InteGrade® Pro Web User's Guide

Version 9.3

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1 About the InteGrade® Pro Web Software

The InteGrade® Pro student information software is an electronic gradebook used by teachers to record, analyze, and report on student performance. The *InteGrade Pro User Manual* includes complete information about all gradebook features.

The InteGrade Pro Web software is one of two options for providing users remote access to InteGrade Pro gradebooks. For more information on how to configure a secure remote client-server deployment, refer to section *InteGrade Pro Remote Configuration* of the *InteGrade Pro Administrator's Guide*.

Product Overview

The InteGrade Pro Server software is a file server component that provides remote access to gradebooks stored on the InteGrade Pro network server at your school. Users can access their gradebooks remotely from PCs within the school, at home, or from any other location that has dial-up or other types of connectivity to the InteGrade Pro Server software.

The InteGrade Pro Web software is a new Web-based version that allows users to access the InteGrade Pro Server via a Web interface—while providing most of the functionality found in the standard InteGrade Pro software. Using this new Web interface, teachers can access their Introduction software. Using this new Web interface, teachers can access their gradebooks from any PC that has Internet connectivity and the appropriate browser. They can perform most of the core functions included in the standard InteGrade Pro product.

If you are not already familiar with the InteGrade Pro software, this *InteGrade Pro Web User Manual* by itself is not a complete teaching resource through which to learn all about InteGrade Pro. Begin by reading the *InteGrade Pro User Manual*.

How the InteGrade Pro Web Software Is Different

Almost everyone who uses the InteGrade Pro Web software will also be familiar with the original InteGrade Pro software. You may find it helpful to understand a few basic differences between them.

The InteGrade Pro software runs directly on your personal computer, with the software seeing every keystroke and mouse action you generate. This means the software is aware of everything you have done at all times.

About the InteGrade® Pro Web Software

In contrast, the InteGrade Pro Web software operates by communicating with a Web browser on your computer, and the actual InteGrade Pro software runs on a remote server computer managed by your school or school district. In this case, because your Web browser manages the input, including mouse actions and characters typed on your keyboard, the software does not necessarily have immediate knowledge of your keyboard and mouse activity.

Why is this? If your browser were to send every character (as you type it) over your communications link, your interaction with the gradebook would be intolerably slow. Given the speed limitations of the link, the browser is doing you a favor by accumulating the typed text and option selections and sending them only from time to time.

Later in this manual we describe options for sending data (collected by your browser) to the InteGrade software. These options vary, depending upon whether you enable or disable JavaScript™ on your browser. For details, see "Using JavaScript" on page 2

Specific Function

As long as you have an Internet connection and a browser, you can view and modify gradebooks with the InteGrade Pro Web software. However, since this service does not have all the functions of the InteGrade Pro software, there are a few things to remember:

- Every aspect of gradebook settings must be done by using the InteGrade Pro software. Depending on the practice at your school, either you or your system administrator will do this, in advance.

- Reports can be prepared only by using the InteGrade Pro software. The InteGrade Pro Web software offers the ability to work with spreadsheets and modify data, but it does not support the production of reports.

- Additional differences are mentioned in specific sections throughout this manual.

Using JavaScript

The InteGrade Pro Web software is a special purpose Web server that is used with a regular Web browser—usually Internet Explorer or Netscape®.

Your browser has a feature called JavaScript, which can be enabled or disabled. It is possible to use the InteGrade Pro Web software with JavaScript disabled, but you can enjoy extra functionality with JavaScript enabled. One advantage of JavaScript enabled is that the InteGrade Pro Web software offers improved automatic handling when sending data to the server computer. Thus, Pearson School Systems strongly recommends that you choose JavaScript enabled.

Where necessary in this document, certain instructions are clearly marked for JavaScript enabled or disabled, depending upon which setting you have chosen.

InteGrade Pro Web Software Requirements

Client computers connecting to the InteGrade Pro Server software via the InteGrade Pro Web software, must meet the following conditions:

- Pearson School Systems supports users with the following Web browsers:
    - Internet Explorer 6.0 with SP1 on Windows® 2000 and Windows XP®
    - Internet Explorer 5.5 SP 2 for Windows 98
    - Internet Explorer 5.2.3 for Mac® OS X
    - Internet Explorer 5.1.7 for Mac OS 9
    - Netscape Navigator 7.02 for Mac OS 9
    - Netscape Navigator 7.1 for Mac OS X
    - Safari 1.2 for Mac OS X

    The InteGrade Pro Web software does not fully support earlier versions of these Web browsers. If remote computers use unsupported versions, please ensure that their JavaScript settings are disabled and be aware that the formatting of the Web pages might not be optimal.

- Users must have an Internet connection speed of at least 28.8 kbps.

Operating Caveats

Be aware of the following caveats when running the InteGrade Pro Web software:

- Do not use the AOL® browser with InteGrade Pro Web software.
    - Do not attempt to use AOL browser with InteGrade Pro Web software. Because AOL routes data through its own servers, student data may be transferred to a third-party corporation. This is illegal in many states.
    - Fortunately, it is impossible for this information to be transferred to AOL from within a secure network (like most school intranets), and simply results in the inability to use the InteGrade Pro Web software with the AOL browser (i.e. the browser will "hang").

- Internet Explorer 5.1.7 for Mac OS 9.2.2 is not compatible with Mac OS X. Use Internet Explorer 5.2.3 or Safari 1.2.
    - Users with the Mac OS X who wish to use Internet Explorer, must use Internet Explorer version 5.2.3. See http://www.microsoft.com/mac/products/internetexplorer/internetexplorer.aspx?pid=internetexplorer.
    - Download for Safari (the default Web browser for OS X) is available at http://www.apple.com/safari/

- The InteGrade Pro Web software must not use the same port as Microsoft® Internet Information Services (IIS) if both are running.
    - The standard port for Web traffic is port 80. If it is necessary to install the InteGrade Pro Server software on a server with Microsoft IIS running, the port for connecting to InteGrade Pro Web software should be changed to differ from that of Microsoft IIS. You can do this through the InteGrade Pro Server Control Panel. For more information, refer to section *Completing InteGrade Pro Server Configuration* of the *InteGrade Pro Administrator's Guide*.

- The InteGrade Pro Web software by itself does not have reporting capability.
- The InteGrade Pro Web software does not export classes or grades.
- Autoupdate of gradebooks is not possible.
- The user interface and look and feel of the InteGrade Pro Web software and the actual application are different.

Where to Find More Information

If you have a question about the InteGrade Pro Web software or need more information, use the online help system or this manual. If you need additional assistance, you can contact Pearson School Systems.

Using the Online Help System

The help system contains the information found in this guide in an easy-to-access format. To use the online help system:

- Click the **Help** button on the InteGrade Pro Web software toolbar. The Help button is available on all screens throughout the InteGrade Pro Web software. When you click **Help**, the topic related to the screen you are on is displayed. From there you can access the online help Table of Contents to view information about other areas and tasks within the product.

Technical Support Services

Pearson School Systems offers the following services to users with active maintenance agreements:

- E-mail Support - contact support at: http://customerlink.pearson.com.
- Training: For information about the training services available from Pearson School Systems, or to schedule training, call (800) 736-4357.
- Customer Service: For information about other products available from Pearson School Systems call (800) 736-4357 or visit www.pearsonschoolsystems.com.

