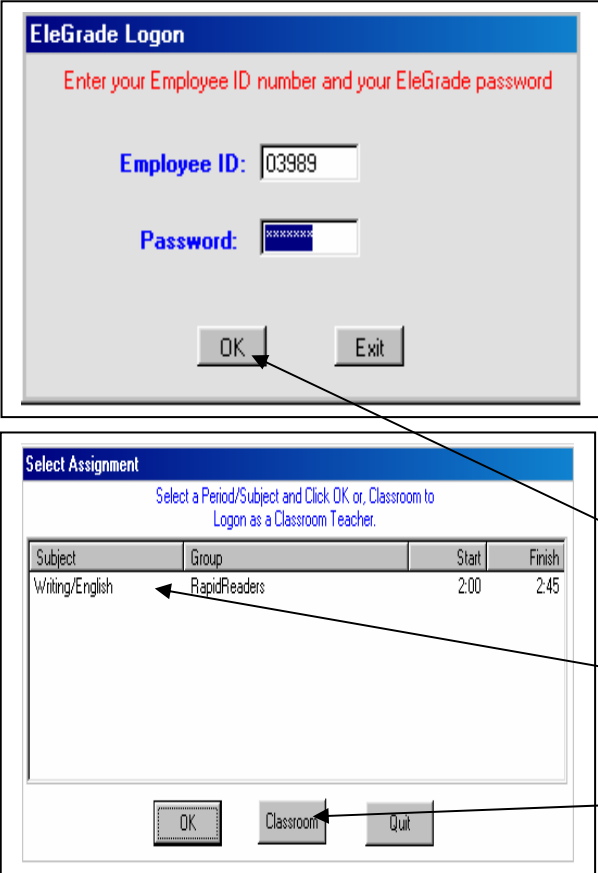
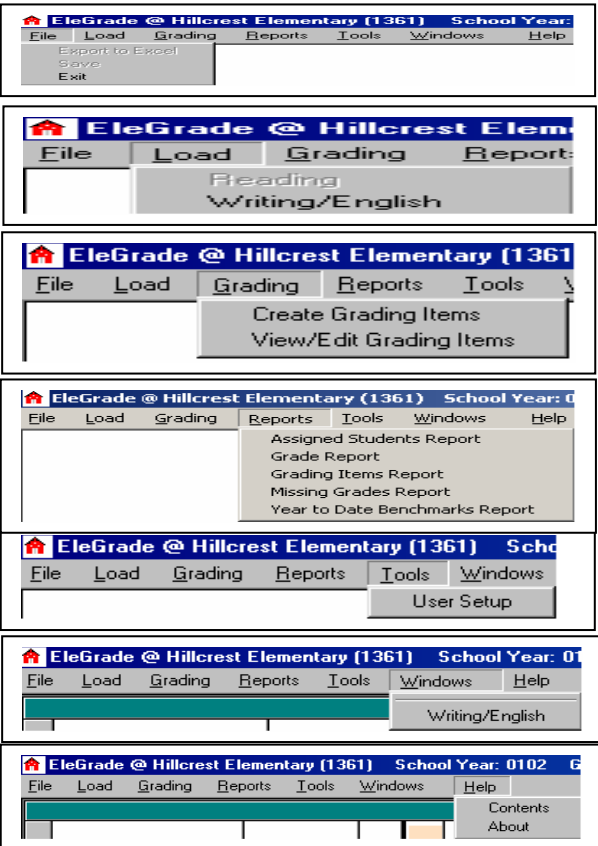


EleGrade - Departmentalization Special Assignment

Steps	Screen Displayed	Procedures
1		<ul style="list-style-type: none"> Refer to Chapter 2 – 1, Step 1-2 to Logon <p><u>Logon as a Special Assignment Teacher</u></p> <p>After a Student(s) have been assigned to a teacher for Special Assignment the Logon Window for that Teacher will have the option to select that Special Assignment Group of Students or the Classroom.</p> <p>Period/Subject Assignments and Classroom can not be displayed at the same time.</p> <p><u>To Select the Group/Period Special Assignment Class</u></p> <ul style="list-style-type: none"> Double Click the Subject line for the Group/Period you want to open Or Highlight the Group/Period Click OK
2		<p>The Confirmation Window is displayed.</p> <ul style="list-style-type: none"> Click Yes Or <u>If you are a Classroom Teacher, as well as having Group/Period Classes and want to display Classroom Information.</u> Click Classroom

EleGrade - Departmentalization Special Assignment

Steps	Screen Displayed	Procedures
3		<p><u>To Return to the Logon Window to make a Different Selection</u></p> <p><u>On the Menu Bar</u></p> <ul style="list-style-type: none"> • Click File • Click Exit <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Click the X in the top right corner of the screen <p>The EleGrade Logon Window is displayed.</p> <ul style="list-style-type: none"> • Click OK <p>The Select Assignment Window is displayed.</p> <ul style="list-style-type: none"> • Select a Group/Period <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Select Classroom
4		<p>If you have Selected to Logon as A Special Assignment Teacher, EleGrade will load only the Group/Period functions and options for that selection.</p> <p>The menu options as a Special Assignment Teacher differ slightly from those of a Classroom Teacher.</p> <p>The basic functions and operations of EleGrade are the same.</p> <ul style="list-style-type: none"> • Refer to Chapter 3-4 for specific functions <p>Departmentalized Teachers who are logged into a Group/Period can View and Print the Assigned Students Teachers Report for that Group/Period.</p> <p><u>To Run the Special Teacher Assignment Report</u></p> <ul style="list-style-type: none"> • Refer to Chapter 7-8, Step 15

How Departmentalization Works

In EleGrade, schools that move students between teachers for academic subjects are considered departmentalized. By definition, this would include any school that has ESE students that receive services from an ESE teacher.

