



Gradebook

Starting A New Term

Overview

When starting a new term, you will need to create new gradebooks for your classes.
This tutorial demonstrates a quick way to do that.

1. Mass Add Gradebooks
2. Link Gradebooks
3. Create Categories and Weights
4. Unlink Gradebooks

Add Gradebook - Mass Add

Add Gradebook

Mass Add Gradebooks

Add/Drop

1. Click Here to get started

Mass Add Gradebooks

Select sections to create gradebooks

| | Pd | Course | Term | Days | Section |
|---------------------------------------|----|----------------|------|-------|---------|
| <input type="button" value="Remove"/> | 1 | IBHstAm2/HFcCy | Y | MTWTF | 1038 |
| <input type="button" value="Select"/> | 1 | Tchr Aide | Y | MTWTF | 1043 |
| <input type="button" value="Remove"/> | 2 | IBHstAm2/HFcCy | Y | MTWTF | 2166 |
| <input type="button" value="Select"/> | 2 | Tchr Aide | Y | MTWTF | 2043 |
| <input type="button" value="Select"/> | 3 | Hon World Hst | Y | MTWTF | 3036 |
| <input type="button" value="Select"/> | 4 | Hon World Hst | Y | MTWTF | 4142 |
| <input type="button" value="Select"/> | 4 | Tchr Aide | Y | MTWTF | 4037 |
| <input type="button" value="Select"/> | 6 | Hon World Hst | Y | MTWTF | 6079 |

2. Click "Select" next to the period you would like to create a gradebook for. ("REMOVE" = 's unselect)

3. Click "Next"

Next » Cancel

Mass Add Gradebooks

Select term for the gradebooks

| | Term | Starting Date | Ending Date |
|---------------------------------------|------|---------------|-------------|
| <input type="button" value="Select"/> | 1 | 8/4/2014 | 10/31/2014 |
| <input type="button" value="Remove"/> | 2 | 11/3/2014 | 1/30/2015 |
| <input type="button" value="Select"/> | 3 | 2/2/2015 | 4/3/2015 |
| <input type="button" value="Select"/> | 4 | 4/6/2015 | 8/28/2015 |
| <input type="button" value="Select"/> | F | 8/4/2014 | 1/30/2015 |
| <input type="button" value="Select"/> | S | 2/2/2015 | 8/28/2015 |
| <input type="button" value="Select"/> | Y | 8/4/2014 | 8/28/2015 |

4. "Select" the correct gradebook term.

5. Click "Create Gradebooks"

« Previous Create Gradebooks Cancel

Linking Gradebooks

NOTE: Linking Gradebooks could be a very powerful & helpful tool for you. If you teach the same class over several periods, or assign the same assignments for different classes, you will want to use this feature. Once linked, Categories & Assignments are copied to all linked gradebooks.

CONFIGURATION: 1 - Test Gradbook - Year

If linking gradebooks, you must link gradebooks before adding category types or assignments.

Link Gradebooks

* Linking gradebooks together will cause all Assignment and Category changes to apply to all gradebooks in a group. This means that if you change or add an assignment or category, that change or add will apply to ALL gradebooks that are linked together!

| Group | Name | Grade Range | Start Date | End Date |
|-----------|---------------------------|-------------|------------|-----------|
| Ungrouped | | | | |
| 0 | 1 - English 9A - Fall | 0 - 0 | 1/1/0001 | 1/24/2014 |
| 0 | 1 - IBHstAm2/HEcCv - Year | 12 - 12 | 8/26/2013 | 9/19/2014 |

