IRANK – ELECTRONIC GRADE BOOK OF IPASS – *TRAINING BY JEFF BECK*

1) Why use an electronic grade book?
- Safety, convenience, accuracy, student/parent communication, reporting grades

2) What features would you want in an electronic grade book?
- The same you would have using a paper-pen grade book and more.

GETTING STARTED WITH IRANK

1) Logon to IPASS
- Remember IPASS will log you out after 15 minutes of inactivity

2) Select "iTeacher" from left side list

SETUP - SELECT "RANKBOOK MAINTENANCE" FROM LEFT SIDE LIST SUB-LIST

1) "Assignment Types" – hw, tests, projects, etc
- See the five rectangular boxes at the top of "Rankbook Maintenance" frame

a) Enter as many categories as you wish; more empty boxes will appear after "**Submit**"
- Later you may choose which assignment types are included in which classes

2) "Assignment Weights"- select rectangle box at top
a) Select / search a course to define weight system

b) From pull down menus select an assignment type, enter a weight (percentage) & # of dropped scores
- Total Point System – all "Types" receive 100%
- Weighted Averages System – the sum of the weights must equal 100%

3) "Copy weights to:" –
a) Highlight courses that you want to have the same (or similar) weighting system
- Multiple selections: click & drag or press & hold "Ctrl" and click courses

4) "Averaging" – (For the final course grade) & Submit
a) Enter (in order) 10, 10, 20, 20, 20, 20; Click the "**Submit**" button (soon or all will be lost)
- See handbook, page 7 or http://www.winthrop.k12.ma.us/whs/pdfs/Handbook_WHS.pdf

5) "Grades Table" – already set up for standard grades (points, letters)

6) "Rankbook" Parameters – Think preferences…
a) Explore on your own, the default setup is good enough to get started
- Select or define views in rankbook, progress reports & student data options

ENTER ASSIGNMENT SCORES - SELECT "ADD / MODIFY RANKBOOK"
- Select from rectangles of maintenance frame or left side sub-list

1) Select a "Course"
a) Verify that "Term" & "Year" are correct
- Students in course should be listed below

2) "Add Assignment" – by clicking the "+"
a) Fill in the corresponding assignment info: Title, type, points, (dates are optional)

b) Hit the "Add" button on the right side or all will be lost
- A column with the previously entered title should appear next to the student list
- You may modify or copy assignment data using the 3 icons under the assignment title column

3) Enter assignment grades by clicking "xxx Title" at the top of the new assignment column
- A new window will appear & resize to full screen

a) Click & type scores into the text boxes

b) Click "**Submit**" button or all will be lost – look for reassuring message at top
- "Default Grade" pre-loads all student grades with the entered value

c) Close out the window & find the entered scores in the IRANK frame.

4) "Reports" Box→"Progress Reports" (1st one in item list)
- Opens a new window and displays individual student progress reports
- Other unimplemented items results in a return to home screen view

ENTER QUARTER GRADES – "ADD / MODIFY COURSE GRADES"
- The quarterly course grade frame is not available until the grades clase for the quarter
- The IRANK quarterly student averages are the defaults (but do not have to be used) in the quarterly course grade frame