Harmony 3

Elementary Teacher Training

BRINGING YOUR SCHOOL TOGETHER
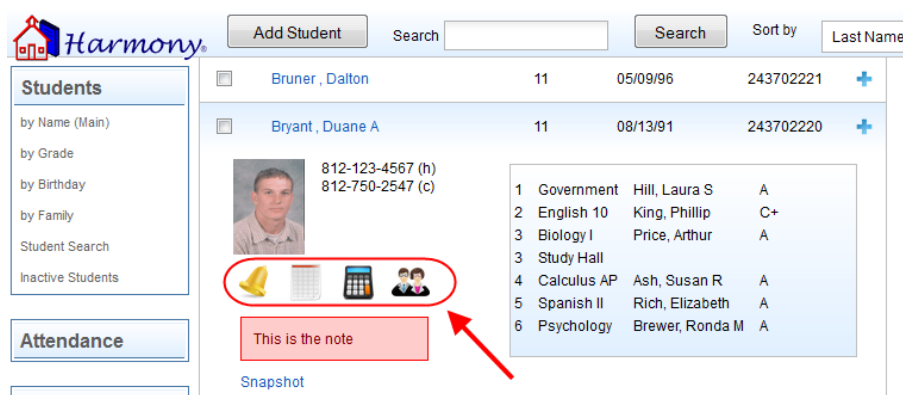
Student Demographics

The student list is the first thing you see when logging into Harmony 3. This is also visible by touching on **Students...by Name (Main)** in the Navigator menu. Instead of scrolling down to the correct student, use the search box to type in the student's last name. Additionally, you can use the sort dropdown to sort by the various column headers. Once sorted, then the search box would then search by that item instead of student name.
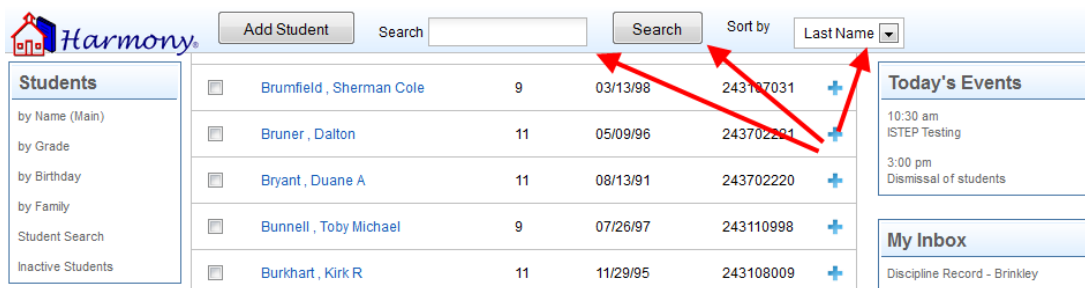
For a "quick reference" on the student, touch in the space between the student name and the grade. This will display information on the student, as well as a picture. The icons on this screen can be used to display the attendance, schedule, progress report, and discipline record. In addition, you can use the "Snapshot" link at the bottom to view full details on the student. This includes all history of grades, attendance, discipline and standardized tests.

Touch on the student's name to open up the full demographics. From here, you can on the tabs across the top of the screen to view various areas, such as Basics, Guardian, Bus Info, and Health.

On the "Health" tab, the "Health Comments" field will contain health-related notes on the student. This will be visible for any students that you have in class.

To add additional records to a student, close the student demographics and go to the "Students…by Name (Main)" view. Then touch the + sign next to the student to get the option to add additional records to the student.

DISCIPLINE

When you touch on the + sign to add a record and then choose "Discipline", you will be brought to a form to enter the details on the student's discipline record.

Choose whether the discipline is being handled in the classroom or office. Then select the date, time, person who handled it, and person who reported it.

The Infraction, Location, and Action Taken are all choices that come directly from your Discipline Profile. These can be changed, if necessary.

- ✓ If you enter an action taken with the word "Detention" on it, there will be additional fields to enter the details of the detention. This will then be recorded on the detention calendar.
- ✓ If you designate a student to have a suspension, there will be additional fields to enter the details of the Suspension for State Reporting purposes. Absences will automatically be made for the dates of an Out of School Suspension.

The comment field is for the details on the incident. Parents do not automatically see the Comment on the web access. They will only see this if you create a letter or email the discipline record to them.

On the right side of the discipline entry form, there is a section with a "Student Snapshot" section that displays the Guardian phone numbers. In addition, you can touch on Attendance, Schedule, Grades or Discipline to get information on this student.

Once the discipline record is saved, it will be recorded under the student and show up in all discipline views and on the web access.

