

TeacherPlus GradeBook

Introduction

Welcome to Rediker Software's *TeacherPlus GradeBook*. We are confident you will enjoy its many unique and advanced features as it helps make you more efficient, allowing you to do what you truly love to do, and that is teach. These features include:

1. **CLOUD BASED:** TeacherPlus lives on the cloud, allowing it to be easily accessed anywhere in the world, using any web browser. Because it lives on the cloud, all upgrades will be done by Rediker Software and will be immediately available to you.
2. **SHARING:** TeacherPlus is designed to make it easy for teachers to share the information they want to share through Rediker Software's parent and student portals. Both TeacherPlus and the portals reside on the same cloud, allowing teachers to share instantaneously. (Note that all data remains private until teachers decide to share it.)
3. **SAVING KEYSTROKES:** Rediker is dedicated to saving teachers time and unnecessary keystrokes. Unlike users of other gradebooks, TeacherPlus users are spared the need to habitually hit the Save key. Rediker's Gradebook, being continuously connected to the Database, automatically and immediately saves every change to every cell. In addition to streamlining data entry, this eliminates the very real possibility that entered data could be lost upon exiting a function. One essential security feature of a gradebook program is an automatic timeout after a period of inactivity. When a teacher needs to set aside grade entry to attend to a classroom crisis, they should not need to first save their entries for fear of having to reenter them all.
4. **ENTERPRISE GRADEBOOK:** TeacherPlus was designed from the ground up as a true enterprise gradebook, seamlessly linked to your school's Administrator's Plus School Information Software. Whereas in the past, gradebooks started as individual teacher gradebooks with each teacher having to do their own setup, TeacherPlus allows the school to save teachers time by easily setting up all gradebooks in a coordinated manner. This has the added benefit that when parents are looking at shared information on the same screen from various teachers about all of their children, what they see from one teacher means the same as from another teacher. For example, if a school decides to create a score of an "X", it should mean the same thing for all teachers.
5. **TEACHER PREFERENCES:** Even though TeacherPlus is an enterprise gradebook, there are still numerous preferences allowing teachers to customize how they see and interact with their own gradebook. For example, a teacher may opt to have new assignment

columns appear at the left rather than the right, or to include a column displaying students' birthdates.

6. **WEB BASED APPLICATION:** Everyone loves their "APPS" because they offer so much more functionality than web sites. TeacherPlus uses Microsoft's Silverlight application framework to give application functionality to a web based program. Silverlight performs as a web browser plug-in like Java and Dot Net. If it is not already on your PC or Mac, the first time you open TeacherPlus, it will install it for you.
7. **TABLET VERSION:** A true iPad app, optimized for functionality, will be available before school starts in the fall of 2013. Note that the iPad app is designed to be used in conjunction with TeacherPlus on the Mac or PC, and not instead of the PC version. The iPad version handily allows scores and attendance to be entered and viewed, while reporting and setup functions are most effectively done on a PC or Mac.

A GRADEBOOK BY TEACHERS FOR TEACHERS – A note from Rich Rediker, founder of Rediker Software

I started Rediker Software in 1978 when I was a chemistry teacher at Longmeadow High School in Longmeadow, MA. I was also a class advisor who had to manually send tardy letters home when students reached 6 tardies. My first module was a program, written on a Commodore PET, which automated these letters. I then wrote a program that built the school's schedule in a few days rather than the weeks and months it took to do it by hand. At that time, I was shown a prototype gradebook on a computer. My initial response was that it would be too time consuming to grade tests, record the grades into my paper gradebook, type them into the computer and then still hand transfer the final averages onto grade submission forms. A gradebook would only be useful if it SAVED teachers time rather than using up more of their valuable time. My tune soon changed when time saving features were added to gradebooks, and when grades and attendance could be sent right from the gradebook to the school's office.

TeacherPlus has been designed to save you time. Please take the time to learn about the many time saving features like Quick Entry. (Quick Entry makes it very easy to enter grades without alphabetizing your papers first.)

This is version 1 of TeacherPlus, and many more features are being added this summer and over the course of the next year. Each and every feature is designed to save you time and offer you tools to help advance the education of your students.

Based on over 35 years of listening to teachers, we have designed a gradebook for you. We vow that we will continue to improve TeacherPlus and make it the best gradebook ever. However, we need your help and your feedback. Please send your opinions, suggestions, complaints or compliments to GradeBook@Rediker.com. We look forward to working with you as a team for years to come.

Rich Rediker
CEO
Rediker Software, Inc

Table of Contents

Introduction	1
A GRADEBOOK BY TEACHERS FOR TEACHERS – A note from Rich Rediker, founder of Rediker Software ..	2
Table of Contents	3
Selecting a Gradebook	4
Rosters	4
How Many Columns Can I See?	6
FIXED PANE COLUMNS vs. SCORE COLUMNS	9
Initial Layout and Where Do New Score Columns Go	10
Selecting Fixed Pane Columns: Use Right Click and/or Tabbed menu	10
Setting Columns for the Fixed Pane	11
Hiding and Unhiding Fixed Pane Columns	12
Adjusting Column Widths and Location	13
Saving Fixed Pane Templates	13
Students’ Names Are Hyper Links	15
IMPORTANT: Shared (Public) vs. Private Columns	16
By Default: Private Columns do NOT count in averages	17
Adding a Scoring Column	18
Entering Scores	19
KEY FEATURE: Save Time by Entering Scores with Quick Entry	23
Averages	24
Submitting Grades	25
Taking Attendance	26
Reports	29

Selecting a Gradebook

When you first open TeacherPlus, all of your gradebooks for classes which meet the current marking period will be displayed under the Gradebooks tab in the top menu.

Rosters

Your roster is determined by Administrator's Plus, your school's SIS (Student Information System). Even if there are some students you would like to delete, only the office can remove them. The box in the upper left corner indicates that 41 out of 41 students are currently visible. (If you scroll down you can see all 41.) The "(1)" after "Include Withdrawn" indicates there is 1 student whom the office has removed from the class.

