Harmony 3

High School Teacher Training

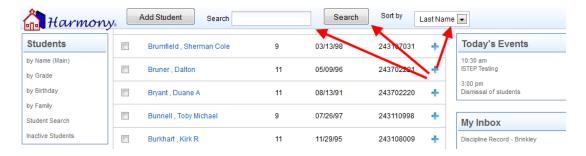BRINGING YOUR SCHOOL TOGETHER

Student Demographics

The student list is the first thing you see when logging into Harmony 3. This is also visible by clicking 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.
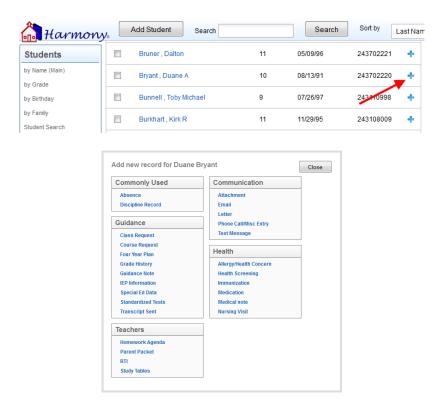

For a "quick reference" on the student, click in the space between the student name and the grade. This will display information on the student, as well as a picture. The icons on this screen can be used to display the attendance, schedule, progress report, and discipline record. In addition, you can 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.

Click 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 click the + sign next to the student to get the option to add additional records to the student.

DISCIPLINE

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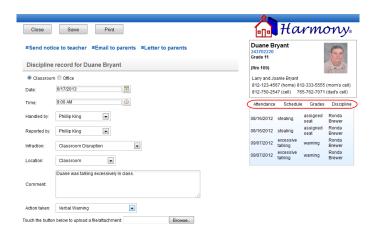
Choose whether the discipline is being handled in the classroom or office. Then select the date, time, person who handled it, and person who reported it.

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 enter an action taken with the word "Suspension" on it, 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 click 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.
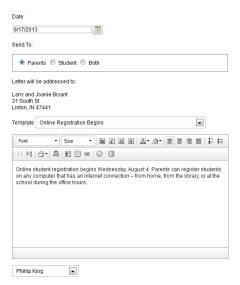
EMAIL

Click 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 click "Save" to save and send the email.

LETTER

Click 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.
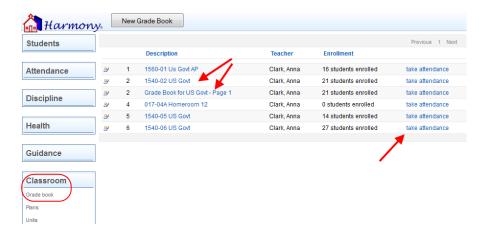
PHONE CALL/MISCELLANEOUS ENTRY

Click 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. Click "Save" when completed.

CLASSROOM

When you click 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.

ATTENDANCE

To take attendance for a class, click 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. Click the picture one time to turn it blue, which means "Absent by Teacher". Click the picture again to turn it yellow, which means "Tardy by Teacher". If you click it again, it will clear any absence entry.

If you have no absences to report, click 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, click 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.
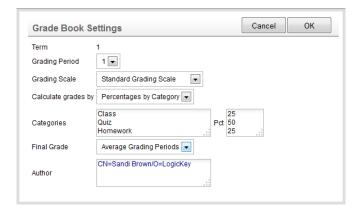
On the grade book setup, select the grading period the grade book will be for. The term will already be selected based on the term of the class. Then select the grading scale from the list of scales entered by your office.

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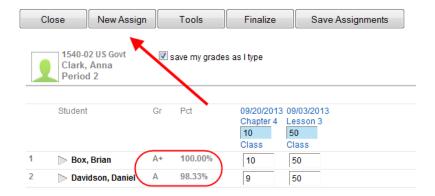
Select the "Final Grade" calculation you wish to use to calculate your final term grade. These choices are preset by your office.

