ham, [redacted]  Military Family Student  Not Graded	3715		NG
Jauregui, [redacted]  80% B	6632	80	B
Jensen, [redacted]   100% A	0608	100	A
Mazola Ortega, [redacted]   Not Graded	0952		NG

Viewing Assignments in the Gradebook

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.


Gradebook Grades


SIS ERP

Lizette Garcia

High School - 0041

2018-2019

4th 9 Weeks



Teacher Program

01 - 001 - 1200320 ALG 1 HON

Enter grades by Points

☐ Include Inactive Students

Save










All Assignments

* Add Assignment

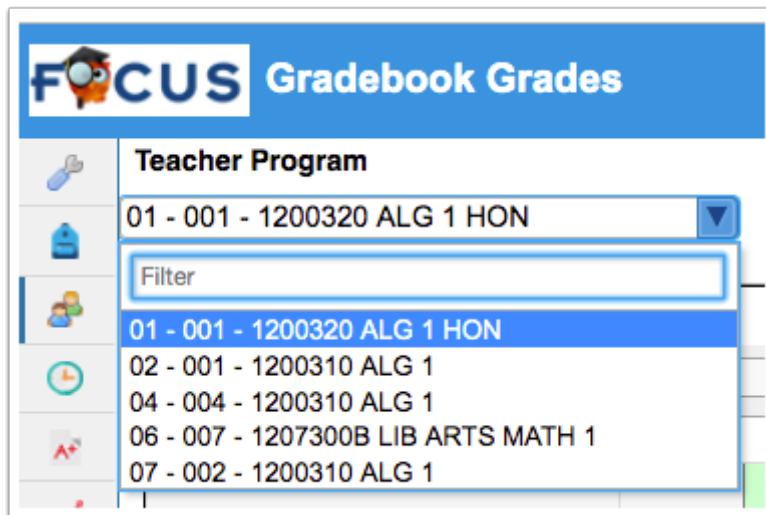
Reports

25 Students

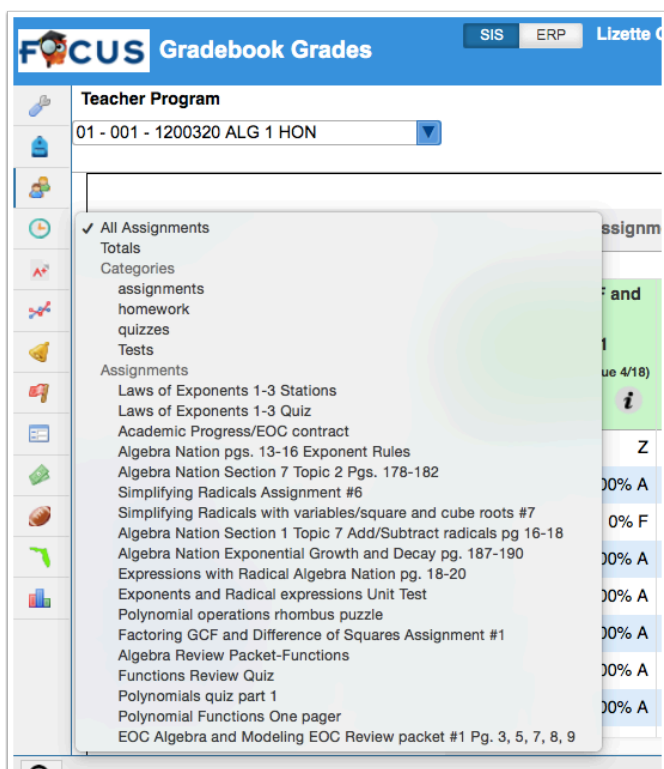
Show First 9 Assignments

Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 8Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)
Alvare [redacted] A 	67% D	Z  Z	30 100% A	11 79% C	7 64% D		20 100% A
Alvar [redacted] 	86% B % A	10 100% A	30 100% A	8 57% F	7 64% D		20 100% A
Batt [redacted] 	74% C % A	0 0% F	0 0% F	11 79% C	6.5 59% F		20 100% A
Blond [redacted] 	64% D Z	10 100% A	0 0% F	12 86% B	7 64% D		20 100% A
Carli [redacted] 	52% F % A	10 100% A	0 0% F	8 57% F	7 64% D		20 100% A
Caru [redacted] 	93% A % A	10 100% A	30 100% A	13 93% A	10 91% A		20 100% A
God [redacted] A 	84% B % A	10 100% A	0 0% F	13 93% A			20 100% A
Hel [redacted] 	88% B % A	10 100% A	30 100% A	15 107% A			20 100% A

1. Click the section pull-down to change gradebooks for the teacher to a different section.



2. Click on the **All Assignments** pull-down to choose which assignments you want to view in the gradebook. The default is to show All Assignments, which displays all assignments in all categories.



Selecting to see one assignment versus All Assignments will change the display of the Gradebook screen. Selecting one assignment will break the screen up into the following columns: Grade (student name), Student ID, Points, Grade (letter grade), and Comment.

Multiple Assignments

Assessments/Projects/Writing

★ Add Assignment

Reports

18 Students

Grade	Student ID	Independent Reading Test (100P - 10Q) (Due 3/19)	Argumentative Essay (20Q) (Due 3/23)
Carballo, 100% A	1975	100	A - NG
Collado, 85% B	5255	85	B <input type="checkbox"/> NG
Deakins, 80% B	1495	80	B <input type="checkbox"/> NG

One Assignment

Independent Reading Test

★ Add Assignment

Reports

18 Students

Grade	Student ID	Points (100)	Grade	Comment
Carballo,	1975	100	A	
Collado,	5255	85	B	

3. Select a specific category from the pull-down, such as Assessments/Projects/Writing to display all assignments housed with the selected category.

Assessments/Projects/Writing

★ Add Assignment

Reports

18 Students

Student	Grade	Student ID	Grade Level	Group	Independent Reading Test (100P - 10Q) (Assigned 3/19 - Due 3/19)		Argumentative Essay (20Q) (Assigned 3/23 - Due 3/23)		Reading 101 (100P - 10Q) (Assigned 10/9 - Due 10/9)	
				All						
Carl	90% A	21975	09	Yellow Team	100	100% A	170	85% B	95	95% A
Collins	94% A	05255	09	-	85	85% B	170	85% B	99	99% A
Dea	75% C	21495	09	Green Team	80	80% B	178	89% B	90	90% A
Dix	87% B	77537	09	-	90	90% A	178	89% B	80	80% B
Est	65% D	61743	09	Yellow Team	30	30% F	116	58% F	76	76% C

4. Select **Totals** from the pull-down to see average points/percentages per category for each student, as well as the **Total Points**, and the student's **Weighted Grade**.

