

Window

Information

Accessing the Instruction Gradebook



1. Select the **School** and **Section** for which to record grades by choosing from the drop-down list that appears above the welcome screen.
2. From the **Index** tab, expand the **Instruction** folder icon by clicking the plus (+) sign or by clicking on the word *Instruction*.
3. Select the **Gradebook** folder.

The Gradebook feature is built on Java technology. This means that a teacher's computer must have the Java applet downloaded. To download this applet, go to <http://java.com>.

Viewing the Gradebook

Student	Final	Final	Final	Final	Final	Final	Final	Final	Final	Final		
12 Beavies, Albert M	99.00	100.00	92.00	A	91.00	B+	88.70	21	28	41	21	00
11 Bogan, Kathleen	128.00	130.00	91.00	C	91.00	C	73.08	20	33	42	17	00
11 Cardinal, Amanda M	228.00	255.00	88.01	B	88.01	B	71.43	25	27	23	00	00
11 Davis, Tasha	352.00	350.00	88.22	B	88.22	B	88.46	21	32	42	20	00
11 Ellis, Jesse K	276.00	280.00	81.38	C	81.38	C	83.08	23	28	37	20	00
11 Hill, Brittany	248.00	250.00	83.74	C+	83.74	C+	83.08	23	27	40	18	00
11 Jacobs, Jared A	259.00	260.00	88.82	B	88.82	B	91.54	19	31	44	25	00
11 Jefferson, Heather	278.00	280.00	95.41	A	95.41	A	89.23	15	35	41	25	00
11 Lee, Adam	242.00	260.00	84.60	C+	84.60	C+	85.58	20	34	29	20	00
11 Lambert, James	288.00	280.00	92.43	B+	92.43	B+	88.48	21	32	37	25	00
11 Lane-Ramos, Youth W	260.00	260.00	83.51	C+	83.51	C+	80.00	22	31	39	25	00
11 Maki, Amanda	264.00	260.00	90.11	B+	90.11	B+	91.64	23	28	42	25	00
11 Moody, Kristina J	287.00	280.00	91.87	B+	91.87	B+	82.31	21	21	40	25	00
11 Nelson, Adam	251.00	260.00	83.70	C+	83.70	C+	89.23	21	33	37	25	00

The Gradebook view is completely editable, meaning the teacher can change scores right from this screen instead of having to click another link to update scores.

The page is split into two different parts. On the left side, teachers will see the students' names in alphabetical order. The yellow indicators on the grid are the calculated grades based on assignment scores the teacher has entered. The grades in green are posted scores that have been entered for report card tasks.

On the right side, the assignments and scores are displayed. The assignment group names are at the top with its assignments underneath. The scores are entered from this screen. Choose the appropriate cell for the score to enter.

The assignment group names are collapsible. Click anywhere in the group name's cell to toggle the group information.

Because this screen is based on the preferences that are set in the Admin folder of Instruction, as well as the information listed in the Lesson Planner, it is necessary to have these options set before attempting to add assignments.

Entering Assignment Scores



Student	Points	%	Grade	Points	%	Grade	Points	%	Grade		
11 Baskin, Kathleen	235.00	200.00	81.80	C	61.80	C	72.00	20	23	42	21
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	

1. From the **Gradebook** page, find the **Assignment Group** in which the assignment belongs.
2. Find the student for whom the grade should be entered.
3. Double-click in the correct row of the student and column of the assignment abbreviation.
4. Type in the points the student received. The points entered will be saved, and the student's total percentage will be changed in the yellow columns.
5. When finished, click the **Save** icon in the upper left corner.

A score will only be saved if the user clicks out of the edited cell. To prevent scores from not saving, click the save icon often.

Additional Features on Assignment Scores



Student	Points	%	Grade	Points	%	Grade	Points	%	Grade		
11 Baskin, Kathleen	235.00	200.00	81.80	C	61.80	C	72.00	20	23	42	21
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	
11 Baskin, Kathleen	235.00	200.00	88.81	B	88.81	B	71.40	28	27	23	

From the gray score grid, right-click on a student's score entry to view the context menu. The **context menu** allows the user to choose several options that may affect a student's score.

- **Late** – Score will appear in red;
- **Exempt** – Entry will not affect the student's grade. Score will appear in blue;
- **Missing** – Entry will calculate as a zero. Score will appear in blue;
- **Cheated** – Entry will calculate as a zero. Score will appear in blue;
- **Edit Comment** – A teacher can attach a comment to an assignment entry. A red indicator will appear on the cell.
- **Dropped** – Teachers have the option of dropping the lowest score in an assignment group. If this preference is turned on, the score that is the lowest will be flagged as such.

Scores that are over the total points (i.e., bonus points) will appear in green text.

A comment can also be added by right clicking on a student's name. This comment can be viewed on the parent portal.

