

## **QUICK START REFERENCE GUIDE FOR TEACHERS**

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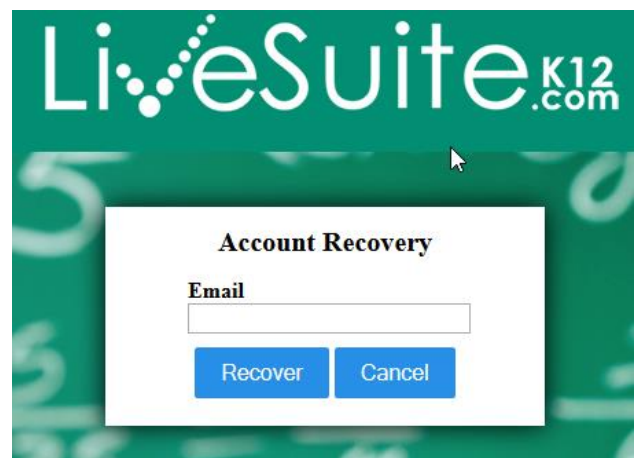
## LiveSuite Logon

The image shows a screenshot of the LiveSuite K12 WebTools Login page. The background is a green chalkboard with faint numbers. At the top, the text 'LiveSuite K12.com' is displayed in white. Below this, there is a white box containing the login form. The form has the title 'WebTools Login' in bold. It includes two input fields: 'Username' and 'Password'. Below the password field is a blue 'Login' button. At the bottom of the form, there is a blue link that says 'Trouble logging in?'.

In the internet browser of your choice enter <http://webtools.livegrades.com> into the address bar to access the Citynet Webtools Portal. This is where you will access your LiveGrades account.

You will be asked to enter your username and password. If you do not have a username and password, please contact your LiveGrades School Administrator and they will be able to either provide you with this information or get you an account created.

If you have lost your password you can visit <http://webtools.livegrades.com/recovery> and you will be prompted to enter your email address. Once the form is submitted your account information will be emailed to you. If your email address is not found in the system please contact your LiveGrades School Administrator.

The image shows a screenshot of the LiveSuite K12 Account Recovery page. The background is a green chalkboard with faint numbers. At the top, the text 'LiveSuite K12.com' is displayed in white. Below this, there is a white box containing the recovery form. The form has the title 'Account Recovery' in bold. It includes an input field for 'Email'. Below the email field are two blue buttons: 'Recover' and 'Cancel'.

The first time you log into the system you will be prompted to change the default password you were given. You will be able to choose a password you will be able to remember. Make sure to follow the instructions at the bottom of this screen to create a valid password.

If LiveGrades is the only tool available to you then Webtools will automatically take you into the LiveGrades system. If you have other tools along with LiveGrades, you will be prompted with a list of tools available to you. Select **LiveGrades Admin** to continue onto LiveGrades.

**Note:** Parents and students will use <http://www.livegrades.com> to login into their LiveGrades accounts. This system is referred to the LiveGrades PSL (Parent-Student Login) throughout the LiveGrades system.

## Setting Up Classes

If your district and school are set up to import class information into LiveGrades, then LiveGrades will automatically import the information given to it, and set some default values for you. Some of these default values may need to be updated for your teaching methods.

Logon to LiveGrades and select the class you wish to set up.

Class Information	
<b>Subject:</b>	History
<b>Course Code:</b>	None Given
<b>Section Code:</b>	None Given
<b>Term Schedule:</b>	Nine Weeks
<b>Period:</b>	Period 2
<b>Grading Scale:</b>	ABCDF
<b>Teacher:</b>	Tester, Susan
<a href="#">Update Class</a> <a href="#">Grid View</a> <a href="#">Grade Adjust.</a> <a href="#">WWEIS</a>	




On the left hand side of the page you should see Class Information listed. Click the **“Update Class”** tab to begin updating this class.

This will present you with the class update form.



<b>Class Name:</b>	History	<b>Description:</b>
<b>Course Code:</b>	None Given	
<b>Section Code:</b>	None Given	
<b>Class Nickname:</b>	History	
<i>Private – Only you see this name.</i>		
<b>Grading Scale:</b>	ABCDF	
<b>Scoring Method:</b>	Points	
<b>Given Grade Only:</b>	<input type="checkbox"/>	
<b>School:</b>	Northbend Elementary	
<b>School Term:</b>	1st Semester	
<b>Reporting Interval:</b>	Six Weeks	
<b>School Period:</b>	Period 2	
<b>Teacher(s):</b>	<input type="checkbox"/> Ferdinand, Franz <input type="checkbox"/> Floyd, Pink <input checked="" type="checkbox"/> Tester, Susan	
		<b>Public – Parents, students, and administrators will be able to see this value.</b> <b>Objective Sets:</b> None <a href="#">Add Objective Set</a> <b>Title Text Color:</b> <span style="background-color: black; color: black;"> </span> Click on the box to select the color. <b>Title Background:</b> <span style="background-color: white; color: white;"> </span> Click on the box to select the color.
<a href="#">Update</a> <a href="#">Cancel</a> Invalid: <span style="color: red;">✗</span> Valid: <span style="color: green;">✓</span> Warning: <span style="color: orange;">⚠</span>		

<b>Class Name:</b>	History
<b>Course Code:</b>	None Given
<b>Section Code:</b>	None Given
<b>Class Nickname:</b>	<input type="text" value="History"/>
	<i>Private – Only you see this name.</i>

Class Name, Course Code, and Section Code are all filled by the import process and cannot be changed. Class Nickname can be changed to something you know it by. (This will only be seen by you)

<b>Grading Scale:</b>	ABCD 	
<b>Scoring Method:</b>	Choose...	
<b>Given Grade Only:</b>	10 Point Scale	
<b>School:</b>	ABCD	
<b>School Term:</b>	PF	
	SNIU	

The Grading Scale can be updated to any grading scale you have access to. See **Custom Grading Scales Quick-Start** for more information.

<b>Scoring Method:</b>	Points 	
<b>Given Grade Only:</b>	Choose...	
<b>School:</b>	Percent	
<b>School Term:</b>	Points	
	Non-Numerical	


Select the scoring method. This determines how assignments are calculated. See **How Grades Are Calculated Quick-Start** for more information.

**Note:** Scoring methods can be turned on and off by district administrators, so you may or may not have access to all methods shown here.



**Note:** Changing the scoring method or grading scale after assignments have been created and graded may require you to re-grade the assignments depending on what changes need to occur. The system will ask you to update the assignments if necessary.

The given grade only option will only display given grades and letter grades to parents and students and not display points or percentages.


<b>Given Grade Only:</b>	<input type="checkbox"/> 
--------------------------	--


<b>School:</b>	Northbend Elementary
<b>School Term:</b>	Full Year
<b>Reporting Interval:</b>	Nine Weeks 
<b>School Period:</b>	Choose...
<b>Teacher(s):</b>	Nine Weeks
	Six Weeks

School and School Term are filled by the grading import process. You can update the reporting interval to whatever your class's schedule is.

**School Period:** Period 2  


**Teacher(s):**

- Choose...
- HomeRoom
- Period 1
- Period 2** 
- Period 3
- Period 4
- Period 5
- Period 6
- Period 7
- Period 8

Update Cancel 



Select the school period in which your class is. The school periods are created and managed by School Administrators in LiveGrades.

**Teacher(s):**

- ☐ Ferdinand, Franz
- ☐ Floyd, Pink
- ☒ Tester, Susan 

You will be listed as a teacher. If there are other teachers that help with this class you can checkmark their name and they will then also have access to this class.

**Description:**

***Public** – Parents, students, and administrators will be able to see this value.*

You can set an optional description of the class. This will be displayed to students and parents when they log into their accounts. You have a few customization features for the text of the description, such as bold, italics, underline and colors.

**Objective Sets:**     *None*  
**Add Objective Set**

If you use objectives when grading assignments, you can add objective sets you want to use here.

