# **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 <u>GradeBook@Rediker.com</u>. We look forward to working with you as a team for years to come.

Rich Rediker CEO Rediker Software, Inc

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# 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.

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M	arking Period			1st	1st	1st	1st	1st	1st	1st	1st	1st	1st	
Ca	tegory			Test	Homework	Quiz	Test	Projects	Test	Homework	Quiz	Quiz	Homework	
Da	te			10/3/2012	10/1/2012	9/27/2012	9/25/2012	9/20/2012	9/19/2012	9/18/2012	9/15/2012	9/10/2012	9/5/2012	
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2	Aubin, Thomas	88.47	B+	65	10	9	95	√+	89	cr 9	9	50	13	1
3	Bachelder, Kate	92.62	A-	99	10	10	100	4	87	ast 6	9	A+	9	<b>,</b>
4	Barder, Chip	91.23	A-	90	10	8	98	√+	89	9	8	В	15	j -
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6	Block, Jean	82.33	В-	90	10	9	60	√+	95	9	8	35	10	)
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#### 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.

Count in Average:	8 of 10
Public:	9 of 10
Hidden:	0 of 10
Students:	41 of 41
🔲 Include Withdrav	vn(1)

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:

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↑ Na	ime	12			Unit 4 Exam	Chap 4 HW
De	escription				Quadratic Eq	Pages 83-90
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Da	ite		ler		10/3/2012	10/1/2012
Po	ssible Points				100.00	10.00
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1	Woodhead, Daniel	86.60	В		$\mathbf{N}$	
2	Wishart, John	86.47	В		An	olv A
3	Welker, Marvin	84.10	В			ltor
4	Webster, James	86.33	В			iter
5	Via, Kay	81.20	B-		70	9

**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.

**SORTING STUDENTS:** Clicking the header of any column causes students to be sorted by that column. Click the column header again to toggle the sort from ascending to descending. This allows sorting by any score column to see students in order from highest to lowest score in that column.

#### How Many Columns Can I See?

Many of the settings and features in TeacherPlus and your browser allow you to control how many and which columns you can see at any given time. The easiest way to see more columns is to:

- 1) Use a bigger monitor.
- 2) Increase your screen's resolution.
- 3) Use the zoom function in your browser.

While #1 costs money and #2 may make other programs too tiny to read, everyone can easily use the zoom function of the browser. Note that even the zoom function can show more columns clearly with a bigger monitor set to a higher resolution.

**Zoomed In**: Using 100% zoom in Chrome, the following shows 21 columns and 25 students clearly on a large monitor using 1920 x 1200 resolution:

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Date															4/25/2013	10/3/2012	10/1/2012	9/25/2012	9/20/2012	9/19/2012	9/18/2
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**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:

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**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:

New tab	Ctrl+
New window	Ctrl+
New incognito window	Ctrl+Shift+
Bookmarks	
Bookmarks Relaunch Chrome in Windows	8 mode
Bookmarks Relaunch Chrome in Windows Edit	8 mode Cut Copy Past

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:

