

StarStudent Instructions: Gradebook Portal

1. Log into the portal at <http://bbc-ssp.danbury.k12.ct.us/pls/portal>
2. Bookmark this site so you can easily return next time.
3. Your user name & password have been sent to you through email (don't want to leave this info lying around, but don't delete it from your email in case you forget!)
4. Click on Teacher.

Teacher Schedule

Name: CASIMIRO, K Department: SOCIAL STUDIES Homeroom: [A230](#) MS CASIMARO A230

PD	Start	End	Sem	Course	Sec	Name	Room	Days	Load
01	08:00	08:44	FY	DUTY		PREP			0
01	08:00	08:44	S1	DUTY		IBS			0
02	08:44	09:28	FY	DUTY		CP			0
02	08:44	09:28	S1	DUTY		PREP			0
03	09:28	10:12	FY	4813	003	AM. HIST. 8	A230	MTWRF	19
									Roster Attendance Gradebook Interims Grades
04	10:12	10:56	FY	4813	002	AM. HIST. 8	A230	MTWRF	27
									Roster Attendance Gradebook Interims Grades
05	10:56	11:28	FY	DUTY		CAFE			0
05	10:56	11:28	S1	DUTY		PREP			0
06	11:28	12:12	FY	4813	005	AM. HIST. 8	A230	MTWRF	4
									Roster Attendance Gradebook Interims Grades
07	12:12	12:56	FY	DUTY		LUNCH			0
08	12:56	13:38	FY	4813	004	AM. HIST. 8	A230	MTWRF	23
									Roster Attendance Gradebook Interims Grades
09	13:38	14:21	FY	4813	001	AM. HIST. 8	A230	MTWRF	31
									Roster Attendance Gradebook Interims Grades

Note: Current scheduled class is shown in **Bold**.

We'll also use these when it is time for Interims and Grades; they will not be available until the window of time when you'll need them....

5. Click **Gradebook**:

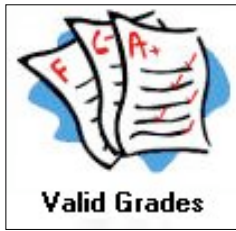
Class: 3712-001 (LIFE SCIEN) Period: 01 Teacher: DONOVAN, D FOURTH QUARTER (04/11/05-06/20/05) Go

Valid Grades Categories Assignments

Student Name	ID	GR	AVG
BODDAPATI, DEEPTI	3229251	07	
BRIGANTI, NICHOLAS	21510001	07	
CASSAVECHIA, JARED	7007263	07	
COOKE, KAITLIN	3310110	07	
COOPER, BRANDON	3280107	07	
CROUCH, CAROL CHIBUEZE	7027079	07	
CROUCH, KENNETH	7027080	07	
DARGE, RYAN	3320125	07	
EFRAT, NATHAN	3320308	07	
FEDGE, MATTHEW	3500116	07	
GARCIA, LUIS	3500120	07	

We will set these up in this order, left to right:

This shows which quarter you are looking at.



You will need to fix this screen first. We will add a row at the bottom:

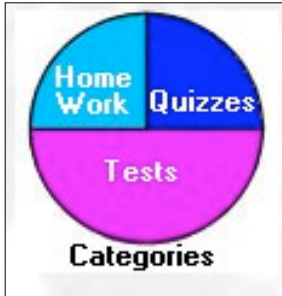
***	DEFAULT VALID GRADES	W+	0	Yes
***	DEFAULT VALID GRADES	W-	0	Yes
***	DEFAULT VALID GRADES	WF	0	Yes
***	DEFAULT VALID GRADES	WP	0	Yes
***	DEFAULT VALID GRADES	X	0	Omit (Adjust Divisor)

Add this whole row, typing it exactly. This will tell the Portal to NOT count a grade. Also, if you use this option for grades not in yet (student absent that day, etc), the portal displays a more accurate average for a student.

Be sure to click

Submit Teacher Valid Grades

at the bottom.



On this screen, you set up the Categories for your grades for this class. This is where you weight your grades as well.

A Sample Screen:

Be sure to click both of these columns for each category, or your categories will not be submitted; you will have to re-do it.

Class Categories							
Categories							
Class: 2622-002 (MATH 6) Period: 03 Teacher: DOUBEK, P							
Marking Period	Category	Description	Grading Type	% of Grade	Drop Low	Set Grade	Valid Grade Table
FIRST QUARTER	CL	classwork/quizzws	Percentage	33.3	No		DEFAULT VALID GRADES
FIRST QUARTER	HW	homework	Percentage	33.3	No		DEFAULT VALID GRADES
FIRST QUARTER	TST	tests	Percentage	33.4	No		DEFAULT VALID GRADES

- Be sure to click

Submit Gradebook Categories

- You have the option of copying these categories to as many other classes as you wish. At the bottom of the screen, see:

Copy 3712-002 Categories to ALL Classes Go

Use the drop-down menu to choose which classes to copy the categories to.



“Assignments” refers to everything to be graded, including all categories you have set up.

To add Assignments:

- Choose a Marking Period.
- Type the date given, including the full year.
- Assign points
- Choose a Category for each.
- Put a description.
- Choose “Extra Credit” Yes or No (Yes for “Extra Credit” allows you to give an assignment but NOT penalize students who do not do it. You can think of it as a global way of giving the X we set up in our Valid Grade Tables)

Sample screen:

Be sure to click one of these for every assignment., or your assignments will not be submitted!

Assignments						
Class: 2622-001 (MATH 6) Period: 02 Teacher: DOUBEK, P FIRST QUARTER (08/31/05-11/04/05) Go						
Marking Period	Date	Points	Category	Description	Extr.	Credit
FIRST QUARTER	09/01/2005	100	homework	Me	No	
FIRST QUARTER	09/06/2005	100	homework	Place value ws	No	
FIRST QUARTER	09/07/2005	100	homework	graph ws	No	
FIRST QUARTER	09/08/2005	100	homework	menu ws	No	

Be sure to

Submit Gradebook Assignments

You can copy these assignments to other classes: Use the Drop-down menus at the bottom of the page:

Copy Assignment ALL Assignments to ALL Classes Go

To use your Gradebook:

1. Add grades by typing them in. You may use letter or number grades.
2. When you first add an assignment, the students' averages will drop, since they will all say "0" as a default.
3. Click "Submit" at the bottom of the page to submit each column as you do it.

Note: none of the Reports at the bottom of the Gradebook page are working at this time.

Interims/Report Cards: General Info

- You will also use this portal to do Interims and Report Cards. (Right now, neither link is working)
- Pete will open up a window for a period of time where the Interim and Grades links on your main Portal page will work.
- For Interim Posting, the grade showing in the Gradebook Portal will flow through, but the grade will not appear on the Interim Report.
- Grade Posting, the grade showing in the Gradebook Portal will flow through. You will have an opportunity to override this grade.

* For more help, email Barbara at myersb@danbury.k12.ct.us *