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FacultyWeb
Training Manual

FacultyWeb Training Manual Overview

The purpose of this FacultyWeb Training Manual is to equip you with the knowledge and materials necessary to successfully use the features RenWeb provides. The material will not only serve as a training manual, but will also function as your user's manual on a going-forward basis.

All of the tasks you will perform in RenWeb are covered in the training, including step-by-step instructions and screen shots. When you return to your classroom, you can conveniently find in the Table of Contents each item covered in the training.

Table of Contents

Training Day Expectations

During this training session, you are going to have the opportunity to both *see* RenWeb in use *and obtain* hands-on experience in the system. Investing your time and attention now will save you tremendous time in the future through the automation RenWeb provides.

Welcome and Introduction

- **Welcome to the RenWeb Faculty Training Session**

- **Review housekeeping items**
  - Breaks, lunch, targeted ending time

- **Overview of what you will learn today**
  - Accessing FacultyWeb
  - Logging in
  - Classroom management features like attendance and recording discipline
  - Using the grade book
  - Exciting communication features
  - Accessing student information
  - Running reports
  - Producing report cards

- **Review benefits of the RenWeb system**
  - Improves efficiency for the school
    - Allows administration, teachers and parents to communicate more efficiently with less wasted time
    - Supports admission, enrollment, scheduling, and attendance processes quickly and easily
    - Offers "Single Point of Entry" which means, for example, that when a new student is enrolled in a class, it automatically updates the teacher's grade book to show that student
  - Saves you time
    - Eliminates manual calculations of term grades
    - Makes reporting attendance and sending progress reports a breeze
    - Provides instant access to automated reports
  - Anytime, anywhere accessibility
    - Allows you to record assignments and grades anytime from anywhere you have Internet access, including the comfort of your home

- **Review benefits of ParentsWeb**
  - Makes students more accountable to their parents through the parents secure access to the ParentsWeb for homework, grades, discipline events, attendance items, etc.
  - Parents, teachers and administrators can communicate by email quickly and easily without knowing parent names or email addresses
  - Keeps parents involved and informed in their child's education

- **Questions**

Accessing FacultyWeb

One of the powers of RenWeb is that you can easily access FacultyWeb from home or school, using a PC or Mac, provided you have a high-speed Internet connection.

This section explains how to load FacultyWeb and log into the application. We'll also review the Main Menu and show you how to change passwords.

Please note that FacultyWeb requires high-speed Internet access. Faculty members on dial-up can access RenWeb using our desktop version or another browser-based interface. Both of these versions are covered in separate training materials.

FacultyWeb can be accessed via Internet Explorer or Firefox. It is not currently supported on Safari. Mac users should download Firefox onto their computers prior to taking this training.

Accessing FacultyWeb

Explanation

- The initial creation of a Favorite or Bookmark for FacultyWeb is something you will do only once per computer you use.

- When future upgrades are released, we will provide you instructions that will allow you to receive the upgrade.

Demonstration – How to load FacultyWeb to create a Favorite or Bookmark

1. Go to **www.RenWeb.com**.
2. Click the **Support** tab.
3. Click the **Faculty Access** tab.
4. Click the **Online Faculty Access (High Speed)** link provided. (This training material does not address the dial-up solution.)
5. After the second Login Screen appears, create a Bookmark or Favorite to save this location for future use.

Demonstration – How to log in

1. Click on your FacultyWeb Bookmark or Favorite.
   The **Login to RenWeb** screen displays.
2. Type your **District Code**.
3. Click **Submit.**
4. Select your school from the **School** drop-down list.
5. Select your name from the **Staff** drop-down list.
6. Type your **Password**, which will be provided in class.
7. If your password will expire soon, you will receive a message on this screen.
8. Click **Login.**
9. Click **Yes** in order to view all features. All data you enter will remain secure**.**

Login Screen

Accessing FacultyWeb

Explanation

- This is the Main Screen for faculty members. It has 3 main sections:

  — Below the banner at the top is a line that displays today's date, along with windows for Year, Term and School. These windows allow you to select which school year or term you wish to work in. If your school has chosen to partition your information, you can also look at only Elementary, Middle or High School information. After these windows appears the name of the person who is logged in, along with a box for logging out.

  The section on the left (Main Menu) contains all the navigation buttons that we'll cover throughout today's training. The buttons that appear are the areas in RenWeb for which you have viewing or modifying rights. When you click on the buttons with the arrows beside them, a drop-down list with further options will appear.

  — If any necessary buttons do not appear, tell your trainer now. Or, check with Administration regarding your security rights.

  — The larger section on the right will display your view of ParentsWeb.

Faculty Main Screen

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Changing Your Password

Explanation

- Requirements of a password
- Follow these steps to personalize your password

Instruction – How to change a password

1. From the Main Menu, click **Help**.
2. Click **Password**.
3. Type in a new password in the **Password** box.
4. Your password should be at least 6 characters long and contain at least one alpha and one numeric character.
5. Re-type your password in the **Confirm** box.
   Below the OK button you will see information regarding the expiration of your password.
6. Click **OK**.

Notes:

- It is extremely important to protect your password.
- Never write it down.
- Never give it to a student.
- Your password should be different from your school password.
- A good rule of thumb is to change your password at the beginning of every term.
- You will be forced to change your password every 6 months, and you will not be allowed to use the same password more than once.

Instruction – How to exit out of the program

1. From the Main Menu, click the **Log Out** button located after your name on the line below the banner.

Change Password Screen

Exercise 1:

Log in and change your password.

1. Log in.
2. Change your password.
3. Exit out.
4. Re-log in with your new password.

Questions

FAQs

Q: Are passwords case-sensitive?

A: No.

Q: Do passwords recognize special characters such as *, @, etc.?

A: No.

Managing Your Classroom

This section shows you how to record attendance, take the lunch count, record discipline events and create lesson plans efficiently so you can concentrate on the more critical aspects of teaching your students.

The RenWeb system limits the necessity of time-consuming phone calls from the teacher to the parent. The program also makes it easy for schools to keep track of discipline offenses when reported by many different teachers. This enables administration to note patterns of student behavior.

Recording Attendance

Explanation of the attendance codes selected for your school

Instruction – How to record attendance

1. From the Main Menu, click **Attendance.**
2. Select your class from the **Select Class** drop-down list.
3. Enter the appropriate **Absent** codes for those students who are absent by clicking on the appropriate code in the list to the left and then clicking in Column #1 next to the student's name.
4. Enter the appropriate **Tardy** codes for students who are tardy.
5. When finished entering the Absent/Tardy codes, click **Fill Present 1** at the bottom center of the screen to fill in **Present** codes for the remaining students.

   If a student comes into class late, change the A to a T by clicking on the T code in the list to the left and then clicking on top of the A.
6. When you begin to type 8:05 in the **Comment** field to indicate what time he arrived, a dialog box will appear. You can type in a comment or select from a standard list of codes from the drop-down list.
7. The data automatically saves.

Explanation

- Column 2 is for schools that wish to take attendance in homerooms in the morning and after lunch.
- Attendance may be viewed by Day, Week, Term or Seating Chart.

NOTES:

- The attendance is an Official Record.
- Never pre-mark attendance ahead of time.
- Always mark attendance even if everyone is present.

Class Attendance Screen

FAQs

Q: Are the teachers responsible for Unexcused Absences and Tardies?

A: That is a school administration decision. The admin staff can change a teacher's mark of Absent to Excused or Unexcused Absent at a later time. The school can choose whether or not to give the faculty access to all attendance codes, such as Excused or Unexcused.

Q: Do I have to save Attendance?

A: No. Attendance marks are automatically saved as you add them.

Q: Can I change an attendance code once I've saved?

A: Yes. If you've marked a student absent and they show up late for class, just highlight the Tardy code and click on top of the Absent code you wish to change.

Q: Can teachers override attendance/tardy status assigned by the office or vice versa?

A: Yes, it is possible for attendance/tardy codes to be changed; however, school policy will dictate who is responsible for updating codes.

Q: I don't see all of my classes, or I don't have all of my students, or I have students listed that I shouldn't have.

A: You may not see all of your classes because of the "Show scheduled class only" check box. If you uncheck the box, you will see your classes for every day of the week rather than the classes you teach only today. If you have any of the other issues above, they are probably conversion-related. Please write down any problems that you see and we will get them corrected for you.

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Creating a Seating Chart

Instruction – How to create a Seating Chart

1. From the Main Menu, click **Attendance.**
2. Select your class from the **Select Class** drop-down menu.
3. Click the **Edit Seating Chart** button at the bottom of the screen.
4. Click the student name you wish to place in the seating chart.
5. Click in the box where you wish to place the student.
6. To move a student, click on the student's name, which will then appear again in the **Student Name** list. Click on the square where you wish to move him/her.
7. After you're done creating your Seating Chart, click **Save**.
8. You can click the **Back** button to return to the previous screen.

Instruction – How to take attendance from a seating chart

1. From the Attendance Class screen, select the **View** option of **Seating Chart**.
2. Highlight the attendance code in the **Attendance Code** list box.
3. Click on the student name you wish to mark with the attendance code.
4. Select **Fill Present** to mark the remaining students.

Seating Chart Screen

Taking the Lunch Count

Instruction – How to take the Lunch Count

1. From the Main Menu, click **Lunch.**
2. Choose either **Class** or **Staff**.
3. If you selected Class, select your class from the **Select Class** drop-down menu.
4. Select the Lunch item from the Lunch menu list box.
5. Click in the grid next to the student's name to order the lunch item.
6. Data is automatically saved.

Explaination

- There are 10 columns so you can order up to 10 items for a student or staff member per day by placing each item in a separate column.
- Students highlighted in red are absent that day.

Lunch Count Screen

Creating Lesson Plans

Instruction – How to Access Lesson Plans

1. From the Main Menu, click **Lesson Plan.** The Lesson Plan screen displays

Explanation

- All the classes you teach are listed under Select Class. The class that is highlighted is the class you are working on.

- The screen shows 5 calendar days starting with the date listed in the calendar window.

- Difference between Lesson Plan and Homework:

  — Lesson Plan = Work done in class.

  — Homework = Work done at home.

- Homework items are loaded from the grade book when a homework assignment is recorded, or you may type it in directly.

- Parents and students will automatically see information shown in these boxes on the ParentsWeb unless the school elects not to display this information.

- You can click on the **Web Preview** button to view what the parents will see.

- Keep information in these boxes brief.

- The **Copy To** button allows you to copy the lesson plan days that appear on the screen to another section you teach by selecting the section in the drop-down window.

- The **Print** button allows you to print the lesson plan shown for the week.

- The **Details** button allows you to access additional windows for recording more information that the parents cannot see.

- Don't forget to save your work by clicking on **Save Lesson Plans**.

Lesson Plan Main Screen
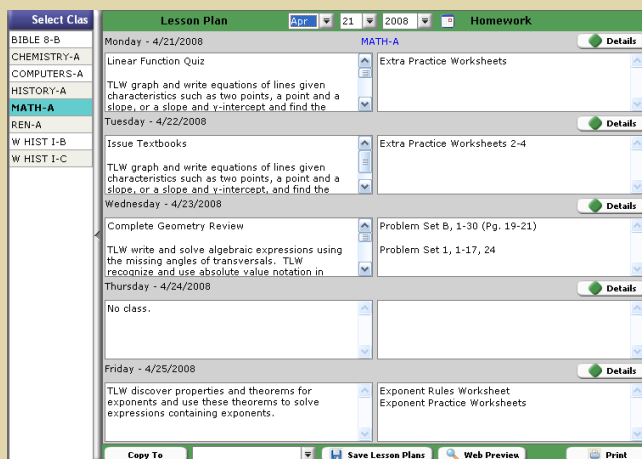
Instruction – How to Add Lesson Plan Details

1. From the **Lesson Plan** screen, click **Details**. The Lesson Plan Details screen displays.

Explanation

- The Web Lesson Plan and Web Homework boxes in the Lesson Plan Details screen contain the same information as the two boxes in the Lesson Plan Main Screen for the selected day.

