

Setting Up Grading Groups in Gradebook

- 1) Next to Section at the top of the page, select the first class you teach.
- 2) In the **Index** list under **Instruction**, select **Lesson Planner**.
- 3) Above the Lesson Plan window, select **New Task Group**. The Group Detail window should appear to the right.
- 4) **Name** is the name of the grading group (Formative, Summative, or EOCT/Final).
- 5) **Weight** is the percentage the grading group is worth. Formative = 40%; Summative = 60%; EOCT/Final = 100%.
- 6) **Select Task/Term Combination** is the spreadsheet under which the grading group will appear. Formative or Summative should be placed under Term 3 or Term 6 (depending on the semester). EOCT/Final should be placed under the Term 3/6 – EOCT/Exam task.

The screenshot displays the Gradebook software interface for the class "30115y-1 Biology I Honors" at South Forsyth High School, taught by Brittney D. Cantrell. The interface is divided into several sections:

- Header:** Shows the Year (07-08), School (South Forsyth High School), and Section (1) 30115y-1 Biology I Honors.
- Index:** A navigation menu on the left with categories like Student Information, Instruction, and Admin. The "Lesson Planner" option is highlighted.
- Lesson Planner:** The main workspace showing a tree view of tasks: Term 1 Term 1, Term 2 Term 2, Term 3 Term 3, Term 4 Term 4, Term 5 Term 5, and Term 6 Course Average. A toolbar above it includes "Save", "Delete", "New Group", "New Assignment", and "New Activity".
- Group Detail:** A panel on the right for configuring a new grading group.
 - *Name:** A text input field containing "Formative".
 - Weight:** A numeric input field set to "40".
 - Sequence:** A numeric input field set to "1".
 - Options:** Three checkboxes: "Hide from view in portal" (unchecked), "Exclude this group from calculation" (unchecked), and "Drop lowest score" (unchecked).
 - *Select Term/Task Combination:** A list of checkboxes for different term and task combinations. The "Term 6 - Term 6" option is checked.

Creating Assignments in the Gradebook

- 1) At the top of the page, select the class for which you want to create the assignment.
- 2) In the **Index** list under **Instruction**, select **Lesson Planner**.
- 3) Above the Lesson Plan, select **New Assignment**.
- 4) You will see the Assignment Detail window appear. (NOTE: All fields in red must be filled in.)
- 5) **Name** the assignment, and give it a 5-character **Abbreviation** (which appear in your Gradebook).
- 6) Select a **Group** for this assignment to apply to.
- 7) **Total Points** must remain **100**.
- 8) Change **Due Date** if necessary – assignments will be listed in the gradebook in order of Due Date.
- 9) **Multiplier** gives a “weight” to the assignment (how much the 100 points is “worth” compared to other assignments). For example, if a quiz is worth only 20% of what a test is, both a Quiz and a Test would have a Total Points value of 100 – however, the Test would have a Multiplier of 1 and the Quiz would have a Multiplier of 0.2 (20% of 1).
- 10) **Active** means this assignment will count towards grade calculation. Unchecking will keep assignment in gradebook, but not towards the grade.
- 11) **Hide Portal** will hide the assignment from the parent/student view in Parent Portal. Check if you want to enter assignments but not yet have them visible.

*Due Date: 08/22/2007
 Active:
 *Multiplier: 1
 Assigned Date: []
 Hide Portal:
 Sequence: 1

The screenshot shows the Gradebook interface for '30115y-1 Biology I Honors'. The 'Lesson Planner' window is open, showing a tree view of terms (Term 1 to Term 6) and a 'Course Average' option. The 'Assignment Detail' window is also open, showing the following fields:

- *Name: Project 1
- *Abbreviation: Prj 1
- *Group(s): Summative - Term 6 Term 6
- Test Strand: []
- *Total Points: 100
- Curve: []
- *Due Date: 08/22/2007
- Assigned Date: []
- Active:
- Hide Portal:
- *Multiplier: 1
- Sequence: 1
- Description: []

Entering Grades in the Gradebook

- 1) At the top of the page, select the class for which you wish to enter grades.
- 2) In the **Index** list under **Instruction**, select **Gradebook**.
- 3) When the gradebook loads, you will see yellow columns (which is where the current summary of student grades will appear), green columns (which is where grades for progress reports and report cards will be posted), and grey columns – where you will enter student scores.
- 4) Under **Select a Task**, select **3 – Term 3** if entering first semester grades, or **6 – Term 6** if entering second semester grades.
- 5) In the Gradebook, select the box in the column for the correct assignment and the row for the correct student. Type in the score.
- 6) Clicking the yellow **Hide Grade Totals** button will hide the yellow and green columns, giving you more room to enter grades in the grey columns. Click it again (when it reads **Show Grade Totals**) to show the yellow and green columns again.
- 7) Click **Save** after scores are entered.
- 8) To enter grades for another class, select the class at the top of the page.

The screenshot shows the Gradebook interface for South Forsyth High School, Section 1) 30115y-1 Biology I Honors. The interface includes a navigation menu on the left with 'Gradebook' selected. The main area displays a table with columns for 'Pts', 'Poss', '%', 'Grd', and 'Grd'. A dropdown menu is open, showing '6 - Term 6' selected. A yellow box highlights the '09 Chamberlain, Sara W' row, and another yellow box highlights a cell in the 'Formative' column for that student.

Student	Pts	Poss	%	Grd	Grd	Formative	Sum...
10 Barber, Brynn A							
10 Bedenk, Andrew T							
09 Burdette, Taylor S							
09 Chamberlain, Sara W							
10 Covert, Courtney L							
09 Doris, Merilise V							
10 Dupee, Jack E							
10 Franken, Megan E							