

## Grade Book Setup

Because grade books are specific to each class, teachers will use their My Home course list to select a class, and then build a grade book unique to that class. The grade book will need to be set up for each class before any of the grading tasks can be performed.

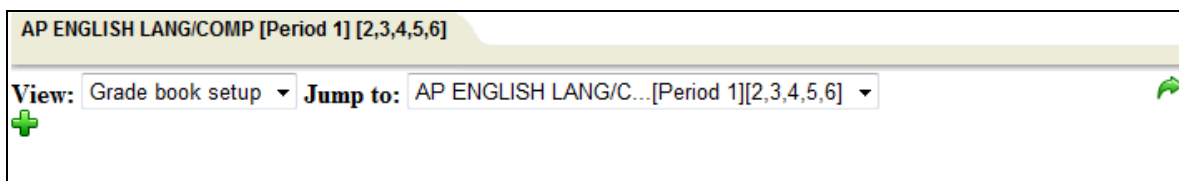
There are six (6) parts to creating a new grade book. The suggested work flow is to follow this process for each grade book, repeating it as often as necessary until all grade books have been completed.

- Part 1: users create the grade book name. This is typically “subject + year + grade (G#) + period (P#).”
- Part 2: users select the Averaging Method for this grade book (points or percentage).
- Part 3: users add and configure categories (i.e. exams, homework, take-home projects, extra credit, etc), and if appropriate, weights. At least one category is required.
- Part 4: users add attributes (teachers’ notes for receiving credit or no credit, or attributes with modifiers that adjust assignment grades) to the grade book. Attributes are optional.
- Part 5: users add scales (different forms of grading scales) to the grade book. Scales are optional and used more in elementary grades.
- Part 6: users add assignments (individual tests, homework assignments, projects, etc) to the grade book and link them to appropriate categories and marking periods.

**Note:** Certain grade book options, such as subjects, attributes, skill sets, or other grading features, may or may not be available depending on your district’s settings.

### Initial Grade Book Setup

When a user navigates to a course’s Grades tab (or selects the Grade Book icon from the Classes tab), they will be directed to that course’s grade book. If no grade books have been set up for that course, the user will be directed to the Grade Book Setup view instead, where they may set up a new grade book.



To create a new grade book, click the Add  button.

### Create a New Grade Book

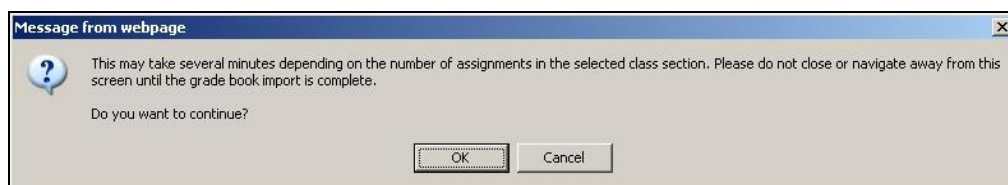
A new grade book may be created from scratch or imported from a previous year.

1. To create a grade book from scratch, enter the name for the new grade book and click the Add **+** button to proceed to the [Grade Book Setup for Existing Grade Books](#).

**Note:** Each grade book should have a unique name. A suggested naming strategy is: subject + year + grade (G#) + period (P#). For example, “Spanish-07/08-G7-P3” or “EngComp-07/08-G10-P4-S1.”

2. To use an existing grade book as a template, select the appropriate year from the first drop-down menu. The second drop-down menu will show a list of all courses with grade books for the selected year. When a course section is selected from this list, the import feature will import data from all grade books that exist for that section.
  - A. Once a course has been selected, the import options will be available. Use the radio buttons to select whether to import only that grade book’s categories, or to import the individual assignments as well.
    - i. If “Categories Only” is selected, categories, attributes, and scales will be imported from all grade books in the selected course section. If the weights of all imported categories do not add up to 100%, the new grade book will automatically be set to use unweighted categories.
    - ii. If “Categories and Assignments” is selected, all assignments in any grade book that exists for the selected section will be imported in addition to any categories, attributes, and scales. All assignment dates and marking periods will be converted to correspond to the current course’s marking periods.
3. Enter a name for the new grade book and click the Add **+** button to begin the import.

**Note:** If importing using the “Categories and Assignments” option, a warning message will appear to remind the user that it may take some time to import a large number of assignments. Click OK and do not close the window or navigate away from this screen until import is complete.



4. Once the import has completed, the user will be directed to the Grade Book Setup screen. To proceed, follow the steps for [Grade Book Setup for Existing Grade Books](#).

## Grade Book Setup for Existing Grade Books

Once a grade book has been created, the Grade Book Setup screen will show the settings for the selected course’s active grade book. The top section of the screen shows the Averaging Method for that grade book and the default grade book for that course:

### Averaging Method:

The Averaging Method drop-down allows users to set the method used to calculate averages for each grade book. The two options are Points and Percent. If the Points value is selected, averages will be based on the total number of points achieved out of the total number possible. If the Percent value is selected, averages will be based on the averages divided by the number of assignments.

Points averaging example:

3 assignments:

Assignment #1 50/100 = 50% for assignment

Assignment #2 20/40 = 50% for assignment

Assignment #3 100/100 = 100% for assignment

Point average =  $(50+20+100) / (100+40+100) = 170/240 = 70.83\%$

Percent averaging example:

3 assignments:

Assignment #1 50/100 = 50% for assignment

Assignment #2 20/40 = 50% for assignment

Assignment #3 100/100 = 100% for assignment

Percentage average =  $(50+50+100) / 3 = 66.66\%$

**Note:** Whichever method is selected will affect the current total average taken from all assignments in this grade book. It is not possible to select different averaging methods per assignment.

### Default Grade Book:

This drop-down sets the active grade book for this course. This menu includes all existing grade books that have been created for this course.

Use the Add button to create a new grade book. To change the name of the default grade book, click the Edit button.

### Edit a Grade Book Name

The name of the default grade book may be changed at any time by clicking the Edit button on the Grade Book Setup screen.

To change the grade book name, simply enter the new grade book name in the text field and click Save to apply the changes and return to the Grade Book Setup screen.

## Category Tab

Grade Book Categories are topics or headings (like Homework, Tests, Class Work, Projects, etc.) which individual graded assignments fall under. Categories are how school**tool** organizes the various assignments to be graded. You must have at least one category in order to add assignments, although there is no limit to how many you add.

The Category tab is selected by default in the Grade Book Setup view.

**Note:** When a grade book is created using the Import Grade Book method, categories are also imported. You may modify the categories for the current grade book as needed.

Category	Weight	Drop Lowest
CW/HW	20	0
Essays/Projects/Tests	40	0
Prep/Part.	10	0
Quiz	30	0

The Weighted Categories radio buttons allow users to determine how categories are weighted when calculating averages. This is set to Fixed Weights by default. You can turn weighting on or off at any time, and your grade book averages will automatically recalculate according to the selected option. Categories with 0% weight will still be available in the grade book editor and when adding assignments, but assignments tied to those categories will not be included in grade book averages in marking periods where the category has no weight.

Three weighting options exist for categories: Unweighted, Fixed Weights, or Variable Weights.

- **Unweighted:** All categories will be active in all marking periods, and will all be given equal weight in each marking period.

Category	Drop Lowest
CW/HW	0
Essays/Projects/Tests	0
Prep/Part.	0
Quiz	0

- **Fixed Weights:** Categories may each be assigned a specific weight, and all categories will be active in each marking period. Each category will be given the same weight in each marking period.

