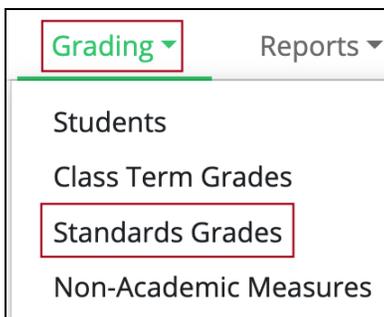


Filtering by Advisor and Grading Students

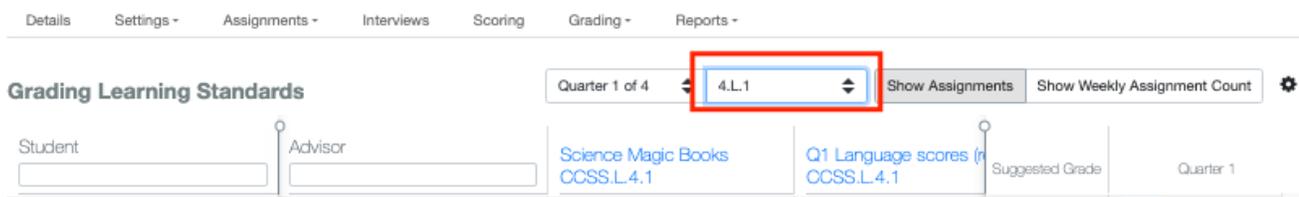
Specials Teachers for classes like Art, PE, and Music have Gradebooks that contain an entire grade level in a Gradebook for their school. Grading report cards can be difficult for students in different classes to enter grades. Classroom has a feature that allows the student list to be filtered by Advisor (classroom teacher). Once the list is narrowed, Teachers can use the 'Apply Grade to Students' option to enter grades for students in a specific Advisor's class.

Filtering by Advisor

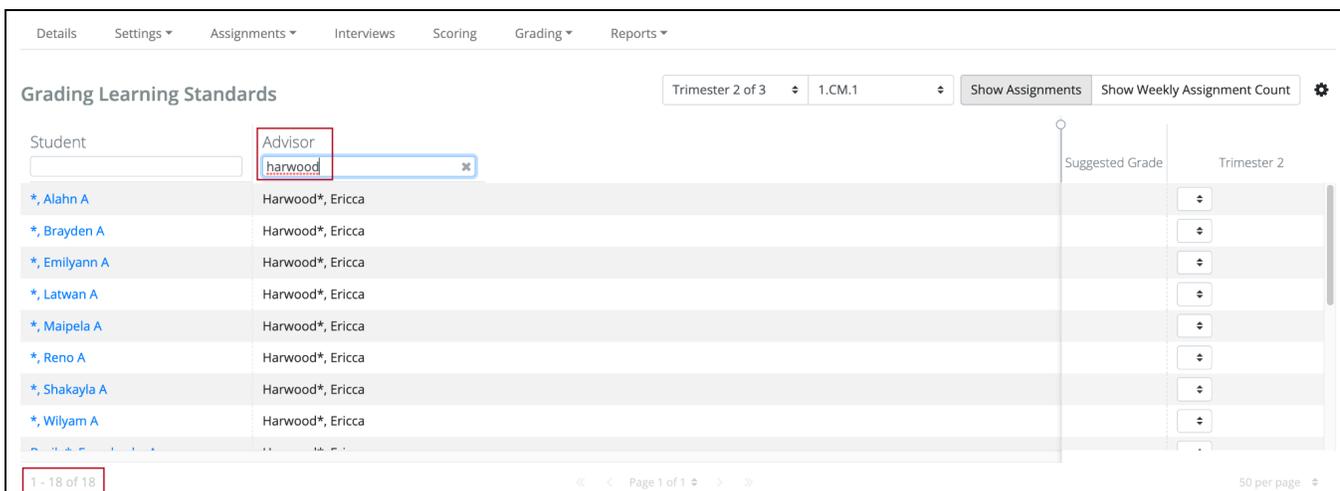
Navigate to a Gradebook's **Grading** page (Grading >> Standards Grades).



