*i*Teacher Rankbook

The *i***Teacher Rankbook** feature is specifically designed to provide teachers with an easy-to-use system for managing course assignments and related student scores. These scores are then used to produce grades for report cards.

The system is completely browser-based (Internet Explorer or Netscape), providing you with real-time access to your information, from anywhere, at anytime. See your *i***PASS** System Administrator for additional information.

There is no need for you to create or import any course or student data, the system all ready knows what courses you are scheduled to instruct and which students are enrolled in your classes.

PLEASE NOTE - YOU MUST CREATE THE FOLLOWING TABLES BEFORE YOU CAN USE THE RANKBOOK.

- ⇒ **Assignment Types**
- ⇒ **Assignment Weights**
- ⇒ **Grades Table**

iTeacher>Add/Modify Rankbook>Assignments tab

Assignment Types

This setup screen allows you to create assignment types (see examples). The system will allow you to create as many assignment types as necessary for you to properly categorize and weight assignments in each of your courses. Please note that the system will not allow you to delete an "assignment type" if it has already been associated with a course or student grade. Select Publish in iParent if your school has iParent open.

Click *to save your work*

Deleting an Assignment Type

To delete an Assignment Type

⇒   Check the box under Delete

⇒   **Click** ![SUBMIT] **to delete the Assignment Type.** *Please note* Assignment types may not be deleted once they have been associated with an assignment.*

Assignment Weights

This screen allows you to define the parameters for weighting selected assignment types for a course. Be sure to select the appropriate academic year and course-section. The system will automatically provide you with a list of courses that you are scheduled (or have been scheduled) to teach for the selected academic year.

Academic Year:
⇒ Select the appropriate Academic Year from the pull-down list.

Course:
⇒ Select the course-section from the pull-down list that you wish to work with.

Type:
⇒ Select the appropriate Assignment Type from the pull-down list. You may add more assignment types by clicking <Rankbook Maintenance> <Assignment Types>.

# of Drop Scores:
⇒ Select the number of lowest scores of each assignment type to be dropped and not included in the calculation of an average. The dropped scores will not be removed from your Rankbook, only ignored in any calculations.

Define as many assignment weights as necessary to achieve the various categories you require for each course by term.

Enter the # of Drop scores for an assignment type by term.

Each term must total 100% or if you are scoring on the points system, all weights must be set to 100% each.

Assignment Weights

For Total points, set each weight at 100%. The other total weights must add up to 100%.

Type	Weight	# of Drop Scores
Q1		
Completion of work	30 %	0
Use of studio time	30 %	0
Portfolio	10 %	0
Quality of work	30 %	0
Q2		
Completion of work	20 %	1
Use of studio time	20 %	0
Portfolio	20 %	0
Quality of work	20 %	0
Q3		
Completion of work	15 %	0
Use of studio time	25 %	1
Portfolio	30 %	0
Quality of work	30 %	0
Q4		
Completion of work	30 %	0
Use of studio time	10 %	0
Portfolio	35 %	0
Quality of work	25 %	0

Click **» SUBMIT** *to save your work*

*Please note: If weights and types were defined PRIOR to update to iPass Version 7, then the weights will have copied to all other terms in which the course meets. If a course only meets one term, then the weights have copied into that term only.

Grades

This is a one-time setup screen that allows you to select the numeric and/or alphabetic grade codes that will be available to you when entering scores for students. If you wish to use your school's grades table, check the box at the top of the screen and click on **»SUBMIT** The system will use this table to validate against

when you are entering grades for students. You will be able to add to this list. Grades can be created from 0-500 with two decimal places in increments of .10, .25 and .50.

Alpha Grades may be selected from the table by highlighting the grades you wish to use. You will be able to add additional grade codes, once your grades table has been created.

Click **»SUBMIT** *to save your work*

Adding/Modifying/Deleting Grades

Once you have created your grades table in the previous screen, you may need to add, modify or delete a grade. Go to Add/Modify Rankbook>Assignments>Grades. Click on **View/Modify Grades** at the top of the screen and a new screen will open as shown below.