When Requesting Technical Support Be sure you include the following information when requesting technical support:

- Your site number.
- The version number and platform of the InteGrade Pro software. For example, InteGrade Pro 9.3 for Windows® or InteGrade Pro 9.3 for Mac.
- Your computer make and model. For example, Dell® Dimension XPS 166 or Apple Power Macintosh® 6100/60.
- The computer operating system and version number. For example, Window®s 2000 or Mac OS X 10.3 running Classic 9.2.2.
- If the product is running on a local area network, the network operating system and version number.

Receiving Support from Other Vendors

If you purchased the InteGrade Pro Web software from a company other than Pearson School Systems, you should contact that company for technical support. You should have received information on technical support services available from that vendor at the time of purchase as well as upon receipt of the product.

2   Getting Started

Your school's system administrator sets up your server, gradebooks, password, and so on. To access and modify your gradebook files via a Web interface, you begin with some information from this administrator before you can log in and view your home page.

What's New in this Release

There are no changes to the current release of the InteGrade Pro® Web software.

Logging In

Before you begin this process, you will need the following information from your system administrator:

- The URL for your Web server
- Your user name (ID)
- Your password

First Login

To log in for the first time:

1. Open your browser.

2. Enter your Web server's URL. You see a login screen where you must enter your Web server user ID and password.

Figure 2-1. Enter Network Password dialog box
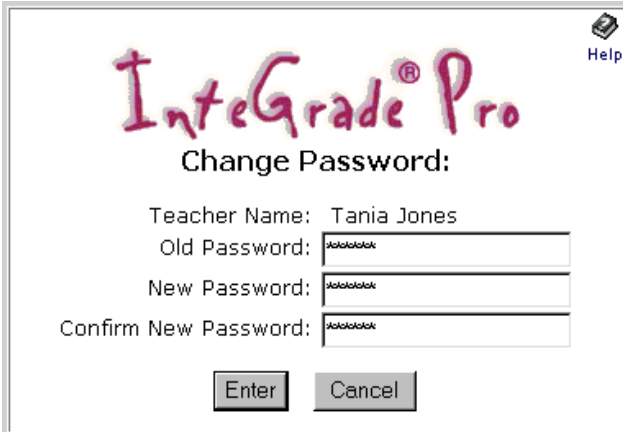
3. Enter your user name (ID) and password, and click **OK**.

   Your administrator may have given you a temporary password that you are required to change. In this case, the Change Password page opens with your name automatically displayed.

Figure 2-2. Change Password page

4. In **Old Password**, enter the temporary password you were given by the administrator.

5. Type your new password in **New Password** and enter it again to confirm. Click **Enter**.

If your school assigns passwords, the Change Password page has your name and a new password automatically displayed.

Figure 2-3. Your name and a new password automatically displayed

6. In this case, in **Old Password**, enter the temporary password you were given by the administrator.
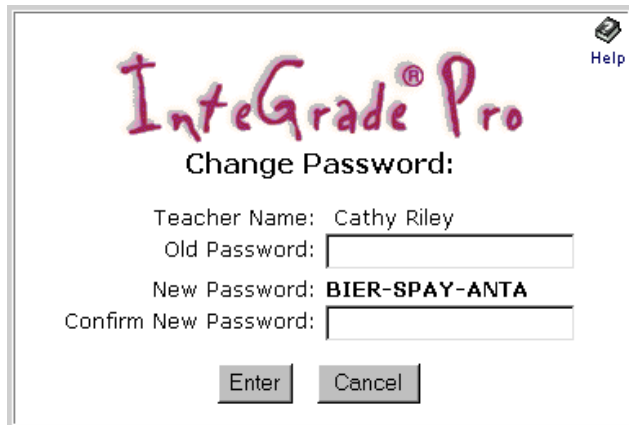
Make a note of the New Password (displayed in plain text) assigned to you. Enter it to confirm. Then click **Enter**.

After you submit the information in steps 4 and 5, the values are validated. If the old password is incorrect, the new one is an incorrect length, or the new password and confirmation do not match, the Change Password screen displays the appropriate error message at the top of the screen. If this happens, follow the prompts to repeat the change password process.

7. A successful password change displays the following message. Click **OK**.

Figure 2-4. Password changed
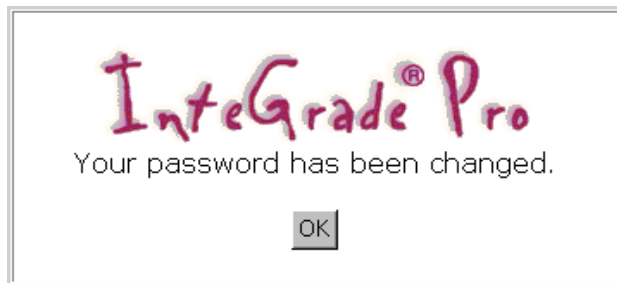
Getting Started

All Logins After First Login

To log in:

1. Open your browser.

2. If you added your Web server's URL to the Bookmarks, click on it from there. Otherwise, enter the URL. The login screen appears.

3. Enter your network password and click **OK**.

Enter Site

A successful login displays the InteGrade Pro Enter Site screen.

Figure 2-5. InteGrade Pro Enter Site screen

Pearson School Systems recommends that you enable JavaScript^{TM} on your browser before you use this site (see Chapter 1, "Using JavaScript," on Page 2). See your browser documentation for information on enabling the JavaScript option.

When you are ready, click **Enter Site** to move to your home page.

Home Page

A successful login welcomes you to your home page, which displays:

- School messages
- Gradebooks available
- Change password option
- Exit site option
- The Help icon

Figure 2-6. Welcome page

This page is automatically sized to fit the number of gradebook files and messages.

Getting Started

Messages

The InteGrade Pro system administrator is responsible for setting up the display of messages. Messages are sorted by posted date, with most recent first. Those new since the user's last login are flagged with the "new" icon.

Change Password

At the bottom of the home page is the **Change Password** link. Click it to display the Change Password screen shown on page 7. From here you can change passwords that are:

- Selected (probably by you) outside of the system
- Randomly generated from inside the system

To cancel changing your password now, click **Cancel**.

Exit Site

Closing a gradebook brings up a save screen and then the home page, where an Exit Site option is displayed. (For details about closing your gradebook, refer to Chapter 3, "Close the Gradebook," on Page 56.) Click the **Exit Site** link to exit from the system, and confirm on the screen.

Help

Located at the top right of the home page, this link opens the help associated with the home page.

Gradebooks Available

All gradebooks for which you have access are listed on the home page. It may be that you have access to certain other teacher's gradebooks as well as your own, even though these other gradebooks reside in a different folder from yours.

All gradebook files are organized in two columns, sorted alphabetically by gradebook owner.

Click a gradebook to open it. This always brings up the Scores Editor in the Students/Task view, and you navigate the gradebook from there (see "Scores Editor" on page 15).

Getting Started

Different Kinds of Access

Each gradebook listed on your home page displays an icon indicating the kind of access you have to these files.

The home page example on page 10 shows:

- Your gradebooks (marked with the *read-write* icon).
- Some gradebooks belonging to other teachers (marked with the *read-only* icon).
- Gradebook 1999–2000 (marked with the *checked out* icon).

These icons are defined in the following paragraphs.

Read-Write Access

Gradebook files to which you have full access are displayed with this icon. It indicates read-write access to any data in the gradebook, with a few exceptions:

- If your administration chooses to disable editing for *all* student demographic data, you have read-only access to student demographics.
- In the student demographic data, a student's residence contact can never be deleted.

