

Grading Window Notifications

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Tool Search: 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 to teachers assigned to a course section, as indicated in the [Staff History](#) tool, and may include the Missing Grades/Scores Report, which is available when generating the Grades Report.

Grading Window Notifications

See the [Grading Window Tool Rights](#) article to learn about the rights needed to use the Notifications feature of this tool.

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

Employment Assignment Information

School: Emerson High

Department: [Dropdown]

*Start Date: 10/30/2012 [Calendar]

End Date: [Calendar]

Title: Principal [Dropdown]

Type: 03:Classified [Dropdown]

FTE of Assignment: [Input]

Assignment Code: [Dropdown]

Teacher: Special Ed: Program: Behavior Admin: Health: Behavior Response Approver: Response to Intervention:

Advisor: Supervisor: Computer Foodservice: Exclude Behavior Referral: Self Service Approver: FRAM Processor:

Activity Staff:

Employment Assignment Information

School: Emerson High

Department: English [Dropdown]

*Start Date: 08/16/2010 [Calendar]

End Date: [Calendar]

Title: Teacher [Dropdown]

Type: [Dropdown]

FTE of Assignment: [Input]

Assignment Code: [Dropdown]

Teacher: Special Ed: Program: Behavior Admin: Health: Behavior Response Approver: Response to Intervention:

Advisor: Supervisor: Counselor: Foodservice: Exclude Behavior Referral: Self Service Approver: FRAM Processor:

Activity Staff:

Supervisors: Principal, Homer - Principal [Dropdown]

External LMS Exclude:

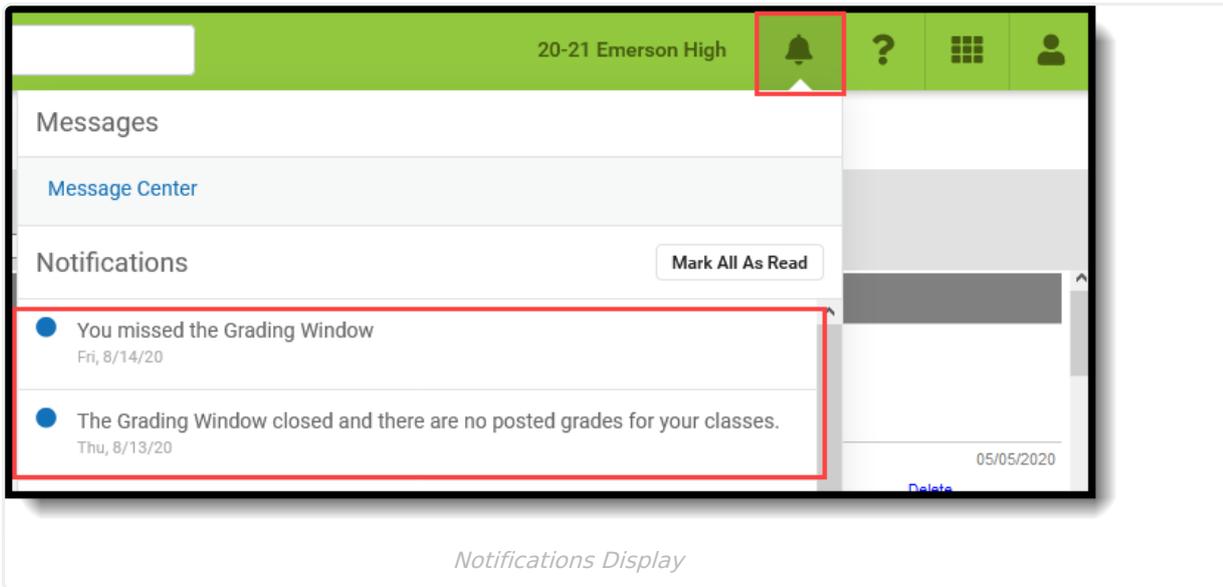
District Assignment Supervisor Selection

Notifications

Notifications are created per calendar, per year; they do not roll forward. They are sent for Grading Windows that have recently been closed, but not for Grading Window Exceptions.

