ren web™

Renewing School Management
via the web™

Faculty Training Manual
(Desktop Application)

Faculty Training Manual
Training Manual Overview

The purpose of this 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.

Introduction

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**
  - How to log in
  - Classroom management features like attendance and recording discipline
  - Use of the grade book
  - Exciting communication features
  - Accessing student information
  - Running reports
  - Producing report cards
  - Installing RenWeb at home
- **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**

Logging In

This section explains how to log into the RenWeb system and change passwords. We'll also review the Main Menu.

Logging In

Explanation

We'll start by logging into RenWeb, and then we'll review the Main Menu.

Instruction – How to log in

1. Double-click the **RenWeb.com** shortcut.
2. Enter your District Code on the Login screen.
3. Click **Submit.**
4. Select your School from the drop-down box.
5. Select your name from the Staff drop-down box.
6. Enter your Password, which will be provided in class.
7. Click **Login.**

Explanation

- This is RenWeb's Main Menu for faculty members. It has 3 main sections:
  — The windows at the top for Year, Term and School 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 just Elementary, Middle or High School information.
  — The middle section contains all the navigation buttons that we'll cover throughout today's training.
  — The section at the bottom contains a link to different user manuals, as well as provides notification when upgrades are available.
- Let's start with changing your password.

Login Screen

Faculty Main Menu

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 Screen, click **Password**.
2. Type in a new password in the **Password** box.
3. Re-type your password in the **Confirm** box.
4. 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 Screen, click the **Red Box** in the upper right-hand corner, or click **Exit RenWeb**.

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.

Change Password Screen

Questions

FAQs

Q: Are passwords case-sensitive?

A: No.

Q: How many characters are required?

A: Each password must contain at least six characters, with at least one alpha and one numeric character.

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 – 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 drop-down class list.
3. Enter the appropriate Absent codes for those students who are Absent.
4. Enter the appropriate Tardy codes for students who are Tardy.
5. When finished entering the Absent/Tardy codes, click **Fill Present #1.**
6. If a student comes into class late, change A to T.
7. When you begin to type 8:05 in the comment field to indicate what time he arrived, a comment window will appear. You can type in a comment or select from a standard list of codes.
8. Click **Save.**

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, Month or Term.

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.

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 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: We don't have time to correct these conversion issues today. Please write down any problems that you see and we will get them corrected for you.

Q: Two of us are taking attendance in the same class. The other person entered attendance for a student and I'm not seeing it. Why?

A: If two of you are working in the same screen, the system doesn't know to refresh your information unless you tell it to. Exit out of the screen and come back in and you'll see the information that was entered. This normally will not happen because you will typically be the only one working in a given screen for a specific class at a point in time.

_____

_____

_____

_____

_____

_____

_____

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.
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 the student's name and then click the square where you wish to move him/her.

Instruction – How to take attendance from a seating chart

1. From the Attendance Class screen, select the Seating Chart View.
2. Highlight the attendance code in the Attendance Code list box.
3. Click 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 **Attendance.**
2. Select your class from the **Select Class** drop-down menu.
3. Select the Lunch item from the Lunch menu list box.
4. Click in the grid next to the student's name to order the lunch item.

Explanation

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

Lunch Count Screen

Documenting Behavior (Discipline)

Explanation

- Discipline is accessed from the **Student Data** tab 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 complements may be documented here as well.

Instruction – How to document discipline

1. From the Main Menu, click **Student Data.**
2. Click the student's name.
3. Click the **Behavior** tab.
4. Double-click the empty row at the top of the grid to enter a new record or double-click 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.
   — **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 the 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 the ParentsWeb or in the email.
   — **Sanctions** – Enter the sanction(s) imposed. Sanctions may be automatically populated when an Event is selected from the drop-down menu. The **Memorize** button allows administration to memorize what sanctions they wish to assign to different discipline events so they can be pre-populated on a recurring basis.

Discipline Screen

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

— **Demerits** – Log the number of demerits.

— **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. Click the box next to Parents in the Email Send Options.

2. To send a copy to the student's advisor, click the box next to Advisor and select the advisor's name from the drop-down menu.

3. Click the **Email** button.

Discipline Screen

Creating Lesson Plans

Instruction – How to access lesson plans by clicking on the **Lesson Plan** button on the Main Menu

Explanation

- The tabs at the top of the screen are for all classes you teach.

- 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 home 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 the **ParentsWeb (Staff)** button to view what the parents will see.

- Keep information in these boxes brief.

- The **Copy To** button allows you to copy your lesson plan to another section you teach, selecting the section in the drop-down window.

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

- The **Detail** 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**.

Edit Lesson Plan Screen

Instruction – How to enter the details area by clicking the **Details** button

Explanation

- The Web Lesson Plan and Web Homework boxes are the same as shown on the Edit Lesson Plan screen.

- The Objective 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 four lesson plan windows can be used however you choose. The amount of information you can input is unlimited.

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

- Supervisors can make comments regarding the lesson plan in the Supervisor's 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 Class** or **Copy to Day** 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**.**

Questions

Lesson Plan Screen

Exercise 2:

Create a lesson plan and add details.

Instruction – How to print lesson plans for the week

1. On the Edit 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, delete your 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 the **Delete** button.
3. Click the **Save** button.
4. Click the **Exit** button, which returns you to the Edit Lesson Plan screen. You will see that all entries for that day have been deleted.

Edit Lesson Plan Screen

Gradebook Lesson Plan

ALG2-2
Algebra 2

Saint Marks, David
08/22/2005-08/26/2005

Lesson Plan	Homework	Objectives
08/22/2005		
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).		
08/23/2005		
Issue textbooks.	Extra Practice Worksheet 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		
08/24/2005		
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 isoceles and scalene triangles. TLW write and solve algebraic expressions using transversals. TLW use the properties of transversals to write and solve proportions.		
08/25/2005		
No Class		
08/26/2005		
TLW discover properties and theorems for exponents and use these theorems to solve expressions containing exponents.	Exponent rules worksheets, Exponent Practice worksheets	

Lesson Plan Details Screen

Gradebook Lesson Plan

MATH5-A
Math

Reeck, Teresa
05/02/2007-

Web Lesson Plan	Web Homework	Objectives
Lesson 146-147 Circumference and Coordinate Planes	Do pp. 315 and 317	
Students will find the circumference of different circles. They will memorize the formula and apply it to any given circle. Students will also find plot ordered pairs on a coordinate plane. Students will complete a daily review and will review the formulas learned.		

You can use each of these areas for anything you want.

:

:

:

:

Supervisor Comments:

FAQs

Q: Are my lesson plans going to be on the Parents Web?

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 four boxes on the second 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 Edit Lesson Plan screen or from within the Report Manager > Faculty Lesson Plans/Homework.

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

A: Yes.

_____

_____

_____

_____

_____

_____

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 on an ongoing basis.

- You can then copy the lesson plans from the Master a week at a time so that you do not have to re-key lesson plans you have previously built in RenWeb.

Instruction – How to create Master Lesson Plans

1. From the Detailed Lesson Plan screen, click the **Master Lesson Plan** button. The Master Lesson Plan Options window will appear.

2. If you are the only one who teaches a given course and wish to create a master for the school's future use, click **Edit Master Lesson Plan (School)**. If you wish to create a master for your future use only, click **Edit Master Lesson Plan (Staff).**

3. On the Master Lesson Plan screen, select from the drop-down window the section of the class you wish to copy to create the master.

