TEAMS Gradebook

Year-end Procedures



Larry Nelson
Instructional Technology
Technology Services
El Paso ISD



Year-end Procedures

NW4 gradebook

- 1. Enter assignment grades
- 2. Post to Report Card window is open
- 3. Save often

NW4 Report Card tab

- 1. Calculate Annual Average for each section
 - Comments Conduct Effort
 - Character Development
- 2. Save each course/section often
- Finalize only at very end

Online Handouts

Atomic Learning Desktop Setup EasyTech Elementary Storytelling Audacity Copyright Infringement Creating a Digital Story Digital Cameras **EPISD Photo Release** iPod - Getting Started **Podcast Projects** Sample Movie Maker files Syncing video iPod Using iTunes Windows Movie Maker MOV-WMV converter MP4-AVI converter WMV-MP4 converter ePALS Student Email Excel 2007 Keyboarding Mapping Printers Outlook Live Student Quick Reference Teacher Quick Reference PowerPoint 2007 Project Share

http:// webclass.org



Google" Custom Search Search

Education and training via the internet are growing rapidly. Accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts. The PDF format is accessible on both Windows and MAC platforms using <u>Adobe Reader</u>, or the fast and simple open-source reader for Windows called <u>Sumatra</u>.

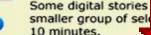
Elementary Storytelling in iTunes

View all 21 digital stories from El Paso ISD teachers and students



View In iTunes

Elementary Storytelling illustrates how video and audio tools are used to tell a story - a digital story. Curriculum topics chosen by the teacher vary from class field trips to the reenactment of historical or current events.



de the entire class, while others use a students. Video length is generally 2 to

Technology Webinars

using Adobe Connect



Creating PDF files using Office 2007

Customizing Quick-Access Toolbar in Office 2007

Using Paint for Math-Science-Lang Arts

Using HP webcam for Digital Storytelling

Windows 7 Features

Login



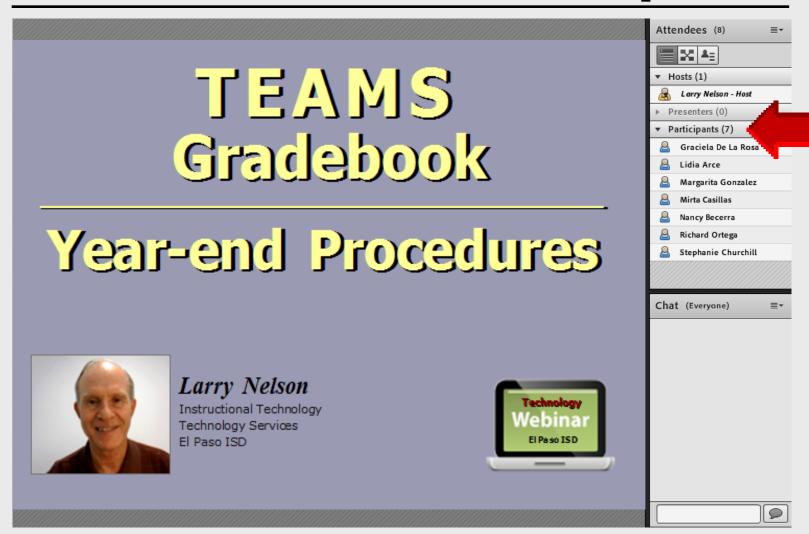
ADOBE® CONNECT™

TEAMS Gradebook - Year-end Procedures (grades 2-5)

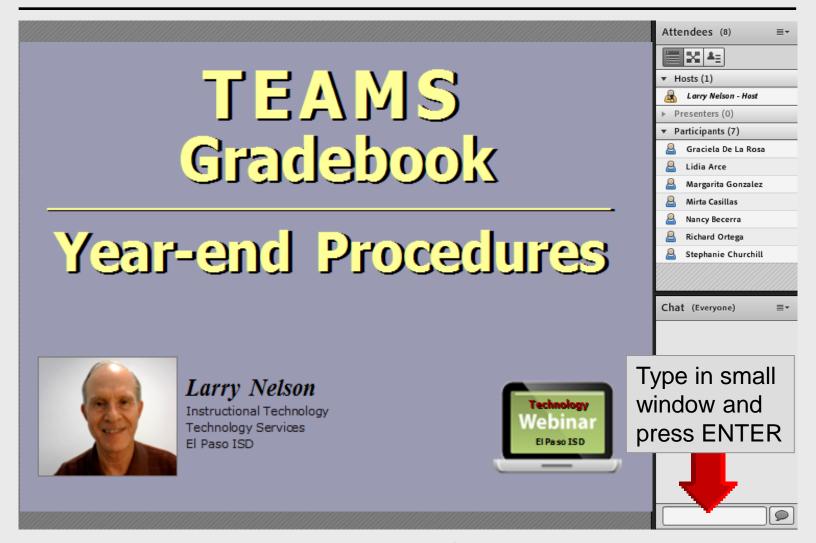




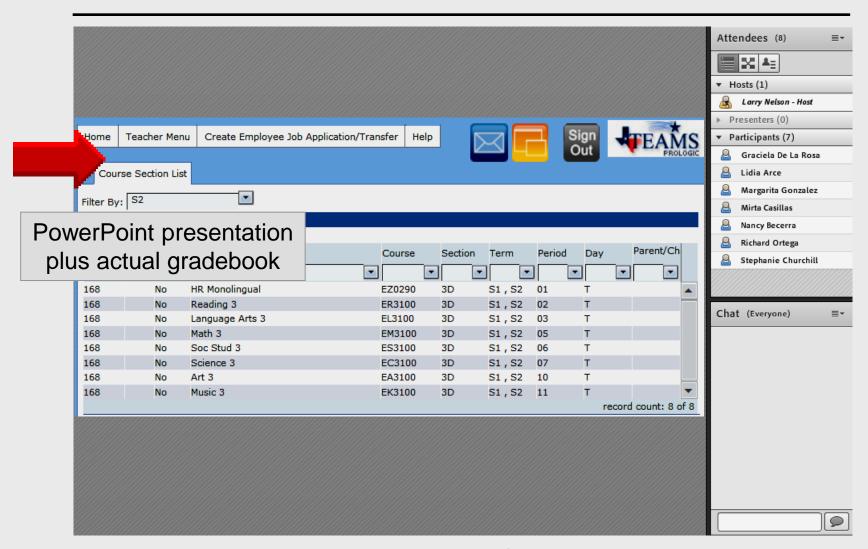
Participants



Chat



Presentation Area



Google Form

TEAMS Gradebook - Year-end Procedures

Thank you for attending the	workshop. Complete the sign-in form to rec when finished.	ord your attendance and for
Larry Nelson Instructional Technology LNELSON@episd.org * Required		
FIRST name *		
LAST name *		
Your SCHOOL*		
	Submit	

TEAMS Gradebook

Year-end Procedures

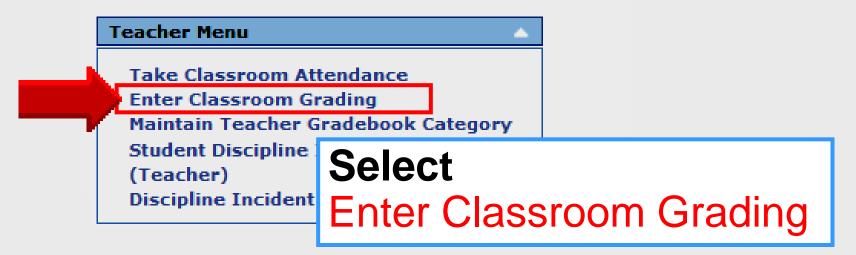
For each Course/Section

- Enter assignment grades Save often
- 2. Missing 9-week grades PEIMS clerk
- 3. Click Post to Report Card each class
- 4. Obtain Annual Average for each class
- 5. Enter Comments Conduct Effort
- 6. Enter Character Development
- 7. Finalize gradebook only at very end

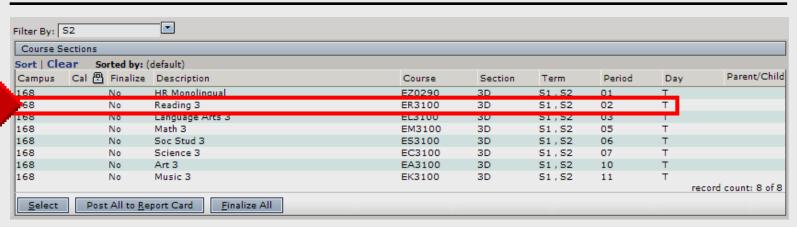
Access Gradebook



Welcome to the TEAMS Employee Home Page.

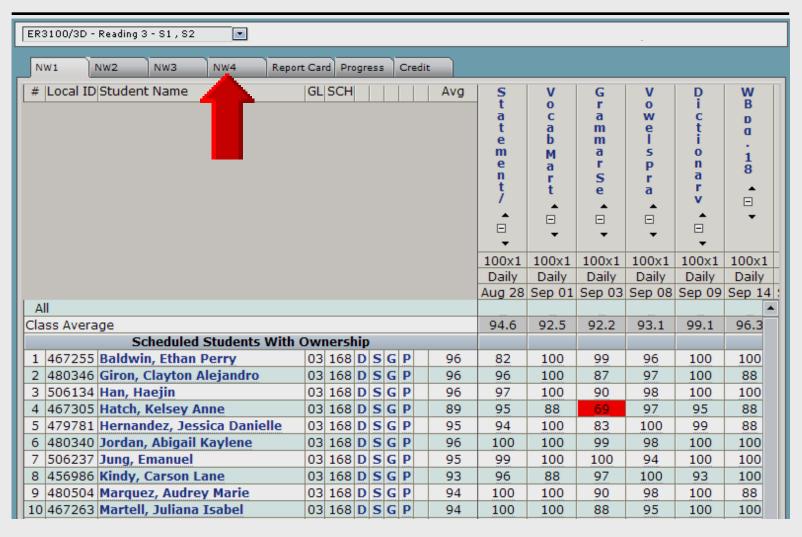


Open Course/Section



- Double-click on desired section to open
- No longer highlight section and click Select

Select NW4 Tab



TEAMS Gradebook

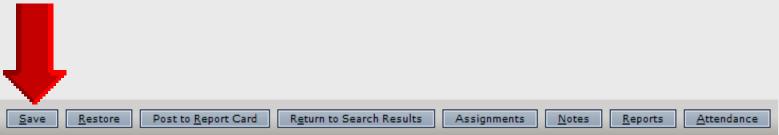
Missing Grades

Missing Grades

- TEAMS will not calculate 9-week grade average with NG or blank
- Click "L" (Link) in gradebook for missing transfer grades
- Options for receiving teacher
 - Use grades intact from sending teacher
 - 2. Use only averages from sending teacher
 - 3. Discard all grades from sending teacher

