

Teacher Portal

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Attendance

How A Teacher Can Take Attendance

As a teacher, you can take attendance by navigating to:

Course >> My Class >> Class >> Attendance

On the page, you can click on one of the classes to see the details.

On the page choose the date that has the courses scheduled. If the date is not today you will get an alert.

Now if you wish to change the attendance of the students on a particular date click on the code like *Present/Absent/Half Day/Late/Excused Absent* beside the student's name to give attendance to the student.

You can also add comments for the students by clicking on the speech bubble icon.

Click **Submit** when done.



How A Teacher Can Take Missing Attendance In A Course

A teacher can take missing attendance by navigating to:

Dashboard >> Click on missing attendance >> Attendance

Click on the missing attendance notification, you will be redirected to the missing attendance page where you can take missing attendance by clicking on 'Take Attendance'.



To take a missing attendance click on 'Take Attendance' under the Action column.

By clicking on 'Take Attendance' you will find the students enrolled in the course section.



Here you can take attendance by choosing the correct attendance code and clicking submit after done.

Dashboard Tour

Navigation Through Teacher Portal Dashboard

This is the dashboard a teacher will view first when they log in.



From the top on the right hand side, you can find the **Help** button for any assistance you may need.

Next, if you have any missing attendances from any course you will be able to see a notification of **missing attendances**. By clicking on the notification/alert you will be redirected to another page where you can**** take attendance.



You can take missing attendance by clicking on the **'Take Attendance'** on the particular date. Here you will find the list of students for whom you can assign attendance.

Next, you will see a notification tab if any other than the one displayed individually on the dashboard.

After that, there will be notifications of your classes divided into 'Today's Classes' and 'All Classes'.



When you click on **All Classes** you will find all the the courses and classes assigned to you.

After you click on any class you will see the class details with several tabs. Each of these tabs are described in the Class Details article.

You will able to see the notification for Notice which is created by the administration and placed just next to the course section.

Below Notice, there will be a Mental Health Info section

Under the course sections, you will find the Event and Holidays Calendar, here you can find the list of upcoming events and holidays with name, start date, and end date.

Just beside the list, you will also see a calendar with the same information, you can interchange between months by clicking on < or >.

Teacher Portal Dashboard At A Glance

This is the dashboard that you will see as a teacher when you log in. Before we start to navigate the dashboard let's start with the**** header.



In the header you will find the **School Year** that you can change according to the year you want to work with, and the **Marking Period**. Make sure you are on the correct marking period so that the class operations are recorded correctly.

On the right-hand side , you will see your **Profile** image**** and when clicked it will give you these three options:

- My account
- Change password
- Logout option

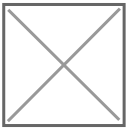
In the middle section of the screen, the following will be displayed:

1. On the very top of the dashboard yo will see missing attendance notifications if you have any.
2. Below that is a notification bar that signifies that you have ungraded assignments.
3. Your classes will be listed as rectangular cards and will show today's classes first. You can click on all classes to see the classes you are scheduled. Clicking on any class card will take you to the class details.
4. If the school has any notices to display, it will show on your dashboard.
5. Mental health information is also displayed prominently on the dashboard.
6. Lastly the school calendar will be displayed. If there are events scheduled for the month, it will be displayed on the calendar as dots and mousing over will show the details.

Gradebook And Grading

Assignment Grading

As a teacher, after you have entered the assignments, select the **Grades** tab and make sure the **Gradebook Grades** is selected. Next to the assignment there will be the triple dots. Click on that and the points entry screen will open up. Enter the points earned by each student and click Submit. The letter grade will be automatically calculated as per the grade scale that is associated with the course.



Exempting scores of an Assignment

If a student is not applicable in any assignment, that specific assignment can be exempted from the total points in CrownSIS. This feature is used when a student has joined the course later or is absent due to illness or for any reason based on the administrator's decision. To exempt a student from an assignment just enter an Asterix (*) in the points and Save the assignment. Student will be exempted and that score will not count towards report card grades.

Generate Anomalous Grades

A teacher can enter grades more than the assignment total points which gets stored under the Anomalous Grades feature. If this is done by mistake, then the teacher can generate anomalous grades by navigating to:

Menu >> Grades >> Anomalous Grade

By filtering these fields an user can generate anomalous grade.



If there are students in the class who scored more than the total points in an assignment, they will be listed here. Teacher can correct the grade if it was entered by mistake.

