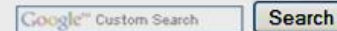


TEAMS *for* **Teachers**

Progress Report

Online Handouts

http://**webclass.org**



About Us

Atomic Learning

Desktop Setup

EasyTech

Elementary Storytelling

- Audacity
- Creating a Digital Story
- Digital Cameras
- EPISD Photo Release
- iPod - Getting Started
- Podcast Projects
- Syncing video iPod
- Using iTunes
- Windows Movie Maker
 - MOV - WMV converter
 - MP4 - AVI converter
 - WMV - MP4 converter

Teacher Web Pages

TEAMS for Teachers

- Attendance
- Gradebook
- Gradebook Examples
 - Elementary school
 - Middle school
 - High school
- Progress Report
- Report Card
- Transfer Grade

United Streaming

Education and training via the internet are growing rapidly. Accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts and tutorials.

Webclass.org provides:

- Workshop handouts available anytime, anywhere
- Cambridge online dictionary
- Web-based [Keyboarding](#)
- Lesson plan [calendar](#)

After all, **Webclass.org** can be *anywhere you want it to be....*

Elementary Storytelling in iTunes

View all **19** digital stories from El Paso ISD teachers and students

Select Progress Report

View In iTunes

smaller group of selected students. Video length is generally 2 to 10 minutes.

Procedure

- **Create progress report for each course/subject taught**
 1. Complete entering of grades
 2. Add **comments** and **conduct**
 3. **Save** progress report
 4. **Finalize** progress report

MyEPISD Login

The screenshot shows the El Paso Independent School District website. At the top, there is a navigation menu with links for home, schools, district info, mission & goals, departments, news & media, employment, and board of trustees. A contact us link is also present. Below the navigation is the El Paso Independent School District logo and contact information: EL PASO INDEPENDENT SCHOOL DISTRICT, 6531 Boeing Dr. El Paso, TX 79925, (915) 881-2700. A Google Custom Search bar is located on the right. The main content area features a sidebar with links for Students, Parents, EPISD Staff, and Community. Below this is a 'Quick Links' section with several news items. The main content area includes a 'Recent News' section with a headline about an EPISD alumnus reaching the stars for the second time. To the right, there is a weather widget for Monday, August 31, 2009, showing 'Partly Cloudy' with a temperature of 70°F / 21°C and a wind speed of North 5 MPH. Below the weather is an 'Instructional Calendar' link. The 'Employee Login' section is highlighted with a red arrow, showing a 'myepisd' logo, a 'Username' field, a 'password' field, and a 'LOGIN' button. A red arrow points to the 'LOGIN' button.

