



*New Staff Technology
Information Packet*

2018-2019

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Frontline -Absence Management



How do I interact with Frontline Absence Management System?

1. You can interact with Frontline MS on the internet. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.

Important Notes:

Your Login ID & Pin # for access can be found below. Your pin number will be provided to you by Security, as it is the same information that is used for the Biometrics System.

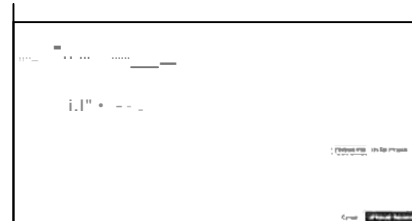


Login ID: 9736774050

Pin #: XXXX



- enter absences
- check your absence schedule
- update personal information
- upload lesson plans for substitutes.



Paperless Direct Deposit and Voucher

Please **carefully** follow these steps as stated below to obtain a password and proceed to login:-

1. For security purposes, you must start this process from an in-district computer work station so that the system can recognize your email address and IT desktop login ID.
2. Login to your district email (have your district email open because a temporary password will be emailed to you)
3. From our district website (under the list of Site Shortcuts) click on the link HR PAYROLL MODULE.
4. You will see the login window for Orange Board of Education module; type your district email address (do not cut and paste) e.g., username@mail.oranqe.k12.ni.us
5. Click on Forgot Password?
6. In the next window that pops up, type in your district email address again and click SUBMIT; a temporary password will be emailed to you within seconds.
7. Go to your district email, retrieve your temporary password, and then return to the module login screen. Type again your district email address and temporary password to login (do not cut and paste). The password is case sensitive.
8. When you login, you will see your Demographic Screen, Attendance Tab, Payroll Data Tab.
9. Click on the Payroll Data Tab and you should see your calendar year payroll summary. To see your calendar year check summary, look below in the Individual Pay Check section where you click the drawdown arrow to select any check you would like to see in detail. -
10. You must change your password. Perform this task by clicking on the Change Password and follow the directions. For security purposes, the new password must be between 6-20 characters and include at least one upper case letter and one numeral. **SYMBOLS ARE NOT ALLOWED. PASSWORDS ARE CASE SENSITIVE.**

Please contact our IT department by email or phone for any technical assistance with this module.

Adekunle James
Orange Board of Education
Business Administrator/Board Secretary

Logging into Microsoft Office 365(District email)

<p>Visit: https://www.orange.k12.nj.us/from your browser of choice.</p> <ol style="list-style-type: none"> 1. In the upper right hand corner of your screen CLICK the EMAIL button. 2. Enter your Office 365 Username as your account name and click next. <p>Please note:</p> <ul style="list-style-type: none"> • Your office 365 username is _____@orange.k12.nj.us • NOTE this is not our Google Suite account address. • Your email username is the same as your log in to the computer. <hr/> <div style="text-align: center;"> <p>Microsoft</p> <p>Sign in</p> <p>username@orange.k12.nj.us</p> <p>can't access your account?</p> <p>No account? Create one!</p> <p>Back</p> </div> <hr/>	<ol style="list-style-type: none"> 3. Enter your password (same as computer login). Click Sign in. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center;"> <p>Microsoft</p> <p><- username@orange.k12.nj.us</p> <p>Enter password</p> <p>_____</p> <p>Forgot my password</p> <p style="text-align: right;">Sign in</p> </div> </div> <ol style="list-style-type: none"> 4. Be sure to CLICK NO to "Stayed Signed In?" if you are using a shared computer.
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5. Once you have logged in, Click your desired App from the tiles shown:

Apps

Click the square grid icon in the top left corner to switch to other apps.

Click **Install Office apps** to install Office on your personal devices.

Install Office apps

Click our name/ icon in the top right corner to sign out when you are done.

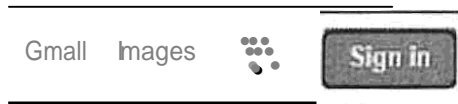
Logging into G- Suite

Google

1. Type Google.com in your browser of choice. (Chrome, Firefox, Internet Explorer) (*recommended Google Chrome)

2. If you have not already logged into Google on this computer:

- Select Sign In



3. Your logon name may appear. If so, type your password, then Select Next.



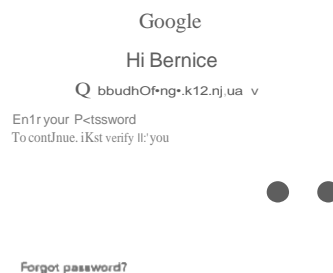
4. If your name does not appear, select the down arrow, then select USE ANOTHER ACCOUNT.



5. Type your logon name:

First initial and last name: for example: dwashington@orange.k12.nj.us

Then select NEXT.



Please note:

This Google Suite account
DOES NOT include EMAIL.

It is used for the purposes of :

- ./ Sharing documents with staff and students.
- ./ Collaboration with staff and students.
- ./ Uploading files...and more!
- ./ Access to entire G-Suite, Sheets, Docs, Slides and Forms, etc.



Schoolwires is an easy to use software application that helps us to create dynamic websites. It does this by allowing users, who have been assigned editing capabilities, to create websites very easily. Using Schoolwires has a similar complexity to using Microsoft Word. Schoolwires is accessed through the internet, which means it can be accessed anywhere.

1. Register at:

https://jwww.oraoge.k12.n.us/.site_Default.aspx?PageType=10&SiteID=1

a. Please use your *district email* when registering for Schoolwires

2. Contact your *technology Coordinator* and inform them that you have completed the registration process. This will enable you to have access to your site. Upon confirmation

3. You can sign-in and begin editing your website.

a. **CLICKED** on your **NAME** in the **FACULTY LIST**

b. Click on **SIGN IN**



4. Enter the information used for registration in the fields below:

!!!mit.!!:

Enter your user name and password to sign in.

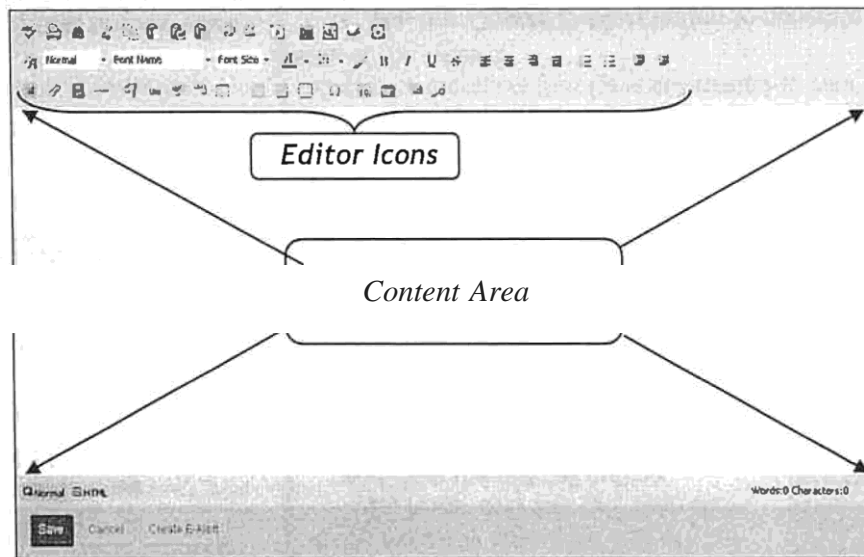
You<MIUMinfil withoutbarQ...ira::lotdOp*G in,LM
If ca.e-.

