

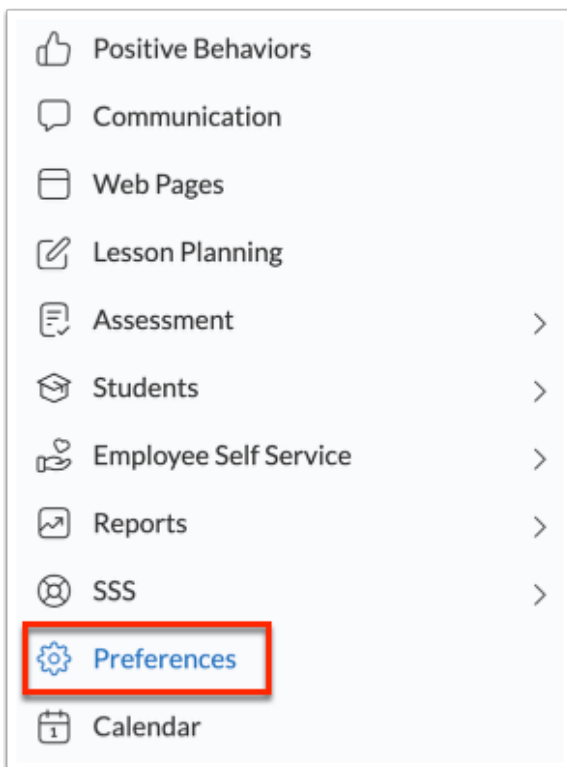
Teacher: Gradebook Basics

This document provides basic guidance for setting up and using the enhanced gradebook. All setup options are completed from within the Gradebook.

Gradebook Preferences

Before selecting settings for the gradebook, the decision must be made to combine sections for attendance and/or for the gradebook as well as whether to configure gradebooks separately for each section.

1. In the menu, click **Preferences**.



The Preferences screen defaults to the **Display Options** tab.

Display Options | Student Listing | Password | Columns in Student Lists | Email Notifications | Class Section Names

Language ☐ Français ☒ English ☐ Kreyòl
☐ Español

Highlight Color

Student Info Layout

Display User Images ☒

Use Sidebar Menu ☐

Default Filters On ☐

Menu Icons ☒ Display Menu Icons ☒

Date Format
☒ Month Day, Year ☐ Day Month, Year
☐ Configure Gradebooks separately for each section
☐ Combine sections for taking attendance
☐ Combine sections for gradebook

2. Select the **Configure Gradebooks separately for each section** check box to require selecting Gradebook Settings for each scheduled section.

3. Select the **Combine Sections for taking attendance** check box to combine different sections that take place during the same period in order to take attendance by period, as opposed to taking attendance for every section separately even though they take place during the same period. Note: You must have multiple sections in at least one period for this option to display.

4. Select the check box to **Combine sections for gradebook** to combine multiple different sections into the same gradebook as a way for teachers to enter grades for several sections all at once.

a. Teacher gradebooks can be combined **By period** or by **Custom Groups**.

b. If you select Custom Groups, more options will displays starting with Ungrouped Sections. To create a new group of sections, click **Add Group**.

● Custom Groups

Ungrouped Sections

03 - 001 - 1200310 ALG 1
07 - 002 - 1200310 ALG 1
04 - 001 - 1200380 ALG 1-B
05 - 002 - 1200380 ALG 1-B
01 - 003 - 1200310 ALG 1

Add Group
Remove Empty Groups
Remove All Groups

i. Once a new group has been added, you can edit the title of the group by clicking the provided text box, as shown in the image.

