


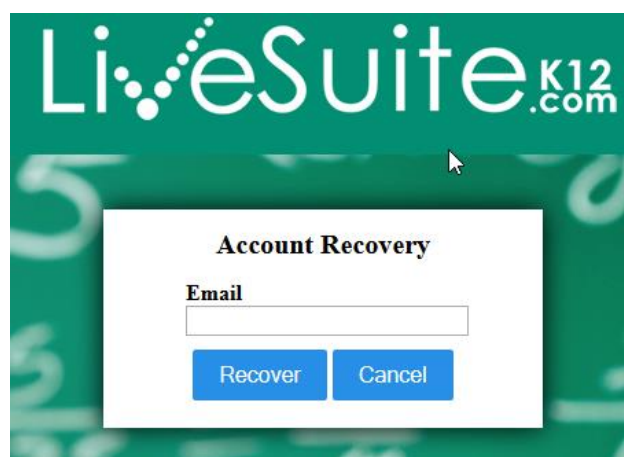
LiveSuite Logon

The image shows the LiveSuite K12 WebTools Login page. It has a green background with the LiveSuite K12 logo at the top. Below the logo is a white box containing the title "WebTools Login". Inside this box are two input fields: "Username" and "Password". Below the "Password" field is a blue "Login" button. At the bottom of the white box is a blue link that says "Trouble logging in?".

In the internet browser of your choice enter <http://webtools.citynet.net> into the address bar to access the Citynet Webtools Portal. This is where you will access your LiveGrades account.

You will be asked to enter your username and password. If you do not have a username and password, please contact your LiveGrades School Administrator and they will be able to either provide you with this information or get you an account created.

If you have lost your password you can visit <http://webtools.citynet.net/recovery> and you will be prompted to enter your email address. Once the form is submitted your account information will be emailed to you. If your email address is not found in the system please contact your LiveGrades School Administrator.

The image shows the LiveSuite K12 Account Recovery page. It has a green background with the LiveSuite K12 logo at the top. Below the logo is a white box containing the title "Account Recovery". Inside this box is an input field labeled "Email". Below the "Email" field are two blue buttons: "Recover" and "Cancel".

The first time you log into the system you will be prompted to change the default password you were given. You will be able to choose a password you will be able to remember. Make sure to follow the instructions at the bottom of this screen to create a valid password.

If LiveGrades is the only tool available to you then Webtools will automatically take you into the LiveGrades system. If you have other tools along with LiveGrades, you will be prompted with a list of tools available to you. Select **LiveGrades Admin** to continue onto LiveGrades.

Note: Parents and students will use <http://www.livegrades.com> to login into their LiveGrades accounts. This system is referred to the LiveGrades PSL (Parent-Student Login) throughout the LiveGrades system.

Setting up a Parent/Guardian Account

Parents, guardians, and students can set up their own personal accounts on LiveGrades.com to stay in constant touch with any grades that are posted, messages sent, or announcements.

All information regarding the account set-ups **MUST** come from the student's school. **Citynet will not provide any of this information to parent/guardians at any time, for the protection of the student.**

When teachers are ready to start using **LiveGrades**, they will distribute the Guardian & Student Login. This will provide the "Student Account Name" and the "Student Access Key", which must be entered into the system to set up an account.

Logon to www.livegrades.com

In the top right-hand corner of the opening page, is the Login. When establishing a new account, click on the "New User?" Click here link.

If you have multiple students, you will only need to complete this setup one time for the first child. You can then use the "Add a Student" option once logged in to add additional students to your account.

Contact Information

Your First Name:

Your Last Name:

Your Email Address:

Your Phone Number: *Optional*

Login Information

Desired Username:

Desired Password:

Confirm Password:

Your Student's Information

This information comes from your "LiveGrades Guardian Login" sheet. If you did not receive a LiveGrades Guardian Login sheet, please contact your child's school.

Student's Account Name:

Student's Access Key: - -

Fill in all the required fields. The email address that you enter will be used to send notices of account activities and also, to retrieve lost passwords.

The Student Account Name and Access Key information will be found on the Guardian Login information letter that came from the student's school.

The Username and Password that is entered here, will be used each time the account is accessed.

Guardians and Students will use the same logon information year after year.

*****The difference between a Guardian account and a Student account:***

Guardian accounts can access more than one student...if there are several students in a family, and these students are attending schools that use LiveGrades, a guardian can access all students' information with a single logon. A student account will only display information for that specific student.



The tabs across the top of the page of LiveGrades.com will make it easy to keep track of Grades, Discipline reports (if the school is using this module), Attendance (if the school is using this module), Announcements from the teacher or administrator, private Messages from the teacher, and any of the users' Account information.

Welcome to **LiveGrades!** Stay informed, involved, and in touch at all times!

Setting Up Classes

If your district and school are set up to import class information into LiveGrades, then LiveGrades will automatically import the information given to it, and set some default values for you. Some of these default values may need to be updated for your teaching methods.

Logon to LiveGrades and select the class you wish to set up.

Class Information	
Subject:	History
Course Code:	None Given
Section Code:	None Given
Term Schedule:	Nine Weeks
Period:	Period 2
Grading Scale:	ABCDF
Teacher:	Tester, Susan
Update Class Grid View Grade Adjust. WWEIS	

On the left hand side of the page you should see Class Information listed. Click the **“Update Class”** tab to begin updating this class.

This will present you with the class update form.

Class Name:	History	
Course Code:	None Given	
Section Code:	None Given	
Class Nickname:	<input type="text" value="History"/>	
	<i>Private – Only you see this name.</i>	
Grading Scale:	<input type="text" value="ABCDF"/>	✓
Scoring Method:	<input type="text" value="Points"/>	✓
Given Grade Only:	<input type="checkbox"/> <input checked="" type="radio"/>	
School:	Northbend Elementary	
School Term:	1st Semester	
Reporting Interval:	<input type="text" value="Six Weeks"/>	✓
School Period:	<input type="text" value="Period 2"/>	✓
Teacher(s):	<input type="checkbox"/> Ferdinand, Franz <input type="checkbox"/> Floyd, Pink <input checked="" type="checkbox"/> Tester, Susan	✓
Description:		
<div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div>ABC ▾</div></div><div><div>B</div><div>I</div><div>U</div><div>A ▾</div><div>A ▾</div></div></div><div></div></div>		
		✓ Public – Parents, students, and administrators will be able to see this value.
Objective Sets:		None Add Objective Set
Title Text Color:		<input type="text" value=""/> Click on the box to select the color.
Title Background:		<input type="text" value=""/> Click on the box to select the color.
<div><input type="button" value="Update"/> <input type="button" value="Cancel"/> Invalid: ✗ Valid: ✓ Warning: ⚠</div>		

Class Name:	History
Course Code:	None Given
Section Code:	None Given
Class Nickname:	History

Private – Only you see this name.

Class Name, Course Code, and Section Code are all filled by the import process and cannot be changed. Class Nickname can be changed to something you know it by. (This will only be seen by you)

Grading Scale:	ABCD	✓
Scoring Method:	Choose...	✓
Given Grade Only:	ABCD	
School:	PF	
School Term:	SNIU	

The Grading Scale can be updated to any grading scale you have access to. See **Custom Grading Scales Quick-Start** for more information.

Scoring Method:	Points	✓
Given Grade Only:	Choose...	
School:	Points	
School Term:	Non-Numerical	

Select the scoring method. This determines how assignments are calculated. See **How Grades Are Calculated Quick-Start** for more information.

Note: Scoring methods can be turned on and off by district administrators, so you may or may not have access to all methods shown here.

Note: Changing the scoring method or grading scale after assignments have been created and graded may require you to re-grade the assignments depending on what changes need to occur. The system will ask you to update the assignments if necessary.

The given grade only option will only display given grades and letter grades to parents and

Given Grade Only:	<input type="checkbox"/> ?
--------------------------	----------------------------

students and not display points or percentages.

School:	Northbend Elementary
School Term:	Full Year
Reporting Interval:	Nine Weeks
School Period:	Choose...
Teacher(s):	Nine Weeks
	Six Weeks

School and School Term are filled by the grading import process. You can update the reporting interval to whatever your class's schedule is.

Select the school period in which your class is. The school periods are created and managed by School Administrators in LiveGrades.

School Period: Period 2 ✓

Teacher(s):

- Choose...
- HomeRoom
- Period 1
- Period 2** ✓
- Period 3
- Period 4
- Period 5
- Period 6
- Period 7
- Period 8

⚠

☒ Tester, Susan ✓

You will be listed as a teacher. If there are other teachers that help with this class you can checkmark their name and they will then also have access to this class.

Description:

***Public** – Parents, students, and administrators will be able to see this value.*

You can set an optional description of the class. This will be displayed to students and parents when they log into their accounts. You have a few customization features for the text of the description, such as bold, italics, underline and colors.

Objective Sets: None

[Add Objective Set](#)

If you use objectives when grading assignments, you can add objective sets you want to use here.

Objective Set Search

Set Name:
Grade Level: Third Grade ▼
Subject: Social Studies ▼

Search Results (5)	
<input type="button" value="ADD"/>	SS.8.3.1 Citizenship
<input type="button" value="ADD"/>	SS.8.3.2 Civics/Government
<input type="button" value="ADD"/>	SS.8.3.3 Economics
<input type="button" value="ADD"/>	SS.8.3.4 Geography
<input type="button" value="ADD"/>	SS.8.3.5 History

When you click the “Add Objective Set” link a new window will pop up and allow you to search all available objective sets. Click the add button for each set you wish to use with the class.

Once added they will show up on the update class page. If you wish to remove an objective set you can click the “DEL” button beside the objective set to remove it.

See ***Creating Objective Sets Quick-Start*** for more information on creating objective sets.

Note: Access to objective sets can be turned on and off by district administrators. So you may not have access to this section depending on settings.

