

# Table of Contents

---

What do you want to do? _____	3
Determine the Type of HeadMaster User You Are _____	4
Related Topics _____	4
Locate Your Tasks _____	5
Related Topics _____	6
Create Your Lesson Plans _____	7
Month View _____	7
Week View _____	8
Grid View _____	10
Related Topics _____	11
Print Your Lesson Plans _____	12
Related Topics _____	12
Add an Assignment Type _____	13
Related Topics _____	13
Add an Assignment _____	14
Related Topics _____	14
Copy Assignments _____	15
Related Topics _____	15
Post Assignment Grades _____	16
Related Topics _____	16
Mark Skill Grades for Students _____	17
Related Topics _____	17
Post the Class Attendance _____	18
Related Topics _____	19
Arrange the Seating Chart _____	20
Related Topics _____	20
Set Up Your Correspondence _____	21
Related Topics _____	21
Add a Behavior _____	22
Related Topics _____	22
Add a Reminder _____	23
Related Topics _____	23
Print Your Class Roles _____	24
Related Topics _____	24
Add Teacher Comments to Report Cards _____	25
Related Topics _____	25
Email Class Roster Reports _____	26
Related Topics _____	26

# Quick Reference Guide for Teachers: Classroom Manager

---

The Classroom Manager is a bundle of HeadMaster Pro features that simplifies your classroom administration.

As a teacher, you can track and store information related to the classes you teach. With this quick reference guide, you can learn some of the most common tasks that you'll perform at the beginning of the school year to get set up as well as the daily tasks that you'll perform throughout the school year.

When you log in to HeadMaster, the Calendar tab displays. On the Calendar tab, you can view your class assignments, reminders, and a calendar.

For more detailed information, see the [HeadMaster User Guide](#).

# What do you want to do?

---

- [Determine the Type of HeadMaster User You Are](#)
- [Locate Your Tasks](#)
- [Create Your Lesson Plans](#)
- [Print Your Lesson Plans](#)
- [Add an Assignment Type](#)
- [Add an Assignment](#)
- [Copy Assignments](#)
- [Post Assignment Grades](#)
- [Mark Skill Grades for Students](#)
- [Post the Class Attendance](#)
- [Arrange the Seating Chart](#)
- [Set Up Your Correspondence](#)
- [Add a Behavior](#)
- [Add a Reminder](#)
- [Print Your Class Roles](#)
- [Add Teacher Comments to Report Cards](#)
- [Email Class Roster Reports](#)

# Determine the Type of HeadMaster User You Are

---

This quick reference guide is for teachers. But there are several different ways for teachers to access and use the HeadMaster program, and not everyone is clear about that. So, let's briefly cover each of those methods in order to help you understand.

- Your school can have you set up with a HeadMaster desktop account. This means that you have a copy of HeadMaster installed on your desktop PC or laptop. You log in to that */oca/install* of HeadMaster, and perform your tasks. For more information, see the [HeadMaster User Guide](#).
- Your school can have you set up with a HeadMaster Online account in addition to your desktop account. This means that you can typically access your HeadMaster information via a link on your school's website. In other words, all you need is an internet connection and you can log in from anywhere on most any mobile device. For more information, see [Logging into HeadMaster Online](#).
- Your school can have you set up with a HeadMaster OnDemand account as your primary means of accessing HeadMaster. With HeadMaster OnDemand, you have full access to your HeadMaster data via the internet. With HeadMaster OnDemand, you always have the latest software version and your data is automatically backed up. For more information, see the [OnDemand User Guide](#).



## Tip

If you're still not sure about what kind of HeadMaster account you have, please consult your school's HeadMaster administrator.

