

## Setting Up Options


1. Before using the Grade Book, options must be set.
2. Click **Classroom. Grade Book** will be selected.
3. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
4. Click **Options** on the left.
5. Check the appropriate options including the student sort for this class and grading period.
6. Click **OK**.
7. To copy these options to another class, open the other class and click **Options**. Click **Copy Options**. Select the class from which to copy the options and then click **OK**.

## Creating Categories

1. *Categories* must be created before the user may create *Activities*.
2. Click **Classroom. Grade Book** will be selected.
3. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
4. Click **Categories** on the left.
5. Click **Add**. Required fields are indicated with an asterisk (\*).
6. Enter the appropriate information. If averaging by *Category Points* or by *Category Averages*, be sure to enter the percentage that this category will count towards the student's overall average.
7. Click **OK**.
8. Continue adding categories as needed. Be sure the percentage totals 100% for all categories.
9. When finished entering categories, click **Close**.
10. To copy these same categories to another class, open the other class and click **Categories**. Click **Copy Categories**. Select the class from which to copy the categories and then click **OK**.

## Creating Activities

1. Click **Classroom. Grade Book** will be selected.
2. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
3. The user may click the **Add Activity** button or click the *Plan* tab, select the grading period to view all existing activities and then click **Add**. Required fields are indicated with an asterisk (\*).

4. Enter the details for the activity. Type the date or click  to select it from a calendar.
  - Check **Graded** if students receive a grade for this activity.
  - Check if the activity, and the score, is to be **Visible in Home Portal**.
8. Click **Create**.
9. To copy these activities to another class or another section of the same class, open the other class and click **Copy Activities**. Select the class from which to copy the activities. Click **OK**.

## Average Setup

Use the average setup option to indicate the method by which the Grade Book average is to be calculated.

1. Click **Classroom. Grade Book** will be selected.
2. Make sure the correct **Grading Period** is selected and click the **Section Number** that appears as a blue link.
3. Click **Average Setup** on the left.
4. Select the grade that is to be averaged (ex. *Quarter 1*) and click **View**.
5. Click the *Averaging Method* tab.
6. Select the appropriate option for how the Grade Book is to be calculated for the selected score. For example, for the Quarter 1 average, the Averaging Method may be **All Graded Activities within Current Grading Period**.

## Entering Activity Grades

1. Click **Classroom. Grade Book** will be selected.
2. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
3. Click the *Scores* tab.
4. Either double-click in the *Activity* column across from the student's name or click one time in the column to enter the score in the appropriate column across from the student's name.
  - Press *Enter* key to save the record and stay on the same student.
  - Press down arrow to save the record and move down to the next student on the list for the same activity.
  - Press right arrow to move to the next activity for the same student.

- To enter a comment for the score, double-click in the *Activity* column across from the student's name.
  - Right-click across from a student's name in an *Activity* column to mark a grade as *Dropped, Late, Incomplete* or *Exempt*, or to use the **Fill** option to fill in the same grade for all students for the activity.
5. Click **Recalculate** to update the average.

## Learning Earnings

To issue credits click to **View** a class. From the *Scores* tab place a check next to each student who is to be awarded credit. Click **Award LE Credit**. If all students are to receive the same number of credits and category, enter the number of **Credits** to give each student, select a **Category** if desired and click **Send These Credits**. Alternately users may assign a specific number of **Credits** and/or **Category** to each student listed below.

## Manually Entering Grading Period Grades

1. If the user is **NOT** using the Grade Book to enter individual activities and needs to manually enter grading period grades, click **Classroom. Grade Book** will be selected.
2. Make sure the correct *Grading Period* is selected and click the **Section Number** that appears as a blue link.
3. Click **Student Averages** on the left.
4. Double-click in the direct entry column cell for the grade to enter. User must have permission to enter a direct average.
5. Enter information and click **OK**. User will still need to post grades. See *Posting Grading Period Grades* section immediately below.

**NOTE:** Manual grade entry may also be done from **Classroom | Grades** if the user has permission. However, if a teacher enters grades on the **Grades** menu and then posts grades from the Grade Book, the grades will be overwritten.

## Posting Grading Period Grades

1. Click **Classroom. Grade Book** will be selected.
2. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
3. Click **Post Grades** on the left.
4. Make sure the correct grading period is displayed and click **OK**.

## Manually Entering Grading Period Grades If Not Posting From the Grade Book

WARNING! This option is not recommended. Users should either use the Grade Book to maintain a running average or manually enter grading period grades under the **Student Averages** menu option. This option is **ONLY** to be used if the teacher is **NOT** posting grades from Grade Book. If grades are entered here and then grades are posted from the Grade Book, these grades will be overwritten. Use this option **ONLY** if **NOT** posting grades from the Grade Book.

1. Click **Classroom | Grades**.
2. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
3. Place check next to student(s). Click **View**.
4. Enter information and click **OK**.

## Printing the Grade Book

1. Click **Classroom. Grade Book** will be selected.
2. Make sure correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
3. Place a check next to each student to be included on the report.
4. Click **Grade Book** under *Reports* on the left.
5. Select the desired options and click **Preview**.
6. The Grade Book will display in .PDF format. Click **Print**.


## Taking Attendance

1. Click **Classroom** and then click **Attendance**.
2. Enter the date for which attendance is to be entered

or click  to select it from a calendar.

3. Click the *Section Number* that appears as a blue link.
4. Place a check next to all students who are missing and click **Missing**.
5. Place a check next to all students who were tardy to class and click **Tardy**. Then click **Post**.

## Taking Lunch Count

1. Click **Classroom** and then click **Lunch Count**.
2. If the date needs to be changed, either enter the date for which lunch is to be entered or click  to select it from a calendar.
3. Click the *Section Number* blue link.
  - To enter lunch for each individual person, next to each student/staff name, enter the number of items requested in the appropriate column.
  - To enter a total for the entire class instead of for each individual person, either next to the teacher name or in the *Guest* row on the bottom of the screen, enter the total number of items requested for the entire class.

## E-mailing Students/Guardians

1. Click **Classroom. Grade Book** will be selected.
2. Make sure the correct *Grading Period* is selected and click the *Section Number* that appears as a blue link.
3. Place a check next to each student to e-mail.
4. Click **Email** on the left.
5. Enter the **Subject** in the space provided.
6. All e-mail addresses for the selected students and their guardians will display below. Place a check next to each e-mail address to which to send the e-mail and click **MailTo**.
7. The local e-mail program will open. All the selected e-mail addresses will be displayed in the *BCC* line to protect e-mail privacy. Do not copy these to the *TO* line.
8. Enter the body of the e-mail and click **Send** as normal.



# Teacher Quick Guide

This document contains a brief overview of options available to teachers in *InformationNOW*. For complete details regarding each of these options, please refer to the *InformationNOW for Teachers* Quick Reference Guides, which are available at <http://support.sti-k12.com>.