

# BISD-Computer Services Department

## GradeSpeed.NET

Elementary Procedures



### Guidelines for GradeSpeed:

- Course Setup
- Scheduling Students
- Attendance
- Assignments & Grades
- Progress Reports
- Report Cards

GRADESPEED.NET

# Elementary Procedures

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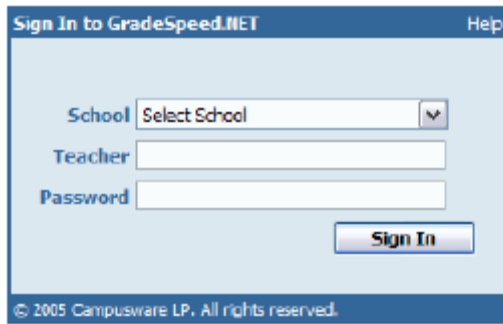
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# Guidelines for Your GradeSpeed Grade Book

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## GradeSpeed Teacher Log In



District : Brownsville ISD  
School : <Select School>  
**Teacher ID** : **<Your Teacher ID Number>\*\***  
Password : <Leave blank on first time log in>

**\*\*All BISD Teachers will be using their Teacher ID to log in to GradeSpeed. PE, Music, Art, and other Elective teachers NEED to be setup in the Teacher Catalog with their Teacher ID. Please check with your Data Entry Clerk to verify that every teacher is setup correctly. Failure to do so will give the user an “Invalid Account” message.**

**First Time Log In:** A message box will ask you to create a 6 character password. For security reasons, **DO NOT** use your Employee ID as a password. Passwords should include both letters and numbers.

## Creating Courses

RCGroup: --Select-- Course: [v]  
Section: 1 Section Name: [ ] Room: 8755  
Period: 1 [v]  
Grade Level:  01  02  03  04  05  06  07  08  
 09  10  11  12  P3  P4  KG  EE  
Add Section Cancel

RCGroup: --Select-- [v]  
Section: [v] Art  
Language Arts  
Math  
Music

### 1st – 5th

Create all of the Courses Sections that you are responsible for teaching and giving grades to *ONLY*. If you are also teaching courses in the “*Other Curricular Areas*,” then make sure that you create those courses as well. Use a BISD Report Card as a guide to help you in setting up your courses.

### Pre-Kinder

Only create the following Course Section:

- ✓ Science PK

**Everything else, which is listed on the BISD PK Report Card, has been setup on GradeSpeed.**

### Kinder

Create the following Course Sections:

- ✓ ESL
- ✓ Social Studies
- ✓ Science
- ✓ Fine Arts (Art, Music, or Theater Arts)
- ✓ Health (*\*only if PE coach will NOT be responsible for giving Health grades*)
- ✓ Other Languages (*\* only if instruction for this course will be given*)
- ✓ Computer Science (*Technology Applications*)

**Everything else, which is listed on the BISD KG Report Card, has been setup on GradeSpeed.**

PE/Music/Art/ Computer Science (Technology Applications)

Teachers giving instruction for these courses can create their Courses Sections using the following formats:

- a) **By teacher, per grade level:** A course section must be added for each teacher following the suggested formats:

**Section Name: Sending Teacher – Receiving Teacher Grade**

*Example:* A PE coach needing to create course sections for the 1<sup>st</sup> & 2<sup>nd</sup> grade teachers.

Section: 1	Section Name: Garcia, A. – PE Coach 1
Section: 2	Section Name: Lopez, B. – PE Coach 1
Section: 3	Section Name: Gomez, C. – PE Coach 1
Section: 4	Section Name: Garza, D. – PE Coach 1

Section: 1	Section Name: Ramos, E. – PE Coach 2
Section: 2	Section Name: Santos, F. – PE Coach 2
Section: 3	Section Name: Robles, G. – PE Coach 2

-- OR --

- b) **By grade level:** A PE coach should create *ONLY* one course section, per grade level, following this format on the section name:

**Section Name: PE Coach (last name) – Grade Level**

*Example:* Creating Sections for all grade levels.

Section: 1	Section Name: PE Coach - KG
Section: 1	Section Name: PE Coach - 1st
Section: 1	Section Name: PE Coach - 2nd
Section: 1	Section Name: PE Coach - 3rd
Section: 1	Section Name: PE Coach - 4th
Section: 1	Section Name: PE Coach - 5th

These course setup examples apply to Art, Music, and Technology Applications.

**NOTE: Formatting option b) will group all of the students, per grade level, in your grade book. This option will not allow you to create reports per teacher and grade level.**

## Student Scheduling

Only Homeroom teachers can schedule student. Teachers with no homeroom students assigned to them (*i.e. PE, Music, Art, etc.*), will ONLY need to create their courses. No scheduling can be done by them, only the homeroom teacher.

