Genesis Gradebook

User Guide

2012-13
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I. Introduction

The Genesis Gradebook is a powerful Gradebook program that is fully integrated into the Genesis Student Information System.

The “integrated” nature of the Genesis Gradebook is designed to make your life easier:

- You never have to enter your class rosters – Genesis Gradebook gets the list of students in your class from the Genesis Master Class Schedule file.
- When students are added or dropped from your class, the updates to the Gradebook appear automatically (dropped students are never lost).
- Grade Reporting (posting Marking Period grades) is simplified: there is ‘one click’ transfer of student grades from the class roster into the Report Card Grading module.
- Student photos, if they exist, are automatically pulled into the Gradebook and displayed on the seating chart.

The Gradebook also includes a seating chart and class attendance functions.

This “Quick Start” Guide takes you on a quick tour of the Genesis Gradebook, showing you the following:

- What you must do and what you can do to set up your Gradebook to work the way you want it to.
- What you can do to set up your Class Rosters.
- How to create Assignments
- How to grade Assignments
- How to modify Assignments
- What individual student support tools there exist in the Gradebook.
- How to use the seating chart
- How to do class attendance
- How to post grades to the Genesis Report Card Grading module.

The Class Rosters→Assignments Screen: the most basic Gradebook Screen

The Class Rosters→Assignments screen is the most important screen in the Gradebook. The next page will introduce you to the basics of this screen.
A. Introduction to the Gradebook Home Screen

Gradebook→Home

The Home Screen

The Home screen provides a list of your course sections, indicates which are merged with which and gives you a set of icons to access different functions.

- **paperclip** – A Lesson Book is attached. Click to go to the Lesson Book for this class.
- **grades** – Click to bring up the grading spreadsheet – the actual Gradebook – for this class.
- **Roster** – Click to bring up the Gradebook→Roster screen for this class.
- **Take Attendance** – Click to bring up the Gradebook→Class Attendance screen for this class.

- **Home**
- **Gradebook** – The grading spreadsheet.
- **Rosters** – Viewing your class rosters and setting nicknames, putting into work groups, and more.
- **Assignments** – Managing Assignments: modifying, copying, deleting, retrieving, copying from year-to-year.
- **Setup** – Viewing the Final Grade formula for a class, selecting Profiles for classes, sending mass emails.
- **Profiles** – Creating grading schemes and selecting preferences for classes.
- **Rubrics** – Creating rubric matrices.
- **Merge** – Joining multiple classes into one roster
- **Post Grades** – Posting Marking Period, Exam and Final Grades to the Report Card system.
- **Reports** – Running Gradebook reports.
B. Introduction to the Gradebook Spreadsheet Screen

The Gradebook screen header contains Marking Period tabs, course selection drop down, and Assignment viewing controls.

The students’ up-to-the-minute Marking Period grade averages are shown in the “MP Ave” column.

Modes of the Gradebook Spreadsheet screen

The spreadsheet screen has multiple modes:

1. Assignments – This is the standard Gradebook “grading spreadsheet”. This is the usual mode.
2. Attendance – Class Attendance mode shows every day of a Marking Period as a column on the spreadsheet and allows you to see who has been absent/tardy on each day.
3. Seating Chart – Displays a seating chart that can be used to take attendance and can be printed.
4. Assessments – Shows Assessment scores for all students on your roster.
5. Standards – Displays how students are doing vs. specific Standards.
6. Documents – This is a non-student screen that lists curriculum documents stored in the class section.

The “Assignments” mode is the default for this screen. Class Attendance and the Seating Chart will be discussed in later sections of this guide.

Selecting the Marking Period and the Current Course

- Selecting the ‘Current Marking Period’ – There are 4 Marking Period tabs (if you are on a 2 Semester/4 Marking Period year) and a ‘Year Summary’ tab. The Gradebook always starts on which ever Marking Period is the ‘current’ Marking Period. If today is in Marking Period 3, the Marking Period 3 tab will automatically be selected when you enter the Gradebook.

- Selecting the Current Course – The ‘Course’ drop down allows you to pick the class you want to work on. The courses in this drop down will change depending on which Marking Period is selected.

Narrowing the set of Assignments being displayed

There are two drop downs which allow you to control which Assignments you see in the spreadsheet.

- Categories – Categories are things like ‘Homework’, ‘Quiz’, ‘Test’, ‘Class Project’ – the types of Assignments you will give your students. These are setup on the Gradebook→Profiles→Categories screens (see below).
  - All your Categories are listed in the Categories drop down.
  - You can select one Category or all Categories
  - If you select one Category:
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- Only the Assignments for that Category will be displayed in the spreadsheet.
- The “MP Average” column will show the students’ averages for Assignments of that one Category.

- Units – Class ‘units’, or the sections into which you divide your courses.
  - The use of Units is not required.
  - If you choose to use Units, you can create them, modify them and delete them via the Gradebook ➔ Profiles ➔ Units screens.
  - Any Units you create will be listed in the ‘Units’ drop down on the Gradebook ➔ Gradebook (spreadsheet) screen.
  - Selecting one Unit will show only the Assignments linked to that one Unit in the spreadsheet. When one Unit is selected, the “MP Average” column will show the MP average for that one Unit. That is, it will show an “MP Unit Average”.

**c. Screens of the Gradebook Spreadsheet**

- Each Gradebook has one Marking Period tab for each Marking Period during which the class meets. If the class only meets for one Quarter (e.g. MP2), there will only be one Marking Period tab showing. If the class meets for two Marking Periods, only two Marking Period tabs will show. If the class meets for the whole year, all 4 Marking Period tabs will show.
- If the school collects MidTerm, Final or other Exam grades and prints these on Report Cards, there will be an Exams tab present.
- The Year Summary screen is always present and sums each student’s performance for the year. This screen has all of the Marking Period averages the student’s have been accumulating and all of the Report Card Marking Period grades you have posted. It also contains a Projected Final Grade for each student:

Each grading collection (e.g. MP1, MP2) has three pieces of data in it: The student’s Gradebook Marking Period average for the MP, the grade that was actually posted to the Report Card system, and the Comments that were posted to the Report Card.
The Year Summary Screen and Students Below Minimum Marking Period Grades

The Gradebook→Gradebook→Year Summary screen also indicates when students are below the minimum grade for the Marking Period allowed by the school’s grading system. Minimum and maximum Marking Period grades for students are specified by the school. Students whose Marking Period average is currently below the school minimum for the Marking Period have their Marking Period displayed in red font on the Year Summary screen. The cursor tool tip placed on the average describes the issue:

D. Other Features on the Gradebook Spreadsheet

Gradebook→Gradebook

“Show Hidden” allows you to temporarily display ‘hidden Assignments’

The blue highlighted column headers are buttons that will sort the students by the clicked column header: by Name, Id, Workgroup or MP Average.

MP averages can be color coded. Set this up in your Profile.

The spreadsheet screen has up to 6 modes (depending on your permission): Assignments, Class Attendance, Seating Chart, Documents, Assessments, and Standards.

The sort for the Assignments can be changed on the fly with this ‘sort selector’ control. There is also an “Ascending”/”Descending” control.

Features on the Gradebook→Gradebook Spreadsheet screens screen

- Sorting the Students – there are 4 column headers that will sort the list of students in the roster. Repeatedly clicking the same column header toggles the direction of the sort. Whatever sort you choose, it is used on every screen for the rest of your Gradebook session.
The ‘Id’ column header – this sorts the student numerically by their id. This is whatever appears in their Gradebook id field of the Roster screen.

The ‘Name’ column header – sorts the students alphabetically by their names. This is the usual, default sort. Click it repeatedly to change the direction of the sort (Ascending: A to Z or Descending: Z to A).

‘G’ column header – this column only appears if you have created Workgroups. It will sort the students by their Workgroups.

MP Average – this column will sort the students by their current Marking Period averages. Click repeatedly to toggle the direction of the sort.

- Sorting the Assignments – The Assignments are initially sorted by the sort you selected on your Gradebook › Setup › Preferences screen. You can change the sort ‘on the fly’ by clicking one of the 4 radio buttons at the lower right of the screen. Sort by:
  - Due Date – Sort by Due Dates without regard to any other information
  - Categories and then due date – Sort by Category first and then due date. This groups the Assignments by Category.
  - Workgroups and then due date
  - Sequence #s – Sort by Sequence # without regard to due date. This is just an alternate way of ordering your Assignments.

- Show Hidden Assignments – This allows you to temporarily display the Assignments you have flagged as not being ‘for the Gradebook’ (that is, those Assignments you have ‘hidden’ from yourself).

- Spreadsheet Modes – The spreadsheet has various modes. The primary mode is the standard “Gradebook spreadsheet” module. There are other modes available, up to six of them:
  - Regular Grading Spreadsheet – The normal spreadsheet
  - Class Attendance - On this spreadsheet each column represents one day of attendance in the class.
  - Seating Chart – This is a configurable seating chart that also allows you to take Class Attendance.
  - Assessments – This displays “Data Views” of Assessment scores for the students on your roster.
  - Standards
  - Documents – This is a repository for curriculum documents associated with the course itself. It contains no student-specific information.

Each of these modes will be covered in a different section below.

**Sorting Assignments on the Spreadsheet**

There are several ways that Assignments can be ordered, from left to right, on the Gradebook spreadsheet:

- By Due Date – This is the default. Assignments are ordered only by their due dates.
  - Ascending: More recent dates are added on the right. Newer Assignments are farther to the right.
  - Descending: More recent dates appear at the left, near the student names. Newer Assignments are slotted in at left, pushing the older ones off to the right.

- By Category and Due Date – Assignments are grouped by Category and within the Category they are grouped by Due Date. They can also be ordered Ascending or Descending.

- By Workgroup and Due Date – Assignments are grouped by Workgroup linkage and then by Due Date.

- By Sequence number – You can give all your Assignments a sequence number and order them strictly by that. This gives you full control over the order in which the Assignments appear.

You can set your preferred sort order in your Gradebook Profile (See Section II D on Gradebook Profiles below). You can also select how to order the spreadsheet directly on the spreadsheet screen itself, in the lower right corner:
II. Setup

Gradebook Setup consists of a small number of tasks:

1. If you have not ever done so, check your User Profile and make sure it is set correctly.
2. Determine whether or not to merge any of your class rosters:
   - You can “merge” two or more of your assigned course sections into a single class roster.
3. Setup your course Profiles. For each Profile, you can:
   - Choose your basic “Grading Style”: Total Points or Weighted Categories
   - Setup your Categories (e.g. Homework, Tests, Projects, etc.)
   - Adjust Grade Values so that they work for you
   - Create your class “Units” (e.g. ‘Chapter 1’, ‘Chapter 2’)
   - Optionally set up Workgroups so that you can divide your class rosters into non-overlapping sub-groups of students (this will allow you to create Assignments directed to just one Workgroup of students).
4. Determine which Profile to assign to which class section.

Gradebook Setup Checklist:
- Merge course sections you wish to share one course roster of students
- View your Default Course Profile. Make any changes you want to apply to all your courses
- Copy your Default Course Profile to make additional course profiles if you need to.
- Make changes to your copied course profiles as appropriate (Preferences, Categories, Grade Values, Units and Workgroups)
- Select the course profile you want for each course (use Gradebook→Setup)

A. User Profile

Gradebook→Home→User Profile

Your personal Gradebook User Profile must be set up once (and only once).

1. Go to the Gradebook→Home→User Profile screen.
2. Select your “Default Teacher”.
3. Make sure your Email Address is correct. If it is not there, enter it.
4. All other information is optional.
5. Click Save.

Your “Default Teacher” must be set for the Gradebook to work efficiently. If more than one teacher is listed in the drop down, select the one which is the best match for you.
B. Merging Course Sections into a Single Combined Roster

Why Merge Rosters?
You will want to merge course rosters if you want two or more course sections to appear on one roster – one list of students – in your Gradebook. The reasons include the following:

- Your inclusion students and your non-inclusion students are in two separate course sections and you want to view them as one, unified course roster.
- You have two or more classes that you wish to treat as one (e.g. a science course section and its corresponding lab course section).

Restrictions on Merging Rosters
Rosters can be merged as long as the following are true:

- All the course sections you wish to merge have the same semester code (e.g. both are Full Year courses or both are Semester 1 courses, etc.).
- You have not yet created Assignments in any of the course sections you wish to merge. You cannot merge course sections if you have already created Assignments.
- All course sections you wish to merge use the same Course Profile. You cannot merge courses that are using different Course Profiles.

Figure 3 – After a Merge, checkmarks indicate the merged classes on your Gradebook→Home→Summary screen
Performing a Merge

To merge two or more classes, bring up the **Gradebook→Merge** screen:

1. Pick the “base course section” – this is the course section you will merge other course sections into. Which one you pick as the base truly does not matter – but to proceed, you must select one.

2. Select the course section(s) to merge into the base. These all must:
   a. Have the same semester code (e.g. “FY”) as the base
   b. Use the same Course Profile (e.g. “Default Course Profile”) as the base
   c. Have no existing Assignments
   d. Have mutually exclusive rosters (no student is in both/all classes to be merged).

3. Click “Save” to perform the merge

When the merge completes successfully, you will be shown the following confirmation dialog:

You can now view either the **Gradebook→Home** or **Gradebook→Merge** screen to see the result of the merge.

If the merge failed because one or more of the classes already have Assignments, delete the Assignments. This puts them into the Trash Can. Now you must go to the Trash Can and delete them a second time:
Breaking a Merge: Separating Merged Rosters

Merged rosters can be separated as long as you have not yet created Assignments in the combined course roster. You cannot break a merge if you have already created Assignments.

You have not yet created Assignments you can break the merge without any repercussions.

To break the merge, simply click on the “Break Merge” icon (←→) at the far right. When the “break merge” operation completes successfully, you are shown the following confirmation dialog:

This course was merged with the current ‘base’ course.
C. Setup Course Profiles

1. The Default Course Profile

Course Profiles hold all the settings for your courses:

- How to grade the course (basic grading preferences)
- What the grades are worth (grade values)
- What categories you use (Homework, Tests, Quizzes, Projects, etc.)
- How the course is divided up (Course Units)
- Whether or not to use Workgroups (sub-groups of students)

You must set up your profiles and assign them to your classes.

The Default Course Profile

Initially, you have one course profile, the “Default Course Profile” and all your courses are assigned to use it. It contains all the basic settings specified for your school.