Read-Only Access

Gradebook files to which you have read-only access are displayed with this icon. It indicates read-only access to all data in the gradebook.

With this type of access, as you view the various pages, the text under the toolbar icons reads "View" instead of "Edit" or "New". Refer to "Toolbar—Read Only" on page 14. You can type into fields, but changes are not saved.

Checked Out

Gradebook files that are checked out are displayed with this icon.

- If you are the only person with full access to a gradebook, you always maintain full access to that gradebook even if someone else with read-only access has it checked out.
- Sometimes more than one person has full access to a gradebook. In this case, while the gradebook is checked out, the others in this group have read-only access to it.
- Ordinarily, you close the gradebook before you shut down the system. However, in some circumstances your browser might be shut down before you click **Close Gradebook** (the connection might be lost, there is a power failure, or the browser is unintentionally closed).

  If you log in again within the session timeout period established by the system administrator, the gradebook you had open will have the checked-out icon next to it. You can still open the file with full access. Closing the gradebook checks in the file properly.

  If you log in again after the session timeout period, your gradebook file will have been closed and checked in automatically.

3   Gradebooks on the Web

The convenience of Web access allows you to work on all your gradebooks from almost anywhere. You can add or change grades, scores, comments, notes, and student demographics (though some information must be set up beforehand through the InteGrade Pro software).

Some Things You Should Know

Opening Gradebooks

Gradebooks are always opened from the home page. You cannot have two gradebooks open at the same time.

Navigating in Gradebooks

While working with the InteGrade Pro Web Software, **do not use your Web browser's Back or Forward buttons, nor the browser's Back and Forward menu commands.** If you do, the data on your monitor may not reflect changes to the data in the gradebook. Therefore, be sure to navigate among the spreadsheets only with the toolbar icons, action buttons, and the drop-down lists provided by InteGrade Pro Web.

You move among classes, spreadsheets, tasks, students, months, and certain other options by some combination of the following:

- Clicking on the links displayed like a toolbar across the top of each spreadsheet
- Making selections in the drop-down boxes
- Using action buttons when they are provided

Gradebooks on the Web

Toolbar—Read Only

The following icons, displayed across the top of the gradebook area, represent links to different parts of the gradebook. With read-only access you cannot make changes to the gradebook, so the links for scores, students, spreadsheets, and tasks indicate View only. For the same reason, Save Gradebook is not available on this toolbar.

View Scores	View Student	View Spreadsheet	View Task	Help	Close Gradebook

Toolbar—Full Access

The following icons, displayed across the top of the gradebook area, represent toolbar links to different parts of the gradebook. Clicking on these directs you to various pages, each of which is briefly described in the list below.

Edit Scores	Edit Student	New Spreadsheet	Edit Spreadsheet	New Task	Edit Task	Help	Save Gradebook	Close Gradebook

Edit Scores Directs you to the Scores Editor in the Students-per-task view of the last selected class and spreadsheet

Edit Student Directs you to the Personal tab of the Student Demographic Editor

New Spreadsheet Directs you to the New Spreadsheet screen

Edit Spreadsheet Directs you to the Spreadsheet editor

New Task Directs you to the New Task screen

Edit Task Directs you to the Task Editor

Help Opens a window that displays help for this page. This link opens in a new browser session

Save Saves any changes you have made to the gradebook.

It is important to remember to save your work regularly.

Close Gradebook If you have read/write access to the gradebook, this icon directs you to a save/don't-save screen and then to the home page.

If you have read-only access to the gradebook, this icon directs you to the home page.

Scores Editor

There are two ways to enter the Scores Editor:

- Click a gradebook from your home page.
- Click the **Edit Scores** icon.

Whenever you enter the gradebook area, you will first be presented with the Scores Editor in one of the following views:

- Students-per-task
- Tasks-per-student
- Students-per-day
- Students-per-month

The spreadsheet on view is the last selected-and-saved class and spreadsheet. See Figure 3-1.

Gradebooks on the Web

Figure 3-1. Spreadsheet view example

To help distinguish between the views of the Scores Editor, the color of the workspace border varies (e.g., magenta, turquoise, etc.), depending upon the view.

As shown in the preceding example, the Scores Editor page consists of the following:

- Toolbar.

  See Toolbar—Full Access on page 14 for a description of the icons making up the toolbar.

- Drop-down boxes to change views and thus select different classes, spreadsheets, tasks, columns, and so on.

  The names of the drop-down boxes will vary, depending upon which scores you have selected.

- Workspace.

- Page header.

- Score grid.

- Various icons.

Gradebooks on the Web

Icons Displayed in the Scores Editor

Depending on the selected view, the workspace displays various icons, which are described in the following paragraphs.

Edit Student Displayed in the score grid, is also available from the toolbar.

Edit Task Displayed in the score grid, is also available from the toolbar.

NOTE: Note icons are shown in the example screen. See Scores Editor on page 15.

The icon has two views:

- □   with no Note present

- □   with a Note present

NOTE: If a note exceeds 32,000 characters, an error will result and you may lose text entered in this note.

For more information, see Score Note Editor on page 36.

There are different kinds of notes:

- Class Note
  - □ Next to the Class drop-down box. Available only in the Scores Editor workspace.
  - □ Click it to edit or read the note about a particular class. This note is about the class (or course) in general. Some teachers use it to describe the course syllabus.

- Spreadsheet Note
  - □ Next to the Spreadsheet drop-down box.
  - □ Spreadsheet notes are also available from the toolbar by clicking on the **Edit Spreadsheet** icon.

- Task Note
  - □ Next to the Task drop-down box.
  - □ Task notes are also available from the toolbar by clicking on the **Edit Task** icon and selecting **Notes**.