Category		Attribute	
Category Weights: <input type="radio"/> Unweighted <input checked="" type="radio"/> Fixed Weights <input type="radio"/> Variable Weights <span style="float: right;">+ ?</span>			
	Category	Weight	Drop Lowest
	CW/HW	20	0
	Essays/Projects/Tests	40	0
	Prep/Part.	10	0
	Quiz	30	0

- **Variable Weights:** Categories may be assigned specific weights for each marking period. Category weights must total 100% for each marking period, and any weight may be set to 0% if that category is not used in a specific marking period.

Category		Attribute						
Category Weights: <input type="radio"/> Unweighted <input type="radio"/> Fixed Weights <input checked="" type="radio"/> Variable Weights <span style="float: right;">+ ?</span>								
	Category	M1 Weight	M2 Weight	M3 Weight	M4 Weight	M5 Weight	M6 Weight	Drop Lowest
	CW/HW	20	20	20	20	20	20	0
	Essays/Projects/Tests	40	40	40	40	40	40	0
	Prep/Part.	10	10	10	10	10	10	0
	Quiz	30	30	30	30	30	30	0

**Note:** A message stating that “WARNING: Category weights do not add up to 100%” will appear if you have selected Yes for weighted categories, but either no categories exist, or existing category weights do not total 100% for each marking period. As soon as categories total 100%, or weighting is set to No, the message will disappear.

To add a new category, click Add . See the [Add or Edit a Category](#) section for detailed instructions.

To edit an existing category, click Edit . See the [Add or Edit a Category](#) section for detailed instructions.

To delete an existing category, click Delete . If you attempt to delete a category that is currently in use, you will see a warning prompting you to confirm the action. If you proceed with the Delete operation, all assignments tied to this category will also be deleted.

### Add or Edit a Category

1. Click the Add Category button on the right side of the Category tab. To edit an existing category, click the Edit button in the appropriate row.

Category		Attribute						
Category Weights: <input type="radio"/> Unweighted <input type="radio"/> Fixed Weights <input checked="" type="radio"/> Variable Weights <span style="float: right;"> </span>								
	Category	M1 Weight	M2 Weight	M3 Weight	M4 Weight	M5 Weight	M6 Weight	Drop Lowest

2. Enter the Category name (i.e. “Homework,” “Exams,” etc.) and the numeric Weight (if applicable). If you have selected weighting, you must designate weight values (if using the Variable Weights option, a value must be entered for each marking period).

		Category						Attribute
Category Weights: <input type="radio"/> Unweighted <input type="radio"/> Fixed Weights <input checked="" type="radio"/> Variable Weights								
	Category	M1 Weight	M2 Weight	M3 Weight	M4 Weight	M5 Weight	M6 Weight	Drop Lowest
	CW/HW	20	20	20	20	20	20	0
	Essays/Projects/Tests	40	40	40	40	40	40	0
	Prep/Part.	10	10	10	10	10	10	0
	Quiz	30	30	30	30	30	30	0

**Note:** When adding weighted categories, the total weight of all categories must add up to 100. If you enter a weight that will result in a total over 100, an error will appear.

**Note:** Weight values are numeric only – using decimals, percent (%) signs or words in this field will result in errors.

- Configure categories to automatically drop the lowest “X” number of assignments for a marking period, if applicable. When a value is set for a category, the grade book will automatically drop that number of grades per marking period, per category, per subject (if applicable). All assignment scores remain in the teacher’s grade book, but any dropped grades will be excluded when calculating a student’s overall average.

**Note:** There is no indicator in the Grade Book Editor that an assignment is going to be dropped as this is calculated on the fly: whenever an average is calculated or when grades are added/deleted/modified, the lowest “X” number of assignment grades are automatically removed from average calculations appropriately.

A. Rules for dropping assignment grades:

- When calculating student averages, any attributes, including those with modifiers, are applied *before* determining the lowest assignment grade(s) to be dropped.
  - Assignments with a No Credit attribute applied are treated as a 0 and can be dropped
  - Assignments with an Exempt attribute are treated as nonexistent grades and cannot be dropped
  - 0-point assignments are treated as nonexistent grades and cannot be dropped
  - Assignments not marked as “Include in Average” cannot be dropped
  - This feature will not allow a user to delete all assignments for a student. If the grade book has fewer than the specified number of assignments to be dropped for a given marking period, category, and subject, *no* grades will be dropped for that student. For example, a category configured to drop the lowest 2 assignments requires 3 or more assignments for that marking period and category (and subject, if applicable).
- Click the Update button on the far left of the Category row to save your category. The screen will refresh to show you the category (and weight, if applicable) you have added for this grade book.

		Category						Attribute
Category Weights: <input type="radio"/> Unweighted <input type="radio"/> Fixed Weights <input checked="" type="radio"/> Variable Weights <span style="float: right;">+ ?</span>								
	Category	M1 Weight	M2 Weight	M3 Weight	M4 Weight	M5 Weight	M6 Weight	Drop Lowest
	CW/HW	20	20	20	20	20	20	0
	Essays/Projects/Tests	40	40	40	40	40	40	0
	Prep/Part.	10	10	10	10	10	10	0
	Quiz	30	30	30	30	30	30	0

**Note:** You can use the Delete button to delete your category, or the Edit button to make changes to your category name and/or its weight (buttons are to the left of the category).

- Repeat these steps for each category in this grade book until all categories and appropriate weights have been defined.

**Note:** You can continue to add categories at any time, and can also edit categories (and their weights) and turn weighting on and off. However, if you use weighting, all new categories must have a weight, and total weight cannot exceed 100.

## Attribute Tab

Grade book Attributes allow a teacher to designate if a student gets credit for an assignment or not. For example, you might create an attribute called “exempt” that can be selected when a child is absent with a legitimate excuse, and therefore failure to turn in an assignment would not count against them. Or you could create an attribute called “not handed in” which would result in no credit. Attributes are not required.

Attributes apply to every assignment in this grade book. It is not possible to add attributes which are only valid for one of a group of assignments.

To add a new attribute, click Add . See the [Add an Attribute](#) section for detailed instructions.

To edit an existing attribute, click Edit . See the [Edit an Attribute](#) section for detailed instructions.

To delete an existing attribute, click Delete . You may only delete attributes that are not currently in use.

## Add an Attribute

- Click once on the Add button on the right side of the Attribute tab. The tab will refresh with entry fields:

		Category	Attribute	Scales
Name:	<input type="text"/>	Short name:	<input type="text"/>	Type: <input type="text" value="No Credit"/>

- Name (free-text, required, up to 50 characters): name of the attribute (i.e. “Not Handed In,” Absent when assigned,” “Exempt,” etc.).
- Short name (free-text, required): This is what will display in the Assignment area (i.e. “NH” for Not Handed In or “EX” for Exempt, etc.).
- Type (drop-down): Choose one of the five (5) options:

- No Credit – means that the student will not get credit for this assignment, regardless of whether a grade is entered or not. This will count against the student and negatively impact the student’s average. For example, if the assignment is Not Handed In, the student might get No Credit.
- Exempt – means that the student is exempted from this assignment, regardless of whether a grade is entered or not. The absence of a grade will NOT count against the student and any grade entered will NOT impact the student’s average. For example, the student may have already completed extra credit and is exempt from a quiz or homework.
- Flag – has no effect on the average. This just serves as a reminder to the teacher that this particular attribute was in effect – for example, maybe the assignment was handed in late. The student still gets credit, but the teacher wants to remember that for later. Or maybe the student was absent when the assignment was given. The student can still make it up, so this will flag the teacher for later.
- Point Adjustment – applies a point modifier to adjust assignment scores.
- Percent Adjustment – applies a percentage modifier to adjust assignment scores.
- Adjustment (text box, required if Type is Point Adjustment or Percent Adjustment): indicates the adjustment value (including + or -) for the attribute.