[Forgot My Password](#)

5. Upon log in you should see the **SITE MANGER TAB** that you will give you access to edit your website.

The Schoolwires Editor

- The majority of your website's content (text, images, and other items) will be created using the *Schoolwires* Editor, which is displayed to the right.
- Working in the Editor is similar to working in most word processing programs. You may see some familiar icons and already know how they work.
- To add text, just click into the Content Area and begin typing.



Cut, Copy, and Paste Text

- You can cut, copy, and paste text from documents, websites, and other sources by using the icons in the Editor.
- When copying and pasting text from Microsoft Word® documents and other sources, click on *Paste from Word* to remove non-web-friendly code.
- To remove all formatting from your copied text, click on *Paste Text*.
- You can simply use *Paste* to insert text and retain its original formatting. This may cause problems if you attempt to edit the text.

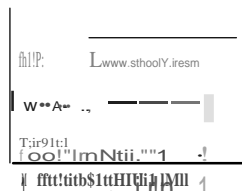
Insert a Link

You can turn text or images into links to another page on your site, another website, an email address, or a bookmark (see below).

1. Highlight the text or image and click the *Insert Link* icon.
2. From the *Insert Link Wizard*, select the type of link

3. Enter/Select the desired link information you would like to create.

4. If linking the user to another website, choose 'Open in New Window' from the *Target dropdown*.



Link to a Specific Page Location (Bookmark)

You can use a bookmark to link to a specific location in the Editor.

1. Highlight the text or image you would like to make into a bookmark.
2. Click on the *Insert Bookmark* icon.
3. Enter the name of the bookmark and click *Insert*.
4. Create your link using the *Insert Link* icon and select "Bookmark". You'll be able to choose from all bookmarks on the page.

Insert an Image

1. Place your cursor in the Content Area where you would like the image to be inserted.
2. Click the *Insert Image* icon.
3. Choose an image source.
4. Follow the wizard prompts to bring the image into the wizard and view the Image Attributes.
5. Enter a description of the image into the *Alt* Textfield.
6. Adjust Height or Width values, if desired.
7. You may also adjust Alignment and Border options, or this can be done later.
8. Click on the *Insert Image* button.

Insert a File

You can add documents, PDF'S, and other files to your website by using the *Insert File* icon.

1. Place your cursor in the Content Area where you would like the file to be inserted.
2. Click the *Insert File* icon.
3. Select a file source.
4. Follow the wizard prompts to select a file, then click 'Continue'.
5. Enter the text you would like to appear on as the file link in the 'Link Text' field.
6. From the 'Target' dropdown, select 'Open in a New Window'.
7. Click 'Insert File'.

This will create a text link to the file.

ip fil/i/ActiveBlocks

ActiveBlocks allow you to add dynamic content to your website. They will appear in the Schoolwires Editor as code that displays something like "\$LongDate\$". On the front end, that particular ActiveBlock would display the current date in "Day, Month Date, Year" format. ActiveBlocks can display user/time/date information, randomize content, and more. To insert an ActiveBlock into your Schoolwires Editor

1. Place your cursor at the location you would like the content to appear.
2. Click on the Open Toolbox icon.
3. Select an ActiveBlock from the dropdown.
3. Select *Save*.

Embed Content from other Websites

You can also use ActiveBlocks to embed content from another website in your Content Area. This can be helpful if you want to display content from one section of your website in another section (e.g. embedding a 'Current Events' page in several different sections). Any edits to the original content will appear everywhere it is embedded.

1. Select the *Open Toolbox* icon.
2. Scroll down and select *Embed Simple Content**.
3. Enter the URL of the website you wish to display (e.g. <http://www.schoolwires.com>).
4. Select *Insert*.
5. Select *Save*.

**If you want to embed a web page that requires user interaction (e.g., search engines like Google.com) choose *Embed Complex Content*. This will display the target URL in a frame that allows the user to interact with its content Use this option to display PDF's that you've loaded into Files and Folders, as well.*








installed on the computer, you may be able to edit your

Schoolwires content using *Roundtrip Editing*.



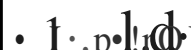
- To use Roundtrip Editing, just select the program you wish to edit your content with from the Editor cons.
- You can use Roundtrip Editing with Aptana™, DreamWeaver™, and MS FrontPage™ or Expression™.

Special Use Icons

-  • The *Special Characters* icon allows you to enter symbols, special characters, and more.
-  • *Position by Pixel* lets you position images exactly where you want them.
-  • *Format Eraser* allows you remove formatting from highlighted text and objects.
-  • *Full Screen* expands your Content Area to a Full Screen view.
-  • *Formatting* allows you to to apply text formatting, borders, backgrounds, and more.

Find Additional Help

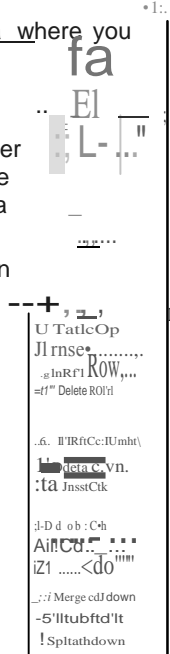
If you have additional questions or would like to learn more, select one of these:

-  - User Assistance icons that provide additional information about the tools at your disposal.
-  - **How Do I...?** tabs provide you with articles, video tutorials, and online resources that will help you build and manage your site.
-  - Gives you access to Support cases, Training resources, and more.

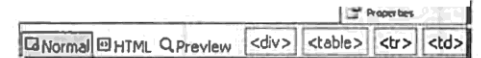
Insert a Table

Place your cursor in the Content Area where you want to insert the table.

2. Click on the *Insert Table* icon.
3. From the dropdown, select the number of Rows and Columns you want in the table or select Table Wizard to build a custom table.
4. Once the table is inserted, clicking on the *Table Options* button lets you:
 - Insert or Delete Rows, Columns, or Cells.
 - Merge cells or Split merged cells.
 - Edit the Properties of a Cell, Row, or the entire Table. This option allows you to edit borders, background images, and more.
4. To manually adjust the size of your cells, hover over the cell, then click-and-drag the red cell outline.



Tip: Left-click on the element tags below the Content Area to edit the Properties of a table (<table>), row (<tr>), or cell (<td>) that your cursor is within.



E-Alerts

Content E-Alerts allow you to easily communicate with students, parents, and other community members that have subscribed to your area of the website.



- Use the *Create E-Alert* button to generate an email to your subscribers.
- You may edit the subject and body of the Content E-Alert with your own message.
- The E-Alert body will contain a link to the page you created it on; do not edit this.

Editors and Viewers Tab



You add Section Editors and Viewers in the same manner. From the Editors & Viewers tab, click on the appropriate tab and then...

1. Click Assign User or Assign Group.
2. Enter all or part of a user or group name in the Search box.
3. Click Select to move user to Selected column.
4. When you are done making selections, click Add.

Statistics & How Do I...? Tabs

On the Statistics tab, you can specify a date range for which you would like to see...

- Total visits to your section.
- Total page views in your section.
- Total targeted visits-visits where your section was the final destination for visitors to your website. For sections, total visits and total targeted visits will always be identical.

On the How Do I...? tab, you can locate help articles, video tutorials and additional resources to help you manage your section.

Working with Page Layouts and Apps

A page consists of apps within columns. You can arrange both the apps and the columns in various ways.

Page Layout

The way in which the columns are arranged on a page is called the Page Layout. You can have one, two or three column layouts as well as layouts with left or right side-bars.

Columns

You place your apps into the columns of a page layout. You can place one or more apps in a column.

Apps

Apps are the content building blocks of any *Centricity2* page. You can have one or more apps on a page. You can edit your apps as well as share them with other editors. Available apps include Flex Editor App, Calendar App, Photo Gallery App, Article Library App, Link Library App, File Library App as well as Apps for Announcements and Site Shortcuts.