Linking Gradebooks- Continued

3. Find the gradebooks you want to link and change the group#s to be the same. Don't forget to **SAVE!**

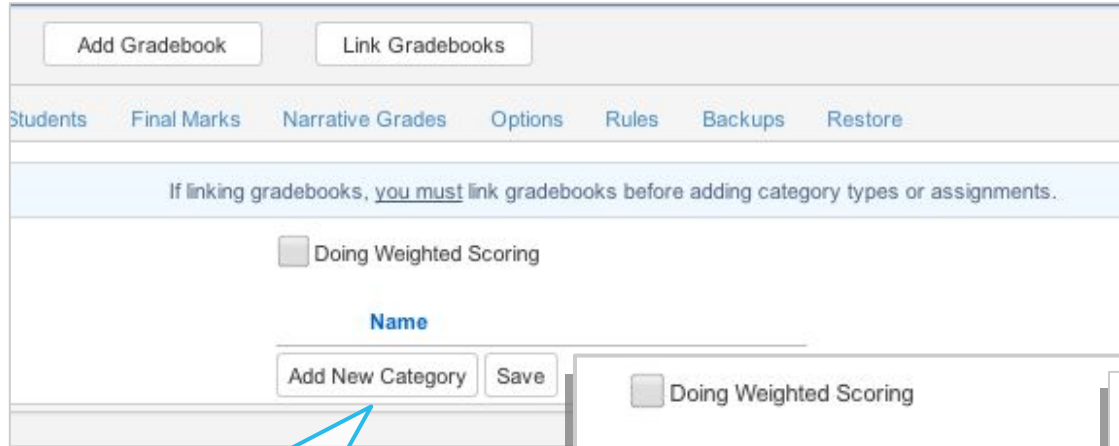
| Group | Name | Grade Range | Start Date | End Date |
|-----------|---------------------------|-------------|------------|-----------|
| Ungrouped | | | | |
| 1 | 1 - English 9A - Fall | 0 - 0 | 1/1/0001 | 1/24/2014 |
| 1 | 1 - IBHstAm2/HEcCv - Year | 12 - 12 | 8/26/2013 | 9/19/2014 |

| | | | | |
|---------|---------------------------|---------|-----------|-----------|
| 0 | 6 - Hon World Hst - Fall | 9 - 12 | 8/28/2013 | 1/22/2014 |
| Group 1 | | | | |
| 1 | 1 - English 9A - Fall | 0 - 0 | 1/1/0001 | 1/24/2014 |
| 1 | 1 - IBHstAm2/HEcCv - Year | 12 - 12 | 8/26/2013 | 9/19/2014 |

* To "UNLINK" change group #s back to 0, and SAVE

4. You will see the linked "Group" at the bottom of the list.

Add Categories



The screenshot shows the 'Add Categories' interface. At the top are two buttons: 'Add Gradebook' and 'Link Gradebooks'. Below them is a navigation bar with tabs: 'Students', 'Final Marks', 'Narrative Grades', 'Options', 'Rules', 'Backups', and 'Restore'. A light blue banner contains the text: 'If linking gradebooks, you must link gradebooks before adding category types or assignments.' Below the banner is a checkbox labeled 'Doing Weighted Scoring'. Underneath is a 'Name' label and a text input field. At the bottom are two buttons: 'Add New Category' and 'Save'. A blue callout bubble points to the 'Add New Category' button with the text: 'Select “Add New Category” to Get Started'.

Add Gradebook Link Gradebooks

Students Final Marks Narrative Grades Options Rules Backups Restore

If linking gradebooks, you must link gradebooks before adding category types or assignments.

