

# *Harmony 3*

## **High School Teacher Training**



# 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.

The screenshot shows the Harmony 3 interface. At the top, there is a navigation bar with the Harmony logo, an 'Add Student' button, a search box, a 'Search' button, and a 'Sort by' dropdown menu currently set to 'Last Name'. Below this is a table of students. The table has columns for checkboxes, names, grades, birth dates, and IDs. The students listed are Brumfield, Sherman Cole (Grade 9, Birth 03/13/98, ID 243197031), Bruner, Dalton (Grade 11, Birth 05/09/96, ID 243702221), Bryant, Duane A (Grade 11, Birth 08/13/91, ID 243702220), Bunnell, Toby Michael (Grade 9, Birth 07/26/97, ID 243110998), and Burkhart, Kirk R (Grade 11, Birth 11/29/95, ID 243108009). To the left is a 'Students' sidebar with options: 'by Name (Main)', 'by Grade', 'by Birthday', 'by Family', 'Student Search', and 'Inactive Students'. To the right are sections for 'Today's Events' (10:30 am ISTEP Testing, 3:00 pm Dismissal of students) and 'My Inbox' (Discipline Record - Brinkley).

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.

The screenshot shows the full demographics for a student. The top navigation bar is the same as in the previous screenshot. The student list now shows 'Bruner, Dalton' and 'Bryant, Duane A'. The 'Bryant, Duane A' entry is selected, and a detailed view is shown. This view includes a student photo, contact information (812-123-4567 (h), 812-750-2547 (c)), and a list of classes with teachers and grades: 1 Government Hill, Laura S A; 2 English 10 King, Phillip C+; 3 Biology I Price, Arthur A; 3 Study Hall; 4 Calculus AP Ash, Susan R A; 5 Spanish II Rich, Elizabeth A; 6 Psychology Brewer, Ronda M A. Below the class list are icons for attendance (bell), schedule (calendar), progress report (calculator), and discipline record (two people). A red box highlights these icons with the text 'This is the note' and a red arrow pointing to the 'Snapshot' link below.

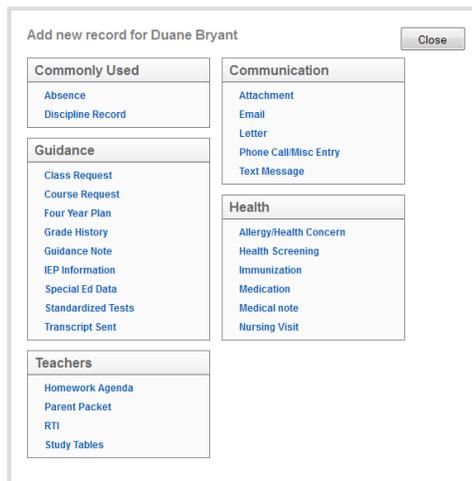
Touch on the student's name to open up the full demographics. From here, you can on the tabs across the top of the screen to view various areas, such as Basics, Guardian, Bus Info, and Health.

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.



Harmony		Add Student	Search	Search	Sort by	Last Name
<input type="checkbox"/>	Bruner, Dalton	11	05/09/96	243702221	+	
<input type="checkbox"/>	Bryant, Duane A	10	08/13/91	243702220	+	
<input type="checkbox"/>	Bunnell, Toby Michael	9	07/26/97	24310998	+	
<input type="checkbox"/>	Burkhardt, Kirk R	11	11/29/95	243108009	+	