App Options

To access App Options, edit the app and click in the upper right corner. There you can...

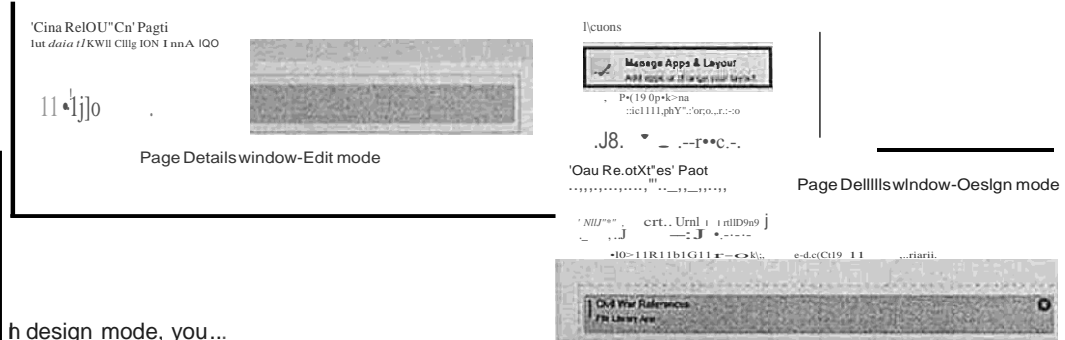


- Rename the app.
- Enter a description.
- Control whether the app name displays on the page.
- Control the number of records that display.
- Share the app.
- Control settings for social media.


In *Centricity2*, you edit your apps and design your page in the same location within your Section Workspace-the Page Details window. On a page that contains more than one app, clicking on the title of your page opens the Page Details window for that page. If you're editing an app that is the only app on your page, you can access the Page Details window by clicking on the breadcrumb for that page.

However, you can also access the Page Details window for any page by choosing Edit Page from the Actions drop-down list to the right of the page.

In the Page Details window, click Manage Apps & Layout under Actions to enter the design mode.



In design mode, you...

- Click Change Layout to change the number and style of your columns.
- Click Add App to choose a blank app or one that was created by you in this section or shared with you.
- Drag and drop your apps to the desired location.
- Double-click on apps to change their names.
- Click on the \$to remove an app from your page. You cannot edit or delete apps that someone else has shared with you. You can, however, remove them from your page.
- Click I'm Done to return to the edit mode on Page Details window. Click  return to your page list.

Accessing Your Section

A Site, Subsite or Channel Director must assign you as a Section Editor in order for you to edit your section.

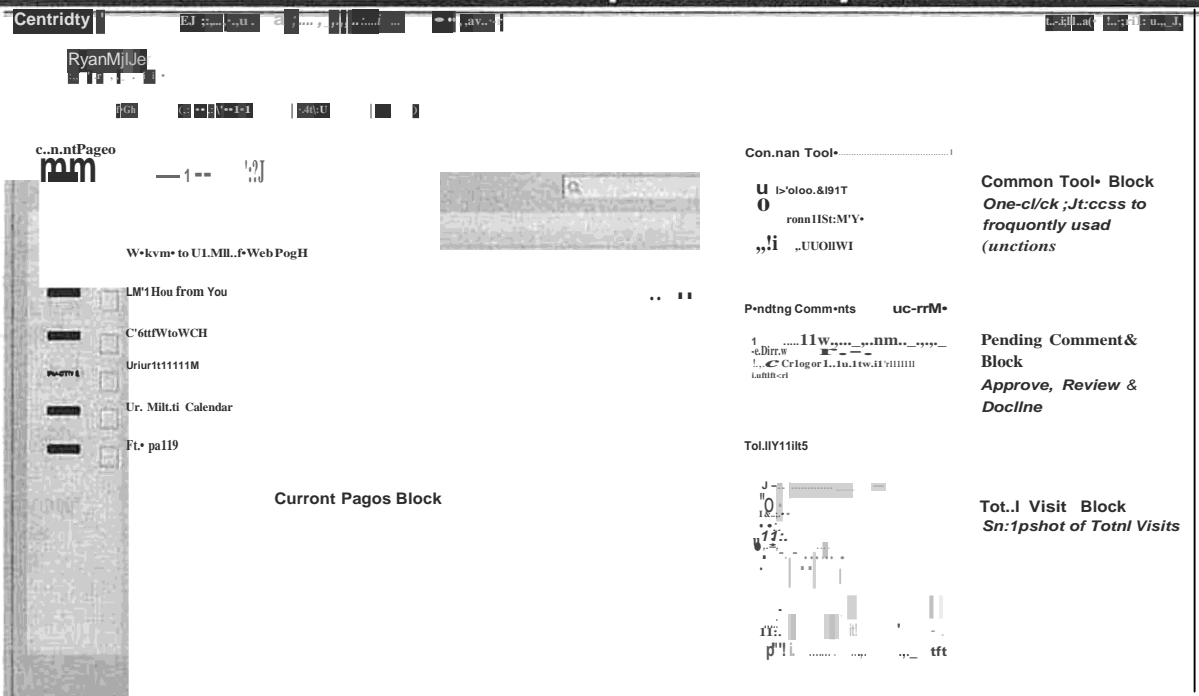
To open *Site Manager* and access your section or sections ...

1. Sign in to your website.
2. Click **Site Manager**. Your Section Workspace displays.

Note: If you edit multiple sections, the Section Workspace for your default workspace displays. You may access other assigned sections from the Content Browser.



Section Workspace—Summary Tab



Current Pages Block on Summary Tab

Other Blocks on Summary Tab

The **Summary** tab contains three additional blocks...

- **Common Tools**, which provides you with quick access to tools you use the most. By clicking on the **All Tools** link, you can access the full **Tools** tab.
- **Pending Comments**, in which you can approve, deny or approve comments. It displays if your district has either Biogs or Social Media Framework. By clicking on the **All Comments** link, you can access **Approve Visitors Comments** on the **Tools** tab.
- **Total Visits**, which provides a snapshot of total visits to your section. By clicking on the **All Statistics** link, you can access the full **Statistics** tab.

- Click **New Page** then choose from available Page Types to add a page.
- Click Active/Inactive to the left of the page name to change the status.
- Click the page name to edit an app on a page containing one app.
- Click the page name of a page containing multiple apps to access the Page Details window. Click on the app name to edit it.
- Click **Edit Page** from the **Actions** drop-down list to access the Page Details window for any page.
- Click **Manage Apps & Layout** in the Actions Workspace to the right of the page to enter design mode. In this mode, you can change the layout, and organize, add or delete apps.
- Click **Actions** to access the drop-down list from which you can edit the page, set page options, get the link (web address or URL) for the page, copy or move a page, move a page to the Recycle Bin or set the page so it can only be viewed by specific users.
- Click **Organize Pages** to sort your pages or drag and drop them to create a hierarchy.
- Click **Recycle Bin** to restore or permanently delete pages. Apps are not deleted when you permanently delete a page. You permanently delete apps using **App Manager** on the **Tools** tab.

Top Elements of a Teacher Section

- | | | |
|-----------------------------------|-----------------------------------------------|---------------------------------------------|
| 1. Teacher Contact Information | 8. Calendar of Classroom Events | 15. Classroom Learning Activities |
| 2. Teacher Welcome Message | 9. Reading Lists | Online quizzes using Forms and Surveys |
| 3. Teacher Biography and Pictures | 10. Supply Lists | Bloggs |
| 4. Classroom Rules and Policies | 11. Links to Student Resources | • Student-edited Pages |
| 5. Homework Assignments | 12. Links to Parent Resources | 16. Accomplishments, Awards and Recognition |
| 6. Course Information | 13. Classroom News and Announcements | • Student Accomplishments |
| 7. Handouts and Study Guides | 14. Images and Videos of Classroom Activities | • Volunteer Recognition |

Overall Recommendations and Best Practices

For Site 8: Subsite Directors

Maintain consistent editor layouts between teacher sections, especially on the section homepage.