This screen allows you to modify an existing grade or add a new grade for use in your rankbook. **Click on the** **button to create a new grade.** This screen will also be displayed when choosing to add a new grade.

Grade:
⇒ This is the grade that can be entered for a student when scoring an assignment.

Unweighted Value:
⇒ This is the numeric value that will be used for averaging.

Max:
⇒ If you are averaging and want the results to be an alpha grade, then this is the maximum value to be used in the conversion.

Min:
⇒ If you are averaging and want the results to be an alpha grade, then this is the minimum value to be used in the conversion.

Averaging:
⇒ Select **"Qualifies-Include in Calculations"**
⇒ Select **"Not Consider – Ignore this value & Calculate others"**

⇒ Select **"Disqualifier – Do Not Do Any Calculation".** No average will be calculated for either the assignment or the student if a grade with this setting is assigned to the student.

Click on **»SUBMIT** to save your work.

Add/Modify Rankbook> Settings Tab

This Tab contains several configuration options for displaying Rankbook Views, Assignments, Appearance, Progress Reports and Student Data Options.

Views:
⇒ Edit/Modify View to Customize a View.

Specify a default range for the Date Range View:
   Start Date:
⇒ Enter a Start Date for displaying Assignments

   End Date:
⇒ Enter an End Date for displaying Assignments

Assignments
Default Assignment Assigned Date:
⇒ Use a date or assign a number to represent the number of days from "TODAY'S DATE"
      i.e. Today = 09/15/2009 2= 09/17/2009

Default Assignment Due Date:
⇒ Use a date or assign a number to represent the number of days from "TODAY'
      i.e. Today = 09/15/2003 2= 09/17/2003

Appearance:

Heading Background Color:

⇒   Click the 🎨 image to select your color form a color palette.

Background Color For Rows Odd/Even:

⇒   Click the 🎨 image to select your color form a color palette for Odd rows
⇒   Click the 🎨 image to select your color form a color palette for Even rows.

Mouse Over Color

⇒   Click the 🎨 image to select your color form a color palette for Mouse Over Color.

Font:

⇒   Font Family: Use the pull down menu to select the font.
⇒   Font Size: Use the pull down menu to select the font size.
⇒   Font Color: Use the pull down menu to select the font color.

Click on **» SUBMIT** to save your selections.

Progress Reports

This allows you to set what will be shown on the Progress Reports that are generated from your assignments and grades in your Rankbook.

⇒ **Show Grades As:** Select Percentage or Points

⇒ **Include the Class Average** will display the class average on all Progress Reports

⇒ **Include the Term Note** will display the Term Note entered on the Weights and Data Screen.

⇒ **Include the Note to Student about** Assignment will display directly under the assignment on an individual student's progress report.

⇒ **List Only Past Due Assignments (no grades)** will display *only* past due assignments and will not list scored assignments.

⇒ **Include the Category Averages** will display the average for each assignment type related to the course.

⇒ **Print Student Note** will display a note to an individual student not related to a specific assignment.

⇒ **Display the Grade Code** will display the code for the grade entered. Include the Past Due Assignment List will display a list of missing (unscored) or past due assignments at the bottom of the Progress Report.

⇒ **Display the Grade Code ONLY** will display only the code of the grade entered.

⇒ **Convert Term Grade to Alpha** will convert the rankbook percentage to Alpha according to your grades table.

⇒ **Print Percent and Alpha** will display the numerical average and the alpha grade (87/B+)

⇒ **Do Not Print Assignment Details** will display only the averages and not the details of the individual assignments and scores.

⇒ **Average to Include** select Current Term, Year to Date (YTD) or Both.

⇒ **Sort Assignments** select By Due Date, By Due Date Descending, By Assignment Type, By Assignment Type Descending.

Click on »SUBMIT to save your selections.

Student Data Options:

This section allows you to define specific options that will display in your rankbook. Please note, not all options may be available to you. Some options are controlled by your district settings.

Show Student names First Name, Last Name:

⇒   Select this if you want to change the default from Last Name, First Name

Show student's Birth Date:

⇒   Select this if you want the student's Birthday to display on your rankbook.

