

CHANCERY
STUDENT MANAGEMENT SOLUTIONS



Chancery SMS

eClass Grades
Windows

Classroom Teacher Guide

CSL - 11481

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WELCOME

This guide provides instructions for completing common tasks in eClass® Grades version 6.9.2 or higher.

For more information on any of the tasks or topics in this guide, see your eClass Grades User Guide or the online Help.

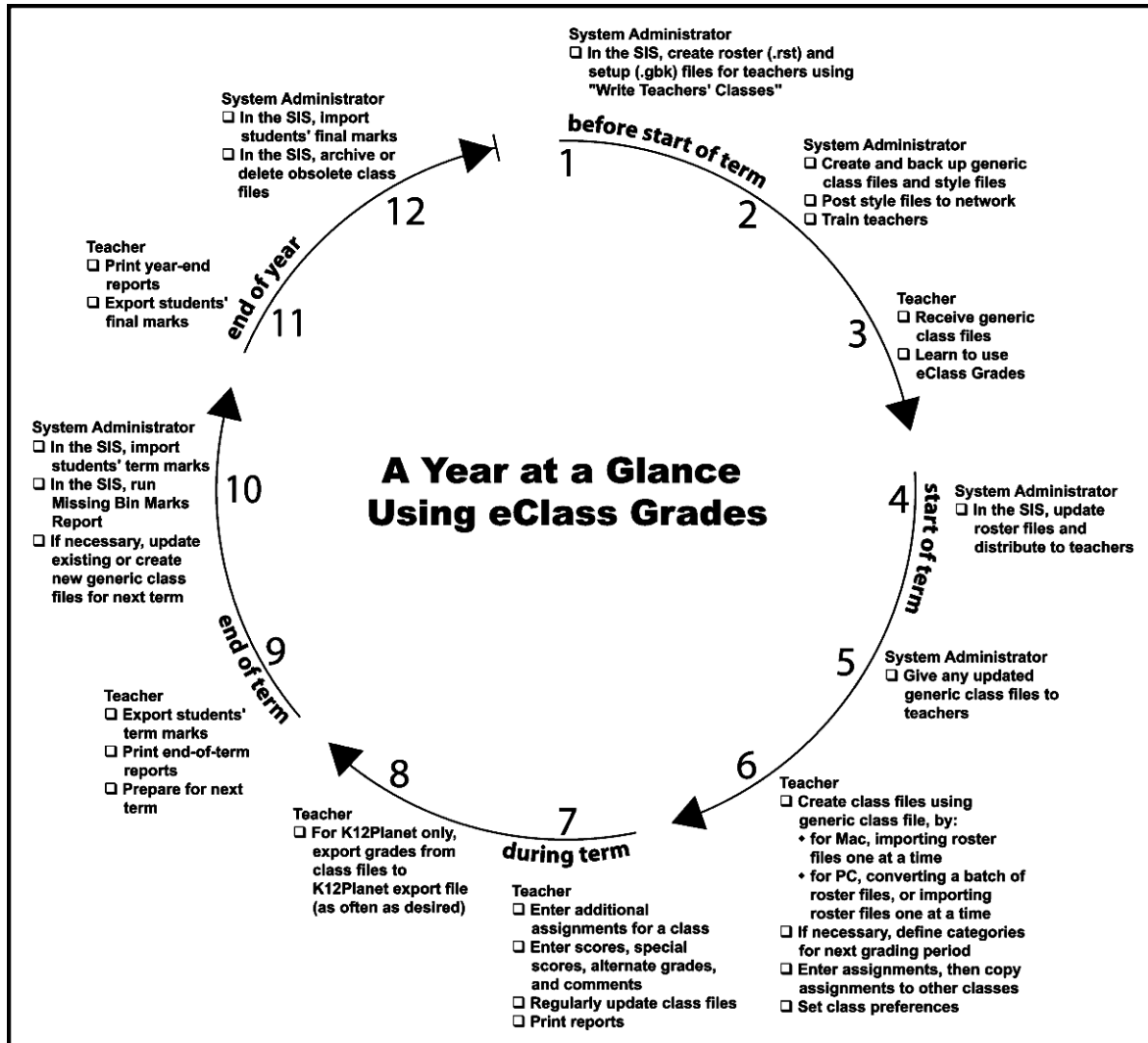
Getting More Information

Chancery offers many solutions to help ensure you get every advantage from your Chancery Student Management Solutions™.

Training	<ul style="list-style-type: none">• Phone 1-800-999-9931• Go to the Support web site, http://support.chancery.com, log on, and then click Training
Online Help	<ul style="list-style-type: none">• Press F1 on your keyboard
Guides	<ul style="list-style-type: none">• Print the eClass Grades User Guide PDF file, on the Win School® CD• Download from the Support web site, http://support.chancery.com
Technical Support	Available Monday to Friday, 5 am to 5 pm Pacific Time: <ul style="list-style-type: none">• Phone 1-800-688-9939• Fax 1-800-446-5650• Email techsupp@chancery.com

Year at a Glance

The tasks you and other staff at your school need to complete to get started using eClass Grades are as follows:



Note

In the above illustration, the SIS, or Chancery Student Information System, is Win School or Mac School®.

Menu and Keyboard Shortcuts

To save time, use the following navigation and other shortcuts:





New Class	Ctrl+n
Open Class	Ctrl+o
Save Class	Ctrl+s
Undo	Ctrl+z
Cut	Ctrl+x
Copy	Ctrl+c
Paste	Ctrl+v

To move within the Scores, Students, and Assignments windows or dialogs:

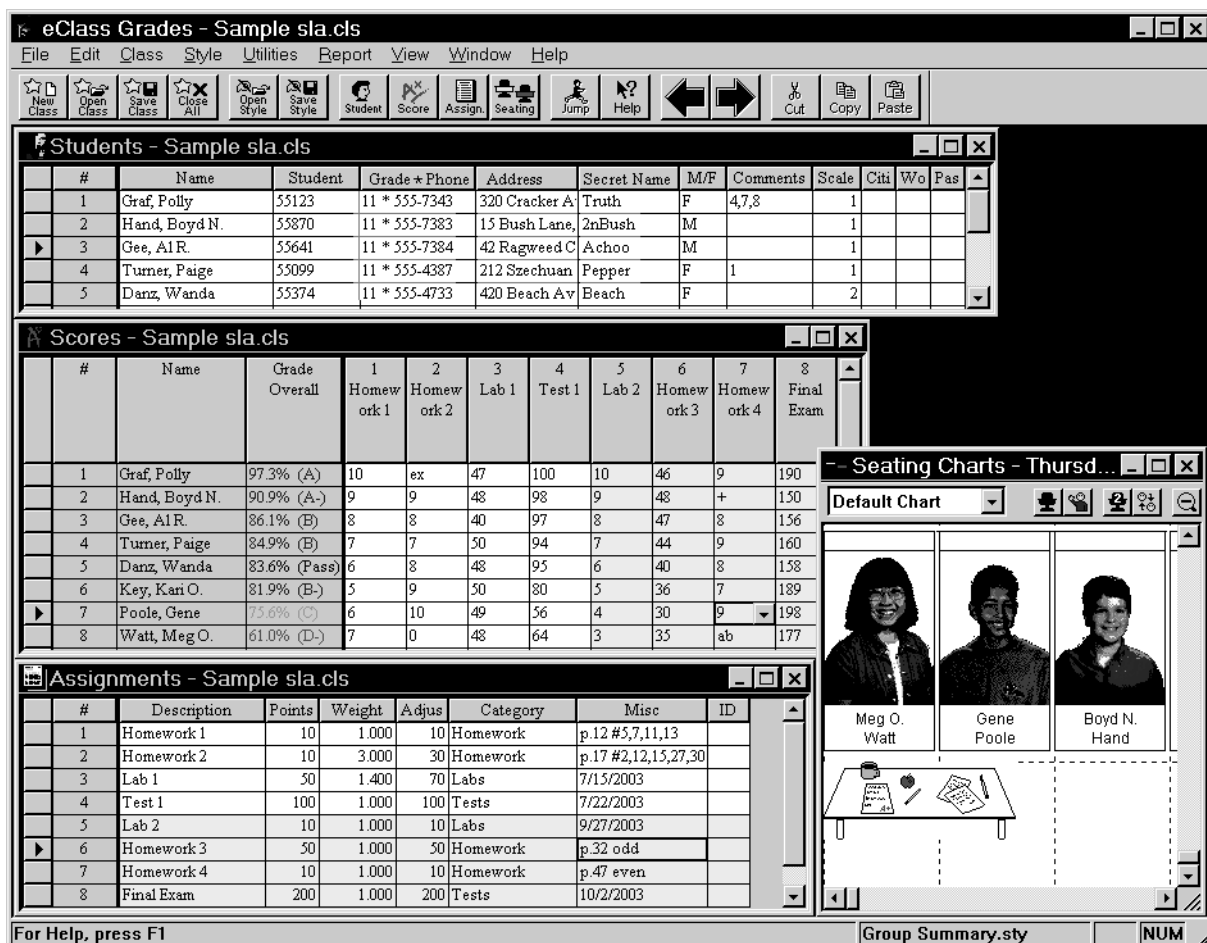
Up one row	↑
Down one row	↓
Right one column	→
Left one column	←
Move forward one field	Tab
Move backward one field	Shift+Tab
Left to first column	Home
Right to last column	End
Up one screen	Page Up
Down one screen	Page Down
Up to first row	Ctrl+Up Arrow
Up to last row	Ctrl+Down Arrow