Scrolling

Design your pages with no or minimal scrolling. Whenever possible, break long pages into separate pages.

Fonts

- Choose a font that is easy to read and will display consistently across all browsers.
- Use traditional web fonts such as Sans-serif Tahoma, Arial, Verdana and Serif Times New Roman and Georgia.
- Use consistent font size and color for content in your section.

Text Standards

- Color-Black is the preferred color. Avoid red, green or yellow as people with color perception issues may have trouble seeing the text.
- Size-Use Schoolwires Editor size 2 (10 point) or Schoolwires Editor size 3 (12 point).
- Avoid using flashing or scrolling text as visitors may find it distracting and skip reading your page content.

Files

- Use Portable Document Format (PDF) when posting files. If you post file types from specific software, visitors may not have an application to open those files.
- Display DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF and PAGES files with the Document Viewer app.

Copying and Pasting Content

When copying text from Microsoft® Word, consider removing all Word formatting by using *Paste Text Only* and reformatting it in the Editor.

About Teacher Page Type

Add this page type to your section as your landing page for a neat and professional look.

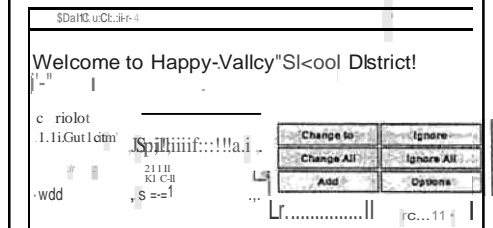


Links

- Verify that links to outside web pages are functioning, current and appropriate in nature.
- Links to outside web pages and files should open in a new window.

Spell Check

Run Spell Check and correct any spelling errors. Remember that it does not check grammar!





Overall Recommendations and Best Practices

Biogs

If you host a blog, you are responsible for maintaining the content. Blog postings should include material that is relevant to curriculum or class discussion. Visitor Comments should require approval before being posted.

File sizes

Be aware of the file size of your images, documents and podcasts. Large files take a long time to download-visitors may become frustrated waiting for the content. Consider uploading podcasts to a third-party service and use the Embed Code app.

Tables

- Table appearance may be different depending on the browser you use.
- Set table width to 90-95% to avoid content spilling off the page.
- Be aware of large images which could force a scroll bar to display.
- Set Image Properties to wrap text around a photo rather than inserting the image in a table.
- Consider creating your table in a Word document and display it using the Document Viewer app.

Images

- Use the Inset Image wizard to add images.
- Include meaningful Alt. Text for the image. Visitors see this text when they hover over an image and is read by screen reader applications.
- Recommended image sizes (100 pixels = 1 inch):
 - Keep images narrower than 500 pixels wide.
 - Accent Images: Keep image width and height between 25-100 pixels. Any accent image with a width greater than 150 pixels is resized to 150 pixels.
- Avoid animated images.
- Use JPG and JPEG images.
- When resizing, it is best to go from a larger image to a smaller one. Making a small image larger can result in a grainy or *pixilated* image.
- Avoid background colors and images on pages. If background colors are used, maintain high contrast between background colors and font for improved readability.

Photos of Students

Check your district policies on posting student photos on the web.

Photo Galleries

- The default setting for the Gallery Width is 600 pixels.
- Use JPG or JPEG images.
- © **Copyright**
 - Give proper credit for content that is posted from other sites. Review your district policies for posting content and copyright rules.
 - Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.
 - You should make a standard practice of requesting permission from the holder of the work if your use of the material has the potential of being considered an infringement.
- Teachers should instruct students to respect copyright and to request permission when appropriate.

Apps and Page Layout

- Use a Blank Page Page Type and customize it to suit your needs.
- Choose a page layout suitable for the apps and content you wish to display on the page.
- About Teacher-Let visitors know your history and welcome them.

- Assignment-Add assignments and associate them with a calendar.
- Calendar-Add classroom events and display assignments.
- Document Viewer-Display a document without having to embed content in a Flex Editor app.
- Embed Code-Insert embed code from third-party source to display content locally.
- Use the Blog, Discussion, Q&A and Wiki apps to spawn interaction, interest and discussion.
- Use the Flex Editor app when no other app will do.

Apps Options

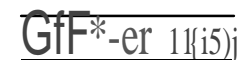
- Activate the *Show the app name on my page* check box to displays it on the website. Using this option for each of your apps ensures a consistent look as styling for this option is controlled by the template.

```

| Show the app name on my page. |

```

- If available, use social media elements to enhance app content by including the options Community Editing, Commenting and Rating.



GENESIS GRADEBOOK: Create an Assignment

Add a Single Assignment to a Class

Gradebook-7Gradebook-7Marking Period

Step 1: Click the "Add Assignment" link

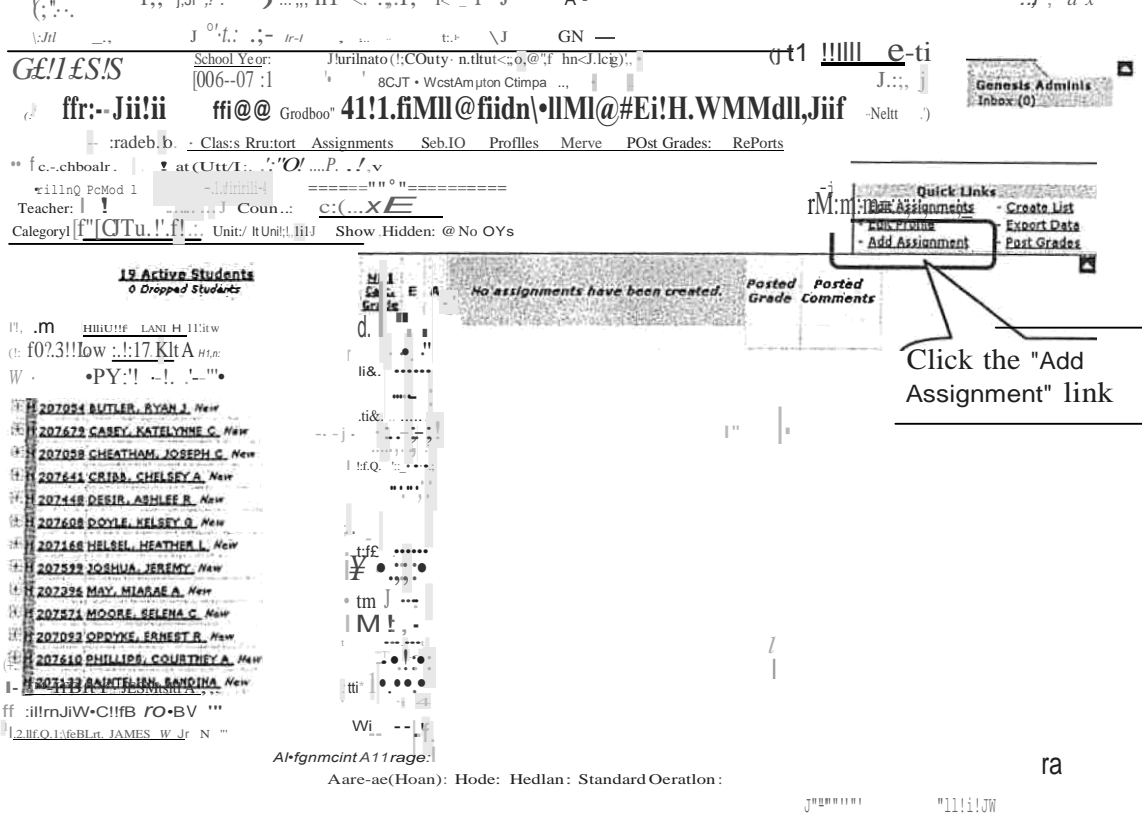


Figure 1- Gradebook Add New Assignment Screen

Accessing the Add Single Assignment Screen

The "Add Single Assignment" screen can only be accessed by clicking the "Add Assignment" link in the Quick Links section of the Class Roster screen.

Add a New Assignment to a Class, Cont.

//! - !? Y-

Mass Add Assignments
tab, "Add Assignments"

Campus

How Do I...
Genesis Adminis
Inbox: (0)

Next

Home Gradebook

Gradebook Spreadsheets (000)

ASSIGNMENTS

Proble Mero Post Grades Reports

Switch Course: 000C/1 - X3-ADV & DESI

Course: 000C/1 - X3-ADV & DESIGN

Create Assignment (3)

*Assignment Name:

*Column Header:

Description:

Assigned Date: 08/14/2006

Due Date: 08/14/2006

*Category:

*Max Possible Score: 100

Assignment Unit:

*For Parents Module: Yes No

*For Gradebook: Yes No

Soqr j

Group: C..J

ated:

--MarkInvPeriod: MP1

*Grade Type 1

Assi?ment weight: [1]

Course / Section: 000C/1 - X3-ADV & DESIGN

<input type="checkbox"/> 0000A/1 - KI-ADV DESIGN	<input type="checkbox"/> 0000I/1 - X2-ADV a. DESIGN
<input type="checkbox"/> 0000B/1 - IC4-AL. a. DESIGN	<input type="checkbox"/> 000111- 141->V e. DE91CIH
<input type="checkbox"/> 000211 - V a. QES1BFI	<input type="checkbox"/> 00005/1 - ADV a. oesiaf1
<input type="checkbox"/> 00003/1 - MVa. DE81QN	<input type="checkbox"/> 00004/1 - ADV ..DUIGH
<input type="checkbox"/> 00001/1 - Aris-V a. DESIGN	

Click this checkbox to add additional assignments right after this one.

A list of all of your classes -this assignment can be copied to and linked with multiple classes.

Item collected

Internet

Figure 2 - Gradebook Add New Assignment Screen

Add a New Assignment

This screen appears when you click the "Add Assignment" link. It allows you to specify all information about a new assignment and to copy the new assignment to all or some of your classes.

Assignment Characteristics

Each assignment has the following fields:

- Assignment Name - Your name for this Assignment
- Column Header - What will appear in this Assignment's column in the Student Roster spreadsheet
- Seq - Sequence # for the Assignment
- Description - lengthier description of the Assignment
- Assigned date - date Assignment given - this is a required field
- Due date - Date Assignment due - this is NOT a required field.
- Category - What category is it? (E.g. "Quiz", "Homework", "Class Project")

- Marking Period – Marking Period -most useful if the Assignment is undated.
- Workgroup – You can target the Assignment to one selected Workgroup.
- Gradetype – How will the Assignment be graded? E.g. Numeric, Alpha, Pass/Fail, OSU, Rubric
- Maximum Possible Score – The numeric value in points of this Assignment. Default is 100.
- Assignment Weight – The Assignment can be weighted by a decimal value. The default weight is "1.0". For example, if you want the Assignment to be "counted twice" you would set this field to "2.0".
- Assignment Unit - The Unit to which this Assignment belongs. This can be left blank.
- For Parents Module? – A yes/no flag that indicates whether this Assignment should be displayed in the Parents Module.
- For Gradebook? – A yes/no flag which indicates whether this Assignment should be displayed on the Gradebook Student Roster screen. This allows you to create "hidden" Assignments - Assignments that can be held off the regular page and used to simply track things.

NOTE: An Assignment, by default, is added only to the "active" course -the class whose name/number appears in the Class drop down at the top of the center screen section. The checkboxes at the bottom of the Add Assignment screen can be used to copy the new Assignment to any or all of your other classes.

Procedure to Create a New Assignment

1. Click the "Add Assignment" link at the upper right of the screen's center section.
2. Enter the name of the Assignment
3. Enter the column header for the Assignment
4. Specify a Sequence # for the Assignment, if you wish
5. Add a description for this Assignment, if you wish
6. Select the Category type for the Assignment from the Category drop down
7. If you desire – select one Workgroup to which to target this Assignment
8. Select the Grade Type for this Assignment from the Grade Type drop down
9. Change the Assigned Date from today to something else, if you wish
10. Change the Due Date from today to some other date, if you wish. You may leave this date blank to create an "undated" Assignment.
11. If you are leaving the Assignment undated, select the target Marking Period.
12. Change the Maximum Score from 100 to whatever you wish – if you wish to change it at all
13. Select a "Set" to associate this Assignment with – if you wish to associate it with a Set.
14. If you wish to hide this Assignment from the Parent's Module, click the "no" radio button for the For Parent's Module field
15. If you wish to keep this Assignment off your Student List screen, click the "no" radio button for the "For Gradebook" field.

- 16 Click in the checkbox for any of your other classes you wish to add this new Assignment to. You will be able –later -to tailor the Assignment for each class (e.g. change the Assigned and Due dates).
17. Select a Workgroup from the Workgroup drop down to restrict the Assignment to one group.
- 18 Click the "Save" button to actually add the new Assignment.

Undated Assignments: You can create an undated assignment by clearing the Due Date field. Undated Assignments are sorted to the "lowest possible date" and end up at the right end of the list of Assignments in a Marking Period.

Special Grading Types

There are two special "ungraded" grading types available for Assignments. These are:

- Ungraded – This is not graded at all. This gives you a yes/no option for each student. It is good for recording whether or not a student has done something (e.g. turned in their field trip form)
- Ungraded Text Field -This field captures a small text item for each student. This can be used, for example, to record the number of the book the student is assigned.

Adding Multiple Assignments

You can add multiple Assignments, one right after the other, by checking the "Add Assignment after this" checkbox. This is located on the lower left corner of the screen.

You can mass add Assignments, all at once, by using the "Gradebook7Assignments7Add Assignments" tab. See the "Mass Add Assignments" document.

GRADEBOOK ASSIGNMENTS: MODIFY AN ASSIGNMENT

Edit an Individual Assignment

Gradebook-7 Gradebook

Step 1: Click the highlighted Assignment Header

The screenshot shows the Genesis Gradebook interface. At the top, there are navigation icons and the Genesis logo. Below that, the user's name 'Jan Russak' and 'Inbox (0)' are visible. The main area displays a gradebook for 'Teacher: 000158 - HUBBS, A' and 'Course: 24833/2 - INTEGRATED SCIENCE, 246, Per. 1-2 (FY)'. The table has columns for 'Unit', 'Show Hidden', and 'QUIZ 1' through 'QUIZ 7'. The 'QUIZ 1' column header is highlighted in red. A red box is drawn around this header, and a callout box with an arrow points to it, containing the text: 'To Modify the Assignment definition, click on the highlighted Assignment column header'. Below the table, there is an 'Assignment Average' row showing percentages for each quiz.

Figure 1 - To Grade an Assignment, click anywhere in its column on the Gradebook7Gradebook screen

Editing an Assignment

Most parameters and settings on an individual assignment can be changed. To edit the Assignment's definition (as opposed to *grading* the Assignment), click on the highlighted Assignment column header. This will bring up the "Modify Assignment" screen, shown below.

