

Mindex Technologies, Inc.

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schooltool.com

# schooltool Parent/Student Access Guide

school <b>tool</b>	Mindex Technologies Inc.   <i>Celebrating 23 Years of Excellence</i> 3495 Winton Place Plaza   Building E, Suite 4   Rochester, NY 14623 Office: 585 424 3590   Fax: 585 424 3809 online: mindex   schooltool   facebook					
HOME LOGOUT 2016-2017						
MY HOME PREFERENCES	MY HOME	Catherine Bailey M 54 Mccallister Street Rochester NY, 90210	Students Daughter Home: (555) 428-6226	Campus	Account	Messages
	Show Courses	Richard Bailey ⊠ 54 Mccallister Street Rochester NY, 90210	Son Home: (555) 428-6226			<b>2</b>



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# **Getting Started**

## **Basic Information**

school**tool** is a historical application that holds all permanent record information on an individual student by school year. school**tool** also allows you to view past information about every student such as classes, grades, attendance, and discipline information. Historically, school**tool** also keeps records for state reporting purposes.

PERSONAL	INFORMATIO	N.		
				p 🂫
Bailey, Rich	nard			1326
	FIRST:	Richard	RESIDENCE:	54 Mccallister Street
land	MIDDLE:	С	BUONES	Rochester, NY 90210
100	LAST:	Bailey	PHONES:	H: (555) 428-6226
	GENDER:	Male	GRADE:	12
	DOB:	9/23/1999 (18 yr 0 mo)	HOMEROOM:	
AII 🕂 颷	1ST LANGUAGE:	English	COUNSELOR:	Wood, Alice M
Cycle day B, P Pre-Calculus in	eriod 7 (12:18PM f n Room 151 Teach	to 12:58PM) ner: Thomas Taylor		Mindex HS/High School

# Navigation

school**tool** is a web-based application. This means it can be accessed from any Internet connection anywhere in the world if you know your URL. This also means that if there is no Internet connection, you cannot access school**tool**.

While viewing school**tool** through a web browser, you should always use the buttons and links *within* the school**tool** interface, and not those of your browser. If you use the **tool**bar buttons and/or menus of your browser, this may cause errors and impact the data on your screen. As a general rule, do not use the Back button on your browser as this will halt your connection to the database.

Finally, all of the links and navigation buttons are accessed with a *single* click, not a double click. Double clicking may not produce the desired results.

**Note:** The preferred browser for school**tool** is Internet Explorer, but you can also use Safari. school**tool** will work no matter connection you use (e.g., dial up, DSL, cable)

**Note:** school**tool** uses several pop-up windows for calendars, alerts, confirmations, and reports. Please make sure to disable your pop-up blocker for the school**tool** URL.



#### **Navigation Buttons**

school**tool** uses simple navigation buttons that allow you to perform basic functions with a single click of the mouse. The specific tool tips associated with each button may give more descriptive text than shown below, but the basic functionality remains the same.

	Show/Hide		Print or Report	0	Cancel
-	Show/Hide	A	Done or Return	X	Email
	Select or Details	ŷ	Previous or Done	ABC	Check Spelling

## **Organizing Data Using Column Headings**

In many lists, column headings may be used to reorder the list. Click once on a column heading and the list will sort in ascending order, using the data in that column. Click again and the data sorts in descending order. If a column heading can be sorted, your mouse pointer will become a hand when held over the column heading, which indicates that the column can be sorted.

For example, if you clicked the heading for First Name, the information would appear in ascending alphabetical order of first names. Click First Name again, and the list sorts in descending alphabetical order of first names.

**Note:** school**tool** often uses a simple sort where numbers are treated as text. For this reason, numeric columns can be sorted, but may display the data in an unexpected order. For example, you may see grades 1, 10, and 11 listed before grade 2, because the list sorts on the first digit then the second.



# Using schooltool

After logging in, a user will be presented with a screen containing three or more tabs:

school <b>tool</b>		3495 Winton Place Pla Office: 5	es Inc.   <i>Celebrating 23 Years of Ex</i> za   Building E, Suite 4   Rochester, 35 424 3590   Fax: 585 424 3809 ndex   schooltool   facebook		scho	ol <b>tool</b> .
2016-2017						
му номе	MY HOME		Student	s Campus	Account	Messages
PREFERENCES						
DISCUSSIONS						
FORMS		Catherine Bailey 54 Mccallister Street Rochester NY, 90210	Daughter Home: (555) 428-62:	26		
	Show Course	S				

# Students Tab

This tab provides a listing of all students that "belong" to the logged-in parent, including contact information for each student. A parent may be able to view additional information and student-specific tabs (covered later in this document) by clicking on a student's Select  $\triangleright$  button.

