



Gradebook for Teachers

Starter Kit



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Why do I need this Starter Kit and how does it help me

Why do I need this starter kit?

Getting to the heart of your data and understanding your impact so you can drive better outcomes, and to help support every learner in your class is the main goal of Gradebook.

Making sure you have everything setup and you know how to get the most out of Gradebook is why we created this starter kit. Your work changes lives and we give you the tools to make that easier.

Who is it for?

Mainly for teachers but it should also be shared with members of your management, leadership and care teams in your school. Everyone should be aware of how the Gradebook works and how other aspects of SchoolWise such as Learner Support are woven together.

What will it help me achieve?

That you have your Gradebook setup and aware of the options before you start capturing assessments. It will also show how to best support your

learners in the classroom by having access to critical information and take action when you need to. It also shows how both the dashboard and other areas of Gradebook will make your life easier.

How do I get the most out of the starter kit?

While this starter kit is designed to provide ways for you to make the most impact and help drive outcomes, it is not a “how-to” guide. There are resources included at the end of this starter kit to help with the practical steps. This includes links to articles and walkthroughs.

There are more guides available on our website and through our support chat. These cover other areas of the platform. Make sure to check them out.

Enjoy!



Leslie Turner

Co-founder and CEO of SchoolWise

3 ways to understand your impact and help drive better outcomes

Making that job easier!

Designed for teachers Gradebook places the learner at the heart of it all. It gives you the tools so you can understand the full impact of your work and help drive better outcomes. Gradebook can be broken down into three distinct areas.

The dashboard is your central hub to track and support learners. It provides up to date real-time information on each individual learner and on the class. It also allows you to take action when you need such as adding notes or communicating with the wider team.

Capturing assessments has never been easier. Using quick add for simple assessments or using the full power of Gradebook to add or import more complex assessments.

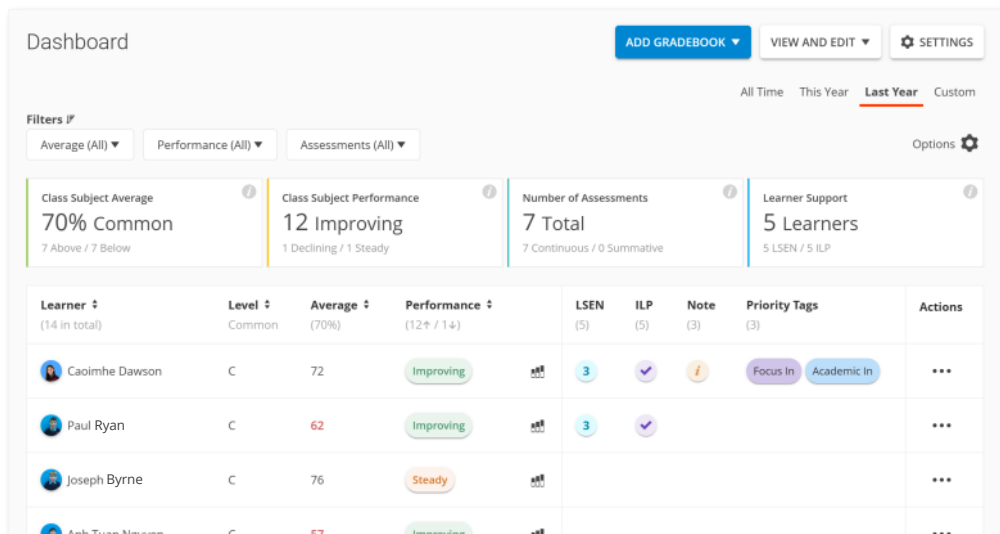
You have a holistic view of each learner with in-depth analysis and actionable insights to help support them. This is how you can truly drive better outcomes.

The screenshot displays the Gradebook Dashboard interface. At the top, there are navigation buttons: 'ADD GRADEBOOK', 'VIEW AND EDIT', and 'SETTINGS'. Below these are filters for 'Average (All)', 'Performance (All)', and 'Assessments (All)'. The dashboard features four key metrics cards: 'Class Subject Average' at 70% Common (7 Above / 7 Below), 'Class Subject Performance' at 12 Improving (1 Declining / 1 Steady), 'Number of Assessments' at 7 Total (7 Continuous / 0 Summative), and 'Learner Support' at 5 Learners (5 LSEN / 5 ILP). Below the metrics is a table of learners with columns for Learner, Level, Average, Performance, LSEN, ILP, Note, Priority Tags, and Actions.