USING eCLASS GRADES

eClass Grades displays information in four windows:

	Students Window	<ul style="list-style-type: none"> • student comments • citizenship • work habit • pass/fail
	Scores Window	<ul style="list-style-type: none"> • student's scores for each assignment
	Assignments Window	<ul style="list-style-type: none"> • assignments • bonus or extra credit assignments • copy assignments from one class to another
	Seating Charts Window	<ul style="list-style-type: none"> • layout of your class, including arrangement of desks and assignment of pictures

Style preferences affect the information that displays in each window. For details, see “Style Files” on page 8.



The screenshot shows the eClass Grades application window titled "eClass Grades - Sample sla.cls". The interface includes a menu bar (File, Edit, Class, Style, Utilities, Report, View, Window, Help) and a toolbar with icons for New Class, Open Class, Save Class, Close All, Open Style, Save Style, Student, Score, Assign, Seating, Jump, Help, Cut, Copy, and Paste.

The **Students - Sample sla.cls** window displays a table with the following data:

#	Name	Student	Grade * Phone	Address	Secret Name	M/F	Comments	Scale	Citi	Wo	Pas
1	Graf, Polly	55123	11 * 555-7343	320 Cracker A	Truth	F	4,7,8	1			
2	Hand, Boyd N.	55870	11 * 555-7383	15 Bush Lane,	2nBush	M		1			
3	Gee, AlR.	55641	11 * 555-7384	42 Ragweed C	Achoo	M		1			
4	Turner, Paige	55099	11 * 555-4387	212 Szechuan	Pepper	F	1	1			
5	Danz, Wanda	55374	11 * 555-4733	420 Beach Av	Beach	F		2			

The **Scores - Sample sla.cls** window displays a table with the following data:

#	Name	Grade Overall	1 Homew ork 1	2 Homew ork 2	3 Lab 1	4 Test 1	5 Lab 2	6 Homew ork 3	7 Homew ork 4	8 Final Exam
1	Graf, Polly	97.3% (A)	10	ex	47	100	10	46	9	190
2	Hand, Boyd N.	90.9% (A-)	9	9	48	98	9	48	+	130
3	Gee, AlR.	86.1% (B)	8	8	40	97	8	47	8	156
4	Turner, Paige	84.9% (B)	7	7	50	94	7	44	9	160
5	Danz, Wanda	83.6% (Pass)	6	8	48	95	6	40	8	158
6	Key, Kari O.	81.9% (B-)	5	9	50	80	5	36	7	189
7	Poole, Gene	75.6% (C)	6	10	49	56	4	30	9	198
8	Watt, Meg O.	61.0% (D-)	7	0	48	64	3	35	ab	177

The **Assignments - Sample sla.cls** window displays a table with the following data:

#	Description	Points	Weight	Adjus	Category	Misc	ID
1	Homework 1	10	1.000	10	Homework	p.12 #5,7,11,13	
2	Homework 2	10	3.000	30	Homework	p.17 #2,12,15,27,30	
3	Lab 1	50	1.400	70	Labs	7/15/2003	
4	Test 1	100	1.000	100	Tests	7/22/2003	
5	Lab 2	10	1.000	10	Labs	9/27/2003	
6	Homework 3	50	1.000	50	Homework	p.32 odd	
7	Homework 4	10	1.000	10	Homework	p.47 even	
8	Final Exam	200	1.000	200	Tests	10/2/2003	

The **Seating Charts - Thursd...** window shows a "Default Chart" with three student photos and names: Meg O. Watt, Gene Poole, and Boyd N. Hand. Below the photos is a desk icon with a chair, representing the seating arrangement.

For navigation tips, see “Menu and Keyboard Shortcuts” on page 3.

BEFORE THE START OF THE TERM

To prepare for the start of the term, complete the following procedures in the order in which your school prefers and that best matches your grading strategy:

- establish a grading strategy
- access roster, generic class, and style files your system administrator set up for you
- learn to use eClass Grades

Establishing a Grading Strategy

Spending some time considering your strategy up front will make working with eClass Grades much easier.

Before you start working with eClass Grades, consider:

- what standard assignments you give (such as tests, homework, labs, etc.)
- what grade summaries you require
- whether you divide assignments chronologically or by period
- what types of scoring you use
- are there any standard reports your school creates for grades

Accessing Files Your Administrator Set Up

One of the first things you will typically do is access the roster, generic class, and style files your school system administrator set up for you on the network or a diskette. You will later use these files during the term to create your individual class files.

Roster Files

Ask your school system administrator the location of your *.rst roster files.

Generic Class Files

A generic class file is a template you can use to create class files for the classes you teach in the upcoming term. Using one or more generic class files saves you time and reduces errors.

A generic class file might contain:

- special scores
- school-wide comments
- categories and weights (not necessarily defined)
- grading periods
- overall summaries
- grading scales
- other requirements specific to each type of class taught at your school

The number of generic class files your system administrator creates depends on their lengths (for example, full-year courses, or first semester courses and second semester courses) and structure of the schedule (for example, one generic class file per grading period).

Style Files

Style files save customized report and onscreen preferences, such as:

- fonts and placement of data on reports
- grades on reports and onscreen
- column width (accommodate long fields)
- which student and assignment information displays on reports

Your system administrator will likely create one or more style files that follow your school's established guidelines for reports and place them on the network or diskette for you to use.

You can:

- use style files created by your school system administrator or other teachers
- use the sample styles in the eClass Grades Samples folder

For directions on how to create reports with these styles, see Sample Reports in the eClass Grades online Help.

- create your own styles

Note

eClass Grades style files are not cross-platform. You cannot use a Windows® computer to open style files created on a Macintosh® computer, or vice versa.