Login
Username – Password

TEAMS Login



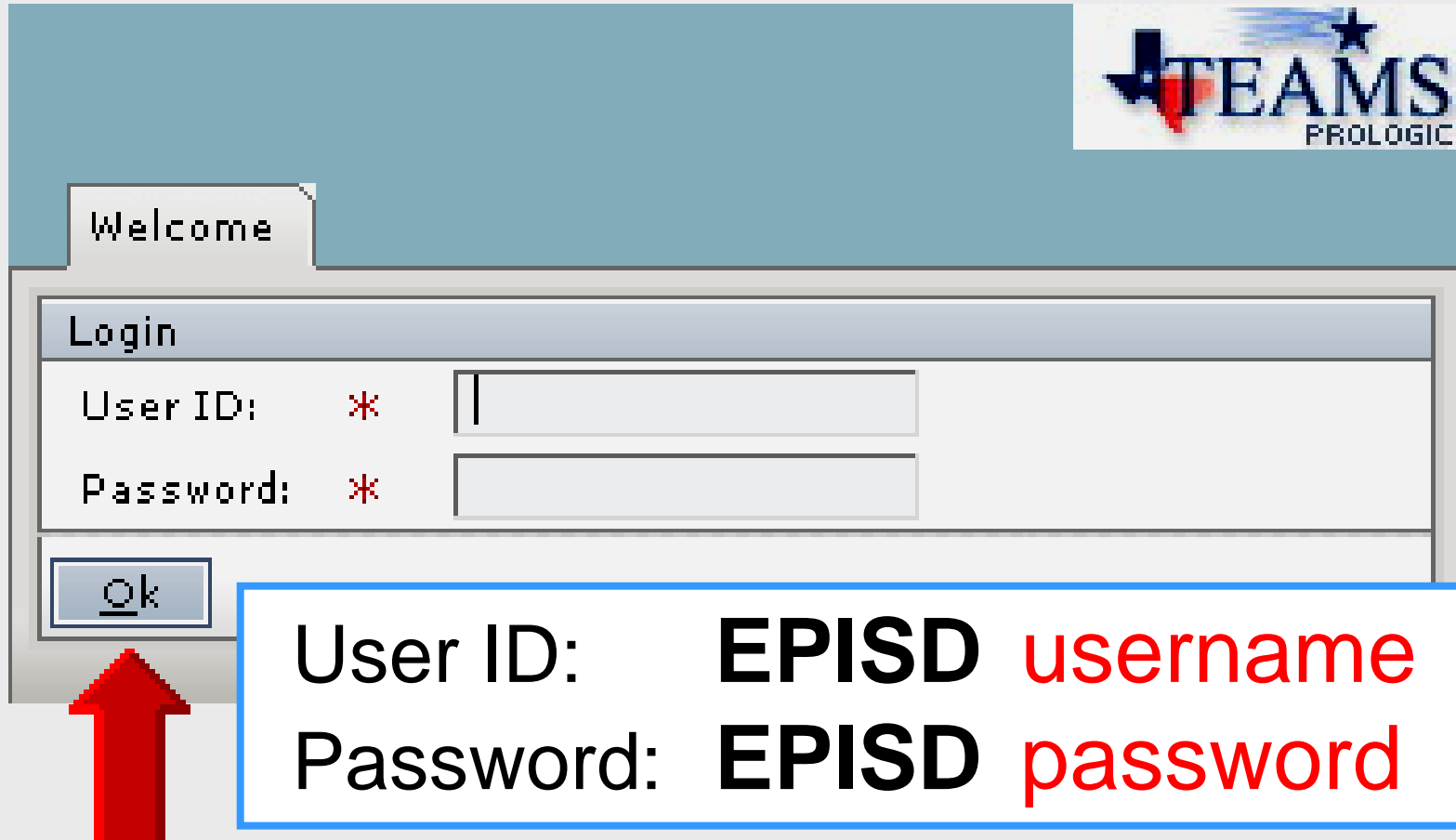
Click **TEAMS**

Bypass MyEPISD

- Eliminates two logins
- Bookmark in Favorites

[https:// teams.episd.org/common/](https://teams.episd.org/common/)

TEAMS Login



Welcome

TEAMS
PROLOGIC

Login

User ID: *

Password: *

Ok

User ID: **EPISD** username

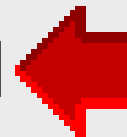
Password: **EPISD** password

Access Gradebook



Welcome to the TEAMS Employee Home Page.

Teacher Menu ▼




Pull-down
Teacher
Menu

Access Gradebook

Home ▾ Help ▾

Homepage

Welcome: / High School Teacher

 **El Paso Independent School District®**
NOTHING LESS THAN SUCCESS!

Welcome to the TEAMS Employee Home Page. [Expand All](#) / [Collapse All](#)

Teacher Menu ▾

- ◆ [Take Classroom Attendance](#)
- ◆ [Enter Classroom Grading](#)
- ◆ [Maintain Teacher Gradebook Category](#)
- ◆ [Student Discipline Incident Search \(Teacher\)](#)
- ◆ [Discipline Incident Search \(Teacher\)](#)

Enter Classroom Grading

Select Class

Home Teacher Menu Help

Course Section List

Filter By: S1


Course Sections

Sort | Clear Sorted by: (default)

