

ren  web ①  
for Teachers  
Training Manual

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**When training on RenWeb 1 in your school's own database, it is important for all teachers to:**

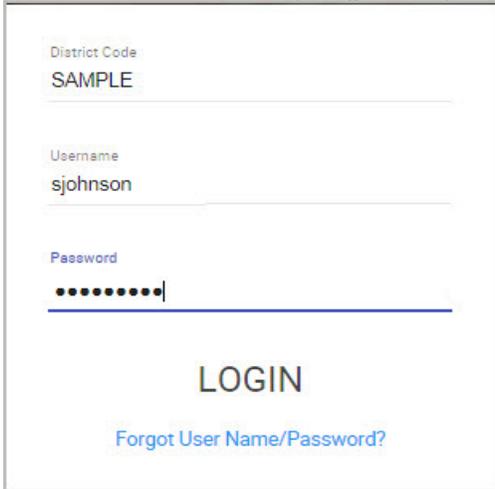


- Change their passwords.
- Delete any practice information entered. (For example: grades, attendance, comments.)
- Refrain from sending practice emails to parents or students.

# Logging in to RenWeb 1

## Logging in for the First Time

1. In an Internet browser window, navigate to <https://login.renweb.com>.



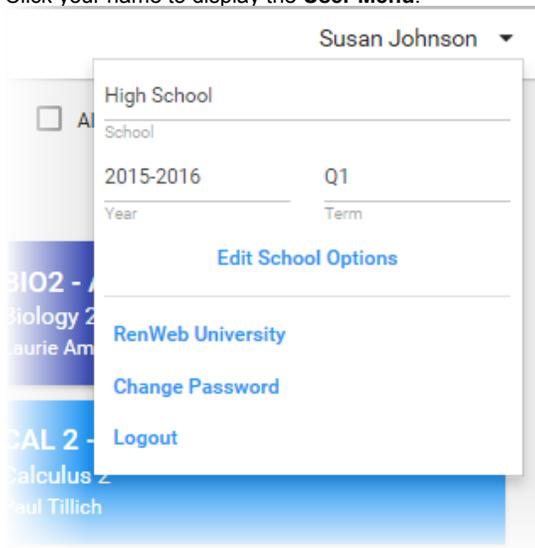
A screenshot of the RenWeb login page. It features three input fields: 'District Code' with the value 'SAMPLE', 'Username' with the value 'sjohnson', and 'Password' with a masked password of ten dots. Below the fields is a large 'LOGIN' button and a blue link for 'Forgot User Name/Password?'.

2. Type your school's **District Code**.
3. Type your **Username**.
4. Type your **Password**, which is provided in your Administrator training.
5. Click **Login**.

## Changing Your Password

The **User Menu** accessed by clicking your name in the upper right corner displays in all RenWeb ① areas.

- Click your name to display the **User Menu**.



- Click **Change Password**.  
The **Password Change** screen displays in a new window. Type the required information and click **Save**.

**Password Change**

**Current Password**

**New Password**

**Confirm Password**

**Password Requirements**  
Minimum length is 6 characters long.  
Password must include at least 1 letter and 1 number  
Passwords cannot be repeated.

- The password is case-sensitive and may contain special characters.
- Never write down or share your password; do not reuse your password for any other login.
- Always log out before leaving your computer.

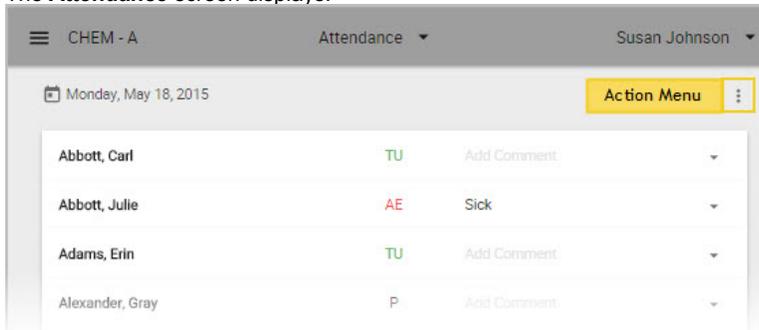
# Attendance

## Overview

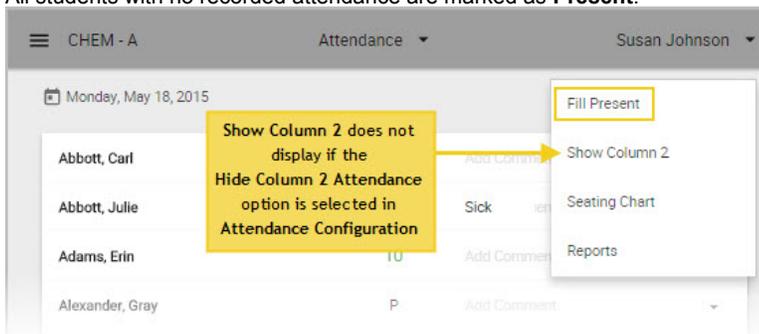
The Attendance screen allows a teacher or attendance clerk to view or record attendance for an entire class.

## Recording Attendance

1. From RenWeb ①, click ☰ (Menu).
2. Click **My Classroom**.  
The **My Classroom** screen displays.
3. Select a class.  
The **Attendance** screen displays.



4. 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 Present**
5. Click **Add Code** for all students you wish to mark **Absent** or **Tardy** and select the **Attendance Code** from the pop-up.
6. Select a saved comment from the drop-down arrow, or type a comment specific to the situation in the **Add Comment** field.
7. Click ☰ (Action Menu) and select **Fill Present**.  
All students with no recorded attendance are marked as **Present**.



## Changing Views

RenWeb ① provides the ability to view a summary of a student's attendance, plus class attendance by a **Seating Chart** or **Seating Chart with Pictures**, which allows a teacher to set the number of rows and seats per row, assign students to the seats, and to view student pictures when recording attendance.

## Viewing a Student's Attendance Summary

- From the **Attendance** screen, select a Student in the class list.  
The student's summary attendance information displays, listing attendance for the **Week** plus attendance totals for the **Month** and **Term**.

- Click **Print** to display the **Student Attendance Report**, which lists all attendance marks which are not **Present**, plus **Total Absences** and **Total Tardies** for the term.

**Student Attendance Report**

Abbott, Carl		CHEM - A Chemistry		2015-2016
Date	Code	Description	Comment	
09/05/2015	AE	Excused absence		
09/04/2015	AE	Excused absence		
09/03/2015	AE	Excused absence		
05/25/2015	TU	Tardy - Unexcused		
05/18/2015	TU	Tardy - Unexcused		
05/08/2015	A	Absent		
05/04/2015	TE	Tardy - Excused	Train stuck on tracks	
05/01/2015	A	Absent		
04/29/2015	A	Absent		
04/28/2015	A	Absent		
04/27/2015	A	Absent		
04/17/2015	TE	Tardy - Excused		
04/16/2015	TU	Tardy - Unexcused		
04/15/2015	TU	Tardy - Unexcused		
04/14/2015	TU	Tardy - Unexcused		
04/13/2015	TE	Tardy - Excused		
Total Absences: 8		Total Tardies: 8		

## Using the Seating Chart

- From the **Attendance** screen, click  (Action Menu) and select **Seating Chart**.  
The **Seating Chart** screen displays.

- Click  to add the number of **Rows** and **Seats** needed for the classroom.
- Click **Save**.
- Select a student in the list and select the location in the grid for that student.  
The student's name is removed from the list and added to the grid. Repeat for all students.
- To modify a student's seat assignment, select the student's name.  
The selected cell will display as 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).  
The student's name is moved to the unassigned students list.
- Click  to save your changes.

## Editing the Seating Chart

1. From the **Attendance** screen, click  (Action Menu) and select **Seating Chart**. The **Seating Chart** screen displays.
2. Click  (Edit).
3. Modify the number of Columns and Rows, if necessary, or move students to a different position in the chart.
4. Click  to save the changes.



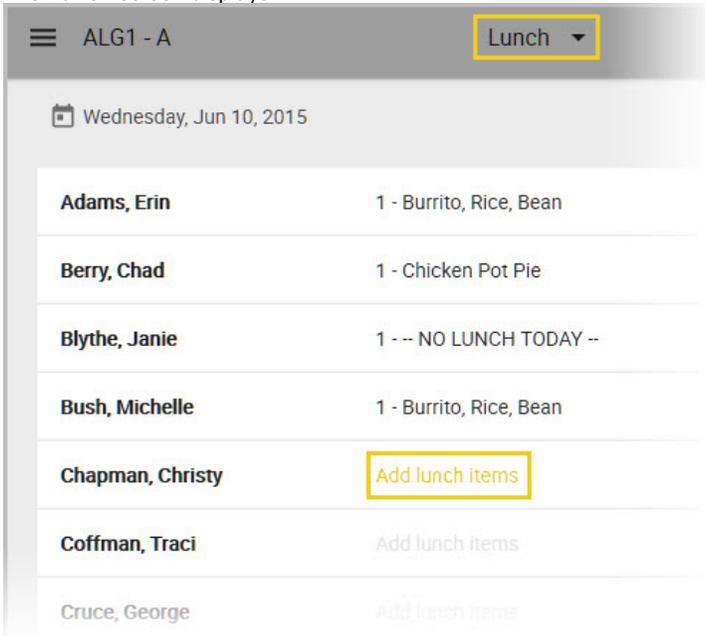
**Note:** You may not remove a column or row if student names have been placed on that column or row. You must move them to another position on the chart or remove them before you can modify the chart .

# Lunch

## Recording Student Lunch

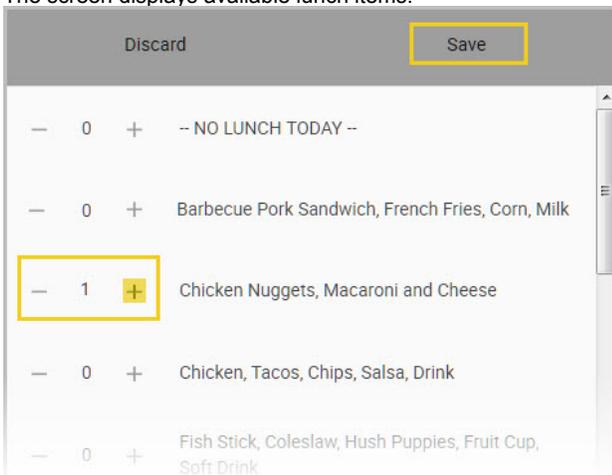
Lunch orders are typically entered by the homeroom teacher or first period teacher. Administration will need to determine a policy to ensure timely lunch ordering.

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 **Lunch**.  
The **Lunch** screen displays.



Student Name	Lunch Order
Adams, Erin	1 - Burrito, Rice, Bean
Berry, Chad	1 - Chicken Pot Pie
Blythe, Janie	1 - -- NO LUNCH TODAY --
Bush, Michelle	1 - Burrito, Rice, Bean
Chapman, Christy	Add lunch items
Coffman, Traci	Add lunch items
Cruce, George	Add lunch items

5. Click **Add lunch items**, or click an existing lunch order to modify it.  
The screen displays available lunch items.



Quantity	Item
0	-- NO LUNCH TODAY --
0	Barbecue Pork Sandwich, French Fries, Corn, Milk
1	Chicken Nuggets, Macaroni and Cheese
0	Chicken, Tacos, Chips, Salsa, Drink
0	Fish Stick, Coleslaw, Hush Puppies, Fruit Cup, Soft Drink

6. Click **+** (Add) or **-** (Remove) to modify the student's lunch order.
7. Click **Save**.

8. Repeat for all students.

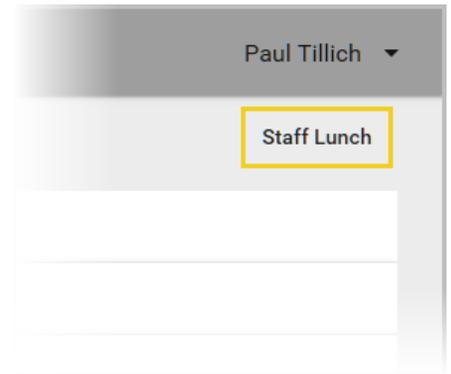
## Recording Staff Lunch

1. From the **Lunch** screen, click **Staff Lunch**.  
A new window displays lunch options.
  - Other staff members will display if you have Staff List - All security rights.
2. Select a **Lunch Date**.
3. Select lunch items from the drop-down options.
4. Click **Save**.

Lunch Date:

Tillich, Paul 1201003

Add:



# Lesson Plans

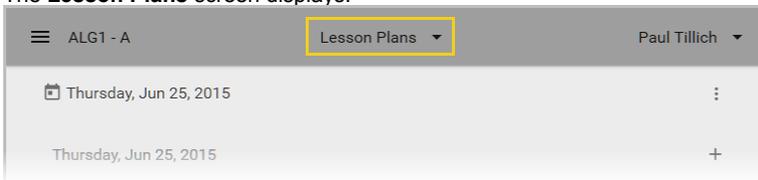
## Overview

The Lesson Plans screen allows you to document each day's class work, including information to be shared with students and parents (as enabled by administration). Lesson plans are also a guide for classroom instruction.

- Knowledge goals and instructional procedure
- Teaching materials and resources
- Method of evaluation (handout, project, or test)

Lesson plans in RenWeb typically include class work, homework, standards, documents, internal notes and information. (See [Master Lesson Plans](#) to learn how to reuse lesson plans year after year.)

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 **Lesson Plans**.  
The **Lesson Plans** screen displays.

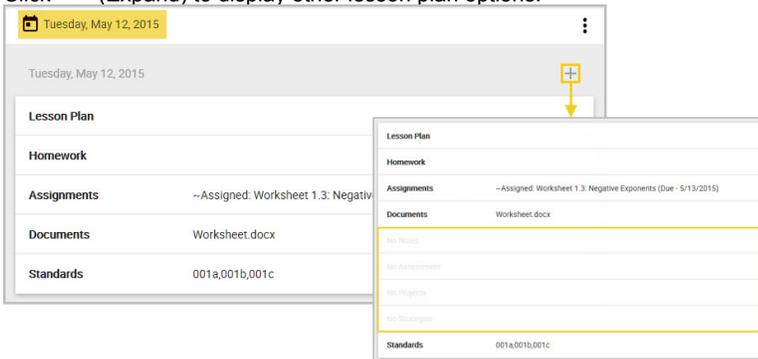


## Adding Lesson Plan Information

The **Lesson Plans** screen defaults to the current date, and only displays sections which contain information.

- ParentsWeb sections:
  - **Lesson Plan** - broad explanation of the lesson.
  - **Homework** - non-graded homework assignments.
  - **Assignments** - graded homework assignments published from [Gradebook](#).
  - **Documents** - files to be used in class or for homework.
- Internal sections:
  - Teacher notes - four sections labeled by administration.
  - **Standards** - standards associated with the lesson.

1. From the **Lesson Plans** screen, click the calendar to select a different date or scroll down to the desired date.
2. Click  (Expand) to display other lesson plan options.



3. Select a lesson plan section to enter information.

Lesson Plan	
Homework	
Assignments	~Assigned: Worksheet 1.3: Negative Exponents (Due - 5/13/2015)
Documents	Worksheet.docx
Notes	
Assessment	
Projects	
Strategies	
Standards	001a,001b,001c
Supervisor Comments	

Displayed on ParentsWeb       Not displayed on ParentsWeb

■ ParentsWeb sections:

- **Lesson Plan** - type a broad explanation of the lesson.
- **Homework** - type non-graded homework assignments.
- **Assignments** - view graded homework assignments published from **Grade Book**.
- **Documents** - upload files to be used in class or for homework.
  - Click **Edit Web Documents**.  
The **Web Documents** screen displays.
  - Select a document.
    - Click  (New Window/Tab) to view the document.
  - Click **Save**.

■ Internal sections:

- Teacher notes - type information in four sections labeled by administration.

**Web Documents**

-   Worksheet.docx
-   Tracking Mapping.jpg
-   Race, Class, and Mater
-   History of Biblical Critic

**Notes**

H1 H2 H3 H4 H5 H6 P B

$$\left(\frac{1}{5}\right)^4 = \frac{1}{5} \times \frac{1}{5} \times \frac{1}{5} \times \frac{1}{5} = \frac{1}{625}$$

$$\left(\frac{1}{5}\right)^3 = \frac{1}{5} \times \frac{1}{5} \times \frac{1}{5} = \frac{1}{125}$$

$$\left(\frac{1}{5}\right)^2 = \frac{1}{5} \times \frac{1}{5} = \frac{1}{25}$$

$$\left(\frac{1}{5}\right)^1 = \frac{1}{5}$$

$$\left(\frac{1}{5}\right)^0 = 1$$

- Standards - select standards associated with the lesson (only standards configured for the course will display).

- Click (Expand) to view standards.
- Click (Delete) to remove selected standards.
- Click (Save).

- Supervisor Comments** - allows another staff member to type comments about the lesson.

## Copying Lesson Plans

It is possible to copy lesson plans from one class section to another. This is typically needed when teaching the same subject in multiple periods.

- From the **Lesson Plans** screen, click (Action Menu).
- Select **Copy**.  
The **Copy Options** screen displays.

