SCHOOL LOOP USER'S MANUAL
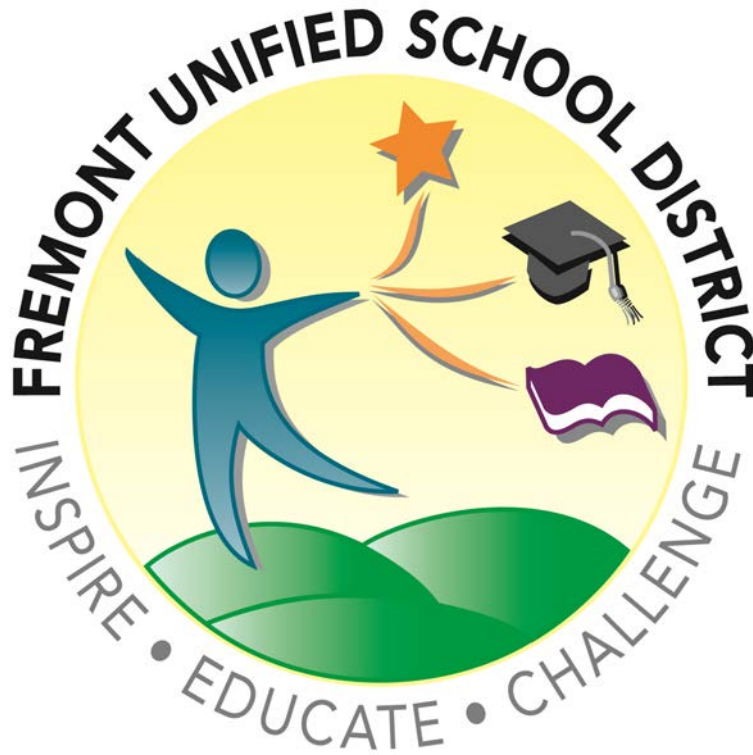
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510-657-2350 x12275	**510-657-2350 x12345**	**510-657-2350 x12613**	

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SCHOOL LOOP HELP GUIDE

# School Loop Plus: Easy Start Guide For Teachers

Welcome to School Loop! Your teacher Portal enables communication and collaboration with students, their parents, and your colleagues in new and exciting ways. This guide introduces you to all of the basic functions of your account.

Your Portal Homepage

The top portion of your portal contains a navigation menu, icons for frequently used features, access to settings, help, and account management. The **My Portal** link returns you to this homepage.

The **Dashboard** is filled with links to your personal site, course sites, and course related features such as calendar, course locker and gradebook The Student Tracker tool allows you to create groups of students to easily follow their progress and communicate with their Learning Management Team.

Your portal also contains a calendar of your assignments and events, news published for you, discussions and projects for groups you've joined, and links to other features such as student records.
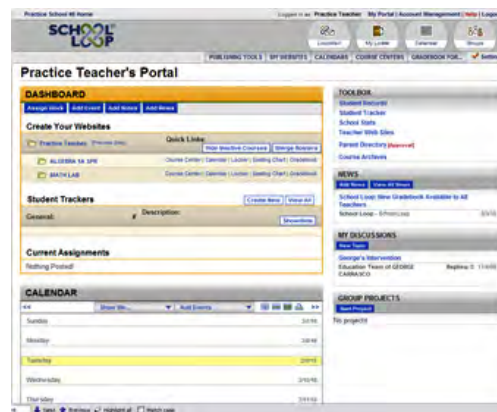
Settings

Your School Loop account does not require that you adjust any settings before use, but you will need to configure your gradebooks before you begin to publish grades. Click the **Settings** link located near the top right of every page of your portal to access settings for your website, courses and gradebooks.
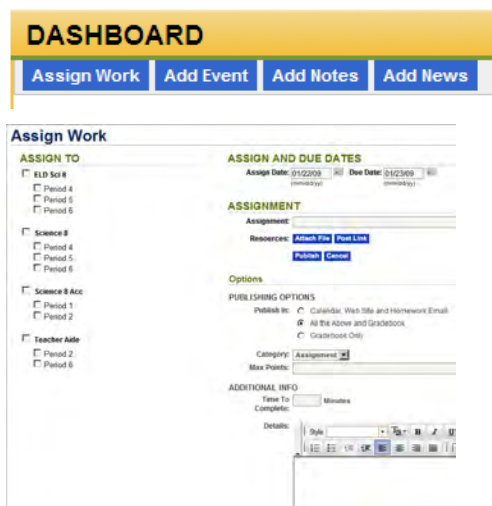
Assign Work

Use the blue **Assign Work** button on your Dashboard or choose "Assign Work" from the Publishing Tools menu on the main navigation bar to access the simple Assign Work form. On the left, choose the periods that will receive this assignment. On the right, choose the assigned and due dates and enter a short assignment title. All other settings are optional. Click the **Publish** button when ready.

Congratulations, you've just published your first assignment! All students in the assigned periods and their parents will see this assignment listed in the calendar on their account portals.

Made a mistake? No worries. Anywhere you see your assignments listed in your portal, the titles will be clickable links. Click an assignment title and you'll find links to Edit, Copy, and Delete that assignment.

Gradebooks

School Loop provides you with one gradebook for each course you teach. Use the "Gradebook" links in the dashboard or the **Gradebook For...** menu in the main navigation bar to access your gradebooks. We'll cover just the basics here.

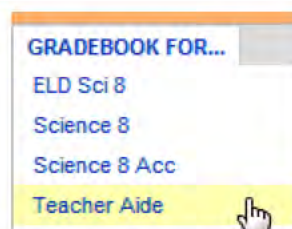When you publish an assignment for your classes, the Publishing Options allow you to include that assignment in the gradebook. Be sure to set the maximum points value for gradebook assignments.

GRADEBOOK FOR...

ELD Sci 8
Science 8
Science 8 Acc
Teacher Aide

Save Grades

If you included an assignment in the gradebook, it will appear as a new column in the gradebook for that subject. You may enter your grades directly into the cells on the gradebook, but let's use the Assignment Scoresheet instead.

Click the title of the assignment at the top of the column of cells to access the Assignment Scoresheet. As you can see, this scoresheet is for a single assignment and includes fields for comments. These comments are clearly displayed for students and their parents in their account portals.

ALGEBRA 1A SPR Gradebook

Start: 9/1/09   End: 8/31/10

| 1 | 2 | 3 | 5 | All Grades | Published Grades |

Mode: Percent ▼   Add New Assignment

GO TO... ▼		Reorder	Practice As
	Max Points:	10	
	Average Percent:	0.00%	
Reorder/Hide		Autofill	
1 ACOSTA, ANDRES	1054	0.00%	-
2 AGUILAR, CHRISTI	3313	0.00%	-
3 ALCANTARA, BRYAN	3160	0.00%	-
4 ALVAREZ, ULISES	6818	0.00%	-
5 ANG, NHAN	6701	0.00%	-
6 CABRAL, TONY	0014	0.00%	-

ALGEBRA 1A SPR Gradebook   Course: ALGEBRA 1A SPR

Start: 9/1/09   End: 8/31/10   PUBLISHING TOOLS   MY WEBSIT

| 1 | 2 | 3 | 5 | All Grades | Published Grades |

ASSIGNMENT SCORESHEET: PRACTICE ASSIGNMENT   Details

Assignment Average:

P:	Student:		Points:	Comment:
		Autofill		
1	ACOSTA, ANDRES (171054)			
1	AGUILAR, CHRISTI (173313)			
1	ALCANTARA, BRYAN (173160)			
1	ALVAREZ, ULISES (176818)			

Publish Grades

At some point after saving your scores, you will be ready to publish those scores for students and their parents to see. To publish scores, click one of the blue **Publish...** buttons located near the top and bottom right of the gradebook. All of your saved assignments are listed on the next page. Check the boxes in the Publish column for those assignments you wish to make public. Students and parents will see a grade based only on published scores. Saved but unpublished scores in your gradebook are for your eyes only. As easily as you published scores, you can unpublish scores. Click the **Publish...** button again and uncheck the boxes.

Save Publish... Cancel

Publish Grades

HOW TO PUBLISH GRADED AS

Check the boxes next to the assignment r
Then click Publish. To un-publish, unclick

Publish:	Due:	Assignment:
☑	1/23/09	Periodic Chart

My Websites

School Loop Plus provides you with a complete website: one personal page and one page for each course you teach. With minimal effort you can create and publish your teacher website. For advanced users, we offer you the tools necessary to fully customize your site, but let's first look at the basics.

From your Portal Homepage, look for the "Create Your Websites" section of the Dashboard. Click the link with your name next to the folder icon. Doing so will take you to the default page, which contains many elements such as a locker, calendar, notes and news.

The first thing you should do is to remove the elements you do not wish to keep. Click the **Trash Can** icon in the upper right corner of an element to delete it from your page. Add additional elements by clicking the **Plus Sign** Icon where you wish to insert the content. A new window will appear with options for 11 different Elements (types of content).

For the elements you wish to keep, use the **Pencil** (edit) icon and **Add** (content) buttons to change options and add new content. When ready, Click the **Publish** button. If you'd like to finish building your site at a later time, click the blue **Save** button.

To prepare your course pages, click on the appropriate links in the navigation menu on the left of the page and follow the same process just used for your personal page.

Course Centers

Course Centers are the hub for the courses you teach and are divided into two sections: Student Performance and Course Tools.

The **Student Performance** section highlights trends in student grades over the past week. Students trending both down and up in grades are listed. Also included are the High Priority Groups (created by administrators) that contain students on your roster and a link to the course calendar showing all the assignments you've posted.

In the **Course Tools** section you'll find all your Gradebooks, a Roster Manager, a map of your course site, and a list of all your assignments. In the Gradebooks section you can add new gradebooks or access old ones. The Roster Manager is packed full of tools. Click the **Roster** button for any period to reveal a list of your students. As the list is revealed you'll see links to

the individual student records and progress reports. You can even help your students to login by resetting their passwords A complete list of all your assignments are displayed in the Assignment section and includes the status – No grades yet, Published, etc.
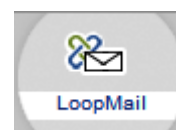
Calendar

Your portal calendar contains the assignments for all of your courses as well as the events published for all teachers and the groups you belong to. Using the **Show Me…** menu on the calendar, you can control which events are displayed. The **Add Events** menu allows you to publish new assignments, general events, and even personal events, which appear for you and you alone. There are views for the day, week, and month.
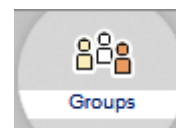
LoopMail

LoopMail is a safe, secure system that enables you to communicate with your students, their parents and your colleagues. The LoopMail icon is located at the top of every page. Messages are forwarded from LoopMail to your registered email address.

Groups

All Administrators, Teachers, and Staff have the ability to view, create, and join groups in School Loop. Groups are made up of any number of users including students and parents. Each group shares a common calendar, news, and resource locker. Group members may start and participate in an online discussion board.

Using the pre configured **School Loop Help** Group is a great way to connect with other users. Members can post questions and suggestions for other users to see.

Beyond The Easy Start Guide

When you're ready to learn more about your School Loop account, visit our Help Website and Support Center where you will find a searchable knowledge base, document library, and online instructions.

Use the red **Help** link at the top right of any page in your portal to access these resources. If you can't find the help you need, fill out a help ticket and our School Loop Support Team will quickly get you the answers you need.

School Loop Plus: Easy Start Guide For Staff

Welcome to School Loop! Your staff Portal enables communication and collaboration with your colleagues and the community in new and exciting ways. This guide introduces you to all of the basic functions of your account.

Your Portal Homepage

The top portion of your portal contains a navigation menu, icons for frequently used features, help, and account management. The **My Portal** link returns you to this homepage.

The **Dashboard** has links to your personal site and publishing tools for your site.

Your **Weekly Calendar** is located just below the dashboard on your Portal homepage. Your group and personal events are listed on the calendar. Other useful tools are located in the **Toolbox** on the right.
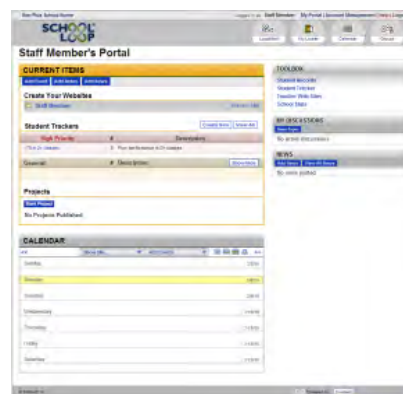
My Websites

School Loop Plus provides you with a complete website. With minimal effort you can create and publish your staff website. For advanced users, we offer you the tools necessary to fully customize your site, but let's first look at the basics.

From your Portal Homepage, look for the "Create Your Websites" section of the Dashboard. Click the link with your name next to the folder icon. Doing so will take you to the default page, which contains many elements such as a locker, calendar, notes and news.

The first thing you should do is to remove the elements you do not wish to keep. Click the **Trash Can** icon in the upper right corner of an element to delete it from your page. Add additional elements by clicking the **Plus Sign** icon where you wish to insert the content. A new window will appear with options for 9 different Elements (types of content).

For the elements you wish to keep, use the **Pencil** (edit) icon and **Add** (content) buttons to change options and add new content. When ready, click the **Publish** button. If you'd like to finish building your site at a later time, click the blue **Save** button.

To add additional pages or sub-sections to your site use the **Add** menu in the left navigation bar. Click **Reorder Pages** to see the status of your pages as well as drag and drop them into a new order within your sub-sections.
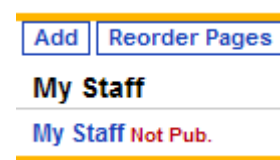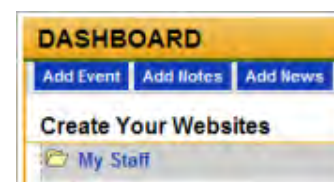
Publish To Your Website

The easiest way to publish content to your website is to use the blue buttons located just under the yellow title bar of the Dashboard. You may also add content directly on the page by using the Add buttons within the elements.

Your staff page comes with a calendar to which you can **Add Events**. You may also **Add Notes** (blog style) or **Add News** to your website. When adding content to your site, be sure to check the box for "Your Personal Site" in the Add To section of the simple publishing forms.
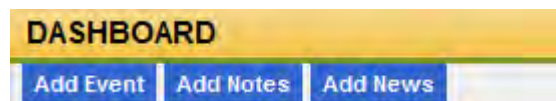
Student Records

All students have a Student Record that includes information designed to highlight a student's progress.

The **Student Records** link is located in the Toolbox on the right side of your Portal homepage.
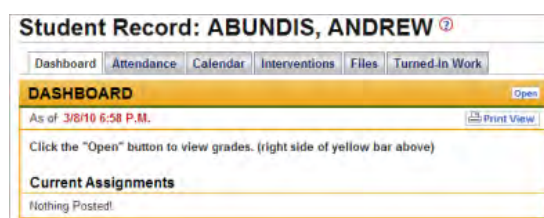
You can view each student's current grades and progress reports (if our gradebook is used), attendance, class schedule, calendar of assignments, and much more via their Student Record.

Student Tracker

For coaches, counselors, intervention teams and others interested in student success the **Student Tracker** makes it easier for you to monitor the progress of a specific group of students. To create a "Roster" of students, click the **Student Tracker** link in the Toolbox and then click **Add Tracker** or click **Add New** in the Student Trackers section on your dashboard. Click on a student's name in your list to see his or her Student Record -- grades, homework and more. You can discuss the student's progress or behavior with other teachers, add files to his or her record, review submitted work, and more.

High Priority Groups

Located in the Toolbox of your Portal homepage, High Priority Groups can help you to keep tabs on special groups of students. High Priority Groups are only visible to administrators, teachers, and staff.

The < 70 in 2+ classes (Less than 70% in 2 or more classes) high priority group is automatically populated based on teacher grades and is updated daily (with the gradebook option). Click the name of the High Priority Group to view the students in that group.

LoopMail

LoopMail is a safe, secure system that enables you to communicate with your staff, students, and their parents. The LoopMail icon is located at the top of every page. Messages are forwarded from LoopMail to your registered email address.

