Class Defaults

- **Set Up Class Defaults**: During each grading period, users must perform this process for EACH class. After the first setup, a Copy feature appears which allows you to copy previous settings to another course. To set up your Class Defaults, go into Grade Book and on the menu bar click Grade Book | Class Defaults.

- **Activity Sort Order**: Ascending is from earliest date to latest date; Descending is from latest date to earliest date. Also option to group by category.

- **Average Method**
o **Points:** If you wish to use a points method for calculating the final course grade in the selected course, bullet this item. The Points method controls the weighting of activities based upon the number of points each activity is worth. Activities with greater weight have a higher point value. The final course average is calculated by totaling the total number of points for a student, and dividing that total by the number of points possible.

o **Average:** If you want to use the Average method for calculating the final course grade in the selected course, bullet this item. The Average method assigns equal weighting to all activities, by assigning a value to each activity of 100 percentage points. The final course grade is calculated by totaling all averages and dividing by the total number of activities entered.

o **Category:** If you wish to assign weighting to categories, bullet this item. All grades in activities are inflated or reduced based upon the weighting assigned to each activity category. Category Points or Category Average can be used.

o **Include Previous Grading Periods:** Check this box to give a running average for the year (if selected, an option is available to choose the earliest grading period via the *Earliest* drop-list).

- **Viewing/Printing/Grading Default Checkboxes:** Check boxes preferred. No checkmark means none.
  o Include Withdrawn Students
  o Auto Display Current Grading Periods
  o Use Weight Mult On Score only
  o Print Class Average On Progress Report
  o Show Nickname Instead Of Formal Name
  o Display Previous Grading Period Grades
  o Display Total Points
  o Round Displayed Average
  o Display Letter Grade For Average. The numeric grade will also appear.
  o Display Final Average

- **Average Scale Weight:** If you wish to add points to the final averages of all of the students in the selected course, you may do so by inserting the number of points here.

- **Grade Posting**
  o Only the first line must be addressed (if restriction is set up in Principal’s Module, teachers cannot change).
  o Drop-down under *Activity* and select course average.
  o Drop-down under *Heading* and select the grading period grade (the STIOffice Grade System File designates this: i.e. *GRD*, *9WK*, etc.). This may be pre-set in Principal’s Module.

- Be sure to do this for every class for every grading period.

**Define Categories**

- Click on the **button (2nd icon from left).**
- *Categories* are broad headings for various groups of assignments.
- To add a category, click the **Insert** button
• **Category Name**: Examples include: Test, Homework, Daily Work, Class Work, Quiz, etc.

• **Default Category Value**: Does not mean the value cannot change on an Activity; this is simply the value that will appear by default.

• **Default Weight Multiplier** (if applicable): This multiplies the score of every score under this category by whatever number is here; or it will multiply the score and value of the activity if the option to do so is checked in Class Defaults. Usually stays at 1. Changing to 0 (zero) would prevent this category from calculating in average; changing to a 2 would double the value.

• **Default Category Weight Add**: This will add whatever number is here to every score in this category.

• **Percentage of Grading Period Average**: Only if averaging with categories; this type of average method must be selected in Class Defaults (i.e., Category Points or Category Average).

### Copy Activities

Note: This option is available under the Gradebook menu.

• Click on the Gradebook menu and choose **Copy Activities** to copy activities from other Courses/Sections.

### Define Daily Activities

• Click on the button (1st icon from the left).

• Tabs to view activities: Order Entered, by Date, by Category.

• To add an activity, click the **Insert** button.
• Window shows grading period, course number and activity number.
• Enter date of specific activity.
• Select category.

**Description**: Specific assignment for which a grade is received. The user may add information as assignments are completed, or several may be added at one time. Check the **Cycle** box to insert multiple records at once.

**Value**: Enter the value for this one activity.

**Weight Multiplier**: This field will multiply this one activity by whatever number is here (not available in Category Methods).

**Weight Add**: This will add whatever amount entered here to this one activity for all students.

• Check the box next to **Move to Lesson Planner** to send this activity to your Planner. It will create the day and add the activity.

**Export and Import** (set in Principal’s Module): Allows import/export to other courses or to other teachers’ Lesson Planners.

