

Rediker Software's 2017

Summer Training Workshop



TeachersPlus

For Beginners

Monday, July 17, 2017



Thank you for choosing Rediker Software.

AdminPlus | Admissions Plus Pro | Teacher Evaluator | PlusPortals | RediSite

By the end of this session on TeacherPlus, you will have learned the following:

→ Understand the TeacherPlus Manager Settings

- ◆ General settings to include marking periods & permissions set for teachers
- ◆ Grading, column/category settings, grade scales, semester/final averages
- ◆ Scores symbols
- ◆ How skills are set up
- ◆ Viewing teacher gradebooks
- ◆ Logs
- ◆ Reports available to manager

→ Teacher Gradebooks

- Settings, Preferences, Views, Templates for teachers
- How to take & submit attendance
- Scores, Annotations, Category/Column weighting, dropping scores
- Adding columns, Public or Private
- Batch Entry
- Student Information
- Comment, Narratives
- Submitting Grades
- Reports available to teachers

TeacherPlus Manager

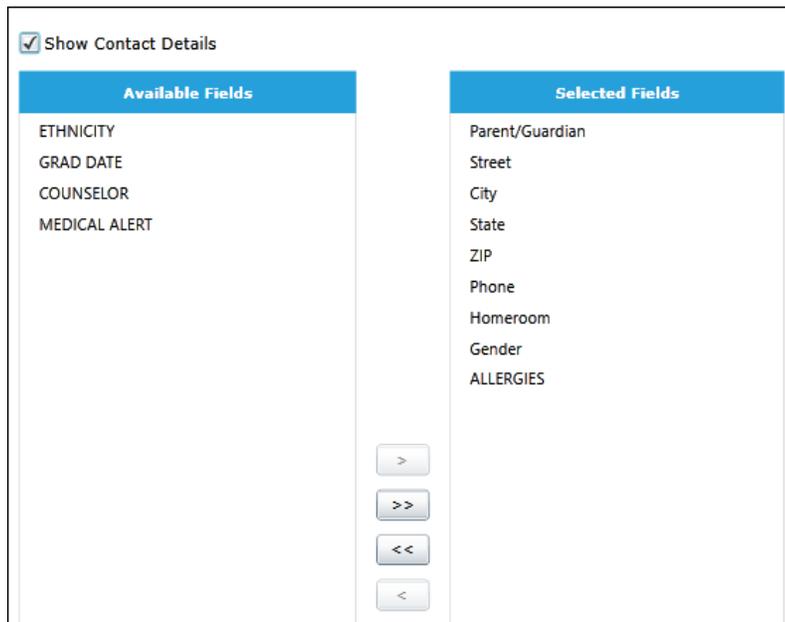
General Settings

Set Demographic Fields

Demographic fields are imported from AdminPlus. From the TeacherPlus Management Site, you can choose which student demographic fields teachers are able to view in their gradebooks.

Select Demographic Fields

1. Click General Settings on the left menu, and then click Demographic Fields.
2. In the Available Fields column, hold down the Control key while clicking each demographic field you want displayed.
3. Click to transfer the selected fields to the Selected Fields column. Alternatively, click to transfer all available demographic fields.
4. To remove a demographic field from the Selected Fields column, click the field, and then click . Alternatively, click to clear all transferred fields.



TeacherPlus Manager

General Settings

Columns

Default column settings determine the shared status (public or private) of new assignment Score columns as well as if the columns count in averages. Upon configuring these default settings, you can choose whether or not teachers can change them. If your school uses PlusPortals, the default shared settings affect how immediately assignment scores are shared with students and parents on Portals.

Default new columns to: _____

Private Do Not Count in Averages

Shared (Public) Count in Averages

Allow teachers to edit: _____

Shared (Public)/Private Setting

Count in Averages Setting

Attendance

All AdminPlus attendance codes are imported into the TeacherPlus Management Site. From the Management Site, you can select which codes are available to teachers in their gradebooks. In addition, you can set which day the Weekly Attendance View chart begins with.

Save

School Week: _____

(Applies to: "Weekly Attendance View" and "Add Columns from Previous Years")

Days in School Week: Sun Mon Tue Wed Thu Fri Sat

First Day of Week:

Available Codes	Selected Codes
TE : TARDY EX	A : ABSENCE
TU : TARDY UN	T : TARDY
TD : DISMISSED	
R : RETURN	
SE : SUSP EXTERNAL	
SI : SUSP INTERNAL	
FT : FIELD TRIP	
AEMD : ABSENCE MEDICAL	
O : OTHER	
DA : Double Absence	
CV : College Visit	
SP : Sports Trip	
PA : Parent Aid	
DS : D for Sports	
DFA : Dis Fine Arts	
TAM : Tardy AM	
HW : HW Requested	
HEMD : Half day Med	

TeacherPlus Manager

Grading

Column/Category Settings

You can create new assignment categories or change the default ones as well as change their weight values. Category weights are based on ratios, and percentage values are automatically adjusted based on the values entered. You can choose to allow teachers to add their own categories, convert all scores to percentages, weight their own columns, and/or edit the default category weights you've set for them.