Add new record for Duane Bryant Close

<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <b>Commonly Used</b>  <a href="#">Absence</a>  <a href="#">Discipline Record</a> </div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <b>Guidance</b>  <a href="#">Class Request</a>  <a href="#">Course Request</a>  <a href="#">Four Year Plan</a>  <a href="#">Grade History</a>  <a href="#">Guidance Note</a>  <a href="#">IEP Information</a>  <a href="#">Special Ed Data</a>  <a href="#">Standardized Tests</a>  <a href="#">Transcript Sent</a> </div> <div style="border: 1px solid gray; padding: 2px;"> <b>Teachers</b>  <a href="#">Homework Agenda</a>  <a href="#">Parent Packet</a>  <a href="#">RTI</a>  <a href="#">Study Tables</a> </div>	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <b>Communication</b>  <a href="#">Attachment</a>  <a href="#">Email</a>  <a href="#">Letter</a>  <a href="#">Phone Call/Misc Entry</a>  <a href="#">Text Message</a> </div> <div style="border: 1px solid gray; padding: 2px;"> <b>Health</b>  <a href="#">Allergy/Health Concern</a>  <a href="#">Health Screening</a>  <a href="#">Immunization</a>  <a href="#">Medication</a>  <a href="#">Medical note</a>  <a href="#">Nursing Visit</a> </div>
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## 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 by your office, 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.

Close Save Print

Send notice to teacher Email to parents Letter to parents

Discipline record for Duane Bryant

Classroom Office

Date: 6/17/2013

Time: 9:00 AM

Handled by: Phillip King

Reported by: Phillip King

Infraction: Classroom Disruption

Location: Classroom

Comment: Duane was talking excessively in class.

Action taken: Verbal Warning

Touch the button below to upload a file/attachment: Browse...

**Harmony**

**Duane Bryant**  
243702220  
Grade 11  
(Rm 109)  
Larry and Joanie Bryant  
812-123-4567 (home) 812-333-5555 (mom's cell)  
812-750-2547 (cell) 765-762-7071 (dad's cell)

Attendance	Schedule	Grades	Discipline
08/16/2012	stealing	assigned seat	Ronda Brewer
08/16/2012	stealing	assigned seat	Ronda Brewer
09/07/2012	excessive talking	warning	Ronda Brewer
09/07/2012	excessive talking	warning	Ronda Brewer

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.

Close Save Print Approve

Email: Sandi Brown on Jun 17, 2013

Date: 6/17/2013

Send To: Parents Student Both  
browner@ingicks.com, sbrown@ingicks.com

CC:

Bcc:

Subject: Grades

Attach: Browse... touch Browse to upload a file/attachment

Font Size

We would like to schedule a conference regarding Duane's grades.

**Harmony**

**Duane Bryant**  
243702220  
Grade 11  
(Rm 109)  
Larry and Joanie Bryant  
812-123-4567 (home) 812-333-5555 (mom's cell)  
812-750-2547 (cell) 765-762-7071 (dad's cell)

## 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.

Date:

Send To:  
 Parents  Student  Both

Letter will be addressed to:  
 Larry and Joanie Bryant  
 31 South St  
 Linton, IN 47441

Template:

Font:  Size:

Online student registration begins Wednesday, August 4. Parents can register students on any computer that has an internet connection – from home, from the library, or at the school during the office hours.

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.

Close
Save
Print

Communication Record for Duane Bryant

Miscellaneous Entry  Phone Call

Date:

Time:

Personnel:

Comment:

**Harmony**

**Duane Bryant**  
 242792228  
 Grade 11  
 (cell 109)

Larry and Joanie Bryant  
 812-123-4567 (home) 812-333-6555 (mom's cell)  
 812-750-2547 (cell) 765-762-7071 (dad's cell)

Attendance	Schedule	Reason	Count
0509	Absent-Ex	Car trouble	0.5
0515	Absent-Ex	Car trouble	0.5
0517	Absent-Ex	College Visit	0.5
0705	Absent-Ex	Car trouble	0.5
0709	Absent-Ex	Car trouble	0.5
1004	Absent-Ex	Car trouble	0.5

# classroom

When you touch on Classroom...Grade book in the Navigator menu, you will see your list of classes, along with the number of students enrolled. If you have a grade book created, you will see that listed underneath the class name. This view contains the current, open grade books only. Grade books from prior grading periods will be found in the "All Grade Books" view.

