



*EDUCATIONAL SERVICES*

**Web**

**Access**

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**Manual**

## VII. Gradebook

### A. Weekly Summary of Assignments Screen and Marking Period Averages

Parent Resources Select Student: Daily, Ed  
Powered by Genesis Educational Services, Inc.

Home Attendance Grading Discipline **Gradebook** Setup Log Off

**Weekly Summary** | List Assignments

Daily, Ed  
Weekly Assignment Summary  
Week of 12/01/2008

[Printable Version of Weekly Assignment List](#)

Courses	Teacher	MP2	Avg	Mon 12/01/2008	Tue 12/02/2008	Wed 12/03/2008	Thu 12/04/2008	Fri 12/05/2008
<a href="#">10375/4 - *ENGLISH 3 HON</a>	Anderson, Garret		0.00%	0	0	0	0	0
10513/1 - Adv. Composition/Contemporary Literature				The Adv. Composition/Contemporary Literature teacher does not have an electronic gradebook.				
13609/3 - TRIGONOMETRY				The TRIGONOMETRY teacher does not have an electronic gradebook.				
<a href="#">13797/1 - *CALCULUS AP</a>	Weeks, Karen		0.00%	0	0	0	0	0
13996/1 - *COMP SCI AP IS				The *COMP SCI AP IS teacher does not have an electronic gradebook.				
14176/7 - *BIOLOGY HON				The *BIOLOGY HON teacher does not have an electronic gradebook.				
27034/4 - PE 3/SCI				The PE 3/SCI teacher does not have an electronic gradebook.				
<a href="#">35210/4 - US HISTORY 2</a>	Barr, Bob		0.00%	0	0	0	0	0

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Click on the highlighted course name to see all the Assignments for that course.

#### **A list of Courses with Assignments by Day of the Current Week**

This screen lists all courses your child is currently taking.

#### **Marking Period Averages for the Courses**

The “Avg” column shows you your student’s current Marking Period average – for the current or a previous Marking Period. A ‘projected’ alpha grade may also appear if your school uses alpha grades.

#### **Viewing all Assignments for One Course**

To see all of the Assignments for one course, click on the highlighted course name. That will take you to the “One Course/All Assignments” screen.

#### **Viewing all Assignments for a Selected Day**

To see all of the Assignments for one **day** (for example, Tuesday), click on the highlighted day name. That will take you to the “One Day/All Assignments” screen.

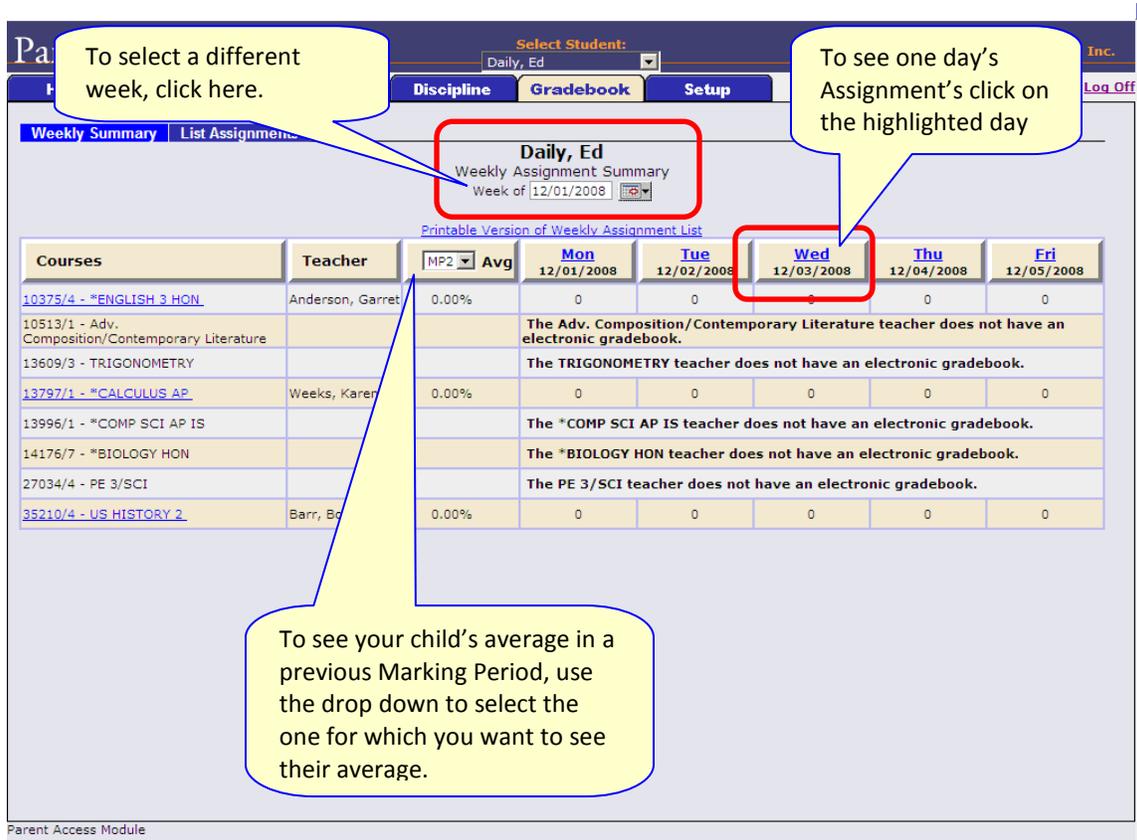


Figure 2 – Gradebook→Weekly Summary Screen

**Gradebook Weekly Summary**

This shows you a snap shot of all Assignments that are due for the selected week. You may do the following:

- Select a different week by clicking in the “Week of” field
- See all the Assignments for one course by clicking on the highlighted name of a course in the list
- See all the Assignments for one day by clicking on the highlighted day name
- See your student’s marking period averages for either the current Marking Period or a previous Marking Period.

**Choosing the Marking Period Average to Display**

The “Avg” column always starts by displaying your student’s up-to-date Marking Period average for the current (i.e. ongoing) Marking Period. You can check on their average for a previous Marking Period by using the drop down in the “Avg” column header:



Select the Marking Period and the averages in the column will be updated to show you the averages for that Marking Period. If you tab away from this screen and then return, the averages for the current MP will once again be displayed.

## List of Assignments Screen

Parent Resources Powered by Genesis Educational Services

Select Student: Daily, Ed

Home Attendance Grading Discipline **Gradebook** Setup

Weekly Summary **List Assignments**

Daily, Ed  
Student Assignment List

Course: Show all courses  Assignments Due Date: 10/06/2008

Status: Show all assignments  Show Assignment Dates: Week of

Search

MP	Due Date	Day	Course	Teacher	Category	Assignment	Grade	Max	Prev	Docs
MP1	10/06/2008	Mon	US HISTORY 2	Barr, Bob	CPAR	Special Discussion		100		
MP1	10/08/2008	Wed	US HISTORY 2	Barr, Bob	HW	Homework 14	MI	100		
MP1	10/09/2008	Thu	ITALIAN 2	Barr, Bob (Italian)	TEST	MP1 Tests 15		100		
MP1	10/09/2008	Thu	SOCIOLOGY	Weeks, Karen	QUIZ	Chapter 1, Pgs 23-49, #'s 37,19,2324	50	100	Missing	
MP1	10/09/2008	Thu	US HISTORY 2	Barr, Bob	QUIZ	Quiz	88	100		  
MP1	10/10/2008	Fri	US HISTORY 2	Barr, Bob	HW	Chapter 31	ABS	100		

### List of Assignments

This screen will allow you to look at your child's Assignments in multiple ways.

The controls at the top of the screen let you select by the following criteria:

- **Courses** – Select one subject or all subjects
- **Status** –
  - Graded Assignments – Assignments that have been graded.
  - Ungraded Assignments – Assignments that the teacher has not yet graded.
  - Incomplete Assignments – Assignments the student has partially but not completely finished.
  - Missed Assignments – All assignments the student failed to turn in or do.
  - Assignments the student has not yet completed because they were absent on the due date. An assignment is marked "Absent" if the student is absent on the day it is due. This option shows all assignments currently marked "Absent".
- **Assignment Due Date** – Select one date. This date can be interpreted as the single date you selected **or** as the **week** which contains the date you selected **or** as the **month**.
- **Show Assignment Dates** – This lets you choose the time period you wish to view assignments for:
  - "One day" – the Assignments for the date selected in **Assignment Due Date**.
  - "Week of" - the Assignments for the week which contains the date selected in **Assignment Due Date**.
  - "Month" - the Assignments for the **month** which contains the date selected in **Assignment Due Date**.
  - "MP1" – All assignments for Marking Period 1.
  - "MP2" – All assignments for Marking Period 2.
  - "MP3" – All assignments for Marking Period 3.
  - "MP4" – All assignments for Marking Period 4.
  - "All Assignments" – All assignments for the entire duration of the course.

## B. One Day's Assignments

### One Day's Assignment

When you click on a 'day' name you are brought to the "List Assignments" screen with only the one day selected:

Parent Resources

Select Student: Daily, Ed

Home Attendance Grading Discipline Gradebook Setup Log Off

Weekly Summary List Assignments

Daily, Ed  
Student Assignment List

Course: Show all courses  
Status: Show all assignments

Assignments Due Date: 03/23/2006  
Show Assignment Dates: Day of

Due Date	Day	Course	Category	Assignment	Grade	Max
03/23/2006	Thu	US HISTORY 2	HW	MP3 Homework 22		10
03/23/2006	Thu	US HISTORY 2	QUIZ	MP3 Quizzes 8		100

These two drop down boxes are set to 'all courses' and 'all assignments'

These two drop down boxes are set to the selected day.

Done ©Copyright Genesis Educational Services, Inc. Internet

Figure 3 – The "List Assignments" screen in "One Day/All Assignments" mode

### One Day/All Assignments

If you click on a day name, you come to the "One Day/All Assignments" screen. This is the "List Assignments" screen set for one day, all courses, all assignments.

