



# Using Teams in Gradebook and Attendance



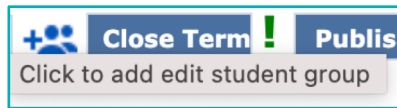
# What is a team or group in a gradebook?

- The SchoolSpeak gradebook and attendance book allow teachers to make ‘subgroups’
  - Can be created or changed as needed
- Gradebooks
  - Teachers may assess assignments for students within a specific group instead of entire roster
  - Project grading
  - Multi-status students (in school, online)
  - Multi-sections (Specials)
- Attendance – Many preschools have students attending on various days during the week
  - Allows teacher to have one gradebook
  - Choose the group to take attendance

# Setting Up a Group

*Within a gradebook/attendance book*

1. Click Member Icon



2. Enter the name of a new team/group and click on student names that belong in the group

3. Click Save

**Create a subgroup of students**

\* This will create a student group from the view list

Subgroup name

<input type="checkbox"/>	Allen, Kim
<input type="checkbox"/>	Blue, Linda
<input type="checkbox"/>	Bradley, Sean
<input type="checkbox"/>	Brown, Calvin
<input type="checkbox"/>	Brown, Larry
<input type="checkbox"/>	Cook, Kristyl
<input type="checkbox"/>	Parker, Winnie
<input type="checkbox"/>	Quinn, Martin
<input type="checkbox"/>	Ross, Laura

To **change** the members of a group, click EDIT next to team/group name

To **delete** a group, click DELETE next to team/group name.  
\*Deleting a group does not delete the assignments

Group Name	Edit	
Team 1	Edit	Delete
Team 2	Edit	Delete

# Gradebook Views

Trimester 3 (04/16/19 - 05/18/21)			
Date: 04/16/2019		04/16/2019	
Assignment: support 1		support 1	
Category: Test		Test	
Points: 90		25	
Include in grade calculation: <input type="checkbox"/>			
#	ID/Student	Grade	
1340671	Allen, Kim	100%A4(1)85 94.4% A-	25 100% A
2851714	Blue, Linda	100%A4(1)86 95.6% A-	25 100% A
3957771	Bradley, Sean		
4340729	Brown, Calvin	100%A4(1)90 100% A	25 100% A
5464714	Brown, Larry	100%A4(1)90 100% A	25 100% A
6340727	Cook, Kristyl	100%A4(1)90 100% A	25 100% A
7340677	Parker, Winnie	100%A4(1)90 100% A	25 100% A
8340679	Quinn, Martin	100%A4(1)90 100% A	25 100% A
9340682	Ross, Laura	100%A4(1)90 100% A	25 100% A
10758978	Smith, Andrew	100%A4(1)90 100% A	25 100% A
11737880	Tree, Andy	100%A4(1)90 100% A	25 100% A

All students in class

Trimester 3 (04/16/19 - 05/18/21)			
Date: 04/16/2019		04/16/2019	
Assignment: support 1		support 1	
Category: Test		Test	
Points: 90		25	
Include in grade calculation: <input type="checkbox"/>			
#	ID/Student	Grade	
1340671	Allen, Kim	100%A4(1)85 94.4% A-	25 100% A
2851714	Blue, Linda	100%A4(1)86 95.6% A-	25 100% A

Choose the team/group

Trimester 3 (04/16/19 - 05/18/21)			
Date: 04/16/2019		04/16/2019	
Assignment: support 1		support 1	
Category: Test		Test	
Points: 90		25	
Include in grade calculation: <input type="checkbox"/>			
#	ID/Student	Grade	
1340729	Brown, Calvin	100%A4(1)90 100% A	25 100% A
2464714	Brown, Larry	100%A4(1)90 100% A	25 100% A
3340727	Cook, Kristyl	100%A4(1)90 100% A	25 100% A

Enter the grades for student

Trimester 3 (04/16/19 - 05/18/21)			
Date: 04/16/2019		04/16/2019	
Assignment: support 1		support 1	
Category: Test		Test	
Points: 90		25	
Include in grade calculation: <input type="checkbox"/>			
#	ID/Student	Grade	
1340671	Allen, Kim	100% A 4 (1)85 94.4% A-	25 100% A
2851714	Blue, Linda	100% A 4 (1)86 95.6% A-	25 100% A
3957771	Bradley, Sean		
4340729	Brown, Calvin	97.1%A 4 (9)90 100% A	25 100% A 9 90% B
5464714	Brown, Larry	94.3%A-3.7(10)90 100% A	25 100% A 8 80% C
6340727	Cook, Kristyl	100% A 4 (1)90 100% A	25 100% A 10 100% A
7340677	Parker, Winnie	100% A 4 (1)90 100% A	25 100% A
8340679	Quinn, Martin	100% A 4 (1)90 100% A	25 100% A
9340682	Ross, Laura	100% A 4 (1)90 100% A	25 100% A
10758978	Smith, Andrew	100% A 4 (1)90 100% A	25 100% A
11737880	Tree, Andy	100% A 4 (1)90 100% A	25 100% A

The grades only appear for those students

# Difference in Progress Reports

**Allen, Kim**

## Trimester 3 Assignments

#	Date	Category	Assignment
1	04/16	Test	support 1 (This assignment is not included in the grade calculation.)
2	04/16	Test	support 1

This student **was not** in the group that was graded. The progress report does include that the extra assignment.

**Brown, Calvin**

## Trimester 3 Assignments

#	Date	Category	Assignment
1	04/16	Test	support 1 (This assignment is not included in the grade calculation.)
2	04/16	Test	support 1
3	04/16	Test	Chapter 3

This student **was** in the group that was graded. The progress report includes the extra assignment.



# Questions?

Contact support using the CHAT icon  
SchoolSpeak Support Site  
New Groove site  
Setup an appointment