# *Harmony 3*

Elementary Teacher Training

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.
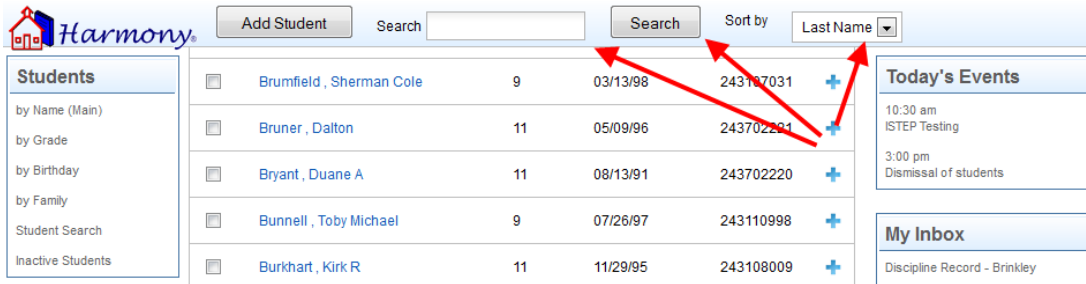
For a "quick reference" on the student, click in the space between the student name and the grade. This will display information on the student, as well as a picture. The icons on this screen can be used to display the attendance, schedule, progress report, and discipline record. In addition, you can 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.
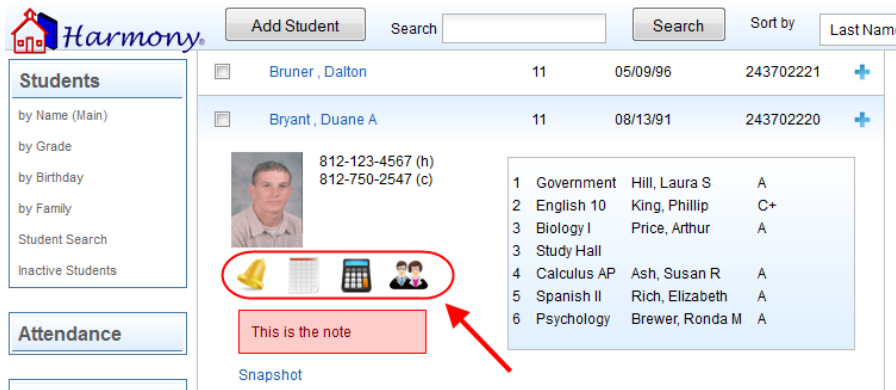
Click on the student's name to open up the full demographics. From here, you can on the tabs across the top of the screen to view various areas, such as Basics, Guardian, Bus Info, and Health.

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

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

In this view, select your name from the "Select" dropdown and then click "Apply". This will checkmark all the students in your homeroom. Then click 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 click "OK", the subject will be created and the students will be tied to that class.

ATTENDANCE

To take attendance for a class, go to Classroom…Grade book view and 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 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, select either total points or percentages by category. "Total points" calculates grades by adding up the points earned and dividing by the points possible. "Percentages by category" calculates grades by categories. With this method, you will enter categories and then select the percentage that each category is worth. This method does require that a category is selected on every assignment.

Next enter the categories for your assignments. This step is optional only if you are doing "Total Points". If you are doing "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 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 and name. Then choose a category if you are using categories. If your grade book is set up as "Percentages by Category", then you must choose a category. Then select any standards that this assignment applies to. Then Enter the total points of the assignment.

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.

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. Under the pictures are icons that allow you to create an email, discipline record, or phone call entry.

GRADE BOOK TOOLS

Grade book tools are available in the buttons across the top of the grade book. There are buttons for Add Student, Class Snapshot, and Finalize. The rest of the tools are available under the "Tools" button.

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 student will be added in the first available opening. You can decide to add the student alphabetically, to the end of your list, or in a certain spot on your grade book.

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.

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 assignments. For this reason, a student assignment summary will be created.

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

Score Sheet- This lists all students by STN number along with their current percent and letter grade.

Grade Summary- This will show you the grades for each finalized grading period, as well as the semester averages, when appropriate.

Change Preferences- You may change the grade book preferences at any time by clicking "Tools" and selecting "Change Preferences".

Change Grading Scale- This feature will change the grading scale for a particular student. You may then select the student you wish to change the scale for and click "Ok". You will then be prompted to select the appropriate grading scale. This will change the grading scale only for the selected student and not for the entire class.

Finalize-At the end of the grading period, you can finalize your grade book to make grades available for report cards. 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".