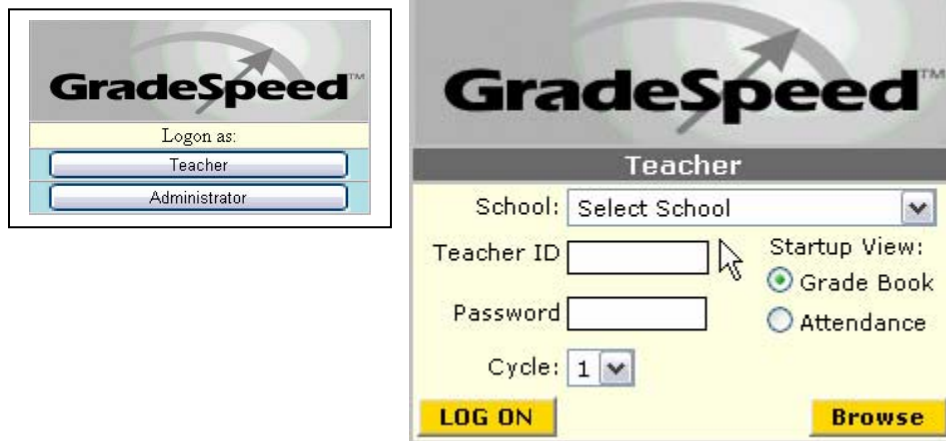


When opening GradeSpeed.Net you will see the following screens.



Use the drop-down box to choose a school if necessary. Place the cursor in the Teacher ID box and enter your teacher ID number. Click the pull-down menu and select the appropriate grading cycle. Choose Log On to begin the setup process and to enter your grade book.

Once you are logged onto GradeSpeed.Net, you will see the following screen:

Student	Avg	Flow Chart	Chapter 1 Assignment	Pretest For Final	Final Exam
		Jul-7	Jul-7	Jul-8	Jul-8
Abrams, Kevin	86.00	85	89	85	95
Baca, Amanda	79.75	82	87	75	
Buchanan, Lindsey					
Carnes, Xandros					
Doles, Matthew					
Faison, James					
Grieder, John					
Hallett, Allen					
Kuwik, Jeffery					
San Antonio, Amanda					
Starkovich, Katie					
Uttecht, Sheena					
White, Angela					
Williams, Amy					
Zayas, Christopher					

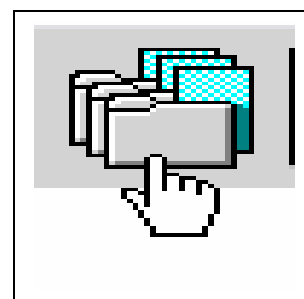
Your class rosters are downloaded from the campus-wide database. These rosters are not editable by you. If data is updated or changed by your administrator, you will get the updated information the next time you log in.

Click on the Course Name in the bright green box in the upper left hand corner. The Course Name is hyperlinked. The course maintenance screen will appear. Course information is displayed here.

GradeSpeed Class: PSYCH (4421/01) Period 1			
PSYCH ID: 4421 Section: 01 Period: 1 Group: 1 Teacher: Zook Donald School: Randolph Field High School	Student	Avg	Flow Chart Jul-7
		Due:	Jul-8
			Edit
	Abrams, Kevin	86.00	85
	Baca, Amanda	79.75	82
	Buchanan, Lindsey		

GradeSpeed.Net automatically groups courses according to course ID#. Classes or courses to which you anticipate giving the same assignments will be assigned the same group number. Classes that have nothing in common with another class will be given unique numbers of their own. You may Edit your grouping by clicking on Edit, and placing your cursor in the Group area. Alternative information may be entered in the respective class name, and general information fields. Click Finished.

Some teachers will use the same categories for all of their classes, the choices you enter in this dialog box will initially apply to all of them. Setting up categories will only be done at the beginning of the year (grading cycle) Changes can be made later, but changes made to any class that is part of a group will automatically be made to all classes in that group.