### Objective Set Search

**Set Name:**   
**Grade Level:**   
**Subject:**

Search Results (5)	
<input type="button" value="ADD"/>	SS.S.3.1 Citizenship
<input type="button" value="ADD"/>	SS.S.3.2 Civics/Government
<input type="button" value="ADD"/>	SS.S.3.3 Economics
<input type="button" value="ADD"/>	SS.S.3.4 Geography
<input type="button" value="ADD"/>	SS.S.3.5 History

When you click the “Add Objective Set” link a new window will pop up and allow you to search all available objective sets. Click the add button for each set you wish to use with the class.

Once added they will show up on the update class page. If you wish to remove an objective set you can click the “DEL” button beside the objective set to remove it.

See ***Creating Objective Sets Quick-Start*** for more information on creating objective sets.

**Note:** Access to objective sets can be turned on and off by district administrators. So you may not have access to this section depending on settings.

**Title Text Color:**   
*Click on the box to select the color.*

**Title Background:**   
*Click on the box to select the color.*

You can update the class header colors by changing the associated color values. Each page in LiveGrades that is associated to this class will have these header values, so that you can easily

distinguish what class you are viewing. This is optional.

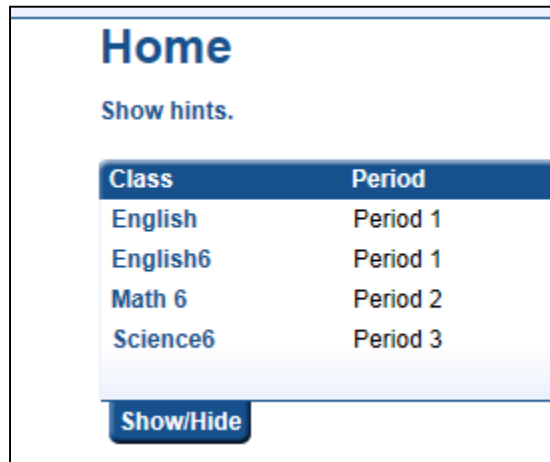
Once you are done updating the information for this class, check the fields and make sure there are no red Xs visible. You should only see green checkmarks if everything is valid. Once you are done click the Update button. This will save your class information.

Once you have completed this class, you can move on to your other classes.

## Hide Classes

LiveGrades has a feature that will allow users to view only the classes that are currently being used. This will make long class lists much more manageable.

On the main homepage of LiveGrades, you will see all of your classes that are available to you.



**Home**

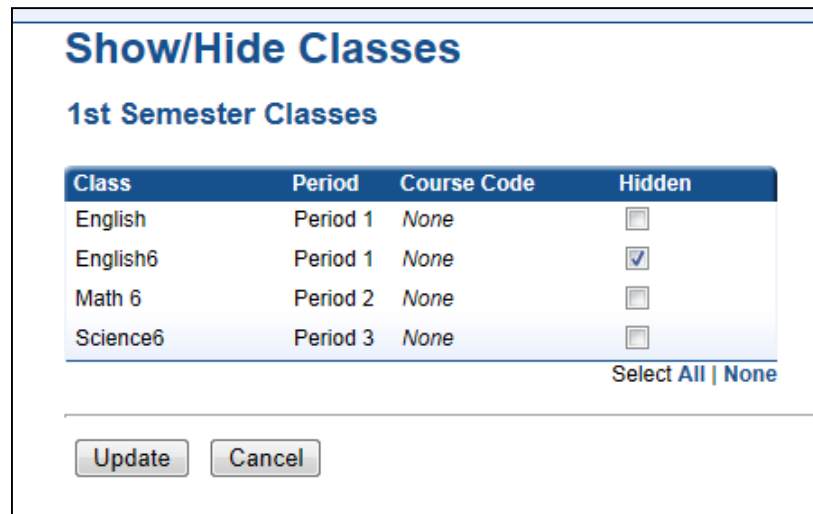
Show hints.

Class	Period
English	Period 1
English6	Period 1
Math 6	Period 2
Science6	Period 3

Show/Hide

Click the **Show/Hide** tab to manage your hidden courses.

The Show/Hide screen will allow you to select the classes that you do **NOT** want to see on your Home page, or under the Home tab in LiveGrades.



**Show/Hide Classes**

1st Semester Classes

Class	Period	Course Code	Hidden
English	Period 1	None	<input type="checkbox"/>
English6	Period 1	None	<input checked="" type="checkbox"/>
Math 6	Period 2	None	<input type="checkbox"/>
Science6	Period 3	None	<input type="checkbox"/>

Select [All](#) | [None](#)

Update Cancel

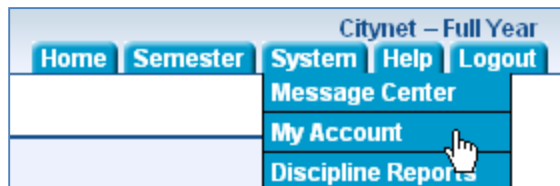
This option does not remove these classes from your account; its function is to hide the classes that you are not currently working with, making the list easier to manage. This change can be reversed to show classes using the same procedure. Click on the **Update** button to save any changes.

## Creating Objective Sets

If the Objective Module is turned on in your district then you will be able to create and use objective sets and objectives with assignments. This module is controlled by district administrators, so you may or may not have the ability to use these features. District Administrators and School Administrators can also create Objective Sets; if they do then you will have the ability to access the sets they create.

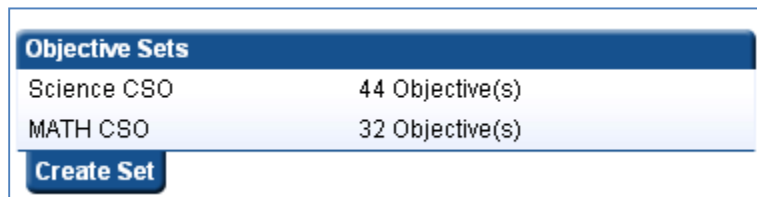


Logon to LiveGrades and at the top of the page find the **"System"** Tab.



Scrolling over the **"System"** Tab will give a drop-down menu. Click the **"My Account"** link.

The My Account page details different options and settings for your LiveGrades account.



Look on the left hand side and you should find Objective Sets. Listed here will be any district and school sets that have been created.

Click the **"Create Set"** tab.



Give your objective set a name that you will be able to easily identify. Click the Create button.

After creating the Objective Set, you will be asked to enter objectives for the set.



### Manage Objectives

Objective Set: Music CSO

Objectives	Add Objective
No objectives have been created.	<p><b>Title:</b> <input type="text"/></p> <p><b>Description:</b> <input type="text"/></p> <p><input type="button" value="Add"/> All fields required.</p>

Each objective will need a title. You can also enter in an optional description of what the objective is about. This will help students and parents understand what the objective is meant to achieve. Once you enter this information into the right click the Add button.

### Manage Objectives

Objective Set: Music CSO

Objectives	Update Objective
<ul style="list-style-type: none"> <li>MU.O.GM3-5.1.1</li> <li>MU.O.GM3-5.1.2</li> <li>MU.O.GM3-5.1.3</li> <li>MU.O.GM3-5.1.4</li> <li>MU.O.GM3-5.1.5</li> </ul>	<p><b>Title:</b> <input type="text" value="MU.O.GM3-5.1.3"/></p> <p><b>Description:</b> <input type="text" value="sing two part round and partner songs."/></p> <p><input type="button" value="Update"/> <input type="button" value="Remove"/> <input type="button" value="Cancel"/> All fields required.</p>

As you add objectives they will show up to the right. You can click the title of an objective to edit or remove it.

Objective Sets	
Science CSO	44 Objective(s)
MATH CSO	32 Objective(s)
<b>Music CSO</b>	<b>5 Objective(s)</b>
<input type="button" value="Create Set"/>	

When you are finished the objective will show up on the My Account page. From there you can click on the objectives to edit them at any time.

Please see the **Setting Up Classes Quick-Start** and the **Creating Assignments Quick-Start** to learn how to use objectives in your classes and assignments.

**Note:** Objective sets created by a teacher are only available to the creator.

## Creating Assignments

Log into LiveGrades and select the class you wish to create an assignment for.

Date Due	Assignment	Average
No records found.		

[Create Assignment](#)
[Assignments](#)
4th 9 Weeks

On the class homepage you will see a list of assignments (if any are created) on the left hand side of the page.

To create a new assignment, click on the **“Create Assignment”** tab at the bottom of this section.