Save Often

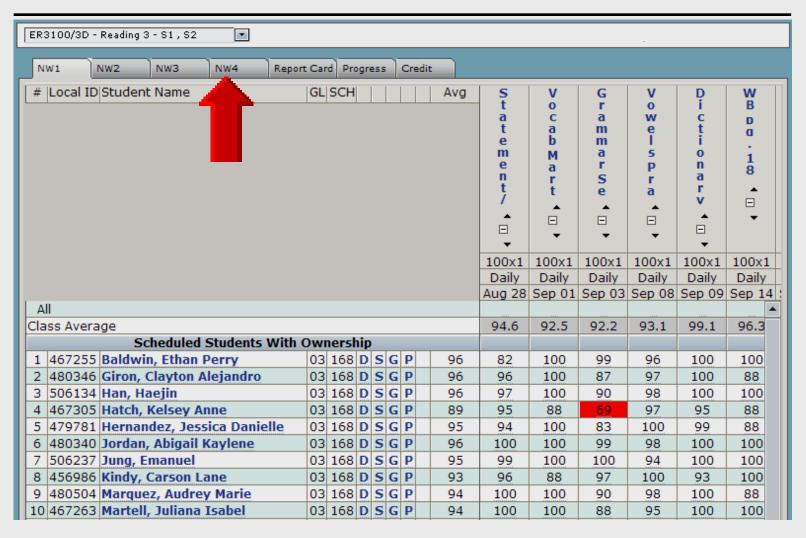
Scheduled Students With Ownership															
1	467255	Baldwin, Ethan Perry	03	168	D	S	G	P		99	97	100	100	100	100
2	480346	Giron, Clayton Alejandro	03	168	D	S	G	P		98	97	100	100	92	100
3	506134	Han, Haejin	03	168	D	S	G	P		93	95		100	100	75
4	467305	Hatch, Kelsey Anne	03	168	D	S	G	P		76	90	90	90	62	50
5	479781	Hernandez, Jessica Danielle	03	168	D	S	G	P		98	100	100	100	92	100
6	480340	Jordan, Abigail Kaylene	03	168	D	S	G	P		97	95	100	100	92	100
7	506237	Jung, Emanuel	03	168	D	S	G	P		95	95	100	100	92	88
8	456986	Kindy, Carson Lane	03	168	D	S	G	P		95	95	100	100	92	88
9	480504	Marquez, Audrey Marie	03	168	D	S	G	P		95	85	95	100	95	100
10	467263	Martell, Juliana Isabel	03	168	D	S	G	P		92	100		100	92	75
11	467229	Montes, Alejandro Ivan	03	168	D	S	G	P		78	100		80	54	
12	467282	Offutt, Savannah Brielle	03	168	D	S	G	P		96	95	100	100	85	100
13	458486	Portillo, Andres Alejandro	03	168	D	S	G	P		88	95	100	100	72	75
14	467357	Rovner, Hernan Manuel	03	168	D	S	G	P		96	100	95	100	85	100
15	460437	Sanchez-Ramirez, Luisa Fernan	03	168	D	S	G	P		91	93		70	100	100
16	452524	Sandoval, Hanna Marie	03	168	D	S	G	P		75	90	100	<u>O</u>	85	100
17	467355	Smith, Emily Ann	03	168	D	S	G	P		96	90	100	100	92	100
18	480547	Terstegge, Harrison Samuel	03	168	D	S	G	P		99	95	100	100	100	100



TEAMS Gradebook

Posting to Report Card Tab

Select NW4 Tab



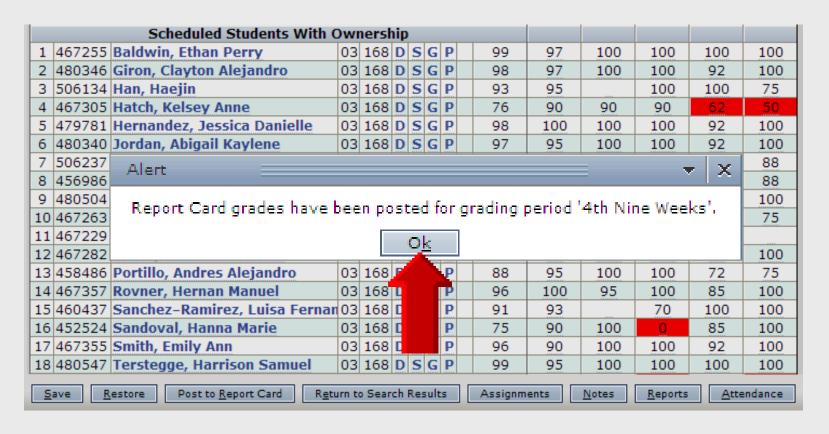
Click Post to Report Card

Copies student grade averages into Report Card tab area

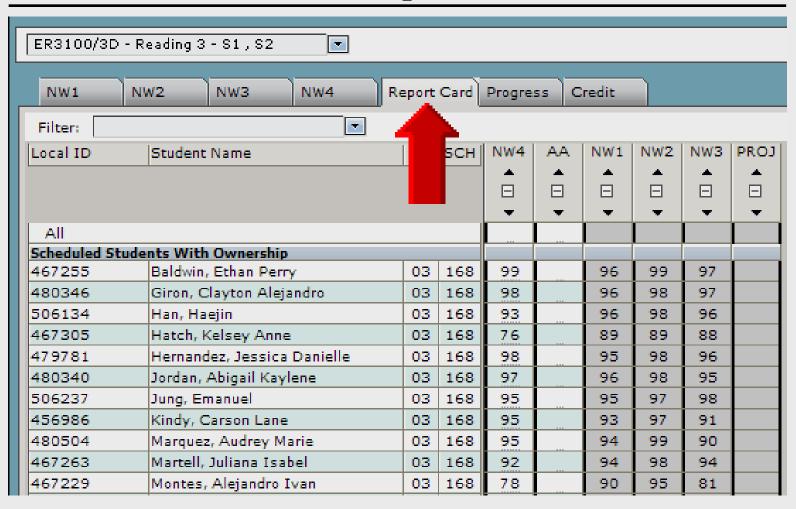
Scheduled Students With Ownership														
1	467255	Baldwin, Ethan Perry	03	168	D	S	G	P	99	97	100	100	100	100
2	480346	Giron, Clayton Alejandro	03	168	D	S	G	P	98	97	100	100	92	100
3	506134	Han, Haejin	03	168	D	S	G	P	93	95		100	100	75
4	467305	Hatch, Kelsey Anne	03	168	D	S	G	P	76	90	90	90	62	50
5	479781	Hernandez, Jessica Danielle	03	168	D	S	G	P	98	100	100	100	92	100
6 480340 Jordan, Abigail Kaylene		03	168	D	S	G	P	97	95	100	100	92	100	
7	506237	Jung, Emanuel	03	168	D	S	G	P	95	95	100	100	92	88
8	456986	Kindy, Carson Lane	03	168	D	S	G	P	95	95	100	100	92	88
9	480504	Marquez, Audrey Marie	03	168	D	S	G	P	95	85	95	100	95	100
10	467263	Martell, Juliana Isabel	03	168	D	S	G	P	92	100		100	92	75
11	467229	Montes, Alejandro Ivan	03	168	D	S	G	P	78	100		80	5.4	
12	467282	Offutt, Savannah Brielle	03	168	D	S	G	P	96	95	100	100	85	100
13	458486	Portillo, Andres Alejandro	03	168	D	S	G	P	88	95	100	100	72	75
14	467357	Rovner, Hernamuel	03	168	D	S	G	P	96	100	95	100	85	100
15	460437	Sanchez-Ram Luisa Fernan	03	168	D	S	G	P	91	93		70	100	100
16	452524	Sandoval, Han	03	168	D	S	G	P	75	90	100	Ö	85	100
17	467355	Smith, Emily A	03	168	D	S	G	P	96	90	100	100	92	100
18	480547	Terstegge, Ha	03	168	D	S	G	P	99	95	100	100	100	100
Save Restore Post to Report Card Return to Search Results Assignments Notes Reports Attendance										endance				