- Student Note
  - □ Appears in the score grid. Available only in the Scores Editor workspace.
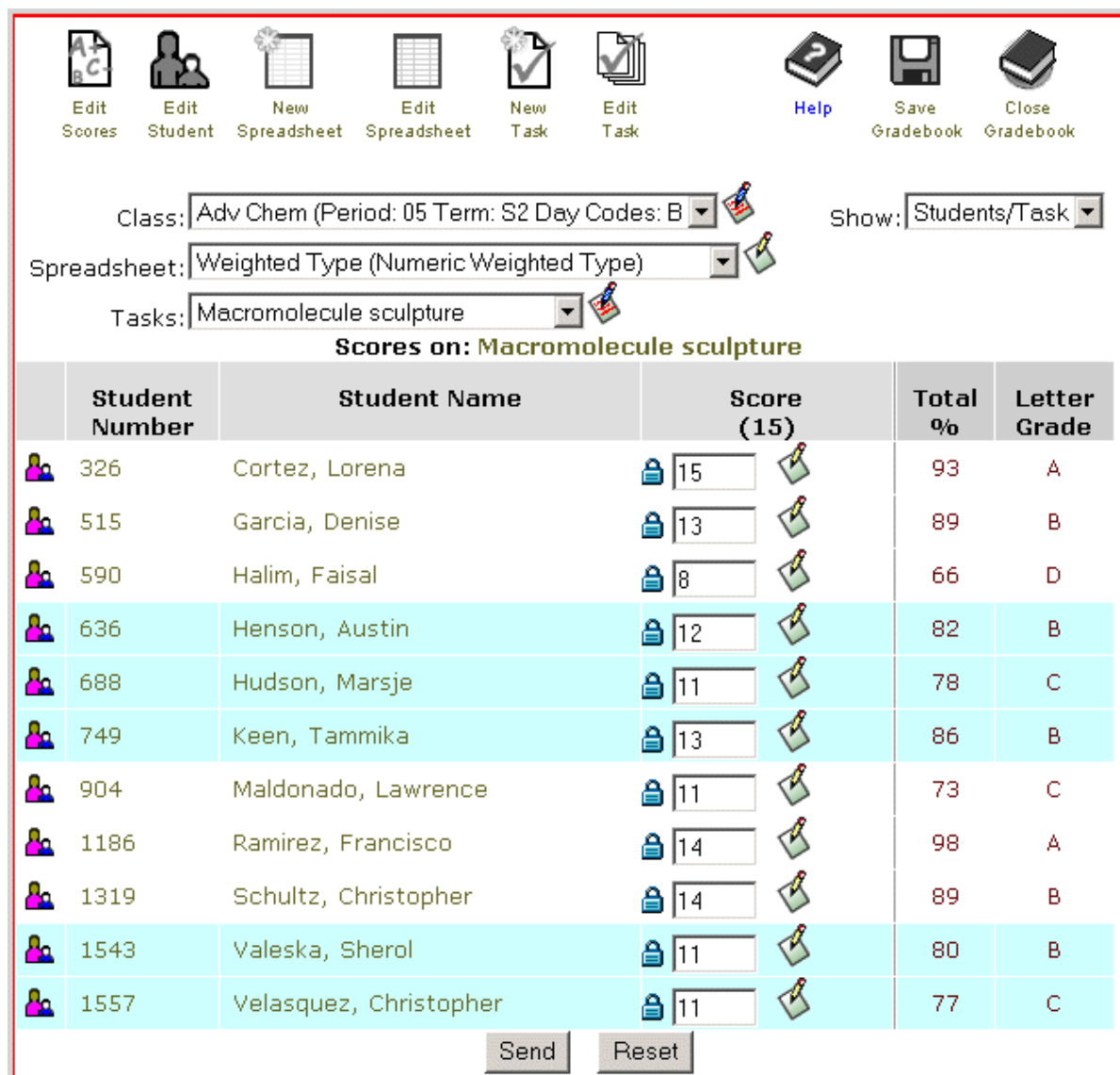 - □ Click it to edit or read the score note or spreadsheet note for a student.

Blue Arrow This appears beside a score if the score entered for a student exceeds the *Maximum Score* as entered on the Points tab for the task.

CornerClip This appears beside a score to indicate when the score exceeds the *Out of* value as entered on the Points tab for the task.

Scores Locked Visible in the Scores Editor workspace when the scores for a task have been locked.

Figure 3-2. Example of note

To lock or unlock scores for a task, click **Edit Task** in the toolbar, select the **Points Tab**, and click in the selection box next to the prompt for Scores Locked. See page 53.

Gradebooks on the Web

Load the Correct Page

The way you load the correct page depends on your Java Script setting.

JavaScript Enabled Change the selection in the drop-down boxes, and the page is loaded.

JavaScript Disabled Change the selection in the drop-down boxes. Then click the **Change View** button.

Submit Changes to the Server

The way you submit changes you make to scores depends on your Java Script setting.

JavaScript Enabled Change the view by clicking on a link (such as a student name or number icon), or by changing the selection in one of the drop-down boxes:

- Class
- Spreadsheet
- Task or Column
- Show

The information is automatically submitted to the InteGrade Pro Web server and you do not have to click **Send**.

JavaScript Disabled Before switching to another view, click **Send** to submit the current view to the server (where the gradebook data is maintained).

> **NOTE:** If you do not click **Send** before switching to another view, the information you just entered will not be submitted to the InteGrade Pro Web server and will be lost.

Reset

If you have not already clicked **Send**, click the **Reset** button if you want to cancel changes you made to scores. For example, if you make a mistake as you work, click this button to prevent unwanted changes from being submitted to the server.

Save

Be sure to click the **Save Gradebook** icon (in the toolbar) frequently. For more information, see Save the Gradebook on page 55.

> **NOTE:** Until you click **Save**, changes submitted with the **Send** button or by clicking on another link are not actually saved to the gradebook file and could possibly be lost.

Scores Editor: Students per Task

Upon entering a gradebook, you might start from a Student per Task view. *(For more information about the view when you first enter the gradebook, see* "Scores Editor" on page 15*)*

Purpose

From the Students per Task page of the Scores Editor, you can view all of the students' scores for a particular task.

Figure 3-3. Students per Task page of the Scores Editor

Gradebooks on the Web

In the Students per Task view, the columns displayed are:

- Student icon
- Student number
- Student name
- Student score
- Edit Notes icon
- Two summary columns

NOTE: The two summary columns can only be set with the InteGrade Pro Software. They are the first two summary columns set in the Student tab of the Change Columns screen of the InteGrade Pro Software.

Select Spreadsheets

Move to different spreadsheets by using drop-down boxes that allow you to switch:

- Class (populated by gradebook)
- Spreadsheet (populated by class selected)
- Tasks (populated by spreadsheet selected)
- Show (option to show Students/Task or Tasks/Student).

Load the Correct Page

Begin by using the drop-down boxes to select the page you want to see. This page is loaded in one of two ways:

- **JavaScript enabled:** The page you have selected is automatically loaded when a drop-down box is changed.
- **JavaScript disabled:** You must click the **Change View** button to load the correct page.

Open the Task Editor

To open the Task Editor for a particular task, click the task name displayed in the page header.

To return to the Scores Editor, click the **Edit Scores** icon in the toolbar.

Open the Student Demographic Editor

Click a student's name or ID number, or the student icon for a particular row, to open the Student Demographic Editor for that student.

To return to the Scores Editor, click the **Edit Scores** icon in the toolbar.

Scores Editor: Tasks per Student

To display this view of the Scores Editor, next to the "Show" prompt, select **Tasks/Student**.

Purpose

From the Task per Student page of the Scores Editor, you can enter scores for all tasks for a single student.

Figure 3-4. Task per Student page of the Scores Editor

The columns displayed are:

- Task icon
- Task name
- Student score
- Edit Notes icon
- Space for two score columns (in the case of a non-skill spreadsheet).

NOTE: The score columns can be set only with the InteGrade Pro software. They are the first two columns set in the Tasks tab of the Change Columns screen of the InteGrade Pro software.

Gradebooks on the Web

Select Spreadsheets

Move to different spreadsheets by using drop-down boxes that allow you to switch:

- Class (populated by gradebook)
- Spreadsheet (populated by class selected)
- Students (populated by class selected)
- Show (option to show Students/Task or Tasks/Student).

Load the Correct Page

Begin by using the drop-down boxes to select the page you want to see. The page is then loaded in one of two ways:

- **JavaScript enabled:** The page you have selected is automatically loaded when a drop-down box is changed.
- **JavaScript disabled:** You must click the **Change View** button to load the correct page.

Open the Student Demographic Editor

The student's name appears in the page header. Click it to open the Student Demographic Editor for that student.

 To return to the Scores Editor, click the **Edit Scores** icon in the toolbar.

Open the Task Editor

Click a task's name, or the task icon for a particular row, to open the Task Editor.

