

# 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



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

Create a subgroup of students									
* This will create a student group from the view list									
Subgroup name	ubgroup name								
🗌 Allen, Kim									
🗌 Blue, Linda									
Bradley, Sear	ı								
Brown, Calvin	1								
Brown, Larry									
🗌 Cook, Kristyl									
Parker, Winni	e								
Quinn, Martin									
🗌 Ross, Laura									
					_				
	Save	Clear	Close						

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**

'n	imester : Inc	3 (04/16/19 - 05/18/ Assig Ca clude in grade calc	21) Date:▲▼ Inment:▲▼ Itegory:▲▼ Points:▲▼ ulation:▲▼	04/16 supp Test 90	6/2019 ort 1		04/1 supp Test 25	<b>(</b> 6/2019 wort 1		
#	ID	Student	Grade				1		2	
1	340671	📝 Allen, Kim	100%A4(1)	85	94.4%	A-	25	100%	Α	
2	851714	📝 Blue, Linda	100%A4(1)	86	95.6%	A-	25	100%	Α	
3	957771	🍞 Bradley, Sean								
4	340729	📝 Brown, Calvin	100%A4(1)	90	100%	Α	25	100%	Α	
5	464714	📝 Brown, Larry	100%A4(1)	90	100%	А	25	100%	Α	
6	340727	📝 Cook, Kristyl	100%A4(1)	90	100%	А	25	100%	Α	
7	340677	🍞 Parker, Winnie	100%A4(1)	90	100%	А	25	100%	Α	
8	340679	🍞 Quinn, Martin	100%A4(1)	90	100%	Α	25	100%	Α	
9	340682	🍞 Ross, Laura	100%A4(1)	90	100%	А	25	100%	А	
0	758978	📝 Smith, Andrew	100%A4(1)	90	100%	А	25	100%	Α	
1	737880	📝 Tree, Andy	100%A4(1)	90	100%	А	25	100%	А	

<	4-Science V Trimester 3 V				ester 3 ✓ ✓ Please select						
											Add/edit student group
Trimester 3 (04/16/19 - 05/18/21) Date:▲▼ Assignment:▲▼ Category:▲▼ Points:▲▼				04/16/2019 support 1 Test 90		04/16/2019 support 1 Test 25			All students Team 1 Team 2		
		Ind	clude in grade calc	ulation:▲▼				×			
#		ID	Student	Grade			1			2	3
1	3406	671	📝 Allen, Kim	100%A4(1)	85	94.4%	A-	25	100%	Α	
2	8517	'14	📝 Blue, Linda	100%A4(1)	86	95.6%	A-	25	100%	Α	
											1

Choose the team/group

Trimeste	r 3 (04/16/19 - 05/18/2	21)	3×	<b>(</b>		37	ĸ		
Date:				6/2019	0	4/16	/2019		
	Assig	nment:▲ <del>▼</del>	supp	ort 1	SI	uppo	rt 1		
	Ca	Test			Test				
Points:				90			25		
lı lı	nclude in grade calc	ulation: <b>▲</b> ▼							
# ID	Student	Grade			1				2
1340729	📝 Brown, Calvin	100%A4(1)	90	100%	А	25	100%	Α	
2464714	📝 Brown, Larry	100%A4(1)	90	100%	А	25	100%	Α	
3340727	📝 Cook, Kristyl	100%A4(1)	90	100%	А	25	100%	Α	Ī

### Enter the grades for student

Tr	Trimester 3 (04/16/19 - 05/18/21)				:		37	٢		37	<	
L			Date: A	04/16	04/16/2019			6/2019		04/16/2019		
L		A	\ssignment:▲ <del>▼</del>	supp	ort 1		supp	ort 1		Cha	pter 3	
L			Category:▲▼	Test			Test			Test		
L			Points:	90			25			10		
L		Include in grade	calculation:▲▼				$\checkmark$			~		
#	ID	Student	Grade						2	2		;
1	340671	📝 Allen, Kim	100% A 4 (1)	85	94.4%	A-	25	100%	Α			
2	851714	🍞 Blue, Linda	100% A 4 (1)	86	95.6%	A-	25	100%	А			
3	957771	📝 Bradley, Sean										
4	340729	📝 Brown, Calvin	97.1%A 4 (9)	90	100%	Α	25	100%	Α	9	90%	в
Ę	464714	🍞 Brown, Larry	94.3%A-3.7(10)	90	100%	Α	25	100%	Α	8	80%	С
e	340727	🍞 Cook, Kristyl	100% A 4 (1)	90	100%	А	25	100%	Α	10	100%	А
7	340677	📝 Parker, Winnie	100% A 4 (1)	90	100%	А	25	100%	Α			
٤	340679	📝 Quinn, Martin	100% A 4 (1)	90	100%	Α	25	100%	Α			
ę	340682	🍞 Ross, Laura	100% A 4 (1)	90	100%	А	25	100%	А			
10	758978	🍞 Smith, Andrew	100% A 4 (1)	90	100%	А	25	100%	Α			
11	737880	📝 Tree, Andy	100% A 4 (1)	90	100%	Α	25	100%	Α			

The grades only appear for those students

All students in class

### **Difference in Progress Reports**

### Allen, Kim

Trimester 3 Assignments	
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# Da	ate 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

Tr	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