Click Post to Report Card

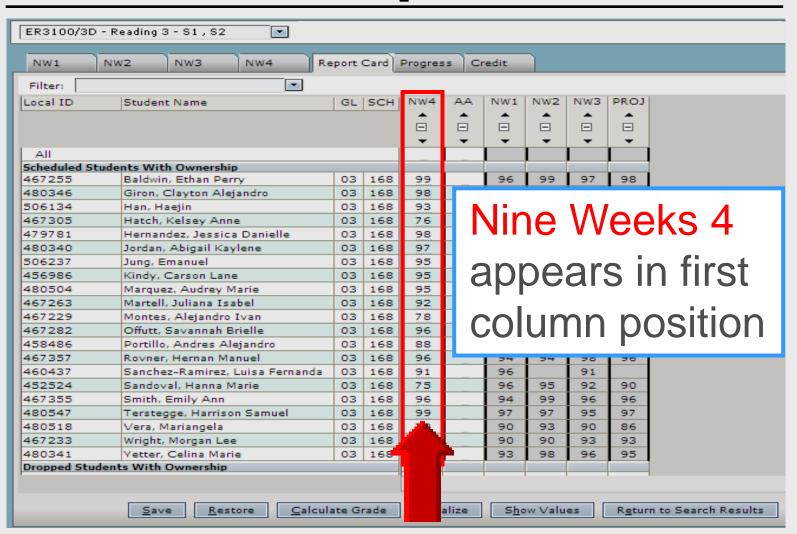
Click OK on Alert message



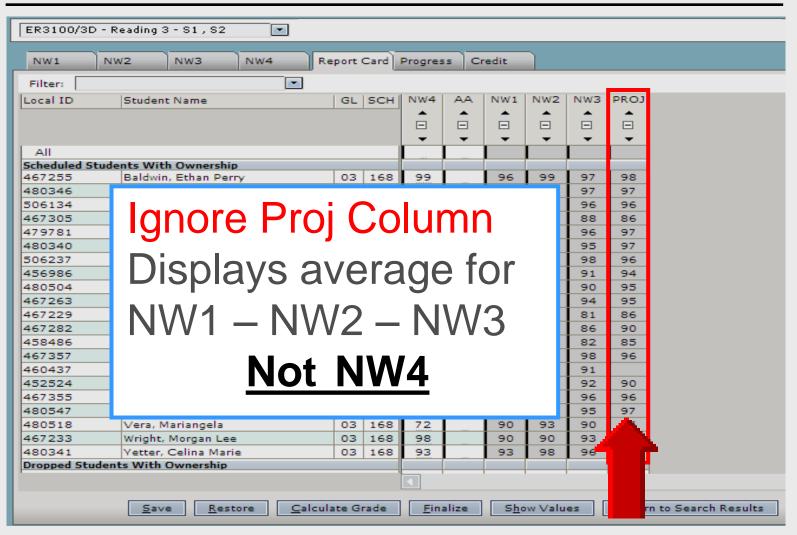
Click Report Card Tab



Report Card Tab

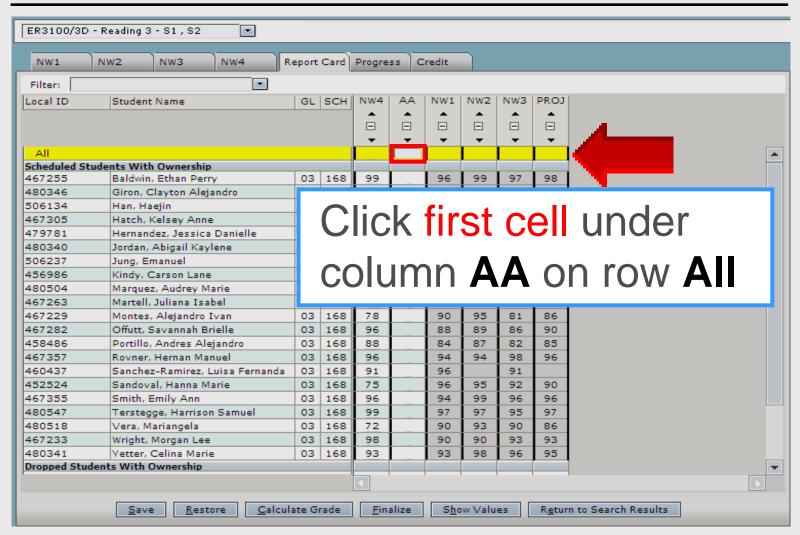


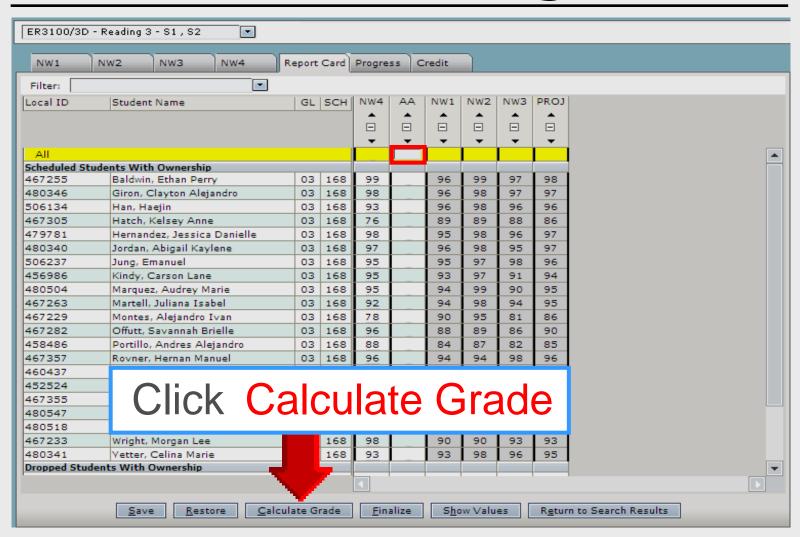
Ignore Proj Column

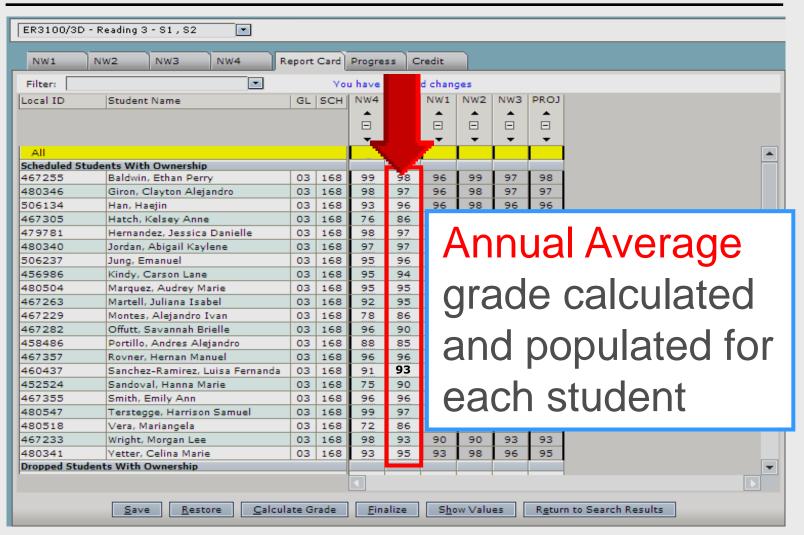


TEAMS Gradebook

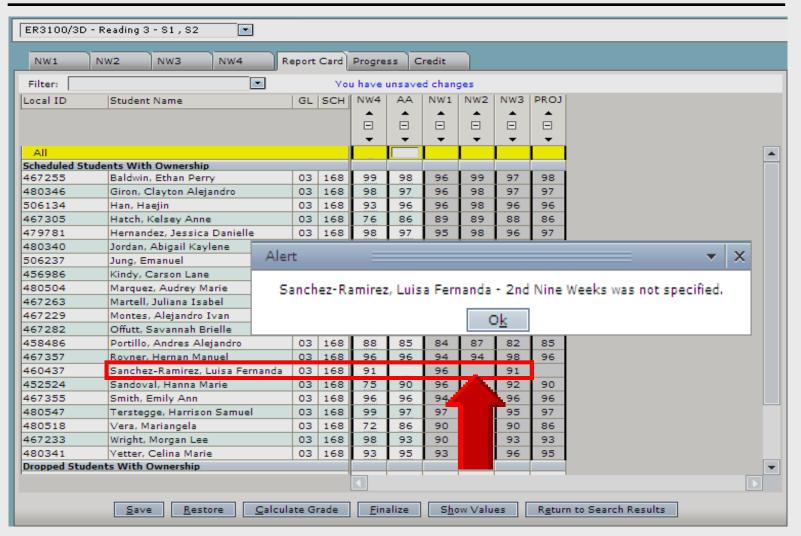
- Student grade for NW1 NW4
 - 1. Click first cell under AA on row All
 - 2. Click Calculate Grade at bottom
 - 3. Click **OK** at prompt
 - 4. AA grade populated for each student
 - TEAMS will not calculate AA with missing NW grades