- The Objectives window allows the teacher to associate course objectives with lesson plans and assignments and document which course objectives are being satisfied with the lesson plan.

- The Teacher Objectives, Activities, Discussion Topics, and Miscellaneous Teacher's Notes tabs can be labeled however your school chooses. The amount of information you can input in each window is unlimited.

- You can cut, copy and paste information into the windows.

- The Documents window allows you to upload documents you'll be using that day. Click on the **My Web Documents** button and select **Add Web Document**. Click on **Browse** to locate your file and select **Submit**. Exit out of that screen. Highlight the name of the file from the Select Web Document list that you wish to add to your lesson plan for the day and select **OK**. Double-click on the file name you've uploaded to preview or delete.

- Supervisors can make comments regarding the lesson plan in the Supervisor Comments window and email them to the teacher by clicking on the **Email Supervisor Comments** button.

- Select **Print** to print the detailed lesson plan for the day.

- Select **Copy** to copy lesson plans to a different day or class section if you teach multiple sections of the same course.

- Select **Save** to save your work**.**

Lesson Plan Details Screen

Exercise 2:

Create a lesson plan and add details.

Instruction – How to Print Lesson Plans for the Week

1. On the **Lesson Plan** screen, click the **Print** button. This will print a weekly view of the information appearing on this screen.

Instruction – How to Print Lesson Plans for a Single Day

1. On the **Lesson Plan Details** screen, click the **Print** button. This will print a detailed lesson plan for the date of the class selected.

Note: When you have completed printing lesson plans, have participants delete their entries for **Exercise 2**.

Instruction – How to Delete Lesson Plans

1. On the **Lesson Plan Details** screen, select the **Date** containing lesson plan entries you wish to delete.
2. Click on the **Delete** button.
3. Click on the **Back** button, which returns you to the **Lesson Plan** screen. You will see that all entries for that day have been deleted.

Lesson Plan Weekly View Printout

Gradebook Lesson Plan

MATH-A
Math

Yanez, Renee
04/21/2008-04/25/2008

Lesson Plan	Homework	Objectives
04/21/2008		
Linear Function Quiz	Extra Practice Worksheets	
TLW graph and write equations of lines given characteristics such as two points, a point and a slope, or a slope and y-intercept and find the slope and equation of a line from a graph.		
TLW recognize linear functions in its various forms (graphs, equations, tables, patterns, and given problem situations) and express the function in its various forms (i.e., given a problem, situation or pattern, the student will use the given data to express the function as an equation, table or graph).		

Teacher Objectives:

Activities:

Discussion Topics:

Miscellaneous Teacher's Notes:
TLW graph and write equations of lines given characteristics such as two points, a point and a slope, or a slope and y-intercept, and find the slope and equation of a line from a graph.

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04/22/2008		
Issue Textbooks	Extra Practice Worksheets 2-4	
TLW graph and write equations of lines given characteristics such as two points, a point and a slope, or a slope and y-intercept, and find the slope and equation of a line from a graph.		
04/23/2008		
Complete Geometry Review	Problem Set B, 1-30 (Pg. 19-21)	
TLW write and solve algebraic expressions using the missing angles of transversals. TLW recognize and use absolute value notation in arithmetic and algebraic expressions.	Problem Set 1, 1-17, 24	
TLW find the perimeter, area, volume and surface area of various two-dimensional and three-dimensional geometric figures (circles, rectangles, cubes, cylinders, spheres, etc.). TLW find the area of a sector of a circle.		
Discuss Polygons.		
TLW solve for the missing angles in isosceles and scalene triangles. TLW write and solve algebraic expressions using transversals. TLW use the properties of transversals to write and solve proportions.		
04/24/2008		
No class.		
04/25/2008		
TLW discover properties and theorems for exponents and use these theorems to solve expressions containing exponents.	Exponent Rules Worksheet Exponent Practice Worksheets	

Lesson Plan – Daily View Printout

Gradebook Lesson Plan

MATH-A
Math

Yanez, Renee
04/21/2008-

Web Lesson Plan	Web Homework	Objectives
Linear Function Quiz	Extra Practice Worksheets	
TLW graph and write equations of lines given characteristics such as two points, a point and a slope, or a slope and y-intercept and find the slope and equation of a line from a graph.		
TLW recognize linear functions in its various forms (graphs, equations, tables, patterns, and given problem situations) and express the function in its various forms (i.e., given a problem, situation or pattern, the student will use the given data to express the function as an equation, table or graph).		

Teacher Objectives:

Activities:

Discussion Topics:

Miscellaneous Teacher's Notes:
TLW graph and write equations of lines given characteristics such as two points, a point and a slope, or a slope and y-intercept, and find the slope and equation of a line from a graph.

TLW recognize linear functions in its various forms (graphs, equations, tables, patterns, and given problem situations) and express the function in its various forms TLW recognize linear functions in its various forms (graphs, equations, tables, patterns, and given problem situations) and express the function in its various forms (i.e., given a problem, situation or pattern, the student will use the given data to express the function as an equation, table or graph).

Supervisor Comments:

FAQs

Q: Are my lesson plans going to be on ParentsWeb?

A: This is a school decision. However, if the school decides to allow parents to view lesson plans, the parents will see only the information that is contained in the first box on the first screen. You can then add information to the Details screen that the parents will not see.

Q: How do I enter an objective?

A: Administration is responsible for establishing and entering objectives for each course. You may then select the objectives listed to associate them with your lesson plan.

Q: What information is copied if I copy from one section to another or one day to another?

A: The summary lesson plan screen allows you to copy summary lesson plans to another section. The detailed lesson plan screen copies lesson plan details to another class section or another date. If you use a basic outline template each day, you can copy that over and over and then simply modify it for each day.

Q: Can I cut and paste from another source?

A: Yes.

Q: How much space do I have?

A: Unlimited.

Q: For the Email Supervisor Comments, does the comment stay there?

A: Yes.

Q: Who can see my lesson plans?

A: Administrators can see all lesson plans, as well as parents if you allow them to view lesson plans.

Q: What do the printed lesson plans look like?

A: To see, you can print them from the Lesson Plan Main Screen or from Report Manager > Grade Book > Faculty Lesson Plans/Homework.

Q: Can I print lesson plans one week at a time?

A: Yes.

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Master Lesson Plans

Explanation

- Once you have created a lesson plan for a given subject, RenWeb allows you to copy that lesson plan to create a Master Lesson Plan that you can reuse from year to year.

- Lesson Plans can then be copied from the Master Lesson Plan a week at a time.

Instruction – How to create Master Lesson Plans

1. From the **Lesson Plan Details** screen, click the **Master Lesson Plan** button. The **Master Lesson Plan Option** window displays.

2. Select the Master Lesson Plan type to edit:

   a. Click **Edit Master Lesson Plan (School)** to edit the Master Lesson Plan tied to the course. The individual who typically edits the Master Lesson Plan (School) is the department head or a veteran teacher at the school. Master Lesson Plan (School) can be copied into any class section of the course regardless of the assigned teacher.

   b. Click **Edit Master Lesson Plan (Staff)** to edit the lesson plans tied to the class section. These lesson plans will be available for you to copy into any sections of the course you teach next year.

3. From the **Master Lesson Plan (Staff)** screen, select the class from which to copy lesson plans into the Master Lesson Plan and click **Copy from Class** or click the **Copy from Lesson Plan (School)** to copy the lesson plans from the School Master Lesson Plans to your Staff Master Lesson Plans.

   Each lesson plan will be recorded sequentially by day for future reference.

Master Lesson Plan Option Screen

Master Lesson Plan (School) Screen

Managing Your Classroom

Instruction – How to copy from a Master Lesson Plan

1. From the **Lesson Plan Details** screen, click the **Master Lesson Plan** button.
   The **Master Lesson Plan Option** window displays.

2. Click **Edit Master Lesson Plan (School)** or **Edit Master Lesson Plan (Staff),** depending on where the Master that you wish to copy is saved. This will allow you to review the Master before copying.

   The **Master Lesson Plan (School)** or **Master Lesson Plan (Staff)** screen displays.

3. Review the lesson plans and take note of the number of the day for each lesson plan entry you want to copy. Double-click on an entry row to display the details on the screen.

4. Click **Back** and return to the **Lesson Plan Details** screen.

5. Click **Master Lesson Plan**.
   The **Master Lesson Plan Option** window displays.

6. In the **Copy Parameters** area of the window, select the first calendar date that you wish to load with a lesson plan from the Master. You will be able to load 5 calendar days at once.

7. Next type the number of the day for the first lesson plan you wish to copy in the **Which Lesson Plan Day to Start From** field.

8. Next, select the number of days you wish to load in succession. Note that if you start on a Tuesday and load 5 days' worth of lesson plans, it will load Saturday. It does not skip weekends.

9. Click the **Copy from Master Lesson Plan** button using the School or Staff option as explained above.

Questions

Master Lesson Plan Option Screen

Master Lesson Plan (School) Screen

Master Lesson Plan Option Screen

Your Grade Book

The grade book is a monumental time-saver. The grade book will:

- Calculate term grades instantly, based on the preferred calculation method selected.

- Prepare progress reports and report cards with the click of your mouse.

- Highlight missing assignments to keep students on task.

Getting Started

Explanation

- The grade book will be your main tool for using RenWeb. It allows users to create and edit grade book functions and to call up individual classes and student grades.

Instruction – Access your grade book by clicking on the **Grade Book** button on the Main Menu

Explanation – Features accessible from the grade book

- **Category –** Allows the user to view the categories that have been set up for this grade book.

- **Select Class & Term** – These drop-down menus list all the classes assigned to the teacher as well as each quarter. Classes and students will be entered by the administrators and will appear in the class menu.

- **Print Grid** – Displays a printer-friendly version of the grade book grid on the screen.

- **Set Up** – Allows the user to customize the look and functions of the grade book for each class.

- **Recalculate** – Pressing this button will cause the grade book to recalculate all grades after changes are made. If calculations or grades seem incorrect, clicking recalculate often fixes the inaccuracies.

- **Email** – Allows the user to send email, lesson plans and progress reports to the students of that class or their parents.

- **Add/Edit Category** – This feature allows for the addition or editing of assignment categories (i.e., Quizzes, Homework, Tests, etc.).

- **Add/Edit Assignment** – Allows for the addition or editing of individual assignments.

Grade Book Main Screen
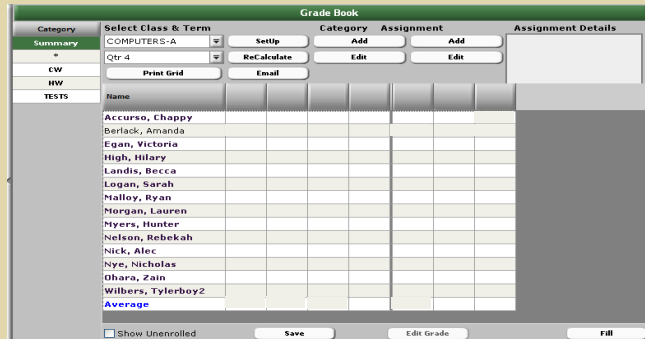
- **Assignment Details –** Displays the details of a selected assignment.
- **Show Unenrolled** – This check box allows the user to view or hide unenrolled students.
- **Edit Grade** – Allows the user to change a grade by clicking on the grade to be changed and then clicking on the button.
- **Fill –** Allows the same grade to be entered in for every student below the last grade manually entered.

