



Our GOAL: To help you and your schools succeed by making the information systems as simple as possible during the Oregon Schools Extended Closure

Assignments, Grading and Term Grades

- **Assignments:** Teachers can enter and record student scores exactly as they have been. The type of work doesn't affect the gradebook. It could be a packet, an online assessment, a group interaction. The gradebook only needs the assignment configured as usual and scored.
- **Common Assessments:** This is a suggestion for tracking student participation. Use the Common Assessments feature to create a weekly assignment where teachers simply enter a Yes/No mark to indicate that they had some kind of interaction with the student. These assignments can be set to not affect students' term grades.
- **Create special attendance codes (optional):** An attendance code can be created in Gradebook to indicate if a student has been in contact with a teacher. A separate attendance code could be created to indicate students who don't have the ability to do assignments virtually—those that have to be contacted by phone, or do their work through packets. A teacher can enter that code in so that they can give those students credit and yet have an easy way to know which students need differentiated instruction. These codes would *not be reported to ODE*.

How to hide term grades from the Internet Viewer (A Gradebook Manager Task)

- Log in to Gradebook and select Options > Manage System > Grading Terms from the left menu.
- Choose a school from the drop-down at the top.
- Click on a term (for example, "Semester 2 MP").
- Scroll down to see the checkboxes at the bottom of the display.
 - You have choices. If you want to hide the term completely, un-check "Show in Internet Viewer."
 - If you want the term to show, but not the grades, leave that one checked and un-check "Show term grade?" You'll likely want to uncheck "Show Points Earned / Points Possible for Assignments?" as well.

Communication

- **Email from Gradebook:** Teachers can send emails to students, guardians, or both directly from the Gradebook Grid.
- **Internet Viewer:** You can control what information students and parents see on the Internet Viewer. You can choose to hide term grades, points earned/points possible for assignments, specific reports such as the Missing Assignments report. This allows you to keep the Viewer available while not showing information that might be confusing or distressing.

We are here to help

If you have any questions, please call the Student Information Systems Help Desk at 866.914.2800 (toll free) or 541.812.2800. Our PS TIENET help desk can be reached at 877.967.7733. 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.

Online trainings available--this may be the perfect time for staff to get that extra training they never have time for. Recorded trainings and live trainings available for classified and certified.

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.