You can create as many additional profiles as you wish and alter any of the settings. To create a new course profile, you must copy an existing one. To create your first customized course profile, make a copy of the Default Course Profile.

2. Copying and Renaming (and Deleting) Course Profiles

Figure 4 – Course Profiles list after the first copy of the Default Course Profile
Copying and Renaming Course Profiles
The only way to make a new course profile is to copy an existing one. The “Copy Profile” icon makes a copy of the profile. The name of the copied profile is always the name of the old profile with “(COPY)” tacked on to it. If you copy the Default Profile, the name of the copy is “Default Course Profile (COPY)” – as you can see in Figure X above. Of course you will want to rename your copied profiles.

Copy a Profile
To copy a profile, simply click on the “Copy Course Profile” icon button. The profile is immediately copied and the name of the copy is automatically assigned.

Renaming Copied Profiles
To rename a copied profile, click on the “Rename” icon button. This will bring up the Rename Profile screen.

Deleting a Profile
The Default Course Profile cannot be deleted, but all other Course Profiles can be. To delete a Course Profile, click on the Delete “trashcan” icon at the far right side of the line.

Rename a Profile

![Figure 5 – The “Rename” Course Profile Screen](image)

Renaming the Profile
To rename the profile, enter a new description. Then click Save. You can also edit the “Sequence number” of the course profile. The sequence number is used to sort the profiles in the list of course profiles. Changing it may change the position of this course profile in the list of profiles on the GradebookProfiles screen.
3. Editing Course Profile Settings

This is where you make the most important decisions about using your Gradebook: *How to Grade your Courses*

- Choose your basic “Grading Style”: Total Points or Weighted Categories. Weighted Categories is the default.
- Setup your Categories (e.g. Homework, Tests, Projects, etc.)
- Adjust Grade Values so that they work for you
- Create your class “Units” (e.g. ‘Chapter 1’, ‘Chapter 2’)
- Set up Workgroups

i. **Choose Your Basic Grading Scheme**

Select Your Basic Grading Style
1. Click on the [Gradebook](#)→[Profiles](#)→[Modify Profile](#)→[Preferences](#) tab
2. Click on the “P” icon for the Profile you wish to edit. This brings up the Preferences screen for the selected Profile.
3. Select the Grading Style – either "Total Points" or "Category Weights"
4. If you selected "Category Weights", also select how to calculate the Category Averages:
   a. **Assignment Count** – this means “Simple Score Average”
   b. **Total Points** – Sum earned points and divide by the sum of attempted points.
5. Click **Save** (you will need to scroll to the bottom to find the Save button).

The default Grading Style is “Category Weights”. If you use Total Points, you must change the setting.
Select the Sort for your Assignments on the Class Roster Spreadsheet Screen

1. On the Gradebook→Profiles→Modify Profile→Preferences tab for the selected Profile, scroll to the bottom (see Figure X below).
2. Select your choice of the four Sort Assignments options:
   a. By Due Date, By Category
   b. Due Date, By Workgroup
   c. Due Date
   d. By Seq
3. Click Save.

The default sort is “By Due Date” (choice C above).

ii. Setup Your Assignment Categories

Setting Up Categories
- You are initially given the 3 sample Categories of Homework, Test and Quiz. You may keep, modify or delete these as you like and add an unlimited number of additional Categories.
- Categories must be setup regardless of whether you use Weighted Categories or Total Points as your basic grading scheme.
- You can create absolutely any Categories you wish: The most common Categories include:
  o Homework
  o Quizzes
  o Tests
  o Class Projects
  o Class Participation
  o Presentations
- Categories can be color-coded – Color coding your Categories allows for easy, quick identification of Assignments on the Class Rosters spreadsheet screen. For your convenience a color codes chart is included in this document.
- Categories can be sub-divided and sub-Categories added.
a. Adding a Category

**Gradebook→Profiles→Modify Profile→Categories→Add Category**

### Add a New Category

1. Click on the Gradebook→Setup tab
2. Click on the Categories 3rd level tab
3. Click on the Add 4th level tab
4. Fill in the required information:
   - **Category Code** – a short, unique abbreviation for the Category (e.g. “HW” for Homework or “PJ” for Projects)
   - **Category Description** – A brief description. E.g. “Homework”, “Projects”
   - **Color Scheme**:
     - Background – 6 character hexadecimal code giving the color
     - Font – 6 color hexadecimal code giving the color
   - Select a default grading type. This is the grading type you would ordinarily use for Assignments in this Category.
   - Specify a default “maximum score” for Assignments of this Category. E.g. 25 points.
   - DO NOT put anything in the “Preset Earned Points” field. This is explained below.
   - Indicate whether or not to automatically drop up to the 5 worst scores that a student has for Assignments in this Category in any one Marking Period.
   - Choose a color scheme, or just use the default color scheme.
   - Select a “Sequence number” for the Category – this positions the Category in any list of Categories
   - If you are using Category Weights, specify how much this Category is worth in each Marking Period.
5. Click **Save**.
b. Remove a Category

Gradebook→Profiles→Modify Profile→Categories

Removing a Category

1. Open a Profile for editing and go to the Categories screen of the Profile.
2. Select the Category you want to remove (that is, permanently delete).
3. Click the “Delete” trashcan icon on the right side of the Category’s line. This brings up a warning and also tells you how many Assignments are using this Category:

   ![Warning Message]

   There are 12 Assignments with this Category assigned. Are you absolutely sure you want to DELETE this Category?

4. Click “OK” to proceed and delete the Category – or click “Cancel” to abandon the delete.

There is no UNDO for removing a Category

Editing a Category

To change any of the Category’s settings, including its Category Weight and color scheme, click on the “edit” icon for the Category.

To sub-divide the Category, click the “sub-divide” icon for the Category.
Editing Sub-Categories

Sub-Categories cannot be directly edited. They inherit the default Grading Type, maximum points and other settings of their parent Category. To change the name, percentages and color schemes for sub-Categories, click on the “Sub-Divide Category” icon for their parent Category.

Modify a Category
1. Click on the Gradebook ➔ Profiles tab
2. Select a profile and click on the “P” (change settings) icon.
3. Click on the Categories 3rd level tab
4. Click on the Edit button for the Category you wish to modify
5. You may update any or all of the following fields:
   • **Category Description** – A brief description. E.g. “Homework”, “Projects”
   • **Default grading type**. This is the grading type you would ordinarily use for Assignments in this Category.
   • **Default “maximum score”** for Assignments of this Category. E.g. 25 points.
   • **“Preset Earned Points”** field. See “Preset Earned Points Categories” below. Leave this blank unless this is a “count down” Category
   • **“Drop Worst”** setting
   • The color scheme.
   • **Sequence number** of this Category – its position in any list of Categories
   • **Category Weight** of this Category in each Marking Period.
6. Click **Save**.
c. “Countdown Categories” using Pre-Set Points

Pre-Set Points Categories: Counting Down instead of Up
A “pre-set” points “countdown” Category lets you give students a fixed number of points – e.g. 100 – at the start of a Marking Period and to subtract – rather than add – points to that total.

This is the “take points away” or “count down” type of Category.

To create a “count down” Category you must do two things on the Category screen:
1. Set the Default Grade Type field to “Preset Points”.
2. Select the starting number of points each student will receive. This value is placed in the Preset Earned Points field.
3. Specify whether student’s total can go below zero for the Category. If the Allow preset points below 0 checkbox is checked, a student can lose an unlimited number of points and their total for the Marking Period can be negative (i.e. below zero):

These two settings change the Category from a normal “count up” Category to a “count down” Category.

The “Pre-Set Points” grading type has 3 default grades (i.e. grades that are provided to get you started):
- “Handed In” (defaults to a value of 0)
- “Not Handed In” (defaults to a value of -5)
- “Extra Credit” (defaults to a value of 5)

Pre-set Point grades can be added, changed and removed on the Profiles→Edit Profile→Grade Values screen.
d. Sub-Divide a Category

**Gradebook→Profiles→Categories→Modify Category (Sub-Divide)**

**Procedure to Sub-divide a Category**

1. Click on the **Gradebook→Profiles** tab.
2. Select a profile and click on the “P” (change settings) icon.
3. Click on the **Categories** 3rd level tab.
4. Click on the **Subdivide** icon for the Category you wish to sub-divide. This brings up the “Sub-divide Category” screen.
5. You may create one or more sub-divisions for a Category. The “Add Sub-Category” fields are found along the bottom of the screen. Fill in the fields:
   - a. Seq – Sequence # for this sub-category.
   - b. Code – Unique short code that identifies the sub-Category. This should be 2 to 4 characters in length.
   - c. Description – Description of the sub-Category.
   - d. MP1 to MP4 - % value of this Sub-Category.
   - e. Color scheme – Font and Background colors.
   - f. Click **Add** to create the new sub-Category.

6. Repeat all of Step 5 to add additional Sub-Categories

**Rules for MP percentages for Sub-Categories:** Sub-Category Marking Period percentages sub-divide the percentage value for the parent Category for each MP. For example, if the parent Category is work 50%, the total %s of the sub-Categories must add up to no more than 50% (and not 100%). This helps you understand what each subcategory is contributing to the Marking Period average.
View, Update and Delete Sub-Categories
The sub-Category maintenance screen gives you the ability to view the sub-Categories of a Category, change the % values for a sub-Category, and delete a sub-Category.

To Update the % values for a sub-Category:
1. On the Modify Sub-Categories screen, directly update the MP1, MP2, MP3, MP4 fields.
2. Click the “Save” icon for the sub-Category.

NOTE: Sub-Category percentage totals for a Marking Period (MP1, MP2, MP3, MP4) must add up to less than or equal to the percentage value of the parent Category. If the Category weight is 50%, the total of all sub-Category percentages cannot exceed 50%. Invalid sub-Category percentages are shown in red font.

To Delete a sub-Category:
1. On the Modify Sub-Categories screen, click the “Delete” icon next to the sub-Category you wish to remove.

To Change a sub-Category’s Code, Description or Color Scheme
A sub-Category’s code cannot be updated: to change it you must delete the sub-Category and recreate it. A sub-Category’s Description and color scheme can be changed by re-entering data in the “Add a sub-Category” fields at the bottom, using the exact same Code, and clicking Add.
iii. **Setup Your Grade Values**

**Gradebook**→**Profiles**→**Modify Profile**→**Grade Translations**

*Figure 7 – Sample of the Grade Values screen*

**The Grade Values Screen**

This screen has 7 possible Grading Types:

- Alpha or “letter” Grades – Usually A+, A, A-, B+, ..., D-, F - This is setup by your school and should not be changeable by you.
- Check Marks - ✓++, ✓+, ✓, ✓-, ✓-- - Five grades from ✓++ to ✓--. To “turn off” ✓++ and ✓-- set them both to have 0 (zero) value. This moves them to the bottom of the list and you won’t need to look at them.
- O-S-U grades – Outstanding, Satisfactory and Unsatisfactory – 3 grade grading type.
- Pass/Fail – A two grade grading type. Pass should be 100% and Fail should be the highest “failure” numeric (e.g. 64.9).
- Pre-set Points
- Custom Grading Type

**Setting Up Grade Values**

1. Click on the **Gradebook**→**Profiles** tab
2. Select a profile and click on the “P” (change settings) icon.
3. Click on the **Grade Values** 3rd level tab
4. Review all Grade Values:
   a. Alpha Grades – You may add and delete Alpha Grade values
   b. “Checks” Grade Type
   c. O-S-U Grade Type
   d. Pass/Fail Grade Type (you might want to set “Pass” to 100).
   e. Pre-Set Grade Type: Handed In/Not Handed In/Extra Credit
5. Click on the **Save** button.
Adding, Deleting and Modifying Pre-set Points Grades

The Pre-set Points Grading Type comes with three ‘starter’ grades. You can delete these and create your own, just add new ones and change the value of the grades:

- **Deleting Grades:** To delete a grade, just click the icon corresponding to it. You will get a confirmation dialog and you must click OK to delete the grade:

- **Change a Grade’s Value:** To change a value, simply type the new value into the textbox, scroll to the bottom and click Save. Pre-set Point grades can be negative:

- **Adding a Grade:** You must specify three things to add a grade and then click Save:
  
  - The “name of the grade” - a string with no spaces that can be much larger than the little text field provided to hold it. E.g. VERY_LATE
  - An Abbreviation for the Grade. E.g. VL
  - The value of the grade: E.g. -9. Values can be positive, zero or negative. Note that the value is an absolute value and not a Percentage. Note that all other Grading Types have % values.

Adding and Deleting and Modifying Custom Grades

If you are allowed to create a custom grading type for your Gradebooks, there will be a “Custom Grades” area at the bottom of your Grade Values screen. This area will not be present if you cannot create Custom grades:

- **Adding a Custom Grade:** You must specify two things to add a grade and then click Save:
  
  - The “grade” - a string with no is usually a short grade: E or VG or N
  - The value of the grade: E.g. 85. Note that the value is a %.
• **Deleting Grades**: To delete a grade, just click the icon corresponding to it. You will get a confirmation dialog and you must click OK to delete the grade:

![Confirmation Dialog]

• **Change a Grade’s Value**: To change a value, simply type the new value into the textbox, scroll to the bottom and click Save.

**Interpreting the Alpha Grades on the Grade Values screen**

The Grade Values screen includes an “alpha grades” area at the top. The “From” and “Thru” values of this scale are used to show the letter grade that corresponding to students’ Marking Period averages. It must take rounding into account.

<table>
<thead>
<tr>
<th>Grading Types</th>
<th>Grade</th>
<th>From %</th>
<th>Thru %</th>
<th>Equal %</th>
<th>Passing Color</th>
<th>Default Comment</th>
<th>Grading Comment Category</th>
<th>Grading Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALPHA</td>
<td>A</td>
<td>89.3%</td>
<td>100.0%</td>
<td>95.0%</td>
<td>Green</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALPHA</td>
<td>B</td>
<td>79.5%</td>
<td>89.4%</td>
<td>85.0%</td>
<td>Light Green</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALPHA</td>
<td>C</td>
<td>71.5%</td>
<td>79.4%</td>
<td>77.0%</td>
<td>Light Yellow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALPHA</td>
<td>D</td>
<td>65.1%</td>
<td>71.4%</td>
<td>71.0%</td>
<td>Orange</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALPHA</td>
<td>F</td>
<td>0.0%</td>
<td>65.0%</td>
<td>65.0%</td>
<td>Red</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**From Value** – This is the starting % for this grade. Note that it must take rounding into account. If a B is to start at a percentage of 80, the value that goes here, to account for rounding, is 79.5.