The office cannot delete or remove data from withdrawn students in your gradebook. Check “Include Withdrawn” to see that student, whose name will be in red indicating they are withdrawn, and the count will show that 42 of 42 students are visible:

TeacherPlus GRADEBOOK ACADEMY

Gradebooks View Reports

IB Science 0007/01 E | Algebra 0121/01 A | A 0

Count in A Public: Hidden: Students: 42 of 42

Include Withdrawn (1) + Column ATT QE [Cus]

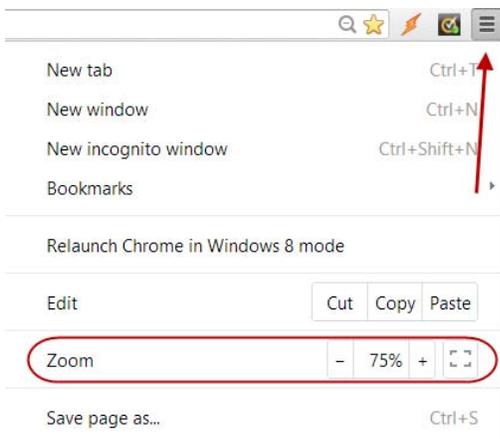
0121/01 Algebra A			
Name	Description	Marking Period	Category
Unit 4 Exam	Chap 4 HW	1st	Test
Quadratic Eq	Pages 83-90	1st	Homework
10/3/2012	10/1/2012	100.00	10.00
#	Student Name	Average	Grade
1	Woodhead, Daniel	86.60	B
2	Wishart, John	86.47	B
3	Welker, Marvin	84.10	B
4	Webster, James	86.33	B
5	Via, Kay	81.20	B-

FILTERS: You may apply filters on any column. You could, for example, specify that only students with an average above 80 and below 85 are to be displayed. If only 12 of the 42 students meet your filter specifications, then it would show “Students: 12 of 42”. This is important so that you know 30 students have been “hidden” by the filter. Click the filter icon to the right of the column name to set a filter. The filter icon turns red if a column has a filter applied.

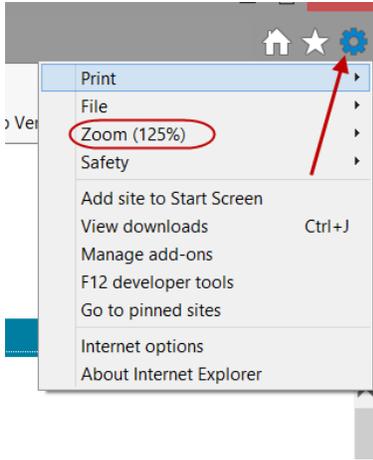
Zoomed Out: Using 67% zoom, all 42 students can easily be seen, with space for at least 5 more. 27 columns are visible, with room for more:

The screenshot shows a web-based gradebook interface for Reddick Academy. The main area displays a table with 42 rows, each representing a student. The columns include student ID, name, date, and scores for various assignments and tests. The interface is zoomed out to fit all 42 students on the page.

How to Zoom: In Chrome, select the icon with three lines on it in the upper right corner. You can also try holding down the CTRL key and using your mouse wheel. Zooming in Chrome:



To zoom in Internet Explorer, select the gear icon in the upper right corner. Ctrl-Mouse wheel also works in IE:



AFTER ZOOMING: In order to reset the gradebook and its scroll bars, switch to another gradebook and then back to the current one, or close the gradebook and open it again.

FIXED PANE COLUMNS vs. SCORE COLUMNS

The left side of the gradebook contains your “Fixed Pane Columns” and the right side contains your score columns. Fixed pane columns are always visible while the score columns scroll. By default, the fixed pane contains your students’ names and their average for the current marking period, which in this case is the First Marking Period:

0121/01 Algebra A			Unit 4 Exam	Chap 4 HW	Quiz 4	Unit 3 Exam	Project 1	Unit 2 Exam	Chap 3 HW	Quiz 3
Name			70	9	8	77	√+	96	9	
Description			70	9	8	88	√+	96	9	8
Marking Period			70	9	8	88	√+	85	9	√-
Category			70	10	7	88	√+	97	9	7
Date			70	9	8	78	√+	88	9	7
Possible Points			70	9	8	78	√+	88	9	7
#	Student Name	Average	Grade							
1	Woodhead, Daniel	86.60	B	70	9	8	77	√+	96	9
2	Wishart, John	86.47	B	70	9	8	88	√+	96	9
3	Welker, Marvin	84.10	B	70	9	8	88	√+	85	9
4	Webster, James	86.33	B	70	10	7	88	√+	97	9
5	Via, Kay	81.20	B-	70	9	8	78	√+	88	9
6	Tavedikul, Pam	85.40	B			7		√+	89	9
7	Signora, Walter	85.87	B	92	8	9	99	√+	85	9

You have full control at all times of how many and which fixed pane columns are displayed. Seeing more fixed pane columns usually means seeing fewer score columns.

You may select the following to appear in your fixed pane:

- 1) Demographic fields from your school’s database, such as birthdate, locker number etc.
- 2) IEP (Individual Education Plan) column which will show an icon if an IEP exists for this student. Click the icon to read the IEP.
- 3) Student ID from Administrator’s Plus.
- 4) The averages from any and all marking periods as well as the semester and final averages.
- 5) “Canned comment” columns (if your school uses these).
- 6) Narratives. Click an icon in this column to enter narratives for students for each marking period or for the entire year.
- 7) Today’s Attendance column. Use to easily take and submit the attendance for today.
- 8) Exam columns such as a midyear exam, final exam or semester exams. If your school uses these columns, they will be there for you to include in your fixed pane.

Initial Layout and Where Do New Score Columns Go

Initially, the fixed pane will show students' names and the running average for the current marking period. It is initially set for new columns to be entered as the leftmost score column and for score columns to be sorted from left to right with the newest scores on the left. This may differ from other gradebooks which took their format from paper gradebooks in which it was impossible to insert new columns to the right of student names. When you think about it, it makes sense to put the newest scores on the left, nearest to students' names. When opening a gradebook, as in Facebook, you are more interested in what's happened lately than what happened months ago. When you open a gradebook in TeacherPlus, you will immediately see students' names and their most recent scores without having to scroll to the right. While TeacherPlus can be configured the traditional way, with the newest columns and the running averages on the right, we're not going to tell you how to do this until you have at least given a try to a new way of thinking. (If you insist, use the SETTINGS gear in the upper right of TeacherPlus to change where new columns go and then, under the VIEW menu tab, you can sort columns with the newest on the left or right.)

Selecting Fixed Pane Columns: Use Right Click and/or Tabbed menu.

Each TAB at the top shows its own menu. Many of the items under the VIEW tab determine which columns appear in the fixed pane.



However, most options can easily be set by RIGHT CLICKING on different areas of the gradebook.