Campus	Cal	Finalize	Description	Course	Section	Term	Period	Day	Parent/Chi
010	No		US GOVT	S30000	R21	S1	02	A	
010	No		US GOVT	S30000	R31	S1	03	A	
010	No		US GOVT	S30000	R41	S1	04	A	
010	No		US GOVT	S30000	R52	S1	05	B	
010	No		US GOVT	S30000	R62	S1	06	B	
010	No		US GOVT	S30000	R81	S1	08	B	

record count: 6 of 6

Select Post All to Progress Report Finalize All



- Highlight course/section
- Click **Select**

Post to Progress Report

S30000/R31 - US GOVT - S1 - A/03

NW1 NW2 NW3 NW4 Report Card Progress Credit

#	Local ID	Student Name	GL	SCH					Avg	'STARTED' paper	4 TERMS
										100x1	100x1
										COURSE WOR	COURSE WOR
										Aug 23	Aug 25
All											
Class Average										92.3	100.
Scheduled Students With Ownership											
1	368615	Apodaca, Steve	12	010	D	S	G	P	68	100	
2	366042	Bazar, Ana Paulina	12	010	D	S	G	P	67	70	100
3	373594	Contreras, Jorge Isaac	12	010	D	S	G	P	69	100	100
4	348121	De La Torre, Jesus Edmundo	12	010	D	S	G	P	74	80	100

Save

Restore

Post to Progress Report

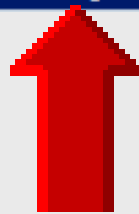
Return to Search Results

Assignments

Notes

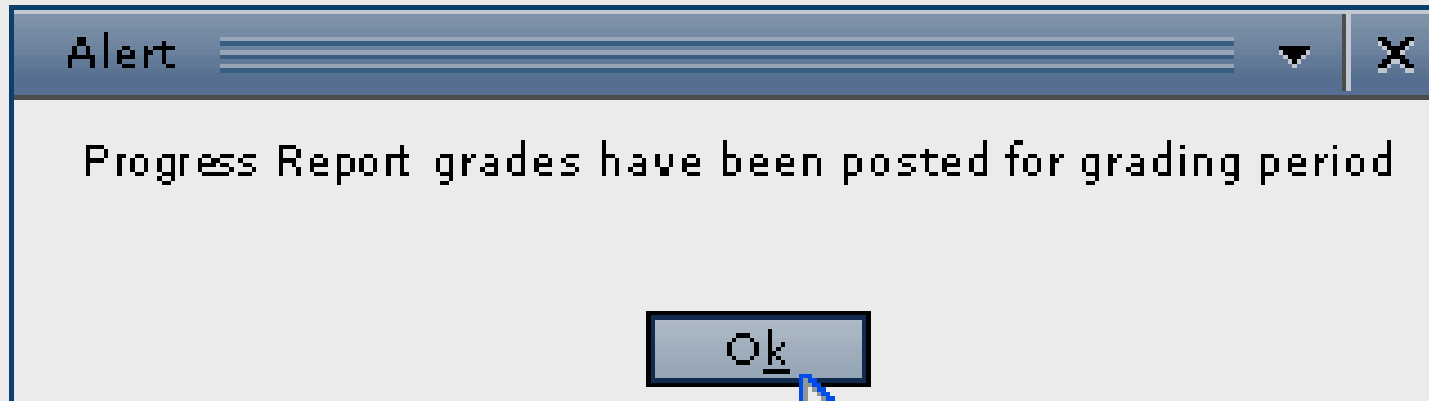
Reports

Attendance



Click button at bottom
Post to Progress Report

Confirm Post



Click on the **OK** button.

**Grade averages copied to
Progress tab**

Add Comments

Home ▾ Teacher Menu ▾ Help ▾

S30000/R21 - US GOVT - S1 - A/02 ▾

NW1 NW2 NW3 NW4 Report Card Progress Credit

Filter: Show Attendance And Comments ▾

Local ID

Show Grading Only

Show Attendance

Show Comments

All Show Attendance And Comments

Schedule


Local ID	GL	SCH	PR1B	CM1	CM2	CND
			▲	▲	▲	▲
			▢	▢	▢	▢
			▼	▼	▼	▼

- **Select Progress tab**
- **Using pull-down Filter menu select Show Attendance – Comments**