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G	radebook	Grade	books	View	Reports	Gradin	ng Too	Kilborn, Is Subr	Arthur   Cha nit	ange Password	i   🕨 Logou	t
Count Public: Hidder	in Average: 8 of 10 : 9 of 10 n: 0 of 10	B IB S	cience   7/01 E	Algebra 0121/0		lgebra   121/05 C	Algebra 0121/06 D	IB Mati 0150/0	ı <sub>F</sub>			
Studer Inc	nts: 42 of 42 clude Withdrawn (1)	2 + Column	📥 AT	T QE	0 [Cus	tom Template	e] 🔻 Options	FIRST MAR	KING PERIOD	•		
	0121/01	Algebra A		60	<b>60</b>	69	60	<b>68</b>	<b>6</b> 9	69	69	•
1 N	ame			Unit 4 Exam	Chap 4 HW	Quiz 4	Unit 3 Exam	Project 1	Unit 2 Exam	Chap 3 HW	Quiz 3	
De	escription			Quadratic Ec	Pages 83-90	212	Statistics	Equation Project	Famous Mathm	Pages /0-/5	-	-
M	larking Period FIX	ed Pane		1st	1st	1st	1st	1st	1st	1st	1st	
Ca	ategory Co	olumns		Test	Homework	Quiz	Test	Projects	Test	Homework	Quiz	L
Di	ate			10/3/2012	10/1/2012	9/27/2012	9/25/2012	9/20/2012	9/19/2012	9/18/2012	9/15/2012	
Po	ossible Points			100.00	10.00	(10.00)	100.00	0.00	100.00	10.00	10.00	
#	Student Name 🝸	Average 🍸 G	rade 🕅	T	V	T	V	٣	Y	T	٣	
1	Woodhead, Daniel	86.60	в	70	9	8	77	√+	96	9		
2	Wishart, John	86.47	в	70	9	8	88	√+	96	9	8	
3	Welker, Marvin	84.10	в	70	9	8	88	√+	85	9	√-	
4	Webster, James	86.33	в	70	10	7	88	√+	97	9	7	
5	Via, Kay	81.20	в-	70	9	8	78	√+	88	9	7	
6	Tavedikul, Pam	85.40	в			7		√+	89	9		
7	Signora, Walter	85.87	в	92	8	9	99	√+	85	9	8	

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.

Gradebooks	View	Reports	Grading	Tools	Submit	Kilborn, Arthur
Sort Columns	Header Rows	Averages	Categories	Exams   Atten	ndance   Demographic	s Unhide 🔻

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:

Sel	ect Demographic Fields	23
	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	
		1
	Select All	1
	APID	
	Street	
	Parent/Guardian	
	City	
	State	
	ZIP	
	✓ Phone	
	✓ Homeroom	
	Gender	
	✓ Birth Date	
	Emerg. Phone	
	BIRTH PL	
	FIRST NAME	
	LOCKER #	J
	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:

				1	0121/01 Algebra	a A					
1 Na	ame										
De	escription										
М	arking Period										
Ca	tegory										
Da	ite										
Po	ssible Points										
#	Student Name 🍸	ID 🕎	Homeroom 🍸	Phone 🍸	LOCK СМВ 🍸	Birth Date 🍸	IEP 🍸	Abs 🍸	Tar 🍸	Average 🍸	Grade 🍸
1	Bachelder, 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	С
4	Ford, Ellen	104970	21	888-8888		11-28-1953		0	0	84.67	В

#### **Hiding and Unhiding Fixed Pane Columns**

ID 🍸	Homeroo	m 🍸	Phone 🍸	LC	ск смв
105151	21		693-3563	28	8-0-42
99900232	22		412-111-1237	5-	5-6
105145	21	Hide	Homeroom		-27-15
104970	21	Dem	ographic Columr	าร	
99900236	21		508-543-2510	18	8-19-20
99900260	22		413-537-8221	5-	5- <mark>6</mark>

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

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	T	Average	T	Grade	T	•				
Bachelder, Kat	е	92	2.62	A-			3-Shows in	nprovei		
Barder, Chin		Q1	23	Δ-	- <b>(</b> )	3-Shows in	nprove			
Bovary, N	Pro	gress Repo	rt							
Ford, Elle	Un	hide All Pan	e Col				_			
Perkins, 1	erkins, I Unhide Selected Pane Columns									
Woodhea	Dei	mographic	Colun	nns		-	Homeroom			
Aubin, Thomas	6	88	8.47	B+	$\mathbf{h}$		Phone	tive ar		
Gomes, Jonny		82	.63	B-			LOCK CMB			
Andrews, Neil		87	A+			Birth Date	e to ha			
Rediker, Jasmi	Rediker, Jasmine			Rediker, Jasmine 86.47		В			More	
Gregory, Marg	aret	89	.97	B+			All Columns			

