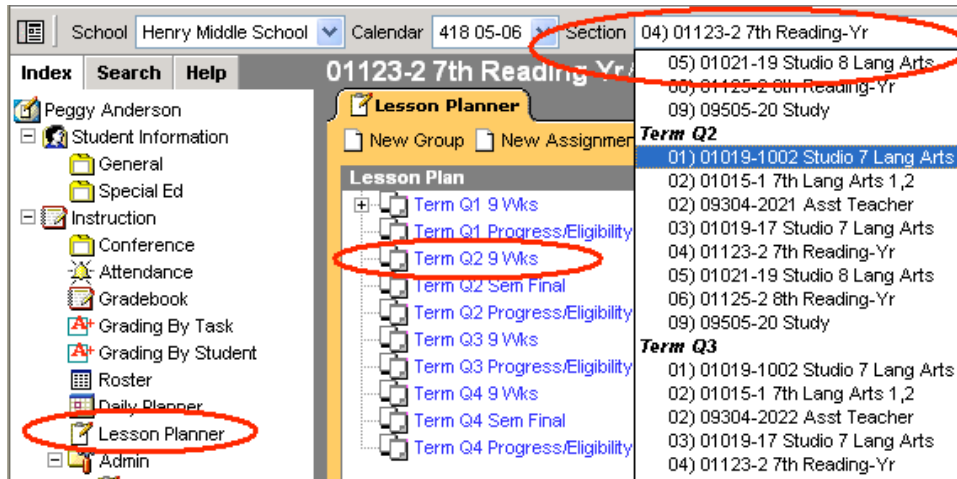


**Denver Public Schools**  
**Department of Tech Services**  
**Beginning of Semester Setup Step-By-Step Checklist**

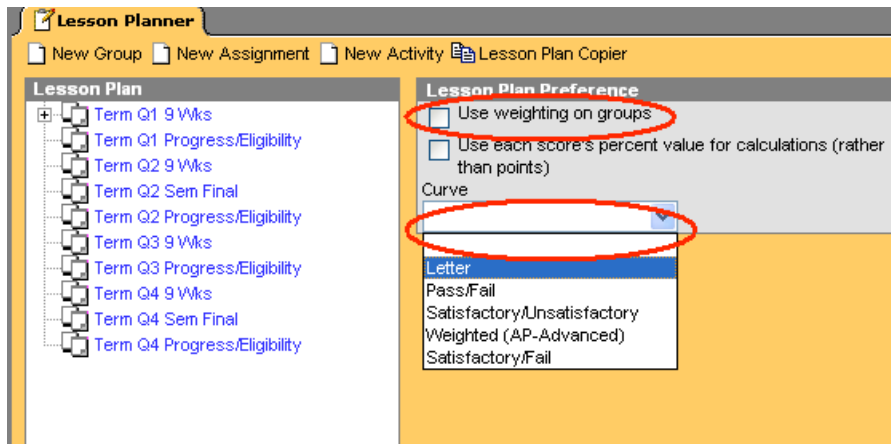
**Gradebook Setup** - The following are the steps to setup your gradebook at the beginning of the semester. These are the same steps for teachers who use Composite and Continuous grading.

## Step 1 – Set the Preferences

1. Choose your **Section** from the pull-down, Click on **Lesson Planner**, then click on the correct **Term** (click the name, not the icon).



2. Select your **Curve** from the pull-down menu and check the box next to **Use weighting on groups** *IF* you weight your grades. Click **SAVE!**

