

TEAMS

Gradebook Setup



Larry Nelson

Instructional Technology
Technology Services
El Paso ISD



TEAMS Gradebook Setup

1. Login to TEAMS
2. Course/section options
3. Category setup
4. Push – copying weights
5. Adding assignments
6. Copying assignments

Online Handouts

Webclass.org web-based handouts and resources

Home Keyboarding iPad Basics Digital Storytelling Podcasting Webinars

Why online handouts

Education and training via the internet are growing rapidly. Easy accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts. These PDF handouts can be accessed any time and from anywhere using any type of Internet connection.

The Adobe PDF format is used for all online handouts, permitting fast download time plus accessibility on both Windows and MAC platforms when using [Adobe Reader](#). Many portable media devices also permit PDF downloads, especially the Apple iPad.

PDF Online Handouts

Webclass provides

1. Workshop handouts available anytime, anywhere using any mobile device permitting PDF downloads.

When viewing PDF handouts using Safari on the iPad, tap anywhere on the home screen, and then quickly tap the button **Open in iBooks** at the upper-right to save the PDF handout onto the book shelf in iBooks.

PDF Handouts

- Comic Life**
Download within EPISD
Download from Plasq
- Diacritical Marks**
- EasyTech**
- Eduphoria login**
Lesson Plan attachment [4:02]
Quick Start
Teacher Guide
- Excel 2007**
- iPad Apps by Content Area**
Language Arts
Math
Science
Social Studies
Special Learning Needs
- iPad Basics**
- TEAMS for Teachers**
Gradebook Setup
Parent Portal
Semester-end Procedures
Year-end Procedures

Login

ADOBE® CONNECT™



TEAMS - Gradebook Setup

Enter as a Guest

Name

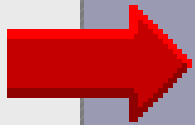
Type FIRST and LAST name

Enter Room

Enter with your login and password
(Required for hosts, recommended for registered users)



Presentation Area



TEAMS

Gradebook Setup

PowerPoint presentation as guide



Larry Nelson

Instructional Technology
Technology Services
El Paso ISD



Attendees (8)



▼ Hosts (1)

Larry Nelson - Host

▶ Presenters (0)

▼ Participants (7)

Graciela De La Rosa

Lidia Arce

Margarita Gonzalez

Mirta Casillas

Nancy Becerra

Richard Ortega

Stephanie Churchill

Chat (Everyone)

Attendees List

The screenshot shows a webinar interface. The main slide has a purple background with the word "TEAMS" in large yellow letters at the top. Below it, the text "Gradebook Setup" is displayed in yellow. In the bottom left corner of the slide, there is a portrait of Larry Nelson, followed by his name and title: "Larry Nelson, Instructional Technology, Technology Services, El Paso ISD". In the bottom right corner of the slide, there is a laptop icon with a green screen displaying "Technology Webinar" and "El Paso ISD".


On the right side of the interface, there is a sidebar with the following sections:


- Attendees (8)**: Contains icons for list, grid, and people.
- Hosts (1)**: Lists "Larry Nelson - Host".
- Presenters (0)**: Empty.
- Participants (7)**: Lists "Graciela De La Rosa", "Lidia Arce", "Margarita Gonzalez", "Mirta Casillas", "Nancy Becerra", "Richard Ortega", and "Stephanie Churchill". A red arrow points to this section.
- Chat (Everyone)**: Empty chat area.

Chat

TEAMS

Gradebook Setup

 **Larry Nelson**
Instructional Technology
Technology Services
El Paso ISD



Attendees (8)

- Hosts (1)
 - Larry Nelson - Host
- Presenters (0)
- Participants (7)
 - Graciela De La Rosa
 - Lidia Arce
 - Margarita Gonzalez
 - Mirta Casillas
 - Nancy Becerra
 - Richard Ortega
 - Stephanie Churchill

Chat (Everyone)

Type in small window and press ENTER

Recording Attendance



Left-click on **link** to sign-in
at end of webinar

Sign-in Online

TEAMS Gradebook Setup

Thank you for attending this online workshop. Complete the sign-in form to record your webinar attendance for CPE credit. Click SUBMIT when finished.

