Welcome and thank you for choosing



Powered by S schoology[®]



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Welcome to Español Santillana's eLearning Center, powered by the Schoology® Learning Management System. This manual is meant to help familiarize you with the instructional materials, as well as the platform and its most essential functions. For more information than that contained here about the Español Santillana Spanish as a World Language program, please visit http://www.fansdelespanol.com/. For information about more advanced Schoology functions, please visit https://support.schoology.com.

This manual is intended to help you get started using the Schoology LMS once you can successfully log on to the system. Before you are able to log on, your school or district will need to have registered with Santillana, and you will need your username and password. If you don't yet have a username and password, please check with your school or district, or with Santillana USA at help@santillanausa.com, to confirm this information.



Get Started

Go to <u>www.schoology.com</u> or the specific site provided for your school or district. Click on the Login button and log in.



You are now on your **Home Page**. Notice tabs on the left side of the page, **Upcoming** events in the right column, and the convenient navigation features at the top of the page.





Click on **Courses** to access a course.

SANTILLANA (54	YouTube (∅) San (2), en de pruebas ♥ https://pantilana (∅) Login to Schoology ID IT, Video () IT Q. Home Courses - Groups - Resources -	Ladept 🕜 Today 🔝 Bookmarks 🔹 Google Bookma 🔲 🖅 🧬 Mis. Smleszny
	Español Santillana High School 2 - Anne Silva: Reps 📳	🛐 🕶 🔯 Notifications
Español	Add Materials Options Anthropy	Upcoming Add Evant
Sto -	> Presentación e índices 0-	Tuesday, August 12, 2014
NIN O	Unidad preliminar. Vamos a recordar Unidad peeliminar. Vamos a recordar	Friday, August 15, 2014
value die	> Unidad 1. Centroamérica 0-	Sunday, August 31, 2014
Course Options	Unidad 1. Centroamérica	Homework for 8/31 11:58 pm
Materials	> Dividad 2. Las Antillas 0-	
Updates Gradebook	> Unidad 3. Andes centrales G- Umdad 3. Andes centrales G-	
9 Mastery -	> Tunidad 4. Norteamérica	

You are now in your course, which opens to the **Materials** tab.

Notice that the three-column format is consistent with the **Home Page**.

Add Students

You can add students (members) to this section by using the **Add Members** button.

add Members

- 1. Select the **Members** tab from the left menu.
- 2. Click on the Add Members button.
- Select the member(s) you'd like to enroll into the course. You will see a count of the students selected in the upper right corner. You can also search or browse for each user without affecting previously selected members.
- 4. Click Add Members to finish.

S SChOOlOGY[®] Organize. Communicate. Manage.

Organize

Organize Your Materials

You can easily organize and combine all of your instructional materials: all of your Español Santillana activities and resources; your tried-and-true materials, presentations, and documents; and links to the most up-to-date news, such as from El País or fansdelespanol.com.

Check Out the Español Santillana Materials

The three main components of the Español Santillana program are the Interactive Student Book, the **Fans Online Practice Activities**, and the Practice Workbook. Let's take a look at each component.

The Interactive Student Book is a multimedia version of the print textbook. It has easy navigation, point-of-use audios and videos, and tools such as sticky notes, bookmarks, glossary, and search. Within the **Materials** index, it is divided by unit to facilitate the loading speed and ease of use.

For example, click on the **Materials** tab, then open the Unit 2 folder.

Take a look at the Interactive Student Book.







The **Fans Online Practice Activities** are online-only activities that precisely follow the progression of each Student Book unit, allowing for easy integration. There are interactive activities, videos, and explanations of content.



Go back to the Unit 2 menu and click on the **U2 Fans Online Activities** folder. Click on the activity name to view it.

IMPORTANT: Please note that the code after each activity name is meant to let you know which section of the unit the activity corresponds to. Example: (D1.V) = Desafío 1, Vocabulario section. That way, you will know which activities correspond to each section of a unit.

