



POP-Grades! CMS – Classroom Management System

If you do not know how to access your grade book, jump to section H in this manual.

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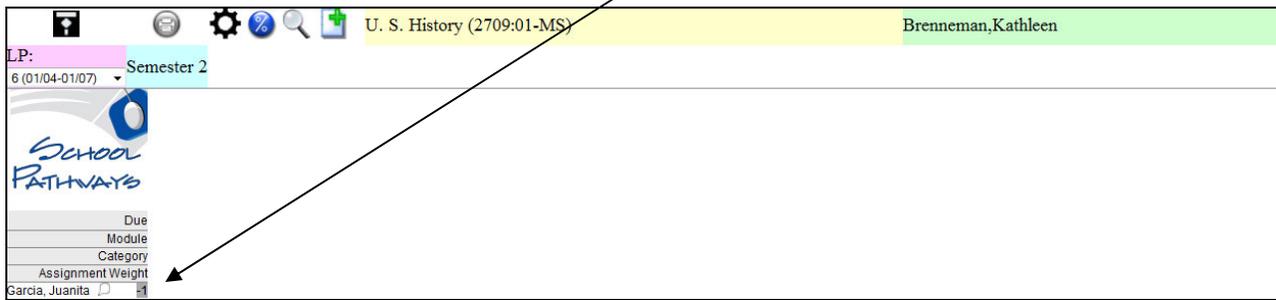
A. Grade Book Setup

1. Click on the semester grade book for the class you want to start with. We'll start with U. S. History here. Grade books are either by reporting period or by the year. This is a setting completed by the school administrator. All classes must have a curriculum to use the grade book. If you don't have a gradebook set for your class, contact your school administrator or call School Pathways toll-free at 866-200-6936.

The screenshot displays three class entries in a list:

- Food and Nutrition (4361:01-MS)** (Edit)
 - Schedule: MTWR 9:00-9:55
 - Curriculum: [Food and Nutrition](#)
 - Gradebook(s) **Semester 2**
- Algebra 1 (2430:02-MS)** (Edit)
 - Schedule: MTWR 10:00-10:55
 - Curriculum: [Algebra - 1](#)
 - Gradebook(s) **Semester 2**
- U. S. History (2709:01-MS)** (Edit)
 - Schedule: MTWR 1:35-2:30
 - Curriculum: [U.S. History](#)
 - Gradebook(s) **Semester 2** (This link is circled in red)

2. The Grade Book will open in a separate Internet tab. Students registered for the class will populate the grade book. This grade book has one student.



Use the symbols across the top of the page to get started.



SAVE



GRADE BY PERCENT (letter grades) OR POINTS



PRINT



FIND MISSING ASSIGNMENTS, VIEW/GRADE ATTACHMENTS



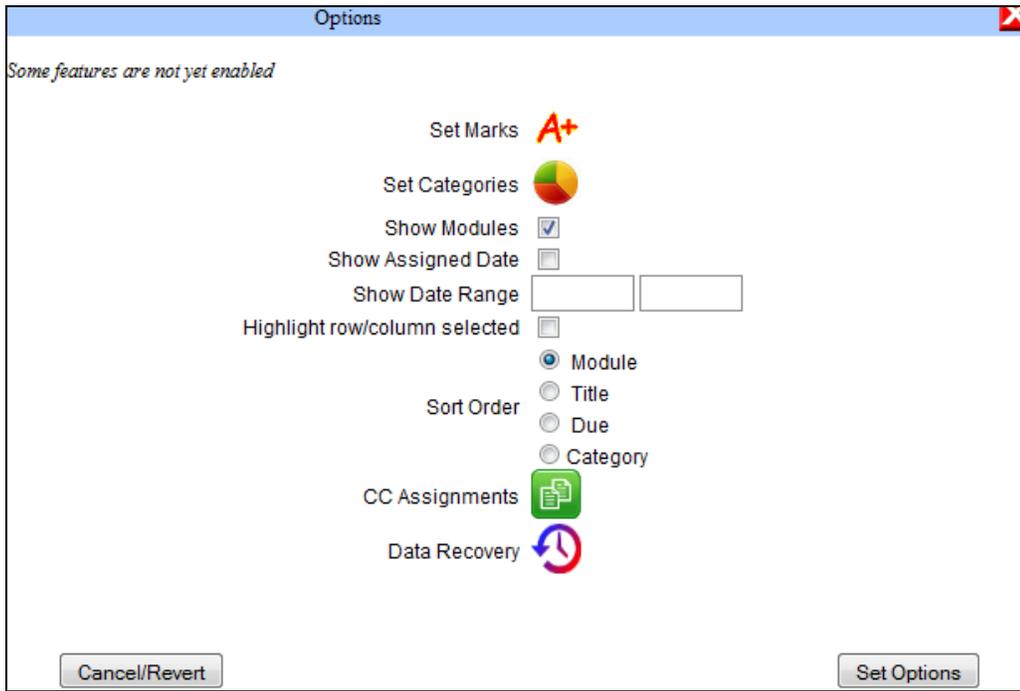
OPTIONS



ADD ASSIGNMENTS



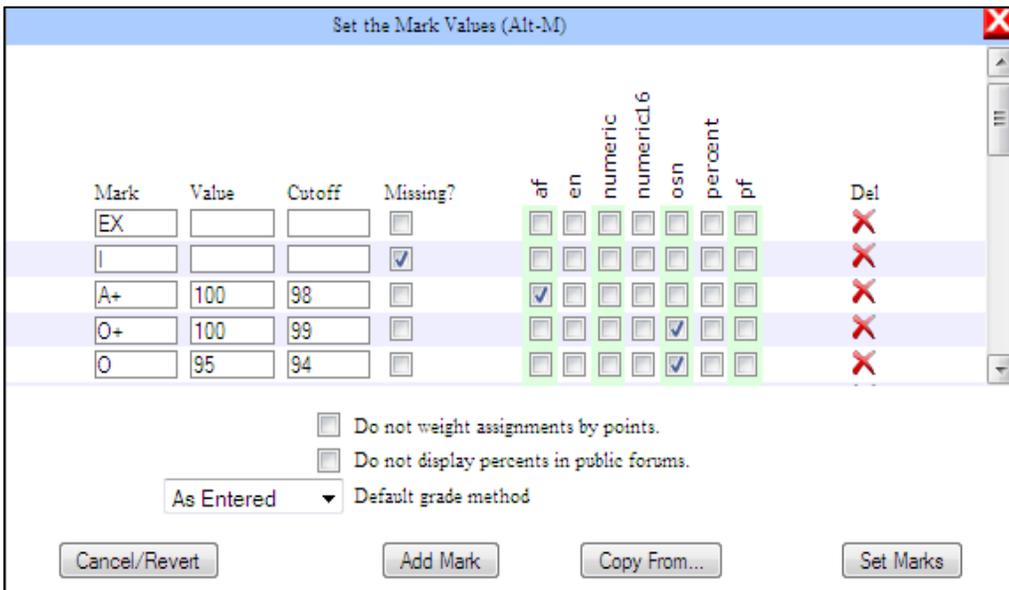
3. Click on the  to open the Options page.



