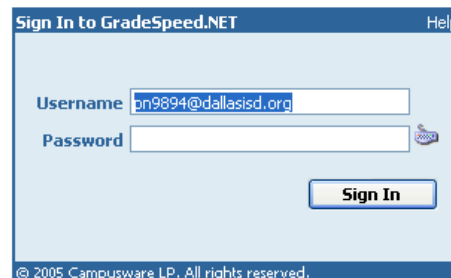
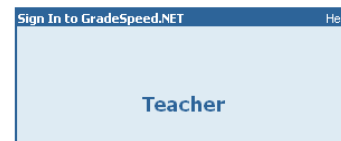


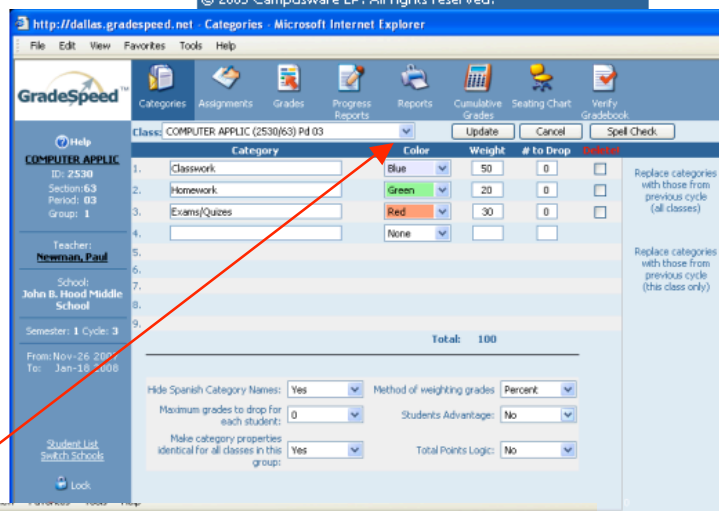
Teachers **MUST** do the following in order to use GradeSpeed:

1. Go to: <http://dallas.gradespeed.net/gs/> – this will work from any computer that has an internet connection.
2. Click on Teacher.
 - a. Login Username is entire Dallas ISD e-mail address. i.e. username@dallasisd.org – it is not case sensitive.
 - b. Password, first time used is left blank, just click Sign In. You will be required to choose a password. After first time, use the password you choose. To change password, see your Campus GradeSpeed Administrator(s).

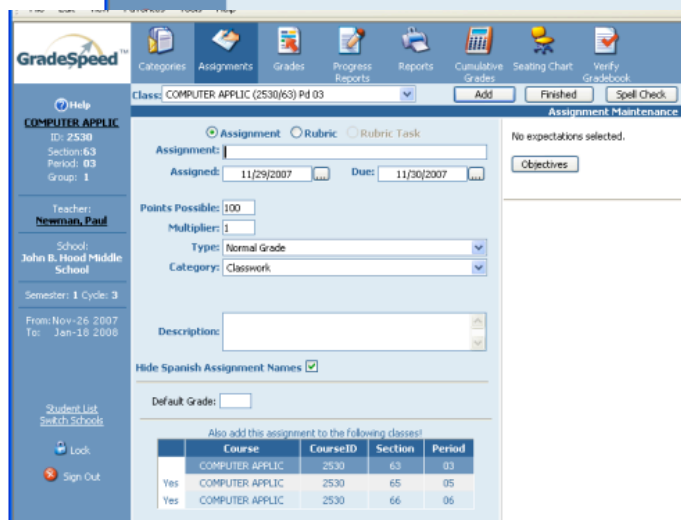


3. Click on Category to add categories for grading. Click on **update** after setting each category. For Example (Individual Campuses may have their own policies):
 - a. Exams/Tests/Quizzes – **Red** – 30
 - b. Homework/Participation – **Green** – 20
 - c. Class work – **Blue** – 50

You will need to set up Categories for each COURSE NUMBER you teach. You can change classes by using the drop-down menu by class.