Cycle: 
 RCGroup: 
 Default Course: 
 Section: 
 Apply to:

Student	Course	Section	Student	Course	Section
756593/Barnhart,James	<input type="text" value="D"/>	<input type="text" value="1"/>	755991/Niemeyer,Eileen	<input type="text" value="D"/>	<input type="text" value="1"/>
756681/Boswell,William	<input type="text" value="D"/>	<input type="text" value="1"/>	754508/O'brien,Kevin	<input type="text" value="D"/>	<input type="text" value="1"/>
754345/Conaway,Dennis	<input type="text" value="D"/>	<input type="text" value="1"/>	756004/Phillips,Jane	<input type="text" value="D"/>	<input type="text" value="1"/>
759228/Dileva,Pat	<input type="text" value="D"/>	<input type="text" value="1"/>	756006/Reader,Ronald	<input type="text" value="D"/>	<input type="text" value="1"/>
756488/Elliott,F	<input type="text" value="D"/>	<input type="text" value="1"/>	755993/Remington,James	<input type="text" value="D"/>	<input type="text" value="1"/>
756680/Farlow,Jay	<input type="text" value="D"/>	<input type="text" value="1"/>	756491/Smith,Cynthia	<input type="text" value="D"/>	<input type="text" value="1"/>
756000/Finkelstein,Richard	<input type="text" value="D"/>	<input type="text" value="1"/>	756599/Walgora,Steve	<input type="text" value="D"/>	<input type="text" value="1"/>
757067/Haines-Thomas,Linda	<input type="text" value="D"/>	<input type="text" value="1"/>	756009/Willis,James	<input type="text" value="D"/>	<input type="text" value="1"/>
756690/Lee,Eule	<input type="text" value="D"/>	<input type="text" value="1"/>	756501/Wimmer,Phyllis	<input type="text" value="D"/>	<input type="text" value="1"/>
756699/Milken,Glenda	<input type="text" value="D"/>	<input type="text" value="1"/>			

Homeroom Students: 19

Homeroom Teachers:

First, schedule all of your homeroom students to the courses that you will be teaching. Then, schedule your students to the other courses in the “*Other Curricular Areas (PE, Art, Music, etc.)*” section of the BISD Report Card, provided that those teachers have their course sections created.

**NOTE:** If there are students in your homeroom class that will be receiving instruction from another teacher, for any subject, do not schedule them to your Course(s). Contact the receiving teacher, giving instruction, and make sure that the receiving teacher created his/her courses. Then, schedule your HRM student(s) to that teacher’s Course Section.

When scheduling students, there are several GradeSpeed scheduling scenarios:

- ❖ **HRM Teacher:** All HRM students taught by HRM teacher.
- ❖ **HRM Teacher - Special Ed Teacher:** HRM teacher schedules only those students needing service to the course sections created by the Special Ed Teacher.
- ❖ **HRM Teacher – BI Unit/Resource Teacher:** HRM teacher schedules only those students needing service to the course sections created by the BI/Resource Teacher.
- ❖ **HRM Teacher – PE Coach/Music & Art/Technology Applications:** HRM teacher schedules students to the courses sections setup by these teachers.
- ❖ **Team Teaching:** Each HRM teacher, in a TEAM, schedules his/her HRM students to the other TEAM teachers' courses.

Cycle: All RCGroup: Art  
 Default Course: --Select-- Section: Apply to: All Load Default

Please click on the Update button to save these changes.

Student	Course	Section	Student	Course	Section
756593/Barnhart,James	Art Gr 1	Art 1/1,Dunca(901)	755991/Niemeyer,Eileen	Art Gr 1	Art 1/1,Dunca(901)
756681/Boswell,William	Art Gr 1	Art 1/1,Dunca(901)	754508/O'Brien,Kevin	Art Gr 1	Art 1/1,Dunca(901)
754345/Conaway,Dennis	Art Gr 1	Art 1/1,Dunca(901)	756004/Phillips,Jane	Art Gr 1	Art 1/1,Dunca(901)
759228/Dileva,Pat	Art Gr 1	Art 1/1,Dunca(901)	756006/Reader,Ronald	Art Gr 1	Art 1/1,Dunca(901)
756488/Elliott,F	Art Gr 1	Art 1/1,Dunca(901)	755993/Remington,James	Art Gr 1	Art 1/1,Dunca(901)
756680/Farlow,Jay	Art Gr 1	Art 1/1,Dunca(901)	756491/Smith,Cynthia	Art Gr 1	Art 1/1,Dunca(901)
756000/Finkelstein,Richard	Art Gr 1	Art 1/1,Dunca(901)	756599/Walgora,Steve	Art Gr 1	Art 1/1,Dunca(901)
757067/Heines-Thomas,Linda	Art Gr 1	Art 1/1,Dunca(901)	756009/Willis,James	Art Gr 1	Art 1/1,Dunca(901)
756690/Lee,Eulie	Art Gr 1	Art 1/1,Dunca(901)	756501/Wimmer,Phyllis	Art Gr 1	Art 1/1,Dunca(901)
756699/Milken,Glenda	Art Gr 1	Art 1/1,Dunca(901)			