3-1. A+ Set marks you will use. Marks are preset by the school's default grades. You can adjust and

personalize your grades to meet the criteria of each of your classes.

You can set:



1. Mark: the mark symbol
2. Value: The absolute value of the mark.
3. Cutoff: The lowest value the mark can have.
4. Missing: Check if the mark means an assignment is missing. The grade book box will show light red if you've entered a mark checked

“is missing.”

5. The category the mark fits into. Check all that apply.

Then you can choose how you want your grades displayed:

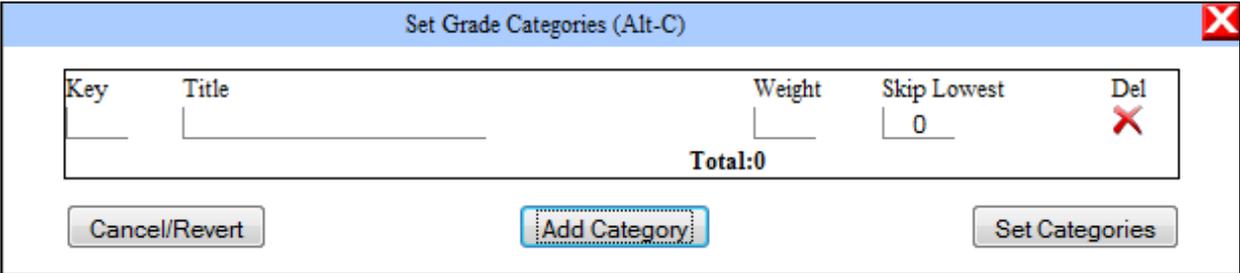
- Do not weight assignments by points.
- Do not display percents in public forums (student portal)
- Default grade method. How do you want your grades displayed in the grade book and the student portal.

Finally:

1. if you want to copy your marks FROM another grade book you have already set up in another class, you can choose the COPY FROM button.
2. If you want to add a new mark, click ADD MARK and a new row of boxes will appear at the bottom.
3. Click SET MARKS to save your updates.

3-2.  **Set Categories** for grading (tests, quizzes, homework, participation, etc) by entering a key code and then a title. Also add the % weight of the category. For example, tests might be worth 30% of your final grade. All categories totaled must equal 100%. Click in the **TOTAL** area to get your updated total. You do not have to enter categories. If you do set categories, you must choose one when you enter a set of grades so your grades calculate correctly.

Click **SET CATEGORIES** when you have completed add all categories.



Key	Title	Weight	Skip Lowest	Del
			0	X

Total:0

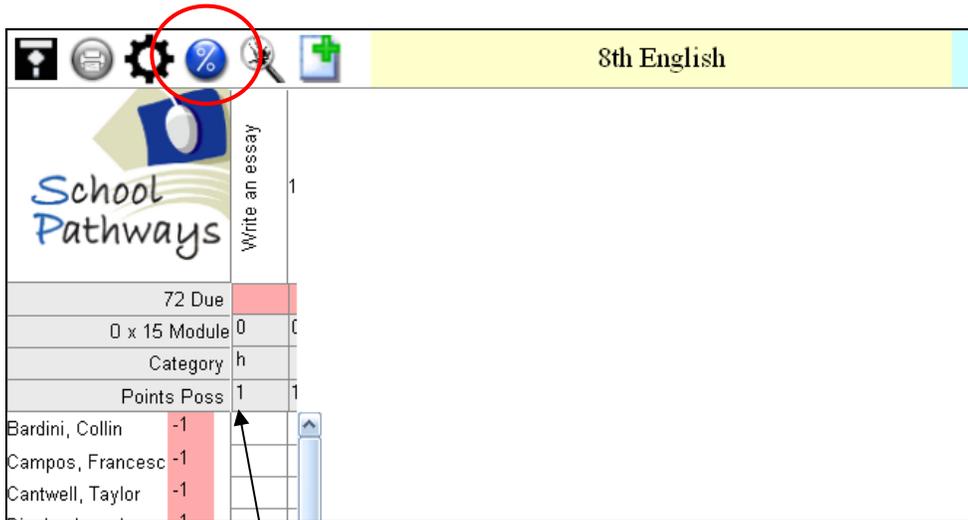
Buttons: Cancel/Revert, Add Category, Set Categories

3-3. Decide how you want to handle the other grading options by entering checks in the boxes.

- Do you want the module row to show in the grade book? *If assignments and grades go to ReportWriter, these are important. Check this box.*
- Show the date the assignments were made?
- Show the Date Range – this allows you to view only assignments made during a specific set of dates – not all assignments. It just narrows the amount of grades visible. For example, you might want to see just quarter 2 grades.
- When entering grades, do you want the row and column to highlight as you go?
- How do you want your assignments sorted? by
 - Module (usually only used when students are enrolled in ReportWriter or the PLS)
 - Title
 - Due Date (most typical option)
 - Category type

Click SET OPTiONS when you have completed your choices.

3-4. Using Percents vs. Points.



If you are using percent grades, leave the blue % button at the top left as is. This is used when calculating grades entered as A, B, C-, or 80%, 72% etc.

