



SchoolCenter & GradeSpeed Tips and Tricks

GradeSpeed Ideas Added

The Red Stapler Gazette now includes tips and tricks for GradeSpeed, as well. Keep reading for ideas to improve your GradeSpeed experience.



Entering Grades

After you've entered a few assignments, you may not be able to view the student names when entering grades. Here's how to fix this problem:

1. Login to GradeSpeed and click on any yellow assignment name in the dark blue boxes across from the word "Student."
2. At the top of the new window, you'll see a drop-down box under the words "Grade By Assignment." Click on the light blue arrow at the end of the box.
3. You'll see all the assignment titles that you have entered.
4. Click on any title to move to that assignment.
5. Record grades as usual. You'll see the student names easily next to the grade box. Be sure to click the "Update" button for each assignment before moving to another one to save your changes.



Printing Grade Reports

You may want to print out a detailed listing of grades for your students. GradeSpeed has some nice features for printing your own student grade reports. For instance, you can add a message to be added to each report and include a parent signature request.

Here's how you can set up your preferences for printing these reports:

1. Login to GradeSpeed and click on the words "Progress Reports" in the toolbar at the top of the page.
2. You will see a small "Options" button. Click on the button. A new window will open.
3. You will see a box in front of "Never print 2 students on the same page." Put a check in that box.
4. If you want to add a place for a parent signature, put a check in the box in front of "Print Signature Line" under the "Misc." section.
5. Put a check in front of "Assignment Detail" under the "Grades" section.
6. You'll see a large box with "Notes to be printed at the bottom of progress reports of **All** students" written above it. Type your message here. It will be printed on all of the grade reports. You can click "Spell Check" to check for spelling errors.
7. Click "OK." You'll be taken back to the original window.
8. At the top, you'll see a drop-down box that says "Select Students." Click on the small blue arrow and choose "All."
9. In the drop-down box next to the one you worked with in step 8, you'll see another drop down box. Be sure it says "Print All."
10. Click on the "Print" button.
11. Your grade reports should now print.

GradeSpeed Seating Charts

The GradeSpeed seating charts function is now working. Some of you have used them but have found that the student names are not presented in full. Follow the steps below to set up your seating charts and show the full student names:

1. Login to GradeSpeed and click on your name in the left section of the screen.
2. There is a drop-down box at the top of the screen that says "User Profile." Click on the blue arrow and choose "Display Student Fields."
3. Put a checkmark in the box in front of "Student Name (Full)." Click "Apply."
4. Click on "Seating Chart" at the top of the page. A new window will open.
5. If you have your students in groups, you may select that option under "Select Shape."
6. You may have the GradeSpeed program automatically assign students under the "Select Sort" option. You may choose from sorting students by Last Name, First Name, Boy/Girl, Girl/Boy, Student ID, or Random. To do this, use the drop-down box and select the sort type you want. The students will immediately be sorted in the seating chart.
7. You may drag the student icons to assign seats, as well.
8. Having trouble reading the names? You may change the font size at the bottom of the page by using the drop down menu under "Font Size."
9. Be sure to click the "Update" button to save your new seating chart.
10. To print your seating chart, click on "File>Print" in the toolbar at the top of the page.



SchoolCenter Assignment Pages

What kind of page you use to list your classroom assignments, projects, and tests is a personal choice. Some people prefer to use the calendar. Here's another option for listing these activities:

1. Login to SchoolCenter and go to your page.
2. Click on "Edit Mode."
3. On the left side, click on "Add A Page."
4. Choose the "What's New" page. Click "Add Page." A new window will open.
5. Change the page title under the "General" tab to "Assignments."
6. Put a checkmark in the box in front of "Show Details Initially." Click "Done." Your new page will be created.
7. To add assignments, click on the "Add New Event" tab.
8. A new window will open. Here you will enter a title and the assignment, test, or project details. Of course, you may also use "Advanced Content Editor." Click "Done."
9. To add more activities, just follow steps 7-8.

For more information on website pages, visit <http://www.nanacarol.com/teach>. Website pages are explained in detail and a message board is provided for questions.

Important Dates

September 29, 2006 – TNT presentation proposals due

October 20, 2006 – TNT Spotlight on Excellence Award nominations due

November 11, 2006 – TNT Conference – EHS



Share your tips and tricks

If you have website tips and tricks that you would like to share, please email Carol Mortensen at cmortensen@yisd.net.