

# RDS MIDDLE SCHOOL GRADEBOOK INSTRUCTIONS

## Getting Started

### Web Address:

Outside of School <http://lcweb2.lakecentral.k12.in.us/rdsteachermod>

Inside of School <http://lcweb2/rdsteachermod>

1. Log into the RDS Teacher Module.
2. Click on Gradebook.

## Change the Resolution and Zoom

The Gradebook display can be adjusted by:

1. In the Size drop down box at the top of the window, change to 850 x 610.
2. \*\*\*In the bottom right of the browser window, choose 125%.
3. Experiment with these settings until the desired view is set.

\*\*\*Some reports will not show fields at 125%. If this happens, change back to 100% until finished with the report.

Pop-up blockers must be turned off to run reports.

## Entering Assignment Categories (If Applicable)

1. Go to View/Edit – Assignment Categories
2. Type in the Category Name box. Choose a custom color for each category (if desired) by clicking the box and choosing a color from the color picker.
3. Click Save.
4. Continue until all categories are entered. Click Save/Done when finished.

## Set the Grade Scale

1. In the first drop down box, choose a class.
2. When opening a class for the first time, a window will pop up asking you to set the Grade Scale. Click OK.
3. Click on View/Edit – Course Setup.
4. In the Grade Scale drop down box, choose from the Middle School grade scale, the Pass/Fail grade scale or the Elementary Specials grade scale.
5. Click the Semester Total button and choose the appropriate grade scale.
6. The default for Semester Total is use 50%/50% weighted terms for semester total. **Note: RDS uses GP 1 and GP 2 for each semester (no terms 3 and 4).**
7. If you are using the same grade scale for all courses, click the appropriate save dialog box at the bottom of the window and then click Save/Done.

## Course Setup (Weight Categories and Terms)

1. Go to View/Edit – Course Setup
2. Grade Period Total tab (default) – Click “Use this Calculation for Grade Period Totals”. Add a weight for each category. Remember the weighted categories need to add up to 100%
3. Semester Total tab – The default for Semester Total is 50%/50% weighted terms for semester total.
4. Drop Scores tab – drop lowest score(s) in each category if desired.
5. Click the appropriate save dialog box at the bottom of the window and then click Save/Done.
6. If a student has not completed assignments in a Grade Period, the calculation will ignore that Grade Period.

## **Assignments – Enter Assignments**

1. Go to View/Edit – Assignments
2. Choose a category from the category drop down box.
3. Add a short (no longer than 22 characters) and long description.
4. Status –for grade (default) or not for grade
5. Grade Scale – defaults to the one you chose previously.
6. Enter normal points plus extra credit if applicable.
7. Max Score - Select this option if the number of questions for the assignment does not match Normal Pts. for the assignment.

For example, if an assignment with 16 questions is worth 10 points, select 10 for Normal Pts. and 16 for Max Score. When a grade for this assignment is entered as a raw score, enter scores out of 16 points; the scores will be translated to a 10-point equivalent. Score 16 = 10 points, score 8 = 5 points, etc.

8. Enter date assigned and date due.
9. “Scores for this Assignment will be entered using” – default is Raw Score. Change to Percentage if this is your preference.
10. Sort Order - The order this assignment will appear in Scores view, and on reports. Assignments with a sort order of one will appear to the far left. Assignments with a sort order of "default" will appear to the far right. Short Description will further order assignments with the same sort order.

## **Views**

Click on the middle drop down box (default will show Scores). Choose from:

1. Scores – current grade
2. Students – student roster with student information such as address, parent names, email address, etc.
3. Assignments – a snapshot of all of the assignments for a course including date assigned and due, possible points, and short and long names.
4. Custom Data – if this has been defined, a student roster with the field(s) will be displayed.

## **Assignments - Add Standards to Assignments (If Desired)**

1. In the assignments window, click on Standards.
2. Standards are displayed by subject. Find the appropriate subject and click the arrow to open the list by grade level.
3. Find the appropriate grade level and click on the arrow to open each standard.
4. After the standard(s) has been selected for the assignment, click the arrow in the middle to add it to the window.
5. Click Save/Done.

### **Assignments - Teacher Notes for Assignments**

1. Click on Notes
2. Type in the window and click Save/Done.

### **Copy Assignments from One Course to Another**

1. If you plan on using the same assignments in other courses, go to Tools – Copy Assignments.
2. Choose the course to copy from at the top and then choose the course to copy to at the bottom.

### **Delete Assignments**

1. Go to Tools – Delete Assignments. Displays the Delete Assignments window, where you can delete multiple assignments at one time.
2. You can also delete assignments by double-clicking on the assignment title.

