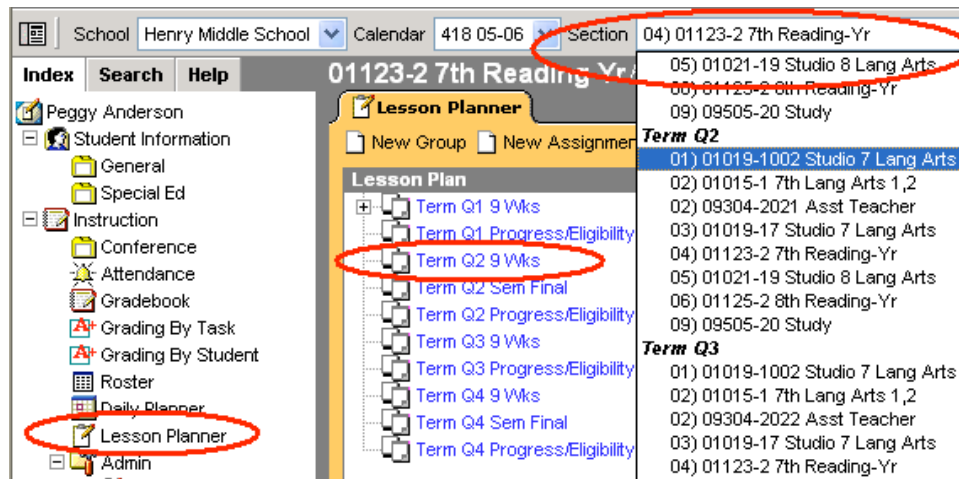


Denver Public Schools
Department of Tech Services
Beginning of Term Setup Step-By-Step Checklist

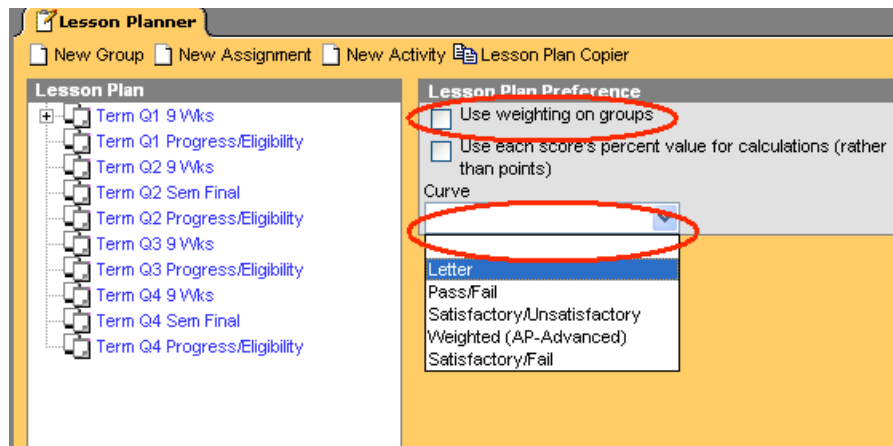
Composite Grading - The following are the steps to setup your gradebook at the beginning of the grading term when using the composite grading method. [Continuous Grading instructions begin on page 7.](#)

Step 1 – Set the Preferences

1. Choose your **Section** from the pull-down, Click on **Lesson Planner**, then click on the correct **Term** (click the name, not the icon).



2. Select your **Curve** from the pull-down menu and check the box next to **Use weighting on groups** *IF* you weight your grades. Click **SAVE!**