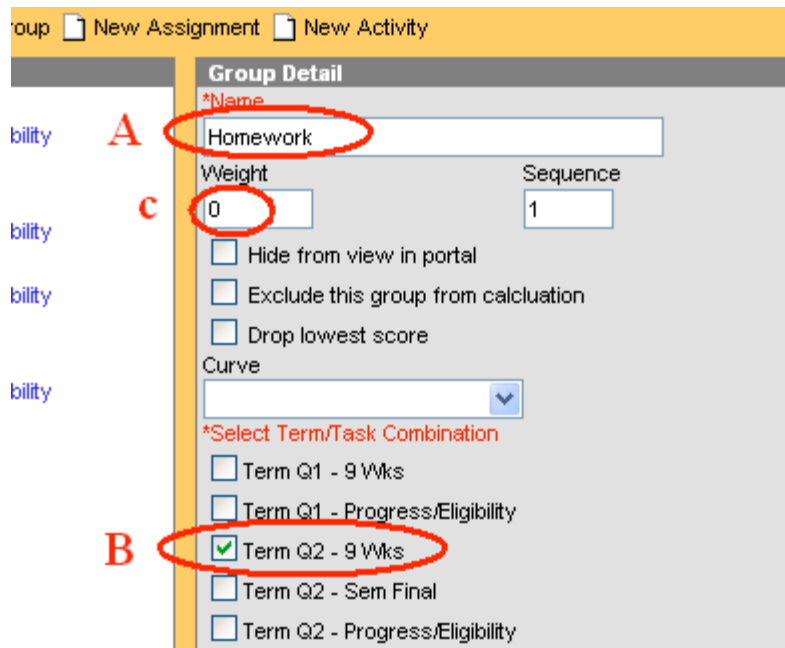


## Step 2 – Set Up the Groups

1. Click on **New Group**



2. Fill in the Group Detail window including: **A) Name** **B)** Check mark for correct **Term/Task** **c)** Value of **Weight** *IF* weighting groups for grades. Click **SAVE**

A screenshot of the 'Group Detail' window in the software. The window has a title bar with 'Group' and buttons for 'New Assignment' and 'New Activity'. The main content area is titled 'Group Detail' and contains several fields: a text field for 'Name' with the value 'Homework' (circled in red and labeled 'A'), a 'Weight' field with the value '0' (circled in red and labeled 'c'), and a 'Sequence' field with the value '1'. Below these are three unchecked checkboxes: 'Hide from view in portal', 'Exclude this group from calculation', and 'Drop lowest score'. There is a 'Curve' dropdown menu. A red label 'B' points to a list of checkboxes under the heading '\*Select Term/Task Combination'. The 'Term Q2 - 9 Wks' checkbox is checked and circled in red. Other options include 'Term Q1 - 9 Wks', 'Term Q1 - Progress/Eligibility', 'Term Q2 - Sem Final', and 'Term Q2 - Progress/Eligibility'. On the left side of the window, there are four 'ability' labels.

3. Repeat #1 and 2 to create all of the groups for this section (class).
4. Repeat Steps 1 & 2 to set up **Preferences** and **Groups** for all of your sections

## Step 3 – Set Up the Assignments

1. Choose your **Section** from the pull-down and click on **New Assignment**. Fill in the mandatory fields: **A)** Name **B)** Abbreviation (5 characters) **C)** Select Group from pull-down **D)** Total points possible **E)** Due Date **F)** **SAVE**

The screenshot shows the Lesson Planner interface. The top navigation bar includes buttons for Save, Delete, New Group, New Assignment, and New Activity. The main area is split into two panes. The left pane, titled 'Lesson Plan', shows a hierarchical tree of terms and activities. The right pane, titled 'Assignment Detail', contains the following fields:

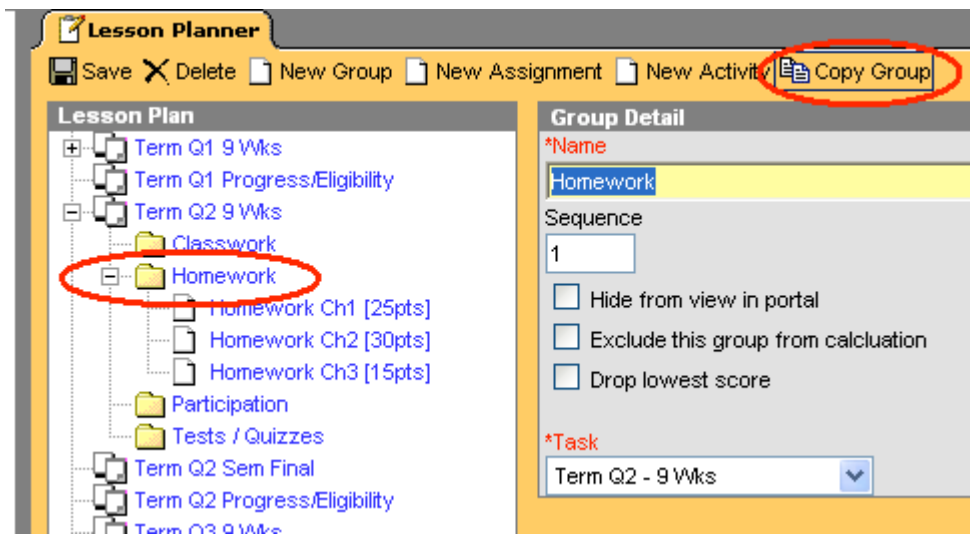
- \*Name:** Homework Ch1 (circled in red, labeled A)
- \*Abbreviation:** HWCH1 (circled in red, labeled B)
- \*Group(s):** Homework - Term Q2 9 Wks (circled in red, labeled C)
- \*Total Points:** 25 (circled in red, labeled D)
- \*Due Date:** 10/19/2005 (circled in red, labeled E)
- \*Multiplier:** 1
- Assigned Date:** 10/17/2005

The 'Save' button in the top left is also circled in red. The bottom of the form features a rich text editor with various formatting and editing tools.