### **Score Status**

1. There are many options available in the Score Status area when entering grades.
2. If an assignment is late, for example, put in the score and then click enter. Click. The cell will turn pink as a reminder that the work was late.
3. This works the same for all the other options – the cell with the grade will turn the color indicated.

### **Entering the Same Score for All Students**

If all students are to receive the same score for an assignment, do the following.

1. Enter a score in the first cell.
2. Hold down the Control (Ctrl) key and the down arrow. Wait a second for RDS to finish working and the entire column will have the same grade.
3. The same can be done if all scores need to be deleted.

### **Replace Scores**

Quickly replace all scores for an assignment.

1. Go to Tools - Replace Scores. Replace multiple scores with a letter grade (letter grade is the default and must be in Letter Grade view) or percentage (must be in either Percentage or Raw Scores view)
2. Click Replace Scores and then Done.

### **Recalculate Grades**

1. Go to Tools – Recalculate Grades. Use this tool to ensure proper grade calculation after you have modified settings for one or more assignments, modified a grade scale, or deleted a grade scale.

### **Import Scores (See Fred for additional help.)**

Use this tool when a student moves from one course to another.

1. Go to Tools - Import Scores. Copy scores for one or more students from one course to another.

### **Course Combination (See Fred for additional help.)**

This great feature will combine multiple courses in one period into one grade book.

1. Go to Tools – Course Combination.

### **Find a Student**

1. Highlight the first cell in an assignment column.
2. Go to Tools – Find Student.
3. Begin typing the last name of the student and click Find.
4. The student name will be highlighted along with the cell for entering a score.

### **Display Order (Drop down box directly under Score Status.)**

Choose a display order from the drop down box (Order by Category is the default).

1. Order by Category: Assignments ordered by Category, then Date Assigned, then Assignment Number (the order they were entered).
2. Order by Status: Assignments ordered by Status (For Grade, Not for Grade, Grade Card), then Category, then Date Assigned, then Assignment Number (the order they were entered).
3. Order by Date Assigned: Assignments ordered by Date Assigned (most recent last), then Assignment Number (the order they were entered).
4. Order by Date Assigned, Reverse: Assignments ordered by Date Assigned (most recent first), then Assignment Number (the order they were entered).
5. Order by Date Due: Assignments ordered by Date Due (most recent last), then Assignment Number (the order they were entered).
6. Order by Date Due, Reverse: Assignments ordered by Date Due (most recent first), then Assignment Number (the order they were entered).
7. Order by Assignment # : Assignments ordered by Assignment Number (the order they were entered).
8. Order by Assignment #, Reverse: Assignments ordered by Assignment Number (the order they were entered), in reverse order.
9. User-Defined Sort Order: Assignments ordered by the Sort Order selected when the Assignment was defined, then by Assignment Number (the order they were entered).

### **View Score Format (Drop down box directly above Student Names.)**

1. View Raw Scores: Raw scores are displayed in the grid. The possible points (excluding extra credit) for each assignment are displayed in assignment headers. For assignments with extra credit points but no normal points, the possible are displayed in parentheses ().
2. View Percentage: Percentages are displayed in the grid. "100" is displayed in each assignment header.
3. View Letter Grade: Letter grades are displayed in the grid. The possible points (excluding extra credit) for each assignment are displayed in assignment headers. For assignments with extra credit points but no normal points, the possible are displayed in parentheses ().

## Custom Data Fields

There are many uses for this feature. Keep track of textbook numbers, lab tables, and desk numbers, etc. To add a field for book numbers:

1. Go to View/Edit – Custom Data Fields.
2. In Field Name, type Book #.
3. In Field Width, choose the number of digits you need for your numbers. Click Save/Done.
4. To enter the book numbers, go to Views (the middle drop down box) and click Custom Data.
5. To print out a report, go to Reports – Student Roster.
6. Highlight the fields for the print out.
7. Choose either PDF or Excel, shading of rows and scale to fit options. Depending on the version of Office you use, you may need to do the following to run a report in Excel: hold down the Ctrl key and click Generate report. Choose Open and then Yes to the next prompt.

## Student Memo

You can add a student memo for Parent Access.

1. Double click a student name.
2. Enter comments in the top for students and parents to view.
3. Enter comments in the bottom window for private teacher view only.
4. Click the Snapshot button at the bottom of the screen to see all demographics pertaining to the current student.
5. Note the gray triangle in the name call indicating a comment.
6. Click Save and Done.

## Report Memo

Add the same comment for all students for Parent Access.

1. Click on Parent Access.
2. Click the Details button next to the course for your memo.
3. You will already have a link to your website.
4. Add a couple of spaces and type <br>. This will add a break.
5. Type in your message.