Category				Attribute
Name	Short Name	Type	Adjustment	
Incomplete	IN	Point Adjustment	-5	
Bonus Assignment	BA	Point Adjustment	5	
Extra Credit	EC	Percent Adjustment	5	
Late 3	L3	Percent Adjustment	-15	
No Credit	NC	No credit		
Exempt	EX	Exempt		

2. When you have finished defining the attribute, click the Save button on the far right of the tab to save your attribute (see below). The screen will refresh to show you the attribute details you have added for this grade book in read-only mode.

Category			Attribute	Scales
Name	Short Name	Type		
Exempt	EX	Exempt		

3. Repeat these steps for each attribute you wish to add.

The image below shows how a grade book with multiple attributes might look.



English 10 [Period 3] [A,B]							
		Info	Roster	Attendance	<b>Grades</b>	Alerts	Seating Chart
View:	Grade book setup	Jump to:	English 10 [Period 3][A,B]				
Averaging Method:	Points						
Default grade book:	ELA 10 Per 3AB Full Year						
					Category	<b>Attribute</b>	
Name	Short Name	Type	Adjustment				
Incomplete	IN	Point Adjustment	-5				
Bonus Assignment	BA	Point Adjustment	5				
Extra Credit	EC	Percent Adjustment	5				
Late 3	L3	Percent Adjustment	-15				
Late 2	L2	Percent Adjustment	-10				
Late 1	L1	Percent Adjustment	-5				
No Credit	NC	No credit					
Exempt	EX	Exempt					

Attributes are applied to assignments in the following order:

- No Credit (treated as a value of zero)
- Exempt (not included in grade)
- Points (numeric modifier)
- Percentage (percent modifier)

Attribute modifiers will be applied to assignment grades according to the following formula:

$$\text{Raw Score} + (\text{Sum of all Points Attributes}) + (\text{Sum of all Percentage Attributes})$$

## Edit an Attribute

- To edit an existing attribute, click the Edit button in the appropriate row.

				Category	<b>Attribute</b>	Scales
Name	Short Name	Type				
Exempt	EX	Exempt				
Not Handed In	NH	No credit				
Absent when collected	AB	Flag				
Absent when assigned	AA	Flag				
Late	LT	Flag				

- The screen will refresh with editable fields. Modify the attribute's name, short name, and/or type as needed, and click Save to apply the changes.

Category Attribute Scales

Name: Exempt Short name: EX Type: No Credit

No Credit  
Exempt  
Flag

## Scales Tab

Grade book Scales allow a teacher to designate grading scales for an assignment or not. For example, you might create a scale called “stars” that would vary in grade importance such as 5 stars, 4 stars, 3 stars, etc. Scales are used more in the elementary grades. Scales apply to every assignment in this grade book. It is not possible to add scales which are only valid for one of a group of assignments. Scales are not required.

To add a new scale, click Add . See the [Add or Edit Scales](#) section for detailed instructions

To edit an existing scale, Select that scale and modify as needed. See the [Add or Edit Scales](#) section for more information.

To delete an existing scale, click Delete . You may only delete scales that are not currently in use.

## Add or Edit Scales

1. Click once on the Add button on the right side of the Scale tab to create a new scaled (or click Edit to modify an existing scale).
2. The tab will refresh with entry fields:

Category Attribute Scales

Name: Stars

New symbol: [text box] Value: [text box]

Symbol	Value
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3. Enter the required, free-text Name of the scale (i.e. “Stars,” “Checks,” , etc.). The Scales name can be up to 50 characters in length.
4. Enter first new symbol and value and click the green plus sign.

Category Attribute Scales

Name: Stars

New symbol: [text box] Value: [text box]

Symbol	Value
one star	75

5. Continue with this process until all of the scale values have been entered.

Category		Attribute		Scales	
Name: Stars					
New symbol:		<input type="text"/>	Value: <input type="text"/>		
Symbol			Value		
	one star			75	
	two stars			80	
	three star			85	
	four stars			90	
	five stars			100	

- When you have finished defining the scale, click the Save button on the far right of the tab to save your work.
- The screen will refresh to show you the scale details you have added for this grade book in read-only mode.

ENGLISH 10 [Period 1][2,3,4,5,6]		Info		Roster		Attendance		Grades		Alerts	
View: Grade book setup		Jump to: ENGLISH 10 [Period 1][2,3,4,5,6]									
Averaging Method: Points											
Default grade book: Eng 10 P4 Q1 0708											
		Category		Attribute		Scales					
Scale											
▶ Stars											

## Deleting a Grade Book

You may delete a grade book (name) after you have deleted all attachments: assignments, attributes, categories, and scales.

- To delete the grade book name, you must be in the setup area. Select Grade book setup from the View drop-down list. The screen will refresh with the setup screen displaying the name of the current active grade book in the Default grade book drop-down field.

English 9 [Period 3] [A,B]		Info		Roster		Attendance		Grades		Alerts		Seating Chart	
View: Grade book setup		Jump to: English 9 [Period 3][A,B]											
Averaging Method: Percent													
Default grade book: ELA9 P3 MP1													
		Category		Attribute									
Category Weights: <input type="radio"/> Unweighted <input checked="" type="radio"/> Fixed Weights <input type="radio"/> Variable Weights													
	Category	Weight		Drop Lowest									
	CW/HW	20		0									
	Essays/Projects/Tests	40		0									
	Prep/Part.	10		0									
	Quiz	30		0									

- If you do not see the red Delete grade book button to the right of the Default grade book drop-down list, then this grade book has features attached. If you do see the Delete grade book button, you may continue without deleting grade book features.

3. Delete all categories. If assignments exist for this category, a warning message will appear. Take the appropriate action to remove this category and all attached assignments.

Category Weights:  Unweighted  Fixed Weights  Variable Weights

There are assignments associated with the category you chose to delete. Hit the delete icon again to delete the category and the assignments associated with it. Hit the cancel icon if you do not want to delete the category at this time.

	Category	Weight	Drop Lowest
	CW/HW	20	0
	Essays/Projects/Tests	40	0
	Prep/Part.	10	0
	Quiz	30	0

4. Delete all attributes. You will be prompted to confirm this action. Click OK to the prompt and the attribute will be removed. Do the same for Scales if any were used.
5. When all categories, attributes, scales, and assignments have been deleted, the red Delete grade book should appear to the right of the grade book name.

English 10 [Period 1] [A,B] Info Roster Attendance **Grades** Alerts Seating Chart

View: Grade book setup Jump to: English 10 [Period 1][A,B]

Averaging Method: Points

Default grade book: ELA 10 P1 MP1

Category Weights:  Unweighted  Fixed Weights  Variable Weights

Category	Drop Lowest
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6. Click once on the red Delete grade book button at the right of the grade book drop-down field.
7. When prompted, click OK to continue. The screen will refresh and the Default grade book list will no longer contain the name of the deleted grade book.
8. You may repeat these steps to delete other grade books or return to the Grade book setup View to work in another grade book.

**Note:** Once you have deleted your grade book, there is no way to recover it. You will have to add it again manually.

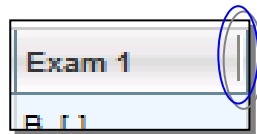
## Grade Book Editor

The Grade Book Editor is where all assignment information is set up and where all grades are stored. This is the portion of the Grades tab that teachers will spend the most time using. From within the Grade Book Editor, teachers may add new assignments, edit existing assignments, enter grades for assignments, and print reports per student or per class.

