

# TeacherEase Instructor Guide

Secondary Version



**Common Goal Systems Inc.**

2276 Regency Woods Dr.

Lisle, IL 60532

Tel. 630.592.4200

[www.TeacherEase.com](http://www.TeacherEase.com)

© 2001-2006 Common Goal Systems, Inc.  
All Rights Reserved.

# Table of Contents

<b>1</b>	<b>Introduction</b>	<b>4</b>
<b>2</b>	<b>Login</b>	<b>5</b>
<b>3</b>	<b>Update Account</b>	<b>6</b>
<b>4</b>	<b>Instructor Main</b>	<b>7</b>
<b>5</b>	<b>Setup</b>	<b>8</b>
5.1	Classes .....	9
5.1.1	Create Class .....	10
5.1.2	Edit Class .....	11
5.1.3	Mark Active/Close Grading Period .....	12
5.2	Rosters .....	13
5.3	Start a New Grading Period .....	14
5.4	Start a New Academic Year .....	14
5.5	Grading Scale .....	16
5.5.1	Grading Scale Modes .....	17
5.5.2	Import Grading Scale .....	18
5.5.3	Set Grading Scale .....	19
5.5.4	Copy Grading Scale .....	20
5.6	Categories .....	21
5.7	Standards .....	22
5.7.1	Import Standards .....	23
5.7.2	Create Standard Item .....	24
5.8	Standards-based Scale .....	25
5.9	Lesson Plan Preferences .....	26
<b>6</b>	<b>Assignments</b>	<b>27</b>
6.1	Create Assignment .....	28
<b>7</b>	<b>Scores / Comments</b>	<b>30</b>
7.1	Enter Scores / Comments by Assignment .....	32
7.2	Grading Icon Explanations .....	34
7.3	Graphing Icon Explanation .....	35
7.4	In Place Editing .....	37
7.5	Enter Scores / Comments by Student .....	38
<b>8</b>	<b>Standards Summary</b>	<b>39</b>
<b>9</b>	<b>Attendance</b>	<b>41</b>

9.1 Create / Edit Attendance .....	42
<b>10 Reports</b>	<b>44</b>
10.1 Student Progress Reports .....	45
<b>11 Curriculum Maps</b>	<b>47</b>
11.1 Import Curriculum Map .....	48
11.2 Create Curriculum Map Item .....	49
<b>12 Lesson Plans</b>	<b>51</b>
12.1 Create Lesson Plan .....	52
<b>13 Share Information with Parents</b>	<b>53</b>
13.1 Gathering Parent Email Addresses .....	53
<b>14 Email Addresses</b>	<b>54</b>
14.1 Create Parent Contact .....	55
<b>15 View Parent Info</b>	<b>57</b>
<b>16 Compose Email</b>	<b>59</b>
16.1 Compose / Send Email .....	60
<b>17 Email Logs</b>	<b>62</b>
<b>18 Announcements</b>	<b>63</b>
<b>19 Advanced Setup</b>	<b>65</b>
19.1 Students .....	65
19.1.1 Promote Students .....	67
19.2 Import Rosters .....	68
19.3 Comment Lists .....	68
19.4 Email Templates .....	70
19.4.1 Create Email Templates .....	71
19.4.2 Academic and Behavior Templates .....	72
19.5 Parent Web Access .....	73
19.5.1 Set Parent Web Access .....	74
19.6 Email Signature .....	75
<b>20 Create Behavior Logs</b>	<b>76</b>
<b>21 Report Cards</b>	<b>77</b>
21.1 Enter Grades .....	77
21.2 Import Grades .....	78

## 1 Introduction

Welcome to the TeacherEase User's Guide. TeacherEase is a web-based gradebook that helps teachers:

- Save Time
- Communicate with Parents
- Increase Student Performance

The idea behind TeacherEase is to save teachers' time and involve parents in the classroom. By saving time, TeacherEase frees teachers to do many things that help in the classroom. Working together as a team, teachers and parents can modify student behavior and improve student performance.

TeacherEase delivers these benefits with the following features:

- Keep a gradebook electronically on a secure web-site
- Share grades w/ parents on the web-site (for their children ONLY)
- Email parents about student work, behavior, or other issues
- Print out information for parents NOT on-line
- Parents can login and check their students' progress (assignments, scores, etc)
- TeacherEase is a web-based service. You can access it from anywhere via the Internet. No software to install or maintain.

This guide will help you get acquainted with TeacherEase so it may become part of your own classroom routine.

### Audience

The *TeacherEase User's Guide* is written for teachers who will be using TeacherEase. It should answer most questions you have when using TeacherEase.

If you administer TeacherEase, please see the *TeacherEase Administrator's Guide*.

Parents who use TeacherEase are encouraged to use on-line help.

## 2 Login

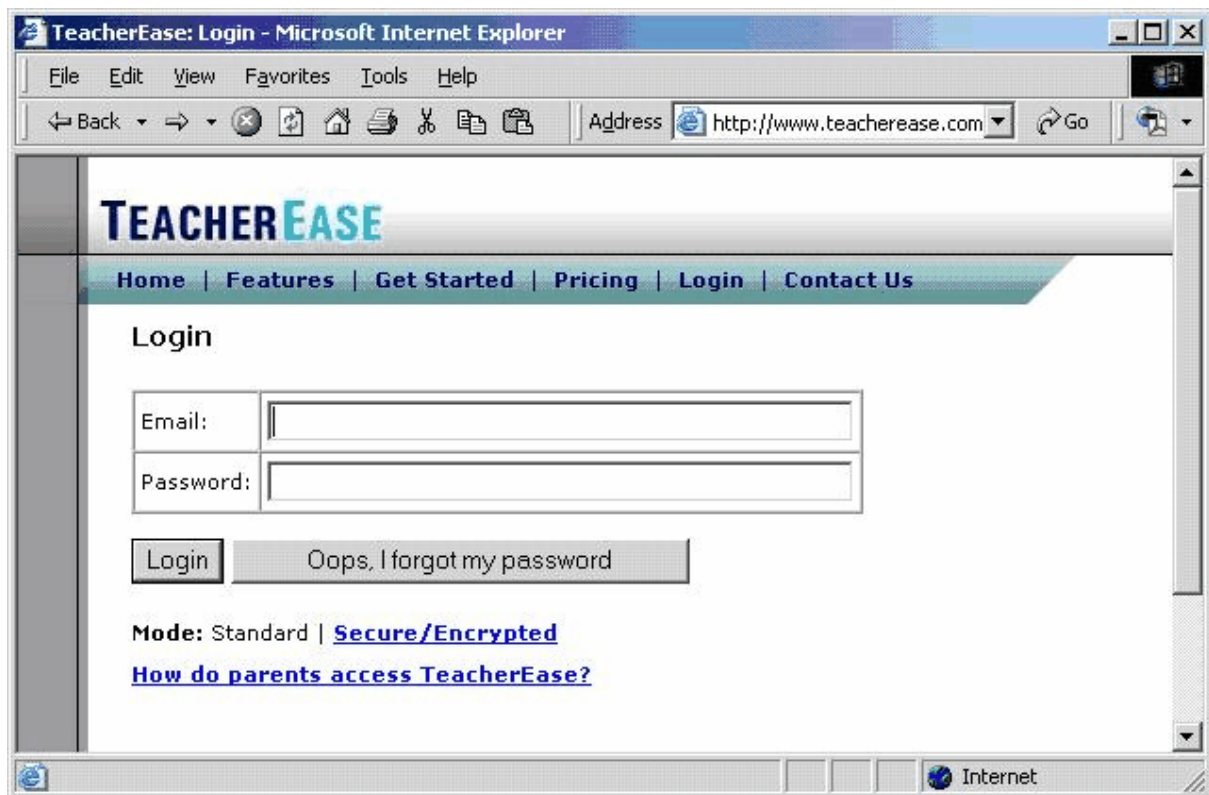
The first step is to login to TeacherEase. Once you have accessed the Internet,

- Go to [www.teacherease.com](http://www.teacherease.com)

The home page describes the basic features of TeacherEase. Feel free to browse the site to familiarize yourself.

Before you can set up or use any of these features, you need to login. To do so,

- Click “Login” at the top of the page



Typically you'll use the email address supplied by the school, unless you want to use your home email to correspond with parents. Your password will be supplied by the TeacherEase administrator at your school (unless you registered online).

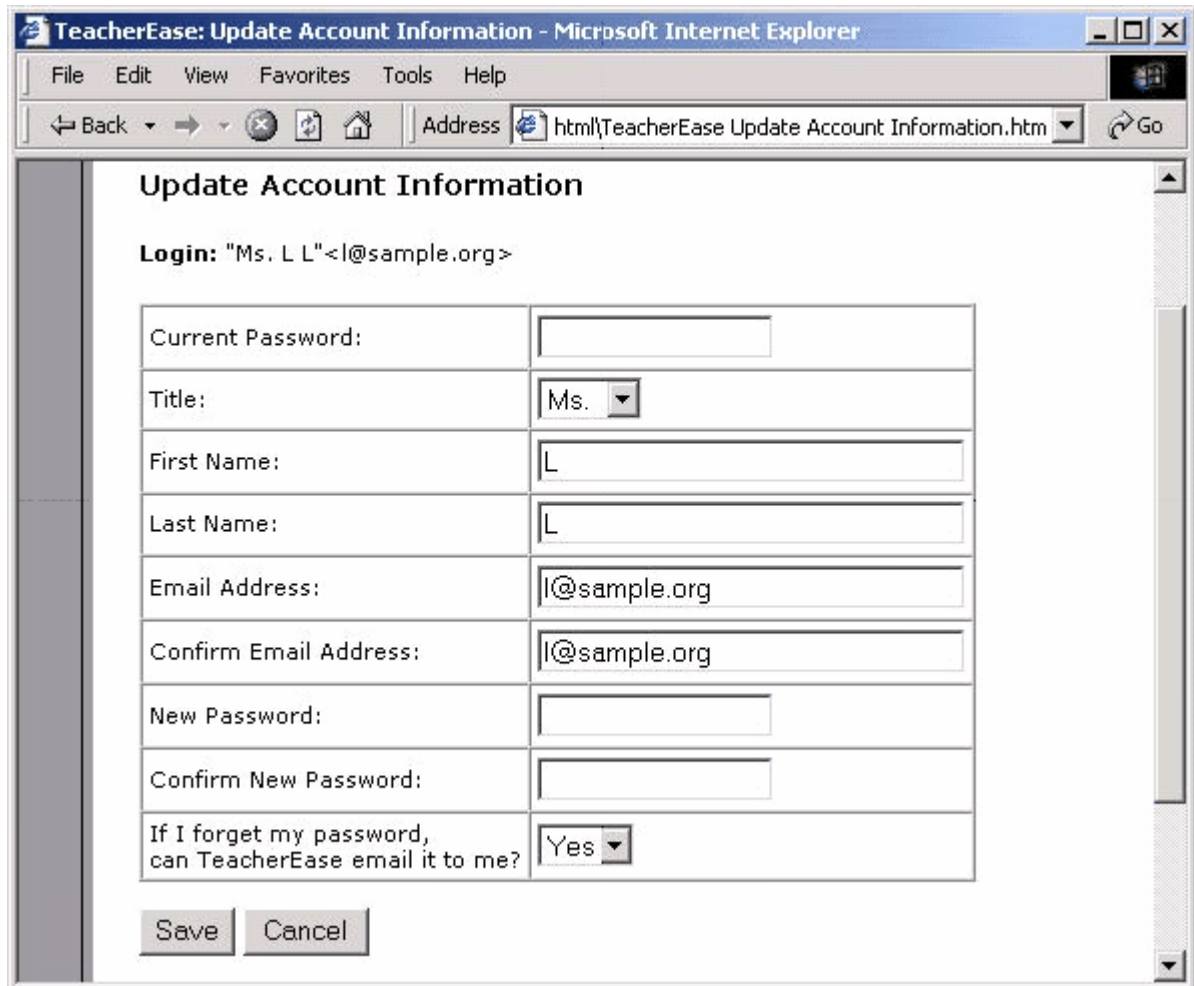
If you forget your password, click on the **Oops I forgot my password** button. This will allow TeacherEase to automatically email your password to you.

**Note:** Standard Mode allows you to browse TeacherEase with the best performance. Choose “Secure/Encrypted” if you want to encrypt all the pages with SSL (secure socket layer). This will be slightly slower but more secure.

### 3 Update Account

The first time you login, you will be asked to change your password. TeacherEase will display the "Update Account" page. Choose a password that is easy for you to remember, but hard for someone else to guess. There are no limitations on the characters used for passwords. Passwords are case sensitive.

If you would like to change your password at any other time, click on the **Update Account** link on the "Main" page:



The screenshot shows a web browser window titled "TeacherEase: Update Account Information - Microsoft Internet Explorer". The address bar shows "html\TeacherEase Update Account Information.htm". The page content includes a title "Update Account Information" and a login field with the text "Ms. L L" and an email address "l@sample.org". Below this is a form with several fields: "Current Password", "Title" (with a dropdown menu showing "Ms."), "First Name" (with "L"), "Last Name" (with "L"), "Email Address" (with "l@sample.org"), "Confirm Email Address" (with "l@sample.org"), "New Password", "Confirm New Password", and "If I forget my password, can TeacherEase email it to me?" (with a dropdown menu showing "Yes"). At the bottom of the form are "Save" and "Cancel" buttons.

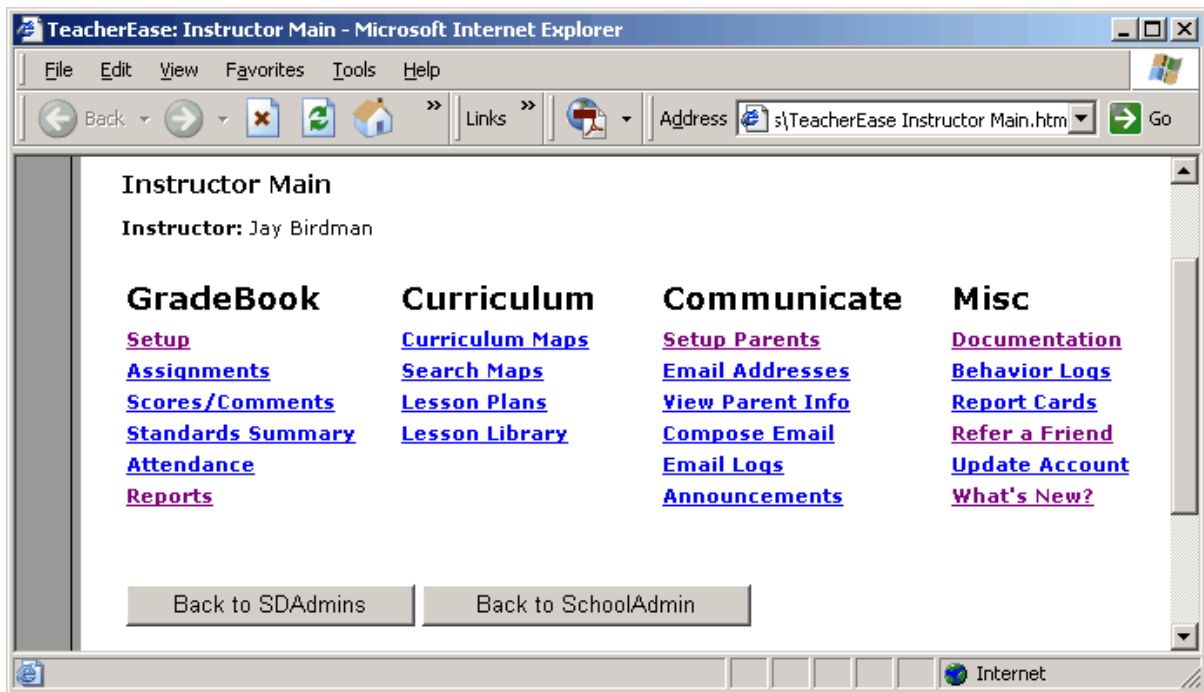
Current Password:	<input type="text"/>
Title:	Ms. ▾
First Name:	L
Last Name:	L
Email Address:	l@sample.org
Confirm Email Address:	l@sample.org
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>
If I forget my password, can TeacherEase email it to me?	Yes ▾

Save Cancel

## 4 Instructor Main

Once you've logged in, you will find yourself on the **Instructor Main** page. This allows you to easily access TeacherEase functionality. For example: adding assignments, entering scores, or sending email.

To get back to “Instructor Main” at any time, go to the top of the page and click the **Main** link. These two names are synonymous. We will refer to **Instructor Main** as **Main** throughout the rest of the guide.



When getting started, the first step is to click on the **Setup** link. From the **Setup** page, you will be able to define the basic structure of your classes or subjects.

TeacherEase is designed for users to start with the link on the top left of each page and work their way down. This guide is organized to go top down as well.

**Note:** You can access TeacherEase from anywhere via the Internet. This means you can use it from school, home, or anywhere you have an Internet connection. You can also use a Macintosh, PC, or other computer – as long as it's connected to the Internet.

## 5 Setup

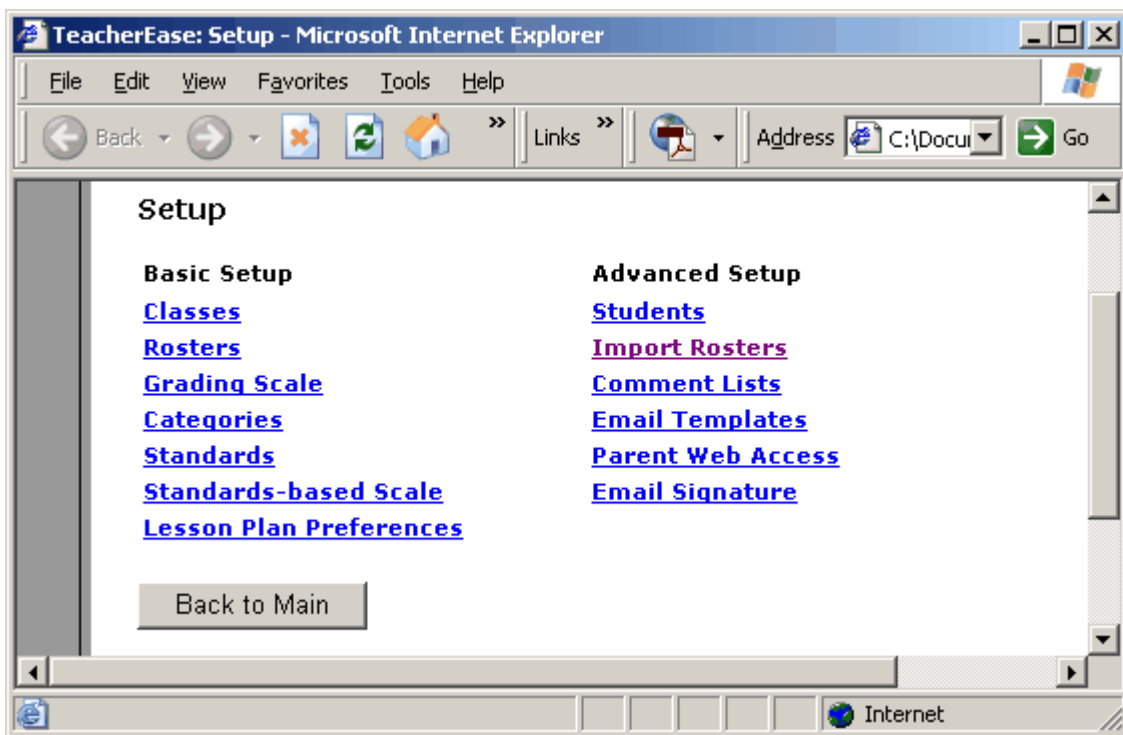
At the heart of TeacherEase is a web-based gradebook. Like most electronic gradebooks, TeacherEase tracks assignments, scores, etc. You can easily generate a summary of student scores at any time. Since scores are automatically calculated, report cards and progress reports are completed more easily.

