

Posting grades from Gradekeeper

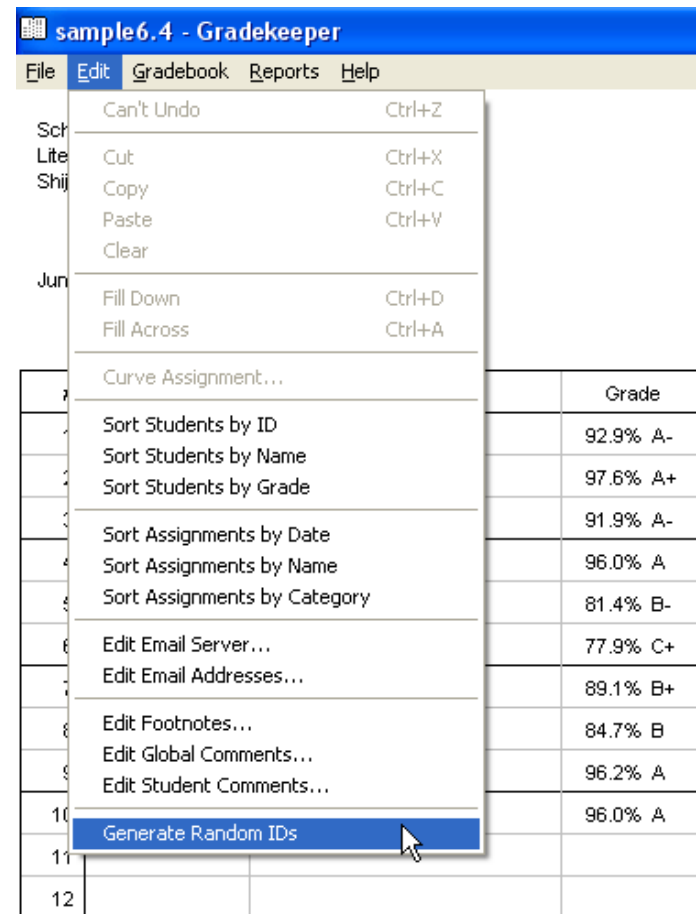
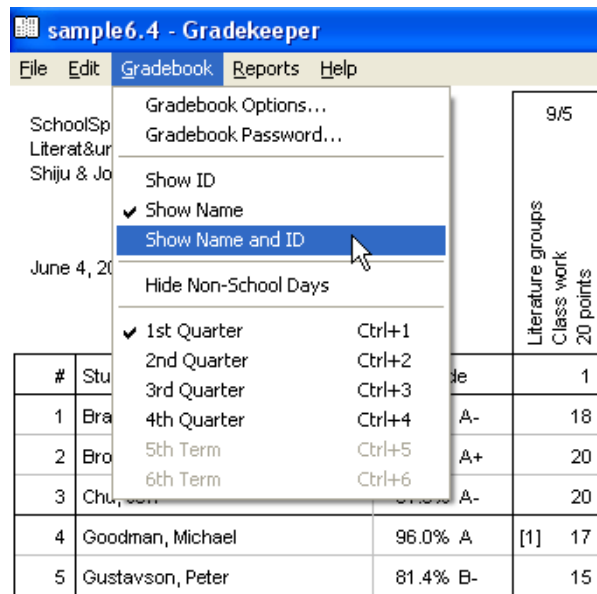
Version 1.2
June 3, 2008

Prerequisites

- Gradekeeper supports direct upload to SchoolSpeak from version 6.2. Install the latest Gradekeeper version that supports SchoolSpeak.
- Install the latest version of Java runtime on your PC or MAC
 - MAC: perform software updates and install all Java and J2EE updates. Repeat updates until latest versions are installed.
 - PC: download and install from <http://www.java.com>
- From your SchoolSpeak administrator
 - Obtain SchoolSpeak username and password and login to the system prior to grade upload.
 - Obtain SchoolSpeak class id for each subject you teach.
- Make sure all students are entered in Gradekeeper and their last name and first name exactly match the student list on SchoolSpeak.