Additionally, at the top of the discipline record, you also have choices to send this notice to teachers, email it to parents or create a letter to parent.

EMAIL

Touch the + sign next to the student and select "Email" to send an email to the parents and/or student. On the email, when you choose Parents, Students, or Both, the appropriate email addresses from the demographics will be filled in. Enter the subject and body of the email. You can also add an attachment, if necessary. Then touch "Save" to save and send the email.

LETTER

Touch the + sign next to the student and select "Letter" to create a letter to the parents and/or students. Enter the date of the letter and then choose who the letter will be addressed to. The name and address will be pulled directly from the student demographics.

Choose which template you wish to use or select "create your own" to compose your own letter.

Type body of letter and then select who the letter is from. When completed, use the "Save" and "Print" buttons to print this out from here.

PHONE CALL/MISCELLANEOUS ENTRY

Touch the + sign next to the student and select "Phone call/Misc Entry" to enter either a phone call or miscellaneous entry. Choose either "Phone Call" or "Miscellaneous Entry" at the top. Then select the date, time and personnel name. Lastly, enter the details of the phone call or miscellaneous entry. Touch "Save" when completed.

classroom

To create your Subjects in the Elementary, go to Classroom…by Homeroom.

In this view, select the students you wish to have in your subject. If it will be your **entire homeroom class**, then select your name from the "Select" dropdown and then touch "Apply". This will checkmark all the students in your homeroom. However, if you are teaching a class for **another teacher's homeroom**, you can select their name from the dropdown and touch "Apply" to checkmark their homeroom class. Furthermore, if you are creating a class for a **combination of students**, simply check mark those students' names individually.

Once the students are selected, then touch the "Create Class" button to create your subject.

Enter your name as Teacher and then select the grade level for the subject. Next pick the subject code from the dropdown and enter your Subject Name. If you wish to have a different name for the report cards, enter this name in the second "Subject Name" field. Then select the grading scale for the class. When you touch "OK", the subject will be created and the students will be tied to that class.

SETTING UP SUBJECTS THROUGH THE OFFICE

The office can set up subjects for teachers ahead of time in the Classroom…Grade Book view. In this view, office users only see the "Add Subjects" button. This button allows them to set up subjects for the teachers.

When setting up subjects, they will pick the grade level the subject is for. Then select the homeroom teachers you wish to pull students from. Enter your choices for Subject, Subject Name, and Report Card Subject Name.

Then choose whether you wish for this subject to be on progress reports and/or report cards and then select if you wish for it to be included in Honor Roll.

Select who the class should be taught by. If the class is taught by the homeroom teachers, select "Homeroom Teacher". If the class is not taught by the homeroom teacher, select the teacher it is taught by. For example, you could select the Art teacher for the "Class is taught by" field. Then the subjects would pull the students from the homeroom teachers selected at the top of the popup, but it would place the class under the Art teacher's name.

Then choose the grading scale the class will use. Once you save the subject, it will be listed under the teachers selected. If the class is taught by a teacher other than the homeroom teacher, the homeroom teacher's name will be listed in parenthesis after the subject name.

ATTENDANCE

To take attendance for a class, go to Classroom…Grade book view and touch the "Take Attendance" link for the class. This will bring up a roster with each student's picture. The top right corner has a color-coded key to how to mark the absences and tardies. The picture will be pink if the student is marked absent by the office already. Touch the picture one time to turn it blue, which means "Absent by Teacher". Touch the picture again to turn it yellow, which means "Tardy by Teacher". If you touch it again, it will clear any absence entry.

If you have no absences to report, touch the "No Absences" box. In addition, you can enter the lunch count at the top of the attendance report.

SETTING UP GRADE BOOKS

To set up a grade book for a class, touch the "New Grade Book" button. This will give you a popup that will let you pick which subject to set the grade book up for.

On the grade book setup, select the grading period the grade book will be for. Then select the grading scale from the list of scales entered by your office.
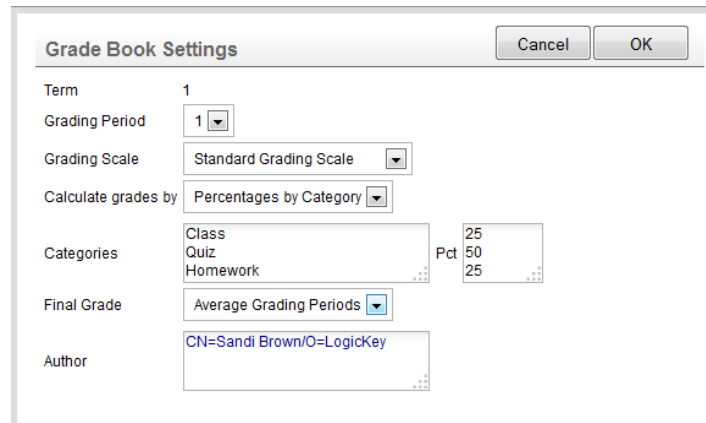
For the "calculating grades by" field, select either total points or percentages by category. "Total points" calculates grades by adding up the total points earned and dividing by the total points possible. "Percentages by category" calculates grades by categories. With this method, you will enter the percentage that each category is worth. Grades will be calculated by grouping assignments into these categories.