**Through Value** – This is the ending % of this grade – the highest percentage that equates to the grade. It must also take rounding into account. If the B goes to 89, the value that goes in, to account for rounding, is 89.4).

Notes on From and Through Values:

- Failing grades (e.g. F) do not “round”, especially on the “Through” value. This must be the precise spot where the failure point ends. E.g. 65.
- The first non-failing grade in the list (“D” is the above example), does not round, but begins immediately above the last failure point. E.g. 65.1
- The highest grade in the list (A in the above example) also does not need to round on its Through value. This extends upward to infinity.

**“Equal”** - The “Equal” value for all grading types is what the corresponding non-numeric grade is translated to for the purpose of computing Marking Period Averages. **All non-numeric grades, including checkmarks must be converted to numeric equivalents to compute Marking Period averages.** For all Grading Types except Pre-set Points, the “Equal” value is a percentage of the number of point the Assignment is work. For Pre-set Point grades the “Equal” value is the true value of the grade. A “-9” is a “-9”.

**Color coding Alpha grades**: You can select a color for each alpha grade. Student’s Marking Period averages will then be color-coded correspondingly.
iv. Units – Creating and Managing Course Units

Units
Units are not required. You do not have to use them. If you choose to use them, you must create them yourself. Units are managed via the Gradebook→Profiles→Units screen.

To Manage Your Units:
1. Click on the Gradebook→Profiles tab
2. Click on the 3rd level Units tab
3. Review any existing Units you have previously created. Initially this screen is empty. Genesis Gradebook does not give you any sample Units: it cannot, as Units are very specific to different courses. You must create all your own Units.
4. To add a new Unit, click the “Add Unit” tab
5. To delete an existing Unit, click the “Delete” trashcan icon corresponding to the Unit you want to delete.
6. To modify an existing Unit, click the “Edit” icon corresponding to the Unit you want to delete.

Add a New Unit

Units are completely optional. There are no built-in Units. A Unit is essentially:
- a Unit Code (for Genesis’ internal use),
- a Description of the Unit. E.g. Chapter 4
- a Column Header (intended to be a brief abbreviation of the Unit’s Description). E.g. CH4
- the Sequence number for the Unit.

Genesis does very little with Units: they are “FYI” for you only. They are primarily an aid for you in organizing your classes in the Gradebook.

Figure 8 – Adding a New Course Unit

Procedure to Add a New Course Unit
1. Click on the Gradebook→Profiles→Units→Add Unit tab to bring up the ‘Add Unit’ screen.
2. Provide the following pieces of information for the new Unit:
   a. Unit Code - A short, unique code for your set. This is used internally by the Gradebook. The key thing is that the code should be unique.
   b. Unit Description – A description of the Set (or course unit).
c. Unit Column Header - A short, abbreviated column header for the Unit. This will appear in the column header of Assignments on the Gradebook > Gradebook spreadsheet screen. If the Column Header is long, it will make your Assignment columns very wide.

d. Sequence # - The sequence number is used to place the Unit in any list of Units. That is, it is used to order your Units in drop down lists and on the Units screen itself.

3. Click on the Save button when you done to actually create the Unit.

v. Workgroups

**Gradebook > Profiles > Workgroups**

Workgroups are not required. You do not have to use them. The Gradebook implements very loose linkages between students and Workgroups and Assignments and Workgroups. If you choose to use them, you must create them yourself. Workgroups are managed via the Gradebook > Profiles > Workgroups screen.

To Manage Your Workgroups:
1. Click on the Gradebook > Profiles tab
2. Click on the Workgroups 3rd level tab.
3. Review your existing Workgroups. Initially you will have no Workgroups.
4. To add a new Workgroup, click the “Add Workgroup” tab
5. To delete an existing Workgroup, click the “Delete” trashcan icon corresponding to the Workgroup you want to delete.
6. To modify an existing Workgroup, click the “Edit” icon corresponding to the Workgroup you want to delete.

**Add a New Workgroup**

**Gradebook > Profiles > Modify Profile > Workgroups**

![Figure 9 – Creating a new Workgroup](image)

**Adding a New Workgroup**

Workgroups have very few characteristics. They are identified by a 1-character name (e.g. ‘A’) and their most distinctive characteristic is their color scheme.
To create a new Workgroup:
1. Click on the Gradebook→Profiles→Workgroups→Add Workgroup tab to bring up the ‘Add Workgroup’ screen.
2. Provide the following pieces of information for the new Workgroup:
   a. Group Code - This is the one character name for the Workgroup. It is only 1 character, but it can be any character. There are 72 possible characters:
      i. Capital or lower case letters
      ii. Numbers 0 - 9
      iii. Punctuation: ~!@#$%^&*()_+=\{|}\|\';/?.>,<`
   b. Description – A description of the Workgroup.
   c. Color Scheme for the Workgroup. It is very important to select a distinctive color scheme for the Workgroup. Color schemes have two parts:
      i. The Font color – the color for the text itself
      ii. Background color – the color of the background field.
      The text must be easy to see and read against the background color. There are a small number of ‘preset’ colors available in both the ‘font’ and the ‘background’ drop downs. You can select a preset color or you can enter your own code.
   d. Sequence # - The sequence number is used to place the Workgroup in the list of Workgroups. That is, it is used to order your Workgroups in drop down lists and on the Workgroups screen itself.
3. Click on the Save button when you done to actually create the Workgroup

vi. Reports – Progress Report Settings

Gradebook→Profiles→Modify Profile→Reports

Progress Report Settings
Progress Reports are sent from the Gradebook from two screens:
- The Gradebook→Gradebook→Student→Contacts screen
- The Gradebook→Setup→Progress Reports tab
In both cases, the report formats are controlled by the “Reports” screen of the Profile being used for the course. The Reports screens contain parameters which control the information included in the Progress Reports. These parameters are similar but not identical the options on the 71910 Student Assignment Report. These control the formatting and data included on the Progress Reports that are emailed out of the Gradebook. The settings on the Reports screen of the Profile applies to all Progress Reports emailed from any course using the Profile.

The Progress Report options include:

- **Only Show Graded Assignments** – Only include Assignments that are graded for this student.
- **Show Teacher Signature Line** – Add ‘teacher signature’ line at bottom where the teacher can sign.
- **Show Parent Signature Line** – Add ‘parent signature’ line at bottom where the parent can sign.
- **Show Class Average** – Print the class’ average for each included Assignment. The parent can see how the child has done vs. the class average.
- **Round Averages to two Decimal Places** – All averages will have at most two decimal places.
- **Show Extra Credit Total** – Show the number of ‘brute force’ points that were added to the student’s Marking Period average.
- **Translate Numeric Assignment Grades to Alpha** - Show alpha (letter) grades for all Assignments.
- **Include “Parent Comment” for Assignments** – If you have left any comments for Parents when you graded Assignments, they will be included in the Progress Reports.
- **Show Category Data** – This option controls whether any Category data will be added to the Progress Reports. If it set to Yes, then a block of information about how the student is doing Category by Category is included.
- **Show Category Averages** - If yes, Category averages are included.
- **Show Category Weights** – If yes, Category Weights are shown on the reports.
- **Show Category Score** – If yes, the student’s scores in the Categories are included in the reports.

To change any of these parameters, go to the Reports tab of the relevant Profile, select the settings you want and click **Save**. The changes take place immediately and will affect the next Progress Reports you send from the Gradebook.
D. Assign Profiles to Your Courses

Gradebook→Setup→Course Profile

At A Glance, Profile Setting Review and Select Screen

Selecting a New Profile
To choose a new profile, select your desired profile from the Course Profile drop down list. This will bring up the settings for the selected profile. To permanently choose this profile, click the “Save” icon (disc) next to the Course Profile drop down.

1. Go to the Gradebook→Setup screen.
2. Select the Course Section shoes Profile you wish to set from the top drop down list.
3. Select the Course Profile you wish to assign to this class from the lower drop down list.
4. Click the floppy disk save icon. This assigns the selected Profile to the selected course section. Once you do this, the remainder of the screen shows all of the Profile settings for the selected Profile.
   - Basic Preferences
   - Grade Translations and values
   - Categories
   - Units
   - Workgroups
5. Repeat steps 2 to 4 to set Profiles for additional course sections.
III. Class Rosters Setup (after Merging Rosters)

There are 6 things you can do to set up each of your Class Rosters:

1. Turn off the *New* indicator that initially appears next to each student’s name.
2. Give each student a “Gradebook” (or ‘class’) Id to use in place of their District Student Id for this class only.
3. Give students a nickname for use on the Class Roster screen.
4. Hide the dropped students (the students shown in red at the bottom of the class roster list).
5. If you are using Workgroups, assign students to their Workgroup.
6. If multiple teachers are teaching this class, determine which one has responsibility for each student.

To go to the “Roster Setup” (or ‘Student Roster’) Screen click on the [Active Students] label. You can also click on the “Class Rosters” second level tab.

**Gradebook Ids**

Some teachers want to give students a ‘class id’ for use only in their class. These are called ‘Gradebook Ids’ and they can be assigned on the Class Roster setup screen. Gradebook ids can be 1 to 4 digits in length. You can assign them yourself randomly, or you can use the ‘Generate Ids Starting With’ function and generate ids sequentially, but starting with whatever number you supply.
Class Roster Setup Screen

The Student Roster Setup Screen
This screen lets you set up your Class Roster:

- Turn off the “New” marker next to all students in the class
- Hide dropped students from the Class Roster screen
- Give students nicknames for the Class
- Give students “Gradebook Id” or class Id numbers.
- Assign students to a Workgroup, if you are using and have setup Workgroups
- If multiple teachers are responsible for a (combined) course roster, you can designate which students are the responsibility of which teacher.

Turn Off the “New” Indicators
1. Click the “Accepted” column header to toggle all the “Accepted” checkboxes to “checked” - or –
2. Check just the checkboxes in the “Accepted” column for the students whose “New” marker you wish to turn off.
3. Click “Save” to save the changes.

Hide Dropped Students on Gradebook Screen
If you hide a dropped student, you will not be able to enter grades for that student. If you allow a dropped student to remain visible, you will continue to be able to enter grades for them.
1. Uncheck the “Show” checkboxes for the students you want to hide.
2. Click “Save” to save the changes.

Give Students “Nicknames” for this Class
1. Edit the students’ “Gradebook Name” fields. For example:
   a. Abbreviate extremely long names (especially if the names cause formatting problems on the Class Roster screen).
   b. Record student’s preferred nicknames
   c. Prefix student last names with a “z” to cause them to sort alphabetically to the bottom of the list
2. Click “Save” to save the changes.


**Give Students “Class Ids” for this Class**

1. Edit the students’ “Gradebook Id” fields. You can either:
   a. Pick numbers yourself
   b. Use the “Starting Ids Number” field at the upper right of the screen. Enter the starting Id number for the class and click “Go”
2. Click “Save” to save the changes.

To randomize the Gradebook Ids, do the following:

1. On the Gradebook → Gradebook screen, click the “Id” column header. This sorts the students by their District Student Id – that is, it sorts them more or less randomly.
2. Then, click on the Active Students label to bring up the Class Roster screen.
3. *Now*, generate Id numbers using the “Starting Ids Number” field at the upper right of the screen. Enter the starting Id number for the class and click “Go”
4. Click “Save” to save the changes.

**Assign Students to a Workgroup**

1. First you must set up Workgroups on the Gradebook → Profiles → Workgroup screen of the Profile assigned to this class roster (see Pages below)
2. Assign students to a Workgroup in the “Group” column
3. Click “Save” to save the changes.

**Assign Teachers Responsibility for Students in the Class Roster**

If multiple teachers are assigned to a single class roster, you can (but do not have to) specify which teacher has responsibility to grade which students.

1. In the “Teacher Responsibility” column on the far right of the screen, select which teacher has grading responsibility for each student.
2. Click “Save” to save the changes.

---

Students appearing in olive background at the bottom have dropped the class.
IV. Getting to Work

A. Add an Assignment

Adding an Assignment

1. Click on the “Add Assignment” Quick Link at the upper right of the Class Roster screen
2. The required fields are identified by a red asterisk (*).

3. Fill in the fields of the Assignment:
   a. **Assignment Name** – Short name for the assignment
   b. **Column Header** – Column header – controls width of the column. Appears in the spreadsheet.
   c. **Sequence #** -An optional 1 to 9 digit sequence number that you assign
   d. **Groups** – If you are using Workgroups, you can choose a Workgroup for this Assignment.
   e. **Description** – Optional description of the Assignment. Very large, useful field. Displays to Parents.
   f. **Assigned Date** – Date that the Assignment is “Assigned” to students – Optional.
   g. **Due Date** – Due date for the Assignment – not required and not linked to the Assigned Date.
   h. **Category** – Select the Category for the Assignment (e.g. Homework). **Note** that the *Extra Credit* Category is **NOT** a regular Category – it is a “fudge factor” feature. See Extra Credit below.
   i. **Grading Type** – Select how the Assignment will be graded = or ungraded. See Grading Types.
   j. **Maximum Possible Score** – Specify maximum point value. This is the ‘point value” of the Assignment. It is not available for the *Extra Credit* Category and ungraded Assignments.
   k. **Assignment Weight** – Specify how to ‘count’ this Assignment. The default is to ‘count it once’. You can specify, for example, to count it ‘1.5’ times or ‘2.0’ times, etc. **Do not update unless you want to ‘count an Assignment’ more than once.**
   l. **Assignment Unit** – If you have set up Units, select Unit of Assignment (e.g. “Chapter 1” or “American Revolution”)
   m. **Parent’s Module** - If the Parent’s module is turned on, share this Assignment?
   n. **For Gradebook** – Hide or show Assignment on Class Roster screen?
   o. **Links to other classes** – Specify which other of your classes to copy and link this Assignment to.

4. To stay on this page and create additional Assignments, check the “Add Assignment after this” checkbox – otherwise you will be returned to the Class Roster screen.