4. Click the **Copy from Class** button to create the copy. Each lesson plan will be recorded sequentially by day for future reference.

_____

_____

_____

_____

_____

_____

_____

_____

Master Lesson Plan Options Screen

Master Lesson Plan Screen

Instruction – How to copy from a Master Lesson Plan

1. From the Detailed Lesson Plan screen, click the **Master Lesson Plan** button. The Master Lesson Plan Options window will appear.

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.

3. Note the number of the day for each lesson plan entry. You can also look at the contents of a lesson plan for a given day by double-clicking on the entry.

4. After completing your review, click **Exit** and return to the Master Lesson Plan Options menu.

5. In the Copy Parameters area of the window, enter 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.

6. Next enter the number of the day for the first lesson plan you wish to copy.

7. Next enter 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.

8. Then click the **Copy From Master Lesson Plan** button using the School or Staff option explained above.

Questions

Master Lesson Plan Option Screen

Master Lesson Plan 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.

- From here you can link to a number of other functions.

Instruction – How to get to the grade book

1. From the Main Menu, click **Grade Book.**

2. Select **Class** from the drop-down class list. You will see only the classes you teach.

Explanation – Features accessible from the grade book

- **Classes** – This drop-down menu lists all the classes assigned to the teacher. Classes and students will be entered by the administrators and will appear in the class menu.

- **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.

- **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.

- **Attendance** – This feature allows the user to take and monitor student attendance.

- **Email** – Allows the user to send email, lesson plans and progress reports to students, parents and other faculty and staff members.

- **Lesson Plan** – Enables the user to create lesson plans to use in class, as well as to print, email and publish to the class website.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Grade Book Main Screen

- **Report Card** – This feature allows the user to add grades, set preferences, add comments, and use skill sets for student report cards.
- **Report Manager** – Lists several report templates that can be printed for class management.
- **Web** – Classroom websites are created and maintained from this screen.
- **Print Grid** – Displays a printer-friendly version of the grade book grid on the screen.
- **Show Unenrolled** – This check box allows the user to view or hide unenrolled students.

Class Set Up

Instruction – How to set up a grade book

1. Click the **Set Up** button.
2. The first step is to set up your grade book parameters and functions. Each teacher can set up each class uniquely.

Explanation – Each item in the Class Setup

▪ **Grade Calculation Methods**:

— **Point 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.

Class Setup Screen

Class Setup	

Grade Calculation Method
- Points
- Weighted Percentage
- ● Mixed

Letter Grade Criteria

Letter	Avg
A+	98.00
A	94.00
A-	92.00
B+	88.00
B	85.00
B-	80.00
C+	78.00
C	75.00
C-	72.00
D+	70.00

Clear
Load Default

Decimal Places 1

User Preferences
- ☑ Treat Incomplete as 0
- ☑ Web Progress Report Enable
  - Full Details
- ☑ Cap Category grade at 100
- ☑ Cap Term grade at 100
- ☐ Show Points Earned

Student Sorting
Doe, John

Assignment Sorting
Assignment Title (Ascending)

Student Aliases

Time Frame
TERM

Copy setup to another class

Copy

Parent's Web Preview

Save   Exit

POINT SYSTEM

HW	Quiz	Test
NA	NA	NA
9/10	3/5	90/100
80/100	10/10	
30/50		

$$\frac{9+80+30+3+10+90}{10+100+50+5+10+100}$$

80.1%

WEIGHTED PERCENTAGE

HW	Quiz	Test
20%	30%	50%
9/10	3/5	90/100
80/100	10/10	
30/50		
77%	80%	90%

(77*20%)+(80*30%)+(90*50%)

84.40%

MIXED

HW	Quiz	Test
20%	30%	50%
9/10	3/5	90/100
80/100	10/10	
30/50		
119/160	13/15	90/100
74%	87%	90%

(74*20%)+(87*30%)+(90*50%)

85.9%

- **User Preferences:**
  - **Treat Incomplete as 0** – Checking this box 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 Enabled** – 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 checked, the possible percentage for the category or term is not allowed to exceed 100%.
  - **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.
  - **Student Aliases** – Enables the user to set aliases for student names for printing and displaying of grades.

- **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.

- **Time Frame:**
  - Group assignments based on term, semester or year. In a <u>term</u> setup, if term is selected, assignments will be grouped based on the terms defined by the

Class Setup Screen

administration of the school; a separate average will result at the end of each term. In <u>semester</u> setup, the teacher elects not to take the 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 take separate averages for any 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.

- **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.

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 accomplish pretty much the same thing by assigning each student an alias that includes the number.

Exercise 3:

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

Class Setup Screen

Setting Up Categories

Explanation – What categories are

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

Instruction – How to add a category

1. From the Grade Book Main Screen, click **Add** under Category**.**

2. In the **Title** field, enter 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, enter a description of the category. Be descriptive as this description will appear on the ParentsWeb.

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

5. Select the **Term** for which the category will be active. This allows you to use different categories, or category weightings, in different terms. If you use different categories in different terms, you should ensure that assignments are listed in the active categories for the term.

6. Click **Save and Exit.**

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

Add Assessment Screen

Your Grade Book

Instruction – How to edit a category

1. Select the category to edit from the tabs that run along the top of the grade grid.
2. Select the **Edit** button under Category on the Grade Book Main Screen.
3. Edit the Category information in the Category window.
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 the category to edit from the tabs that run along the top of the grade grid.
2. Select the **Edit** button under Category on the Grade Book Main Screen.
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 the category to edit from the tabs that run along the top of the grade grid.
2. Select the **Edit** button under Category on the Grade Book Main Screen.
3. Click the **Auto Drop Lowest Category Grade** button to drop the lowest category grade automatically.
4. Click the **Save and Exit** button to save the category to the grade book.

Faculty Grade Book Screen

Add/Delete Assessment

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 assignments

1. From the **Class** drop-down menu, select the class to which you wish to add an assignment.
2. Click the **Term** tab 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. Click the **Category** tab to which you wish to add an assignment.
4. In the **Title Abbreviation**, type in a short title of five characters or less. You are the only one who will see this.
5. In the **Description** field, enter a description of the category. Be descriptive because this is what will appear on the ParentsWeb.
6. Enter the **Date** on which the work is assigned.
7. Enter the **Date Due**, which must be within the current term.
8. The **Weight** defaults to 1 and is used only with the weighted percentage method of grading. An assignment with a weight of 2 is worth twice an assignment with a weight of 1. An assignment with a weight of 0 does not factor into the calculation of the student's overall grade.

   NOTE: The weight of an assignment and the weight of a category are not the same thing

9. The Maximum Points defaults to 100. This is the number of points possible for the assignment.

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

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Add Assignment Screen

10. Check the **ParentsWeb Publish** check box to post the assignment to ParentsWeb.

11. You can add the objectives covered by this assignment by clicking on the **Add Objectives** button and selecting the appropriate objectives. (Objectives are added by administration in the courses screen.)

12. Click **Add to Lesson Plan** to post the assignment to the ParentsWeb and class lesson plan.

13. Select **Save and Exit**.

Demonstration – How to edit an assignment

1. Select the **Category** tab where the assignment is located.

2. Select the column heading of the assignment to be edited.

3. Select the **Edit** button from the Assignment options on the Grade Book Main Screen.

4. Fill in or modify the appropriate data.

5. Select **Save and Exit**.

NOTE: All grades within this assignment will be updated.