The Category Icon

To make changes select the Category icon from the Menu bar.

Category Maintenance			
Category	Weight	# to Drop	Delete!
Homework	50	1	<input type="checkbox"/>
Tests	50	0	<input type="checkbox"/>
Six Weeks Test	0	0	<input type="checkbox"/>
Total		100	

Method of weighting grades

Percent
 Multiple

Students Advantage
 Total Points Logic

Maximum number of Grades to drop for each student: ▼

Make category properties identical for all classes in this group!

Choose the Method for weighting grades, percent or multiple. If you prefer working with raw scores, select Total Points Logic. If you prefer working with percentages, the program defaults to your method of entering grades. However if you are a percent grader, and you

will be dropping low grades, you can select Student's Advantage here. Place your cursor in the Category name field. Using the tab key, move to the Weight field. Next move to the # to Drop field. If you select the percent mode, the combined weight of your categories must be equal to 100%. You must choose a number to drop. If you choose not to drop any grades, you will need to place a 0 in that field. This field cannot be left blank.

If you click on your name the User/Campus Profile screen will appear. The information in this box has been entered for you. These cells are entered by your administrator and are read only. You will need to enter data in the cells to which you have access.

The first time you log on you will not have to enter a password, when prompted to enter a password. For this first time, you will use your classroom telephone extension number as your password, then you will enter and confirm a Password. You will not have an Old Password when you first enter GradeSpeed.Net. We recommend that you occasionally change your password to avoid anyone entering your grade book.

Earlier we discussed naming the categories into which your assignments will be placed. The categories will be copied to all your classes on the presumption that they will be used in most, if not all, of your classes. Now we will show you how to fine-tune your choices in the event you have one or more classes for which you want to use different categories. Once you group classes you need to remember:

If you change or delete a category for one class in a group, the change or deletion will be made in all classes in that group.

If you change or delete a category in a stand-alone class, other classes will not be affected.

If you delete a category, all assignments and the grades posted for those assignments will also be deleted.

Look at each class, one by one, and determine if you want to make category changes to any of them.

Starting with the current class visible on the screen, check your class information by clicking on the Course Name, which will then take you to the Course Maintenance screen. Click on Edit, and you will then be able to go into the Group area and change the Group number. Then Click Finished and OK to exit this screen. Having checked the first class, select the other classes, one by one, and do a readiness check on each of them.

To delete a category, check the box to the right of that category under the Delete heading and click on Apply.

A box will appear to ensure that you do want to Delete a Category. Choose Yes or No. REMEMBER – deleting a category will delete all assignments for that category.

To add a new Category, click on Apply and a new line will appear for information to be entered.

To edit or change Category Names/Weights choose the appropriate cell, and enter your information. Remember that changes and deletions made in any class that is part of a group will appear in other classes in the same group.

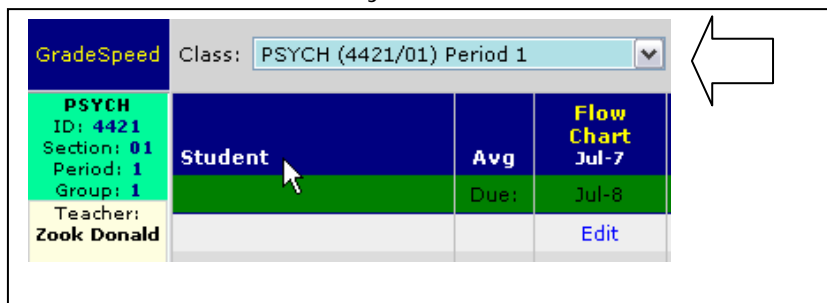
To drop Low Grades from Specific Categories, in the # to Drop column, opposite the categories you want searched for the purpose of dropping low grades, enter a 1, 2 or 3. That number takes on this meaning: "Drop up to this many grades from this category." A maximum of 3 grades may be selected to drop for each student. After entering numbers in the number to drop column, you have made this statement: "For each student, I want to drop exactly "this many" grades altogether. Take up the this many of them from this category, up to this many from that category, etc.