Groups

All Administrators, Teachers, and Staff have the ability to view, create, and join groups in School Loop. Groups are made up of any number of users including students and parents. Each group shares a common calendar, news, and resource locker. Group members may start and participate in an online discussion board.

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Beyond The Easy Start Guide

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Gradebook Introduction (GB4)

Applies To: **Plus Grade**

ABOUT THE SCHOOL LOOP GRADEBOOK

Each gradebook is automatically populated with the correct roster of students based on the data imported from your school's student information system. As student add or change periods, your gradebook is updated after each of the nightly imports. When students drop, you have control over when to hide those students from the gradebook.
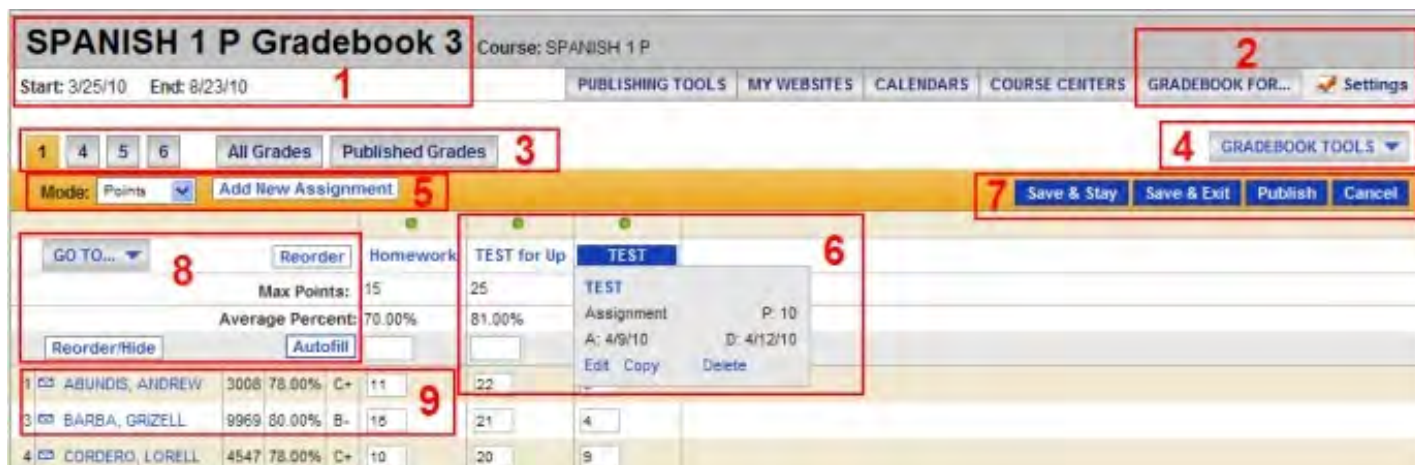
GETTING TO YOUR GRADEBOOKS

The easiest way to access your current gradebooks is to use the **Gradebook For...** menu on the horizontal menu bar near the top of every page of your account. Alternately, you may use the **Gradebook** links in the Dashboard of your portal homepage or the Gradebook section of your course centers.
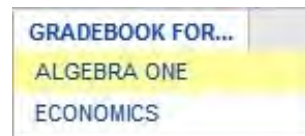
USING YOUR GRADEBOOK

The essential components of your gradebook include:

(1) The title and date range for your gradebook - you may edit both.

(2) Access your gradebooks and all settings via the menu bar.

(3) View Tabs - Numbered tabs indicate the periods you teach for a given course; All Grades shows a summary of student scores by category; Published Grades also shows a summary, but only for those grades you've published for students and parents.

(4) Gradebook Tools - Easy access to tools such as the seating chart, drop lowest score, print reports, transfer grades, and more.

(5) Mode - Options for how your gradebook displays information include Points (raw scores), Percent, Locked (scores), and Show All (reveals dropped students). There's also a convenient button for adding new assignments to the gradebook.

(6) Assignment Details - Title, max points, and class average. The Green dot indicates that you've published the scores for that assignment for parents and students to view. Hover over the assignment title for access to more details and links to edit, copy and delete.

(7) Save grades you've entered or Publish saved grades for parent and students to view.

(8) Go To menu - Quickly jump to any assignment or change views page by page. Reorder assignments or Reorder/Hide students with a simple drag-and-drop interface. Auto fill empty cells with any value.

(9) Your students and their current gradebook average. Click the envelope icon next to a students name to start a LoopMail message to the student, their parent, and anyone listed on their learning management team. Click a student's name to access the student scoresheet.

Gradebook (GB4): Getting Started ⁰⁰⁰⁰⁰²

Applies To: **Plus Grade**

Before you begin this getting started guide, we suggest you start by with the link below. This page will familiarize you with layout of the gradebook.

Gradebook Introduction

We also suggest you download our Configuration Guide before moving on to the sections below.

GRADEBOOK SETUP

Log into your School Loop account and click the Settings button located near the top right of the page. This action will bring up the Settings page where you will first configure the Categories you wish to use and then all of the setting for each specific gradebook.

ASSIGNMENT CATEGORIES

If you plan to use weighting with any of your gradebooks, it is a requirement that you set up your categories. Otherwise, this step is optional. However, many teachers who do not use weight choose to use categories to help keep assignments organized and to provide an additional layer of information for their parents and students.

Start by clicking the **Go** button for Assignments Categories. On the page that follows, you may edit or delete the system default categories. You may also add your own categories. There is no limit to the number of categories you may have. Just keep in mind that this is a universal list and that all categories will be available for use in any and all of your gradebooks.

Learn more about setting categories

GRADEBOOK SETTINGS

All settings most settings are per gradebook and must be configured for each gradebook . A few of the settings are universal and apply to all gradebooks. These universal settings are clearly marked on the gradebook settings page.

From the Settings Index page, click select a gradebook to configure by clicking the title of the gradebook. All of your gradebooks are listed on this page.

For most teachers the gradebook defaults are the preferred settings, so the minimal configuring required is to set your grade scale. If you choose to us weighting, you must configure that feature as well. By default, weighting is turned off. Use the links below to learn more about all of the setting available:

Weighting	Custom Codes (Universal)
Grade Scale (Universal)	Number of Columns in Gradebook
Assignment Order	Student Order

PUBLISH ASSIGNMENTS

With your gradebooks properly configured, you are now ready post assignments for your students and their parents. The horizontal menu near the top of every page in your portal has a **Publishing Tools** option. Choose the **Assign Work** option from this menu. Other ways to add assignments include an **Add Work** button in the Dashboard of your portal homepage and an **Add Assignment** button near the top left of every gradebook. Any of these options will take you to the simple **Assign Work** form.

Learn more about assigning work

SCORE ASSIGNMENTS

When it is time to record scores, you have three scoring modes to choose from: the main gradebook spreadsheet, assignment scoresheets, and student scoresheets. Most teachers have experience with an electronic gradebook and ours is no different the the others when it comes to data entry. Just the same, we suggest you familiarize yourself with the general features of the gradebook and the various mode for grade entry by following the links below.

Learn more about scoring assignments:

Data Entry

Assignment Scoresheet

Student Scoresheet

PUBLISH GRADES

School Loop puts you in charge. Grades you've recorded in the gradebook are for you only until you decided when and which grades to publish for students and parents to see. Consequently, there can be a difference between the recorded grades and the published grades. Follow the links below to learn more.

About Publishing Grades

All Grades View

Published Grades View

ADVANCED GRADEBOOK (V4) TOPICS

Once you are happy with the gradebook configuration and comfortable with the basic features, you can explore these advanced topics:

Assignment Discussions	Conduct online discussion about your assignments with your students.
Auto Updates	See how the Gradebook updates percentage scores on the fly.
Custom Progress Report Message	Add more detailed information to the progress reports.
Drop Lowest Score	Learn how to, well, drop the lowest score from the Gradebook.
Dropped Students	Understand how our Gradebook deals with dropped students.
Extra Credit	How to include extra credit the right way.
Grades: Drafts, Restore & History	See how the Gradebook protects you from accidental grade loss.
Manage Gradebooks	Need multiple Gradebooks? Here's how.
Mode - Special Views	Points, percents, and locked. Oh my!
Reports	Print reports about student and class grades.
Submissions	Accept work online.
Call Alerts	Schedule automated phone calls to parents with this optional feature.
Transfer Grades	Learn how to transfer grade scores when a student switches periods.

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All Grades (GB4)

Applies To: **Plus Grade**

ABOUT ALL GRADES

The All Grades tab in the gradebook shows a summary of all scores by student and by category. The summary includes all grades, whether published or not. The Published Grades tab shows grades that you have made public to parents and students.

GETTING THERE

After selecting a gradebook, then click the blue **All Grades** tab.

REVIEWING ALL GRADES

The display shows all grades in your gradebook for all your students, broken down by Period and Category. Columns include:

(1) Student Name

(2) Current Grade (including all assignments)

(3) the percentage score (as affected by weighting)

(4) points earned (unaffected by weighting)

(5) performance in each category (total points available and the weighted value, if set).

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Assign Work (GB4)

> Applies To: **Plus Grade, Plus Portal**

Assignments are an integral part of the School Loop system. Teachers publish assignments so students and parents can access them. Students can even turn their work in online - and parents can see the work! Assignments can be published to your gradebook and/or calendar, which includes your course website. Current Assignments, assigned or due in the current week, appear in the Current Assignment list in the Dashboard on the Portal homepage for teachers, students, and parent.

PUBLISHING ASSIGNMENTS

There are several ways to access the Assign Work form:

- Click the blue **Assign Work** button at the top left the Dashboard on your Portal homepage
- Select "Assign Work" from the "Publish Tools" menu located on the menu bar near the top of every page in your portal
- From inside a gradebook, click the **Add New Assignment** button near the top left of the gradebook homepage

For each assignment, you must assign the work to your classes by period, set the assign and due dates, and give it a title. There are several optional settings such as attaching files or links (these will be available for both parents and students to download), choosing a category (essential if you use weighting), and set the maximum score (for assignments that will appear in the gradebook).

Note: Gradebooks have a data range. If your assignment is not showing up, make sure it is due within the date range of your gradebook.

The final option on the page allows you to create a recurring assignment (weekly quiz, etc.) Choose the Repeat option and decide how often you wish the assignment to repeat. If you wish to have a recurring assignment on school days (Mon-Fri), then consider making two recurring assignments: one using the MWF option, and one using the T/Th option.

COPY, EDIT, OR DELETE ASSIGNMENTS

Everywhere you see your assignments listed in School Loop - Calendars, Gradebooks, and Course Centers - the title is always a hyperlink. Click the title if you wish to Edit, Copy or Delete that assignment.

Alternately, hovering over the title of an assignment on the gradebook main spreadsheet reveals details about the assignment as well links to Edit, Copy or Delete.

The Copy function is useful when you wish to reassign an old assignment or for those instances when you need to make similar but different assignments for your classes. It saves you the trouble of having to retype all the details for that assignment a second

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time.

To delete a recurring assignment, you can simply visit the first occurrence of that assignment and choose Delete. You will be prompted whether you wish to delete only the first occurrence or all occurrences of that assignment. This option is only presented when choosing Delete on the first occurrence of the assignment. You can delete any individual occurrence of the assignment, including ones from the middle, though this may interfere with your ability to delete all of them at once, should you choose to do so.

UNDELETE ASSIGNMENTS

Accidentally delete an assignment? Don't panic, it can be restored along with any grades that were entered.

1. Open the gradebook; hover over **Gradebook Tools**; select **Undelete Assignments.**

2. On the **Deleted Assignments** page, click the title of the assignment to recover.

3. You are redirected back to the gradebook with a "Success" message. The assignment with any associated grades is displayed in the gradebook.

Note: Republish grades after recovering assignments to update the progress report.

000007

Assignment Scoresheet (GB4)

Applies To: **Plus Grade**

ABOUT THE ASSIGNMENT SCORESHEET

The assignment scoresheet view is restricted to a single assignment. This view is best when you wish to enter scores and comments for all student of all periods that received this assignment.

From the main gradebook spreadsheet, click the title of the assignment at the top of the column of scores. Alternately, clicking the title of any assignment listed in your Course Center will also take you directly to the assignment scoresheet.

Note: Hover over the title to view the pop up of details, which includes links to edit, copy and delete.

WORKING WITH THE ASSIGNMENT SCORESHEET

(1) Hover over the Details button to view for a pop up window with full assignment details and links to Edit, Copy, Delete, view student discussions, and access work turned in online,

(2) Input fields for grades and comments. Hover over the "i" button for the history of any individual student's score.

(3) Work submitted online including a time stamp and link to the file.

ORDERING THE ASSIGNMENT SCORESHEET

The default order for the assignment scoresheet is alphabetical by student last name, grouped by periods. You also have the option to sort the scoresheet by student scores from highest to lowest. Just click the **Points** column title. Click the **Student** column title to return to default sorting order. The sort order you choose will also be displayed in the print view.

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Call Alerts (GB4)

Applies To: **Plus Grade, Plus Portal**

This feature is available only if your school is using the optional Call Alert integration. Please contact School Loop and your site administrators for more information.

When posting an assignment, you can also schedule a phone call to the parents of your students who do not have a School Loop account and whose first language may not be English. See the Call Alert Setup page for a list of available languages. Registered parents will never get a phone call; the daily email and all the information you post on School Loop is their source of notification. Unregistered parents may receive a call if your school has uploaded parent phone numbers and native languages.

ALERT OPTIONS

No Calls: This is the default choice for all assignments. No parent will receive a call.

Test Alert (call day before test): The call will alert parents, in their native language, about a test scheduled in your class for the next day.

Example: *"Your child in grade 9 has a test tomorrow in period 3."*

Assignment Alert (call today and day before due): Similar to the Test Alert except that the system calls the day the assignment is given, and then again the day before it is due.

Examples: *"Your child in grade 9 was given an important assignment today in period 3."* and *"Your child in grade 9 has an important assignment due tomorrow in period 3."*

PUBLISH AND NOTIFY

With the Call Alert feature, teachers are able to notify students when their grades are trending up or down. A custom message can be sent to registered students and parents via LoopMail. Unregistered parents will get a phone call in their native language letting them know their student is trending up or down. For more details, see the Publish and Notify section of the Publish Grades page.

000009

Categories (GB4)

Applies To: **Plus Grade**

ABOUT CATEGORIES

When publishing assignments for students, the use of categories provides an additional descriptor for students and parents. For those teachers using School Loop's gradebook who also choose to use weighting, the use of categories are required.

An added benefit of using categories is that the School Loop gradebook displays student performance by categories even if weighting is not used. For more information about this benefit, see our help pages about the gradebook tabs for All Grades and Published Grades.

Although your gradebook comes with several preset categories, you may add, edit, and delete categories as desired. There are no restrictions on the use of categories, but there are a few caveats.

- The "Assignment" category cannot be deleted
- You cannot delete categories used for an assignment even if that assignment was deleted

WORKING WITH CATEGORIES

To work with categories, click the **Settings** link near the top right of any page in your portal and then look for **Universal Course Settings** on the next page. Click the **Go** button.

For any of the preset categories, you may click either the **Edit** or the **Delete** link. If you need to add a new category, enter the desired category name in the field at the bottom of the page and then click the **Submit** button.

Note: Categories are universal - meaning all categories are available for use with all gradebooks. So, when setting up categories, create all the categories you will use for the all the courses you teach.

When publishing assignments for any course, your universal list of categories will be available in a drop menu on the Add Assignment form.

000010
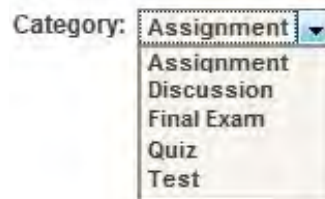
Custom Codes (GB4)

Applies To: **Plus Grade**

The previous version of School Loop's gradebook allowed you to enter values such as "a" for absent or "m" for missing, but such codes were counted as a zero score. The only code with a non-zero value was "e" for excused.

With Version 4 of the School Loop Gradebook, you can make up your own codes and assign a value of excused, zero, or some percentage of the maximum score. These custom codes are universal, meaning all your codes are available for use in all of your gradebooks.