Unlike traditional electronic gradebooks, TeacherEase is web-based. You can automatically *share* this information with parents. Parents login to the web site to see their children's information. Parents will know the students' assignments, their current scores, etc. This functionality is available with *no extra effort* on your part.

TeacherEase may be used by individual teachers or the entire school. When an individual teacher uses TeacherEase, they'll perform the initial setup (classes, students, etc). This is done from the setup menu. Click on the **Setup** link from the "Main" menu.

We'll use the convention below when clicking a series of links:

**Main > Setup**



As with the main page, begin with the link at the top of the left column and work your way down.

If the entire school adopts TeacherEase, it may be centrally managed. This means that a "TeacherEase Admin" can enter all classes, students, etc. This is desirable for large installations because it reduces the data entry time spent by teachers (often re-entering the same students). It also reduces errors that occur when many different people enter data (Jon Smith, JOHN SMITH, Jonathan Smith, etc).



## 5.1 Classes

A class is a group of students that you have for a time period. Each class in TeacherEase is equivalent to a page in your paper gradebook. Click on the **Classes** link on the **Setup** page.

**Main > Setup > Classes**

Year	Title	Grading Periods	Section	Options	
2004-05	<a href="#">Math</a>	FALL (closed) SPRING (active)	002	Course Num: Math 101	<a href="#">edit</a> <a href="#">delete</a> <a href="#">mark active/close</a>
2004-05	<a href="#">Science</a>	FALL (active) SPRING (closed)	003	Course Num: 002	<a href="#">edit</a> <a href="#">delete</a> <a href="#">mark active/close</a>
2004-05	<a href="#">Social Studies</a>	FALL (active) SPRING (closed)	003	Course Num: 083	<a href="#">edit</a> <a href="#">delete</a> <a href="#">mark active/close</a>

### Create Class

Adds a new class.

### Edit

Changes details for a class.

### Delete

Removes a class.

### Mark active/close

Allows you to mark a grading period *active* or *closed*.

Individual teachers using TeacherEase must input their own class information. If an entire school has adopted TeacherEase, the main office may input this information for you.

**Note:** You can “close” grading periods within classes. This allows you to preserve old data for posterity. Closed grading periods are hidden, so they won’t clutter up your workspace.

### 5.1.1 Create Class

Create a new class to add to your classes list.

**Main > Setup > Classes > Create Class**

The screenshot shows a web browser window titled "TeacherEase: Create Class - Microsoft Internet Explorer". The address bar shows "C:\Documents and Settings\Mike Xak". The main content area is titled "Create Class" and contains the following form fields:

*Academic Year:	2006-07
*Title:	
*How many grading periods do you have per year?	4 (choose 4 for quarters, 3 for trimesters, 2 for semesters, etc.)
*Which grading period are you in now?	1
Subject Area:	
Grade Level:	
Section:	
Course Number:	
Take Attendance for Class:	<input checked="" type="checkbox"/>
Hide Class from Parents:	<input type="checkbox"/>
Notes about curriculum, expectations, etc:	

\* required fields

Save Back

**Title:** What you wish to name the class.

**How many grading periods:** Choose the number of grading periods your school has in an academic year.

**Hide Class from Parents:** Clicking this box will prevent parent access to this class.

### 5.1.2 Edit Class

If you'd like to remove grading periods from an old class, use the **Edit Class** page. This is useful if your roster has changed and there are a few grading periods that are not valid for this class. You can also use this page to better control the grading periods for a class or make other modifications.

**Main > Setup > Classes > edit**

**TeacherEase: Edit Class - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Links Address C:\Documents and Settings\Mike Xak Go

**Edit Class**

Year:	2006-07		
*Title:	Algebra		
*Grading Periods:	<input checked="" type="checkbox"/> Q1	<input type="checkbox"/> T1	<input type="checkbox"/> FALL
	<input checked="" type="checkbox"/> Q2	<input type="checkbox"/> T2	<input type="checkbox"/> SPRING
	<input checked="" type="checkbox"/> Q3	<input type="checkbox"/> T3	<input type="checkbox"/> SUMMER
	<input checked="" type="checkbox"/> Q4	<input type="checkbox"/> T4	<input type="checkbox"/> WINTER
	<input type="checkbox"/> Midterm Exam	<input type="checkbox"/> T5	<input type="checkbox"/> FULL-YEAR
	<input type="checkbox"/> Final Exam	<input type="checkbox"/> T6	
	<input type="checkbox"/> Sem #1 Exam	<input type="checkbox"/> T7	
	<input type="checkbox"/> Sem #2 Exam	<input type="checkbox"/> T8	
	Subject:		
	Grade Level:		
Section:	2		
Course Number:			
Take Attendance:	<input checked="" type="checkbox"/>		
Hide from Parents:	<input type="checkbox"/>		
Notes:			

\* required fields

Save Back

Done Internet

TeacherEase is compatible with many different grading period configurations. Choose the grading period(s) that best fits your school's marking periods.

**Quarters:** Use grading periods that divide the academic year into quarters.

**Exams:** Exams can be calculated into final student grades. This is useful for when a semester, midterm, or final exam needs to be factored into a grade.

**Terms:** Use any number of grading periods you would like. (Up to eight)

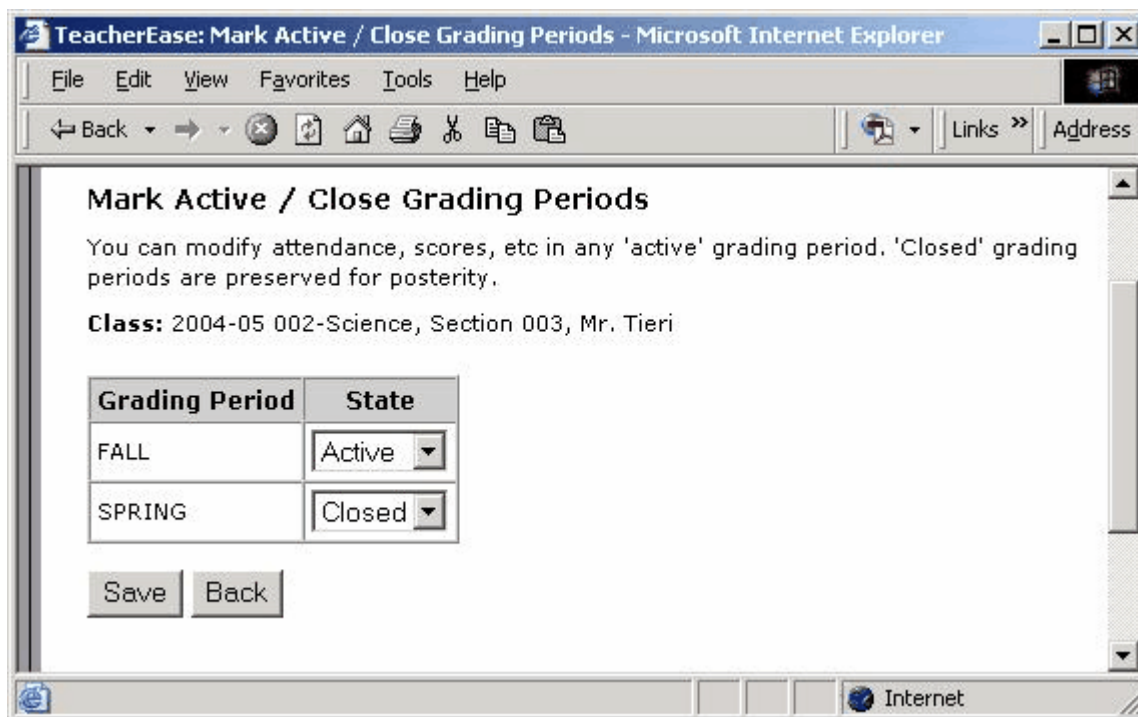
**Seasonal grading periods:** Use seasonal grading periods.

**Note:** Deleting a grading period will also delete assignments, scores, attendance, etc. for that grading period. Please use care that you don't delete grading periods that contain useful data.

### 5.1.3 Mark Active/Close Grading Period

Teachers can enter data (assignments, scores, attendance, etc.) into "active" grading periods. "Closed" grading periods are hidden for convenience (and data is preserved for posterity).

**Main > Setup > Classes > Mark Active / Close**



Your current grading period should be marked as *active* while previous and upcoming grading periods should be marked as *closed*.

Assignments and grades can be changed only if the grading period is *active*. If a grading period is *closed*, no modifications can be made. In the above picture, the "FALL" grading period is *active*, while the "SPRING" grading period is *closed*. After the "FALL" period is over, the instructor of this class would *close* the "FALL" period and make the spring period *active*.

**Note:** To aid data entry, closed grading periods are hidden from view when entering assignments, scores/comments etc.

## 5.2 Rosters

Rosters show the students enrolled in each class. To view a roster, click the **Rosters** link on the “Setup” page.

**Main > Setup > Rosters**

**Rosters**

This page shows the students enrolled in a class. Once students are on a roster you can give them assignments, scores, attendance, etc.

Class: 2004-05 Math

Grade Level	Name	Student Number	Roster Number <small>Δ</small>	Enrollment	Active?	Notes	
9	<a href="#">Jones, Joe</a>		1		true		<a href="#">edit</a> <a href="#">delete</a> <a href="#">grading scale</a>
9	<a href="#">Nelson, Tommy</a>		2		true		<a href="#">edit</a> <a href="#">delete</a> <a href="#">grading scale</a>
9	<a href="#">Nougan, Tony</a>		3		true		<a href="#">edit</a> <a href="#">delete</a> <a href="#">grading scale</a>
9	<a href="#">Smith, Mary</a>		4		true		<a href="#">edit</a> <a href="#">delete</a> <a href="#">grading scale</a>
9	<a href="#">Yrabman, Bob</a>		5		true		<a href="#">edit</a> <a href="#">delete</a> <a href="#">grading scale</a>
9	<a href="#">Rexman, Frank</a>		6		true		<a href="#">edit</a> <a href="#">delete</a> <a href="#">grading scale</a>
9	<a href="#">Troboa, Gina</a>		7		true		<a href="#">edit</a> <a href="#">delete</a> <a href="#">grading scale</a>
9	<a href="#">Murburt, Dave</a>		8		true		<a href="#">edit</a> <a href="#">delete</a> <a href="#">grading scale</a>
9	<a href="#">Rishman, Tina</a>		9		true		<a href="#">edit</a> <a href="#">delete</a> <a href="#">grading scale</a>
9	<a href="#">Plackrad, Bob</a>		10		true		<a href="#">edit</a> <a href="#">delete</a> <a href="#">grading scale</a>
Count	10						

Add Existing Students To Roster    Create Student    Copy Students    Back

**Rosters** apply to entire classes (not individual grading periods).

**Class:** Choose a class from this drop down list to view its roster.

### Grading scale

Students can have individualized grading scales for a class. This may be useful for special needs students.

You can use the same roster for multiple grading periods if your class stays the same. *If you have a new group of students for a new grading period, you must create a new class.* For more information on handling changing rosters, see the “Start a New Grading Period” section later in this guide.

**Note:** If your entire school has adopted TeacherEase, the main office may have entered this information for you. Even if a school pre-loads the data, the teacher may be able to change it.

### 5.3 Start a New Grading Period

At the beginning of each grading period, instructors need to update TeacherEase. These updates differ depending on whether the roster changes.

#### **If Rosters are the Same:**

If you keep the same roster for the new grading period (or nearly the same roster), you must "activate" the upcoming grading period and "close" the completed one.

**Main > Setup > Classes > Mark Active/Close**

For more information on activating and closing grading periods, see the *Mark Active / Close* section of this guide.

#### **If Rosters are Different:**

If you have a different set of students in the new grading period, you need to create a new class.

**Main > Setup > Classes > Create Class**

After you create the new class, populate to the new roster. You can *add existing* students or *create new ones*.

**Main > Setup > Rosters > Add Existing Students to Roster**

**Main > Setup > Rosters > Create Student**

Mark all grading periods in the old classes "closed". Records will be preserved for posterity.

**Main > Setup > Classes > Mark Active/Close**

For old classes where the rosters have changed, you can remove unused grading periods (grading periods after the roster change). This makes your gradebook more organized and clear. Use the **Edit Class** page.

**Main > Setup > Classes > Edit**

This prevents confusion by removing grading periods with rosters that will not be used.

**Note:** Deleting a grading period also deletes assignments, scores, attendance, etc. for that grading period. Please use care that you don't delete grading periods that contain useful data.

### 5.4 Start a New Academic Year

At the beginning of each academic year, there are a few maintenance operations that must be performed in TeacherEase.

**Create New Classes:** Create new classes for the new year. On the **Create Class** page, select the upcoming year from the "Academic Year" drop down list.

**Main > Setup > Classes > Create Class**

**Promote Students:** If you (or other teachers) will use the same students in the new year, you'll want to promote them. Promoted students that will be on the new year's *master student list* do not need to be typed in again. Adding students to the *master student list* allows you to

add them to class rosters.

**Main > Setup > Students > Promote Students**

**Close Old Classes:** Since you won't use last year's classes any longer, you'll want to "close" or delete them.

**Main > Setup > Classes > Mark Active/Close**

**Main > Setup > Classes > Delete**

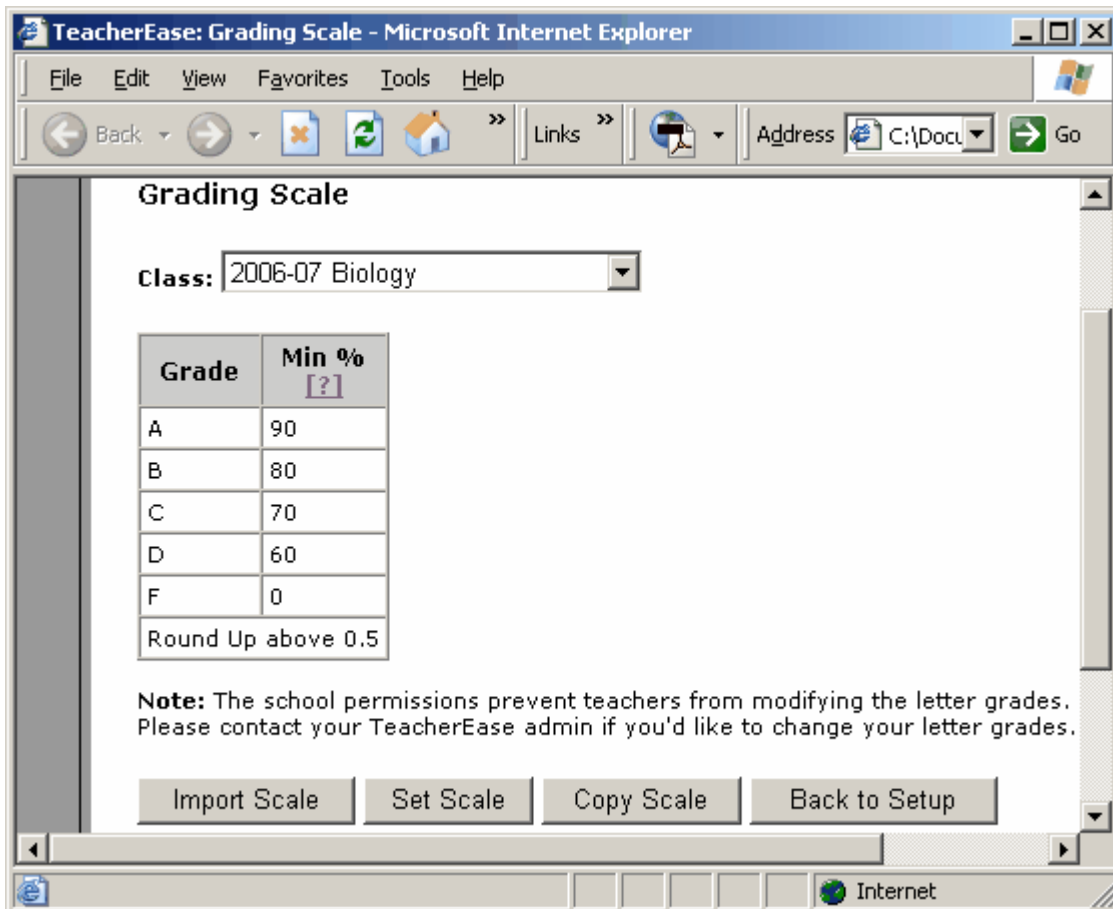
**Note:** If you delete old classes, you should print out a copy of "Scores/Comments" for each grading period before deleting. You may also save a copy of the **Scores/Comments** page to your local hard drive by clicking "*File > Save*" from your browser.

**Note:** If you delete the old classes first, you won't be able to access and promote old students. Recreate a single class in the old year to access the previous year's students again. Once you can view the students, you can also promote them.

## 5.5 Grading Scale

You can define a “grading scale” for each class. Grading scales convert a student's score into a grade.

### Main > Setup > Grading Scale



**Min %:** The minimum percentage needed for a letter grade. (i.e.90% is minimum for an A)

#### Import Scale

Allows you to choose from common predetermined grading scales.

#### Set Scale

Allows you to change the grading scale.

#### Copy Scale

Allows you to copy a grading scale to other classes.

**Note:** You are not limited to using traditional letter grades. TeacherEase supports other grading scales [E, S+, S, S-, NI], [1, 2, 3, 4, 5], or any scale you create. Feel free to make changes to support your individual needs.

**Note:** If an entire school uses TeacherEase, your grading scale may already be defined.



### 5.5.1 Grading Scale Modes

Teachers often grade differently. To support this variation, TeacherEase supports two different grading scale *modes*: points and percentages.

	Letter Grade	Points	Notes
<input type="radio"/>	S	3	Secure
	D	2	Developing
	B	1	Beginning

**POINTS**

	Letter Grade	Min %	Notes
<input type="radio"/>	A	90%	Excellent
	B	80%	Very Good
	C	70%	Average
	D	60%	Below Average
	F	0%	Failure

**PERCENTAGES**

#### Points Mode:

When the grading scale *mode* is set to points, students' averages are shown as a point value (i.e. - Mary's final average in English is 3, so she receives an S for Secure). This is useful for primary teachers who "don't give grades." It's also useful when grading according to standards.

An example of a points based grading scale would be:

S=3 (Secure)  
 D=2 (Developing)  
 B=1 (Beginning)

#### Percentage Mode:

When the grading scale *mode* is set to percentage, students' averages will be shown as a percentage (i.e. - John's final average in Math is 94%, he earns an A). This is the grading scale mode that was traditionally used when today's adults were in school (although the percentages varied widely).

An example of a percentage based grading scale would be:

A >= 90%  
 B >= 80%  
 C >= 70%  
 D >= 60%  
 F >= 0%

## 5.5.2 Import Grading Scale

TeacherEase includes many pre-set grading scales. Before building your own scale, you may want to try and import a pre-defined scale.