### Create Assignment

*Public – Parents, students, and administrators will be able to see all values entered here.*

Assignment Objectives (Show Options)

Copy Template:

Assignment Name:

Date Due:

Date Assigned:

Grading Period:

Assignment Type:

Extra Credit: ☐

Description:

Name	Grade	Value	Comment
Ash, Paul			
Bays, Haley			
Davis, Danny			
Lamp, Susan			
Miller, Becky			
Smith, Greg			
Ward, Brent			
Welk, John			
West, Laura			

Fill With:  [Fill](#) [Clear](#)

[Add a Data Locker File](#)  
[Duplicate Assignment](#)

Invalid: Valid: Warning:

[Create](#) [Cancel](#)

This page presents several fields for assignment information along with grade fields and comments for each student in the class. Notice that slots will have red x indicating when a field is required or incorrect. There will be a green checkmark when it is valid.

If you selected to use objective sets while updating your class you will see a link to view Assignment Objective Options. See the ***Creating Objective Sets Quick-Start*** for more information. Click the Show Options link and it will display all objective options for an assignment.

## Create Assignment

*Public – Parents, students, and administrators will be able to see all values entered here.*

Assignment Objective: (Hide Options)

☐ Objectives graded separately

**EEL.4 Language**

☐ EEL.4.1      ☐ EEL.4.1.d      ☐ EEL.4.1.e      ☐ EEL.4.1.f

☐ EEL.4.2

**EERF.4 Foundation Skills**

☐ EERF.4.3      ☐ EERF.4.3.b

**EERI.4 Informational Text**

☐ EERI.4.1      ☐ EERI.4.2      ☐ EERI.4.3      ☐ EERI.4.4

☐ EERI.4.5      ☐ EERI.4.6      ☐ EERI.4.7      ☐ EERI.4.9

**EERL.4 Literature**

☐ EERL.4.1      ☐ EERL.4.2      ☐ EERL.4.3      ☐ EERL.4.4

☐ EERL.4.5      ☐ EERL.4.6      ☐ EERL.4.7      ☐ EERL.4.9

**EESL.4 Speaking and Listening**

☐ EESL.4.1      ☐ EESL.4.1.b      ☐ EESL.4.1.c      ☐ EESL.4.1.d

☐ EESL.4.2      ☐ EESL.4.3      ☐ EESL.4.4      ☐ EESL.4.5

☐ EESL.4.6

From here you can select which objective to include in this assignment. Rolling over an assignment name with your mouse will display the description. You also have the option to grade each objective separately. Selecting this will create an input box in the grade section for each objective.



Copy Template: New

Assignment Name: New




Date Due: composition

Definitions



You can select a template to auto-fill values in for you. See the ***Creating Assignment Templates Quick-Start*** for more information.

Date Due:	<input type="text"/>																																																											
Date Assigned:	<input type="text"/>																																																											
Grading Period:	<div> <span>?</span> <span>January, 2015</span> <span>×</span> </div> <div> <span>&lt;&lt;</span> <span>&lt;</span> <span>Today</span> <span>&gt;</span> <span>&gt;&gt;</span> </div> <table border="1"> <thead> <tr> <th>wk</th> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td>52</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>1</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>2</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>3</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>4</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> <tr> <td>5</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> </tbody> </table> <div>Select date</div>			wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat	52	28	29	30	31	1	2	3	1	4	5	6	7	8	9	10	2	11	12	13	14	15	16	17	3	18	19	20	21	22	23	24	4	25	26	27	28	29	30	31	5	1	2	3	4	5	6	7	 
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																					
52	28	29	30	31	1	2	3																																																					
1	4	5	6	7	8	9	10																																																					
2	11	12	13	14	15	16	17																																																					
3	18	19	20	21	22	23	24																																																					
4	25	26	27	28	29	30	31																																																					
5	1	2	3	4	5	6	7																																																					
Assignment Type:																																																												
Extra Credit:																																																												
Description:																																																												


Select the Date Due or Date Assigned box will give you a calendar to select a date from. These date fields are expected to be in the format MM/DD/YYYY.

Grading Period:	4th 9 Weeks	
Assignment Type:	Choose...	
Possible Points:	1st 9 Weeks	
Extra Credit:	2nd 9 Weeks	
Description:	Semester 1 Exam	
	3rd 9 Weeks	
	4th 9 Weeks	
	Semester 2 Exam	

Select the grading period in which this assignment applies to.

Assignment Type:	Choose...	
Possible Points:	Choose...	
Extra Credit:	Conduct	
Description:	Homework	
	Participation	
	Project	
	Quiz	
	Test	
	Worksheet	

Select the assignment type for this assignment. This list is built from your class's assignment types. See **Modifying Assignment Types Quick-Start** for more information.

**Possible Points:**  

**Extra Credit:** ☐

**Description:**

[Add a Data Locker File](#)

[Duplicate Assignment](#)

Fill in possible points (If class grading type is set to “Points”, see **Setting-Up Classes Quick-Start**). Select if the assignment is extra credit. Then fill in an optional description.

You have an option to attach a file and store it in your Data Locker.










Students can be given access to any file that relates to an assignment. See the **Data Locker System Quick-Start** for more

information.

You can also duplicate an assignment for any other class that will be using the same assignment. Classes that are setup with the same Schedule and Scoring Method will be listed.

**Assignment Duplication**

**Class List:** ☐ K (Period 5)

Name	Grade	Value		Comment
Allman, Duane	<input type="text" value="E"/>	N/A		Excused Absence
Allman, Gregg	<input type="text" value="AM"/>	46.5		<input type="text"/>
Conner, Sarah	<input type="text" value="AP"/>	50.0		Excellent Work!
Fleetwood, Mick	<input type="text" value="40"/>	40.0		<input type="text"/>
Harrison, George	<input type="text" value="M"/>	0.0		Did not turn in.
Haynes, Warren	<input type="text" value="M"/>	0.0		<input type="text"/>
McCartney, Paul	<input type="text" value="BM"/>	42.5		<input type="text"/>
Trucks, Derek	<input type="text" value="25"/>	25.0		Study harder
<b>Fill With:</b>	<input type="text"/>	<input type="button" value="Fill"/>		<input type="button" value="Clear"/>

You can now begin filling in grade information. The grade input box can take a wide variety of values. You can enter grade marks (See **Creating Grade Marks Quick-Start**), grade scale values (if scoring method is Non-Numerical), point values (50), percentage values (85%), and calculations (50+5). Beside the grade you can see the calculated point value and a green check if it is acceptable. You can also leave

a comment that students and parents can see online.

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The “Fill With” option can be used to fill all grades with a certain value. If all grades were 50 points then put 50 in the box and hit the Fill button. This will insert 50 into all students that currently have a blank spot.

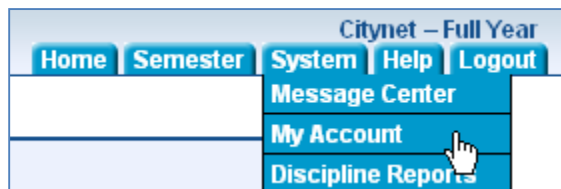
Once completed filling in all your information, you can then click the “Create” button.

## Creating Assignment Templates

Assignment templates are a way for you to quickly duplicate assignments over different classes and grading periods. Copying of assignments can be done in different ways.

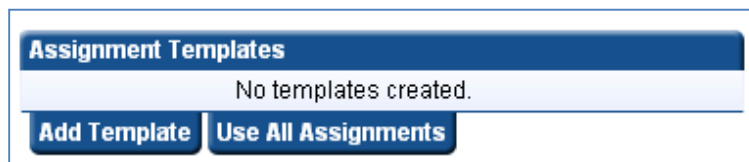


Logon to LiveGrades and at the top of the page find the **"System"** Tab.



Scrolling over the **"System"** Tab will give a drop-down menu. Click the **"My Account"** link.

The My Account page details different options and settings for your LiveGrades account.



On the right hand side you should find the Assignment Templates. You have the option of Adding Templates or using all assignments.

By clicking the **"Use All Assignments"** tab, instead of seeing a list of templates you will see a list of all assignments created across all your classes for that given grading period. If you are set to use all assignments, you will have a tab called **"Use Templates"** available. This will switch the functionality back to using templates instead of all assignments.

