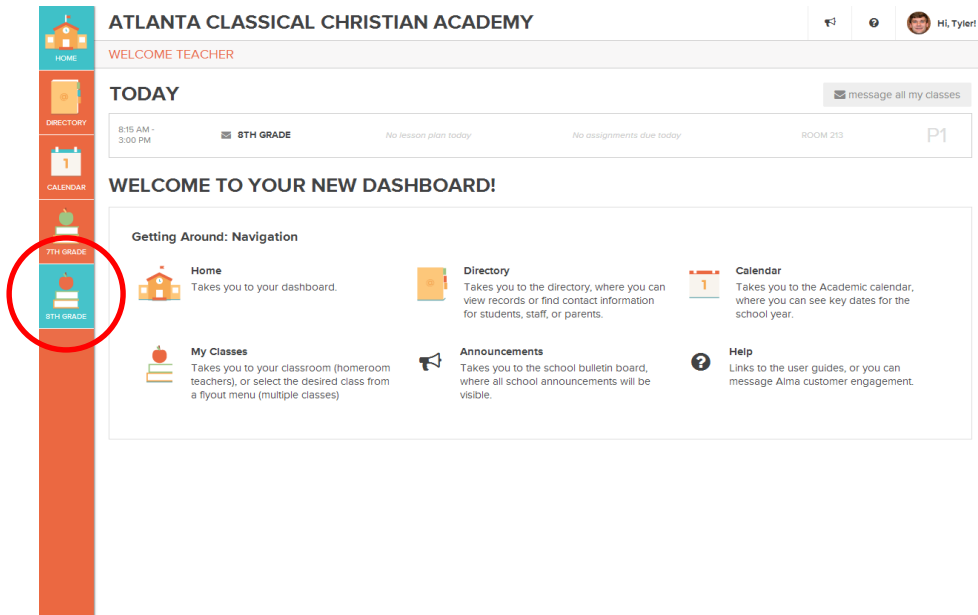


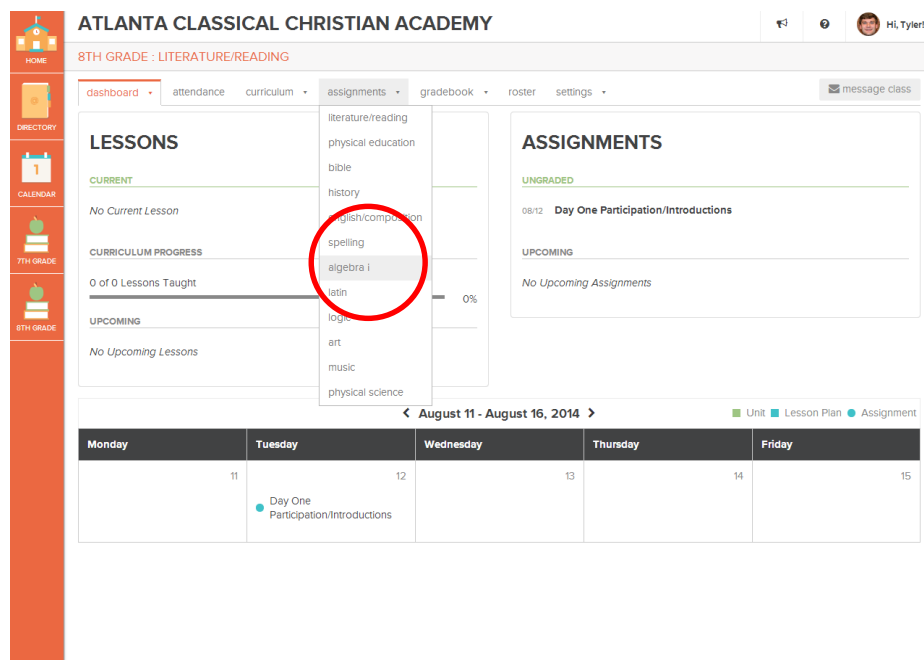
Alma Tutorial

Tutorial 1 - Inserting grades for an assignment

1. Login to Alma which will bring you to the dashboard. Click on the class link on the main toolbar.



2. You should now be on the class page. Click on “assignments” and select the subject of the assignment you are going to insert. In this example, Algebra I.



3. On the assignments page, select the green “Add New” box on the right side of the page.

The screenshot shows the 'ASSIGNMENTS FOR ALGEBRA I' page. A sidebar on the left contains navigation links: HOME, DIRECTORY, CALENDAR, 7TH GRADE, and 8TH GRADE. The main header includes the school name and a user profile. Below the header is a navigation bar with links: dashboard, attendance, curriculum, assignments (selected), gradebook, roster, and settings. The page title is 'ASSIGNMENTS FOR ALGEBRA I'. Below the title is a table with columns: Due, Name, Type, Received, Not Turned In, Graded, and Published. The table is currently empty, with a message 'No assignments created yet.' and an 'Add One' button. A green 'Add New' button is circled in red in the top right corner of the page.

