GRADEBOOK QUICK INSTRUCTIONS
(CALCULATING GRADES / ENTERING COURSE GRADES / S&B / COMMENTS)

FOR COMPLETE INSTRUCTIONS, SEE JMC'S GRADEBOOK MANUAL

ASSIGNMENT COURSE GRADE CALCULATION
(If you HAVE USED the JMC GradeBook and recorded Assignments, then follow the directions below)

To calculate grades if you use the Assignment Grade feature in Gradebook Program, follow the instructions below. (If you don't use assignment grades for any of your classes or for a subject like Penmanship, then see the "Course Grade Entry" instructions below).

1. Verify that you have selected the correct Term (Under Term in the main menu).
2. Go to Edit.
3. Choose Course Grades.
4. Select your course (make sure you select the course in the correct Semester).
5. Click Options and choose Calculate Q# grades from scores. Click Save.
6. Move to the next course in your list and repeat step 5. When done with all courses, select Save and then Done.
7. Click Edit and select Calculate All Classes.
8. Go to File and select Teacher to Office.

    For further instructions regarding underline assignment grade setup and use, refer to the Gradebook Basics Guide, which gives more detailed instructions for this.

COURSE GRADE ENTRY
(If you HAVE NOT used the GradeBook to record Assignments, then follow the directions below)

1. To enter grades only (not entering assignment grades), open your Gradebook Program.
2. Go to Term and select the correct Quarter.
3. Go to Edit and Choose Course Grades.
4. Under Course, select the Course for which you need to enter Grades – pay special attention to the course name and semester#.
5. Mouse-click the grade that you wish to enter from the right-hand column and the program will enter the grade selected and automatically move to the next student.
6. After you have entered grades for that course, click on Save.
7. Choose the next course to enter grades for and repeat Steps 5 and 6.
8. Once you have entered all the course grades, click on Edit and Calculate All Classes.
9. Go to File and choose Teacher to Office.

Locking a Grade
1. To give a student other than the calculated grade, enter the desired grade for the student.
2. Highlight the grade by clicking on it.
3. Click on the **Lock Grade** button or select **Lock Grade** under the **Options** menu. The locked grade will appear with a box around it. Note: When grades are calculated, the locked grade will not change.

Unlocking a Grade

To unlock a locked grade, highlight the grade and click on the **Unlock Grade** button in the lower left corner of the window or select **Unlock Grade** under the **Options** menu.

ENTERING "STANDARDS" ON REPORT CARDS

A new feature for Custom Report Cards has been implemented into the JMC Gradebook that you already use. The directions on how to use this are as follows:

Open your Gradebook program.
1. Log in with your username and password.
2. Go to File … Office to Teacher (this ensures you have all student/schedule changes and that you receive the new updates passed down from the office).
3. Go to Edit … EDIT ASSESSMENTS FOR A STUDENT
4. Under *Course/Grade*, choose the last selection which will be Grade ** (your grade level).
   a. **SPECIALS TEACHERS**: You would choose the Course (i.e. ART 1T, etc.)
   b. **TEACHERS THAT TEACH SAME SUBJECT** (i.e. all 5th grade math taught by same teacher): For the exclusive subject that you teach, select the Course Name under the Course/Grade heading. All other content, you would choose Grade ##
   c. If you fall under step 4a or 4b, after choosing your course, SKIP TO STEP 7 below.
5. The *Subject Area* will should also be the grade levels that you share a custom report card with (i.e. Grade 1's subject area is 002 Grades 1, 2 and 3.
6. The *Standard* selections will be the same as the Headers on your custom report cards (i.e. Social and Work Characteristics, Reading, Spelling, even Support Program Participation). You can also just choose to show ALL STANDARS.
7. Choose the *standard* you want then choose the *Student*.
8. In the upper left-hand portion of the Screen, you need to Click "Add".
9. Type in the Assessment Date, which could be the date of the last quarter and then choose Qtr#. Click OK.
10. You will need to perform steps #8 & #9 for each new *standard (*the date will remain the same after you have entered it on each standard's first student). You will not need to re-add a date if you have ALL STANDARDS listed.
11. The *Assessments* listed will be the same as the subcategories on your custom report card). Click your mouse in the box and then click your selection under *Results*. This should then fill the box with your selection. Click Save and select the next student.
    a. You do not need to enter the Grades in the first subject field. The grade that you entered in the Gradebook will *print* in this area automatically.
12. Click *Done* when you are finished.
13. When you are completely done entering standards and entering your grades, go to File … Teacher to Office and check BOTH boxes to send Grades AND Standards and Benchmarks.
14. For adding Comments, see the next Section.

Keep in mind that when you do a File … Teacher to Office & mark to send Grades & Standards & Benchmarks (as explained in your normal Gradebook Quick instructions on page 1), all entries that you entered under Assessments will be sent as well. The Custom Report Cards will then be printed from the JMC Office program and hand- delivered to you.

If you need to clear an entry in an Assessments Result ID box, click this area under the Results.

You do not need to enter a grade in this field. The grade that you entered in the Gradebook will *print* in this area automatically.

FIGURE 1
Grades 1st through 3rd Standards

- Social Skills
- Work Habits
- Reading
- Spelling
- Language Arts
- Handwriting
- Math
- Social Sciences (3rd Grade Only)
- Support Program (mark the appropriate boxes if a student participates in any of the support programs)
- PT Conferences Attended (this would only be completed 2nd & 4th quarter to indicate a 1st and/or 3rd quarter conference attended).
- The Comments included, if marked area of the report card is a manual marking made by you and is not an area that is marked within the Gradebook program.
- Computer Literacy (this only needs to be completed once sometime during the 2nd semester).

Grades 4th through 6th Standards

- Social and Work Characteristics
- Reading
- English
- Spelling
- Math
- Science
- Social Studies
- Handwriting
- Support Program (mark the appropriate boxes if a student participates in any of the support programs)
- PT Conferences Attended (this would only be completed 2nd & 4th quarter to indicate a 1st and/or 3rd quarter conference attended).
- The Comments included, if marked area of the report card is a manual marking made by you and is not an area that is marked within the Gradebook program.
- Computer Literacy (this only needs to be completed once sometime during the 2nd semester).

Kindergarten Standards

- First Nine Weeks
- Second Nine Weeks
- Third Nine Weeks
- Fourth Nine Weeks
- Personal/Social Skills
- Number Recognition (complete each of the numbers each quarter)
- Letters/Sound (complete each letter/sound each quarter)

The number of days present, absent and tardy is automatically generated by the JMC Office program when the report cards are printed.

Also remember that a student who has divorced or separated parents that both get report cards, the JMC Office program will print out duplicate report cards. Give the duplicate set (report card and/or comments) to Kelly so that she can mail them to the other parent.

COMPLETING COMMENTS

Browse to your folder on the server and find the subfolder called Comments. Within that folder is a ####Commenttemplate file (with the #### representing the current school year, i.e. 0607commenttemplate). Open the file and type in the student's name, school year, and advisor's name. Type your comments in the appropriate quarter box.

> NOTE: You need to click **_inside_** of the text box to type. If you try to type outside the text box, it will not line up correctly.

Go to the next page of the document and do the next student.

You need to print your comments and put them with their report cards. Remember to only print the pages that have data, as there are 25 blank comment pages.

Use the same form for each quarter so that by the end of the 4th quarter, all comments will be printed for their cum folder.