

TEAMS – What is it?

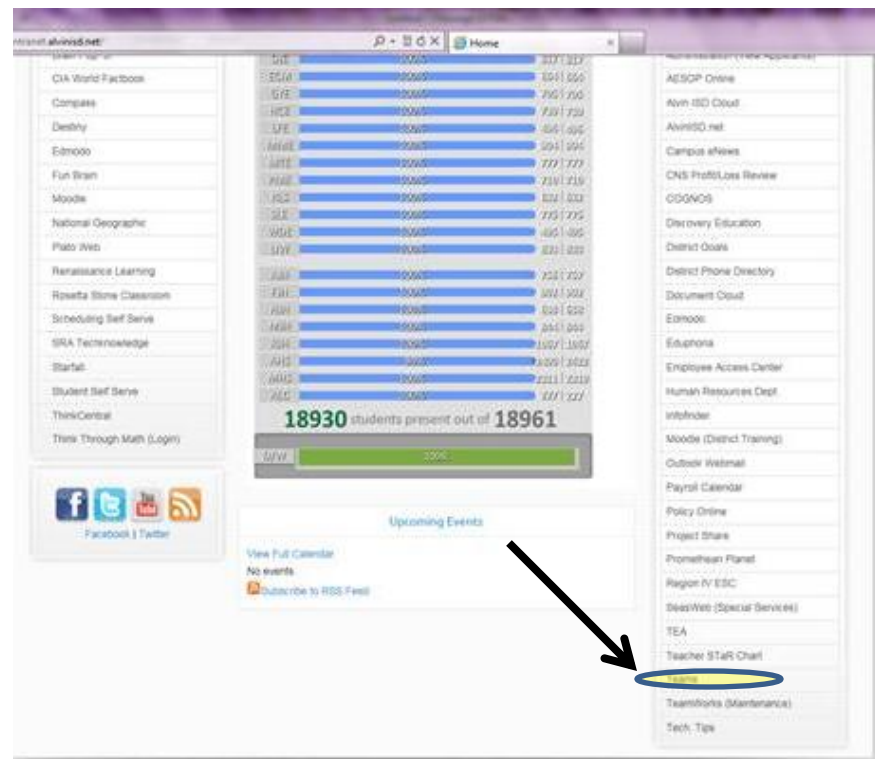
- Web-based program used to:
 - Take daily attendance
 - Add grades/comments/conduct to grade book

What you will learn in TEAMS

- Set up grading categories
- Add assignments for first grading period
- Taking grades
- Posting to progress report/report cards
- Entering conduct and comments
- Finalizing

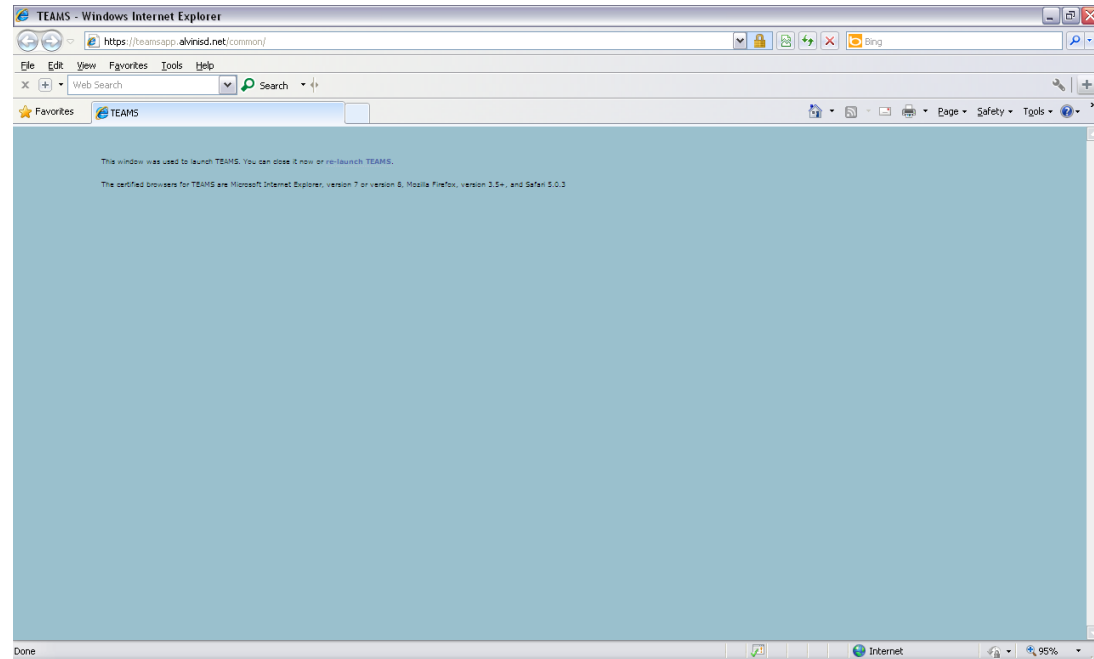
TEAMS

- Open Google Chrome. From the homepage, scroll down until you see “TEAMS” in the menu on the right.
- Click on “TEAMS”



TEAMS - Login

- There should be a 2nd window that opens once you click on “TEAMS”. If you get this page, you will need to click “allow pop-ups” in your browser.