Edit an Assignment, Cont.

Gradebook7 Assignments7 Modify Assignment

Step 2: Modify the Assignment Parameters and Settings

Genesis Student Information System

Pemberton Township Schools
Pemberton Township High School

Home Grdbook Class Rasters Assignments SeUlp Protues Wbrlcs Merge Post Grade

Course Assignments

INTG TE0 SC NCE

Modify Assignment

Assignment Name: PI

Column Header: [?]

Sequence: [?]

Group: [?]

Assigned Date: [?]

Due Dates: [?]

Category: [?]

Maximum Possible Score: [?]

Assignment Weight: [?]

Parent's Module Flag: [?]

Hide in Gradebook Flag: [?]

Course / Section : 24833/2 INTG TE0 SC NCE
linked Classes: None

Save Delete

You can upload documents to attach to this Assignment

Figure 2 - The Modify Assignment Screen (update or delete one Assignment)

Modify an Assignment Definition

When modifying the parameters of an existing assignment, you can change almost all the fields, *except* the "Grade Type" field:

- Assignment Name
- Column Header
- Sequence #
- Strip Description
- Workgroup
- Assigned Date
- Due Dates
- Category
- Maximum Possible Score
- Marking Period
- Unit
- Assignment Weight
- Parent's Module Flag
- Hide in Gradebook Flag

You *cannot* modify the Grade Type: once you have selected the grade type for the Assignment it cannot be changed.

Changing Assignment Category, Maximum Points, Assignment Weight
Whenever you make a change that affects the student's grade average Genesis will completely recompute the average for you. You can safely do any or all of the following:

- Change the Assignment's Category – For example, you can move a Homework Assignment and make it a Quiz. The Category averages of all the affected Categories are recomputed and the student's total Marking Period Average is also recomputed.
- Change the number of points an Assignment is worth – This may cause the student's Category average to change and that may, in turn, change the student's Marking Period average: all are recomputed.
- Change the Assignment Weight - This alters "how many times to count the Assignment" and causes the Category and Marking Period averages to be recomputed.

Why Can't the Grade Type be Changed ?

Genesis Gradebook does not allow changes when it does not know how to do the corresponding re-calculation to grade values and Category and Marking Period averages. Because it is not clear how to translate between Grade Types, changing the Grade Type is not allowed. For example, how would a grade of "O" be translated into a grade of "Check Plus"? Because there is no clear, general answer, the translation is not allowed.

Attaching documents to Gradebook Assignments

It is possible to upload and attach documents to Assignments. This is explained in the "Attach Documents to Assignments" document.

GENESIS GRADEBOOK: GRADE AN ASSIGNMENT

Gradebook-7 Gradebook-7 Marking Period

Step 3: Click the Assignment to bring up the Grade Assignment Screen

The screenshot shows the Genesis Student Information System interface. At the top, it displays 'a · Si OIA'..ji /-: '1'1'0 2:..: CJ LS3'. Below this is the 'GENESIS' logo and 'School Year: 2006-07' and 'Burlington County Institute of Technology BCIT - Westampton Campus'. Navigation tabs include 'Prev', 'Core', 'Admin', 'Gradebook', 'Conduct', 'Class Attendance', and 'Item Grade'. The main area shows a spreadsheet with columns for 'ID', 'Name', and 'MU'. A callout box points to the underlined top line of the 'MU' column header, stating: 'To Edit the Assignment definition, click on the underlined top line of the Assignment column header'. Another callout box points to a cell in the 'MU' column, stating: 'To Grade an Assignment, click anywhere in its column. This will display the Grade Assignment screen for grading your selected Assignment'. The spreadsheet lists students such as 205192 BODHAR, ANDREA M. New, 206011 BONNER-LUI, JUSTIN L. New, etc.

Figure 1-To Grade an Assignment, click anywhere in its column on the spreadsheet screen

Grading an Assignment

To grade an Assignment, select the Assignment you wish to grade and then click anywhere in its column. Clicking *in the column* will bring up the Grade Assignment screen for grading your selected Assignment. Clicking the blue-highlighted *column header* brings up the Edit Assignment screen to allow you update the definition of the Assignment.

A. Enter Grades in the Gradebook

Gradebook-7Gradebook-7Grade Assignment

Step 4: Grade the Assignment

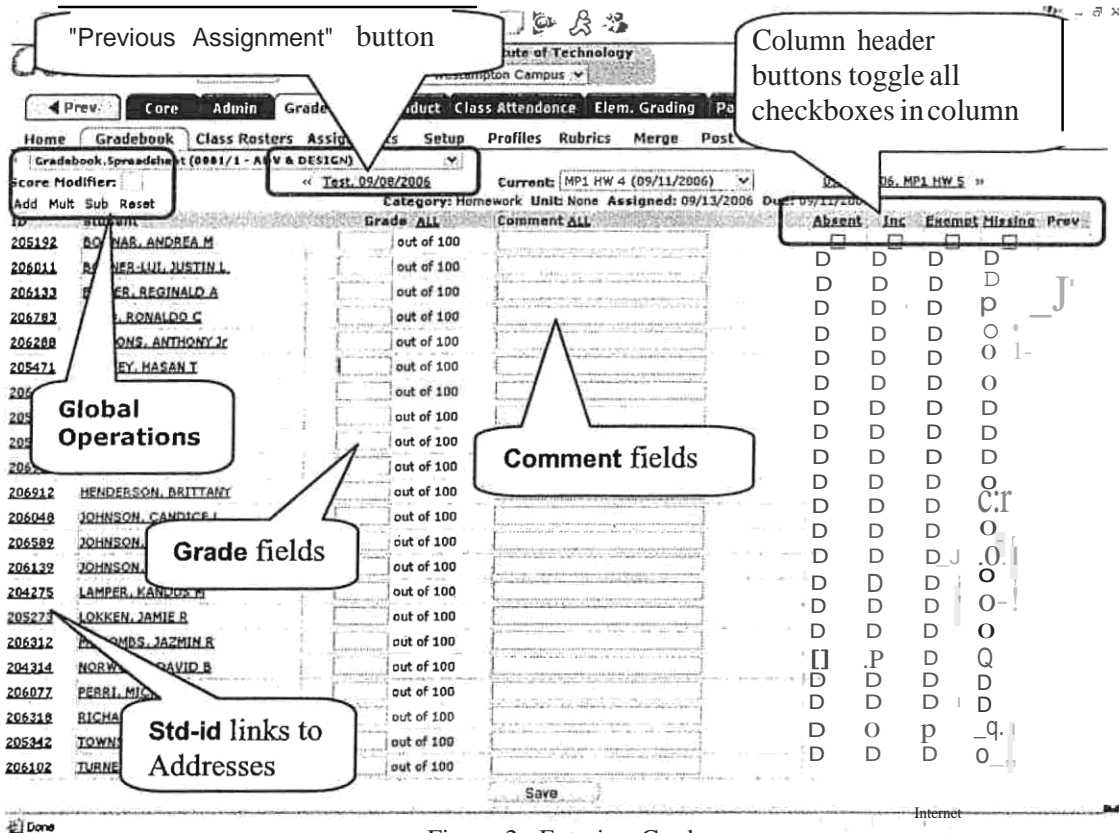


Figure 2 - Entering Grades

Entering Grades for an Assignment

Once you have clicked in a column to bring up this grading screen, you can enter grades for each student. You can also leave some students ungraded.