## C. One Week's Assignments

### Viewing a Week's Assignments

If you select "Week of" and select any date, you will be shown all assignments for the week containing the selected date. For example, if you select the date "11/21/2008" which happens to be a Friday, you will be shown all assignments for the week Monday, 11/17/2008 through Friday, 11/21/2008.

The screenshot shows the "List Assignments" screen for student "Daily, Ed". The "Show Assignment Dates" dropdown is set to "Week of". The table below shows several assignments with their respective grades and previous grades.

MP	Due Date	Day	Course	Teacher	Category	Assignment	Grade	Max	Prev	Docs
MP1	10/06/2008	Mon	US HISTORY 2	Barr, Bob	CPAR	Special Discussion			100	
MP1	10/08/2008	Wed	US HISTORY 2	Barr, Bob	HW	Homework 14	MI		100	
MP1	10/09/2008	Thu	ITALIAN 2	Barr, Bob (Italian)	TEST	MP1			100	
MP1	10/09/2008	Thu	SOCIOLOGY	Weeks, Karen		Chapter 1, Pgs 23-49, #'s 37,19,2324	50		100	Missing
MP1	10/09/2008	Thu	U				88		100	
MP1	10/10/2008	Fri	US			Chapter 31	ABS		100	

Figure 4 – A view of the List Assignments screen for 1 week, with the "previous grade" column

## D. Special Grades and the Previous Grade Column ("Prev")

Teachers have 4 "special" grades that they can give students for any assignment:

- **Absent** – Your child was absent on the date the assignment was due. This means your child has a chance to make up the work: The assignment is not counted until the teacher changes the grade to a regular grade or to **Missing** or **Incomplete**. When a grade of **Absent** is changed to another grade, "Absent" appears in the **Prev** column.
- **Missing** – Your child failed to turn in an assignment or take a quiz or a test. When a **Missing** is changed to another grade, **Missing** appears in the **Prev** column. Missing is the most common special grade. A teacher's comment may accompany a missing.
- **Incomplete** – Your child partially completed an assignment but did not finish it. When **Incomplete** appears in the **Prev** column, your child has completed the assignment late.
- **Exempt** – Your child is not responsible for doing this assignment. It does not count for them. It is unusual for an Exempt to appear in the **Prev** column.

Initially, these special grades appear in the regular **Grade** column (e.g. **ABS**). When a teacher gives one of these special grades (e.g. **MI** - Missing) and then later changes it to another grade, the original, special grade (i.e. **Missing**) is displayed in the **Prev** column on the List Assignments screen. Regular grades *never* appear in the **Prev** column – it is only for these special grades.

The teacher cannot clear the "previous grade". It is always displayed to you. You might use this information to help understand why your child may have received their regular grade ("the work was late"). For example, excellent work turned in late often receives a reduced grade.

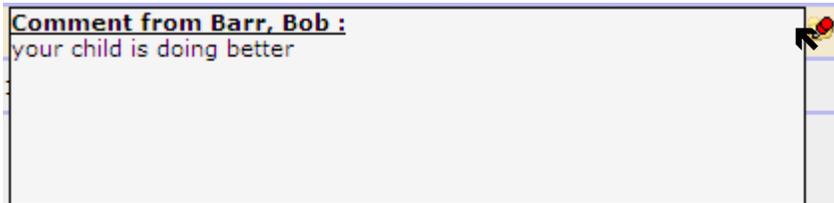
## E. Viewing Teacher Comments

### Viewing Teacher's Comments

Teachers can enter comments on your child's performance that can be viewed through the List Assignments screen. ***If a teacher has entered a comment on an assignment, please take time to view it.***

MP1	10/09/2008	Thu	US HISTORY 2	Barr, Bob	QUIZ	Quiz	88	100		
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If a pushpin icon appears on the far right side of an Assignment line, it means the teacher has entered a comment on the assignment. To read the comment, place your cursor over the icon. This will cause the comments to pop up in a tooltip box:



## F. Downloading Attached Documents

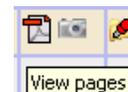
### Downloading documents from Teachers

Teachers can upload documents to assignments so that you can download these at home. The "documents" include such things as MS Word, MS Excel, PDF files, .wmv movies, podcasts and many other types of files. When one or more documents have been uploaded and attached to an assignment, icons identifying the type of each attachment appear in the Docs column on the List Assignment screen.

MP1	10/09/2008	Thu	US HISTORY 2	Barr, Bob	QUIZ	Quiz	88	100			
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If icons (e.g. ) appear in the "Docs" column on the right side of an Assignment line, it means that the teacher has uploaded documents to the assignment and you may download these. There will be one icon for each document the teacher has attached ( means there are two documents attached, one attached to each icon). The shape of the icon indicates the kind of file that is attached (e.g. indicates a PDF file that requires ADOBE Reader to read). You will need to have installed the right application to view each type of file.<sup>1</sup>

To see the description of an attached document, place your cursor on the icon:



(cursor on PDF icon) (cursor on camera icon)

<sup>1</sup> While teachers are encouraged to upload files in common formats, such as MS Word, there is no guarantee that you will always have the right application to view an attachment. If you do not, please contact the teacher.