PlusPortals and your Gradebook:

Beginning of School Year Set Up

In this resoure guide you will:

1. Customize your PlusPortals Home Page
2. Customize your Gradebook views and Gradebook Settings

There are also Gradebook refreshers on:

1. Taking attendance
2. Adding Columns to your gradebook
3. Enter grades and annotiations
4. Viewing student information
5. Exporting a blank gradebook to edit or print
6. Optional – creating custom views in your gradebook

NOTE:

Custom display names that were given to courses last year have carried over to this school year, regardles of who taught the course in the past.
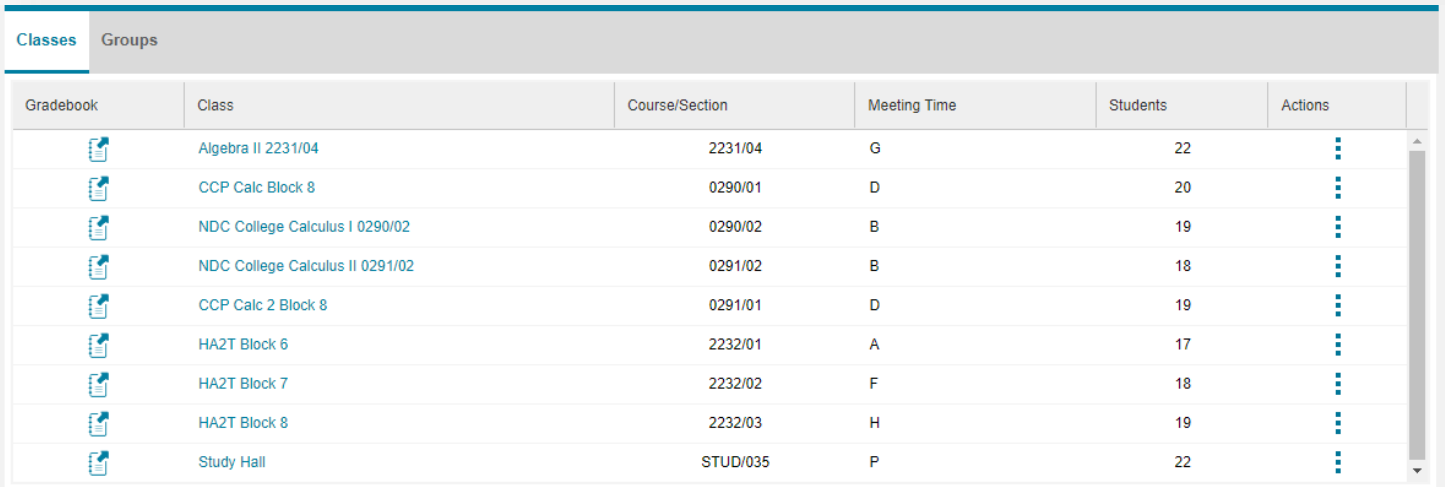
Please review each course and the custom display names to ensure that the the custom names are either blanked out or updated.

On logging in, you will land on your PlusPortals home page. It will show all the sections you teach during the first semester, second semester, and if you have a study hall/activity block.

In each tile, you will see the section name, course number/section number, meeting time, number of students, and a link to get to that section's gradebook. Resist the urge to click around for now, you will have the opportunity to in the future.

Today, we will manage your home page so that you will only see the current semester and we can rename the tile with the block number for easy reference. (The Rediker System uses letters to indicate first period, second period, etc. Note the reference chart on the next page that shows how each meeting time relates to our block schedule)

Classes	Groups				
Gradebook	Class	Course/Section	Meeting Time	Students	Actions
	Algebra II 2231/04	2231/04	G	22	
	CCP Calc Block 8	0290/01	D	20	
	NDC College Calculus I 0290/02	0290/02	B	19	
	NDC College Calculus II 0291/02	0291/02	B	18	
	CCP Calc 2 Block 8	0291/01	D	19	
	HA2T Block 6	2232/01	A	17	
	HA2T Block 7	2232/02	F	18	
	HA2T Block 8	2232/03	H	19	
	Study Hall	STUD/035	P	22	

National Blue Ribbon School

My Schedule Marcia Pecek ▼ ❓ Help ▼ ↪ Logout

Change Password

Settings

Click on the arrow next to your name to access the drop down menu and select settings.

