

JGRADEBOOK MANUAL



20010-2011

Table of Contents

Table of Contents	2
Recording Grades Electronically	3
Guidelines for Maintaining	3
Student Grades in JGradebook	3
Maintaining Records for Transfer Students (Example on page 5)	4
Maintaining a Hard Copy of Grades	4
Example JGradebook – Highlighted Data Shown:	5
Codes when Entering Grades	5
Color Definitions Under the Student Category	5
JGradebook Setup	6
Starting the Year	6
JGradebook on Jpams	6
Beginning of the Year Instructions	Error! Bookmark not defined.
To Enter Grades	7
JGradebook Screen	8
Assignments (Refer to page 7 for picture)	8
JGradebook Manual	8
Grades	9
Students	10
Reports	10
Admin	10
Help	11
Toolbar	11
Basic Information	11
Valid Grades	11
Accessing JPAMS Gradebook through the Internet	12
Attendance Posting in JGradebook	Error! Bookmark not defined.
Lesson Plans in JGradebook	12
Obtaining Help for JGradebook	21

Guidelines for Maintaining Student Grades in JGradebook

Recording Grades Electronically

1. Enter the **Assigned Date** of the grade. (Ex. Record a test grade on the date the test was given, not on the day it was graded.)
2. Indicate the **Name** of the assignment, the **Type** of assignment, **Total Possible Points**, and **Available Bonus Points** for each assignment.

The following are acceptable data for grades:

- | | |
|---------------------------|---|
| a. Numeric Score | Score student earned on assignment |
| b. Numeric S, N, U | Numeric score is converted to S, N, U grading period average (Lower Elementary) |
| c. S, N, U | Alpha score is recorded and averaged to S, N, U grading period average (Lower Elementary) |
| d. 0 (zero) | No points due to no assignment turned in, student suspension, etc. |
| e. I | Assignment is incomplete. No grading period average or final computed. |
| f. E | Student is exempt from the assignment due to an extenuating situation. |
-
3. Notes concerning JGradebook:
 - a. JGradebook will average grade slots left empty and grade slots with an “**E**” without that assignment.
 - b. Numerical grades between 0 and the maximum possible points will be added to the student’s total number of points.
 - c. Numerical grades above the possible points will not be saved in JGradebook.
 4. Teachers need to check for missing grades and incomplete (i) discrepancies at progress report and report card times.
 5. End of grading period grades in JGradebook will be locked one week following the distribution of report cards.

Maintaining Records for Transfer Students (Example on page 5)

1. Transfer grades/averages for a current grading period must be entered for transfer students. Below are general guidelines:
 - a. An assignment named “transfer grade” will be created for the class with the maximum possible points matching that of the incoming student’s score.
 - b. The score sent from the previous school will be entered for the “transfer grade” assignment.
 - c. All other students in the class will be marked with an “E” their exemption from this assigned score.
2. The student’s previous grading period averages will be entered by the office staff.

Maintaining a Hard Copy of Grades

Note: All system data for all years are backed up in several locations, but it is wise to print copies of a gradebook to provide a safety check of grade data. Teachers are encouraged to print copies of the gradebook, particularly after entering a large number of grades and at key times (progress reports, end of grading period). Keeping these printouts handy in a folder or in the class record book will help if there are questions of the validity of grade data.

1. Print a “**Gradebook Report**” for each class at progress report time.
2. Print a “**Gradebook Report**” for each class at the end of each grading period. Attach this report to the Class Record Book or place in a secure folder.
3. School office staff will print grade verification reports at the end of each nine weeks, prior to report card printing.
 - a. Teachers review the verification reports for accuracy, incompletes, or missing grade averages.
 - b. Teacher mark any edits needed and fix accordingly in JGradebook.
 - c. Teachers sign/date grade verification report and return it to the office as confirmation that the grades are ready for report card printing.
 - d. School office staff keeps signed/dated grade verification reports for each nine weeks on file in the office.

Example JGradebook – Highlighted Data Shown:

Codes when Entering Grades

1. Normal Grades
2. Grades of "i" for "incomplete"
3. Grades of "E" for "Exempt" used to show transfer grade only applies to a transfer student and not others in class.
4. Grade of "E" for "Exempt" is given to a single student so the student is not accountable for assignments prior to entry.

Color Definitions Under the Student Category

1. Blue – Denotes English as a Second Language student
2. Red – Denotes homebound students
3. Grey – Denotes students no longer in your class.

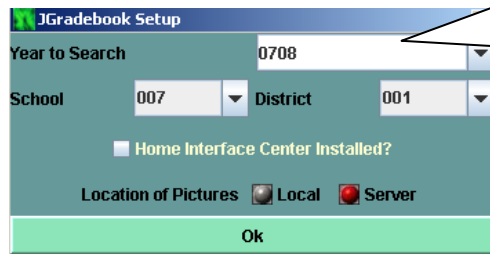
	Sidno	Students	Test Chapt...	Typing Quiz ...	How Not to ...	Transfer Gr...	Final
1	7079995	AUSTIN, MAEGAN P.	E	30 A	200 A	E	100 A
2	9080696	BATTIN, COURTNEY M.	92 B	26 B	167 C	E	86 C
3	9080115	BREAUX, DUSTIN B.	50 F	15 F	150 D	E	65 F
4	9330104	DELCO, DARIUS L.	67 F	26 B	177 B	E	82 C
5	9080120	DENNIS, MICHAEL J.	73 D	30 A	180 B	E	86 C
6	9070600	DOUGHTY, MICHAEL J.	100 A	10 F	182 B	E	88 B
7	9070673	FRUGE, GAVIN M.	88 B	24 C	192 A	E	92 B
8	7079949	GREGG, LOGAN W.	89 B	23 C	I	E	34 I
9	9070510	HOFFPAUR, ADAM S.	84 C	26 B	193 A	E	92 B
10	9080522	JOSEPH, WILBERT	78 C	27 B	200 A	E	92 B
11	9080425	LEGER, KURT J.	60 F	28 B	178 B	570 A	90 B
12	9079073	MARTINEZ, ILSI N.	90 B	25 C	100 F	E	65 F
13	9070484	ROMERO, CHASITY N.	99	16 F	174 B	E	88 B
14	9070087	SOLOMON III, ALBERT J.	92	27 B	194 A	E	95 A
15	9070294	TRAHAN, CHARBRA T.	90	30 A	199 A	E	97 A
16	9080634	TRAHAN, COLLIN R.	73 D	18 F	200 A	E	88 B
17	9080703	TRAHAN, LEE C.	87 B	17 F	173 B	E	84 C
18	9070071	WILLIAMS, AMBER E.	82 C	14 F	180 B	E	84 C
19	9070775	WILSON, DEIDRA E.	100 A	30 A	190 A	E	97 A
20	9070653	CHAISSON, CRAIG J.					