Welcome

Login

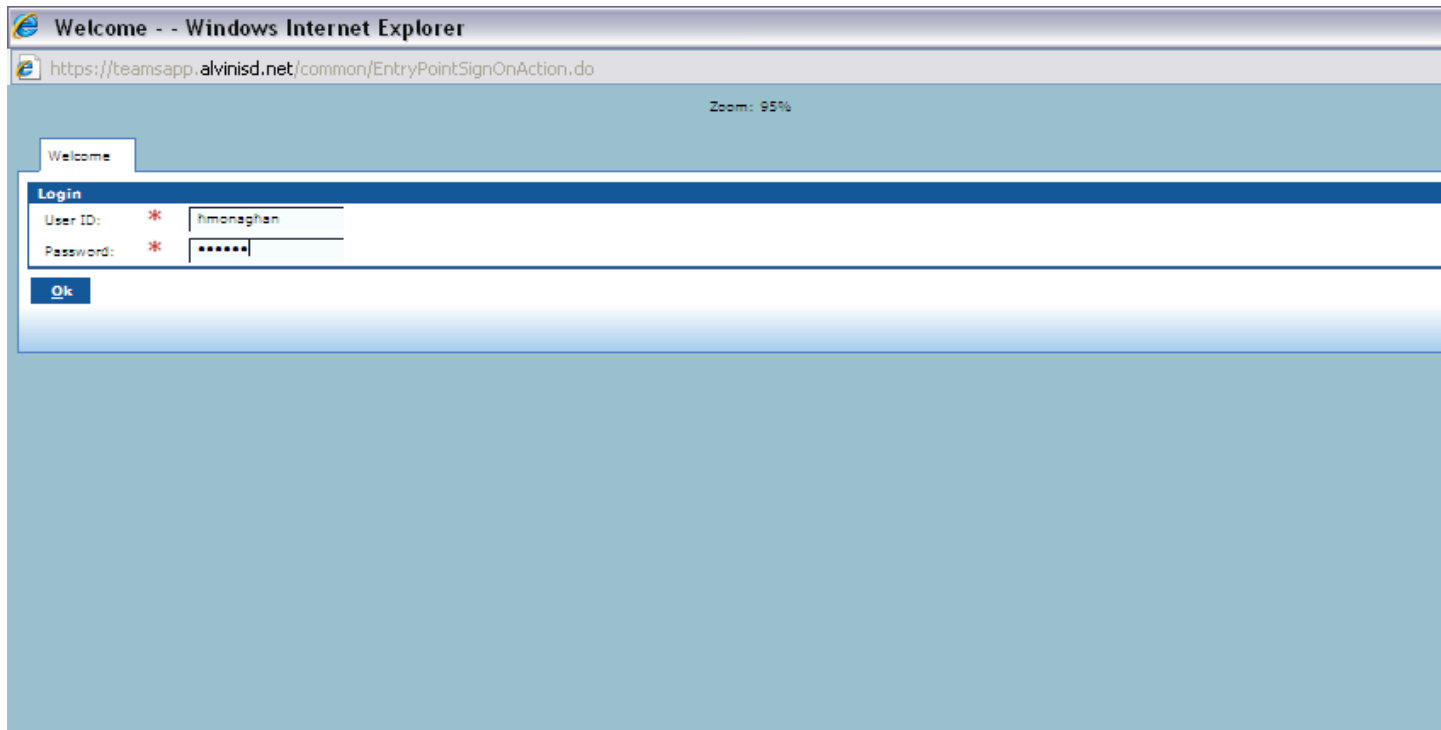
User ID: *

Password: *

Ok

TEAMS - Login

- User ID: First initial + last name
- Password: first + last initial + last 4 of SSN



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Welcome - - Windows Internet Explorer". The address bar shows the URL "https://teamsapp.alvinisd.net/common/EntryPointSignOnAction.do". The page content includes a "Welcome" tab, a "Zoom: 95%" indicator, and a "Login" form. The form has two input fields: "User ID:" with a red asterisk and the value "jmonaghan", and "Password:" with a red asterisk and masked characters "*****". Below the form is an "Ok" button.



Zoom: 95%

Home

Help

Homepage

Welcome: Teacher - Elementary School



ALVIN INDEPENDENT SCHOOL DISTRICT

Welcome to the TEAMS Employee Home

Page.

[Expand All](#) / [Collapse All](#)

Teacher Menu

My Reports



TEAMS is a product of Prologic Technology Systems, Inc.

This application requires the Adobe Acrobat Reader. [Adobe Acrobat Reader](#)

TEAMS - FYI

- The following slides will only apply to certain students:
 - 1st & 2nd grade math, science, and social studies
 - 3rd – 12th grade all subjects

- ❖ Kindergarten (all subjects) and 1st & 2nd grade reading grades are taken in Skill Book

TEAMS – Set up

- Click on “Maintain Teacher Gradebook Category” from the drop down menu



ALVIN INDEPENDENT SCHOOL DISTRICT

Welcome to the TEAMS Employee Home Page.

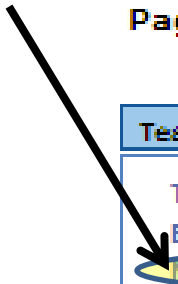
[Expand All](#) / [Collapse All](#)

Search

Teacher Menu

- Take Classroom Attendance
- Enter Classroom Grading
- Maintain Teacher Gradebook Category

My Reports



Gradebook Options

Fiscal Year: * 2013 Course/Section: * [dropdown]

Display Filter: * Category / Due date / Ord Section Alias: [text] Average Decimal

Hide Columns: Local ID School Grade Level Vertical Assignments

[Save Options](#)

Gradebook Categories

Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Lowest Drop Value	Highest Drop Value	Color
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[Delete](#)

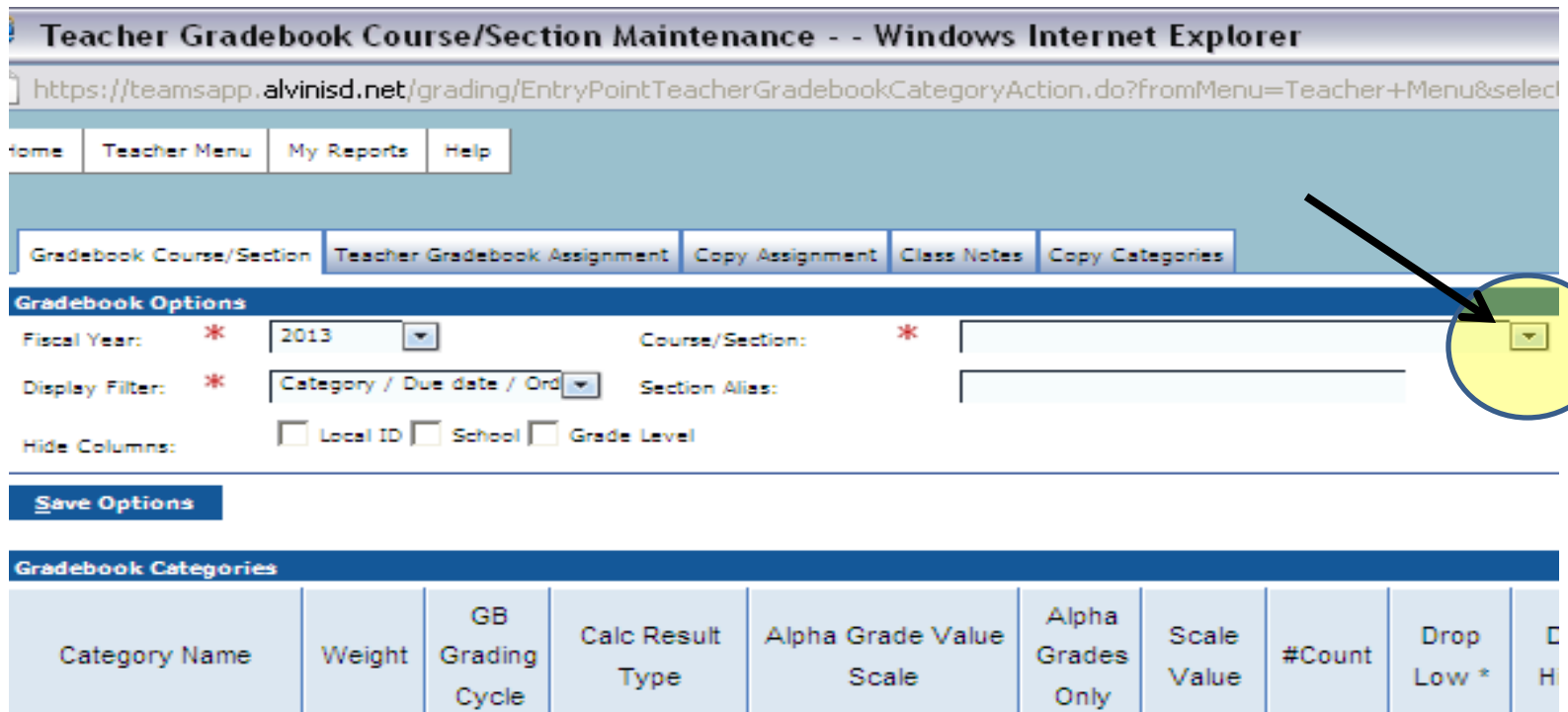
Available Unassigned Categories

Category Group: [text] Category Name: [text] [Add](#)