Next enter the categories for your assignments. If you are calculating grades by "Percentages by Category" you must also enter the weight per category. For each of these items, press "Enter" between each item.
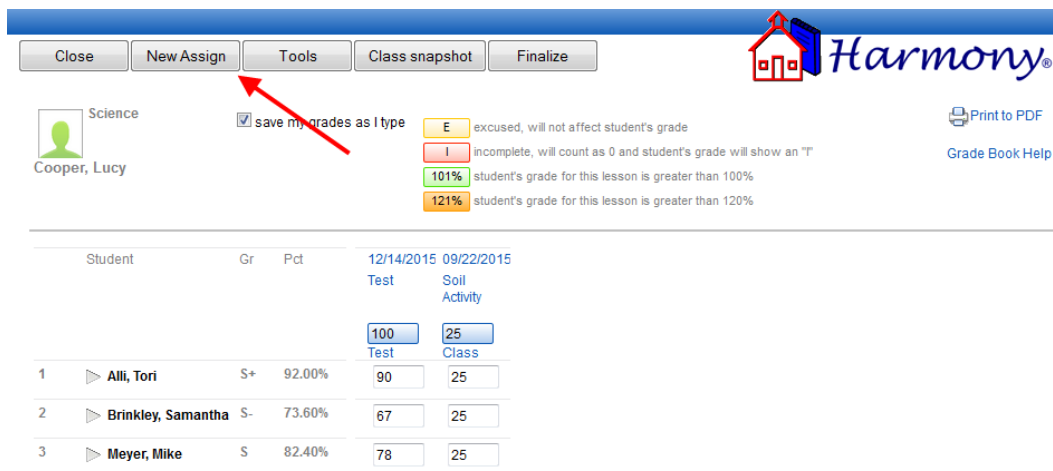
Select the "Final Grade" calculation you wish to use to calculate your final term grade. This choice is preset and cannot be changed.

Lastly, your name should already be listed as author. Please do not change how this is formatted. Once you touch "OK", your grade book will then be set up.

ENTERING ASSIGNMENTS

When you open the grade book, you will see the student roster, with each student's current grade in the class listed to the right of their name. To add a new assignment, touch the "New Assignment" button.
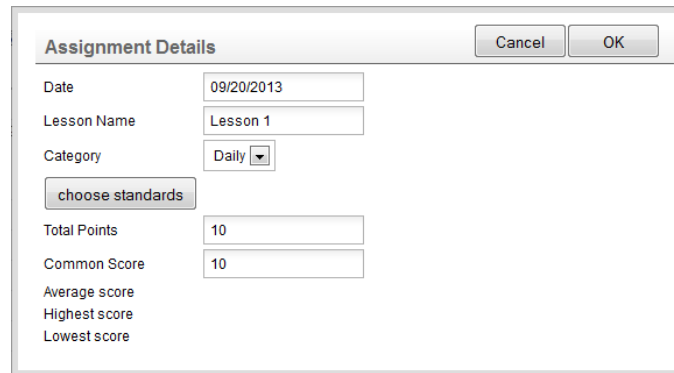
This will bring up a form to enter in the details of the assignment. Enter the assignment date, name and category. To select standards, touch the "Choose Standards" button and then select the standards.

Enter the total points of the assignment. If most every student received the same score, you can enter this in the "Common Score" field. This will assign that score to every student, and you can change the few that may be different.
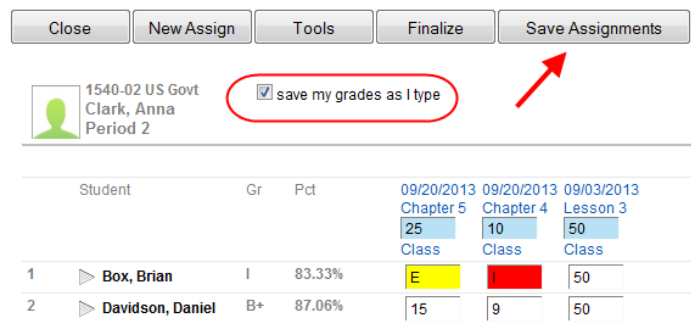
Once you touch "OK", it will create the assignment and then allow you to finish entering the scores for the students. The total points are listed above in light blue.