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 СМВ 🝸	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	REDI	KER ACA	DEMY		Fixed	Dana	
Gr	TeacherPlus       REDIKER ACADEMY       Fixed Pane Templates       Tools         Count in Average:       8 of 10 Public:       9 of 10 Hidden:       0 of 10       Tools       Tools         Sort Columns       Header Rows       Averages       Categories       Exams       Attender         Mame       0121/01 Algebra A       I I I I I I I I I I I I I I I I I I I							
Count Public:	in Average: 8 of 2 9 of 2	10 10 Sort Co	olumns   H	eader Row	s   Average	s   Categ	ories   Exa	ams   Attenda
Studen	its: 42 of 4	42 + Colum	nn 🛛 📥 ATT	) ا <mark>ل</mark> ر		HR, Phone &	IEP 🔻 🤇	Options • FIR
		01	21/01 Algebra	A			1 😕	18
↑ Na	ime						Unit 4 Exam	Chap 4 HW
De	scription						Quadratic Eq	Pages 83-90
Ma	Image:       S of 10 9 of 10 en:       Gradebooks       View       Report       Templates       Tools         Sort Columns       Header Rows       Averages       Categories       Exams       Attenda         Image:       42 of 42 relude Withdrawn (1)       Image:       Image							
Ca	Gradebooks       View       Report       Templates       Tools         t in Average:       8 of 10 c:       9 of 10 ent:       0 of 10 ent:       Sort Columns       Header Rows       Averages       Categories       Exams       Attenda         ents:       42 of 42 nclude Withdrawn (1)       + Column       ▲ ATT       ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●							
Da	te						10/3/2012	10/1/2012
Ро	ssible Points						100.00	10.00
TeacherPlus       REDIKER ACADEMY       Fixed Pane Templates       Tools         Count in Average:       8 of 10 Public:       9 of 10 Public:       9 of 10 Public:       Sort Columns       Header Rows       Averages       Categories       Exams       Attenda         Students:       42 of 42 Include Withdrawn (1)       + Column       ▲ ATT       C QE       HR, Phone & IEP       Options       FIF         O121/01 Algebra A       C QE       HR, Phone & IEP       Options       FIF         Marking Period       Ist       1st       1st       1st         Date       Io/3/2012       10/1/2012       10/1/2012       10/1/2012         Possible Points       Phone V       IEP V       Average V       Grade V       V         1       Ford, Ellen       21       888-8888       84.67       B       75       4         2       Authin Themeon       21       1111111111       98.47       B1       65       10								
1	Ford, Ellen	21	888-8888		84.67	В	75	4
2	Aubin Thomas	21	111 111 111	1	00 17	DI	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	1	RE	DI	KER A	CA	DEMY				
Gr	radebook			Gra	adebooks		View	Reports	Grading	Tools	
Count Public: Hidder	in Average: 8 of 9 of 1	10 10 10	So	rt Co	olumns	( )	Header Rows	Averages	Categories	Exams   /	Atte
Studer	nts: 42 of 4 clude Withdrawn (1)	42	<b>+</b> (	Colun	nn 🛛 🥻	AT	т   😃 QE	I Nam	e Only	▼ Options ▼	)[
	0121/0	1 Algel	bra A				608	68	<b>1 2</b>	1 🕑	C
1 Na	ame						Unit 4 Exam	Chap 4 HW	Unit 3 Exam	Project 1	U
De	escription						Quadratic Eq	Pages 83-90	Statistics	Equation Project	Fa
M	arking Period						1st	1st	1st	1st	1
Ca	tegory						Test	Homework	Test	Projects	Te
Da	ite						10/3/2012	10/1/2012	9/25/2012	9/20/2012	9,
Po	ssible Points						100.00	10.00	100.00	0.00	1
#	Student Name 🍸	Avera	ige	7	Grade	T	7	7	7	7	
1	Bachelder, Kate		92.	.62	A-		99	10	100	$\checkmark$	
2	Bovary, Madam		76.	.23	С		88	9	50	$\checkmark$	
3	Barder, Chip		91.	.23	A-		90	10	98	√+	
4	Ford, Ellen		84.	.67	В		75	4	90	√+	lt
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:



# **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:



- 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:

		Gra	adebooks	View	Reports	Grading	
Count i Public: Hidden	in Average: 7 of 8 of 1: 0 of		B Science 0007/01 E	Algebra 0121/0	A 1 A   L A 0	lgebra     121/05 C	Algebr 0121/(
Studen	its: 42 of	42					
Inc 🗹	lude Withdrawn (1)	Colur	nn 📥 AT	T QE	🤨 📄 [Cus	tom Template]	<ul> <li>Opt</li> </ul>
				1 😕	1 😌	18	108
				Unit 4 Exam	Chap 4 HW	Unit 3 Exam	Project
The	e dashboard	always le	ts	Quadratic Eq	Pages 83-90	Statistics	Equatio
	vou know ho	ow many		1st	1st	1st	1st
colu	imns are not	t countina	in	Test	Homework	Test	Projects
	averages (	Click the		10/3/2012	10/1/2012	9/25/2012	9/20/20
num	bers to see	which on	es	100.00	10.00	(100.00)	0.00
	they a	re.	e 🝸	T	7	T	
1	Andrews, Neir	00.17	A+	90	9	94	√-
2	Aubin, Thomas				10	95	√+
3	Bachelder, Kate	<b>—</b> , .			10	100	$\checkmark$
4	Barder, Chip	I his o	column is	s red	10	98	√+
5	Bird, Larry	Indicat	ing it doe	es not	10	70	√+
6	Block, Jean	coun	t in avera	ages	10	60	√+
7	Bovary, Madam	01.93	U-	00	9	50	$\checkmark$
8	Bushel, George	71.73	C-	70	8	55	√+

# 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:

	TeacherPlus	RED	DIK	ER A	CA	DEMY						
G	adebook		Grad	ebooks		View	Reports	Grading	Tools	Submi	t	Kilborn
Count Public: Hidder	In Average: 8 of 9 of 1: 0 of	10 10 10	IB 1000	Science 07/01 E	1				Algebra 0121/06 D	IB Math 0150/01	F	
Studer Inc	its: 42 of Ulude Withdrawn (1)	42 <b>+</b> c	olumn		AT	Add a n	new scoring	column b	y Options -	FIRST MARKI	ING PERIOD	•
t Na	0121/0 Ime escription	1 Algebra A				area of by c	any existing clicking this	g column o button.	Options FIRST MARKING PERIOD or oject 1 uuation Project t 1st 1st 1st Projects Test Homework Quiz			
M	arking Period								it	1st	1st	1st
Ca	tegory					Test	Homework	Test	Projects	Test	Homework	Quiz
Da Po	te ssible Points					10/3/2012 100.00	10/1/2012 10.00	9/25/2012 100.00	9/20/2012 0.00	9/19/2012 100.00	9/18/2012 10.00	9/27/2012 (10.00)
#	Student Name 🍸	Average	۲ 6	Grade	۷	7	Y	7	7	Y	T	Y
1	Andrews, Neil	87.	47	A+		90	9	94	√-	85	7	7

• 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:

l Column		
	Add New Column	
	All Sections Of Current Course	
Add To:	Current Section	
	O All My Sections	
Current Section :	0121/01 Algebra A	
Name		
Description		
Category	Quiz	
Maximum Possible Points		
Date	6/25/2013	
Marking Period	FIRST MARKING PERIOD	
Lock Column	Count in Averages	
	Cancel	

• 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:

Grade	books View	Reports	Grading	Tools	Submit	Kilborn, Arthur	Change Password	🕨 Logout
Scores	Score Annotations	Grade Scales	Add/Weight Categories	Į)	Drop Lowest Scores			

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

Name 🛛 🕅 🕅	Code 🍸	Shortcut 🍸	Value 🍸	•
F	F	F	55.00%	
√+	√+	Q	95.00%	
$\checkmark$	$\checkmark$	v	85.00%	
√-	√-	z	75.00%	
Pass	Р	Р		
Incomplete	I	I		
Exempt	x	х		
No Credit	N	N	0.00%	
Outstanding	0	0	95.00%	
Redo	Redo	R		
Blank	Blank	Blank	Blank	-

Every score can have a SHORTCUT and VALUE.