Learner	Level	Average	Performance	LSEN	ILP	Note	Priority Tags	Actions
Caoimhe Dawson	C	72	Improving	3	✓	i	Focus In Academic In	...
Paul Ryan	C	62	Improving	3	✓			...
Joseph Byrne	C	76	Steady					...
Anh Tuan Chang	C	57	Improving					...
Elizabeth Akiacomevin	C	65	Improving	2	✓	i	Academic In	...

Your central hub to support and track learners

The dashboard is the first screen you will see when you visit the Gradebook. It provides up-to-date, real-time information on the class and on each individual learner. Think of the Dashboard as your central hub for everything you need to track and support your learners.



The dashboard displays the academic performance of the class with key information such as the class average, who is improving and the number of assessments. You then filter and interact with the data on the Dashboard to spot trends and track key performance information.

The dashboard also displays any critical information you need to support your learners. This includes any notes, learning, social or emotional needs and if the learner has an individual learner plan.

You also see displayed any priority tags a learner may have. These indicate if the learner is part of any internal care team systems.

Taking action

The dashboard enables you to take action when you need such as recording an observation, contacting a year head or adding a progress note to a learner plan. This is done through the actions menu.

Of course, adding grades is one of the main features of Gradebook. This is also done from the dashboard.

The view and edit menu gives you in-depth analysis and actionable insights on both the academic performance and of the learner themselves.

Setting up your Gradebook

Your first step is configuring Gradebook. Set subject levels and target grades for each learner in your class. While it only takes a few minutes to complete you are setting your learners up for success.

Capturing, viewing and editing assessments

The dashboard is your place to capture assessments. This is the only place in Gradebook where you will see the *Add Gradebook* button. The *View and Edit* button is where you can get powerful analysis and in-depth insights into the performance of your learners. It is also where you edit assessments.

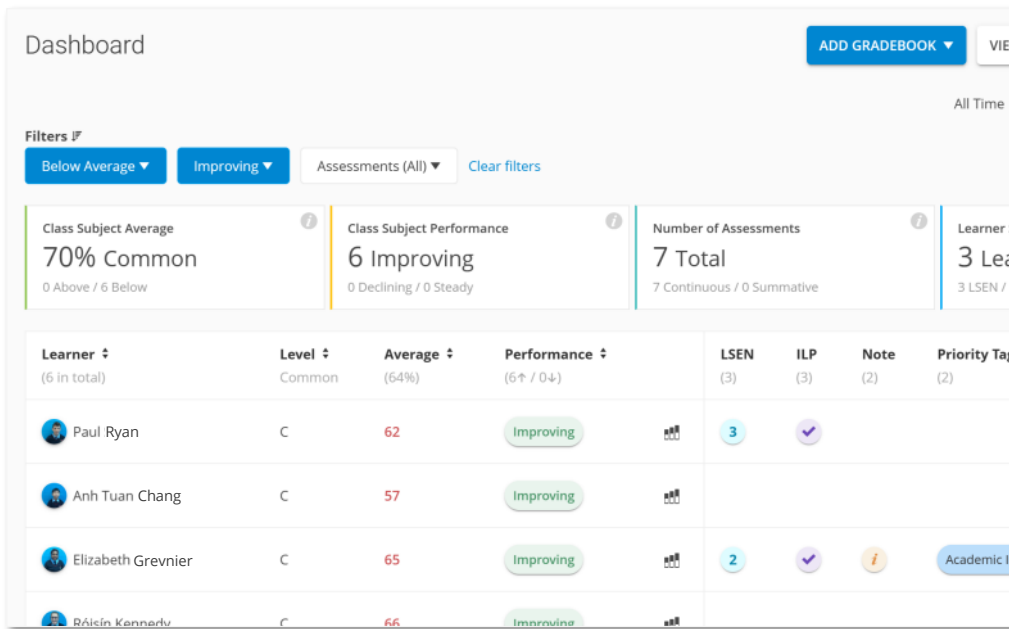
Timeframes and filters

Assessment data follows the learner meaning you will always have the ability to look a previous academic years or even over all time. Filtering assessment and performance data enables you to focus on a level, class averages or those improving and declining.