Fans Online activities allow unlimited attempts. The **Gradebook** registers the grade after each attempt. Teachers can review a student's attempts by clicking on the activity name and viewing the **Teacher Dashboard**.

	empts 😑				
number o	box to edit f attempts	0 Save	Hig	ghest Possible Score:	100
	ATEST ACCESS	A	TTEMPTS	GRADE	
Student, Karys			1	33	
Status: 🥑 Complete	Time:	41s Edi	t grade: 33	Send grade	
ID Result Student re GFSLki wrong 1.t,2.f,3.t/4		Cor			

The **Practice Workbook** online contains reading and writing activities nearly identical to those found in the print version. Teachers can easily combine the two as they see fit.

From the **Materials** index, navigate to Unidad 2, then click on the **U2 Practice Workbook** folder. Click on the activity name to view the Teacher Dashboard. Click on **View Activity** to see the activity.



If the activity is a closed (automatically graded) activity, it will allow the student three attempts to complete it correctly. You can see the number of attempts remaining in the upper right-hand corner of the activity.

SANTIL	LANAUSA		Practice Workbook High School 1
	1. México an los desafios, E	mplezan los de	safios
3	Expresiones út Relaciona. Ma function in co	<mark>iles. Nos present</mark> atch each expre Ilumn B.	tamos ession in column A with the appropriate
Est	te es	•	To introduce yourself.
Est	ta es	٠	To introduce a girl or a woman to someone.

After each attempt, the student has the option to Try Again or submit their grade to the Gradebook. After getting 100%, finishing all three attempts, or clicking Submit, the activity will be finalized.

In either case, the student will not be able to continue attempting the activity.

If the activity is an open (teacher-graded) activity, it will allow only one attempt. In this type of activity, the upper right-hand corner will say 1/1.



IMPORTANT: The **Gradebook** will only show the grade from the

only show the grade from the student's most recent attempt. To see all attempts, navigate to the activity name and click on it to see the **Teacher Dashboard**. Upon finishing the **Activity** and clicking Accept:

- The student's responses will be recorded in the **Teacher Dashboard.** Click on the name of the activity to view the **Teacher Dashboard.**
- The teacher can review student answers to the activities and change the grade if necessary. See **Grade Assignments and Activities** for more information.

Interactive Practice Workbook Quick-Start Guide



Every teacher has favorite activities that enrich the curriculum and increase student success. Here's how you can add those activities from the **Materials** tab.

From the Materials tab, click Add Materials.





Then follow the same instructions to add material.



Communicate

Post Updates

Communication begins on your **Home Page**.

As soon as you log in, you'll see upcoming events and the latest posts. Look for the word **Post**.

Click on Update.

Type in the Update that you would like your students to see. You can attach **files**, **links**, materials from your **Resources**, **recordings**, or **polls** using the buttons below the text box.





Post Polls

Recent Activity	Recent Activity	Most Recent *
Grades/Attendance	Post: 🔛 Update	×
The Mastery	B I U != (= Ⅲ ≝ ♥	
11 Calendar	Which do you prefer, e-books or traditional textbooks?	
Messages		
O People		
Subscriptions 339	e-books	
App Center	C traditional textbooks	
	o none of the above	
	Add Devices	
	W Español Santillana High School Z - Dr. Barbara Jones: Reps x	Q
		⊕ = Post
	and a. Then its from t	and the second se

Let's look at how easy it is to post a **Poll**.

- 1. Click on the **Poll** icon and type your question.
- 2. Then choose which class(es) you'd like to post it to (type in a few characters, and your course will come up).

