LiveGrades Reference Guide

The Online Gradebook Solution
Developed by

CITYNET®

Connecting Parents, Teachers & Students for Success!

www.LiveGrades.com

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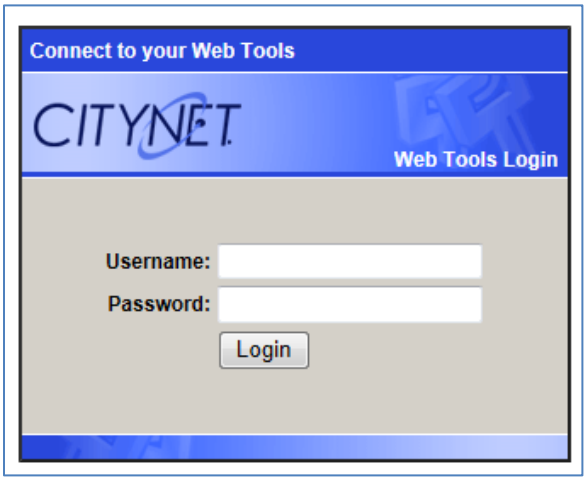
LiveGrades Logon

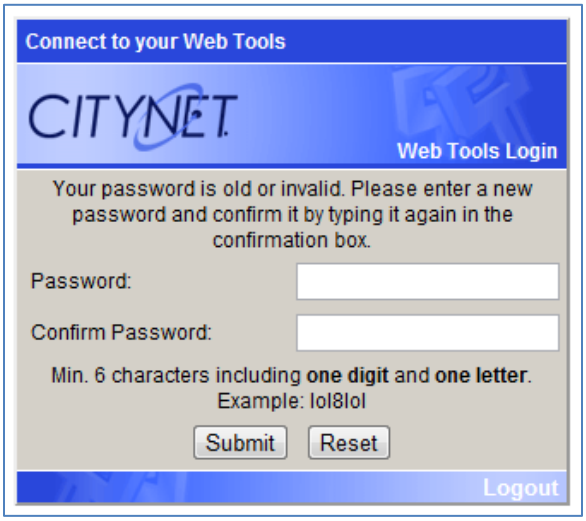
LiveGrades Quick-Start Guide

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 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.

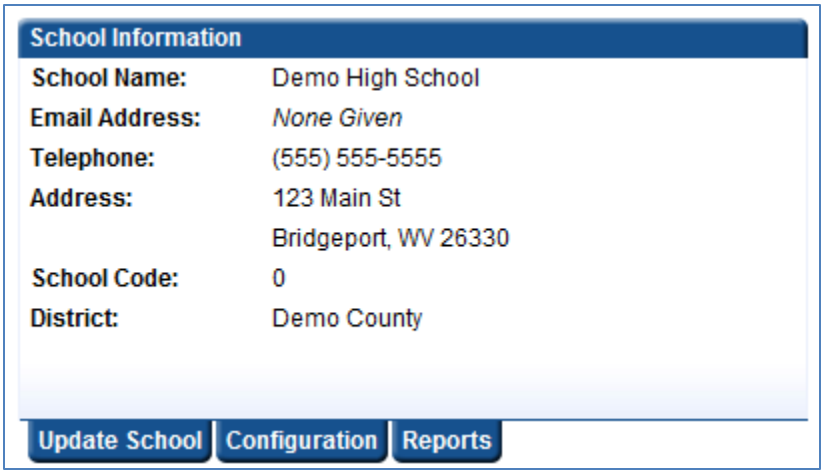
If LiveGrades is the only tool available to you then Webtools will automatically take you into the LiveGrades system. If you have other tools along with LiveGrades, you will be prompted with a list of tools available to you. Select **LiveGrades Admin** to continue onto LiveGrades.

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.

Administrator - School Setup

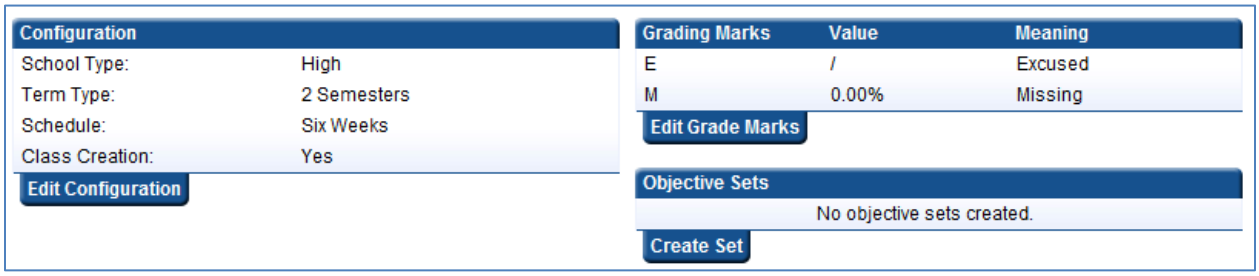
LiveGrades Quick-Start Guide

When logged into LiveGrades, you will be taken to the School View page. If you have access to multiple schools you will be taken to a school listings page. Select the schools you wish to update. The School View page gives you access to view and update information regarding that school.



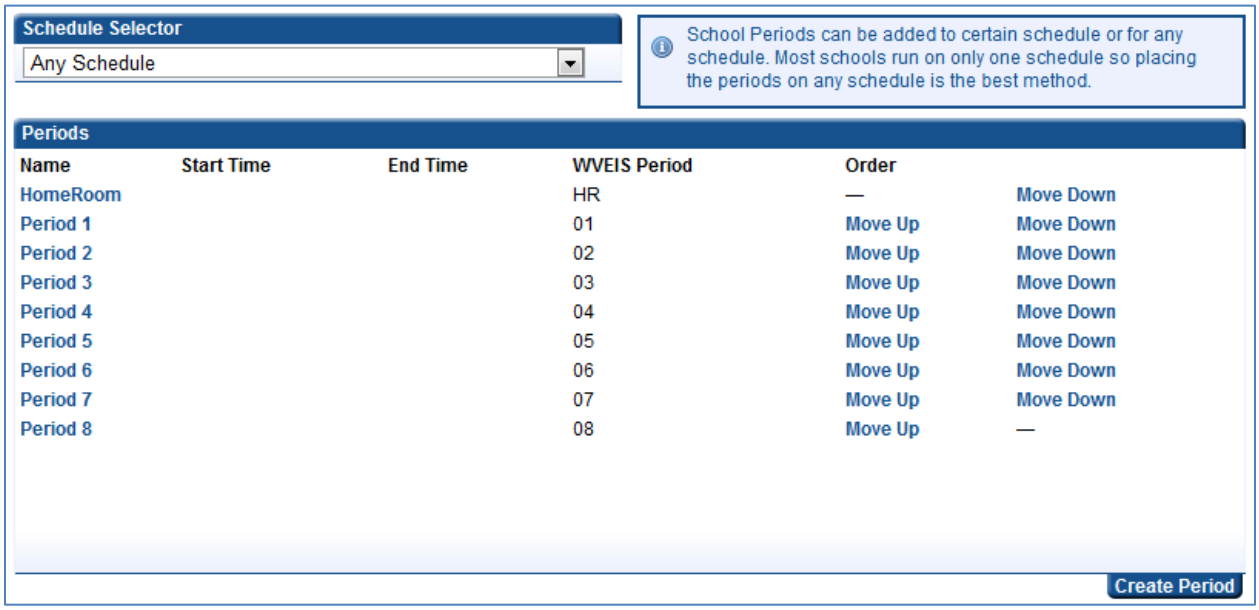
The School Information section allows you to view details about your school. If any of this information needs updated, click the **"Update School"** tab.

Selecting the **"Configuration"** will bring up a new page giving multiple settings for your school.



On the right you can see general configuration settings such as "Term Type" and "Schedule". You can edit these settings by clicking the **"Edit Configuration"** tab. Additionally on the left you can add/edit grade marks for the school. By default the LiveGrades System automatically creates the "E" and "M" marks. If your district allows the use of objective sets you will also see this section on the right. This is where you will be able to create and edit objective sets and objectives for your teachers to use in their classes. Any objective set created here will be available to any class in this school.

Back on the School View page, you will see a school periods listing. Click the **"School Periods"** tab will allow you to add/update/remove school periods.



School Periods are set up by schedule. So if your school has both 9 weeks and 6 weeks schedules available for classes then you can have two different sets of periods created for them. In most cases you will want to set periods up for "Any Schedule". If your school uses an integrated system to import school you will also have the option of entering that system's period code to allow for auto matching when class imports happen. Additionally you can change the order these periods are displayed.

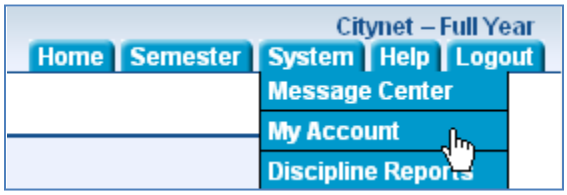
Note: The School View page also allows viewing of school-level reports and creation of school-level announcements. For more information regarding these, click on their corresponding tabs on the page or view the corresponding quick-starts for the class-level options.

Custom Grading Scale

LiveGrades Quick-Start Guide

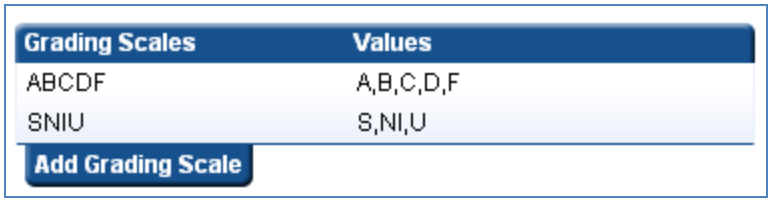
Default grading scales are available based on the grading scales for your district. These default grading scales are created by your district administrators. Should your classes not use the default district grading scales then LiveGrades offers an option of creating custom grading scales to meet your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

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



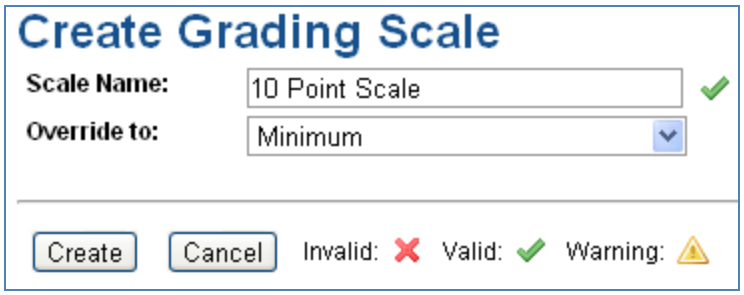
Scrolling over the **"System"** Tab will give a drop-down menu. Click the **"My Account"** link.

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



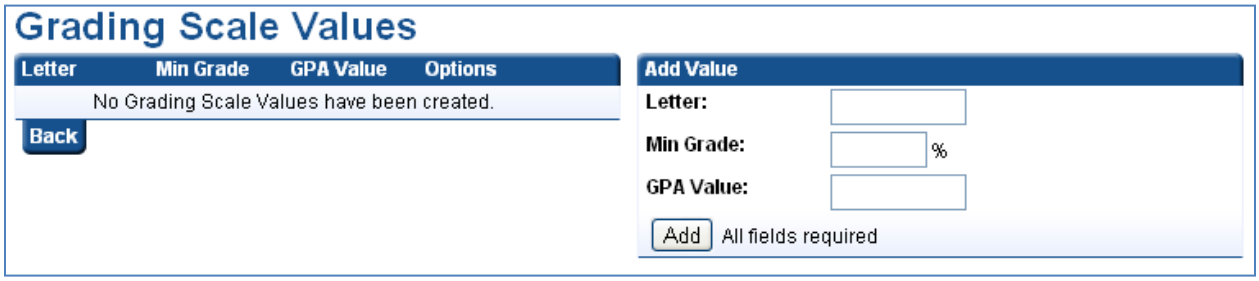
Look on the left hand side and you should find the Grading Scales. Listed here will be district defaults and any you have created.

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

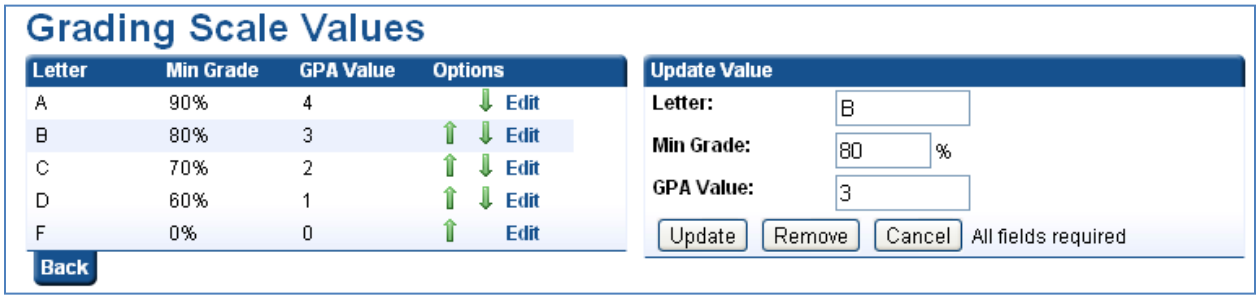


Give your grading scale a name, something that you can easily identify. When you override a student's grade if you want the percentage to be the lowest, then select Minimum, for highest, then Maximum.