5. Click “Save” to create the Assignment.
Creating Assignments – Notes

1. **Files can be uploaded** into Assignments to be available, through the Parent/Student Access Module, to the students and their guardians at home. This cannot be done during “Create Assignment” function; it must be done during Modify Assignment.

2. **Standards** can also be attached to Assignments only during Modify Assignment, not during Create Assignment. This is true because of how the Assignments are stored internally in Genesis.

3. **LINKING ASSIGNMENTS** – When Assignments are linked, and a student switches sections of a class, their Assignment grades can transfer. Unlinked Assignments can never transfer grades.

Deciphering the Assignment Column Header

The Column Header area of the spreadsheet provides information about each Assignment:

- The color of the header indicates the Category of the Assignment. Category colors can be set in your Gradebook Profile.
- The top line of the header contains the text from the Column Header field of the Assignment. It is clickable – always – and brings up the Modify Assignment screen.
- The second line either shows the Parent icon and/or the Unit’s column header OR the day of the week that the Assignment is due.
  - The “parent” icon indicates the Assignment is visible in Parent/Student Access.
  - If you are using Units, and the Assignment is linked to a Unit, the Unit column header is present. If you are not using Units then there is no Unit Column Header.
- Date, Day of the week and Cycle Day – If the Assignment has a Due Date set, the day of the week, date and cycle day (if your school uses cycle days) are all displayed in the header.
- If the Assignment has “Maximum Points” set – and most (but not all) do – the number of points is the bottom line of the column header. E.g. 100.0, 0.0.
- If the Assignment is NOT Graded (has one of the not-graded Grading Types), “UG” appears as the bottom line of the header.
- “Extra Credit” Assignments using the special ‘fudge factor’ *Extra Credit* Category are always shown in blue background and do not display any points.
- Assignments not linked to any Category are shown in red with a warning symbol: This means that you have deleted the Category they were previously linked to from their Profile. You must fix this situation ASAP.

Assignments that are not linked to any existing Category will not be counted. When is displayed in a column header, there is a missing or broken Category in the Gradebook’s assigned Profile. This must be fixed immediately.
B. Modify an Assignment Definition

Modifying the Definition of an Assignment

If you need to alter the Assignment:

- To change the Assignment’s Category
- To alter the number of points it is worth
- To change its sequence #
- Etc.

Click the highlighted top line of the Assignment’s column header. This will take you to the “Modify Assignment” screen.

Grading Type Cannot be Modified

WARNING: You cannot modify the Grading Type of an existing Assignment. To “modify” the Grading Type of an Assignment you must delete the Assignment and recreate it.

You can change non-numeric Grading Types to Numeric (e.g. Alpha to Numeric). You cannot change the Numeric Grading Type to anything else.

Workgroups and Assignments

Workgroup association of an Assignment is indicated by dual coloring in the Assignment header. Workgroup linkages are very loose associations.
Modify the Definition of an Assignment, Cont.

**Gradebook ➔ Assignments ➔ Modify Assignment**

1. You can alter the following fields of the Assignment:
   a. **Assignment Name** – Name for the assignment
   b. **Column Header** – Column header – controls width of the column
   c. **Sequence #** - a 1 to 7 digit sequence number that you assign
   d. **Groups** – Change to which Workgroup this Assignment is associated.
   e. **Strip Description** – Optional description of the Assignment
   f. **Assigned Date** – Required Date that Assignment is “Assigned” to students
   g. **Due Date** – Due date for the Assignment – not required and not linked to the Assigned Date
   h. **Category** – Select the Category for the Assignment (e.g. Homework)
   i. **Marking Period** – You can move the Assignment between Marking Periods
   j. **Maximum Possible Score** – Specify maximum point value. If you change the Maximum Possible Score of an Assignment that has already been graded, all your grades will be recalculated based on the updated Max Possible Score. Student grade averages may change.
   k. **Assignment Weight** – Specify how to ‘count’ this Assignment. The default is to ‘count it once’. You can specify, for example, to count it ‘1.5’ times or ‘2.0’ times, etc. **Do not update unless you want to ‘count an Assignment’ more than once.**
   l. **Assignment Set** – If you have set up Units, select the Unit for the Assignment (e.g. “Chapter 1” or “American Revolution”)
   m. **Parent’s Module** - If the Parent’s module is turned on, share this Assignment?
   n. **For Gradebook** – Hide or show Assignment on Class Roster screen?

2. Click “Save” to modify the Assignment

**Modifying the Maximum Possible Score**

When you modify the Maximum Possible Score field, you are changing the number of points the Assignment is worth. Genesis Gradebook will automatically modify the values of any existing grades proportionally. Student grade averages may be adjusted.
Modifying the Marking Period
When you modify the Marking Period field, you are forcibly moving the Assignment to a different Marking Period tab. Both the Assigned Date and Due Date fields will be checked to ensure that the dates have been changed to match the target marking period.

Uploading Documents
A Document (i.e. File) upload control is located on the upper right of the Modify Assignment screen:

You can use this control to upload as many documents as you want into an Assignment: there is no limit.

Procedure to Upload Documents into Assignments
1. Starting on the Gradebook ➔ Gradebook spreadsheet screen, or the Gradebook ➔ Assignments ➔ List Assignments screen, find an existing Assignment you wish to upload Documents into.
2. Open the Assignment. This brings up the Modify Assignment screen.
3. Locate the Documents control at upper right and click the icon. This brings up the “Upload Documents” view of the Modify Assignment screen.
4. In Step 1, enter a name for your Document. This is the name that will be displayed in Parent Access and Student Access. (This need not be the real name of the file on your computer). There can be no spaces in the Document name. Replaces spaces with underlines (‘_’).
5. In Step 2, click the button to bring up a normal File Dialog. Choose a file.
6. In Step 3, optionally check the “Save to linked assignments” checkbox and then click the button:

7. Clicking uploads the file and attaches it to the Assignment. It appears on the Modify Assignment screen:

8. Repeat Steps 3 to 7 to upload additional Documents into the Assignment.
Removing Documents from an Assignment

1. To remove a Document from an Assignment, open the Assignment to bring up the Modify Assignment screen.
2. Locate the Document you want to remove and click the checkbox directly to the left of the Document’s icon.
3. Repeat Step 2 for any additional Documents.
4. Click the Trash Can icon to remove all checked Documents from the Assignment.

Linking to Standards

Standards can be linked to Assignments by the “Search Standards” control at the bottom right of the Modify Assignment screen:

Genesis has two standard sets built-in and your district can upload local standards sets if they so desire. The two built-in sets include:
- NJ 2009 Core Curriculum Standards, abbreviated 2009-NJCCCS
- Common Core English Language Literacy and Mathematics Standards, abbreviated CCS.

Procedure to Link Standards to an Assignment

1. Starting on the Gradebook→Gradebook spreadsheet screen, or the Gradebook→Assignments→List Assignments screen, find an existing Assignment you wish to upload Documents into.
2. Open the Assignment. This brings up the Modify Assignment screen.
3. Locate the Documents control at upper right and click the Search Standards icon. This brings up the “Search Standards” dialog. You need not set the drop downs before clicking the icon.
4. Select the Standard Set you wish.
5. Select the Subject.
6. Select the Standard within the Subject.
7. Select the Grade Levels.
8. Click the Search Standards button. This brings up all of the Strands and all of the individual CPIs associated with those Strands.
9. Check off the CPIs you wish to link to the Assignment and then click the **Use Checked Standards** button.

10. This returns to the screen with the selected Standards now listed below the Search Standards control:

```
Search Standards
Set: 2009-NJCCCS
Subject:

Assignment Standards

1. 6.2A Grade 12 CPI 02.A Remove
2. 6.2A Grade 12 CPI 02.C Remove
3. 6.2A Grade 12 CPI 03.A Remove
4. 6.2A Grade 12 CPI 03.B Remove
5. 6.2A Grade 12 CPI 03.C Remove
```

11. The Standards are shown in red font because they have not yet been saved to the Assignment. Click the **Save** button to link the selected Standards to the Assignment.

```
Search Standards
Set: 2009-NJCCCS
Subject:

Assignment Standards

1. 6.2A Grade 12 CPI 02.A
2. 6.2A Grade 12 CPI 02.C
3. 6.2A Grade 12 CPI 03.A
4. 6.2A Grade 12 CPI 03.B
5. 6.2A Grade 12 CPI 03.C
```

12. Repeat Steps 2 to 11 to do additional Standards Searches and attach more Standards to the Assignment. You can do as many searches as you want and attach as many Standards, from as many different Standards Sets as needed.

**Procedure to Unlink a Standard from an Assignment**

1. To unlink a Standard from an Assignment, open the Assignment to bring up the **Modify Assignment** screen.
2. Locate the list of Standards at lower right.

```
Assignment Standards
1. 6.2A Grade 12 CPI 02.A Remove
2. 6.2A Grade 12 CPI 02.C Remove
```

3. Click the **Remove** button next to any Standard you wish to unlink.
4. Repeat Step 3 to remove additional Standards.
C. Grade an Assignment

To open an Assignment for grading, click anywhere in the column you wish to grade. This brings up the Grade Assignment screen. The columns of the Grade Assignment screen are explained below.

- The student’s ID
- The Student’s Gradebook Name
- The student’s grade level
- The student’s current, up to the minute Marking Period Average for the selected Marking Period.
- The Grade column. This column has a different shape depending on the Grading Type of the Assignment. For numerically graded assignments, the Grade column is a text field where you can type the numbers.
- Comment Fields – There are two comment fields. The one that is showing is for your private comments on the assignment. There is a second, hidden comment field accessible by clicking the icon at the right side of the field: . If you click that icon you will open a comment field for Parent/Student comments:

- Four Special Grades: Missing, Absent, Exempt and Incomplete.
- % - The percentage of the points awarded.
- Previous – If you previously gave a student a special grade, then removed it, it appears in the “Prev” column. Regular grades do not appear in the Previous column.
D. Grade an Assignment: The Grade Assignment Screen

**Grading Assignments: Features of the Grade Assignment Screen**

- The “Grade” column is specific to the “Grading Type” of the Assignment:
  - Numeric Grading Type – you get a text field and you must type a number into the field
  - “Checks” – You get “<<” and “>>” buttons (shown above) and you use those to select the “check mark” that you want.
  - Alphabetic grades – You get a drop down field and select an alpha grade (e.g. “B+”)
  - O-S-U grading – You get a drop down field and select one of the three grades: “O”, “S”, or “U”
  - Pass/Fail grading – Yes get a drop down field and select either “Pass” or “Fail”
  - Pre-Set Points grading – You get a drop down field and select either “NHI” (Not Handed In), “HI” (Handed in), or “EC” (Extra Credit)

- There is a “Comment” field where you can put short comments – These are private to you. Click the icon at the right side of the field: . a comment field for Parent/Student comments:

- **There are four special grades of Absent, Incomplete, Exempt or Missing.** If you give a student one of these grades, and later change it, the original Special grade will appear in the Previous grade column, as well as on the spreadsheet (as a small red superscript grade) and in Parent Access.
  - **Exempt** – “Exempt” is a real grade that indicates that the student does not have to complete this Assignment and won’t be otherwise graded for it. The Assignment does not count for this student. The grade of Exempt does appear — the student is exempt; the assignment is not hidden for them.
  - **Absent** – This is treated just like an exemption – until the student returns and can do the work. However, it is a real grade and will cause the “Previous” field to always reflect the original “Absent” once that grade is replaced. **Absent is designed to be temporary.** If the student returns to class and does not do the work, change Absent to Missing.
  - **Incomplete** – This defaults to a value of 0 (zero). It indicates that the student did not complete the work for the Assignment. The value can be set on your Profile→Preferences screen.
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- **Missing** – This defaults to a value of 0 (zero). It indicates that the student did not do the work for the Assignment. The value can be set on your **Profile → Preferences** screen.

- **Mass Assignments**
  - **Grades and Comments** – There are “All” buttons at the top of the Grade and Comment columns. They propagate whatever is in the top box in the column to all open boxes in the column (the Grade “All” button does not override special grades):

    ![Screen shot of Gradebook](image)

    Click “All” grades (and then Save):

    ![Screen shot of Gradebook](image)

  - **The Special Grades** – The words Absent, Inc, Exempt, Missing at the top of the special grade column are buttons that will toggle the checkboxes in the column. You can use these to assign the special grade initially to all students (and then you must uncheck the checkbox for the students who are not getting that special grade).

  - **Parent Comments** – If you open the Parent Comments area for the student at the top of the list, there is a button that will propagate your comments to all students:

    ![Screen shot of Gradebook](image)

- **Curving Tools** – If you are using the Numeric Grading Type and giving numeric grades, there are a set of Curving Tools that will appear just above the class roster at top left:

    ![Screen shot of Gradebook](image)

    - The “Score Modifier” field takes a decimal number: E.g. 1.1.
    - There are three tools below that apply the Score Modifier to all students’ grades for the Assignment:
      - Add – Add the Score Modifier to the grade
      - Mult – Multiply each student’s grade by the Score Modifier
      - Sub – Subtract the modifier from each student’s grade
    - There is a “Reset” tool which restores the students’ grades to what they were either before the screen was displayed or before the last “Save” operation. It wipes away the latest calculations.
Importing Assignment Grades from Spreadsheets or .CSV Files

At the lower right corner of the Grade Assignment screen, there is an Import Grades button. To import grades for the Assignment from either an MS Excel spreadsheet or a .CSV file, click this button.

The spreadsheet or .CSV file must contain two columns, one labeled STUDENTID and the other labeled GRADE. There are four optional columns, one for each of the four special grades. They must be labeled ABSENT, EXEMPT, INCOMPLETE, and MISSING. A student to whom you are giving one of these must have a Y in the appropriate column. All other values will be ignored. Any other column is ignored.

You can only update students who:
1. Are in the file
2. Are on the course roster.

You can only import grades for the Assignment that is open for grading. You cannot mass upload grades for multiple Assignments.

Procedure to Upload Grades from an MS Excel Spreadsheet or .CSV file.
1. Open an Assignment for grading (i.e. get to the Grade Assignment screen for it).
2. Locate the Import Grades button at the lower right hand corner of the screen and click it. This brings up an upload file control at the bottom of the screen:
3. Click the button. This brings up a standard file dialog.
4. Select your file. Click the button.

The Special Grades: Giving and Taking Away

The special grades of Absent, Exempt, Missing and Incomplete are designed to help you track student’s habits with respect to handing things in on time and getting the job done.