Title Text Color: XXXXXXXXXX
Click on the box to select the color.

Title Background:
Click on the box to select the color.

You can update the class header colors by changing the associated color values. Each page in LiveGrades that is associated to this class will have these header values, so that you can easily

distinguish what class you are viewing. This is optional.

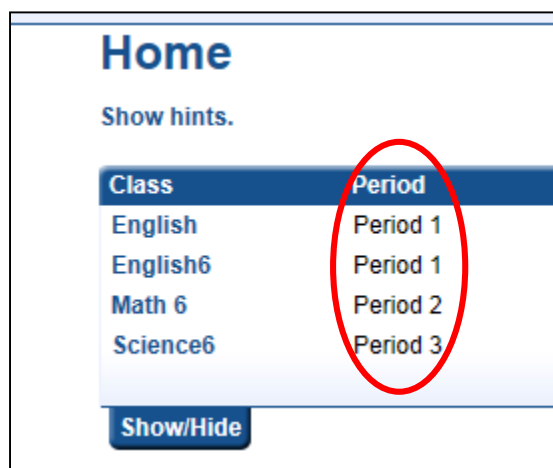
Once you are done updating the information for this class, check the fields and make sure there are no red Xs visible. You should only see green checkmarks if everything is valid. Once you are done click the Update button. This will save your class information.

Once you have completed this class, you can move on to your other classes.

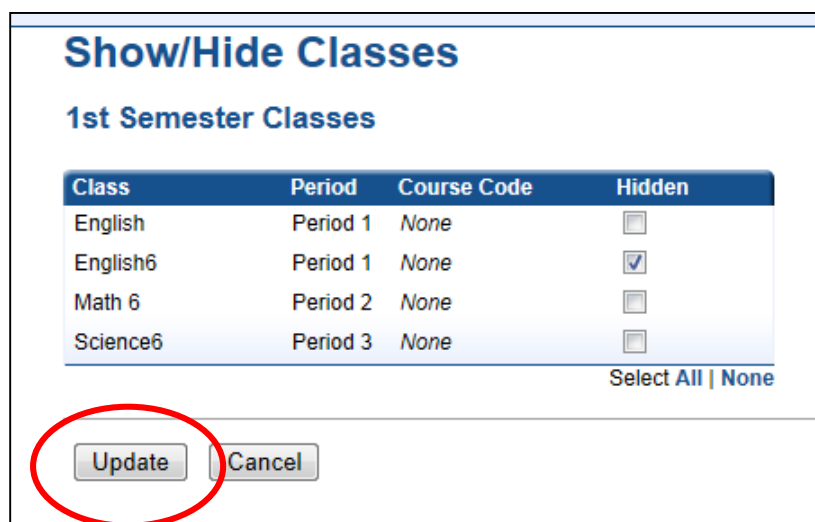
LiveGrades Show/Hide Classes

LiveGrades webtools has a feature that will allow users to view only the classes that are currently being used. This will make long class lists much more manageable.

On the main Home page of your LiveGrades screen, you will see all of your classes that have been downloaded from WVEIS listed. The **tab** in this section is Show/Hide classes.



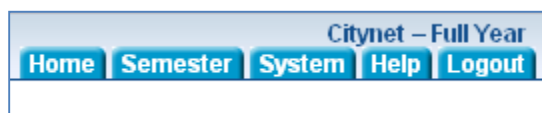
The Show/Hide screen will allow you to select the classes that you do **NOT** want to see on your Home page, or under the Home tab.



This option does not remove these classes from your account; its function is to **Hide** the classes that you are not currently working with, making the list easier to manage. This change can be reversed to **Show** classes using the same procedure. Click on the **Update** button to save those changes.

Creating Objective Sets

If the Objective Module is turned on in your district then you will be able to create and use objective sets and objectives with assignments. This module is controlled by district administrators, so you may or may not have the ability to use these features. District Administrators and School Administrators can also create Objective Sets; if they do then you will have the ability to access the sets they create.

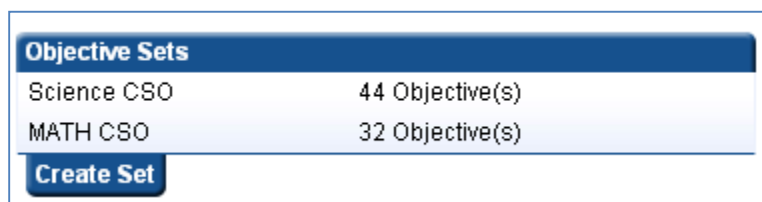


Logon to LiveGrades and at the top of the page find the **“System”** Tab.



Scrolling over the **“System”** Tab will give a drop-down menu. Click the **“My Account”** link.

The My Account page details different options and settings for your LiveGrades account.



Look on the left hand side and you should find Objective Sets. Listed here will be any district and school sets that have been created.

Click the **“Create Set”** tab.

A screenshot of the "Create Objective Set" form. The title "Create Objective Set" is in large blue font. Below it is a label "Set Name:" followed by a text input field containing "Music CSO" and a green checkmark icon. At the bottom, there are two buttons: "Create" and "Cancel". To the right of the buttons are labels for validation: "Invalid: ✗", "Valid: ✓", and "Warning: ⚠".

Give your objective set a name that you will be able to easily identify. Click the Create button.

After creating the Objective Set, you will be asked to enter objectives for the set.

Manage Objectives

Objective Set: Music CSO

Objectives	Add Objective
No objectives have been created.	<p>Title: <input type="text"/></p> <p>Description: <input type="text"/></p> <p><input type="button" value="Add"/> All fields required.</p>

Each objective will need a title. You can also enter in an optional description of what the objective is about. This will help students and parents understand what the objective is meant to achieve. Once you enter this information into the right click the Add button.

Manage Objectives

Objective Set: Music CSO

Objectives	Update Objective
<ul style="list-style-type: none"> MU.O.GM3-5.1.1 MU.O.GM3-5.1.2 MU.O.GM3-5.1.3 MU.O.GM3-5.1.4 MU.O.GM3-5.1.5 	<p>Title: <input type="text" value="MU.O.GM3-5.1.3"/></p> <p>Description: <input type="text" value="sing two part round and partner songs."/></p> <p><input type="button" value="Update"/> <input type="button" value="Remove"/> <input type="button" value="Cancel"/> All fields required.</p>

As you add objectives they will show up to the right. You can click the title of an objective to edit or remove it.

Objective Sets	
Science CSO	44 Objective(s)
MATH CSO	32 Objective(s)
Music CSO	5 Objective(s)
<input type="button" value="Create Set"/>	

When you are finished the objective will show up on the My Account page. From there you can click on the objectives to edit them at any time.

Please see the ***Setting Up Classes Quick-Start*** and the ***Creating Assignments Quick-Start*** to learn how to use objectives in your classes and assignments.

Note: Objective sets created by a teacher are only available to the creator.

Creating Assignments

Log into LiveGrades and select the class you wish to create an assignment for.

Date Due	Assignment	Average
No records found.		

[Create Assignment](#) [Assignments](#) 4th 9 Weeks

On the class homepage you will see a list of assignments (if any are created) on the left hand side of the page.

To create a new assignment, click on the **“Create Assignment”** tab at the bottom of this section.

Create Assignment

Public – Parents, students, and administrators will be able to see all values entered here.

Assignment Objectives (Show Options)

Copy Template: New

Assignment Name:

Date Due:

Date Assigned:

Grading Period: 2nd 9 Weeks

Assignment Type: Choose...

Extra Credit: ☐

Description:

Name	Grade	Value	Comment
Ash, Paul			
Bays, Haley			
Davis, Danny			
Lamp, Susan			
Miller, Becky			
Smith, Greg			
Ward, Brent			
Welk, John			
West, Laura			

Fill With: [Fill](#) [Clear](#)

[Add a Data Locker File](#)
[Duplicate Assignment](#)

Invalid: Valid: Warning:

[Create](#) [Cancel](#)

This page presents several fields for assignment information along with grade fields and comments for each student in the class. Notice that slots will have red x indicating when a field is required or incorrect. There will be a green checkmark when it is valid.

If you selected to use objective sets while updating your class you will see a link to view Assignment Objective Options. See the ***Creating Objective Sets Quick-Start*** for more information. Click the Show Options link and it will display all objective options for an assignment.

Create Assignment

Public – Parents, students, and administrators will be able to see all values entered here.

Assignment Objective: **(Hide Options)**

☐ Objectives graded separately

EEL.4 Language

☐ EEL.4.1 ☐ EEL.4.1.d ☐ EEL.4.1.e ☐ EEL.4.1.f

☐ EEL.4.2

EERF.4 Foundation Skills

☐ EERF.4.3 ☐ EERF.4.3.b

EERI.4 Informational Text

☐ EERI.4.1 ☐ EERI.4.2 ☐ EERI.4.3 ☐ EERI.4.4

☐ EERI.4.5 ☐ EERI.4.6 ☐ EERI.4.7 ☐ EERI.4.9

EERL.4 Literature

☐ EERL.4.1 ☐ EERL.4.2 ☐ EERL.4.3 ☐ EERL.4.4

☐ EERL.4.5 ☐ EERL.4.6 ☐ EERL.4.7 ☐ EERL.4.9

EESL.4 Speaking and Listening

☐ EESL.4.1 ☐ EESL.4.1.b ☐ EESL.4.1.c ☐ EESL.4.1.d

☐ EESL.4.2 ☐ EESL.4.3 ☐ EESL.4.4 ☐ EESL.4.5

☐ EESL.4.6

From here you can select which objective to include in this assignment. Rolling over an assignment name with your mouse will display the description. You also have the option to grade each objective separately. Selecting this will create an input box in the grade section for each objective.

Copy Template: New

Assignment Name: New

Date Due: composition

Definitions

You can select a template to auto-fill values in for you. See the ***Creating Assignment Templates Quick-Start*** for more information.