Critical information to support your learners

Everything your management, leadership and care teams need you to know in order to support your learners is right there on the dashboard. You can interact with these indicators to view more details to get what you need without leaving the dashboard.

[View the Article](#)



Dashboard

All your assessments in one place

You need your assessment data in one place to track the performance of your learners. Gradebook makes it easy for you to store all types of assessments, even those captured in other applications such as your school MIS/SIS system. The best thing is that there is no need for double entry!

Present (14)	Learner ID	Percentage
<input checked="" type="checkbox"/>	*Brian +Gobbet	89 % (C)
<input checked="" type="checkbox"/>	Anh Tuan Chang	87 % (C)
<input checked="" type="checkbox"/>	Caoimhe Dawson	88 % (C)
<input checked="" type="checkbox"/>	Darius Rooney	77 % (C)
<input checked="" type="checkbox"/>	Denise Richards	67 % (C)
<input checked="" type="checkbox"/>	Elizabeth Akinomodu	81 % (C)

Quickly and easily capture any type of assessment

Gradebook in SchoolWise makes capturing assessments easier than ever. The *Quick Add* grades feature lets you add grades for simple assessments in your classroom with the minimum amount of information.

The *Add or Import* option is for more complex assessments or when you need to provide different types of feedback. It also allows you to import assessments from other systems.

Importing quizzes, assignments, OneNote and other types of assessments from additional tools is available here.

Using different grading systems is not a problem. Percentage, points, Junior Cycle or Leaving Certificate will all be available when you need them.

Advanced options like hiding grades for learners so they focus on feedback, or aligning assessments to your units of learning to grouping assessments to projects is just a click away in Gradebook.

It is important to note that the continuous assessment you capture through Gradebook will not affect the academic tracking reports used by the wider team. You have comfort in knowing you can add as many assessments as you like without skewing other data in SchoolWise.

Assessment attendance

Gradebook enables you to only provide grades for learners who are present and mark others as absent. You can always go back and use the *List and Edit* screen to provide grades for those learners later.

Drafts

When you don't have the time to complete a Gradebook or for more complex assessments, the *Save Draft* button is there when you need it. Use it as many times as you need before adding the gradebook.

Class and individual feedback

Use class feedback to let everyone know how they performed in an assessment. Personalise the feedback by using learner feedback. Gradebook is flexible for you to use both together or select just one.

Group assessments for projects or topics

You can group assessments together to get overall grades for projects or topics. The projects screen enables you to see the class performance for each projects or across all projects.

Present (14)	Learner ID	Feedback (2)	Points
<input checked="" type="checkbox"/>	*Brian +Gobbet	VIEW	16 /20
<input checked="" type="checkbox"/>	Anh Tuan Chang	VIEW	18 /20
<input checked="" type="checkbox"/>	Caoimhe Dawson	ADD	20 /20
<input checked="" type="checkbox"/>	Darius Rooney	ADD	14 /20
<input checked="" type="checkbox"/>	Denise Richards	ADD	16 /20
<input checked="" type="checkbox"/>	Elizabeth Akinsemogun	ADD	12 /20

Capturing Assessments

[View the Article](#)

Understand your impact and drive better outcomes

One of the most powerful aspects of Gradebook is the in-depth analysis and actionable insights that help you to drive better outcomes. You can access these through the *View and Edit* menu in Gradebook. This is where we help you get to the heart of your assessment data and leverage the fact that it is all in one place.

The screenshot shows the 'Class Summary' interface in Gradebook. It includes a 'VIEW AND EDIT' button and a 'BACK' button. Below the buttons, there are filters for 'Assessments (All)', 'Linked to Curriculum Planner', and a time filter set to 'Last Year'. A legend indicates performance levels: Below Average (red), Meets Average (green), and Exceeds Average (dark green). The table below shows the following data:

Learner ID	Level	Teacher Target Grade	Task	Quick Add	Marketing	Summer Project	Consumer Rights	Class test on planning	Business Plan Activity
Class Average			82%	70%	N/A	59%	71%	50%	75%
*Brian +Gobbet	Common	55%	88% C	88% C	✓ C	12% C	86% C	50% C	99% C
Anh Tuan Chang	Common	44%	77% C	77% C	✓ C	23% C	46% C	50% C	77% C
Caoimhe Dawson	Common	71%	88% C	66% C	✓ C	77% C	89% C	50% C	55% C
Darius Rooney	Common	55%	77% C	88% C	✓ C	78% C	79% C	50% C	99% C
Deirdre Murray	Common	66%	88% C	66% C	✓ C	78% C	88% C	50% C	66% C

Get to the heart of your data

Coupled with the dashboard the analysis provided by Gradebook enables you to spot trends, highlight issues and pinpoint any performance concerns for your learners.