When you give one of the special grades, and then change it to something else, the Genesis Gradebook remembers it and displays the previous special grade as a small red superscript to the current grade. For example, if an assignment “used to be missing” and then was turned in and graded, the previous grade of “missing” is displayed as a superscript red “M”: 86.0 M. If a student was absent when an Assignment was due or a test taken, and then returns and makes up the work, a grade of Absent can be given and then removed and remembered: 78.0 A. Similarly, if an Assignment was incomplete and then finished, a previous grade of Incomplete can be remembered via the red I superscript: D I.

Previous special grades are even remembered for current special grades, so an Assignment that was previously marked Absent can be changed to Missing: M A.

No Grade of “Late”

Genesis has no explicit grade of “late”. Grades marked as “previously missing” (86.0 M) can be considered late. You can also add “Late” as a comment.

The Abbreviations for the Special Grades

The default abbreviations for the special grades (ABS, M, INC, EX) can be changed on the “Preferences” page of your Gradebook Profiles.
E. Grading with Workgroups

Workgroups implement very loose associations between students and Workgroups and Assignments and Workgroups. When an Assignment that is linked to a Workgroup is graded, all students are displayed on the Grade Assignment screen and students who are in the same Workgroup as the Assignment are color-coded.

All students can be graded; the only indication of the Workgroup association is the color coding.

F. Grading Types

The Gradebook currently supports 9 different Grading Types divided into three Categories:

Ungraded Assignments – These are for true ungraded Assignments (e.g. “read pages 44-92”) as well as for capturing bits of information about your students:

- No Grade – The grading type of “No Grade” allows you to create Assignments that will simply not be graded – or can be used to answer “Yes”/”No” questions.
- No Grade (Text) – The Grading Type of “No Grade (Text)” allows you to capture small amounts of text for each student. For example, you can capture book numbers or lunch preferences or Bus routes.

Regular, “Count Up” Grading – These are for grading in the usual way when students start each Marking Period with zero points (a Marking Period Average of “No Grade”) and accumulate points (both Earned and Attempted) as the Marking Period goes on.

- Numeric – These are simply number grades. They can be integers or decimals. They are interpreted as the “number of points” awarded to the student.
- Alpha (Letter Grades) – These are set by your school and are usually something like: A+, A, A-, B+, ..., D-, F. These are not typically changeable by you. In rare situations, you may be able to replace the school’s Alpha grades with your own grades (e.g. for certain Special Ed classes).
- Check Marks – These are five fixed grades: ✓++, ✓+, ✓, ✓-, ✗. Five grades from ✓++ to ✓--. You can adjust their values. If you do not like ✓++ and ✓-- you can more or less hide them using your Gradebook Profile Grade Values screen (Gradebook→Profiles→Modify Profile→Grade Values).

- O-S-U Grading – These are three fixed grades of O, S and U: Outstanding, Satisfactory and Unsatisfactory.
- Pass/Fail – This is a two grade Pass/Fail grading type.
**Custom Grades** – If you have access to the custom grading type you can design your own grades. For example: E, VG, G, N. You do this via the Grade Values screen of your Genesis Gradebook Profile (Gradebook→Profiles→Modify Profile→Grade Values).

**Grading Count Down Categories** – This is exclusively for grading by Weighted Categories when a Category has been setup as a “Count Down” Category. Each student starts each Marking Period with a fixed number of points (e.g. 100) and can gain or lose points as the Marking Period goes on.

**Pre-set Points** – The Pre-set Points Grading Type is ONLY for use with “count down Categories”. NEVER use it with regular Categories. The “Pre-set Points” grades modify the point total the student starts the Marking Period with. These can be positive or negative numbers, or zero. You can create as many Pre-set Points grades as you require.

**Checkmark Grading Type**

Checkmark grading is implemented with << and >> controls. Click the >> control to increase the checkmarks from ✓ to ✓+ to ✓++. Click the << control to decrease the checkmarks back through ✓ to no-grade (blank) and then to ✓ - and ✓--.

**Alpha Grades, O-S-U Grading, Pass/Fail Grading, Custom Grades**

These Grading Types are all use drop down lists to select the actual grade.

Figure 12 – The Gradebook→Gradebook→Grade Assignment screen for O-S-U grading. The Alpha Grading Type, Pass/Fail and Custom Grades are all the same.
G. Giving Extra Credit

Methods of Giving Extra Credit

1. Adding Points to Numeric Assignments – If you are grading an Assignment with the Numeric Grading Type you can always give more points than the Assignment is worth. For example, if the Assignment’s Max Points is 100, you can give 105 points. There is no upper limit.

2. Creating an Assignment worth zero points and graded Numerically. You can create a Numerically graded Assignment with zero Maximum Points. This allows you to simply add “Earned Points”. If you are using weighted categories you are adding points to one Category’s “Earned Points” for the affected student. If you are using Total Points grading then you are adding earned points to the student’s Marking Period’s total earned points.

3. Using the Special “*Extra Credit*” Fudge Factor Category. Genesis has a ‘fudge factor’ capability which allows you to add (or subtract) points from a student’s Marking Period average after the average has been computed. This capability is accessed by using the special *Extra Credit* Category. When you create the Assignment, select the special Category that appears at the bottom of the Category drop down:

   ![Category Menu](image)

   This special Category causes the grades you assign students to be added to the Marking Period average rather than averaged in. When you grade Assignments of this Category, the Grade column specifies that you are adding extra points:

   ![Grade Table](image)

   When you view student’s Marking Period average breakdown, the “extra points” appear as a value added to the Marking Period average after the actual calculation of the average:

   ![Final Grade Calculation](image)

   \[
   \left(\frac{11.9500 \times 100}{30.0}\right) + 0.0 = 39.8\% \quad \text{**Rounded to TENTHS**}
   \]
V. Managing Assignments

A. Mass View and Mass Update Assignments

Gradebook ➔ Assignments ➔ Assignment List

Figure 13 – The Gradebook ➔ Assignments ➔ List Assignments screen provides for multiple functions, including mass deleting Assignments.

Mass Update Assignments

You can mass update Assignments via the controls on the Gradebook ➔ Assignments ➔ List Assignments screen.

1. Go to the Gradebook ➔ Assignments ➔ List Assignments screen.
2. Select the class in the drop down at the top of the screen:

3. Select the Marking Period:

4. Make your updates to the fields you wish to change:
   a. **Marking Period**: If you change Marking Period, you must adjust the Due Date and Assigned Date to fall within the newly selected MP (or you must blank the dates).
   b. **Category**:
   c. **Workgroup (if any are defined)**: If you have not created any workgroups, this drop down will not appear.
   d. **Assignment Name**: It is not possible to update the Assignment’s Description on this screen.
   e. **Assignment Column Header**:
   f. **Due Date**:
   g. **Assigned Date**:
   h. **Sequence #**: Sequence numbers are completely optional.
   i. **For Gradebook checkbox**: Check to display the Assignment on the spreadsheet.
   j. **For Parents checkbox**: Check to have the Assignment immediately appear in Parent Access

5. Click Save to store all your changes.

There are other columns of information on the Gradebook ➔ Assignments ➔ List Assignments screen.
B. Mass Create Assignments

**Mass Create Assignments**

You can mass create many Assignments with one operation. You have three options if your school does not use Cycle Days and four options if your school does use Cycle Days:

- **a.** Create one Assignment for every school day in the Marking Period
- **b.** Create one Assignment for every checked day of the week. For example, you can create a Homework Assignment every Monday, Wednesday and Thursday of the selected Marking Period, or you can create a Quiz every Thursday of the Marking Period.
- **c.** If your school uses Cycle Days, you can create Assignments for every checked cycle day. For example, you can create a Homework Assignment every A, C and E day of the selected Marking Period, or you can create a Quiz every D day of the Marking Period. You will see a set of check boxes corresponding to the Cycle Days your school uses.
- **d.** Create a fixed number of Assignments – up to 100 – with no pre-assigned dates.

**To Mass Create Assignments:**

1. Go to the **Gradebook→Assignments→Bulk Create** screen.
2. Select **Marking Period** (do not select “All Marking Periods”).
3. Select the **Category** of Assignments you wish to create (e.g. Homework, Quiz)
4. Select the **Grading Type** for the Assignments. **Note that Grading Type cannot be changed once the Assignments are created.**
5. Select the **Maximum Points** for the Assignments (e.g. 100 or 10)
6. If you have created **Units** for the Course and you wish to link these Assignments with one Unit, select that Unit.
7. If you wish to link the Assignments with one Workgroup, select that Workgroup
8. Select the dates/days/number of Assignments to create.
There are four options:

a. Every School of the Marking Period – This will generate one Assignment dated for each day of the Marking Period.

b. Specify the days of the week: Select one or more week days on which to create an Assignment.

c. If your school has cycle days, you can select one or more of the cycle days (e.g. A day, B day).

d. Create up to 100 Assignments with no set date. These can be hidden until they are needed.

9. Choose whether or not to remove other, pre-existing Assignments for the selected Category.

10. Click Save to create the Assignments.

11. Go to the Gradebook→Assignments→List Assignments screen to view the newly created Assignments.
C. Copy Assignments

Figure 14 – The Gradebook→Assignments→List Assignments screen provides for multiple functions, including mass deleting Assignments.

There multiple ways to Copy Assignments. You can mass copy them via the Gradebook→Assignments→List Assignments screen or the Gradebook→Assignments→Bulk Copy screen.

Procedure to Mass Copy Assignments, Option 1

1. Go to the Gradebook→Assignments→List Assignments screen.
2. Select the Course Section you wish to copy Assignments from.
   - Select “All Assignments” or just one Marking Period. This will bring up the list of Assignments in the selected course for the selected Marking Period.
   - Check off the Assignments to delete, or click the “All” button in the header line to check all of the checkboxes.
3. Locate the Copy controls at bottom right:
   - Select the “Copy To” Teacher. This list contains all Teachers you (your user login) has access to.
   - Select the Course to copy the checked Assignments to.
4. Click OK to copy the checked Assignments.
Procedure to Mass Copy Assignments, Option 2

This is a two stage process. This first part selects the Assignments to copy.

1. Go to the Gradebook→Assignments→Bulk Copy screen.

2. Part I:
   a. Select the Course Section you wish to copy Assignments from. This brings up all Assignments in that Gradebook.
   b. Check the checkbox for the Assignments you wish to copy.
   c. Click the “Add” button at the top of the left side of the screen. This “copies” the selected Assignments to the right side of the screen. This is the end of Part I.

3. Part II: For each Assignment -
   a. Select the Marking Period you want to copy the Assignment to
   b. Specify the Name of the copy (name can be changed during the copy)
   c. Specify the Column Header of the copy
   d. Specify a Due date for the Copy (can be blank)
   e. Specify an Accepted date for the Copy (can be blank)

4. Part III:
   a. Select the Course to copy the selected Assignments to. This can be the same course you are copying them from as long as you have changed the Marking Period or due dates.
b. Click the **COPY** button.

![Copy Confirmation Dialog]

c. This brings up the following verification dialog specifying how many Assignments have been copied:

![Assignments Copied]

d. Click OK to finish the operation.

If there are no Assignments in the Course you wish to copy from, an empty screen appears:
D. Delete Assignments

Gradebook→Assignments→Assignment List

There are two ways to delete Assignments. You can mass delete them via the Gradebook→Assignments→List Assignments screen or you can delete them one at a time on the Gradebook→Assignments→Modify Assignment screen.

Procedure to Mass Delete Assignments

5. Go to the Gradebook→Assignments→List Assignments screen.
6. Select the Course Section you wish to delete Assignments from.
5. Select “All Assignments” or just one Marking Period. This will bring up the list of Assignments in the selected course for the selected Marking Period.
6. Check off the Assignments to delete, or click the “All” button in the header line to check all of the checkboxes.
7. Click the Delete button to delete all checked Assignments. This brings up a cautionary message:
8. Click OK to delete the checked Assignments.
Procedure to Delete a Single Assignment

1. Edit a single Assignment. This brings up the Gradebook → Assignments → Modify Assignment screen.

2. Select the Course Section you wish to delete Assignments from.

9. Click the Delete button to delete the Assignment. This brings up a confirmation message:

10. Click OK to delete the Assignment.

E. Retrieve Assignments from the Trash Can

Assignments that have been deleted out of Gradebooks are found in the Trash Can, on the Gradebook → Assignments → Trash Can screen. Assignments in the Trash Can continue to exist. For example, you cannot merge a Gradebook with another if it has Assignments in its Trash Can.
Procedure to Retrieve Assignments from the Trash Can

1. Go to the Gradebook→Assignments→Trash Can screen.
2. Select the course.
3. Locate the Assignment you want to restore. Click the restore icon. This restores the Assignments – and any grades – back to the original course.

Procedure to Permanently Delete Assignments from the Trash Can

1. Go to the Gradebook→Assignments→Trash Can screen.
2. Select the course.
3. Locate the Assignment you want to permanently delete. Click the delete icon. This brings up a warning dialog:

4. Click OK to permanently removes the Assignment.
F. Copy Last Year’s Assignments to This Year

Copying Assignments from Last Year’s Classes into This Year

If you used the Genesis Gradebook during the last school year, you may retrieve the Assignments you created for last year’s course sections and copy them into one or more of your course sections in the current school year.

1. Go to the Gradebook→Assignments→Year to Year screen.
2. Select the current year course section to copy Assignments into.
3. Select a course section from the previous school year. This will bring up all the Assignments for that course.
4. Select the Assignments to copy into this year:
   a. Place a check in the checkbox of every Assignment you wish to copy.
   b. Or, click the “All” column header above the checkboxes to check all boxes.
5. Click the Copy button at the bottom of the screen. A verification dialog specifies how many were copied:

![Copy confirmation dialog]

6. Click OK to complete the operation.

**WARNING:** Verify that the Categories for all the Assignments you copy from last year into this year actually exist in the course profile you are using for the course section you copy the Assignments into. For example, if your copied Assignments are linked to a Class Project Category, you will need to make sure that your course profile has a Class Project Category – or you will need to link the copied Assignments with Categories that do exist.
VI. Student Screens

Gradebook → Gradebook

There are 9 Student specific screens in the Gradebook:

1. Student Assignments
2. Grading/Marking Period Average
3. Class Attendance Summary
4. Student Information/Email Address
5. Contacts
6. Notes
7. Discipline
8. Assessments
9. Scratchpad

Clicking the student’s name on the Class Roster takes you to the first of these summary screens, the Student Assignments Summary screen.