GradeSpeed.Net will search each of the categories selected, dropping low grades according to your instructions. Can you change these instructions later? Yes, anytime you wish. GradeSpeed.Net will recalculate your averages on the spot.

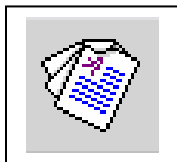
Navigating GradeSpeed

It is a helpful idea to take a quick tour through any new software just to get a feeling for the “whole” before you begin working with the parts. We are going to examine the GradeSpeed.Net Menu so you can become familiar with the icons used in this program.

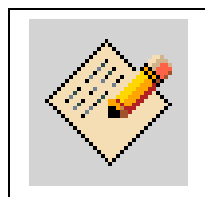
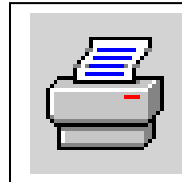
Click on the class you would like to work in from the drop-down box.



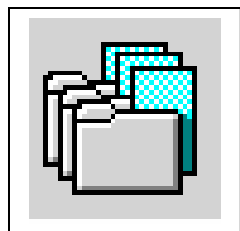
The Task Bar provides access to the various views (screens) available within the program. The Assignments icon displays a list of assignments you have entered and provides access for editing and entering assignments.



The Reports icon opens up a screen where you can choose from a variety of printed reports and various options available for the printing of each.



The Progress Reports icon leads to a screen which, with your class rosters and district-approved comments pre-loaded, gives you the tools needed to quickly prepare detailed progress reports for your students and their parents.



The Categories icon reveals your selection of categories and permits editing of categories and their values. Dropping lowest grades, student's advantage, methods of entering grades and methods of weighting categories, and make category properties identical for all classes in a particular group, can all be accessed at this screen.



The Attendance icon brings into view the GradeSpeed.Net attendance model.

The Cumulative Grades icon brings the Cumulative Average screen into view.



Down the left hand side of your Grade-Keeping Screen you will see these icons:



RFISD does not use this method of grade verification so **PLEASE DO NOT** select this button unless you receive direct instructions to do so. If you do, you will be locked out of your grade book. You will be notified by email when the new grading period begins and you can re-enter the grade book.



The Seating Chart icon brings into view Seating Charts for each of your classes.



The Lesson Plan icon will enable you to create your lesson plans.

Clicking on the Logout icon will log you out of GradeSpeed.Net and return you to the log in screen. It is very important that you exit GradeSpeed using this Logout button and not the red X in the upper right hand corner that looks like this:



the Logout exit door may result in information being lost.

The Students

From the Grade-Keeping screen, click a Students' name. The Student Profile screen appears. It serves as an extension of your class roster. It gives you a way to look at each of your students as individuals.

Student Profile		
PSYCH ID: 4421 Section: 01 Period: 1 Group: 1 <input type="button" value="Schedule"/>	Last Buchanan	ID 009896
	First Lindsey	Gender <input type="radio"/> Male <input checked="" type="radio"/> Female
	Parent Last Buchanan	Grade 11
	Parent First Tsgt Carl	Sort Key.
	Address P.O. BOX 382	<input type="checkbox"/> Print Progress Report in Spanish
	City UNIVERSAL CITY	
	State TX	
	Zip 78148	
	Phone 2106377812	
	Password	
Email		
<input type="button" value="Cancel"/>	<input type="button" value="Grades"/>	<input type="button" value="OK"/>

If parents wish to communicate with you by email you can record their email addresses on this screen.

You can identify student's gender for use on seating charts.

In addition, you can click the "Print Progress Report in Spanish" option. When this options is available, downloaded comments for progress reports and report cards will be available in Spanish. These reports will have Spanish titles. Your comments will also appear in Spanish.

Even though you cannot edit your class rosters, you can sort them by using the Sort Key. It allows you to devise a system of your own to drop new students to the bottom of the roster. One way to do this is to enter a number (0, 1, 2, 3, etc) in the Sort Key box that will cause the name to sort numerically following the alphabetical sort, thus causing the new student's name to drop to the bottom of your class roster.