Convert Scores to a percentage before calculating Marking Period Averages?

No (Recommended)
 Yes

Allow teachers to change this setting

Weight Columns?

No (Recommended)
 Yes

Allow teachers to change this setting

Category Weight Settings

Weight categories
 Allow teachers to add their own categories
 Allow teachers to edit default weights

Add Category

Category	Weight	Percentage	Color		
Quiz	30.00	30.00%			
Homework	25.00	25.00%			
Test	35.00	35.00%			
Daily Participation	10.00	10.00%			

TeacherPlus Manager

Grading

Add/Edit Course Grade Scales

Add Course Grade Scale

Current Default Grade Scale: **Number Grades (Grade = Average)**

Grade Scale	Default Course Grade Scale		
Number Grades (Grade = Average)	<input checked="" type="checkbox"/>		
Letter Grades without +/-	<input type="checkbox"/>		
Letter Grades with +/-	<input type="checkbox"/>		
Pass Fail	<input type="checkbox"/>		

Edit Grade Scale

Grade Scale

This is a numeric grade scale.

Grade	Cut-off Value		
A	90.00		
B	80.00		
C	70.00		
D	60.00		
F	0.00		

Grade scales use cut-off value ranges. You can create any number of grade scales as well as modify the default ones. The grades must be present in AdminPlus grade table.

1. Click **Add Grade Scale**.
2. In the **Edit Grade Scale** dialog box, enter the grade scale name.
3. In the **Grade** column, enter the first grade beginning with the highest one, and press **Enter**.

4. In the **Cut-off Value** column, type the cut-off value percentage, and press Enter. For example, the cut-off value for A could be 90 (that is, 90 to 100).

TeacherPlus Manager

Grading

Assign Grade Scales to Courses

* Default Grade Scale is used by courses without a grade scale.
Current Default Grade Scale: **Number Grades (Grade = Average)**

Course #	Course	Grade Scale	
0002	2nd Eng		
0003	English		
0004	Chicago 15		
0006	Lang Arts		
0007	Phonics		
0009	Spelling		
0011	H Fr Eng		
0012	Col Fr Eng		
0013	Fr English		
0014	Dev Fr Eng		
0015	LD Fr Eng		
0016	SP Fr Eng		
0017	Religion		
0018	F16 Wrkshp	Pass Fail	
0019	Scuba Div		
0020	Eng Review		
0021	H So Eng		
0022	Col So Eng		
0023	So English		
0024	Dev So Eng		
0025	LD So Eng		
0026	Religion		
0027	English I		
0028	GR/Com/Lit		

TeacherPlus Manager

Grading

Semester & Final Averages (continued)

When you select **Use Combined Marking Periods** option, TeacherPlus takes all the assignments in all of the marking periods you select, including assignment category weights. Then, it averages all of the assignments using the assignment categories weights to arrive at a grade. It's as if all the marking periods selected were combined into one marking period. Also, with this option, the By Average or By Grade method is not taken into account in the term/semester grade calculation.

SEMESTER ONE (Enter the weight for each column) Use Combined Marking Periods Available to Teachers

Semester (Enter the weight for each column) Use Combined Marking Periods Available to Teachers

FINAL GRADE (Enter the weight for each column) Use Combined Marking Periods Available to Teachers

Sections	1st	2nd	MIDEX	SEM 1	3rd	4th	FINEX	Semester	FINAL
ALL YEAR	20.00	20.00	10.00		20.00	20.00	10.00		
SEM 1									
SEM 2									
QTR 1									
QTR 2									
QTR 3									
QTR 4									

Depending upon your AdminPlus Report Card settings, you may have the following:

Semester (one or more): available when SEMESTER is selected as a term type.

Final grade: available when FINAL is selected as a term type. This table is used to calculate final grades based on the term averages

TeacherPlus Manager

Scores

Add Score Symbols

Teachers use score symbols for individual assignments. The symbols can be numbers, letters, or symbols, such as letter grades, Pass or Fail, or check plus or minus. Each symbol represents an exact percentage value. For example, a B+ could be exactly 89%, whereas an A- could be exactly 92%. In addition, the symbols can only be modified in the Gradebook Management Site in order to maintain consistency across the school.