Click **"Add Template"** to begin adding a new template.

### Create Assignment Template

**Template Name:**  ✓

**Assignment Name:**

**Assignment Type:**

**Possible Points:**

**Extra Credit:** ☐

**Description:**

Invalid: ✗ Valid: ✓ Warning: ⚠

Fill in the assignment information you want to be copied when this template is selected. Once you have the default information recorded, you can click the Create button.

**Assignment Templates**

**Workbook Template**

Once created, the template will be added to your list on the My Account page. This can be edited at any time by clicking the name.

If you already have an assignment that you want to create into a template for later use you can go to the class homepage which has the assignment.

Date Due	Assignment	Average
6/16/10	Test 1	74.44% D
6/15/10	Homework 1	100.00% A

4th 9 Weeks ▼

On the right hand side will be a list of assignments. Click on the assignment name of which ever assignment you want to create into a template.



Assignment Information	
<b>Assignment Name:</b>	Homework 1
<b>Date Due:</b>	Jun 15, 2010
<b>Assignment Type:</b>	Homework
<b>Grading Period:</b>	4th 9 Weeks
<b>Possible Points:</b>	50
<b>Create Template</b>	

The assignment page will now be displayed. This page displays a list of assignments, assignment information and grades for the selected assignment. Under the assignment information will be the **“Create Template”** tab.

When you click this tab, the assignment information will be inserted into the Create Template page. It can then be edited as necessary and saved as before.



Once you have saved assignment templates, they will be available when you create assignments.


**Note:** Assignment Templates are only available to the teacher who creates that template.

## Modifying Assignments Types & Assigning Weights to Assignment Types

Assignment types in LiveGrades can be weighted so that assignments of that type make up a certain percentage of the overall class grade. For example, you could say that “Tests” are worth 25% of your overall class grade, and “Homework” the remaining 75%. This would mean that if a student had 0% average on his tests and 100% average on his homework, then his overall grade would be 75%.



When classes are imported (or created) in LiveGrades, several default assignment types are created. None of these default types are weighted. You can modify these anyway you please by removing, editing, or adding to the list.


Date Due	Assignment	Average
6/16/10	Test 1 	74.44% D
6/15/10	Homework 1 	100.00% A

Create Assignment **Assignments** 4th 9 Weeks 

Go to your class page and on the right hand side of the page, under the assignment listing, select the “**Assignments**” tab.

This will give you a listing of all assignments and details of these assignments.

Date Due	Assignment	Average
6/16/10	Test 1 	74.44% D
6/15/10	Homework 1 	100.00% A

Create Assignment **Assign. Types** 4th 9 Weeks 

From this page click the “**Assign. Types**” on the left hand side of the screen.

### Class Assignment Types

Name	Weight
Conduct	Unweighted
Homework	Unweighted
Participation	Unweighted
Project	Unweighted
Quiz	Unweighted
Test	Unweighted
Worksheet	Unweighted

[Create Assign. Type](#)
[Assignments](#)

This page will give you a list of assignment types for your class. You can create additional assignment types by clicking the **“Create Assign. Type”** tab.

To modify the weight or name of an existing type, click the assignment type name.

### Update Assignment Type

**Assignment Type:**  ✓  
**Weight:**  % ✓

[Update](#)
[Remove](#)
[Cancel](#)
 Invalid: ✗ Valid: ✓ Warning: ⚠

When editing an assignment type, a weight of 0% will not be considered weighted. Once your changes are completed you can hit the Update button.

### Class Assignment Types

Name	Weight
Conduct	Unweighted
Homework	Unweighted
Participation	Unweighted
Project	Unweighted
Quiz	Unweighted
Test	25.00% of grade
Worksheet	Unweighted

[Create Assign. Type](#)
[Assignments](#)

The new percentage will show up in the right column. All other assignment types will make up the other 75% of the grade in this example.

If you update Homework to be 75% then all other assignment types will not count towards a student’s grade.

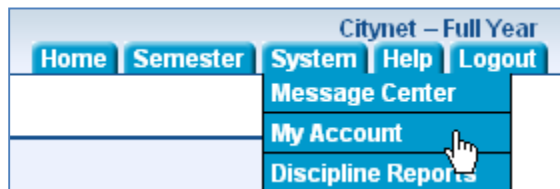
## Creating Grade Marks

Grade marks are customizable values that a teacher can use for grading assignments. For example, in one teacher's class an "A" as an assignment grade might mean 96%, while in another teacher's class an "A" might mean 100%. Teachers can set up grade marks with values that reflect their grading policies.

LiveGrades comes with two built-in grade marks, "E" for excused assignments, and "M" for missing assignments.



Logon to LiveGrades and at the top of the page find the **"System"** Tab.



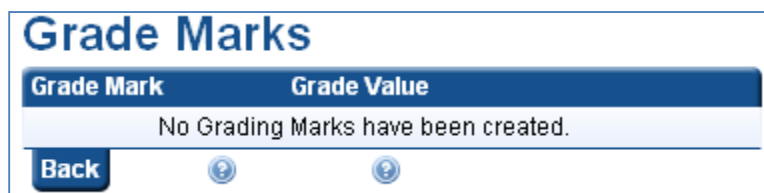
Scrolling over the **"System"** Tab will give a drop-down menu. Click the **"My Account"** link.

The My Account page details different options and settings for your LiveGrades account.

Grading Marks	Value	Meaning
E	/	Excused
M	0.00%	Missing
<a href="#">Edit Grade Marks</a>		

Look on the left hand side and you should find the Grading Marks display. Listed here will be the defaults for your school and any marks you have created.

Select the **"Edit Grade Marks"** tab. You will then be taken to the Grade Marks page.



The left hand side of the page will list all your created grade marks.

**Add Mark**

Mark:

AP

Value:

100

%

Add

On the right hand side you can enter new marks. Once you have entered the information just click the Add button.

Grade Mark	Grade Value	
AM	90%	<a href="#">Edit</a>
AP	100%	<a href="#">Edit</a>
BM	80%	<a href="#">Edit</a>
BP	89%	<a href="#">Edit</a>
<div>Back</div> <div></div> <div></div>		

Once added the marks will show up on the left hand side. You can click the “Edit” link to edit that mark or remove it.

These values will also show up on your My Account page. The grade marks can be used on any of your created assignments in any of your classes.

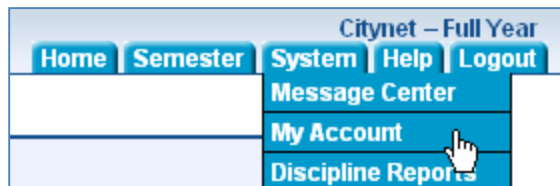
**Note:** Grade marks are only available to the teacher who created that mark.

## Custom Grading Scales

Default grading scales are available based on the grading scales for your district. These default grading scales are created by your district administrators. Should your classes not use the default district grading scales then LiveGrades offers an option of creating custom grading scales to meet your needs. Some districts do not allow custom grading scales to be created by teachers. If you do not have the options below, then your district may not allow this.



Logon to LiveGrades and at the top of the page find the **“System”** Tab.



Scrolling over the **“System”** Tab will give a drop-down menu. Click the **“My Account”** link.

The My Account page details different options and settings for your LiveGrades account.

Grading Scales	Values
ABCD	A,B,C,D,F
SNIU	S,NI,U
<b>Add Grading Scale</b>	

Look on the left hand side and you should find the Grading Scales. Listed here will be district defaults and any you have created.

Select the **“Add Grading Scale”** tab.

### Create Grading Scale

Scale Name:  ✓

Override to:  ▼

Invalid: ✗ Valid: ✓ Warning: ⚠

Give your grading scale a name, something that you can easily identify. When you override a student's grade if you want the percentage to be the lowest, then select Minimum, for highest, then Maximum.

After creating the Grading Scale, you will be asked to add Grading Scale Values.

### Grading Scale Values

Letter	Min Grade	GPA Value	Options
No Grading Scale Values have been created.			

[Back](#)

### Add Value

Letter:

Min Grade:  %

GPA Value:

[Add](#) All fields required

Each letter will need a corresponding minimum grade and GPA value. Enter this information into the form to the right and click the Add button.