Example of Transfer Grade assignment for new student coming into class with previous score of 570/600

JGradebook Instructions

JGradebook Setup

1. Double click on the JPAMS icon on your desktop.
2. A log-in box will appear. Type in your username and your password. You can then press Enter or click **OK**.
3. The Teacher WorkStation menu screen will appear. Double click on the **JGRADEBOOK** button.
4. Click anywhere in the green area and the setup box will appear (as shown on the above). Make sure the current year is selected. **DO NOT** check on Home Interface Center Installed?
5. Select **Server** for the Location of Pictures.
6. Click the **OK** bar at the bottom.
7. Your name should appear in the lower left corner. The program automatically defaults to the teacher's name which is connected to the log-in.
8. Select the section to enter the grades at the bottom center. A blinking red prompt indicates such.
9. Select the marking period at the bottom right. A blinking red prompt indicates such.

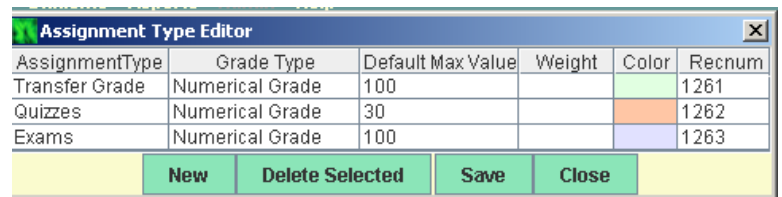


Enter the current school year in the "Year to Search" drop box

Starting the Year

Setting up *Categories*.

Use categories to organize your gradebook. This feature allows you to choose specific colors for the different types of assignments given in a class. (i.e. Test, Quiz, Term Paper, etc.) These categories will appear in the Assignment Type drop-down box when you create a new assignment.



AssignmentType	Grade Type	Default Max Value	Weight	Color	Recnum
Transfer Grade	Numerical Grade	100		Green	1261
Quizzes	Numerical Grade	30		Orange	1262
Exams	Numerical Grade	100		Purple	1263

Refer to the picture on page 6 for further details.

1. Click on **Assignments** on the Menu Bar and choose **Categories** from the drop-down menu.
2. Click on **New** and a new row is added for the category.

3. Click in the cell for **Assignment Type** and type your first category (i.e. Tests, Exams, Homework, etc). Check your spelling.
4. Select the **Grade Type** if other than Numerical Grades. Enter the **Maximum Value** or points. Press **Enter** on the keyboard.

Note: You must now put a Default Max Value for each category. Be sure to set up a different named category if you give S, N, and U grades (either numerical or letter). You must put the S, N, and U numerical with a Default Max Value of 100. The S, N, U letter has Default Max Value of 2, which you do not need to key in the Default Max Value section.

5. Check with your Principal in regards to using weights. Be sure the weights assigned match the grading policies of your parish.
6. Click in a box under the color column and choose a color. This will color code the different assignments in your gradebook.
7. Do not try to enter anything in the Recnum column.
8. Repeat Steps 2-4 for additional categories. By clicking on **New**, you create a new line. Elementary teachers: If you give S, N, U grades in one subject and letter grades in another, you have to set up two separate Categories and they cannot have the same name.
9. Click **Save** when you are finished. **Note:** These categories are available to all sections all year long. A new category may be added at any time.

To Enter Grades

Setting up Assignments

1. Click on Assignments and then **New** (or use the New icon on the Toolbar). Enter the information for your first graded activity. After entering the information, click **Save** and then **Close**.
2. A new column with the information you created in the Assignment Editor appears in your gradebook. Refer to page 4 for gradebook coding. After entering the grades, click on the **Save** icon (looks like a disk) at the top of the tool bar.
3. The assignments can be moved around to suit your needs by clicking, holding and dragging with your mouse. You can also use the **Arrange** feature under the Assignments menu. Be sure to say "yes" to save the arrangements when you leave this class.

JGradebook Manual

JGradebook Screen

The screenshot shows the JGradebook application window for Crowley High School. The interface includes a menu bar with options like System, Assignments, Grades, Students, Reports, Admin, and Help. Below the menu is a toolbar with icons for New, Edit, Print, and other functions. The main area displays a spreadsheet of student data with columns for Sidno, Students, Test Chapt., Typing Quiz, How Not to..., and Transfer Gr. The status bar at the bottom shows the current teacher (MECHE TAMMY G), section (04 ASO [00784]), and marking period (1st Sem Exam [E113]).