Date Due:	<input type="text"/>	✗
Date Assigned:	<input type="text"/>	
Grading Period:	<input type="text"/>	✓
Assignment Type:	<input type="text"/>	✗
Extra Credit:	<input type="text"/>	
Description:	<input type="text"/>	

The calendar shows January 2015. The 5th is highlighted with a blue box. The days of the week are Sun, Mon, Tue, Wed, Thu, Fri, Sat. The weeks are numbered 1 through 5.

Select the Date Due or Date Assigned box will give you a calendar to select a date from. These date fields are expected to be in the format MM/DD/YYYY.

Grading Period:	4th 9 Weeks	✓
Assignment Type:	Choose...	✗
Possible Points:	1st 9 Weeks	✗
Extra Credit:	2nd 9 Weeks	
Description:	Semester 1 Exam	
	3rd 9 Weeks	
	4th 9 Weeks	
	Semester 2 Exam	

Select the grading period in which this assignment applies to.

Assignment Type:	Choose...	✗
Possible Points:	Choose...	✗
Extra Credit:	Conduct	
Description:	Homework	
	Participation	
	Project	
	Quiz	
	Test	
	Worksheet	

Select the assignment type for this assignment. This list is built from your class's assignment types. See **Modifying Assignment Types Quick-Start** for more information.

Possible Points:	<input type="text" value="50"/>	✓
Extra Credit:	<input type="checkbox"/>	
Description:	<input type="text"/>	

Fill in possible points (If class grading type is set to "Points", see **Setting-Up Classes Quick-Start**). Select if the assignment is extra credit. Then fill in an optional description.

Add a Data Locker File
Duplicate Assignment

You have an option to attach a file and store it in your Data Locker. Students can be given access to any file that relates to an assignment. See the **Data Locker System Quick-Start** for more information.

You can also duplicate an assignment for any other class that will be using the same assignment. Classes that are setup with the same Schedule and Scoring Method will be listed.

Assignment Duplication

Class List: ☐ K (Period 5)

Name	Grade	Value	Comment
Allman, Duane	E	N/A	✓ Excused Absence
Allman, Gregg	AM	46.5	✓
Conner, Sarah	AP	50.0	✓ Excellent Work!
Fleetwood, Mick	40	40.0	✓
Harrison, George	M	0.0	✓ Did not turn in.
Haynes, Warren	M	0.0	✓
McCartney, Paul	BM	42.5	✓
Trucks, Derek	25	25.0	✓ Study harder
Fill With: <input type="text"/> <input type="button" value="Fill"/> <input type="button" value="Clear"/>			

You can now begin filling in grade information. The grade input box can take a wide variety of values. You can enter grade marks (See **Creating Grade Marks Quick-Start**), grade scale values (if scoring method is Non-Numerical), point values (50), percentage values (85%), and calculations (50+5). Beside the grade you can see the calculated point value and a green check if it is acceptable. You can also leave

a comment that students and parents can see online.

The “Fill With” option can be used to fill all grades with a certain value. If all grades were 50 points then put 50 in the box and hit the Fill button. This will insert 50 into all students that currently have a blank spot.

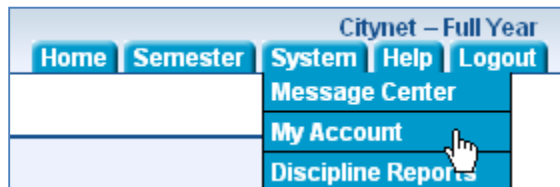
Once completed filling in all your information, you can then click the “Create” button.

Creating Assignment Templates

Assignment templates are a way for you to quickly duplicate assignments over different classes and grading periods. Copying of assignments can be done in different ways.

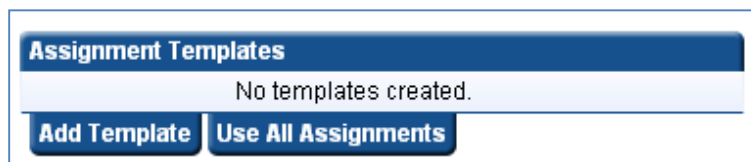


Logon to LiveGrades and at the top of the page find the **“System”** Tab.



Scrolling over the **“System”** Tab will give a drop-down menu. Click the **“My Account”** link.

The My Account page details different options and settings for your LiveGrades account.



On the right hand side you should find the Assignment Templates. You have the option of Adding Templates or using all assignments.

By clicking the **“Use All Assignments”** tab, instead of seeing a list of templates you will see a list of all assignments created across all your classes for that given grading period. If you are set to use all assignments, you will have a tab called **“Use Templates”** available. This will switch the functionality back to using templates instead of all assignments.

Click **“Add Template”** to begin adding a new template.

Create Assignment Template

Template Name: ✓
Assignment Name:
Assignment Type:
Possible Points:
Extra Credit: ☐
Description:

Daily workbook page.

Invalid: ✗ Valid: ✓ Warning: ⚠



Fill in the assignment information you want to be copied when this template is selected. Once you have the default information recorded, you can click the Create button.


Assignment Templates

Workbook Template

Once created, the template will be added to your list on the My Account page. This can be edited at any time by clicking the name.

If you already have an assignment that you want to create into a template for later use you can go to the class homepage which has the assignment.

Date Due	Assignment	Average
6/16/10	Test 1 	74.44% D
6/15/10	Homework 1 	100.00% A

4th 9 Weeks 

On the right hand side will be a list of assignments. Click on the assignment name of which ever assignment you want to create into a template.

Assignment Information	
Assignment Name:	Homework 1
Date Due:	Jun 15, 2010
Assignment Type:	Homework
Grading Period:	4th 9 Weeks
Possible Points:	50
Create Template	

The assignment page will now be displayed. This page displays a list of assignments, assignment information and grades for the selected assignment. Under the assignment information will be the **“Create Template”** tab.

When you click this tab, the assignment information will be inserted into the Create Template page. It can then be edited as necessary and saved as before.

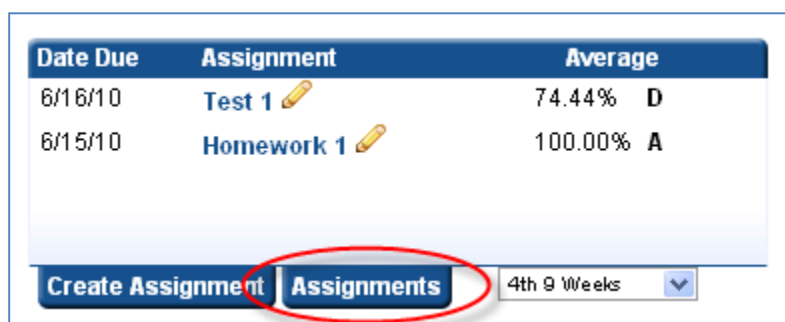
Once you have saved assignment templates, they will be available when you create assignments.

Note: Assignment Templates are only available to the teacher who creates that template.



Modifying Assignments Types

Assignment types in LiveGrades can be weighted so that assignments of that type make up a certain percentage of the overall class grade. For example, you could say that “Tests” are worth 25% of your overall class grade, and “Homework” the remaining 75%. This would mean that if a student had 0% average on his tests and 100% average on his homework, then his overall grade would be 75%.

When classes are imported (or created) in LiveGrades, several default assignment types are created. None of these default types are weighted. You can modify these anyway you please by removing, editing, or adding to the list.



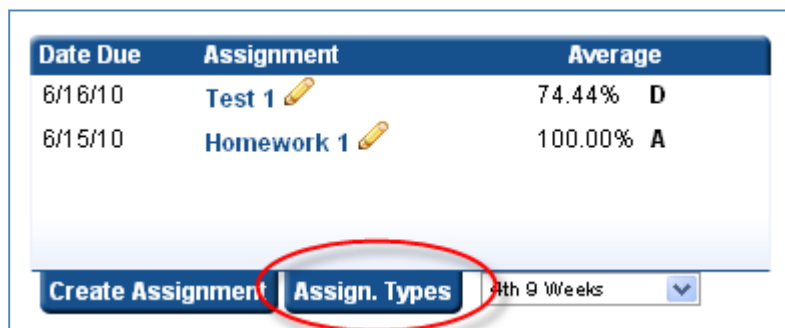
The screenshot shows a table with the following data:

Date Due	Assignment	Average
6/16/10	Test 1 	74.44% D
6/15/10	Homework 1 	100.00% A

Below the table, there is a navigation bar with three buttons: "Create Assignment", "Assignments", and "4th 9 Weeks". The "Assignments" button is circled in red.

Go to your class page and on the right hand side of the page, under the assignment listing, select the “Assignments” tab.

This will give you a listing of all assignments and details of these assignments.



The screenshot shows the same table as the previous one. Below the table, the navigation bar now has three buttons: "Create Assignment", "Assign. Types", and "4th 9 Weeks". The "Assign. Types" button is circled in red.

From this page click the “Assign. Types” on the left hand side of the screen.

Class Assignment Types

Name	Weight
Conduct	Unweighted
Homework	Unweighted
Participation	Unweighted
Project	Unweighted
Quiz	Unweighted
Test	Unweighted
Worksheet	Unweighted

Create Assign. Type Assignments

This page will give you a list of assignment types for your class. You can create additional assignment types by clicking the **"Create Assign. Type"** tab.

To modify the weight or name of an existing type, click the assignment type name.

Update Assignment Type

Assignment Type: ✓

Weight: % ✓

Invalid: ✗ Valid: ✓ Warning: ⚠

When editing an assignment type, a weight of 0% will not be considered weighted. Once your changes are completed you can hit the Update button.

Class Assignment Types

Name	Weight
Conduct	Unweighted
Homework	Unweighted
Participation	Unweighted
Project	Unweighted
Quiz	Unweighted
Test	25.00% of grade
Worksheet	Unweighted

Create Assign. Type Assignments

The new percentage will show up in the right column. All other assignment types will make up the other 75% of the grade in this example.