Larry Nelson
Instructional Technology
LNELSON@episd.org

* Required

FIRST name *

LAST name *

Your SCHOOL *

Attendance posted each
Friday for CPE credit



TEAMS

Gradebook Login

TEAMS Login



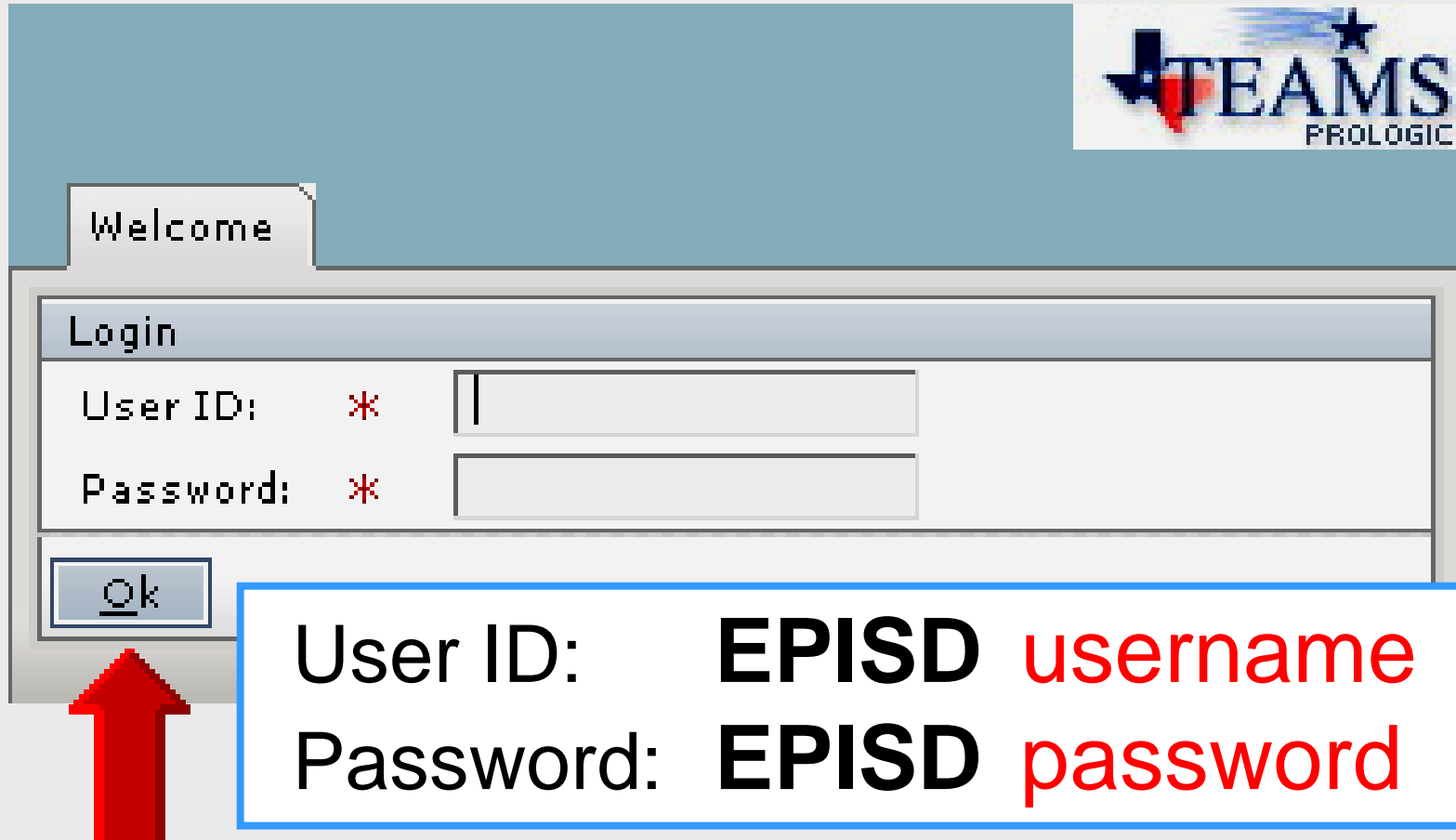
Click **TEAMS**

Bypass MyEPISD

- Eliminates two logins
- Bookmark in Favorites

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

Gradebook Login



Welcome

TEAMS
PROLOGIC

Login

User ID: *

Password: *

Ok

User ID: **EPISD** username

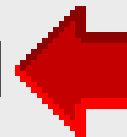
Password: **EPISD** password

Access Gradebook



Welcome to the TEAMS Employee Home Page.

Teacher Menu ▼




Pull-down
Teacher
Menu

Setup 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)

Maintain Teacher Gradebook Category

TEAMS

Gradebook Options

Gradebook Options

Home ▾ Teacher Menu ▾ Help ▾

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 Course/Section: * E74000/R11 - DEBATE 3 - S1 , S2 - A/01

Display Filter: * Due date / Alpha Section Alias:

Hide Columns: Local ID School Grade Level

Average Decimal
 Vertical Assignments

Save Options

Gradebook Categories

Allow Override Weight In GB Yes No GB Grading Cycle: 1

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count | Drop Low * | Drop High * | Lowest Drop Value | Highest Drop Value |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|
| Daily | 100 | Push | 1 | Numeric | | N | 100 | 1 | 0 | 0 | | |

Select Course/Section

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2013 Course/Section: * HS40005H/R151 - US Govt - S1 - B/05

Display Filter: * Section Alias: Average Decimal

Hide Columns: Local ID School Grade Level Vertical Assignments

Save Options

Gradebook Categories

Allow Override Weight/Drop: Yes No GB Grading Cycle: 1

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count | Drop Low * | Drop High * | Lowest Drop Value | Highest Drop Value | Color |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|-------|
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|-------|



Fiscal Year



Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2014 Course/Section: * HS40005H/R151 - US Govt - S1 - B/05

Display Filter: * Section Alias: Average Decimal

Hide Columns: Local ID School Grade Level Vertical Assignments

Save Options

Gradebook Categories

Allow Override Weight/Drop Yes No GB Grading Cycle: 1

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count | Drop Low * | Drop High * | Lowest Drop Value | Highest Drop Value | Color |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|-------|
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|-------|

Average *with* Decimal


Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2014 Course/Section: * HS40005H/R151 - US Govt - S1 - B/05

Display Filter: * Section Alias:

Hide Columns: Local ID School Grade Level

Average Decimal 

Vertical Assignments

Save Options

Gradebook Categories

Allow Override Weight/Drop Yes No GB Grading Cycle: 1

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count | Drop Low * | Drop High * | Lowest Drop Value | Highest Drop Value | Color |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|-------|
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|-------|

- Select **Average Decimal** to display average **with 2 decimal places**
- De-select **Average Decimal** to display average **as whole number**

Average *with* Decimal

Home ▾ Teacher Menu ▾ Help ▾

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 Course/Section: * E74000/R11 - DEBATE 3 - S1 , S2 - A/01

Display Filter: * Due date / Alpha Section Alias:

Hide Columns: Local ID School Grade Level

Average Decimal Vertical Assignments

Save Options

| GL | SCH | | | | | Avg | 'STARTED' paper | CH1 n'book | 4 TERMS | COURSE WORK |
|------------------|-----|---|---|---|---|-------------|-----------------|-------------|-------------|-------------|
| | | | | | | ▲ ☐ ▼ | ▲ ☐ ▼ | ▲ ☐ ▼ | ▲ ☐ ▼ | ▲ ☐ ▼ |
| | | | | | | | 100x1 | 100x1 | 100x1 | Avg |
| | | | | | | | COURSE WOR | COURSE WOR | COURSE WOR | |
| | | | | | | | Aug 23 | Aug 25 | Aug 25 | |
| | | | | | | | 94.6 | 88.9 | | |
| Ownership | | | | | | | | | | |
| 12 | 010 | D | S | G | P | 92.50 | 100 | 85 | | 93 |
| 12 | 010 | D | S | G | P | 97.00 | 100 | 94 | | 97 |
| 12 | 010 | D | S | G | P | 98.50 | 100 | 97 | | 99 |
| 12 | 010 | D | S | G | P | 71.00 | 60 | 82 | | 71 |
| 11 | 010 | D | S | G | P | 91.00 | 100 | 82 | | 91 |


Assignment Alignment

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2014 Course/Section: * HS40005H/R151 - US Govt - S1 - B/05

Display Filter: * Section Alias: Average Decimal

Hide Columns: Local ID School Grade Level Vertical Assignments 

Save Options

Gradebook Categories

Allow Override Weight/Drop Yes No GB Grading Cycle: 1

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count | Drop Low * | Drop High * | Lowest Drop Value | Highest Drop Value | Color |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|-------|
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|-------|

- Select **Vertical Assignments** to display assignment names **vertically**
- De-select **Vertical Assignments** to display assignment names **horizontally**