CURRENT CODES

Create New Code

Code:	Value:	Definition:	
A	95%	95%	Delete
ab	Excused	Absent	Delete
m	0	Missing	Delete

GETTING THERE

From any page in your portal, click the **Settings** link near the top right of the page, the select any of your gradebooks from the **Gradebook Settings** section of the next page. Finally, click on the **Go** button for **Custom Codes (Universal)**.

CREATE A NEW CODE

Click the blue **Create New Code** button (see image above), then complete the form as pictured to the right.

Code: This is the value you will enter as a score

Definition: Plain English explanation of the code

Value: Take your pick. If you choose Percent you must also enter a numerical value in the Percent input field.

Create or Edit Custom Code

Code:

Definition:

Value: ● Percent ○ Excused ○ Zero

Percent [enter the percent of max points a student earns]

0 %

Submit Cancel

000011

Custom Ordering (GB4)

Applies To: **Plus Grade**

Take control over the ordering of both assignments and students in your gradebook with School Loop's new gradebook. Look for the **Reorder** buttons near the top left of the gradebook spreadsheet.

For assignments, you can choose how new assignments are added to your gradebook - either to the right or left of the previous entry. Additionally, you can use a drag and drop interface to customize the order of your assignments.

Students can also be organized in your gradebook. With just a click you may set the default order as either alphabetically or by start date. And like assigments, you may place students in a custom order of your choosing use a simple drag and drop interface.

000012

Custom Progress Report Message (GB4)

Applies To: **Plus Grade**

The custom progress report message appears on the progress report for all your students and their parents. Use this message to provide additional information about your grade policy, office hours, or important grading deadlines. You can change the message as often as you like.

Note: You must republish grades to update the custom progress report message for students and parents.

If you frequently use the comment fields found on the assignment and student scoresheets, you may use the custom progress report message as a legend for comments - similar to comments typically used on report cards. Instead of typing out your comments, enter a code such a A, B, 1, or 2 to represent comments listed in the custom progress report message (e.g. 1 = Late work reduced by 20%).

CREATE A CUSTOM PROGRESS REPORT MESSAGE

Start by clicking the **Settings** link near the top right of any page in your portal, then click the title of a course in the **Course Settings** section of the next page, and finally click the **Go** button for **Custom Progress Report Message**. Enter your message and click the **Submit** button.

HOW IT SHOWS UP

When anyone views the progress report for a student, your custom progress report message appears as pictured below.

000013

Data Entry (GB4)

Applies To: **Plus Grade**

ABOUT DATA ENTRY

There are three different views for recording scores - the main spreadsheet, assignment scoresheet, and student scoresheet. The latter two also allow you to add comments. As you enter scores, student and class averages update automatically as soon as you move the cursor to a new cell. If you enter scores and attempt to leave the gradebook, you will be prompted to either save or discard those scores. If you do manage to leave the gradebook without saving grades, a draft of those scores is saved. The next time you access that gradebook, our system will prompt you to either save or discard the draft scores.

ENTER SCORES AND COMMENTS

For each period, your gradebook has a spreadsheet of assignments and students with cells for entering scores. To switch periods, click one of the period number tabs at the top left of the gradebook. To work with either the assignment or student scoresheets, click an assignment title or student name.

When your gradebook has more assignments than can be displayed on a single page, use the **Go To...** menu near the top left of the gradebook to quickly navigate to any given assignment. Hovering over that button displays a menu of all your assignments - clicking the title of an assignment shifts the spreadsheet and places that assignment in the first column to the right of the column of student names. Additionally, there are angle bracket links on either side of the **Go To...** button to move to the previous and next page of assignments.

Enter Scores

As you type, the background of any cell with a changed value will be highlighted in orange. This feature is used on all grade input pages and serves multiple purposes.

1. The orange highlighted cells remind you that there are scores to be saved. Be sure to click one of the Save buttons before attempting to leave the page.
2. It's easy to spot any scores changed by accident or by a student when you were distracted.

Hint: If the cells of newly added or changed scores are not turning orange, then those scores will not be saved. This can happen if your session times out.

Moving From Cell To Cell

While there may be some difference between browsers, the Enter, Tab, and arrow keys can be used to advance the cursor to the next cell. Holding the Shift key down while using the Tab key typically moves the cursor in the reverse direction.

Autofill

Instantly fill in every empty cell in column with the same value by entering that value in the cell next to the **Autofill** button and then clicking the button. Autofill will not over-write cells that have scores.

Comments

Assignment and student scoresheets include an input field for comments. These comments will be visible only to that student and their registered parents when viewing the progress report for your class.

Saving Scores

Although the School Loop gradebook provides safeguards to prevent accidental grade loss, it is important to click one of the save buttons periodically. We recommend that you use the **Save and Stay** button every few minutes while working on grades.

Drop Lowest Score (GB4)

Applies To: **Plus Grade**

You pick the categories eligible for dropping a low score for each student and our gradebook will find the the single score the gives each student the greatest boost in average. Even better, you have the power to choose not to drop a scores for individual student or, if necessary, restore all dropped scores for all students.

GETTING THERE

Use the **Gradebook Tools** menu located on the top right of the main gradebook spreadsheet. Choose **Drop Low Score** from the menu.

HOW TO DROP LOW SCORES

First you must select the categories from which a low score may be selected. In other words, if you want to drop the lowest "Test" score, just check that category - if you wish to drop the lowest score from either the "Project" or "Discussion" categories, check both. Start by clicking the blue **Select Categories** button.

DROP LOW SCORE

Select the assignment categories you want us to include in selecting the a if dropped, will have the most positive effect on each students.

☑ Assignment	☐ Homework
☑ Discussion	☐ Paper
☐ Extra Cred	☐ Project

Choose your categories and then click the **Submit** button.

School Loop's gradebook will then search for the

one

score from all checked categories that will have the greatest postive effect on the student's grade. In some case, there may be no grade that, if dropped, would improve a student's score. You'll be presented with the search results showing which students have a low score to drop. Uncheck the box next to the student's name if you wish to exclude that student from benefiting from a dropped score. Click the **Drop Scores** button when ready.

Note: This feature only supports dropping a single score from the gradebook. At this time is is not possible to drop more than one score per student.

DROP LOW SCORE   Drop Scores | Cancel

Uncheck to exclude students from dropping low score. You must click "Drop Scores" to complete dropping of low scores.

	P	▼	Student	ID	Dropped Assignment	► Category	Score	Current Score	Revised Score	► Change
☑	1		ABUNDIS, ANDREW	173008	Pronouns	Assignment	0/10	58%	88%	29%
☑	1		ALLMAN, CARLOS	170998	Adjectives	Assignment	7/10	85%	90%	5%
☑	1		BARBA, GRIZELL	169969	Adjectives	Assignment	1/10	25%	30%	5%

If you return to the Drop Low Score tool, you will have the options to restore dropped score for indiviual students (click the **Dont' Drop** button) or restore all grades and start over (click the **Regenerate Low Scores** button). If you wish to restore all dropped score without choosing new scores to drop, simply click the **Submit** button without checking any categories after you click the **Regenerate Low Scores** button.

DROP LOW SCORE [Regenerate Low Scores]

Click "Regenerate Low Scores" to clear categories or start over. Click "Don't Drop" to remove student from Dropped Scores.

	P	▼	Student	ID	Dropped Assignment	► Category	Score	Current Score	Revised Score	► Change
Don't Drop	1		ABUNDIS, ANDREW	173008	Pronouns	Assignment	7/10	83%	90%	7%
Don't Drop	1		ALLMAN, CARLOS	170998	Adjectives	Assignment	7/10	85%	90%	5%
Don't Drop	1		BARBA, GRIZELL	169969	Adjectives	Assignment	1/10	25%	30%	5%

000015

Dropped Students (GB4)

Applies To: **Plus Grade**

Version 4 of our gradebook handles dropped students a bit differently from the previous version. When students are dropped from the school's student information system, School Loop received that information that evening. The next time you access your gradebook, you will first see a list of the students who have been dropped from your classes. At that time, you must choose to hide those student either now or later.

DROPPED STUDENTS

The students listed below were dropped from your class. You may choose to hide these students from your gradebook either now or later. If you choose to hide them later, click the "Reorder/Hide" button located just above the list of student names in your gradebook. You may also choose to show students previously hidden.

Period 1

GUZMAN, HERNALDO 174785

Period 3

CHENG, ELIZABETH 173731

Hide Now Hide Later

If you choose to hide the dropped students later, click the **Reorder/Hide** button just above the list of student names in your gradebook when you are ready to hide those students.

Uncheck the box to the left of the student's name to hide that student from your gradebook. After clicking Submit, the date that you choose to hide the student appears in the End Date column.

GO TO...   Reorder

                                          Max Points:

                                      Average Percent:

Reorder/Hide   Autofill

DEFAULT ORDER: Alphabetical Start Date   Submit Cancel

PERIOD 1

Show/Hide:	#:	Name:	ID:	Start Date:	End Date:
☐	1	ABUNDIS, ANDREW	173008	7/28/09	8/31/09
☑	2	ALLMAN, CARLOS	170998	7/28/09	

You may choose to show students previously hidden from your gradebook. Just check the box next to their name and then uncheck when you want them hidden once again.

Note: Sys Admins cannot show or hide students when auto logged in to the teacher's account. Only teachers can show or hide students in their gradebook.

Note: You cannot hide students who are active in your roster.

To view all hidden students in your gradebook, use the **Mode** menu near the top left of the gradebook and select **Show All**. Hidden students will appear in you gradebook, but will have a line through their names.

1	4	5	6

Mode: Points ▼
Points
Percent
GO TO... Locked
Show All

000016

Extra Credit (GB4)

Applies To: **Plus Grade**

WITH WEIGHTING OFF

If you do not use the weighting feature on your gradebook, your grades are simply based on the total points earned out of the total points possible. As such, you may add extra credit in any number of ways. The typical methods used by teachers include adding points to existing assignments and assigning extra credit assignments that have a max value of zero points.

WITH WEIGHTING ON

Some teachers apply extra credit points to individual assignments, which works both with and without weighting turned on. Some teachers, however, prefer to have a special extra credit category. For this method, you must first specify an unused category as being the extra credit category. Once you've selected your extra credit category, you'll set the maximum percentage boost a student may receive due to extra credit.

Let's say you set "Extra Credit" as your extra credit category (imagine that) and you set the maximum boost at 5%. Over the course of the term, you give your students a number of extra credit assignments, some worth more than others, and the total points possible for all those assignments comes to 50 points. A student who earns all 50 points of extra credit will receive the maximum boost of 5% to the class average. Another student only accumulated 10 points or 20% of the total extra credit. That student will receive a 1% boost to their grade (20% of the 5% max.).

GETTING THERE

From any page in your portal, click the **Settings** link near the top right of the page, the select any of your gradebooks from the **Gradebook Settings** section of the next page. Finally, click on the **Go** button for **Weighting**.

CONFIGURE EXTRA CREDIT

Start by turning weighting on - click the radio button for **Yes**, then set the percent values for the categories you wish to weight.

If you need to add new categories, click the **Add Category** button, create your new categories, and return to the weighting page.

Now, choose the category you'll use for all extra credit assignments and the maximum extra credit percent. Do not choose one of your weighted categories. Remember, this extra credit category will be used to calculate how big a boost in overall grade the student will receive. All extra credit calculations are made separate from the weighted grade calculations.

Be sure to click the **Submit** button before leaving this page.

Hint: If you are going to give multiple extra credit assignments throughout the term, we recommend that you initially set the percent to zero. This way students can view points earned in extra credit throughout the term but it will not change the overall grade each time you award points. Then change the percentage when you're ready to give students a boost in their final grade.

000017

Grade Scales (GB4)

Applies To: **Plus Grade**

Our current gradebook allows one grading scale per gradebook, but version 4 allows you to create additional grade scales that you may apply to individual students. The grade scales are universal, allowing you to use any of your custom grade scales for any gradebook or any student. As always, the applicable grade scale appears on the progress report for you, the student, and their parents to see.

GETTING THERE

From any page in your portal, click the **Settings** link near the top right of the page, then select any of your gradebooks from the **Gradebook Settings** section of the next page. Finally, click on the **Go** button for **Grade Scales (Universal)**.

WORKING WITH GRADE SCALES

For each gradebook, you may select apply any of your saved grades scales.

SELECT DEFAULT GRADE SCALE

Default Grading Scale [Default ▼]
[Submit] [Cancel]

GRADE SCALE OPTIONS [Create New Scale]

Default [Edit] [Delete]

A+ : 97.00%
A : 93.00%
A- : 90.00%
B+ : 87.00%
B : 83.00%
B- : 80.00%
C+ : 77.00%
C : 73.00%
C- : 70.00%
D+ : 67.00%
D : 63.00%
D- : 60.00%
F : 0.00%

To edit a grade scale, click the **Edit** button. The edit grade scale process is the same as the current version of our gradebook.

To add a new grade scale, click the **Create New Scale** button. Give your new grade scale an appropriate name and edit as desired.

Remember that grades scales are universal. Each of your grade scales may be used with any gradebook or any individual student.

If you wish to apply a special grade scale to an individual student, click that student's name in your gradebook spreadsheet to bring up their Student Scoresheet. Click the **Change** button, as pictured below, and you'll be presented with a menu of all your save grade scales..

STUDENT SCORESHEET: ⊠ **ABUNDIS, ANDREW** ID: 3008

Current Score: 58%   Current Grade: F   Grading scale for this student: **Default** [Change]

Category:	Due Date:	Assignment:	Max Points Edit	Score:
				[Autofill] [ ]
Assignment	8/7/09	Verbs	10	8

000018

Grade Scales (GB4)

Applies To: **Plus Grade**

Our current gradebook allows one grading scale per gradebook, but version 4 allows you to create additional grade scales that you may apply to individual students. The grade scales are universal, allowing you to use any of your custom grade scales for any gradebook or any student. As always, the applicable grade scale appears on the progress report for you, the student, and their parents to see.

GETTING THERE

From any page in your portal, click the **Settings** link near the top right of the page, then select any of your gradebooks from the **Gradebook Settings** section of the next page. Finally, click on the **Go** button for **Grade Scales (Universal)**.

WORKING WITH GRADE SCALES

For each gradebook, you may select apply any of your saved grades scales.

SELECT DEFAULT GRADE SCALE

Default Grading Scale [Default ▾]
[Submit] [Cancel]

To edit a grade scale, click the **Edit** button. The edit grade scale process is the same as the current version of our gradebook.

To add a new grade scale, click the **Create New Scale** button. Give your new grade scale an appropriate name and edit as desired.

Remember that grades scales are universal. Each of your grade scales may be used with any gradebook or any individual student.

GRADE SCALE OPTIONS   [Create New Scale]
Default [Edit] [Delete]

A+ : 97.00%
A : 93.00%
A- : 90.00%
B+ : 87.00%
B : 83.00%
B- : 80.00%
C+ : 77.00%
C : 73.00%
C- : 70.00%
D+ : 67.00%
D : 63.00%
D- : 60.00%
F : 0.00%

If you wish to apply a special grade scale to an individual student, click that student's name in your gradebook spreadsheet to bring up their Student Scoresheet. Click the **Change** button, as pictured below, and you'll be presented with a menu of all your save grade scales..

STUDENT SCORESHEET: ✉ **ABUNDIS, ANDREW** ID: 3008

Current Score: 58%   Current Grade: F   Grading scale for this student **Default** [Change]

Category:	Due Date:	Assignment:	Max Points Edit	Score:
			[Autofill]	
Assignment	8/7/09	Verbs	10	8

Grades: Drafts, Restore & History (GB4)

000019

Applies To: **Plus Grade**

Worried about losing grades? We've got you covered. As you enter scores and the cursor moves to a new cell, our system saves a draft of those scores. Should your computer crash or some other calamity occur before you can click one of the **Save** buttons, your scores can be recovered.

Worried about someone tampering with your grades? If someone gains access to your gradebook and makes changes, it's possible to restore grades to a previously saved version.

Need to know when individual scores were changed? We store the history all scores in your gradebook.

DRAFT GRADES

When scores were entered but not saved, the next time you access that gradebook you'll be presented with the unsaved grades. At that point, you must choose to either save that draft of scores or delete the unsaved grades.