Settings

Course Sorting

Sort Courses: ● Alphabetically ○ By Course Number ○ Custom Sort

View which Course?

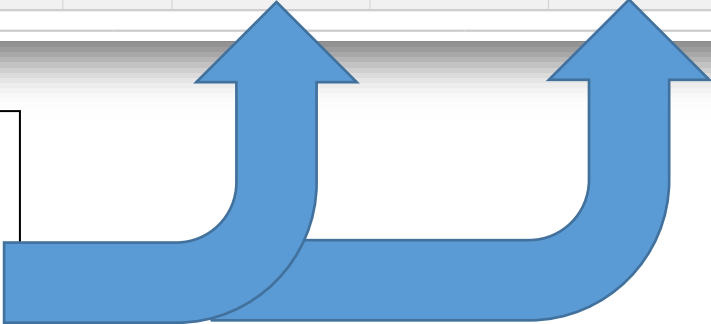Only the selected courses will be shown in the TeacherPlus Portal

Course/Section	Course Name	Meeting Time	Length	Staff Visibility	Display Name for Staff	Parent/Student Visibility	Display Name for Parent/Student
2231/01	Alg II	A	ALL YEAR	☑		☐	
2231/02	Alg II	D	ALL YEAR	☑		☐	
2231/03	Alg II	E	ALL YEAR	☑		☐	
2231/04	Alg II	G	ALL YEAR	☑		☐	
0243/01	Calc 1A	H	SEM 1	☑		☐	
5243/01	Calc 1B	H	SEM 2	☑		☐	
0290/01	Col Calc 1	B	SEM 1	☑		☐	
0291/01	Col Calc 2	B	SEM 2	☑		☐	

A window will open up displaying all of your classes. Check the boxes for the classes you wish to see, uncheck for the ones you do not wish to see.

You can also re-order your courses here and how they will appear on your home page.

You can change the name of the course for yourself (parents and students will not see this)

Please review and edit carefully as display names may have carried over from last year

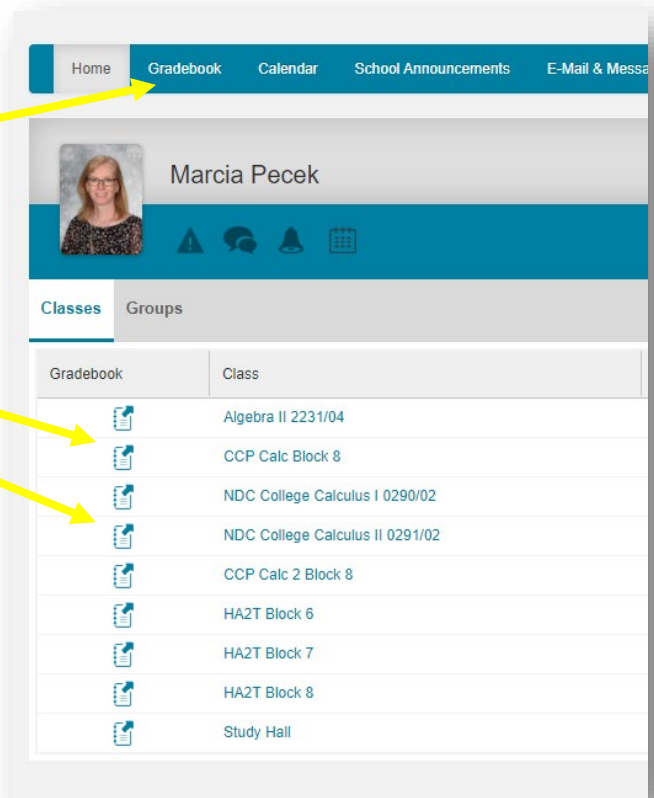| Blue		Gold	
Period Meeting Time	Block	Period Meeting Time	Block
A	Block 1	E	Block 5
B	Block 2	F	Block 6
P	Study Hall/Lion Time	P	Study Hall/Lion Time
C	Block 3	G	Block 7
D	Block 4	H	Block 8

There are two places to access your gradebooks.