An "E" entered for a grade will indicate an excused assignment that will not be calculated into that student's grade. This will be shown in yellow.

An "I" entered for a grade will indicate that the student has an incomplete on the assignment. This will be shown in red. Any progress reports or report cards will show an "I" for the grade. The grade book will still calculate the student's grade as if the "I" were a zero.

Any scores entered that make a student's grade over 100% will be highlighted in green. Any scores entered that make a student's grade greater than 120% will be highlighted in orange.

As you enter grades, you will see the student's overall grade update immediately if you have the "save my grades as I type" checkmarked at the top of the grade book. If you wish to not save after each entry, then uncheck this box. With this method, you must touch "Save Assignments" when you are finished entering scores to update the grades.


Once the assignment is entered, you can reopen the assignment by touching the assignment name at the top of the grade book column. This will then show you the average, highest, and lowest score on that assignment. In addition, there will be a grade distribution chart at the bottom. If you hover over one of the columns with your mouse, you will see the students who are in that category.
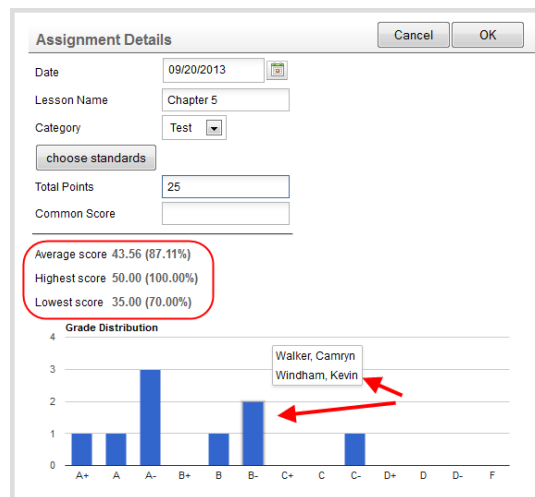
Student assignment summary charts are also available if you touch the grade the student has on the grade book page.


Once you touch 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.
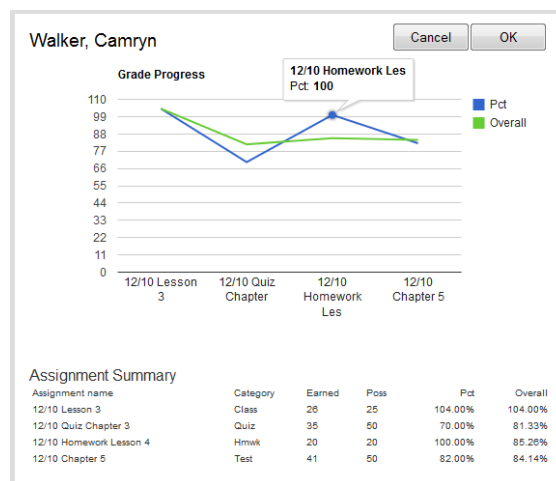
In addition, if you touch the arrow next to the student name, you will see the student picture, along with any accomodations and nurse comments. There is a field here for you to enter Progress/Report Card comments. Anything here will appear on the Progress Reports and Report Cards.

Under the pictures are icons that allow you to create an email, discipline record, or phone call entry. In addition, you can touch the "View Student" link to view the student demographics or the "View Snapshot" link to view overall information on the student's grades, attendance, discipline and test scores.

CLASS SNAPSHOT

A class snapshot is also available by touching the "Class Snapshot" button at the top of the grade book screen.

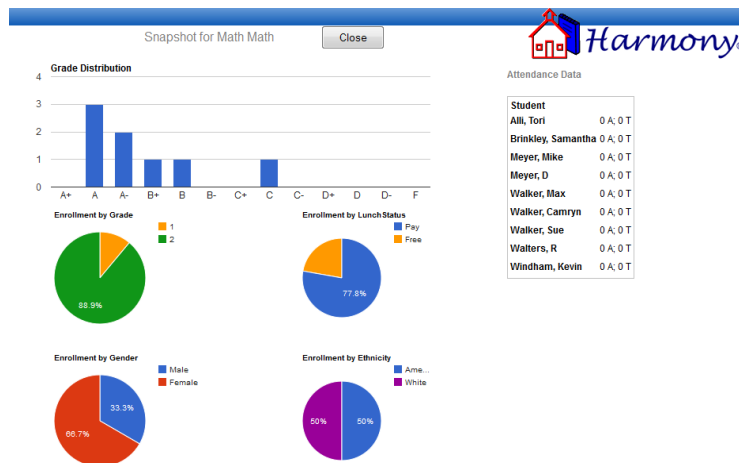The class snapshot shows you a grade distribution report along with attendance data and enrollment graphs. Once again, if you hover over any area on the graphs, you will see additional information about the students included in this section of the graph.