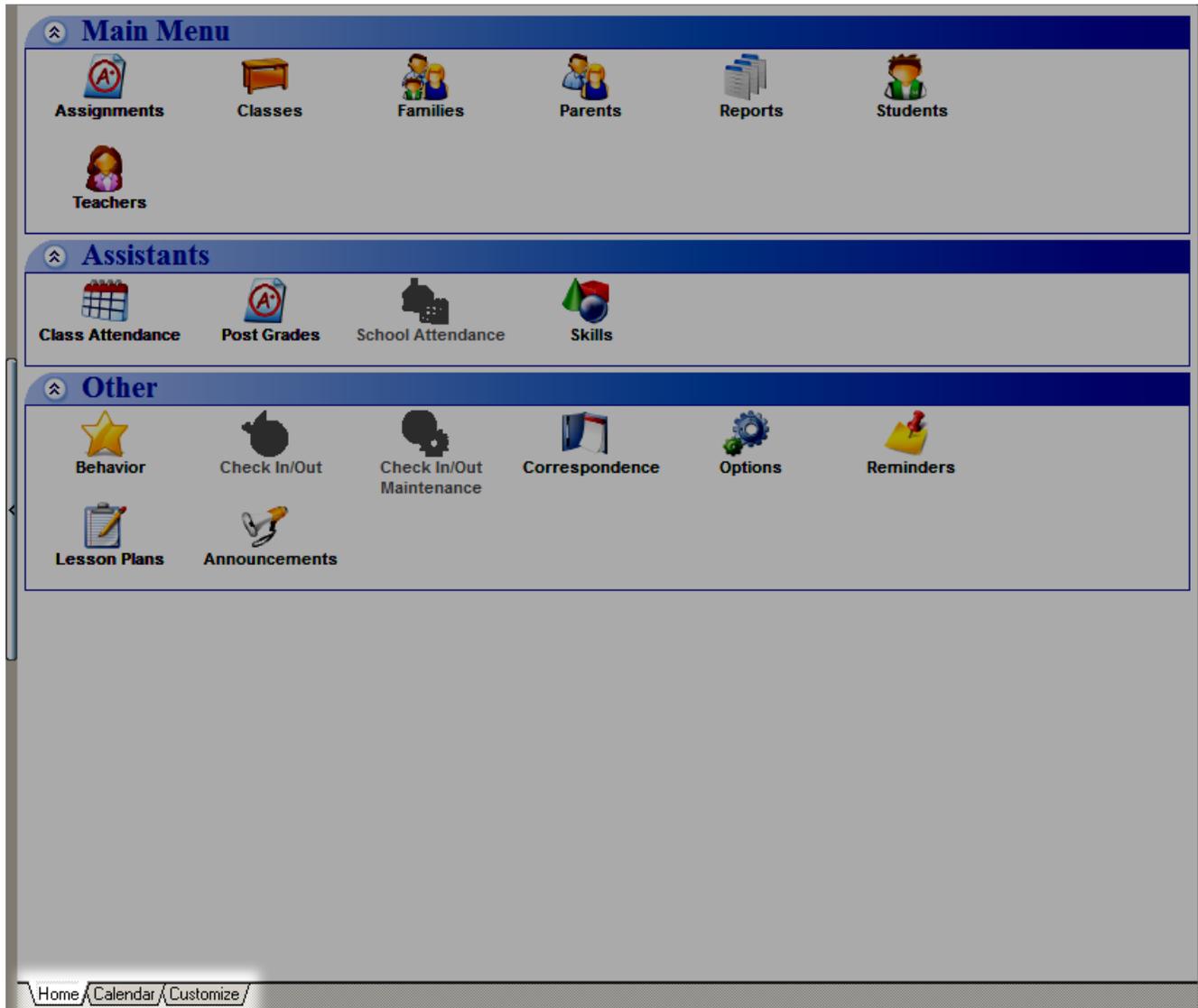
## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Locate Your Tasks

The Home tab features the Home screen which contains shortcuts to your most common tasks. You can add or delete shortcuts on the Home screen. You can also minimize any windows that you open on the Home screen.



