



Set Your Preferences

Set your preferences, such as the type of averaging you want to use to calculate your grades.

1. Log on to the Staff view.
2. On the settings bar, click **Set Preferences**.
3. On the Set Preferences dialog box, click the **Gradebook** tab:

The screenshot shows the 'Gradebook' tab in the 'Set Preferences' dialog. The 'Enable gradebook features' checkbox is checked and circled in red. Below it, the 'Assignment column order' is set to 'Date due (descending)'. In the 'Averages' section, 'Default weighting' is set to 'Categories only', 'Decimals' is set to '0', and 'Grade scale' is set to 'Standard Scale'.

4. Enter your preferences. Be sure your gradebook features are enabled, and the parameters for calculating grades have been defined.
5. Click **OK**.

Create Assignment Categories

Define the types of assignments you give in your classes by creating categories. For example, you might assign homework, quizzes, tests, term papers, and a presentation. Define a category for each one.

1. Log on to the Staff view.
2. Click **Gradebook > Categories**. Any existing categories appear.

3. Go to **Options > Add**:

The screenshot shows the 'Add' dialog box for creating a new assignment category. The 'Code' field contains 'HW', 'Description' contains 'Homework', and 'Weight' is set to '1.0'. The 'Assignment Defaults' section shows 'Grade Scale > Name' set to 'HS 100-Point Scale', 'Entry mode' set to 'Numeric Only', and 'Max points' and 'Extra credit points' both set to '0.0'.

4. Enter the parameters for a new category.
5. Click **Save**.

Create Assignments

Create assignments so you can put actual assignments in your gradebook. Then, you can enter scores for these assignments.

You can copy assignments to quickly create duplicates, and you can import assignments from another of your class sections or previous years.

1. Log on to the Staff view.
2. Click **Gradebook > Assignments**.
3. Go to **Options > Add**.
4. Enter the parameters for creating an assignment. (See *Calculating Averages* handout.)
5. Click **Save**.

Create Grade Scales and Special Codes (optional)

1. Log on to the Staff view.
2. Do one of the following:
 - Click **Tools > Grade Scales**.
 - Click **Tools > Special Codes**.
3. Go to **Options > Add**.
4. Enter the parameters for creating a grade scale or special code.
5. Click **Save**.



Enter Assignment Scores

- Click **Gradebook > Scores**. Do the following:
 - Press the arrow keys on your keyboard to move around the columns and rows. Use your mouse to click directly in a cell.
 - Press **TAB** to quickly move across rows or down columns, as you defined when you set your gradebook preferences. (**Note: Grades automatically save when you move to another cell.**)
 - To select a grade or comment, press **CTRL+L**, or go to **Options > Lookup**.
 - To enter the same value for all students, enter a grade for the first student, then press **CTRL+D**, or go to **Options > Fill-Down Values**. Then, you can change the grade for the few students who did not receive that grade.

Note: To give the student a zero, or no credit for an assignment, you must manually enter a zero (0). The system does not count blank grades toward averages.

The Term Grade average recalculates and appears in **blue** in the last column as you enter/update assignment grades.

Post End-of-Term Grades to the Office

To begin to post term grades to student transcripts, use the Update Post Columns wizard to copy those **blue** averages to the post columns.

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the checkbox next to the section you want to update post columns for.
3. Click the **Scores** side-tab.
4. Click the **Grade Columns** drop-down to select **Post Columns - Term**.
5. Go to **Options > Update Post Columns**. The Update Post Columns wizard appears.
6. Follow the wizard, and click **Finish**. The grades appear in the post columns.
7. Change any grades in the post columns that you need to.
8. Verify that you have entered all of the information in the Post Columns (grades and comments).
9. Go to **Options > Post Grades**. The Post Grades dialog box appears.
10. Enter the information, and click **OK**. The system posts the grades to transcripts. The columns for that class now appear with a **red** pushpin, indicating that you have already posted these columns. If you need to change a grade after you have posted grades, contact the office.