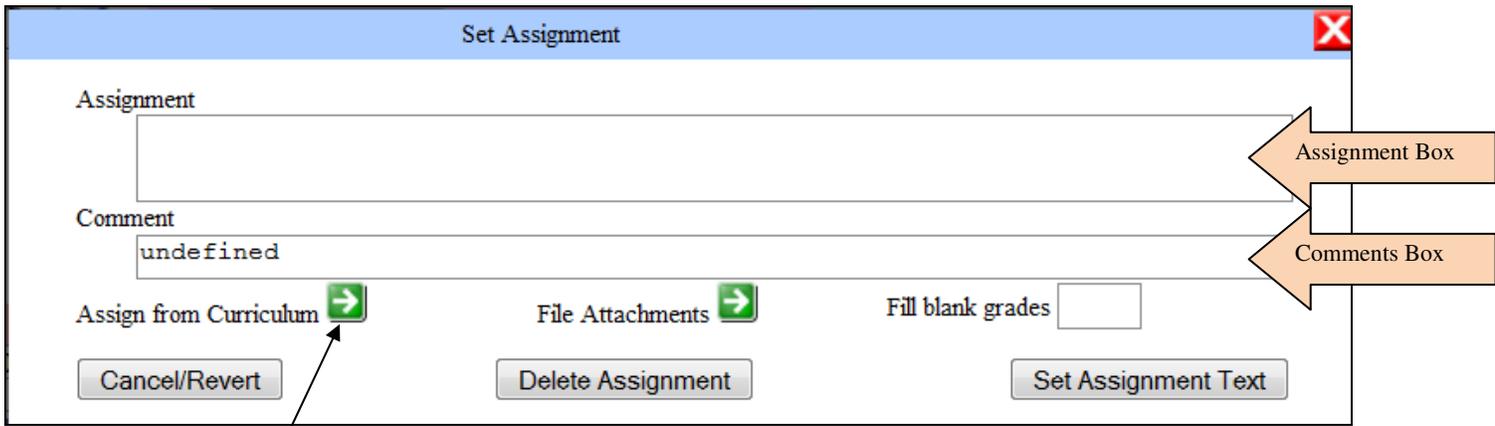


If you are entering your grades as points (4/10 - student earned 4 points out of 10 possible) you will add the points possible on the top row and enter the grades, in points, the students earned. You must also change the blue % button to the brown POINTS button. Just click on it to change the button.

B. Enter assignments and grades into the grade book



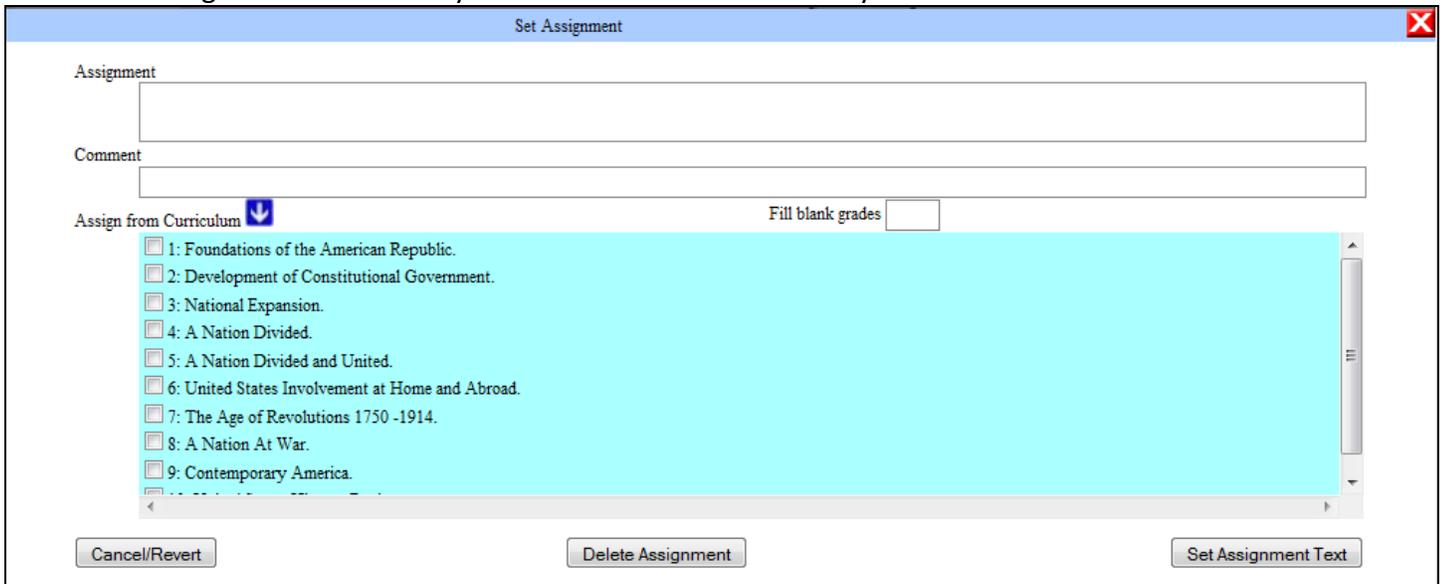
1. Enter Assignments by clicking on the green plus icon. Assignments can be customized by typing them directly into the assignment box.
2. You can auto-enter a grade for each student by entering a grade in the "Fill blank grades" box.
3. You can enter a comment that refers to the assignment at this time also. This will show in the Student/Parent Portal.
4. Assignments can be simple such as "Personal Essay" or more descriptive such as "Write an essay about you that is at least 3 paragraphs in length." After a save, you can hover over each assignment box in the grade book to see the complete text.
5. Click SET ASSIGNMENT TEXT button to insert the assignments into the grade book.



Using your master curriculum assignments>>>

If your students are also enrolled in ReportWriter or the PLS, assigning from a set curriculum is a great tool. All assignments are already set to modules. If you make a custom assignment, enter the module number you want the assignment to fall under. Do not leave at Module 0.

1. Click on the green arrow to see your master curriculum listed by module.



Check a box to the left of the module # to expand – this allows you to view each assignment in this module.

Assignment

Identify different eating patterns; discuss how nutritional needs can be met through meals and snacks.

Comment

undefined

Assign from Curriculum  File Attachments  Fill blank grades

- 3: The Nutrients You Need: The Role of Nutrients; Carbohydrates, Fiber, and Proteins.
- 4: The Nutrients You Need: Vitamins, Minerals, and Water; How Your Body Uses Food.
- 5: Guidelines for Good Nutrition: Dietary Guidelines; The Food Guide Pyramid; Separating Fact from Fiction.
- 6: Planning Daily Food Choices: Daily Meals and Snacks; Improving Your Eating Habits.
 - Identify different eating patterns; discuss how nutritional needs can be met through meals and snacks.
 - Identify different eating patterns; discuss how nutritional needs can be met through meals and snacks.
 - READ: Section 4.1 - Daily Meals and Snacks on pp. 113-117.
 - COMPLETE: Section 4.1 Review on p. 117.
 - COMPLETE: Section 4.1 Review on p. 117.

