

MyGradeBook Parent Guide

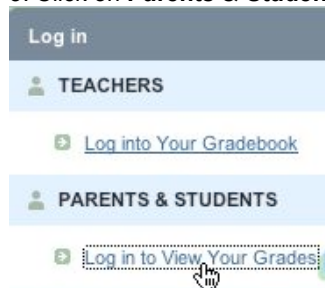
Introduction

Township High School District 214 is excited to introduce MyGradeBook to parents! This new tool has several features that make it a great communication tool for parents and teachers. It is a full-featured, completely secure Internet site that allows teachers to store their student's scores and share the information with parents in real-time.

You will receive, from at least one teacher, a classword and a password to access your student's grades. Now, when your child says "all my homework is done," you can go online and check. MyGradeBook allows all of us - the teacher, the parent, and the student — to work together to ensure your child's success in school.

Logging On

1. Open **Internet Explorer, Safari, or Firefox**
2. In the address bar, type <http://www.MyGradeBook.com> and press <Enter>
3. Click on **Parents & Students Login**



4. Click the **SINGLE Class**

Choose Type of Student/Parent Login

If you have already used the My Account screen to define a Primary Login ID and have linked it to your classes, click the "Multiple Class Login" button. Otherwise, click the "Single Class Login" button.



5. Type in the **Classword** provided by one of your student's teachers and press <TAB>
6. Type in the **Password** provided and click **Login**

Student and Parent Single Class Login

Classword: (or Student ID)

Student Password:

Tips and Information

- Classes will display in the **Linked Class** drop-down at the top of the page for all teachers who have released their class by assigning a password. To look at another class, simply select a different class in the drop-down. *If a class is not visible, that teacher has not assigned a password for that class.*
- The **Grading Period** displayed defaults to the current grading period (based on today's date). To look at information from a previous grading period, use the drop-down to select another period.
- If the teacher has setup the option, the **Email Teacher** link will open your default mail client to begin an email

mygradebook.com [Help](#) / [Email Teacher](#) / [My Account](#) / [Logoff](#)

Linked Class: English : 08/08/2005 - 05/26/2006

Course-Section: 0443-0443-06

Grading Period: 10/8/2005 - 12/19/2005: 2nd 9Wk

Student ID: 16982641 Student Name: Suppressed by teacher.

- To avoid receiving a **Warning: Page has Expired** message, use the tabs and links within the screens to move to other screens instead of your **Back** and **Forward** browser buttons
- Teachers can customize certain areas of MyGradeBook or may opt not to use all features. This means you may have more information from some teachers than others. Teachers are not mandated to use all features available in MyGradeBook.

Non-Numeric Scores

In addition to numeric values, special non-numeric scores can be defined for additional scoring options. Non-numeric definitions can be defined on a per class basis. Following are the default codes provided to each class through MyGradeBook.

Code	Affects Grades	Percentage of Max	Default Code	Missing Code	Description
?	No		Yes	No	Unscored. Does not affect grades. This code is automatically given as the default score when assignments are created.
ABS	Yes	0.00	No	No	Absent. Graded as a zero.
EXC	No		No	No	Excused. No score and does not affect grades.
INC	Yes	0.00	No	No	Incomplete. Graded as a zero.
LAT	Yes	0.00	No	No	Late. Graded as a zero.
MIS	Yes	0.00	No	Yes	Missing. Graded as a zero. This code is used when the student has not turned in an assignment. Reports and screens that display the number of missing assignments per student look for scores that have been assigned this code.
SUS	Yes	0.00	No	No	Suspension. Graded as a zero.
TAR	Yes	0.00	No	No	Tardy. Graded as a zero.
TRU	Yes	0.00	No	No	Truant. Graded as a zero.

Attendance

The attendance section is not currently utilized in MyGradeBook. We are awaiting an enhancement to pull this information from our Student Information System (SASI).

Summary

Overall

The **Overall** summary screen displays the current average for the grading period selected and assignments from the past two weeks and next two weeks. Other information, such as number of missing assignments is also summarized here. See the **Non-Numeric Scores** section for a description of special score types.