Assignment Alignment

Horizontal

| # | Local ID | Student Name | GL | SCH | | | | | Avg | 'STARTED' paper | CH1 n'book | 4 TERMS | COURSE WORK |
|--|----------|--------------|----|-----|---|---|---|---|-----|-----------------|------------|------------|-------------|
| | | | | | | | | | | 100x1 | 100x1 | 100x1 | Avg |
| | | | | | | | | | | COURSE WOR | COURSE WOR | COURSE WOR | |
| | | | | | | | | | | Aug 23 | Aug 25 | Aug 25 | |
| All | | | | | | | | | | | | | |
| Class Average | | | | | | | | | | 94.6 | 88.9 | | |
| Scheduled Students With Ownership | | | | | | | | | | | | | |
| 1 | 350747 | | 12 | 010 | D | S | G | P | 93 | 100 | 85 | | 93 |
| 2 | 375065 | | 12 | 010 | D | S | G | P | 97 | 100 | 94 | | 97 |

Vertical

| # | Local ID | Student Name | GL | SCH | | | | | Avg | 'STARTED' | CH1 n'book | 4 TERMS | COURSE WORK |
|--|----------|--------------|----|-----|---|---|---|---|-----|-----------|------------|---------|-------------|
| | | | | | | | | | | 100x1 | 100x1 | 100x1 | Avg |
| | | | | | | | | | | COURS | COURS | COURS | |
| | | | | | | | | | | Aug 23 | Aug 25 | Aug 25 | |
| All | | | | | | | | | | | | | |
| Class Average | | | | | | | | | | 94.6 | 88.9 | | |
| Scheduled Students With Ownership | | | | | | | | | | | | | |
| 1 | 350747 | | 12 | 010 | D | S | G | P | 93 | 100 | 85 | | 93 |
| 2 | 375065 | | 12 | 010 | D | S | G | P | 97 | 100 | 94 | | 97 |

Save Gradebook Options

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2013 Course/Section: * HS40005H/R151 - US Govt - S1 - B/05

Display Filter: * Section Alias: Average Decimal

Hide Columns: Local ID School Grade Level Vertical Assignments

Save Options

Copy Categories

Allow Override Weight/Drop Yes No GB Grading Cycle: 1

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count | Drop Low * | Drop High * | Lowest Drop Value | Highest Drop Value | Color |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|-------|
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|-------|

- Click **Save Options**
- **Repeat** for each course/section
- Options can differ for each course

TEAMS

Category Setup

Setup Categories

- **Backbone of gradebook**

Incorrect category weights =
incorrect student averages

- **TEAMS = weighted-scale**

Total category weights = 100

When category weights < > 100

Total Category Weights = 100

GB Grading Cycle

Home ▾ Teacher Menu ▾ Help ▾

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 Course/Section: * E74000/R11 - DEBATE 3 - S1 , S2 - A/01

Display Filter: * Due date / Alpha Section Alias:

Hide Columns: Local ID School Grade Level

Average Decimal Vertical Assignments

Save Options

Gradebook Categories


Allow Override Weight In GB Yes No

Cycle: GB Grading Cycle: 1

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count | Drop Low * | Drop High * | Lowest Drop Value | Highest Drop Value |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|
| Daily | 100 | Push | 1 | Numeric | | N | 100 | 1 | 0 | 0 | | |



One Category



| Gradebook Categories | | | | | | | | | | | |
|----------------------|--------|-------------|--------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|
| Category Name | Weight | Grade Cycle | Calc Result Type * | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count | Drop Low * | Drop High * | Lowest Drop Value | Highest Drop Value |
| Daily | 100 | 1 | Numeric | | N | 100 | 1 | 0 | 0 | | |

- **Daily**
Daily work, daily tests, etc.
- Determining grade is simple average
- **Category Sum = 100%**

Two Categories

Teacher Gradebook Category

Fiscal Year: * 2008 Course/Section: * S11000/S11000-251 - W GEOG b - 002/1

Display Filter: * Due date

Hide Columns: Local ID School Grade Level

| Category Name | Weight * | Calc Result Type * | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count | Drop Low * | Drop High * | Lowest Drop Value | Highest Drop Value | Color |
|----------------|----------|--------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|-------|
| Daily | 50 | Numeric | | N | | 1 | 0 | 0 | | | |
| Six Weeks Exam | 50 | Numeric | | N | | 1 | 0 | 0 | | | |

- **Daily** – Daily work and tests
- **Exam** – nine weeks exam
- **Category Sum = 100%**

Multiple Categories

Gradebook Categories

Allow Override Weight In GB

Yes No

GB Grading

1

Cycle:

Cycle:

| Category Name | Weight | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count | Drop Low * | Drop High * | Lowest Drop Value | Highest Drop Value |
|---------------|--------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|
| 9WK EXAM/MISC | 10 | 1 | Numeric | | N | 100 | 1 | 0 | 0 | | |
| ASSESSMENTS | 45 | 1 | Numeric | | N | 100 | 1 | 0 | 0 | | |
| COURSE WORK | 45 | 1 | Numeric | | N | 100 | 1 | 0 | 0 | | |



- **Daily** – Daily work and homework
- **Quiz** – Daily tests
- **Exam** – Nine-weeks exam
- **Category Sum = 100%**

Delete Category

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 Course/Section: * E74000/R11 - DEBATE 3 - S1, S2 - A/01

Display Filter: * Section Alias: Average Decimal

Hide Columns: Local ID School Grade Level Vertical Assignments

Save Options

Gradebook Categories

Allow Override Weight In GB Yes No GB Grading Cycle: 1

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades | Scale Value | #Count | Drop Low * | Drop High * | Lowest Drop Value | Highest Drop Value |
|---------------|--------|--------------------|------------------|------------------|-------------------------|--------------|-------------|--------|------------|-------------|-------------------|--------------------|
| Daily | 100 | Push | 1 | | | | | | | | | |

Click on any **cell** in the row

Click **Delete** button

Delete

Add Category

Gradebook Categories

Allow Override Weight In GB Yes No GB Grading Cycle:

| Category Name | Weight | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count | Drop Low * | Drop High * | Lowest Drop Value | Highest Drop Value |
|---------------|--------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|
| 9WK EXAM/MISC | 10 | 1 | Numeric | | N | 100 | 1 | 0 | 0 | | |
| ASSESSMENTS | 45 | 1 | Numeric | | N | 100 | 1 | 0 | 0 | | |
| COURSE WORK | 45 | 1 | Numeric | | N | 100 | 1 | 0 | 0 | | |

Type category name

Click **Add** button

Delete

Available Unassigned Categories

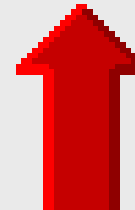
Category Group: Secondary Category Name:

Add

| Category Name | Weight | Calc Result Type | Grade Value Alpha Scale | Alpha Grades Only | Scale Value |
|----------------|--------|------------------|-------------------------|-------------------|-------------|
| Daily | | Numeric | | N | 100 |
| Labs | | Numeric | | N | 100 |
| Six Weeks Exam | 10 | Numeric | | N | 100 |
| Tests | | Numeric | | N | 100 |

