

**GRADEBOOK
INSTRUCTION BOOKLET
FOR
CHINO VALLEY HIGH SCHOOL**

Written By

John Scholl

Edited By

Kevin Schoenfeld and Mike Schoenfeld

1. Setting Up Your Gradebook For The First Time (New Teachers)

The default grading scale is A=90%, B=80%, C=70% and so forth. If this is what you would like, move on to #2. To change your grading scale, use the steps below.

To set up the mark table (grading scale)

Click **Setup**.

Click **Mark Tables**.

Click **Default** under Mark Table Title.

Place your values for your letter grades under Conversion Threshold.

Click **Close**.

2. Setting Up Your Gradebook At the Beginning Of A Semester

For returning teachers, you need to back up and delete last year's gradebook.

Backing Up Data

Click **File**.

Click **Backup**. Type in the name of the semester you are backing up (ex. spring03).

Click **Save**.

Click **Data Only**.

A small dos screen will pop up. It will run the back up and close.

Deleting Gradebooks

Click **Utility** on the menu bar.

Click **Delete Gradebook**. Select the classes which you want to delete.

Click **OK**.

Click **Delete**.

For all teachers, you need to import rosters from Schoolmaster.

To Import Rosters

Click **Utility**.

Click **Import Schoolmaster Rosters**.

Click the classes that you need the rosters for and click **OK**.

Hint: If you hold the Ctrl button down while you click you can pick and choose the classes you would like to import.

You will need to configure each class using the following steps. There are two procedures, one for a non-weighted grading system and one for a weighted grading system.

Non-weighted Grading System

Click **File**.

Click **Open**.

Click on the first class you would like to configure and click **OK**.

In the View drop down menu, click on **Configuration**.

Under Default Value, enter in the most common point value for your assignments.

Under the Mark Table drop down menu, click on **Default**.

If you enter points in your gradebook, change the two areas labeled Default Display to numeric. (Click on the window to get the drop down menus.)

Weighted Grading System

Click **File**.

Click **Open**.

Click on the first class you would like to configure and click **OK**.

In the View drop down menu, click on **Configuration**.

You need to add a group for each type of assignment in your weighted system.

Click **Classwork** under Group Name and enter in the name of your first group.

Under Default Value, enter in the most common point value for this group.

If you enter points in your gradebook, change the box labeled Default Display to numeric. (Click on the window to get the drop down menu.)

Under Overall Weight, enter the weighted grade for this group.

For the second group, click **Add Group**.

Type in the Name, Overall Weight, Default Value, and Display Type.

Do this for the remaining groups in your grading system.

Under the Mark Table drop down menu, click on **Default**.

If you enter points in your gradebook, change the area labeled Default Display in the Default Settings box to numeric.

*You will need to configure each class separately. To go to the next class, you can click on the magnify glass (or arrow buttons) to navigate between classes. If you are going to use the same configuration in another class you can copy the configuration after the first one is set up by doing the following:

Select the next class that you want to work on.

From the view window (upper right) toggle it from **Data Entry** to **Configuration**.

Click **Task**, then **Copy Configuration**.

The drop down window shows all grade books, select the gradebook you want to copy.

Next drop down window will show “Importing groups from “gradebook name?”,

Existing groups will be deleted prior to importing.”

Click **Yes!**

You can repeat this to all of the gradebooks that you want to set up.

3. Adding, Editing, and Copying Assignments

To add or copy an assignment, you can be in either the Data Entry or Assignments view.

To edit an assignment, you must be in the Assignments view.

To Add An Assignment

Click **Task**.

Click **Assignment**.

Enter the information and click **OK**. If you are using a weighted grading system, make sure you click on the appropriate group.

To Edit An Assignment

Under the View drop down menu click **Assignments**

Click on the information that you want to edit and make your changes.

To Copy Assignments From Another Class

Click **Task**.

Click **Copy (Import) Assignments**.

Click on the **Gradebook** button.

