



iGradebook

URL: <http://icue.ri.net>

Log on using your district number, teacher ID, and password

Choose the function you wish to work with - gradebook

i-Grade Gradebook: where teachers maintain their grades. The main menu looks like this:

Step 1: Choose Categories from main menu:

The screenshot shows the 'Category editor for English Period 01 (Term1)' interface. At the top, there are navigation links: [Assignments](#), [Reports](#), [Categories](#), [Options](#), [Submit](#), [iCue Attendance](#), [Grades](#), and [Log out](#). Below the navigation is a breadcrumb trail: [Main Menu](#) > [Category editor](#). There are also links for [Assignments and scores](#) and [Reports](#). The main content area has tabs for [Term 1](#), [Term 2](#), [Term 3](#), and [Term 4](#). Below the tabs, there is a table for 'Class name Period' with 'English' and '01' selected. The main table has the following columns: 'Delete', 'Category name', 'Weight', 'Report code', 'Active', 'Inactive', 'Drop Lowest', 'Drop Missing', and 'Drop Method'. There are three rows of categories: 'Tests', 'Homework', and 'Quizzes'. Each row has a checkbox for 'Delete', a text input for 'Category name', a text input for 'Weight' (all set to 0), a dropdown for 'Report code', radio buttons for 'Active' and 'Inactive' (all 'Active' selected), a text input for 'Drop Lowest' (all set to 0), a checkbox for 'Drop Missing' (all checked), and a dropdown for 'Drop Method' (all set to '%, Low Pass'). Below the table is an 'Add a new category' section with a text input, a 'Weight' input (set to 0), and a 'Report code' dropdown. There is also a checkbox for 'Hide calculations on all reports' and a 'Submit' button. At the bottom, there is a link: [Copy categories from another class](#) and a note: '*Grade definitions exist that are identified with this category name. In order to change the name of this category you must first re-assign the existing assignments to other valid categories.'

Select a class and edit/create categories. You may delete any of the default categories (HW, tests and quizzes). You may create as many categories as you would like. You may choose to use a total point system or weighted categories. If you choose to use weighted categories the weight of the active categories must equal 100. Do not assign the weights until after all of the categories have been created. You may choose to have a category with a zero weight while others are weighted. This will allow you to enter grades for a category and compute averages, but leave the category out of the final grade calculation.

If you want to use a total point system leave values at zero.

*The extra credit category may not be used if you used weighted categories. To award extra credit in weighted classes simply assign more points than the assignment maximum.

The extra credit category is automatically created if you do not weight categories.

Teachers may specify per category a number of scores to drop. To disable the dropping of the lowest score set the "drop lowest" to zero. If the "dropped missing" checkbox is checked then missing assignments are considered eligible to be dropped. If it is not checked, then missing assignments are always considered in calculations (whether or not other low scores are dropped).

The selections in the "drop method" column drop down are used to determine which assignment to drop when assignments have different maximum point values. You would use this if you were using total point system. If all assignments have the same point value it does not matter which system is used. iGradebook always drops the lowest scores by %.

The "%, low poss" or "%, high poss" values are used for a student when the average of each score is equal but the maximum point value for each assignment is different. The "most optimal" or "least optimal" options drop the score or scores that create the greatest or smallest increase in a student's final category average. iGradebook only drops grades when dropping grades increases a student's overall average.

You may choose to copy categories from one class to another. To do that highlight the new course and then click the copy categories for another class link, select the class from which you want to copy categories, and click the copy to button.

Step 2 Define and edit assignments:

Choose Assignments and Scores from main menu

[Main Menu](#) ▶ [Assignments and scores](#)

[Copy Assignments](#)

Directions: Select a class and click the 'Add a new assignment' link or click the appropriate assignment title to edit an existing definition.

Term 1	Term 2	Term 3	Term 4	Assignments for English Period 01 (Term1)	
Class name				Add new Categories Blank roster for printing Comments	
Period					
English				01	
World Lit				03	

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Select the course and the term. Choose "add new". Provide a title for your assignment, choose the category to which the assignment belongs, and provide additional information such as due date, maximum point value, and whether the assignment is graded or not. After you have added the assignment you have a choice of simply adding the assignment or adding the assignment and entering grades for the assignment.

*All fields are required with the exception of description.

The assignment score is included in grade calculation once due date is reached. If the due date has not been reached the assignment will not appear.

You may edit or delete assignments. If you have already entered grades and you delete the assignment the grades will be deleted as well.

You may exempt a student from an assignment by clicking on the exempt box.

You may enter a score and apply it to all students or to boxes with empty scores.

You may also make comments on the grades earned.

Assignments may be copied from one class to another. Click on "copy assignments" You will then be presented with a dialog box which indicates the class from which (source screen) and to which (destination screen) you are copying the selected assignments. If the destination course does not have the same categories you will be prompted to create them. The dialog box looks like this:

[Main Menu](#) > [Assignments and scores](#) > [Copy assignments](#)

Directions: Select a source class (to select a class from a different Term click the appropriate Source Term number). Once the source class has been identified, select the appropriate destination class.

Source	Term 1	Term 2	Term 3	Term 4	Destination	Term 1	Term 2
Course title	Period	Course ID			Course title	Period	Course ID
English	01	1			English	01	1
World Lit	03	1			World Lit	03	22

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Grades for assignments may be entered one assignment at a time. You may view the class statistics for the assignment after the grades have been entered by clicking the "class statistics" button.

The "edit multiple assignments" option allows you to enter grades for multiple assignments on one screen. You may enter grades for up to 20 assignments at one time.

Final Exam Grades: For multi-term courses (semester or full year courses) the option to create a cross term final exam category is automatically created. For single term courses you can add a final exam by clicking the "add final exam" button under assignments.

Weight Field is the overall weight of the final exam grade average, compared to all of the other overall term grades for a multiple term class. The default value is 20 but this may be changed by the teacher. For example if a class spans two terms then a cross term grade is calculated with the following weights:

Term 1 Final Grade	40%
Term 2 Final Grade	40%
Final Exam Grade	20%

You may enter assignments only until the LAST day of the MARKING period. You may enter GRADES after the close of the period.

Reports: There are a number of reports which are available in iGradebook
Missing assignments - shows all missing assignments as of the current date