Callout boxes identify the following components:

- Version Number
- Menu Bar
- Tool Bar
- Gradebook: Students & ID# Spreadsheet Final Averages
- Navigation Bar: Teacher Section Marking Period
- Status Bar

Assignments (Refer to page 7 for picture)

- Arrange:** Allows the user to have the assignments arranged by User Selection (drag and drop), Alphabetical, Date Due, Date Assigned, or Assignment Type. Select one, click the **Apply** button, followed by the **Save** button and finally the **Close** button.
- New:** Creates a new assignment. Key in the Assignment Name (do not use the same name for any other assignment in a grading period). Make sure you have a Maximum Value unless it is for Bonus Points Assignments. **Copy to Other Sections** allows you to copy this same assignments to other sections in your gradebook. Click **Save** when completed.
- Edit:** Allows the user to make changes to his or her assignment. The assignment must be chosen first before selecting **Edit**.

Assignments	Grades	Stu
Arrange		
New		Ctrl-N
Edit		Ctrl-E
Remove		Ctrl-R
Categories		
Syllabus		Ctrl-S
Lesson Plan Review		

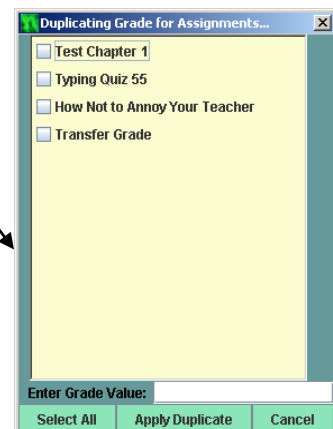
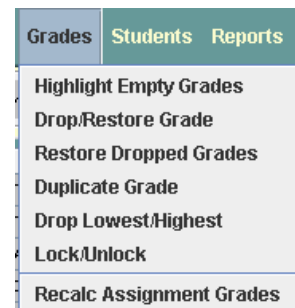
4. **Remove:** Allows the user to delete the entire assignment and any grades given. The assignment must be chosen first before selecting **Remove**. The gradebook will automatically recalculate the final average.
5. **Categories:** Sets up your Assignment Types (Categories) for all sections of your gradebook. To add a new category, please refer to page 5 “Setting up New Categories.”
6. **Syllabus:** This is a handy feature. It allows you to view all of your assignments. From this screen you can also edit or remove the assignment. It can also be printed.

Assignment	Assignment Type	Grade Type	Maximum	Bonus	Weight	Assigned	Due
Test Chapter 1	Exams	Numerical Grade	100	0		04/15/2008	04/16/2008
Typing Quiz 55	Quizzes	Numerical Grade	30	0		05/06/2008	05/06/2008
How Not to Annoy Your Tea...		Numerical Grade	200	0		05/21/2008	05/21/2008
Transfer Grade	Transfer Grade	Numerical Grade	600	0		05/23/2008	05/23/2008

Buttons: New, Edit, Remove, Print, Done

Grades

1. **Highlight Empty Grades:** If no symbol or grade was entered on an assignment, the cell will be highlighted.
2. **Drop/Restore Grades:** The Drop feature will allow you to “drop” a single grade, which will not be calculated in the final average. The cell will turn grey. The **Restore** feature will allow you to edit that cell or restore it (take the grey off). This is helpful when a student is dropped and you need to key in grades. Click in the grey cell, choose **Drop/Restore Grades**, and then enter the grade.
3. **Restore Dropped Grades:** This feature will you to restore all dropped grades throughout the whole section. This will also undo the Drop Lowest/Highest grades and restore them. *(Note: Students who have dropped from school or the section will also have all cells restored but when you leave the class section and return, these cells will be dropped again—grayed out.)*
4. **Duplicate Grades:** Allows the user to give the same grade to all students. Create the assignment first and then use this feature. You will pick the assignment from the list as shown on right. Enter the grade you wish to give to all students in the **Enter Grade Value** box at the bottom. If just a few students did not make the duplicate grade, just delete their grade and enter the correct one.
5. **Drop Lowest/Highest Grade:** Allows the user to drop the lowest or highest grade among all or some of the assignments. The setup is similar to the Duplicate Grade feature as shown.
6. **Lock/Unlock:** Grades will be locked so that no grade can be accidentally changed or deleted. You must select the assignment first before locking grades. Grades will then turn red, indicating



they are locked.

7. **Recalc Assignment Grades:** In the case where an assignment's maximum grade was changed, use this feature to recompute the final average. Also, if a dropped grade is restored, use the **recalc** feature.

Students

1. **Attendance:** This feature allows the user to access the Attendance module in JPAMS to mark first-period absences and to check the absences in other classes.
2. **Conduct:** This feature is not currently used in our parish.
3. **Student Term Grades:** Allows the user to view the final grades of each nine week period for the selected student.
4. **Seating Chart:** Allows you to move pictures of students in their seating order. Pictures must be stored on server for this to work.

Students	Reports	Admin
	Post Attendance	
	Post Conduct	
	Post Discipline Referral	
	View Student Schedule	
	Student Term Grades	
	Seating Chart	

Reports

1. **Print Grade Log:** Prints the names of students on a spreadsheet. This can be used as a grade sheet or an attendance log.
2. **Print Attendance Log:** Same as Grade Log
3. **Attendance Roll Book:** A different way to view student attendance.
4. **Assignment Report:** View or print the grades of an assignment with or without students' names. You can click on the SIDNO column heading and put it in numerical order.
5. **Assignment Statistics:** View or print statistics about all your assignments (number of points, bonus points, highest & lowest score, range, median, mean, and mean indicator). You can select the columns to view/print.
6. **Grade Summary Charts:** Charts are available to compare grades by student, whole class, one assignment or all assignments.
7. **Gradebook Report:** Print out all of the grades in one section for a period.
8. **Term Grades Report:** Allows the user to view or print all students in a section with each nine weeks final grade.
9. **Student Progress Report:** Allows the user to print the progress report of a section for one or all students.
10. **Student Missing Assignment Report:** Print a list of students and the assignments that have not been posted.