 To return to the Scores Editor, click the **Edit Scores** icon in the toolbar.

Scores Editor: Attendance per Day

To display this view of the Scores Editor, select **Attendance** next to the Spreadsheet prompt.

Purpose

From the Attendance per Day page of the Scores Editor you can enter the day's attendance for all students in a specific class.

Figure 3-5. Attendance per Day page of the Scores Editor

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Gradebooks on the Web

Attendance Codes

Your administration may support attendance codes that are loaded from the gradebook file. (See the following example.) If so, they are available by clicking on the list attendance codes link displayed at the top of the Attendance column. Any attendance codes that are in your gradebook are shown. If none exist, this link is unavailable.

You can add and edit codes using the InteGrade Pro software, but you cannot change them using the InteGrade Pro Web software.

Figure 3-6. Attendance codes
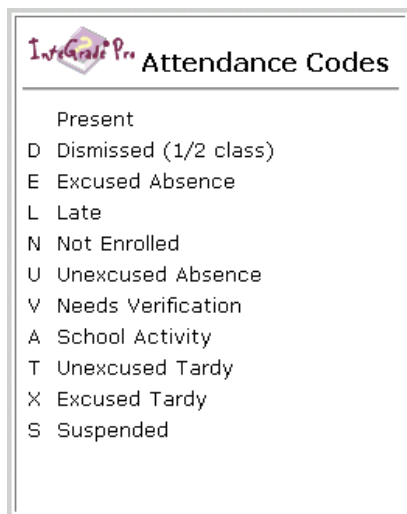
Click the **Close** box to return to the spreadsheet.

Export Attendance

If your administration supports the exporting of attendance, an Export Attendance option is displayed near the top of this spreadsheet. To export your attendance data, click the attendance option before uploading changes.

Select Spreadsheets

Move to different spreadsheets by using drop-down boxes that allow you to switch:

- Class
- Spreadsheet
- Show (option to show Students/Day or Students/Month)

To select attendance spreadsheets for different days, you must change the date in the **Day** edit box. (This description follows.)

Gradebooks on the Web

Change the Date

Moving from One Spreadsheet Date to Another There are two ways to change the attendance date displayed in the edit box:

- **JavaScript enabled:** Click the calendar icon. In the calendar window, click the desired date, or enter the desired date in the edit box. Then click the **Go** button.

- **JavaScript disabled:** Enter the date in the edit box. Then click the **Change View** button.

Date Format The date shown in the edit box is displayed in the date format that was set by other InteGrade Pro clients. If you happen to enter the date in a different format, it defaults to:

- Today's date if today falls within the attendance spreadsheet range
- The last day of the spreadsheet if today falls after the last day
- The first day of the spreadsheet if today falls before the first day

Gradebooks on the Web

Activate Date In the date edit box you may have entered a date that falls within the span of your gradebook but has not been defined a class day (for example, possibly a Saturday). If you enter the desired date in the edit box and then load this page, the message "date is currently inactive" displays beside the Activate date option. To make this date active, click the **Activate date** option and reload the page by clicking **Go**.

Figure 3-7. Activate date option

Gradebooks on the Web

Load the Correct Page

Begin by using the drop-down boxes to select the page you want to see. The page is loaded in one of several ways:

- **JavaScript enabled:** The act of changing a drop-down box automatically loads the page you have selected.

- **JavaScript enabled:** Click the **Go** button to load the desired attendance page. (Because there is no drop-down box for selecting a date, the Scores Attendance editor offers a **Go** button to load that page.)

- **JavaScript disabled:** You must click the **Change View** button to load the page that has been selected. (This page was selected either from a drop-down box or by entering the desired date into the edit box.)

Open the Student Demographic Editor

Click a student's name or ID number, or the student icon for a particular row, to open the Student Demographic Editor for that student.

To return to the Scores Editor, click the **Edit Scores** icon in the toolbar.

Scores Editor: Attendance per Month

To display this view of the Scores Editor, next to the Spreadsheet prompt, select **Attendance**. Then, next to the Show prompt, select **Student/Month**.

Purpose

From the Attendance per Month page of the Scores Editor you can enter attendance codes for a single student of the class.

Figure 3-8. Attendance per Month page of the Scores Editor

Attendance Codes

Your administration may support attendance codes that are loaded from the gradebook file. (See page 25 for an example.) If so, codes are available by clicking on the list attendance codes link displayed at the top of the Attendance column. Any attendance codes that are in your gradebook are shown. If none exist, this link is unavailable.

Gradebooks on the Web

You can add and edit codes using the InteGrade Pro software, but you cannot change them using the InteGrade Pro Web software.

Click the **Close** box to return from the attendance code list to the spreadsheet.

Select Spreadsheets

Move to different spreadsheets by using drop-down boxes that allow you to switch:

- Class
- Spreadsheet
- Students
- Month
- Show (option to show Students/Month or Students/Day)

Load the Correct Page

Begin by using the drop-down boxes to select the page you want to see. The page is loaded in one of two ways:

- **JavaScript enabled:** The act of changing a drop-down box automatically loads the page you have selected.
- **JavaScript disabled:** You must click the **Change View** button to load the page that has been selected.

Scores Editor: End Term Students/Task

To display this view of the Scores Editor, next to the Spreadsheet prompt, select the desired End Term report. Then, next to the Show prompt, select Students/Task.

Purpose

From the End Term Students/Task page of the Scores Editor, for all students in the class, you can enter summary grades and comments required by the End Term spreadsheet.

> **NOTE:** End Term spreadsheets are available only if the gradebooks were created by importing class roster files from an administration system.

Figure 3-9. End Term Students/Task page of the Scores Editor

Comment Codes

You can view available comment codes by clicking the list comment codes link displayed at the top of the Grade/Comment column. (See the following example.) Codes listed are loaded from the gradebook file. If no codes exist, this link is unavailable.

Figure 3-10. Comment codes
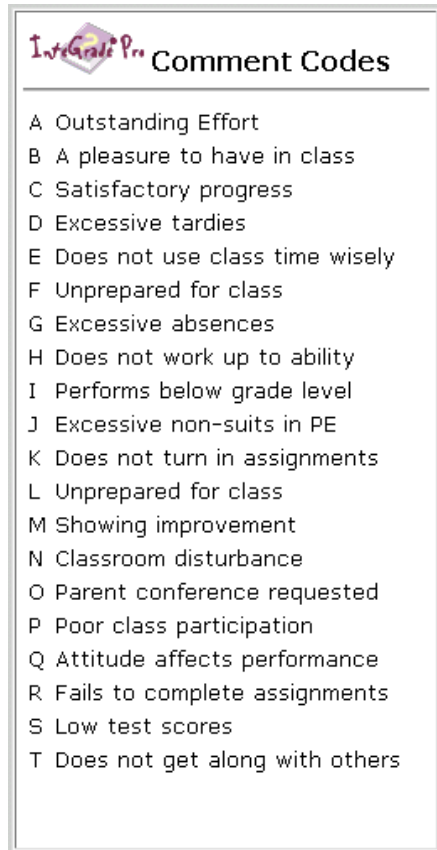
Click the **Close** box to return to the spreadsheet.

Select Spreadsheets

Move to different spreadsheets by using drop-down boxes that allow you to switch:

- Class
- Spreadsheet
- Columns

  This drop-down box allows you to select the column you want to see from the gradebook file. (As with all gradebook settings, remember that the number of columns displayed in this drop-down box must be set with other InteGrade Pro clients.)

