TeacherEase
Instructor Guide

Elementary Version

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1 Introduction

Welcome to the TeacherEase User's Guide. TeacherEase is a web-based gadebook that helps teachers:

- Save Time
- Communicate with Parents
- Increase Student Performance

The idea behind TeacherEase is to save teachers' time and involve parents in the classroom. By saving time, TeacherEase frees teachers to do many things that help in the classroom. Working together as a team, teachers and parents can modify student behavior and improve student performance.

TeacherEase delivers these benefits with the following features:

- Keep a gradebook electronically on a secure web-site
- Share grades w/ parents on the web-site (for their children ONLY)
- Email parents about student work, behavior, or other issues
- Print out information for parents NOT on-line
- Parents can login and check their students' progress (assignments, scores, etc)
- TeacherEase is a web-based service. You can access it from anywhere via the Internet. No software to install or maintain.

This guide will help you get acquainted with TeacherEase so it may become part of your own classroom routine.

Audience

The *TeacherEase User's Guide* is written for teachers who will be using TeacherEase. It should answer most questions you have when using TeacherEase.

If you administer TeacherEase, please see the *TeacherEase Administrator's Guide.*

Parents who use TeacherEase are encouraged to use on-line help.

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2 Login

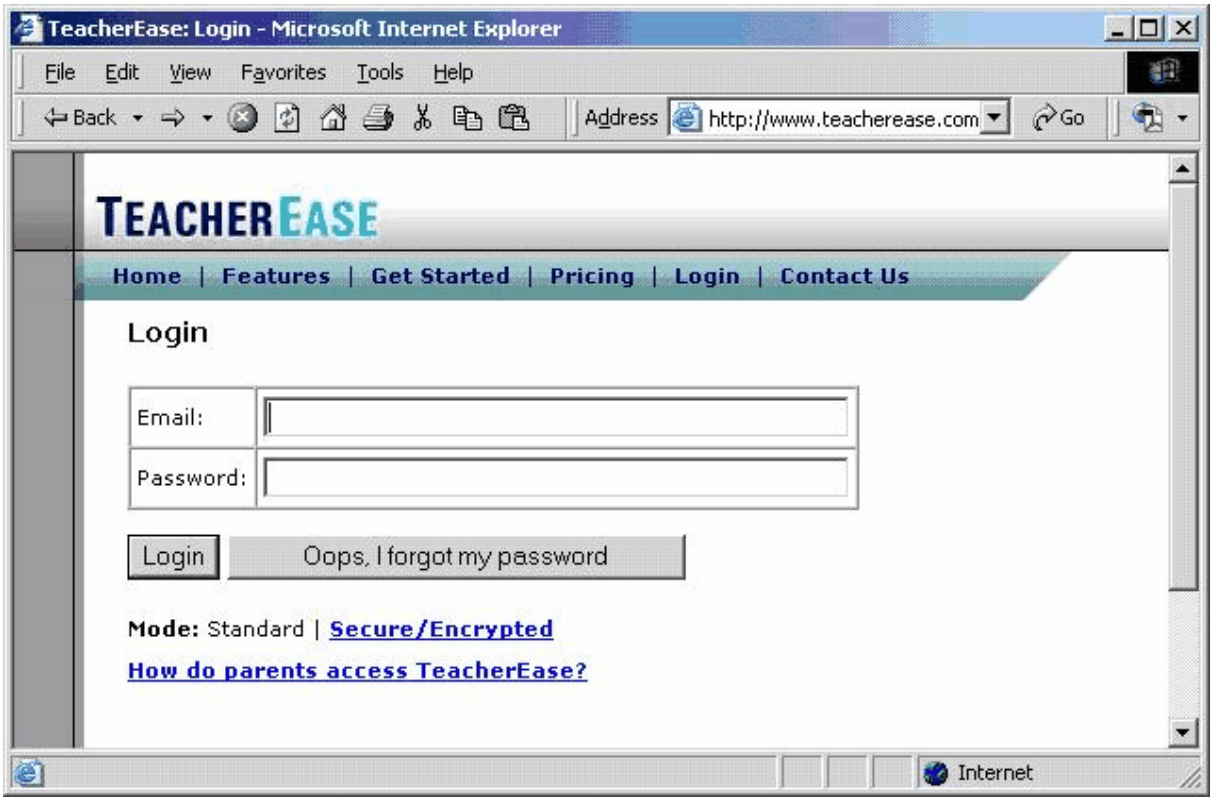
The first step is to login to TeacherEase. Once you have accessed the Internet,

- Go to www.teacherease.com

The home page describes the basic features of TeacherEase. Feel free to browse the site to familiarize yourself.

Before you can set up or use any of these features, you need to login. To do so,

- Click "Login" at the top of the page



Typically you'll use the email address supplied by the school, unless you want to use your home email to correspond with parents. Your password will be supplied by the TeacherEase administrator at your school (unless you registered online).

If you forget your password, click on the **Oops I forgot my password** button. This will allow TeacherEase to automatically email your password to you.

Note: Standard Mode allows you to browse TeacherEase with the best performance. Choose "Secure/Encrypted" if you want to encrypt all the pages with SSL (secure socket layer). This will be slightly slower but more secure.

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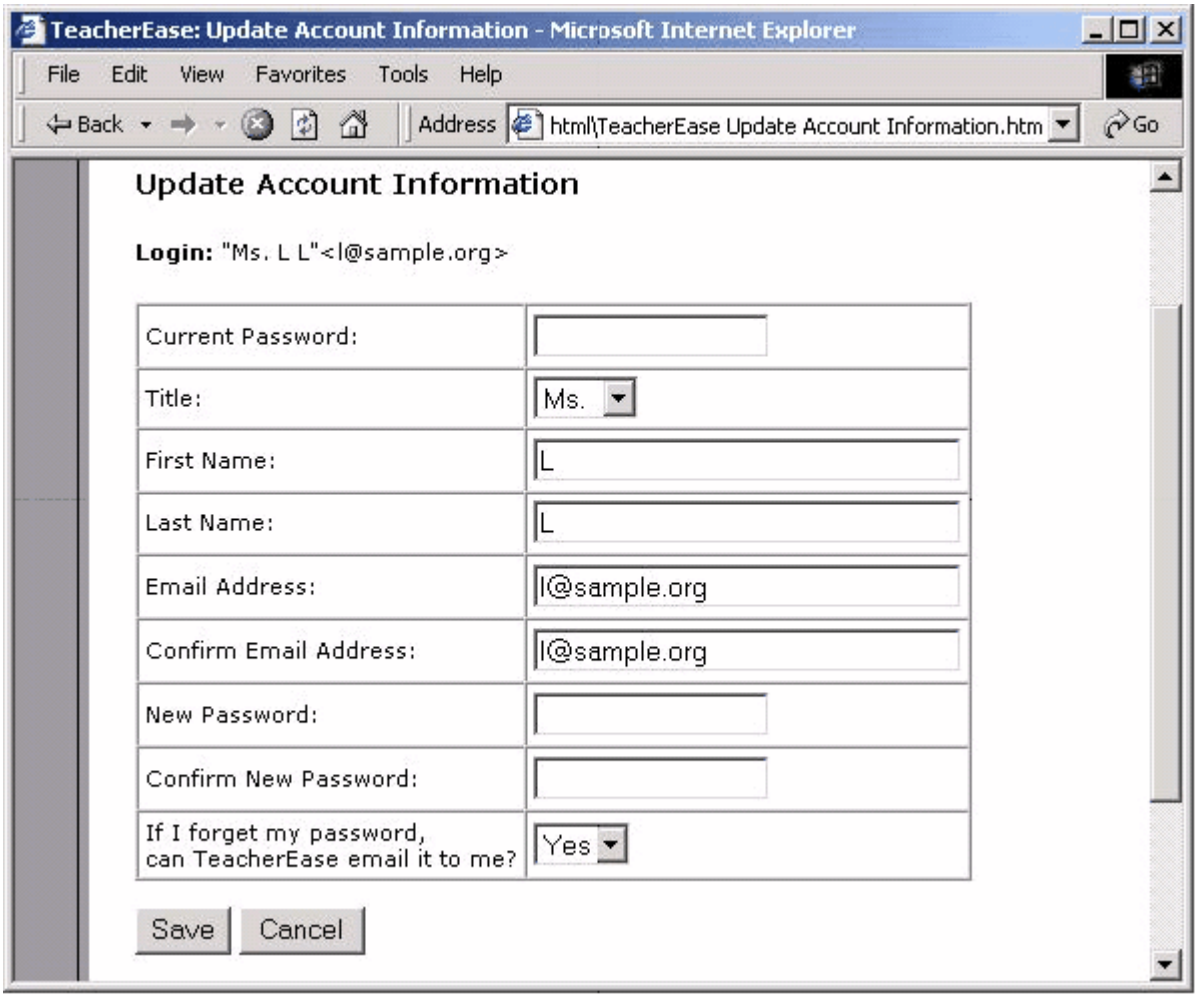
3 Update Account

The first time you login, you will be asked to change your password. TeacherEase will display the "Update Account" page. Choose a password that is easy for you to remember, but hard for someone else to guess. There are no limitations on the characters used for passwords. Passwords are case sensitive.

If you would like to change your password at any other time, click on the **Update Account** link on the "Main" page:



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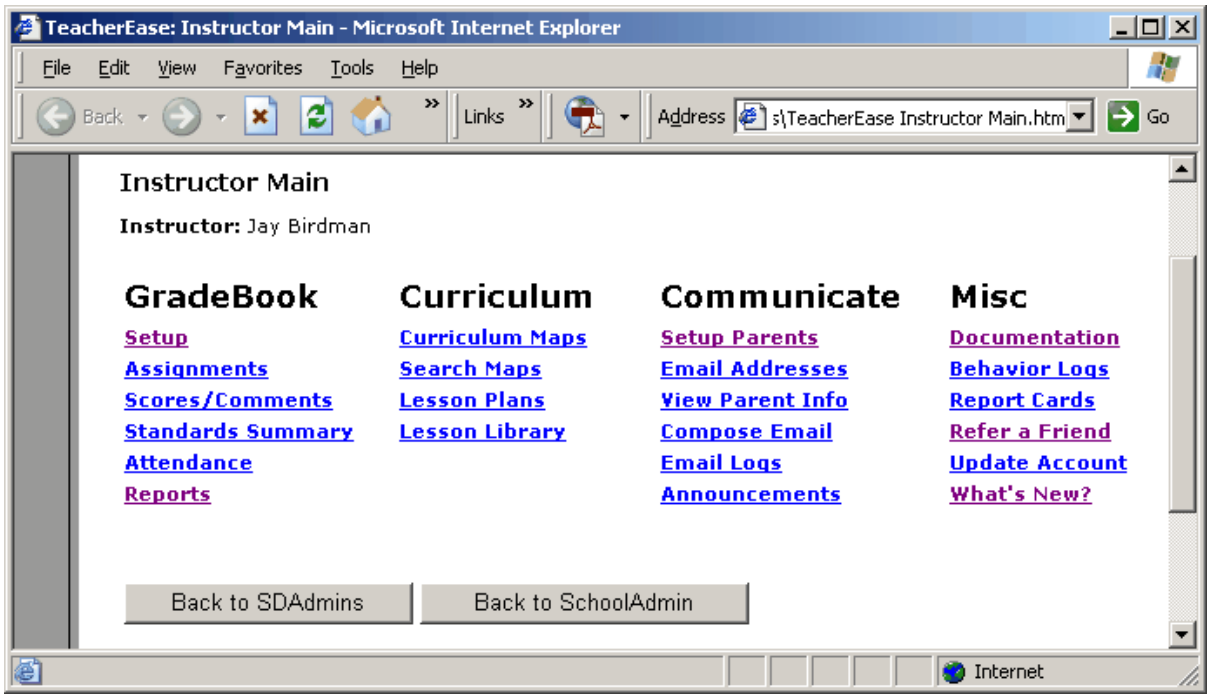
4 Instructor Main

Once you've logged in, you will find yourself on the **Instructor Main** page. This allows you to easily access TeacherEase functionality. For example: adding assignments, entering scores, or sending email.

To get back to "Instructor Main" at any time, go to the top of the page and click the **Main** link**.** These two names are synonymous. We will refer to **Instructor Main** as **Main** throughout the rest of the guide.



When getting started, the first step is to click on the **Setup** link. From the **Setup** page, you will be able to define the basic structure of your classes or subjects.

TeacherEase is designed for users to start with the link on the top left of each page and work their way down. This guide is organized to go top down as well.

Note: You can access TeacherEase from anywhere via the Internet. This means you can use it from school, home, or anywhere you have an Internet connection. You can also use a Macintosh, PC, or other computer – as long as it's connected to the Internet.

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5 Setup

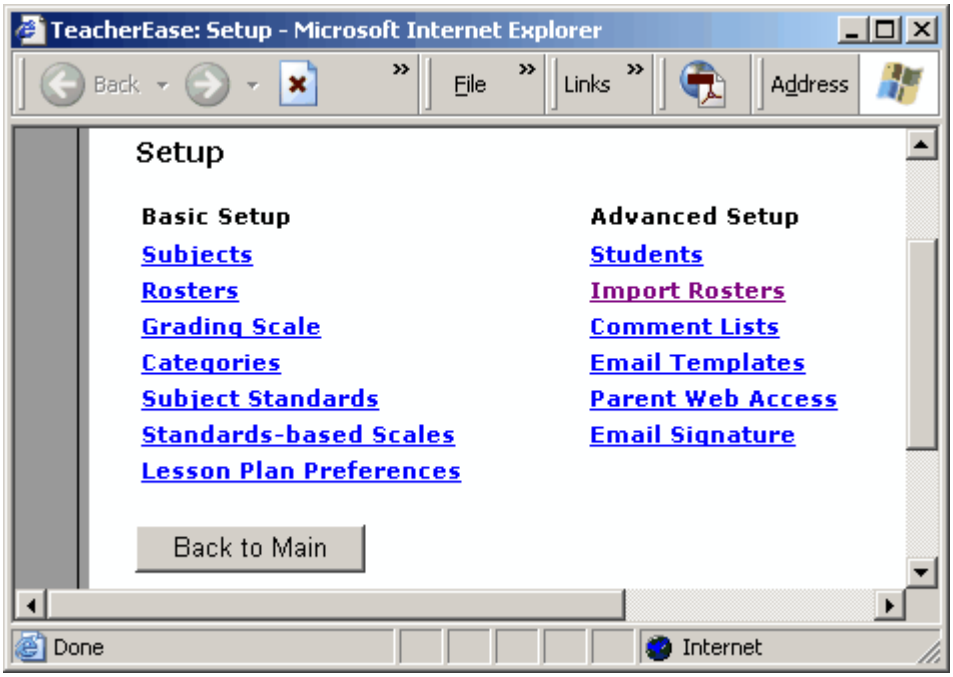
At the heart of TeacherEase is a web-based gradebook. Like most electronic gradebooks, TeacherEase tracks assignments, scores, etc. You can easily generate a summary of student scores at any time. Since scores are automatically calculated, report cards and progress reports are completed more easily.

Unlike traditional electronic gradebooks, TeacherEase is web-based. You can automatically *share* this information with parents. Parents login to the web site to see their children's information. Parents will know the students' assignments, their current scores, etc. This functionality is available with *no extra effort* on your part.

TeacherEase may be used by individual teachers or the entire school. When an individual teacher uses TeacherEase, they'll perform the initial setup (subjects, students, etc). This is done from the setup menu. Click on the **Setup** link from the "Main" menu.

We'll use this convention below when clicking a series of links:

Main > Setup



As with the main page, begin with the link at the top of the left column and work your way down.

If the entire school adopts TeacherEase, it may be centrally managed. This means that a "TeacherEase Admin" can enter all subjects, students, etc. This is desirable for large installations because is reduces the data entry time spent by teachers (often re-entering the same students). It also reduces errors that occur when many different people enter data (Jon Smith, JOHN SMITH, Jonathan Smith, etc).

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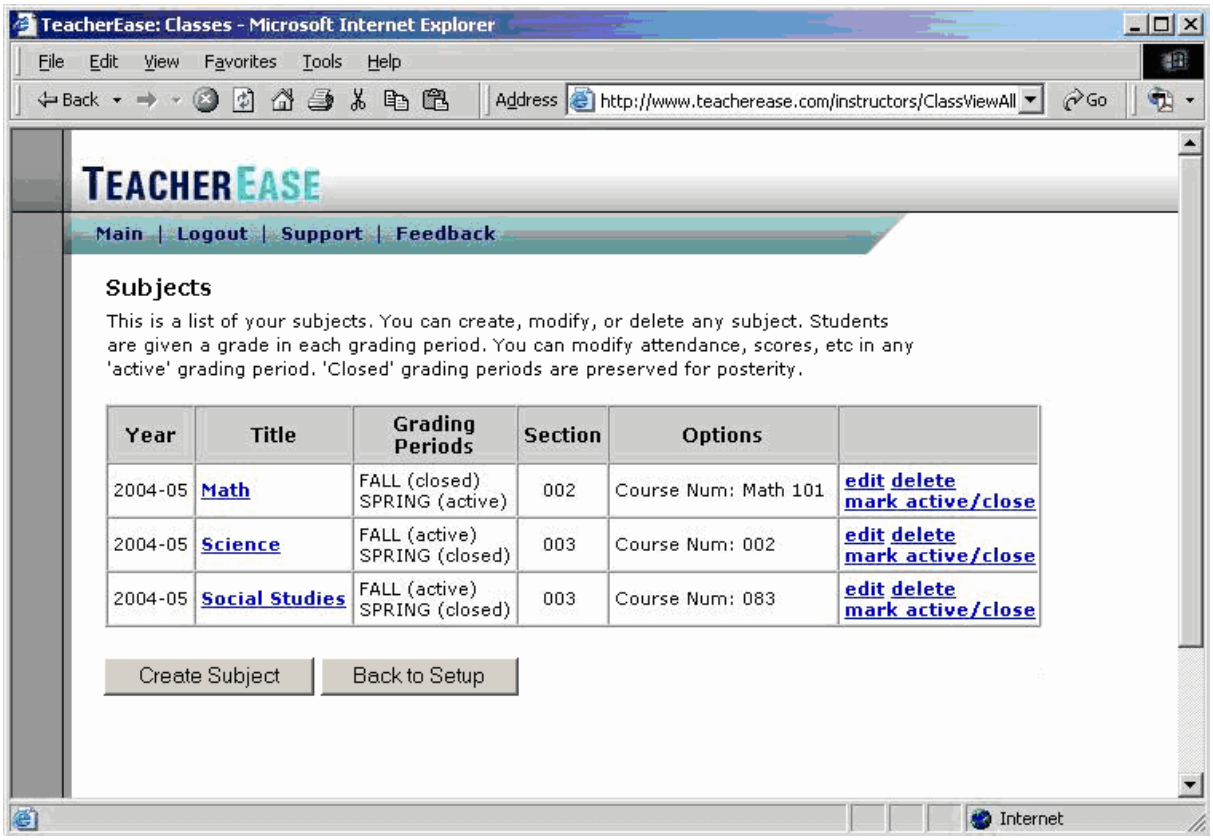
5.1 Subjects

Subjects are the different areas of study taught to your class. Click on the **Subjects** link on the "Setup" page.

Main > Setup > Subjects



Create Subject
Adds a new subject.

Edit
Changes details for a subject.

Delete
Removes a subject.

Mark active/close
Allows you to mark a grading period *active* or *closed.*

Individual teachers using TeacherEase must input their own subject information. If an entire school has adopted TeacherEase, the main office may input this information for you.

Note: You can "close" grading periods within subjects. This allows you to preserve old data for posterity. Closed grading periods are hidden, so they won't clutter up your workspace.

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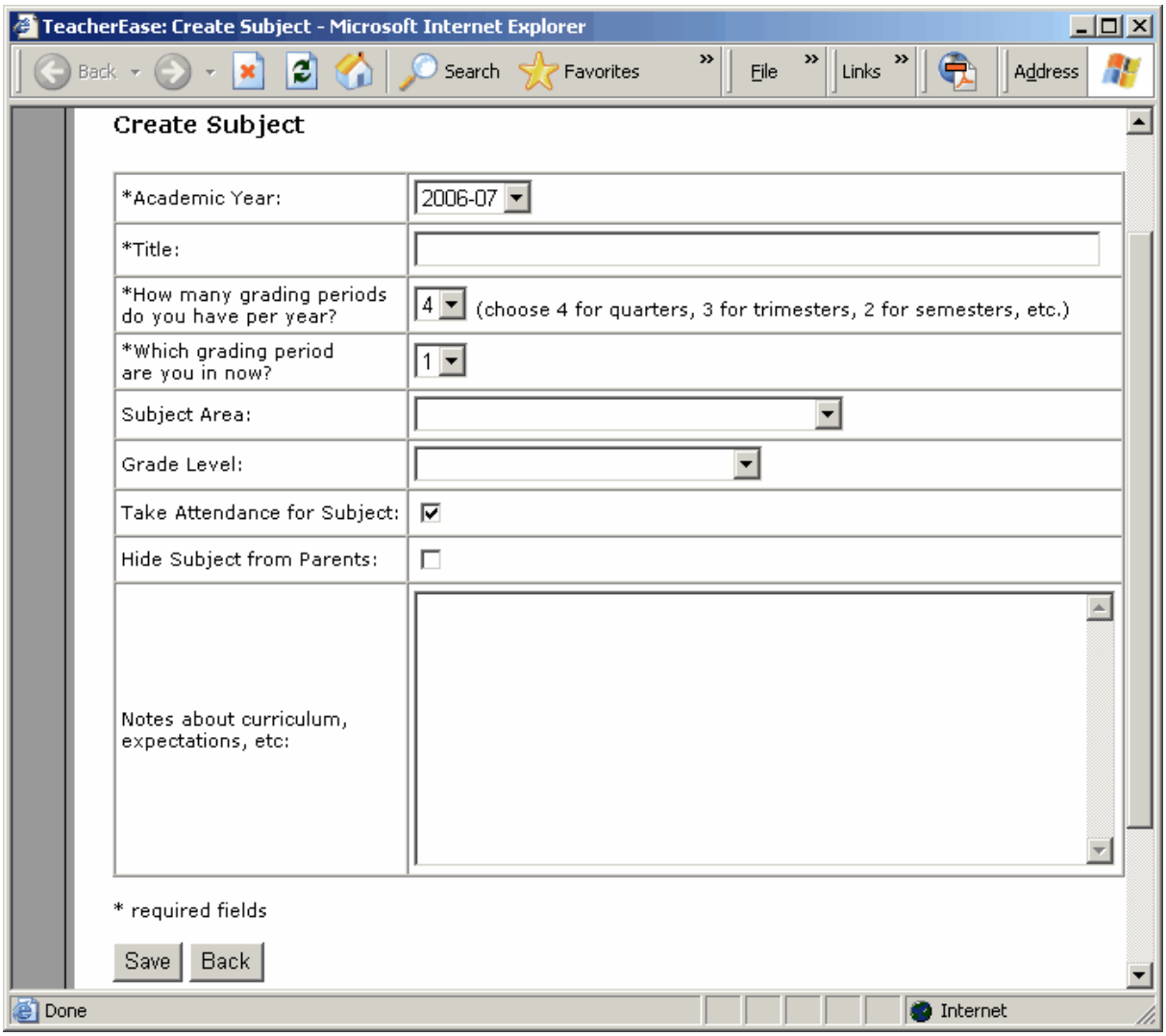
5.1.1 Create Subject

Create a new subject to add to your subjects list.

Main > Setup > Subjects > Create Subject



Title: What you wish to name the Subject.

How many grading periods: Chose the number of grading periods your school has in an academic year.

Hide Subject from Parents: Clicking this box will prevent parent access to this subject.

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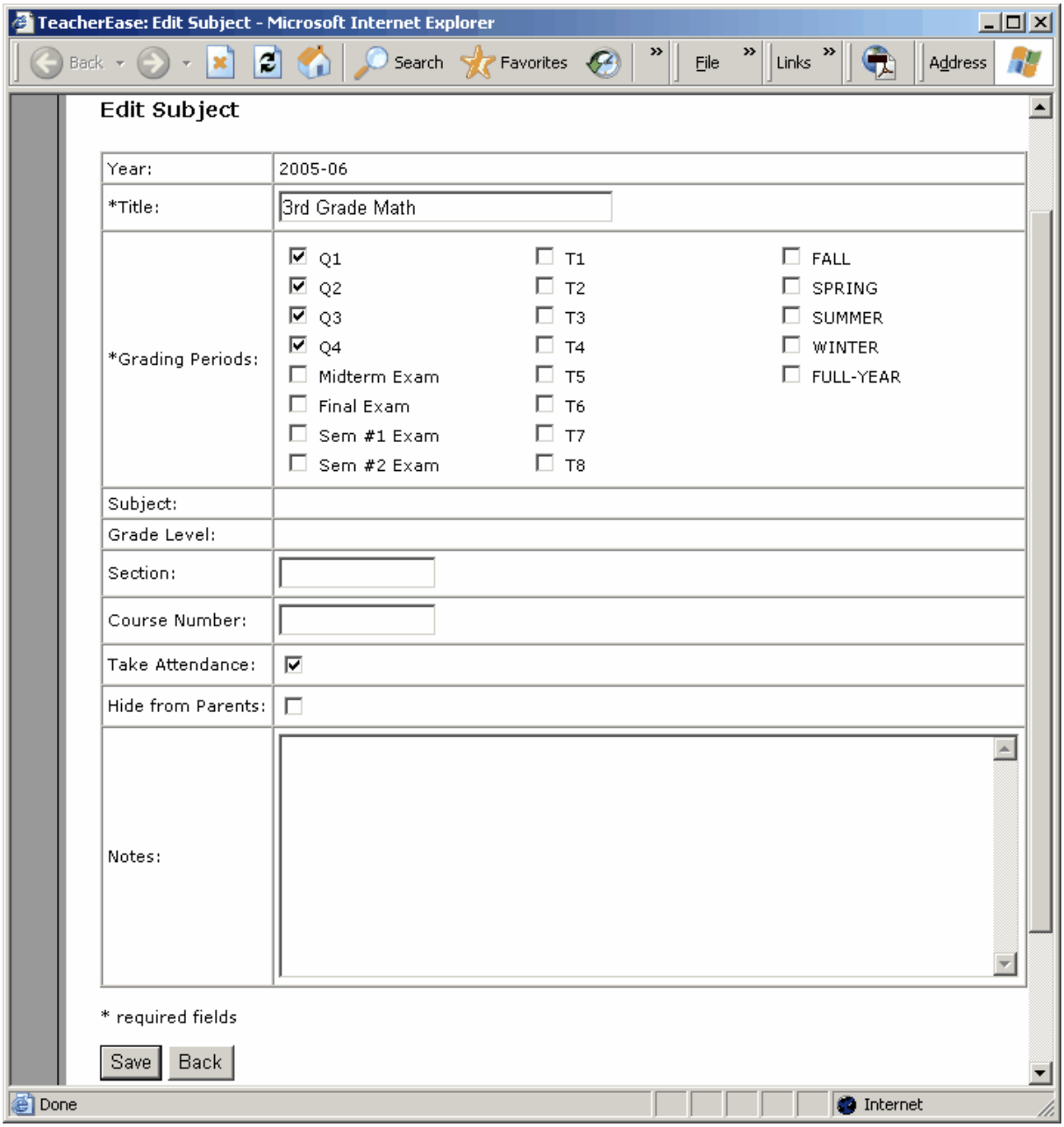
5.1.2 Edit Subject

If you'd like to remove grading periods from an old subject, use the **Edit Subject** page. This is useful if your roster has changed and there are a few grading periods that are not valid for this subject. You can also use this page to better control the grading periods for a subject or make other modifications.

Main > Setup > Subjects > edit



TeacherEase is compatible with many different grading period configurations. Choose the grading period(s) that best fits your school's marking periods.

Quarters: Use grading periods that divide the academic year into quarters.

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Exams: Exams can be calculated into final student grades. This is useful for when a semester, midterm, or final exam needs to be factored into a grade.

Terms: Use any number of grading periods you would like. (Up to eight)

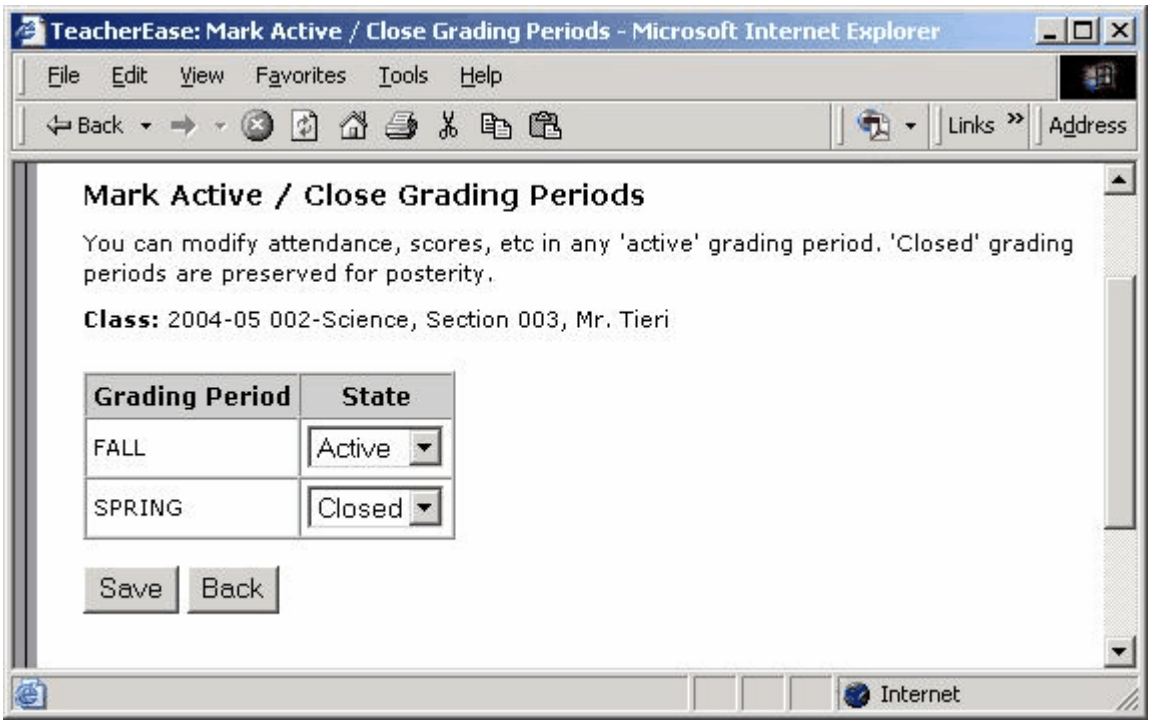
Seasonal grading periods: Use seasonal grading periods.

Note: Deleting a grading period will also delete assignments, scores, attendance, etc. for that grading period. Please use care that you don't delete grading periods that contain useful data.

5.1.3 Mark Active / Close Grading Periods

Teachers can enter data (assignments, scores, attendance, etc.) into "active" grading periods. "Closed" grading periods are hidden for convenience (and data is preserved for posterity).