Reports	Admin	Help
Print Grade Log		
Print Attendance Log		
Attendance Roll Book		
Curriculum GLEs Monitor		
Curriculum Checklist		
Assignment Report		
Assignment Statistics		
Grade Summary Charts		▶
Gradebook Report		
Term Grades Report		
Student Progress Report		▶
Student Missing Assignment Report		▶

Admin

1. **For administrators only.** Do not access or use.

Help

1. Helpful information concerning JGradebook.

Toolbar

Tooltips are available for each icon. Just hold your mouse pointer (without clicking) over each icon and an explanation will appear.



1. **Graduation Cap:** Gives the demographic information on a selected student.
2. **New:** Creates a new assignment dialog box
3. **Duplicate Grade**
4. **Drop/Restore Grade**
5. **Highlight Non-Posted Grades**
6. **Recalculate Final Grade**
7. **Save**
8. **Print Gradebook Report**
9. **Post Attendance:** Brings you to JPAMS Attendance Module
10. **Discipline:** Used to initial referrals electronically. Not available at all schools.
11. **Seating Chart**
12. **JGradebook Help**
13. **Calculator**

Basic Information

When entering grades, they will stay blue until you save or create a new assignment. If the grades are red, it means they are locked. Grayed out grades means they are dropped.

Valid Grades

1. **Alpha:** Valid grades are A, B, C, D, and F.
2. **Numeric:** Valid grades are 0 – Maximum Point Value and can be decimal. For example, you may opt to award a half point on a partially correct answer. Thus, you can post a 95.5 providing the value is within the assignment's total points possible.
3. **S, N, U Alpha:** Valid grades are S, N and U.
4. **S, N, U Numeric:** Valid grades are 0 – Maximum Point Value and can be decimal. For example, you may opt to award a half point on a partially correct answer. Thus, you could post a 95.5 providing the value is within the assignment's total points possible.
5. **Other:** Valid other grades are E, I, P, R, W, X and blank. These grades are always valid for any assignment. A black assignment grade is equivalent to the E grade below.

- E** Used to mark an assignment grade as exempt grade for a student and it is not counted as a part of the final marking period average.
- I** Used to mark an assignment as incomplete. The final marking period grade will remain as an I grade as long as any assignment has an I grade posted.
- P** Used in any assignment to signal the final marking period average as a passing (P) grade.
- R** Used in any assignment to signal the final marking period average as a readiness (R) grade
- W** Used in any assignment to signal the final marking period average as a withdrawal (W) grade.
- X** Used to mark an assignment grade as a grade where the student failed to make up an assignment. It is treated as a zero (0) in computing a final marking period average.

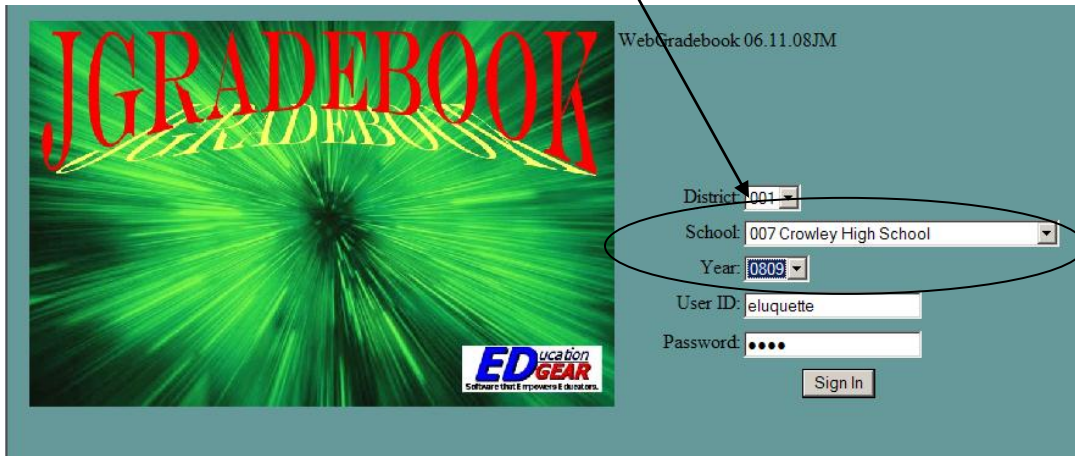
Accessing JPAMS Gradebook through the Internet

JPAMS Gradebook is available online from any computer connected to the Internet. The address is: **<http://192.168.1.16/gbook/>**