If the person logging in is a student, the screen will only show the logged-in student's information.

school <b>tool</b> .	Mindex Technologies Inc.   Celebrating 23 Years of Excellence 3495 Winton Place Plaza   Building F, Suite 4   Rochester, NY 14623 Office: 585 424 3590   Fax: 585 424 3809 online: mindex   schooltool   facebook					
HOME LOGOUT						
2016-2017						
MY HOME			Students	Campus	Account	Messages
PREFERENCES	MY HOME					0
	Show Course:	Catherine Bailey M 54 Mccallister Street Rochester NY, 90210	Daughter Horne: (555) 428-6226			
		Richard Bailey M 54 Mccallister Street Rochester NY, 90210	Son Home: (555) 428-6226			
	Show Courses	5				

**Note:** Depending on district settings, the information available may be different from student to student depending on each student's building/school level.



# Campus Tab

This tab is where a parent will see general campus information, including cycle days, announcements, and other pertinent school information.



## Messages Tab

This tab displays any available messages. These messages may contain text, links, images, or attachments. If the message has an attachment, an icon and the attachment filename will be displayed at the bottom of the message. To download an attachment, simply click on the Download Attachment 📄 icon beside the filename.

	Students	Campus	Account	Messages
MY HOME				
				0
Message Board Welcome Parent	s!			
This area may be used to display import	ant messages	for parents.		
Parent Access Guide.docx				
Terms Of Use.docx				



# **Parent/Student Portal**

Once a user has selected a student, the screen will refresh with that student's Personal Information and several additional tabs.

**Note:** The specific tabs available to parents will depend on district settings. This document provides a brief overview of the most common tabs that a parent user might see.

#### **Student Record**

The top portion of the screen will provide basic information about that student. This includes the student's full name, age, date of birth, primary language, address, phone number, grade, enrollment type, and building/school level. Depending on district settings, users may also see that student's current location.

PERS	ONAL INFORMATIO	N					
	FIRST: MIDDLE: LAST: GENDER:	E Bailey Female 4/29/2006 (11 yr 4 English	ŧ mo)	1	GRADE: HOMEROOM: HR TEACHER: BUILDING:	Rocheste H: (555 5 159 Wright, E Mindex N	er, NY 90210 ) 428-6226
		Contacts	Schedule	Attendance	Discipline	Grades	Assignments
STUD	ENT						
Contacts	1				3	1	(
	Margaret Bailey M 54 Mccallister Street Rochester, NY 90210			er e: (555) 428-62 (555) 425-4547			
	Brian Bailey ⊠ 54 Mccallister Street Rochester, NY 90210		Cell:	r e: (555) 428-62 (555) 425-4543 : (555) 425-454	Unl		
	Jennifer Baker ⊠ 3720 Birmingham Drive Rochester, NY 90210		Cell:	e: (555) 443-39 (555) 425-4431 : (555) 425-443	Unl		
	Roger Baker 3720 Birmingham Drive Rochester, NY 90210		Cell:	e: (555) 443-39 (555) 425-4427 (555) 425-442	Unl		
	Margaret Murphy 3736 Birmingham Drive Rochester, NY 90210		Home	Imother :: (555) 464-42 : (555) 428-462			
	Robert Murphy 3736 Birmingham Drive Rochester, NY 90210			lfather a: (555) 456-30	18		
Siblings							
Cipinigo	Catherine Bailey		01 (15 yr 10			Mindex HS	
	Richard Bailey	9/23/1999	(17 yr 11 mo	1	M	index HS/1	2

Buttons available on the Personal Information section include the following:

- The Show / Hide information  $\widehat{}$  button allows the user to show or hide the Personal Information section.
- Done 🎤 button will return to the user to the main Home screen

The bottom portion of the screen will show the **Contacts** tab by default, but will change when other tabs are selected. Each of the tabs are described in detail on the following pages.



# **Contacts Tab**

The Contacts tab provides a list of contacts associated with that student. This will show parents, guardians, and other adult contacts, and any siblings. The specific information that is displayed is based on permissions set by the district.