The Home tab is divided into three sections:

- **Main Menu** - Access principal areas of the program such as Students, Parents, and Teachers, as well as enter or view Assignments, and Reports.
- **Assistants** - Locate program assistants that help you add or update data, such as post Grades, Student Attendance, or Skills.
- **Other** - Locate tools and special helps, such as Lesson Plans, Correspondence, Behavior, and Reminders.



### **Useful Information**

The School Attendance, Check In/Out, and Check In/Out Maintenance options are not available unless you've been given access by your administrator.

## **Related Topics**

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Create Your Lesson Plans

You can create, edit, and print your lesson plans.

 You must be logged in to HeadMaster with a teacher login in order to create or edit lesson plans.

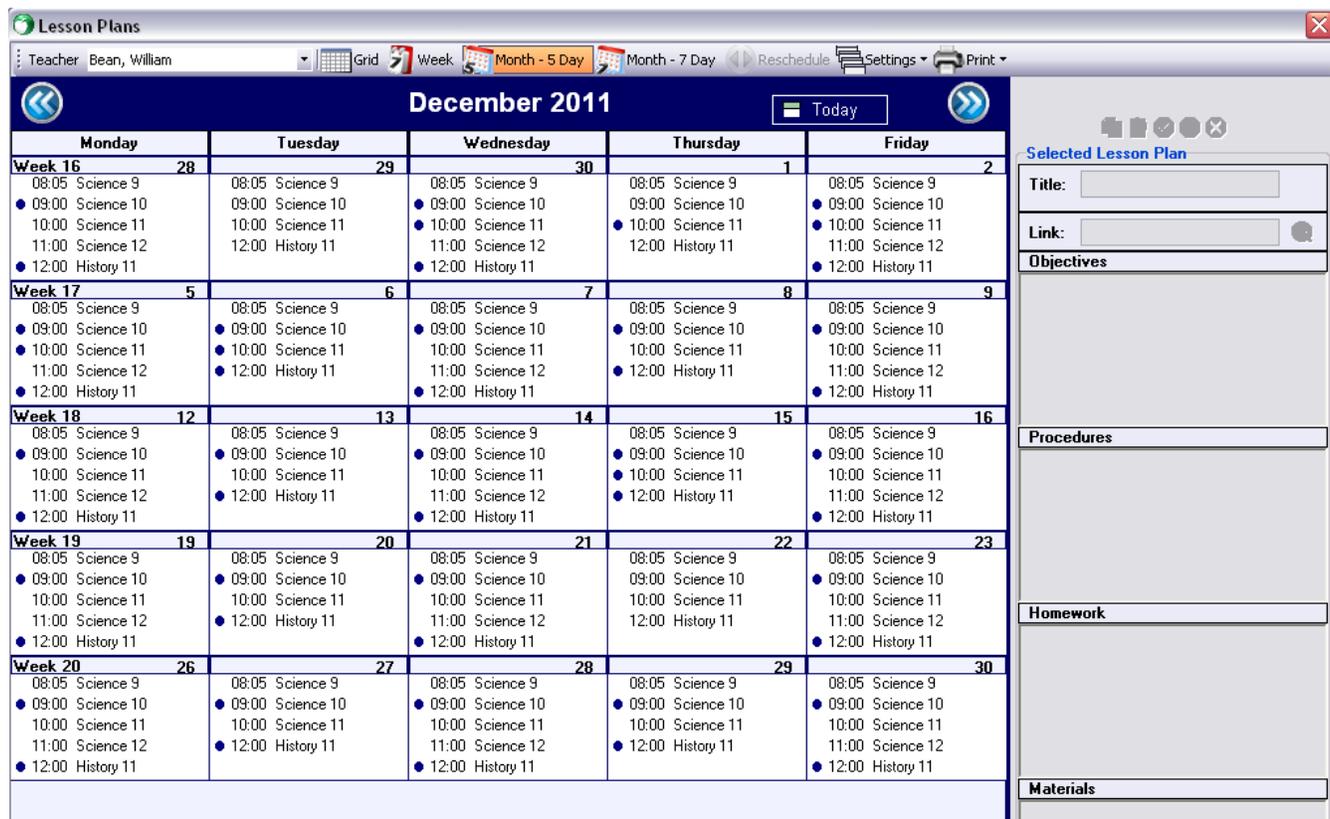
To save time, you can create one set of lesson plans for a subject and copy the plans over to any other sections of that subject.