You cannot delete assignments with evaluations in them.

Entering Grades >>>

1. Dark **RED** signifies an error. Typical errors are a missing due date, incorrect due date, or missing pts. possible when grading by points.

2. To see the full text of the assignment, hover your mouse over the assignment title.

8. Enter the DUE DATE for this assignment - if the box stays red, it's not a day the class is scheduled to meet. You can enter due dates by clicking on the > or < keys on your keyboard. Using these keys will limit your dates to actual dates in the class calendar. You can also copy and paste from one due date box to another.

9. Modules are used for the ReportWriter or PLS - independent study program. If you are not using ReportWriter or the PLS, hide the module section (set in Options). If you are using RW or the PLS, enter the module number you want this assignment to fall under on the Assignment and Work Record.

10. Enter the Category of the assignment (test? homework? participation?). If you are not using categories, this row will not show in the grade book.

11. Enter the points possible or the grade by the method you have chosen. Missing grades (blanks) are not counted against the student average.

12. Click Save icon  ***It is best to use the save icon rather than X out the grade book. Some items cannot be saved using the X on the tab!!***

Algebra 1 (2403:SS) (2403:SS)
LP: 1 (06/07-06/25)

School Pathways Course Syllabus

Due	06/08
Module	1
Category	H
Assignment Weight	10
Brown, Melissa	-1
Rivero, Jose	-1
Rubenstein, Mic	-1
Student, Julie	-1
Averages	

C. Sending Messages and Attachments to the Portal

You can also send messages and link attachments to assignments to be viewed in the student portal.

Step 1: Click on an assignment that has already been entered and SAVED.....

Food and Nutrition (4361:01) (4361:01) Brenneman, Kathleen
LP: 1 (08/18-09/10) Semester 1 (Fall)

School Pathways Course Syllabus

Due	08/18
Category	
Points Possible	1
Findley, Rick	-1
Goldsmith, Larry	-1
Hocker, Jessica	-1
Johnson, Sarah	-1
Langley, Robert	-1
Lauer, Cory	-1
Rezinas, Krister	-1
Schlegel, Jack	-1
Stafford, Chris	-1
Student, Ala	-1
Student, Johnny	-1
Student, Kris	-1
Student, Sarah	-1
Vermeer, Todd	-1
Averages	

STEP 2: and then on the **File Attachments** arrow.

Set Assignment

Assignment
COMPLETE: Section 5.4 Review on p. 158.

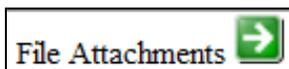
Comment
undefined

Assign from Curriculum File Attachments Fill blank grades

Cancel/Revert Delete Assignment Set Assignment Text

You cannot delete assignments with evaluations in them.

Step 3: Click the File Attachments



Step 4: Add a new message by clicking on the green

Set Assignment

Assignment
COMPLETE: Section 5.4 Review on p. 158.

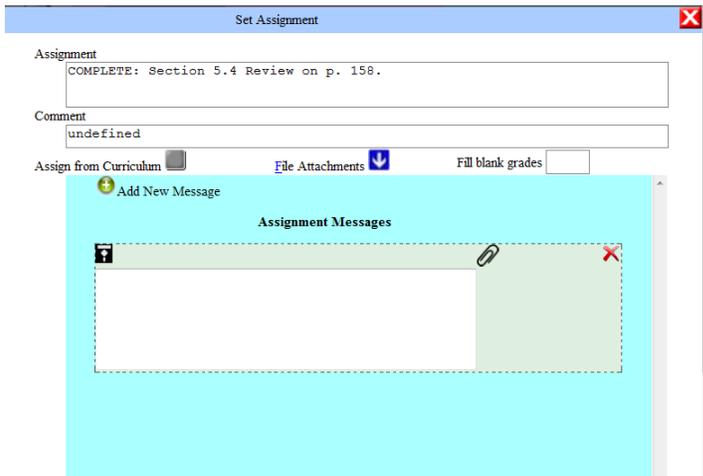
Comment
undefined

Assign from Curriculum File Attachments Fill blank grades

Add New Message

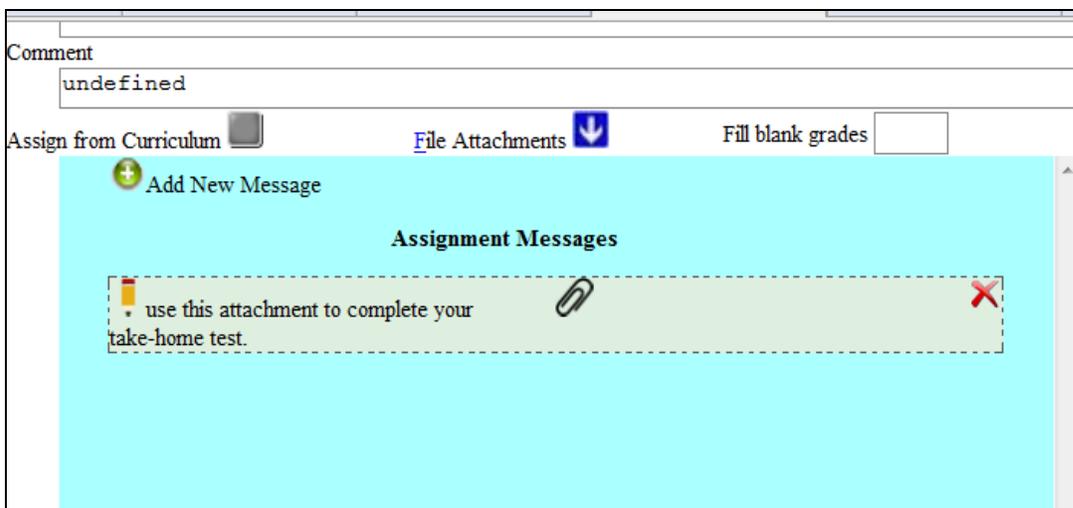
Assignment Messages

Step 5: Type in your message – SAVE using the black save icon



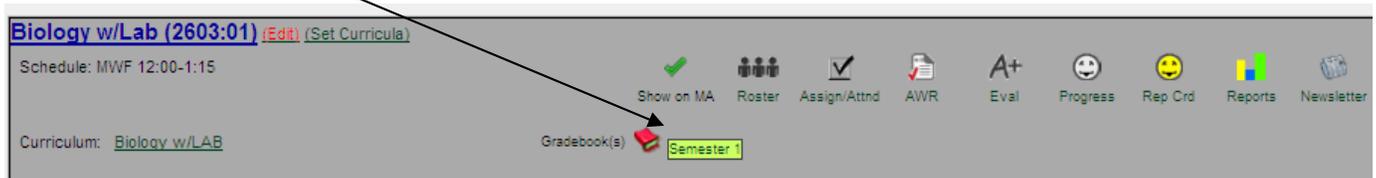
Step 6: Want to attach a document? Click on the Paperclip and browse your computer you're your document.

