



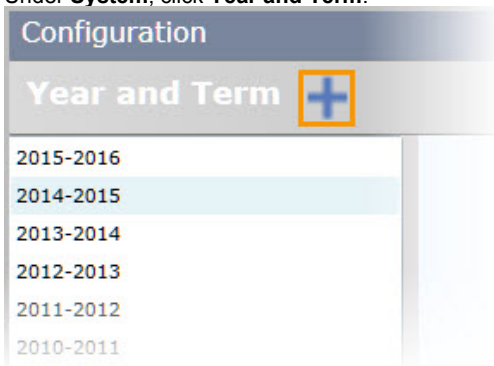
# SDA Quick Start Guide

To print a PDF of this guide, click  in the right side tray, then select the **Click here to download the exported PDF** option.

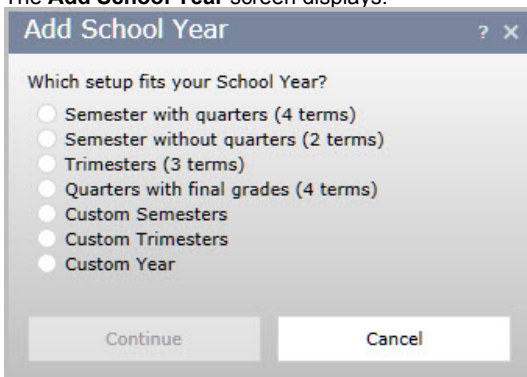
## Create a Year and Term

The **Year and Term** screen of the **Configuration** area allows you to set the parameters of your school year. Years cannot be deleted, but their terms may be modified.

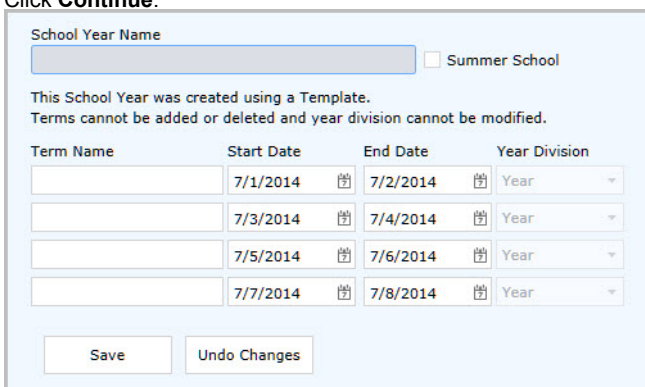
1. From RenWeb , click  (Menu).
2. Click **System**, then click **Configuration**
3. Under **System**, click **Year and Term**.



4. Click  to add a new year.  
The **Add School Year** screen displays.



5. Select the setup appropriate to your school year.
6. Click **Continue**.




Term Name	Start Date	End Date	Year Division
	7/1/2014	7/2/2014	Year
	7/3/2014	7/4/2014	Year
	7/5/2014	7/6/2014	Year
	7/7/2014	7/8/2014	Year

7. Type the **School Year Name**.
8. Select if the year is for **Summer School**.
9. Type the **Term Name** for each term.

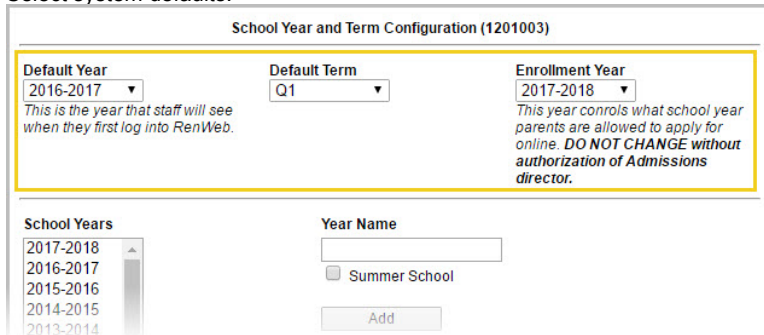
10. Enter the **Start Date** and **End Date** for each term. (This may be changed later.)
11. Click **Save**.

## Year and Term in Configuration (New)

The School Year and Term Configuration screen allows you to

1. From RenWeb ①, click  (Menu).
2. Click **System**, then click **Configuration (New)**.
3. Click **Year and Term**.

### ■ Select system defaults.



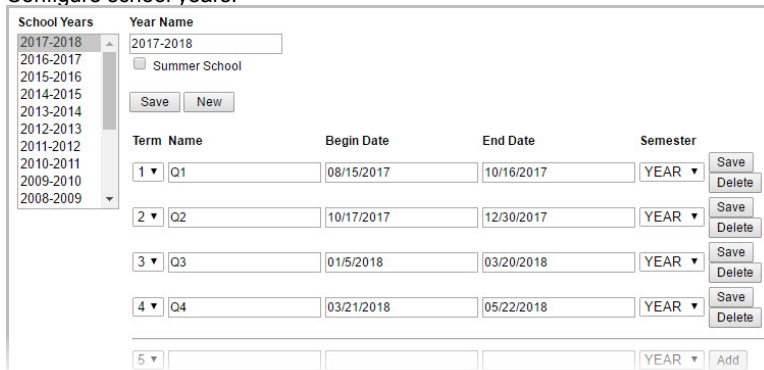
### □ Default Year and Default Term

- Determines the year and term in which RenWeb will open when school personnel log in.
- Affects the term in which teachers' grade books will open when accessing a class.
- Does not affect ParentsWeb.
- Typically changed at the end of each grading period.

### □ Enrollment Year

- Determines the year in which students are being enrolled/reenrolled.
- Affects the Admissions area and Online Enrollment.
- Typically set to one year ahead of the **Default Year**.

### ■ Configure school years.




- Select an existing year to modify.  
OR  
Type a **Year Name** and click **Add** to create a new year.
- Select if the year is for **Summer School**.
- Click **Save**.
- Define each desired term.
  - Select a **Term** number.
  - Type a **Name** for each term.
  - Enter the **Begin Date** and **End Date**. (This may be changed later.)
  - Select a **Semester**.
  - Click **Save** to save the row.
    - Click **Delete** to delete a row.

# Copy Schedule

For schools that do not use request-based scheduling and whose total student enrollment has not significantly changed from the previous year, Copy Schedule provides a quick way to create class sections for a new school year. It can automatically copy the templates from the previous year and create the same number of class sections per course, along with other options.

Schools that use automated scheduling may use this feature to copy schedule templates and patterns.

1. From RenWeb ①, click  (Menu).
2. Click **Scheduling**.  
The **Schedule Menu** displays.
3. Click **Copy Schedule**.  
The **Schedule Copy** screen displays.
4. Select a **Copy From** year.
5. Select a **Copy To** year.
6. Select a template, if desired, to limit the copy to a particular schedule template. (For example, middle school only.)
  - **Copy classes from selected template only** must also be selected.
7. Select copy options.
  - **Copy Templates/Patterns:** Copies templates and the patterns associated with them.
    - **Copy Classes:** Copies class sections.
      - **Room Assignment:** Assigns the same rooms to the classes.
      - **Teacher Assignment:** Assigns the same teachers to the classes.
      - **Time Table Schedule:** Schedules the classes for the same periods/activity blocks.
  - **Copy classes from selected template only:** Copies only the template selected and the classes associated with it.
8. Click **Copy**.

**Schedule Copy**  
Disable Schedule Copy  
☐ Yes ☒ No

Copy From:  

2015-2016

-- Select Template --

Copy To:  

2016-2017

☒ Copy Template/Patterns

- ☒ Copy Classes
  - ☒ Room Assignment
  - ☒ Teacher Assignment
  - ☒ Time Table Schedule
- ☐ Copy classes from selected template only

Copy

Delete Schedule

## SDA Quick Start Note:

- Copy the Template
- Copy Class Sections
- Copy Teacher Assignments

## Create Additional Class Sections

- Add or delete class sections.
  - Click **New** to add a class section. The **New - Add Class Section** screen displays.
    - Type a section label. (eg. A, B, C, etc. or 1, 2, 3, etc.)  
OR
    - To **Auto Add Multiple Sections**, select **Alphabet** or **Numeric**, then select the **Number of classes to add**.
    - Click **Submit**.
  - To remove a class section, select a class and click **Delete**. Any grade or other information tied to the class will be deleted. The **Delete Confirmation** screen displays.
    - Click **Yes** to confirm.
- Change a section label.
  - Select an existing class section
  - Type a new label in the **Section** field.
  - Click **Save**

### SDA Quick Start Note:

- For schools uploading data to the NAD, we create specific courses for you to use (i.e. 1.2 Math, 3.8 Math). Please do not add your own as this will prevent the data from uploading correctly. Contact support for adding additional courses not already listed so we can make sure they comply with NAD specifications.
- PK-K will purposefully only have a Homeroom course. Students may not have separate courses for subjects. Teachers should use Skill Set Grades as the other subjects are listed as skill set categories.

**Class Sections**

- ALG1:A
- ALG1:B

**New**

**Add Class Section**

ALG1 C

**OR**

**Auto Add Multiple Sections**

☐ Alphabet

☐ Numeric

Number of classes to add: 1

**Submit** **Cancel**

**New**

**General**

**Roster**

**Schedule**

**Enroll**

**User Defined**

**Edit Course**


# Enroll Students in Classes

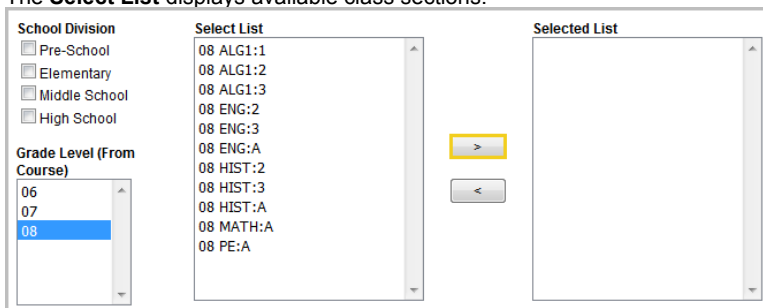
## SDA Quick Start Note:

- Ensure students are enrolled in the appropriate grade level classes:
  - PK/K for Pre-K and Kindergarten students
  - 1.2 for first and second grade students
  - 3.8 for third through eighth grade students
- Students may be enrolled in only one class section for a course:
  - *1.2 Music--Handbells* and *1.2 Music\_Chair* are two sections of the same **1.2 Music** course. Students may not be enrolled in each class section at the same time.
  - Contact support for assistance

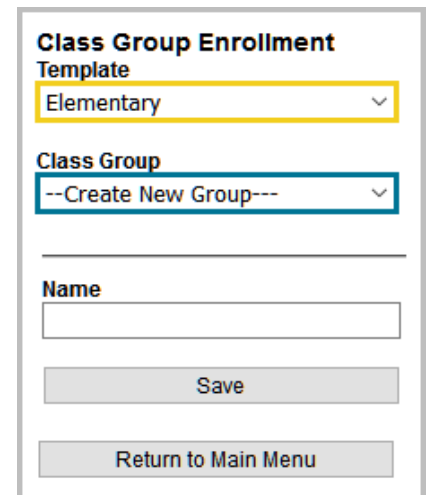
## Group Enrollment

Group Enrollment allows you to enroll, by self-contained groups, students who attend the same class sections together. Class sections must be created and assigned to templates prior to enrolling by group and scheduling.

1. From RenWeb ①, click  (Menu).
2. Click **Scheduling**.  
The **Schedule Menu** displays.
3. Select the **School Year** for which you wish to group enroll.
4. Select the **Schedule Method** of **Schedule by Class Group**.  
The **Class Group Enrollment** screen displays.
5. Select a **Template**.
6. From **Class Group**, select an existing group.  
OR  
Select **Create New Group**.
  - a. Type a group **Name**. For example, *02 Miller* for Ms. Miller's second grade classes.
  - b. Click **Save**.
    - i. Click **Delete** to delete the group.
7. Add classes.
  - a. Under **Class List**, click **Add/Remove**.  
The **Select List** displays available class sections.

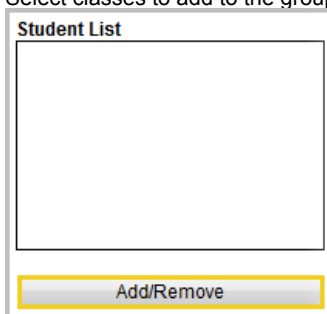


The screenshot shows the 'Class Group Enrollment' interface. On the left, there are filters for 'School Division' (Pre-School, Elementary, Middle School, High School) and 'Grade Level (From Course)' (06, 07, 08). The 'Select List' contains a list of class sections: 08 ALG1:1, 08 ALG1:2, 08 ALG1:3, 08 ENG:2, 08 ENG:3, 08 ENG:A, 08 HIST:2, 08 HIST:3, 08 HIST:A, 08 MATH:A, and 08 PE:A. A yellow box highlights the right arrow button between the 'Select List' and the 'Selected List'.



The screenshot shows the 'Class Group Enrollment Template' screen. It has a dropdown menu for 'Template' with 'Elementary' selected. Below it is a dropdown menu for 'Class Group' with '--Create New Group---' selected. There is a text input field for 'Name'. At the bottom, there are two buttons: 'Save' and 'Return to Main Menu'.

- b. Select a **Grade Level**, if desired, to filter the list by grade level [course requirements](#).
- c. Select classes to add to the group.



The screenshot shows the 'Student List' screen. It has a large empty box for the student list. At the bottom, there is a yellow button labeled 'Add/Remove'.

- d. Click > (Right Arrow) to populate the **Selected List**.

**Class Group Enrollment Template**

Template  
Middle School

Class Group  
08A

Name  
08A

Class List  
08A

Student

Save

Delete

[View Schedule](#)

Add/Remove

- Click < (Left Arrow) to remove from the group.

8. Add students.

- a. Under **Student List**, click **Add/Remove**.

- b. Select a **Grade Level**.

The **Select List** displays available students.

☐ Use Next Year Grade

Level  
06  
07  
08

Select List

Abbott, Emily  
Applegate, Christopher  
Bjork, Alexis  
Bowen, Kelly  
Brandenburg, Breanne  
Burks, Stephen  
Cannon, Ryan  
Carnes, Christopher  
Carr, Amy  
Coates, Rose  
Cobb, Susanna

Selected List

>

<

- Select **Use Next Year**, if desired, to populate the list by students' **Next Year Grade Level**, if desired.