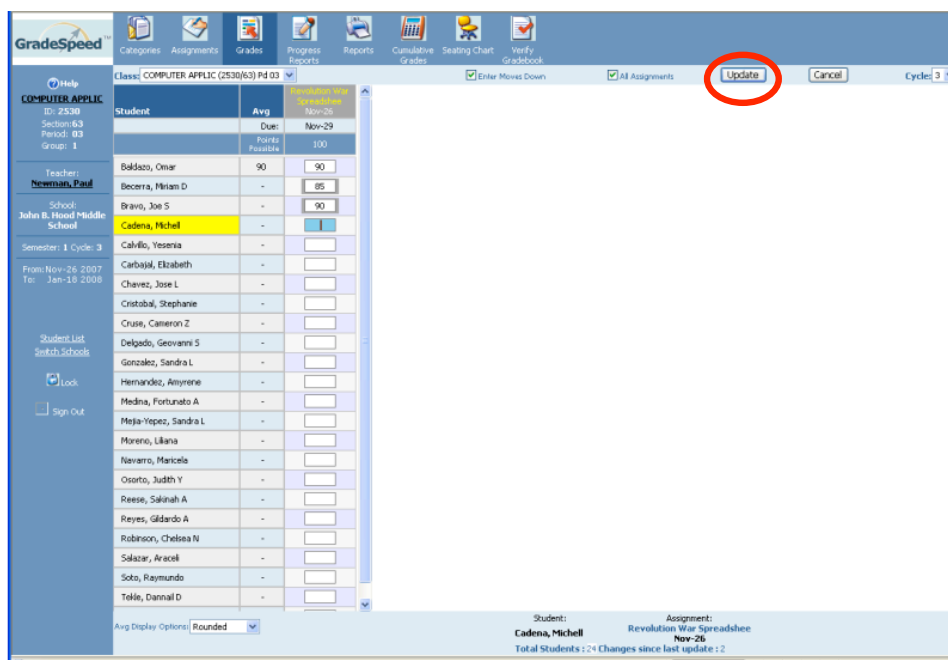


4. Click on assignments. Click on **add** to put the assignment in the grade book.
 - a. You may choose to use the same assignments for all the classes that you teach with the same course number.
 - b. If you do not want all sections to have the same assignments, click Yes next to that section to keep that section different from the others.
 - c. “Default Grade” will give every student in the class that grade automatically. You can edit individuals in the Grades.



Enter grades into the grade book. You must click **UPDATE** for the grades to be saved.

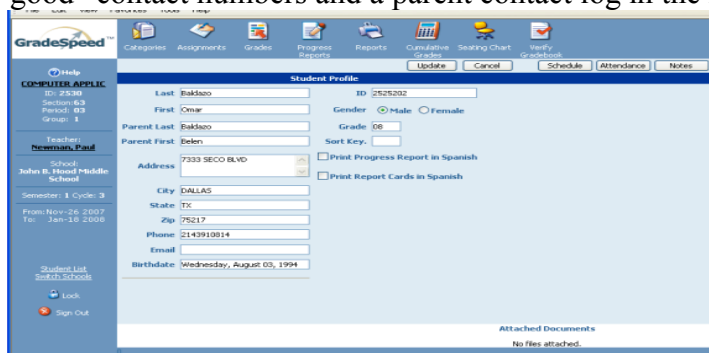
- d. Grades with a gray outline have not been updated.
- e. You can enter grades for an entire class, then Update if you choose.
- f. You may choose to show averages as a Rounded whole number value rather than the default 1/100th.



Where it says Numerical Grade you can also put the following if they apply: E for Excused, I for Incomplete, M for Missing. As you use the program, any questions you have, write them down, or email them to your campus Grade Speed Administrator, so they may be addressed.

Course roster is automatically updated nightly for students that dropped/added a course. School calendar is input at the district level. – There is no “set-up” to be done by the teacher other than Categories (first time only) Assignments, and Grades. Students that dropped will be moved to the bottom of the class list with a “(d)” after their name.

You may click on a student name in the grade book to pull up student information. This includes the student schedule. You can choose to add a place for Modifications and Textbook information. You can also keep “good” contact numbers and a parent contact log in the notes portion under the student information.