Main > Setup > Subjects> Mark Active / Close



Your current grading period should be marked as *active* while previous and upcoming grading periods should be marked as *closed***.**

Assignments and grades can be changed only if the grading period is *active*. If a grading period is *closed*, no modifications can be made. In the above picture, the "FALL" grading period is *active*, while the "SPRING" grading period is *closed*. After the "FALL" period is over, the instructor of this class would *close* the "FALL" period and make the spring period *active*.

Note: To aid data entry, closed grading periods are hidden from view when entering assignments, scores/comments etc.

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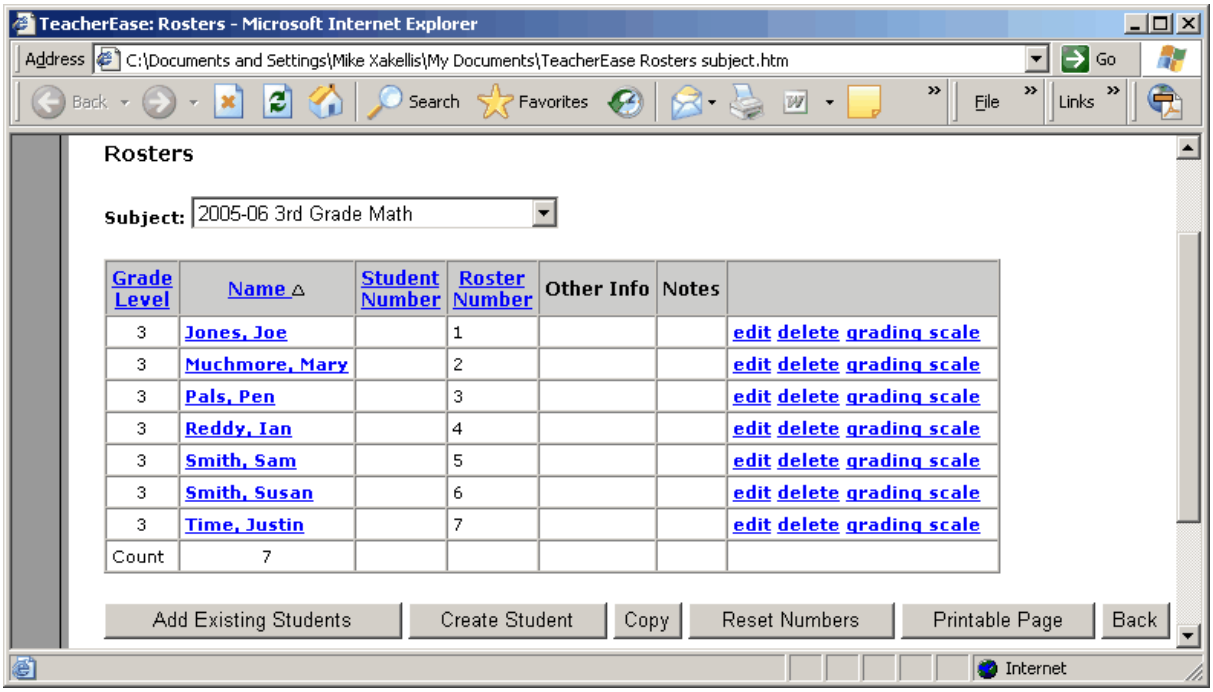
5.2 Rosters

Rosters show the students enrolled in each subject. To view a roster, click the **Rosters** link on the "Setup" page.

Main > Setup > Rosters



Rosters apply to entire subjects (not individual grading periods).

Subject: Choose a subject from this drop down list to view its roster.

Grading scale
Students can have individualized grading scales for a subject. This may be useful for special needs students.

You can use the same roster for multiple grading periods if your class stays the same. *If you have a new group of students for a new grading period, you must create a new class.* For more information on handling changing rosters, see the "Start a New Grading Period" section later in this guide.

Note: If your entire school has adopted TeacherEase, the main office may have entered this information for you. Even if a school pre-loads the data, the teacher may be able to change it.

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5.3 Start a New Grading Period

At the beginning of each grading period, instructors need to update TeacherEase. These updates differ depending on whether the roster changes.

If Rosters are the Same:

If you keep the same roster for the new grading period (or nearly the same roster), you must "activate" the upcoming grading period and "close" the completed one.

Main > Setup > Subjects > Mark Active/Close

For more information on activating and closing grading periods, see the *Mark Active / Close* section of this guide.

If Rosters are Different:

If you have a different set of students in the new grading period, you need to create a new subject.

Main > Setup > Subjects > Create Subject

After you create the new subject, populate the new roster. You can *add existing* students or *create new ones*.

Main > Setup > Rosters > Add Existing Students to Roster

Main > Setup > Rosters > Create Student

Mark all grading periods in the old subject "closed". Records will be preserved for posterity.

Main > Setup > Subjects > Mark Active/Close

For old subjects where the rosters have changed, you can remove unused grading periods (grading periods after the roster change). This makes your gradebook more organized and clear. Use the **Edit Class** page.

Main > Setup > Subjects > Edit

This prevents confusion by removing grading periods with rosters that will not be used.

Note: Deleting a grading period also deletes assignments, scores, attendance, etc. for that grading period. Please use care that you don't delete grading periods that contain useful data.

5.4 Start a New Academic Year

At the beginning of each academic year, there are a few maintenance operations that must be performed in TeacherEase.

Create New Subjects: Create new subjects for the new year. On the **Create Subject** page, select the upcoming year from the "Academic Year" drop down list.

Main > Setup > Subjects > Create Subject

Promote Students: If you (or other teachers) will use the same students in the new year, you'll want to promote them. Promoted students will be on the new year's *master student list*, and do not need to be typed in again. Adding students to the *master student list* allows you

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to add them to class rosters.

Main > Setup > Students > Promote Students

Close Old Subjects: If you won't use last year's subjects any longer, you'll want to "close" or delete them.

Main > Setup > Subjects > Mark Active/Close

Main > Setup > Subjects > Delete

Note: If you delete old subjects, you should print out a copy of "Scores/Comments" for each grading period before deleting. You may also save a copy of the **Scores/Comments** page to your local hard drive by clicking "*File > Save*" from your browser.

Note: If you delete the old subjects first, you won't be able to access and promote old students. Recreate a single subject in the old year to access the previous year's students again. Once you can view the students, you can also promote them.

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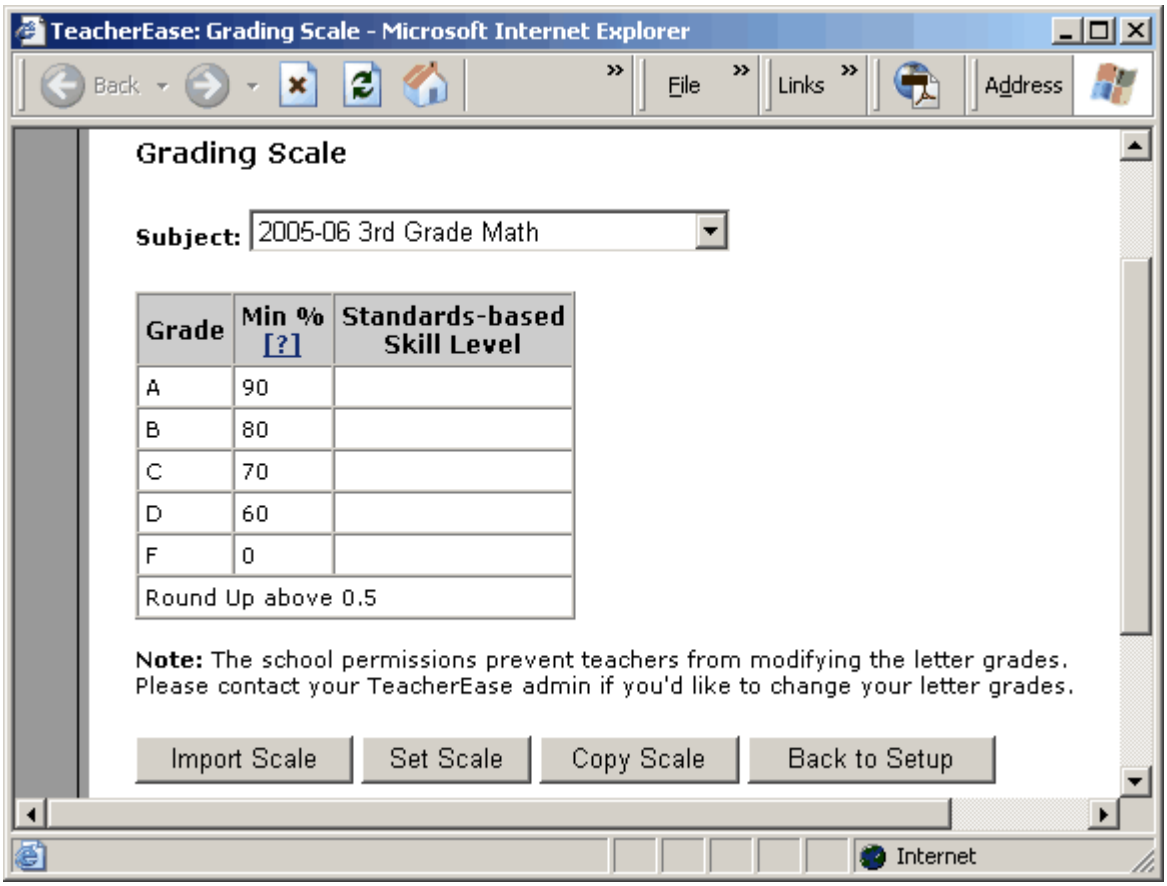
5.5 Grading Scale

You can define a “grading scale” for each subject. Grading scales convert a student score into a grade. The grade can either be a traditional letter grade (A, B, C, ...) or could be another scale (E, S+, S, S-, ...), (1, 2, 3, 4, 5), etc.

Main > Setup > Grading Scale



Min %: The minimum percentage needed for a letter grade. (i.e. 90% is the minimum for an A)

Import Scale
Allows you to choose from common predetermined grading scales.

Set Scale
Allows you to change the grading scale

Copy Scale
Allows you to copy a grading scale to other subjects.

Note: You are not limited to using traditional letter grades. TeacherEase supports other grading scales [E, S+, S, S-, NI], [1, 2, 3, 4, 5], or any other scale you create. Feel free to make changes to support your individual needs.

Note: If an entire school uses TeacherEase, your grading scale may already be defined.

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5.5.1 Grading Scale Modes

Teachers often grade differently. To support this variation, TeacherEase supports two different grading scale *modes*: points and percentages.

POINTS

Letter Grade	Points	Notes
S	3	Secure
D	2	Developing
B	1	Beginning

PERCENTAGES

Letter Grade	Min %	Notes
A	90%	Excellent
B	80%	Very Good
C	70%	Average
D	60%	Below Average
F	0%	Failure

Points Mode:

When the grading scale *mode* is set to points, students' averages are shown as a point value (i.e. - Mary's final average in English is 3, so she receives an S for Secure). This is useful for primary teachers who "don't give grades." It's also useful when grading according to standards.

An example of a points based grading scale would be:

S=3 (Secure)
D=2 (Developing)
B=1 (Beginning)

Percentage Mode:

When the grading scale *mode* is set to percentage, students' averages will be shown as a percentage (i.e. – John's final average in Math is 94%, he earns an A). This is the grading scale mode that was traditionally used when today's adults were in school (although the percentages varied widely).

An example of a percentage based grading scale would be:

A >= 90%
B >= 80%
C >= 70%
D >= 60%
F >= 0%

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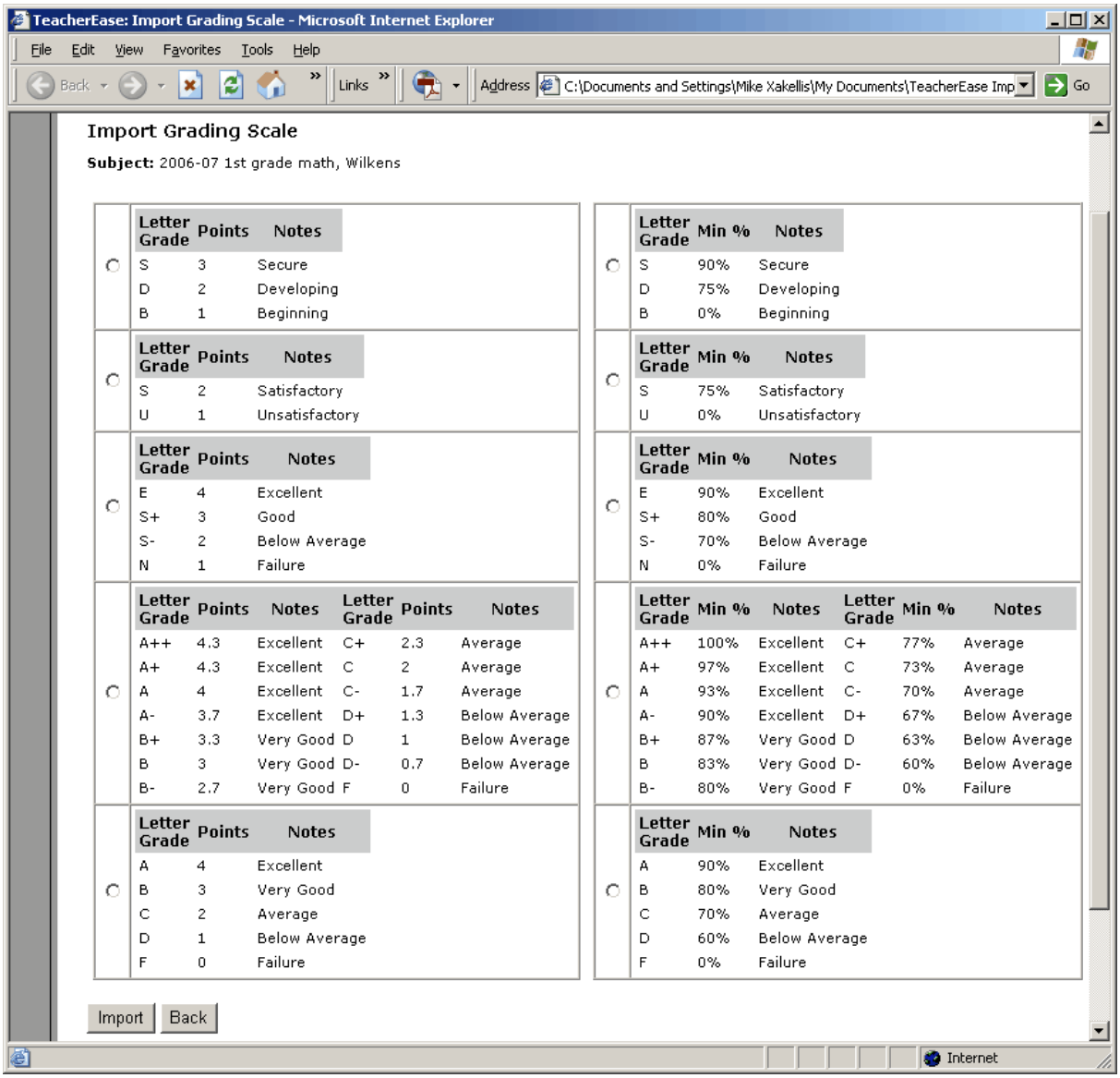
5.5.2 Import Grading Scale

TeacherEase includes many pre-set grading scales. Before building your own scale, you may want to try and import a pre-defined scale.

Main > Setup > Grading Scale > Import Scale



You can import either points based grading scales (on the left) or percentage based grading scales (on the right). Check the box next to the scale you would like to use and click the **Import** button.

Note: If your school has purchased a subscription to TeacherEase, your grading scales may have been configured by the TeacherEase admin at your site. If so, they'll show up in this list.

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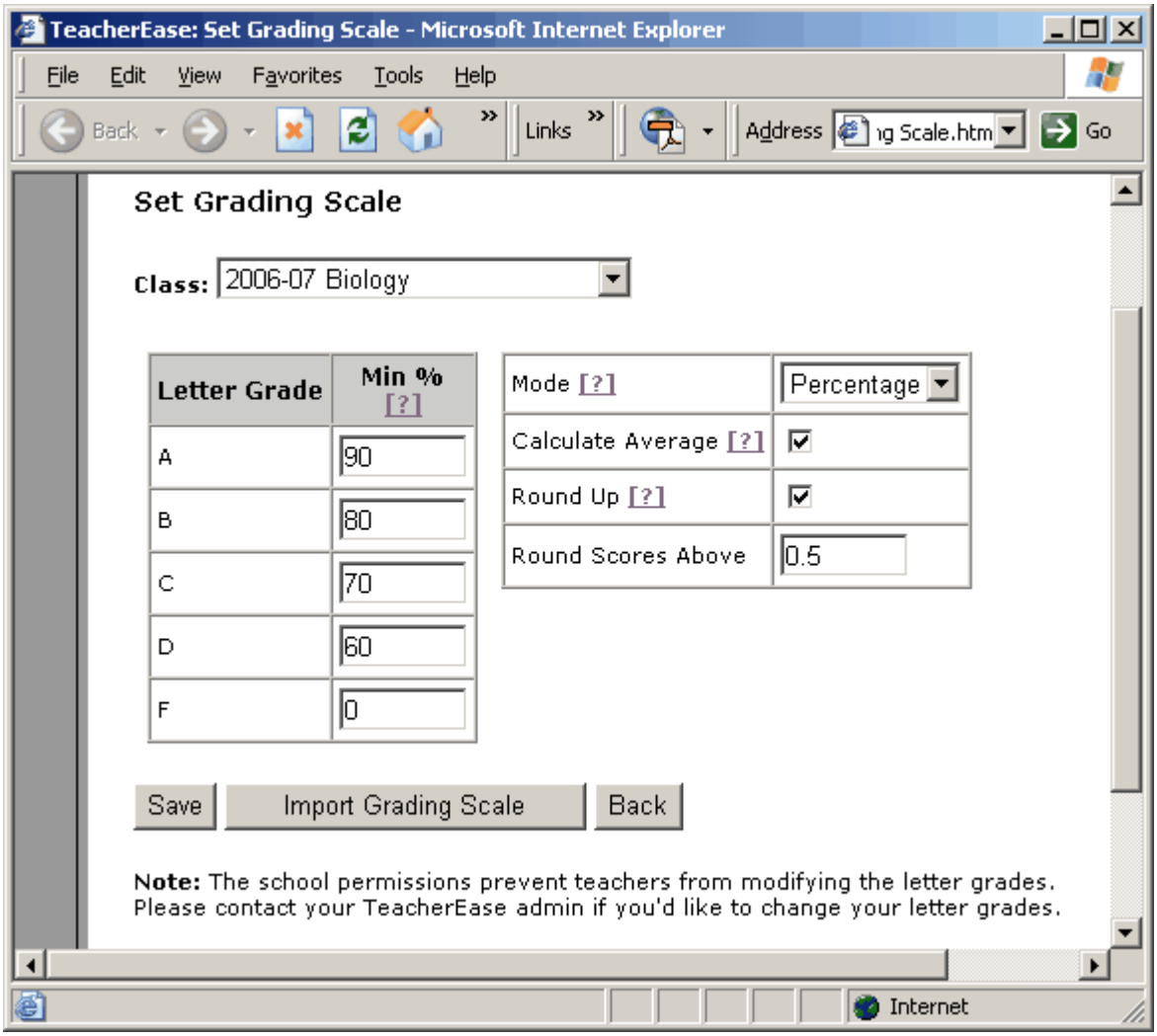
5.5.3 Set Grading Scale

The **Set Grading Scale** page allows instructors to modify their grading scale.

Main > Setup > Grading Scale > Set Scale



Mode: Determines if grading scale is based on percentages or points.

Calculate Average: Determines if the mean of student scores is calculated.

Round Up: Allows rounding up to the next grade level. (i.e. 79.5 would be a B)

Note: Leave the **Calculate Average** checkbox unchecked for classes where you don't want to calculate an average.

Note: If your entire school has purchased a TeacherEase subscription, you may not be able to change your grading scale. It may have been configured by the TeacherEase admin.

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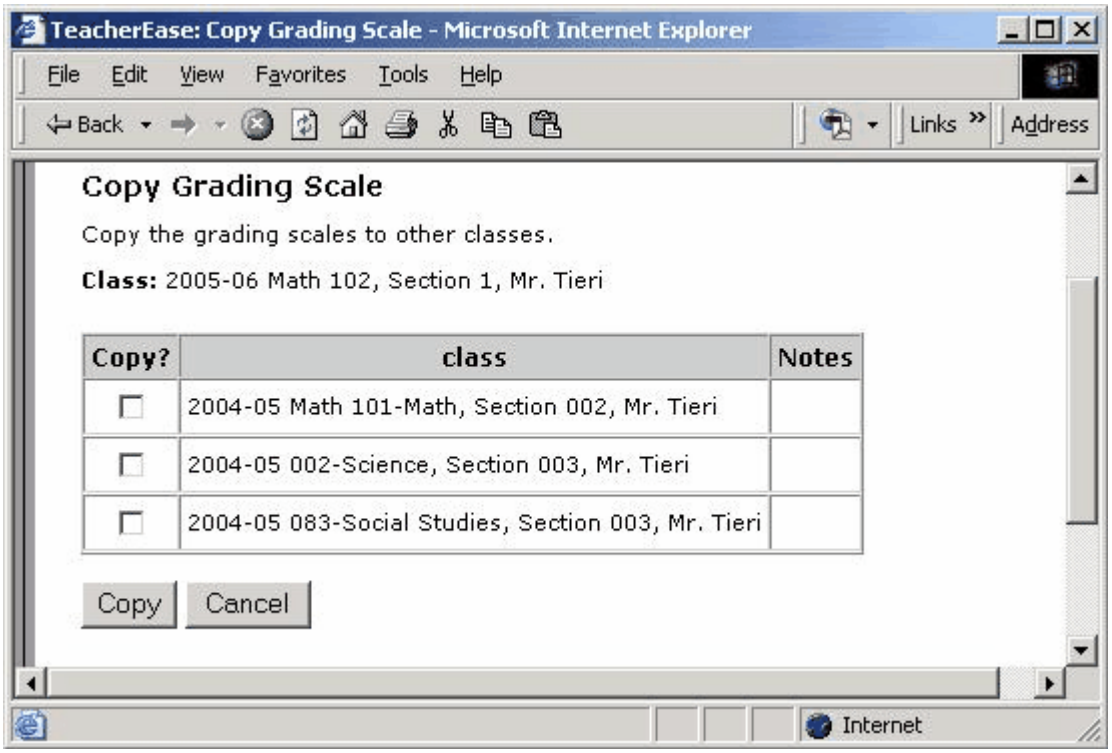
5.5.4 Copy Grading Scale

Copy an existing grading scale to other classes. This helps keep your grading scales consistent.

Main > Setup > Grading Scale > Copy Scale



Click the checkbox next to the subjects where the grading scale will be copied.

After you have established the scale for your first subject, you can copy your scale to other subjects.

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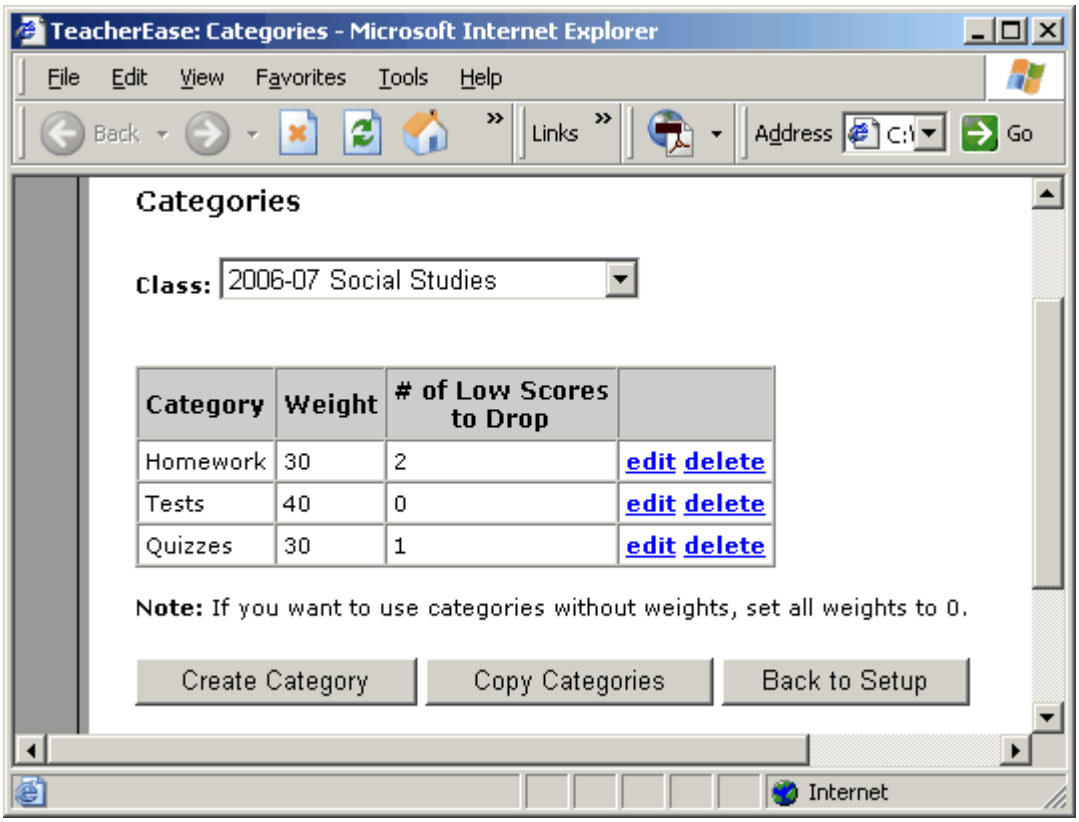
5.6 Categories

Categories correspond to types of work within a subject. Categories can be used to organize your grades, or can assign *weight* to different types of student work. If you are weighting categories, each category represents a portion of the total grade. The *weight* of a category determines its value compared to other categories. For instance, weighted categories in a class could be: *Homework =30%, Tests = 40%, and Quizzes = 30%*

Note: You can create categories without assigning weights to them.

Main > Setup > Categories



Create Category
Add a new category.

Copy Category
Copy these categories to another subject.

# of low scores to drop indicates the number of lowest assignments in a category to drop. For example, if you select '2' for the "Homework" category, TeacherEase drops the two lowest homework scores. Dropped scores are not averaged into student's grades.

Note: Weights do not necessarily represent a percentage. TeacherEase does not require weights to add up to 100 and can properly calculate scores regardless of what the weights add up to. However, many students/parents assume weight is a percentage. It is probably easier and less confusing if your weights add to 100.

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5.7 Subject Standards

Teachers may want to track student performance versus standards. They may also want to define their own skills and track student performance versus those skills. TeacherEase provides the ability to do "skills-based assessment" versus standards or your own skills.

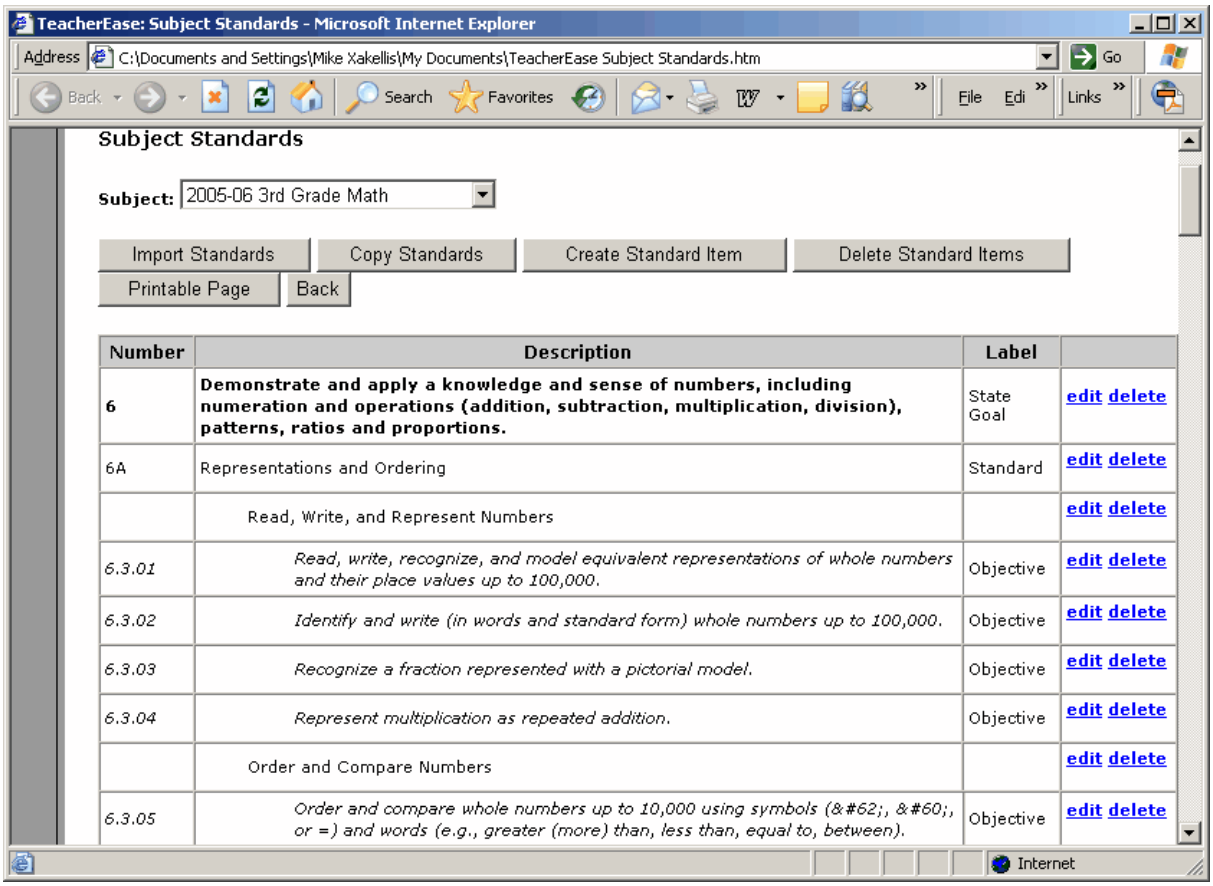
TeacherEase allows you to track skills with "standards". Standards can be either state/ district-defined, or teacher defined skills. TeacherEase uses the terminology "standards" even if you type the skills in yourself.

Each standard consists of a collection of "standard items" which are generally organized in multiple levels, creating a tree structure. The lower the level, the more detailed the description. A descriptive label further defines the level type. TeacherEase is initially populated with state/district standards.

After standards have been configured for a subject, teachers can enter scores for each standard (more on this later). This allows teachers to track student performance for each standard and access useful data like: On which standards are the class struggling? On which skills is a single student struggling? Are the students make consistent progress?

You can view and manage standards from the **Subject Standards** page.

Main > Setup > Subject Standards



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Import Standards
Import state or district standards into this subject.

Copy Standards
Copy existing standards into another subject.

Create Standard Item
Create new standard items, which can reference existing state standard items.

Delete Standard Items
Removes selected standard items from the list. Items may only be deleted if there are no references to them.

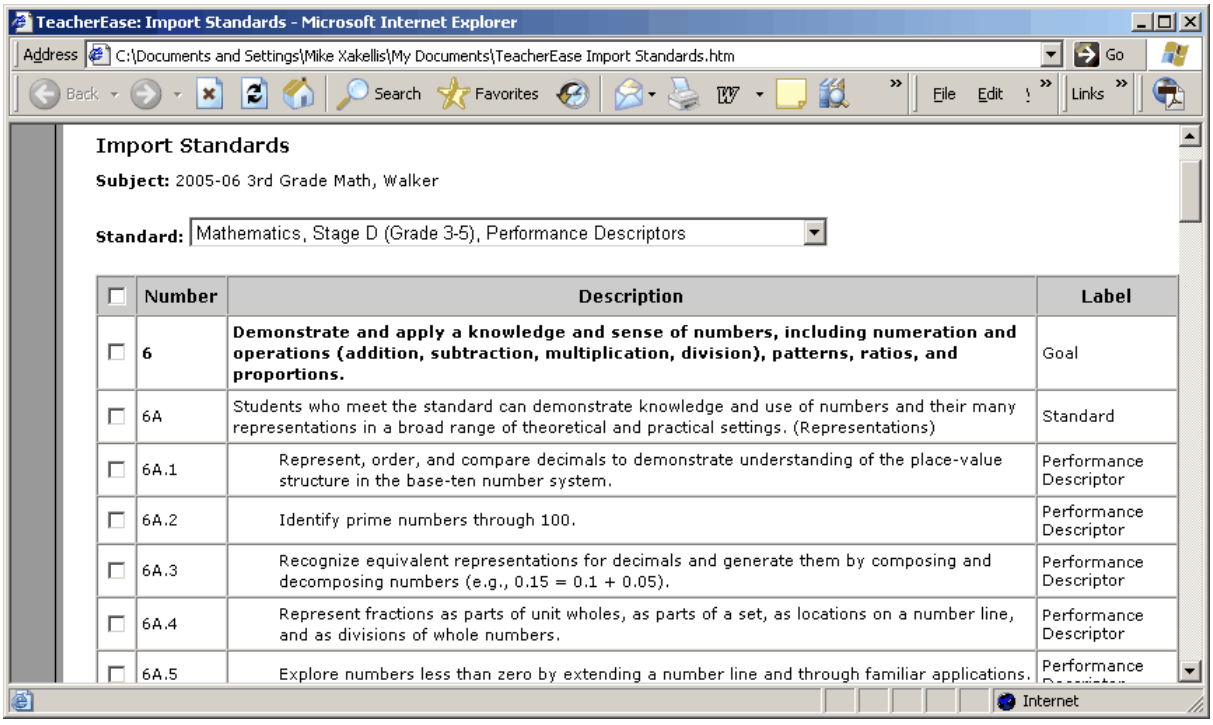
Edit
Modify the existing standard item number, description and label.

Delete
Removes a single standard item from the list. Items may only be deleted if there are no references to them.

5.7.1 Import Standards

Typically teachers will start by importing state standards into their subjects. You can import an entire standard or just portions of it. Select a standard and choose which portions to import. You can import state or district standards into this subject.

Main > Setup > Standards > Import Standards



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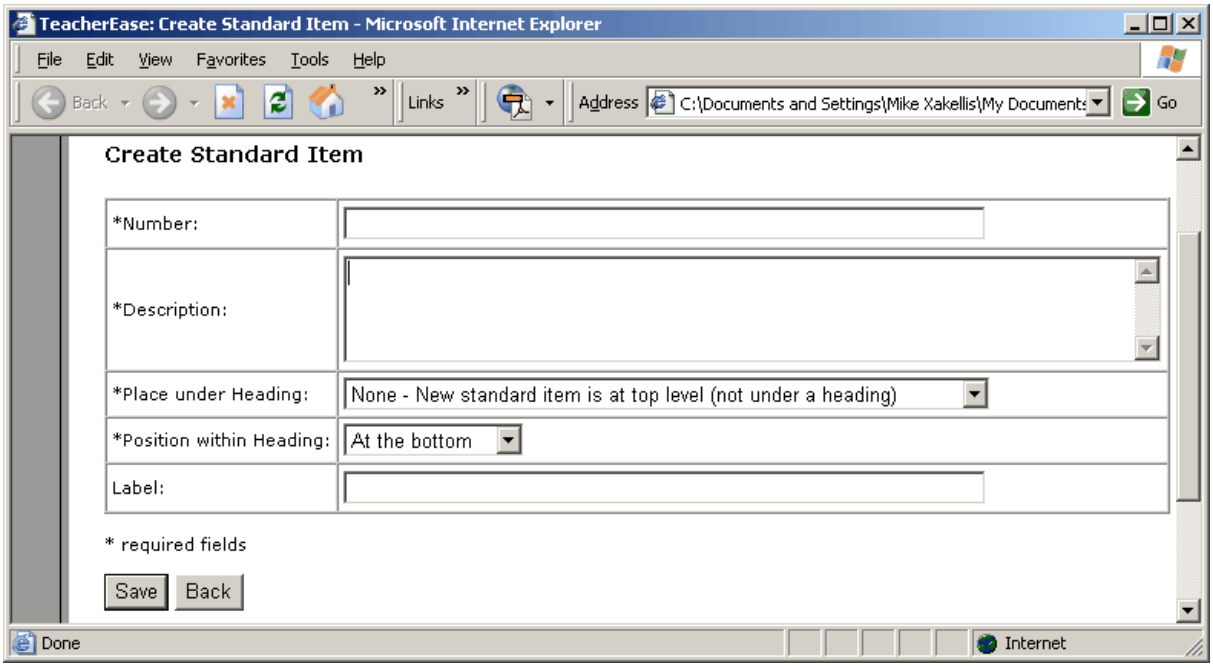
5.7.2 Create Standard Item

You can manually enter standard items to create your own set of skills. This is useful for Kindergarten or other areas where skills are individually assessed.

Main > Setup > Standards > Create Standard Item



You can create a hierarchy of standard items using positioning and labels. Use the "Place under Heading" and "Position within Heading" to create a tree structure.

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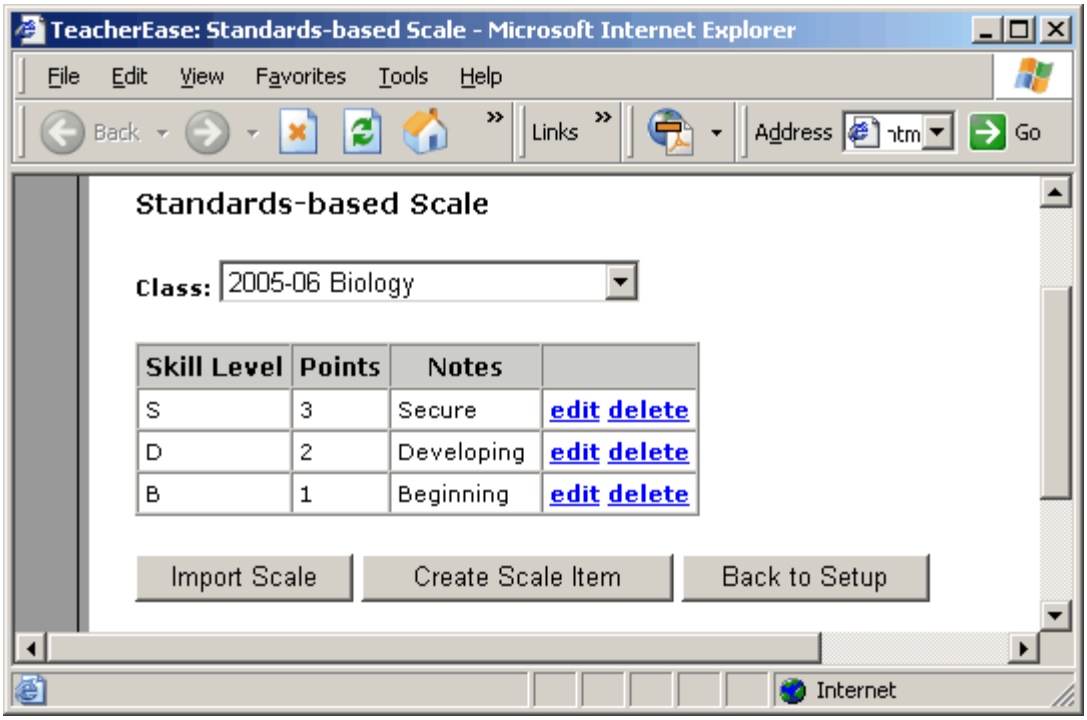
5.8 Standards-based Scale

Teachers can define a standards-based grading scale to assess standards-based performance. Each standard can be assessed with a "skill level" for each student. This gives administrators, teachers, parent and students a common vocabulary to communicate about student skills.

Main > Setup > Standards-based Scale



You can choose a pre-defined scale and then modify it to meet specific needs. Point value scales are fixed, top-down, and cannot be changed.

Import Scale
Choose a predefined scale to use for this subject.

Create scale item
Add additional skill levels(scale items) and position them within the existing scale. Scale items can be modified until referenced by courses, curriculum maps or subjects.

Edit
Modify the skill level or notes. You may not modify the points once the scale is created.

Note: It is highly recommended that once your scales are in use, that you refrain from changing them. Doing so may cause confusion on reports and other references to the scales.

Delete
Delete a scale item and adjust existing scores that use it. You can't delete a scale once it is referenced by a course, curriculum map or subject.

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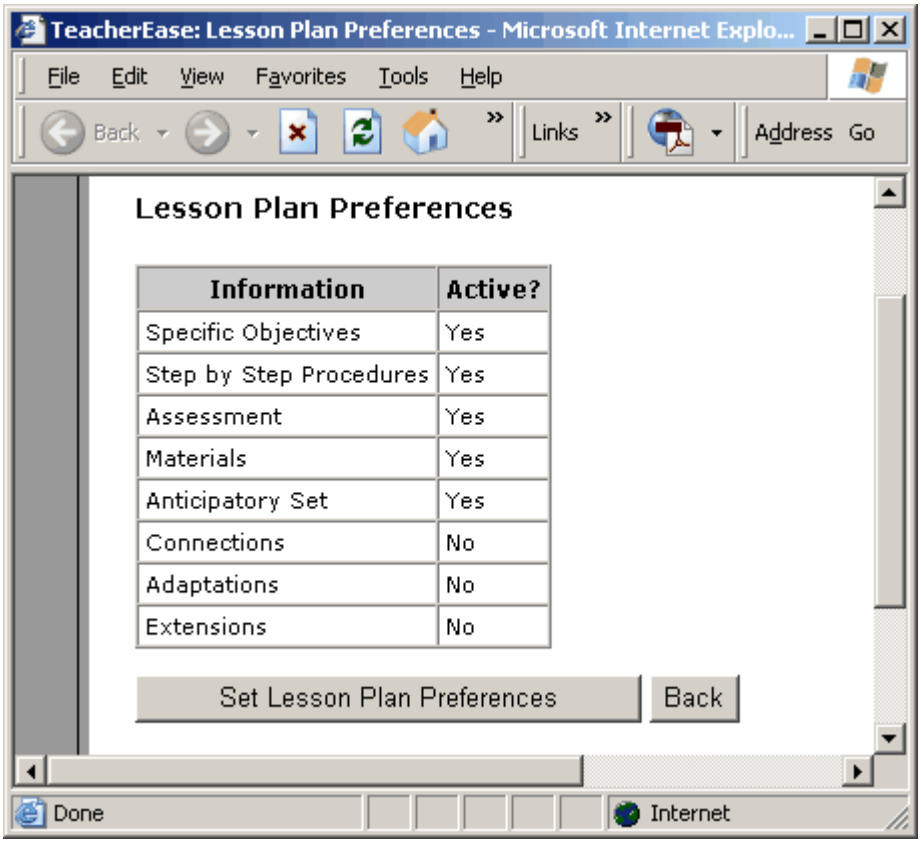
5.9 Lesson Plan Preferences

TeacherEase allows teachers to enter a large amount of data when creating lesson plans. This may not be desirable for all teachers. Some teachers will want lesson plans with less data. The "Lesson Plan Preferences" allow teachers to configure the structure of their lesson plans.

Teachers choose the information they'd like to enter when creating lesson plans. Chosen areas will apply to lesson plans for all subjects.

Main > Setup > Lesson Plan Preferences



Set Lesson Plan Preferences
Select the information to appear on lesson plans.

Note: This concludes the *Basic Setup* portion of this guide. We will now skip ahead to the Assignments page, which is located at **Main > Assignments.** Documentation on the *Advanced Setup* features is at the end of the guide. Features in *Advanced Setup* can be configured later.

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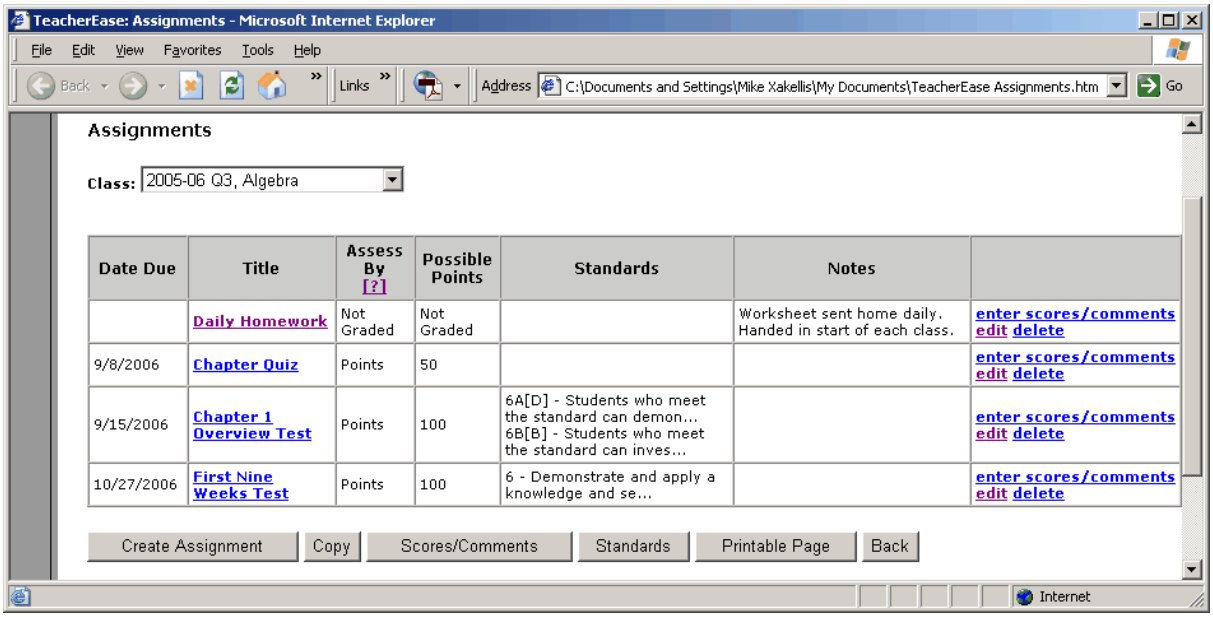
6 Assignments

During a grading period, students will perform work or be assessed on their skills. This includes homework, tests, quizzes, individual assessments, and/or any other type of work you choose. In TeacherEase, each piece of student work is called an "assignment."

You'll create a number of "assignments" in TeacherEase during a grading period. You can automatically share these assignments with parents. With this information, parents can take an active role keeping their students current with assigned work. This is the on-line equivalent of a homework folder sent home with students each night.

You will give each student a score and/or comments for each assignment. We'll talk more about giving scores/ comments in the next section. In addition to traditional grades, you can also align assignments to standards and give students standards-based grades.

Main > Assignments



Create Assignment
Add a new assignment.

Copy
Copy existing assignments to another class or active grading period. You can also copy grades for students in both classes.

Scores / Comments
View scores and comments for assignments.

Standards
View standards-based scores for classes.

Enter Scores/Comments
Each assignment can be given a grade by clicking the link in the corresponding row.

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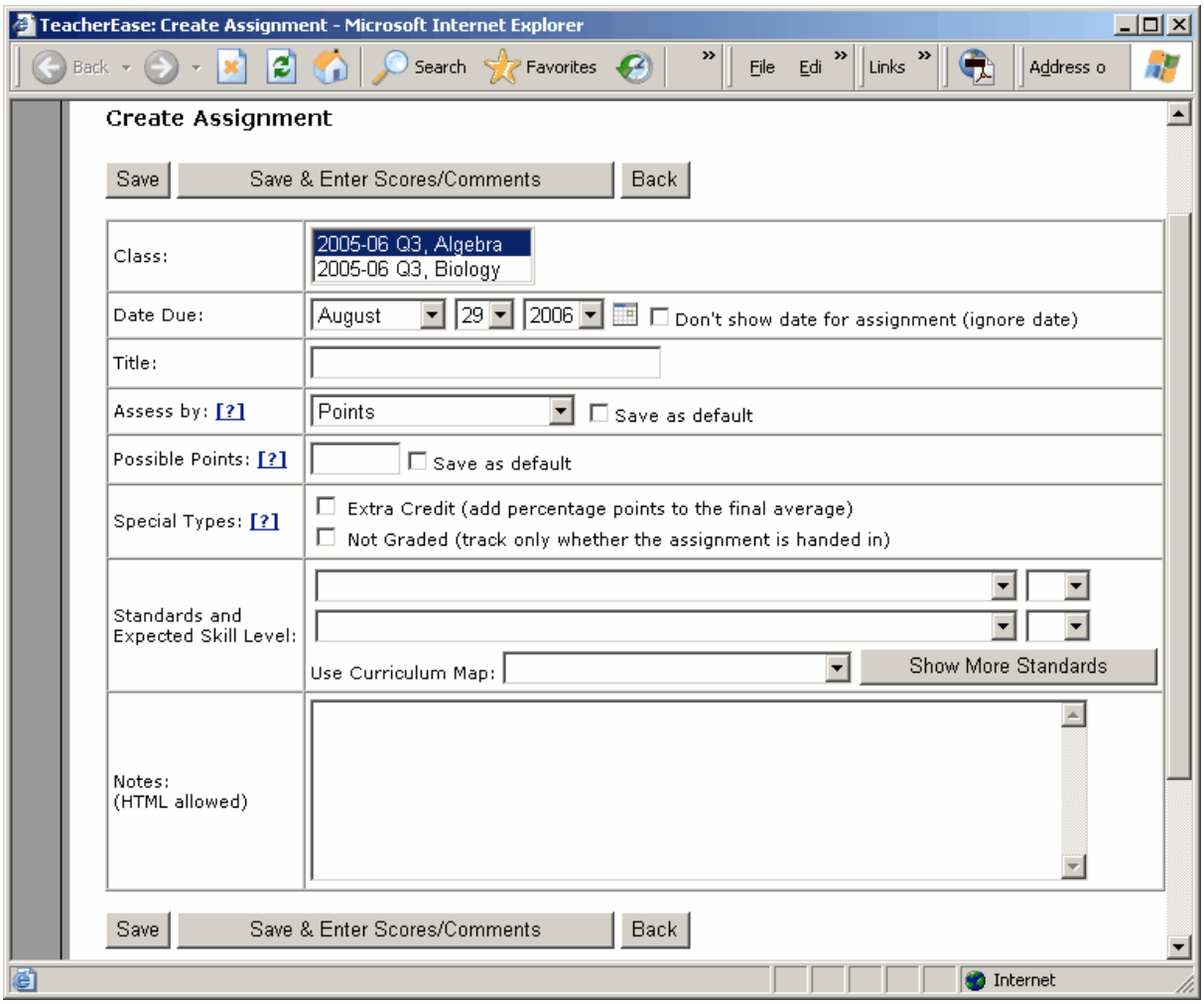
Typically, assignments are visible to teachers/students. This increases student accountability because parents are able to know what their student is assigned at all times.

Note: Primary/kindergarten teachers can enter assessments as "assignments."

6.1 Create Assignment

In TeacherEase, an assignment is any type of student work. Create a new assignment each time you give students new work or do an individual assessment.

Main > Assignments > Create Assignment



Class: Choose the class(es) you are creating an assignment for.

Due Date: The day that the assignment is due.

Title: What you are going to call the assignment.

Assess By: Teachers have different styles of grading. To support this, TeacherEase allows different assessment types. You can mix/match the following types for your assignments.

- **Points:** Gives each student a numeric score (i.e. 95/100)

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- **Percentage:** Gives each student a percentage for their work. *(Not available if grading scale mode=points)*
- **Letter Grade:** Gives each student a letter grade for their work. You can choose any letter grade on the grading scale.
- **Items Correct:** Assignments are scored by the ratio of correct questions to total questions. For example, suppose an assignment contains 12 questions and is worth 20 points. If a student gets 11 out of 12 questions correct, TeacherEase automatically computes a score of 18.33/20 without any calculation on your part.
- **Complete/Not Complete:** Marks each student's work *Complete*, (getting full credit) *Not Complete* (getting no credit), or *½ credit.*

Possible Points *(or weight)*: Sets the total number of points an assignment is worth, and hence its *weight*. An assignment's weight is directly proportional to its impact on a grade. For example, assignments with twice the possible points are worth twice as much when calculating the average.

Note: *Possible Points* is called *weight* when grading scale mode is set to points.

Special Grading Situations:

- **Extra Credit:** TeacherEase can give two different types of extra credit. One type affects the final average and the other affects an individual category score.

  The first type of extra credit affects a student's final average. Click the "Extra Credit" checkbox to add percentage points to the final average. A student's final average increases by the number of points the student scores.

  For example, if a student's average is 85% and you create an extra credit assignment where they score 5 points, their final average will increase to 90%.

  The second type of extra credit affects a student's average inside a category. Create an assignment worth zero possible points (don't check "Extra Credit"). When you give this assignment a score, it will raise the student's running total of points scored in the category— thus raising their category average.

  For example, suppose there are 500 possible points in the homework category. The instructor creates an assignment in the homework category with zero possible points and gives the student 5 points. This gives the student a 1% higher homework grade.

- **Not Graded:** Choose this option if you do not grade an assignment, but would still like to track whether it has been handed in.

Standards and Expected Skill Level: Assign standards and expected skill level to assignments. Teachers may want to align their assignments with standards and assess student performance versus standards. You can choose standards and a standards-based skill level. This allows you to do "skills-based assessment" versus standards using a standards-based scale.

Notes: Offer a more complete description of the assignment. You can use HTML in this section. If you've uploaded the assignment to the Internet, you can link to the assignment using HTML (so parents / students can download the actual assignment).

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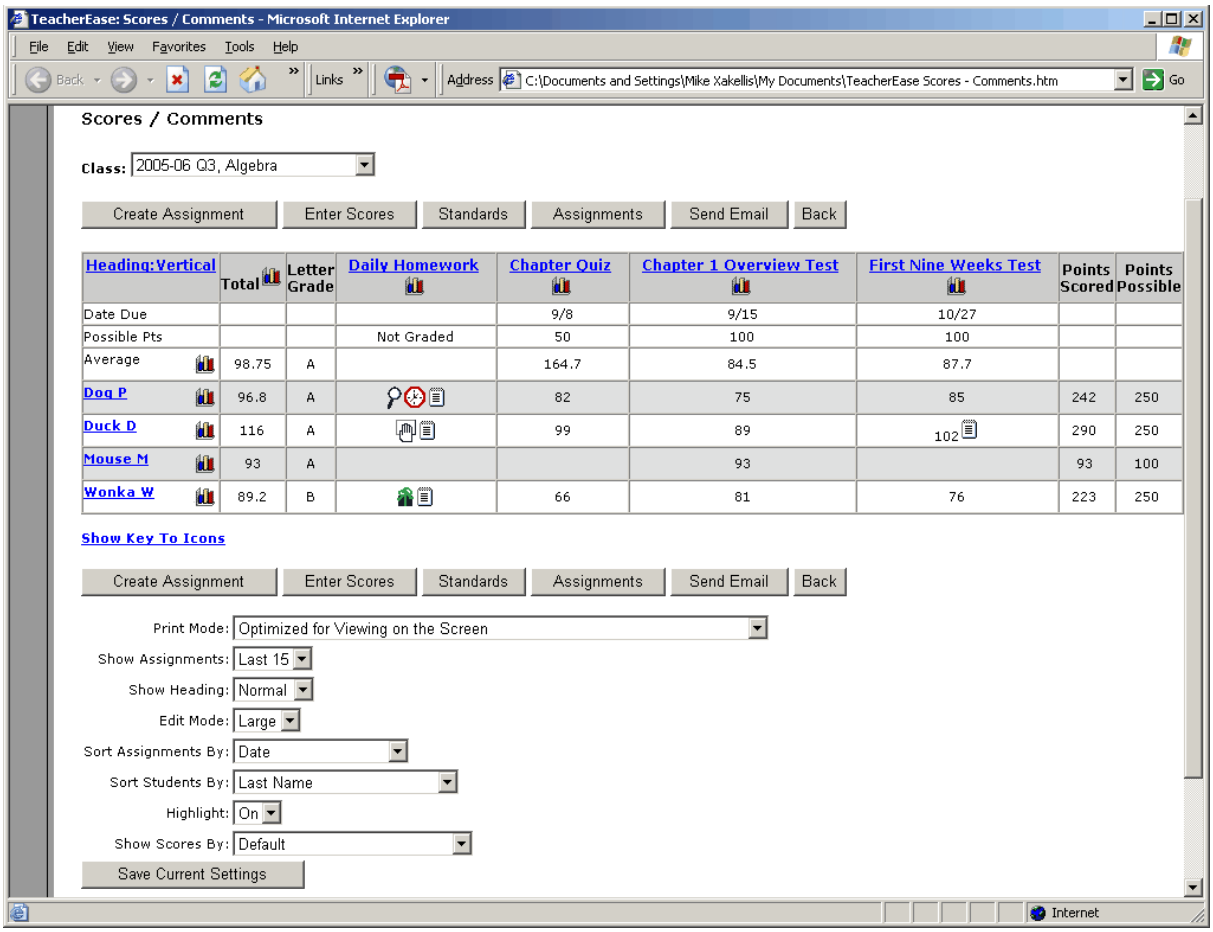
7 Scores / Comments

Now that we're able to create assignments, the next step is to assess student work. TeacherEase allows you to enter both scores and/or comments for each assignment. The **Scores / Comments** page resembles a paper grade book with a list of students' names, assignments and their scores. This page is initially empty. Assuming you've already created an assignment, the next step is to enter scores and comments.

Main > Scores/Comments



Create Assignment

This button allows you to create an assignment without going back to the **Assignments** page.

Enter Scores

Allows you to enter scores for your assignments. You can also click on an assignment, student, or individual score to enter scores and comments.

Standards

View standards based scores.

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Assignments
View a list of all assignments.

Send Email
Compose and send email to parents/students about assignments.

At the bottom of the **Scores/Comments** page you can customize how data is displayed:

Print Mode: Gives you several different formatting options for printing the gradebook. You can print out student numbers instead of names, for anonymous postings, summaries, etc.

Show Assignments: Set how many assignments to show on the page. If you have a large number of assignments, an option to **Show Recent** will appear at the top left of the table, under "Heading:". This allows you to view the most recent assignments, displaying the number of assignments chosen in "Show Assignments".

Show Heading: Change headings to be vertical to gain space on page.

Edit Mode: With the edit mode on you can do "in place editing" of scores by clicking on a student/assignment cell. Small/large determine the amount of data to enter.

Sort Assignments By: Sorts assignments either by due date or category. (e.g. Set assignments to display by "date descending" will display the most recent assignment first.)

Sort Students By: Sorts students by name, student number, grade level or roster number.

Highlight: Highlights the row in the grid for ease of reading. May be turned off, if preferred.

Show Scores By: Allows you to change how scores are displayed. For example, if you choose "percentages" from this list, all scores will be shown by percentage. If you choose "letter grade," letter grades will display.

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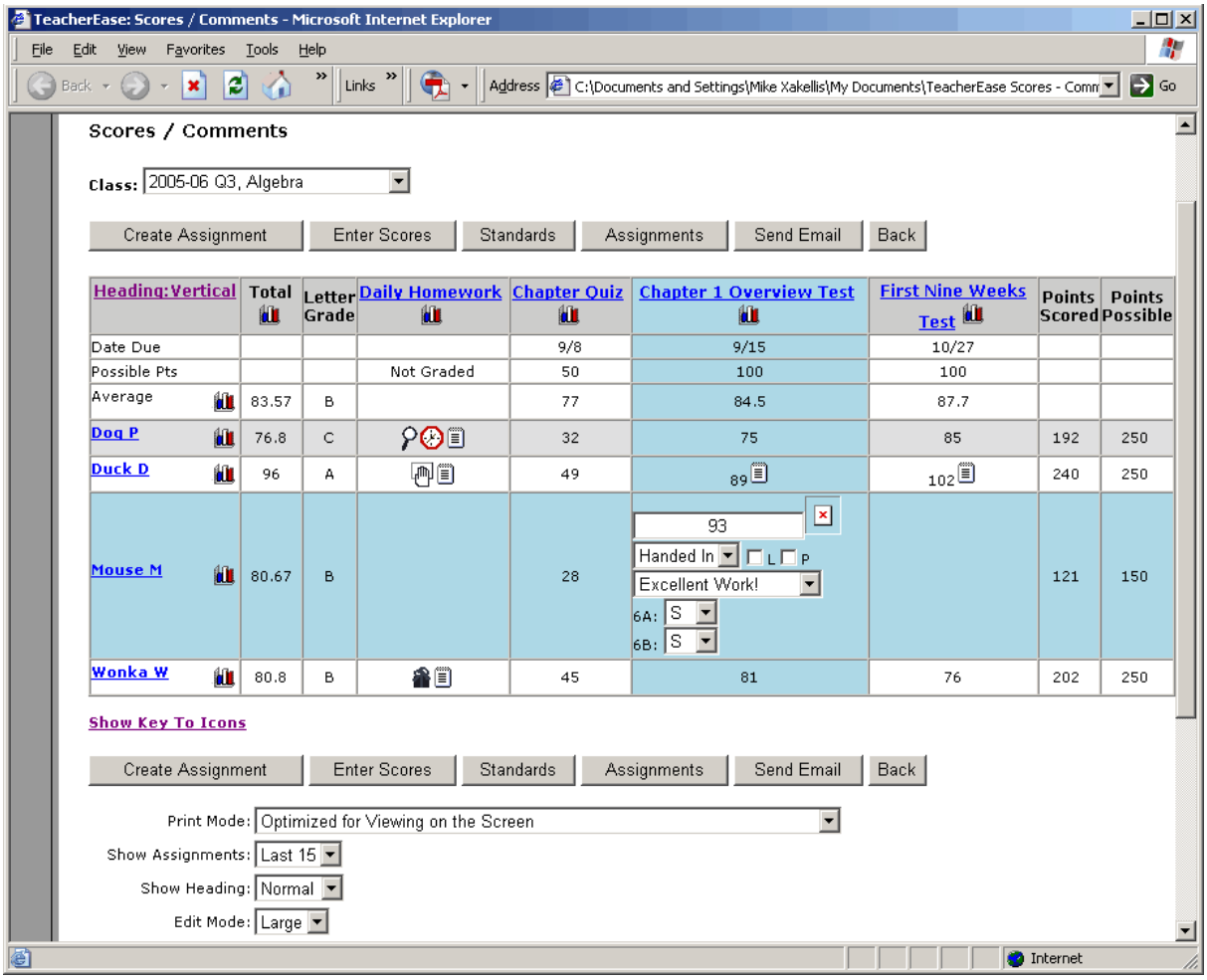
7.1 In Place Editing

TeacherEase allows you to enter/edit scores directly on the Score/Comments page, much like entering into a PC-based gradebook. This simplifies your grade entry by eliminating the need for clicking on each assignment or student. This is particularly helpful when entering late work for various assignments or students. It is also useful for schools with slow/congested network connections. To enter scores, click on the intersecting cell for a student and assignment.

Main > Scores/Comments



Edit Mode:
The default edit mode is "Large". This allows you to enter all the data displayed on the **Enter Scores/Comments** pages. If you find that you rarely enter comments, you might want to set the mode to "Small". This allows you to put in scores and use special codes, but not select comments from the list.

After entering the data, use the enter, tab, or arrow keys to move to the next cell. Click the [X] at the top of the cell to undo your most recent changes.

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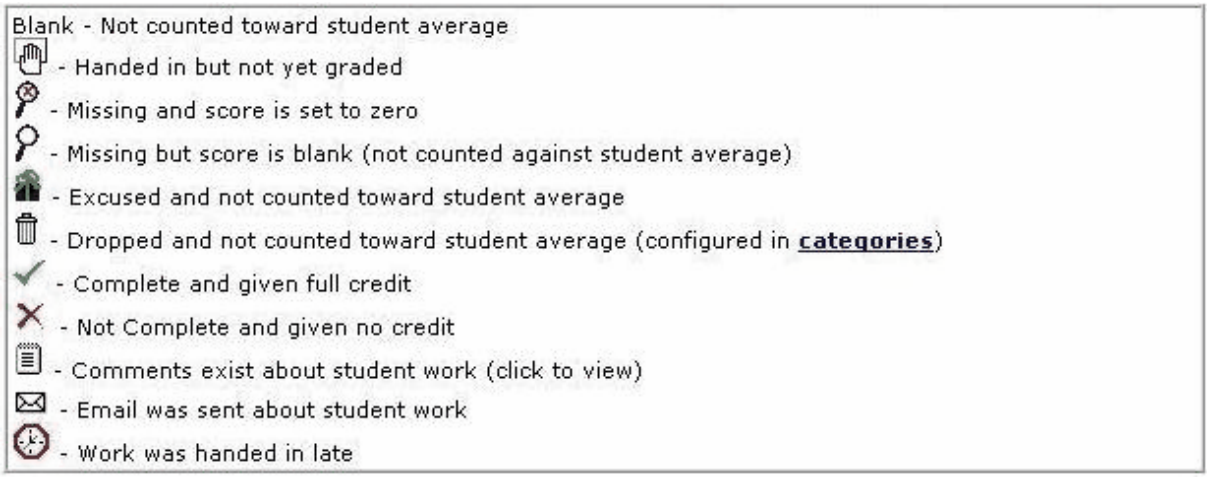
7.2 Grading Icon Explanations

At the bottom of the **Scores/Comments** page there is a key for any icons that may appear:



Handed in but not yet graded: An assignment has been handed in but not given a grade. Useful for parents to make sure their child is turning in assignments.

Missing and score is set to zero: No assignment has been turned in and the student receives a zero.

Missing but score is blank: The assignment is missing but the student is not penalized. Enter a zero if you want this missing work to count against the student's average (or click **Mark Missing Zero**).

Excused and not counted toward student average: Use this option if you have excused a student from an assignment. It will not be calculated into their average.

Dropped and not counted toward student average: TeacherEase allows a certain number of the lowest assignments in each category to be dropped. Configure the number of dropped assignments for a category in the **Categories** screen.

Complete and given full credit: Will only display when grading assessment has been set to *Complete/Not Complete.* Think of this as "all or nothing" grading. Indicates full credit.

Not Complete and given no credit: This icon will also only display when the grading assessment is set to *Complete/Not Complete.* Indicates zero credit.

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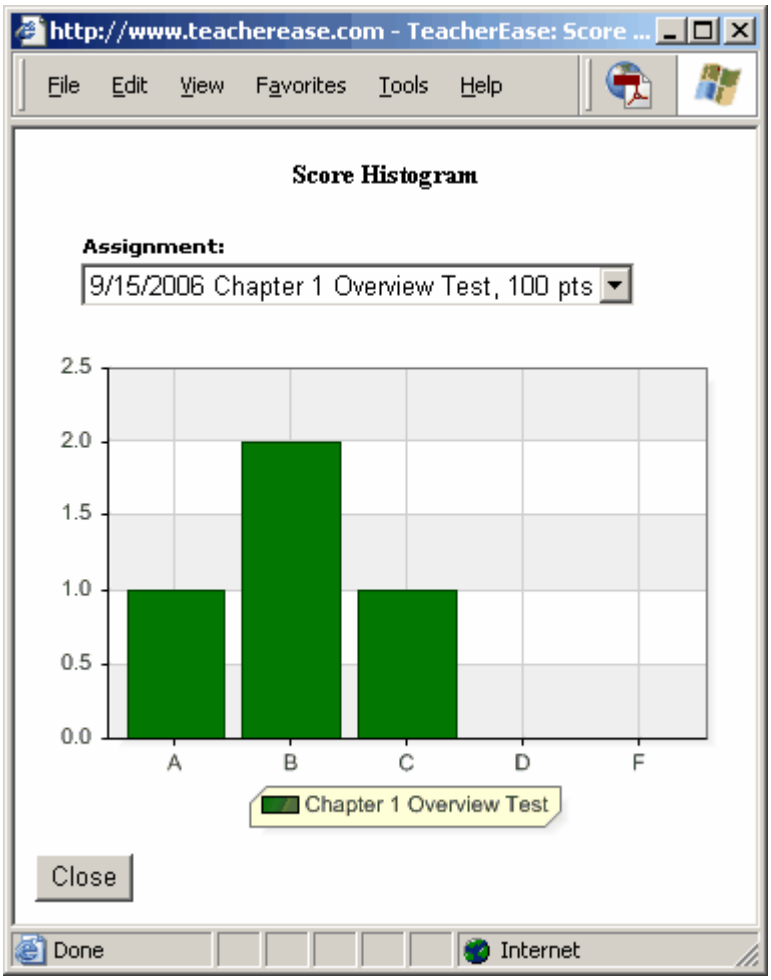
7.3 Graphing Icon Explanation

On the **Scores/Comments** page, under each assignment and next to each student is a graph icon. Click it to generate a graph of students' score distribution. This is useful to determine how well the students have learned material assessed by an assignment. If many students have scored poorly, this material may need to be re-taught. If many students have done well, it may be time to move to the next topic.

Chapter 1 Overview Test
9/15
100
84.5
75
89
93
81



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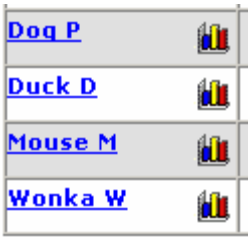
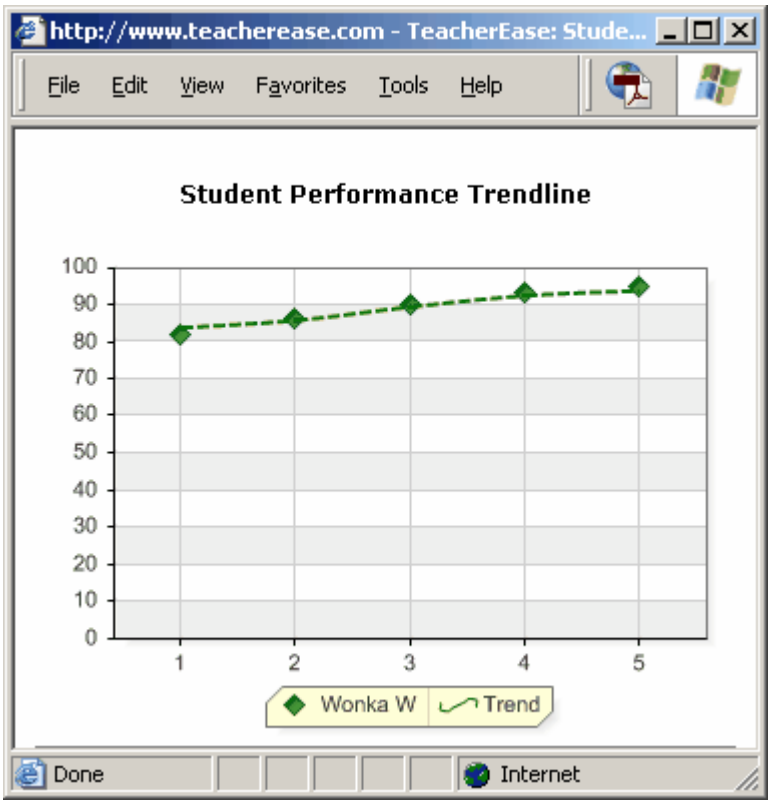
Clicking the icon next to a student generates a graph of their score trendline for all assignments. This can help an instructor determine how well the class is progressing on skills. If the students are learning well, their scores should be increasing. If a student is not trending upward, they may need extra help. If the class is not trending upward, the instructor my want to explore different teaching methods to transfer the material.





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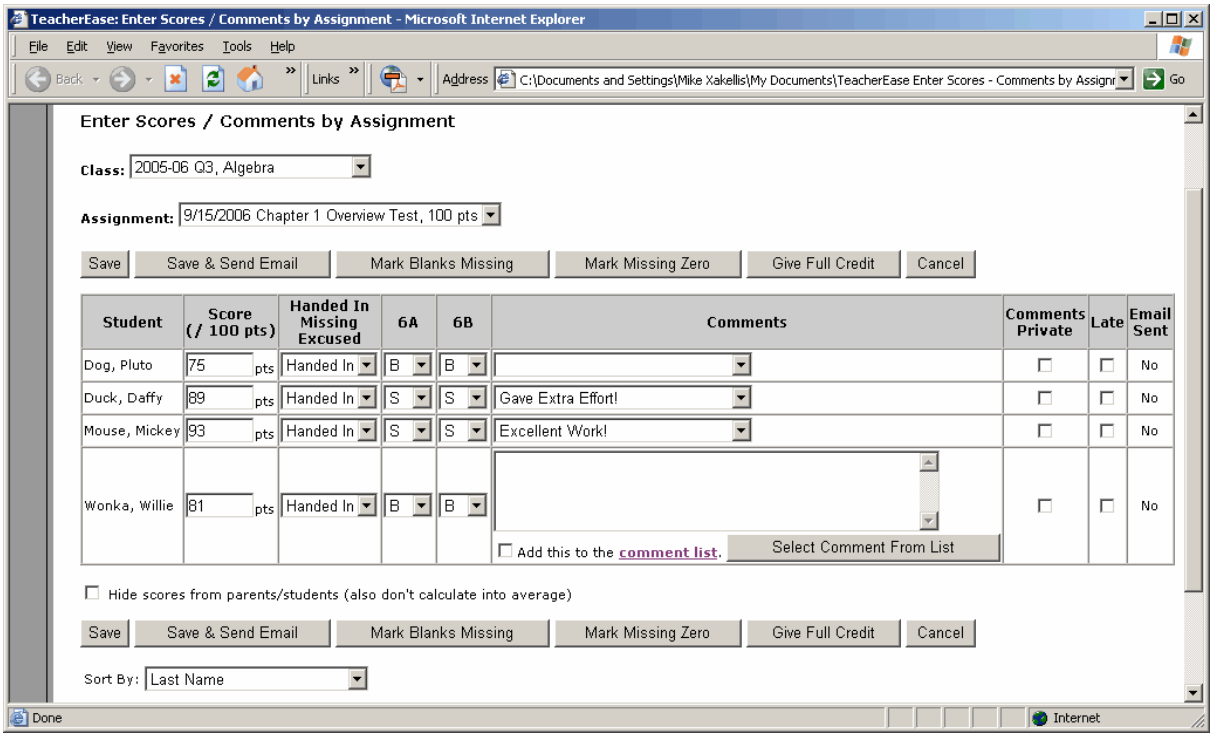
7.4 Enter Scores / Comments by Assignment

Now that you've created assignments, the next step is to grade them. One way to enter grades is to use the **Enter Scores/ Comments** page.

Main > Scores/Comments > Enter Scores



Score: For each student, enter his or her score. Blank scores are discarded and not calculated. Put in a zero to lower the student's grade. TeacherEase will function slightly differently depending on the type of "assess by" used for the assignment.

- Assess by **Points:**
  TeacherEase will present you with an edit field. Just type in a number (i.e. the student scores 8 out of 10). If the score is blank, TeacherEase will ignore this assignment when calculating the grade.
- Assess by **Percentage:**
  TeacherEase will present you with an edit field. Type in a number that corresponds to the percentage score the student achieved.
- Assess by **Letter Grade:**
  TeacherEase will present you with a list. You select the letter grade that corresponds to each student's performance. If you leave the score blank, TeacherEase will ignore this assignment when calculating the grade. The actual percentages underlying the letter grades are shown at the bottom of the page.
- Assess by **Items Correct:** TeacherEase will present you with an edit field. Type in the number of questions for which the student was correct. TeacherEase will calculate the

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percentage correct and scale the score appropriately for the assignment's possible points.

- Assess by **Complete / Not Complete:**
  TeacherEase will present you with a list. You can select "Complete," "1/2 credit," or "Not Complete." "Complete" will give the student full credit, "Not Complete" will give them a zero, and "1/2 credit" will give them half. If you leave the score blank, TeacherEase will ignore this assignment when calculating the final grade.

Handed In / Missing / Excused: Allows teachers to track the status of an assignment.

- **Handed In:** Indicates that the assignment has been given to the teacher.
- **Missing:** An assignment that has not been turned in. Missing assignments will automatically be shown to parents/students when they login. This helps modify student behavior by encouraging them to complete all their work.
- **Excused:** The assignment does not count towards the final grade.

6A/6B: Represents the number for a standard/skill. For each standard selected for this assignment, you can enter a standards-based score. These scores are collected for each standard and reflect the students' standards based performance, in addition to their assignment score.

Comments: A list of comments to describe student's work. Change these comments in the **Setup** menu. You may choose to write personalized messages about a student or select from a comment list.

Comments Private: Hides comments from parents/ students.

Late: Marking this box will cause the symbol for late work: to show up next to the assignment.

Sent Email: Indicates if an email was sent regarding this assignment.

There are a number of buttons that make grading more convenient:

Mark Blanks Missing
Click this button to mark blank assignments as 'missing.' It works well to click this button after entering all scores from a stack of papers.

Mark Missing Zero
Inputs a score of '0' for each missing assignment. Click this button to lower students' grade for missing work.

Give Full Credit
Gives a score of 100% to all students that have not yet been graded. This is useful for homework when many students receive full credit.

7.5 Enter Scores / Comments by Student

Often students are absent and need to make up work. To aid the teacher, you can enter all of a student's scores on a single page. On the **Scores / Comments** page, click on any student name. This will take you to the **Enter Scores / Comments by Student** page. This is very

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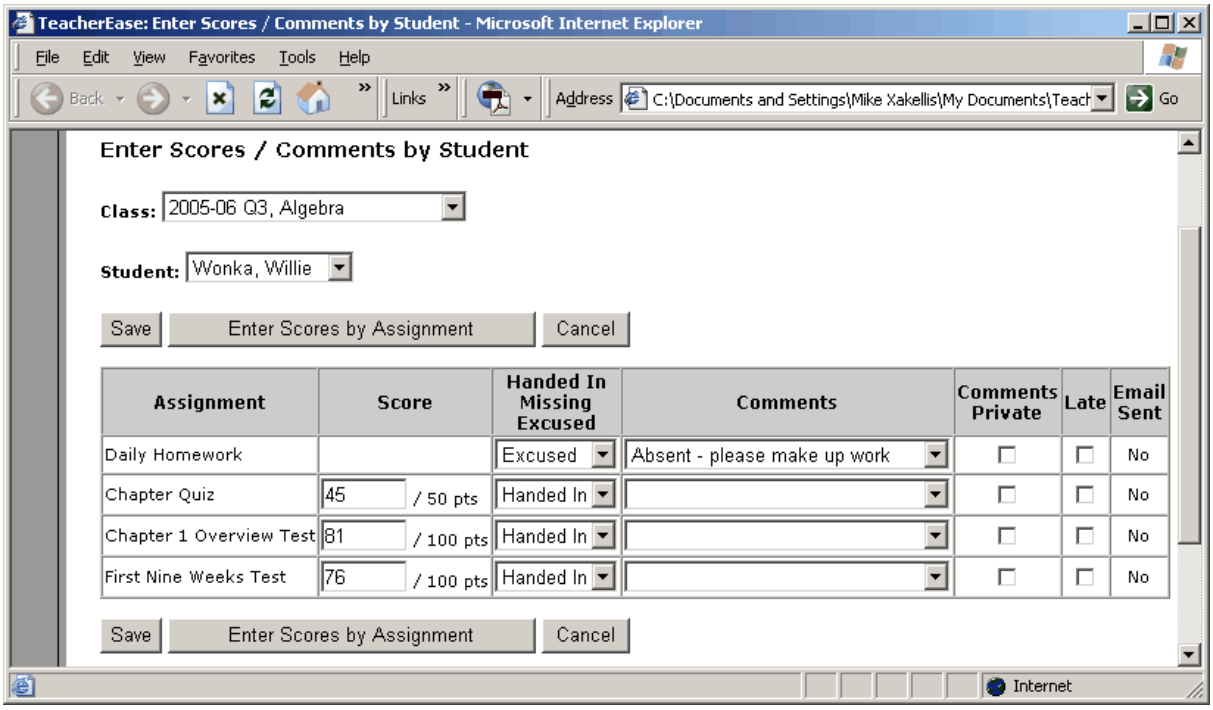
similar to previous page, but shows all the class assignments for a single student.

Main > Scores / Comments > [click a student's name]



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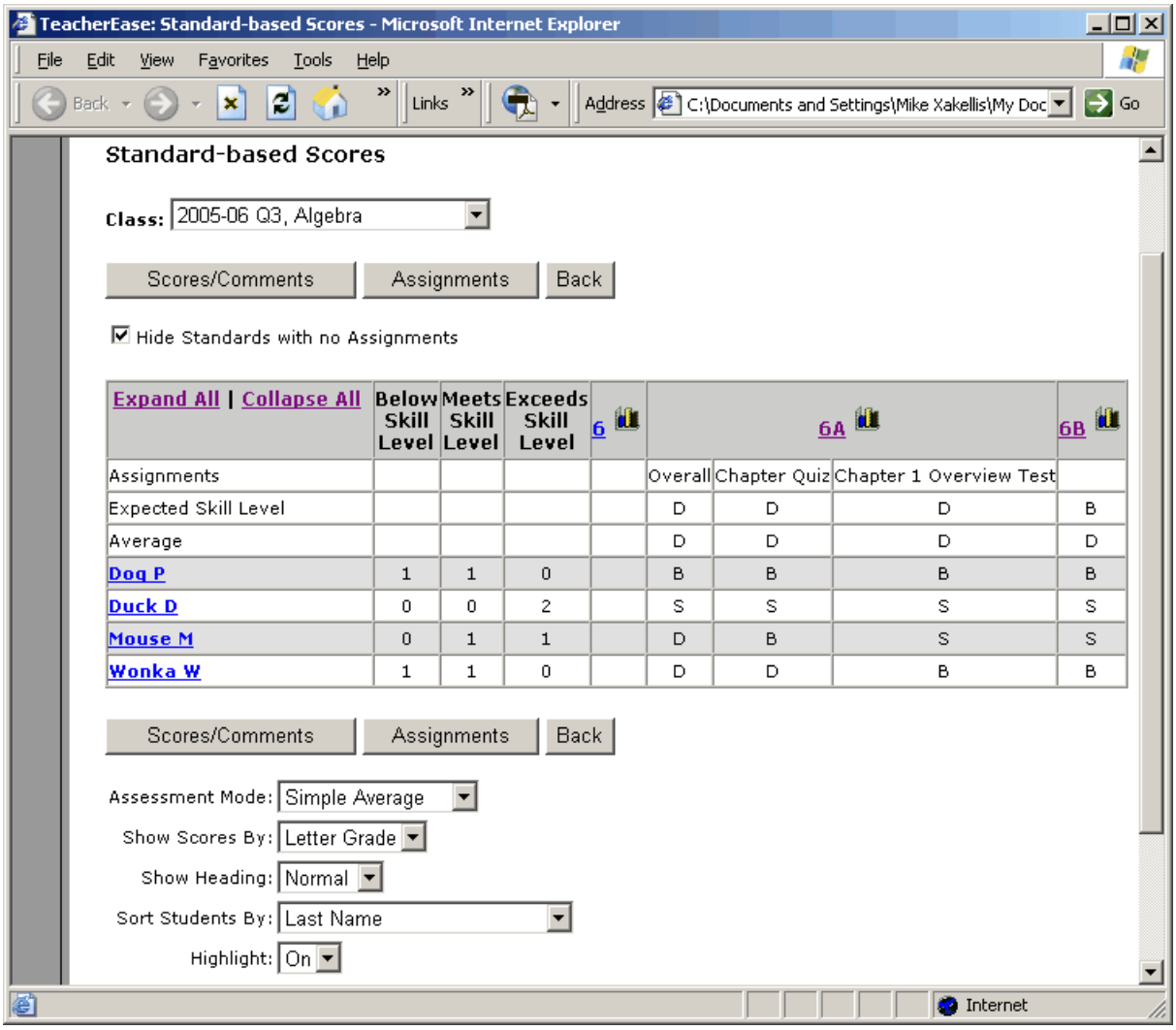
8 Standards Summary

Once standards-based scores have been entered, it's useful to see a summary of the class and student performance. The "Standards Summary" page shows an overview of the students' performance on standards. The page shows a list of students, standards and the student performance on those standards. You can drill into the assignments which assess a particular standard. You can also easily identify the class averages on a standard and the expected performance.

Main > Standards Summary



If you want to see assignment details click on the standard number. "Expand All/Collapse All" will expand/collapse all standards displayed.

At the bottom of the **Standard-based Scores** page you can customize how data is displayed:

Assessment Mode: Determines how the scores will be calculated and displayed. You can

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choose to calculate either a simple or weighted average. You can sort scores by highest, lowest or last score given.

Show Scores By: Allows you to change how scores are displayed. For example, if you choose "points" from this list, all scores will be shown by points. If you choose "letter grade," letter grades will display.

Show Heading: Change headings to be vertical to gain space on page.

Sort Students By: Sorts students by name, student number, grade level or roster number.

Highlight: Highlights the row in the grid for ease of reading. May be turned off, if preferred.

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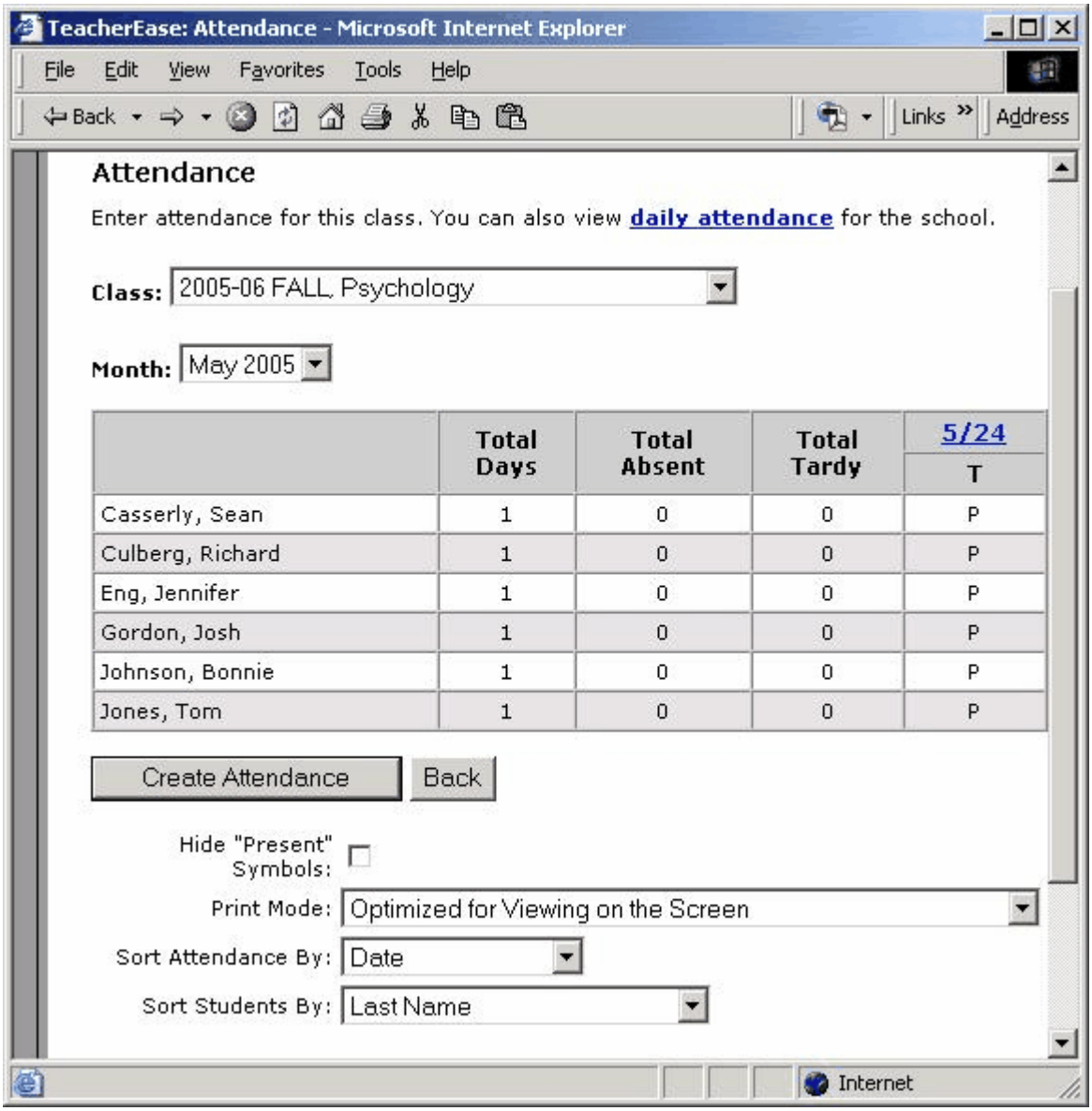
9 Attendance

The **Attendance** page lets you take classroom attendance similar to attendance taken in a traditional paper gradebook.

Main > Attendance



Hide "Present Symbols: Only displays absences and tardies. Leaves boxes where students were present blank.

Print Mode: Allows teachers to create printable class lists with grades attached.

Sort Attendance By: Determines if the most recent day is displayed first or last.

Sort Students By: Allows students to be sorted either by name, student number or roster number.

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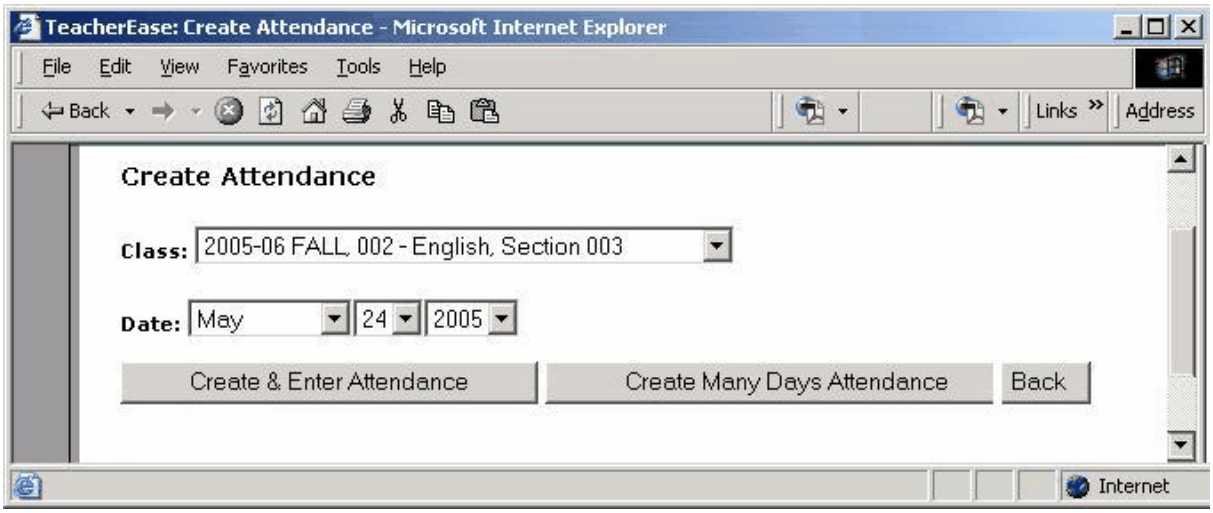
You can choose to view the column headings vertically to provide more space on the page.

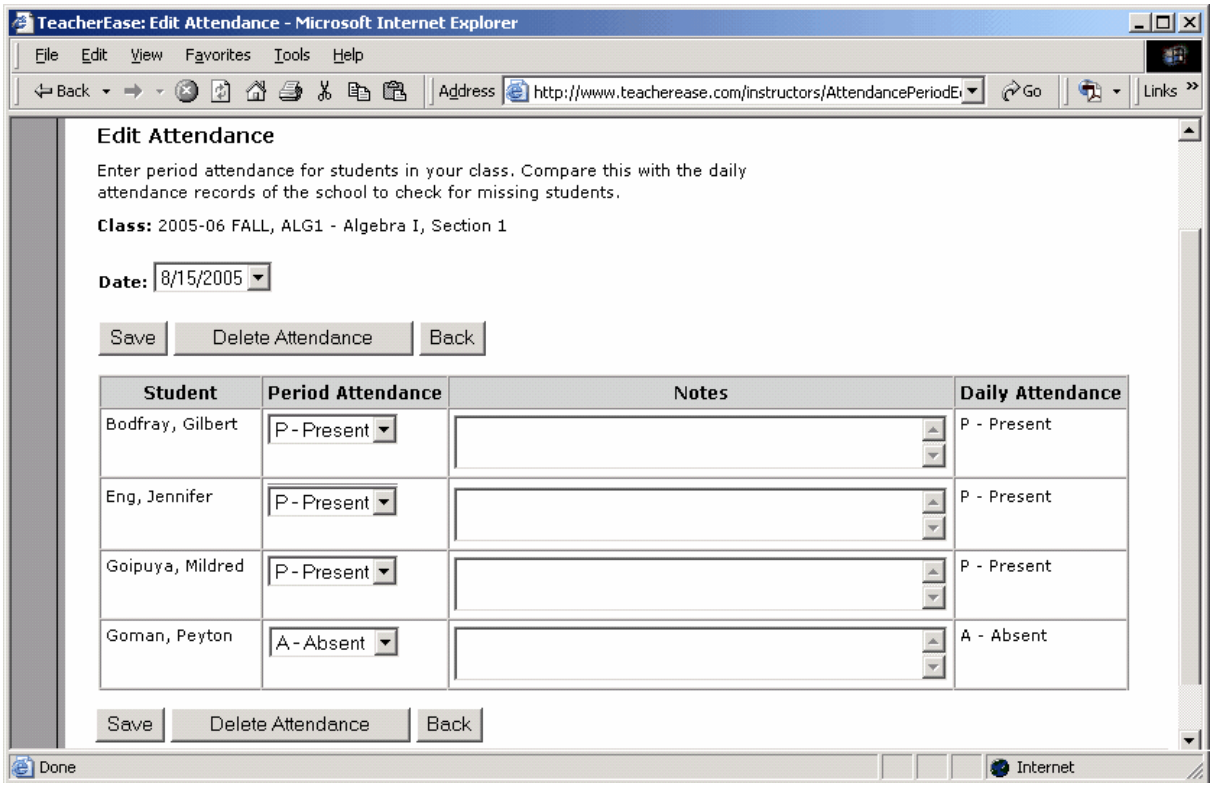
9.1 Create / Edit Attendance

Add attendance for a single date or many days.

Main > Attendance > Create Attendance



Attendance for each student is entered on the **Edit Attendance** page.



Period Attendance: This is the attendance for the class. Input your data into this column as required. If your school does not subscribe to the TeacherEase attendance module, this field will simply be called "Attendance".

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Daily Attendance: If your school subscribes to the attendance module, you can view "Daily Attendance"**.** Daily attendance is the attendance record in the office for the student. This is useful because you can compare it to period attendance. If a student is marked “present” in daily attendance and not in your class, you know they are either cutting class or missing.

Note: Daily attendance is only available if your entire school adopts TeacherEase and purchases the attendance module.

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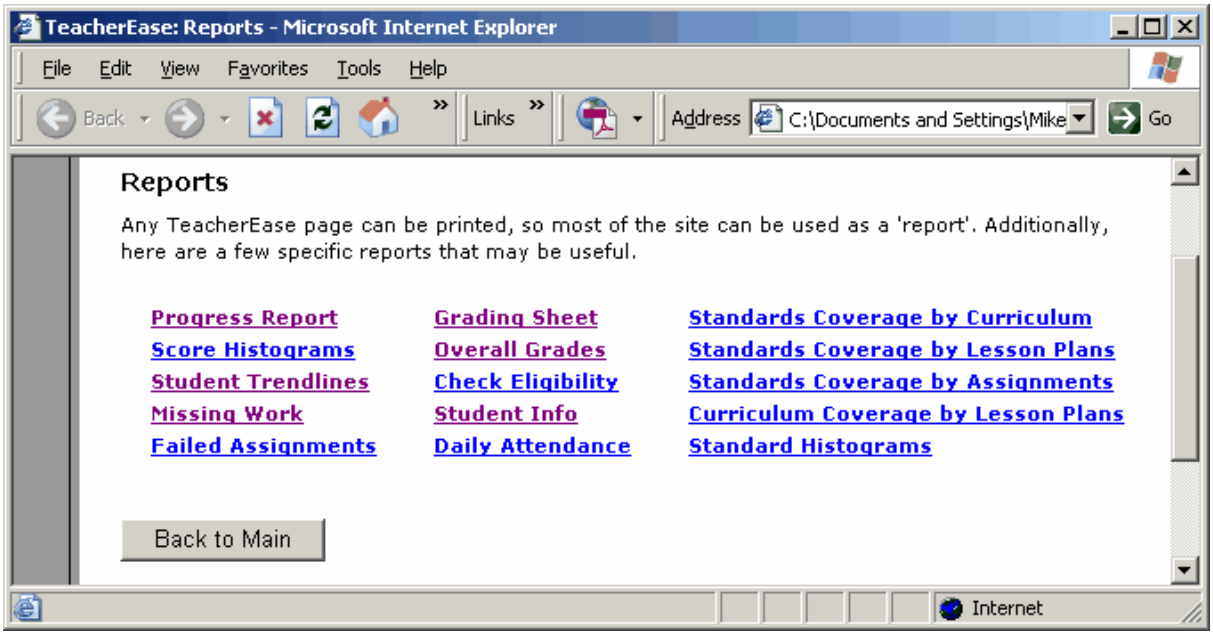
10 Reports

The **Reports** page generates various reports from your data in TeacherEase.

Main > Reports



Progress Report: Generates progress reports for individual students. This is useful for parents without Internet access.

Score Histograms: Shows how the class as a whole has done on individual assignments. This is useful for determining what the class is doing well at and where they need more work.

Student Trendlines: Shows how the student has done on all assignments.

Missing Work: A list of all missing work from all students over the course of a grading period.

Failed Assignments: A list of all assignments below a certain threshold over the course of a grading period.

Grading Sheet: Allows you to print out a roster of your class with blank spaces, so you can hand write grades and enter them into TeacherEase later.

Overall Grades: Calculates a student's overall grade for the whole year, using weighted grading periods.

Check Eligibility: This allows a school to set a certain threshold and see which students do not meet it. For example, if your school has a policy where no students with D's or F's can play sports, you could use this option to see which students are ineligible.

Student Info: Shows grade level, student ID number, student phone number, student's address and contact information for all students in a particular class.

Daily Attendance: Lets you view the office's official attendance. You can check to see if

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students absent from your class are really absent for the day.

Standards Coverage by Curriculum: View which standards are not covered by curriculum map items.

Standards Coverage by Lesson Plans: View which standards are not covered by lesson plans.

Standards Coverage by Assignments: View which standards are not covered by assignments.

Curriculum Coverage by Lesson Plans: View curriculum map items that are not covered by lesson plans.

Standard Histograms: Creates a graph of how students are performing on selected standard items.

10.1 Progress Report

For parents without Internet access, you may want to print updates and send them home. This can be done from the **Progress Report** page.

Main > Reports > Progress Report

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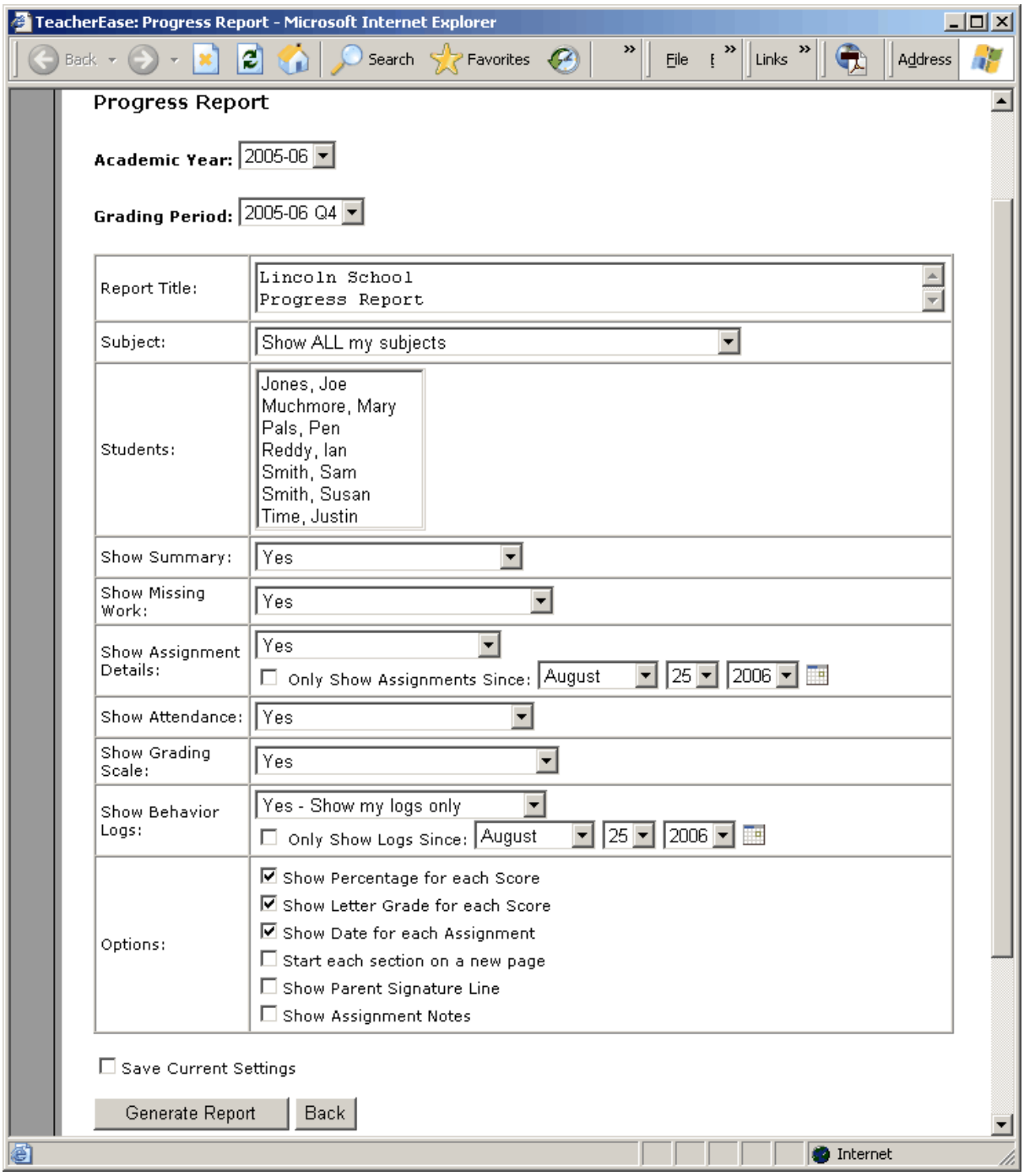

Select a year, grading period and subject. From the subject you have selected, pick the students and information you would like on the report.

Note: These reports are good to distribute at parent teacher conferences. Even though TeacherEase allows parents to view a child's progress at any time throughout the semester, it is sometimes nice to have a physical printout.

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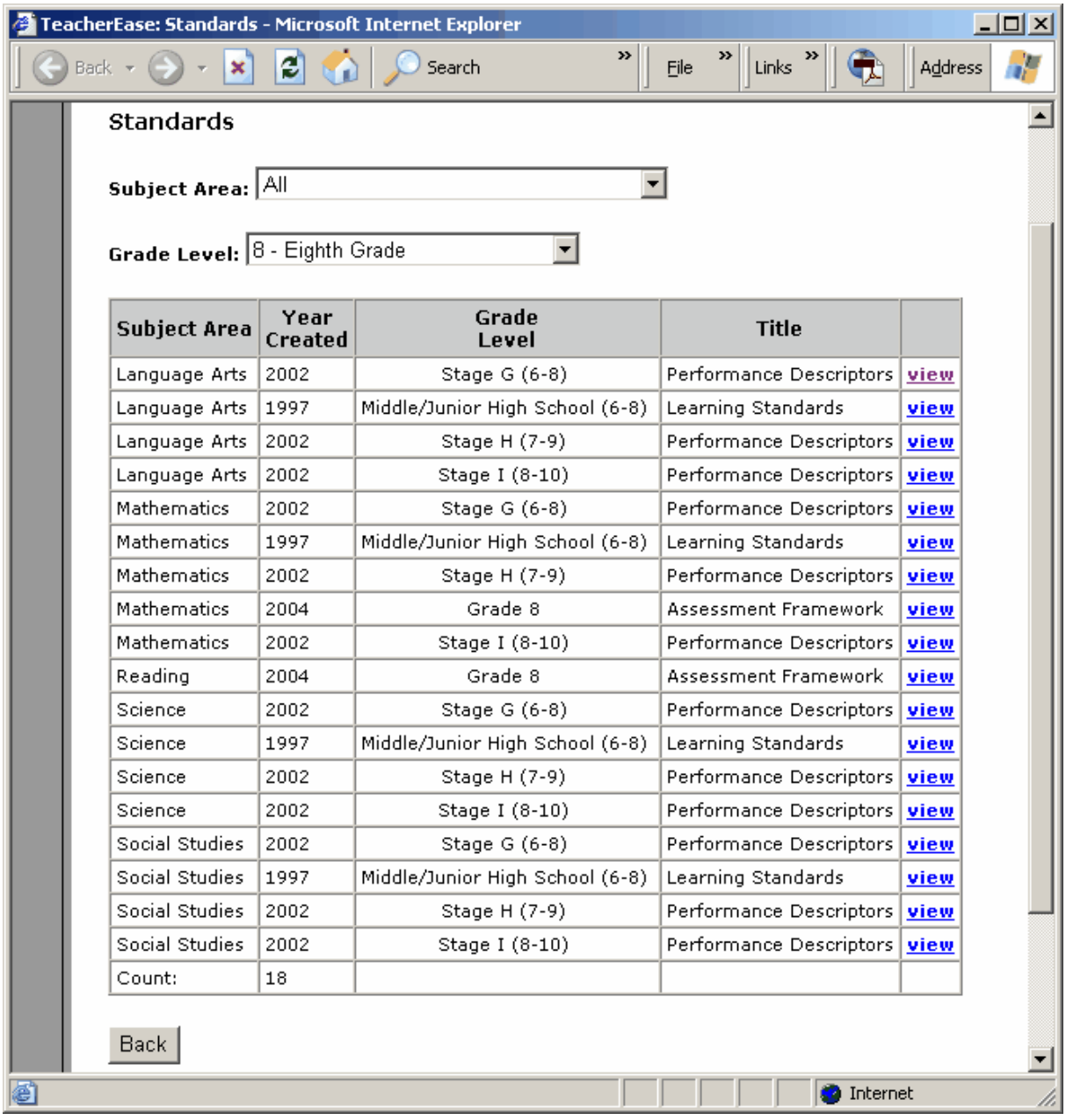
11 Standards

You may want to view state standards and locally created district standards, if available. You can view the details for each standard to determine what may apply to your subject(s). To use the standards for your subject(s), go to **Subject Standards** under **Setup** and add them.

Main > Standards



Subject Area	Year Created	Grade Level	Title	
Language Arts	2002	Stage G (6-8)	Performance Descriptors	view
Language Arts	1997	Middle/Junior High School (6-8)	Learning Standards	view
Language Arts	2002	Stage H (7-9)	Performance Descriptors	view
Language Arts	2002	Stage I (8-10)	Performance Descriptors	view
Mathematics	2002	Stage G (6-8)	Performance Descriptors	view
Mathematics	1997	Middle/Junior High School (6-8)	Learning Standards	view
Mathematics	2002	Stage H (7-9)	Performance Descriptors	view
Mathematics	2004	Grade 8	Assessment Framework	view
Mathematics	2002	Stage I (8-10)	Performance Descriptors	view
Reading	2004	Grade 8	Assessment Framework	view
Science	2002	Stage G (6-8)	Performance Descriptors	view
Science	1997	Middle/Junior High School (6-8)	Learning Standards	view
Science	2002	Stage H (7-9)	Performance Descriptors	view
Science	2002	Stage I (8-10)	Performance Descriptors	view
Social Studies	2002	Stage G (6-8)	Performance Descriptors	view
Social Studies	1997	Middle/Junior High School (6-8)	Learning Standards	view
Social Studies	2002	Stage H (7-9)	Performance Descriptors	view
Social Studies	2002	Stage I (8-10)	Performance Descriptors	view
Count:	18			

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12 Curriculum Maps

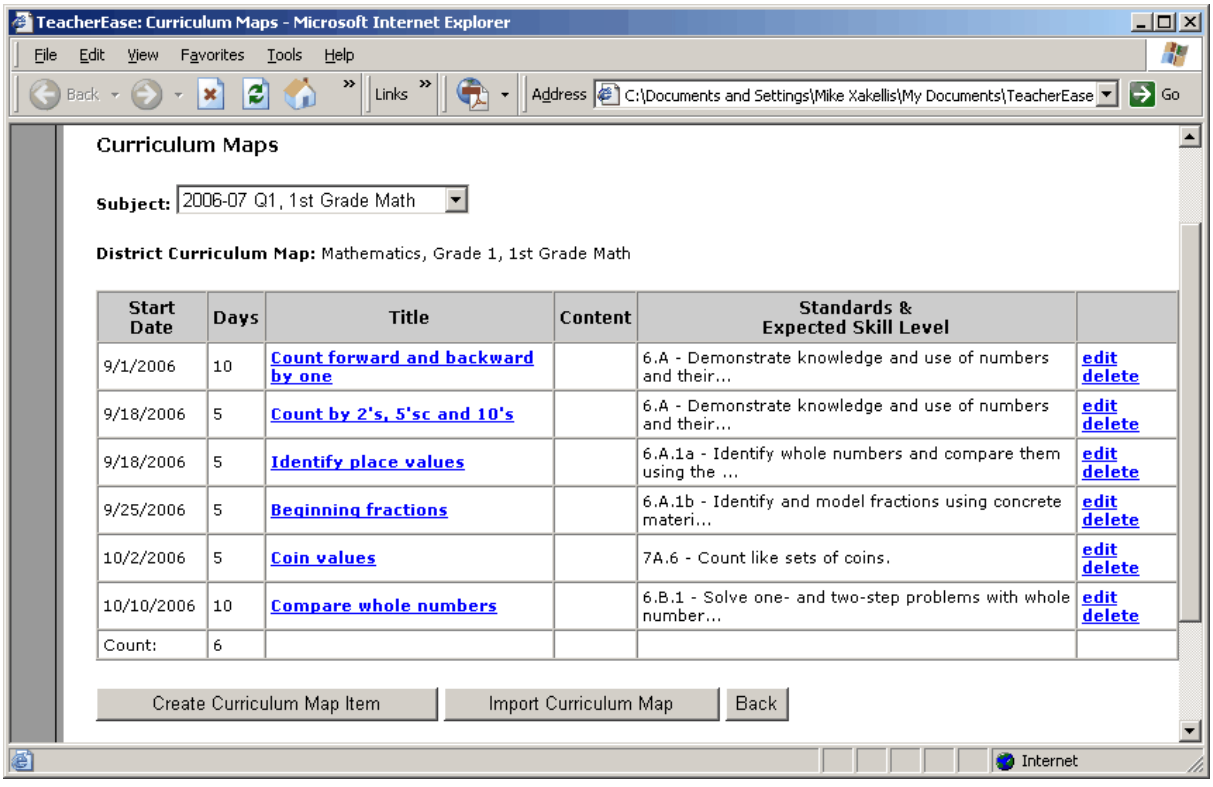
Curriculum maps define the content and skills to be taught and the time-frames allotted for instruction. Curriculum maps can be shared among faculty to improve collaboration. By looking at curriculum maps in other classes, teachers can identify gaps and repetitions in the curricula. They can find opportunities for cross-curricular integration. Finally, curriculum maps provide new teachers with a "cookbook" to follow when getting started.

In TeacherEase, a curriculum map is a group of "curriculum map items". The structure of curriculum map items vary. They typically are the units/topics taught or a collection of content to be taught for the week/month, whatever makes the most sense in your environment. Some schools will often start with "score and sequence" documents and add timeframes, standards and more detail to build the curriculum map.

Curriculum maps can be created by individual teachers to reflect exactly what they teach in class, or they can be generated at the district level to reflect the "official" curricula for a course. Either approach will create a repository that can be shared.

To view the curriculum maps for a class/subject, go to the **Curriculum Maps** page:

Main > Curriculum Maps



Initially there will be no curriculum map items in the curriculum map and you will be prompted to create/import one. Once created, click on the "Title" to view the item details.

Create Curriculum Map Item
Add items to the curriculum map.

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Import Curriculum Map
If your district has defined curriculum maps, you may import them into a class/subject.

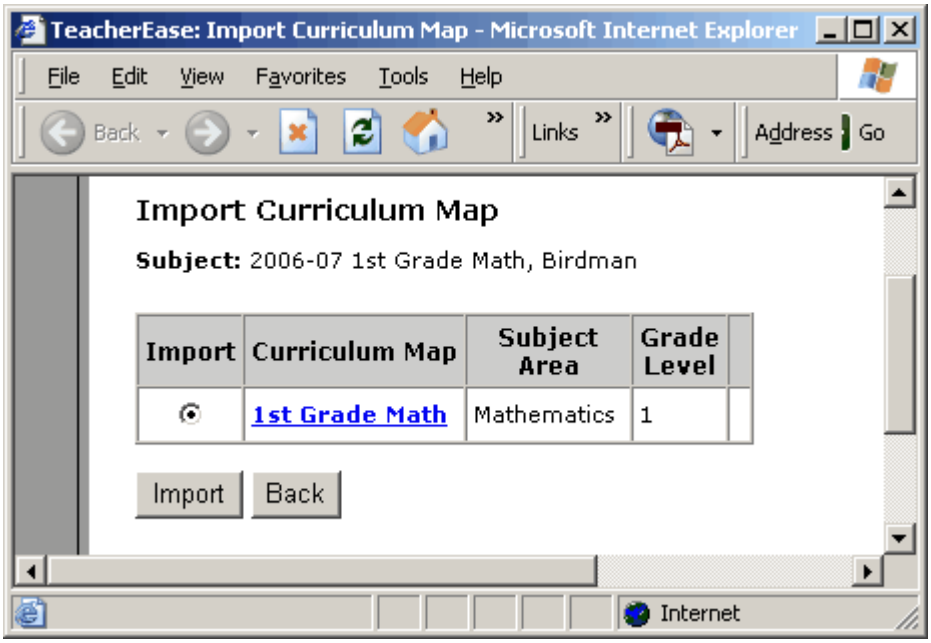
Edit/Delete
Modify or remove a curriculum map item.

12.1 Import Curriculum Map

For districts that enter their "official" curriculum maps into TeacherEase, the first step for teachers is to import the curriculum maps. This provides a nice starting point for new teachers. It also gives experienced teachers a baseline of instructional content and timelines.

For teachers without district curricula, go to the next section to create curricula manually.

Main > Curriculum Maps > Import Curriculum Map



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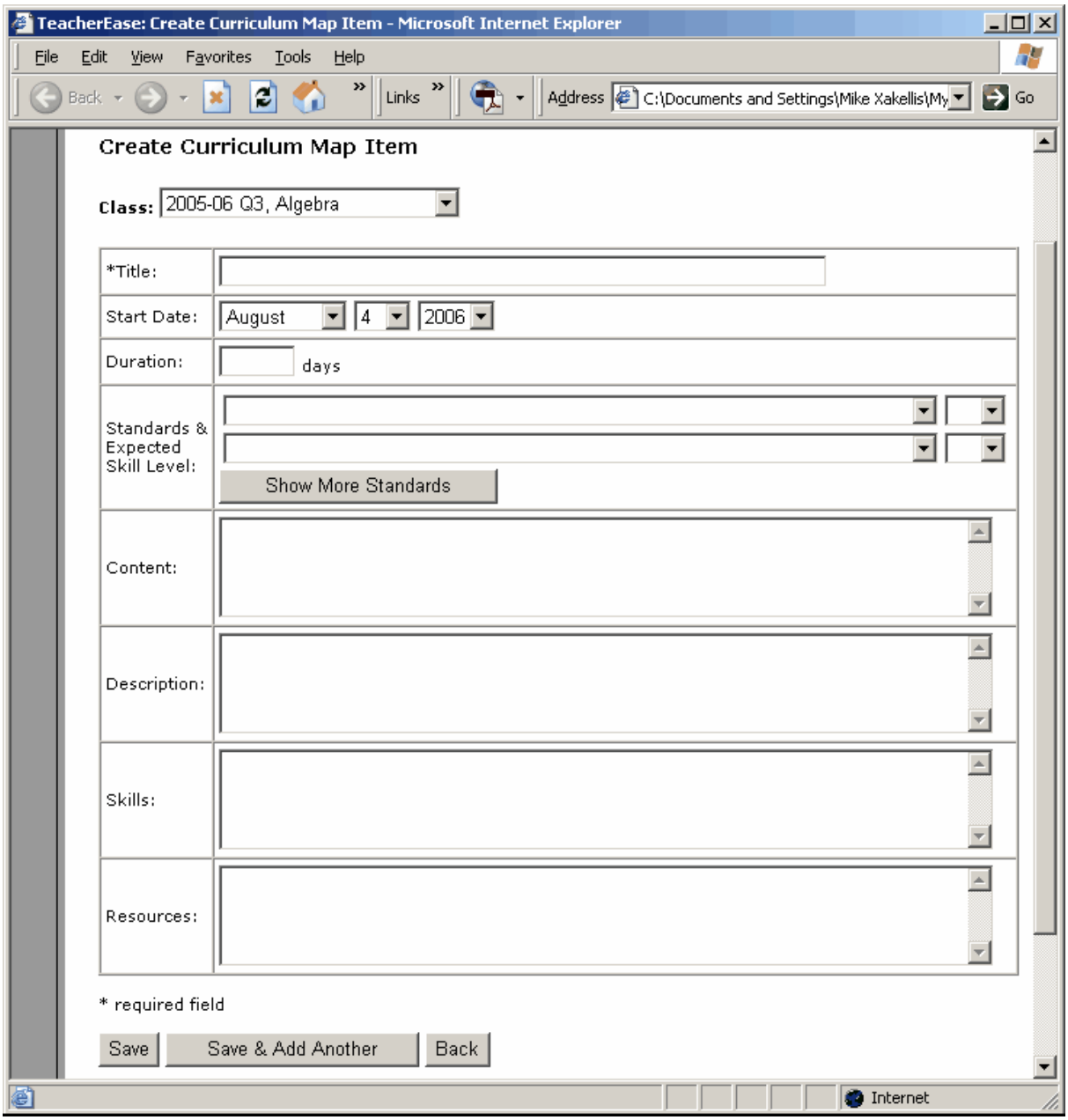
12.2 Create Curriculum Map Item

For teachers without an "official" district curriculum map loaded into TeacherEase, they can manually enter one. Each curriculum map item documents content to be delivered in the classroom. It includes the timeframe for instruction, and often includes the standards/skills to be covered.

The curriculum map items can be organized by unit/topic (where each item is a unit or topic), or by timeframe (where each item is a month or week).

Main > Curriculum Maps > Create Curriculum Map Item



Initially there will be no curriculum map items in the curriculum map and you will be prompted to create one.

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One of the most important features of curriculum maps is that they are geared to the school calendar. Use "Start" and "Duration" to define timeframes for items to be taught.

For each curriculum map item you can define as many standards to be covered as required, along with expected skill levels. The expected skill level can help you track whether students are keeping pace with the curriculum. As the grading period progresses, the expected skill level for a standard should increase, since the students will have been repeatedly exposed to this standard.

More details, such as content, descriptions, skills and resources can also be defined for each curriculum map item. This provides an outline of classroom activities for teachers to utilize when creating their detailed lesson plans.

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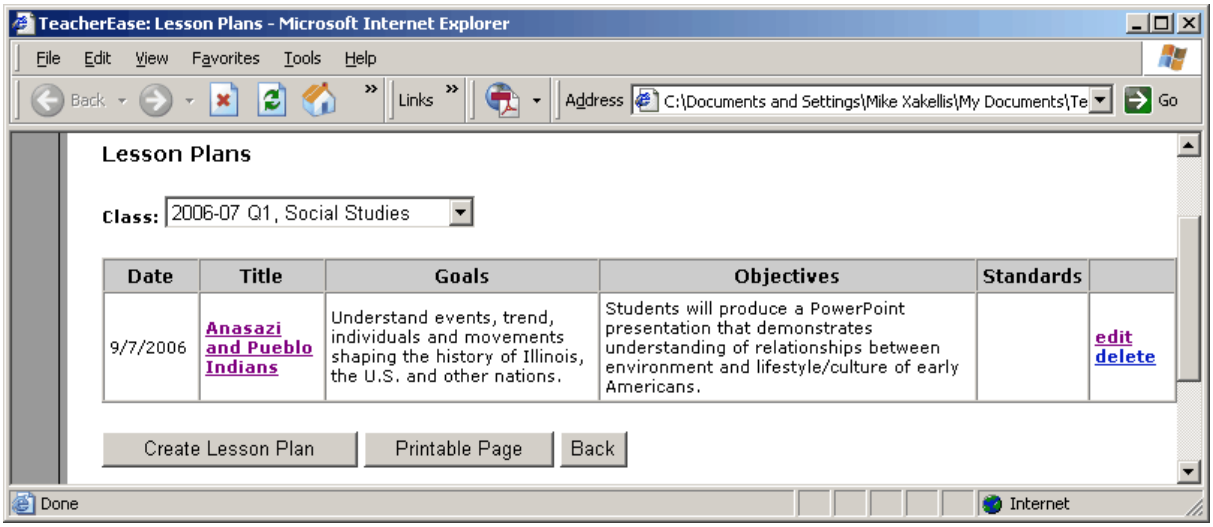
13 Lesson Plans

TeacherEase provides you with the ability to create lesson plans. You can track lesson plans with respect to curriculum and standards if you create curriculum maps and standards for your class/subject.

Main > Lesson Plans



Initially, there will be no lesson plans and you will be prompted to create one. Once created, click on "Title" to view the plan.

Create Lesson Plan
Enter all information for the lesson plan.

Edit/Delete
Modify or remove the lesson plan.

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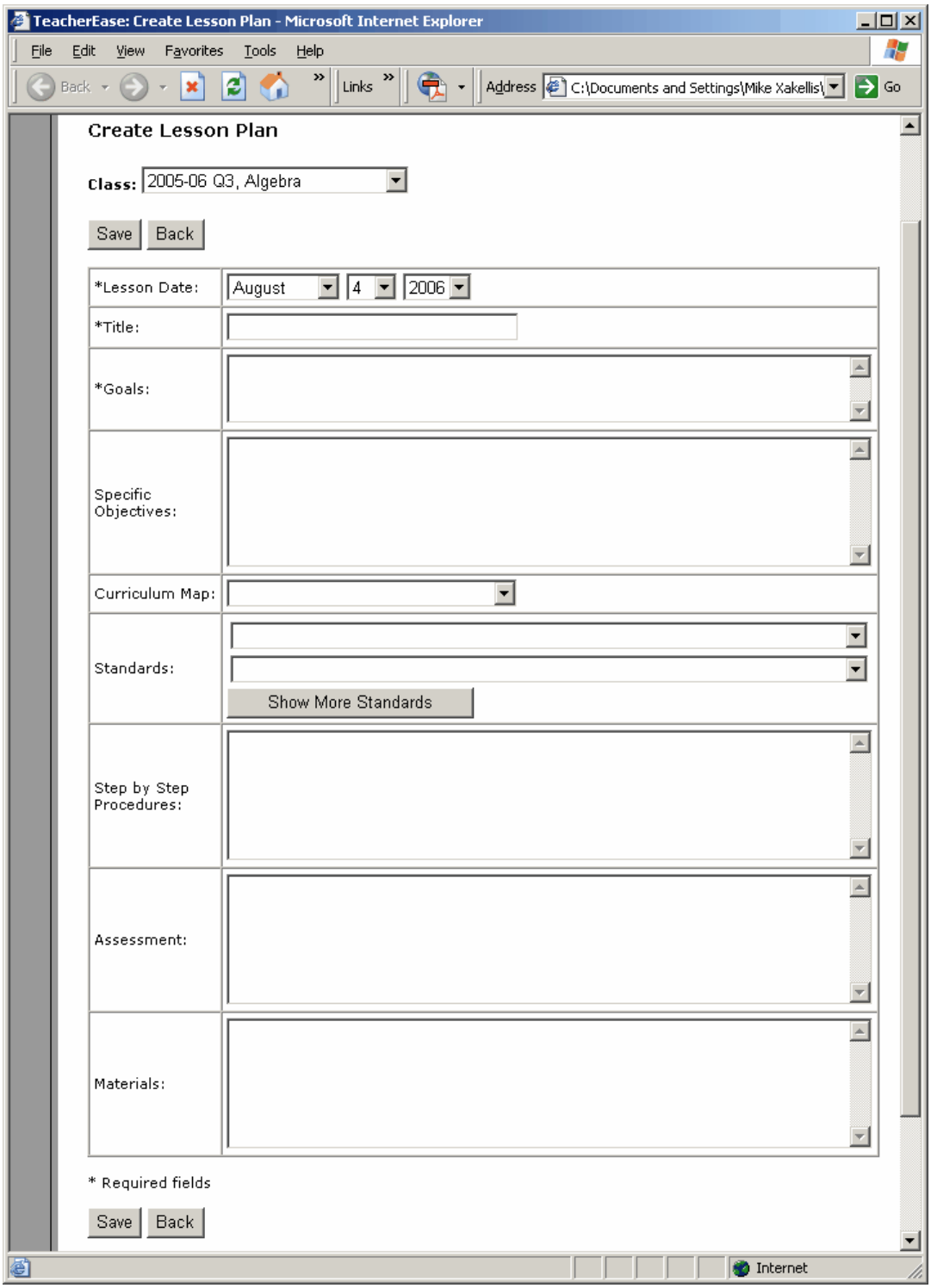
13.1 Create Lesson Plan

When creating lesson plans, the fields available are the ones configured in the Lesson Plan Preferences. **Note:** Teachers choose the fields to enter during setup at Main > Setup > Lesson Plan Preferences.

Main > Lesson Plans > Create Lesson Plan



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14 Share Information with Parents

One of the major benefits of TeacherEase is its ability to communicate with parents. Involving parents in their children's education better motivates students and increases their performance (in addition to improving community relations).

An easy way to communicate with parents is to print out relevant TeacherEase pages and send them home. This works nicely for the "Student Progress Reports" pages. For parents without Internet access, this will probably be the main source of communication from TeacherEase.

If a parent has Internet access, TeacherEase allows them to login and view information about their student(s). You configure what parents can see in TeacherEase. You can also send those parents email (covered in the next section).

14.1 Gathering Parent Email Addresses

The first step in communicating electronically with parent is to gather their email addresses. Parents login to TeacherEase using their email address. You can also send email messages to a parent once you have entered their email address. Acquiring/entering parent email addresses is a key component of TeacherEase.

There are many ways to collect parent email addresses, one of the best is to print out a letter and send it home with the students (perhaps even make it an assignment for the students to return the letter). TeacherEase provides a template. You can download, edit, print and send it home. You can find the letter templates:

Main > Setup Parents > sample letters

You could also try getting email addresses during school events like back to school night, parent-teacher conferences, etc.

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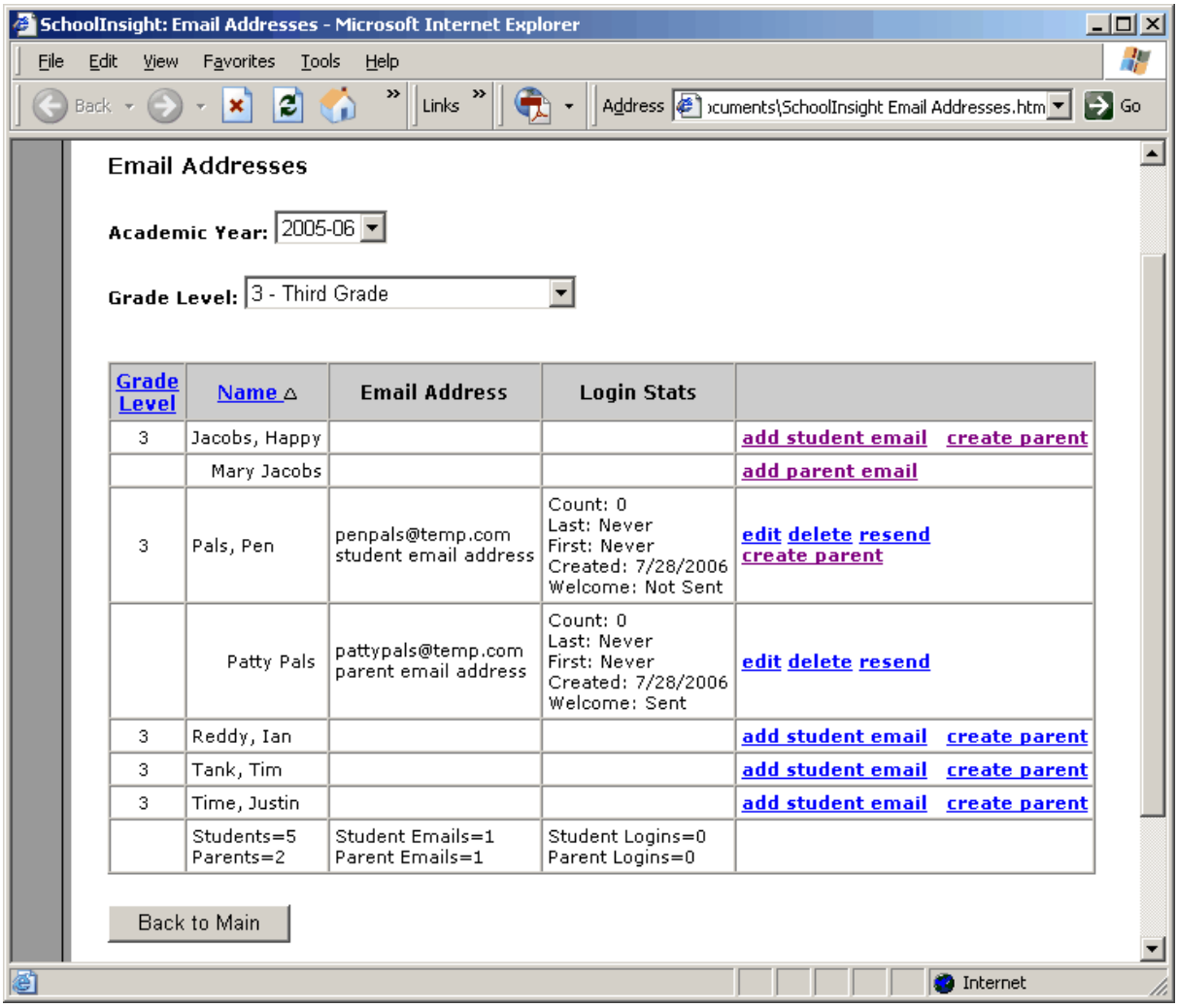
15 Email Addresses

Once you have collected parent email addresses, enter them into TeacherEase. This will enable parents to login and see their student's information. It will also allow you to send them email. If the entire school adopts TeacherEase, the office staff can also enter email addresses.

Main > Email Addresses



Add Student Email: Enters an email address for the student. This allows the student to login. The row displays the student's email address and how many times he/ she has logged in.

Create Parent: Adds a parent/guardian for a respective student. For example, in the picture above, Mary Jacobs has been added as a parent for Happy Jacobs.

Add Parent Email: Once the parent has been created, add their email address so the parent can login to TeacherEase. The row is indented under the corresponding student and displays the parent's email address and how many times he/ she has logged in.

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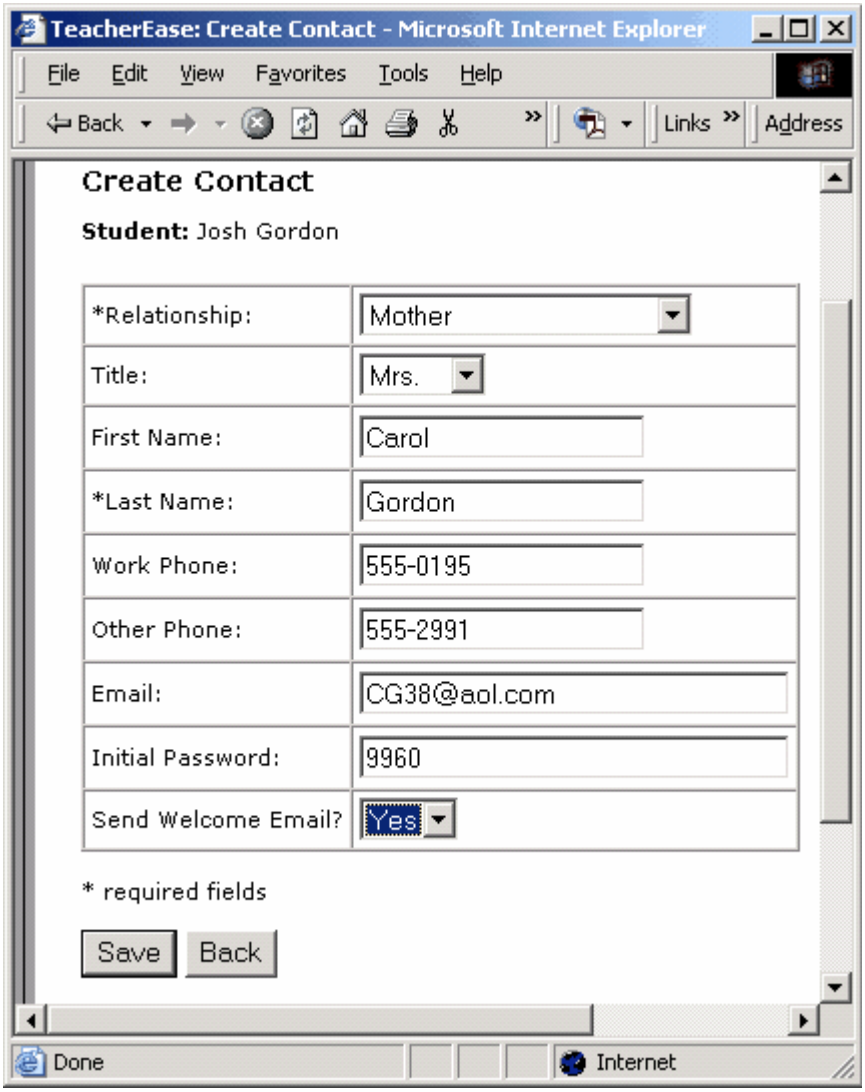
Note: Most users start using the gradebook only. After becoming familiar and confident with it, they offer parent access.

Note: TeacherEase has a sophisticated permission system that allows parents to view data for *only* their student.

15.1 Create Parent Contact

Providing more effective teacher/parent communication is one of the main goals behind TeacherEase. In TeacherEase, any person associated with a student is called a "contact". When entering parents/guardians, they'll be added as contacts. If an email address is also entered for the contact, they can login and access student data.

Main > Email Addresses > create parent



Initial Password: TeacherEase will generate a random initial password for each parent. Parents are able to change the initial password. You are able to change the initial password.

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Send Welcome Email?: Sends an email to the contact welcoming them to TeacherEase and inviting them to login with their initial password when the "Send Welcome Email?" is set to *yes*. Welcome emails contain login and password information.

Note: Throughout this guide, we use the term *contact*. This term is more general, but typically means *parent* or *guardian*.

Note: Student email addresses are added in the same fashion as parent email addresses.

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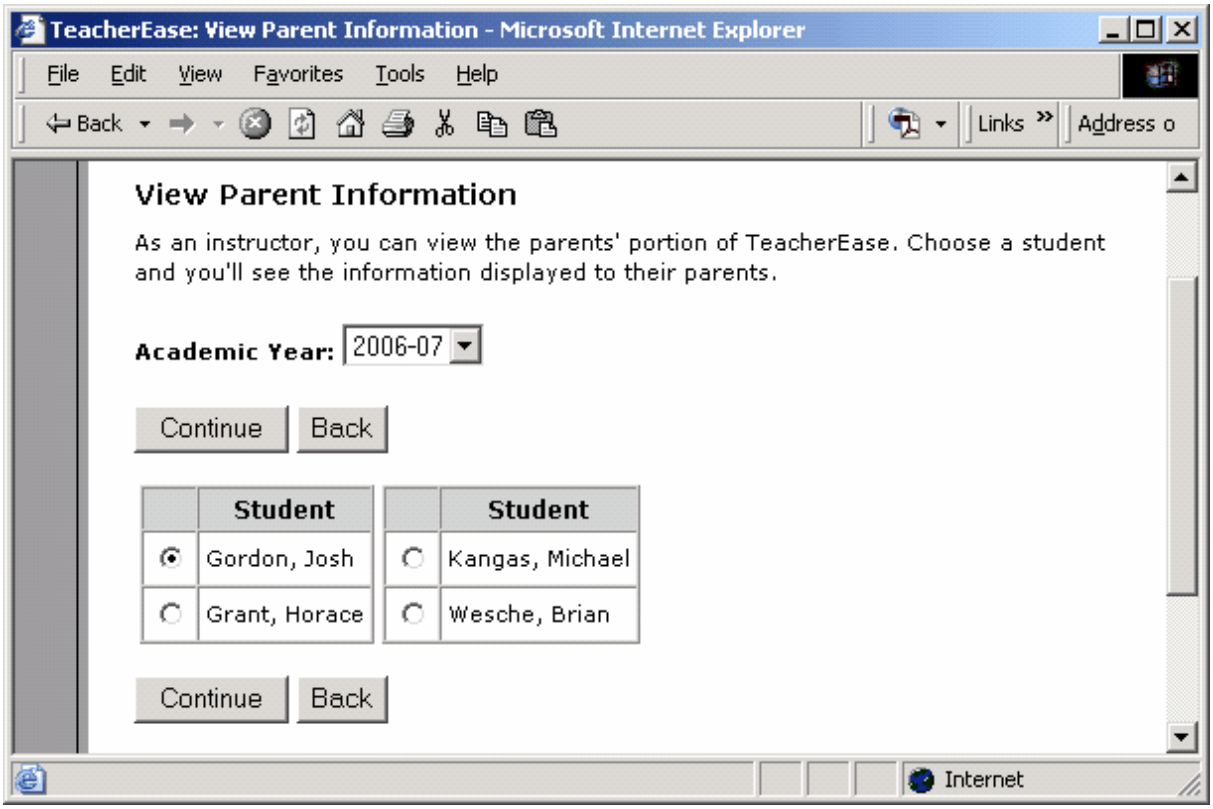
16 View Parent Info

Teachers often wonder, “What will parents see when they log in?” The **View Parent Info** page shows you exactly what a parent sees when they login.

Main > View Parent Info



Click the box next to a student’s name and click **Continue** to see what that parent is seeing when they login to TeacherEase.

Note: Parents *cannot* see information for all students. Parents are able to see information for their student *only* (as configured in **Email Addresses**). The student selection screen is available only to teachers and *not* to parents.

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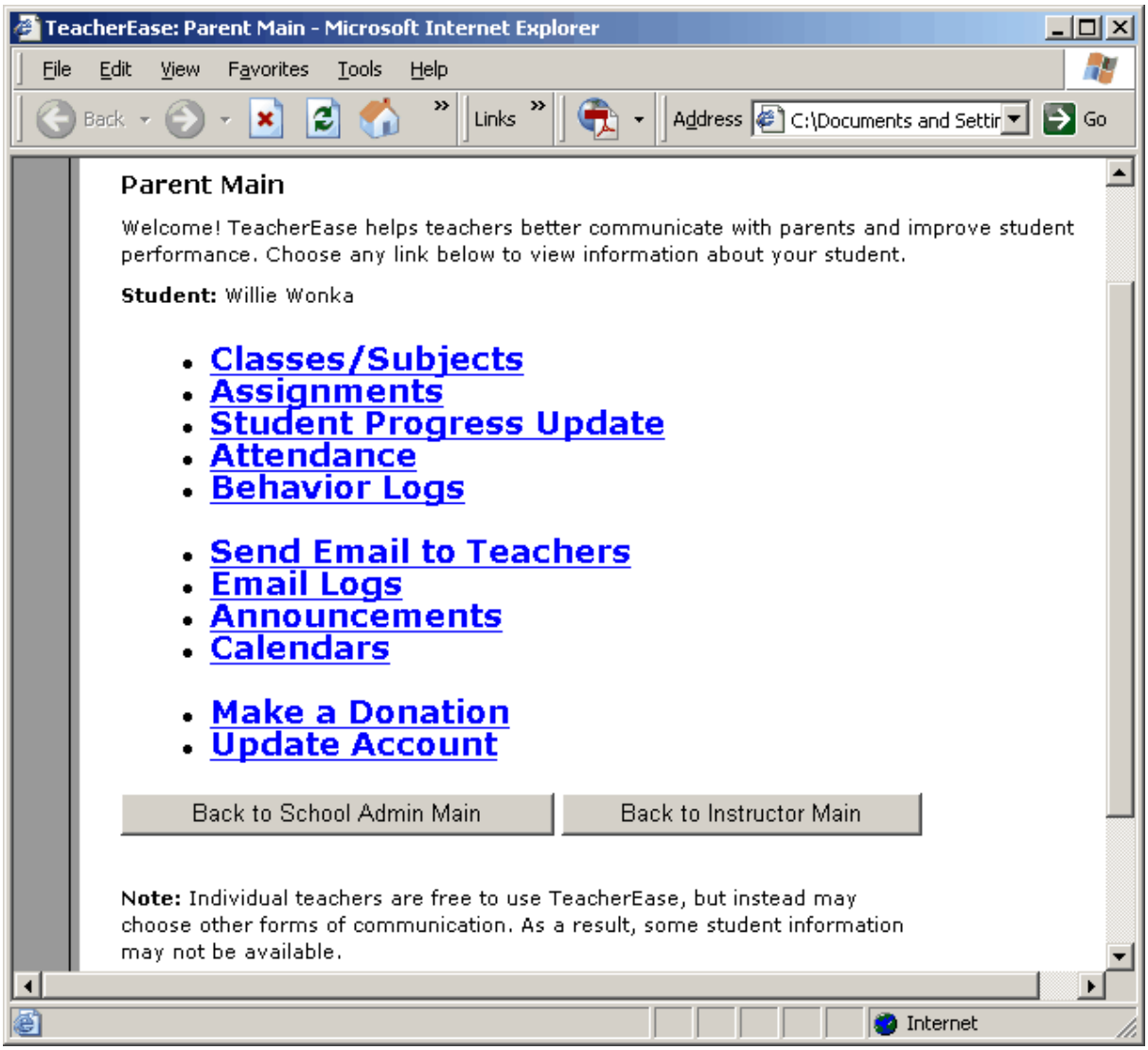
After selecting the student you wish to view, you will be taken to the page that a parent would see if they logged on. This page is *exactly* what a parent would see.



Feel free to click around to view the info shown to parents. Click **Back to Instructor Main** to go back to the teacher section of TeacherEase.

Note: You are able to configure which features parents can access. This is done in *Advanced Setup*.

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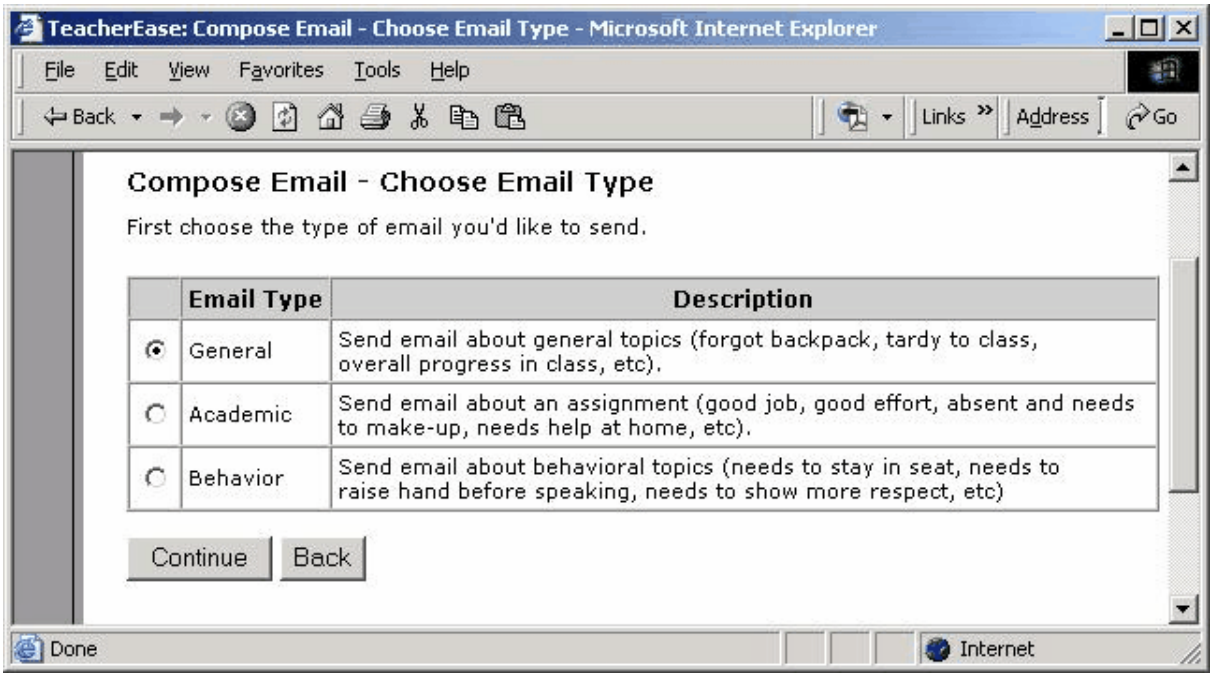
17 Compose Email

We've seen how to create assignments, scores, and comments with TeacherEase. We've also seen TeacherEase share this information with parents. While this is a great way to communicate, you can also directly send email to parents about more immediate topics.

The **Compose Email** page sends emails to students/parents from within TeacherEase. The first screen you see will let you specify what type of email you are sending (General, Academic, or Behavior). Once type is selected, click "Continue" to compose the email message.

Main > Compose Email



The different types of email each have features suited to particular issues. “General” email is good to use most of the time. If you are sending email pertaining to a specific behavior log or assignment, you will probably find the other two templates to be convenient.

General:
This is the most basic type of email. If you've never sent an email before, choose this option.

Academic:
This allows you to send an email about a specific assignment. TeacherEase draws all the relevant information about the student work and includes it in the email.

Behavior:
You can send email about a behavior log. TeacherEase will include the behavior log in the email.

Note: You need to enter parent/student email addresses into TeacherEase before you can send emails.

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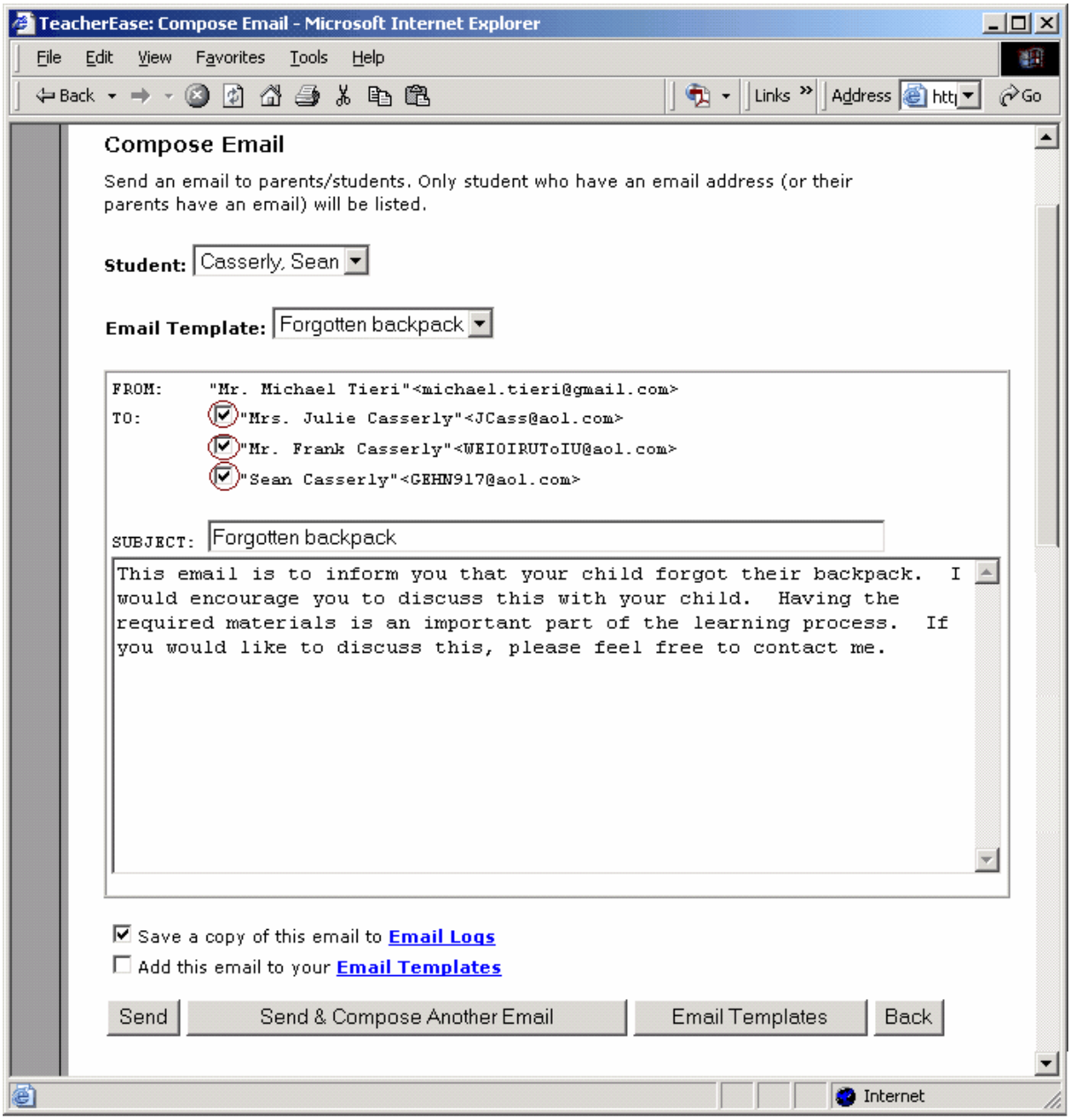
17.1 Compose / Send Email

Compose and send your email from the **Compose Email** page:



Student: Select the student this email is about.

Email Template: Pre-populate this email from a template.

To: (Email Addresses) Email addresses for this student will show up. Check who should receive this email on the list provided.

Save Email Log: You can save this email under the *Email Logs* section.

Add this email to your Email Templates: Save this email as an email template.

Note: You can use **Email Templates** to select from a list of pre-written emails. Email

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Templates are listed under “Advanced Setup” at the end of the guide.

Note: Behavior and academic emails pertain to specific behavior logs and assignments, respectively. You can choose the assignment or behavior log you would like to address on the **Compose Email** page. Details from the behavior log or assignment will be automatically be added to your email.

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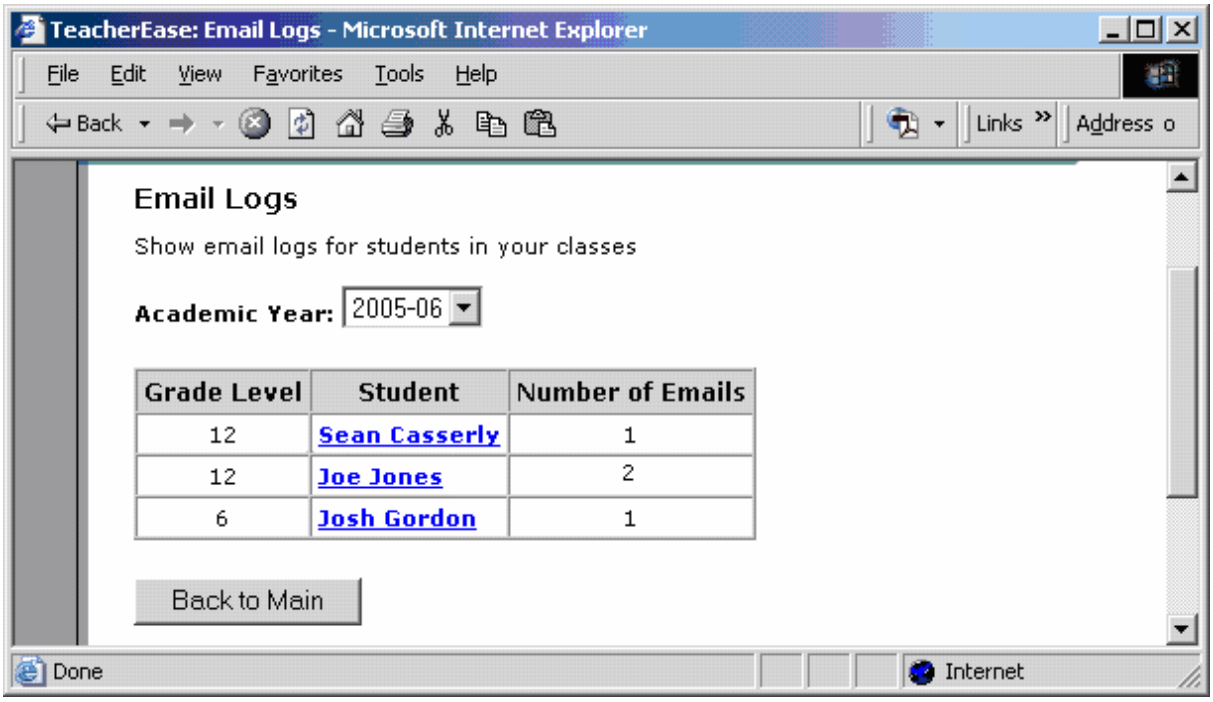
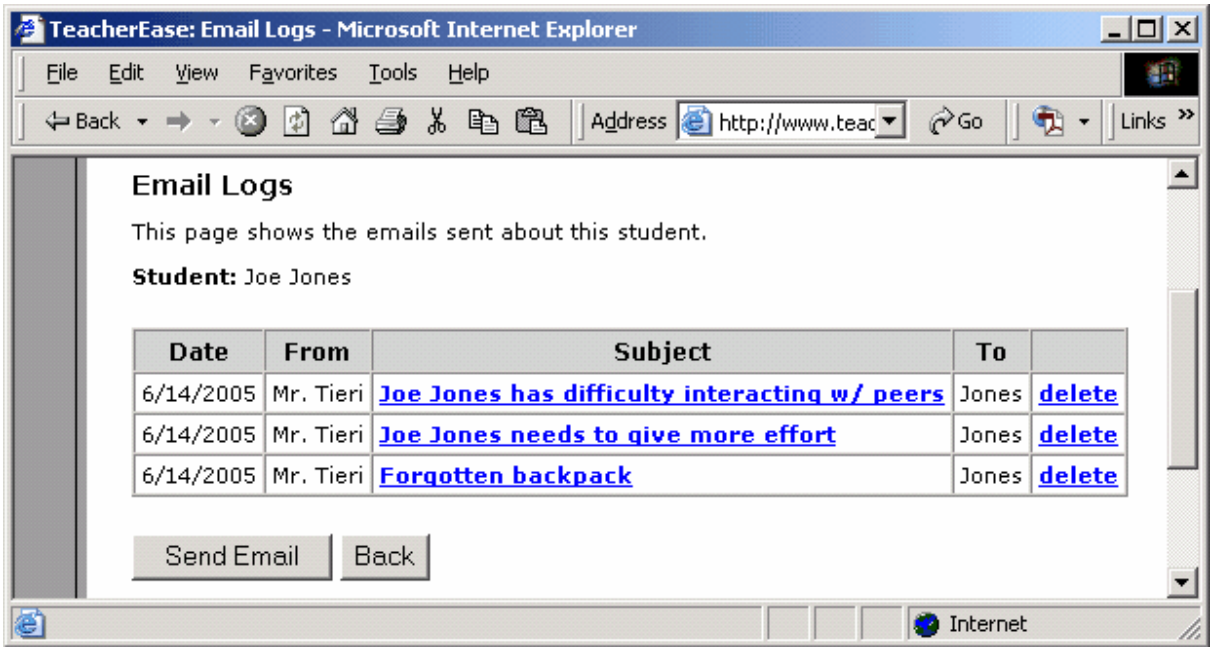
18 Email Logs

Email Logs record all emails that have been sent or received.

Main > Email Logs



Click on a student's name to see a record of all email messages you have sent about a student.



Click a message in the **subject** column to view an individual email log. This shows a copy of the email.

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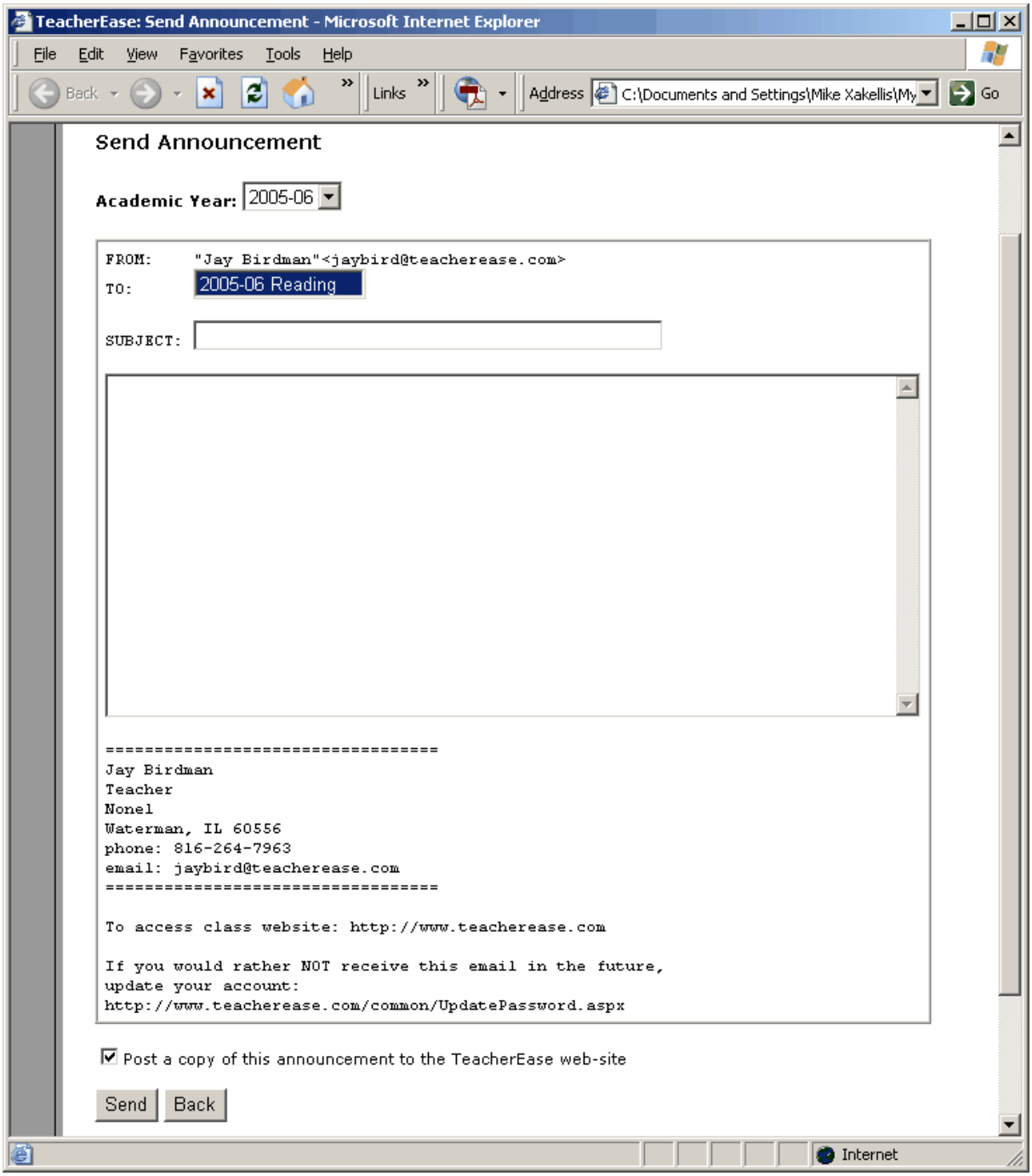
19 Announcements

Announcements allow teachers to communicate with large groups of parents/students at once. This is useful for announcing an upcoming test, recruiting volunteers for a field trip, etc.

The **Announcements** page sends email messages to all students and their contacts in a subject.

Main > Announcements



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To: Select which subject(s) will receive the announcement.

Post a copy of this announcement: Indicates whether you'd like to keep a record of your announcement in TeacherEase.

Note: To send the same message to all of your subjects all at once, highlight all the subjects. Click the first subject on your list with your mouse, hold the shift key on your keyboard and then click the last item on the list. This will highlight all of the subjects in the list. You can now send an announcements just like normal and it will reach all of your subjects.

Note: Announcements can also be useful to communicate by groups, teams or clubs. Just create a subject for each group and send them announcements. When creating these subjects you might want to check "Hide From Parents." This way, parents will not see these subjects when they login and will not expect a grade to be given.

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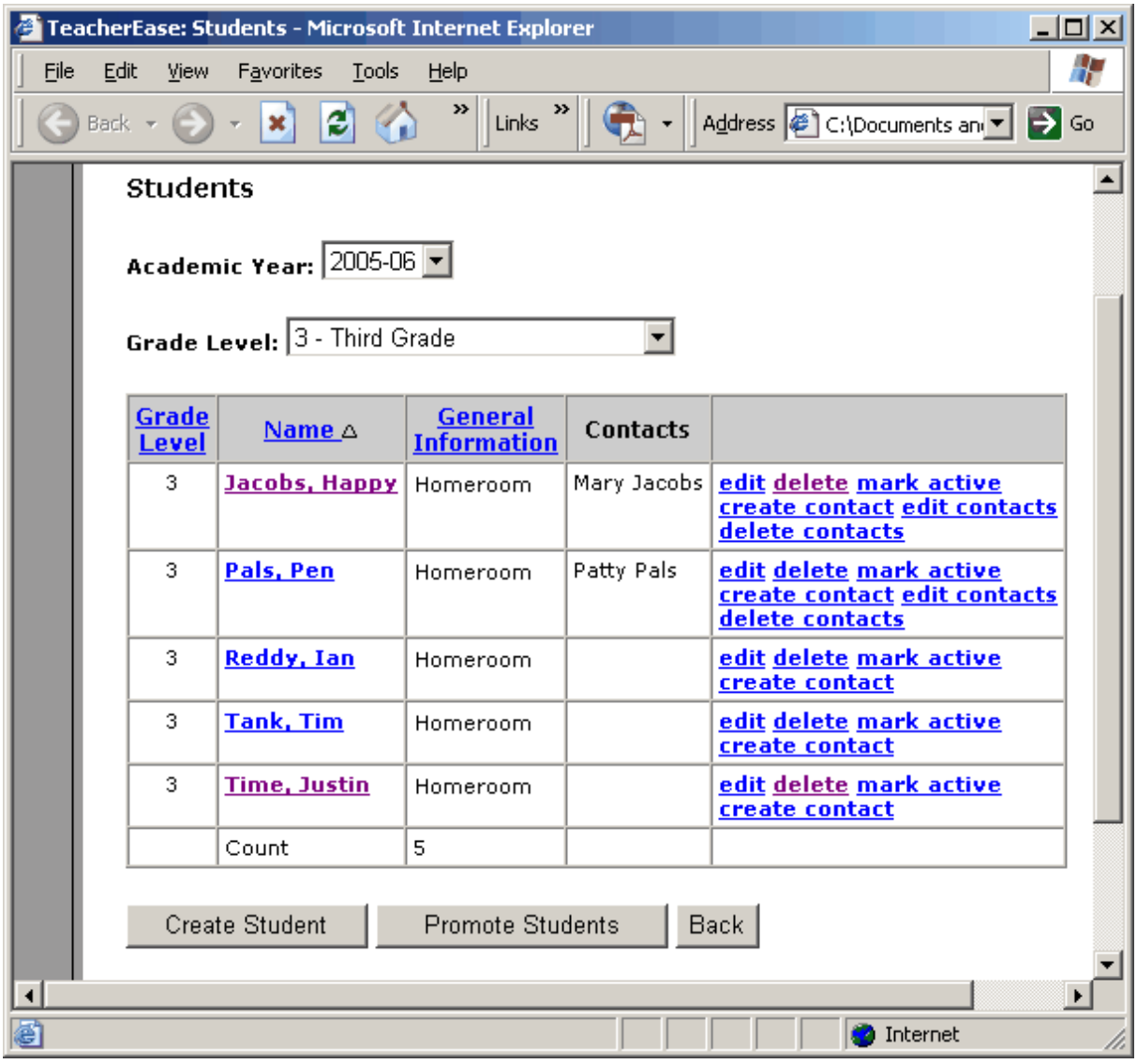
20 Advanced Setup

Earlier, we delayed discussing “Advanced Setup” because it isn't necessary at startup. We will now discuss functionality in the "Advanced Setup" menu.

20.1 Students

The Students page shows ALL students enrolled in your school. This is different than the students who are on your rosters.

Main > Setup >Students



Create Student
Add a new student to your roster.

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Promote Students
Promote a group of students to the next grade level.

Edit
Change details about the student. You may not edit students on other teachers' rosters.

Delete

Remove a student from your school's registry. This action cannot be reversed. You may want to mark them "Inactive" instead. You may not delete students on other teachers' rosters.

Mark Active

Toggles whether a student is active for the current grading period. You may not change students on other teachers' rosters.

Create/edit/delete contact(s)

Add, modify or remove contact information for a particular student.

Note: For convenience, students are shared by all the teachers in the school. Any students you enter will be available to other teachers (saving time since they won't need to type them). Before creating new students, check to see if your students have already been created.

Note: *Students* are different from *rosters*. The **Rosters** page shows all students enrolled in a class. The **Students** page shows all students enrolled in your school.

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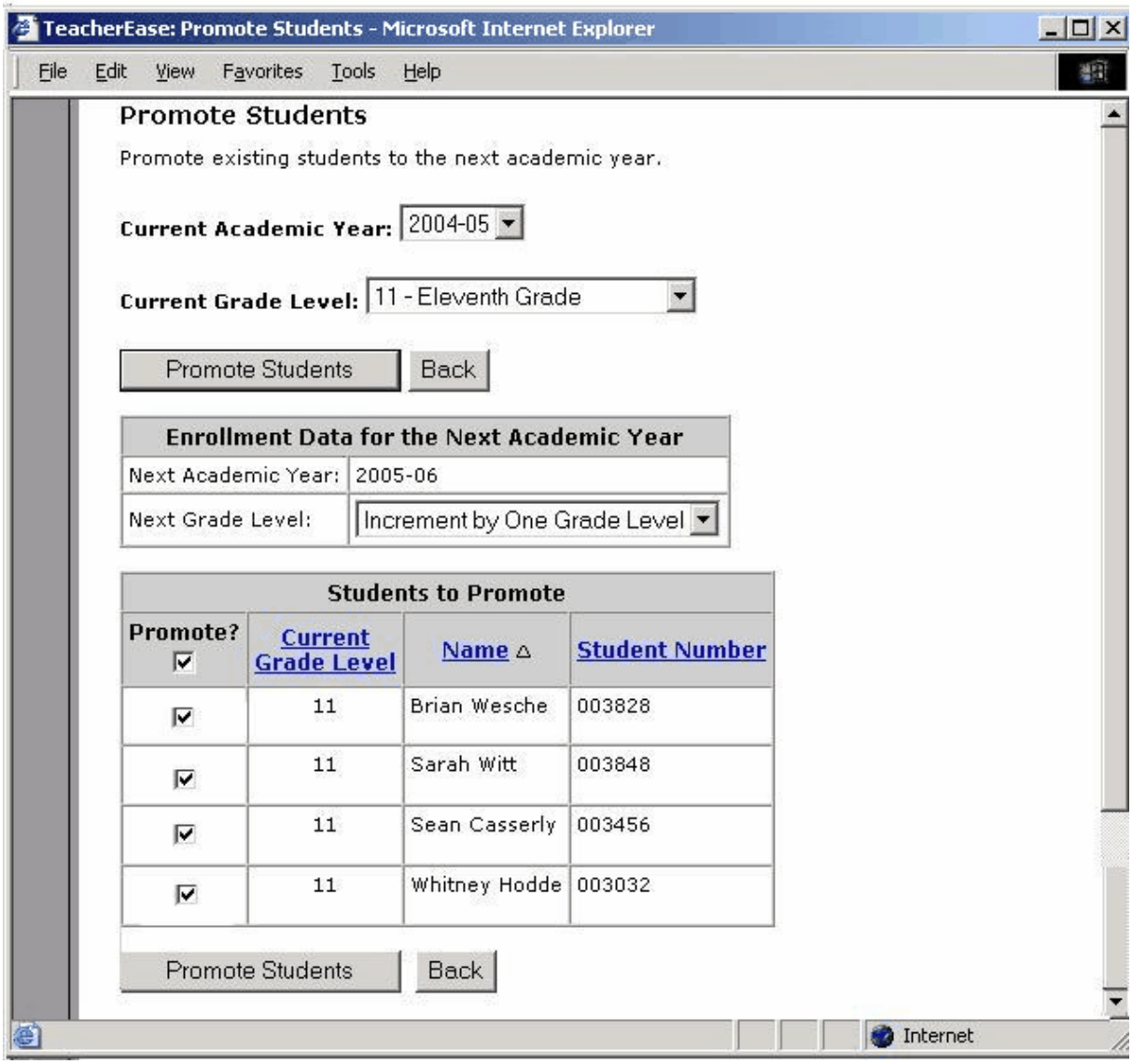
20.1.1 Promote Students

Students are entered on a yearly basis. *Promote* students to use this year's students in the next academic year.

Main > Setup > Students > Promote Students



Once promoted, students will be available for next year's rosters.

Next Grade Level: Select whether students are promoted to the next grade level or retained.

Promote?: Check the students to move up to the next grade level. These students will be designated as being in the next grade level *for the next year*. Promoted students will now be available to add to class rosters for the next year.

Note: To use this option you must have classes set up for two different school years.

Note: Students will typically be promoted at the end of the year, but can also be retained.

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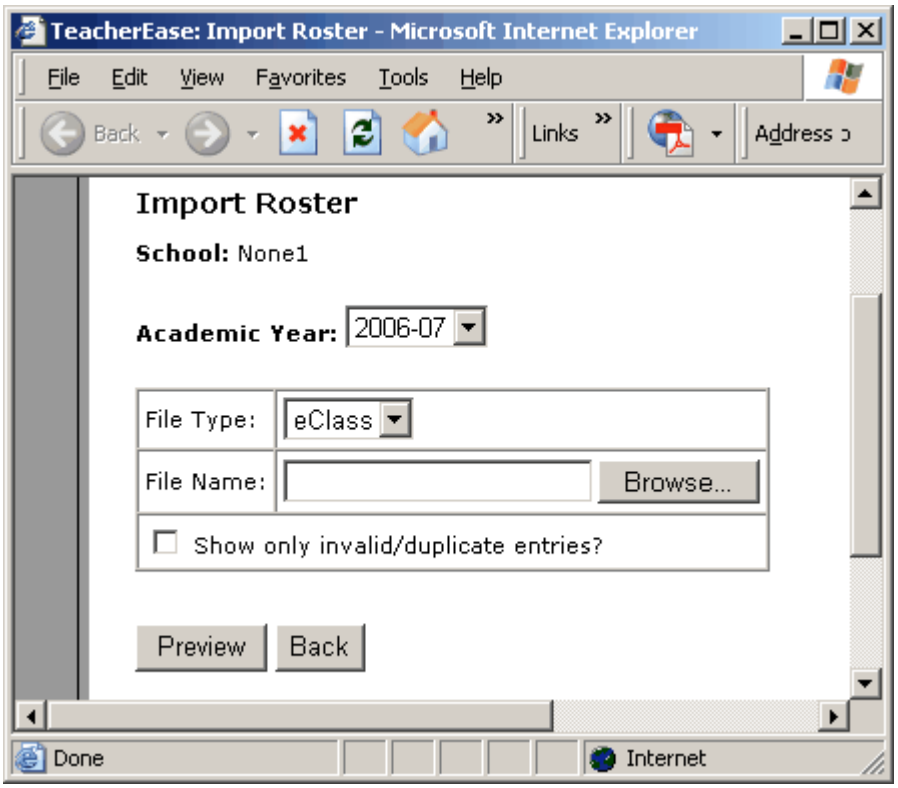
20.2 Import Rosters

TeacherEase allows you the ability to import rosters from other data files.

Main > Setup > Import Rosters



Choose a file type and name of file to be imported. Preview the results before finalizing.

20.3 Comment Lists

TeacherEase allows you to enter comments on student work. These comments may be selected from a list to save time. This section describes how to modify your comment lists.

Main > Setup > Comment Lists

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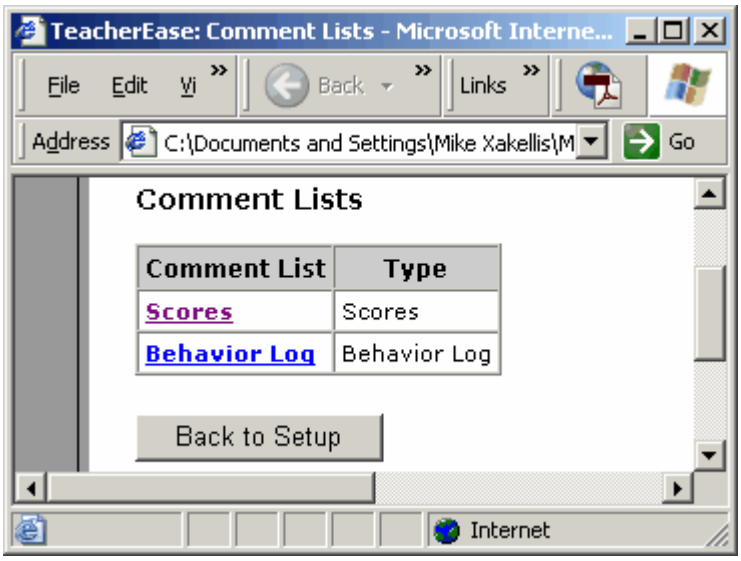
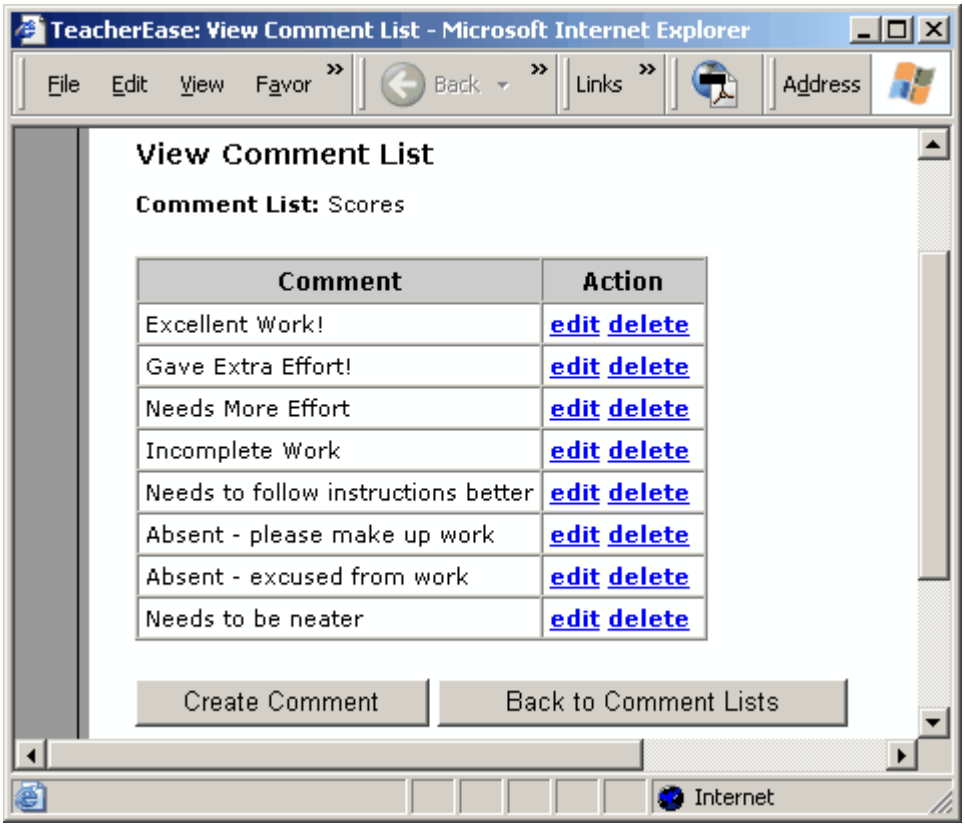


Click **Scores** for comments relating to academic performance and **Behavior Log** for behavioral comments. Pictured below is the **View Comment List** page for **Scores**.



From here you can create, edit and delete comments. You will see behavioral comments when leaving *behavior logs.* You are able to leave academic performance comments when grading assignments.

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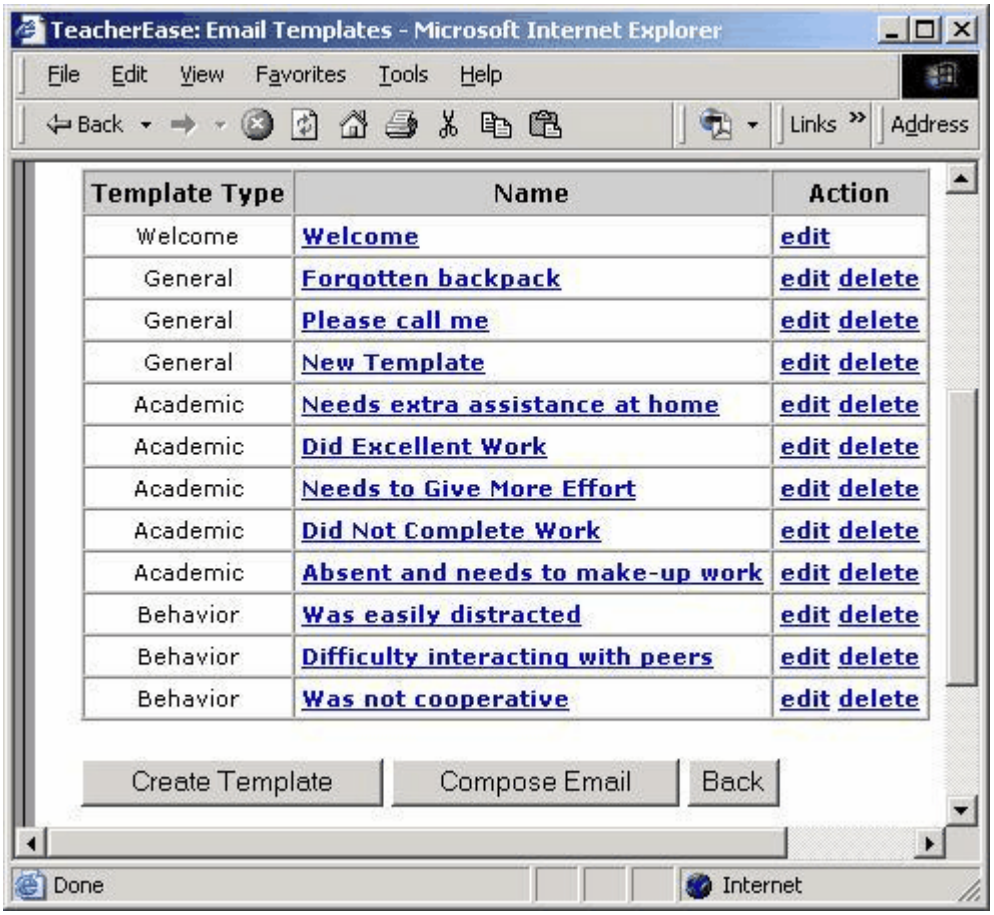
20.4 Email Templates

TeacherEase provides a library of email templates to easily send email to parents. You can view, create, edit, and delete these templates to meet your needs.

Main > Setup > Email Templates



Email templates allow teachers to more easily communicate with parents. For example, suppose there was a student with a chronic behavior problem. An email could be sent home every week, without requiring the teacher to type the message each time.

Template Type:
Displays the type of template.

Create Template
Allows you to make a new template and add it to this list.

Compose Email
Allows you to send email using email templates.

Edit
Allows you to change the message content of an existing template.

Delete
Allows you to remove a template from this list.

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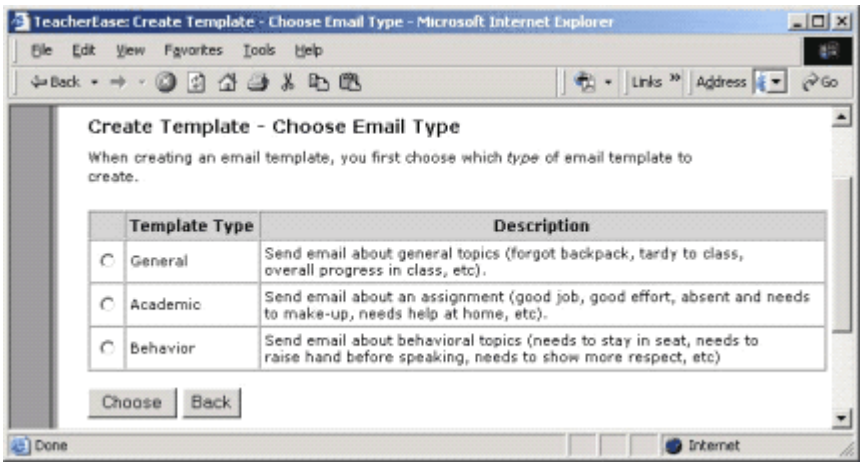
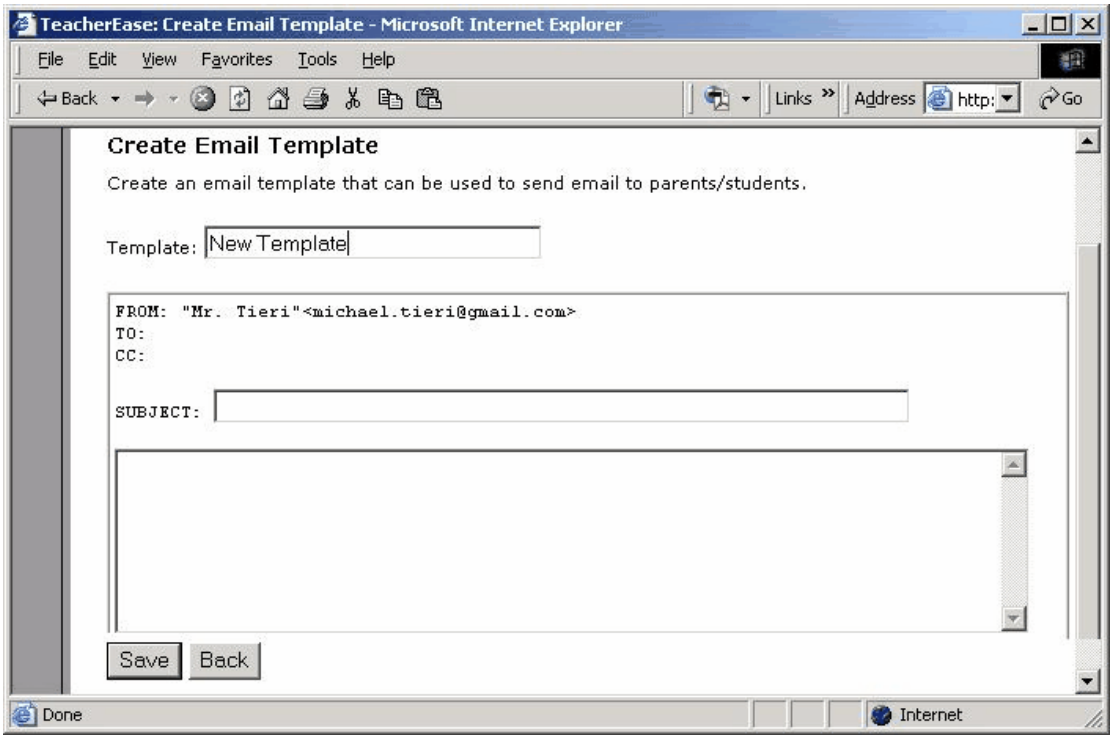
20.4.1 Create Email Templates

Email Templates are pre-written emails. They are useful for commonly sent messages. This page allows you to create your own custom template.

Main > Setup > Email Templates > Create Template



When you send an email, TeacherEase lets you use 3 different "templates." These are *General*, *Academic* and *Behavior*. The type of template that you use should depend on what your email pertains to. Here's what a general template looks like:



Template: Select what to call the template.

Subject: Type the **Subject of the email** for the template.

Type the **body** of your email message in the open area after the **Subject** area.