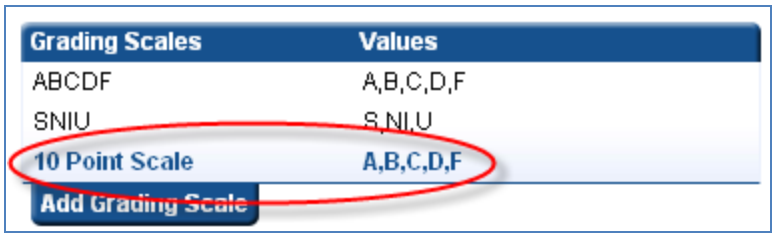
After creating the Grading Scale, you will be asked to add Grading Scale Values.



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.



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.



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.

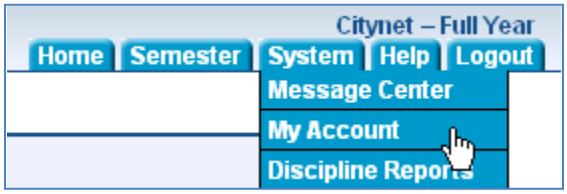
Note: Customized grading scales are only available to the teacher who creates that scale.

Creating Objective Sets

LiveGrades Quick-Start Guide

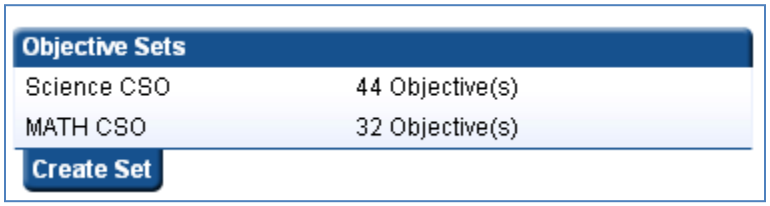
If the Objective Module is turned on in your district then you will be able to create and use objective sets and objectives with assignments. This is module is controlled by district administrators, so you may or may not have the ability to use these features. District Administrators and School Administrators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

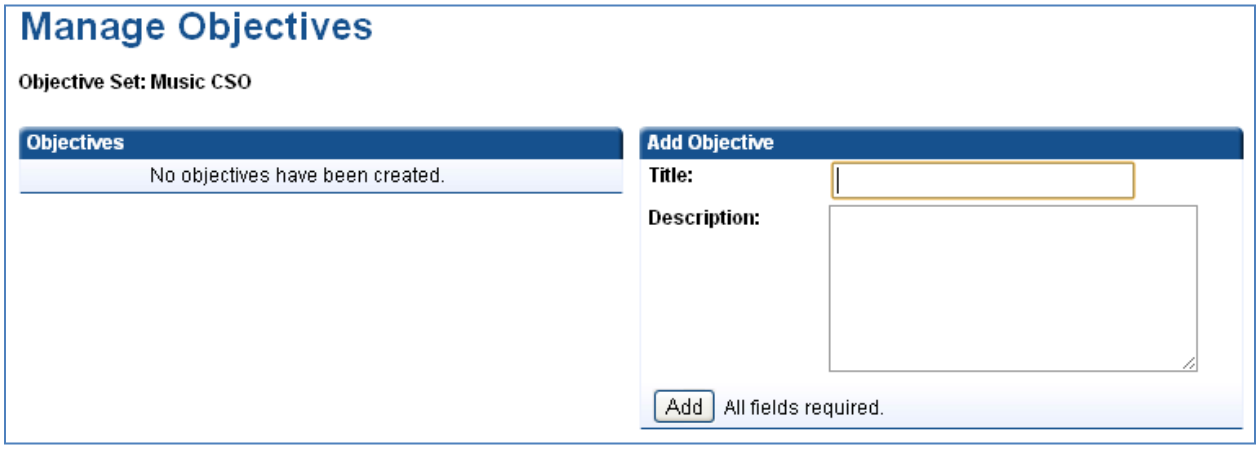


Look on the left hand side and you should find Objective Sets. Listed here will be any district and school sets that have been created.

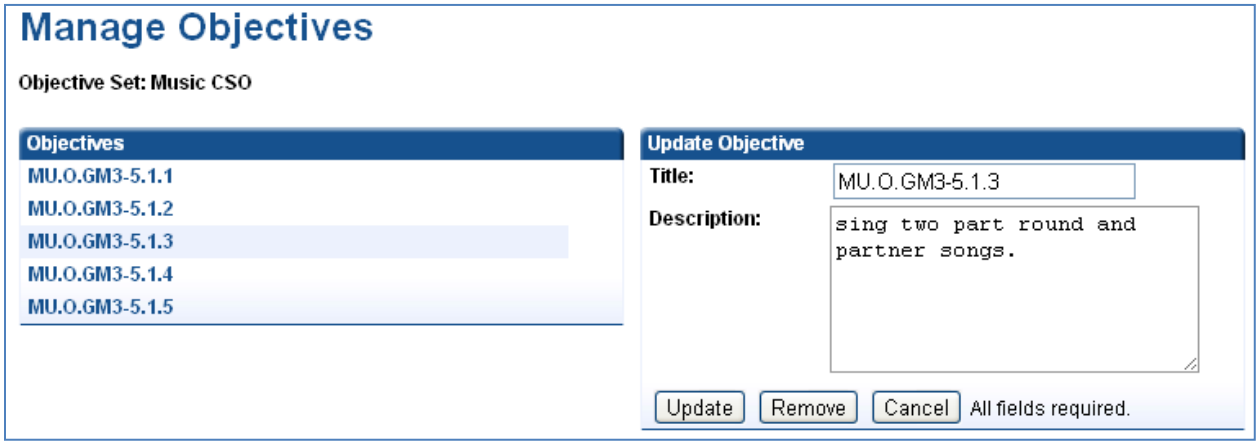
Click the **"Create Set"** tab.

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

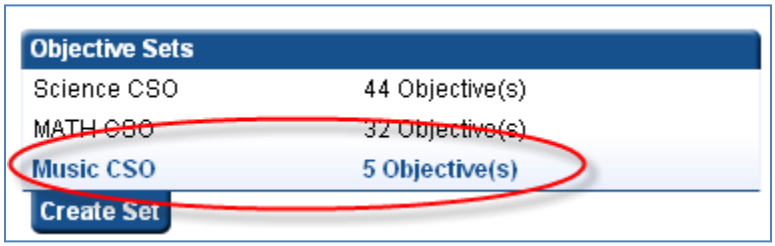
After creating the Objective Set, you will be asked to enter objectives for the set.



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.



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



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.

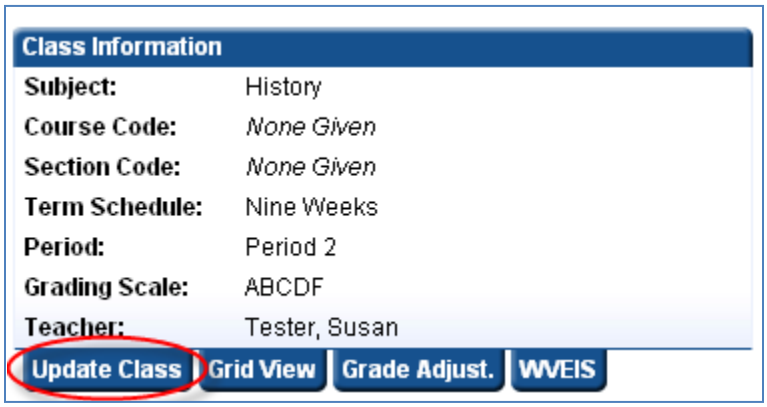
Note: Objective sets created by a teacher are only available to the creator.

Setting-Up Classes

LiveGrades Quick-Start Guide

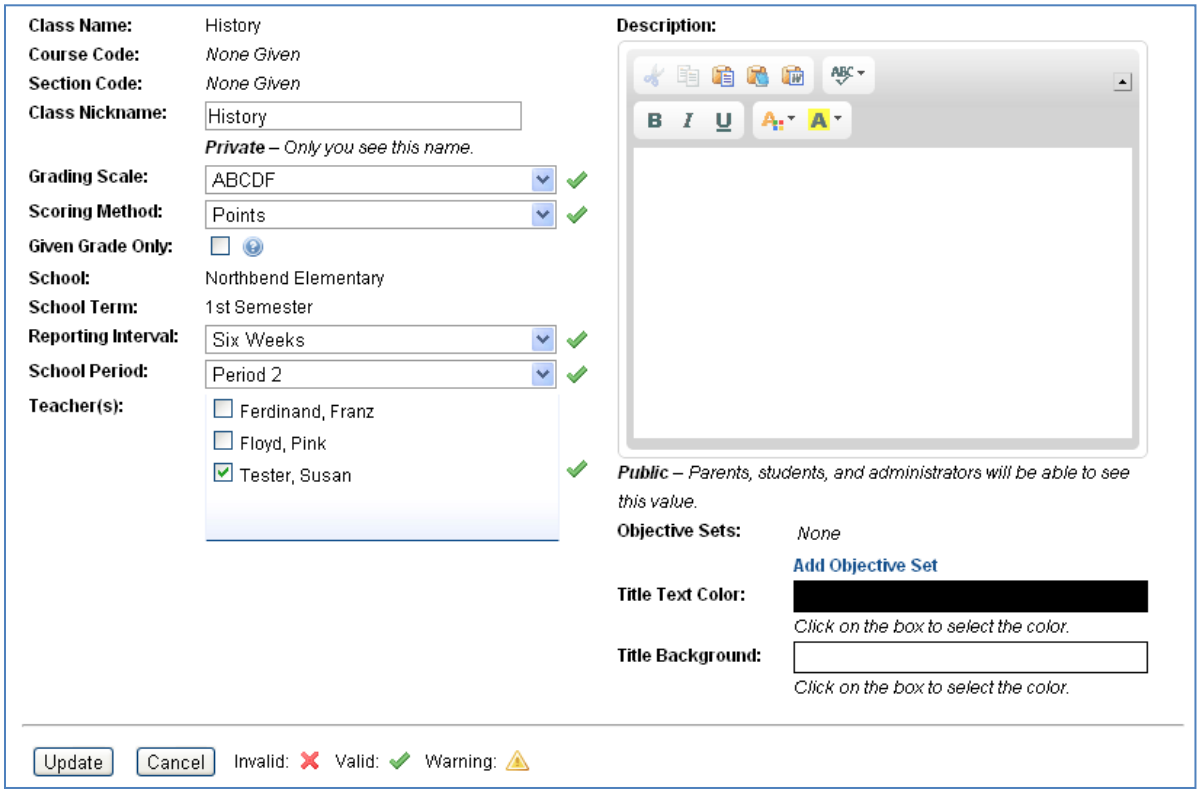
If your district and school are set up to import class information into LiveGrades, then LiveGrades will automatically import the information given to it, and set some default values for you. Some of these default values may need to be updated for your teaching methods.

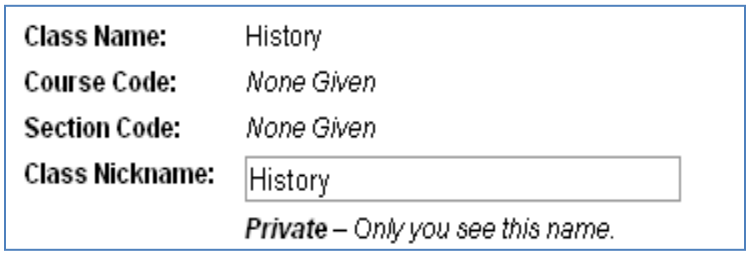
Logon to LiveGrades and select the class you wish to set up.



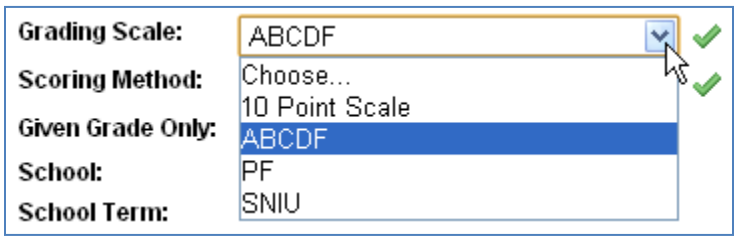
On the left hand side of the page you should see Class Information listed. Click the **"Update Class"** tab to begin updating this class.