Grading

For each student you may:

- Enter a grade – the grade you will be asked for corresponds to the "Grade Type" for the Assignment. In this example the Grade Type is "numeric" and you are asked for a numeric value not to exceed "100" – the "Maximum Possible Score" for this Assignment
- Enter a comment -you may enter a short, free form text comment in the "Comment" field
- You may mark this student as "Incomplete" for this Assignment by clicking the "Incomplete" checkbox at the right side of the student's row

- You may mark this student as "Exempt" from this Assignment by clicking the "Exempt" checkbox at the right side of the student's row – it will then not count towards their Marking Period grade in any way.
- You may mark this student's work as "Missing" by clicking the "Missing" checkbox at the right side of the student's row. "Missing" assignments revert to a grade of "O" if they are not handed in and the grade later changed.
- You may mark this student has having been "Absent" on the due date of this Assignment by clicking the "Absent" checkbox at the right side of the student's row t. This is akin to marking the assignment as "Incomplete".
- DO NOTHING – you are not required to enter any information for a student. This leaves their status as "ungraded" – which defaults to "zero".

Marking All Students as Exempt, Absent, Missing or Incomplete: The "Absent", "Incomplete", "Missing" and "Exempt" column headers are buttons that toggle *all* the checkboxes in the column. For example, to mark all students in the class as Exempt from an Assignment, click the "Exempt" column header. To turn off all checkboxes, click Exempt a second time.

To Save the Grades to the Gradebook, you must click the "save" button. Grades are not saved until the Save button is clicked.

Previous Assignment Button – To grade or view the previous assignment (that is, the column immediately to the left of this assignment on the Gradebook Student List screen). This button is suppressed if there is no "Previous Assignment" (that is, if the current Assignment is the left most Assignment column on the Student List screen).

Next Assignment Button - To grade or view the previous assignment (that is, the column immediately to the left of this assignment on the Gradebook Student List screen). This button is suppressed if there is no "Next Assignment" (that is, if the current Assignment is the right most Assignment column on the Student List screen). Note that the "Next Assignment" button does not appear in Figure XX above.

Step 5: Save the Assignment Grades

To record the grades you have entered, click the Save button at the bottom of the list of students. If you have not done this, the grades have not been saved to the database.

NOTE: If the "SAVE" button is missing, it is most likely scrolled below the visible screen. Use the vertical scrollbar to scroll down to find it.

1. Toggling Absent, Incomplete, Missing or Exempt

Gradebook-7 Gradebook-7 Grade Assignment

Example: Toggle the "Absent" Column

Column header buttons toggle all checkboxes in column

Absent checkboxes. Note that all the checkboxes are now checked.

Student	Grade	Absent	Inc	Exempt	Missing	P
BOOHAS, ANORIA M	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DONNER LUI ILLUSTIN I	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
@CGINALD A	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MO, RONALDO C	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMOLIS ANTHONY	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dessev HAAN I	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QIGALMA OBIGETIE L	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIAZ ALIXIS	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GLAPIEY KATH L	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAWES SWESHA	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HENOFRSQH MITTAUY	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOHN N r;e NQIC L	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOHNSON DANY ILEM	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOHNSON HILLARY N	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JAMER KMPUS M	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOKISEN JAMIE B	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHACL	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCC9MQ\$ JAZMIN 8	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NORWOO.PY'? 6	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
filkHA80- tiEJStta '? TOWHseNo .AOJ' B	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TUITEP.EWNA A	out of 100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3 - Entering Grades

•Internet

Toggle the Checkbox Columns

Once you have clicked in a column to bring up this grading screen, you can enter grades for each student. You can also leave some students ungraded.

Options

- **Exempt** - If a student is marked *Exempt* from an Assignment the Assignment is ignored completely when computing the student's grades.
- **Incomplete** - If a student is marked *Incomplete* for the Assignment, the student will be graded, and given the specified "*Incomplete*" value for the Assignment or the Category.
- **Absent & Missing** - If a student is marked *Absent* or the Assignment is marked *Missing*, the student will be graded and the grade is always a value of 0 (zero). You are always at liberty to change the student's grade (that is, to give them a

¹ If you wish to grade "*Missing*" Assignments with grades other than zero, you must mark them *Incomplete*.

I. Saving Grades

Gradebook7Gradebook7Grade Assignment

The screenshot shows a gradebook interface with a list of students and their scores. A callout box with a red border and arrow points to a 'Save' button in the bottom right corner. The text in the callout box reads: "The Save button. This **MUST** be clicked to save the updated grading information."

Student Name	Score	Score	Score	Score
ADD Mult				
IIIi2Z				
IIiIU				
mill				
ct fMQHS				
mill				
ZilfdZl				
mr				
liim				
Ziliii				
liiii				
rnii				
205273				
206312				
204214				
206077				
206318				
205342				
206102				

Figure 4 - Grade Assignment screen showing position of the Save button

Saving Grades

To save the updated grades, you *must* click the "save" button.

If you grade the students and forget to click the Save button your work is lost.