New Category Values

| Gradebook Categories | | | | | | | | | | | | |
|-----------------------------|--------|--------------------|---|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|
| Allow Override Weight In GB | | | <input checked="" type="radio"/> Yes <input type="radio"/> No | | GB Grading | | 1 | | | | | |
| Cycle: | | | | | Cycle: | | 1 | | | | | |
| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count | Drop Low * | Drop High * | Lowest Drop Value | Highest Drop Value |
| Daily | 100 | Push | 1 | Numeric | | N | | 1 | 0 | 0 | | |



- Category Name
- Category weight
- Grade Cycle – 1
- Calc Result – Numeric
- Alpha Grade Only – N
- #Count – 1

Scale Value

| Gradebook Categories | | | | | | | |
|----------------------|------------|-------------|--------------------|-------------------------|-------------------|-------------|--------|
| Category Name | Weight | Grade Cycle | Calc Result Type * | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count |
| Daily | 100 | 1 | Numeric | | N | 100 | 1 |



- **Always set Scale Value = 100**
- TEAMS calculations based on 100
- Can affect grade when $< > 100$

#Count

| Gradebook Categories | | | | | | | |
|----------------------|------------|-------------|--------------------|-------------------------|-------------------|-------------|----------|
| Category Name | Weight | Grade Cycle | Calc Result Type * | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count |
| Daily | 100 | 1 | Numeric | | N | 100 | 1 |



- Default value is **1**
- **Do not change**
- **Do not use** for assignment weight

TEAMS

**Category
Calculation**

< > 100

Category Calculation

- **Backbone of gradebook**

Incorrect category weights =
incorrect student averages

- **TEAMS = weighted-scale**

Total category weights = 100

 When category weights < > 100

Category Weights <> 100

Gradebook Categories

Allow Override Weight/Drop

Yes No

GB Grading

1

In GB Cycle:

Cycle:

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|
| ASSESSMENT | 30 | Push | 1 | Numeric | | N | 100 | 1 |
| DAILY WORK | 40 | Push | 1 | Numeric | | N | 100 | 1 |
| SPECIAL | 10 | Push | 1 | Numeric | | N | 100 | 1 |



Category Sum = 80%

Category Total = Divisor

Gradebook Categories

Allow Override Weight/Drop

Yes No

GB Grading

1

In GB Cycle:

Cycle:

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|
| ASSESSMENT | 30 | Push | 1 | Numeric | | N | 100 | 1 |
| DAILY WORK | 40 | Push | 1 | Numeric | | N | 100 | 1 |
| SPECIAL | 10 | Push | 1 | Numeric | | N | 100 | 1 |




Category Total = 80 = Divisor

TEAMS

Push Command

Push Command

Gradebook Categories

Allow Override Weight In GB Yes No GB Grading Cycle: 


Cycle:

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|
| Assessment | 45 | Push | 1 | Numeric | | N | | 1 |
| Coursework | 45 | Push | 1 | Numeric | | N | | 1 |
| Misc. /9 Wks | 10 | Push | 1 | Numeric | | N | | 1 |

- Different category weights allowed for each nine-week grading period
- Category weights only NW1 – **default**
- **Push copies** weights to **all** NW periods

No Push – NW2

Gradebook Categories


Allow Override Weight In GB Yes No GB Grading Cycle: 

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|
| Assessment | 0 | Push | 2 | Numeric | | N | | 1 |
| Coursework | 0 | Push | 2 | Numeric | | N | | 1 |
| Misc. /9 Wks | 0 | Push | 2 | Numeric | | N | | 1 |

- No category weights exist in NW2
- Push command not used
- **Incorrect grades will result**

No Push – NW3

Gradebook Categories

Allow Override Weight In GB Yes No GB Grading Cycle: 

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|
| Assessment | 0 | Push | 3 | Numeric | | N | | 1 |
| Coursework | 0 | Push | 3 | Numeric | | N | | 1 |
| Misc. /9 Wks | 0 | Push | 3 | Numeric | | N | | 1 |

- No category weights exist in NW3
- Push command not used
- **Incorrect grades will result**

No Push – NW4

Gradebook Categories

Allow Override Weight In GB

Yes No

GB Grading

4



Cycle:

Cycle:

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|
| Assessment | 0 | Push | 4 | Numeric | | N | | 1 |
| Coursework | 0 | Push | 4 | Numeric | | N | | 1 |
| Misc. /9 Wks | 0 | Push | 4 | Numeric | | N | | 1 |

- No category weights exist in NW4
- Push command not used
- **Incorrect grades will result**

Use Push Command

Gradebook Categories

Allow Override Weight In GB

Yes No

GB Grading

1

Cycle:

Cycle:

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|
| Assessment | 45 | Push | | Numeric | | N | | 1 |
| Coursework | 45 | Push | 1 | Numeric | | N | | 1 |
| Misc. /9 Wks | 10 | Push | 1 | Numeric | | N | | 1 |

- Copy first category weight to **ALL** nine-week grading periods
- Click **Push** for first category name

Use Push Command

Gradebook Categories

Allow Override Weight In GB

Yes No

GB Grading

1

Cycle:

Cycle:

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|
| Assessment | 45 | Push | 1 | Numeric | | N | | 1 |
| Coursework | 45 | Push | 1 | Numeric | | N | | 1 |
| Misc. /9 Wks | 10 | Push | 1 | Numeric | | N | | 1 |

- Copy second category weight to **ALL** nine-week grading periods
- Click **Push** for second category name

Use Push Command

Gradebook Categories

Allow Override Weight In GB

Yes No

GB Grading

1

Cycle:

Cycle:

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|
| Assessment | 45 | Push | 1 | Numeric | | N | | 1 |
| Coursework | 45 | Push | 1 | Numeric | | N | | 1 |
| Misc. /9 Wks | 10 | Push | | Numeric | | N | | 1 |

- Copy third category weight to **ALL** nine-week grading periods
- Click **Push** for third category name


Review Copied Weights

Gradebook Categories

Allow Override Weight In GB

Yes No

GB Grading

All 



Cycle:

Cycle:

| Category Name | Weight | Push Future Cycles | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count |
|---------------|--------|--------------------|------------------|------------------|-------------------------|-------------------|-------------|--------|
| Assessment | 45 | Push | 1 | Numeric | | N | | 1 |
| Assessment | 45 | Push | 2 | Numeric | | N | | 1 |
| Assessment | 45 | Push | 3 | Numeric | | N | | 1 |
| Assessment | 45 | Push | 4 | Numeric | | N | | 1 |
| Coursework | 45 | Push | 1 | Numeric | | N | | 1 |
| Coursework | 45 | Push | 2 | Numeric | | N | | 1 |
| Coursework | 45 | Push | 3 | Numeric | | N | | 1 |
| Coursework | 45 | Push | 4 | Numeric | | N | | 1 |
| Misc. /9 Wks | 10 | Push | 1 | Numeric | | N | | 1 |