GRADE BOOK TOOLS

Grade book tools are available when you touch the "Tools" button at the top of the grade book screen.
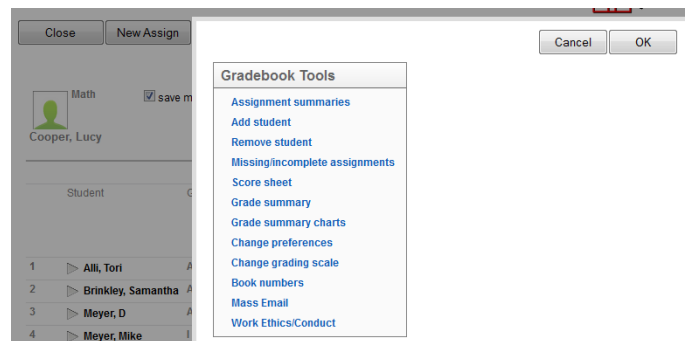
Assignment Summary-This will create a report that will show each assignment with the total points possible and the total points the student earned, along with their current grade. These can be created on all students or on just a few students at a time. In addition, you can choose to view this on your screen, save it as a PDF file, or email it to parents/guardians.

Add Student- Students that have been added to your class can be added to your grade book by touching on the "Tools" button and selecting "Add Students".   The students can be added alphabetically, at the end, or on a particular line. If the student has been enrolled in this subject before or is transferring from another teacher, you will be prompted to select this correct previous subject. However, if the student is currently enrolled in another teacher's grade book, you will be prompted to have the student removed from the other grade book first. If the student has never been enrolled in this subject, touch the "Enroll for first time" link.

Removing Students- Students that have been removed from your class can be removed from the grade book by touching the "Tools" button and selecting "Remove Students". Once a student is removed from the grade book you will not have a record of his/her previous assignments.

Missing/Incomplete Assignments- This feature will highlight in green each missing/incomplete assignment in your grade book.

Missing/Incomplete Assignment Report-This feature will generate a PDF grade report for the selected students. You can also choose to have this report emailed to the students or guardians

Score Sheet- This creates a report of the students listed by STN number along with their current percent and letter grade. This can be viewed on your screen or saved to a PDF file.

Grade Summary- This feature creates a report of the grades for each finalized grading period, as well as the semester averages.

Grade Summary Charts-This creates a report of the grade distributions for each grading period and term, along with attendance and enrollment data. You can see additional information if you hover your mouse over any area on the graphs.

Change Preferences- The grade book preferences can be changed at any time by touching "Tools" and selecting "Change Preferences". This brings up the settings that were first entered when the grade book was created.

Change Grading Scale- This feature will change the grading scale for a particular student. Select the student and the appropriate grading scale they need to be on. This will change the grading scale for the selected student only and not for the entire class.

Book Numbers-Book numbers can be entered by touching "Tools" and then "Book Numbers". This brings up a form to type in the student names as well as their corresponding book numbers.

Clear Comments-Comments entered on students can be cleared in mass by going to "Tools" and choosing "Clear Comments".

Mass Email-This feature allows you to select multiple students from your grade book to send a mass email to.