If you update Homework to be 75% then all other assignment types will not count towards a student's grade.

Creating Grade Marks

Grade marks are customizable values that a teacher can use for grading assignments. For example, in one teacher's class an "A" as an assignment grade might mean 96%, while in another teacher's class an "A" might mean 100%. Teachers can set up grade marks with values that reflect their grading policies.

LiveGrades comes with two built-in grade marks, "E" for excused assignments, and "M" for missing assignments.



Logon to LiveGrades and at the top of the page find the **"System"** Tab.



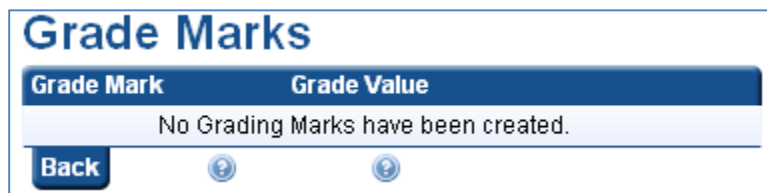
Scrolling over the **"System"** Tab will give a drop-down menu. Click the **"My Account"** link.

The My Account page details different options and settings for your LiveGrades account.

Grading Marks	Value	Meaning
E	/	Excused
M	0.00%	Missing
Edit Grade Marks		

Look on the left hand side and you should find the Grading Marks display. Listed here will be the defaults for your school and any marks you have created.

Select the **"Edit Grade Marks"** tab. You will then be taken to the Grade Marks page.



The left hand side of the page will list all your created grade marks.

Add Mark

Mark:

AP

Value:

100

%

Add

On the right hand side you can enter new marks. Once you have entered the information just click the Add button.

Grade Mark	Grade Value	
AM	90%	Edit
AP	100%	Edit
BM	80%	Edit
BP	89%	Edit
<div>Back??</div>		

Once added the marks will show up on the left hand side. You can click the “Edit” link to edit that mark or remove it.

These values will also show up on your My Account page. The grade marks can be used on any of your created assignments in any of your classes.

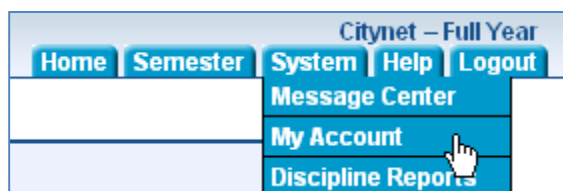
Note: Grade marks are only available to the teacher who created that mark.

Custom Grading Scales

Default grading scales are available based on the grading scales for your district. These default grading scales are created by your district administrators. Should your classes not use the default district grading scales then LiveGrades offers an option of creating custom grading scales to meet your needs.



Logon to LiveGrades and at the top of the page find the **"System"** Tab.



Scrolling over the **"System"** Tab will give a drop-down menu. Click the **"My Account"** link.


The My Account page details different options and settings for your LiveGrades account.


Grading Scales	Values
ABCD	A,B,C,D,F
SNIU	S,NI,U
Add Grading Scale	




Look on the left hand side and you should find the Grading Scales. Listed here will be district defaults and any you have created.

Select the **"Add Grading Scale"** tab.

Create Grading Scale

Scale Name: 

Override to: 

Invalid:  Valid:  Warning: 

Give your grading scale a name, something that you can easily identify. When you override a student's grade if you want the percentage to be the lowest, then select Minimum, for highest, then Maximum.

After creating the Grading Scale, you will be asked to add Grading Scale Values.

Grading Scale Values			
Letter	Min Grade	GPA Value	Options
No Grading Scale Values have been created.			
<div>Back</div>			

Add Value	
Letter:	<input type="text"/>
Min Grade:	<input type="text"/> %
GPA Value:	<input type="text"/>
<div>Add</div> All fields required	

Each letter will need a corresponding minimum grade and GPA value. Enter this information into the form to the right and click the Add button.

Grading Scale Values			
Letter	Min Grade	GPA Value	Options
A	90%	4	↓ Edit
B	80%	3	↑ ↓ Edit
C	70%	2	↑ ↓ Edit
D	60%	1	↑ ↓ Edit
F	0%	0	↑ Edit
<div>Back</div>			

Update Value	
Letter:	<input type="text" value="B"/>
Min Grade:	<input type="text" value="80"/> %
GPA Value:	<input type="text" value="3"/>
<div>Update</div> <div>Remove</div> <div>Cancel</div> All fields required	

As you add values they will show up to the right. You can click the Edit link to edit values or remove a value completely. Also each value can have its order changed by clicking the up or down arrows. The order of values is important for classes that use Non-Numerical scoring methods. See ***How Grades Are Calculated Quick-Start*** for more information on scoring methods.

Grading Scales	Values
ABCD	A,B,C,D,F
SNIU	S,N,I,U
10 Point Scale	A,B,C,D,F
Add Grading Scale	

Once you have completed the process you can view the grading scale on the My Account page. You can go in and edit grading scales by clicking the scale name or grade values.

This grading scale will now be available to any of your classes.

Note: Customized grading scales are only available to the teacher who creates that scale.

Making Grade Adjustments

LiveGrades offers the ability to make grade adjustments for overall grading period grades and grading blocks. These adjustments include dropping lowest scores, removing weighting from a grading period, adjusting grades by percentage points, overriding the grade and marking a student as incomplete.

To make an adjustment, log into LiveGrades and select the class you wish to make an adjustment to.

Class Information	
Subject:	History
Course Code:	<i>None Given</i>
Section Code:	<i>None Given</i>
Term Schedule:	Nine Weeks
Period:	Period 2
Grading Scale:	ABCDF
Teacher:	Tester, Susan
Update Class Grid View Grade Adjust. WEIS	

On the left hand side of the page you should see class information. Select the **“Grade Adjust.”** tab.

Grading Period
1st 9 Weeks
2nd 9 Weeks
Semester 1 Exam
3rd 9 Weeks
4th 9 Weeks
Semester 2 Exam

Semester Grades
Semester 1 Grade
Semester 2 Grade

Final Grade
Final Grade

Select the grading period you wish to make updates to. You can also override grades for grading blocks and overall grade. In our examples we will be editing a grading period.

Drop Grade(s) From Assignment Types:

☐ Conduct, ☐ Homework, ☐ Participation, ☐ Project, ☐ Quiz, ☐ Test, ☐ Worksheet

Use Assignment Type weights for this grading period:

Student	Grade	Incomplete	Adjustment	Override	Comment (Private)
Allman, Gregg	100.00% A	<input type="checkbox"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>
Bonham, John	86.00% B	<input type="checkbox"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>
Conner, Sarah	102.00% A	<input type="checkbox"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>
Dent, Stew	30.00% F	<input type="checkbox"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>
Plant, Robert	95.00% A	<input type="checkbox"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>
Waters, Roger	96.00% A	<input type="checkbox"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>

The grade adjustment form gives you the ability to drop grades, remove weighting and make adjustments to the grades for each student.

Drop Grade(s) From Assignment Types:

☒ Conduct, ☒ Homework, ☒ Participation, ☒ Project, ☒ Quiz, ☒ Test, ☒ Worksheet

You can select the number and type of assignments you wish to drop from student's grades. This will drop the grades that are most harmful to the student's grading period grade. You can drop up to 10 grades.

Use Assignment Type weights for this grading period:

You can select if you want to use assignment type weights for the grading period. This is usually used for semester exam grading periods, when there is only one assignment and that grade and does not need to be weighted.

Student	Grade	Incomplete	Adjustment	Override	Comment (Private)
Allman, Gregg	100.00% A	<input type="checkbox"/>	<input type="text" value="0%"/>	<input type="text"/>	<input type="text"/>

At the bottom is a list of the students in the class and what their current grade is in the class. Checking a student as incomplete marks them as needing to complete work in the class. This will change the letter grade to an incomplete symbol. By default the symbol is the letter I, this can be changed in the School Configuration. In the adjustment column you can add or subtract a percentage to a student's grade. So if you want a curve and give everyone in the class an extra 5% then you can just put 5% in every field. The override field accepts either a percentage or a letter grade. This will change the student's grade to the percentage you enter. If you enter a letter grade the grade the percentage if changes to will be determined by how the grading scale is set up. A grading scale can either be set to "Override to Max" or "Override to Minimum", this will determine what the percentage will be set to. (See ***Custom Grading Scales Quick-Start*** for more information.) In most cases this is set to minimum. The last field is a comment field. This is something only you will see so that you can leave a note about why you made this change.

Once you have all the changes you wish to make, then you can save the information and the grades will be updated.

Updating Individual Grading Scale in a Class

Logon to LiveGrades and select the class where the change is needed

Find the individual student, and click on that name

Find the Student Information section (right side of page); Look for the Grading Scale. This will indicate that the student is using the **Class Default** grade scale that was set when the class was Updated.

Student Information	
Student Name:	Freeman, Greg
School:	Demo4 High School
Grading Scale:	Class Default
Guardians:	No guardians found in LiveGrades.
Send Message User Account WVEIS Information	

Click on this link.

English4 - Grading

Update Student Grading Scale

Student:	Freeman, Greg
Current:	Class Default - ABCDF
Grading Scale:	<div><div>Class Default</div><div><div>Class Default</div><div>ABCDF</div><div>Sample</div><div>Standards Based</div></div></div>
<div><div>Update</div><div>Cancel</div></div>	

Click on the arrow beside Grading Scale: This will show all available grading scales for this school/teacher. Click on the new grade scale for this particular student. Click on the Update button.

Note: the desired grading scale must be created and available prior to making this change.

Running Reports

There are many different reports available to be generated for LiveGrades classes. Some of these reports will depend on how your district administrators have LiveGrades set up.

First you will need to logon to LiveGrades and select a class you wish to run reports for.

