

# **Grading Window Notifications**

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

#### 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 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 Search for a f	pol or student
Grading Window ☆ Grading & Standards > Grading & Standards Adminis	tration > Grading Window
View Grading Window Status By Grading Tasks Standards	Notifications Teacher Notifications
	Enable Teacher Notifications Teacher Message Body + Teacher Message Body +
COVID-19 Attendance	Tou have not posted scores for the brading without that closed Finlay. Freese op this ASAF:
Exam	include Report with Specific Grading Details ()
C Final	Supervisor Notifications
Mid Quarter	Enable Supervisor Hotifications Supervisor Message Body
Mid-term	
0.0	Sine Cased
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.

School Imerson High	•	Department	•				
Start Date 10/30/2012 📋 ype 03:Classified 🔻	End Date	Title Principal Assignment Code	<b>v</b>		T		
Teacher Special Ed	Program Behavior Admin Compared Freedomin	Health	Behavi Approv	ior Response Resp ver Inter D	onse to vention		
Activity Staff	School Emerson High Start Date 08/16/2010 Type Teacher Sp Advisor Su Advisor Su Activity Staff Supervisors Principal, Homer	Principal	ignment . Behavior Admin Foodservice	Department English  Title Teacher Assignment Code Health Exclude Behavior Referral	Behavior Response Approver Self Service Approver	Response to Intervention RAM Processor	
	External LMS Exc	clude	¥				

## **Tool Rights for Grading Window Notifications**

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

 $\bullet~\mathbf{R}$  rights allow users to view the Notifications editor.

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• W rights allow users to configure new Notifications and edit existing Notifications.



Save 🈢 User Rights Summary
Campus Tools     R W A D     D
Image: Standards
Image: Construction of the state of the
Classic Navigation - Grading Window Notification Tool Rig



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.

2	0-21 Emerson High		?		-
Messages					
Message Center					
Notifications	Mark All A	s Read	-	_	^
• You missed the Grading Window Fri, 8/14/20					7
<ul> <li>The Grading Window closed and there are no poster Thu, 8/13/20</li> </ul>	d grades for your class	es.		05/0	5/2020

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.

ou missed the Grading Windo	N		Fri, 8/14/20	>	
he Grading Window closed ar	d there are no posted grades for your classes.		Thu, 8/13/20	>	
En Generated on 08/1	2020-21 nerson High 8/2020 09:10:10 AM Page 1 of 6	Teacher Grades Report Staff, Gabe Terms: 1 All Tasks		>	
Term Term 1 06/29	Dates /2020 - 10/02/2020			>	
3200-10 English	10	Section Dates: 06/29/2 Terr	020 - 06/25/2021 n	>	
Student 10 Student, Amber Student #: 115271	<b>Task</b> 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 10 student, Erica	Progress Term Grade Progress			I .	
Student #: 117206 10 Student, Frank Student #: 117778	Term Grade Progress			I	
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.

Notifications
Teacher Notifications
Enable Teacher Notifications
Teacher Message Body *
You missed the Grading Window!
Include Report with Specific Grading 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.

Notifications		
Teacher Notifications		
Enable Teacher Notifications	Send Warning Now	×
Teacher Message Body * You missed the Grading Window!	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 * 09/04/2020	
Include Report with Specific Grading Details ()	Include Report with Specific Grading Details for Teacher ()	
Enable Supervisor Notifications           Image: Supervisor Message Body*           Your teachers missed the Grading Window           Save         Send Warning	Teacher and Supervisor Message Body* The Grading Window for Term 1 is closing soon. Please post your grades ASAP!	5 
	Send Warning Now Canc	el
Send	Warning Option for Notifications	

#### 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.

ding 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	Wed. 8/25/20	
Generated on 08/18	3/2020 09:10:10 AM Page 1 of 6 Dates	if 6 Terms: 1 All Tasks	Wed, 8/28/20	_
3200-10 English 1	0	Section Dates: 06/29/2020 - 06/25/	2021	
tudent	Task	Term 1		
10 Student, Amber Student #: 115271	Progress Term Grade			
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	Progress			