### Main > Setup > Grading Scale > Import Scale

TeacherEase: Import Grading Scale - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Home Links Address C:\Documents and Settings\Mike Xakellis\My Documents\TeacherEase Imp Go

**Import Grading Scale**

Subject: 2006-07 1st grade math, Wilkens

Letter Grade	Points	Notes
<input type="radio"/> S	3	Secure
D	2	Developing
B	1	Beginning

Letter Grade	Min %	Notes
<input type="radio"/> S	90%	Secure
D	75%	Developing
B	0%	Beginning

Letter Grade	Points	Notes
<input type="radio"/> S	2	Satisfactory
U	1	Unsatisfactory

Letter Grade	Min %	Notes
<input type="radio"/> S	75%	Satisfactory
U	0%	Unsatisfactory

Letter Grade	Points	Notes
<input type="radio"/> E	4	Excellent
S+	3	Good
S-	2	Below Average
N	1	Failure

Letter Grade	Min %	Notes
<input type="radio"/> E	90%	Excellent
S+	80%	Good
S-	70%	Below Average
N	0%	Failure

Letter Grade	Points	Notes	Letter Grade	Points	Notes
<input type="radio"/> A++	4.3	Excellent	C+	2.3	Average
A+	4.3	Excellent	C	2	Average
A	4	Excellent	C-	1.7	Average
A-	3.7	Excellent	D+	1.3	Below Average
B+	3.3	Very Good	D	1	Below Average
B	3	Very Good	D-	0.7	Below Average
B-	2.7	Very Good	F	0	Failure

Letter Grade	Min %	Notes	Letter Grade	Min %	Notes
<input type="radio"/> A++	100%	Excellent	C+	77%	Average
A+	97%	Excellent	C	73%	Average
A	93%	Excellent	C-	70%	Average
A-	90%	Excellent	D+	67%	Below Average
B+	87%	Very Good	D	63%	Below Average
B	83%	Very Good	D-	60%	Below Average
B-	80%	Very Good	F	0%	Failure

Letter Grade	Points	Notes
<input type="radio"/> A	4	Excellent
B	3	Very Good
C	2	Average
D	1	Below Average
F	0	Failure

Letter Grade	Min %	Notes
<input type="radio"/> A	90%	Excellent
B	80%	Very Good
C	70%	Average
D	60%	Below Average
F	0%	Failure

Import Back

Internet

You can import either points based grading scales (on the left) or percentage based grading scales (on the right). Check the box next to the scale you would like to use and click the **Import** button.

Note: If your school has purchased a subscription to TeacherEase, your grading scales may have been configured by the TeacherEase admin at your site. If so, they'll show up in this list.

### 5.5.3 Set Grading Scale

The **Set Grading Scale** page allows instructors to modify their grading scale.

**Main > Setup > Grading Scale > Set Scale**

**Set Grading Scale**

Class: 2006-07 Biology

Letter Grade	Min % [?]
A	90
B	80
C	70
D	60
F	0

Mode [?]	Percentage
Calculate Average [?]	<input checked="" type="checkbox"/>
Round Up [?]	<input checked="" type="checkbox"/>
Round Scores Above	0.5

Save Import Grading Scale Back

**Note:** The school permissions prevent teachers from modifying the letter grades. Please contact your TeacherEase admin if you'd like to change your letter grades.

**Mode:** Determines if grading scale is based on percentages or points.

**Calculate Average:** Determines if the mean of student scores is calculated.

**Round Up:** Allows rounding up to the next grade level. (i.e. 79.5 would be a B)

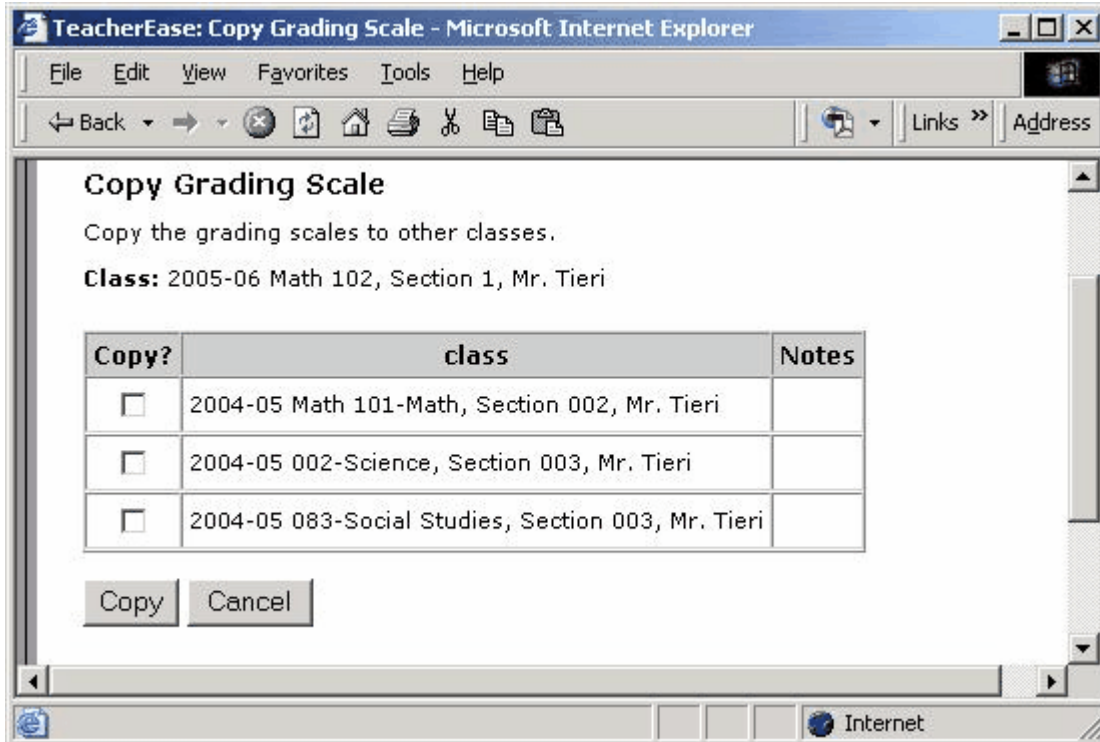
**Note:** Leave the **Calculate Average** checkbox unchecked for classes where you don't want to calculate an average.

**Note:** If your entire school has purchased a TeacherEase subscription, you may not be able to change your grading scale. It may have been configured by the TeacherEase admin.

### 5.5.4 Copy Grading Scale

Copy an existing grading scale to other classes. This helps keep your grading scales consistent.

**Main > Setup > Grading Scale > Copy Scale**



Click the checkbox next to the classes where the grading scale will be copied.

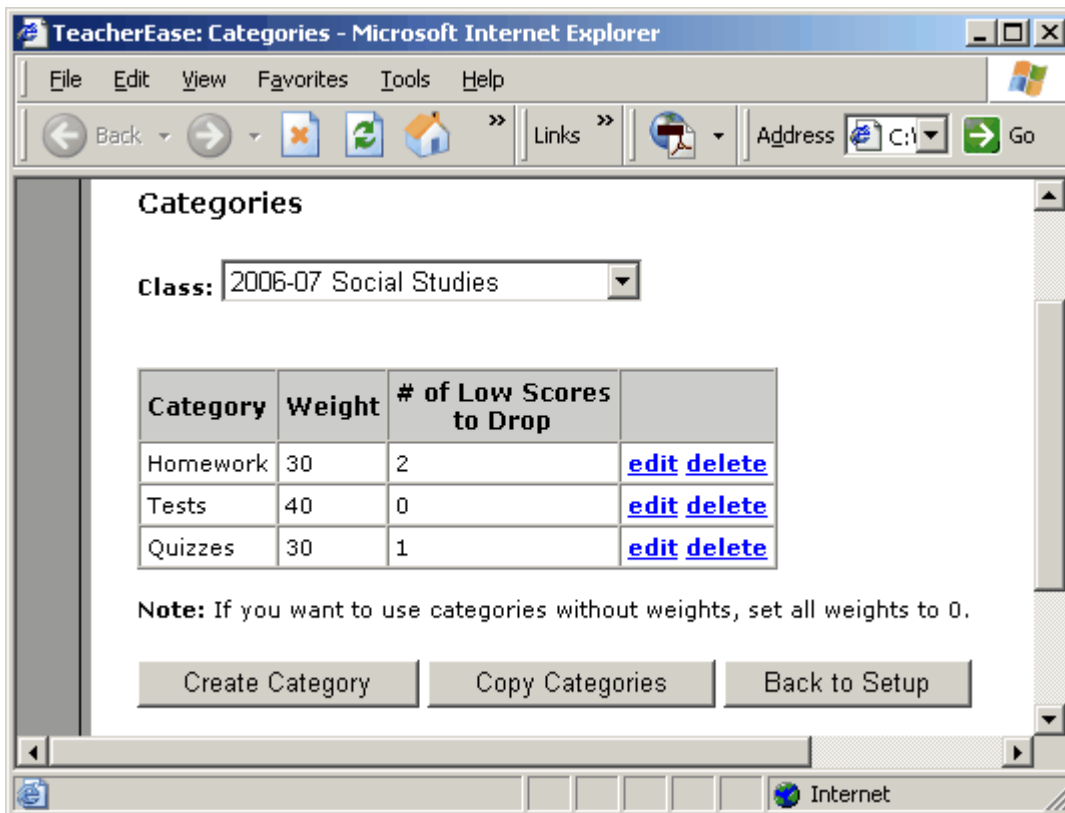
After you have established the scale for your first class, you can copy your scale to other classes.

## 5.6 Categories

Categories correspond to types of work within a class. Categories can be used to organize your grades, or can assign *weight* to different types of student work. If you are weighting categories, each category represents a portion of the total grade. The *weight* of a category determines its value compared to other categories. For instance, weighted categories in a class could be: *Homework = 30%, Tests = 40%, and Quizzes = 30%*

**Note:** You can create categories without assigning weights to them.

### Main > Setup > Categories



#### Create Category

Generate a new category.

#### Copy Category

Copy these categories to another class.

**# of low scores to drop** indicates the number of lowest assignments in a category to drop. For example, if you select '2' for the "Homework" category, TeacherEase drops the two lowest homework scores. Dropped scores are not averaged into student's grades.

**Note:** Weights do not necessarily represent a percentage. TeacherEase does not require weights to add up to 100 and can properly calculate scores regardless of what the weights add up to. However, many students/parents assume weight is a percentage. It is probably easier and less confusing if your weights add to 100.

## 5.7 Standards

Teachers may want to track student performance versus standards. They may also want to define their own skills and track student performance versus those skills. TeacherEase provides the ability to do "skills-based assessment" versus standards or your own skills.

TeacherEase allows you to track skills with "standards". Standards can be either state/district-defined, or teacher defined skills. TeacherEase uses the terminology "standards" even if you type the skills in yourself.

Each standard consists of a collection of "standard items" which are generally organized in multiple levels, creating a tree structure. The lower the level, the more detailed the description. A descriptive label further defines the level type. TeacherEase is initially populated with state/district standards.

After standards have been configured for a class, teachers can enter scores for each standard (more on this later). This allows teachers to track student performance for each standard and access useful data like: On which standards are the class struggling? On which skills is a single student struggling? Are the students make consistent progress?

You can view and manage standards from the **Standards** page.

### Main > Setup > Standards

The screenshot shows the 'Standards' page in a web browser. The 'Class' dropdown is set to '2005-06 Algebra'. Below the dropdown are four buttons: 'Import Standards', 'Create Standard Item', 'Delete Standard Items', and 'Back'. The main content is a table with the following data:

Number	Description	Label	edit delete
6	<b>Demonstrate and apply a knowledge and sense of numbers, including numeration and operations (addition, subtraction, multiplication, division), patterns, ratios, and proportions.</b>	Goal	<a href="#">edit</a> <a href="#">delete</a>
6A	Students who meet the standard can demonstrate knowledge and use of numbers and their many representations in a broad range of theoretical and practical settings. (Representations)	Standard	<a href="#">edit</a> <a href="#">delete</a>
6A.1	Illustrate the relationship between second and third roots and powers of a number.	Performance Descriptor	<a href="#">edit</a> <a href="#">delete</a>
6A.2	Organize problem situations using matrices.	Performance Descriptor	<a href="#">edit</a> <a href="#">delete</a>
6A.3	Represent, order, and compare real numbers.	Performance Descriptor	<a href="#">edit</a> <a href="#">delete</a>
6A.4	Place real numbers on a number line.	Performance Descriptor	<a href="#">edit</a> <a href="#">delete</a>
6B	Students who meet the standard can investigate, represent and solve problems using number facts, operations, and their properties, algorithms, and relationships. (Operations and properties)	Standard	<a href="#">edit</a> <a href="#">delete</a>
6B.1	Compare and contrast the properties of numbers and number systems, including the rational and the real numbers.	Performance Descriptor	<a href="#">edit</a> <a href="#">delete</a>
6B.2	Determine an appropriate numerical representation of a problem situation,	Performance	<a href="#">edit</a> <a href="#">delete</a>

**Import Standards**

Import state or district standards into this class.

**Create Standard Item**

Create new standard items, which can reference existing state standard items.

**Delete Standard Items**

Removes selected standard items from the list. Items may only be deleted if there are no references to them.

**Edit**

Modify the existing standard item number, description and label.

**Delete**

Removes a single standard item from the list. Items may only be deleted if there are no references to them.

**5.7.1 Import Standards**

Typically teachers will start by importing state standards into their classes. You can import an entire standard or just portions of it. Select a standard and you can choose which portions to import. You can also choose where to add these state standards in the existing list.

**Main > Setup > Standards > Import Standards**

**TeacherEase: Import Standards**

Class: 2005-06 Algebra, Ms. Walker

Standard Item(s):

Show More Standard Items

\*Place under Heading: None - New standard item is at top level (not under a heading)

\*Position within Heading: At the bottom

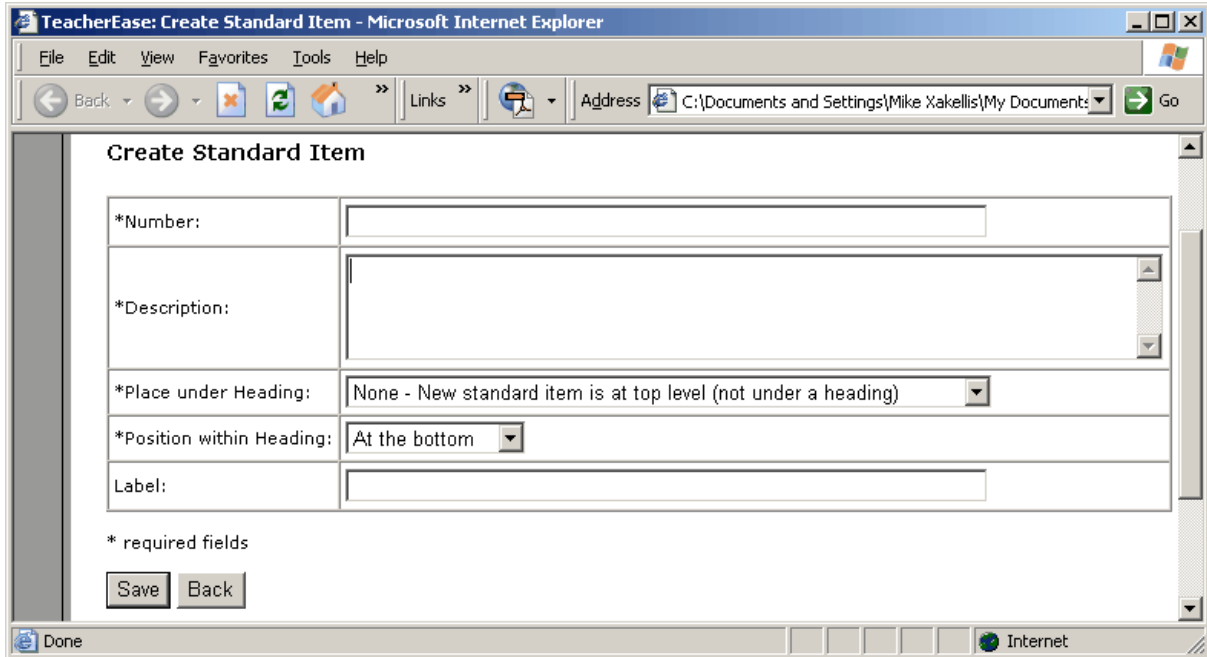
Import Back

You can create a hierarchy of standard items by using positioning when importing standard. Use the "Place under Heading" and "Position within Heading" to create a tree structure.

## 5.7.2 Create Standard Item

You can manually enter standard items to create your own set of skills.

### Main > Setup > Standards > Create Standard Item



The screenshot shows a web browser window titled "TeacherEase: Create Standard Item - Microsoft Internet Explorer". The address bar shows the path "C:\Documents and Settings\Mike Xakellis\My Document:". The main content area is a form titled "Create Standard Item" with the following fields:

*Number:	<input type="text"/>
*Description:	<input type="text"/>
*Place under Heading:	None - New standard item is at top level (not under a heading) ▾
*Position within Heading:	At the bottom ▾
Label:	<input type="text"/>

\* required fields

Save Back

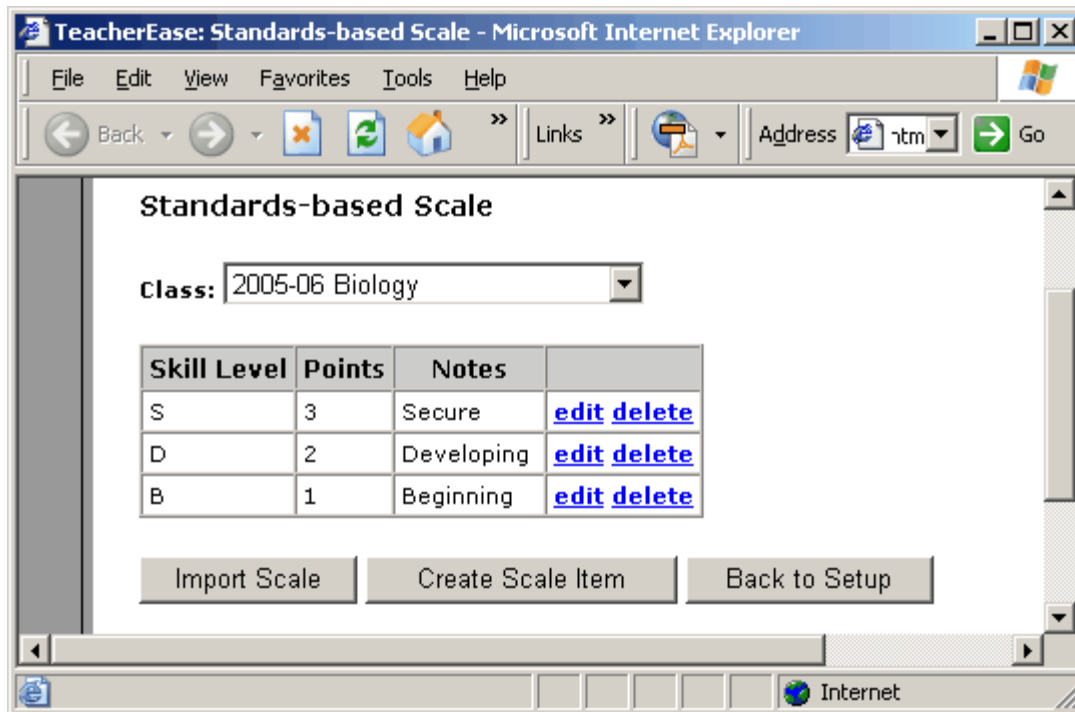
You can create a hierarchy of standard items using positioning and labels. Use the "Place under Heading" and "Position within Heading" to create a tree structure.



## 5.8 Standards-based Scale

Teachers can define a standards-based grading scale to assess standards-based performance. Each standard can be assessed with a "skill level" for each student. This gives administrators, teachers, parent and students a common vocabulary to communicate about student skills.

### Main > Setup > Standards-based Scale



You can choose a pre-defined scale and then modify it to meet specific needs. Point value scales are fixed, top-down and cannot be changed.

#### Import Scale

Choose a predefined scale to use for this class.

#### Create scale item

Add additional skill levels( scale items) and position them within the existing scale. Scale items can be modified until referenced by courses, curriculum maps or classes.

#### Edit

Modify the skill level or notes. You may not modify the points once the scale is created.

**Note:** It is highly recommended that once your scales are in use, that you refrain from changing them. Doing so may cause confusion on reports and other references to the scales.

