

CHANCERY SMS

6.1

SECONDARY

GRADEBOOK

PARTICIPANT WORKBOOK

VERSION: 06/06

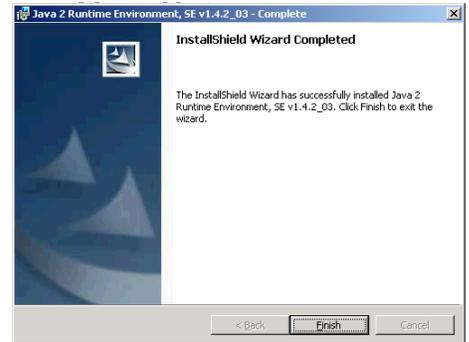
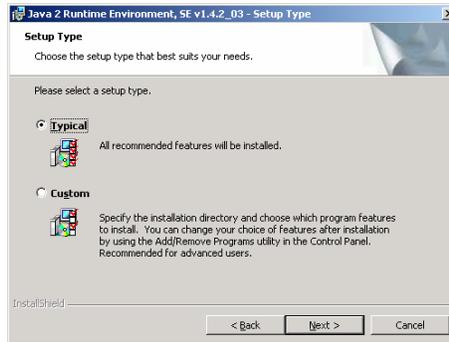
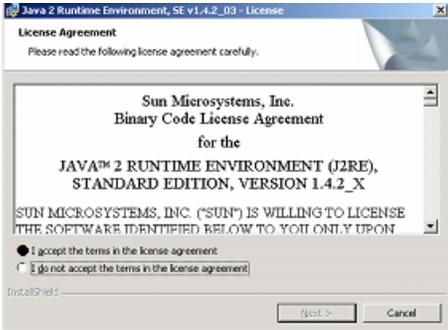
August 17, 2005 CSL - 12156

Secondary Gradebook

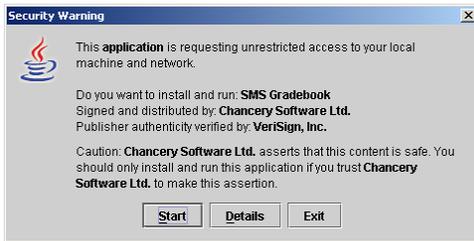
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- Click on the “Gradebook” Quick Link”
- The following screens will appear. If JAVA is already loaded, you may not get some of these screens.



- Accept the Agreement – Click Next
- Select Typical – Click Next
- Select Finish
- Do not interrupt this process. It may take several minutes.

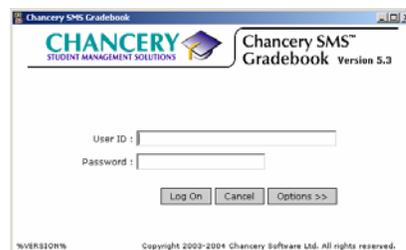


- Click “Start” on the first Screen.
- Click Install on the next Screen.
- Click “YES” on the next Screen.

After Gradebook is installed double click on the SMS Gradebook icon on your desktop to start the program.



SMS Gradebook.Ink
Version 06/04



Exercise 1: Working with Assignments

In this task, you will learn to create assignments. You will then copy and edit the assignments.

Your Notes

When you create your assignments, create them in a logical order, as they cannot be sorted in the Scoresheet later.

1.1 Create Assignments

In this task, you will create the assignments - Homework 1, Quiz 1

1. From the **View** menu, click **Scores**.
2. From the **Class/Subject** dropdown, select your first Class.
3. From the **Scoresheet** dropdown, Select the "Quarter 1" Scoresheet. Ensure that the Scoresheet does not have a date at the end.

Note that the Scoresheets with a date at the end are "SMS Owned". These will later be used to turn in your grades to SMS.