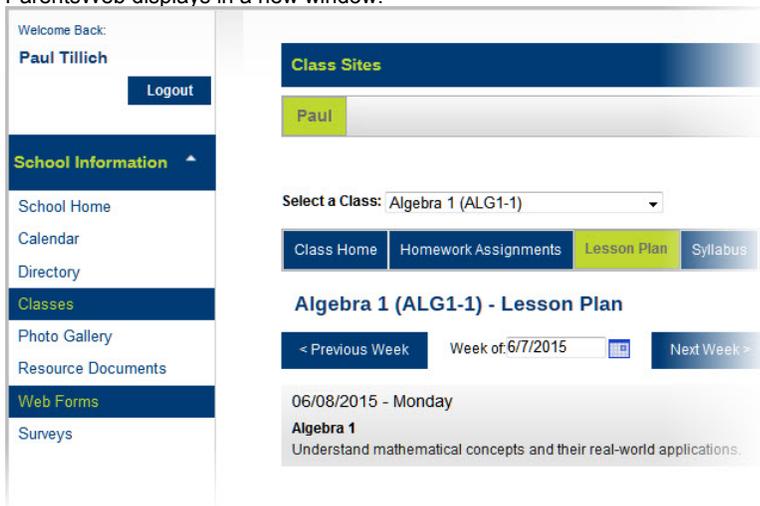
- Select a **Class** to copy to.
- Select a **From Date** and **To Date**.
- Click **Copy**.
- Click **X** to close.

## ParentsWeb Preview

It is possible to access ParentsWeb to review the information entered in the **Lesson Plans** screen.

- From the **Lesson Plans** screen, click (Action Menu).

2. Select **ParentsWeb Preview**.  
ParentsWeb displays in a new window.



## Lesson Plan Reports

It is possible to view lesson plan information in a variety of reports.

1. From the **Lesson Plans** screen, click  (Action Menu).
2. Select **Reports**.  
The **Reports** screen displays.
3. Select all desired reports.
4. Click **Open**.  
The selected reports open in new windows.

**Reports**

- Class Lesson Plan / Homework - Day
- Class Lesson Plan / Homework - Week
- Lesson Plan / Homework (Faculty) - Day
- Lesson Plan / Homework (Faculty) - Week
- Lesson Plan / Homework (Class)

[Cancel](#) [Open](#)

# Master Lesson Plans

## Overview

The Master Lesson Plan screen allows you to reuse lesson plans year after year, since master lesson plans are not tied to a specific school year. They may be managed on two levels:

- **School:** Administrators create lesson plans for a particular course for use by any teacher.
- **Staff:** Teachers create their own lesson plans for their own classes.

## School vs. Staff Master Lesson Plans

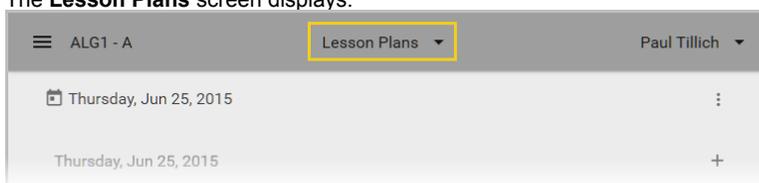
	School Master Lesson Plans	Staff Master Lesson Plans
<b>Scenario</b>	An administrator determines the lesson plans for all teachers who teach a particular course.	A teacher wants to use his/her own lesson plans for the same class next year.
<b>Rights</b>	Any teacher assigned to a class section of the course can use the lesson plans.	Only the teacher who created the lesson plans can use them next year.
<b>Copied From</b>	School's master lesson plan for the course.	Teacher's class section master lesson plan.
<b>Copied To</b>	Each class section under the course.	Teacher's same class next year.

## When to Create Master Lesson Plans

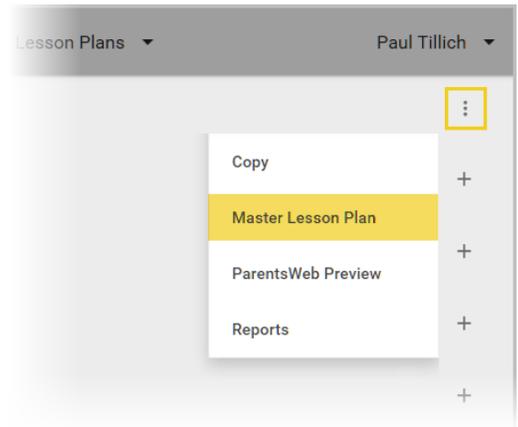
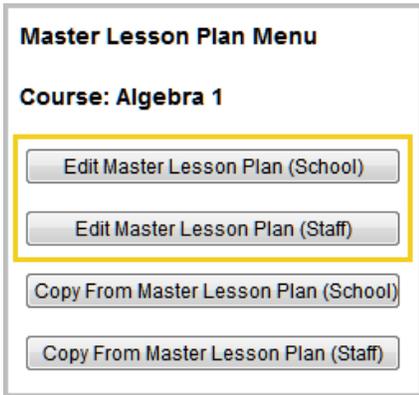
- It is always easiest to create master lesson plans before the year is complete.
  - Administrators typically block teachers from editing grade books from the previous year (in [System Defaults](#)).
  - If you are unable to use the Master Lesson Plan feature, contact your administrator to adjust [System Defaults](#).
- If you did not create your master lesson plans before the year is complete, you will need to log into the previous year to access the lesson plans and copy them to the master.
- After copying to the master, you will then need to switch the year back to the current year and copy from the master you just created.

## Creating a Master Lesson Plan

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 **Lesson Plans**.  
The **Lesson Plans** screen displays.

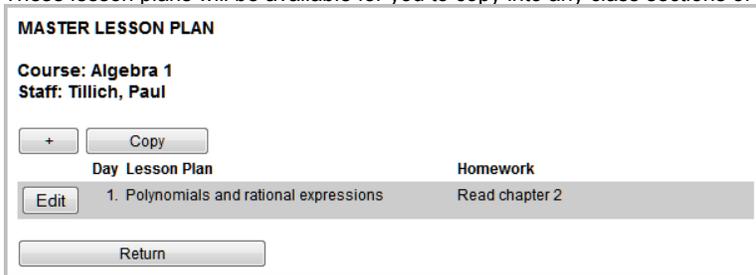


5. Click  (Action Menu) and click **Master Lesson Plan**.  
The **Master Lesson Plan Menu** displays in a new window.



6. Select the Master Lesson Plan type to edit:

- Click **Edit Master Lesson Plan (School)** to edit the Master Lesson Plan tied to the course.
  - The individual who typically edits the Master Lesson Plan (School) is the department head or a veteran teacher at the school. Master Lesson Plan (School) can be copied into any class section of the course regardless of the assigned teacher.
- Click **Edit Master Lesson Plan (Staff)** to edit the lesson plans tied to the class section.
  - These lesson plans will be available for you to copy into any class sections of the course you teach next year.

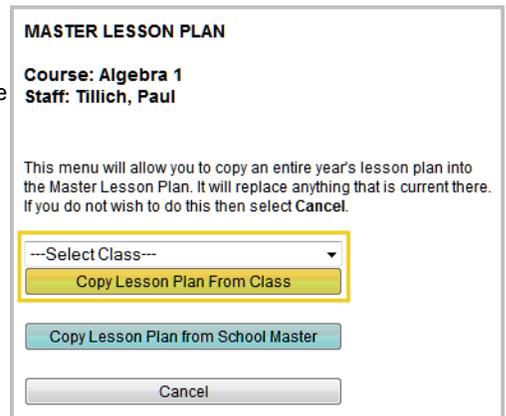


7. The screen allows you to:

- Create a master plan by copying the daily lesson plans in another class section.
  - Click **Copy**.
  - Select a class.
  - Click **Copy Lesson Plan From Class**.

Any existing data in the master plan is overwritten with lesson plan information from the selected class.
- Create a master plan by copying from a master plan tied to the course. (Not available if creating a School Master Lesson Plan.)
  - Click **Copy**.
  - Click **Copy Lesson Plan from School Master**.

Any existing data in the master plan is overwritten with lesson plan information from the course master.
- Create a master plan by adding information manually.



- Click + (Add).  
OR click **Edit** to edit an existing **Day Lesson Plan**.

**MASTER LESSON PLAN**

**Course: Algebra 1**  
**Staff: Tillich, Paul**

2 ▾

Lesson Plan	Homework
Notes	Assessment
Projects	Strategies
Documents	Standards

- Select the day you wish to modify. Each lesson plan will be recorded sequentially by day for future reference.
- Type desired information.
- Select **Documents** and **Standards** from the drop-down options, as desired.
- Click **Save**.
- Click **Move Up** or **Move Down** to reorder the day's lesson plan in the sequence.
- Click **Save**.

## Copying From a Master Lesson Plan

- From RenWeb ①, click ☰ (Menu).
- Click **My Classroom**.  
The **My Classroom** screen displays.
- Select a class.  
The **Attendance** screen displays.
- From the **Classroom** menu, click **Lesson Plans**.  
The **Lesson Plans** screen displays.
- Click ⋮ (Action Menu) and click **Master Lesson Plan**.  
The **Master Lesson Plan Menu** displays in a new window.
- Click **Edit Master Lesson Plan (School)** or **Edit Master Lesson Plan (Staff)**.  
The **Copy from Staff Master Lesson Plan** or **Copy from School Master Lesson Plan** screen

**Master Lesson Plan Menu**

**Course: Algebra 1**

displays.

**Copy from Staff Master Lesson Plan**

Course: Algebra 1  
Instructor: Tillich, Paul  
Class: ALG1-A

Date to copy to...

Which lesson plan day to start from...  ▼

Number of days to copy...  ▼

7. Select the **Date to copy to**. For example, select a Monday if you intend to copy a week's worth of lesson plans at a time.
8. Select **Which lesson plan day to start from**. For example, select 1 if copying the first day of the master lesson plan to the first day of school.
9. Select the **Number of days to copy** in succession.
  - Note that if you start on a Tuesday and copy 5 days' worth of lesson plans, the fifth day will copy to Saturday. It does not skip weekends or holidays/no school days.
10. Click **Copy**.

# Gradebook Summary

## Overview

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

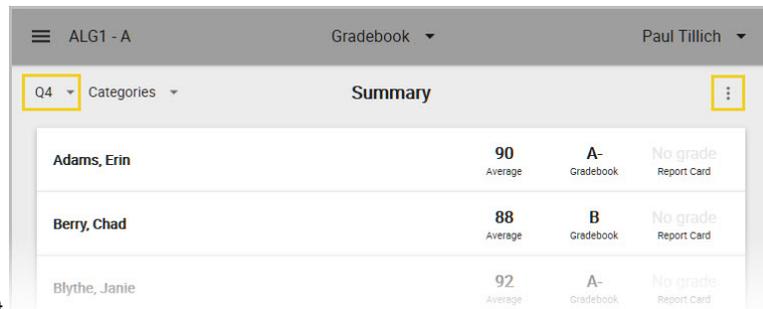
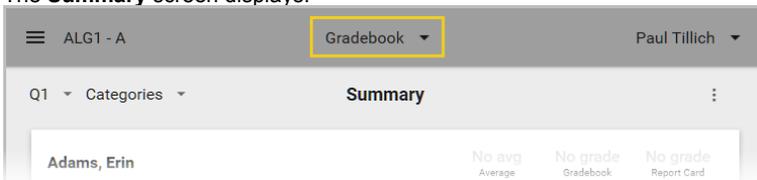


**Note:** Configuration should be completed before creating and grading assignments.

## Gradebook Summary

The **Summary** screen of the Gradebook displays student grade information and allows access to assignments.

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 from the upper left drop-down list.
6. Click  (Action Menu) to access:
  - **Gradebook Setup**
  - **Reports**
    - Select all desired reports.
    - Click **Open**.  
The reports display in a new window.

## Terms and Categories

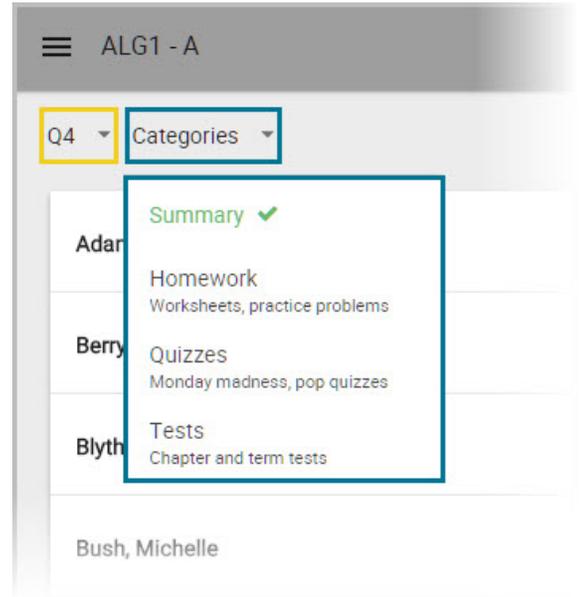
- The terms available depend on the configuration of the school year. In this example, Quarter 4 is selected.
  - Depending on system settings, it may not be possible to edit information in a term which has already ended.
  - Assignments cannot be created outside of the term dates.
- The **Categories** drop-down option allows access to assignments by category. It also allows you to return to the **Summary** screen.

## Viewing Grade Information

Select a student to view detailed grade information.

<b>Berry, Chad</b>	<b>88</b> Average	<b>B</b> Gradebook	No grade Report Card
	<b>90</b> Homework	<b>84</b> Quizzes	<b>87</b> Tests

- **Average:** the current average based on all calculating assignments.
- **Gradebook:** the letter grade corresponding to the average.
- **Report Card:** the grade loaded to the report card (at the end of the term).
- Category averages display based on all calculating assignments within the categories.
- Click  (Reports) to view a variety of student and assignment reports.



The screenshot shows the ALG1 - A interface. At the top, there is a menu icon and the text "ALG1 - A". Below this, there are two dropdown menus: "Q4" and "Categories". The "Categories" dropdown is open, showing a list of categories: "Summary" (with a green checkmark), "Homework" (with sub-items "Worksheets, practice problems"), "Quizzes" (with sub-item "Monday madness, pop quizzes"), and "Tests" (with sub-item "Chapter and term tests"). Below the dropdowns, there is a list of student names: "Adar", "Berry", "Blyth", and "Bush, Michelle".

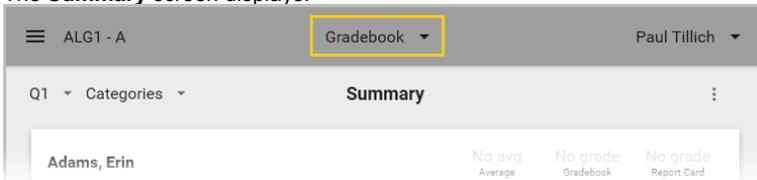
# Gradebook Options

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## Overview

Gradebook Options allows you to configure calculation, preferences, categories, and other options.

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. Click  (Action Menu).
6. Click **Gradebook Options**.  
The **Gradebook Options** screen displays.
7. Make any desired changes.
8. Click  (Save)
9. Click  (Back Arrow) to exit.

# 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.

### 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.
  - Assignment grades are averaged (according to their weight) within each category.
  - 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.
  - The total points earned is divided by total possible points within each category.
  - Category grades are then averaged (according to their weight).

### Time Frame

The 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.

### Decimals

Decimals 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.

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%		

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%		

## Categories

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

1. Click **Add New Category**.
2. Type a **Title**.
3. Type a **Description**.
4. Type a **Weight**.
  - This is not used for the Points calculation method.
  - It is not necessary to use %. Simply type the number and ensure that total weight of all categories = 100.
5. Select the terms in which the category should be active.
6. Click  (Save).
  - Click **Delete** to delete the category.

Title	Homework
Description	Worksheets, practice problems
Weight	40
Q1	<input checked="" type="checkbox"/>
Q2	<input checked="" type="checkbox"/>
Q3	<input checked="" type="checkbox"/>
Q4	<input checked="" type="checkbox"/>
<a href="#">Delete Homework</a>	

## Letter Grade

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-**.

- Click **Add** to create a new line, and type a Letter and Grade.
- Click **Clear Letter Grades** to start over.

## Other Options

### Sorting

- **Assignment** allows you to sort assignments by the date added, due date, or title.
- **Student** allows you to sort students by name or alias.

### ParentsWeb

**Web Progress Report** allows you to select the type of progress report accessible in ParentsWeb.

- Disabled
- Full Details
- Category Averages
- Term Average

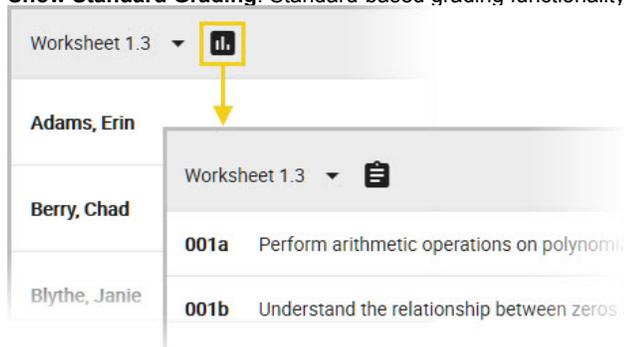
### Preferences

- **Treat Incomplete as 0:** Assignments marked **Incomplete** or **Missing** will calculate as a 0.
- **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 Earned Points:** The progress report will display total points earned. (This option is usually selected when using the Points Calculation Method.)
- **Show Curve Points:** The Summary screen will display a Curve option.