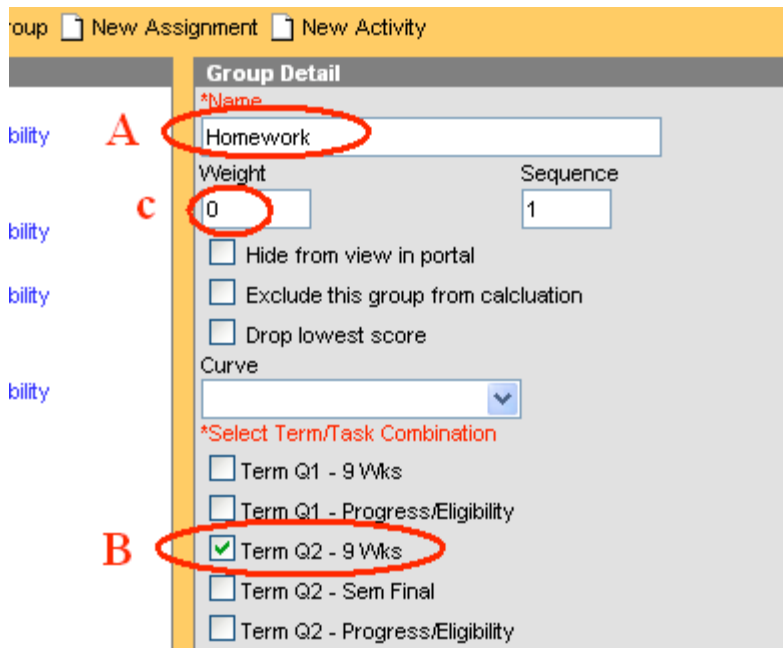


Step 2 – Set Up the Groups

1. Click on **New Group**



2. Fill in the Group Detail window including: **A) Name** **B)** Check mark for correct **Term/Task** **c)** Value of **Weight** *IF* weighting groups for grades. Click **SAVE**

A screenshot of the 'Group Detail' window in the software. The window has a title bar with 'Group' and two buttons: 'New Assignment' and 'New Activity'. The main content area is titled 'Group Detail' and contains several fields and checkboxes. The 'Name' field is labeled 'A' and contains the text 'Homework'. The 'Weight' field is labeled 'c' and contains the value '0'. The 'Sequence' field contains the value '1'. There are three checkboxes: 'Hide from view in portal', 'Exclude this group from calculation', and 'Drop lowest score', all of which are unchecked. Below these is a 'Curve' dropdown menu. A red asterisk indicates a required field: '*Select Term/Task Combination'. There are six checkboxes for this field: 'Term Q1 - 9 Wks', 'Term Q1 - Progress/Eligibility', 'Term Q2 - 9 Wks', 'Term Q2 - Sem Final', and 'Term Q2 - Progress/Eligibility'. The 'Term Q2 - 9 Wks' checkbox is checked and labeled 'B'.

3. Repeat #1 and 2 to create all of the groups for this section (class).

- Repeat Steps 1 & 2 to set up **Preferences** and **Groups** for all of your sections

Step 3 – Set Up the Assignments

- Choose your **Section** from the pull-down and click on **New Assignment**. Fill in the mandatory fields: **A)** Name **B)** Abbreviation (5 characters) **C)** Select Group from pull-down **D)** Total points possible **E)** Due Date **F)** **SAVE**

The screenshot shows the 'Lesson Planner' software interface. The top navigation bar includes 'Save', 'Delete', 'New Group', 'New Assignment', and 'New Activity'. The 'Lesson Plan' sidebar on the left shows a tree view of terms and activities. The 'Assignment Detail' form on the right has the following fields and values:

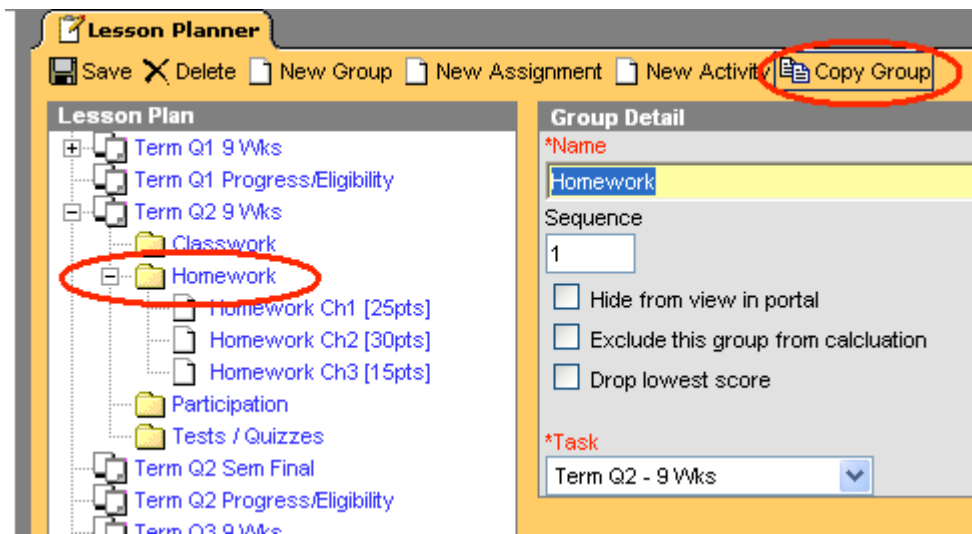
Field	Value
*Name	Homework Ch1
*Abbreviation	HWCH1
*Group(s)	Homework - Term Q2 9 Wks
*Total Points	25
*Due Date	10/19/2005
Curve	
Assigned Date	10/17/2005
Active	<input checked="" type="checkbox"/>
Hide Portal	<input type="checkbox"/>
*Multiplier	1
Sequence	0

The form also includes a 'Description' field with a rich text editor toolbar.

- Repeat for other assignments in preparation to copy to another section (Class).

Step 4 – Copy Assignments to Other Sections (Classes)

1. Select the **Group** that contains the assignments you want to copy. Click on **Copy Group**. *NOTE* - The terminology can be confusing but this is the sequence to copy your assignments from one class to another.



2. In the Copy Group window: **A)** Select the assignments to copy **B)** Click the + next to the section(s) where you want to copy the assignments. **C)** Notice that all terms assigned to this class will appear **D)** Put the check mark in the correct Group **E)** Click the “**Copy Assignments to Selected Groups**” button.

The screenshot shows the 'Lesson Plan Group Copier' interface. It is divided into two main sections: 'Pick the Assignments you want to copy.' and 'Pick the Groups you want to copy the Assignments to.'

Annotations:

- A:** A red circle highlights the 'Toggle Assignments' checkbox and the 'Homework Ch1', 'Homework Ch2', and 'Homework Ch3' checkboxes in the 'Pick the Assignments you want to copy.' section.
- B:** A red circle highlights the '+' icon next to the '01125-2 8th Reading-Yr' section in the 'Pick the Groups you want to copy the Assignments to.' section.
- C:** A red circle highlights the 'Term Q1' and 'Term Q2' section headers.
- D:** A red circle highlights the 'Homework' folder checkbox under the 'Term Q2' section.
- E:** A red circle highlights the 'Copy Assignments to Selected Groups' button at the bottom of the interface.

Interface Content:

Lesson Plan Group Copier

This tool will copy the Assignments you select from list and copy them to the groups you select from other Sections you teach.

Pick the Assignments you want to copy.

Homework A

- Toggle Assignments
- Homework Ch1
- Homework Ch2
- Homework Ch3

Pick the Groups you want to copy the Assignments to.

418 05-06

- 01015-1 7th Lang Arts 1,2
- 01019-17 Studio 7 Lang Arts
- 01019-1002 Studio 7 Lang Arts
- 01021-19 Studio 8 Lang Arts
- 01123-2 7th Reading-Yr
- 01125-2 8th Reading-Yr

Term Q1

- 9 Wks
 - Daily Language Practice
 - Participation
 - Class Work
 - Home Work
 - Quizzes
 - Tests
 - Bonus

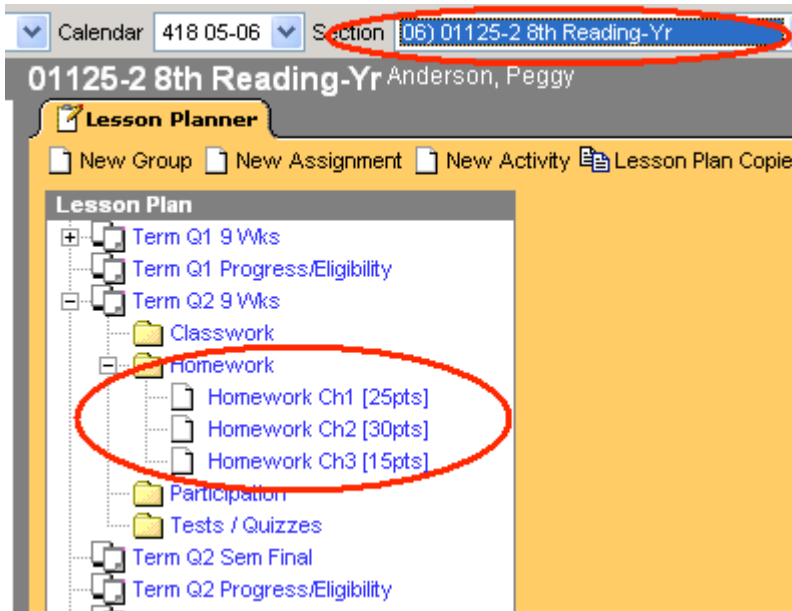
Term Q2

- 9 Wks
 - Classwork
 - Homework
 - Participation
 - Tests / Quizzes

09304-2021 Asst Teacher

E Copy Assignments to Selected Groups

- Switch to section(s) where you copied the assignments to ensure they have been copied



- Repeat #1 – 3 for all assignments that need to be copied to other sections.

Step 5 – Enter Scores in Gradebook

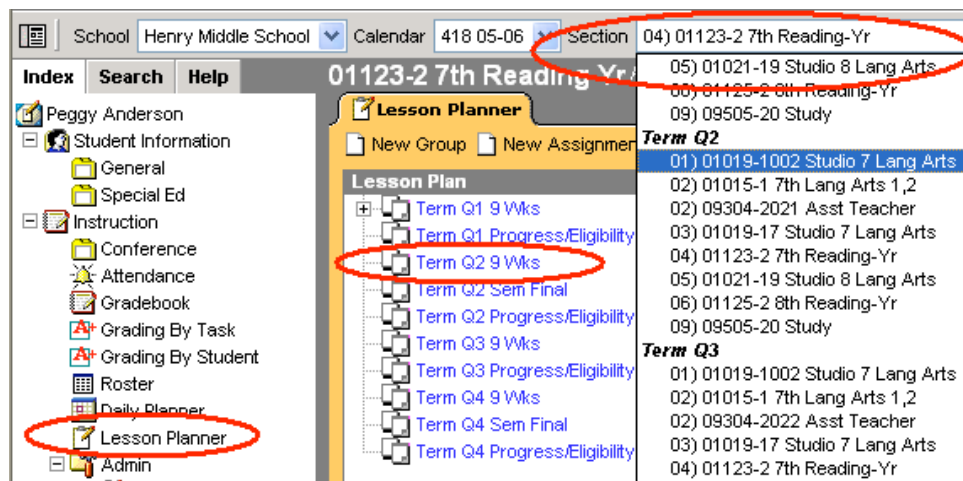
- Select **Gradebook**, Check to make sure correct **Task** is selected, enter scores for the assignments you have created.

Student	Pts	Poss	%	Grd	%	Grd	Homework		
							HW0CH1 [25]	HW0CH2 [30]	HW0CH3 [15]
08 A									
08 E	Students show								
08 C	here								
08 C									

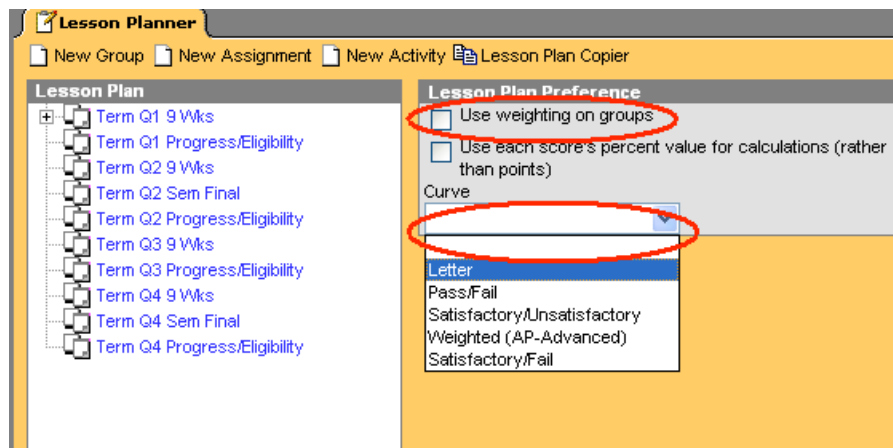
Continuous Grading - The following are the steps to setup your gradebook at the beginning of the grading term when using the continuous grading method.

Step 1 – Set the Preferences

1. Choose your **Section** from the pull-down, click on **Lesson Planner**, then click on the correct **Term** (click the name not the icon).

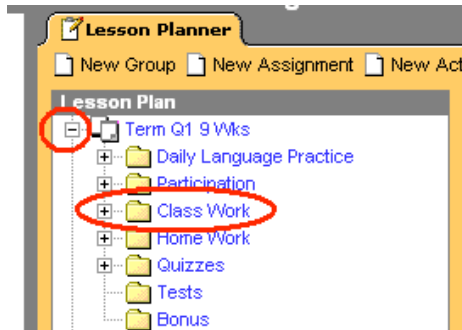


2. Select your **Curve** from the pull-down menu and check the box next to **Use weighting on groups** *IF* you weight your grades. Click **SAVE!**

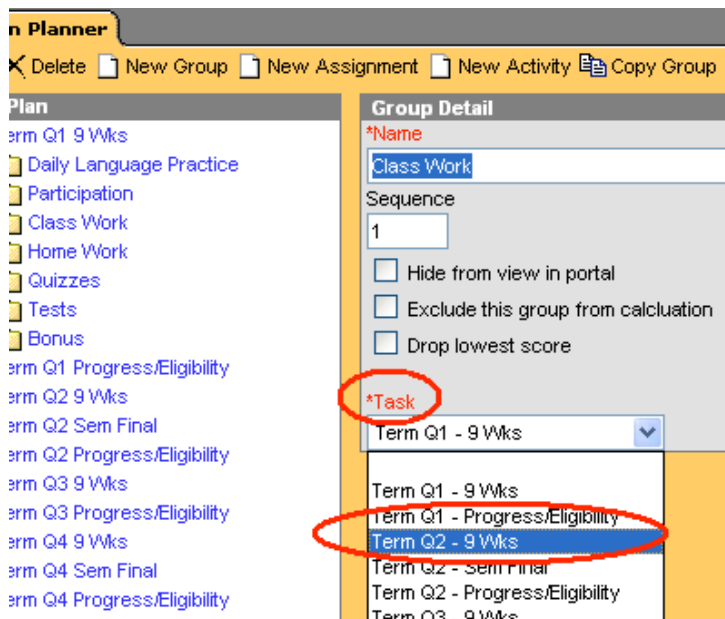


Step 2 – Move Groups from 1st Term to 2nd Term

1. Click on + next to the 1st grading Term and then click on one of the **Groups** in that term.



2. In the **Group Detail** window, click on the pull-down menu and change the **Task** to the next term. This will move the group and all of the assignments in that group to the next term.



3. Repeat #1 and 2 for all groups in this section.

4. Repeat **Steps 1 & 2** for all your assigned sections

Step 3 – Set Up Additional Assignments

1. Choose your **Section** from the pull-down and click on **New Assignment**. Fill in the mandatory fields: **A)** Name **B)** Abbreviation (5 characters)
C) Select Group from pull-down **D)** Total points possible **E)** Due Date **F)** **SAVE**

The screenshot shows the 'Lesson Planner' interface. On the left is a 'Lesson Plan' tree with folders for 'Term Q1 9 Wks', 'Term Q1 Progress/Eligibility', 'Term Q2 9 Wks' (containing 'Classwork', 'Homework', 'Participation', 'Tests / Quizzes'), 'Term Q2 Sem Final', 'Term Q2 Progress/Eligibility', 'Term Q3 9 Wks', 'Term Q3 Progress/Eligibility', 'Term Q4 9 Wks', 'Term Q4 Sem Final', and 'Term Q4 Progress/Eligibility'. The right pane is titled 'Assignment Detail' and contains the following fields:

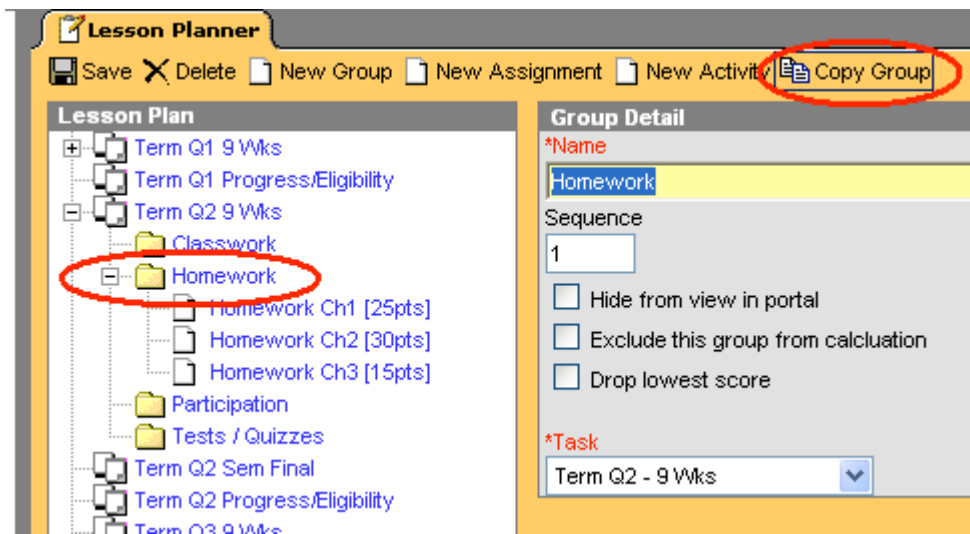
- *Name:** Homework Ch1 (labeled A)
- *Abbreviation:** HWCH1 (labeled B)
- *Group(s):** Homework - Term Q2 9 Wks (labeled C)
- *Total Points:** 25 (labeled D)
- *Due Date:** 10/19/2005 (labeled E)
- Curve:** (empty dropdown)
- Assigned Date:** 10/17/2005
- Active:**
- Hide Portal:**
- *Multiplier:** 1
- Sequence:** 0