Grade Book Main Screen

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Class Setup

Instruction – How to set up a grade book

1. From the Main Menu, click **Grade Book**. The **Grade Book** screen displays.

2. Select your Class from the drop-down list.

3. Click the **Setup** button.

4. The first step is to set up your grade book parameters and functions. Each teacher can set up each class uniquely.

Explanation – Each tab in the Set Up screen

- **Grade Calculation**:
  — **Points Method** – All assignments have a maximum point value, and the student earns points for each assignment. The grade is determined by adding all the points earned and dividing by possible points.

  — **Weighted Percentage Method** – The weighted percent method sets the grade book to calculate the final grade in two steps. First, the category average is determined by calculating the average of all weighted assignments within a category. Second, the term average is determined by averaging the weighted categories.

  — **Mixed Method –** The categories have weights, but the assignments are not weighted. The category average is calculated by adding all points earned and dividing by the possible points within the category. Next, the term average is calculated by performing a weighted average on the category averages.

  — **Grade Criteria –** Determines the value for letter grades (A=90, B=80, etc.). This can be set up by administration, enabling a school-wide grading scale to be reflected in each teacher's grade book. If you do not use letter grades, the grade criteria window will be blank.

Point System			
Categories	HW	Quiz	Test
Weight	NA	NA	NA
Assgnment Grades	9/10 80/100 30/50	3/5 10/10	90/100
Mathmetical Calculation Used	$\dfrac{9+80+30+3+10+90}{10+100+50+5+10+100}$		
Result	80.10%		

Weighted Percentage			
Categories	HW	Quiz	Test
Weight	20%	30%	50%
Assgnment Grades (Assignment Weight)	9/10 (1) 80/100 (1) 30/50 (1)	3/5 (1) 10/10 (1)	90/100 (1)
Mathmetical Calculation Used	HW: 90% + 80% + 60%/3 = 77% Quiz: 60+100/2 = 80% Test: 90/1 = 90% (77 20%)+(80 30%)+(90 50%)		
Result	84.40%		

Mixed Method			
Categories	HW	Quiz	Test
Weight	20%	30%	50%
Assgnment Grades	9/10 80/100 30/50	3/5 10/10	90/100
Mathmetical Calculation Used	HW: 9+80+30/160 = 74% Quiz: 13/15 = 87% Test: 90/100 = 90% (74 20%)+(87 30%)+(90 50%)		
Result	85.90%		

— **Time Fram**e **–** Group assignments based on term, semester or year.

- In a <u>four-term</u> setup, if term is selected, assignments will be grouped based on the terms defined in Year and Term setup; a separate average will result at the end of each term.

- In a <u>semester</u> setup, the teacher elects not to separate averages for terms one and two or terms three and four, but rather have a continuous display and cumulative calculation of assignments for an entire semester. In addition, **all** assignments for the terms in that semester will be displayed under the terms one and two or terms three and four—assignments may appear to be duplicated when in actuality the same assignments are visible in two places.

- In a <u>year</u> setup, the teacher chooses not to separate averages for term or semester but rather to have a continuous display and cumulative calculation of assignments for an entire year. Additionally, **all** assignments for **all** terms will be displayed regardless of the term selected—assignments may appear to be duplicated when in actuality the same assignments are visible in two places.

- **User Preferences:**

  — **Treat Incomplete as 0** – Selecting this option causes the grade book to consider any Incomplete grade or Missing grade as a zero during calculation. This is important for parents and students to understand the impact of incomplete work while viewing the ParentsWeb.

  — **Web Progress Report Enable** – This drop-down menu sets the type of progress report that parents and students will be able to view on the ParentsWeb (Full Details, Category Averages, and Term Averages).

  — **Cap Category or Term Grades** – When selected, the possible percentage for the category or term is not allowed to exceed 100%.

Class Setup Screen

— **Show Points Earned** – This function displays the total points earned and is most helpful when calculating the grade book using the Point System.

— **Student Sorting** – This drop-down menu offers several options for sorting students within the grade book.

— **Assignment Sorting** – This drop-down menu offers several options for sorting the display of assignments in the grade book.

▪ **Copy setup to another class:**

— This feature allows a teacher to copy the class setup to another of his/her assigned classes. We recommend this be done only after establishing categories, which must be the same for both classes since the categories will copy as well.

▪ **Alias:**

— By clicking the button, the user can set aliases for student names for printing and displaying of grades.

— **Auto** – Automatically generates a numeric alias for each student.

Note: Be sure to click **Save** after completing class setup.

Questions

FAQs

Q: If a new student enrolls in my class, does s/he go to the bottom of the grade book?

A: No. Students are listed in the grade book in alpha order.

Q: What do I do if I like to number all of my students?

A: You can still assign each student a number if you assign each student an alias that includes the desired number.

Exercise 3:

Have participants set up a new grade book with Grade Calculation Method and User Preferences.

Class Setup Screen

Student Aliases Screen

Setting Up Categories

Explanation – What categories are

- Broad groupings of assignments.
- Typical categories may include Classroom Work, Quizzes, Tests and Homework.
- Useful for parents when viewing assignments on ParentsWeb to see work organized into Categories even if using a Points Method.

Instruction – How to Add a category

1. Click **Add** under **Category** at the top middle of the **Grade Book** screen**.**
   The **Add/Edit/Delete Assessment** window displays.

2. In the **Title** field type a category short title (5 characters or less). If you exceed 5 characters, you will not see the percent weighting of the category.

3. In the **Description** field, type the full name of the category. The description will appear on ParentsWeb.

4. If using the Weighted Percentage or Mixed Method of grading, type the weight of this category toward the overall grade (no decimal points or percentage signs are needed).

5. Select the **Term(s)** for which the category will be active. This allows you to use different categories or category weightings in different terms.

6. Click **Save and Exit.**

NOTE: If you click **Exit** without clicking **Save and Exit**, the screen will close <u>WITHOUT</u> saving any new categories or edited information on existing categories.

Grade Book Main Screen

Add Assessment Screen

Instruction – How to Edit a category

1. Select a category (not Summary or *) to edit from the **Category** list.
2. Click the **Edit** button under **Category** on the top middle of the screen.
    The **Add/Edit/Delete Assessment** window displays.
3. Edit the Category information as desired.
4. Click the **Save and Exit** button to save the changes. Any changes made will affect all grades within that category.

Instruction – How to Delete a category

1. Select a category (not Summary or *) to delete from the **Category** list.
2. Click the **Edit** button under **Category** on the top middle of the screen.
    The **Add/Edit/Delete Assessment** window displays.
3. Click the **Delete** button to delete the category from the grade book.

NOTE: You must delete all assignments in a category before deleting a category. Clicking the **Delete** button will remove the category from the grade book for the selected class only.

Instruction – How to set up a category to drop the lowest category grade

1. Select a category (not Summary or *) to edit from the **Category** list.
2. Click the **Edit** button under **Category** on the top middle of the screen.
    The **Add/Edit/Delete Assessment** window displays.
3. Click the **Auto Drop Lowest Category Grade** button to drop the lowest grade in the selected category.
4. Click the **Save and Exit** button to save the changes.

Grade Book Main Screen

Adding Assignments

Explanation – What assignments are

- The specific work that go into the categories.
- For example, Chapter 3 Spelling Test is an assignment that would be added to the Test category.

Demonstration – How to Add an assignment

1. From the **Class** drop-down menu, select the class to which you wish to add an assignment.
2. From the **Term** drop-down menu, select the term to which you wish to add an assignment.

NOTE: If the assignment date falls outside of the date range for the selected term, the system will not allow you to add the assignment.

3. Select the category where the assignment is located.
4. Click **Add** under Assignment at the top middle of the screen.
   The **Add/Edit/Delete Assignment** window displays.
5. In the **Title Abbreviation** field type a short title of five characters or less. You are the only one who will see this.
6. In the **Description** field, type a description of the category. Be descriptive because this is what will appear on ParentsWeb.
7. Select the **Date** on which the work is assigned.
8. Select the **Date Due**, which must be within the current term.
9. The **Maximum Points** defaults to 100. This is the number of points possible for the assignment. Adjust the Maximum Points as needed for each of your assignments.

NOTE: This should not be 0 when using a weighted percentage grading method. It would cause a "divide by zero" error

Grade Book Main Screen

Add/Edit/Delete Assignment Screen

10. You can add the objectives met by the assignment by clicking on the **Add Objective** button and selecting the appropriate objective(s). (The list of objectives can only be added by administration in the **Courses** screen.)

11. Select the **ParentsWeb Publish** option to post the assignment to ParentsWeb Homework area and teacher lesson plan homework screen on the assigned and due dates.

12. Click **Save and Exit**.

Demonstration – How to Edit an assignment

1. Select the category where the assignment is located.
2. Select the column heading of the assignment to be edited. The details of your selected heading will appear in the top right corner of the screen
3. Click the **Edit** button below **Assignment**. The **Add/Edit/Delete Assignment** window displays.
4. Edit the assignment details as desired.
5. Select **Save and Exit**.

Note: Keep in mind that any changes made to the **Maximum Points** will affect grades that have been previously entered into the grade book for the assignment.

Demonstration – How to Delete an assignment

1. Select the category where the assignment is located.
2. Select the column heading of the assignment to be deleted.
3. Click the **Edit** button below Assignment The **Add/Edit/Delete Assignment** window displays.
4. Click **Delete**.

Note: Clicking the **Delete** button will remove the assignment from the grade book, deleting all grades for that assignment. Deleting an assignment will affect only the selected class in the grade book.

Grade Book Main Screen

Add/Edit/Delete Assignment Screen

Demonstration – How to create an extra credit assignment

1. Select the category to which to add the assignment from the **Category** list.
2. Click the **Add** button below **Assignment**. The **Add/Edit/Delete Assignment** window displays.
3. Fill in the appropriate data.
4. Set the **Max Points** to 0. This will prevent other students who elect not to participate in the extra credit assignment from being penalized when the category average is calculated.
5. Click **Save and Exit**.

Note: Other assignments must exist in the category in order for the extra credit assignment to calculate. A separate Extra Credit category should not be used in order to create extra credit.

Demonstration – How to copy an assignment to another class

1. Select the category where the assignment is located from the **Category** list.
2. Select the column heading of the assignment to be edited. The details of your selected heading will appear in the top right corner of the screen
3. Click the **Edit** button below **Assignment**. The **Add/Edit/Delete Assignment** window displays.
4. Click the **Copy Assignment** button. The **Copy Assignment** window opens, displaying all of the categories from the teacher's other classes.
5. Highlight the category in which to place a copy of this assignment. Hold the **Ctrl** key to highlight more than one.
6. Click **OK** to save and exit.

Questions

Grade Book Main Screen

Add/Edit/Delete Assignment Screen

Copy Assignment Screen

FAQs

Q: What is the * under Category on the Grade Book Main Screen?

A: By selecting this option, you can see all assignments across all categories in chronological order. This is good if you have a student who has been absent for a week and owes you four assignments across more than one category. Rather than accessing each category individually, just click on the * and you will be able to enter all four grades in a row.

Q: Must I have at least one category?

A: Yes.