Totals

★ Add Assignment

Reports

18 Students

Student	Student ID	Assessments/Projects/Writing (400 Pts) (60%)		Classwork (100 Pts) (20%)		Participation/Homework (Pts) (5%)	Vocabulary (10 Pts) (15%)		Total Points	Weighted Grade
Carl	021975	365/400	91.250% A	89/100	89.000% B	NG	8.5/10	85.000% B	462.5 / 510	89.789% A
Colla	005255	354/400	88.500% B	90/100	90.000% A	NG	12/10	120.000% A	456 / 510	93.789% A
Deaki	021495	348/400	87.000% B	60/100	60.000% D	NG	4.5/10	45.000% F	412.5 / 510	74.684% C

Custom Grades

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

<div> <div>FOCUS</div> <div>Gradebook Grades</div> <div>SIS ERP Lizette Garcia High School - 0041 2018-2019 4th 9 Weeks Erica</div> </div>															
<div>Teacher Program</div> <div>01 - 001 - 1200320 ALG 1 HON</div>															
<div> <div>All Assignments</div> <div>* Add Assignment</div> <div>Enter grades by Points Include Inactive Students Save</div> <div>Reports</div> </div>															
<div>25 Students</div> <div>Show First 9 Assignments</div>															
Student	Grade		Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 9Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)							
Alvar	A	67% D	Z	Z	30	100% A	11	79% C	7	64% D		NG	20	100% A	
Alvar		86% B	A	10	100% A	30	100% A	8	57% F	7	64% D		NG	20	100% A
Batt		74% C	A	0	0% F	0	0% F	11	79% C	6.5	59% F		NG	20	100% A
Blond		64% D	Z	10	100% A	0	0% F	12	86% B	7	64% D		NG	20	100% A
Carli		52% F	A	10	100% A	0	0% F	8	57% F	7	64% D		NG	20	100% A
Caru		93% A	A	10	100% A	30	100% A	13	93% A	10	91% A		NG	20	100% A
Goc	A	84% B	A	10	100% A	0	0% F	13	93% A		NG		NG	20	100% A
Hel		88% B	A	10	100% A	30	100% A	15	107% A		NG		NG	20	100% A

1. Click the section pull-down to change gradebooks for the teacher to a different section.

FOCUS

Gradebook Grades

Teacher Program

01 - 001 - 1200320 ALG 1 HON

Filter

01 - 001 - 1200320 ALG 1 HON

02 - 001 - 1200310 ALG 1

04 - 004 - 1200310 ALG 1

06 - 007 - 1207300B LIB ARTS MATH 1

07 - 002 - 1200310 ALG 1

2. Hover over the **asterisk** for information on customized grades that may be found in the gradebook. In the example shown, X is an example of a customized grade.

* = Exc.
X = X
Z = Z

01 - 004 - ENG 1

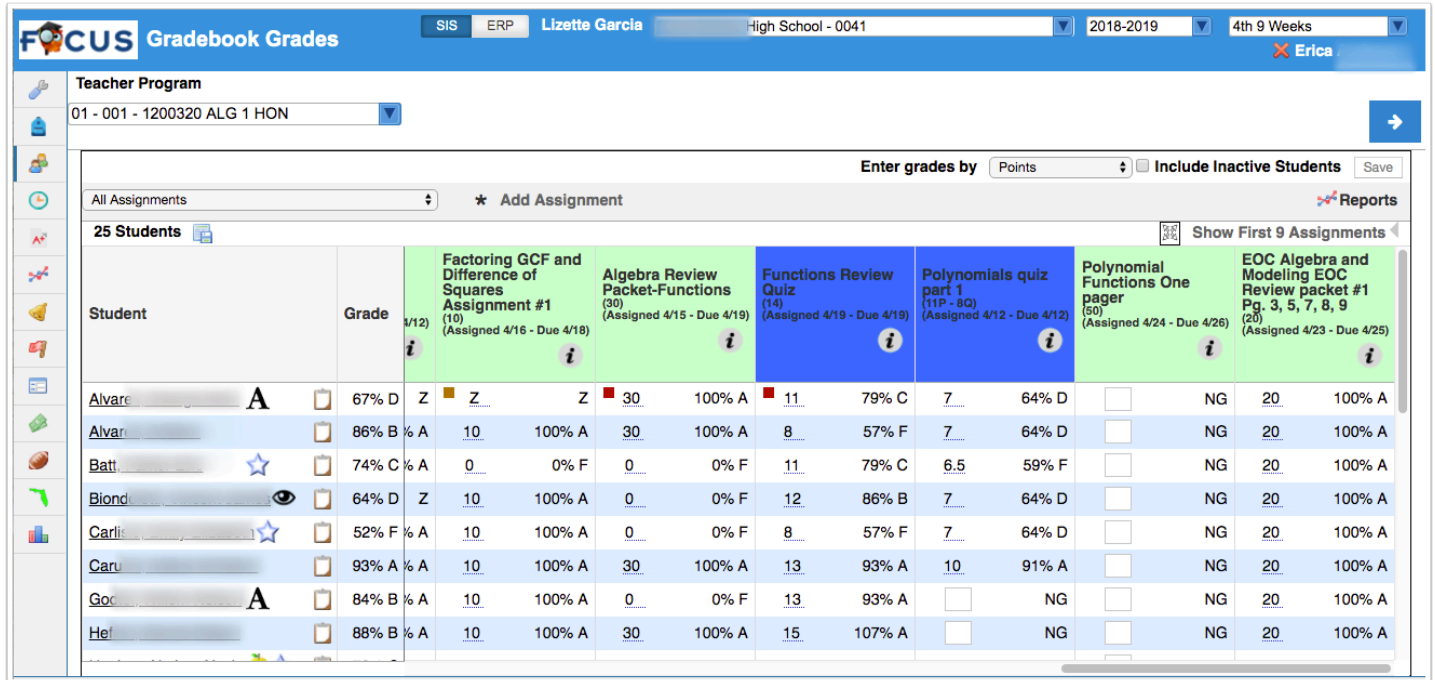
Enter grades by Percent Include Inactive Students

* Add Assignment

Student ID	Points (100)	Grade
9013	X	X (X)

Creating Assignments from the Gradebook for Teachers

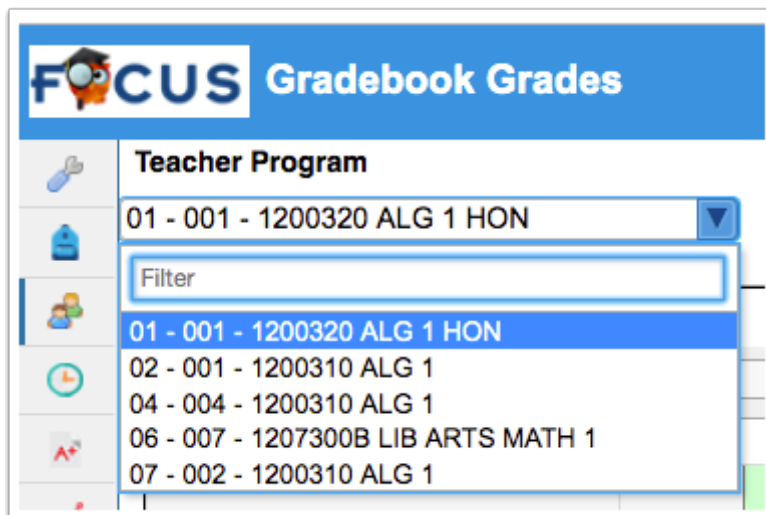
Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.