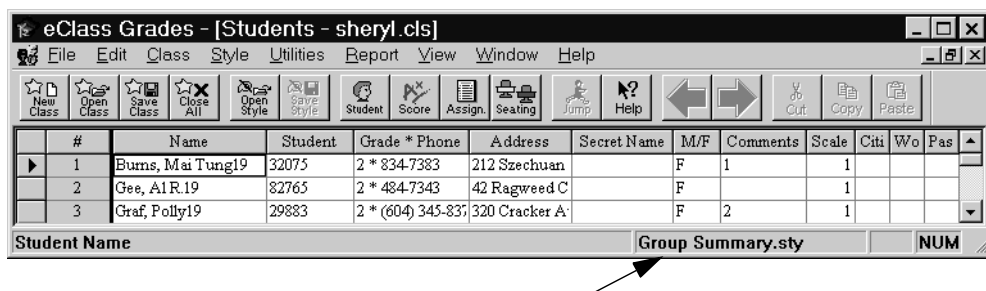
TO OPEN A STYLE FILE:

- 1 From the File menu, choose Open Style, and then locate and select the desired style file.

Your system administrator might have created one or several style files for you to use. Or, you can work with the sample style files that came with eClass Grades. For example, select the Group Summary Style.sty file.

- 2 Click OK.

To verify the active style, check the status bar in the bottom-right corner of the main eClass Grades window.



TO CONTROL WHICH GRADES COLUMNS DISPLAY IN THE SCORES WINDOW:

- 1 From the Style menu, choose Screen Prefs.
- 2 To select what to display on the computer screen, do one of the following:

To	Select
remove the Grade column from the Scores window	None (this can improve the speed of eClass Grades, as grades for large classes are no longer recalculated)
display an overall grade for combined grading periods	Overall Summary, and then select the overall summary from the popup list
display grades for a selected grading period	Grading Period, and then select the grading period from the popup list
display the grade for a particular assignment category in a grading period	Category, and then select the category and grading period from the popup lists

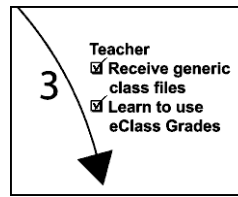
- 3 Click OK.

When you change an option from the Style menu, make sure you save your style file changes, or your preferences are lost.

TO SAVE A STYLE FILE:

- 1 From the File menu, choose Save Style As.
- 2 Type a file name.
- 3 Click OK.

Learning to Use eClass Grades



Spend some time learning how to best use eClass Grades. For information on available training, see “Getting More Information” on page 1.

WORKING WITH eCLASS GRADES DURING THE TERM

The work you do with eClass Grades during the term is divided into:

At the Start of the Term

- create class files
- define assignment categories, if desired
- set up assignments
- set class preferences

In the Course of the Term

- add class assignments
- enter scores, comments, and student notes
- enter alternate grades, if desired
- create seating charts, if desired
- print reports
- if you use K12Planet[®], export grades to K12Planet as often as needed

At the End of the Term

- export term marks
- print end-of-term reports

At the Start of the Term

At the start of the term, do the following:

- create class files
- define assignment categories, if desired
- set up assignments
- set class preferences

Your school system administrator will create roster files, and possibly one or more generic class and style files, for you to use. Using these files will save you time and reduce errors, however, you can also create class files from scratch.

Creating Class Files

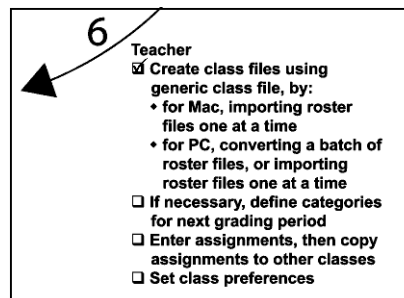
You will need to copy these files from a network or diskette to your own folders. If the class files are on a network, you must first map the drive.

There are four methods for creating class files, depending on the tools you use. The first method is the easiest one. Here's a summary:

Method 1	convert a batch of rosters all at once, using a generic class file as a template	<ul style="list-style-type: none"> • Select rosters to convert. • Select the generic class file from which to copy grading scales, grading periods, and overall summaries, and mapped bins. • Categories are not copied.
Method 2	convert a batch of rosters all at once, without using a template	<ul style="list-style-type: none"> • Select rosters to convert. • Select the setup.gbk file. • Map bins.
Method 3	import class roster files one at a time, for each class, using a generic class file as a template	<ul style="list-style-type: none"> • From the Class menu, choose Copy From. • Set up categories and assignments for each class.
Method 4	import class roster files one at a time, for each class, without using a template:	<ul style="list-style-type: none"> • Map bins. • Set up categories and assignments for each class.

For Method 1 procedures, see the following section. For procedures for Method 2 through 4, see your eClass Grades User Guide or the online Help.

Converting Rosters



The easiest way to get started is to convert a batch of rosters all at once.

Use the appropriate generic class file to import groups of classes of the same type. For example, convert all first semester classes at once, then all second semester classes, and so on.

Note

The first time you run "Convert Chancery SMS Class Files", class files will be created. If you run it a second time for a class file which has previously been converted, a warning prompts you to confirm that you want to overwrite the file with a new one. The existing assignments and scores will be lost.

Do not run "Convert Chancery SMS Class Files" for a class file which already exists. If you wish to update the roster for an existing class file, open the class in eClass Grades, and choose Import Roster from the File menu.

TO SET THE CLASS CONVERSION PREFERENCE:

- 1 From the Edit menu, choose Preferences.
- 2 From the popup menu, choose “Chancery SMS Class Conversion”.
- 3 To use a generic class file to convert class files, select the “Use Generic Class Template” checkbox. Your system administrator must have already set up a generic class file and mapped bins.

To include comments when you convert the class files, leave the Include Comment List checkbox selected.

OR

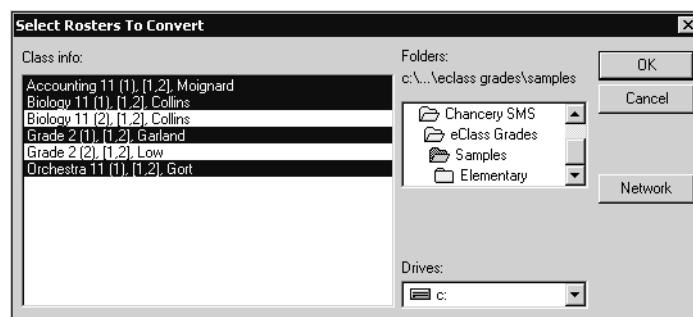
To not use a generic class file, deselect the “Use Generic Class Template” checkbox. You will be prompted to map bins.

- 4 Click OK.

TO IMPORT YOUR STUDENT LIST AND CLASS INFORMATION:

- 1 To get your student list and class information, from the File menu, choose “Convert Chancery SMS Class Files”.
- 2 Locate and select the class rosters you want to convert.

You must select rosters of the same type of class. For example, all first semester classes or all full year classes.

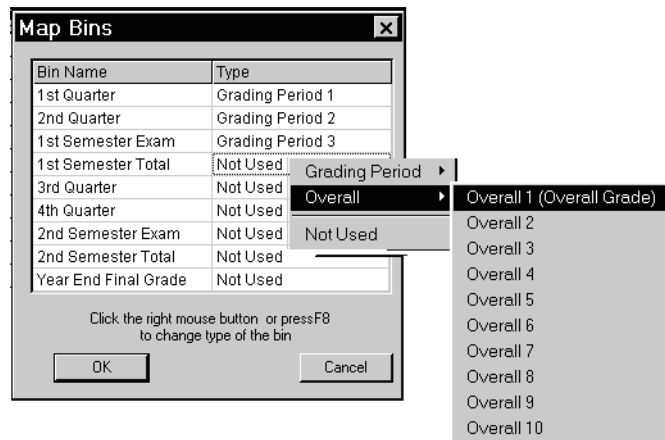


If the class rosters are on a network drive:

- To map a drive, click Network, select the drive, and click Finish.
 - To connect to the mapped drive, select the drive from the dropdown menu.
- 3 Click OK.
 - 4 If you are using a generic class file, locate and select it, and then click OK.

