

Gradebook Tutorial #1: How to set up your courses.

#1: The first thing you will need to do is add the “Categories” you will use to arrive at the mark or grade in each of your courses. Use your course outline for the “list” used in each course. If you use the same category (eg: Quiz) in more than one course you need only list it once! Avoid having more than one type of assignment in any one category, that is, do not have a combined Test/Quiz category for example.

#2: Select the “+” sign to add a category.

#3: The “Create Assignment Category” dialogue box will appear.

Students (25)	(S1) Final Grade
Bancala, Angel Anne	-- n/a
Bowers, Spencer	-- n/a
Boyd, Taylor	-- n/a
DesBarres, Emily	-- n/a
Doucette, Morgan	-- n/a
Driver, Johanna	-- n/a
Dyck, Damon	-- n/a
Fredrickson, Carl	-- n/a
Hoehn, Matthew	-- n/a
Hoglund, Caitlynn	-- n/a
Hosington, Justin	-- n/a
Hore, Spencer	-- n/a
Loewen, Brandon	-- n/a
McTaggart, Jordan	-- n/a
Moynagh, Merlyn	-- n/a
Olson, Kall	-- n/a
Pigeau, Meghan	-- n/a
Prefontaine, Nerissa	-- n/a
Shingoose, Robyn	-- n/a
Sonnenberg, Stephanie	-- n/a
Szmaka, Morgan	-- n/a
Tindall, Bailee	-- n/a
Trudeau, Ryan	-- n/a
Vader, Jessica	-- n/a
Vant Erve, Brayden	-- n/a

#4: Enter a unique NAME for your new Assignment Category.

#5: Enter a unique ABBREVIATION for your new Assignment Category.

#6: Leave the “Points Possible”, “Extra Points”, “Score Type”, and “Include in Final Grade” as is. You will modify these once you enter a “New Assignment”.

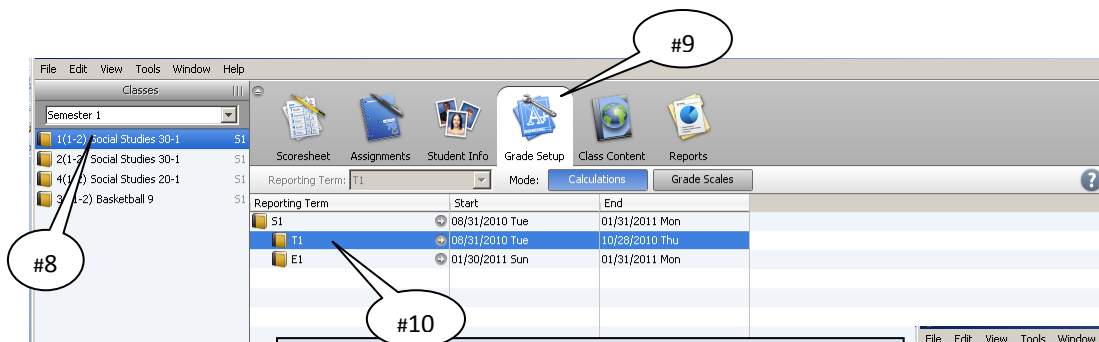
#7: Select “OK”. Repeat Steps 2-7 until you have added all of your new assignment categories. Once you have entered ALL of your assignment “Categories” you are ready to “Setup” each of your courses/classes.

#4: Enter a unique NAME for your new Assignment Category.

#5: Enter a unique ABBREVIATION for your new Assignment Category.

#6: Leave the “Points Possible”, “Extra Points”, “Score Type”, and “Include in Final Grade” as is. You will modify these once you enter a “New Assignment”.

#7: Select “OK”. Repeat Steps 2-7 until you have added all of your new assignment categories. Once you have entered ALL of your assignment “Categories” you are ready to “Setup” each of your courses/classes.



#8: Select a class that you want to setup.

#9: Select the “Grade Setup” tab.