- c. Select students to add to the group.

- d. Click > (Right Arrow) to populate the **Selected List**.

- Click < (Left Arrow) to remove from the group.

- The students are enrolled in the classes which are in the group.

## Manual Enrollment

1. From RenWeb ①, click  (Menu).

2. Click **Academics**, then click **Classes**.

OR

Click **Scheduling**, then click **Edit Class** in the **Schedule Menu**.

Existing courses display.

- Select filters at the bottom of the list to change the displayed courses.

1. Select a course.
2. Select a class section.


3. Click **Enroll**.

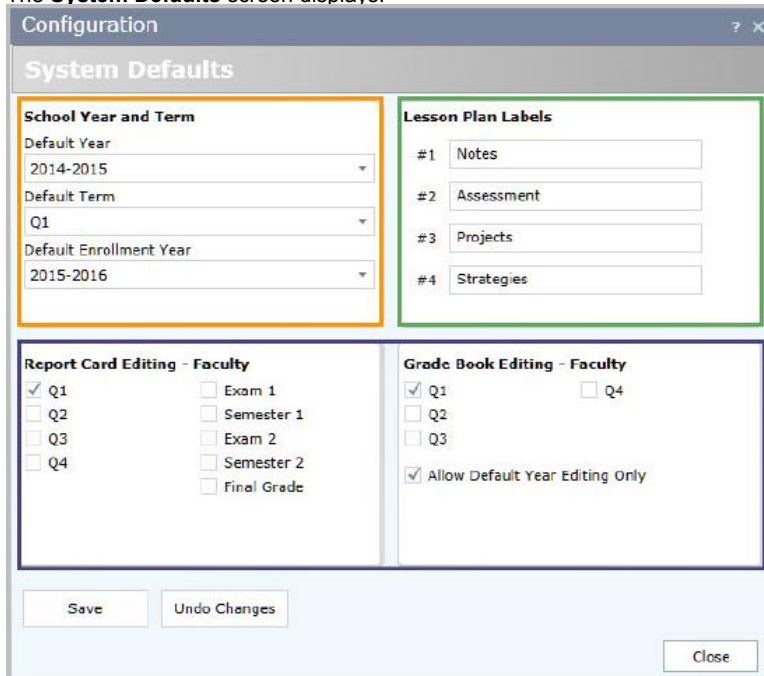
The screenshot shows the 'Enroll Class' interface. On the left, a sidebar contains buttons: 'New', 'General', 'Roster', 'Schedule', 'Enroll' (highlighted), 'User Defined', and 'Edit Course'. The main area is titled 'Enroll Class' and contains three panels. The first panel, 'Filter Type', has radio buttons for 'Status', 'Grade Level' (selected), 'Class', and 'Request', with a dropdown menu showing '09', '10', '11', and '12'. The second panel, 'Selection', is a list of student names: Dover, Lisa; Duude, Dude; Edwards, Anne; Edwards, Whitney; Eppler, Callie; Evans, Megan; Gaines, Megan; Gamez, Rachel; **Getz, Matt** (highlighted); Ghuge, Mahshidg; Gillham, Amanda; Glaske, Dakota; Gleitz, Cole; Graves, Luke; Harris, Riley; Hicks, Dean; Hinsley, Kyle; Holland, Jessica; Hudson, Caleb; Jackson, Jim Bob; Jones, Joshua; **Jones, Lysa** (highlighted); Jones, Sara; Juillerat, Dane; Lewis, Spencer; Martin, Mason; Mason, Max; McAndrew, Timothy; McDonald, Larie; and McFerron, Jordyn. The third panel, 'Class Roster', lists: Abbott, Julie; Allen, Laila; Coates, Amie; Edwards, Anne; Evans, Megan; and Gamez, Rachel. Arrows point from the 'Selection' list to the 'Class Roster' list. At the bottom, there are buttons for 'Enroll (selected)' and 'Unenroll (selected)'.

- Enroll students.
  - Select a **Filter Type** and a filter to display students. (eg. Status > Enrolled or Grade Level > 09)
  - From the **Selection** list, select desired students.
    - Press and hold the CTRL key on your computer keyboard or click and drag to select more than one student.
  - Click **Enroll (selected)**.
- Unenroll students.
  - From the **Class Roster** list, select desired students.
    - Hold down the CTRL key on your computer keyboard or click and drag to select more than one student.
  - Click **Unenroll (selected)**.

## Set System Defaults

The **System Defaults** screen of the **Configuration** area provides access to important controls for faculty and other school users. Settings are typically changed each term.

1. From RenWeb ①, click  (Menu).
2. Click **System**, then click **Configuration**.
3. Under **System**, click **System Defaults**.  
The **System Defaults** screen displays.



4. Modify settings as desired.
5. Click **Save**.

## School Year and Term

- Select a **Default Year** and **Default Term**.
  - Determines the year and term in which RenWeb will open when school personnel log in.
  - Affects the term in which teachers' grade books will open when accessing a class.
  - Does not affect ParentsWeb.
  - Typically changed at the end of each grading period.
- Select a **Default Enrollment Year**.
  - Determines the year in which students are being enrolled/reenrolled.
  - Affects the Admissions area and Online Enrollment.
  - Typically set to one year ahead of the **Default Year**.

## Report Card and Grade Book Editing


- Select **Allow Default Year Editing Only** to prevent teachers from changing grades for previous years.
- Select the terms and other report card elements to provide teachers the access to enter or change grades.
  - Access is typically removed at the end of a grading period to prevent teachers from changing grades after report cards are printed.
  - Does not affect administrators' ability to change grades.

## Lesson Plan Labels

- Type the **#1-4** labels which will display for all teachers.
  - Changing labels will affect all classes for all teachers.



# System Defaults in Configuration (New)

1. From RenWeb ①, click  (Menu).
2. Click **System**, then click **Configuration (New)**.
3. Click **System Defaults**.

## Year Defaults

- Select a **Default Year** and **Default Term**.
  - Determines the year and term in which RenWeb will open when school personnel log in.
  - Affects the term in which teachers' grade books will open when accessing a class.
  - Does not affect ParentsWeb.
  - Typically changed at the end of each grading period.
- Select an **Enrollment Year**.
  - Determines the year in which students are being enrolled/reenrolled.
  - Affects the Admissions area and Online Enrollment.
  - Typically set to one year ahead of the **Default Year**.

## Grade Editing

- Select the terms and other report card elements to provide teachers the access to enter or change grades.
  - Access is typically removed at the end of a grading period to prevent teachers from changing grades after report cards are printed.
  - Does not affect administrators' ability to change grades.
- Select **Allow editing of grade book in current year only** to prevent teachers from changing grades for previous years.

## Lesson Plan Labels

- Type the **#1-4** labels which will display for all teachers.
  - Changing labels will affect all classes for all teachers.

# Copy Grade Book Setup to Classes

## Overview

The **Grade Book Setup** tab of the **Course Levels** screen allows you to apply a grade book configuration to multiple classes. There are a number of options you may configure:

- Grade Calculation Method
- Letter Grades
- Preferences (including:):
  - Web Progress Report Enable
  - Cap Category/Term
  - Decimal Places
  - Time Frame

## Understanding Grade Calculation Methods

The calculation method is usually determined by a school's historical practice. Note that, using the same earned grades, the different methods produce different results.

### Points

- Assignments have a grades expressed as points earned.
- The value of each assignment is determined by its maximum points.
- Categories are NOT weighted.
- The term grade is determined by adding all the points earned and dividing by the total possible points.

### Weighted Percentage

- Assignments have grades expressed as percentages.
- The value of each assignment is determined by its weight.
- Categories are weighted.
- The term grade is determined in two steps.
  1. Assignment grades are averaged (according to their weight) within each category.
  2. Category grades are then averaged (according to their weight).


### Mixed

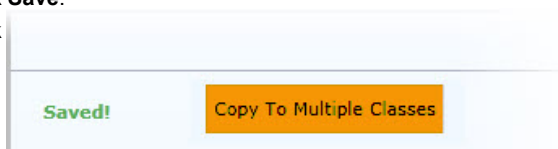
- Assignments have grades expressed as points earned.
- The value of each assignment is determined by its maximum points.
- Categories are weighted.
- The term grade is determined in two steps.
  1. The total points earned is divided by total possible points within each category.
  2. Category grades are then averaged (according to their weight).

Points			
Categories	HW	Quiz	Test
Category Weights	NA	NA	NA
Assignment Grades	9/10	3/5	90/100
	80/100	10/10	
	30/50		
Mathematical Calculation	$\frac{9+80+30+3+10+90}{10+100+50+5+10+100}$		
Result	80.10%		

Weighted Percentage			
Categories	HW	Quiz	Test
Category Weights	20%	30%	50%
Assignment Grades (Assignment Weights)	9/10 (1)	3/5 (1)	90/100 (1)
	80/100 (1)	10/10 (1)	
	30/50 (1)		
Mathematical Calculation	HW: $90\% + 80\% + 60\% / 3 = 77\%$ Quiz: $60 + 100 / 2 = 80\%$ Test: $90 / 1 = 90\%$ $(77\ 20\%) + (80\ 30\%) + (90\ 50\%)$		
Result	84.40%		

## Selecting a Method

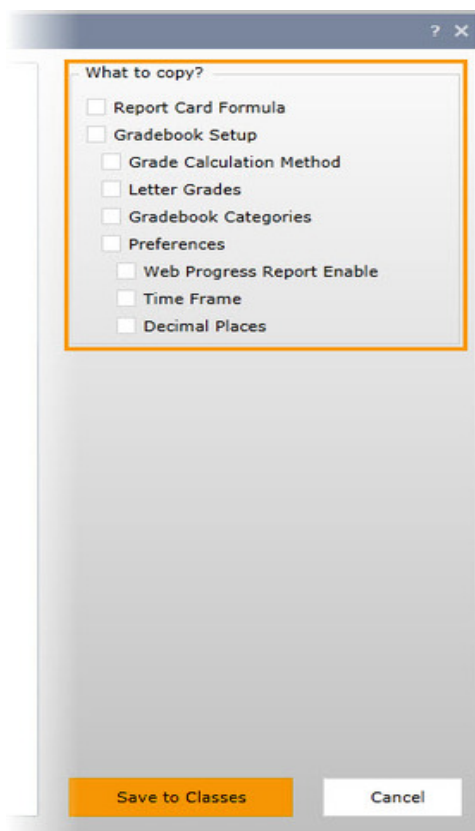
1. From RenWeb ①, click  (Menu).
2. Click **System**, then click **Configuration**.
3. Click **Course Levels**.  
The **Course Levels** screen displays.
4. Select a course level.
5. Select the **Grade Book Setup** tab.
6. Select a **Grade Calculation Method**.
7. Click **Save**.
8. Click



**Copy to Multiple Classes** to apply the saved settings to teachers' grade books. The **Copy to Classes** screen displays.

Mixed			
Categories	HW	Quiz	Test
Category Weights	20%	30%	50%
Assignment Grades	9/10	3/5	90/100
	80/100	10/10	
	30/50		
Mathematical Calculation	HW: $9+80+30/160 = 74\%$ Quiz: $13/15 = 87\%$ Test: $90/100 = 90\%$ $(74\ 20\%) + (87\ 30\%) + (90\ 50\%)$		
Result	85.90%		

- a. Select the classes.
  - b. Click the > or >> (arrow) buttons to move the selected classes.
  - c. Select the areas you wish to apply from **What to copy?**
9. Click **Save to Classes**.



What to copy?

- ☐ Report Card Formula
- ☐ Gradebook Setup
- ☐ Grade Calculation Method
- ☐ Letter Grades
- ☐ Gradebook Categories
- ☐ Preferences
- ☐ Web Progress Report Enable
- ☐ Time Frame
- ☐ Decimal Places

Save to Classes Cancel


## Understanding Letter Grades

Since the grade book calculates numeric averages, this setting allows you to specify the letter value for any given calculated grade. Schools which do not show letter grades on report cards or transcripts do not need to configure letter grades.



**Note:** In the example below, an average of **80** or **81** will result in a letter grade of **B–**.

## Adding Letter Grades

1. From RenWeb ①, click  (Menu).
2. Click **System**, then click **Configuration**.
3. Click **Course Levels**.  
The **Course Levels** screen displays.
4. Select a course level.
5. Select the **Gradebook Setup** tab.

- Next to **Letter Grades**, click **+** (Add).  
A grid row displays.



Letter	Average
	0
A +	98
A	92
A-	90
B+	88
B	82
B-	80
C+	78
C	72
C-	70
F	0

- Type a **Letter**.
- Type an **Average**.
- Click **Save**.
- Click **Copy to Multiple Classes** to apply the saved settings to teachers' grade books.

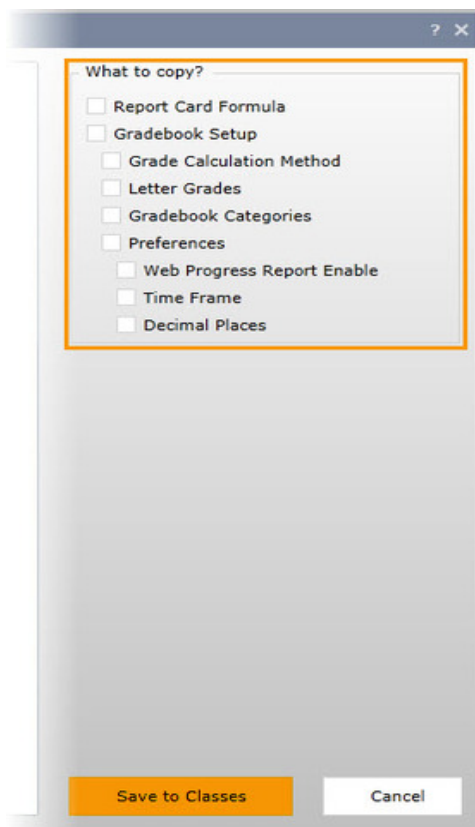
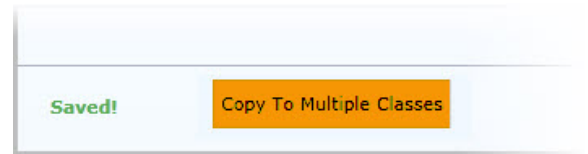
## Understanding Grade Book Preferences

- **Treat Incomplete as 0:** Assignments marked **Incomplete** or **Missing** will calculate as a 0.
- **Web Progress Report Enable:** Allows you to select the type of progress report accessible in ParentsWeb.
  - Full Details
  - Category Averages
  - Term Average
- **Cap Category grade at 100:** The category average will not exceed 100 even if the calculated grade is greater.
- **Cap Term grade at 100:** The term average will not exceed 100 even if the calculated grade is greater.
- **Show Points Earned:** The progress report will display total points earned. (This option is usually selected when using the Points Calculation Method.)
- **Decimal Places:** Determines the number of decimal places displayed. Entering a decimal place of 1 will round the average to the first decimal place. For example, a calculated average of 92.32641 will be rounded to 92.3. The decimal place value in the Grade Book must be the same as in the Report Card Formula for each class to prevent double rounding.
- **Time Frame:** Determines whether assignments are visible and averaged only in within the terms in which they are created, or are cumulative across the semester or year.
  - **Term:** Assignments are grouped by term. For example, only Q2 assignments are used to determine the Q2 average. The S1 grade, if applicable, must be determined by averaging Q1 and Q2 (possible along with a semester exam).
  - **Semester:** Assignments are grouped by semester. For example, both Q1 and Q2 assignments are used to determine the Q2 average. The S1 grade is equal to a student's grade at the end of Q2.
  - **Year:** Assignments are grouped by year. For example, Q1, Q2, Q3, and Q4 assignments are used to determine the Q4 average. The final grade is equal to a student's grade at the end of Q4.
- **Student Sorting:** Allows you to sort students by name or alias.
- **Assignment Sorting:** Allows you to sort assignments by the date added, due date, or title.

## Selecting Preferences

- From RenWeb , click  (Menu).
- Click **System**, then click **Configuration**.
- Click **Course Levels**.  
The **Course Levels** screen displays.
- Select a course level.
- Select the **Grade Book Setup** tab.
- Select various options.

- Treat Incomplete as 0
  - Web Progress Report Enable
  - Cap Category grade at 100
  - Cap Term grade at 100
  - Show Points Earned
7. Enter a **Decimal Places** value.
  8. Select a **Time Frame**.
  9. Select **Student Sorting**.
  10. Select **Assignment Sorting**.
  11. Click **Save**.
  12. Click **Copy to Multiple Classes** to apply the saved settings to teachers' grade books.  
The **Copy to Classes** screen displays.
    - a. Select the classes.
    - b. Click the > or >> (arrow) buttons to move the selected classes.
    - c. Select the areas you wish to apply from **What to copy?**
  13. Click **Save to Classes**.




**Note:** If the **Save**, **Undo Changes**, or **Copy to Multiple Classes** buttons do not display at the bottom of the screen, change the zoom or text size to a lower percentage in your browsers settings.

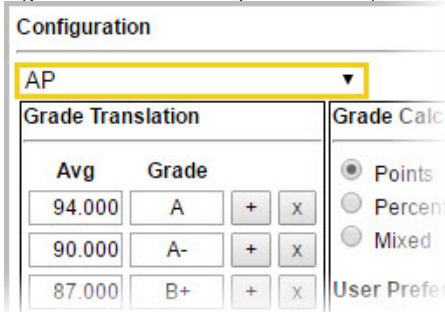
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# Gradebook Setup in Configuration (NEW)

## Overview

The Grade Book Configuration screen allows you to modify gradebook editing access, lesson plan labels, and grading options.

1. From RenWeb ①, click  (Menu).
2. Click **System**, then click **Configuration (NEW)**.
3. Click **Gradebook Setup**.
4. Select the **Course Level**.  
If grade data has already been added, it will be displayed in the **Grade Translation** area.

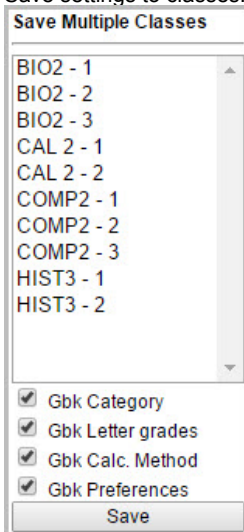


The screenshot shows the 'Configuration' screen. At the top, there is a dropdown menu for 'Course Level' with 'AP' selected. Below this, there are two main sections: 'Grade Translation' and 'Grade Calculation Method'. The 'Grade Translation' section contains a table with columns 'Avg' and 'Grade'. The 'Grade Calculation Method' section has radio buttons for 'Points', 'Percent', and 'Mixed', with 'Points' selected. There is also a 'User Preferences' section.

Avg	Grade		
94.000	A	+	x
90.000	A-	+	x
87.000	B+	+	x

5. Modify desired defaults for the course level.
  - Grade Translation
  - Grade Calculation Method
  - User Preferences
  - Grade Book Categories

6. Save settings to classes.



The screenshot shows the 'Save Multiple Classes' dialog box. It has a list of classes: BIO2 - 1, BIO2 - 2, BIO2 - 3, CAL 2 - 1, CAL 2 - 2, COMP2 - 1, COMP2 - 2, COMP2 - 3, HIST3 - 1, and HIST3 - 2. Below the list, there are four checkboxes: 'Gbk Category', 'Gbk Letter grades', 'Gbk Calc. Method', and 'Gbk Preferences', all of which are checked. At the bottom, there is a 'Save' button.

- a. Select classes. Only classes within the selected course level display.
- b. Select which configuration areas to save.
- c. Click **Save**.

## Grade Translation

Since the grade book calculates numeric averages, this setting allows you to specify the letter value for any given calculated grade. Schools which do not show letter grades on report cards or transcripts do not need to configure letter grades.

1. Type the lowest **Avg** (Average) in a range.

2. Type the corresponding letter **Grade**.

Avg	Grade		
94.000	A	+	x
90.000	A-	+	x
87.000	B+	+	x
82.000	B	+	x
80.000	B-	+	x
70.000	C	+	x
0.000	F	+	x
		+	

- In this example, an average of **80** or **81** will result in a letter grade of **B-**.
3. Click **+** (Add) to save the row.
- Click **X** (Delete) to delete a row.
4. Repeat for all letter grades.

## Grade Calculation Method

The calculation method is usually determined by a school's historical practice. Note that, using the same earned grades, the different methods produce different results.

1. Select a method.
2. Click **Save**.

**Grade Calculation Method**

☒ Points

☐ Percent

☐ Mixed

### Points

- Assignments have a grades expressed as points earned.
- The value of each assignment is determined by its maximum points.
- Categories are NOT weighted.
- The term grade is determined by adding all the points earned and dividing by the total possible points.

### Percent

- Assignments have grades expressed as percentages.
- The value of each assignment is determined by its weight.
- Categories are weighted.
- The term grade is determined in two steps.
  1. Assignment grades are averaged (according to their weight) within each category.
  2. Category grades are then averaged (according to their weight).

### Mixed

- Assignments have grades expressed as points earned.
- The value of each assignment is determined by its maximum points.
- Categories are weighted.
- The term grade is determined in two steps.
  1. The total points earned is divided by total possible points within each category.
  2. Category grades are then averaged (according to their weight).

Points			
Categories	HW	Quiz	Test
Category Weights	NA	NA	NA
Assignment Grades	9/10	3/5	90/100
	80/100	10/10	
	30/50		
Mathematical Calculation	$\frac{9+80+30+3+10+90}{10+100+50+5+10+100}$		
Result	80.10%		

Percent			
Categories	HW	Quiz	Test
Category Weights	20%	30%	50%
Assignment Grades (Assignment Weights)	9/10 (1)	3/5 (1)	90/100 (1)
	80/100 (1)	10/10 (1)	
	30/50 (1)		
Mathematical Calculation	HW: $90\% + 80\% + 60\% / 3 = 77\%$ Quiz: $60+100/2 = 80\%$ Test: $90/1 = 90\%$ $(77\ 20\%)+(80\ 30\%)+(90\ 50\%)$		
Result	84.40%		

Mixed			
Categories	HW	Quiz	Test
Category Weights	20%	30%	50%
Assignment Grades	9/10	3/5	90/100
	80/100	10/10	
	30/50		
Mathematical Calculation	HW: $9+80+30/160 = 74\%$ Quiz: $13/15 = 87\%$ Test: $90/100 = 90\%$ $(74\ 20\%)+(87\ 30\%)+(90\ 50\%)$		
Result	85.90%		



## User Preferences

1. Select desired preferences.
2. Click **Save**.

- **Treat Incomplete as 0:** Assignments marked **Incomplete** or **Missing** will calculate as a 0.
- **Web Progress Report Enable:** Allows you to select the type of progress report accessible in ParentsWeb.
  - Full Details
  - Category Averages
  - Term Average
- **Cap Category Grade at 100:** The category average will not exceed 100 even if the calculated grade is greater.
- **Cap Term Grade at 100:** The term average will not exceed 100 even if the calculated grade is greater.
- **Show Points Earned:** The progress report will display total points earned. (This option is usually selected when using the Points Calculation Method.)
- **Decimal Places:** Determines the number of decimal places displayed. Entering a decimal place of 1 will round the average to the first decimal place. For example, a calculated average of 92.32641 will be rounded to 92.3. The decimal place value in the Grade Book must be the same as in the Report Card Formula for each class to prevent double rounding.
- **Time Frame:** Determines whether assignments are visible and averaged only in within the terms in which they are created, or are cumulative across the semester or year.
  - **Term:** Assignments are grouped by term. For example, only Q2 assignments are used to determine the Q2 average. The S1 grade, if applicable, must be determined by averaging Q1 and Q2 (possible along with a semester exam).
  - **Semester:** Assignments are grouped by semester. For example, both Q1 and Q2 assignments are used to determine the Q2 average. The S1 grade is equal to a student's grade at the end of Q2.
  - **Year:** Assignments are grouped by year. For example, Q1, Q2, Q3, and Q4 assignments are used to determine the Q4 average. The final grade is equal to a student's grade at the end of Q4.
- **Student Sorting:** Allows you to sort students by name or alias.
- **Assignment Sorting:** Allows you to sort assignments by the date added, due date, or title.

### User Preferences

☒ Treat Incomplete as 0

☒ Web Progress Report Enable  

Full Details ▾

☒ Cap Category Grade at 100

☒ Cap Term Grade at 100

☐ Show Points Earned

Decimal Places 

0 ▾

Time Frame  

TERM ▾

Student Sorting  

Doe, John ▾

Assignment Sorting  

In order they were added (Asc ▾

Save

## Grade Book Categories

The **Grade Book Categories** section allows administrators to configure and save categories to multiple classes. Since categories cannot be saved to classes in which the teacher has already created categories, administrators should save categories at the beginning of the year. Categories are created to group assignments for organization and for weighting (if using the Weighted Percentage or Mixed calculation method).

1. Type a **Title**.
2. Type a **Description**, if desired.
3. Type a **Weight**.
  - The weight is a multiplier for the category average when the class average is calculated. For the weight to be expressed as a percentage, the sum of all category weights in a class must equal 100.
  - Weights do not apply if using the Points calculation method.
4. Select the **Terms** to which the category should apply.
5. Click **Save**.
  - Click **Add** to create another category.
  - Click **Delete** to delete a category.

### Grade Book Categories

Title

Tests

Weight

30.0

Description

Terms

T1

T2

T3

T4

T5

T6

☒ ☒ ☒ ☒ ☒ ☒

Save

Delete

Title

Weight

Description

Terms

T1

T2

T3

T4

T5

T6

☐ ☐ ☐ ☐ ☐ ☐

Add

# Record Attendance

## SDA Quick Start Note:


- PK through 8<sup>th</sup> grade uses Homeroom Attendance
- 9<sup>th</sup> through 12<sup>th</sup> grade uses Period Attendance
- Attendance codes are defined by each school and are not specified by the NAD.

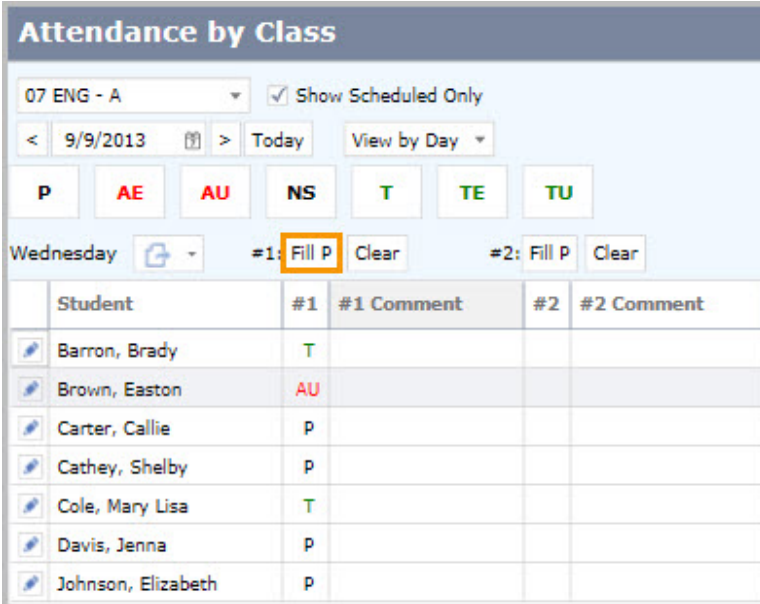
## Attendance by Class

### Overview

The Attendance by Class screen allows a teacher or attendance clerk to view or record attendance for an entire class.

### Recording Attendance

1. From RenWeb ①, click  (Menu).
2. Click **Attendance**, then click **By Class**.
3. Select a class in the drop-down list.  
Clear the **Show Scheduled Only** option if the class you need does not display in the list.
4. Select the **Date** if the attendance is for a date other than the current day.
5. Select the **Attendance Code** and click in column **#1** for the student for whom attendance is being recorded.
6. Type a **#1 Comment**, if desired.
7. In order to save time when recording attendance, use the following procedure:
  - a. Mark all students who are **Absent**.
  - b. Mark all students who are **Tardy**.
  - c. Mark all students who are present by clicking **Fill P**.  
All students with no recorded attendance are marked as Present.




Student	#1	#1 Comment	#2	#2 Comment
Barron, Brady	T			
Brown, Easton	AU			
Carter, Callie	P			
Cathey, Shelby	P			
Cole, Mary Lisa	T			
Davis, Jenna	P			
Johnson, Elizabeth	P			

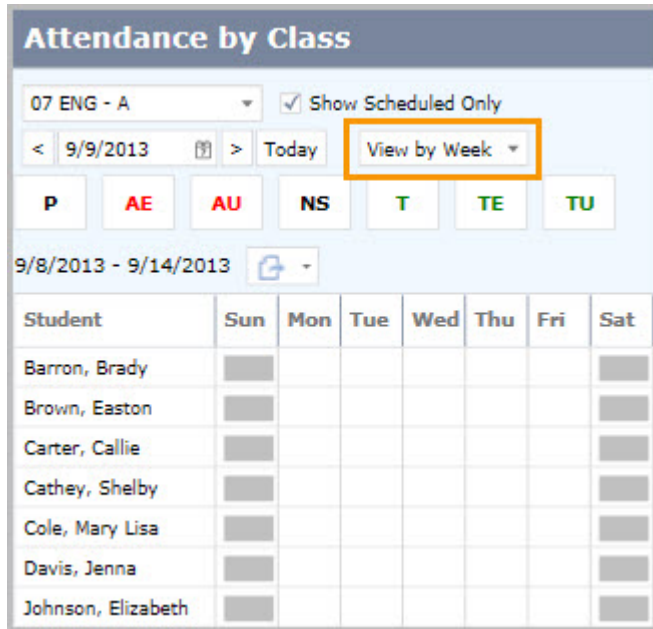


**Note:** Hover over an **Attendance Code** to see the **Description** and **Weight**.

### Changing Views

RenWeb provides multiple views available for viewing Attendance by Class: Day, Week, Month, or Term. It also provides a grid view Seating Chart, which allows a teacher to set the number of rows and seats per row, assign students to the seats, and view Student Pictures when recording attendance.

1. From RenWeb ①, click  (Menu).
2. Click **Attendance**.
3. Click **By Class**.
4. Select a class in the drop-down list.  
Clear the **Show Scheduled Only** option if the class you need does not display in the list.
5. To view attendance for the class for the current week, select **View by Week** in the View by drop-down option.



**Attendance by Class**

07 ENG - A ☒ Show Scheduled Only

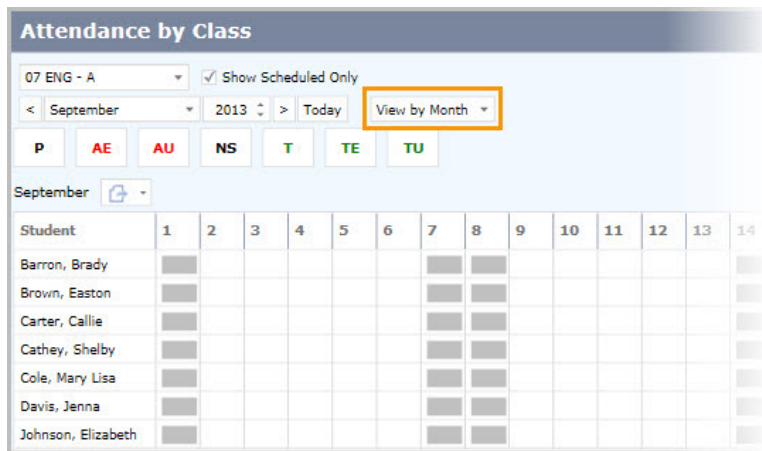
< 9/9/2013 > Today **View by Week**

P AE AU NS T TE TU

9/8/2013 - 9/14/2013

Student	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Barron, Brady							
Brown, Easton							
Carter, Callie							
Cathey, Shelby							
Cole, Mary Lisa							
Davis, Jenna							
Johnson, Elizabeth							

5. To view attendance for the class for the entire month, select **View by Month** in the **View by** drop-down option. You may also view attendance for the current term by selecting **View by Term**.



**Attendance by Class**

07 ENG - A ☒ Show Scheduled Only



< September 2013 > Today **View by Month**

P AE AU NS T TE TU

September

Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Barron, Brady														
Brown, Easton														
Carter, Callie														
Cathey, Shelby														
Cole, Mary Lisa														
Davis, Jenna														
Johnson, Elizabeth														

## Using the Seating Chart

1. From RenWeb ①, click  (Menu).
2. Click **Attendance**.
3. Click **By Class**.
4. Select a class in the drop-down list.
5. Clear the **Show Scheduled Only** option if the class you need does not display in the list.
6. To view attendance for the class in a grid view, select **View by Seating Chart** in the **View by** drop-down option.
7. Click  to configure the seating chart.
8. Select the number of rows.
9. Select the number of seats (per row).

- Click **Apply Rows / Seats Configuration**.  
The grid is configured with the number of seats & rows defined.

07 MATH - A Seating Chart

Class has 4 rows with 3 seats Apply Rows / Seats Configuration

Clear Assignments

Teacher			
✕	✕	✕	✕
Briscoe, Luanna	Herring, Rachel	McClanahan, Dwayne	Winborns, Ashley
	✕		
	James, Sean		

Unassigned Students

- Dasher, D'Lynn
- Fulkerson, Justin
- Goble, Justin
- Lynn, Daniel
- Naylor, Foster
- Richardson, Keith
- Tuggle, Scott

- Select a student name in the **Unassigned Students** list and click the grid to assign the student to a seat. Repeat for all students.
- To modify a student's seat assignment, select the student's name.  
The selected cell will display as dark gray.
- Select another cell in the grid.  
The student's name is moved to the new seat location.
- To remove a student from the seating chart, click ✕ (Remove Seat Assignment).
- Click **Yes** to confirm you wish to remove the student from the seat.  
The student's name is moved to the **Unassigned Students** list.
- Click **Save and Close**.
- If desired, click **Show Pictures**.
- Select the **Attendance Code** and click the student for whom attendance is being recorded.
- Record attendance as normal:
  - Mark all students who are **Absent**.
  - Mark all students who are **Tardy**.
  - Mark all students who are present by clicking **Fill P**.  
All students with no recorded attendance are marked as **Present**.

See also: [Attendance Report Descriptions](#)

## Video

### Attendance in Google Chrome

- From RenWeb ①, click ☰ (Menu).
- Click **Attendance**, then click **By Class**.
- Select a class.

- Select a date.  
Class attendance information displays.

- Select a **#1** attendance code.
- Type a **#1 Comment** and click **Save**.
- Repeat for all desired students.

## Attendance by Student



### Overview

Administrators use **Attendance by Student** to record attendance for a student when a parent calls in an absence or a student comes into school late.

There are several different views for looking at student period attendance data:

- **View by Day** – View only a single day's attendance. This default view automatically limits the classes in a student list to only those classes a student has scheduled that day. If a class is not scheduled, or if a class does not meet that day, it will not appear on this view.
- **View by Week, Month or Term** – See all of the student attendance marks for all currently enrolled classes for that time frame.

### Record Attendance

- From RenWeb ①, click  (Menu).
- Click **Attendance**, then click **By Student**.
- Select a student in the student list.
- Select the date for which to record attendance if different from today's date, or change the default **View by Day** option to view by **Week**, **Month**, or **Term** to display multiple days.  
Some schools may elect to allow recording of attendance by Faculty only on the current date.
- Select the **Attendance Code** for which you need to record attendance.
- If recording the same code for all periods, click **Fill Code**. (**Fill Code** is only available in view by **Day** mode.)  
OR  
Click in the **Add Code** field for the Homeroom or Class for which you wish to record attendance..  
Attendance is saved automatically, and the **Day Summary** code is automatically updated based on Attendance Configuration and the code recorded.
- To add a short comment for the attendance mark, click the **Add Comment** field and type a comment.  
OR  
Click the down arrow to select from a list of attendance comments.
- Type an attendance **Note** to add a more lengthy note for the student for the day.  
Notes are limited to 255 characters.
  - Click DeleteClear.jpg(Clear) to clear all attendance for the day.



**Note:** Attendance is saved automatically.

## Homeroom Attendance by Day

Attendance

Attendance by student allows an individual to record attendance for a student when a parent calls in or when a student comes into school late.

Date (12-09-2015 - 12-09-2015)

View

Wednesday, Dec 09, 2015

Day

X

🕒

Fill Code

P

NS

T

A

03 HR - A

/

P

Add comment

▼

Day Summary

/

P

Note

0 / 255

## Period Attendance by Day

Attendance

Attendance by student allows an individual to record attendance for a student when a parent calls in or when a student comes into school late.

Date (12-08-2016 - 12-08-2016)

View

Thursday, Dec 08, 2016

Day

X

🕒

Fill Code

P

NS

SA

TE

TU

AE

AU

ISS

AP MICRO - A

P

Add comment

▼

GEO - A

P

Add comment

▼

H AM LIT - A

P

Add comment

▼

H BIOL - A

AE

Dr. Appointment

▼

JAZZ - A

P

Add comment

▼

SPAN1 - A

P

Add comment

▼

Day Summary

P

Note

Type a detailed Attendance Note here, if needed, up to 255 characters.

70 / 255

## Period Attendance by Week

Date (12-04-2016 - 12-10-2016)

View

Friday, Dec 09, 2016

Week

🕒

P

NS

SA

TE

TU

AE

AU

ISS

Class Name	Sun Dec 04	Mon Dec 05	Tue Dec 06	Wed Dec 07	Thu Dec 08	Fri Dec 09	Sat Dec 10
ALG2 - B		P	P				
ENG1 - A		P	P				
PHYSED - A		P					
AP MICRO - A		P	P	P	P	P	
GEO - A		P	P	P	P	P	
H AM LIT - A		P	P	P	P	P	
H BIOL - A		P	P	P	AE	P	
JAZZ - A		P	P	P	P	P	
SPAN1 - A		P	P	P	P	P	
Day Summary		P	P	P	P	P	

See also: [Attendance Report Descriptions](#)

# Gradebook

Class gradebooks are used to record assignment grades and calculate term averages. They function independently of report cards and course levels.


Typically gradebook setup is the responsibility of teachers, but administration may determine some gradebook settings to keep grading consistent across the school. By removing gradebook setup security rights from the Faculty security group, administration may “lock down” the configuration so it is not changed by teachers.

## SDA Quick Start Note:


- Gradebooks should be configured before creating and grading assignments.

## Add Categories

Categories are created to group assignments for organization and for weighting (if using the Weighted Percentage or Mixed calculation method).

- From the Gradebook screen, click  (Action Menu).
- Select **Gradebook Categories**.  
The **Categories** screen displays any existing categories.

Categories +						
Title	Description	Weight	T1	T2	T3	T4
Homework	Worksheets, practice problems	40	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quizzes	Monday madness, pop quizzes	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tests	Chapter and term tests	50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Click  (Add).  
OR  
Select an existing category to edit.  
The **Add/Edit Category** screen displays.

### Add / Edit Category

Title \*

Homework

Weight \*

40

Description

Worksheets, practice problems

T1

☒

T2

☒

T3

☒

T4

☒

Delete

Cancel

Save

- Type a **Title**.
- Type a **Description**.
- Type a **Weight**.
  - This is not used for the **Points** calculation method. (The option is grayed out and does not allow users to assign a category weight.)
  - It is not necessary to use %. Simply type the number and ensure that total weight of all categories = 100.
- Select the terms in which the category should be active.
- Click **Save**.
  - Click **Delete** to delete a saved category.


## Add Assignments

### Overview

Assignments are the specific work for which students are graded. Assignments must be created within categories.

For example, *Chapter 3 Spelling Test* is an assignment that would be added in the *Test* category. Once an assignment is created, you may begin [Grading Assignments](#).

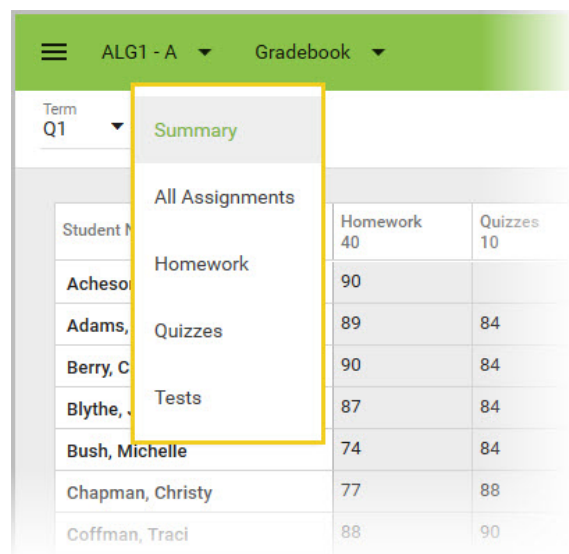


- From RenWeb ①, click  (Menu).
- Click **My Classroom**.

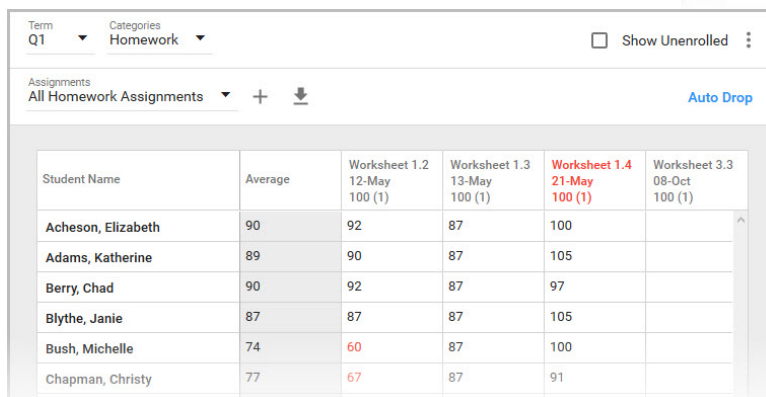
The **My Classroom** screen displays.

- Select a class.
- From the **Classroom** menu, click **Gradebook**.  
The **Summary** screen displays.
- Select a term from the upper left drop-down list.
- Select a category to display only assignments within the category.  
OR  
Select **All Assignments** to display all assignments from all categories.

- In the example below, the *Homework* category has been selected, and displays:
  - All assignments in *Homework*, including the due date and point value.
  - Entered assignment grades for each student.
    - Grades below 70 display in **red**.
  - The average of all calculating assignments in *Homework* for each student.
    - Assignments names not calculating display in **red**.




Term	Category	Homework	Quizzes
Q1	Homework	40	10
Acheson, Elizabeth		90	
Adams, Katherine	Quizzes	89	84
Berry, Chad		90	84
Blythe, Janie	Tests	87	84
Bush, Michelle		74	84
Chapman, Christy		77	88
Coffman, Traci		88	90



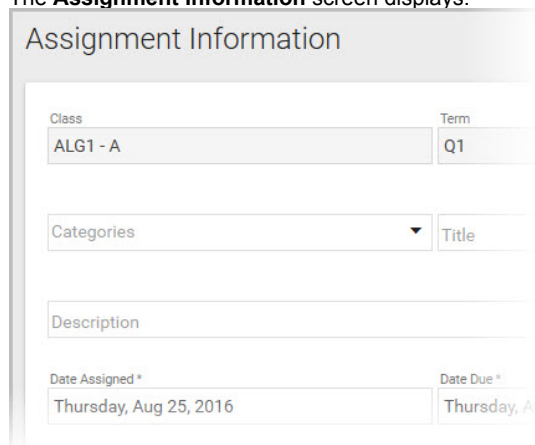
Student Name	Average	Worksheet 1.2 12-May 100 (1)	Worksheet 1.3 13-May 100 (1)	Worksheet 1.4 21-May 100 (1)	Worksheet 3.3 08-Oct 100 (1)
Acheson, Elizabeth	90	92	87	100	
Adams, Katherine	89	90	87	105	
Berry, Chad	90	92	87	97	
Blythe, Janie	87	87	87	105	
Bush, Michelle	74	60	87	100	
Chapman, Christy	77	67	87	91	

## Configuring an Assignment

- From the **All Assignments** or category screen, click  (Add).

OR

Click on an existing assignment and then click **Edit Assignment**.  
The **Assignment Information** screen displays.



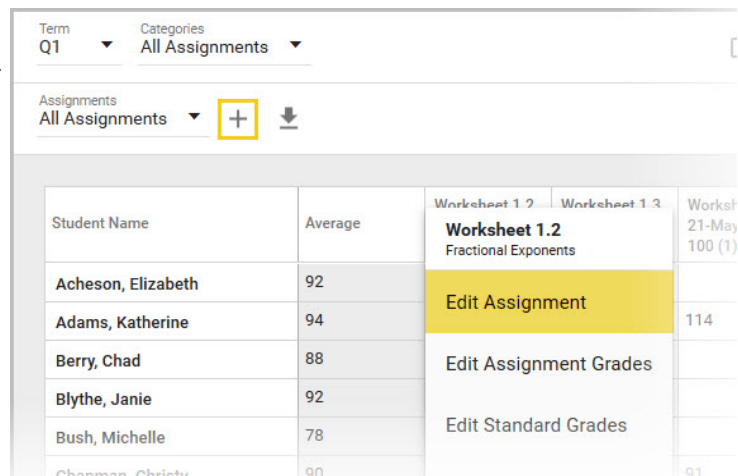
**Assignment Information**

Class: ALG1 - A Term: Q1

Categories: [dropdown] Title: [text]

Description: [text]


Date Assigned \*: Thursday, Aug 25, 2016 Date Due \*: Thursday, Aug 25, 2016




Student Name	Average	Worksheet 1.2 Fractional Exponents	Worksheet 1.3 21-May 100 (1)
Acheson, Elizabeth	92		
Adams, Katherine	94		114
Berry, Chad	88		
Blythe, Janie	92		
Bush, Michelle	78		
Chapman, Christy	90		91

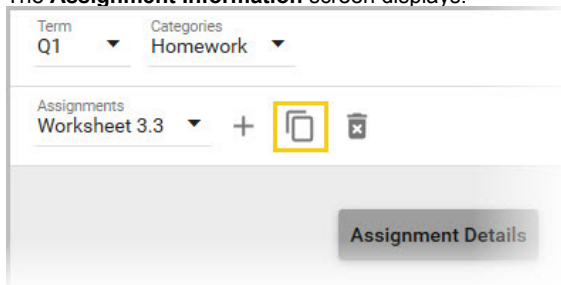
- Enter or edit **Assignment Information**.
  - From **Categories**, select an assignment category. (See Gradebook Categories.)
  - Type a **Title**.
  - Type a **Description**.
  - Select a **Date Assigned**.




- e. Select a **Date Due**.
  - f. Type a **Max Points**.
  - g. Type a **Weight**, if using the Weighted Percentage calculation method, to change the value of the assignment relative to other assignments in the same category.
3. Select **Preferences**.
    - Select **Calc/Display** to have grades entered for the assignment to calculate in averages and display for students and parents.
      - If not selected, the assignment name will display in red, indicating it is not calculating and not displaying in ParentsWeb.
    - Select **Publish to Lesson Plan** for the assignment to display as homework in the Lesson Plan area of ParentsWeb.
    - Select **Mark as Test** for the assignment to display in the Student Test Schedule report.
  4. Click  (Save) to save the assignment and display Copy, Delete, and Standards options.


## Copying the Assignment

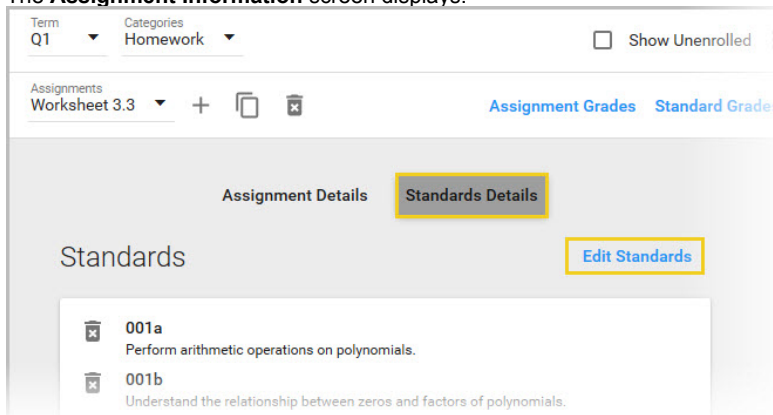
1. Click  (Save) to save the assignment you are configuring.  
OR  
Edit an existing assignment.  
The **Assignment Information** screen displays.



2. Click  (Copy).  
The **Select Classes** screen displays.
3. Select classes to copy to.
4. Click **Copy**.

## Adding Standards

1. Click  (Save) to save the assignment you are configuring.  
OR  
Edit an existing assignment.  
The **Assignment Information** screen displays.



2. Click **Standard Details**.  
Any standards already added to the assignment display.

- Click **Edit Standards**.  
The **Standards** screen displays all standards associated with the course. (See [Understanding Standards](#).)

**Standards** ☐ Show All Standards

Selected Standards  
001a 001b 001c

Course Standards

- ☒ **001a**  
Perform arithmetic operations on polynomials.
- ☒ **001b**  
Understand the relationship between zeros and factors of polynomials.
- ☒ **001c**  
Use polynomial identities to solve problems.
- ☐ **002a**  
Create equations that describe numbers or relationships.

- Select **Show All Standards** to display all standards configured for the school.
- Select all desired standards.
  - Click **Apply**.

## Deleting an Assignment

- From the **All Assignments** screen, click an assignment to display the menu.

Term: Q1 Categories: All Assignments

Assignments: All Assignments + -

Student Name	Average	Worksheet 1.2 Fractional Exponents	Worksheet 1.3	Worksheet 1.4
Acheson, Elizabeth	92	<b>Edit Assignment</b>		
Adams, Katherine	94			114
Berry, Chad	88	Edit Assignment Grades		
Blythe, Janie	92	Edit Standard Grades		
Bush, Michelle	78			
Chapman, Christy	90			91

- Select **Edit Assignment**.  
The **Assignment Information** screen displays.

Term: Q1 Categories: Homework

Assignments: Worksheet 3.3 + - [Trash Icon]

**Assignment Details**

- Click [Trash Icon] (Delete).  
The **Delete Assignment** screen displays.
- Click **Delete**.  
All assignment data, including student grades, are deleted.

**See also:** [Giving Extra Credit](#)  
[Grading Assignments](#)  
[Modifying Grades](#)  
[Grading Standards](#)

# Grade Assignments

## SDA Quick Start Note:

- PK, TK, and K do not receive a single grade for a class and use **Skill Set Grades** exclusively.
- **Grades 1-2** have two options for Gradebook Grades.
  - Option 1:
    - **I** - Achieves objectives and performs skills independently
    - **P** - Progressing toward achieving objectives and skills
    - **NT** - Needs more time to develop
  - Option 2:
    - **E** - Excellent
    - **S** - Satisfactory
    - **N** - Needs to improve
- **Grades 3-8** acceptable Gradebook grades
  - A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I (Incomplete), P (Pass)
- **Grades 9-12** acceptable Gradebook grades
  - A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, FA, I, P, AU, W, WP, or WF


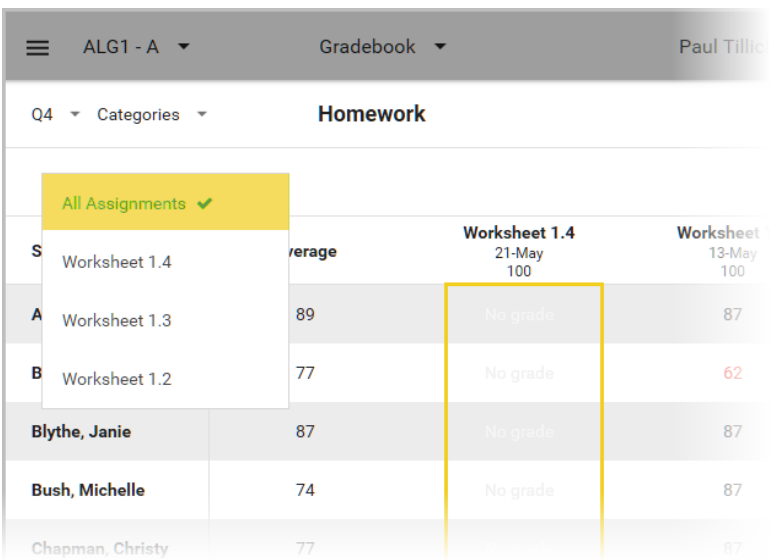
## Overview


A variety of assignment grading options are available, including bonus and penalty points; grading based on attendance; auto-dropping grades; and various assignment statuses for absent students or missing, pending, and excused assignments. See the following articles for specialized grading information:

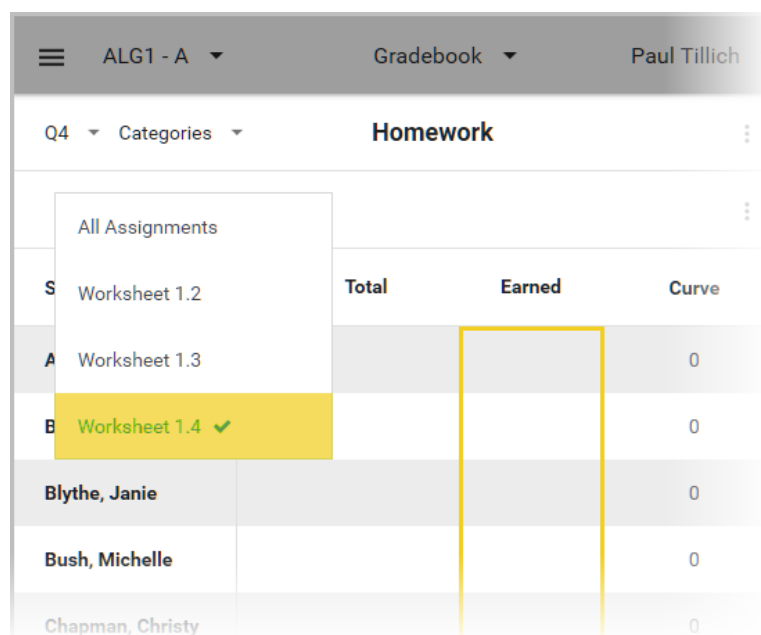
- **Modifying Grades** — assignment statuses, bonus/penalty/curve points, notes, and dropping grades
- **Giving Extra Credit**
- **Grading Standards**
- **Transferring Students**

## Entering Assignment Grades

Grades may be entered in the **All Assignments** screen or the detailed assignment grading screen.

<p><u>Option 1:</u> All Assignments screen</p>	<p><u>Example:</u> Entering grades for <i>Worksheet 1.4</i> on the <b>All Assignments</b> screen in the <i>Homework</i> category</p>																																										
<p>1. From RenWeb ①, click  (Menu).</p> <p>2. Click <b>My Classroom</b>. The <b>My Classroom</b> screen displays.</p> <p>3. Select a class. The <b>Attendance</b> screen displays.</p> <p>4. From the <b>Classroom</b> menu, click <b>Gradebook</b>. The <b>Summary</b> screen displays.</p> <p>5. Select a term</p> <p>6. Select a category. The <b>All Assignments</b> screen displays, listing all assignments in the category.</p> <p>7. Type grades in the desired assignment column. Grades are saved automatically.</p>	 <table><tr><th colspan="2">ALG1 - A</th><th colspan="2">Gradebook</th><th colspan="2">Paul Tillic</th></tr><tr><th>Q4</th><th>Categories</th><th colspan="4">Homework</th></tr><tr><th>S</th><th>Worksheet 1.4</th><th>Average</th><th>Worksheet 1.4 21-May 100</th><th>Worksheet 13-May 100</th></tr><tr><td>A</td><td>Worksheet 1.3</td><td>89</td><td>No grade</td><td>87</td></tr><tr><td>B</td><td>Worksheet 1.2</td><td>77</td><td>No grade</td><td>62</td></tr><tr><td colspan="2">Blythe, Janie</td><td>87</td><td>No grade</td><td>87</td></tr><tr><td colspan="2">Bush, Michelle</td><td>74</td><td>No grade</td><td>87</td></tr><tr><td colspan="2">Chapman, Christy</td><td>77</td><td></td><td>87</td></tr></table>	ALG1 - A		Gradebook		Paul Tillic		Q4	Categories	Homework				S	Worksheet 1.4	Average	Worksheet 1.4 21-May 100	Worksheet 13-May 100	A	Worksheet 1.3	89	No grade	87	B	Worksheet 1.2	77	No grade	62	Blythe, Janie		87	No grade	87	Bush, Michelle		74	No grade	87	Chapman, Christy		77		87
ALG1 - A		Gradebook		Paul Tillic																																							
Q4	Categories	Homework																																									
S	Worksheet 1.4	Average	Worksheet 1.4 21-May 100	Worksheet 13-May 100																																							
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Blythe, Janie		87	No grade	87																																							
Bush, Michelle		74	No grade	87																																							
Chapman, Christy		77		87																																							
<p><u>Option 2:</u> Detailed assignment grading screen</p>	<p><u>Example:</u> Entering grades for <i>Worksheet 1.4</i> on the detailed assignment grading screen in the <i>Homework</i> category.</p>																																										

1. From RenWeb ①, click  (Menu).
2. Click **My Classroom**.  
The **My Classroom** screen displays.
3. Select a class.  
The **Attendance** screen displays.
4. From the **Classroom** menu, click **Gradebook**.  
The **Summary** screen displays.
5. Select a term
6. Select a category.  
The **All Assignments** screen displays, listing all assignments in the category.
7. Select an assignment.
8. Type grades the **Earned** column.  
Grades are saved automatically.




	Total	Earned	Curve
Worksheet 1.2			
Worksheet 1.3			0
Worksheet 1.4 ✓			0
Blythe, Janie			0
Bush, Michelle			0
Chapman, Christy			0

## Filling and Loading Grades

It is possible to enter grades for multiple students simultaneously.

### Fill Grades

- From the **All Assignments** screen, click an assignment.  
The assignment menu displays.  
OR

From the detailed assignment grading screen, click  (Action Menu).  
The action menu displays.

- Select **Fill Grades**.  
The **Fill Grades** screen displays.
  - Type the **Grade** to be entered for all students who do not yet have a grade.
  - Click **Apply and Save**.


Fill Grades

Grade

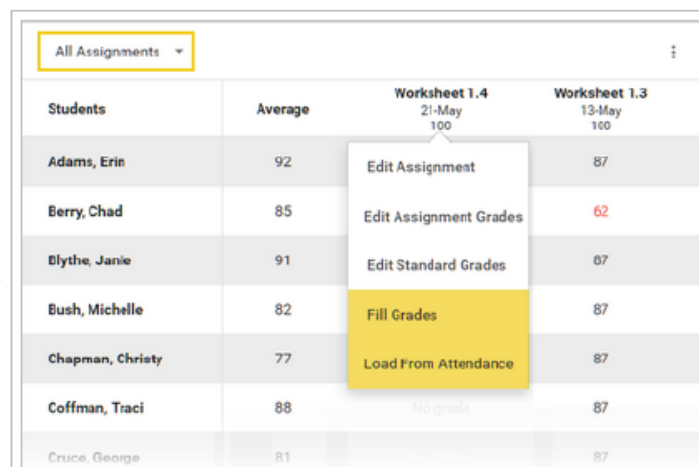
Apply and Save

### Load From Attendance

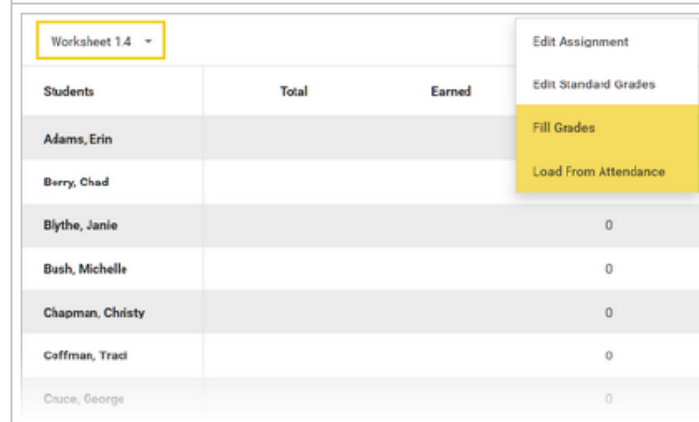
- From the **All Assignments** screen, click an assignment.  
The assignment menu displays.  
OR

From the detailed assignment grading screen, click  (Action Menu).  
The action menu displays.

- Select **Load From Attendance**.  
The **Load Grades From Attendance** screen displays.
  - Select the **Date**.
  - Enter **Absent**, **Tardy**, and **Present** grades.



Students	Average	Worksheet 1.4 21-May 100	Worksheet 1.3 13-May 100
Adams, Erin	92		87
Berry, Chad	85		62
Blythe, Janie	91		87
Bush, Michelle	82		87
Chapman, Christy	77		87
Coffman, Traci	88	No grade	87
Cruce, George	81		87



Students	Total	Earned
Adams, Erin		
Berry, Chad		
Blythe, Janie		0
Bush, Michelle		0
Chapman, Christy		0
Coffman, Traci		0
Cruce, George		0

- Click **Apply and Save**.

**Load Grades From Attendance**

Thursday, May 21, 2015		90	100
Date	Absent	Tardy	Present

Apply and Save

## Update Report Cards


The **Report Card Formula** tab of the **Course Levels** screen allows you to apply a report card calculation formula to multiple classes. The available options are determined by the **Year and Term** configuration for the school year in which you are working. You may weight elements of a formula equally for a straight average, or you may use various ratios to determine the relative importance of each element toward a semester or final grade.

Recognized Grades		Report Card Formula			Gradebook Setup		Gradebook Categories	
					Year			
Semester 1	T1	T2	EXM1					
	40	40	20					1
Semester 2	T3	T4	EXM2					1
	40	40	20					2

- This formula calculates the S1 and S2 grades by using the weight ratio of 40%:40%:20% (or, expressed differently, 2:2:1).
- It then calculates the Year (final grade) by averaging the S1 and S2 grades weighted equally 1:1 (or, expressed differently, 50%:50%).

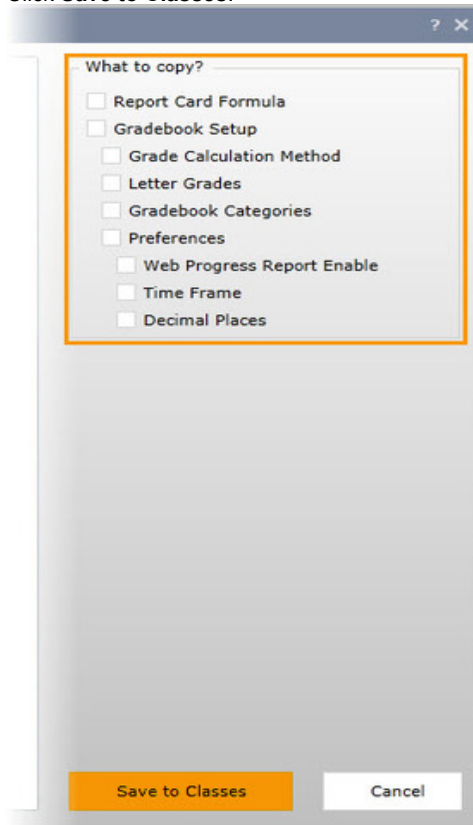


**Note:** It is acceptable to use the same formula even if some courses do not include exams, or if some students are exempt. If a student is missing an exam grade, the exam will be excluded from the calculation.

1. From RenWeb ①, click  (Menu).
2. Click **System**, then click **Configuration**.
3. Click **Course Levels**.  
The **Course Levels** screen displays.
4. Select a course level.
5. Select the **Report Card Formula** tab.
6. Enter the relative value of each element of the formula.
7. Enter the **Number of decimal places**.
8. Click **Save**.
9. Click **Copy to Multiple Classes** to apply the saved settings to teachers' grade books.  
The **Copy to Classes** screen displays.
  - a. Select the classes.
  - b. Click the > or >> (arrow) buttons to move the selected classes.
  - c. Select the areas you wish to apply from **What to copy?**

Saved!		Copy To Multiple Classes
--------	--	--------------------------

- d. Click **Save to Classes**.



**Note:** If the **Save**, **Undo Changes**, or **Copy to Multiple Classes** buttons do not display at the bottom of the screen, change the zoom or text size to a lower percentage in your browsers settings.


Media, iframe, embed and object tags are not supported inside of a PDF.

## Overview

The **Report Card** screen is used for entering and reviewing information that will appear on report cards. The format of the printed report card is determined by the report card template chosen by administration.

- Grades can be recorded in the report card by typing them directly or loading them from the gradebook.
- Administration policy and Course Level configuration determine the grades that should be entered.

## Load from Gradebook

- From RenWeb ①, click  (Menu).
- Click **My Classroom**.  
The **Classroom** screen displays.
- Select a class.
- From the **Classroom** menu, click **Report Card Class**.  
The **Report Card** screen displays.

5. Select the **Term** for which to load grades.

The screenshot shows the 'Report Card Class' interface for 'CHEM - A' and 'Susan Johnson'. The 'Grades' dropdown is set to 'Q4'. The table lists students: Abbott, Lucas (A, 98, 4, 4), Adams, Erin (A+, 99, 4, 4), and Alexander, Gray (B, 84, 3, 3). The 'Load' button is highlighted in the Action menu.

6. From the **Action** menu, click **Load**.  
The **Load Grades** screen displays.
7. Select the **Term** for which to load.
8. Select the grade **Type** to **Display**, either **Alpha** or **Numeric**.  
Numeric grades will be loaded to the student's report card **Average** for the term whether Alpha or Numeric grades are loaded to the **Display** field.
9. Select the number of **Decimal Places** to display. (This is usually 0.)
10. Click **Load Grades**.  
OR  
Click **Cancel** to exit without loading grades.
11. Click (**Save**).

The 'Load Grades' screen shows fields for 'Term' (Q4), 'Type' (Alpha), and 'Decimal Places' (0). The 'Load Grades' button is highlighted in yellow.

## Record Exam Grades

1. From the **Report Card** screen, select the **Semester Exam** for which you wish to record grades.

The screenshot shows the 'Report Card' screen with the 'Grades' dropdown set to 'Sem 1 Exam'. The table lists students: Abbott, Lucas, Abbott, Julie, and Adams, Erin.

2. Select the **Display - No Grades** field for the first student you wish to enter a grade, and type either the alpha or numeric grade.
  - Alpha grades must be typed as they appear in **Recognized Letter Grades** in **Course Level Configuration**. If all recognized letter grades are upper case letters, they must be typed upper case. An **Invalid grade entered** error message appears for users typing lower case **Display** grades. To mark a grade as **Incomplete**, the Alpha grade (I or Inc, for example) needed must be added to **Recognized Letter Grades**.
  - Numeric grades typed in the **Display** field are automatically added to the **Average** field.

The screenshot shows the 'Report Card' screen with the 'Grades' dropdown set to 'Sem 1 Exam'. The table lists students: Abbott, Lucas (No Grades, No AVG), Adams, Erin (A, 97), and Alexander, Gray (A-, 90). The 'No Grades' field is highlighted.

3. Computer users can press the **Tab** key to move between students in the class to continue adding **Display** grades.
  - If adding alpha **Display** grades, when users press **Tab** at the end of the student list, the cursor jumps to the top of the **Average** column to continue adding numeric grades.
4. Click (**Save**).




### SDA Quick Start Note:

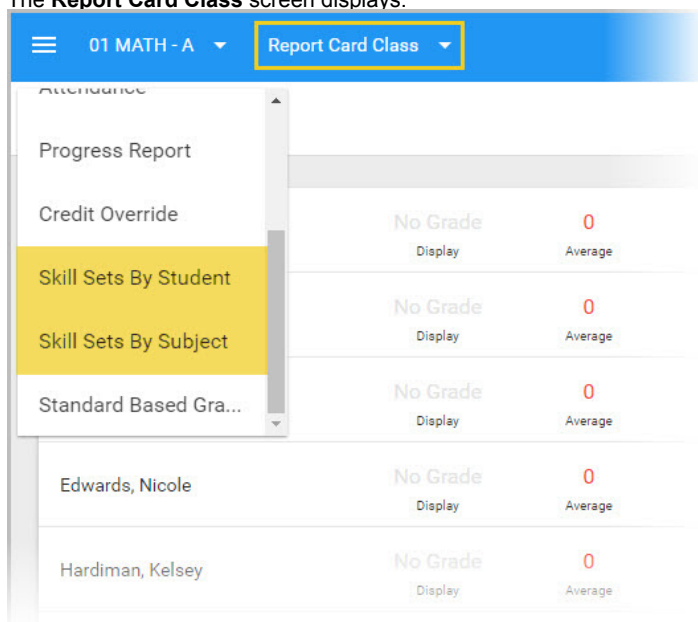
When adding grades manually on the report card, including Skill Set grades, users must input grades that match the grades defined in **Course Level** setup.

## Overview

- School administration [configures the Skill Sets](#) for each **Course**.
- There are two screens for recording skill set grades:
  - **Skill Sets By Student**: allows you to select a student to enter grades for all skills.
    - Use the **Copy** option to copy grades entered for a single student to all students in the class.
  - **Skill Sets By Subject**: allows you to select a skill to enter grades for all students.
- Both screens offer the **Fill** option to automatically populate the same grade for all students or skills.


## Skill Sets by Student



1. From RenWeb ①, click  (Menu).
2. Click **My Classroom**.  
The **Classroom** screen displays.
3. Select a class.  
The **Attendance** screen displays.
4. From the **Classroom** menu, click **Report Card Class**.  
The **Report Card Class** screen displays.



- From the **Report Card** menu, click **Skill Sets by Student**.  
The **Skill Sets by Student** screen displays.

- Select a term.
- Select a student.
- Use the **Fill** option, if desired, to enter the most common skill grade.


- Click  (Action menu) and select **Fill**.  
The **Fill Skill Grades** screen displays.

- Type a **Grade**.
  - Select **Replace existing grades** to fill the grade for all students rather than for only empty grade fields.
  - Click **Apply and Save**.  
The grade displays for students.
- Type grades to replace any desired filled grades or in empty grade fields.
  - Type student comments in the **Add Comment** field.
  - Click  (**Save**).
    - Click  (Action menu) and select **Clear** to delete any existing grades.
  - Select another student for whom to record grades and repeat the process.

## All Terms




It is possible to view and edit grades for the entire year in the **Skill Sets By Student** screen.

- Select **All Terms**.
- Select a student.
- Type grades to replace any desired filled grades or in empty grade fields.


- Click  (**Save**).
- Select another student for whom to record grades and repeat the process.

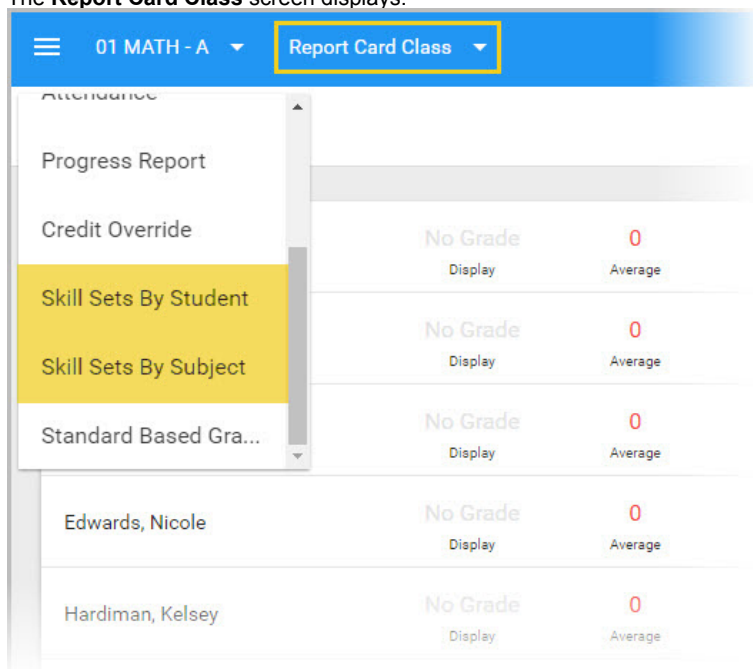
## Copy to All Students

It is possible to copy the skill grades entered to all students in the same class in the **Skill Sets By Student** screen .

- From RenWeb ①, click  (Menu).
- Click **My Classroom**.  
The **Classroom** screen displays.
- Select a class.
- From the **Classroom** menu, click **Report Card Class**.  
The **Report Card Class** screen displays.
- From the **Report Card** menu, click **Skill Sets by Student**.  
The **Skill Sets by Student** screen displays.
- Enter grades for a student as instructed above.
- Click  (**Save**).
- Click  (Action menu) and select **Copy**.
- Click **Yes, copy** to copy all skill grades for the selected student to all other students in the class.  
  - Comments entered for the skills are NOT copied.

## Skill Sets By Subject

- From RenWeb ①, click  (Menu).
- Click **My Classroom**.  
The **Classroom** screen displays.
- Select a class.
- From the **Classroom** menu, click **Report Card Class**.  
The **Report Card Class** screen displays.



	Display	Average
No Grade		0
No Grade		0
No Grade		0

5. From the **Report Card** menu, click **Skill Sets By Subject**.  
The **Skill Sets By Subject** screen displays.

01 MATH - A    Report Card Class

Skill Sets By Subject    Q1

MATH: Identifies, orders, and writes numerals from 0 to 100

Aldredge, Alex	0
Bennett, Cody	0
Daughtry, Allie	0

6. Select a term.
7. Select a skill.
8. Use the **Fill** option, if desired, to enter the most common skill grade.



- a. Click  (Action menu) and select **Fill**.  
The **Fill Skill Grades** screen displays.

**Fill Skill Grades**

Grade \*  
100

☒ Replace existing grades

Cancel    Apply and Save

- b. Type a **Grade**.
- c. Select **Replace existing grades** to fill the grade for all students rather than for only empty grade fields.
- d. Click **Apply and Save**.  
The grade displays for students.
9. Type grades to replace any desired filled grades or in empty grade fields.
10. Type student comments in the **Add Comment** field.
11. Click  (**Save**).
- a. Click  (Action menu) and select **Clear** to delete any existing grades.
12. Select another skill for which to record grades and repeat the process.

**See also:** [Skill Set Configuration](#)

### SDA Quick Start Guide Note:

#### ■ PK-K Acceptable Skill Set Grades:

- ~ - Needs improvement
- N - Not evaluated
- (blank) - Acceptable progress
- + - Exemplary progress

#### ■ PK-K Instructional Level Skill Set Grades:

- X - Student is working with enrichment materials and / or accelerated instruction.
- Y - student is using grade-level materials and functioning without modification or extra assistance.
- Z - Student is receiving modification of assignments, materials, and/or special assistance.

#### ■ Grades 1-2 Acceptable Skill Set Grades:

- ~ - Needs improvement
- N - Not evaluated
- (blank) - Acceptable progress
- + - Exemplary progress

#### ■ Grades 1-2 Instructional Level Skill Set Grades:

- X - Student is working with enrichment materials and / or accelerated instruction.
- Y - student is using grade-level materials and functioning without modification or extra assistance.
- Z - Student is receiving modification of assignments, materials, and/or special assistance.

#### ■ Grades 3-8 have two options for acceptable Skill Set Grades

##### □ Option 1:

- ~ - Needs improvement
- N - Not evaluated
- (blank) - Acceptable progress
- + - Exemplary progress

##### □ Option 2:

- 1 - At risk
- 2 - Partially proficient
- 3 - Proficient
- 4 - Advanced
- Ins

##### Instructional Level Codes:

- X: student is working with enrichment materials and/or accelerated instruction
- Y: student is using grade level materials and functioning without modification or extra assistance.
- Z: student is receiving modification of assignments, materials, and/or special assistance.

# Print Report Cards

## SDA Quick Start Guide Note:

- Report Cards must be printed separately by template.
- RenWeb provides free customized templates for NAD schools, named:
  - NAD/K-SDA\_Current.cfm
  - NAD/1-2SDA\_Current.cfm
  - NAD/3-8SDA\_Current.cfm

## Understanding Report Cards

The **Report Card (Web)** report allows you to print, email, and archive report cards. Report cards produced by this report represent the input provided by various users.

### Teacher Tasks



1. Configure class grade books to correctly produce averages, including calculation method, category weighting, and assignment options.
2. Enter assignment grades and attendance.
3. Enter report card information:
  - Term grades\*
  - Skill grades
  - Citizenship grades
  - Comments
  - Semester exams
  - Semester averages\*
  - Final averages\*

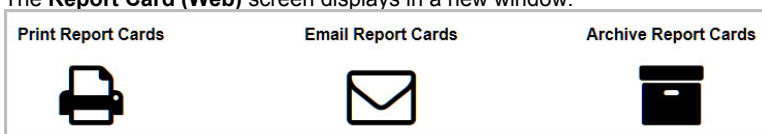
The tasks indicated with an asterisk (\*) may be performed by the administrator.

### Administrator Tasks

1. Ensure course [report card/transcript loading](#) and [course levels](#) are properly configured for calculating credit and GPA.
2. Ensure [report card formula](#) elements are weighted properly for calculating semester and final grades.
3. Optional: If not performed by teachers, load term grades and calculate semester and final grades using [Report Card Automatic Load](#).
4. Limit teacher [report card and grade book editing](#).
5. Choose appropriate report card templates. Skill-compatible or standards-compatible templates must be selected to display skills or standards.
  - [Free Report Card Templates](#)
  - [Custom Report Card Templates](#)
6. Review report cards prior to distribution.

## Print, Email, or Archive Report Cards

1. From RenWeb 1, click  (Menu).
2. Click **Report Manager**.
3. Select the **Category** of **Academics**.
4. Select the **Report Card (Web)** report.
5. Click **Print Preview**.  
The **Students Filter** screen displays.
6. Select a student status and subcategory to populate the student list, or click [Advanced Filter](#).
7. Select students from the list and click  (Right Arrow) to move them to the **Print List**.
8. Select the **School Year** and **Term**.
9. Click **Print Preview**.  
The **Report Card (Web)** screen displays in a new window.





10. Click **Print Report Cards**, **Email Report Cards**, or **Archive Report Cards**.
  - Archiving report cards loads a copy to [Portfolio](#) for all selected students.


11. Select a **Template**.
  - Free Report Card Templates
  - Custom Report Card Templates
12. Type a **Grade Level Override**, if desired, to change the displayed grade level.
13. Type a **Message** to display on each report card, if desired.
14. If emailing, select recipients.

15. Click **Print / Email / Create Archive**.  
The screen displays the report card(s) or confirmation of email or archive.

## Update Data for the NAD Data Roll Up

- To upload school data, navigate to **Report Manager > Custom > SDA: Data Roll Up - School Data**
- **Staff Data**
  - Update NAD Compliance Staff Titles
    - From RenWeb ①, click  (Menu).
    - Click **Report Manager**.
    - Select the Category of Custom, then select the **NADE Compliance - Staff Titles** report.
    - Click **Print**.
    - Click **Update Staff Titles**.
  - Assign Correct Title and Department
    - From the Report Manager screen, Custom category, select the **SDA: Data Roll Up - Staff Data** report.
    - Click **Print**.
    - Fix data as needed and click **Update** for each staff member.
  - Locate Staff Titles and Departments
    - Log in to the NAD Dashboard  
<https://dashboard.nadeducation.org/login>
    - Click **Data Rollup > Staff Titles** in upper right corner.
      - **Name = Title** in RenWeb
      - **Administrator / Teacher / Support Staff = Department** in RenWeb
- Update **Student** data required fields
  - From RenWeb ①, click  (Menu).
  - Click **Report Manager**.
  - Select the Category of **Custom**, then select the **SDA: Data Roll Up- Student Data** report.
  - Click **Print**.

## Submit Data to the NADE

- RenWeb has configured a daily maintenance job that exports data for each school to the NAD Dashboard, which determines any errors..
- If cleaning up errors, users may manually execute the maintenance job to ensure the data has been corrected.
  - From RenWeb ①, click  (Menu).
  - Click **System**, then select **Maintenance Manager**.
  - Locate **Custom/NADE Data Roll Up.cfm** and click **Run**.


## Clean Up NADE Dashboard Errors

This is a list of commonly found errors in the Data Roll Up.


Select the error to view the solution.

# Staff Errors



## Missing Educator ID

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Staff and Faculty**.
  3. Select a staff member.
  4. Click **User Defined**.
  5. Select the **NAD** user defined group in the list.
  6. Select the **Staff ID SDA** field and type the staff member's SDA ID.
  7. Click **Save**.
- 



## Missing Title/Position

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Staff and Faculty**.
  3. Select a staff member.
  4. Click **Human Resources**.
  5. Select a **Staff Title** in the drop-down list.
  6. Click **Save**.
- 



## Missing Email

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Staff and Faculty**.
  3. Select a staff member.
  4. Click  (Edit) in the **Contact** pod in the info pane.
  5. Type the staff member's email address in the **Primary Email** field. The **Primary Email** must match the email in the **NAD Dashboard User Manager**.
  6. Click **Save**.
- 


## Incorrect E-mail

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Staff and Faculty**.
  3. Select a staff member.
  4. Click  (Edit) in the **Contact** pod in the info pane.
  5. Type the staff member's email address in the **Primary Email** field. The **Primary Email** must match the email in the **NAD Dashboard User Manager**.
  6. Click **Save**.
- 

## Missing Address Line 1/City/State/Postal Code

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Staff and Faculty**.
  3. Select a staff member.
  4. Click  (Edit) in the **Contact** pod in the info pane.
  5. Type **Address** information.
  6. Click **Save**.
- 



## Missing Gender

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Staff and Faculty**.
  3. Select the staff member.
  4. Click **Demographics**, then select **Basic** to expand Staff information.
-




5. Select **Gender** from the drop-down list.
  6. Click **Save**.
- 


### Value of 'Phone' must contain digits (numbers).

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Staff and Faculty**.
  3. Select a staff member.
  4. Click  (Edit) in the **Contact** pod in the info pane.
  5. Verify **Home Phone** and **Cell Phone** only contain numbers and dashes. If there are any other characters, remove them using the backspace key on the keyboard.
  6. Type the correct phone number in the form of 123-456-7890.
  7. Click **Save**.
- 


### Missing Denom certification type

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Staff and Faculty**.
  3. Select a staff member.
  4. Click **User Defined**.
  5. Select the **NAD** user defined group in the list.
  6. Select the **Denominational Certification** field and select an option from the drop-down list.
  7. Click **Save**.
- 


### Missing State certification expiration

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Staff and Faculty**.
  3. Select a staff member.
  4. Click **User Defined**.
  5. Select the **NAD** user defined group in the list.
  6. Select the **State Certification Expiration** field and type the date or select from the drop-down calendar.
  7. Click **Save**.
- 

### Missing Certification state

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Staff and Faculty**.
  3. Select a staff member.
  4. Click **User Defined**.
  5. Select the **NAD** user defined group in the list.
  6. Select the **State Certification State** field.
  7. Type the State.
  8. Click **Save**.
- 


### Missing Experience Denominational

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Staff and Faculty**.
  3. Select a staff member.
  4. Click **User Defined**.
  5. Select the **NAD** user defined group in the list.
  6. Select the **Experience Denominational** field and type the number of years of denomination experience.  
This entry must be numeric only. For instance, if the staff member has 4 years of demonational experience, type 4.
-

7. Click **Save**.



---

## Missing Denom Certification Expiration

1. From RenWeb ①, click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Select the **Denominational Certification Expiration** field and type the date or select from the drop-down calendar.
7. Click **Save**.

---

## Missing Highest Degree

1. From RenWeb ①, click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click **Education**, then select **Degrees** to expand the staff degree information.
5. Click  (Add).  
The **Add Degree Record** screen displays.
6. Select a **Degree Type** from the drop-down option.
7. Type the **School**, **Degree Name**, and **Year** the degree was earned.
8. Click **Save and Close**.


---

## Educator must have a current role for this school in the User Manager

Login to NAD Dashboard User Manager to fix.


---

The “(enter title here)” title is **Classified** according to the list of staff titles but the **is\_classified** field for this person says they are non-classified. These fields must agree.

1. From RenWeb ①, click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Select the **Staff is Classified?** checkbox.
7. Click **Save**.


---


The “(enter title here)” title is non-classified according to the list of staff titles but the **is\_classified** field for this person says they are classified. These fields must agree.

1. From RenWeb ①, click  (Menu).
2. Click **People**, then click **Staff and Faculty**.
3. Select a staff member.
4. Click **User Defined**.
5. Select the **NAD** user defined group in the list.
6. Clear the **Staff is Classified?** checkbox.
7. Click **Save**.

---



## Associated Teacher record not found

1. From RenWeb ①, click  (Menu).
2. Click **Academics**, then click **Courses & Classes**.
3. Select the **Course**.
4. Select the **Class Section**.



5. Click  (Edit) in the **Instructors** pod in the info pane.
  6. Select an instructor from the **First** instructor drop-down.
  7. Click **Save**.
- 

## Student Errors



### Invalid Class Grade (1.2 Classes)

1. From RenWeb ①, click  (Menu).
  2. Click **My Classroom**.
  3. Select a class.
  4. From the **Classroom** menu, click **Report Card Class**.
  5. Select the **Term**.
  6. Delete the invalid grades.
  7. Type a grade of I, P, NT, E, S, or N in the **Display** field for 01-02 grade classes. Refer to the course levels for correct setup to pass to grade book.
  8. Click  (**Save**).
- 



### Invalid Class Grade (3.8 Classes)

1. From RenWeb ①, click  (Menu).
  2. Click **My Classroom**.
  3. Select a class.
  4. From the **Classroom** menu, click **Report Card Class**.
  5. Select the **Term**.
  6. Delete the invalid grades.
  7. Type a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, or P in the **Display** field for 03-08 grade classes. Refer to the course levels for correct setup to pass to the grade book.
  8. Click  (**Save**).
- 


### Invalid Class Grade (HS Classes)


1. From RenWeb ①, click  (Menu).
  2. Click **My Classroom**.
  3. Select a class.
  4. From the **Classroom** menu, click **Report Card Class**.
  5. Select the **Term**.
  6. Delete the invalid grades.
  7. Type a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, FA, I, P, AU, W, WP, or WF in the **Display** field for 9-12 grade classes.
  8. Click  (**Save**).
- 

### Class Grades not allowed for K students



1. From RenWeb ①, click  (Menu).
  2. Click **My Classroom**.
  3. Select a class.
  4. From the **Classroom** menu, click **Report Card Class**.
  5. Select the **Term**.
  6. Delete the grade.
  7. Click  (**Save**).
- 

### Invalid Skill Grade (Instructional Levels)



1. From RenWeb ①, click  (Menu).
-

2. Click **My Classroom**.
  3. Select a class.
  4. From the **Classroom** menu, click **Report Card Class**.
  5. From the **Report Card** menu, click **Skill Sets**.
  6. Select the **Term**.
  7. Select the **Instructional Level** skill in drop-down list the and delete the grade.
  8. Type a grade of X, Y, Z, or leave it blank.
  9. Click  (**Save**).
- 



### Invalid Skill Grade (K Classes)

1. From RenWeb ①, click  (Menu).
  2. Click **My Classroom**.
  3. Select a class.
  4. From the **Classroom** menu, click **Report Card Class**.
  5. From the **Report Card** menu, click **Skill Sets**.
  6. Select the **Term**.
  7. Select the **Development/Work Ethics** skill in the drop-down list and delete the grade.
  8. Type a grade of I, P, NT, +, ^, ~, or leave it blank.
  9. Click  (**Save**).
- 


### Invalid Skill Grade (1-12 Classes)


1. From RenWeb ①, click  (Menu).
  2. Click **My Classroom**.
  3. Select a class.
  4. From the **Classroom** menu, click **Report Card Class**.
  5. From the **Report Card** menu, click **Skill Sets**.
  6. Select the **Term**.
  7. Select the **Development/Work Ethics** skill in the drop-down list and delete the grade
  8. Type a grade of +, ^, ~, or leave it blank.
  9. Click  (**Save**).
- 

### Invalid Skill Grade (1.2 Classes)



1. From RenWeb ①, click  (Menu).
  2. Click **My Classroom**.
  3. Select a class.
  4. From the **Classroom** menu, click **Report Card Class**.
  5. From the **Report Card** menu, click **Skill Sets**.
  6. Select the **Term**.
  7. Remove the current grade.
  8. Type a grade of ~, NA, [space], +, or leave it blank.
  9. Click  (**Save**).
- 

### Invalid Skill Grade (TK or K Classes)



1. From RenWeb ①, click  (Menu).
  2. Click **My Classroom**.
  3. Select a class.
  4. From the **Classroom** menu, click **Report Card Class**.
  5. From the **Report Card** menu, click **Skill Sets**.
  6. Select the **Term**.
-

7. Select the student and remove the invalid grade.
  8. Type a grade of I, P, NT, [space], or leave it blank.
  9. Click  (**Save**)..
- 


### Invalid Skill Grade (3.8 Classes)

1. From RenWeb ①, click  (Menu).
  2. Click **My Classroom**.
  3. Select a class.
  4. From the **Classroom** menu, click **Report Card Class**.
  5. From the **Report Card** menu, click **Skill Sets**.
  6. Select the student and remove the invalid grade.
  7. Type a grade of ~, NA, [space], +, 1, 2, 3, 4, or leave it blank.
  8. Click  (**Save**).
- 


### Invalid Skill Grade (HS Classes)

1. From RenWeb ①, click  (Menu).
  2. Click **My Classroom**.
  3. Select a class.
  4. From the **Classroom** menu, click **Report Card Class**.
  5. From the **Report Card** menu, click **Skill Sets**.
  6. Select the student and remove the invalid grade.
  7. Type a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, P, AU, W, WP, or WF for 9-12 grade classes. Most HS courses will not have skill sets.
  8. Click  (**Save**).
- 


### Missing GPA for year


1. From RenWeb ①, click  (Menu).
  2. Click **System**, then click **Database Tasks**.
  3. Click **Report Card Load**.
  4. Select the classes from the list.
  5. Select **Calculate Final Grade**.
  6. Select the **Grade Type of Number**.
  7. Select a **Decimal Places** option. (Typically 0.)
  8. Click **Submit**.
- 

### Data provided for 'Next year grade level' is not one of the allowed options: PK, TK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, or 12


1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Students**.
  3. Select the student.
  4. Click **School**.
  5. If the student should be in school next year, select the correct grade level from the **Next Year Grade Level** drop-down list. Withdrawn, Graduates, and Inactive students should have no Next Year Status or Grade Level. To remove the Grade Level listed, select **clear the value** from the **Next Year Grade Level** drop-down list
  6. Click **Save**.
- 

### Value of GPA field must be less than or equal to 4.0



1. From RenWeb ①, click  (Menu).
  2. Click **System**, then click **Configuration**.
  3. Click **Course Level**.
-

4. Select the **Course Level** in the list.
  5. Click **Recognized Letter Grades**.  
**GPA** and **UGPA** column values MUST be 4.0 or less.
  6. Double-click in the grid to edit values.
  7. Click **Recognized Number Grades**.  
**GPA** and **UGPA** column values MUST be 4.0 or less.
  8. Double-click in the grid to edit values.
  9. Click **Save**.
  10. Click  (Menu).
  11. Click **System**, then click **Database Tasks**.
  12. Select **Fix Report Card Grades**.
  13. Select the affected students and click > (right arrow) to move them to the **Selected List**.
  14. Click **Fix Grades**.
- 

## Missing Emergency Contact phone

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Students**.
  3. Select the student.
  4. Click **Contacts**.
  5. Select the Emergency Contact in the list.  
The Contact information displays.
  6. Type the correct phone number in 555-555-1234 format.
  7. Click **Save**.
- 

## Missing Student ID


1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Students**.
  3. Select the student.
  4. Click  (Edit) in the **Person** pod in the info pane.
  5. Select the **Student UDID** field.
  6. Type the student's **SDA ID**.
  7. Click **Save**.
- 

## Missing Enrollment Information in the Student ID Manager


This student needs to be set as **Enrolled** in this school in the **NAD Student ID Manager**.

---


## Missing Date of Birth

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Students**.
  3. Select the student.
  4. Click **Demographics**, then select **Basic** to expand student information.
  5. Update the **Birth Date** in the format of MM/DD/YYYY.
  6. Click **Save**.
- 


## Missing Address Line 1/City/State/Postal Code

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Students**.
  3. Select the student.
  4. Click **Link** in the **Contact** pod in the info pane to link the student's address to the existing address for the Family.
  5. Click **Save and Close**.
-


## Missing Proof of Birth

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Students**.
  3. Select the student.
  4. Click **User Defined**.
  5. Select the **NAD** user defined group in the list.
  6. Select the **Proof of Birth** drop-down list and select the appropriate option..
  7. Click **Save**.
- 


## Missing Gender

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Students**.
  3. Select the student.
  4. Click **Demographics**, then select **Basic** to expand student information.
  5. Select the student **Gender** from the drop-down list.
  6. Click **Save**.
- 


## Missing Denomination

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Students**.
  3. Select the student.
  4. Click **Religion**.
  5. Select the **Denomination** in the drop-down list.
  6. Click **Save**.
- 



## Missing Next Year Grade Level

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Students**.
  3. Select the student.
  4. Click **School**.
  5. In **Next Year - Grade Level**, select the appropriate Grade Level from the drop-down list.
  6. Click **Save**.
- 

## Invalid Date


1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Students**.
  3. Select the student.
  4. Click **User Defined**.
  5. Select the **NAD** user defined group in the list.
  6. Select the **Immunization Verification** field and type the date in the format of MM/DD/YYYY, or select the correct date from the drop-down calendar.
  7. Click **Save**.
- 

## Missing Parent Phone Number


1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Students**.
  3. Select the student.
  4. Click the **Family** name in the **Families** pod of the info pane.
  5. Select the **Parent** in the **Family Individual** list.
  6. Click  (Edit) in the **Contact** pod in the info pane.
-

7. Type a **Home Phone** or **Cell Phone** number as XXX-XXX-XXXX.
  8. Click **Apply**.
- 




### Missing Family Physician Phone

1. From RenWeb ①, click  (Menu).
  2. Click **Medical**.
  3. Select the student.
  4. Click **General**.
  5. Type the Doctor's **Phone** number as XXX-XXX-XXXX.
  6. Click **Save**.
- 


### Value of 'Family Physician Phone' must contain digits (numbers)

1. From RenWeb ①, click  (Menu).
  2. Click **Medical**.
  3. Select the student.
  4. Click **General**.
  5. Type the Doctor's **Phone** number as XXX-XXX-XXXX.
  6. Click **Save**.
- 

### Missing Parent 1 First Name / Missing Parent 1 Last Name



1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Students**.
  3. Select the student.
  4. If no family is listed in the **Families** pod in the info pane, click  (Add).
    - a. Click **Add to new family**.
    - b. Create a family with at least one parent with first and last names
    - c. Click **Finish**.
  5. If a family is listed in the **Families** pod in the info pane, click the family name.
    - a. Select the name in the **Family Individual** pod for whom a first or last name is missing.
    - b. Click  (Edit) in the **Person** pod in the info pane.
    - c. Type the parent's missing first or last name
    - d. Click **Save**.
- 

### Missing Parent 1 relationship

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Students**.
  3. Select the student.
  4. Click the **Family** name in the **Families** pod of the info pane.
  5. Click **Relationships**.
  6. Define the relationships.
  7. Click **Save**.
- 

### Missing Cumulative GPA



This is typically for new students to your school. If they are not a 9th grader, you can add grades from previous schools.

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Students**.
  3. Select the student.
  4. Click **Transcript**, then click **Grades** to expand the Transcript information.
  5. Click  (Add).  
The **Add a Transcript Record** screen displays.
  6. Type necessary information.
-




7. Click **Save and Close**. Repeat as necessary for all grade records.  
If the student is a 9th grader, when you load grades to the transcript at semester or final, a GPA will be calculated for the student.
- 

## Comments for Q1 are too long


1. From RenWeb ①, click  (Menu).
  2. Click **Academics**, then click **Report Card Student**.
  3. Select the student.
  4. From the **Report Card** menu, click **Comments**.
  5. Select Q1 from the Term drop-down.
  6. Select the Comment and delete a portion to shorten it.
  7. Click  (**Save**).
- 

## School Errors


### Missing Principal

1. From RenWeb ①, click  (Menu).
  2. Click **People**, then click **Staff and Faculty**.
  3. Select the staff member.
  4. Click **Human Resources**.
  5. Select the **Staff Title** of *Principal* in the drop-down list.
  6. Click **Save**.
- 


### Missing Type

1. From RenWeb ①, click  (Menu).
  2. Click **System**, then click **Configuration**.
  3. Click **School Configuration**.
  4. Click **User Defined**.
  5. Select the **NAD** user defined group in the list.
  6. Select the appropriate **School Type** in the drop-down list.
  7. Click **Save**.
- 

### Missing Home School Meetings

1. From RenWeb ①, click  (Menu).
  2. Click **System**, then click **Configuration**.
  3. Click **School Configuration**.
  4. Click **User Defined**.
  5. Select the **NAD** user defined group in the list.
  6. Type the correct number in the **Home School Meetings** field.
  7. Click **Save**.
- 

### Accred terms years was not one of the allowed options

1. From RenWeb ①, click  (Menu).
  2. Click **System**, then click **Configuration**.
  3. Click **School Configuration**.
  4. Click **User Defined**.
  5. Select the **NAD** user defined group in the list.
  6. Select **Accreditation Years** from the drop-down (6 Clear, 6 IR, PR2, PR3 or Probation)
  7. Click **Save**.
-

See also: SDA Reporting

**SDA Quick Start Guide Note:**  
Navigate to <https://dashboard.nadeducation.org/login>  
to login to the  
NAD  
Dashboard.

## Families(NEW) User Guide

- Topic
- Videos (5)
- Dashboard
  - Family Individuals
- Family User Defined
- Notes
- Relationships

## Contact Customer Support for Assistance

Live Phone Support	Support Chat
Monday-Friday, 6:30 a.m. – 7:00 p.m. (Central) Call 866-800-6593 Speak to a technician in real time.	<div>Monday-Friday, 6:30 a.m. – 7:00 p.m. (Central)</div> <div><div>1. From any screen in RenWeb ①, click your name in the upper right corner to display the <b>User Menu</b>. OR From the Staff <b>Main Menu</b> in Desktop, click <b>Customer Support</b>.</div><div>2. Click <b>Support Chat</b> to access the chat form.</div><div>3. Select the <b>Support Area</b> of the program for which you need help.</div><div>4. Type your phone number, in case a follow-up call may be needed.</div><div>5. Click <b>Start Chat</b>.</div></div>