Setting Columns for the Fixed Pane

Right click on any student's name and select "Demographic Columns" or select "Demographics" from the VIEW tab:

Select Demographic Fields

Select Demographic Fields for ALL views in ALL Gradebooks. You may hide or unhide each field in each view.

- Student Name
- Student Unique ID
- IEP
- Select All
- APID
- Street
- Parent/Guardian
- City
- State
- ZIP
- Phone
- Homeroom
- Gender
- Birth Date
- Emerg. Phone
- BIRTH PL
- FIRST NAME
- LOCKER #
- LOCK CMB
- Citizen
- Student E-Mail

Cancel OK

Check the fields you want in your fixed pane. Once selected, they will appear in your fixed pane:

0121/01 Algebra A													
Name	Description												
Marking Period													
Category													
Date													
Possible Points													
#	Student Name	ID	Homeroom	Phone	LOCK CMB	Birth Date	IEP	Abs	Tar	Average	Grade		
1	Bachelor, Kate	105151	21	693-3563	28-0-42	06-13-1972		0	2	92.62	A-		
2	Barder, Chip	99900232	22	412-111-1237	5-5-6	03-24-1994		1	0	91.23	A-		
3	Bovary, Madam	105145	21	530-9998	47-27-15	06-14-1972		1	0	76.23	C		
4	Ford, Ellen	104970	21	888-8888		11-28-1953		0	0	84.67	B		

Hiding and Unhiding Fixed Pane Columns

Once a column is in the fixed pane, it may be easily hidden or unhidden by right clicking:

ID	Homeroom	Phone	LOCK CMB
105151	21	693-3563	28-0-42
99900232	22	412-111-1237	5-5-6
105145	21		-27-15
104970	21		
99900236	21	508-543-2510	18-19-20
99900260	22	413-537-8221	5-5-6

If all of the newly selected fixed pane fields are hidden by right clicking on each one, the fixed pane is back to showing just students' names and the running average for the current marking period. However, right clicking on the name column now offers the option to unhide selected columns or unhide them all.

Student Name	Average	Grade	
Bachelor, Kate	92.62	A-	3-Shows improved
Barder, Chin	91.23	A-	3-Shows improved
Bovary, M			
Ford, Elle			
Perkins, J			
Woodhead, J			
Aubin, Thomas	88.47	B+	
Gomes, Jonny	82.63	B-	
Andrews, Neil	87.47	A+	
Rediker, Jasmine	86.47	B	
Gregory, Margaret	89.97	B+	

The reason for selecting fixed pane columns initially is so that UNHIDE ALL does not show every demographic field. Instead, it will only show those that were selected and then hidden.

Adjusting Column Widths and Location

Grabbing the line between column names allows column widths to be adjusted.

LOCK CMB	Average	Gr
28-0-42	92.62	
5-5-6	91.23	

Left clicking on the column name and dragging will allow you to re-order your fixed pane columns. (Coming Feature)

Saving Fixed Pane Templates

We have saved the best for last. Whatever columns you have in your fixed pane can be saved as a named template and then easily recalled.

Below, all selected fixed pane fields are hidden except the HR, Phone and IEP columns. The Options button next to the Templates dropdown was then used to save a new template called "HR, Phone and IEP".

TeacherPlus
Gradebook

REDIKER ACADEMY

Gradebooks | View | Reports | Tools

Sort Columns | Header Rows | Averages | Categories | Exams | Attendance

Count in Average: 8 of 10
Public: 9 of 10
Hidden: 0 of 10
Students: 42 of 42
 Include Withdrawn (1)

+ Column | ATT | QE

Fixed Pane Templates

HR, Phone & IEP | Options

0121/01 Algebra A

Name	Description	Marking Period	Category	Date	Possible Points	#	Student Name	Homeroom	Phone	IEP	Average	Grade		
		1st	Test	10/3/2012	100.00	1	Ford, Ellen	21	888-8888		84.67	B	75	4
		1st	Homework	10/1/2012	10.00	2	Aubin, Thomas	21	111-111-1111		88.47	B+	65	10

Another template with just names was saved as “Name Only”. Once these templates have been created, it is easy to switch between them. Note that very soon all templates will apply to all of your gradebooks. There will be no need to create separate templates for each of your gradebooks.

TeacherPlus
Gradebook

Count in Average: 8 of 10
Public: 9 of 10
Hidden: 0 of 10
Students: 42 of 42
 Include Withdrawn (1)

REDIKER ACADEMY

Gradebooks | **View** | Reports | Grading | Tools

Sort Columns | Header Rows | Averages | Categories | Exams | Attendance

+ Column | ATT | QE | **Name Only** | Options

0121/01 Algebra A				Unit 4 Exam	Chap 4 HW	Unit 3 Exam	Project 1
Name	Unit 4 Exam	Chap 4 HW	Unit 3 Exam	Project 1			
Description	Quadratic Ec	Pages 83-90	Statistics	Equation Project			
Marking Period	1st	1st	1st	1st			
Category	Test	Homework	Test	Projects			
Date	10/3/2012	10/1/2012	9/25/2012	9/20/2012			
Possible Points	100.00	10.00	100.00	0.00			
#	Student Name	Average	Grade				
1	Bachelder, Kate	92.62	A-	99	10	100	√
2	Bovary, Madam	76.23	C	88	9	50	√
3	Barder, Chip	91.23	A-	90	10	98	√+
4	Ford, Ellen	84.67	B	75	4	90	√+
5	Aubin, Thomas	88.47	B+	65	10	95	√+
6	Gomes, Jonny	82.63	B-	76	3	95	√+

Students' Names Are Hyper Links

Clicking a student's name opens up a detailed view of that student:

The screenshot shows a student profile for Kate Bachelder. The main profile area is titled "Basic Information" and contains the following data:

STUDENT ADDRESS 2 Wilbraham Rd. Hampden, MA 01036	Parent/Guardian Mr. & Mrs. Eric Bachelder	Phone 413-566-3444
Homeroom 21	Gender F	Birth Date 06-13-1995
Emerg. Phone 413-566-1123	BIRTH PL Boston, MA	FIRST NAME Kate
Alert	Citizen	ADVISOR Miss. Smith

Annotations include:

- A yellow callout box pointing to the email links in the "Contact Details" section: "Click to email contacts".
- A yellow callout box pointing to the top-right corner of the "Basic Information" window: "Click the upper right corner of the windows below to see more.".

Below the main profile are three summary windows:

- Column Scores**: A table showing scores for various assignments.
- Attendance**: Shows "Section : 0121/01 Algebra A", "Total Tardy : 2", and "Total Absences : 0".
- Score Analysis**: A bar chart comparing student scores (orange) and class scores (blue) across multiple assignments. The y-axis ranges from 0 to 150. A legend indicates "Student" (orange) and "Class" (blue).