#### Delete

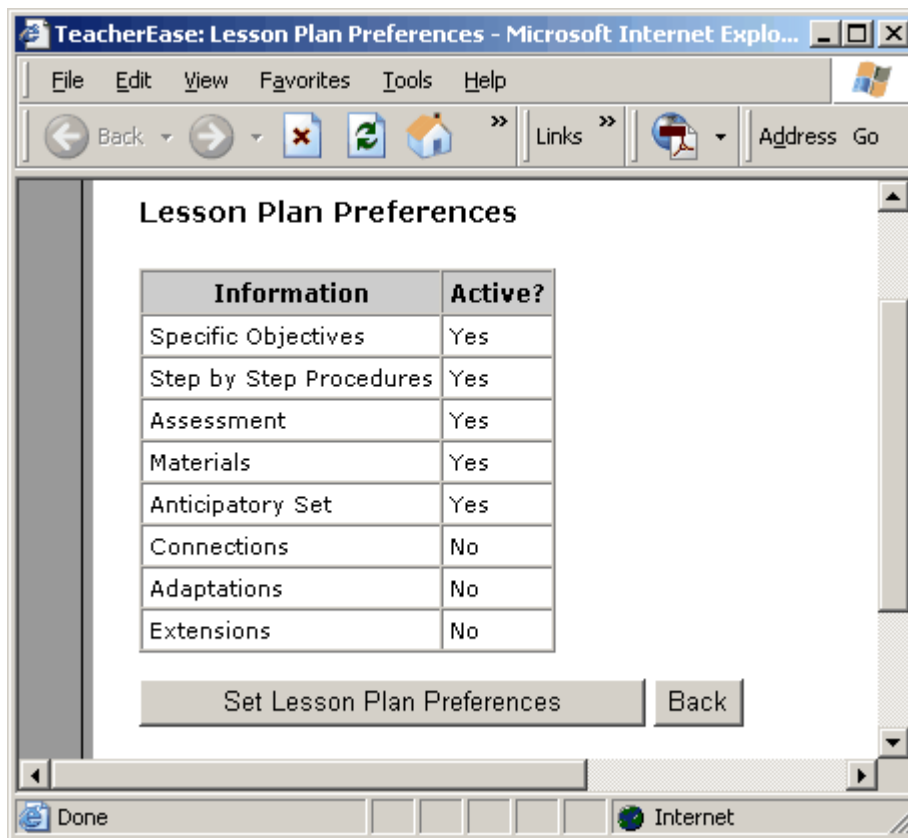
Delete a scale item and adjust existing scores that use it. You can't delete a scale once it is referenced by a course, curriculum map or class.

## 5.9 Lesson Plan Preferences

TeacherEase allows teachers to enter a large amount of data when creating lesson plans. This may not be desirable for all teachers. Some teachers will want lesson plans with less data. The "Lesson Plan Preferences" allow teachers to configure the structure of their lesson plans.

Teachers choose the information they'd like to enter when creating lesson plans. Chosen areas will apply to lesson plans for all classes.

### Main > Setup > Lesson Plan Preferences



### Set Lesson Plan Preferences

Select the information to appear on lesson plans.

**Note:** This concludes the *Basic Setup* portion of this guide. We will now skip ahead to the Assignments page, which is located at **Main > Assignments**. Documentation on the *Advanced Setup* features is at the end of the guide. Features in *Advanced Setup* can be configured later.

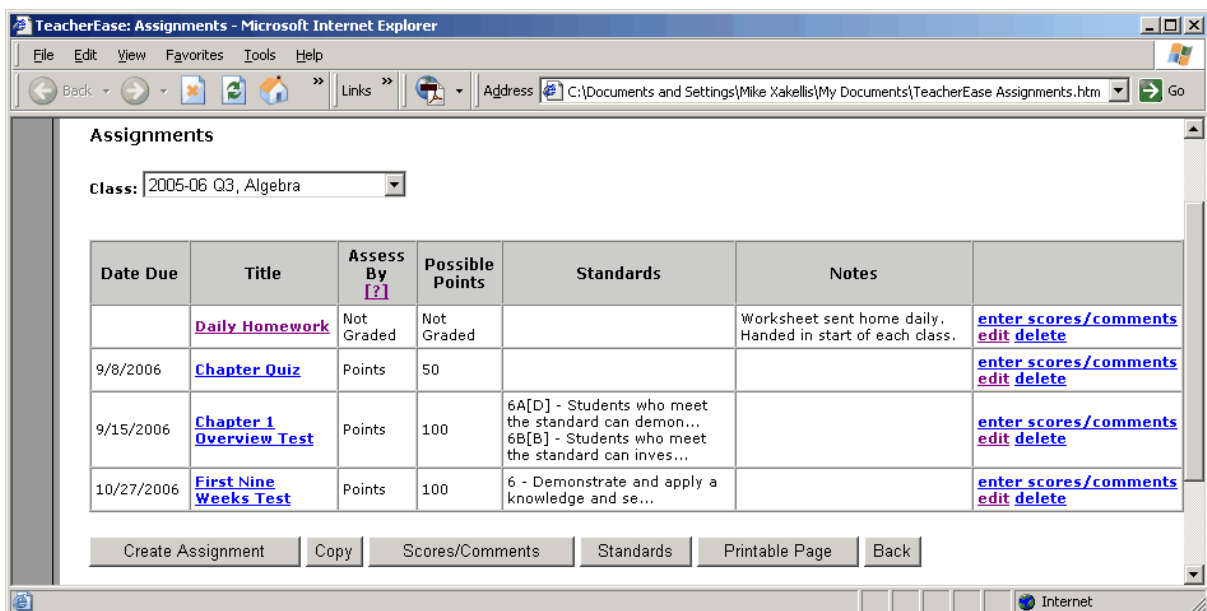
## 6 Assignments

During a grading period, students will perform work or be assessed on their skills. This includes homework, tests, quizzes, individual assignments, and/or any other type of work you choose. In TeacherEase, each piece of student work is called an "assignment."

You'll create a number of "assignments" in TeacherEase during a grading period. You can automatically share these assignments with parents. With this information, parents can take an active role keeping their students current with assigned work. This is the on-line equivalent of a homework folder sent home with students each night.

You will give each student a score and/or comments for each assignment. We'll talk more about giving scores/ comments in the next section. In addition to traditional grades, you can also align assignments to standards and give students standards-based grades.

### Main > Assignments



### Create Assignment

Generate a new assignment.

### Copy

Copy existing assignments to another class or active grading period. You can also copy grades for students in both classes.

### Scores / Comments

View scores and comments for assignments.

### Standards

View standards-based scores for classes.

### Enter Scores/Comments

Each assignment can be given a grade by clicking the link in the corresponding row.

Typically, assignments are visible to teachers/students. This increases student accountability because parents are able to know what their student is assigned at all times.

**Note:** Primary/kindergarten teachers can enter assessments as “assignments.”

## 6.1 Create Assignment

In TeacherEase, an assignment is any type of student work. Create a new assignment each time you give students new work or do an individual assessment.

**Main > Assignments > Create Assignment**

The screenshot shows the 'Create Assignment' form in a Microsoft Internet Explorer browser window. The form is titled 'Create Assignment' and has a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The address bar shows the path 'C:\Documents and Settings\Mike Xakellis\My...'. The form contains the following fields and options:

- Class:** A dropdown menu with '2005-06 Q3, Algebra' and '2005-06 Q3, Biology' selected.
- Date Due:** A date selector with 'August', '3', and '2006' selected, and a checkbox for 'Don't show date for assignment (ignore date)'.
- Title:** A text input field.
- Assess by:** A dropdown menu with 'Points' selected, and a checkbox for 'Save as default'.
- Possible Points:** A text input field, and a checkbox for 'Save as default'.
- Special Types:** Two checkboxes: 'Extra Credit (add percentage points to the final average)' and 'Not Graded (track only whether the assignment is handed in)'. Both are currently unchecked.
- Standards and Expected Student Competency:** A text area with the text: 'Would you like to track students' progress with respect to standards? You can setup **standards** for your class.'
- Notes:** A large text area with the label '(HTML allowed)'. It is currently empty.

Buttons for 'Save', 'Save & Enter Scores/Comments', and 'Back' are located at the top and bottom of the form.

**Class:** Choose the class(es) you are creating an assignment for.

**Due Date:** The day that the assignment is due.

**Title:** What you are going to call the assignment.

**Assess By:** Teachers have different styles of grading. To support this, TeacherEase allows different assessment types. You can mix/match the following types for your assignments.

- **Points:** Gives each student a numeric score (i.e. 95/100)

- **Percentage:** Gives each student a percentage for their work. (*Not available if grading scale mode=points*)
- **Letter Grade:** Gives each student a letter grade for their work. You can choose any letter grade on the grading scale.
- **Items Correct:** Assignments are scored by the ratio of correct questions to total questions. For example, suppose an assignment contains 12 questions and is worth 20 points. If a student gets 11 out of 12 questions correct, TeacherEase automatically computes a score of 18.33/20 without any calculation on your part.
- **Complete/Not Complete:** Marks each student's work *Complete*, (getting full credit) *Not Complete* (getting no credit), or *1/2 credit*.

**Possible Points (or weight):** Sets the total number of points an assignment is worth, and hence its *weight*. An assignment's weight is directly proportional to its impact on a grade. For example, assignments with twice the possible points are worth twice as much when calculating the average.

**Note:** *Possible Points* is called *weight* when grading scale mode is set to points.

### Special Grading Situations:

- **Extra Credit:** TeacherEase can give two different types of extra credit. One type affects the final average and the other affects an individual category score.

The first type of extra credit affects a student's final average. Click the "Extra Credit" checkbox to add percentage points to the final average. A student's final average increases by the number of points the student scores.

For example, if a student's average is 85% and you create an extra credit assignment where they score 5 points, their final average will increase to 90%.

The second type of extra credit affects a student's average inside a category. Create an assignment worth zero possible points (don't check "Extra Credit"). When you give this assignment a score, it will raise the student's running total of points scored in the category— thus raising their category average.

For example, suppose there are 500 possible points in the homework category. The instructor creates an assignment in the homework category with zero possible points and gives the student 5 points. This gives the student a 1% higher homework grade.

- **Not Graded:** Choose this option if you do not grade an assignment, but would still like to track whether it has been handed in.

**Standards and Expected Student Competency:** Assign standards and expected skill level to assignments. Teachers may want to align their assignments with standards and assess student performance versus standards. You can choose standards and a standards-based scale. This allows you to do "skills-based assessment" versus standards using a standards-based scale.

**Notes:** Offer a more complete description of the assignment. You can use HTML in this section. If you've uploaded the assignment to the Internet, you can link to the assignment using HTML (so parents / students can download the actual assignment).

## 7 Scores / Comments

Now that we're able to create assignments, the next step is to assess student work. TeacherEase allows you to enter both scores and/or comments for each assignment. The **Scores / Comments** page resembles a paper grade book with a list of students' names, assignments and their scores. This page is initially empty. Assuming you've already created an assignment, the next step is to enter scores and comments.

### Main > Scores/Comments

**Scores / Comments**

Class:

Heading: Vertical	Total	Letter Grade	Daily Homework	Chapter Quiz	Chapter 1 Overview Test	First Nine Weeks Test	Points Scored	Points Possible
Date Due				9/8	9/15	10/27		
Possible Pts			Not Graded	50	100	100		
Average	98.75	A		164.7	84.5	87.7		
<a href="#">Dog P</a>	96.8	A		82	75	85	242	250
<a href="#">Duck D</a>	116	A		99	89	102	290	250
<a href="#">Mouse M</a>	93	A			93		93	100
<a href="#">Wonka W</a>	89.2	B		66	81	76	223	250

[Show Key To Icons](#)

Print Mode:

Show Assignments:

Show Heading:

Edit Mode:

Sort Assignments By:

Sort Students By:

Highlight:

Show Scores By:

### Create Assignment

This button allows you to create an assignment without going back to the **Assignments** page.

### Enter Scores

Allows you to enter scores for your assignments. You can also click on an assignment, student, or individual score to enter scores and comments.

### Standards

View standards based scores.

**Assignments**

View a list of all assignments.

**Send Email**

Compose and send email to parents/students about assignments.

At the bottom of the **Scores/Comments** page you can customize how data is displayed:

**Print Mode:** Gives you several different formatting options for printing the gradebook. You can print out student numbers instead of names, for anonymous postings, summaries, etc.

**Show Assignments:** Set how many assignments to show on the page. If you have a large number of assignments, an option to **Show Recent** will appear at the top left of the table, under "Heading:". This allows you to view the most recent assignments, displaying the number of assignments chosen in "Show Assignments".

**Show Heading:** Change headings to be vertical to gain space on page.

**Edit Mode:** With the edit mode on you can do "in place editing" of scores by clicking on a student/assignment cell. Small/large determine the amount of data to enter.

**Sort Assignments By:** Sorts assignments either by due date or category. (e.g. Set assignments to display by "date descending" will display the most recent assignment first.)

**Sort Students By:** Sorts students by name, student number, grade level or roster number.

**Highlight:** Highlights the row in the grid for ease of reading. May be turned off, if preferred.

**Show Scores By:** Allows you to change how scores are displayed. For example, if you choose "percentages" from this list, all scores will be shown by percentage. If you choose "letter grade," letter grades will display.

## 7.1 Enter Scores / Comments by Assignment

Now that you've created assignments, the next step is to grade them. One way to enter grades is to use the **Enter Scores/ Comments** page.

**Main > Scores/Comments > Enter Scores**

TeacherEase: Enter Scores / Comments by Assignment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Links Address C:\Documents and Settings\Mike Yakellis\My Documents\TeacherEase Enter Scores - Comments by Assign Go

Enter Scores / Comments by Assignment

Class: 2005-06 Q3, Algebra

Assignment: 9/15/2006 Chapter 1 Overview Test, 100 pts

Save Save & Send Email Mark Blanks Missing Mark Missing Zero Give Full Credit Cancel

Student	Score (/ 100 pts)	Handed In Missing Excused	6A	6B	Comments	Comments Private	Late	Email Sent
Dog, Pluto	75 pts	Handed In	B	B		<input type="checkbox"/>	<input type="checkbox"/>	No
Duck, Daffy	89 pts	Handed In	S	S	Gave Extra Effort!	<input type="checkbox"/>	<input type="checkbox"/>	No
Mouse, Mickey	93 pts	Handed In	S	S	Excellent Work!	<input type="checkbox"/>	<input type="checkbox"/>	No
Wonka, Willie	81 pts	Handed In	B	B		<input type="checkbox"/>	<input type="checkbox"/>	No

Hide scores from parents/students (also don't calculate into average)

Save Save & Send Email Mark Blanks Missing Mark Missing Zero Give Full Credit Cancel

Sort By: Last Name

Done Internet

**Score:** For each student, enter his or her score. Blank scores are discarded and not calculated. Put in a zero to lower the student's grade. TeacherEase will function slightly differently depending on the type of "assess by" used for the assignment.

- Assess by Points:**  
TeacherEase will present you with an edit field. Just type in a number (i.e. the student scores 8 out of 10). If you leave the score blank, TeacherEase will ignore this assignment when calculating the grade.
- Assess by Percentage:**  
TeacherEase will present you with an edit field. Type in a number that corresponds to the percentage score the student achieved.
- Assess by Letter Grade:**  
TeacherEase will present you with a list. You select the letter grade that corresponds to each student's performance. If you leave the score blank, TeacherEase will ignore this assignment when calculating the grade. The actual percentages underlying the letter grades are shown at the bottom of the page.
- Assess by Items Correct:** TeacherEase will present you with an edit field. Type in the number of questions for which the student was correct. TeacherEase will calculate the



percentage correct and scale the score appropriately for the assignment's possible points.

- Assess by **Complete / Not Complete:**

TeacherEase will present you with a list. You can select “Complete,” “1/2 credit,” or “Not Complete.” “Complete” will give the student full credit, “Not Complete” will give them a zero, and “1/2 credit” will give them half. If you leave the score blank, TeacherEase will ignore this assignment when calculating the final grade.


**Handed In / Missing / Excused:** Allows teachers to track the status of an assignment.

- **Handed In:** Indicates that the assignment has been given to the teacher.
- **Missing:** An assignment that has not been turned in.
- **Excused:** The assignment does not count towards the final grade.

**6A/6B:** Represents the number for a standard/skill. For each standard selected for this assignment, you can enter a standards-based score. These scores are collected for each standard and reflect the students' standards based performance, in addition to their assignment score.

**Comments:** A list of comments to describe student’s work. Change these comments in the **Setup** menu. You may choose to write personalized messages about a student or select from a comment list.

**Comments Private:** Hides comments from parents/ students.

**Late:** Marking this box will cause the symbol for late work:  to show up next to the assignment.

**Sent Email:** Indicates if an email was sent regarding this assignment.

There are a number of buttons at the bottom of the page that make grading more convenient:

**Mark Blanks Missing**

Click this button to mark blank assignments as ‘missing.’ It works well to click this button after entering all scores from a stack of papers.

**Mark Missing Zero**












Inputs a score of ‘0’ for each missing assignment. Click this button to lower students’ grade for missing work.

**Give Full Credit**

Gives a score of 100% to all students that have not yet been graded. This is useful for homework when many students receive full credit.

## 7.2 Grading Icon Explanations

At the bottom of the **Scores/Comments** page there is a key for any icons that may appear:

	Blank - Not counted toward student average
	- Handed in but not yet graded
	- Missing and score is set to zero
	- Missing but score is blank (not counted against student average)
	- Excused and not counted toward student average
	- Dropped and not counted toward student average (configured in <b>categories</b> )
	- Complete and given full credit
	- Not Complete and given no credit
	- Comments exist about student work (click to view)
	- Email was sent about student work
	- Work was handed in late



**Handed in but not yet graded:** An assignment has been handed in but not given a grade. Useful for parents to make sure their child is turning in assignments.



**Missing and score is set to zero:** No assignment has been turned in and the student receives a zero.



**Missing but score is blank:** The assignment is missing but the student is not penalized. Enter a zero if you want this missing work to count against the student's average (or click **Mark Missing Zero**).



**Excused and not counted toward student average:** Use this option if you have excused a student from an assignment. It will not be calculated into their average.



**Dropped and not counted toward student average:** TeacherEase allows a certain number of the lowest assignments in each category to be dropped. Configure the number of dropped assignments for a category in the **Categories** screen.




**Complete and given full credit:** Will only display when grading assessment has been set to *Complete/Not Complete*. Think of this as "all or nothing" grading. Indicates full credit.

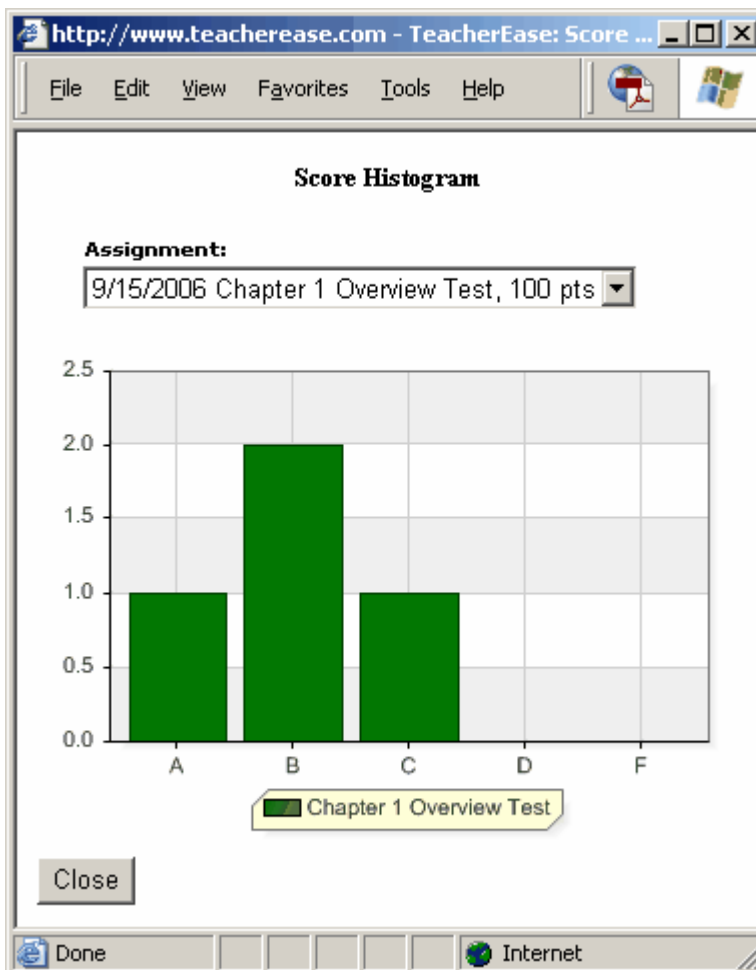


**Not Complete and given no credit:** This icon will also only display when the grading assessment is set to *Complete/Not Complete*. Indicates zero credit.