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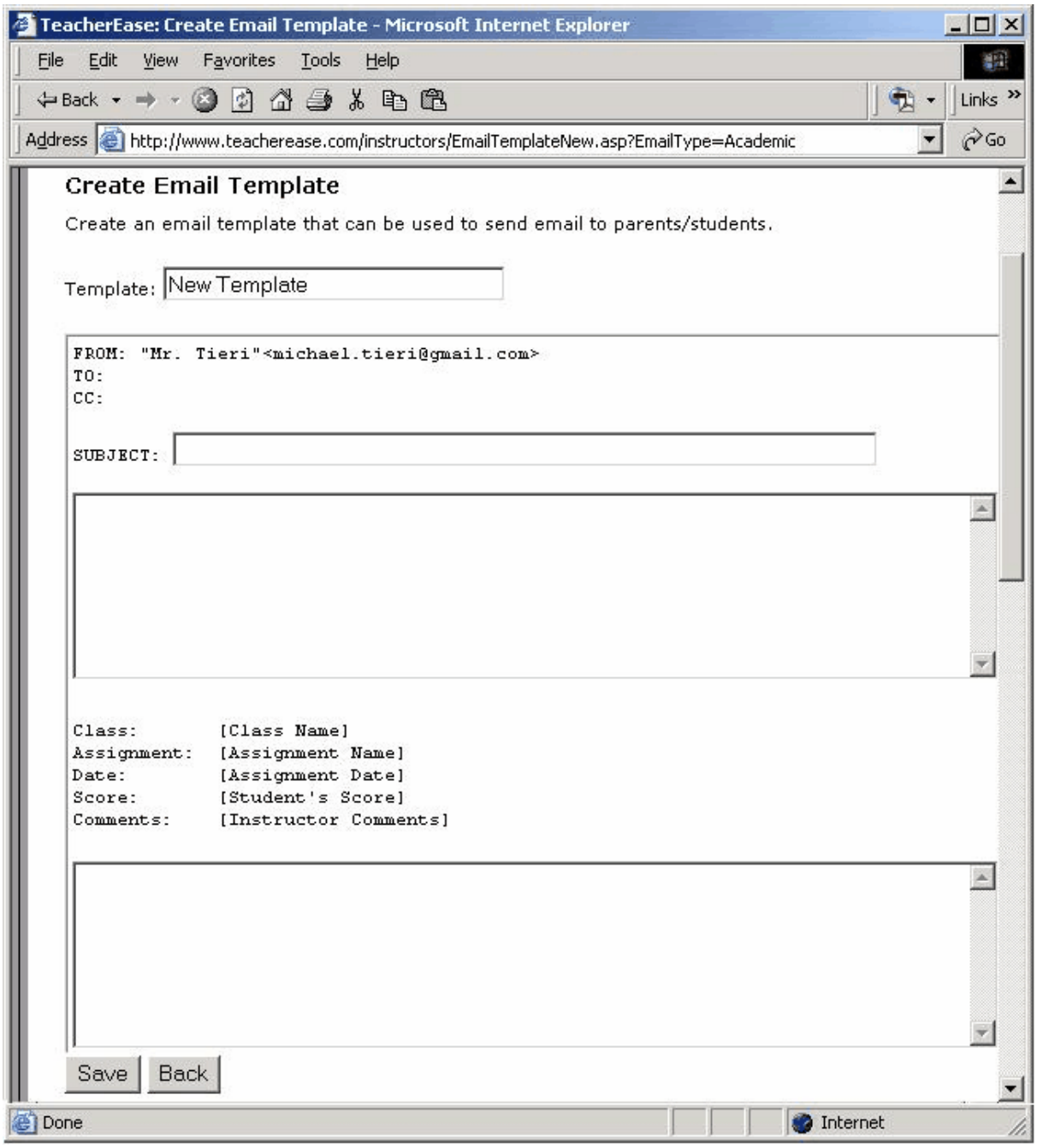
20.4.2 Academic and Behavior Templates

The academic and behavior templates in TeacherEase automatically include assignment name, date, student's score and previous instructor comments. This provides a quick and easy way to communicate regarding student work or behavior.

Create your own templates to expedite communicating with parents/students.



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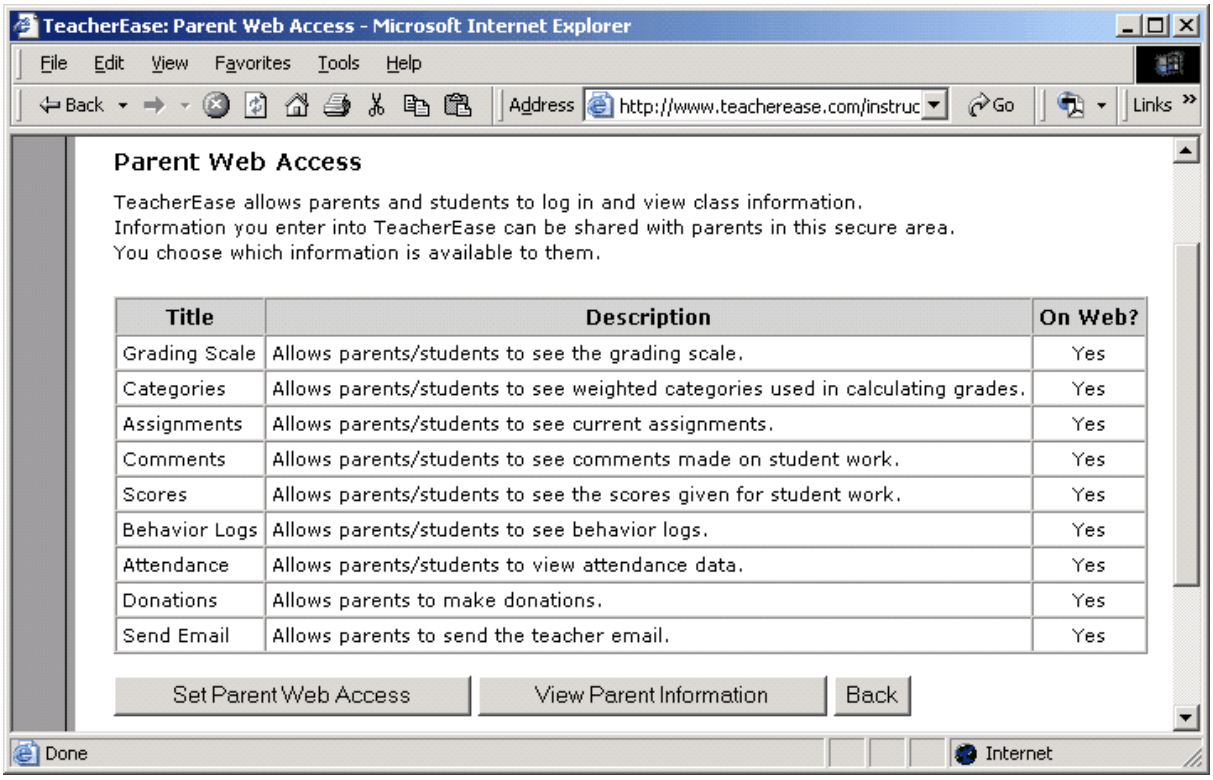
20.5 Parent Web Access

Once a student or parent email address is entered into TeacherEase, they can login and view information about the student. This information is available to them without *any extra effort* on your part. This communication helps parents become more involved in their students' education.

For security purposes, parents can only see information about their student(s). Parents can NEVER see other students' information.

As a teacher, you have the option of choosing what information you'd like to share with parents. To see what information is available, follow the links to:

Main > Setup > Parent Web Access



The **Parent Web Access** page shows the information you can share with parents. Each piece of information has a description. Read through the options to see what's available to parents.

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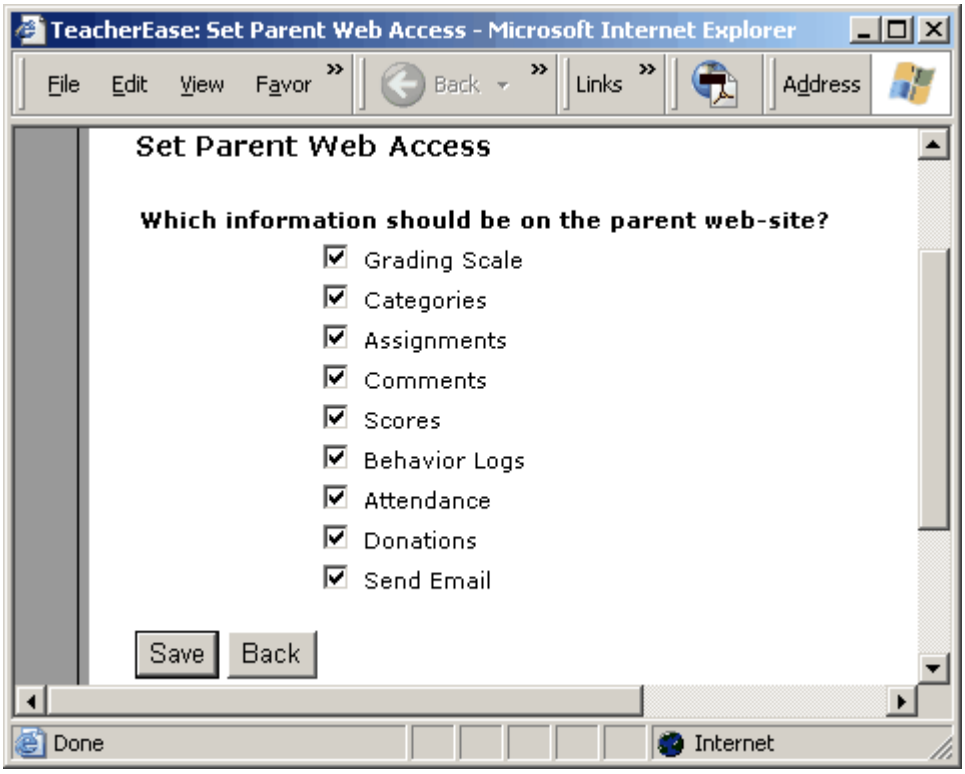
20.5.1 Set Parent Web Access

To change information to share with parents, check items on the **Set Parent Web Access** page.



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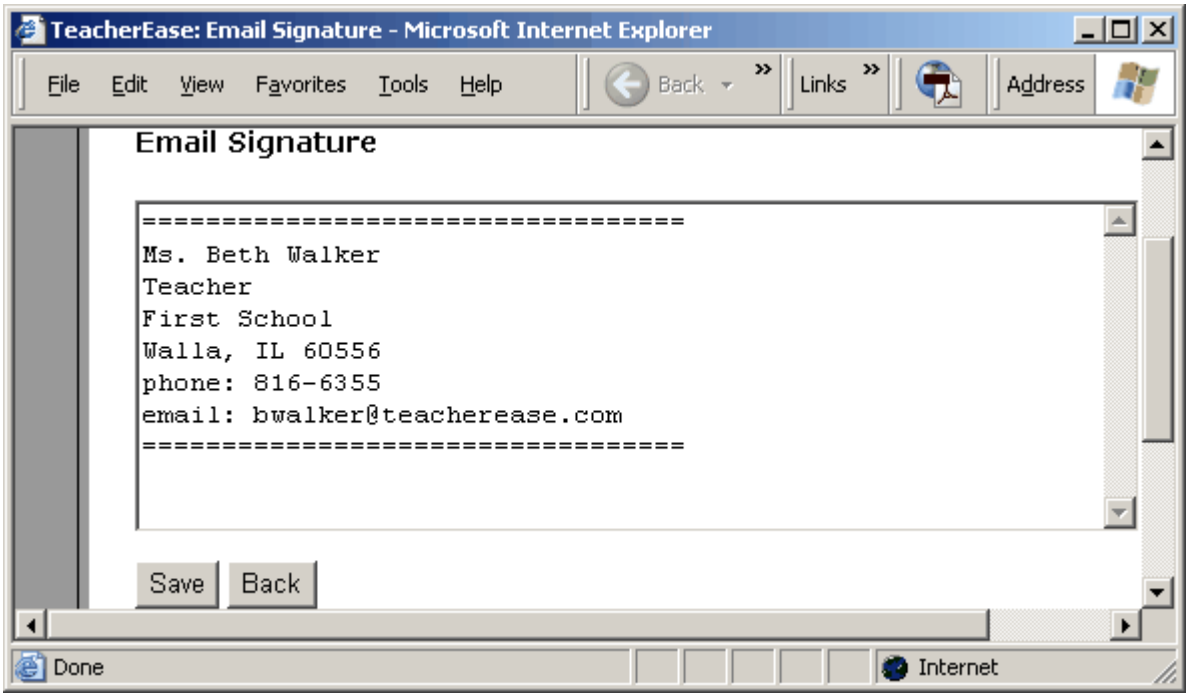
20.6 Email Signature

When you send an email in TeacherEase, a “signature” will be attached to the bottom of your email. This is a convenient reminder to parents about how to contact you. View, edit, and save your “signature” as appropriate.

Main > Setup > Email Signature



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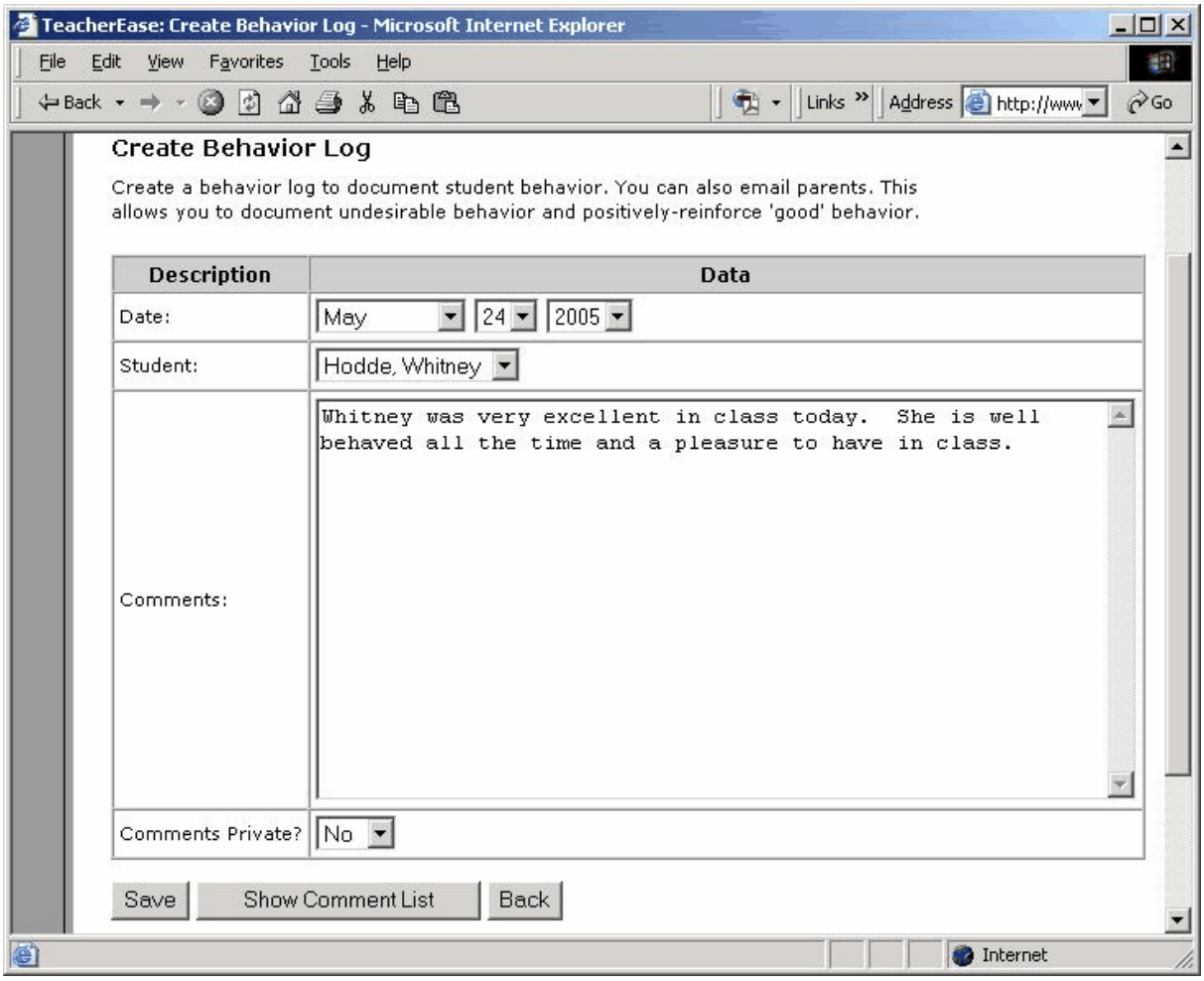
21 Create Behavior Logs

TeacherEase allows teachers to record specific student behavior incidents. Create a **Behavior Log** to record behavior (good or bad) for a student.

Main > Create Behavior Logs



Show Comment List
Allows you select from a list of teacher comments.

Comments Private?: Toggles whether parents are able to view behavior log.

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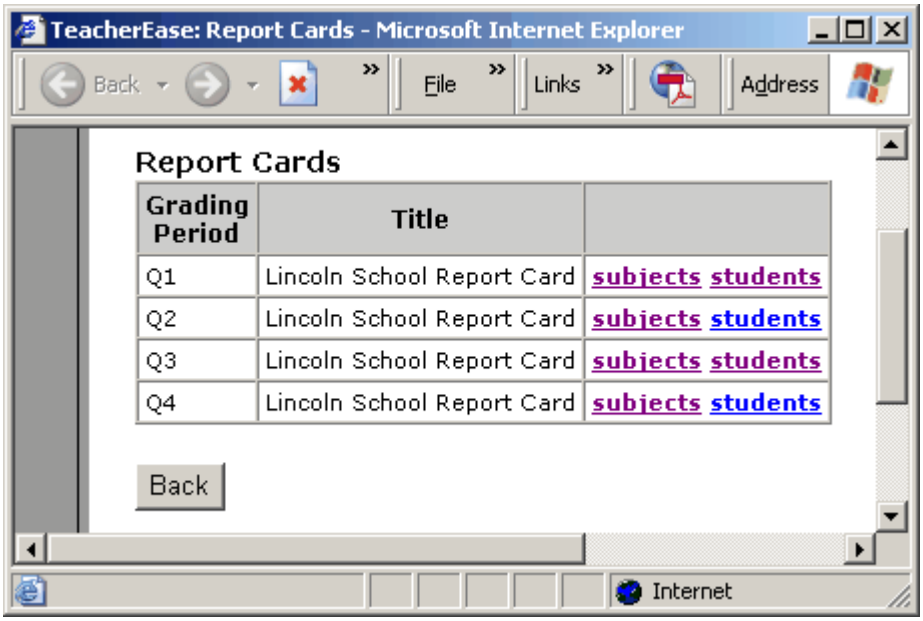
22 Report Cards

TeacherEase offers a report card module to save teachers' time and generate professional reports. It is only available to schools that purchase an optional subscription for multiple teachers. Report cards must be configured by a TeacherEase *admin* before becoming available to teachers. As such, report cards are NOT available to individual teachers who register for TeacherEase over the Internet.

Main > Report Cards



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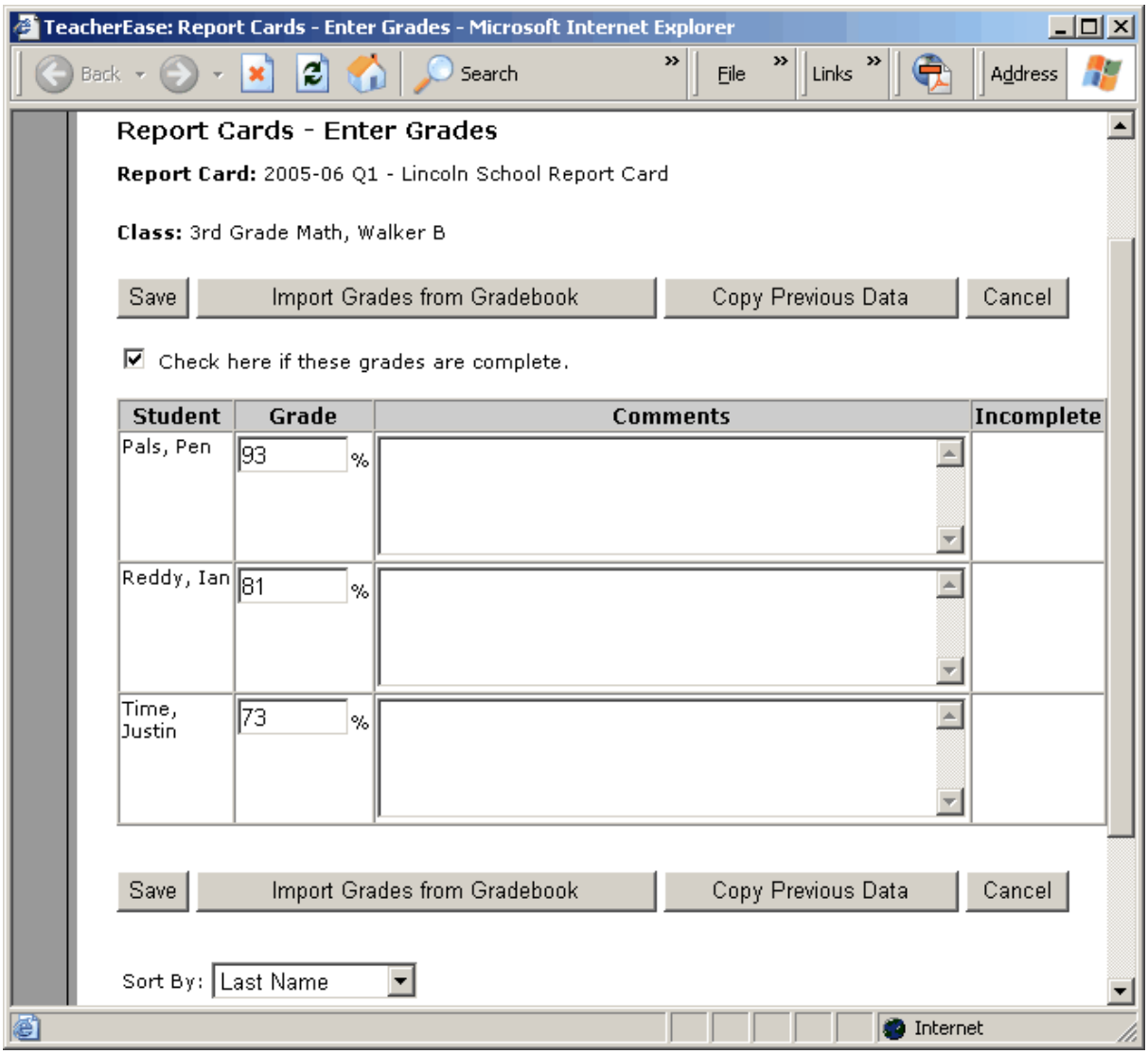
22.1 Enter Grades

If your school uses TeacherEase for report cards, you'll input the grades at the end of the grading period. You have the option to enter/review grades by subject or by student. To enter grades for all students for a subject, use the following link:

Main > Report Cards > subjects > enter grades



When you're entering grades for a class, click the "Check here if grades are complete" checkbox. This notifies the admin that your grades are complete. The admin can print report cards when all teachers have completed their grades.

Import Grades from Gradebook
Imports gradebook data for use on report cards.

Copy Previous Data
Copies comments and/or grades from previous grading periods.

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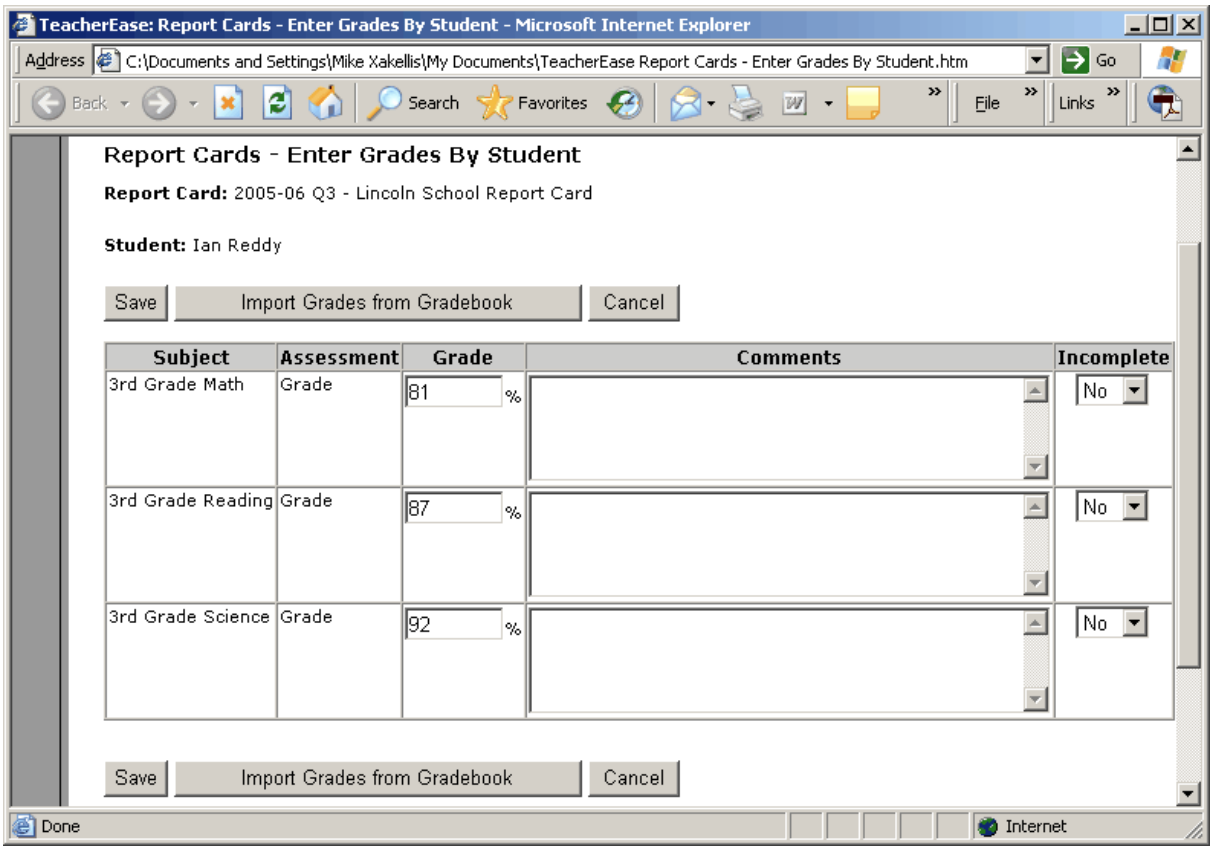
To enter grades for all subjects for a student, use the following link:

Main > Report Cards > students > enter grades



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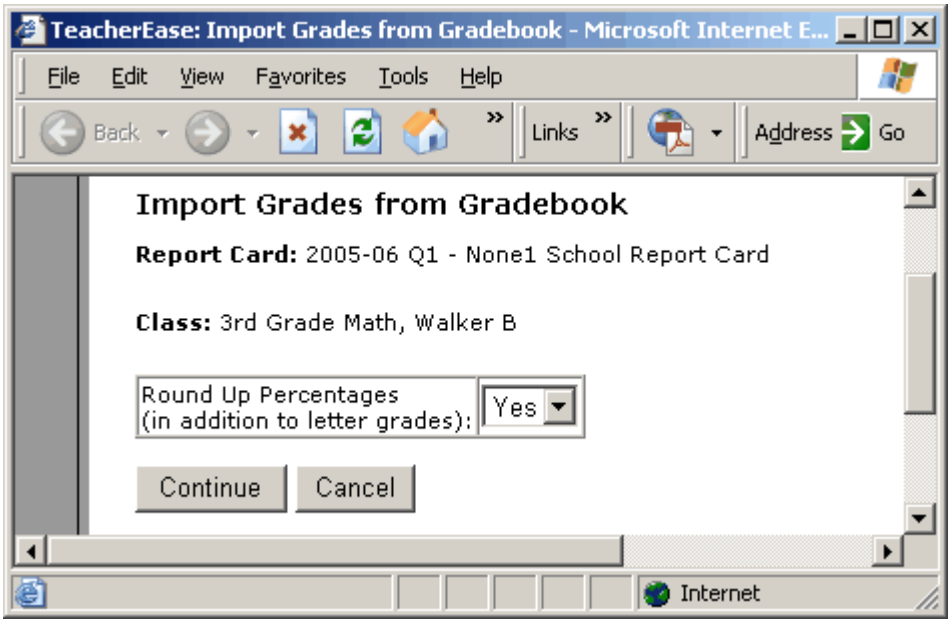
22.2 Import Grades

If you use the TeacherEase gradebook, you can import gradebook data into the report cards with the click of a button. Often teachers will complete report cards in a short time. As with entering grades, you are given the option to import grades for either a subject or a student.

Main > Report Cards > subjects > enter grades > Import Grades from Gradebook



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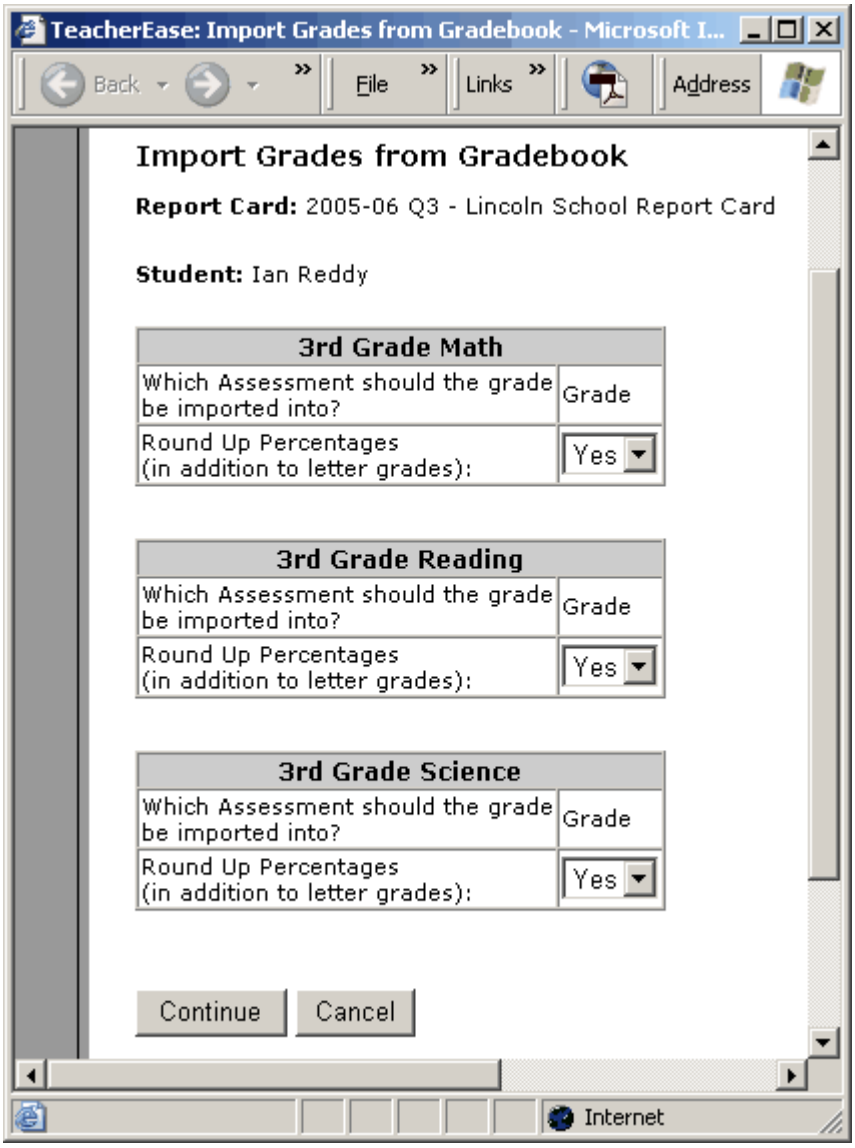
Main > Report Cards > students > enter grades > Import Grades from Gradebook



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