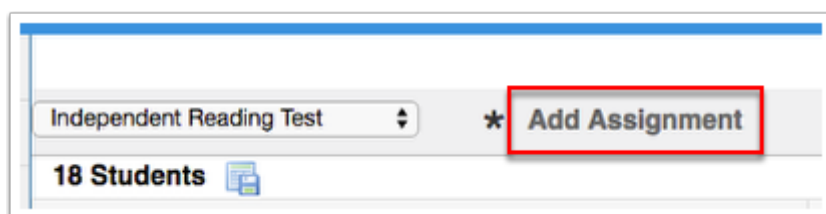
The screenshot shows the FOCUS Gradebook Grades interface. At the top, there's a header with the FOCUS logo, 'Gradebook Grades', and user information: 'SIS ERP Lizette Garcia High School - 0041 2018-2019 4th 9 Weeks'. Below the header, there's a 'Teacher Program' section with a dropdown menu showing '01 - 001 - 1200320 ALG 1 HON'. To the right of this, there's a 'Enter grades by' dropdown set to 'Points', an 'Include Inactive Students' checkbox, and a 'Save' button. Below this, there's a '25 Students' section with a 'Show First 9 Assignments' link. The main table displays student names, their current grade, and scores/percentages for various assignments. The assignments are: Factoring GCF and Difference of Squares Assignment #1 (10), Algebra Review Packet-Functions (30), Functions Review Quiz (14), Polynomials quiz part 1 (11P - 8Q), Polynomial Functions One pager (50), and EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20). The table shows scores and percentages for each student across these assignments.

Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10)	Algebra Review Packet-Functions (30)	Functions Review Quiz (14)	Polynomials quiz part 1 (11P - 8Q)	Polynomial Functions One pager (50)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20)
Alvare	A	67% D	30	100% A	7	64% D	20
Alvar		86% B	10	100% A	7	64% D	20
Batt		74% C	0	0% F	6.5	59% F	20
Biond		64% D	10	100% A	12	86% B	20
Carli		52% F	10	100% A	8	57% F	20
Caru		93% A	10	100% A	13	93% A	20
Goc		84% B	10	100% A	13	93% A	20
Hel		88% B	10	100% A	15	107% A	20

1. Click the section pull-down to change gradebooks for the teacher to a different section.



2. To add an assignment directly from your Gradebook, click the **Add Assignment** link.



Clicking the Add Assignment link opens an Add An Assignment pop-up screen to quickly create a new assignment without having to navigate to the [Gradebook Assignments \(Teacher Programs\)](#) screen.

3. Enter the **Title** of the assignment into the text box.
4. Enter the number of **Points** possible in the text box. If this is left blank, then the assignment will be taken out of 0 points and will count as extra credit.
5. Enter the number of **Questions** in the text box. This is not required and is typically used when entering scores based upon questions correct/incorrect.
6. To fill in points for all students, type in the number of points in the **Auto-Fill Points** text box. If Auto-Fill Points is added after the assignment is created, it will only auto-fill empty cells for that assignment.
7. Select an **Assignment Category** from the pull-down. Note: The Assignment Category must be set up via Grades > [Gradebook Categories & Assignments](#) for teacher or Users > [Gradebook Assignments \(Teacher Programs\)](#) for administrators before creating assignments but after combining gradebooks (if applicable).
8. If [Third Party Systems](#) has been set up by the district, you will see an additional pull-down called **Third Party System**. Select your current LMS (Learning Management System) from the pull-down, such as ALL In Learning. For more information, see the section titled, [Utilizing Third Party Systems](#).

9. Select the check boxes to the course sections that will receive this assignment. Selecting **Check All** will populate this assignment for all sections.

i Notice that some of the courses cannot be selected or cleared; the course and check box are inactive (grayed out). To edit data for an inactive course, select the course from your section pull-down located in the header; the course will become active once selected.

High School - 0041 2017-2018 4th 9 Weeks

✓ 01 - 004 - ENG 1
Co-Teaching
03 - 003 - ENG 4
06 - 001 - ENG 1 THROUGH ESOL
Inactive Courses
01 - S2 - 001 - AVID 3

Save Students Save

Copy assignments Save

☐ Check All

ENG 1

☒ Period 1 - 004 - Lizette Garcia

AVID 3

☐ Period 1 - S2 - 001 - Lizette Garcia

FNC BAS SKLS READ E

☐ Period 2 - 003 - Lizette Garcia

☐ Period 2 - 006 - Lizette Garcia

10. Select the **Hide from Excluded** check box to create an exclusive assignment for a student or group of students. Students with an asterisk (*) will not see the assignment on the student or parent portal. This is helpful when a transfer student comes into the class or make-up work has been assigned.

Title Points Questions

☐ Hide from Excluded

11. Select the **Assigned** and the **Due** date using the Month, Day, and Year pull-downs or click the **calendar** icon. Here you can also set a specific time of assignment or a specific time the assignment is due on the date selected.

June 11 2018 11:16 am

Assigned

June 11 2018 12:16 pm

Due

June 2018

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

n, Abigail M

12. Select a **Publish** date to determine when the assignment is visible to parents and students in the Parent/Student Portal. Note: The assignment will not be visible to parents/students until the Publish date has passed.

October 5 2018 10:50 pm

Assigned

October 5 2018 11:50 pm

Due

October 5 2018 10:50 pm

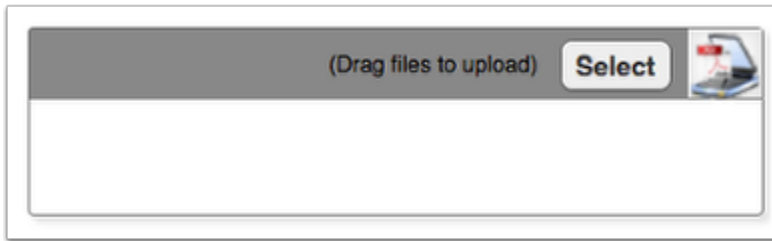
Publish

October 2018

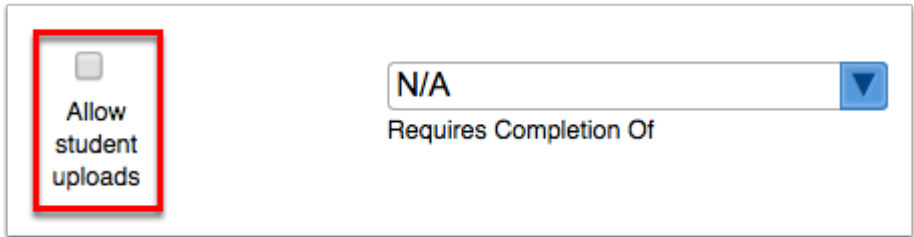
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

13. Enter a **Description** of the assignment. This description will be available when hovering over the assignment within the gradebook. Note: Depending on district settings, the Description field may not display.

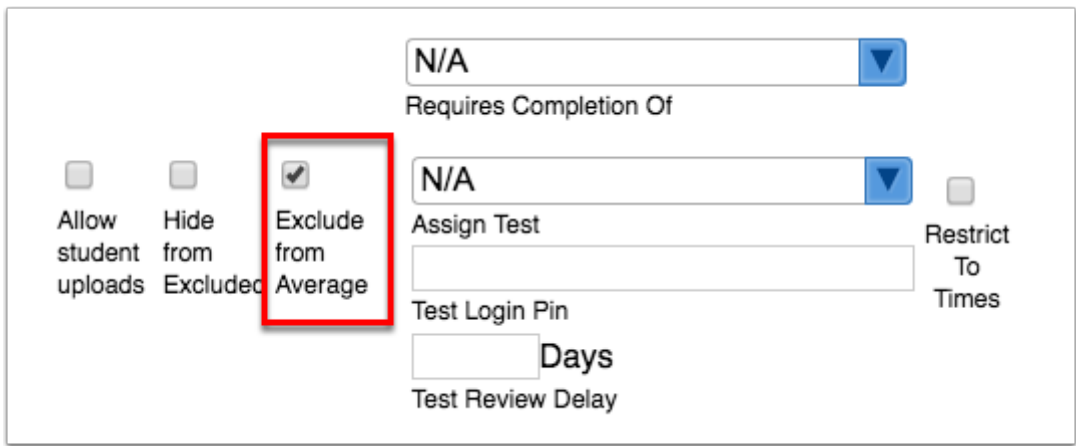
14. Add files by dragging and dropping them directly from the computer to the files section. You can also click **Select** to upload a file. Files can also be scanned via Dynamsoft, a one-time download that allows the attachment of files directly from the scanner; click the **Scanner** icon to utilize this function.

