Gradebook

The Gradebook within WebSmart is constantly evolving to better fit the needs of today's teachers. Updates are made to accommodate ease of use and speed up the data entry process.

Policy

Students > Grades > Gradebook

Before any assignments or grades can be entered, the grading policy must be defined. This can be handled in two manners: by the office mandating a policy or by the teacher defining their own policy. If the office mandates the policy, the teacher will have no ability to edit or change the settings. With a mandated policy, teachers can begin adding assignments immediately. If your district or campus has set a mandated policy, you should be able to go to the Assignment tab and begin working. If you see a ⊕, you can skip to the Assignments portion of the instructional manual on page 6. However, if the **Grading Policy*** drop list shows "No Policies Available," a policy must be first be added; review the steps below.

When the district/campus allows the teacher to define their own policy, the teacher must first enter at least one policy. Once a policy has been entered, the section must have the policy applied before assignments can be entered. The teacher can enter one policy and use for all courses *or* enter multiple policies. However, the teacher cannot do any work without a defining the policy for a course. It is important to NOT edit a policy after it has been used. The teacher cannot change the policy used after they apply it to a course section. Only sections that use the same policy can have assignments copy from one to another.

To add a Policy:
- Go into Gradebook
- Select the Policies tab
- Click ⊕ **Add Grading Policy**
- **Name*** – this will be the label listed on the Assignment tab. If using multiple policies, it is advised the name indicate the course area (i.e. Math, ELA, Art, Specials) or the course level (i.e. Elem, MS, HS, Honors, Beginner, Advanced).

- **Grading Scheme***– this will default to *Numeric Averages*; *Points Based* may also be selected. Once this is set it cannot be changed as it will determine how all assignments and grade averaging are handled.
    - *Numeric Averages* – assignment grades are scored on a 100 point scale (standard). Averages are calculated by totaling assignment grades and dividing by the number of assignments by category. Then categories are averaged together based on their defined weights (%).
    - *Points Based* – assignments will require a "possible point" value be defined. Averages are calculated as: "Total Points Received / Total Possible Points"
    - If *alpha* grades are used, you should see this listed in the Grading Scheme list. This must be setup by the admin and cannot be altered by the teacher. This functions the same way as numeric grades with the alpha character standing in place of the numeric value.
- **Default Cz Code** – this allows a default Citizenship grade to be defaulted for all students scheduled in the courses associated with the Policy. This can be edited on the individual student but to use the default it must be done before working in the Gradebook. Editing this field after work has begun will not update to the students. If used, the field will remain blank in gradebook but will show for reports. Only enter a code for students that should not receive the default.
- **Term Exam Weight** – this refers to the percentage of the Term grade represented by the Term (Semester) Exam. For example: if the Term Exam is 10%, the report card grades will equal 30% if on a six-week report card cycle or 45% for a nine-week report card cycle. If left blank, no Term Exam can be entered.
- **Total Drops** – this defines the total number of system dropped grades. The dropped grades can be limited to specific grading categories.
- **Extra Credit** – use this field to define the maximum Extra Credit points available to be added to the Cycle and Term Averages. This has a system defined "grade field" on the student grade screen
    - There are 2 additional Extra Credit Assignment options described in the Assignment portion of this document
- **Available Modifiers** – these are district defined codes used to stand in place of a traditional grade. Use the check box(es) to select the codes that can be used. Depending on the setup for the Modifier, it will be treated as either a zero or a blank grade for averaging purposes.
- Click ⊕ **Add Category**
    - **Name** – this is the category name. It is displayed when entering assignments to define how the assignment should be handled for the average. This is also visible on the Grades tab and in the Parent Portal.
    - **Weight** – this is the percentage of the cycle grade the category reresents
    - **Drops** – this allows the teacher to define the number of drops allowed from the category. If the Total Drops is set to zero, no grades will be dropped at all, regardless of the category drop field.
    - **Categories must total 100.** Any category not used, will not be averaged and thus not negatively impact the students' grades.
- Click [Save]