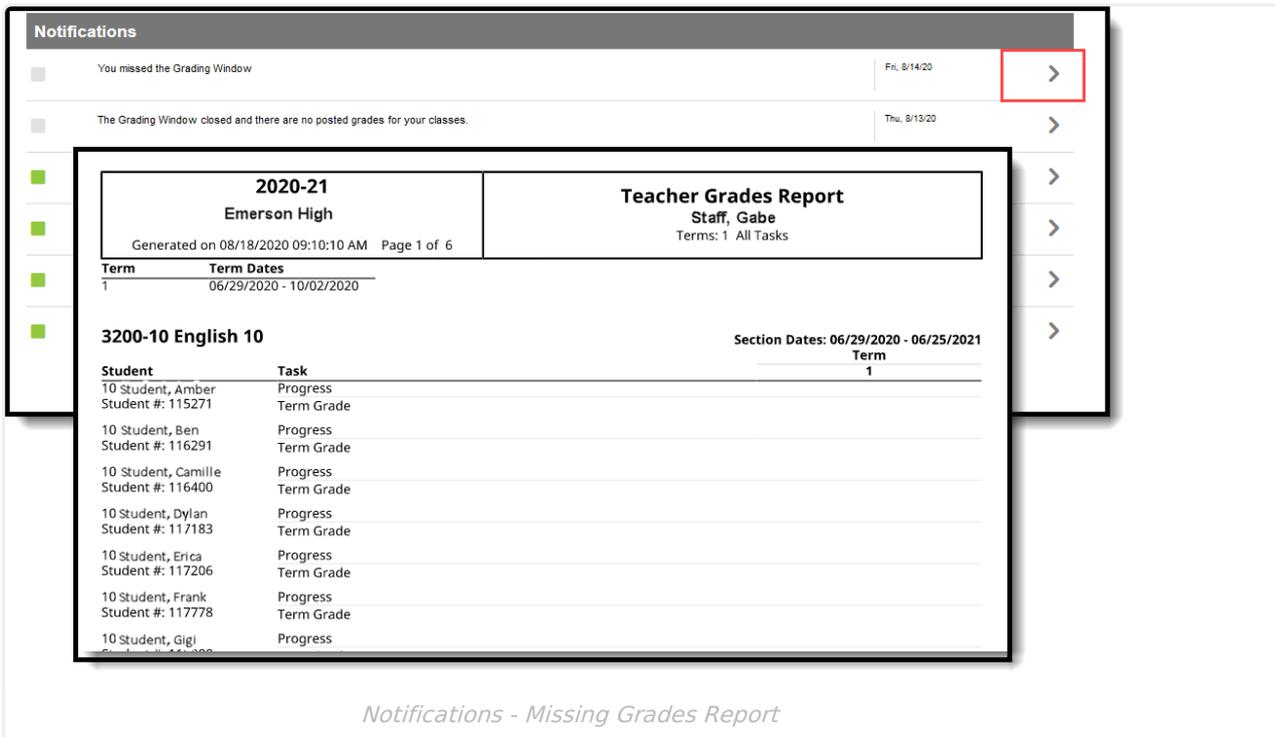
Once a notification is enabled, a scheduled Quartz job runs continuously on the database to check whether a Grading Window has closed. That job finds teachers who have not posted grades for the terms and grading tasks/standards included in that closed Grading Window.

Click the Bell icon to access notifications.



Notifications Display

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.



Notifications - Missing Grades Report

Enable Notifications to Teachers

Teacher notifications are sent to staff who are designated 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.

The screenshot shows a web interface for configuring notifications. The main heading is 'Notifications'. Underneath, there is a section for 'Teacher Notifications'. This section contains three main elements: a checkbox labeled 'Enable Teacher Notifications' which is checked; a text input field labeled 'Teacher Message Body *' containing the text 'You missed the Grading Window!'; and another checkbox labeled 'Include Report with Specific Grading Details' which is also checked and accompanied by an information icon. Below the form, the text 'Notifications for Teachers' is displayed.

Enable Notifications to Supervisors

Supervisor notifications are sent to staff whose District Assignments record has the Supervisor checkbox marked.

1. Mark the **Enable Supervisor Notifications** checkbox.
2. Enter the message in the **SupervisorMessage 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, organized by teacher.
4. Click the **Save** icon.

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 for their sections have not yet been posted and that the Grading Window is closing soon.

Warnings can only be sent if a notification has been configured and saved. They should be used **BEFORE** a Grading Window closes.

The screenshot shows the 'Notifications' settings page with a 'Send Warning Now' modal dialog open. The dialog contains the following text and controls:

- Send Warning Now** (Title)
- Use this functionality to notify your teachers that the grading window is closing soon and they have not yet posted their grades. To identify these grades that have not yet been posted, enter a date below to find grading windows that close between today and the entered date.
- Warn for Grading Windows Closing on or Before *** (Section Header)
- 09/04/2020 (Date field)
- Include Report with Specific Grading Details for Teacher** (Section Header) with a checked checkbox.
- Include Report with Teacher Specific Grading Details for Supervisor** (Section Header) with a checked checkbox.
- Teacher and Supervisor Message Body *** (Section Header)
- The Grading Window for Term 1 is closing soon. Please post your grades ASAP! (Text area)
- Send Warning Now** (Button)
- Cancel (Button)

Below the dialog, the text *Send Warning Option for Notifications* is displayed.

1. 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.
2. Enter the text of the Warning Notification (up to 255 characters).
3. 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.

Settings Mark All As Read

Notifications

- The Grading Window for Term 1 is closing soon. Please post your grades ASAP 29 minutes ago >
- Teacher Grades Report Wed, 9/29/20 >
- Teacher Grades Report Wed, 9/29/20 >

2020-21 Emerson High		Teacher Grades Report	
Generated on 08/18/2020 09:10:10 AM Page 1 of 6		Staff: Gabe Terms: 1 All Tasks	
Term	Term Dates		
1	06/29/2020 - 10/02/2020		
3200-10 English 10		Section Dates: 06/29/2020 - 06/25/2021	
Student	Task	Term	
10 Student, Amber Student #: 115271	Progress Term Grade	1	
10 Student, Ben Student #: 116291	Progress Term Grade		
10 Student, Camille Student #: 116400	Progress 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		

Notification for Send Warning Now with Missing Grades Detail Included