This will present you with the class update form.

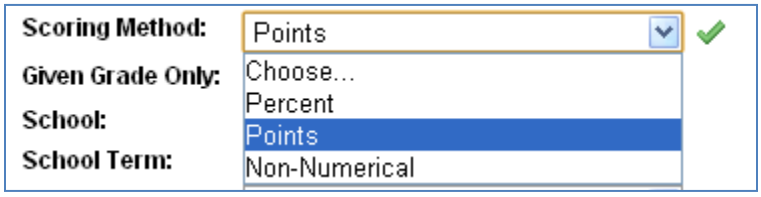




Class Name, Course Code, and Section Code are all filled by the import process and cannot be changed. Class Nickname can be changed to something you know it by. (This will only be seen by you)



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

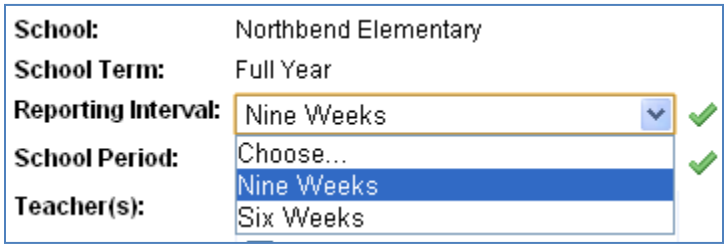


Select the scoring method. This determines how assignments are calculated. See ***How Grades Are Calculated Quick-Start*** for more information.

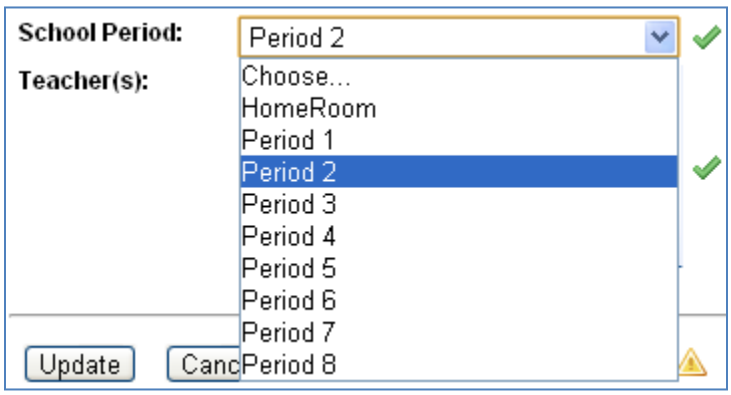
Note: Scoring methods can be turned on and off by district administrators, so you may or may not have access to all methods shown here.

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.

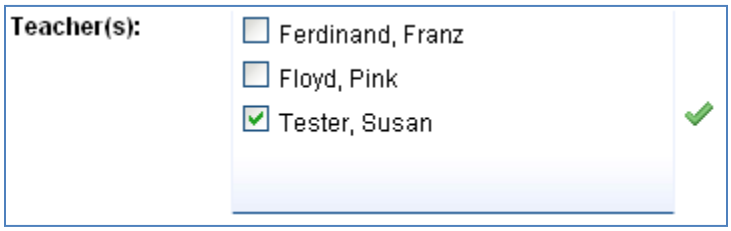
The given grade only option will only display given grades and letter grades to parents and students and not display points or percentages.



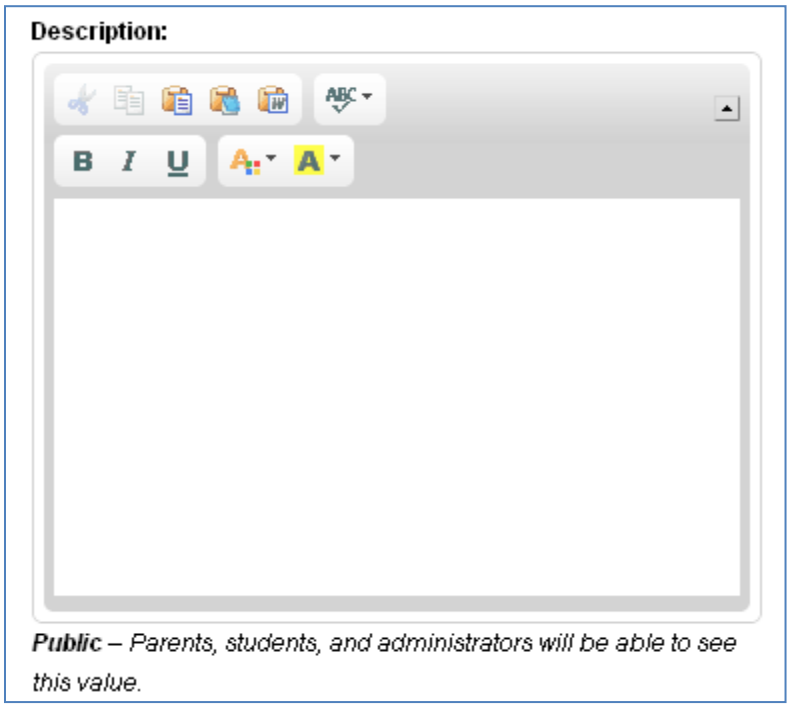
School and School Term are filled by the grading import process. You can update the reporting interval to whatever your class's schedule is.



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

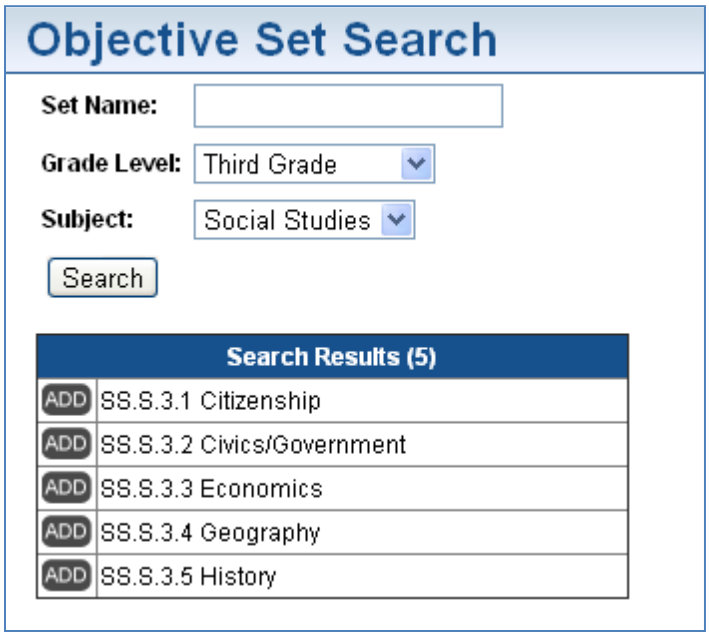


You will be listed as a teacher. If there are other teachers that help with this class you can checkmark their name and they will then also have access to this class.



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.

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

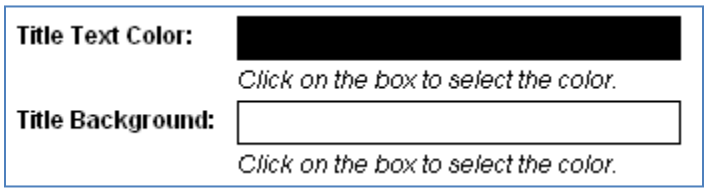


When you click the "Add Objective Set" link a new window will pop up and allow you to search all available objective sets. Click the add button for each set you wish to use with the class.

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.



You can update the class header colors by changed 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.

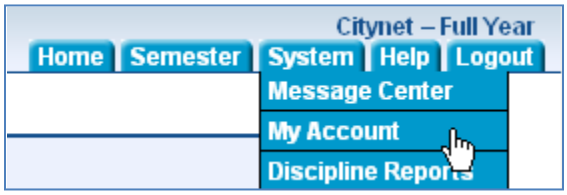
Creating Grade Marks

LiveGrades Quick-Start Guide

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%. Teacher 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.



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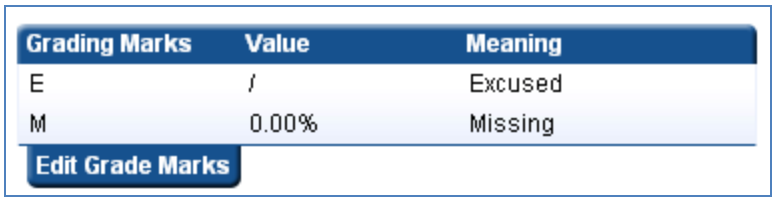
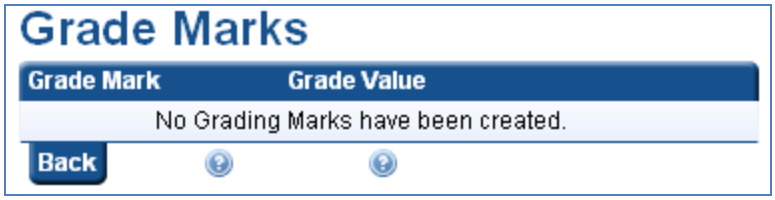
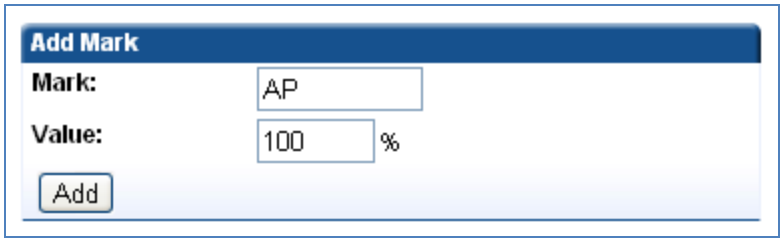


Look on the left hand side and you should fine the Grading Marks display. Listed here will be the defaults for your school and any marks you have created.

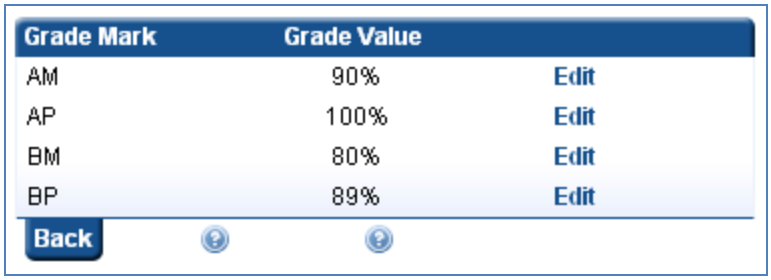
Select the **"Edit Grade Marks"** tab. You will then be taken to the Grade Marks page.



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



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



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.

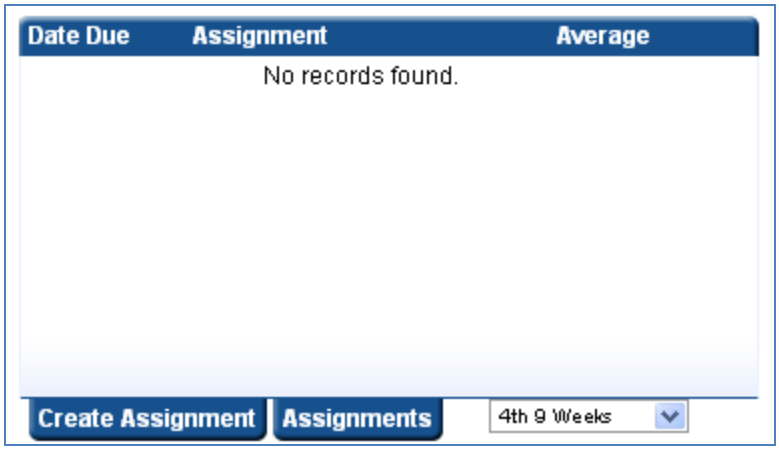
These values will also show up on your My Account page. The grade marks can be used on any of your created assignments in any of your classes.