- Show (option to show Students/Task or Tasks/Student).

Gradebooks on the Web

Load the Correct Page

Begin by using the drop-down boxes to select the page you want to see. The page is then loaded in one of two ways:

- **JavaScript enabled:** The page you have selected is automatically loaded when a drop-down box is changed.
- **JavaScript disabled:** You must click the **Change View** button to load the correct page.

Enter Scores

The scores you add are grades or comment codes.

Hot Linked Spreadsheet Grades

Hot links are used for linking spreadsheet grades from numeric and skill spreadsheets to End Term spreadsheets. Any time changes are made to the numeric or skill spreadsheet, the End Term spreadsheet is automatically updated. You must create hot links using the InteGrade Pro software (non-Web).

If a hot link has been created, the InteGrade Pro Web software displays the linked data in the column on the End Term spreadsheet as a hyperlink. You can break the link at any time by clicking on one of the hot link hyperlinks. A message asks you to confirm removal of the link. Removing the link from any one score in the column removes the link for the entire column.

Open the Student Demographic Editor

Click a student's name or ID number, or the student icon for a particular row, to open the Student Demographic Editor for that student.

To return to the Scores Editor, click the **Edit Scores** icon in the toolbar.

Scores Editor: End Term Tasks/Student

To display this view of the Scores Editor, next to the Spreadsheet prompt, select the desired **End Term** report. Then, next to the Show prompt, select **Tasks/Student**.

Purpose

From the End Term Tasks/Student page of the Scores Editor, you can enter multiple grades or comments for a single student as required by the End Term spreadsheet.

Figure 3-11. End Term Tasks/Student page of the Scores Editor

Comment Codes

You can view available comment codes by clicking on the list comment codes link displayed at the top of the Grade/Comment column. (See page 32 for an example.) Codes listed are loaded from the gradebook file. If no codes exist, this link is unavailable.

Click the **Close** box to return to the spreadsheet.

Gradebooks on the Web

Select Spreadsheets

Move to different spreadsheets by using drop-down boxes that allow you to switch:

- Class
- Spreadsheet
- Students
- Show (option to show Tasks/Student or Students/Task)

Load the Correct Page

Begin by using the drop-down boxes to select the page you want to see. The page is then loaded in one of two ways:

- **JavaScript enabled:** The page you have selected is automatically loaded when a drop-down box is changed.
- **JavaScript disabled:** You must click the **Change View** button to load the correct page.

Enter Scores

The scores you add will be grades and comment codes.

Hot Linked Spreadsheet Grades

Hot links are used for linking spreadsheet grades from numeric and skill spreadsheets to End Term spreadsheets. Any time changes are made to the numeric or skill spreadsheet, the End Term spreadsheet is automatically updated. You must create hot links using the InteGrade Pro software (non-Web).

If a hot link has been created, the InteGrade Pro Web software displays the linked data in the column on the End Term spreadsheet as a hyperlink. You can break the link at any time by clicking on one of the hot link hyperlinks. A message asks you to confirm removal of the link. Removing the link from any one score in the column removes the link for the entire column.

Score Note Editor

The Note icon is displayed next to the following:

- Class drop-down box
- Spreadsheet drop-down box
- Task drop-down box
- Student drop-down box
- Every grade and score within the Scores Editor, including attendance scores

Select a **Note** icon and click it to open the Scores Editor.

> **NOTE:** If your Note exceeds 32,000 characters, an error will result and you may lose text. In this case you will have to re-enter the editor you were in and review your Note for lost text. If you regularly clicked **Send** and clicked **Save** as you worked, everything will have been retained up to the last Save, except for the text that exceeded the 32000 characters.

Figure 3-12. .Scores Editor

Gradebooks on the Web

Purpose

Use this editor to open Score Notes that are about:

- Classes
- Spreadsheets
- Tasks
- A particular student

Notes about a student are specific to a particular task in a spreadsheet, or to attendance for a given day.

Select Spreadsheets

Move to different spreadsheets by using drop-down boxes that allow you to switch:

- Class
- Spreadsheet
- Task
- Student

Submit Changes to the Server

To submit changes made to scores:

- **All users:** Click the **Send** button (this keeps the current view).
- **JavaScript enabled:** Change the view by clicking another link or by changing the selection in one of the drop-down boxes.

Cancel Changes

If you have not yet clicked **Send**, then clicking the **Reset** button cancels changes you made to scores. For example, if you make a mistake as you work, click this button to prevent unwanted changes from being submitted to the server.

Student Demographics Editor

Click a student's name or ID number, or the student icon for a particular row, to open the Student Demographic Editor for that student.

This editor always opens to the Personal Tab view (see <Blue>Personal Tab on page 39).

Purpose

The Student Demographic Editor allows you to enter and edit information about selected students in the class.

Select a Student

Select students from the list in the student drop-down box. All students from all classes in your gradebook are included in the drop-down box.

Submit Changes to the Server

To submit changes made to scores:

- **All users:** Click the **Send** button (this keeps the current view).
- **JavaScript enabled:** Change the view by clicking a link, or by changing the selection in the student drop-down box.

Cancel changes

If you have not yet clicked **Send**, then clicking the **Reset** button will cancel changes you made to scores. For example, if you make a mistake as you work, click this button to prevent unwanted changes from being submitted to the server (where the gradebook data is maintained).

Tabs

When opened, the Student Demographics Editor displays the following tabs:

- Personal
- Contacts
- School
- Schedule
- Notes

The selected tab is white, and the rest are gray.

Gradebooks on the Web

Personal Tab Contains the student's personal information.

Figure 3-13. Personal tab

The edit boxes for **First Name, Last Name, Gender, Birthdate**, and **E-mail Address** are editable, if your school administration permits it.

This example page displays the e-mail address for the residence contact (which is not editable), as well as an e-mail link to that address.

There is space for the student's photo.

Contacts Tab Contains the student's contacts as well as a link to create a new contact.

Figure 3-14. Contacts tab

This is the Contacts Tab summary. You can e-mail directly to any contact by clicking the corresponding e-mail link (like the one opposite the Parent/Guardian contact in this example).

Gradebooks on the Web

Click any of the contacts shown on this tab (including New Contact) to display detailed information, as shown in the next screen.

Figure 3-15. Detailed contact information

The contacts information displays:

- Contact type: Choose from the contact types in the drop-down box. All of these can be edited, except for Residence.

- Name, address, city, prov/state, country, postal/zip, home phone, work phone, e-mail address, e-mail link (shown with e-mail icon).

- Delete button: Click **Delete** to delete the contact. Notice that the delete button is not available for Residence.

- Reset button: Click **Reset** to cancel changes you have entered (but not sent).

- Send button: Click Send to return you to the contacts summary on the Contacts tab.

If you have not entered changes for a contact and wish to continue viewing other contacts, click one of the other tabs to be able to click the **Contacts** tab again.

Gradebooks on the Web

School Tab Contains administrative information about the student.

Figure 3-16. School tab

Remember that labels for **Extra** fields must be set using the InteGrade Pro software.

Clicking **Send** returns you to the student's Personal Tab.

Schedule Tab Contains imported student class schedule information. The information displayed on this tab is imported from the school administration system and may not be edited. If there is no schedule information available for a student, a message is displayed when the user accesses the Schedule tab. The schedule information is based on scheduled class periods, not on rotating periods.

