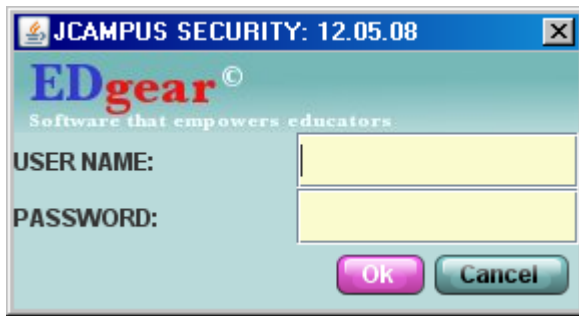
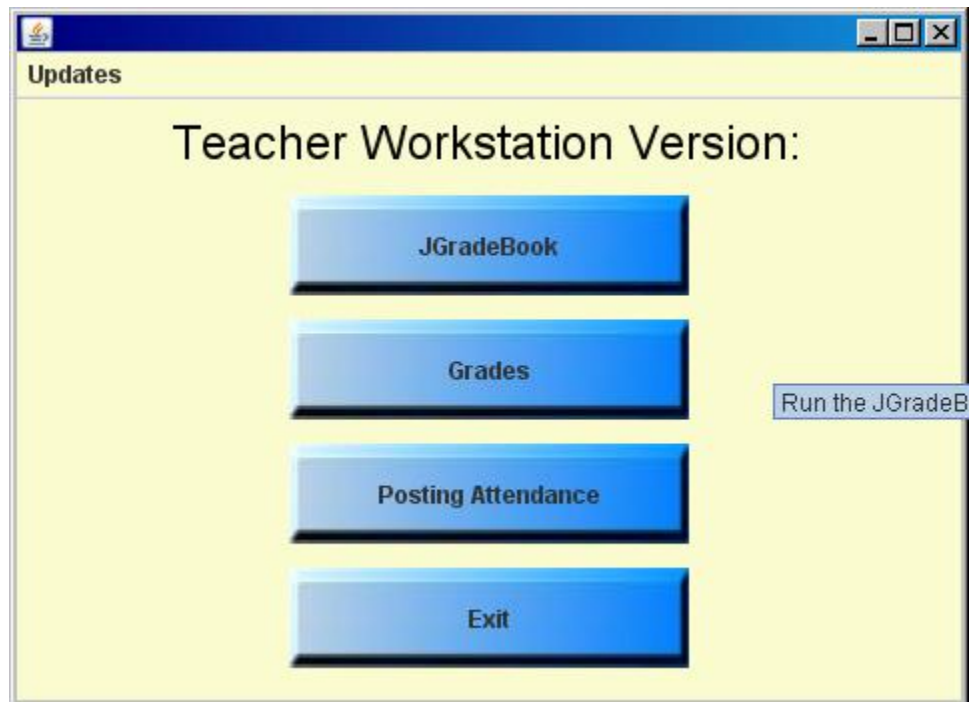