Example of an Honors Policy:
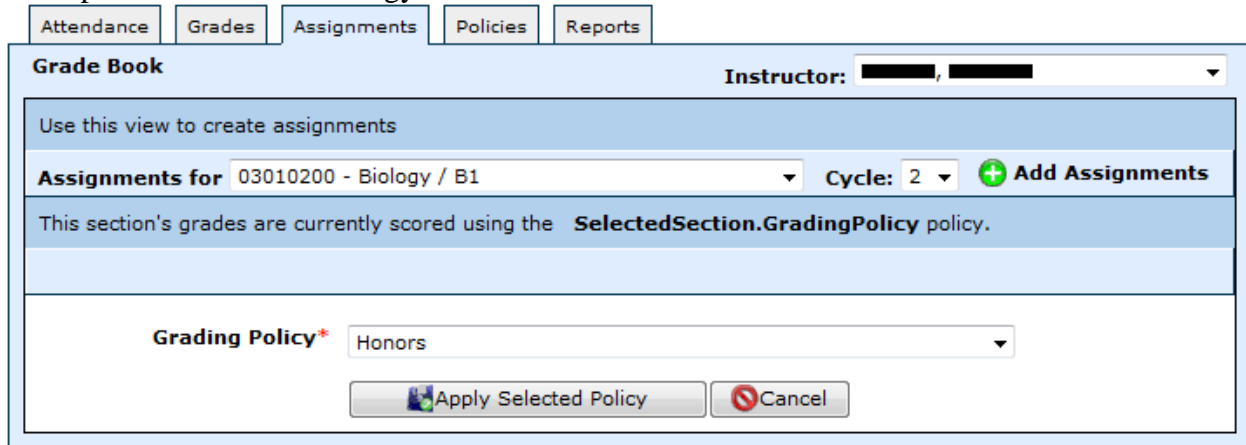

You will note:
- Only 1 grade can be dropped, and only from the Quizzes category
- Only the I-Incomplete modifier can be used, which would be averaged as a zero
- The Term Exam is worth 25% of the semester average
- Extra Credit is set to 5.

Once a Policy is properly created, it can be linked to any course that will use that policy. To do so, go to the Assignments tab.

- Click on Assignments tab
- **Assignments for** – this is the drop menu to select the Course
- **Grading Policy** – this is the drop menu to select the Policy
- Click [Apply Selected Policy]
- *This will need to be done for each Term*
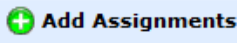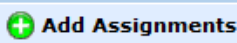
Example for an Honors Biology classes:
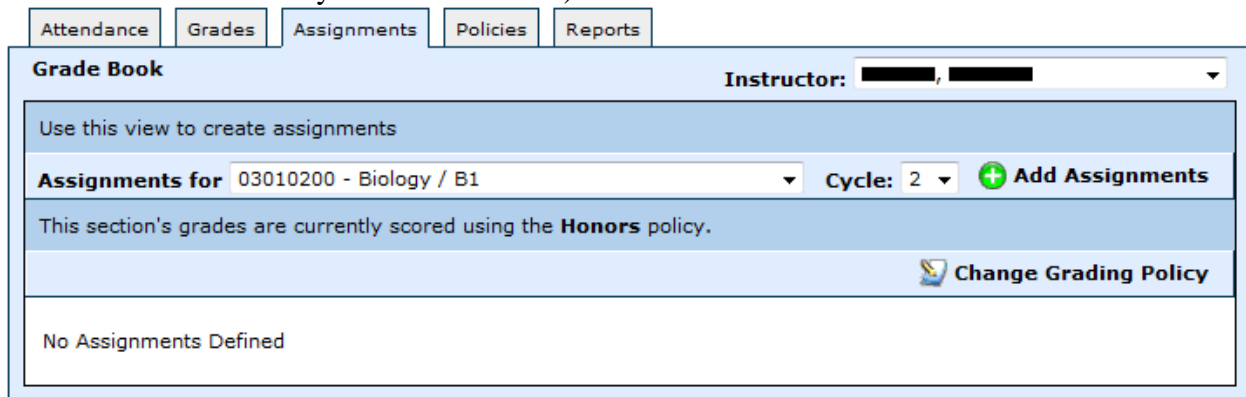
Same class after applying the policy (with district/campus mandated policies, it will look the same with the first time you visit the screen).