Show student's counselor:

⇒   Select this if you want the student's Counselor to display on your rankbook.

Show Gender:

⇒   Select this if you want the student's Gender to display on your rankbook.

Show Grade Level:

⇒   Select this if you want the student's Grade Level to display on your rankbook.

Show Student Notes:

⇒   Select this if you want the student's Notes folder to display on your rankbook. Notes are indicated by

Show Withdrawn Students:

⇒   Select this if you want Wtihdrawn students to display on your rankbook. Withdrawn students will be indicated with a **#** next to their name.

Show Count of Missing Assignments:

⇒ Select this if you want the student's Missing Assignments tally to display in a column on your rankbook.

Show Class Attendance:

⇒ Select this if you want a link to the the student's Period Attendance for this course to display on your rankbook indicated as 🗂

Show Health History:

⇒ Select this if you want the student's nurse visit history to display on your rankbook indicated as 🏥

Show Telephone Number:

⇒ Select this if you want the student's Telephone Number to display on your rankbook.

Show Multiple student Telephone numbers:

⇒ Select this if you want the student's multiple Telephone Numbers to display on your rankbook.

Show student's Liaison:

⇒ Select this if you want the student's Liaison form the Confidential Screen to display on your rankbook.

Show student's SPED/504 status:

⇒ Select this if you want the student's 504 or SPED status form the Confidential Screen to be on your rankbook. **NOTE: This will only show an * if the student has 504/SPED selected as a status in DOE Special Education Status.**

Show Homeroom:

⇒ Select this if you want the student's Homeroom to display on your rankbook.

Show ID:

⇒ Select this if you want the student's ID number to display on your rankbook to link to the student profile page. If left unchecked, the link to the student profile page will appear as 👤

Show Alerts:

⇒ Select this if you want an Alert indicator to display for students. If a student has an Alert (health, medical, allergy, legal, custodial, etc.) the Alert appears as ▲ on your rankbook.

Show Progress Reports:

⇒ Select this if you want the student's Progress Reports to display on your rankbook. The link to a student Progress Report is indicated as 𝒫

Show Behavioral Referral:

⇒ Select this if you want a link to enter a Student Behavioral Referral to display as 😔 on your rankbook.

Show Daily Attendance:
⇒ Select this if you want a link to the student's Daily Attendance Summary to to display as 📝 on your rankbook.

Show Discipline History:
⇒ Select this if you want a link to the student's Discipline History to display as 😇 on your rankbook.

Add/Modify Rankbook>Rankbook View

Select the drop down menu to choose one of the following options:

None – No view selected

Ascending – Places oldest assignments in the first column by date in ascending order

By Type – Groups assignments by Type

Current Term Ascending – oldest assignments first to newest last

Current Term Descending – newest assignments first to oldest last

Date Range – as defined in the Settings Screen

Descending – Newest assignments first

Customize – create your own custom view
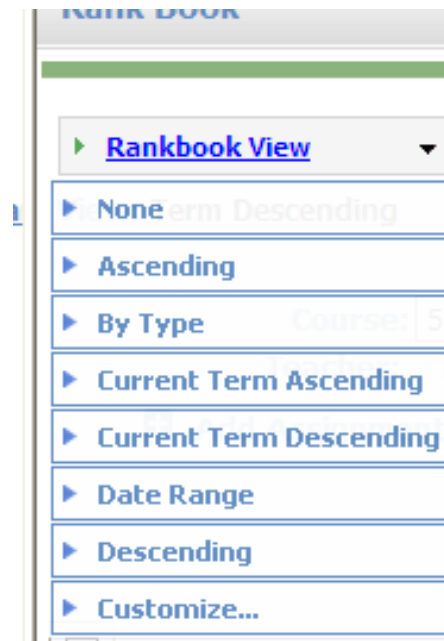
Customize: This link will bring you to a screen that allows you to customize the view of assignments that are displayed on your <Rankbook> screen.
Select Tables for View:

⇒ On the left hand side of the screen select (click) any of your assignments or any of the Grade Headings that may appear from your schools administration.