At the bottom of the form is a 'Description' field with a rich text editor toolbar containing bold, italic, underline, bulleted list, numbered list, indent, outdent, link, unlink, and other icons.

2. Repeat for other assignments in preparation to copy to another section (Class).

Step 4 – Copy Assignments to other Sections (Classes)

1. Select the **Group** that contains the assignments you want to copy. Click on **Copy Group**. *NOTE* - The terminology can be confusing but this is the sequence to copy your assignments from one class to another.



2. In the Copy Group window: **A)** Select the assignments to copy **B)** Click the + next to the section(s) where you want to copy the assignments. **C)** Notice that all terms assigned to this class will appear **D)** Put the check mark in the correct Group **E)** Click the “**Copy Assignments to Selected Groups**” button.

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- Homework Ch3

Pick the Groups you want to copy the Assignments to.

418 05-06

- 01015-1 7th Lang Arts 1,2
- 01019-17 Studio 7 Lang Arts
- 01019-1002 Studio 7 Lang Arts
- 01021-19 Studio 8 Lang Arts
- 01123-2 7th Reading-Yr
- 01125-2 8th Reading-Yr

Term Q1

- 9 Wks
 - Daily Language Practice
 - Participation
 - Class Work
 - Home Work
 - Quizzes
 - Tests
 - Bonus

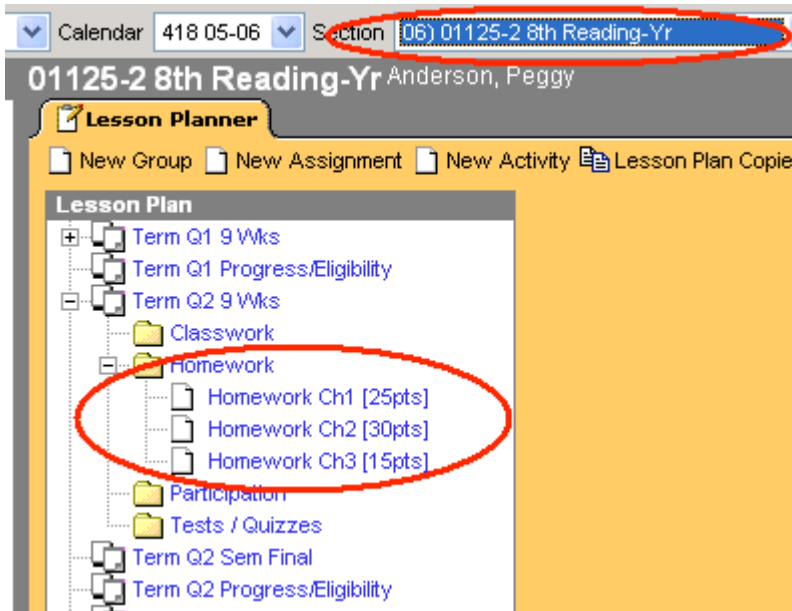
Term Q2

- 9 Wks
 - Classwork
 - Homework
 - Participation
 - Tests / Quizzes

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E Copy Assignments to Selected Groups

- Switch to section(s) where you copied the assignments to ensure they have been copied



- Repeat #1 – 3 for all assignments that need to be copied to other sections.

Step 5 – Enter Scores in Gradebook

- Select **Gradebook**, Check to make sure correct **Task** is selected, enter scores for the assignments you have created.

Student	Pts	Poss	%	Grd	%	Grd	Homework			
							HW0CH1 [25]	HW0CH2 [30]	HW0CH3 [15]	
08 A										
08 E	Students show									
08 C.	here									
08 C										