Q: Can I change the percentage of a category in the middle of a term?

A: Yes. Please be aware that by doing so, the grade book will recalculate the grades at the time that the change is made. Your change may have a positive or negative effect on the student's grades, and parents may question the change.

Q: Can I change the percentage of a category the next term?

A: Yes. Create a new category for the next term and check the term to which that category and its percentage will apply. Then uncheck the existing category for that term.

Exercise 4:

Set up a grade book with a category and an assignment.

Grade Book Main Screen

Add/Edit/Delete Assignment Screen

Grading

Instruction – How to enter grades

1. Select the category that contains the assignment for the grades you wish to enter.

2. In the assignment column, click in the first cell to receive a grade then type in the grade. You can press the **Enter** key on your computer keyboard to move to the next cell down or use the Arrow keys on your computer keyboard.

3. When entering grades, you may also use:

   — **A for Absent** – Assignment will be excluded from category averaging for that student.

   — **D for Drop** – Assignment will be excluded from category averaging for that student

   — **E for Excuse** – Assignment will be excluded from category averaging for that student.

   — **P for Pending** – Assignment will be excluded from category averaging for that student until the grade is recorded.

   — **I for Incomplete** OR **M for Missing** – Assignment will be excluded from category averaging until turned in. If the option of **Treat Incompletes as Zero** has been selected in Setup, the incomplete or missing assignment will calculate in category averages as a zero.

4. Use the Backspace key on your computer keyboard to back out any grade you wish to re-enter.

5. If you wish to enter the same grade for multiple students for a given assignment, type the grade in the first row of the grid and click the **Fill** button. This will copy the grade down the page.

6. Click **Save** when finished.

Explanation

- Grade averages are recalculated when saved.
- Grades in red represent low grades (below 70 percent).

Grade Book Main Screen

Instruction – How to edit a grade

1. Select the category that contains the assignment for the grades you wish to edit.

2. Click the **Edit Grade** button.
   The **Edit Grades** screen displays.

3. Edit the grade as needed:
   — **Maximum Points** – The highest possible points that can be earned.
   — **Assignment Weight** – When using a Weighted Average grading method, this reflects the weight of the assignment.
   — **Earned Points** – The points earned by the student.
   — **Curve Points** – The number of points used to raise the grade up or down.
   — **Bonus Points** – Points to be added to the grade earned by the students.
   — **Penalty Points** – Points to be subtracted from the earned points for late work, etc.
   — **Note** – Allows the user to attach a note to the grade for reference. When adding a curve or bonus points, it is a good idea to add a note explaining the adjustments.
   — **Grade Status** – Allows the user to Void, Drop or Excuse a grade or to mark the grade as Incomplete, Absent, Pending or Missing.

NOTE: Any changes made in the **Edit Grades** screen will affect ONLY the selected student.

Instruction – How to view a Progress Report

1. In the **Category** list, select **Summary.**

2. Double-click on the student's name.
   A student Progress Report displays.

Edit Grades Screen

Edit Grades

Category: Classwork
Assignment: Art Assignment #2 - Sculpture

Earned Points : 90   Maximum Points : 100
Assignment Weight : 1

Curve Points : 0

Bonus Points : 0

Penalty Points : 0

Note:

Grade Status:
- Valid
- Drop
- Excuse
- Incomplete
- Absent
- Pending
- Missing

Save

Grade Book Progress Report Screen

Grade Book Student Progress Report

Bryson, Greg   2005-2006   Saint Marks, David
ALG2 - 2   Term6   MIXED
Algebra 2

Exams	THESE ARE EXAMS					Weight = 50.0			
Assignment	Pts	Max	Avg	Status	Due	Curve	Bonus	Penalty	Note
EX-2: For May 1st	84.0	100.0	84.0	Valid	05/01	0.0	0.0	0.0	
EX-1: July 7th assigment	0.0	100.0	0.0	Inc.	07/07	0.0	0.0	0.0	
EX-3: Exam for the 24th				Absent	10/24	0.0	0.0	0.0	
Category Average	42								

HomWrk	Homework					Weight = 30.0			
Assignment	Pts	Max	Avg	Status	Due	Curve	Bonus	Penalty	Note
HW-5: Lesson 5 Pg 32-45	99.0	100.0	99.0	Valid	06/27	0.0	0.0	0.0	
HW-3: Lesson 3 pg15 - 21	109.0	100.0	109.0	Valid	07/11	0.0	20.0	0.0	Extra Credit Paper
HW-6: Homework for Feb 25				Absent	02/26	0.0	0.0	0.0	
Category Average	100								

Quizzes						Weight = 20.0			
Assignment	Pts	Max	Avg	Status	Due	Curve	Bonus	Penalty	Note
QZ-1: Quiz #1	100.0	100.0	100.0	Valid	11/13	0.0	0.0	0.0	
QZ-3: Quiz 3	77.0	100.0	77.0	Valid	01/18	0.0	0.0	0.0	
QZ-2: Quiz #2	77.0	100.0	77.0	Valid	01/18	0.0	0.0	0.0	
QZ-4	8.0	10.0	80.0	Valid	03/07	0.0	0.0	0.0	
Category Average	85								

Term Grade   68   D

Explanation

- This is the same progress report that parents and students may view on ParentsWeb.
- This can be easily emailed to parents, which will be covered in another section.

Exercise 5:

Enter grades into the Assignment created in Exercise 3.

Exercise 6:

Delete entered information.
1. Delete the assignment grades entered in previous exercises.
2. Delete the Assignments added in previous exercises.
3. Delete the Categories added in previous exercises.

Communications

Involving parents as active participants in a child's daily education is an important step towards achieving academic success. Equipping parents with information is the best way to elicit their involvement.

Providing enhanced communication and information to parents is one of RenWeb's greatest strengths. The integration of your grade book with RenWeb's ParentsWeb and email capability allows your parents to obtain real-time access to their student's academic performance. Equipped with real-time information, your parents will become more involved. That drives increased accountability to the student, which results in higher academic achievement.

As parents begin seeing progress reports on a more regular basis via ParentsWeb or through emails teachers can send with the click of a button, you should expect to see incomplete and missing assignments drop dramatically. You'll also find your parent-teacher conferences are much more substantive. The parents know coming in how their child is performing. Now you can focus your discussion on how to make improvements if necessary.

Teachers using RenWeb also tell us they save a lot of time through the use of RenWeb's email feature. Rather than exchanging voicemails with parents during breaks and after school, parents and teachers can now communicate instantaneously via email without ever knowing each other's email addresses. Just point and click and you can build dynamic email distribution lists on the fly!

ParentsWeb Overview

Explanation – The benefits of ParentsWeb

- Provides parents real-time information on student academic performance with no additional work on the part of the faculty.
- Serves as a single source for parents to gain access to homework assignments, lesson plans, school announcements, school calendars, picture galleries, tuition and fee account balances, etc.
- Serves as an online source for traditionally printed documents, including lunch menus, newsletters, school and family directories, etc.
- Allows a place where students can electronically submit assignments.
- Provides teachers their own unique web pages.

In summary, ParentsWeb provides access to the following features, from which the school can choose to display:

- Account Balances
- Announcements
- Attendance
- Calendars
- Discipline
- Daily Grades
- Progress Reports
- Report Cards
- Transcripts
- Lesson Plans
- Homework
- Missing Assignments
- Lunch Menus
- Newsletters
- Staff and School Directories
- Teacher Email Addresses
- Teacher Websites

Demonstration – ParentsWeb

Note: Because your school does not have your ParentsWeb set up yet, the most effective way for you to view ParentsWeb is through screen shots your Trainer will display on the projector in the room.

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Email

Explanation – The benefits of RenWeb's email feature

- Provides point and click email capability without looking up email addresses.
- Builds dynamic distribution lists on the fly.
- Allows teachers to effortlessly distribute progress reports.
- Saves time by eliminating voicemail exchanges between parents and teachers.

Note: You may send emails from the Grade Book or from the Main Menu.

Instruction – How to send messages from the Grade Book

1. From the Main Menu, click **Grade Book**.
   The **Grade Book** screen displays.
2. Select the **Class** from the drop-down menu.
   The **Term** populates with the default term.
3. Click the **Email** button.
   The **Grade Book Email Menu** screen displays.
4. Click **Message**.
   The **Message** screen displays with the **Setup** tab selected.
5. Select the desired **Filter** options:
   a. **Status**: allows you to populate the list with students who have a specific status.
   b. **Homeroom**: allows you to populate the list with students enrolled in a specific homeroom class.
   c. **Class**: allows you to populate the list with students enrolled in a specific class.
   d. **Activity**: allows you to populate the list with students enrolled in a specific activity.
   e. **School Staff**: populates the list with all staff in your school.
   f. **District Staff**: populates the list with all staff in your school.
6. To send the email to only some of the students, highlight the student names and click the **>** (single arrow).
   To add all students, click the **>>** (double arrows).

Email Setup Screen
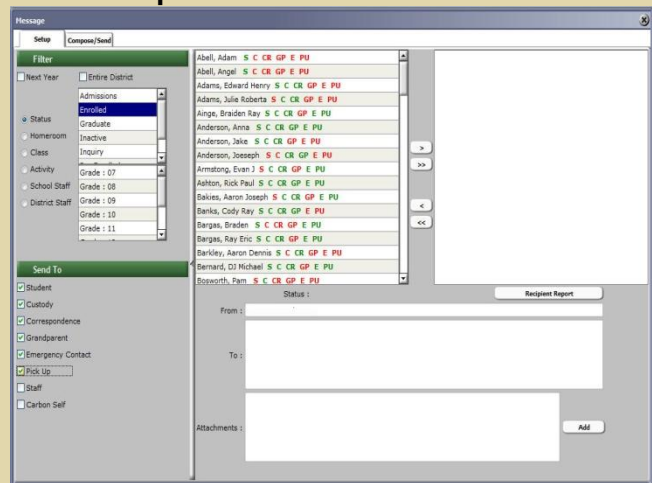
7. Select options in the **Email To** list to determine which individuals will receive the emails.

   a. **Student**: will send to the email address on the student screen. A red **S** indicates there is no email address in RenWeb for that student.

   b. **Parent**: will send to the email address for any individual marked as Custodial or Correspondence on the Relationships tab of the Family screen. A red **P** indicates there is no email address in RenWeb for that parent.

   c. **Custody**: will send to the email addresses of any individual marked as custody in the family screen. A red **C** indicates there is no email address in RenWeb for the parents marked custodial.

   d. **Correspondence**: will send to the email addresses of any individual marked as correspondence in the family screen. A red **CR** indicates there is no email address in RenWeb for parents marked correspondence.

   e. **Grandparent**: will send to the email addresses of any individual marked as a grandparent in the family screen**.** A red **GP** indicates there is no email address in RenWeb for individuals who are marked as grandparent.

   f. **Emergency Contact**: will send to the email addresses of any individual listed in the Emergency Contact tab. A red **E** indicates there is no email address in RenWeb for individuals in the E.C. tab.

   g. **Pick Up**: will send to the email addresses of any individual listed in the Transportation > Pick Up tab. A red **PU** indicates there is no email address in RenWeb individuals in the Pick Up tab.

   h. **Staff**: will send to the email addresses on the Staff screen.

   i. **Carbon Self**: will send a copy of the email to the address in the **From** field.

Email Filter

8. To add attachments to the email, click **Add** and select the document to attach.

   a. The **Attachment** window displays.
   b. Click **Browse** to navigate to the location on your computer where the item is saved.
   c. The **Choose File** screen displays.
   d. Click on the document and click the **Open** button.
   e. In the **Attachment** window, click **Submit**.
   f. Once the attachment has been successfully added to the email you will receive a message: "Successfully attached the document. Please close the window or attach another document."

