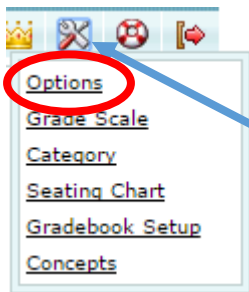


Gradebook Options Screen:



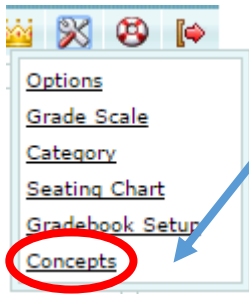
From the wrench menu, click on options

“Display gradebook average” and “assignment filter” should both be set to “current grading period” / “current “assignments””

A screenshot of the 'Options' screen, divided into three sections: Display Settings, Assignment Filter, and Login Defaults. In the 'Display Settings' section, 'Display Gradebook Average As:' is set to 'Current Grading Period' (circled in red with a blue arrow pointing to it). In the 'Assignment Filter' section, 'Current Assignments (Current Grading Period: QUARTER 1)' is selected (circled in red with a blue arrow pointing to it). In the 'Login Defaults' section, 'Parameters:' is blank (circled in red with a blue arrow pointing to it), and 'Login Start Screen:' is set to 'Class List' (circled in red with a blue arrow pointing to it). Other settings include 'Display Dropped Students in Gradebook' (checked), 'Missing Grade Percentage' (0), 'Assignment Sort' (Sort By Due Date: Newest to Oldest), 'Rounding Method' (None), and 'School' (415 - GEARLD J. WRIGHT ELEMENTA).

- Parameters should be left blank in order to default to the correct term.
- If you are unable to see your attendance, change your login screen to “class list”

Adding a subject in gradebook:



From the wrench menu, click on concepts

DLM concepts are for resource teachers only. Don't do anything to these concepts!

Concepts

<input type="checkbox"/>	Course ID	Section ID		Title
<input type="checkbox"/>	DLM-ELA		<u>New</u>	DLM - English Language Arts
<input type="checkbox"/>	DLM-MATH		<u>New</u>	DLM - Mathematics
<input type="checkbox"/>	ELA		<u>New</u>	English Language Arts
<input type="checkbox"/>	MATH		<u>New</u>	Mathematics
<input type="checkbox"/>	OTHER		<u>New</u>	Other - No Final Grade
<input type="checkbox"/>	SCIENCE		<u>New</u>	Science
<input type="checkbox"/>	SOCIAL		<u>New</u>	Social Studies

Subjects are listed under the “course ID” heading. If it is in blue and underlined, the subject is already active, if it is gray, you will need to click “New” to create the concept for the first time. In the example above, you will notice that this teacher only has math as an active subject. To create reading, writing, science & social studies, the teacher will click “New” - you only need to do this for the subjects you wish to give grades for.




** New in 2018-19: ELA contains reading, writing, and spelling. They are no longer listed as separate categories.

** PE & Fine Arts have been moved to the “skills” section (see next page for more info.) PE will continue to be a Y/N grade and is not subject to PBG this year.

Gradebook Skills:

PE & Fine Arts have been moved to the “skills” section of your gradebook - this screen is only accessible during the posting window.

Notes

GP1 Notes  GP2 Notes  GP3 Notes 

Elementary Report Card

This Report Card serves as an addition to SEP Conferences. It is a teacher summary and judgment of many of your child's progress and performance. Contact the teacher(s) to get greater insight and a better understanding of your child's progress and performance.

Participation

Overall Grades

Skill Level	1st
Participates in Music/Fine Arts	
Participates in Physical Education	

Personal Development

Overall Grades

Skill Level	1st
Observes school rules	
Respects self and others	
Assumes responsibility for behavior	
Follows directions	

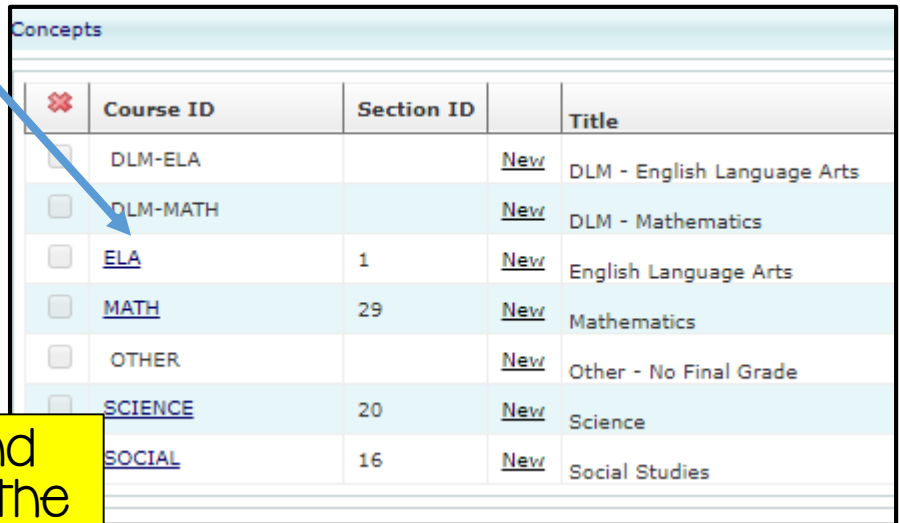
Learning & Study Skills

Overall Grades

Skill Level	1st
Starts and completes work on time	
Works Independently	
Stays on task and uses time wisely	
Works cooperatively with others	

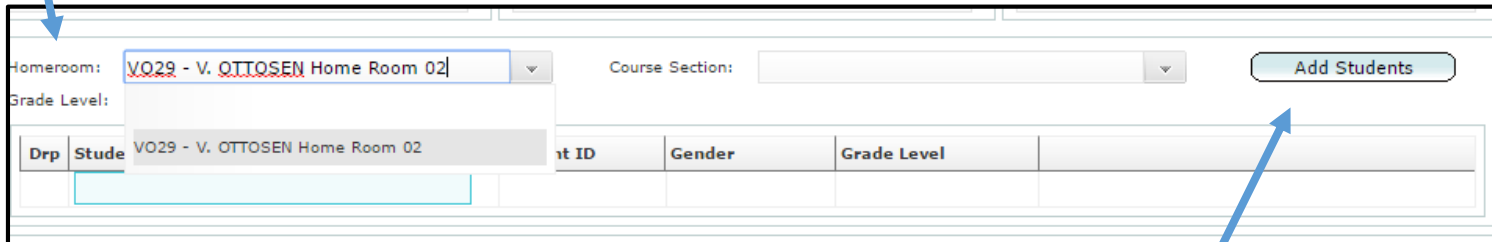
Adding students to your concepts:

1. Click on the name of the subject



<input type="checkbox"/>	Course ID	Section ID		Title
<input type="checkbox"/>	DLM-ELA		New	DLM - English Language Arts
<input type="checkbox"/>	DLM-MATH		New	DLM - Mathematics
<input type="checkbox"/>	ELA	1	New	English Language Arts
<input type="checkbox"/>	MATH	29	New	Mathematics
<input type="checkbox"/>	OTHER		New	Other - No Final Grade
<input type="checkbox"/>	SCIENCE	20	New	Science
<input type="checkbox"/>	SOCIAL	16	New	Social Studies

2. Click on homeroom and select your name from the dropdown menu (Note: do not select "grade level" unless you want all students in that grade!)



Homeroom: Course Section:

Grade Level:

Drp	Stude	nt ID	Gender	Grade Level
	VO29 - V. OTTOSEN Home Room 02			

3. Click add students

4. Click save at the bottom of the screen.

5. Repeat these steps for each subject.

Setting up Gradebook!