Step 7: Click **SET ASSIGNMENT TEXT**.



D. Retrieving messages sent from students or parents to the teacher.

You will know if assignments or messages are in your grade book ready to be viewed because your grade book will be highlighted.



Step 1: Open your grade book and click on the magnifying glass two times.

Biology w/Lab (2603:01) (2603:01)																
LP: 1 (08/03-08/14)																
SCHOOL PATHWAYS	Class Handout	Test Chapter 1 I	Workbook Assia	Class Svllabus	New Assiament	COMPLETE: Ouit	Assiamment X	Reading Assiamr		x	Lona Term Assic	Class discussior	Read Chapter 2	LAST ASSIGNMI	final grade	
Due	08/10	08/10	08/12	08/14	10/05	10/05	10/05	10/05	10/05	10/05	10/05	10/05	10/07	10/09	10/09	
Module	1	1	1	1	0	2	0	0	0	0	1	1	1	2	0	
Category	P	T	P	H	P	T					H	P	P	H	T	
Points Possible	12	15	15	10	10	20	1	1	1	1	1	10	15	10	1	
Barton, Amanda	A+	12	15	15	10	10	25	EX	AB			1	10	EX	10	1
Boyles, Sarah	A	8	15	12	10	10	25	EX	I		1	A	10	NG	9	1
Findley, Rick	A-	9	15	12	10	5	25	EX				1	10		9	1
Goldsmith, Larr	A	8	15	12	10	10	25	EX				1	10		9	1

Any assignment that has come back from the portal will be highlighted.

Light Orange – New! assignment has not been viewed by teacher.

Dark Orange – assignment has been viewed but no grade has been entered.

Bright Green – assignment has been viewed and a grade has been entered.

Biology w/Lab (2603:01) (2603:01)															McCarthy, Shawn			
LP: 1 (08/03-08/14)															Semester 1			
SCHOOL PATHWAYS	Class Handout	Test Chapter 1 I	Workbook Assia	Class Svllabus	New Assiament	COMPLETE: Ouit	Assiamment X	Reading Assiamr		x	Lona Term Assic	Class discussior	Read Chapter 2	LAST ASSIGNMI	final grade			
Due	08/10	08/10	08/12	08/14	10/05	10/05	10/05	10/05	10/05	10/05	10/05	10/05	10/07	10/09	10/09			
Module	1	1	1	1	0	2	0	0	0	0	1	1	1	2	0			
Category	P	T	P	H	P	T					H	P	P	H	T			
Points Possible	12	15	15	10	10	20	1	1	1	1	1	10	15	10	1			
Barton, Amanda	A+	12	15	15	10	10	25	EX	AB			1	10	EX	10	1		
Boyles, Sarah	A	8	15	12	10	10	25	EX	I		1	A	10	NG	9	1		
Findley, Rick	A-	9	15	12	10	5	25	EX				1	10		9	1		
Goldsmith, Larry	A	8	15	12	10	10	25	EX				1	10		9	1		
Johnson, Sarah	A	9	15	12	10	10	25	EX				1	10		9	1		
Langley, Robert	B+	8	15	9	10	6	25	EX				1	10	1	9	1		
Lauer, Ryan	D-															1		
Moreno, Lisa	A-	9	15	8	10	10	25	EX				1	10	1	9	1		
Averages		75	100	76.2	100	87.1	125				60	65	100	60	91.4	60		

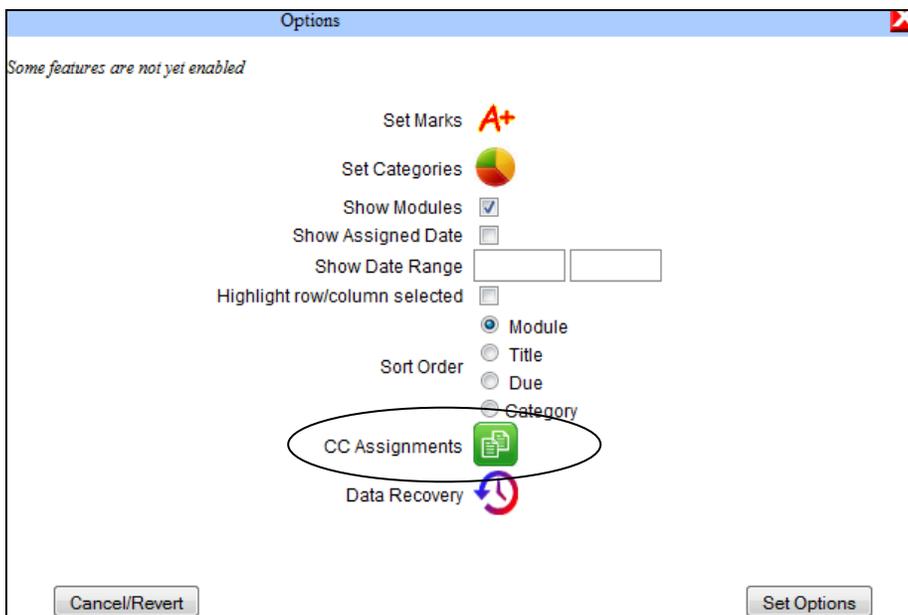
Assignment Details

Select a student's homework cell

When the teacher sends a message to the portal or attaches work, the gray checkmark turns green.