The setup.gbk file should be in the same folder. If the setup.gbk is not in the same folder and you are not using a generic class file, you are prompted to locate and select it.

If your system administrator did not already map the bins, you are prompted to do so. In the Map Bins dialog, right-click to choose the type of each class from the Type popup menu, and then click OK.



- 5 In the conversion confirmation dialog, click OK.

One class file is created for each roster you selected. The class file naming convention is: class name (grade level) (section number). For example, English 12(1).CLS.

The class files are located in the same folder as the roster files.

You can also get student lists and class information by importing a class roster, one at a time.

TO IMPORT A CLASS ROSTER:

- 1 From the File menu, choose New Class.
- 2 To copy data from a generic class file, from the Class menu, choose Copy From.
- 3 Select at least one checkbox.
- 4 Click Select File, locate and select the generic class file you want to copy records from, and then click OK.
- 5 To get your student list and class information, from the File menu, choose Import Roster, select the class roster, and then click OK.
- 6 To save the class file, from the File menu, choose Save Class As, type a file name, and then click Save.

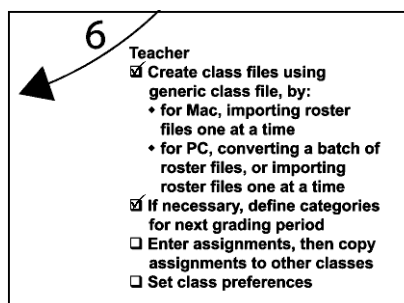
Confirming Class Information

- 1 From the Class menu, choose Class Information.

The Class Information dialog displays information such as the course number, course name, and teacher name.

- 2 Enter information and verify any existing information is correct.
- 3 Click OK.

Defining Categories




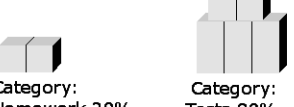
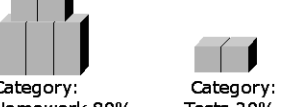
After you create class files, define any necessary assignment categories for each grading period. Categories group types of assignments, such as projects, tests, homework, and labs within a grading period. Make sure the categories are appropriate for your classes.

You can:

- use the generic class file categories your system administrator set up
- create additional categories
- use only the default single assignment category for each grading period, called Total Points

In each grading period, up to 10 categories can be created for different types of assignments.

The category weight measures the relative importance of a category within the grading period. For example, if you set up 10 homework assignments worth 10 points each and 4 tests worth 25 points each; and if a student scores 90/100 on homework and 50/100 on tests, the grade changes depending on the grading strategy:

<p>Ms. Brimble uses total points, not categories</p>  <p>Homework Tests</p> $\frac{90 + 50}{100 + 100} = \frac{140}{200}$ <p>Grade: 70%</p>	<p>Mrs. Lopez values tests.</p>  <p>Category: Category:</p> <p>Homework 20% Tests 80%</p> <p>Homework $(90/100) \times 20\% = .18$</p> <p>Tests $(50/100) \times 80\% = .40$</p> <p>Grade: 58%</p>	<p>Mr. Singh values homework.</p>  <p>Category: Category:</p> <p>Homework 80% Tests 20%</p> <p>Homework $(90/100) \times 80\% = .72$</p> <p>Tests $(50/100) \times 20\% = .10$</p> <p>Grade: 82%</p>
---	--	---

Some teachers use only one category, while others add as many categories as make sense for them.

TO USE THE GENERIC CLASS FILE CATEGORIES YOUR SYSTEM ADMINISTRATOR SET UP FOR YOU:

- 1 From the Class menu, choose Copy From.
- 2 Select the Categories checkbox.
- 3 Click Select File, locate the generic class file in your individual teacher folder, and then click OK.

TO DEFINE ADDITIONAL CATEGORIES:

If you are using only the generic class file categories, skip the following steps.

- 1 From the Class menu, choose Categories.
- 2 From the Categories For menu, choose the grading period.
- 3 Type a description and weight for each category.

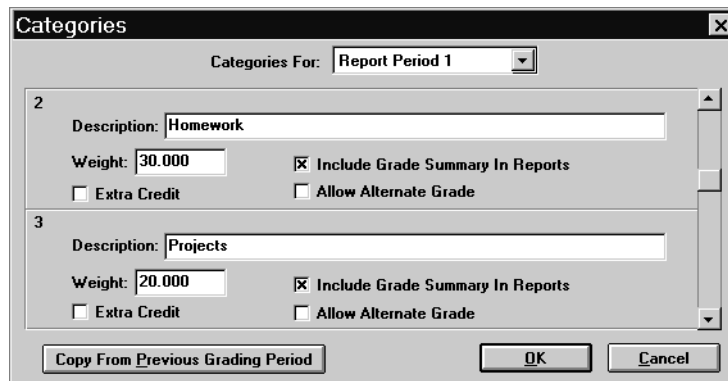
The weight is not a percentage – it merely changes the importance of a category in relation to other categories.

To place a grade for a category on your reports, select “Include Grade Summary In Reports”. For example, you might want to include grades for tests, but exclude grades for homework.

If you only have one category, deselect “Include Grade Summary In Reports”, as all grades will automatically be included on your reports.

To view additional categories, click the scrollbar down-arrow.

- Repeat steps 2 to 3 for each grading period. If the categories in a grading period are the same as in the previous grading period, repeat step 2 and click “Copy From Previous Grading Period”.



- Click OK.

Once you define categories, it is important that you do not modify or delete categories that have been selected in the Assignments window, as this may inadvertently change assignments that are completed, and the grades may not calculate or export properly.

Setting Up Class Assignments

For each class, enter the assignments students will complete. Assignments are any task, such as a quiz, test, or homework, which are graded and count towards students’ overall marks for the class.

In order for K12Planet replication or any calculated grade to be successful, every assignment must be assigned to a category.

TO SET UP CLASS ASSIGNMENTS:

- Open a class file.
- In the Assignments window, click in the first free Description field and type the name of the assignment.

#	Description	Points	Weight	Adjust	Category	Misc	ID
1	Homework 1	10	1.000	10	Homework	pg. 12 #5,7,11	
2	Homework 2	10	3.000	30	Homework	pg. 17 #2,12,15	
3	Lab 1	20	5.000	100	Labs	10.15.02	
4	Test 1	100	1.000	100	Tests		
*							

To add a row, from the Edit menu, choose Insert Row.

If you display grades in K12Planet, make sure you enter an assignment description that is meaningful to students and parents.

- In the Points column, click and then type the number of points possible for the assignment.

- 4 In the Weight column, if you want, change the value.

Weights change the importance of an assignment in relation to other assignments within a category. Typically, the weight is 1. However, if an assignment, such as a homework, is more important than another assignment but worth the same points, increase the weight. For example:

	8/10 Assign. A	17/30 Assign. B	
	<small>Pts x Weight = Adjusted Pts</small>	<small>Pts x Weight = Adjusted Pts</small>	<small>Adjusted Total Pts</small>
Pts. Earned	$8 \times 1.0 = 8$	$17 \times 3.0 = 51$	$8 + 51 = 59$
Pts. Possible	$10 \times 1.0 = 10$	$30 \times 3.0 = 90$	$10 + 90 = 100$
			$59/100 = 59\%$

Scores - MATH1.CLS				
#	Name	Grade	1	2
		Grading Period Grade	Homework #1	Homework #2
1	Janet	59.0% (F)	8.0	17.0

Assignments - MATH1.CLS					
#	Description	Points	Weight	Adjust	Category
1	Homework # 1	10	1.000	10	Homework
2	Homework # 2	30	1.000	30	Homework

	8/10 Assign. A	17/30 Assign. B	
	<small>Pts x Weight = Adjusted Pts</small>	<small>Pts x Weight = Adjusted Pts</small>	<small>Adjusted Total Pts</small>
Pts. Earned	$8 \times 3.0 = 24$	$17 \times 1.0 = 17$	$24 + 17 = 41$
Pts. Possible	$10 \times 3.0 = 30$	$30 \times 1.0 = 30$	$30 + 30 = 60$
			$41/60 = 68\%$

Scores - MATH1.CLS				
#	Name	Grade	1	2
		Grading Period Grade	Homework #1	Homework #2
1	Janet	68.3% (D)	8.0	17.0

Assignments - MATH1.CLS					
#	Description	Points	Weight	Adjust	Category
1	Homework # 1	10	3.000	30	Homework
2	Homework # 2	30	1.000	30	Homework

- 5 If you have set up categories, select a category by clicking in the Category field to select the category from the popup menu.

New assignments are automatically assigned to the default category. You must choose a category, even if it is only the default category.

- 6 Use the Misc. column to enter additional information, such as page numbers, date assigned, or due date.
- 7 To move to the beginning of the next assignment row, press Enter.

In the Assignments window, different background colors indicate different grading periods.

Copying Class Assignments

6

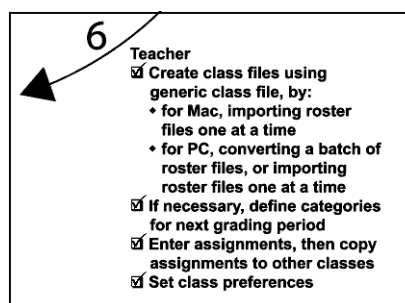
Teacher

- Create class files using generic class file, by:
 - for Mac, importing roster files one at a time
 - for PC, converting a batch of roster files, or importing roster files one at a time
- If necessary, define categories for next grading period
- Enter assignments, then copy assignments to other classes
- Set class preferences

After assignments are set up, you can copy them to other classes. For example, if you teach three English Grade 8 classes at different times during the week, those classes may contain the same assignments.

To COPY CLASS ASSIGNMENTS:

- 1 Open a class file.
- 2 To view the assignment list, click the Assign. button.
- 3 From the Class menu, choose Copy From.
- 4 In the Copy From dialog, select only Assignment List. If you are adding to the list, not replacing it, select “Append Instead of Replace”.
- 5 Click Select File, locate and select the class file you want to copy assignments from, and then click OK.

Setting Class Preferences

You can set default folder locations for opening and saving class and style files, and for storing backup files. In addition, make sure you have current backups of your class files.

Your backups must be stored in a different location from where you normally save class files.

Backing Up Class Files

Make sure you save class files in at least two locations: the network location your school administrator specifies and your local hard drive. Diskettes are not reliable for storing data.

To avoid loss of data in case of computer failure, each time you update your class file, print the marks.

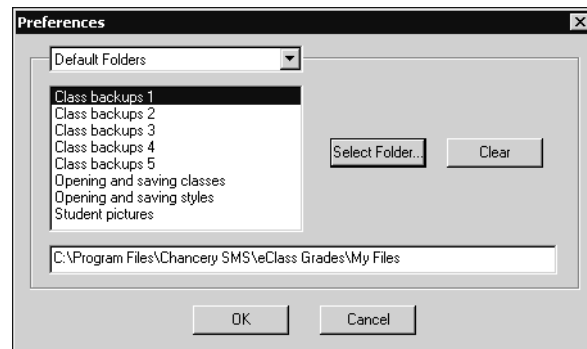
To SAVE THE NEW CLASS FILE:

- 1 From the File menu, choose Save Class As.
- 2 Type a file name, then click OK.

To SET DEFAULT FOLDER PREFERENCES:

- 1 From the Edit menu, choose Preferences.
- 2 From the dropdown menu, choose Default Folders.

- From the list, select the action you are choosing a default folder for, click Select Folder. Locate the folder, and then click Select.



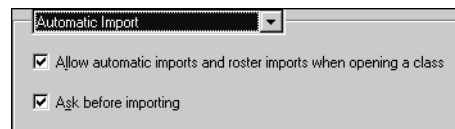
- Click OK.

Setting Automatic Roster Updates

You can automatically import rosters each time you open a class file.

TO SET IMPORT PREFERENCES:

- From the Edit menu, choose Preferences.
- From the dropdown menu, select Automatic Import.
- Select the import options.



- Click OK.

Protecting Class Files

For added security, use a password to protect your files.

TO SET A PASSWORD:

- From the Class menu, choose Set Password.
- Type a password.
- To permit your system administrator to access your gradebook files, select the Allow Administrator Access checkbox.

The Allow Administrator Access checkbox is dimmed, if your system administrator choose to not use this option.



- 4 Click OK
- 5 In the confirmation dialog, retype the same password, and then click OK.

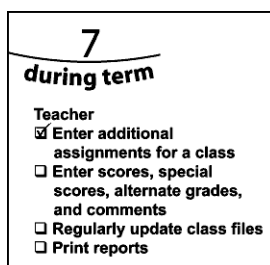
In the Course of the Term

During the term, you will:

- add class assignments
- enter scores, comments, and student notes
- enter alternate grades, if desired
- create seating charts
- print reports
- if you use K12Planet, export grades to K12Planet as often as needed

Adding Class Assignments

During the term, set up additional assignments for your classes.

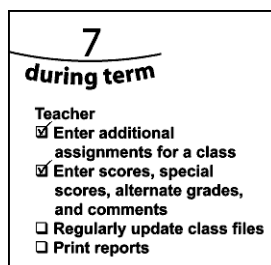


TO SET UP ADDITIONAL ASSIGNMENTS:

- 1 Open a class file.
- 2 In the Assignments window, click in the first free Description field, and type the assignment name.
- 3 In the Points column, click and then type the number of points possible for the assignment.
- 4 In the Weight column, if you want, change the value.
- 5 In the Category field, click and select a category from the popup menu.
- 6 In the Misc. column, enter additional information.

For more information, see “Setting Up Class Assignments” on page 17.

Entering Scores



For each class assignment, you can enter a score for each student. Some examples are:

- whole number: 88
- decimals to nearest tenth: 8.5
- letter grade description: A+
- special score: ex

TO ENTER A SCORE:

- 1 In the Scores window, click the appropriate assignment field for the student you want to assign a score to.

#	Name	Grade 1st Semester Total	1 Homework 1	2 Homework 2	3 Lab 1	4 Test 1	5 Test 2
1	Graf, Polly	82.2% (B)	10.0	dr	47.0	100.0	
2	Hand, Boyd N.	78.9% (B)	9.0	9.0	48.0	98.0	
3	Gee, AlR.	75.8% (B)	8.0	8.0	48.5	97.0	
4	Burns, Mai Tung	72.4% (C+)	7.0	7.0	50.0	94.0	
5	Hyde, Tanya	73.4% (C+)	6.0	8.0	48.0	95.0	
6	Plain, Yolanda	70.7% (C+)	5.0	9.0	50.0	80.0	
7	Pooler, Gene XY	65.3% (C+)	6.0	10.0	49.0	56.0	

- 2 Type the score, and then press Enter to move to the next student.

OR

To assign the same score to a range of students, select a field in the appropriate assignment column. From the Edit menu, choose Fill Column. Type the score you want to assign and adjust the student range, if necessary. Click OK.

To move around the Scores window as quickly as possible, use the Jump To command in the Utilities menu (or press Alt + j).

If you enter an unreasonably large score, you might see a caution message (depending on your preferences). To change the maximum score which triggers the message, change the Safety Factor in Preferences. For example, a safety factor of 1.5 displays a caution message when you try to enter a score greater than 30 on a 20 point test ($30 = 1.5 \times 20$). Bonus points also activate a caution message.

In the Scores window, different background colors indicate different grading periods.

Entering Special Scores

In the Scores window, click the assignment field for the student you want to assign a special score to, then select the special score from the popup menu.

Scores - MEDIUM								
#	Name	Grade 1st Semester Total	1 Homework 1	2 Homework 2	3 Lab 1	4 Test 1	5 Test 2	
1	Graf, Polly	82.2% (B)	10.0	dr	47.0	100.0		
2	Hand, Boyd N.	78.9% (B)	9.0	9.0	48.0	98.0		
▶	Gee, A1R.	56.4% (C-)	8.0	8.0		97.0		
4	Burns, Mai Tung	72.4% (C+)	7.0	7.0				Incomple
5	Hyde, Tanya	73.4% (C+)	6.0	8.0	ex			Excused Ctrl+E
6	Plain, Yolanda	70.7% (C+)	5.0	9.0	dr			Dropped Ctrl+D
7	Poole, Gene XY	65.3% (C+)	6.0	10.0	ab			Absent
					ch			Cheating
					OK			Complete
					+			Outstandi
					tr			Truant
					-			Unaccep

By default, an empty score is considered an Incomplete special score.

Recording Alternate Grades

You can use an alternate grade when you are not satisfied with the calculated grade. To do so, set up eClass Grades so you can record alternate grades for Categories, Grading Periods, or Overall Summaries.

The generic class file may be set up to enter alternate grades, or you can modify class files to allow for entry of alternate grades.

Alternate grades replace calculated grades in reports and exports to Win School or Mac School.

TO ALLOW RECORDING OF ALTERNATE GRADES:

- 1 From the Class menu, choose Categories, Grading Periods, or Overall Summaries. For this exercise, select Overall Summaries.
- 2 Select the Allow Alternate Grade checkbox, then click OK.

- 3 From the Style menu, choose Screen Prefs.
- 4 Select the Overall Summary, Grading Period, or Category you want to enter alternate grades for, then click OK.

Alternate Percentage and Alternate Description columns are now visible in the Scores window.

#	Name	Grade 1st Semester Total	Alternate Percent	Alternate Description	1 Homew 1: decimal	2 Homew 2: percent	3 Lab 1: shapes	4 Test 1: decimal and percent
1	Burns, Mai Tung	85.5% (B)			7.0	9.0	16.0	88.0
2	Gee, AlR.	100.0% (A)			10.0	10.0	ex	ex
3	Graf, Polly	87.6% (A)			8.5	7.0	17.0	97.0

TO ENTER AN ALTERNATE GRADE:

- 1 In the Scores window, select a student, and then type a percentage in the Alternate Percent field and type a letter grade in the Alternate Description field.
- 2 If you want to report empty grades for students who have scores, select the Alternate Percent and Alternate Description fields for the selected student, and choose <blank> from the popup menu for each.

Tips for Ensuring Correct Grades

To ensure correct grades, check:

- Assignments out of zero are not the only assignments in a category
- Categories and weights out of zero are not the only ones
- Extra Credit checkbox is deselected, unless you know how to work with these
- Score entry
- Style preferences
- Mark according to your plan

Entering Comments

You can assign standard comments to students that will print on reports that you generate for students and parents.

Comments can be plain text, or they can contain comment variables that print individualized student data from the student's record. You can build narrative, letter-style reports by giving students a series of comments that can be combined to make paragraphs. The contents of each comment can be up to 250 characters.

Note

While some comments are created in eClass Grades, others are created in Win School or Mac School. When the system administrator changes comment numbers in Win School or Mac School, you need to check that the comments you have already entered in eClass Grades are not affected by the renumbering.

For example, if the system administrator deletes comment #5, comment #6 will take the position of comment #5. This means that comment #5 entries are replaced with the text that was formerly called comment #6.

Your system administrator should inform you when your work might be affected. However, it is a good idea to periodically confirm that your comment numbers are correct.

TO PREVIEW OR PRINT COMMENTS FOR A CLASS FILE:

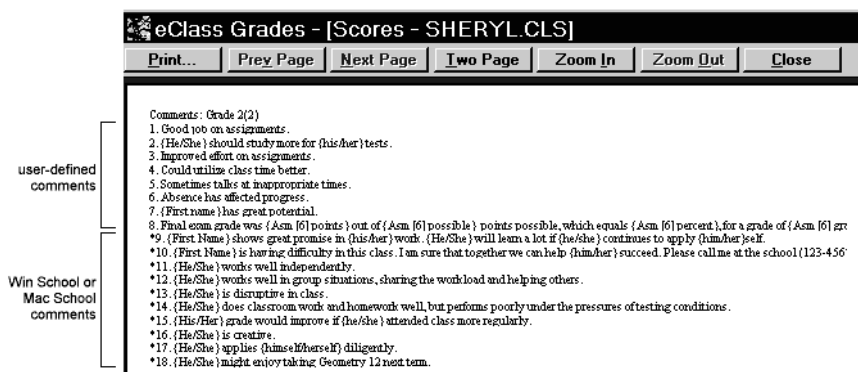
- 1 From the Report menu, choose Comment List.



- 2 Select Full Comments or Brief Comments, then click Print.

OR

Click Preview. The Comment List displays in the Preview window. If you want, print the comment list or close the window.



TO CREATE YOUR OWN ADDITIONAL COMMENTS:

- 1 From the Class menu, choose Comments.
- 2 To change an existing comment, select the comment, and then click Edit. Comments that cannot be edited appear in italics. The Edit Comments dialog information will vary, depending on which class file you have open.

OR

To add a new comment to the end of the comments list, click Append.

OR

To add a new comment before the comment you currently have selected, click Insert.

- 3 Type or change the comment, and then click OK. Each comment is assigned a number based on its position in the list.
- 4 To remove a selected comment from the list, click Delete. You cannot delete comments imported from Win School or Mac School.
- 5 Click Done.

Those comments you create appear in eClass Grades, but will not appear on report cards. Only the first 250 characters of school-wide comments created in Win School or Mac School are exported to student report cards. For alternate ways to add remarks to printed student reports, see “Student Notes” and “Post Scripts” in the eClass Grades online Help.

To copy all of the comments from one class to another class, use the Copy From command in the Class menu.

Assigning Comments to a Student

- 1 In the Students window, select a student, and then click in the Comments field.

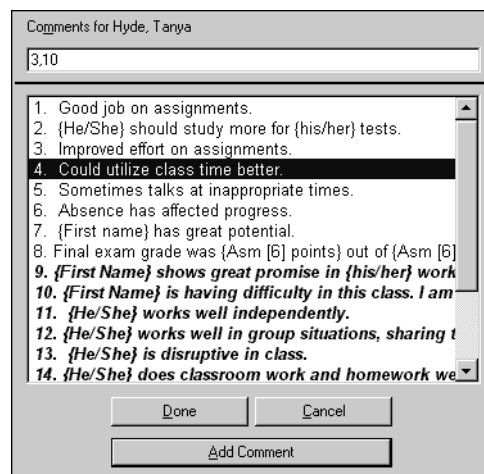


#	Name	Student Number	Grade * Phone	Address	Secret Name	M/F	Comments
1	Burns, Mai Tung	32075	2 * 834-7383	212 Szechuan Pl		F	
2	Gee, A1R.	82765	2 * 484-7343	42 Ragweed Cre		F	
3	Graf, Polly	29883	2 * (604) 345-8374	320 Cracker Ave		F	

- 2 Type comment numbers, separated by commas.

OR

In the Comment field, click “...”, select a comment and click Add Comment for each comment you want, and then click Done.



