

Enter term grades

To enter term grades for students:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the checkbox next to the section you want to grade.
3. Click the **Scores** side-tab.
4. Be sure the **Grade Columns** and **Term** drop-downs have the appropriate selection:

Grade Columns		Term	Display	Status	Class				
Post Columns - Term		Q3	<input checked="" type="radio"/> Grade <input type="radio"/> Color	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	Chem P7				
Name	YOG	Recommendation	Comment	Q3	Q3Grade	Q3Com1	Q3Com2	Q3Com3	
Alexander, Ryan				65.8 D	71.6	62	22		
Brandolini, Joseph				84.4 B	83.9	62	09		
Carroll, Daniel				80.9 B-	90	62	09		
Cottam, Samantha				68.4 D+	72.4	62	09		
Feeney, Elsie				101.4 A+	100	61	71	28	
Kent, McGovern				82.0 B-	84.6	62	22		
Labrosse, Casey				44.1 F	60.8	62	18		
Mann, Heather G.				95.3 A	97.5	62	08	14	

Note: The columns for the class appear with a green pushpin, indicating that these columns are open for grade input and that you have not posted them yet.


5. Input all grades in the post columns as appropriate:
 - Press the arrow keys on your keyboard to move around the columns and rows. Use your mouse to click directly in a cell.
 - Press the arrow keys, **Enter**, or **Tab** to move across rows or down columns, as you defined when you set your gradebook preferences.
 - To select a grade or comment, press **Ctrl+L**, or select **Options > Lookup**.
 - To enter the same value for all students, enter a grade for the first student, then press **Ctrl+D**, or select **Options > Fill-Down Values**. Then, you can change the grade for the few students who did not receive that grade.
 - Once a value has been entered into a cell, that value is automatically saved once you move off the cell.
 - To enter feedback for a score, click the **Feedback** icon next to the score you enter.
 - If the Feedback icon appears, the column is a text comment column. Click this icon for a student. The Edit Text Comment pop-up appears. Enter the comment, or click to select a comment from the comment bank if attached, and click **OK**.
 - The icon appears with blue lines to indicate you have entered comments for the student.

Enter class attendance

As a teacher, you can enter and track attendance for your classes in the Staff view.

Some teachers take daily attendance during a classroom period. For example, your school might not have a homeroom period, and instead uses Period 1 for daily attendance. Period 1 teachers can enter both daily and class attendance at the same time. The class attendance input page displays students' Daily Attendance and Class Attendance codes.

To enter class attendance:

1. Log on to the Staff view.
2. Select **Attendance > Class**.
3. Select the checkbox next to the class you want to enter attendance for.
4. On the **Class** side-tab, click **Input**. The input page appears.
5. If this class spans more than one period (and your school has opted to take attendance during each period of a multi-period class in Preferences), select the current period from the **Period** drop-down.
6. Do one of the following:
 - If your administrator has set your school or course section to use *negative attendance*, all students will be marked Present in the **Class Attendance** column by default. In the **Code** column, click the appropriate attendance code for students who are not present.
 - If your administrator has set your school or course section to use *positive attendance*, all students will be marked Absent in the **Class Attendance** column by default. In the **Code** column, click the appropriate attendance code for students who are not absent.
7. If your school wants you to record more information for specific attendance codes, such as tardy, a pop-up prompts you for that information. Complete the information, and then click **OK**. If the **Override Reason** field appears in the pop-up, then an override reason is required. Click  , and select a code. If you select **Other**, enter an **Activity Comment** to describe the reason. Click **OK**.

Note: Depending on your school's setting, a Comment column appears on the Input page when you click on an attendance code button or when a class attendance record has already been posted. You can type additional information about the attendance record there. This lets you enter comments in the class attendance record easily, even when the class attendance code button pop-ups are not enabled.

8. Click one of the following to save the values, depending on the Post mode your district or school set in the Class Attendance preferences:
 - **Post**
 - **Save**

Notes:

- Office staff can see class attendance in the School view.

- To quickly access your Scores page for this section, click the **Scores page** icon



in the Class Attendance breadcrumbs.


- You can hover your cursor over a code in the **Attendance** columns to see a description of the attendance code(s).


Enter or view class or daily attendance on the Student tab

To enter or view daily attendance for a specific student on the Student tab:

1. In the District, School, Staff, Special Education, or Health view, click the **Student** tab. The Student List appears.
2. Find and select the student you want to enter or view an attendance record for.
3. Click the **Attendance** side-tab, then click **Daily Attendance** or **Class Attendance**. A list of the student's attendance records appears.
4. Do one of the following:
 - Click an attendance record to view its details.
 - On the **Options** menu, click **Add** to enter a new attendance record for the student. The New Student Attendance page appears. Enter the required information, then click **Save**.
 - Select an attendance record, and on the **Options** menu, click **Delete** to delete the record.

Notes: When the Attendance activity tracking preference is enabled by the district (root organization), intermediate organization or school:

- The Attendance History icon  might appear in the **History** column on Student List page. This icon indicates that the student has a class or daily attendance record for that day. Click the icon to see a list of attendance activities in the Attendance History pop-up. If the icon is red, the attendance record is locked and you cannot edit it.
- If the **Override Reason** field appears at the top of the Class Attendance or Daily

Attendance details page, then it is a required field. Click  , and then select a code to describe the absence. If you select **Other**, enter an **Activity Comment** to describe the reason.

Note: You cannot add, edit, or delete daily attendance records on the **Student** tab in the Staff view. Teachers can only view this information on the **Student** tab, **Daily Attendance** side-tab.