PROGRESS REPORTS

Progress reports can be run by teachers at any time during the grading period. To run these, go to "Classroom...by Homeroom". In this view, select the students to run progress reports on and then choose "Add New...Progress Reports PDF". This will generate a PDF document of all the progress reports for the selected students.
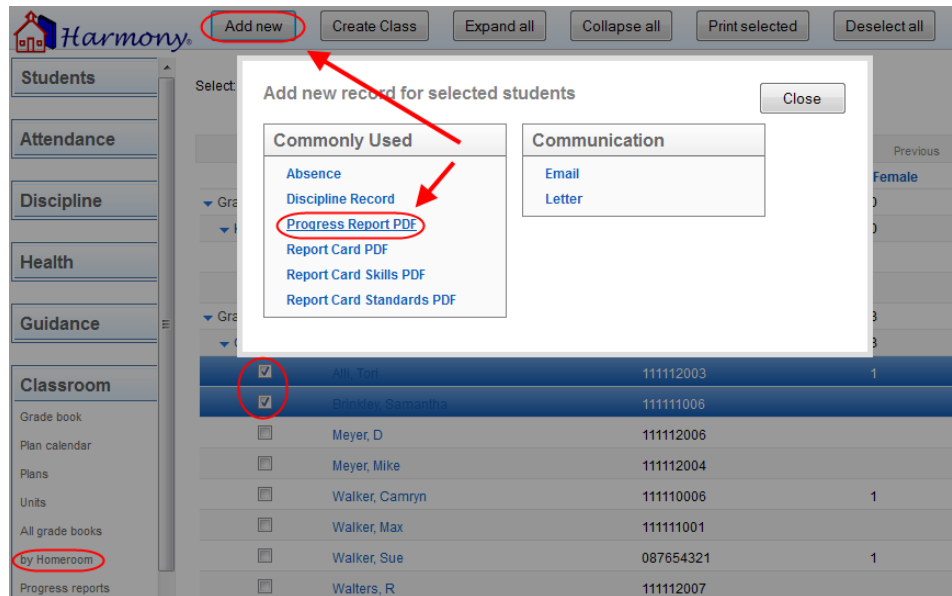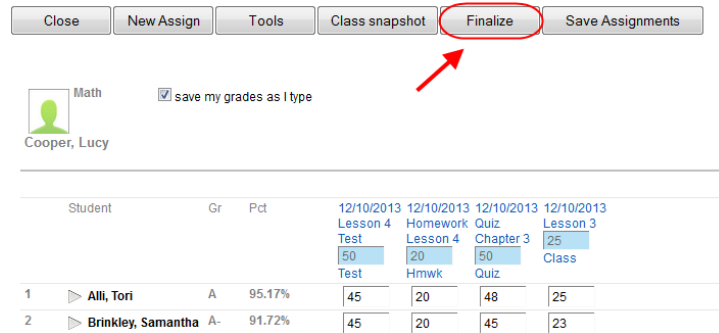

Student Progress Report

Samantha Brinkley

Somewhere IN 46464

Grade 2

Class	Period	Teacher	Grade	Percent
Science		Cooper, Lucy		
Reading		Cooper, Lucy	A+	100.00%
Math		Cooper, Lucy	A-	92.00%
Language Arts		Cooper, Lucy	I	58.46%

FINALIZING GRADE BOOKS

At the end of each grading period, grade books are finalized to make grades available for report cards. To finalize a grade book, touch the "Finalize" button at the top of the grade book page.
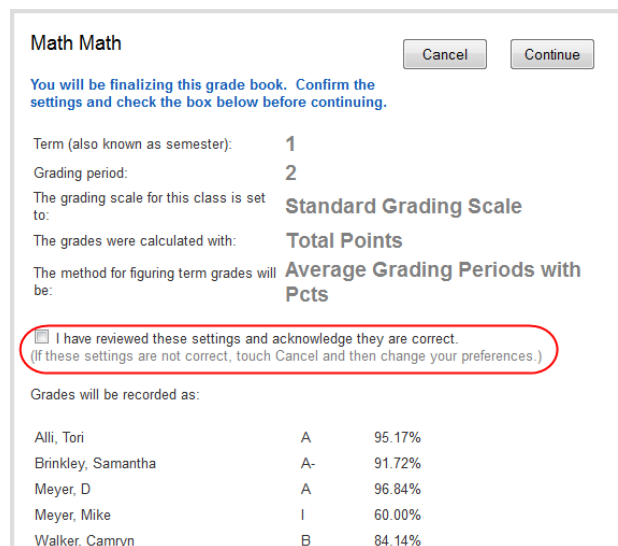

When finalizing, you will receive a popup that will contain information about what term and grading period the grade book is being finalized for. Also, it will list the grading scale, method of calculating grades, and method of calculating final term grades. You <u>must</u> check the box to confirm these are right before the grade book can be finalized. If anything is incorrect, please touch "Cancel" and then fix the settings.

Once a grade book is finalized, you can no longer add students or assignments to it. However, the grade book can be viewed and edited under "All Grade Books".

GRADING PERIOD COMMENTS

Before Report Cards are run, elementary teachers can add general grading period comments that will appear at the bottom of report cards. To do this, go to Classroom…Skills Report Card and touch on a student's name. This will bring up a form to add comments for each grading period.