Select an **individual Standard** to grade.

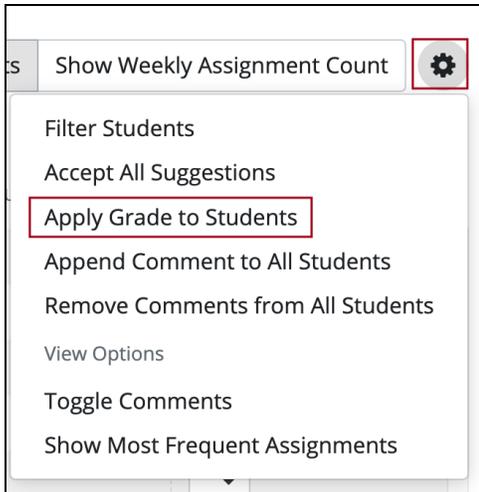


Use the **Advisor filter** to narrow the student list to an individual Advisor (classroom teacher).



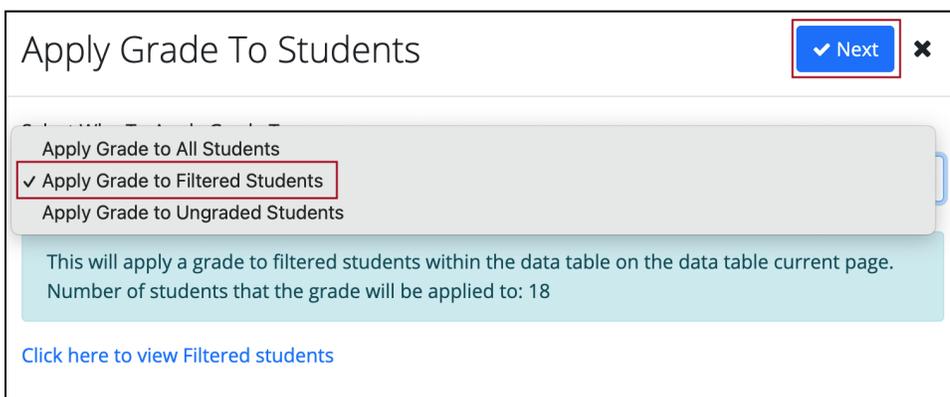
Applying a Grade to Filtered Students

Click the **Actions menu** (gear icon) in the upper right. Click **'Apply Grade to Students.'**



Select the group of students to apply the grade to and click **Next**:

- **Apply Grade to All Students** - this will apply the Grade to ALL students in the Gradebook
- **Apply Grade to Filtered Students** - this will apply the Grade to Filtered Students only
- **Apply Grade to Ungraded Students** - this will apply the Grade to ALL students that do not have a grade



NOTE: If you need to review the students the grade will be applied to, use the **'Click here to view Filtered students'** link. Based on your selection of the group of students, it will display All Students, Filtered Students, or Ungraded Students.

Apply Grade To Students Next ✕

Select Who To Apply Grade To

Apply Grade to Filtered Students

This will apply a grade to filtered students within the data table on the data table current page.
Number of students that the grade will be applied to: 18

[Click here to hide Filtered students](#)

Student

- *, Alahn A
- *, Brayden A
- *, Emilyann A

Select the Grade to apply to Filtered students and click OK.

Apply Grade Ok ✕

Select Grade

3

This will apply the grade to FILTERED 18 students

The grade has been applied to the Filtered students. Remove the Advisor filter to see all students or enter another Advisor filter to enter grades for another class.

Student	Advisor	Suggested Grade
*, Alahn A	harwood	3
*, Brayden A	harwood	3
*, Emilyann A	harwood	3

Student	Advisor	Suggested Grade
*, Alahn A		3
*, Brayden A		3
, Chung A	Lensen-Callas, Raby	
, Cynthia A	Lensen-Callas, Raby	

Contact support@schooldata.net if you need further assistance.