Lesson Plans can be viewed in Month View, Week View, or Grid View.

After you create your lesson plans, you can print a daily or weekly lesson plan report. For more information, see [Print Your Lesson Plans](#).

## Month View

The Month View gives you an overview of how your month looks with lesson plans. All subjects are listed for every day that those subjects are taught. For classes with a single subject (upper grades/High School) you will see the start time for those subjects. A blue dot beside the subjects means that that subject has a lesson plan for that day.



The screenshot shows the 'Lesson Plans' application window for 'Teacher: Bean, William'. The main view is 'December 2011' in 'Month - 5 Day' view. The calendar grid shows lesson plans for each day of the month. Each lesson plan entry includes a start time and a list of subjects, with a blue dot indicating a lesson plan is scheduled for that time. For example, on Monday, December 28th, there are lessons for Science 9 (08:05), Science 10 (09:00), Science 11 (10:00), Science 12 (11:00), and History 11 (12:00). The sidebar on the right is titled 'Selected Lesson Plan' and contains fields for 'Title', 'Link', 'Objectives', 'Procedures', 'Homework', and 'Materials'.



To enter a new lesson plan in the Month View

1. On the Home screen, click **Lesson Plans**.
2. Click **Month – 5 day** or **Month – 7 day**.
3. Click a subject that doesn't have a blue dot beside it.
4. On the right sidebar, enter a **Title**. This is required.
5. Optional: In the **Link** field, you can enter a URL (web address) to be easily accessed while using a SMART or Promethean Board.
6. Optional: Enter **Objectives**.
7. Optional: Enter **Procedures**.
8. Optional: Enter **Homework**.
9. Optional: Enter **Materials**.
10. To save the lesson plan, click **Save** .
11. To enter more lesson plans, repeat steps 3-10.



To copy your own lesson plan

1. On the **Month – 5 day** or **Month – 7 day** view, single-click the lesson plan you want to copy.
2. At the top of the right sidebar, click **Copy** .
3. Single-click the lesson plan to which you want to paste the copied lesson plan.
4. Click **Paste** .



You can paste the copied lesson plan to as many subjects as needed.



To copy a lesson plan from another teacher

1. On the **Month – 5 day** or **Month – 7 day view**, from the Teacher drop-down menu, select the teacher from which you want to copy lesson plans.
2. Single-click the lesson plan you want to copy.
3. At the top of the right sidebar, click **Copy** .
4. From the Teacher drop-down menu, select your name.
5. Single-click the lesson plan to which you want to paste the copied lesson plan.
6. Click **Paste** .
7. To copy more lesson plans from other teachers, repeat steps 1-6.

## Week View

---

The Week View lets you see a week a time for one subject. You can easily move lesson plans from one day to another if needed.

**Lesson Plans**

Teacher: Bean, William    Grid    **Week**    Month - 5 Day    Month - 7 Day    Reschedule    Settings    Print

Subject: Geography - History 11    Show Week of: 10/17/2011    Week #: 10

Monday - 10/17/2011	Tuesday - 10/18/2011	Wednesday - 10/19/2011	Thursday - 10/20/2011
Title: Lesson Plan title	Title: Week 9	Title: Lesson Plan title	Title:
Link:	Link:	Link:	Link:
<b>Objective</b> these are the objectivew	<b>Objective</b> Students will: 1. Understand the contributions of individuals from various backgrounds who have influenced the history of the United States. 2. Understand the characteristics of leadership.	<b>Objective</b> these are the objectivew	<b>Objective</b>
<b>Homework</b> This is the homework	<b>Homework</b> No Homework. Have a great weekend.	<b>Homework</b> This is the homework	<b>Homework</b>