## POSTING GLE'S IN GRADEBOOK

1. LOG IN.



2. CLICK ON JGRADEBOOK.

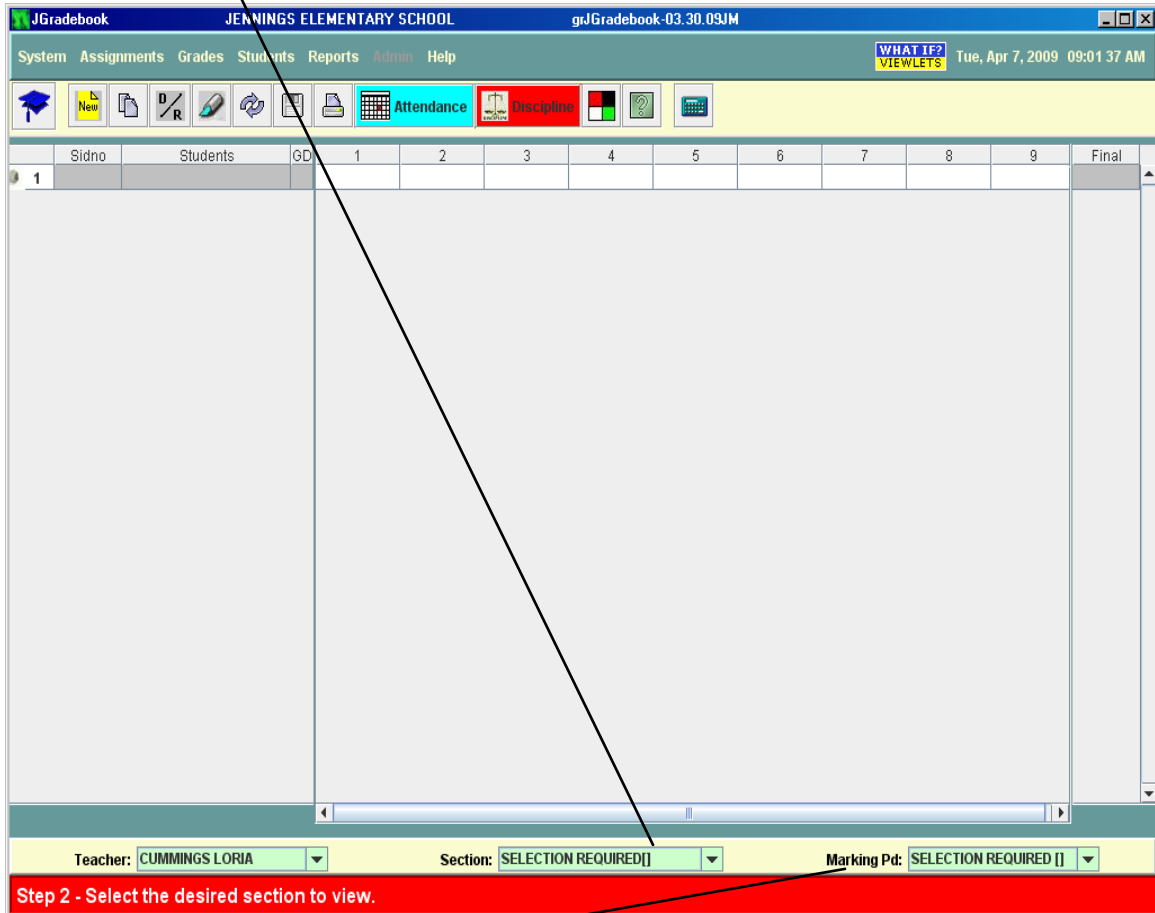


3. WHEN GREEN SCREEN APPEARS CLICK ANYWHERE.

4. CLICK OK ON SETUP BOX.



5. BRING UP CLASS.



5. SET MARKING PERIOD

6. CREATE ASSIGNMENT.

a. Click assignment or new at top.