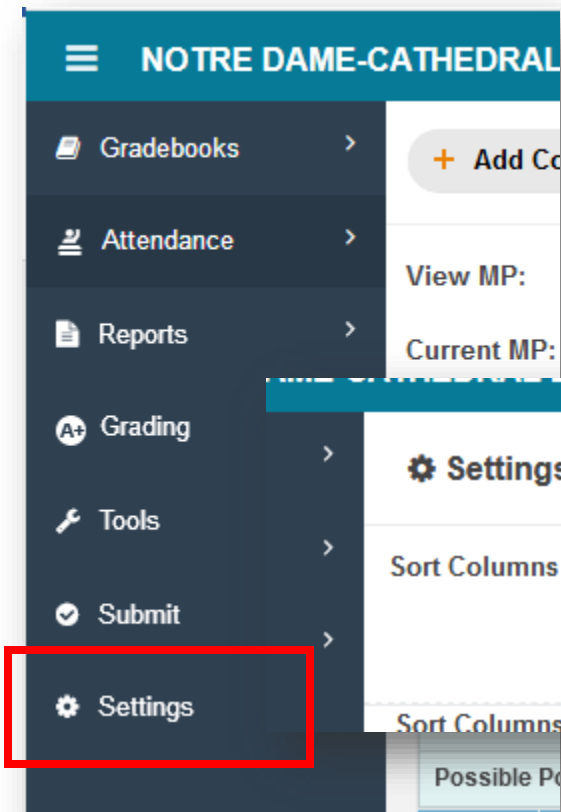Click on the menu link "Gradebook"
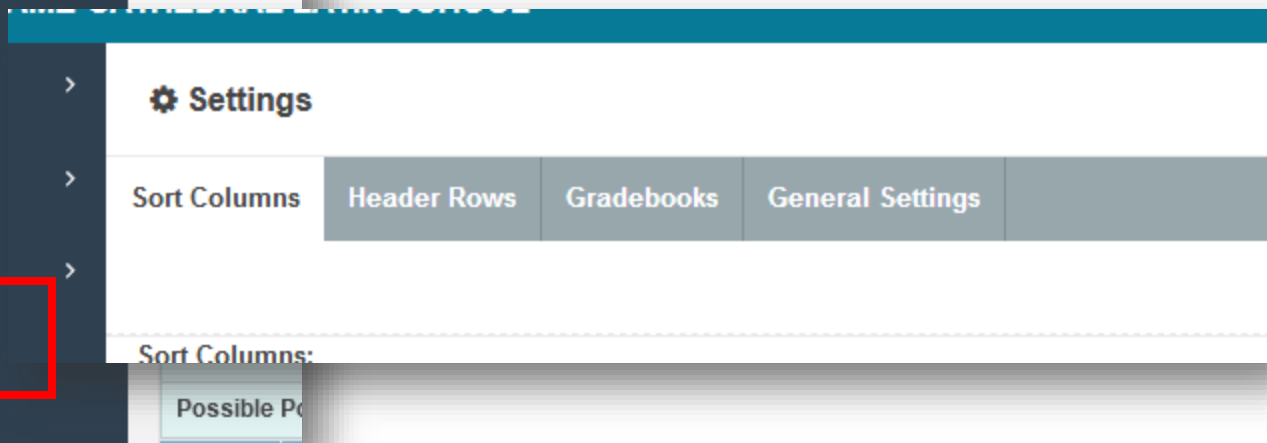
In the Gradebook column, click on the pop out icon.