To enter a new lesson plan in the Week View

1. On the Home screen, click **Lesson Plans**.
2. Click **Week**.
3. Select a specific week by date or Week #.
4. From the Subject drop-down menu, select the subject for which you want to create a lesson plan.
5. Select a day that doesn't have a lesson plan.
6. Enter a **Title**. This is required.
7. Optional: In the **Link** field, you can enter a URL (web address) to be easily accessed while using a SMART or Promethean Board.
8. Optional: Enter **Objectives**.
9. Optional: Enter **Procedures**.
10. Optional: Enter **Homework**.
11. Optional: Enter **Materials**.
12. To save the lesson plan, click **Save** .
13. To enter more lesson plans, repeat steps 4-12.

To copy your own lesson plan

1. On the Week view, select the day you want to copy.
2. On the toolbar, click **Copy** .
3. Single-click the lesson plan you want to paste the copied lesson plan to, and select another day or subject to paste the lesson plan to.

4. Click **Paste**  .

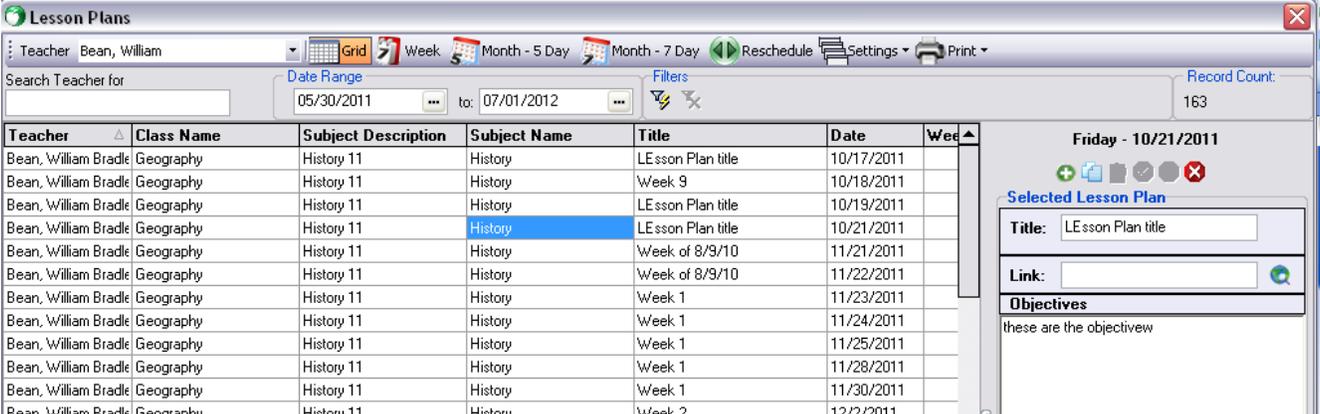
 You can paste the copied lesson plan to as many subjects as needed.

To copy a lesson plan from another teacher

1. On the **Week** view, from the Teacher drop-down menu, select the teacher from which you want to copy lesson plans.
2. Select a specific week by date or Week #.
3. From the Subject drop-down menu, select the teacher's subject from which you want to copy the lesson plan.
4. Select the lesson plan you want to copy, then on the toolbar, click **Copy**  .
5. From the Teacher drop-down menu, select your name.
6. Select a specific week by date or Week #.
7. From the Subject drop-down menu, select subject for which you want to paste the other teacher's lesson plan.
8. Locate the day to which you want to paste the teacher's lesson plan, click **Paste**  .
9. To copy more lesson plans from other teachers, repeat steps 1-8.

## Grid View

The Grid view allows you to sort and filter your lesson plans. You can also view lesson plans by a specific date range. Locate a teacher by using the Teacher drop-down menu or by using the Search field.