Delete

Allow Override Weight

Gradebook Categories

Allow Override Weight In GB

Yes No

GB Grading

1

Cycle:

Cycle:

| Category Name | Weight | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count |
|---------------|--------|------------------|------------------|-------------------------|-------------------|-------------|--------|
| Assessment | 45 | 1 | Numeric | | N | | 1 |
| Coursework | 45 | 1 | Numeric | | N | | 1 |
| Misc. /9 Wks | 10 | 1 | Numeric | | N | | 1 |

- Default value is **Yes**
- Select **No** to remove

Push

TEAMS


Adding Assignments

Add Assignments

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)

Maintain Teacher Gradebook Category

Add Assignments

Home ▾ Teacher Menu ▾ Help ▾

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2011 ▾ Course/Section: * ▾

Display Filter: * Due date / Alpha Section Alias:

Hide Columns: Local ID Sch Grade Level Average Decimal Vertical Assignments

Save Options

Gradebook Categories

| Category Name | Weight | GB Grading Cycle | Calc Result Type | Alpha Grade Value Scale | Alpha Grades Only | Scale Value | #Count | Drop Low * | Drop High * | Lowest Drop Value | Highest Drop Value |
|---------------|--------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|
|---------------|--------|------------------|------------------|-------------------------|-------------------|-------------|--------|------------|-------------|-------------------|--------------------|

- **Select a Course/Section**
- **Click Teacher Gradebook Assignment tab at top**

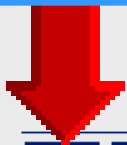
Add Assignments

Gradebook Course/Section Category Assignment

Fiscal Year: 2011 Course/Section: * S30000/R21 - US GOVT - S1 - A/02
Grade Type: * 1st Nine Weeks Gradebook Grading Cycle Date From 08-23-2010 To 10-15-2010
Data Entry Date Range From 09-27-2010 06:00 AM To 10-19-2010 08:30 AM

| Category * | Assignment Name * | Assign Date * | Due Date * | Alpha Grades Only * | Scale Value * | Maximum Value * | #Count | Consider for High/Low Grade Drop? * | Assignment for Extra Credit Only? * | GB Grading Cycle | Attachment |
|-------------|-------------------|---------------|------------|---------------------|---------------|-----------------|--------|-------------------------------------|-------------------------------------|------------------|------------|
| COURSE WORK | 4 TERMS | 08-25-2010 | 08-25-2010 | N | 100 | 100 | 1 | N | N | 1 | |
| COURSE WORK | CH1 n'book | 08-23-2010 | 08-25-2010 | N | 100 | 100 | 1 | N | N | 1 | |
| COURSE WORK | 'STARTED' paper | 08-23-2010 | 08-23-2010 | N | 100 | 100 | 1 | N | N | 1 | |

Click Add



[Add](#) [Delete](#) [Attachments](#) [Notes](#)

Single Category

Gradebook Course/Section Category Assignment

Fiscal Year: 2014

Course/Section: * EE3R00Y0/3D - Rd 3 - S1, S2 - T/02

Grade Type: * 1st Nine Weeks

Gradebook Grading Cycle Date From 08-26-2013 To 10-18-2013

Data Entry Date Range From 09-30-2013 06:00 AM To 10-22-2013 08:30 AM

| Category * | Assignment Name * | Assign Date * | Due Date * | Alpha Grades Only * | Scale Value * | Maximum Value * | #Count | Consider for High/Low Grade Drop? * | Assignment for Extra Credit Only? * | GB Grading Cycle | Attachment | Note | Copy |
|------------|-------------------|---------------|------------|---------------------|---------------|-----------------|--------|-------------------------------------|-------------------------------------|------------------|------------|------|------|
| Daily | | 08-26-2013 | 08-26-2013 | N | 100 | 100 | 1 | N | N | 1 | | | Copy |



Multiple Categories

Gradebook Course/Section Category Assignment

Fiscal Year: 2011 Course/Section: * S30000/R31 - US GOVT - S1 - A/03

Grade Type: * 1st Nine Weeks Gradebook Grading Cycle Date: From 08-23-2010 To 10-15-2010

Data Entry Date Range: From 09-27-2010 06:00 AM To 10-19-2010 0

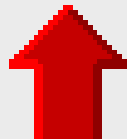
| Category * | Assignment Name * | Assign Date * | Due Date * | Alpha Grades Only * | Scale Value * | Maximum Value * | #Count | Consider for High/Low Grade Drop? * | Assignment for Extra Credit Only? * | GB Grading Cycle |
|---------------|-------------------|---------------|------------|---------------------|---------------|-----------------|--------|-------------------------------------|-------------------------------------|------------------|
| | | 08-31-2010 | 08-31-2010 | N | | | | | N | 1 |
| ASSESSMENTS | 4 TERMS | 08-25-2010 | 08-25-2010 | N | 100 | 100 | 1 | N | N | 1 |
| COURSE WORK | CH1 n'book | 08-23-2010 | 08-25-2010 | N | 100 | 100 | 1 | N | N | 1 |
| 9WK EXAM/MISC | 'STARTED' paper | 08-23-2010 | 08-23-2010 | N | 100 | 100 | 1 | N | N | 1 |



Assignment Name

- Click first cell under
Assignment Name
- Type short assignment name

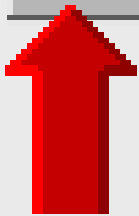
| Category * | Assignment Name * | Assign Date * | Due Date * |
|------------|-------------------|---------------|------------|
| Daily | Vocabulary 1 | 04-16-2008 | 04-16-2008 |



Press the **<ENTER>** key.

Scale Value

| Scale Value * | Maximum Value * | #Count | Gradebook Grading Cycle * |
|---------------|-----------------|--------|---------------------------|
| 100 | 100 | 1 | 6 |



- Leave Scale Value set to **100**
- Incorrect student grades will result when set to other values

Maximum Value

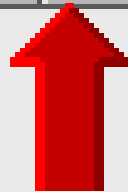
| Scale Value * | Maximum Value * | #Count | Gradebook Grading Cycle * |
|---------------|-----------------|--------|---------------------------|
| 100 | 100 | 1 | 6 |