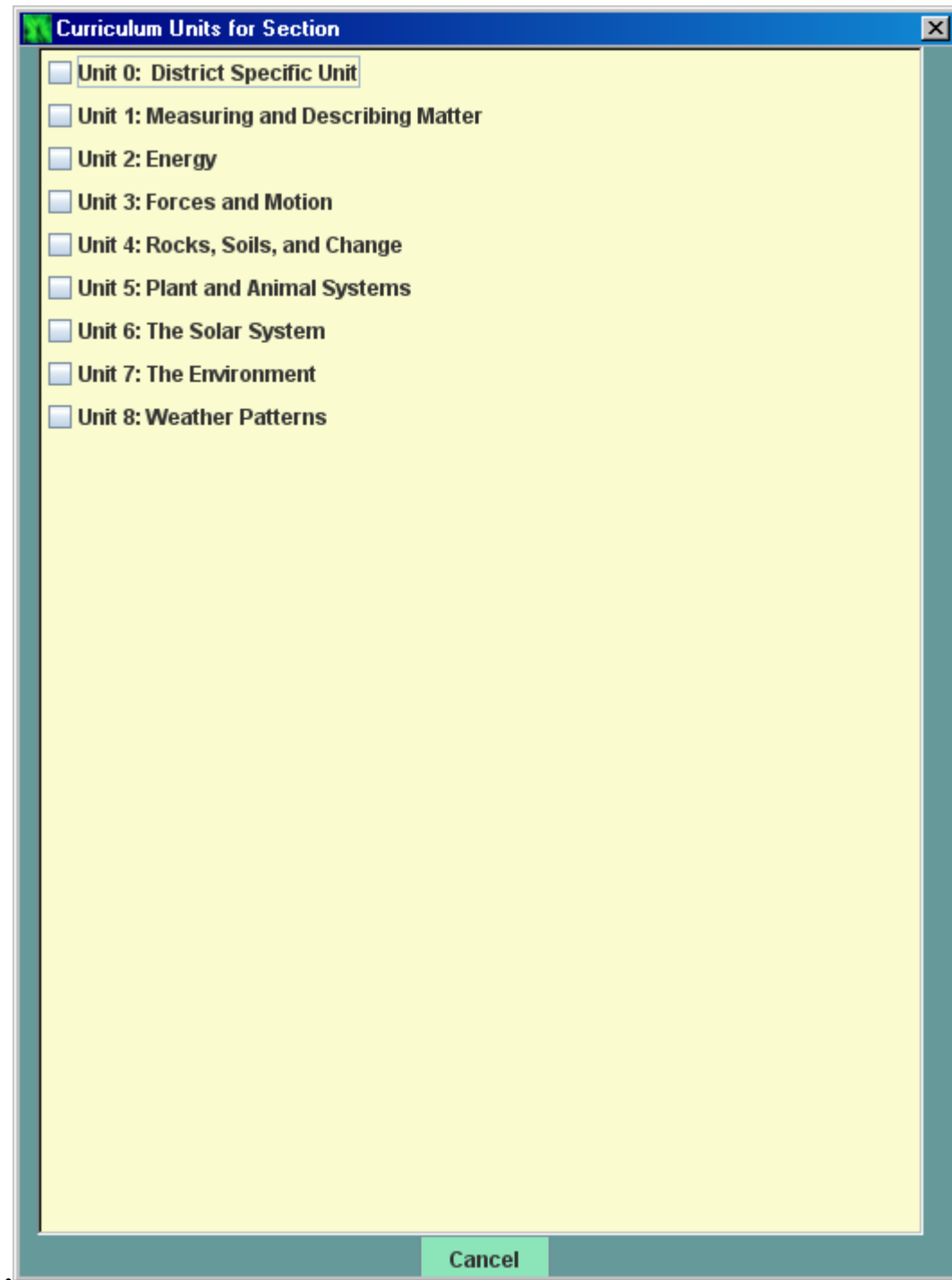
The screenshot shows a window titled "Assignment Editor" with a yellow background. The fields and controls are as follows:

- Assignment Title:** A text input field.
- Assignment Type:** A dropdown menu with "(None)" selected.
- Grade Post Type:** A dropdown menu with "Numerical Grade" selected.
- Curriculum Unit:** A text input field.
- Curriculum Topic:** A text input field.
- Curriculum GLE(s):** A text input field.
- Designated Unit Test:** An unchecked checkbox.
- Do Not Display In Gradebook:** An unchecked checkbox.
- Weight Value:** A text input field.
- Maximum Value:** A text input field containing "100".
- Bonus Points:** A text input field containing "0".
- Date Assigned:** A date input field containing "04/07/2009".
- Date Due:** A date input field containing "04/07/2009".
- Prerequisites:** A text input field.
- Objective(s):** A large text area.
- Navigation Buttons:** "Lesson Plan", "Homework", "Instructional Method", and "Evaluation/Assessment" (all highlighted in light blue).
- Action Buttons:** "Copy To Other Sections", "Save", and "Close" (all highlighted in light green).

b. Type in assignment title.