	Contacts	Schedule	Attendance	Discipline	Grades	Assignments
STUDENT						
Contacts				J	)	0
Margaret Bailey M 54 Mccallister Street Rochester, NY 90210			er e: (555) 428-62 (555) 425-4547			
Brian Bailey ⊠ 54 Mccallister Street Rochester, NY 90210		Cell:	r 2: (555) 428-62 2555) 425-4543 2555) 425-454	Unl		2
Jennifer Baker ⊠ 3720 Birmingham Drive Rochester, NY 90210		Cell:	e: (555) 443-39 (555) 425-4431 (555) 425-443	Unl		
Roger Baker 3720 Birmingham Drive Rochester, NY 90210		Cell:	: (555) 443-39 555) 425-4427 (555) 425-442	Unl		
Margaret Murphy 3736 Birmingham Drive Rochester, NY 90210		Home	Imother :: (555) 464-424 : (555) 428-462			
Robert Murphy 3736 Birmingham Drive Rochester, NY 90210			lfather :: (555) 456-30	18		
Siblings						
Catherine Bailey	11/18/20	01 (15 yr 10	mo)		Mindex HS/*	0
Richard Bailey	9/23/1999	(17 yr 11 mo)	1	М	index HS/12	

From the Contacts tab, a user may email any contact who has an email address listed. To send an email to a contact, click the Send Email M button. An email form will open, allowing the parent to enter a subject and their desired message.

SEND EMAIL	
	4
FROM:	
Margaret Bailey (parent@mdx.com)	
TO:	
Brian Bailey (Father@mdx.com);	
BCC:	
SUBJECT:	
BODY:	
	~
	5.7
	$\checkmark$
ABC .	
IMPORTANCE: Normal	
Attachments must be smaller than 10 MB.	
Browse Upload Attachment	
SEND TO: Send Email	

**Note:** The "From" and "To" fields will be pre-populated with the user's email address in the "From" field and the contact's email address in the "To" field. Parents may enter any additional recipient email addresses in the "BCC" (blind carbon copy) field.

• Users may add attachments by clicking the Browse Browse... and Upload Attachment buttons near the bottom of the screen.

Attachments must be smaller than 10 MB.						
	Browse	Upload Attachment				



- In addition, users may click the Check Spelling 🖤 button to check the body of their message.
- When the message is ready to be sent, click the Send Email <u>Send Email</u> button at the bottom of the screen.
- You may also change a message's importance with the drop down at the bottom of your message.
- To cancel the message, click the Done S button in the upper right corner of the screen to return to the Contacts tab without sending.

#### Schedule Tab

The Schedule tab provides a complete list of the student's schedule for the current school year. This list shows which course the student has during each period, which section number the student is in, the days that course meets, the room where the course meets, and the teacher who teaches that course.

**Note:** Depending on user permissions and settings in Maintenance, student schedules may not be available until after a specified date. When this is the case, a message will appear in place of the schedule to indicate that schedules are not currently available.

		Contacts	Schedule	Attendance	e Disciplin	e Grades	Assignments
STUDE	INT						
View: Sch	nedule	Report to print: Standar	rd Student Se	chedule	~4	0	2.55
							(
Stand	ard View $\bigcirc$ (	Grid View					
		S1 - Mi	ndex HS : H	igh School			
Period	Section	Course		Days		Teacher	
	1	Economics/Government		A,B	2	🛿 Mr. Rodrigi	Jez
	1	English 12		A,B	2	Mr. Rodrigi	Jez
1 - 5	1	New Ventures - AM		A,B	187	🛯 Mr. Rodrigi	lez
6	2	Lunch		A,B	Cafe	Ms. Morgto	n
7	2	Pre-Calculus		A,B	151	Mr. Taylor	
8	3	Physics		A,B	119	Mr. Martin	
9	6	Physics Lab		В	119	🛾 Mr. Martin	
9	13	PE Gr 11/12		A	128	Mr. Wilson	
		S2 - Mi	ndex HS : H	igh School			
Period	Section	Course		Days	Room 🛽	Teacher	
	1	Economics/Government		A,B	2	Mr. Rodrigu	lez
	1	English 12		A,B	2	Mr. Rodrigu	Jez
1 - 5	1	New Ventures - AM		A,B	187	Mr. Rodrigu	Jez
6	2	Lunch		A,B	Cafe	Ms. Morgto	n
7	2	Pre-Calculus		A,B	151	Mr. Taylor	
8	3	Physics		A,B	119	Mr. Martin	
9	6	Physics Lab		B	119	Mr. Martin	
9	13	PE Gr 11/12		A	128	Mr. Wilson	

- Parents may use the Send Email M button to email any teacher who has an email address listed. To send an email use the process described under the **Contacts Tab** section.
- The schedule may be viewed in Standard View, or in Grid View. Parents may switch between views by clicking the appropriate radio button and waiting for the page to refresh with the new view.
- Clicking the dropdown beside View will allow you to toggle between your student's schedule and their course selections, while the dropdown beside Report to print will allow you to choose from Standard Student Schedule, (grid style, or missing courses (based on course selections).
- Clicking on the Print Schedule button will allow users to print Student Schedule report in a new window. If multiple
  report formats are available, you will be provided with a drop-down menu where you may select the appropriate
  report format to be generated.