9. Click the **Compose/Send** tab to type the message.

10. In the **Subject** field, type a subject by which to identify the message.

11. Select a **Font** and **Font Size**.

12. Type your message in the large text box area. Use the HTML toolbar to adjust font size, style or color or to insert images.

13. Click **Send**.

Email Compose/Send Screen

Instruction – How to email Lesson Plans

1. From the **Grade Book** screen, click **Email**.

    The **Grade Book Email** menu displays.

2. Click **Lesson Plan**.

    The **Email Lesson Plan** screen displays.

3. Highlight the students to receive the message in the left list box of names and click the single arrow pointing to the right list box **>**.

    a. To add all students, click the double arrows pointing to the right list box **>>**.

    b. To remove students from the list box, use the same method with arrows pointing to the left list box **<**.

4. To send the message to the parent's email address, select **Parent**. A red **P** indicates there is no email address in RenWeb for that parent.

5. To send the message to the student's email address, select **Student**. A red **S** indicates there is no email address in RenWeb for that student.

6. From the drop-down calendars, select the **From** date and **To** date.

    These dates determine which lesson plan entries to send.

7. Type a **Note** to be included with lesson plan.

8. Select the names of any faculty/staff who should receive a copy.

    From **Carbon Copy**, hold down the **Ctrl** key on your computer keyboard to highlight several names.

    Select yourself if you want a copy of the email as there is no 'Sent' folder.

9. Click **Send**.

Note: There is an **Email Log Report** that provides a record of all sent email, which you can access via Report Manager, which will be discussed later.

Email Lesson Plan Screen

Instruction – How to email Progress Reports

1. From the **Grade Book** screen, click **Email**. The **Grade Book Email Menu** displays.

2. Click **Progress Report**.

   The **Email Progress Report** screen displays.

3. Highlight the students to receive the message in the left list box of names and click the single arrow **>**.

   a. To add all students, click the double arrows pointing to the right list box **>>.**

   b. To remove students from the list box, use the same method with arrows pointing to the left list box **<**.

4. To send the message to the parent's email address, select **Parent**. On FacultyWeb, a red **P** indicates there is no email address in RenWeb for that parent.

5. To send the message to the student's email address, select **Studen**t. On FacultyWeb, a red **S** indicates there is no email address in RenWeb for that student.

6. To include lesson plans with the **Progress Report**, select the **Include Lesson Plans** option and select the date range from the **From** and **To** dates.

7. To include private comments with the Progress Report for selected students, select the **Include Student Comments** option.

8. To add or edit student comments, click **Add/Edit Student Comments**.
   The **Grade Book Comments** screen displays.

   a. Click the name of the student to receive a comment.

   b. Type comments about the student in the right text box.

   c. Click **Save** when finished.

   d. Highlight the next student, type comments and click Save.

   e. When all comments have been entered exit the screen.

Email Progress Report Screen

Grade Book Comments Screen

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9. Select the names of any faculty/staff who should receive a copy.

10. From the **Carbon Copy** list, click the names of the individuals to whom you want to send a copy of the email.

    Select yourself if you want a copy of the email as there is no 'Sent' folder.

11. From the **Term** list, select the term about which to send the Progress Report.

12. Select the **Grade Book style**:

    a. **Details** shows all grade details for each individual grade.

    b. **Summary** shows just a short synopsis of the student's grade.

13. If desired, type a **Note** to be included with the Progress Report for all students.

14. Click **Send** to send the Progress Reports.

Communications

Explanation – Building distribution lists

- Sending emails from the grade book limits distribution to the class that is open in the grade book.
- You may build broader distribution lists dynamically by sending the email from the Main Menu.

Instruction – How to build distribution lists from the Main Menu

1. From the Main Menu, click **Email**.

   The Filter screen displays.

2. From the **Filter** area, build dynamic distribution lists for students based on:
   a. **Status**: allows you to populate the list with students who have a specific status.
   b. **Homeroom**: allows you to populate the list with students enrolled in a specific homeroom class.
   c. **Class**: allows you to populate the list with students enrolled in a specific class.
   d. **Activity**: allows you to populate the list with students enrolled in a specific activity.
   e. **School Staff**: populates the list with all staff in your school.
   f. **District Staff**: populates the list with all staff in your school.

3. You can build a **Person List** based on the student/staff names that appear in the left name box.
   a. Highlight the students to receive the message in the left name list box and click the single arrow pointing to the right list box **>**.
   b. To build the list across multiple Statuses, Grades, Classes, etc. Select the **Status** filter choice.
   c. Select the next filter option and move the students to the right.

4. Click the **Compose/Send** tab to write the email.

Email Screen
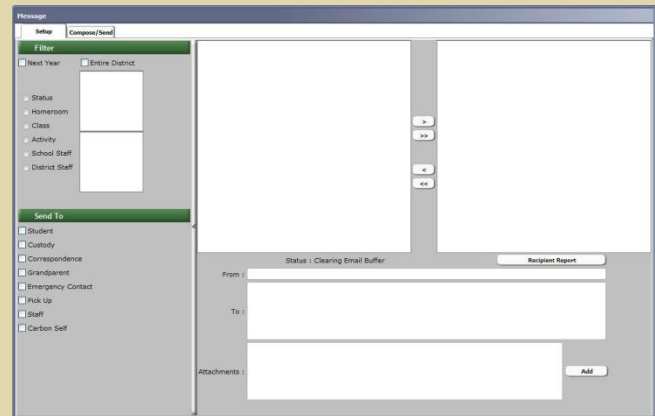
Teacher Web Pages

Explanation – The benefits of RenWeb's teacher web pages

- Provides you the ability to easily manage your own web pages without requiring special skills or training.
- Provides you the ability to post Announcements, Calendar Events, Syllabi, Pictures, URLs, Documents, etc. that are viewable on ParentsWeb.

ANNOUNCEMENTS

Instruction – How to create announcements

1. From the Main Menu, click **Web Configuration**.
2. Click **Announcements**.
3. From the **Class** drop-down menu, select the class for which the announcement is intended.
4. Select the first date you wish the announcement to be displayed from the **Begin Date** drop-down lists.
5. Select the last date you wish the announcement to be displayed from the **End Date** drop-down lists.
6. Type a title for the announcement in the top, thin text field.
7. Type the desired announcement information in the larger text box below the title.
8. Select the **Global** option to make the announcement viewable by all classes taught by the teacher. Do not select the option if the announcement is intended for only the selected class at the top left corner of the screen.
9. Click the **Save** button. The announcement will appear in the announcement list on the left side of the **Web Configuration (Announcements)** screen.

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Web Configuration – Announcements Screen

Instruction – How to edit announcements

1. From the Main Menu, click **Web Configuration**.

2. Click **Announcements**.

3. Double-click on the announcement in the left column to edit. The announcement information appears in the text fields in the right column of the window.

4. Edit the announcement information.

5. Click the **Save** button.

Instruct how to delete announcements

1. From the Main Menu, click **Web Configuration**.

2. Click **Announcements**.

3. Double-click on the announcement in the left column to delete. The announcement information will appear in the text fields in the right column of the window.

4. Click the **Delete** button.

CALENDAR EVENTS

Instruction – How to create calendar events

1. From the Main Menu, click **Web Configuration**.

2. Click **Calendar**.

3. From the **Class** drop-down menu, select the class for which the calendar event is intended.

4. Select the date of the event in the drop-down lists after **Date**.

5. Type a title for the event in the top, thin text field.

6. Type the desired calendar event information in the large text box below the title.

7. Select the **Global** option to make the event viewable by all classes taught by the teacher. Do not select the option if the calendar event is intended for only the selected class at the top left corner of the screen.

8. Click **Save**. The event will appear in the calendar list on the left of the **Web Configuration (Calendar)** screen.

Web Configuration – Announcements Screen

Web Configuration – Calendar Screen

Instruction – How to edit calendar events

1. From the Main Menu click **Web Configuration**.

2. Click **Calendar**.

3. Select the class for which the calendar event is intended.

4. Double-click on the event in the left column to edit. The event information will appear in the text fields in the right column of the window.

5. Edit the event information.

6. Click the **Save** button.

Instruction – How to delete calendar events

1. From the Main Menu click **Web Configuration**.

2. Click **Calendar**.

3. Select the class for which the calendar event is intended.

4. Double-click on the event in the left column to delete. The event information will appear in the text fields in the right column of the window.

5. Click the **Delete** button.
   The Calendar event is deleted.
   It is not necessary to click the **Save** button.

CLASS RESOURCES

Explanation – The Resources screen enables the user to provide a list of website links that may be useful to students.

Note: Be sure to follow all district and campus guidelines about linking to non-district sites.

Web Configuration – Calendar Screen

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Instruction – How to add class resource links

1. From the Main Menu click **Web Configuration**.
2. Click **Resources**.
3. Select the desired class from the Class drop-down menu.
4. Click the **New** button.
5. In the **Sort Order** field, type the order that this link should have in the list of **Resources**. Order defines the order in which the resources are to be displayed on the web page.
6. In the **Description** field, type a description of the link.
7. In the **URL** field, type in the website address following the address convention shown above the field. For example: http://www.yahoo.com.
8. Select the **Global** option to make the resource viewable by all classes taught by the teacher. Do not select the option if the link is intended for only the selected class at the top left corner of the screen.
9. Click **Save**.

Instruction – How to test a class resource link

1. In the list of resources (left), click the resource to test.
   The resource details populate the screen.
2. Click the **Test** button.
   The website should open in a new browser window.
   If not, double check the URL to ensure that it is correctly typed.
3. Close the newly opened browser window, and click **Save**.

Web Configuration – Resources Screen

Instruction – How to edit class resource links

1. From the Main Menu click **Web Configuration**.
2. Click **Resources**.
3. Select the class from the **Class** drop-down.
4. Double-click on the Resource. The Resource details populate the screen.
5. Edit the information.
6. Click the **Save** button.

Instruction – How to delete class resource links

1. From the Main Menu click **Web Configuration**.
2. Click **Resources**.
3. Select the class from the **Class** drop-down.
4. Double-click the Resource to remove. The Resource details populate the screen
5. Click the **Delete** button. The Resource is deleted from the list.

SYLLABUS

Explanation – The Syllabus may be used to document a course outline or policies followed by the teacher.

Instruction – How to add a syllabus

1. From the Main Menu click **Web Configuration**.
2. Click **Syllabus**.
3. Select the class from the **Class** drop-down.
4. Click **New**.
5. Type a title for the Syllabus in the top, thin text field.

Web Configuration – Resources Screen

6. In the larger text box, type the syllabus. It is possible to copy and paste a syllabus from Microsoft Word.

7. Click **Save**.

Instruction – How to edit a syllabus

1. From the Main Menu click **Web Configuration**.
2. Click **Syllabus**.
3. Select the class from the **Class** drop-down.
4. Double-click on the syllabus to edit. The Syllabus details populate the screen.
5. Edit the information as desired.
6. Click **Save**.

Instruction – How to delete a syllabus

1. From the Main Menu click **Web Configuration**.
2. Click **Syllabus**.
3. Select the class from the **Class** drop-down.
4. Double-click on the syllabus to delete.
5. Click the **Delete** button. The Syllabus is removed from the system.

Note: Documents and pictures uploaded to through the Web Configuration area must be 4 MB or smaller.