	Avg	Student	Short Story Q...	Short Story P...	Presentation	Homework #1	Exam 1	Homework #2	Exam 2
1	87.41	Anders, Samuel	85 [ ]	90 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	[EX]
2	86.39	Baily, James	85 [ ]	98 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	78 [ ]
3	88.16	Broderick, Brynn	70 [EX]	90 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	[EX]
4	89.14	Broussard, Jonathan	85 [ ]	89 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	95 [ ]
5	85.73	Button, Patricia	85 [ ]	85 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	84 [ ]
6	85.31	Claypool, Abigail	81 [ ]	90 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	81 [ ]
7	87.31	Clerk, David	85 [ ]	90 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	87 [ ]
8	85.64	Clerk, Nina	85 [ ]	74 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	91 [ ]
9	81.56	Dickson, Brigid	85 [ ]	90 [ ]	[ ]	175 [ ]	B [ ]	85 [ ]	64 [ ]

Depending on your screen settings, the number of assignments visible on your screen will vary. Simply click the bottom right corner and drag to resize. Additionally, you may click the Menu button in the grade book toolbar and select “Full screen” to show only the editor on the screen.

Columns can also be resized at any time. Click the line in the upper right corner of the column header and drag it to resize.



Users may click in any cell to edit grades. A green triangle in the top corner of a cell indicates that the value has changed. The triangle indicator will be removed once changes have been saved to the grade book.



To navigate between cells in the editor, users may click with a mouse or use a keyboard. When using the keyboard, use Tab to move right, Shift+Tab to move left, Enter to move down, and Shift+Enter to move up. Moving into a cell using this method allows the user to edit the grade for that cell.






### Assignments in the Editor View

Hover over an assignment title to see details about that assignment. This will display the assignment title, the total number of points it is worth, the category short name (“HW” for example), and the assignment date.






Short Story P...	Presentation	Homework #1
89 [ ]	87 [ ]	175 [ ]
98 [ ]		

Short Story Paper(100) HW 6/9/2009



Each assignment has its own menu with assignment specific buttons, available by clicking on the assignment title.

Short Story Q...	Short Story P...	Presentation
81 [ ]	 Edit	7 [ ]
85 [ ]	 Delete	0 [ ]
70 [EX]	 Mass Entry	9 [ ]
85 [ ]	 Print	1 [ ]
85 [ ]	 Sort	7 [ ]

The following buttons are available for each assignment:

- Edit  button – allows you to edit the assignment details and, if available, apply those changes to multiple grade books.
- Delete  button – allows you to delete the assignment from the grade book. This will delete all related student grades as well.
- Mass Entry  button – applies the grade entered in that field to that assignment for all students.
- Print  button – allows you to print the Assignment Report for that assignment.
- Sort  button – sorts

## Entering Daily Assignment Grades

1. To enter grades one by one, simply click in a cell and type in a grade (or select it from the drop-down if not using numeric grades for that assignment). Use the mouse or the keyboarding shortcuts to navigate to other cells and enter additional grades.
2. To enter the same grade for every student, click the assignment title to access the Mass Entry  button from the assignment drop-down menu and use one of the following methods:
  - A. Click the Mass Entry button first, then enter the grade in the resulting dialog box. When you click OK, the grade will appear for each student.
  - B. Enter the grade in the first grade field, press the Enter button, then use the assignment drop-down to click once on the Mass Entry button. You will see all the fields fill in with that grade
3. To recalculate student averages and save grades you've entered, click the Save  button from the bottom toolbar. All changes will be applied to the grade book and student averages will be updated in the Editor.

**Note:** The “Avg” column will always display the student’s average for the assignments currently being displayed in the editor. This means the average shown will change based on selected assignment filters.

## Using Attributes

When Attributes are used (or available), these are displayed within brackets in each cell. If no attributes are configured for the grade book, this does not show.

Short Story Q...
81 []
85 [EX]

If no attributes have been selected yet for a cell, the cell will display an empty set of brackets (“[]”). To select an attribute, click on the brackets and select the appropriate attributes using the checkboxes provided.


70 [EX]
<input checked="" type="checkbox"/> EX
<input type="checkbox"/> LT

When attributes are configured with point or percent adjustments, applying an attribute will cause the student’s grade book average to be recalculated to account for the adjustment once the grade book is saved.

## The Grade Book Editor Toolbar

The Grade Book Editor includes a toolbar at the bottom of the screen where users may click to access menus with additional options.

	Avg	Student	Short Story Q...
1	86.64	Anders, Samuel	81 []
2	86.64	Baily, James	85 [EX]
3	85.20	Broderick, Brynn	70 [EX]
4	87.39	Broussard, Jonathan	85 []
5	86.10	Button, Patricia	85 []
6	85.31	Claypool, Abigail	81 []
7	88.06	Clerk, David	85 []
8	83.52	Clerk, Nina	83 []
9	86.68	Dickson, Brigid	94 []

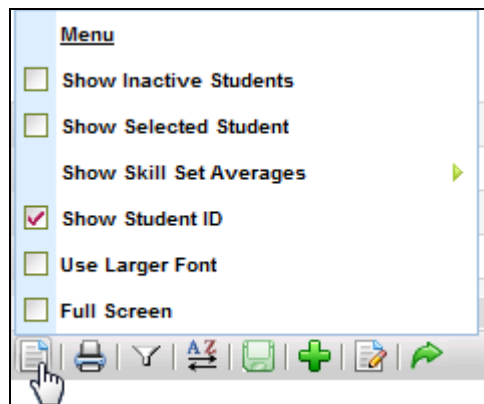


## Menu

Click on the Menu button to view additional view options. These checkboxes control the information that displays on the screen and are all checked by default.

Current options include:

- Show Inactive Students
- Show Selected Student (to show only a single student, click in the row for that student and select this option)
- Show Skill Set Averages (if using skill set grading, this option allows teachers to specify which skill set averages to display)
- Show Attributes
- Show Student ID
- Full screen (shows the grade book editor in full-screen mode)



## Reports

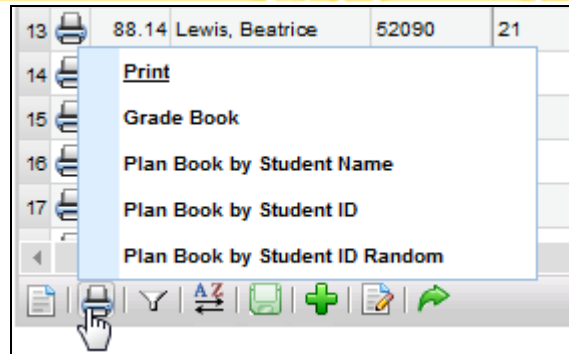
Click the Reports button to view available grade book reports, and click on any report to run it. The report will open in a new window. Available reports include the following:

- **Grade Book** (prints the Grade Book Report for the entire class)
- **Plan Book by Student Name** (the report will display student names, and students will be sorted alphabetically in ascending order by Student Name (Last Name, First Name))
- **Plan Book by Student ID** (the report will display Student ID numbers instead of names, and students will be sorted in ascending order by Student ID)
- **Plan Book by Student ID Random** (the report will display student ID numbers instead of names. The students will be displayed in random order, regardless of name or ID number)

See the section on [Grade Book Editor Reports](#) for more information on each of these reports.

**Note:** Running reports from within the Grade Book Editor produces a quick report that does not use a prescreen. To run with additional options, navigate to the Grade Book Reports view, select the appropriate report and configure options as appropriate.





## Filter

The assignments in the Grade Book Editor can be filtered by Category, Subject, Marking Period, and/or Skill Set, depending on the options defined by your district. To set a filter, click the Filters button, click on the desired filter type, and select the appropriate filter criteria..

**Note:** To use multiple filters at the same time, you must select one type of filter first, then click the Filters button and select the other filter.