Category Name	Weight	Calc Result Type	Grade Value Alpha Scale	Alpha Grades Only	Scale Value
---------------	--------	------------------	-------------------------	-------------------	-------------

TEAMS – Set up

- Click the  next to “Course/Section:”, then select a class




Teacher Gradebook Course/Section Maintenance - - Windows Internet Explorer

https://teamsapp.alvinisd.net/grading/EntryPointTeacherGradebookCategoryAction.do?fromMenu=Teacher+Menu&selectedMenu=Teacher+Menu

Home Teacher Menu My Reports Help

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2013 Course/Section: * 

Display Filter: * Category / Due date / Ord Section Alias:

Hide Columns: Local ID School Grade Level

Save Options

Gradebook Categories

Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	H
---------------	--------	------------------	------------------	-------------------------	-------------------	-------------	--------	------------	---

TEAMS – Set up

- At the bottom of the screen, enter your first grading category in the box next to “Category Name”, then click “Add”.

Gradebook Categories								
Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	D Lc
Group project	33	3	Numeric		N	100	1	0
IEP progress	34	3	Numeric		N	100	1	0
Participation/Attendance	33	3	Numeric		N	100	1	0

- The following categories are an example for Special Ed Teachers

[Delete](#)

Available Unassigned Categories

Category Group: Category Name: [Add](#)

Category Name	Weight	Calc Result Type	Grade Value Alpha Scale	Alpha Grades Only	Scale Value
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TEAMS – Set up

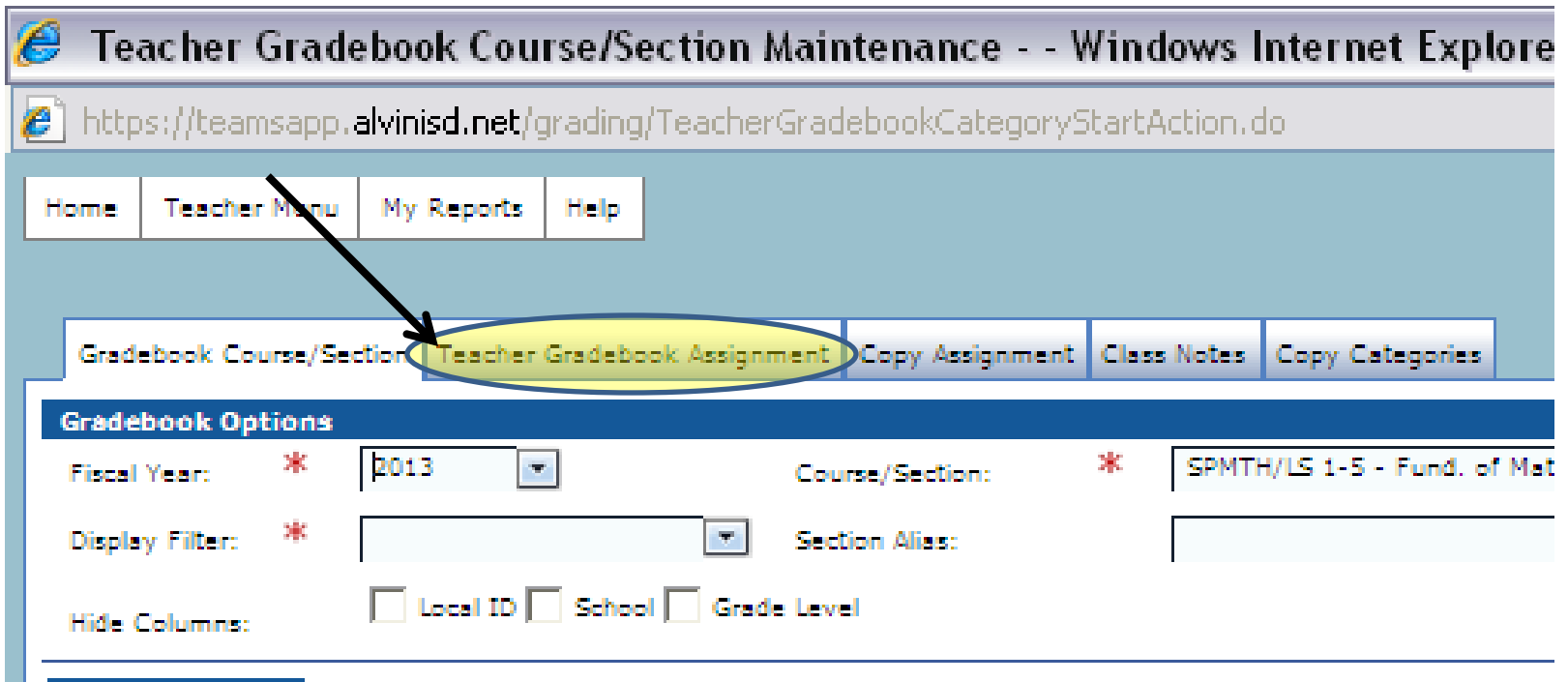
- After each category has been added, fill in the sections for “Weight” and “Scale Value”

Gradebook Categories										
Category Name	Weight	GB Grading Cycle	Calc Result Type	Alpha Grade Value Scale	Alpha Grades Only	Scale Value	#Count	Drop Low *	Drop High *	Low Dro Val
Group project	33	3	Numeric		N	100	1	0	0	
IEP progress	34	3	Numeric		N	100	1	0	0	
Participation/Attendance	33	3	Numeric		N	100	1	0	0	

- All “Weights” should add up to 100.

TEAMS – Set up

- Click on the “Teacher Gradebook Assignment” tab at the top.



Teacher Gradebook Course/Section Maintenance - - Windows Internet Explore

https://teamsapp.alvinisd.net/grading/TeacherGradebookCategoryStartAction.do

Home Teacher Menu My Reports Help

Gradebook Course/Section **Teacher Gradebook Assignment** Copy Assignment Class Notes Copy Categories

Gradebook Options

Fiscal Year: * 2013 Course/Section: * SPMTH/LS 1-5 - Fund. of Mat

Display Filter: * Section Alias:

Hide Columns: Local ID School Grade Level

TEAMS – Set up

- Click “Add” at the bottom of the screen.

Teacher Gradebook Assignment - - Windows Internet Explorer
https://teamsapp.alvinisd.net/grading/TeacherGradebookAssignmentStartAction.do

Home Teacher Menu My Reports Help

Gradebook Course/Section Teacher Gradebook Assignment Copy Assignment Class Notes Copy Categories

Gradebook Course/Section Category Assignment

Fiscal Year: 2013 Course/Section: * EPMT/LS 1-5 - Fund. of Math - S1 , S2 - T/MTH
Grade Type: * Nine Weeks 3
Gradebook Grading Cycle Date: From 01-22-2013 To 03-28-2013
Data Entry Date Range: From 03-28-2013 01:00 AM To 04-03-2013 09:00 AM

Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximum Value *	#Count	Consider for High/Low Grade Drop? *	Assignment for Extra Credit Only? *	GB Grading Cycle	Attachment	Note
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Add Delete Attachments Notes

TEAMS – Set up

- Click in the “Category*” blank, and select a category from the drop down menu.