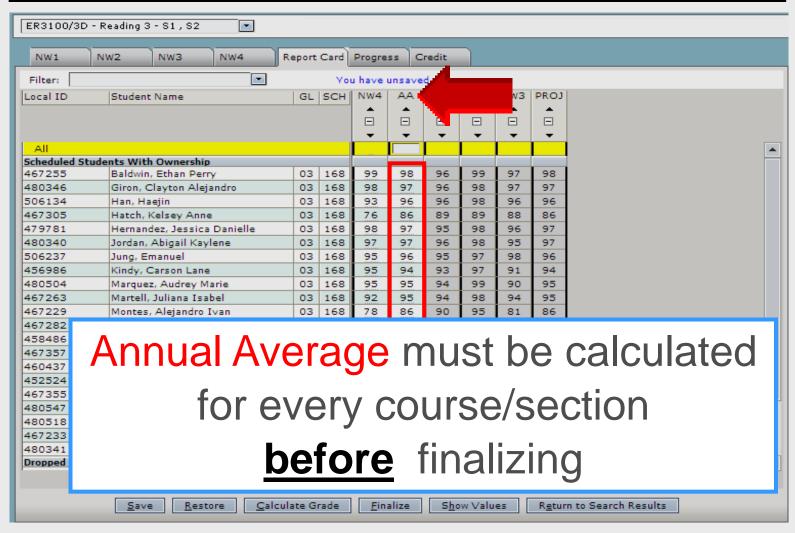




Missing Grades



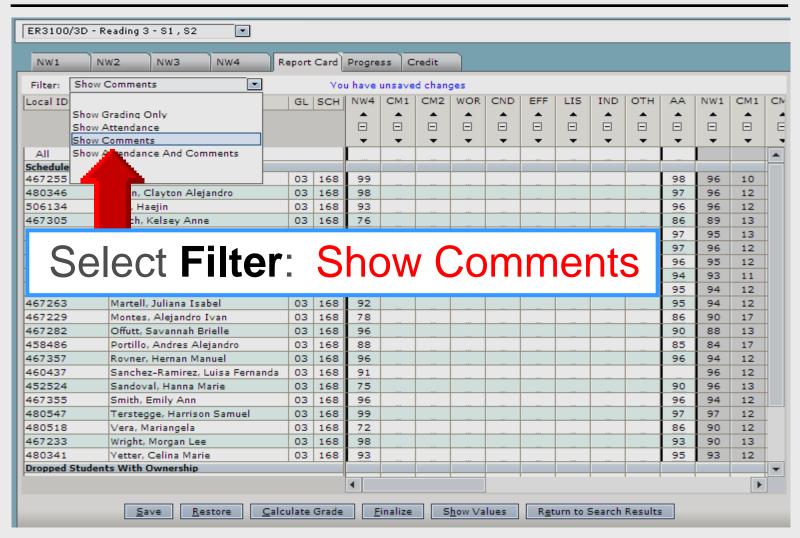
Calculate AA before Finalizing



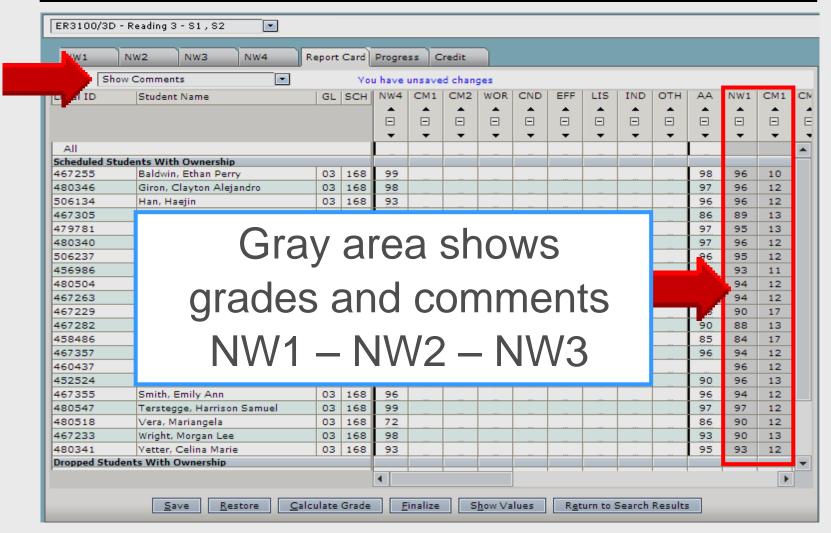
TEAMS Gradebook

Show Comments

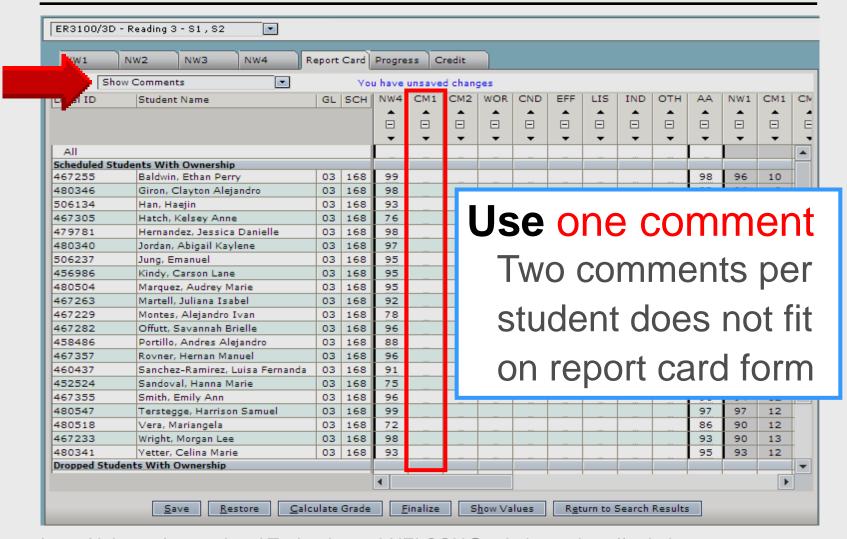
Show Comments



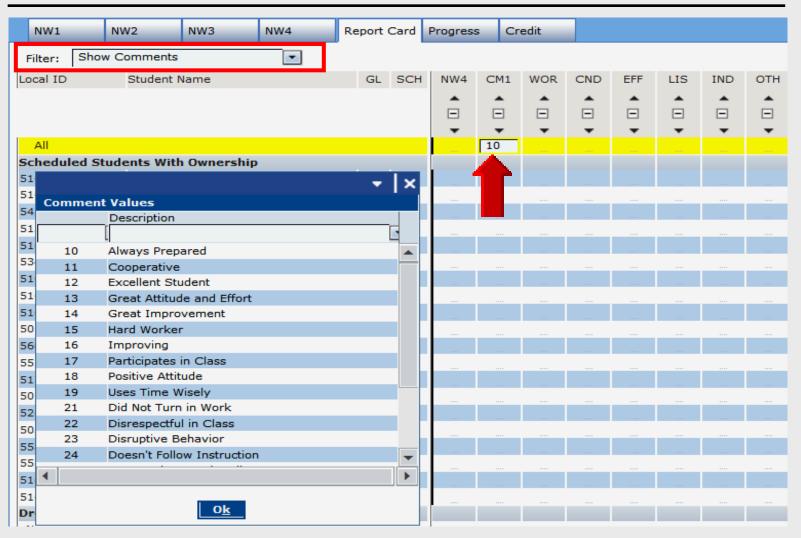
Show Comments



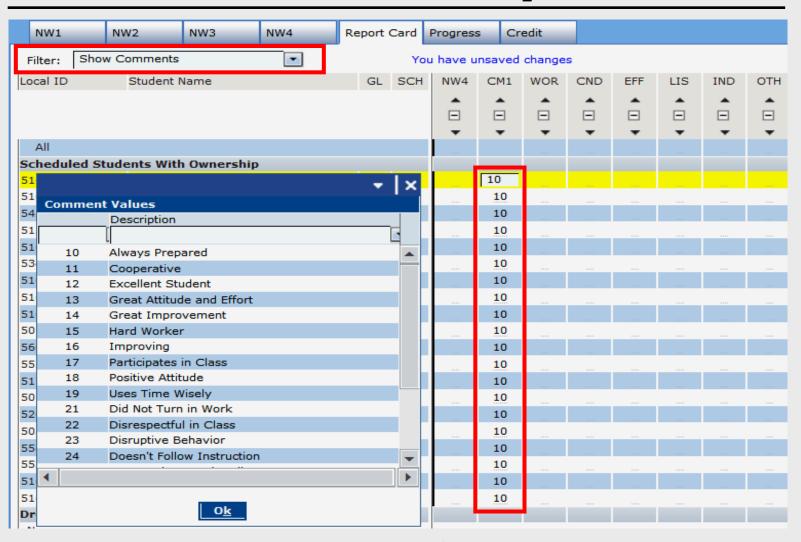
Show Comments



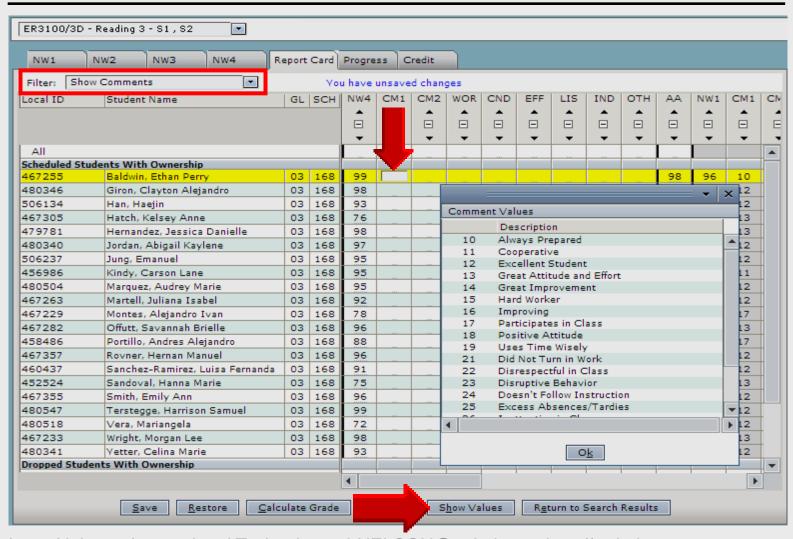
All Comments



Press Enter to Populate All



Individual Comments



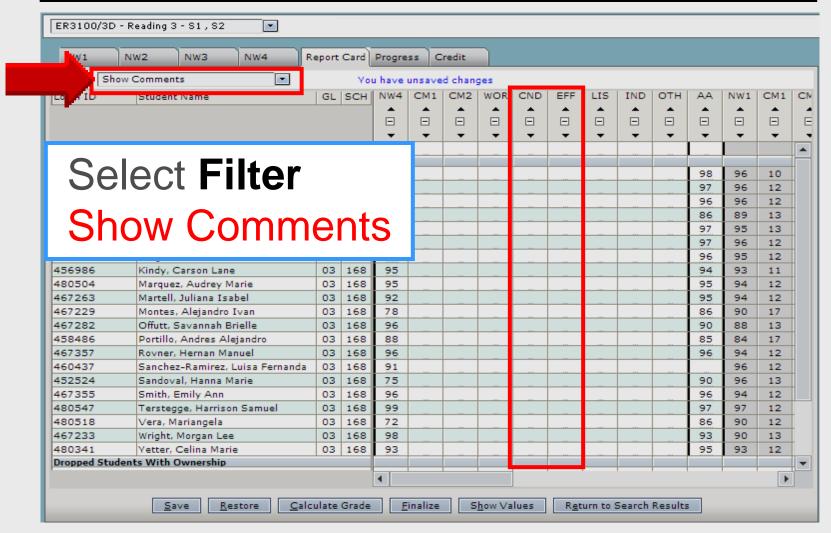
Comment Values

10 Always Prepared	21 Did Not Turn in Work
11 Cooperative	22 Disrespectful in Class
12 Excellent Student	23 Disruptive Behavior
13 Great Attitude and Effort	24 Does not Follow Instruction
14 Great Improvement	25 Excess Absences/Tardies
15 Hard Worker	26 Inattentive in Class
16 Improving	27 Parent Conference
17 Participates in Class	28 Poor Test/Quiz Grades
18 Positive Attitude	29 Tutoring Recommended
19 Uses Time Wisely	30 Unprepared for Class

