

2007 GSIS User's Conference

# MyGradeBook with SASI

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### **Data Exchange Utility –**

The MyGradeBook Data Exchange Utility is designed to facilitate the integration of SASI data into MyGradeBook. Information such as Marks, Comments, and Marking Periods from SASI can be synchronized automatically, eliminating the need to manually enter data into MyGradeBook or back into SASI.

Users may find it convenient to install the Data Exchange Utility on the same computer where SASI is installed. This will allow a user to open SASI, the Data Exchange Utility, and MyGradeBook at the same time.

There are a few fields in SASI which you should review before uploading data with the MyGradeBook Data Exchange Utility: Marks, Teacher Email Address, and Parent and Student Email Address. Please refer to the '*SASI – MyGradeBook Pro Data utility Exchange (dbIV) User's Guide*' for additional information.

### **Group Manager –**

Users will have one MyGradeBook group account for each school. If you have more than one school, you will have an additional group account for the district. The district account can manage the uploads/downloads for all of the schools.

If you have more than one group and wish to allow your district to process uploads and downloads for the schools, then you will need to indicate a Master Group (district) – Sub Group (school) relationship on the school accounts. Please refer to the *MyGradeBook Pro Group Manager Guide ver.7.28* for additional information.

**Getting Started** with MyGradeBook is easy.

Within MyGradeBook, teachers can keep track of assignments and scores and communicate with parents. Work can be completed anywhere the internet is accessible, at anytime of day. Likewise, parents can always access the most current information for their student(s).

As a part of the District-wide MyGradeBook integration program, when you claim your account, your classes and your students will be waiting for you!

### **What You Need:**

1. Any computer with an Internet connection.
2. A web browser: Internet Explorer 5.0 or higher or Netscape 4.7 or higher.

3. Browser must be set to “accept cookies.” (Cookies will allow MyGradeBook to remember what you are doing while you are connected.)

## Logging On

1. Open **Internet Explorer**
2. In the address bar, type [www.MyGradeBook.com](http://www.MyGradeBook.com) and press <**Enter**> (No software to load or maintain!)
3. Click on **Teacher Login**
4. Type in your **school email address** and press <**TAB**>
5. Type in your password and click **Login**
6. If you cannot remember your password, click the **Forgot Password** link, enter you email address, and click **Submit**. An email will be sent with your login information within minutes.

## Security

MyGradeBook also logs each attempt to log into your account and shows you the last 30 days every time you login.

After three unsuccessful attempts to login, your account is locked for 1 hour. The most important method to keep data secure is by keeping your password safe and logging off each time you finish your session.

You should also see, **Welcome Your Name**. That’s a good way to check that you are in the correct account. If the name is incorrect, contact your Group Account Manager right away!

For Users that upload data back to SASI; the following information is important to note:

- **Email addresses:** It is important that accurate email addresses are kept in SASI. You may have a field that holds the Student email addresses in the Student Atom. Parent email addresses are located in the Parent/Guardian atom. When information is changed in SASI, the data is continually updated in MyGradeBook. NOTE: If an email address is removed from SASI, as opposed to changing the address, the information will not be deleted from MyGradeBook. The information must be manually removed by the Group Manager.
- **Parent Information:** SASI can hold more than 2 parent contacts; however, MyGradeBook only holds a Father, Mother, and Student contact

information. The MyGradeBook utility looks for the Father and Mother relationship in the Parent/Guardian atom. If these relationships are not present, MyGradeBook pulls the first two parent records from SASI.

- **Schedules:** All schedule changes that are processed in SASI will be subsequently processed in MyGradeBook. If a student is dropped from a section in SASI, the drop-date will be uploaded to MyGradeBook and the student will appear in the inactive list online. If the student is dropped permanently in SASI, the student will also be deleted from MyGradeBook even if the student has scores in the class. Having a Student Summary printout is a good idea to have prior to schedule changes.
- **Grades:** Grades are calculated based on the assignments that are *due within the date range of the current grading period*. Any assignments that should be included in a student's average for a particular grading period *must have a valid due date for that period*. Grades for a particular grading period can also be overridden by the teacher before they are imported into your student information system.

