

# Grade Book 1-2-3: Steps for Teachers

To schedule individual training for your district, contact [SISTraining@tylertech.com](mailto:SISTraining@tylertech.com).

## Overview

This document is designed to give you quick and easy steps to begin working with your grade book. For more details, please reference the documentation on the Tyler SIS support site ([tylertech.com](http://tylertech.com)). Grade Book information is located in folder 20 - Teacher Grade Book.

Internet Explorer URL: \_\_\_\_\_

## Set Default Login Year

If you have access to more than one site in Tyler SIS, you can determine the site you log into first.

1. From the **Staff Home** screen, click **Actions** → **My Login Site Year**.
2. Check the box at the top left of the next screen:


Make selected Site-Year the default for My Login

3. Select the appropriate site year. Only site years for which you have been given permission will display.

0910  
xx CO-0910


## View a Student's Contact Summary Information






















This screen will display each student's most important information: address, phone, parents, siblings, etc. If more information is required, click other icons to display data.

1. Click the Contact Summary Info icon .
2. Select student by **Last Name** and/or **First Name**.
3. Press Enter on your keyboard or click .

Note: You may also check box to **Include Withdrawn Students**.

## Access Grade Book Page

From the **My Classes** area on the **Staff Home** screen, click the grade book icon  for the desired class. You may also select View/Maintain > Gradebook > Select the section.

MY CLASSES									
Show: Today's Only   Sort: Period <input checked="" type="checkbox"/> Ignore Empty Sections <input type="button" value="Update Display"/>									
									
					Per	Term	Subject	Title	#Std
	T				2	S2	H2200-01	ALGEBRA I	4
	T				3	S2	H2200-04	ALGEBRA I	18
	P				4	S2	H2110-02	APPLIED MATH I	8
	T				6	S2	H2240-01	ALGEBRA II	15
	T				7	S2	H2230-03	GEOMETRY	15

## Maintain Assignment Types

- From within the grade book, click **Actions** → **Manage Assignments (columns)** → **Maintain Assignment Types**.

Selected	Code	Description	In Active
<input checked="" type="checkbox"/>	CLS	Classwork	<input type="checkbox"/>
<input checked="" type="checkbox"/>	HWK	Homework	<input type="checkbox"/>
<input checked="" type="checkbox"/>	PRJ	Project	<input type="checkbox"/>
<input checked="" type="checkbox"/>	TST	Test	<input type="checkbox"/>
<input checked="" type="checkbox"/>	LAB	Labs	<input type="checkbox"/>

- Click **Edit**.
- Check the box beside the assignment types you want to use in your grade book.
- Click **Apply** to save and continue or **Done** to save and exit.

## Maintain Special Marks





- From within the grade book, click **Actions** → **Manage Assignments (columns)** → **Maintain Special Marks**.


Selected	Code	Description	Operation	Value	Locked
<input checked="" type="checkbox"/>	ABS	Absent	Exempt	0	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CHTN	Cheating	Replace	0	<input checked="" type="checkbox"/>

- Click **Edit**.
- Check the box beside the special marks you want to use in your grade book.
- If the **Locked** column is unchecked, you may edit the **Operation** and **Value** columns.
- Click **Apply** to save and continue or **Done** to save and exit.

## Maintain Unit List

- From within the grade book, select click **Actions** → **Manage Assignments (columns)** → **Maintain Unit List**.



Code	Subject
H2000	
H2110	APPLIED MATH I - This course will reinforce foundational math skills and acclimate students with variables, equations, and formulas.
Description	
1 - Linear/InverseVariations	
2 - Pythagorean Theorem	
3 - Exponential Relationships	
4 - Quadratic Relationships	

- Click **Edit**.
- Click the add icon  to assign units to a subject.
- Click **Apply** to save and continue or **Done** to save and exit.

## Manage Student Sequence


- From within the grade book, click **Actions** → **Manage Students and Scores** → **Change Student's Teacher-Sequence Order**.