⇒ Once you have selected the assignments/grade heading to appear in your view, you may use the "Move Up", "Move Down", & "Remove" links to place them in the order that you want them to be displayed in your <Rankbook> view.

⇒ *Click* ≫SUBMIT *to save your customized view.*

Copy Assignments/Roll Assignments Forward

This allows you to Copy your assignments from one year to the next year. Use the Select Assignment portion of the screen to find the assignments you want to copy forward. Click on Add/Modify Rankbook> Assignments> Copy Assignments.

Teacher:
⇒ Your Name should be here. If you have access to other people's rankbook their name would be listed.

Term:
⇒ Select a Term.

From Academic Year:
⇒ Select an Academic Year to copy from.

To Academic Year:
⇒ Select an Academic Year to copy to.

From Course:
⇒ Select a course to copy from.

To Course:
⇒ Select a course to copy to.

Name:
⇒ Enter the name of an Assignment to copy.

Assigned Date:
⇒ Enter the Assignment Date.

Due Date:
⇒ Enter the Due Date.

Type:
⇒ Select an Assignment Type.

Copy Assignment Weights:

⇒   Select Yes to copy the weight.

Publish to iParent:

⇒   Select Yes if your district is using iParent.

Click »SEARCH *to find your assignments that meet the criteria you set*

Use the Assignments to Copy portion of the screen to select which assignments you want to copy.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

»SEARCH »CLEAR

» COPY ASSIGMENTS AND WEIGHTS

»SUBMIT

✦ **Assignments To Copy** ✦

Check All
Clear All

Copy	Course	Name	Assigned Date	Due Date	Type
☐	021-01	test	11/24/09	11/24/09	Homework
☐	021-01	test2	11/24/09	11/24/09	Homework
☐	021-01	test22	11/24/09	11/24/09	Homework
☐	021-01	test223	11/24/09	11/24/09	Homework
☐	021-01	test22333333	11/24/09	11/24/09	Homework
☐	021-01	classwork 1	01/01/10	01/01/10	Classwork
☐	021-01	Final 34	01/04/10	01/04/10	Final

⇒   Check the box under copy next to the assignment(s) you want to copy.

Click »SUBMIT *to copy your assignments*

Add/Modify Rankbook

This screen allows you to view, add, update, and manage grading information for students enrolled in courses that you are scheduled to instruct. Use the course search screen to find the course and section that you wish to work with. Upon selecting your course the system will return a screen that displays a class list of students that have been scheduled into this course-section by your school.

Rankbook View ▼	◇ Assignments ▼	▶ Custom Data	◇ Reports ▼	▶ Settings

View: None

Course: 021-01 English 10 Honors (1234) ▼ Term: Q1 ▼ School Year: 2009-2010 ▼

Teacher: Griffin Tech Ed ▼   Room: **2401**   Schedule: 2----- ---3-

Email Class ✚ Add Assignment ✚ Student Data Options Date Range for View: [_____] 🗓 to [_____] 🗓

Save to Excel

<< 1 >>   << 1 >>

Name										Current YTD Avg Avg: 43.65	Quiz4 ✎📝📋 Quiz Assigned: 06/02/10 Due: 06/02/10 Points: 85	Homework Chapter 1 pages 223-268 ✎📝📋 Homework Assigned: 11/24/09 Due: 11/24/09 Points: 100	Literature test ✎📝📋 Test/projects Assigned: 11/24/09 Due: 11/24/09 Points: 10
Adams , Jennifer 👤✉			⊕	📁	℘	📇	📧	💬	🙂	0.00			
Bagaco, Jacqueline (Jackie) 👤✉			⊕	📁	℘	📇	📧	💬	🙂	45.84	80	97	9
Beck, Shane 👤			⊕	📁	℘	📇	📧	💬	🙂	60.41	80		9
Benjamin, Jesse 👤			⊕	📁	℘	📇	📧	💬	🙂	41.13	80	67	9
Bergmann, Mark 👤			⊕	📁	℘	📇	📧	💬	🙂	65.46	80		9
Blouin, Nicole 👤			⊕	📁	℘	📇	📧	💬	🙂	44.03	80	88	9
Brancaleone, Nicolas 👤			⊕	📁	℘	📇	📧	💬	🙂	54.54	80	90	9
Brown, Daniel 👤✉			⊕	📁	℘	📇	📧	💬	🙂	44.10	80		9
Bryan, Mary 👤			⊕	📁	℘	📇	📧	💬	🙂	48.11	80	94	9
Buckles, Casey 👤			⊕	📁	℘	📇	📧	💬	🙂	43.05	80		9