					Verbs	Conjug	Adject	Pronou
		Max Points:			10	10	10	10
		Average Percent:			7%	4%	8%	6%
1	✉	ABUNDIS, ANDREW	3008	80%	B-	8	ab	9	7
2	✉	ALLMAN, CARLOS	0998	88%	B+	9	10	8	8
3	✉	BARBA, GRIZELL	9969	40%	F	4	3	7	2
5	✉	CORONADO, ASHLEY	3813	0%	-				

Unsaved grades are marked in green as pictured above. Please note that drafts are saved every 30 seconds, which should cover most any circumstance in which scores might have been entered but not saved. However, clicking the **Save** button every few minutes when working on grades is your best defense against lost grades.

RESTORING VERSION OF YOUR GRADEBOOK

In those cases when your gradebook has been significantly altered, backing up to a previously saved version of your gradebook may be the best option. Use the **Restore Saved Gades** option from the **Gradbook Tools** menu.

1	3	All Grades	Published Grades

SAVED VERSIONS

Each time you save grades, that version of your gradebook is archived. If your gradebook is altered due to tampering or simple user error, you can revert to one of the archived versions.

	Version Number:	Time:	File Size
Restore	41	11/20/09 2:41 PM	40,201
Restore	40	11/20/09 2:40 PM	40,200
Restore	39	11/19/09 2:28 PM	29,185
Restore	38	11/19/09 2:13 PM	29,186
Restore	37	11/19/09 2:12 PM	29,185
Restore	36	11/19/09 2:09 PM	29,186

Even if you do restore to an earlier version, you can still restore back to a more recent verion.

GRADE HISTORY

On student and assignment scoresheets, you'll notice a small square with a cursive "i" next to each score. Click the "i" to view a page showing the complete grade history.

On the student scoresheet, you can research the history of grades for all assignments for a single student by clicking the Research button near the top right of the page.

Save & Stay	Save & Exit	Cancel

Max Points Edit | **Score:**

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Research	Student Record	Progress Report
Time Stamp:	Submitted Work:	

000020	Autofill	
20.00		i
100.00	75	i
10.00	6	i

Go Back

Date:	Grade:
12/7/11 8:26 AM	75
12/2/11 3:42 PM	

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000021

Instant Score Updates (GB4)

Applies To: **Plus Grade**

To enable Instant Score Updates, click the **Settings** button near the top right of every page in your portal and then click the **Change** button In the Instant Score Update section. Click the **Change** button again to disable the Instant Score Update feature.

Note: This feature could reduce performance for users on marginal systems and should be turned off if the impact is significant.

On the main gradebook spreadsheet, student and assignment averages and letter grades automatically update after entering a score and moving the cursor to a new cell.

Before entering a score, the student's class average is 90%.

29	✉	SMITH, KEVIN	1027	90.00%	A-		9

After entering a score and moving the cursor to a new cell, the student's average updates instantly.

29	✉	SMITH, KEVIN	1027	80.00%	B-	7	9

Assignment averages at the top of each column also update on the fly.

Quiz #2	Quiz #1
10	10
92.73%	71.82%

The same is true if you are working on the Student Scoresheet.

STUDENT SCORESHEET:

Current Score: 77.50%

Current Grade: C+

Note: This feature does not replace the function of the **Save** buttons. While your view of student and assignment averages will update on the fly, the scores must be saved before students, parents and other staff can see those changes.

000022

Manage Gradebooks (GB4)

Applies To: **Plus Grade**

WORKING WITH GRADEBOOKS

School Loop starts you off with one gradebook per course, which may be all you need. Sometimes, however, multiple gradebooks are necessary. The number of gradebooks and the configuration of those gradebooks depends on your particular requirements.

Below you will find several different scenarios describing the application of multiple gradebooks. If one gradebook per course does not meet your needs, find the scenario below that best describes your required setup and follow the directions. For those that must weight various gradebooks to determine a final grade, instructions can be found in Scenario III below.

CREATING A NEW GRADEBOOK

Depending on how your school schedules your courses, you may not automatically get a new gradebook at the beginning of a new term. If this is the case, you simply need to create a new gradebook for the new term.

Hover over the **Course Center** menu on the navigation bar on your Portal homepage and choose one of your courses from the pull down menu that appears.

1. In the Gradebooks Section, click **Edit** next to the current gradebook.
2. Edit the **End** date of the gradebook to correspond to the last day of the previous term.
3. Click **Submit**.
4. Click the **Add New Gradebook** button.
5. Enter a name for your new gradebook. We recommend that you include the term (e.g. Algebra I – 2nd Qtr.)
6. Set the **Start** and **End** dates to correspond to the first and last day of your grading period.
7. Click **Submit**

Be sure to give each gradebook an appropriate name and be careful that the start and end dates are accurate for each term.

Note: Always republish grades after editing your gradebook dates to ensure progress reports remain available for your students and parents.

GRADEBOOK SCENARIOS

Scenario I: Multiple Gradebooks with No Cumulative Grade (Instructions)

> *Example: I teach a year long class but require a gradebook for each semester.*

Scenario II: Separate Term Gradebooks and a Cumulative Gradebook (Instructions)

> *Example: I teach a semester-long class but require two separate quarter gradebooks. The final grade is simply the two quarter gradebooks combined into one with no special weighting.*

Scenario III: Weighted Average from Multiple Gradebooks (Instructions)

> *Example: I teach a semester-long course, but need two separate quarter gradebooks. The semester grade is based on 40% from quarter 1 and 60% from quarter 2.*

Scenario IV: Weighted Average from Multiple Gradebooks and a Final Exam (Instructions)

> *Example: I teach a semester long class with two quarters. The final grade for the class is the weighted average of two quarter grades at 40% each and 20% for the final exam. I also need to submit the final exam grade using School Loop's Grade Export Feature.*

Scenario V: Separate Term Gradebooks and a Final Average Gradebook (Instructions)

> *Example: I teach a year long course with separate terms (quarters, semesters, or trimesters). The final grade for the class is the average of the individual term grades, with each term grade counting equally.*

000023

Publish Grades (GB4)

Applies To: **Plus Grade**

SAVE VERSUS PUBLISH GRADES

As scores are entered in the gradebook, you'll want to save grades periodically. Saving grades ensure that your work won't be lost, but it doesn't allow students and parents to view those grades. Publishing grades is a separate action you must take to share grades with your students and their parents. This two step process (save and publish) allows you to control which grades students and parents can see and when they may see them.

HOW TO PUBLISH GRADES

When you're ready to publish grades, look for the blue **Publish** button on the main gradebook spreadsheet located on the right side of the page. There are buttons near the top and bottom of the page.

Click this button to display a list of all your assignments from that gradebook. Check the box for the assignments you wish to publish before clicking the **Publish** button. If you make a mistake or change your mind, you may unpublish by removing the check from the box and clicking the **Publish** button again. The green dot and gray **x**

indicate published and unpublished assignments, respectively. These same symbols are also displayed in your gradebook just above the horizontal row of assignment titles.

| Publish:		Due:	Assignment:	Periods:	Graded Students:
☐	x	12/11/09	Order of Operations	1, 3	9
☐	x	12/18/09	Like Terms	1, 3	21
☑	●	12/30/09	Distributive Property	1, 3	21
☑	●	12/11/09	Exponents	1, 3	18
☑	●	9/2/09	Graphing Project	1, 2, 3, 5	21

Once an assignment has been published, changes to student scores are updated within a couple of minutes without the need to republish the assignment.

Note: Changes to your gradebook dates, or the assignment itself, such as title or maximum points, will require you to republish grades for the assignment before parents and students can see those changes.

PUBLISH AND NOTIFY

This feature is available only for those schools using the optional Call Alert integration.

Choose **Publish and Notify** to send a LoopMail message for students whose grades are trending up or down. You can setup a generic message to send to all students who are trending up or down by entering your message in the Message Setup window, then choosing **Autofill Trending Up** or **Autofill Trending Down**.
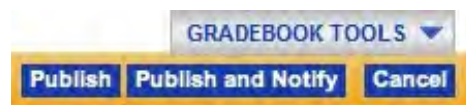
Alternately, you can write a customized message to a particular student in the text box under the student's name. You can also choose to send your message to parents, students, or both.

When you are ready, click **Submit**. Your grades will be published and your messages will be sent to the chosen recipients.

Note: You can only send messages to registered Students.

Unregistered parents that are selected to receive a phone call will get a call alert in their native language, letting them know their student is trending up or down.

Example call for trending up: *"Your student in grade 11 raised their grade by one letter grade in period 2."*

Example call for trending down: *"Your student in grade 11 had their grade drop by one letter grade in period 2."*

Notify

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MESSAGE SETUP

Great job pulling those grades up!

Autofill Trending Up
☑ Students ☑ Parents

Autofill Trending Down
☑ Students ☑ Parents

TRENDING UP

ALVAREZ, CARLOS
Baseline Grade(11/18/09 1:30 PM): F (30%)
Current Grade: C- (71.11%)
☑ Email student ☑ Email parents

Great job pulling those grades up!

TRENDING DOWN

GOMEZ, EMILY
Baseline Grade(11/18/09 1:30 PM): C- (70%)
Current Grade: D- (62.78%)

GRACIA, GUSTAVO
Baseline Grade(11/18/09 1:30 PM): B- (80%)
Current Grade: C (73.89%)

skip

Search: [_____] [Go]

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Account Management Attendance Call Alerts Course Center Data Imports Directory Services Grade Export Gradebook (GB4) Gradebook (GB3) Groups Implementation LoopMail
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Student Scoresheet (GB4)
Submitting Work

Published Grades (GB4)

🖨 Print Main

Applies To: **Plus Grade**

About Published Grades

The **Published Grades** tab in the gradebook shows a summary of the scores you have published. Since your students and their parents can only see the grades you choose to publish, the scores and grades in the this view match the progress reports as seen by students and parents. In contrast, the **All Grades** tab shows all grades in the gradebook, published or not.

Getting There

After selecting a gradebook, click the blue **Published Grades** tab.

Reviewing Published Grades

Fore each period, the Publish Grades view displays:

(1) Student Name

(2) Current Grade (base on published grades)

(3) the percentage score (as affected by weighting)

(4) points earned (unaffected by weighting)

(5) Category columns show the category's name, total points available, and the weight (if used)

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School Websites Online Gradebook Online School Calendar Student Email Digital Locker

Staff Login   Translation Spanish Chinese Japanese Korean Arabic French
                                  German Italian Portugese   RSS Feeds   Site Map

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Reports (GB4)

Applies To: **Plus Grade**

ABOUT REPORTS

Your gradebook comes with a number of printable reports. Each report opens in a new window. There are four styles of reports:

(1) Complete Gradebook: Includes summary of all grades as well as every assignment for all students per period and can be printed with student names or just student ID numbers.

(2) Grades: Current student averages by period. May be printed with both student names and IDs or just IDs alone. These reports are sortable by name/ID or percent average.

ALGEBRA ONE, Wright, Orville

Scores for Period 1   Printed: 7/7/09

▼ Name:	ID:	▸ Percent:	Grade:
AARON, TAYLOR	167504	87.4%	B+
CEBALLOS, TRAVIS	173689	79.6%	C+

(3) Progress Reports: A summary report for each student in a period. Each student's report starts on a new page.

(4) Students With Zeros Report: Current number of zeros of each student by period.

(5) Individual Progress Reports by Period: Same report as number 3 above, but just one student at a time.

COMPLETE GRADEBOOK 1

By Name	By ID
Period 1	Period 1
Period 4	Period 4
Period 5	Period 5
Period 6	Period 6

GRADES 2

With Name and ID	ID Only
Period 1	Period 1
Period 4	Period 4
Period 5	Period 5
Period 6	Period 6

PROGRESS REPORTS 3

Period 1
Period 4
Period 5
Period 6

STUDENTS WITH ZEROS REPORT 4

Period 1
Period 4
Period 5
Period 6

INDIVIDUAL PROGRESS REPORTS BY PERIOD 5

Period 1

ABUNDIS, ANDREW	HUYNH, NATHALIA	RODRIGUEZ, SERGIO
ALLMAN, CARLOS	JARAMILLO, SILVESTRE	SOTO, CATALINA
BARBA, GRIZELL	LUNA, FRANK	TRAN, VERONICA
CORDERO, LORELL	MANNARELLI, IRMA	TRAN, XUAN
CORONADO, ASHLEY	MARTINEZ, HUY	TSU, ERICA

GETTING THERE

After selecting a gradebook, use the blue **Gradebook Tools** menu tab to access the menu of reports.

GRADEBOOK TOOLS ▼

PROGRESS REPORTS

The individual student progress report is the

most frequently used of all reports, so we've provided multiple ways to access it. In addition to the method described above:

- Course Center - Click the Roster buttons in the Roster Manger.
- Student Record - Links are in the Dashboard.
- Student Scoresheet - Click the button near the top right of the page.

The progress report also provides access to the progress reports from previous terms. Use the drop-down located near the top center of the report to access the older reports.

Parents and students also have access to this report from their portals.

Progress Report 000028

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Rounding, Default Score, and Averaging (GB4)

Applies To: **Plus Grade**

GETTING THERE

From any page in your portal, click the **Settings** link near the top of the page and then look for the Gradebook Settings area on the next page. Click the link for the gradebook you wish to configure to open the settings page for that gradebook. On this next page, you will see the options for "Rounding" and "Default Score" in the left column. You will only see "Averaging" if an administrator has enabled this feature. Click the **Go** button next to the setting you wish to change.

ROUNDING

The **Rounding** option allows teachers to change how many decimal places will be displayed for overall grades. This number can be set to either 0, 1, or 2 using the drop menu. If zero is selected, the gradebook will round to the nearest whole number. For example, if a student's overall grade is 93.667%, the gradebook will round this score to 94%.

Note that this setting only affects the student's overall grade, not individual grades entered for assignments. Even if your rounding is set to 0 decimal places, you can still give a student fractional points on any assignment and the gradebook will not round this score. This allows for a more precise rounding of the overall grade.

DEFAULT SCORE

By default, new assignments in your gradebook will not have any value entered as a score, just empty cells. The **Default Score** option allows teachers to have all students start new assignments with a score of zero points instead.

If the Default Score is set to "0 (Zero)," the zero will immediately count towards the student's overall score in your gradebook. For this reason, most teachers choose to stick with the default setting of "Empty".

Note: Because a 0 (zero) is technically a counted value in the gradebook, you cannot use autofill to overwrite cells with a zero in them. If you use autofill prominently, you will probably want to leave this option set to "Empty."

AVERAGING

A school administrator must enable this feature School Settings before it becomes available to teachers. This feature gives you the option to include the overall class average in the progress reports for individual students, allowing students and their parents to compare the student's average with the average of all students in that period.

CARRASCO, GEORGE

CRIMINAL LAW 1 ROP: Flargen, Jimmie

Grade: A   Score: 95.3%   Class Average: 87.7%   Grade Last Published: 1/27/11 12:28 PM

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Student Scoresheet (GB4)

Applies To: **Plus Grade**

ABOUT THE STUDENT SCORESHEET

When you access the student scoresheet, you're essentially using a gradebook for a single student. This view is useful when you want to enter several grades and comments for a single student.

From the main gradebook, click the tab for the period in which the student belongs, then click the student's name.

WORKING WITH THE STUDENT SCORESHEET

Each student scoresheet includes:

(1) The student's current percent score.

(2) Max points for any assignment may be altered for an individual student (see more info below).

(3) Change the grading scale used for this student.

(4) Links to the Student Record and Progress Report for that student. The Research buttons show this history of all scores.

(5) Input fields for grades and comments. Hover over the "i" icon to display the history scores for that assignment.

(6) Time stamp and link to work submitted online.

Edit Max Points

After clicking the Edit link for for Max Points (#2 above), the scree refreshes to reveal input boxes where you may enter the alternate maximum value of an assignment for that student. Empty cells indicate that the default max for that assignment will apply. Click one of the save buttons on the page when ready.

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Submitting Work Online(GB4)

Applies To: **Plus Grade**

ABOUT SUBMISSIONS

Your students may submit work online for any assignments published to your gradebook. Any file that could be attached to an email message can be submitted to you through your assignments. All work submitted by students is time stamped so there can be no arguments about when the work was submitted. Students get an archive of all their submitted work in their portal.