Teacher	Class Name	Subject Description	Subject Name	Title	Date	Week
Bean, William Bradle	Geography	History 11	History	LEsson Plan title	10/17/2011	
Bean, William Bradle	Geography	History 11	History	Week 9	10/18/2011	
Bean, William Bradle	Geography	History 11	History	LEsson Plan title	10/19/2011	
Bean, William Bradle	Geography	History 11	History	LEsson Plan title	10/21/2011	
Bean, William Bradle	Geography	History 11	History	Week of 8/9/10	11/21/2011	
Bean, William Bradle	Geography	History 11	History	Week of 8/9/10	11/22/2011	
Bean, William Bradle	Geography	History 11	History	Week 1	11/23/2011	
Bean, William Bradle	Geography	History 11	History	Week 1	11/24/2011	
Bean, William Bradle	Geography	History 11	History	Week 1	11/25/2011	
Bean, William Bradle	Geography	History 11	History	Week 1	11/28/2011	
Bean, William Bradle	Geography	History 11	History	Week 1	11/30/2011	
Bean, William Bradle	Geography	History 11	History	Week 2	12/2/2011	

To enter a new lesson plan in the Month View

1. On the Home screen, click **Lesson Plans**.
2. Click **Grid**.
3. On the right sidebar, click **New**  .

4. From the Calendar window, select a subject.
5. On the Calendar, select a date.
6. Enter a **Title**. This is required.
7. Optional: In the Link field, you can enter a URL (web address) to be easily accessed while using a SMART or Promethean Board.
8. Optional: Enter **Objectives**.
9. Optional: Enter **Procedures**.
10. Optional: Enter **Homework**.
11. Optional: Enter **Materials**.
12. To save the lesson plan, click **Save** .
13. To enter more lesson plans, repeat steps 3-12.

▼  
To copy your own lesson plan

1. On the Grid view, select the lesson plan you want to copy.
2. Click **Copy** .
3. Select an existing lesson plan or create a new one.
4. Click **Paste** .

 You can paste the copied lesson plan to as many subjects as needed.

▼  
To copy a lesson plan from another teacher

1. On the Grid view, from the Teacher drop-down menu, select the teacher from which you want to copy lesson plans.
2. You can select a date range of lesson plans to display.
3. Select the lesson plan you want to copy.
4. Click **Copy** .
5. From the Teacher drop-down menu, select your name.
6. To create a new lesson plan, click **New** .
7. Select a subject and date.
8. Click **OK**.
9. In the new lesson plan, click **Paste** .
10. Click **Save**.
11. To copy more lesson plans from other teachers, repeat steps 1-10.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Print Your Lesson Plans

---

You can print your lesson plans by month, week, or day.

To print your lesson plans, on the Home screen, click **Lesson Plans**. On the toolbar, click **Print**, and make a selection from the drop-down list.

If you want to access more options for viewing and printing your lesson plans, you can print a report.



To print your lesson plans from the Reports section

1. On the Home screen, click **Reports**.
2. Click to expand the Lesson Plans list, and click a report.
3. Select the report options, and enter a date.
4. On the toolbar, click **Print**.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Add an Assignment Type

---

You can set up assignment types to use for your classes and the percentage of the final grade that each type represents.



To add an assignment type

1. On the Home screen, click **Options**.
2. Click **Assignment Setup**.
3. Click **Add**. The Default Assignment Type dialog box displays.
4. Select a teacher name from the drop-down list.
5. Enter an assignment type, such as **Homework**, **Classwork**, **Test**, or **Quiz**.
6. Enter a default weight for the assignment type, such as 50 or 10.



The default weight represents what percentage of the final grade the Assignment Type makes up.  
Example: A test can count 80% of the final grade.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Add an Assignment

---

Once you add assignments to your classes, they're automatically entered into your gradebook.



To add an assignment

1. On the Home screen, click **Assignments**.
2. On the toolbar, click **New**. The New Assignment dialog box displays.
3. Enter the new assignment information, and click **OK**.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Copy Assignments

---

You can copy assignments from one class to another.