Name	Gr	IEP	Special Grade Scale
Warren, Jude S	10	N	
Martin, Ricardo M	10	N	
Smith, Ronald G	10	N	
Klein, Christopher M	10	N	



- Highlight the student's name you want to move up or down in the list.
- Click the up or down arrows   until the student is displayed in the order you want.
- Click **Apply** to save and continue or **Done** to save and exit.
- To apply this, go to the **Select View** tab of the gradebook and under Student Names in Roster, use the Sorted by dropdown to choose Teacher Sequence.


## Apply Special Grade Scale for one student

- From within the grade book, highlight the student's name you want to apply a special grade scale.

Select View	Assignments	Total Points	Term Grades	Objectives			
Name	Gr	IEP	Special Grade Scale	Prog-3 02/02/07 Eff.Score	Term-3 03/09/07 Eff.Score	Prog-4 04/04/07 Eff.Score	Term-4 05/16/07 Eff.Score
 Arkan, Terrance J	09	N	Pass/Fail	P 72%	Exmp	Exmp	Exmp



- Click **Actions** → **Manage Students and Scores** → **Apply Special Grade Scale for Current Student**.


Description	Default	Private
 Pass/Fail Scale	<input type="checkbox"/>	<input type="checkbox"/>
 Edwards HS Grade Scale	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Click the select icon  of the grade scale to be used for the student.
- The grade book roster column displays the name of the special grade scale.

## Change Default Grade Scale for Roster

- From within the grade book, click **Actions** → **Change Default Grade Scale**.

Description	Default	Private
 Pass/Fail Scale	<input type="checkbox"/>	<input type="checkbox"/>
 Edwards HS Grade Scale	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Click the select icon  of the grade scale to be used for the class.

3. The default grade scale displays in the student grade book roster.

				View: -- All --		Scale: Pass/Fail Scale		
Select View				Assignments	Total Points	Term Grades	Objectives	
	Name	Gr	IEP	Special Grade	Prog-3 02/02/07 Eff.Score	Term-3 03/09/07 Eff.Score	Prog-4 04/04/07 Eff.Score	Term-4 05/16/07 Eff.Score
	Arkan, Terrance J	09	N		P 72%!	Exmp	Exmp	Exmp
	Arnold, Harrison K	09	N		P 97%!	Exmp	Exmp	Exmp

### Create/Edit Assignments

- From within the grade book, click to create a new assignment.
- Select an assignment and click to edit the properties of the selected assignment.
- Click to create a new assignment, edit current assignments, view or edit formulas, and view the last date the grade book page properties were updated.

**Note:** If you like viewing all assignments on one screen, use this option instead of options 1 and 2.

### Create/Edit Formulas

- From within the grade book, select an assignment column that should have a formula (typically System Grade columns only) and click to edit the properties of the selected assignment.
- Click .

**Note:** If you calculate end of term grades by adding all assignments and dividing by the total, and this is the formula that displays: , you can stop here. If you calculate end of term grades using percentages, then continue editing.

### Edit Scores/Comment Current Cell

- From within the grade book, click in the assignment column cell for the appropriate student.
- Click to edit the score/comment of an assignment that has already been scored.
- Click to edit scores for one student (current row).
- Click to edit scores for one column (all students).
- Click to edit scores for all assignments.

## Setup Grade Book View

1. From within the grade book, click the **Select View** tab to establish your view.
2. Once you have selected your preferences, click **Update Display** for the change to take effect.

**Select View** | Assignments | Total Points | Term Grades | Objectives

**Update Display** | Must Click Update Display for your settings to take effect

Term: -- All --  Include all Assignments due within Term grade formula Override dates

Assignment Type: -- All --

Unit: -- All --

Show Only Pending Assignments  Show Only Parent/Student Portal Assignment Only

Sort Assignment Columns:  By Type And Sequence  By Due Date

Reverse Order

For Each Assignment/Column Display:

Original Score  Special Mark  Effective Score (factored by Sp. Mark)  Last Updated (tooltip)

Score  Percent

Student Names in Roster:  Show Active Students  Show Dropped/ Withdrawn Students

Sorted By: Student Name

Display Students Columns (All tabs)

SpEd Status  Grade Level  Absences  Active / Drop / WD Status

Special Grade Scale  Tardies  Course Add/ Drop Dates

System Grades in Fixed Columns:

[SGP] Progress  [SGT] Term  [SGS] Semester