Note: Students cannot submit files to calendar-only assignments.

GETTING THERE

There are several ways to access a list of work submitted by your students for any given assignment.

- From your gradebook, either the student scoresheet (click a student's name in the gradebook) or the assignment scoresheet (click an assignment title from your gradebook).
- Click the assignment title in any calendar and then click the **View Submissions** link.
- From the Course Center, click the title of any assignment located in the Assignments section.

In all views of student submitted work, you will find the student's name, a time stamp, and a link to download the file.

Instructions for how students submit work can be found here: Drop Box/Turning in work.

SUBMITTING WORK USING IPAD

Submitting work using an iPad presents a problem since the iPad does not have a file directory structure. Safari and most other browsers, do not give the option to browse for files when uploading files to most websites, including School Loop. A workaround for this lack of file structure is to use a browser called iCab. This browser is available from the Apple apps store ($1.99).

Using iCab, work can be submitted via the Dropbox from the student's personal locker or from an online storage service such as DropBox.com (http://www,dropbox.com). The example below illustrates using iCab to submit from the student's personal locker to an assignment.

1. Using iCab, log into your School Loop account and open **"My Locker"**.

2. Browse to the file in your locker and **"Long"** click on the file; select "**Download File**".

3. On your portal page calendar, click the "**Turn-In-Work**" link for the assignment.

4. Click "**Select File"**; tap the name of the file to be uploaded.
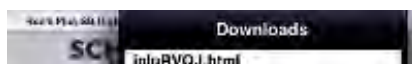
5. Link is created; click **"Submit"**. Success message received.

6. At the top of your portal, open your **Dropbox** to view submission.

Disclaimer - School Loop does not endorse or sponsor this app and we provide no guarantees about the quality or functionality of this software. We are merely relaying suggestions made by other users who found this app to be helpful.

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Transfer Grades (GB4)

Applies To: **Plus Grade**

When one of your students transfers between periods of the same subject, transferring their grades is just a few simple clicks. From the **Gradebook Tools** menu near the upper right of your gradebook, click the **Transfer Grades** option.

Use the Transfer Grades tool to select the student in their original class and the same student in their new class. Click **Submit** and you're done!

Transferring grades between different students is allowed, but you will receive a warning message.

Note: Transferring grades does not delete grades from the original class.

Note: The same Assignments must be published to both periods for grades to transfer. If they are not, edit each assignment and check the new period as well as the original period and click Submit.

GRADEBOOK TOOLS

Undelete Assignments
Manage Gradebooks
Seating Charts
Transfer Grades
Drop Low Score
Restore Saved Grades
Reports
Download Gradebook
Legend

| 3 | 5 | 7 | **All Grades** | **Published Grades** |

TRANSFER GRADES

When your students move from one period of a course to another, use this tool to transfer their grades. If you attempt to transfer grades between different students, a warning will be issued.

From original class:

3 BHANDAL, DILPREET 12046402   >>>

To new class:

3 ANTONIO, CRYSTAL-JEN 12054812

3 ANTONIO, CRYSTAL-JEN 12054812
3 BAKER, JAMES 12049328
3 BHANDAL, DILPREET 12046402
3 BOUREKAS, JOSEPH 12051971
3 DAO, TAMMY 40990814

Submit **Cancel**

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Weighting (GB4)

Applies To: **Plus Grade**

ABOUT WEIGHTING

School Loop's gradebook allows you to calculate grades based on total points or a weighted scale. Weighting requires that you have associated all graded assignments with a weighted category, so it is important that you first create the categories you wish to use for weighted grading (covered on a separate help page). After creating your categories, you can assign a percent weight to as many categories as you wish to use.

Although the category list is universal, you may weight differently for each gradebook. Student grades are based on scores in weighted categories. If a weighted category has no graded assignments, student grades are based only on the categories with assignments.

CONFIGURE WEIGHTING

After setting up all the categories (covered in a separate help page) you wish to use with your weighting scale, you must configure each gradebook separately. In this fashion, each gradebook can have different weight schemes.

From any page in your portal, click the **Settings** link near the top right of the page and then look for the Gradebook Settings on the next page. Locate the link for the name of the gradebook you wish to configure and click that link. From there, click the **Go** button for weighting.

To set weighting, first check the radio button next to **Yes**. This will allow you to enter the percent values for your weighted categories. Enter the percent value for each category you wish to weight. Take care that the total for weighted categories is 100%. Finally, click the **Submit** button.

For your convenience, there's an **Add Category** button if you need to add an additional category.

WEIGHTING EXPLAINED

How weighting is used to calculate grades is not always clearly understood by students and parents. This explanation should be helpful. In the example, there are three weighted categories: Homework, Tests, and Final. Each is weighted 30%, 50%, and 20% respectively.

The figure to the right illustrates that a student's averages for the Homework and Tests categories are 60% and 70% respectively. Since there is no score for the final exam, that category will not be used in calculating the student's average

The weight of each category used is multiplied by the student's average for that category. Those products are summed together and divided by the total of the weighted categories in use (80% as pictured above). In this example, the student has earned 53% of a possible 80% for an average of 66.25%. How that percent grade converts to a letter grade is based on your grading scale.

FAQS

Q: HOW CAN A STUDENT'S GRADE GO DOWN WHEN THEY GET A HIGH SCORE ON AN ASSIGNMENT?

A: Remember that grades are weighted by category. So if the score on the assignment is lower than the average for that category,

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the overall grade will go down.

Example: Student's current overall grade is 90% for all categories (tests, homework, etc.) and they get a 92% on the next test. Intuition tells us that their grade should go up. However if their test average is 95% then the weighted average for the Tests category will go down and therefore their overall grade will go down as well.

Q: MY STUDENT RECEIVED 100% ON AN ASSIGNMENT AND THEIR GRADE WENT DOWN - HOW IS THAT POSSIBLE?

A: The student had over 100% in that category, most likely due to extra credit.

Example: Student has turned in all of their homework and has some extra credit points, putting their average for the category at 110%. Now they turn in another homework assignment receiving 100% for that assignment. Their weighted average for the Homework category will go down because 100% is less than 110%.

Q: MY STUDENT DID SOME ADDITIONAL EXTRA CREDIT BUT THEIR GRADE WENT DOWN. SHOULDN'T EXTRA CREDIT ALWAYS RAISE THEIR GRADE?

A: Not necessarily. Adding a new extra credit assignment will change the total points possible in the extra credit category and could lower the student's percentage in that category.

Example: The extra credit category is set to give a student a 5% boost in their grade. So far the student has scored 10/10 on the one extra credit assignment giving them 100% in the extra credit category, and therefore boosting their grade the full 5%. Now you assign another extra credit assignment worth 20 points and the student earns 5/20. Her total for the extra credit category is now 15/30 or 50%. Her boost has now gone down to 2.5%.

We recommend that you leave the percent possible for extra credit at zero until the very end of the term. This way the students can see the points they are accumulating against points possible, but their grade won't changed based on extra credit until you change it to the final percentage possible.

Click here for more information on extra credit.

Q: MY STUDENT ARE SHOWING AVERAGES OVER 100% BUT I HAVE NOT GIVEN ANY EXTRA CREDIT POINTS?

A: Check your Extra Credit setup. The Extra Credit category cannot be one of the weighted categories. Change the Extra Credit category to a non-weighted category. If you are not assigning extra credit assignments, set the Extra Credit category to "None".

Click here for more information on extra credit.

Attendance Setup

> Applies To: **Plus Grade, Plus Portal**

Student Attendance records from your student information system can be imported into School Loop and made available to parents, students, and staff. If you are already using the tab delimited method for Sloopy imports, then importing attendance data simply involves adding two more files to the daily sloopy import and adding a few lines to your config file. If you are using another version of sloopy, you will need to switch to tab delimited. See the Data Integration Sloopy document in the left column of the Data Imports page for instructions how to setup sloopy for tab delimited and prepare the attendance files for import.

ATTENDANCE DISPLAY

The attendance information for the current week will be displayed in the Dashboard for students and parents. School staff can view the same data in the student record for any student. Attendance can be shown for the full day, by period, or both depending on which data is imported from the SIS. If attendance data is uploaded for each period, then teachers can also see this data, divided by period, in their Roster Manager. An attendance legend, explaining the codes your school uses, can be added to the bottom of the attendance view. By default, the attendance section of the student record is collapsed. To view, click the **View This Week's** button.

DASHBOARD							Close
As of: 3/1/10 4:36 P.M.							Print View

Course:		Summary Grade:	Trend (+/-):	# of Zeros:		
Homeroom		None Published				
English		C	76.3% (0%)	1		Progress Report
PE		C	73.77% (+2%)	4		Progress Report
Algebra		C+	76.3% (0%)	1		Progress Report
Digital Photo		C	73.77% (0%)	4		Progress Report
Academic Prep		C+	78.33% (0%)	1		Progress Report

Attendance　　　　　　　　　　View This Week's　All Attendance

Date:	Full Day:	Period: 1	2	3	4	5
2/22/10		EXE	EXE	EXE	EXE	EXE
2/23/10		EXE	EXE	EXE	EXE	EXE
2/24/10						
2/25/10						
2/26/10		TUX				

Attendance Legend

A=Admin E=Excused F=Field Trip G=Independent Study H=Home Teach J=Tardy 31 minute M=In School Suspension Q=Parent Unexcused T=Tardy Unexcused U=Unexcused V=Tardy Excused X=Sports

Click **All Attendance** in the top right corner of the weekly attendance to see attendance for the whole year. This view only includes the days that absenses or tardies were recorded.

Date:	Full Day:	Period: 1	2	3	4	5

1/8/10			EXE	EXE	EXE	EXE	EXE
1/20/10			EXE	EXE	EXE	EXE	EXE
1/27/10			UNX				
1/28/10			UNX				
1/29/10			TUX				
2/2/10			TUX				
2/3/10			TUX				
2/8/10			EXE	EXE	EXE	EXE	EXE
2/22/10			EXE	EXE	EXE	EXE	EXE
2/23/10			EXE	EXE	EXE	EXE	EXE
2/26/10			TUX				

Attendance Legend

A=Admin E=Excused F=Field Trip G=Independent Study H=Home Teach J=Tardy 31 minute M=In School Suspension Q=Parent Unexcused T=Tardy Unexcused U=Unexcused V=Tardy Excused X=Sports

CREATING AN ATTENDANCE LEGEND

From your portal page, click **School Settings**.
Click **Go** under **Access Registration Management**.
Scroll down to the Attendance legend form and enter explanations for your school's attendance codes.
When you are done, click **Submit**.

ATTENDANCE LEGEND

Optional for schools sending attendance data
Provide users with a legend explaining the attendance codes used by your school (e.g. A = Absent, V = Verified Absence).

A=Admin E=Excused F=Field Trip G=Independent Study H=Home Teach J=Tardy 31 minute
M=In School Suspension Q=Parent Unexcused T=Tardy Unexcused U=Unexcused
V=Tardy Excused X=Sports

CUSTOM LEGEND LAYOUT

Some basic tags and styling are supported, allowing a tabular layout for your attendance legend. Use this legend template to create a legend similar to the one below.

E	Excused Absence		U	Truant
S	Suspension		M	Med Emergency
O	Illness		H	On Campus Suspension
A	Unexcused Absence		T	Tardy

Attendance Display

Applies To: **Plus Grade, Plus Portal**

School staff can view attendance information for the current week in the Dashboard of the student record for any student if your school has chosen to import attendance data. Attendance can be shown for the full day, by period, or both depending on what data your school decides to include. An attendance legend, explaining the codes your school uses, is located at the bottom of the attendance view.

| Dashboard | Attendance | Calendar | Interventions | Files | Turned-In Work |

DASHBOARD   Close

As of: 3/2/10 11:06 A.M.   🖨 Print View

Course:	Summary Grade:	Trend (+/-):	# of Zeros:	
Psychology (AP)	A	96.67% (-0%)	0	Progress Report
Drawing & Painting 5-6	A+	100% (-0%)	0	Progress Report
Functions/Statistics/Trigonometry	A	90.7% (-0%)	2	Progress Report
Spanish 5-6	C	73.92% (-0%)	2	Progress Report
Biology (AP)	B	84.73% (-0%)	3	Progress Report
US History Honors	None Published			
English Language & Composition (AP)	D+	67.75% (-0%)	3	Progress Report

Attendance   View This Week's | All Attendance

Date:	Full Day:	Period: 1	2	3	4	5	6	7	8
2/23/10									
2/24/10									
2/25/10				A		A		A	
2/26/10									
3/1/10									

Attendance Legend

Click **All Attendance** next to **View This Week's** to see attendance for the whole year. This view typically only includes the days that absenses or tardies were recorded.

| Dashboard | Attendance | Calendar | Interventions | Files | Turned-In Work |

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Date:	Full Day:	Period:	1	2	3	4	5	6	7	8
10/5/09								A		
10/12/09									A	
10/22/09									A	
10/23/09	A								A	
10/26/09									A	
10/30/09							A			
11/2/09						A				
11/5/09									A	
11/20/09	A									
12/17/09						A		A		
1/8/10				A				A		
1/11/10									A	
1/12/10				T		A				
1/13/10									A	
1/19/10				A						
1/20/10			A							
1/21/10				A						
1/25/10						A				
2/2/10			T	T						
2/25/10					A		A		A	

Chronic Absence Tracker

Applies To: **Plus Grade, Plus Portal**

THIS NEW FEATURE IS NOT YET BROADLY AVAILABLE TO ALL PLUS SCHOOLS. DISTRICT ADMINISTRATORS INTERESTED IN THIS FEATURE SHOULD CONTACT SCHOOL LOOP FOR MORE INFORMATION.

Chronic absenteeism is a key indicator for students at-risk. Tracking attendance and identifying trends are vital to the effectiveness of your attendance-related intervention programs. School Loop can help.

After including attendance data in your daily imports, the attendance trending tools can be enabled. These tools not only allow you to see attendance trends for students at Significant Risk (above 10% absences) and Severe Risk (above 20% absences) by date, grade level, and period number, but shows you which students are in each category. Moreover, Trackers for each group are automatically generated.
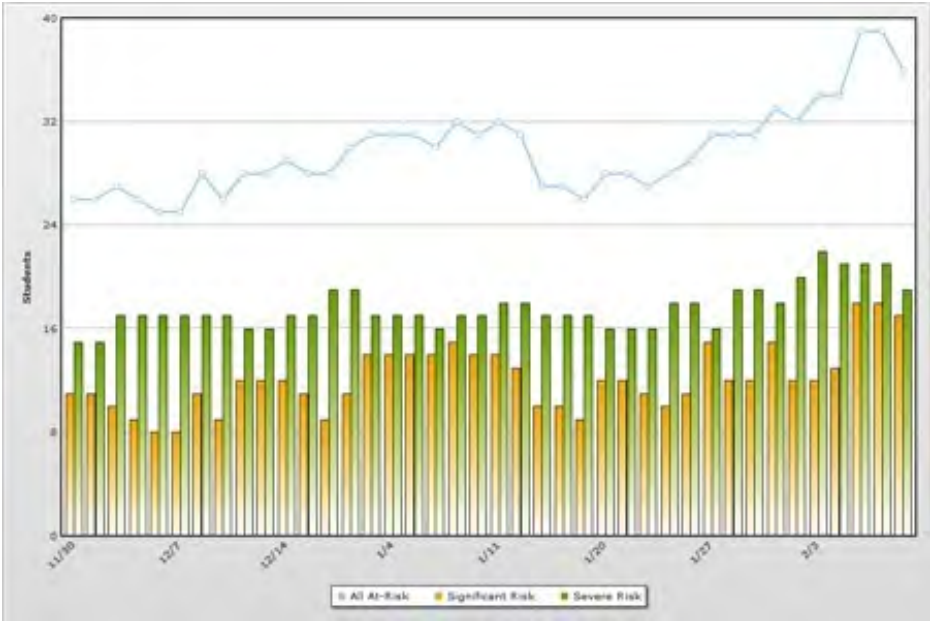
TRENDING AND TRACKING TOOLS
TRENDING GRAPHS AND TABLES
Configuration is simple. Just let us know the attendance codes you wish to count as absences and sit back while we do all the heavy lifting.