• The Course Selections view provides a read-only summary of a student's course selections for a given school year. Use the School Year drop-down to select the appropriate year (only school years for which the student has course selections will appear in the list). The Course Selections view will show the total number of credits selected, as well as the Course (including Course ID and Course Name), the Priority, if applicable, and the number of credits associated with that course.

	Contacts	Schedule	Attendance	Discipline	Grades Assignments
STUDENT					
View: Course Selections 🗸					
School Year: 2016-2017 🗸					<u>(</u>
Credits Selected: 7.75					
Course				Priority	Credit
00083 Pre-Calculus					1
00084 College Calc 4					1
00100 Physics					1.25
00101 Physics Lab					0
00164 PE Gr 11/12					0.5
00232 New Ventures - AM					2
00235 English 12					1
00236 Economics/Government					1

**Note:** The specific report formats available in this area are determined by the district. The following are samples of two commonly used reports.

## Standard Grid Report Sample

			High Schoo	bl		
Student Name: H	IEMINGWAY, Greg	Student Nu	- Imber: 902046	Grade: 9	Homeroom:	
l 11 Main St. Rochester, NY 902:	10	Locker: Combo:		Cour	selor:	
Semester: Fa	ll					
	1	2	3	4	5	6
Period 1	ALGEBRA II					
Time 8:00 - 8:45	Wilson(359)	Wilson(359)	Wilson(359)	Wilson(359)	Wilson(359)	Wilson(359)
Period 2	EARTH SCIENCE	EARTH SCIENCE	EARTH SCIENCE	CONCERT BAND II	EARTH SCIENCE	EARTH SCIENCE
Time 8:50 - 9:35	Rofriguez(266)	Rofriguez(266)	Rofriguez(266)	Bonner(218)	Rofriguez(266)	Rofriguez(266)
Period 3	SOCIAL STUDIES 9	FRENCH 2	SOCIAL STUDIES 9	SOCIAL STUDIES 9	SOCIAL STUDIES 9	SOCIAL STUDIES 9
Time 9:40 - 10:25	Perry(104.)	Lee(410)	Perry(104.)	Perry(104.)	Perry(104 )	Perry(104.)
Period 4	SKILLS LAB					
Time 10:30 - 11:15	Rollins(315)	Rollins(315)	Rollins(315)	Rollins(315)	Rollins(315)	Rollins(315)
Period 5	LRR	LRR	LRR	LRR	LRR	LRR
Time 11:20 - 12:05	Walker(352.)	Walker(352)	Walker(352 )	Walker(352)	Walker(352 )	Walker(352)
Period 6	FRENCH 2 ES	LAW & GOVERNMENT				
Time 12:10 - 12:55	Briggs(404 )	Briggs(404 )	Briggs(404 )	Briggs(404 )	Briggs(404)	Fairrow(201)
Period 7 Time 1:00 - 1:45	ART OF COMMUNICATION Yellow(319)					
Period 8	PE 9-10B	PSYCHOLOGY	PE 9-10B	PSYCHOLOGY	PE9-108	PSYCHOLOGY
Time 1:50 - 2:35	Baily(GYM)	Shear(326)	Baily(GYM)	Shear(326)	Baily(GYM)	Shear(326)



# Standard Schedule Report Sample

	Student Schedule										
									12/02/2008		
				Changed Dat	e: 12/02/2008						
Student ID		Student Name				Gender	Grade	HomeRoom	DOB		
	M 9										
902046	902046 HEMINGWAY, Greg										
Course ID	Sect.	Semesters	Course Name		Room	Perio	i Days Mi	et. Teacher			
32200	1	F, S	ALGEBRA II		359	1	1,2,3,4,5	,6 Wilson			
40000	2	F, S	EARTH SCIEN	CE	266	2	1,2,3,5,6	Rofriguez			
65400	1	F, S	CONCERT BAI	ND II	218	2	4	Bonner			
10000	6	F, S	SOCIAL STUDI	ES 9	104	3	1,3,4,5,6	Peny			
20400	1	F, S	FRENCH 2		410	3	2	Lee			
82000	4	F, S	SKILLS LAB		315	4	1,2,3,4,5	,6 Rollins			
81000	9	F, S	LRR		352	5	1,2,3,4,5	,6			
20600	2	F, S	FRENCH 2 ES		404	6	1,2,3,4,5	i			
12300	10	F	LAW & GOVER	INMENT	201	6	6	Fairrow			
05200	7	F, S	ARTOFCOMO	UNICATION		1	1,2,3,4,5	,6			
70100	8	F	PE 9-10B		GYM	8	1,3,5	Baily			
12600	2	F	PSYCHOLOGY		326	8	2,4,6	Shear			



# Attendance Tab

The Attendance tab shows a summary of the student's total absences for the current year (if any). Users may view a summary of Daily Attendance, All Course Attendance, or Missed Course Attendance by selecting the appropriate radio button. Use the year drop-down to review historical data for a previous year.