### Grading Scale Values

Letter	Min Grade	GPA Value	Options
A	90%	4	↓ Edit
B	80%	3	↑ ↓ Edit
C	70%	2	↑ ↓ Edit
D	60%	1	↑ ↓ Edit
F	0%	0	↑ Edit

[Back](#)

### Update Value

Letter:

Min Grade:  %

GPA Value:

[Update](#) [Remove](#) [Cancel](#) All fields required

As you add values they will show up to the right. You can click the Edit link to edit values or remove a value completely. Also each value can have its order changed by clicking the up or down arrows. The order of values is important for classes that use Non-Numerical scoring methods. See ***How Grades Are Calculated Quick-Start*** for more information on scoring methods.

Grading Scales	Values
ABCD	A,B,C,D,F
SNIU	S,N,I,U
10 Point Scale	A,B,C,D,F
<a href="#">Add Grading Scale</a>	

Once you have completed the process you can view the grading scale on the My Account page. You can go in and edit grading scales by clicking the scale name or grade values.

This grading scale will now be available to any of your classes.

**Note:** Customized grading scales are only available to the teacher who creates that scale.

## Change Individual Student Grading Scale

LiveGrades allows students to be graded on different grading scales. This is only available for classes that use scoring methods of Points or Percent.

Logon to LiveGrades and select the class where the change is needed.

Find the student on the student list from the class view and click on their name.

The Student Information section (right side of page) will have a row called "Grading Scale". By default all students will be using the Class Default grading scale, which is the grading scale the class is set to use.

Student Information	
Student Name:	Freeman, Greg
School:	Demo4 High School
Grading Scale:	Class Default
Guardians:	No guardians found in LiveGrades.
<a href="#">Send Message</a> <a href="#">User Account</a> <a href="#">WVEIS Information</a>	

Clicking the "Class Default" Link will allow you to update the grading scale for the selected student.

English4 - Grading

### Update Student Grading Scale

Student: Freeman, Greg  
Current: Class Default - ABCDF  
Grading Scale:

Class Default
Class Default  
ABCD  
Sample  
Standards Based

Use the select list to choose the grading scale the student should be placed on.

Click on the Update button.



## Making Grade Adjustments

LiveGrades offers the ability to make grade adjustments for overall grading period grades and grading blocks. These adjustments include dropping lowest scores, removing weighting from a grading period, adjusting grades by percentage points, overriding the grade and marking a student as incomplete.

To make an adjustment, log into LiveGrades and select the class you wish to make an adjustment to.

Class Information	
<b>Subject:</b>	History
<b>Course Code:</b>	None Given
<b>Section Code:</b>	None Given
<b>Term Schedule:</b>	Nine Weeks
<b>Period:</b>	Period 2
<b>Grading Scale:</b>	ABCD
<b>Teacher:</b>	Tester, Susan
<a href="#">Update Class</a> <a href="#">Grid View</a> <a href="#">Grade Adjust.</a> <a href="#">WEIS</a>	

On the left hand side of the page you should see class information. Select the **"Grade Adjust."** tab.

Grading Period	
<a href="#">1st 9 Weeks</a>	
<a href="#">2nd 9 Weeks</a>	
<a href="#">Semester 1 Exam</a>	
<a href="#">3rd 9 Weeks</a>	
<a href="#">4th 9 Weeks</a>	
<a href="#">Semester 2 Exam</a>	
<hr/>	
Semester Grades	
<a href="#">Semester 1 Grade</a>	
<a href="#">Semester 2 Grade</a>	
<hr/>	
Final Grade	
<a href="#">Final Grade</a>	

Select the grading period you wish to make updates to. You can also override grades for grading blocks and overall grade. In our examples we will be editing a grading period.

Drop 0 Grade(s) From Assignment Types:
☐ Conduct, ☐ Homework, ☐ Participation, ☐ Project, ☐ Quiz, ☐ Test, ☐ Worksheet

Use Assignment Type weights for this grading period: Yes

Student	Grade	Incomplete	Adjustment	Override	Comment (Private)
Allman, Gregg	100.00% A	<input type="checkbox"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>
Bonham, John	86.00% B	<input type="checkbox"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>
Conner, Sarah	102.00% A	<input type="checkbox"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>
Dent, Stew	30.00% F	<input type="checkbox"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>
Plant, Robert	95.00% A	<input type="checkbox"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>
Waters, Roger	96.00% A	<input type="checkbox"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>

Save Cancel

The grade adjustment form gives you the ability to drop grades, remove weighting and make adjustments to the grades for each student.

Drop 0 Grade(s) From Assignment Types:
☒ Conduct, ☒ Homework, ☒ Participation, ☒ Project, ☒ Quiz, ☒ Test, ☒ Worksheet

You can select the number and type of assignments you wish to drop from student's grades. This will drop the grades that are most harmful to the student's grading period grade. You can drop up to 10 grades.

Use Assignment Type weights for this grading period: Yes

Yes  
No

You can select if you want to use assignment type weights for the grading period. This is usually used for semester exam grading periods, when there is only one assignment and that grade and does not need to be weighted.

Custom weight:

Some districts allow teachers to input custom weights for certain grading periods. If this is available to your classes you will see an option to enter a custom weight. This will be set to the default percentage that the district administrator setup. This weight affects how other grades are calculated by using this grading period's grade. For example a district may allow semester 1 exam to be worth between 10%-20% for the Semester 1 average. This value can be modified by the teacher to be between the grading policy's percentage range.

Student	Grade	Incomplete	Adjustment	Override	Comment ( <i>Private</i> )
Allman, Gregg	100.00% A	<input type="checkbox"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>

At the bottom is a list of the students in the class and what their current grade is in the class. Checking a student as incomplete marks them as needing to complete work in the class. This will change the letter grade to an incomplete symbol. By default the symbol is the letter I, this can be changed in the School Configuration. In the adjustment column you can add or subtract a percentage to a student's grade. So if you want a curve and give everyone in the class an extra 5% then you can just put 5% in every field. The override field accepts either a percentage or a letter grade. This will change the student's grade to the percentage you enter. If you enter a letter grade the grade the percentage if changes to will be determined by how the grading scale is set up. A grading scale can either be set to "Override to Max" or "Override to Minimum", this will determine what the percentage will be set to. (See **Custom Grading Scales Quick-Start** for more information.) In most cases this is set to minimum. The last field is a comment field. This is something only you will see so that you can leave a note about why you made this change.

Once you have all the changes you wish to make, then you can save the information and the grades will be updated.

## Running Reports

There are many different reports available to be generated for LiveGrades classes. Some of these reports will depend on how your district administrators have LiveGrades set up.

First you will need to logon to LiveGrades and select a class you wish to run reports for.

Name	Number	Average	
Allman, Duane	000512846	80.00%	C
Allman, Gregg	000154812	87.50%	B
Conner, Sarah	000705963	98.75%	A
Gilmour, David	000960978	90.00%	B
Lennon, John	000167496	92.50%	B
Nicks, Stevie	000373840	95.00%	A
Richards, Keith	000143017	98.75%	A
Starr, Ringo	000234269	100.00%	A
Trucks, Derek	000302694	100.00%	A
<a href="#">Students</a>   <a href="#">Seating Chart</a>   <a href="#">Reports</a>   <a href="#">Announcements</a>			

On the class homepage, on the left hand side of the page you will find a list of students. Select the **"Reports"** tab, to get a list of reports that can be generated.

Class Reports	
<b>Assignment Report</b>	<a href="#">Quick-Launch PDF</a>
Allows the creation of reports that display grades that meet the specified criteria.	
<b>Absence Totals</b>	<a href="#">Quick-Launch PDF</a>
Prints a list of total absences for students in your class.	
<b>Attendance List</b>	<a href="#">Quick-Launch PDF</a>
Prints list of attendance information for each student.	
<b>Class Grade Report</b>	<a href="#">Quick-Launch PDF</a>
Lists all students in the class, their averages, and their over-all grade.	
<b>Disciplinary Reports</b>	<a href="#">Quick-Launch PDF</a>
Lists all disciplinary reports filed for students.	
<b>Former Student Grades</b>	<a href="#">Quick-Launch PDF</a>
Creates a report listing the assignment grades for students that have been removed from your class.	
<b>Grade Book Hard Copy</b>	<a href="#">Quick-Launch PDF</a>
Print-Outs	
<b>Blank Roll Sheet</b>	<a href="#">Quick-Launch PDF</a>
Lists all students in the class and a number of blanks for each student to record roll.	
<b>Blank Score Sheet</b>	<a href="#">Quick-Launch PDF</a>
Lists all students in the class and a number of columns for tracking grades away from the computer.	
<b>Parent Login Instructions</b>	<a href="#">Quick-Launch PDF</a>
Prints instructions for parents and guardians to use to view their student's grades on <a href="http://www.livegrades.com">www.livegrades.com</a> .	