This is the view that you have when you click on either link. You can click from gradebook to gradebook very quickly at the top of the page.
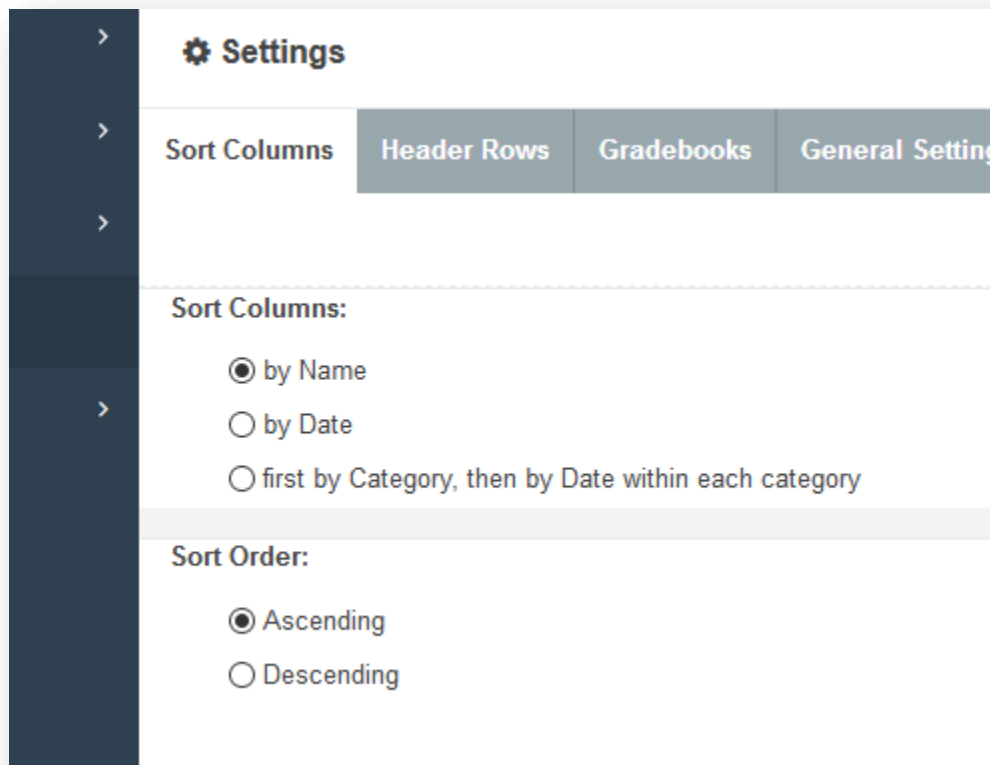
From the left hand menu, select Settings.

Under **Sort Columns**

Choose how you would like your columns sorted.

After making your selections, click Sort Now to save your changes

Under **Header Rows**

Select what statistics you would like to show in the header row. Note: the more items that are show, the taller your header row will be, forcing the student data lower on the page.

Under Withdrawn Students, uncheck the box to remove withdrawn students from your roster.

Click OK to save your changes

Go to the **Gradebooks tab** and check the gradebooks that should be active for semester 1 (and all year), uncheck semester 2 gradebooks.

Re-order your courses by hovering over each row, clicking to grab, and moving up or down until your sections are in your desired order.

Save your changes

#	CRS/SC	Course Na...	Display As	Meeting Time	Length	Submit Status	Active	Co-Teachers
1	* 2231/01	Alg II	Alg 2 Block 1	A	ALL YEAR	Not Ready	☑	ℹ
2	0290/01	Col Calc 1	CCP Calc ...	A	SEM 1	Not Ready	☑	ℹ
3	0291/01	Col Calc 2	CCP Calc ...	A	SEM 2	Not Ready	☐	ℹ
4	0290/02	Col Calc 1	CCP Calc ...	B	SEM 1	Not Ready	☑	ℹ
5	* 2231/02	Alg II	Alg 2 Block 2	B	ALL YEAR	Not Ready	☑	ℹ
6	0243/01	Calc 1A	Calc 1 Blo...	D	SEM 1	Not Ready	☑	ℹ
7	5243/01	Calc 1B	Calc 1 Blo...	D	SEM 2	Not Ready	☐	ℹ
8	* 2231/03	Alg II	Alg 2 Block 5	E	ALL YEAR	Not Ready	☑	ℹ
9	2231/04	Alg II	Alg 2 Block 6	F	ALL YEAR	Not Ready	☑	ℹ
10	0291/02	Col Calc 2	CCP Calc ...	G	SEM 2	Not Ready	☐	ℹ
11	0243/02	Calc 1A	Calc 1 Blo...	H	SEM 1	Not Ready	☑	ℹ

Under General Settings

Scroll down to view all the options and refer to recommended settings.

