

How to assign a Grade book Profile to all teachers of a division

Purpose: To set a default profile to all teachers within a division.

Step 1: Login as a SOIN administrator. **Proxy login as a teacher within the division.**

Step 2: Go to the Grade book of the teacher.

Step 3: Select a class of the teacher as shown in the image and click on **Modify Profile** link.

The screenshot displays the SOIN Master Site interface. On the left is a sidebar menu with options like 'LD Homepage', 'My Homepage', 'Conference Reports', 'My Links', 'My Profile', 'My Classes', 'Academics', 'My Lesson Plans', 'My Assignments - Staff', 'My Gradebook', 'Attendance - Staff', 'Student View', 'Proxy Assignment', 'New Assignment', 'Report Cards', 'Events/Meetings', 'Staff Directory', and 'Newsletters'. The main content area is titled 'My Grade Book' and includes links for 'Grade Book Profile' and 'Help'. Below the title are filters for 'Marking Period: 3' and 'Academic Year: 2009-2010'. A table lists classes with columns for 'My Classes', 'Grade Book Status', and 'Action'. The 'Reading 5-333' class is circled in red. An arrow points to the 'Modify Profile' link in the 'Action' column for this class. At the bottom, there are 'Reports:' options, a dropdown menu set to 'Grade Book By Student', and buttons for 'Show Students' and 'Print'.

| My Classes | Grade Book Status | Action |
|-----------------------------------|-------------------------------------|---|
| Kriah 5-333 | Updated on: 7/20/2010 7:13:54 AM | Grade Book Modify Profile |
| Mathematics 5-333 | Not graded yet. | Grade Book Modify Profile |
| Reading 5-333 | Updated on: 8/10/2010 2:09:29 PM | Grade Book Modify Profile |

How to assign a Grade book Profile to all teachers of a division

On the Modify Profile page click on Grading Scale.

Grade Book Profile Modify [Grade Book Profile](#) [Grading Scales](#) [Grade Book](#) [Help](#)

Class: Marking Period: [1](#) [2](#) [3](#) 2009-2010

Grade Book Profile for Class Reading 5-333 (MP: 3)

Class Options:

Grading Method: * ? Final Grading Scale: * ?

Note: For Tests and Project Reports to show up in the Test Calendar, the category codes must be TS and PR respectively.

Category Options: [Add New](#)

| # | Category Name * ? (Max 50 chars) | Category Code * ? (Max 3 chars) | Weight * ? (Numbers, 2 decimals) | Grading Scale * ? | Drop Lowest * ? | Action |
|---|-------------------------------------|------------------------------------|-------------------------------------|----------------------|----------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

On the Grading Scale Screen either add a new scale or modify an existing scale to define a scale that you would like to assign to the sample(selected) teacher's profile.

Grade Book - Grading Scale Setup - Welcome to Township Academy - Windows Internet Explorer

Grade Book - Grading Scale Setup [Grade Book Profile](#) [Help](#)

Mr. Green's Grading Scales [Add New](#)

| Grading Scale: Letter Plus (Both Numbers and Letters) Edit In Use | Grading Scale: Letter (Both Numbers and Letters) Edit Delete | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-----------------|-----------------|-------------|---|--------|---|--|----|----|----|--|--|-------|-------------|-----------------|-------------|---|---|---|--|---|---|----|--|
| Description: Letter Plus | Description: Letter | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"><thead><tr><th>Grade</th><th>Description</th><th>Minimum Score %</th><th>Grade Image</th></tr></thead><tbody><tr><td>F</td><td>Failed</td><td>0</td><td></td></tr><tr><td>D-</td><td>D-</td><td>60</td><td></td></tr></tbody></table> | Grade | Description | Minimum Score % | Grade Image | F | Failed | 0 | | D- | D- | 60 | | <table border="1"><thead><tr><th>Grade</th><th>Description</th><th>Minimum Score %</th><th>Grade Image</th></tr></thead><tbody><tr><td>F</td><td>F</td><td>0</td><td></td></tr><tr><td>D</td><td>D</td><td>60</td><td></td></tr></tbody></table> | Grade | Description | Minimum Score % | Grade Image | F | F | 0 | | D | D | 60 | |
| Grade | Description | Minimum Score % | Grade Image | | | | | | | | | | | | | | | | | | | | | | |
| F | Failed | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| D- | D- | 60 | | | | | | | | | | | | | | | | | | | | | | | |
| Grade | Description | Minimum Score % | Grade Image | | | | | | | | | | | | | | | | | | | | | | |
| F | F | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| D | D | 60 | | | | | | | | | | | | | | | | | | | | | | | |