	Letter	Grade
1)	A	95
2)	A-	90
3)	B+	88
4)	B	82
5)	B-	80
6)	C+	78
7)	C	72
8)	C-	70
9)	F	0
<a href="#">Add</a>		<a href="#">Clear Letter Grades</a>

Adams, Erin	No curve Curve	90 Average	A- Gradebook	No options Report Card
Berry, Chad	No curve Curve	88 Average	B Gradebook	No options Report Card
Blythe, Janie	No curve Curve	92 Average	A- Gradebook	No options Report Card
Bush, Michelle	No curve Curve	78 Average	C Gradebook	No options Report Card

- **Show Standard Grading:** Standard-based grading functionality will be available in a variety of screens.



## Copy

It is possible to copy the same configuration to other classes.

- **Select a class** to copy the configuration to, and click **Copy**.
- Click **Clear Class** to cancel.

## Load Defaults

It is possible to load the defaults configured by administration for the course level of which your class is a part.

1. Click **Load Defaults**.  
The confirmation screen displays.
2. Click **Load Defaults** to overwrite your configuration with administration default settings.

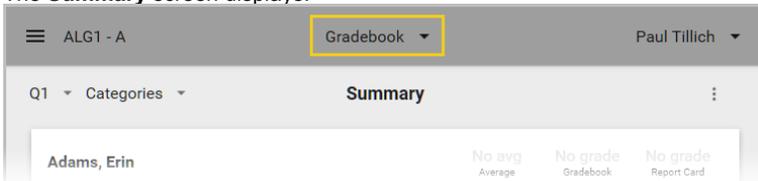
# Gradebook Assignments

## Overview

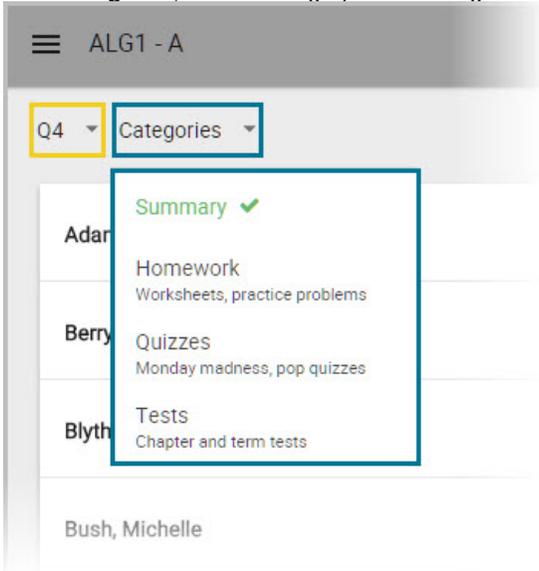
Assignments are the specific work for which students are graded. Assignments must be created within categories.

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 **Assignment Grading**.

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.



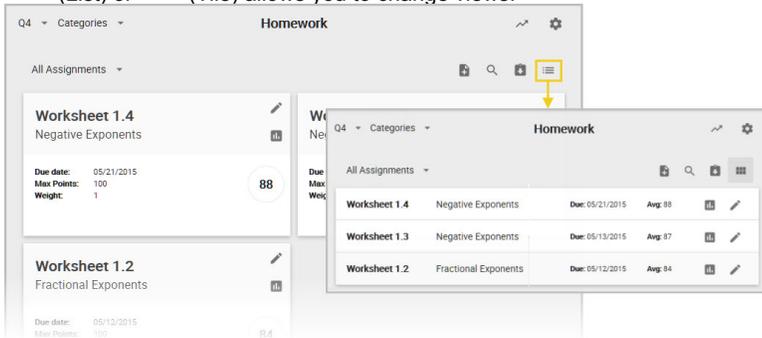
5. Select a term from the upper left drop-down list.
6. From **Categories**, select a category to view assignments.



# Category Assignments

The **Category** screen displays a variety of options.

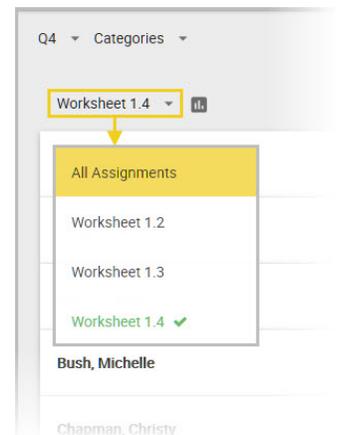
-  (New Assignment) allows you to create a new assignment.
-  (Drop) allows you to **Auto Drop** assignment grades.
-  (Search) allows you to find a specific student in the class.
-  (List) or  (Tile) allows you to change views.



## Assignment Information

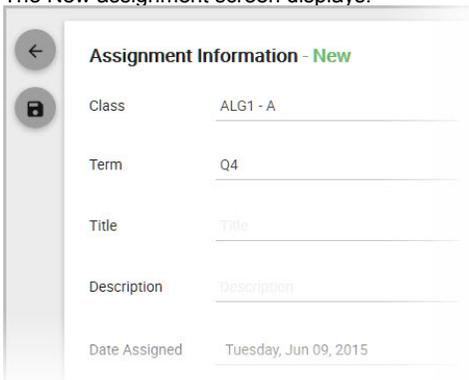
Assignment information displays in the tile and list view.

- Select the assignment to enter grades.
- Click  (Edit) to change the assignment.
- Click  (Standards) to view the standards associated with the assignment
- Select **All Assignments** from the assignment drop-down list to view all assignments in the category.



## Creating an Assignment

1. Click  (New Assignment).  
The New assignment screen displays.



The 'Assignment Information - New' form contains the following fields:

- Class: ALG1 - A
- Term: Q4
- Title:
- Description:
- Date Assigned: Tuesday, Jun 09, 2015

2. Enter **Assignment Information**.
  - a. Type a **Title**.
  - b. Type a **Description**.
  - c. Select a **Date Assigned**.
  - d. Select a **Date Due**.
  - e. Type a **Max Points**.
  - f. 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**.

- a. 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 average will display in red, indicating it is not calculating/displaying.
- b. Select **Publish to Lesson Plan** for the assignment to display in the Lesson Plan area.
- c. Select **Mark as Test** for the assignment to display in the Student Test Schedule report.

**Worksheet 1.4**  
Negative Exponents

---

**Due date:** 05/21/2015  
**Max Points:** 100  
**Weight:** 1

88

4. Click  (Save).
5. **Copy** the assignment to another class, if desired.
  - a. **Select a class** to copy to.
  - b. Click **Copy**, or click **Clear Class** to cancel.

**Copy**

Copy current assignment to another class. Select a class... ▾

---

**Standards**

- ALG1 - A: Quizzes
- ALG1 - A: Tests
- ALG2 - A: HW

6. Select **Standards** to associate with the assignment. Only standards configured for the course will display.

- a. Click  (Expand) to view standards.
- b. Click  (Delete) to remove selected standards.
- c. Click  (Save).

**Standards**

- Algebra
  - Arithmetic with Polynomials and Rational Expressions
    - 001a: Perform arithmetic operations on polynomials.
    - 001b: Understand the relationship between zeros and factors of polynomials.
    - 001c: Use polynomial identities to solve problems.
  - Creating Equations
    - 002a: Create equations that describe numbers or relationships.
  - Reasoning with Equations and Inequalities

001a 

001b 

001c 

The assignment displays in the category.

7. Select the assignment to begin **Assignment Grading**.

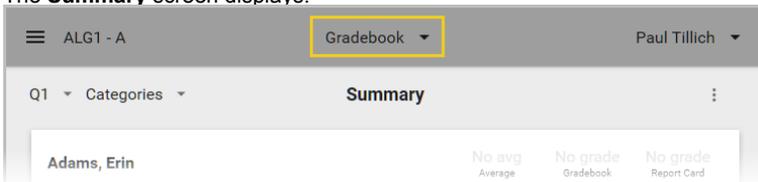
# Assignment Grading

## Overview

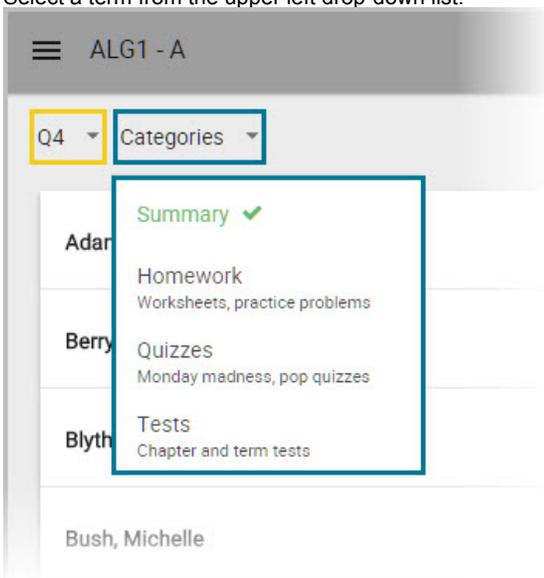
A variety of options exist for grading assignments. See [Giving Extra Credit](#) and [Grading Standards](#) for more specific information.

## Entering Assignment Grades

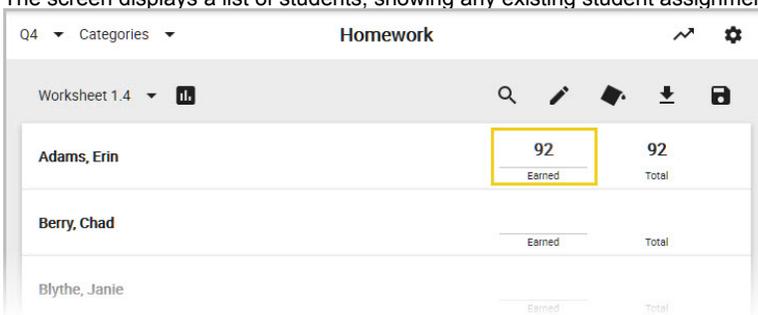
1. From RenWeb ①, click  (Menu).
2. Click **My Classroom**.  
The **My Classroom** screen displays.
3. Select a class.  
The **Attendance** screen displays.
4. From the **Classroom** menu, click **Gradebook**.  
The **Summary** screen displays.



5. Select a term from the upper left drop-down list.



6. From **Categories**, select a category to view assignments.  
The screen displays any existing assignments.
7. Select an assignment.  
The screen displays a list of students, showing any existing student assignment grades.



8. Click in the **Earned** field and type a grade.
9. Hit the Tab key on your keyboard to move to the next student.
10. Repeat for all students.

- Click  (Save).

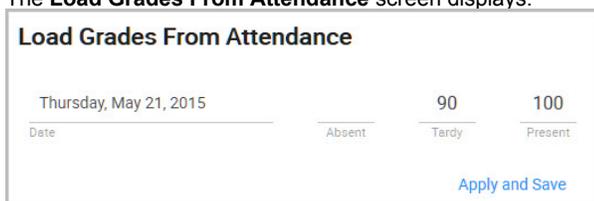
## Filling and Loading Grades

It is possible to enter grades for multiple students simultaneously.

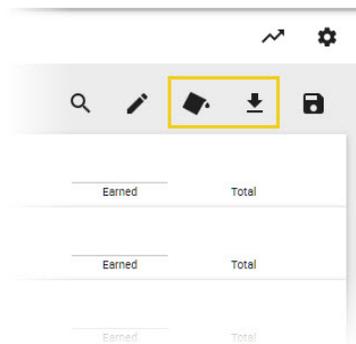
- Click  (Fill) to enter the same grade for all students who do not have a grade entered already. The **Fill Grades** screen displays.



- Type the **Grade**.
  - Click **Apply and Save**.
- Click  (Load) to enter grades based on attendance. The **Load Grades From Attendance** screen displays.



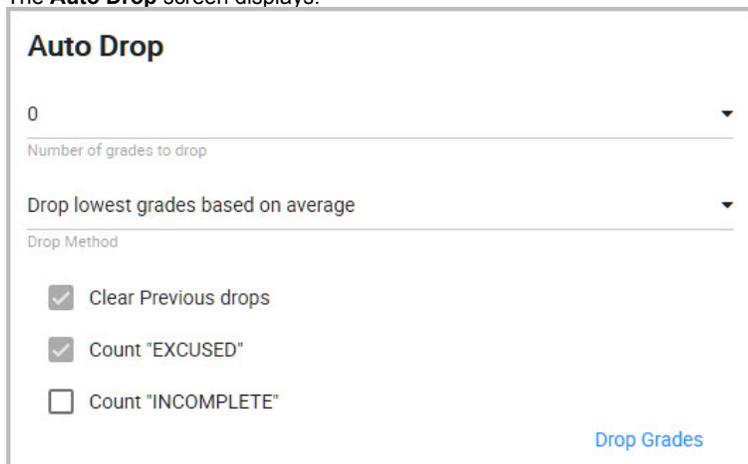
- Select the **Date**.
- Enter **Absent**, **Tardy**, and **Present** grades.
- Click **Apply and Save**.



## Auto Dropping Grades

It is possible to automatically drop the lowest in the category for each student.

- From the **My Classroom** screen, select a class. The **Attendance** screen displays.
- From the **Classroom** menu, click **Gradebook**. The **Summary** screen displays.
- Select a term from the upper left drop-down list.
- From **Categories**, select a category to view assignments.
- Click  (Drop). The **Auto Drop** screen displays.



- Select the **Number of grades to drop**.
- Select the **Drop Method**.
  - Drop lowest grades based on average**
  - Drop lowest grades based on earned points**
- Select other options.
  - Clear Previous Drops**: reverses previously dropped grades. Only the current grade drop will be in effect.
  - Count "Excused"**: considers excused assignments as grades to be dropped.

- **Count "INCOMPLETE"**: considers incomplete assignments as grades to be dropped.
9. Click **Drop Grades**.

# Giving Extra Credit

## Overview

Extra credit may be given in a variety of ways.

- A separate "Extra Credit" category should not be used.
- While not typically considered *extra credit*, grades may be *curved* from the Grade Book **Summary** screen **Curve** column or by editing an individual student assignment grade.

## Bonus Points

1. Edit an assignment grade for a student.
2. Enter bonus points and a note explaining the extra credit.

	Assignment 1	Assignment 2	Category Average
Before bonus points	63	75	69
After 2 bonus points	65	75	70

## Extra Credit Assignments

1. Create an assignment as you normally would.
2. For participating students, enter the grade earned.
3. For students not participating:
  - Leave the grade blank to prevent the assignment from displaying in the **Grade Book Student Progress Report**.
  - Enter a status of **Excused** to display the assignment as excused in the **Grade Book Student Progress Report**.

	Assignment 1	Assignment 2	EC Assignment	Category Average
<b>Billy</b>	63	75		69
<b>Susan</b>	63	75	82	73

## 0-point Extra Credit Assignments

1. Create an assignment with a **Maximum Points** value of **0**.
2. For participating students, enter the number of points to be added to the total points earned within the category.
  - This has the same effect as adding bonus points to a particular assignment in the category.
  - A single assignment may be used for an entire term to enter cumulative extra credit points.
3. For students not participating:
  - Leave the grade blank to prevent the assignment from displaying in the **Grade Book Student Progress Report**.
  - Enter a status of **Excused** to display the assignment as excused in the **Grade Book Student Progress Report**.

	Assignment 1	Assignment 2	EC Assignment	Category Average
<b>Billy</b>	63	75		69
<b>Susan</b>	63	75	2	70

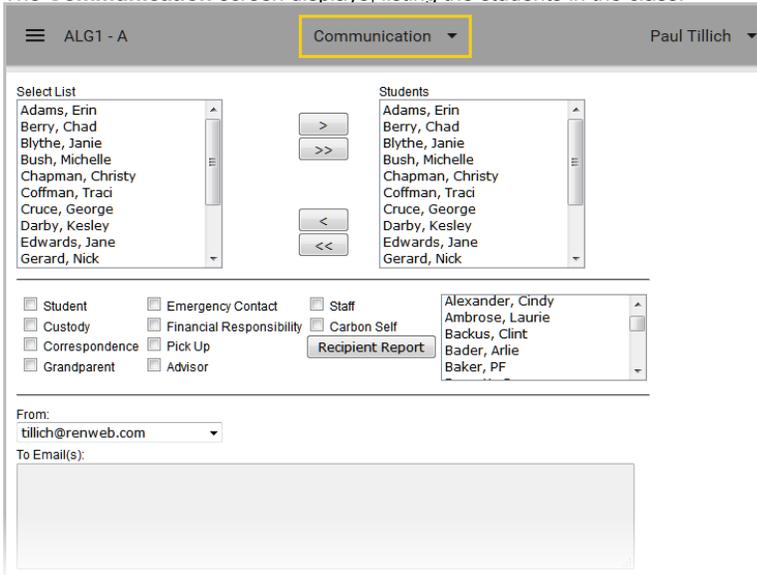


**Note:** The examples above illustrate equally weighted assignments using the Weighted Percentage calculation method. However, these options may be used for any calculation method.