**Skills Bank**: This may be assigned to an activity where needed (but only if Skills have been set up in STIOffice).

• You may print Activities by date range by clicking the icon.

**Mean, Median, and Standard Deviation** may be set up for the activity.

**Entering Grades with Column Grade Entry**

• Click anywhere in a white Activity column in which grades are to be entered.

• Click on the button to begin entering grades.
Click in the first cell under the new column to start inserting scores.

Enter grades down the column by typing a number and pressing the Enter key. Alternately, you may type a number and click the Fill button to fill grades entered to each student following the student’s score when Fill was selected.

The Name and Quick Search checkboxes are used as locators. If a checkbox is selected, when you type in a name and press the Tab key, the program will move to the student's score.

Withdrawn Students shown with an asterisk * may be seen and scores may be added if the option to include withdrawn students has been checked in Class Defaults.

Other functions for all scores are to Drop, Undrop and Clear (erase) Scores.

Enter any comments if desired. Click the Desktop icon to choose an activity comment from the report card comment list in STIOffice.

Save when finished.

**Edit Selected Score**

- Click the button or double-click on the score. Two Tabs are used here: Score and Comments.

- Cycle by Student or Activity.

- A teacher comment may be added here and printed on Progress Reports for a specific activity for a selected student. The comment will print next to the activity grade on the Progress Report from an individual teacher’s Grade Book.

- Check the Drop box to mark the score to drop for the selected student only.

- Clear: Erases both Score and Comment.

- After clicking on the Comment tab, click the Desktop icon to choose a course comment from the report card comment list in STIOffice.

- Click OK to save changes move to next student or activity.

**Enter Comments for Individual Student’s Progress Report**

- Click the button.

- This option is not for specific activities, but rather for the individual student selected. This prints next to student’s average on the Cumulative Progress Report.

- Click the Lookup button.

- Select an existing Comment or Insert a new one.

- Click the Desktop icon to choose a course comment from the report card comment list in STIOffice.

- Check to assign to all students at the bottom of the screen.

- After a Comment has been entered for a student, the student’s name appears in blue font.

- Comments appear on Student Progress Reports, printed from either STIClassroom or Principal’s Module.
• **User Number**: Assign a user number to students, and you may then sort the students by user number.

**Print Individual Student Progress Report**

- Click the button.
- Select report options.
- If *Teacher Notes* is selected, before the reports are printed, the user will be given an option to enter a *Comment* to appear on every progress report. This is different from *Activity Comments* and *Individual Student Comments*. If *Course Comment* is selected, the individual student comments will be added.
- Click the **Desktop** icon to choose a course comment from the report card comment list in STIOffice.
- Attendance may also be printed on Progress Report.

**Print Grade Book**

- Click the button.
- Print as often as needed to keep a hard copy of grades.
- Print at the end of each grading period to turn in at end of year.

**Print Selected Student’s Progress for all Classes**

- Click the button. **Note**: Permission must first be given in the STIClassroom Principal’s Module in order for this option to appear.
- This option will print a progress report for every student in each class, for all classes on the student’s schedule.
- Select report options as desired.

**Post Scores to SSTS**

- Click the button. **Note**: Permission must first be given in the STIClassroom Principal’s Module in order for this option to appear.
- Posting is only done at the end of each grading period.
- You may re-post at any time during the allowed posting time (as specified in Principal's Module). **WARNING**: Each time you re-post, grades that have already been posted are overridden.

**Student Schedule**

- Click the button. **Note**: Permission must first be given in the STIClassroom Principal’s Module in order for this option to appear.
Tabs to view by are Term, Period, Course, Description or Teacher.

Select a student and click this button to view the student’s schedule for the current academic year. When the schedule appears, you may click Roster to view the full class roster for any selected course in the student's schedule.

Student Demographics

Select a student and click the button. Note: Permission must first be given in the STIClassroom Principal’s Module in order for this option to appear.

Demographic information is displayed on this screen. This includes personal information such as guardian contact details; emergency telephone numbers; special instruction flags, medical alert flags, etc.

Demographic information displayed here is drawn from STIOffice and is available on a VIEW-ONLY basis. Any changes to this data must be performed in STIOffice.