	Identify different	COMPLETE: Se	READ: Section	READ: Section	Explain whv the	COMPLETE: Se	COMPLETE: Se	Describe the fo	READ: Section	Identify different	COMPLETE: Se	READ: Section	COMPLETE: Se	READ: Section	COMPLETE: Se	Nutrients Ouriz	COMPLETE: Se	
44 Due	01/05	01/06	01/07	01/07	01/07	01/07	01/07	01/07	01/07	01/07	01/07	01/11	01/11	01/12	01/13	01/15	01/19	01/20
Module	6	6	5	8	8	5	6	5	6	6	6	4	4	4	4	4	9	0

E. Copy Assignments to Another Grade Book



Click the OPTiONS icon

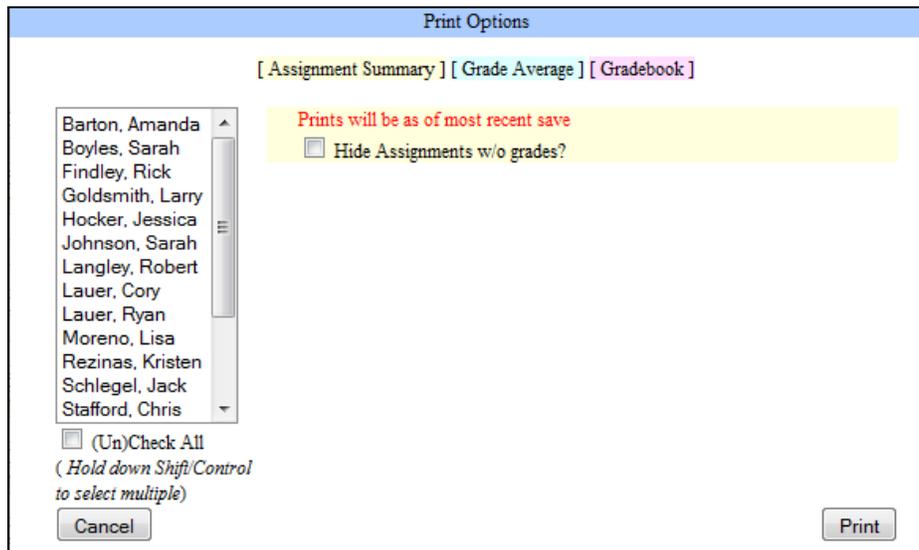
Click the green CC Assignments icon. This will copy any assignments in the current grade book not already in the new class grade book.

F. Printing Options



There are currently two printing options.

1. Assignment Summary is the default print method. This is an individual student report that shows all assignments and grades.
 - a. Click a student's name or
 - b. Click the "Check All" box at the bottom of the student list to choose all students in the grade book or
 - c. Hold down the Ctrl key on your keyboard to choose specific students.
 - d. Choose if you want to hide assignments without grades.
 - e. Click Print.



You can also print an individual Assignment Summary by clicking on the average grade from the student roster.

Due	08/04	08/05	08/10	08/11	08/12	08/14	08/18	08/18	08/18	08/18	08/18	12/03
Category	H	H	T	T	T	T	T	H	H	H	H	H
Points Possible	10	15	10	10	10	10	10	10	10	10	10	1
Barton, Amanda	P 10	11	10	11	8	6	7	5	5	5		
Boyles, Sarah	P 10		10	10	10	6	9	9	9	9		
Findley, Rick	P 10		10	10	10	6	9	5	5	5		AB
Goldsmith, Larr	P 10		10	10	10	6	9	9	9	9		
Hocker, Jessica	P 10		10	10	10	10	10	10	10	10	10	
Johnson, Sarah	P 10					6	9	5	5	5		
Langley, Robert	P 10					6	9	9	9	9		
Lauer, Cory	F 10	15	10	10	10	10	10	10	10	10	10	
Lauer, Ryan	F 10	11	1	1	1	1	1	5	5	5		
Moreno, Lisa	P 10						9	9	9	9		
Rezinias, Kristen	P 10	10	10	10	10	10	10	10	10	10	10	
Schlegel, Jack	F 10	11	1	1	1	1	1	5	5	5		
Stafford, Chris	F 9	8	1	1	1	1	1	9	9	9		
Student, Ala	F 10	10	1	1	1	1	1	5	5	5		
Student, Johnny	F 7	8	1	1	1	1	1	9	9	9		
Student, Kris	F 6	5	1	1	1	1	1	5	5	5		

2. Class Grade book. Click on the words highlighted in pink.
 - a. Choose to print by last name, first name, student ID (which you can choose to randomize).
 - b. Choose to print just specific assignment dates (optional)
 - c. Choose how many students and assignments to show on a page
 - d. Print

Print Options

[Assignment Summary] [Grade Average] [**Gradebook**]

Barton, Amanda
Boyles, Sarah
Findley, Rick
Goldsmith, Larry
Hocker, Jessica
Johnson, Sarah
Langley, Robert
Lauer, Cory
Lauer, Ryan
Moreno, Lisa
Rezinaz, Kristen
Schlegel, Jack
Stafford, Chris

Gradebook / Grid Report This report is in Beta!
Report bugs to ben@schoolpathways.com

Last Name Assignments between: _____ and _____
 First Name (leave blank for all)
 Student ID
 Random Order

Assignments: 12 on first page, 16 on following pages.
Students: 20 on first page, 30 on following pages.

(Un)Check All
(Hold down Shift/Control to select multiple)

Cancel Print

G. Editing a Class Curriculum

You can edit your class master curriculum if you have permissions set by the school AND the curriculum is set in the system as created for/by you.

Site Home | Administration | Learning Center | Teacher Pages | Parents - Students | Help | Logout

Milestone Summer School : Administration

SimpleSearch: Student | [enter search text]

Schoolyear (# of classes)
2009 - 2010 | Caswell, Bryce | Refresh List

Leaning Center : Milestone Summer School

Milestone Summer School	Classes In Session: 1	Class Registrations: 4	Students: 4
CA	Public Registration: Open	Caswell, Bryce	
	Office Hours:		

Algebra 1 (2403:SS) (Edit) (Set Curricula)

Schedule: MTWRF 8:00-11:59

Show on MA Roster Assign/Attnd AWR Eval Progress Rep Crd Reports Newsletter

Curriculum: Algebra - 1 Gradebook(s) Summer Session

* Classes with a dark grey background are not currently open

Click on the curriculum name.

You'll see the master curriculum and the ability to Edit or add more Standards.
See user manual "LMS – Editing the Master Curriculum" for details.