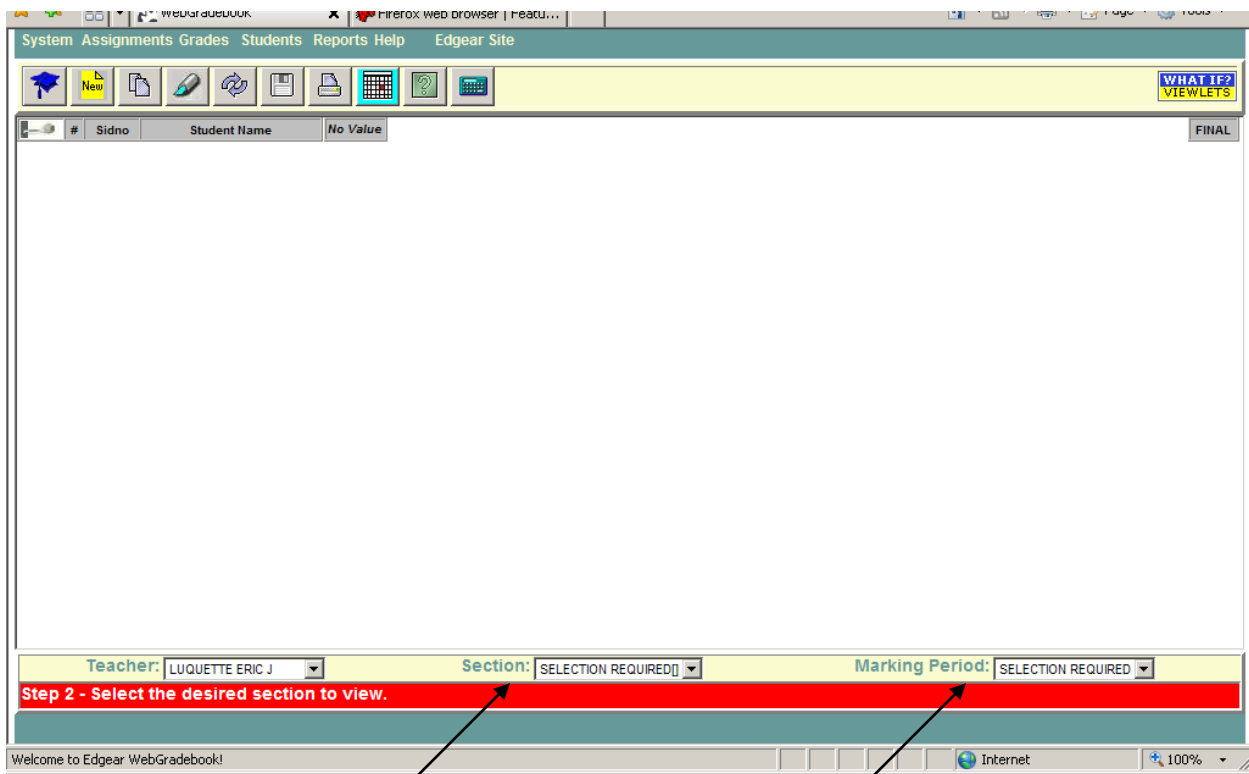
While the Internet version is very good, be aware that the Internet version of the grade book does not have as many features as the JPAMS gradebook accessed through the school network. Web page design limitations allow for a basic gradebook for a user to enter, edit, and delete grades from any Internet connection outside of the school network.

Please note that all features are not active yet in the web version of the Gradebook. We are in the process of adding all the sections in this manual.

1. Select your school from the drop down list of schools. "Year" will stay as "0809".



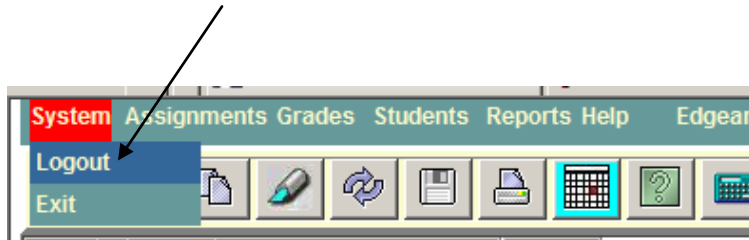
2. Enter your JPAMS login and password in the same format as you normally login at school. You should now see a basic gradebook screen.



3. Select your **subject**.....and **grading period**

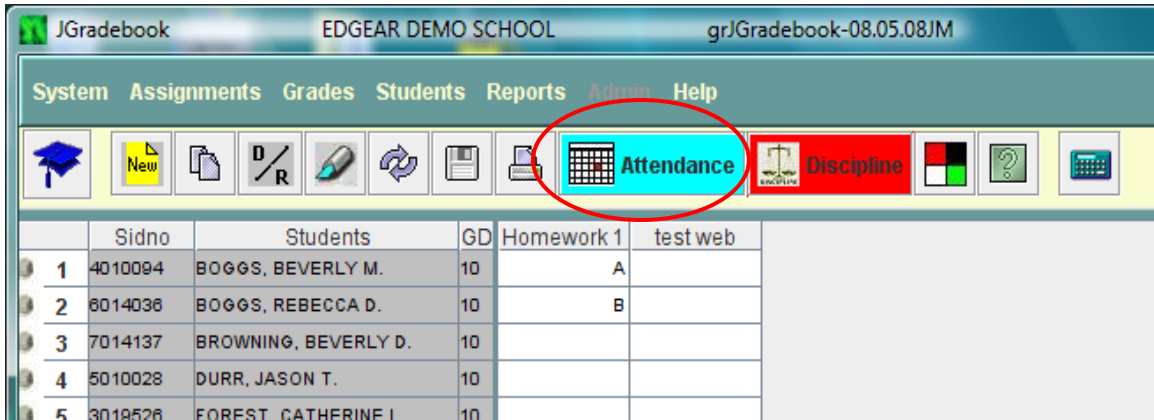
Remember: This is a web page drawing a lot of information, so it will take a moment to bring up all of the students and assignments in your class.

4. **Important: Save often and Logout when done!** After completing your work, clicking on “**System**”, then “**Logout**” will bring you back to the login screen. Clicking on “**Exit**” will close the Internet Explorer program.