IMPORTANT: Shared (Public) vs. Private Columns

Since TeacherPlus lives on the cloud, teachers can easily share scores, averages and more with parents and students. **TeacherPlus gives you, the teacher, complete control over what you share and when.** At the top of every scoring column is a clickable icon indicating whether the column is shared (public) or private. Click the icon to toggle between shared and private status for a given column:

The screenshot shows a grid of scoring columns. The top row of icons indicates the sharing status of each column. A green icon with a person symbol indicates a shared column, while a red icon with a person and a slash indicates a private column. Two yellow callout boxes provide explanations: 'This green icon indicates this column has been shared.' and 'This red icon indicates this column is private.'

Unit 4 Exam	Chap 4 HW	Unit 3 Exam	Project 1	Unit
Quadratic Eq	Pages 83-90	Statistics	Equation Project	Fam
1st	1st	1st	1st	1st
Test	Test	Test	Test	Test
10	10	10	12	9/19
10	10	100	√	100
99	10	100	√	
90	10	98	√+	

- New columns are always PRIVATE until you indicate that you want to share them.
- It is strongly recommended that you keep score columns private until after you have entered and verified scores for all of the students in the class. If you share the column before entering scores, parents can see them, including any errors you may make, as you are typing them in.
- Students can only see their own shared scores. Authorized contacts of the students can only see what the students see.
- When progress reports are generated, you can decide to include or exclude private columns.

By Default: Private Columns do NOT count in averages

It is important that private columns not be counted in averages. If they were counted, parents would see averages that were not supported by the shared scores. For example, a student has a shared score of a "90" and a private score of a "70". A parent would see the shared score of "90" and an average of "90". If the private score of "70" had been counted in the average, the parent would have seen one score of "90" and an average of "80" which would generate a frantic call to you.

- Columns not counting in averages show all scores in red and their possible points have parenthesis around them:

The dashboard always lets you know how many columns are not counting in averages. Click the numbers to see which ones they are.

This column is red indicating it does not count in averages

	IB Science 0007/01 E	Algebra 0121/01 A	Algebra 0121/05 C	Algebra 0121/01 D
Count in Average:	7 of 10	8 of 10	0 of 10	0 of 10
Public:	8 of 10	8 of 10	0 of 10	0 of 10
Hidden:	0 of 10	0 of 10	0 of 10	0 of 10
Students:	42 of 42	42 of 42	42 of 42	42 of 42
<input checked="" type="checkbox"/> Include Withdrawn (1)				

	Unit 4 Exam Quadratic Eq 1st Test 10/3/2012 100.00	Chap 4 HW Pages 83-90 1st Homework 10/1/2012 10.00	Unit 3 Exam Statistics 1st Test 9/25/2012 (100.00)	Project Equatio 1st Projects 9/20/20
1	Andrews, Neil	86.17	A+	90
2	Aubin, Thomas	90	9	94
3	Bachelder, Kate	100	10	95
4	Barder, Chip	100	10	100
5	Bird, Larry	100	10	98
6	Block, Jean	100	10	70
7	Bovary, Madam	81.93	B-	88
8	Bushel, George	71.73	C-	70

Adding a Scoring Column

Scoring columns may easily be added by right clicking in the header of any existing column or by clicking the "+ Column" button:

The screenshot shows the TeacherPlus Gradebook interface for REDIKER ACADEMY. A yellow callout box with a red arrow points to the '+ Column' button. The callout text reads: "Add a new scoring column by right clicking in the header area of any existing column or by clicking this button." The interface displays a table for '0121/01 Algebra A' with columns for Test, Homework, Test, Projects, Unit 2 Exam, Chap 3 HW, and Quiz 4. A student named Andrews, Neil is listed with scores of 90, 9, 94, and 7 in these respective columns.

- New columns are, by default, Private and do NOT count in averages. It is strongly recommended to not share columns until after grades have been entered for all students. However, the circled boxes below may be checked to override the default setting for this column:

The 'Add Column' dialog box is shown with the following fields and options:

- Add To:**
 - All Sections Of Current Course
 - Current Section
 - All My Sections
- Current Section :** 0121/01 Algebra A
- Name:** [Text Input Field]
- Description:** [Text Input Field]
- Category:** Quiz (Dropdown Menu)
- Maximum Possible Points:** [Text Input Field]
- Date:** 6/25/2013 (Date Picker)
- Marking Period:** FIRST MARKING PERIOD (Dropdown Menu)
- Options:**
 - Lock Column
 - Count in Averages (Circled in red)
 - Public Column (Circled in red)

Buttons: Cancel, OK

- Once a column has been created, its properties (shown in the window above), may be edited by double clicking or right clicking anywhere in the header area of that column.

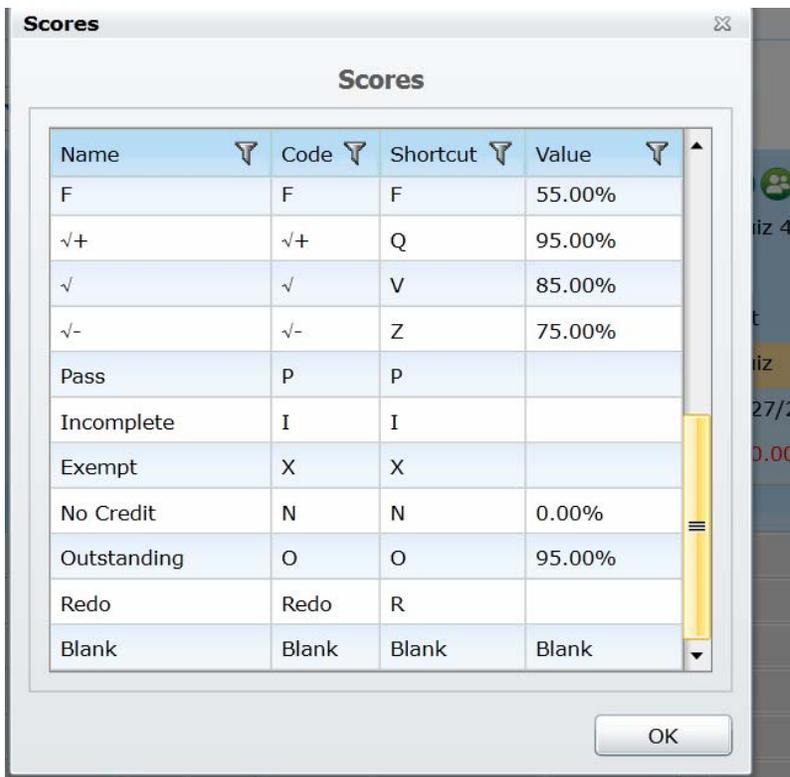
Entering Scores

Now that you have a new column, let's enter some scores.