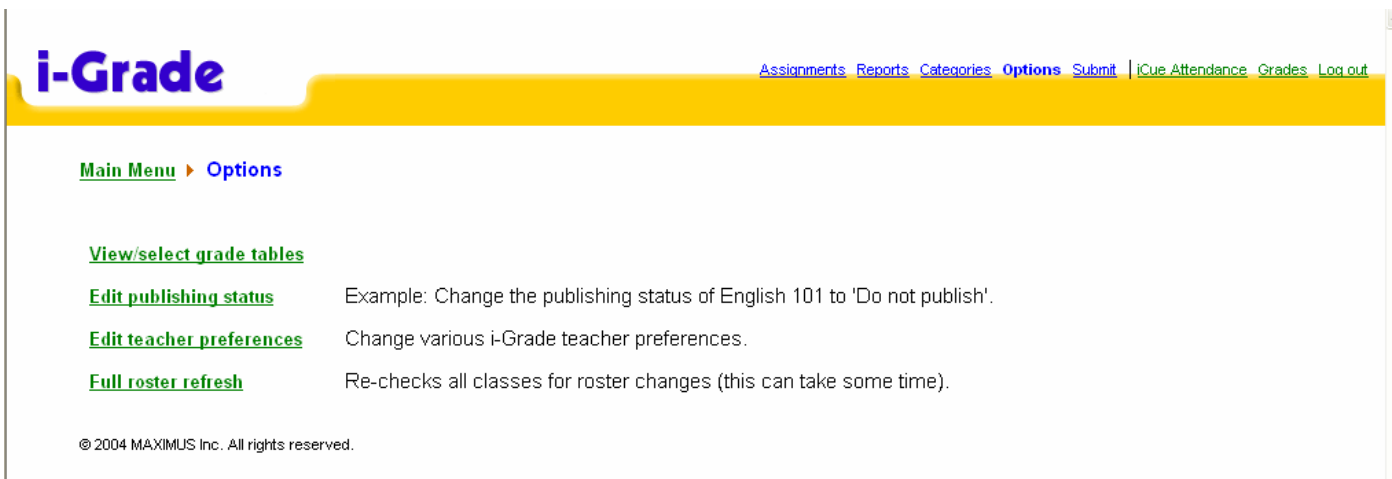
Blank rosters for printing

You may choose to display class summaries in several ways - with student names hidden, with short rather than full assignment titles, wide reports (landscape to show many assignments)

Report for all terms shows the student's grades if the class spans more than one term - this is a view only screen

Individual student reports can be viewed and printed by clicking on the student's name. If you click on view status reports you may print reports for all students with page breaks between each student. You may choose to only show students with averages in a particular range.

Options:



The screenshot shows the i-Grade web interface. At the top left is the 'i-Grade' logo. To the right is a navigation bar with links for 'Assignments', 'Reports', 'Categories', 'Options', 'Submit', 'iCue', 'Attendance', 'Grades', and 'Log out'. Below the navigation bar is a breadcrumb trail: 'Main Menu > Options'. The main content area lists four options with their descriptions:

- [View/select grade tables](#)
- [Edit publishing status](#) Example: Change the publishing status of English 101 to 'Do not publish'.
- [Edit teacher preferences](#) Change various i-Grade teacher preferences.
- [Full roster refresh](#) Re-checks all classes for roster changes (this can take some time).

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View select grade tables - shows the grades in use for school / course.

Edit publishing status - allows you to designate which courses are viewable by parents if iParent is in use.

Edit teacher preferences - make choices about how to navigate through the program

Full roster refresh

Submit is used to submit grades from iGradebook to iGrade.

[Main Menu](#) > [Submit grades](#)

Directions: Select a class from the Schedule. To change terms click the term link at the top of the table.

[Term 1](#) [Term 2](#) [Term 3](#) [Term 4](#)

Currently submitting all students. To change, click the filter button.

Students having Final Percent between and

Currently, the final grade calculation includes all assignments in the selected term. To also calculate for a subset of assignments, enter in the the date range (based on the assignment due date) of assignments you wish to include, then click the filter button.

Assignments due between and

Class name	Period	Class ID	Last submit time and result
English	01	1	Not submitted
World Lit	03	22	Not submitted

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Make sure the correct term is highlighted. Select the course. The dialog box will look like this:

[Main Menu](#) > [Submit grades](#) > [Select grades for report card](#)

The class grades were successfully calculated. Associate gradebook categories to the SchoolMAX report card grades.

Currently submitting all students. To change, click the filter button.

Students having Final Percent between and

Currently, the final grade calculation includes all assignments in the selected term. To also calculate for a subset of assignments, enter in the the date range (based on the assignment due date) of assignments you wish to include, then click the filter button.

Assignments due between and

Number of students to be submitted: 4

Number of students not included, based on filter: 0 [Go to Student Grades](#)

Gradebook types	Report card grades
Overall Term Grade	<input type="text" value="Q1"/>

Note: if grades already exist on SchoolMAX for the report card grade you specify, these grades will be replaced by newly calculated gradebook submission.

Student Scores:		
Student Name	Submitted?	Overall Term Grade
Adams, Jill (1273)	Yes	A+

Next to Overall term grade choose the report card grade for which these grades apply, then click the submit button and grades will appear in iGrade. You may make changes and resubmit until the closing date for grades has been reached.