Add Comments


Home ▾ Teacher Menu ▾ Help ▾

S30000/R21 - US GOVT - S1 - A/02 ▾

NW1 NW2 NW3 NW4  Progress Credit

Filter: Show Attendance And Comments ▾

Local ID	Student Name	GL	SCH	PR1B	CM1	CM2	CND
All				▲ - ▼	▲ - ▼	▲ - ▼	▲ - ▼
Scheduled Students With Ownership							
350747	Amaro, Arturo	12	010	63	<input type="text"/>		
440236	Carrasco, Joel Alejandro	12	010	96			



- Click cell under **CMT**
- Enter comment value

Comment Values

10 Always Prepared

11 Cooperative

12 Excellent Student

13 Great Attitude and Effort

14 Great Improvement

15 Hard Worker

16 Improving

17 Participates in Class

18 Positive Attitude

19 Uses Time Wisely

21 Did Not Turn in Work

22 Disrespectful in Class

23 Disruptive Behavior

24 Does not Follow Instruction

25 Excess Absences/Tardies

26 Inattentive in Class

27 Parent Conference

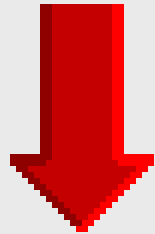
28 Poor Test/Quiz Grades

29 Tutoring Recommended

30 Unprepared for Class

Add Comments

Scroll down to
bottom



Click on the **Show Values** button.

Show Values

Add Comments

S30000/R21 - US GOVT - S1 - A/02

NW1 NW2 NW3 NW4 Report Card Progress Credit

Filter: Show Attendance And Comments

Local ID	Student Name	GL	SCH	PR1B	CM1	CM2	CND
3				63	17		
4	15		0	96	16		
3	16		0	70			
4	17		0	65			
3	18		0	63			
4	19		0	72			

Comment Values

	Description
3	
4	Great Improvement
4	Hard Worker
3	Improving
4	Participates in Class
3	Positive Attitude
4	Uses Time Wisely

Left-click on desired comment

Add Conduct

SW4 SW5 SW6 Progress Credit

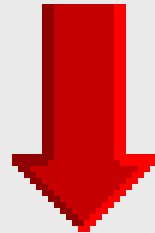
Filter: Show Attendance And Comments

Local ID	Student Name	GL	SCH	SW6	CMT	CND
All						<input type="text"/>
Scheduled Students With Ownership						
347747	Alvidrez, Steve	09	002	92		
483129	Batista, Eric Anthony	09	002	86		
353664	Cardenas, Jacob Arturo	09	002	99		
363045	Carmona, Adam Nicholas	09	002	98		
364515	Carrillo, Victor Eduardo	09	002	79		
353652	Castillo, Stephanie	09	002	93		
483230	Clark, Tevin Kyree	09	002	90	6	
361427	Flores, Maegen Alyssa	09	002	89		