🖥 🌐 Internet

ID or 👤

⇒ Clicking on the ID of the student will bring you to a series of additional tabs of information on each student. Generally, these tabs display attendance, grading, scheduling, and test data for each student. These view only tabs are controlled by your *i*PASS System Administrator.

Envelope:

⇒ The envelope ✉ image indicates that email communication is available with the guardian(s) of a particular student. Clicking on the envelope will open an e-mail form allowing teachers direct email communication with a specific guardian(s).

<<1 >>:

⇒ Clicking on the right arrow of this image allows you to scroll to the right to view additional assignments. Clicking on the left arrow will scroll you to the left.

Avg:

⇒ Clicking on this and will show a student's average broken down by category and term.

» 1396 MARK BERGMANN 021-01 ENGLISH 10 HONORS

Current Average: 65.46

By Term			
Term	Avg	Possible	Earned
Q1	92.06	95.00	89.00
Q2	87.00	100.00	87.00
Q3	70.55	700.00	500.00
Q4	0.00	0.00	0.00

By Type			
Type	AVG	Possible	Earned
Classwork	59.00	100.00	59.00
Final	93.00	100.00	93.00
Homework	73.67	300.00	221.00
Notebook	82.50	200.00	165.00
Quiz	74.05	185.00	137.00
Test/projects	85.45	110.00	94.00

By Type and Term				
Type	Term	AVG	Possible	Earned
Classwork	Q3	59.00	100.00	59.00
Final	Q2	93.00	100.00	93.00
Homework	Q2	87.00	100.00	87.00
Homework	Q3	67.00	200.00	134.00
Notebook	Q3	82.50	200.00	165.00
Quiz	Q1	94.12	85.00	80.00
Quiz	Q3	57.00	100.00	57.00
Test/projects	Q1	90.00	10.00	9.00
Test/projects	Q3	85.00	100.00	85.00

P:

⇒ Clicking on this will show a student's Progress Report.

⇒ Click on this and you will be able to modify your assignment.

⇒ Click on this and you will be able to grade an assignment.

⇒ Click on this and you will be able to copy the assignment to another course.

Extra Credit = *   If it is extra credit the grade will have an asterisk (*) next to it.

Withdrew from Course = # If it is next to a student it will indicate they are withdrawn.
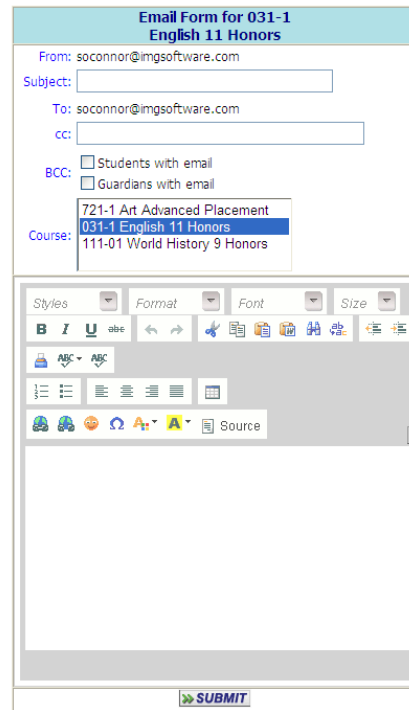
Ignored Score = ! If the score is to be ignored then this will be next to the score.

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Dropped Score = x If the score is to be dropped you will see this next to the score.

Email Class:

The **Email Class** Option will allow teachers to email all students and/or all guardians of students in this class or all classes at one time.