- The Daily Attendance view shows users all daily absences. This may also include early dismissals, late arrivals, and in/out records. All attendance records will be displayed with Type, Location, Date, and Reason when known.
- The Missed Course Attendance view shows users all period misses where the student was marked absent by a teacher (this view only includes period misses for times when the student was expected to be in class, and does not include period absences that are tied to daily absences).
- The All Course Attendance view allows users to see *all* course absences, including those that are tied to daily absences. Any course absence that is tied to a daily absence will display any Reason that has been entered for the daily absence.

	Contacts	Schedule Attendance	Discipline Grades	Assignments
STUDEN	Т			
Daily Att	tendance O Course Attendance All	~		
SCHOOL YE	AR: 2016-2017 V LOCATION: All	All	<b>~</b>	0
Туре	Location	Date	Reason	
Absent	Mindex HS/High School	8/29/2017	Sick	
Absent	Mindex HS/High School	6/21/2017	Doctor Appointment	
Absent	Mindex HS/High School	2/24/2017	Dentist Appointment	
Absent	Mindex HS/High School	2/23/2017	College Visit	
Absent	Mindex HS/High School	2/22/2017	College Visit	
Absent	Mindex HS/High School	2/21/2017	College Visit	
Absent	Mindex HS/High School	12/8/2016	Sick	

• Missed Classes: shows users all period misses where the student was marked absent by a teacher (this view only includes period misses for times when the student was expected to be in class, and does not include period absences that are tied to daily absences).

		Contacts	Schedule	Attendance	Discipline	Grades	Assignments				
STUD	ENT										
O Daily Attendance  Course Attendance Missed											
SCHOOL YEAR: 2015-2016											
Туре	Date	Course	Teacher	Reason							
Absent	4/15/2016	Adv Draw/Design/Product - (	6	Hall	Legitimate						



• Attendance Letter: shows users a list of period attendance that may contribute to attendance policy letters (the specific types of attendance entries shown is dependent on how course attendance policy is configured).

			Contacts	Schedule	Attend	lance	Discipline	Grades	Assignments
STUD	ENT								
O Daily	Attendance	Course Attenda	nce Attenda	ince Letter 🗸	1				
SCHOOL	YEAR: 2015-	2016 🗸							.HHT 🔞
Туре	Date	Course				Period	Teacher	Reason	
Absent	6/13/2016	Basic Electricity -	- 00138 - (SN	l:01)		9	Jackson	Home	
Absent	6/13/2016	Chemistry Lab - 0	00099 - (SN:	08)		8	Roberts	Home	
Absent	6/10/2016	Basic Electricity -	- 00138 - (SN	I:01)		9	Jackson	Appointme	nt
Absent	6/10/2016	ELA 11/12 AIS -	00058 - (SN:	05)		8	Moore	Appointme	nt
Absent	5/20/2016	Basic Electricity -	- 00138 - (SN	I:01)		9	Jackson	Unexcuse	d Absence
Absent	5/20/2016	ELA 11/12 AIS -	00058 - (SN:	05)		8	Moore	Unexcuse	d Absence
Absent	5/20/2016	Algebra 2 - 0155	1 - (SN:03)			7	Taylor	Unexcuse	Absence
Absent	5/20/2016	English 11 - 0005	53 - (SN:01)			1	Adams	Unexcuse	d Absence

• A list of attendance tallies will display in a pop-up. Use the drop-down to tally by reason, type, course, period, teacher, or date. Click the Print 🖶 icon to send a printer-friendly version of the tallies to your printer.

Attendance Tallies	x
Tally By: Reason 🗸	0
Reason	Total
Known Absence	1
Sick	1
Grand Total:	2
	-

**Note:** Each summary view is controlled by its own permission; if you do not have permission to view a specific option, the radio button for that option will not appear. In addition, depending on your school's settings, newly submitted absences may not be visible immediately.



#### Mindex Technologies, Inc.

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# **Grades Tab**

The **My Home > Grades** tab shows grades in each class based on the selected view. The Grade column displays the word "None" until grades have been published. To view grades, select the appropriate view from the drop-down menu.