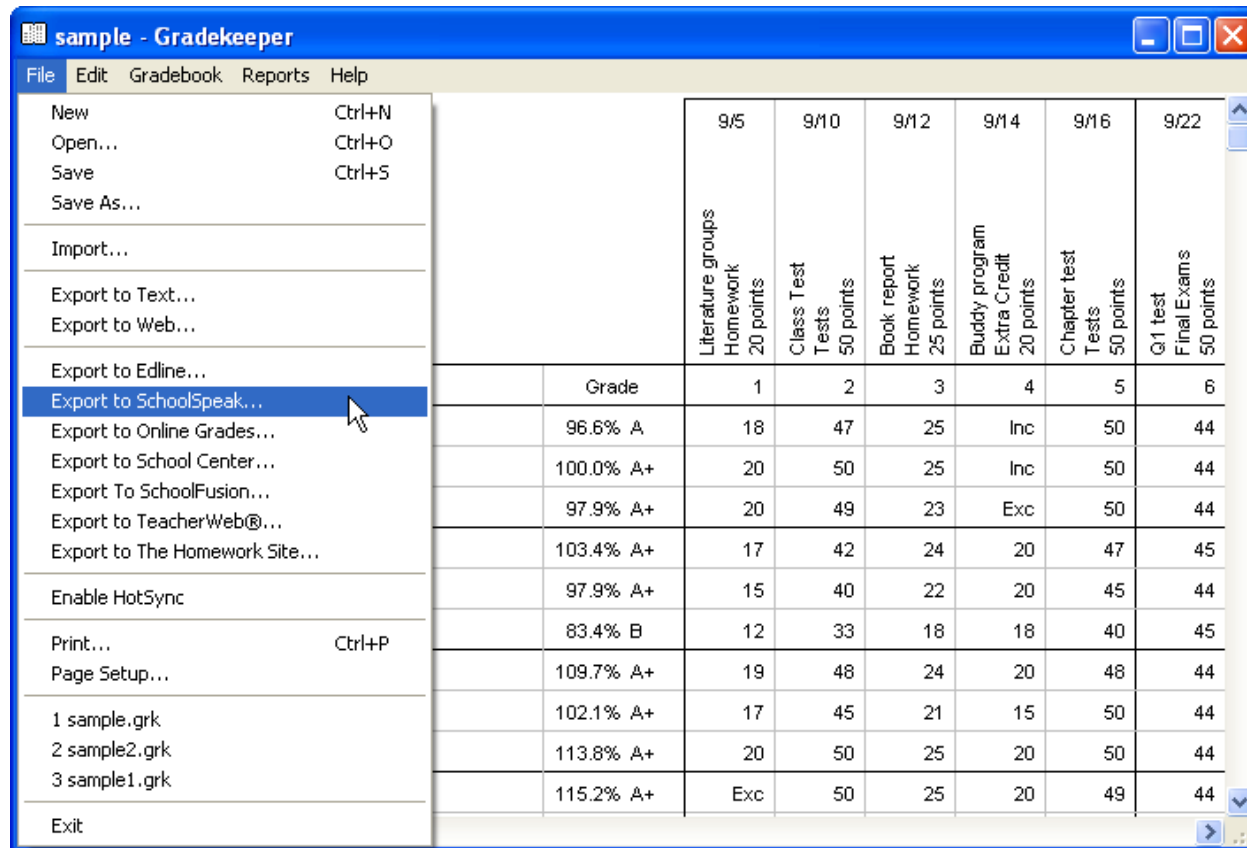
Prerequisites (Contd.)

Student Id should be enabled in Gradekeeper



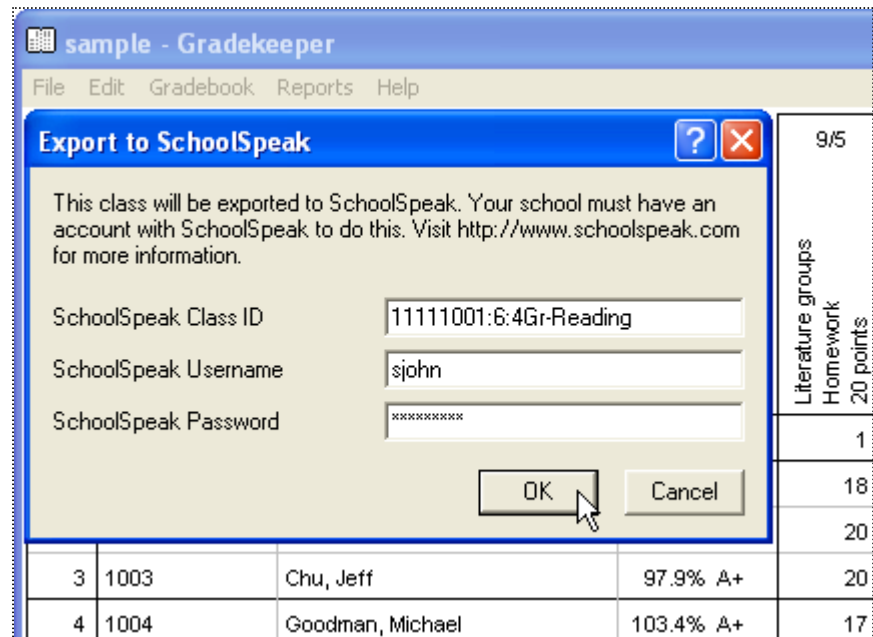
1. From Gradebook menu, select 'Show Name and ID'.
2. From Edit menu, select 'Generate Random IDs'

1. Once grades are ready for publishing, select 'Export to SchoolSpeak' from the File menu.



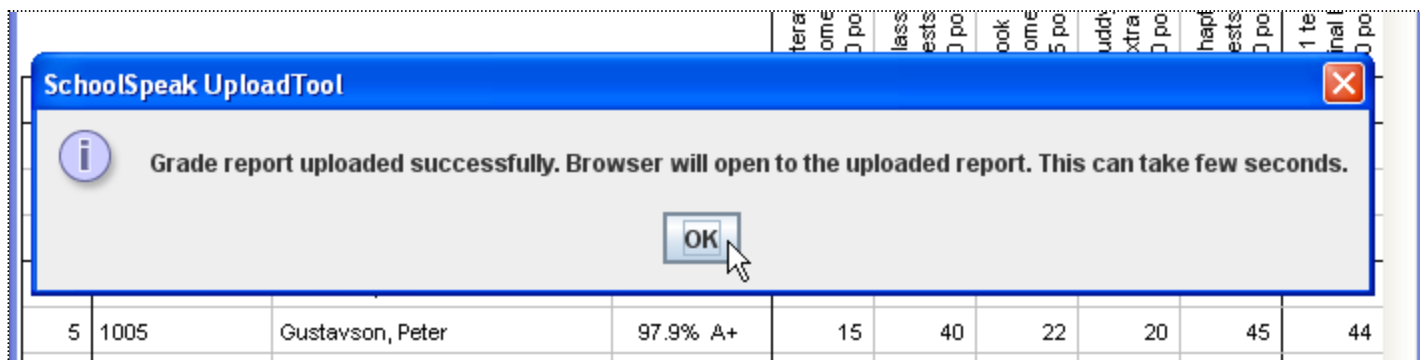
Export to SchoolSpeak window pops up.

2. Enter class id, username & password and click 'OK'



A pop window with success message appears. This can take few seconds.

3. Click 'OK'



Browser will open to the SchoolSpeak page where grades are posted.

4. Click on 'Notify' to go to email page to send email to parents (and students.)

4th Grade Literature grade reports [4Gr-Reading]
Progress Report 8/15/2007
[\[List\]](#) [\[Edit\]](#) [\[Delete\]](#) [\[New\]](#) [\[Notify\]](#) [\[Remind\]](#) [\[Options\]](#)

Click **View>>** to view grade reports.

Name	Date Posted	Signed
Bradford, Karen [View>>]	8/15/2007 10:24:10 AM	No
Brown, Jonathan [View>>]	8/15/2007 10:24:10 AM	No
Chu, Jeff [View>>]	8/15/2007 10:24:10 AM	No
Goodman, Michael [View>>]	8/15/2007 10:24:10 AM	No
Gustavson, Peter [View>>]	8/15/2007 10:24:10 AM	No
Haynes, Terri [View>>]	8/15/2007 10:24:10 AM	No
Kramer, Jennifer [View>>]	8/15/2007 10:24:10 AM	No
Radcliffe, Missy [View>>]	8/15/2007 10:24:10 AM	No
Robinson, LaTonya [View>>]	8/15/2007 10:24:10 AM	No
Taylor, Roger [View>>]	8/15/2007 10:24:10 AM	No

An email page opens with 'To' and 'Subject' fields populated.

5. **Modify 'To' and 'Subject', enter 'Message' and click 'Send'. This can take few seconds. Do not click send again.**

You will receive a success message.

The screenshot displays the SchoolSpeak email composition page. On the left is a sidebar with navigation options: Groups, Members, Email, and Quick Links (Class Calendar, Reminders, Class Schedule, Announcements, Homework, About 4th Grade). Below these are subject-specific links for Grades: Literature, Science, Maths, SocialStudies, Religion, and Spanish. The main content area is titled "Email ==> Select groups and members [To Cc]". It shows the "From" field as "Shiju John" <shiju@schoolsspeak.com>. The "To" field is populated with "Grade 4, All". The "Subject" field is "4th Grade Literature grades are posted". The "Message" field contains the text: "Dear Parents, 4th grade Literature grades are posted on SchoolSpeak. You can access them by clicking the link below. Please review with your child and sign by Friday. If you have any questions feel free to email me or meet me after school. Thank you Mrs. Smith". A rich text editor toolbar is visible above the message field. At the bottom, the "Send" button is circled in red, and the "Clear" button is next to it. Below the form, there are sections for "Add attachments:", "Forwarded URL:", and a specific URL: "Secure/GradeReportView.aspx?Id=40&name=4Gr-Reading&group=6&Community=11111001". On the right side of the screenshot, three callout boxes with lines pointing to the form fields are labeled "TO", "Subject", and "Message".