	Avg	Student	Vocab 15	Vocab 16	Vocab 17	Exam 5/17	Homework 5/15	Final Project	Vocab 18
1	93.19	Bailey, Judith	93	95	91	96.5	86	95	93
2	86.13	Baker, Amy	81	84				84	91
3	73.13	Baker, Jeffrey	76	78				68	71
4	79.06	Butler, Barbara	78	79				79	81
5	81.88	Gray, Jason	85	82				78	79
6	90.62	Haris, Melissa	95	92				86	89
7	88							93	88
8	94							97	94

All  
 M1  
 M2  
 M3  
 M4  
 M5  
 M6

Category Filters >  
 Skill Set Filters >  
 Marking Period Filters >

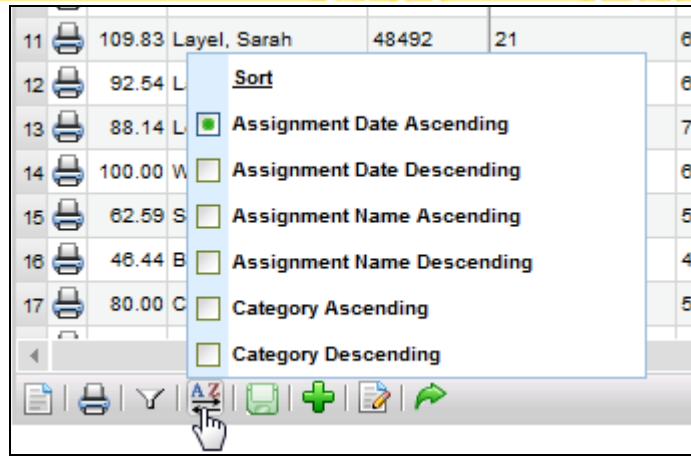
ELA 10 P1 MP1

**Note:** The “Avg” column will always display the student’s average for the assignments currently being displayed in the editor. This means the average shown will change based on selected assignment filters.


## Sort



Grade Book assignments can be sorted by assignment date, by assignment name, or by category. To apply a sort, click the Sort button and select the appropriate sort option.


**Note:** Assignments are sorted horizontally in the grade book editor.

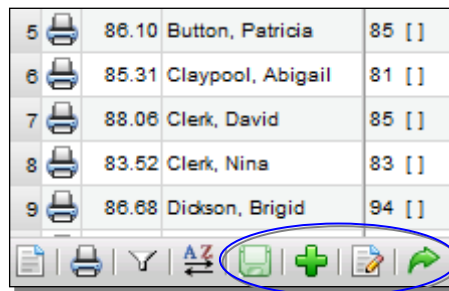


### Save/Add/Done Buttons

Changes to the Grade Book can be saved by clicking the Save  button at the bottom. This will also cause all student averages to be refreshed.

The Add  button allows teachers to add assignments individually, while the Batch Edit Assignments  button will allow users to add, edit, and/or delete multiple assignments from a single screen.

To exit the Grade Book Editor and return to the user's **My Home > Classes** tab, click the Done  button. A prompt will appear asking for confirmation; click OK to save changes before exiting (this will save all changes and any saved settings as listed below) or click cancel to discard all changes and settings.



When a grade book is saved, the following settings are maintained for the user:

- Menu > Show Inactive Students
- Menu > Show Student ID
- Menu > Show Attributes
- Menu > Show Skill Set Averages
- Menu > Use Larger Font
- Menu > Full Screen
- Height and width of the Grade Book Editor window
- Filter > Subject, Skill Set, or Category filter selections

After saving changes, these settings will be maintained for each user individually and will be reflected across all of that user's grade books. Because these settings are saved for each user and not for each grade book, users accessing a grade book either by assuming a faculty identity or as a substitute will continue to see their own settings reflected, rather than those of the user who last saved the grade book.

## Add Assignments


Assignments are the actual tasks students will be graded on. Each assignment must be named, have a designated point value, have a date and a marking period designation, and be linked to a category. For information on how to add multiple assignments at one time, refer to the [Batch Add/Edit Assignments](#) section.

- To add a single assignment, click the Add Assignment  button found in the grade book toolbar at the bottom of the screen.

	Avg	Student	Short Story Q...	Short Story P...	Presentation	Homework #1	Exam 1	Homework #2	Exam 2
1	87.41	Anders, Samuel	85 []	90 []	[]	175 []	B []	85 []	[EX]
2	86.39	Baily, James	85 []	98 []	[]	175 []	B []	85 []	78 []
3	88.18	Broderick, Brynn	70 [EX]	90 []	[]	175 []	B []	85 []	[EX]
4	89.14	Broussard, Jonathan	85 []	89 []	[]	175 []	B []	85 []	95 []
5	85.73	Button, Patricia	85 []	85 []	[]	175 []	B []	85 []	84 []
6	85.31	Claypool, Abigail	81 []	90 []	[]	175 []	B []	85 []	81 []
7	87.31	Clerk, David	85 []	90 []	[]	175 []	B []	85 []	87 []
8	85.64	Clerk, Nina	85 []	74 []	[]	175 []	B []	85 []	91 []
9	81.56	Dikson, Brigid	85 []	90 []	[]	175 []	B []	85 []	64 []


- The screen will refresh with entry fields where you can define this assignment.

English 10 [Period 3] [A,B]    Info    Roster    Attendance    **Grades**    Alerts    Seating Chart

Jump to: English 10 [Period 3][A,B] 

Name:

Points:

Date:  

Marking Period:

Category:

Include in average

- Name (free-text, required, up to 50 characters): Enter an assignment Name (such as “take home project” or “chapter 3 quiz” etc.). Only the first 15 characters will display on the Grade book editor screen, but the whole name will appear when you mouse over it. The name should be specific. More than one assignment may be added with the same name, provided they are assigned to different dates. Each assignment must have a unique name and date combination.
- Points (required): number of points this assignment is worth. If a single entry field appears, it assumes you are only entering numeric values. If you do not see the Points options you require for setting up your






assignments, contact your district's schooltool liaison. Depending on your district's preferences, you may see two (2) radio button options for Points:

- i. Numeric (required, numeric): If selected, a numeric field appears. The point value must be 1 or greater, unless your district allows zero-point assignments.
  - ii. Other (drop-down: select from a district-defined group of options, such as rubric scales, pass/fail, alpha scales, etc.
- C. Date (required, date field, defaults to current date): you may use this field for the date assigned or the date due. Use the pop-up calendar to select the date, or enter the date manually using the mm/dd/yyyy format. This date is only used to help you organize and track your assignments.

**Note:** If you add all of your assignments on the same day and do not change the date field, they will appear in alphabetical order by assignment name.

- D. Marking Period (required, drop-down): Select a marking period from the drop-down. This designation is used to tie an assignment to the selected marking period. All averages will be calculated based on marking period designations (rather than dates). This is also used to determine which assignment scores are included when submitting marking period and/or progress report grades, to determine the average shown on the **My Home > Grades** tab, and the assignments that are shown on a student's **My Home > Assignments** tab.
- E. Category (required, drop-down): You should see a list of all the categories you added to this grade book. This value will default to the first value in the list.
3. Decide whether to include this assignment in student averages. The "Include in average" check box is checked by default; simply uncheck it by clicking once, and this assignment will not be included in averages. An example might be an assignment that measures participation which has no actual score; you might give each student who attended a 1 out of 1, but choose not have this impact the overall class average.
  4. Decide whether to allow parent access through the parent portal to this assignment. The Allow parent access is not checked by default; simply check the box by clicking once and this assignment will be viewable to a parent when accessing schooltool.