- Shortcut: Enter a grade of "Q", press ENTER, and it turns into a "√+". 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 "√+" to enter it instead of having to remember to enter a "Q".

Studen <b>I</b> nc	ts: 42 of 4 lude Withdrawn (1)	42 + Colur	nn   📥	ATT	r V QE	?	Custom Templat	e] 🔻	Options	•
	0121/0	1 Algebra A			1 😕	1 😕	<b>1 8</b>	18		6
↑ Na	me				New Column	Unit 4 Exam	Chap 4 HW	Unit 3 E	Exam	Pr
De	scription				For the Manı	Quadratic Eq	Pages 83-90	Statistic	CS	Eq
Ma	arking Period				1st	1st	1st	1st		1s
Ca	tegory				Quiz	Test	Homework	Test		Pr
Da	te				6/25/2013	10/3/2012	10/1/2012	9/25/20	)12	9/
Po	ssible Points				25.00	100.00	10.00	(100.00	)	0.
#	Student Name 🍸	Average 🍸	Grade	T	<b>•</b> .	Enter Score	9		T	
7	Perkins, Josette	86.47	В			Enter Anno	tation		66	
8	Woodhead, Daniel	87.80	B+			Hide Curre	nt Column = New	Column	77	
9	Andrews, Neil	84.50	A+			Add Colum	<b>.</b>		94	
10	Wishart, John	85.47	В				н Э		88	
11	Welker, Marvin	82.00	B-			70	9		88	
12	Feinstein, Steve	81.10	B-			82	5		89	

• **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 An	notations		×
	Score A	nnotations	
<b>Stude</b> Select	<b>nt:</b> Wishart, John a Score Annotation:	Column: Nev	w Column
# 🕎	Annotation	T	Code 🕎 📩
18	[Missing Work]		mw
19	[Completed]		cmp
20	[Incompete]		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]		50
27	[Diagnostic]		
28	[Standardized Testing]	Annotatio	ns you have
29	[Slept thru Assignment	defined	are at the
30	Does well on tests	bottom no	t in brackets.
User	Defined	Click "Use add	er Defined" to more.
		Canc	el 🗸 Select

Clicking "Does well on tests" inserts that annotation's code, which appears on the left side of the cell:

	TeacherPlus	REDI	KER AC	ADEMY				<b>\$</b> 5	ettin
G	radebook	Gra	debooks	View	Report	Kilborn, Arthu Gradin	r   Change P g Too	assword   > Lo s Subr	ogou mit
Count Public Hidde	in Average: 8 of 1 : 9 of 1 n: 0 of 1		B Science   0007/01 E	Algebra 0121/0	1 <sub>A</sub>   📘	Algebra   0121/05 C	More 🔻		
Stude 🖌 In	nts: 42 of 4 clude Withdrawn (1)	2 + Colur	nn   📥 A	TT QE	0	Custom Template	e] 🔻 Options	• FIRST MAR	KING
	0121/01	Algebra A		108	102	<b>1 2</b>	<b>1</b> 8	<b>1 8</b>	1
↑ N	ame			New Column	Unit 4 Exam	Chap 4 HW	Unit 3 Exam	Project 1	Un
D	escription			For the Manı	Quadratic Ec	Pages 83-90	Statistics	Equation Project	Fa
M	larking Period			1st	1st	1st	1st	1st	1s
C	ategory			Quiz	Test	Homework	Test	Projects	Te
D	ate			6/25/2013	10/3/2012	10/1/2012	9/25/2012	9/20/2012	9/
P	ossible Points			25.00	100.00	10.00	(100.00)	0.00	10
#	Student Name 🍸	Average 🏾 🍸	Grade 🏼 🕅	۲ <sup>*</sup> ۲	T	7	T	7	
7	Perkins, Josette	86.47	В				66	√+	
8	Woodhead, Daniel	87.80	B+	25			77	√+	
9	Andrews, Neil	84.50	A+	15	Anr	otation	94	√-	
10	Wishart, John	86.15	В	Tes 🖌 25	7 4 11		88	√+	
11	Welker, Marvin	82.00	B-		/0	9	88	√+	
12	Feinstein, Steve	81.10	B-		82	5	89	√+	
11	Dennell Column	04 47	n		70	0	00	<i>(</i> .	