Administrators will access these tools using a new **Attendance Trends** link in Toolbox on their portal homepage. Clicking this link will take you to the trending graphs - the default view picture above shows a running trend of the number of students in the Significant Risk and Severe Risk categories (above 10% and 20% absences respectively) as well as the overall numbers of students at-risk. Hover over the bars or anchor points in the line graph to view the date and number of students in that category. For additional graphs, use the pull-down menu at the top left of the chart. The available graphs allow you to analyze trends for both the Significant and Severe Risk students by date, grade level, and period number. The graph for trending by period number is pictured below.

In addition to the trending charts, we also provide you with the same information in

tabular format. Click the **View Data** button at the top right of the charts to access the data tables. Each table is sortable; just click the column headings to toggle between ascending and descending sorting.

When you drill down by date on the data tables, we present you with a list of students who were absent on that particular day. Each student's name in the list is a link to a page displaying all of their attendance for the current school year. We also indicate which students were newly added or dropped from a category.

Naturally, the data from all of these charts and tables are downloadable as CSV files, which can be opened by Excel or other spreadsheet applications. To grab your data, just click the **Download** button located at the top right of each graph and table.

Date ▼	Period 1	Period 2	Period 3	Perio...
Feb-09-2010	9	24	21	
Feb-08-2010	9	25	22	
Feb-05-2010	9	26	21	
Feb-04-2010	8	25	19	
Feb-03-2010	9	26	19	

TRACKING AT-RISK STUDENTS

Now that we've identified which student are at-risk based on their attendance, it's time to track their academic performance using one of the three Students Trackers automatically created by our system: All At-Risk, Significant Risk, and Severe Risk . As with all Trackers, you can view each student's overall average for all courses, number of assignments with zeros, and how many of their teachers are publishing grades. Additionally, you can easily compose and send LoopMail messages to any or all members of the student's Learning Management Team.

General:	#	Description:	
Attendance: All At-Risk	36	All Students At-Risk due to Attendance issues	x
Attendance: Severe Risk	19	Students at Severe Risk due to Attendance issues	x
Attendance: Significant Risk	17	Students at Significant Risk due to Attendance issues	x

Be sure to review our help pages covering all the features of Student Trackers.

HOW THE TRENDS ARE CALCULATED

Typically, schools have several different codes for absences - medical, excused, field trip, etc. - but for the Chronic Absence Tracker, you specify which attendance codes will be counted towards chronic absences.

Initially, it takes 20 days of accumulated attendance before any trends are displayed.From that point forward, trends are based on a running 20 day window. When the system calculates trends, the following rules apply:

1. Once a student reaches either 10% or 20% absences, they are automatically added to the corresponding risk group - Significant or Severe.
2. To move from the Severe risk group to the Significant risk group, the student's absence rate must drop to 10% or less.
3. To be removed from the Significant risk group, the student's absence rate must drop to 5% or less.
4. If period absences are reported, missing 50% or more of the periods in student's schedule counts as a full day of absence. In other words, a student who misses 2 of 4 periods in a day is credited with a full day absence. A student with 6 periods must miss 3 periods.
5. Attendance risk by period is calculated separately from day absences. For example, a student with 5 classes who missed first period 5 times in the past 20 days but has no other absences, will be in the Significant risk category for period 1 (25% absence rate) but won't be in any risk category for day absences.

Groups

Applies To: **Plus Grade, Plus Portal, Standard**

School Loop Groups are a helpful medium to collaborate with others. They allow you to plan and implement projects, carry on discussions, and share resources. School Loop Group membership can consist of any teacher or staff member in the school. For School Loop Plus, students and parents may also be made members of a group. Example uses of groups include extra curricular activities, special interest groups, departments, curriculum planning, and parent organizations.

CREATING GROUPS

All groups must have a staff sponsor. Any teacher or staff member in the school can create a group.

1. Click the **Group** icon at the top of any page in your portal
2. Click the **Create Group** button
3. Enter a name and a description
4. Check the option to make the Group District-wide if desired
5. Click the blue **Create** button

Create a New Group

Complete this form to add a new group.

[Create] [Cancel]

Group Name:

Description/Membership Criteria:

[Create] [Cancel]

ADD, REMOVE OR VIEW MEMBERS OF A GROUP

The membership of a group can be comprised of anyone with a registered School Loop account. You can bring in individuals from outside the school community making them an Associate, a role with Group privileges but no access to student information.

Any member of a group can add other members, making the maintenance of group membership a shared responsibility. All persons who are added or removed will display on the Membership Tools page along with the group member who added or removed them. The Membership Tools page is accessed by clicking the **Members (View, Add or Remove)** link in the Toolbox on the group's homepage. You can view former members by clicking the **View Former Members** button at the top right of the Membership Tools page. This allows the maintenance of the group roster and everyone's actions to be public record.

TO ADD MEMBERS:

1. Click the **Members (View, Add or Remove)** link in the group toolbox.
2. Click the **Add Members** button on top of the page.
3. Click the letter tab of the person's last name on the left hand side of the page or use the **Look Up** link on the right side of the page and begin typing their name. The autofill feature will bring up names you can choose from to select their name. You may choose multiple recipients.
4. Click the **Add** button at the top or bottom of the page

TOOLBOX

Teachers: Membership Tools

TO REMOVE MEMBERS:

1. Click the **Members (View, Add or Remove)** link in the group toolbox.
2. Check the box to the left of each persons name you wish to remove.
3. Click the **Remove Selected** button on the top of the page.
4. Click the **Remove** button.

CALENDAR

The Group calendar is located at the top left of the Group homepage. It displays the events published for that group. Click on any date with a blue number to see the events for that day. Click on or at the top of the calendar to move forward or backward by month. This will allow you to view all events, past and future for your group.

Group members can add events by clicking **Add Event** at the bottom of the calendar. They can also request that their events be published to the school's homepage if the school uses the School Loop website feature. Click the **Request Addition to Homepage** box in the Audience column on the left hand side of the New Event Publication page.

NEWS AND EVENTS

When a member posts an event or news for the group, it appears on every member's Portal Page as well as on the group homepage. If using School Loop for the school's website, members may request that group news and events be added to the school's homepage calendar. These requests must be approved by the school webmaster.

PROJECTS

A group project can be started by any member of the group. Projects are essentially a special type of discussion with a specific time frame such as meeting times and deadlines. Projects can be used to create an organizational structure for groups when tackling large topics, such as WASC or textbook adoption.

To create a project just click the blue **Start Project** button and fill in the details. Group projects are listed on each member's portal homepage.

DISCUSSIONS

All Group discussion threads appear in the Discussion area of each member's portal. All members of the group may read and reply to any or all group discussions. All members of the group receive an email message with each new discussion post or reply to a post unless they opt out of email replies for that group's discussions. Members may opt out of email replies from the group homepage by clicking the **View All** button in the discussion section. Click the radio button for opting out. Click here for more detailed information about School Loop Discussions.

LOCKER

Like all School Loop lockers, files and links may be stored and organized into folders. The group locker is for the mutual benefit of all its members who may upload and access all resources in the locker. To add resources to the group locker, use the **Add Resources** button and then choose to add a file, link, or folder from the drop menu.

SEND LOOPMAIL TO GROUP

This link opens a new message form with all group members automatically added to the BCC field. This feature is available to teachers, staff, principals, assistant principals, and sys admins.

Note: Send LoopMail to Group is not available for District wide groups.

Note. Send LoopMail to Group is not available for District-wide groups.

DELETING GROUPS

Administrators and the group's creator are the only persons who can delete a group. The **Delete Group** option will appear in the group Toolbox of those individuals.

TOOLBOX

Members (View, Add or Remove)

Edit Name/Description

Delete Group

High Priority Groups

Applies To: **Plus Grade, Plus Portal**

With School Loop Plus, administrators can create groups of students that require additional attention from teachers. Such groups might include students who are on the cusp of meeting API objectives, mainstreamed special education, and in danger of not graduating. High Priority Groups are only visible to administrators, teachers, and staff.

In addition to the groups created by administrators, there is one group automatically generated by School Loop: **70 in 2+ classes** (Less than 70% in 2 or more classes). This group is automatically formed based on the grade published by teachers and is updated each night. Students are removed from the group as they improve.

HOW ARE HIGH PRIORITY GROUPS DISPLAYED?

An administrator's Dashboard contains a list of all the high priority groups. Click any group name to view a list of students in that group.

Teachers can view High Priority Groups by clicking the View All button on their Dashboard to the right of the Student Tracker heading. Students that are in High Priority Groups will display on the teacher's Dashboard and in the Student Performance section at the top of the Course Center pages as well. Click on a student's name to go directly to the Student Record.

Click the blue button to the right of this section to open and close the list.

If a student belongs to any high priority groups, a list of those groups can be found at the top of the right column on the student record page.

CREATE A HIGH PRIORITY GROUP

To create a new High Priority Group click the Create New button on the right hand side of the Portal Page Dashboard. Fill in the form and check the High Priority radio dial at the bottom left of the page. Uncheck the Display Tracker on Portal Dashboard box at the bottom of the form if you do not want the new High Priority Group to display on Portal Page Dashboards. Leave the box checked if you want it to display. Click Create. You now have a new High Priority Group. Click on the group's name from the Tracker List page to add students to it. Use the Tool Box on the lower right hand side of the page to edit and update your new High Priority Group.

Note: High Priority Groups that you create do not update automatically. You can reupload a new list of students at any time to manually update your High Priority Group.

Private and District-Wide Groups

Applies To: **Plus Grade, Plus Portal, Standard**

Districts that have upgraded to include the Unification feature can create Private and District-wide groups. The Unification feature is available for both our Standard and Plus products. Contact your School Loop Account Manager for pricing details.

Optional Settings:
Leave both boxes unchecked to create a public group for your school. Public groups are visible to all staff and group members have rights to add new members.

☐ District-wide Group. Membership open to users from all schools and the district office.
☐ Private Group. Visible only to members. Only creator and district admins can add members.

GROUP OPTIONS

With these optional settings there are 4 types of groups you can create:

☐ District-wide ☐ Private Group.	Site Only, Public Group
☐ District-wide ☑ Private Group.	Site Only, Private Group
☑ District-wide ☐ Private Group.	District-wide, Public Group
☑ District-wide ☑ Private Group.	District-wide Private Group

Note: Once a group is created, the optional Private and District-wide settings cannot be changed. If you made a mistake in the type of group you wanted, you will need to delete and recreate the group.

PRIVATE GROUPS

Faculty and staff can now create private groups that cannot be seen by users who have not been added to that group's membership. With public groups, faculty and staff at a school site can see a complete list of groups at the school and are free to join any group they wish. Private groups allow for more discretion and control with regards to a group's membership, as new members can only be added to private groups by either the group owner or users with administrator rights.

Note: A private group member who has Webmaster or Editor rights has the ability to display the group locker on the website.

Creating a private group is easy -- simply click the **Groups** icon at the top of your portal and then click **Create Group**. At the bottom of the creation form, you will see a check box that allows you to make the group private. Checking this box will set your new group to private.

Group Name:
Secret Group

Description/Membership Criteria:

☐ District-wide Group. Membership open to users from all schools and the district office.
☑ Private Group. Visible only to members. Only creator and district admins can add members.

Create   Cancel

Users with Site Admin and District Admin accounts will still be able to see private groups created at the school level and can also join these groups if they wish. These groups will be labeled **Site/Private** in the "Type" column on the Groups page.

DISTRICT-WIDE GROUPS

District-wide groups have most of the same features as site groups with the advantage of allowing membership from other schools in the district. District-wide groups can be either public or private.

Note: The "Send LoopMail to Group" feature is not available and District-Wide groups are for staff only. Students and parents cannot be added to District-Wide groups.

District-wide private groups can also be created by checking both options at the bottom of the create group page. These groups are only visible to members of the group and District Administrators. While school-level System Admins can see any private group at their school, they cannot see district-wide private groups unless they have been added to the group.

The following table outlines the rights the rights associated with private groups.

Who Can...	Private Site Group	Private District-wide Group
see the group	Group owner, District Admins, site admins, group members	Group owner, District Admins, group members
add or remove members	Group owner, District Admins, site admins	Group Owner, District Admins
add or delete files	Group owner, District Admins, site admins (members may only delete their own uploaded files)	Group Owner, District Admins(members may only delete their own uploaded files)
post news and events	All members	All members
participate in discussions	All members	All members

LoopMail

Applies To: **Plus Grade, Plus Portal**

Have you switched to new LoopMail?

If you haven't already, there's no reason not to. The new version of LoopMail is prettier to start with and has better tools for addressing messages. It's also the future of LoopMail - designed so that future upgrades will be easier to implement. Look for the **New** icon and link to switch in the upper right corner of Old LoopMail.

Starting with the 2010 - 2011 school year, everyone's account will default to the new version of LoopMail and the old version will cease to exist. No messages will be lost during the transition, but why wait? You could be enjoying all of the new features now.

SAFE AND SECURE EMAIL FOR ALL USERS

LoopMail is safe, secure and never anonymous -- everyone publishes in their real name. Because LoopMail is a private, internal messaging system, your email address is always hidden from other users. You may send LoopMail to other registered users of your School Loop site. The Associate and Afterschool Professional roles, however, have very limited rights to send messages to students.

GETTING THERE

From your portal, click the LoopMail icon at the top of the page to access your LoopMail inbox.

When you have new messages waiting for you, a notice appears at the top of the right column of your user portal. You may click the LoopMail icon in this alert to access your inbox.
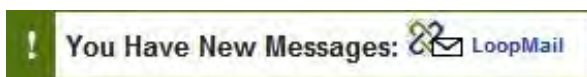
HOW LOOPMAIL WORKS

LoopMail messages remain inside the School Loop System. However, we do forward copies of your messages to the email address used with your account. Those messages do not contain the email address of the sender, so it's not possible to reply to that message. Instead, the message contains two large buttons, Reply and Reply All, which will transport you back to your School Loop account where you can compose and send your reply.

Manage LoopMail

Applies To: **Plus Grade, Plus Portal**

Like many web based email clients, the left column displays your **Inbox**, **Sent** messages, and **Archived** messages. Unlike other email systems, you cannot delete messages in LoopMail. Instead, you can move messages from your Inbox to your Current Archive or file them in another folder. Messages from previous school years are stored in the Historical Archive. If you file messages in a custom folder, the messages remain there and won't be automatically archived.

If you need to search your inbox, you can sort the columns by date, sender, or subject by clicking the column header. Click the header a second time to sort again in the reverse order. You can also search your inbox using the **Lookup** tool; just start typing into the text field at the top of your inbox and LoopMail searches for matches and populates a list of results on the fly. You can enter dates such as "3/3" or any part of the sender's name or message subject. If you want to get fancy, use the plus sign for an advanced search such as "3/3 + wilbur."

Note: The Lookup tool only works on one mailbox at a a time. In other words, searching your inbox won't show results from your sent messages. Also, the search does not work on the contents of messages, only the date, title, and sender/recipient(s).

ORGANIZING LOOPMAIL MESSAGES INTO FOLDERS

There are two ways to move messages into folders. The first method is to drag and drop individual messages. When you move your cursor over one of your messages, the cursor changes to a pair of crossed arrows indicating that you may click, hold, and drag that message to one of your folders. Once you drop a message into a folder, it will disappear from your inbox.

The second method allows you to move multiple messages at once. Check the box to the left of the messages you wish to move and mouse over the **Move Selected** drop menu located just above the date column. From the drop menu, choose the desired destination and click to move all checked messages to that location.

MANAGING YOUR LOOPMAIL FOLDERS
CREATE FOLDERS

Currently, we only allow you to create new folders to organize your incoming messages. For sent messages, there is a sent mail folder inside the Current Archive folder where you can store messages you don't want to keep in your Sent mailbox. To add a new folder, start by clicking the **Add** button at the bottom of the left column. This will bring up the **Add Folder** window. Enter a name for your new folder -- you may edit later if desired.

ORDER FOLDERS

You can reorder all your folders as you please. Simply click and hold on the icon of the folder

you wish to move and drag it to the desired location. You'll see a rectangular region light up
to indicate where you're placing the folder. You may drop your new folder in the Current
Archive folder, but the Historical Archive folder is locked and you may not move items into or
out of this folder.