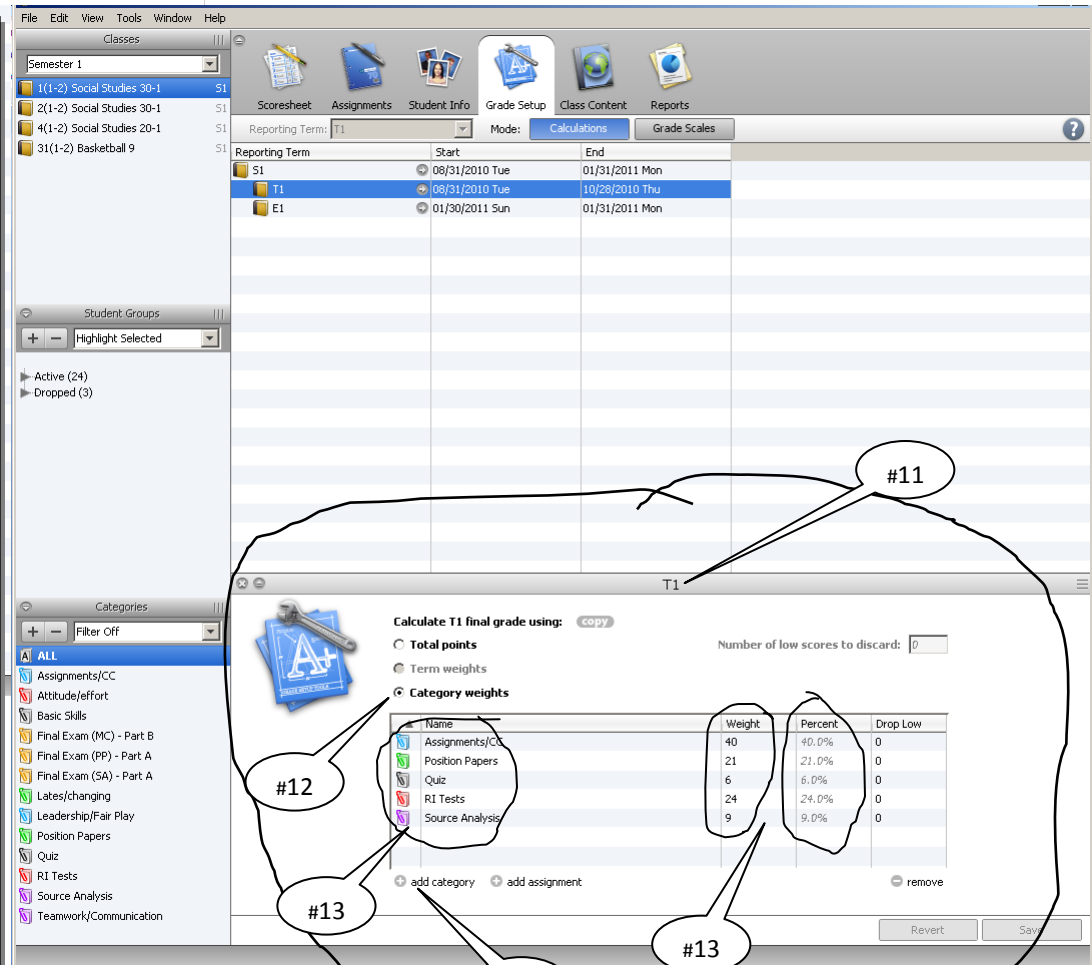
#10: Double-Click on “T1”. (Please note that this is a screen capture for High School. The Junior High screen should indicate Y1, T1, T2, T3, and E1.)

#11: This dialogue box will appear. It should indicate T1 if you selected the proper Term.

#12: Select “Category weights”.

#13: This table should be empty. This one has already been setup and currently contains all the categories used to arrive at a grade/mark for that course/subject. A “weight” has also been assigned to each “Category”. Gradebook will automatically calculate the “Percent”. The “Percent” entry will be identical to the “weight” entry only if your “weight” entries equal 100. If your “weight” entries equal less than 100, Gradebook will calculate the “Percent” based on the total possible “Weight”.

#14: Select/Click on “add category”.



File Edit View Tools Window Help

Classes

Semester 1

- 1(1-2) Social Studies 30-1 51
- 2(1-2) Social Studies 30-1 51
- 4(1-2) Social Studies 20-1 51
- 31(1-2) Basketball 9 51

Reporting Term: T1 Mode: Calculations Grade Scales

Reporting Term	Start	End
S1	08/31/2010 Tue	01/31/2011 Mon
T1	08/31/2010 Tue	10/28/2010 Thu
E1	01/30/2011 Sun	01/31/2011 Mon