Recent Activity	Recent Activity	Most Recent *
Grades/Attendance	Post: 😸 Update	×
@ Mastery	B I U HE HE 20 HE 🖤	
tt Calendar		
Messages		
People		
Subscriptions 339	Post to	Q
App Center		🛞 = Post
	Barbara Jones > Español Santillana High Scho Which do you prefer, e-books or traditional textbook	ol 2 – Dr. Barbara Jones: Reps (\$?
	e-books	
	traditional textbooks	
	onne of the above	
	Refresh	
	Today at 4:18 pm Comment - Like	

3. Then click **Post**!

Send Messages

You can communicate directly with students from your **Home Page**.

Just open the **Messages** tab. Click on **+ New Message** and fill in the fields to compose your message.

Recent Activity	Messages
🍰 Grades/Attendance	Inbox Sent Messages
Mastery	+ New Message
Messages	Hola Tenjoyed getting to know you as well
Subscriptions 339	Content in the second sec
App Center	You - Tue Aug 5, 2014 at 9:38 am
	[Español Santillana High School 2 - Dr Estoy subriendo Barbara Jones - Tue Aug 5, 2014 at 9:33 am
	Hi Barbard Welcome to my HS2 class! Guess well settle for Howdy! 0f I You - Fri Jun 27, 2014 at 9;40 am
	photo sending you photo of you two working on

New Message	×	New Message	× ×
To: *	anne	To: *	Ms. Smieszny =
Subject: "	Anne Smieszny Sandillana	Subject: "	Sending Messages
Message:	Ms. Smieszny Santiflana Anne Smieszny Santiflana	Message:	Easy as pie!
<	Send Cancel		E 2 E 2

Assign a Specific Activity

Edit External Tool

Tool Provider:

Consumer Key:

Shared Secret:

Custom Parameters:

Title:

URL: *

Points: Due Date:

Category:

Scale:

Period:

Español	Español Santillana HS2_V15: ESHS2-REP_2015		[
efe ?	The Add Materials - Options -		Upcoming - 11
Nº a	> presentación e índices	All Materials +	No upcoming assignme
Ela daza	> Unidad preliminar. Vamos a recordar	٥.	
	✓ Inidad 1. Centroamérica	0-	
* Course Options	U1 Interactive Student Book	¢-	
Materials •	🗢 🛅 U1 Fans Online Activities	Q-	
Updates	> 🛅 Ul La llegada	0.	
	🛩 🛅 Ul Desafío 1	Q ~	
Gradebook	U1 02. En busca del gigante (D1.F)	o.	
Tastery Mastery	U1 03. El gigante maya (D1.F)	ò-	
👾 Badges	U1 04, TU DESAFIO: Atitlân (D1.F)	8	
Attendance	U1 05. La familia de Janet (D1.V)	0-	
. Members	U1 06. Te presento a mi familia (D1.V)	🖌 Edit	
Analytics	U1 07. ¡Qué lio de familia! (D1.V)	@ Unpt	ublish
Workload Planning	U1 08. Los posesivos (D1.G)	* Move	
workload Planning	U1 09. Son mis cosas (D1.G)		to Course
Access Code	U1 10. Esto es mio y esto es tuyo (D1.G)	× Dele	
ZKD2D-SV3K9 Reset	U1 11. Janet comete errores (D1.G)	E Save	to Resources
Information	U1 12. Cada familia es diferente (D1.C)	0-	
Grading period	> 🛅 U1 Desafío 2	Q.	

Automatic, based on URL

WCSID=103

🗹 🔯 Enable Grading

12/11/15

Homework

Numeri

10 years

U1 05. La familia de Janet (D1.V)

https://cloud.santillanawicco.com/wiccoblti?

11:59PM

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All Fans Online and Practice Workbook activities are all already linked to the gradebook. So if you would like to assign certain activities as classwork or homework, you simply need to communicate which ones, and when they are due.

- Navigate to the activity you want to assign. Click on the gear icon, then choose Edit.
- 2. In the Due Date field, indicate the due date for the activity. You will probably also want to recategorize the activity (by choosing Classwork or Homework, for example), in order to view it more easily in the Gradebook.

