

Gradebook & Grading

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Who: Administrators, District SIS Data Coordinators, Gradebook Managers, Registrars, Office Managers, Teachers

[If you are no longer in one of these roles for your district or school, or if this information needs to get to others, please update your School or District Personnel lists in WebSIS > School or District Personnel so we can so we can get important information to the right persons.]

We strongly recommend that schools continue to use the Gradebook. Teachers can enter assignments and scores as they have in the past. When contacts with students aren't tracked in the information system, a teacher may not realize when a student is added to his or her class. When class rosters are created and maintained by the automated processes in LBL's SIS Suite applications, the rosters in Gradebook are always up to date. You can run reports from Gradebook and save and/or print them. Attendance entry functions normally although we await final guidance from ODE surrounding attendance in the Distance Learning environment. The Internet Viewer also functions normally.

- **Pass/Incomplete Grades** – Pass and Incomplete grades do not affect a student's GPA. Pass does earn credit for the course. Verify that you have P (Pass) and I (Incomplete) letter grades in your regular Term Grading Scale(s) and that both are checked as an 'Override' code. If they're not there, add them. These do not need to be added to your Assignment Grading Scale(s). This will not change existing percentage values in the gradebook.
- **Seniors** – Teachers need to enter an appropriate override code for ALL seniors. Students whose grade as of March 13 is A through D receive a Passing grade "P"; students with Fs receive an Incomplete "I".
- **Internet Viewer** – You can choose which information to show in the Internet Viewer. For example, you can "hide" the term grades, assignment points and percentages, and reports. You can also choose to turn the Viewer off completely while keeping an explanation in place that parents and students will see when they try to access the Viewer and it's disabled. The Help Desk can guide you through those settings.
- **Marking Periods** – Some high schools, which have Semester grading intervals with a single Semester MP marking period, indicate that they want quarter marking periods (Q3 / Q4) for Semester 2 only. This allows teachers to clearly separate the work done prior to March 13 from that done after. It also allows parents and students to see the grade earned up to that time. LBL can make this change for you if desired. Contact the Help Desk to discuss your options.
- **Data Exchanges with Google Classroom** – LBL is working on data integration between WebSIS, Wazzle Gradebook, and Google Classroom. The two-part goal to populate Google Classroom with

student, staff, schedule, and parent/guardian data from WebSIS, and to provide a way for assignment scores to import into Gradebook. More information will be available as we have it.

- **Student Demographics Report** – This report is available to all teachers. Go to New Reports > Demographics > Student Demographics. Each student's information is displayed on a separate page (one page per student; some have 2 pages). This report displays all student demographics including a student photo and student email address.
- **Student Demographic Grid Report** – Teachers can run the report, which allows them to choose which of these items to include: Student Name and ID; Grade Level; parent/contact name, address, emails and phone numbers. This report will include multiple students on one page.

We are here to help

If you have any questions or just need reassurance, please call the Student Information Systems Help Desk at 866.914.2800 (toll free) or 541.812.2800. Our phones are staffed from 7:30 AM to 5:00 PM every weekday. You can also submit questions, problems, or concerns via the online Web Help Desk. Your office staff will assist you with this.

As you've likely heard many times, we are all in this together. LBL's SIS team is here to help you succeed in these most challenging of times.