A file upload interface with a grey header bar containing the text "(Drag files to upload)" and a "Select" button with a folder icon. Below the header is a large white rectangular area for file selection.

15. Select the check box to **Allow student uploads** as a way for students to submit assignments via LMS. Note: If you are not using LMS, this check box can remain cleared. Note: Be sure the Due date and time is correct because the students will not be able to upload documents past the set deadline.

A form section with a red box highlighting an unchecked checkbox labeled "Allow student uploads". To the right is a dropdown menu with "N/A" selected and a blue downward arrow. Below the dropdown is the text "Requires Completion Of".

- a. If Allow student uploads is enabled, you will also have the option to select the **Don't allow late submissions** check box.
16. Select the **Exclude from Average** check box to ensure the assignment doesn't count for or against the students' averages.

A form section with several options. A red box highlights the "Exclude from Average" checkbox, which is checked. To its left are "Allow student uploads" and "Hide from Excluded" checkboxes, both unchecked. To the right of the red box is a dropdown menu with "N/A" selected and a blue downward arrow, with the text "Assign Test" below it. Further right is a "Restrict To Times" checkbox, which is unchecked. Below the "Assign Test" dropdown is a "Test Login Pin" field and a "Test Review Delay" field with a "Days" label.

17. You can select another assignment that must be completed before the student is able to submit this assignment from the **Requires Completion Of** pull-down. This feature works in conjunction to LMS; if the district has not enable LMS, this feature will remain disabled.
18. Select the **Standards** related to the assignment by clicking on the appropriate check box. This feature is available if standards are loaded and attached to courses.

Third Party System

☐ Check All

FIRST GRADE

☐ Period 1 - 003 - Gesua

LANG ARTS GRADE 1

☒ Period 3 - 006 - Gesua

MATH GRADE ONE

☐ Period 5 - 005 - ELIZA

SCIENCE GRADE ONE

☐ Period 6 - 005 - Gesua

SOC STUDIES 1

Standards

- ▶ LAFS Grade One - 1 - Literature - Integration of Knowledge and Ideas
- ▶ LAFS Grade One - 1 - Literature - Craft and Structure
- ▶ LAFS Grade One - 1 - Literature - Key Ideas and Details

a. Standards are listed by subject. Click on a subject to display the available standards and select the standard(s) that are applicable to the assignment. Note: More than one standard can be selected. You can also hover over the standard with your mouse to display the description entered by the district during standard setup.

▼ LAFS Grade One - 1 - Literature - Craft and Structure

☒ LAFS.1.RL.2.4

☒ LAFS.1.RL.2.5

LAFS.1.RL.2.5

Explain major differences between books that tell stories and books that give information, drawing on a wide reading range of text types.

Standards

b. Once the assignment has been created and the standards have been attached, standard information is accessible via the grade field. Double click the student's grade field to open standard data. You can also click the **gray arrow** to expand the section that contains standard data. Note: If a grade has already been entered, the points will default to the student's overall grade for the assignment.

Big Friends Words and Phrases (10) (Due 10/30)

Phonics/Vocab Lesson (27P - 27Q) (Due 8/24)

Points 8

Highlight ☐

Comments

OK Cancel

Last Modified Oct 30, 2018 01:24 pm

Standards Points

LAFS.1.RL.2.4 8 points out of 10

LAFS.1.RL.2.5 8 points out of 10

c. Standard grades can be edited as needed from the pop-up window shown above. Once modified, click **OK**. The overall grade for the assignment will display as the average of the two standard scores entered.

Mat	64% D	7
Mec	63% D	
Mir	43% F	
Pos	87% B	
Que	72% C	
Smir	93% A	
Smith	58% F	
Ums	54% F	
Wig	85% B	
Wy	64% D	
Average	71%	78%

Points 7

Highlight ☐

Comments

OK Cancel

Last Modified Oct 30, 2018 01:35 pm

Standards Points

LAFS.1.RL.2.4 6 points out of 10

LAFS.1.RL.2.5 8 points out of 10

19. Assign Test allows you to assign students pre-made tests to take online. You can assign a pin (**Test Login Pin**) and **Restrict To Times**, if desired. As well as enter the number of days

acceptable for a **Test Review Delay**. The Test feature works in conjunction to LMS; if this feature has not been enabled, the Test feature will not display.

N/A

Requires Completion Of

N/A

Assign Test

Test Login Pin

Days

Test Review Delay

☐

Restrict To Times

20. When all data has been entered, click the **Save** button to officially add the assignment.

Copy assignments

Save

☐ Check All

ENG 1

☒ Period 1 - 004 - Lizette Garcia

AVID 3

☐ Period 1 - S2 - 001 - Lizette Garcia (Inactive)

FNC BAS SKLS READ E

☐ Period 2 - 003 - Lizette Garcia

☐ Period 2 - 006 - Lizette Garcia

i Custom Grade are set up by the teacher via Grades > Gradebook Configuration > Custom Grades section or can be set up by admin via Users > [Gradebook Configuration \(Teacher Programs\)](#).

Configuration

Custom Grades

Grade	Display Name	Type	Remove
*	Exc.	Exclude	
X	X	Exclude	
Z	Z	Zero	
		Exclude	

Utilizing Third Party Systems














































If an assignment has been set up linked to a third party system as explained in [Creating Assignments from the Gradebook](#), an icon (set up by the district) will display next to the assignment title in the header.


All Assignments

Add Assignment

Reports

7 Students

Student	Grade	Student ID	FW 1 (100) (Due 8/2)	New 1 (100) (Due 8/5)	TEST 22 (100) (Due 8/5)	Test 33 (100) (Due 8/7)	AlbAssessment (100) (Due 7/23)	Hello Slava (10) (Due 7/23)	Jamie Assignment 2 (100) (Due 8/22)
Ford, _____	69% D	00023237	 	 	 	 			 
Gonzalez, _____	69% D	00056733	 NG	100 100% A	 NG	50 50% F	55 55% F	 NG	 NG
Graves, _____	29% F	00021500	 NG	50 50% F	 NG	25 25% F	8 8% F	1 10% F	 NG
Hernandez, _____	63% D	00074742	 NG	75 75% C	 NG	50 50% F	 NG	 NG	 NG
Nunez, _____	Not Graded	00059340	 NG	 NG	 NG	 NG	 NG	 NG	 NG
Nunez, _____	Not Graded	00059340	 NG	 NG	 NG	 NG	 NG	 NG	 NG
Rojas, _____	Not Graded	00060767	 NG	 NG	 NG	 NG	 NG	 NG	 NG
Average	58%			81.25%		50%	28.67%	10%	