Click on **Email Class** to open the email editor window:

Subject: Enter the Subject of the email.

Cc: Additional email addresses to receive this email (you may copy yourself here).

Bcc: Select Students with email, Guardians with email or both to be blind copied.

Course: Select the course(s) that will receive this email.

Type your message in the text box at the bottom of the screen, use the editor tools as necessary to enhance your message.

Click on ⟫SUBMIT to send your message.

Please note: your district must have your email configured for the message to be sent. If you have questions, please contact your iPass database administrator prior to sending email through your rankbook.

Assignments

This screen allows you to add, update, or search for assignments that you have already created.

Use the drop-down menu to select Add Assignments to create a new assignment.

Course:
⇒ Click on a single course or hold the Control Key down and click multiple courses, then click submit and the system will display a list of assignments for the course(s).

Assigned Date:
⇒ Defaults to the current date, but can be changed by clicking on the date picker (calendar) image to the right of the date field. Leave the default of blank to see all dates.

Type:
⇒ Select an assignment type to search by, or leave the default of blank to see all types within your search.

Name:
⇒ Enter an assignment name or any part of the name (you may also click on any letter of the alphabet) and click submit to search.

Due Date:
⇒ Defaults to the current date, but can be changed by clicking on the date picker (calendar) image to the right of the date field. This is the day that the student is expected to have completed and turned-in the homework assignment.

Alphabet (a-z):
⇒ You may click on any letter of the alphabet and click submit to search.

Course:

⇒ You may click on the course column heading to sort. Clicking on the course-section number will allow you to update an assignment.

Score:

⇒ Clicking on the image will allow you to enter scores. When you are finished entering scores, be sure to click submit and save your changes.

Copy:

⇒ Clicking on the copy image will allow you to copy the entire assignment contents and apply them to another section or course. After clicking the copy image, the system will open the original assignment, simply select the course-section you wish to copy it to, and click **» SUBMIT** to save your copy.

Helpful Hint!
Use the Shortcut on the Add/Modify Rankbook screen to Add Assignments directly to the course that is currently displayed in your rankbook:

Click on the to Add Assignment:
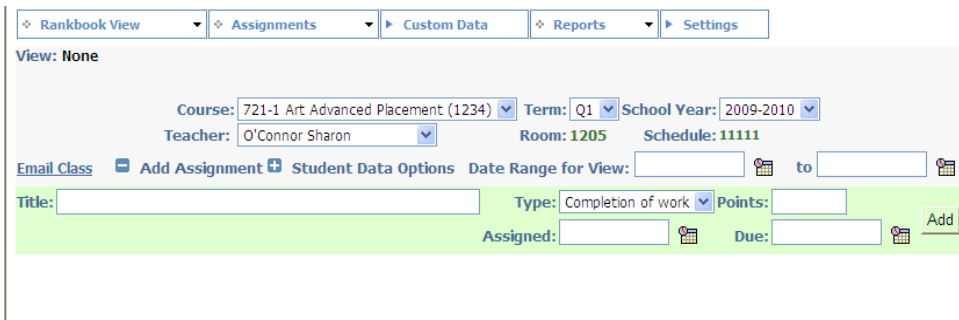
Enter the Assignment Title, Type, Points, Assigned Date and Due Date.

Click Add to create the assignment for this course.

Custom Data

The custom data screen allows you to record student Nicknames as well as other data for each class list. Click on Custom Data tab and enter a nickname in the field next to the student's name. Click on **» SUBMIT** to record your changes.
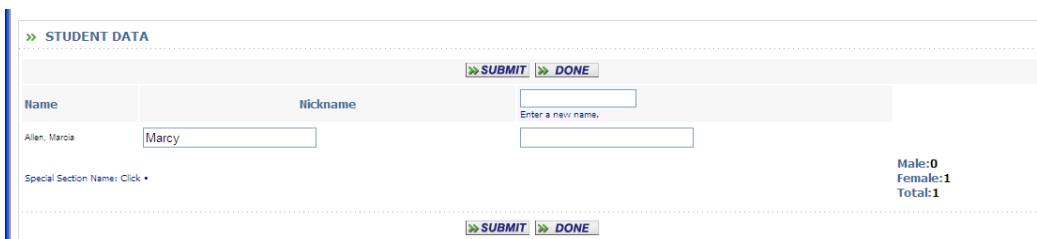
The entry in the custom data field will populate the nickname in parentheses next to the student name in Rankbook.