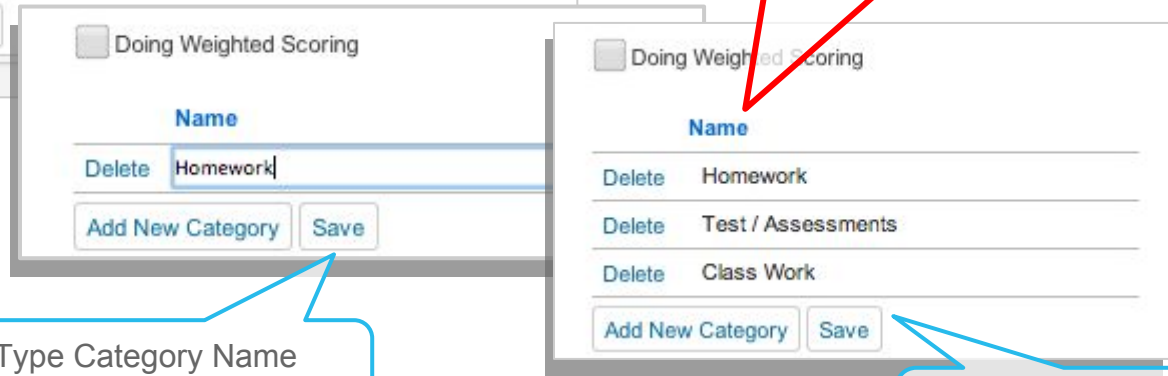
☐ Doing Weighted Scoring

Name

Add New Category Save

Select “Add New Category” to Get Started

These are the 3 categories that you will need to set up. These are mandated categories for all of your gradebooks.



The first screenshot shows the 'Add Categories' dialog box. It has a 'Name' label and a text input field containing 'Homework'. Below the input field are two buttons: 'Add New Category' and 'Save'. A blue callout bubble points to the 'Save' button with the text: 'Type Category Name and Select **SAVE**.' The second screenshot shows the same dialog box, but now there are three rows of categories: 'Homework', 'Test / Assessments', and 'Class Work'. Each row has a 'Delete' button to its left. At the bottom are 'Add New Category' and 'Save' buttons. A blue callout bubble points to the 'Save' button with the text: 'New line will appear, add categories.'

☐ Doing Weighted Scoring

Name

Delete Homework

Add New Category Save

Type Category Name and Select **SAVE**.

Delete Test / Assessments

Delete Class Work

Add New Category Save

New line will appear, add categories.

Weighted Scoring

Notice that %'s must total 100%. Click on the 0 at the end of the row to enter %.

Click Here to turn on weighted scoring.

☐ Doing Weighted Scoring

Name

Delete Homework
Delete Test / Assessments
Delete Class Work

Add New Category Save

☒ Doing Weighted Scoring

Name

Delete Homework
Delete Test / Assessments
Delete Class Work

% of Grade

0
0
0

Total: 0

Add New Category Save

☒ Doing Weighted Scoring

Name

% of Grade

| | | |
|--------|--------------------|-----|
| Delete | Homework | 10 |
| Delete | Test / Assessments | 45 |
| Delete | Class Work | 45 |
| Total: | | 100 |

Add New Category

Save

SAVE

Weighted Scoring is Mandatory for Middle & HS. The following percentages are to be used for your categories

UN-Link Gradebooks

Click Here to get started

Link Gradebooks

You will see the linked "Group" at the bottom of the list.

* To "UNLINK" change group #s back to 0, and SAVE

SaveCancel

| Group | Name | Grade Range | Start Date | End Date |
|-----------|---------------------------|-------------|------------|-----------|
| Ungrouped | | | | |
| 1 | 1 - English 9A - Fall | 0 - 0 | 1/1/0001 | 1/24/2014 |
| 1 | 1 - IBHstAm2/HEcCv - Year | 12 - 12 | 8/26/2013 | 9/19/2014 |

0

| | | | | |
|---|----------------------|--------|-----------|-----------|
| 6 | Hon World Hst - Fall | 9 - 12 | 8/28/2013 | 1/22/2014 |
|---|----------------------|--------|-----------|-----------|

Group 1

| | | | | |
|---|---------------------------|---------|-----------|-----------|
| 1 | 1 - English 9A - Fall | 0 - 0 | 1/1/0001 | 1/24/2014 |
| 1 | 1 - IBHstAm2/HEcCv - Year | 12 - 12 | 8/26/2013 | 9/19/2014 |

SaveCancel