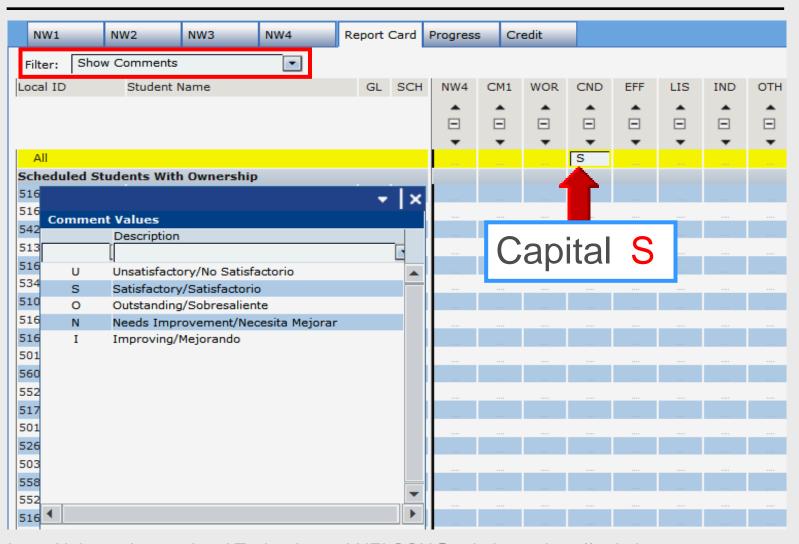
TEAMS Gradebook

Conduct and Effort

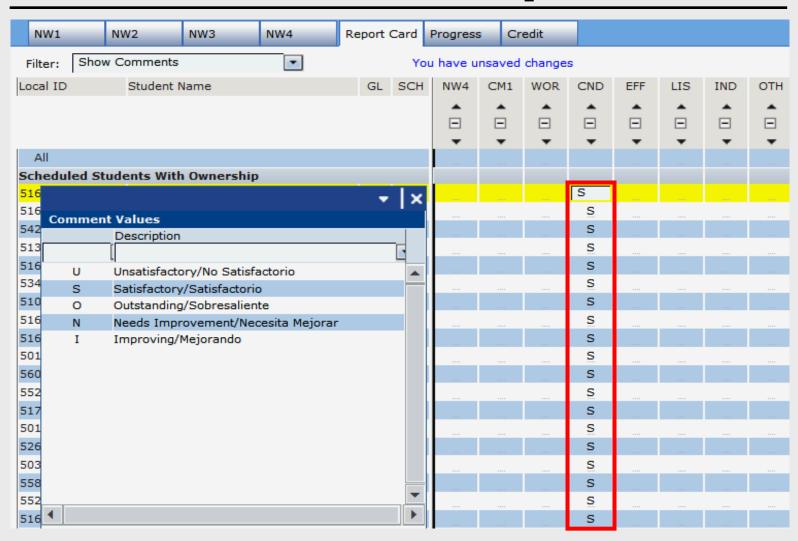
Conduct and Effort



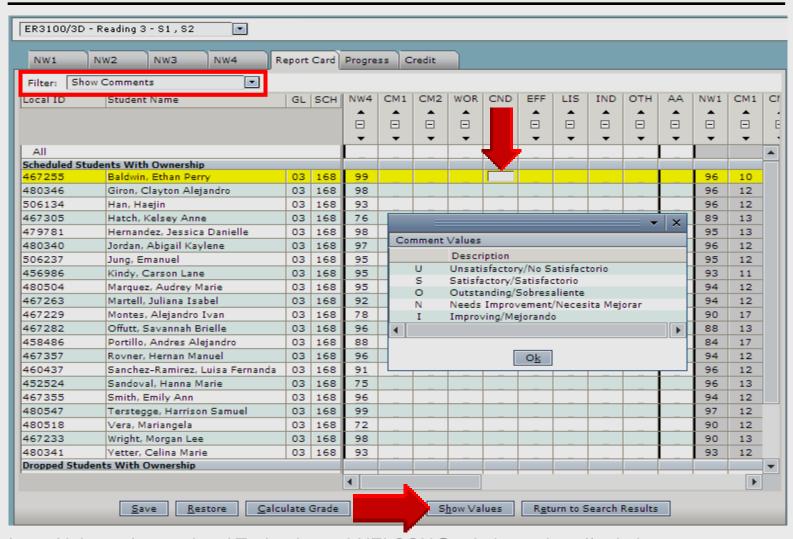
All Conduct



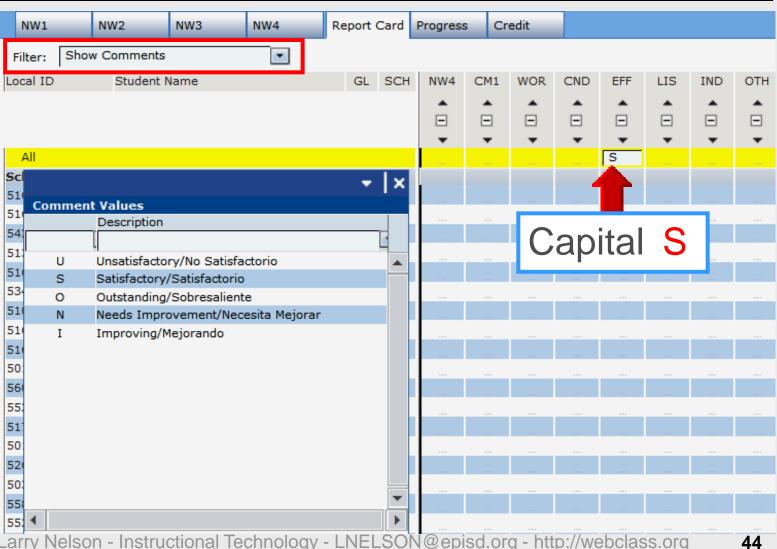
Press Enter to Populate All



Individual Conduct

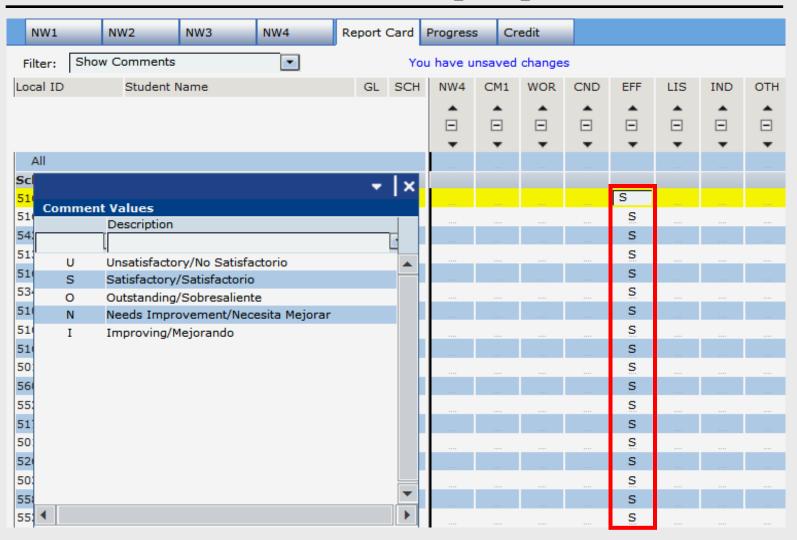


All Effort

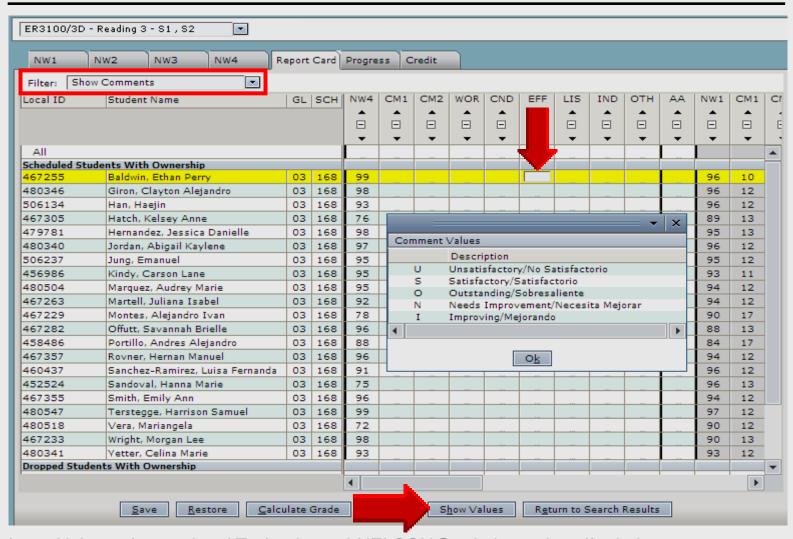


Larry Nelson - Instructional Technology - LNELSON@episd.org - http://webclass.org

Press Enter to populate All



Individual Effort



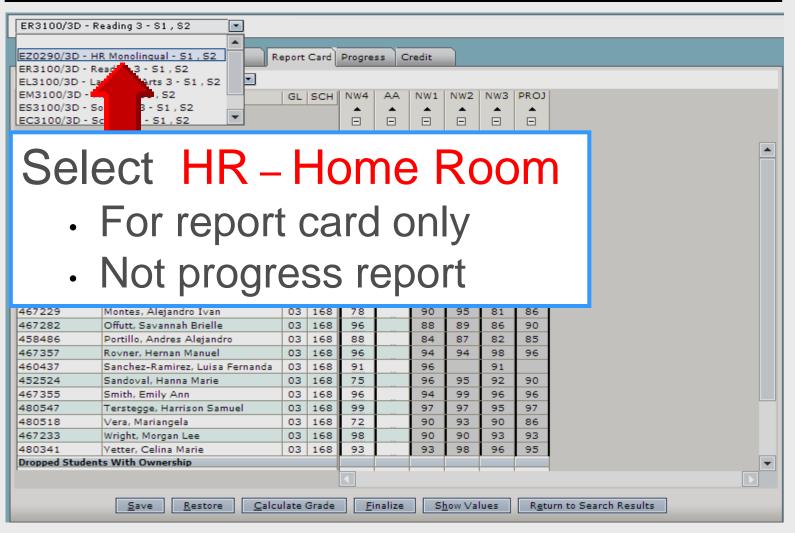
Save Often

Filter: Show Comments	NW1	NW2 NW	٧3	NW4	Report	Card	Progre	ss C	redit										
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Dropped Students With Ownership	Dropped Stude	ents with Own	ersnip															•	#

