

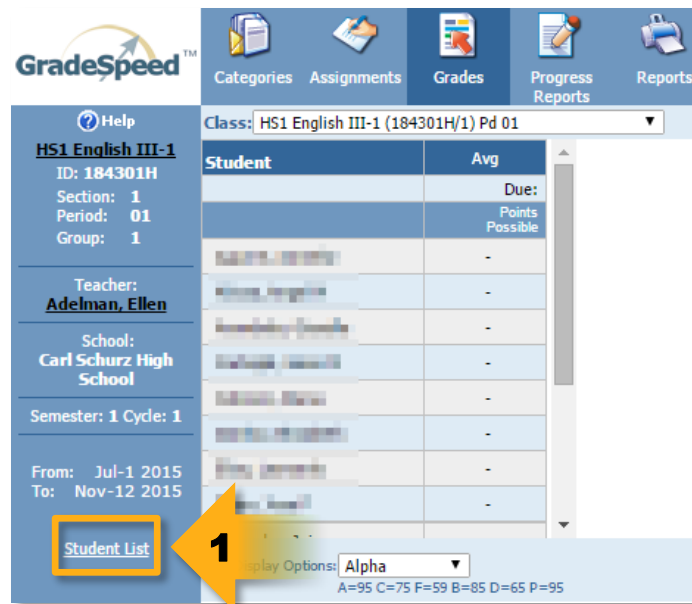
GRADEBOOK: ACCESSING STUDENT PROFILES

Quick Start Guide

This Quick Start Guide will take you through the process of viewing student information in Gradebook.

Open the Student List

1. From any page within gradebook, click the “**Student List**” link in the left-hand panel.

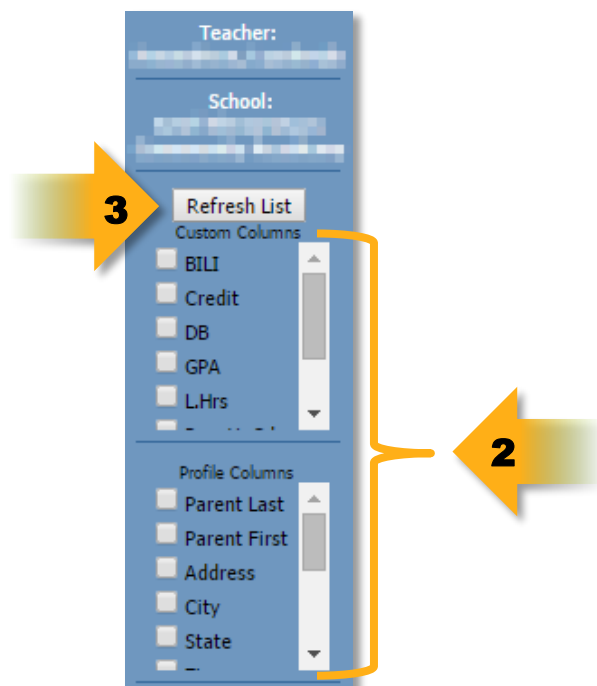


The screenshot shows the GradeSpeed interface. On the left-hand panel, the 'Student List' link is highlighted with a yellow box. A yellow arrow with the number '1' points to this link. The main area of the interface shows a class selection dropdown set to 'HS1 English III-1 (184301H/1) Pd 01'. Below this is a table with columns for 'Student' and 'Avg'. The table contains several rows of student names and their average scores. At the bottom of the interface, there are 'Display Options' set to 'Alpha' and a legend for letter grades: A=95 C=75 F=59 B=85 D=65 P=95.

Add Fields to the Student Grid

2. Select any additional items to display on the student list by checking the desired entry.

3. Click **Refresh List**.



The screenshot shows the 'Custom Columns' and 'Profile Columns' panels. The 'Custom Columns' panel has a 'Refresh List' button and a list of checkboxes for 'BILI', 'Credit', 'DB', 'GPA', and 'L.Hrs'. The 'Profile Columns' panel has a list of checkboxes for 'Parent Last', 'Parent First', 'Address', 'City', and 'State'. A yellow arrow with the number '2' points to the 'Refresh List' button, and another yellow arrow with the number '3' points to the 'Custom Columns' panel.

Open Student Profile

4. Select **[Profile]** for the desired student.

ID	Last	First	Grade	Birth Date		
[Redacted]	[Redacted]	Shonte	11	05/09/1999	[Profile]	[Grades]
[Redacted]	[Redacted]	Janneliz	11	06/22/1999	[Profile]	[Grades]
[Redacted]	[Redacted]	Juan	11	06/16/1999	[Profile]	[Grades]
[Redacted]	[Redacted]	Sophia	11	12/28/1999	[Profile]	[Grades]
[Redacted]	[Redacted]	Alberto	11	08/29/1999	[Profile]	[Grades]

View Student Profile

5. View the parent and student's contact information.

6. View parent/student portal information.

7. Check this box to print the student's informal progress report in Spanish.

8. Select the report card language.

9. If any of the listed characteristics apply to this student, click on them here.

10. Click **Update**.

Student Profile

Update **10** | Schedule | Attendance | Notes

Last: [Redacted] ID: [Redacted]

First: [Redacted] Gender: Male Female

Parent Last: [Redacted] Grade: 11

Parent First: [Redacted] Sort Key: [Redacted]

Address: [Redacted] Print Progress Report in Spanish **7**

City: Chicago **5** Language: Spanish **8**

State: IL

Zip: 60641

Phone: [Redacted]

Email: [Redacted]

Birthdate: [Redacted]

Characteristics

- B. Bilingual
- D. Disabled
- S. Special Ed

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Homeroom Teacher

[Redacted] (T-12056)

Parent Account Info

Username: [Redacted] **6**

Email: [Redacted]

LastLogin: 6/11/2014 10:22:32 PMAlt.

Email: [Redacted]

View Other Records

11. Click **Schedule** to view the student's scheduled classes.

12. Click **Attendance** to view historical data.

13. Click **Notes** to view parent, student, and teacher portal notes.

Update | Cancel | **Schedule 11** | **Attendance 12** | **Notes 13**

Student profile

Last: [Redacted]