In order to allow several teachers to give academic grades to a student, the homeroom teacher must assign that student to the other teachers who will give grades. Ultimately, the homeroom teacher is responsible for the grades given to the student.

EleGrade allows a homeroom teacher to assign a student to another teacher or teachers for any or all academic subjects. For example, if a student in Mr. Jones' homeroom receives Math instruction from Mrs. Smith, then Mr. Jones must assign that student to Mrs. Smith for Math.

To provide further flexibility, groups or periods can be set up to allow a teacher to divide students according to scheduled times or ability levels.

These groups must be defined using the Administrative Viewer prior to assigning students. See the appropriate chapters for more information.

Before assigning students or defining groups, you should take a moment and analyze the needs of your school.

How Do I Set Up Departmentalization?

There are a few simple steps to follow as you find out how departmentalization will work best at your school.

1. Find out which students will be departmentalized, and for which subjects.
2. Find out how many different teachers will be involved.
3. How many different groups your teachers would like to work with.

Let's Look At An Example

Scenario: Joe Louis Elementary School has 700 students in grades K-5. The fifth grade teachers group for reading by ability. All other grade levels are self-contained. There are 2 Exceptional Education teachers who provide services for students with Specific Learning Disabilities. These students leave the classroom for various subjects. One of the ESE teachers (Mr. Ed) wants all of his students to appear in the same list for each subject. The other ESE teacher (Ms. Camby) would like to see the students in different lists according to levels in Math. The teachers would like to use EleGrade as their electronic grade book.

Analysis: All of the fifth grade students need to be assigned to the correct teachers for Reading. The homeroom teachers need to assign their ESE students to the correct teacher and the correct period/group.

Teacher	Grade	Students to Assign	Students to Assign to ESE
Mr. Smith	5	Student One	Student Four
Mrs. Jones	5	Student Two	Student Five
Mrs. Waters	5	Student Three	Student Six
Ms. Camby	ESE-SLD	None	None
Mr. Ed	ESE-SLD	None	None

Student	Subject to be Assigned	Teacher Assigned To	Group/Period
Student One	Reading	Mrs. Jones	Reading
Student Two	Reading	Mrs. Waters	Reading
Student Three	Reading	Mr. Smith	Reading
Student Four	Math	Ms. Camby	ESE-Math1
Student Five	Reading, Math	Ms. Camby	ESE-Reading, ESE-Math2
Student Six	Reading, Spelling	Mr. Ed	ESE-Reading, ESE-Spelling

The three fifth grade teachers have it easy. They can assign students to each other using the same group/period name, Reading. Since the Assigned Teacher is different, they can use the same one. If you had more than one grade level doing this, they could use the same group name!

The ESE teachers in this case are a little more complex. First, we used ESE-Reading as the group/period name only for clarity. We could have used the Reading group/period name to keep things simpler. However, Ms. Camby wanted to have Student Four and Student Five appear in different grids because they work on different levels for Math. That means we have to make two separate groups. Now when Ms. Camby logs on, she will have the option of choosing ESE-Math1 and seeing Student Four, or ESE-Math2 and seeing Student Five. This means Ms. Camby has to log on to an extra group in order to enter her grades.

Implementation:

Now that we have everything planned out, we need to create the groups/periods. Using Admin Viewer, we click on Manage Groups, and create the groups we need. The times aren't important, but you have to enter a valid time. Once the groups are created, the homeroom teachers need to know which students should be assigned and where they need to go. In our scenario, Ms. Camby and Mr. Ed email the teachers a list of their students and what group/period they should be assigned to. Mr. Smith, Mrs. Waters, and Mrs. Jones assign the ESE students to their proper teachers, and assign their students to the correct Reading teacher. Everyone has access to the students they need, and they're ready to enter grades.

Later That School Year:

Here's a situation that you're sure to run into. Let's imagine that Student One, from Mr. Smith's class, is assigned to Mrs. Jones for Reading. Midway through the marking period, Student One needs to be assigned to Mrs. Waters for Reading instead. What do we do?

First, the homeroom teacher (Mr. Smith) must delete the assignment to Mrs. Jones for Student One. When that happens, Student One's grading items are moved to Mr. Smith's classroom grid. Student One is now back with Mr. Smith. Next, Mr. Smith assigns Student One to Mrs. Waters for Reading. Student One's grading items STAY with Mr. Smith. Student One now appears in Mrs. Waters' assigned group for Reading. Sounds easy, right? It is!

Things to Remember

1. If you plan to delete a student's assignment to another teacher, **BE SURE** that no other teacher has that student open in EleGrade. In other words, make sure that the other teachers who have that student don't have a grid up with the student displayed in it.
2. If you plan to have students change homeroom teachers (and they will be changed on the mainframe), delete the assignments to other teachers for that student first.
3. Talk your teachers out of using large numbers of groups/periods. It takes longer to input grades and make student assignments with a long list, and increases the chances of human error.
4. Each academic subject must have a unique group name when you are departmentalized. For example, you can't make a group called Language Arts and assign Student One to it for Reading, Spelling, and Writing/English. You also can't assign a student to Mrs. Waters for Period 1 (the group name) for Math and Science. The rules:
 - a. One Subject, One Group/Period Name, Different Teachers
 - b. One Subject, Different Group/Period Name, Same Teacher