					Cont	acts Schedul	e Attendance	Discipline	Grades	Assignments
STUDENT										
School Year 2015-2016 V	iew Marking Period G	Grades	<ul> <li>for</li> </ul>	MP1 🗸						0
Course	Teacher	MP	Days	Period	Section	Grade	Comments			
Adv Draw/Design/Product	Mr. Hall	S1,S2	A,B	6	1	98	Vey bright a	nd cooperative	e.	
Algebra 2	Mr. Taylor	S1,S2	A,B	7	3	77	More studyi	ng at home ca	n only help.	
Chemistry	Mr. Roberts	S1,S2	A,B	4	2	92	Shows a rea	al aptitude for	STEMs.	
ELA 11/12 AIS	Ms. Moore	S1,S2	A	8	5	Satisfactory	Willing to as     Completes r			S.
Energy Systems	Mr. Brown	S1	A,B	3	1	98	<ul> <li>Vey bright a</li> </ul>	nd cooperative	e.	
English 11	Ms. Adams	S1,S2	A,B	1	1	80	An absolute     Show amaz		ave in class	-
PE Gr 11/12	Mr. Johnson	S1,S2	В	3	4	100				
US History & Govt 11	Ms. Walker	S1,S2	A,B	2	2	84	Hard worker	ſ.		

Available views include the following:

- Marking Period Grades
- Progress Report Grades
- Marking Period Average
- Assessment Grades
- Final Grades



#### Marking Period / Progress Report Grades

The Marking Period Grades and Progress Report Grades views allow users to see marking period grades and/or progress report grades for each grading interval. For both views, the screen will show grades for the current grading interval by default. Whenever grades are not available, the Grade column will display "None."

Descriptor-based course grades may be visible on the Marking Period Grades view. Descriptor topics for each course will be listed, with any available grades, grouped alphabetically by course name.

Users with the appropriate permissions also have the option to print report cards and/or progress reports from these views. If more than one report format is available for printing, a drop-down menu will appear and the user must select a report format to print. Any configurable options will default to the values set in Counseling. To print, navigate to the appropriate Marking Period or Progress Report Grades view and click the Print 🖶 icon.

					Co	ontacts Sci	hedule	Attendance	Discipline	Grades	Assignments
STUDENT											
School Year 2015-2016 V	iew Marking Period	Grades	✓ for	MP6 V	·						0
Report to print: 6 MP - Secondary	Report Card (Landso	ape)	1								
Course	Teacher	MP	Days	Period	Section	Grade	Co	mments			
Adv Draw/Design/Product	Mr. Hall	S1,S2	A,B	6	1	97	•	More studying a	at home can o	nly help.	
Algebra 2	🖾 Mr. Taylor	S1,S2	A,B	7	3	92	•	Continuing to m	nake progress	toward goa	ls.
Basic Electricity	Mr. Jackson	S2	A,B	9	1	93	•	Vey bright and	cooperative.		
Chemistry	Mr. Roberts	S1,S2	A,B	4	2	91	•	Continuing to m	nake progress	toward goa	ls.
ELA 11/12 AIS	Ms. Moore	S1,S2	A	8	5	Satisfactory		Vey bright and Hard worker.	cooperative.		
English 11	Ms. Adams	S1,S2	A,B	1	1	75	•	Show amazing	progress		
PE Gr 11/12	Mr. Johnson	S1,S2	В	3	4	100					
US History & Govt 11	Ms. Walker	S1,S2	A,B	2	2	78	•	Willing to ask for	or extra help.		

#### **Marking Period Average**

To view the marking period averages for each course, select the appropriate year from the drop-down menu and choose the Marking Period Average option from the View drop-down. This view will display the current grade book average for that course. If teachers are using Category Weightings, those will also be seen here.

		Contacts	Schedule	Attendance	Discipline	Grades	Assignments
STUDENT							
View Marking Period Average v for MP3 v							0
Course	Average	Categories					
Adv Draw/Design/Product, Section 1	98.08			Category		Weight	Average
Mr. Hall		77252 24		Performance:		75%	98.00
Meets: Sem S1,S2 Days A,B Period(s) 6		Quiz	es,Tests,Act	ivities,Notebook:		25%	98.33
Algebra 2, Section 3	70.50			Category	1	Weight	Average
Mr. Taylor				quiz:		40%	78.00
Meets: Sem S1,S2 Days A,B Period(s) 7				test:		60%	65.50
Chemistry, Section 2	87.07			Category		Weight	Average
Mr. Roberts				Lab Reports:		20%	91.76
Meets: Sem S1,S2 Days A,B Period(s) 4				Homework:		5%	96.47
			Quizzes,	Class Activities:		25%	94.44
				Test		50%	80.57
ELA 11/12 AIS, Section 5	None						
Ms. Moore							
Meets: Sem S1,S2 Days A Period(s) 8							
Energy Systems, Section 1	95.00			Category		Weight	Average
Mr. Brown				activities:			95.00
Meets: Sem S1 Days A,B Period(s) 3	News						
English 11, Section 1	None						
Meets: Sem S1,S2 Days A,B Period(s) 1							
PE Gr 11/12 . Section 4	100.00			Category		Weight	Average
Mr. Johnson	100.00			PE Score:	6	weight	100.00
Meets: Sem S1,S2 Days B Period(s) 3				1 L SCOIE.			100.00
US History & Govt 11, Section 2	91.46			Category		Weight	Average
Ms. Walker							91.46
Meets: Sem S1,S2 Days A,B Period(s) 2							01.10