The screenshot shows the Harmony Classroom interface. At the top, there is a navigation bar with the Harmony logo, a "New Grade Book" button, a dropdown menu for "King, Phillip", and a "Last Assignment Report" button. On the left, a sidebar menu is visible with "Classroom" circled in red. The main content area displays a table of classes with columns for Description, Teacher, and Enrollment. The table contains three rows of class information. A red arrow points to the "2308-01 Calculus" class description, and another red arrow points to the "take attendance" link for the "2562-07 Calculus AP" class.

Description	Teacher	Enrollment		
1 2308-01 Calculus	King, Phillip	5 students	<a href="#">enter plan</a>	<a href="#">take attendance</a>
2 1004-02 English 10	King, Phillip	2 students	<a href="#">enter plan</a>	<a href="#">take attendance</a>
7 2562-07 Calculus AP	King, Phillip	2 students	<a href="#">enter plan</a>	<a href="#">take attendance</a>

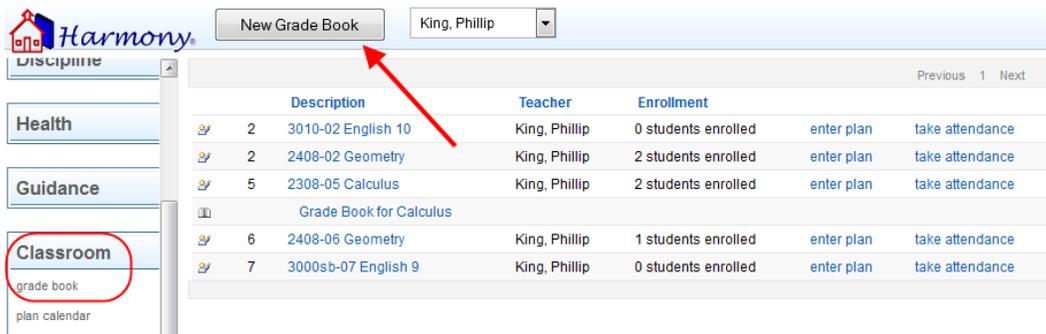
## ATTENDANCE

To take attendance for a class, 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, check the "No Absences" box. In addition, you can enter the lunch count at the top of the attendance report. Once you save the record, your attendance will be submitted to the office.

## 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 class to set the grade book up for.



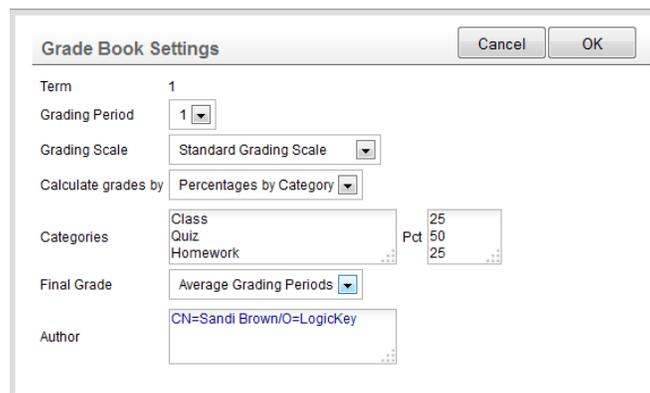
On the grade book setup, select the grading period the grade book will be for. The term will already be selected based on the term of the class. Then select the grading scale from the list of scales entered by your office.

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. Each grade book must have at least two categories.