## Getting Started

Even though class and student information can be automatically added from SASI, there are several areas that need to be customized before releasing information to students.

- Update or verify the **Grading Scale** (see **Class** tab)
- Create the **Classword** (see **Class** tab)
- Preferences for parents view on the **My Account** section (see **Toolkit** tab)
- Add assignments (see **Assignment** tab)
- **Generate password** for each class that you want to release to students (see **Student** tab)
- Add **MyGradeBook.com** to **Favorites** under the **Links** folder to have an easy shortcut to your most frequently used sites

## Tabs Located in MyGradeBook:

**Home** - The Home section of MyGradeBook contains links to most of the individual tasks or reports available.

**Class** - **Quick-Start Wizard**

**\*\*Note: If you are participating in District-wide MyGradeBook integration, your classes will already be set up. The classes will contain Class Title, Section, students, Class Start and End dates, and Grading Period dates. Manual entry is not necessary for these teachers.** Likewise, when a grading period is completed, the final grades can be imported into SASI for report cards.

However, you may want to create additional classes for special purposes, such as "After School Help," "Test Prep," etc. When you create an additional class, it will not be recognized by the Student Information System.

To create a new class, click on New Class from the home page **or** ...  
... from the **Class** tab; click: ADD

Once your class is present you need to create assignment categories and assignments.

**Class** - manage information about each class setup in MyGradeBook, including grading scales, grading periods, and finalizing grades.

NOTE: Classes that are added manually will not communicate with SASI.

**You are working in drop-down list** - Selection of class to work within.

**Class Info** – Contains information brought from SASI; such as Course-Section, Title, and Start and End Dates.

**Classwords** - gives the student access to his/her grades when a password is generated for that student. A classword is automatically created by MyGradeBook; however, this can be changed to an easier word if desired.

**Start and End Time** - reference only (*hh:mm* format)

**Grading Scales** - Modify the defaulted grading scale for each class. See the My Account section to change the grading scale for any future classes that are uploaded.

**Class Description** – is visible on the Student/Parent login. Information can be copied into this cell from Word. This information is optional.

**Class Policies** – is visible on the Student/Parent login. If a Default Policy is entered on the My Account screen, new classes will receive the default information. This information is optional.

**Class Announcement** – is visible on the Student/Parent login. This information is optional.

**Grading Periods** - Set the grading periods for each class taught. Gray grading periods at the top of the list are controlled at the group manager level. If weights are defined, they are combined to calculate a final year average.

**Finalize Grades** - is only for schools using the District-wide MyGradeBook integration. For each class and each grading period, the grades must be finalized before importing into SASI. The finalize grades process takes a snapshot of the student averages for all assignments due within the date range for the particular grading period. It also finalizes the Official Comments entered for that grading period. Finalize grades is the **LAST** step in the process

**Categories** - Categories allow you to group assignments and, if desired, weight the averages from each category for the final grade.

- **Copying Grading Categories to Other Classes**

If you use the same categories for other classes, you can copy your categories without having to re-enter the information. If assignments have already been created in your category, they will be copied, too.

- **Deleting Categories**

NOTE: If you delete a category, all assignments and scores are also deleted.

## **Assignments**

### ***Defining Assignments***

- **Assignment Name** – enter a description for the assignment
- **Points** – enter the total points possible for the assignment (note: max points should not include possible extra credit points)
- **Weight** – since weights for all assignments in a category must add up to 100%, it is **not** recommended to use the weight feature here. To accomplish weighted assignments, use lower points for assignments that should not count as heavily as other assignments. For instance, quizzes may be worth 20 points while tests may be worth 100.
- **Date Assigned** – (defaults to the current date) indicates the date the assignment was originally given to the students. For instance the date assigned might be the date the rubric was given.