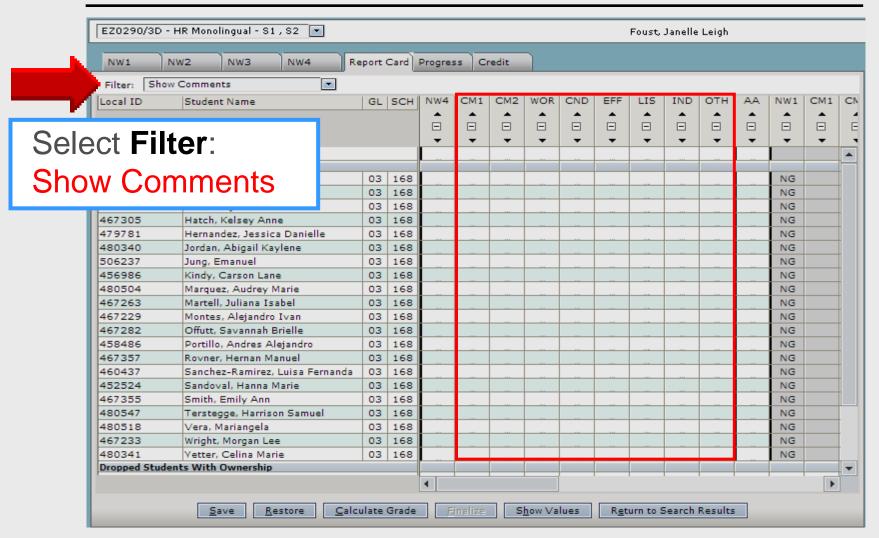
TEAMS Gradebook

Character Development

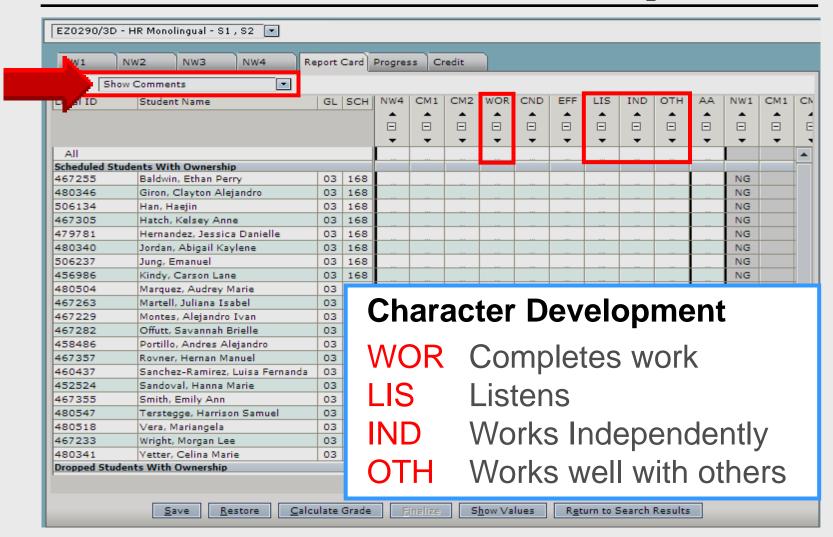
Character Development



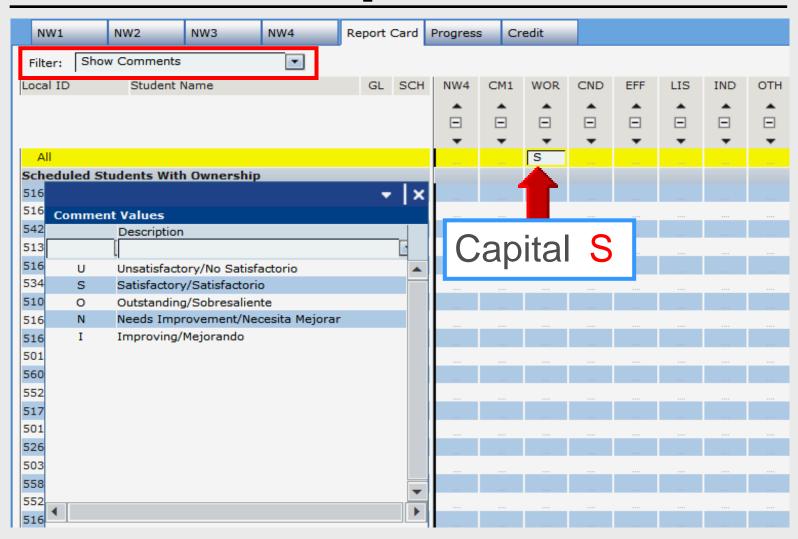
Home Room



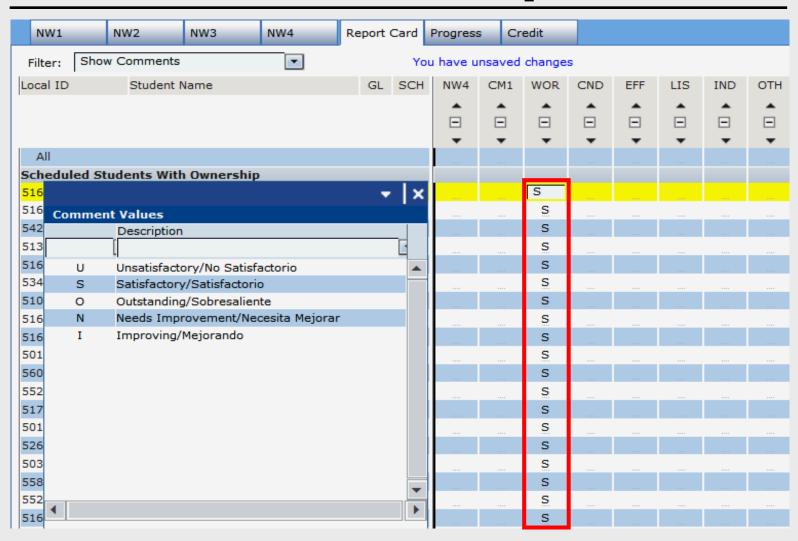
Character Development



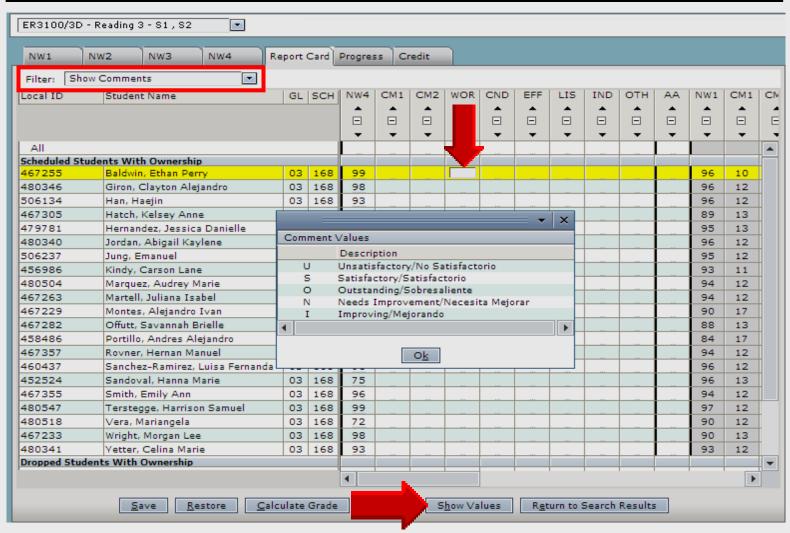
WOR – Completes Work All



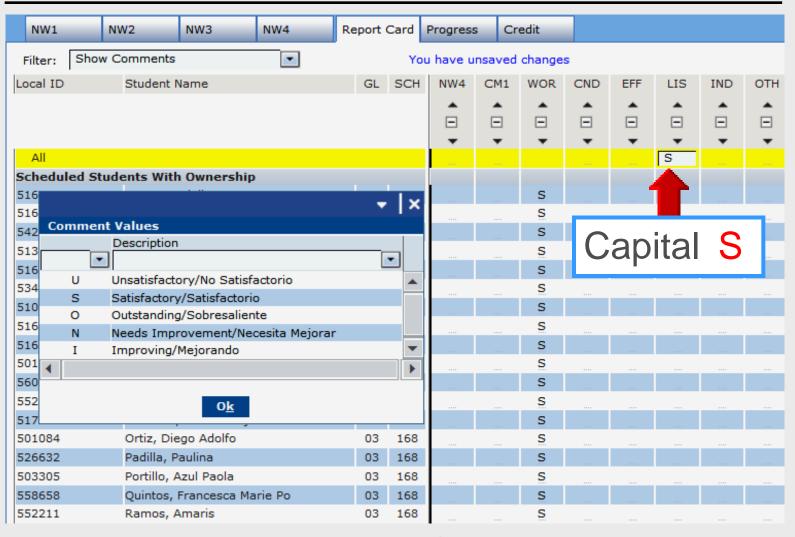
Press Enter to Populate All



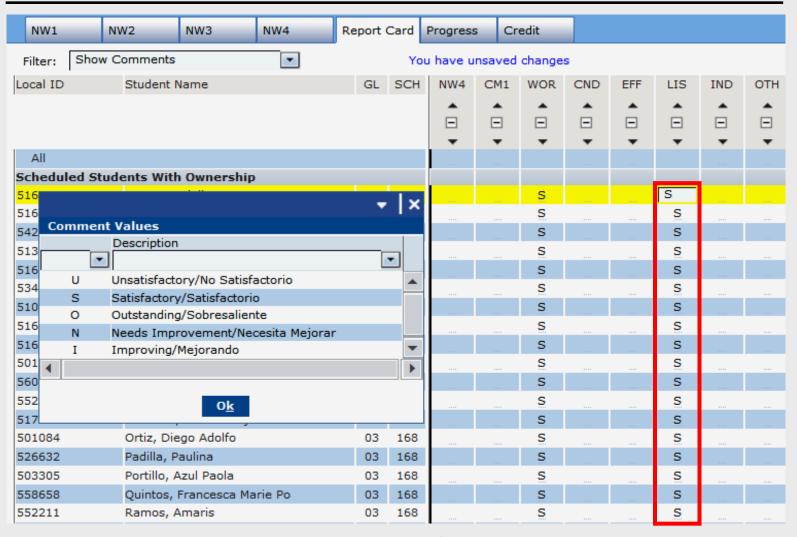
WOR – Completes Work



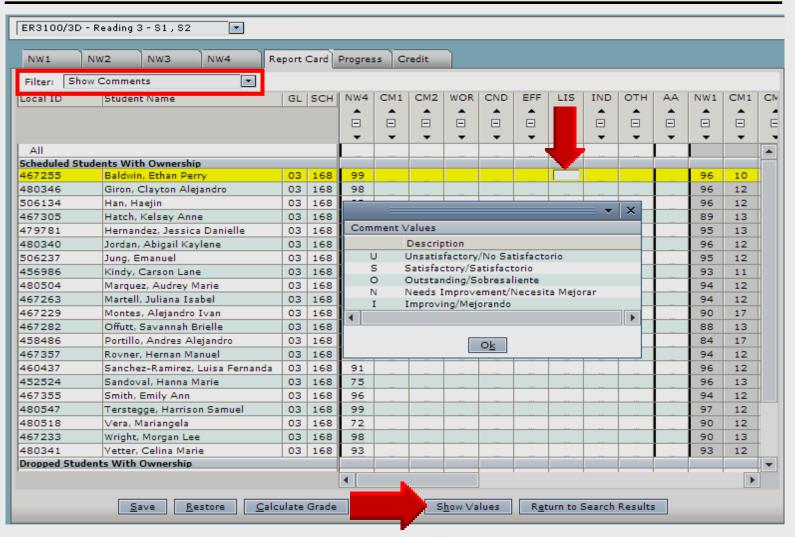
LIS – Listens



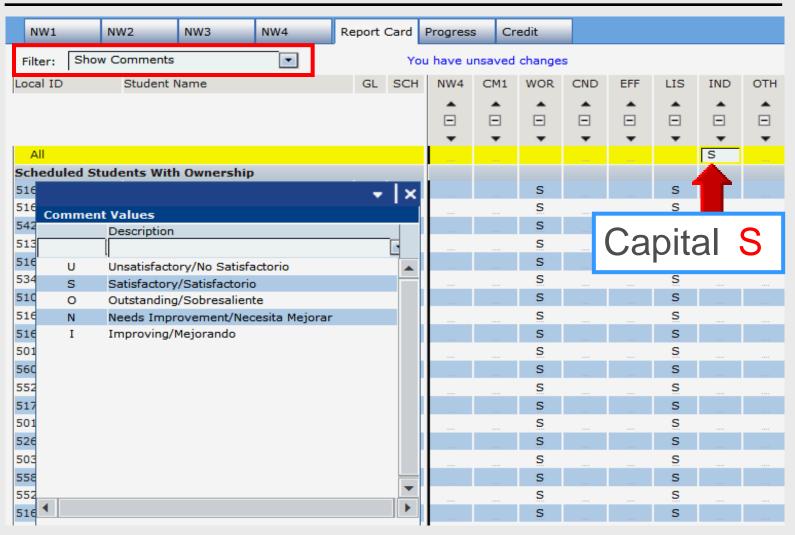
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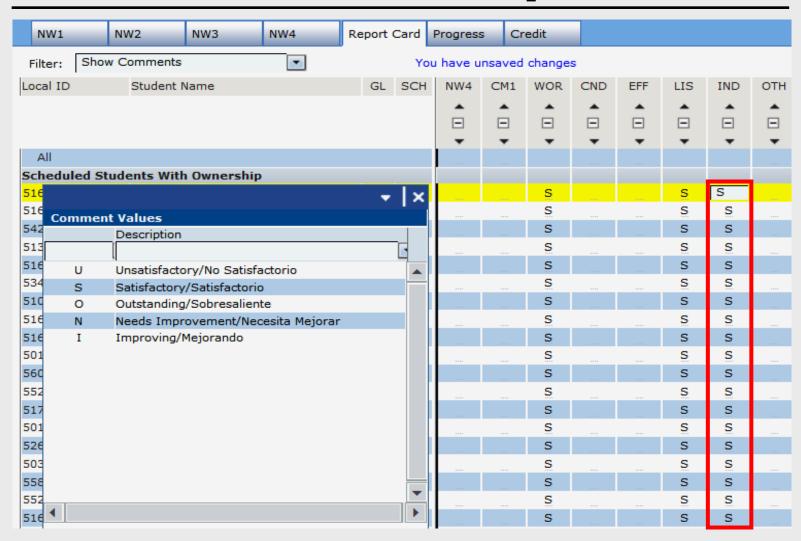
LIS – Listens