Grade Type: * Gradebook Grading Cycle Date: Fr
Date Entry Date Range: Fr

Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximum Value *	#Count	Co H Gra
		02-11-2013	02-11-2013	N				

Grade Type: * Gradebook Grading Cycle Date: Fr
Date Entry Date Range: Fr

Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximum Value *	#Count	Co H Gra
EP progress		02-11-2013	02-11-2013	N	100	100	1	N

TEAMS – Set up

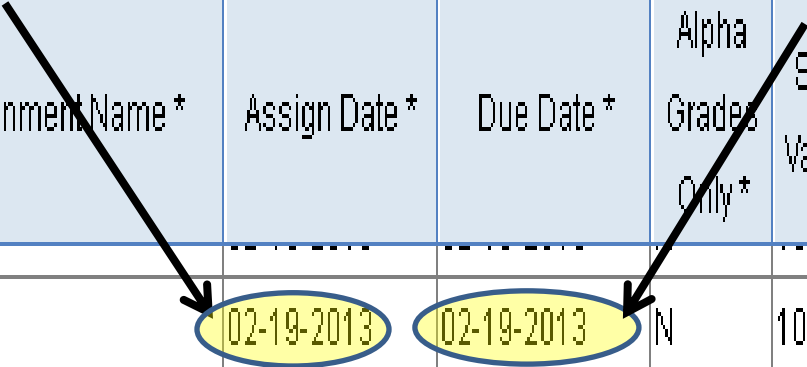
- Name your assignment

Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximur Value *	#Count	Consider for High/Low Grade Drop? *
Participation/Attendance	WK 6	02-19-2013	02-19-2013	N	100	100	1	N

TEAMS – Set up

- Set the assignment date and due date

Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximum Value *	#Count	Consider for High/Low Grade Drop? *
Participation/Attendance	WK 6	02-19-2013	02-19-2013	N	100	100	1	N



TEAMS – Set up

- Repeat these steps to add all assignments

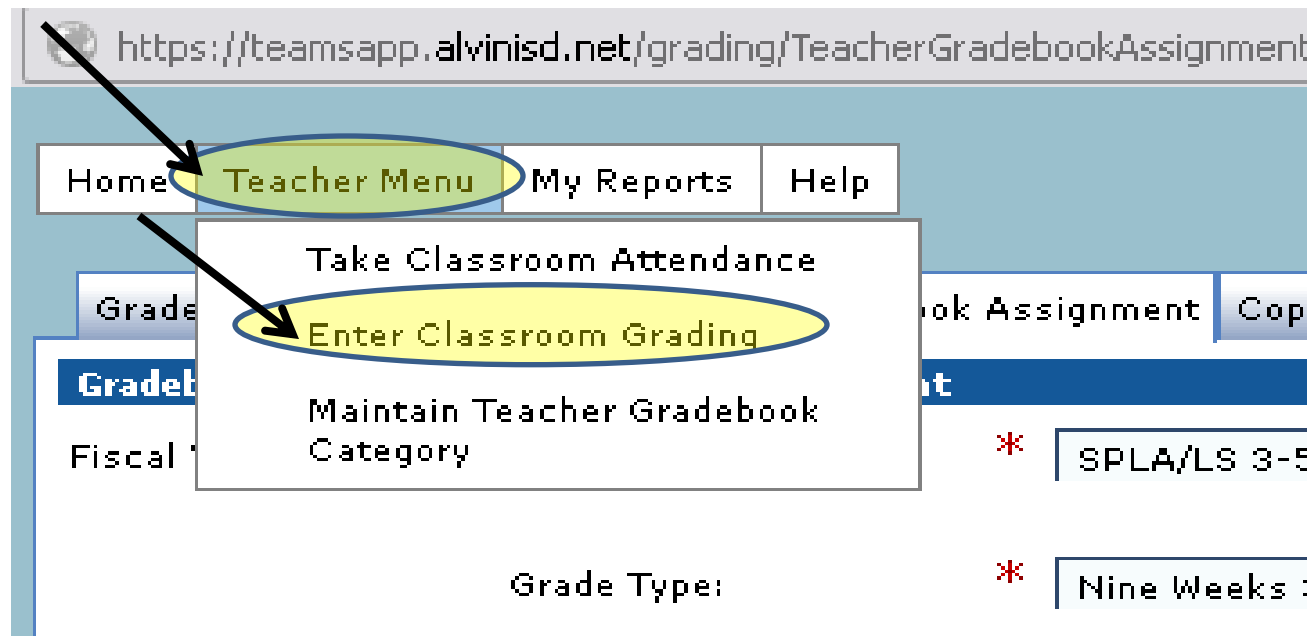
Grade Type: * Gradebook Grading Cycle Date From 01-22-2013 To 03-28-2013
 Data Entry Date Range From 03-28-2013 01:00 AM To 04-03-2013 09:00 AM

Category *	Assignment Name *	Assign Date *	Due Date *	Alpha Grades Only *	Scale Value *	Maximum Value *	#Count	Consider for High/Low Grade Drop? *	Assignment for Extra Credit Only? *	GB Grading Cycle	Attachment	Note
Participation/Attendance	WK 6	02-19-2013	02-19-2013	N	100	100	1	N	N	3		
Participation/Attendance	WK 5	02-19-2013	02-19-2013	N	100	100	1	N	N	3		
Participation/Attendance	WK 4	02-19-2013	02-19-2013	N	100	100	1	N	N	3		
Participation/Attendance	WK 3	02-19-2013	02-19-2013	N	100	100	1	N	N	3		
Participation/Attendance	WK 2	02-19-2013	02-19-2013	N	100	100	1	N	N	3		
Participation/Attendance	WK 1	02-19-2013	02-19-2013	N	100	100	1	N	N	3		
Participation/Attendance	PART RC	02-19-2013	02-19-2013	N	100	100	1	N	N	3		
Participation/Attendance	PART PR	02-19-2013	02-19-2013	N	100	100	1	N	N	3		
IEP progress	IEP RC	02-19-2013	02-19-2013	N	100	100	1	N	N	3		
IEP progress	IEP PR	02-19-2013	02-19-2013	N	100	100	1	N	N	3		
Group project	GP RC	02-19-2013	02-19-2013	N	100	100	1	N	N	3		
Group project	GP PR	02-19-2013	02-19-2013	N	100	100	1	N	N	3		

[Add](#) [Delete](#) [Attachments](#) [Notes](#)

TEAMS – Entering Grades

- To add grades to your gradebook, click “Teacher Menu” at the top, then select “Enter Classroom Grading”