Procedure to Access a Student’s Screens

1. Go to the Gradebook → Gradebook spreadsheet screen.
2. Click on a student’s name. This brings up the Gradebook → Gradebook → Student → List Assignments screen.
3. If, instead, you click on the student’s Marking Period average, the up the Gradebook → Gradebook → Student → Grading screen is brought up.
4. All other student-specific screens are accessible from either of these two “entry” screens:
   - Assignments
   - Grading
   - Attendance
   - Student Info
   - Contacts
   - Notes
   - Discipline
   - Assessments
   - Scratch Pad

To access a student’s record, click on the student’s ID number. This takes you out of the Gradebook to the Student Data → Student screens, such as Student Data → Student → Demographics → Contacts2 where you can access information on various parts of a Student’s full record (permissions allowing). These screens are not part of the Gradebook.
A. A Student’s Assignments

Student Assignments Summary
This is a “one student/all Assignments” screen. All of the selected student’s Assignments are listed and can be graded or regarded on this one screen.

You can select exactly which Assignments to display by using the two drop downs:

- **Category to Display** – Select one or all Categories to display
- **Status** – Select the ‘status’ of the Assignments to display. The status options include:
  - All Assignments (regardless of status)
  - Only graded Assignments
  - Only ungraded Assignments (Assignments not yet graded or which have had their grades removed)
  - Absent – Assignments with “Absent” grades
  - Missing – Assignments with “Missing” grades
  - Incomplete – Assignments with “Incomplete” grades
  - Exempt – Assignments for which the student is formally marked ‘exempt’

Printing Reports for this Student
Clicking the ‘printer icon’ on the upper left of the screen prints a ‘what you see is what you get’ report of the student’s Assignments.

What ever you select in the **Category to Display** and **Status** drop downs is ‘what you get’ when you click the ‘printer icon’ to produce a report.
B. Birthdays & Icons

Student Icons

Individual pieces of data on students can be linked to Icons that appear on the student’s Student Information Bar and, optionally, on the Gradebook spreadsheet:

- Current IEP – The student has a current IEP.
- Expired IEP – The student had an IEP but it is now expired.
- Custody – The student has a custody issue. Do not deal with any parents or guardians for this student without checking with an administrator to determine who may speak to the child, have information about the child, see the child or pick up the child.
- Medical Alert – The Nurse has turned on a medical alert for this student.
- 504 Status – This student has a 504 status.
- Homeless – This student is flagged as homeless.
- There is at least one Parent Access account linked to the student.
- The student has their own Student Access account.
- The student has outstanding fines.
- Today is the student’s birthday. Have a party!

Student Information Bar

The student’s Student Information Bar appears on every screen that has data just for that one student. These student specific screens include every one of the “Student” screens in the Gradebook. The Student Information Bar contains basic information about the student:
C. Attendance

The student’s Class Attendance for the year is displayed on the Gradebook→Gradebook→Student→Attendance screen. This is a view-only screen: no updates can be done via this screen.

D. Grading – Marking Period Average

The student’s Marking Period average calculation for the selected Marking Period is displayed on the Gradebook→Gradebook→Student→Grading screen. This is a view-only screen: no updates can be done via this screen.

Student Grade Breakdown Summary

This screen shows how the student’s Marking Period average is being computed for the selected Marking Period. There are two versions of this screen. The screen that is displayed is controlled by whether you are grading by Total Points or by Category Weights. The screen shown above is the Category Weights Grade Breakdown screen.
The Category Weights Version of the Screen
When your basic grading preference is to grade by weighted categories, the screen shows how the student is doing in each Category. Categories which do not yet have any Assignments are shown in red background. Categories which have Assignments and current ‘count’ toward the average are in the lightly colored background with positive values for the “Category Average”:

<table>
<thead>
<tr>
<th>Category</th>
<th>Category Avg.</th>
<th>Weight</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>66.000 %</td>
<td>5.0</td>
<td>33.000</td>
</tr>
<tr>
<td>Quizzes</td>
<td>44.000 %</td>
<td>25.0</td>
<td>11.000</td>
</tr>
<tr>
<td>Tests - (Regular Test)</td>
<td>00.000 %</td>
<td>0.0</td>
<td>0.00000</td>
</tr>
<tr>
<td>Tests - (Summary Assessment)</td>
<td>00.000 %</td>
<td>0.0</td>
<td>0.00000</td>
</tr>
<tr>
<td>Information</td>
<td>00.000 %</td>
<td>0.0</td>
<td>0.00000</td>
</tr>
<tr>
<td>Class Participation</td>
<td>%</td>
<td>10.0</td>
<td>0.00000</td>
</tr>
<tr>
<td>Class Project</td>
<td>%</td>
<td>20.0</td>
<td>0.00000</td>
</tr>
<tr>
<td>Cedewerk</td>
<td>%</td>
<td>30.0</td>
<td>11.5500</td>
</tr>
</tbody>
</table>

The Marking Period grade calculation is shown below:

Note that the Marking Period grade calculation includes a value added in: \(+ 0.0\). This is the total of all of this student’s special “Extra Credit” (i.e. ‘fudge factor’) Category Assignment grades for the specified Marking Period. Note that the total of these special grades are added in after the primary MP Average calculation is done.

Calculation Category Scores
The score for each individual Category is computed either by “total points” or by “simple score average”. In ‘simple score average’ grading, the scores for all of the Assignments in the Category are summed up and divided by the number of Assignments. You can set your preference for how to grade in your Gradebook Profiles.

The Total Points Version of the Screen
When your basic grading preference is to grade by total points, the screen shows the sum of the Attempted Points, the sum of Earned Points, the value of any Extra Credit (‘fudge factor’) points and the computed average.

The formula that is used is displayed above and is unchanging:

\[
\text{Final Grade Calculation} = \left(\frac{(11.9500 \times 100)}{30.0}\right) + 0.0 = 39.8\% \ \text{**Rounded to TENTHS}
\]

The screen simply lists the values that are plugged in to the formula and the result:

<table>
<thead>
<tr>
<th>Earned Points</th>
<th>Attempted Points</th>
<th>Extra Credit Points</th>
<th>Final Average</th>
</tr>
</thead>
</table>
| 154.00        | 350.00           | 0.00                | 44.00%        | **Rounded to TENTHS
E. Notes

Gradebook → Gradebook → Student → Notes

Student Notes
This screen allows you to keep private notes on the student that do not appear anywhere else.

Procedure to Create a Note
1. Enter a Note in the Note field.
2. Change the date if you wish to date the Note on some other date than today.
3. Click .

Procedure to Edit a Note
1. Go to a Student’s Notes tab and locate the note you wish to edit.
2. Click the icon. This brings up a dialog:
3. Update the text and click Save. You cannot change the date of the note.

Procedure to Delete a Note
1. Go to a Student’s Notes tab and locate the note you wish to delete.
2. Click the icon. This removes the note. There is no confirmation dialog.
F. Student Info

Gradebook→Gradebook→Student→Student Info

Student Information Summary
This screen shows you basic information about the student, including the student’s photo if it is on file (you cannot upload the photo: this is a function of your district).

You can update settings for this student in your Gradebook (in this one class).

Information which can be updated via this screen includes:

- Student’s Gradebook Nickname
- Student’s Gradebook id (defaults to the student’s district student id)
- Student Email: The one Email that the teacher controls. The teacher can enter an email for each student.
- Student’s Workgroup assignment
- Flag to show the “New” indicator for this student. If the “Accept Status” box is checked, the “New” indicator is turned off.
- Flag to display the student on the Class Roster screen. If the “Show Student” box is checked, the student will be displayed on the Class Roster screen. If the box is unchecked, the student will be hidden and will only be accessible on the Active Students/Class Roster setup screen.

Make sure you click “Save” to make your changes permanent.
G. Contacts

The Contacts Screen is used to send Progress Reports to internal and external contacts of the student’s. There are two categories of contacts on this screen:

- **School Contacts** – School Contacts can include Guidance Counselors, Resource Teachers, Case Managers, 504 Coordinators, Vice Principals and Principals.
- **Student Contacts** – Student contacts can include any of the student’s Guardians and the student themselves.

**Procedure to Send Progress Reports from this Screen**

1. Go to the Gradebook→Gradebook spreadsheet screen
2. Click on the student’s name.
3. Click on the Contacts tab to get to the Gradebook→Gradebook→Student→Contacts screen
4. Select at least one contact (School Contact or Student Contact it does not matter)
5. Select a Marking Period. It defaults to the current Marking Period. A Progress Report is always attached to any message sent from this screen. The Marking Period selected is the Marking Period of the Progress Report.
To view a preview of the Progress Report that will be sent, click on the Preview button. The preview of the Progress Report appears in the lower right quadrant of the screen:

![Figure 19 – Preview of the Progress Report that will be attached to the outbound email.](image)

6. Enter a Subject. This field is “sticky” – whatever you put in it will stay in it until you change it.
7. Enter a Message. Like the Subject, the message is sticky and remains until you change it.
8. To send the message and the Progress Report, click the Grade button.

This screen sends only to one student at a time.

You can mass send emails via the Gradebook→Setup→Progress Reports screens.
H. Discipline

Teachers can Initiate Conduct Referrals in the Gradebook
There is a “Discipline” screen that can be made available so that teachers can initiate Discipline incidents for students in their classes. These referrals go into a queue to be reviewed by the school’s discipline administrator. When that person reviews the referral, they can turn it into a real Conduct incident and add Actions (e.g. Detention). If you have permission to do so, you will see the Actions listed, otherwise the “Action” column will remain blank.

Procedure to Initiate a Discipline Referral
1. Go to the Gradebook→Gradebook→Student→Discipline spreadsheet screen for your course
2. Click on the name of the Student who you wish to initiate a Discipline Incident for
3. Click on that student’s Discipline tab. This brings up their Gradebook→Gradebook→Student→Discipline screen.
4. Click on the button at the upper central portion of the screen. This will display an “Add Incident” form in the right side of the screen:
5. Fill in the form:
   a. **Date** – Incident Date: The Date field always defaults to “today” but can be set for any prior date.
   b. **Reported by** – This should default to your name, but it can be updated.
   c. **Location** – This is the location where the incident occurred.
   d. **Time Period** – This is the time of day when the incident occurred.
   e. **Repeat Problem** – This yes/no question indicates whether this is a repeat issue for this student. This question only applies to the one student who is being reported.
   f. **Severity** – This is the perceived severity of the infraction from the teacher’s point of view.
   g. **Infraction 1** – This is the primary infraction done by the student. It is a required field and must be present.
   h. **Infraction 2** – Infraction 2 is an optional additional infraction committed by the student.
i. **Infraction 3**—Infraction 3 is an optional additional infraction committed by the student

j. Enter a **Description** of the incident. Please note that this Incident Description may appear in a letter sent to the student’s parents or guardians. Please describe the incident in a manner as to be best understood by the parents/guardians.

![Description field]

k. When you have completed entering information, click the **Save Incident** button to create the referral. The referral goes to the discipline administrator for review.

**Procedure to Update a Discipline Referral**

1. Go to the **Gradebook** spreadsheet screen for your course
2. Click on the name of the Student who you wish to initiate a Discipline Incident for
3. Click on that student’s Discipline tab. This brings up their **Gradebook > Gradebook > Student > Discipline** screen.
4. Locate the Incident Referral you wish to edit and click the corresponding **Edit** icon. This brings up the information in the referral on the right side of the screen:

![Referral edition screen]

5. Update the information in the form.
6. When you have completed entering information, click the **Save Incident** button to save your changes.

**Procedure to Delete Discipline Referral**

1. Go to the **Gradebook** spreadsheet screen for your course
2. Click on the name of the Student for whom you wish to remove an Incident.
3. Click on that student’s Discipline tab. This brings up their **Gradebook > Gradebook > Student > Discipline** screen.
4. Locate the Incident Referral you wish to edit and click the corresponding **Trash Can** delete icon. This brings up a confirmation dialog:

![Confirmation dialog]

5. Click **OK** to remove the referral. A verification dialog will be displayed:

![Verification dialog]

6. Click **OK** to complete the procedure.
I. Assessments

The student’s Assessment scores that you are allowed to see (by permissions) are displayed on the Gradebook→Gradebook→Student→Assessments screen. This is a view-only screen: no updates can be done via this screen.

In addition to all of the student’s Assessments, you will be able to bring this student’s scores for any Data View that you have permission to view. The “Select a view” drop down list defaults to showing all of the student’s Assessment scores. You can then select any other Data View you have access to. The actual content of the drop down will be specific to your school:
J. Scratchpad: Reviewing a Student’s Progress/Tools for Student Conferences

Gradebook ➔ Gradebook ➔ Student ➔ Scratchpad

Figure 20 – The Scratch Pad screen lets you strategize with the student on how their performance might improve

The Scratchpad

The Scratchpad screen gives teachers a way to strategize with students on how their performance for the remainder of a Marking Period can affect their final Marking Period average and grade.

Strategizing with a Student

If you create most of the Assignments you will be posting from now to the end of the Marking Period, you can strategize with a student to show them – or allow them to discover – how their performance can affect their final Marking Period Average and the resulting Marking Period Report Card grade.

The Gradebook ➔ Gradebook ➔ Student ➔ Scratchpad screen displays how many points are still available to be earned in each Category (or overall, if your preferred grading scheme is “Total Points”). The “Points Possibly Achieved” column allows you to work with the student to demonstrate how, depending on how many of the still-available points they earn, they can bring up their final Marking Period grade.

In the example below, there are 820 points remaining in the Homework Category, 300 points remaining in the Quiz Category, 100 points remaining to be earned in Class Projects and 120 points to be earned in Classwork, as well as 200 points in Tests. If you enter a ‘goal’ number of points in each box in the “Points Possibly Achieved” column, you can demonstrate to the student how they can fare by Marking Period’s end.
The Marking Period Average Calculation
If you are grading by weighted Categories, the student can see how they are doing Category by Category:

This area shows how the student is performing in each Category. You can use this screen to illustrate what happens if they earn all, or almost all of the points still available, as opposed to what their average will be if they earn few of the available points in each Category. If you are grading by Total Points, this matrix will be not be present. The screen will show only total points, without regard to Category.