×

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You can also change the point value if you wish.

ANTILLANAUSA	Q Home Courses - Groups - Resources -	🚽 🦂 💏 Ms. Smieszny
spañol	Español Santillana HS2_V15: ESHS2-REP_2015	🚺 🔹 🕼 Notification
15	Control Add Materials * Options *	Upcoming II Add
2011	All Materials.	Wednesday, August 12, 2015

3. Click Save Changes. This will now appear on the Calendar and Upcoming list.

Add an Assignment

You can also create a new Assignment .	SANTILLANA USA		Groups * Resources * High School 2 – Anne Silva: Reps 🗐
 Add an Assignment in one of these ways: 1. From within any unit or folder, click on the little green + that appears when you hover over empty space. Choose Add Assignment. 	 Course Options Updates Cradebook Matery Badges Attendance 	Santillana Add Materials • Op Presentación e in	Ali Materials idices ir. Vamos a recordar amórica américa tillas s e Student Book e Activities orkbook centrales
 1a. Alternatively, click on the Calendaricon, then click on the day you want the assignment to be due. (Use this option to assign the same assignment to multiple classes 	ode	nning Reset	U2 Fans Online Activities Add Folder Add Folder Add Assignment Add Test/Ouiz Add Test/Ouiz Add Discussion Add Discussion Add Page Add Media Album Add Package Import from Resources Unidad 6. Caribe continental
at once.) A Home Courses - Groups - Resources - Español Santillana High School 2 - Santillana	Anne Silva: Reps		Ms. Smleszny Ms. Smleszny Ms. Smleszny
Add Materials - Options -		All Materials 👻 —	Upcoming · 11 Add Event Monday, August 11 2014
> Unidad preliminar. Vamos a recordar Unidad preliminar. Vamos a recordar		¢+	Tuesday, August 12, 2014
> Diidad 1. Centroamérica Unidad 1. Centroamérica		\$÷	Friday, August 15, 2014
V Inidad 2. Las Antillas		×-	Sunday, August 31, 2014

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Create Assignment	x
Post: *	3 Ever 7 👼 Assignment
Name: *	
Description:	B I U ∷ ∃∃ A ▼ M ▼ So ▼ N ▼ *
6	
e	
1	
3	
Max pts:	100 Set as midterm/final
Advanced:	o 🗟 🙆 🧐 🖻
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Español Sa	antillana High School 2 – Dr. Barbara Jones: Reps
Español Sa	antillana High School 2 Training: Training
e Period:	School Year 2014-2015
	Create Cancel
7. Río de la Plata	25

2. Choose Assignment at the top of the window (instead of **Event**). To assign to multiple classes, type any part of the name of the Course you want to assign it to. Once the class appears, choose it from the list. Each class can have its own due date, as well.

ate Assignment		
Post: *	🗊 Event 🔯 Assignment	
Name: *	Homework for Friday	
Description:	B I U ⋮Ξ ≟Ξ A ▼ M ▼ ∛⊕, ▼ M ▼ *€	iç.
	Escribe un párrafo sobre lo que hiciste este fin de semana. ¿Adónde fuiste? ¿Qué hiciste? ¿Qué opinas del evento?	
Max pts:	100 Set as midterm/final	
Advanced:	o 📾 🛛 O 國 🐵 🔛	
Español Santil	lana High School 2: A ×	Q,
Español Santil	lana High School 2 - A 🗴	
Español Santillana	High School 2: Anne Silva	
Due date:	3/27/15 📄 11:59PM	
Category:	Homework \$	
Scale:	Numeric 💠	
	Create Cancel	

In either case, give the **Assignment** a name and choose the settings for the assignment. Click **Create**.

Students will see the **Assignment** in their list of **Upcoming** events, as well as in **Materials**.