**Note:** The Allow parent access check box only appears if your district allows public access to schooltool.

5. When you have finished building this assignment, save your work using either method A or B below:
  - A. If you wish to add another assignment after this one, click once on the Save Assignment and add another  button. The first assignment will be saved, and the tab will refresh allowing you to add another assignment.
  - B. If you wish to add only this assignment, and return to the grade book, click once on the Save assignment and return to grade book  button. Use this button when you have finished adding assignments. In this example we will save and return to the grade book.
6. Repeat these steps for each assignment in this grade book.
7. When you have finished adding assignments, return to the Grade book editor View area (finish adding your assignment and click the Save and return to grade book  button, OR click the Return to grade book without saving  button in the upper right corner of the assignment area).
8. Save your entire grade book. Click once on any of the Save grade book changes  buttons found in the upper portion of the Grade book editor View in the Grades tab to save the assignment(s) to the grade book.

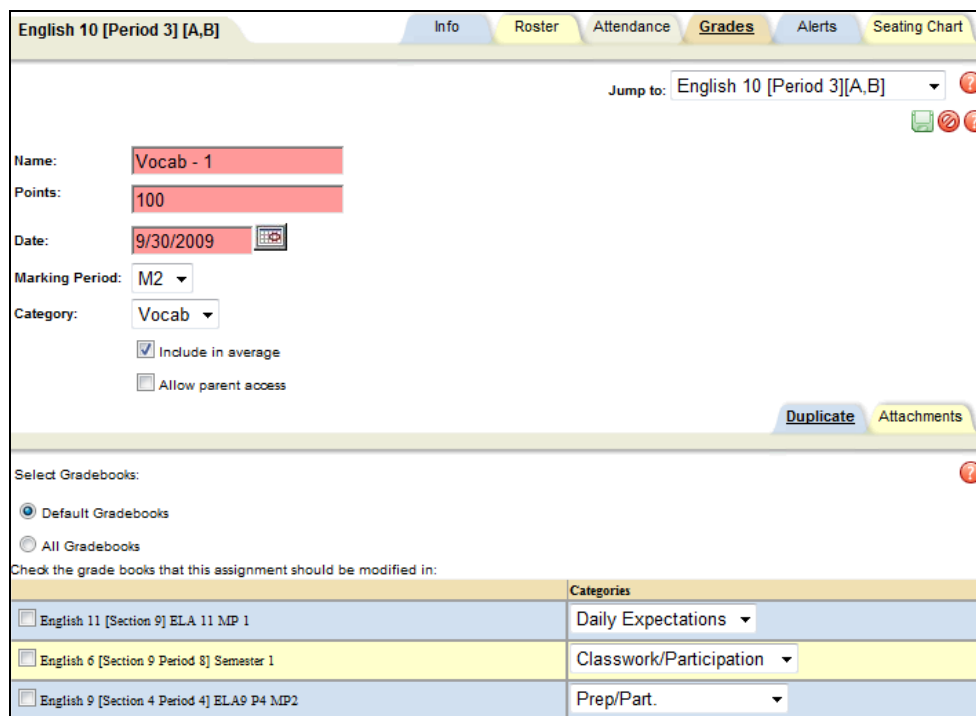
## Add Assignments to Multiple Grade Books

Often it will be necessary to add assignments during the marking period, after your grade books have been set up. Schooltool allows users to add a new assignment at any time, and to add a single assignment to multiple grade books (if multiple grade books exist) at the same time.

**Note:** You must have at least one grade book to use this procedure.

1. To create an assignment, navigate to the Grades tab and click once on the Add assignments  button in the grade book toolbar. The tab will refresh with entry fields for the new assignment, as well as the Duplicate tab, along the bottom of the assignment area.

**Note:** If you do not see the Duplicate tab, it means you do not have any other grade books to copy this assignment to.



Check the grade books that this assignment should be modified in:	Categories
<input type="checkbox"/> English 11 [Section 9] ELA 11 MP 1	Daily Expectations
<input type="checkbox"/> English 6 [Section 9 Period 8] Semester 1	Classwork/Participation
<input type="checkbox"/> English 9 [Section 4 Period 4] ELA9 P4 MP2	Prep/Part.

2. Enter the assignment details: Name, Points, Date, Marking Period, Category, whether this will be included in averages or not and whether to allow parent access.
3. Use the Duplicate tab to add this assignment to one (or more) of your existing grade books for other sections/courses. Click once in the check box to the left of the name of each grade book that should also have this assignment added to it.

**Note:** Use the radio button to toggle the list of available grade books between only those defined as a “default” grade books or all grade books for all courses in the current year.

4. Use the Categories drop-down list at the right of each grade book row to put the assignment in the correct category. (Remember, grade books can each have their own categories, so you will need to choose the appropriate category per grade book.)

**Note:** You can also add an attachment to the assignment by clicking on the Attachment tab and using the browse button to locate and upload the attachment.

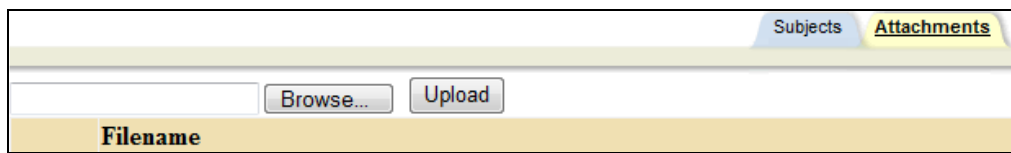
5. Select the Save assignment and return to the grade book  button (upper right corner of the Grades tab) to save the new assignment to this grade book and to each grade book checked on the Duplicate tab.

**Note:** To verify that the new assignment has been added to the other selected grade books, you can review each grade book.

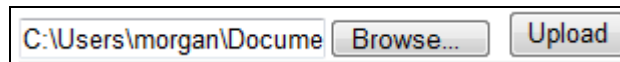
## Attachments Tab

Any number of files, and any file type, may be added to an assignment.

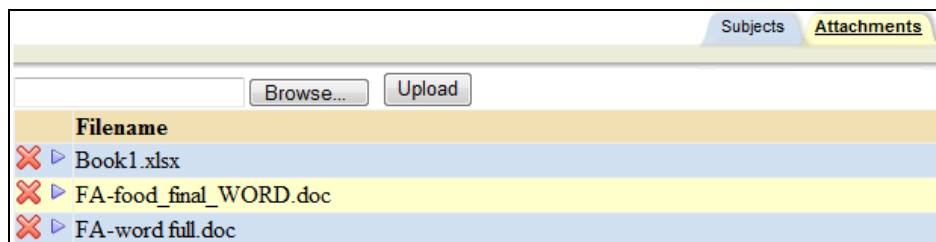
1. To add attachments to an assignment, click on the Attachments tab.



2. Click the Browse button and locate the file to attach.



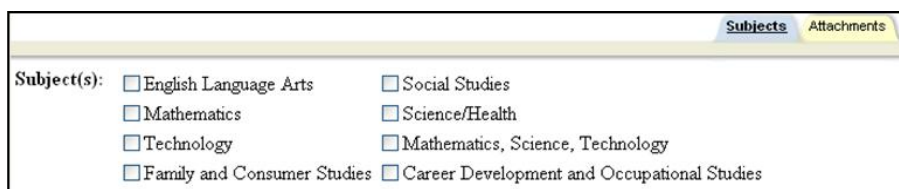
3. Click Upload to attach the file to the assignment. You must upload the file for the attachment to be added.
4. The uploaded file will appear in the list of attached files when the upload is completed.



5. Once an attachment has been added to an assignment, you may click the Select button to open the file or the Delete button to remove it.
6. Remember to Save  the assignment after adding or removing an assignment..

## Subjects Tab

The Subjects tab helps teachers organize assignments and grade students according to performance in one or more subject areas at a time. Any number of subjects may be selected. To associate an assignment with, simply check or uncheck the appropriate subject boxes and Save  the assignment.