Demonstration – How to delete an assignment

1. Select the category tab where the assignment is located.

2. Select the column heading of the assignment to be edited.

3. Select the **Edit** button from the Assignment options on the Grade Book Main Screen.

4. Select the **Delete** button.

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.

Edit Assignment Screen

Demonstration – How to create an extra credit assignment

1. Select the **Category** tab for the category where the assignment should be placed.

2. Select the **Add** button from the Assignment options on the Grade Book Main Screen.

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. Select **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** tab where the assignment is located.

2. Select the column heading of the assignment to be edited.

3. Select the **Edit** button from the Assignment options on the Grade Book Main Screen.

4. Select the **Copy to Another Class** button.

5. In the next window, all of the categories from all of a teacher's other classes will be listed. Highlight the category in which you wish to place a copy of this assignment. Hold the **Ctrl** key to highlight more than one.

6. Select **OK** to save and exit.

Questions

FAQs

Q: What is the * tab?

A: By selecting this tab, 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 the * tab 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 clear the existing category for that term.

Exercise 4:

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

Faculty Grade Book Screen

Add Assignment Screen

Grading

Instruction – How to enter grades

1. Select the **Category** tab that will contain the grades you wish to enter.

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

3. When entering grades, you may also use:

   — **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 the Class Setup, the incomplete or missing assignment will calculate in category averages as a zero.

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

5. If you wish to enter a grade that most students will have for a given assignment, enter the grade in the first row of the grid and press the **Fill** button. This will copy the grade down the page and let you then change just the exceptions to the default grade.

6. Click **Save** when finished.

Explanation

- Grade averages are recalculated when saved.
- Grades in red represent failing grades.

Faculty Grade Book Screen

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Instruction – How to edit a grade

1. Select the **Category** tab where the assignment is located.
2. Double-click the grade to edit.
3. The **Edit Grade** screen will open.
4. Edit the grade as needed:
   — **Maximum Points** – The maximum points that can be earned for the assignment.
   — **Assignment Weight** – The weight of the assignment to which grade is connected when using a Weighted Average grading method.
   — **Earned Points** – The points earned by the student for that assignment.
   — **Curve Points** – The number of points used to curve the grade up or down for the assignment.
   — **Bonus Points** – Points to be added to the grade earned by the students for this assignment.
   — **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.
   — **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 Grade screen will affect ONLY the selected student.

Instruction – How to view a Progress Report

1. From the Grade Book Main Screen, click the **Summary** tab**.**
2. Double-click the student's name.
3. A student Progress Report will appear.

Edit Grade Screen

Edit Grade

Category:	CW: Classwork
Assignment:	HW2: Pg 35 prob 1 - 20

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 and Exit] [Cancel]

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 an online progress report as viewed by parents and students on the ParentsWeb.
- This can be easily emailed to parents as we'll cover a little later.

Exercise 5:

Enter grades into the Assignment created in Exercise 3.

Exercise 6:

Delete entered information.

Instruction – How to delete information

1. Delete grades by clicking on cell and hitting **Backspace** button.
2. Click **Assignment** column, the Assignment **Edit** button, click the **Delete** button and click the **Yes** button when prompted.
3. Click the **Category** tab, click the Category **Edit** button, click the **Delete** button and click the **Yes** button when prompted. (Note: This is optional if you have set up valid categories you wish to keep.)

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 the 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 the 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.
- Provides teachers their own unique web pages.

In summary, the 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 – The 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.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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. Select the **Email** button from the Grade Book Main Screen.
2. Select **Message** from Grade Book Email Menu window that will open.
3. Highlight the students who are to receive the message in the left-hand list box of names.
4. Click the single arrow pointing to the right-hand list box. To add all students, click the double arrows pointing to the right-hand list box.
5. To remove students from list box, use same method with arrows pointing to the left list box.
6. Select the **Parent** check box if the message is to go to the parent's email address.
7. Select the **Student** check box if the message is to go to the student's email address.
8. Enter a subject for the message in the subject text area.
9. Add any attachments to the email by clicking the **Attachment** button and selecting the document you wish to attach.
10. Type the message in the large text box area.
11. Click **Web Send - HTML** (includes bolds, colors, links) or **Web Send - TEXT** (no formatting) to send the message.
12. Click **Exit** when finished.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Email Editor Screen

Communications

Instruction – How to Email Lesson Plans

1. Select the **Email** button from the Grade Book Main Screen.

2. Select **Lesson Plan** from the Grade Book Email Menu window.

3. Highlight the students who are to receive the message in the left-hand list box of names.

4. Click the single arrow pointing to the right-hand list box. To add all students, click the double arrows pointing to the right-hand list box.

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

6. Select the **Parent** check box if the message is to go to the parent's email address.

7. Select the **Student** check box if the message is to go to the student's email address.

8. Select the **From** date and **To** date from the drop-down calendar. These dates determine which lesson plan entries to send.

9. Enter a note to be included with lesson plan.

10. Select the name of the staff member(s) who should receive a copy by clicking on their names. Hold down the **Ctrl** key to highlight several names. Be sure to select yourself if you want a copy of the email as there is no "Sent" folder.

11. Click the **Send** button. .

12. **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.

Instruction – How to Email Progress Reports

1. Select the **Email** button from the Grade Book Main Screen.

2. Select **Progress Report** from the Grade Book Email Menu window that will open.

Email Lesson Plan Screen

Email Progress Report Screen

3. Highlight the students who are to receive the message in the left-hand list box of names.

4. Click the single arrow pointing to the right-hand list box. To add all students, click the double arrows pointing to the right-hand list box.

5. Select the **Parent** check box if the message is to go to the parent's email address.

6. Select the **Student** check box if the message is to go to the student's email address.

7. Select the name of the staff member(s) who should receive a copy by clicking on their names with the mouse. Hold down the **Ctrl** key to highlight several names.

8. Select the appropriate term for the progress report from the list provided.

9. Select the Grade Book Style. **Details** shows all grade details for each individual grade. **Summary** shows just a short synopsis of the student's grade.

10. Enter a note to be included with the Progress Report for all students (optional).

11. By checking the **Include Student Comments** check box, it is possible to include private comments with the Progress Report for selected students.

12. To add or edit student comments for a progress report, click the **Edit Student Comments** button.

13. In the Grade Book Comments window, highlight the name of the student to receive a comment by clicking on the name.

14. Enter comments about the student in the window on the right.

15. Click **Save** when finished with that student.

16. Highlight the next student, enter comments and click **Save**.

17. Click **Exit** when all comments have been entered.

18. By checking the **Include Lesson Plans** check box and selecting the date range from the **From** and **To** dates, the user may elect to include lesson plans with the progress report.