#### Assessment Grades

To view assessment grades, select the appropriate school year and select the "Assessment Grades" option from the View dropdown. The screen will refresh to show all assessments assigned to that student for the selected school year. Any available grades will display in the "Score" column; for exams where scores have not yet been entered, the word "None" will display instead.

		Contacts Schedule Attendance Disci	pline Gr	ades Assignments
STUDENT				
School Year 20	115-2016 View Assessment Grades			(
-	-		1-	1-
Туре	Course	Exam	Score	Date
Local Final	Adv Draw/Design/Product	Local Final	95	
State Final	Algebra 2	Algebra II CC Regents	76	6/1/2016
Local Final	Basic Electricity	Local Final	90	
State Final	Chemistry	Chemistry Regents	85	6/21/2016
Local Final	Energy Systems	Local Final	93	
State Final	English 11	English Language Arts CC Regents	88	6/14/2016
State Final	US History & Govt 11	U.S. History & Govt Regents	91	6/15/2016
State		Algebra 2/Trigonometry Regents	46	6/17/2016
State		SAT I Critical Reading	480	5/7/2016
State		SAT I Mathematics	550	5/7/2016

If a student has received an assessment note for any assessment, the short code of the note may display instead of the score, depending on yearly configuration options.

#### **Final Grades**

To view final course grades, select the appropriate school year and select the "Final Grades" option from the View drop-down. This view will display the final grade for all courses for which grades have been submitted. This view is year-specific and is not limited to a specific marking period or progress interval. If grades are not available for any course, the Grade column will display "None" for that course.

		Contacts Sc	hedule Att	tendance	Discipline Grade	Assignments
STUDENT						
School Year 2015-2016 View Final Grade	es 💙					0
Course	Teacher	MP	Days	Period	Section	Grade
Adv Draw/Design/Product	Mr. Hall	S1,S2	A,B	6	1	97
Algebra 2	Mr. Taylor	S1,S2	A,B	7	3	82
Am. Sign Language 1						94
Am. Sign Language 2						95
American Sign 3						95
Basic Electricity	Mr. Jackson	S2	A,B	9	1	95
Chemistry	Mr. Roberts	S1,S2	A,B	4	2	89
Chemistry Lab	Mr. Roberts	S1,S2	В	8	8	P
ELA 11/12 AIS	Ms. Moore	S1,S2	A	8	5	None
Energy Systems	Mr. Brown	S1	A,B	3	1	96
English 11	Ms. Adams	S1,S2	A,B	1	1	80
PE Gr 11/12	Mr. Johnson	S1,S2	В	3	4	98
US History & Govt 11	Ms. Walker	S1,S2	A,B	2	2	84



# Assignments Tab

The Assignments tab shows a list of all graded assignments for the current year. This list may be filtered by school year, marking period, and/or course. If multiple teachers are assigned to a course, all teachers' last names will be displayed in the "Teacher Name" column, separated by a "/."

**Note:** Teachers may determine whether or not each assignment may be viewed by parents; if a teacher opts not to show a specific assignment, it will not be displayed even if it has been given a grade.

			Contacts	Schedule	Att	endance D	iscipline	Grades	Assignm	nents
STUDENT										
School Year 2016-2017 Mindex HS / High School				ing Period	1P3	Courses	All Courses		~	0
Course	Category	Assignment Name / Description		Date	Max	Score	Notes			
Pre-Calculus (Taylor)	quiz	Quiz 2		9/22/2017	30	30 (32) [EC]	Extra Cre	dit +2 points	s	
Pre-Calculus (Taylor)	quiz	Quiz #1 📑 Parallel Lines		12/16/2016	15	15				
Pre-Calculus (Taylor)	quiz	HW #1		12/14/2016	10	10 (9) [LT]	Turned in	assignmen	it 2 days I	ate

If the teacher has shared any assignment notes, a Notes column will display for users who have permission to view assignment notes.