Name	Number	Average	
Allman, Duane	000512846	80.00%	C
Allman, Gregg	000154812	87.50%	B
Conner, Sarah	000705963	98.75%	A
Gilmour, David	000960978	90.00%	B
Lennon, John	000167496	92.50%	B
Nicks, Stevie	000373840	95.00%	A
Richards, Keith	000143017	98.75%	A
Starr, Ringo	000234269	100.00%	A
Trucks, Derek	000302694	100.00%	A

[Students](#) [Seating Chart](#) [Reports](#) [Announcements](#)

On the class homepage, on the left hand side of the page you will find a list of students. Select the **“Reports”** tab, to get a list of reports that can be generated.

Class Reports	
Assignment Report	Quick-Launch PDF
Allows the creation of reports that display grades that meet the specified criteria.	
Absence Totals	Quick-Launch PDF
Prints a list of total absences for students in your class.	
Attendance List	Quick-Launch PDF
Prints list of attendance information for each student.	
Class Grade Report	Quick-Launch PDF
Lists all students in the class, their averages, and their over-all grade.	
Disciplinary Reports	Quick-Launch PDF
Lists all disciplinary reports filed for students.	
Former Student Grades	Quick-Launch PDF
Creates a report listing the assignment grades for students that have been removed from your class.	
Grade Book Hard Copy	Quick-Launch PDF
Print-Outs	
Blank Roll Sheet	Quick-Launch PDF
Lists all students in the class and a number of blanks for each student to record roll.	
Blank Score Sheet	Quick-Launch PDF
Lists all students in the class and a number of columns for tracking grades away from the computer.	
Parent Login Instructions	Quick-Launch PDF
Prints instructions for parents and guardians to use to view their student's grades on www.livegrades.com .	

The class reports page has a list of all the reports available to you. As mentioned before you may not see all the same reports listed here, as some depend on settings set at the district level. You have two ways of generating reports. You can click the **“Quick-Launch PDF”** link and the report will be generated with default values. You can also click the report name. This will load up options to be selected on the right hand side of the page. You can change these options and generate the report to your liking.

All reports are generated as PDF documents. So you must have Adobe Acrobat Reader installed to view and print them.

List of Reports

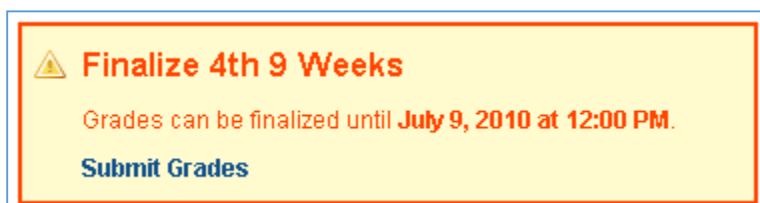
- **Assignment Report** – Displays each student's grades for assignments meeting the criteria you select.
- **Absence Totals** – List of students and total number of absences. (Depends on attendance module)
- **Attendance List** – Displays each student's marked attendance. (Depends on attendance module)
- **Class Grade Report** – List of students and their grades for selected grading period.
- **Disciplinary Reports** – List of reports filed for the select students in your class. (Depends on disciplinary module)
- **Former Student Grades** – List of assignment grades for students that are no longer in your class.
- **Grade Book Hard Copy** – List of students and assignments in a grid format that you would see in old grade books.
- **Individual Grade Reports** – Displays each student's grading period grade and the assignments for that grading period.
- **LiveGrades Login Usage** – List of student and guardians and the last time they logged in.
- **Progress Report** – Displays the grade of a student in each class you have that student in.
- **Blank Roll Sheet** – List of students so you can have a hard copy of the roll.
- **Blank Score Sheet** – List of students and an area to create assignments and mark grades.
- **Parent Login Instructions** – Instructions to be handed out to parents so they can create a login to LiveGrades.
- **Student Login Instructions** – Instructions to be handed out to students so they can log into LiveGrades.

Note: These reports are subject to change. Reports and options are added frequently. Visit the reports page and check options to see changes.

Finalizing Grades

If your district is integrated with an education system such as WVEIS, then the district will be setup to publish your class grades into it.

District Administrators will set up your district with dates to submit grades by. When these dates are approaching then you will see notices on your class homepages. These notices will show up on any class that was imported and display the cut-off date that your district has set. Sometimes multiple notices will show up at once. For example, at the end of the semester, you may see notices for grading period grades, semester grades, and semester exams. You will need to submit any notice that you wish to publish to your information system. If your classes do not use a set of grades then you can ignore those notices.



This is an example of the notice you will see. When your grades are completed for the grading period or grading block you are submitting, you can click the

“Submit Grades” link.

The orange colors represents that the grades have not yet been submitted, and you still have time to submit them.

When you click on the “Submit Grades” link, you will be taken to the Finalize screen. This is where you can enter Comment codes, or uncheck the “Complete” box for those students who are getting an Incomplete for the grading period.

Name	Number	Grade	Comment 1	Comment 2
Allman, Gregg	000154812	100.00% A	None	None
Bonham, John	000216172	86.00% B	None	None
Conner, Sarah	000705963	102.00% A	None	None
Dent, Stew	000710169	30.00% F	None	None
Plant, Robert	000515699	95.00% A	None	None
Waters, Roger	000257368	96.00% A	None	None

I have reviewed these grades and find them to be accurate. ☐

I understand that submission of these grades is final. ☐

If you wish to leave a report card comment code, you can select one from the drop down. These are imported from your district.

I have reviewed these grades and find them to be accurate. ☒

Once you review the grades, mark the first checkbox.

I understand that submission of these grades is final. ☒

Mark the second checkbox and understand these are the grades that will be submitted to your education system and cannot be changed by LiveGrades.

Once this is completed you will be able to click the Finalize button. Once the cut-off date is passed then the grades will be submitted to the information system by your district administrators.

✓ **4th 9 Weeks Finalized**

This grade was finalized on July 9, 2010.

[View grades](#)

After submission the notice will turn green so you will know that the grades have been submitted. You can view the grades you submitted by click the “**View Grades**” link.

Finalization of Senior Grades

- Make sure that you have check marked the Early Senior Finalization box (you will find this with the last grading period in the **Semester setup** District Settings and with Semester 2 Exam) This is an example of the screen will look like.

Demo County - Update Grading Period

Period Name:	4th 9 Weeks	✓
Grading Block:	Semester 2 Average	▼
Weight:	1	
Begin Date:	03/25/2015	✓
End Date:	06/05/2015	✓
Cut Off Date:	06/05/2015	✓
Cut Off Time:	12:00 PM	✓
WVEIS Reporting:	Term 4	▼
Allow Early Senior	<input type="checkbox"/>	
Finalization:		

Update Remove Cancel Invalid: ✗ Valid: ✓ Warning: ⚠

- Teachers with seniors in their class will need to go to the WVEIS tab on the class page to finalize seniors whenever those grades are completed.

Class Information

Subject:	CIVIC NXT GE
Course Code:	██████
Section Code:	006
Class Log:	View Log
Term Schedule:	Six Weeks
Period:	6th period
Grading Scale:	abcdf scale
Teacher:	██████████

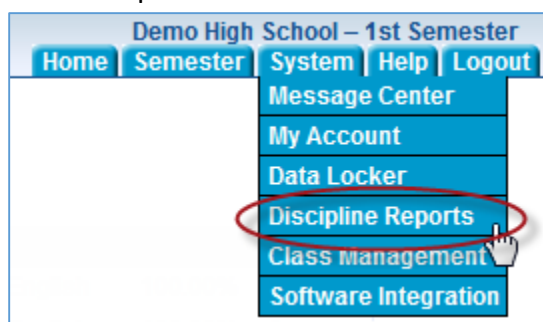
Update Class Grid View Grade Adjust. **WVEIS**

There will be a link to Finalize the Grades for the last grading period, Semester Average, and/or Final Grade.

Discipline Module

The discipline module is available to any district that is using LiveGrades. LiveGrades District Administrators can modify usage under the district configuration settings. The discipline module has the following options:

- Off – The module is not available. Parents, students, and teachers see no mention of discipline reports in LiveGrades.
- On – The module is available. Teachers can enter discipline reports for students. Parents and students can view the discipline reports entered by teachers. School Administrators will have access to school level reports.
- PSL off – The module is not available to parents and students, but is for everyone else. Teachers can enter discipline reports for students. School Administrators will have access to school level reports. Parents and students will see no mention of discipline reports in LiveGrades.




If the discipline module is available faculty can log a discipline report by selecting the option under the system tab in LiveGrades.

Date	Student	Description
10/26/09	John Welk	Talking in Hall
11/18/09	Paul Ash	Punched neighbor
1/24/11	Laura West	Hit her neighbor
2/21/11	Susan Lamp	Kicked desk
File Report		

Clicking the link takes you to a page with all reports filed by you. Clicking on the short description allows you to view details of the report on the right.


Clicking the **“File Report”** tab allows a user to create a new discipline report.

Short Description:


Date: 

Time:




Location:

Student: 

Full Details:

Action Taken: 

Additional Action Details:

Invalid: 
Valid: 
Warning: 

When creating a report the user will be asked to enter detailed information about the incident that is being filed. As with all systems in LiveGrades anything marked with a red x is required. The action taken selection is customizable for every district. If you would like changes to this list, please contact Citynet with the request.

Once the report is filed it will be available to be viewed by parents and students unless "PSL off" has been selected. Also school administrators will be able to run reports with this information in it.

Note: This system does not currently integrate with any other systems such as WVEIS.

Attendance Module

The attendance module is available to any district that is using LiveGrades. LiveGrades District Administrators can modify usage under the district configuration settings. The attendance module has the following options:

- Off – The module is not available. Parents, students, and teachers see no mention of attendance in LiveGrades.
- On – The module is available. Teachers can enter attendance records for all of their classes. Parents and students can view the attendance as it is entered by teachers. School Administrators will have access to school level reports.
- PSL off – The module is not available to parents and students, but is for everyone else. Teachers can enter attendance records for all of their classes. School Administrators will have access to school level reports. Parents and students will see no mention of attendance in LiveGrades.