### 7.3 Graphing Icon Explanation

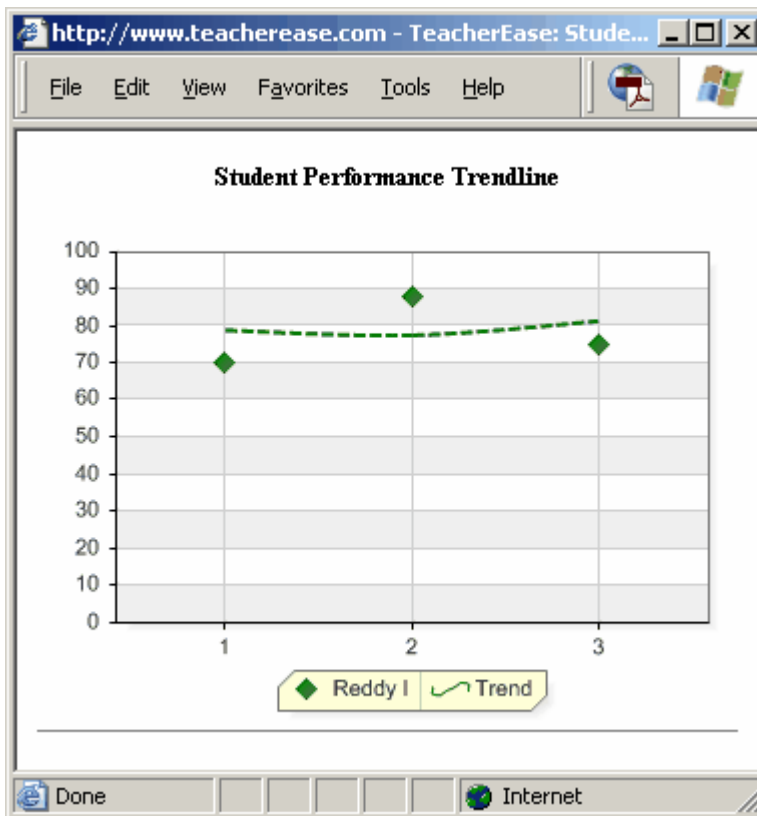
On the **Scores/Comments** page, under each assignment and next to each student is a graph icon. Click it to generate a graph of students' score distribution. This is useful to determine how well the students have learned material assessed by an assignment. If many students have scored poorly, this material may need to be re-taught. If many students have done well, it may be time to move to the next topic.

<a href="#">Chapter 1 Overview Test</a>

9/15
100
84.5
75
89
93
81



Clicking the icon next to a student generates a graph of their score trendline for all assignments. This can help an instructor determine how well the class is progressing on skills. If the students are learning well, their scores should be increasing. If a student is not trending upward, they may need extra help. If the class is not trending upward, the instructor may want to explore different teaching methods to transfer the material.

<a href="#">Doq P</a>	
<a href="#">Duck D</a>	
<a href="#">Mouse M</a>	
<a href="#">Wonka W</a>	



## 7.4 In Place Editing

TeacherEase allows you to enter/edit scores directly on the Score/Comments page, much like entering into a PC-based gradebook. This simplifies your grade entry by eliminating the need for clicking on each assignment or student. This is particularly helpful when entering late work for various assignments or students. It is also useful for schools with slow/congested network connections. To enter scores, click on the intersecting cell for a student and assignment.

### Main > Scores/Comments

**Scores / Comments**

Class: 2005-06 Q3, Algebra

Create Assignment Enter Scores Standards Assignments Send Email Back

Heading: Vertical	Total	Letter Grade	Daily Homework	Chapter Quiz	Chapter 1 Overview Test	First Nine Weeks Test	Points Scored	Points Possible
Date Due				9/8	9/15	10/27		
Possible Pts			Not Graded	50	100	100		
Average	83.57	B		77	84.5	87.7		
Doq P	76.8	C		32	75	85	192	250
Duck D	96	A		49	89	102	240	250
Mouse M	80.67	B		28			121	150
Wonka W	80.8	B		45	81	76	202	250

Show Key To Icons

Create Assignment Enter Scores Standards Assignments Send Email Back

Print Mode: Optimized for Viewing on the Screen

Show Assignments: Last 15

Show Heading: Normal

Edit Mode: Large

#### Edit Mode:

The default edit mode is "Large". This allows you to enter all the data displayed on the **Enter Scores/Comments** pages. If you find that you rarely enter comments, you might want to set the mode to "Small". This allows you to put in scores and use special codes, but not select comments from the list.

After entering the data, use the enter, tab, or arrow keys to move to the next cell. Click the [X] at the top of the cell to undo your most recent changes.

## 7.5 Enter Scores / Comments by Student

Often students are absent and need to make up work. To aid the teacher, you can enter all of a student's scores on a single page. On the **Scores / Comments** page, click on any student name. This will take you to the **Enter Scores / Comments by Student** page. This is very similar to previous page, but shows all the class assignments for a single student.

**Main > Scores / Comments > [click a student's name]**

TeacherEase: Enter Scores / Comments by Student - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Links Address C:\Documents and Settings\Mike Xakellis\My Documents\Teach Go

**Enter Scores / Comments by Student**

Class: 2005-06 Q3, Algebra

Student: Wonka, Willie

Save Enter Scores by Assignment Cancel

Assignment	Score	Handed In Missing Excused	Comments	Comments Private	Late	Email Sent
Daily Homework		Excused	Absent - please make up work	<input type="checkbox"/>	<input type="checkbox"/>	No
Chapter Quiz	45 / 50 pts	Handed In		<input type="checkbox"/>	<input type="checkbox"/>	No
Chapter 1 Overview Test	81 / 100 pts	Handed In		<input type="checkbox"/>	<input type="checkbox"/>	No
First Nine Weeks Test	76 / 100 pts	Handed In		<input type="checkbox"/>	<input type="checkbox"/>	No

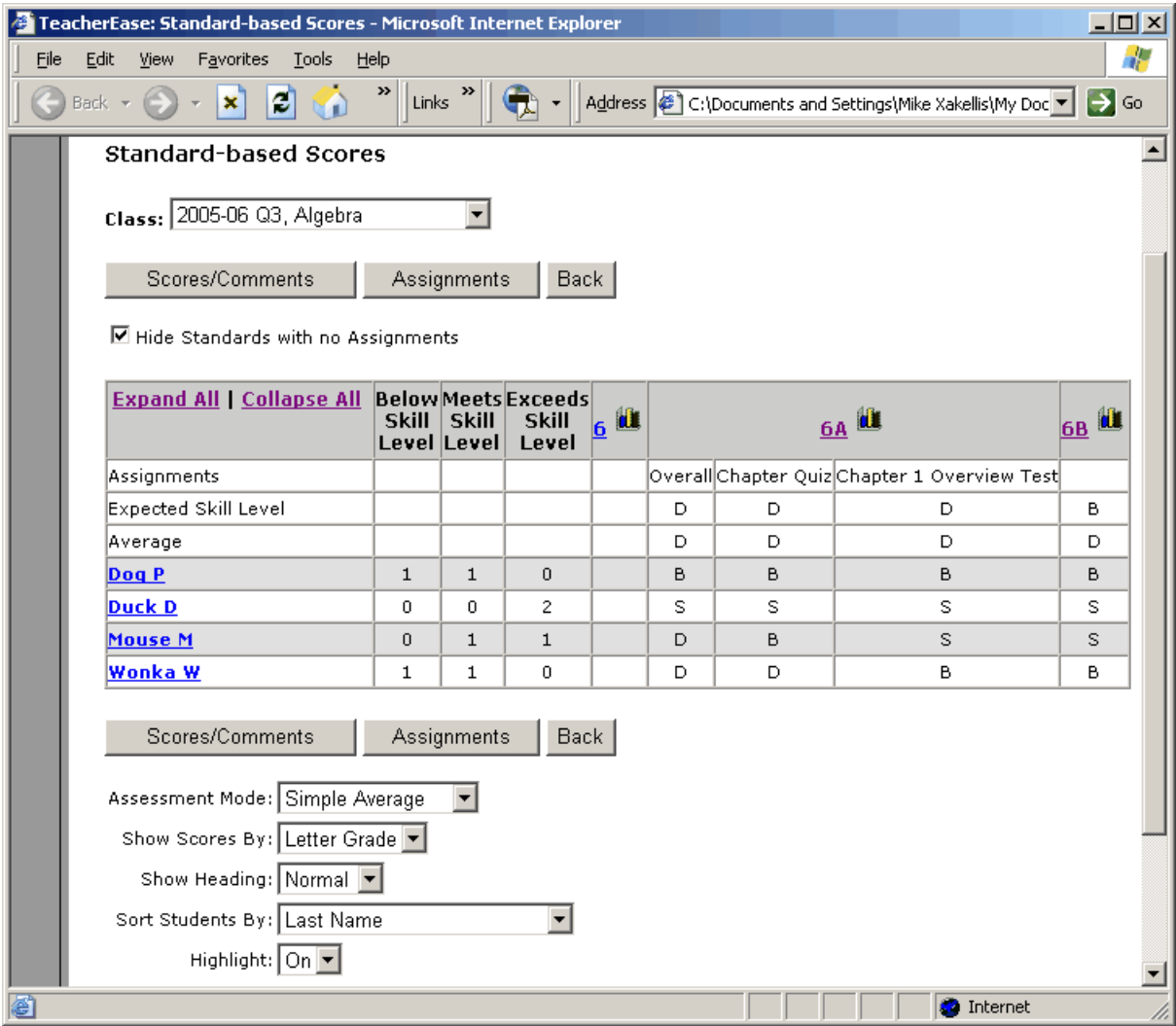
Save Enter Scores by Assignment Cancel

Internet

# 8 Standards Summary

Once standards-based scores have been entered, it's useful to see a summary of the class and student performance. The "Standards Summary" page shows an overview of the students' performance on standards. The page shows a list of students, standards and the student performance on those standards. You can drill into the assignments which assess a particular standard. You can also easily identify the class averages on a standard and the expected performance.

## Main > Standards Summary



If you want to see assignment details click on the standard number. "Expand All/Collapse All" will expand/collapse all standards displayed.

At the bottom of the **Standard-based Scores** page you can customize how data is displayed:  
**Assessment Mode:** Determines how the scores will be calculated and displayed. You can

choose to calculate either a simple or weighted average. You can sort scores by highest, lowest or last score given.

**Show Scores By:** Allows you to change how scores are displayed. For example, if you choose "points" from this list, all scores will be shown by points. If you choose "letter grade," letter grades will display.

**Show Heading:** Change headings to be vertical to gain space on page.

**Sort Students By:** Sorts students by name, student number, grade level or roster number.

**Highlight:** Highlights the row in the grid for ease of reading. May be turned off, if preferred.



## 9 Attendance

The **Attendance** page lets you take classroom attendance similar to attendance taken in a traditional paper gradebook.

### Main > Attendance

daily attendance for the school.' There are two dropdown menus: 'Class:' with '2005-06 FALL, Psychology' selected, and 'Month:' with 'May 2005' selected. A table displays attendance data for six students. The table has columns for 'Total Days', 'Total Absent', 'Total Tardy', and a date '5/24' with a 'T' below it. The 'Total Days' column is highlighted. Below the table are two buttons: 'Create Attendance' and 'Back'. There are three checkboxes: 'Hide "Present" Symbols:' (unchecked), 'Print Mode:' (set to 'Optimized for Viewing on the Screen'), 'Sort Attendance By:' (set to 'Date'), and 'Sort Students By:' (set to 'Last Name'). The browser status bar shows 'Internet'."/>

**Attendance**

Enter attendance for this class. You can also view [daily attendance](#) for the school.

**Class:** 2005-06 FALL, Psychology

**Month:** May 2005

	Total Days	Total Absent	Total Tardy	5/24 T
Cassery, Sean	1	0	0	P
Culberg, Richard	1	0	0	P
Eng, Jennifer	1	0	0	P
Gordon, Josh	1	0	0	P
Johnson, Bonnie	1	0	0	P
Jones, Tom	1	0	0	P

Create Attendance Back

Hide "Present" Symbols:

Print Mode: Optimized for Viewing on the Screen

Sort Attendance By: Date

Sort Students By: Last Name

**Hide "Present Symbols:** Only displays absences and tardies. Leaves boxes where students were present blank.

**Print Mode:** Allows teachers to create printable class lists with grades attached.

**Sort Attendance By:** Determines if the most recent day is displayed first or last.

**Sort Students By:** Allows students to be sorted either by name, student number or roster number.

You can choose to view the column headings vertically to provide more space on the page.

## 9.1 Create / Edit Attendance

Add attendance for a single date or many days.

### Main > Attendance > Create Attendance

Attendance for each student is entered on the **Edit Attendance** page.

Student	Period Attendance	Notes	Daily Attendance
Bodfray, Gilbert	P - Present		P - Present
Eng, Jennifer	P - Present		P - Present
Goipuya, Mildred	P - Present		P - Present
Goman, Peyton	A - Absent		A - Absent

**Period Attendance:** This is the attendance for the class. Input your data into this column as required. If your school does not subscribe to the TeacherEase attendance module, this field will simply be called "Attendance".

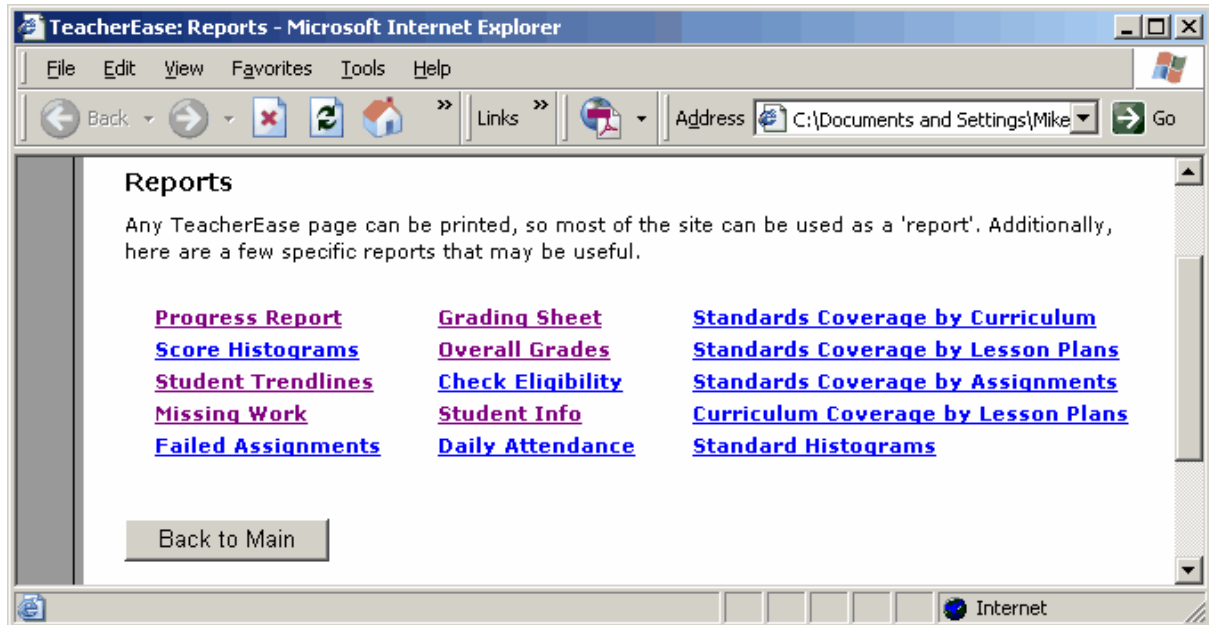
**Daily Attendance:** If your school subscribes to the attendance module, you can view "Daily Attendance". Daily attendance is the attendance record in the office for the student. This is useful because you can compare it to period attendance. If a student is marked "present" in daily attendance and not in your class, you know they are either cutting class or missing.

**Note:** Daily attendance is only available if your entire school adopts TeacherEase and purchases the attendance module.

## 10 Reports

The **Reports** page generates various reports from your data in TeacherEase.

### Main > Reports



**Progress Report:** Generates progress reports for individual students. This is useful for parents without Internet access.

**Score Histograms:** Shows how the class as a whole has done on individual assignments. This is useful for determining what the class is doing well at and where they need more work.

**Student Trendlines:** Shows how the student has done on all assignments.

**Missing Work:** A list of all missing work from all students over the course of a grading period.

**Failed Assignments:** A list of all assignments below a certain threshold over the course of a grading period.

**Grading Sheet:** Allows you to print out a roster of your class with blank spaces, so you can hand write grades and enter them into TeacherEase later.

**Overall Grades:** Calculates a student's overall grade for the whole year, using weighted grading periods.

**Check Eligibility:** This allows a school to set a certain threshold and see which students do not meet it. For example, if your school has a policy where no students with D's or F's can play sports, you could use this option to see which students are ineligible.

**Student Info:** Shows grade level, student ID number, student phone number, student's address and contact information for all students in a particular class.

**Daily Attendance:** Lets you view the office's official attendance. You can check to see if

students absent from your class are really absent for the day.

## 10.1 Student Progress Reports

For parents without Internet access, you may want to print updates and send them home. This can be done from the **Progress Report** page.

**Main > Reports > Progress Report**

**TeacherEase: Progress Report - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Links Address C:\Documents and Settings\Mike Xakellis\My D Go

**Progress Report**

Academic Year: 2005-06

Grading Period: 2005-06 Q3

Report Title:	None1 Progress Report
Class:	2005-06 Q3, Algebra
Students:	Dog, Pluto Duck, Daffy Mouse, Mickey Wonka, Willie
Show Summary:	Yes
Show Missing Work:	Yes
Show Assignment Details:	Yes <input type="checkbox"/> Only Show Assignments Since: August 7 2006
Show Attendance:	Yes
Show Grading Scale:	Yes
Show Behavior Logs:	Yes - Show my logs only <input type="checkbox"/> Only Show Logs Since: August 7 2006
Options:	<input checked="" type="checkbox"/> Show Percentage for each Score <input checked="" type="checkbox"/> Show Letter Grade for each Score <input checked="" type="checkbox"/> Show Date for each Assignment <input type="checkbox"/> Start each section on a new page <input type="checkbox"/> Show Parent Signature Line <input type="checkbox"/> Show Assignment Notes <input type="checkbox"/> Save Current Settings

Generate Report Back

Internet

Select a year, grading period and class. From the class you have selected, pick the students and information you would like on the report.

**Note:** These reports are good to distribute at parent teacher conferences. Even though TeacherEase allows parents to view a child's progress at any time throughout the semester, it is sometimes nice to have a physical printout.

## 11 Curriculum Maps

Curriculum maps define the content and skills to be taught and the time-frames allotted for instruction. Curriculum maps are often shared among faculty and improve collaboration. By looking at curriculum maps in other classes, teachers can identify gaps and repetitions in the curricula. They can also find opportunities for cross-curricular integration. Finally, curriculum maps provide new teachers with a "cookbook" to follow when getting started.