These comments will then appear at the bottom of each report card instead of associated with each specific subject.
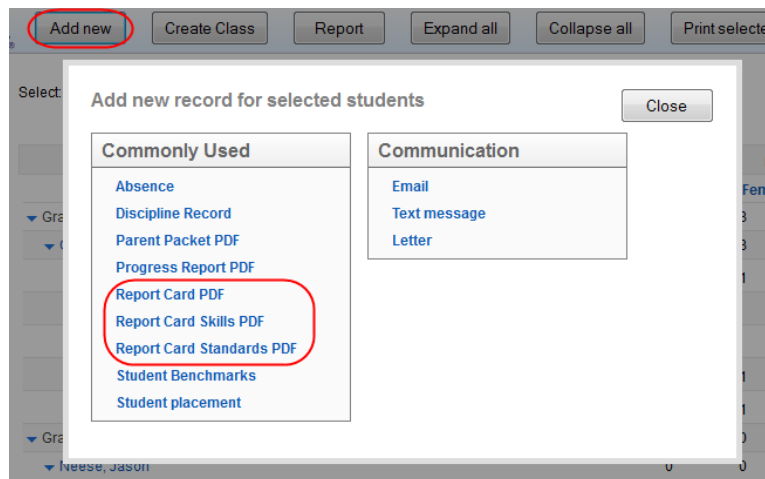
REPORT CARDS

Report cards in the Elementary can be run by the Teachers or Office in Harmony 3. We recommend having teachers create the report cards so they can ensure that all grades appear correctly. In addition, you will want to make sure all specials teachers have created grade books, entered grades, and finalized their grade books so that their grades appear on the Classroom teachers' report cards.

To do create report cards for Elementary, go to Classroom…by Homeroom. Then select the Homeroom teacher name and touch "Apply". This will highlight all the students in that homeroom. If you wish to only run this on certain students, then checkmark those students only.
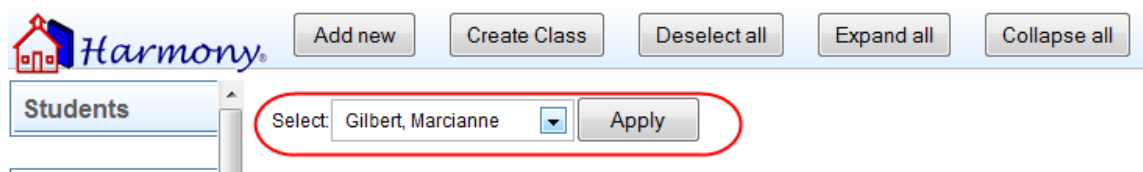
Once students are selected, go to "Add New" and then choose the type of report card you wish to run. "Report Card PDF" is a regular report card. "Report Card Skills PDF" is a skills based report card used when student skills are entered. "Report Card Standards PDF" is a report card that lists grades for each standard. Each of these types will generate a PDF file of the report cards, which can then be saved for your reference.

Once report cards are created, they can be published to the Family Access by going to Classroom…Report Cards. Select the students to publish report cards for and then touch the "Publish Report Cards" button.

END OF YEAR REPORT CARDS

Promoted/Retained Status

At the end of the year, elementary teachers can flag a student as either promoted, retained, or assigned. They can add this status in two different ways.

First of all, they can go to Classroom...Skills Report Card and touch on a student's name. This will bring up a form to add comments for each grading period. The Placement field is at the very bottom. The Placement selected will show at the bottom of report cards.

Secondly, teacher may enter the Promoted/Retained status on the Placements. These are created in Classroom...by Homeroom by checkmarking a student and then going to Add New...Student Placement.

This will generate a Placement that can be used to help the office determine the next year teacher. Teachers will fill out the data on the student, including the Placement.

Close		Save

Student placement for Sue Walker

Grade:	1
Gender:	Female
Average:	
Placement	Promoted ▼
Role model:	Yes ▼
Title Reading:	No ▼
Title Math:	No ▼
IEP:	No ▼
High ability:	No ▼

Conflicts:
press and hold down the Ctrl key, and then click each student you want to select

Alli, Tori
Brinkley, Samantha
Meyer, D
Meyer, Mike
Walker, Camryn
Walker, Max
Walker, Sue

|	
Medical Issues:	Yes ▼
Discipline:	None ▼
Recommended teacher:	Naas, Tyler ▼
Next Year teacher:	- select one - ▼

The status picked on either the Student Skills or the Student Placement will then appear at the bottom of any report card generated.