Homeroom Students: 19

**Students scheduled successfully.**

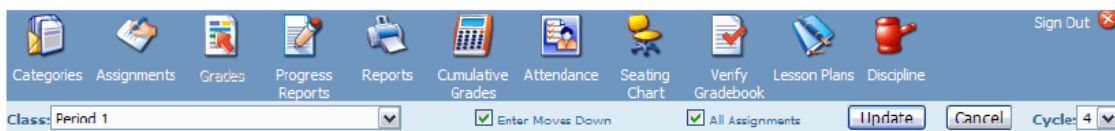
**Note:** Your Grade Book should have the same number of classes as there are courses. Please verify that your Grade Book is not missing any courses. If you are missing a course, then when Report Cards are generated, they will be INCOMPLETE (missing grades). Hand writing in grades is unacceptable, and needs to be discussed with your Campus Administrator prior to issuing them out.

# GradeSpeed Grade Book Assignments and Grades

Student	Avg	hwk pg. 12 1-15 Tek 1A Feb-1	test Feb-1	quiz Feb-1	project Feb-1	homework Feb-1	quiz Feb-1	Story Problems Feb-7	exam Feb-14
Abrahamsson, Alfreda	1	104	85	100	90	Msg	100	4	84
Arviragus, Cordela	66.25	93	80	83	Inc	89	100	13	70
Asandwich, Bryshaun	68.19	100	88	100	Msg	100	Inc	9	85
Banazir, Aragorn	70	55	100	50	100	100	78		85
Bernardsson, Benedicta	71.90	100	99	100	Exc	100	100		89
Biondello, Baptista	71.43	98	77	75	70	78	97		89
Handbasket, J'Varean	79.81	100	100	100	45	100	100		Exc
Jones, Aushanique	76.76	100	110	92	48	100	100		Exc
Legolas, Golum	81.54	100	95	50	88	100	100		
Leonardoan, Agnes	75.40	85	100	Exc	99	100	100		
Maggot, Butterbur	68.13	Msg	95	Exc	80	Msg	70		
Oliversson, Adalheid	88.15	85	35	92	65	100	100		
Pipon, Peragrin	83.19	85	95	83	70r	100	99		

It is your responsibility to update your GradeSpeed grade book routinely! With the availability of **GradeSpeed's Parent Connection**, parents will be able to log in and view their child's assignments & grades, at any given time. Having your grade book updated, and current, will help parents become aware of their child's academic standing and progress. The number of assignments and tests should reflect both BISD Policy and/or your Campus Policy.

Information on the available icons on your GradeSpeed grade book, and how to use its Attendance and Reporting features has been provided to your campus.



Please contact your Technology Support Teacher or Campus Administrator to obtain a copy.

**NOTE: Make sure you click on "Update" to SAVE any changes/additions done on your Grade Book.**

# GradeSpeed Attendance

Return
Attendance

**Tuesday, June 06, 2006**

Teacher:  
**Abett Alf**

School:  
**Training Elementary**

All Present

Student	Code	Present	A	T	U
Abrahamsson, Alfreda		⊙	○	○	○
Arviragus, Cordelia		⊙	○	○	○
Asandwich, Bryshaun		⊙	○	○	○
Banazir, Aragorn		⊙	○	○	○
Bernardssen, Benedkta		⊙	○	○	○
Biondello, Baptiste		⊙	○	○	○
Bluebeard, Boris		⊙	○	○	○
Cordova, Bardolph		⊙	○	○	○
Dogberry, Quindarius		⊙	○	○	○
Draylen, Brezanae		⊙	○	○	○
Gentry, Shaquille		⊙	○	○	○
Gransaul, Boyet		⊙	○	○	○
Handbasket, J'vearean		⊙	○	○	○
Jones, Aushanique		⊙	○	○	○
Legolas, Gollum		⊙	○	○	○

**6/6/2006**

Period  
HRM ▼

Time Code  
A ▼

Report Totals

Print Roster

Codes	Description
A	Absent
T	Tardy
U	Unexcused
X	Extracurricular
M	Medical
R	Religion

- ❖ Daily attendance will be done in GradeSpeed beginning on the **First Day of Class**. You can only POST attendance through GradeSpeed. Please refer to the “**Student Accounting System Procedural Memo**,” attached to the end of this document, to revise the Attendance Procedures as it applies to all campus personnel.
- ❖ Always verify that your student roster is correct in GradeSpeed. If there are any discrepancies with the number of students in your class, please contact your Attendance Clerk.
- ❖ Attendance changes CANNOT be made in GradeSpeed. Changes can only be done by your Attendance/Data Entry Clerk.