1. From the wrench menu, "gradebook setup". You should see a screen like this:

Term	Qtr	Periods	Pattern	Course-Section	Title	Display	Category	Gradescale
1	0	0-0	MTWRF	922200-1	HOME ROOM 2	Yes		
1	0	0-0	MTWRF	ELA-20	English Language ...	Yes		
1	0	0-0	MTWRF	ELA-21	English Language ...	Yes		
1	0	0-0	MTWRF	MATH-43	Mathematics	Yes		
1	0	0-0	MTWRF	SCIENCE-32	Science	Yes		
2	0	0-0	MTWRF	922200-1	HOME ROOM 2	Yes		
2	0	0-0	MTWRF	ELA-20	English Language ...	Yes		
2	0	0-0	MTWRF	ELA-21	English Language ...	Yes		
2	0	0-0	MTWRF	MATH-43	Mathematics	Yes		
2	0	0-0	MTWRF	SCIENCE-32	Science	Yes		

Everything in the "display" section must say YES, and every subject should have a "category" and a "grade scale"

2. Click on a subject, and you will be at a screen that looks like this:

Selected: Science

Details

Course-Section: **SCIENCE-19**
Title: **Science**
Class Title:

Term: **1** Qtr: **0** Pattern: **MTWRF** Periods: **0-0**
Show Course in Gradebook Application:

Grade Scale

Grade Scale:

Weight

Your Custom Weights: G1: G2: Exam:
School Default Weights: G1: G2: Exam:

If 'Your Custom Weights' are blank the Gradebook calculation will use the 'School Default Weights'.

Category

Category Group:

IMPORTANT: Click on the check box for "show course in gradebook application" - then you can set the grade scale and category groups.

3. You MUST add a grade scale and a category group for each subject. Your scales will be slightly different depending on whether or not you are doing proficiency based grading.

Non-PBG gradebook setup:

Selected: Science

Details

Course-Section: **SCIENCE-19**
Title: **Science**
Class Title:
Term: **1** Qtr: **0** Pattern: **MTWRF** Periods: **0-0**
Show Course in Gradebook Application:

Weight

Your Custom Weights: G1: G2:
School Default Weights: G1: G2: Exam:
If 'Your Custom Weights' are blank the Gradebook calculation will use the 'School Default Weights'

Grade Scale

Grade Scale: **District 3rd-6th (Elem)** [Set Per Student](#)

Category

Category Group: **District Standard**

For any subjects that are NOT using proficiency based grading, you will still need to set up grade scales and categories. DO NOT use PBG categories here.

PBG gradebook setup:

Selected: Science

Details

Course-Section: **SCIENCE-20**
Title: **Science**
Class Title:
Term: **1** Qtr: **0** Pattern: **MTWRF** Periods: **0-0**
Show Course in Gradebook Application:

Weight

Your Custom Weights: G1: G2:
School Default Weights: G1: G2: Exam:
If 'Your Custom Weights' are blank the Gradebook calculation will use the 'School Default Weights'

Grade Scale

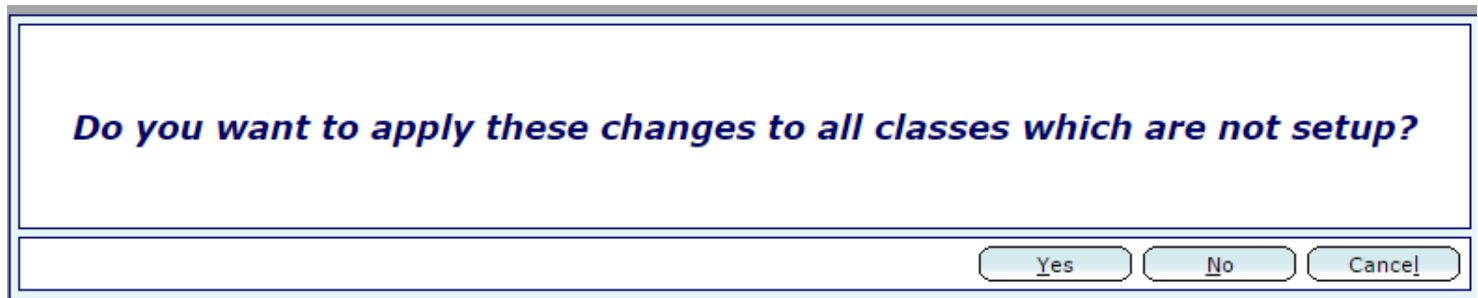
Grade Scale: **District K-6 PBG (Elementary)** [Change](#) [Set Per Student](#)

Category

Category Group: **Proficiency Based ...**

For PBG concepts, you need to choose PBG for both the grade scale AND category. If this is your first year, the star icon won't show up in your gradebook right away.