19. Click the **Send** button when ready to send the progress reports.

Grade Book Comments Screen
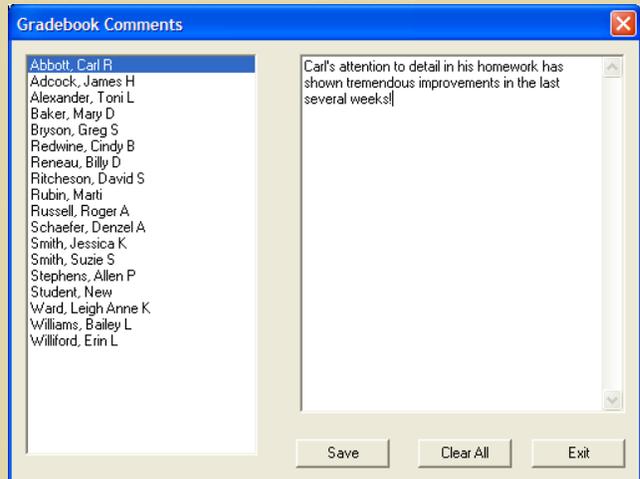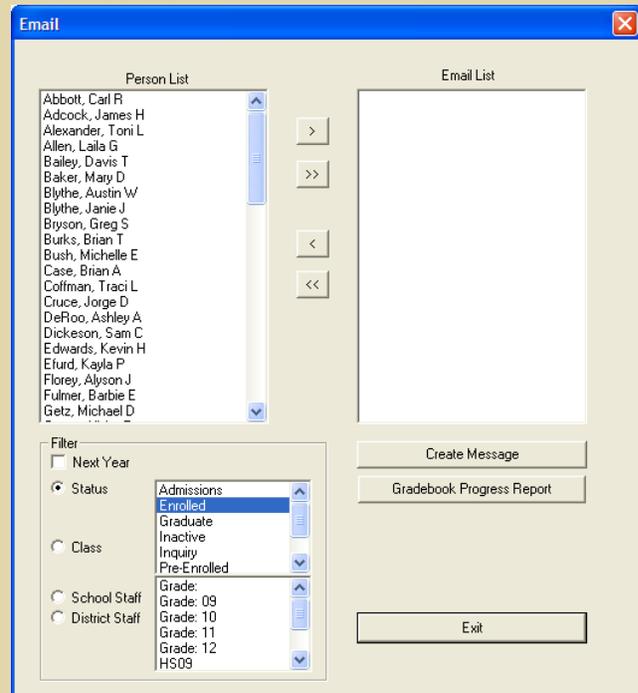
Communications

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. Select the **Email** button from the Main Menu.
2. Using the Filter area, you may build dynamic distribution lists for students based on:
   — **Status** – Admissions, Graduate, Inactive, Inquiry, Pre-Enrolled
   — **Class**
   — **School Staff and District-wide Staff**
3. After selecting the filter option, students will appear in the left-hand box.
4. Highlight the students who are to receive the message in the left-hand list box of names.
5. Click the single arrow pointing to the right-hand list box. To add all students, click the double arrows pointing to the right-hand list box.
6. You may build the list across multiple Status, Grades, Classes, etc. by selecting the first filter choice and moving the students to the box on the right, and then selecting the next filter option and moving the students to the right.
7. You may then proceed with Creating a Message or sending a Grade Book Progress Report as you would from the grade book.

Email 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. This documentation provides protection against parents saying "No one told me. I didn't know."

Instruction – How to record a parent/teacher conference

1. Select **Student Data** from the Main Menu**.**

2. From the list of students, highlight the student for whom you wish to add the parent/teacher conference documentation.

3. Select the **P/T Conference** tab.

4. Click the conference date and teacher from the drop-down boxes at the top of the page.

5. In the **Subject** field, type in the class when the incident occurred, if applicable.

6. Under **Location**, select the type of conference – Phone, In-person, or Email.

7. Under **Reason**, 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.

8. Under **Observation**, select the problem/issue being discussed. You may elaborate on the observation in the field to the right.

9. In the **Recommendation** field, enter 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**.

Edit Student Screen

Communications

Instruction – How to edit a parent/teacher conference

1. From the list of conferences documented in the left-hand window, double-click the listed conference you wish to edit.
2. The recorded information will be displayed.
3. Provide any updates.
4. Click **Apply.**

Exercise 7:

Record a parent/teacher conference.

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.

ANNOUNCEMENTS

Instruction – How to create announcements

1. From the Grade Book Main Screen, select the **Class** from the drop-down menu for the web page updates.
2. Select the **Web** button.
3. Select the **Announcements** tab.
4. Enter the **Begin** date for the announcement. This is the first date the announcement will be displayed.
5. Enter the **End** date for the announcement. This is the last date the announcement will be displayed.
6. Enter a title for the announcement in the **Title** field.
7. Enter any additional information in the larger text box below the title.
8. Select the **Global** check box to make the announcement viewable by all classes taught by the teacher. Do not check the box if the announcement is for this class only.
9. Click the **Save** button. The announcement will appear in the announcement list on the left side of the Web Configuration screen, and click **OK** to return to the Grade Book Main Screen.

Web Configuration Screen

Instruction – How to edit announcements

1. Select the **Web** button from the Grade Book Main Screen.

2. Select the **Announcements** tab.

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

4. Edit the announcement information.

5. Click the **Save** button, and click **OK** to return to the Grade Book Main Screen.

Instruction – How to delete announcements

1. Select the **Web** button from the Grade Book Main Screen.

2. Select the **Announcements** tab.

3. Double-click 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, and click **OK** to return to the Grade Book Main Screen.

CALENDAR EVENTS

Instruction – How to create calendar events

1. From the Grade Book Main Screen, select the **Class** from the drop-down menu for the web page updates.

2. Select the **Web** button from the Grade Book Main Screen.

3. Select the **Calendar** tab.

4. Enter the date of the event in the **Date** field.

5. Enter a title for the event in the **Title** field.

6. Enter any additional information in the larger text box below the title.

7. Select the **Global** check box to make the event viewable by all classes taught by the teacher. Do not check the box if the event is for this class only.

8. Click the **Save** button. The event will appear in the calendar list on the left of the Web Configuration screen, and click **OK** to return to the Grade Book Main Screen.

Web Calendar Screen

Instruction – How to edit calendar events

1. Select the **Web** button from the Grade Book Main Screen.

2. Select the **Calendar** tab.

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

4. Edit the event information.

5. Click the **Save** button, and click **OK** to return to the Grade Book Main Screen.

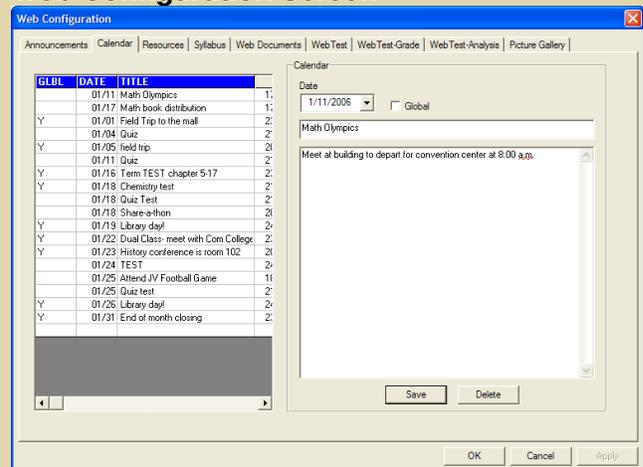**Instruction** – How to delete calendar events