## GradeSpeed Progress Reports

GradeSpeed progress report generation will be set by your Campus Administrator.

## GradeSpeed Report Cards

Your GradeSpeed grade book must be verified at the specified date set by your Campus Administrator. All teacher grade books need to be verified prior to printing BISD GradeSpeed Report Cards. Failure to verify your grade book can result in INCOMPLETE report cards.

**For any GradeSpeed issue, please contact your Technical Support Teacher or Campus Administrator.**

# Guidelines for Your GradeSpeed Grade Book (DON'T's)

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## Creating Courses (All Grade Levels)

When setting up your Course Sections, DO NOT leave any of the fields blank. The “**Section Name**,” for each course, should follow these formats:

- ✓ Ex. Garcia, J. – Read 1st
- ✓ Ex. Garcia, J. – Lopez, R. Music 1st
- ✓ Ex.. Sending Teacher – Receiving Teacher Subject Grade

## Scheduling (1st – 5th)

Students cannot be scheduled to an English and ESL course section at the same time, within any 6 wks. If certain students need to receive ESL instruction, then only those students should be enrolled in ESL.

## New and Transferred Students

Every new/transfer student needs to be scheduled by the Homeroom teacher upon entering the classroom. This will automatically transfer the student’s 6wks averages to the new teacher’s grade books. Current 6wks averages DO NOT trail. A hard copy of the student’s GradeSpeed Progress report card must be submitted to new teacher/campus.

The PE, Music, Art, etc., teacher who is not the Homeroom teacher of the new/transferred student must be notified to check that the student has been added to their grade book.

## Assignments and Grades

Assignment and grades should be entered as specified by BISD Policy and/or your Campus Administrator. DO NOT use the “Cumulative Grades Icon” as a short cut to enter 6wks averages. The “Cumulative Grades Icon” generates a screen to view your students 6wks averages based on Assignments & Grades.

Sample Screen Shot of Cumulative Grades Screen

Return		Cumulative Grades										
Teacher: Abett Alf	Student	C1	C2	C3	C4	C5	C6	E1	E2	S1	S2	OA Avg
<b>Help</b>	Abrahamsson, Alfr	90	88	99	I				84	90	84	92
<b>Period 1</b> ID: 1100 Section: 1 Period: 1 Group: 1	Arviragus, Cordel	89			66				70	89	67	78
	Asandwich, Brysha	93			68				85	93	70	81
	Banazir, Aragom	60			70				85	60	72	65
	Bernardssen, Bene	90			72				89	90	74	81
	Biondello, Baptis	81			71				89	81	74	76
<b>Training Elementary</b> Semester: 2 Cycle: 4 From: Jan-4 To: Feb-14 Update	Handbasket, J`Var	90			80				Exc	90	80	85
	Jones, Aushanique	90			77				Exc	90	77	84
	Legolas, Gollum	90			82					90	82	86
	Leonardsen, Agnes	90			75					90	75	83
	Maggot, Butterbur	90			68					90	68	79
	Oliversson, Adalh	90			88					90	88	89
	Pippin, Peregrin	90			83					90	83	87
Exam Weight: 14.27%	Wormtongue, Tinui	90			75					90	75	83
<input type="checkbox"/> Hide Names	Bluebeard, Boris	78			77					78	77	78

For new/transferred students, the 6wks averages will be transferred from the old teacher’s grade book into the new one. Always verify the averages transferred with the hard copy of the student’s report card.

**Always check the “Cumulative Grades Screen” to verify that there are no blank grades for any student.**

## Student Withdrawal Procedures

When a student withdraws from your campus, follow BISD’s policy for student withdrawal.

## GradeSpeed Attendance

Attendance changes CANNOT be done through GradeSpeed. Changes can only be done by your Attendance/Data Entry Clerk using the Pentamation School System.

## GradeSpeed Progress Reports

GradeSpeed progress report generation will be set by Campus Policy.

## GradeSpeed Report Cards

Changes cannot be done after a Grade Book has been verified. Only your campus Administrator can authorize you to make grade changes and process report cards.



For any GradeSpeed issue, please contact your Technical Support Teacher or Campus Administrator.