* The score will not be counted in average calculation if the value is left as blank.

Add Score Symbol

Score Name	Score Code	Shortcut	Value		
A+	A+	A+	100.00%		
A	A	A	96.00%		
A-	A-	A-	92.00%		
B+	B+	B+	90.00%		
B	B	B	86.00%		
B-	B-	B-	82.00%		
C+	C+	C+	80.00%		
C	C	C	76.00%		
C-	C-	C-	72.00%		
D+	D+	D+	70.00%		
D	D	D	66.00%		
D-	D-	D-	62.00%		
F	F	F	55.00%		
√+	√+	Q	95.00%		
√	√	V	85.00%		
√-	√-	Z	75.00%		
Pass	P	P	78.00%		
Fail	F	FL	55.00%		
Incomplete	I	I			
Exempt	X	X			
No Credit	N	N	0.00%		
Outstanding	O	O	100.00%		
Exceeds Satisfactory	S+	S+	95.00%		
Satisfactory	S	S	85.00%		
Below Satisfactory	S-	S-	75.00%		

TeacherPlus Manager

Scores

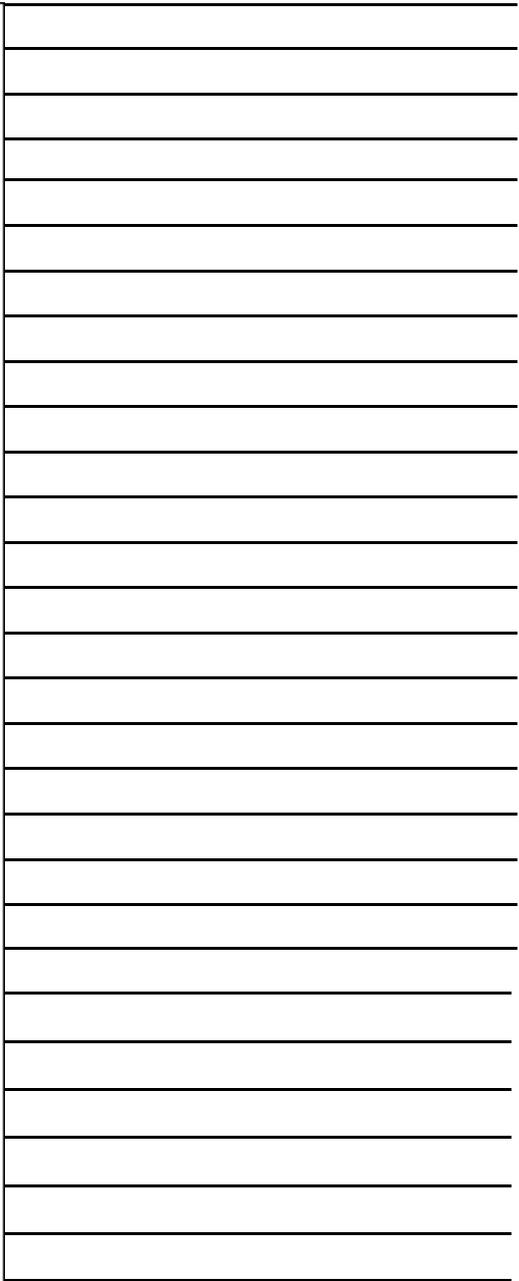
Add Score Annotations

You can create a variety of ready-to-use annotations for teachers to choose from, such as "Great Work," "Incomplete Work," "Turned in Late," or "Late with no Penalty." Each annotation is represented by a code to make it easier for teachers to add the annotation to a column score. Although only the annotation codes display on Score columns, the actual annotations are visible to parents and students on PlusPortals.

Allow Teachers to add Score Annotations

Add Score Annotation

Code	Description		
lt	Turned in late		
red	Score Reduced: turned in Late		
cr	Score Increased: extra Credit		
eft	Score Increased: extra Effort		
ast	Needed Assistance		
inc	Incomplete work		
***	Excellent work		
**	Good work		
*	Average work		
-	Poor work		
lnp	Late No Penalty		
xe	Extra Effort Shown		
pe	Poor Effort		
x	Exempt		
ex	Excused		
ab	Absent		
nc	No Credit		
mw	Missing Work		
cmp	Completed		
i	Incomplete		
gp	Group Project		
ma	Modified Assignment		
mg	Modified Grade		
xt	Extra Time Given		
sa	Shortened Assignment		



TeacherPlus Manager

Skills Classic

Skills Grade Scales

Once you export a grade pool with skill grade symbols from AdminPlus to the Gradebook Management Site, the next step involves setting the grading cut-off values for each grade symbol. (The grade pool must be created in and imported from AdminPlus.) TeacherPlus uses these cut-off values to automatically assign a skill grade to skills linked to assignment columns.