Ungrouped Sections

03 - 001 - 1200310 ALG 1
07 - 002 - 1200310 ALG 1
04 - 001 - 1200380 ALG 1-B
05 - 002 - 1200380 ALG 1-B
01 - 003 - 1200310 ALG 1

Add Group
Remove Empty Groups
Remove All Groups

Group #1

Ungrouped Sections

03 - 001 - 1200310 ALG 1
07 - 002 - 1200310 ALG 1
04 - 001 - 1200380 ALG 1-B
05 - 002 - 1200380 ALG 1-B
01 - 003 - 1200310 ALG 1

Add Group
Remove Empty Groups
Remove All Groups

ALG 1

ii. To add sections to the group, drag and drop the desired sections from the Ungrouped Sections box to the created group, in this case the ALG 1 box.

☒ Custom Groups

Ungrouped Sections

04 - 001 - 1200380 ALG 1-B
03 - 001 - 1200310 ALG 1
01 - 003 - 1200310 ALG 1
05 - 002 - 1200380 ALG 1-B

Add Group Remove Empty Groups Remove All Groups

ALG 1
07 - 002 - 1200310 ALG 1

iii. If there are groups that do not contain sections, click the **Remove Empty Groups** button to delete them. You can also click the red **X** in the corner of the group to delete it.

☒ Custom Groups

Ungrouped Sections

05 - 002 - 1200380 ALG 1-B

Add Group Remove Empty Groups Remove All Groups

ALG 1
07 - 002 - 1200310 ALG 1
01 - 003 - 1200310 ALG 1
03 - 001 - 1200310 ALG 1

ALG 1-B
04 - 001 - 1200380 ALG 1-B

ALG 2

iv. To delete all groups, click the **Remove All Groups** button.

5. Click **Save**.

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FOCUS
Writers02

Select Student Preferences

Fridda Roxy (ERP-MCS...
Teacher

Focus High School - 0041
4th 9 Weeks

2023-2024
02 - 004 - ENG 3

SIS
ERP

Save

Class Section Names

Display Options Student Listing Columns in Student Lists Email Notifications Columns in User Lists Linked Accounts

Language ☒ English ☐ Français ☐ Kreyòl
☐ Español

Highlight Color ● ● ● ● ● ● ● ●

Student Info Layout One Column

Display User Images ☒

Use Legacy Search ☐

Default Filters On ☐

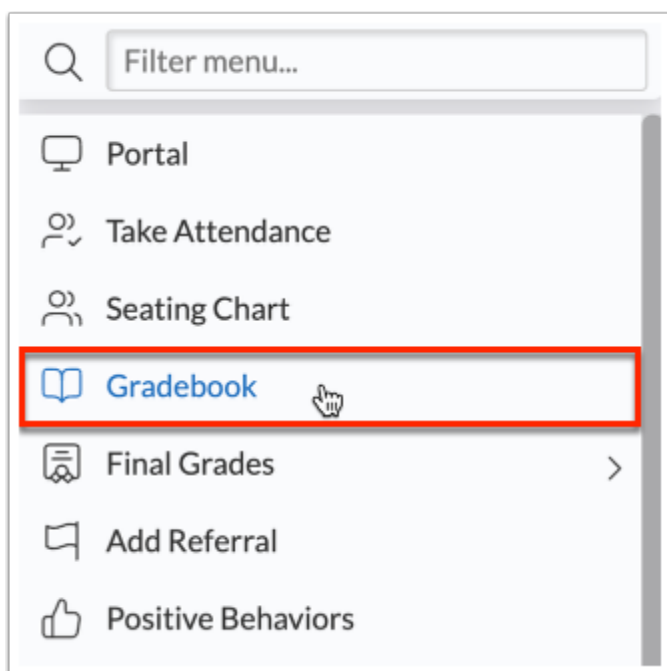
Inactive Users ☐

Date Format Wed Apr 17 2024
☒ Month Day, Year ☐ Day Month, Year
☐ Configure Gradebooks separately for each section
☒ Combine sections for taking attendance

Gradebook Settings

Gradebook settings determine what information displays about assignments, how they will appear in the gradebook and whether categories will be assigned weights, to name a few options. If Configure Gradebooks separately for each section was selected in Preferences, these options will need to be selected for each scheduled section.