Parent view - Home page

Class parents see a message on the home page with the name of their student(s) in the class. They can click on the [view>>] to go directly to the grade report.

The screenshot shows a parent's view of a class page. At the top, a yellow banner displays the date "Today is Wednesday Aug 15" and filters for "View for 8/15/2007 - 8/15/2007". Below this are dropdown menus for "Change Groups" and "Change Date", with the date range "8/15/2007 TO 8/15/2007" and an "Apply" button. On the left is a navigation sidebar with categories: "Groups", "Members", "Email", and "Quick Links". Under "Quick Links", there are links for "Class Calendar", "Reminders", "Class Schedule", "Announcements", "Homework", "About 4th Grade", "Grades", "Literature", "Science", "Maths", "SocialStudies", "Religion", and "Spanish". The main content area is titled "GRADE 4 [4th Grade]" and "4th Grade Literature grade reports". It features a "NEW! Progress Report 8/15/2007 more >>" link and a specific report entry for "Brown, Jonathan" with a "View >>" button and the text "(Not Signed, Posted on 8/15/2007)".

Parent view – Student grade report

- ▶ **Groups**
- ▶ **Members**
- Email**
- ▼ **Quick Links**
 - Class Calendar
 - Reminders
 - Class Schedule
 - Announcements
 - Homework
 - About 4th Grade
 - Grades**
 - Literature
 - Science
 - Maths
 - SocialStudies
 - Religion
 - Spanish

4th Grade Literature grade reports [4Gr-Reading]

Progress Report 8/15/2007

Brown, Jonathan

[\[List\]](#) [\[View\]](#) [\[Print View\]](#) [\[Email\]](#)

Please review and sign

STUDENT PROGRESS REPORT

8/15/2007

1st Quarter : Literature

Brown, Jonathan

Teacher: Shiju John

Summary Item	Points	Grade
Overall Grade		100.0% A+
- Category: Tests	97 /100	97.0% A+
- Category: Homework	43 /45	95.6% A

Attendance	Date

1st Quarter Assignments

#	Date	Category	Assignment	Score	Points	Grade
1	9/5	Homework	Literature groups	20 /20		100.0% A+
2	9/10	Tests	Class Test	50 /50		100.0% A+
3	9/12	Homework	Book report	25 /25		100.0% A+
4	9/14	Extra Credit	Buddy program	Inc /20		
5	9/16	Tests	Chapter test	50 /50		100.0% A+
6	9/22	Final Exams	Q1 test	44 /50		88.0% B+

Please sign the grade report by clicking the sign button below.

Sign

Sign button or displays when parents have signed. Both parents can sign.

Page Navigation

Every page has navigation links (to other pages) or operations listed in 4 areas.

The screenshot shows a web page with a red header bar containing the user name 'Welcome, sjohn' and navigation links: Home | Communities | Contact | Profile | Change Password | Logout. Below the header is a blue banner with 'SchoolSpeak Demo School [Edit] [+]' and three circular images of children. On the left is a sidebar menu with categories: Groups, Members, Email, and Quick Links. Under Quick Links, 'Literature' is highlighted with a red box. The main content area has a heading '4th Grade Literature grade reports [4Gr-Reading] Progress Report 8/15/2007' with a row of operation links: [List] [Edit] [Delete] [New] [Notify] [Remind] [Options]. Below this is a table of student reports.

Name	Date Posted	Signed
Bradford, Karen [View>>]	8/15/2007 10:24:10 AM	No
Brown, Jonathan [View>>]	8/15/2007 10:24:10 AM	No
Chu, Jeff [View>>]	8/15/2007 10:24:10 AM	No
Goodman, Michael [View>>]	8/15/2007 10:24:10 AM	No
Gustavson, Peter [View>>]	8/15/2007 10:24:10 AM	No
Haynes, Terri [View>>]	8/15/2007 10:24:10 AM	No
Kramer, Jennifer [View>>]	8/15/2007 10:24:10 AM	No
Radcliffe, Missy [View>>]	8/15/2007 10:24:10 AM	No
Robinson, LaTonya [View>>]	8/15/2007 10:24:10 AM	No
Taylor, Roger [View>>]	8/15/2007 10:24:10 AM	No

At the bottom of the page, there is a red footer bar with 'Powered by SchoolSpeak' and '© Copyright 2007. All rights reserved.', and a blue footer bar with 'Terms and Conditions | Privacy Policy'.