How to assign a Grade book Profile to all teachers of a division

On the Add New Profile screen, let's add a sample scale called New Scale.

<http://tha.soink12.com/code/Gradebook/GradeBookGradingScaleAddUpdate.asp?StaffId=3687&ClassId=&MarkingPeriod=3&AcademicYear=2009-2010&>

Grade Book - Add Grading Scale [Grade Book Profile](#) [Help](#)

Name of New Scale

Add Grading Scale

Title: * ? (Max 50 chars) **Grade Display:** * ? Show both Letter and Number Grades ▾

Description: ? (Max 250 chars)

| | | | |
|--------------------------------|---|---|-----------------------------------|
| Grade * ? (Max 3 chars) | Description (Optional) ? (Max 250 chars) | Minimum Score % * ? (Numbers, upto 2 decimals) | Grade Image (Optional) ? |
| <input type="text" value="F"/> | <input type="text" value="Fail"/> | <input type="text" value="0"/> | <input type="text" value="----"/> |
| <input type="text" value="D"/> | <input type="text" value="Unsatisfactory"/> | <input type="text" value="65"/> | <input type="text" value="----"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="----"/> |

Enter the grade values

Enter the Title of the scale, Description if any. For example if your grades are as follows:

| Grade | Description | Minimum Score |
|-------|----------------|---------------|
| F | Fail | 0 |
| D | Unsatisfactory | 65 |
| C | Fair | 75 |
| B | Good | 81 |
| A | Excellent | 91 |

Start with the lowest grade value, which in the above example is F. Enter grade F, description and minimum score as 0.

The above grades are interpreted as

F having the range of 0-64.

D having the range of 65-74

C having the range of 75-80

B having the range of 81-90

A having the range of 91 and above.

Click on **Save** to save the scale.

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Click on BACK and you will come to the Grade book Profile page.

How to assign a Grade book Profile to all teachers of a division

Click On the Edit Button of the class you would like to apply the New Grade to. If the scale is to be applied to all the classes of the teacher, click on Edit at the first class and apply the new grading scale to the class, right from the top - that is assigning it to the Final Grade Calculations, and each of the categories. This is the time, you will set the correct categories, delete the ones that are not required. Add new ones, make sure the total weight is 100% and apply the newly created Grading Scale to the categories that should get that scale. **Each of the categories can have a different grading scale. If is not necessary that all Categories have the same Grading Scale.** Scroll down and check all the parameters, check off the classes of this teacher and click on Save.

Grade Book Profile Modify - Welcome to Township Academy - Windows Internet Explorer

Grade Book Profile Modify [Grade Book Profile](#) [Grading Scales](#) [Grade Book](#) [Help](#)

Class: Marking Period: [1](#) [2](#) [3](#) 2009-2010

Apply new grading scale to Final Grading scale as well as to all categories such as Homework, Project etc.

Grade Book Profile for Class Reading 5-333 (MP: 3)

Class Options:

Grading Method: * ? Final Grading Scale: * ?

Note: For Tests and Project Reports to show up in the Test Calendar, the category codes must be TS and PR respectively.