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

Creating Assignments

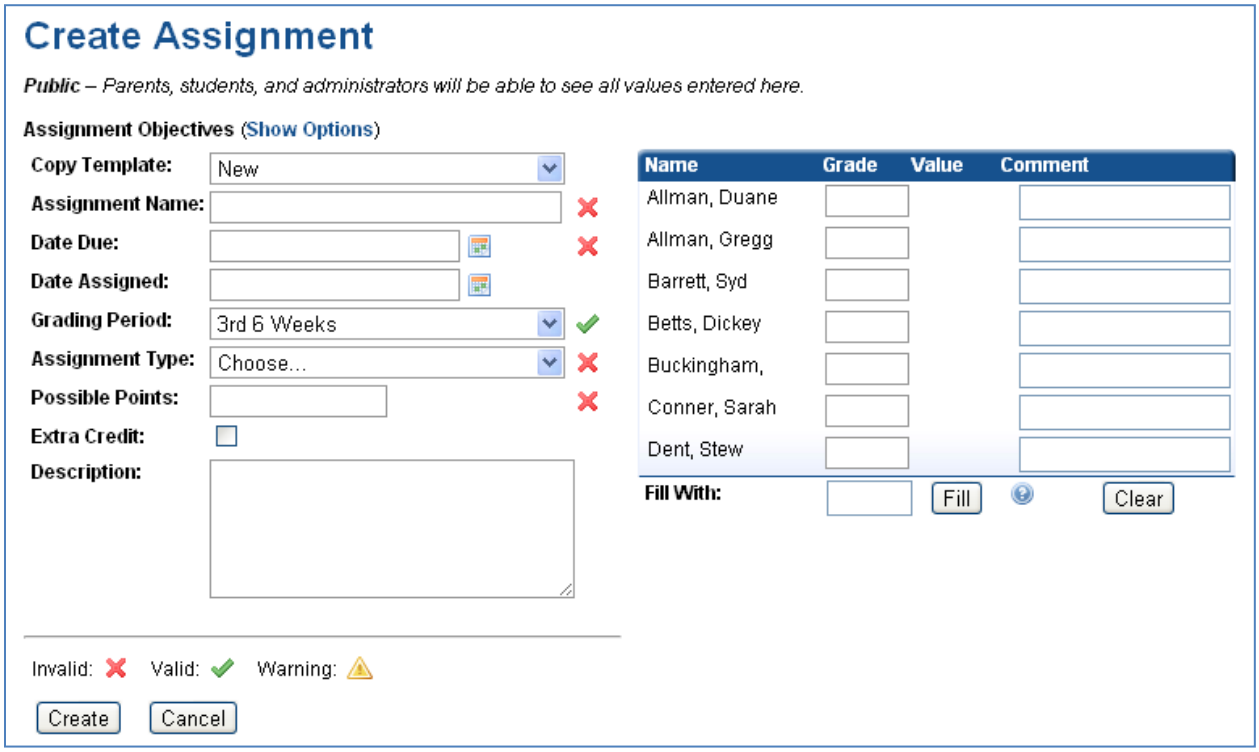
LiveGrades Quick-Start Guide

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



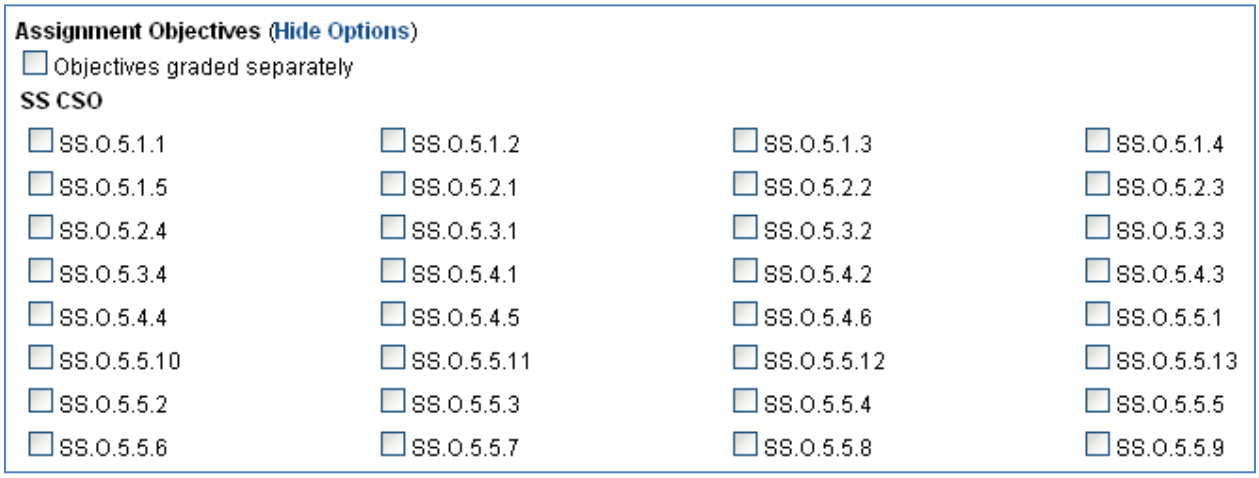
On the class homepage you will see a list of assignments (if any are created) on the left hand side of the page.

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

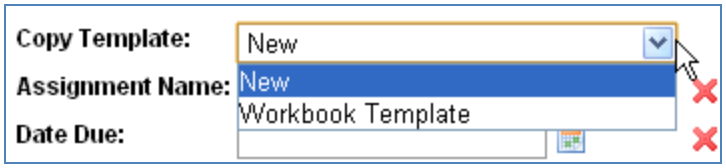


This page presents several fields for assignment information along with grade fields and comments for each student in the class. Notice that slots will have red x indicating when a field is required or incorrect. There will be a green checkmark when it is valid.

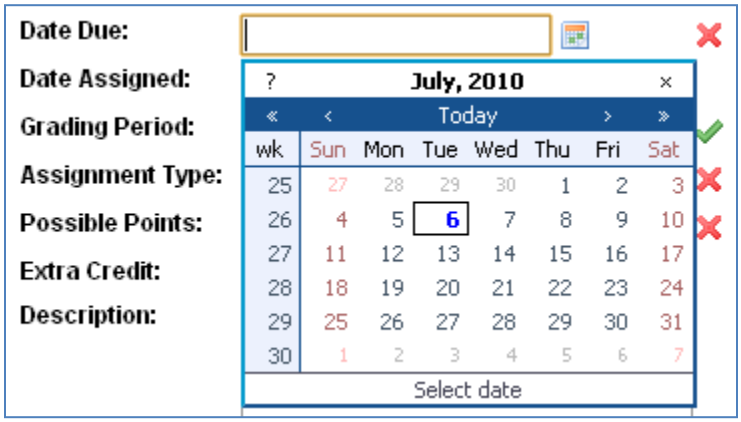
If you selected to use objective sets while updating your class you will see a link to view Assignment Objective Options. See the ***Creating Objective Sets Quick-Start*** for more information. Click the Show Options link and it will display all objective options for an assignment.



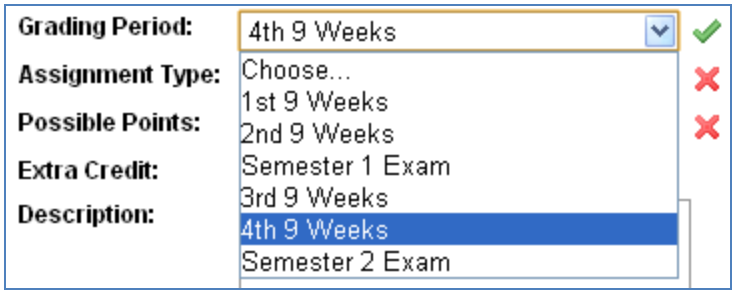
From here you can select which objective to include in this assignment. Rolling over an assignment name with your mouse will display the description. You also have the option to grade each objective separately. Selecting this will create an input box in the grade section for each objective.



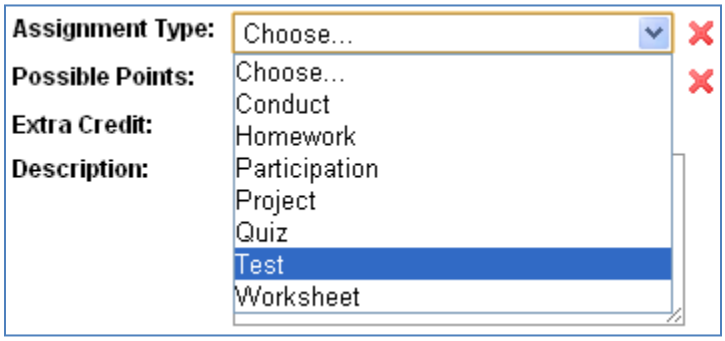
You can select a template to auto-fill values in for you. See the ***Creating Assignment Templates Quick-Start*** for more information.



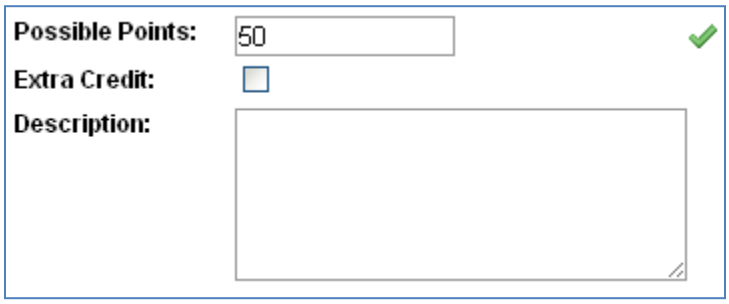
Select the Date Due or Date Assigned box will give you a calendar to select a date from. These date fields are expected to be in the format MM/DD/YYYY.



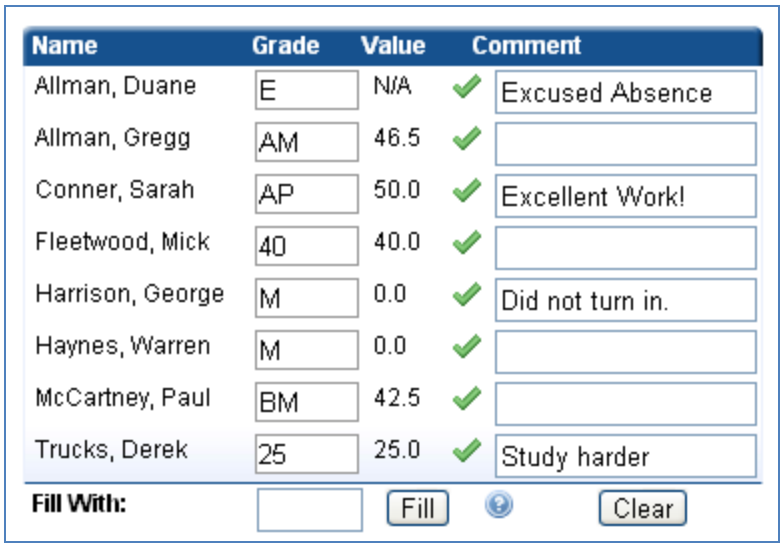
Select the grading period in which this assignment applies to.



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.



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.



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:		Fill	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.

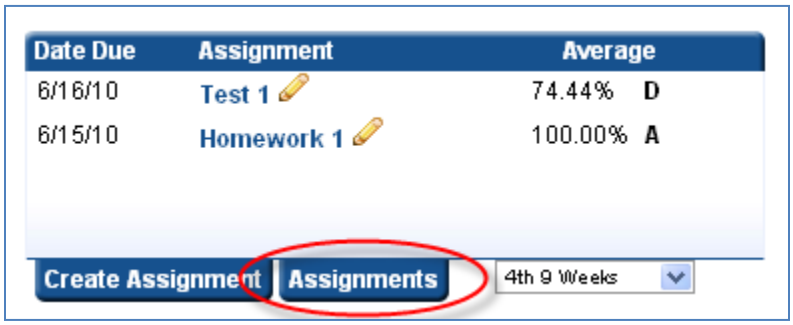
Once completed filling in all your information, you can then click the "Create" button.

Modifying Assignment Types

LiveGrades Quick-Start Guide

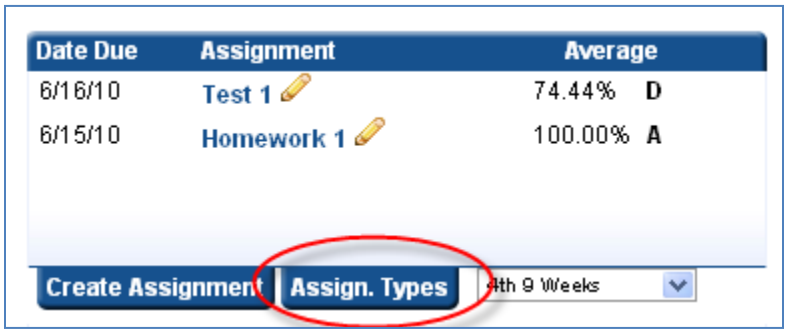
Assignment types in LiveGrades can be weighted so that assignments of that type make up a certain percentage of the overall class grade. For example, you could say that "Tests" are worth 25% of your overall class grade, and "Homework" the remaining 75%. This would mean that if a student had 0% average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

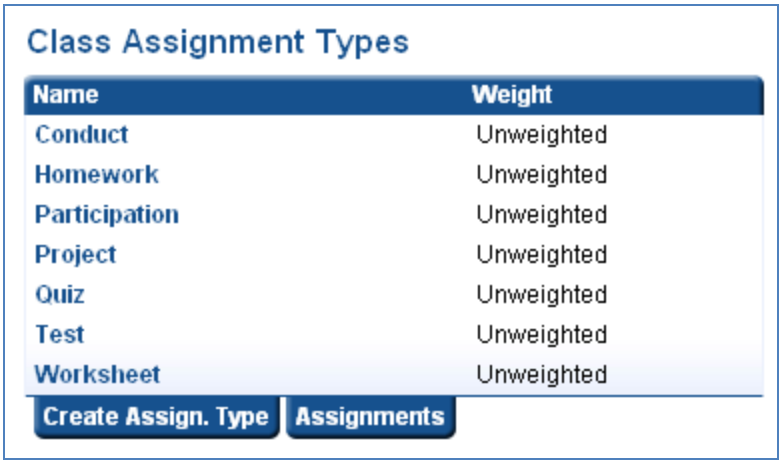


Go to your class page and on the right hand side of the page, under the assignment listing, select the **"Assignments"** tab.