Having holistic view of each learner uncovers actionable insights to help support them. It does this by utilising all the available data such as attendance, learning social and emotional needs, screening data such as CAT4 and their learner profile. Combining this information with your assessment data make for a powerful tool in Gradebook to help drive better outcomes.

The *View and Edit* screens are broken into three distinct sections. The first is *Assessments* which allows you get an overview of all your assessment data and analyse the performance of each one. You can also view projects and outcomes.

The *Learner* section enables you to break down the performance of each learner and also view their profile. This is great for parent teacher meetings or care team meetings.

The *Class* section displays all your screening and other test data to give more insights on the class and on each learner.

Printing and exporting

All screens in the Gradebook can be printed to a PDF or exported to use with your spreadsheet app such as Excel or Sheets. You can customise the screens before printing or exporting giving you maximum flexibility.

Timeframe filters

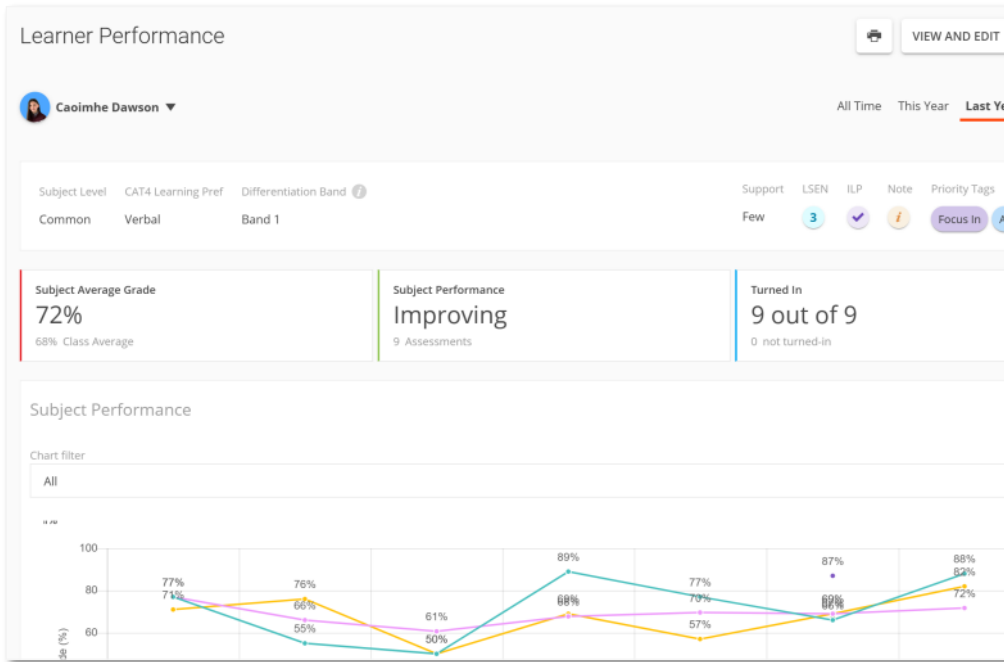
Analysing assessment data defaults to the current academic year. You can use the timeframe filters to analyse historic data too. This is especially useful when you did not teach the class in previous years.

Assessment filters

Since you have the ability to capture all types of assessments including those in other applications, you can filter the types of assessments or those linked to subject planning.

Options

Most screens including the dashboard have an *Options* button. This lets you format the screens or include advanced options such as target grades, normalising grades or only displaying assessments that meet certain criteria.



Analysis and Insights

[View the Article](#)

3 ways to go beyond assessment with Gradebook

More than just assessment!

Interactions with learners in your class goes beyond assessment and the data. You are interacting with people and your work can change their lives.

You need to understand the person, their traits, the way they learn, their needs and how best to support them. Gradebook goes way beyond assessment in SchoolWise to help you achieve this.