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

	1st		1st	1st	1st		
	Quiz		Test	Homework	Test		
	6/25/2 25	013 Ente	10/3/2012 10/1/2012 9/2 er Score				
de 🍸		Ente	nter Annotation				
В		Rem	emove Annotation (Does well on te)				
B+		Hide	e Current Colur	nn = New Colum	n		
A+		Add					
В	Tes	25	70	9			
B-			70	9			
В-			82	5	1		

#### **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.

	TeacherPlus	REDI	KER ACA	DEMY				\$
Gr	adebook	Gra	debooks	View	Report	Kilborn, Arthu s Gradin	ur   Change Pa g Tool	a <b>ssword       I</b> s Sul
Count i Public: Hidden Studen Inc	n Average: 8 of 9 of 1 9 of 1 1 0 of 2 ts: 42 of 4 lude Withdrawn (1)	11 11 12 42 + Colum	B Science   007/01 E nn   📥 AT	Algebra 0121/01		Algebra 0121/0 Us Costo Entry	ing "Quid /" saves a of time.	a lot
	0121/0	1 Algebra A		<b>d</b> 😕	<b>1</b>	6		~~
↑ Na	me			New Column	Unit 4 Exam	Chap 4 HW	Unit 3 Exam	Project 1
De	scription			For the Manı	Quadratic Eq	Pages 83-90	Statistics	Equation Project
Ma	arking Period			1st	1st	1st	1st	1st
Cat	tegory			Quiz	Test	Homework	Test	Projects
Da	te			6/25/2013	10/3/2012	10/1/2012	9/25/2012	9/20/2012
Po	ssible Points			25.00	100.00	10.00	(100.00)	0.00
#	Student Name 🍸	Average 🍸	Grade 🏼 🍸	٦ 1	T	7	7	T
7	Perkins, Josette	86.47	В		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	В	Tes 25	70	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 3<sup>rd</sup> 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.)

	0121/0	1 Algebra A			(	<b>1</b> 8
	lame				(	Unit 3 Ex
C	escription				I	Statistics
Ν	Aarking Period				+1.4	1st
C	ategory				1	Test
C	Jate					9/25/201
P	ossible Points		a.		+ +	(100.00)
#	Student Name 🍸	Average 🍸	Grade	77	•	
1	Bachelder, Kate	91.22	A-			1
2	Bovary, Madam	82.86	B-			
3	Barder, Chip	88.1	Audit D			
4	Ford, Ellen	83.67		keport	-	1
5	Aubin, Thomas	84.87	В			
6	Gomes, Jonny	76.93	С			
7	Perkins, Josette	86.47	В			
•				1		

#### Audit Report:

#### Kate Bachelder



#### Audit Report

Category 🍸	Name 🝸	Possible Points $ earrow  ear$	Score 🍸	Remark 🕅
Homework	HW 2	20.00	9	Column set not to count in average
Quiz	Quiz 4	10.00	10	Column set not to count in average
Test	Unit 3 Exam	100.00	100	Column set not to count in average
Ouiz	New Column	25.00		Score is blank

