GRADEBOOK
INSTRUCTION BOOKLET
FOR
Heritage Middle School

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1. Setting up Your Gradebook

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

Backing up Data
Click **File.**
Click **Backup**.
Type in the name of the year you are backing up (ex. 14/15).
Click **Save.**
Click **Data Only.**
A small dos screen will pop up. When the screen stops changing, you can close that window.

Deleting Gradebooks
Click **Utility** on the menu bar.
Click **Delete Gradebook**.
Select the classes which you want to delete (all of them).
Click **OK.**
Click **Delete.**

To Import Gradebook Template
Click **Utility.**
Click **Import Gradebooks (.xml)**
Drop down window appears
Select **Template (Yr/Yr).xml**
Double left click it.
Drop down window appears
　　　Gradebooks: All
　　　Mark Table…All
　　□ Replace Existing gradebook (leave box unchecked)
Clip **Import**
Drop down window appears
"A mark table with the name of "Default" already exists. Do you want to replace it?'
Click **Replace**
Template copy is then completed.

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 more than one class that you would like to import.

Configuring your Gradebook
You will need to configure *each* class separately using the following steps:

Click **File**, then **Open**.
Select the first class from the drop down window and click **Okay**.
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 **Template Yr-Yr** gradebook.
Next drop down window will show "Importing groups from "Template Yr-Yr.?"
Existing groups will be deleted prior to importing."
Click **Yes**!
Now use the magnify glass (or arrow buttons) to select the next class and repeat configuration steps for all classes.

The template has **all** of the calculation and posting settings that you will need for this school year. Follow the steps in copying calculations below to import the calculations you need from the template.

2. Copying Calculations from the Template

Click **Task.**
Click **Import Assignments.**
Click on the **Gradebook** button.
Click on the **Template Yr-Yr** and click **OK.**
Click on the **Assignments** button.
Click on the calculations you want to copy and click **OK.** You can copy calculations at the times you need them (each term) if you want so that your gradebook is not 'crowded' at the end and has calculations that you may not use.
Click **Begin.**

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 and 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 Crtl 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 term.
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 from.
Click **Students** to select the student for which you want a report.
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. Posting Grades from Gradebook to 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 send.
Click **OK.**
Click **OK.**

6. 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**.

7. 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).

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