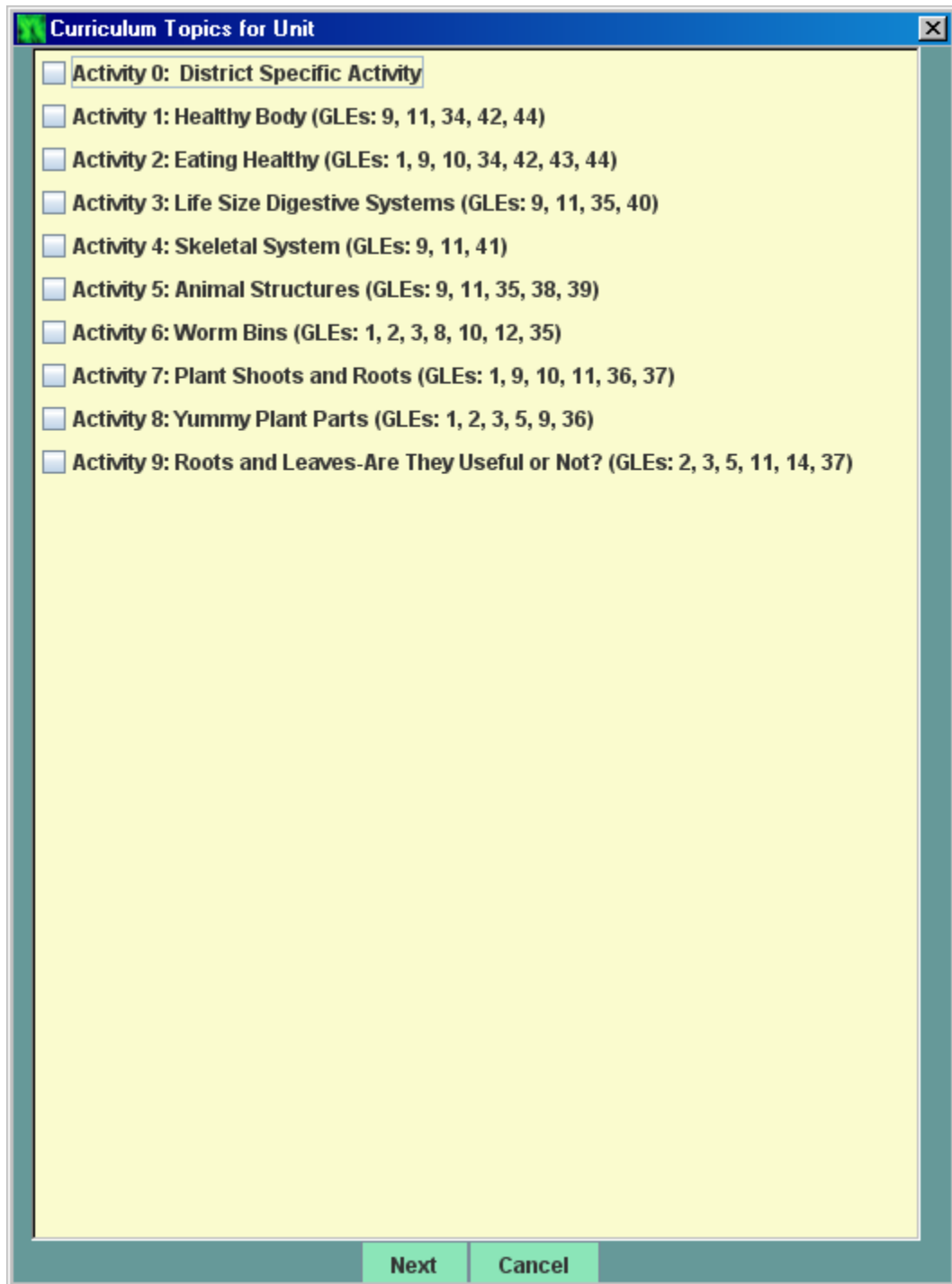
c. Click to enter assignment type and grade post type.

d. Click in box next to **CURRICULUM UNIT**.



1) A box titled **CURRICULUM UNITS FOR SECTION** will appear.