Value	Name	Options
P	Present	Edit
A	Absent	Edit
T	Tardy	Edit

[Back](#)

Add Value
Abbreviation:
Name:
District Default: ☐
WVEIS Code:

When the module is available the District Administrator can create attendance codes to be used by all teachers in the district. By default every district is set up with P, A, and T. Additional codes can be added. If your district is integrated with another system such as WVEIS then LiveGrades will ask for that system's code. This is needed if the district plans to share this information with the other system. This is optional; it is not required on all or any of the LiveGrades attendance codes.

Student	Absences	Tardies
Ash, Paul	0	0
Bays, Haley	1	0
Davis, Danny	0	0
Lamp, Susan	0	1
Miller, Becky	0	0
Smith, Greg	0	1
Ward, Brent	1	0
Welk, John	0	0
West, Laura	0	0
Attendance		

If teachers have access to the module they will see attendance records on the right hand side of the Class View page.

Clicking the **“Attendance”** tab will take you to the attendance recording page.

Name	Number	Mon 8/20/12	Tue 8/21/12	Wed 8/22/12	Thu 8/23/12	Fri 8/24/12
Ash, Paul	000000003	P	P	P	P	—
Bays, Haley	000000008	A	P	P	A	—
Davis, Danny	000000006	P	P	P	P	—
Lamp, Susan	000000007	P	T	P	P	—
Miller, Becky	000000001	P	P	P	A	—
Smith, Greg	000000004	P	P	T	P	—
Ward, Brent	000000009	A	P	P	P	—
Welk, John	000000002	P	A	P	T	—
West, Laura	000000005	P	P	P	P	—

Attendance can be modified by clicking on the attendance code.

When you click the square the code will cycle through all codes available to your district. Once you have made changes you will need to click the Save button.

Note: This module can be integrated with WVEIS. Contact Citynet to get a demonstration on how this integration works.

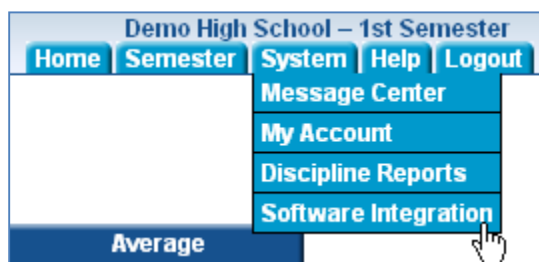
CPS Software Integration

Classroom Performance System (CPS) is developed by eInstruction Corporation. This software is used in conjunction with a student response system, in which students use handheld devices to key information into the software. LiveGrades can export class roster information to be used within CPS or import session data for assignments and grades. Below is a set of directions on how to achieve this integration.

Note: The integration was built using and testing against version 6.70 of the CPS software. Other versions may be set up differently or may not work correctly. Please contact Citynet if there are any problems.

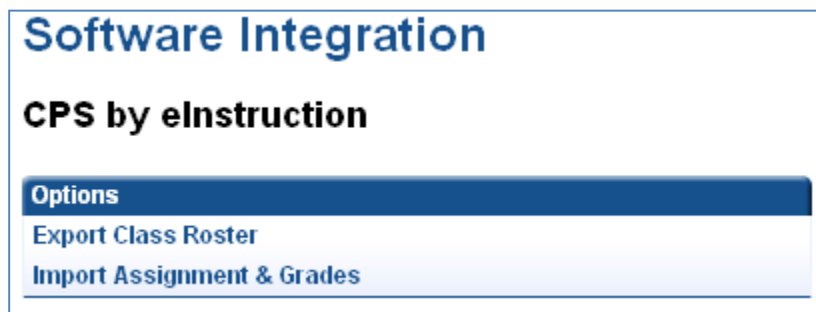


Logon to LiveGrades and at the top of the page find the **“System”** Tab.



Scrolling over the **“System”** Tab will give a drop-down menu. Click the **“Software Integration”** link.

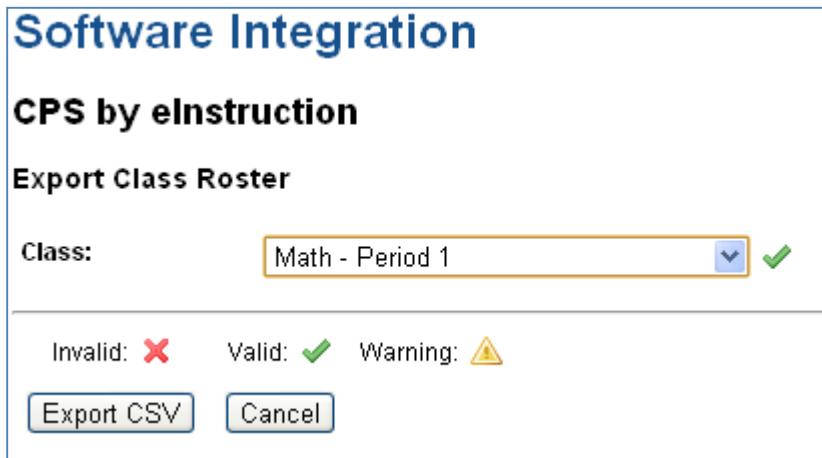
The Software Integration page will list all software products that have integration setup with LiveGrades. In this list you should find **“CPS by eInstruction”**.



Click the CPS by eInstruction link to find available options. You will find detailed instructions of each option below.

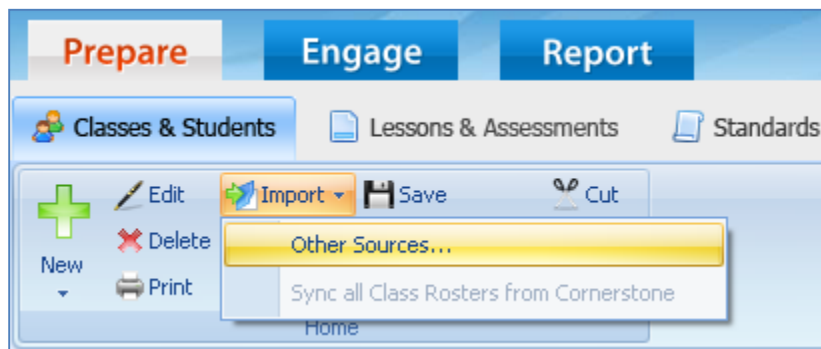
Export Class Roster

If you want to import class information into CPS, you will need to first export your class roster.

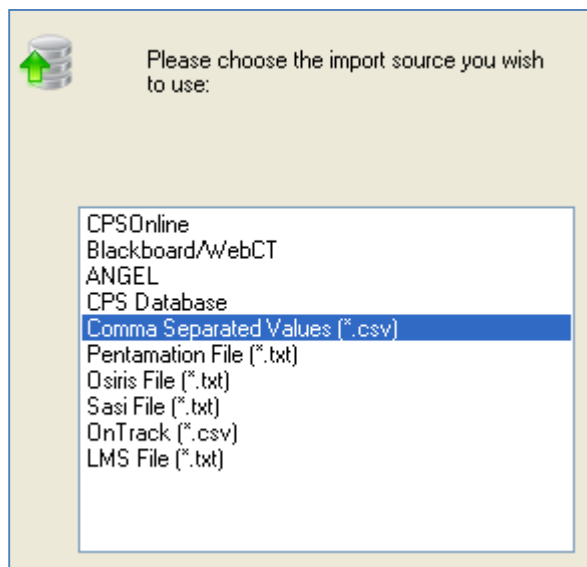


The screenshot shows the 'Software Integration' window for 'CPS by eInstruction'. Under the 'Export Class Roster' section, there is a 'Class:' label followed by a dropdown menu showing 'Math - Period 1' and a green checkmark icon. Below this, there is a legend: 'Invalid: X', 'Valid: ✓', and 'Warning: ⚠'. At the bottom, there are two buttons: 'Export CSV' and 'Cancel'.

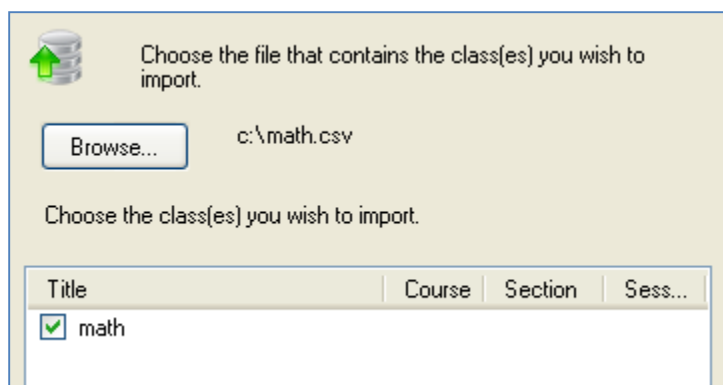
Selecting the **“Export Class Roster”** will give you this screen. You will need to select the class you wish to export. Once you have selected the class, you can click the **“Export CSV”** tab. Your browser should prompt you to download a CSV file. Save the file to your computer and load the CPS software program.



After you have the CPS software loaded, click the **“Import”** option on Classes & Students tab. Select the **“Other Sources...”** option.



On the next screen select the **“Comma Separated Values (*.csv)”** option. Then click the Next >> button.