Home Teacher Menu My Reports Help

Course Section List

Filter By: S2

Course Sections									
Sort Clear Sorted by: (default)									
Campus	Cal	Finalize	Description	Course	Section	Term	Period	Day	Parent/Child
110	1		Homeroom	HR SP ED	LS 2	S1, S2	ATT	T	
110	1		Homeroom	HR SP ED	LS 1-5	S1, S2	ATT	T	
110	1		Homeroom	HR SP ED	LS KG	S1, S2	ATT	T	
110	1		Fund. of ELA	SPLA	LS 3-5	S1, S2	LA	T	
110	1		Fund. of Math	SPMTH	LS 1-5	S1, S2	MTH	T	
110	1		Fund. of Read	SPRDG	LS03	S1, S2	RDG	T	
110	1		Fund. of Read	SPRDG	LS05	S1, S2	RDG	T	
110	1		Fund. of Read	SPRDG	LSK6	S1, S2	RDG	T	
110	1		Fund. of Read	SPRDG	LS02	S1, S2	RDG	T	
110	1		Fund. of Read	SPRDG	LS04	S1, S2	RDG	T	
110	1		Fund. of Sci	SPSCI	LS 1-5	S1, S2	SCI	T	
110	1		Fund. of Soc St	SPSST	LS 1-5	S1, S2	SST	T	

record count: 12 of 12

Select

TEAMS – Entering Grades

- Double click on a class

Home Teacher Menu My Reports Help

Course Section List

Filter By: S2

Course Sections

Sort | Clear Sorted by: (default)

Campus	Cal	Finalize	Description	Course	Section	Term	Period	Day
110	1		Homeroom	HR SP ED	LS 2	S1, S2	ATT	T
110	1		Homeroom	HR SP ED	LS 1-5	S1, S2	ATT	T
110	1		Homeroom	HR SP ED	LS KG	S1, S2	ATT	T
110	1		Fund. of ELA	SPLA	LS 3-5	S1, S2	LA	T
110	1		Fund. of Math	SPMTH	LS 1-5	S1, S2	MTH	T
110	1		Fund. of Read	SPRDG	LS03	S1, S2	RDG	T
110	1		Fund. of Read	SPRDG	LS05	S1, S2	RDG	T
110	1		Fund. of Read	SPRDG	LSKG	S1, S2	RDG	T
110	1		Fund. of Read	SPRDG	LS02	S1, S2	RDG	T
110	1		Fund. of Read	SPRDG	LS04	S1, S2	RDG	T
110	1		Fund. of Sci	SPSCI	LS 1-5	S1, S2	SCI	T
110	1		Fund. of Soc St	SPSST	LS 1-5	S1, S2	SST	T

#	Local ID	Student Name	GL	SCH					Avg	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8	WK 9
										100x1	100x1	100x1	100x1	100x1	100x1	100x1
										Participat	Participat	Participat	Participat	Participat	Participat	Participat
										Feb 19	Feb 19	Feb 19	Feb 19	Feb 19	Feb 19	Feb 19
All																
Class Average										98.7	98.1					
Scheduled Students With Ownership																
1		Macho, Jesus	05	110	D	S	G	P	85	100	100					
2		Julian	02	110	D	S	G	P	89	95	95					
3		son Alexander	02	110	D	S	G	P	87	100	100					
4		Patrick	02	110	D	S	G	P	97	100	100					
5		Derry Dean Petty	03	110	D	S	G	P	90	95	95					
6		amien Aaron	02	110	D	S	G	P	91	100	95					
7		nathan Luis	04	110	D	S	G	P	96	100	100					
8		Lee	05	110	D	S	G	P	97	100	100					
Dropped Students With Ownership																
None																
Scheduled Students Without Ownership																
None																
Dropped Students Without Ownership																
None																

TEAMS – Entering Grades

- Click on an assignment for a student and type in his/her grade

2 - T/LA Monaghan, Heather

NW4 Report Card Progress Credit

Student Name	GL	SCH						Avg	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9
									100x1	100x1	100x1	100x1	100x1	100x1	100x1
									Participat	Participat	Participat	Participat	Participat	Participat	Participat
									Feb 19	Feb 19	Feb 19	Feb 19	Feb 19	Feb 19	Feb 19
All															
Class Average									98.7	98.1					
Selected Students With Ownership															
Monaghan, Jesus	05	110	D	S	G	P		85	100	100					
Monaghan, Julian	02	110	D	S	G	P		89	95	95					

2 - T/LA Monaghan, Heather

NW4 Report Card Progress Credit

Student Name	GL	SCH						Avg	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7
									100x1	100x1	100x1	100x1	100x1
									Participat	Participat	Participat	Participat	Participat
									Feb 19	Feb 19	Feb 19	Feb 19	Feb 19
All													
Class Average									98.7	98.1			
Selected Students With Ownership													
Monaghan, Jesus	05	110	D	S	G	P		85	100	100			87
Monaghan, Julian	02	110	D	S	G	P		89	95	95			

TEAMS – Entering Grades

- Click “Save” at the bottom



TEAMS – Skill Book

- Students in Pre-K, Kindergarten (all subjects), and 1st and 2nd grade reading do not receive number grades. Instead, you will use Skill Book

TEAMS – Skill Book

- Select the class “Homeroom”

Home Teacher Menu My Reports Help

Course Section List

Filter By: §2

Course Sections

Sort | Clear Sorted by: (default)

Campus	Cal	Finalize	Description	Course
110	1		Homeroom	HR SP ED
110	1		Homeroom	HR SP ED
110	1		Homeroom	HR SP ED
110	1		Fund. of ELA	SPLA
110	1		Fund. of Math	SPMTH
110	1		Fund. of Read	SPRDG
110	1		Fund. of Read	SPRDG
110	1		Fund. of Read	SPRDG
110	1		Fund. of Read	SPRDG
110	1		Fund. of Read	SPRDG
110	1		Fund. of Sci	SPSCI
110	1		Fund. of Soc St	SPSST

TEAMS – Skill Book

- Click “SB”