Category Options: [Add New](#)

| # | Category Name * ? (Max 50 chars) | Category Code * ? (Max 3 chars) | Weight * ? (Numbers, 2 decimals) | Grading Scale * ? | Drop Lowest * ? | Action |
|---|---------------------------------------|------------------------------------|-------------------------------------|--|--------------------------------|-------------------------|
| 1 | <input type="text" value="Homework"/> | <input type="text" value="HW"/> | <input type="text" value="40"/> % | <input type="text" value="New Scale"/> | <input type="text" value="0"/> | Delete |
| 2 | <input type="text" value="Project"/> | <input type="text" value="PR"/> | <input type="text" value="20"/> % | <input type="text" value="Letter Plus"/> | <input type="text" value="0"/> | Delete |
| 3 | <input type="text" value="Test"/> | <input type="text" value="TS"/> | <input type="text" value="20"/> % | Please select | <input type="text" value="1"/> | Delete |
| 4 | <input type="text" value="Quiz"/> | <input type="text" value="QZ"/> | <input type="text" value="15"/> % | Letter Plus | <input type="text" value="0"/> | Delete |
| 5 | <input type="text" value="Journal"/> | <input type="text" value="JRN"/> | <input type="text" value="5"/> % | Letter | <input type="text" value="0"/> | Delete |
| <input type="button" value="Weight Equally"/> | | | 100 % | <input type="text" value="New Scale"/> | | Add New |

How to assign a Grade book Profile to all teachers of a division

Scroll down to apply the new scale to other classes of the teacher. The Duplication (Copy) Mode is very important. **The Update mode means, the system will update the weight and grading scale of matching categories only. In Replace mode, all the existing categories of the target class will be deleted and the categories of the source class will be created for the target class. If the target class has assignments associated with any of the categories, the Update and Replace will fail in those cases. No change will be made to the categories of a target class that has assignments.**

In new installations of SOIN, use the Replace option.

Check off the classes to which the new scale is to be applied and Save it.

Grade Book Profile Modify - Welcome to Township Academy - Windows Internet Explorer

Copy Options: [Copy Profile to Other Teachers](#) [View Saved Profile Process Log Details](#)

Duplication Mode: ? Update Replace Class Options ? Category Options ? Display Options ?

Copy Grade Book Profile to my other classes/marketing periods: ? [Check All](#) | [Clear All](#)

| Class | Marking Period | | | Class | Marking Period | | |
|--------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Club 5-333 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | English 101 | <input checked="" type="checkbox"/> 1 | | |
| Hebrew 5-333 | <input checked="" type="checkbox"/> 1 | <input checked="" type="checkbox"/> 2 | <input checked="" type="checkbox"/> 3 | Spanish 5-333 | <input checked="" type="checkbox"/> 1 | <input checked="" type="checkbox"/> 2 | <input checked="" type="checkbox"/> 3 |

Check off the other classes to which the new scale is to be applied

How to assign a Grade book Profile to all teachers of a division

To copy this scale to all the other teachers in the division, click on the link in Blue called **Copy Profile to Other Teachers** located in the **Copy Options** block as shown below:

Copy Options: [Copy Profile to Other Teachers](#) [View Saved Profile Process Log Details](#)

Duplication Mode: Update Replace Class Options Category Options Display Options

Copy Grade Book Profile to my other classes/marketing periods: [Check All](#) | [Clear All](#)

| Class | Marking Period | | | Class | Marking Period | | |
|--------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Club 5-333 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | English 101 | <input checked="" type="checkbox"/> 1 | | |
| Hebrew 5-333 | <input checked="" type="checkbox"/> 1 | <input checked="" type="checkbox"/> 2 | <input checked="" type="checkbox"/> 3 | Spanish 5-333 | <input checked="" type="checkbox"/> 1 | <input checked="" type="checkbox"/> 2 | <input checked="" type="checkbox"/> 3 |

[Back](#) [Reset](#) [Save](#)

Click on the Copy Profile To Other Teachers link. On this page, it shows the scale you have defined for the selected teacher. Select the School (division) from the School drop down .