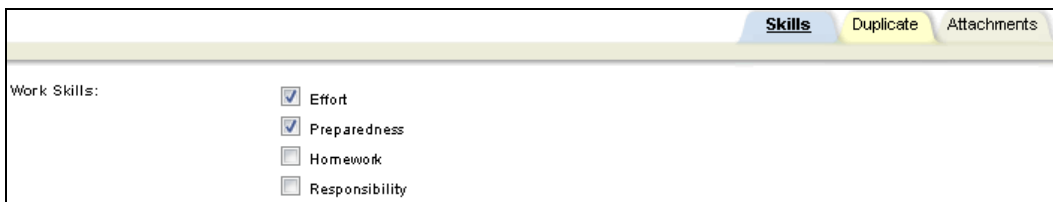


## Descriptors Tab

The Descriptors tab allows teachers to tie specific descriptors to individual assignments. This allows schooltool to calculate averages per descriptor when teachers use the “Grade Book Copy Grades” feature when submitting Marking Period grades. This is typically used only by elementary teachers, and only applies for descriptor-based graded courses.

## Skills Tab


The Skills tab allows teachers to tie assignments to specific skills within pre-defined skill sets. This option is only available for districts that have set up skill sets and associated those skill sets with courses. Assignments can be tied to any number of individual skills. The Grade Book Editor will allow filtering based on skills or skill sets, and other grading screens may include skill and skill set averages, depending on district grading settings.

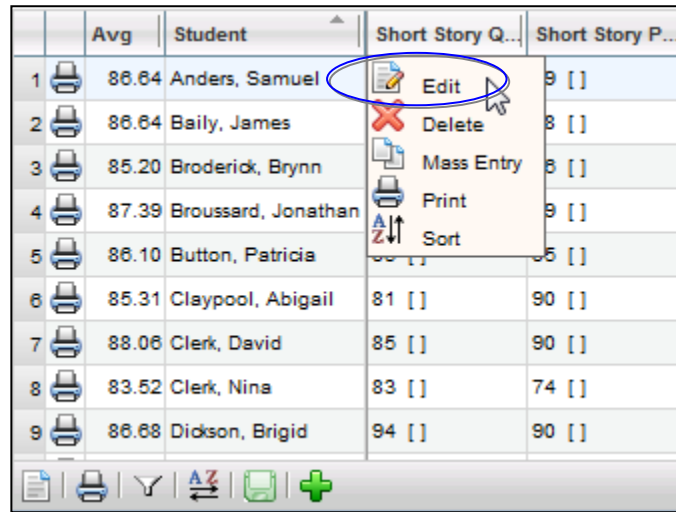







The screenshot shows a software interface with a tab labeled "Skills". Below the tab are buttons for "Duplicate" and "Attachments". Underneath, there is a section titled "Work Skills:" followed by a list of four skills, each with a checkbox:

- Effort
- Preparedness
- Homework
- Responsibility

## Edit Assignments

1. Navigate to the Grades tab for the appropriate class to view the grade book editor.
2. Click once on the assignment title you wish to modify and click the Edit Assignment  button.



	Avg	Student	Short Story Q...	Short Story P...
1	86.64	Anders, Samuel	 Edit	9 []
2	86.64	Baily, James	 Delete	8 []
3	85.20	Broderick, Brynn	 Mass Entry	8 []
4	87.39	Broussard, Jonathan	 Print	9 []
5	86.10	Button, Patricia	 Sort	5 []
6	85.31	Claypool, Abigail	81 []	90 []
7	88.06	Clerk, David	85 []	90 []
8	83.52	Clerk, Nina	83 []	74 []
9	86.68	Dikson, Brigid	94 []	90 []

**Note:** For information on editing multiple assignments at once, refer to the [Batch Add/Edit Assignments](#) section.

3. The assignment details will appear in editable fields.

English 10 [Period 3] [A,B] Info Roster Attendance **Grades** Alerts Seating Chart

Jump to: English 10 [Period 3][A,B]

Name: Quiz - 1

Points: 100

Date: 9/24/2009

Marking Period: M2

Category: Quiz

Include in average

4. Make changes to the Name, Points, Date, Marking Period, and/or Category, and/or any of the check box options for this assignment if desired.
5. Apply these changes or add this assignment to other grade books if desired by clicking once in the check box(es) in the Duplicate tab (see the [Add Assignments to Multiple Grade Books](#) or [Edit Assignments in Multiple Grade Books](#) sections for more information).
6. Click the Update assignment and return to the grade book button in the upper right corner of the Grades tab. The screen will refresh displaying the modified assignment.
7. When you have finished editing assignments, click once on the Save grade book changes button to save your work.

### Edit Assignments in Multiple Grade Books

1. To modify an assignment, click on the assignment title and click on the Edit Assignment button. The screen will refresh with detail fields for that assignment, as well as the Duplicate tab, along the bottom of the assignment area. The Duplicate tab shows all available grade books.

**Note:** If you do not see the Duplicate tab, it means you do not have any grade books to copy these changes to.



English 10 [Period 3] [A,B] Info Roster Attendance **Grades** Alerts Seating Chart

Jump to: English 10 [Period 3][A,B]

Name:

Points:

Date:

Marking Period: M2

Category: Vocab

Include in average  
 Allow parent access

[Duplicate](#) [Attachments](#)

Select Gradebooks:

Default Gradebooks  
 All Gradebooks

Check the grade books that this assignment should be modified in:

	Categories
<input type="checkbox"/> English 11 [Section 9] ELA 11 MP 1	Daily Expectations
<input type="checkbox"/> English 6 [Section 9 Period 8] Semester 1	Classwork/Participation
<input type="checkbox"/> English 9 [Section 4 Period 4] ELA9 P4 MP2	Prep/Part.

- Enter the assignment details: Name, Points, Date, Marking Period, Category, whether or not this will be included in averages, and whether to allow parent access. Pink fields are required.

English 10 [Period 3] [A,B] Info Roster Attendance **Grades** Alerts Seating Chart

Jump to: English 10 [Period 3][A,B]

Name:

Points:

Date:

Marking Period: M2

Category: Vocab

Include in average  
 Allow parent access

- Use the Duplicate tab to apply these changes to one (or more) of your existing grade books for other sections/courses. Click once in the check box to the left of the name of each grade book that should also have this assignment changed.

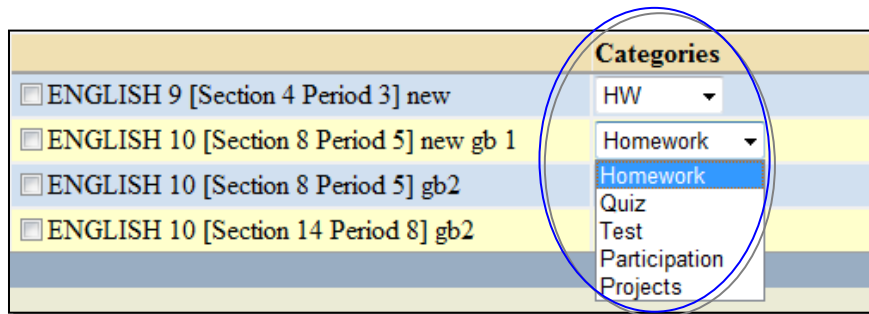
[Duplicate](#) [Attachments](#)

Check the gradebooks that this assignment should be added to:

Default Gradebooks  
 All Gradebooks

	Categories
<input type="checkbox"/> CREATIVE WRITING [Section 1 Period 1] def	HW
<input checked="" type="checkbox"/> ENGLISH 10 [Section 8 Period 5] gb2	hw
<input checked="" type="checkbox"/> ENGLISH 10 [Section 14 Period 8] gb2	HW

- A. Use the Categories drop-down list at the right of each grade book row to put the assignment in the correct category. (Remember, grade books can each have their own categories, so you will need to choose the appropriate category for each grade book.)