WEB DOCUMENTS

Explanation – RenWeb allows users to upload documents from their computer to their Teacher Web Page, making them readily available to all students to access and download. While you can upload a variety of document types, it is recommended that you upload pdf documents as they can be viewed by everyone without requiring that parents and students own the program in which the document was created.

Web Configuration – Syllabus Screen

Instruction – How to upload a web document

1. From the Main Menu click **Web Configuration**.
2. Click **Web Documents**.
3. Select the desired class from the **Class** drop-down.
4. Click the **New** button.
5. Click the **Add New Document**.
   The **Upload** window displays.
6. Click **Browse**.
   The **Choose File** or **Open** window displays.
7. Select the file to upload and click **Open**.
   Once the file has uploaded close the **Upload** window.
   The **Document ID** will be automatically assigned to each document uploaded.
8. Double-click on your recently added file name below **FileName** in the grid.
   The file name now appears in the **File Name** text box below Document Properties.
9. Type in a title describing the document in the **Caption** text box.
10. Select the timeframe you wish to make the document available for download in the **Begin Date** and **End Date** drop-down lists.
11. Select the **Global** option to make the document available to all classes taught by the teacher. Do not select the option if the link is intended for only the selected class at the top left corner of the screen.
12. Click the **Save** button.

Note: To preview a document download screen, double-click on the file name and click the **Preview** button.

Instruction – How to delete a web document

1. From the Main Menu click **Web Configuration**.
2. Click **Web Documents**.
3. Select the class from the **Class** drop-down list.

Web Configuration – Web Document Screen

4. Double-click on the Document to delete.
5. Click the **Delete** button.
The Document is immediately deleted.

PICTURE GALLERY

Explanation – Uploading pictures to a classroom website is a great way to share class activities and student projects with parents and family members. Be sure to follow all school and district policies concerning the publication of photographs on the Internet.

Instruction – How to upload a picture

1. From the Main Menu click **Web Configuration**.
2. Click **Picture Gallery**.
3. Select the class from the **Class** list.
4. Click **New**.
5. Click **Get Picture**.
The **Upload** window displays.
6. Click **Browse**.
The **Choose File** or **Open** window displays.
7. Navigate to the location on your computer where the picture is housed and click **Open**. The Picture is uploaded.
8. Once the file has uploaded close the **Upload** window
9. Double-click on your recently added Picture. The file name now appears in the text box below **Picture Properties**.
10. Type a title describing the picture in the **Caption** text box.
11. The **Picture ID** and **Staff ID** will be automatically assigned to each picture uploaded.

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Web Configuration – Picture Gallery Screen

Communications

12. Select the location where the photograph will be displayed by using the **Location** drop-down list.

- **Cover** – The image will display on the front page of the Classroom website below the banner and above Announcements.
- **Gallery** – The image will display in the gallery selected.

13. Type a name or select the group, to which the photograph will belong in the **Grouping** area (e.g., athletics, student life, our graduates, etc.).

14. If you want the picture to be a hyperlink to another website, type the URL in the **Hyperlink** field.

15. Determine whether the picture should be viewable by all classes or only the current class by selecting or deselecting the **Global** option.

16. Click **Save** to keep the changes.

Notes:

- Often images that are scanned or taken from digital cameras are saved in a very large format. Uploading large photographs can be time-consuming, and they use a great deal of space on the server. It is better to load the images into photo editing software (Paint Shop Pro, Adobe Photoshop, Corel, etc.) and reduce them in size before uploading them to your website.

- For ease of viewing and uploading, horizontal photos will be automatically resized to have a width of 400 pixels and vertical photographs resized to have a height of 400 pixels.

Instruction – How to edit a picture

1. From the Main Menu click **Web Configuration**.
2. Click **Picture Gallery**.
3. Select the class from the **Class** drop-down menu.

Web Configuration – Picture Gallery Screen

4. Double-click on the Photograph to edit. The Photograph details populate the screen.

5. Edit the information, and click **Save**.

Instruction – How to delete a picture

1. From the Main Menu click **Web Configuration**.

2. Click **Picture Gallery**.

3. Select the class from the **Class** drop-down.

4. Double-click on the Photograph to delete. The Photograph details populate the screen.

5. Click the **Delete** button and confirm the deletion.

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HOMEWORK DROP

Explanation – Using the Homework Drop Box, students may log into ParentsWeb and upload homework assignments that may be accessed by the teacher. Once a parent or student has uploaded the document through ParentsWeb, the teacher may access the documents.

Instruction – How to access homework submitted by the homework drop box.

1. From the Main Menu, click **Web Configuration**.

2. Click **Homework Drop**.

3. Select the file(s) to download by clicking in the box to the left of the name. Click the column header to select all files.

4. Click the **Download Selected Files** button. The download window opens, allowing you to save the file or open it.

5. After choosing **Open** or **Save**, click **OK**. The file opens or saves.

Note: To see how parents and students upload a document to the drop box, go to Online Help. From the Main Menu click **Help**. Click **Online Help**. The Online Help system opens in another window of your browser.

Web Configuration – Home Work Drop

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PORTFOLIO

Explanation – The student Portfolio represents a student's most exemplary work. It allows you to store electronic copies of General Documents, Grade Book progress reports, Report Cards, Transcripts and Class Work. Progress Reports, Report Cards and Transcripts are automatically saved to the Portfolio when they are archived.

Instruction – How to upload a saved document to the portfolio

1. From the Main Menu click **Web Configuration**.

2. Click **Portfolio**.

3. Select the class from the **Class** drop-down.

4. From the **Upload File** area (bottom left), select the **Student Name**.

5. Click **Upload**.

   The **Upload** window opens.

6. Click **Browse** or click in the **File** field.

   The **Upload File** window opens.

7. Select the file and click **Open**.

8. Type a **Note** if desired.

9. Click **Submit**.

10. The file uploads.

    Once the file is completely uploaded, close the window or upload another document.

Note: In order to upload a document to the student portfolio, it must first be saved to your computer (or on a thumb drive).
If the student has submitted a paper copy of an assignment, you will need to scan the assignment and save it as an electronic file before you can upload it to the Portfolio.

Web Configuration – Portfolio

Instruction – How to download a document from the portfolio

1. From the Main Menu click **Web Configuration**.

2. Click **Portfolio**.

3. Select the class from the **Class** drop-down. You will see a list of all portfolio documents for all students in the selected class.

4. Select a **Student Name** to see only the documents in one student's portfolio. If after selecting a student you want to see all documents, select the blank option in the **Student Name** drop-down list.

5. Select the file(s) to download by clicking in the box to the left of the name. Click in the column header of the box column to select all files.

6. Click the **Download** button. The document opens.

Instruction – How to delete a document from the portfolio

1. From the Main Menu click **Web Configuration**.

2. Click **Portfolio**.

3. Select the class from the **Class** drop-down. You will see a list of all portfolio documents for all students in the selected class.

4. Select a **Student Name** to see only the documents in one student's portfolio. If after selecting a student you want to see all documents, select the blank option in the **Student Name** drop-down list.

5. Select the file(s) to delete by clicking in the box to the left of the name. Click in the column header of the box column to select all files.

6. Click the **Delete** button. A Note window opens and asks, "Are you sure you want to delete selected files?"

7. Click **OK** to confirm the deletion.

Web Configuration – Portfolio

Exercise 8:

Add a Calendar Event and an Announcement.

PREVIEWING TEACHER WEB PAGES

Explanation – How to preview a teacher's web page

1. From the Main Menu click **ParentsWeb.** The ParentsWeb displays.
2. Click the **Classes** button.
3. Click on a class to see the Class Website. The information displays as you have configured it.

Note: Because your school does not have your ParentsWeb set up yet, the most effective way to demonstrate a teacher's web page is through screen-shots your Trainer will display on the projector in the room.

Student Data

Because RenWeb is completely integrated, the second a piece of information is entered into one area of the program, all other areas of the program that use that information have it instantly. This means there is no need to synchronize, or update, data across modules, giving you the ability to see it instantaneously as well.

Student data can be viewed on the various Student Data screens in RenWeb. As a faculty member, you will have the right to this data, but not change it, with the exception of Parent/Teacher Conference and Behavior. Updating student information will be the role of the administrative staff. This includes enrolling students into the school and scheduling them into your classes so they automatically appear in your grade book.

Viewing Student Data

Explanation – The organization of information on the various Student data screens

- The **General** screen contains personal, demographic and contact information for each student, which is maintained by your Administrative office. The drop-down list on the top left of the screen lists students to whose records you have access in RenWeb.

- The **Parent/Teacher Conference** screen contains documentation on communications with the parents of the student. It can be used for documenting actual parent/teacher conferences as well as simple phone conversations or emails.

- The **Behavior** screen contains documentation on discipline events for the student. It can also be used to document positive recognition the student has received.

General Screen

Documenting Parent /Teacher Conferences

Explanation – You can easily keep records of parent/teacher conferences to document discussions and communications. These can include formal conferences, as well as phone conversations and emails.

Instruction – How to record a parent/teacher conference

1. From the Main Menu, click **Student Data**.
2. Click on **P/T Conference**.
3. Select the student from the student drop-down list.
4. Select the conference date and teacher from the drop-down lists.
5. In the **Subject** field, type a description (i.e., June 18 Conference).
6. Select the **Location** or type of conference: Phone, In-Person, or Email.
7. Identify the **Reason**, for the conference as **Academic** or **Conduct** or **Other**. If selecting Other, a short explanation may be entered in the box to the right. You may select more than one reason.
8. Select the **Observation(s)** that resulted in the conference. You may select more than one. In the field to the right you may elaborate on the observation.
9. In the **Recommendation** field, type the school's recommendation(s) associated with the observation.
10. In the **Parent's Reaction/Comments** field, type the parents' response or comments.
11. Click **Apply** to save the Parent/Teacher Conference information.

Parent / Teacher Conference Screen

Note: Select the **Show All Conferences (for all years)** option if you want to see a listing of all conferences that have been added. Depending on your security rights you may see all conferences or only the conferences that you have entered.

Instruction – How to edit a parent/teacher conference

1. From the list of conferences documented in the left-hand window, double-click on the listed conference you wish to edit.

2. The recorded information will be displayed.

3. Type any updates.

4. Click **Apply**.

Exercise 7:

Record a parent/teacher conference.

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Documenting Behavior

Explanation

- Behavior is accessed from the **Student Data** button on the Main Menu.
- Student Data will be covered in more detail in a later section.
- While discipline items may be documented more frequently, praises or compliments may be documented here as well.

Instruction – How to document behavior

1. From the Main Menu, select **Student Data.**
2. Click **Behavior**.
3. Select the student's name from the **Select a Student** drop-down list.
4. Click on the **Add Event** button at the bottom of the screen to enter a new record or double-click on an existing record to edit it. The **Edit Behavior** dialog box will open.
5. Enter any or all of the following information:
   — **Date** – Pop-up calendar allows you to set incident date.
   — **Reported by** – Drop-down menu lists school faculty and administration.
   — **Add Event** – Drop-down menu lists infractions or praises. By selecting the **+** button, new items may be added.
   — **Description of Event** – Allows room for a detailed description of the event. This information is posted to ParentsWeb and is also included in the email to the parents if one is sent.
   — **Notes** – Enter private notes here that parents are unable to view on ParentsWeb or in the email.
   — **Consequences** – Enter the sanction(s) imposed. Sanctions may be automatically populated when an Event is selected from the drop-down menu. The **Memorize** button at the top right of the screen allows administration to memorize what sanctions they wish to assign to different discipline events so they can be pre-populated on a recurring basis.