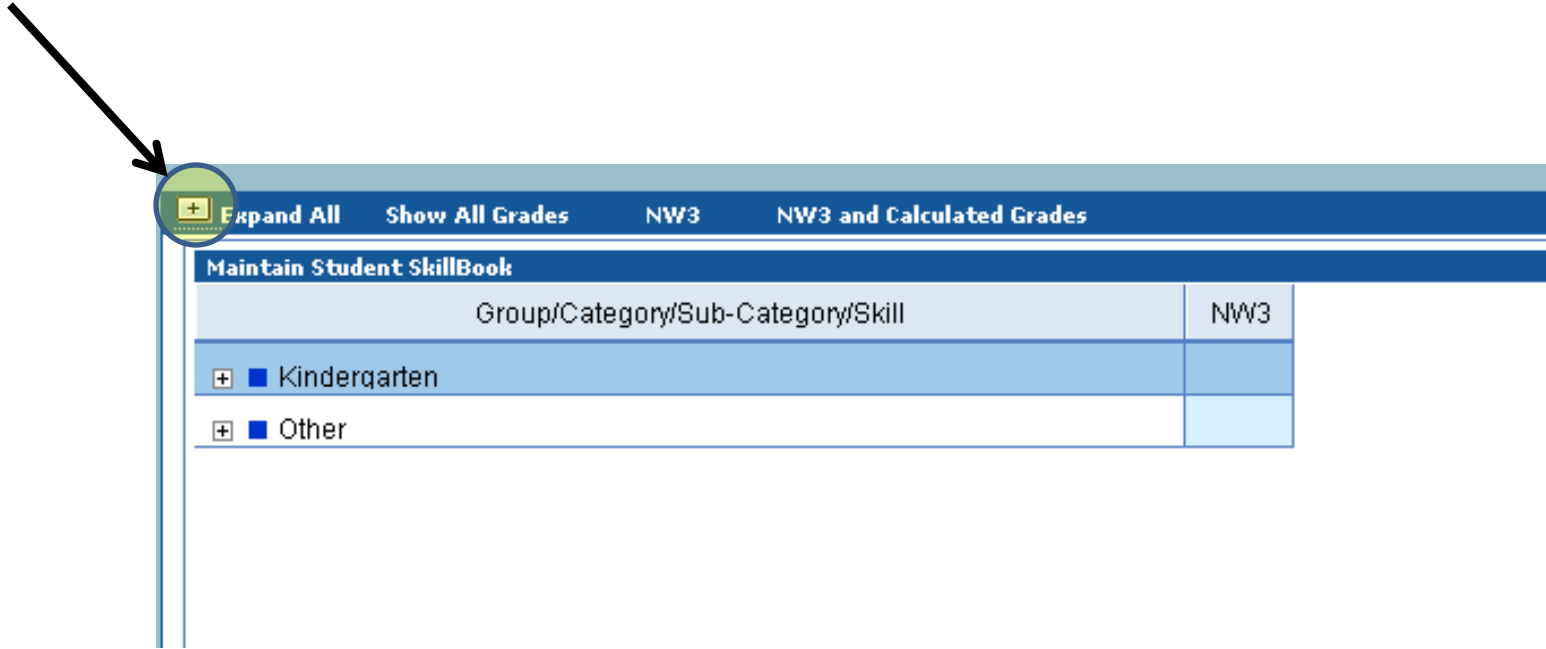
Monaghan, Heather

NW1 | NW2 | NW3 | NW4 | Report Card | Progress | Credit | Skillbook

#	Local ID	Student Name	GL	SCH						Avg
All										
Class Average										
Scheduled Students With Ownership										
1	126137	[REDACTED] Eliazar	KG	110	D	S	G	SB	P	NG
Dropped Students With Ownership										
None										
Scheduled Students Without Ownership										
None										
Dropped Students Without Ownership										
None										

TEAMS – Skill Book

- Click the “+” next to “Expand All”



The screenshot shows the TEAMS Skill Book interface. At the top, there is a navigation bar with several buttons: "Expand All", "Show All Grades", "NW3", and "NW3 and Calculated Grades". A black arrow points to the "Expand All" button, which features a green circular icon with a white plus sign. Below the navigation bar is a section titled "Maintain Student SkillBook". Underneath this title is a table with two columns: "Group/Category/Sub-Category/Skill" and "NW3". The table contains two rows of data, each with a blue square icon and a plus sign in the first column:

Group/Category/Sub-Category/Skill	NW3
+ ■ Kindergarten	
+ ■ Other	

Maintain Student SkillBook

Group/Category/Sub-Category/Skill	NW3
[-] Kindergarten	
[-] Word Study	
<input type="checkbox"/> Knows the difference between letters and words	
<input type="checkbox"/> Hears rhyme	
<input type="checkbox"/> Hears syllables in words	
<input type="checkbox"/> Hears beginning sounds in words	
<input type="checkbox"/> Hears ending sounds in words	
<input type="checkbox"/> Identifies /52 (59-Spanish version) letters by name	
<input type="checkbox"/> Identifies /31 (32-Spanish version) sounds by name	
<input type="checkbox"/> Puts sounds together to make words	
<input type="checkbox"/> OLD Reads Words	
<input type="checkbox"/> OLD Writes Words	
[-] Reading	
<input type="checkbox"/> Communicates complete thoughts orally	
<input type="checkbox"/> Tracks print from left to right and top to bottom	
<input type="checkbox"/> Reads orally, matching word by word	
<input type="checkbox"/> Uses information from illustrations	
<input type="checkbox"/> Responds orally to a variety of texts in ways that reflect understandi	
<input type="checkbox"/> Responds independently to a variety of texts in ways that reflect unc	
<input type="checkbox"/> Recognizes and/or reads name	
<input type="checkbox"/> Identifies and reads 25 or more high requery words from a comm	
<input type="checkbox"/> OLD Responds to a variety of texts in ways that reflect understandi	

TEAMS – Skill Book

- On each line, choose 1 (shows deficiencies), 2 (working towards proficient), or 3 (proficient)

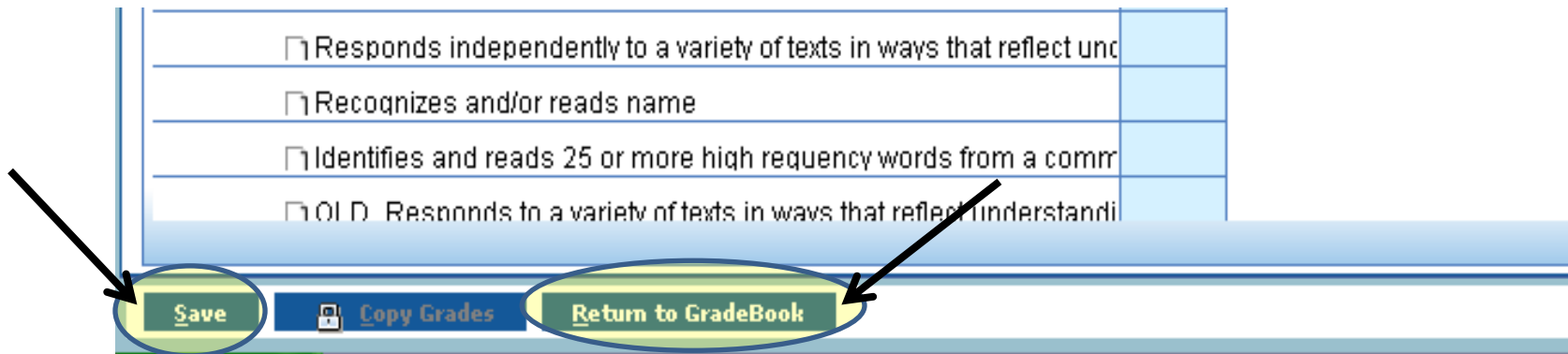
The screenshot displays the TEAMS Skill Book interface. At the top, there are navigation tabs: Home, Teacher Menu, My Reports, and Help. Below this, a header bar shows the user ID 126137, the name Barrera, Misael, and the role HR SP ED - H. A secondary navigation bar includes Close, Show All Grades, NW3, and NW3 and Calculated Grades. The main content area is titled 'Maintain Student SkillBook' and contains a table with the following structure:

Group/Category/Sub-Category/Skill	NW3
[-] Kindergarten	
[-] Word Study	
<input type="checkbox"/> Knows the difference between letters and words	
<input type="checkbox"/> Hears rhyme	1
<input type="checkbox"/> Hears syllables in words	
<input type="checkbox"/> Hears beginning sounds in words	
<input type="checkbox"/> Hears ending sounds in words	
<input type="checkbox"/> Identifies /52 (59-Spanish version) letters by name	
<input type="checkbox"/> Identifies /31 (32-Spanish version) sounds by name	
<input type="checkbox"/> Puts sounds together to make words	

A dropdown menu is open for the 'Hears rhyme' skill, showing the following options: 1, 2, 3, and NA. An arrow points to the dropdown menu.