In TeacherEase, a curriculum map is a group of "curriculum map items". The structure of curriculum map items vary. They typically are the units/topics taught or a collection of content to be taught for the week/month, whatever makes the most sense in your environment.

Curriculum maps can be created by individual teachers to reflect exactly what they teach in class, or they can be generated at the district level to reflect the "official" curricula for a course. Either approach will create a repository that can be shared.

To view the curriculum maps for a class, go to the **Curriculum Maps** page:

### Main > Curriculum Maps

Curriculum Maps

Subject: 2006-07 Q1, 1st Grade Math

District Curriculum Map: Mathematics, Grade 1, 1st Grade Math

Start Date	Days	Title	Content	Standards & Expected Skill Level	
9/1/2006	10	<a href="#">Count forward and backward by one</a>		6.A - Demonstrate knowledge and use of numbers and their...	<a href="#">edit</a> <a href="#">delete</a>
9/18/2006	5	<a href="#">Count by 2's, 5's and 10's</a>		6.A - Demonstrate knowledge and use of numbers and their...	<a href="#">edit</a> <a href="#">delete</a>
9/18/2006	5	<a href="#">Identify place values</a>		6.A.1a - Identify whole numbers and compare them using the ...	<a href="#">edit</a> <a href="#">delete</a>
9/25/2006	5	<a href="#">Beginning fractions</a>		6.A.1b - Identify and model fractions using concrete materi...	<a href="#">edit</a> <a href="#">delete</a>
10/2/2006	5	<a href="#">Coin values</a>		7A.6 - Count like sets of coins.	<a href="#">edit</a> <a href="#">delete</a>
10/10/2006	10	<a href="#">Compare whole numbers</a>		6.B.1 - Solve one- and two-step problems with whole number...	<a href="#">edit</a> <a href="#">delete</a>
Count:	6				

Create Curriculum Map Item    Import Curriculum Map    Back

Initially there will be no curriculum map items in the curriculum map and you will be prompted to create/import one. Once created, click on the "Title" to view the item details.

### Create Curriculum Map Item

Add items to the curriculum map.

### **Import Curriculum Map**

If your district has defined curriculum maps, you may import them into a class.

### **Edit/Delete**

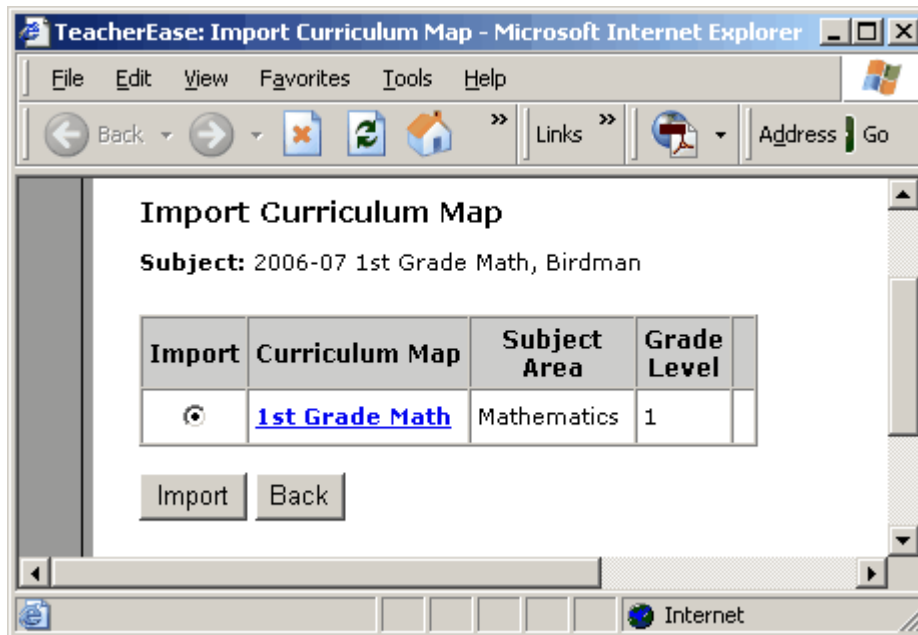
Modify or remove a curriculum map item.

## **11.1 Import Curriculum Map**

For districts that enter their "official" curriculum maps into TeacherEase, the first step for teachers is to import the curriculum maps. This provides a nice starting point for new teachers. It also gives experienced teachers a baseline of content and timelines for instruction.

For teachers without district curricula, go to the next section to create curricula manually.

### **Main > Curriculum Maps > Import Curriculum Map**





## 11.2 Create Curriculum Map Item

For teachers without an "official" district curriculum map loaded into TeacherEase, they can manually enter one. Each curriculum map item documents content to be delivered in the classroom. It includes the timeframe for instruction, and often includes the standards/skills to be covered.

The curriculum map items can be organized by unit/topic (where each item is a unit or topic), or by timeframe (where each item is a month or week).

### Main > Curriculum Maps > Create Curriculum Map Item

The screenshot shows a web browser window titled "TeacherEase: Create Curriculum Map Item - Microsoft Internet Explorer". The address bar shows the path "C:\Documents and Settings\Mike Xakellis\My...". The main content area is titled "Create Curriculum Map Item" and contains the following form elements:

- Class:** A dropdown menu with the selected value "2005-06 Q3, Algebra".
- \*Title:** A text input field.
- Start Date:** Three dropdown menus for month ("August"), day ("4"), and year ("2006").
- Duration:** A text input field followed by the word "days".
- Standards & Expected Skill Level:** Two dropdown menus, one for standards and one for skill level, with a "Show More Standards" button below them.
- Content:** A large text area with a vertical scrollbar.
- Description:** A large text area with a vertical scrollbar.
- Skills:** A large text area with a vertical scrollbar.
- Resources:** A large text area with a vertical scrollbar.

At the bottom of the form, there is a legend: "\* required field". Below the legend are three buttons: "Save", "Save & Add Another", and "Back".

Initially there will be no curriculum map items in the curriculum map and you will be prompted to create one.

One of the most important features of curriculum maps is that they are geared to the school calendar. Use "Start" and "Duration" to define timeframes for items to be taught.

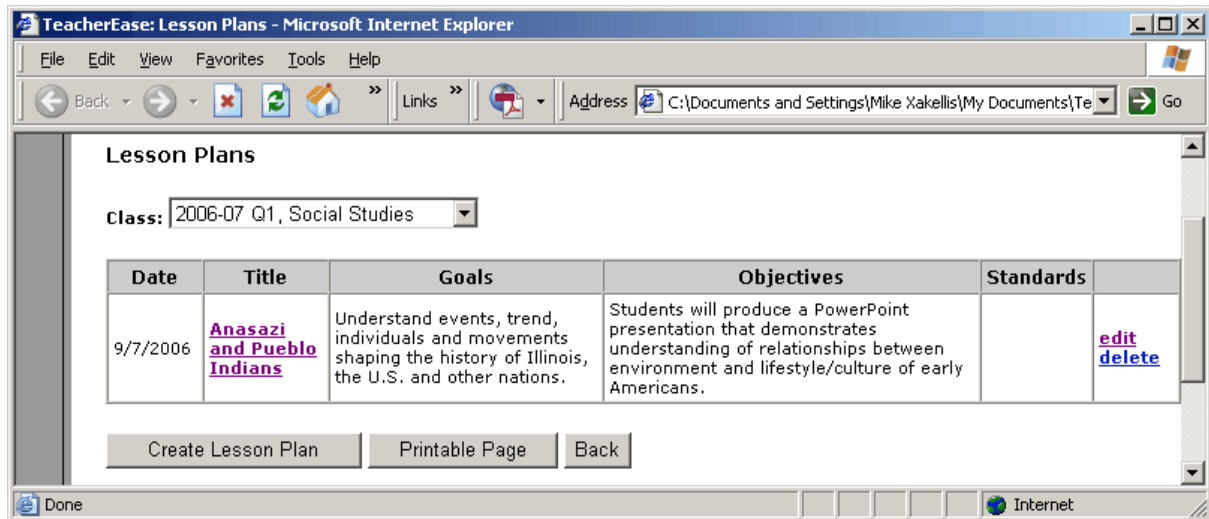
For each curriculum map item you can define as many standards to be covered as required, along with expected skill levels. The expected skill level can help you track whether students are keeping pace with the curriculum. As the grading period progresses, the expected skill level for a standard should increase, since the students will have been repeatedly exposed to this standard.

More details, such as content, descriptions, skills and resources can also be defined for each curriculum map item. This provides an outline of classroom activities for teachers to utilize when creating their detailed lesson plans.

## 12 Lesson Plans

TeacherEase provides you with the ability to create lesson plans. You can track lessons plan with respect to curriculum and standards if you create curriculum maps and standards for your class.

### Main > Lesson Plans



Initially, there will be no lesson plan for the class and you will be prompted to create one. Once created, click on "Title" to view the plan.

### Create Lesson Plan

Enter all information for the lesson plan.

### Edit/Delete

Modify or remove the lesson plan.

## 12.1 Create Lesson Plan

When creating lesson plans, the fields that are available are the ones configured in the Lesson Plan Preferences.

### Main > Lesson Plans > Create Lesson Plan

The screenshot shows a web browser window titled "TeacherEase: Create Lesson Plan - Microsoft Internet Explorer". The browser's address bar shows the path "C:\Documents and Settings\Mike Xakellis\". The main content area is titled "Create Lesson Plan" and contains the following fields and controls:

- Class:** A dropdown menu with the selected value "2005-06 Q3, Algebra".
- Buttons:** "Save" and "Back" buttons.
- \*Lesson Date:** Three dropdown menus for month ("August"), day ("4"), and year ("2006").
- \*Title:** A text input field.
- \*Goals:** A large text area with a vertical scrollbar.
- Specific Objectives:** A large text area with a vertical scrollbar.
- Curriculum Map:** A dropdown menu.
- Standards:** Two dropdown menus and a "Show More Standards" button.
- Step by Step Procedures:** A large text area with a vertical scrollbar.
- Assessment:** A large text area with a vertical scrollbar.
- Materials:** A large text area with a vertical scrollbar.

At the bottom of the form, there is a legend: "\* Required fields". Below this legend are "Save" and "Back" buttons. The browser's status bar at the bottom shows "Internet".

## 13 Share Information with Parents

One of the major benefits of TeacherEase is its ability to communicate with parents. Involving parents in their children's education better motivates students and increases their performance (in addition to improving community relations).

An easy way to communicate with parents is to print out relevant TeacherEase pages and send them home. This works nicely for the "Student Progress Reports" pages. For parents without Internet access, this will probably be the main source of communication from TeacherEase.

If a parent has Internet access, TeacherEase allows them to login and view information about their student(s). You configure what parents can see in TeacherEase. You can also send those parents email (covered in the next section).

### 13.1 Gathering Parent Email Addresses

The first step in communicating electronically with parent is to gather their email addresses. Parents login to TeacherEase using their email address. You can also send email messages to a parent once you have entered their email address. Acquiring/entering parent email addresses is a key component of TeacherEase.

There are many ways to collect parent email addresses, one of the best is to print out a letter and send it home with the students (perhaps even make it an assignment for the students to return the letter). TeacherEase provides a template. You can download, edit, print and send it home. You can find the letter templates:

**Main > Setup Parents > sample letters**

You could also try getting email addresses during school events like back to school night, parent-teacher conferences, etc.

## 14 Email Addresses

Once you have collected parent email addresses, enter them into TeacherEase. This will enable parents to login and see their student's information. It will also allow you to send them email. If the entire school adopts TeacherEase, the office staff can also enter email addresses.

### Main > Email Addresses

The screenshot shows the 'Email Addresses' page in the SchoolInsight application. The browser window title is 'SchoolInsight: Email Addresses - Microsoft Internet Explorer'. The address bar shows the file path 'c:\documents\SchoolInsight Email Addresses.htm'. The page has two dropdown menus: 'Academic Year' set to '2005-06' and 'Grade Level' set to '3 - Third Grade'. Below these is a table with the following data:

Grade Level	Name	Email Address	Login Stats	
3	Jacobs, Happy			<a href="#">add student email</a> <a href="#">create parent</a>
	Mary Jacobs			<a href="#">add parent email</a>
3	Pals, Pen	penpals@temp.com student email address	Count: 0 Last: Never First: Never Created: 7/28/2006 Welcome: Not Sent	<a href="#">edit delete resend</a> <a href="#">create parent</a>
	Patty Pals	pattypals@temp.com parent email address	Count: 0 Last: Never First: Never Created: 7/28/2006 Welcome: Sent	<a href="#">edit delete resend</a>
3	Reddy, Ian			<a href="#">add student email</a> <a href="#">create parent</a>
3	Tank, Tim			<a href="#">add student email</a> <a href="#">create parent</a>
3	Time, Justin			<a href="#">add student email</a> <a href="#">create parent</a>
	Students=5 Parents=2	Student Emails=1 Parent Emails=1	Student Logins=0 Parent Logins=0	

At the bottom of the page is a button labeled 'Back to Main'.

**Add Student Email:** Enters an email address for the student. This allows the student to login. The row displays the student's email address and how many times he/ she has logged in.

**Create Parent:** Adds a parent/guardian for a respective student. For example, in the picture above, Mary Jacobs has been added as a parent for Happy Jacobs.

**Add Parent Email:** Once the parent has been created, add their email address so the parent can login to TeacherEase. The row is indented under the corresponding student and displays the parent's email address and how many times he/ she has logged in.

**Note:** Most users start using the gradebook only. After becoming familiar and confident with it, they offer parent access.

**Note:** TeacherEase has a sophisticated permission system that allows parents to view data for *only* their student.

## 14.1 Create Parent Contact

Providing more effective teacher/parent communication is one of the main goals behind TeacherEase. In TeacherEase, any person associated with a student is called a "contact". When entering parents/guardians, they'll be added as contacts. If an email address is also entered for the contact, they can login and access student data.

### Main > Email Addresses > create parent

TeacherEase: Create Contact - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Refresh Print Cut Paste Links Address

### Create Contact

**Student:** Josh Gordon

*Relationship:	Mother
Title:	Mrs.
First Name:	Carol
*Last Name:	Gordon
Work Phone:	555-0195
Other Phone:	555-2991
Email:	CG38@aol.com
Initial Password:	9960
Send Welcome Email?	Yes

\* required fields

Save Back

Done Internet

**Initial Password:** TeacherEase will generate a random initial password for each parent. Parents are able to change the initial password. You are able to change the initial password.

**Send Welcome Email?:** Sends an email to the contact welcoming them to TeacherEase and inviting them to login with their initial password when the "Send Welcome Email?" is set to *yes*. Welcome emails contain login and password information.

**Note:** Throughout this guide, we use the term *contact*. This term is more general, but typically means *parent* or *guardian*.

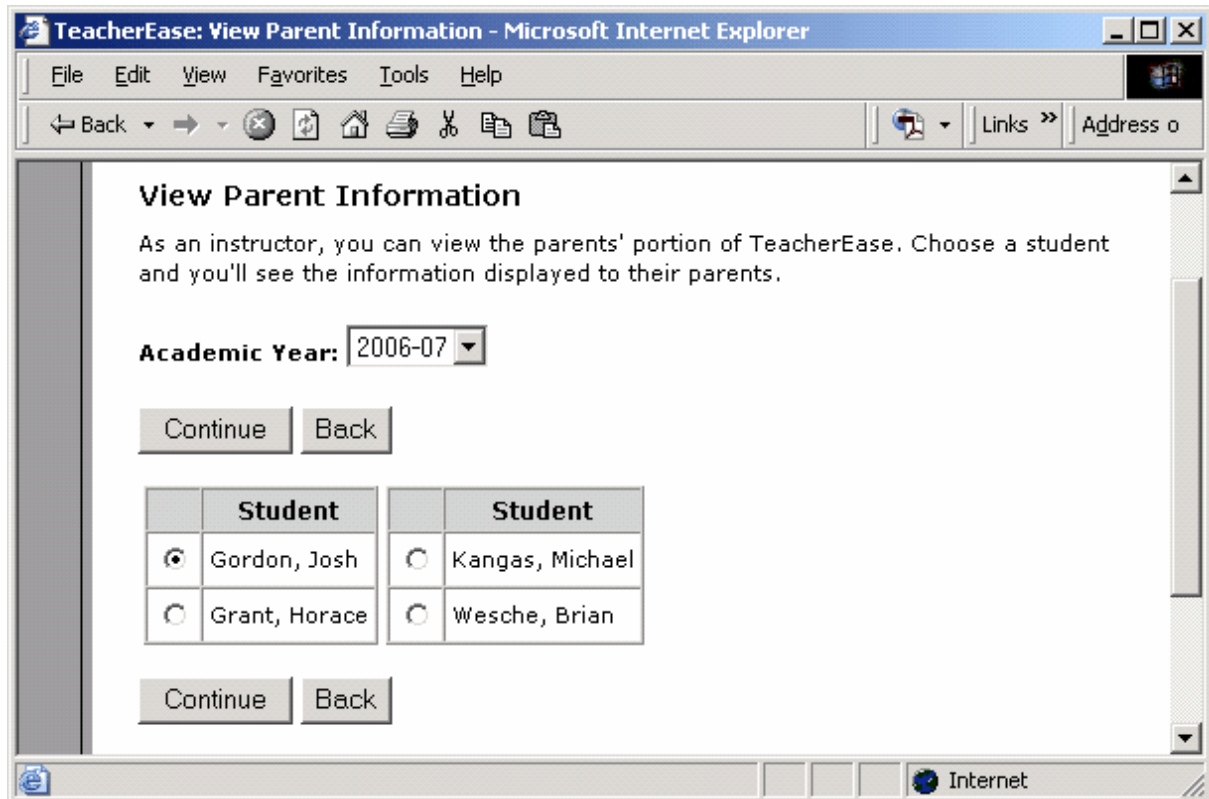
**Note:** Student email addresses are added in the same fashion as parent email addresses.



## 15 View Parent Info

Teachers often wonder, “What will parents see when they log in?” The **View Parent Info** page shows you exactly what a parent sees when they login.