To create a new field in Custom Data, Enter the name of the field at the top of the screen and place a value in the first field. If you do not enter a value (you can just enter a number or letter to hold the data) it will not retain the field.
Click on **» SUBMIT** to record your changes.

Once you have recorded the new field, a blank box will appear to create another.

Rankbook>Reports

Rankbook reports are located Add/Modify Rankbook>Reports.

Each report has a set up screen, which allows the user to set up criteria to filter on and criteria to Sort on.

Helpful Hint!

Most reports can be filtered by school. If you have access to more then one school, then you will have the ability to change the school you want to filter by and click on submit. Your default school will be shown in the drop down when you open the report tab. Once the submit button is clicked the report will be processed and sent to <My Data><My Reports> for you to view.

Selection Criteria: Selection options may be available under Enter Selection Criteria. Selections allow the user the ability to limit what information will be listed on the report. Examples; students in second grade only, courses taught by a single teacher or all special education students. If you do not make a selection in a drop down box, then all the criteria listed in that box will be included in the report.

If the option to select criteria by Student IDs is available, then type a list of student IDs separated by commas into the box to use this feature. If no students IDs are listed then all students will be included.

Hold down the shift key on your Keyboard to highlight the whole selection list or selections on the list in order. Use the Control Key on your Keyboard to highlight selections on the list when you need to skip selections.

Sorting: Sorting options may be available under Enter Selection Criteria. Sorting allows the user the ability to list the information in a certain order. Examples; list students by last name, courses by teacher's last name, or list by courses in alphabetical order. Sorting options are restricted to the list provided.

To: This box allows you to enter an email address or several addresses of people you want to send the report to. List email address separated by commas.

CC list: This box allows you to enter an email address or several addresses of people you want to cc: a copy of the report to. List email addresses separated by commas.

Priority: This box allows you to set a priority level for the report processor. Priority options are limited to the list provided.

Class List:

Select Class List from the Reports Menu. A screen will automatically open in a new browser window with the names of the students in the course with 5 blank boxes next to each student's name. Click on the 》 **PRINT** button to print.

English 11 Honors O'Connor 031-1				
》 PRINT				
Name				
Adams , Jennifer				
Allen, Marcia (Marcy)				
Anderson, John				
Bagaco, Jacqueline				

Assignment Grade Report

The Assignment Grade report provides a list of students with their ID, Overall Average, Assignment Scores, Assignment Averages, Assignment Standard Deviation, Assignment Minimum and Assignment Maximum.

Selection Criteria: Academic Year, School Term, Course, Assignments, Hide Name YES/NO.

Sorting: Student ID, Name, Grade Level, Random.

Sample Output:

Course - Algebra 1 College Prep - 212-1
Teacher – Teacher's Name
Sorted By - Name
Date - 08/16/2004

					1	2	3
					Book Report-10/20/01	Reading-09/24/01	Worksheet Number 7-1-11/23/01
		Name	Student ID	Overall Average			
1		Albertson, Christina-Marie	1925	90.00	97	85	88
*		Average :			97.00	85.00	88.00
*		StdDev :			0.00	0.00	0.00
*		Max :			97	85	88
*		Min :			97	85	88

Assignments Due Report

The Assignments Due report provides a list of students who have not turned in an assignment.

Selection Criteria: Academic Year, School Term, Teachers, Course, Assignments, List Assignments, How many missing, Hide Name YES/NO, Student ID, include Unscored Assignments.

Sample Output:

Course:	**Business Law 505-1**	Teacher:	**Teacher Patton**			
Sort By:		Date:	**09/21/2005**			
School Year:	**2001-2002**	Term:	**Q1**			
	Name	**Student ID**	**Assignments Due**	**Assigned**	**Due Date**	
1	Donnelly, Jenny	1263	Reading	09/24/01	09/26/01	
2	Adams, Jennifer	2178	Reading	09/24/01	09/26/01	
2	Students	owe	**2**	assignments.		