Grade	Cut-off Value
EX	90.00
ME	80.00
PR	70.00
NP	0.00

Skills Marking Period Grades

The skill grade calculation method you choose affects how skill grades linked to assignment columns are averaged into marking period skill grades. There are three methods: Assessment Scores, Assessment Skills Using Quality Points, and Assessment Skill Grades Using Numerical Order. **The method you choose has enormous consequences for your school, and understanding how each one works is critical.**

Use Assessment Scores or Skill Grades:

Assessment Scores

Assessment Skill Grades Using Quality Points (Includes Overrides)

Assessment Skill Grades Using Numerical Order (Includes Overrides)

Allow teachers to change the default method of calculating skill grades

Default Method:

Mean

Mean of Most Recent Assessments

Highest

Highest of Most Recent Assessments

Most Recent

Mode

Median

Power Law ?

Use Category Weights in methods that use the Mean

TeacherPlus Manager

Skills Marking Period Grades continued

- **Mean:** average grade across all linked assessments in the marking period
- **Mean of Most Recent x Assessments:** average grade of the most **x** linked assessments.
- **Highest:** highest grade across all linked assessments in the marking period.
- **Highest of Most Recent x Assessments:** highest grade across the most recent **x** linked assessments.
- **Most Recent:** grade from the most recent linked assessment.
- **Mode:** most frequently earned grade of all linked assessments across the marking
- **Median:** middle grade of all linked assessments across the marking period.
- **Power Law:** complex calculation designed to predict how the student would perform on the next linked assessment, based on the student's performances on all previously completed linked assessments.

Skills Semester & Final Grades

Skills: Semester and Final Grades
<small>If enabled, when teachers click to CALCULATE their SEM or FINAL GRADES, they will be given the option to also calculate their SEM and FINAL SKILL grades. The same formula as set for course SEM and FINAL grade calculations will be used for SEM and FINAL skill grade calculations.</small>
<input checked="" type="checkbox"/> Enable SEM and FINAL SKILL GRADE CALCULATIONS

TeacherPlus Manager

Gradebooks

Create User Accounts

To create a user account all that is needed is a valid email address.

1. Click **View Gradebooks** on the left menu, and then click **Create User Accounts**.

2. Click **Add User**.

3. In the **User Account** dialog box, type an email for the user name, and enter the user's first and last name.

4. Select the **Active** checkbox.

5. Set the Permissions for the user.

User Account

Add User Account

User Name:

First Name:

Last Name:

Active:

Management Site Password:

Permissions

Gradebook Access Rights: Full Attendance
 Read Only None

Which Gradebooks: All Selected

Management Report Rights: None
 Gradebooks With Access Rights
 All Gradebooks

Lock/Unlock Gradebooks:

View Logs:

TeacherPlus Manager

Reports

Report Name:

Query On: **Grades** ▼

For which report card column(s):

1st 2nd MIDEX SEM 1 3rd 4th FINEX Semes FINAL

Include students having grades:

At least ▼ 1 Grade(s): Between ▼ A+ ▼ and A+ ▼

Include results for withdrawn students.

Section Filter

Course Filter

The selected demographic fields will be added to the report:

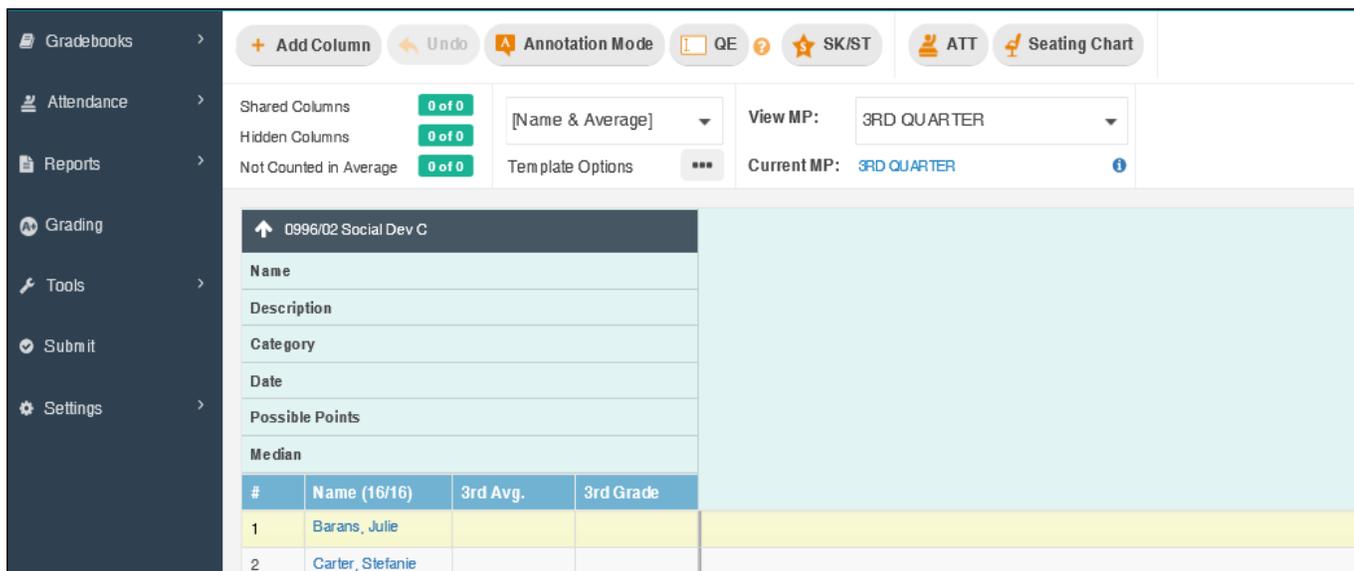
Available Fields	Selected Fields
Parent/Guardian	
Street	
City	
State	
ZIP	
Phone	
Homeroom	

Cancel Save Save And Run

- Grades ▼
- Grades
- Averages
- Scores
- Skill Grades
- Comments
- Narratives
- Attendance by Student
- Attendance Totals by Class
- All Students

TeacherPlus Gradebook

Navigation



Access the main navigation from the vertical left menu.

- Gradebook: Access all gradebooks available
- Attendance: View seating chart and weekly attendance
- Reports : Generate different types of student and class reports
- Grading: View grade scales as well as score and annotation codes
- Tools: Remove score columns, recalculate averages, and recalculate statistics
- Submit Submit gradebooks to the main office
- Settings: Configure column and Header Row view settings as well as general settings

TeacherPlus Gradebook

Settings

View Settings—Sort Columns

View Settings

Sort Columns

Header Rows

Gradebooks

Cancel Sort Now

Sort Columns:

by Name
 by Date
 first by Category, then by Date within each category

Sort Order:

Ascending
 Descending

View Settings—Header Rows

View Settings

Sort Columns

Header Rows

Gradebooks

Cancel OK

Select the header rows you want to display. You can drag and drop the fields to change their order. Name is a mandatory row, and it will always be the first row.

- Name
- Description
- Marking Period
- Category
- Date
- Possible Points
- Mean
- Median
- Student Score/Avg. Count
- Range
- Standard Deviation
- Variance
- Interquartile Range
- High Score/Avg.
- Low Score/Avg.
- Top Quartile
- Bottom Quartile

Withdrawn Students

Include withdrawn students for column statistics

View Settings

Sort Columns

Header Rows

Gradebooks

Cancel Save

*Active gradebooks are those which you have selected to appear in the [Gradebooks] tab.

Marking Period: 3RD QUARTER

Also Show in the Gradebook Menu: Line 2 (Course Number and Meeting Time)

Also Show in the Title Bar: Section Length (Quarter)

#	CRS/SC	Course Name	Display As	Meeting Time	Length	Submit Status	Active
1	HOMEROOM	217				Not Ready	<input checked="" type="checkbox"/>
2	0119/01	Algebra 1		E 12345	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>
3	0996/02	Social Dev		C	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>
4	0117/03	Algebra 1A		C 12345	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>
5	0117/04	Algebra 1A		B 12345	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>
6	0123/04	Geometry		H 12345	ALL YEAR	Ready (01/12/...	<input checked="" type="checkbox"/>
7	0119/05	Algebra 1		F 12345	ALL YEAR	Not Ready	<input checked="" type="checkbox"/>

View Settings—Gradebooks

TeacherPlus Gradebook

Attendance

1. Click  .

- In the **Class** column, right-click a cell corresponding to a student, and then click an attendance option or Click the desired cell to display an attendance option, and click the cell again, if applicable, to change your attendance option. For example, clicking the cell could change the attendance option to **A**, and clicking the cell again could change the attendance option to **T**.

AT: Submit		
Attendance		
02-08-2017		
Office Daily	Office Period	Class
		A
		A
		T
		A

No entry for a student is present, only mark students that are A or T.

Click **AT: Submit** to send your attendance data to the main office.

