

## Welcome Families!

Your school has chosen the WebGrader technology to keep you, the parents/guardians/families, informed and involved in the motivation of your student. Utilizing a web browser, families are provided a username, a password, and 24-hour access to view assignment-by-assignment progress as well as the scores recorded to date in real time. WebGrader is your constant connection to the classroom!

Your Family account password provides access to the following:

- Individual student grades,
- Ability to view both unique and defined comments,
- Ability to view Assignment Information,
- Family Reports, and
- WebNotes, a vehicle similar to e-mail, contained within the WebGrader system.

## Login

Navigate to [www.webgrader.com](http://www.webgrader.com).

If the WebGrader site does not display, check to see that you are using an approved browser. PC users can use Internet Explorer (5.0 or higher) or Firefox. Mac users can use Safari 2.0 or higher, or Firefox 1.5 or higher. Mac OS 9.X is no longer supported for any user.

Enter your username and password and click the Login button. Passwords are case sensitive. If you are not able to log in to WebGrader, contact your Teacher or WebGrader designee.

**Note:** On first login, you will be asked to complete your account setup by entering your e-mail address. This information will be used only by WebGrader and will not be given to any other entity.

Make a selection from the Grading Period drop-down box for the timeframe you wish to view.

The screenshot shows the WebGrader interface for a student named Jay Tommyville at Main Street Elementary School. The interface includes a navigation menu with 'Class List', 'WebNotes', 'Options', and 'Help', and a 'Logout' button. Below the menu, there is a 'Home Page' section with a notification: 'You have 0 new Web Notes.' A 'Select a grading period:' dropdown menu is set to 'Quarter 1'. Below this is a table with columns for 'Class', 'Teacher', 'Quarter 1 Grade', 'Reports', and 'Assignments'.

Class	Teacher	Quarter 1 Grade	Reports	Assignments
Art-Art1	Partch, Christina	D	Select a report..	Show All (3)
Reading-5	Mendoza, Memo	B	Select a report..	Show All (3)

NG - No Grade Available.

From the **Class List** screen, click the **Show All (#)** link under Assignments column. This link will provide you with attachments, the grade score and max points of the assignment as well as the date they were assigned and due. To download any attachments associated with the assignment, select the **paper and pencil icon**.

## Reports

There are three reports you can view for each class: **Detail**, **Summary**, and **Standards**. Each Report gives more detailed information about the scores a student received. The **Detail Report** shows the scores for each assignment, a total to date, and any unique or defined comments the teacher added. The **Standards Report** shows the scores for each of the standards attached to assignments as well as a total to date. The scores are color coded to match the Defined Comments (such as an assignment was listed as late or missing) a school uses. The **Summary Report** shows the grades for each Category (Homework or Tests, etc.), the total to date and any Defined comments.

## Detail Report

**WebGrader** Student: Jay Tommyville School: Main Street Elementary School

Class List WebNotes Options Help Logout

**Student Detail Report** [Return to Home Page](#)

**Quarter 1 Detail Report for Tommyville, Jay** 8/15/2008

Comments:  
Excused: 0 Incomplete: 1 Late: 0 Missing: 1  
Needs Work...: 0 Way to go!: 0

Partch, Christina **Art-Art1** Grade To Date: **1.38 (D)**

Assignment	Due Date	Max Pts	Score	% or Rubric Grade	Defined Comment	Unique Comment
<b>Homework (50%)</b>						
Lines	08/14	10	8	80	C	Incomplete
Shapes	08/14	10	7	70	D	
<b>Test (50%)</b>						
Lines and Shapes	08/14	25	0	0	F	Missing

## Summary Report

**Student Summary Report** [Return to Home Page](#)

**Art-Art1** Partch, Christina

Report Date: 8/14/2008 Quarter 1 Class Average: 1.38 (D)

Defined Comments: Late: 0, Incomplete: 1, Excused: 0, Missing: 1

Category Summary		
Category Name	Weight (%)	Grade
Homework	50.00	2 (C)
Test	50.00	0.75 (F)

Student Summary							
Name	Average	Late	Incomplete	Excused	Missing	Category	Grade
Tommyville, Jay	1.38 (D)		1		1	Homework	2 (C)
						Test	0.75 (F)

## Standards Report

**Student Standards Report** [Return to Home Page](#)

**Art-Art1** Student: Tommyville, Jay

Teacher: Partch, Christina Quarter 1 Grade: 1.38 (D)

Defined Comments: Late: 0, Incomplete: 1, Excused: 0, Missing: 1 Report Date: 8/15/2008

**Standard Detail for Quarter 1** \* - Dropped Late Incomplete Excused Missing

Standard	Grade	Average
<b>Academic Achievement</b>		
<b>A.15.1 Demonstrates appropriate skill development</b>		1.38 (D)
Lines and Shapes (08/14)	F	
Shapes (08/14)	D	
Lines (08/14)	C	
<b>Self-directed Learning</b>		
<b>A.15.2 Follows directions</b>		1.38 (D)
Lines and Shapes (08/14)	F	
Shapes (08/14)	D	
Lines (08/14)	C	
<b>A.15.3 Participates with effort</b>		1.38 (D)
Lines and Shapes (08/14)	F	
Shapes (08/14)	D	
Lines (08/14)	C	
<b>A.15.4 Shows respect</b>		1.38 (D)
Lines and Shapes (08/14)	F	
Shapes (08/14)	D	
Lines (08/14)	C	

## WebNotes

Need to send a teacher or administrator a note? WebGrader makes it easy. Hover over **WebNotes** and select **Inbox** from the drop down menu. Click  .

Click the **check box** next to any person on the list, or click the **All Teachers box** for all of your child's teachers. You may also select **All School Personnel** for all non-family WebNotes users in the same manner. Type your message and then press  It's that easy.

To check the notes you have received, go to **WebNotes** and click the **Inbox**.

A list of your notes will appear and you can click on the **subject** to read one. To reply, simply click

If you wish to print a **WebNote**, click

To have WebNotes forwarded to a personal e-mail address, hover over **Options** and select **Email Address**. Click the **checkbox** next to "Please forward my WebNotes to these e-mail addresses." You can insert up to 3 addresses here.

Families are not able to delete **WebNotes**. This ensures that a teacher's note is able to be read by everyone in the family. It also provides a fail-safe archiving system for family communication.

## Help

1. Your **Teacher**, or WebGrader designee, is your on-site support for WebGrader. If they cannot resolve a problem, send a help request to WebGrader.
2. Click the **Help** option in the **WebGrader** menu bar.
3. Complete the **Your Email Address**: text box.
4. Complete the **Problem**: text box with this information:
  - A detailed description of the problem
  - The name of the class in which the problem occurred
  - The name of the student for which the problem occurred
  - The screen or feature where the problem occurred
  - Any other information that will allow us to look into the problem without contacting you for further information
5. Click .

From outside of the WebGrader system, send a request for support via e-mail to [support@webgrader.com](mailto:support@webgrader.com)