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

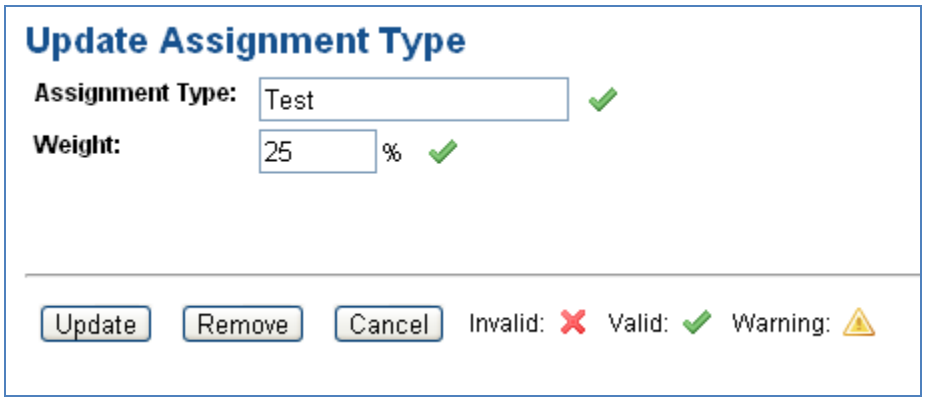


From this page click the **"Assign. Types"** on the left hand side of the screen.

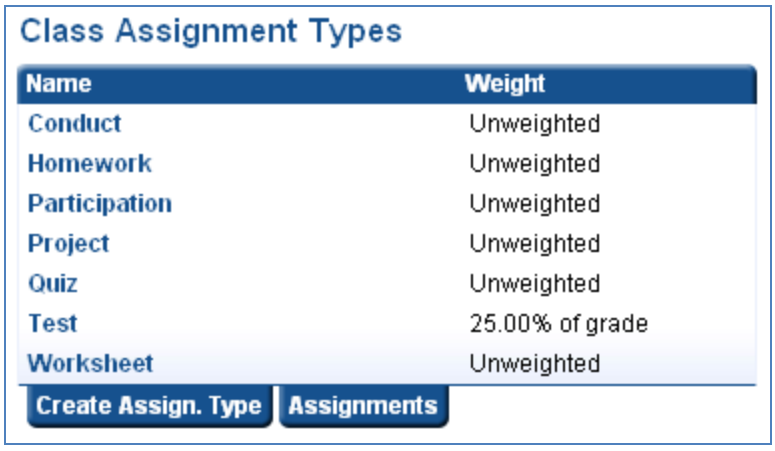


This page will give you a list of assignment types for your class. You can create additional assignment types by clicking the **"Create Assign. Type"** tab.

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



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.



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.

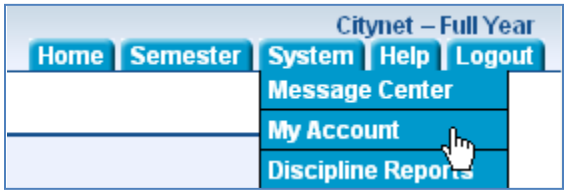
If you update Homework to be 75% then all other assignment types will not count towards a student's grade.

Creating Assignment Templates

LiveGrades Quick-Start Guide

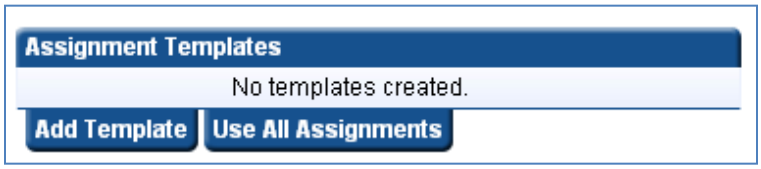
Assignment templates are a way for you to quickly duplicate assignments over different classes and grading periods. Copying of assignments can be done in different ways.

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.

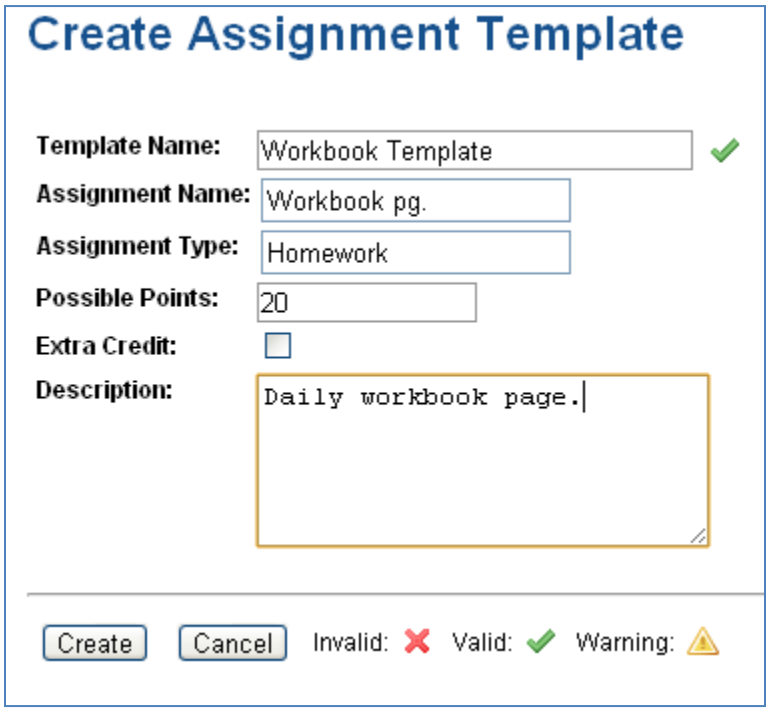
The My Account page details different options and settings for your LiveGrades account.



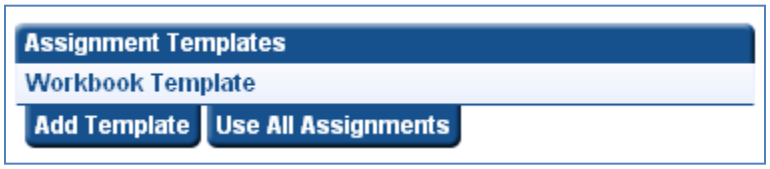
On the right hand side you should find the Assignment Templates. You have the option of Adding Templates or using all assignments.

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.

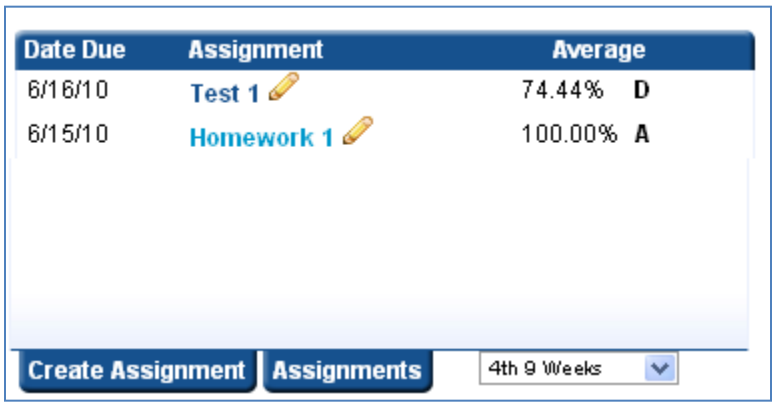


Fill in the assignment information you want to be copied when this template is selected. Once you have the default information recorded, you can click the Create button.

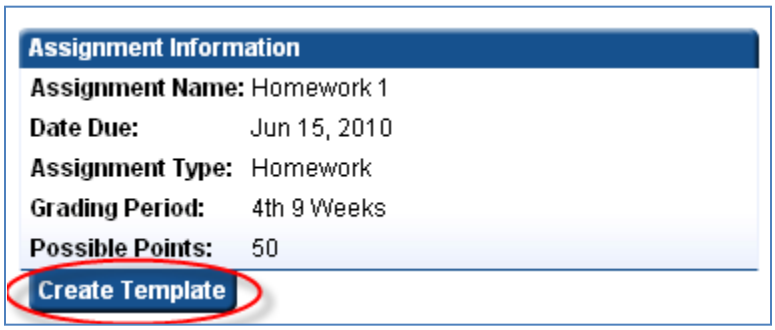


Once created, the template will be added to your list on the My Account page. This can be edited at anytime by clicking the name.

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.



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.



The assignment page will now be displayed. This page displays a list of assignments, assignment information and grades for the selected assignment. Under the 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.

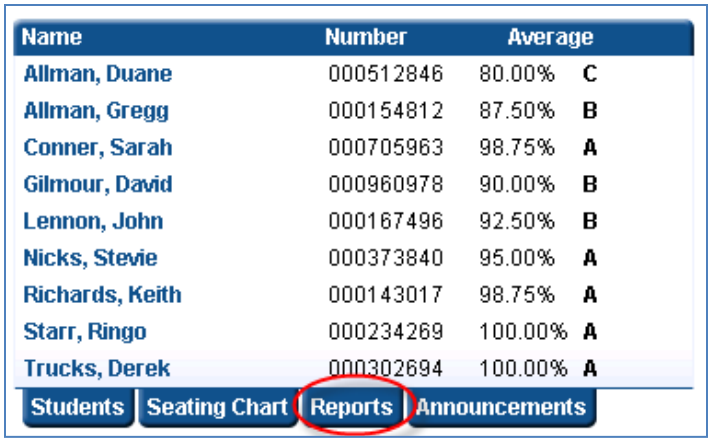
Note: Assignment Templates are only available to the teacher who creates that template.

Running Reports

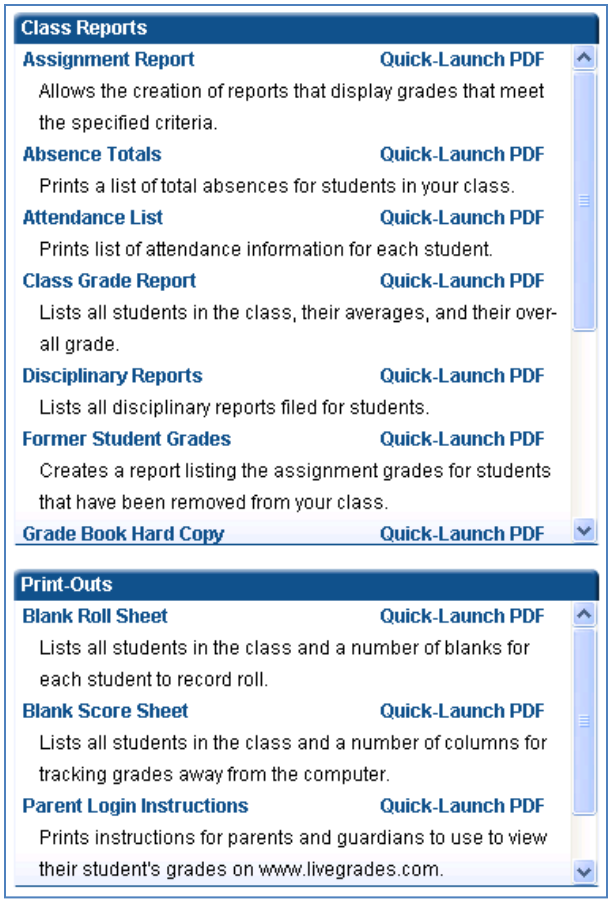
LiveGrades Quick-Start Guide

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.



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.



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 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 students 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 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.