Editing Assignment Names



1. Right-click on the abbreviation name of the assignment.
2. Select the **Edit** option.
3. Fill in the assignment **Name, Group, Abbreviation, Due Date, Sequence, Weight and active mark.**
4. Click the **OK** button when finished.

Filling in Scores En Masse



1. Right-click on the name of the assignment.
2. Select the **Score Fill** option.
3. Select which option by which to fill the scores:
 - **Zero** - all students will be given the score of zero;
 - **With This Value** - all students will be given value entered; or
 - **Total Points Possible** -all students will be assigned the total points possible.

Creating a New Assignment



1. Right-click on the name of an existing assignment or the name of the group.
2. Select the **New Assignment** option.
3. Fill in the assignment **Name, Group, Abbreviation, Due Date, Sequence, Weight and active mark.**
4. Click the **OK** button when finished.

Assignments can also be created in from the **Lesson Planner**.

Posting Task Grades



- To post the calculated (yellow) grade and percentage to a grading task:
1. Place the cursor in the yellow area and right click. The pop-up window will say **Copy % and Grd.**
 2. Highlight the task that should reflect the grade and percent in the yellow area. If the task that is posted is different than the currently selected task, simply select the task posted to review the posting. Make any hard modifications at this time. Reposting will overwrite a previously posted grade and percentage.
 3. Click the **Save** icon in the upper left corner.



Entering Task Grades

Student	Pct	Post	% Ord	% Ord	% Ord	% Ord
12 Beaulieu, Albert M	255.00	200.00	92.99	A-	91.89	B+
11 Borque, Kathleen	235.00	200.00	91.80	C	91.00	C
11 Cardinal, Amanda M	229.00	200.00	89.61	B	89.61	C+
11 Diaz, Tania	202.00	200.00	79.30	C-	89.22	C+
11 Ertan, Jesse H	129.00	200.00	64.50	C	61.39	C-
11 Hill, Brittany	244.00	200.00	93.74	C+	93.74	C+
11 Jacobs, Janet A	259.00	200.00	98.82	B-	96.82	B-
11 Jefferson, Heather	279.00	200.00	96.41	A	96.41	A
11 Lee, Alyson	242.00	200.00	94.95	C+	94.05	C+
11 Lendich, Jason	209.00	200.00	92.42	B+	92.42	B+
11 Leon-Barreno, Keith W	200.00	200.00	83.61	C+	83.61	C+
11 Makoi, Amanda	204.00	200.00	90.11	B+	90.11	B+
11 Moody, Kristina J	267.00	200.00	91.67	B+	91.67	B+
11 Nelson, Adam	251.00	200.00	93.70	C+	93.70	C+

Task grades will be displayed in the green columns.

1. Select the **Task** to grade from the drop-down list. This list of tasks is assigned to the course that is being taught.
2. Select the student for whom to enter scores.
3. In the **percent** column, enter the percent that is associated with the score. This percent should be the same percent the student received for the assignment scores.
4. In the **Grade** column, click once to see the list of grades that are available for the course.
5. Select the correct grade.
6. When finished, click the **Save** icon.

Gradebook Navigation Tips

Student	Pct	Post	% Ord	% Ord	% Ord	% Ord
12 Beaulieu, Albert M	255.00	200.00	92.99	A-	91.89	B+
11 Borque, Kathleen	235.00	200.00	91.80	C	91.00	C
11 Cardinal, Amanda M	229.00	200.00	89.61	B	89.61	C+
11 Diaz, Tania	202.00	200.00	79.30	C-	89.22	C+
11 Ertan, Jesse H	129.00	200.00	64.50	C	61.39	C-
11 Hill, Brittany	244.00	200.00	93.74	C+	93.74	C+
11 Jacobs, Janet A	259.00	200.00	98.82	B-	96.82	B-
11 Jefferson, Heather	279.00	200.00	96.41	A	96.41	A
11 Lee, Alyson	242.00	200.00	94.95	C+	94.05	C+
11 Lendich, Jason	209.00	200.00	92.42	B+	92.42	B+
11 Leon-Barreno, Keith W	200.00	200.00	83.61	C+	83.61	C+
11 Makoi, Amanda	204.00	200.00	90.11	B+	90.11	B+
11 Moody, Kristina J	267.00	200.00	91.67	B+	91.67	B+
11 Nelson, Adam	251.00	200.00	93.70	C+	93.70	C+
11 Raskob, Heather	240.00	200.00	79.07	C	79.07	C

- Once a task has been copied and saved it can also be accessed by clicking on **Grading by Task** or **Grading by Student** under **Instruction** in the Index. Comments can be entered using the Canned Comments icon.
- Each section has a default gradebook task set. To switch between tasks that may have grades, use the dropdown list feature directly above the list of student names.
- To make the assignment score view larger, click the **Hide Grade Totals** icon. This will remove the yellow and green score grids (calculated and posted grades) from view. To display that information, click the **Show Grade** button.
- If a grade cannot be posted for a student, verify that the grading task is set to active.