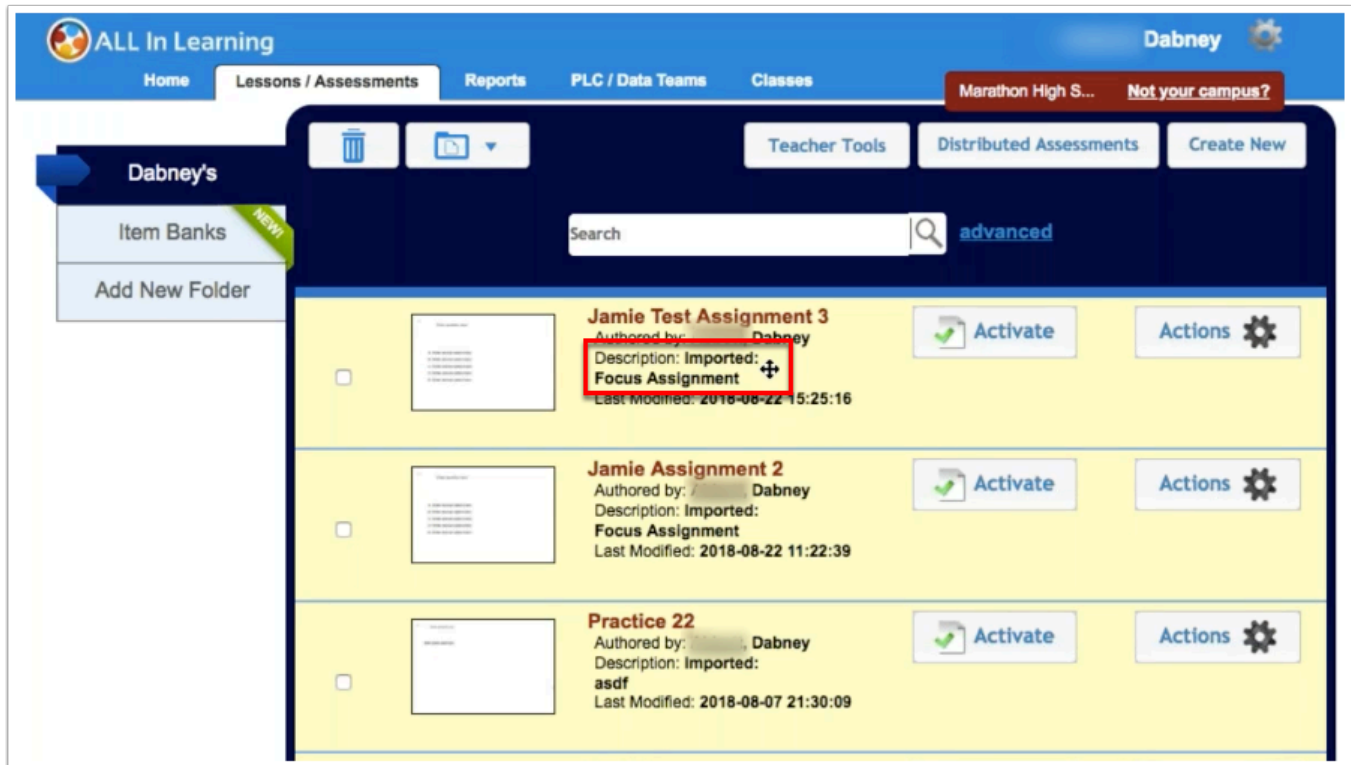
 The icon shown will vary from district to district as it can be customized to display any image desired.

Once linked to the LMS, anything updated in your Gradebook, as it pertains to the linked assignment, will also populate in your LMS, and vice versa. Therefore, you can enter grades for students using your Gradebook and the same grade will display in your LMS. The same applies

to updates made to the assignment itself. Note: Two way syncing must be set up in order for this to take place.

To open the LMS, such as ALL In Learning, click the **icon**.

Notice the assignments that were created in Focus are noted as **Imported: Focus Assignment** under Description.



Editing Assignments from the Gradebook

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

<div> <div>FOCUS</div> <div>Gradebook Grades</div> <div>SIS ERP Lizette Garcia High School - 0041 2018-2019 4th 9 Weeks</div> <div>Erica</div> </div>															
<div>Teacher Program</div> <div>01 - 001 - 1200320 ALG 1 HON</div>															
<div> <div>All Assignments</div> <div>* Add Assignment</div> <div>Enter grades by Points Include Inactive Students Save</div> <div>Reports</div> </div>															
<div>25 Students</div> <div>Show First 9 Assignments</div>															
Student	Grade		Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 9Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)							
Alvar	A	67% D	Z	Z	30	100% A	11	79% C	7	64% D		NG	20	100% A	
Alvar		86% B	A	10	100% A	30	100% A	8	57% F	7	64% D		NG	20	100% A
Batt		74% C	A	0	0% F	0	0% F	11	79% C	6.5	59% F		NG	20	100% A
Bond		64% D	Z	10	100% A	0	0% F	12	86% B	7	64% D		NG	20	100% A
Carli		52% F	A	10	100% A	0	0% F	8	57% F	7	64% D		NG	20	100% A
Caru		93% A	A	10	100% A	30	100% A	13	93% A	10	91% A		NG	20	100% A
Goc	A	84% B	A	10	100% A	0	0% F	13	93% A		NG		NG	20	100% A
Hel		88% B	A	10	100% A	30	100% A	15	107% A		NG		NG	20	100% A

1. Click the section pull-down to change gradebooks for the teacher to a different section.

FOCUS

Gradebook Grades

Teacher Program

01 - 001 - 1200320 ALG 1 HON

Filter

01 - 001 - 1200320 ALG 1 HON
02 - 001 - 1200310 ALG 1
04 - 004 - 1200310 ALG 1
06 - 007 - 1207300B LIB ARTS MATH 1
07 - 002 - 1200310 ALG 1

2. To edit an assignment directly from the gradebook, click on the *i* in the right corner of the listed assignment.

Independent Reading Test (100P - 10Q) (Due 3/19)	Argumentative Essay (200) (Due 3/23)	Motivational Monday (10) (Due 6/12)	Independent Reading (10) (Due 6/12)
<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>

a. You can also hover over the *i* for assignment information, such as **Title**, total **Points**, **Assigned** date, etc., as shown in the image below.

9. Select the check boxes to the course sections that will receive this assignment. Selecting **Check All** will populate this assignment for all sections.



☐ Check All

ENG 1

☒ Period 1 - 004 - Lizette Garcia


AVID 3

☐ Period 1 - S2 - 001 - Lizette Garcia (Inactive)

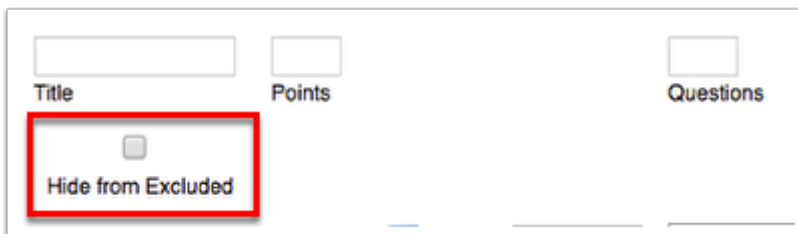
FNC BAS SKLS READ E

☐ Period 2 - 003 - Lizette Garcia

☐ Period 2 - 006 - Lizette Garcia

 If the assignment was already created for another course and is selected again here, the assignment will be duplicated.

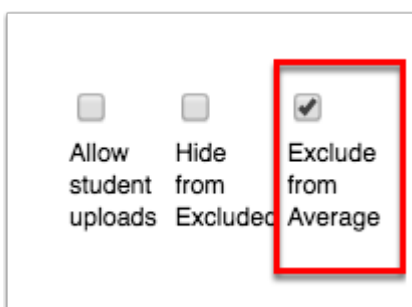
10. Select the **Hide from Excluded** check box to create an exclusive assignment for a student or group of students. Students with an asterisk (*) will not see the assignment on the student or parent portal. This is helpful when a transfer student comes into the class or make-up work has been assigned.