Teacher: Abed, Rabbi Lawrence Class: English 101 MP: 1

Grading Scales: Effort, Letter, Letter Plus (In Use), Pass/Failed **These are the details of the new Grading Scale.**

Class Options:

Grading Method: Marks based Weighted Average Final Grading Scale: Letter Plus

Category Options:

| Category | Category Code | Weight | Grading scale |
|----------|---------------|--------|---------------|
| Homework | HW | 25% | Letter Plus |
| Project | PR | 25% | Letter Plus |
| Test | TS | 25% | Letter Plus |
| Quiz | QZ | 25% | Letter Plus |
| | | 100% | |

Display Options:

Show Category Percentage: Yes School Drop down Calculate and Show Final Grade and averages: Yes

Category Rounding: 2 Final Grade Rounding: 2

Search

School: Lower Division

[Cancel](#) [Show Class Profile/Category](#)

Teacher List [Check All](#) | [Clear All](#)

| Teacher | Teacher | Teacher |
|--------------------|--|---|
| Abadie, Dr.Joel | <input type="checkbox"/> Abed, RabbiLawrence | <input type="checkbox"/> Albin, Dr.Benjamin |
| Angelou, Ms.Joshua | <input type="checkbox"/> Brown, Mrs.Marsha | <input type="checkbox"/> Brown, Mrs.Naomi |

How to assign a Grade book Profile to all teachers of a division

It will show all the teachers in the selected division. **Check All** to select all teachers or any number of teachers whom you would like to apply the grading scale to and click on **Show Class Profile Category Button**. This will take you to the detail page where you can see the Grading Scale that you are about to apply to selected teachers on the **Grade Book Profile Duplication** screen.

Category Options:

| Category | Category Code | Weight | Grading scale |
|----------|---------------|--------|---------------|
| Homework | HW | 25% | Letter Plus |
| Project | PR | 25% | Letter Plus |
| Test | TS | 25% | Letter Plus |
| Quiz | QZ | 25% | Letter Plus |
| | | 100% | |

Display Options:

| | | | |
|---------------------------|-----|--|-----|
| Show Category Percentage: | Yes | Calculate and Show Final Grade and averages: | Yes |
| Category Rounding: | 2 | Final Grade Rounding: | 2 |

Search

School: Lower Division

Notes:

- ▶ **A** / **A*** / **NA** / **A*** in teacher class lists indicates Assignments
- ▶ **NA** in teacher class lists indicates class is not assigned
- ▶ In Teacher Grading scale list grading scale with (In Use)
- ▶ Classes shared by more than one teacher will be cons...

The Red Indicators indicate that the teacher has assignments for that class, or the class is not assigned for the marking period and therefore, the New Grading Scale can not be applied to that class. Please see notes for explanation.

