

# Harmony 3

## Grade Book Assignment Summaries



To run an assignment summary from a grade book, go to Classroom...Grade Book and click on the grade book you wish to run the assignment summary for.

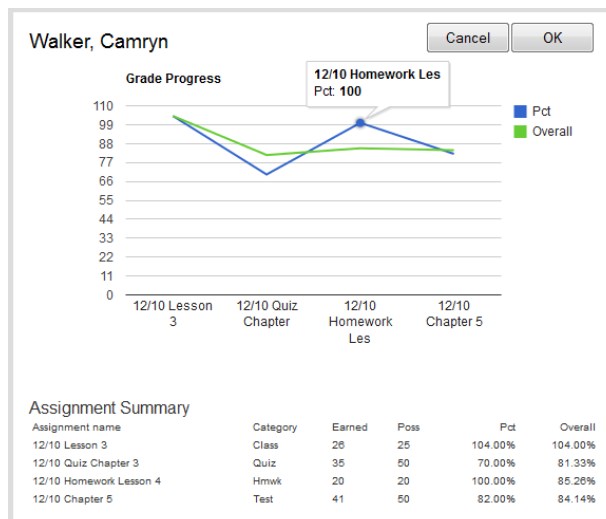
The screenshot shows the Harmony 3 interface. On the left, a navigation menu includes 'Discipline', 'Health', 'Guidance', and 'Classroom' (circled in red). Below 'Classroom' are 'grade book' and 'plan calendar'. The main area shows a list of grade books for 'Brewer, Ronda M'. The 'Grade Book for Biology II' entry is highlighted in yellow, with a red arrow pointing to it.

Description	Teacher	Enrollment	enter plan	take attendance
1 1514-01 Economics	Brewer, Ronda M	0 students enrolled	enter plan	take attendance
Grade Book for Economics				
3 3024-03 Biology I	Brewer, Ronda M	0 students enrolled	enter plan	take attendance
4 3026-04 Biology II	Brewer, Ronda M	4 students enrolled	enter plan	take attendance
Grade Book for Biology II				
6 1532-06 Psychology	Brewer, Ronda M	5 students enrolled	enter plan	take attendance

A quick view of student assignment charts are available if you click on the grade the student has right on the grade book page.

5	▶ Walker, Camryn	<b>B</b>	84.14%	41	20	35	26
6	▶ Walker, Max	C	73.10%	35	20	39	12
7	▶ Walker, Sue	A-	92.41%	50	20	39	25

Once you click this you will see a student assignment summary, which includes a graph. If you hover over any point on the graph, you will see the assignment name and grade the student received.



In addition, PDF assignment summaries can be run by clicking the "Tools" button from the grade book page.

Close New Assign Tools Class snapshot Finalize Save Assignments

3026-04 Biology II  
Brewer, Ronda  
M  
Period 4

save my grades as I type

Student	Gr	Pct	06/25/2014 Lesson 2 10 Class	06/25/2014 Test Chapter 1 50 Test	06/25/2014 Homework assign 10 Hmwk
1 ▶ Anderson,	I	28.57%	10		10
2 ▶ Brown, Sandi	A	96.67%	E	49	9
3 ▶ Bryant, Duane	C	77.14%	10	37	7

Choose "Assignment Summaries from the popup box of choices.

Cancel OK

Gradebook Tools

- Assignment summaries
- Add student
- Remove student
- Missing/incomplete assignments
- Score sheet
- Grade summary
- Grade summary charts
- Change preferences
- Change grading scale
- Book numbers
- Mass Email
- Work Ethics/Conduct

Select whether you wish to have the assignment summary emailed or as a PDF on your screen. Then choose the students you wish to create the assignment summary on. Each student's current grade will be listed in parenthesis on this popup screen.

Assignment Summary

Create assignment summaries for selected students.

Close OK

Output options:

screen (pdf)  email

Choose one or more students

- All -
- Anderson, Alexandra (I)
- Brown, Sandi (A)
- Bryant, Duane (C)
- Bryant, Peter (A+)
- Meyer, Mitch (B-)
- Robertson, John (B)
- Smith, Susie (A+)

The Assignment Summary will then either be displayed on your screen or emailed to the email address listed on the student demographics.

Central High School

### Assignment Summary

Biology II (3026-04)

Brewer, Ronda M Period 4

**Bryant, Duane A**

Grade 12

Date 06/26/2014

Date	Assignment	Possible	Earned	Pct
06/25/2014	Homework assign - Hmwk	10	7	70%
06/25/2014	Test Chapter 1 - Test	50	37	74%
06/25/2014	Lesson 2 - Class	10	10	100%

Class - 10/10 = 100% Hmwk - 7/10 = 70% Test - 37/50 = 74% Quiz - 0/0 =

**Total Points - 54 Possible Points - 70 Percent - 77.14% Grade - C**