Behavior Screen

— **Level** – Select the level of the Sanctions.

— **Demerit / Merit** – Log the number of demerits or merits

— **Status** – Select the status of the Sanctions.

6. When finished, click **Save** and **Exit.**

Emailing Discipline Items to Parents

Explanation

- You may email the discipline event to the parents and advisor of the student. Be sure to follow school policy on who communicates discipline items to the parents

- The email will contain the **Description of Event** but not confidential notes.

- RenWeb knows the relationships between students and parents, so it knows who should receive emails and has a record of email addresses.

- That means you can send emails without knowing parents' names or email addresses!

Instruction – How to email discipline events

1. Reselect the previously entered and saved behavior event.

2. In the **Email Send Options** area, click the **Parents** option.

3. To send a copy to the student's advisor, select the **Advisor** option.

4. In order to send the email to other staff members, click the names in the staff list.

5. Click the **Email** button.

Behavior Screen

Reports

RenWeb offers 150 pre-defined reports that have evolved over our years in business, based on requirements defined by the schools we serve. Given this, the reports you need to run your classroom should be available to you at the click of a button.

Available reports that you will find most useful include: Attendance, Class Roster, Course Objectives, Family Directory, Discipline, Birthdays, Mail Labels, Incomplete Assignments, Grade Book Hardcopy, plus many, many more.

Selecting and Running Reports

Explanation

- Reports are organized by Categories.
- Within each Category are listings of reports available for printing.
- Selection criteria and filters associated with each unique report allow you to narrow down the specific information you wish to access.
- You can't hurt anything by running a report the wrong way, so don't be afraid to try. If you provide the wrong selection criteria and don't get the information you were seeking, close the report and try again.

Note: Each school defines the report categories the faculty at the school can access. For example, your school may not choose to give you access to Administration reports.

Instruction – How to select reports

1. From the Main Menu, click **Report Manager**.
2. Click on the **Category** from the selection list for the report you desire.
3. The **Report Title** window will then list the reports associated with the category selected.
4. Click the title of the report and click **Print Preview**.

Report Manager Screen

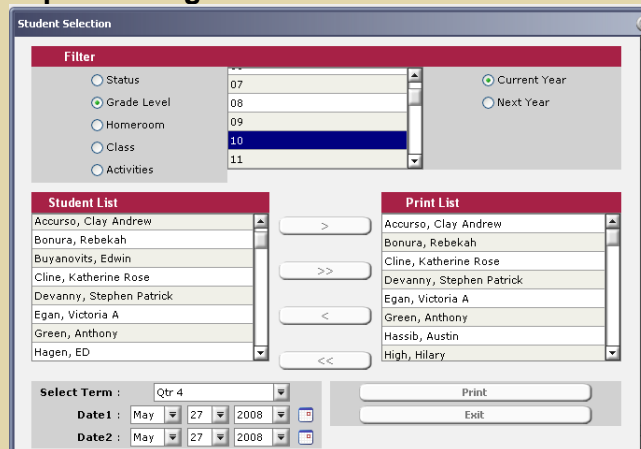| Category	Report Title
ACCOUNTING	Assignment/Assessment detail
ADMINISTRATION	Birthday Report (All)
ADMISSIONS	Birthday Report (Staff)
ATTENDANCE	Class Gradebook Summary Report
CLASS	Class Gradebook Summary Report (Alias Names)
COURSE	Class Incomplete Assignments (with page break)
CUSTOM	Class Roster (12 Columns Landscape)
DAYCARE	Class Roster Data Entry (Configurable)
DIRECTORY	Class Roster w/ Alias Names
DISCIPLINE	Email Log Report
GRADEBOOK	Email Log Report - Details (Cluster)
LIBRARY	Faculty Group Lesson Plan/Homework
LUNCH	Faculty Lesson Plan/ Homework
MEDICAL	Grade Book Hardcopy
SCHEDULES	Grade Book Hardcopy (Alias)
STUDENT	Gradebook Assignment Report
TRANSPORTATION	Incomplete Assignments - Class
	Incomplete Assignments -Student
	Lesson Plan/Homework

Print Preview

Instruction – How to run and print a Birthday Report

1. Click **Report Manager** from the Main Menu.
2. Select **Grade Book** in the **Category** window.
3. Select **Birthday** in the **Report Title** window.
4. Below **Filter**, click on the desired radio button.
   — A selection of **Status** will produce a list of enrollment statuses from which to choose.
   — A selection of **Grade Level** will produce a list of grades.
   — A selection of **Homeroom** will produce a list of homeroom classes.
   — A selection of **Class** will produce a list of classes.
   — A selection of **Activities** will produce a list of classes that have been identified as Activities.
5. Below **Student List** is a list of students produced by the criteria you have selected.
6. Click on the double right arrows to send your list of students to the **Print List** window.
7. Select the desired **Term**.
8. If you wish to further define your search, you may select dates from the **Date1** and **Date2** fields.
9. Click on the **Print** button. This will produce a web page containing the formatted report.
10. Click on the **Print Icon** in your browser menu to print a hard copy of the report.

Report Manager – Birthday Report Screen
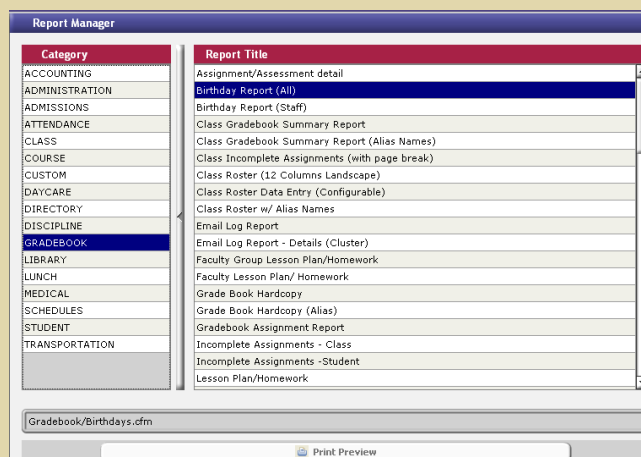
Report Manager – Student Selection Screen

Instruction – How to run and print a Class Roster

1. Click **Report Manager** from the Main Menu.
2. Select **Gradebook** in the Category window.
3. Select **Class Roster** in the Report Title window.
4. From the Class List, select the class(es) for which you want a Class Roster. You may unselect a class by clicking on it again.
5. Click on the right arrow to move the class(es) to the Print List window**.**
6. From the Select Term drop-down list, select the term for the class roster you desire.
   Click the **Print** button.
7. In the Class Roster Configurable Report dialog screen that will appear, you many type a name for your report, titles for the five columns, as well as an additional note.
8. Click the **OK** button. This will produce a web-page containing the formatted report.
9. Click the **Print Icon** in your browser menu to print a hard copy of the report.

Report Manager – Class Selection Screen

Class Roster Report

Exercise 9:

Run a Mail Labels report.

1. Click **Report Manager** from the Main Menu.
2. Select **Grade Book** in the Category window.
3. Select **Mail Labels** in the Report Title window.
4. Select base report of Student, Family or Staff
5. In the Filter area, select a report by **Grade Level**.
6. Select the grade level desired.
7. The list of students for that grade level will appear in the **Student List** window.
8. Click on the double right arrows to move all students to the **Mail Labels** list.
9. Format the information on the label by using the drop-down windows in the lower right portion of the screen.
10. Choose the appropriate **Avery** label.
11. Click on the **Print Mailing Labels** button. This will produce a web page containing the formatted mail labels.
12. Click the **Print Icon** in your browser menu to print a hard copy of the mail labels.

Mail Labels Screen

Online Help

RenWeb provides a wealth of information at your fingertips. Figure out the answers to your questions using Online Help.

Accessing and Using Online Help

Explanation

- Online Help provides RenWeb users an abundance of information regarding how to use FacultyWeb.

Instruction – How to access online help

1. From the Main Menu, click **Help**.
   The Help menu expands.
2. Click **Online Help**.
   A new window opens displaying Online Help.

Instruction – How search for a topic using online help

1. In the Search field at the upper right type the name of the item about which you want information.
   a. Search returns any topics that include all of your keywords.
      For example, searching for re-enrollment email will return results with re-enrollment and email.
      Items that include more of your keywords are listed higher in results. Prepare progress reports and report cards with the click of your mouse.
   b. Search is not case-sensitive. Re-enrollment Email is the same as re-enrollment email.
   c. Search finds variants of your keywords, for example, searching for creating finds items containing, create, creation, or creating.
2. The topics containing the word searched will list on the left side of the screen.
3. Click on the topic to read the online help information about the selected topic.

Report Cards

RenWeb provides customized report cards built to your school's specifications. This means you have complete flexibility on the content and appearance of the report cards you produce. This includes logos, letter or alpha grades, skill sets, conduct codes, comment codes, comment fields, etc. You also have the flexibility to hand enter term ending grades or load them from the grade book, whichever is appropriate for the grades and classes you teach.

RenWeb helps automate report card production by consolidating and organizing the report card information provided by all contributors into the report card formats specified by the school. If you have not used an automated grade book program before, you will find that RenWeb can save you a tremendous amount of time at the end of each term.

Report Card Screen Overview

Explanation

- The **Report Card** screen is used for entering and reviewing information that will appear on report cards.

- The **Grades, Comments, Citizenship, Attendance, Skill, Prg Rpt,** and **Crd Ovr** tabs access data entry screens that will be covered in more detail.

- The **Skill Set Grades** button allows you to view all skill sets for a subject by student.

- The **Show Unenrolled Students (*)** option allows you to view students who are no longer enrolled in the class. This is helpful for modifying grades for students who have dropped a class.

- The **Codes** button allows you to view predefined codes for comments, citizenship or skill set grades.

- The **Calculate Grades** button allows you to calculate semester and final grades based on recorded term grades.

- The **Class Comments** button accesses a screen for recording class-wide comments.

- The **Clear** button allows you to clear all grades, comments, citizenship, and attendance for a certain term or semester.

- The **Fill** button allows you to fill the rest of the column with the last entered value.

Explanation

- Grades can be recorded in the report card by loading them from the grade book or by typing them directly into the Report Card screen.

- When typing grades directly into the Report Card screen, you can enter grades for all students in a class, or enter grades for all classes or subjects taken by a student.
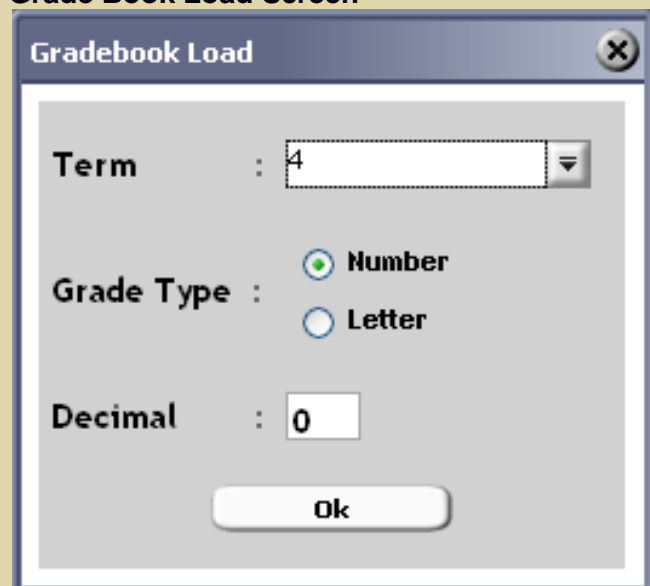
Report Card Screen

- When typing grades directly into the Report Card screen, you have complete flexibility on the grade types you use, including:
  — A, B and C's
  — Numeric Grades
  — O, S, N and U's
  — +, -, /, #

Instruction – How to Load Grades from the Grade Book

1. Verify that grades in the grade book are final and accurate. Any changes to a report card grade should be done within the grade book to provide an audit trail. The **Curve** feature within the grade book provides the easiest way to do this.
2. From the Main Menu, click the **Report Card** button and select **Class**.
3. Select the class from the **Class** drop-down.
4. Select the **Grades** tab.
5. Click the **Load Grades from Grade Book** button.
   The **Grade Book Load** dialog box will appear.
6. Select the term you are loading from the **Term** drop-down.
7. Select whether you want a **Letter** or **Number** grade recorded on the report card.
8. If you selected **Number**, type the number of decimal places to display.
9. Click **OK**.