Gradebook gives you a holistic view of each learner and the tools to capture all their interactions. This is done through their learner profile. Everyone who is responsible for a learner have access to their profile. This is the central place to track a learners journey through your school.

You can capture notes, communicate with the wider team, view individual learner plans and record progress notes. All tracked in their learner profile and available in Gradebook.

The screenshot displays a 'Learner Profile' for a student named Brian. The profile is organized into several sections:

- Notes for Teachers:** A list of notes created by Mr. Turner, including 'Family' (Grandad passed away), 'Phone call on poor attendance' (Spoke to Mum about Brian's poor attendance record), and 'Subject choices' (Brian has opted to take up Art instead of Home Economics).
- Learner Details:** Personal information such as Date of Birth, Age, Support (Few), Year Head(s) (Mr Jones), Tutor(s) (Mr Breen), Year Group (Third Years), and Class.
- Learner Attributes:** Tags for 'Focus In', 'Academic In', and 'Guidance - Referral'.
- Individual Learner Plan (ILP):** A section for 'Numeracy and Literacy' to be reviewed on 06 Feb 2023, with a progress chart and a list of recent activities like 'Changed end date (support plan)' and 'ILP marked as incomplete'.

1 Capturing Notes

Your observations make a difference

You interact with each learner more than anyone else in your school. This relationship and understanding enables you to spot issues early on, highlight concerns and notice behaviour changes before anyone. This is what makes recording your observations so important.

Note | Edit

Title

Phone call on poor attendance

29/350

Note

Spoke to Mum about Brian's poor attendance record this term and the impact on his social and academic performance. A plan has been put in place and the situation will be monitored with a follow-up call in 4 weeks.

213/2000

Attached documents + Add a document

Examples.docx

Gradebook allows you to capture these observations and store them with the learner profile. The best thing is any observations from other teachers are also stored here too. This makes it easy for management and care teams in your school to make any necessary intervention to support a learner.

One place to store all your interactions

Phone calls home, meeting with parents, notes in a journal and incidents in the classroom are just some of the other types of interactions you may have with a learner.

Now you can record and store all of these interactions in one place in learner profile. You have historic access to all your notes. Finally, break away from messy filing systems, manual notebooks, multiple systems and time consuming note taking procedures.

You can decide to share a note with other teachers if you feel it is relevant or keep it private. Categorise them to keep things organised and even archive a note if it's no longer relevant.

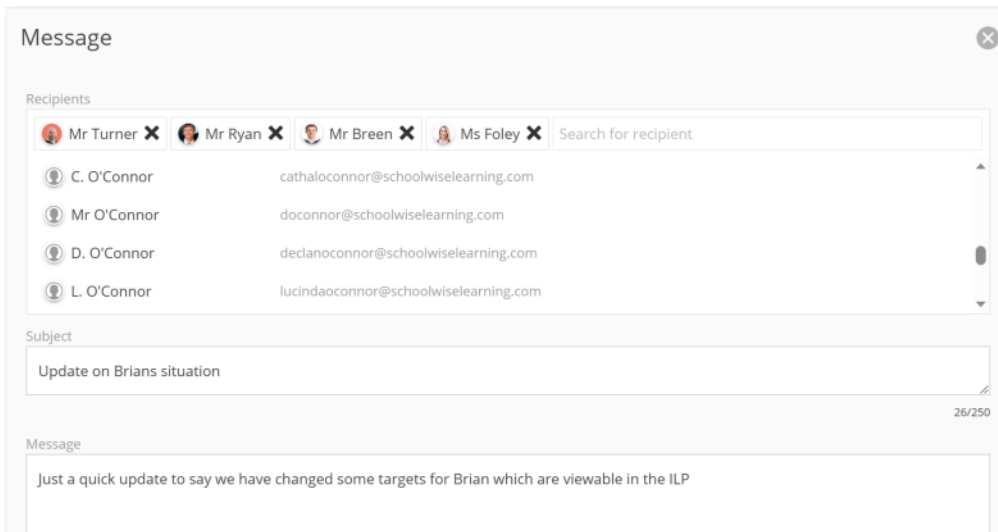
Capturing notes can be done directly from the Dashboard to save you time and make recording interactions simple. You can view all your notes from a learner profile and capture notes here too.