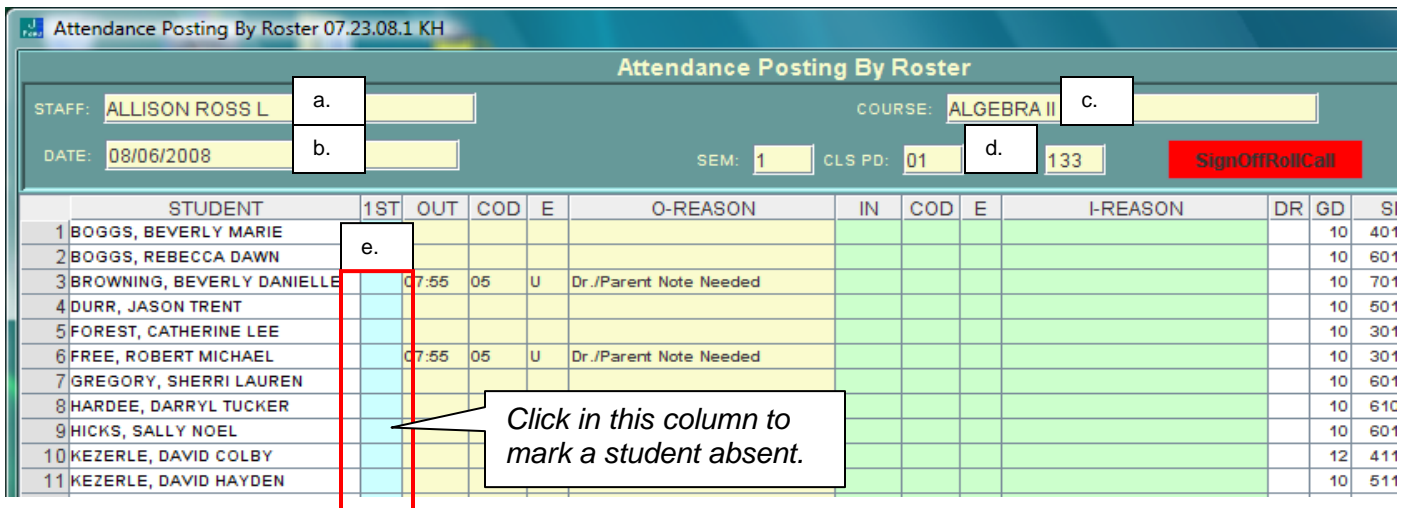


Attendance Posting in JGradebook

- From the gradebook, click on your first period class and the current grading period.
- At the top of this page you see the blue attendance button. Click on it. Your classroom attendance page will appear.



- You need to check to see if you have the right information on this page before you take attendance.
 - Your name
 - Correct date
 - Correct course
 - Correct semester, class period. If all of this is correct you can now take attendance.
- If a student is absent, click on the blue cell that is labeled **1st** (e.). The line will populate with appropriate attendance information.



- When you are through posting attendance, click on the red **“SignOff Roll Call”** button at the top right. A sign off box will appear.

Attendance Posting By Roster 07.23.08.1 KH

Attendance Posting By Roster

STAFF: ALLISON ROSS L COURSE: ALGEBRA II

DATE: 08/06/2008 SEM: 1 CLS PD: 01 ROOM: 133 **SignOffRollCall**

	STUDENT	1ST	OUT	COD	E	O-REASON	IN	COD	E	I-REASON	DR	GD	SI
1	BOGGS, BEVERLY MARIE											10	401
2	BOGGS, REBECCA DAWN											10	601
3	BROWNING, BEVERLY DANIELLE	07:55	08	11		By Report Note Needed						10	704

RollCallVerification Dialog

Enter the HandLunchCounts if this is a First Period:

HandLunchCount

Do you want to add a mem... YES NO

Change the Lunch types?: YES NO

OK **CANCEL**

- Enter the lunch count. If you have a memo, click **yes**. Another box will appear that will allow you to enter a memo. When done, click **ok**. You have just taken attendance.

Lesson Plans in JGradebook

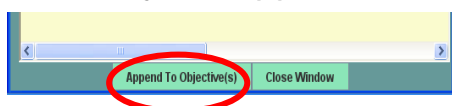
1. Open your JGradebook and the section to enter your lesson plan. Before you begin the lesson plans for the very first time, you need to create a Category just like you do with your other assignments. If you have never put in Categories before, it is required for the 0708 school year. Categories are put in only once and they are used across all courses and all six weeks.

Create a **Category** for LESSON PLANS with a maximum value of 0. The Grade Type does not matter.

AssignmentType	Grade Type	Default Max Value	Weight	Recnum
HOMEWORK	Numerical Grade	100		194809
LAB ACTIVITY	Numerical Grade	200		194810
WORKSHEET	Numerical Grade	50		194811
EXAM	Numerical Grade	100		194812
DAILY TEST	Numerical Grade	50		194813
LESSON PLANS	Numerical Grade	0		194814

2. Click on **Assignments** menu and select **New** (or use the **New** Icon on toolbar). Begin keying in your setup for your week of lesson plans. For a suggestion, as the **Assignment Title** use **LP Week of August 20-24**. Use the following screen shot as a guide and the notes attached.

If you use the Comprehensive Curriculum, please add the **Curriculum Unit, Topic** and **GLEs** as you normally do except after you select the GLEs, click **Append to Objectives(s)** button at the bottom.



Make sure that you check off: Do Not Display in Gradebook.

"Date Assigned" is the first day of the Lesson Plan week and "Date Due" is the last day.