Title Points Questions

☐ Hide from Excluded

11. Select the **Exclude from Average** check box to ensure the assignment doesn't count for or against the students' averages.



☐ Allow student uploads

☐ Hide from Excluded

☒ Exclude from Average

12. Edit the **Assigned** and the **Due** date using the Month, Day, and Year pull-downs or click the **calendar** icon. Here you can also set a specific time of assignment or a specific time the assignment is due on the date selected.

June 11 2018 11:16 am

Assigned

June 11 2018 12:16 pm

Due

June 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

n, Abigail M

13. Select a **Publish** date to determine when the assignment is visible to parents and students in the Parent/Student Portal. Note: The assignment will not be visible to parents/students until the Publish date has passed.

October 5 2018 10:50 pm

Assigned

October 5 2018 11:50 pm

Due

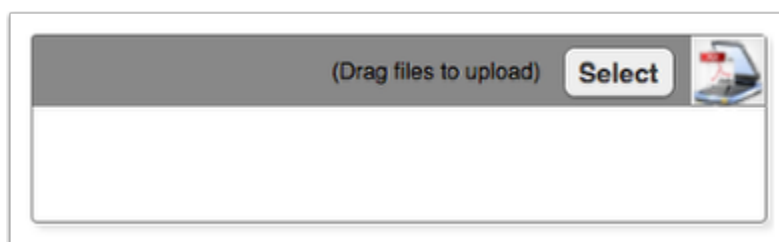
October 5 2018 10:50 pm

Publish

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

14. Edit the **Description** of the assignment. This description will be available when hovering over the assignment within the gradebook. Note: Depending on district settings, the Description field may not display.

15. Add files by dragging and dropping them directly from the computer to the files section. You can also click **Select** to upload a file. Files can also be scanned via Dynamsoft, a one-time download that allows the attachment of files directly from the scanner; click the **Scanner** icon to utilize this function.



16. Select the check box to **Allow student uploads** as a way for students to submit assignments via LMS. Note: If you are not using LMS, this check box can remain cleared. Note: Be sure the Due date and time is correct because the students will not be able to upload documents past the set deadline.

☒ Allow student uploads

Requires Completion Of: N/A

17. You can select another assignment that must be completed before the student is able to submit this assignment from the **Requires Completion Of** pull-down. This feature works in conjunction to LMS; if the district has not enable LMS, this feature will remain disabled.

18. Select the **Standards** related to the assignment by clicking on the appropriate check box. This feature is available if standards are loaded and attached to courses.

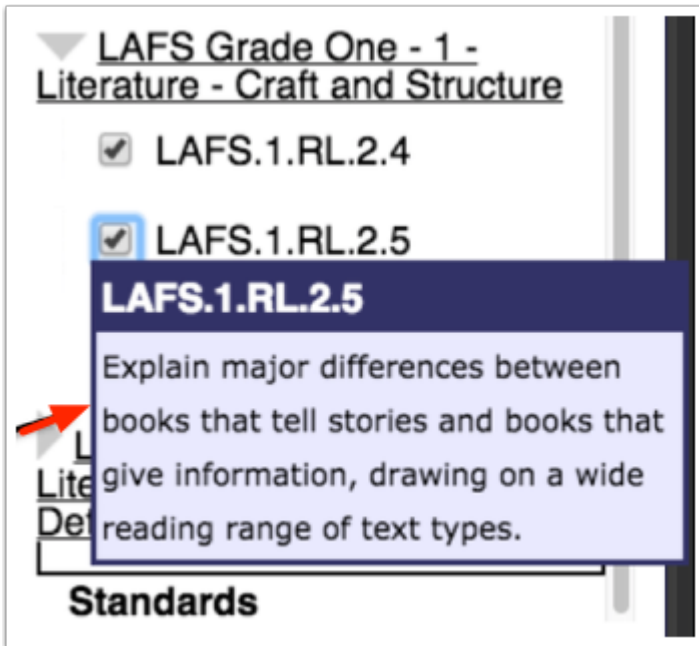
☒ Check All
 Third Party System

FIRST GRADE
☐ Period 1 - 003 - Gesua
LANG ARTS GRADE 1
☒ Period 3 - 006 - Gesua
MATH GRADE ONE
☐ Period 5 - 005 - ELIZA
SCIENCE GRADE ONE
☐ Period 6 - 005 - Gesua
SOC STUDIES 1

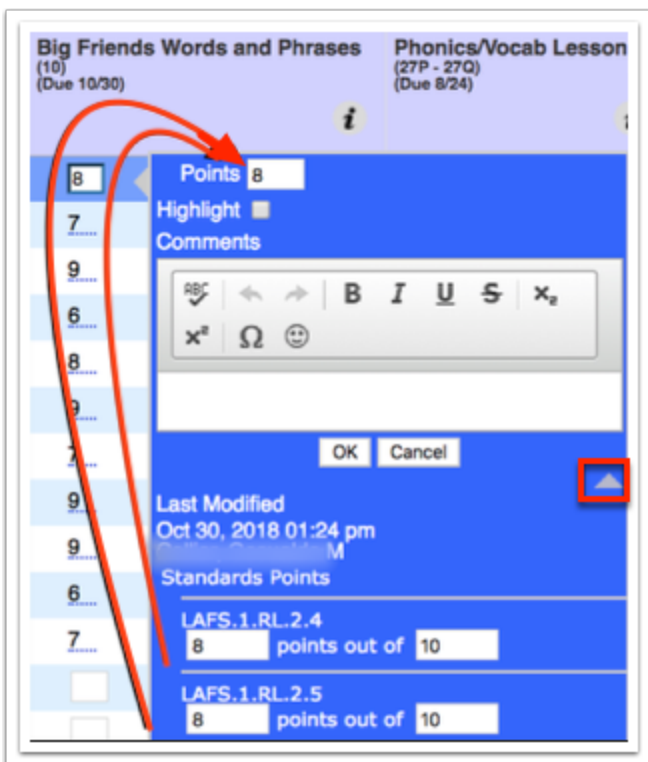
Standards

- ☒ LAFS Grade One - 1 - Literature - Integration of Knowledge and Ideas
- ☒ LAFS Grade One - 1 - Literature - Craft and Structure
- ☒ LAFS Grade One - 1 - Literature - Key Ideas and Details

a. Standards are listed by subject. Click on a subject to display the available standards and select the standard(s) that are applicable to the assignment. Note: More than one standard can be selected. You can also hover over the standard with your mouse to display the description entered by the district during standard setup.



b. Once the assignment has been created and the standards have been attached, standard information is accessible via the grade field. Double click the student's grade field to open standard data. You can also click the **gray arrow** to expand the section that contains standard data. Note: If a grade has already been entered, the points will default to the student's overall grade for the assignment.



c. Standard grades can be edited as needed from the pop-up window shown above. Once modified, click **OK**. The overall grade for the assignment will display as the average of the two standard scores entered.

Student	Icon	Grade	Points	Comments
Mal...		64% D	7	
Mec...		63% D		
Mir...		43% F		
Pos...		87% B		
Que...		72% C		
Smir...		93% A		
Smith...		58% F		
Ums...		54% F		
Wig...		85% B		
Wy...		64% D		
Average		71%	78%	

Points

Highlight ☐

Comments

Rich text editor toolbar:

OK Cancel

Last Modified
Oct 30, 2018 01:35 pm
Co...

