

Grading Window Notifications

Last Modified on 10/22/2022 9:53 am CDT

Tool Rights for Grading Window Notifications | Enable Notifications | Send Warning

Classic View: Grading and Standards > Grading Window

Search Terms: Grading Window

Grading Window Notifications allow administrators to send a message to teachers indicating they have not posted scores for the Grading Window. These messages can be sent to primary teachers and teachers assigned to a course section, as indicated on the Staff History tool, and can include the Missing Grades/Scores Report that is available when generating the Grades Report.

Q Searc	h for a tool or student
Grading Window ☆ Grading & Standards > Grading & Standards	Administration > Grading Window
View Grading Window Status By Grading Tasks Standards	Notifications Teacher Notifications Enable Teacher Notifications
COVID-19 Attendance	Teacher Message Body * You have not posted scores for the Grading Window that closed Friday. Please do this ASAP.
 Exam Final 	Include Report with Specific Grading Details ()
Mid Quarter	Supervisor Notifications Enable Supervisor Notifications Supervisor Metadoms
D Mid-term	
B 0	Save Cancel
Edit Exceptions Notifications	
	Grading Window Notifications

Supervisors of the primary teachers/teachers can also receive a message indicating their staff has not posted scores for the Grading Window. Supervisors are determined by the **Supervisor** checkbox being marked on the District Assignment editor, then those supervisors are listed on the staff person's District Assignment.

hool nerson High		Department	•				
tart Date	End Date	Title					
0/30/2012 🛗		Principal	*				
pe 13:Classified 🔹	FTE of Assignment	Assignment Code			•		
eacher Special Ed	Program Behavior Admin	Health	Behavio Approve		onse to vention		
dvisor Supervisor		ent Assignmer	t Informatio	on statements and the statement of the s	· · · · · · · · · · · · · · · · · · ·		
ctivity taff	School Emerson High	- End Date		epartment English •			
	08/16/2010			Teacher	•		
	Туре	FTE of As		ssignment Code			
		•				•	
		pecial Ed Program	Behavior Admin	Health	Behavior Response Approver	Response to Intervention	
	Advisor SL	upervisor Counselo	Foodservice	Exclude Behavior Referral	Self Service Approver	FRAM Processor	
	Activity Staff						
	Supervisors						
	Principal, Homer	r - Principal	¥				
			•				
	External LMS Ex	kclude					

Tool Rights for Grading Window Notifications

Full access to Grading Window Notifications requires **RW** rights to **Grading and Standards > Grading Window > Notifications.**

• **R** rights allow users to view the Notifications editor.

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 $\bullet~$ W rights allow users to configure new Notifications and edit existing Notifications.





Search Campus Tools	Select Tag Filters			
	Non Admin ×			
 Instruction Sector 				□ off
 Student Information State 	None Re	d Wite	Add	Delete
 Attendance Office Set 	None Re	d Write	Add	Delete
 Behavior Office Set 	None Re	d Write	Add	Delete
Census Service	None Re	d Write	Add	Delete
 Communication Set 	None Re	d Write	Add	Delete
 Data Integrity Tools Set 	None Re	d Write	Add	Delete
 Fees the 	None Ro	d Write	Add	Delete
► FRAM S	None Re	d Write	Add	Delete
🔻 Grading & Standards 🖿	None Re	d Write	Add	Delete
 Grading Setup 	None Re	d Write	Add	Delete
 Standards Setup 	None Re	d Write	Add	Delete
 Course Masters 	None Re-	d Write	Add	Delete
 Grading & Standards Administration 	None Re	d Write	Add	Delete
Auto Grade Wizard	None Re	d Write	Add	Delete
Course Catalogs	None Re			Delete
Course Group Setup	None Re-			Delete
Grading Window	None Re-			Delete
Grading Window Notifications 🏖	None Re			Delete
Push All Courses	None Ro			Delete
Push All Course Masters	None Re			Delete
 Reports 	None Re	d Write	Add	Delete

New Look - Grading Window Notification Tool Rights

Enable Notifications

Notifications are created per calendar, per year; they do not roll forward.

Notifications are sent for Grading Windows that have been recently closed, and are not sent for Grading Window Exceptions.

Once a notification is enabled, a scheduled quartz job runs on the database continually to check if a Grading Window has closed. That job finds teachers who have not posted grades for the terms and grading tasks/standards included in that closed Grading Window.

Notifications display in the Notification bell.