4. Select the Update assignment and return to grade book  button (upper right corner of the screen) to save the changes to this assignment.
5. If you have selected additional grade books using the Duplicate tab, schooltool will attempt to copy those changes to the selected grade books one at a time. If a matching assignment exists in any selected grade book, the assignment changes will be applied to those grade books.

If no errors are encountered and the update completes successfully, the changes will be applied and the user will be returned to the grade book editor.

If an error occurs, the user will see a warning message on the screen, indicating which grade book was not updated. Other selected grade books will be updated appropriately unless indicated otherwise. You will receive a separate message for each grade book affected.

An error may be due to any of the following possible situations:

- A. Grading Scale not found: This will occur if you change the grading scale for an assignment and attempt to copy that change to a grade book where that grading scale does not exist.

Warning: Did not copy to ENGLISH 10 [Section 14 Period 8] gb2 because the grading scale cannot be found in that grade book.

- B. Another assignment exists with the same name: If an assignment exists in another grade book with the same name but different details, you will be unable to copy the assignment changes. This applies to situations where identical assignments were added to the grade books but then were manually edited individually, because those edits will change the details of that individual assignment and it will no longer be recognized as the “same” assignment as in other grade books.


Warning: Did not copy to ENGLISH 10 [Section 14 Period 8] gb2 because another assignment with the same name already exists in that grade book.

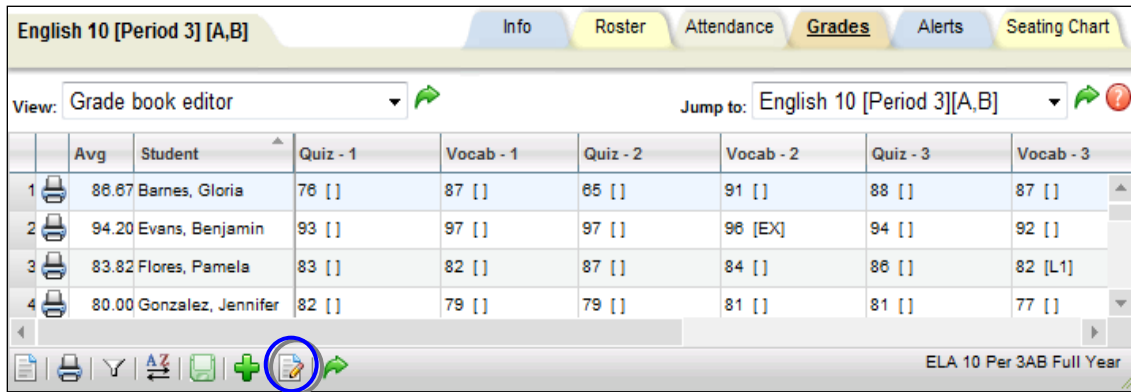
- C. No assignments with that name: If the assignment to be modified does not exist in another grade book, it cannot be modified. To correct this, add a matching assignment to the desired grade book.

Warning: Did not copy to ENGLISH 9 [Section 4 Period 3] new because an assignment of that name does not exist in that grade book.

6. To verify that the new assignment has been modified in the other selected grade books, you can review each grade book.

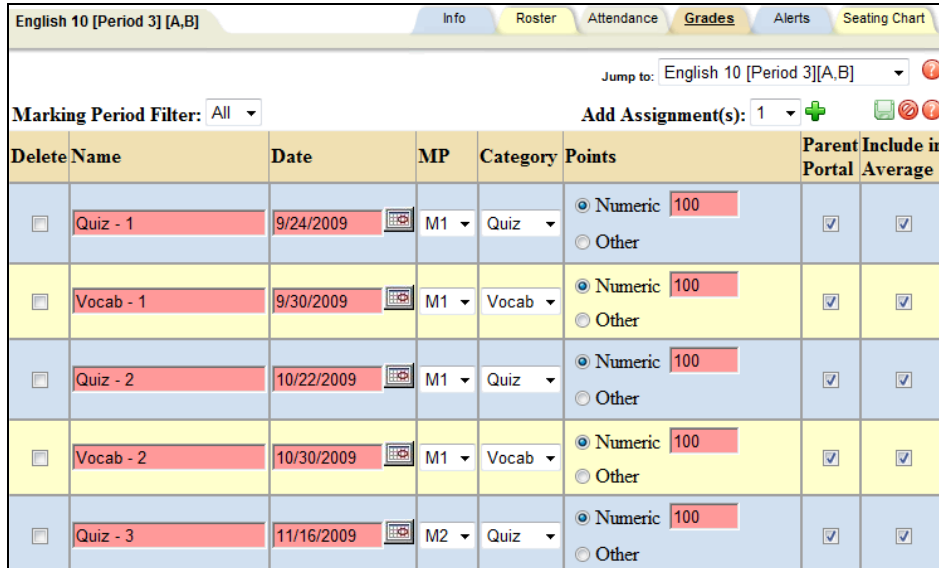
## Batch Add/Edit Assignments

To make batch assignment changes, click the Batch Edit Assignments  button, located at the bottom of the screen in the Grade Book Editor Toolbar.




English 10 [Period 3] [A,B]								
Info Roster Attendance <b>Grades</b> Alerts Seating Chart								
View: Grade book editor				Jump to: English 10 [Period 3][A,B]				
	Avg	Student	Quiz - 1	Vocab - 1	Quiz - 2	Vocab - 2	Quiz - 3	Vocab - 3
1	86.87	Barnes, Gloria	76 []	87 []	65 []	91 []	88 []	87 []
2	94.20	Evans, Benjamin	93 []	97 []	97 []	96 [EX]	94 []	92 []
3	83.82	Flores, Pamela	83 []	82 []	87 []	84 []	86 []	82 [L1]
4	80.00	Gonzalez, Jennifer	82 []	79 []	79 []	81 []	81 []	77 []

The screen will refresh to display a list, presented in edit mode, that contains all assignments that currently exist in that grade book. The list can be sorted by any column, and may be filtered by marking period using the Marking Period Filter drop-down in the upper left corner. By default, the list includes assignments from all marking periods.



English 10 [Period 3] [A,B]								
Info Roster Attendance <b>Grades</b> Alerts Seating Chart								
Marking Period Filter: All				Jump to: English 10 [Period 3][A,B]				
				Add Assignment(s): 1				
Delete	Name	Date	MP	Category	Points	Parent Portal	Include in Average	
<input type="checkbox"/>	Quiz - 1	9/24/2009	M1	Quiz	<input checked="" type="radio"/> Numeric 100 <input type="radio"/> Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Vocab - 1	9/30/2009	M1	Vocab	<input checked="" type="radio"/> Numeric 100 <input type="radio"/> Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quiz - 2	10/22/2009	M1	Quiz	<input checked="" type="radio"/> Numeric 100 <input type="radio"/> Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Vocab - 2	10/30/2009	M1	Vocab	<input checked="" type="radio"/> Numeric 100 <input type="radio"/> Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Quiz - 3	11/16/2009	M2	Quiz	<input checked="" type="radio"/> Numeric 100 <input type="radio"/> Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

**Note:** Once a user saves changes from this screen, all modifications are applied to the grade book editor as a single operation, including changing existing assignments, deleting existing assignments, and adding new assignments.

To modify existing assignments, simply locate the assignment(s) to be changed, edit all appropriate fields, and click the Save  button to apply changes. All required fields must contain valid information. An error message will appear for any invalid field entries to indicate the specific assignment(s) that contain invalid data.