Procedure to Strategize with Student on Improving their MP Grade
1. Go to the Gradebook→Gradebook spreadsheet screen for your course
2. Click on the name of the Student. This brings up the Gradebook→Gradebook→Student→Assignments screen.
3. Click on that student’s Scratch Pad tab. This brings up their Gradebook→Gradebook→Student→Scratch Pad screen.
4. To strategize with the student, examine the last three columns of the:

5. Enter possible scores in the “Points Possibly Achieved” column’s checkboxes.
6. Click the button. This will fill in the “Possible Average” column and display the possible Marking Period average the student could achieve:

If you are using weighted Category grading, you can see the affect in each Category:

7. Repeat steps 5 and 6 to strategize different performance points on the part of the student.
VII. Seating Chart

A. Setting Up the Seating Chart

Gradebook/Class Attendance Seating Chart
The Genesis Gradebook includes a ‘drag and drop’ seating chart. Each active student on your class roster is shown on the Seating Chart. If there are pictures available for the students, the students’ pictures will be displayed. Otherwise, you will see the ‘blank photos’ shown above.

The Seating Chart screen has two modes:
- Set up chart. You must choose this by clicking the ‘Change Seating’ radio button.
- Take Class Attendance. This is the default mode for the screen.

Procedure to Setup the Seating Chart
1. Bring up a Gradebook spreadsheet screen.
2. Locate the Seating Chart tab on the bottom of the spreadsheet and click it. This brings up the seating chart.
3. Click on the ‘Change Seating’ radio button. This changes the seating chart to “Change Seating” mode and makes the pictures and teacher’s desk draggable.
4. Drag the pictures and desk to the locations you want them in. Make sure that all pictures are on the light colored field (of they will not print).
5. Click the Save Seating Chart button to save the new positions:

Click the printer icon to print a seating chart.

Students whose picture is not the lighter section will not appear on printed seating charts.

To get to this screen, click the “Seating Chart” bottom tab.

Change Seating Chart mode here. When ‘Change Seating’ is selected, you can drag and drop both students and the Teacher’s Desk.
B. Printing the Seating Chart

To print the seating chart, bring up the seating chart screen and click the printer icon at the upper right corner of the Seating Chart screen. This brings up a color PDF version of the chart:

This is Adobe Reader: use standard Adobe reader controls to send the chart to a printer. Click the browser back button to return to Genesis.

CAVEAT: If a student’s photo is not on the light part of the Seating Chart screen, it will not be printed out.
C. Taking Attendance with the Seating Chart

You can take Class Attendance for ‘today’ with the Seating Chart.

1. Select ‘Take Attendance’ mode
2. Click on the photos of all the students to which you want to give the same Attendance code.
3. Select the Attendance code via the Attendance Code drop down.
4. Click the “Post Attendance” button.
5. Repeat steps 2 to 4 to post a different Attendance Code for other students (or to repost a code for a student for whom you selected the wrong code).

You may post attendance/change attendance as many times as you wish.

You can only post attendance for ‘today’ with this screen.
To post attendance for other days, use the regular (non-seating chart) Class Attendance screen.
VIII. Taking Class Attendance in the Gradebook

A. Seating Chart
Class Attendance for “today” can be taken via the Gradebook→Gradebook→Seating Chart screen, as described above in the Seating Chart section.

B. Class Attendance Spreadsheet

Class Attendance Spreadsheet
This screen shows a ‘spreadsheet’ view of Class Attendance for all students in the class. This screen is only meaningful if you are taking class attendance on a regular basis.

Class Attendance is not automatically updated: you must take Class Attendance for student’s attendance totals for your class.

Taking Attendance for One Day
To take class attendance for one day, click anywhere in the column for the day for which you wish to take attendance.

Total Absence and Tardy Counts
The left most columns give absence and tardy totals for the year and the currently selected Marking Period:
C. Take Class Attendance with the Take Class Attendance screen

Taking Class Attendance with the “Take Class Attendance” screen

This screen is used to take class attendance. The primary difference between this and the seating chart screen is that:
- The date can be changed. Class attendance can be taken for a previous or future date.
- A comment can be entered for every Attendance code except “Present”.
- A time can be entered for “tardy with time” or “left early with time” codes.

This screen shows:
- The “daily attendance” for the selected day for each student
- Whether there is a ‘default attendance code’ that corresponds to the student’s daily attendance status – and supplies a button to apply that default, if there is a default.
- A selected attendance code for each student.

Once the ‘Save’ button is clicked, the Class Attendance Code field is colored coded for the selected Class Attendance Code (note the red boxes that correspond to ‘Absent’ in the example).

There is a date navigation control (‘next day’, ‘previous day’, ‘any day’) to allow you to move to different dates while staying on this screen.

Taking Class Attendance

1. On the Gradebook>Gradebook spreadsheet screen, click the Take Attendance Quick Link, or on the Attendance spreadsheet, click in the day for which you wish to take attendance.
2. For each student in the list, select the appropriate attendance code. If a time field appears, you must enter time and AM or PM.
3. Select the Attendance code via the Attendance Code drop down
4. Optionally enter a Comment along with the selected Attendance Code.
5. Click the “Post Attendance” button.
IX. Posting Grades: Gradebook to Report Card

Gradebook and the Report Card/Marking Period Grading System

Your Gradebook is yours. Your grade averages for students are not automatically pulled into the Grading module (that is, into Report Card grading). You must post your grades, just as you had to post your grades when working with a paper Gradebook.

Posting Grades

You can only post grades (or post interim comments) when the Grading system is open for grade posting. When grading is open a message is displayed in the Gradebook header.

To Post Grades

To get to the actual Post Grades screen, click on the “Grading is Open” message. This brings up the screen:

Gradebook→Post Grades

For each student you see student’s MP’s grade average, the history of grades & comments that you have posted for them for this year and all the current ‘posting’ fields
Posting Marking Period and Interim Grades & Comments
The Post Grades screen is the Gradebook’s interface with the (secondary school) Report Card Grading module. This is the way you ‘copy’ your marking period grade average for each student to their Report Card.

For each student, you see the following:
I. The Gradebook Score (or Marking Period Average) the student has earned for the marking period being graded. This is the center panels of the screen.
II. The grades and comments you have reported for this student earlier in the school year. That is, their grade history for the course. This history is on the right side of the screen.
III. A series of fields that let you enter information for the student for the currently open ‘grade collection’, whether the grade collection is for a marking period or ‘interims’. These are the fields on the left side of the screen.

Automatically Copying Gradebook Scores to Marking Period Grades
When grades are being collected, an “Update All Grades” appears at the top of the list of students. Clicking this one button copies the Marking Period average (i.e. the ‘Gradebook score’) for each student into their “Grade” field. You can also copy each student’s grade individually by clicking the ‘Use this Score’ button next to each student’s average. If you have permission to do so, you can override any grade with the grade you think the student actually deserves.

Comments, Attendance, Etc.
The Gradebook does not support ‘automatic comments’. You will need to enter comments individually for each student.

In addition, many schools collect additional information during a given collection, such as class attendance, class participation or other information. The Gradebook will never automatically fill out these fields, with the possible exception of Class Attendance. You will need to enter this information for each student, if the information is required.

SAVE BUTTON
Always click the “SAVE” button to post your grades. If you do not click SAVE and leave the screen, all your work will be lost.

Posting and Reposting
You can enter and re-enter your grades as often as you like while Grading remains open. Once grading is closed, you can no longer post via the Gradebook. If Grading is closed, you will have to go to Guidance and request a grade change for the student(s) in question.

ELEMENTARY SCHOOL REPORT CARD GRADE POSTING
If your school or grade uses the Genesis Elementary Grading system, instead of the secondary school Report Card Grading system, you will NOT post grades as described in the section above. You will post grades from the Elementary Grading→Post Grades screen. That screen is outside of the Gradebook and is not covered here.

In the Elementary Grading system, you will pull subject grades (Marking Period averages) from all of a single student’s Gradebooks with one button push.
X. Assessments in the Gradebook

The Assessments screen shows the roster of students and their scores for one Data View at a time.

To view a different view, select it from the “Select a view” drop down.
XI. Emailing Student Contacts

A. Single Student Email

Email messages with attached Progress Reports can be easily sent for any individual student from the student’s Gradebook ➔ Gradebook ➔ Student ➔ Contacts screen. The description of this screen can be found in Section VI G. Contacts. On the screen Gradebook ➔ Gradebook ➔ Student ➔ Contacts screen it is possible to any collection of the available in-school or home email addresses for one student. The remainder of this section describes how to set up mailing lists to mass send progress reports and other messages to students and their home and inschool contacts.

B. Email Lists

Email Lists in Genesis Gradebook

The Email list capability is located on the Gradebook ➔ Setup ➔ Progress Reports ➔ Available Email Lists screen. You can create as many email lists as you like. Each email list that you create exists for all courses and should be customized for each course. The Genesis Gradebook email facility has access to many potential email addresses for each student including in-school email addresses (counselor, case manager, 504 Coordinator, vice principal) and ‘at-home’ addresses (e.g. mother, father, student) as well as one per student that teachers control directly. The email list facility allows you to create lists tailored to one type of contact – or many types of contacts. The facility is extremely flexible.

What is a List?

A list that appears on the Gradebook ➔ Setup ➔ Progress Reports ➔ Available Email Lists screen exists simultaneously for ALL of your Gradebooks. When you create a list, you are creating it for each and every Gradebook. You then need to customize the list for each Gradebook that you want to use it for.

Why not one Simple Master List and a 1-Click Send?

Genesis provides access to so many different email addresses and so many possible email recipients that it is not feasible to simply have a “send to all” function without the setup of one or more Email Lists. You must set up your lists. From then on using them should be extremely simple.
C. Creating & Setting Up Email Lists

Procedure to Create an Email List

1. Go to the Gradebook → Setup → Progress Reports → Available Email Lists screen.
2. Locate the “new Email List” controls at the bottom of the screen:

   ![Email List Creation Interface]

3. Enter the name of your list in the “Email List Name” field.
4. Optionally check off the types of addresses you want the list to include:
   a. In-School Contact Types:
      i. Counselors – This will pick up the students’ Guidance Counselors.
      ii. Case Managers – For any student that has one, this will pick up Case Managers.
      iii. Vice Principals – For students assigned to a V.P., this will pick the VP’s.
      iv. 504 Coordinators – For students with a 504 status and a 504 Coordinator, this will pick up the 504 Coordinators.
   b. Student/Home Contact Types:
      i. Guardians – This will pick up any emails associated with Guardians 1 to 4.
      ii. Student Email – This will pick up the student’s own email listed on the student’s “Student” Contact2 record on the Student Data → Student → Demographics → Contact2 screen.
   c. The One Email Address the teacher controls:
      i. Gradebook Email – This picks up the one email address the teacher controls for each student. This are found on the students’ Gradebook → Gradebook → Student → Student Info screens in the Gradebook.
5. Click the Add Email List button. This creates the Email List. You can customize the new list for each Gradebook. Details on how to do this are found below in the procedure on customizing Email lists.
Procedure to Customize an Email List for Each Gradebook.

1. Go to the Gradebook → Setup → Progress Reports → Available Email Lists screen.

2. Locate the Email list you wish to customize by Gradebook and click the View icon corresponding to it. This brings up the Gradebook → Setup → Progress Reports → View List Contacts screen:

![Image of Gradebook Setup Progress Reports View List Contacts screen]

- Currently selected course. Email Lists exist for all courses and are customized by course.

3. The list will show all of the students on the Roster of the currently selected course. Someone of them may not have email addresses in the list. For example, regular ed students will not have entries on an email list of Case Managers. Some students may have a “view” icon accompanied by a number: 🗺️. This indicates that the student has additional Email Addresses on their record than are included in this list.

4. Optionally add students’ other Email contacts to the list. If you click the 🗺️ icon, a popup dialog will appear that will allow you to select the some or all of the student’s other email contacts to add to this list:

![Image of Gradebook Setup Progress Reports View List Contacts screen with a popup dialog]

- Currently selected course. Generate an email list based on selected emails.

**Figure 24** – Example of the Gradebook → Setup → Progress Reports → View List Contacts screen showing some students with Email Addresses in the list and some without
5. Check off any email addresses you wish to add and click “Add Contacts to List”.
6. You can optionally configure the list so that only students who have contacts in this list will display:

![Image of Gradebook User Guide 2012-13](image)

7. To Customize this same list for additional Gradebooks, select another Gradebook and repeat Steps 3 to 6.
8. To Customize an additional list, select another list and repeat Steps 3 to 7.
9. To send email to a list for a particular class, follow the directions in the next section below.

**D. Mass Emailing Students with Progress Reports**

1. Go to the **Gradebook > Setup > Progress Reports > Available Email Lists** screen.

2. Locate the Email list you wish to customize by Gradebook and click the ![View icon](image) corresponding to it. This brings up the **Gradebook > Setup > Progress Reports > View List Contacts** screen:

3. Check the checkboxes for the students you want to send to. The master checkbox in the header line will toggle all the checkboxes in the column:

**Figure 25 – The Gradebook > Setup > Progress Reports > View List Contacts Screen highlighting the “send to” checkboxes**

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4. Click the **Create Progress Reports** button to send progress reports to the checked students. This brings up a Progress report view screen:

   ![Create Progress Reports button](image)

5. This screen contains “sticky” Email Subject and “sticky” Email Body fields. Update the Email Subject and Email Body. A sample of the progress reports will be shown on the right hand side.

6. Preview the Progress Reports on a student by student basis if you desire. There is a Preview Student control in the top left portion of the screen:

   ![Preview Student control](image)

7. Select the Marking Period for the Progress Report. This defaults to the current Marking Period.

8. Repeat steps 6 and 7 for additional students.

9. Check that the list of Contacts is correct: You can uncheck contacts you do not wish to send to but you cannot addresses at this point:

   ![Contacts list](image)

10. Click the **Send Progress Reports** button to send the reports to the listed addresses. When the emails have been sent a verification dialog will be displayed:

   ![Verification dialog](image)

11. Click OK to dismiss the dialog – you have finished sending to this class.
E. Mass Emailing Students without Sending Progress Reports

Procedure to Mass Email a group of Students without Including a Progress Report

Genesis includes no direct facility to send email from Genesis without anything attached. This procedure helps you create a list of addresses and then use standard email clients to send the actual email messages that do not have attached progress reports.