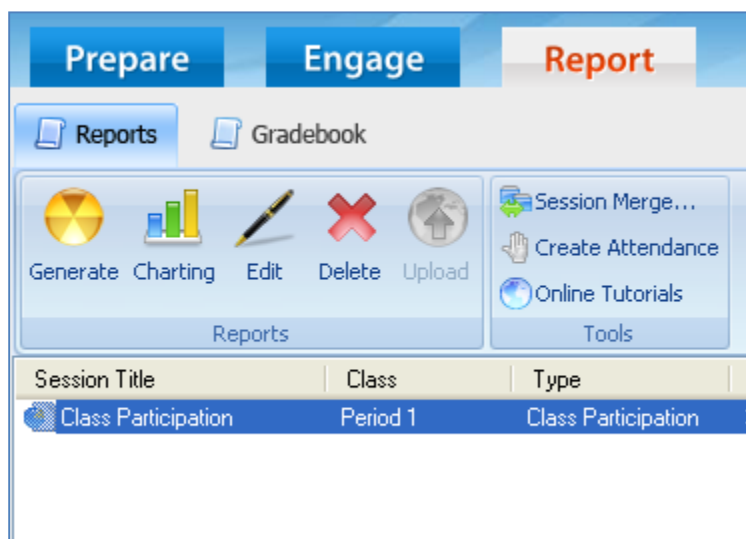


On the next screen click the Browse... button. Find the file you had just saved from LiveGrades and hit open. Click ok on the next screen which prompts you for an instructor. Check the box to select the class and click the Next >> button.

The software should then import your class information and give you an import successful message. Your class and roster information should now be listed in the CPS software.

Import Assignment & Grades

After you have completed a session in the CPS software you may want to import that information into LiveGrades to save as an assignment. This can easily be accomplished by performing the following instructions.



Go to the Reports section of the CPS software. Select the session you wish to import into LiveGrades. Click the **“Generate”** button.

Students

☒ Paul Ash
☒ Haley Bays
☒ Danny Davis
☒ Susan Lamp
☒ Becky Miller

☒ Select All
☒ Filter out students who didn't respond

When this option is checked, the class average displayed on the reports is calculated using only the students who responded.

Class Participation

10 Questions

Report Title:

Display Information

☒ Student Name
☒ Student ID
☐ Pad ID

☐ Student Full Name

- Question Report
- Response Report *
- Item Analysis
- Item Analysis w/ Standards
- Question Grid Export
- Session Data Export
- Classroom Manager Export
- AEISIT Export
- Standards Analysis
- Standards Analysis w/ Student Cross Index
- Opinion Survey
- Star Chart
- Ontrack Export
- Response Data Export
- Data Slicing
- Raw Response Data Export *
- Question Response Data Export
- Post Report**
- LMS Report
- InteGrade Pro Export
- Angel/WebCT Export
- eSembler Export

* indicates reports that are compatible with Essay questions

Preview...

Close

On the following screen select all students available. Also select Student Name and Student ID as display information with no other information selected. You will need to select the **“Post Report”** option to get a valid CSV to import into LiveGrades. Click the Preview... button to load up the report. Save this report to your computer where you can easily find it.

Software Integration

CPS by eInstruction

Import Assignment & Grades

Post Report: Choose File Class Parti..._55_550.csv

Import CSV

Cancel


In LiveGrades select **“Import Assignment & Grades”** option (instructions above to navigate there). Select the file you exported from CPS and select **“Import CSV”**.

Software Integration

CPS by eInstruction

Import Assignment & Grades

Unable to determine class. Please select class to import to below.

Class: 


Invalid:  Valid:  Warning: 


LiveGrades will try to determine the class the file belongs to. If this cannot be determined you will be asked to provide the class to import to. Just select the class and click the Submit button.


Create Assignment


Public – Parents, students, and administrators will be able to see all values entered here.


Copy Template:

Assignment Name: 

Date Due: 

Date Assigned: 

Grading Period: 

Assignment Type: 

Possible Points: 

Extra Credit: ☐

Description:

Name	Grade	Value	Comment
Ash, Paul	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>
Bays, Haley	<input type="text" value="30"/>	<input type="text"/>	<input type="text"/>
Davis, Danny	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>
Lamp, Susan	<input type="text" value="80"/>	<input type="text"/>	<input type="text"/>
Miller, Becky	<input type="text" value="80"/>	<input type="text"/>	<input type="text"/>
Smith, Greg	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ward, Brent	<input type="text"/>	<input type="text"/>	<input type="text"/>
Welk, John	<input type="text"/>	<input type="text"/>	<input type="text"/>
West, Laura	<input type="text"/>	<input type="text"/>	<input type="text"/>

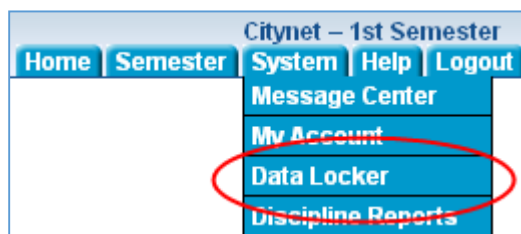
Fill With: 

Invalid:  Valid:  Warning: 

The assignment information and student grades will be parsed out of the CPS file and auto-inserted into the Create Assignment form. You can make any adjustments or additions you would like. Click the Create button to save this data in LiveGrades.

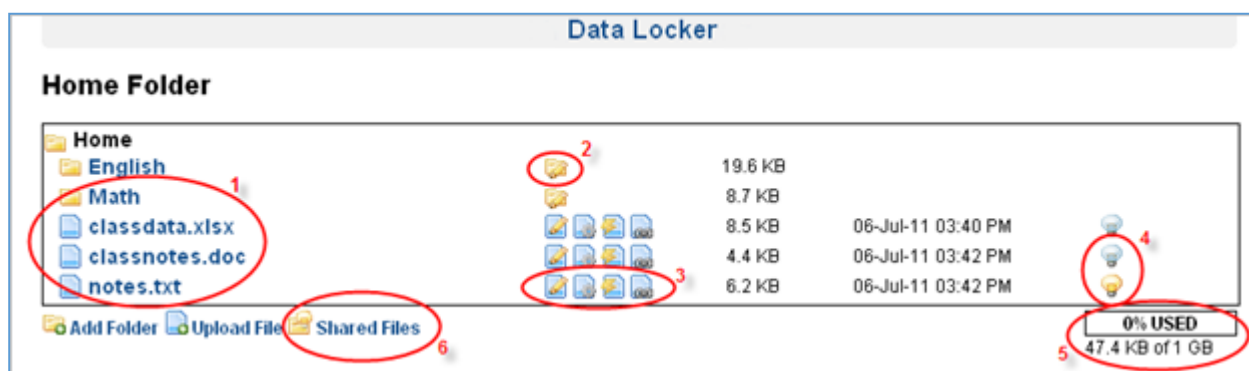
Data Locker System

The Data Locker system is an additional feature for LiveGrades where teachers and students can save files online and access from anywhere. The Locker system can be set-up per school or district-wide. To have the Data Locker system implemented in your schools or district contact Citynet to begin implementation.



To access the Locker system, please log into LiveGrades and scroll over the **"System"** tab. Click the **"Data Locker"** link from the drop-down menu that appears.

Data Locker View



This will display your own locker and everything you have stored so far.

1. Directory Listing - List of all folders you have created and files you have uploaded in the current folder. You can create folders by clicking the **"Add Folder"** link at the bottom of the directory. You can upload new files by clicking the **"Upload File"** link at the bottom of the directory. Clicking on a folder will open up that folder to view its contents. Clicking on a file will download that file.
2. Folder Options – The only folder option is the **"Edit Folder"** icon. Clicking this allows you to edit a folder name.
3. File Options – List of file options: **"Edit File"**, **"File Stats"**, **"File Associations"**, and **"File Link"**. View the *File Options* section of this quick-start for more information on these options.

4. File Status – Icon representing whether or not a file is private or public. A private file will be indicated by an unlit light bulb, whereas a public file will be indicated by a lit light bulb.
5. Storage Limit – How much of your given space you have used. If you reach your storage capacity, you will have to remove files to create additional space.
6. Shared Files – View files that students have shared with you. View the *Shared Files* section for more information.

File Options



There are 4 option icons for files.

Update File

NOTE: Once a file is removed, it can no longer be recovered.

Location: Home\ [Change Location](#)

Name:

Public: ☐ *Note: Students will have access to this file if marked public and associated to an item.*

Invalid: Valid: Warning:

Clicking the icon will allow you to edit the file. Here you can move the file to a new folder, change the filename, or mark the file as public or private.

You will also have the option to remove the file from here also.

Clicking the icon will display the file stats. The left side will show when the file was last accessed, how many times it has been downloaded overall and by unique users. On the right you will see a listing of all users that have downloaded the file.

notes.txt

6.2 KB

06-Jul-11 03:42 PM

General Stats

Last Accessed: Jul 08, 11 09:09 AM

Total Downloads: 1

Unique Downloads: 1

User

Conner, Sarah


Download Log



Downloads

1


Last Download



Jul 08, 11 09:09 AM

Clicking the  icon will show the file associations. Files must be associated to a class or assignment and also marked as public for students to have access to that file. Files can have multiple associations. So if the file is a worksheet that is used in your 3 English classes, you only need to upload the file once, and associate it to the 3 classes. Students in all 3 classes will then have access to the file.

 **notes.txt**
6.2 KB
06-Jul-11 03:42 PM


Assignment Associations
 2010 to 2011 School Year : English : Weekly Homework 2

Clicking the  icon will display the file link. You can give this link out to anyone and they will be able to download the file. You can also place the link on your school/class webpage to allow anyone access to the file. Note that the file must be marked as public to allow the access.


 **notes.txt**
6.2 KB
06-Jul-11 03:42 PM





<https://livegrades.citynet.net/getFile.cfm?x=71B2B75C303B2ECEE6D5F8C7BD8AAF8DBFD3F1E4B895CECBED2FCEC2DEA704D607C7DAC589F4CAFFC5D3DC324B>

Shared Files

The shared files area is accessed by clicking the link at the bottom of the Data Locker view. This is where you can access files that have been shared to your classes or assignments.