EDIT AND DELETE FOLDERS

Click the **Edit** button at the bottom of the list of all folders to bring up the **Edit Folders** window.
This window will display all folders that you are allowed to edit or delete. Click a folder in the
left column then edit the name as desired or click the **Delete** button to remove the folder.

Folders that contain messages cannot be deleted; however, you may empty a folder of messages by moving them to another
folder. The **Current Archive** and **Historical Archive** folders may be renamed but cannot be deleted.

Read & Reply To LoopMail

Applies To: **Plus Grade, Plus Portal**

READ MESSAGES

Find the message you wish to view in your Inbox and click the subject to view that message. Note the **Newer** and **Older** buttons near the top right of the message window. These buttons allow you to scroll through your messages without returning to the Inbox.

Reading messages forwarded to your regular email account

For your convenience, copies of your LoopMail messages are forwarded to the email address associated with your account. To maintain privacy, these forwarded messages are from "no-reply@securemail.schoolloop.com". Forwarded LoopMail

messages are formatted with HTML (like a web page), so it may be necessary for you to enable your email client's ability to view HTML formatted messages. Otherwise, you may view these message as you would any other message in your personal or school email inbox.
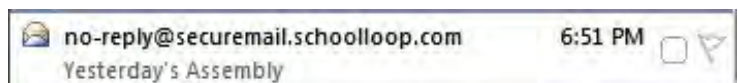
REPLY TO A MESSAGE

When working directly within LoopMail, you reply to messages in the same fashion as every other email program you've ever used. **Reply**, **Reply All**, and **Forward** buttons are included with LoopMail (see image above). Your reply will include the sender's original message and you may add or delete recipients before sending.

Replying to messages forwarded to your regular email account

As stated above, LoopMail messages forwarded to you do not include the sender's real email address. As such, you **cannot** reply as you would normally. Instead you must use one of the two giant buttons included in the body of the message. Click the **Reply** or **Reply All** button in the message and you'll be transported to your School Loop portal where you may compose and send your reply. School Loop's Auto Login feature, if enabled, allows you to skip the login process after clicking one of the reply buttons in forwarded LoopMail messages. For security reasons, however, the auto login feature has strict limitations. The security of your account is ultimately more important than a small convenience feature. Learn more about Auto Login.

Send LoopMail

Applies To: **Plus Grade, Plus Portal**

After clicking the LoopMail icon at the top of any page in your portal, click the blue **New Message** Button.

To send a message you must choose at least one recipient and enter a message subject.

Use the buttons on the toolbar to style the text of your message, insert a link or an image, etc. - you can even add smiley faces.

Below the message pane, you'll find buttons for attaching files or links.

Adding Recipients

If you need the CC or BCC fields, use the links located below the **To** pane.

Click the **To:, CC:** or **BCC:** buttons to add recipients using one of two methods: Rolodex or Lookup.

Note: The To and CC fields have a combined maximum number of 200 recipients for staff members. The number of recipients for the BCC fields is unlimited. For parents and students, the maximum number of recipients for the To and CC fields combined is 50.

1. ROLODEX

First choose one of the roles listed under "SELECT A LIST", then use the tabs on the far left to locate your recipient by last initial. Check the box next to that person's name and then click the **Add** button.

You may check multiple recipients before clicking the **Add** button. Your selections will not be lost as you move from tab to tab or from role to role.

Note: The options in the SELECT A LIST section are not the same for all users. Teachers have additional options based on the courses they teach. Associates and Afterschool Professionals cannot choose parents or students as recipients

2. LOOKUP

Choose "Lookup" from the SELECT A LIST menu to search for recipients by entering part of their name - first or last - in the **Enter Name** field. When you find the person you're searching for, simply click their name. Continue searching and clicking to add more recipients.

If there are many users with similar names, simply enter more of their name to narrow your search. For example, enter "jones" and you'll see every user with that last name, but if you enter "jones a" you'll see every Jones whose first name begins with the letter "A".

Removing Recipients

Next to each recipient's name in the TO, CC, or BCC fields, you'll find a small "x". Click that 'x' to remove that person from the message.

Send Your Message

This is the easy part. When ready, click one of the **Send** buttons located at the top and bottom of the page.

ADDITIONAL TEACHER OPTIONS

Teachers have one additional addressing option that will allow you to address LoopMail to your students along with their parents and members of their Learning Management Team.

While creating a new LoopMail message, click the **To**, **CC**, or **BCC** button to bring up the Add Recipients screen. In addition to the links mentioned above, teachers will also see the

Add Recipients screen. In addition to the links mentioned above, teachers will also see the (rather long) link labeled **My students, their parents, or Learning Management Teams** in the **Select a List** box. Clicking this link calls up a specialized screen that allows you to address LoopMail to users who are specifically associated with your current class rosters.

The tabs on the left allow you to select from your students by period. The check boxes allow you to select students individually from the list, or you can check the topmost box (in the header bar) to select all of the students in the list; this is handy for selecting entire periods at once. The radio buttons above the list allow you to select whether to send the message to students, parents, or both. Note that the list will not change when you select the parents option -- you will still select the name of the student in question, but when you click **Add**, the parents names will be added as addressees.

In addition to addressing messages to your students and their parents, you can also easily address messages to the Learning Management Team (LMT) of any single student. Just click the blue envelope icon next to any student's name to send LoopMail to the student, their registered parents, teachers, and other staff members on that student's team.

MANAGE YOUR RECIPIENT LIST

The first 10 recipients added to your message will appear in the TO field and may be removed by clicking the small x to the right of their name. Additional recipients beyond 10 are indicated as +29 More... (for example).

If the total number recipients is 40 or fewer, clicking the +29 More... link will display all recipients in the TO field as seen in the image below.

When the total number of recipients is greater than 40, clicking the +31 More... link will take you to the Add Recipient page where you will find a new option in the SELECT A LIST menu. Selected Users only displays the users you've selected for the recipient list. Use the tabs or Lookup menu to find and remove users from the recipient list. Naturally you can use the other options in the menu to add even more recipients to your message.

SPELL CHECK

School Loop does not have spell check built-in, but that doesn't mean spell check is not available. Most modern browsers have a built-in spell checker and it can be used with School Loop – for example, while composing LoopMail messages. For most browsers, when spell check is turned on, misspelled words will be highlighted (usually with a wavy red underline) and right-clicking on the misspelled word will bring up a list of suggested words. However, since the Rich Text Editor in use throughout School Loop also has a right-click context menu, it takes an extra keyboard combination to get the browser's suggested words to display.

Here's a guide to the keyboard and mouse click combinations needed to access suggested words for various browsers:

Mac:

Safari, Firefox, Chrome	Ctrl+Command+click

Windows:

Firefox, Chrome, Safari	Ctrl+right click
Internet Explorer	No built in spell check*

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* There are Spell Check add-ons available for Internet Explorer. Try searching the web for "IE spell check add-ons". School Loop does not endorse or support any add-ons and we provide no warranty about the use of such software.

LoopMail Privacy

Applies To: **Plus Grade, Plus Portal**

In schools, student privacy is a major concern and, therefore, is a major concern for School Loop. To help ensure privacy, LoopMail hides the email address of all of our users and we offer the Bcc addressing option. Since the use of Bcc is not always clearly understood, we present this short tutorial on the proper use of blind carbon copy (also known as blind courtesy copy or blank carbon copy).

Addressing Options

There are three addressing options typical of all email clients as well as LoopMail: **To**, **Cc**, and **Bcc**.

To: These are the primary recipients of your message.

Cc: Other interested parties should be included here.

Bcc: These recipients are not listed. No recipient of the message can see the Bcc list.

A Common Scenario

An administrator wants to send an announcement to the parents of students enrolled in Special Education courses. To protect the privacy of all students and parents, the administrator is careful to not include the names of students or other details that might be used to identify a particular student. Unfortunately, the administrator included all parents in the Cc field of the email message. When the message is received, each parent can see the full list of parents who where included in the message.

A Better Solution

To completely hide the recipient list in the scenario above, the administrator should have addressed the message to himself (in the To field) and included all of the parents in the Bcc field. In doing so, each parent would see that the message was sent by the administrator to himself. No other recipients are listed. Using this technique ensures that the administrator's efforts to protect privacy are complete.

Configure Auto Login

Applies To: **Plus Grade, Plus Portal**

School Loop allows you to auto login from LoopMail messages forwarded to your personal or work email account as well as from the Daily Email messages. To use auto login, the feature must be enabled for your account and you must set your email software to allow images in email messages to be downloaded from our domain.

To be sure the auto login feature is on in School Loop, click **Account Management** at the top of your portal and check that **Allow Auto Login From Email** is set to **Yes**.

For security reasons, you have ten minutes from the time you first open the daily email to use auto login. When that time has expired, you will no longer be able to auto login from that email.

Note: The following directions for Microsoft Outlook 2007 will ensure you receive email messages from School Loop and are able to auto login from those messages. Other email software programs, including online email clients such as Gmail, have similar settings. Please check the documentation for your particular email client.

CONFIGURE MICROSOFT OUTLOOK

If you cannot autolog into your School Loop account by clicking the Reply or Reply All buttons in messages forwarded to your Outlook inbox, follow the directions listed here.

Automatic Download Settings

On the **Tools** menu click **Trust Center**.

Click
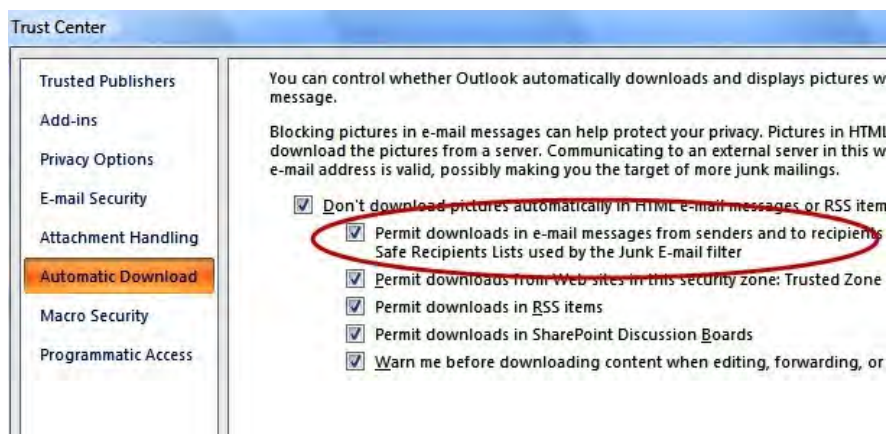
Automatic Download on the left menu.

Check the second box "Permit downloads in email messages from senders…"

Click **OK**.

Auto login is now set.

Junk Email Settings

The above settings will allow you to use the Auto Login feature, but it some cases it may be necessary to include School Loop as a "Safe Sender" to ensure our messages are not filtered as junk mail.

On the Tools Menu, click **Options.**

On the Preferences tab, under Email, click **Junk E-mail.**
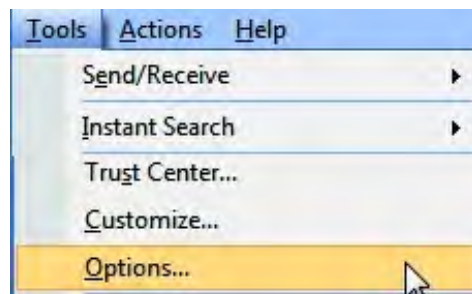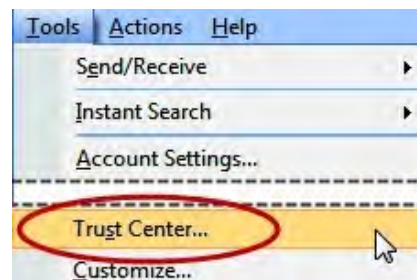
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Click the **Safe Senders** tab.
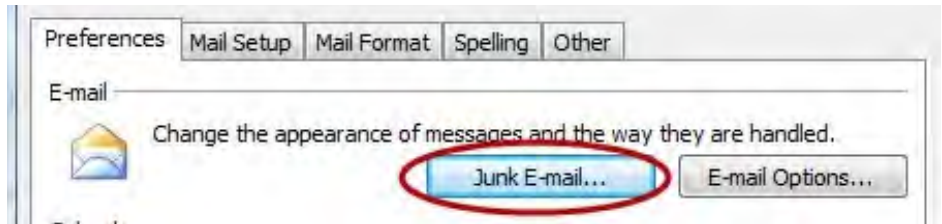
Click **Add** and enter @schoolloop.com. Repeat and also add @securemail.schoolloop.com.
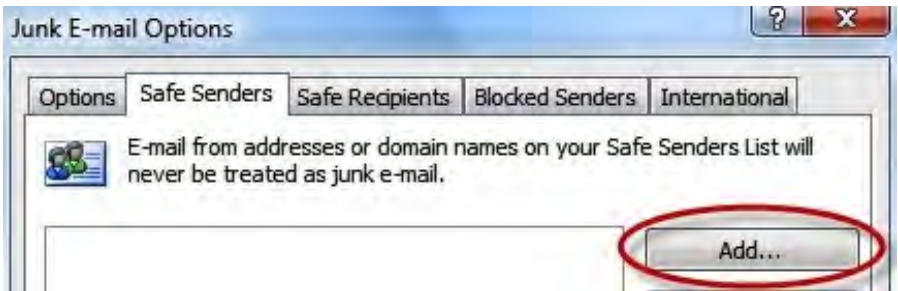
Click **OK** three times to return to Outlook.

Daily Email

Applies To: **Plus Grade, Plus Portal**

Each morning a course info. email is sent to all teachers and a Hot News email is sent to all administrators and staff members.

Each evening a homework email is sent to all registered parents and students with email addresses.

YOUR HOMEWORK EMAIL FOR PARENTS AND STUDENTS

The homework email is sent out every day at about 5pm. Teachers need to publish before 5pm for parents and students to see updated grades the same evening. This email is a snapshot of all assignments and published grades and includes:

- A date and time-stamp

- Work Due

- Email Learning Management Team option

- Account Management

- Access to Grade Details for approved parents.

COURSE INFO AND PUBLISHING FOR TEACHERS

Teacher daily emails include:

- Trending information

- Assign work and publish news links

- Access to LoopMail, Personal Locker, News and Groups

- Account Management

HOT NEWS/PUBLISH NEWS FOR ADMINISTRATORS AND STAFF

Administrator and Staff daily emails include:

- Add General Event and Publish News links

- School and Group News

- Group discussions and projects

- Access to Toolbox items including; Student Records, Student Tracker and High Priority Groups

- Access to LoopMail, Personal Lockers, News and Groups

- Account Management

Mobile: Overview, Login, and Registration

Applies To: **Plus Grade, Plus Portal, Standard**

Users who are lucky enough to have a "smart" mobile device can access most of their important School Loop information from anywhere with a WiFi or data connection. Now on-the-go parents can check assignments, teachers who are stuck in traffic can assign work, and administrators can check on a student's progress from anywhere!

Mobile School Loop is not an app -- you won't find it in the Apple App Store, Android Market, or any other marketplace. Instead, School Loop has created a mobile version of its sites. The benefit of this is that any user with mobile device enabled with a WebKit browser (i.e. most relatively recent mobile devices) will be able to access the site through their device's browser. And, of course, it also means that Mobile School Loop is 100% free to use!

NOTE: This feature is still in beta, so if you find any problems or experience any mobile-related difficulties, please send us a ticket letting us know.

LOGGING IN

Getting to the mobile login screen is easy: if your school has a published School Loop website, you can simply navigate to that website and click/touch the **Login** button and the system will automatically detect that you are using a mobile device and show the mobile version of the login page (see image below). If your school is not using the School Loop system for its school website, navigating to the school's School Loop URL will take you directly to this mobile login page.

If you find that you are having trouble getting the the site to pull up the mobile version of the login page, you can also force your browser to go there manually. Simply add "**/mobile/login**" (no quotes) to the end of your school's School Loop URL, and you'll be able to access the mobile site no matter what kind of device you're using.

PARENT AND STUDENT REGISTRATION

If you are a parent or who hasn't created your user account in School Loop yet, you can register from your mobile device and get immediate access to your accounts. To register, simply click the **Register Now** button from the mobile login page. The system will ask if you are a parent or student -- select one of these roles to move to the next step. (Users at districts with our Afterschool Professional role enabled will also see this role as an option.) As with registration on the desktop version of School Loop, users will be prompted for the student's information along with some basic account data which varies slightly depending on the role.