Grade Book Load Screen

Instruction – How to Manually Record Grades for all students in a class

1. From the Main Menu, click the **Report Card** button and select **Class**.
2. Select the class from the **Class** drop-down. All students enrolled in the class will be listed on the screen.
3. Select the **Grades** tab.
4. Click in the cell where the grade is to go and type in the grade.
5. On the computer keyboard press **Enter** or use the arrow keys on the computer keyboard to move to the next cell and enter the remaining grades.
6. Click the **Fill** button to load the grade value of the last entry to the remaining students. If most students are Satisfactory, use **Fill** to put an S in every row; then hand enter the exceptions.
7. Click the **Save** button

Instruction – How to Manually Record Grades for all subjects taken by a student

1. From the Main Menu, click the **Report Card** button and select **Student**.
2. Select the student in the **Student** drop-down. All subjects you teach for that student will be listed. This is good for lower elementary teachers that have several subjects per student they cover on a report card.
3. Select the **Grades** tab.
4. Click in the cell where the grade is to go and type in the grade.
5. On the computer keyboard press **Enter** or use the arrow keys on the computer keyboard to move to the next cell and enter the remaining grades.
6. Click the **Save** button.

Class Report Card Screen

Student Name	Qtr 1 Grade	Qtr 2 Grade	Qtr 3 Grade	Qtr 4 Grade	Qtr 5 Grade	Qtr 6 Grade	Sem 1 Exam	Sem 1 Grade	Sem 2 Exam	Sem 2 Grade	Fin Gr
Burrows, Henry	96										
Cady, Alina	88										
Davenport, Krystal	90										
Elliott, Evan	100										
Hemminway, Lauren	94										
Lamkin, Lauren	92										
Leibel, Christian	86										
Malloy, Ryan	98										
Mcbride, Jonathan											
Meling, Landry											
Milburn, Weston											
Myers, Hunter											
Nelson, Rebekah											
Nick, Alec											
Nye, Nicholas											

Student Report Card Screen

Classes	Qtr 1 Grade	Qtr 2 Grade	Qtr 3 Grade	Qtr 4 Grade	Qtr 5 Grade	Qtr 6 Grade	Sem 1 Exam	Sem 1 Grade	Sem 2 Exam	Sem 2 Grade	Final Grade
CHEMISTRY-A	98										
COMPUTERS-A	100										
MATH-A	92										
MATH-B											
W HIST I-B	96										

Recording Skill Set Grades

Explanation

- During the design of your school's report cards, skill sets will be loaded in RenWeb for each class that has skill sets.

- Skill sets can be modified by school administration at any time using the Edit Course screen.

- There are two methods for entering skill set grades:

  — Entering a single skill grade by class roster. Use this method to enter grades for a single skill for all your students.

  — Entering all skill grades by student. Use this method when you want to enter grades for all skill sets for a single student.

Instruction – How to enter a Single Skill Grade by Class Roster

1. From the Main Menu, click the **Report Card** button and select **Class**.
2. Select the class from the **Class** drop-down.
3. Click the **Skill** tab.
4. Select the **Skill Set** to be graded from the drop-down below the **Skill Set Grades** button.
5. Verify that the correct **Term** tab is selected.
6. Click in the cell and enter the skill grade.

Notes:

- Move to the next cell by pressing **Enter** or using the arrow keys on your computer keyboard.

- Use the **Fill** button to enter one grade and fill the remaining grades automatically. This works great if most grades are S, for example. You can fill in S and just change the exceptions.

- Enter comments for the skill where appropriate. Your report card format will dictate how long the comment can be.

Skill Sets - Class Screen

Instruction – How to enter All Skill Grades by Student

1. Click the **Class Report Card** or **Student Report Card** button on the Main Menu.
2. Click on the **Skill Set Grades** button.
3. Select the student from the **Student** drop-down.
4. Verify that the correct **Term** tab is selected.
5. Click in the cell and enter the skill grade.
6. Press **Enter** or use the arrow key on the computer keyboard to move to the next cell and enter the remaining grades.

Notes:

- Use the **Fill** button to enter one grade and fill the remaining grades automatically.
- To further save time, after filling in S for the first student, you can click on the **Copy to All Students** button to populate the S for all students.
- Enter comments for the skill where appropriate. Your report card format will dictate how long the comment can be.

Skill Sets - Student Screen

Recording Citizenship Grades

Explanation

- The design of your school's report cards will dictate how you record Citizenship grades.
- Citizenship and Behavior may have been set up as skill sets in the homeroom class. If that is the case, record the grades as discussed above in the skill set discussion.
- Otherwise, the Citizenship tab on the Report Card screen will be used.

Instruction – How to enter Citizenship Grades

1. Select the class from the **Class** drop-down on the **Report Card** screen.
2. Click the **Citizenship** tab.
3. Verify that you have selected the correct **Term.**
4. Type in the citizenship grade.
   OR
   Click on the Codes button and select from a list of preset codes
5. Click the **Save** button.

Notes:

- Use the **Fill** button to enter one grade and fill the remaining grades automatically.
- You can view preset conduct codes (i.e., S, N, +, -) by clicking on the **Codes** button.

Report Card – Citizenship Grades Screen

Student Name	Qtr 4 Citizenship
Accurso, Cliff	E
Berlack, Amanda	S
Maheri, Matt	S
Nye, Nicholas	N
Ohara, Zain	U
Wilbers, Tylerboy2	E

Recording Comments and Comment Codes

Explanation

- The design of your school's report cards will dictate whether or not you will use comments and the length of the comments.

- RenWeb offers the option to write specific comments for individual students or write class comments that will be populated on report cards for the entire class.

- The report card design will also dictate whether or not you will use comment codes. If so, they will be preset for you in advance.

- You may also preset comments and select them for repeated use.

Instruction – How to enter Student Comments

1. Select the class from the **Class** drop-down on the **Report Card** screen.
2. Select the **Comments** tab.
3. Verify that you have selected the correct **Term.**
4. Click on the cell and begin typing. A Comment box will appear. Type in a comment that will fit within the space provided on the report card as directed by school administration.
5. Click **OK**.

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Report Card – Comment Codes Screen

Edit Comments Screen

Instruction – How to use Preset Comments and Comment Codes

1. Select the class from the **Class** drop-down on the **Report Card** screen.
2. Select the **Comments** tab.
3. Verify that you have selected the correct **Term**.
4. Click the **Codes** button at the top center of the screen.
   A list of preset **Comment Codes** and **Comments** will appear.
5. Click the **Comment Cell** for the student who will receive the comment.
6. If you want to use the preset comment, double-click on the preset **Comment** in the second column of the **Codes** pop-up window. This will populate the **Comment Cell** for the student with the preset comment.
7. If you want to use the preset comment code, double-click on the preset **Comment Code** in the first column of the **Codes** pop-up window to populate the **Comment Cell** for the student.
8. To add additional comment codes for the student, click again on the **Comment Cell** for the student and double-click on another preset comment code in the first column of the **Codes** pop-up window.
   This will add another comment code, separated by a comma, to the **Comment Cell** for the student.
9. Click **Save** when finished.

Instruction – How to enter Class Comments

1. Select the class from the **Class** drop-down of the **Report Card** screen.
2. Select the **Comments** tab.
3. Click the **Class Comments** button.
4. Type your comments for the appropriate term.
5. Click **Save**.

Report Card – Preset Comments Screen

0	Great attitude.
1	Doing very well.
2	Improving.
3	Hard worker.
4	Tutorial recommended.
5	Off task often.
6	Not working to potential.
7	Not prepared for class.
8	Excessive absences or tardies.
9	Low quiz grades.
10	Low test grades.
11	Disruptive in class.
12	Excessive talking in class.
13	This Child is a real problem

Class Comment Screen

Term1	Term2
Term3	Term4
Term5	Term6

Recording and Calculating Semester, Exam and Final Grades

Explanation

- The grade book is used for recording term grades. Semester exams are recorded outside of the grade book on the **Report Card** screen so they can be properly weighted in semester grade and final grade calculations.

- The **Calculate Grade** screen in RenWeb is where weightings are applied to term grades and semester exams to calculate semester and final grades.

Instruction – How to enter Semester Exam grades

1. From the Main Menu, click **Report Card** and select **Class**.
2. Select the class from the **Class** drop-down.
3. In the **Semester Exam** column of the **Report Card** screen, enter the exam grades for each student.

   Notes:

   - For the calculation to work properly, you must enter the grade as a numeric value, not an alpha grade.
   - We do not recommend recording final exams in the grade book. They will not appear on report cards, and cumulative grading must be semester-based versus term-based.

4. Once all term ending and semester exam grades are finalized, you are ready to calculate the semester or final grade, if appropriate.
5. Click the **Calculate Grades** button.

Calculate Grades Screen

StudentName	Qtr 1 Grade	Qtr 2 Grade	Qtr 3 Grade	Qtr 4 Grade	Qtr 5 Grade	Qtr 6 Grade	Sem1 Exam	Sem1 Grade	Sem2 Exam	Sem2 Grade	Final Grade
Accurso, Chappy	95	98					90				
Berlack, Amanda	88	90					94				
Egan, Victoria	78	88					89				
High, Hilary	80	86					98				
Landis, Becca	98	92					88				
Logan, Sarah	100	98					92				
Malloy, Ryan	89	100					92				
Morgan, Lauren	78	88					89				
Myers, Hunter	86	94					88				
Nelson, Rebekah	92	98					96				
Nick, Alec	90	86					95				
Nye, Nicholas	96	92					100				
Ohara, Zain	84	90					88				
Wilbers, Tylerboy2	92	96					92				

6. The **Calculate Grades** window will open. Verify that the formula for calculating semester and final grades is accurate for your class or make adjustments.

   During RenWeb's setup, a default formula was entered that defines the weight of each term grade and semester exam grade in calculating the semester averages. Likewise, each semester grade was weighted for calculating final grades.

   If your school determines final grades just using term grades, a weighting was assigned only to the terms for calculating the final grades.

7. Select the **Semester** or **Final Grade** to calculate.

8. Select whether to record the semester or final grade as a **Number** or **Letter.**

9. Click the **Calculate** button. This will populate the semester or final grade on the **Report Card** screen.

Calculate Grades Screen

Calculate Grades

Grade Calculation

	T1	T2	T3	T4	T5	T6	EXM1	EXM2		
Semester 1	1	1	1	0	0	0	1	0		
Semester 2	0	0	0	1	1	1	0	1	SEM1	SEM2
Final Grade	0	0	0	0	0	0	0	0	1	1
Decimal Places	0									

Save

Grade To Calculate
- Semester 1
- Semester 2
- Final Grade

Save Grade As
- Number
- Letter

Calculate