User tool bar. Home will take you to the home page

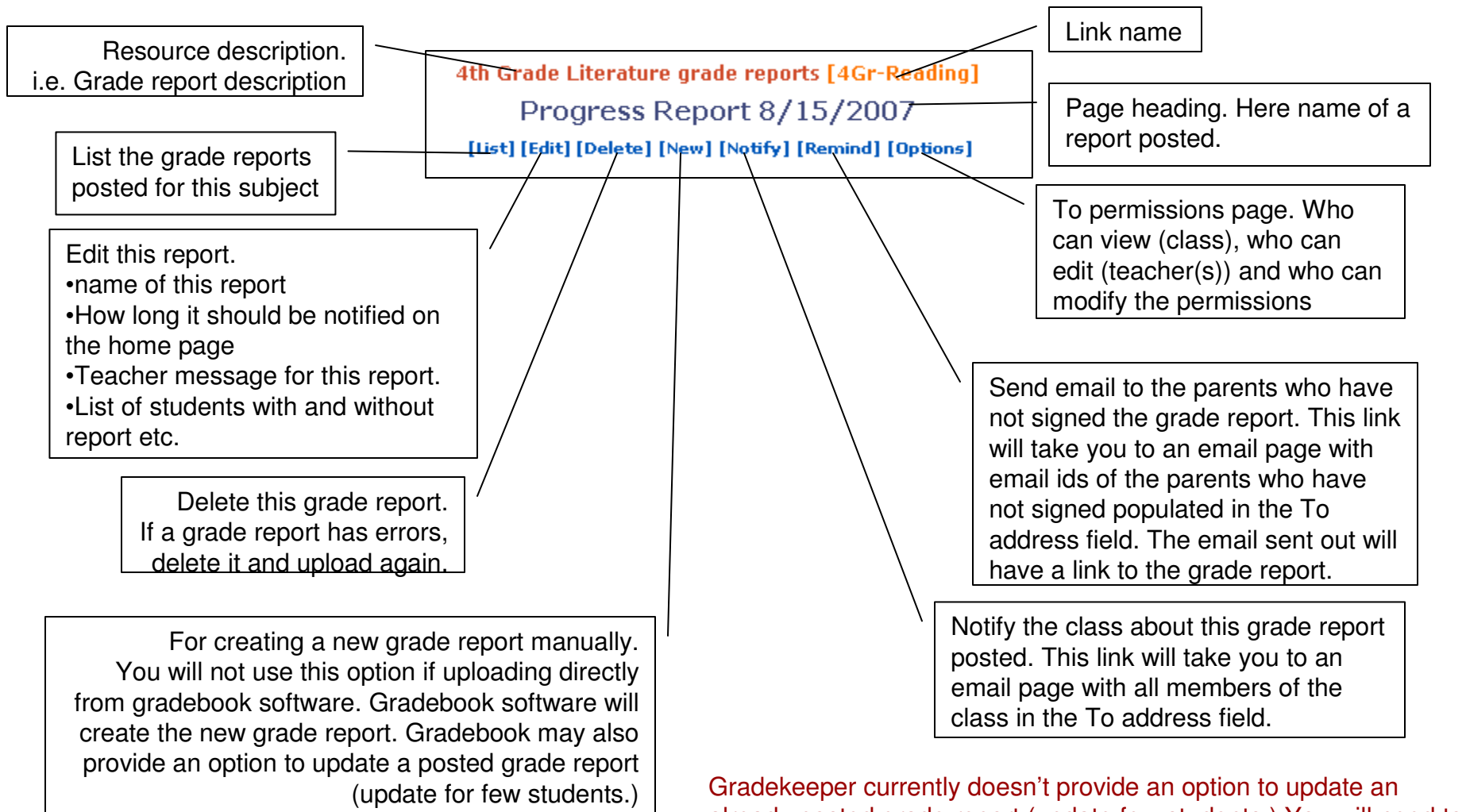
Left margin. Has the links for the current group. All grade report resources are listed under 'Grades'. Clicking on a subject will take to list of grade reports for that subject.

Content heading. Resource related operations are listed here. E.g. delete a grade report.

Content area. Content related links and operations are listed here. E.g. clicking on the student name will take you to student profile. [View>>] will take you to the grade for report that student.