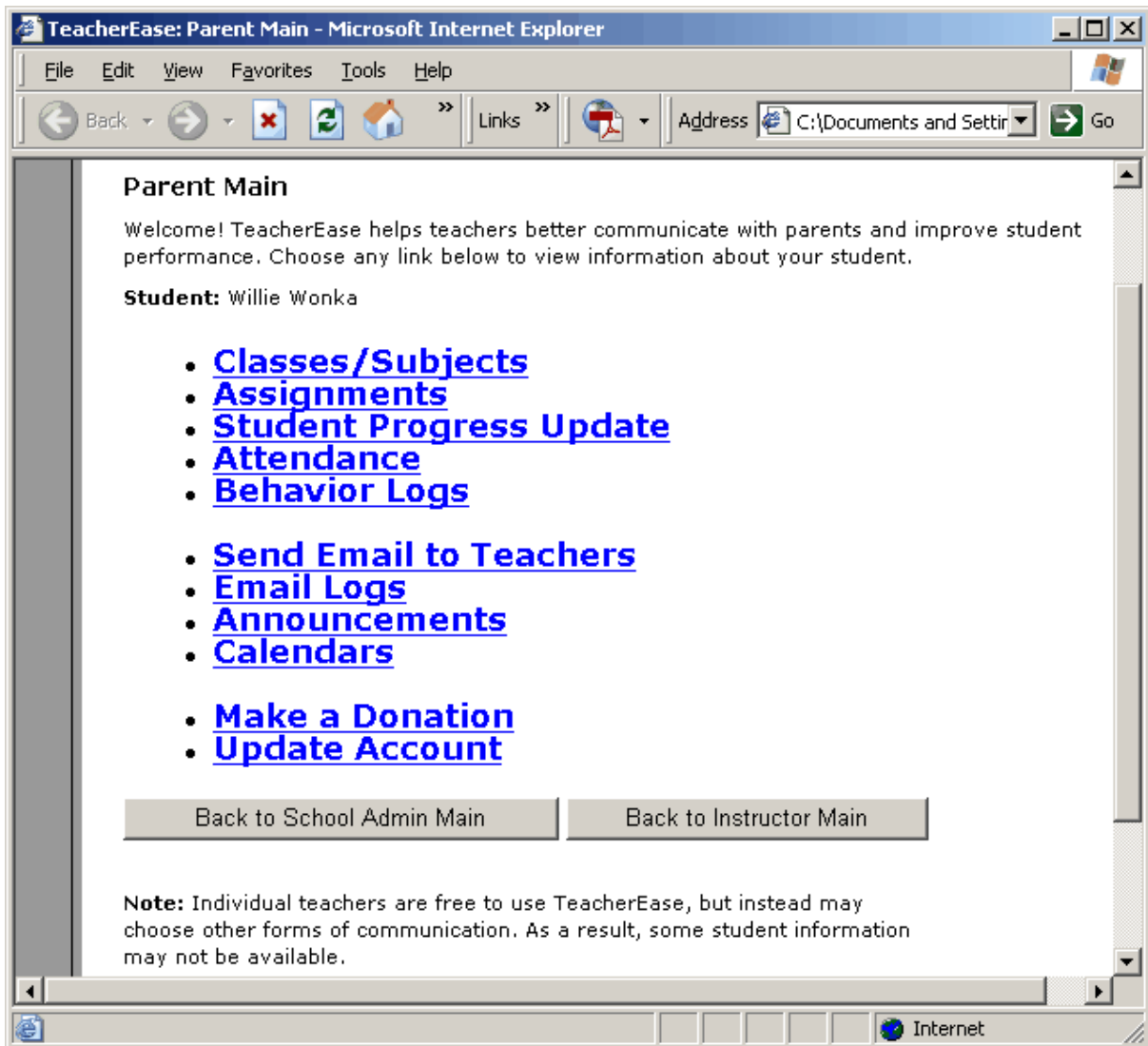
### Main > View Parent Info



Click the box next to a student’s name and click **Continue** to see what that parent is seeing when they login to TeacherEase.

**Note:** Parents *cannot* see information for all students. Parents are able to see information for their student *only* (as configured in **Email Addresses**). The student selection screen is available only to teachers and *not* to parents.

After selecting the student you wish to view, you will be taken to the page that a parent would see if they logged on. This page is *exactly* what a parent would see.



Feel free to click around to view the info shown to parents. Click **Back to Instructor Main** to go back to the teacher section of TeacherEase.

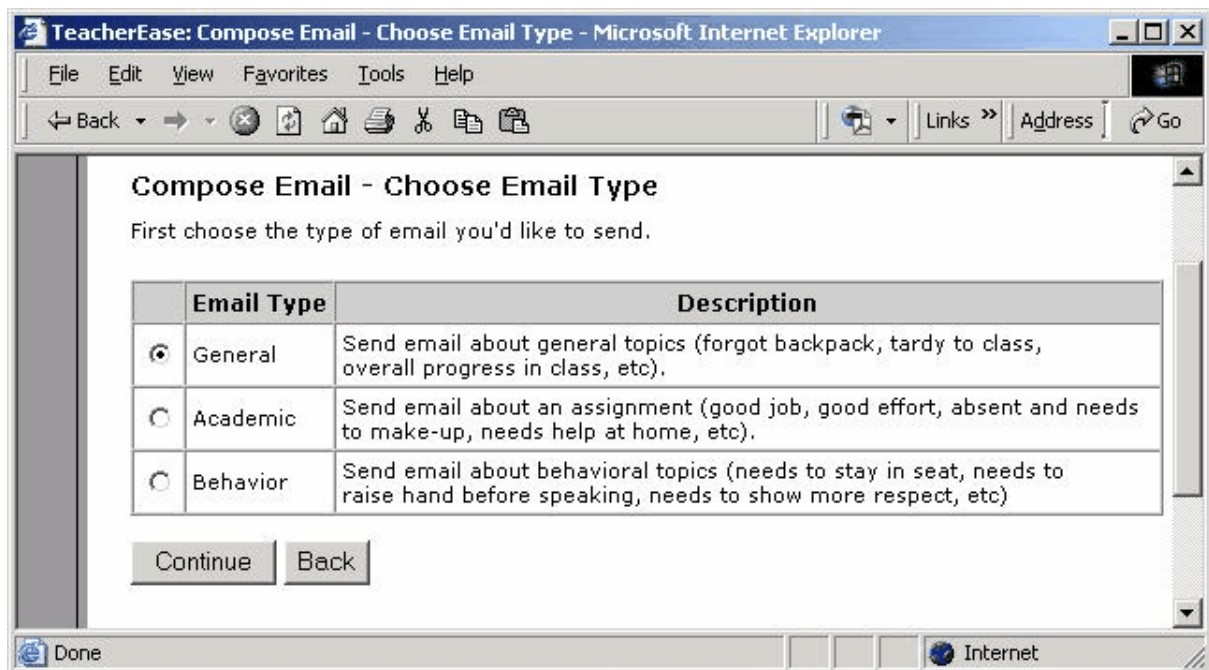
**Note:** You are able to configure which features parents can access. This is done in *Advanced Setup*.

## 16 Compose Email

We've seen how to create assignments, scores, and comments with TeacherEase. We've also seen TeacherEase share this information with parents. While this is a great way to communicate, you can also directly send email to parents about more immediate topics.

The **Compose Email** page sends emails to students/parents from within TeacherEase. The first screen you see will let you specify what type of email you are sending (General, Academic, or Behavior). Once type is selected, click "Continue" to compose the email message.

### Main > Compose Email



The different types of email each have features suited to particular issues. "General" email is good to use most of the time. If you are sending email pertaining to a specific behavior log or assignment, you will probably find the other two templates to be convenient.

#### **General:**

This is the most basic type of email. If you've never sent an email before, choose this option.

#### **Academic:**

This allows you to send an email about a specific assignment. TeacherEase draws all the relevant information about the student work and includes it in the email.

#### **Behavior:**

You can send email about a behavior log. TeacherEase will include the behavior log in the email.

**Note:** You need to enter parent/student email addresses into TeacherEase before you can send emails.

## 16.1 Compose / Send Email

Compose and send your email from the **Compose Email** page:

**TeacherEase: Compose Email - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Refresh Print Copy Paste Links Address http:// Go

### Compose Email

Send an email to parents/students. Only student who have an email address (or their parents have an email) will be listed.

**Student:**

**Email Template:**

**FROM:** "Mr. Michael Tieri" <michael.tieri@gmail.com>

**TO:**  "Mrs. Julie Casserly" <JCass@aol.com>  
 "Mr. Frank Casserly" <WEI0IRUToIU@aol.com>  
 "Sean Casserly" <GEHN917@aol.com>

**SUBJECT:**

This email is to inform you that your child forgot their backpack. I would encourage you to discuss this with your child. Having the required materials is an important part of the learning process. If you would like to discuss this, please feel free to contact me.

Save a copy of this email to [Email Logs](#)

Add this email to your [Email Templates](#)

Internet

**Student:** Select the student this email is about.

**Email Template:** Pre-populate this email from a template.

**To: (Email Addresses)** Email addresses for this student will show up. Check who should receive this email on the list provided.

**Save Email Log:** You can save this email under the *Email Logs* section.

**Add this email to your Email Templates:** Save this email as an email template.

**Note:** You can use **Email Templates** to select from a list of pre-written emails. Email

---

Templates are listed under “Advanced Setup” at the end of the guide.

**Note:** Behavior and academic emails pertain to specific behavior logs and assignments, respectively. You can choose the assignment or behavior log you would like to address on the **Compose Email** page. Details from the behavior log or assignment will be automatically be added to your email.

## 17 Email Logs

Email Logs record all emails that have been sent or received.

### Main > Email Logs

**Email Logs**  
Show email logs for students in your classes

Academic Year: 2005-06

Grade Level	Student	Number of Emails
12	<a href="#">Sean Casserly</a>	1
12	<a href="#">Joe Jones</a>	2
6	<a href="#">Josh Gordon</a>	1

Back to Main

Click on a student's name to see a record of all email messages you have sent about a student.

**Email Logs**  
This page shows the emails sent about this student.

Student: Joe Jones

Date	From	Subject	To	
6/14/2005	Mr. Tieri	<a href="#">Joe Jones has difficulty interacting w/ peers</a>	Jones	<a href="#">delete</a>
6/14/2005	Mr. Tieri	<a href="#">Joe Jones needs to give more effort</a>	Jones	<a href="#">delete</a>
6/14/2005	Mr. Tieri	<a href="#">Forgotten backpack</a>	Jones	<a href="#">delete</a>

Send Email    Back

Click a message in the **subject** column to view an individual email log. This shows a copy of the email.

## 18 Announcements

Announcements allow teachers to communicate with large groups of parents/students at once. This is useful for announcing an upcoming test, recruiting volunteers for a field trip, etc.

The **Announcements** page sends email messages to all students and their contacts in a class.

### Main > Announcements

TeacherEase: Send Announcement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Links Address C:\Documents and Settings\Mike Xakellis\My Go

### Send Announcement

Academic Year: 2005-06

FROM: "Jay Birdman" <jaybird@teacherease.com>  
TO: 2005-06 Reading  
SUBJECT:

=====

Jay Birdman  
Teacher  
Nonel  
Waterman, IL 60556  
phone: 816-264-7963  
email: jaybird@teacherease.com  
=====

To access class website: <http://www.teacherease.com>

If you would rather NOT receive this email in the future,  
update your account:  
<http://www.teacherease.com/common/UpdatePassword.aspx>

Post a copy of this announcement to the TeacherEase web-site

Send Back

Internet

**To:** Select which class(es) will receive the announcement.

**Post a copy of this announcement:** Indicates whether you'd like to keep a record of your announcement in TeacherEase.

**Note:** To send the same message to all of your classes all at once, highlight all the classes. Click the first class on your list with your mouse, hit the shift key on your keyboard and then click the last item on the list. This will highlight all of the classes in the list. You can now send an announcements just like normal and it will reach all of your classes.

**Note:** Announcements can also be useful to communicate by groups, teams or clubs. Just create a class for each group and send them announcements. When creating these classes you might want to check "Hide From Parents." This way, parents will not see these classes when they login and will not expect a grade to be given.



## 19 Advanced Setup

Earlier, we delayed discussing “Advanced Setup” because it isn't necessary at startup. We will now discuss functionality in the "Advanced Setup" menu.

### 19.1 Students

The Students page shows ALL students enrolled in your school. This is different than the students who are on your rosters.

**Main > Setup > Students**

**Students**

Academic Year: 2005-06

Grade Level: 3 - Third Grade

<a href="#">Grade Level</a>	<a href="#">Name</a> <small>Δ</small>	<a href="#">General Information</a>	<a href="#">Contacts</a>	
3	<a href="#">Jacobs, Happy</a>	Homeroom	Mary Jacobs	<a href="#">edit</a> <a href="#">delete</a> <a href="#">mark active</a> <a href="#">create</a> <a href="#">contact</a> <a href="#">edit contacts</a> <a href="#">delete contacts</a>
3	<a href="#">Pals, Pen</a>	Homeroom	Patty Pals	<a href="#">edit</a> <a href="#">delete</a> <a href="#">mark active</a> <a href="#">create</a> <a href="#">contact</a> <a href="#">edit contacts</a> <a href="#">delete contacts</a>
3	<a href="#">Reddy, Ian</a>	Homeroom		<a href="#">edit</a> <a href="#">delete</a> <a href="#">mark active</a> <a href="#">create</a> <a href="#">contact</a>
3	<a href="#">Tank, Tim</a>	Homeroom		<a href="#">edit</a> <a href="#">delete</a> <a href="#">mark active</a> <a href="#">create</a> <a href="#">contact</a>
3	<a href="#">Time, Justin</a>	Homeroom		<a href="#">edit</a> <a href="#">delete</a> <a href="#">mark active</a> <a href="#">create</a> <a href="#">contact</a>
	Count	5		

Create Student Promote Students Back

#### **Create Student**

Add a new student to your roster.

**Promote Students**

Promote a group of students to the next grade level.

**Edit**

Change details about the student. You may not edit students on other teachers' rosters.

**Delete**

Remove a student from your school's registry. This action cannot be reversed. You may want to mark them "Inactive" instead. You may not delete students on other teachers' rosters.

**Mark Active**

Toggles whether a student is active for the current grading period. You may not change students on other teachers' rosters.

**Create/edit/delete contact(s)**

Add, modify or remove contact information for a particular student.

**Note:** For convenience, students are shared by all the teachers in the school. Any students you enter will be available to other teachers (saving time since they won't need to type them). Before creating new students, check to see if your students have already been created.

**Note:** *Students* are different from *rosters*. The **Rosters** page shows all students enrolled in a class. The **Students** page shows all students enrolled in your school.

### 19.1.1 Promote Students

Students are entered on a yearly basis. *Promote* students to use this year's students in the next academic year.

**Main > Setup > Students > Promote Students**

The screenshot shows a web browser window titled "TeacherEase: Promote Students - Microsoft Internet Explorer". The page content includes:

- Promote Students** header with the instruction: "Promote existing students to the next academic year."
- Current Academic Year:** A dropdown menu set to "2004-05".
- Current Grade Level:** A dropdown menu set to "11 - Eleventh Grade".
- Buttons for "Promote Students" and "Back".
- Enrollment Data for the Next Academic Year** section:
  - Next Academic Year: 2005-06
  - Next Grade Level: Increment by One Grade Level (dropdown)
- Students to Promote** table:

Promote?	Current Grade Level	Name $\Delta$	Student Number
<input checked="" type="checkbox"/>	11	Brian Wesche	003828
<input checked="" type="checkbox"/>	11	Sarah Witt	003848
<input checked="" type="checkbox"/>	11	Sean Casserly	003456
<input checked="" type="checkbox"/>	11	Whitney Hodde	003032

Buttons for "Promote Students" and "Back" are located below the table.

Once promoted, students will be available for next year's rosters.

**Next Grade Level:** Select whether students are promoted to the next grade level or retained.

**Promote?:** Check the students to move up to the next grade level. These students will be designated as being in the next grade level *for the next year*. Promoted students will now be available to add to class rosters for the next year.

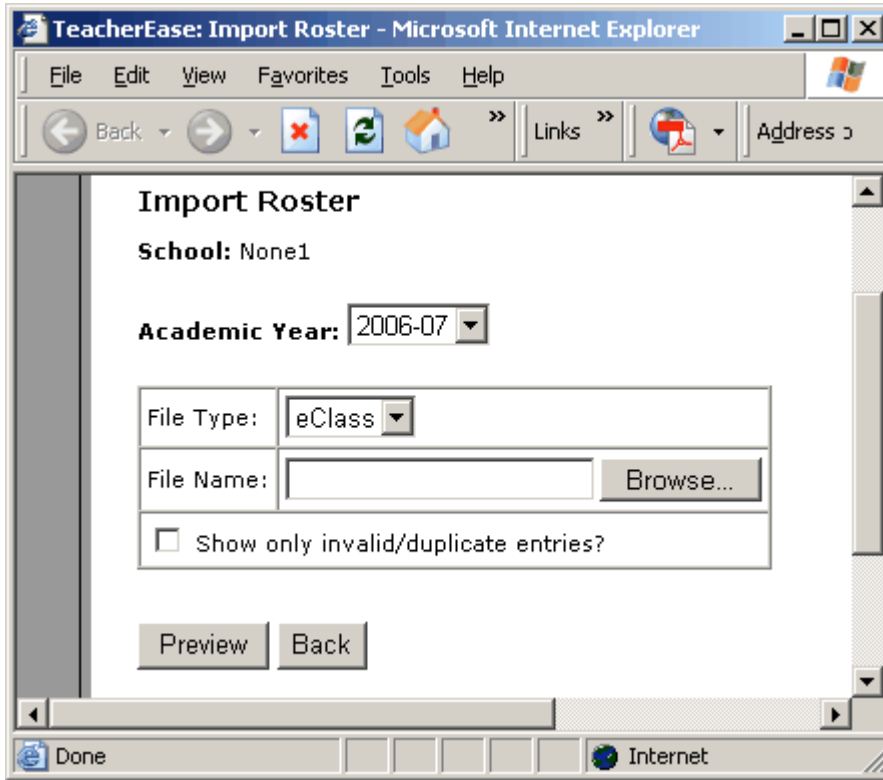
**Note:** To use this option you must have classes set up for two different school years.

**Note:** Students will typically be promoted at the end of the year, but can also be retained.

## 19.2 Import Rosters

TeacherEase allows you the ability to import rosters from other data files.

Main > Setup > Import Rosters

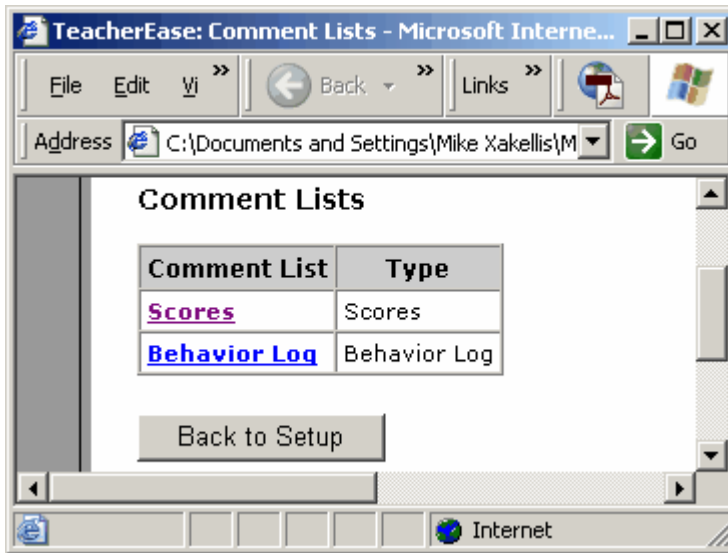


Choose a file type and name of file to be imported. Preview the results before finalizing.

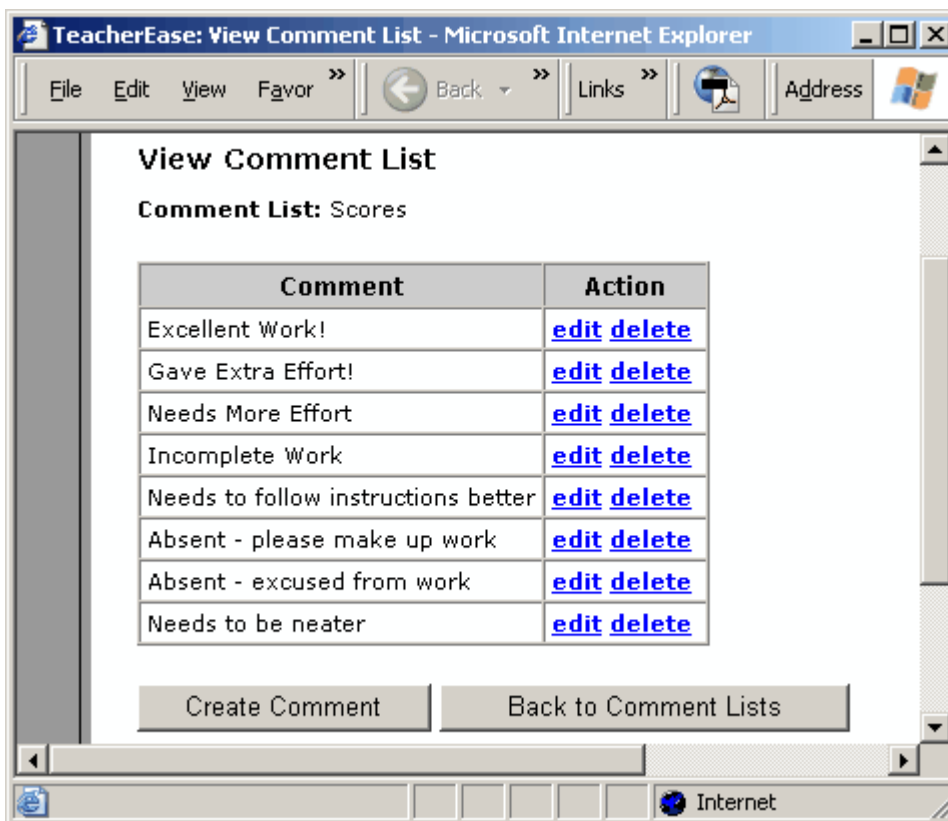
## 19.3 Comment Lists

TeacherEase allows you to enter comments on student work. These comments may be selected from a list to save time. This section describes how to modify your comment lists.

