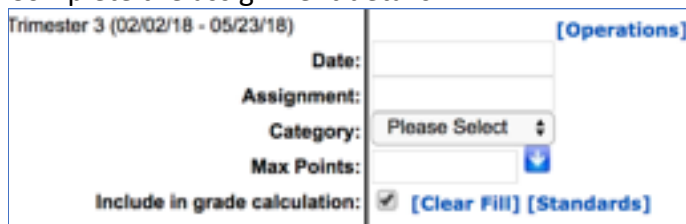# Your Gradebook

Teachers have access to the gradebooks for the subjects that they teach. Your gradebooks are generally located in the grade groups where the students exist. For example, if you are teaching students in grade 1 – your gradebooks will be found in the grade 1 group. (Your school may name the groups based on grades or teacher names.) If you are a middle school teacher, your gradebooks will also be located in a the group where the students are located.

1. Under the progress report section, locate the gradebook name and click it.
2. Click on the **Gradebook** button
3. Click on the **Add Assignment** link
4. Complete the assignment details



! If you are using standards you may not have the option to add points. Please ask your SchoolSpeak admin if you have questions.

5. If you are using assignments scores, complete the column next to the students' names.
6. If you are applying standards, click on the **Standards** link (noted in picture above).

       a. Choose the standards that are appropriate for this assessment by checking the boxes (yes, you can choose more than one!).
       b. Click **Done**
       c. Provide the proper standard assessment value under the appropriate standard column. (Note: for some schools the values may autofill based on the student score)

7. Click **Save** to save the assignment **or** click **Save and Publish** to save the assignment and publish a new progress report. Your school may have a schedule with regard to when progress reports are published, please contact your school administrator for more information.

# Taking Attendance

Your attendance book will be located in the groups that the students are located. Generally, there is only one attendance book per homeroom.

1. Click **Attendance** link under Progress Reports section
2. Click on the **Attendance** button
3. Verify that the date is correct at the top of the screen.
4. Enter the appropriate attendance codes for students who are Absent or Tardy.
5. For students who are present, do not enter anything, this is the default and no code is needed.

**Attendance Code options**

When using SchoolSpeak's attendance you will only <u>note the exceptions</u>. If a student is <u>present</u>, you will leave the cell next to the student's name <u>blank</u>.

If all of the students are <u>present</u>, click the **ALL PRESENT** link.

If some of the students are <u>not present</u>, use the <u>codes</u> indicated above the students' names to indicate the proper status. For example, is the code for Absent is A, place an A next to the student's name. The codes indicated will be based on your school's codes.

**Sample Codes**

| | | | |
|---|---|---|---|
| T - Tardy | /A - Afternoon Absence | PT - Partial Tardy | M/ - Morning Medical Absence |
| TC - Transportation Change | M - Medical Absence | A/ - Morning Absence | |
| S - Suspension | A - Absence | /M - Afternoon Medical Absence | E - Excused |

**Comments**

You may provide a brief comment next to the attendance code. For example, if the student has a doctor's note you may enter "doctor's note".

> ! Note that by default, comments are visible to parents. If this is an issue, your SchoolSpeak Administrator may be able to change this setting.
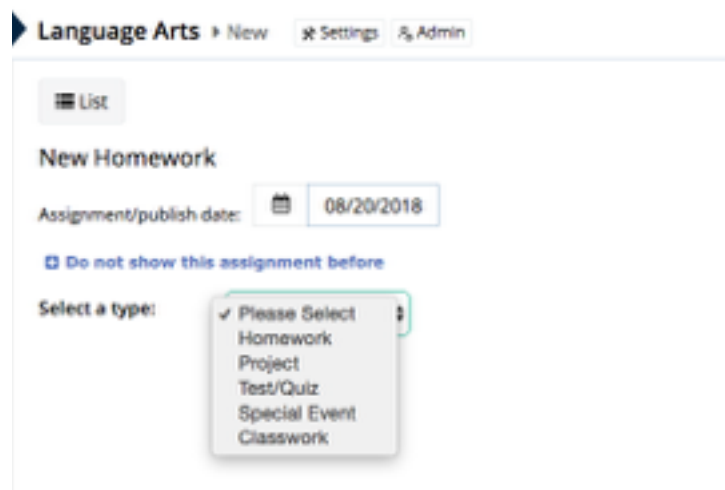
6. Click **Save**

! Important notes
- If a student's status changes throughout the day, you or your attendance office person can edit the attendance for the day.
- A student's attendance status may be seen by the parent if they log into SchoolSpeak. Parents may only see their own student's information. Teachers will see the entire class.

# Homework

In SchoolSpeak, the initial implementation will include a homework resource in each classroom group. For grades 3-8, subject oriented homework is usually setup. If this is not align with the way that you run your classroom you can add additional homework resources to your class group.

To create a new homework:
1. Click on the appropriate homework link
2. Set the due date.. If you would like to not show the homework until a specific date you may indicate the new date by clicking on the Do not show link to change the date that the homework is displayed.
3. You may use one of the helpful widgets to create a new homework. Choose the one that best fits the assignment by using the drop down.



4. Add the homework assignment details
5. Click Add.