	Español Santillana High School 2 - Anne Silva: Reps Santillana		Votifications
Español	> Presentación e índices		Upcoming · 11 Add Even
1 Store	> Unidad preliminar. Vamos a recordar Unidad oreliminar. Vamos a recordar	till Materials ♥ —	Monday, August 11, 2014
	> Unidad 1. Centroamérica	5,2 *	homework 11:59 pm
California and	Unidad 1. Centroamérica	\$~	Tuesday, August 12, 2014
- Acre	🛩 🛅 Unidad 2. Las Antillas		Unit 6 homework 11:59 pm
Materials •	Unidad 2. Las Antillas	- 	Friday, August 15, 2014
Updates	> 🛅 U2 Fans Online Activities		Final Exam
Grades	Homework for 8/31	¢	Sunday, August 51, 2014
Members	> Unidad 3. Andes centrales Unidad 3. Andes centrales	**	Homework for 8/31 11:59 pm
rading period ep Course 2014-15	> Unidad 4. Norteamérica Unidad 4. Norteamérica	Q.*	
	> Unidad 5. España	÷.	

For assignments that you have created, students can **write their answers** directly in the Schoology[®] platform, **record audio** or **video**, or **upload documents** such as Word or Powerpoint files.

Due: Friday, March 27,		Submissions
Escribe un párrafo	Ioad Create Resources	× Submit Assignmen
🕵 Write a m	Add a comment (optional)	
Post	Submit Cancel	

Assign an Assessment



Another key feature of Schoology[®] is the ease of using *Español Santillana's* Online Assessments, customizing them, and even creating your own.

In the **Materials** list, navigate to the **Online Assessment** folder. Open the folder and select your assessment. If you click on the blue title, you'll see the preset assessment. By default, all assessments are hidden from student view.

To **Assign an Assessment**, you must simply make it visible to students.

 Once you have opened the quiz or test by following the instructions above, click on the Settings tab at the top.

2. In the Availability menu, choose Available now, or

to specify a window of time

during which students may

or Available from... until...

access the quiz, choose **Available now until...**

U1.	D1	Qu	iz												
Q	uest	ions	\langle	Setti	ngs		Pre	vie	w	Resu	lts				
в	I	U	IΞ	1	<u>A</u>	v		Ŧ	°-8-, *	<u>21</u>	Ē	10	1	ð	¥.

- Español Santillana High School 1 Training ... Online Assessment Unit 1. México U1.D1 Quiz Questions Settings Preview Results BIU + 100 EE <u>A</u> -A * *S, * Available now wailable now until... Available from ... until ... Availability: ✓ Hide now Time Limit: No 🗘 Attempt Limit: 1 time \$ Randomize Order: No ‡
- 3. If the test or quiz contains sections that will require students to write words in Spanish, you will probably want to set the Language Keyboard option to Spanish while assigning the Assessment. This will display a miniature keyboard of special and accented characters that students can use while taking the assessment. You will probably also want to choose "Yes" under View Submissions so that students can see what they answered after the quiz and learn from any mistakes.



To assign a due date to an **Assessment**, navigate to the quiz or test in the **Materials** index.

1. Click on the gear icon next to the quiz name. Choose **Edit**.



2. In the **Due date** field, choose the date you want the assessment to be due. Click **Save changes**.

ame: *	U1.D1	Quiz						
ue date:	9/05/	14		>			100) pts
ategory:		Septe	mber	ŧ	201	4 \$		g options
ale: *	SU	MO	TU	WE	TH	FR	SA	
ale.		1	2	3	4	5	6	
vanced:	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30					

Manage

Use the Speaking & Listening Workbook

You can create an assignment that indicates the page(s) that the students should complete. Follow the instructions in the **Assign an Activity** section.

After completing the page, students can click on the Print/Send button. (Note: you may need to see the workbook in full screen mode to access this button.)



Choose one or two pages to print, send, or download.

ipload	×
Val Audio/Video Recording 25	
Add a comment (optional)	

They click on the page they want to download as a PDF, then click Download.

