

Easy-Start Guide for Teachers

Get started with School Loop in 15 minutes!



How to Assign Work

Click the blue Assign Work button. Select the audience, enter assign and due dates, and enter the assignment. You can attach files or links, choose a category, give it a point value and more. When finished, click Submit.

Your assignment is instantly published on your course calendar and web site, placed in your grade book, and appears on the student and parent planners.

Tip: School Loop Help contains many Two-Minute Tutorials/short movies that show you how to use many of the features in this Guide and more. Login and check them out!

TOOLBOX

- Student Directory
- School Stats
- Parent Info [verification]
- Publishing Aides**

How to Select a Publishing Aide

Publishing Aides publish assignments for you but *do not* have access to your account. They publish in their own names and you can edit or delete their posts. Click Publishing Aide in your Toolbox.

Tip: Pick any student in the school to be your Publishing Aide.



How to Use the Digital Locker

Your bottomless personal **Digital Locker** holds your files and links. Adding a file is just like adding an attachment to an email. Adding links is easy too. You can access your locker from any computer anytime you want. Students have their own lockers and there are course lockers for files or links you want to share with your students.

Tip: Digital Lockers are personal and private. Course and Group Lockers are public for members of classes and groups.

Demo High School Home | Account Management | Logout

SUMMARY: ENGLISH 1 CP GRADEBOOK

Publishing Tools Course Tools Gradebooks Settings Help

Enter Scores: 1 5 PUBLISHED GRADES

Print Grade Book Download Grade Book Show Dropped Students Grade Book Settings Add Scorable Item

Period 1 Average: 74.55%

	Grade	Score	Points	Assignment Pts: 1,200	Project Pts: 200
Arms 0452	B-	80.62%	645 / 800	545/700 = 77.86%	100/100 = 100%
Basu 1927	C+	78.75%	630 / 800	565/700 = 80.71%	65/100 = 65%
Belc 0480	C+	78.67%	236 / 300	165/200 = 82.5%	71/100 = 71%
Byus 0476	B-	80.75%	323 / 400	235/300 = 78.33%	88/100 = 88%
Cast 1605	C	75%	225 / 300	225/300 = 75%	-
Cort 2486	A	93.75%	1,125 / 1,200	1,125/1,200 = 93.75%	-
Demo 2490	B	84.23%	1,095 / 1,300	995/1,200 = 82.92%	100/100 = 100%
Duar 0073	D	62.67%	188 / 300	125/200 = 62.5%	63/100 = 63%
Flor 0522	C-	71.67%	215 / 300	135/200 = 67.5%	80/100 = 80%
Gabr 0529	F	37.5%	75 / 200	75/200 = 37.5%	-
Gin 2315	C	75%	75 / 100	-	-
Gome 0540	C	75%	75 / 100	-	-
Gonz 1999	C	75%	75 / 100	-	-
Hanh 0549	C-	70%	140 / 200	-	-
Hoff 0562	C	73%	146 / 200	-	-

DASHBOARD

Course Management

Assign Work Publish Notes

Develop Reading Course Tools | Web Site | Grade Book

English 1 CP Course Tools | Web Site | Grade Book

English 3 CP Course Tools | Web Site | Grade Book

Teacher Aide Course Tools | Web Site | Grade Book

How to Use School Loop's Gradebook

School Loop's **Gradebook** is automatically setup for all your courses and rosters, and updates itself everyday to reflect changes. Along with keeping students, parents and your colleagues up-to-date on student progress, you will get important trend information by using the gradebook.

Click **Gradebook** next to the course name on the Dashboard. You will find many easy to use settings and tools. To enter grades for an assignment, click the period number. You decide what and when grades are published. When you publish, your students, parents and colleagues will have access to the grade information.

Test High School Home | Account Management | Logout

LOOPMAIL: INBOX

Publishing Tools Course Tools Gradebooks Settings Help

InBox Sent Mail Archive

New Message

Archive

Date	Sender	Subject
<input checked="" type="checkbox"/> 7/22/06 3:52 PM	Aademo, Ima	RE:your grades
<input type="checkbox"/> 7/22/06 3:51 PM	Aademo, Ima	I will be absent

InBox Sent Mail Archive

Reply Reply All

From: Aademo, Ima
To: Tracy Chesler [viewed]
Date: 7/22/06 3:52 PM
Subject: RE:your grades
I think I've turned everything in.

Reply Reply All

How to Send and Receive LoopMail

School Loop's **LoopMail** system forwards messages to your regular e-mail account. LoopMail is sent using real names, not email addresses and messages are permanently archived. You can send messages to individuals or groups of students as well as connect with registered parents.

Tip: To reply to a LoopMail message from your regular email account, click on one of the large blue buttons within the message text.

Test High School Home | Account Management | Logout

LoopMail Digital Locker News Groups

WELCOME KATHLEEN FOGLE

Publishing Tools Course Tools Gradebooks Settings Help

DASHBOARD

Course Management

Assign Work Publish Notes

Algebra 1.0 Course Tools | Web Site | Grade Book

English 1 Course Tools | Web Site | Grade Book

Parent Info [verification] Publishing Aides

School Loop Navigation is Easy!

Home: Click Home to get back to your home page.
Navigation Bar: Click on the bar to get where you want fast.

Tip: How to Customize School Loop

Customize School Loop for your needs by clicking on Settings. You can

- Set up a block schedule
- Change the name of your course
- Point to another gradebook or web page
- Set up categories
- Add weights to categories

... and more!