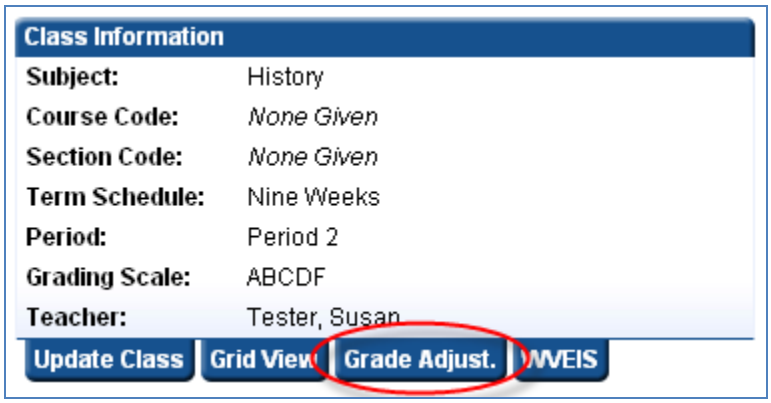
Note: These reports are subject to change. Reports and options are added frequently. Visit the reports page and check options to see changes.

Making Grade Adjustments

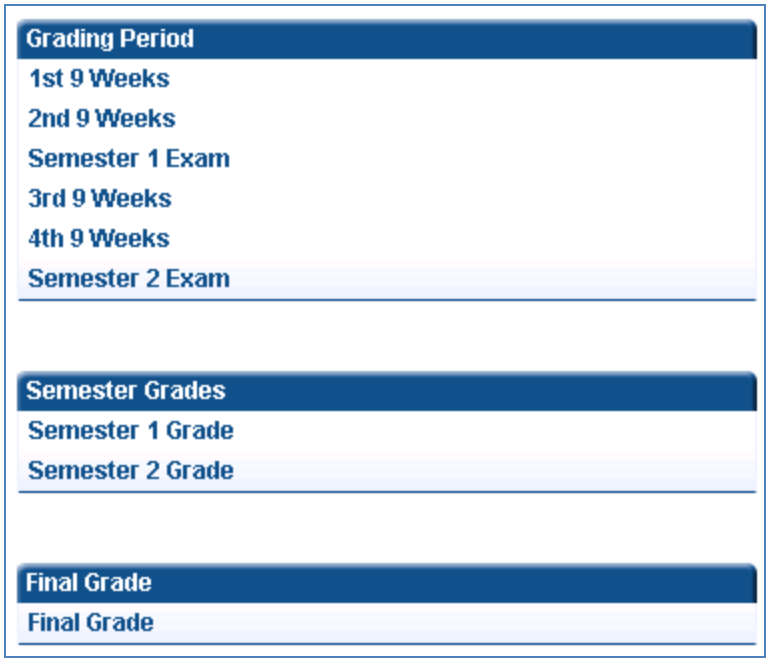
LiveGrades Quick-Start Guide

LiveGrades offers the ability to make grade adjustments 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 to a letter grade.

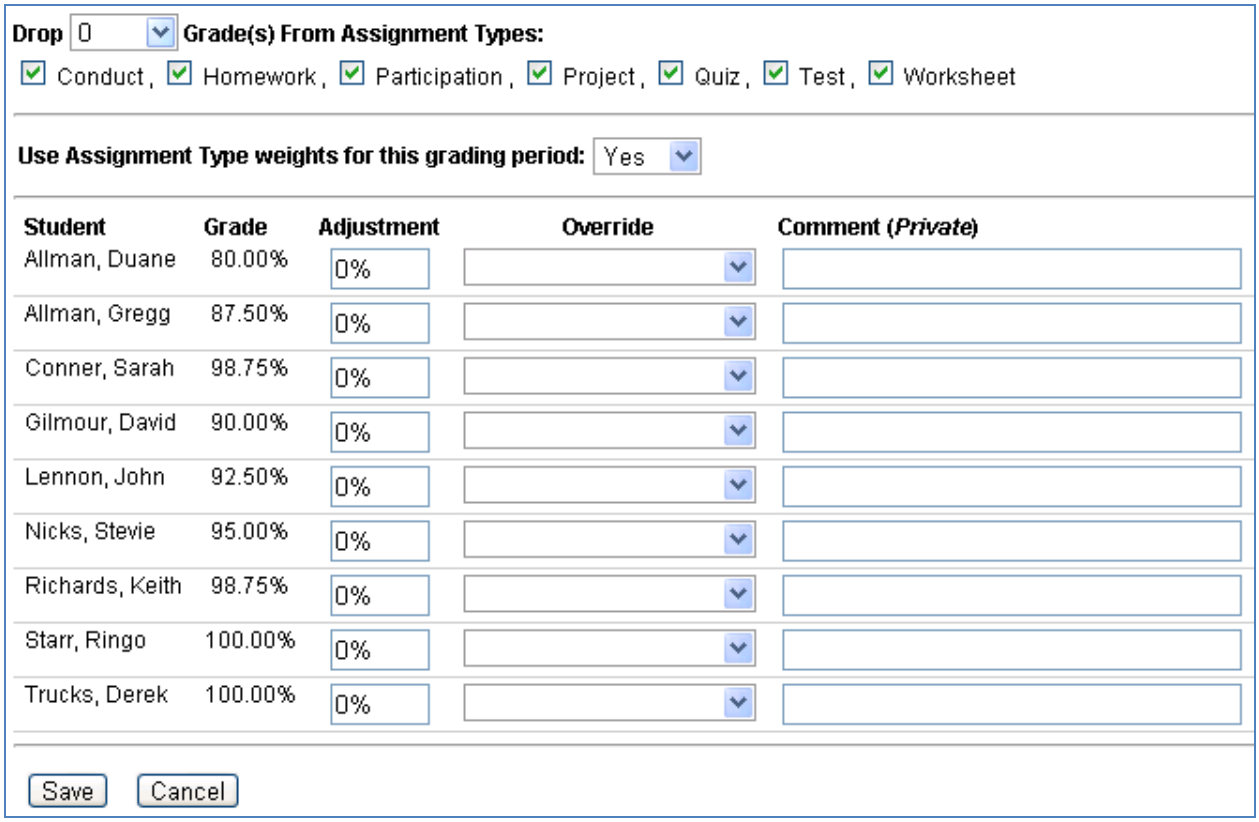
To make an adjustment, log into LiveGrades and select the class you wish to make an adjustment to.



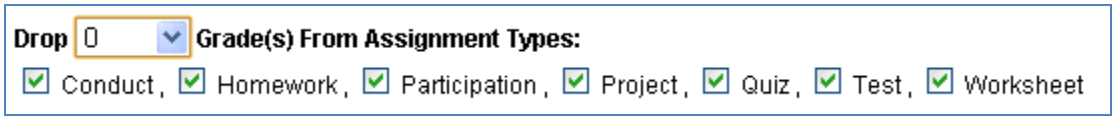
On the left hand side of the page you should see class information. Select the **"Grade Adjust."** tab.



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.

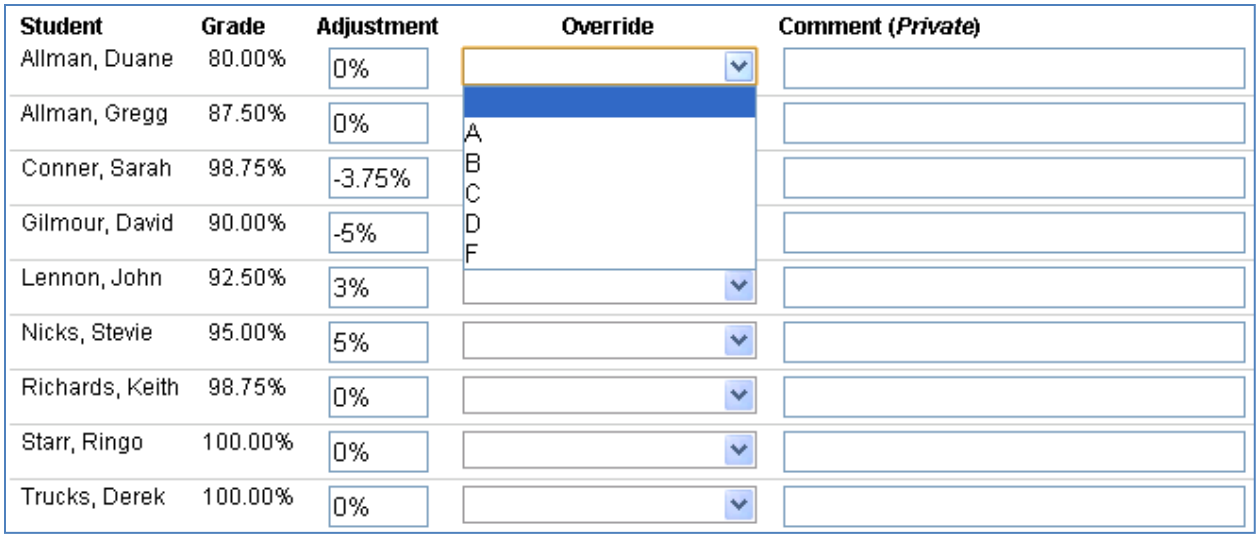


The grade adjustment form gives you the ability to drop grades, remove weighting and override grades for each student.



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.

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.



At the bottom is a list of the student in the class and what their current grade is in the class. 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 will give a student the letter grade you select. Depending on if the grading scale is set to override to minimum or maximum 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.

How Grades Are Calculated

LiveGrades Quick-Start Guide

There are three different scoring methods available in LiveGrades for your classes. The scoring methods may not be available to everyone, as district administrators choose which methods they wish to allow. With the scoring method **Points**, for each assignment in the class you specify how many points are possible. With the scoring method **Percent**, each assignment will have a possible point value of 100 and you will not have to enter it in for each assignment. The scoring method **Non-Numerical**, does not do calculations. Instead for assignments teacher should enter the grading scale values associated to the class as what they receive. So if a class was set to Non-Numerical and had a grading scale set as SNU, then for assignment grades the students should receive an S, N, or U as a grade.

For the following examples we will assume the scoring method will be set as Points. (See ***Setting-Up Classes Quick-Start*** for more information about setting scoring method.)

Sample Assignments:

Assignment	Type	Possible	Bonus
Homework 1	Homework	10	No
Homework 2	Homework	10	No
Quiz 1	Quiz	20	No
Homework 3	Homework	15	No
Homework 4	Homework	3	Yes
Quiz 2	Quiz	30	No
Project 1	Project	50	No
Test 1	Test	100	No

Sample Student John Doe:

Assignment	Possible	Grade	Calculated As
Homework 1	10	Excused	N/A
Homework 2	10	10	100%
Quiz 1	20	15	75%
Homework 3	15	15	100%
Homework 4	3	3	N/A
Quiz 2	30	20	66.6%
Project 1	50	40	80%
Test 1	100	100	100%

Example 1:

In this example we are going to assume there are no assignment weights. That means all assignment types are of equal value.

Step 1:

The first step is to add up the possible points excluding any grades that are exempt or bonus. So John Doe's total possible will not include Homework 1 (Exempt) or Homework 4 (Bonus). This value will come out to 225 in our example.

Step 2:

Now we need to add up total earned excluding any Exempt grades. So John Doe's total earned will not include Homework 1. This value will come out to 203 in our example.

Step 3:

Now that we have these grades we can calculate the total grade for this grading period by dividing the total earned by total possible. So 203/225 will come out to 90.2%.

Step 4:

Now we need to do a look up to the grading scale which is associated to this class. If for example an A is between 100% and 90% and a B is between 90% and 80% then this grade will come out to an A for the grading period.

Example 2:

In this example we are going to assume there are assignment type weights. (See ***Modifying Assignment Types Quick-Start*** for more information.) These weights are as follows:

Assignment Type	Weight
Homework	None
Quiz	None
Project	50%
Test	40%

So in this example we will have the Project making up 50% of the grade and Tests making up 40% of the grade leaving 10% of the grade calculated by Homework and Quiz.

Step 1:

Now the first step is to add up total possible and total earned for each assignment type. For student John Doe:

Assignment Type	Weight	Total Earned	Total Possible
Homework	None	28	25
Quiz	None	35	50
Project	50%	40	50
Test	40%	100	100

Step 2:

Now we must add these to their weight category and determine the contribution to the grade. To figure out the contribution we must multiply the calculated grade by the weight. So we have:

Assignment Type	Weight	Total Earned	Total Possible	Calculated	Contribution
Homework, Quiz	10%	63	75	84%	8.40%
Project	50%	40	50	80%	40.00%
Test	40%	100	100	100%	40.00%

Step 3:

Now to get the overall grade all we need to do is add up the contribution. This comes out to 88.4%.

Step 4:

Now we need to do a look up to the grading scale which is associated to this class. If for example an A is between 100% and 90% and a B is between 90% and 80% then this grade will come out to a B for the grading period.

Additional Notes:

LiveGrades calculates semester averages and overall class averages depending on how your district is set up. These calculations are based upon information provided by your district administrators.