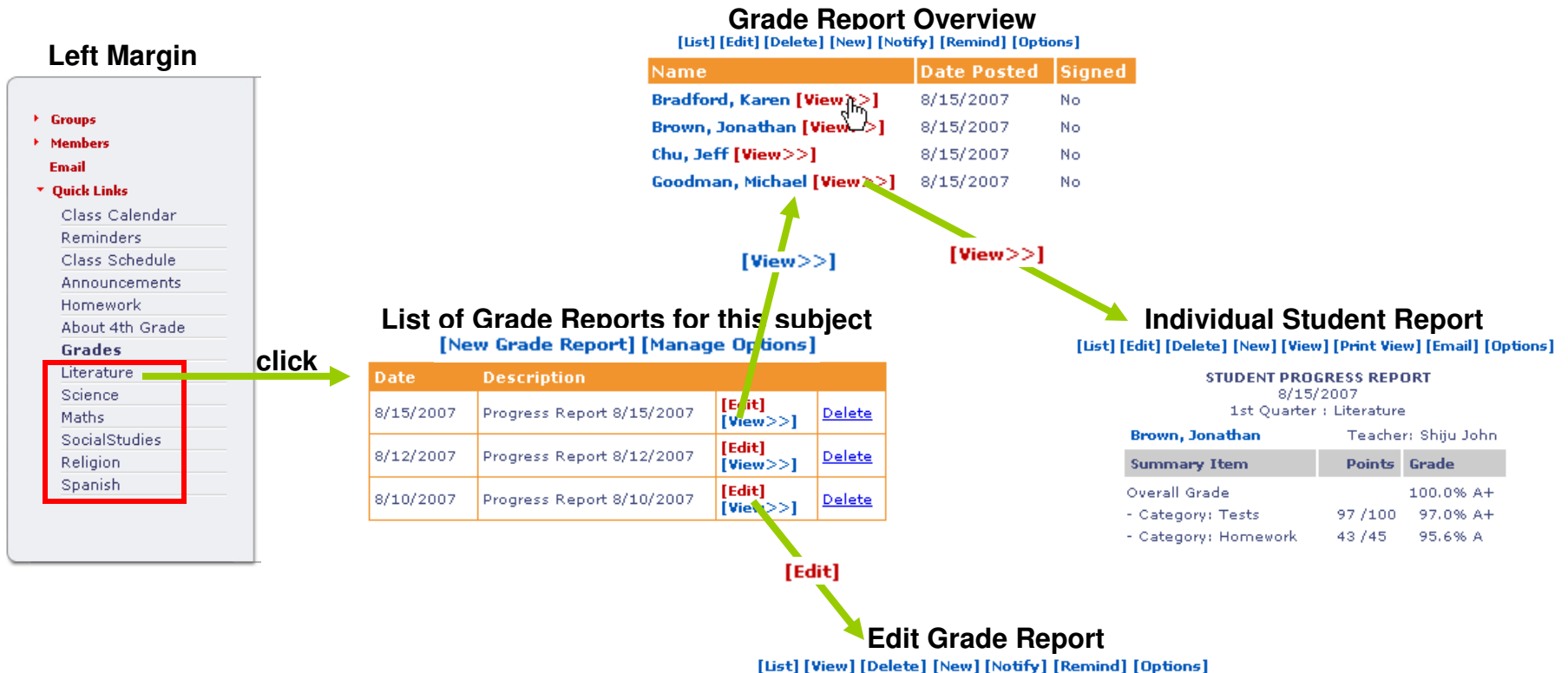
Click a link to go to the grade report list of that subject

Grade report navigation and operations



Gradekeeper currently doesn't provide an option to update an already posted grade report (update few students.) You will need to delete the entire report (all students) and upload a new report.

Main Grade Report Pages



All navigation options (links) and pages are not listed here.

Links under content heading offer quick navigation. E.g. [List] always takes to the list of grade reports for the subject.

Teacher view – Home page

Teachers will see a different message on the home page. More>> take them to the grade report overview page. Overview page lists the students with links to individual reports.

Today is Wednesday Aug 15

View for 8/15/2007 - 8/15/2007

Change Groups Please select

Change Date Please Select OR 8/15/2007 TO 8/15/2007 Apply

Groups

Members

Email

Quick Links

- Class Calendar
- Reminders
- Class Schedule
- Announcements
- Homework
- About 4th Grade

Grades

- Literature
- Science
- Maths
- SocialStudies
- Religion
- Spanish

GRADE 4 [4th Grade]

4th Grade Literature grade reports

NEW! Progress Report 8/15/2007 more >>

Takes you to the overview page of this report

Lists reports for this subject by date. You can delete a report here.

Teacher view – List of Grade Reports for the subject

This page lists the grade reports posted for this subject by date (descending order of date.) Remember to change the view dates.

[Edit] - Edit details of this report. E.g. message to parents, report name

[View>>] - To overview page of the report.

Delete - Delete this report. (It will delete reports of all the students.)

4th Grade Literature grade reports [4Gr-Reading]
[New Grade Report] [Manage Options]

View for **8/15/2007 - 8/15/2007**
Change Date
Please Select OR 8/15/2007 TO 8/15/2007

View dates. Remember to change.

Click **View >>** to view grade reports.

