GradPoint Teacher Guide

Logging In

To log in as a Teacher:

1. Click the Login button on www.globalstudentnetwork.com
2. If you are logging in for the first time, make sure you perform the Browser Tune Up by clicking the blue Toolbox on the GradPoint login screen. (See example 1)
3. Enter the username and password given in your welcome email

Example 1

Teacher Home Screen

When you log in you will be on the home screen. The Home Screen contains a menu bar with the following items:

Home – Returns users to the home screen
Calendar – The calendar feature is not available at this time.
Communicate – Allows users to access mail and announcements.

Reports – The report feature is not available at this time. See below for how to print progress reports.

Resources – Contains the links for training resources, course descriptions, course outlines, standards, offline assignments, answer keys and technical support contacts. A customer number may be required to access some of this information. The customer number is: 1741334

In the center of the Home Screen you will see the courses your student/s are enrolled in. To the left of this you will see the To Do list (See example 2). This will list any work your student/s has submitted that is waiting to be graded.

Example 2

Grading

To grade an assignment:
1. Be sure you are on the Home Screen
2. Click on the assignment in the To Do list on the left-hand side that you wish to grade.
3. If the student submitted a document, you will need to click on student document in orange under the score box.
4. Review the work then enter the score in the score box.
5. Click Submit Score at the bottom.

Gradebook

To access the Gradebook for a course, click the Gradebook link under the course name on the Home Screen. The modules/units for the course are displayed. There is a tab for each.

You may see any of the following:
Scores in **green** indicate passing
Scores in **red** indicate not passing
An “X” signifies an excuse lesson or test
A **blue** arrow signifies a teacher has allowed a retry for a test
Grading Student Items in the Gradebook

*Please note: The easiest method to grade work is by following the steps listed under the heading “Grading” above.*

A teacher can score or grade any gradable item in the Gradebook for a student. These will also show on the Teacher Home screen.

1. In the Gradebook, find the icon that needs scoring. It may be an assignment or a test.
2. Click the icon and a window will appear. This will show the questions as well as the student’s answers. One or more of them may require a teacher grade/score.
3. Fill in the section that requires a teacher score. For test and quizzes, it will be above the questions the computer scored.
4. Click Submit Score

**Progress Reports**

Teachers can print a student’s progress in a course from the gradebook.

1. Click on the student name in the gradebook.
2. Click on Sort in Syllabus Order (in orange on the right)
3. Press Ctrl+P on your PC or Command+P on your Mac

**Submit Final Grades**

Teachers should submit final grades when the course has been completed. Do not submit final grades if there is missing work as it will be scored as a zero and lower the student’s grade.

To submit final grades:

1. Make sure you are in the gradebook for the course you want to submit final grades for.
2. Click the Final Grades tab.
3. Click **Report Final Grades**. You can select the student/s for whom you want to report the final grade.

**Previewing Lessons**

To preview a student’s lesson.

1. Click on View from the Home Screen.
2. To the left you will see the name of each module/unit.
3. Click on the name of the module/unit the assignment is in.
4. Click on the name of the assignment you would like to preview.

**Viewing Student’s Tests**

You can review a student’s submitted test by:

1. Go to the gradebook for the course the test is in
2. Click on the score given to the student for the test.
3. You will see the questions with the student’s answers and the correct answers marked.
4. From this screen you can allow a retry, excuse it, or rescore the test. *Please note the computer will keep a record of any changes made to a student’s score.*

**Mastery Settings**

The mastery settings in GradPoint are 80%. A student may not be able to progress if they receive a score below 80%. As the teacher you can allow a retry, change the grade, or excuse the work but you cannot change the master settings.