



## Accessing Web Gradebook from School

### Using this document

This document is divided into 4 sections that are introduced with a gray banner.

- Sign in (Log In) (page 1)
- Homepage (page 2)
- Help Menus and Tutorials (page 2)
- Sign out (page 3)

Detailed directions are given in the middle column, and quick directions are listed in the right column.

Pertinent notes are highlighted in blue while cautions appear in yellow.

For Help: Help Menu (including tutorials) in Web Gradebook  
 Consult with colleagues  
 Ask your gradebook manager  
 Gradebook manager will call the Help Desk if additional support is needed


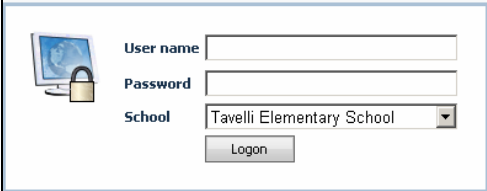
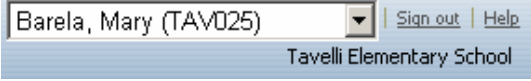
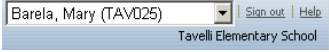
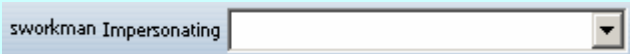
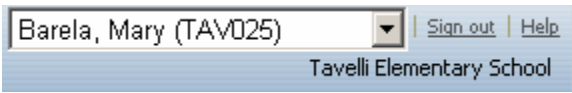
## Sign In (Log In)


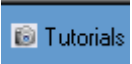
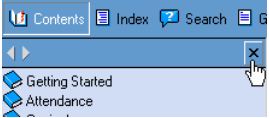
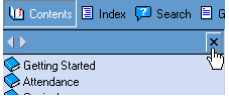
Note: Follow the directions on the handout. I will help individuals if you run into problems.

Note: With these directions, you may access the PW Gradebook from any District computer with network access. If you use a computer located in a public area of a school or from a computer that students, also, use, be very careful to protect the confidentiality of the student information including grades by: 1) being aware if others can view your monitor, 2) logging off when you are done, 3) locking the computer if you leave it for a short time period, and 4) collecting all of your papers when you leave.

1.	<u>Information Needed for Sign-in</u> <ul style="list-style-type: none"> <li>• Your teacher ID number (your employee ID)           <ul style="list-style-type: none"> <li>○ Same as last year</li> <li>○ On your Leave and Earnings Statement</li> <li>○ Ask office secretary</li> <li>○ Ask gradebook manager</li> </ul> </li> <li>• Your password (need to select new one the first time you sign in each year)</li> <li>• URL for PW Gradebook</li> </ul>	Information needed
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Note: Gradebook managers will use existing user names and passwords. For gradebook manager user name and password, contact Sumer Brown (490.3433 or sumerb).

2.	Open the web browser (Internet Explorer is default)	 Internet Explorer
		User name <input type="text"/>
<b>Note:</b> PSD does <u>not</u> use Active Directory or LDAP to for sign in.		
4.	Enter password <ul style="list-style-type: none"> <li>○ Alpha and numeric (no special characters !@#\$%^&amp; etc.)</li> <li>○ May not begin with the same character as your user name</li> <li>○ At least 6 characters</li> </ul>	Password <input type="password"/>
<b>Note:</b> The first time a teacher signs in each year, you must select a new password. Gradebook managers may use their existing user name and password.		
5.	Select your school. (This may not be necessary for teachers.)	School <input type="text" value="Tavelli Elementary School"/>
6.	Click <input type="button" value="Logon"/>	<input type="button" value="Logon"/>
7.	Verify that you are signed in appropriately by viewing the information in the upper right corner of the Web Gradebook homepage. 	
<b>Note:</b> Gradebook managers must select a teacher from the drop-down menu.		
		
<h2>Homepage</h2>		
8.	Check upcoming birthdays and newly added or dropped students.	Birthdays Adds Drops
9.	Use homepage categories to access gradebook features.	Homepage categories
<h2>Help Menu and Tutorials</h2>		
10.	Use Help to learn about Gradebook.	<input type="button" value="Help"/> 

11.	<p>Use regular help features or select <i>Tutorials</i>.</p> 	<p>Regular Help</p> <p>Or</p> 
12.	<p>When using Tutorials, it is helpful to hide Navigation Components by clicking on X. You can open the Navigation Components again by clicking on <i>Contents</i> from the menu bar.</p> 	
<h2>Sign out (Log Out)</h2>		
13.	<p>To sign-out, click sign-out in the upper right corner.</p> 