Date	Description	Operations
8/15/2007	Progress Report 8/15/2007	[Edit] [View>>] Delete
8/12/2007	Progress Report 8/12/2007	[Edit] [View>>] Delete
8/10/2007	Progress Report 8/10/2007	[Edit] [View>>] Delete

Operations

Teacher view – Grade report overview

This page has a list of the students with individual reports in this grade report.

The **[View>>]** takes to the student report. Time when the report was posted and whether parents have signed off the report are also listed here.

- ▶ **Groups**
- ▶ **Members**
- Email**
- ▼ **Quick Links**
 - Class Calendar
 - Reminders
 - Class Schedule
 - Announcements
 - Homework
 - About 4th Grade
 - Grades**
 - Literature
 - Science
 - Maths
 - SocialStudies
 - Religion
 - Spanish

4th Grade Literature grade reports [4Gr-Reading]
Progress Report 8/15/2007
[\[List\]](#) [\[Edit\]](#) [\[Delete\]](#) [\[New\]](#) [\[Notify\]](#) [\[Remind\]](#) [\[Options\]](#)

Click **View>>** to view grade reports.

Name	Date Posted	Signed
Bradford, Karen [View>>]	8/15/2007 10:24:10 AM	No
Brown, Jonathan [View>>]	8/15/2007 10:24:10 AM	No
Chu, Jeff [View>>]	8/15/2007 10:24:10 AM	No
Goodman, Michael [View>>]	8/15/2007 10:24:10 AM	No
Gustavson, Peter [View>>]	8/15/2007 10:24:10 AM	No
Haynes, Terri [View>>]	8/15/2007 10:24:10 AM	No
Kramer, Jennifer [View>>]	8/15/2007 10:24:10 AM	No
Radcliffe, Missy [View>>]	8/15/2007 10:24:10 AM	No
Robinson, LaTonya [View>>]	8/15/2007 10:24:10 AM	No
Taylor, Roger [View>>]	8/15/2007 10:24:10 AM	No

Teacher view – Student grade report

- ▶ **Groups**
- ▶ **Members**
- ▶ **Email**
- ▶ **Quick Links**
 - Class Calendar
 - Reminders
 - Class Schedule
 - Announcements
 - Homework
 - About 4th Grade
- Grades**
 - Literature
 - Science
 - Maths
 - SocialStudies
 - Religion
 - Spanish

4th Grade Literature grade reports [4Gr-Reading]

Progress Report 8/15/2007

Bradford, Karen

[\[List\]](#) [\[Edit\]](#) [\[Delete\]](#) [\[New\]](#) [\[View\]](#) [\[Print View\]](#) [\[Email\]](#) [\[Options\]](#)

Please review and sign

STUDENT PROGRESS REPORT
8/15/2007
1st Quarter : Literature

Bradford, Karen Teacher: Shiju John

Summary Item	Points	Grade
Overall Grade		96.6% A
- Category: Tests	97 /100	97.0% A+
- Category: Homework	43 /45	95.6% A

Attendance	Date					
1st Quarter Assignments						
#	Date	Category	Assignment	Score	Points	Grade
1	9/5	Homework	Literature groups	18 /20		90.0% A-
2	9/10	Tests	Class Test	47 /50		94.0% A
3	9/12	Homework	Book report	25 /25		100.0% A+
4	9/14	Extra Credit	Buddy program	Inc /20		
5	9/16	Tests	Chapter test	50 /50		100.0% A+
6	9/22	Final Exams	Q1 test	44 /50		88.0% B+

This grade report is not signed off.

Who signed the report and when.

Teacher view – Edit Grade report

4th Grade Literature grade reports [4Gr-Reading]
Progress Report 8/15/2007
[\[List\]](#) [\[View\]](#) [\[Delete\]](#) [\[New\]](#) [\[Notify\]](#) [\[Remind\]](#) [\[Options\]](#)

Prompt Date: 8/15/2007
 Prompt Till: 8/22/2007
 Description: Progress Report 8/15/2007
 Message: Please review and sign
 [Update]

Upload Report Files:
[List](#) [Details](#) [Tree](#) [Add Files](#) [Remove Files](#) [Upload Files](#) [Stop upload](#)

Following students don't have grade reports:
 Name
 Kendricks, Allison

Grade reports are available for following students:

Student Name	Date Posted	
Bradford, Karen	8/15/2007 10:24:10 AM	[Delete]
Brown, Jonathan	8/15/2007 10:24:10 AM	[Delete]
Chu, Jeff	8/15/2007 10:24:10 AM	[Delete]
Goodman, Michael	8/15/2007 10:24:10 AM	[Delete]
Gustavson, Peter	8/15/2007 10:24:10 AM	[Delete]
Haynes, Terri	8/15/2007 10:24:10 AM	[Delete]
Kramer, Jennifer	8/15/2007 10:24:10 AM	[Delete]
Radcliffe, Missy	8/15/2007 10:24:10 AM	[Delete]
Robinson, LaTonya	8/15/2007 10:24:10 AM	[Delete]
Taylor, Roger	8/15/2007 10:24:10 AM	[Delete]

Prompt date: Date when the grade report will appear on the home page.

