

Star_Student Teacher Portal GradeBook



1. Go to <https://ssms.state.tn.us> to access your gradebook.
(Don't forget the "s" in "https", and don't put "www." in front of "ssms".)

To create a shortcut to the Gradebook website on your computer:

1. Right-click on an empty space on your desktop.
2. Point to "New", then click on "Shortcut".
3. Type the gradebook's website address in the bar, then click "Next".
4. Name this shortcut "Gradebook", then click "Finish".

2. Click on the link that says "Click here to login"

A screenshot of the Tennessee.gov website header. It features the Tennessee state logo, the text "TENNESSEE.GOV", "The Official Web Site of the State of Tennessee", and "Department of Education Lana Seivers, Commissioner". Below this is a banner with images of a school bus and children. A large grey arrow points down to a red button labeled "Click here to login" and a blue link labeled "Change Password".

October 7, 2004

Click here to login

[Change Password](#)

Welcome

Welcome to the Statewide Student Management System

You may login here to go directly to your district homepage or click on the appropriate district name below.

To sign in:

1. In the User Name box, type "d110-" and your user ID. For example, if a teacher's User ID is jschmoe, his user name would be "d110-jschmoe".
2. Type your password in the Password box.

Sign In

Enter your Single Sign-On user name and password to login

User Name

Password

After you have logged in, you will see your name on the left side of the screen above two tabs. Click on the “Teacher” tab; this will bring up your schedule.




PD	Start	End	Sem	Course	Sec	Name	Room	Days	Load				
01	07:45	08:00	FY	0008	007	Homeroom	42	MTWRF	25	Roster	Gradebook	Interims	Grades
02	08:00	08:55	FY	9609D	003	Planning Time	42	MTWRF	0	Roster	Gradebook	Interims	Grades
03	08:55	09:50	FY	0807	005	Science	42	MTWRF	24	Roster	Gradebook	Interims	Grades
04	09:50	10:45	FY	0807	006	Science	42	MTWRF	25	Roster	Gradebook	Interims	Grades
05	10:45	11:45	FY	0807	007	Science	42	MTWRF	27	Roster	Gradebook	Interims	Grades
06	11:45	12:15	FY	0899	007	Lunch 8	42	MTWRF	26	Roster	Gradebook	Interims	Grades
07	12:15	13:00	FY	0807	008	Science	42	MTWRF	28	Roster	Gradebook	Interims	Grades
08	13:00	13:45	FY	9605K	007	Study Hall	42	MTWRF	26	Roster	Gradebook	Interims	Grades

There are 4 links next to each of your classes: Roster, Gradebook, Interims, and Grades. Click on the “Gradebook” link to open the gradebook for a specific class.

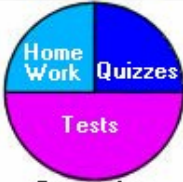
TEACHER GRADEBOOK

Teacher Gradebook


Class: Period: Teacher: Mini Qtr 2 (09/04/04-10/08/04)



Valid Grades



Categories



Assignments

There are 3 icons at the top of the gradebook screen that are links to tables used in this program. The first two are used to set up your grades, and the third is for recording your grades.

To access a table, click once on its icon.

Valid Grades Table

Teacher Valid Grades



Teacher:

Grade Type	Description	Alpha Grade	Numeric Equivalent	Use in Calculation
***	DEFAULT VALID GRADES	A	97	Yes
***	DEFAULT VALID GRADES	B	89	Yes
***	DEFAULT VALID GRADES	C	80	Yes
***	DEFAULT VALID GRADES	D	72	Yes
***	DEFAULT VALID GRADES	E	0	Omit (Adjust Divisor)
***	DEFAULT VALID GRADES	F	35	Yes

The Valid Grades Table lets you set the values of non-numeric grades. **This is not the grade scale used by the gradebook program!** These values will only matter if you enter a non-numeric grade for daily assignments, projects, etc.

The default values for the letter grades A, B, C, D, and F are county-wide, and *should not* be changed. These values are the median score for each letter grade's range. For example, the value of an A is 97 because it is in the middle of the A range (94-100).

You can add additional valid grades if you wish. For example, you may want to add all of the intermediate letter grades, such as A+, A-, B, etc. **You may also want to add a grade to excuse students from assignments.** In the gradebook program, an empty space is counted as a missing assignment, and therefore counts as a zero when calculating the average. A grade of "Excused" would mean that the assignment would not count toward that student's average until it is replaced with another grade.

To add valid grades:

- * In the first box of the first empty row, type three asterisks (*).
- * In the second box, type "DEFAULT VALID GRADES" (all capitals).
- * In the third box, type the letter grade that you would like to add. These letter grades can be up to 3 characters long.
- * In the fourth box, enter the numeric equivalent of your new grade. *If you are adding a grade to excuse students from an assignment, enter a zero in the fourth box.*
- * The fifth box lets you determine how this grade will be used in calculating the final average. If you want the grade to count toward the final average, click on "Yes". If you would like the new grade to be excluded from the final average, click on "Omit (Adjust Divisor)". If you choose "No" in this fifth box, then the student will not receive a final average until the grade has been changed. You will probably not click on "No" for any grade, unless you have a student who is out for extended periods of time due to illness, etc.

Be sure to click on the "Submit Teacher Valid Grades" bar at the bottom of the screen!

- * Close out of this window to return to the gradebook.