Standards Points

LAES 1. RL.2.4
 points out of 10

LAES 1. RL.2.5
 points out of 10

19. Assign Test allows you to assign students pre-made tests to take online. You can assign a pin (**Test Login Pin**) and **Restrict To Times**, if desired. As well as enter the number of days acceptable for a **Test Review Delay**. The Test feature works in conjunction to LMS; if this feature has not been enabled, the Test feature will not display.

20. When all data has been edited, click the **Save** button.

Assessments/Projects/Writing

Assignment Category

Deleting an Assignment from the Gradebook for a Teacher

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

<div> <div>FOCUS</div> <div>Gradebook Grades</div> </div> <div> <div>SIS</div> <div>ERP</div> <div>Lizette Garcia</div> <div>High School - 0041</div> <div>2018-2019</div> <div>4th 9 Weeks</div> </div> <div> <div>Erica</div> </div>															
<div>Teacher Program</div> <div>01 - 001 - 1200320 ALG 1 HON</div>															
<div> <div>All Assignments</div> <div>* Add Assignment</div> <div>Enter grades by Points</div> <div>Include Inactive Students</div> <div>Save</div> <div>Reports</div> </div>															
<div>25 Students</div> <div>Show First 9 Assignments</div>															
Student	Grade		Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 9Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)							
Alvar	A	67% D	Z	Z	30	100% A	11	79% C	7	64% D		NG	20	100% A	
Alvar		86% B	A	10	100% A	30	100% A	8	57% F	7	64% D		NG	20	100% A
Batt		74% C	A	0	0% F	0	0% F	11	79% C	6.5	59% F		NG	20	100% A
Biond		64% D	Z	10	100% A	0	0% F	12	86% B	7	64% D		NG	20	100% A
Carli		52% F	A	10	100% A	0	0% F	8	57% F	7	64% D		NG	20	100% A
Caru		93% A	A	10	100% A	30	100% A	13	93% A	10	91% A		NG	20	100% A
Goc	A	84% B	A	10	100% A	0	0% F	13	93% A		NG		NG	20	100% A
Hel		88% B	A	10	100% A	30	100% A	15	107% A		NG		NG	20	100% A

1. Click the section pull-down to change gradebooks for the teacher to a different section.

FOCUS

Gradebook Grades

Teacher Program

01 - 001 - 1200320 ALG 1 HON

Filter

01 - 001 - 1200320 ALG 1 HON

02 - 001 - 1200310 ALG 1

04 - 004 - 1200310 ALG 1



06 - 007 - 1207300B LIB ARTS MATH 1

07 - 002 - 1200310 ALG 1

2. To edit an assignment directly from the gardebook, click on the *i* in the right corner of the listed assignment.

Independent Reading Test (100P - 10Q) (Due 3/19)	Argumentative Essay (200) (Due 3/23)	Motivational Monday (10) (Due 6/12)	Independent Reading (10) (Due 6/12)
<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>

a. You can also hover over the *i* for assignment information, such as **Title**, total **Points**, **Assigned** date, etc., as shown in the image below.

Independent Reading Test (100P - 10Q) (Due 3/19)	Argumentative Essay (200) (Due 3/23)	Motivational M (10) (Due 6/12)
		
100	A	
85	B	
80	B	
90	A	

Click to Edit

Title: Independent Reading Test

Points: 100

Assigned: 2018-03-19

Due: 2018-03-19

Description:

Average: 78.13%

Range: 20 to 100

Clicking the **i** opens an Edit An Assignment pop-up screen to edit the corresponding assignment without having to navigate to the Gradebook Categories & Assignments screen.

Edit An Assignment

Import CSV File
Delete Assignment
Save

Independent Reading Test

Title

10

Points

10

Questions

Auto-Fill Points

Quizzes and Projects

Assignment Category

December 5 2018

Assigned

10:59 pm

December 5 2018

Due

11:59 pm

December 6 2018

Publish

10:59 pm

(Drag files to upload)

Select

Allow student uploads

Hide from Excluded

N/A

Requires Completion Of

N/A

Assign Test

Test Login Pin

Days

Test Review Delay

Restrict To Times

Description

3. To delete the assignment, click the **Delete Assignment** button.

Import CSV File

Delete Assignment

Save

Assessments/Projects/Writing

Assignment Category

 If you delete an assignment, the assignment will be removed from all sections.

i Once deleted, teachers can access the **Deleted Assignments** report via **Grades > Gradebook Reports**.

Entering Grades via Imported CSV Files

Scores can be imported into the gradebook using a CSV file. First, create the assignment. Then, prepare a CSV file that includes a column for Student IDs (student_id) or Local IDs (custom_53) and a column for student scores/grades. The scores can be entered as points or as percentages.

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

FOCUS

Gradebook Grades

SIS

ERP

Lizette Garcia

High School - 0041

2018-2019

4th 9 Weeks

Erica

Teacher Program

01 - 001 - 1200320 ALG 1 HON

Enter grades by

Points

Include Inactive Students

Save

All Assignments

Add Assignment

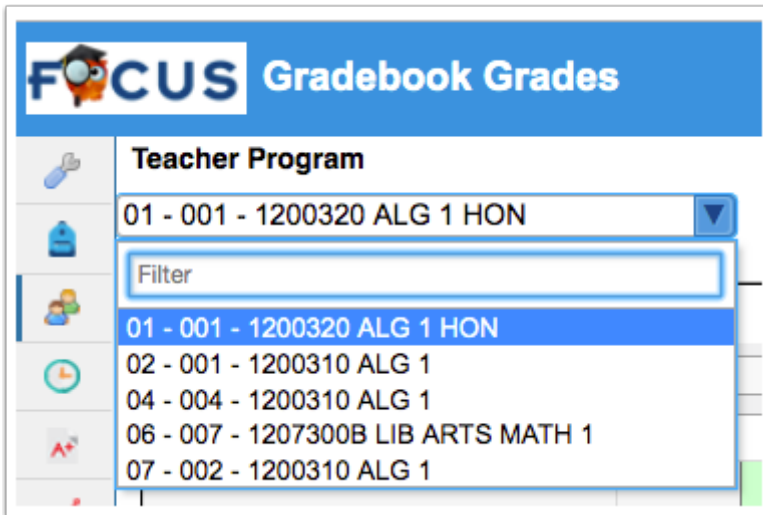
Reports

25 Students

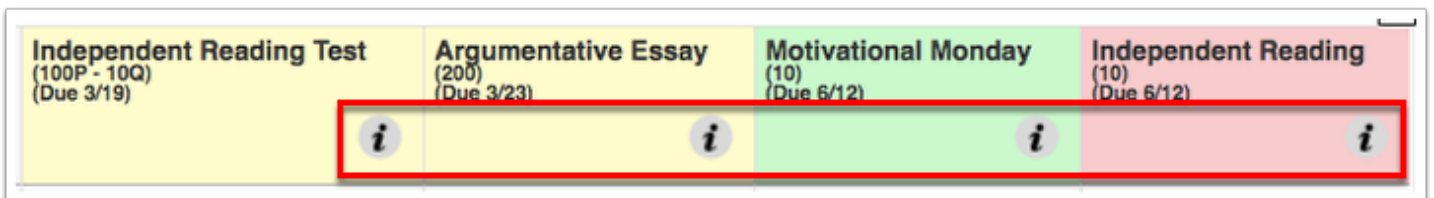
Show First 9 Assignments

Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 8Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)							
Alvare	A	67% D	30	100% A	11	79% C	7	64% D		NG	20	100% A		
Alvar		86% B	10	100% A	30	100% A	8	57% F	7	64% D		NG	20	100% A
Batt		74% C	0	0% F	0	0% F	11	79% C	6.5	59% F		NG	20	100% A
Biond		64% D	10	100% A	0	0% F	12	86% B	7	64% D		NG	20	100% A
Carli		52% F	10	100% A	0	0% F	8	57% F	7	64% D		NG	20	100% A
Caru		93% A	10	100% A	30	100% A	13	93% A	10	91% A		NG	20	100% A
God	A	84% B	10	100% A	0	0% F	13	93% A		NG		NG	20	100% A
Hel		88% B	10	100% A	30	100% A	15	107% A		NG		NG	20	100% A