1. Select a section from the course section pull-down in the Portal header.
2. In the menu, click **Gradebook**.



3. Click **Settings**.

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Focus Writers02

Select Student Gradebook

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Teacher 4th 9 Weeks 02 - 004 - ENG 3 ERP

All Totals Category Assignment + Reports Settings

Grade Legend

Enter Grades By Percent Save

Prev Page: 1 / 3 Next 217 Students Export Message Filter: OFF

Student	Grade	Est Sem Avg	Est FY Avg	Grade Level	To Kill A Mockingb... 50 Points Assigned 03/29 Due 09/06	To Kill A Mockingb... 50P - 1Q Assigned 02/12 Due 03/01	Reading Quiz 1 50P - 3Q Assigned 04/12 Due 04/12
Abancuy Maniscalco	95% A	A	A	10	50 100% A	44.5 89% B	NG
Abe Sebastian Agregor	88% B	B	B	12	42.5 85% B	45 90% A	NG
Addie Danielle Matos	82% B	B	B	10	42.5 85% B	39 78% C	NG
Addie Rose Luong	88% B	B	B	10	42.5 85% B	45 90% A	NG
Adelia Isabel Thompson	92% A	A	A	10	42.5 85% B	49.5 99% A	NG

4. Click the **View Options** tab.

The View Options tab allows teachers to customize the view of the gradebook in deciding what columns and options are displayed, such as Gradebook Group, Grading Legend, Grading Cells, and more.

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Teacher 4th 9 Weeks 02 - 004 - ENG 3 ERP

Close

General

- ☒ Include Inactive Students
- ☒ Alert Icons
- ☒ Grading Legend

Optional Columns

- ☒ Grade Level
- ☒ Gradebook Average
- ☒ Semester Average
- ☒ Full Year Average
- ☐ Student Number
- ☐ Gradebook Group

Grading Cells

- ☒ Points
- ☒ Percentage
- ☒ Letter Grade

Assignment Column Headings

- ☒ Due Date
- ☒ Assigned Date
- ☒ Points & Questions
- ☐ Assignment Icon

View Options Configuration Custom Grades Groups Grade Colors Google Classroom

5. Click the **Configuration** tab.

The Configurations tab enables teachers to customize the settings of the Gradebook, such as Default Due Date, Score Rounding, Assignment Sorting, and more. Note: Some of the configuration settings displayed may be disabled for teachers due to permissions set by the district.

a. Select the **New Assignment Method** radio button. Options include:

Linked Sections: When Linked Sections is selected, one assignment is created, which may be linked and unlinked to other sections. You can then select the applicable sections from the “Linked Sections” pull-down on the Details tab upon creating a new assignment, which links the assignment to the selected sections. Note: This setting is also dependent on the sections linked to the Category from the Linked Sections pull-down (at the category level not the assignment level).

Copy: When Copy is selected, the assignments are treated as two separate assignments and changes/grades in one section do not affect the other section. I.e. selecting Copy creates an assignment linked to the current section and copies the new assignment into additional selected sections. You can then select the applicable sections from the “Copy to Sections” pull-down on the Details tab upon creating a new assignment, so a copy of the assignment will be added to each of the selected sections; after which, each assignment can be edited individually. Note: This setting is also dependent on the sections linked to the Category from the Linked Sections pull-down (at the category level not the assignment level).