20-21 Emer	son High		?		
Messages					
Message Center					
Notifications	Mark All A	As Read			^
• You missed the Grading Window Fri, 8/14/20		Ĩ			-1
 The Grading Window closed and there are no posted grades fo Thu, 8/13/20 	r your class	ses.		05/0	5/2020
	_			elete	-
Notifications Disp	lay				

When the Missing Grades Report is included, select the Notification bell and then choose the **See More Notifications** link at the bottom of the list of Notifications. This displays all notifications received. Locate the Missing Grades Notification and click the chevron to the right. This generates the report of the teacher's missing grades, which may take some time.

You missed the Grading Windov	v		Fri, 8/14/20	>	
The Grading Window closed an	d there are no posted grades for your classes.		Thu, 8/13/20	>	
	2020-21	Teacher Grades Report		>	
	erson High	Staff, Gabe Terms: 1 All Tasks		>	
Term Term	8/2020 09:10:10 AM Page 1 of 6 Dates 2020 - 10/02/2020			\rightarrow	
1 06/29/	2020 - 10/02/2020			LÉ I	
3200-10 English 1	10	Section Dates: 06/29/20 Term		>	
Student	Task	1			
10 Student, Amber Student #: 115271	Progress Term Grade				
10 Student, Ben	Progress			_	1
Student #: 116291	Term Grade				
10 Student, Camille	Progress				
Student #: 116400	Term Grade				
10 Student, Dylan Student #: 117183	Progress Term Grade				
10 Student, Erica Student #: 117206	Progress Term Grade				
10 Student, Frank Student #: 117778	Progress Term Grade				
10 Student, Gigi	Progress				

Enable Notifications to Teachers

Teacher notifications are sent to staff who are assigned as the Primary Teacher or Teacher on a Course Section.

- 1. Mark the Enable Teacher Notifications checkbox.
- 2. Enter the message in the Teacher Message Body text box. This is limited to 255 characters.
- 3. Determine if the message should also **Include Report with Specific Grading Details** and mark the checkbox as desired.
- 4. If only sending the notification to teachers, click the **Save** icon. To also send the message to supervisors, continue with the instructions below.

feacher Notific	ations			
Enable Teacher	Notifications			
Feacher Messa	je Body*			
You missed	the Grading V	Vindow!		
nclude Report	vith Specific G	ading Details		

Enable Notifications to Supervisors

Supervisor notifications are sent to staff who have the Supervisor checkbox marked on their District Assignment record.

- 1. Mark the **Enable Supervisor Notifications** checkbox.
- 2. Enter the message in the Supervisor Message Body text box. This is limited to 255 characters.
- 3. Determine if the message should also **Include Report with Teacher Specific Grading Details** and mark the checkbox as desired. This report includes ALL teachers assigned to the supervisor in one report, organized by teacher.
- 4. Click the Save icon.

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Supervisor Notifications
Enable Supervisor Notifications
Supervisor Message Body *
Your teachers missed the Grading Window!
Include Report with Teacher Specific Grading Details ()
Save Send Warning Cancel
Notifications for Supervisors



Send Warning

Use the **Send Warning** option to alert teachers and supervisors that grades have not yet been posted for their sections and a Grading Window is closing soon.

Warnings can only be sent if a Notification has been configured and saved.



This option is used BEFORE a Grading Window closes.

Enter the date that is on or before the close date of a Grading Window and choose to include the Grading Details report for Teachers and for Supervisors. Then enter the text of the Warning Notification (up to 255 characters). Click **Send Warning Now** to IMMEDIATELY send the notification to teachers and supervisors.

When the notification is sent (using the same quartz job as other notifications), teachers and supervisors can access it through the Notification Bell.

ading Window for Term 1 is clo	sing soon. Please post your grades ASAP!			29 minutes ago	>		
Em	2020-21 erson High	Teacher Grades Report Staff, Gabe	T	Wed, 8/26/20	>		
	8/2020 09:10:10 AM Page 1 of 6	Terms: 1 All Tasks	н	Wed, 8/25/20			
Term Term I	Dates 2020 - 10/02/2020		16			_	
00/25/	2020 - 10/02/2020		- 1				
3200-10 English 1	0	Section Dates: 06/29/2020 - 06/25/202	21				
Student	Task	Term1	- 11				
10 Student, Amber Student #: 115271	Progress Term Grade		- 11				
10 Student, Ben	Progress		- 1				
Student #: 116291	Term Grade		- 1				
0 Student, Camille Student #: 116400	Progress Term Grade		-1				
10 Student, Dylan	Progress						
Student #: 117183	Term Grade						
10 Student, Erica Student #: 117206	Progress Term Grade		-1				
10 Student, Frank	Progress		- 1				