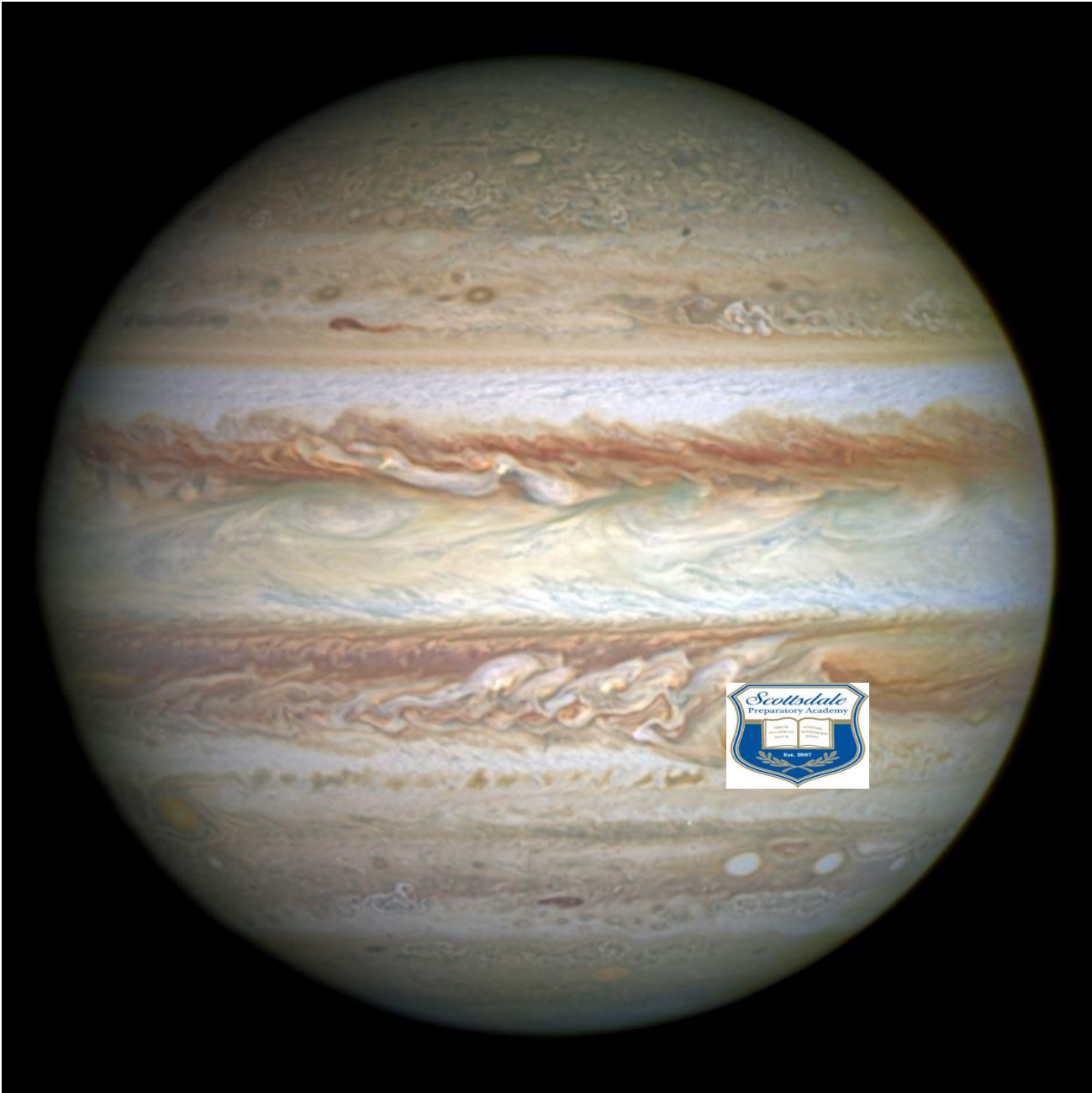


Jupiter Quick Start: Gradebook Management





Resources

- **SPA Ops Site (for this guide and more)**

- Link embedded in Ms. Chaney's weekly email updates

OR

- <http://scottsdaleprep.greatheartsacademies.org/ops/>
- Password: SPAOps1819

- **Jupiter Site help**

- <https://login.jupitared.com>

- **PowerSchool Site help**

- <https://greatheartsaz.powerschool.com/teachers/pw.html>



CONTEXT & YOUR ROLE

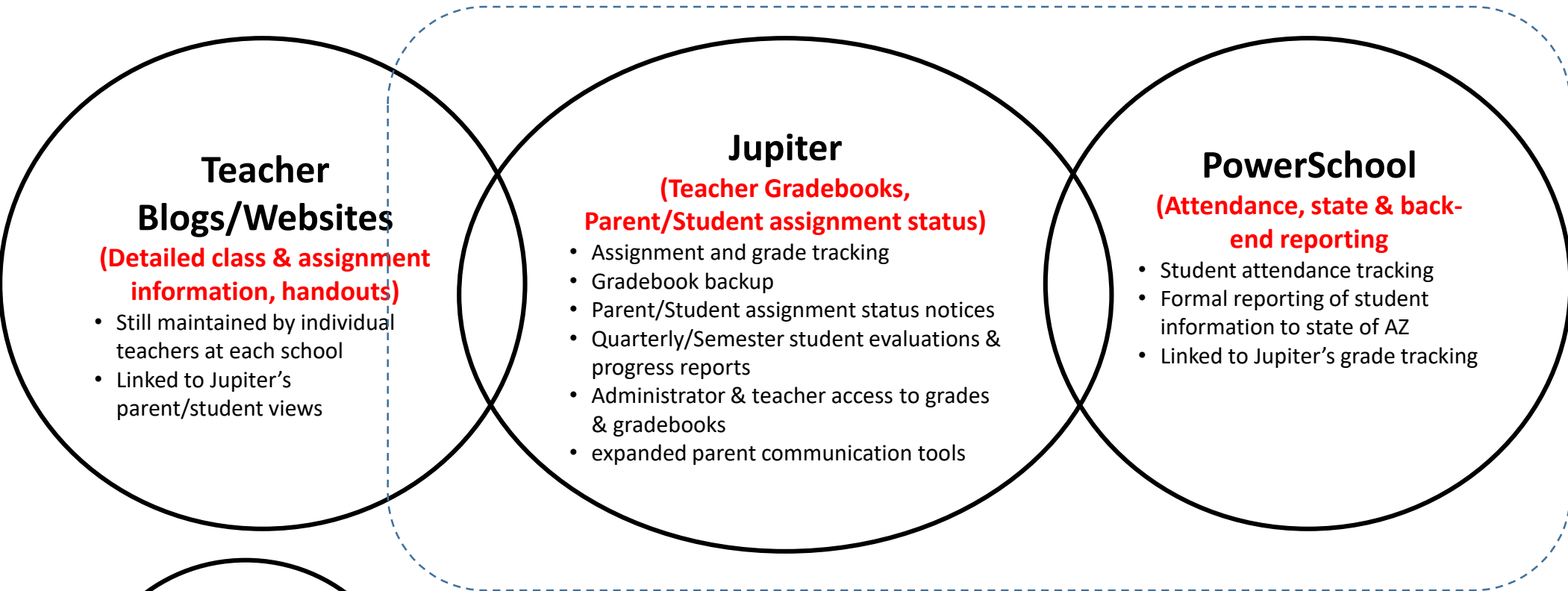
IMPORTANT: ACTUAL SCREEN VIEWS MAY DIFFER SLIGHTLY FROM WHAT IS IN THIS TRAINING PACKET DUE TO THE RECENT UPGRADE OF JUPITER!

CONTEXT & ROLE



*How will be Jupiter & other systems be used during the **2018-19** school year?*

Jupiter will replace and enhance most teacher gradebook functions. Parents *will* be able to view class assignments listed in your gradebook and their status but not assignment grades or class grades. Powerschool/PowerTeacherPro will be used for attendance tracking



Teacher Blogs/Websites
(Detailed class & assignment information, handouts)

- Still maintained by individual teachers at each school
- Linked to Jupiter's parent/student views

Jupiter
(Teacher Gradebooks, Parent/Student assignment status)

- Assignment and grade tracking
- Gradebook backup
- Parent/Student assignment status notices
- Quarterly/Semester student evaluations & progress reports
- Administrator & teacher access to grades & gradebooks
- expanded parent communication tools

PowerSchool
(Attendance, state & back-end reporting)

- Student attendance tracking
- Formal reporting of student information to state of AZ
- Linked to Jupiter's grade tracking

Athena 2.0
(Curriculum document repository)

- Still maintained by individual teachers at each school

Only a small portion of functionality will be implemented during the 2018-19 school year. Future years MAY include additional functions

Teacher Responsibilities

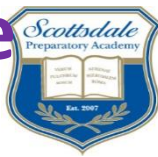
1. Review this “quick start” training packet
2. Review Jupiter’s on line training tutorials (see last page of the packet)
3. Become familiar with those Jupiter and Powerschool functions you will need during the school year
4. Set up your gradebook, assignment categories, assignment weightings and your first week of assignments according to the directions in this packet or as otherwise directed
5. Maintain your Athena and Class blog files as in previous years
6. Recognize and accept that there will be changes to pre-existing grading and reporting processes along with occasional “growing pains” as we expand system functionality
7. Know who to contact:
 - **Teacher functionality questions:** Jupiter tutorials, Jupiter customer service, peer teachers/master teacher, Mr. Villaca, Ms. Michaels, Mr. Labadie, Mr. Moncada, Ms. Stone
 - **Administrator settings:** Mr. Gale, Mr. Villaca; Ms. Chaney, Ms. Lopuszanski,
 - **Student information changes:** Ms. Lopuszanski, Mr. Gale
 - **Class/Section changes:** Ms. Loupanski, Mr. Gale



POWERSCHOOL:

*HOME SCREEN,
ATTENDANCE &
STUDENT INFO*

Powerschool Logging into your account the **FIRST** time

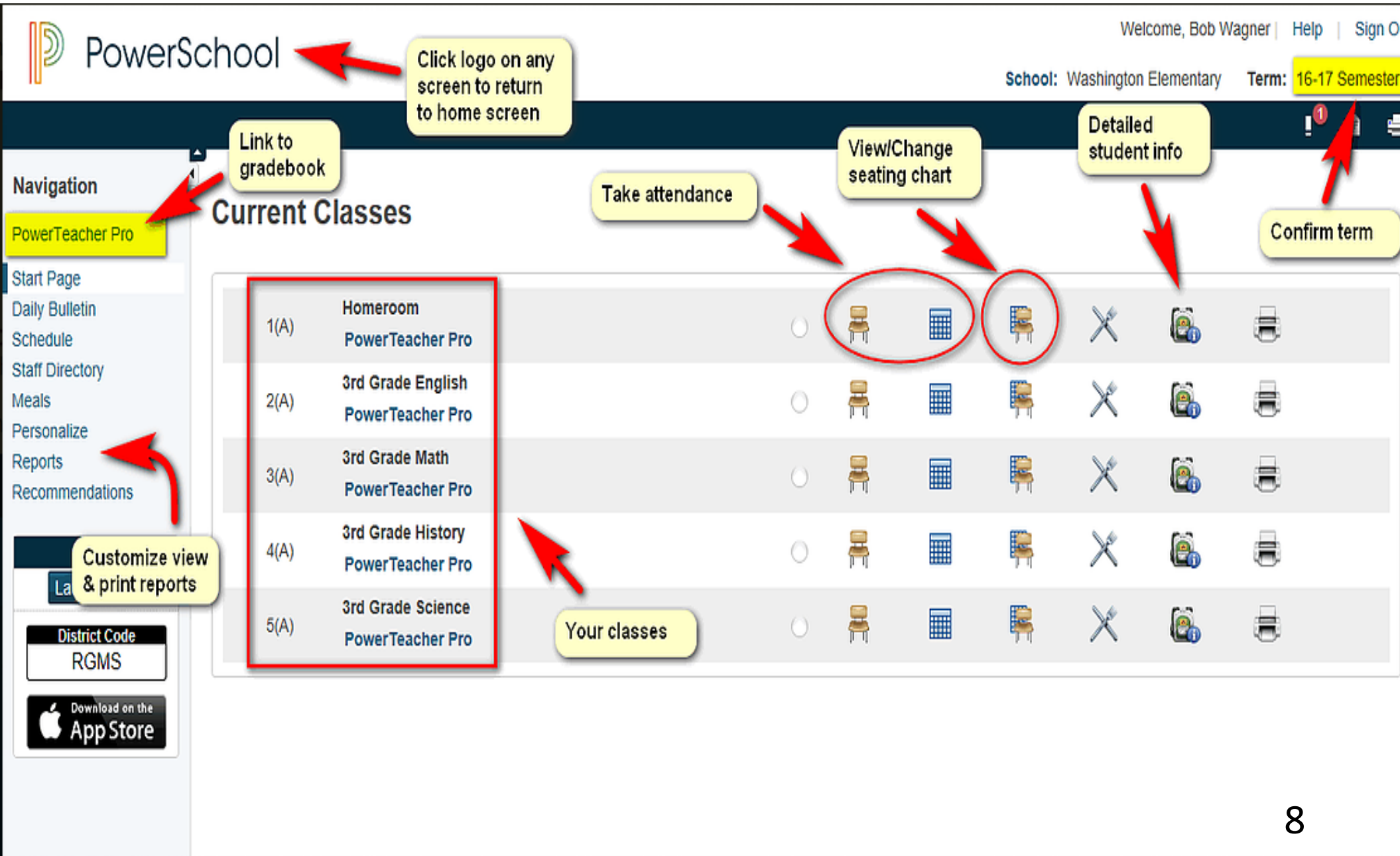


Unlike Jupiter, no login link is sent to you by Powerschool. You must go to the website below.

1. Go to PowerSchool Teacher Login website:
<https://greatheartfaz.powerschool.com/teachers/pw.html>
2. Enter initial login information
 - Your **user name** is your **first initial** and **last name** (case sensitive; for example “AChaney”)
 - Your **password** will be **abc123**.
3. You will then be prompted to change your password
4. Enjoy the thrills and chills found in the PoS application as a new user!

Powerschool Home Screen

Jupiter is used for gradebook functions. Powerschool is used for attendance and student information vis the icons (chair, calendar, backpack) shown below at right. Jupiter is NOT directly linked to Powerschool, so each system must be logged into separately.

































Welcome, Bob Wagner | Help | Sign O
 School: Washington Elementary Term: 16-17 Semester

PowerSchool Click logo on any screen to return to home screen

Navigation: PowerTeacher Pro, Start Page, Daily Bulletin, Schedule, Staff Directory, Meals, Personalize, Reports, Recommendations

Current Classes

Take attendance View/Change seating chart Detailed student info Confirm term

1(A)	Homeroom PowerTeacher Pro	<input type="radio"/>						
2(A)	3rd Grade English PowerTeacher Pro	<input type="radio"/>						
3(A)	3rd Grade Math PowerTeacher Pro	<input type="radio"/>						
4(A)	3rd Grade History PowerTeacher Pro	<input type="radio"/>						
5(A)	3rd Grade Science PowerTeacher Pro	<input type="radio"/>						

Link to gradebook
 Your classes
 Customize view & print reports
 District Code: RGMS
 Download on the App Store

Powerschool Logging In & Attendance Tracking



Attendance is the primary function for of Powerschool at SPA. Use the below guide for reference.

PowerTeacher Classroom Management Tool

PowerTeacher is an essential component of the PowerSchool student information system. Teachers use PowerTeacher to manage student data, and use the web-based gradebooks—PowerTeacher Pro or PowerTeacher Gradebook—to track grades and assignments.

Signing In to PowerTeacher

Use PowerTeacher wherever you have access to the Internet.

1. Open a web browser (such as Safari, Firefox, or Internet Explorer)
2. In the browser address bar, enter the address of your PowerSchool server, followed by **/teachers**

Use below for SPA:

<https://greatheartsaz.powerschool.com/teachers/pw.html>

3. Press **Enter**
4. On the Teacher Sign In page, enter your username and password
5. Click **Sign In** to access the PowerTeacher Start Page

Navigating PowerTeacher

Start on the PowerTeacher Start Page. The Start Page consists of these areas: the header, the navigation toolbar, the navigation menu, and the Current Classes area.

Current Classes

1(B)	English Survey	<input checked="" type="checkbox"/>						
3(A)	English Survey	<input type="checkbox"/>						
3(B)	AP American Lit and Comp	<input checked="" type="checkbox"/>						

Personalizing PowerTeacher

Follow the steps below to set personal preferences in PowerTeacher.

Changing your Password

1. On the Start Page, click **Personalize**
2. Click **Change Password**
3. Enter the old password
4. Enter the new password
5. Verify the new password by entering it again
6. Click **Submit**

Setting the Default Student Screen

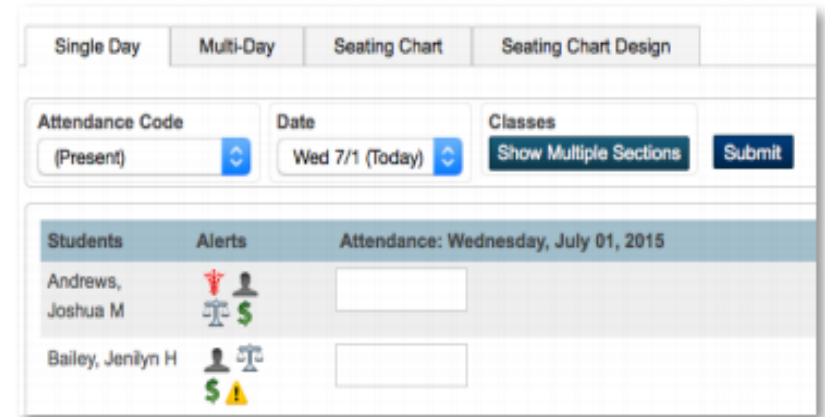
1. On the Start Page, click **Personalize**
2. Click **Default Student Screen**
3. From the Default Student Screen menu, select the screen
4. Click **Submit**



Powerschool Attendance Tracking (cont.)

Attendance is the primary function for of Powerschool at SPA. Use the below guide for reference.

Showing or Hiding the Section Numbers on the PowerTeacher Start Page

1. On the Start Page, click **Personalize**
2. Click **Display Section Number**
3. Choose to show or hide section numbers on the PowerTeacher Start Page
4. Click **Submit**



Students	Alerts	Attendance: Wednesday, July 01, 2015
Andrews, Joshua M		<input type="text"/>
Bailey, Jenilyn H		<input type="text"/>

Taking Attendance



As soon as teachers take attendance, student attendance information is available to school administrators, parents, and students.

1. On the Start Page, click the Chair icon next to the class for which you want to take attendance
2. Select the attendance code
3. Select the date, if other than today
4. Click the cell next to a student's name to assign that code
5. Click the Comment icon to enter a comment about the attendance code
6. Click **Submit**

Even if all the students are present, click the Chair icon to open the attendance screen, and then click **Submit**.

Fields left blank indicate that the student is present. This tells PowerSchool that you have taken attendance.

Taking Multi-day Attendance



Use the Multi-Day icon (the grid) or tab to mass fill attendance codes and record planned absences in advance.

Mass Filling Attendance

1. On the Start Page, click the Multi-Day icon next to the class for which you want to take attendance
2. Select the attendance code
3. Click the day for which you are assigning the code

The attendance code appears in the cells for every student in the class, but the code will not overwrite attendance codes that were already submitted.

4. Click **Submit**

Note that the mass-fill function records attendance, but you cannot use it to mass delete attendance.



Powerschool Student Information

The "Backpack" links to detailed student information for contacts, etc.

1. On the Start Page, click the Multi-Day icon next to the class for which you want to take attendance
2. Edit the date range
3. Select the attendance code
4. Find the day the student will be absent
5. Click the student's cell to assign the code

6. Click **Submit**

The first time you access the seating chart, you will see a prompt to prepopulate the layout. Click **OK** to fill the page with a default seating chart or click **Cancel** to begin with a blank layout.

3. Click the Seating Chart Design tab
4. Use the Seats and Objects options to create a seating chart that matches your classroom
 - o Drag and drop student photos to different locations
 - o Add rows of chairs
 - o Add individual chairs
 - o Add chairs in a table format
 - o Add objects, such as a door or whiteboard
 - o Add text to identify a classroom object
5. In the upper-left corner of each photo, click **x** to remove a student photo from the seating chart

The student photo now appears in the Add Students section.

Click **Undo** if you made a change accidentally.

Creating a Seating Chart



Use the seating chart feature to configure a chart that matches your classroom. Start by adding students to the chart.

Then, use the chart to record attendance by selecting a code from the menu and clicking any student photo.

1. On the Start Page, click the Seating Chart icon (the grid and chair)

Viewing Student Information



More than a dozen student pages are available through the "Select screens" menu. The following table provides brief descriptions of the student information screens available in PowerTeacher.

1. On the Start Page, click the Backpack icon next to the class you wish to view
2. Click a student's last name
3. Select a screen

Student Screen	Description
Cumulative Grade Information	Displays the student's GPA and class rank information. Schools decide what information appears on this page.
Demographics	Displays the student's basic demographic information. It also contains an email link to the parent or guardian.



Powerschool Student Information (cont.)

The “Backpack” links to detailed student information for contacts, etc.

Student Screen	Description
Graduation Plan Progress	Shows the student’s progress toward graduation based on his or her chosen graduation plan.
Meeting (or Daily) Attendance	Displays a student’s attendance record for the term for every course in which he or she is currently enrolled.
Net Access Summary	Displays a summary of the number of times that the parents and student have accessed PowerSchool via the Internet.
Print a Report	Used to print a school-created report for the student.
Quick Lookup	Displays a summary of the student’s current grades, teachers, and attendance for each class. Click a blue link to access additional information.
Recommendations	Create and view the teacher’s course recommendations for the student.
Schedule	Displays the student’s class schedule for the current term.
Student Photo	Displays the student’s photo, if available.
Submit Log Entry	Used to create a log entry for disciplinary or other anecdotal information for the student’s permanent record.
Teacher Comments	Displays comments entered by the student’s teachers. Comments can be free form or selected from a comment bank. Parents and students can view comments that are published via the PowerSchool Student and Parent Portals. School administrators decide whether the Teacher Comments page is active.
Term Grades	Displays the student’s stored grades for the current term.

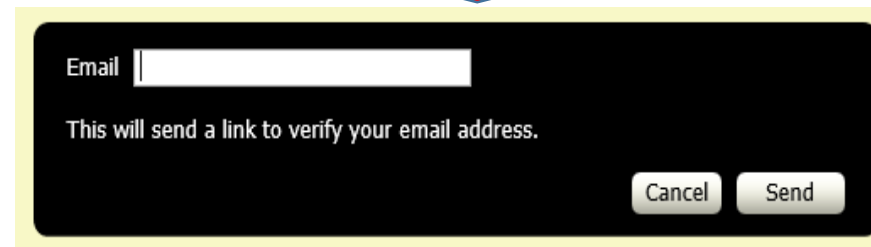
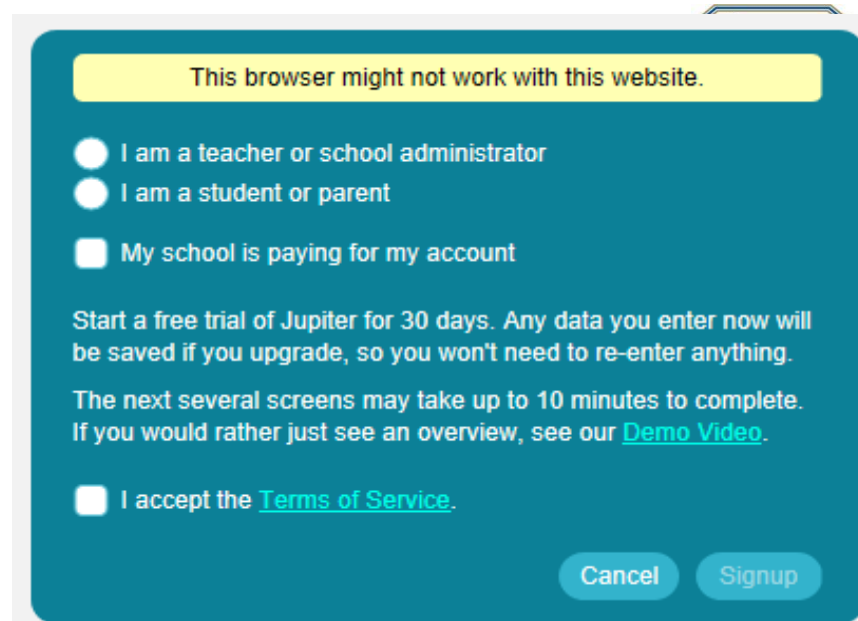
JUPITER:
SIGNING UP
&
LOGGING IN

SIGNING UP AND LOGGING IN

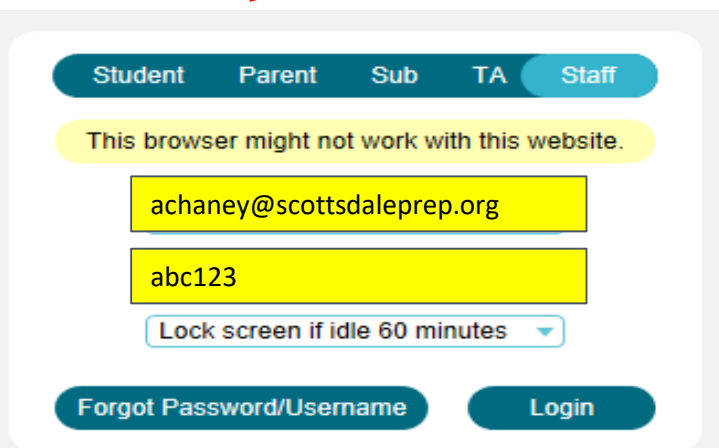
1) Follow the steps below for your **FIRST** login to Jupiter

1. Go to <https://login.jupitered.com/signup/>
2. Click "I am a teacher..."
3. Click "My school is paying..."
4. Click "I accept..." then "OK"
5. On the next screen enter your **SPA** email address, role ("Teacher"), etc.
6. You should receive a link sent to your SPA email, at which time you will be able to create a password and login into Jupiter
7. Create a **STRONG** password (mix letters, numbers, symbols, & cases) and **GUARD** it to minimize chances of students hacking into your gradebook!
8. Input you name and user ID (you choose) when prompted

You will see this



Note that this is the same initial view seen by parents & students. They will log in by clicking on their respective tabs.



2) Follow the steps below for **FUTURE** logins to Jupiter

1. Go to <https://login.jupitered.com/login/>
2. Enter your password...you are now in Jupiter!
3. Be sure you use the **"1st Quarter, 2018-19" term** seen in the top left of your Dashboard until otherwise advised. Note that the 2017-18 student and class data should still be viewable if you taught at SPA last year.
4. Use the slides in this document to guide your initial set up



CREATING YOUR GRADEBOOK



GRADEBOOK CREATION

1) Orient yourself to the home screen "Dashboard"

Go to Grades/Dashboard

Where you will enter & change assignments

Where you will change assignment category & quarter/semester/final exam weightings

Where you will change seating charts

4th Quarter, 2016-17 ▾ Find Student

Post Grades Juno Roll Log Reports More Setup Help Logout

- 2 (6C)
- 3 (6D)
- 5 (8B/I)
- 6 (8A/J)

Your Sections

The Nature of Science

New Assignment

Student ▾	Q4
	B+
	A
	B-
	A-
	B
	A
	B+
	A-
	A-
	C
	A-
	A-
	A-
	A
	B+
	B
	B
	B-
	A
	B
Median of 20	89.7 B+

Due ▾	Assignment	Points	Net	Category
3/13	Wk 25 Participation	100	2.9%	General Participation
3/13	Work & Machines Quiz	100	1.4%	Quiz
3/13	p. 113 #3	1	0.4%	Homework
3/13	Levers Diagram	1	0.4%	Homework
3/13	p. 113 #5	1	0.4%	Homework
3/13	p. 110 #1-3	1	0.4%	Homework
3/13	Signed Quiz	1	0.4%	Homework
3/13	p. 113 #6-9	1	0.4%	Homework
3/13	Wheel & Axle diagram	1	0.4%	Homework
3/13	Vocab (completed)	1	0.4%	Homework
3/13	Pre-lab items (Stairs)	1	0.4%	Homework
3/13	Stair Lab	100	1.6%	Minor Assign/Proj
3/13	Lab Participation	100	2.4%	Other Participation
3/14	Work & Machines Test	100	3.8%	Test
3/14	p. 131 # 1,2,4,5	1	0.4%	Homework
3/15	#2-3 on p. 125	1	0.4%	Homework
3/15	#2 on p. 126	1	0.4%	Homework
3/16	p. 131 #3,6,7,8	1	0.4%	Homework
3/16	p. 137 #3	1	0.4%	Homework
3/17	Wk 26 Participation	100	2.9%	General Participation
3/17	Wk 24 Energy Quiz	100	1.4%	Quiz
3/17	p. 141 #1-5	1	0.4%	Homework
3/17	Skate Park sheet (started)	1	0.4%	Homework
3/20	Signed quiz	1	0.4%	Homework

Hide class grades
Show grade trends



GRADEBOOK CREATION

2) Create & weight assignment categories

Make sure that "Assignments" and "Grades (total)" are checked during the year between quarterly evaluation times. Admins will "turn off" the show grades setting in between evaluation periods

This should be pre-set, but if not, select grade template. Use only "ABCD+-" setting

Enter your assignment category weights according to your syllabus – Use the category names listed below. If you don't plan to use a certain category, give it a "0" weight. Consult with your Master Teacher about any required values for your subject area & course.

Go to Setup -> Grading

Don't check if you teach different courses

Use **only** the "Weighted average, precise" setting

You can create up to **8 special marks** of your own associated with a grade value. Note that the mark (e.g., "o") is what you enter into your gradebook as the grade. BE CAREFUL: The word(s) under the "Description" column WILL display on the parent view. Be sure to use non-grade related descriptors such as "completed." The value associated with each mark will NOT display on parent/student views. **CAUTION: Don't use "a,b,c,d,f" or "A,B,C,D,F" as "special marks" codes! Jupiter will convert them to equivalent grade percentages regardless of what you set as their values.**

You can create up to **3 missing assignment codes**. Recommended codes are "m – missing, abs-absent, i-incomplete." The description (e.g., "Incomplete") for each missing assignment code WILL be seen on parent/student views next to the assignment name, but not the value.

1st Quarter, 2017-18

Post Grades Juno Roll Log Reports More Setup

Find Student Help Logout

MS2 MS3 MS4

Setup Grading

All settings on this screen

- Copy to all Semester
- Copy to all classes

Show online for students/parents

- Assignments
- Scores (assignments)
- Grades (total)

Show on reports

- Total points
- Category grades
- Percents for total grades
- Percents next to scores
- Grades next to scores
- Assignment worth (weight)
- Impact on grade
- Student's rank
- Class average
 - Median
 - Mean

Sort assignments on reports

by Date

Assignments are worth

- Different point values
- Single, double, etc.

Grade Scale

- Use percents
- Round grades

Grade	Minimum
A	93.0%
A-	90.0%
B+	87.0%
B	83.0%
B-	80.0%
C+	77.0%
C	73.0%
C-	70.0%
D+	67.0%
D	63.0%
D-	60.0%
F	0.0%

Special Marks

Mark	Description	Value
ex	excused	-
/	completed	100%
lat	late	0%
o	completed	95%
s	completed	75%
u	completed	69%
m	missing	0%
i	incomplete	0%
abs	absent	0%

0 also means Missing

Categories

- Unweighted
- Weighted
- None

Category	Weight
Test	19
Quiz	6
Minor Project/Lab	8
Major Project/Lab	17
General Participation	17
Small Group/Team Pa	8
Homework	25
Mid-Term/Final Exam	0
No Count	0
Classwork	0
Total	100

Cumulative

- Unweighted sum
- Weighted average, precise
- Weighted average, by grade (rare)

Grading Period	Weight
1st Quarter	45
2nd Quarter	45
Semester 1 Exam	10
Semester 1	
3rd Quarter	45
4th Quarter	45
Semester 2 Exam	10
Semester 2	

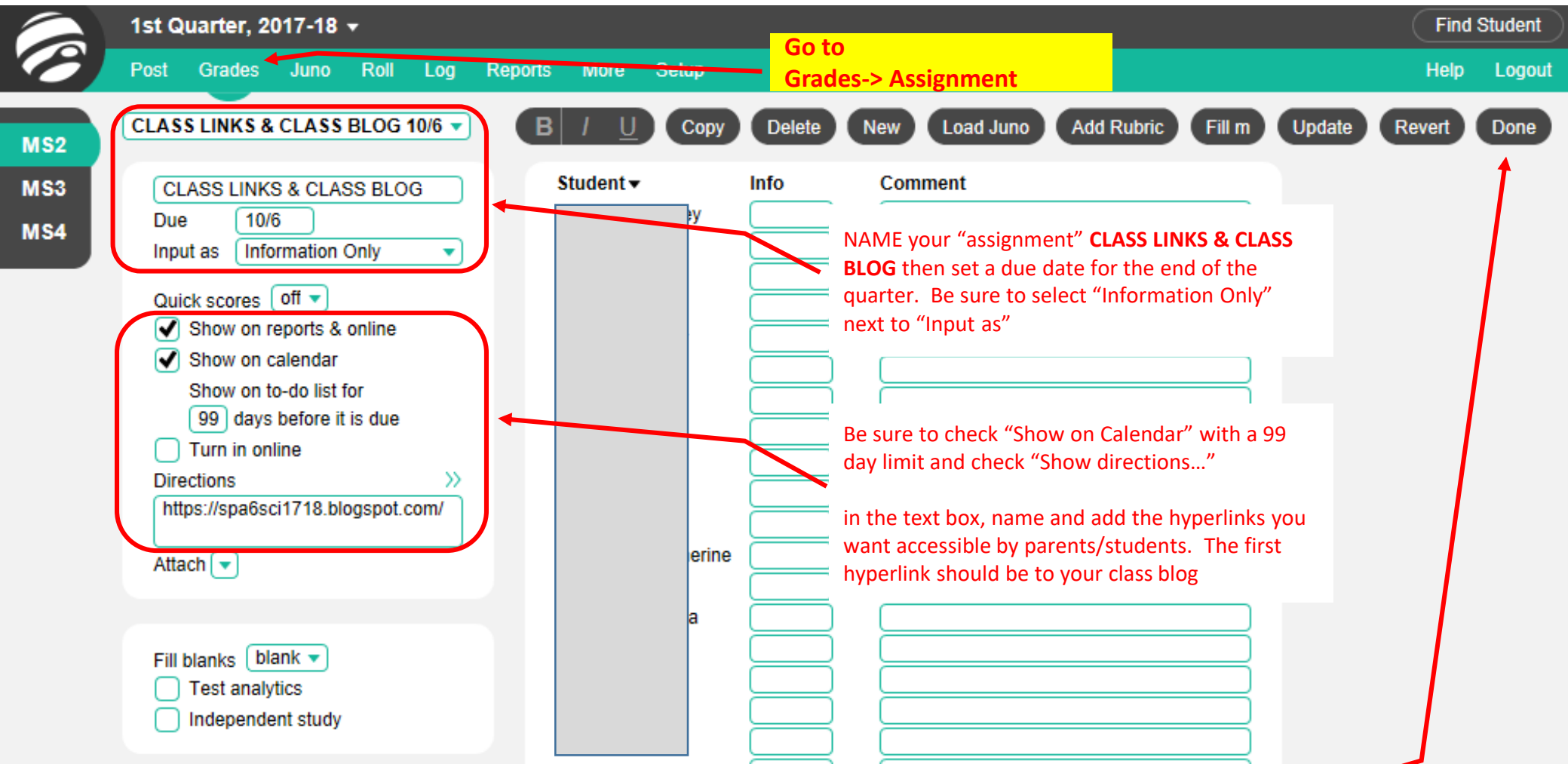
Show which grades

- 2nd Quarter
- Semester 1

GRADEBOOK CREATION

3) Create a link to your homework blog from the Jupiter parent/student views

You will be creating a fake “assignment” on the Jupiter assignment screen. This “assignment” will be visible on the parent/student views and when clicked, will actually take them to different view which displays any hyperlinks you wish. **The first hyperlink listed should be to your class assignment blog.** Follow the directions carefully below:



The screenshot shows the Jupiter gradebook creation interface. At the top, there is a navigation bar with 'Post', 'Grades', 'Juno', 'Roll', 'Log', 'Reports', 'More', and 'Setup'. A yellow box highlights the 'Go to Grades-> Assignment' link. On the left, there are grade level buttons for MS2, MS3, and MS4. The main area is titled 'CLASS LINKS & CLASS BLOG 10/6'. It contains several sections: 'CLASS LINKS & CLASS BLOG' with a due date of '10/6' and 'Input as' set to 'Information Only'; 'Quick scores' set to 'off'; 'Show on reports & online' and 'Show on calendar' both checked; 'Show on to-do list for' set to '99 days before it is due'; 'Turn in online' unchecked; 'Directions' with a text box containing 'https://spa6sci1718.blogspot.com/'; 'Attach' dropdown; 'Fill blanks' set to 'blank'; 'Test analytics' and 'Independent study' both unchecked. A table with columns 'Student', 'Info', and 'Comment' is visible. A red arrow points from the 'Done' button to the 'Directions' text box. Another red arrow points from the 'Done' button to the 'Show on Calendar' checkbox. A third red arrow points from the 'Done' button to the 'CLASS LINKS & CLASS BLOG' title. A fourth red arrow points from the 'Done' button to the 'Input as' dropdown.

NAME your “assignment” **CLASS LINKS & CLASS BLOG** then set a due date for the end of the quarter. Be sure to select “Information Only” next to “Input as”

Be sure to check “Show on Calendar” with a 99 day limit and check “Show directions...”

in the text box, name and add the hyperlinks you want accessible by parents/students. The first hyperlink should be to your class blog

Get into the habit of clicking “Done” after updating a page. Although Jupiter automatically saves changes when subsequent changes are made, you may lose data if PC goes into sleep mode or you logoff immediately after changing something.



GRADEBOOK CREATION

This is how **YOU** will see your **homework blog link** on your Jupiter dashboard:

1st Quarter, 2017-18

Post Grades Jump Roll Log Reports More Setup

Physical Science

MS2 MS3 MS4

Student	Q1	Due	Assignment	Points	Net	Category
ey	85.4 B	9/9	Q1 Test	100	25.3%	Test
		9/9	Q1 Quiz	100	8.0%	Quiz
		9/9	Q1 General Participation	100	22.7%	General Participation
		9/9	Q1 Homework	100	33.3%	Homework
		9/9	Q1 Small Group/Team Participation	100	10.7%	Small Group/Team Participation
		10/6	CLASS LINKS & CLASS BLOG		info	

New Assignment

This is how **PARENTS** will see it:

Parent [Name]

Scottsdale Preparatory Academy 2017-18

Messages To Do Grades Assignment Get Files My Files Calendar Report Card Settings Video Tour Logout

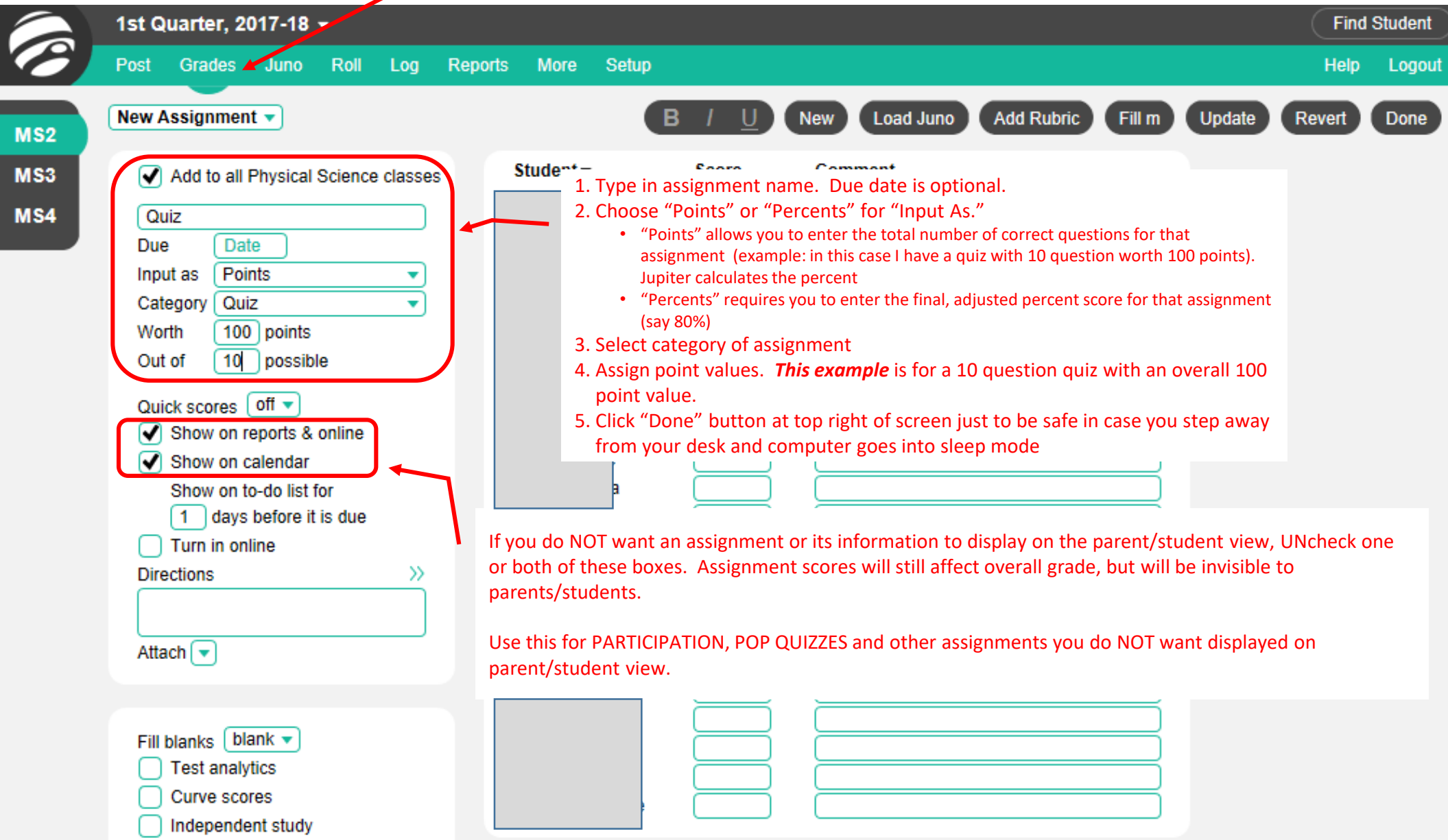
- Intro to Fine Arts**
Michael Petiford, 106, per MS3 1st Quarter
- Pre-Algebra**
Craig Peters, 210, per MS4 1st Quarter
- Physical Education**
Scott Ulm, G1, per MS6 1st Quarter
- Latin IB**
R. Threadgall, 209, per MS6 1st Quarter
- 6th Grade Homeroom**
Brett Gilfillan, per MHR 1st Quarter
- Physical Science**
Mr. Villaca, 116, per MS2 1st Quarter

Sat	Q1 Test
Sat	Q1 Quiz
Due Sat	Q1 General Participation
Due Sat	Q1 Homework
Due Sat	Q1 Small Group/Team Participation
Due 10/6	CLASS LINKS & CLASS BLOG spa6sci1718.blogspot.com/

GRADEBOOK CREATION

4) Add your assignments

Go to
Grades -> Assignment



The screenshot shows the 'New Assignment' form in the Jupiter gradebook system. The form is divided into several sections:

- Assignment Details:** Includes a checkbox for 'Add to all Physical Science classes', a text field for the assignment name (e.g., 'Quiz'), a 'Due' date field, an 'Input as' dropdown (set to 'Points'), a 'Category' dropdown (set to 'Quiz'), 'Worth' (100 points) and 'Out of' (10 possible) fields, and a 'Quick scores' dropdown (set to 'off').
- Visibility Settings:** Includes checkboxes for 'Show on reports & online' and 'Show on calendar', and a 'Show on to-do list for' field (set to 1 day before due).
- Additional Options:** Includes a 'Turn in online' checkbox, a 'Directions' text area, and an 'Attach' dropdown.
- Fill Blanks:** Includes a 'Fill blanks' dropdown (set to 'blank') and checkboxes for 'Test analytics', 'Curve scores', and 'Independent study'.

Below the form is a table with columns for 'Student', 'Score', and 'Comment'. The table contains several rows of empty input fields for student data.

1. Type in assignment name. Due date is optional.
2. Choose "Points" or "Percents" for "Input As."
 - "Points" allows you to enter the total number of correct questions for that assignment (example: in this case I have a quiz with 10 question worth 100 points). Jupiter calculates the percent
 - "Percents" requires you to enter the final, adjusted percent score for that assignment (say 80%)
3. Select category of assignment
4. Assign point values. **This example** is for a 10 question quiz with an overall 100 point value.
5. Click "Done" button at top right of screen just to be safe in case you step away from your desk and computer goes into sleep mode

If you do NOT want an assignment or its information to display on the parent/student view, UNcheck one or both of these boxes. Assignment scores will still affect overall grade, but will be invisible to parents/students.

Use this for PARTICIPATION, POP QUIZZES and other assignments you do NOT want displayed on parent/student view.

Repeat the above process for other assignments – Be sure to click "Done" or "New" buttons each time



GRADEBOOK CREATION

This is how **YOU** will see the **assignment listings** on your Jupiter dashboard:

1st Quarter, 2017-18 ▾

Post Grades Juno Roll Log Reports More Setup

Physical Science

MS2
MS3
MS4

Student ▾ Q1 85.4 B

Due ▾	Assignment	Points	Net	Category
9/9	Q1 Test	100	25.3%	Test
9/9	Q1 Quiz	100	8.0%	Quiz
9/9	Q1 General Participation	100	22.7%	General Participation
9/9	Q1 Homework	100	33.3%	Homework
9/9	Q1 Small Group/Team Participation	100	10.7%	Small Group/Team Participation
10/6	CLASS LINKS & CLASS BLOG		info	

New Assignment

IMPORTANT

The order of assignments as displayed on your dashboard view is how parents will see them in their view. You can **sort them by date, name or category**. Consider this whenever creating a new assignment to ensure clear communication.

This is how **PARENTS** will see them:

Note: We will not display assignment *grade* but only assignment name, category, "worth," and status if it is missing, incomplete or not turned in due to absence. No "missing/absent/incomplete" status implies that it is complete or simply scheduled for the future

Scottsdale Preparatory Academy 2017-18 ▾

- Messages
- To Do
- Grades
- Assignment
- Get Files
- My Files
- Calendar
- Report Card
- Settings
- Video Tour
- Logout

Intro to Fine Arts
Michael Petiford, 106, per MS3 1st Quarter

Pre-Algebra
Craig Peters, 210, per MS4 1st Quarter

Physical Education
Scott Ulm, G1, per MS6 1st Quarter

Latin IB
R. Threadgall, 209, per MS6 1st Quarter

6th Grade Homeroom
Brett Gilfillan, per MHR 1st Quarter

Physical Science
Mr. Villaca, 116, per MS2 1st Quarter

Sat	Q1 Test
Sat	Q1 Quiz
Due Sat	Q1 General Participation
Due Sat	Q1 Homework
Due Sat	Q1 Small Group/Team Participation
Due 10/6	CLASS LINKS & CLASS BLOG spa6sci1718.blogspot.com/

GRADEBOOK CREATION



5) Consider the parent view when entering assignment grades

Grades you entered into your gradebook
(Teacher view: Grades -> Student)

Assignment	Score	Comment
6/16 CLASS LINKS & CLASS BLOG	/ 1	
Wk 1 Quiz	8 / 10	B-
Wk 1 Essay	ex	
Wk 1 Research Paper	m	F
Wk 1 Participation	i	F
Wk 1 Lab Participation	abs	F
Wk 1 Homework	s	C

4th Quarter Total	38.1%	F
Test	—	37.5% of grade
Quiz	80.0% B-	80 / 100 12.5% of grade
Minor Assign/Proj	—	6.7% of grade
Major Assign/Proj	0.0% F	0 / 100 13.3% of grade
General Participation	0.0% F	0 / 100 10.0% of grade
Other Participation	0.0% F	0 / 100 5.0% of grade
Homework	75.0% C	75 / 100 15.0% of grade
Mid-Term/Final Exam	—	0.0% of grade
No Count	—	0.0% of grade
Classwork	—	0.0% of grade

What parents/students then see (Parent/Student view)

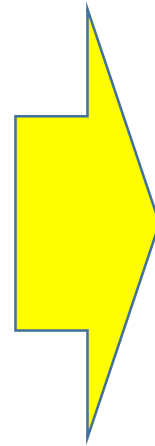
Scottsdale Preparatory Academy, 2015-2016

4th Quarter | Earth Science

3 assignments are missing.

Due	Assignment	Worth	Category
6/16	CLASS LINKS & CLASS BLOG	x 0	No Count
	Wk 1 Quiz	x 100	Quiz
	Wk 1 Essay	x 100	Minor Assign/Proj
	Wk 1 Research Paper	x 100	Major Assign/Proj
	Wk 1 Participation	x 100	General Participation
	Wk 1 Lab Participation	x 100	Other Participation
	Wk 1 Homework	x 100	Homework

Please understand it may take teachers some time to grade all assignments.



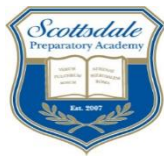
Compare the above two views with the special marks and grading codes in Teacher View: Setup -> Grading, at right

Notice that only status code definitions under the "Missing Assignments" section will display on the parent/student view.

The "Special Mark" code definitions will NOT appear on the parent/student view, BUT you can add a comment for any assignment which WILL show up on their view if you wish.

Grade	Minimum	Special Mark	Special Mark	Value	Categories	Weight
A	93.0 %	ex	excused	- %	Test	37.5
A-	90.0 %				Quiz	12.5
B+	87.0 %				Minor Assign/Proj	6.7
B	83.0 %	com	completed	100 %	Major Assign/Proj	13.3
B-	80.0 %	lat	late	50 %	General Participation	10
C+	77.0 %	o	Outstanding	95 %	Other Participation	5
C	73.0 %	s	Satisfactory	75 %	Homework	15
C-	70.0 %	u	Unsatisfactory	55 %	Mid-Term/Final Exam	0
D+	67.0 %	Missing Assignments			No Count	0
D	63.0 %	m	missing	0 %	Classwork	0
D-	60.0 %	i	incomplete	0 %		
F	0.0 %	abs	absent	0 %		
		<input checked="" type="checkbox"/> 0 also means Missing			Total	100

GRADEBOOK CREATION



Parent/Student view example with assignment status & comments

Scottsdale Preparatory Academy, 2015-2016

4th Quarter | The Nature of Science

2 assignments are missing.

Due	Assignment	Worth	Category
	Wk 1 Homework	x 100	Major Assign/Proj
	Wk 1 Test	x 100	Test
	Lab 1	x 100	Minor Assign/Proj
	Wk 1 Participation	x 100	General Participation
	Extra Credit RSCH PAPER		Test
	Adjust % extra credit		
	Wk 2 Homework	x 100	Test
12/25	CLASS LINKS		No Count
	Quick scores test 1	x 100	Test
	untitled	x 100	Test
	HW Wk 3	x 100	Other Participation
	Quiz 2	x 100	Quiz
6/22	Wk 6 Homework	x 1	Other Participation
	mwr		
6/31	CLASS LINKS 2		No Count

Please understand it may take teachers some time to grade all assignments.

The only status code definitions automatically presented in the parent/student view are “Missing, Incomplete” or “Absent”

Teachers also have the ability to insert a freeform viewable comment beneath any assignment if they wish to do so. To insert such a comment, go to any grade input view (see next slide) and add it in the “Comment” field



ENTERING GRADES & MANAGING ASSIGNMENTS

ENTERING GRADES & MANAGING ASSIGNMENTS



1) You may enter or change student grades & comments via several different views

View 1:
Grades -> Assignments
(1 assignment for all students)

View 2:
Grades -> Student
(all assignments for 1 student)

Student	Q4	Lab 1	EC	20	20	10	100	100	100	6/22	12/25	6/31	Adj
67.6	D+	100%	c	c	abs	100%	s	50%	lat	C			c
82.3	B-	80%	+10	c	inc	100%	s	100%	lat	C			c
88.8	B+	70%	+5	c	C	9	100%	o	95%	C			c
81.0	B+	60%	+1	c	lat	10	100%	s	90%	C			i
81.3	B-	50%		c	C	10	100%	s	80%	mi			c
73.6	C	40%	/	C	8	100%	s	75%	C	C			c
70.3	C-	30%	inc	C	7	80%	s	80%	C	C			c
73.5	C	20%	inc	C	7	80%	s	80%	C	C			i
69.1	D+	10%	inc	lat	7	80%	o	80%	C	C			c
82.2	B-	90%		c	C	7	80%	o	70%	C			c
51.7	F	80%		c	i	6	70%	ou	abs	s	inc		c
79.3	C+	80%	inc	C	6	70%	o	80%	C	C			c
68.4	D+	80%		c	inc	5	70%	o	F	C			c
80.4	B-	80%		c	C	5	70%	o	80%	C			/
74.9	C	15%		c	C	5	70%	o	80%	C			c
82.9	B-	75%		c	C	6	90%	o	80%	C			c
79.6	C+	85%	inc	inc	7	90%	s	80%	C	C			c
79.6	C+	99%		c	C	9	60%	s	80%	C			c
78.4	C+	88%		c	C	10	50%	s	80%	C			c
76.5	C	75%		c	C	9	50%	s	80%	C			c
74.7	C	70%		c	C	6	60%	s	80%	C			c
76.5	C	50%		c	inc	5	100%	s	80%	C			c
76.5	C	99%		c	C	9	100%	s	80%	C			c

View 3:
Grades -> Grid
(all assignments for all students)

Note that the assignment name appears at the TOP of the column in which your mouse cursor is located.

ENTERING GRADES & MANAGING ASSIGNMENTS



2) You can HIDE or MODIFY assignments at any time.

Go to Grades -> Assignment

2 3 5 6

Dashboard Grades Juno Roll Log Post Reports More Setup

4th Quarter, 2015-2016 Wk 1 Test Copy Delete

New Assignment Update Revert Done

Save changes in the other class too

Assignment Due

Wk 1 Test

Input as Percents

Category Test

Worth 100 points

Student	Score	Comment
	100%	A
	80%	B-
	70%	C-
	60%	D-
	50%	F
	40%	F
	30%	F
	20%	F
	10%	F
	90%	A-
	80%	B- Excellent improvement!
	80%	B-
	80%	B-
	80%	B-
	15%	F
	75%	C
	85%	B
	99%	A
	88%	B+
	75%	C
	70%	C-
	50%	F
	45%	*
	99%	A
	00%	A

CHANGE assignment type, point value, due date, etc. here at any time

- Assignment
- Student
- Grid
- Turn In Box / Rubric
- Rubrics
- Report Cards
- Curriculum Map
- School
- Drop L
- Forum Participation
- Grade Attendance
- Test Scores
- Backups

ADD or UPDATE assignment specific comments here

Show on calendar
Remind students for 1 days before it's due

Show directions/file/link
 Turn in online

Quick scores c inc mis

Fill blanks blank

Test Analytics
 Curve scores
 Independent Study
 Hide



Mean: 67.3%
Range: 10.0% - 100.0%
Count: 24 scored, 24 blank

HIDE assignments from parent viewing by checking this box

Help Logout Find Student

ENTERING GRADES & MANAGING ASSIGNMENTS



3) **“QUICK SCORES”** can be used to save time when entering grades. When quick scores are on, the default score auto fills all blanks for that assignment. You can then click on the field to toggle to other scores without using the keyboard.

Go to
Grades -> Assignment

(1) Create your own quick scores:
Choose “Custom” from drop
down menu

(2) Define score change order:
In this case, default value is “complete.”
After hitting save, you can use the quick score
setting for any assignment.
The first mouse click changes score to “incomplete,”
second to “missing,” third to “absent,” and fourth
to “late.” the next click returns to “complete”

“Quick Scores” are shortcuts to enter scores by clicking instead of typing. Define a new set of scores here. Type \ for a checkmark and _ for a blank score. Leave any extra boxes empty.

com	Default
i	1st click
m	2nd click (optional)
abs	3rd click (optional)
lat	4th click (optional)

Cancel Save

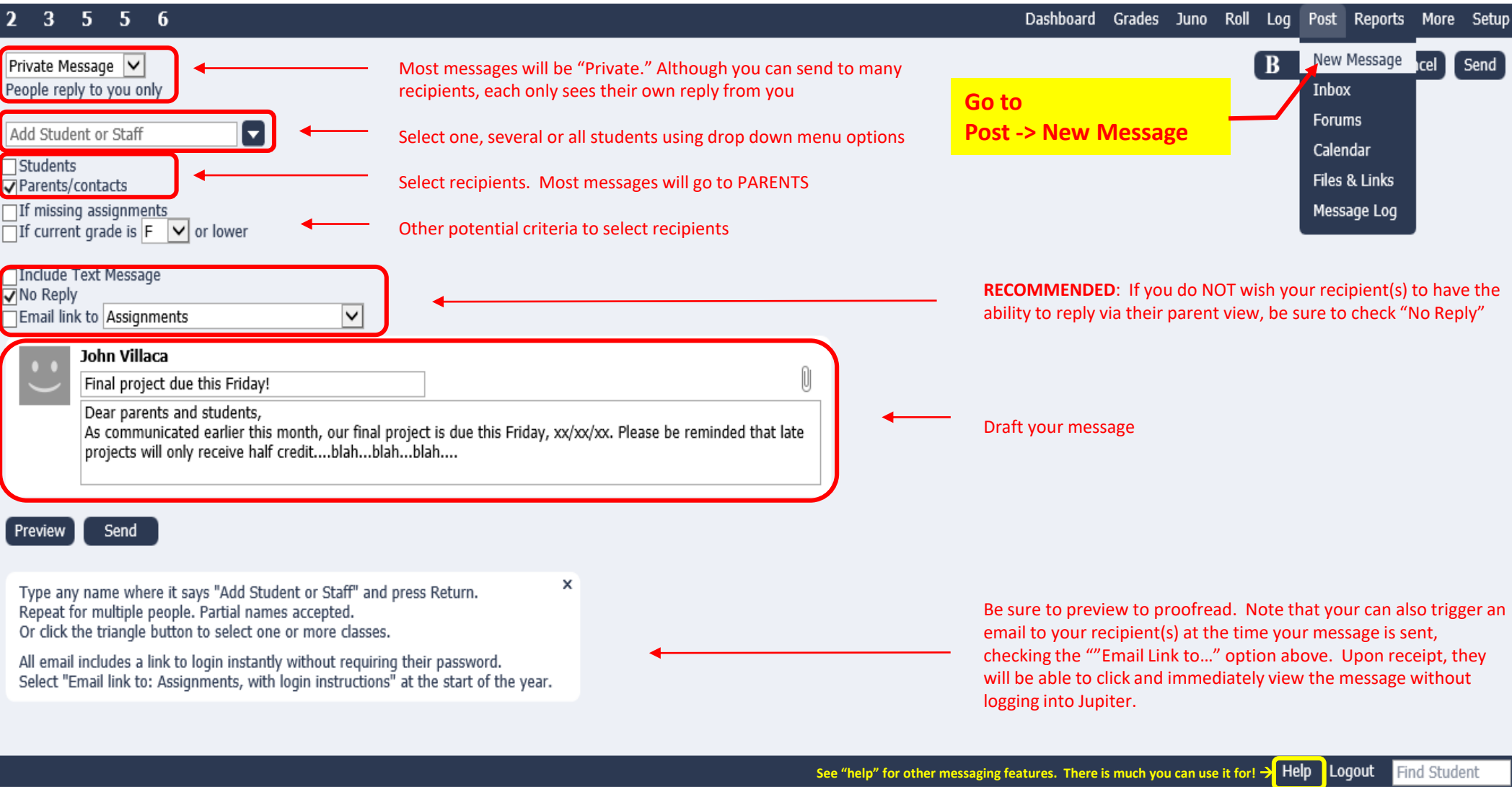
If you don't need multiple quick scores and simply wish to fill blanks with a single value, you can use the “Fill Blanks” option to do so. This will NOT overwrite any fields which already have values in them.



MESSAGING PARENTS

MESSAGING

1) You can send messages to individuals, a class or all students displayed on the parent/student view



The screenshot shows the messaging interface with several key elements and annotations:

- Navigation:** Dashboard, Grades, Juno, Roll, Log, **Post**, Reports, More, Setup
- Message Type:** Private Message (dropdown), People reply to you only
- Recipients:** Add Student or Staff (dropdown), Students, Parents/contacts (checked), If missing assignments, If current grade is F (dropdown) or lower
- Options:** Include Text Message, No Reply (checked), Email link to Assignments (dropdown)
- Message Draft:** John Villaca, Final project due this Friday!, Dear parents and students, As communicated earlier this month, our final project is due this Friday, xx/xx/xx. Please be reminded that late projects will only receive half credit....blah...blah...blah....
- Buttons:** Preview, Send
- Help Box:** Type any name where it says "Add Student or Staff" and press Return. Repeat for multiple people. Partial names accepted. Or click the triangle button to select one or more classes. All email includes a link to login instantly without requiring their password. Select "Email link to: Assignments, with login instructions" at the start of the year.
- Footer:** See "help" for other messaging features. There is much you can use it for! → Help Logout Find Student

Annotations:

- Red arrows point from text boxes to the corresponding UI elements.
- A yellow box highlights the "Go to Post -> New Message" path.
- A red box highlights the "No Reply" option.
- A red box highlights the message draft area.
- A red box highlights the help box.

Go to Post -> New Message

RECOMMENDED: If you do NOT wish your recipient(s) to have the ability to reply via their parent view, be sure to check "No Reply"

Draft your message

Be sure to preview to proofread. Note that you can also trigger an email to your recipient(s) at the time your message is sent, checking the "Email Link to..." option above. Upon receipt, they will be able to click and immediately view the message without logging into Jupiter.

MESSAGING



2) This is what is seen in the parent view

Parents/Students
Go to Messages

This screenshot shows the parent view of the messaging system. At the top, the user is identified as "Christopher Griffin" for "Scottsdale Preparatory Academy, 2015-2016". Below this, there are buttons for "New Message", "Log", and "Update". A message summary for "John Villaca" is displayed, with the subject "Final project due this Friday!" and the start of the message body: "Dear parents and students, — As communicated earlier this month, our final project.is". A "Show" dropdown is set to "Last 14 days" and there is a checkbox for "Show archived messages". On the left, a navigation menu includes: Messages, HW Planner, Grades, File Locker, Calendar, Downloads, Report Card, Settings, Video Tour, and Logout.

They will see the below after clicking on the message summary.

If "No reply" was left UNchecked, they will also see a text box via which they can send you a message.

This screenshot shows the "Private Message" view. The user is still "Christopher Griffin" for "Scottsdale Preparatory Academy, 2015-2016". The message is titled "Final project due this Friday!". The sender is "John Villaca" and the time is "Today 3:41pm". The message body reads: "Dear parents and students, As communicated earlier this month, our final project is due this Friday, xx/xx/xx. Please be reminded that late projects will only receive half credit...blah...blah...blah...". At the top right of the message area are "Archive" and "Keep Open" buttons. The left navigation menu is identical to the parent view screenshot.



SENDING DEFICIENCIES & PROGRESS REPORTS

DEFICIENCIES & PROGRESS REPORTS



1) You have multiple methods of sending out individual progress reports or deficiencies

OPTION 1: Send private message and cut/paste relevant grades and comments into the text box. See directions on previous slides. This will appear as a message on the parent/student view. **BE CAREFUL TO PREVIEW MESSAGE BEFORE SENDING TO VERIFY CORRECT RECIPIENT!**

Go to Post -> New Message

OPTION 2: Set up your message as in Option 1, but instead of cut/paste, click here to attach a file containing your progress report or deficiency details. Note that the file will be associated with your message on the parent/student view. **BE CAREFUL TO PREVIEW MESSAGE BEFORE SENDING TO VERIFY CORRECT RECIPIENT!**

OPTION 3: You can send a generic deficiency status notice to a subset of an entire class with a single message by clicking the "If current grade is D+ or lower" box after selecting the class or classes you wish to include under the "Add Student of Staff" menu.

Note that since your message will go to multiple students, you will NOT be including student-specific details in your message as with Options 1 & 2.

If missing assignments are the primary drivers of your deficiencies, you also have the option of sending a link to the parent/student view. Note that this will NOT display student specific **grade** details.



ADDING MIDTERM & FINAL EXAM SCORES



MID-TERM & FINAL EXAM SCORES

1) Set mid-term & final exam weightings according to your subject area's requirements

Go to Setup -> Grading

2 3 5 6 Dashboard Grades Juno Roll Log Post Reports More Setup

Go to Admin Mode
My Account
Classes/Subjects
Students
Grading
Comments
Discipline
Messaging
Import/Export

Setup Grading

4th Quarter, 2015-2016

Apply to all Semester 2
 Apply to all subjects

Show online for students/parents
 Assignments
 Scores (assignments)
 Grades (total)

Show on reports
 Total points
 Categories
 Grades next to scores
 Percents next to scores
 Impact on grade
 Student's rank
 Class average
 Median
 Mean

Assignments are worth
 Different point values
 Single, double, etc.

Grade Scale ▼
 Use percents
 Round grades

Grade	Minimum	Maximum
A	93.0	100.0
A-	90.0	92.9
B+	87.0	89.9
B	83.0	86.9
B-	80.0	82.9
C+	77.0	79.9
C	73.0	76.9
C-	70.0	72.9
D+	67.0	69.9
D	63.0	66.9
D-	60.0	62.9
F	0.0	59.9

Special Marks

Special Mark	Value
ex	excused
com	completed
lat	late
o	Outstanding
s	Satisfactory
u	Unsatisfactory
m	missing
i	incomplete
abs	absent

0 also means Missing

Categories
 Unweighted
 Weighted
 None

Category	Weight
Test	37.5
Quiz	12.5
Minor Assign/Proj	6.7
Major Assign/Proj	13.3
General Participation	10
Other Participation	5
Homework	15
Mid-Term/Final Exam	0
No Count	0
Classwork	0
Total	100

Cumulative
 Unweighted sum
 Weighted average, precise
 Weighted average, by grade (rare)

Grading Period	Weight
1st Quarter	40
2nd Quarter	40
Final Exam S1	20
Semester 1	
3rd Quarter	40
4th Quarter	40
Final Exam S2	20
Semester 2	
Year Total	

Show which grades
 4th Quarter
 Semester 2

Enter your mid-term & final exam category weightings according to your course requirements. Consult with your Master Teacher about any required values for your subject area & course.

The weightings only affect the cumulative grades for each semester. You may modify them at any time before the semester grades are published.

Help Logout Find Student

MID-TERM & FINAL EXAM SCORES



2) After exam is graded, you will manually input mid-term or final exam scores into Jupiter

Go to
Grades -> Report Cards

Report Cards

Click in a column below to enter or override grades. ✕

4th Quarter, 2015-2016 ▾

Student ▾	Q1	Q2	FE1	S1	Q3	Q4	FE2	S2	Yr
						38.1 F		38.1 F	38.1 F

Enter your mid-term exam & final exam scores into these columns: SE1 & SE2 (shown here as FE1 & FE2). Semester mid-term is labeled "SE1." End-of-year final is "SE2."

Note that the Q1, Q2, Q3, Q4 columns will display your overall quarter grades and the S1 ("Semester 1", S2 ("Semester 2") columns will display your overall semester grades.

MID-TERM & FINAL EXAM SCORES



3) Override/Adjust scores for exams, quarters or semesters, if needed

Go to
Grades -> Report Cards

Report Cards

Click in a column below to enter or override grades. x

4th Quarter, 2015-2016

Student	Q1	Q2	FE1	S1	Q3	Q4	FE2	S2	Yr
						40.0 F		40.0 F	40.0 F
						38.1 F			

Simply Click on any number in any column to manually change the score.