Central Elementary
Somewhere IN 46464
812-777-5555

Brinkley, Samantha			Year 2013-2014		ID	111111006
Somewhere, IN 46464					Grade	1
					Teacher	Cooper, Lucy

Subject	Teacher	1	2	Sem 1	3	4	Sem 2
Music	Cooper, Lucy						
Behavior	Cooper, Lucy						
Language Arts	Cooper, Lucy	C+	I	I			
Spelling	Cooper, Lucy						
Math	Cooper, Lucy	A-		A			
Reading	Cooper, Lucy	A		A			
Science	Cooper, Lucy						

Can count to 100

Can add

A+	99-100%	B-	88-89%	D	72-74%	U - Unsatisfactory
A	97-98%	C+	85-87%	D-	70-71%	N - Needs Improvement
A-	95-96%	C	80-84%	F	Below 70	I - Improving
B+	93-94%	C-	77-79%	I	Incomplete	S - Satisfactory
B	90-92%	D+	75-76%			E - Excellent

Attendance Summary	Grading Period 1	Grading Period 2	Grading Period 3	Grading Period 4
Days Enrolled	30	61	50	51
Days Present	30	61	50	51
Days Absent	0	0	0	0
Times Tardy	0	0	0	0

Placement for Next Year - Promoted

Teacher Comments

Next Year Teacher

Next year teachers can also be displayed on end of year report cards. If you wish to have this on the report cards, this setting must be activated on your System Profile by the office.

The office will then need to assign next year teachers in the Rollover…Assign Teacher or the Rollover…Placement views. They can assign teachers for next year in these views without affecting any of the current year teacher assignments. These teacher assignments will then show on end of year report cards.
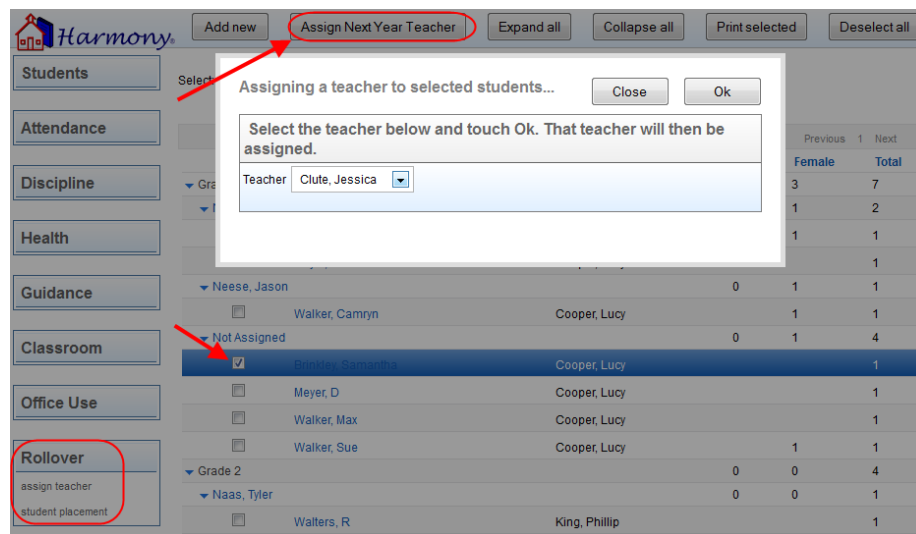
LESSON PLANS

Before entering lesson plans, you can set up units that can then have certain lesson plans tied to it. Units aren't required to do if you wish to enter lesson plans. They are just a way to organize your plans by category. To enter a unit, go to Classroom…Units and touch the "New Unit" button.

On the unit, choose the Unit Name and then the description of the unit. Then enter the date range that the unit will take place. Next choose the class or classes that the unit applies to and the standards that the unit will cover.

Then enter the choices for the Objectives, Components, Assessment Tools, and Resources. Lastly, you can attach a file if necessary. This unit will then be available to choose on any new lesson plan that is entered.

To enter a new lesson plan, go to the Classroom...Grade Book view. Choose the class you wish to enter the plan for and touch the "Enter Plan" link next to it.

Enter the assignment date and choose whether to apply this lesson plan to other classes or to repeat this plan over multiple days. If you choose either of these, you will get additional fields to fill out. When applying it to other classes, you must select the

classes and the date that lesson plan will take place for that class. When applying it to multiple days, select how often the plan is repeated, along with the start and end dates.

Select the unit if there is a unit tied to the lesson plan. Otherwise leave that blank. Then either select the assignment name if it is one that already exists, or select "-New-" to enter a new one. Then type in the assignment name.

Enter the Assignment Description and Teacher Notes and then select any Standards, Objectives, Components, or Assessment Tools. If you selected a plan tied to a unit, the choices for Objectives, Components, and Assessment Tools will be preset for you based on the unit.

Then select if you wish for this to be included in the Homework Agenda and if you wish for other teachers to access this plan. Lastly, attach any documents you wish for students to see under "Web Media". Any documents attached under "Private Media" will be for your use only.

Lesson plans can then be viewed under Classroom…Plan Calendar or Plans.