Progress Reports Report

The Progress Report provides a Progress Report for one or all students in a course.

Selection Criteria: Academic Year, School Term, Teacher, Course, Student ID, Enrollment Status.

Sorting: Student ID, Name.

Sample Output:

Course:	**Business Law 505-1**	Teacher:	**Teacher Patton**
Sort By:	**ID**	Date:	**09/21/2005**

<div align="center">

Student Progress Report

09/21/2005

</div>

Term Q1: Business Law 505-1

Jennifer Leveille   Laura Patton

Overall Grade: 93.34 %   iPASS High School

Category	Weight	Overall Grade
• class work	100%	100.00
• Reading	100%	90.00
• Report	100%	95.00

Date	Category	Assignment	Score	Grade
09/26	Reading	Reading	85.00/100	85.00
05/26	class work	class work	50.00/50	50.00

Teacher Letters

Letters can be generated by a teacher to be sent to parents regarding assignments from their rankbook. Letters can also be run to include a copy of a Progress Report for the student and a set of mailing Labels that correspond with the letters printed.

Go to <Letters System><Write Letters> to create a template.

Use these Data elements to enhance your letter template.

AssignmentsInc	List of Incomplete Assignments	Teacher
AssignmentsLow	List of Assignments with Low (Fail) Grad	Teacher
AssignmentsOwed	List of Assignments Owed	Teacher
StudentProgress	Progress Report	Teacher
Teacher Phone	Teacher At School Phone Number	Teacher
TeacherEmail	Teacher Email address	Teacher
TeacherName	Teacher Name First Last	Teacher

Example Template:

$TODAY$
$SchoolName$

Dear $GuardianName$:

Here is a summary of progress to date for $StudentNameFirst$:

$StudentProgress$

If you have any questions, or need additional information or would like assistance in helping your child complete this work, please contact me.
I may be reached via email at $TeacherEmail$ or by telephone at $Teacher Phone$.

Thank you,

$TeacherName$

Running a Teacher Letter:

Go to <Letter System><Print Letters><Parent Student Letters>

Selection Criteria: Letter, Academic Year, School Term, Student ID, Last Name, Course, Grade Lower Than, Teacher, Assignment Types, Progress Report, Include Unscored assignments, enrollment Status, Mailing Labels YES/NO.

Sorting: Name/ID, Homeroom/Name, Grade Level/Name, Course/Name, Town/name.

Sample Output:
09/21/2005
iPass High School

Dear Deb Nicastro:

Here is a summary of progress to date for Kristen:

Term Q1: Science Bridge 924-01

<div align="right">Laura Patton</div>

Overall Grade: 78.80 %   iPass High School
Term Grade: 78.80 %

Category	Weight	Term Grade	Overall Grade
• Classwork	10%	88.00	88.00
• Homework	20%	70.00	70.00
• Test	70%	80.00	80.00

Date	Category	Assignment	Score	Grade
08/02	Classwork	Schooning 1	0/100	
08/02	Classwork	Bridge too far	88.00/100	88.00
08/02	Homework	Bridge how big	70.00/100	70.00
08/02	Test	Test 1	80.00/100	80.00
08/28	Classwork	Schonning 06-07	0/100	

If you have any questions, or need additional information or would like assistance in helping your child complete this work, please contact me.
I may be reached via email at teacher@yourschool.com.

Thank you,

Mrs. Teacher

Custom Data Report:

Select the field of custom data to report on by highlighting the name:

Choose to Hide student name (will display ID only).

Sort output by Name, ID, Grade Level or Random.

Click on **»SUBMIT** to create the report.

Custom Data Output in Excel or HTML:

Student Data: English Literature Textbook   Date: **09/16/2010**

English 11 Honors - 1

	ID	Name	English Literature Textbook
1	2189	Marcia Allen	260-003

Total:	1
Male:	0
Female:	1