## Parent Access – Add a Link to Your Website for Parents and Students (If Desired)

1. Click on the Parent Access link.
2. Click the Details button for the first class listed.
3. Copy this link and paste it into the Current Message section.  
Substitute your name for jane doe and Mrs. Doe's. If you teach at a school other than Clark, substitute your building's name.

<a href="http://clark.lcsc.us/teachers/jane-doe/" target="\_blank">Mrs. Doe's Web Site</a>

4. Add any other class messages here as well. Click Update when finished.
5. Do this for each class.

## **Calendar**

Go to View/Edit – Calendar to view the school year calendar.

## **Reports**

### 1. State Standards by Assignment

Displays the State Standards by Assignment window, where you can view which assignments address specific Academic Subjects, Standards, and Indicators. This tool can help you review your curriculum to ensure that Standards are being addressed.

### 2. Course Standards Report

Displays the Course Standards Report Window

This report lists all assignments in the currently selected course, which address Standards and Indicators.

### 3. Student Roster – Excel or PDF

Generate a list of students in roster format. Use this report for custom data reports such as book number, lab number, etc.

### 4. Scores Report – PDF only

Generate a report of students and their scores. Choose one assignment, several or all.

### 5. Grade Book Printable Version

Displays and produces a printable version of student names and scores for the currently selected course and Grade Period.

### 6. Missing Assignments

Displays the Missing Assignments Report window, where you can generate a report of students and the assignments they have not turned in.

### 7. Letter Grade Distribution

Displays the Letter Grade Distribution window, where you can generate a graph of letter grades for one Grade Period, Semester, or assignment.

### 8. Letter Grade Distribution by Student

Displays the Letter Grade Distribution by Student window, where you can generate a graph of letter grades for one student in the selected course and Grade Period.

### 9. Class Rank Report

Displays the Class Rank Report window, where you can generate a list of students in the selected course and Grade Period, listed in order by score for one Grade Period, Semester, or assignment.

#### 10. Student Standards Report

Displays the Student Standards Report window, where you can generate a list of total scores for all Academic Standards and Indicators. This report can be generated for one or more students, and includes scores for all courses and all school years.

#### 11. Progress Report

Displays the Progress Report window, where you can generate a detailed report of a student's progress in the currently selected course. This report can be generated for one or more students. A selection of fields, formats, and options are available, providing a fully customizable report.

#### 12. Grade Cards

Displays the Grade Card window, where you can generate grade cards for one or more students using grade card formats specific to your school district. Note that this option is unavailable at some districts if grade cards are generated using another method. Contact your administrative staff for more information.

#### 13. Submitted Grades Report

Displays and produces a printable version of all grades that have been submitted on the report card submission date. This report can be saved and used as verification of the Grade Period and Semester grades that you have submitted for this course and Semester.

### **Comment Codes**

The comment codes are in the RDS Gradebook for easy access when entering the codes for report cards.

1. You must be in Semester 1 or 2 Totals (last drop down box) in order to enter comment codes.
2. Go to View/Edit – Grade Card Comment Codes.
3. Move the window to the right for easy viewing while entering the codes.

### **Overriding Scores at the End of the Grading Period or Semester**

1. Scores can only be overridden in Letter Grade view and only in Semester Totals.
2. Go to the drop down box on the far right and choose Semester 1 Totals (or Semester 2 Totals if second semester).
3. In the drop down box above the student names, choose View Letter Grades.
4. Change the letter grade or grades as needed. The overridden grade will have a solid orange background to indicate the change.

## Submit Grades

1. Follow these instructions for each course you teach. Grade submission is done one course at a time.
2. Select “Semester 1 totals” from the drop down menu on the top right of the grade book.
3. In the “Semester 1 Totals” view, the red lock icon will be gone for some of the columns, indicating that these columns are unlocked and open for submission. The other columns will remain locked.
4. GP1 Grade - Select “View Letter Grades” from the view menu. The GP1 grade will be calculated and filled in for you. If you choose, you can manually change the grade. When a grade is changed, the score box will turn orange, as an indication that it was manually adjusted. The “Recalculate” feature will not change an overridden grade.
5. GP1 Comments - Enter up to two comments in the GP1 Comment columns. For a reminder of the comment codes, click the View/Edit pull down menu, then “Grade Card Comment Codes.” A pop up window will list the comments. Click and drag this window to a convenient place on your screen. Enter the letter and number of the comment you wish to record.
6. When all entries are complete, click Tools then select “Submit Final Grades.” Click OK.
7. Repeat steps 2 – 6 for each course.
8. If you make a mistake, you may resubmit, as many times as needed, while the columns are unlocked. Each submission will over-write the prior one.
9. Print a Submitted Grades Report: Reports – Submitted Grades Report. This is for your record.

Need Some Help?

### Corporation Trainer

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