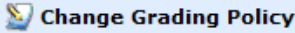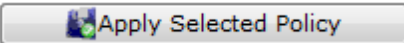
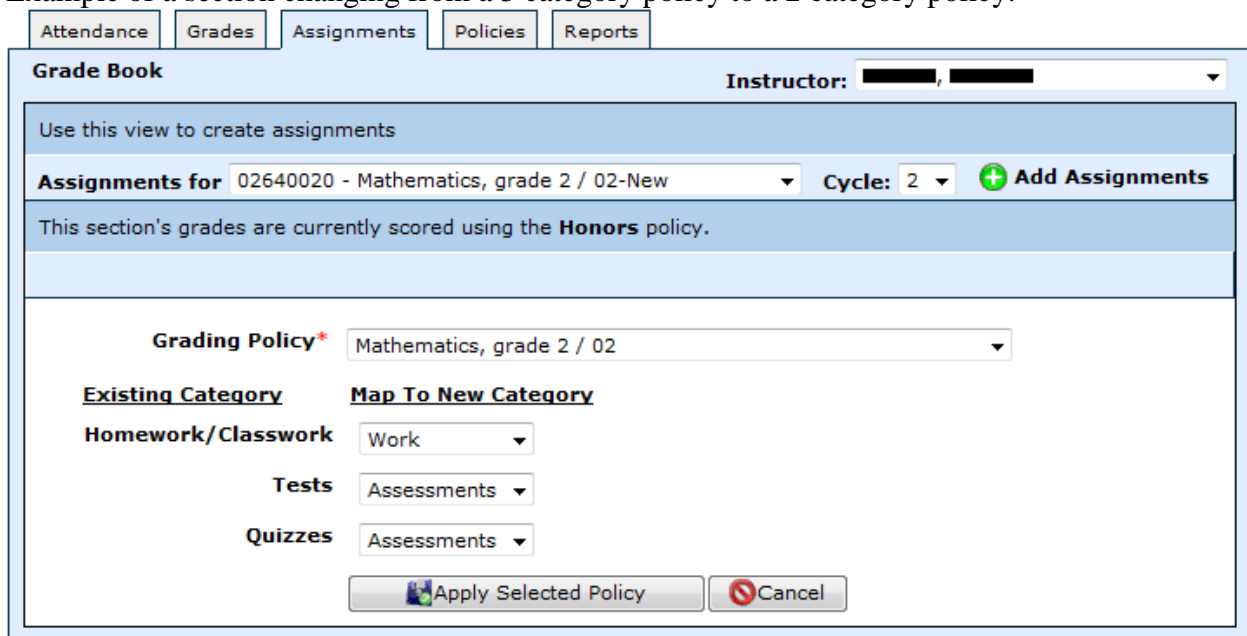After configuring the grading policy, assignments can be entered.

If the wrong Policy was applied to the course, the teacher can update the course to use a different Policy. This cannot be done on District/Campus defined policies.

To change the Applied Policy:
- Click the 🖊 **Change Grading Policy** button
- Select the new **Grading Policy** from the drop list
- Remap the assignments:
  - Use the drop menus under the **Map To New Category** column to match the items listed in the **Existing Category** column. This process changes the category attached to each assignment. These might not match up 100% so you must be careful. The Remapping process CANNOT BE UNDONE without manually updating every assignment.
- [Apply Selected Policy]

Example of a section changing from a 3 category policy to a 2 category policy:

Remapping due to Policy change of a Mandated Policy:

Be aware that you may be forced to Remap your Gradebook if the District instituted a change in a Mandated Policy. The steps will be the same with one exception; you will not have a choice on the Grading Policy. Remember to match the categories properly; failure to do so will require updating all assignments that are mapped to the incorrect category. There is no UNDO button for a section that is improperly mapped.
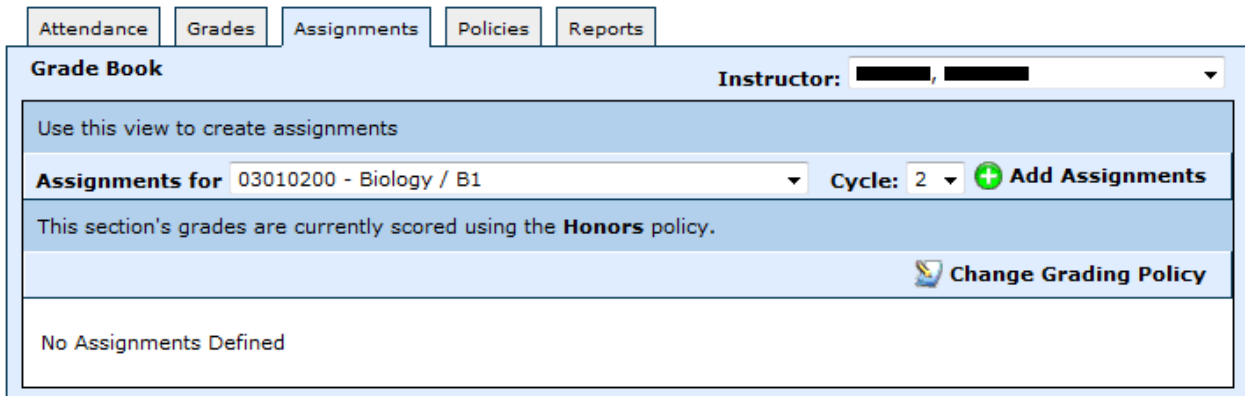
Assignments

Assignments can be entered only after a policy is applied or defined by the district or campus. If there is no ⊕ Add Assignments button, please review the Policy instructions above.

Types of Assignments:
- Regular – these average in the traditional manner and are weighted by the category associated
- Extra Credit:
  - Type 1 (Add to Category) – adds points to a category during the averaging process
  - Type 2 (Assignment) – functions as a regular assignment but is only visible in Parent Portal when a grade is entered, otherwise they have no impact on the student and remain invisible to parents

To Add an Assignment:
- Use the **Assignments for** drop menu to select the course section
- Use the **Cycle** drop menu to select the report card period in which the assignment grade will be averaged. This determines the possible Due Dates available.
- Click ⊕ **Add Assignments**
- **Name*** – define the assignment name, this is visible to parents in Parent Portal
- **Description** – this is an optional field to allow additional information to be entered for the assignment
- **Assignment Date** – this is an optional field to allow the tracking of time allotted for the assignment by defining its "start" date
- **Due Date*** – this is required and defines the report card period in which the assignment grade will be averaged. If the due date is not available in the drop list, click 🚫Cancel and change the Cycle on the Assignment tab.

- **Default Grade** – this is optional and is used to have the system enter the same grade for all students which can be changed on students if needed. It defaults the grade when the assignment is edited for grade entry; it does not enter the grade at the moment the assignment is created.
- **Grading Category*** – use the drop menu to select the category. A grading category has a defined percentage weight which impacts how the grades are averaged.
- **Assignment Type*** – this is used to define if an assignment should be handled as a *Regular* or *Extra Credit* assignment.
  - **Regular** – these are visible on all students via Parent Portal
  - **Extra Credit** – see Extra Credit Type below
- **Weight*** – this setting is visible when the Assignment Type is set to Regular assignment. This will default to 1 and can be changed using the drop menu. This determines the number of times a grade is used in the averaging calculation.
- **Extra Credit Type*** – this setting is visible when the Assignment Type is set to Extra Credit. This defines what type of Extra Credit assignment is created:
  - **Add To Category** – this is treated as POINTS added to the category selected
  - **Assignment** – this is treated and graded as a regular assignment but is only reported on students who receive a grade for the assignment
- **Possible Points*** – if using Points Based grading, you MUST define the point value of the assignment.
- **Copy To Other Sections** – the check box(es) allow the assignment being created, to be created in the other selected section(s). This is only available when adding the assignment. This can only be used for sections that share the same Policy.
  - *All* – this will copy to every section using this policy
  - *Course* – this will copy to every section for the same course
  - *Individual* – this prevents the system from copying to other sections
  - *Custom* – use the check boxes to select the specific sections
- Click [Save]

* No assignment can be deleted if it contains grades. To delete an assignment, first remove any grades from the Grades screen, then use the ❌ to remove the assignment. It will give you a pop-up to ask if you are sure, click OK. *

* The settings on the screen will vary based on the grading method and other policy settings. *

Regular assignment:

Points-Based assignment:

Grades

After entering assignments, grades can be entered. Select the Grades tab. Assignments will be organized in reverse chronological order, thus placing the newest assignments towards the left of the list. There are internal scrolls that allow the teacher to scroll through assignments or the list of students. If the course is setup to have a Term Exam and/or Extra Credit, these will be visible in the list of assignments on the Grades screen without additional entry required (for more on Term Exam and Extra Credit, see the Policy section).

1. Course Section drop list – this will show the sections assigned to the teacher
2. Cycle drop list – this refers to the report card period and is used to switch cycles
3. Instructor drop list – this lists the teacher of record
4. Message field – this is used for various system messages including: Student Count and the timestamp of grade submission
5. Assignment list – this includes all regular and extra credit assignments. These are created on the assignment tab.
6. Cycle Extra Credit and TERM Exam Grade – these are defined on the Policy. If they are left blank, they will not appear on the screen. They will always be in the far right of the assignment list. The Cycle Extra Credit (is defined) will be on each cycle's grade screen. The TERM Exam Grade will be on the grade screen for the that last cycle of the term, only.

7. Student Name field – the list of students scheduled into the section. Clicking on the name brings up the Details screen for the selected student, including contact and scheduling information. Inactive students will be listed at the bottom of the list. If a student is in a special program (SpEd, ESL, GT), this information is revealed by hover the mouse over the name.

8. Average field – this will display *pending* when grades are first entered. When grades are "rolled-up," this will display the current average for the cycle and term. Example: 85/87. The grade on the left is the cycle grade and the grade on the right is the term grade.

9. Icon field – this will show a lock when grades are submitted, when the cycle is locked, and when the grade is being overwritten to indicate that the Average field will not change. This will also show a T on students with a transfer grade.

10. Grades field – this is where all grades are entered. To enter/edit grades, the ⬚ is clicked for the desired assignment. Grades must be saved using the ⬚, or nothing will be retained.

11. Roll-Up Grades button – this causes the system to recalculate all student averages when no locks are present. This should be done before submitting grades at report card time.

12. Valid Inputs – this is a quick reference for the valid characters that can be entered: Numeric, Grading Scheme characters, and/or Modifiers

13. Submit Grades / Lock Cycle – this is used to submit grades at Report Card time to indicate to the office that data entry is complete.

14. Internal Scroll Bars – these allow the scrolling of assignments or students while locking the other portion of the screen

To enter/edit grades by assignment:
- Click the ⬚ under the assignment title
- Enter the grades into the text boxes. If a default grade was entered on the assignment, this will now populate for you. You can Tab or use the Enter key to drop to the next student. You should notice the active row will be highlighted to indicate easily which student you are working on.
- Click the ⬚ to Save and retain the grade changes -or- click the ⬚ to Cancel and no grades for the assignment will be altered.

To enter/edit grades by student:
- Click on the student's average field which will direct to a new screen
- Click ⬚ **Edit Grades**, various editable fields will appear
  - **Term Grade Details**
    - **Exam Grade** – this is used to edit the Term Exam
    - **Extra Credit** – this field is used to define extra credit *points* added to the cycle average. Ex: Cycle Average (85) + Extra Credit (2) = New Cycle Average (87)
    - **Grade** – use the drop list to define the average using a Grade Modifier (I-Incomplete). Setting to Automated Calculation reverses the use of a Modifier to derive the average from the cycle grades.