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Linked Class: English : 08/08/2005 - 05/26/2006
 Course-Section: 0443-0443-06
 Grading Period: 10/8/2005 - 12/19/2005: 2nd 9Wk
 Student ID: 16982641 Student Name: *Suppressed by teacher.*

Summary | **Assignments** | Attendance | Calendar | Comments | Class Information | MY Account

Overall | [Progress Reports](#) [Print this Page](#)

Overall Grade		
B (85.00%)		
Total # of Assignments	Total # of Assignments Due That Are Missing**	Total # of Assignments Due That Are Unscored**
1	0	0

Assignments due within the next 2 weeks and the previous 2 weeks
 To view the complete list of assignments, [Click Here](#).

Date Due	Assignment Name	Max Points	Points Given**	Percentage
11/04/2005	Chapter 1 Quiz	20.00	17.00	85.00%

**[Non-Numeric Scores](#)

* Indicates computed values were overridden by teacher

Progress Reports

The **Progress Reports** view displays the average for each separate grading period based on assignments due within that time period. If there are no assignments scored in that grading period, this screen displays an **F (0.00%)**. Do not be alarmed, as these will be correct once an assignment is scored during that grading period.

Summary | **Assignments** | Attendance | Calendar | Comments | Class Information | MY Account

Overall | [Progress Reports](#) [Print this Page](#)

1st Exm (12/20/2005 - 12/20/2005)

Letter Grade: **F**
 Percentage: 0.00%

Total # of Missing Assignments (Graded as zero): 0
 Total # of Unscored Assignments (Grade not affected): 0

2nd 9Wk (10/08/2005 - 12/19/2005)

Letter Grade: **B**
 Percentage: 85.00%

Total # of Missing Assignments (Graded as zero): 0
 Total # of Unscored Assignments (Grade not affected): 0

2nd Prg (10/08/2005 - 11/09/2005)

Letter Grade: **B**
 Percentage: 85.00%

Total # of Missing Assignments (Graded as zero): 0
 Total # of Unscored Assignments (Grade not affected): 0

1st 9Wk (08/08/2005 - 10/07/2005)

Letter Grade: **B**
 Percentage: 85.00%

Assignments

The Assignments tab displays scores by Category, Due Date, or Low Scores. The Due Date of the assignment determines the Grading Period in which the score is averaged. Make sure you have the current grading period selected to view the most up to date information. You can click the link for Assignments to see more information for the assignment if your teacher uses this feature. See the **Non-Numeric Scores** section for a description of special score types.

By Category

Displays the assignments in the category in which they were created. If the category is weighted, an average will display for scores within the category. If the teacher drops the lowest scores, the Scores to Drop will indicate how many assignments will be dropped from the average.

Summary Assignments **Attendance** Calendar Comments Class Information MY Account

By Category | [By Date Due](#) | [Low Scores](#) [Print this Page](#)

Category: Guided Reading
 Weight: 40.00 Scores to Drop: 0 Extra Credit: N Overall Grade: C (79.11%)

Assignment Name	Weight	Date Due	Max Points	Points Given **	% given
Chicago Ch 1 quiz	0.00	08/11/2005	100.00	80.00	80.00
Chicago Ch 2 quiz	0.00	08/16/2005	100.00	65.00	65.00
Chicago Ch 4 quiz	0.00	08/23/2005	100.00	73.00	73.00

By Due Date

This view displays the assignments in a list ordered by Due Date. The weights and category averages are not visible on this view.

Summary Assignments **Attendance** Calendar Comments Class Information MY Account

By Category | [By Date Due](#) | [Low Scores](#) [Print this Page](#)

Date Due	Assignment Name	Max Points	Points Given**	Percentage
10/07/2005	Book Project	100.00	100.00	100.00%
10/06/2005	Bonus Points	1.00	?	NA
10/05/2005	AR Points + 6 bk bonus	100.00	130.00	130.00%
09/30/2005	A Year Down Yonder ch 5	100.00	89.00	89.00%
09/30/2005	Grandma's Obituary	100.00	?	NA
09/29/2005	List 23 pop quiz	100.00	?	NA
09/23/2005	List 22 TEST	100.00	100.00	100.00%

Low Scores

This view allows you to display scores below a certain number (defaults to 70).