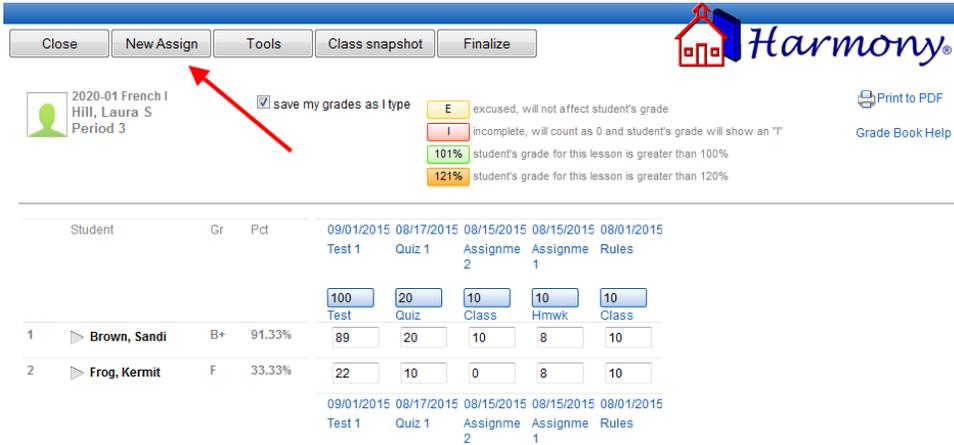
Select the "Final Grade" calculation you wish to use to calculate your final term grade. These choices are preset by your office.

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

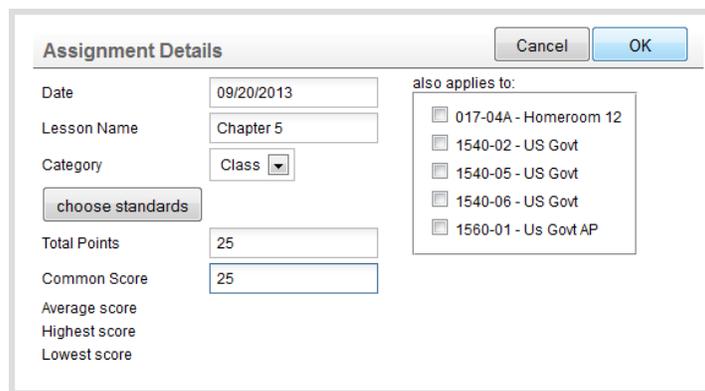
When you open the grade book, you will see the student roster, with each student's current grade in the class listed to the right of their name. To add a new assignment, touch the "New Assignment" button.



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.

Lastly, if this assignment should also be in any other grade book, you can checkmark that class here. It will then create the same assignment in those grade books.



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.

Close    New Assign    Tools    Finalize    Save Assignments

1540-02 US Govt  
Clark, Anna  
Period 2

save my grades as I type

Student	Gr	Pct	09/20/2013 Chapter 5 25 Class	09/20/2013 Chapter 4 10 Class	09/03/2013 Lesson 3 50 Class
1 ▶ Box, Brian	I	83.33%	E	I	50
2 ▶ Davidson, Daniel	B+	87.06%	15	9	50

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.

Assignment Details    Cancel    OK

Date: 09/20/2013

Lesson Name: Chapter 5

Category: Test

choose standards

Total Points: 25

Common Score:

Average score 43.56 (87.11%)  
Highest score 50.00 (100.00%)  
Lowest score 35.00 (70.00%)

Grade Distribution

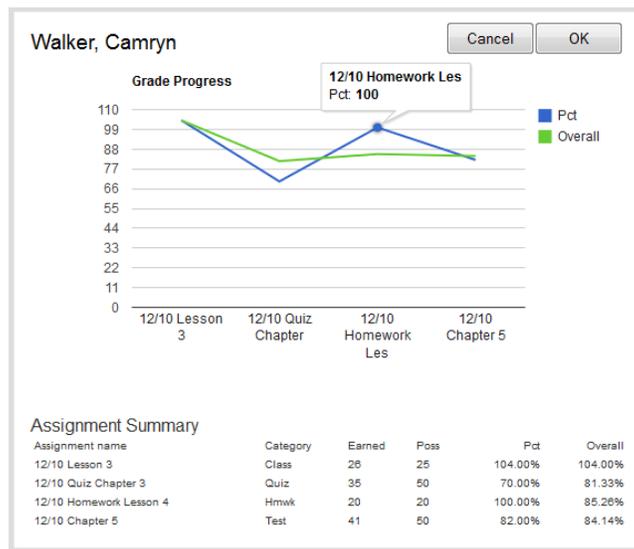
Grade	Count
A+	1
A	1
A-	3
B+	0
B	1
B-	3
C+	0
C	0
C-	1
D+	0
D	0
D-	0
F	0

Walker, Camryn  
Windham, Kevin

Student assignment summary charts are also available if you touch the grade the student has 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 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 accommodations 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.