Student Discipline

Select a student and click the button to view discipline information for the student. Note: Permission must first be given in the STIClassroom Principal’s Module in order for this option to appear.

This screen lists infractions, dispositions, actions, notes and supplemental dispositions. May initiate discipline record.

Discipline information displayed here is drawn from STIOffice and is available on a VIEW-ONLY basis. Any changes to this data must be performed in STIOffice.

Student Tests

Select a student and click the button to view and insert test dates and scores for the student. Note: Permission must first be given in the STIClassroom Principal’s Module in order for this option to appear.

Test information entered here is limited to tests created in STIOffice, such as CTBS or ASVEB. This screen does not store scores for ACT, SAT, or PSAT.

User Records

Click the button to view/enter User Record information. Note: Permission must first be given in the STIClassroom Principal’s Module in order for this option to appear.

User Records for STIClassroom are defined in Principal’s Module.

User Records (if checked in Principal’s Module) for STIOffice are defined in STIOffice.

Seating Charts

Click the button to view/edit seating chart information.
• To edit seating charts, click on a student’s name and drag it into the new seating arrangement. Save changes before exiting.
• Rows are Bottom, Top Down or None and Left to Right, Right to Left or None.
• Number Across
• Print seating chart.
• Include student pictures in printout.

Reports / Viewing Student Data
Grade Book Report options may be chosen under the Reports option from the menu at the top of the screen, or by selecting the appropriate desktop icon, as show below.

Print Grade Book
• Print as often as needed to keep a hard copy of grades.
• Print at the end of each grading period to turn in at end of year.

Print Class Progress Reports
• Prints progress reports for an entire class.
• Select report options.
• If Teacher Notes is selected, before the reports print the user will be given an option to enter a Comment to appear on every progress report. This is different from Activity Comments and Individual Student Comments. If Course Comment is selected, the individual student comments will be added.
• Average filter allows printing for only a certain range of grades.
• When printing Averages Only, an option is available to print two students per page.
• Attendance may also be printed on progress reports.

Print Class Worksheet
• This option prints a grid sheet containing class information.
• Report options include IDs to Print, Lines (Vertical, Horizontal, or Both), Single Line per Student (puts student name & ID number on same line), Print Averages, Scores, Letter Grades, etc.
• Option to check for Landscape
• Print Comment will include the course comment for each student. You may also choose category averages to print. An option is available for No Lines to appear in the printout.

Print Missing Grades
• Use this report to determine which students need to make up missing grades.
• Order by Activity or Student (option to print only selected activity or for selected student).
• Range of Dates.
• Option Count’s 0 as missing grades.
• One per page.
Print Progress Report All Classes

- This will print a progress report for every student in each class for all classes on the student’s schedule. Access to this utility must first be set up in STIClassroom Principal’s Module.

Print Student Lesson Plan

- This will print a list of students who have no lesson plans in an individual class for a range of dates.
- There is also an option to filter by number of plans, which allows the user to look for students who have less than a specified number of lesson plans.

Print User Records

- This option prints a report of the user records that are attached to a student in the classroom module.

Other Grade Book Options

The following Grade Book options may be selected by clicking the GradeBook pull-down menu at the top of the screen.

Define Notes

- Here you may Insert, Change or Delete teacher notes.

Hide Names

- Enter user password to hide or unhide student names (Example: Print Grade Book showing student by numbers only).

Drop Scores

- Allows the user to drop scores for selected students or for all students. Select lowest/highest and number of scores to drop.
- If using Category for averaging method, choose the category for which to drop scores.
- Dropped scores are indicated with an asterisk (*) on the Grade Book screen and in students' Progress Reports, but are not used in calculation of students' averages.

Sort

- This option determines the order in which students are listed in the browse box.
- Sort options include: By Student Name/Student Number/ User Number/ Average/ First Name/Random Number/ Selected Activity.

Compute Final Average

- This feature takes a selected student’s grades (as posted from previous grading periods) and allows them to be weighted to determine scores needed to achieve a certain Final Average.

Get Scores From Other Class

- If a student moves from one section of the user class to another, you may move the activities from the original class to the new one. Activities can be moved one by one or you may move all matching activities via the Auto Move button. Must be same valid course number.