The student can then upload the PDF of the page(s) when submitting their work for the assignment.

If the page requires a speaking section, the student can use the Recording function when submitting their work for the assignment.

When you grade the assignment, you will see the marked-up PDF and any audio recordings at the same time. See the section titled **Grade Assignments and Activities** for more information.

Customize Quizzes and Tests

The tabs that appear when you open an assessment allow you to customize and **edit assessments** to suit your students' needs.

The **Questions** tab allows you to see the questions contained in the assessment.



Underneath this tab, the **Add Question** button allows you to add a variety of questions that you create, or add selected questions from your Question Banks.

The **Options** button allows you to add questions from this assessment to the Question Bank or reorder the existing quiz questions.

Settings gives you control over various elements of the testing situation.





Preview allows you to look at the test before releasing it to students.

Results lets you see how well students performed on the test. You can view results by student or by question. Click on **View Attempts** to see a student's answers.

SANTILLANA USA'	Q. Home Courses * Groups * Resou	rces *			6 🥯 Barbara Jones
	Español Santillana High School 2 - Dr. Ba • On UI Online Assessments	ine Assessment			Prev Next
Español	U1.D1 Quiz	\bigcirc			Unavailable 📠 💽 :
Cha C	Questions Settings Preview	tesults			
àn.	View by Student - View by Question	Submissions/ Attempts	Latest Attempt	Final Score Gradebook Grade	
15 John Mart 4		(m.	a.	*/20 */100	View Attempts
- Course Options	Barbara Jones	(-	(*)	*/20 */100	View Attempts
Materials 🔹	Save Changes				
Updates					
Gradebook					
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Attendance					
Members					
Analytics					
🔄 Workload Planning					
Access Code KQRMQ-55698 Reser					
Information					
Grading period Rep Course 2014-15					

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Grade Assignments and Activities

You can grade assignments that you have created.



From the main **Materials** screen, you will see when students make submissions. You can also click on the name of the **Assignment** in the **Upcoming** list.

chool	Year	 All Cate 	gories 👻 Due Date 👻	
		Overall	School Year 2014	Unit 1 Homew 100 pts
	tib	100%	100%	
nne	tib	91.04%	91.04%	

Alternatively, from inside the **Gradebook**, you will see an icon when students submit their **Assignment**. Click on the name of the **Assignment** to see the submissions.



You will see the text or file that the student has submitted. (Students can write or record directly in the assignment, or can upload a variety of file types.) You can annotate directly on the document, assign a grade, and leave comments.



The grade you type in the **Grade** box will appear directly in the **Gradebook**.

You can grade activities (Fans Online and Practice Workbook) that accompany the Español Santillana program. Some are graded automatically (all Fans Online and "closed" Practice Workbook activities), while others require teacher grading ("open" Practice Workbook activities.

Automatically graded activities will appear automatically in the **Gradebook** once the student has completed the activity.

You can override the grade (or assign a 0 to students who have not completed the activity). From in the **Gradebook**, simply click on the grade—or the space where the grade will go—and type the grade you want.

To leave a note to the student, click on the speech bubble icon. Type the note, and be sure to click Display to Student if you want the student to be able to see it.





Some **Activities** in the **Practice Workbook** have more than one possible answer and require teacher grading. You can edit the grade manually once you see the student's written responses.

		responses, first Ippropriate acti	vity	1.WB 01. ¿I	Recuerdas? (LL)				5 % 8 %
		index. Click on		() wice	0	T	eacher Dashl	board		View activity
	er Dashboa	vity to view the ard.	100	tem Name:	U1.WB 01. ¿Re	cuerdas? (LL)	No.Attempts Check the box to edit number of attempts	a 1 Save	Highest Possible Score	5 0
Choos	a tha nam	e of the studen	+		NAME			LATEST ACCESS	ATTEMPTS	GRADE
					Edward Mart	inez, Student1		2015-06-22	2 \$	5
wnose	responses	s you wish to se	e.		Student, Mor			2015-08-22	2 \$	5
	ill see the and submitte	answers that th ed.	e							
U1.WB C)1. ¿Recuerdas?	(LL)					1.4			
ltem Nan	ne: U1.WB 01. ¿R	Teacher Da ecuerdas? (LL) No.Atterm Check the bios number of att	ots 🗉 1	Save	Highest Possible Score	5 0	activity			D Sentillane WiccoCloud
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×	Student, Kar	iys			2 \$	5				
€ s	SANTILLANA					© Santillana Wiccol	Joud			