Settings

Sort Columns | Header Rows | Gradebooks | **General Settings**

Cancel | Save

NOTE: * Changes to setting will impact only those gradebooks where you are the Primary teacher.

Score Options

* Entered score exceeds maximum possible points
- Allow
- ✓ Warn
- Do Not Allow

Enter key moves focus
- ✓ Down
- Right

* Number of decimal places to use
- 0
- 1
- ✓ 2

Turbo Mode Settings
- ✓ Standard: Auto-save scores ON; Auto-calculate averages ON
- Turbo: Auto-save scores ON, Auto-calculate averages OFF

RECOMMENDED:

Warn for exceeding maximum points possible

Enter key move **Down**

2 decimal place

Turbo Mode Settings: **Standard**

Keep Lunch Count turned off – that is a feature for the Elementary School.

Column Options: you can add columns to the left of your gradebook data, or to the right. But remember, there's an option to sort the columns or drag the columns to re-order.

Feel free to explore the other settings.

To access each individual gradebook:

NOTRE DAME-CATHEDRAL LATIN SCHO

- Gradebooks
- Attendance
- Reports
- Grading
- Tools
- Submit
- Settings

Alg II
Col Calc 1
Col Calc 2
Alg II
Alg II
Alg II
Calc 1A
Calc 1B

From the left hand menu, click on Gradebooks to view your list of Active Gradebooks

If you have customized the names of your gradebooks in PlusPortals, you will find that they are automatically updated to the custom names in the gradebook program.

The following pages include instructions for:

1. Attendance
2. Adding Assignments
3. Entering grades and annotations
4. Viewing student information
5. Exporting blank gradebook sheets

Your attendance column will automatically show the current day/date. If you do not see the attendance column, click on the attendance button.

Enter your attendance under the "Class" Column. After Kathy pulls the attendance, the Office Daily column will populate with the attendance codes.

A blank cell means PRESENT.

If a student is not physically present in your classroom, mark them absent. Students are considered absent until they appear for class.

If they then show up late, change to tardy.

Click once for Tardy and a T will appear.

Click again for Absence and A will fill the field.

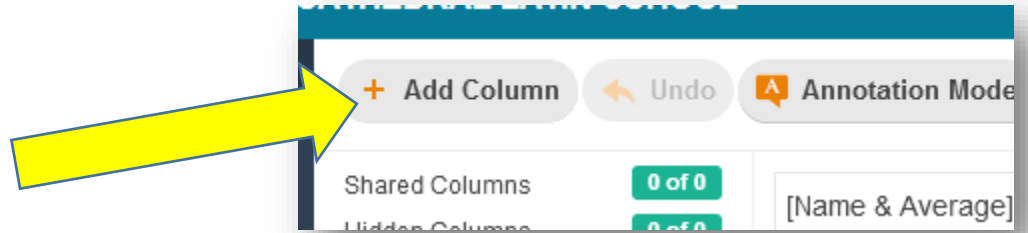Please have your attendance complete with in the first 10 minutes of class so that the Main Office can process the daily attendance.

Optional Training Topic:

If you have time, look at the seating chart button.

To add an assignment, click on the + Column button.

+ Add Column ↶ Undo A Annotation Mode

Shared Columns | 0 of 0

[Name & Average]

Add Column ✕

+ Add Columns From Previous Year

This window gives you the options to enter grades for one gradebook, to all sections, to all gradebooks or to selected gradebooks.