1540-02 US Govt Clark, Anna Period 2  save my grades as I type

Student	Gr	Pct	09/20/2013	09/20/2013	09/03/2013
			Chapter 5	Chapter 4	Lesson 3
			25	10	50
			Class	Class	Class

1 ▼ **Box, Brian** I 83.33% **E** **F** 50

grade 11 progress/report card comments

view student view snapshot

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.

Student	Gr	Pct	09/01/2015 Test 1	08/17/2015 Quiz 1	08/15/2015 Assignme 2	08/15/2015 Assignme 1	08/01/2015 Rules
1 ▶ Brown, Sandi	A	98.00%	100 Test	20 Quiz	10 Class	10 Hmwk	10 Class
2 ▶ Frog, Kermit	I	18.67%	E	21	10	8	10

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 Distribution**

Grade	Count
A+	0
A	3
A-	2
B+	1
B	1
B-	0
C+	0
C	1
C-	0
D+	0
D	0
D-	0
F	0

**Attendance Data**

Student	Attendance
Alli, Tori	0 A : 0 T
Brinkley, Samantha	0 A : 0 T
Meyer, Mike	0 A : 0 T
Meyer, D	0 A : 0 T
Walker, Max	0 A : 0 T
Walker, Camryn	0 A : 0 T
Walker, Sue	0 A : 0 T
Walters, R	0 A : 0 T
Windham, Kevin	0 A : 0 T

**Enrollment by Grade**

Grade	Percentage
1	11.1%
2	88.9%

**Enrollment by LunchStatus**

LunchStatus	Percentage
Pay	22.2%
Free	77.8%

**Enrollment by Gender**

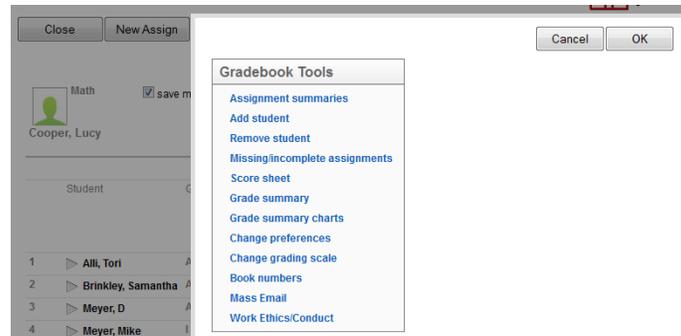
Gender	Percentage
Male	33.3%
Female	66.7%

**Enrollment by Ethnicity**

Ethnicity	Percentage
Ame...	50%
White	50%

## 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.

**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.

**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.

## 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.

Student	Gr	Pct	12/10/2013 Lesson 4 Test	12/10/2013 Homework Lesson 4	12/10/2013 Quiz Chapter 3	12/10/2013 Lesson 3 Class
1 ▶ Alli, Tori	A	95.17%	50	20	50	25
2 ▶ Brinkley, Samantha	A-	91.72%	45	20	45	23

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 must 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.

**Math Math** Cancel Continue

**You will be finalizing this grade book. Confirm the settings and check the box below before continuing.**

Term (also known as semester): **1**

Grading period: **2**

The grading scale for this class is set to: **Standard Grading Scale**

The grades were calculated with: **Total Points**

The method for figuring term grades will be: **Average Grading Periods with Pcts**

I have reviewed these settings and acknowledge they are correct.  
(If these settings are not correct, touch Cancel and then change your preferences.)

Grades will be recorded as:

Alli, Tori	A	95.17%
Brinkley, Samantha	A-	91.72%
Meyer, D	A	96.84%
Meyer, Mike	I	60.00%
Walker, Camryn	B	84.14%

Once a grade book is finalized, it can be viewed and edited under "All Grade Books".