[View the Article](#)

2 Communicating with the wider team

Simplify your messaging

Email is not the answer when it comes to communicating in your school. It is noisy, cluttered, difficult to manage and makes it easy for mistakes. When it comes to keeping things secure like only messaging the current teachers of a learner, this is where problems occur not to mention the time switching between systems.



The screenshot shows a 'Message' window with the following details:

- Recipients:** Mr Turner, Mr Ryan, Mr Breen, Ms Foley. Below this is a search bar and a list of suggestions: C. O'Connor (cathaloconnor@schoolwiselearning.com), Mr O'Connor (doconnor@schoolwiselearning.com), D. O'Connor (declanoconnor@schoolwiselearning.com), and L. O'Connor (lucindaconnor@schoolwiselearning.com).
- Subject:** Update on Brians situation
- Message:** Just a quick update to say we have changed some targets for Brian which are viewable in the ILP

Leveraging the integration with other systems in your school makes communications in Gradebook a breeze. Just like capturing notes, you have a record of all your messages in the learner profile.

Alerting year heads to concerns and easily communicate with other teachers

Opening your school MIS/SIS system, searching for a learner, taking down the initials of teachers, switching to your email and composing a new mail, adding teacher by teacher and finally composing cryptic messages in the hope that it will be secure. Sound familiar? Try finding that email in six months time.

You can easily message the teachers of a learner in SchoolWise right from the Dashboard. We automatically add the current list of teachers for the learner to the recipients. Tasks like this should be easy and the are in SchoolWise.

If you need to alert a year head or another teacher, this is just as simple from the Dashboard. It is available as an option in the actions menu.

[View the Article](#)

A truly holistic view of each learner

The learner profile in SchoolWise helps you understand each learner, their needs and how best to support them in your classroom.

Everyone who is assigned and responsible for supporting a learner can now work together. This makes tracking a learners entire journey in your school possible.

The screenshot shows a learner profile for 'Numeracy and Literacy' under the user 'Brian Gobbet'. The interface is divided into several sections:

- ILP Details:** Includes fields for Title (Numeracy and Literacy), Co-ordinator (Mr Turner), and Review date (06 Feb 2023).
- Notes for Teachers:** Contains two notes: 'Not to stand up and speak in front of his peers.' and 'Don't correct more than two mistakes with his work.'
- Learner Details:** Includes Date of Birth, Age, Support (with a 'New' indicator), Year Head(s) (Mr Jones), and Tutor(s) (Mr Breen).
- Information Gathered and Identified Concerns:** Lists concerns such as 'Strong leader', 'Captain of the football team', 'Artistic flair', 'Starting to skip class and not turn-in work', 'Flagged multiple times by his class teachers', and 'Starting to act out with other learners and his teachers'.
- Checklists:** Shows a 'Support Checklist' created by Mr Turner on 25 Feb 2020.
- Documents:** A section for adding documents.
- Planning and Intervention:** Includes a note: 'Teachers updated of concerns and Dyslexia CPD on differentiation'.

Learning, social and emotional needs, internal care systems, RACE, DARE, screening tests, individual learner plans and targets along with all their interactions now live in the learner profile.

Individual learner plans and progress notes

Learners who have an individual learner plan (displayed by a checkmark on the dashboard) have their individual learner plan (ILP) also stored in the learner profile. This includes everything you need to know in order to support their needs including any targets.

Your feedback on what is working, not working or could be improved is captured using progress notes. You can capture these directly from the dashboard actions menu or within the ILP.

Screening and analysis

Also included in the Gradebook under the *View and Edit* menu is the *Class* section. This has information from various tests such as CAT4, NGRT or PTM. This helps you better understand the teaching and learning preferences or needs of each learner. Having this information enables you to meet each learner where they are today.

[View the Article](#)

Resources to help get you started with Gradebook

Learn the basics

[How to use the SchoolWise Gradebook](#)

[Setting up your Gradebook](#)

[How to use the Dashboard](#)

[Taking action from the Dashboard](#)

Capturing and managing assessments

[How to add grades to the Gradebook](#)

[Using different grading scales](#)

[How to edit grades](#)

[Using the save draft feature](#)

[How to set learner target grades](#)

[How to set learner subject levels](#)

Analysis and Insights

[How to use the View and Edit screens](#)

[Class summary screen](#)

[List and edit grades screen](#)

[Projects screen](#)

[Outcomes screen](#)

[Learner profile](#)

[Learner performance summary screen](#)