Fill in the fields listed and click/touch **Register Now**. If the information given matches the student's account information, you will be taken to the School Loop User Agreement. Read this page and click **Accept Agreement** to move on. Once you've done that, you will be given access to your mobile portal immediately!

Note that there is no need to create a separate login name for use with your mobile device -- your account will work for login from any type of device. Similarly, an account registered with your mobile device can also be used on the desktop version of School Loop.

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Mobile: Teacher Portal

Applies To: **Plus Grade, Plus Portal**

While the mobile version of School Loop does not have a full gradebook for teachers to use, there are still a variety of useful tools at the teacher's disposal.

- **Assign Work:** Though the gradebook cannot be accessed from the mobile site, you can still create assignments from your mobile device. Click the blue **Assign Work** button.

- **Add Event:** Hitting the blue **Add Event** button in the header of the portal will take you to a full-featured mobile version of the event creation page.

- **Courses:** View a list of your current courses, along with links to the full calendars and current rosters for those courses.

- **Student Records:** Type a name or part of a name into the "Look up student" field and click **Go** to search for individual Student Records. Learn more about mobile Student Records.

- **Calendar:** View your calendar in the default weekly view (as seen on your desktop portal), or switch to a daily or monthly view using the icons at the top-right corner of the page.

- **Mobile LoopMail:** Access and manage your LoopMail inbox and send messages. Learn more about mobile LoopMail.

- **Full Web Site View:** Click here to use the full-featured desktop version of School Loop on your mobile device. Note that some elements are not optimized for mobile browsing and may not work as intended.

Note that by going to the **Full Web Site View**, it is possible to use the full gradebook on your mobile device. However, you may find that not all of the gradebook's functionality works as smoothly as it does in the desktop version. Users using the older version of our gradebook, GB3, may find that this more basic software works fairly well, but some functionality in our newer gradebook, GB4, may not cooperate well with mobile devices. For this reason, we recommend using a computer to access and make changes to gradebooks for the time being.

Mobile: LoopMail

Applies To: **Plus Grade, Plus Portal**

COMPOSING A MESSAGE

Sending LoopMail works much the same way on mobile devices as it does on the desktop version. To reach LoopMail, click on the **Mobile LoopMail** bar on your mobile portal. This will take you to your inbox. To create a new LoopMail message, click the **New Message** button near the top of the page.

On the next screen, you will see the message composition form. As with the desktop version of LoopMail, you have the option to address the message to users in a standard "To:" field as well as a "CC:" or "BCC:" field. Simply press the **Add Recipients** button next to the appropriate field. On the next page, you will be asked to choose from the various user types (e.g. Students, Teachers, Parents, etc.) or one of your groups. Select a user type and then find the user from the list -- in the case of user types with many names -- such as Students or Parents -- you will be asked to narrow the list using the first letter of the user's last name. Once you have narrowed the list, click/touch the check box by the users you wish to add to the addressee field and select Add **Recipients**.

With the current version of Mobile LoopMail, once you have added recipients, you cannot remove them without starting the addressing process over from the beginning, so be careful!

Once you have entered your recipients, simply fill in the "Subject" and "Message" areas and then hit Send. You will be taken back to your Sent box, where you will see a message confirming that your message was sent.

(Note: Remember that if you do not want users to see the other recipients of a message or if you are sending to a large number of recipients, the BCC field is your best option when adding addressees.)

READING AND MANAGING MESSAGES

When you receive a new message, the bar on your mobile portal will turn green, prompting you to check for unread LoopMail. Click the **Mobile LoopMail** bar on your mobile portal to view your inbox. As with the mobile version, unread messages will be displayed in bold. Simply click/touch the name of the message to open it. Once you have finished reading the message, you are given the following options: **Reply**, **Reply All**, or **Forward**. Simply select the appropriate button to perform, and you will be taken to a screen will pre-filled address fields.

Though the mobile version does not currently support the full foldering system available in the desktop version, you can still send messages to your Current Archive to keep your inbox clean. To do this, simply go to the inbox using the **Inbox** tab at the top of the screen (or click the **Mobile LoopMail** bar from the Portal) and check the message you would like to archive. Click/touch the **Archive Checked** button, and the checked messages will be sent to the archive. Use the **Current Archive** tab at the top of the inbox to access these messages after you have archived them.
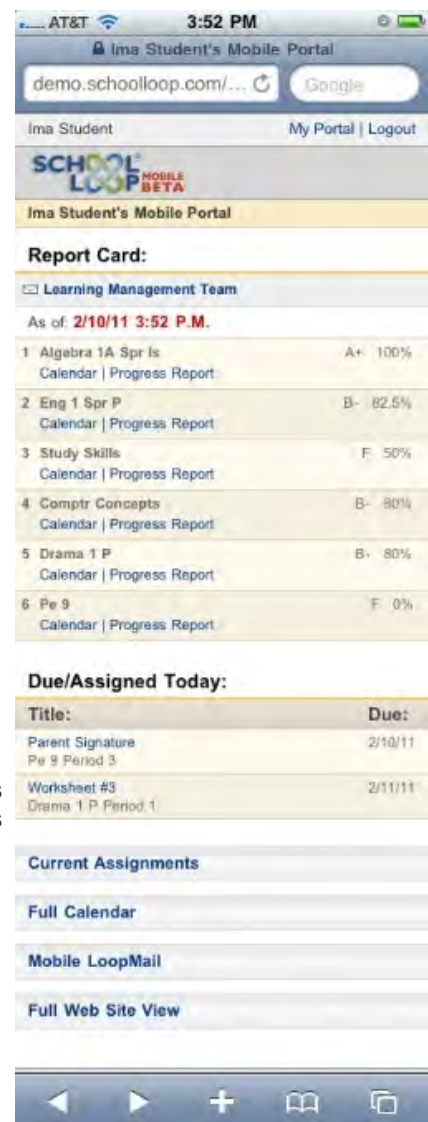
Mobile: Student/Parent Portal

Applies To: **Plus Grade, Plus Portal**

Just like on the desktop version of School Loop, students and parents can use the mobile site to keep track of grades and assignments. The mobile portal for these two accounts types are nearly identical -- both will see the following features:

- **Report Card:** This section contains the class schedule of the student by period, as well as the latest published grades for that class, a link to the full progress report, and a link to the class calendar. At the top of this section, there is also a link that allows the user to email members of the student's Learning Management Team.

- **Due/Assigned Today:** This area displays only the current assignments for a student that are either due or are newly assigned on the current date.

- **Current Assignments:** This button will display all current assignments -- this includes any assignments that have been assigned and are not yet past due.

- **Calendar:** View your calendar in the default weekly view (as seen on your regular portal), or switch to a daily or monthly view using the icons at the top-right corner of the page.

- **Mobile LoopMail:** Access and manage your LoopMail inbox and send messages. Learn more about mobile LoopMail.

- **Full Web Site View:** Click here to use the full-featured desktop version of School Loop on your mobile device. Note that some elements are not optimized for mobile browsing and may not work as intended.

Parent portals have one additional feature that will not appear on student portals -- because many parents have multiple students associated with their account, those parents will see a blue **Change Students** button in the header bar of their mobile portal. Hitting this button will pull up a list of all of the students associated with the parent account in question. Select the linked name of a different student to open the mobile Portal view for that student, including their Report Card and Current Assignments.

Mobile: Teacher Portal

Applies To: **Plus Grade, Plus Portal**

While the mobile version of School Loop does not have a full gradebook for teachers to use, there are still a variety of useful tools at the teacher's disposal.

- **Assign Work:** Though the gradebook cannot be accessed from the mobile site, you can still create assignments from your mobile device. Click the blue **Assign Work** button.

- **Add Event:** Hitting the blue **Add Event** button in the header of the portal will take you to a full-featured mobile version of the event creation page.

- **Courses:** View a list of your current courses, along with links to the full calendars and current rosters for those courses.

- **Student Records:** Type a name or part of a name into the "Look up student" field and click **Go** to search for individual Student Records. Learn more about mobile Student Records.

- **Calendar:** View your calendar in the default weekly view (as seen on your desktop portal), or switch to a daily or monthly view using the icons at the top-right corner of the page.

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Mobile: Student Record

Applies To: **Plus Grade, Plus Portal**

The Student Record enables educators to get a 360-degree view of a student's performance. With the mobile site, users with Admin-level, Teacher, or Staff accounts will have access to most of this information on-the-go. The mobile Student Record contains the following parts:

- **Report Card:** The report card contains the student's current information for each class, including letter grade and percentage, as well as links to the Progress Report and Calendar for those classes. The Report Card area also contains the **Email Learning Management Team** link, which allows the user to quickly compose a message to some or all of the adults involved in the student's education.

- **High Priority Alert:** If the student is currently in the school's automatically-generated High Priority Tracker, an alert will show just underneath the Report Card area.

- **Attendance:** If your school is uploading student attendance data to School Loop, this option will pull up the full attendance table for the student.

- **Calendar:** View this student's calendar in the default weekly view (as seen on the student's portal), or switch to a daily or monthly view using the icons at the top-right corner of the page.

- **Interventions:** All staff may participate in discussions pertaining to the student via the Student Record by touching/clicking this link and selecting a topic or starting a new discussion. Each post is emailed directly to the teachers in the student's Learning Management Team. Additionally, these discussions are listed on the desktop Portal for the staff members of the Learning Management Team. These discussions are never viewable by Students, Parents, or Associates.

- **Student Info:** If you are looking for basic information on a student, including their login name, grade, or ID number, you can find it by selecting this option. Just like on the desktop version of the Student Record, you can also grant/deny a student Communication Rights within the system or change a student's password to help them regain access to their account from this area.

At this time, files that have been posted to the Student Record and the full record of submitted work are not available from the mobile version. However, you can still access these files by using the full version of the site from your phone, if you need to access those files.

Publishing News and Events

Applies To: **Plus Grade, Plus Portal, Standard**

Publishing News and Events allows you to share important information targeted to specific groups at your school. News is published to a News Element. Type in the details of your news and attach links or images as desired. Events are published to a Calendar Element. Choose a date and fill in the details of your event. Both News and Events can be published on your school's homepage and/or to specific pages or groups of users at your school.

TO PUBLISH NEWS

1. Click the **Add News** button at the top of the Portal Page Dashboard or from the Content Manager of your Webmaster Center or from the News Element on your page.
2. Select your Audience from the options on the left hand side of the page.
3. Fill in the form on the right hand side of the page.
4. Click the **Enable Discussion** box if you would like to allow others to discuss your posting.
5. Click the **Publish** button at the bottom of the page.

If you select the **Request Addition to Homepage** box for your audience - your news will not publish on the homepage until it is approved by a webmaster. News will display on the daily email and Portal Page of all persons to whom it was directed.

RICH TEXT EDITOR FOR NEWS

The News feature includes a Rich Text Editor with a tool bar that allows you to customize your posts much like word processing software. You can edit the justification, add links, images and color to your text as well as many other features. Check out the buttons on the tool bar at the top of the News form to see all of the editing options available.

TO EDIT NEWS

To Edit your published news:

1. Click on the post from inside the News box on your homepage; webmasters can edit news from the Content Manager in the webmaster center.

Add News
TEST Item
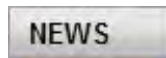
2. Then click on **Edit or Delete** to make the changes you want.

News Items for the Home Page

TEST Item
Audience: Homepage

This is a test item

Posted by: Ron Newsome   Published: 8/3/09
Edit | Delete

3. Click **Publish** to republish the news with your changes.

Only the person who published a news item and administrators will be able to edit it.

VIEWING EXPIRED NEWS

All news items have an expiration date. Once the expiration date has passed, the news item is removed from the News element, but can still be accessed in the News archive.

NEWS

News for the Homepage
All the news that is fit to print. Continue

Posted by: Demo Teacher   Published: 7/19/11
Edit | Delete
                                                         View All News

By default the News element displays 3 current news items. To see all current news items click **View All News**.

To see all expired news, click **News Archive** in the View All News window.

News News Archive

News for the Homepage
Audience: Homepage

TO PUBLISH EVENTS

1. Click the **Add Event** button at the top of the Dashboard on your Portal Page. Or Click the **Add Event** button at the top of the calendar at the bottom of your Portal Page. You can also click on a date on a calendar on any of your webpages or the Content Manager of the Webmaster Center.

DASHBOARD
Add Event | Add Notes | Add News

Day View
<<   Show Me...   Add Events
Thursday

CALENDAR
<<   Show Me...   Add Events
Sunday

2. Click the appropriate boxes to choose your Audience on the left hand side of the Events Form page.
3. Fill in the form to complete the information for your event on the right hand side of the page.
4. Click **Publish**

Your Event will now be published on the calendars of all your selected audiences. If you chose to have your event published to the homepage, a webmaster will have to approve it before it will be published.

REPEATING EVENTS

You can save time by publishing one event that repeats at regular intervals, rather than publishing each instance of the event.

Let's say you have an event that repeats every Friday. Make sure that the event date is on a Friday, then go down to the bottom of the New Event Window and choose Repeat Every Week. Then choose the date for the last instance of the repeating event and click **Publish**.

REPEAT (ASSIGNMENTS REPEAT AUTOMATICALLY TILL DUE)

Note: Repeating events have a 2 year and 300 event limit.
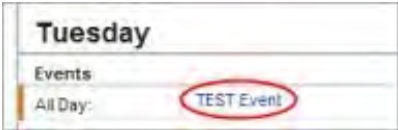
TO EDIT EVENTS

To make changes to your published event:

1. Click on the date of the event on your calendar.
2. Click on the title of the Event.

3. Click the Edit button.

4. Make your changes.
5. Click Publish.

Only the author of an event or an administrator can edit it.

** Note: Editing the dates of a recurring event will prevent you from using Delete All should you want to remove the event. Instead, if you need to make changes to a recurring event's start and end dates, delete all instances of it and start fresh.

WHO CAN PUBLISH NEWS OR EVENTS WHERE?

Plus Users:

Plus Teacher	Your Personal Website	**Plus Administrator**	Your Personal Website
	Any Pages You Are an Editor or Contributor of		Any Pages You Are an Editor or Contributor of
	All Grade Levels		All Grade Levels
	All Groups You Belong To		All Groups You Belong To
	All Staff, Associate, Administrator, Teacher, Parent and Student Accounts		All Staff, Associate, Administrator, Teacher, Parent and Student Accounts
	Request Addition to Homepage		Request Addition to Homepage
	Your Course Websites		
Plus Staff	Your Personal Website	**Plus Associate**	Your Personal Website
	Any Pages You Are an Editor or Contributor of		Any Pages You Are an Editor or Contributor of
	All Grade Levels		All Grade Levels
	All Groups You Belong To		All Groups You Belong To
	All Staff, Associate, Administrator, Teacher, Parent and Student Accounts		All Staff, Associate, Administrator, Teacher, Parent and Student Accounts
	Request Addition to Homepage		Request Addition to Homepage
Plus	Any Pages You Are an Editor or	**Plus Parent**	Any Pages You Are an Editor or Contributor of

Student	Contributor of		
	All Groups You Belong To		All Groups You Belong To
	Request Addition to Homepage		Request Addition to Homepage

Note: Parents and Students who are not members of a Group nor Editors or Contributors to any pages will not be able to publish any news.

Plus Webmaster	Your Personal Site
	All Pages on School Website including Homepage
	All Pages on All Personal Sites for All Staff
	All Grade Levels
	All Staff, Associate, Administrator, Teacher, Parent and Student Accounts

Standard Users:

Standard Teacher	Your Personal Website	**Standard Administrator**	Your Personal Website
	Any Pages You Are an Editor or Contributor of		Any Pages You Are an Editor or Contributor of

Standard Webmaster	Your Personal Website
	All Pages on School Website
	All Faculty or Staff Site

Unification Users:

Associates	Your Personal Website	**District Administrators**	Your Personal Website
	Any Pages You Are an Editor or Contributor of		All School Pages and All Faculty/Staff Pages at All Sites (If you make yourself a webmaster for the schools)