- Click **All** cell under **CND**
- Enter conduct value **S** or **U**

Add Comments

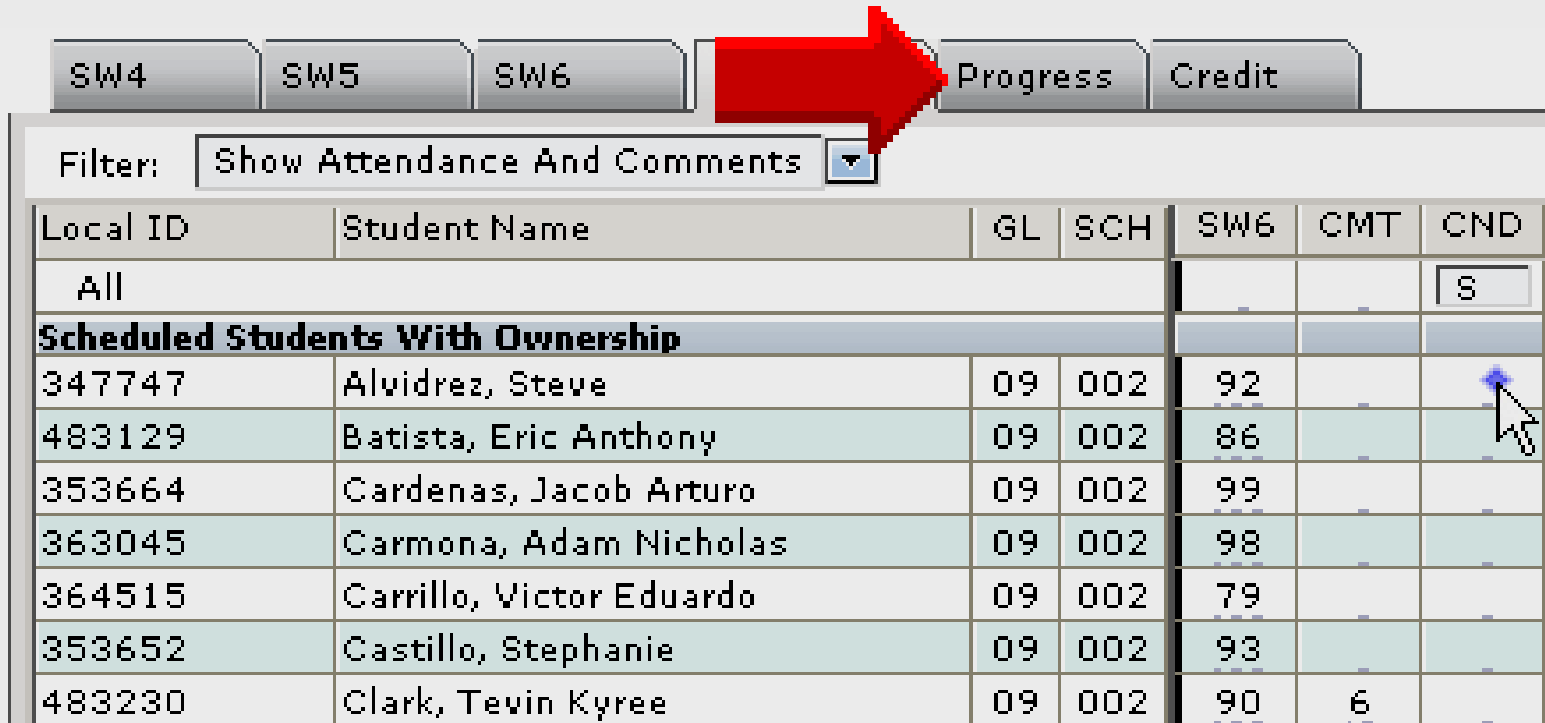
Scroll down to
bottom



Click on the **Show Values** button.

Show Values

Add Conduct



Local ID	Student Name	GL	SCH	SW6	CMT	CND
All						S
Scheduled Students With Ownership						
347747	Alvidrez, Steve	09	002	92		
483129	Batista, Eric Anthony	09	002	86		
353664	Cardenas, Jacob Arturo	09	002	99		
363045	Carmona, Adam Nicholas	09	002	98		
364515	Carrillo, Victor Eduardo	09	002	79		
353652	Castillo, Stephanie	09	002	93		
483230	Clark, Tevin Kyree	09	002	90	6	

With S in All – click into any cell to fill

Add Conduct

SW4 SW5 SW6  Progress Credit

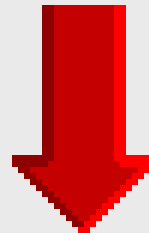
Filter: Show Attendance And Comments You have unsaved changes

Local ID	Student Name	GL	SCH	SW6	CMT	CND
All						
Scheduled Students With Ownership						
347747	Alvidrez, Steve	09	002	92		<input type="text" value="S"/>
483129	Batista, Eric Anthony	09	002	86		S
353664	Cardenas, Jacob Arturo	09	002	99		S
363045	Carmona, Adam Nicholas	09	002	98		S
364515	Carrillo, Victor Eduardo	09	002	79		S
353652	Castillo, Stephanie	09	002	93		S
483230	Clark, Tevin Kyree	09	002	90	6	S

- **Click into cell to change**
- **Save** progress report

Save Progress Report

Scroll down to
bottom



Click on the **Save** button.