- **Date Due** – (defaults to the current date) indicates the date the assignment is due AND *determines the grading period in which the assignment applies*. All assignments with a due date within a particular grading period date range are counted toward the student averages for that report card grade. ***The due date is critical for calculating the final grade!***

NOTE: New assignments are automatically entered into the Calendar. Adding assignments in advances gives students and parents a great resource to see what's coming up! Make sure parents understand the "?" simply indicates the assignment has not been scored, not that the assignment is missing.

- ***Copying Assignments to Other Classes***

If you use the same assignments for other classes, you can copy your assignments without having to re-enter the information. The other class(es) must have the same category defined in order to use the copy feature.

- ***Deleting Assignments***

NOTE: Deleting assignments also deletes any scores entered for those assignments

### ***Calendar***

When assignments are added, they are automatically shown on the Calendar feature of MyGradeBook. Additional items that are not graded, such as special events, can also be recorded on the calendar

- Scoring an Assignment from the Calendar View

## **Students**

### ***Names and Passwords –***

- To assign MyGradeBook generated passwords to all students, whose password is blank, click the **New Passwords** button. Once a password has been created, the class will be visible on the Student/Parent login.
- Removing a password **hides** the class from the Student/Parent login.
- Classes are not visible to Students until a password is generated for that particular class. Because all classes are already linked for the students, the class will show up no matter which Class / Password the student or parent uses to log in.
- The **Classword** information is also available to edit from this screen. Remember, the Classword must be unique for all MyGradeBook users, so while "English" is probably not available, "SmithEnglish01" might be unused. The Classword/Password combination allows the student to login to MyGradeBook.

### ***Managing Student Logins –***

- The student does not need to know all 6 or 7 Classwords / Passwords for each period. One Classword / Password pair will allow the student to see all available classes.
- If you have a student who cannot see your class, make sure they have a password.
- **DO NOT** generate passwords for future classes, such as 2<sup>nd</sup> Semester or 2<sup>nd</sup>-4<sup>th</sup> Nine Weeks until it is time for that term to start. Once a password is generated, the student will be able to see the class when they log in.

**Contact Information** - Teachers do not have the ability to change contact information for classes that are loaded from SASI. Changes to parent email addresses must be made directly in the Parent/Guardian atom in SASI. Please follow appropriate procedures for your school to update this information.

NOTE: If information is removed from SASI, as opposed to changed, it will not delete the information from MyGradeBook. The Group Manager must remove the information manually.

- **General Comments** - allow the teacher to type notes or comments for personal use or as an individual communication to the student or parent.
- **Official Comments** – are downloaded with the final averages for each grading period. The comment codes are predefined in SASI and uploaded to MyGradeBook for teachers to use.

### **Scores**

- **By Student**
  - Category
  - Show Student
- **Spreadsheet**
  - Category
  - Show Start Date / End Date
  - Columns / Rows

### **Quick Scoring / Update All**

#### ***Non-numeric Scores***

In addition to numeric values, special non-numeric scores can be defined for additional scoring options. Non-numeric definitions can be defined on a per class basis.

<b>Code</b>	<b>Affects Grades</b>	<b>% Max</b>	<b>Default Code</b>	<b>Missing Code</b>	<b>Description</b>
?	No		Yes	No	Unscored. Does not affect grades.
ABS	Yes	0.00	No	No	Absent. Graded as a zero.
EXC	No		No	No	Excused. No score and does not affect grades.

### ***Finalizing Grades for SASI***

The Finalize Grades process creates the downloadable grades for SASI. At whatever point you click the **Done** button, averages and comments are posted for download to SASI. The following areas should be completed ***before*** you Finalize Grades. Make sure you complete these steps for ***EACH ACTIVE CLASS***.