Shared Files
 2010 to 2011 School Year



 **Shared**

 src_hw1.doc	Sarah Conner	4.4 KB	08-Jul-11 10:12 AM
 num_test.txt	Sarah Conner	129 bytes	27-Jun-11 11:13 AM
 mymathhw.txt	Stew Dent	8.7 KB	25-Mar-11 11:06 AM


You will initially see all files that have been shared with you. Clicking the filename will allow you to download the file. On the right you will see the user that uploaded the file, the size of the file and the date it was uploaded. You can filter the files by year, course and assignment if you wish. This will allow you to easily find files when you need them.


2010 to 2011 School Year
 Math



 **Shared**


 src_hw1.doc	Sarah Conner	4.4 KB	08-Jul-11 10:12 AM
 mymathhw.txt	Stew Dent	8.7 KB	25-Mar-11 11:06 AM



Additional Locker System Functionality



Copy Template: 

Assignment Name: 

Date Due:  

Date Assigned: 

Grading Period:  




Assignment Type:  

Extra Credit: ☐

Description:




Add Locker File: No file chosen


Public File: ☐ *Note: Students in this class will have access to this file if marked public.*


Invalid:  Valid:  Warning: 

Files do not have to be uploaded through the locker system. They can also be uploaded during assignment creation.

When you are creating an assignment you will also see the option to add a locker file. Selecting a file will upload said file and put it in your home directory. It will also automatically associate to the assignment.

Date Due	Assignment	Average
1/14/11	 Weekly Homework 	85.71% B
1/11/11	Weekly Homework2 	47.86% F



Viewing assignment lists will quickly show which ones have files associated to it by displaying the  icon.

Assignment Information	
Assignment Name:	Weekly Homework
Date Due:	Jan 14, 2011
Assignment Type:	Test
Grading Period:	4th 6 Weeks
Possible Points:	100
Description:	Weekly Homework assignment.
Public Files:	mathhw_instructions.txt
Shared Files:	2 Files
Create Template	

Viewing assignment information will also show what files have been associated. It will show your private and public files and the number of files that students have shared to the assignment. Clicking the links will take you to the locker system in the corresponding folders.

Questionnaire Completion

Administrators in LiveGrades can create questionnaires for courses. When a questionnaire instance is created a start date must be filled in along with an optional end date. Once a start date has passed an alert will be displayed to all teachers with a course associated to the questionnaire instance.

 **Questionnaire "1st Grade Progress Report" Available**
[Complete Questionnaire](#)

The alert will be displayed on the main class view page between class information and student listing. If an end date is provided the teacher has

until that date to complete the questionnaire.

Clicking the **"Complete Questionnaire"** link will display a list of students currently in the class and if the questionnaire has been completed or not.

Student Indicators: Term 1	
Students	
Allman, Gregg	Completed
Bonham, John	Available
Conner, Sarah	Completed
Dent, Stew	Available
Plant, Robert	Available
Waters, Roger	Available
Questionnaire Listing	

If a student has not had a questionnaire submitted the **"Available"** link will allow completion of the questionnaire. Any **"Completed"** link will allow viewing of a questionnaire for a student and modification if the instance end date has not passed.

The **"Questionnaire Listing"** tab will display a list of all questionnaires that have been made available to this class.

Questionnaire

Student Indicators - John Bonham

Progress Indicators	
The student is gaining skills needed to Read	<input type="checkbox"/>
The student is gaining comprehension in Reading	<input type="checkbox"/>
The student is learning Math concepts	<input type="checkbox"/>
The student is learning Math computation	<input type="checkbox"/>
The student is learning Math application	<input type="checkbox"/>
The student is learning calculator usage	<input type="checkbox"/>

Responsible Indicators	
Uses good manners	<input type="checkbox"/>
Respects teachers	<input type="checkbox"/>
Respects school property	<input type="checkbox"/>
Respects property of others	<input type="checkbox"/>

Reading	
Book being read	Fox and His Friends

Completion of the questionnaire just requires inputting the answers for each question in the questionnaire. Once completed, clicking the submit button will submit the questionnaire for the student.

Once all students are completed or the end date has passed for a questionnaire, the alert will disappear from the class view page.

Name	Number	Average
Allman, Gregg	000154812	N/A
Bonham, John	000216172	N/A
Conner, Sarah	000705963	N/A
Dent, Stew	000710169	N/A
Plant, Robert	000515699	N/A
Waters, Roger	000257368	N/A

Students Seating Chart Reports Announcements

To review answers to the questionnaire you can click the **"Students"** tab on the main class view.

The student page will have a **"Questionnaires"** tab if there have been questionnaires available to your class. This will give a listing of all upcoming, available, and completed questionnaires for review.

Name	Number	Average
Allman, Gregg	000154812	N/A
Bonham, John	000216172	N/A
Conner, Sarah	000705963	N/A
Dent, Stew	000710169	N/A
Plant, Robert	000515699	N/A
Waters, Roger	000257368	N/A

Seating Chart **Questionnaires** 2nd 6 Weeks

FAQ for LiveGrades

Q: How do parents and students get their activation codes?

A: This can be requested at the school from the teacher or administrator. Citynet will not disclose any of this information.

Q: What if parents or students forget their logon/password information?

A: The best way to resolve this would be for the parent/student to go to LiveGrades.com and click on the "Forgot Password" link. They will be able to enter their email address and have their login information emailed to them. If they do not have access to the email that they registered with, they have 2 options. The system administrator can manually reset that password on request, or they can request another login sheet for that student and create a new login.

Q: If parents have more than one child in schools using LiveGrades do they need to set up an account for each student?

A: No. Once a parent account is set up, they will be able to see information on all of their children using the student's access code.

Q: How can I be notified of any changes that have been made to LiveGrades?

A: Under the "Help" tab, there is a "Site Updates" link. This will give a complete description of any changes that been recently made. There is an "Opt In" link at the top to receive email notification of any changes.

Q: Can I "hide" classes, such as Homeroom, Planning, etc that I don't need to grade? Do they have to be visible in my list of graded classes?

A: On the LiveGrades homepage, under the list of teacher classes, there is a tab labeled "Show/Hide". A teacher can click on this tab and a list of the current classes will show up with checkboxes beside each one. Here they are able to select classes that need to be seen, or hidden from view. The courses that have the checkmark removed will no longer be displayed on the homepage or on the "Home" drop down list.

Q: Does LiveGrades support Standards-based grading scales?

A: Yes. In addition to traditional grading, align assignments to state or district standards. Enter standards-based grades and track student performance versus standards. Standards for WV are already loaded into LiveGrades. Teachers can easily find, view, and use their state standards -- without typing them in.

Q: Can I create a custom grading scale that is different than what the district is using?

A: Yes, if your school district allows this, every teacher could have the ability to create a custom grade scale for any of their classes. In the Help menu, there is a Quick Start Guide with directions for this.

Q: Can individual students in a class have a different grading scale than the rest of the class?

A: Yes. For example, if the class is set up to be ABCDF scale, the teacher can go into the class homepage, select the student that needs this change. On that student page, they will see information about this student, including the Grading Scale. This will say "Class Default", meaning it is set to ABCDF as the class is. If the teacher clicks on the "Class Default", there will be an option to change this grading scale to a different one.

Q: Can individual assignments reflect what Standards and Objectives are being covered in that assignment?

A: Yes. The district and school must have enabled this option for it to be available. Then the teacher can choose to include Standards and Objectives when completing the Class Update information.

Q: How long will assignments appear in the drop down Copy Assignment box, if the assignments are not saved as Templates?

A: The assignments actually persist in the drop down for 10 days after a grading period ends.

Q: How do I override a final grade?

A: By clicking on the Grade Adjustments tab, which can be found on the class homepage, the teacher can adjust a grade by percent point or by overriding

the letter grade. There is a comment column available that is private and only viewed by the teacher.

Q: What does the “Given Grade Only” check box mean?

A: By default, LiveGrades.com publishes both a percentage grade and a letter grade. If the teacher only wants the letter grade displayed, she can put a checkmark in this box to eliminate publishing percentages.

Q: How do I enter an exam grade? Is that considered an assignment?

A: Yes, an exam is entered as an assignment. Create an Assignment, complete the information for Assignment Name, Date Due, and when selecting Grading Period select Semester Exam.

Q: How long will LiveGrades stay logged on before it times out?

A: With no activity, LiveGrades will log off the current user after 20 minutes.

Q: Can teachers create their own Grade Marks? Do they have to use the default Grade Marks of “E” and “M”?

A: Yes teachers can create custom Grade Marks. Under the System tab, select My Account, select Edit Grade Marks, and adjust to the desired marks.

Q: Can a Parent or Guardian account remove a student from their account?

A: Yes. The Account holder can remove the student from their livegrades.com account. Click on the Account tab and select *Remove a Student*.

Q: If a course is removed from WVEIS, will it automatically be removed from LiveGrades?

A: If a course# is no longer being used and has no teacher assigned or no assignments associated with this course, notify Citynet LiveGrades team to remove that course from your LiveGrades.

Q: How can a school district make sure that absences are being calculated correctly?

A: Absences are calculated by the absence value given to an attendance type. If a school district has multiple values that count as "Absent", such as "Excused Absent" or "Absent with Note", they need to make that value 1. If they are using something like "Half Day Absent" they can give the value of .5. The LiveGrades system "Adds" these values to give a total number of absences. These values can be found under District Settings.

Q: If a class is assigned to a different teacher, will the students in this class lose all the grades that were put in by the previous teacher?

A: A class is defined by the school, course code, section code. Assignments/Grades are attached to a class. Teachers are attached to a class. The teacher can change 100 different times and the class will remain the same. You can see the teacher the same as a student. They are being added and removed. In reality nothing is transferring, a teacher will be removed from a class and another teacher will be added to the class. An issue will only arise if a course code or section code changes.

Q: How does a classroom teacher look at grades for a former student?

A: Classroom teachers can retrieve all assignment grades for former students. On the class page, under Reports tab, there is a report called "Former Student Grades".