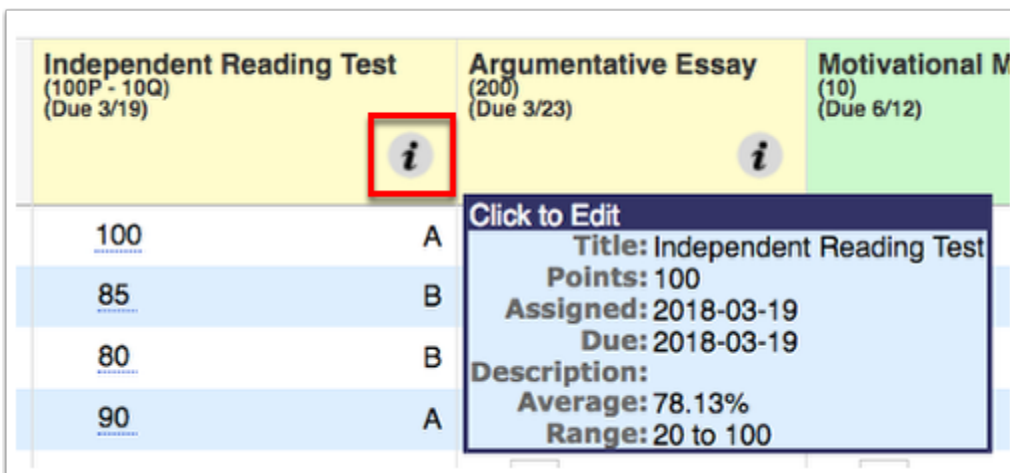
1. Click the section pull-down to change gradebooks for the teacher to a different section.



2. To import scores once the assignment as been created and the CSV file prepared, click the *i* in the right corner of the listed assignment to edit and import.



a. You can also hover over the *i* for assignment information, such as **Title**, total **Points**, **Assigned** date, etc., as shown in the image below.



Clicking the *i* opens an Edit An Assignment pop-up screen to edit the corresponding assignment without having to navigate to the [Gradebook Assignments \(Teacher Programs\)](#) screen.

3. Click the **Import CSV File** button to upload and import grades.

i Importing grades must be done by section; importing cannot take place for multiple sections at once.

4. In the pop-up window, click **Choose File** and select the CSV file from your computer.

5. Select the type of score values included in the file, **Points** or **Percent**.

6. From the **Student ID Column** pull-down, select which column in the file contains the Student IDs. The student IDs must match what is in Focus or the import will not work.

- From the **Score Column** pull-down, select which column in the file contains the scores.
- When all information has been entered and the file selected, click **Upload**.
- Once uploaded, the scores are imported to the Gradebook and will be listed for the selected assignment.

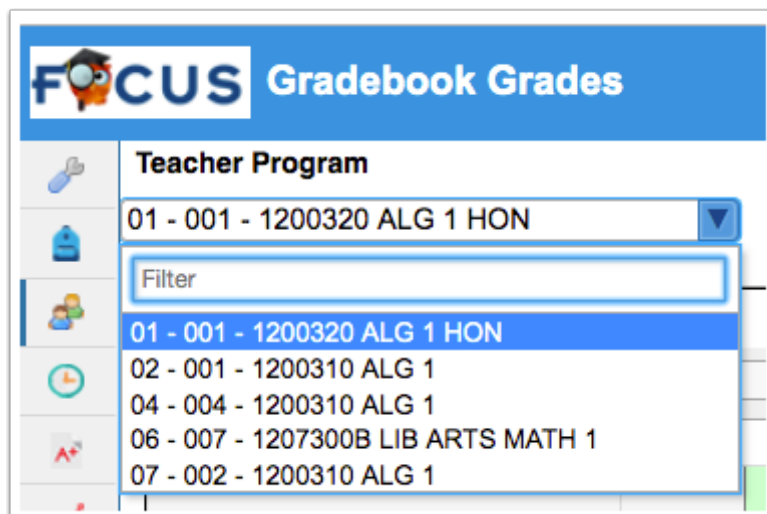
Gradebook Reports

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

The screenshot shows the FOCUS Gradebook Grades interface. At the top, there's a header with the FOCUS logo, 'Gradebook Grades', and user information: 'SIS ERP Lizette Garcia High School - 0041'. Below this, a 'Teacher Program' dropdown is set to '01 - 001 - 1200320 ALG 1 HON'. The main area displays a table with columns for 'Student', 'Grade', and several assignments. The assignments are: 'Factoring GCF and Difference of Squares Assignment #1', 'Algebra Review Packet-Functions', 'Functions Review Quiz', 'Polynomials quiz part 1', 'Polynomial Functions One pager', and 'EOC Algebra and Modeling EOC Review packet #1'. Each assignment column shows scores and percentages for each student. For example, for 'Factoring GCF...', students have scores like 10, 10, 0, 10, 10, 10, 10, 10 with percentages like 100% A, 100% A, 0% F, 100% A, 100% A, 100% A, 100% A, 100% A.

Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 3Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)
Alvar...	A	10	100% A	11	79% C	7	64% D
Alvar...	86% B	10	100% A	8	57% F	7	64% D
Batt...	74% C	0	0% F	11	79% C	6.5	59% F
Blond...	64% D	10	100% A	12	86% B	7	64% D
Carli...	52% F	10	100% A	8	57% F	7	64% D
Caru...	93% A	10	100% A	13	93% A	10	91% A
Goc...	84% B	10	100% A	13	93% A		NG
Hel...	88% B	10	100% A	15	107% A		NG

- Click the section pull-down to change gradebooks for the teacher to a different section.



2. The Gradebook module offers numerous reports; to access them, click the **Reports** button directly below the Save button in the upper-right corner of the screen. A list of different reports will display. Click the **report** to generate the chosen report.

Enter grades by

Percent

☐ Include Inactive Students

Save

Reports

Test

Argumentative Essay
(200)
(Due 3/23)

i

A

-

N

B

N

B

N

A

N

F

N

X

N

Grade Breakdown Graphs

Missing Grades

Failing Grades

Extra Credit Grades

Highlighted Grades

Excused Grades

Custom Grades

Transferred Students

Progress Reports

Blank Gradebook

Gradebook Audit Trail

Student Participation

Learners Proficient

i

For information about each of the listed report, see the article titled, [Gradebook Reports \(Teacher Programs\)](#).

3. If a report is generated via Gradebook, when finished viewing the report, click **Back To Gradebook**.

Return To Gradebook

Excused Grades

All students who have been excused from an assignment. You can excuse a student from an assignment by entering any of * or X in the gradebook.

1 excused grade

Student	Assignment	Points	%	Grade	Comments	Assigned	Due
Farrington, ...	Independent Reading Test	* / 100	Excluded	X		Mar 19, 2018	Mar 19, 2018