Office of Instructional Technology and Learning Services

G.A.T.S. v.4

Gradebook and Attendance Tracking System

Pre-K,
Kindergarten,
Headstart

Manual

SAISD 406 Barrera Street San Antonio, Texas 78210 Phone: 210.527.1400 Website: http://itls.saisd.net

GATS Teacher Manual

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Beginning Basics

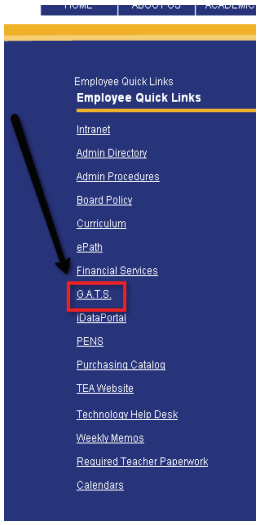
Opening Internet Explorer

- Start the Internet Explorer Program by clicking on the Internet Explorer Icon from the Desktop
- This icon can also be found by clicking on the Start menu and choosing Internet Explorer from the list of programs
- **Turn off Pop-Up Blockers (Page 6)**

Internet Explorer

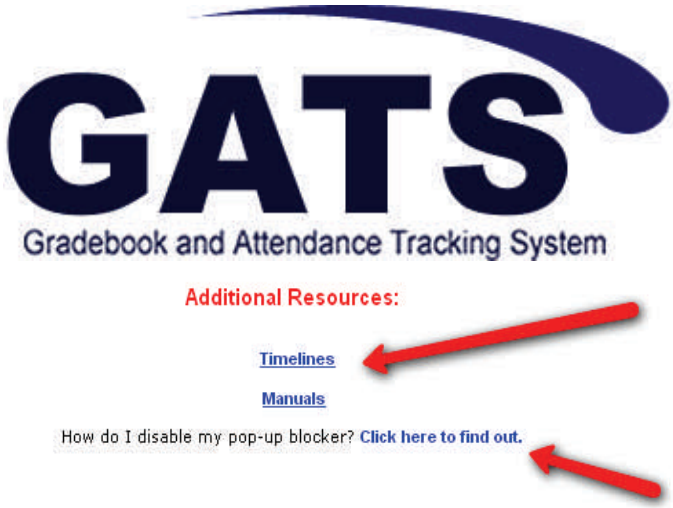
Accessing the GATS Web Page

- From the SAISD homepage, http://www.saisd.net, locate Employee Quick Links on the left hand side of the screen
- Click on G.A.T.S.
- Or go to http://itls.saisd.net



On the GATS web page you will have access to

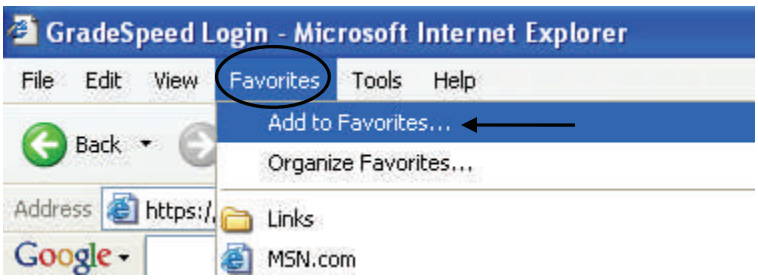
- Instructions on "**How to disable pop-up blocker**"
- Grade Reporting Times
- Training Resources
- Latest Updates



Beginning Basics

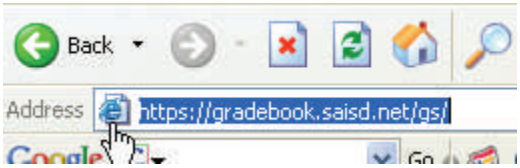
Creating A Bookmark to the Login Page

- From the login page, click on the Favorites Link located on the tool bar of Internet Explorer.
- Select **Add to Favorites.**



Adding a Short-Cut to the Desktop to the Login Page

- From the login page, locate the Address Bar and click on the web page Address.
- Click on the Internet Explorer icon located next to the Address of the web page and holding down the left mouse button, drag the address and the icon to the desktop.



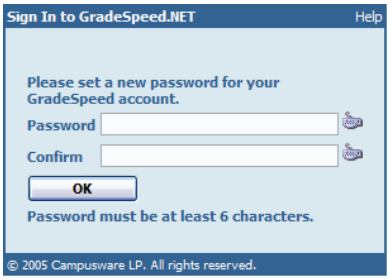
- This will create an Internet Explorer icon on the desktop that will take the user directly to the login page.

Beginning Basics

Log In to Gradespeed

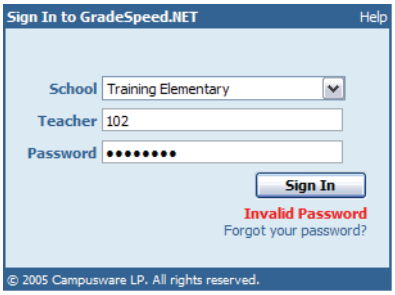
- From the Sign In to GradeSpeed.Net screen,

- Enter your username and password provided by the District
- The first time you login, you will be prompted to change and confirm your password.
- The password MUST conform to the District requirements. (refer to page 7)
- Click OK or Sign In



Forgot Your Password?

- If you enter an invalid password when logging in, you will be given the opportunity to recover your password by clicking "Forgot your password?"
- Your password will be emailed to you, or you may be prompted to create a new password.
- The password MUST conform to the District requirements.



Pop-Up Blockers

Computers that have Internet Pop-up Blockers installed will prevent the Gradespeed program from running on the computer. An Internet pop-up blocker must be **disabled prior** to using the system, otherwise, the Internet will shut down each time the user tries to login to the system. If you are not familiar with turning off pop-up blockers, refer to the Pop-Up Blocker link located on the GATS webpage or contact the SAISD Helpdesk at 244-2929.

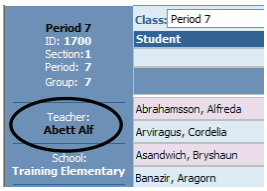
Beginning Basics

Password Requirements

- Passwords ***MUST***:
  - Be at least 6 characters. (it may be more than 6 if desired)
  - Contain at least 1 number (it may contain more if desired)
  - Contain at least 1 lower case letter (it may contain more if desired)
  - Contain at least 1 upper case letter (it may contain more if desired)
    Example: Train001
    Example: luNch1222
- Users will be asked to enter the new password and then confirm the new password. You must type your new password in each space and follow the rules listed above for the password to be accepted.

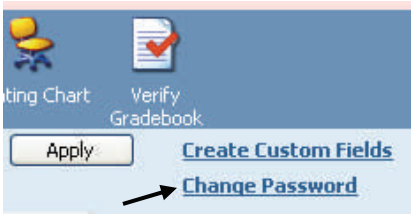
<u>Users will be automatically required to reset password every 90 days!</u>**

Voluntary Password Changes by Teachers



Teachers wishing to change their passwords at times other than the required 90 day intervals, may do so manually once logged into the gradebook.

- Click on your name on the left side of the page
- The Teacher Preferences window will open
- Click on Change Password
- Enter and confirm your new password



Lock Gradebook

Teachers who wish to remain logged into their gradebooks, yet walk away without the danger of student's altering grades should utilize the Lock Gradebook icon.

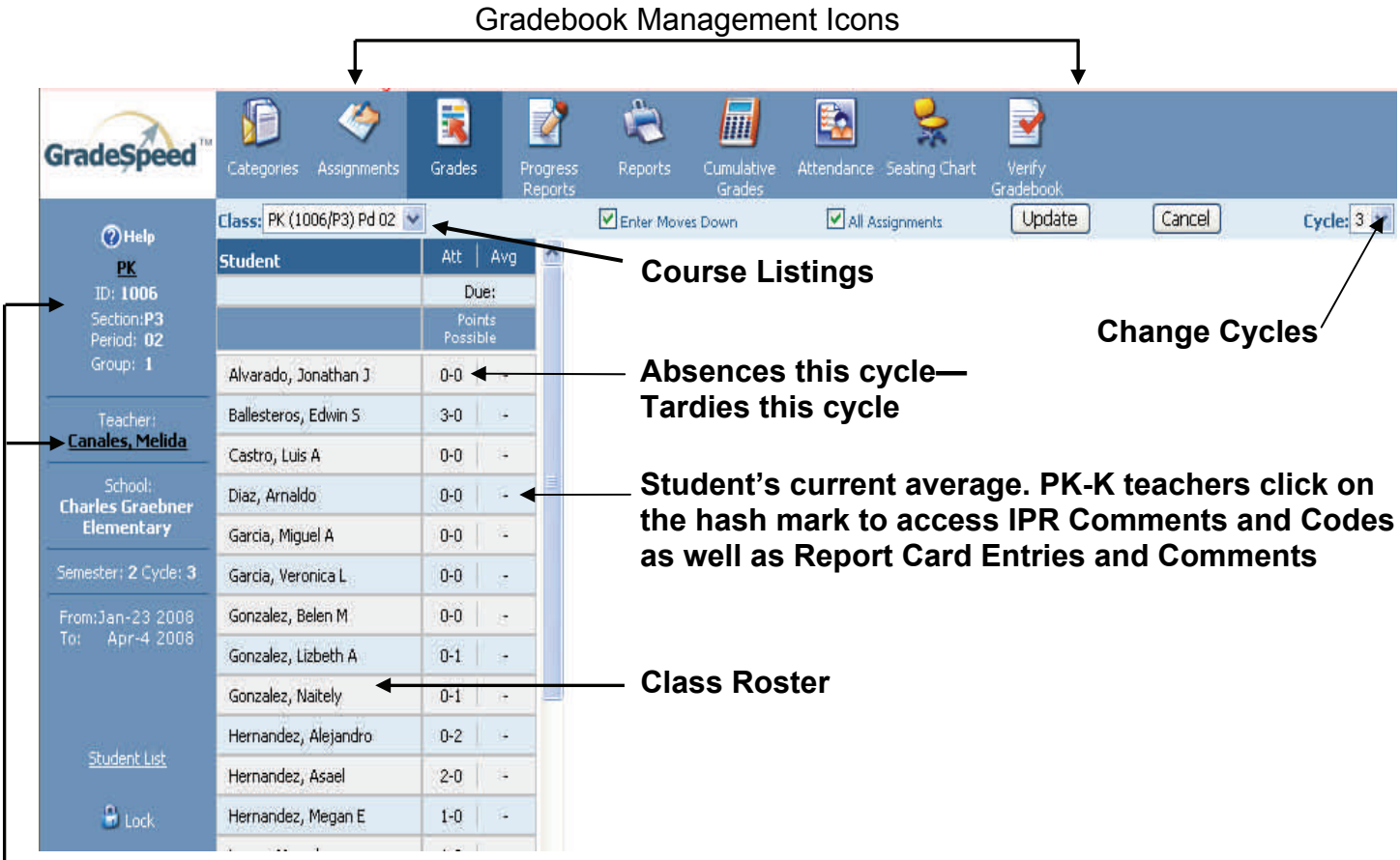
When teachers click this icon, it will lock the gradebook, requiring the teacher to enter their correct password to resume using the gradebook.

Multiple Teaching Assignments

Teachers who are teaching at multiple campuses can easily change campuses by simply clicking on Switch Schools.

Beginning Basics

Main Menu—Gradebook Roster Overview



Course Information and Teacher Profile

Note that the course and student data is already entered. This information comes over from the District's **student management system (SMS—ITCCS)**. Any changes to this data must be entered by the campus data clerk in the **SMS** first, then it gets imported overnight into GradeSpeed.

The rosters are **not** available for editing by a teacher. Roster and schedule uploads will be done by the campus and district system administrators as needed—Teachers don't have to do anything to update the student and course info in the gradebook.

- Active and new students will appear in alphabetical order
- Withdrawn or dropped students will appear at the **bottom** of the student list.
- Dropped students will be marked with a "(D)" next to their names
- Withdrawn students will be marked with a "(W)"

Gradebook Management Icons

Categories icon—used to manage categories and weights for assignments as well as determine how grades are averaged, dropped, or color-coded.

Assignments icon—used to create new assignments or edit existing assignments.

Grades icon— used to return to the main gradebook page.

Progress Report icon—used to create and print progress reports.

Reports icon—used to print various teacher reports. (missing assignments reports, class rosters, grade lists, etc.)

Cumulative Grades icon—used to view cycle, semester, and overall grades.

Attendance icon—used to enter the Attendance Reporting module.

Seating Chart icon—used to access the seating chart that allows you to manage the classroom and/or take attendance.

Verify Gradebook icon—used to review and "Verify" the gradebooks at the end of each grading period.

Class: Period 1 Class drop-down list—used to switch between classes.

Enter Moves Down If checked, causes the cursor to move down to the next row when entering grades. If not checked, cursor moves to the next column.

All Assignments Used to switch between displaying all assignments at once or allowing you to scroll through multiple pages.

Update Cancel Used to save or discard changes. Must Update to record any grades

Cycle: 4 Used to change between grading cycles.

Switch Schools Lock Use Lock to secure your gradebook.
Use Switch Schools if assigned to more than one campus.

Setting up the Gradebook

Managing the Gradebook

Gradebook setup

- is required one time ONLY at the beginning of the school year.
- Teachers may change setup options at the beginning of a grading cycle ONLY. Changes done after grades are entered may cause the grades not to calculate correctly. Any changes to the gradebook setup need to be completed prior to entering grades into the gradebook for the grading cycle.

Gradebook setup includes the following options:

1. Teacher Gradebook Preferences (may be done at anytime or repeatedly)
2. Course Maintenance (must be **completed prior** to entering assignments or grades)
3. Category Designations (must be **completed prior** to entering assignments or grades)
4. Accessing Student Demographic Information within Gradespeed (may be done at anytime or repeatedly)
5. Creating Class Rosters for Emergency Situations using iData Portal (may be done at anytime or repeatedly)

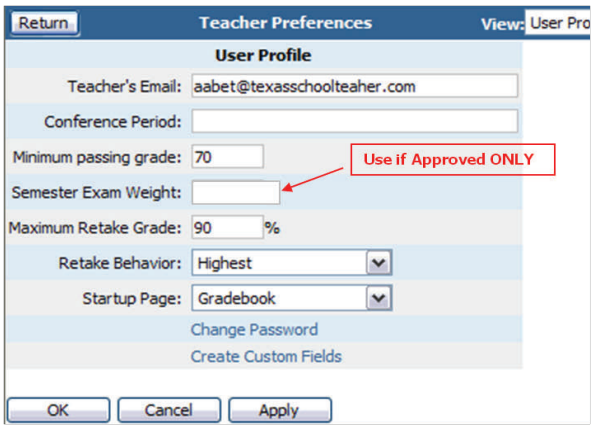
Teacher Preferences

Each teacher is unique in how they prefer for student data to appear on the gradebook. To modify your Teacher Preferences, click on your name located on the left side of the screen.

A "View" drop-down list allows you to switch between user information (User Profile) and student information (Student Profile).

Under the User Profile you can:

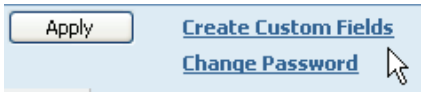
- Enter your email address and conference period
- Set the gradebook Startup Page to
  - Gradebook,
  - Attendance, or
  - Seating Chart



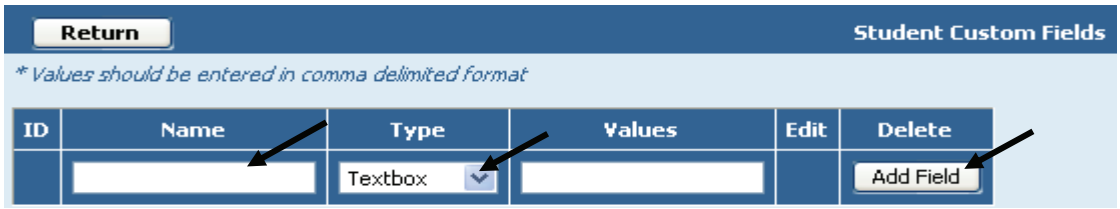
Setting up the Gradebook

- **Change you password**
  Allows you to change your password at any time.
- **Create Custom Fields**
  The custom fields feature allows you to store information you gather about your students throughout the year. For example, at the beginning of the year, you may want to keep track of the various forms students must return signed, text-book numbers for books issued to students, parent cell phone numbers, or a student's shirt size, etc. You can store all this information in your gradebook by creating a custom field for each item. You can also view student data from the predefined fields pulled from iTCCS.

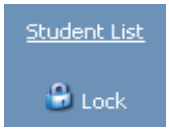
  To Create Custom fields



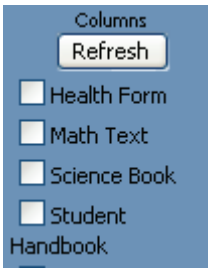
  - Click on your teacher name from the **Grades** Screen
  - Click on **Create Custom Fields**
  - You will be able to create three types of fields:
    1. Text fields TXT- allow you to enter both alpha and numeric data
    2. Check fields CHK - allows a check mark to appear in the box selected
    3. Drop-down list (DDL) allows you to enter a range of values that you will be able to select from. You MUST enter a comma after each value except the last one. Ex. Small, Medium, Large
  - Enter the Name of the field
  - Select the Field Type from the drop-down list
  - Enter a Value **ONLY** if creating a **DDL** Field
  - Click Add Field



  - Click **Return** then Click the **Grades** icon to return to Roster screen. Remember, fields can be added at any time through-out the year.



- **To enter data in the appropriate fields**
  Click on **Student List** located on the bottom left side of screen. The fields created will appear on the left side of the screen. Select the fields needed and click the Refresh button. The fields selected will now appear in the window. Enter the data. Remember to click UPDATE to store the data. To hide the fields, remove the check and click Refresh. The data will NOT be deleted. The columns are just hidden.



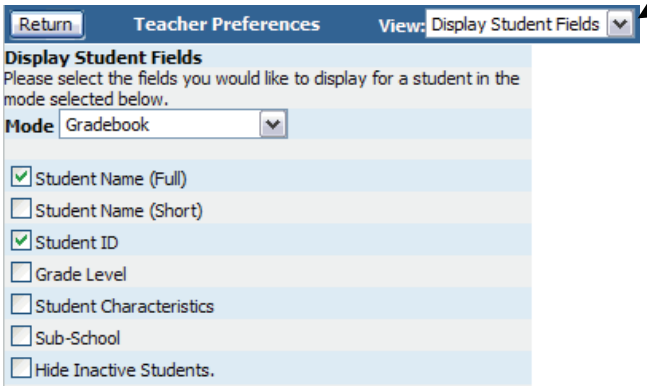
Setting up the Gradebook

You can **sort** this data by clicking on ID, Last, First, Grade, or Birth Date. Again, if you notice the students are NOT listed in Alpha order by last name, simply click on Last and the data will be resorted.

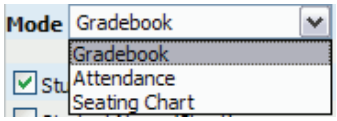
ID	Last	First	Grade	Birth Date				Health Form	Math Text	Student Handbook	Transportation
200358	Bierstine	Doris	04	06/17/1996	[Profile]	[Grades]	[Schedule]	☑	56789	☑	walk
200060	Carbonneau	Harold	04	10/06/1995	[Profile]	[Grades]	[Schedule]	☑	34567	☑	ASP
200942	Carlisle	Neil	04	01/02/1996	[Profile]	[Grades]	[Schedule]	☑	87654	☐	bus

Display Student Fields

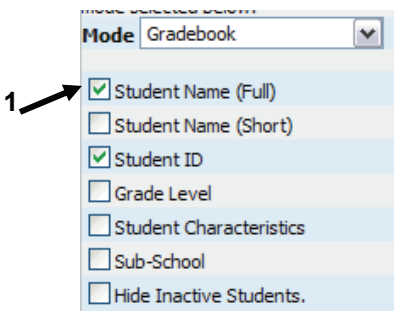
You can modify the student information that is displayed in the **gradebook**, **attendance** screen, and seating chart by changing the **view** on the **Teacher Preferences** window from "User Profile" to "**Display Student Fields**."

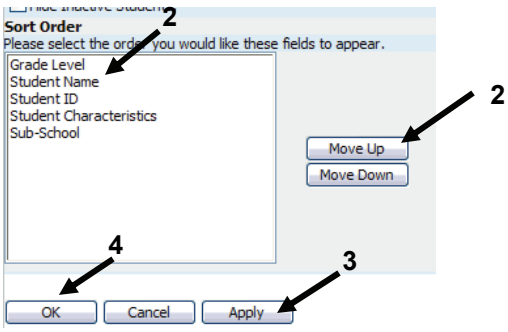


Student fields indicate what items you want to appear on the main screens. By using the Mode drop down menu, you can set the fields for the main ***Gradebook***, ***Attendance*** , or ***Seating Chart*** pages.



1. Select the student information that will be displayed by using the check box on the left.
2. Indicate the order in which the information will appear by selecting the field and using the "Move Up" and "Move Down" buttons.
3. Click Apply.
4. Click OK





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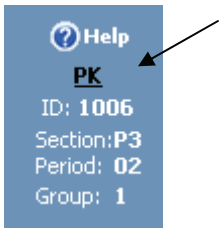
Setting up the Gradebook

Managing Courses

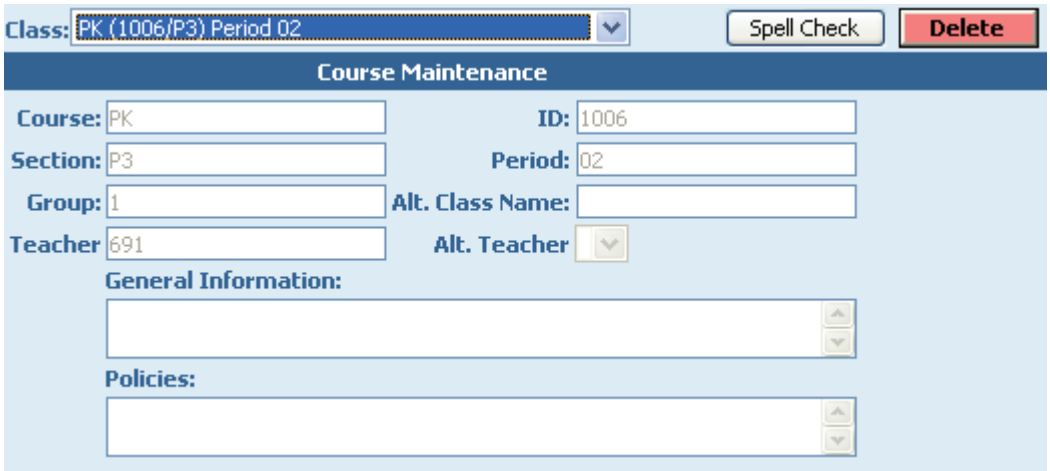
Course Maintenance options allows for the following functionality:

- Rename a course within the Gradebook
- Group classes

To access the *Course Maintenance* screen, click on the course title located on the left side of the screen.



The Course Maintenance screen will appear.



PK-K teachers will not be renaming or grouping classes because only one class is found in the Class drop-down menu.

Setting up the Gradebook

Gradebook Categories

Categories are used to identify how the grades are to be calculated once they are entered by the teacher. **Defining categories is the single most important step in setting up a teacher's gradebook.** Categories are directly linked to **all** assignments and grades entered into the gradebook. Therefore, the deletion of categories could result in the loss of grades if grades are entered. **A CATEGORY SHOULD NOT BE DELETED OR CHANGED IN THE MIDDLE OF A GRADING CYCLE.** A category can be deleted at the START of a new grading cycle or prior to the entry of grades in the gradebook.

SAISD has developed an **Administrative Procedure for Student Grading (E20).** This procedure outlines grading components and grade weighting.

Grading Categories

All students in grades PK-12 shall be assessed on the following components to determine a student's grades.

- Assessment Performance Measures: May include but are not limited to, exams, recitations, teacher-made tests, quizzes, interim assessments, projects and other grade level acceptable measures.
- Class Work and/or Homework Measures: May include but are not limited to, projects, journals, research, class participation, and other instructional activities related to the content area.

Grades Pre-Kindergarten - 5 Grade Weighting

There will be **NO** grade weighting in grades Pre-Kindergarten and Kindergarten as per District Instruction Grading Procedures E20.

Number of Grades

Teachers in grades Pre-Kindergarten—K will follow developmentally appropriate practices to record student progress during the course of a nine-week grading period.

Printing Reports

The **Data Clerk** will **PRINT** the **Official Campus Wide Progress Reports and Report Cards** for distribution to **ALL** students in grades PK-12.

Progress Reports

As outlined in Administrative Procedure E20 on Student Grading,

- Reports of student's progress in grades P3, P4 and Kindergarten are not mandatory every three weeks. They may be utilized in the case that a student's performance is consistently unsatisfactory with Pre-K TEA Guidelines or Kindergarten TEKS.
- Reports of student's progress are to be provided every 3 weeks. Specifically, all students should receive a progress report at the 3rd and 6th week within a nine-week grading period.
- **NOTE:** In accordance with state law, students who have failing grades or are in danger of failing in any subject area must receive a progress report.
- **Teachers DO NOT Verify their gradebook at the end of each Progress Report Period. Instead, the Principal or designated administrator, will verify the gradebooks until the data clerk generates, and saves progress reports.**
- **After the data clerk has saved the progress reports for a specific cycle, the principal or designated administrator, will Clear the Verification and teachers can resume entering grades.**

Grading Scale

Grade PK (3– and 4– year olds) and Kindergarten

The following grading scale will be utilized in the Early Childhood and Kindergarten program:

S = Satisfactory
P = Progressing
R = Reinforcement Needed
If no mark has been given, the skill has not yet been evaluated.

Before Data Clerk Prints the Official Progress Reports, Teachers must complete the following items:

1. Entry of IPR Comments/Notes for students receiving a Progress Report. Teachers are encouraged to keep gradebooks up-to-date, eliminating the need to enter large numbers of grades near or at deadline times.
2. Enter **District Comment codes** from the **Progress Report**s window.
3. Enter **Citizenship** code for all students in all classes from the **Progress Reports** window.

Please Note: *Due Dates for Campus Progress Reports are posted on the GATS webpage at http://itls.saisd.net/gats*

P3, P4, and K Grade Reporting

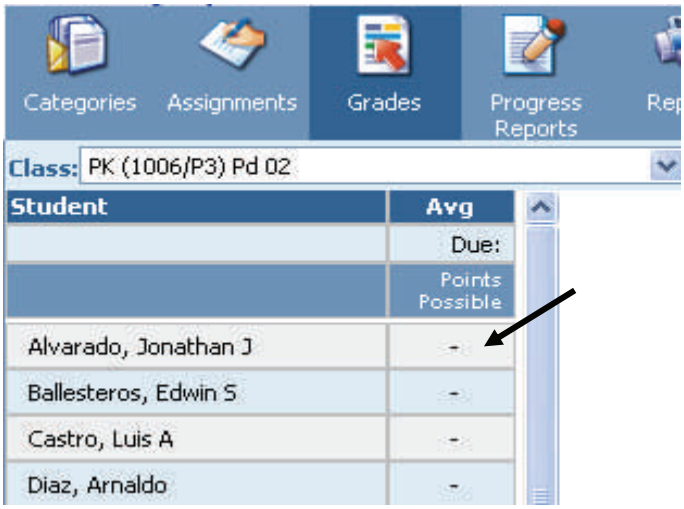
Pre-K and Kindergarten Report Cards will be completed every nine weeks. Required parent conferences are held every 1st and 3rd nine weeks in conjunction with the completed report card. Teachers will utilize the RC Standards function within the gradebook to report grades and student progress.

Pre-K and Kindergarten teachers will be responsible for entering the Music and PE/ Health grades. If students are receiving these services during their school day, a collaborative process will continue between the Music teachers and PE teachers to derive student grades.

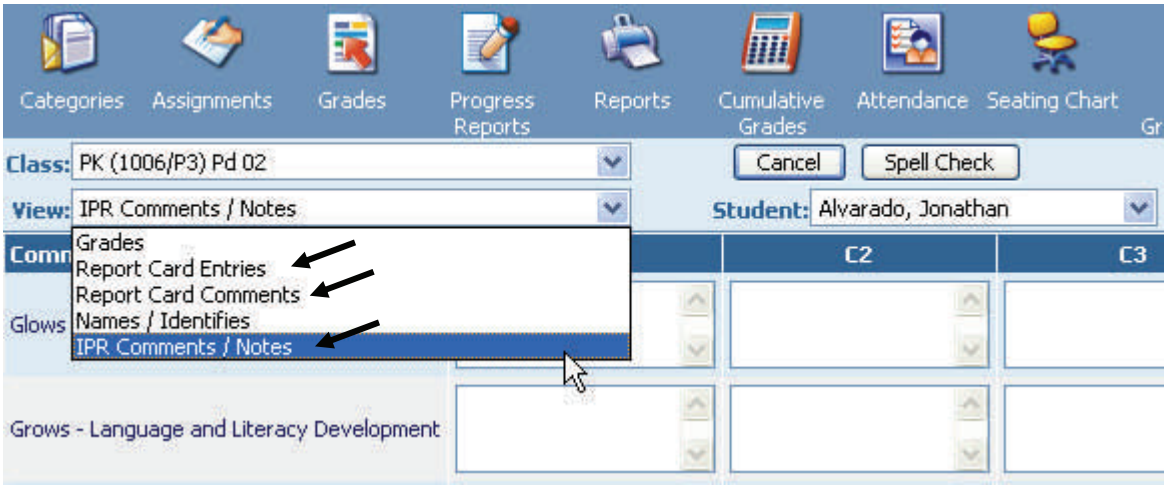
Report Cards

From the Grades screen,

1. Click on the DASH under Possible Points. This is where the average appears for grades 1-12.



2. Click on the View menu drop-down arrow and select
   - **Report Card Entries** for report card Benchmarks.
   - **Report Card Comments** for report card comments and notes
   - **IPR Comments/Notes** for Interim Progress Report comments and notes. (Glows and Grows)



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P3, P4, and K Grade Reporting

Report Card Entries

3. Once the Report Card Benchmark screen has been accessed, click in the open field to enter the developmental value associated with the standard for that student.

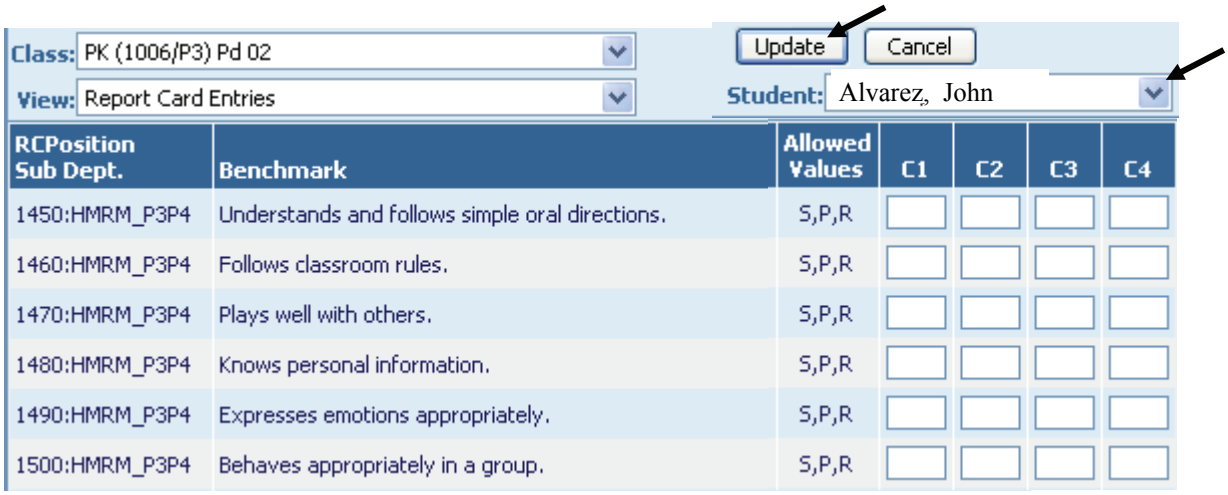
4. After entering the values into the standards area, click **Update** to save the grade markings.

5. **Update must be pressed PRIOR to switching students, otherwise data will be lost.**

Please note that ALL Grading cycles are reflected here for the school year. Cycle 1 (C1), Cycle 2 (C2), Cycle 3 (C3) and Cycle 4 (C4). **Make sure that the updates to the standards are made in the appropriate grading cycle.**

The following grading scale will be utilized in the Early Childhood and Kindergarten program:

- **S** = Satisfactory **R** = Reinforcement Needed **P** = Progressing
- If the skill has not yet been evaluated, the box will be left blank.



Standards are reported on Official Report Cards **ONLY**. The information entered using the standards screen is **NOT** reported on **Progress Reports**.

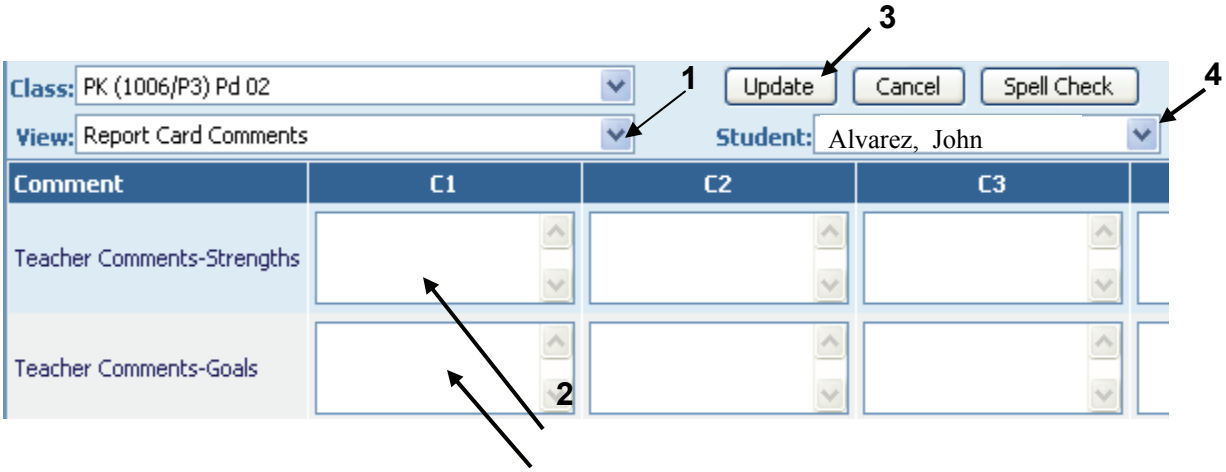
After the completion of a grading cycle, the information entered into the grade-book pertaining to that cycle will appear "grayed" out, preventing grade changes after the completion of a grading cycle.

P3, P4 and KG Report Cards

Report Card Comments / Notes for Pre-K and Kinder Report Cards

1. From the **View** drop-down menu, select **Report Card Comments**
2. Teachers may choose to enter Strengths and Goals for the student in the appropriate cycle. These comments/notes will print on the back page of the report card.
3. After completing all entries to the page, click **Update** to save changes for the student.
4. Select next student.

Comments space is limited on the report card. Therefore, teachers are limited to the number of words that can be used. In most cases, 1-2 comments will not be affected.

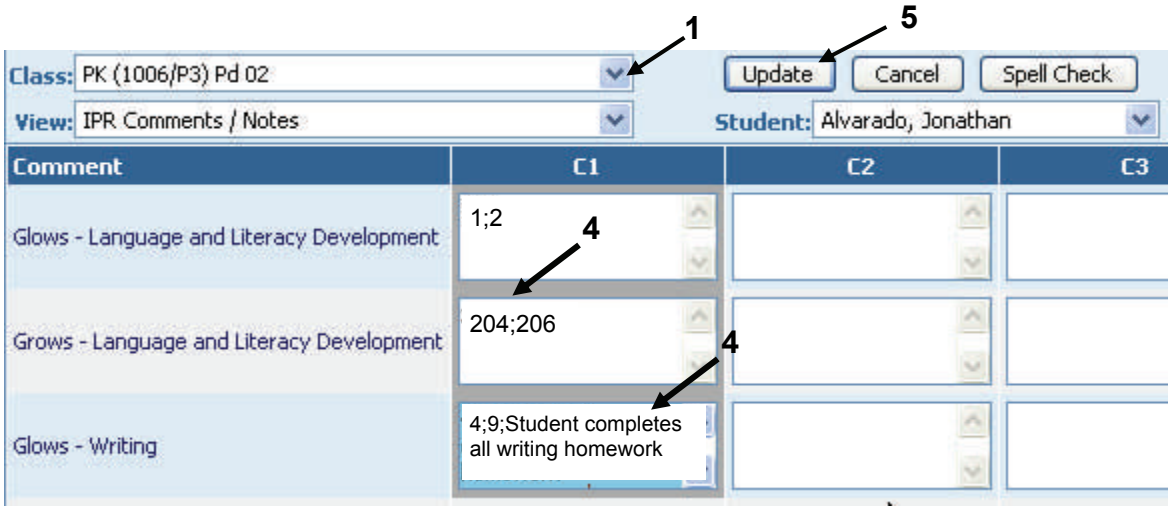


IPR Comments/Notes for Progress Reports

Reports of student's progress in Pre-K and Kindergarten are **not mandatory every 3 weeks**. They may be utilized in the case that a student's performance is consistently unsatisfactory with Pre-K TEA Guidelines or Kindergarten TEKS.

The **printing of the Official Progress Reports** for Pre-K and Kindergarten will be the responsibility of the Attendance/Data Clerk. Reports must be **generated**, **SAVED** and **printed**.

1. Access IPR Comments / Notes (Interim Progress Report) screen from the **View** drop-down menu.
2. Click on the ***SAISD Early Childhood Progress Report Comments*** link located on the bottom left side of the screen.
3. A list of District approved codes and comments in both English and Spanish will appear in a new window. In order for comments to print in Spanish, teachers must enter the codes designated for the Spanish translation.
4. Using the comments list, type the code desired inside the appropriate grading cycle text area. **If multiple comments are listed, separate each comment using a semi-colon (;) symbol.** Teachers may also enter their own comments using this space. Comments space is limited on the report card. Therefore, teachers are limited to the number of words that can be used. In most cases, 1-2 comments will not be affected.
5. Click **Update** to save student entries then select the next student.



Attendance

Teacher Attendance Procedures Within the Gradebook - Regular Attendance Posting

Attendance will be taken within the gradebook program. The attendance taken in the gradebook will be sent directly to Region 20 as the official record.

- Post attendance to GradeSpeed at the designated time.
- Elementary, PreK-6 Academy and Secondary campuses will take **Official** ADA Attendance at **10:00am** and **post to the second period class**.
- Teachers cannot post changes to attendance once attendance is submitted via GradeSpeed. Changes are entered by the attendance clerk.
- Teachers are to key in students full name and the notation "in class" in the Notes to Attendance Clerks section of the Attendance Roster for any students physically present, **whose names do not appear on the attendance roster**.
- **MANDATORY—All teachers will sign the weekly verification report for period 2 and return it to the attendance clerk within 24 hours of receipt. The report should be printed and distributed to teachers every Monday.**

Unable to Post Attendance

- Contact the Attendance Clerk immediately.
- Send a student to the attendance office to obtain a printed class roster.
- The attendance clerk will give the student a printed roster.
- Teachers are to complete the printed attendance roster immediately after receiving the document from the attendance office.
- Completed attendance rosters should be returned to the office no later than 30 minutes after receiving the roster.

For additional information about attendance accounting, contact PEIMS and Data Services or visit their website at http://www.saisd.net/dept/pds/

Campus-wide Connectivity or Electricity Failure

In case of network failure, the clerks will run weekly Attendance Rosters and save the files to their computers. These rosters can be printed, if needed, for manual attendance taking by teachers. In the unlikely event of a complete power failure, PEIMS and Data Services can print the rosters and deliver them to the school.

Marking Attendance

1. From the Gradebook Roster screen, click on the **Attendance** icon.
2. All students are marked as **present (P)**. Teachers **ONLY** need to select the students who are absent by clicking on the buttons located beneath the "A".
   ●Code **A** represents an **unexcused absence**. Campus Data Clerks will make corrections to the attendance should any absences be excused.
   ●Code **T** represents a **Tardy** to class but present for official attendance accounting.
   ●Code **L** represents **Left early—**student was present for offical attendance but left before the end of the school day. **This code is used ONLY by <u>elementary teachers in grades 1-5</u> and posted to <u>period 3</u>.**

   PreK—K teachers will NOT use the L Left early. The parents MUST sign the students out in the office when leaving early.

   If the student is not in the classroom at the official marking time, they are to be marked absent. However, this does not include students who are under teacher control, such as assembly, restroom, hallway, etc. Campus Administrative decisions may supersede.
3. In the Notes to Attendance Clerk section, type the full name of students physically present in class, but **not** on the attendance roster.
4. Click the **Submit** Button.
5. Click the **Yes** Button. If the Yes button is **not** pressed after the Submit button, attendance will **NOT** be reported.

Any **changes** made to a student's attendance, such as a change due to a doctor's note which excuses the absence, **must be made by the Attendance Clerk**. Teachers are not able to make changes to attendance once they submit.

Attendance

Marking Tardies and Left Early

A procedure emphasizing the importance of punctuality and the guidelines for consequences has been developed. (Procedure F48)

Information and Definition

- A “tardy” is defined as a student not being in an assigned area when the class bell rings and the teacher is unaware of the student’s whereabouts.
- Students entering their assigned areas after the class bell rings are tardy.
- Multiple tardies by an individual student do not equal an absence.

Implementation

- All campuses will track tardies using the district's electronic gradebook and attendance tracking system.
- Tardies will only be posted to GATS by the classroom teacher only. **Tardies are not part of official attendance accounting; therefore, campus data clerks and attendance clerks will NOT post updates in regards to hand-written tardies posted to classroom rosters.**
- When a teacher is absent, the substitute will follow campus procedures for identifying those students who are absent or tardy.

Tardy Posting

- Tardies will be posted to GATS by the classroom teacher.
- Elementary, and secondary campuses as well as PK-8 academies will **post tardies** to **second period**. Since official attendance and tardies are submitted at 10:00 (second period), Secondary schools will post official attendance at 10:00 a.m. to the second period class, therefore; a student may be tardy to class but present for official funding purposes OR absent.

Tardy and Left Early Posting Codes

The classroom teacher will use the following codes to the GradeSpeed electronic gradebook system:

T—Tardy (tardy to class but present at official attendance accounting time)

L—Left early <u>Grades 1-5 ONLY</u>

Attendance Reports

Attendance this cycle

Teachers can view any changes made to their attendance by running an **Attendance this cycle** Report. You will be able to view and print a one page document showing attendance for all your students in any class.

1. From the Attendance screen, click on Attendance this cycle
2. To print, click File and select Print
3. Any changes made to attendance by the Attendance Clerk will be visible on this report. The box where the "A" is shown below will appear in green with additional markings if a change was made to attendance by the Attendance Clerk.

			Week 1 Aug 27-Aug 31					Week 2 Sep 03-Sep 07					Week 3 Sep 10-Sep 14						Totals			
Student	ID	M	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	Exc Abs	Uex Abs	Tot Abs	Tdy
		8455																				
		5088			A	A	A													3	3	
		1005																				
		2930		/A																1	1	
		7267	E																			
		9569																				1
		7766			T																	
		7272																				
		9832	E																			
		9487																				
		2117																				1
		7801																				
		5917			T																	
		3726																				

Attendance Codes

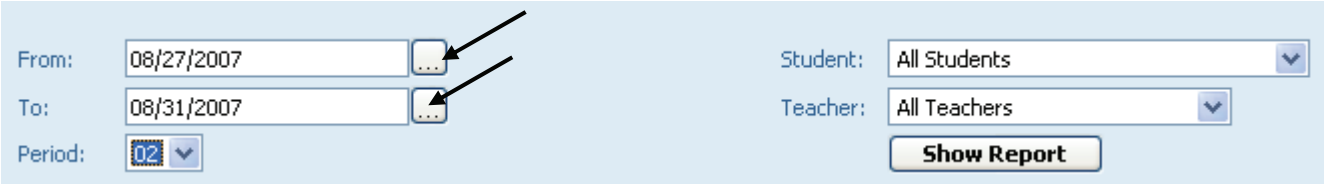
A	Absent - Unexcused	**D**	Excused Absence - Doctor, Court or Other Agency	**E**	Enrolled
G	Excused Absence - Note from Parent or Guardian	**L**	Left Class Early	**NS**	Not Enrolled
S	Suspension	**T**	Tardy		

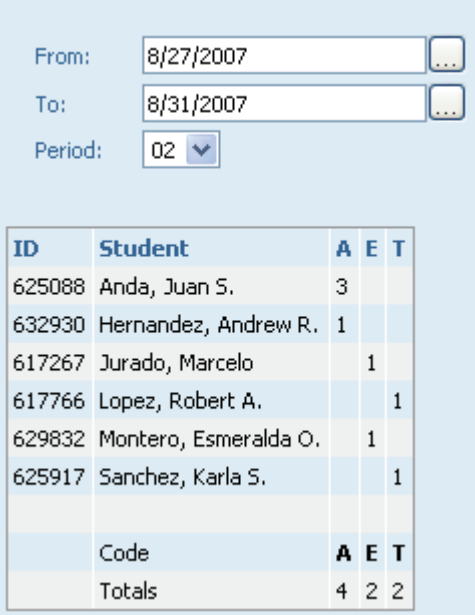
Attendance

Viewing Attendance Totals

Teachers are able to view attendance totals for a period of time within their classroom. The Attendance Totals will indicate how many unexcused or excused absences a student has in a class.

1. From the Attendance screen, click on Attendance Totals
2. Choose the From Date.
3. Choose the To Date.
4. Select the Period.
5. Click Show Report.
6. The report will display.





ID	Student	A	E	T
625088	Anda, Juan S.	3		
632930	Hernandez, Andrew R.	1		
617267	Jurado, Marcelo		1	
617766	Lopez, Robert A.			1
629832	Montero, Esmeralda O.		1	
625917	Sanchez, Karla S.			1
	Code	A	E	T
	Totals	4	2	2

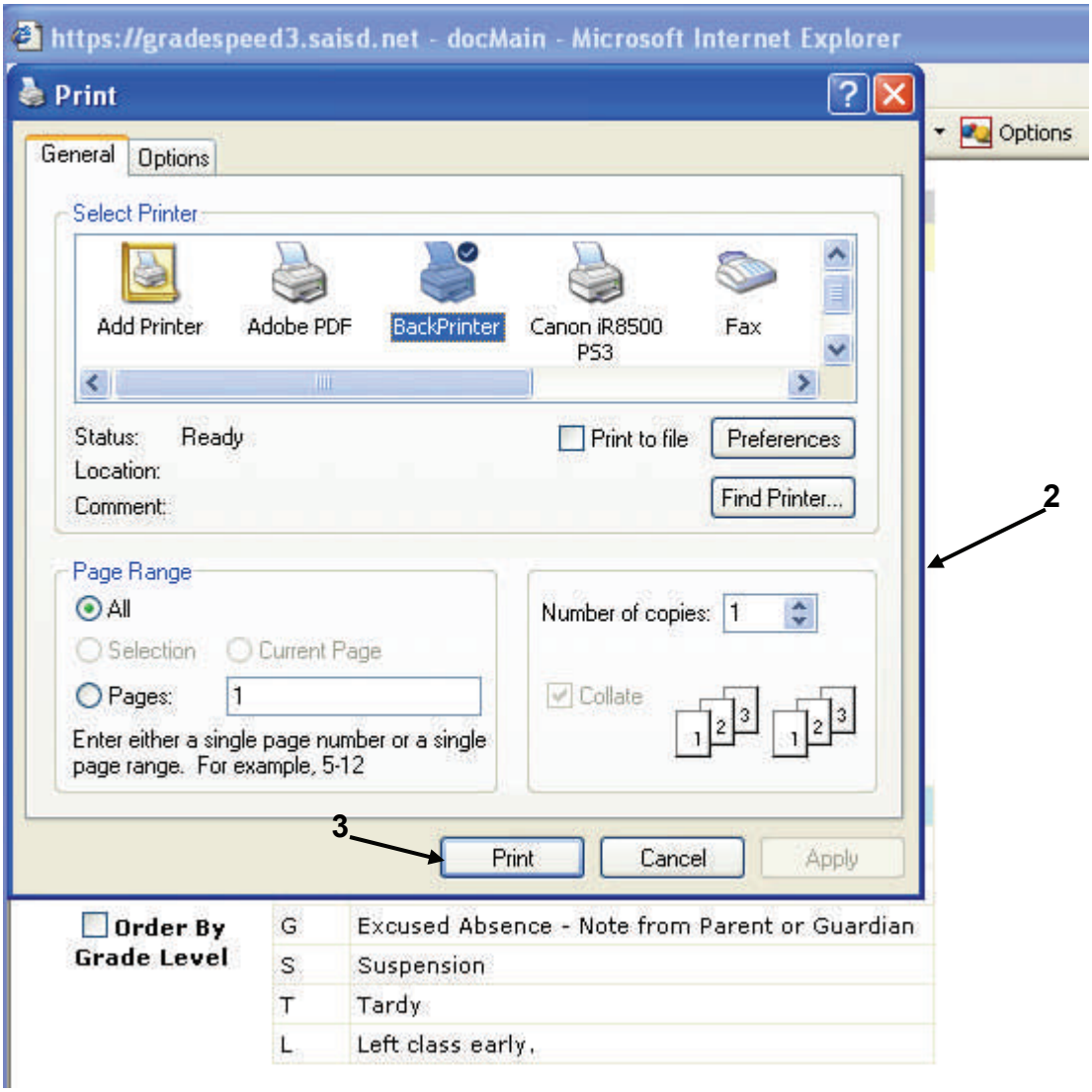
Attendance Codes:

Code	Description
A	Absent - Unexcused
D	Excused Absence - Doctor, Court or Other Agency
G	Excused Absence - Note from Parent or Guardian
S	Suspension
T	Tardy
L	Left Class Early
E	Enrolled
NS	Not Enrolled

Attendance

Printing an Attendance Roster

1. From the Attendance screen, click on the Class Roster.
2. A new window will open and it will prompt the user to print.
3. Click Print



End of Cycle

Teachers **MUST verify** their gradebook by the deadline at the **end** of **each nine-weeks grading cycle** . When teachers verify their gradebooks, they certify that:

1. **All** students assigned to the course/section appear in the gradebook.
2. Report Card Comments are entered for each student
3. Report Card Entries are entered for each student

When you verify the gradebook you are "**locking**" the gradebook for the **completed cycle**. District and Campus Administrators are able to view the exact time each teacher verified grades for report cards. A campus administrator and/or designee will verify the Campus as well. This will allow PEIMS and Data Services to export the grades to the Region 20 iTCCS Student System.

Teachers will **not** be able to change grades for the **previous** cycle until the cycle has been unlocked. **Gradebooks are unlocked by PEIMS and Data Services after grades are exported to the Region 20 iTCCS Student system.**

After the gradebooks become unverified and the district moved to the next cycle, teachers can make changes to the previous cycle, if needed. After the changes are made to a student's report card, the teacher must ask the Data Clerk to generate, save and print a new report card for the student.

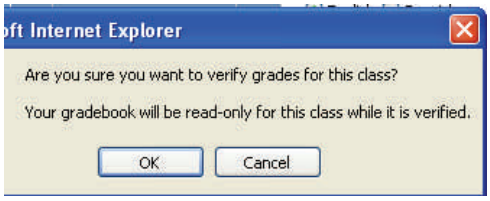
Verify

The Verify button located on the grade roster screen is used to report official grades for **EACH completed grading cycle.**

The Verify button reports ALL Grades, ALL Comments, and ALL Citizenship markings for ALL classes within a teacher's gradebook have been completed. You can verify one class at a time or the ENTIRE gradebook.

To verify the gradebook,

- From the Roster screen, Click on the **Verify** button
- The gradebook will ask you if you are ready to submit.
- Click **OK**.



When you click this button, the gradebook will become locked for the completed grading cycle. If you verify too early and need to access your gradebook to correct a grade or add more grades, you can UNVERIFY your own gradebook by clicking on **Unverify**. You will then be able to resume inputting the grades. When the grades have been entered or corrected, verify your gradebook again. If, however, the campus administrator has verified the CAMPUS, you will not be able to unverify your gradebook. You will need to see your campus administrator at that time.

At the end of every grading period,

- teachers must verify the gradebook.
- Campus administrators perform a campus verification. This lets PEIMS and Data Services know that the campus data is ready to be exported to Region 20 iTCCS Student system.
- PEIMS and Data Services will then export data to Region 20 iTCCS Student system. After all reports have been run, P&DS will unlock the previous gradebook cycle. Teachers cannot make changes to the completed cycle when the cycle is locked. A grade change can occur only after the previous cycle has been unlocked.

  After grades have been exported to the Region 20 iTCCS Student system, grade changes occur ONLY through the Data Clerk. Altering grades within Gradespeed after a grading cycle is complete will NOT update the Official Grade. Official Grade changes MUST follow the procedures and requirements provided by the district and TEA Guidelines.

- **Teachers MUST scroll to the next cycle to enter attendance and grades for the new cycle. This is done by clicking on the Cycle period drop-down menu and selecting the next cycle.**

Teacher and Administrative Reports

Teachers are able to print various reports. These reports are for teacher use. The reports that can be printed from the gradebook include:

1

PK—K Teacher Reports:

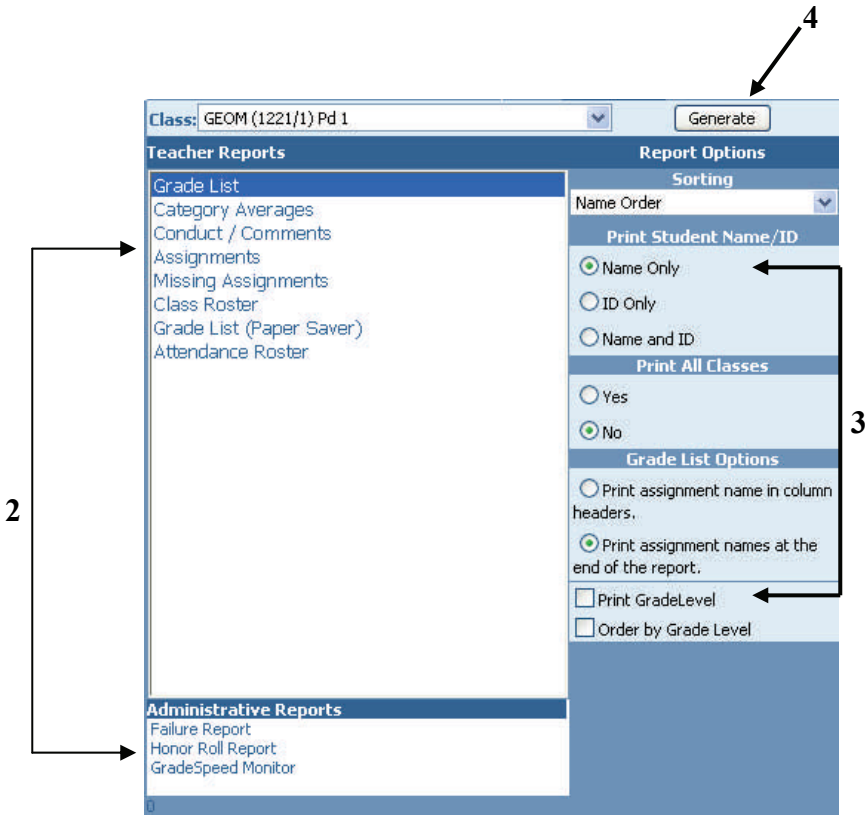
- Class Roster
- Attendance Roster

Administrative Reports:

- GradeSpeed Monitor
  - Allows you to student's attendance to date
- Parent Conference Report
  - Creates a form showing student's absences and tardies as well as a parent signature line.
- All other reports are for grades 1-12 only

From the Grades Roster screen,

1. Click on the Reports icon.
2. Select the report that you wish to print by clicking on the name of the report.
3. Click Generate to view the report.
4. To print, choose the File Menu.
   - Select print.

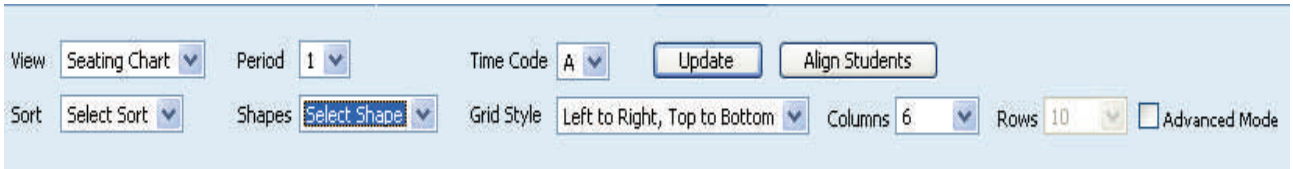


Seating Chart

The seating chart is designed to provide teachers with the ability to place students within a classroom. The seating chart DOES NOT allow for extra students to be added or empty desks to be added to it. The seating chart is a representation of the students enrolled in the class.

The students appearing in the seating chart can be moved on the screen to emulate the seating assignments in the classroom.

- From the Grade Roster screen, click on the Seating Chart icon.
- From the Seating Chart screen, select the configuration desired.
    - Shape
    - Sort
    - Grid Style
    - Columns
    - Rows
- Press **Update** to keep the desired layout.
- To print, click on **File** .
- Select **Print**.



Taking attendance using the seating Chart

You can take and Submit attendance using the seating chart by changing the View from Seating Chart to Attendance.

GATS Access for Permanent Substitutes, Vacancies, or Long term Teacher Absences due to FMLA

Teachers who are going to be out on leave will lose access to their gradebooks. A procedure (E30, E30A) Granting Gradebook Access For Leave of Absences has been established by the District. The purpose of this procedure is to provide an uninterrupted transfer of Gradebook rights and privileges at the campus and to maintain the integrity of the student data.

Granting Access

The **campus principal/designee** is the **only** person who is authorized to grant gradebook access to a substitute or a campus professional when a teacher is absent due to FMLA or LOA.

Implementation

The campus administrator has two options for gradebook access and attendance marking for long term absences. The principal can

A. Provide the Substitute with daily printed rosters to mark attendance. The campus data/attendance clerk will then update attendance via the Region 20 system. The campus can then assign the gradebook access to a campus CIC or Administrator to mark and enter grades provided from the substitute.

B. Provide access to the teachers gradebook to a substitute. This access will allow the substitute the ability to login to the Teacher of Records Gradebook to mark attendance and grades.

The following steps will allow the campus principal/designee to grant a substitute or campus professional gradebook access.

1. At the time a teacher requests a leave of absence or a family medical leave provide the teacher with a copy of the Gradebook Reassignment document [FORM E30-A].
2. The **teacher of record MUST complete the Gradebook Reassignment document [FORM E30-A] prior to the first day of the LOA or FMLA**.
3. The campus principal/designee shall maintain the completed Gradebook Reassignment document [FORM E30-A] until the teacher returns from the LOA or FMLA and verifies all student data.
4. Prior to the LOA or FMLA, the teacher of record is responsible for printing a current copy of the classroom gradebook. The current gradebook must contain all grades and attendance information posted to the first day of the LOA or FMLA. This printed copy must be verified and signed by the teacher of record. The teacher then submits this copy to the campus principal/designee. The principal/designee shall maintain this document until final student grades for the grading period/cycle or end-of-year are verified and posted.

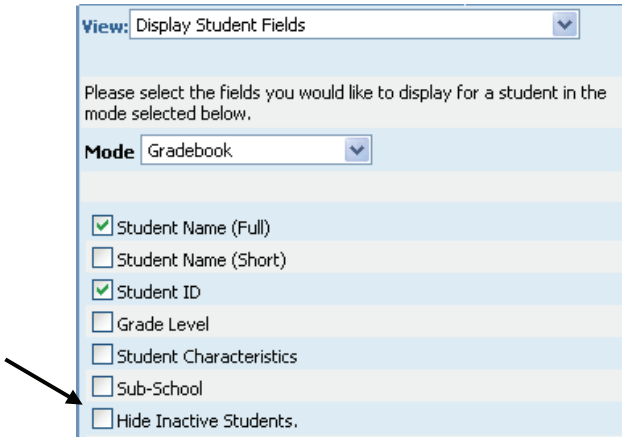
5. The campus principal/designee will clear the teacher of record password upon the first day of the teacher's absence related to FMLA or LOA.
6. The campus contact person is responsible for training the substitute on the proper use of the electronic gradebook system.
7. The campus principal/designee shall provide the username to the selected substitute or other campus professional that has been designated to maintain grades and attendance in the electronic gradebook.
8. The campus principal/designee is responsible for clearing the substitute password upon the return of the classroom teacher.
9. On the last day of duty by the substitute or other campus professional, the campus principal/designee shall obtain a signed, dated and printed copy of the gradebook entries posted. This copy shall be reviewed and signed by the returning teacher.

In the event that a campus principal/designee is unable to contact a teacher to obtain permission to complete this process, proper documentation of circumstances shall be maintained utilizing the ***Gradebook Reassignment*** **[FORM E30-A]**.

Hide Inactive Students

You can hide the inactive students from the Teacher Properties screen.

1. Click on your name on left side.
2. Change the **View** from **User Profile** to **Display Student Fields**
3. Check the box **Hide Inactive Students**
4. **Update**

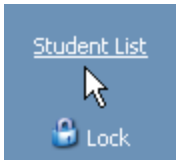


Creating Class Rosters for Emergency Situations

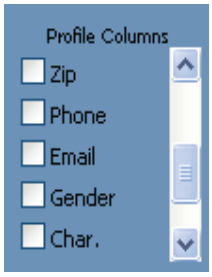
Teachers are required to maintain a detailed class roster of students that includes Parent Contacts, Emergency Phone Numbers, and Addresses for each student in the event of an emergency and/or a drill.

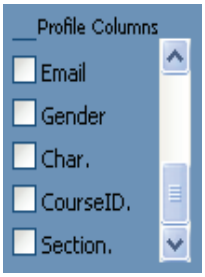
To access all the information necessary to fulfill emergency procedures, teachers should print out rosters and data listed above for ALL classes from Gradespeed (GATS).

To Generate the emergency roster in GATS:



1. Log in to GATS
2. From the Grades screen, click on **Student List**
3. Select the required data fields under **Profile Columns**
   - **Check Parent Last**
   - Parent First
   - Address
   - Phone
   - Gender

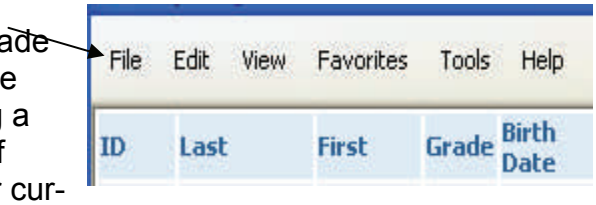




4. Click Refresh button

   The data will appear on the screen

5. To Print the data for the emergency roster, click **Print**

   A PDF file will open—Click File and select Print

6. Keep your Emergency Roster handy.
   Any address or phone number changes made by the clerk in iTCCS will be reflected in the Student List. You might consider reprinting a new Emergency Roster at the beginning of each new cycle to keep your printed roster current.