Finalizing Grades

LiveGrades Quick-Start Guide

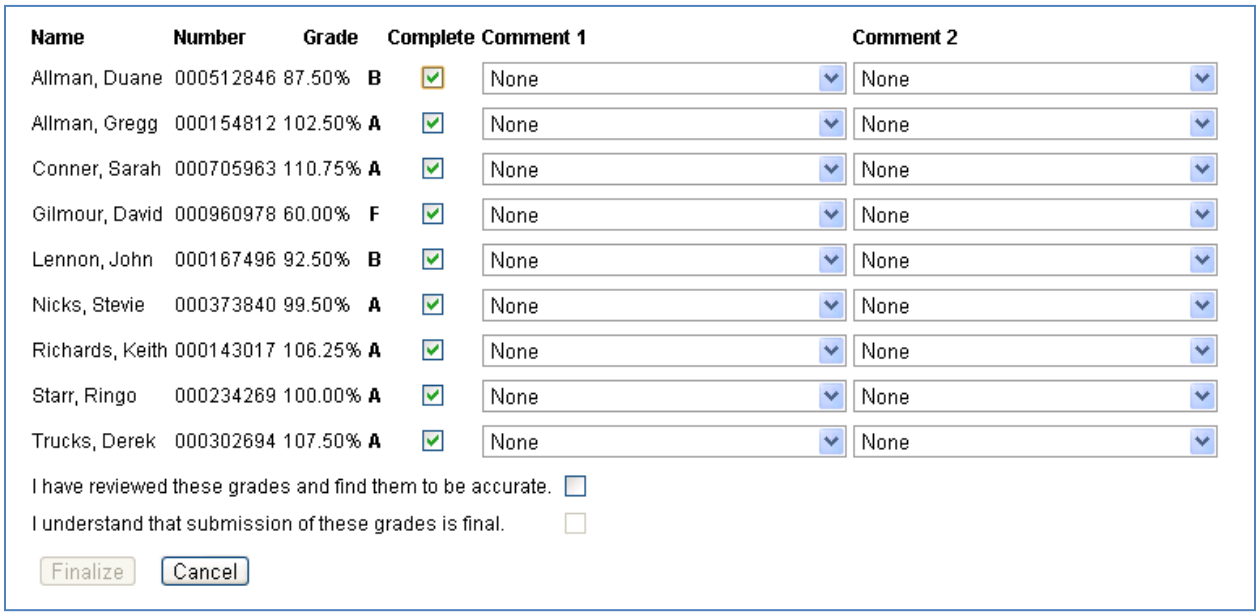
If your district is integrated with an education system such as WVEIS, then the district will be setup to publish your class grades into it.

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.

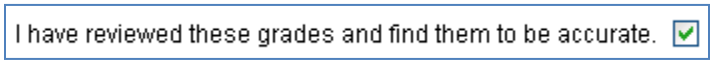
This is an example of the notice you will see. When your grades are completed for the grading period or grading block you are submitting, you can click the **"Submit Grades"** link.

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

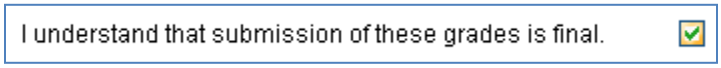
When you click on the **"Submit Grades"** link, you will be taken to the Finalize screen. This is where you can enter Comment codes, or uncheck the "Complete" box for those students who are getting an Incomplete for the grading period.



If a student has not completed the grading period, you can mark them as so by un-checking the complete box. If you wish to leave a report card comment code, you can select one from the drop down. These are imported from your district.

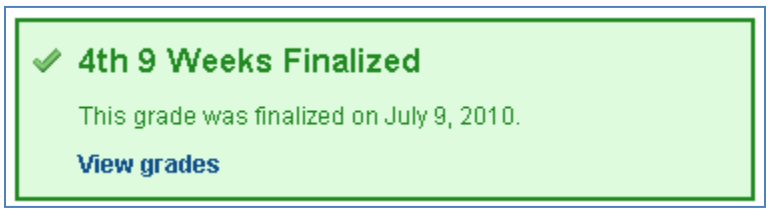


Once you review the grades, mark the first checkbox.



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.



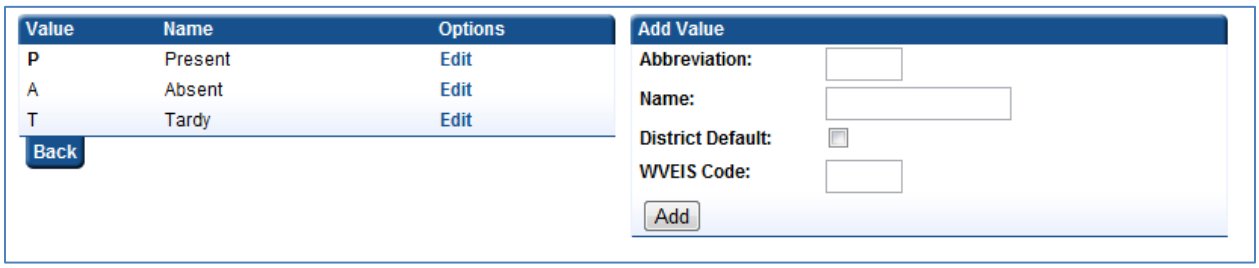
After submission the notice will turn green so you will know that the grades have been submitted. You can view the grades you submitted by click the **"View Grades"** link.

Attendance Module

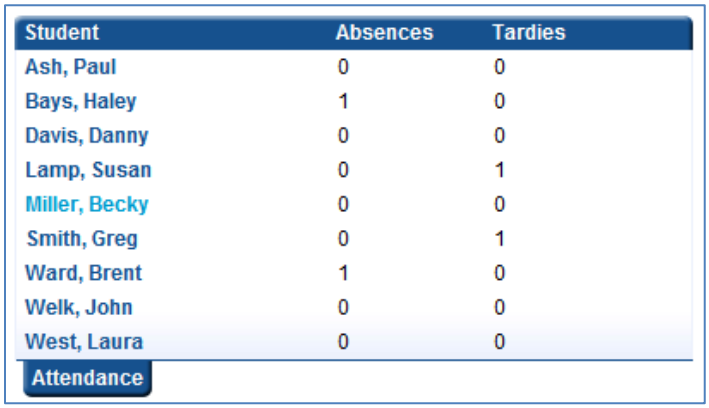
LiveGrades Quick-Start Guide

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.



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.

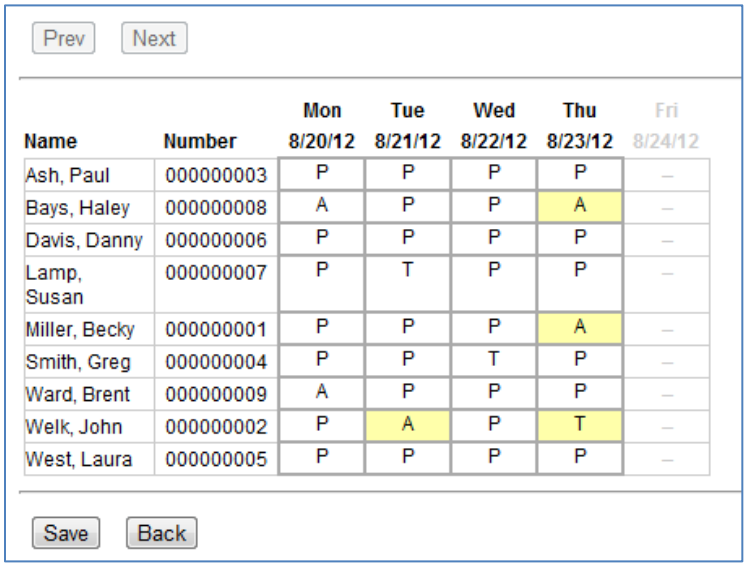


Student	Absences	Tardies
Ash, Paul	0	0
Bays, Haley	1	0
Davis, Danny	0	0
Lamp, Susan	0	1
Miller, Becky	0	0
Smith, Greg	0	1
Ward, Brent	1	0
Welk, John	0	0
West, Laura	0	0

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 the attendance recording page.



Prev Next

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	–

Save Back

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.

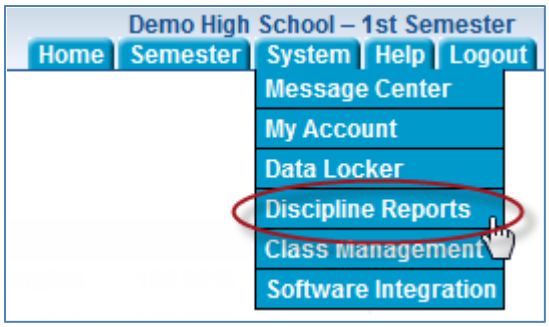
Note: This module can be integrated with WVEIS. Contact Citynet to get a demonstration on how this integration works.

Discipline Module

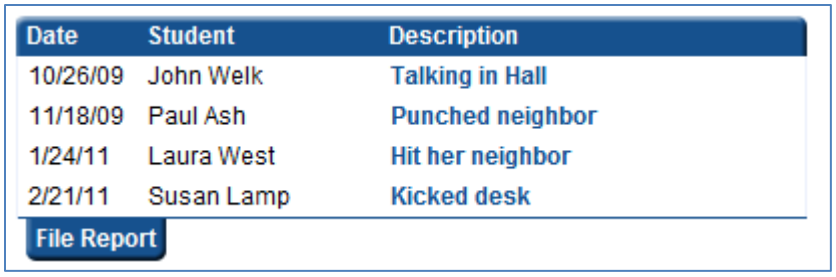
LiveGrades Quick-Start Guide

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.

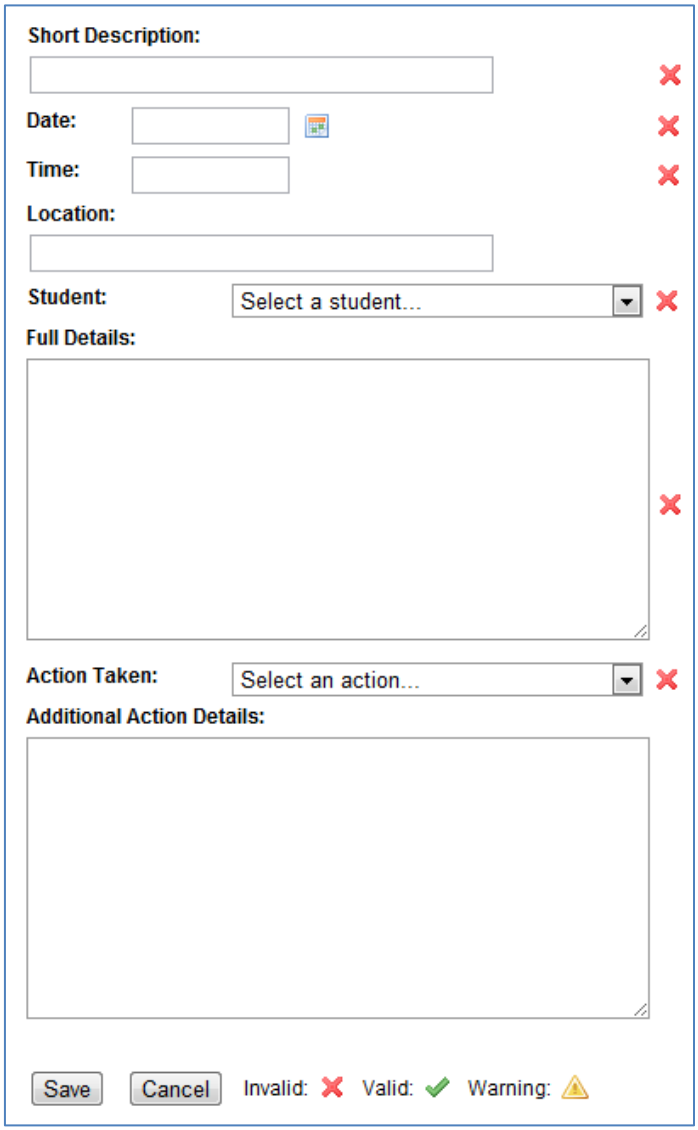


If the discipline module is available faculty can log a discipline report by selecting the option under the system tab in LiveGrades.



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.



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.

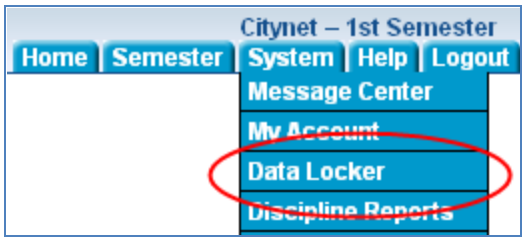
Once the report is filed it will be available to be viewed by parents and students. Also school administrators will be able to run reports with this information in it.