When attendance has been successfully submitted,  appears next to the course in the navigation menu.

Click  to close the **Attendance** columns.

To review attendance from a past week, click **Attendance > Weekly**

View on the navigation menu, and click  and  to navigate to the desired week. Edit attendance on the weekly view also.

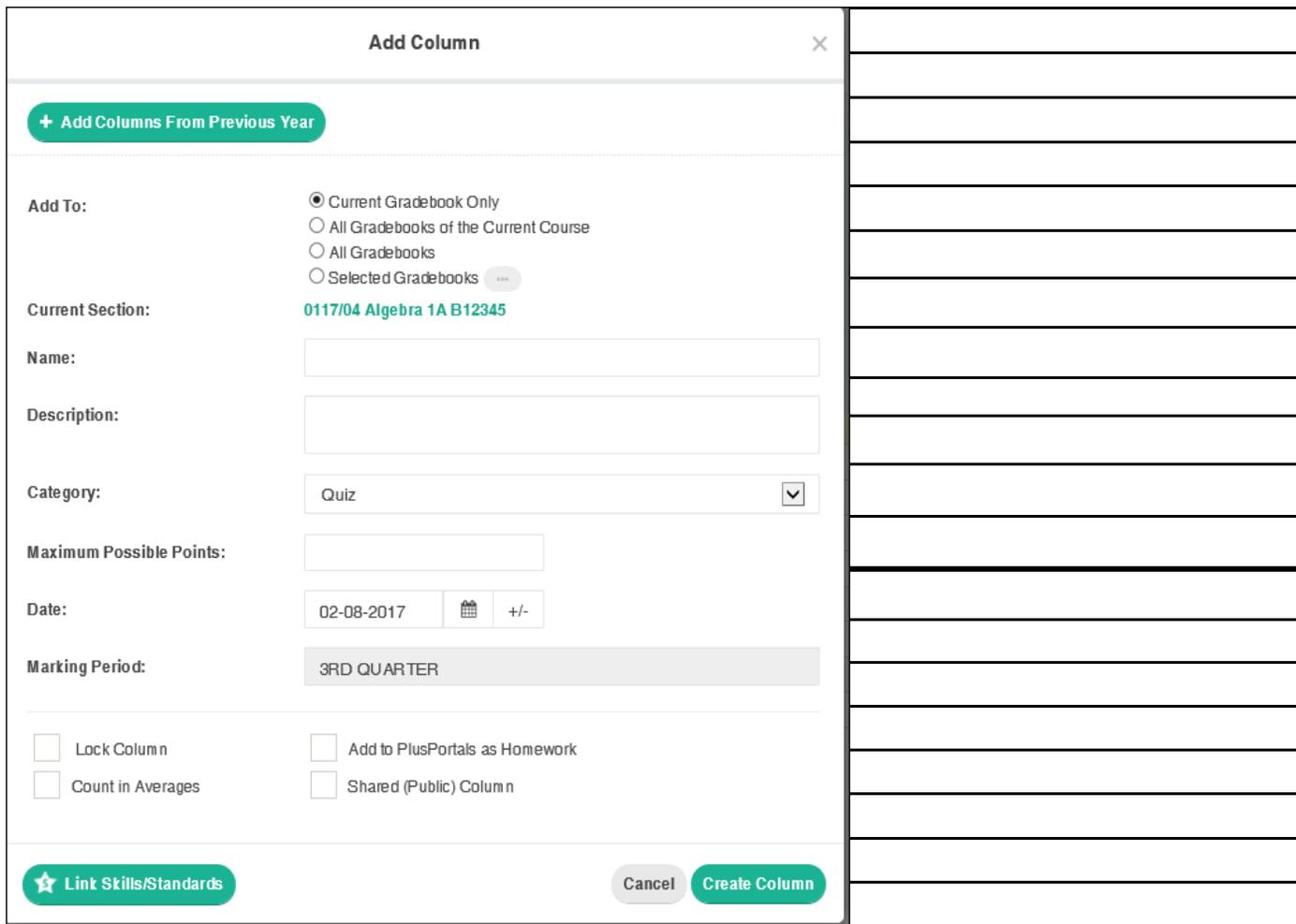
0123/01 Geometry A			Un-Submit ✓Submitted 03-01 21:18 2/22/2016 Monday		Un-Submit ✓Submitted 03-01 21:12 2/23/2016 Tuesday		Un-Submit ✓Submitted 03-01 21:18 2/24/2016 Wednesday		Un-Submit ✓Submitted 03-01 21:18 2/25/2016 Thursday	
#	Student Name	APID	Office Daily	Class	Office Daily	Class	Office Daily	Class	Office Daily	Class
1	Albrecht, Charles	10014		A						
2	Babcock, Marianne	10002			T					A
3	Barker, Carly	10003						D		
4	Chapman, Kacy	10011								
5	Corrigan, Ryan	10005								D
6	Davis, Arthur	10015								
7	Doucette, Dawn	10006		T						
8	Fickett, Chadwick	10016								
9	Fontaine, Brenda	10013		A						
10	Goodman, Ivy	10019						T		

TeacherPlus Gradebook

Adding Score Columns

Click  at the upper-left corner of the home screen.