Assignment Title:	LP Week of August 20-24		
Assignment Type:	LESSON PLANS		
Grade Post Type:	Numerical Grade		
Curriculum Unit:	Unit 1: Measurements and Problem Solving;		
Curriculum Topic:	1, 2, 3		
Curriculum GLE(s):	01,01b,04b,09,15		
	<input type="checkbox"/> Designated Unit Test	<input checked="" type="checkbox"/> Do Not Display In Gradebook	
Weight Value:	<input type="text"/>		
Maximum Value:	<input type="text" value="0"/>	Bonus Points:	<input type="text" value="0"/>
Date Assigned:	<input type="text" value="08/20/2007"/>	Date Due:	<input type="text" value="08/24/2007"/>
Prerequisites:	<input type="text"/>		
Objective(s):	09. Write and defend a conclusion based on logical analysis of experimen 14b. Identify unknowns as elements, compounds, or mixtures based on pl 18b. Given the concentration of a solution, calculate the predicted change i 20b. Express concentrations in terms of molarity, molality and normality (P 01. Write a testable question or hypothesis when given a topic (SI-H-A1) 01b. Convert metric system units involving length, mass, volume, and time 04b. Use scientific notation to express large and small numbers (PS-H-A1) 09. Write and defend a conclusion based on logical analysis of experimen 15. Analyze the conclusion from an investigation by using data to determin		

- While the box is still on your screen, click on the **Lesson Plan** button at the bottom left (previous screen shot). It will bring up a blank screen for you to key in your information (shown below). You can use the screen shot below as a suggestion. If you have typed up lesson plans on your computer already, you can simply copy (CTRL + C) and paste (CTRL + V) them into this area.

The screenshot shows a window titled "Lesson Plan" with a blue title bar and a close button in the top right corner. The main area contains a weekly lesson plan:

MONDAY:
 1. SPELLING UNIT 34 : INTRODUCE 1-10; DISCUSS MEANINGS AND SPELL ORALLY
 2. REVIEW VOC. WORDS "COMPLICATED" AND "OPTIMISTIC"
 3. REVIEW REF. 30
 *TE P. 212-213 CONNECTING COMPOUND SENTENCES
 -REF 31 COMPOUND SENTENCES
 - REF 32 COORDINATE CONJUNCTION AND CONNECTIVE ADVERB CHART

TUESDAY:
 1. READ PAGES 45-50
 2. DISCUSS QUESTIONS AT END OF CHAPTER, P. 51, #2, 3, 4
 3. HAND OUT WORKBOOK AND TOGETHER GO OVER LESSON

WEDNESDAY:
 1. SPELLING TEST
 2. DIVIDE CLASS INTO GROUPS, WITH WORKSHEET.

THURSDAY:
 1. COMPUTER LAB ACTIVITY, P. 56

FRIDAY
 1. EXAM ON UNIT 34
 2. BEGIN DISCUSSION ON UNIT 35

At the bottom of the window is a navigation bar with several buttons: "Objective(s)", "Lesson Plan", "Homework", "Instructional Method", "Evaluation/Assessment", and "Close". The "Lesson Plan" button is currently selected and highlighted.

- Click on the button at bottom of screen and in the same format, key in your homework assignments under the appropriate day of the week. If you have none, you can either leave off that day or key in NONE.
- The next two buttons opens up a check-off list to complete your lesson plans. There is also a choice for OTHER, in which you can key it in.
- Click on the **Close** button and you are finish. Click on the **Save** button and if you have the same course in other periods, you can **Copy To Other Sections**.

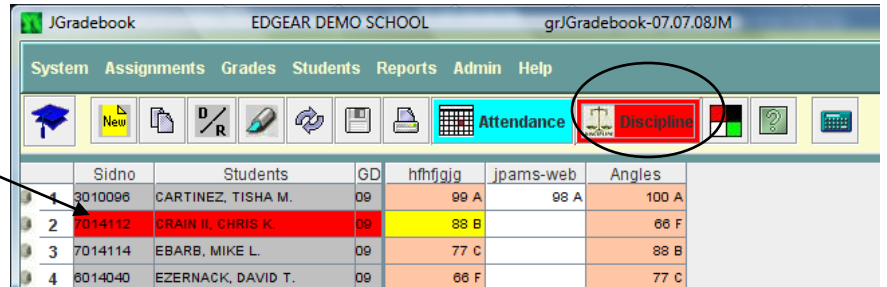
7. TO EDIT/VIEW YOUR LESSON PLAN: Click on **Assignment** menu and select **Syllabus**. This will bring up a list of all assignments and lesson plans. Click once on the Lesson Plan you need and then click on **Edit** button at bottom.

8. TO PRINT/VIEW YOUR LESSON PLAN: Click on **Assignment** menu and select **Lesson Plan Review**. On the setup, check the school year, district, and choose the school numbers that correspond to your school. To narrow the search, you can select the grade level. High school must use grades 9-12. The date should be the first day of that week for the lesson plans. Click **Okay**. Select your name and course from the list on the left. The lesson plans appear on the right. Click the **Print** button.