2) Select appropriate unit



The screenshot shows a window titled "Curriculum Topics for Unit" with a close button in the top right corner. The window contains a list of ten activities, each with a checkbox to its left. The activities are:

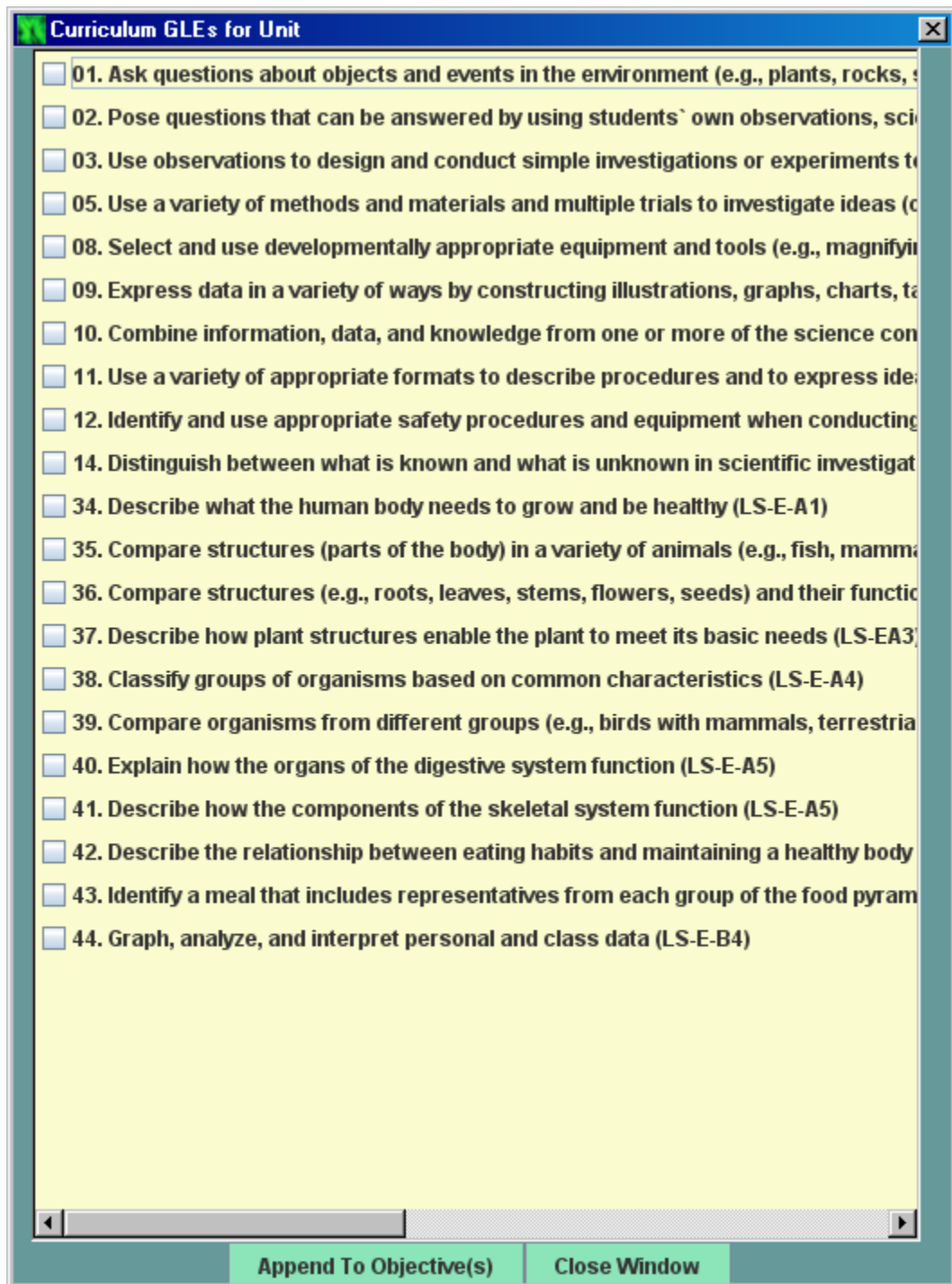
- Activity 0: District Specific Activity
- Activity 1: Healthy Body (GLEs: 9, 11, 34, 42, 44)
- Activity 2: Eating Healthy (GLEs: 1, 9, 10, 34, 42, 43, 44)
- Activity 3: Life Size Digestive Systems (GLEs: 9, 11, 35, 40)
- Activity 4: Skeletal System (GLEs: 9, 11, 41)
- Activity 5: Animal Structures (GLEs: 9, 11, 35, 38, 39)
- Activity 6: Worm Bins (GLEs: 1, 2, 3, 8, 10, 12, 35)
- Activity 7: Plant Shoots and Roots (GLEs: 1, 9, 10, 11, 36, 37)
- Activity 8: Yummy Plant Parts (GLEs: 1, 2, 3, 5, 9, 36)
- Activity 9: Roots and Leaves-Are They Useful or Not? (GLEs: 2, 3, 5, 11, 14, 37)

At the bottom of the window, there are two buttons: "Next" and "Cancel".