TEAMS – Skill Book

- After you've filled in each skill, click "Save" and then "Return to GradeBook" at the bottom



TEAMS – Posting Grades

- After all grades have been entered, click “Save” and then click “Post to Progress Report” or “Post to Report Card”

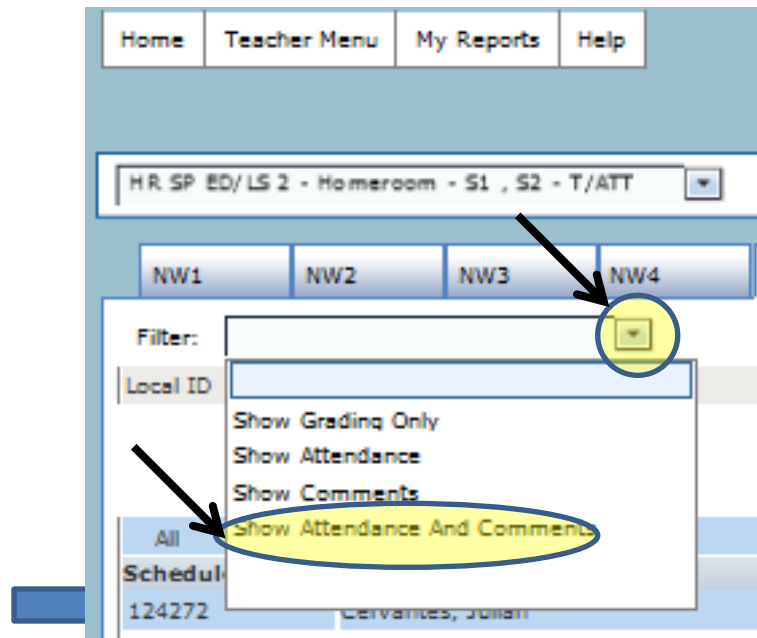
The screenshot displays the TEAMS interface for posting grades. It features a table with columns for student ID, name, and various grade categories. The table is divided into sections: 'Scheduled Students With Ownership' (containing 4 rows of student data), 'Dropped Students With Ownership', 'Scheduled Students Without Ownership', and 'Dropped Students Without Ownership'. The 'Save' and 'Post to Report Card' buttons in the navigation bar are highlighted with green circles and arrows, indicating the next steps in the process.

Class Average												
Scheduled Students With Ownership												
1	1	2	n	02	110	D	S	G	SB	P	L	NG
2	1	0	exander	02	110	D	S	G	SB	P	L	NG
3	1	3	k	02	110	D	S	G	SB	P	L	NG
4	1	3	Aaron	02	110	D	S	G	SB	P	L	NG
Dropped Students With Ownership												
None												
Scheduled Students Without Ownership												
None												
Dropped Students Without Ownership												
None												

Navigation Bar: Save, Restore, Post to Report Card, Return to Search Results, Assignments, Notes, Reports, Attendance

TEAMS – Comments & Conduct

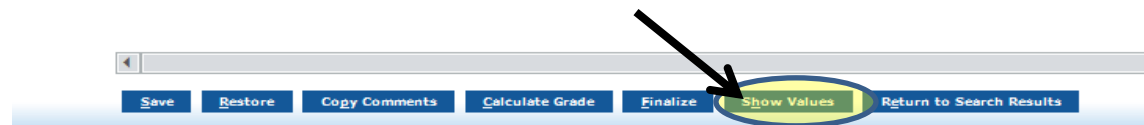
- From the drop down menu at the top by ‘Filter’, click the down arrow, then select “Show Attendance and Comments”



TEAMS – Entering Comments

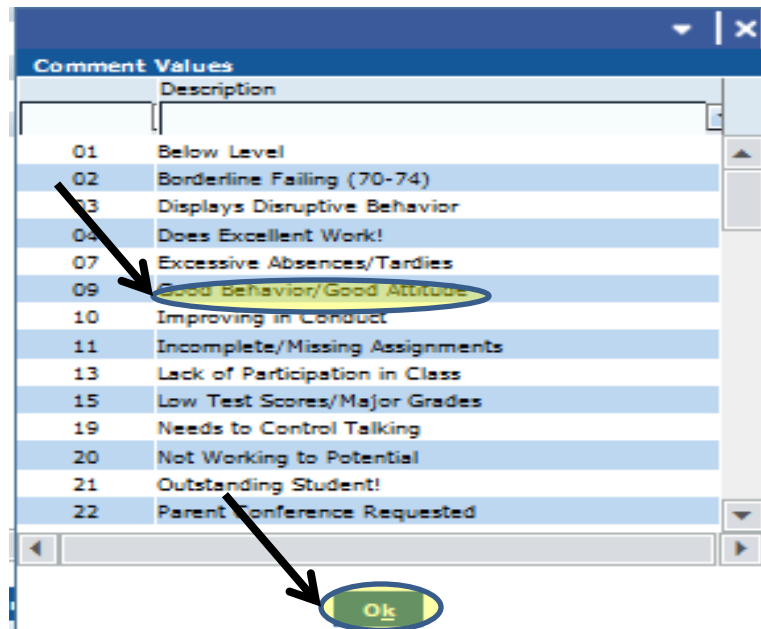
- Click in the box under 'CM1' and then 'CM2' for each student and enter a comment for each. To view a list of comments, click "Show Values"

GL	SCH	NW3	CM1	CM2	CM3	CND	ABS	TDY	NW1	CM1	CM2	CM3	CND	ABS	TDY	NW2	CM1	CM2	CM3	CND	ABS
02	110	NG	<input type="text"/>				16	48	NG	51			N	8	18	NG	51			S	16
02	110	NG					1		NG	51			U			NG	51			U	1
02	110	NG							NG	51	28		E			NG	51			E	
02	110	NG					5	1	NG	51			N	2		NG	51			N	4



TEAMS – Entering Comments

- Comments are both in English and in Spanish. You can either type the number in, or select a comment from the list and click “Ok”



TEAMS – Entering Conduct

- In the 'CND' row for each student, enter a conduct letter.