1. Select the **Web** button from the Grade Book Main Screen.

2. Select the **Calendar** tab.

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

4. Click the **Delete** button, and click **OK** to return to the Grade Book Main Screen.

CLASS RESOURCES

Explanation – The Class 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.
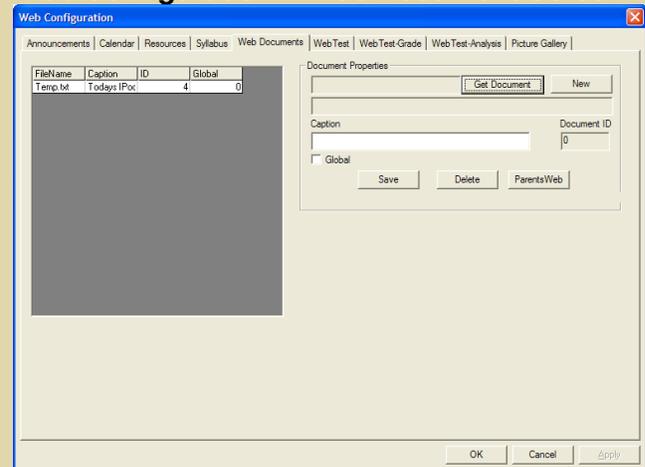
Web Configuration Screen

Instruction – How to add class resource links

1. From the Grade Book Main Screen, select the **Class** from the drop-down menu for the web page updates.

2. Select the **Web** button from the Grade Book Main Screen.

3. Select the **Resources** tab.

4. Double-click an empty row in the grid on the left-hand side.

5. In the **Sort Order** field, insert 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 in 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** check box to make the resource viewable by all classes taught by the teacher. Do not check the box if the resource is for this class only.

9. Click the **Save** button, and click **OK** to return to the Grade Book Main Screen.

Instruction – How to test a class resource link

1. Click the website listing you wish to test.

2. Click the **Test** button. If the link is correctly entered, the website will open in a new browser window.

3. Close the newly opened browser window, and click **OK**.

**Class Resource Screen**

Instruction – How to edit class resource links

1. Select the **Web** button from the Grade Book Main Screen.
2. Select the **Resources** tab.
3. Double-click the website listing to edit. The website information will appear in the text fields on the right of the screen.
4. Edit the information.
5. Click the **Save** button, and click **OK** to return to the Grade Book Main Screen.

Instruction – How to delete class resource links

1. Select the **Web** button from the Grade Book Main Screen.
2. Select the **Resources** tab.
3. Double-click the website listing you wish to delete. The website information will appear in the text fields on the right of the screen.
4. Click the **Delete** button. The user will be asked to confirm the deletion.
5. Click the **Save** button, and click **OK** to return to the Grade Book Main Screen.

SYLLABUS

Explanation – The Syllabus may be used to document a course outline or policies followed by the teacher.
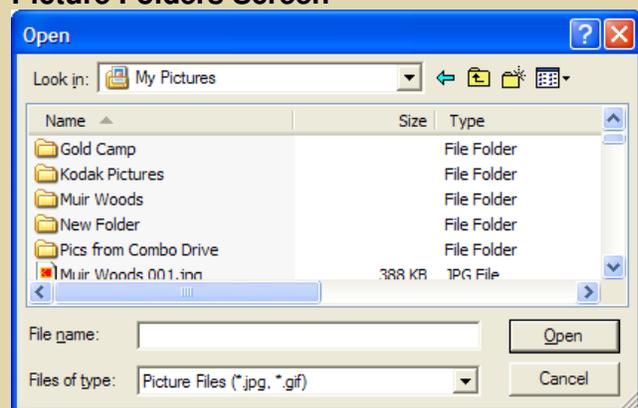
Instruction – How to add a syllabus item

1. From the Grade Book Main Screen, select the **Class** from the drop-down menu for the web page updates.
2. Select the **Web** button from the Grade Book Main Screen.
3. Select the **Syllabus** tab.

4. Double-click an empty row in the grid on the left-hand side.

5. In the **Title** field, type in the title of the syllabus item.

6. In the **Description** field, type in the description of the syllabus item. It is possible to copy and paste a syllabus from Microsoft Word.

7. Click the **Save** button, and click **OK** to return to the Grade Book Main Screen.

Instruction – How to edit a syllabus item

1. Select the **Web** button from the Grade Book Main Screen.

2. Select the **Syllabus** tab in the Web Configuration screen that opens.

3. Double-click the syllabus item to edit.

4. Edit the information that appears in the text boxes to the right of the screen.

5. Click the **Save** button, and click **OK** to return to the Grade Book Main Screen.

Instruction – How to delete a syllabus item

1. Select the **Web** button from the Grade Book Main Screen.

2. Select the **Syllabus** tab in the Web Configuration screen that opens.

3. Double-click the syllabus item to delete.

4. Click the **Delete** button. The user will be asked to confirm the deletion, and then click **OK** to return to the Grade Book Main Screen.

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. This includes Adobe Acrobat files, Word documents, Excel spreadsheets, PowerPoint presentations, etc.

Web Configuration – Syllabus Screen

Instruction – How to upload a web document

1. From the Grade Book Main Screen, select the **Class** from the drop-down menu for the web page updates.
2. Select the **Web** button from the Grade Book Main Screen.
3. Select the **Web Document** tab.
4. Click the **New** button on the right of the screen.
5. Click the **Get Document** button to access the folders on your computer containing your documents.
6. From the folder directory that will appear, select the folder and then the document to upload.
7. Click the **Open** button. The file name of the document to upload should appear in the **Get Document** text box.
8. Include a title describing the document in the **Caption** text box.
9. The Document ID will be automatically assigned to each document uploaded.
10. Select the **Global** check box to make the document available to all classes you teach. Do not check the box if the document is for this class only.
11. To save the document click the **Save** button.
12. To preview the document download screen, click the **ParentsWeb** button, and click **OK** to return to the Grade Book Main Screen.

Instruction – How to delete a web document

1. Select the **Web** button from the Grade Book Main Screen.
2. Select the **Web Documents** tab.
3. Double-click the document on the left of the screen that you wish to delete. The document information will appear in the text boxes to the right of the screen.
4. Click the **Delete** button and confirm the deletion. Click **OK** to return to the Grade Book Main Screen.

Web Configuration – Web Document Screen

Document List Screen
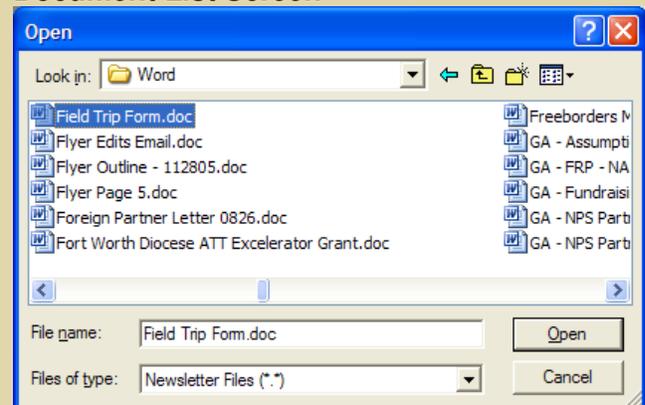
PICTURE GALLERY

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 Grade Book Main Screen, select the **Class** from the drop-down menu for the web page updates.
2. Select the **Web** button from the Grade Book Main Screen.
3. Select the **Picture Gallery** tab.
4. Click the **New** button on the right of the screen.
5. Click the **Get Pictures** button to access the folders on your computer containing your pictures.
6. From the folder directory that will appear, select the folder and then the picture to upload.
7. Click the **Open** button in the bottom right of the window.
8. The window will close, and the file name of the picture will show in the **Get Picture** text box.
9. Add a caption describing the picture in the **Caption** text box.
10. Select the location where the photograph will be displayed by using the **Location** drop-down box.
    — **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.
11. Type in or select the group, or album, to which the photograph will belong by typing a name in the **Grouping** text box (i.e., athletics, student life, our graduates, etc.).