- o **Cycle Grade Details**
  - ▪ **Transfer Grade** – this defines how the system will handle transferred grade information, if applicable. This is typically entered by the office but is editable by the teacher. If entered, a T will be visible on the main grade screen.
    - • Drop List – use to define the percentage represented by the Transfer
    - • Text Box – enter the Transfer Grade
  - ▪ **Comment** – this will display the district's defined report card comments
  - ▪ **Citizenship** – this is used to report behavior on report cards (typically the ESNU system is used). If a default Citizenship grade is entered via the Policy, this will be defaulted on reports but remain blank on the screen. This screen used to change the value. There is a 4 character maximum.
  - ▪ **Extra Credit** – this field is used to define extra credit *points* added to the cycle average. Ex: Cycle Average (85) + Extra Credit (2) = New Cycle Average (87)
  - ▪ **Grade** – use the drop list to define the average using a Grade Modifier (I-Incomplete). Setting to Automated Calculation reverses the use of a Modifier to derive the average from the assignment grades.
- o **Assignment Grades** – all assignments can be edited for the Cycle from this screen.
  - ▪ **Grade** – this is the equivalent to the grade on the main grade screen
  - ▪ **History** – this will track all grade entries and edits for the assignment. This is only visible on this screen and can be edited if needed. It will update as grades are changed in the standard grade field.
  - ▪ **Comments** – this field allows for comments to be recorded for an assignment. These are visible in Parent Portal.
- • Click **Save** to retain all changes made
- • Use the **Detail for** drop list to change between students in the same course
- • Use **Return to Roster** or click on the Grades tab to return to the main grade screen

Access Student Specific Screen (non-grades):
- • Click on the Student's name from the list
- • This will provide contact and schedule information pertaining to the selected student
- • Use the **Detail for** drop list to change between students in the same course
- • Use **Return to Roster** or click on the Grades tab to return to the main grade screen

To Average Grades:
- • Click **Rollup Grades**

To Finalize Grades at report card time:

- Click **Submit Grades / Lock Cycle**. This is used to notify the office that the data entry for grades is complete.
- Use the **Unlock Cycle / Unsubmit Grades** button to reverse this, if needed to make corrections. This is only possible until the office locks the cycle.

Important items of interest:

- When new grades are entered (by assignment), the average column will display *pending* until the grades are rolled-up either by the teacher using the Roll-Up Grades button or by automation. When grades are entered by student, this will automatically roll-up that student.
- The grade average field now displays the current Cycle grade and the current Term grade. It will be displayed Cycle/Term and as grades are rolled-up, both will update accordingly, example: 78/85.
- Since the grade average field displays both the Cycle and Term averages, if either are blank, you will see ****** for that student. Cycle grade missing ******/85, both missing ******/******
- When a grade is considered to be "failing," it will be displayed in **red**.
- If drops are used, any dropped grades will be displayed with a strike through line, example: ~~65~~.
- The system will display the **Valid Inputs** across the bottom of the screen.
- No assignment can be deleted if it contains grades. To delete an assignment, first remove any grades from the Grades screen, then use the to remove the assignment. It will give you a pop-up to ask if you are sure, click OK.

Skills

Students > Grades > Gradebook

WebSmart allows for the use of Skills-Based grading. The district defines the skills to be used and links them with a grading policy for use on associated courses. Depending on the setup, a course using skills may be restricted to skills only or use a hybrid of skills and assignments. If using Skills only, the average is determined from the grades entered on the Skills tab. If using a hybrid, the average is based solely on the assignment grades but both sets of scores are included on report cards.