E – Excellent

S – Satisfactory

N – Needs Improvement

U - Unsatisfactory

Card Progress Credit Skillbook

You have unsaved changes

SCH	NW3	CM1	CM2	CM3	CND	ABS	TDY	M
	▲	▲	▲	▲	▲	▲	▲	
	☐	☐	☐	☐	☐	☐	☐	
	▼	▼	▼	▼	▼	▼	▼	
	
110	NG	51	28	...	N	16	48	
110	NG	51	24	...	U	1		
110	NG	51	21	...	E			
110	NG	51	28	...	N	5	1	

TEAMS - Finalizing

- Once all grades, comments, and conduct are completed, your registrar will print and give you draft copies to look over and make corrections.
- You will need to make corrections in TEAMS

TEAMS - Finalizing

- Once all corrections have been made, you are ready to finalize. Login, then select “Enter Classroom Grading”

 **ALVIN INDEPENDENT**

Welcome to the TEAMS Employee Home Page. [Expand All](#) / [Collapse](#)

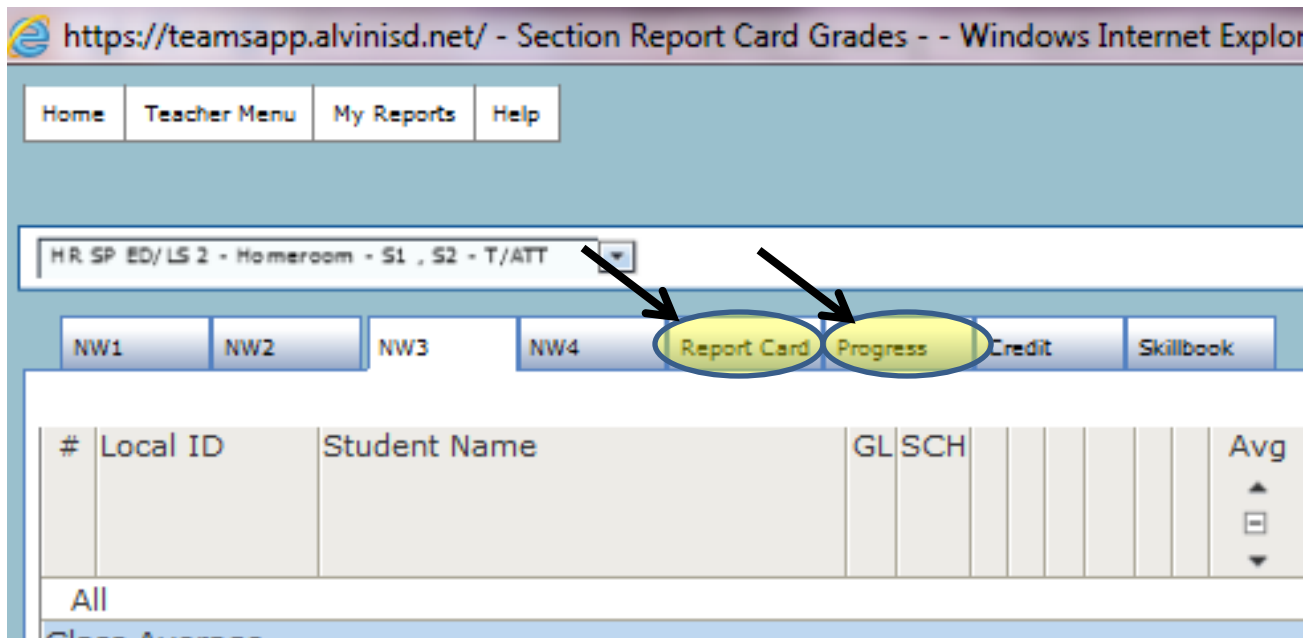
Teacher Menu

- Take Classroom Attendance
- Enter Classroom Grading**
- Maintain Teacher Gradebook Category

My Reports

TEAMS - Finalizing

- Double click the class you want to finalize, then select “Progress Report” or “Report Card” from the menu at the top.

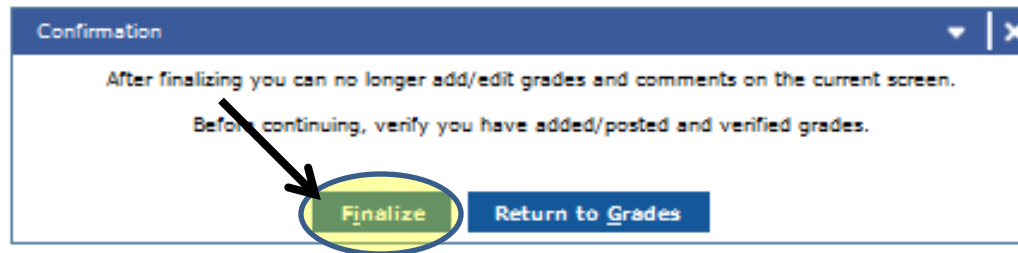
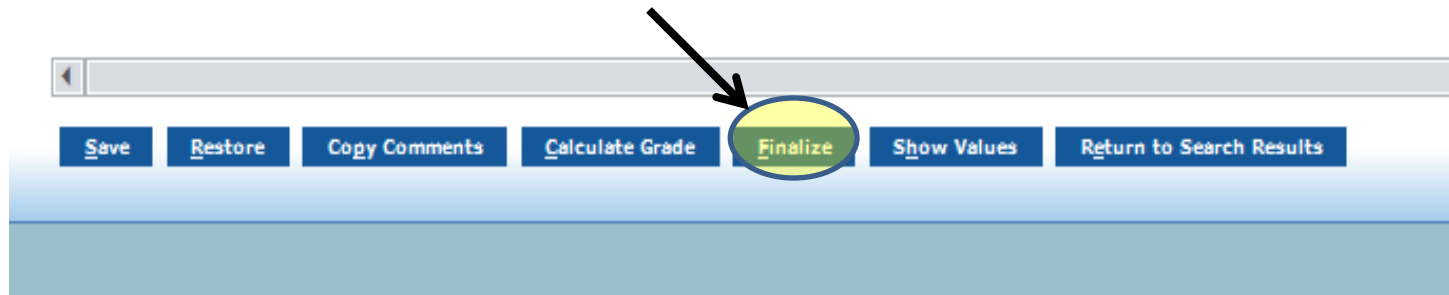


The screenshot shows the TEAMS web application interface. The browser address bar displays "https://teamsapp.alvinisd.net/ - Section Report Card Grades - - Windows Internet Explorer". The navigation menu includes "Home", "Teacher Menu", "My Reports", and "Help". Below the menu, there is a dropdown menu showing "HR, SP, ED/LS 2 - Homeroom - S1, S2 - T/ATT". The main navigation bar contains buttons for "NW1", "NW2", "NW3", "NW4", "Report Card", "Progress", "Credit", and "Skillbook". The "Report Card" and "Progress" buttons are circled in yellow, with arrows pointing to them from the text above. Below the navigation bar, there is a table with the following columns: "#", "Local ID", "Student Name", "GL", "SCH", and "Avg". The table is currently empty, with "All" selected in the filter dropdown.

#	Local ID	Student Name	GL	SCH	Avg
All					

TEAMS - Finalizing

- Click “Finalize” at the bottom, then click “Finalize” again



TEAMS - Finalizing

- It will take you back to your class menu, and each class that has been finalized will have a “Yes” by it

https://teamsapp.alvinisd.net/ - Section Grading Search Results - - Window

Home Teacher Menu My Reports Help

Course Section List

Filter By: S2

Course Sections

Sort | Clear Sorted by: (default)

Campus	Cal	Finalize	Description
110	1	Yes	Homeroom
110	1	No	Homeroom
110	1	No	Homeroom
110	1	No	Fund. of ELA
110	1	No	Fund. of Math
110	1	No	Fund. of Read
110	1	No	Fund. of Read
110	1	No	Fund. of Read
110	1	No	Fund. of Read
110	1	No	Fund. of Read
110	1	No	Fund. of Sci
110	1	No	Fund. of Soc St

Select Post All to Report Card Finalize All

TEAMS - Finalizing

- Once all of your classes have been finalized (including your homeroom classes), you are finished!