Figure 3-17. Schedule tab

Gradebooks on the Web

Notes Tab Contains class or spreadsheet notes about the student.

Figure 3-18. Notes tab

Move to different spreadsheets by using drop-down boxes that allow you to switch:

- Class
- Spreadsheet

Clicking the **Send** button returns you to the student's Personal Tab.

New Spreadsheet Editor

Click this icon in the toolbar to bring up the New Spreadsheet Editor.

Purpose

The Spreadsheet Editor allows you to add numeric, skill, and attendance spreadsheets to the selected class.

Figure 3-19. New Spreadsheet Editor

Gradebooks on the Web

Create New Spreadsheets

To create new spreadsheets:

1. Select the class to which you want to add the spreadsheet.

2. Next to the **Name** prompt, enter a spreadsheet name that is unique for this class.

3. Click the kind of spreadsheet you want.

4. If this is an attendance spreadsheet, enter the date range. Other kinds of spreadsheets will ignore this date information:

   □ **All users:** Type the desired date into the edit box, or

   □ **JavaScript enabled:** Click the calendar icon and select the desired date from the calendar window.

   If you inadvertently enter the dates out of order, an error message prompts you to make the necessary corrections.

5. Submit the new spreadsheet to the server:

   □ **All users:** Click the **Send** button.

   □ **JavaScript enabled:** Click any other link.

   Uploading the spreadsheet directs you to the Spreadsheet Editor.

Spreadsheet Editor

Click this icon in the toolbar to bring up the Spreadsheet Editor.

Purpose

The Spreadsheet Editor allows you to edit existing spreadsheets.

Figure 3-20. Spreadsheet Editor

Select Spreadsheets for Editing

Use the drop-down boxes to select the spreadsheets you want to edit. Switch the selections as necessary:

- Class
- Spreadsheet

Gradebooks on the Web

Available Editing Options

In the Spreadsheet Editor, not all spreadsheets have the same editing options. The different options are listed in the following table.

Table 3-1. Spreadsheet Editor options

Editing options	Numeric spreadsheets	Attendance spreadsheets	All other spreadsheets
Name (editable)	✔	✔	✔
Kind (not editable)	✔	✔	✔
Notes (editable)	✔	✔	✔
Delete button	✔	✔	✔
Grade Tables (select via drop-down box)	✔		
Calculation Method (select via drop-down box)	✔		
Date Range (enter desired dates)		✔	

Enter any changes or additions you wish.

The start and end dates can be entered in two ways:

- **All users:** Type the desired date into the edit box or
- **JavaScript enabled:** Click the calendar icon and select the desired date from the calendar window.

Submit Changes to the Server

To submit changes made to the spreadsheet:

- **All users:** Click the **Send** button.
- **JavaScript enabled:** Change the view by clicking another link or by changing the selection in one of the drop-down boxes.

This returns you to the same page in the Spreadsheet Editor.

Delete the Spreadsheet

This action not only deletes the entry for the spreadsheet, but also all tasks and scores associated with it. To delete the spreadsheet:

- ▪ **JavaScript enabled:** Click the **Delete** button.
- ▪ **JavaScript disabled:** Click the **Delete Spreadsheet** box, and then click **Send**.

In both cases a warning screen pops up and asks for confirmation of the deletion. Once the deletion is confirmed, you are returned to the same class in the Spreadsheet Editor.

New Task Editor
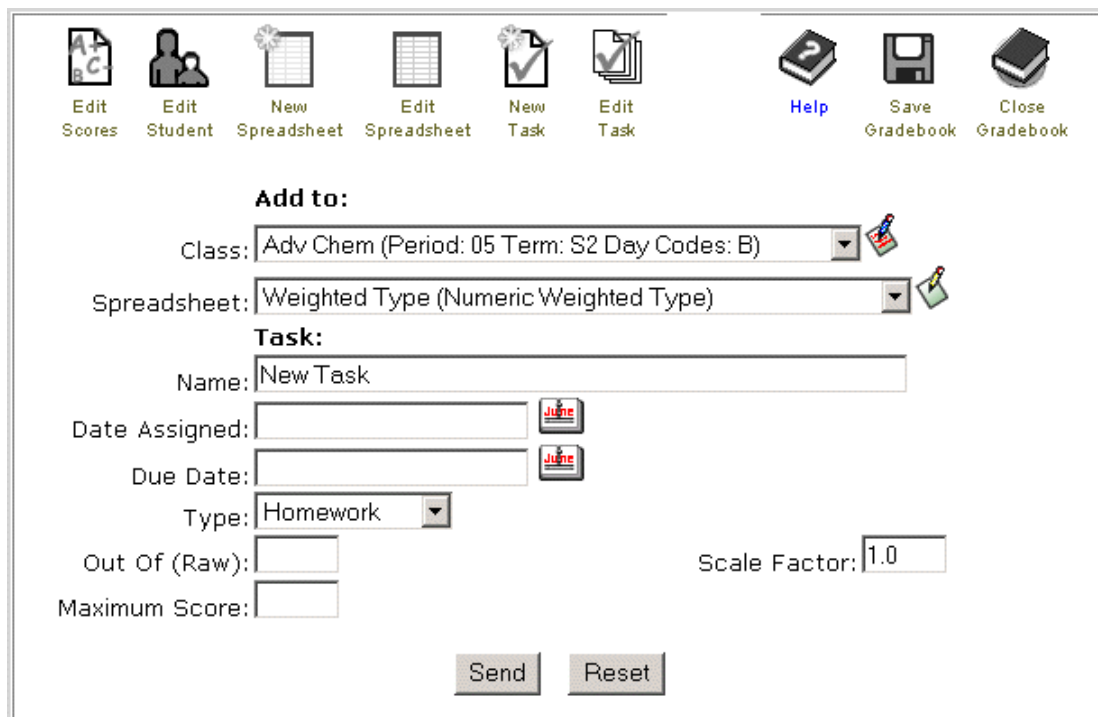
Click this icon in the toolbar to bring up the New Task Editor.

Purpose

The New Task Editor allows you to add tasks to the selected spreadsheet.

Figure 3-21. New Task Editor

Create New Tasks

To create new tasks:

1. Select the class-spreadsheet to which you want to add the task.

2. Next to the **Name** prompt, enter a unique task name for this spreadsheet.

3. Enter the **Date Assigned** and **Due Date**:

   □ **All users:** Type the desired date into the edit box or

   □ **JavaScript enabled:** Click the calendar icon and select the desired date from the calendar window.

   Remember that dates shown in the edit box are displayed in the date format set by other InteGrade Pro clients.

   If you enter the dates out of order, when the data is submitted to the server an error message prompts you to make the necessary corrections.

4. In the **Type** drop-down box, click the type of task you want.

5. Enter the desired value next to the **Out Of** prompt. (This prompt appears on numeric spreadsheets only—it is not visible on skill spreadsheets.)

6. Enter the desired value next to the **Scale Factor** prompt. (This prompt appears on numeric spreadsheets only—it is not visible on skill spreadsheets.)

7. Enter the desired value next to the **Maximum Score** prompt. (This prompt appears on numeric spreadsheets only—it is not visible on skill spreadsheets.)

8. Submit the new spreadsheet to the server:

   □ **Available to all users:** Click the **Send** button.

   □ **JavaScript enabled:** Click any other link.