1. Enter **Official Comments** for the current grading period for each class
2. Enter all assignments and scores for the current grading period (note: only assignments that are *due within the date range for the current period* will be included in the averages)
3. Make any overrides to final grades applicable students (note: make sure you place the override average in the **Override Percentage** column *on the correct grading period – not the Overall period*)
4. Click the **done** button beside the current grading period – it is important that this is done as the final step
5. Repeat this process for **each active** class

#### **NOTES:**

- *ONLY Finalize grades for the current reporting period*
- *If you make a correction to a student's scores, you can re-finalize the grades; however, if the scores have already been imported into SASI, they must be removed from SASI before they can be re-imported*
- *You do not need to re-finalize if the reporting period is already past. For instance, if the student turns in late work after the progress report has already gone home, you do not need to go back and re-finalize the 1<sup>st</sup> Prg term unless a new progress report will be printed and sent home*

- **Override Grades**
- **Overall Grades**

**Attendance** - additional feature that does not communicate with the SASI software, but allows immediate communication with parents when students are absent from class through email.

## **Reports**

### ***Report Tricks***

- Use **Print Preview** to see how the report looks before you actually send it to the printer
- Adjust margins in **Page Setup**. Most printers will print with margins as low as 0.5.
- Information in a table can be highlighted and copy/pasted into **Excel** to create a more customized report.

## **Toolkit**

### ***Communicate***

#### ***Grades Updated***

The Grades Updated email produces an email for one or multiple classes to send a form letter email to parents to notify them of updates.

#### **NOTES:**

- You cannot currently send attachments with your emails.
- There is not a way to track when emails are sent through MyGradeBook, nor is there an alert if an email address was rejected. These are enhancements that MyGradeBook is working on for the future.
- Some email filtering systems may see these emails as Spam. Parents may need to make adjustments to their email program to allow them.
- Some users also set their email systems to only allow emails that the user has identified as acceptable. In these cases, the MyGradeBook emails get sent to the Junk Mail or Suspect Email. In order for those parents to receive your emails, they must identify your email address as one from which they will accept emails.

***Import Class/Student*** - The students in this class are managed by your group manager. There is no need for you to use this screen.

***Export*** - For a particular class, data can be exported for use with other programs such as Excel or Word.

***Change a password*** - Change it if you fear that someone knows your password!

### **General Tips**

- Be sure to click the **Save** button before you change to another page. ***The MyGradeBook system will not remind you to save your changes!***
- Do not use the **Back** and **Forward** buttons with your browser. Use the tabs and links available on the MyGradeBook toolbar to navigate.
- **Avoid double-clicking** when using MyGradeBook. All buttons, tabs, and links within MyGradeBook only require one click.
- Do not have MyGradeBook open in **multiple browser windows** at the same time.
- **Keep your password safe!** Change it if you fear that someone knows your password!
- MyGradeBook has an **Undelete** feature in the **Toolkit** that allows you to restore items that were deleted within the last 60 days.
- Use the **<TAB>** key to navigate when entering assignments or other screens with form fields.
- Let the screen fully load before clicking items.
- New assignments are automatically entered into the Calendar. Adding assignments in advances gives students and parents a great resource to see what's coming up! Make sure parents understand the "?" simply indicates the assignment has not been scored, not that the assignment is missing.
- Remember to **Logoff** when you are done working.

### ***What's coming in 2007?***

- Role Based Login—parents and students will have separate logins.
- MyGradeBook and QuizLab merge. QuizLab will now be a part of MyGradeBook so teachers have the ability to create quizzes which will be automatically graded with scores put into gradebook.
- Grading scale will be imported from SASI.
- Internal redesign of MyGradeBook. This will improve the look and feel as well as improve the user interface.
- Beginning of Standards based grading task. We will be gathering requirements to determine what is necessary for states and/or districts to input standards and make them available as a drop-down for teachers in a group.

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