		Baldazo, Omar			
Teacher	Course	Period	Room	Avg	
709 Marshall	Victoria	1100	LANG ARTS 8	01	
851 Price	Ondrion	4582	PHY EDUC 7-8	02	
713 Newman	Paul	2530	COMPUTER APPLIC	03	90
843 Johnson Tuesno	Chandra	2550	MATH 8	04	
752 Martin	Reginald	2050	U 5 STUDIES 8	05	
706 Fehlbaum	Myriame	1115	READING MSTRY 8	06	
727 Abraham	Valiyaveetil	3014	SCIENCE 8	07	

ID	Last	First	Grade	Birth Date	Schedule
2581760	Cardoso	Guadalupe	07	08/31/1995	[Proof] [Grades] [Schedule]
2497133	Coban	Delontae	07	10/18/1992	[Proof] [Grades] [Schedule]
2563190	Falked	Uziel	07	10/14/1994	[Proof] [Grades] [Schedule]
2399500	Garcia	Jose	07	06/09/1992	[Proof] [Grades] [Schedule]
2048802	Hernandez	Jose	08	07/08/1994	[Proof] [Grades] [Schedule]
2567491	Hernandez	Meredith	07	11/20/1993	[Proof] [Grades] [Schedule]
2568956	Holley	Breanna	08	12/31/1993	[Proof] [Grades] [Schedule]
2491441	Sharra	Pearl	08	10/06/1992	[Proof] [Grades] [Schedule]
3010489	Johnson	Kristiana	07	01/28/1995	[Proof] [Grades] [Schedule]
2596950	Martinez	Christian	07	02/27/1995	[Proof] [Grades] [Schedule]
2494953	Moska	Maria	08	10/22/1993	[Proof] [Grades] [Schedule]
2573494	Morano	Mayra	08	07/16/1994	[Proof] [Grades] [Schedule]
2572911	Navarrete	Gabriela	07	09/09/1993	[Proof] [Grades] [Schedule]
2013659	Rockledge	Leticia	08	01/30/1993	[Proof] [Grades] [Schedule]
2496992	Salsedo	Esteban	07	09/02/1993	[Proof] [Grades] [Schedule]
2463976	White	Austin	07	09/30/1994	[Proof] [Grades] [Schedule]

You need to click on your name and **update** any and all of your information. Administrators can your conference period(s) from this screen. It also allows you to set up retake information. A student may retake an assignment or test up to three times. The teacher has the discretion as to how that if figured into the average.

View: User Profile [Update] [Cancel] [Apply] [Create Custom Fields] [Change Password]

Teacher's Email: pn9894@dallasd.org

Conference Period: 1st Period, Tech periods 2nd 4th and 7th

Minimum passing grade: 70 Displaying failing Grades in Red

Gradebook Attendance Total Column (Choose up to 3):
 Abs. this Cyc. Abs. this Sem. Abs. this Yr.
 Tardies this Cyc. Tardies this Sem. Tardies this Yr.
 Include Attendance entered by other teachers.

Semester Exam Weight: 10

Maximum Retake Grade: 80 %
 Retake Behavior: Highest
 Startup Page: Gradebook

View: Display Student Fields [Update] [Cancel] [Apply] [Create Custom Fields] [Change Password]

Please select the fields you would like to display for a student in the mode selected below.

Mode: Gradebook

Student Name (Full)
 Student Name (Short)
 Student ID
 Grade Level
 Student Characteristics
 Sub-School
 Hide Inactive Students.

Sort Order
 Please select the order you would like these fields to appear.
 Student Name
 Student ID
 Grade Level
 Student Characteristics
 Sub-School

[Move Up] [Move Down]

Class: COMPUTER APPLIC (2530/65) Pd 05 [Generate]

Teacher Reports
 Grade List
 Category Averages
 Conduct / Comments
 Assignments
 Missing Assignments
 Class Roster
 Grade List (Paper Saver)
 Attendance Roster

Report Options
 Name Order: [v]
 Name Only
 ID Only
 Name and ID
 Print All Classes
 Yes
 No
 Grade List Options
 Print assignment name in column headers.
 Print assignment names at the end of the report.
 Print GradeLevel
 Order by Grade Level

Administrative Reports
 Failure Report
 Honor Roll Report
 GradeSpeed Monitor
 Parent Conference Report

You can print your grade book plus a number of other useful reports by clicking on the Report tool. Progress Reports are a teacher tool and may be given at any time. **They will not replace the District Potential Failure letters!** Potential Failures from the CRC must still be completed during the third week of each six weeks, per district policy.

