

IC TRAINING HANDOUT

AUGUST 27, 2010

Teacher Preferences

1. Click the + in front of Admin
2. Click on Preferences
3. Check all boxes EXCEPT for the last box (Remove percentages and calculations when using standards).
4. Click on Mass Assign to multiple classes (which is in Blue)
5. Check the box in front of *Check All*
6. Click Save

*By doing this you will be able to hide dropped students, show student #s, show student pictures on seating charts, etc...

Setting up groups

1. Click on Lesson Planner (Can be found under Instruction)
2. Select the specific class you would like to set up grade for. (Found on IC toolbar.)
3. Click on Term Q2 Semester Grade.
4. A box will pop up once you click on Term Q2 Semester Grade. Make sure the top box is checked and you selected your grading scale first.
5. Click New Task Group
6. Enter in the Name (Test, Project, Journals, etc...), weight (even if using total points, sequence and check box for Term Q2 Semester Grade.
7. Hit Save.
8. Will have to repeat steps 6 & 7 if you use weighted type.

Entering grades

Option 1

1. Click on Lesson Planner (Can be found under Instruction)
2. Select the specific class you would like to set up grade for. (Found on IC toolbar.)
3. Click on Term Q2 Semester Grade.
4. Click New Assignment
5. Enter in the needed information which is identified with a star. (Make sure the box in front of Active is checked.)
6. Hit Save

Option 2

1. Click on Gradebook
2. Select the specific class you would like to set up grade for. (Found on IC toolbar.)
3. Change "Select a Task:" to Q2 – Semester Grade
4. Right click over one of your listed groups.
5. Click on New Assignment.
6. Enter in the needed information which is identified with a star. (Make sure the box in front of Active is checked.)
7. Hit Save.

Pre-entering assignments so they show up

1. Click on Lesson Planner (Can be found under Instruction)
2. Select the specific class you would like to set up grade for. (Found on IC toolbar.)
3. Click on Term Q2 Semester Grade.
4. Click New Assignment
5. Enter in the needed information which is identified with a star. (Make sure the box in front of Active is checked.)
6. Check the box by “Hide from Gradebook Preview”.
7. Hit Save

***Please note:** You will have to uncheck the box by “Hide from Gradebook Preview” for this assignment to show once you enter points for this assignment.

Printing grade sheets for classroom walls

1. Click on the + in front of Reports
2. Click on Student Summary
3. Under *Page Printing Options*, select the appropriate one for your needs
-For Classroom view select first bubble (Student Grades Summary)
4. Under *Extra Items*, select Display student numbers instead of Student names.
5. Under *Selecting Grades, Tasks, Standards and Assignments*, select Term Q2 - Semester Grade and remove the checks from Term Q1 – Progress Grade and Term Q1 – Term Grade
6. Click Generate Report
7. Print ☺