The class reports page has a list of all the reports available to you. As mentioned before you may not see all the same reports listed here, as some depend on settings set at the district level. You have two ways of generating reports. You can click the **"Quick-Launch PDF"** link and the report will be generated with default values. You can also click the report name. This will load up options to be selected on the right hand side of the page. You can change these options and generate the report to your liking.

All reports are generated as PDF documents. So you must have Adobe Acrobat Reader installed to view and print them.

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## List of Reports

- **Assignment Report** – Displays each student’s grades for assignments meeting the criteria you select.
- **Absence Totals** – List of students and total number of absences. (Depends on attendance module)
- **Attendance List** – Displays each students marked attendance. (Depends on attendance module)
- **Class Grade Report** – List of students and their grades for selected grading period.
- **Disciplinary Reports** – List of reports filed for the select students in your class. (Depends on disciplinary module)
- **Former Student Grades** – List of assignment grades for students that are no longer in your class.
- **Grade Book Hard Copy** – List of students and assignments in a grid format that you would see in old grade books.
- **Individual Grade Reports** – Displays each student grading period grade and the assignments for that grading period.
- **LiveGrades Login Usage** – List of student and guardians and the last time they logged in.
- **Progress Report** – Displays the grade of a student in each class you have that student in.
- **Blank Roll Sheet** – List of students so you can have a hard copy of the roll.
- **Blank Score Sheet** – List of students and an area to create assignments and mark grades.
- **Parent Login Instructions** – Instructions to be handed out to parents so they can create a login to LiveGrades.
- **Student Login Instructions** – Instructions to be handed out to students so they can log into LiveGrades.

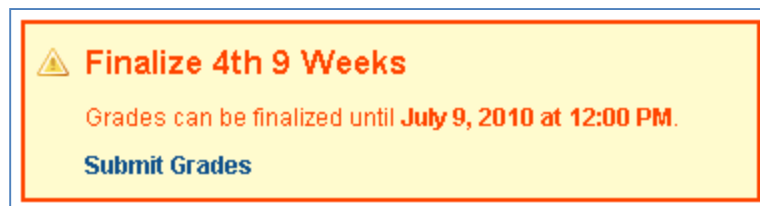
**Note:** These reports are subject to change. Reports and options are added frequently. Visit the reports page and check options to see changes.

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## Finalizing Grades & Early Senior Finalization

If your district is integrated with an education system such as WVEIS, then the district will be setup to publish your class grades into it.

District Administrators will set up your district with dates to submit grades by. When these dates are approaching then you will see notices on your class homepages. These notices will show up on any class that was imported and display the cut-off date that your district has set. Sometimes multiple notices will show up at once. For example, at the end of the semester, you may see notices for grading period grades, semester grades, and semester exams. You will need to submit any notice that you wish to publish to your information system. If your classes do not use a set of grades then you can ignore those notices.



This is an example of the notice you will see. When your grades are completed for the grading period or grading block you are submitting, you can click the

**"Submit Grades"** link.

The orange colors represents that the grades have not yet been submitted, and you still have time to submit them.

When you click on the **"Submit Grades"** link, you will be taken to the Finalize screen. This is where you can enter Comment codes, or uncheck the "Complete" box for those students who are getting an Incomplete for the grading period.

Name	Number	Grade	Comment 1	Comment 2
Allman, Gregg	000154812	100.00% A	None ▼	None ▼
Bonham, John	000216172	86.00% B	None ▼	None ▼
Conner, Sarah	000705963	102.00% A	None ▼	None ▼
Dent, Stew	000710169	30.00% F	None ▼	None ▼
Plant, Robert	000515699	95.00% A	None ▼	None ▼
Waters, Roger	000257368	96.00% A	None ▼	None ▼

I have reviewed these grades and find them to be accurate. ☐

I understand that submission of these grades is final. ☐

If you wish to leave a report card comment code, you can select one from the drop down. These are imported from your district.

I have reviewed these grades and find them to be accurate. ☒

Once you review the grades, mark the first checkbox.

I understand that submission of these grades is final. ☒

Mark the second checkbox and understand these are the grades that

will be submitted to your education system and cannot be changed by LiveGrades.

Once this is completed you will be able to click the Finalize button. Once the cut-off date is passed then the grades will be submitted to the information system by your district administrators.

**✓ 4th 9 Weeks Finalized**

This grade was finalized on July 9, 2010.

[View grades](#)

After submission the notice will turn green so you will know that the grades have been submitted. You can view the grades you submitted by click the **“View Grades”** link.

## Early Senior Finalization

LiveGrades allows teachers with seniors to finalize their grades separate and early. District administrators can mark certain grading periods to allow early senior finalization.

Class Information	
Subject:	CIVIC NXT GE
Course Code:	[REDACTED]
Section Code:	006
Class Log:	<a href="#">View Log</a>
Term Schedule:	Six Weeks
Period:	6th period
Grading Scale:	abdcdf scale
Teacher:	[REDACTED]
<a href="#">Update Class</a> <a href="#">Grid View</a> <a href="#">Grade Adjust.</a> <a href="#">WVEIS</a>	

If you have a class with seniors that need finalized you can click the **“WVEIS”** tab under Class Information section on the Class View Page.

Period Grades	
Grading Period	Status
1st 9 Weeks	No grades received.
2nd 9 Weeks	No grades received.
Semester 1 Exam	No grades received.
3rd 9 Weeks	No grades received.
4th 9 Weeks	<a href="#">Submit Senior Grades</a>
Semester 2 Exam	<a href="#">Submit Senior Grades</a>

Status for All Classes

Semester Grades	
Semester	Status
Semester 1 Average	No grades received.
Semester 2 Average	<a href="#">Submit Senior Grades</a>

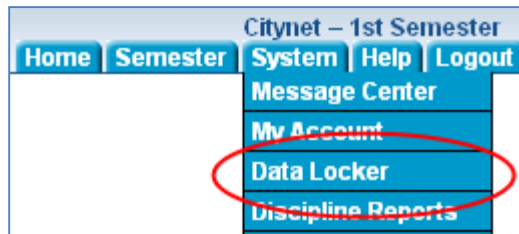
Final Class Grades	
Final	Status
Class Grade	<a href="#">Submit Senior Grades</a>

On the WVEIS class screen you will see a list of grade available to submit. If the class has seniors and the option to allow early senior finalization is turned on, you will see an option to **“Submit Senior Grades”**. This will follow the same finalization process as listed above with only seniors in the class.



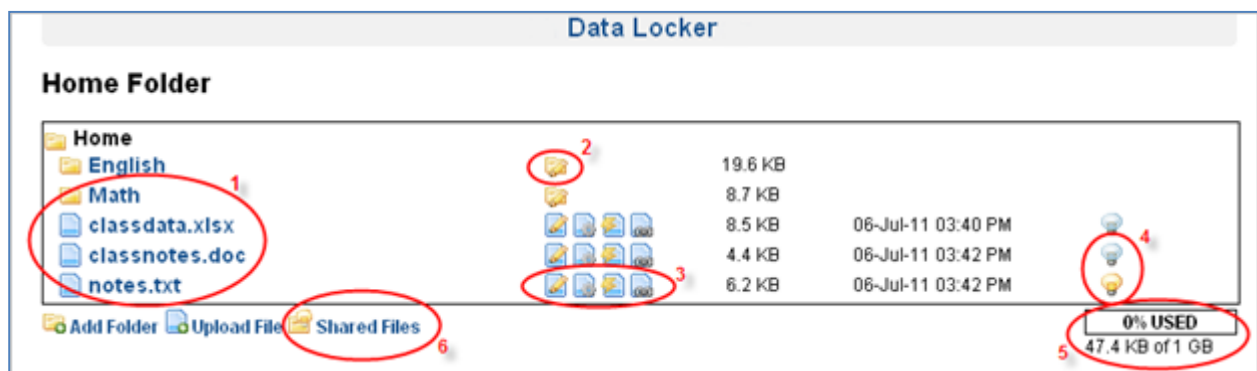
## Using Data Locker

The Data Locker system is an additional feature for LiveGrades where teachers and students can save files online and access from anywhere. The Locker system can be set-up per school or district-wide. To have the Data Locker system implemented in your schools or district contact Citynet to begin implementation.