- Scores may be any valid number from 0 to 999, including decimals.
- If you use decimals, click the SETTINGS gear in the upper right corner of the gradebook to indicate how many decimals you want to use. If you use 2 decimals, then all scores will show “.00” after them.
- Scores may also include any special symbols or letters set up by your school's TeacherPlus administrator.
- Use the grading tab to see your valid scores:



- Sample Valid Scores: Your school's score table may be different, as this table is set up by your school's TeacherPlus administrator.



The 'Scores' dialog box displays a table of valid scores. The table has four columns: Name, Code, Shortcut, and Value. The rows represent different score types and their corresponding values.

Name	Code	Shortcut	Value
F	F	F	55.00%
√+	√+	Q	95.00%
√	√	V	85.00%
√-	√-	Z	75.00%
Pass	P	P	
Incomplete	I	I	
Exempt	X	X	
No Credit	N	N	0.00%
Outstanding	O	O	95.00%
Redo	Redo	R	
Blank	Blank	Blank	Blank

An 'OK' button is located at the bottom right of the dialog box.

Every score can have a SHORTCUT and VALUE.

- **Shortcut:** Enter a grade of “Q”, press ENTER, and it turns into a “v+”. Enter an “X”, press ENTER, and it turns into “Exempt”.
- **Value:** In order to use a score to compute marking period or other averages, the score must be turned into a numerical value. If there is no “value”, then that score is exempt and will not be counted towards averages.
- **Score Entry:** Click in a cell and enter the score. After entering the score, you may press ENTER or the DOWN ARROW to move down, or TAB to move right and SHIFT-TAB to move left. Right clicking brings up a menu from which you can select ENTER SCORE to pop up a table of your scores. Click on the one you want to enter. Use this method if you forget the shortcut for one of your symbols. For example, I could just click on the “v+” to enter it instead of having to remember to enter a “Q”.

Students: 42 of 42
 Include Withdrawn (1)

+ Column | ATT | QE | [Custom Template] | Options

0121/01 Algebra A				🔒👥	🔒👥	🔒👥	🔒🚫	🔒
Name	New Column	Unit 4 Exam	Chap 4 HW	Unit 3 Exam	Pr			
Description	For the Man	Quadratic Ec	Pages 83-90	Statistics	Eq			
Marking Period	1st	1st	1st	1st	1s			
Category	Quiz	Test	Homework	Test	Pr			
Date	6/25/2013	10/3/2012	10/1/2012	9/25/2012	9/			
Possible Points	25.00	100.00	10.00	(100.00)	0.			
#	Student Name	Average	Grade					
7	Perkins, Josette	86.47	B					
8	Woodhead, Daniel	87.80	B+		66			
9	Andrews, Neil	84.50	A+		77			
10	Wishart, John	85.47	B		94			
11	Welker, Marvin	82.00	B-	70	9			
12	Feinstein, Steve	81.10	B-	82	5			

Enter Score
 Enter Annotation
 Hide Current Column = New Column
 Add Column

- **Annotations:** Also use the right click menu to enter annotations: A popup window will appear with the annotations your school has created in brackets, followed by ones you have added, not in brackets. Annotations can be included on progress reports.

Score Annotations

Student: Wishart, John **Column:** New Column

Select a Score Annotation:

#	Annotation	Code
18	[Missing Work]	mw
19	[Completed]	cmp
20	[Incompetete]	i
21	[Group Project]	gp
22	[Modified Assignment]	ma
23	[Modified Grade]	mg
24	[Extra Time Given]	xt
25	[Shortened Assignment]	sa
26	[Specialist Consulted]	sc
27	[Diagnostic]	
28	[Standardized Testing]	
29	[Slept thru Assignment]	
30	Does well on tests	

User Defined

Cancel Select

Annotations you have defined are at the bottom not in brackets. Click "User Defined" to add more.

Clicking “Does well on tests” inserts that annotation’s code, which appears on the left side of the cell:

The screenshot shows the TeacherPlus Gradebook interface for REDIKER ACADEMY. The main table is titled "0121/01 Algebra A" and displays student performance across various units. A yellow annotation box labeled "Annotation" is positioned over the cell containing the text "Tes" in the "Unit 3 Exam" column for student "Welker, Marvin".

#	Student Name	Average	Grade	Unit 4 Exam	Chap 4 HW	Unit 3 Exam	Project 1	
7	Perkins, Josette	86.47	B			66	√+	
8	Woodhead, Daniel	87.80	B+	25		77	√+	
9	Andrews, Neil	84.50	A+	15		94	√-	
10	Wishart, John	86.15	B	Tes	25	88	√+	
11	Welker, Marvin	82.00	B-		70	9	88	√+
12	Feinstein, Steve	81.10	B-		82	5	89	√+

If you forget what the code “Tes” stands for, right click the cell:

This close-up view shows the context menu that appears when right-clicking the "Tes" cell. The menu includes options for "Enter Score", "Enter Annotation", "Remove Annotation (Does well on te...)", "Hide Current Column = New Column", and "Add Column". The "Remove Annotation" option is highlighted with a red box.

Unit	1st	1st	1st	1st
Category	Quiz	Test	Homework	Test
Date	6/25/2013	10/3/2012	10/1/2012	9/25/2012
Possible Points	25.00	100.00	10.00	(100.00)

KEY FEATURE: Save Time by Entering Scores with Quick Entry

Quick Entry allows you to easily enter grades from a stack of papers without having to alphabetize them.

The screenshot shows the TeacherPlus Gradebook interface for REDIKER ACADEMY. The user is logged in as Kilborn, Arthur. The interface includes a sidebar with 'Gradebook' and a main area with 'Gradebooks', 'View', and 'Reports' tabs. A 'Quick Entry' (QE) button is highlighted with a red circle, and a yellow callout box states 'Using "Quick Entry" saves a lot of time.' Below the button, the text 'Searching:' is visible. The main table displays student scores for '0121/01 Algebra A'.