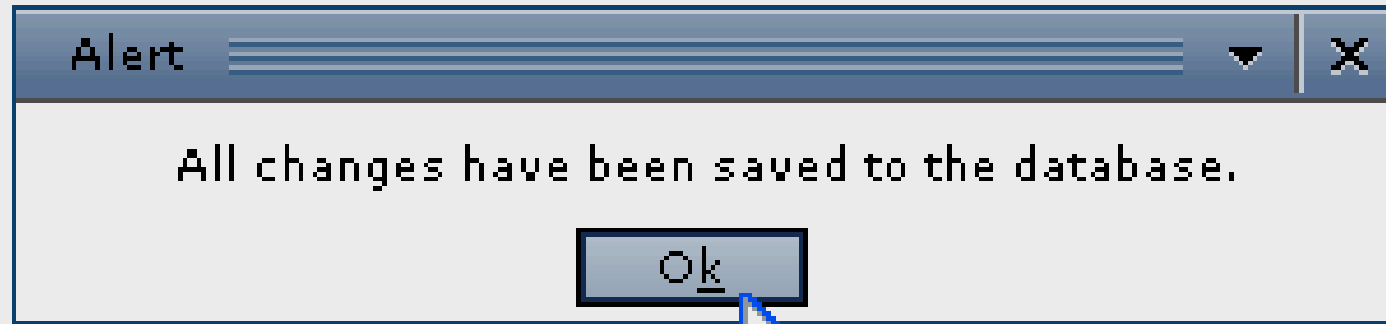
Save

Restore

Calculate Grade

Finalize

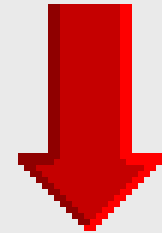
Save Progress Report



Click on the **OK** button.

Finalize

Scroll down to
bottom



Save



Restore

Calculate Grade

Finalize

- Click **Finalize**
- Tells computer clerk teacher has completed reviewing grades

Posting Finalized

Home ▾ Teacher Menu ▾ Help ▾  

Course Section List

Course Sections



Sort | Clear Sorted by: (default)

Campus	Finalize	Description	Course	Section	Term	Period	Day	Parent/Child
002	No	W GEOG a	S10000	S10000-111	S1	01	B	
002	No	W GEOG a	S10000	S10000-121	S1	02	B	
002	No	W GEOG a	S10000	S10000-141	S1	04	B	
002	No	W GEOG a	S10000	S10000-151	S1	05	G	
002	No	W GEOG a	S10200	S10200-172	S1	07	G	
002	No	W GEOG a	S10000	S10000-171	S1	07	G	
002	No	W GEOG a	S10000	S10000-181	S1	08	G	
002	No	W GEOG b	S11000	S11000-216	S2	01	B	
002	No	W GEOG b	S11000	S11000-221	S2	02	B	
002	No	W GEOG b	S11000	S11000-241	S2	04	B	
002	Yes	W GEOG b	S11000	S11000-251	S2	05	G	
002	No	W GEOG b	S11000	S11000-271	S2	07	G	
002	No	W GEOG b	S11000	S11000-281	S2	08	G	

record count: 13 of 13

Yes indicates posting completed for that course/section

Repeat Procedure

Home ▾ Teacher Menu ▾ Help ▾  

Course Section List

Course Sections

Sort | Clear Sorted by: (default)

