



Delete Staff

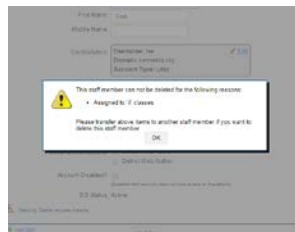
Before you delete a staff record, you should transfer any associated activities to another staff record first (see [“Transfer Staff Activity”](#)). “Warning: Delete requires transfer” displays on the **Update Staff** window for a staff record if there is information in use that must be transferred. GradeBook checks staff records for the following associated information:


- Classes
- Assignment banks
- Assignment types
- Lesson Plan banks
- Assignments
- VirtualClassroom libraries
- Homework
- Homework banks
- Lesson plans
- SpecialServices banks
- ParentAccess home pages

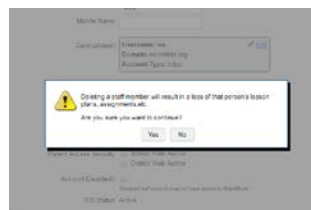
Staff member records with associated SpecialServices forms can be deleted in GradeBook, and staff member records with associated SpecialServices user banks can also be deleted without first transferring bank information. The user’s name, date, and time are stored in the StudentFormAudit and SpSStudentFinalizedGroupAudit tables even after a staff record has been deleted.

1. On the **Administrator Home Page**, under **Annual Setup**, click **Staff**.
2. On the **Staff** screen, search for the staff member you want to delete.
3. In the row of the staff member you want to delete, click 
4. On the **Update Staff** window, click delete. 

Note: If there is information such as lesson plans or assignments in use by the staff member, the following message displays: “This staff member can not be deleted for the following reasons: Assigned to XX classes, XX assignments in use, XX assignment types in use, XX lesson plans in use.”



5. To close the message window, click **OK**, and then proceed to transfer the staff activity. See [“Transfer Staff Activity.”](#)
6. After you have transferred the staff activity, click delete. The following warning message displays: 



7. If you are certain that you want to delete the staff member, click **Yes**, and a confirmation message displays indicating that the staff member was deleted successfully.

Note: For support personnel who support multiple school districts on the same server, you can click **Delete from all districts** at the bottom of the window to delete the staff member with a Master role from all districts at once.

Note: To view the changes, refresh the **Staff** screen.


Delete Students

You may delete students in GradeBook, and when you do, all the data associated with the students is also deleted from the system. This procedure may be used, for example, to delete all students who graduated 5 years.


To return the fewest number of students when searching for students to delete, select as many of the available options as possible in the **Additional Search Criteria** and **Sorting Options** areas.

1. On the **Administrator Home Page**, under **Tools**, click **Delete Students**.
2. On the **Delete Students** screen, at the left side of the screen in the **Additional Search Criteria** area, in the **Enrollment Status** drop-down list, select the appropriate code.
3. In one or more of the following lists, select greater than (>), less than (<) or equal to (=):
 - Last System Update
 - Graduation Date
 - Birthday
 - Withdrawal Date
4. To select the appropriate date for any of the lists selected previously
5. To view students who have forms associated with them, select the **Show Students with Forms** check box.
6. To organize the results, in the **Sorting Options** area, select any of the following options in ascending (Asc) or descending (Desc) order:
 - Birthday
 - Enrollment Status
 - Grade
 - Graduation Date
 - HR
 - ID
 - Last System Update
 - Name
 - School
 - Withdrawal Date.

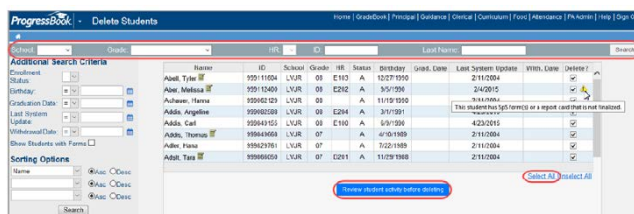
7. Click **Search**. A list of students matching the search criteria display

Note: If the student has SpecialServices forms,  displays next to the student's name. You can hover your cursor over the icon to view the number of forms associated with the student.
8. On the **Delete Students** screen, in the **Delete?** column, select the check box in the rows of the students you want to delete, or click **Select All** to delete all students listed.

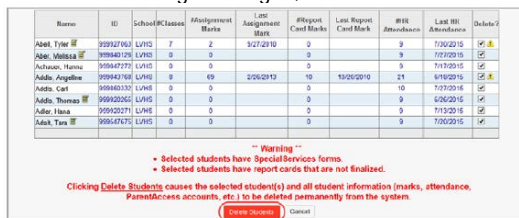
Note: When you delete students in GradeBook, the system deletes all ParentAccess account information including the parent accounts if the parent is not tied to any other students.