3) Another box will appear titled **CURRICULUM TOPICS FOR UNIT.**

4) Select appropriate topic.

5) Hit **NEXT** at bottom of screen



6) Another box appears titled **CURRICULUM GLE'S FOR UNIT**

- 7) Select appropriate GLE's for unit
- 8) When finished, hit **APPEND TO OBJECTIVES** at bottom.
- f. Your curriculum Unit, Topic, and GLE's will be filled in for you.  
Also, the objectives for those GLE's will be entered in the

The screenshot shows the 'Assignment Editor' window with the following fields and values:

- Assignment Title:** plants
- Assignment Type:** (None)
- Grade Post Type:** Numerical Grade
- Curriculum Unit:** Unit 7: The Environment
- Curriculum Topic:** 2
- Curriculum GLE(s):** 57,60
- Designated Unit Test     Do Not Display In Gradebook
- Weight Value:** [empty]
- Maximum Value:** 100    **Bonus Points:** 0
- Date Assigned:** 04/07/2009    **Date Due:** 04/07/2009
- Prerequisites:** [empty]
- Objective(s):** within various ecosystems (e.g., terrarium, swamp, backyard) (SEE-A1) within various ecosystems (e.g., terrarium, swamp, backyard) (SEE-A1) ted (SE-E-A4)

At the bottom, there are tabs for Lesson Plan, Homework, Instructional Method, and Evaluation/Assessment. Below the tabs are buttons for Copy To Other Sections, Save, and Close.

objectives box.

- g. When done hit save at bottom.
- 8. Your assignment will be displayed on your gradebook page.
- 9. Throughout the year if you want to check to see if you have completed required GLE's for your subject matter, you can do this by the following steps:

- a. At top of the gradebook page click on **REPORTS**.
- b. Scroll down to **CURRICULUM CHECKLIST**.
- c. The Curriculum Checklist page will be displayed with the following information:
  - 1) Unit/GLE Description
  - 2) Activity
  - 3) Assessed
  - 4) Date(s) taught

Unit / GLE Description	Activity	Assessed	Date(s) Taught
Unit 0: District Specific Unit			
Unit 1: Measuring and Describing Matter			
GLE #02. Pose questions that can be answered by using students' own observations, scientific knowledge, and testable scientific investigations (SI-E-A1)	2, 3, 5, 7, 9, 10, 2, 3, 4, 5, 6, 7, 10.		09/05/2008, 09/12/2008,
GLE #03. Use observations to design and conduct simple investigations or experiments to answer testable questions (SI-E-A2)	2, 3, 5, 7, 9, 10, 2, 3, 4, 5, 6, 7, 10.		09/05/2008, 09/12/2008,
GLE #04. Predict and anticipate possible outcomes (SI-E-A2)	2, 3, 5, 7, 9, 10, 2, 3, 4, 5, 6, 7, 10.		09/05/2008, 09/12/2008,
GLE #05. Use a variety of methods and materials and multiple trials to investigate ideas (observe, measure, accurately record data) (SI-E-A2)	2, 3, 5, 7, 9, 10, 2, 3, 4, 5, 6, 7, 10.		09/05/2008, 09/12/2008,
GLE #06. Use the five senses to describe observations (SI-E-A3)			
GLE #07. Measure and record length, temperature, mass, volume, and area in both metric system and U.S. system units (SI-E-A4)	2, 3, 5, 7, 9, 10, 2, 3, 4, 5, 6, 7, 10.		09/05/2008, 09/12/2008,
GLE #08. Select and use developmentally appropriate equipment and tools (e.g., magnifying lenses, microscopes, graduated cylinders) and units of measurement to observe and collect data (SI-E-A4)	2, 3, 5, 7, 9, 10, 2, 3, 4, 5, 6, 7, 10.		09/05/2008, 09/12/2008,
GLE #09. Express data in a variety of ways by constructing illustrations, graphs, charts, tables, concept maps, and oral and written explanations as appropriate (SI-E-A5) (SI-E-B4)	2, 3, 5, 7, 9, 10, 2, 3, 4, 5, 6, 7, 10.		09/05/2008, 09/12/2008,
GLE #11. Use a variety of appropriate formats to describe procedures and to express ideas about demonstrations or experiments (e.g., drawings, journals, reports, presentations, exhibitions, portfolios) (SI-E-A6)			
GLE #12. Identify and use appropriate safety procedures and equipment when conducting investigations (e.g., gloves, goggles, hair ties) (SI-E-A7)	2, 3, 4, 5, 6, 7, 10.		09/12/2008,
GLE #15. Recognize that a variety of tools can be used to examine objects at			