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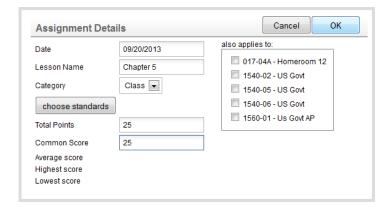

ENTERING ASSIGNMENTS

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, click 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, click 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.
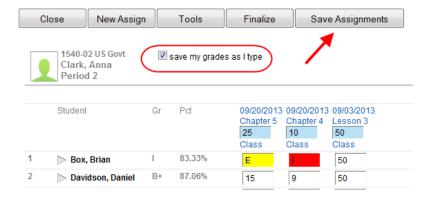

Once you click "OK", it will create the assignment and then allow you to finish entering the scores for the students. The total points are listed above in light blue.

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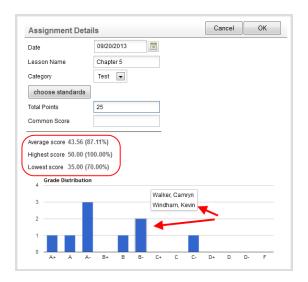
An "I" entered for a grade will indicate that the student has an incomplete on the assignment. This will be shown in red. Any progress reports or report cards will show an "I" for the grade. The grade book will still calculate the student's grade as if the "I" were a zero.

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 click "Save Assignments" when you are finished entering scores to update the grades.
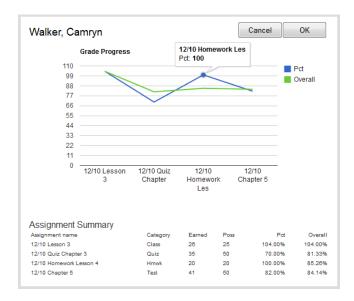

Once the assignment is entered, you can reopen the assignment by clicking the assignment name at the top of the grade book column. This will then show you the average, highest, and lowest score on that assignment. In addition, there will be a grade distribution chart at the bottom. If you hover over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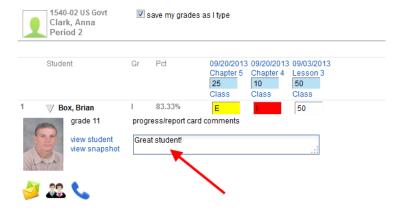

Student assignment summary charts are also available if you click the grade the student has on the grade book page.

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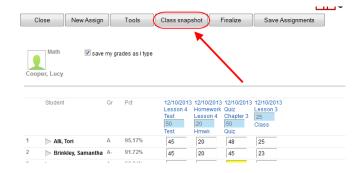
In addition, if you click the arrow next to the student name, you will see the student picture, along with any accomodations and nurse comments. There is a field here for you to enter Progress/Report Card comments. Anything here will appear on the Progress Reports and Report Cards.
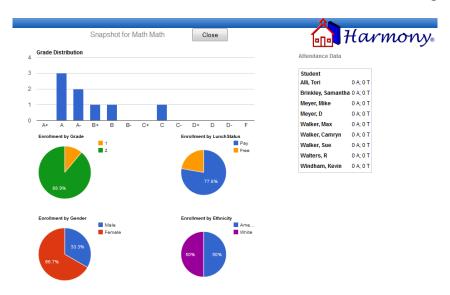

Under the pictures are icons that allow you to create an email, discipline record, or phone call entry. In addition, you can click the "View Student" link to view the student demographics or the "View Snapshot" link to view overall information on the student's grades, attendance, discipline and test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

CLASS SNAPSHOT

A class snapshot is also available by clicking the "Class Snapshot" button at the top of the grade book screen.
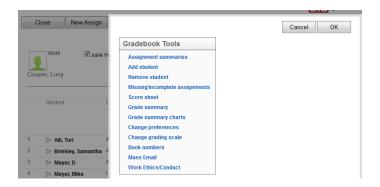
The class snapshot shows you a grade distribution report along with attendance data and enrollment graphs. Once again, if you hover over any area on the graphs, you will see additional information about the students included in this section of the graph.

GRADE BOOK TOOLS

Grade book tools are available when you click the "Tools" button at the top of the grade book screen.