# Communication

The Communication screen allows you to send email messages to students, parents, and other individuals.

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 **Communication**.  
The **Communication** screen displays, listing the students in the class.



5. Select the desired students and click > (Right Arrow) to move them to the **Students List**., or click >> (Double Arrows) to move all students.
6. Select options recipient options desired to populate the **To Email(s)** field. Emails are sent in a Blind Carbon Copy style. Recipients will not see the To Email(s) list.
  - **Students**: will send to the email address on the **Students** screen.
  - **Custody**: will send to the email addresses of any individual marked as Custody on the **Relationships** tile in **Families**.
  - **Correspondence**: will send to the email addresses of any individual marked as Correspondence on the **Relationships** tile in **Families**.
  - **Grandparent**: will send to the email addresses of any individual marked as a grandparent on the **Relationships** tile in **Families**.
  - **Emergency Contact**: will send to the email addresses of any individual listed as an Emergency Contact on the **Contacts** tile in **Students**.
  - **Financial Responsibility**: will send to the email address of any individual designated as Financially Responsible on the **Financial Responsibility** tile in **Families**.
  - **Pick Up**: will send to the email addresses of any individual listed as a Pick Up Contact on the **Contacts** tile in **Students**.
  - **Advisor**: will send to the email addresses of any individual listed as an Advisor on the **Advising** tile in **Students**.
  - **Carbon Self**: will send a copy of the email to the address in the **From** field.
7. Click **Recipient Report** to see a list of students with email addresses for each recipient type.
8. Type the **Subject**.
9. Type the message.
10. Click **Browse** to select an attachment.



# Report Cards Overview

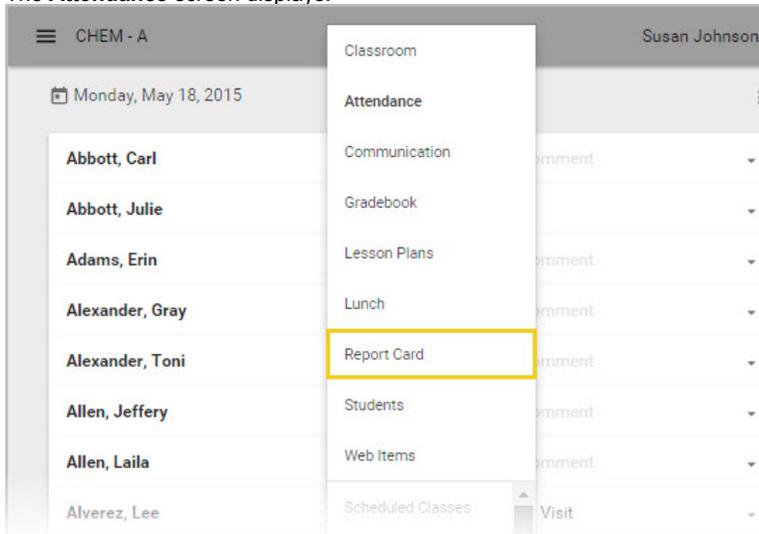
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## Overview

The Report Card area is used for entering and reviewing information that will appear on report cards.

## Accessing Report Cards

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**.  
The **Report Card** screen displays.

## Comparing RenWeb ? to Desktop Report Cards

RenWeb ① includes enhancements to make the Report Card process easier on faculty, based on feature requests submitted by our customers. For instance, exam grades are now added on a single screen, rather than jumping back and forth between a **Display** and **Avg** tab. The information below is meant to help you understand the locations of the report card information in RenWeb ①.

## Report Card Tab Group

The information found in the Report Card tab group in Desktop is accessed from the Report Card drop-down menu in RenWeb ①.

Report Card

Class: CHEM - A

Grades | Comments | Citiz. | Attend. | Skill | Prg Rpt | Crd Ovr

Display | Avg | GPA | UGPA | Pass | Calc

STUDENTS	Q1 Grade	Q2 Grade	Q3 Grade	Q4 Grade	Sem 1 Exam
Abbott, Carl	A	A	A+	A	
Abbott, Julie	A	A	B	A+	

Grades Q1

Grades ✓

Comments

Citizenship

Attendance

Progress Report

Credit Override

Skill Sets

Standard Based Grading

Grades

Grades	Average	GPA
A	94	4
Display	Average	GPA
A	93	4
Display	Average	GPA
A	94	4
Display	Average	GPA
A-	91	4
Display	Average	GPA

## Grades Tab Group in Desktop

- When you select a class in **Report Cards - Class** in Desktop, the **Grades** tab group displays, including the **Display, Avg, GPA, UGPA, Pass,** and **Calc** tabs. The **Display** tab includes letter or number grades for all terms, exams, semesters, and the final grade.
- When you select **Report Cards** from the **RenWeb ① Classroom** menu, the screen defaults to **Grades**, including the same **Display, Avg, GPA, UGPA, Pass,** and **Calc** for the selected **Term**, all on one screen rather than separate tabs.

Report Card

Class: CHEM - A

Grades | Comments | Citiz. | Attend. | Skill | Prg Rpt | Crd Ovr

Display | Avg | GPA | UGPA | Pass | Calc

Skill Set Grades

Show Unenrolled Students (\*)

STUDENTS	Q1 Grade	Q2 Grade	Q3 Grade	Q4 Grade	Sem 1 Exam	Sem 1 Grade	Sem 2 Exam	Sem 2 Grade	Final Grade
Abbott, Carl	A	A	A+	A					
Abbott, Julie	A	A	B	A+					

Grades Q1

Student Grades

Student	Display	Average	GPA	UGPA	Pass	Calc
Abbott, Carl	A	94	4	4	Y	Y
Abbott, Julie	A	93	4	4	Y	Y

## Term, Exam, Semester, and Final Grades

- In RenWeb Desktop, the Term, Semester Exam, Semester Grade, and Final Grade columns appear, and what is displayed is controlled by which item in the Grades tab group is selected. (**Display**, **Avg**, **GPA**, **UGPA**, **Pass**, and **Calc**.)
- In RenWeb ①, the Term, Semester Exam, Semester Grade, and Final Grades are accessed via a drop-down menu.

Report Card

Class: CHEM - A

Grades | Comments | Citiz. | Attend. | Skill | Prg Rpt | Crid Ovr | Codes

Display | Avg | GPA | UGPA | Pass | Calc

Skill Set Grades

Show Unenrolled Students (\*)

STUDENTS	Q1 Grade	Q2 Grade	Q3 Grade	Q4 Grade	Sem 1 Exam	Sem 1 Grade	Sem 2 Exam	Sem 2 Grade	Final Grade
Abbott, Carl	A	A	A+	A					
Abbott, Julie	A	A	B	A+					

Grades ▾ Q1 ✓

Term, Exam, Semester, and Final Grades

Student	Q1	Q2	Q3	Q4	Sem 1 Exam	Sem 1 Grade	Sem 2 Exam	Sem 2 Grade	Final Grade
Abbott, Carl	A	94	4	4	Y	Y			
	Display	Average	GPA	UGPA	Pass	Calc			
Abbott, Julie	A	93	4	4	Y	Y			
	Display	Average	GPA	UGPA	Pass	Calc			
Adams, Er	A	94	4	4	Y	Y			
	Display	Average	GPA	UGPA	Pass	Calc			

# Understanding the Report Card Action Menu ⋮

RenWeb ① incorporates an **Action menu** in the top right corner of several **Classroom** screens. Action menu options change depending on the information displayed. For instance, in the Report Card area, when viewing **Grades** for a **Term**, the action menu will display options to **Clear** or **Load Grades**, but if viewing **Grades** for a **Semester Grade** or **Final Grade**, the action menu allows you to **Calculate grades**. To help you understand the Action menu, here are examples of the options you will find in Report Cards:

The following table summarizes the action menu options for each category shown in the screenshots:

Category	Action Menu Options
Grades - Q1	Clear, Load grades
Grades - Sem 1 Grade	Calculate grades
Comments - Q1	Clear
Citizenship - Q1	Clear
Attendance - Q1	Clear, Load attendance
Progress Report - Q1	Load grades
Skill Sets - Q1	Fill Grades
Standard Based Grading - Q1	Fill Grades

# Report Card Grades

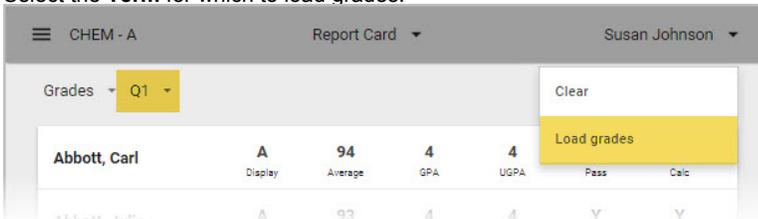
## Overview

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.

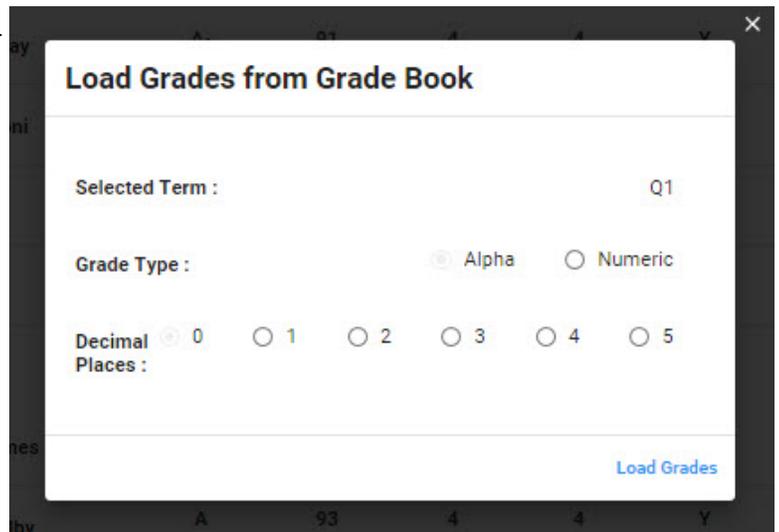
- Grades can be recorded in the report card by typing them directly or loading them from the gradebook.
- Administration policy and Course Level configuration determine the grades that should be entered.

## Loading from Gradebook

- From RenWeb ①, click  (Menu).
- Click **My Classroom**.  
The **Classroom** screen displays.
- Select a class.  
The **Attendance** screen displays.
- From the **Classroom** menu, click **Report Card**.  
The **Report Card** screen displays.
- Select the **Term** for which to load grades.

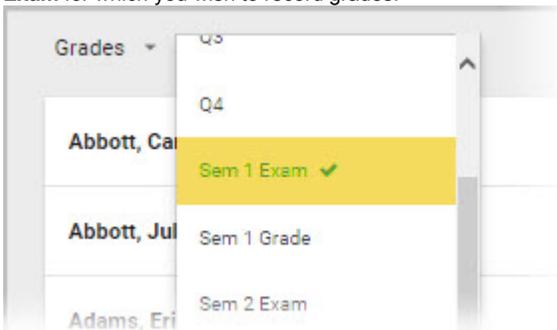


- From the **Action** menu, click **Load grades**.  
The **Load Grades from Grade Book** screen displays.
- Select the **Grade Type** to **Display**, either **Alpha** or **Numeric**.  
Numeric grades will be loaded to the student's report card **Average** for the term whether Alpha or Numeric grades are loaded to the **Display** field.
- Select the number of **Decimal Places** to display. (This is usually 0.)
- Click **Load Grades**.  
OR  
Click Exit (X) in the top right corner of the window to exit without loading grades.
- Click  (**Save**).



## Recording Term and Exam Grades

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



- Select the **Display - No Grades** field for the first student you wish to enter a grade, and type either the alpha or numeric grade.

- a. 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.
- b. Numeric grades typed in the **Display** field are automatically added to the **Average** field.

Grades		Sem 1 Exam		
Abbott, Carl	No grades Display	No avg Average	N Pass	N Calc
Abbott, Julie	No grades Display	No avg Average	N Pass	N Calc
Arciniega, Airen				
Atwood, Cale	No grades Display	No avg Average	N Pass	N Calc

- 3. Computer users can press the **Tab** key to move between students in the class to continue adding **Display** grades.
  - a. 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**).

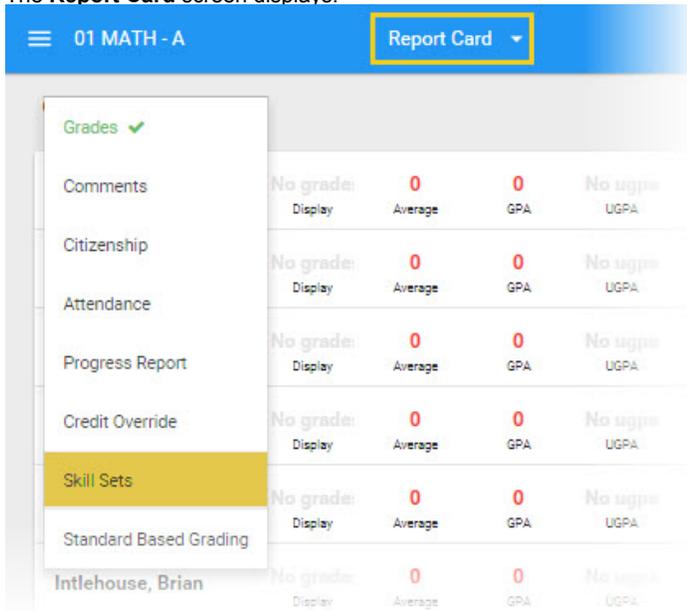
# Skill Sets

## Overview

- School administration determines the skill sets for each course.
- There are two methods for recording skill set grades:
  - By Class: Use this method to enter grades for a single skill for all your students.
  - By Student: Use this method when you want to enter grades for all skill sets for a single student.
- Use the **Fill Grades** option to fill the most common grade in all empty skill set grade fields.
  - Teachers may either fill the most common skill set grade first and then change the grades which are the exceptions, or enter the exceptions first, then use **Fill Grades** to populate all empty grade fields.
- Assign skill grades for a single student and copy to all students in the class.

## Recording Skill Grades by Class

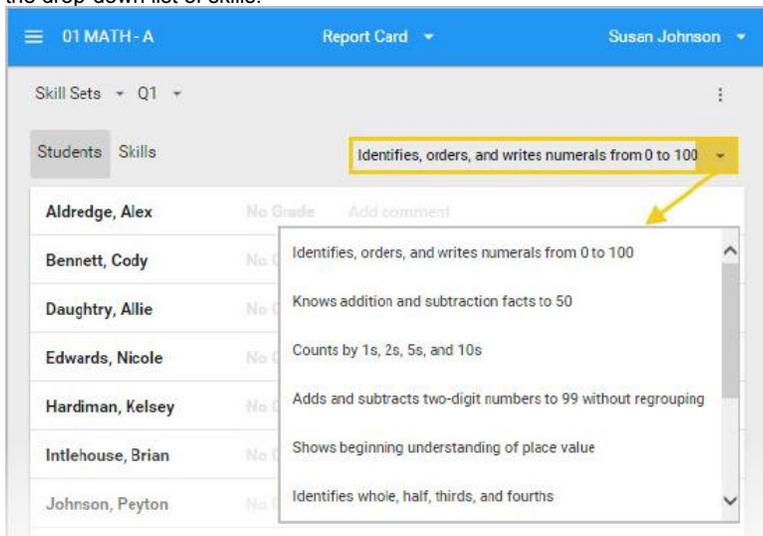
1. From RenWeb ①, click  (Menu).
2. Click **My Classroom**.  
The **Classroom** screen displays.
3. Select a class.  
The **Attendance** screen displays.
4. From the **Classroom** menu, click **Report Card**.  
The **Report Card** screen displays.



The screenshot shows the 'Report Card' interface for '01 MATH - A'. The top navigation bar is blue with a menu icon on the left and a 'Report Card' dropdown menu on the right. Below the navigation bar, there is a sidebar menu with the following items: 'Grades' (with a green checkmark), 'Comments', 'Citizenship', 'Attendance', 'Progress Report', 'Credit Override', 'Skill Sets' (highlighted in yellow), and 'Standard Based Grading'. The main content area displays a table with the following structure:

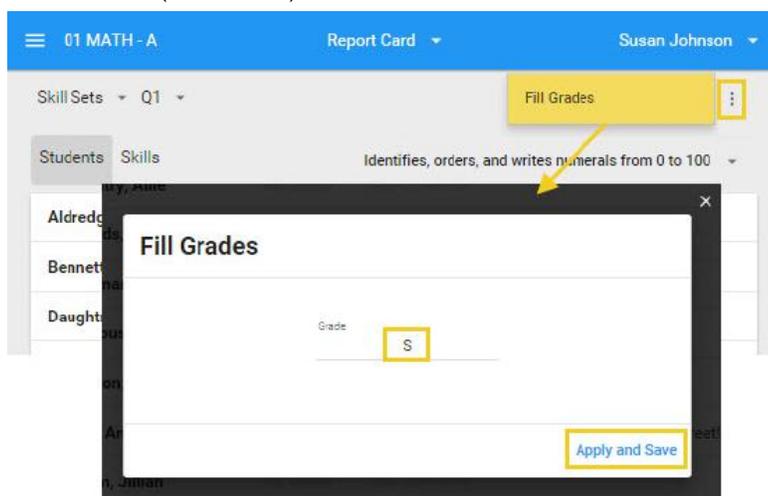
Display	Average	GPA	UGPA
No grade:	0	0	No ugpa
No grade:	0	0	No ugpa
No grade:	0	0	No ugpa
No grade:	0	0	No ugpa
No grade:	0	0	No ugpa
No grade:	0	0	No ugpa

5. From the **Report Card** menu, click **Skill Sets**.  
The **Report Card - Skills by Class** screen displays, with the first defined skill listed. To view a list of all defined skills, select the skill to view the drop-down list of skills.



6. To use **Fill Grades** to first add the most common skill grade:

- a. Click (Action menu) and select **Fill Grades**.



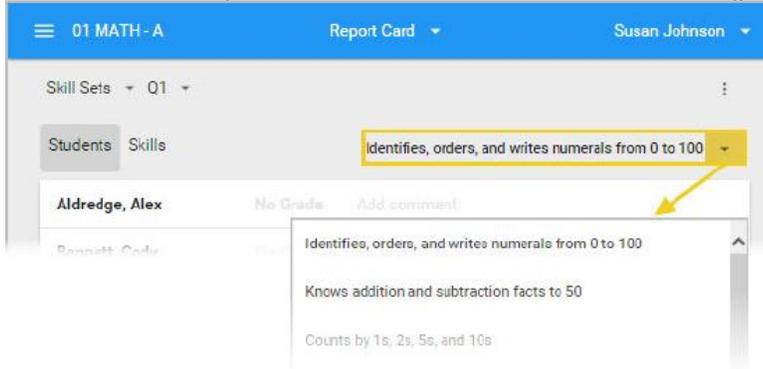
- b. Select the **Grade** field and type the grade you wish to fill for all students.
- c. Click **Apply and Save**.  
All students are assigned that skill set grade.
- d. If necessary, select the student grade you wish to modify and type the student's correct grade.
- e. Repeat for other students, if necessary.
- f. Select the **Add comment** field and type student comments as needed.

**OR**

7. To add the grades which are the exceptions first (not the most common grade):
  - a. Select the **No Grade** field for a student and type a grade.
  - b. Repeat for all students as needed.
  - c. Click (Action menu) and select **Fill Grades**.
  - d. Select the **Grade** field and type the grade you wish to populate the remaining empty grade fields.
  - e. Click **Apply and Save**.  
All students with no previously assigned grades receive the skill set grade.
  - f. Select the **Add comment** field and type student comments as needed.

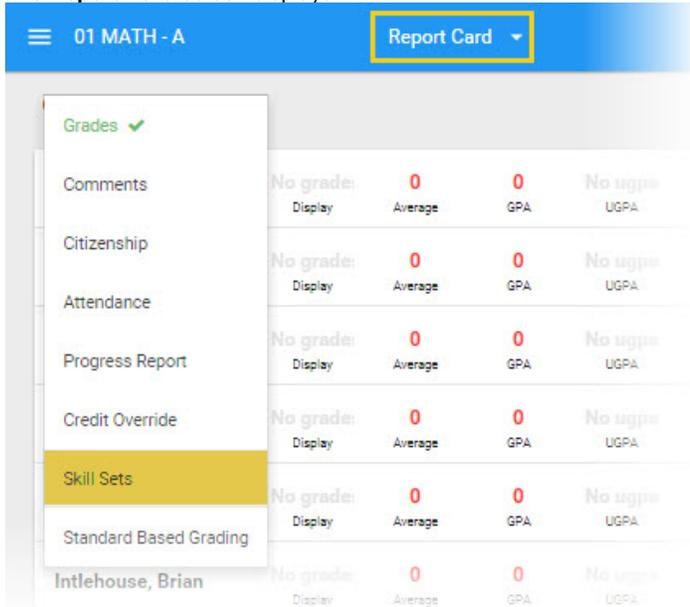
8. Click (**Save**).

- Select the Skill Set drop-down list to select another skill for which to record grades and repeat the process.

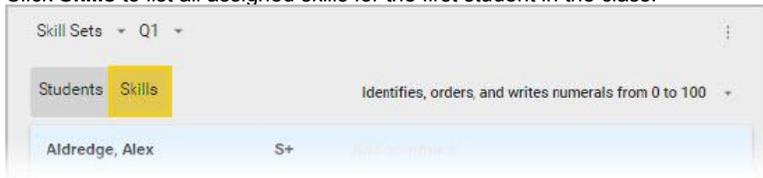


## Recording Skill Grades by Student

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



- From the **Report Card** menu, click **Skill Sets**.  
The **Report Card - Skills by Class** screen displays.
- Click **Skills** to list all assigned skills for the first student in the class.



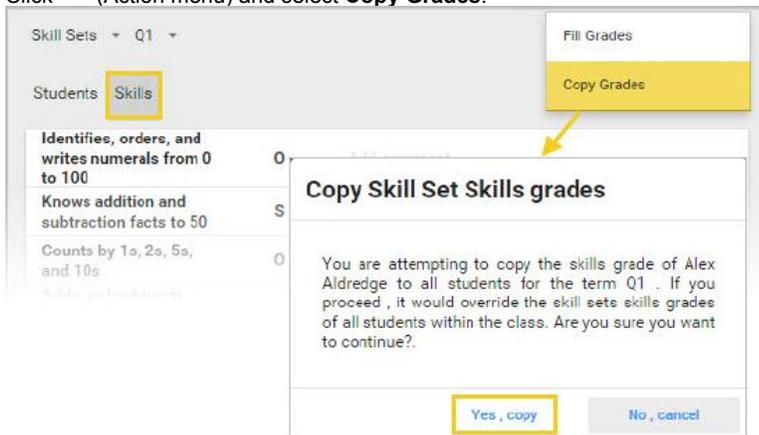
- To use **Fill Grades** to first add the most common grade first for all skills:
  - Click  (Action menu) and select **Fill Grades**.
  - Select the **Grade** field and type the grade you wish to fill for all skills.
  - Click **Apply and Save**.  
The grade is assigned for all skills.
  - If necessary, select the skill grade you wish to modify and type the student's correct grade.
  - Select the **Add comment** field and type student comments as needed.

OR

8. To add the grades which are the exceptions first (not the most common grade):
  - a. Select the **No Grade** field for a skill and type a grade.
  - b. Repeat for all skills as needed.
  - c. Click  (Action menu) and select **Fill Grades**.
  - d. Select the **Grade** field and type the grade you wish to populate the remaining empty grade fields.
  - e. Click **Apply and Save**.  
All skills with no previously assigned grades receive the skill set grade.
  - f. Select the **Add comment** field and type student comments as needed.
9. Click  (Save).

## Copying Skill Grades to All Students

1. From RenWeb <sup>①</sup>, 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**.  
The **Report Card** screen displays.
5. From the **Report Card** menu, click **Skill Sets**.  
The **Report Card - Skills by Class** screen displays.
6. Click **Skills** to list all assigned skills for the first student in the class.
7. Use **Fill Grades** to populate all skill grades, or type the skill grades in the **No Grade** fields for all skills.
8. Click  (Action menu) and select **Copy Grades**.



9. Click **Yes, copy** to copy all skill grades for the selected student to all other students in the class.



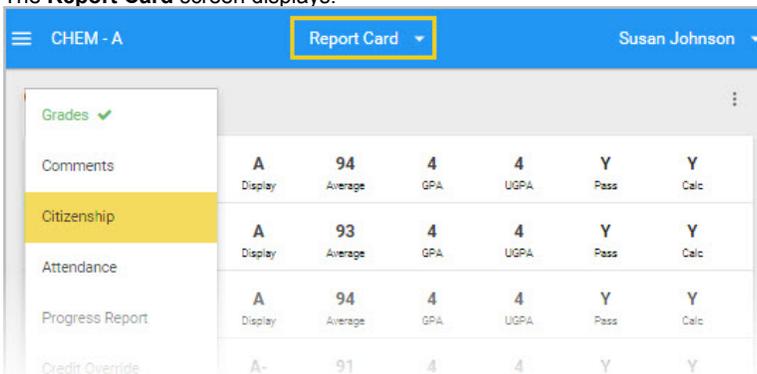
**Notes:**

When copying Skills grades, all grades are saved automatically.  
Comments are not copied.

# Citizenship Grades

## Recording Citizenship Grades

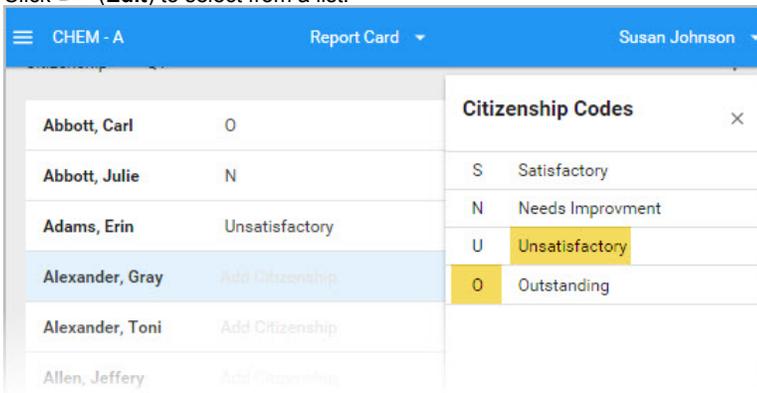
1. From RenWeb ①, click  (Menu).
2. Click **My Classroom**.  
The **Classroom** screen displays.
3. Select a class.  
The **Attendance** screen displays.
4. From the **Classroom** menu, click **Report Card**.  
The **Report Card** screen displays.



5. Confirm the correct **Term** is selected.
6. From the Report Card menu, click **Citizenship**.
7. Select the **Add Citizenship** field for a student and type the citizenship grade.

**OR**

Click  (**Edit**) to select from a list.



8. Select the code or description from the **Citizenship Codes** list and click  to return to the student list.
9. Repeat for all students and click  (**Save**).
10. To remove Citizenship Grades for all students in the class, click  (Action menu) and select **Clear Grades**.
11. Confirm you wish to clear Citizenship Grades by clicking **Yes, clear**.

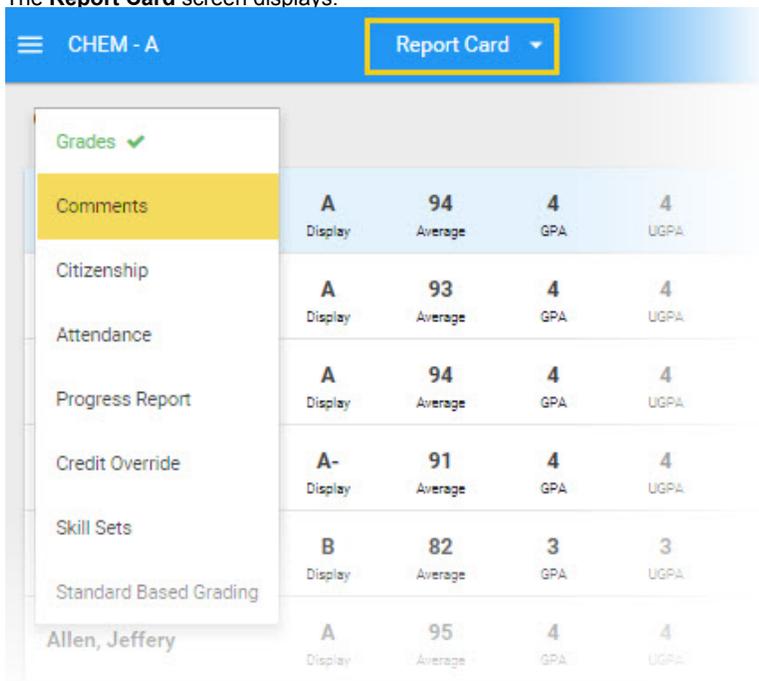
# Comments and Comment Codes

## Overview

- The design of your school's report card templates determine the allowable length for comments.
- Comment codes, if configured, are created by school administration.
- Class Comments and Student Comments are recorded on the same screen.

## Recording Class Comments

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**.  
The **Report Card** screen displays.



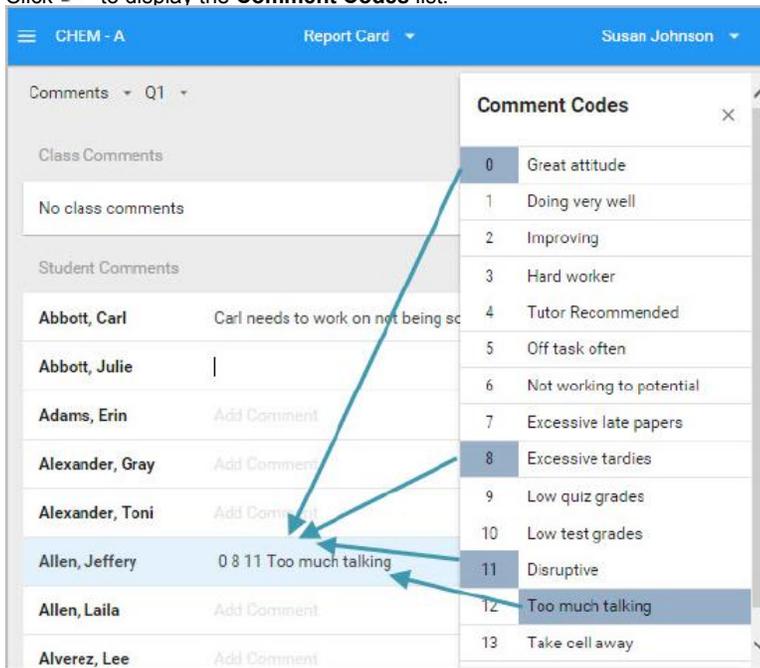
Grades ✓	A	94	4	4
Comments	Display	Average	GPA	UGPA
Citizenship	A	93	4	4
Attendance	Display	Average	GPA	UGPA
Progress Report	A	94	4	4
Credit Override	Display	Average	GPA	UGPA
Skill Sets	A-	91	4	4
Standard Based Grading	Display	Average	GPA	UGPA
Allen, Jeffery	B	82	3	3
	Display	Average	GPA	UGPA
	A	95	4	4
	Display	Average	GPA	UGPA

5. Confirm the correct **Term** is selected.
6. From the Report Card menu, click **Comments**.
7. Click the **Class Comments** field.  
The Class Comments screen displays.
8. Type the comments you wish to appear for all students in the class.
9. Click **Save**.

## Recording Student Comments

1. From the **Report Card Comments** screen, confirm the correct **Term** is selected.
2. Click **Add Comment** for a student.
3. Type the comment as needed.  
OR

Click  to display the **Comment Codes** list.



The screenshot shows a report card interface for 'CHEM - A' by 'Susan Johnson'. A 'Comment Codes' list is open on the right side. The list contains the following items:

Code	Description
0	Great attitude
1	Doing very well
2	Improving
3	Hard worker
4	Tutor Recommended
5	Off task often
6	Not working to potential
7	Excessive late papers
8	Excessive tardies
9	Low quiz grades
10	Low test grades
11	Disruptive
12	Too much talking
13	Take cell away

The student 'Allen, Jeffery' has a comment that reads '0 8 11 Too much talking'. Arrows in the image indicate that the codes 0, 8, and 11 from the 'Comment Codes' list are being selected and applied to the student's comment.

4. Select the numeric code(s) or the description(s) for the student. Multiple comments or comment codes may be selected. (Selecting the same code or comment will remove it from the student.)
5. Click  to close the Comment Codes list.
6. Repeat for all students, if needed.
7. Click  (**Save**).

# Semester and Final Grades

The Report Card screen allows you to calculate semester or final grades from term and exam grades (if applicable) according to their proper weights.

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**.  
The **Report Card** screen displays.

Grades	Q1	Calculate grades			
Abbott,	94 Average	4 GPA	4 UGPA	Y Pass	Y Calc
Abbott,	93 Average	4 GPA	4 UGPA	Y Pass	Y Calc
Adams,	94 Average	4 GPA	4 UGPA	Y Pass	Y Calc
Alexand	91 Average	4 GPA	4 UGPA	Y Pass	Y Calc
Alexand	82 Average	3 GPA	3 UGPA	Y Pass	Y Calc
Allen, Jeffery	A Average	95 GPA	4 UGPA	Y Pass	Y Calc

5. Select the **Semester** or **Final Grade** in the **Term** drop-down list.

6. Click  (Action menu) and select **Calculate grades**. The **Calculate Grades** screen displays.

**Calculate Grades - semester 1**

CALCULATE    CONFIGURE

	term 1	term 2	Exam 1	Year
Semester 1	40	40	20	0
	term 3	term 4	Exam 2	
Semester 2	40	40	20	0

Grade Type :     Alpha     Numeric

Unenrolled :     Include     Exclude

Missing grade action :     Skip Calculation     Perform calculation

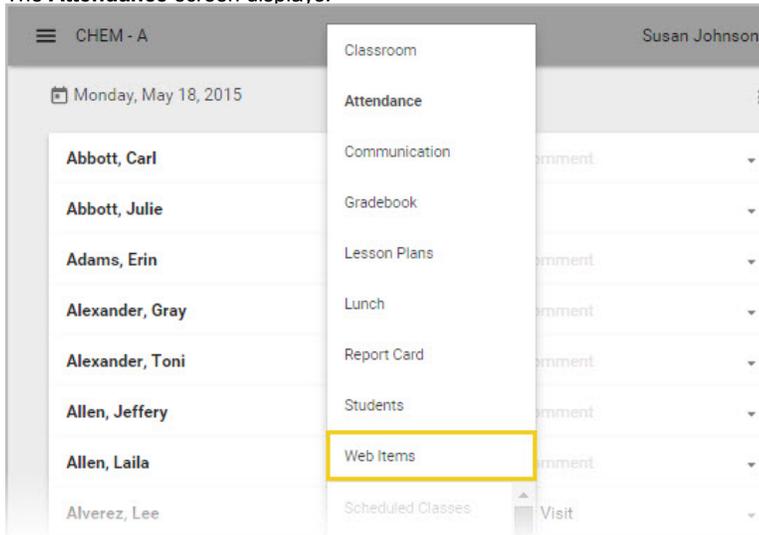
Calculate Grades

7. Verify that the formula for calculating Semester or Final Grades is accurate for your class.
  - a. To modify the Report Card Formula, click **Configure**. (Security settings may prevent you from changing the formula.)
  - b. Edit the formula as needed and click **Save Configuration**.
  - c. Click **Calculate** to return to the **Calculate Grades** screen.
8. Select which **Grade Type** you wish to appear in the **Display** field, either **Alpha** or **Numeric**. A numeric grade is calculated for the **Average** field regardless of which option is selected.
9. Select to **Include** or **Exclude** unenrolled students.
10. Select whether to **Skip Calculation** or to **Perform Calculation** if a student is missing one of the grades used in the calculation. For instance, if a student has an excused absence for the semester exam and you do not want their semester grade to calculate until an exam grade has been recorded, select **Skip Calculation**.
11. Click **Calculate Grades**. A message displays confirming grades have been calculated, and the Semester or Final Grades display.
12. Click  (**Save**).

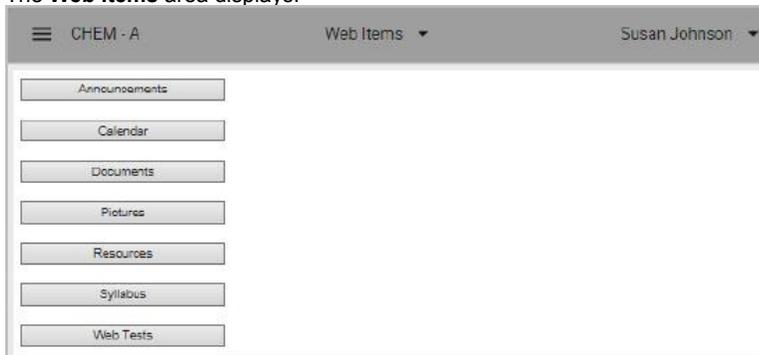
# Announcements

## Creating Announcements

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 **Web Items**.  
The **Web Items** area displays.



5. Click **Announcements**.
6. Select a **Begin** date and **End** date to determine when the announcement will display to parents and students.
7. Select an **Icon** to display with the announcement.
8. Select **Global** to make the announcement viewable by all classes you teach.
9. Type a **Title** for the announcement.

10. Type the desired announcement information in the **Message** field.

CHEM - A Web Items Susan Johnson

**Class Announcements**

Begin	End	Global?	Title
08/24/2015	09/11/2015	<input checked="" type="checkbox"/>	Welcome back to school for the 2015-2016 School Year!

Return To Menu

Icon: A\_plus.gif

Global:

Title: Welcome back to school for the 2015-2016 School Year!

Message: I hope you've had a relaxing and fun summer! I am excited that you are in my class this year, and I'm looking forward to getting to know you and your family!

Save Delete New

11. Click **Save**.  
The announcement displays in the list.

## Editing or Deleting Announcements

1. From the **Web Items Announcements** screen, click **Edit** for the announcement you wish to modify.

CHEM - A Web Items Susan Johnson

**Class Announcements**

Begin	End	Global?	Title
08/24	09/14	<input type="checkbox"/>	Welcome back to school for the 2015-2016 School Year!

Return To Menu

Icon: A\_plus.gif

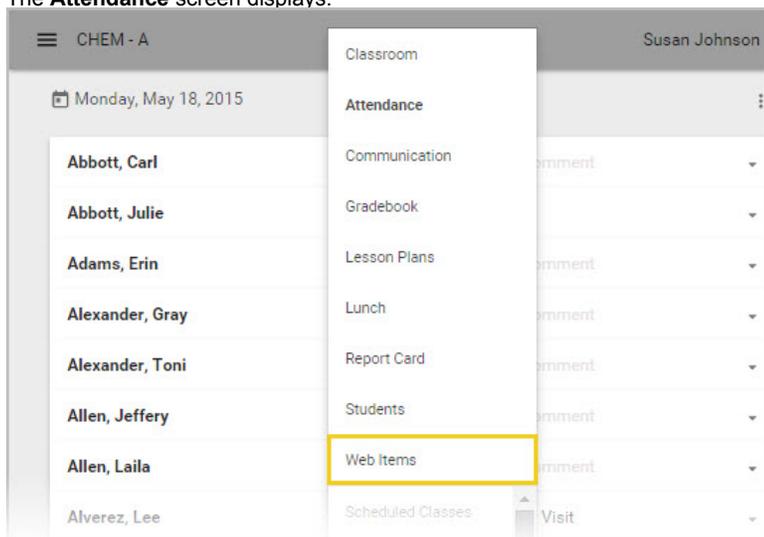
Global:

2. Edit the announcement as necessary.
3. Click **Save**.  
OR  
Click **Delete** to remove the announcement.

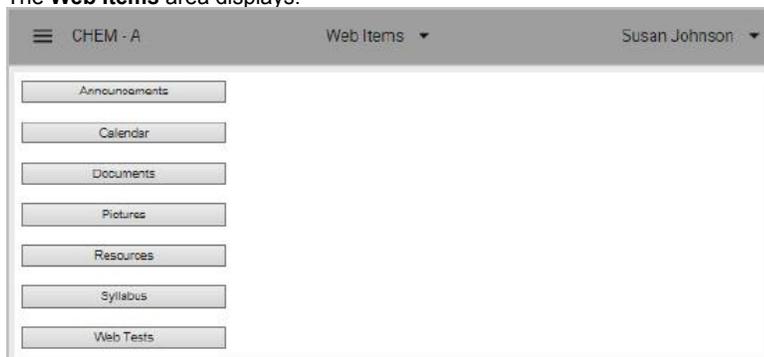
# Calendar Events

## Creating Announcements

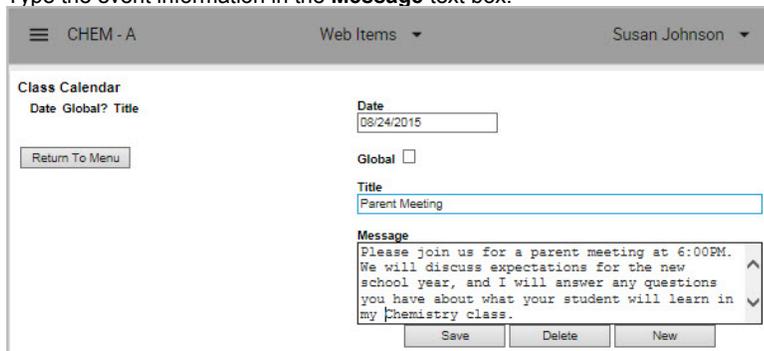
1. From RenWeb ①, click ☰ (Menu).
2. Click **My Classroom**.  
The **My Classroom** screen displays.
3. Select a class.  
The **Attendance** screen displays.



4. From the **Classroom** menu, click **Web Items**.  
The **Web Items** area displays.



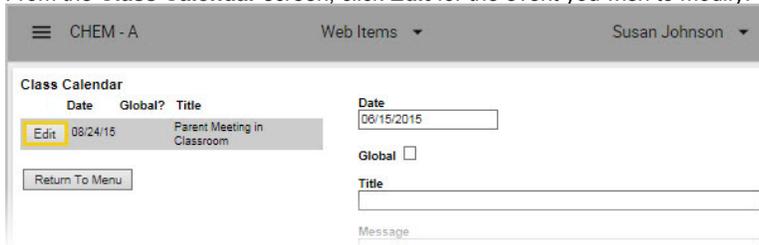
5. Click **Calendar**.  
The **Class Calendar** screen displays.
6. Select the **Date**.
7. Select the **Global** option to make the event viewable by all classes you teach.
8. Type a **Title** for the event.
9. Type the event information in the **Message** text box.



10. Click **Save**.  
The Calendar Event appears in the calendar list on the left of the **Class Calendar** screen.

## Editing/Deleting Calendar Events

1. From the **Class Calendar** screen, click **Edit** for the event you wish to modify.



The screenshot shows the 'Class Calendar' interface. At the top, there is a navigation bar with 'CHEM - A', 'Web Items', and 'Susan Johnson'. Below this, the 'Class Calendar' section contains a table with columns for 'Date', 'Global?', and 'Title'. A single event is listed with the date '08/24/15' and the title 'Parent Meeting in Classroom'. An 'Edit' button is highlighted in yellow next to the event. To the right of the table, there are input fields for 'Date' (pre-filled with '08/15/2015'), 'Global' (checkbox), 'Title' (text box), and 'Message' (text area). A 'Return To Menu' button is located below the table.

2. Edit the calendar event as necessary.
3. Click **Save**.  
OR  
Click **Delete** to remove the event.

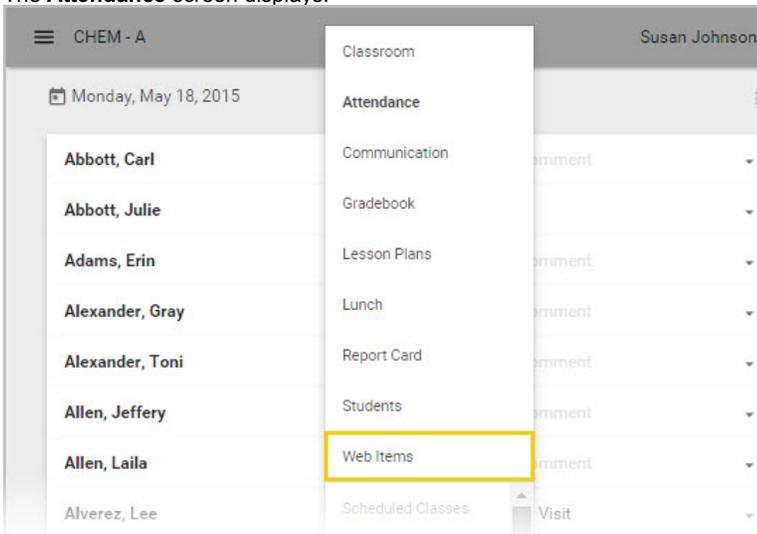
# Documents

## Overview

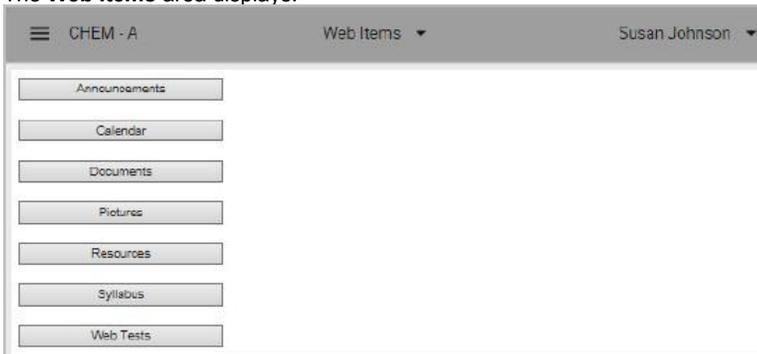
It is possible to upload documents to attach to lesson plans and as general resources for parents and students. While you may upload any file type, PDF is a standard format that does not require the purchase of additional software.

## Adding Documents

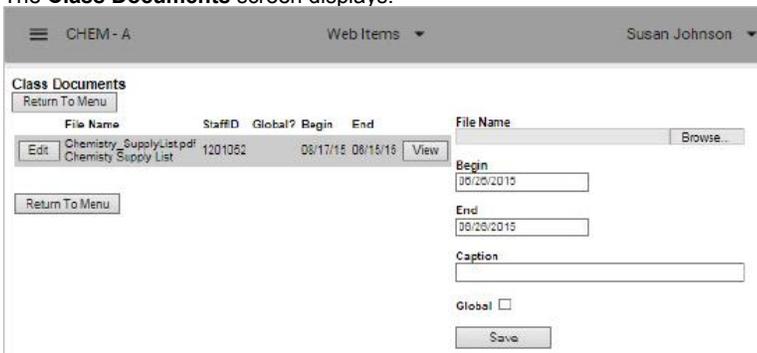
1. From RenWeb ①, click ☰ (Menu).
2. Click **My Classroom**.  
The **My Classroom** screen displays.
3. Select a class.  
The **Attendance** screen displays.



4. From the **Classroom** menu, click **Web Items**.  
The **Web Items** area displays.



5. Click **Documents**.  
The **Class Documents** screen displays.



6. Click **Browse**.
7. Select a file to upload and click **Open**.
8. Select the **Begin Date** and **End Date** to determine when the document will display to parents and students.
9. Type a **Caption** (a short description which will display in ParentsWeb).
10. Select the **Global** option to make the document available to all of your classes.
11. Click **Save**.  
The document displays in the Class Documents list.
12. Click **View** to display or download the document.

## Editing or Deleting Documents

1. From the **Class Documents** screen, click **Edit** for the item you wish to modify or delete.

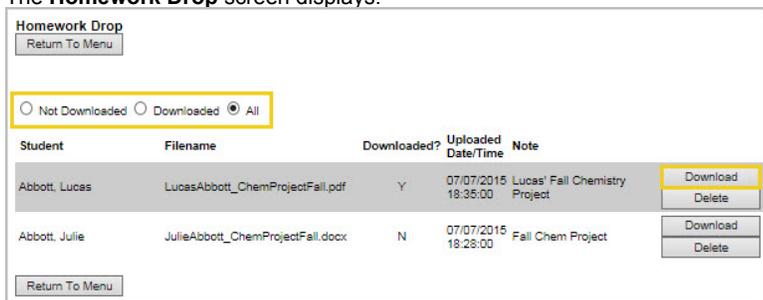
The screenshot shows the 'Class Documents' interface. At the top, there is a navigation bar with 'CHEM - A', 'Web Items', and 'Susan Johnson'. Below this is a 'Class Documents' section with a 'Return To Menu' button. A table lists documents with columns: File Name, StaffID, Global?, Begin, End, and File Name. One document is listed: 'Chemistry\_SupplyList.pdf' with StaffID 1201052, Global? checked, Begin 08/17/15, and End 08/18/15. An 'Edit' button is next to the document name. To the right of the table is an edit form with fields for File Name (Chemistry\_SupplyList.pdf), Begin (08/17/2015), End (08/18/2015), Caption (Chemistry Supply List), and Global (unchecked). At the bottom are 'Save', 'Delete', and 'New' buttons.

2. Edit the document information as necessary.
3. Click **Save**.  
OR  
Click **Delete** to remove the document.

# Homework Drop

Homework Drop allows students to upload homework assignments that may be downloaded by the teacher.

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 **Web Items**.  
The **Web Items** screen displays.
5. Click **Homework Drop**.  
The **Homework Drop** screen displays.



The screenshot shows the 'Homework Drop' interface. At the top, there is a 'Return To Menu' button. Below it, there are three radio buttons for filtering: 'Not Downloaded', 'Downloaded', and 'All'. The 'All' option is selected. Below the filters is a table with the following columns: Student, Filename, Downloaded?, Uploaded Date/Time, Note, and two action buttons (Download and Delete). The table contains two rows of data.

Student	Filename	Downloaded?	Uploaded Date/Time	Note	Download	Delete
Abbott, Lucas	LucasAbbott_ChemProjectFall.pdf	Y	07/07/2015 18:35:00	Lucas' Fall Chemistry Project	Download	Delete
Abbott, Julie	JulieAbbott_ChemProjectFall.docx	N	07/07/2015 18:28:00	Fall Chem Project	Download	Delete

At the bottom of the interface, there is another 'Return To Menu' button.

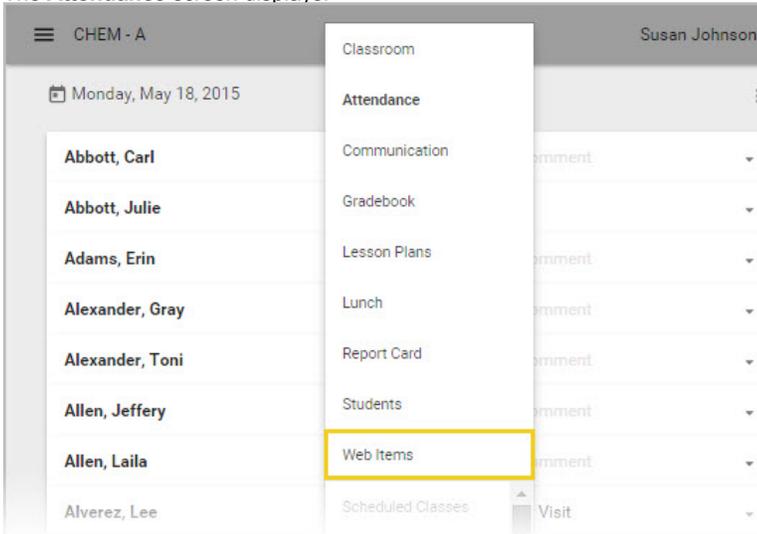
6. Select an option to view student documents:
  - a. **Not Downloaded**
  - b. **Downloaded**
  - c. **All**
7. Click **Download** for the file you wish to save to your computer.
8. Click **Save**.  
The document is saved to your Downloads folder.

# Pictures

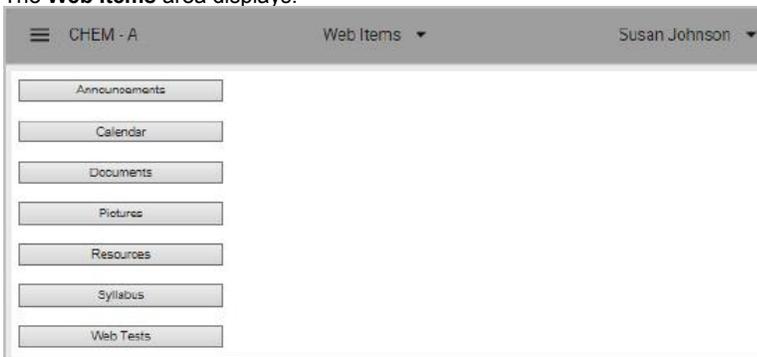
Be sure to follow all school and district policies concerning the publication of photographs on the Internet.

## Uploading Pictures

1. From RenWeb ①, click  (Menu).
2. Click **My Classroom**.  
The **My Classroom** screen displays.
3. Select a class.  
The **Attendance** screen displays.



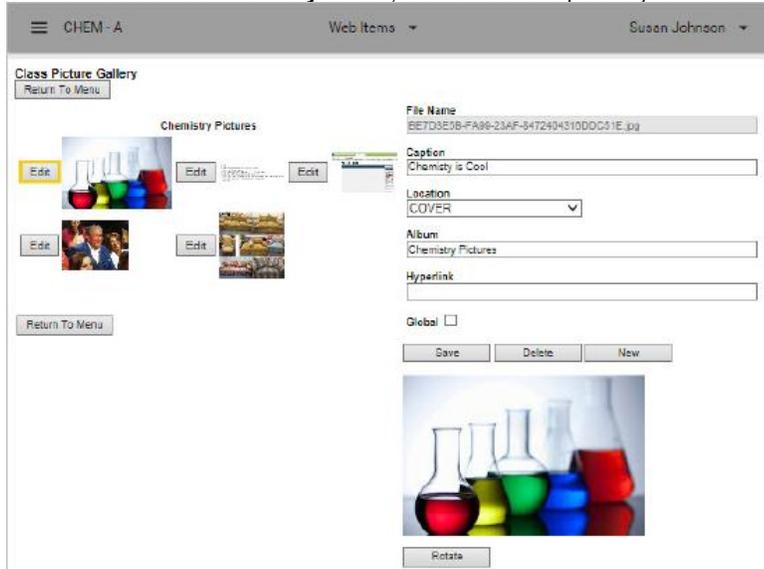
4. From the **Classroom** menu, click **Web Items**.  
The **Web Items** area displays.



5. Click **Pictures**.  
The **Class Picture Gallery** displays
6. Click **Browse**.
7. Select the picture to upload and click **Open**.
  - Very large files may be reduced in size using photo-editing software.
  - Pictures will be resized to 400 x 400 pictures if they exceed those dimensions.
8. Type a **Caption**.
9. Select the **Location**.
  - **Cover** – The image will display on the front page of the classroom website.
  - **Gallery** – The image will display in the grouping selected.
10. Type a new **Album**, or select from the drop-down list.
11. Type a **Hyperlink** for the picture, if desired.
12. Select the **Global** option to display the picture to all of your classes.
13. Click **Save**.

# Editing or Deleting Pictures

1. From the **Class Picture Gallery** screen, click **Edit** for the picture you wish to edit or delete.



2. Edit the picture information as needed and click **Save**.  
OR  
Click **Delete** to remove the picture from the album.

# Portfolio

## Uploading to the Portfolio

The student Portfolio allows you to store examples of student work and other files, as determined by school administration.

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 **Web Items**.  
The **Web Items** menu displays.
5. Click **Portfolio**.  
The **Student Portfolio** screen displays.

Student	Filename	Date	Note	
Abbott, Julie	<a href="#">DST.jpg</a>	07/07/2015		Delete
Abbott, Julie	<a href="#">JulieAbbott_ChemProjectFall.pdf</a>	07/07/2015	Julie's incredible Fall Chemistry Project	Delete
Abbott, Julie	<a href="#">JulieAbbott_ChemProjectSpring.pdf</a>	07/07/2015	Spring Chemistry Project	Delete

6. Select the student name in the **Student List**.
7. Click **Browse**.
8. Select the file to upload and click **Open**.
9. Type a **Note** to describe the document, if desired.
10. Click **Upload Document**.  
A confirmation message appears at the top of the screen and the document information appear in the portfolio list.

File uploaded...

**Student Portfolio**  
Return To Menu

Abbott, Julie

11. Click **Return to Menu** to return to the **Web Items** screen.

## Downloading from the Portfolio

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 **Web Items**.  
The **Web Items** menu displays.
5. Click **Portfolio**.  
The **Student Portfolio** screen displays.
6. Select the student name in the **Student List**.

7. Click the **Filename** for the document you wish to download.

Student	Filename	Date	Note	
Abbott, Julie	<a href="#">DST.jpg</a>	07/07/2015		Delete
Abbott, Julie	<a href="#">JulieAbbott_ChemProjectFall.pdf</a>	07/07/2015	Julie's incredible Fall Chemistry Project	Delete
Abbott, Julie	<a href="#">JulieAbbott_ChemProjectSpring.pdf</a>	07/07/2015	Spring Chemistry Project	Delete

Return To Menu

8. Click **Save**.  
Depending on which Internet browser you are using, options will vary for how to access the file.

## Deleting a Portfolio Document

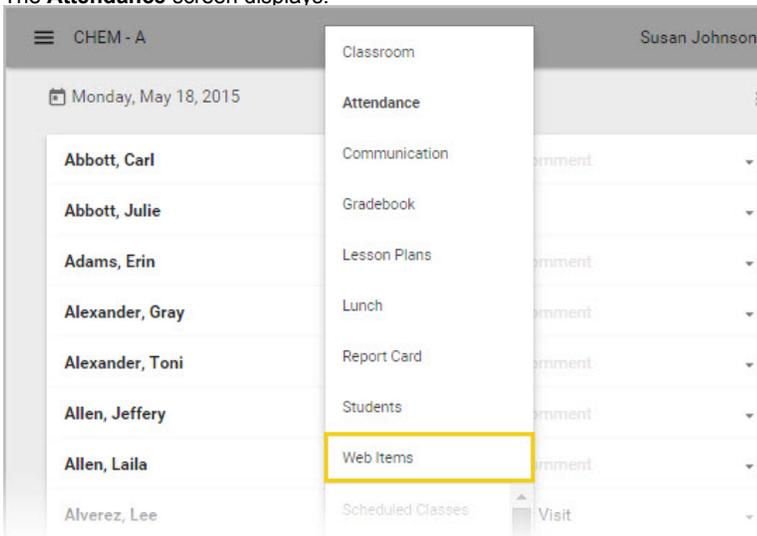
1. From RenWeb ①, click  (Menu).
2. Click **My Classroom**.  
The **Classroom** screen displays.
3. Select a class.  
The **Attendance** screen displays.
4. From the **Classroom** menu, click **Web Items**.  
The **Web Items** menu displays.
5. Click **Portfolio**.  
The **Student Portfolio** screen displays.
6. Click **Delete** next to the item you wish to remove.
7. Click **Yes** to confirm you are sure you want to delete the file.  
The item is deleted from the student's Portfolio.
8. Click **Return to Menu** to return to the **Web Items** screen.

# Resources

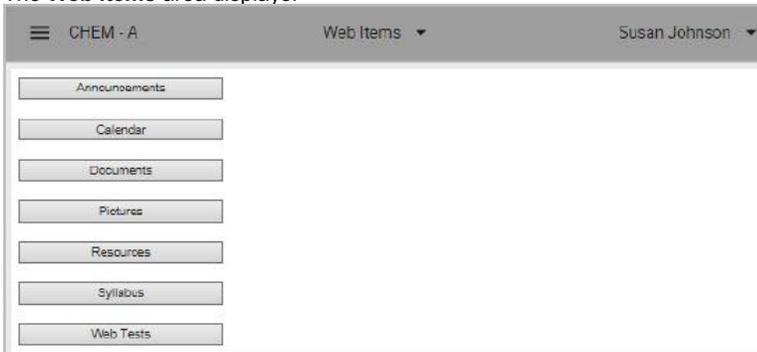
Resources allows you to provide links to websites that may be useful to students and parents. Be sure to follow all district and campus guidelines about linking to non-district sites.

## Adding a Resource

1. From RenWeb ①, click ☰ (Menu).
2. Click **My Classroom**.  
The **My Classroom** screen displays.
3. Select a class.  
The **Attendance** screen displays.



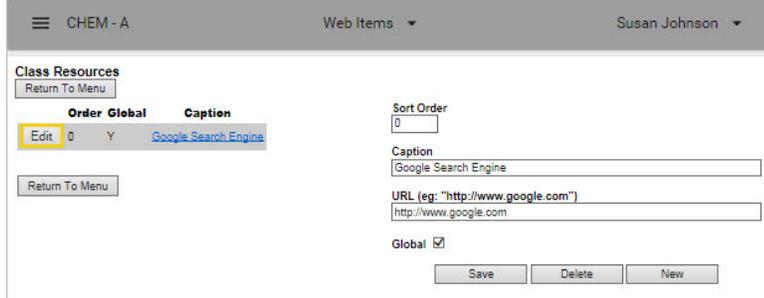
4. From the **Classroom** menu, click **Web Items**.  
The **Web Items** area displays.



5. Click **Resources**.  
The **Class Resources** screen displays.
6. Type a **Sort Order**, if desired. Websites sort alphabetically within each order number (Sort Order 0, A-Z displays before Sort order 1, A-Z).
7. Type a **Caption**. (The website name or a short description of the website.)
8. Type the **URL**, including *http://*. For example: "*http://www.renweb.com*".
9. Select the **Global** option to make the resource available to all the classes you teach.
10. Click **Save**.
11. Click the **Caption** in the resource list to test the saved URL. For example, users would click **Google Search Engine** in the screen shot below.

# Editing or Deleting Resources

1. From the **Class Resources** screen, click **Edit** for the resource you wish to modify.



The screenshot shows a web interface for managing class resources. At the top, there is a header with a menu icon, the text 'CHEM - A', 'Web Items', and a user name 'Susan Johnson'. Below the header, the main content area is titled 'Class Resources' and contains a 'Return To Menu' button. A table lists resources with columns for 'Order', 'Global', and 'Caption'. The first row shows '0', 'Y', and 'Google Search Engine'. An 'Edit' button is highlighted in yellow next to the '0'. Below the table is another 'Return To Menu' button. To the right of the table is a form for editing the selected resource. It includes a 'Sort Order' field with the value '0', a 'Caption' field with the value 'Google Search Engine', a 'URL (eg: "http://www.google.com")' field with the value 'http://www.google.com', and a 'Global' checkbox which is checked. At the bottom of the form are three buttons: 'Save', 'Delete', and 'New'.

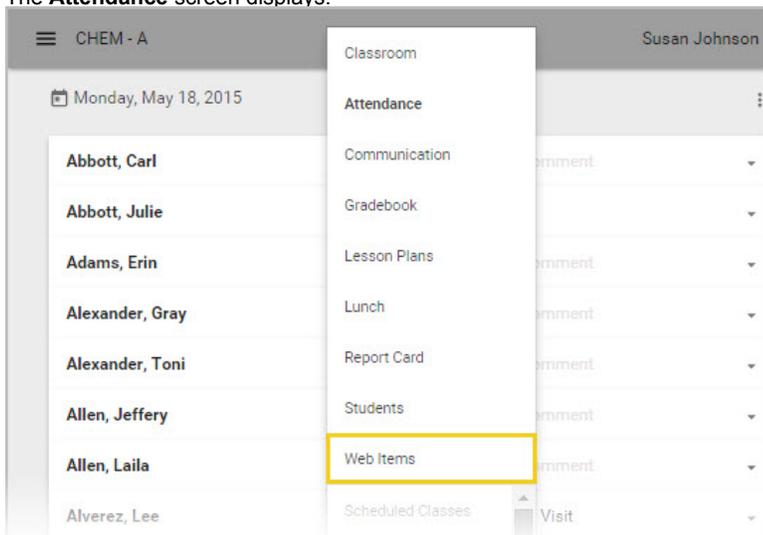
2. Edit the resource information as necessary.
3. Click **Save**.  
OR  
Click **Delete** to remove the resource.

# Syllabus

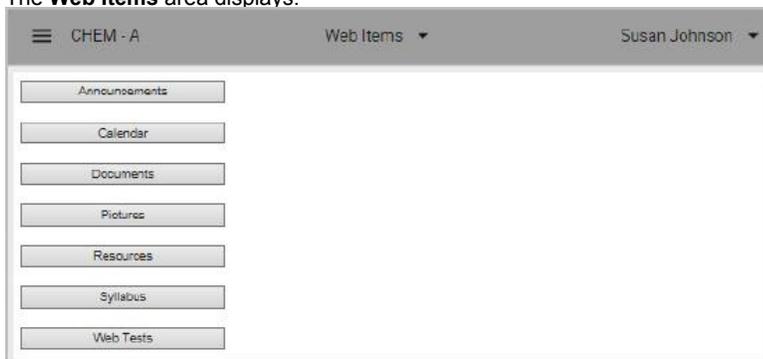
Syllabus may be used to document a course outline or classroom policies.

## Adding a Class Syllabus

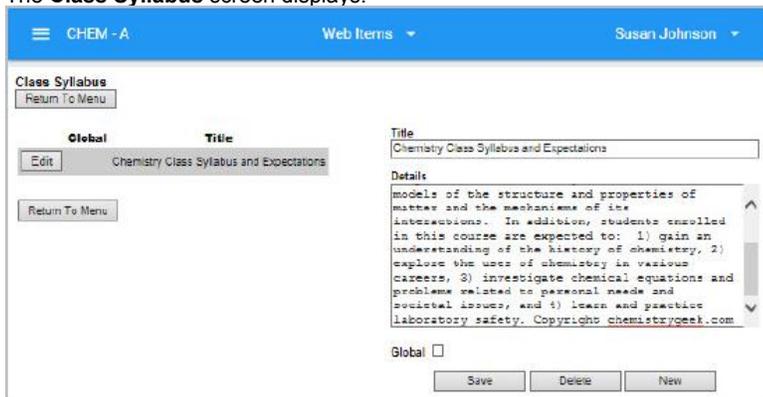
1. From RenWeb ①, click  (Menu).
2. Click **My Classroom**.  
The **My Classroom** screen displays.
3. Select a class.  
The **Attendance** screen displays.



4. From the **Classroom** menu, click **Web Items**.  
The **Web Items** area displays.



5. Click **Syllabus**.  
The **Class Syllabus** screen displays.



6. Type a **Title**.
7. Type or paste text in the **Details** text box.

8. Select the **Global** option to make the item available to all of your classes.
9. Click **Save**.

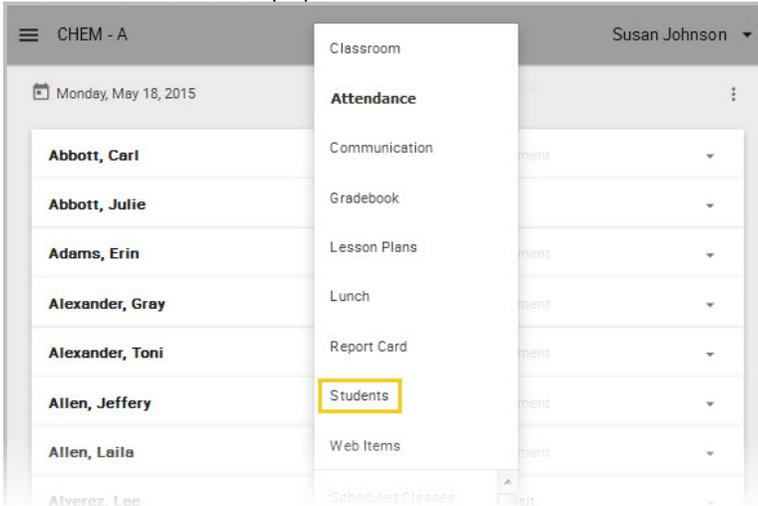
## Editing or Deleting a Class Syllabus

1. From the **Class Syllabus** screen, click **Edit** to modify the syllabus as necessary and click **Save**.  
OR
2. Click **Edit** to display the syllabus information, then click **Delete** below the syllabus you wish to remove.