10. If you would like to compare students with each GLE taught, you can do this by clicking on the **CURRICULUM GLE'S MONITOR** at the top of the gradebook page.
  - a. Click on reports.

- b. Scroll down to the Curriculum GLE's Monitor.
- c. The GLE Monitor setup box will be displayed.
  - 1) Make sure you set Content Area, Curriculum Manual, and Curriculum Unit.
  - 2) When done click okay.

- d. A screen will display all GLE's taught with grades.

P	SCH	TEACHER	STAFF ID	SUBJECT	SECTION	AVG	GLE 01	GLE 02	GLE 02	GLE 03	GLE 04	GLE 05	GLE 07	GL
1	009	CUMMINGS LORIA	251121	SCIENCE 3	009023	B / 5						/ 1	/ 1	
2	009	CUMMINGS LORIA	251121	SCIENCE 3	009276	B / 5						/ 1	/ 1	
3	009	CUMMINGS LORIA	251121	SCIENCE 3	009356	A / 5						/ 1	/ 1	
4	009	CUMMINGS LORIA	251121	SCIENCE 3	009359	A / 5						/ 1	/ 1	
5	009	JONES MARY S	371966	SCIENCE 3	009020	/ 3						/ 1	/ 1	
6	009	JONES MARY S	371966	SCIENCE 3	009281	/ 3						/ 1	/ 1	
7	009	JONES MARY S	371966	SCIENCE 3	009350	/ 3						/ 1	/ 1	
8	009	JONES MARY S	371966	SCIENCE 3	009353	/ 3						/ 1	/ 1	
9	009	MOLITOR JOANN C	218742	DL SCIENCE 3	009425									

- e. Any GLE displaying a letter with a number will have data for you to analyze.
- 1) When you click on that field, a list will appear displaying all grades for that GLE.
  - 2) You can analyze your grades to see if students achieved desired objectives.

Curriculum Assignment Grades				
0809 Science Grade 3 Unit 2 GLE 27				
CUMMINGS LORIA SCIENCE 3 [009023]				
SIDNO	STUDENT	Unit B Chapt...	quiz unit b c...	UNIT B CHA...
6090007	ADAMS, RAYANNA		18 A	15 C
4110045	BROUSSARD, SETH		17 A	19 A
6090000	BRYANT, SHELBY		13 D	18 A
6090002	CHAISSON, CHAD		18 A	20 A
8099998	COMARDELLE, JERRY			
5139993	COOPER, JARMONI		9 F	15 C
8089844	FONTENOT, JUSTIN		18 A	19 A
6089962	GARY, DROZEN		17 A	12 F
6089960	GRAY, JAMERRICK		18 A	20 A
5089919	GUILLORY, TREVOR		16 B	17 B
9130011	MADDEN, TYREE		14 C	20 A
5080120	MESHELL, KRISTEN		10 F	15 C
5089963	PRECHT, HAYDN		18 A	21 A
5089854	PRUDHOMME, KEANDRE		12 F	14 D
6089833	SAVOY, NATHANIEL		18 A	19 A
5080024	TEELE, KYLE		9 F	11 F