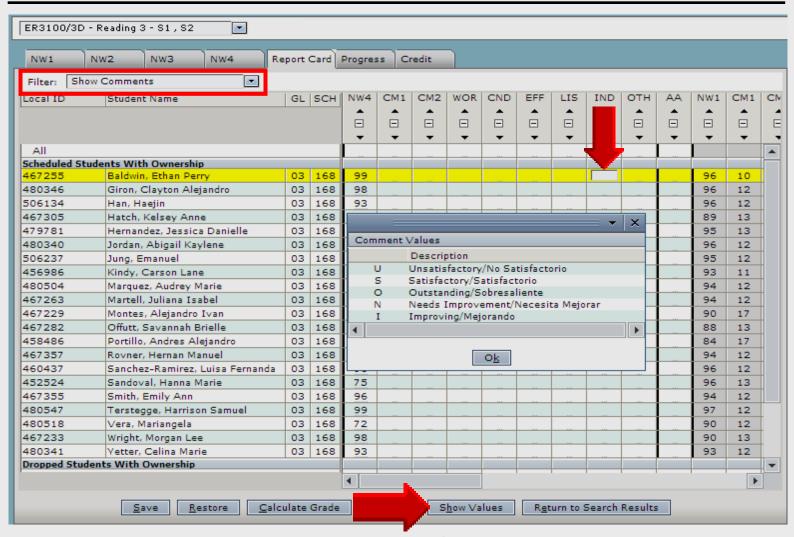
IND – Works Independently



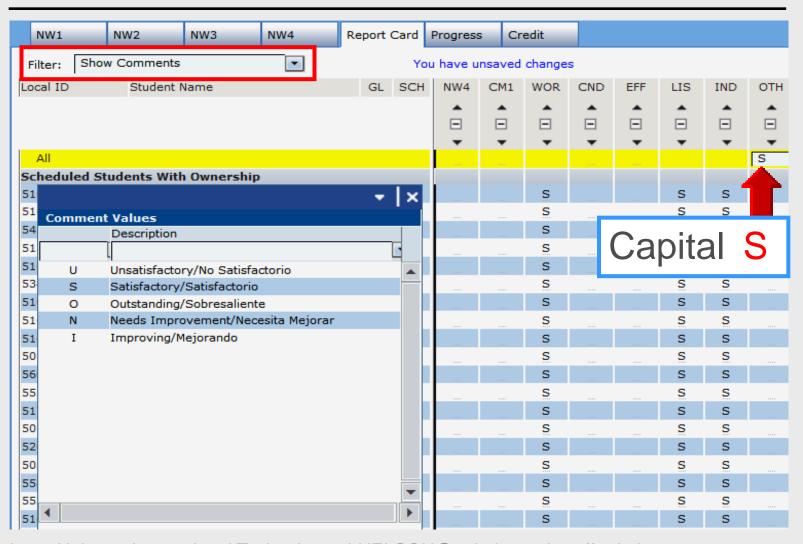
Press Enter to Populate All



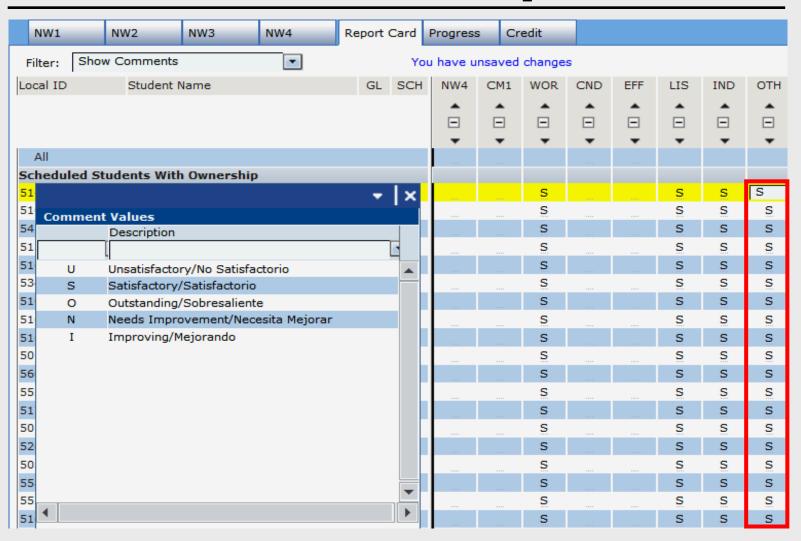
IND – Works Independently



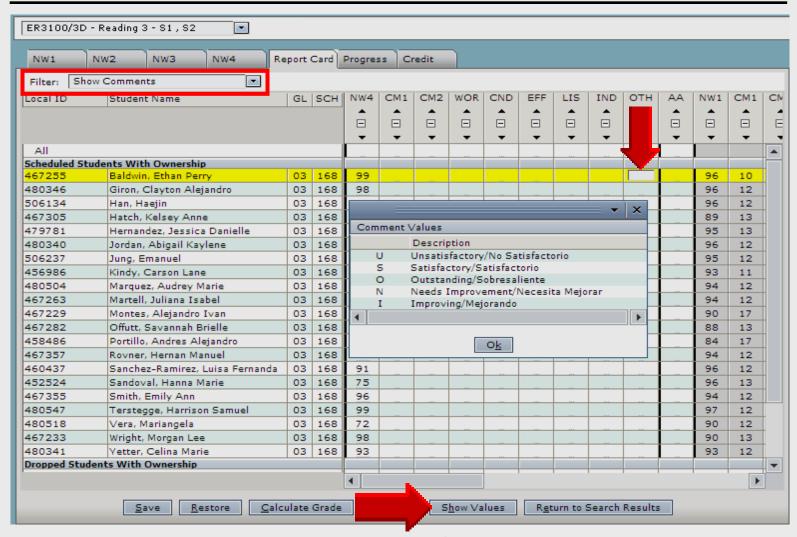
OTH - Works Well with Others



Press Enter to Populate All



OTH - Works Well with Others



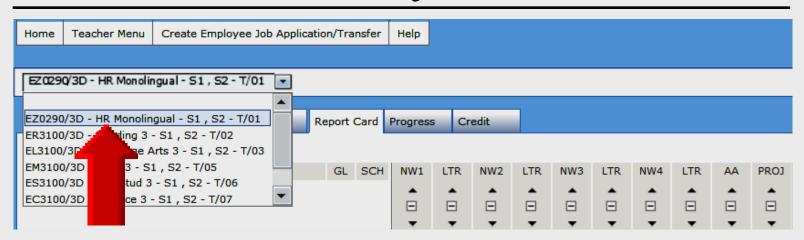
Home Room

NW4	CM1	WOR	CND	EFF	LIS	IND	ОТН
_	_	_	_	_	•	•	•
-	-	-	-	-	-	-	-
	10	S	S	S	S	S	S
	10	S	S	S	S	S	S
	10	S	S	S	S	S	S
	10	S	S	S	S	S	S
	10	S	S	S	S	S	S
	10	S	S	S	S	S	S
	10	S	S	S	S	S	S
	10	S	S	S	S	S	S
	10	S	S	S	S	S	S
	10	S	S	S	S	S	S
	10	S	S	S	S	S	S
	10	S	s	S	S	s	S
	10	S	S	S	S	S	S
	10	s	s	S	S	s	S
	10	S	S	S	S	S	S
	10	S	s	s	s	s	S
	10	S	S	S	S	S	S
	10	s	s	S	s	S	s
	10	S	S	S	S	S	S
	10	s	S	S	S	S	s