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

Data Locker System

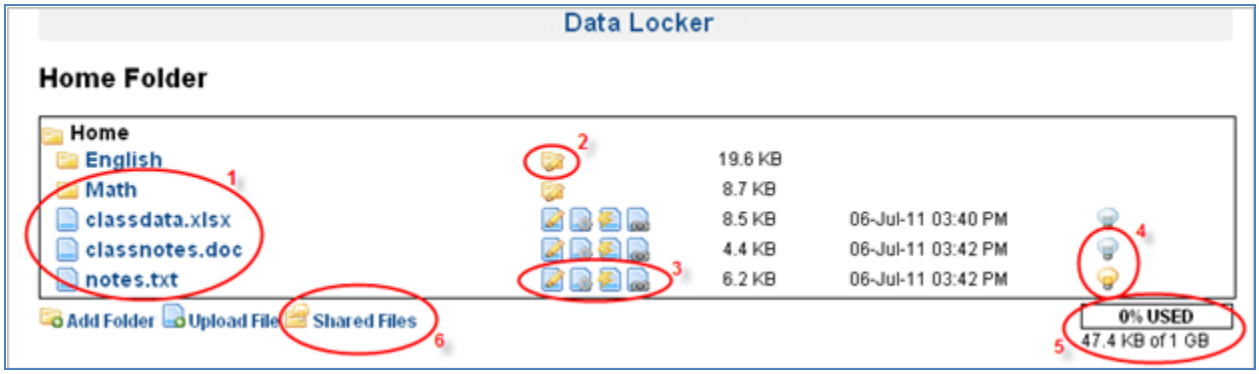
LiveGrades Quick-Start Guide

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



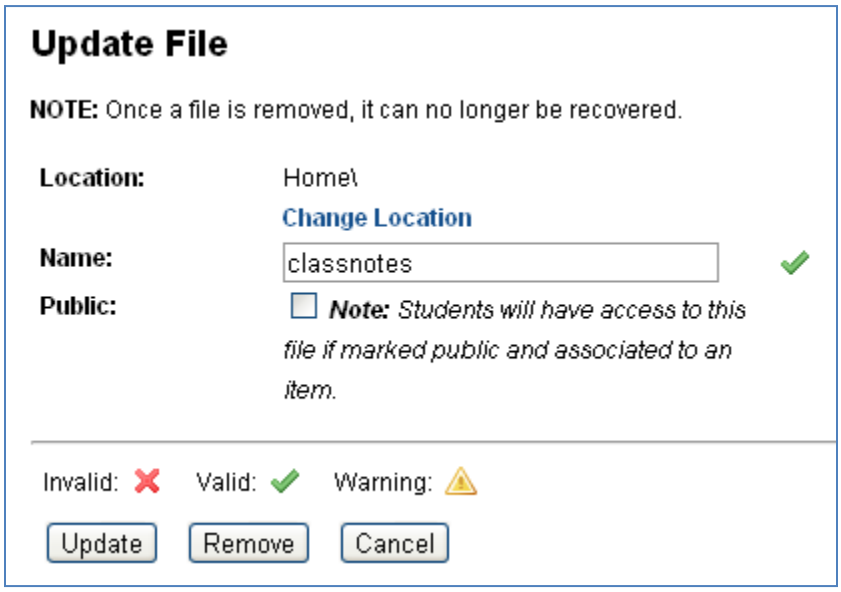
This will display your own locker and everything you have stored so far.

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

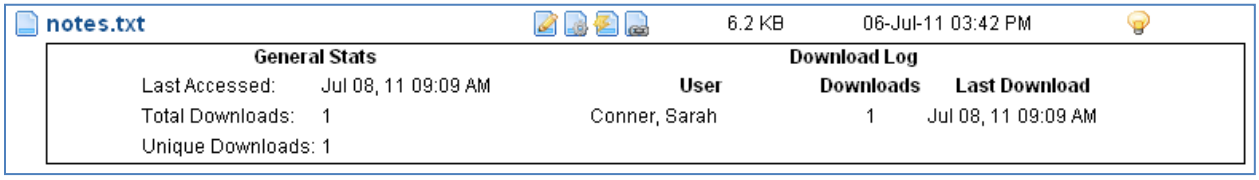
There are 4 option icons for files.



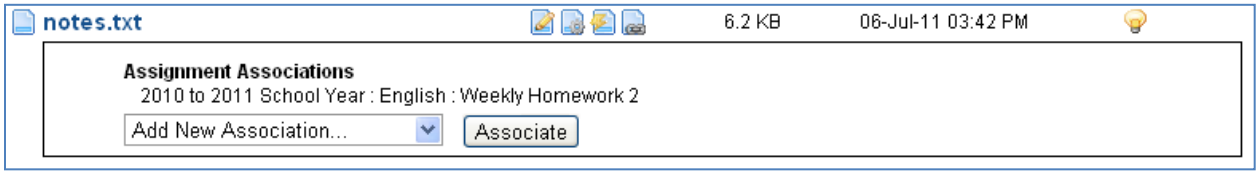
Clicking the icon will allow you to edit the file. Here you can move the file to a new folder, change the filename, or mark the file as public or private.

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

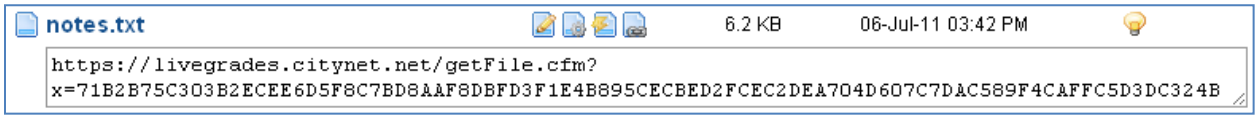
Clicking the icon will display the file stats. The left side will show when the file was last accessed, how many times it has been downloaded overall and by unique users. On the right you will see a listing of all users that have downloaded the file.



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.

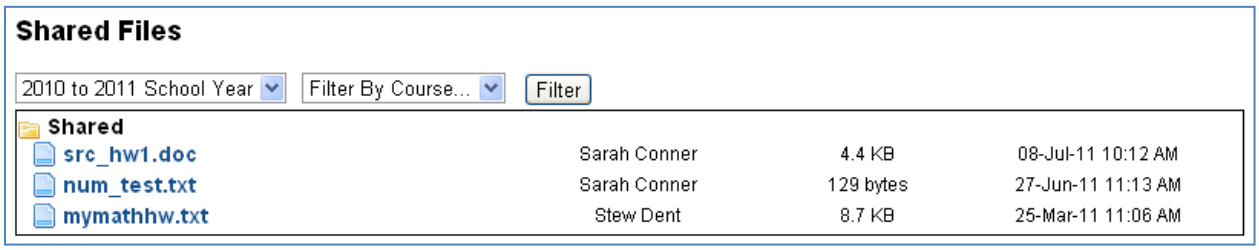


Clicking the icon will display the file link. You can give this link out to anyone and they will be able to download the file. You can also place the link on your school/class webpage to allow anyone access to the file. Note that the file must be marked as public to allow the access.

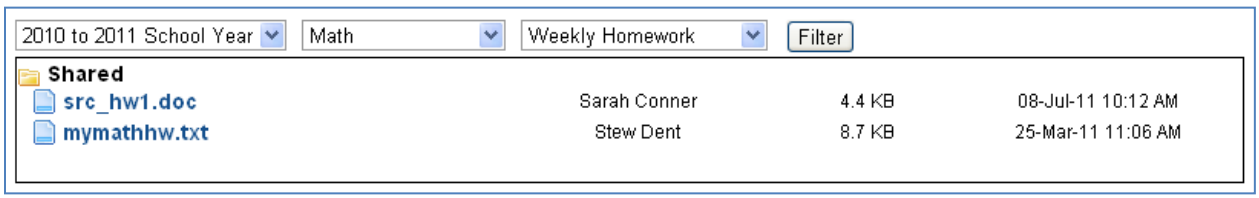


Shared Files

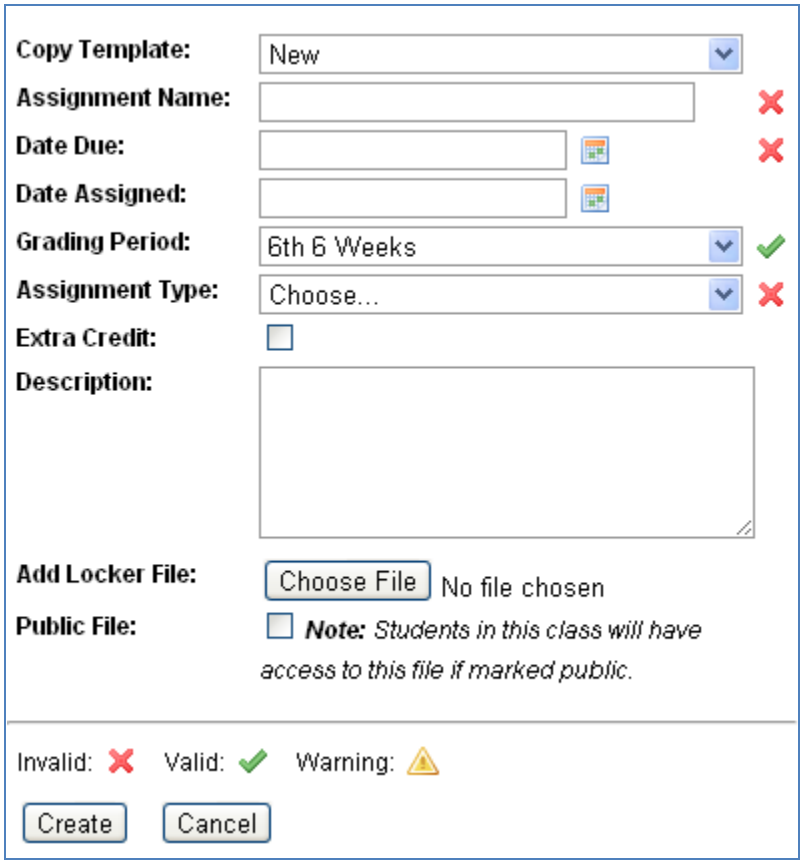
The shared files area is accessed by clicking the link at the bottom of the Data Locker view. This is where you can access files that have been shared to your classes or assignments.



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.

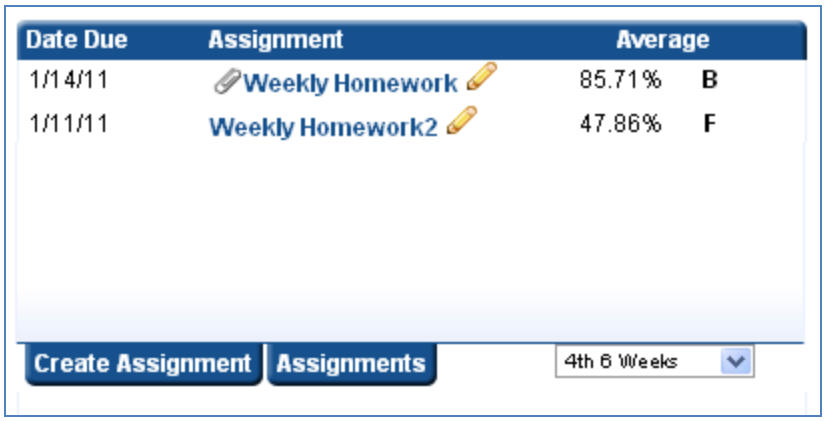


Additional Locker System Functionality

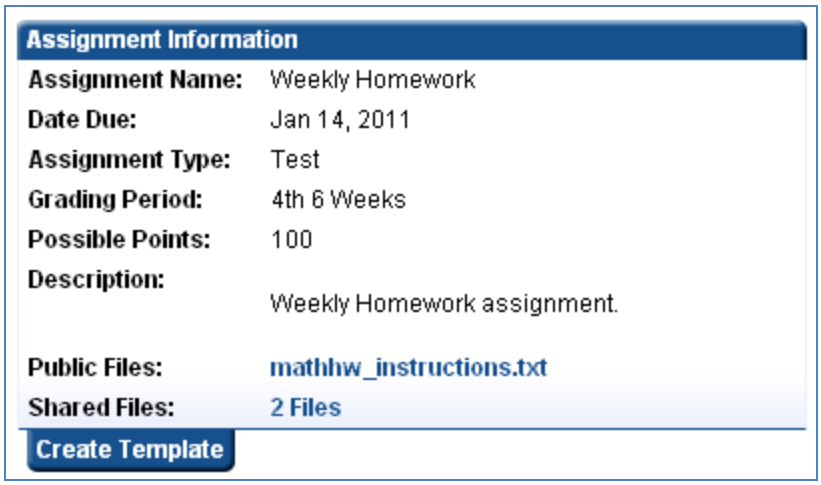


Files do not have to be uploaded through the locker system. They can also be uploaded during assignment creation.

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.



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



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.