Web Configuration – Picture Gallery Screen

Picture Folders Screen

12. If the user wants his/her picture to be a hyperlink to another website, type the URL in the **Hyperlink** text box.

13. Determine whether the picture should be viewable by all classes or only the current class by checking or clearing the **Global** check box

14. Determine whether the picture should be viewable by all classes or only the current class by checking or clearing the **Share** check box.

15. Click the **Save** button to upload the image.

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, we recommend that horizontal photos have a width of 300 pixels and vertical photographs have a height of 300 pixels.

Instruction – How to edit a picture

1. Select the **Web** button from the Grade Book Main Screen.

2. Select the **Picture Gallery** tab.

3. Double-click the photograph to edit from the listing of photographs in the bottom of the Pictures window.

4. Edit the information, and click the **Save** button to save changes, and click **OK** to return to the Grade Book Main Screen.

Instruction – How to delete a picture

1. Select the **Web** button from the Grade Book Main Screen.
2. Select the **Picture Gallery** tab.
3. Double-click the photograph to delete from the listing of photographs in the bottom of the Pictures window.
4. Click the **Delete** button, and confirm the deletion. Click **OK** to return to the Grade Book Main Screen.

Exercise 8:

Post a document to a web page.

PREVIEWING TEACHER WEB PAGES

Explanation – How to preview a teacher's web page

1. Select the **Web** button from the Grade Book Main Screen.
2. Select the **Picture Gallery** tab.
3. Click the **Preview** button. This will log you into the ParentsWeb as a faculty member.
4. Click the **Classrooms** link. This will show a listing of the classes you teach.
5. Click the **Teacher's Web Page** button for the class desired.

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 Edit Student screen in RenWeb. As a faculty member, you will have the right to view student data, but not change data on the Edit Student screen, with the exception of Discipline and Parent/Teacher conferences. 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 Edit Student screen

- The **General** tab will open when you access the Edit Student screen.
- Tabs across the top allow you to access student schedules, advising notes, parent/teacher conference notes, behavior records, etc.

Description – The contents of each screen as you click each tab

- The **General** tab contains personal, demographic and contact information for each student. The upper right-hand section contains links to other information about the student, including family, report card and attendance information. The window on the left-side of the screen lists students stored in RenWeb. You may narrow down the selection list using the Filter Menu on the lower right of the selection list. You may filter by enrollment status, or further by grade for enrolled students.

- The **Schedule** tab displays the schedule by period for the student.

- The **Academics** tab contains honor roll and student recognition information. Standardized test scores may be stored here as well.

- The **Miscellaneous** tab contains locker, automobile and other miscellaneous pieces of information, such as place of birth, previous schools attended, and the public school district the student resides in.

- The **Religion** tab contains church affiliation information as well as sacramental dates for the student.

- The **Parent/Teacher Conference** tab 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.

Edit Student Screen

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

- The **Transcript** tab displays historical grades for the student. You may also print formal transcripts from this tab.

- The **Community Service** tab documents community service events and hours worked by the student.

- The **Picture** tab is where a student picture is loaded for the student.

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 in 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, delete 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 the **Report Manager** button.
2. Click 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. The following is a listing of available reports by category:

   — **Attendance**
      Attendance Missed Report
      Attendance Student Skip Report
      Day Attendance Summary (NEW)
      Enrollment Report
      Excessive Absent/Tardy
      Period Attendance Summary (NEW)
      Seating Chart
      Seating Chart w/ Picture
      Student Attendance Detail
      Student Day Attendance Summary
      Student Period Attendance Summary

Report Manager Screen

— **Class**
Class List
Class List – Over-Enrolled
Class Roster
Class Roster Data Entry (configurable)
Class Roster Report Card
Class Roster Report Card Grades
(Detailed)

— **Course**
Class List
Course Descriptions
Course Listing
Course Objectives
Course Skill Sets

— **Directory**
Directory
Duplicate Person Error Check
Family Address Error Check
Family Directory (District)
Family Directory (School)
Family Directory Text File (District)
Family Directory Text File (School)

— **Discipline**
Conversion Demerits/Merits
Discipline Details Report
Discipline Report
Sanctions Report

— **Grade Book**
Assignment/Assessment Detail
Birthday Report
Class Grade Book Summary Report
Class Grade Book Summary Rpt (Alias Names)
Class Incomplete Assignments (w/ page break)
Class Roster (2 Columns Landscape)
Class Roster Data Entry (Configurable)
Email Log Report
Faculty Group Lesson Plan/Homework
Faculty Lesson Plan/Homework
Grade Book Hardcopy
Grade Book Hardcopy (Alias)
(cont'd)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

— **Grade Book (cont'd)**
Grade Book Assignment Report
Incomplete Assignments – Class
Incomplete Assignments – Student
Lesson Plan/Homework
Mail Labels
Max Points 0 Report
Missing and Incomplete Assignments Rpt
Student Grade Book Progress Report
Web Test List
Web Test Results

— **Student**
Address Change Report (District)
Address Change Report (School)
Birthday Report
Community Service Detail Report
Community Service Report
Curriculum Plan Audit
Discipline Details Report
Discipline Report
Family Information
Family Service Hours
Oldest Child Report
Oldest Child Report (Mail Labels)
Parent/Teacher Conferences
Student Information
Student List by Grade Level
Youngest Child Report
Youngest Child Report (District)
Youngest Child Report (Mail Labels)

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. In the **Select By** window, click the **Grade Level** or **Class** option button.
   — A selection of **Grade Level** will produce a list of grades in the drop-down window.
   — A selection of **Class** will produce a list of classes.

Report Manager – Birthday Report Screen
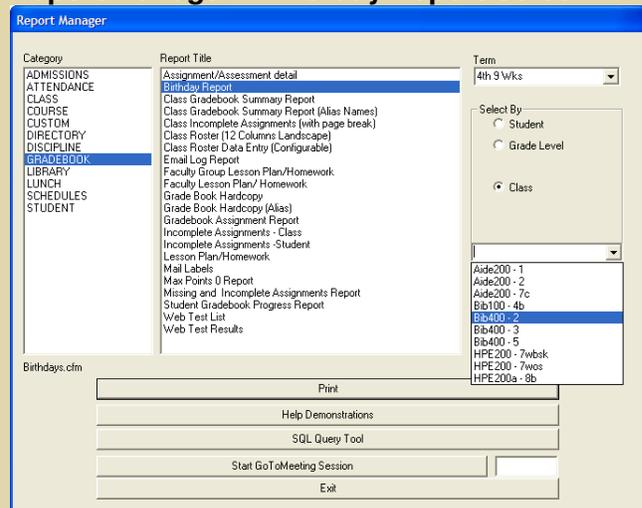
5. From the drop-down window, select the grade or class desired.

6. Click the **Print** button. This will produce a web-page containing the formatted report.

7. Click the **Print Icon** in your browser menu to print a hard-copy of the report.

8. In the **Select By** window, click the **Grade Level** or **Class** option button.

   — A selection of **Grade Level** will produce a list of grades in the drop-down window.

   — A selection of **Class** will produce a list of classes.