Add To:
- ◉ Current Gradebook Only
- ○ All Gradebooks of the Current Course
- ○ All Gradebooks
- ○ Selected Gradebooks ⋯

Current Section: **0243/01 Calc 1A H**

Name: [_____]

There are 20 characters to name your assignment.

Description: [_____]

There are at least 30 characters to include a description.

Category: Achievement

The categories are already provided for you.

Maximum Possible Points: [_____]

Date: 08-03-2017 📅 +/-

Enter the DATE DUE for date.

Marking Period: FIRST QUARTER

☐ Lock Column
☑ Count in Averages
☑ Add to PlusPortals as Coursework
☑ Shared (Portals) Column

Lock column – optional, does not allow you to make any changes to a column (you can unlock it very easily.)

Count in averages – so that the assignment will calculate into the grade

Shared means grade on assignment shared with students and parents.

⭐ **Link Skills/Standards**   Cancel   **Create Column**

You MUST check all 3 boxes when entering a new assignment. If you do not, grades will not count in averages, students and parents will not be able to see the assignment when checking grades, and the assignment will not be posted in PlusPortals for students and parents to see.

Add to PlusPortals as Coursework –means "add this assignment to the PlusPortals **so that students and parents can see this upcoming assignment.**"

Skip Link Skills/Standards.

Click create columns when ready

Chem Block 1	🔒👥	
▲ Name	20 character	
Description	At least 30 c	
Marking Period	QTR 1	
Category	Academic Ac	
Date	8/10/2015	
Possible Points	25.00	

#	Student Name	MQ1 Avg.	MQ1 Grade	20 characters
1	Baker, Emma			
2	Carlozzi, Isabella			
3	Carroscia, Alexa			
4	Clemente, Antho			
5	Delaney, Maura			
6	Eusanio, Lauren			
7	Friedl, John			

Note that the Padlock symbol shows that the column is locked.

If you try to add scores, nothing will happen.

Click on the padlock to unlock the column.

Note that the green circle shows that the assignment is viewable to parents and students.

What happens if you click on that symbol?

	🔓👥	
	20 character	
	At least 30 c	
	QTR 1	
	Academic Ac	
	8/10/2015	
	25.00	
Grade	20 characters	

To easily edit the assignment, hover over the assignment (place your cursor over "QTR 1"), and double click.

The edit window will pop up for you.

To delete one column at a time, hover over the assignment (over "QTR 1") right click, select Current Column > Delete.
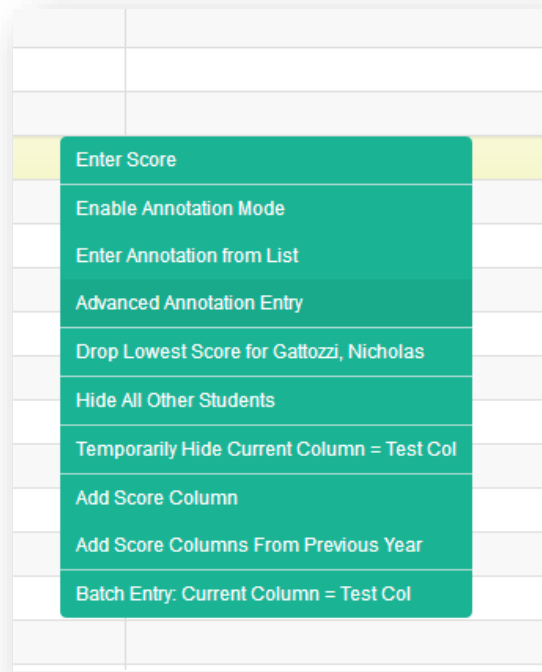
3. Enter Grades and Annotations

When entering grades, you have 3 options:

1. Enter a number score
2. Enter X for exempt
3. Enter NS for Not Submitted

By right clicking on the cell, a menu will open up.
Today, we will cover annotations.