*Note: If you select the **Delete** option for any students who have SpecialServices forms or a report card that is not finalized,  displays. Hover your cursor over the icon to view the hover tip.*
9. Click **Review student activity before deleting**.

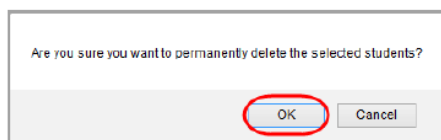
If any of the selected students have SpecialServices forms or report cards that are not finalized, one or more warning messages display.



10. Review the activity of all students with warning messages, and then click **Delete Students**.



11. On the confirmation window, click **OK**.



A message displays to indicate that the students are successfully deleted.

GradeBook Annual Setup Guidelines

Beginning of School Year 2020_2021

District Setup

- Schools
Verify Principal. Changes are made in DASL/SIS
(Management>School Administration>School Building Administration>School Demographics)
- Lunches – Update as needed
- District Features
 - Require attendance for newly integrated homerooms (If checked, any homerooms and/or classes from SIS will be checked for Homeroom Attendance)
- School Features – Update as needed
- LMS Settings

Calendars

- Reconnect Calendars to buildings
 - Verify correct calendars are attached to the correct school.
 - Calendar Days Tab > Verify that all attending school days are marked with a Day of the Week. (Extra days are always added to the end of the calendar)

Courses/Classes

- Clean up courses with no classes (Optional) -If the course is active in SIS it will move to gradebook overnight. Inactivate unused courses in SIS.
 - Select a building > Select the courses With No Classes option in the banner, if desired > Click GO > SAVE > Yes to confirm the deletion

Parent Access PA Admin

- District Setting - Verify and Update
 - District Settings
 - District Home Page
 - Enable this District?
 - Allow schools to use Google OAuth?
 - Yes = Allows synch to student email in SIS
 - (Does not need to be enabled to allow teachers to use Google Classroom Sync)
 - School Preferences – Verify/Update
 - Show Schedules prior to school
 - With or without teacher name
 - Passwords
 - Attendance Comments
 - Student Schedules
 - Page Level Security -Verify/Update
 - Alert Setup - Verify/Update
 - District Login Maintenance - Verify greeting is current
- Manage Accounts
 - Registration Key Maintenance
 - Unused keys were not deleted in the rollover.
 - Generate Keys
 - Export Registration Keys for Letters

Grading Setup

- Reporting Periods (Dates Roll up – Not Correct)
Dates are populated with PRIOR year dates but are the CURRENT year. These dates must be updated for the 19-20 school year. Do not have a gap in dates
 - Update Report Card/Interim entry dates. (Click>Edit)

NOTE: If you do not specify a time, the system uses 12:00am as the beginning/end time

Do not overlap dates

 - Update report card publish dates to Parent Access. This date controls when the Report Card GRID appears – not the paper report card. If you are NOT publishing report cards to parent access remove any date so PA defaults to the correct term.
 - Run Report showing the bucket dates- *Report Card Entry Window Dates
- Cross Reference- Done prior to Integration
 - Only available to users with a Master role
 - By Building - Verify all reporting terms are associated to the correct SIS reporting term.
- Mark Types
 - If general comment changes were made in SIS, they will update in GradeBook. Extra comments may need to be deleted.
 - If marks were changed to adjust to a revised grading scale, verify and update Mark Type Points
- Grading Scale
 - If you made grading scale changes in SIS, these changes must be updated in gradebook.
 - Verify that there are no gaps in the point ranges or the percentage ranges and match Mark types.

NOTE: When grading Scales or Mark Types that have the same point value for multiple letter grades, GB may randomly select the letter grade to populate the report card entry page.
- Report Card Builder
 - DELETE UNUSED REPORT CARDS- Including ones created in 19-20 for COVID
 - These are available in prior year.
 - General Tab
 - Row 7 - Select Report Card Mode to testing
 - Row 9 - For each report card check Yes/No on the school Admins making changes to report card.
 - Row 10 - Post to Parent Access? Check the option to post the report card to Parent Access
 - Assessments – External Reference to be connected to SIS If DASL Integrated Only - Repeat for each course (Elementary only)
 - System Calcs
 - Pulled from prior year
 - Calculation Method – Averages from GradeBook or Grades from Report Cards
 - Select the Grading Scale – Use Report Card Grading Scale or use GradeBook Grading Scale
 - Standards Based Elementary Report Cards
 - See GradeBook Utility Documentation
 - Test all reports cards
 - Report Card Testing Meeting – August 16 (NEOnet)