Click on the class to copy assignments from and click **OK**.

Click on the **Assignments** button.

Click on the assignments you want to copy and click **OK**.

- to copy more than one assignment, use the ctrl key while clicking.

Click **Begin**.

4. Printing Reports

To Print A Grade Report With All Students Included

Click **Report**.

Click **Hardcopy**.

Click **Select Gradebooks** to select the class you want to print.

Click **Students** to select all or some of the students.

Click **Assignments** to select the assignments you want to include in the report.

Click **Date Range**. Enter in the date range in which you want to print. This is typically from the date of the first assignment to the end of the semester.
Click on the Student Identifier drop down menu. Select **Name** if it is for your records or select **ID** if it is for student viewing.
Click on any of the boxes in the lower left that you want to include in the report.
Click **Print**.
Click **Screen** to preview or **Printer** to print.

To Print An Individual Student Progress Report

Click **Report**.
Click **Progress**.
Click **Select Gradebooks** to select the class you want to print.
Click **Students** to select student for which you want a report.
If using a weighted grading system, click **Groups** to select the groups you want to include on the report.
Click **Assignments** to select the assignments you want to include in the report.
In the Detail Items to Print drop down box, click on the type of report you want to print.
Click **Detail Options**, click on the information you want to include in the report.
Click **Date Range**. Enter in the date range in which you want to print. This is typically from the date of the first assignment to the end of the semester.
Click on the Student Identifier drop down menu. Select **Name**.
Click on any of the boxes in the lower left that you want to include in the report.
Click **Print**.
Click **Screen** to preview or **Printer** to print.

5. Calculating Quarter Grades

You will need to include calculations in your gradebook which will allow you to determine the quarter grades.

To Calculate Quarter Grades

In the Data Entry or Assignment view, click **Task**.
Click **Add Calculation**.
Input information in the Title and Heading boxes.
In the Calculate On Members Of drop down menu, select **<Overall>**.
In the From and To drop down menus, enter the beginning and ending dates of the quarter grading period.
Check the box labeled Prompt For Posting Information.
Click **OK**.

You will have to add a calculation for the first quarter in a semester and add another calculation for the second quarter in a semester.

6. Posting Grades From Gradebook Into SchoolMaster

Posting The Grades To SchoolMaster

Click **Utility** on the menu bar.

Click **Post Marks to Schoolmaster**.

Highlight all the classes/periods in which you want to send grades.

Click **OK**.

Highlight the grading period in which you want to post.

Click **OK**.

Click **OK**.

7. Setting up FamilyLink

Exporting Grades to FamilyLink

Click **Web** on the menu bar.

Click **FamilyLink Setup**.

Click **Date Range**.

The start date should be the first day of school and the end date should be the last day of the school year.

Click **OK**.

To include a message that will be displayed on all student records click **General Message**, type in your message, and click **OK**.

8. Optional and Extras

Changing the name of your Gradebook:

If you want to change the title of each class to help you select it easier. You can rename it by period/name to put it in better order for you. The name is numerical/alphabetical sensitive so the numbers will come before any letters. DO NOT adjust the ID – this is a link to schoolmaster when you export grades. To change the name, follow these steps:

Open the gradebook you want to rename.

From the view window (upper right) toggle it from **Data Entry** to **Configuration**.

You can now click on the box labeled name to rename the gradebook to desired name.

Mark notes

Mark notes allows you to add individual notes (that may print if you want on teacher printed progress reports) on individual student assignments.

From the **Data Entry** screen of a gradebook, highlight an assignment or calculation that you want to attach a note to.

Click **Add Mark Note** to type in a specific note about this score.

Hint-if you are going to add the same note to several scores and want to save some typing you can do the following:

When you are finished typing the note in the drop down window, highlight the note you want to copy. Use the hot key copy (ctrl c) to copy the note. Select the next score that you would like the same note to be added to. Click **Add Mark Note** and use the hot key for paste (ctrl v).