Grade Quizzes and Tests

You can grade quizzes and tests from directly within the Online Assessments.

You will receive notification in your **Reminders** when a student has completed a quiz or test.



To view the student's work, click on the link in **Reminders**. Alternatively, from the **Materials** index, you can navigate directly to the quiz or test, and click on the **Results** tab at the top. A third option is to click on the name of the quiz in the **Gradebook**. All three options will bring you to the **Results** screen:

J1.D1 Qui	z					Available
Questions	Settings	Preview	Results			
View by Stu Name	dent · View	by Question	1 Submissions/ Attempt	s Latest Attempt	Final Score Gradebook Grade	
Anr	ne Silva			-	*/24 */100	View Attempts

If there is a section that requires manual grading, you will see an asterisk * instead of a grade along with the words **Pending Review** in the **Final Score** column.

This submission contains subjective questions which require individual review before a final grade is available.

Pending Review

Click on **View Attempts** to see the student's attempts. Then click on the **gear** icon and choose **View/Edit** to see the student's answers to each question on the test.

Completed	Time taken	Score	
-		-	\$
Today at 4:27 pm	3 min 44 sec	Pending Review	*
		 View Unsu 	
		× Delet	

You will see the score for automatically graded activities, as well as the acceptable answers for any incorrect responses. You may override this score by clicking on the number, or leave comments for the student by clicking **Add Comment**.

You will see an asterisk * for any sections that were not automatically graded.



When grading open-ended or manually graded responses for a whole class, it might be more convenient to use the View by Question option. Using the Results tab, click on View by Question. This will allow you to see all students' answers at one time for the particular question that needs to be graded.

Questions	Settings	Preview	Results
-----------	----------	---------	---------

Click on the asterisk * to add a grade.

Be sure to Save Changes before leaving the screen.

The **Gradebook** is easy to use. Auto-graded activities will populate immediately, and students can easily submit other assignments. Teachers will be able to grade and comment on those submissions. See the section titled **Grade Assignments and Activities** for more information.

To view graded assignments more efficiently, click on the **All Categories** tab and choose the specific category you wish to see.

Grade	ebook 🐐 10 yea	-	All Categories	Due Date 🔻	ð	. A		× W
			Overall	10 years	U2 Test 100 pts	Essay for 7/22 100 pts	sdjfnsdhfds 100 pts	
1	Diaz, Joey	th	N/A	N/A				
1	Jimenez, Kathy	ib	0%	0%				
1	Jones, Barbara	<u>iii</u>	N/A	N/A				
0	Jones, Barbara	<u>al</u>	N/A	N/A				
Y	Smieszny, Anne	Ш	96.25%	96.25%				
2	Smieszny, Anne	db	76.77%	76.77%		90		
		Diaz, Joey Diaz, Joey Jimenez, Kathy Jones, Barbara Jones, Barbara Smieszny, Anne	Diaz, Joey ili Diaz, Joey ili Jimenez, Kathy ili Jones, Barbara ili Jones, Barbara ili Smieszny, Anne ili	Overall Diaz, Joey III Jimenez, Kathy III Jimenez, Kathy III Jones, Barbara III Jones, Barbara III MA Smieszny, Anne	Overall 10 years Diaz, Joey iiii N/A Jimenez, Kathy iiii 0% Jones, Barbara iiii N/A Jones, Barbara iiii N/A Jones, Barbara iiii N/A Jones, Barbara iiii N/A Smieszny, Anne iiii 96.25%	Overall 10 years U2 Test 100 pts Diaz, Joey iii N/A N/A Jimenez, Kathy iii 0% 0% Jones, Barbara iii N/A N/A Jones, Barbara iii N/A N/A Smieszny, Anne iii 96.25% 96.25%	Overall 10 years U2 Test 100 pts Essay for 7/22 100 pts Diaz, Joey iii N/A N/A Jimenez, Kathy iii 0% 0% Jones, Barbara iii N/A N/A Jones, Barbara iii N/A N/A Smieszny, Anne iii 96.25% 96.25%	Overall 10 years U2 Test 100 pts Essay for 7/22 100 pts sdjfnsdhfds 100 pts Diaz, Joey 11 N/A N/A Image: Comparison of the state of