Select Categories

Category	Abbreviation
<input checked="" type="checkbox"/> Assignments/CC	A/CC
<input type="checkbox"/> Attitude/effort	AE
<input type="checkbox"/> Basic Skills	Bsk
<input type="checkbox"/> Final Exam (MC) - Part B	FEB
<input type="checkbox"/> Final Exam (PP) - Part A	WFEP
<input type="checkbox"/> Final Exam (SA) - Part A	WFESA
<input type="checkbox"/> Lates/changing	LC
<input type="checkbox"/> Leadership/Fair Play	LFP
<input checked="" type="checkbox"/> Position Papers	PP
<input checked="" type="checkbox"/> Quiz	QZ
<input checked="" type="checkbox"/> RI Tests	TST
<input checked="" type="checkbox"/> Source Analysis	SA
<input type="checkbox"/> Teamwork/Communication	TC

Cancel OK

Student Groups

Active (24)
Dropped (3)

Categories

Filter Off

- ALL
- Assignments/CC
- Attitude/effort
- Basic Skills
- Final Exam (MC) - Part B
- Final Exam (PP) - Part A
- Final Exam (SA) - Part A
- Lates/changing
- Leadership/Fair Play
- Position Papers
- Quiz
- RI Tests
- Source Analysis
- Teamwork/Communication

Calculate T1 final grade using: **copy** Number of low scores to discard: 0

Total points

Term weights

Category weights

Name	Weight	Percent	Drop Low
Assignments/CC	40	40.0%	0
Position Papers	21	21.0%	0
Quiz	6	6.0%	0
RI Tests	24	24.0%	0
Source Analysis	9	9.0%	0

+ add category + add assignment - remove

Revert Save

#15: The “Select Categories” dialogue box will appear.

#16: You will need to select the “Categories” that apply to your current course, that is, the “Categories” that you will be using to arrive at a mark/grade. Once you have selected the “Categories” that apply, click “OK”.

#17: Once you have selected the “Categories” you will then need to assign a “Weight” to each category.

#18: Remember to “Save” once you have entered a weight for each category. **You have now setup your Term 1 (T1)!**

#19: Next, you can copy your T1 setup to T2, & T3. Click the “copy” icon/button.

#20

#21

#22

Name	Weight	Percent
Assignments/CC	40	40.0%
Position Papers	21	21.0%
Quiz	6	6.0%
RI Tests	24	24.0%
Source Analysis	9	9.0%

#20: The "Copy Final Grade Setup" dialogue box appears.

#21: Select "T1 only" as the "Select the item to be copied"

#22: Click "OK"

#23

#24

#25

Select All	Reporting Term	Start Date	End Date	Current Setup
<input type="checkbox"/>	S1	08/31/2010 Tue	08/31/2010 Tue	Category weights
<input type="checkbox"/>	T1	08/31/2010 Tue	08/31/2010 Tue	Category weights
<input type="checkbox"/>	E1	01/30/2011 Sun	01/30/2011 Sun	Total points

Name	Weight	Percent	Drop Low
Assignments/CC	40	40.0%	0
Position Paper	21	21.0%	0
Quiz	6	6.0%	0
RI Tests	24	24.0%	0
Source Analysis	9	9.0%	0

#23: The "Copy Grade Setup: (Course Name)" dialogue box appears.

#24: T1 will appear "greyed out" and cannot be selected. Select T2 and T3.

#25: Click "Next"

#26: A verification dialogue box will appear.

#27: Click "Finish" to complete the copy process.

#28: You are now ready to setup "E1". Double-click on "E1". (E1 is your final exam reporting term. **You need only setup E1 if your course has a final exam. Proceed to Step #40 if your course has no final exam.**)

#29: The E1 setup menu appears at the bottom of the screen.

Copy Grade Setup: 1(1-2) Social Studies 30-1

Please confirm the following changes:

The final grade setup for each selected reporting term will be updated. Any existing final grades for those reporting terms will be recalculated based on the new setup.

Selection Summary:
Source: 1(1-2) Social Studies 30-1, T1 - Category weights
To be copied to: 1(1-2) Social Studies 30-1 - E1
Please confirm that the selections are correct, or go back to edit.

Name	Weight	Percent
Assignments/CC	40	40.0%
Position Papers	21	21.0%
Quiz	6	6.0%
RI Tests	24	24.0%
Source Analysis	9	9.0%

Calculate E1 final grade using: copy

Total points
 Term weights
 Category weights

Name	Weight	Percent	Drop Low
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#30: Select "Category weights".

#31: Note that no categories are listed in the table. You will need to add your final exam categories.

#32: You will need to have your Final Exam Categories before you can add them here. **If no Final Exam Categories are listed return to Step #2 and add your Final Exam Categories.**

#33: Click the "add category" icon/button.

File Edit View Tools Window Help

Semester 1

1(1-2) Social Studies 30-1 S1
2(1-2) Social Studies 30-1 S1
4(1-2) Social Studies 20-1 S1
31(1-2) Basketball 9 S1

Reporting Term: T1 Mode: Calculations Grade Scales

Reporting Term	Start	End
S1	08/31/2010 Tue	01/31/2011 Mon
T1	08/31/2010 Tue	10/28/2010 Thu
E1	01/30/2011 Sun	01/31/2011 Mon

Student Groups

Active (24)
Dropped (3)

Categories

Filter Off

ALL
Assignments/CC
Attitude/effort
Basic Skills
Final Exam (MC) - Part B
Final Exam (PP) - Part A
Final Exam (SA) - Part A
Lates/changing
Leadership/Fair Play
Position Papers
Quiz
RI Tests
Source Analysis
Teamwork/Communication

Select Categories

Category	Abbreviation
<input type="checkbox"/> Assignments/CC	A/CC
<input type="checkbox"/> Attitude/effort	AE
<input type="checkbox"/> Basic Skills	Bsk
<input checked="" type="checkbox"/> Final Exam (MC) - Part B	FEB
<input checked="" type="checkbox"/> Final Exam (PP) - Part A	WFEP
<input checked="" type="checkbox"/> Final Exam (SA) - Part A	WFESA
<input type="checkbox"/> Lates/changing	LC
<input type="checkbox"/> Leadership/Fair Play	LFP
<input type="checkbox"/> Position Papers	PP
<input type="checkbox"/> Quiz	QZ
<input type="checkbox"/> RI Tests	TST
<input type="checkbox"/> Source Analysis	SA
<input type="checkbox"/> Teamwork/Communication	TC

Category weights

Name	Weight	Percent

+ add category + add assignment

Cancel OK

#34: The "Select Categories" dialogue box appears

#35: Select the Final Exam categories that correspond to your course.

#36: Click "OK".

File Edit View Tools Window Help

Semester 1

1(1-2) Social Studies 30-1 S1
2(1-2) Social Studies 30-1 S1
4(1-2) Social Studies 20-1 S1
31(1-2) Basketball 9 S1

Reporting Term: T1 Mode: Calculations Grade Scales

Reporting Term	Start	End
S1	08/31/2010 Tue	01/31/2011 Mon
T1	08/31/2010 Tue	10/28/2010 Thu
E1	01/30/2011 Sun	01/31/2011 Mon

Student Groups

Active (24)
Dropped (3)

Categories

Filter Off

ALL
Assignments/CC
Attitude/effort
Basic Skills
Final Exam (MC) - Part B
Final Exam (PP) - Part A
Final Exam (SA) - Part A
Lates/changing
Leadership/Fair Play
Position Papers
Quiz
RI Tests
Source Analysis
Teamwork/Communication

Calculate E1 final grade using: copy

Total points Number of low scores to discard: 0

Term weights

Category weights

Name	Weight	Percent	Drop Low
Final Exam (MC) - Part B	0	n/a	0
Final Exam (PP) - Part A	0	n/a	0
Final Exam (SA) - Part A	0	n/a	0

+ add category + add assignment remove

Revert Save

#37: The Final Exam categories are now listed in the E1 table.

#38: You will now need to assign a "weight" for each final exam.

#39: Once you have entered the "weight" for each final exam, click "Save" to save your changes.

File Edit View Tools Window Help

Semester 1

1(1-2) Social Studies 30-1 S1
2(1-2) Social Studies 30-1 S1
4(1-2) Social Studies 20-1 S1
31(1-2) Basketball 9 S1

Reporting Term: T1 Mode: Calculations Grade Scales

Reporting Term	Start	End
S1	08/31/2010 Tue	01/31/2011 Mon
T1	08/31/2010 Tue	10/28/2010 Thu
E1	01/30/2011 Sun	01/31/2011 Mon

Student Groups: Highlight Selected

Active (24)
Dropped (3)

Categories: Filter Off

Calculate S1 final grade using:

Total points
 Term weights
 Category weights

Name	Weight	Percent	Drop Low
T1	100	50.0%	n/a
E1	100	50.0%	n/a

Revert Save

40: You are now ready to finalize your year (or semester) setup! Double-click on S1 (Y1 for junior high or full year courses)

#41: The “S1 (or Y1)” setup dialogue box appears.

#42: Select “Term weights”

#43: The Terms appear in the S1 table. (You should see T1, T2, T3 and E1.)

#44: You will need to enter the appropriate “weight” for each Term. (**A reminder that E1 will have a weight of “0” if your course has no final exam.**)

#45: Click “Save” to save the changes made.

31(1-2) Basketball 9 S1

Reporting Term: S1 Start: 08/31/2010 Tue End: 01/31/2011 Mon
T1 Start: 08/31/2010 Tue End: 10/28/2010 Thu
E1 Start: 01/30/2011 Sun End: 01/31/2011 Mon

Student Groups: Highlight Selected

Active (24)
Dropped (3)

Categories: Filter Off

Calculate S1 final grade using:

Total points
 Term weights
 Category weights

Name	Weight	Percent	Drop Low
Assignments/CC	40	40.0%	0
Position Papers	21	21.0%	0
Quiz	6	6.0%	0
R1 Tests	24	24.0%	0
Source Analysis	9	9.0%	0

add category remove

Revert Save

Copy Final Grade Setup

Copy this reporting term or the entire class

Select the item to be copied

S1 only
 Entire class - 1(1-2) Social Studies 30-1

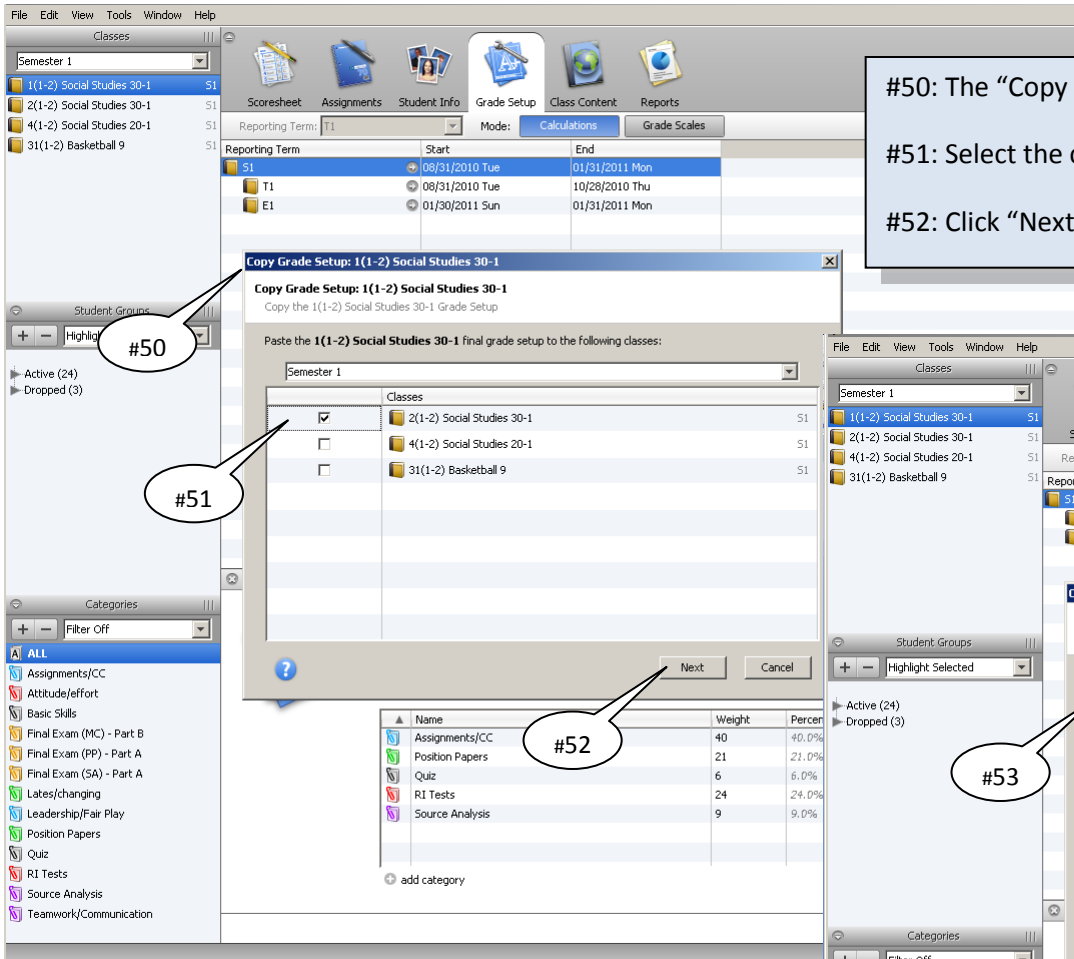
OK Cancel

#46: You are now ready to copy this course setup to another course if you teach this course to more than one group of students. Click on the “copy” icon/button.