## SEMESTER TESTS

To enter a semester test, teachers must first finalize their grading period grade book. Then they will create a new grade book and pick "Test" as the grading period. The grade book can contain as many assignments as they wish. Once it is finalized, the grade in the grade book will be the semester test grade and will be averaged into the term grade based on the grading method selected.

**Grade Book Settings** Cancel OK

Term **1**

**Grading Period** **Test**

Grading Scale **Online Percent**

Calculate grades by **Total Points**

Categories  
Class  
Hmwk  
Test  
Quiz

Final Grade **Average Grading Periods**

Author **CN=Sandi Brown/O=LogicKey**

## UNITS & 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.

### Central High School

Unit

Unit name:

Description:

From date:

To date:

Classes that will use this unit: 

2026 - French IV  
2276 - Anatomy & Phys.

Standards covered during this unit:

Objectives of this unit:

Components of this unit:

Assessment tools used: 

Cause/effect  
 Central idea – summarizing  
Class Activity  
 Definitions  
 Essays  
Multiple Choice Test  
 Observation  
 Oral Test  
 Problem Test  
 Project

Resources/Materials:

File attachment(s):  No file selected.

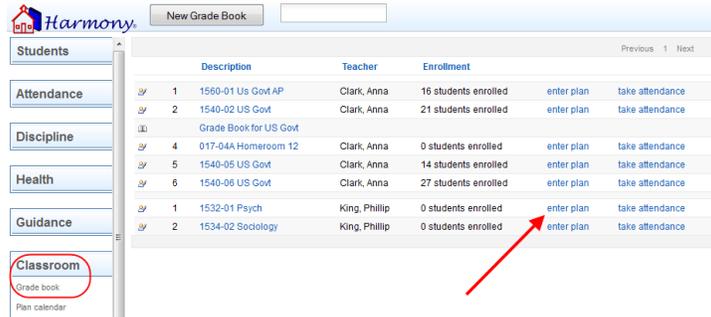
Allow others to read this record

Share with:

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.

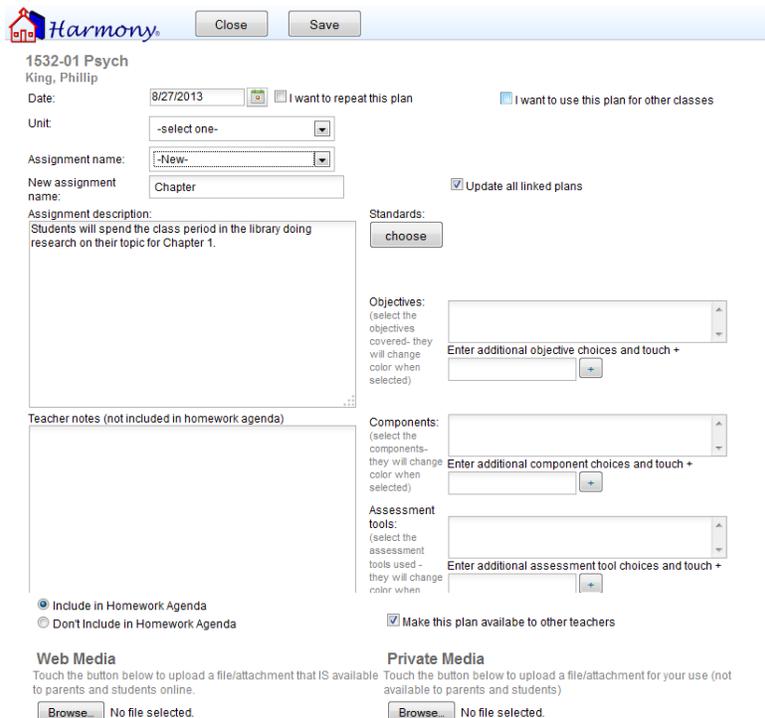
Then enter the choices for the Objectives, Components, Assessment Tools, and Resources. Lastly, you can attach a file if necessary. This unit will then be available to choose on any new lesson plan that is entered.

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.