By clicking on Cumulative Grades, you can view the student averages for each semester. For non-ACP courses and for exempt students you will manually input their semester test grades here. **GradeSpeed WILL NOT override what is done in Delta Stusys. Changes in Delta Stusys will be uploaded to GradeSpeed.** You cannot change

ID	C1	C2	C3	E1	S1	C4	C5	C6	E2	S2	DA Avg
2581760	85	85			85						85.00
2497113		70			70						70.00
2563193	90	80			85						85.00
2389580	80	80			80						80.00
2048802	80	80			80						80.00
2567491	90	90			90						90.00
2568956	88	90			89						89.00
2491441	75	80			78						78.00
3010489	80	75			78						78.00
2596983	80	80			80						80.00
2494853	85	85			85						85.00
2573494	85	85			85						85.00
2572911	80	90			85						85.00
2013669	75	85			80						80.00
2496892	80	80			80						80.00
2963975	80	90			85						85.00

any of the averages except for the current six weeks. If other six weeks grades need changing you will still need to fill out a Grade Change form.

Dallas ISD will not use GradeSpeed for attendance at this time.

Additional training/help guides and video tutorials are available at: <http://www.gradespeed.net/dallas>

The user guides and manuals are also available the school's web site: http://www.dallasisd.org/schools/es/a_b/bayles/staff.html

E-mail address for issues/questions: gradespeedinfo@dallasisd.org

Extra Credit Assignments. When you add an assignment as Extra Credit applied to the Average, the number the points you enter (i.e. 70) are then added to the entire grade.

To remedy this situation, enter the extra credit as a value less than 10 (meaning 10 points added to the overall average for each student completing extra credit. You can even enter them as tenths of points.

When Extra Credit is applied to a Category it seems as though it is applied as that number of points added to the average for that category, again it is recommended less than 10 total for all categories.

To enter a **Semester Exam Grade**, click on Cumulative Grades and enter the exam score for the first semester in the E1 column. Once you have entered the scores do not forget to click Update to save the changes.

IMPORTANT: When you finish entering all grades you need to click on the Verify button. Once you click on the Verify button you will NOT be able to change anything else that six weeks. You must click on it so that the grades go to the CRC.

The following is the procedure for printing and turning in your grade book when using GradeSpeed:

1. Use the Grade List (paper saver) report to print each class grade book. Print two copies, one for the Data Controller (CRC) and one for yourself.
 - a. Be sure you are on the correct cycle (right-hand side).
 - b. Click the Reports button on the main task bar.
 - c. In Report Options, select: Name and ID, Yes (to print all classes), Print assignment name in column headers.
 - d. Click the Generate button below the main task bar.
 - e. The document opens in a new window, Click File, Print, Select the printer, Click preferences, Landscape, OK, Number of copies, 2, then Print.

2. Sign and date one copy of your printed grade lists and turn them in to your data controller. Keep the other for your records.

Teachers turn in the following to the Data Controller (CRC):

- Signed and dated Grade List (paper saver) printed from GradeSpeed
- Dallas ISD Delta Grade book (no need to fill this out)
- Signed and dated Grade Reporting Proof List Printed from Delta

Extra information:

Grades entered on Delta (cycle or exam) will never be overwritten by a grade entered on GradeSpeed. Grade changes entered on Delta (cycle or exam) will be copied nightly from Delta to GradeSpeed.

IMPORTANT SECURITY ISSUE!!!

- **It is CRITICAL that you SIGN-OUT anytime that you are not actively sitting in front of your computer, otherwise anyone who comes into your room will have access to your grade book.**
- **It is REQUIRED that you LOG OFF the computer when you are done using it (at least every evening!). If you do not others, including students, will have access to YOUR files, as well as access to all student files.**
- **It is a MUST that you log out when using a “public” computer, like those in the library.**