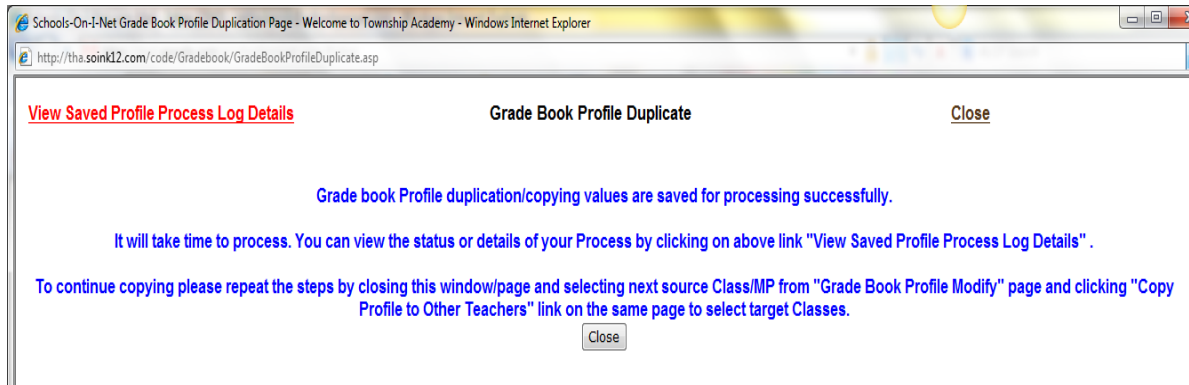
Teacher Class List

| Abadie, Dr. Joel | | | | Abed, Rabbi Lawrence | | | | | | | |
|---|-----|--------------------------|---------------|---|--------------------------|----------------------|-----|--------------------------|--------------|-----|-------------|
| Effort, Letter, Letter Plus (In Use), Pass/Failed | | | | Effort, Letter, Letter Plus (In Use), Pass/Failed | | | | | | | |
| Chumash 5-333 | MP1 | [A*] | Dinim 5-333 | MP1 | <input type="checkbox"/> | Club 5-333 | MP1 | <input type="checkbox"/> | Hebrew 5-333 | MP1 | [A*] |
| Hebrew 5-333 | MP1 | [A*] | Kriah 5-333 | MP1 | [A*] | Jewish History 5-333 | MP1 | [A*] | | | |
| Lashon 5-333 | MP1 | <input type="checkbox"/> | Library 5-333 | MP1 | <input type="checkbox"/> | | | | | | |
| Miscellaneous 5-333 | MP1 | <input type="checkbox"/> | Mishna 5-333 | MP1 | [A*] | | | | | | |
| Nach 5-333 | MP1 | <input type="checkbox"/> | Navi 5-333 | MP1 | [A*] | | | | | | |
| Prophets 5-333 | MP1 | <input type="checkbox"/> | Rashi 5-333 | MP1 | <input type="checkbox"/> | | | | | | |

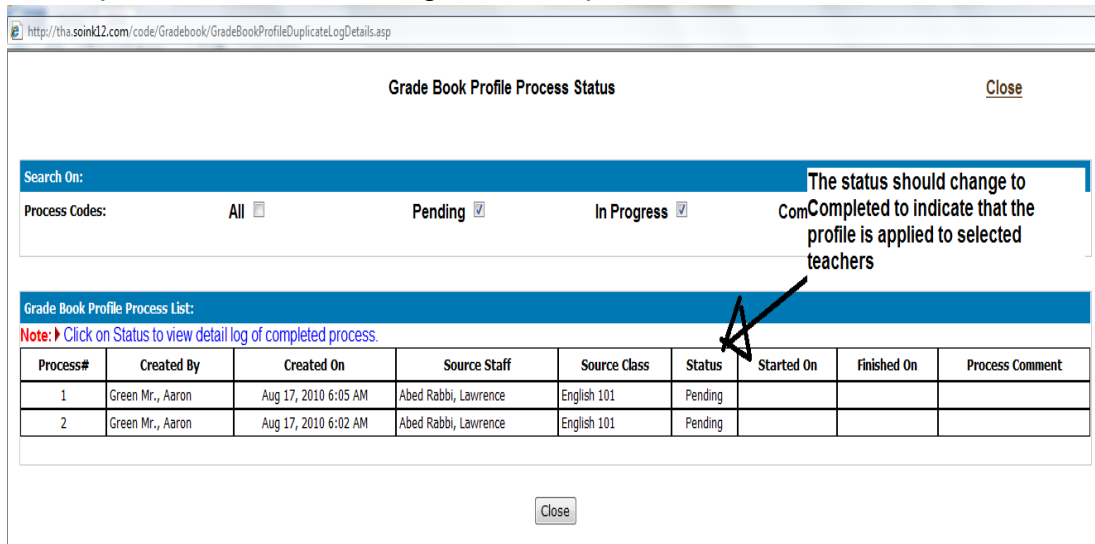
Internet | Protected Mode: On

How to assign a Grade book Profile to all teachers of a division

Click on **Check All** to select teachers and their classes to which the selected Grading Scale should be applied and click on **Save**. **The system creates a file with the selected teachers and submits it for processing in the background so that the selected profile can be applied to all the selected teachers** . The background job is invoked every 15 minutes. So it will take time some time before the entire process is completed. To check the status of this process, please click on the **View Saved Profile Log Details Link**.



The **View Saved Profile Details** link shows the status of the job as shown below. While the job is processing the file, the status shows as Pending. Once it is completed, the status changes to Completed.



This completes the process of applying a profile to multiple teachers.