When you click on the Excel sheet icon you can export the data into excel.

The toggle button beside show Inactive Student will show the inactive students and the lines/hamburger icon will filter the header.

Gradebook Configuration

General Setting:

Before entering any assignments or giving grades a teacher has to set their own configuration choices that are used in the gradebook grades calculation and final grades. This setup varies with different course section. To configure the grade book, navigate to course section and click on the Gradebook Configuration tab.

1. If you want to weight the grades based on assignment categories, check the Weight Grades box. When creating assignments the system will allow you to enter assignment categories and weight them.
2. If you check the Assigned date defaults to today box, all assignments you create will automatically default to today's date. You can change it to any future date if you want.
3. If you check the Due date defaults to today box, all assignment due dates will automatically default to today's date. You can change it to any future date.



Score Rounding^{**.*}

1. Up - When Up is selected, the grade will always round the decimals to the nearest greater integer. Example, 59.25 will become 60 or 53.67 will become 54.
2. Down - When Down is selected, the grade will always round the decimals to the nearest lower integer. Example, 59.65 will become 59 or 53.15 will become 53.
3. Normal - This is the regular rounding as we know, i.e. anything equal to or above .5 is rounded upwards and anything below .5 is rounded downwards to an integer without any decimals. Example, 53.67 will become 54 or 53.49 will become 53.
4. None - When none is selected, scores do not appear in any rounded integer. It keeps the grade accurate including the decimal points, i.e. no rounding of the integer takes place. Example, for 59.25 it shall remain as it is.



Assignment Sorting :

Select one radio button value so as to display the assignments in the respective order in the gradebook assignments.



CrownSIS enables a teacher to enter grades more than the assignment total points which gets stored under the Anomalous Grades feature. When a teacher grades a student with additive points for being exceptionally well-performing in the class, CrownSIS notes such grades and highlights it in red. When the grades appear in red, it helps teacher to verify whether the grades have been entered erroneously and can make changes to the grades.

In the box below enter the maximum percentage of the assignment total that can be allowed as an anomalous grade entry (meaning more than the total).



When a teacher sets up an assignment and does not grade it, that ungraded assignment does not show on the gradebook. However, a teacher can opt to show these ungraded assignments in the Student and Parent portal immediately so that student and parent are aware of the upcoming assignments. This form captures the number of days the system waits before showing the ungraded assignments. Enter a zero to show it immediately.



Final Grading Percentage :

A Report Card displays the final grades that are fetched for every marking period based on the grade book grades. The report may vary depending on the final grading percentages that are set in the configuration setup (Dashboard >> Select Course >>Gradebook Configuration).

Let's say we set the final grading percentages in the following ratio.

1. Quarter 1 = Quarter 1 Gradebook Grades (100%) = 100%
2. Quarter 2 = Quarter 2 Gradebook Grades (100%) = 100%
3. Quarter 3 = Quarter 3 Gradebook Grades (100%) = 100%
4. Quarter 4 = Quarter 4 Gradebook Grades (100%) = 100%
5. Semester 1 = Quarter 1 (50%) + Quarter 2 (50%) = 100%
6. Semester 2 = Quarter 3 (50%) + Quarter 4 (50%) = 100%
7. Full Year = Semester 1 (50%) + Semester 2 (50%) = 100%



How To Create Gradebook Assignments In A Scheduled Course

A teacher can create gradebook assignment for a scheduled course by following the navigation below:

Menu >> Course >> My class >> Assignment

or

Dashboard >> Today's class/All classes >> Course >> Assignments

Make sure the Assignment Types add up to 100%.



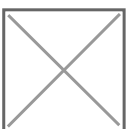
By clicking on the 3 dots icon/ hamburger menu, you will get the option to edit or delete an assignment type.

If there are no assignment types created, click on the + **Create Assignment Type**.

After clicking on the button you will get a popup section where you will need to add the following information.

1. Title of the assignment type
2. Weight percent (please make sure that all your assignment for the chosen course should have a total of 100% weight)

Then click 'Submit' to create.



After you are done with creating your assignment type you can now create an assignment. Start by choosing the assignment type from the list on the left-hand side then click on '+ Create

Assignment'.

When you click you will get another popup section where you will need to add the following information to successfully create an assignment.

1. Assignment title
2. Assignment type
3. Points
4. Assigned date
5. Due date
6. Description of the assignment

After you are done filling all the fields click **Submit**.



This is how the assignment will show.