Instruction – How to run and print a Class Roster

1. Click **Report Manager** from the Main Menu.

2. Select **Class** in the **Category** window.

3. Select **Class Roster** in the **Report Title** window.

4. Note the **Select By** window is blank. When this is blank, click the **Print** button.

5. Click the **Class** for which you want a **Class Roster**. Note that you can request multiple classes by holding down the **Ctrl** key while clicking on a **Class** from the **Class List.**

6. Click the arrow pointing to the right to move the classes to the **Print List** window**.**

7. In the **Term** drop-down box, select the term for the class roster you desire

8. Click the **Print** 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.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Class Roster Screen
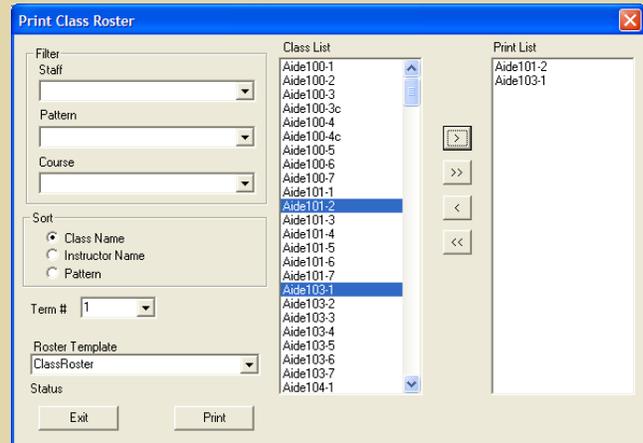
Exercise 9:

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. Note the **Select By** window is blank. Click the **Print** button.
5. In the **Filter** area, select a report by **Grade Level**.
6. From the drop-down window, select the grade level desired.
7. The list of students for that grade level will appear in the **Student List** window.
8. Click the double-arrow pointing to the right to move all students to the **Mail Labels** list.
9. Click the **Print Mailing Labels** button. This will produce a web-page containing the formatted mailing labels.

Mail Labels Screen

Help Demonstrations

RenWeb provides a number of online help demonstrations covering common tasks that you can request on demand. They are very short in duration to make them convenient to review, should you need a quick refresher on how to complete a task. They are intended to augment this training handout, which you should keep for future reference.

The help demonstrations are organized by category in RenWeb and are selected in the same manner that reports are selected. Videos provided include Taking Attendance, Documenting Discipline Items, Setting Up Your Grade Book, Creating Categories and Assignments, Documenting Lesson Plans, plus many more.

Selecting and Running Help Demonstrations

Explanation

- Like reports, Help Demonstrations are organized in Categories.
- Within each Category are listings of demonstrations available for viewing.
- Demonstrations are narrated, streaming videos of RenWeb screens as the instructor leads you through the screen navigation and data entry.
- Because they include audio, you will want to make sure you have the speaker on your PC turned on.
- Once the video finishes, you can simply close the web browser that contained the video. Nothing is stored on your computer.
- The following is a list by Category of available Help Demonstrations that you may find most hopeful:

  — **Administration**
    Email

  — **Attendance**
    Attendance Reports
    Taking Attendance

  — **Grade Book**
    Creating Categories and Assignments
    Editing Assignment Grades
    Grade Book Calculation Methods
    Grade Book Setup
    Grading in RenWeb
    Documenting Lesson Plans
    Transferring Lesson Plans

  — **Report Cards**
    Calculating Report Card Grades
    Loading Grades from Grade Book
    Manual Report Card Grades
    Printing Report Cards and Transcripts

— **Report Manager**
   Running Attendance Reports
   Creating Mail Labels
— **Staff**
   TeachersWeb
— **Students**
   Creating Discipline Events
— **Support**
   Instructions for Installing RenWeb

Instruction – How to select and run Help Demonstrations

1. From the Main Menu, click the **Report Manager** button.
2. Click the **Help Demonstrations** button.
3. Click the **Category** from the selection list for the demonstration you desire.
4. The **Demonstrations** window will then list the Help Demonstrations associated with the category selected.
5. Select the Help Demonstration desired.
6. Click the **Show Demonstration** button.

Demonstration – Running the Taking Attendance Help Demonstration

1. From the Main Menu, click the **Report Manager** button.
2. Click the **Help Demonstrations** button.
3. Click the **Attendance** category.
4. Click the **Taking_Attendance** demonstration.
5. Click the **Show Demonstration** button.

NOTE: Only the first part of this video applies to faculty.

Help Demonstrations Screen
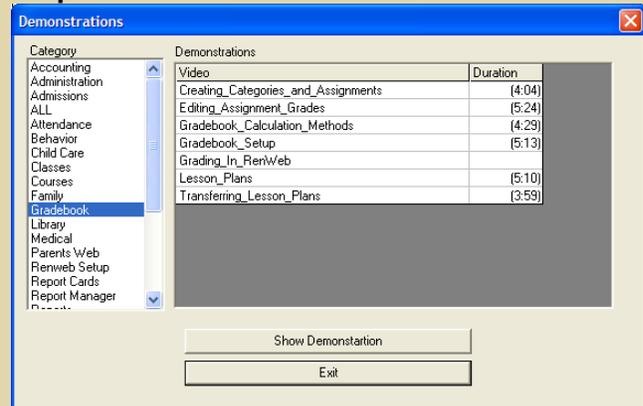
Help Demonstrations – Attendance Screen
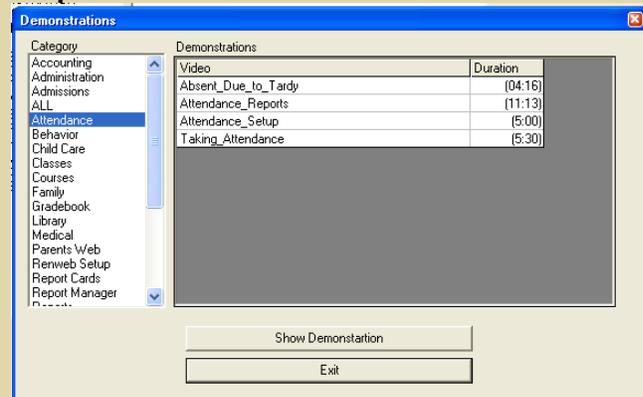
Report Cards

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 (*)** check box 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 entering them by hand.

- When entering by hand, 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 entering by hand, 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. Click the **Class Report Card** button on the Main Menu.
3. Select the class in the **Class** drop-down list box.
4. Select the **Grades** tab.
5. Click the **Load Grades from Grade Book** button. The Grade Book Load dialogue box will appear.
6. Select the term you are loading from the **Term** drop-down window.
7. Select whether you want a **Letter** or **Number** grade recorded on the report card.
8. If you selected **Number**, enter the number of decimal places to display.
9. Click the **OK** button.

Grade Book Load Screen

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

1. Click the **Class Report Card** button on the Main Menu.
2. Select the class in the **Class** drop-down list box. All students enrolled in the class will be listed on the screen.
3. Select the **Grades** tab.
4. Click the cell of the grid where the grade is to go and type in the grade.
5. Press **Enter** or use the arrow key to move to the next cell and type the remaining grades.
6. Click the **Fill** button to load the last entry down the rest of the column. 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. Click the **Student Report Card** button on the Main Menu.
2. Select the student in the **Student** drop-down list box. 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 the cell of the grid where the grade is to go and type in the grade.
5. Press **Enter** or use the arrow key to move to the next cell and type the remaining grades.
6. Click the **Save** button.