2. Repeat for other assignments in preparation to copy to another section (Class).

## Step 4 – Copy Assignments to Other Sections (Classes)

1. Select the **Group** that contains the assignments you want to copy. Click on **Copy Group**. *NOTE* - The terminology can be confusing but this is the sequence to copy your assignments from one class to another.



2. In the Copy Group window: **A)** Select the assignments to copy **B)** Click the + next to the section(s) where you want to copy the assignments. **C)** Notice that all terms assigned to this class will appear **D)** Put the check mark in the correct Group **E)** Click the “**Copy Assignments to Selected Groups**” button.

The screenshot shows the 'Lesson Plan Group Copier' interface. It is divided into two main sections: 'Pick the Assignments you want to copy.' and 'Pick the Groups you want to copy the Assignments to.'

**Annotations:**

- A:** A red circle highlights the 'Toggle Assignments' checkbox and the 'Homework Ch1', 'Homework Ch2', and 'Homework Ch3' checkboxes in the 'Pick the Assignments you want to copy.' section.
- B:** A red circle highlights the '+' icon next to the '01125-2 8th Reading-Yr' section in the 'Pick the Groups you want to copy the Assignments to.' section.
- C:** A red circle highlights the 'Term Q1' and 'Term Q2' section headers.
- D:** A red circle highlights the 'Homework' folder checkbox under the 'Term Q2' section.
- E:** A red circle highlights the 'Copy Assignments to Selected Groups' button at the bottom of the interface.

**Interface Content:**

**Lesson Plan Group Copier**

This tool will copy the Assignments you select from list and copy them to the groups you select from other Sections you teach.

**Pick the Assignments you want to copy.**

**Homework A**

- Toggle Assignments
- Homework Ch1
- Homework Ch2
- Homework Ch3

**Pick the Groups you want to copy the Assignments to.**

**418 05-06**

- 01015-1 7th Lang Arts 1,2
- 01019-17 Studio 7 Lang Arts
- 01019-1002 Studio 7 Lang Arts
- 01021-19 Studio 8 Lang Arts
- 01123-2 7th Reading-Yr
- 01125-2 8th Reading-Yr

**Term Q1**

- 9 Wks
  - Daily Language Practice
  - Participation
  - Class Work
  - Home Work
  - Quizzes
  - Tests
  - Bonus

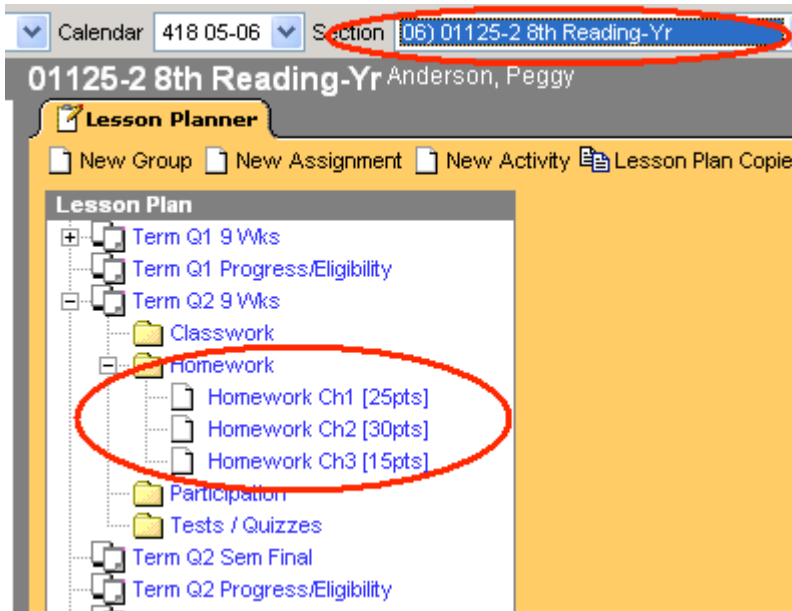
**Term Q2**

- 9 Wks
  - Classwork
  - Homework
  - Participation
  - Tests / Quizzes

**09304-2021 Asst Teacher**

**E** Copy Assignments to Selected Groups

- Switch to section(s) where you copied the assignments to ensure they have been copied



- Repeat #1 – 3 for all assignments that need to be copied to other sections.

## Step 5 – Enter Scores in Gradebook

- Select **Gradebook**, Check to make sure correct **Task** is selected, enter scores for the assignments you have created.

Student	Pts	Poss	%	Grd	%	Grd	Homework			
							HW0CH1 [25]	HW0CH2 [30]	HW0CH3 [15]	
08 A										
08 E	<b>Students show</b>									
08 C.	<b>here</b>									
08 C										