Assignment Summary-This will create a grade summary 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 or to save it to a PDF file.

Add Student- Students that have been added to your class can be added to your grade book by clicking on the "Tools" button and selecting "Add Students".   The prompt will ask you what line you wish to have the student added to. If none is chosen, then the student will be added to line #1.

Removing Students- Students that have been removed from your class can be removed from the grade book by clicking 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.

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 clicking "Tools" and selecting "Change Preferences". This brings up the settings that were first entered when the grade book was created.
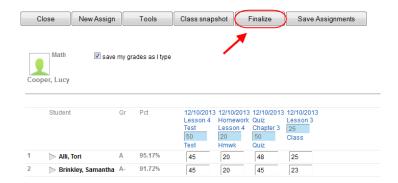
Change Grading Scale- This feature will change the grading scale for a particular student. Select the student and the appropriate grading scale they need to be on. This will change the grading scale for the selected student only and not for the entire class.

Book Numbers-Book numbers can be entered by clicking "Tools" and then "Book Numbers". This brings up a form to type in the student names as well as their corresponding book numbers.
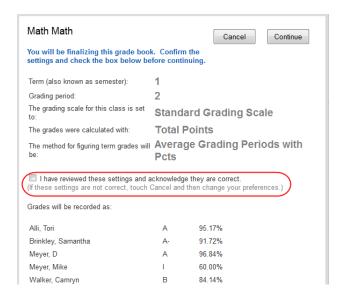
Mass Email-This feature allows you to select multiple students from your grade book to send a mass email to.

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, click the "Finalize" button at the top of the grade book page.
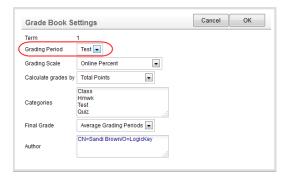

When finalizing, you will receive a popup that will contain information about what term and grading period the grade book is being finalized for. Also, it will list the grading scale, method of calculating grades, and method of calculating final term grades. You must check the box to confirm these are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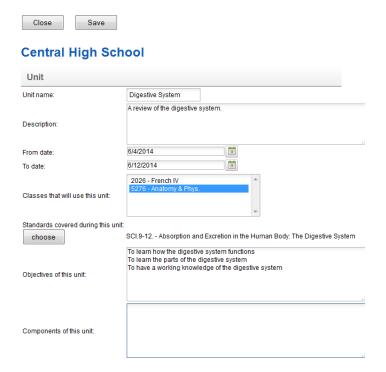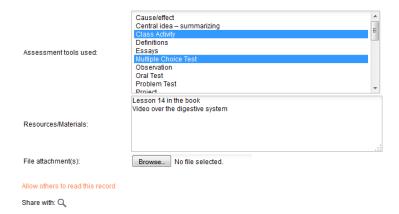
SEMESTER TESTS

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.

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 click the "New Unit" button.
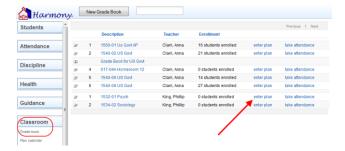
On the unit, choose the Unit Name and then the description of the unit. Then enter the date range that the unit will take place. Next choose the class or classes that the unit applies to and the standards that the unit will cover.
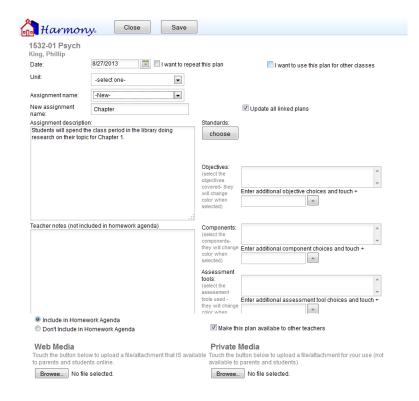
Then enter the choices for the Objectives, Components, Assessment Tools, and Resources. Lastly, you can attach a file if necessary. This unit will then be available to choose on any new lesson plan that is entered.

To enter a new lesson plan, go to the Classroom…Grade Book view. Choose the class you wish to enter the plan for and click 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.