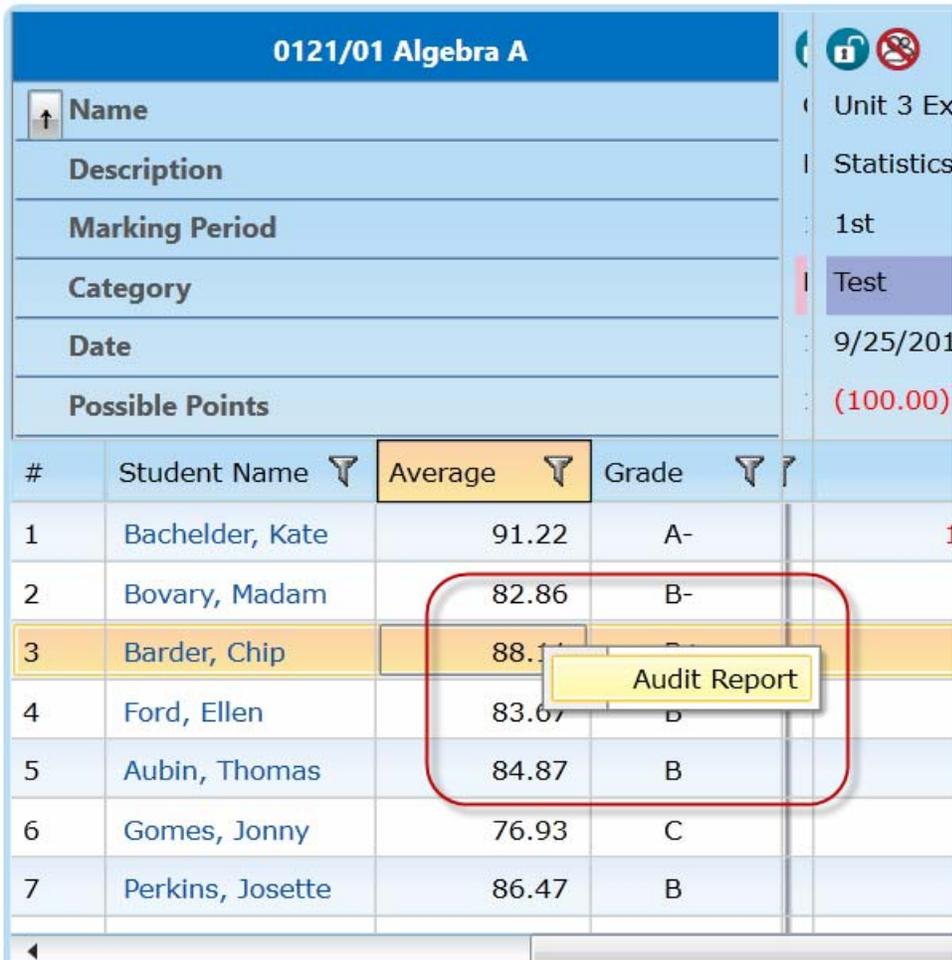
0121/01 Algebra A								
Name	New Column	Unit 4 Exam	Chap 4 HW	Unit 3 Exam	Project 1			
Description	For the Manu	Quadratic Ec	Pages 83-90	Statistics	Equation Proj			
Marking Period	1st	1st	1st	1st	1st			
Category	Quiz	Test	Homework	Test	Projects			
Date	6/25/2013	10/3/2012	10/1/2012	9/25/2012	9/20/2012			
Possible Points	25.00	100.00	10.00	(100.00)	0.00			
#	Student Name	Average	Grade					
7	Perkins, Josette	86.47	B		70	9	66	√+
8	Woodhead, Daniel	87.80	B+	25	70	9	77	√+
9	Andrews, Neil	84.50	A+	15	90	9	94	√-
10	Wishart, John	86.15	B	Tes	25	9	88	√+

To use Quick Entry:

1. Click the header of the name column to put your students in alphabetical order.
2. Click in any cell in the pertinent column.
3. Click the red QE button and it will turn green, indicating that Quick Entry is on. Below the QE button you will see the word "Searching:"
4. Type the first 2 (or more) letters of the first student's last name from your stack of papers. Those letters will appear after "Searching" and the focus will move to the first student matching what you have typed. This student may be above or below where the focus currently is.
5. You may use the arrow to move down if more than 1 student has the same first 2 letters. (Or, type a 3rd letter.)
6. Enter your numeric score and press ENTER.
7. If you are entering a letter for a score, press ENTER first, type the letter and press ENTER again.
8. Type the first 2 letters of the last name of the next student and repeat the process.
9. When finished, turn off Quick Entry.

Averages:

Unless you have hidden it, the current marking period's average will be in the fixed pane. Right click on an average to print the AUDIT REPORT for that average, showing exactly how the average was generated. (Note: You will soon be able to see audit reports for other average columns, including semester and final averages.)



0121/01 Algebra A			
Name			
Description			
Marking Period			
Category			
Date			
Possible Points			
#	Student Name	Average	Grade
1	Bachelder, Kate	91.22	A-
2	Bovary, Madam	82.86	B-
3	Barder, Chip	88.11	B
4	Ford, Ellen	83.67	B
5	Aubin, Thomas	84.87	B
6	Gomes, Jonny	76.93	C
7	Perkins, Josette	86.47	B

Unit 3 Ex
Statistics
1st
Test
9/25/201
(100.00)

Audit Report:

Kate Bachelder



Audit Report

The following scores are not used for calculating average:

Category	Name	Possible Points	Score	Remark
Homework	HW 2	20.00	9	Column set not to count in averages
Quiz	Quiz 4	10.00	10	Column set not to count in averages
Test	Unit 3 Exam	100.00	100	Column set not to count in averages
Quiz	New Column	25.00		Score is blank

FIRST MARKING PERIOD:

Homework Average

Total Homework Points: 16.00 (6.00+10.00)

Total Possible Homework Points: 20.00 (10.00+10.00)

Homework Average: 80.00% $((16.00/20.00)*100)$

Quiz Average

Total Quiz Points: 58.25 (9.00+49.25)

Total Possible Quiz Points: 60.00 (10.00+50.00)

Quiz Average: 97.08% $((58.25/60.00)*100)$

Test Average

Total Test Points: 186.00 (87.00+99.00)

Total Possible Test Points: 200.00 (100.00+100.00)

Test Average: 93.00% $((186.00/200.00)*100)$

Projects Average

Total Projects Points: 0.00

Submitting Grades:

Submit your grades at the end of the marking period using the "Submit" tab menu. Click on the proper marking period and that marking period will change from "Not Ready" to "Ready". When the office receives your grades, the status for that marking period will change to "received".