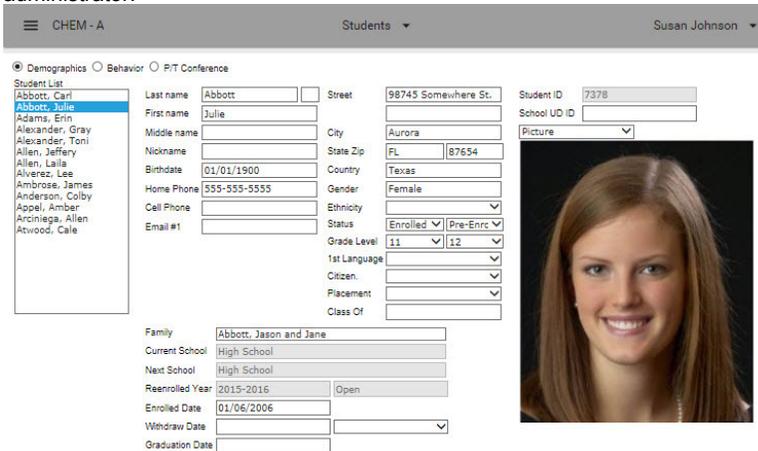
# Demographics

The Students screen allows you to view student, parent, and contact information.

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 **Students**.  
The **Students** area displays a list of students in the selected class, with the **Demographics** option selected.
5. Select a student.  
The **Student Information** screen displays student, parent, and contact information. The information can only be changed by an administrator.

A screenshot of the 'Students' screen in RenWeb. At the top, it says 'CHEM - A' and 'Students'. Below that is a list of student names. The 'Demographics' tab is selected. The form displays information for a student named Julie Abbott. The form includes fields for Last name, First name, Middle name, Nickname, Birthdate, Home Phone, Cell Phone, Email #1, Street, City, State, Zip, Country, Gender, Ethnicity, Status, Grade Level, 1st Language, Citizen, Placement, and Class Of. A photo of the student is shown on the right. The family name is 'Abbott, Jason and Jane'. The current school is 'High School', and the next school is 'High School'. The reenrolled year is '2015-2016', and the enrolled date is '01/06/2006'.

# Behavior

## Overview

The **Behavior** screen displays student behavior records for the current school year and allows you to add records. The available records depend on your user security settings. Select an existing event to view it.

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 **Students**.  
The **Students** area displays a list of students in the selected class, with the **Demographics** option selected.
5. Select **Behavior**.
6. Select a student.  
The **Behavior** screen displays.

## Adding a Student Behavior Event

1. In the **Behavior** screen, click + (Add).
2. Select a **Date**.
3. Select a **Reported By** individual. This option is only available to administrators.
4. Select an **Event**.
5. Type a **Description**.
6. Type **Notes**. This field does not display to parents in ParentsWeb.
7. Type **Sanctions**.
8. Select a **Level**.
9. Select a **Type** of Demerit or Merit.
10. Type a demerit/merit **Value**.
11. Type a **Status**.
  - If desired, click **Memorize** to save your settings as the default for that Event, or click **Forget** to clear the default.
12. Email the event, if desired.

- a. Click **Email**.  
Email options display.

Select who should receive email below:

**Parents with custodial rights**

**Parents with correspondence rights**

**Advisor of student**

**Individual Staff**

- Alexander, Cindy
- Ambrose, Laurie
- Backus, Clint
- Bader, Arlie
- Baker, PF
- Barnett, Greg
- Benson, Terry
- Chappell, Phyllis
- Comp, Guy
- Cutler, Heather

- b. Select who should receive the email.
- c. Click **Send**.
13. Click **Save**.

# P/T Conference

## Viewing P/T Conferences

The P/T Conference screen displays parent/teacher conference records for the current school year and allows you to add records. The available records depend on your user security settings. Select an existing record to view it.

The screenshot shows the P/T Conference screen with the following elements:

- Navigation tabs: Demographics, Behavior, **P/T Conference** (selected).
- Student List: A scrollable list of student names including Abbott, Julie; Adams, Erin; Alexander, Gray; Alexander, Toni; Allen, Jeffery; Allen, Laila; Alvarez, Lee; **Ambrose, James** (highlighted); Anderson, Colby; Appel, Amber.
- Table of records:

Date	Name	Subject
04/03/2015	Tillich, Paul	Classroom behavior
05/22/2015	Tillich, Paul	Classroom behavior
06/05/2015	Tillich, Paul	After school meeting

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 **Students**.
5. Select **P/T Conference**.
6. Select a student.  
The **P/T Conference** screen displays, listing existing conferences.
7. Select a **Date** to view existing P/T Conference information.

## Adding a P/T Conference Record

1. In the **P/T Conference** screen, click + (Add).
2. Select a **Date**.
3. Select a **Reported By** individual. This option is only available to administrators.
4. Type a **Subject**.
5. Select the **Location**.
  - Phone Conversation
  - In-Person Conference
  - Email/Mail
6. Select the **Reason(s)**.
  - Academic
  - Conduct
  - Other (Type a short explanation)
7. Select **Observation(s)**. You may type additional observations. The available list of observations is defined by administration.
8. Type a **Recommendation**.
9. Type **Parent's reaction/comments**.
10. Click **Save**.

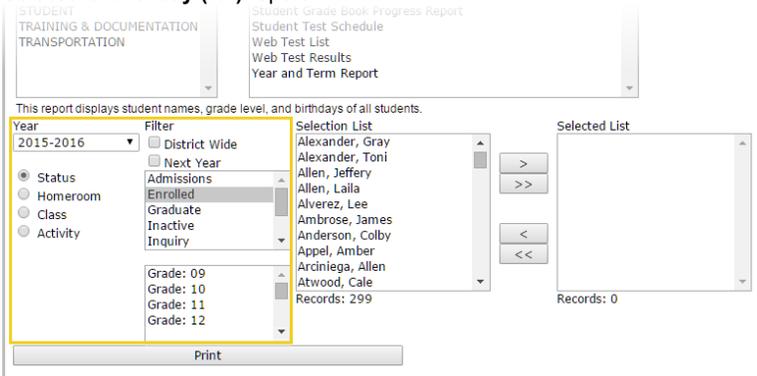
The screenshot shows the 'Add P/T Conference Record' form with the following fields and options:

- Date:** 06/05/2015
- Reported By:** Tillich, Paul
- Subject:** Classroom behavior
- Location:**  In-Person Conference
- Reason:**  Conduct
- Observation:**  Behavior concerns,  Lack of effort,  Social adjustment difficulties. Text area: Acting out in class. Attitude. Lack of cooperation.
- Recommendation:** Discussed a parent action plan.
- Parent's reaction/comment:** Asked about student personality conflicts. Agreed to set behavior expectation and consequences.
- Buttons: Save, Exit, Delete

# Birthday Report

## Printing in Chrome or Tablets

1. From RenWeb ①, click  (Menu).
2. Click **Report Manager**.  
The **Report Manager** screen displays.
3. Select the **Category of Grade Book**.
4. Select the **Birthday (All)** report.



5. Select from available filters to populate the student list.
6. Select students from the list and click > (Right Arrow) to move them to the **Selected List**.
7. Click **Print**.  
The **Birthday (All)** report displays in a new window.

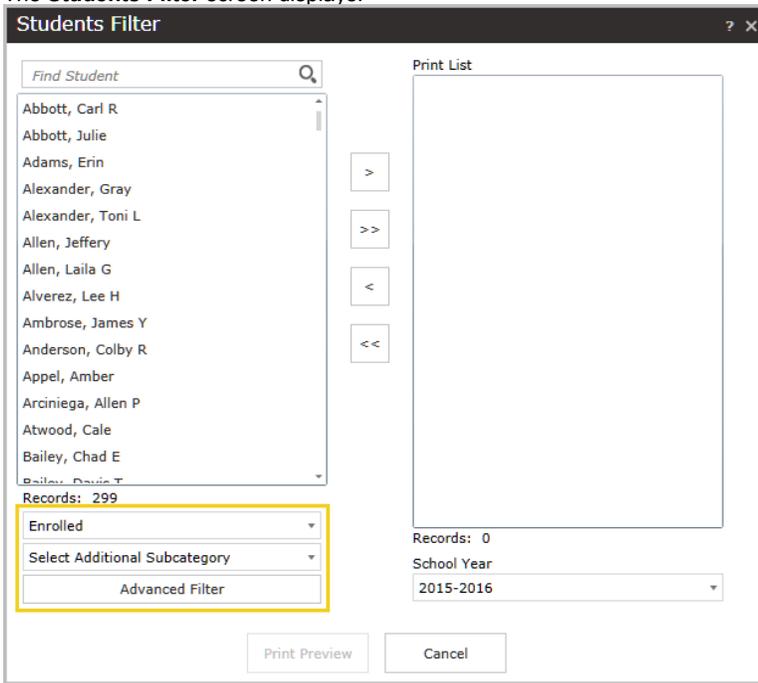
<b>Birthday Report (All)</b>			
<u>Student</u>	<u>Grade</u>	<u>Birthdate</u>	
*Smith, John	04		
Brown, Kyle	04		
Ekstrom, Emily	05		
Farmer, Jeffrey	05		
Foster, Andrew	05		
House, Emma	04		
Smith, Harold	05		
Thomas, Emma	04		
Smith, Faith	10	01-02-2000	
Adams, Jonathan	06	02-03-2004	
Biggs, Jonathan	05	02-22-1985	
Easley, Marcus	04	03-01-2000	
Lawrence, Missy	04	03-02-2002	
Jones, Fred	04	04-04-2006	
Armstrong, Evan	05	04-08-2004	
Tucker, Emily	K	04-08-2010	
Taylor, Lucas	04	04-09-2004	
Bolan, Michelle	05	05-15-1995	
Merrills, DeAndra	07	05-15-1997	
Walker, Bradley	08	05-15-1997	
Tucker, Michael	02	06-08-2005	
Smith, Adam	04	06-21-1995	
Armstrong, Matthew	12	06-24-1992	
Merrills, Clarissa		07-28-1995	

## Printing in Firefox, Safari, or IE

Silverlight-enabled browsers will display some areas of RenWeb ① differently.

1. From RenWeb ①, click  (Menu).
2. Click **Report Manager**.  
The **Report Manager** screen displays.
3. Select the **Category of Grade Book**.
4. Select the **Birthday (All)** 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. Click **Print Preview**.  
The **Birthday (All)** report displays in a new window

# Class Roster

## Printing in Chrome or Tablets

1. From RenWeb ①, click ☰ (Menu).
2. Click **Report Manager**.  
The **Report Manager** screen displays.
3. Select the **Category of Grade Book**.
4. Select the **Class Roster** report.

The screenshot shows the 'Report Manager' interface. On the left, there are dropdown menus for 'STUDENT TRAINING & DOCUMENTATION TRANSPORTATION' and 'Student Grade Book Progress Report'. Below these are filter options for 'Year' (2015-2016), 'Term' (Q1), and 'Filter' (Inactive). A 'Selection List' contains various course codes like ADMATH1-A, ALG1-A, etc. A 'Selected List' is currently empty. A 'Print' button is at the bottom.

5. Select from available filters to populate the **Selection List**.
6. Select classes from the list and click > (Right Arrow) to move them to the **Selected List**.
7. Click **Print**.  
The **Class Roster - Selections** screen displays in a new window.

The screenshot shows the 'Class Roster - Selections' screen. It has a 'Sort' section with radio buttons for 'Class Name' (selected), 'Instructor Name', and 'Pattern'. Below is a 'Report Template' dropdown set to 'ClassRoster' and a 'Submit' button.

8. Select a **Sort** option.
9. Select a **Report Template**.
10. Click **Submit**.  
The **Class Roster** report displays.

## Printing in Firefox, Safari, or IE

Silverlight-enabled browsers will display some areas of RenWeb ① differently.

1. From RenWeb ①, click ☰ (Menu).
2. Click **Report Manager**.  
The **Report Manager** screen displays.
3. Select the **Category of Grade Book**.
4. Select the **Class Roster** report.

- Click **Print Preview**.  
The **Classes Filter** screen displays.

- Select a student status and subcategory to populate the student list, or click **Advanced Filter**.
- Select students from the list and click > (Right Arrow) to move them to the **Print List**.
- Click **Print Preview**.  
The **Class Roster - Selections** screen displays in a new window.

- Select a **Sort** option.
- Select a **Report Template**.
- Click **Submit**.  
The **Class Roster** report displays.

# Incomplete/Missing Assignments

## Overview

The Incomplete/Missing Assignments report is available in two versions, Class and Student, to help you find assignments with a status other than Valid.

## Printing in Chrome or Tablets

1. From RenWeb ①, click  (Menu).
2. Click **Report Manager**.  
The **Report Manager** screen displays.
3. Select the **Category of Grade Book**.
4. Select the **Incomplete/Missing Assignments - Class** or **Incomplete/Missing Assignments - Student** report.

5. Select from available filters to populate the **Selection List**.
6. Select classes or students (depending on the version of the report) from the list and click > (Right Arrow) to move them to the **Selected List**.
7. Click **Print**.  
The **Incomplete/Missing Assignments - Class** or **Incomplete/Missing Assignments - Student** screen displays in a new window.

- Select from available options.
- Click **Print**.  
The report displays.

## Printing in Firefox, Safari, or IE

Silverlight-enabled browsers will display some areas of RenWeb ① differently.

- From RenWeb ①, click  (Menu).
- Click **Report Manager**.  
The **Report Manager** screen displays.
- Select the **Category of Grade Book**.
- Select the **Class Roster** report.
- Click **Print Preview**.  
The **Classes Filter** screen displays.

- Select a student status and subcategory to populate the student list, or click **Advanced Filter**.
- Select students from the list and click > (Right Arrow) to move them to the **Print List**.
- Click **Print Preview**.  
The **Incomplete/Missing Assignments - Class** or **Incomplete/Missing Assignments - Student** screen displays in a new window.

- Select from available options.
- Click **Print**.  
The report displays.

# Student Test Schedule

## Overview

The Student Test Schedule report allows you to view a list of tests your students are scheduled to take in other classes, should you wish to schedule tests in your classes around them. It displays assignments that have the **Mark as Test** option selected.

**Preferences**  
 Calc/Display  
 Publish to Lesson Plan  
 Mark as Test

## Printing in Chrome or Tablets

1. From RenWeb ①, click ☰ (Menu).
2. Click **Report Manager**.  
The **Report Manager** screen displays.
3. Select the **Category of Grade Book**.
4. Select the **Student Test Schedule** report.

TRANSPORTATION Web Test List  
Web Test Results  
Year and Term Report

This report displays a test schedule by student based on assignments in the Grade Book that are marked with the check box 'Mark as Test.'

Year: 2015-2016  
From: 09/07/2015  
To: 06/22/2015

Filter:  
 District Wide  
 Next Year  
Admissions  
Enrolled  
Graduate  
Inactive  
Inquiry

Status:  
 Homeroom  
 Class  
 Activity

Grade: 09  
Grade: 10  
Grade: 11  
Grade: 12

Selection List:  
Alexander, Gray  
Alexander, Toni  
Allen, Jeffery  
Allen, Laila  
Alvarez, Lee  
Ambrose, James  
Anderson, Colby  
Appel, Amber  
Arciniega, Allen  
Atwood, Cale  
Records: 299

Selected List:  
Records: 0

Print

5. Select **From** and **To** dates, the period in which you wish to check for scheduled tests.
6. Select from available filters to populate the student list.
7. Select students from the list and click > (Right Arrow) to move them to the **Selected List**.
8. Click **Print**.  
The **Student Test Schedule** report displays in a new window.

## Printing in Firefox, Safari, or IE

Silverlight-enabled browsers will display some areas of RenWeb ① differently.

1. From RenWeb ①, click ☰ (Menu).
2. Click **Report Manager**.  
The **Report Manager** screen displays.
3. Select the **Category of Grade Book**.
4. Select the **Student Test Schedule** report.

5. Click **Print Preview**.  
The **Students Filter** screen displays.

Students Filter

Find Student

Abbott, Carl R  
Abbott, Julie  
Adams, Erin  
Alexander, Gray  
Alexander, Toni L  
Allen, Jeffery  
Allen, Laila G  
Alvarez, Lee H  
Ambrose, James Y  
Anderson, Colby R  
Appel, Amber  
Arciniega, Allen P  
Atwood, Cale  
Bailey, Chad E  
Bailey, David T

Records: 299  
Enrolled  
Select Additional Subcategory  
Advanced Filter

Print List

Records: 0  
School Year  
2015-2016  
Start Date  
9/7/2015  
End Date  
9/21/2015

Print Preview Cancel

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 a **Start Date** and **End Date**, the period in which you wish to check for scheduled tests.
9. Click **Print Preview**.  
The **Student Test Schedule** report displays in a new window