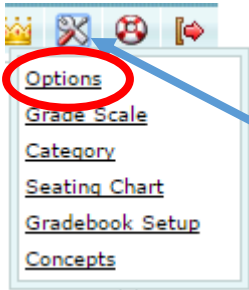


Gradebook Options Screen:



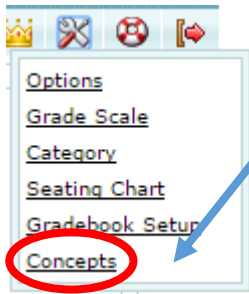
From the wrench menu, click on options

“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, the 'Display Gradebook Average As:' dropdown is set to 'Current Grading Period' and is circled in red. A blue arrow points to it from the right.
- In the 'Assignment Filter' section, the radio button for 'Current Assignments (Current Grading Period: QUARTER 1)' is selected and circled in red. A blue arrow points to it from the right.
- In the 'Login Defaults' section, the 'School:' dropdown is set to '415 - GEARLD J. WRIGHT ELEMENTA' and is circled in red. A blue arrow points to it from the right. The 'Parameters:' dropdown is blank and circled in red. A blue arrow points to it from the right. The 'Login Start Screen:' dropdown is set to 'Class List' and is circled in red. A blue arrow points to it from the right.
Other settings include: 'Display Dropped Students in Gradebook:' (checked), 'Missing Grade Percentage:' (0), 'Assignment Sort:' (Sort By Due Date: Newest to Oldest), 'Hide Averages on Attendance Screen:' (unchecked), 'Rounding Method:' (None), 'When courses are merged, only show the merged courses:' (unchecked), 'Show Statistics in Gradebook:' (checked), 'Show Student Picture on Hover Student Name:' (checked), and 'Confirm not taking attendance before leaving screen:' (unchecked).

- 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!

<input type="checkbox"/>	Course ID	Section ID		Title
<input type="checkbox"/>	DLM-MATH		<u>New</u>	DLM - Mathematics
<input type="checkbox"/>	DLM-READ		<u>New</u>	DLM - Reading
<input type="checkbox"/>	HEALTH		<u>New</u>	Health
<input type="checkbox"/>	<u>MATH</u>	1	<u>New</u>	Mathematics
<input type="checkbox"/>	OTHER		<u>New</u>	Other - No Final Grade
<input type="checkbox"/>	READING		<u>New</u>	Reading
<input type="checkbox"/>	SCIENCE		<u>New</u>	Science
<input type="checkbox"/>	SOCIAL		<u>New</u>	Social Studies
<input type="checkbox"/>	WRITEPROC		<u>New</u>	Writing Process

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 2017-18, spelling is now included in the writing process and should not be added to this screen.

** PE & Fine Arts have been moved to the “skills” section (see next page for more info.)

Gradebook Skills:

New this year: 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	<input type="checkbox"/>	Title
<input type="checkbox"/>	DLM-MATH		New	DLM - Mathematics
<input type="checkbox"/>	DLM-READ		New	DLM - Reading
<input type="checkbox"/>	HEALTH		New	Health
<input type="checkbox"/>	MATH	46	New	Mathematics
<input type="checkbox"/>	MUSICART		New	Music/Fine Arts
	OTHER		New	Other - No Final Grade
	READING	43	New	Reading
	SCIENCE	33	New	Science
	SOCIAL		New	Social Studies
	SPELLING	43	New	Spelling
	WRITEPROC	36	New	Writing Process

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:

Gradebook Setup

Term	Qtr	Periods	Pattern	Course-Section	Title	Display	Category	Gradescale
1	0	0-0	MTWRF	944400-1	HOME ROOM 4	Yes		
1	0	0-0	MTWRF	MATH-22	Mathematics	Yes		
1	0	0-0	MTWRF	READING-20	Reading	Yes		
1	0	0-0	MTWRF	SCIENCE-15	Science	Yes		
1	0	0-0	MTWRF	SOCIAL-12	Social Studies	Yes		
1	0	0-0	MTWRF	WRITEPROC-19	Writing Process	Yes		
2	0	0-0	MTWRF	944400-1	HOME ROOM 4	Yes		
2	0	0-0	MTWRF	MATH-22	Mathematics	Yes		
2	0	0-0	MTWRF	READING-20	Reading	Yes		
2	0	0-0	MTWRF	SCIENCE-15	Science	Yes		
2	0	0-0	MTWRF	SOCIAL-12	Social Studies	Yes		
2	0	0-0	MTWRF	WRITEPROC-19	Writing Process	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:

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'.

Grade Scale

Grade Scale:

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. You can use the district defaults or create your own using the “grade scale” and “category” menus in gradebook. See your STS for more info.

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

Grade Scale

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

Category

Category Group: District Standard ▼

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?

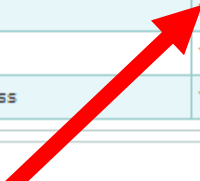
5. Continue to repeat steps 1-4 for every subject, and for both terms 1 and 2.

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

CORRECT SETUP! 😊

Gradebook Setup

Term	Qtr	Periods	Pattern	Course-Section	Title	Display	Category	Gradescale
1	0	0-0	MTWRF	<u>933300-1</u>	HOME ROOM 3	Yes	District Assignme...	District 3rd-6th (E...
1	0	0-0	MTWRF	<u>MATH-15</u>	Mathematics	Yes	District Standard ...	District 3rd-6th (E...
1	0	0-0	MTWRF	<u>READING-12</u>	Reading	Yes	District Standard ...	District 3rd-6th (E...
1	0	0-0	MTWRF	<u>SCIENCE-13</u>	Science	Yes	District Standard ...	District 3rd-6th (E...
1	0	0-0	MTWRF	<u>WRITEPROC-12</u>	Writing Process	Yes	District Standard ...	District 3rd-6th (E...
2	0	0-0	MTWRF	<u>933300-1</u>	HOME ROOM 3	Yes	District Assignme...	District 3rd-6th (E...
2	0	0-0	MTWRF	<u>MATH-15</u>	Mathematics	Yes	District Standard ...	District 3rd-6th (E...
2	0	0-0	MTWRF	<u>READING-12</u>	Reading	Yes	District Standard ...	District 3rd-6th (E...
2	0	0-0	MTWRF	<u>SCIENCE-13</u>	Science	Yes	District Standard ...	District 3rd-6th (E...
2	0	0-0	MTWRF	<u>WRITEPROC-12</u>	Writing Process	Yes	District Standard ...	District 3rd-6th (E...



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! ☹️

Gradebook Setup

Term	Qtr	Periods	Pattern	Course-Section	Title	Display	Category	Gradescale
1	0	0-0	MTWRF	<u>944400-1</u>	HOME ROOM 4	Yes		
1	0	0-0	MTWRF	<u>MATH-22</u>	Mathematics	Yes		
1	0	0-0	MTWRF	<u>READING-20</u>	Reading	Yes		
1	0	0-0	MTWRF	<u>SCIENCE-15</u>	Science	Yes		
1	0	0-0	MTWRF	<u>SOCIAL-12</u>	Social Studies	Yes		
1	0	0-0	MTWRF	<u>WRITEPROC-19</u>	Writing Process	Yes		
2	0	0-0	MTWRF	<u>944400-1</u>	HOME ROOM 4	Yes		
2	0	0-0	MTWRF	<u>MATH-22</u>	Mathematics	Yes		
2	0	0-0	MTWRF	<u>READING-20</u>	Reading	Yes		
2	0	0-0	MTWRF	<u>SCIENCE-15</u>	Science	Yes		
2	0	0-0	MTWRF	<u>SOCIAL-12</u>	Social Studies	Yes		
2	0	0-0	MTWRF	<u>WRITEPROC-19</u>	Writing Process	Yes		