1. By clicking on the pen you can edit the assignment.
2. By clicking on the bin icon to delete the assignment.
3. When clicked on the page icon you will be able to copy the assignment to the other sections of the course if you have any.

Input Final Grades For Report Card

Login as a teacher and from the dashboard select the course for which you want to input final grades.

Click on the course card and the course details with multiple tabs will open.

Click on the **Grades** tab and select **Input Final Grades**.



Select the appropriate **Marking Period**.

If you have been giving assignments and grading them, then you can click the **Get Gradebook Grades** button. The system will fetch the gradebook grades and calculate it properly based on weightage (if it is configured). You can choose between letter grade or percentage grade by sliding the toggle switch.

You will notice that the **Credit Hour** column is prepopulated and is in editable mode. This means that you can adjust the credit hours for students in a course. There are cases when you might not want to award the full credit hour to a student and for those cases, you can edit the hour.

You can add predefined comments for the course or add your own comments. Once completed, click the Submit button to finalize the grades. These grades will show up on the report card and finally on the transcript.

Lesson Plans

Adding Lesson Plan To A Class Calendar

A Teacher can associate one or more lesson plans on a school work day from the class calendar.

Login as a teacher. To add lesson plan, select the course from the dashboard. Navigate to the Class Calendar tab of the course.

Click on any work day on the calendar and there will be an option to attach a lesson plan. You can choose to attach plans available for the current course or all the courses you teach.



After it is attached, it will look like the sample given below. Students and parents will be able to view the lesson plan from their respective portals.



Lesson Plan Management

A lesson plan is a teacher's guide for facilitating a lesson. It typically includes the instructional goal (what students need to learn), how the goal will be achieved (the method of delivery and procedure) and a way to measure how well the goal was reached (usually via homework assignments or testing).

To create a lesson plan, click on the **Lesson Plan Library** on the main menu. If you already have plans, it will list them in a grid view. You can download the list by clicking on the Excel icon. You can select one or more lesson plans and print them by clicking on the Print icon.

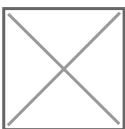
You can narrow the list of plans by selecting a Subject and a Course to display the pans under a particular course. You can also search for a plan by entering text and clicking on the magnifying glass icon.



At the top, there is a toggle switch that you can turn on to view only the plans that are owned by you. If there are lots of plans available in your school, this is a quick way to filter the ones that were created by you.



Under the Actions menu, there are three icons. The pencil icon is to edit the lesson plan. You can only edit the plans that are owned by you. The trash can icon is to delete the plan. You can only delete plans created by you. The copy icon is to copy the lesson plan. You can copy anybody else's plan and edit it yourself to suite your needs.



A sample lesson plan is provided as a guide to help you fill out the lesson plan content.



To add a new plan, click on the + **Add New Lesson Plan** button. A form will open up. Select Subject, Course and enter a lesson identifier. These three fields are mandatory. The unit field can be left blank.



The Instructional Goal field is mandatory. The rest are optional. However, you should enter relevant text to make the plan effective.

You will notice that each text entry box has a WYSIWYG editor with a row of formatting options. You can also embed an URL link. These features allows you to create readable, colorful text with embedded links.



At the very bottom of the form, there is the **Standards** entry screen. This is optional. However, if you want to create a plan and connect it to learning standards, you can do so from here. You will have to define the standards beforehand. Follow this article to add standards: [How to setup standards based grading in CrownSIS Student Information System.](#)



Click **Submit** to save.

Follow this article on how to associate a lesson plan to a class calendar: [Adding Lesson Plan to a Class Calendar](#)

School Information

How A Teacher Can View The Mental Health Info.

The Mental Health Info section is present just below the Notice created by the Administrator and will be present on the dashboard.

It can also be accessed from the main menu under the School sub-menu.



How To View School Noticeboard As A Teacher

A Teacher can view school noticeboard set by the Administrator by navigating through

Menu >> School >> Notices

or

Dashboard >> Notification

You can use the current, upcoming, and past tab to see the respective notices.

Students Teacher View

How To View The Associated Students' Information

A teacher can view only the students who are associated in a course the teacher is teaching. To view student information, navigate to:

****Menu >> Student >> Student Information ****

A list of students will display. Click on the hyperlinked name to view the student details.



Under the Student Details, there are information categories as follows:

1. General Info
2. Address & Contact
3. Family Info
4. Comments
5. Documents

Click on the available categories to display relevant information.