Class Categories Table

Categories

Class: _____ Period: _____ Teacher: _____

Marking Period	Category	Description	Grading Type	% of Grade	Drop Lowest Grade	Valid Grade Table
Quarter 1	HW	Homework	Total Points	100	No	DEFAULT VALID GRADES
Quarter 1	T	Test	Total Points	100	No	DEFAULT VALID GRADES
Quarter 1	LAB	Lab	Total Points	100	No	DEFAULT VALID GRADES
Quarter 1	CW	Classwork	Total Points	100	Yes	DEFAULT VALID GRADES

The Class Categories Table lets you establish the types of assignments for your class and the grading system you will use to determine your students' final averages.

To add categories:

- * Click on the first box in the first empty row. Choose the appropriate marking period for your class.
- * In the second box, enter an abbreviation for the category you are adding. This abbreviation can be up to three characters in length.
- * In the third box, type the name of the category you are adding. (What does the abbreviation in the previous box stand for?)
- * In the fourth box, choose the grading system you would like to use in your class: Percentages or Total Points.
- * The fifth box is used to assign weights to each category when calculating the final average. **If you use the Total Points system**, you will enter 100 into the fifth box for every category (the total points system naturally weights itself). **If you use the Percentage system**, you will decide how much you want each category to count toward the final average.
 - *** **NOTE:** If you want everything to count the same toward the final average, consider making just one category with a weight of 100%.
- * In the sixth box, you can choose whether or not to drop the lowest grade in that category.
- * In the last box, choose "DEFAULT VALID GRADES".

Make sure you click on the "submit classroom categories" bar at the bottom of the screen after you add/change categories!

There are two copy options below the categories table. The first lets you copy the categories from the current marking period to other marking periods for this class. The second lets you copy the categories from this class to other classes.

Total Row Count in Report - 5

Submit Gradebook Categories

Click in a blank row to **ADD** a new category;
Blank out value in Category field to **DELETE** existing category;
Make sure to hit **Submit Gradebook Categories** button above to commit changes;

Copy Categories to Go

Copy 0807-005 Categories to Go

- * Close out of this window to return to the gradebook.

Class Assignments Table

Assignments

Class: _____ Period: _____ Teacher: _____ ALL Marking Periods ▼ Go

Marking Period	Date	Points	Category	Description	Extra Credit
▼			▼		▼
▼			▼		▼
▼			▼		▼

The Class Assignments Table allows you to establish the assignments for a given marking period and the number of points each assignment will be worth.

To add assignments:

- * In the first box, choose the appropriate marking period for this class.
- * In the second box, enter the date of the assignment.
- * In the third box, enter the number of points the assignment is worth.
- * In the fourth box, choose the category under which this assignment falls.
- * In the fifth box, type a description of the assignment (pg. 15 #'s 1-10, Chapter 3 Test, etc.)
- * In the last box, you can designate an assignment as extra credit by clicking on "Yes".

* Do NOT make any assignments worth 0 points; this will result in an error message.

Make sure you click on the "Submit Gradebook Assignments" Bar at the bottom of the screen when you add/change assignments!

If you want to see the assignments for a specific marking period, choose the marking period in the drop-down menu above the assignments table, then click "Go".

There are two options below the Class Assignments Table. The first is an autofill option, which allows you to give all students the same grade on an assignment. The second option is to copy assignments from the current class to other classes.

Total Row Count in Report - 0

Submit Gradebook Assignments

Click in a blank row to **ADD** a new assignment;
Blank out value in Assignment# field to **DELETE** existing assignment;
Make sure to hit **Submit Gradebook Assignments** button above to commit changes;

AutoFill Assignment [ALL Assignments ▼] with grade of: [] Go

Copy Assignment [ALL Assignments ▼] to [ALL Classes ▼] Go

* Close out of this window to return to the gradebook.

Entering Grades

After you have entered assignments in the Class Assignment Table, you are ready to enter grades. Before you can enter the grades, you have to choose the correct marking period in the drop-down menu at the top of the screen, and then click “Go”.

When entering grades, here are a few things to keep in mind:


- * The most recent assignments will be on the left.
- * An empty box represents a missing assignment, and will be counted as a zero in calculating the final average.
- * Future assignments will be grayed out until the assignment date.


When you have finished entering grades, click on the “Submit” link at the bottom of the assignment columns. If you have entered grades for more than one assignment, you will only have to click on one of the “Submit” links to save all grades. **If you do not click on one of the “Submit” links, your grades will be lost!**


There is also sometimes a “Recalc” button at the top of the last column – you should only click on this when you have yellow or green boxes in the last column of this table.

There are several printing options below the Gradebook table.

Total Row Count in Report - 25
Note: Special Education Students are shown in **Bold**.

 Grade Book by Class: Sort Report by:

 Student Progress Report for:

 Missing Assignment Report for:

The first row will print a copy of this class’ gradebook. You can sort the report by students’ names or averages. You can also print the report with either the students’ names or ID numbers, if you would like to confidentially post grades.

The second option is to print progress reports for all or individual students.

The last row allows you to print missing assignment reports. This report will list all assignments for which a student has no grade recorded.

To close out of the gradebook:

- * Close out of the gradebook screen. This will take you to the “Welcome to Cheatham County Schools” page.
- * Click on “Logout” in the top right corner of the screen.
- * Click “Yes” if you are asked whether to show unsecured links.
- * Close out of Internet Explorer.