


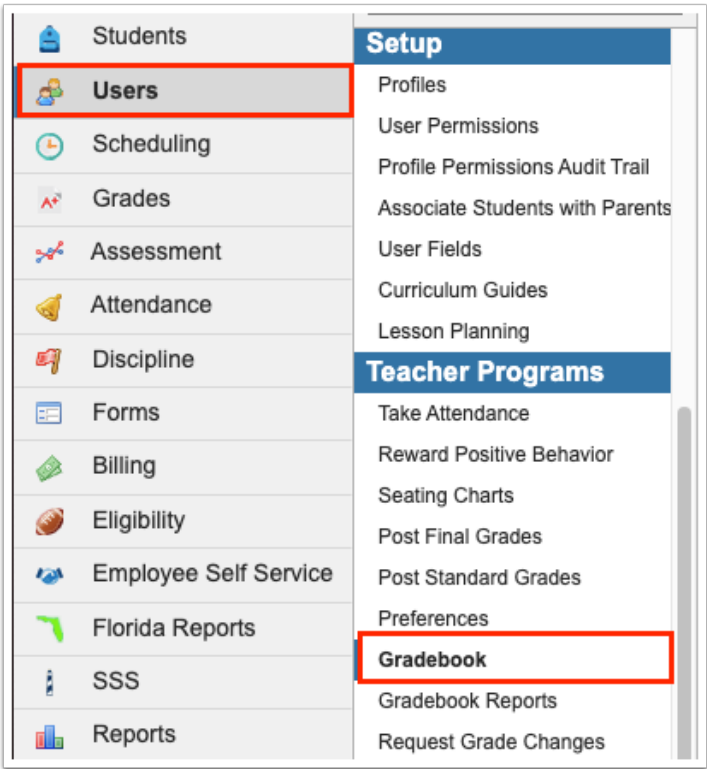
Proficiency Gradebook (Teacher Programs)

The Proficiency Gradebook offers teachers with various ways to enter grades, configure the gradebook, add and edit assignment categories, add and edit assignments (customized details, resources, standards, and additional settings), as well as generate gradebook reports, all broken down by proficiency standards.

 In order to use the Proficiency Gradebook, your district must first enable the preference to **Use Proficiency Gradebook** via Setup > [System Preferences](#) > Default School Preferences/School Preferences > [Grading](#).

Teacher Search

1. In the **Users** menu, click **Gradebook**.



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.

Teacher Program

Search Screen User List Customized List

Find a Teacher

User

► [More Search Options](#)

☐ Search All Schools
☐ Include Parents
☐ Include Inactive Users
☐ Only Show Most Recent Enrollment

Search **Reset**

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

💡 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.

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

4. Click **Search**.

Teacher Program

Search Screen User List Customized List

Find a Teacher

User

► [More Search Options](#)

☒ Search All Schools
☐ Include Parents
☐ Include Inactive Users
☐ Only Show Most Recent Enrollment



Search **Reset**


5. When you find the correct user, click on the user's name to open the user's gradebook.

Teacher Program

Search Screen **User List** Customized List

User: ab

2 Users  

User	Local ID	Staff ID	Profiles	Schools
Abrego, Nadine M.	3324	3324	Teacher	Focus Elementary School - 0311
Abrego, Roxy. 	3105	3105	Teacher	Focus High School - 0041

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

Student	Grade	Grade Level	Completes Homework		Follows Class and School Rules		Anne Frank Entry	
			Research Assigned 06/01 Due 06/03	Research Discussion Assigned 06/01 Due 06/02	Favorite Historical ... Assigned 06/02 Due 06/16	Critical Thinking: ... Assigned 06/02 Due 06/02	Anne Frank Entry Assigned 07/18 Due 07/19	
Atwood, Elaine Bennes	3.53 B	10	3.5 88% B	3.5 88% B	3.5 88% B	3.9 98% A	3.6 90% A	
Atwood, Margaret Eileen	3.43 B	10	3.2 80% B	3.2 80% B	3.9 98% A	4.1 103% A	3.2 80% B	
Birchwood, Brian M	3.5 B	10	4 100% A	4 100% A	NG	4 100% A	3 75% C	
Bold, Jonathan Davin	3.8 A	10	4 100% A	4 100% A	NG	NG	3.6 90% A	
Burns, Tate Kya	3.25 B	10	3 75% C	3 75% C	NG	NG	NG	
Charles, Kya Diem	3.95 A	10	4 100% A	4 100% A	NG	NG	NG	
Garay, Lizette M	3.5 B	10	3 75% C	3 75% C	NG	NG	NG	
Garcia, Christina Gia	3.5 B	10	3 75% C	3 75% C	NG	NG	NG	
Henn, Lauren H	4 A	10	4 100% A	4 100% A	NG	NG	NG	
James, Amanda Bohm	3 C	10	2 50% F	2 50% F	NG	NG	NG	
Martinez, Beatriz L	2.5 D	10	2 50% F	2 50% F	NG	NG	NG	

i To open the selected user's User Info record, click on the user's photo displayed in the header (next to the red x).

7. Select the applicable section from the corresponding pull-down in order to view the teacher's gradebook for the selected section.

Writers02er

Abrego, Roxy

3105

Gradebook

Lizette Garcia

Focus High School - 0041

SIS

2021-2022

4th 9 Weeks

ERP

All

Standard

Category

Assignment

01 - 007 - 2109310 WORLD HIST

Reports

Settings

Grade Legend

Enter Grades By Percent

Save

20 Students

Export

Message

Filter: OFF

Most Recent Only

Student	Grade	Grade Level	Completes Homework		Follows Class and School Rules		Anne Frank Entry Assigned 07/18 Due 07/19	F
			Research Assigned 06/01 Due 06/03	Research Discussion Assigned 06/01 Due 06/02	Favorite Historical ... Assigned 06/02 Due 06/16	Critical Thinking: ... Assigned 06/02 Due 06/02		
Atwood, Elaine Bennes	3.53 B	10	3.5 88% B	3.5 88% B	3.5 88% B	3.9 98% A	3.6 90% A	4
Atwood, Margaret Eileen	3.43 B	10	3.2 80% B	3.2 80% B	3.9 98% A	4.1 103% A	3.2 80% B	4
Birchwood, Brian M	3.5 B	10	4 100% A	4 100% A	NG	4 100% A	3 75% C	
Bold, Jonathan Davin	3.8 A	10	4 100% A	4 100% A	NG	NG	3.6 90% A	
Burns, Tate Kya	3.25 B	10	3 75% C	3 75% C	NG	NG	NG	
Charles, Kya Diem	3.95 A	10	4 100% A	4 100% A	NG	NG	NG	
Garay, Lizette M	3.5 B	10	3 75% C	3 75% C	NG	NG	NG	
Garcia, Christina Gia	3.5 B	10	3 75% C	3 75% C	NG	NG	NG	
Henn, Lauren H	4 A	10	4 100% A	4 100% A	NG	NG	NG	
James, Amanda Bohm	3 C	10	2 50% F	2 50% F	NG	NG	NG	
Martinez, Beatriz L	2.5 D	10	2 50% F	2 50% F	NG	NG	NG	

Proficiency Gradebook

See [Proficiency Gradebook](#) for all other details, such as Gradebook Navigation, Gradebook Categories & Assignments, Entering Grades, Viewing Grades, and more.