Optional Topic:

Batch entering grades (Column fill)

Enter Score

Enable Annotation Mode

Enter Annotation from List

Advanced Annotation Entry

Drop Lowest Score for Gattozzi, Nicholas

Hide All Other Students

Temporarily Hide Current Column = Test Col

Add Score Column

Add Score Columns From Previous Year

Batch Entry: Current Column = Test Col
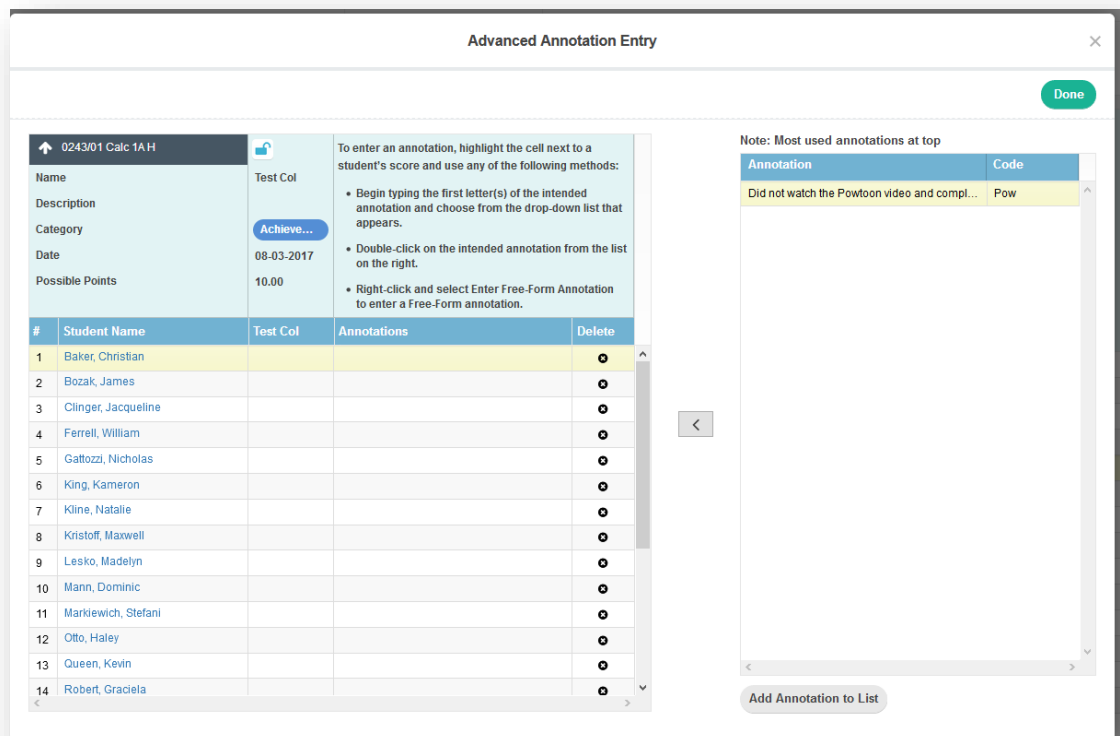
Select Advanced Annotations Entry

This window will pop up to make comments easily from one student to the next.

If you click on the annotation field, you can create a list of short cut annotations for yourself.

If you *right* click on the field, you can enter a free form comment. **Freeform allows you to explain the reason for NS or X, why a student didn't receive full credit, if a student was absent on due date, etc.**

However, you **cannot** use both a short entry and a free form entry in the same field.

Test each out to see what happens.

Advanced Annotation Entry   ×

Done

↑ 0243/01 Calc 1A H   🔓   To enter an annotation, highlight the cell next to a   Note: Most used annotations at top
                                     student's score and use any of the following methods:
Name   Test Col | Annotation | Code |
Description   • Begin typing the first letter(s) of the intended | Did not watch the Powtoon video and compl... | Pow |
Category   Achieve...   annotation and choose from the drop-down list that
                                       appears.
Date   08-03-2017   • Double-click on the intended annotation from the list
Possible Points   10.00   on the right.
                                     • Right-click and select Enter Free-Form Annotation
                                       to enter a Free-Form annotation.