Class Report Card Screen

Student Report Card Screen

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 when you want to enter grades for a single skill for all your students at one time.

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

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

1. Click the **Class Report Card** button on the Main Menu.
2. Select the class in the **Class** drop-down list.
3. Click the **Skill** tab. A Skill Set drop-down box will appear.
4. Select the **Skill Set** to be graded from the drop-down list.
5. Verify that the correct **Term** tab is selected.
6. Click in the cell and type the skill grade.

NOTES:

- Move to the next cell by pressing **Enter** or using the arrow keys.

- 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 the **Skill Set Grades** button.
3. Select the student from the **Student** drop-down list.
4. Verify that the correct **Term** tab is selected.
5. Click in the cell and type the skill grade.
6. Press **Enter** or use the arrow key to move to the next cell and type 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 the **Copy to All Students** button to populate the S for all students.
- You can view authorized grade values (i.e., S, N, +, -) by clicking on the **Codes** button.
- 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 in the **Class** drop-down list found on the Report Card screen.
2. Click the **Citizenship** tab.
3. Verify that your **Term** tab is on the correct term.
4. Type in the citizenship grade.
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

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 in the **Class** drop-down list found on the Report Card screen.
2. Select the **Comments** tab.
3. Verify that your **Term** tab is on the correct term.
4. Click 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 the **OK** button.
6. You can edit the comment by clicking on the cell again and begin typing.
7. Click the **Save** button.

Report Card – Comment Codes Screen

Edit Comments Screen

Instruction – How to enter Class Comments

1. Select the class in the **Class** drop-down list found on the Report Card screen.
2. Select the **Comments** tab.
3. Click the **Class Comments** button.
4. Type in your comments for the appropriate term.
5. Click **Save** when finished.

Instruction – How to use Preset Comments and Comment Codes

1. Select the class in the **Class** drop-down list found on the Report Card screen.
2. Select the **Comments** tab.
3. Verify that your **Term** tab is on the correct term.
4. Click the **Codes** button. 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 the preset **Comment** in the 2nd 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 the preset **Comment Code** in the 1st 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 another preset comment code in the 1st 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.

Class Comment Screen
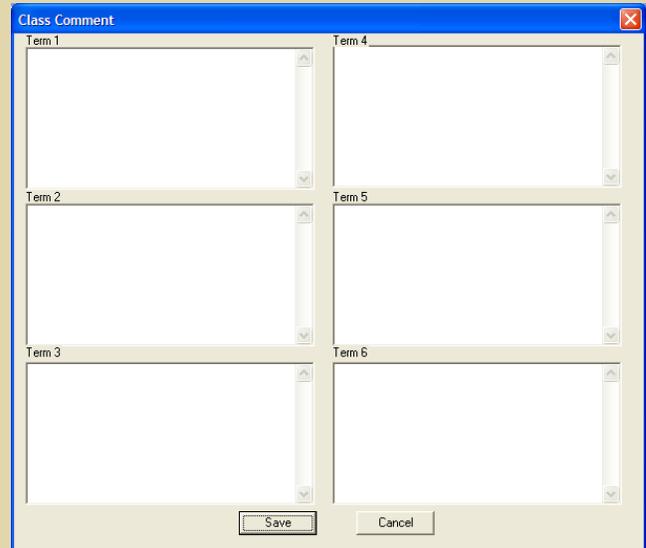
Report Card – Preset Comments Screen
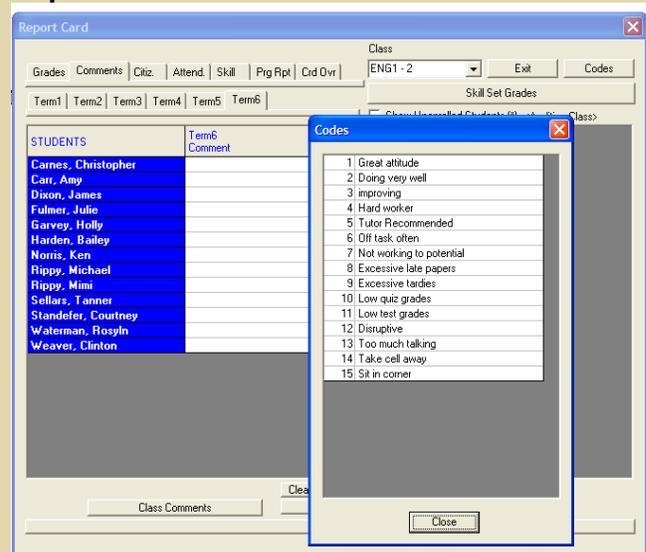
Recording and Calculating Semester, Exam and Final Grades

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. Click the **Class Report Card** button on the Main Menu.

2. Select the class in the **Class** drop-down list box.

3. In the **Semester Exam** column of the Report Card screen, type the exam grades for each student.

    NOTES:

    - For the calculation to work properly, you must type 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.

Calculate Grades Screen

---

5. Click the **Calculate Grades** button.

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.

10. Administration may now print report cards for the entire school with the click of a button!

Calculate Grades Screen

Installing RenWeb on Your PC at Home

One of the powers of RenWeb is that you can access RenWeb from home as easily as from school – provided you have a PC and Internet connection. Dial-up access works well from home; however, high-speed Internet is preferred. You will notice the biggest difference when you do the initial download of RenWeb onto your PC at home.

Please note that RenWeb does require Windows XP or higher. It is not supported on a Mac. We do offer a separate browser-based version of RenWeb that will work on a Mac; however, the look and feel will be quite different, and performance is slower. Ask school administration or your IT support to contact RenWeb, and we can provide instructions for Mac users who want to use the browser-based solution from home.

Explanation

- The initial installation of RenWeb is something you will do only once.
- When future upgrades are released, we will provide you a link, which will provide you upgrades using an upgrade wizard.

Demonstration – How to install RenWeb

1. Go to **www.renweb.com**.
2. Click the **Support** tab.
3. Click the **Downloads** tab.
4. Click the **Full RenWeb Install – Click Here** link.
5. At the prompt "Do you want to run or save this file?" click **Run** or **Open**.
6. Once the file has downloaded, you may see a message "The publisher could not be verified. Are you sure you want to run this software?". Click **Run**.
7. When the installation wizard starts, follow its prompts. The wizard will automatically create an application shortcut on your **Desktop** and **Start** menu that launches RenWeb.
8. We recommend that all administrators also request when prompted the additional **Start Menu Program folder** shortcuts for access to other RenWeb tools.
9. You may also create a **Quick Launch toolbar** in your task tray by selecting that option when prompted.
10. Upon completion, you have the option to view the updated **Readme** file for information regarding the latest release. Click the **Launch RenWeb.com** button to launch the application directly.

Vista Users:

An additional step is necessary to "register" RenWeb with Vista.

1. When you run the program for the first time, RenWeb will configure components required for certain areas of the program, including grade book, email and some reports. If you are running Vista, you will need to hold down the keyboard shift key and right-click the shortcut and choose "Run as …" (second item

from top of pop-up window list). Next select "Allow …" from Windows pop-up and then log in to RenWeb. This process allows final components to register properly and install to complete. (This needs to be done only the first time the program is run.)

2. The first time you run the program, you will be prompted for your District ID. You should get these codes from your local system administrator. Enter the codes into the appropriate box and then select **Save**.