Main > Setup > Comment Lists



Click [Scores](#) for comments relating to academic performance and [Behavior Log](#) for behavioral comments. Pictured below is the **View Comment List** page for [Scores](#).

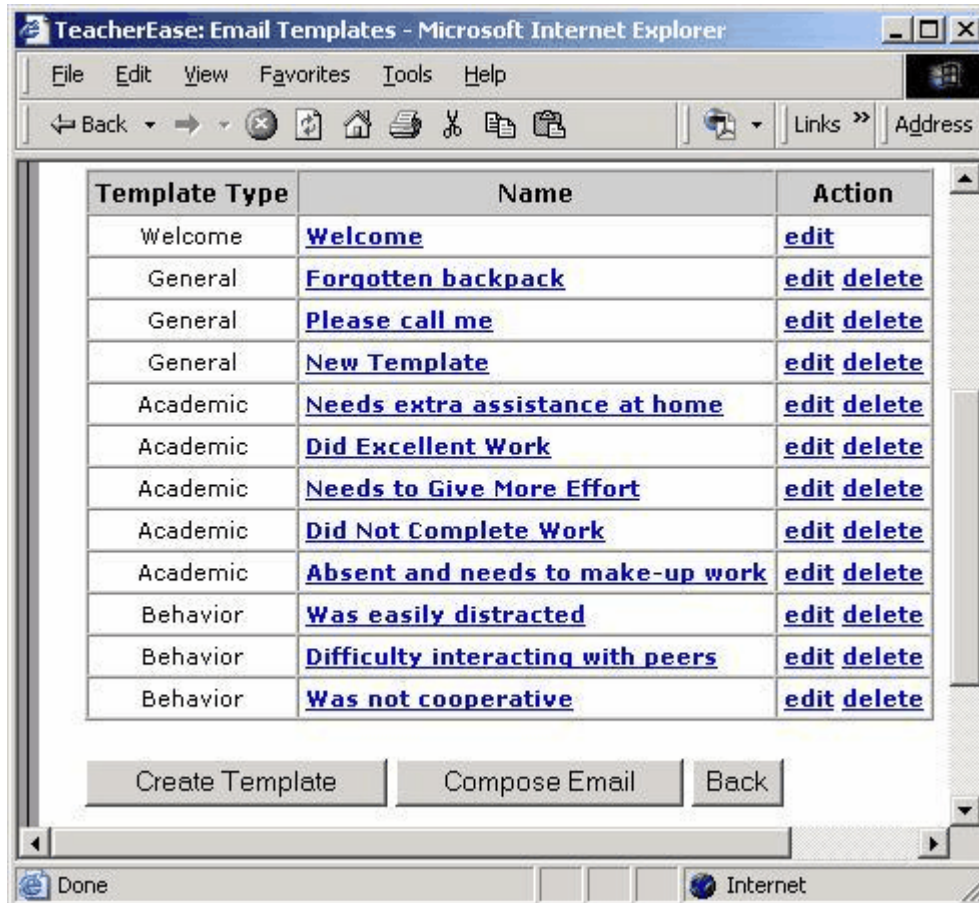


From here you can create, edit and delete comments. You will see behavioral comments when leaving *behavior logs*. You are able to leave academic performance comments when grading assignments.

## 19.4 Email Templates

TeacherEase provides a library of email templates to easily send email to parents. You can view, create, edit, and delete these templates to meet your needs.

**Main > Setup > Email Templates**



Email templates allow teachers to more easily communicate with parents. For example, suppose there was a student with a chronic behavior problem. An email could be sent home every week, without requiring the teacher to type the message each time.

### **Template Type:**

Displays the type of template.

### **Create Template**

Allows you to make a new template and add it to this list.

### **Compose Email**

Allows you to send email using email templates.

### **Edit**

Allows you to change the message content of an existing template.

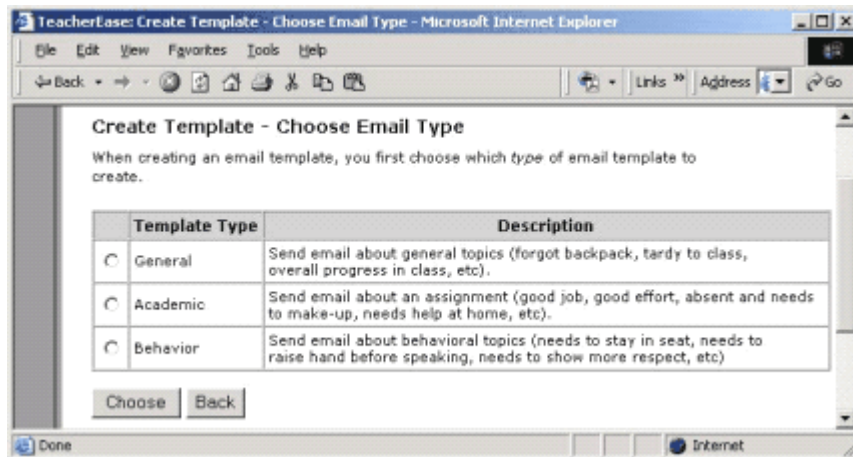
### **Delete**

Allows you to remove a template from this list.

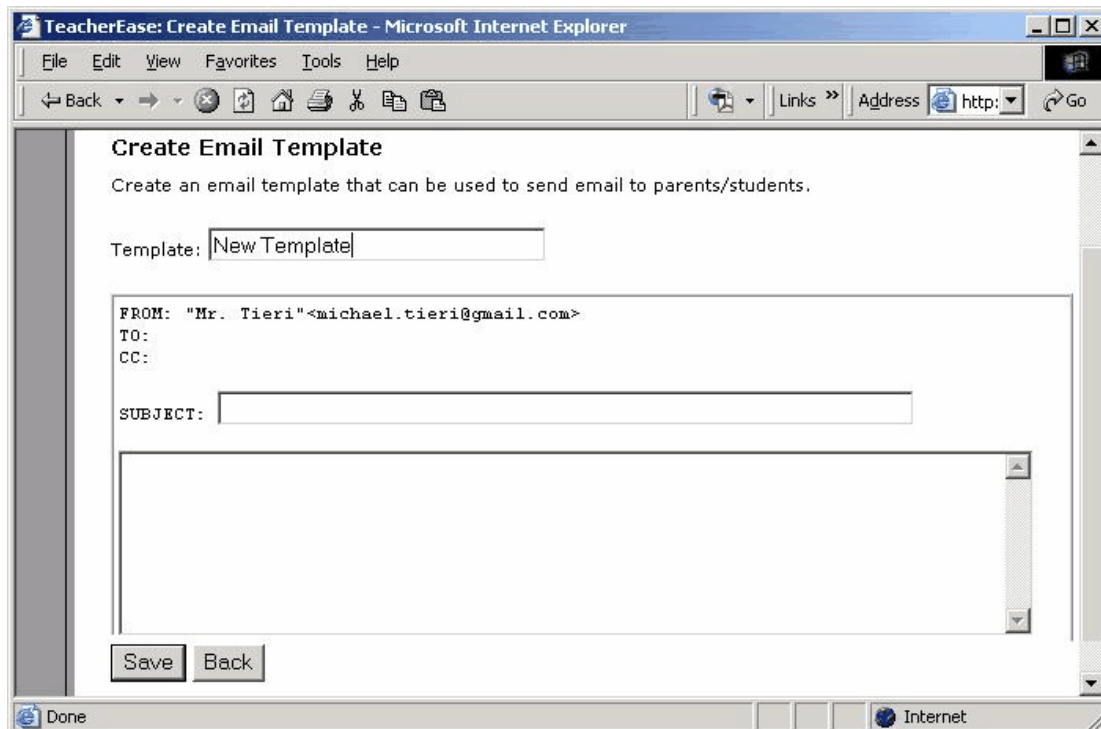
## 19.4.1 Create Email Templates

Email Templates are pre-written emails. They are useful for commonly sent messages. This page allows you to create your own custom template.

### Main > Setup > Email Templates > Create Template



When you send an email, TeacherEase lets you use 3 different “templates.” These are *General*, *Academic* and *Behavior*. The type of template that you use should depend on what your email pertains to. Here's what a general template looks like:



**Template:** Select what to call the template.

**Subject:** Type the **Subject of the email** for the template.

Type the **body** of your email message in the open area after the **Subject** area.

## 19.4.2 Academic and Behavior Templates

The academic and behavior templates in TeacherEase automatically include assignment name, date, student's score and previous instructor comments. This provides a quick and easy way to communicate regarding student work or behavior.

Create your own templates to expedite communicating with parents/students.

**Create Email Template**

Create an email template that can be used to send email to parents/students.

Template:

FROM: "Mr. Tieri" <michael.tieri@gmail.com>  
TO:  
CC:  
SUBJECT:

Class: [Class Name]  
Assignment: [Assignment Name]  
Date: [Assignment Date]  
Score: [Student's Score]  
Comments: [Instructor Comments]



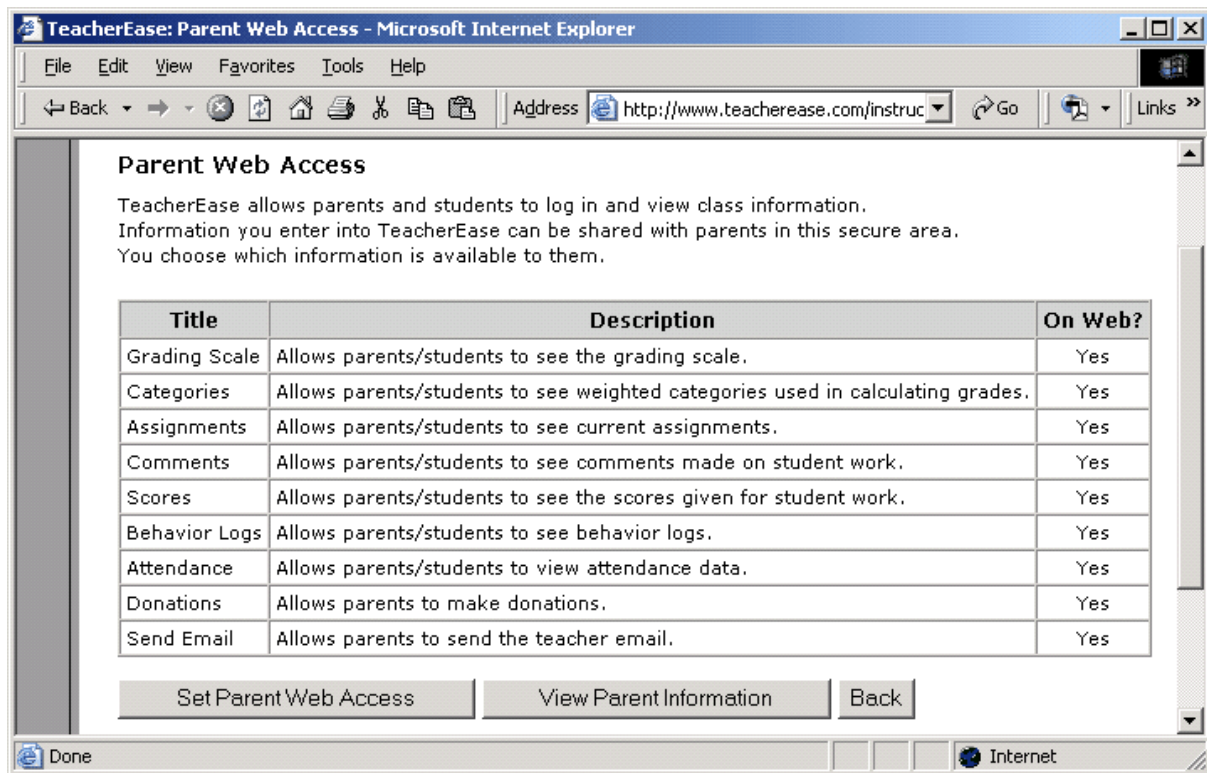
## 19.5 Parent Web Access

Once a student or parent email address is entered into TeacherEase, they can login and view information about the student. This information is available to them without *any extra effort* on your part. This communication helps parents become more involved in their students' education.

For security purposes, parents can only see information about their student(s). Parents can NEVER see other students' information.

As a teacher, you have the option of choosing what information you'd like to share with parents. To see what information is available, follow the links to:

### Main > Setup > Parent Web Access



TeacherEase allows parents and students to log in and view class information. Information you enter into TeacherEase can be shared with parents in this secure area. You choose which information is available to them.

Title	Description	On Web?
Grading Scale	Allows parents/students to see the grading scale.	Yes
Categories	Allows parents/students to see weighted categories used in calculating grades.	Yes
Assignments	Allows parents/students to see current assignments.	Yes
Comments	Allows parents/students to see comments made on student work.	Yes
Scores	Allows parents/students to see the scores given for student work.	Yes
Behavior Logs	Allows parents/students to see behavior logs.	Yes
Attendance	Allows parents/students to view attendance data.	Yes
Donations	Allows parents to make donations.	Yes
Send Email	Allows parents to send the teacher email.	Yes

Set Parent Web Access    View Parent Information    Back

The **Parent Web Access** page shows the information you can share with parents. Each piece of information has a description. Read through the options to see what's available to parents.

### 19.5.1 Set Parent Web Access

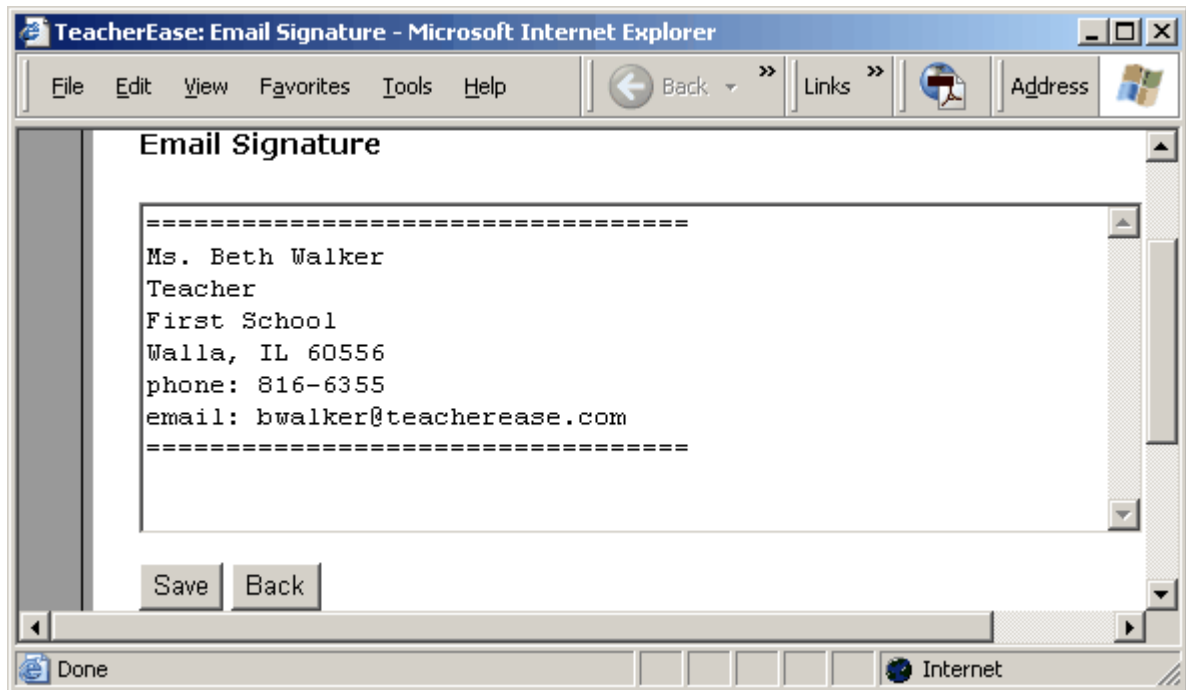
To change information to share with parents, check items on the **Set Parent Web Access** page.



## 19.6 Email Signature

When you send an email in TeacherEase, a “signature” will be attached to the bottom of your email. This is a convenient reminder to parents about how to contact you. View, edit, and save your “signature” as appropriate.

**Main > Setup > Email Signature**



## 20 Create Behavior Logs

TeacherEase allows teachers to record specific student behavior incidents. Create a **Behavior Log** to record behavior (good or bad) for a student.

### Main > Create Behavior Logs

**TeacherEase: Create Behavior Log - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Refresh Print Copy Paste Links Address http://www Go

### Create Behavior Log

Create a behavior log to document student behavior. You can also email parents. This allows you to document undesirable behavior and positively-reinforce 'good' behavior.

Description	Data
Date:	May 24 2005
Student:	Hodde, Whitney
Comments:	Whitney was very excellent in class today. She is well behaved all the time and a pleasure to have in class.
Comments Private?	No

Save Show Comment List Back

Internet

#### Show Comment List

Allows you select from a list of teacher comments.

**Comments Private?:** Toggles whether parents are able to view behavior log.

## 21 Report Cards

TeacherEase offers a report card module to save teachers' time and generate professional reports. It is only available to schools that purchase an optional subscription for multiple teachers. Report cards must be configured by a TeacherEase *admin* before becoming available to teachers. As such, report cards are NOT available to individual teachers who register for TeacherEase over the Internet.

### 21.1 Enter Grades

If your school uses TeacherEase for report cards, you'll input the grades at the end of the grading period. Follow the links to input your report card data:

**Main > Report Cards > [Select a Grading Period] > Enter Grades**

The screenshot shows a web browser window titled "TeacherEase: Report Cards - Enter Grades - Microsoft Internet Explorer". The address bar shows the URL: <http://www.teacherease.com/instructors/PRGradeEnter.asp?prcid=20999&prgpid=2475>. The page content includes:

**Report Cards - Enter Grades**  
 Enter grades for this class. Don't forget to mark the class complete when you're done.  
 The overall progress reports can be printed after all teachers' classes are complete.

**Report Card:** 2006-07 Q1 - High School Report Card

**Class:** Freshman Physical Education, Nokomana T

Buttons: Save, Import Grades from Gradebook, Copy Previous Data, Cancel

Check here if these grades are complete.

Student	Assessment	Grade	Comments
Fosark, Nick	Final Grade	[Dropdown]	
	Effort	[Dropdown]	
	Conduct	[Dropdown]	
	Dresses Regularly	[Dropdown]	

Buttons: Save, Import Grades from Gradebook, Copy Previous Data, Cancel

When you're entering grades for a class, click the "Check here if grades are complete" checkbox. This notifies the admin that your grades are complete. The admin can print report cards when all teachers have completed their grades.

Click the **Import Grades from Gradebook** button to import gradebook data for use on report cards.

Click the **Copy Previous Data** button to copy comments and/or grades from previous grading periods.

## 21.2 Import Grades

If you use the TeacherEase gradebook, you can import gradebook data into the report cards with the click of a button. Often teachers will complete report cards in a short time.

Follow the links:

**Main > Report Cards > Select Grading Period > Enter Grades > Import Grades from Gradebook**