Comments for Hyde, Tanya

3,10

1. Good job on assignments.
2. {He/She} should study more for {his/her} tests.
3. Improved effort on assignments.
- 4. Could utilize class time better.**
5. Sometimes talks at inappropriate times.
6. Absence has affected progress.
7. {First name} has great potential.
8. Final exam grade was {Asm [6] points} out of {Asm [6]}
- 9. {First Name} shows great promise in {his/her} work**
- 10. {First Name} is having difficulty in this class. I am**
- 11. {He/She} works well independently.**
- 12. {He/She} works well in group situations, sharing t**
- 13. {He/She} is disruptive in class.**
- 14. {He/She} does classroom work and homework we**

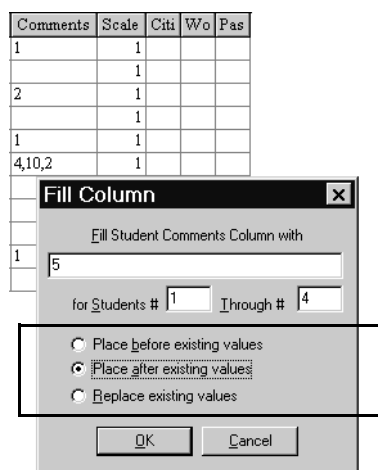
Done Cancel

Add Comment

Only comments that appear in bold and italics are exported to Win School or Mac School and will display on student report cards.

Assigning the Same Comment to a Group of Students

- 1 In the Students window, click in the Comments column, and then from the Edit menu, choose Fill Column.
- 2 In the “Fill Student Comments Column with” field, type a number from the comments list. Adjust the student range, if necessary.



If you have already entered comments for the selected students, indicate where you want the new comment to be added.

- 3 Click OK.

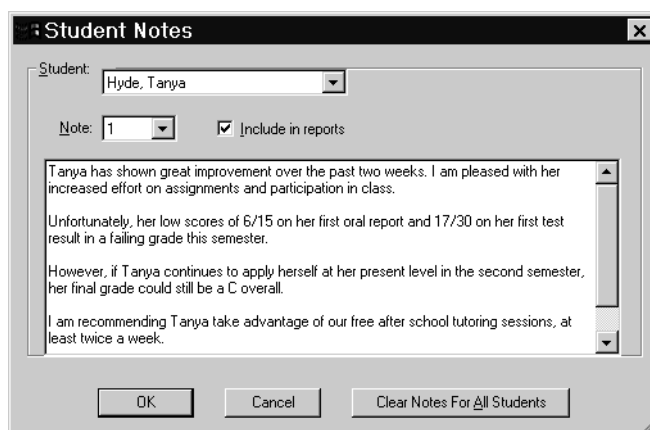
Entering Student Notes

In addition to comments, you can include messages for individual students, called student notes. Student notes can print on reports, but not on student report cards printed by the school.

If you use K12Planet, you can choose to export student notes to K12Planet.

TO ENTER A NOTE FOR A STUDENT:

- 1 From the Class menu, choose Student Notes.



- 2 From the Student dropdown menu, choose a name.

- 3 Type a message.

To delete all individual student notes for a class file, such as at the end of the year, click “Clear Notes For All Students”.

- 4 Click OK.

Saving Changes to Class Files

7 during term
Teacher <input checked="" type="checkbox"/> Enter additional assignments for a class <input checked="" type="checkbox"/> Enter scores, special scores, alternate grades, and comments <input checked="" type="checkbox"/> Regularly update class files <input type="checkbox"/> Print reports

As you update class files, regularly save your changes.

TO SAVE CHANGES TO A CLASS FILE:

- 1 From the File menu, choose Save Class.
- 2 Click OK.

Working with Seating Charts

The Seating Charts window displays students assigned to a desk. It is a great tool for substitute teachers.

You can use it to set the desk order and re-seat students, display student pictures, randomly select students from a class, and create seating charts.

TO DISPLAY STUDENT PICTURES:

- 1 Display the Seating Charts window. If prompted to create desks, click Yes.
- 2 From the Class menu, choose Seating Preferences.
- 3 Select the Student Picture checkbox.
- 4 Click OK. If you are prompted to adjust desks, click OK.

TO ASSOCIATE PICTURE FILES WITH STUDENT NAMES:

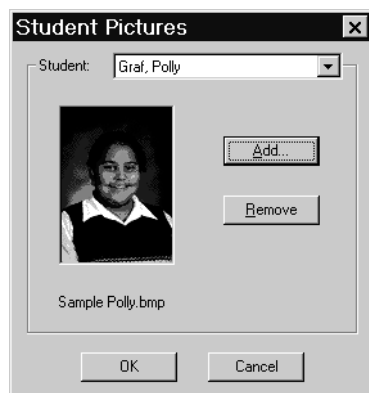
- 1 Right-click a student desk, and choose Pictures.

OR

Select a student desk, and then choose Student Pictures from the Class menu.

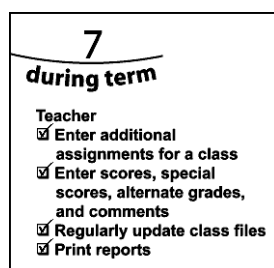
- 2 From the Student dropdown menu, choose a student name.

- 3 Click Add, select the picture file, then click OK.



- 4 Click OK.

Reporting Student Grades



During the term, there are a number of reports you might need to print.

There are a variety of report options in eClass Grades, including:

- Individual reports, such as Letter-Style Reports Using Comments, advising parents of their child’s progress.
- Group reports, such as Bulletin Board Group Reports, which list all students in a class, along with scores and overall grades for selected assignments. For example, confidentially post grades or print a grade book.
- Multi-class reports, such as Multi-Class Elementary Report, which capture a student’s performance in several or all classes during the school year.

Customizing Report Headings and Styles

To customize a report, change the report heading and use the appropriate style file. A report differs depending on the style file opened on the computer printing the report.

You can customize the look of and placement of data on reports, as well as specify what information to include or exclude. For more information, see “Setting Class Preferences” on page 19.

To SET UP REPORT HEADINGS:

- 1 From the Class menu, choose Report Headings.
- 2 Type the class name you want to appear on the report.
- 3 If your school or department has a site license, you can also print your name on reports.

This allows different classes to have different teacher names, for example, Sr. Smith for a Spanish class or Mr. Smith for an English class. This is helpful for team teachers producing Multi-Class reports.

- 4 Click OK.

Reducing the Size of Reports

There are various methods you can use to reduce the size of reports. The following are some suggestions:

- Decrease font size (Style menu)
- Use Landscape orientation (File menu, Print Setup)
- Remove extraneous information (Style menu, Grades)
- Change margin settings (Style menu, General Report Prefs)
- Reserve lines (Style menu, Individual Report Prefs)

Emailing Reports

To electronically mail student reports, you must first set up individual student email addresses, and then send the report in an email.

To SET UP STUDENT EMAIL ADDRESS:

- 1 From the Class menu, select Student Email Addresses.
- 2 From the Student dropdown menu, choose a student's name.

- 3 Type an email address for that student. For multiple email addresses, make sure each address is separated by a comma.



- 4 If desired, select another student and repeat the above steps. When prompted, click Save.
- 5 Click OK.

TO EMAIL INDIVIDUAL OR MULTI-CLASS REPORTS:

- 1 From the Report menu, choose the Individual or Multi-Class Report.
- 2 Specify your options for the selected report.
- 3 Click Email.

Your email software creates an email message for each selected student.



- 4 To preview each message before you send it, click View Message, and then click Send for each message.

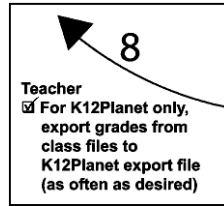
OR

To send all messages without previewing, click Send All.

Printing Reports

- 1 From the Report menu, choose a report. For example, Individual Report.
- 2 Specify your options for the selected report.
- 3 To view the report on the computer screen, click Preview.
- 4 Click Print.

Exporting eClass Grades Data to K12Planet



If your school uses K12Planet, regularly export grades for each of your classes to the same folder that contains your setup.gbk and *.rst roster files, as often as is necessary.

To EXPORT eCLASS GRADES TO K12PLANET:

- 1 From the File menu, choose Export.
- 2 Select the “K12Planet Grades Export” filter, and then click OK.