The screenshot shows the 'Course Curriculum' page for 'Algebra - 1'. At the top, there is a navigation bar with links: Site Home, Administration, Learning Center, Teacher Pages, Parents - Students, Help, and Logout. Below the navigation bar, there is a search bar and a breadcrumb trail: Milestone Summer School : Administration. The main content area is titled 'Course Curriculum' and contains a table with columns for 'Name' and 'Course Code'. The 'Name' column contains 'Algebra - 1' and the 'Course Code' column contains '1'. To the right of the table is a 'Done' button. Below the table, there is a section for 'Add New Module'. Under 'Module 1', the title is 'Functions and Patterns: Modeling Relations; Representing Relations; Representing Functions.' To the right of the title are links: 'Del (Standards) (Edit) (Tests)'. Below the title, there are sections for 'Objectives' and 'Assignments'. The 'Objectives' section contains two items: '1. Represent relations as sets of ordered pairs, tables, mappings, and graphs; find the inverse of a relation.' and '2. Determine whether a relation is a function; find function values.' The 'Assignments' section contains ten items, including '1. READ: Unit 2 - Linear Functions on pp. 138-139.', '2. COMPLETE: Foldables Study Organizer - Functions and Patterns on p. 140.', '3. COMPLETE: Get Ready for Chapter 3 on p. 141.', '4. READ AND COMPLETE: Explore 3-1: Algebra Lab - Modeling Relations on p. 142.', '5. READ AND COMPLETE: Section 3-1: Representing Relations on pp. 143-145.', '6. COMPLETE: Check Your Understanding on p. 146.', '7. COMPLETE: Exercises on pp. 146-148.', '8. CHAPTER 3 RESOURCE MASTERS: Complete Practice on p. 9.', '9. READ AND COMPLETE: Section 3-2: Representing Functions on pp. 149-151.', and '10. COMPLETE: Check Your Understanding on p. 152.'

H. How do I get to my class Grade Book?

The Internet browser best supported by SpSIS is **Mozilla Firefox**. You can download Mozilla Firefox quickly and free by going to www.getfirefox.com. You can continue to use your other browsers (Internet Explorer, Safari, Google Chrome, etc.) for all your other Internet needs

1. The Internet address for SpSIS is www.spsis.com
2. Click the Learning Center tab.

The screenshot shows the header of the School Pathways SIS website. At the top right, there is a logo for 'School Pathways SIS' with a blue square icon containing a white 'S'. Below the logo is a navigation bar with links: Site Home, Administration, Learning Centers, Teacher Pages, Parents - Students, Help, and Logout. Below the navigation bar, there is a 'Contact Information' box on the left with the following text: 'School Pathways', 'PO Box 1834', 'Portola, CA 96122'. To the right of the contact information box is a large orange arrow pointing upwards. To the right of the arrow is the text 'School Pathways SIS' and 'Welcome to the School Pathways SIS.' On the far right, there is a small photo of a woman smiling.

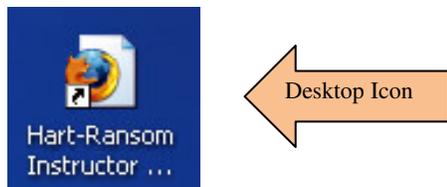
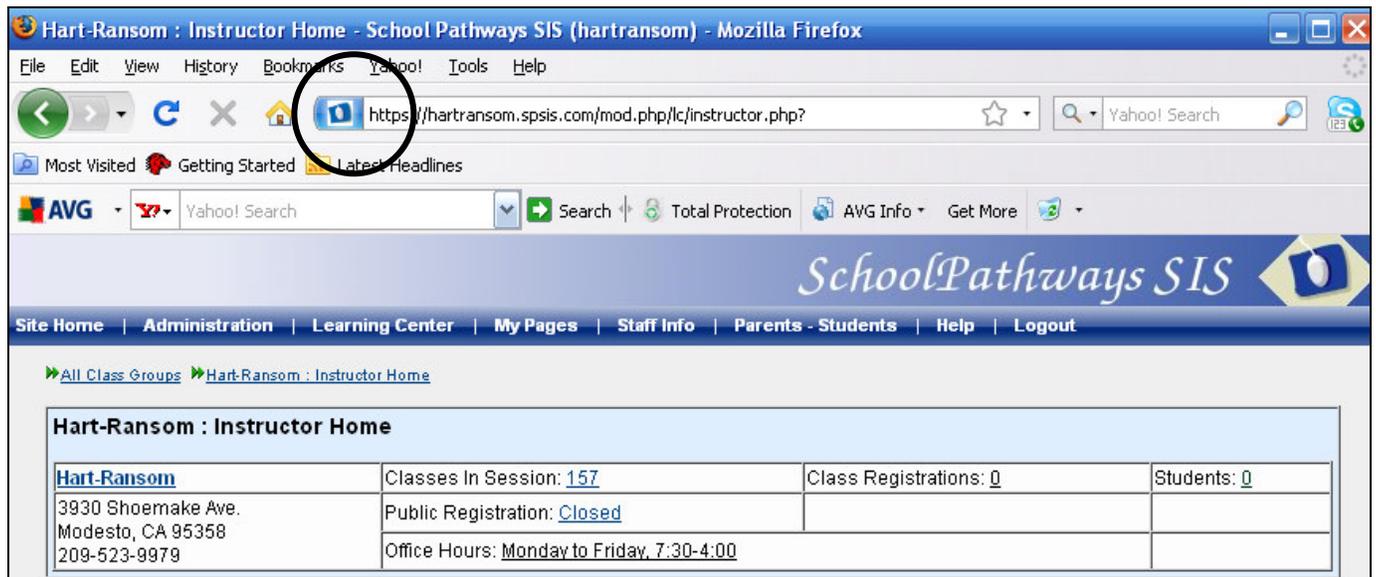
3. Log in to the system. Ask your school office what you should use as your login.

Sample:
jsmith
Appl4s!
milestone

4. Click on the name of your program

5. Click on **Instructor**.

You can make this page your home page by dragging the School Pathways icon (circled below) to your desktop. When you log into the system, just click on this new desktop icon and use your login credentials.



H. Common Error Messages

1. All information was not entered that is needed. This is typically caused by a missing due date. **CLICK CANCEL TO STAY ON THE CURRENT PAGE** and fix your error. Then re-save your page.