Student Profiles appear when a teacher clicks on individual student names. This allows teachers to keep track of student work submissions and send messages.

	SantiRana				
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	feal	fakestudents12@gmail.com et	Courses	- FIRE	CLESTRATES
ml Info				Santillama High S	theol 2 - Dr. B
and made			1021M		

Customize the Gradebook

You can customize the categories for assignments and assign them weights toward the overall grade.

	SANTILLANAUSA	9 Home Courses * Groups * Resources *		- • •	Ms. Smieszny
	and the second second	Español Santiliuna HS2_V15: ESHS2-REP_2015 Grade Setup	Copy Settings Copy Settings	Settings [+	
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	0 Momhars	\$ U2 Fans Online			
	Analytics	1 UZ Practice Workbook			
	Access Code	\$ U3 Fans Online			

You can add **Categories** by clicking the **+ Add** button.

You can delete Categories by hovering over the category name and clicking the X icon that appears.

Clicking on the star icon makes that the default category for new assignments.

Assign Weights to Categories

You can assign weights to categories to make certain types of assignments worth more than others. By default, all categories are weighted the same.

Categories 🕐	Weight Categories	ē.		+ Add
Category		Weight	%	
8 Classwork	(sd	4.55%	* *
8 Homework		100	4.55%	

IMPORTANT: To add or adjust grading periods, please contact Santillana USA Technical Support at help@santillanausa.com. Check the Weight Categories box to turn on weighted grading.

Click on the number in the Weight column to change it.

If you recategorize activities when assigning them, you may wish to assign a value of 0 to all categories other than Classwork, Homework, Quizzes, and Tests. That way, activities completed that were not assigned will not count toward the student's overall grade.

Use Bulk Editing

Click on the **Gradebook** tab. In the top toolbar, click on the gear icon. Choose **Bulk Edit**. To categorize several Activities at once, you can access the **Bulk Edit** feature.

SANTILLANA USA	Q Home Courses ~ (Groups - Resour	rces ×				1.F El gig S pts
	Español Santillana High Scho	ol 2 - Anne S			\frown		
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NO C	Jones, Barbara	n/A	N/A		Export	· · ·	
NUL CO	Smieszny, Anne	■ N/A	N/A		Import		
and internet into	Smieszny, Anne	▲ 72.25%	72.25%		\sim	5	
	Student, Chupy	💼 N/A	N/A				
Course Options Materials	-						
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With this feature, you can **change the category** of an activity, assignment, quiz, or test; **set how many points** it's worth; **change the grading scale** or rubric; and **change which grading period** it counts in.

Please note that **Factor** is how many times it counts in the **Gradebook**. By default, all **Factors** should be set to 1. If you would like a test or exam to count twice, for example, you would set the **Factor** to 2.

Español Santillana High School 1 Training Bulk Edit					+ Add Assignment	•	Shift due dates	۲	
Demo Course Name	0	Category	Max pts	Factor	Scale/Rubric	Due date 🕐		Period	
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