1. Course Section drop list – this will show the sections assigned to the teacher
2. Cycle drop list – this refers to the report card period and is used to switch cycles
3. Instructor drop list – this lists the teacher of record
4. Message field – this is used for various system messages including: Student Count and the timestamp of grade submission
5. Skills list – this list is defined by the district
6. Student Name field – the list of students scheduled into the section. Clicking on the name brings up the Details screen for the selected student, including contact and scheduling information. Inactive students will be listed at the bottom of the list. If a student is in a special program (SpEd, ESL, GT), this information is revealed by hover the mouse over the name.
7. Average field – this will display *pending* when grades are first entered. When grades are "rolled-up," this will display the current average for the cycle and term based on the policy type – skills only or hybrid.
8. Icon field – this will show a lock when grades are submitted, when the cycle is locked, and when the grade is being overwritten to indicate that the Average field will not change. This will also show a T on students with a transfer grade.
9. Grades field – this is where all grades are entered. To enter/edit grades, the ✏️ is clicked for the desired assignment. Grades must be saved using the 💾, or nothing will be retained.
10. Roll-Up Grades button – this causes the system to recalculate all student averages when no locks are present. This should be done before submitting grades at report card time.
11. Submit Grades / Lock Cycle – this is used to submit grades at Report Card time to indicate to the office that data entry is complete.

12. Internal Scroll Bars – these allow the scrolling of skills or students while locking the other portion of the screen

To enter/edit scores by Skill:
- Click the ✎ under the skill title
- Use the drop list to define the score. You can Tab or use the Enter key to drop to the next student. You should notice the active row will be highlighted to indicate easily which student you are working on.
- Click the ⬛ to Save and retain the score changes -or- click the 🚫 to Cancel and no scores will be altered.

To enter/edit scores by student:
- Click on the student's average field which will direct to a new screen
- Click ✎ **Edit Grades**, various editable fields will appear
  - **Term Grade Details**
    - **Extra Credit** – this field is used to define extra credit *points* added to the cycle average. Ex: Cycle Average (85) + Extra Credit (2) = New Cycle Average (87)
    - **Grade** – use the drop list to define the average using a Grade Modifier (I-Incomplete). Setting to Automated Calculation reverses the use of a Modifier to derive the average from the cycle grades.
  - **Cycle Grade Details**
    - **Transfer Grade** – this defines how the system will handle transferred grade information, if applicable. This is typically entered by the office but is editable by the teacher. If entered, a T will be visible on the main grade screen.
      - Drop List – use to define the percentage represented by the Transfer
      - Text Box – enter the Transfer Grade
    - **Comment** – this will display the district's defined report card comments
    - **Citizenship** – this is used to report behavior on report cards (typically the ESNU system is used). If a default Citizenship grade is entered via the Policy, this will be defaulted on reports but remain blank on the screen. This screen used to change the value. There is a 4 character maximum.
    - **Extra Credit** – this field is used to define extra credit *points* added to the cycle average. Ex: Cycle Average (85) + Extra Credit (2) = New Cycle Average (87)
    - **Grade** – use the drop list to define the average using a Grade Modifier (I-Incomplete). Setting to Automated Calculation reverses the use of a Modifier to derive the average from the assignment grades.
  - **Skills** – all skills can be edited for the Cycle from this screen.
    - **Grade** – this is the equivalent to the grade on the main grade screen
    - **History** – this will track all grade entries and edits for the assignment. This is visible on this screen, parent portal, and certain reports and can be

edited if needed. It will update as grades are changed in the standard grade field.

- ▪ **Comments** – this field allows for comments to be recorded for an assignment. These are visible in Parent Portal.
- Click [Save] to retain all changes made
- Use the **Detail for** drop list to change between students in the same course
- Use ← **Return to Roster** or click on the Grades tab to return to the main grade screen

Access Student Specific Screen (non-grades):
- Click on the Student's name from the list
- This will provide contact and schedule information pertaining to the selected student
- Use the **Detail for** drop list to change between students in the same course
- Use ← **Return to Roster** or click on the Grades tab to return to the main grade screen

To Average Grades:
- Click ⊕ **Rollup Grades**

To Finalize Grades at report card time:
- Click 🔒 **Submit Grades / Lock Cycle**. This is used to notify the office that the data entry for grades is complete.
- Use the 🔓 **Unlock Cycle / Unsubmit Grades** button to reverse this, if needed to make corrections. This is only possible until the office locks the cycle.
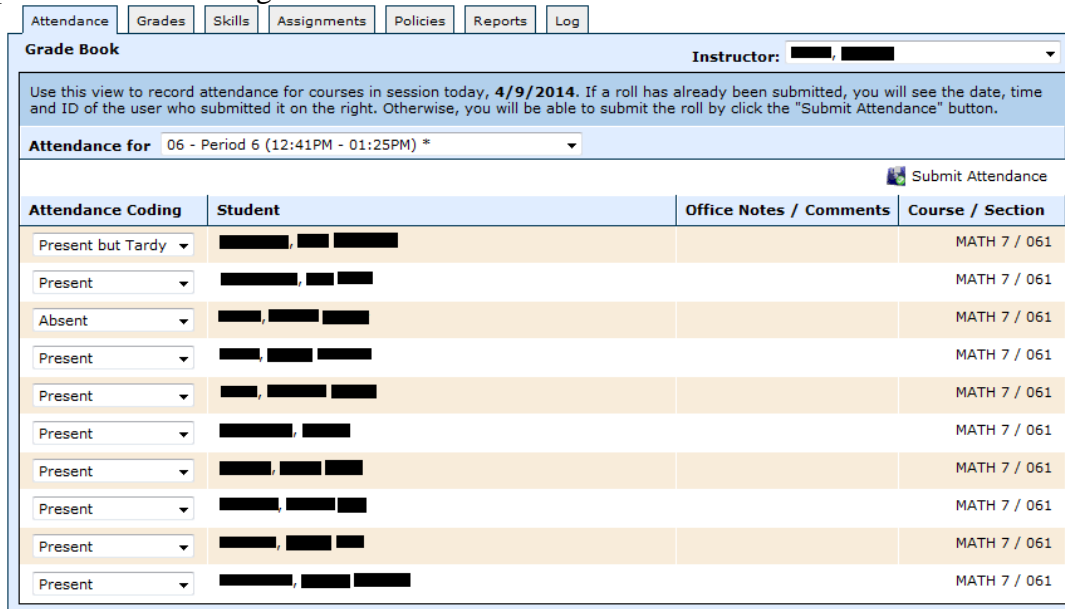
Attendance

Students > Grades > Gradebook

Attendance posted through Gradebook, must be done during the same day. If attendance needs to be corrected, either for the current day or a past day, it must be handled by the office. Teachers will have access only to code a student Present, Tardy, or Absent; all other attendance coding must be done by the office.

Attendance will be posted by period. This allows teachers with multiple courses scheduled at the same time to post once for all classes that period.

To post attendance:

- Select the Period from the **Attendance for** drop list. If the period has students scheduled, there will be an *asterisk to the right of the time.
- All students default to Present. Use the **Attendance Coding** drop list to select Tardy or Absent accordingly.
- Click ![icon] **Submit Attendance** to finalize. If the district has allowed a "correction window," the teacher will have the ability to unpost attendance. Once this time frame expires or if the district has not allowed this, no attendance recorded can be changed by the teacher. The office must be notified to make any necessary corrections. The system will track the user ID and timestamp associated with this step for audit purposes.

Example before Submitting Attendance:
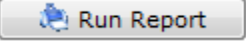

Example after Submitting Attendance:

The ![icon] signifies the ability to repost.

Reports

Students > Grades > Gradebook

Various reports are made accessible to teachers on the Reports tab. Simply select the Report from the list, configure the Parameters, and click [Run Report]. Most will default to pdf but there is an option to export to Excel.

Log

Students > Grades > Gradebook

An audit log of all grade related events is provided in Gradebook. Each entry will include the date/timestamp of the event and the user account responsible.

Items reported include:
- Assignment creation/edits/deletions
- Grade entry/edits/deletion
- Policy changes (and resulting changes)
- manual Grade Rollups
- and Grade Submissions (locking the cycle)