# 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 PERIO	D: Ready (06/26/2	2013) - SECOND MA	ARKING PERIOD: No	ot Ready   THIRD M	ARKING PERIOD: No	ot 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	REDI	KER ACA	DEMY			
Gr	adebook	Gra	debooks	View		Reports	Grading
Count i Public: Hidden	n Average: 8 of 2 9 of 2 : 0 of 2		B Science	L Alge	ebra   1/01 A	Algebra 0121/0	a   5 C
Studen Incl	ts: 42 of 4 lude Withdrawn (1)	42 + Colur			2E 🧿 🛛	[Custom	Template]
	0121/0	1 Algebra A		Sub	mit	102	<b>69</b>
↑ Na	me					New Column	Unit 4 Exa
De	scription					For the Manı	Quadratic
Ma	rking Period					1st	1st
Cat	tegory			ATTEN	DANCE	Quiz	Test
Da	te			6/25/201	13	6/25/2013	10/3/2012
Pos	ssible Points			_		25.00	100.00
#	Student Name 🍸	Average 🍸	Grade 🍸	Office 🍸	Class 🏹	Т	5
1	Andrews, Neil	84.50	A+			15	ç
2	Aubin, Thomas	84.87	В				ť
3	Bachelder, Kate	91.22	A-				ç
4	Barder, Chip	88.11	B+			15	ç
5	Bird, Larry	86.07	В				Ę
6	Block, Jean	88.83	B+				ç
-	Davient Madana	02.05	<b>D</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:
  - 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:

Su	bmit	C
🧹 Subm	itted	ſ
2013-06-	- <b>25</b> 22:54	F
		1
ATTEND	ANCE	C
6/25/201	.3	e
		2
Office 🝸	Class 🍸	
	А	
	Т	

• Note:

REDIKER ACADEMY



#### Reports

Progress Reports are found under the "Reports" tab

# REDIKER ACADEMY

Gradebooks	View	Reports	Grading	Tools	Submit
Student Reports 🔻	C 0	ilass Reports 🔻	Save as Ex	cel	
Progress Report	U QE	Name	Only 🔻	Options •	FIRST MARKING PERIOD •

#### • Settings:

Select Marking Period: FIRST MARKING PERI	O - Generate Report Settings	
Select Students	3 K < 0 of 0 5 3 2 8 8 - 1	
Select All		
Andrews, Neil	No report	
Aubin, Thomas		
Bachelder, Kate	Settings 🙀 🐹	
🔲 Barder, Chip	Settings	
Bird, Larry		
Block, Jean	✓ Include Private Columns?	
Bovary, Madam	✓ Print Annotations?	
Bushel, George	✓ Print Missing Work List?	
Chaine, Michael	✓ Print Grade Scale?	
Cheng, Jennie	✓ Print Category Subtotals Box?	
Coyote, Wil E.		
Curie, Madame	Cancel OK	
Einstein, Alby		
Feinstein, Steve		
Ford, Ellen		
Gomes, Jonny		

• 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):

t Marking Period: FIRST M	ARKING PERIOD	•	Generate Report		Settings						Back to Grade
Select Students	10010	KR	1 of 2 > >	120-		_		_	_		
Select All				1							
Aubin, Thomas				RED	DIKER AC	ADE	VIY (20	12-1	.3)		
Bachelder, Kate		$\angle$		Pr	ogress Report	: FIRST I	MARKING P	ERIOD			
Barder, Chip Bird, Larry	Teacher : H	Sele	ect students	. click							
Nock, Jean		"Ge	nerate" and	then							
ovary, Madam	Student :	pres	s the printer	ricon.	Gra	de Level :	11				Date : 06/26/2013
lushel, George		·									
heng, Jennie						Algeb	ra				
Coyote, Wil E.					Average : 9	1.22	Grade : A-				
Jurie, Madame											
instein, Alby	FIRST M	RKING PER	OD Scores								
einstein, Steve		lame	Description	Category	Date	Score	Max Score	%	Grade		Note
rd, Ellen	Chap 3 H	w	Pages 70-75	Homework	09/18/2012	6.00	10.00	60.00	D-	Needed Assistance	
omes, Jonny	Chap 4 H	w	Pages 83-90	Homework	10/01/2012	10.00	10.00	100.00	A+		
reen, Linda	HW 2			Homework	09/05/2012	9.00	20.00	45.00	F		
regory, Margaret	New Colu	imn	For the Manual	Ouiz	06/25/2013		25.00			1	
									_		