3. Global Operations on Grades in an Assignment

Gradebook-7 Gradebook-7 Grade Assignment

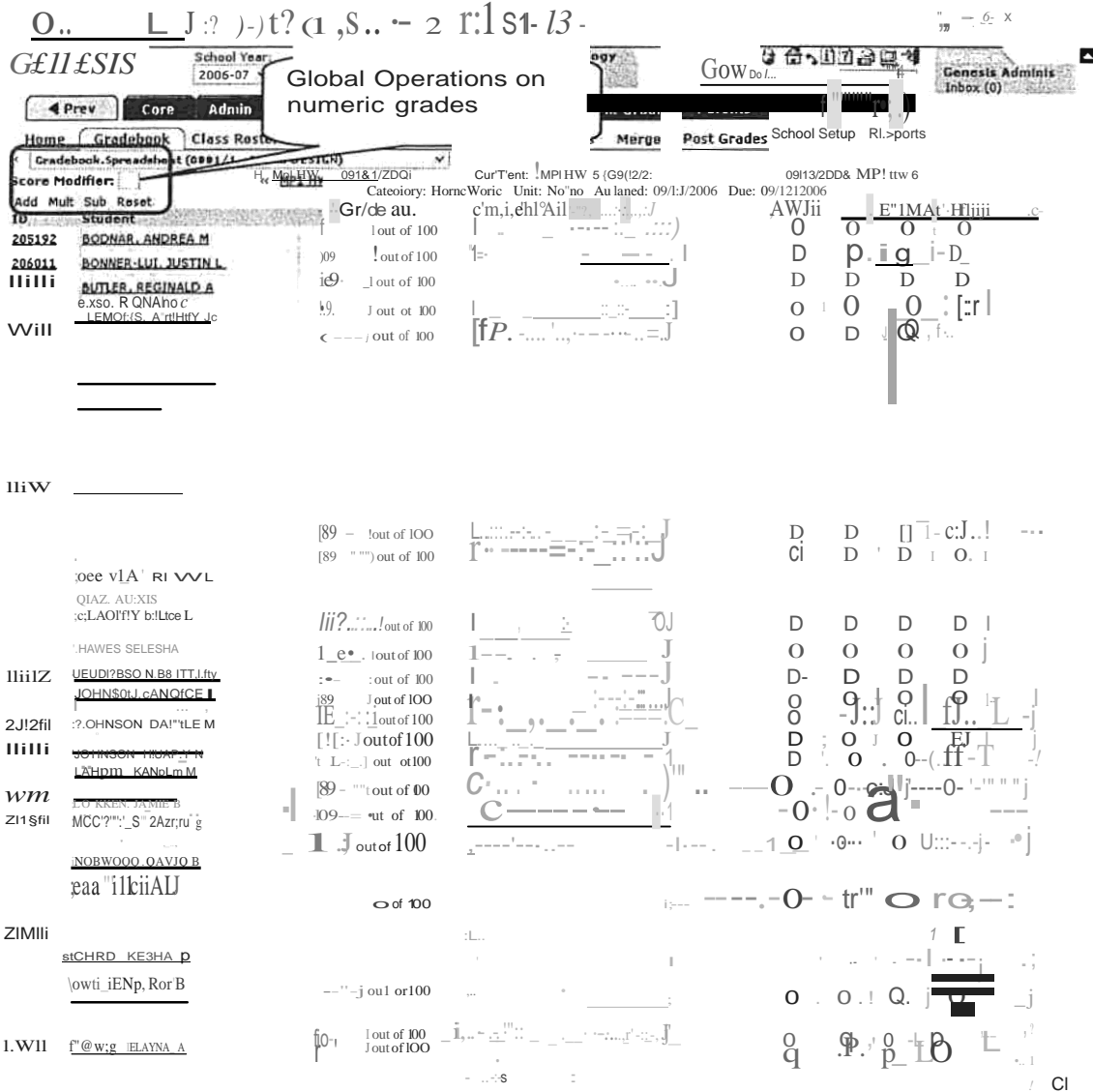


Figure 5 - "Numeric" Grade Assignment screen showing location of Global Operations

Global Operations

A small set of "global" operations allow you to try out changes to the Assignment's grades. These operations can help you adjust the grading curve for the Assignment.

Grading

- "ADD" - Add the fixed amount to every valid grade.
- "SUB" - Subtract the fixed amount from every grade
- "MULT" - Multiply the grades by the fixed amount.
- "RESET" - Restore the grades as they were after the last Save operation.

Values for Global Operations

The "Score Modifier" field accepts positive decimal values. The following are all acceptable:

- .5
- 1.5
- 21.2
- .75
- 1
- 7

4. Mass Assign Grades and Comments

Gradebook-7Gradebook-7Grade Assignment

The screenshot shows a web-based gradebook interface. At the top, there are navigation tabs: "Profiles", "Rubrics", and "Attendance". Below these, there are fields for "Current: MPI HW 5 (09/13/2006)", "Signed: 09/13/2006", and "Due: 09/12/2006". The main table has columns for "Grade", "Comment", "Absent", "Inc", "Exempt", "Missing", and "Prev". The first row of the table has "89" in the "Grade" column and "out of 100" in the "Comment" column. Two callout boxes with arrows point to the "All" buttons next to the "Grade" and "Comment" headers. The first callout says: "All button for Grades - mass apply grade in row 1 to all students". The second callout says: "All button for Comments - mass apply comment in row 1 to all students".

Figure 6 - Grade Assignment screen showing location of the two "All" mass apply buttons

Mass Aoply Grades and Comments

Next to both the "Grade" and the "Comment" column headers there are "All" buttons. The Grade "All" button takes whatever value is entered into the Grade field on the top row and gives the same grade to all students. The Comment "All" button takes whatever text appears in the Comment field on the top row and gives the same comment to all students.

2. Result of Grading an Assignment

Gradebook7 Gradebook

The screenshot shows the Genesis SIS Gradebook7 interface for Burlington County Institute of Technology. The interface includes a navigation menu with options like 'Home', 'Gradebook', 'Class Rosters', 'Assignments', 'Setup', 'Profiles', 'Rubrics', 'Merge', and 'Post'. The current view is 'Gradebook: Spreadsheet (8881/1 - ADV & DESIGN)'. The teacher is listed as HANEY, K and the course is 0001/1 - ADV & DESIGN, MTWRF, Per. 1 (S1). The spreadsheet displays student names and their grades for various assignments (HW 4 through HW 14). Callouts provide explanations for specific grades: 'Absent' (Abs), 'Missing' (M), 'Exempt' (EX), and 'Incomplete' (INC). A note also mentions 'extra credit awarded'.

Student ID	Student Name	HW 4	HW 5	HW 6	HW 7	HW 8	HW 9	HW 10	HW 11	HW 12	HW 13	HW 14
206132	BUTLER, REGINALD A. New	89.0 (D)										
206783	BYRD, RONALDO C. New	89.0 (B)	89.0 (B)									
206288	CLEMONS, ANTHONY Jr. New	89.0 (B)	89.0 (B)	100.0								
205471	DASSEY, HASAN T. New	89.0 (B)	89.0 (B)	100.0								
206202	HAWES, SELEHA. New	89.0 (D)										
206912	HENDERSON, BRITTANY. New	89.0 (B)	89.0 (B)									
206048	JOHNSON, CANDICEL. New	89.0 (F)	89.0 (F)	100.0								
206592	JOHNSON, DANIELLE M. New	89.0 (B)	89.0 (B)	100.0								
206137												
206138												
206139												
206140												
206141												
206142												
206143												
206144												
206145												
206146												
206147												
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206190												
206191												
206192												
206193												
206194												
206195												
206196												
206197												
206198												
206199												
206200												

Figure 7 - Class Roster with Updated Grades

Viewing Grades

Once you have entered grades, they appear on the spreadsheet screen in the column for the selected assignment. In addition to grades the following can appear in this column:

- "Absent" or your abbreviation for "Absent" (e.g. "Abs")
- "Incomplete" or your abbreviation for "Incomplete" (e.g. "Inc")
- "EXEMPT" or your abbreviation for "EXEMPT" (e.g. "EX")
- "Missing" or your abbreviation for "Missing" (e.g. "M")

5. Exceeding the Maximum Point Total: Awarding Extra Credit

Gradebook → Gradebook → Grade Assignment

Genesis Adminis
Inbox (0)

« Prev Corp Admin **Gradebook** Conduct Class Attendance »

Home Gradbook Class Rosters Assignments Setup Profiles

Score Modifier: L J « MPI HW 4.09/11/2006 HW 6 »

Student Name	Grade	Absent	Inc	Exempt	Missing	Prev
BODNAR, ANDREA M	105.00 out of 100	D	D	O	D	
BONNER-LUI, JUSTIN L	89.00 out of 100	O	D	D	O	
BUTLER, REGINALD A	101 out of 100	D	D	O	D	
BYRD, RONALDO C	100 out of 100	O	O	O	O	
CEMOS, a K!?!? 2r	100 out of 100	D	D	D	O	
DASSI, HASANI	100 out of 100	D	D	D	D	
DEPALMA, ASSIM-e	100 out of 100	D	D	D	D	
OLAZ, ALFESIS	100 out of 100	D	D	b	D	A
VIW, s. SEESHA	100 out of 100	D	D	O	O	M
JOHNSON, pMaEU.li	100 out of 100	D	D	O	D	
JOHNSON, HILARY N	100 out of 100	O	D	O	El	
JOHNSON, IAMI ER	100 out of 100	D	D	D	D	
JOHNSON, AMIN S-	100 out of 100	O	D	O	D	
JOHNSON, DAVID B	100 out of 100	O	D	O	O	
JOHNSON, B. icHfiEl	100 out of 100	O	D	O	O	
JOHNSON, KRISHA P	100 out of 100	O	D	O	O	
JOHNSON, AA	100 out of 100	O	D	O	O	

•Internet

Figure 8 - Grade Assignment screen demonstrating giving of extra credit

Awarding Extra Credit by Exceeding the Maximum Point Total for an Assignment

When an Assignment has a *Numeric* grading type, you may give students "extra credit" by giving them more points than the Assignment's "maximum points" value. For example, you can give a student 102 points for an Assignment worth 100 maximum points.

When you do this, you are prompted to verify that you actually intend to give the extra credit. A Verification dialog box (shown on the page below) is popped up for every student to whom you are giving extra credit. If you give two students extra credit, you will be shown two Verification popup dialogs.