9. Clicking `Send` or clicking on another link causes an additional field to be added at the bottom of the page. Complete this field (**Points required for mastery**). Then click **Send** again, or click another link.

   These actions direct you to the Task Editor.

Task Editor

Click this icon in the toolbar to bring up the Task Editor. It always opens to the General Tab view of the task you were just viewing (see General tab on page 50).

Purpose

The Task Editor allows you to edit information about selected tasks.

Select Tasks for Editing

Use the Class, Spreadsheet, and Task drop-down boxes to select the task you want to edit.

Submit Changes to the Server

Changes made to tasks are submitted to the server:

- **All users:** Click the **Send** button.
- **JavaScript enabled:** Change the view by clicking a link, or by changing the selection in one of the drop-down boxes.

Submitting this information returns you to the previously accessed page in the Task Editor.

Tabs

When opened, the Task Editor displays four tabs:

- General
- Extra
- Points
- Notes

The selected tab is white, and the rest are gray.

Gradebooks on the Web

General Tab Contains basic information about the task, as well as the option to delete the task.

Figure 3-22. General tab

The General Tab displays:

- Long name (editable)

  Unlike the InteGrade Pro software, the InteGrade Pro Web software offers neither automatic nor custom abbreviating of task names. If necessary, the InteGrade Pro Web software merely truncates task names to fit into the edit box.

  To set abbreviated names, use the InteGrade Pro software.

- Date assigned and Due Date (both editable)

  To enter the dates:
  - **All users:** Type the desired date in the edit box or
  - **JavaScript enabled:** Click the calendar icon and select the desired date from the calendar window.

Dates shown in the edit box are displayed in the date format set by other InteGrade Pro clients.

If you enter the dates out of order, once the data is submitted to the server, an error message prompts you to make the necessary corrections.

- Allow export to InteGrade Pro link

  Click this option if you want to have information about this task exported to a file that can later be imported into your school's administration system.

- Delete button or checkbox

  □ **JavaScript enabled:** Click the **Delete** button.

  □ **JavaScript disabled:** Click the **Delete** checkbox. Then click **Send**.

Either of these actions deletes the entry for the task and all scores associated with it. When you click the **Delete** button, or click **Delete** and **Send**, a warning screen asks for confirmation of the deletion.

Extra Tab Contains extra fields where you can record other details about this task. To set labels for these fields, use the InteGrade Pro software.

Figure 3-23. Extra tab

Points Tab

Contains the task type, as well as specific information about points.

Figure 3-24. Points tab

The Points Tab displays:

- Type

  Use the drop-down box to select the task type.

- Out Of (Raw) (editable)

  Enter the desired value next to the **Out Of** prompt. (This prompt appears on numeric spreadsheets only—it is not visible on skill spreadsheets.)

Scores exceeding the **Out Of** value are marked with a corner clip. (See the example on . The task was Out Of 15, and the **Maximum Score** was set to 20.)

Figure 3-25. Out Of value

- Maximum score (editable)

  Enter the desired value next to the **Maximum Score** prompt. (This prompt appears on numeric spreadsheets only—it is not visible on skill spreadsheets.)

  Scores exceeding the Maximum Score are marked with a blue arrow. (See the example. The task was **Out Of** 15, and the **Maximum Score** was set to 20.)

- Scale Factor (editable)

  Enter the desired value next to the **Scale Factor** prompt. (This prompt appears on numeric spreadsheets only—it is not visible on skill spreadsheets.)

  Points required for mastery (editable)

  Enter the desired value next to the **Points Required** prompt. (This prompt appears on numeric spreadsheets only—it is not visible on skill spreadsheets.)

- Scores Locked

  After you enter all scores and points, in the **Points** Tab click **Scores Locked** on. Then click **Send**. (In the Scores Editor view, this causes the locked icon to be displayed next to all scores for this task.) To unlock the scores and points, click this option again before clicking **Send**.

Gradebooks on the Web

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Notes Tab Contains notes about this task.

Figure 3-26. Notes tab

Use this tab to record notes about this task. For example, you may wish to explain the material covered in an exam.

Help

You can bring up Help at any time by clicking this icon in the toolbar.

Using Online Help

The Help system is in an easy-to-access format. It contains overview topics covering the major areas of the system as well as step-by-step procedures for completing the tasks associated with gradebook maintenance.

- You can access online Help throughout the site.
- The Help displayed is context-specific (That is, help for the New Task Editor can be accessed directly from the New Task Editor. Click the **Help** icon from the page you are working in).
- The Help window opens in a new browser window.

Save the Gradebook

To save your work at any time, click the **Save Gradebook** icon. This saves changes to the gradebook file on the server, where the gradebook data is maintained.

Save Regularly

Until you click the **Save** icon, changes that have been submitted to the Web server are not actually saved to the gradebook file. Whether you work with JavaScript enabled or disabled, it is wise to save changes often.

When working with any Web application, it is always possible your connection to the server can be lost, causing any changes you made since the last Save to be lost as well. Therefore, *remember to save regularly.*
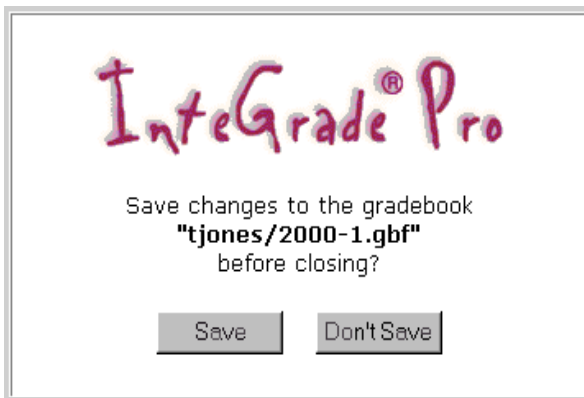
Close the Gradebook

To close the gradebook at any time, click the **Close Gradebook** icon:

- If you have read-only access to the gradebook, you will immediately be directed to your home page.
- If you have read-write access to the gradebook, after you click on the icon a request to save the changes displays.

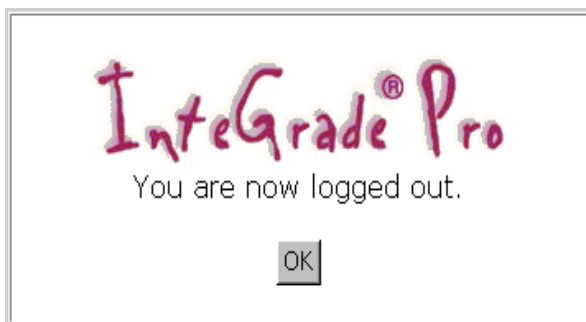Figure 3-27. Request to save

- In this screen, click either **Save** or **Don't Save**. Then you are directed to your home page.

Exit the System

Exit the system from the home page by clickin **Exit Site** at the bottom of the page.

Figure 3-28. Exit site

This brings up a confirmation screen. Click **OK**. This directs you to the Enter Site screen as seen from your browser.

Gradebooks on the Web

Session Timeout

If a session timeout occurs when you are working in a gradebook (for example, when you are called away), your gradebook is automatically closed and checked in on the server. The timeout interval is set by your system administrator, who has the option to adjust it, if necessary.

After a timeout occurs:

- When you click on a link you will be returned to the Enter Site.

- Close all instances of your browser.

- Log in again.

NOTE: **Warning:** If a session timeout occurs, changes made after the last Save will be lost.

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