To access the Locker system, please log into LiveGrades and scroll over the **"System"** tab. Click the **"Data Locker"** link from the drop-down menu that appears.

## Data Locker View



This will display your own locker and everything you have stored so far.

1. Directory Listing - List of all folders you have created and files you have uploaded in the current folder. You can create folders by clicking the **"Add Folder"** link at the bottom of the directory. You can upload new files by clicking the **"Upload File"** link at the bottom of the directory. Clicking on a folder will open up that folder to view its contents. Clicking on a file will download that file.
2. Folder Options – The only folder option is the **"Edit Folder"** icon. Clicking this allows you to edit a folder name.
3. File Options – List of file options: **"Edit File"**, **"File Stats"**, **"File Associations"**, and **"File Link"**. View the *File Options* section of this quick-start for more information on these options.

4. File Status – Icon representing whether or not a file is private or public. A private file will be indicated by an unlit light bulb, whereas a public file will be indicated by a lit light bulb.
5. Storage Limit – How much of your given space you have used. If you reach your storage capacity, you will have to remove files to create additional space.
6. Shared Files – View files that students have shared with you. View the *Shared Files* section for more information.

## File Options



There are 4 option icons for files.

### Update File

**NOTE:** Once a file is removed, it can no longer be recovered.

**Location:** Home\ [Change Location](#)

**Name:**

**Public:** ☐ *Note: Students will have access to this file if marked public and associated to an item.*

---

Invalid: Valid: Warning:

Clicking the icon will allow you to edit the file. Here you can move the file to a new folder, change the filename, or mark the file as public or private.

You will also have the option to remove the file from here also.

Clicking the icon will display the file stats. The left side will show when the file was last accessed, how many times it has been downloaded overall and by unique users. On the right you will see a listing of all users that have downloaded the file.

notes.txt

6.2 KB

06-Jul-11 03:42 PM

General Stats


Last Accessed: Jul 08, 11 09:09 AM

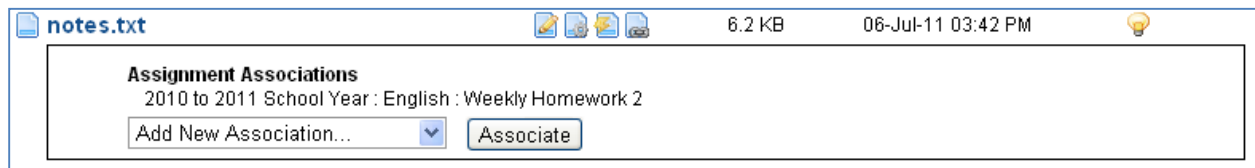
Total Downloads: 1


Unique Downloads: 1

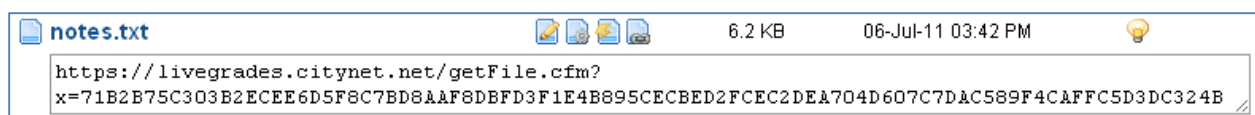
Download Log

User	Downloads	Last Download
Conner, Sarah	1	Jul 08, 11 09:09 AM

Clicking the  icon will show the file associations. Files must be associated to a class or assignment and also marked as public for students to have access to that file. Files can have multiple associations. So if the file is a worksheet that is used in your 3 English classes, you only need to upload the file once, and associate it to the 3 classes. Students in all 3 classes will then have access to the file.

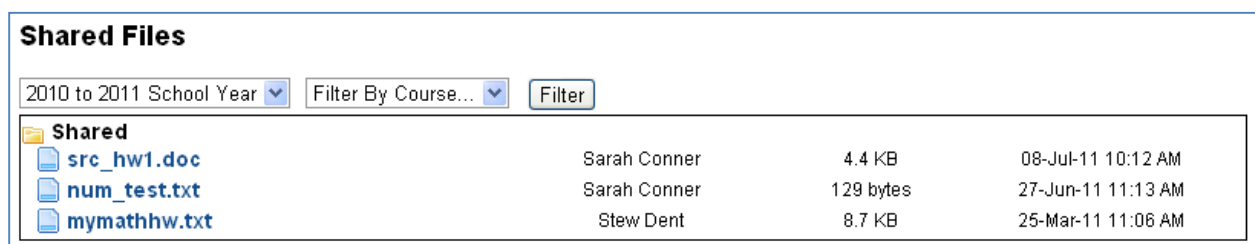


Clicking the  icon will display the file link. You can give this link out to anyone and they will be able to download the file. You can also place the link on your school/class webpage to allow anyone access to the file. Note that the file must be marked as public to allow the access.



## Shared Files

The shared files area is accessed by clicking the link at the bottom of the Data Locker view. This is where you can access files that have been shared to your classes or assignments.



You will initially see all files that have been shared with you. Clicking the filename will allow you to download the file. On the right you will see the user that uploaded the file, the size of the file and the date it was uploaded. You can filter the files by year, course and assignment if you wish. This will allow you to easily find files when you need them.

2010 to 2011 School Year	Math	Weekly Homework	Filter
<b>Shared</b>			
<b>src_hw1.doc</b>	Sarah Conner	4.4 KB	08-Jul-11 10:12 AM
<b>mymathhw.txt</b>	Stew Dent	8.7 KB	25-Mar-11 11:06 AM




## Additional Locker System Functionality

<b>Copy Template:</b>	New	
<b>Assignment Name:</b>	<input type="text"/>	✗
<b>Date Due:</b>	<input type="text"/>	✗
<b>Date Assigned:</b>	<input type="text"/>	
<b>Grading Period:</b>	6th 6 Weeks	✓
<b>Assignment Type:</b>	Choose...	✗
<b>Extra Credit:</b>	<input type="checkbox"/>	
<b>Description:</b>	<div><div></div></div>	
<b>Add Locker File:</b>	<input type="button" value="Choose File"/> No file chosen	
<b>Public File:</b>	<input type="checkbox"/> <b>Note:</b> Students in this class will have access to this file if marked public.	


Invalid: ✗   Valid: ✓   Warning: ⚠


Files do not have to be uploaded through the locker system. They can also be uploaded during assignment creation.

When you are creating an assignment you will also see the option to add a locker file. Selecting a file will upload said file and put it in your home directory. It will also automatically associate to the assignment.

Date Due	Assignment	Average
1/14/11	 <b>Weekly Homework</b> 	85.71% <b>B</b>
1/11/11	<b>Weekly Homework2</b> 	47.86% <b>F</b>

[Create Assignment](#)
[Assignments](#)

4th 6 Weeks 

Viewing assignment lists will quickly show which ones have files associated to it by displaying the  icon.

Assignment Information	
<b>Assignment Name:</b>	Weekly Homework
<b>Date Due:</b>	Jan 14, 2011
<b>Assignment Type:</b>	Test
<b>Grading Period:</b>	4th 6 Weeks
<b>Possible Points:</b>	100
<b>Description:</b>	Weekly Homework assignment.
<b>Public Files:</b>	<a href="#">mathhw_instructions.txt</a>
<b>Shared Files:</b>	<a href="#">2 Files</a>

[Create Template](#)

Viewing assignment information will also show what files have been associated. It will show your private and public files and the number of files that students have shared to the assignment. Clicking the links will take you to the locker system in the corresponding folders.

