

Online Grade Entry in SB2000 Classroom – 2/8/2012

If you want to enter your grades online directly into SB2000 Classroom or to modify grades that were placed there via the Import Marks task (from Easy Grade Pro) or the posting of grades from the SB2000 Classroom Gradebook, please follow these instructions. For security purposes, grades can only be entered while the online grade entry posting window is open. We expect this grade entry posting window to start the last day of the grading period and end the 5th work day after that.

Log into SB2000 Classroom. If it is time to enter grades, a message will automatically appear in the Reminders section of the Home page (see arrow in the first figure below). The name of the grading period will vary depending on the time of year but the grading period name displayed will be a direct hyperlink to the grade entry page. Simply click the link and you'll be taken to the Class Marks page for you to enter grades for the sections that need them.

Reminders: You have 0 Possible Non-reported Absences! [Click the Number to Edit!](#)
→ Marking Period [SEM 1 - Final](#) is open for Posting!

The Class Marks screen will be displayed in update mode, loaded with the first of your sections for the grading period with the open grade entry posting window. You're ready to go!

Student Name	Stu Id	Sect	Grade Mark	Cit	Comments - No more than 7 per Student	Credit Override	Abs	Tdy
		0026			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18		2	0
		0026			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18		0	0

You may now enter grades, citizenship, comments and credits (when appropriate and they differ from the course default). You must click the **Save Marks** button to save any changes you make on the screen before leaving the screen (do NOT use the BACK button). Once this button is pressed the screen will redisplay after saving the data you entered. We suggest you save frequently and always before leaving this page and/or before printing this page via the Print or Entry Form buttons.

Once you've saved the grade marks you've entered for one section simply change to your next section by changing the class section in the **Class** selector list box located at the top of the page.

If you'd like to print offline work sheets, click on the **Entry Form** button to display a printer friendly version of the Class Marks entry form. This may be useful for walk-on coaches and Athletic Directors. The AD can print these for coaches who can then fill them out and hand them back to ADs to enter online. Select the appropriate class term from the Mark Period list before using the feature. **Also, pop-up blockers must be turned off to use this feature.**

Remember, after you think you've entered and saved all your grade marks use the **Marks Errors Task** to check for missing grade marks. This tool is most useful at the quarter and semester grades when a mark is expected to be given to all students.

SPECIAL NOTE FOR 12 WEEK PROGRESS REPORTS:

Per district policy, Information Services will automatically add comment 18 to every student's progress record where a teacher marks a grade of D or F. These comments will be added right before the progress reports are mailed so you won't see them in SB2000 or SB2000 Classroom immediately. This has been our practice since November 2008 and will be followed for all future 12 week reports, and only for the 12 week reports. Comment 18 reads "Student is in danger of receiving an F".

OTHER IMPORTANT GRADE ENTRY NOTES:

The Import Marks Task will wipe out and replace every grade mark in a section so it should only be run before entering grades online via the Class Marks screen.

If you have no input for a section for the 4.5 or 12 week grading periods you may still click the **Save Marks** button to remove the section from the registrar's grade entry tracking report. Progress report mailers will NOT be produced unless a meaningful mark is entered for a student. This "blank" submission is not necessary if you import grades from Easy Grade Pro for that section

To enter a grade in the Class Marks screen, select the grade mark from the list box. Plus and minus grades will not appear in the list box when they are inappropriate. They are not valid for final grades (such as semester grades and quarter PE and aide classes).

Select the Citizenship mark when desired; there is no default mark.

You may check up to seven comments per student; a legend appears at the bottom of the same screen.

Credit Override should only be used when the standard credits do not apply. We don't anticipate a lot of use for this parameter.

Absence and tardy counts for that grading period appear for your reference and convenience.

Remember to click on the **Save Marks button** to save your entries before leaving the page. You may wish to save every three or four students. Don't use your browser's BACK button if you haven't yet saved your grades. You don't have to enter all your grades in one session.

The beginning date of the posting window time period may actually display a date earlier than the end of the actual last day of the period. This is to allow you to enter grades online for students who may have dropped the last few days of the grading period.

You may use the Class Marks screen to view and/or edit data that was entered by importing marks from Easy Grade Pro or posting them from the SB2000 Classroom Gradebook.

When the Posting Window time frame closes...

- you will no longer be able to change grades online
- these grades will be copied to the Parent / Student Portal for viewing in the Report Card section there
- we'll begin printing the report cards to be mailed home