4. Press save at the bottom - it will ask you if you want to apply these changes to all classes which are not set up. If you are using the district default grade scales and categories for all subjects, click YES, and all subjects should be set up. If you want to use different grade scales and categories, click NO and continue to step 5.



Do you want to apply these changes to all classes which are not setup?

Yes No Cancel

5. Continue to repeat steps 1-4 for every subject, and for both terms 1 and 2.

You will know that you're done when your gradebook looks like this:

Correct setup! 😊

Term	Qtr	Periods	Pattern	Course-Section	Title	Display	Category	Gradescale
1	0	0-0	MTWRF	<u>966600-4</u>	HOME ROOM 6	Yes	Proficiency Based ...	District K-6 PBG (...)
1	0	0-0	MTWRF	<u>ELA-1</u>	English Language ...	Yes	Proficiency Based ...	District K-6 PBG (...)
1	0	0-0	MTWRF	<u>MATH-29</u>	Mathematics	Yes	Proficiency Based ...	District K-6 PBG (...)
1	0	0-0	MTWRF	<u>SCIENCE-20</u>	Science	Yes	Proficiency Based ...	District K-6 PBG (...)
1	0	0-0	MTWRF	<u>SOCIAL-16</u>	Social Studies	Yes	Proficiency Based ...	District K-6 PBG (...)
2	0	0-0	MTWRF	<u>966600-4</u>	HOME ROOM 6	Yes	Proficiency Based ...	District K-6 PBG (...)
2	0	0-0	MTWRF	<u>ELA-1</u>	English Language	Yes	Proficiency Based ...	District K-6 PBG (...)
2	0	0-0	MTWRF	<u>MATH-29</u>	Mathematics	Yes	Proficiency Based ...	District K-6 PBG (...)
2	0	0-0	MTWRF	<u>SCIENCE-20</u>	Science	Yes	Proficiency Based ...	District K-6 PBG (...)
2	0	0-0	MTWRF	<u>SOCIAL-16</u>	Social Studies	Yes	Proficiency Based ...	District K-6 PBG (...)

Everything in the "display" section must say YES, and every subject should have a "category" and a "grade scale" (note - category and grade scale may not populate for "homeroom" and that's okay - that is just your attendance page)

Incorrect setup! 😞

Term	Qtr	Periods	Pattern	Course-Section	Title	Display	Category	Gradescale
1	0	0-0	MTWRF	<u>922200-2</u>	HOME ROOM 2	Yes		District K-6 PBG (...)
1	0	0-0	MTWRF	<u>ELA-15</u>	English Language ...	Yes	Proficiency Based ...	District K-6 PBG (...)
1	0	0-0	MTWRF	<u>MATH-42</u>	Mathematics	Yes	Proficiency Based ...	District K-6 PBG (...)
1	0	0-0	MTWRF	<u>SCIENCE-31</u>	Science	Yes		District K-6 PBG (...)
1	0	0-0	MTWRF	<u>SOCIAL-28</u>	Social Studies	Yes		District K-6 PBG (...)
2	0	0-0	MTWRF	<u>922200-2</u>	HOME ROOM 2	Yes		District K-6 PBG (...)
2	0	0-0	MTWRF	<u>ELA-15</u>	English Language ...	Yes	Proficiency Based ...	District K-6 PBG (...)
2	0	0-0	MTWRF	<u>MATH-42</u>	Math	Yes	Proficiency Based ...	District K-6 PBG (...)
2	0	0-0	MTWRF	<u>SCIENCE-31</u>	Science	Yes		District K-6 PBG (...)
2	0	0-0	MTWRF	<u>SOCIAL-28</u>	Social Studies	Yes	Proficiency Based ...	District K-6 PBG (...)