- Minimum always = 100
- Can be increased for **extra credit** to 175

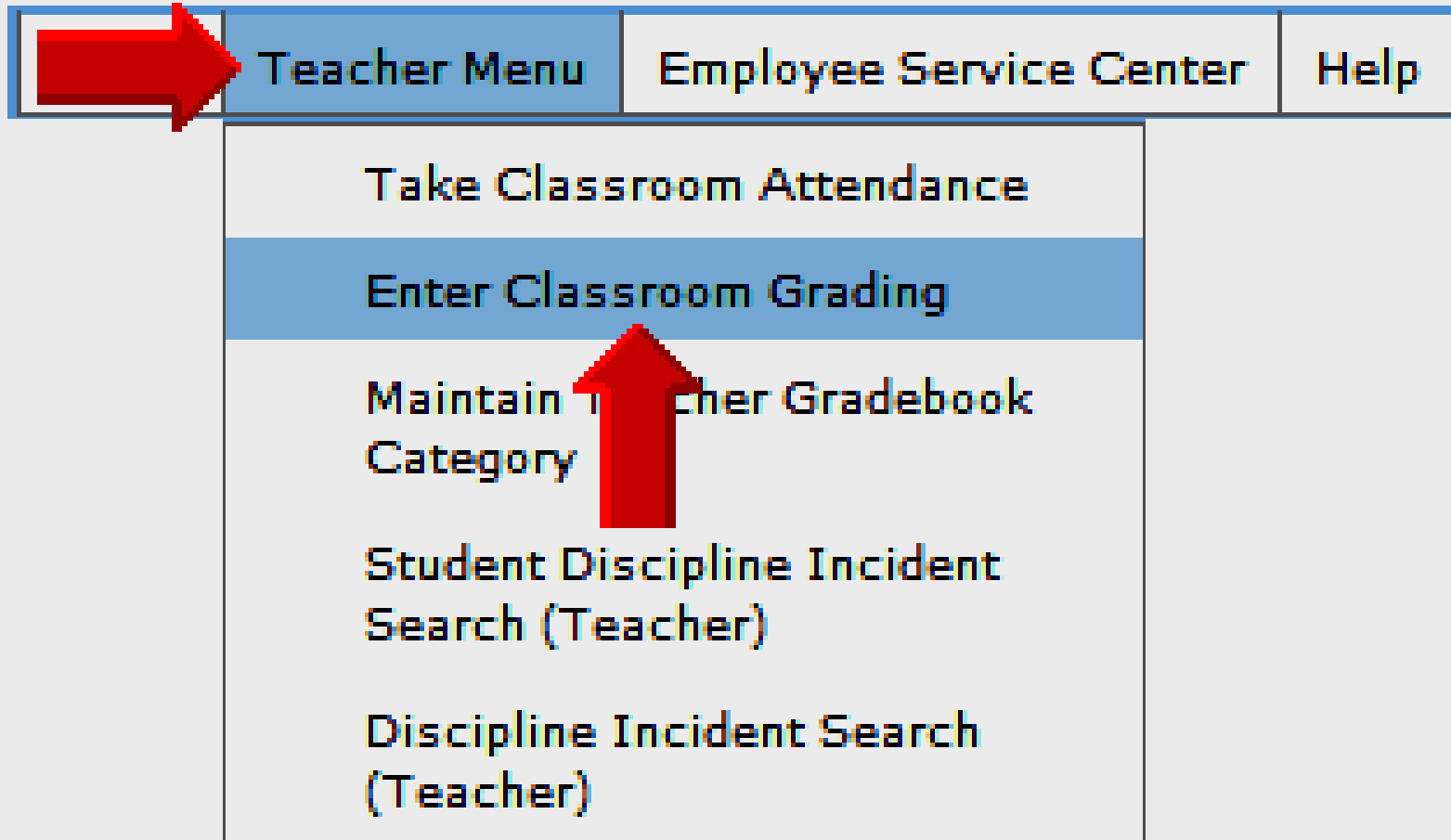
#Count

| Scale Value * | Maximum Value * | #Count | Gradebook Grading Cycle * |
|---------------|-----------------|--------|---------------------------|
| 100 | 100 | 1 | |




- Default value = 1
- Can be increased to 2 or 3 for additional assignment weight

Return to Gradebook



The image shows a screenshot of a web application interface. At the top, there is a horizontal navigation bar with three main sections: 'Teacher Menu', 'Employee Service Center', and 'Help'. A large red arrow points to the 'Teacher Menu' section. Below this bar, a dropdown menu is open, listing several options. The second option, 'Enter Classroom Grading', is highlighted with a blue background. A second red arrow points to this highlighted option. The other options in the dropdown menu are 'Take Classroom Attendance', 'Maintain Teacher Gradebook Category', 'Student Discipline Incident Search (Teacher)', and 'Discipline Incident Search (Teacher)'.

| | | | |
|---|--|-------------------------|------|
|  | Teacher Menu | Employee Service Center | Help |
| | Take Classroom Attendance | | |
| | Enter Classroom Grading | | |
| | Maintain Teacher Gradebook Category | | |
| | Student Discipline Incident Search (Teacher) | | |
| | Discipline Incident Search (Teacher) | | |

TEAMS Gradebook Setup

1. Login to TEAMS
2. Course/section options
3. Category setup
4. Push – copying weights
5. Adding assignments
6. Copying assignments

Online Handouts

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Webclass provides

1. Workshop handouts available anytime, anywhere using any mobile device permitting PDF downloads.

When viewing PDF handouts using Safari on the iPad, tap anywhere on the home screen, and then quickly tap the button **Open in iBooks** at the upper-right to save the PDF handout onto the book shelf in iBooks.

PDF Handouts

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- EasyTech**
- Eduphoria login**
Lesson Plan attachment [4:02]
Quick Start
Teacher Guide
- Excel 2007**
- iPad Apps by Content Area**
Language Arts
Math
Science
Social Studies
Special Learning Needs
- iPad Basics**
- TEAMS for Teachers**
Gradebook Setup
Parent Portal
Semester-end Procedures
Year-end Procedures

Sign-in Online

TEAMS Gradebook Setup

Thank you for attending this online workshop. Complete the sign-in form to record your webinar attendance for CPE credit. Click SUBMIT when finished.

Larry Nelson
Instructional Technology
LNELSON@episd.org

* Required

FIRST name *

LAST name *

Your SCHOOL *

Attendance posted each
Friday for CPE credit



TEAMS

Copying Assignments

Copy Assignments

- **Copy assignments**
 - From** one course/section
 - To** one or more course/sections
- **Grades not copied** – only assignments
- **Exact category and assignment name must exist in target course/sections**

Copy Assignments

Gradebook Course/Section | Teacher Gradebook Assignment | **Copy Assignment** | Class Notes | Copy Categories

Gradebook Course/Section Category Assignment

Fiscal Year: 2013 Course/Section: * HS4000SH/R S Govt - S1 - B/05

Grade Type: * 1st Nine Wee Gradebook Grading Cycle Date: From 08-27-2012 To 10-19-2012