In this example, we are changing the Jupiter-calculated score of 38.1 to 40.0. After making the change you will see the new score displayed in *italics* which indicates it is a *manually input number*. The original Jupiter-calculated score will be listed below that updated value.

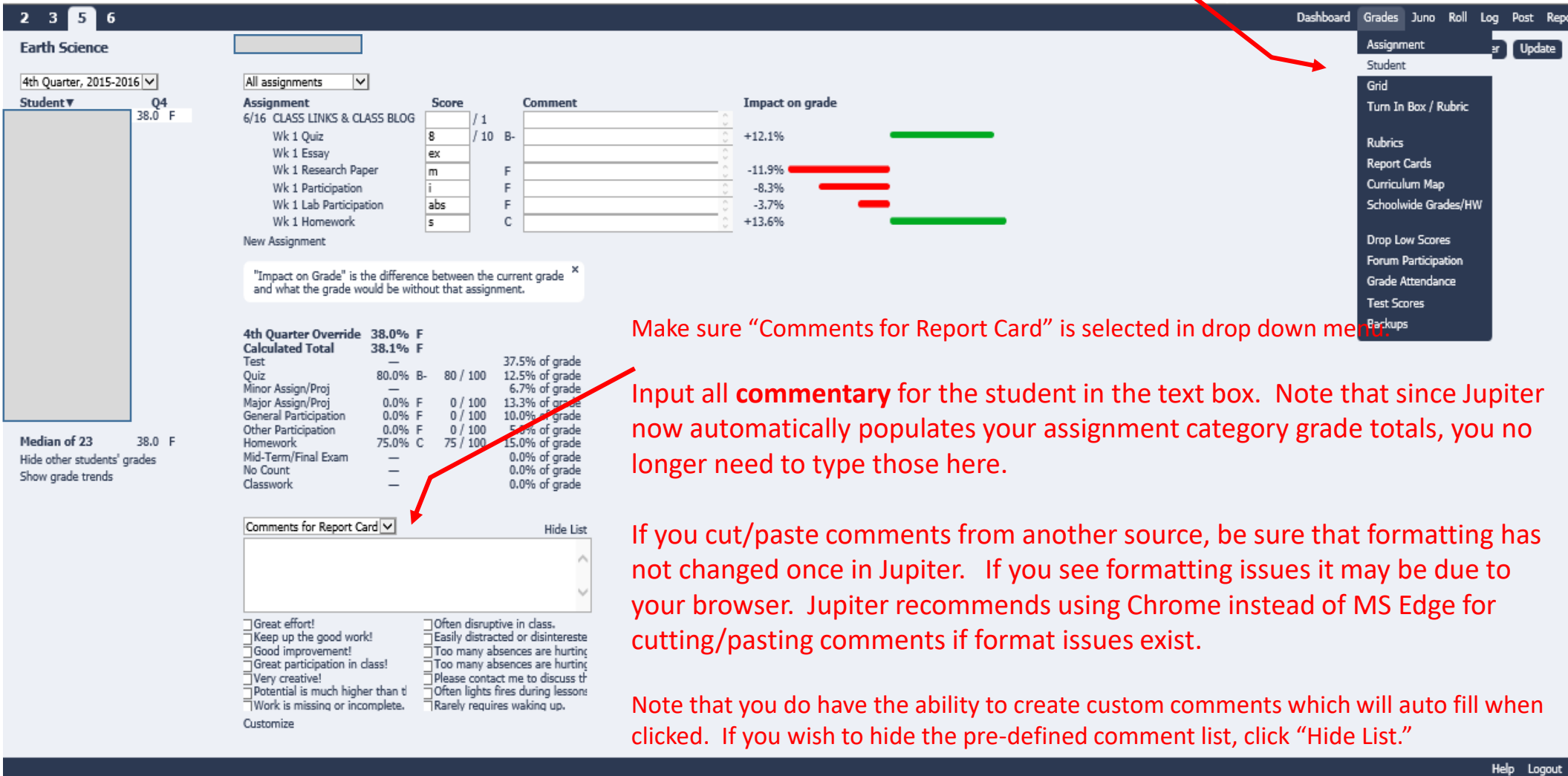


PREPARING FOR EVALUATIONS

QUARTERLY EVALUATIONS

1) Locate input screen for report card comments. Unlike last year, Jupiter will now autofill your category grades, along with your overall grades into it's report card. You will only input your comments for each student, not the category scores.

Go to
Grades -> Student



Dashboard Grades Juno Roll Log Post Repo

Assignment Student Student Grid Turn In Box / Rubric Rubrics Report Cards Curriculum Map Schoolwide Grades/HW Drop Low Scores Forum Participation Grade Attendance Test Scores Backups

Earth Science

4th Quarter, 2015-2016

Student Student Q4 38.0 F

All assignments

Assignment	Score	Comment	Impact on grade
6/16 CLASS LINKS & CLASS BLOG	/ 1		
Wk 1 Quiz	8 / 10 B-		+12.1%
Wk 1 Essay	ex		
Wk 1 Research Paper	m	F	-11.9%
Wk 1 Participation	i	F	-8.3%
Wk 1 Lab Participation	abs	F	-3.7%
Wk 1 Homework	s	C	+13.6%

New Assignment

"Impact on Grade" is the difference between the current grade and what the grade would be without that assignment.

4th Quarter Override	38.0% F
Calculated Total	38.1% F
Test	—
Quiz	80.0% B- 80 / 100 12.5% of grade
Minor Assign/Proj	— 6.7% of grade
Major Assign/Proj	0.0% F 0 / 100 13.3% of grade
General Participation	0.0% F 0 / 100 10.0% of grade
Other Participation	0.0% F 0 / 100 5.0% of grade
Homework	75.0% C 75 / 100 15.0% of grade
Mid-Term/Final Exam	— 0.0% of grade
No Count	— 0.0% of grade
Classwork	— 0.0% of grade

Median of 23 38.0 F

Hide other students' grades Show grade trends

Comments for Report Card Hide List

- Great effort!
- Keep up the good work!
- Good improvement!
- Great participation in class!
- Very creative!
- Potential is much higher than d
- Work is missing or incomplete.
- Often disruptive in class.
- Easily distracted or disintereste
- Too many absences are hurting
- Too many absences are hurting
- Please contact me to discuss th
- Often lights fires during lessons
- Rarely requires waking up.

Customize

Help Logout

Make sure "Comments for Report Card" is selected in drop down menu.

Input all **commentary** for the student in the text box. Note that since Jupiter now automatically populates your assignment category grade totals, you no longer need to type those here.

If you cut/paste comments from another source, be sure that formatting has not changed once in Jupiter. If you see formatting issues it may be due to your browser. Jupiter recommends using Chrome instead of MS Edge for cutting/pasting comments if format issues exist.

Note that you do have the ability to create custom comments which will auto fill when clicked. If you wish to hide the pre-defined comment list, click "Hide List."



QUARTERLY EVALUATIONS

Go to Setup -> Grading

2) Make grades available to the parent/student view

2nd Quarter, 2017-18

Find Student

Post Grades Juno Roll Log Reports More Setup

Help Logout

Setup Grading

Revert Done

- All settings on this screen
- Copy to all Semester 1
 - Copy to all classes
- Show online for students/parents
- Assignments
 - Scores (assignments)
 - Grades (total)
 - Accept late work after term
- Show on reports
- Total points
 - Category grades
 - Percents for total grades
 - Percents next to scores
 - Grades next to scores
 - Assignment worth (weight)
 - Impact on grade
 - Student's rank
 - Class average
 - Median
 - Mean
- Sort assignments on reports
- by Date

These two boxes must be checked for overall and category grades to appear on report card. The boxes will be "greyed out" until administrators turn on the parent report card view. At that time, be sure to confirm that both are checked. If you successfully published your FIRST quarter grades and did NOT UNcheck these boxes, they will already be checked for you.

Grade	Minimum
A	93.0%
A-	90.0%
B+	87.0%
B	83.0%
B-	80.0%
C+	77.0%
C	73.0%
C-	70.0%
D+	67.0%
D	63.0%
D-	60.0%
F	0.0%

Mark	Description	Value
ex	excused	-
/	completed	100%
lat	late	0%
o	completed	95%
s	completed	75%
u	completed	69%
Missing Assignments		
m	missing	0%
i	incomplete	0%
abs	absent	0%

0 also means Missing

Category	Weight
Test	19
Quiz	6
Minor Project/Lab	8
Major Project/Lab	17
General Participation	17
Small Group/Team Pa	8
Homework	25
Mid-Term/Final Exam	0
No Count	0
Classwork	0
Total	100

- Cumulative
- Unweighted sum
 - Weighted average, precise
 - Weighted average, by grade (rare)
- | Grading Period | Weight |
|-----------------|--------|
| 1st Quarter | 45 |
| 2nd Quarter | 45 |
| Semester 1 Exam | 10 |
| Semester 1 | |
| 3rd Quarter | 45 |
| 4th Quarter | 45 |
| Semester 2 Exam | 10 |
| Semester 2 | |
- Show which grades
- 2nd Quarter
 - Semester 1

QUARTERLY EVALUATIONS



3) AFTER all grades & comments have been entered **and finalized** (you will be given a deadline), Lock in grades/comments and notify administration that they are ready to publish to parents.

2 3 5 5 6 Dashboard Grades Juno Roll Log Post Reports More Setup

Report Cards

Click in a column below to enter or override grades. ✕

4th Quarter, 2015-2016 ▾

Student ▾ Q1 Q2 FEI

Student	Q1	Q2	FEI
	96.5 A	82.3 B-	89.4 B+
	96.5 A	88.8 B+	92.7 A-
	96.5 A	81.0 B-	88.8 B+
	96.5 A	81.3 B-	88.9 B+
	96.5 A	73.6 C	85.1 B
	96.5 A	70.3 C-	83.4 B
	96.5 A	73.5 C	85.0 B
	96.5 A	69.1 D+	82.8 B-
		82.2 B-	82.2 B-
		51.7 F	51.7 F
		79.3 C+	79.3 C+
		68.4 D+	68.4 D+
		80.4 B-	80.4 B-
		74.9 C	74.9 C
		82.9 B-	82.9 B-
		79.6 C+	79.6 C+
		79.6 C+	79.6 C+
		78.4 C+	78.4 C+
		76.5 C	76.5 C
		74.7 C	74.7 C

Lock/Unlock Print Summary Update Revert Done

Go to: Grades -> Report Cards

Then click: "Lock/Unlock"

You will then see this box.

Click the applicable period for the evaluations you've just completed.

Once administrators publish the evaluations, parents will see all information you have input.

If you need to unlock grades for any reason, be sure to coordinate with administrators BEFORE taking any action

Lock your gradebook after the term is over. This tells the office your grades are final. (You can unlock it later to make corrections.)

Lock

3rd Quarter

4th Quarter

Cancel OK

How do I...?

1. Verify my account and identity information?

- Go to Setup->My Account to view your employee information. Make sure that only your @scottsdaleprep.org email address is listed and your cell phone number (parents do not have access to mobile # - it is for administration use only in the event of emergencies). Contact an administrator with any issues about your info

2. See the parent/student view?

- Go to More->Passwords & Logins, then click the name of the student (for student view) or “Mother/Father” for parent view

3. How do I upload a file or display a link on the parent/student view for my class?

- Go to Post -> Files & Links, click “Upload/New” to add a link or upload a file – Note that parents/students can only see your links and files when they click the “Downloads” button on their view. Note also the 1 MB storage limit.

4. “Undo” something I just changed on a page?