To copy assignments

1. On the Home screen, click **Classes**.
2. In the Class List, select the class you want to copy assignments to.
3. On the toolbar, click **Edit**.
4. Click the **Assignments** tab, and make a selection from the **Subject** drop-down list.
5. Click **Copy**. The Copy Assignments dialog box displays.
6. You can use the filter options to view a specific group of assignments. Select the check box next to each assignment that you want to copy.
7. Click **OK**.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Post Assignment Grades

---

Here's how you can post the assignment grades.



To post assignment grades

1. On the Home screen, click **Post Grades**.
2. On the left sidebar, select the class that you want to post grades for. All of the assignments that have been entered for the class display in the appropriate grading period.



## Useful Information

If the assignments don't display, on the toolbar, click **Customize** and select the **Show Assignments** check box.

3. On the toolbar, click the **Grading Period** drop-down list and select a grading period.
4. Enter grades for the assignments. After you enter all grades for one assignment, to move to the next student, press **Enter** on your keyboard.
5. When you're finished entering grades, click **OK**.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Mark Skill Grades for Students

---

Many schools track skills along with grades, especially lower schools. For example, a first grade student may have a math grade, as well as grades for different math skills such as adding and subtracting.

You have the ability to track skills along with your subjects, and to print skills and skill grades on report cards.



To mark skill grades

1. On the Home screen, click **Skills**. The Skill Grades dialog box displays.
2. Select a class and grading period.
3. In the Students list, click to select a student. A list of skills for each of the student's classes appears on the right.
4. Select the grade for each skill from the drop-down lists.
5. Repeat steps 3 and 4 for each student.
6. When finished marking skill grades, click **Close**.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Post the Class Attendance

---

You have several methods that you can choose from when posting class attendance. You can try each of them, and decide which one you prefer.



To post class attendance with the Class Attendance option

1. On the Home screen, click **Class Attendance**. A calendar window displays.
2. To select a date to post attendance for, click the date on the calendar, and click **OK**. The Class Attendance dialog box displays.
3. To select the name of the class to post attendance for, filter the **View** field by class.
4. Click a class name in the Classes list. The class roster displays to the right under Students.
5. To change the student's attendance mark, make a selection in the Code section, and double-click the student's name. Their mark will change to the option you selected in the Code section. You can also select a reason from the Reason Code drop-down list.



## Useful Information

Alternatively, you can right-click on the Mark column and select an attendance code from the menu.

6. Repeat step 5 to mark attendance for additional students. Click **OK**.



To post class attendance with the Classes option

1. On the Home screen, click **Classes**.
2. Select the class you want to post attendance for.
3. On the toolbar, click **Attend**. A calendar window displays.
4. Select a posting date, and click **OK**. The Class Attendance window displays.



## Useful Information

To select a different posting date, click **Select Date**.

5. Select the attendance code you want to mark.

6. In the Students list, double-click each student to whom you want to apply the selected attendance code. You can also select a reason from the Reason Code drop-down list.

 **Useful Information**

Alternatively, you can right-click on the Mark column and select an attendance code from the menu.

7. Repeat steps 5-6 for each student you want to post attendance for.
8. When you're finished posting attendance, click **OK**.



To post class attendance with the Seating Chart

 **Useful Information**

You must [arrange your seating chart](#) first before you can post attendance with it.

1. On the Home screen, click **Classes**.
2. Select a class.
3. On the toolbar, click **Seating Chart**.
4. Click  to display the attendance status on the student desk icons.
5. Right-click a student desk icon, and select an attendance status.

 If you want to use the seating chart to mark attendance for all of your classes, on the Home screen, click **Options > Seating Chart**. Select the **Use seating chart to mark class attendance** check box.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Arrange the Seating Chart

---

You can arrange your seating chart with student desk icons. You can also [post attendance](#) with the seating chart.