Prompt till: Last date for showing this grade report on home page.

Name of the grade report.

Teacher message associated with this grade report.

For uploading grade report manually. This is not used if grade report is directly uploaded from the gradebook program.

List of students without grade report.

List of students with grade report + date when the grade report was posted. **Delete** of an individual student report is not currently supported with gradekeeper.

When this page loads you will be asked to run two java components. Click yes. This page takes time to come up. Upload the grade report from Gradekeeper and then fine tune the report on this page.

Teacher view – Remind parents

Email ==> Select groups and members [To Cc]

From : "Shiju John" <shiju@schoolspeak.com>

To "Dennis Bradford" <dennis.brad@uuii.com>, "Lilac Bradford" <lilac33@oidl.com>, "Donald Marcotte" <DonaldJMarcotte@yahoo.com>, "Charlie Brown" <cbrown@yyis.com>, "Jackelyn Brown" <jackBrown@uuis.com>, "Shiju John" <shiju@schoolspeak.com>, "Thomas"

Show CC, options..

Subject REMINDER : Please sign off the grade report - 4th Grade Literature

Message

Css Class ↓ Paragraph ↓ Default Font ↓ Size ↓

Dear parents,

Please review and sign the grade report. You can access it through the link below.

Thank you
Mrs. Smith

Add attachments:

Forwarded URL:
<Secure/GradeReportView.aspx?Id=40&name=4Gr-Reading&group=6&Community=11111001>

Forwarded content:
Progress Report 8/15/2007

Send Clear

Email address of parents who have not signed the report already populated.

Tune email subject and message.

Email will have link to the grade report which parents can click. They will be taken directly to the grade report of their child. In case the parent has more than one child in the class, the page will show the name of each child with a [View>>] link.

Teacher view – Selecting Email Recipients

Go back to [Email] ==> Select from groups and members [To Cc]

Select Groups for mailing:

Grade 4	Member Type (optional)	<input type="checkbox"/> All	Add to 'To'
Grade 5		<input type="checkbox"/> Student	Add to 'Cc'
Grade 8		<input type="checkbox"/> Parent	Add to 'Bcc'
K-Room12		<input type="checkbox"/> Teacher	
K-Room14		<input type="checkbox"/> Admin	
School		<input type="checkbox"/> Vendor	
		<input type="checkbox"/> Other	

Select Members for mailing:

Grade 4 <= Show members from group (Only members with email id are shown below.)

Bradford, Dennis	Add to 'To'
Bradford, Lilac	
Brown, Charlie	
Brown, Jackelyn	
Chapman, Alex	
Chu, JihLing	
Chu, Thomas	
Goodman, Julie	
Goodman, Richar	
Gustavson, Darre	
Gustavson, Sand	Add to 'Cc'
	Add to 'Bcc'

To: Grade 4.All

Cc:

Bcc:

Backto Email **Clear**

Adding whole class or group to email

If emailing to the whole class, select the class (group) and the member types (e.g. parent) and click 'Add to To'.

Adding individuals to email

Select the class (group) whose members should be listed below.

Select one or more users (use Ctrl and Shift keys for selecting multiple users) and click 'Add to To'

You can see and verify groups and individuals in the list.

'Add to Cc' and 'Add to Bcc' operate corresponding address fields. Bcc – blind copy. Others will not see the email addresses in Bcc.

Clear all address fields. Careful!

Go back to the email page.

Privileges page

Configure who can view the grades (which class/group), who can post grades (teachers) and who can modify these privileges.

The link name on the left margin and description can be modified here.

4th Grade Literature grade reports [Literature]

Modify this resource:

Description: 4th Grade Literature grade reports

Link Name: Literature

Update

Modify Resource Permission:

View: **Included Groups:** Grade 4 [Edit]

Whose reports - class

Edit: **Included Members:** Faria, James [Edit]

Who can post – teacher(s)

Admin: **Included Members:** Faria, James [Edit]

Who can operate this page

Go back

Getting Help

Help on Gradekeeper

- Refer Gradekeeper help pages
- Contact a local Gradekeeper expert
- Check <http://www.gradekeeper.com>

Help on SchoolSpeak

- Contact a local SchoolSpeak expert
- Contact your SchoolSpeak administrator. Your SchoolSpeak administrator will contact SchoolSpeak support if needed.