Gradebooks View Reports Grading Tools **Submit**

FIRST MARKING PERIOD: Ready (06/26/2013) ← SECOND MARKING PERIOD: Not Ready | THIRD MARKING PERIOD: Not Ready |

Taking Attendance

Click the red attendance icon and it will turn green and a column will appear in which you can easily take TODAY'S ATTENDANCE:

TeacherPlus
Gradebook

Count in Average: 8 of 11
Public: 9 of 11
Hidden: 0 of 11
Students: 42 of 42
 Include Withdrawn (1)

REDIKER ACADEMY

Gradebooks View Reports Grading

IB Science 0007/01 E Algebra 0121/01 A Algebra 0121/05 C

+ Column **ATT** QE [Custom Template]

0121/01 Algebra A

Name Description Marking Period Category Date Possible Points

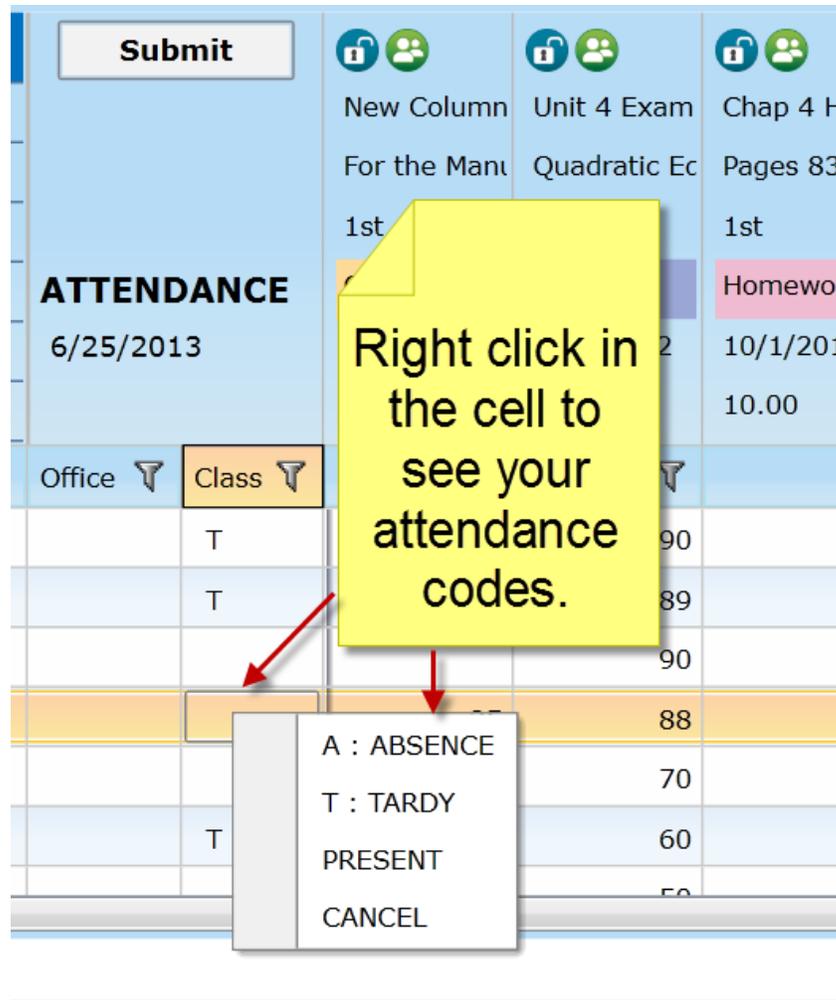
Submit

ATTENDANCE
6/25/2013

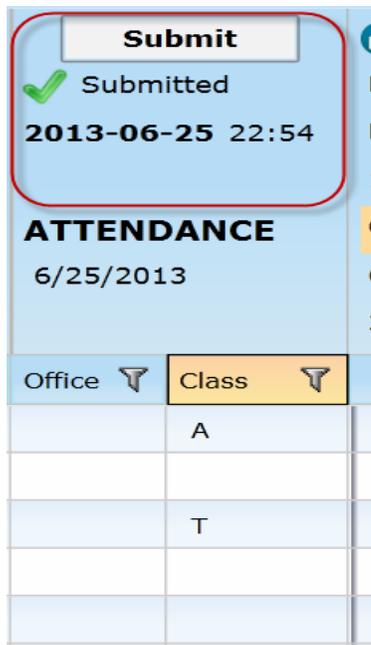
#	Student Name	Average	Grade	Office	Class
1	Andrews, Neil	84.50	A+		
2	Aubin, Thomas	84.87	B		
3	Bachelor, Kate	91.22	A-		
4	Barder, Chip	88.11	B+		
5	Bird, Larry	86.07	B		
6	Block, Jean	88.83	B+		
7	Brown, Madeline	82.86	B		

- Under the "Office" column will be what the office recorded for students' attendance. For example, you could see that the student arrived tardy at 9:30 or will be dismissed at 2:00 or on a field trip.
- Students are assumed present unless you enter a code in the "Class" column.

- There are two ways to enter attendance:
 1. Left clicking in the “Class” column to move the focus to where you want to enter the code. Once the focus is in the proper cell, left clicking will advance through the attendance codes your office wants you to use. Typically, one more click enters an “A” for absent, another click a “T” for tardy, and a third click back to blank for present.
 2. Right click in the proper cell and a menu will pop up from which you can pick a code:

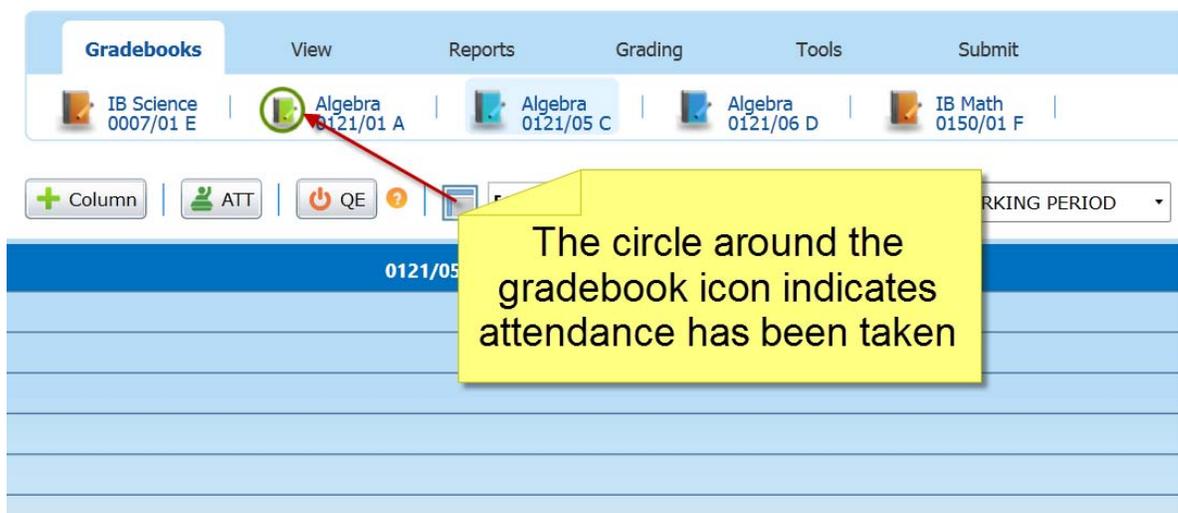


- SUBMITTING ATTENDANCE:** When you have finished taking attendance, or if everyone is present, click SUBMIT to indicate to the office that you have taken attendance. Note that you can re-submit attendance until your office receives it. When finished, click the green attendance icon to turn it off and hide the Today's Attendance column:



- Note:**

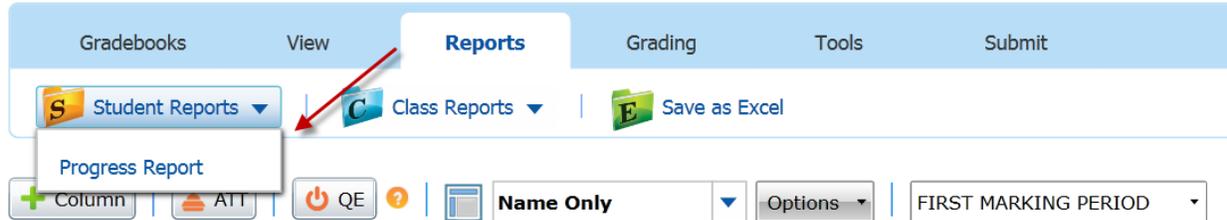
REDIKER ACADEMY



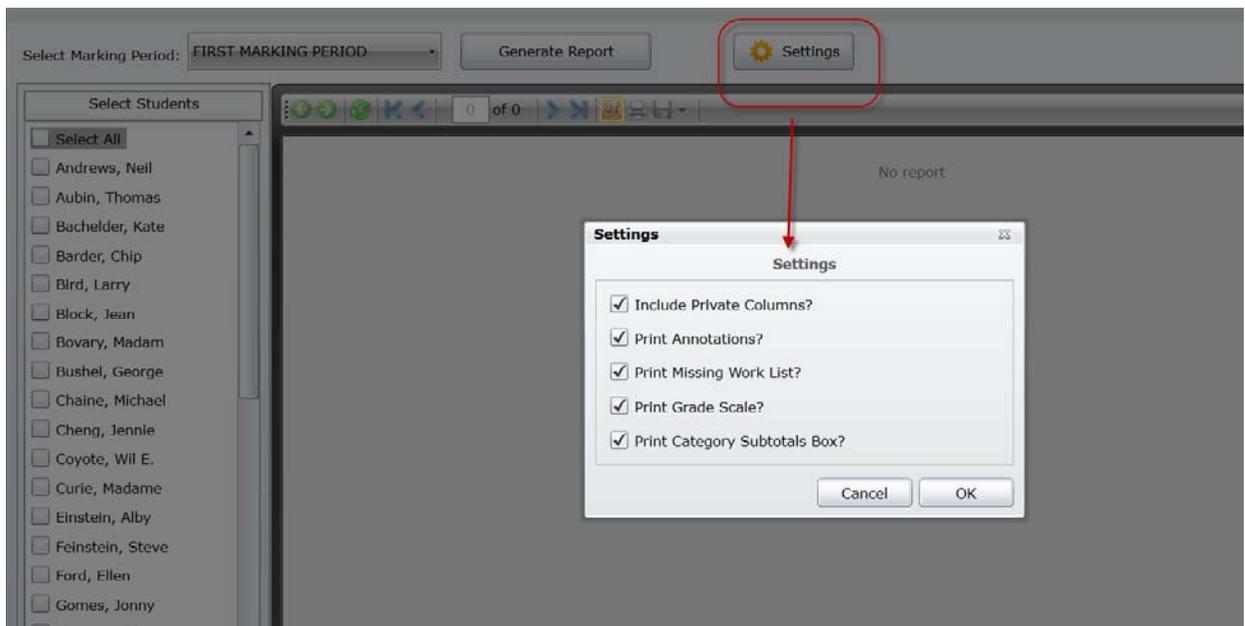
Reports

Progress Reports are found under the “Reports” tab

REDIKER ACADEMY



- Settings:



- Click Settings and select the boxes you want printed on the Progress Report. (Many more options will be coming soon.)

- Select the students for whom you want the report printed and click “Generate Report”. (You will soon be able to email reports and post them to Edline.)
- Click the small printer icon to print your report(s):

Select Marking Period: **FIRST MARKING PERIOD** Generate Report Settings Back to Gradebook

Select Students

- Select All
- Andrews, Neil
- Aubin, Thomas
- Bachelder, Kate
- Barder, Chlp
- Bird, Larry
- Block, Jean
- Bovary, Madam
- Bushel, George
- Chalne, Michael
- Cheng, Jennie
- Coyote, Will E.
- Curie, Madame
- Einstein, Alby
- Feinstein, Steve
- Ford, Ellen
- Gomes, Jonny
- Green, Linda
- Gregory, Margaret
- Henkel, JP

REDIKER ACADEMY (2012-13)
Progress Report : FIRST MARKING PERIOD

Teacher : K Student : **Kate Bachelder** Grade Level : 11 Date : 06/26/2013

Algebra
Average : 91.22 Grade : A-

FIRST MARKING PERIOD Scores

Name	Description	Category	Date	Score	Max Score	%	Grade	Note
Chap 3 HW	Pages 70-75	Homework	09/18/2012	6.00	10.00	60.00	D-	Needed Assistance
Chap 4 HW	Pages 83-90	Homework	10/01/2012	10.00	10.00	100.00	A+	
HW 2		Homework	09/05/2012	9.00	20.00	45.00	F	
New Column	For the Manual	Quiz	06/25/2013			75.00		