- Click the “Revert” button (do NOT hit your browser’s “back” arrow)

5. Retrieve grades I deleted long ago or accidentally deleted?

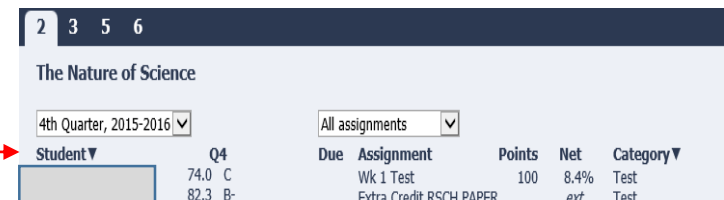
- Go to Grades->Backups and select items from drop down menu, then choose the date of the change you made to restore it to the value(s) which were listed at that time

6. Better understand and use Juno, on-line quiz creation/grading, student behavior tracking?

- We will not be using these features during the 2016-17 year

7. Sort students, grades, assignments, etc.?

- Click the column heading link



The Nature of Science						
4th Quarter, 2015-2016		All assignments				
Student	Q4	Due	Assignment	Points	Net	Category
	74.0 C		Wk 1 Test	100	8.4%	Test
	82.3 B-		Extra Credit RSCH PAPER		ext	Test

8. Get more help and be “walked through” each function?

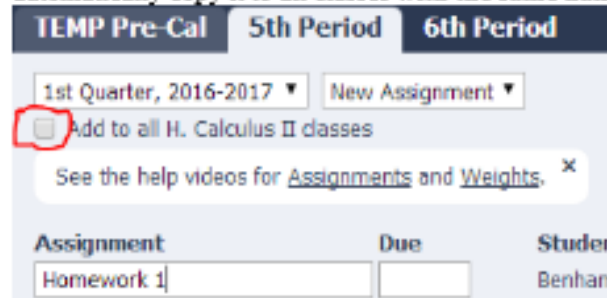
- Use the on-line training tutorials via Jupiter’s help screens – see last page of this document

FAQ (cont.)

How do I...?

9. Copy an assignment to another class?

1. Create an assignment in one class **with the "Add to..." box UNCHECKED** and click **Done**. This will add the assignment only to the current class. Checking the box will automatically copy it to all classes **with the same name as the current class**. If you want to auto-copy to all same-name classes, leave the box checked.



TEMP Pre-Cal 5th Period 6th Period

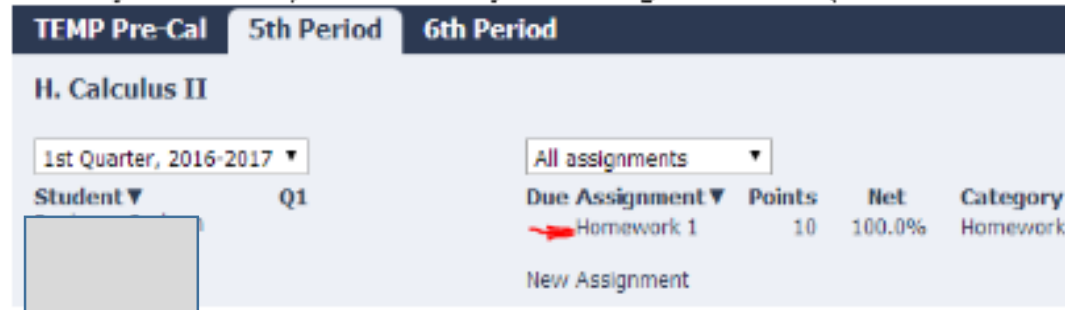
1st Quarter, 2016-2017 New Assignment

Add to all H. Calculus II classes

See the help videos for [Assignments](#) and [Weights](#).

Assignment	Due	Student
Homework 1		Benhan

2. From your Dashboard, click on the newly-created assignment to edit it (Homework 1 in this example).



TEMP Pre-Cal 5th Period 6th Period

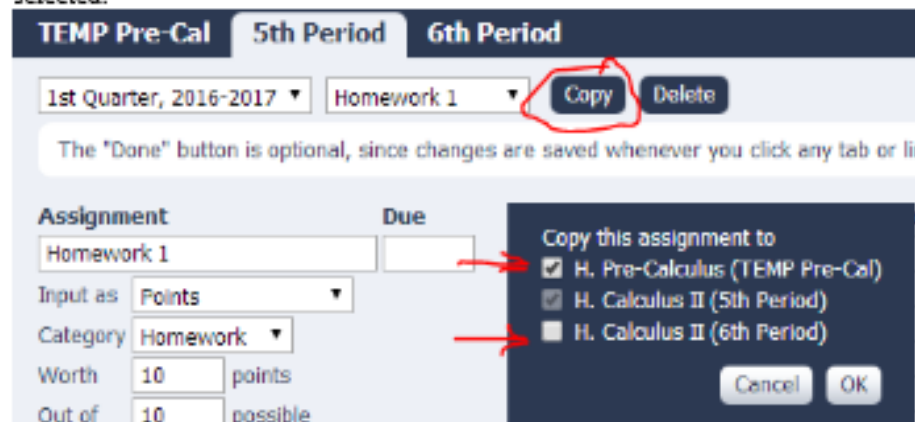
H. Calculus II

1st Quarter, 2016-2017 All assignments

Student	Q1	Due Assignment	Points	Net	Category
		Homework 1	10	100.0%	Homework

New Assignment

3. Click the **Copy** button. A small pop-up will appear with a list of ALL your classes with a box next to each (the current class is, of course, grayed out). **Choose the class(es)** to which you want to copy the assignment. Leave the box blank for classes you do not want to receive the assignment. Click **OK** and the assignment will appear in the class(es) you selected.



TEMP Pre-Cal 5th Period 6th Period

1st Quarter, 2016-2017 Homework 1 Copy Delete

The "Done" button is optional, since changes are saved whenever you click any tab or link.

Assignment	Due
Homework 1	

Input as: Points

Category: Homework

Worth: 10 points

Out of: 10 possible

Copy this assignment to

H. Pre-Calculus (TEMP Pre-Cal)

H. Calculus II (5th Period)

H. Calculus II (6th Period)

Cancel OK

How do I...?

10. Set up a TA to perform limited functions with my gradebook?

- You must first coordinate with your Master Teacher and Jupiter Admins regarding whether or not your TA will be designated a Jupiter “Co-Teacher” or a Jupiter “TA.” Each have different capabilities and permissions.
- “Co-Teachers” will login with their OWN Jupiter user name and password using the STAFF tab at the Jupiter login screen. Co-Teacher status must be set up by a Jupiter Admin. To see more information about co-teachers search for “Team Teaching” using the Jupiter Help menu
- “TA”s will login with YOUR user name and the TA password you have established for them on your Setup - > My Account view. Note that in that view you will also assign permission levels to limit which functions they can perform in your gradebook. To see more information about Jupiter’s TA designation search for “TA Login” using the Jupiter Help menu

11. Overwrite or adjust a quarterly or semester grade in Jupiter with one which was not numerically calculated by the system?

- Go to Grades -> Report Cards and click on any number in any column to manually change the score. After making the change you will see the new score displayed in italics which indicates it is a manually input number. The original Jupiter-calculated score will be listed below that updated value. See the screen shot example in the “MID-TERM & FINAL EXAM SCORES” section of this document.

12. Create an email distribution list for a given class to use in Outlook?

- Go to More->Student Info
- Select the student data, then copy/paste it into a blank Excel worksheet
- Delete all columns other than one containing parent email addresses
- Selected that column, then copy/paste it into Word using “Paste Special/Unformatted Text”
- In Word, go to “Home/Find and Replace” and click the “More” button
- Select the “Find What” field then choose “Paragraph Mark” from the “Special” drop down menu
- Next, select the “Replace What” field then type a semicolon
- Click “Replace All” then clean up any extra marks and spaces. You now have your distribution list which can be pasted into Outlook!

CAUTIONS



- Don't use your browser's "back" function while logged into Jupiter
- Changes are saved automatically whenever you click a new tab or link, but be sure to click "Done" before leaving computer, logging off, or putting it into sleep mode.
- Don't use "a,b,c,d,f" or "A,B,C,D,F" as "special marks" codes on the Setup -> Grading screen. Jupiter will convert them to equivalent grade percentages regardless of what you set as their values.
- Jupiter parent tutorials include demonstrations of many features we are not currently using. You may get questions about them. Respond with something similar to "We are aware of them and evaluating them, but will not be implementing them this year."
- You can add and modify gradebook information when on-line only, unlike Easygrade Pro. You do *not* have the ability to manage your gradebook off-line, although Jupiter does provide the ability to export your gradebook data as a .csv or .txt file.
- When you use the reports to prepare your assignment category grade totals for evaluations, be aware of formatting changes across programs & be careful when you cut/paste from Jupiter's reports and when converting percents into letter grades.
- Jupiter's "create custom comments" option is not a substitute for written narratives tailored for each student. Great Hearts practices and protocols still apply. Consult the Faculty Handbook for expectations regarding written evaluations.
- Create a strong password and guard it! Students and parents see the same login Jupiter login screen as do teachers and hack attempts are possible. Make sure the "Alert if suspicious login" boxes are checked in your account in the Setup->My Account view.
- If a student drops or transfers out of a class, be sure to coordinate with Mrs. Ayala or Mr. Chancellor before taking any action. Jupiter treats a "Drop" very differently than a "Withdrawal"
- Fifth grade TAs must use dedicated PC(s) and have limited gradebook access as determined by the primary classroom teacher. Contact Ms. Stone for additional information

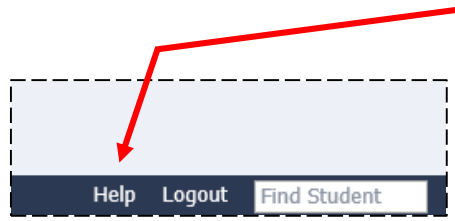


TRAINING TUTORIALS

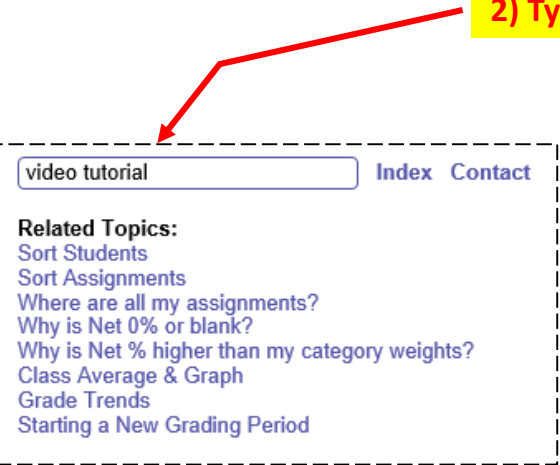
TRAINING

1) Get more training!

1) Go to Any screen -> Help (at bottom right corner)



2) Type "video tutorials"



3) To become familiar with basic functions review the tutorials circled here right away.

As you become more familiar with Jupiter, explore the others, especially "New Grading Period, Advanced Grading, Report Cards."

You can also watch a variety of recorded Jupiter training sessions under the "Web Based Training" menu, also found on the "Video Tutorials" page.

Search	
Video Tutorials	
For Teachers	
Review now	Sales Demo 6 min
	Introduction 6 min
	Gradebook Setup 7 min
	Grading Options 3 min
	Assignments 4 min
	Weights 3 min
Review now	Standards 4 min
	Advanced Grading 6 min
	Resource Teachers 1 min
	Reports 5 min
	Student/Parent Login 5 min
	Homework 2 min
	Attendance (for teachers) 3 min
	Discipline 6 min
	Report Cards 2 min
	New Grading Period 2 min
Substitute Teachers 3 min	
Review later	
Review later	