Campus	Finalize	Description	Course	Section	Term	Period	Day	Parent/Child
002	No	W GEOG a	S10000	S10000-111	S1	01	B	
002	No	W GEOG a	S10000	S10000-121	S1	02	B	
002	No	W GEOG a	S10000	S10000-141	S1	04	B	
002	No	W GEOG a	S10000	S10000-151	S1	05	G	
002	No	W GEOG a	S10200	S10200-172	S1	07	G	
002	No	W GEOG a	S10000	S10000-171	S1	07	G	
002	No	W GEOG a	S10000	S10000-181	S1	08	G	
002	No	W GEOG b	S11000	S11000-216	S2	01	B	
002	No	W GEOG b	S11000	S11000-221	S2	02	B	
002	No	W GEOG b	S11000	S11000-241	S2	04	B	
002	Yes	W GEOG b	S11000	S11000-251	S2	05	G	
002	No	W GEOG b	S11000	S11000-271	S2	07	G	
002	No	W GEOG b	S11000	S11000-281	S2	08	G	

record count: 13 of 13

Repeat procedure until all classes are finalized

Sign Out

Home ▾ u ▾ Help ▾

Home
My
Sign Out

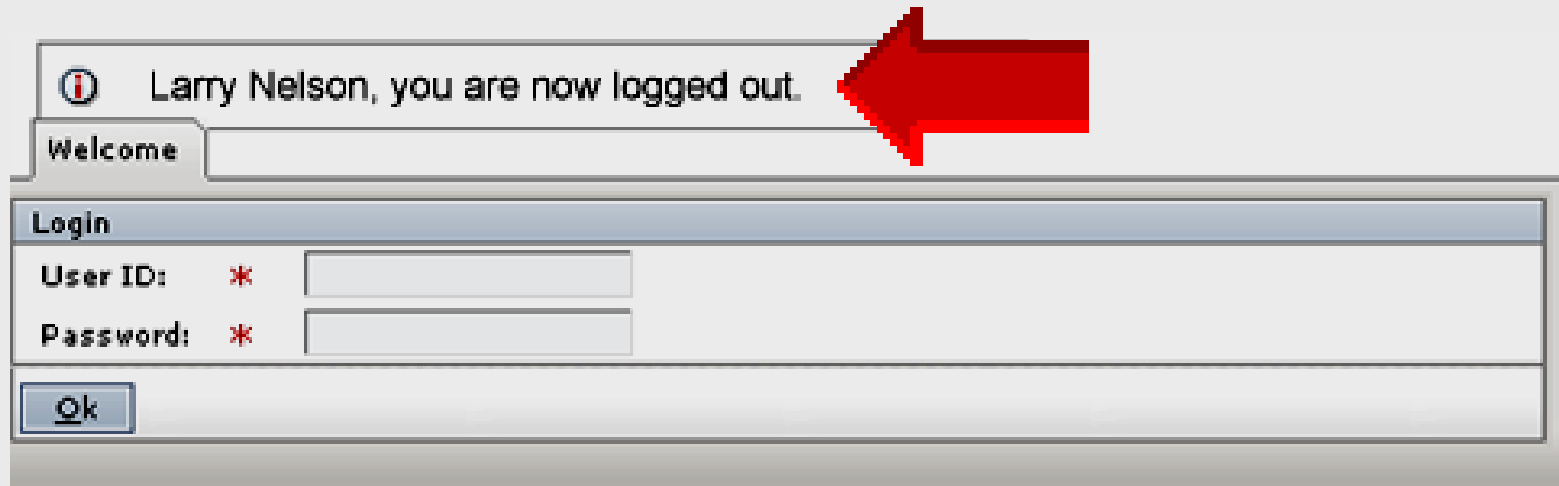
Select **Sign Out**.

#	Local ID	Student Name									
All											
Scheduled Students With Ownership											
1	347747	Alvidrez, Steve	D	S	P	93	85	100	93		
2	483129	Batista, Eric Anthony	D	S	P	88	75	100	88		
3	353664	Cardenas, Jacob Arturo	D	S	P	99	98	100	99		

At top

- Click Home
- Click Sign Out

Logged Out

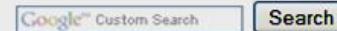


The screenshot shows a web application interface. At the top, a message box displays an information icon (i) followed by the text "Larry Nelson, you are now logged out." A large red arrow points to this message. Below the message is a "Welcome" tab. The main content area is titled "Login" and contains two input fields: "User ID:" and "Password:", each followed by a red asterisk and an empty text box. At the bottom left of the login form is an "Ok" button.

**Prevents unauthorized access
when not at computer**

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