Summary Assignments **Attendance** Calendar Comments Class Information MY Account

By Category | [By Date Due](#) | [Low Scores](#) [Print this Page](#)

Show assignments where student scored below: %

Category: Guided Reading
 Weight: 40.00 Scores to Drop: 0 Extra Credit: N Overall Grade: C (79.11%)

Assignment Name	Weight	Date Due	Max Points	Points Given **	% given
Chicago Ch 2 quiz	0.00	08/16/2005	100.00	65.00	65.00
Chicago Ch 5 quiz	0.00	08/31/2005	100.00	66.00	66.00

Calendar

The calendar displays assignments and events in a monthly calendar format based on the Due Date of the assignment. If the teacher puts in assignments in advance, future items are available to view. Events may also be available on the Calendar if your teacher uses this feature. Click the link for the assignment or event to see more information.

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September ▾ 2005 ▾ Events All ▾ Assignments Weekends

[show calendar](#)

Blue links are for assignment descriptions; Red links are for event descriptions.

Mon	Tue	Wed	Thu	Fri
			1	2 formal letter wrtg List 21 TEST
5	6	7	8 Chicago end of book TEST	9 List 22 pop quiz
12	13 A Year down Yonder ch 1	14	15 List 22 pop quiz	16
19	20 List 22 crossword puzzle	21	22 Resoued P54-63	23 List 22 TEST
26	27	28	29 List 23 pop quiz	30 Grandma's Obituary A Year Down Yonder ch 5

Comments

The Comments tab contains comments that are entered for the Report Card (official comments), as well as general comments that the teacher can enter for your student.

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Official Teacher Comments

Date	Code	Comments
10/07/2005	038	Frequently late to class
10/07/2005	042	Comes to class w/o materials

General Teacher Comments

Date	Comments
08/15/2005	Trent sometimes does not bring his materials to class. The next time he will receive after school detention.

Class Information

The Class Information tab contains additional information about the grading setup for the class. The teacher may also provide announcements, class descriptions, and class policies in this area.

Summary	Assignments	Attendance	Calendar	Comments	Class Information	MY Account
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[Announcements](#) | [Description](#) | [Policies](#) | [Grading](#) | [Quizlab](#)

Class Announcement
If your teacher uses this area, any **class announcements** are posted here

Class Description
If your teacher uses this area, the **class description** is posted here

Class Policies
If your teacher uses this area, the **class policies** are posted here

Grading [??](#)

Categories

Name	Weight ??	Extra Credit	Scores To Drop ??
AR/Book Project	15.00%	No	0
Fluency	20.00%	No	0
Guided Reading	40.00%	No	0
Word Study	25.00%	No	0

Grading Period Weights [??](#)

Grading Period	Percentage of Overall Grade
8/08/2005 - 10/07/2005 1st 9Wk	21.25%
10/08/2005 - 12/19/2005 2nd 9Wk	21.25%
12/20/2005 - 12/20/2005 1st Exm	7.50%
1/05/2006 - 3/17/2006 3rd 9Wk	21.25%
3/18/2006 - 5/25/2006 4th 9Wk	21.25%
5/26/2006 - 5/26/2006 2nd Exm / EOCT	7.50%

Grading Scale

Minimum%	Grade	Description
89.50	A	
79.50	B	
70.50	C	
60.50	D	

My Account

Email addresses on record in SASI are found in the My Account tab. Although this area will allow you to update your email addresses, please do not make these changes here. All email address updates should be made directly in SASI since that information may overwrite any changes with a future upload. Please notify your teacher if an email address needs to be changed. Also, since all classes are already linked, the Link/Create Primary Login option is not necessary to view all classes.

Summary	Assignments	Attendance	Calendar	Comments	Class Information	MY Account
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Primary Login ID:
Primary Login Password:
Student's Email: tmcglumphy@email.com
Father's Email: carrelldebbie@1email.com
Mother's Email: