How To use the many functions of JupiterGrades

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Introduction

- JupiterGrades is web-based. No need to back up. Can access it from anywhere that has web access.
- No need to upload and synchronize gradebooks. Teachers who have a specific student can see a snapshot of that student’s academic profile, for any subject the student is currently studying.
- Progress reports are not needed. The grades are there, live, available for students, parents, and teachers to see.
- Report cards easy—grades already there so there aren’t any extra steps.
- Each grading period has a separate gradebook, broken down by quarters or trimesters, etc. JupiterGrades also calculates semester grades for you based on your quarter grades (same applies to any sort of cumulative grading period… not just quarters/semesters)
- Gradebooks can be kept for as long as you want, and you can access any gradebook at any time.

Navigation

- The tab bar along the top of the screen is mainly what you will use to toggle between functions (your classes will be along the left, and the most commonly used pages will be along the right). You can elect to make your classes listed either on the tab bar or in a drop-down list format.
- As you are navigating through JupiterGrades, you can point your mouse over anything on the page and along the footer (bottom left) will be a brief explanation of what your mouse is pointing to.
- Don’t use your browser’s “Back” button because it will knock JupiterGrades out of sync with the server. If you need to go back, use the commands within JupiterGrades itself.
- There is a quick Find Student search box at the bottom of the page that can be used to find a specific student by name, student ID, email address, etc.

When you make changes in your gradebook, your changes are saved automatically. The Done button is only needed for when you are about to log off or leave your computer, or when you are going to put your computer in sleep mode. You can also Logout to save your information (this is recommended if you are going to be away from your computer, for security reasons)

Gradebook Setup

- Choose your own login username and password.
- Go to the Setup menu along the top right of the tab bar to access all of your setup options.
- Your classes and your students should be pre-loaded by administration.
- Contact administration if there are any changes that need to be made in regard to your students (misspellings, add to/drop from class, etc.).
- You can assign a TA to view and update your gradebook (and you can customize your TA’s access).
- Gradebooks are archived so you can access any gradebooks from the past, should you need or want to.
- You can print your gradebook at any time using the Print menu (you can also export your gradebooks as a PDF or an HTML document).
Grading Options

- Choose a grade scale from the Templates drop-down list. After you select a scale, you can customize the grades.
- Percents are optional. The grades will simply be an average of the grade marks, no matter in what form the grades are recorded.
- You can round letter grades in your grade books as well as on report cards. However, grades are always shown to the tenth of a percentage point so that students will know exactly how close they are to a grade.
- You can elect to Apply to all classes or Apply to all (whichever) Semester (meaning apply to the grades AND to the final exam, versus just to the grades).
- **Special Marks** (such as check marks, abbreviations, etc.) can be customized however you want, and the “shorthand” is only viewable by you (parents and students will see the description of the “Special Marks” so that you don’t have to explain your abbreviations):
  - To make a check mark, type \ (backslash… can be found above the Enter/Return key).
  - You can dictate what percent each “Special Mark” is worth so that your gradebook can calculate the grades.
  - You can type in a hyphen (-) if you want to excuse a grade from being counted (this only applies if you are using percents in your gradebook).
  - If you are not using percents but you elect to use “Special Marks,” none of those grades will count toward the final grade.
  - “Missing Assignments” are also considered “Special Marks” but have their own category because they all indicate that assignments were expected but not submitted. Any assignments that have a “Missing Assignment” mark will appear on reports and alerts as “missing.”
    - Blanks are not calculated as missing assignments.
    - If you are using percents, you can also elect to count “0” as a “Missing Assignment” mark.
    - If you are not using percents, you can still elect to penalize the student if there is an assignment missing.
- Choose Categories for your assignment, and choose weights for each (or you can keep them Unweighted which means they will all be worth the exact same amount).
- You can also choose weights for your cumulative grading periods (quarters, semesters, finals, etc.).

Assignments

- Assignments are defined as anything you grade: test, quizzes, participation, extra credit, etc.
- Click the Assign tab to create a new assignment.
- Give your assignment a name and a date (which can either mean the date assigned or the date due, depending on which you prefer).
- You can elect to make your assignments worth a total **Out of (x) possible** (questions), and **Worth (x) points.** For example, you might make a test out of 10 total questions, but with each question worth two points each (so therefore the assignment would be worth 20 points).
- Input your assignment score in a variety of ways. However you input the points is exactly what the students will see (JupiterGrades will not convert points to percents, or percents to points, etc. but it will show the corresponding letter grade).
  - Your assignment input options are **Points** (if you want to input raw points), **Percents** (if you want to input a calculated percentage), **Grades** (if you want to input letter grades), and more (depending on your Grading Options).
- Once you have input all grades for a class, you can select the Fill option at the top of the screen to fill all empty grade fields in with a **Missing Assignment** mark. Otherwise, empty grade fields will not be counted as missing.
Check your gradebook for errors, such as seeing a ? (which means you typed in an invalid grade) or a ! (which means you typed in more points than the assignment is worth… this is allowed, but JupiterGrades alerts you just in case it was a mistake). A * simply means there is a score there that you just changed.

While you are creating an assignment, you can copy the assignment to similar classes by using the Add to (other classes) box on your screen, or use the Copy option at the top of the screen if you have already created the assignment.

You can also enter grades under the Student tab (this page shows specifics of a student, instead of specifics of an assignment) or on the Grades tab (which gives you, essentially, a spreadsheet view).

The Class tab shows your class and a list of the assignments for that particular class.

Weights

Weights can be applied to Assignments, Categories, and Grading Periods.

Check the Net percent of each assignment in the Class page. If the percents look too high or too low, check your Weights and Point Values.

Advanced Grading

Extra credit:

- If you are using percents, when you create an assignment, you can elect to Input as Extra Credit Points (which is essentially creating an assignment “Out of 0 (points) possible,” so that every point above and beyond is extra points). If you leave the Points field blank, or put a zero, it does not hurt the students’ grades. It simply doesn’t add any extra points. You can also penalize students (works essentially like “negative extra credit”):
  - Using the “negative extra credits” concept works for PE classes, for example. First, you create a regular assignment where everyone receives full credit (100 points). Then each week, a new assignment can be added as Extra Credit Points where you take away (with a negative sign) the number of points for not being dressed, not participating, etc. You can make comments to specify why points have been removed.
- You can add extra credit assignments in specific categories, or you can make “Extra Credit” its own category (as long as your categories are not weighted).

Adding/subtracting points or percentages:

- You can add extra credit within the specific assignments by simply adding a number, or a percent, to a grade… such as 88+4, or 90+5%. This also works in the opposite direction (you can take points or percentages away, such as 88-4 or 90-5%).

Changing a student’s total grade (there are two ways):

- Adjust the total percent (either up, or down):
  - Create an assignment and set the Input as menu to Adjust Percents and then enter the percentage points, if any, that each student should be raised or lowered.
- Directly override the grade:
  - Select Override Grades from the Info menu on the tab bar at the top of the screen. In the proper column, you can type any grade or percent.

Drop the lowest grade:

- Use the Drop button and determine the number of lowest grades (in each Category) for JupiterGrades to automatically drop.

Backups:

- Use this menu option to view any grade revisions you have ever made. You can then go back and change any grades (or recover any deletions).
Graph Scores (on the Assign page):
  - View a pictorial distribution of grades on a particular assignment.
  - You can also view data/statistics about a particular assignment as it relates to a particular class or all classes combined.

Curve scores:
  - You can adjust the grades on a specific assignment. Tell JupiterGrades what you feel an appropriate score for your assignment should be to equal 100%, and/or tell JupiterGrades what you feel the lowest grade should be for a particular letter grade, for example.
  - You can enter the values as percents or as points.
  - Curving does not change a student’s score, but it does change how a student’s score is graded.
  - You will always be able to see the original raw score and readjust the curve at any time.

Independent study:
  - This option should be checked if a particular assignment only applies to a select handful of students (these students would be the only ones who see the assignment even listed).

Hide an assignment:
  - Use this option if you do not want students/parents to see an assignment, but you still want the assignment to apply to the grade.

Quick Scores:
  - You can determine specific grades to be entered simply by clicking your mouse. This option is particularly good for mobile devices such as iPads.

Impact on grade:
  - This option shows students how much a particular assignment raises or lowers a grade. You can turn this feature on or off in the Grading Options section.

What if:
  - This option allows teachers to illustrate to students how their grades would be affected if they turned in missing work or if they got a specific grade on an assignment.

Reports & Email (found on the Print page):

Customize what appears on reports (you may have to go back to Setup Grading option to select or deselect certain information to show or hide on the printout)

Grade Reports (like progress reports):
  - You can select specific criteria to use to generate the reports, such as printing a list of missing assignments, printing reports for students below a certain grade, etc.

Report Cards:
  - Includes all teachers and subjects for a particular student… not just your subject

Class Grades:
  - Used mostly to post grades somewhere. You can choose to list students by criteria other than names (such as IDs) to maintain anonymity

Gradebook:
  - Prints your whole gradebook like a spreadsheet

Roster:
  - This is a list of your students in a blank spreadsheet, to use for any purpose

Seating chart:
  - Good for subs or for the beginning of a semester. You can also print with photos.

Email:
  - You can select a specific student or an entire class (but not a select group within a class). You can also elect to email specific class-related information (such as a total list of current grades, a list of missing assignments, comments, etc.) within the email. You can send to students, parents, or both.
  - You can View Log to see copies of all the emails you have sent.
**Email alerts:**
- On the **Setup Students** page, you can choose to send email alerts to parents regarding their children in the following capacities: absent/tardy, missing assignments, low grades. This setting applies to all subjects—not just yours.
- Parents can customize their own alert preferences as well.

**Language:**
- JupiterGrades can translate any communication into Spanish for students, teachers, or both. Parents can also customize this themselves.

**Homework & Announcements**

- **Create an assignment on JupiterGrades** that encompasses the name of the assignment, a date, a description, any applicable files, and more.
  - Enter a due date for assignments (for tests and quizzes, it’s the date the tests and quizzes are given).
  - You can type in an optional description when you create an assignment to give students direction.
  - You can also upload files that apply to the assignments that you are creating.
  - By default, each new assignment will appear on the students’ **Homework page** whenever you want it to (by default, the assignment will appear one day before it’s due… but you can change that). If you do not want an assignment to appear on the students’ Homework page—such as a participation grade—then just uncheck the **Show on Homework page** option.
  - JupiterGrades recommends that you add your assignments in advance to give the students time to see the assignment before it is due. Since ungraded assignments do not affect students’ grades, it is safe to add as many assignments as you want, as far in advance as you want.
  - You can preview how your homework “looks” to the students by selecting **Homework** from the **Info** menu. If you want to preview how **Calendar** and **Files** pages look too, you can elect to **Login as Student**.

- **Calendar (Cal)**
  - The **Calendar** is where you can enter assignments that are not going to be graded, such as reading assignments (“Read Chapter 8”). You can enter these assignments by going to **Cal** with the same information/detail (due date, description, files, Show on Homework page, etc.) as if you added them by going to **Assign**.
  - **Announcements** are essentially assignments that are not shown on the Homework page. Add them by going to **Cal**.
  - **General Announcement**—appears on the Overview page which is the first page the parents and students see when they log in.
  - Another way to make an announcement would be to simply send out a mass email.
  - In the description of any assignment or announcement, surround your text in double-asterisks (**) for **bold** or double-slashes (//) for **italics**.

- **Public Files**
  - To upload files for students and/or parents to download, go to **Setup→Public Files** and select **Upload**.
  - Each subject will show its own files but if you want a file to be available for multiple subjects/classes, select the **Copy** option. Here you can select which other classes will have access to the files. This way, you don’t have to upload the file multiple times.
  - If you change/revise a file and want to replace it on JupiterGrades, simply re-upload it with the same file name.
  - You can rename or add a description to a file by clicking the **Rename/Comment** option.
Attendance (for teachers):

- **Go to the Roll option in the top tab menu**
- **Seating Chart**
  - You can take roll by **Seating Chart** (this is particularly helpful in the beginning of the terms when you are not 100% familiar with students’ names yet, or for substitute teachers)
  - Just click the mouse button until the proper “code” appears (such as **A** for absent, **P** for present, **L** for late, etc.)
  - If all students are present, be sure to select the **All Present** option at the top of the page
  - You can combine two or more same-period classes by checking the **Combine period (x) classes** option, so that you only have to use one screen for attendance. Alternatively, you can uncheck that box and take attendance separately if you prefer.
  - Attendance for double-period classes can be taken on the same screen
    - Clicking on the student’s name marks the same attendance code for both periods. If you need to mark different codes for each period, click on the code instead of the student’s name.
    - Marking a student tardy (**T**) by default only marks the first period with a **T** but you can manually change that.
- **Roll Sheet**
  - This choice gives you just a few more options (such as selecting a specific term here, and determining how many weeks/dates are viewable)
  - You can take attendance here the same way you’d take it on the **Seating Chart**—simply by clicking to change attendance code. You can also simply click the legend as a short cut.
  - If any of the codes are grayed out, they are reserved for administrative use only.
  - You can access/change attendance from past dates in the Roll Sheet too, though administration may lock past dates after a certain amount of time.
  - The **Abs** (absent) and **Tar** (tardy) columns, directly to the right of the students’ names, reflect the TOTAL number of absences (excused AND unexcused) and tardies for the entire term that you have selected, no matter how many weeks (or what date range) you elect to view.
  - To take attendance for double-periods, hold the **SHIFT** key down if you want the same attendance code to apply to both periods. Otherwise, if you want to mark two separate attendance codes for each period, click normally (with no **SHIFT**).
  - Click **Print** to print your roll sheet. You can custom-select which term and dates to show on the printout. You may need to print the roll sheet in parts if the whole term/date range doesn’t fit on one printout.
  - You also have the option to print a blank roll sheet by selecting the **Blank** box.

**Discipline**

- Negative AND positive incidents/behaviors can be logged!
- Non-disciplinary incidents can also be logged (medical concerns, general concerns, general academic concerns, commendations, etc.)
- If the administration allows, you can customize your own discipline codes and consequences:
  - Customize the Log form by going to **Setup** ➔ **Discipline Codes** and typing your custom discipline codes and consequences in any order.
  - If you type an underscore (_ _) in the consequences box, the form will allow a number to be added to that consequence (such as number of minutes of detention, or number of days of suspension, etc.).
The **Show Log** option allows you to see all of your incidents on one page:
- Different colored/shaped symbols refer to different kinds of “incidents.”
- You view all incidents, view incidents by student, view incident by type, etc.
- The **Incidents** column, immediately to the right of the students’ names, reflects the total number of incidents of whatever type is currently being viewed.

You will get a **Referral** alert when you log in to JupiterGrades if someone has referred an incident to you:
- When you visit the **Log** page, you will notice the new referral is in bold with a bullet, indicating that it is new.

To log a new incident or to send a referral:
- Click the **Log** tab menu option
- Click on each student that is involved in the “incident,” or manually enter a student’s name/ID number to add him or her.
- Input the date, period/time, and your name (or whomever is reporting the incident; you may be logging the incident for another teacher, for example)
- Include a **Description** (parent and student can see) of the incident and/or **Staff Notes** (private, only for teachers). Both are optional.
- Check the applicable incident from the selection on the right side of the screen (which can be completely customized), or add your own (**Other**).
- Select the **Severity**
- Select the **Consequence(s)**, which also can be completely customized. If the log is just a warning, leave the **Consequence** section blank.

To refer the incident to an administrator, counselor, etc. or to alert a parent:
- Check the proper box that is listed below the **Staff Notes** section. You can only refer to one person at a time, so perhaps you will refer an incident to a counselor who will then refer it to an assistant principal, etc.
- JupiterGrades already knows who the proper (administrator, counselor, etc.) is for each student. So even if different students (within the same incident) have different admins/counselors, JupiterGrades will notify the correct one.
- You do not need to “send” a referral. Just checking the proper boxes will automatically send an alert to the administrator/counselor.
- If you do not want to send a referral to anyone (and instead just want to keep the incident as a log of warnings or non-referral incidents, etc.) do not check any boxes for referrals.
- You can check **Email alert to Parent** to send a copy of the incident to the parent. You can also elect to **Post online for Parent** so that parents can see the incident in the **Behavior Log** when they log in.

**Report Cards**

**Progress Reports** and **Report Cards** are essentially the same kind of report… so they will both be referred to as **Report Cards**

Each Report Card shows grades from each one of the students’ teachers, no matter how many teachers the students have.

The only thing(s) you should need to do for a Report Card that isn’t done automatically is to add grades for **Citizenship/Effort**, make general comments, and make any necessary grade adjustments.
- Report Card comments can be made in the Student tab menu option. You can choose from a prescribed list of comments, or you can add your own. Only comments in the general comment box appear on Report Cards (not comments made on individual assignments)
- **Citizenship/Effort**
  - These grades can be added by selecting **Info → Report Cards**. Then click in the appropriate column.
Overriding grades
- This can be done in **Info → Report Cards**. Anything can be overwritten for the semester grades, including codes like INC if your student(s) have incomplete work. You will still be able to see the original grade (it will be dimmed) for reference.

Final exam
- The final exam grade can be input in the proper column in **Info → Report Cards** as well.
- You can also enter the final exam grades in a separate gradebook. Then enter the exam as a regular assignment (useful if you have a grade for multiple choice as well as a grade for an essay in your final).

Lock/Unlock your gradebook
- In **Info → Report Cards**, you can Lock/Unlock your gradebook. This is useful to indicate that your grades are final.

Print and/or email your Report Cards (using the **Print** or **Email** tab menu options)

New Grading Period
- Each grading period needs a new gradebook. You can create a new gradebook by clicking on the drop-down menu on the top left of your JupiterGrades screens (the ones that list the gradebook/semester that you are currently viewing).
- You can create a gradebook with the same classes and students as the previous term, or you can start fresh with new classes/students (or you can do both!)
- Copy your assignments (instead of recreating/re-uploading) by going to **Setup → Import/Export** and then selecting **Import Assignments from other Class**. Next, select the gradebook that you want to copy the assignments from (you can even select other teachers’ gradebooks).

Substitute Teachers
- All teachers can utilize the features for substitute teachers in JupiterGrades.
  - Go to **Info → Substitute Teachers**
  - Select the date of your absence and choose the classes for which you will need coverage (you can also go back and look at past dates of substitutes)
  - Type your instructions for all classes in the **Instructions for Sub** box.
  - Be sure your seating charts are up-to-date (**Setup → Seating Charts**)
  - Secretaries should now have access to all absent teachers’ lesson plans/seating charts. You can also print this information yourself.
- Substitutes should have (or at least have access to) seating charts, schedule, and lessons plans (all available through JupiterGrades).
- A temporary JupiterGrades log-in password should be listed on the schedule/lesson plan printout as well. **This printout should be kept safe from students.**
  - When subs log in with the temporary password, the first page they will see is the feedback page where they can leave general comments about the day as well as contact information (when sent, the teacher will receive this information as an email).
- The class tabs along the top of the page can be used to bring the sub to the seating chart where he/she can take attendance. Click **Done** when finished taking attendance.
- Secretaries can log in and go to the **Reports** page to see the teachers who have left sub plans/info on JupiterGrades
  - Secretaries can also manually add any other teachers who are absent unexpectedly or who did not set up their absences using JupiterGrades
  - All information (instructions, passwords, seating charts) for absentee teachers can be printed at once