4. Click the **New Assignment** column heading.
5. In the **Assignment Details** window, complete the following fields:

Field Name	Enter/Select
Name	Homework 1
Points	10
Weight	(Do not use this if you use categories)
Weighted Points	
Category	Category (If you use categories)
Grading period	Quarter 1
Grade item	Course Grade
Date assigned	Enter a date
Due date	Enter a date

Submitting Marks

Your Notes

	%	HW 1	Test 1	Lab 1
Frank Ben	83	81	85	83
Sally Brown	58	50	60	64
John Dun	42	40	40	46
Kim Fox	76	86	71	71

	Chemistry	Conduct
Frank Ben	83	
Sally Brown	58	
John Dun	42	
Kim Fox	76	

- ◆ Three options for Submitting marks from a teacher-owned scoresheet to a grading period scoresheet:

- Populate
- Copy Scores From
- Manual Entry

Chancery SMS Gradebook



A grading period Scoresheet contains the data that is submitted to Chancery SMS as a student's final grade for a grading period. The grades for each grading period in a teacher-owned Scoresheet must be transferred to the relevant grading period Scoresheet. There are three methods available to do this.

- Populate – This is an available option however, **DO NOT** use this method. It sometimes does not work.
- Copy Scores From – this function enables you to copy scores from a specified column in one Scoresheet to a specified column in another; in this case, to a grading period Scoresheet. Just like the populate command, the Copy Scores From command simply copies grades without creating a link. **This is the best method to use.**
- Manual Entry – you can enter grades manually into a grading period Scoresheet if you are not using Chancery SMS Gradebook to track scores for individual assignments. Manual entry is also possible when making corrections to grades.

Your Notes

Horizontal lines for taking notes.

8. Complete the following fields:

Field Name	Enter/Select
Description	New Arrival
Score	NewArr

9. Click **New**, to add a new row.

10. Enter the following information, adding more rows as required:

Description	Score
Excused	Exc
Dropped	Drop

11. From the **View** menu, click **Scores** to return to the Scoresheet.

12. Click  to save and synchronize.

6.2 Manipulate Scoresheet

In this task, you will use the special scores you created. You will also show/hide columns on the Scoresheet.

 Review the current grades in the # 1 Scoresheet, and then note the changes once the new personal grading table is applied.

1. From the **Class/Subject** dropdown, ensure your first class is selected.
2. From the **Scoresheet** dropdown, select Quarter 1.
3. From the **Window** menu, click **Details**.
4. In the **Scoresheet Details** window, ensure Quarter 1 Scoresheet is selected.
5. From the **Grading table** dropdown, click **Secondary School Table**.
6. Click **Save**.

Question: Have the letter grades changed in this Scoresheet?

Answer: _____

Exercise 4: Viewing Information & Reports

In this exercise, you will view the changes summary and student demographics. You will also preview the class roster, assignment progress reports, and missing assignment reports.

Your Notes

4.1 View Changes Summary

In this task, you will view a summary of all changes made in Chancery SMS relating to your Gradebook since the last time you saved.

1. From the **View** menu, click **Changes Summary**.

Question: What kind of information is displayed?

Answer: _____

2. From the **View** menu, click **Scores**, to return to the scores view.

4.2 View Student Demographics

In this task, you will view demographic information for a student.

1. Double-click the student name in the **Roster** column.



Alternatively, from the **Window** menu, click **Details**.

2. In one of the teacher-owned Scoresheets, click a student name.

Question: Is student contact information available here?

Answer: _____



To view information about other students:

From the dropdown at the top of the window, select the required student.

or

Scroll through the students in the roster by clicking **Prev** or **Next**.

4.7 Preview Class Missing Assignment Report

In this task, you will set up and then preview the missing assignment report for your class.

Your Notes

1. If required, from the **View** menu, click **Scores**.
2. From the **Class/Subject** dropdown, ensure your first class is selected.
3. From the **Scoresheet** dropdown, select Quarter 1.
4. From the **Reports** menu, click **Missing Assignment, > by Class**.
5. In the **Class Missing Assignment Report Setup** window, in the **Report Criteria** section, complete the following fields:

Field Name	Enter/Select
Student	Active only
Include assignments with due date before	(today's date)
Print students with ___ or more missing assignments	1



You can use the comment field to add specific details about the missing assignment(s).

6. From the **Print Options** section, complete the following fields:

Field Name	Enter/Select
Display student overall score	Select
Display	Student name
Font	Arial 12 pt

7. Click **Preview**.
8. If the report spans multiple pages, to scroll between pages click  and .
9. To print the report, click **Print**.
10. Click **Cancel**.
11. Close the **Class Missing Assignment Report Setup** window.