To arrange the seating chart

1. On the Home screen, click **Classes**.
2. Select a class.
3. On the toolbar, click **Seating Chart**.
4. Drag-and-drop the student desk icons where you want them.



## Useful Information

You can right-click on the teacher's desk to rotate it.

Also, you can right-click in an empty area to access the options to resize the desk icons or auto arrange them. If you're using a mobile device and experience problems with getting the right-click function to work, you can resize the desk icons by navigating to the **Home screen > Options > Seating Chart**.

5. To save your seating chart, click **Save Positions**.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Set Up Your Correspondence

---

You can compose letters, email, or other document types with the Correspondence tool. Be aware that when you're emailing documents that are longer than one page, you should use the Attach File option. We recommend not exceeding a 5MB file size.

## Useful Information

As a teacher, you'll be able to correspond with other teachers and staff. Under Student and Parent correspondence, you'll be able to select only students enrolled in your class and the parents associated with them.



To set up correspondence

1. On the Home screen, click **Correspondence**.
2. On the toolbar, click **New**.
3. Enter general information and notes for the correspondence.
4. Click **Create**. The Rich Text Editor displays.
5. Enter your letter in the Rich Text Editor. All fields available for mail merge are listed on the right side of the window. To select a field, double-click the field name.
6. When you complete the letter, click **OK**.
7. To save the correspondence, click **OK**.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Add a Behavior

---

You can enter and store behavior information about students.



To add behavior information

1. On the Home screen, click **Behavior**.
2. On the toolbar, click **New**.
3. Enter general information and notes.
4. Click **OK**.
5. Select the **Completed** check box if the school's response to the behavior is completed.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Add a Reminder

---

You can add a reminder to keep track of events or appointments you have on specific days.



To add a reminder

1. On the Home tab, click **Reminders**.
2. On the toolbar, click **New**.
3. Enter the general information and notes. If the reminder is done, select the **Completed** check box.
4. Click **OK**.



## Tip

Reminders can also be added from the Calendar tab. To add a reminder to the Calendar tab, right click a date on the calendar and select **Reminder**.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Print Your Class Roles

---

You can print your class roles for your own reference.



To print your class roles

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. On the Class Roll tab, click **Print**.



## Useful Information

If you don't have access to the print option, see your HeadMaster administrator.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Add Teacher Comments to Report Cards

---

As a teacher, you can add report card comments for each student.



To add comments to a report card

1. On the Home screen, click **Post Grades**.
2. On the left sidebar, select a class.
3. Select a student from the list, and click inside the grading period you want to enter notes for.
4. At the bottom of the window, enter your comments for that student.
5. Click **OK**.

You can also manage comments that you use often, such as "Great job!," and add them to the report cards.



To add and manage report card comments

1. On the Home screen, click **Post Grades**.
2. On the left sidebar, select a class.
3. Select a student from the list, and click inside the grading period you want to enter notes for.
4. At the bottom of the window, click **Manage**. The Select/Manage Comments dialog box displays.
5. Click **Add**. The New Comment dialog box displays.
6. Type your comment, and click **OK**.
7. In the Select/Manage Comments dialog box, select the comment you want to add.
8. Click **OK**.



If you want to add the comment for the selected assignment to all students in the class, click **Apply to All**. Otherwise, repeat steps 1 - 8 for each student.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)

# Email Class Roster Reports

---

In order to avoid excessive printing, you can email your class rosters.



To email class roster reports

1. On the Home screen, click **Reports**.
2. In the Report List, double-click **Rosters**, and select **Class Roster**.
3. Make your sorting and filter selections, and on the toolbar click Print to File. The Print to File dialog box displays.
4. Browse to the location where you want to save the file.
5. Click the **File Type** drop-down arrow, and select what kind of file you want to save the class roster as.
6. Click **Export**.
7. You can attach the file to an email.

## Related Topics

---

[Quick Reference Guide for Teachers: Classroom Manager](#)