			Contacts	Schedule	Att	endance E	Discipline	Grades	Assignme	ents
STUDENT										
School Year 2016-201	17 🗸 Mino	dex HS / High School	✓ Marki	ng Period	/P3	Courses	All Courses		<b>~</b> (	
Course	Category	Assignment Name / Description		Date	Max	Score	Notes			
Pre-Calculus (Taylor)	quiz	Quiz 2		9/22/2017	30	30 (32) [EC]	Extra Cre	dit +2 point	S	
Pre-Calculus (Taylor)	quiz	Quiz #1 📄 Parallel Lines		12/16/2016	15	15				
Pre-Calculus (Taylor)	quiz	HW #1		12/14/2016	10	10 (9) [LT]	Turned in	assignmer	nt 2 days lat	te

Attachments are indicated by an icon in the Assignment Name column. To view an attachment, click the Attachment 📄 icon and download the file.

			Contacts	Schedule	Atte	ndance Di	scipline	Grades	Assignm	ents
STUDENT										
School Year 2016-2017 V Mindex HS / High School			✓ Markir	ng Period M	P3 🗸	Courses A	ll Courses		<b>~</b>	
	1			2						-
Course	Category	Assignment Name / Description		Date	Max	Score	Notes			
Pre-Calculus (Taylor)	quiz	Quiz 2		9/22/2017	30	30 (32) [EC]	Extra Cre	dit +2 points		
Pre-Calculus (Taylor)	Homework	Homework #2		9/22/2017	10	10				
Pre-Calculus (Taylor)	quiz	Quiz #1		12/16/2016	15	15				
		Parallel Lines								
Pre-Calculus (Taylor)	quiz	HW #1		12/14/2016	10	10 (9) [LT]	Turned in	assignment	2 days la	ate



The Assignments tab displays all assignments tied to the selected marking period in any grade book that exists for the selected school year and course. By default, the Assignments tab shows a list of all courses. Click on the Show Average U button to see a list of all course averages for that marking period.

			Cont	tacts Sch	edule	Attendance	Discipline	Grades	Assignments
STUDENT									
School Year 2016-201	7 🗸 Mindex H	IS / High School	Marking Per	riod MP3	Cour	ses Pre-Calcu	ılus	V Avg:	101.45 🐧 🤅
Course	Category	Assignment Name / Description	1	Date	Max	Score	Notes		•
Pre-Calculus (Taylor)	quiz	Quiz 2	9	9/22/2017	30	30 (32) [EC]	Extra Credit	+2 points	
Pre-Calculus (Taylor)	Homework	Homework #2 📄	ç	9/22/2017	10	10			
Pre-Calculus (Taylor)	quiz	Quiz #1 📄 Parallel Lines		12/16/2016	15	15			
Pre-Calculus (Taylor)	quiz	HW #1		12/14/2016	10	10 (9) [LT]	Turned in as	signment 2	days late

If you have chosen an individual course, clicking on this icon will display category weightings and averages for the selected course.

Marking Period: Pre-Calculus Av		
Category	Weight	Average
quiz	40%	101.82
test	50%	0.00
Homework	10%	100.00



#### Assignment Grades

For any assignment with an attribute associated with it, the Student Score column will display the score, if any, as well as the short code for any attributes applied to that assignment and the adjusted score (if appropriate). Multiple attributes are separated by a comma.

Scores, attributes, and adjustments are displayed as follows:

#### Score (Adjusted Score) [Attribute Short Code]

For example, a student originally received an 82 on an assignment, but the teacher applied an "EC" attribute to that assignment to designate Extra Credit of 5%. The student's score now shows 82 (86.1) [EC] to indicate the adjustment.

Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Notes
STUDENT										
School Year	2012-2013	•	Marking	Period MF	1 🔻	Courses	All Courses	•		0
Course					Assignm	ient Name	Date	Max	Score	
English 10 (P	atterson / Eva	ans / Johnsor	n / Woolton)		3x each		9/13/2012	100	82 (86.1) [EC]	
English 10 (P	atterson / Eva	ans / Johnsor	n / Woolton)		Peer edit	t CPC practice	9/13/2012	100	87 (82.65) [L1]	
English 10 (P	atterson / Eva	ans / Johnsor	n / Woolton)		Seuss D	raft	9/13/2012	100	79 (85.05) [BP, E	C]
English 10 (P	atterson / Eva	ans / Johnsor	n / Woolton)		Literary T	Ferm Quiz 9-14	9/17/2012	100	100	

Users can move their mouse over any attribute in the Student Score column. The mouse-over text will show the user the full name of the attribute and any adjustment defined for that attribute. For example, holding the mouse over the "L1" attribute may display "Late 1: -5%" to indicate that the score has been adjusted by -5% based on the application of that attribute.

Score					
82 (86.1) [EC]					
87 (82.65	[L1]				
79 (85.05	[B Late 1: -5%]				
100					