The **Add Column** dialog box appears.



Add Column [X]

+ Add Columns From Previous Year

Add To:

- Current Gradebook Only
- All Gradebooks of the Current Course
- All Gradebooks
- Selected Gradebooks ...

Current Section: 0117/04 Algebra 1A B12345

Name: [Text Input]

Description: [Text Input]

Category: Quiz [Dropdown]

Maximum Possible Points: [Text Input]

Date: 02-08-2017 [Calendar] +/-

Marking Period: 3RD QUARTER [Dropdown]

Lock Column Add to PlusPortals as Homework

Count in Averages Shared (Public) Column

[Link Skills/Standards] [Cancel] [Create Column]

TeacherPlus Gradebook

Grading

Quick Entry

Quick Entry allows you to enter student grades when papers are not in alphabetical order.

1. Click  to turn on Quick Entry.
2. In the score column you're grading, click the cell of any student.
3. Enter the first three letters of a student's last name in the **Searching...** box, and press **Enter** on your keyboard.

Tip: If more than one student's name matches the first three letters of a last name, use the down arrow on your keyboard to navigate to the desired student.

4. Enter the student's score in the cell, and press **Enter**.
5. Repeat steps 3–4 for all applicable students.
6. When you've finished entering scores, click  to turn Quick Entry off.

Grading

Enter Skills Grade

Click  on the home screen.

Click the desired cell, and enter the skill grade using your keyboard.

FIRST MARKING PERIOD Skill Grade Calculation Settings Save and Verify Recalculate Back

0001/01 Reading A1					Skill 	Skill 	Skill 	Skill 	Skill 	Skill 	Skill 
Code					R1	R2	W1	W2	SS2	RE1	RE2
Description					Progressing toward reading 25 grade appropriate books	Shows evidence of understanding his/her reading in writing/discussic	Writes a well organized piece, using relevant facts and details	Shows evidence of planning, drafting, revising, editing	Presents ideas and gathers information in writing with clarity, evidence, logic	Demonstrates knowledge about books/print	Rhymes separat word so
#	Student Name	APID	1st Avg.	1st Gra...							
1	Abuliel, Jordan	11001	50.58	51	3	3	4		4	3	
2	Adams, Aimee	11002	49.89	50	2	2	2	2	3		

TeacherPlus Gradebook

Grading

Score Symbols

The score symbols are set by the manager and are available in the gradebook.

* The score will not be counted in average calculation if the value is left as blank.

Add Score Symbol

Score Name	Score Code	Shortcut	Value		
A+	A+	A+	100.00%		
A	A	A	96.00%		
A-	A-	A-	92.00%		
B+	B+	B+	90.00%		
B	B	B	86.00%		
B-	B-	B-	82.00%		
C+	C+	C+	80.00%		
C	C	C	76.00%		
C-	C-	C-	72.00%		
D+	D+	D+	70.00%		
D	D	D	66.00%		
D-	D-	D-	62.00%		
F	F	F	55.00%		
√+	√+	Q	95.00%		
√	√	V	85.00%		
√-	√-	Z	75.00%		
Pass	P	P	78.00%		
Fail	F	FL	55.00%		
Incomplete	I	I			
Exempt	X	X			
No Credit	N	N	0.00%		
Outstanding	O	O	100.00%		
Exceeds Satisfactory	S+	S+	95.00%		
Satisfactory	S	S	85.00%		
Below Satisfactory	S-	S-	75.00%		

TeacherPlus Gradebook

Grading

Score Annotations

Adding an annotation to a grade is a quick way to note any special circumstances regarding the score, such as for an assignment turned in late. You can either add annotations from a predefined list (such as "Great Work," "Incomplete Work," or "Turned in Late") or enter custom annotations of your own. Score annotations are visible to parents and students on PlusPortals.

