

Gradebook Tutorial

Setting Up your Gradebook: (ONLY AT THE BEGINNING OF THE YEAR)

1. If you have gradebooks from last year, you need to delete old gradebooks.
Utility—Delete gradebook—Select All—ok
2. To get this year's student names for new gradebooks
Utility—Import Schoolmaster Rosters—Section—Select All or highlight classes—ok
(We never select our planning period.)
3. Schoolmaster updates drops/adds daily so do not import again!

Opening & Establishing your Gradebooks:

1. File-Open-Highlight Section-Ok
2. Change date range (This only needs to be done in one section & will apply to all sections)
To view one quarter at a time: Display—Select date range- Report period—ok
To view more than a quarter: Display—Select date range—choose start date & end date--ok
3. Set up overall column (This is optional to do)
If you do not change anything, this will keep a running average for the year
If you want to make it just per quarter or semester, you can change the date range.
Display—Set Overall Column—Select quarter or enter own dates OR you can hide column-ok

Setting Quarter & Semester Calculations:

1. Open a gradebook section. (see above)
2. Task—Add Calculation—Title: QTR1—Heading:optional—Weight:100—Calculate on: Overall—From:Select reporting period or type in dates—Check both boxes (prompt for posting & add to multiple gradebooks)—Click gradebooks & select all—ok—Select QTR1 for posting--ok
3. For each posting period, follow above instructions inserting appropriate title
4. You cannot post from the overall column so you will need to set up a separate semester column calculation.
5. To check your status, change to the assignment view. Any postable column is highlighted in green.

Creating Assignments:

Task—Add Assignment—Title:you get to pick—Heading; optional(only first 4 letters appear in gradebook)—Date:select due date—Value:your point value—Add to Multiple Gradebooks (if you select this, you can add the same assignment to different sections)—ok

Creating Comment Column:

1. Task—Add Assignment—Title:Comment 1 (or 2 or 3)—Heading:optional— Check box that assignment is comment—Date:We suggest using the last day of the quarter—Add to all gradebooks—ok
2. To make this a postable column, go to Assignment View, highlight the comment, make Secondary Mark Position to Comment 1. THIS MUST BE DONE IN EACH GRADEBOOK SECTION!
3. Comments are entered as numbers but you can also Show Mark Table when you are in the Comment Column. (Setup—Comments—has all the numbered comments)
4. You may comment on any student but you are strongly encouraged to comment for any student with a D or an F.
5. Comments remain until you delete them. You can clear the entire comment column by placing your cursor in the comment column, selecting Task—Clear Column—Clear—ok
6. For a new quarter, delete Comment 1 from the previous quarter and add a new comment called Comment 1 OR change the date on Comment 1 but then you would need to also change the posting setting.

Preferences:

1. Edit—Workstation Preferences—Startup—You can select Do Nothing or Select a Class. If you choose select a class, you can skip the File—Open each time you get into gradebook. (Update rosters daily needs to remain checked to keep up-to-date information for any new enrollees or dropped students.)
2. Edit—Workstation Preferences—Messages—Click the first 3 boxes to have helpful reminders
3. Edit—Workstation Preferences—Data Entry—Display Assignments in reverse order shows the most recent assignment closest to their name.

PASS System:

1. Web—Progress Export (PASS)—Gradebooks—Select All—ok—Date Range— Select Reporting Period or change dates—ok—Export

2. The PASS system allows students/parents to check their grades on the computer. It is not an automatic update, however; Mr. Sieck or Pam has to upload it weekly.
3. To check your layout, go to Task—View PASS progress report.

Posting Grades to the Office:

1. Each week you are required to post grades to the office by 9:00 Monday. These grades are used for the weekly eligibility list as well as midterms.
2. Utility—Post Sections Marks to Schoolmaster—Gradebooks—Select All—ok—Mark Position—Qtr1 (all shows up)—Select Comments as necessary—Begin

Helpful Hints:

1. Help doesn't really help!
2. The calendars are color-coded according to quarter. Days we are not in school are also colored differently.
3. You can use the attendance view to take attendance (rather than using schoolmaster).
4. If you have a student that drops your class, you can delete them from your gradebook (rather than have to skip them each time). You must go to the Student View first. Task—Delete inactive students—select—ok.
5. If you make some sort of error in the assignment detail, you can go to the assignment view and modify without recreating the whole thing. (For example, my homework was supposed to be worth 10 points and I left it at 100.)

Gradebook – Beyond the Basics

Adding a note to a student grade:

1. I find this helpful if I want to note that an assignment was late, the student was absent when the assignment was given, that this fixed for more credit, etc.
2. Edit Mark Note---enter comment of your choice---OK
3. This comment will remain attached to that assignment unless you clear it. It will print on progress reports as well which is helpful for parent- teacher conferences. You can then see the comment in the "Detail" portion of the Assignment Detail at the bottom of the Data Entry screen.

Print student progress reports:

1. Report---Progress---Gradebooks (select any or all)

- Students (again, this depends on what you are using it for)
- Groups (usually, you'll want to leave this ALL)
- Assignments (it's up to you but you can set a date range later)
 - Detail items to print- if you have assignment groups, you can choose if you want the groups to be separated or not.
- Detail Options (I'd leave this ALL)
- Date range (set this as you like)
- leave Student Identifier & Student Sort alone
- Check page break by student
- General message (if you want to type a message that will appear on every report you can click this and type it here)
- Print---Screen (I always choose Screen first so I can see what I've done. You will have a chance to print from there if you like it.)

Adding assignment groups:

1. Instead of everything being called "classwork" you can separate quizzes, homework, tests, etc. if you want. These categories can be sorted on progress reports if you would like.
2. Go the Configuration view---Add group---type the name
 - overall weight- if you use total points, you should leave this at 100. If you weight your groups, put the percentage of the total grade here.
 - default value- this the assignment point value that will automatically pop up when you create an assignment in that group. If your homework is usually worth 10 points, it's easier to change the default value to 10. For tests, maybe you'll leave it at 100.
3. Once you have one gradebook set up, you can copy the configuration to each section.
4. Go to the new section in Configuration view---Task---Import configuration---highlight the gradebook you want to copy---Ok. Repeat for each section.

Using & adding Alpha Marks:

1. Besides number grades, you can input letters to indicate meaning instead of a grade. Several letters are preset in the gradebook. Only the letter "I" will override all calculations and replace them with the letter "I". All other letters will simply remain in the space until they are replaced. To find the letters you can use...
2. Setup---Mark Tables
3. To add new alpha marks...

Setup---Mark Tables---Add Alpha Mark---Alpha (write the letters you want to use)-
--Num. Equiv & conversion threshold (these are used if you want to give a
numeric value the letters...I'm not sure how this works, so I'd only be guessing
here)