TEAMS Gradebook

Absences by Nine Weeks

Absences by Nine Weeks

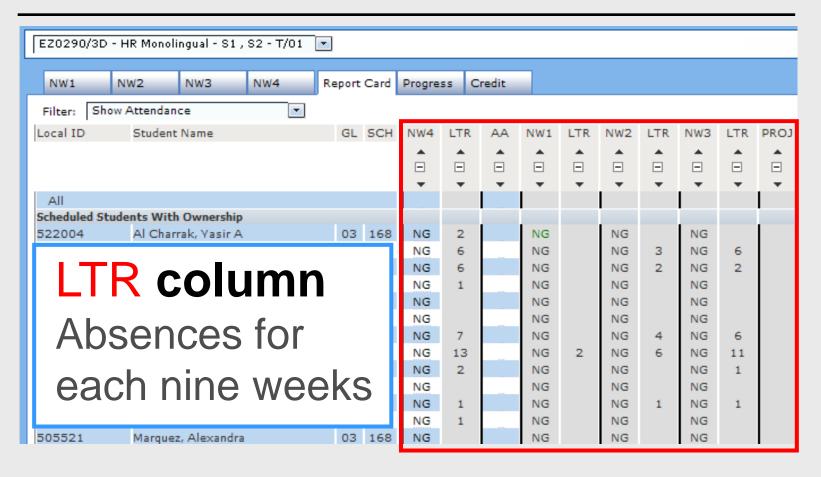


Select HR – Home Room Not a course/section

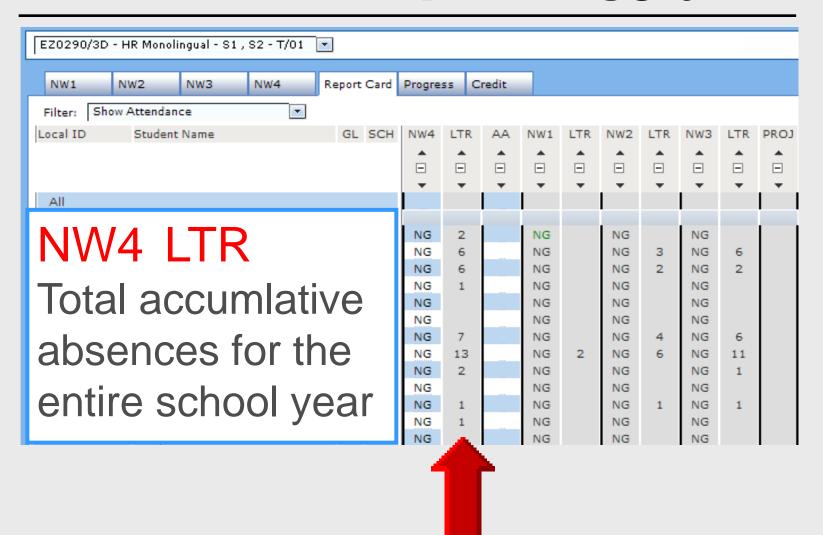
Show Attendance

EZ0290/3D - HR Monolingual - S1 , S2 - T/01													
NW1	NW2 NW3 NW4	Progre	ss C	Credit									
Filter: Show Attendance													
Local ID	Student Name	GL	SCH	NW4	LTR	AA	NW1	LTR	NW2	LTR	NW3	LTR	PROJ
	4												
				-	-	-	-	-	-	-	-	-	-
All	Coloot Filton												
Scheduled	Select Filter												
522004	01 444 1			NG	2		NG		NG		NG		
505728	Show Attend	ance)	NG	6		NG		NG	3	NG	6	
517512				NG	6		NG		NG	2	NG	2	
505528	Blake, Austin	03	168	NG	1		NG		NG		NG		
508727	Demoss, Samuel Clay	03	168	NG			NG		NG		NG		
541609	Driver, Tanisha Faith	03	168	NG			NG		NG		NG		
517406	Farley, Patrick Ryan	03	168	NG	7		NG		NG	4	NG	6	
501937	Foster, Claudia	03	168	NG	13		NG	2	NG	6	NG	11	
467219	Franco, Karlina Sofia	03	168	NG	2		NG		NG		NG	1	
468879	Gomez, Denisse Victoria	03	168	NG			NG		NG		NG		
485671	Gonzalez, Aiza Brianna	03	168	NG	1		NG		NG	1	NG	1	
528042	Kinson, James Joseph	03	168	NG	1		NG		NG		NG		
505521	Marquez, Alexandra	03	168	NG			NG		NG		NG		

LTR Column



NW4 LTR Column



TEAMS Gradebook

Year-end Reports

Click Reports

		Scheduled Students With	Owi	nersl	nip											
1	467255	Baldwin, Ethan Perry	03	168	D	S	G	P		96	82	100	99	96	100	100
2	480346	Giron, Clayton Alejandro	03	168	D	S	G	P		96	96	100	87	97	100	88
3	506134	Han, Haejin	03	168	D	S	G	P		96	97	100	90	98	100	100
4	467305	Hatch, Kelsey Anne	03	168	D	S	G	P		89	95	88	69	97	95	88
5	479781	Hernandez, Jessica Danielle	03	168	D	S	G	P		95	94	100	83	100	99	88
6	480340	Jordan, Abigail Kaylene	03	168	D	S	G	P		96	100	100	99	98	100	100
7	506237	Jung, Emanuel	03	168	D	S	G	P		95	99	100	100	94	100	100
8	456986	Kindy, Carson Lane	03	168	D	S	G	P		93	96	88	97	100	93	100
9	480504	Marquez, Audrey Marie	03	168	D	S	G	P		94	100	100	90	98	100	88
10	467263	Martell, Juliana Isabel	03	168	D	S	G	P		94	100	100	88	95	100	100
11	467229	Montes, Alejandro Ivan	03	168	D	S	G	P		90	91	100	89	90	100	100
12	467282	Offutt, Savannah Brielle	03	168	D	S	G	P		88	82	70	100	98	100	100
13	458486	Portillo, Andres Alejandro	03	168	D	S	G	P		84	100	75	84	80	100	88
14	467357	Rovner, Hernan Manuel	03	168	D	S	G	P		94	100	100	91	94	100	100
15	452524	Sandoval, Hanna Marie	03	168	D	S	G	P	\neg	96	89	100	100	98	100	100
16	467355	Smith, Emily Ann	03	168	D	S	G	P		94	91	100	98	99	95	100
17	480547	Terstegge, Harrison Samuel	03	168	D	S	G	P	\neg	97	97	100	100	99	100	100
18	480518	Vera, Mariangela	03	168	D	S	G	P		90	94	75	90	93	100	100
		Save Restore Return to Se	arch	Resul	ts] [Α	ssi	ignr	nents	<u>N</u> otes	<u>R</u> epo	rts A	<u>ttendance</u>		

Class Assignments Report

Click on a report to run



- Quick Print Student Class Roster Teacher Grid
- Quick Print Class Assignment Report



- Class Assignments Report
- Failing Assignments Report
- Failing Averages Report
- Individual Progress Report (Elementary)
- Individual Progress Report (Secondary)
- Missing Assignments Report
- Student Assignments Report
- Student Class Roster Teacher Grid

<u>C</u>lose

PDF Generated Report

Campus: Tippin Eleme FY/Sem: 2013/52 Teacher: FOUST, JAN				Cla	ss As	ssign	men	ts Re	port						Date: Time:	5/10/20 3:00:27/ Page 1 o
		Course Description: Rd 3														
Course/Sect: EE3R00Y07		Course Description: Rd 3 Period: T02														
Grade Type: 4th Nine We	eita					Perio	id: 102									
			W bet on Out of Nia World - erazzota	Nation auf Dear Jacy entry - recebationy from	Sock Report - MGG013	Chapter book comp questions obp 1, 2 -	rherpretation of The Codir cach coem - 6/6/2013	Mini STAAR practice test #1 - lossoots	Mini STAAR vactice test F2 - LGG013	Mini STAAR vactice test FB - un7dots	Wich o and Lotte Measurers - MSSM13	With oard Lotte receip rector ag 171 -	Nestry tesp onse From the Bellybutton	heading Log #1 -	Need try Log F2 - S162013	
	Scale	Value	100	100	100	100	100	100	100	100	100	100	100	100	100	
	Category	Count	1	1	1	1	1	1	1	1	1	1	1	1	1	
STUDENT	Ä	verage														
Bowen, Solell Yvanne	516361	80	60					61	62	77	90	100	100	90		
Cestilo, Rebecca Aracel	516085	94	100	88				94	92	91	80	100	100	100		
Foren, Elliot Nicholes	542498	81	80	90				83	85	91	100	100	100	0		
Gorzalez, Mikaela Elise	513205	93	80	100				89	77	89	100	100	100	100		
Guternez, Celine Katherina	516739	82	60	97				56	77	83	85	100	100	80		
Hita, Issac Akal	534525	96	60	100				67	69	79	100	99	100	100		
Howard, Taylor MacKenzle	510257	96	80	87				78	58	70	100	99	100	100		
Leary, Hunter Alan	516016	83	60	90				67	92	91	80	100	80	90		
Lee, Cline Won	516168	90	80	97				78	81	83	90	100	100	100		
Leon, Victor Hugo	501130	91	80	94				78	81	83	100	100	100	100		
Martinez, Diego Ivan Benjamin		96	60	91				72	73	79	100	99	100	100		
Nattinger, John David	552714	83	60	81				89	73	81	90	82	100	96		
Nidedhal, Jessica Anjali	517025	96	60	100				78	69	83	100	100	100	80		
Ortiz, Diego Adolfo	501084	72	80					67	54	58	70	67	85	100		
Padila, Paulina	526632	96	100	94				78	58	64	80	99	100	100		
Portillo, Azul Paola	503305	70	40	94				56	77	86	80	98	100	75		
Quintos, Francesca Marie Po	558658	91	80	100				89	85	89	80	100	100	100		
Ramos, Amaris	552211	9.7	60	94				61	88	77	100	100	100	100		
Salazar, Nova	516415	00	60	91				78	85	87	90	99	100	100		
Webb, James Newton	516960	69	20	82				25	58	47	60	75	90	70		

TEAMS Gradebook

Year-end Procedures



Larry Nelson
Instructional Technology
Technology Services
El Paso ISD



Year-end Procedures

NW4 gradebook

- 1. Enter assignment grades
- 2. Post to Report Card window is open
- 3. Save often

NW4 Report Card tab

- 1. Calculate Annual Average for each section
 - Comments Conduct Effort
 - Character Development
- 2. Save each course/section often

Finalize only at very end

Online Handouts

Atomic Learning Desktop Setup EasyTech Elementary Storytelling Audacity Copyright Infringement Creating a Digital Story Digital Cameras **EPISD Photo Release** iPod - Getting Started **Podcast Projects** Sample Movie Maker files Syncing video iPod Using iTunes Windows Movie Maker MOV-WMV converter MP4-AVI converter WMV-MP4 converter ePALS Student Email Excel 2007 Keyboarding Mapping Printers Outlook Live Student Quick Reference Teacher Quick Reference PowerPoint 2007 Project Share

http:// webclass.org



Google" Custom Search

Search

Education and training via the internet are growing rapidly. Accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts. The PDF format is accessible on both Windows and MAC platforms using Adobe Reader, or the fast and simple open-source reader for Windows called Sumatra.

Elementary Storytelling in iTunes

View all 21 digital stories from El Paso ISD teachers and students



Elementary Storytelling illustrates how video and audio tools are used to tell a story - a digital story. Curriculum topics chosen by the teacher vary from class field trips to the reenactment of historical or current events.



Some digital stories de the entire class, while others use a smaller group of sele students. Video length is generally 2 to 10 minutes.

Technology Webinars

using Adobe Connect



Creating PDF files using Office 2007 Customizing Quick-Access Toolbar in Office 2007

Using Paint for Math-Science-Lang Arts

Using HP webcam for Digital Storytelling

Windows 7 Features

Google Form

TEAMS Gradebook - Year-end Procedures

Thank you for attending the CPE credit. Click SUBMI	workshop. Complete the sign-in form to rec when finished.	ord your attendance and for
Larry Nelson Instructional Technology LNELSON@episd.org * Required		
FIRST name *		
LAST name *		
Your SCHOOL*		
	Submit	