Set Required Homerooms for Homeroom Attendance

- Principal, Clerical or Attendance (See documentation)

Set up Multiple Grade Books for Standards-based Report Cards

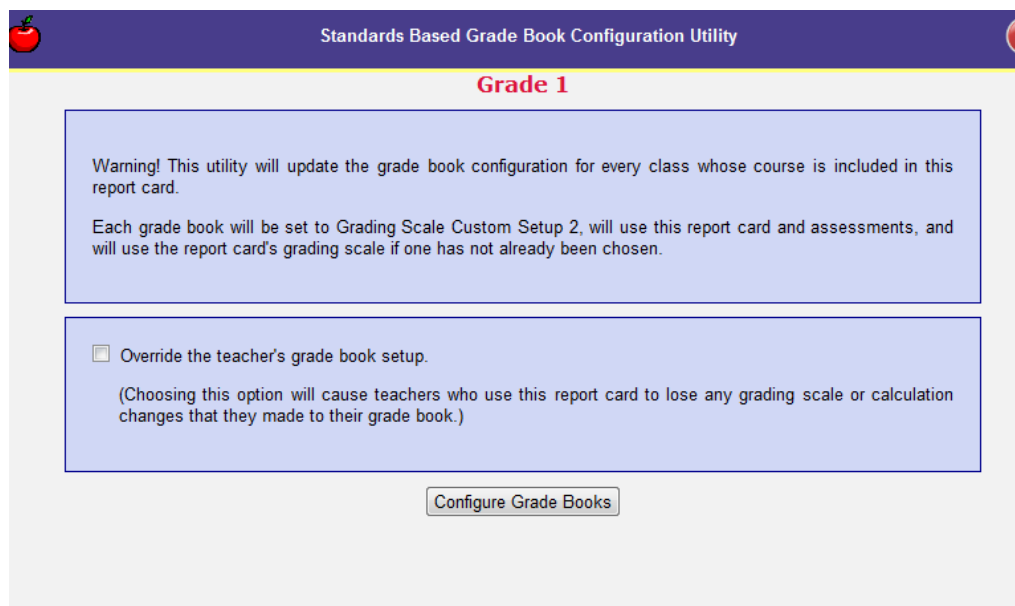
If your district uses standards-based report cards, at the beginning of the school year you can set up teachers' grade books to automatically apply the Grading Scale Custom Setup 2 option to all grade books that use the specified report card. The report card being used must be set to Elementary and Active. The default calculations selected on the Assessments tab in the report card are updated in the Grading Scale Setup. In addition, if the report card is set to not allow school administrators to update the report card setup, then users with the School Administrator role cannot use the Grade Book Configuration Utility.

Using the Configuration Utility does not override classes in which teachers' grading scales have already been set up.

1. On Report Cards screen, click  in the Actions column for the report card being configured.
2. On the Standards Based Grade Book Configuration Utility window, click **Configure Grade Books**.
A message displays when the configuration has been completed successfully.
3. Close the Standards Based Grade Book Configuration Utility window.

Override Teacher's Grade Book Option in **Gradebook Configuration Utility**

The Override the teachers' grade book setup option has been added to the [Grade Book Configuration Utility](#) to allow users with master and school administrator privileges to update the report card setup with modified assessments as needed. Any grading scales and calculation methods that teachers had selected manually will be overridden.



Standards Based Grade Book Configuration Utility

Grade 1

Warning! This utility will update the grade book configuration for every class whose course is included in this report card.

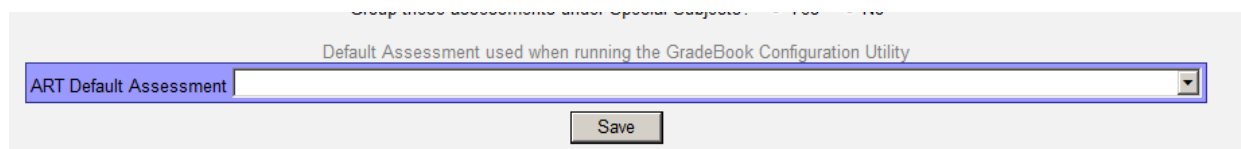
Each grade book will be set to Grading Scale Custom Setup 2, will use this report card and assessments, and will use the report card's grading scale if one has not already been chosen.

Override the teacher's grade book setup.

(Choosing this option will cause teachers who use this report card to lose any grading scale or calculation changes that they made to their grade book.)