#	Student Name	Test Col	Annotations	Delete
1	Baker, Christian			⊗
2	Bozak, James			⊗
3	Clinger, Jacqueline			⊗
4	Ferrell, William			⊗
5	Gattozzi, Nicholas			⊗
6	King, Kameron			⊗
7	Kline, Natalie			⊗
8	Kristoff, Maxwell			⊗
9	Lesko, Madelyn			⊗
10	Mann, Dominic			⊗
11	Markiewich, Stefani			⊗
12	Otto, Haley			⊗
13	Queen, Kevin			⊗
14	Robert, Graciela			⊗

<

Add Annotation to List

4. Viewing Student Informatiom

#	Student Name	MQ1 Avg.	MQ1 Grade	Office Daily	Class	
1	Baker, Emma					
2	Carlozzi, Isabella					
3	Carroscia, Alexar					
4	Clemente, Antho					
5	Delaney, Maura					
6	Eusanio, Lauren					
7	Friedl, John					
8	Gardner, Jacquel					
9	Hetki, Stephanie					
10	Jost, Dylan					

To view Student information, click on a student's name.

A window will pop up showing student information.

Attendance	>	Shared Columns	0 of 0
Reports	>	Student	⌄
Grading		Attendance	⌄
Tools		Class	⌄

Missing Work Report

Failing Work Report

Assignment/Subtotal Report

Class Summary Report

Gradebook Spreadsheet

Blank Spreadsheet

Skills ⌄

Search

Save as Excel

Enter Class Memo

Submit

Settings >

Kristoff Maxwell

Go to Reports, Class and Blank Spreadsheet.

Blank spreadsheet list names of students with blank squares next to their name.

Good for:

- Taking paper attendance
- Rosters for substitute teachers
- The first 2 weeks of school while schedules are still changing
- Emergency drill attendance

A new window will open asking for set up.

Click save and generate.

Blank Spreadsheet Settings ✕

Back to Gradebook   Save and Generate

Report Layout: ◉ Portrait   ◯ Landscape
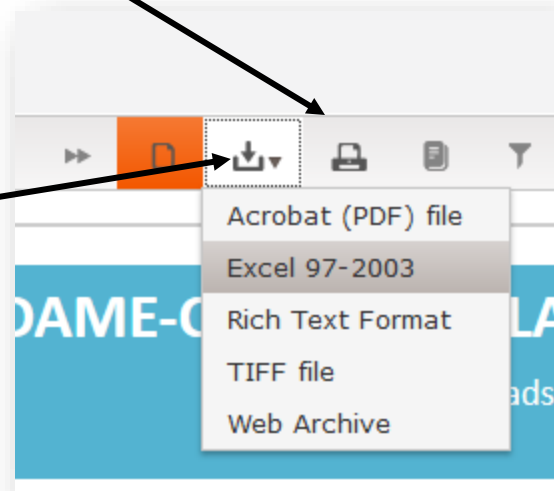
Sort by Date: ◯ Ascending   ◉ Descending

Print Number of Header rows: 0

☐ Include Withdrawn

You have the option to directly print (click on the printer icon.

Or download to save in various formats.

Acrobat (PDF) file

Excel 97-2003

Rich Text Format

TIFF file

Web Archive

And that brings us to the end of the 5 tasks you need to know to get you through the first 2 weeks of school.

If you like to poke around and figure things out, please do! You will find that there are many right click options and tools at your disposal. On your PlusPortals home page, I have provided you with resources that you may find helpful (lower right hand corner).

If you have some time, you can customize views of your gradebook to show Grade, Birth Date, etc.

Go to Template Options to select the demographic information that you would like to see, such as Grade, Birth Date, ADVISOR, as my example above shows.

+ Add Column   Undo   Annotation Mode   QE

Shared Columns   0 of 0   [Name & Average]   View
Hidden Columns   0 of 0
Not Counted in Average 0 of 0   Template Options   ...

Save

0243/01 Calc 1A H

Name   Save As

Description   New

Category   Edit

Date   Delete

Possible Points

Mean   Rename

Student Score/Avg. Count