Posting a Discipline Referral in Gradebook

1. Click on a **Student**

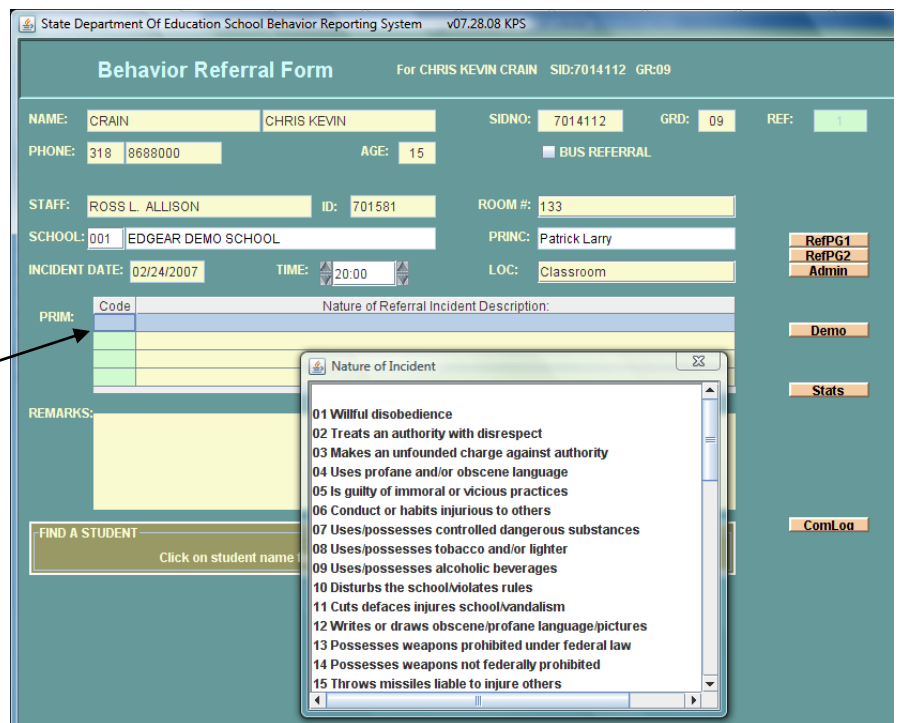
2. Click on the **Discipline** button.



3. Clicking on the **Discipline Button** will bring up Referral Page 1. The student's information is automatically inserted into the document.

4. Click on the **Code Line** and a Drop Down Menu with **Discipline Incidents** will appear.

5. You may select up to **Four** discipline incident codes.



6. Type in the Details of the Incident in the **Remarks** field.

7. Click on **RefPG2**

State Department Of Education School Behavior Reporting System v07.28.08 KPS

Behavior Referral Form

For CHRIS KEVIN CRAIN SID:7014112 GR:09

NAME: CRAIN CHRIS KEVIN SIDNO: 7014112 GRD: 09 REF: 1
 PHONE: 318 8688000 AGE: 15 BUS REFERRAL

STAFF: ROSS L. ALLISON ID: 701581 ROOM #: 133
 SCHOOL: 001 EDGEAR DEMO SCHOOL PRINC: Patrick Larry
 INCIDENT DATE: 02/24/2007 TIME: 20:09 LOC: Classroom

PRINCIPAL'S LAST NAME - sprincname

PRIM: Code Nature of Referral Incident Description:
 01 Willful disobedience
 04 Uses profane and/or obscene language

REMARKS: The student would not keep quiet. When told he would be sent to the office if he did not stop talking, he said a few choice words.

Buttons: RefPG1, RefPG2, Demo, Stats, ComLog

-FIND A STUDENT
 Click on student name for a selection list or type part of the student name.

8. Click on **Action Taken By Teacher**a drop down box with **Teacher Actions** will appear.

Behavior Referral Form For CHRIS KEVIN CRAIN SID:7014112 GR:09

WHAT IF? VIEWLETS Sat, Feb 24, 2007 08:36 28 PM R: 2 Rec:109178

By Teacher: Code Action Taken By Teacher, Bus Driver Or Other Employee

Parental Contact: -PLCN- Date: 02/24/2007

Teacher/Employee Recommendations:

Date School Employee Signed Form: 02/24/2007

Possible Motivations:
 Obtain peer attention
 Obtain items/activities
 Avoid Adult
 Don't know
 Obtain adult attention
 Avoid Peer(s)
 Avoid task or activity
 Other

Others Involved:
 None
 Peers
 Staff
 Teacher
 Substitute
 Other

Buttons: RefPG1, RefPG2, Admin, Demo, Stats, ComLog

Teacher Actions:
 01 Conference with Pupil
 02 Referred to Counselor
 03 Placed in Detention
 04 Assigned Remedial Work
 05 Referred to Social Worker
 06 Referred to office

9. If you select any one of the first five choices, this discipline referral will be considered a minor referral.

10. If you select **#6 Referred to Office**, the following action will take place: An email will be sent to administrators at the school when the **Save** button is clicked.

11. You will now select the **Parent Contact** field and a popup box will appear.
Select contact method.

Behavior Referral Form For CHRIS KEVIN CRAIN SID:7014112 GR:09

WHAT IF? VIEWLETS Sat, Feb 24, 2007 09:09 14 PM R: 2 Rec:10917

By Teacher:

Code	Action Taken By Teacher, Bus Driver Or Other Employee
02	Referred to Counselor
04	Assigned Remedial Work

Parental Contact: [Dropdown] -PLCN- Date: 02/24/2007

Teacher/Employee Recommendations:

Date School Employee Signed Form: 02/24/2007

Possible Motivations

- Obtain peer attention
- Obtain items/activities
- Avoid Adult
- Don't know
- Obtain adult attention
- Avoid Peer(s)
- Avoid task or activity
- Other [Text Box]

Others Involved

- None
- Peers
- Staff
- Teacher
- Substitute
- Other

Personal Contact

- P Phoned the parent (fill in the date of contact)
- L Sent home a letter to parent
- C Conferenced with the parent
- N No parent contact done by teacher prior to referral
- U No contact - Phone disconnected/Not in Service

RefPG1
RefPG2
Admin
Demo
Stats
ComLog

12. Select a **Possible Motivation(s)** for this incident.

13. Click on **Save**. If **Referred to Office** was selected as the first action, an email will be sent to the Administration of the school.

14. Other Buttons:

- Demo**-----Will be able to print a Demographic Page of the Student
- Stats**-----This will give you historical discipline statistics on a student

Obtaining Help for JGradebook

1. Talk to the JGradebook “expert” on the school staff. This will resolve many questions.
2. Email JPAMS support at support@edgear.com. Be precise in your description of the problem.
3. Call JPAMS directly at 800.509.7070.
4. Email or call your district JPams coordinator.