Configure Grade Books

NOTE: If there is NO default assessment selected on the assessment tab in the report card builder, there will be NO DEFAULT ASSESSMENT POPULATED TO SHOW FOR STUDENTS' PROGRESS.



Group these assessments under special subjects: []

Default Assessment used when running the GradeBook Configuration Utility

ART Default Assessment

Save

Set Required Homerooms for Daily Attendance

Attendance personnel can designate the homerooms and/or classes in which daily attendance should be taken. This ensures that teachers only take daily or homeroom attendance in the proper class.

- Roles **Clerical, Principal, Attendance**
Click **Set Required Homerooms for Homeroom Attendance**.
- On the **Set Up Required Homerooms** screen, search for the homeroom in which daily attendance should be taken.
 - In the **School** drop-down list, select the desired school building.
 - To narrow your search results, perform either or both of the following steps:
 - In the **HR** field, enter the full or partial name of the class.
 - In the **Last Name** field, enter the full or partial last name of the teacher assigned to the homeroom.
 - In the **Period** field, enter the full or partial name of the class period.
 - In the **Term** field, enter the full or partial name of the reporting period.
 - To designate how the list of results should be sorted, in the **Sort By** list, select one of the following options:
Homeroom, Last Name, Period, Term
 - Click **Search**.

Note: Depending on your district's settings, newly imported homerooms and classes may either be selected or deselected by default

- Click **Save**.

Teacher's GradeBook Checklist 2020-2021

Administration Setup

- Setup GradeBook Access

If you share classes and/or share lesson plans, setup gradebook access/setup lesson plan sharing.

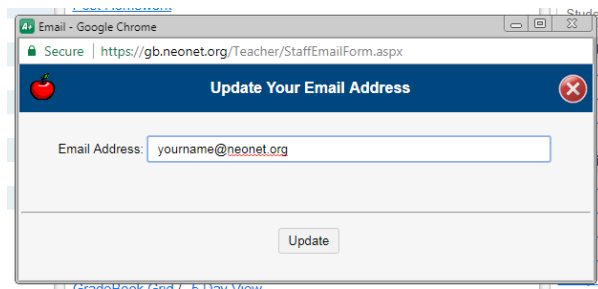
- Setup Teacher Preferences

Assignments will default to selected preferences.



- Update Email Address

For correspondence with parents and students



- Bank Maintenance - Assignment Bank, Homework Bank, and Lesson Plan Bank

Average Calc Setup

- Setup Assignment Types

Add assignment types and check the classes for use. Delete assignment types you do not want to use. Do not create an extra credit assignment type if you are using WEIGHTED AVERAGES as these points will not calculate in the student grade average.

- Calc Methods/Weights

Select the calculation method Weighted Average or Straight Average.

When you are entering weights, consider the value as a factor of the number of times a particular assignment type points are used in calculating student's average. (If you leave the Weight field blank for an assignment type, it is counted as 0 and those assignments are not calculated in the average.)

Straight Averages REQUIRE NO ACTION.

- Setup Grading Scales

Default, Custom Setup 1 or Custom Setup 2.

Verifying Classes/Rosters

- Check roster for students
Click on Class to display rosters.
Students may be hidden until the start of class

To unhide students or hide any students with a **W** next to their name Click Update Roster at the bottom of the student roster.

- Edit List
Class Alias (rename), order and hide courses that are not meeting
(Semester/Trimester/Quarter)

Seating Charts

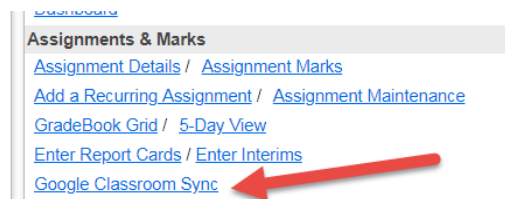
You can create a visual reference of a classroom's physical arrangement in a seating chart that includes information about each student. Once you have created it, you can perform any of the following tasks on a seating chart:

- Customize
- Copy
- Enter daily attendance
- Enter period attendance
- Print
- Delete

Google Classroom Sync

You can now Sync your Google Classroom and GradeBook.

- Assignments & Marks.
Click Google Classroom Sync



- The names of your Google Classroom classes that display in the **Google Class** dropdown list now contain the section number designated in Google Classroom.
- Students are now sorted alphabetically by last name instead of first name.
- When you make changes to an assignment's name, due date, and/or total point value in Google Classroom, these values are now updated in GradeBook when you re-sync the assignment.

Additional GradeBook information is available by clicking the Question Mark located at the top right of the GradeBook Page