

eGrade for SMARTIES

Northside Independent School District • Academic Technology



Login:

1. Open a Web browser.
2. Select **Gradebook** from the drop-down menu on the NISD homepage.
3. Enter your Username and Password.
 - a. **Username:** eNumber with the “e” [e123456]
 - b. **Password:** Network password [Novell, Active Directory]
NOTE: After logging in from an off-campus computer, eGrade sends a warning message the next time a user logs in on a District computer. *This is a security measure.*
 - c. Check the *Last Login* information to verify if it matches the last time you logged into your gradebook.
 - d. Click **YES** if the information matches.
 - e. Click **NO** and immediately contact a campus administrator if the information is not correct.

Categories:

The **Categories** tool allows teachers to categorize assignments and give weights to grades.

1. Click **Categories** on the gradebook toolbar to access the Category Maintenance page.
2. Enter the category name in the field under the **Category** column.
3. Select a color for the category using the Color drop down list.
4. Assign a weight to the category. There are two methods available to assign a weight to a category:
 - a. The **Percent method** weighs categories so that the average of each category is worth a certain percentage of the student’s grade. All category percentages must add up to 100%.
 - b. The **Multiple method** weighs each category as a multiple. For example, daily grades might be weighted at “1” but exam grades are weighted at “2.” This would mean exam grades are weighted twice.
5. Enter the number of grades to be dropped. eGrade will drop a maximum of 3 grades from all categories combined. The **Category Options** determines how grades will be calculated in the gradebook.
6. Click **Update** to save changes that have been made to the categories. **Cancel** will discard changes. Click a tool on the main toolbar to exit and access another screen.
7. After a category is created, it can then be deleted. If a category is deleted, all assignments and grades will also be deleted. **Be Careful** when using this feature!

Assignments:

1. Click the **Assignment** icon on the top toolbar.
2. If no assignments have been defined, you will be directed to **Add New** assignment.
3. Complete the required information.
4. Once assignments have been defined, click **Add** and then **Finished**. You will be directed to an assignment list. This option will allow you to **Edit** or **Grade** any assignment in the list.
5. The **Edit** feature will allow you to edit the current assignment. The **Grade** feature will allow you to see the original grade and/or:
 - a. Add a retake 1 grade
 - b. Retake 2 grade
 - c. Points added
 - d. Override a grade

Quick Start

- e. Mark the assignment late
- f. Specify not to drop the grade for a student
- g. Make notes
- h. List the modifications made on the assignment for each student

Grade Codes:

1. The following codes can be used to override a current assignment from the main gradebook page. Missing Assignment (**m** or **Msg**), Excused from Assignment (**e** or **Exc**), and Incomplete Assignment (**i** or **Inc**).
NOTE: The codes will appear in Parent Connection.
2. When an edit has been made to an assignment for a specific student, several codes may appear around the grade in the main gradebook page. Override (O), Note (N), Do Not Drop (X), Late (L), and Retake (R).

Attendance:

1. Click **Attendance** on the gradebook toolbar.
2. Scroll to the correct period.
3. If all students are present, check the box labeled **All Present**.
4. Students who are absent should be marked "UA." Students who are tardy should be marked "UT."
5. Once all attendance entries are correct, click the **Submit** button. A confirmation screen will appear to verify the entries are correct.
6. Click **OK** to confirm or **Cancel** to return to the Attendance Module page to verify and make changes.

To Modify Attendance

7. Click **Attendance** on the gradebook toolbar.
8. Click the Calendar in the upper right corner of page.
9. Select the date of absence.
10. Click the appropriate absence code for that student.
11. Click **Submit**.

Any changes/modifications made by the attendance secretary may be viewed by the teacher

12. Click **Attendance** on the Gradebook Toolbar.
13. Click the Calendar in the upper right corner of the page.
14. Select the date you would like to verify.
15. Under the **Code** column, the original code selected by the teacher will appear first followed by a "/" (forward slash). Then the code submitted by the attendance secretary will appear.
16. Changes made by the Attendance secretary are final and should not be overwritten by the teacher.

Securing Your Gradebook:

1. Click the **LOCK** icon to secure your gradebook when leaving your workstation unattended.

NOTE: Users MUST secure their gradebooks and will be required to re-enter their password before viewing or entering grades again.



Help Feature:

1. Click on the **Help** icon.
2. A new window will appear that shows all the help options for the current page. To view the entire help manual, click on the **Show** link in the top left-hand corner of the help screen. The manual will now show contents, index, and search features.