Note

You can also create filters to use eClass Grades data with other programs, such as spreadsheets or word processors. To set up an automatic export filter, see your eClass Grades User Guide.

- 3 Select the same individual folder where your setup.gbk and *.rst roster files are stored.

Ensure that the export file is being saved within your correct individual folder, and NOT a subfolder or the My Documents folder.

When you save the export file, the default name shown is the course number and the section number. For example, 101.004 (course 101 and section 004). We recommend you use the default file name.

- 4 Click OK.

To SET UP K12PLANET TO DISPLAY eCLASS GRADES DATA:

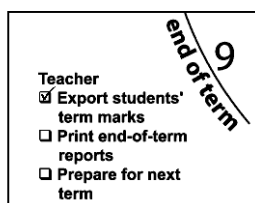
- 1 In K12Planet, click My Students, click My Classes, and then click Grades.
- 2 From the popup menu, select a term.
- 3 In the Source column, click eClass Grades, or eClass and K12 Grades.
- 4 Select one of the eClass Grades, or eClass and K12 Grades checkboxes.
- 5 Click Save.

At the End of the Term

At the end of each grading period or term, or when it is time to send out report cards, you should (in the following order):

- Step 1: export term marks
- Step 2: print end-of-term reports
- Step 3: prepare for next term

Step 1: Exporting Term Marks to Win School or Mac School



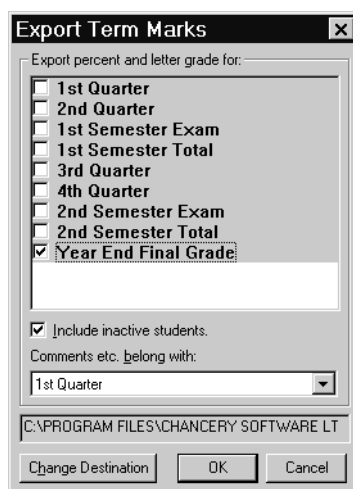
Review and print your students' term marks and related information, such as citizenship, work habit grades, and pass/fail status. Then, export a term marks file (which contains that information).

Note

Setting up the Automatic Export preference does not export term marks.

TO EXPORT TERM MARKS:

- 1 From the File menu, choose Export Term Marks.



- 2 From the “Export percent and letter grade for” list, select the grading periods and overall summaries you want to export.
- 3 Deselect “Include inactive students” to send only active students’ grades for Win School or Mac School.

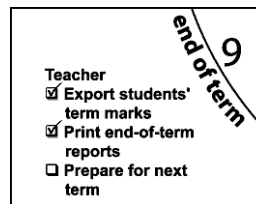
If you’re not sure which grading periods and overall summaries you should select, ask your system administrator.

- 4 From the “Comments etc. belong with” menu, choose the grading period or overall summary to which the comments, citizenship, work habits, grades, and pass/fail status belong.
- 5 If necessary, change the export destination.

Export to your own individual folder on the network or diskette. The same folder also contains your setup.gbk and *.rst roster files. Ensure that the export file is being saved within the correct individual folder, and NOT a subfolder or the My Documents folder.

- 6 Click OK.

Step 2: Printing End of Term Reports

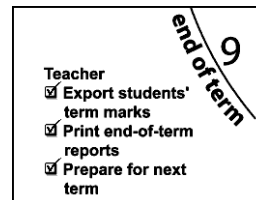


At the end of each grading period or term, or when it is time to send out report cards, print reports.

TO PRINT A REPORT:

- 1 From the Report menu, choose a report.
- 2 Specify your options for the selected report.
- 3 To view the report on the computer screen, click Preview.
- 4 Click Print.

Step 3: Considering the Success of the Previous Term



Reflect on what you did before the start of the previous term, and consider how it relates to the next term.

PREPARING FOR THE NEXT TERM

At the end of each grading period or term:

- update class files
- set up a new grading period

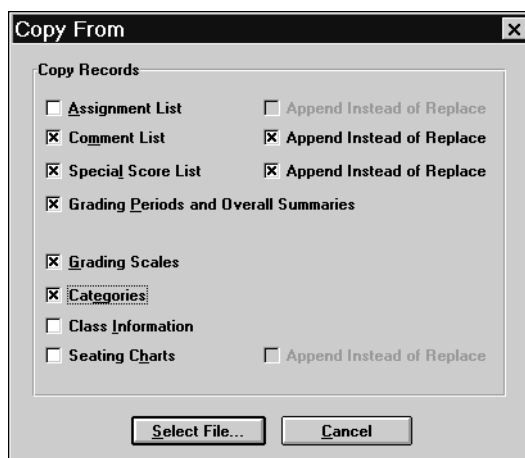
Updating Class Files

When classes change, you will want to import new class rosters, one at a time.

Use the updated set of class roster files from your system administrator, and repeat the following procedures for each new class you teach.

TO CREATE A CLASS FILE:

- 1 From the File menu, choose New Class.
- 2 To copy data from a generic class file, from the Class menu, choose Copy From.



- 3 Select at least one checkbox.
- 4 Click Select File, locate and select the generic class file you want to copy records from, and then click OK.
- 5 To get your student list and class information, from the File menu, choose Import Roster, select the class roster, and then click OK.
- 6 To save the class file, from the File menu, choose Save Class As, type a file name, and then click Save.

Removing Student Comments

You do need to remove old comments. Comments you enter for the new grading period overwrite those previously assigned to students.

Comments are included in the marks file your system administrator imports into Win School or Mac School each term.

Setting Up a New Grading Period

After updating your class files, configure eClass Grades in preparation for the next grading period of the school year.

- 1 For each class, in the Assignments window, verify the number of assignments in the first grading period.
- 2 From the Class menu, choose Grading Periods.
- 3 For the new grading period, in the Starting Assignment field, type the number of assignments plus one, and then click OK.

For example, if you gave 20 assignments during the first grading period, type 21 as the starting assignment number for the second grading period.

The screenshot shows a dialog box titled "Grading Periods" with two entries. Entry 1: Description: 1st Quarter, Weight: 60.000, Starting Assignment: 1, Extra Credit: unchecked, Allow Alternate Grade: unchecked, When Calculating Grade: Use category weights, Include In Reports: Grade Summary (checked). Entry 2: Description: 2nd Quarter, Weight: 40.000, Starting Assignment: 21, Extra Credit: unchecked, Allow Alternate Grade: unchecked, When Calculating Grade: Use category weights, Include In Reports: Grade Summary (checked). Buttons for OK and Cancel are at the bottom.

- 4 In the Include in Reports section, select the checkbox to include each whole grading period's grade on reports. If you use categories for subjects, deselect Grade Summary.
- 5 Click OK.
- 6 In the Assignments window, enter assignments for the new grading period. Append new assignments to the bottom of the existing list. Yellow highlighting separates the different grading periods.
- 7 Change your preferences to display the new grading period information. For procedures, see "Style Files" on page 8.

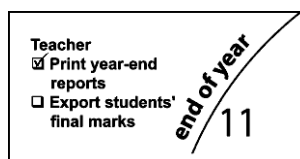
AT YEAR END

At the end of the school year:

- Print end-of-year reports
- Export final marks

Needs differ from school to school. Use the procedures appropriate for your school.

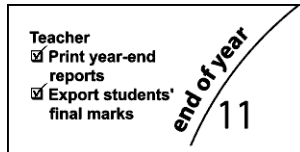
Creating Reports



You can generate a variety of reports and graphs, and customize them using the Class and Style menus.

For more information, see “Reporting Student Grades” on page 29.

Exporting Final Grades



At the end of the year, export the final grades for students.

For more information, see “Step 1: Exporting Term Marks to Win School or Mac School” on page 33, and if your school uses K12Planet, also see “Exporting eClass Grades Data to K12Planet” on page 32.

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