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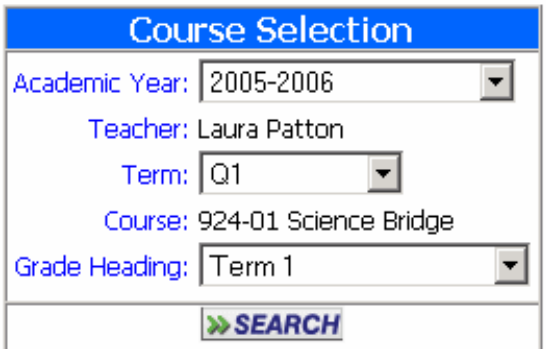
iTeacher Overview

*i*Teacher <Add / Modify Competency / Standards>

Add / Modify Narratives and Add / Modify Competency Grades for Teachers

Teachers will need access to the Add/Modify Narratives Tab. Go to <Teacher Access Manager><Add/Modify Narratives>.

NOTE:
This screen and information is available in a future update.



Academic Year:
⇒ Select an Academic year.

Teacher:
⇒ Select a Teacher.

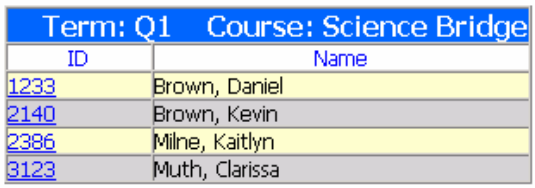
Term:
⇒ Select a Term.

Course:
⇒ Select a Course.

Grade Heading:
⇒ Select a Grade Heading.

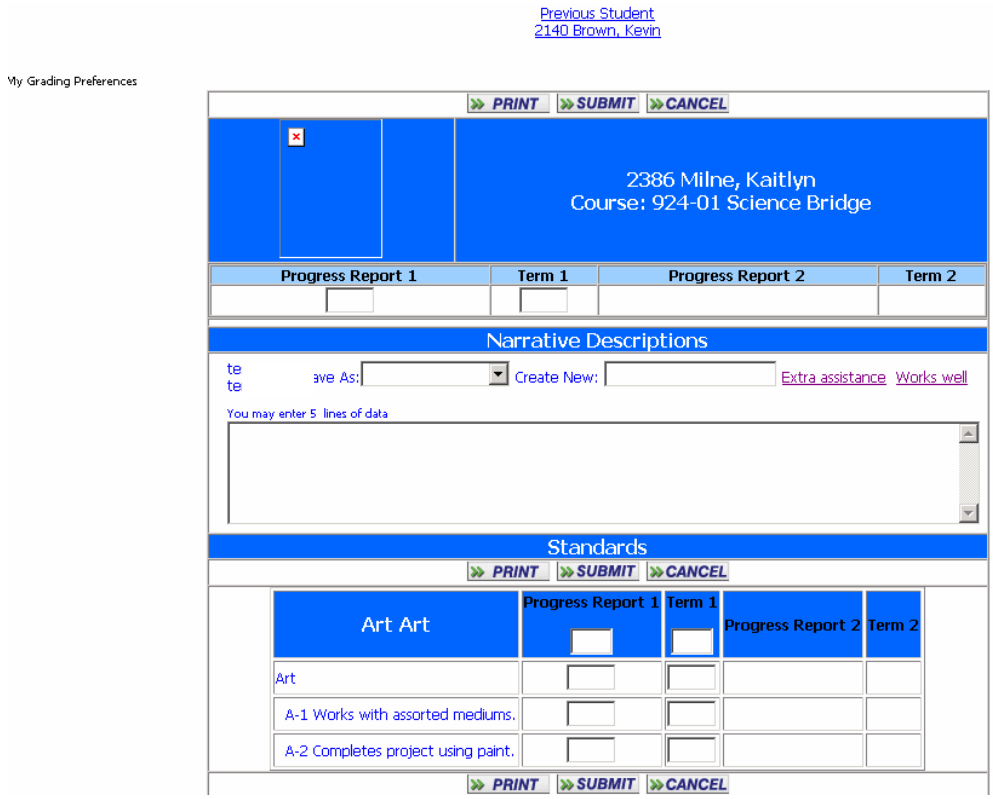
⇒ **Click the**

button to see the class list for the course selected.



Term: Q1 Course: Science Bridge	
ID	Name
1233	Brown, Daniel
2140	Brown, Kevin
2386	Milne, Kaitlyn
3123	Muth, Clarissa

⇒ **Click on the student ID for the first student you want to grade.**



My Grade Preferences:
Use this link to add default Narratives and to set if student pictures should be displayed or not. You can save as many narratives as you want. After clicking Submit you will be able to add another one.

Previous Student / Next Student:
Use this link to move through the class list. You must click submit on the current student before you use the Previous or Next Link.

Narrative Description

⇒ Enter a narrative in the narrative box. Use the saved narrative links by clicking on the link Extra assistance . Each time you click on the link it will add the narrative you have saved to the narrative box.

⇒ Use the save as box save a modified narrative. Select the name form the drop down that you want the narrative saved under.

⇒ Use the Create New box to save the current narrative to be use later. Enter a name that you want to save the narrative as.

⇒ ***Click*** Submit ***to update the Narrative.***

Standards

Place a grade in the box next to each Competency Tasks under the appropriate grade heading.

⇒ ***Click*** Submit ***to update the Competency Grade.***

*i*Teacher < Add / Modify Course Grades>

*i*Teacher <Enter Daily Attendance>

*i*Teacher <Enter Period Attendance>

*i*Teacher < Grade Distribution Report>

*i*Teacher < Homeroom List>

*i*Teacher < Print a Course List>

*i*Teacher <Rankbook>

The ***i*Teacher Rankbook** feature is specifically designed to provide teachers with an easy-to-use system for managing course assignments and related student scores. These scores are then used to produce grades for report cards.

The system is completely browser-based (Internet Explorer or Netscape), providing you with real-time access to your information, from anywhere, at anytime. See your ***i*PASS** System Administrator for additional information.

There is no need for you to create or import any course or student data, the system all ready knows what courses you are scheduled to instruct and which students are enrolled in your classes.

PLEASE NOTE - YOU MUST CREATE THE FOLLOWING TABLES BEFORE YOU CAN USE THE RANKBOOK.

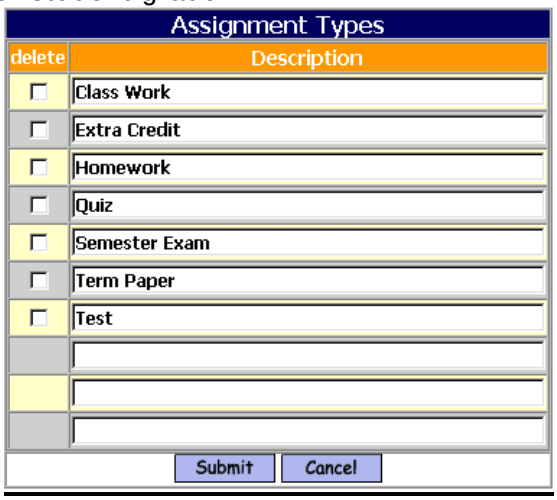
⇒ **<Assignment Types>**
⇒ **<Assignment Weights>**
⇒ **<Grades Table>**

<Rankbook Maintenance>

Rankbook Maintenance is used to set up Assignment Types, Assignment Weights and Grade Tables necessary to individualize your own Rankbook.

<Assignment Types>

This setup screen allows you to create assignment types (see examples). The system will allow you to create as many assignment types as necessary for you to properly categorize and weight assignments in each of your courses. Please note that the system will not allow you to delete an "assignment type" if it has already been associated with a course or student grade.



<u>Steps to add/modify Assignment Types:</u>

Step 1. ***Click*** on **<Rankbook Maintenance> <Assignment Types>**

Step 2. Create as many assignment types as necessary to achieve the various categories you require. You may add up to 3 types at a time, once you add 1, 2 or 3 types and click submit, 3 more boxes will appear for you to create additional types. Keep in mind that you may add to this list.

Step 3. ***Click*** Submit ***to save your work***

Deleting an Assignment Type

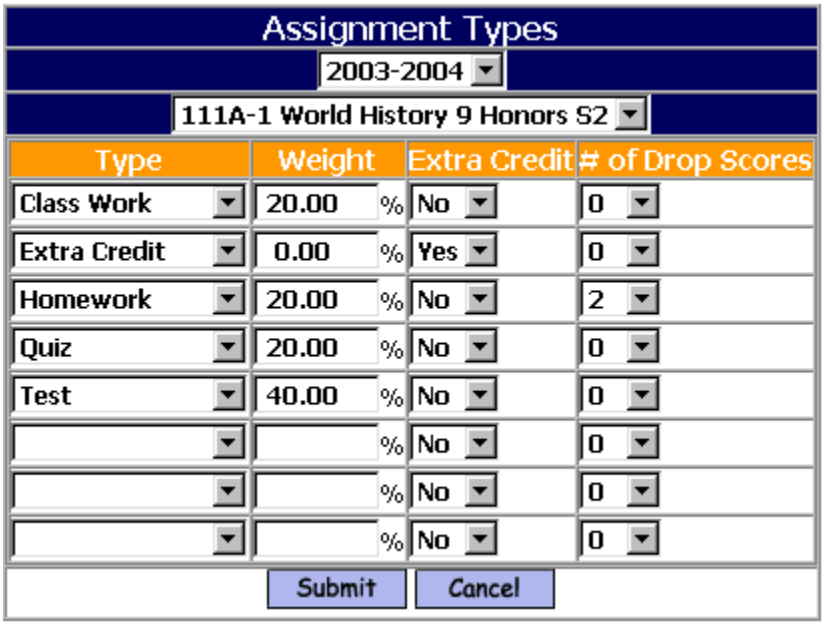
To delete an Assignment Type

⇒ Check the box under Delete

⇒ ***Click*** Submit ***to delete the Assignment Type.***

<Assignment Weights>

This screen allows you to define the parameters for weighting selected assignment types for a course. Be sure to select the appropriate academic year and course-section. The system will automatically provide you with a list of courses that you are scheduled (or have been scheduled) to teach for the selected academic year.



Assignment Types

2003-2004

111A-1 World History 9 Honors S2

Type	Weight	Extra Credit	# of Drop Scores
Class Work	20.00 %	No	0
Extra Credit	0.00 %	Yes	0
Homework	20.00 %	No	2
Quiz	20.00 %	No	0
Test	40.00 %	No	0
	%	No	0
	%	No	0
	%	No	0

Submit Cancel

Academic Year:

⇒ Select the appropriate Academic Year from the pull-down list.

Course:

⇒ Select the course-section from the pull-down list that you wish to work with.

Type:

⇒ Select the appropriate Assignment Type from the pull-down list. You may add more assignment types by clicking <Rankbook Maintenance> <Assignment Types>.

Weight:

⇒ The weighting percentage of each assignment type for a specific course. This will determine how the average of all grades of this assignment type will be weighted in determining a term grade. Using the example above, all of the grades for homework assignments will be averaged, that average will makeup 20% of the students' term grade. It is recommended that the total weights, of all of the assignment types for a course equals 100%, but not required.

Extra Credit:

⇒ If an <Assignment Type> is flagged as "Extra Credit=Yes", then it will be averaged in the calculation of the term grade.

# of Drop Scores:

⇒ Select the number of lowest scores of each assignment type to be dropped and not included in the calculation of an average. The dropped scores will not be removed from your Rankbook, only ignored in any calculations.

Steps to add/modify Assignment Weights:

Step 1. ***Click*** on **<Rankbook Maintenance> <Assignment Weights>**

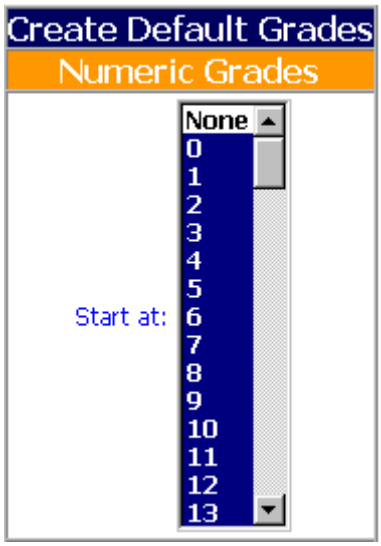
Step 2. Define as many assignment weights as necessary to achieve the various categories you require for each course. Keep in mind that you may add to this list.

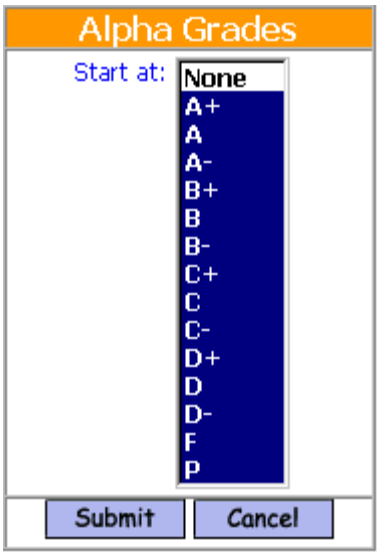
Step 3. ***Click*** Submit ***to save your work***

<Grades Table>

This is a one-time setup screen that allows you to select the numeric and/or alphabetic grade codes that will be available to you when entering scores for students.

By default, you will notice that all grades are selected (highlighted). It is recommended that you click submit and accept all of the values, which will then populate your grades table. The system will use this table to validate against when you are entering grades for students. You will be able to add to this list.





<u>Steps to select/define Numeric/Alphabetic Grades Table:</u>

Step 1. ***Click*** on **<Rankbook Maintenance> <Grades Table>**

Step 2. De-select any of the Numeric and/or Alphabetic grades that you do not wish to have available in your grades table. You will be able to add additional grade codes, once your grades table has been created.

Step 3. ***Click*** Submit ***to save your work***

Modifying Grades

After you have submitted the grade table(s) you want this screen allows you to add, modify or delete any grades from your grades table. Click on a specific grade to update the information. Click on the add button to create a new grade.

ADD

Grades

Grade	Unweighted	Min	Max
P	100	100	100
F	0	0	0
D-	61.5	60	63
D+	68.5	67	69
D	65	64	66
C-	71.5	70	73
C+	78.5	77	79

This screen allows you to modify any values for the selected grade or delete the grade. This screen will also be displayed if you choose to add a new grade.

Update Grade

Grade: B+ Unweighted Value: 88.5

Max: 87 Min: 89

Averaging: Qualifies - Include in Calculations

Qualifies - Include in Calculations
Not Consider - Ignore this value & Calculate others
Disqualifier - Do Not Do ANY Calculation

Grade:

⇒ This is the grade that can be entered for a student when scoring an assignment.

Unweighted Value:

⇒ This is the numeric value that will be used for averaging.

Max:

⇒ If you are averaging and want the results to be an alpha grade, then this is the maximum value to be used in the conversion.

Min:

⇒ If you are averaging and want the results to be an alpha grade, then this is the minimum value to be used in the conversion.

Averaging:

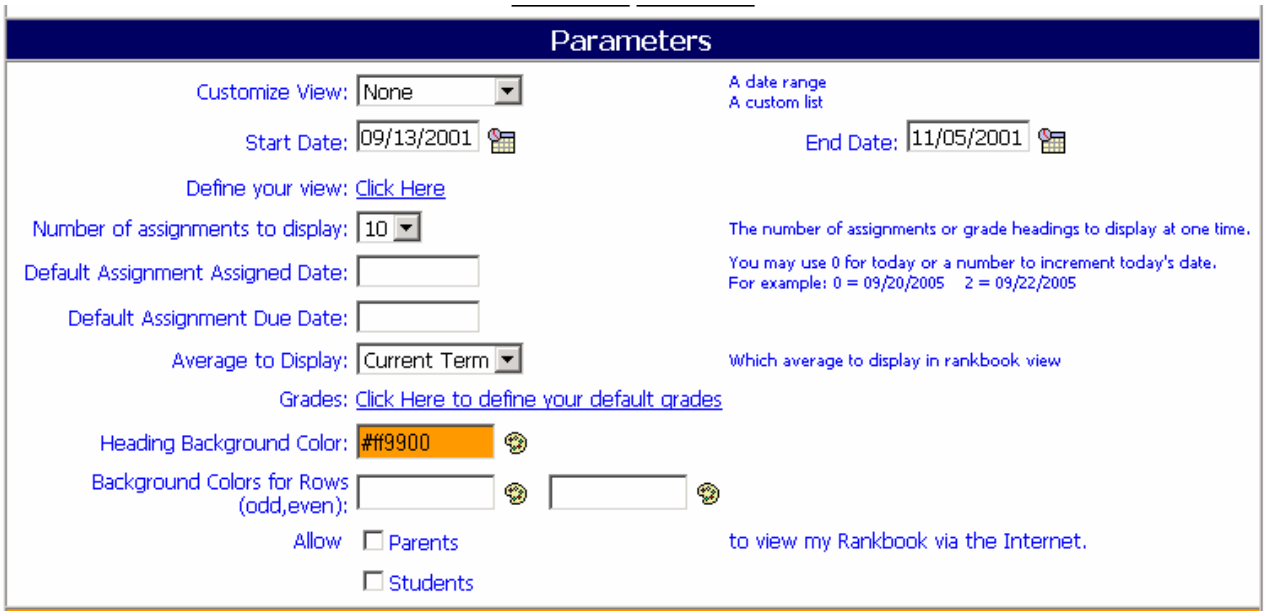
⇒ Select **"Qualifies-Include in Calculations"**

⇒ Select **"Not Consider – Ignore this value & Calculate others"**

⇒ Select **"Disqualifier – Do Not Do Any Calculation".** No average will be calculated for either the assignment or the student if a grade with this setting is assigned to the student.

<Rankbook Configuration Parameters>

This screen allows you to customize the rankbook for the individual teacher.



Customize View:

⇒ Enter None, Date Range, Defined List or Current Term.

Start Date:

⇒ Enter a Start Date for displaying Assignments

End Date:

⇒ Enter an End Date for displaying Assignments

Custom View:

⇒ Enter the number of Assignments/Grade Headings you wish to display when viewing and using your rankbook. This can be adjusted at any time.

Default Assignment Assigned Date:

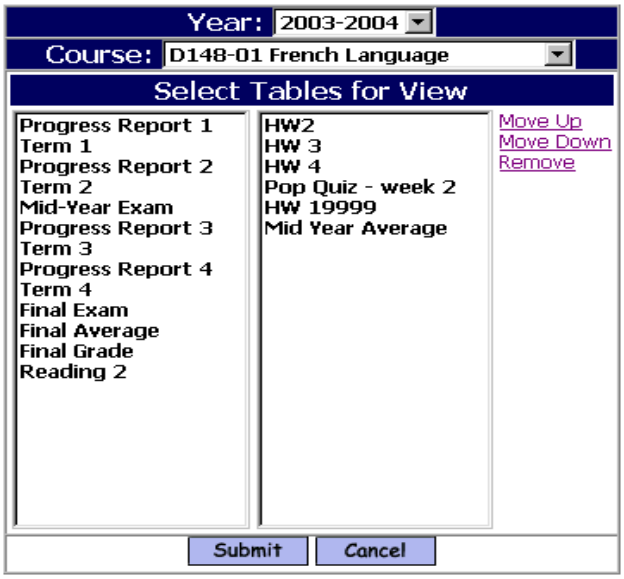
⇒ Use a date or assign a number to represent the number of days from "TODAY'S DATE"
i.e. Today = 09/15/2003 2= 09/17/2003

Default Assignment Due Date:

⇒ Use a date or assign a number to represent the number of days from "TODAY'S DATE"
i.e. Today = 09/15/2003 2= 09/17/2003

Define Your View:

This link will bring you to a screen that allows you to customize the view of assignments that are displayed on your <Rankbook> screen.



<u>Steps to create a new Rankbook View:</u>

Select Tables for View:

⇒ On the left hand side of the screen select (click) any of your assignments or any of the Grade Headings that may appear from your schools administration.

⇒ Once you have selected the assignments/grade heading to appear in your view, you may use the "Move Up", "Move Down", & "Remove" links to place them in the order that you want them to be displayed in your <Rankbook> view.

⇒ ***Click***

to save your view.

Helpful Hint!

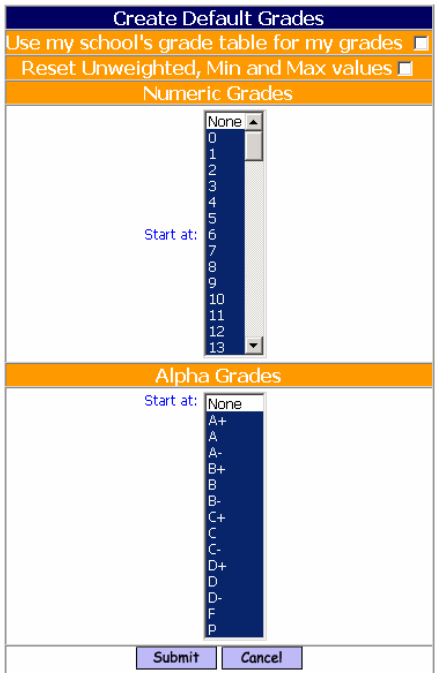
*The grade columns (Term 1, Term 2, etc. and ones with an *) are created and controlled by your school's administration. Please consult with administration or your iPASS System Administrator for details regarding your school's policy on entry of grades.*

Grades:

Click Here to define your default grades This will take you to the Grades Tables in <Rankbook Maintenance>.

Grades:

Click Here to define your default grades This will take you to the Grades Tables in <Rankbook Maintenance>.



Use my school's grade table for my grades:

⇒ Click this box if you want your grade to be the same as the grade tables used in the school for Report Card grades.

Reset Unweighted, Min and Max values:

⇒ Click this box if you are changing grades from your own to the schools so that the un-weighted, Min and Max values will be the same as the grade table used in the school for Report Card grades.

Numeric Grades

Start At:

⇒ Select the Numeric grades you want available to you in your rankbook.

Alpha Grades

Start At:

⇒ Select the Alpha grades you want available to you in your rankbook.

Heading Background Color:

⇒ Click the image to select your color form a color palette.

Background Color For Rows Odd/Even:

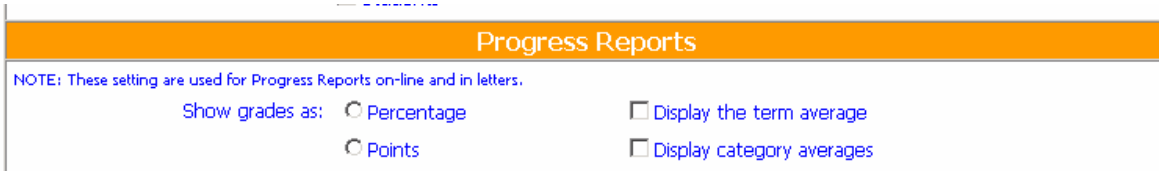
⇒ Click the image to select your color form a color palette for Odd rows

⇒ Click the image to select your color form a color palette for Even rows.

Allow to view my Rankbook on the internet:

⇒ Select if you want Parents and/or Students to view your rankbook through iParent. This only allows the Parent and/or Student to view their own assignments and related information.

Progress Reports



Show Grades as:

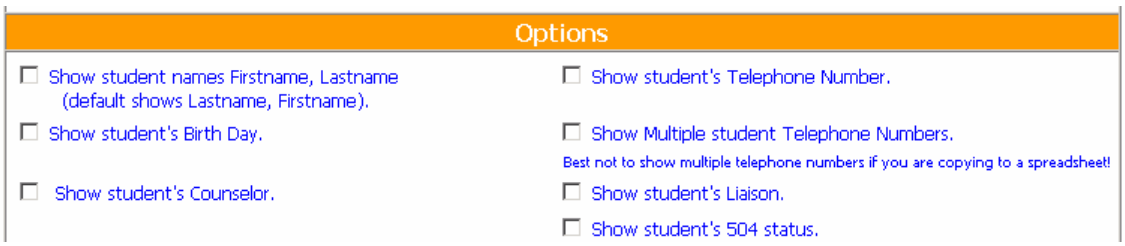
This allows you to set what will be shown on the Progress Reports that are run directly from your Rankbook.

⇒ Select Percentage or Points

⇒ Select Display the Term Average or Display Category Average

Options

These options can be controlled at the district level. Go to <Administration><Teacher rankbook Parameters>. Pptions to allow teachers to select whether they want to have their rankbook include more student information as listed below. If the district does not set these options first, teachers will not see them.



Show Student names First Name, Last Name:

⇒ Select this if you want to change the default from Last Name, First Name

Show student's Birth Date:

⇒ Select this if you want the student's Birthday to display on your rankbook.

Show student's counselor:

⇒ Select this if you want the student's Counselor to display on your rankbook.

Show Student's Telephone Number:

⇒ Select this if you want the student's Telephone Number to display on your rankbook.

Show multiple student Telephone numbers:

⇒ Select this if you want the student's multiple Telephone Numbers to display on your rankbook.

Show student's Liaison:

⇒ Select this if you want the student's Liaison form the Confidential Screen to display on your rankbook.

Show student's 504 status:

⇒ Select this if you want the student's 504 status form the Confidential Screen to be on your rankbook. **NOTE: This will only show an * if the student has 504 selected as a status in DOE Special Education Status.**

<Roll Assignments Forward>

This allows you to Copy your assignments from one year to the next year. Use the Select Assignment portion of the screen to find the assignments you want to copy forward.

Teacher:

⇒ Your Name should be here. If you have access to other people's rankbook their name would be listed.

Term:

⇒ Select a Term.

From Academic Year:

⇒ Select an Academic Year to copy from.

To Academic Year:

⇒ Select an Academic Year to copy to.

From Course:

⇒ Select a course to copy from.

To Course:

⇒ Select a course to copy to.

Name:

⇒ Enter the name of an Assignment to copy.

Assigned Date:

⇒ Enter the Assignment Date.

Due Date:

⇒ Enter the Due Date.

Type:

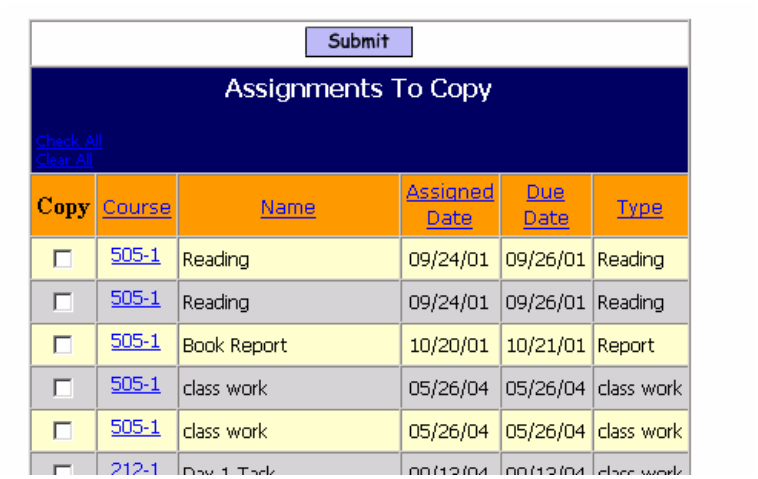
⇒ Select an Assignment Type.

Copy Assignment Weights:

⇒ Select Yes to copy the weight.

Click Search ***to find your assignments that meet the criteria you set***

Use the Assignments to Copy portion of the screen to select which assignments you want to copy.



Submit

Assignments To Copy

Check All
Clear All

Copy	Course	Name	Assigned Date	Due Date	Type
☐	505-1	Reading	09/24/01	09/26/01	Reading
☐	505-1	Reading	09/24/01	09/26/01	Reading
☐	505-1	Book Report	10/20/01	10/21/01	Report
☐	505-1	class work	05/26/04	05/26/04	class work
☐	505-1	class work	05/26/04	05/26/04	class work
☐	212-1	Day 1 Task	09/13/04	09/13/04	class work

⇒ Click the box under copy next to the assignment(s) you want to copy.

Click Submit ***to copy your assignments***

<Add/Modify Rankbook>

This screen allows you to view, add, update, and manage grading information for students enrolled in courses that you are scheduled to instruct. Use the course search screen to find the course and section that you wish to work with. Upon selecting your course the system will return a screen that displays a class list of students that have been scheduled into this course-section by your school.

Rank Book <<1 >>

ID	Name	GL	HR	Sex	Avg	Reading Assigned: 09/24/01 Due: 09/26/01	Reading Assigned: 09/24/01 Due: 09/26/01	Book Report Assigned: 10/20/01 Due: 10/21/01	class work Assigned: 05/26/04 Due: 05/26/04	class work Assigned: 05/26/04 Due: 05/26/04
2178	Adams, Jennifer	11	1203	F	87.50 P	56	B	89	55 *	100
1407	Day, Elizabeth	12	1203	F	89.09 P	88	B	A	45	55 !
1263	Donnelly, Jenny	11	1203	F	95.67 P	99	B	A	55 *	100
1467	Giacalone, Vito	11	1203	M	94.50 P	100	B	A	51 *	100
2387	Grace, Kelly	12	1203	F	95.00 P	A	B	A	55 *	100
2078	Koller, Anthony	11	1203	M	94.17 P	A	B	A	53 *	99
1219	Leveille, Jennifer	12	1203	F	93.34 P	A	B	A	50	100
1512	Montoni, Kimberly	12	1203	F	93.34 P	A	B	A	50	100
1554	Parco, Annette	11	1203	F	92.34 P	A	B	A	53 *	88
2014	Pierce, Andrew	12	1203	M	94.67 P	A	B	A	54 *	100
1604	Prevost, Wesley	12	1203	M	94.17 P	A	B	A	55 *	65 !

Extra Credit = * Withdrew from Course = #
Ignored Score = !
Dropped Score = x

Male:4
Female:7
Total:11

ID:

⇒ Clicking on the ID of the student will bring you to a series of additional tabs of information on each student. Generally, these tabs display attendance, grading, scheduling, and test data for each student. These view only tabs are controlled by your ***i*PASS** System Administrator.

Envelope:

⇒ The envelope image indicates that email communication is available with the guardian(s) of a particular student. Clicking on the envelope will open an e-mail form allowing teachers direct email communication with a specific guardian(s).

<<1 >>:

⇒ Clicking on the right arrow of this image allows you to scroll to the right to view additional assignments. Clicking on the left arrow will scroll you to the left.

Avg:

⇒ Clicking on this and will show a student's average broken down by category and term.

Welcome Medford Public Schools

2178 Adams, Jennifer
505-1 Business Law

Current Average: 95.84

By Term

Term	Avg	Possible	Earned
Q1	110.00	50.00	55.00
Q2	81.67	300.00	245.00
Q3	0.00	0.00	0.00
Q4	0.00	0.00	0.00

By Type

Type	AVG	Possible	Earned
class work	103.33	150.00	155.00
Reading	56.00	100.00	56.00
Report	89.00	100.00	89.00

By Type and Term

Type	Term	AVG	Possible	Earned
class work	Q1	110.00	50.00	55.00
class work	Q2	100.00	100.00	100.00
Reading	Q2	56.00	100.00	56.00
Report	Q2	89.00	100.00	89.00

Submit Cancel

P:

⇒ Clicking on this will show a student's Progress Report.

⇒ Clicking on this will show your Rankbook Parameters Configuration Screen.

⇒ Clicking on this you will allow you to add an assignment to this course.

⇒ Click on this and you can turn the view withdrawn students on and off.

⇒ Click on this and you will be able to modify your assignment.

⇒ Click on this and you will be able to grade an assignment.

⇒ Click on this and you will be able to copy the assignment to another course.

Extra Credit = * If it is extra credit the grade will have an asterisk (*) next to it.

Withdrew from Course = # If it is next to a student it will indicate they are withdrawn.

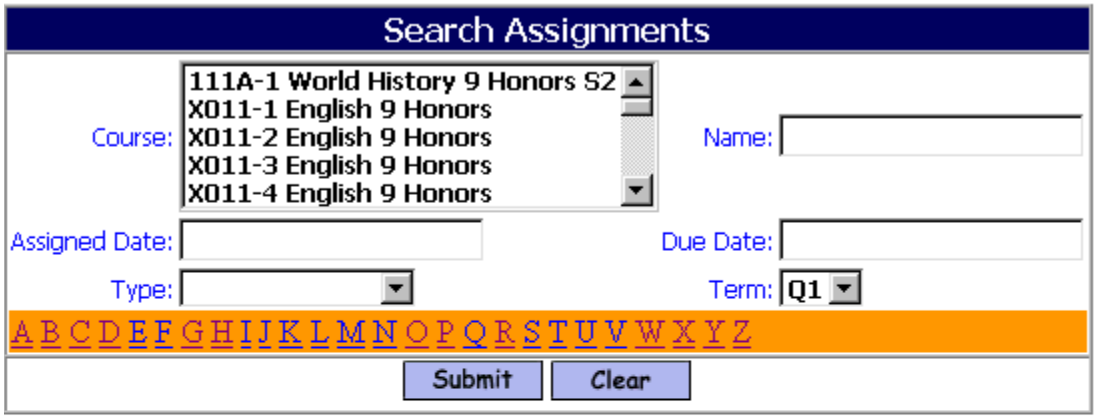
Ignored Score = ! If the score is to be ignored then this will be next to the score.

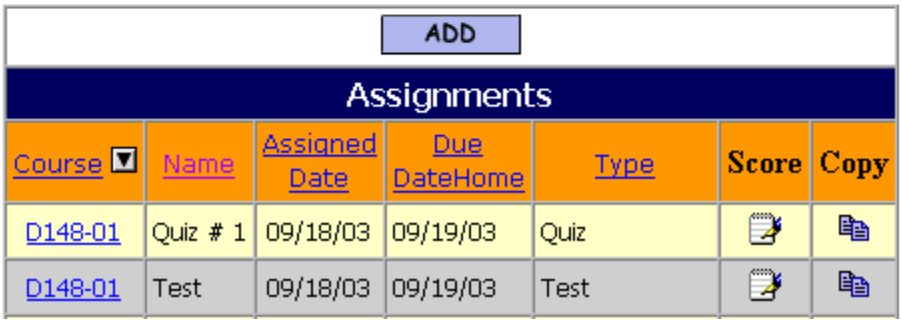
Dropped Score = x If the score is to be dropped you will see this next to the score.

<Add/Search Assignments>

This screen allows you to add, update, and search for assignments that you have already created. You can use any combination of the filtering options to help you refine your search. Once you have made your selections, click on the submit button and the system will display a list of assignments that meet your criteria. You can then use this screen to select an assignment, modify the assignment, enter scores for students, or to "copy" assignments from one course/section to another.

Click on the add button to create a new assignment.





Course:

⇒ Click on a single course or hold the Control Key down and click multiple courses, then click submit and the system will display a list of assignments for the course(s).

Assigned Date:

⇒ Defaults to the current date, but can be changed by clicking on the date picker (calendar) image to the right of the date field. Leave the default of blank to see all dates.

Type:

⇒ Select an assignment type to search by, or leave the default of blank to see all types within your search.

Name:

⇒ Enter an assignment name or any part of the name (you may also click on any letter of the alphabet) and click submit to search.

Due Date:

⇒ Defaults to the current date, but can be changed by clicking on the date picker (calendar) image to the right of the date field. This is the day that the student is expected to have completed and turned-in the homework assignment.

Alphabet (a-z):

⇒ You may click on any letter of the alphabet and click submit to search.

Course:

⇒ You may click on the course column heading to sort. Clicking on the course-section number will allow you to update an assignment.

Score:

⇒ Clicking on the image will allow you to enter scores. When you are finished entering scores, be sure to click submit and save your changes.

Copy:

⇒ Clicking on the copy image will allow you to copy the entire assignment contents and apply them to another section or course. After clicking the copy image, the system will open the original assignment, simply select the course-section you wish to copy it to, and click submit to save your copy.

Note: You may click on any of the column headings to sort your assignments.

Helpful Hint!

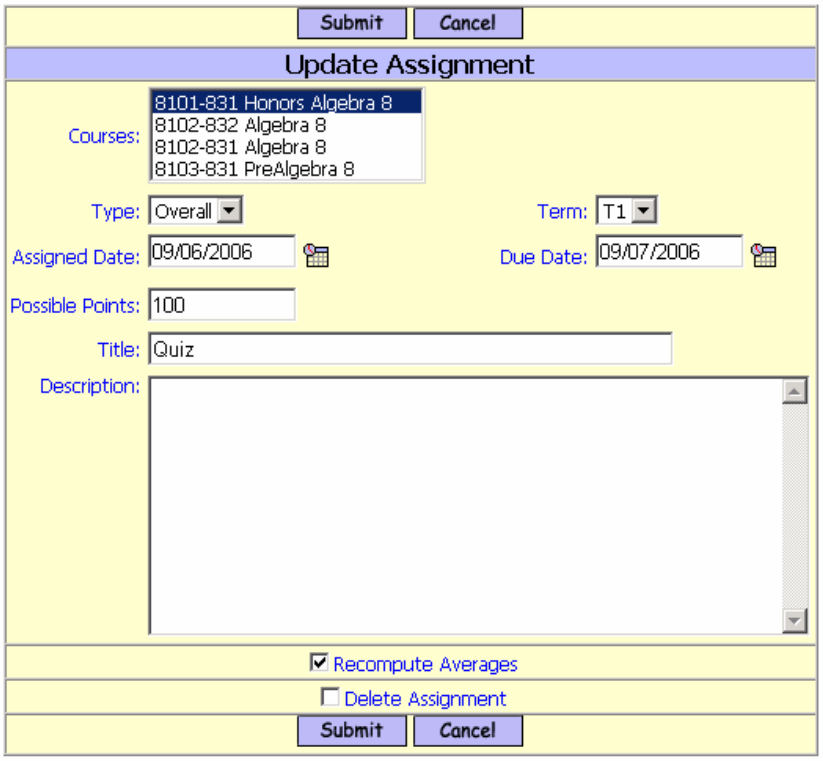
You can cut and paste text from Microsoft Word or other text editors.

Example:

Cut & Paste - Cut data <control> <C> and Paste data <control> <V> - you can highlight data with your mouse by clicking your left mouse button and dragging until you have highlighted the data that you intend to cut and paste. Once you have highlighted your data press the <control> key and the <C> (letter C) key simultaneously, this will place the data in your clipboard and allow you to paste it using the <control> key and the <V> (letter V) keys simultaneously or by clicking your right mouse button and selecting the paste option.

<Add/Update>

This screen allows you to update Assignments.



Course:

⇒ Click on a single course or hold the Control Key down and click multiple courses, then click submit and the system will display a list of assignments for the course(s).

Type:

⇒ Select the appropriate assignment type from the pull down list

Term:

⇒ Select the appropriate term/quarter for the assignment.

Assigned Date:

⇒ Defaults to the current date, but can be changed by clicking on the date picker (calendar) image to the right of the date field. Leave the default of blank to see all dates.

Due Date:

⇒ Defaults to the current date, but can be changed by clicking on the date picker (calendar) image to the right of the date field. This is the day that the student is expected to have completed and turned-in the homework assignment. It is also a search field used in the *i*Parent System.

Possible Points:

⇒ If you are using a scoring base of points rather than percentages, then enter the maximum number of points that this assignment will be worth.

Title:

⇒ Enter an assignment title or short name

Description:

⇒ Enter as much detail for the assignment as necessary.

Helpful Hint!

You can cut and paste text from Microsoft Word or other text editors.

Steps to Add/Update Assignments:

Step 1. ***Click*** on **<Rankbook> <Add/Search Assignments>**

Step 2. Select your course. Enter pertinent information and complete the assignment form.

Step 3. ***Click*** [Submit] ***to save your work***

<Rankbook>Reports

Rankbook reports are located under <*i*Teacher System><Reports-Rankbook>

Each report has a set up screen, which allows the user to set up criteria to filter on and criteria to Sort on.

Helpful Hint!

Most reports can be filtered by school. If you have access to more then one school, then you will have the ability to change the school you want to filter by and click on submit. Your default school will be shown in the drop down when you open the report tab. Once the submit button is clicked the report will be processed and sent to <My Data><My Reports> for you to view.

Selection Criteria: Selection options may be available under Enter Selection Criteria. Selections allow the user the ability to limit what information will be listed on the report. Examples; students in second grade only, courses taught by a single teacher or all special education students. If you do not

make a selection in a drop down box, then all the criteria listed in that box will be included in the report.

If the option to select criteria by Student IDs is available, then type a list of student IDs separated by commas into the box to use this feature. If no students IDs are listed then all students will be included.

Hold down the shift key on your Keyboard to highlight the whole selection list or selections on the list in order. Use the Control Key on your Keyboard to highlight selections on the list when you need to skip selections.

Sorting: Sorting options may be available under Enter Selection Criteria. Sorting allows the user the ability to list the information in a certain order. Examples; list students by last name, courses by teacher's last name, or list by courses in alphabetical order. Sorting options are restricted to the list provided.

To: This box allows you to enter an email address or several addresses of people you want to send the report to. List email address separated by commas.

CC list: This box allows you to enter an email address or several addresses of people you want to cc: a copy of the report to. List email addresses separated by commas.

Priority: This box allows you to set a priority level for the report processor. Priority options are limited to the list provided.

<Assignment Grade> Report

The Assignment Grade report provides a list of students with their ID, Overall Average, Assignment Scores, Assignment Averages, Assignment Standard Deviation, Assignment Minimum and Assignment Maximum.

Selection Criteria: Academic Year, School Term, Course, Assignments, Hide Name YES/NO.

Sorting: Student ID, Name, Grade Level, Random.

Sample Output:

Course - Algebra 1 College Prep - 212-1
Teacher – Teacher's Name
Sorted By - Name
Date - 08/16/2004

				1	2	3
				Book Report-10/20/01	Reading-09/24/01	Worksheet Number 7-1-11/23/01
	Name	Student ID	Overall Average			
1	Albertson, Christina-Marie	1925	90.00	97	85	88
*	Average :			97.00	85.00	88.00
*	StdDev :			0.00	0.00	0.00
*	Max :			97	85	88
*	Min :			97	85	88

<Assignments Due> Report

The Assignments Due report provides a list of students who have not turned in an assignment.

Selection Criteria: Academic Year, School Term, Teachers, Course, Assignments, List Assignments, How many missing, Hide Name YES/NO, Student ID, include Unscored Assignments.

Sample Output:

Course:	**Business Law 505-1**	Teacher:	**Teacher Patton**		
Sort By:		Date:	**09/21/2005**		
School Year:	**2001-2002**	Term:	**Q1**		
	Name	**Student ID**	**Assignments Due**	**Assigned**	**Due Date**
1	Donnelly, Jenny	1263	Reading	09/24/01	09/26/01
2	Adams, Jennifer	2178	Reading	09/24/01	09/26/01
2	Students	owe	**2**	assignments.	

<Progress Reports> Report

The Progress Report provides a Progress Report for one or all students in a course.

Selection Criteria: Academic Year, School Term, Teacher, Course, Student ID, Enrollment Status.

Sorting: Student ID, Name.

Sample Output:

Course:	**Business Law 505-1**	Teacher:	**Teacher Patton**
Sort By:	**ID**	Date:	**09/21/2005**

Student Progress Report

09/21/2005

Term Q1: Business Law 505-1

Jennifer Leveille Laura Patton

Overall Grade: 93.34 % iPASS High School

Category	Weight	Overall Grade
• class work	100%	100.00
• Reading	100%	90.00
• Report	100%	95.00

Date	Category	Assignment	Score	Grade
09/26	Reading	Reading	85.00/100	85.00
05/26	class work	class work	50.00/50	50.00

Teacher Letters

Letters can be generated by a teacher to be sent to parents regarding assignments from their rankbook. Letters can also be run to include a copy of a Progress Report for the student and a set of mailing Labels that correspond with the letters printed.

Go to <Letters System><Write Letters> to create a template.

Use these Data elements to enhance your letter template.

AssignmentsInc	List of Incomplete Assignments	Teacher
AssignmentsLow	List of Assignments with Low (Fail) Grad	Teacher

AssignmentsOwed	List of Assignments Owed	Teacher
StudentProgress	Progress Report	Teacher
Teacher Phone	Teacher At School Phone Number	Teacher
TeacherEmail	Teacher Email address	Teacher
TeacherName	Teacher Name First Last	Teacher

Example Template:

$TODAY$
$SchoolName$

Dear $GuardianName$:

Here is a summary of progress to date for $StudentNameFirst$:

$StudentProgress$

If you have any questions, or need additional information or would like assistance in helping your child complete this work, please contact me.
I may be reached via email at $TeacherEmail$ or by telephone at $Teacher Phone$.

Thank you,

$TeacherName$

Running a Teacher Letter:

Go to <Letter System><Print Letters><Parent Student Letters>

Selection Criteria: Letter, Academic Year, School Term, Student ID, Last Name, Course, Grade Lower Than, Teacher, Assignment Types, Progress Report, Include Unscored assignments, enrollment Status, Mailing Labels YES/NO.

Sorting: Name/ID, Homeroom/Name, Grade Level/Name, Course/Name, Town/name.

Sample Output:
09/21/2005
iPass High School

Dear Deb Nicastro:

Here is a summary of progress to date for Kristen:

Term Q1: Science Bridge 924-01

Laura Patton
iPass High School

Overall Grade: 78.80 %

Term Grade: 78.80 %

Category	Weight	Term Grade	Overall Grade
• Classwork	10%	88.00	88.00
• Homework	20%	70.00	70.00
• Test	70%	80.00	80.00

Date	Category	Assignment	Score	Grade
08/02	Classwork	Schooning 1	0/100	
08/02	Classwork	Bridge too far	88.00/100	88.00
08/02	Homework	Bridge how big	70.00/100	70.00
08/02	Test	Test 1	80.00/100	80.00
08/28	Classwork	Schonning 06-07	0/100	

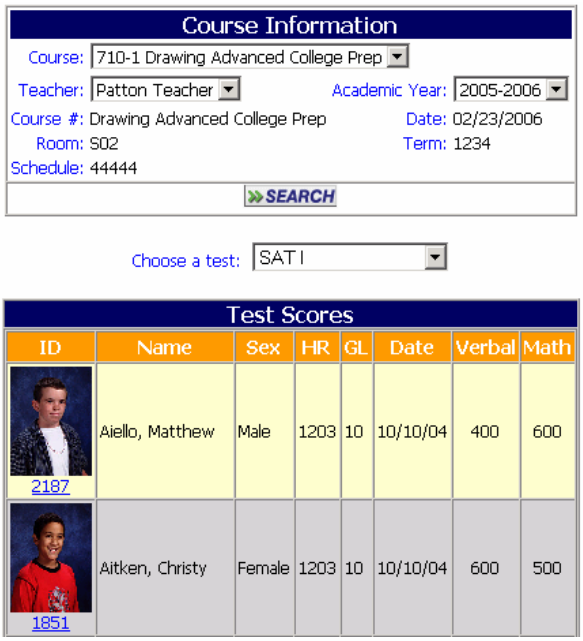
If you have any questions, or need additional information or would like assistance in helping your child complete this work, please contact me.
I may be reached via email at support@imgsoftware.com.

Thank you,

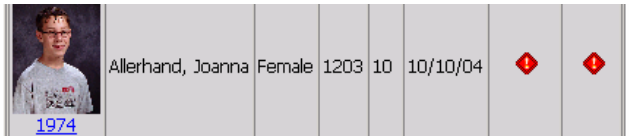
Mrs. Teacher

*i*Teacher <Standard Test Entry>

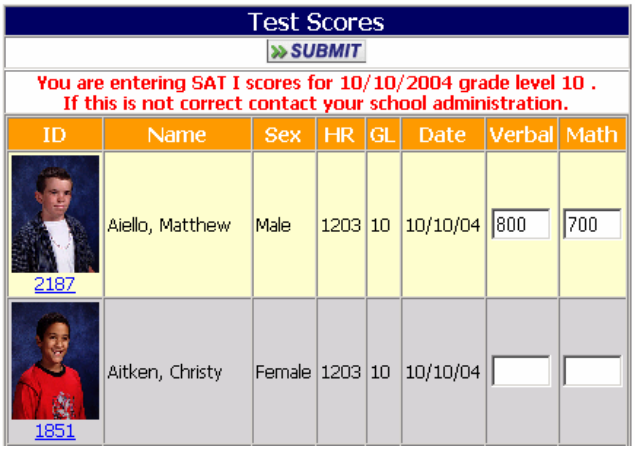
⇒ Search for students by course.
⇒ Select a test using the Choose a test: drop down selections.



This screen shows student scores in a view only mode.



The ! indicates that there are no scores for this student for the test selected.



This screen shows student scores in the Add Score mode.

*i*Teacher <View Daily Attendance>