

TROUBLESHOOTING GRADEBOOK - SWITCHING TO THE SECOND TERM!

If your class or certain concepts are not showing up in gradebook, you need to make sure that you have marked YES on "display". From the wrench menu, click on gradebook setup, then make sure everything for term 2 says YES; anything that says NO will not show up in gradebook. See next page for more instructions.

Gradebook Setup

- Options
- Grade Scale
- Category
- Seating Chart
- Gradebook Setup**
- Concepts

Term	Qtr	Periods	Pattern	Course-Section	Title	Display
1	0	0-0	MTWRF	<u>922201-25</u>	GRADE 2 - SPANISH D.I.	Yes
1	0	0-0	MTWRF	<u>READING-13</u>	Reading pm	Yes
1	0	0-0	MTWRF	<u>READING-16</u>	Reading am	Yes
1	0	0-0	MTWRF	<u>SPELLING-16</u>	Spelling am	Yes
1	0	0-0	MTWRF	<u>SPELLING-17</u>	Spelling pm	Yes
1	0	0-0	MTWRF	<u>WRITEPROC-14</u>	Writing Process am	Yes
1	0	0-0	MTWRF	<u>WRITEPROC-16</u>	Writing Process pm	Yes
1	0	0-0	MTWRF	<u>922201-26</u>	GRADE 2 - SPANISH D.I.	Yes
2	0	0-0	MTWRF	<u>922201-25</u>	GRADE 2 - SPANISH D.I.	Yes
2	0	0-0	MTWRF	<u>READING-13</u>	Reading pm	No
2	0	0-0	MTWRF	<u>READING-16</u>	Reading am	Yes
2	0	0-0	MTWRF	<u>SPELLING-16</u>	Spelling am	Yes
2	0	0-0	MTWRF	<u>SPELLING-17</u>	Spelling pm	Yes
2	0	0-0	MTWRF	<u>WRITEPROC-14</u>	Writing Process am	No
2	0	0-0	MTWRF	<u>WRITEPROC-16</u>	Writing Process pm	No
2	0	0-0	MTWRF	<u>922201-26</u>	GRADE 2 - SPANISH D.I.	Yes
2	0	0-0	MTWRF	<u>MATH-15</u>	Mathematics A.M.	Yes
2	0	0-0	MTWRF	<u>MATH-20</u>	Mathematics P.M.	Yes
2	0	0-0	MTWRF	<u>SCIENCE-10</u>	INTERCONNECTIONS A.M.	Yes
2	0	0-0	MTWRF	<u>SOCIAL-9</u>	INTERCONNECTIONS P.M.	Yes

TROUBLESHOOTING GRADEBOOK - SWITCHING TO THE SECOND TERM!

Click on the "course selection" title that says NO, and it will take you to this screen:

2	0	0-0	MTWRF	<u>922201-25</u>	GRADE 2 - SPANISH D.I.	Yes
2	0	0-0	MTWRF	<u>READING-13</u>	Reading pm	No
2	0	0-0	MTWRF	<u>READING-16</u>	Reading am	Yes
2	0	0-0	MTWRF	<u>SPELLING-16</u>	Spelling am	Yes
2	0	0-0	MTWRF	<u>SPELLING-17</u>	Spelling pm	Yes
2	0	0-0	MTWRF	<u>WRITEPROC-14</u>	Writing Process am	No
2	0	0-0	MTWRF	<u>WRITEPROC-16</u>	Writing Process pm	No

Selected: Reading pm

Details

Course-Section: **READING-13**
Title: **Reading pm**
Class Title:
Term: 2 Qtr: 0 Pattern: **MTWRF** Periods: 0-0
Show Course in Gradebook Application:

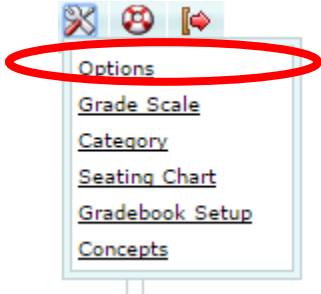
Grade Scale

Grade Scale: **District 1st-2nd (Elementary)**

You need a check mark in this box in order for the subject to appear in your gradebook. 😊

TROUBLESHOOTING GRADEBOOK - SWITCHING TO THE SECOND TERM!

If you are unable to take attendance, you need to fix your gradebook settings. From the wrench menu, click on options. There are a few things you will want to check:

A screenshot of the 'Display Settings' section in a software interface. The 'Display Gradebook Average As:' dropdown menu is set to 'Current Grading Period' and is circled in red. Other settings include 'Display Dropped Students in Gradebook:' (checkbox), 'Missing Grade Percentage:' (input field with '0'), 'Assignment Sort:' (dropdown set to 'Sort By Due Date: Newest to Oldest'), 'Hide Averages on Attendance Screen:' (checkbox), 'Rounding Method:' (dropdown set to 'None'), 'When courses are merged, only show the merged courses:' (checkbox), 'Show Statistics in Gradebook:' (checkbox), 'Show Student Picture on Hover Student Name:' (checkbox checked), and 'Confirm not taking attendance before leaving screen:' (checkbox).

Gradebook average should be "current grading period"

A screenshot of the 'Assignment Filter' section. The radio button for 'Current Assignments (Current Grading Period:)' is selected and circled in red. Other options include 'All Assignments', 'Show all assignments for grading period:', and 'Show all assignments between the following due dates:' with 'Start Date:' and 'End Date:' input fields.

Assignment filter should be "Current Assignments"

A screenshot of the 'Login Defaults' section. The 'School:' dropdown is set to '386 - VISTA ELEMENTARY' and is circled in red. The 'Parameters:' dropdown is set to '2016--1' and is also circled in red. Other settings include 'Login Start Screen:' (dropdown set to 'Class List') and 'Default To Current Period:' (checkbox checked).

Parameters should be left blank in order to default to the current term. If yours has a --1 after 2016, your gradebook is still in term 1.