4. Now insert the details of the assignment (title, type, summary, due date, grade using). Click the “assign now” button if you intend on parents being able to see the assignment. If you have a specs sheet describing expectations, grading rubric and other details you can add this as an attachment by clicking the “add attachment” button. Maybe at some point they will need to use a website for the assignment, click the “add link” button to provide this access. When finished, make sure to click the “save” button.

The screenshot shows the 'ASSIGNMENTS FOR ALGEBRA I' page with the 'Add New' button clicked. The form is titled 'ASSIGNMENTS FOR ALGEBRA I'. It contains several sections: 'Title' (11- Addition Operation), 'Type' (Homework), 'Summary' (Introduction to how to write algebraic expressions using variables), 'Assign To Students' (assign now checked, Due Date 08/12/2014, Grade Using Percent, Points Possible 100, Counts toward final grade checked), 'Copy to' (empty dropdown), 'Attachments' (Add Attachment button circled in red), 'Links' (Add Link button circled in red), and 'Save' (Save button circled in red). The 'Add Attachment' button is labeled '+ Add Attachment' and the 'Add Link' button is labeled '+ Add Link'.

5. You have now posted an assignment. It is now time to input the grades for this assignment. You should now see a tab to the right of “details” called “grades.” Select the “grades” tab.

The screenshot shows the '1.1 - ADDITION OPERATION' assignment details page. The 'grades' tab is highlighted with a red circle. The page includes fields for Title, Type, Due Date, Grade Using, and Points Possible. It also has checkboxes for 'Assign To Students', 'Counts toward final grade', and 'Delete Assignment'.

6. First select the status of the assignment (Received, Did not Turn In, etc.). Insert the grade in the for each student. When you have helpful information regarding the reason for a particular grade, please provide it in the student feedback box. “Horace can improve his Bible memory with more consistent practice.”

The screenshot shows the '1.1 - ADDITION OPERATION' assignment grades page. The 'grades' tab is selected. The page displays a table with columns: Student, Status, Late, Percent, Grade, and Student Feedback. Two students are listed: Lowe, Myson and White, Miller Grace. The 'Status' column has dropdown menus, and the 'Late' column has checkboxes. The 'Percent' column shows '100 %'. The 'Grade' column is empty. The 'Student Feedback' column has text input boxes. At the bottom right, there are 'Cancel' and 'Save' buttons.

Student	Status	Late	Percent	Grade	Student Feedback
Lowe, Myson	<input type="text"/>	<input type="checkbox"/>	100 %		<input type="text"/>
White, Miller Grace	<input type="text"/>	<input type="checkbox"/>	100 %		<input type="text"/>

7. Make sure to select save.

ATLANTA CLASSICAL CHRISTIAN ACADEMY

8TH GRADE : ALGEBRA I

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1.1 - ADDITION OPERATION

details grades

Student	Status	Late	Percent	Grade	Student Feedback
Lowe, Myson	Received	<input type="checkbox"/>	85 %	B	Can improve by checking answers with e
White, Miller Grace	Received	<input type="checkbox"/>	100 %	A	

Cancel Save

8. To see how this appears in the gradebook go to the “gradebook” tab and select the class for the assignment.

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8TH GRADE : ALGEBRA I

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1.1 - ADDITION OPERATION

details grades

Assignment Details

Title: 1.1 - Addition Operation Type: Homework

Summary: Introduction to how to write algebraic expressions using variables.

Attachments:
Each file must be smaller than 15M.
+ Add Attachment
Delete Assignment

Assign To Students

☒ assign now

Due Date: 08/12/2014 Grade Using: Percent Points Possible: 100

☒ Counts toward final grade

Links:
Links to YouTube and Vimeo videos will be playable within the Student and Parent portals.
+ Add Link

Cancel Save

9. Verify that the grades are correct.

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8TH GRADE : ALGEBRA I

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GRADEBOOK FOR ALGEBRA I

Grading Period: Q1

Student	08/12	11 - Addition Operation					Category Totals	Homework	Final
	% of final grade	100%						100%	
Lowe, Myson	B (85%)							B (85%)	B (85%)
White, Miller Grace	A (100%)							A (100%)	A (100%)
Class Average	B (92.5%)							B (92.5%)	B (92.5%)

10. It is important to remember that grades will not be viewable to parents until you publish the assignment. Go back to the “assignments” tab and select “Algebra I.” Then move the button to “yes” which will allow parents to view the grades for this assignment.

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8TH GRADE : ALGEBRA I

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ASSIGNMENTS FOR ALGEBRA I

Show: all Grading Period: Q1 Add New

Due	Name	Type	Received	Not Turned In	Graded	Published
2014-08-12	1.1 - Addition Operation	Homework	2	0	2 of 2	no yes