Algebra 1 (2430:01) Brenneman, Kathleen
 LP: 1 (08/03-08/13) Semester 1

SCHOOL PATHWAYS

READ: Chapter : Custom Semester Final Class Syllabus COMPLETE: Fold

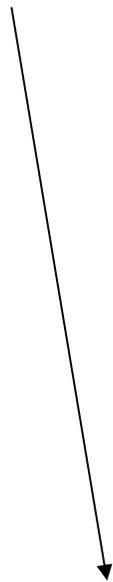
Due	08/05	09/23	1	08/06	08/06
Module	0	0	0	1	1
Category	P	P	H	H	H
Points Possible	1	25	1	100	100
Barton, Amand	C+	UG	22	100	95
Boyles, Sarah	A	UG	20	100	90
Goldsmith, Larr	B-	UG	22	70	5
Langley, Robert	B+	UG	21	100	72
Moreno, Lisa	A-	UG	22	100	73
Morgan, Beth	B+	UG	23	0	88
Tester, IS Stude	B	UG	20	100	56
Averages			85.7	95	79

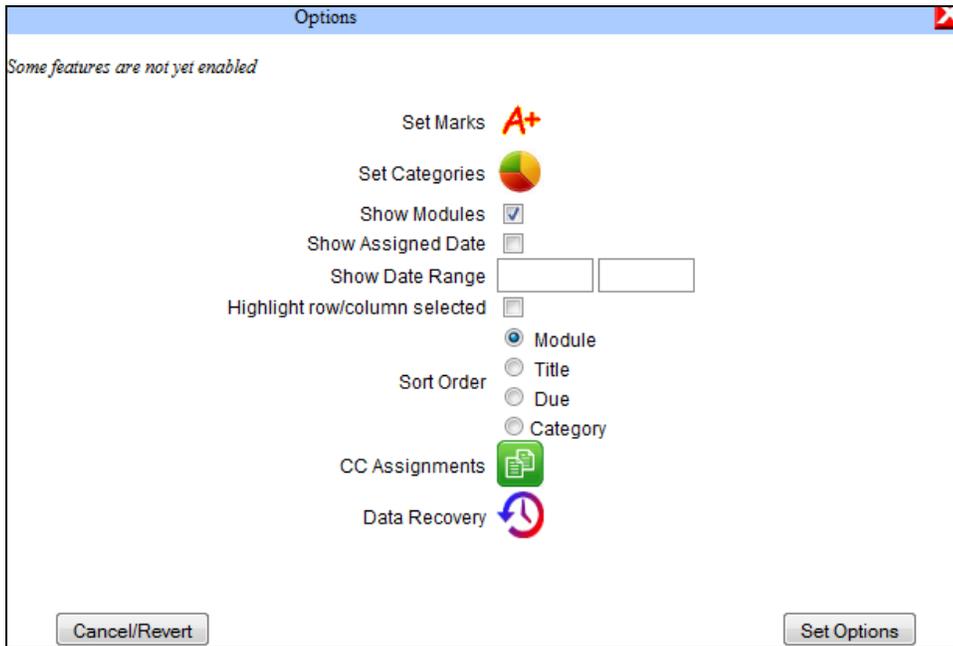
Confirm
 Are you sure you want to navigate away from this page?
 SAVE CANCELLED! One or more due dates is invalid!
 Press OK to continue, or Cancel to stay on the current page.
 OK Cancel

You can revert your grade book to a prior save by clicking the icon circled in the picture below.

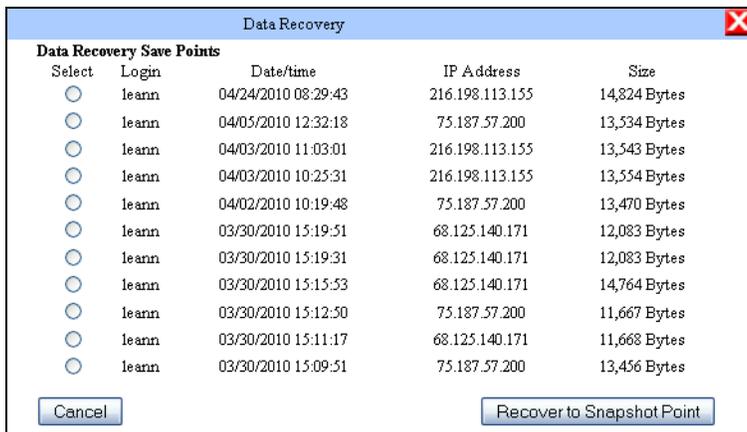
Food and Nutrition (4361:01) (4361:01) Bren
 LP: 6 (11/30-01/08) Sem

Click on the Data Recovery Icon





You'll see all your save points from the past two weeks. Choose a date you want to revert to and click the "Recover to Snapshot Point" button. Your grade book will be restored to that save point.



Learing Center : Sacramento HS - CB

Sacramento HS - CB	Classes in Session: 15	Class Registrations: 0	Students: 0
CA	Public Registration: Closed	Reeves, LeAnn	
	Office Hours:		

[Life Skills \(2537:P4\)](#) [\(Edit\)](#) [\(Set Curricula\)](#)

Schedule: MTWRF 12:30-1:25

Show on MA
 Roster
 Assign/Attend
 AWR
 A+
 Progress
 Rep Ord

[Keyboarding 1 \(4610:P1\)](#) [\(Edit\)](#) [\(Set Curricula\)](#)

Schedule: MTWRF 1:30-2:25

Show on MA
 Roster
 Assign/Attend
 AWR
 A+
 Progress
 Rep Ord

Curriculum: [Keyboarding](#)

Gradebook(s) Semester 1 (Fall) Semester 2 (Spring)

Learing Center : Sacramento Middle - CB

Sacramento Middle - CB	Classes in Session: 14	Class Registrations: 0	Students: 0
CA	Public Registration: Closed	Reeves, LeAnn	
	Office Hours:		

[Life Skills \(1007:P5-ElecS\)](#) [\(Edit\)](#) [\(Set Curricula\)](#)

Schedule: MTWRF 12:30-1:25

Show on MA
 Roster
 Assign/Attend
 AWR
 A+
 Progress
 Rep Ord

Curriculum: [Life Skills](#)

Gradebook(s) Semester 1 (Fall) Semester 2 (Spring)

[Keyboarding \(1007:P6-Elec\)](#) [\(Edit\)](#) [\(Set Curricula\)](#)

Schedule: MTWRF 1:30-2:25

Show on MA
 Roster
 Assign/Attend
 AWR
 A+
 Progress
 Rep Ord