The Grades button will take you to the individual student assignment and grades screen. The screen will look like the following:

Assignment	Assigned	Points Possible	Points Earned	Note	Print Note
Flow Chart	Jul-7	100			<input type="checkbox"/>
Chapter 1 Assignment	Jul-7	100			<input type="checkbox"/>
Pretest for Final	Jul-8	100			<input type="checkbox"/>
Final Exam	Jul-8	100			<input type="checkbox"/>

The schedule button will bring the student's schedule into view, and will look similar to the following:

PSYCH
 ID: 4421
 Section: 01
 Period: 1
 Group: 1

Last: Doles
 First: Matthew
 Parent Last: Doles
 Parent First: Msgt Craig
 Address: 2213 3RD AVE W

The Schedule displays the teacher name and ID, the course name and number and the period of the day the student has these courses.

Student Schedule - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Doles, Matthew

	Teacher		Course	Period
210	Zook, Donald	4421	PSYCH	1
227	Lundy, Robert	8954	WEB MASTERING	2
239	Sarlow, Vance	1513	COMMUNICATIONS	3
217	Weehler, Karen	3313	ENVIR SCIENCE	4
205	Miller, Michael	0300	11TH ADVISORY	5
205	Miller, Michael	2200	MATH MOD W/APP	6
210	Zook, Donald	4113	WLD HIST	7
203	Rouse, Martha	1323	ENG 3	8

Individual students' grades are available by clicking the Students average in the Grade-Keeping screen. This action will take you to grades and assignments for that student. This feature is useful during conference times with parents, where only one student's information appears on the screen. In the View area you may choose the Grades view or the Standards view.

Attendance

Mastering the Attendance Screen

1. Choose the period you would like to enter Attendance. Clicking the drop down box under Period will access other class periods.
2. To insure you are entering Attendance for the correct day, you will see the date to the right of the screen.
3. Your Administrator sets the Time Codes. Most schools will use time code 'A'.
4. Entering of Attendance can be done, by clicking the box that corresponds to that student.
5. Click Submit to submit your Attendance.

Attendance

Return Submit


*Please note:
After you submit changes can only be made by the attendance clerk!*

Student	ID	Code	A	T
Abrams, Kevin	006011		<input type="checkbox"/>	<input type="checkbox"/>
Baca, Amanda	009599		<input type="checkbox"/>	<input type="checkbox"/>
Buchanan, Lindsey	009896		<input type="checkbox"/>	<input type="checkbox"/>
Carnes, Xandros	006687		<input type="checkbox"/>	<input type="checkbox"/>
Doles, Matthew	006048		<input type="checkbox"/>	<input type="checkbox"/>
Faison, James	009697		<input type="checkbox"/>	<input type="checkbox"/>
Grieder, John	008612		<input type="checkbox"/>	<input type="checkbox"/>
Hallett, Allen	005015		<input type="checkbox"/>	<input type="checkbox"/>
Kuwik, Jeffery	003774		<input type="checkbox"/>	<input type="checkbox"/>
San Antonio, Aman	009213		<input type="checkbox"/>	<input type="checkbox"/>
Starkovich, Katie	005876		<input type="checkbox"/>	<input type="checkbox"/>
Uttecht, Sheena	009229		<input type="checkbox"/>	<input type="checkbox"/>
White, Angela	009324		<input type="checkbox"/>	<input type="checkbox"/>
Williams, Amy	007321		<input type="checkbox"/>	<input type="checkbox"/>
Zayas, Christophe	009230		<input type="checkbox"/>	<input type="checkbox"/>

Monday August 11
 Teacher: Zook, Donald
 School: Randolph Field High School

Period: ▼

Time Code: ▼

 [Report](#)

Code	Description
A	Absent - Excused
X	Extracurricular
T	Tardy
U	Absent - Unexcused