1. Go to the Gradebook→Setup→Progress Reports→Available Email Lists screen.

2. Locate the Email list you wish to customize by Gradebook and click the View icon corresponding to it. This brings up the Gradebook→Setup→Progress Reports→View List Contacts screen:

3. Check the checkboxes for the students you want to send to. The master checkbox in the header line will toggle all the checkboxes in the column.

4. There are two controls on the lower left hand corner of the screen. These are designed to either bring up your local email client (usually and most easily Microsoft Outlook), or to create a simple comma-separate list of email addresses that you can simply paste into your favorite email client:

   - Clicking the **Send Email to Selected Contacts (Selected Emails will appear in the BCC line)** link will bring up your local email client (typically Microsoft Outlook). You can then send email normally.

   - Clicking the **Generate an email line based on selected emails** link simply generates a text field containing a comma-separated list of the selected email addresses. You copy this text and then you can bring up your favorite email client (e.g. gmail) and paste the list of addresses into the To, CC, or BCC lines.
XII. Standards in the Genesis Gradebook

Standards can be linked to Gradebook Assignments. When this is done, the Gradebook computes student averages vs. each individual CPI. These averages can be viewed via the Standards spreadsheets.

Procedure to View Students' Averages vs Standard's CPIs

1. On the Gradebook ➔ Gradebook spreadsheet screen, click the “Standards” bottom tab. This brings up the empty starting point Standards screen.

2. Select a Standards Set.

3. Select a Subject. This brings up the list of Standards in the select Set & Subject. Click on the subject. This brings up the Strands and CPIs in the Standard you select.

To view how students are doing vs. Standards, click the Standards bottom tab.
4. Clicking on a Standard fills the spreadsheet with the current averages for its components:

4.1. Click on a Standard to display its strands and CPIs.

4.2. Click on the name of a Strand. This focuses down just on that Strand and limits the view on the right hand side only to the CPIs for the selected Strand. Note that the Strands are all color-coded and the color of the Strand matches the color of the CPI headers on the spreadsheet.

5. At bottom left the set of Strands in the selected Standard appear in a separate box:

5.1. Click on a Standard to display the Strands and CPIs that belong to that Standard in the spreadsheet. Class Averages against the Standard and the number of Assignments which link to it are displayed at right.

5.2. You can scroll along to see all of the CPIs in the Standard. If you place your cursor on a CPI header, the text of the Standard, Subject, Strand and CPI appear above.

6. At right a spreadsheet of all the CPIs in all of the Strands in the selected Standard. Student averages for each CPI are color coded to indicate how the students are doing:

6.1. As you cursor over the CPIs, the text of the CPI appears above.

6.2. The Strands in the selected Standard appear at right.

6.3. The set of CPIs in the selected Standard appear in the Spreadsheet. Student averages vs. the CPIs are shown.

You can scroll along to see all of the CPIs in the Standard. If you place your cursor on a CPI header, the text of the Standard, Subject, Strand and CPI appear above the spreadsheet.

---

*Standard:* All students will acquire the knowledge and skills to think analytically about how past and present interactions of people, cultures, and the environment shape the American heritage. Both knowledge and skills enable students to make informed decisions that reflect fundamental rights and core democratic values as productive citizens in local, national, and global communities. 

*Strand:* Civics, Government, and Human Rights

Evaluate the importance of the Declaration of Independence, the Constitution, and the Bill of Rights to the spread of democracy around the world.
7. To focus down to one Strand’s CPIs, click on the name of the Strand:

Click on a Strand to display only that strand’s CPIs

In this view, the header of each column identifies the Assignment and lists the CPIs the Assignment references:

These screens allow you to investigate how students are doing against specific CPIs and which Assignments are contributing to the grade averages for each CPI.

8. To view the Assignments that are contributing to the CPIs’ averages, click on the icon for a Strand. This converts the spreadsheet to a view showing which Assignments reference which CPIs:

Click to show the contributing Assignments.
XIII. Reports

A set of useful reports are provided on the Gradebook > Reports tab. The best thing to do is to try these out to see which are most effective for you. Some of the most popular include:

- **71910 Student Assignment Report** – For one Gradebook at a time, a ‘progress report’ for each student, separate pages per student so that you can hand these out. Lots of options.
- **71320 Missing Assignment Report** – Students who are missing Assignments.
- **71773 Empty Spreadsheet Report** – An empty spreadsheet with just a class roster.
- **70775 Gradebook Spreadsheet Report** – The spreadsheet for one Marking Period of one course. Can be many pages.
- **70780 Gradebook Spreadsheet Summary Report** – A tighter, more compressed spreadsheet for one Marking Period of one course.
- **70350 Class Roster** – A class roster for one Gradebook, in various formats (e.g. with contact information)
- **70250 Birthday List** – A list of student birthdays
- **70160 Assignment Grades Report** – Get a list of grades given for one Assignment.

<table>
<thead>
<tr>
<th>Seq</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>70160</td>
<td>Assignment Grades Report</td>
</tr>
<tr>
<td>70250</td>
<td>Birthday List</td>
</tr>
<tr>
<td>70300</td>
<td>Class Attendance Report</td>
</tr>
<tr>
<td>70310</td>
<td>Class Attendance Spreadsheet</td>
</tr>
<tr>
<td>70350</td>
<td>Class Roster</td>
</tr>
<tr>
<td>70352</td>
<td>Class Roster Report with Marking Period Grades</td>
</tr>
<tr>
<td>70550</td>
<td>Exam Grade Report</td>
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<td>7060</td>
<td>Grade Translation Report</td>
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<td>70770</td>
<td>Grade Verification and Status</td>
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<td>70773</td>
<td>Gradebook Empty Spreadsheet Report</td>
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<td>Gradebook Spreadsheet Report</td>
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<td>71980</td>
<td>Student Category Averages</td>
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<tr>
<td>72070</td>
<td>Teacher Schedule</td>
</tr>
<tr>
<td>72550</td>
<td>Year Summary Report</td>
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# Color Schemes for Categories and Workgroups

The chart below contains a wide range of possible code colors. The names of the colors have been selected to be as descriptive as possible — or amusing, when descriptions fail - and do not reflect any “official” definitions of these colors (with the exception of red, green, blue, aqua, yellow and fuchsia).

<table>
<thead>
<tr>
<th>Code</th>
<th>Color Description</th>
</tr>
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<td>ffffff</td>
<td>White [(total red + total green + total blue)]</td>
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<tr>
<td>000000</td>
<td>Black (no red, green or blue hue)</td>
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<tr>
<td>ff0000</td>
<td>Red [(total red + no green + no blue)]</td>
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<tr>
<td>00ff00</td>
<td>Green (no red + total green + no blue)</td>
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<tr>
<td>0000ff</td>
<td>Blue (no red + no green + total blue)</td>
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<tr>
<td>ffff00</td>
<td>Yellow [(total red + total green + no blue)]</td>
</tr>
<tr>
<td>ff00ff</td>
<td>Fuchsia [(total red + no green + total blue)]</td>
</tr>
<tr>
<td>00ffff</td>
<td>Aqua (no red + total green + total blue)</td>
</tr>
<tr>
<td>0000b0</td>
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<tr>
<td>0000cc</td>
<td>Deep Pure Blue</td>
</tr>
<tr>
<td>0000dd</td>
<td>TRUE BLUE</td>
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<tr>
<td>0033be</td>
<td>MIDNIGHT</td>
</tr>
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<td>0033ff</td>
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<td>004f96</td>
<td>DEEP MARINE BLUE (IN THE DEPTHS)</td>
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<td>Tropical Pond</td>
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<tr>
<td>0099ff</td>
<td>PEACOCK</td>
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<tr>
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<td>Green – flat lawn green</td>
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<tr>
<td>05eccc</td>
<td>Same as blue/aqua with a greenish tinge</td>
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<td>Flat Grey Mallard</td>
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<td>75046a</td>
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</table>
7575ff  classic medium cornflower blue
8fffd7f  bright medium to light green
94d4f9  flat darkish teal blue
94fc46  SOME LIME LIKE GREEN
966e73  DRAB DAGON SCALE MAUVE
97e9bc  TENDER GREEN
990033  Red brown
990099  Red PURPLE brown
993333  Russet Brown Potato
996633  DELIVERY TRUCK BROWN
996666  PURPLISH BROWN
996699  DARK PURPLE
9966cc  Bright flat grey purple
9966ff  PURPLE
998bee  Dark Periwinkle
999913  Olive drab
999933  Olive olive
999966  OLIVE drab - DARK STEEL
999999  steel grey
999999  Silver
9999cc  Grey blue
9999ff  SOFT GREY BLUE
99ee9a  medium green – flat, green lawn color
99ff99  VERY LIGHT LEMONY GREEN
99ff9b  Light Blue
99ffcc  Going to Pool Aqua
9d7e71  Light Mud
a1b5a2  MEDIUM GREY
a3c1ad  SMOKY GREEN HAZE
a43113  dark red orange brown – rust
a43199  WINE country
a4447c  CLARET
a4877c  EARTH Brown
a5b7db  Cadet Blue Grey
a5ccff  Blue clue
a5f0a5  GREEN HAZE
aa0000  Brown red brown
aa0033  Mahogany
aa0066  Rose Mahogany
aa0099  dark dusky rose
aa069a  Dark Magenta
aa69aa  Dark dusky mauve
aaa794  Grey putty
aa9900  Hot Spanish Olive
aa99aa  Mauve grey – dark fog
aa99cc  Murky grey mauve
aa99ff  Light MAUVE LAVENDER
aac257  Light olive green
aac299  Wet Sand
aacccc  Sea fog – grey sky
aae0f0  flat light teal blue
aaeeaa  Tropical green
aaeeb0  flat, medium grayish green
aaff00  Bright Yellow Green
aaffcc  Hot pool aqua
aa0766  Red Red purple Brown Brown
ab1066  Royal Mahogany
ab3386  Dusky red mauve
qb6600  Yellow Brown
ab665c  MUD MUD MUD
ab6666  Potato Brown
ab66ab  Beach Fog
ab9999  Grey heat
abc1ff  Blue Haze
abcc99  North Atlantic Seas – grey sea green
abcccc  Deep grey sea
ac10f2  Royal purple
acffb0  quite light medium green
acffbf  Subtle beach green
addcc  Cool running
aebbff  Light blue
af670  Grey green
b3ae0  Periwinkle
b3ccc2  Confederate Grey
b4fff0  Tropical Paradise
b500ff  HOT PURPLE
b5067e  Wild Red Purple
b7c8ff  Summer Sky
b85454  DARK BURNT MAHOGANY
bac971  Some green or other
bac9bb  TRUE GREY
bae0f8  watery blue
bb0000  Bright red orange brown
bb8934  mustard dark yellow brown
bbbc00  Spanish olive
bbff84e  Light Lime
bbff00  dark citrine lime yellow
bbff34  lime/citrine yellow green
bbffdd  aqua – very light aqua
bde9c4  GREEN FOGGY Haze  GREEN FOGGY HAZE
c0c0c0  Grey
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<th>Color Name</th>
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<td>STORM CLOUD SKY</td>
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| \\
| cccf2cc    | Sea Form              |
| cccfff     | Light aquamarine      |
| cd9014     | dark brown mustard yellow |
| cd9966     | Mocha brown           |
| cdaaaa     | Light mauve tan       |
| ceebce     | Grey Sand – Concrete Ready Mix |
| cffffb0    | light pale lime green |
| d47df7     | Soft antique rose     |
| d4cfff     | BLUE SMOKE blue smoke |
| d4f8bd     | Yellow lime green     |
| d4fcf4     | Aqua gauze Aqua gauze |
Magenta mauve

VANISHINGLY SOFT BLUE GAUZE  BLUE gauze

SMOKY RED HAZE

Light lavender

GENTLE green BREEZE

FAINT GREY BLUE HAZE  faint grey blue haze

Smoky PURPLE

Burnt pink ASH

Sandy SUMMER TRAIL

COLD BLUE LIGHT AT WINTER DAWN

LIGHT BLUE AT DAWN  light blue at dawn

Blue air white sail invisible blue air

Fall leaves

rosy carnelian

BRIGHT ORCHID

Burnt umber

Dark TAN

dark, purple rosy mauve

Light light light amethystyst

dark yellow green mustard

Very light lavender

Cool mint breeze  COOL MINT BREEZE

dull blue/grey lavender

GREY BLUE FOG

light wet SAND  light wet sand

quite light yellowish green

bright rose mauve

sand

Dusty garnet  garnet

Baby's breath soft lavender pink

very, very light grayish blue

Baby's breath pink and blue

very light grayish/pinkish lavender

dark gulden's mustard – stone ground

infinitely LIGHT YELLOW LIGHT YELLOW

Baby's breath soft lavender pink

very, very light grayish blue

Baby's breath pink and blue

very light grayish/pinkish lavender

dark gulden's mustard – stone ground

infinitely LIGHT YELLOW LIGHT YELLOW

LIGHT MAUVE ROSE'  LIGHT MAUVE ROSE'  MAUVE

Rose pink

SMOKY ROSE HAZE IN THE AIR
Mustard Flame
Yellow pastel
flat dull orange
Angels Breath Pink
Bare pink
Haze Flame
Rose carnelian
FADED PINK
Flaming Orange
Gulden's mustard
RED ORANGE RED
light mauve pink
fire engine red
red - medium fire, flat
RED red
bright rose fuchsia
Fuchsia
red bright
hot orange
Flat red paint
Bright fuchsia
Bright Magenta
orange
darker orange
classic orange
SALMON PINK
PINK MAGENTA
Magenta rose
HOT PINK
dark orange
Salmon
DARK SALMON
FLAT PINK
Light Salmon
Rose Sky at dawn
ROSE SKY AT DUSK
Baby's Breath pink
Light Rose pink
GOLD
PURE EVEN TAN
classic pink/orange Caucasian skin color
FADED TANGERINE ORANGE VIEW
light orange yellow
buff, medium Caucasian skin color
YELLOW
CANARY YELLOW
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<th>Description</th>
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<tr>
<td>Ffff99</td>
<td>EVEN LIGHTER YELLOW</td>
</tr>
<tr>
<td>ffffb0</td>
<td>very light buff yellow</td>
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</table>