#47: The “Copy Final Grade Setup” dialogue box appears.

#48: Select “Entire Class”.

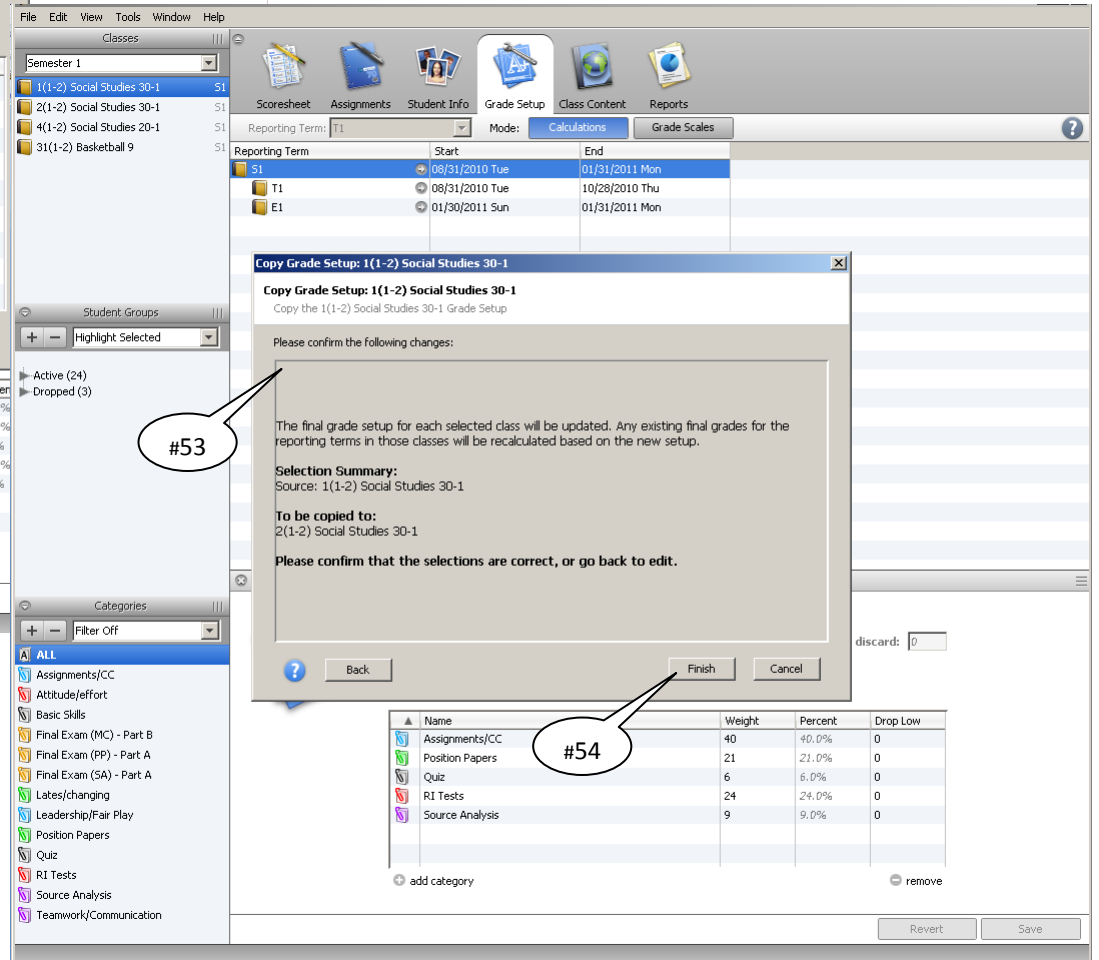
#49: Click “OK”.



#50: The "Copy Grade Setup: (Course Name)" dialogue box appears.

#51: Select the course or courses you want to copy your current course setup to.

#52: Click "Next"



#53: A verification dialogue box will appear.

#54: Click "Finish" to complete the copy process.

#55: You are now ready to setup another course. Return to Step #8 to begin setting up a different course. **Once you have finished setting all your courses you can begin setting up your assignments and entering student marks for those assignments.**