Data Entry Date Range: From 10-15-2012 06:00 AM To 10-23-2012 08:30 AM

| Category * | Assignment Name * | Assign Date * | Due Date * | Alpha Grades Only * | Scale Value * | Maximum Value * | #Count | Consider for High/Low Grade Drop? * | Assignment for Extra Credit Only? * | GB Grading Cycle | Attachment | Note |
|------------|-------------------|---------------|------------|---------------------|---------------|-----------------|--------|-------------------------------------|-------------------------------------|------------------|------------|------|
|------------|-------------------|---------------|------------|---------------------|---------------|-----------------|--------|-------------------------------------|-------------------------------------|------------------|------------|------|

Click Copy Assignment tab

Add | Delete | Attachments | Notes

Copy Assignments

Assignments

Fiscal Year: 2011 Course/Section: * S30000/R21 - US GOVT - S1 - A/02
 Grade Type: * 1st Nine Weeks

| Due Date | Assignment Name | Category Name |
|------------|-----------------|---------------|
| 08-23-2010 | 'STARTED' paper | COURSE WORK |
| 08-25-2010 | CH1 n'book | COURSE WORK |
| 08-25-2010 | 4 TERMS | COURSE WORK |

Source
area

Course/Sections

| Course | Section | Short Course Description | Location ID | Calendar ID |
|--------|---------|--------------------------|-------------|-------------|
| S30000 | R31 | US GOVT | 010 | 1 |
| S30000 | R41 | US GOVT | 010 | 1 |
| S30000 | R52 | US GOVT | 010 | 1 |
| S30000 | R62 | US GOVT | 010 | 1 |
| S30000 | R81 | US GOVT | 010 | 1 |
| S31000 | R221 | ECO-FE | 010 | 1 |
| S31000 | R231 | ECO-FE | 010 | 1 |
| S31000 | R241 | ECO-FE | 010 | 1 |

Target
area

Copy Assignments

Assignments

Fiscal Year: 2011

Course/Section: *

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

Grade Type: *

| Due Date | Assignment Name |
|------------|-----------------|
| 08-23-2010 | 'STARTED' paper |
| 08-25-2010 | CH1 n'book |
| 08-25-2010 | 4 TERMS |

Source Area

Select **assignments** and **course/section** in which to copy assignments **from**

Course/Sections

| Course | Section | Short Course Description | Location ID | Calendar ID | Course | Section | Short Course Description | Location ID |
|--------|---------|--------------------------|-------------|-------------|--------|---------|--------------------------|-------------|
| S30000 | R31 | US GOVT | | | | | | |
| S30000 | R41 | US GOVT | | | | | | |
| S30000 | R52 | US GOVT | | | | | | |
| S30000 | R62 | US GOVT | | | | | | |
| S30000 | R81 | US GOVT | | | | | | |
| S31000 | R221 | ECO-FE | | | | | | |
| S31000 | R231 | ECO-FE | | | | | | |
| S31000 | R241 | ECO-FE | | | | | | |


Target Area

Select one or more **course/sections** in which to copy assignments **to**

Select Assignments – Source

Gradebook Course/Section | Teacher Gradebook Assignment | Copy Assignment | Class Notes | Copy Categories

Assignments

Fiscal Year: 2011 Course/Section: * S320A0/R11 - APMACECO - S1 - A/01 

Grade Type: * 1st Nine Weeks

| Due Date | Assignment Name | Category Name |
|------------|------------------|---------------|
| 08-31-2010 | Test Ch 1,2 | Assessment |
| 08-25-2010 | Ch. 2 #1 Asgn. | Coursework |
| 08-27-2010 | Ch 2 PPC #2 Prob | Coursework |
| 08-23-2010 | Syllabus Review | Misc. /9 Wks |

Add

Add All

- Select **Course/Section** to copy from
- Select specific assignments with **Control - left click** – click **Add**

Select Assignments – Source


Gradebook Course/Section | Teacher Gradebook Assignment | Copy Assignment | Class Notes | Copy Categories

Assignments

Fiscal Year: 2011 Course/Section: * S320A0/R11 - APMACECO - S1 - A/01
Grade Type: * 1st Nine Weeks

| Due Date | Assignment Name | Category Name |
|------------|------------------|---------------|
| 08-31-2010 | Test Ch 1,2 | Assessment |
| 08-25-2010 | Ch. 2 #1 Asgn. | Coursework |
| 08-27-2010 | Ch 2 PPC #2 Prob | Coursework |
| 08-23-2010 | Syllabus Review | Misc. /9 Wks |

Add **Add All**



- Select **Course/Section** to copy from
- Select specific assignments with **Control - left click** – click **Add**

Select Assignments – Source

Home ▾ Teacher Menu ▾ Help ▾

E32000/R141 ENGLISH 2 001/1

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories


Assignments

Fiscal Year: 2011 Course/Section: * E32000/R141 - ENGLISH 2 - S1, S2 - A/04 Grade Type: * 4th Nine Weeks

| Due Date | Assignment Name | Category Name |
|------------|------------------|-----------------|
| 05-31-2011 | Vocab 2 | Daily |
| 06-01-2011 | Unit 1 p. 126 | Daily |
| 05-20-2011 | SS Worksheet | Daily |
| 05-17-2011 | Class Notes | Daily |
| 05-23-2011 | Poetry Worksheet | Daily |
| 06-02-2011 | Notebook | Daily |
| 06-03-2011 | 9 Weeks Test | Nine Weeks Exam |

Due Date Assignment Name Category Name

Add
Add All
Remove
Remove All



Select Assignments – Source

Assignments

Fiscal Year: 2011

Course/Section: * E32000/R141 - ENGLISH 2 - S1, S2 - A/04

Grade Type: * 4th Nine Weeks

| Due Date | Assignment Name | Category Name |
|------------|------------------|-----------------|
| 05-31-2011 | Vocab 2 | Daily |
| 06-01-2011 | Unit 1 p. 126 | Daily |
| 05-20-2011 | SS Worksheet | Daily |
| 05-17-2011 | Class Notes | Daily |
| 05-23-2011 | Poetry Worksheet | Daily |
| 06-02-2011 | Notebook | Daily |
| 06-03-2011 | 9 Weeks Test | Nine Weeks Exam |

Add

Add All

Remove

Remove All

Assignments
to be copied

Select Sections – Target

| Course/Sections | | | | |
|-----------------|---------|--------------------------|-------------|-------------|
| Course | Section | Short Course Description | Location ID | Calendar ID |
| S320A0 | R21 | APMACECO | 010 | 1 |
| E55400 | R41 | IND ST ENG C | 010 | 1 |
| E55200 | R41 | IND ST ENG | 010 | 1 |
| S705A0 | R51 | AP Psychology | 010 | 1 |
| S320A0 | R61 | APMACECO | 010 | 1 |
| S300D0 | R81 | GOVT DUAL CREDI | 010 | 1 |
| S700D0 | R81 | Psyc DC | 010 | 1 |
| S600D0 | R81 | DC Sociology | 010 | 1 |

Buttons: Add, Add All, Remove, Remove All

- Select specific course/sections with **Control - left click** – click **Add**
- **Assignments not copied yet into target course/sections**

Select Sections – Target

| Course/Sections | | | | |
|-----------------|---------|--------------------------|-------------|-------------|
| Course | Section | Short Course Description | Location ID | Calendar ID |
| E32000 | R131 | ENGLISH 2 | 001 | 1 |
| E41500 | R171 | PR WRIT SKL | 001 | 1 |
| E32000 | R181 | ENGLISH 2 | 001 | 1 |
| E32000 | R151 | ENGLISH 2 | 001 | 1 |
| E32000 | TRAIN | ENGLISH 2 | 001 | 1 |
| E41500 | R121 | PR WRIT SKL | 001 | 1 |

Click on the **Add** button.