The screenshot shows the 'Grading' interface with the 'Score Annotations' tab selected. Below the tabs, there are radio buttons for 'All' (selected), 'Default Annotations', and 'User Defined Annotations'. A table lists various annotations and their corresponding codes:

Annotation	Code
Turned in late	lt
Score Reduced: turned in Late	red
Score Increased: extra Credit	cr
Score Increased: extra Effort	eff
Needed Assistance	ast
Incomplete work	inc
Excellent work	***
Good work	**
Average work	*
Poor work	-
Late No Penalty	lnp
Extra Effort Shown	xe
Poor Effort	pe
Exempt	x
Excused	ex

To turn on annotation, click **Annotation Mode** at the top of the main screen or right click on a score cell. This will allow you to enter from List or Advanced Annotation entry.

The screenshot shows a context menu with the following options:

- Enter Score
- Enable Annotation Mode
- Enter Annotation from List
- Advanced Annotation Entry
- Drop Lowest Score for Baker, Andy
- Hide All Other Students
- Temporarily Hide Current Column = HW 25
- Add Score Column
- Add Score Columns From Previous Year
- Batch Entry: Current Column = HW 25

TeacherPlus Gradebook

Grading

Weighting

[Save & Recalculate](#)

Column Weighting

Convert Scores to a percentage before calculating Marking Period Averages (Not recommended)

Weight columns (Not recommended)

Category Weighting

Weight categories

Category Name	Weight	Percentage	Color	Delete	Hide
Quiz*	30.00	30.00%		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Homework*	25.00	25.00%		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test*	35.00	35.00%		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Daily Participation*	10.00	10.00%		<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Add New Category](#)

Drop Scores

[Undo Previously Dropped Score](#)

Drop the lowest score from which category?

Category Name

All Categories

Homework

This option will drop one score from each student that will maximize their 3RD QUARTER average.

Undo any previously dropped scores

[Drop Scores](#)

TeacherPlus Gradebook

View Student Info

View information for a particular student, including demographics, parent contact information, class attendance, assignment and exam scores, and a bar graph analysis of scores. The most convenient part about this feature is that it only takes one click to access it.

To access the Student Snapshot screen: on the home screen, click a student's name to open the Student Snapshot for that particular student.

0117/04 Algebra 1A B12345

Catherine Barker

Student Name

Demographics

STUDENT ADDRESS
RR 2, Box 428
Springfield, MA 01009

Parent/Guardian Mr. and Mrs. Ronald Barker	Phone 647-5291	Homeroom 101
---	-------------------	-----------------

Gender
F

ALLERGIES

Demographics

Mr. and Mrs. Ronald Barker
RR 2, Box 428
Springfield, MA 01009
647-5291

Class Attendance

Total Tardies : 0
Total Absences : 0

Column Scores

Name	Score
HW 25	

Score Analysis

The bar graph displays scores for assignments: HW 25, HW 26, HW 27, HW 28, HW 29, HW 30, HW 31, HW 32, HW 33, HW 34, HW 35, HW 36, HW 37, HW 38, HW 39, HW 40, HW 41, HW 42, HW 43, HW 44, HW 45, HW 46, HW 47, HW 48, HW 49, HW 50. The y-axis represents the score, ranging from 0 to 100. The bars are color-coded: green for scores 80-100, yellow for 60-80, and red for 40-60.

- To see more information for any of the panels at the bottom of the Snapshot, click at the upper right corner of the panel.
- Use the arrow buttons besides the student's photo to switch between students.
- To search for a particular student, enter his or her name in the box located at the upper-right corner of the Student Snapshot screen.

TeacherPlus Gradebook

Comments/Narratives

TeacherPlus offers “canned” comments or narratives.

“Canned comments are a list of predefined remarks set by the administrator

Narratives are written by the teacher.

“Canned ” comments and narratives can be included in reports and sent to AdminPlus report cards.

Both types of comments are accessed from a template. There is a default template, *Comments & Narratives*.

Shared Columns		0 of 1	[Comments & Narrat... ▼]	View MP:	3RD QUARTER ▼
Hidden Columns		0 of 1	Template Options	...	Current MP:
Not Counted in Average		1 of 1			3RD QUARTER ⓘ
0117/04 Algebra 1A B12345					
Name	Narra...	EFT		CIT	
Description		EFFORT		CITIZENSHIP	
Category					
Date					
Possible Points					
Median					
#	Name (9/9)	Nar...	EFT	CIT	
1	Baker, Andy				
2	Barker, Catherine				
3	Durling, James				
4	Gurney, Karen				
5	Lorrain, Tori				
6	Murray, Lindsay				
7	Vigeant, Leaha				
8	Williams, Heather				
9	Yannelli, Jason				

Right Click in the comment cell to select from the Comment list or choose Batch Entry to fill the column with the same comment for all students.

Click on the note icon in the Narrative column to open the window to type Narrative comments.