## Questionnaire Submission

Administrators in LiveGrades can create questionnaires for courses. When a questionnaire instance is created a start date must be filled in along with an optional end date. Once a start date has passed an alert will be displayed to all teachers with a course associated to the questionnaire instance.

 **Questionnaire "1st Grade Progress Report" Available**  
[Complete Questionnaire](#)

The alert will be displayed on the main class view page between class information and student listing. If an end date is provided the teacher has

until that date to complete the questionnaire.

Clicking the **"Complete Questionnaire"** link will display a list of students currently in the class and if the questionnaire has been completed or not.

Student Indicators: Term 1	
Students	
Allman, Gregg	Completed
Bonham, John	Available
Conner, Sarah	Completed
Dent, Stew	Available
Plant, Robert	Available
Waters, Roger	Available
Questionnaire Listing	

If a student has not had a questionnaire submitted the **"Available"** link will allow completion of the questionnaire. Any **"Completed"** link will allow viewing of a questionnaire for a student and modification if the instance end date has not passed.

The **"Questionnaire Listing"** tab will display a list of all questionnaires that have been made available to this class.

### Questionnaire

**Student Indicators - John Bonham**

Progress Indicators	
The student is gaining skills needed to Read	<input type="checkbox"/>
The student is gaining comprehension in Reading	<input type="checkbox"/>
The student is learning Math concepts	<input type="checkbox"/>
The student is learning Math computation	<input type="checkbox"/>
The student is learning Math application	<input type="checkbox"/>
The student is learning calculator usage	<input type="checkbox"/>

Responsible Indicators	
Uses good manners	<input type="checkbox"/>
Respects teachers	<input type="checkbox"/>
Respects school property	<input type="checkbox"/>
Respects property of others	<input type="checkbox"/>

Reading	
Book being read	Fox and His Friends

Completion of the questionnaire just requires inputting the answers for each question in the questionnaire. Once completed, clicking the submit button will submit the questionnaire for the student.

Once all students are completed or the end date has passed for a questionnaire, the alert will disappear from the class view page.

Name	Number	Average
Allman, Gregg	000154812	N/A
Bonham, John	000216172	N/A
Conner, Sarah	000705963	N/A
Dent, Stew	000710169	N/A
Plant, Robert	000515699	N/A
Waters, Roger	000257368	N/A

**Students** Seating Chart Reports Announcements

To review answers to the questionnaire you can click the **"Students"** tab on the main class view.

The student page will have a **"Questionnaires"** tab if there have been questionnaires available to your class. This will give a listing of all upcoming, available, and completed questionnaires for review.

Name	Number	Average
Allman, Gregg	000154812	N/A
Bonham, John	000216172	N/A
Conner, Sarah	000705963	N/A
Dent, Stew	000710169	N/A
Plant, Robert	000515699	N/A
Waters, Roger	000257368	N/A

Seating Chart **Questionnaires** 2nd 6 Weeks

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## FAQ for LiveGrades – Teachers

### General

***Q: How do parents and students get their activation codes?***

A: LiveGrades provides two information sheets for students and parents called “Student Login Sheet” and “Parent/Guardian Login Sheet”. This can be requested at the school from the teacher or administrator. Citynet will not disclose any of this information to anyone.

***Q: What if parents or students forget their logon/password information?***

A: The best way to resolve this would be for the parent/student to go to LiveGrades.com and click on the “Forgot Password” link. They will be able to enter their email address and have their login information emailed to them. If they do not have access to the email that they registered with, they have 2 options. The system administrator can manually reset that password on request, or they can request another login sheet for that student and create a new login.

***Q: If parents have more than one child in schools using LiveGrades do they need to set up an account for each student?***

A: No. Once a parent account is set up, they will be able to see information on all of their children using the student’s access code.

***Q: How can I be notified of any changes that have been made to LiveGrades?***

A: Under the “Help” tab, there is a “Site Updates” link. This will give a complete description of any changes that been recently made. There is an “Opt In” link at the top to receive email notification of any changes.

***Q: Can I “hide” classes, such as Homeroom, Planning, etc. that I don’t need to grade? Do they have to be visible in my list of graded classes?***

A: On the LiveGrades homepage, under the list of teacher classes, there is a tab labeled “Show/Hide”. A teacher can click on this tab and a list of the current classes will show up with checkboxes beside each one. Here they are able to select classes that need to be seen, or hidden from view. The courses that have the checkmark removed will no longer be displayed on the homepage or on the “Home” drop down list.



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***Q: Does LiveGrades support Standards-based grading scales?***

A: Yes. In addition to traditional grading, LiveGrades allows classes to align assignments to state or district standards. Standards for WV are already loaded into LiveGrades. Teachers can easily find, view, and use their state standards -- without typing them in.

***Q: Can I create a custom grading scale that is different than what the district is using?***

A: Yes, if your school district allows this, every teacher could have the ability to create a custom grade scale for any of their classes. In the Help menu, there is a Quick Start Guide with directions for this.

***Q: Can individual students in a class have a different grading scale than the rest of the class?***

A: Yes. For example, if the class is set up to be ABCDF scale, the teacher can go into the class homepage, select the student that needs this change. On that student page, they will see information about this student, including the Grading Scale. This will say "Class Default", meaning it is set to ABCDF as the class is. If the teacher clicks on the "Class Default", there will be an option to change this grading scale to a different one.

***Q: Can individual assignments reflect what Standards and Objectives are being covered in that assignment?***

A: Yes. The district and school must have enabled this option for it to be available. Then the teacher can choose to include Standards and Objectives when completing the Class Update information.

***Q: How long will assignments appear in the drop down Copy Assignment box, if the assignments are not saved as Templates?***

A: The assignments actually persist in the drop down for 10 days after a grading period ends.

***Q: How do I override a final grade?***

A: By clicking on the Grade Adjustments tab, which can be found on the class homepage, the teacher can adjust a grade by percent or by overriding the grade with a letter or percent. There is a comment column available that is private and only viewed by the teacher.

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***Q: What does the “Given Grade Only” check box mean?***

A: By default, LiveGrades.com publishes both a percentage grade and a letter grade. If the teacher wants to show what was actually inputted in the grade input, then this option can be selected.

***Q: How do I enter an exam grade? Is that considered an assignment?***

A: Yes, an exam is entered as an assignment. Create an Assignment, complete the information for Assignment Name, Date Due, and when selecting Grading Period select Semester Exam.

***Q: How long will LiveGrades stay logged on before it times out?***

A: LiveGrades will log off the current user after 20 minutes of inactivity.

***Q: Can teachers create their own Grade Marks? Do they have to use the default Grade Marks of “E” and “M”?***

A: Yes teachers can create custom Grade Marks. Under the System tab, select My Account, select Edit Grade Marks, and adjust to the desired marks.

***Q: Can a Parent or Guardian account remove a student from their account?***

A: Yes. The Account holder can remove the student from their livegrades.com account. Click on the Account tab and select “Remove a Student”.

***Q: How can a school district make sure that absences are being calculated correctly?***

A: Absences are calculated by the absence value given to an attendance type. If a school district has multiple values that count as “Absent”, such as “Excused Absent” or “Absent with Note”, they need to make that value 1. If they are using something like “Half Day Absent” they can give the value of .5. The LiveGrades system “Adds” these values to give a total number of absences. These values can be found under District Settings.

***Q: If a class is assigned to a different teacher, will the students in this class lose all the grades that were put in by the previous teacher?***

A: A class is defined by the school, course code, section code. Assignments/Grades are attached to a class. Teachers are attached to a class. The teacher can change 100 different times and the class will remain the same. You can see the teacher the same as a student. They are being added and removed. In reality nothing is transferring, a teacher will be removed from

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a class and another teacher will be added to the class. An issue will only arise if a course code or section code changes.

***Q: How does a classroom teacher look at grades for a former student?***

A: Classroom teachers can retrieve all assignment grades for former students. On the class page, under Reports tab, there is a report called “Former Student Grades”.

## WVEIS Related

***Q: If a course is removed from WVEIS, will it automatically be removed from LiveGrades?***

A: No, LiveGrades will not remove courses automatically so that data is not lost such as assignments and grades.