Add
Add All
Remove
Remove All

- Specific course/sections selected with **Add** or **Add All** button
- **Assignments not copied yet into target course/sections**

Copy Assignments

Assignments

Fiscal Year: 2010

Course/Section: * S01000/111 - US HIST - S1, S2

Grade Type: * 5th Six Weeks

Source assignments

| Due Date | Assignment Name | Category Name |
|------------|------------------|---------------|
| 03-08-2010 | CH 16 vocab | DAILY |
| 03-09-2010 | CH 16 n'book | DAILY |
| 04-05-2010 | CH 17 n'book | DAILY |
| 04-19-2010 | NEW FRONTIER(20) | DAILY |
| 04-05-2010 | CH17 Quiz | QUIZ |

Add

Add All

Remove

Remove All


Target course/sections

| Course | Section | Short Course Description | Location ID | Calendar ID |
|--------|---------|--------------------------|-------------|-------------|
| S30000 | 131 | US GOVT | 010 | 1 |
| S30000 | 162 | US GOVT | 010 | 1 |
| S31000 | 231 | ECO-FE | 010 | 1 |
| S31000 | 262 | ECO-FE | 010 | 1 |

Add

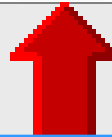
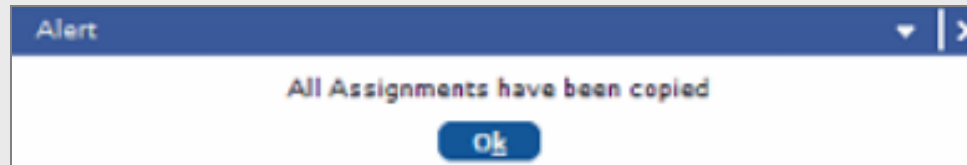
Add All

| Course | Section | Short Course Description | Location ID | Cal |
|--------|---------|--------------------------|-------------|-----|
| S01000 | 142 | US HIST | 010 | 1 |
| S01000 | 153 | US HIST | 010 | 1 |
| S01000 | 185 | US HIST | 010 | 1 |

 **Copy**

- Click **Copy** to copy assignments
- **Assignments are now copied**

Copy Assignments



Click **OK to close window**

Verify Assignments

Teacher Gradebook Assignment Copy Assignment

Gradebook Course/Section Category Assignment

Fiscal Year: 2008 * Course/Section: S11000/S11000-281 - W GEOG b - 002/1

Grade Type: * S10000/S10000-111 - W GEOG a - 002/1
S10000/S10000-121 - W GEOG a - 002/1
S10000/S10000-141 - W GEOG a - 002/1
S10000/S10000-151 - W GEOG a - 002/1
S10000/S10000-171 - W GEOG a - 002/1
S10000/S10000-181 - W GEOG a - 002/1
S10200/S10200-172 - W GEOG a - 002/1

| Category * | Assignment Name * | Ass |
|------------|-------------------|-----|
|------------|-------------------|-----|

Review classes in **Course/Section** menu to insure assignments were copied into selected course/sections

Return *to* Gradebook

Gradebook Course/Section Category Assignment

Fiscal Year: 2011 Course/Section: * E32000/TRAIN - ENGLISH 2 - S1 , S2 - B/09

Gradebook Grading Cycle Date From: 03-14-2011 To: 06-03-2011

Grade Type: * 4th Nine Weeks

Data Entry Date Range From: 05-25-2011 06:00 AM To: 10-30-2011 08:30 AM

| Category * | Assignment Name * | Assign Date * | Due Date * | Alpha Grades Only * | Scale Value * | Maximum Value * | #Count | Consider for High/Low Grade Drop? * | Assignment for Extra Credit Only? * | GB Grading Cycle | Attachment |
|-----------------|-------------------|---------------|------------|---------------------|---------------|-----------------|--------|-------------------------------------|-------------------------------------|------------------|------------|
| Nine Weeks Exam | 9 Weeks Test | 06-03-2011 | 06-03-2011 | N | 100 | 100 | 1 | N | N | 4 | |
| Daily | Notebook | 06-01-2011 | 06-02-2011 | N | 100 | 10 | 1 | N | Y | 4 | |
| Daily | Unit 1 p. 126 | 06-01-2011 | 06-01-2011 | N | 100 | 100 | 1 | N | N | 4 | |
| Daily | Vocab 2 | 05-30-2011 | 05-31-2011 | N | 100 | 100 | 1 | N | N | 4 | |
| Daily | Poetry Worksheet | 05-20-2011 | 05-24-2011 | N | 100 | 100 | 1 | N | N | 4 | |
| Daily | SS Worksheet | 05-18-2011 | 05-20-2011 | N | 100 | 100 | 1 | N | N | 4 | |
| Daily | Class Notes | 05-16-2011 | 05-18-2011 | N | 100 | 100 | 1 | N | N | 4 | |

[Add](#) [Delete](#) [Attachments](#) [Notes](#)

[Return to Gradebook](#)

Click on the **Return to Gradebook** button.

TEAMS Gradebook Setup

1. Login to TEAMS
2. Course/section options
3. Category setup
4. Push – copying weights
5. Adding assignments
6. Copying assignments

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- Diacritical Marks**
- EasyTech**
- Eduphoria login**
Lesson Plan attachment [4:02]
Quick Start
Teacher Guide
- Excel 2007**
- iPad Apps by Content Area**
Language Arts
Math
Science
Social Studies
Special Learning Needs
- iPad Basics**
- TEAMS for Teachers**
Gradebook Setup
Parent Portal
Semester-end Procedures
Year-end Procedures

Sign-in Online

TEAMS Gradebook Setup

Thank you for attending this online workshop. Complete the sign-in form to record your webinar attendance for CPE credit. Click SUBMIT when finished.

Larry Nelson
Instructional Technology
LNELSON@episd.org

* Required

FIRST name *

LAST name *

Your SCHOOL *

Attendance posted each
Friday for CPE credit