Select Each Time: When Select Each Time is selected, a “Create as Copy in Other Sections” check box is added to the Details tab upon creating a new assignment. You can then select the “Create as Copy in Other Sections” check box on assignments to link the assignment to each selected section. When the check box is selected, the Copy to Sections pull-down displays (explained above). Note: This setting is also dependent on the sections linked to the Category from the Linked Sections pull-down (at the category level not the assignment level).

b. Select the **Automatically save all changes to student grades** check box to ensure that you do not have to click Save upon entering and saving grades. If you do not want grades automatically saved upon being entered, clear the selected check box. When this setting is enabled, the Save button no longer displays because changes save automatically.

c. Select the **Weigh assignment grades by category** check box if you want the Gradebook to assign a percentage of the total grade to your categories of assignments. This option can be helpful if, for example, you count overall participation as 10% of a student's grade, etc. Note: Percentage of Total must equal 100%.

d. Select the **Add assignments to all sections of your course by default** check box if you would like to automatically add new assignments to all sections of the same course. You also have the option to set this manually upon creating each assignment. You should also select the check box if you want a new category created for all other section groups in the same course automatically.

6. Click the **Custom Grades** tab.

Custom Grades can be created for excluded grade or zero grading systems.

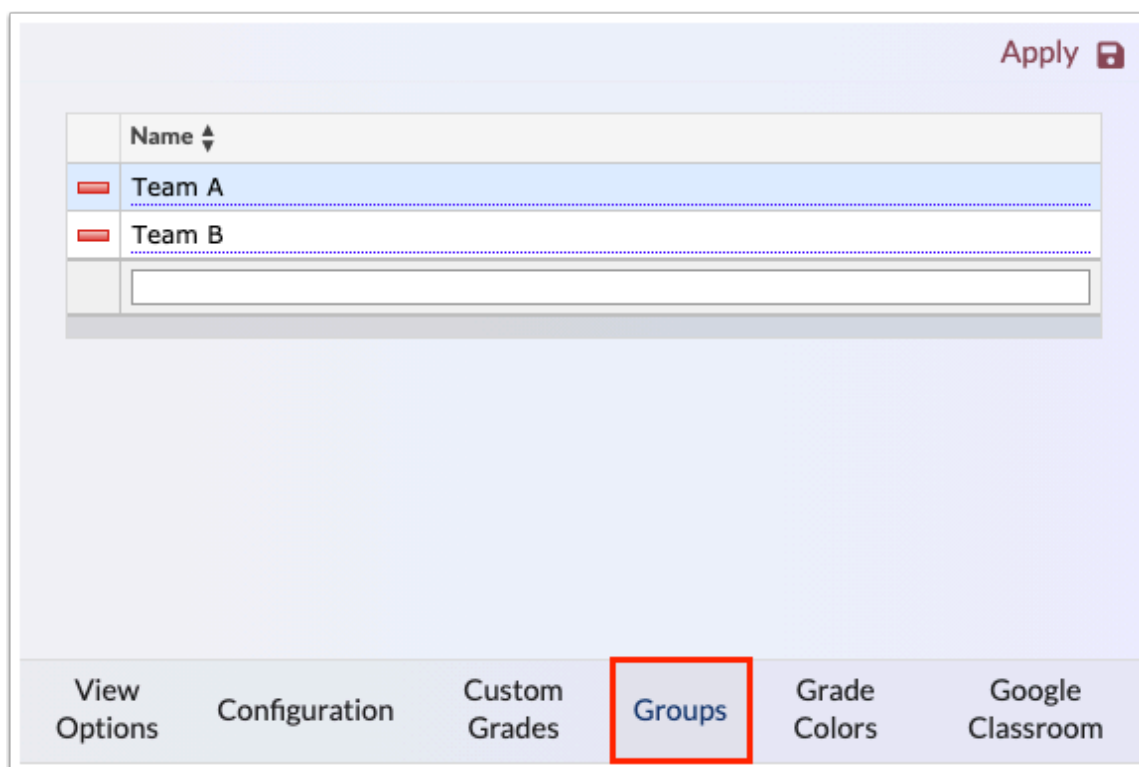
Grade	Display Name	Type
*	Exc.	Exclude
X	X	Exclude
Z	Z	Zero
I	I	Exclude
		Exclude

Apply

View Options Configuration **Custom Grades** Groups Grade Colors Google Classroom

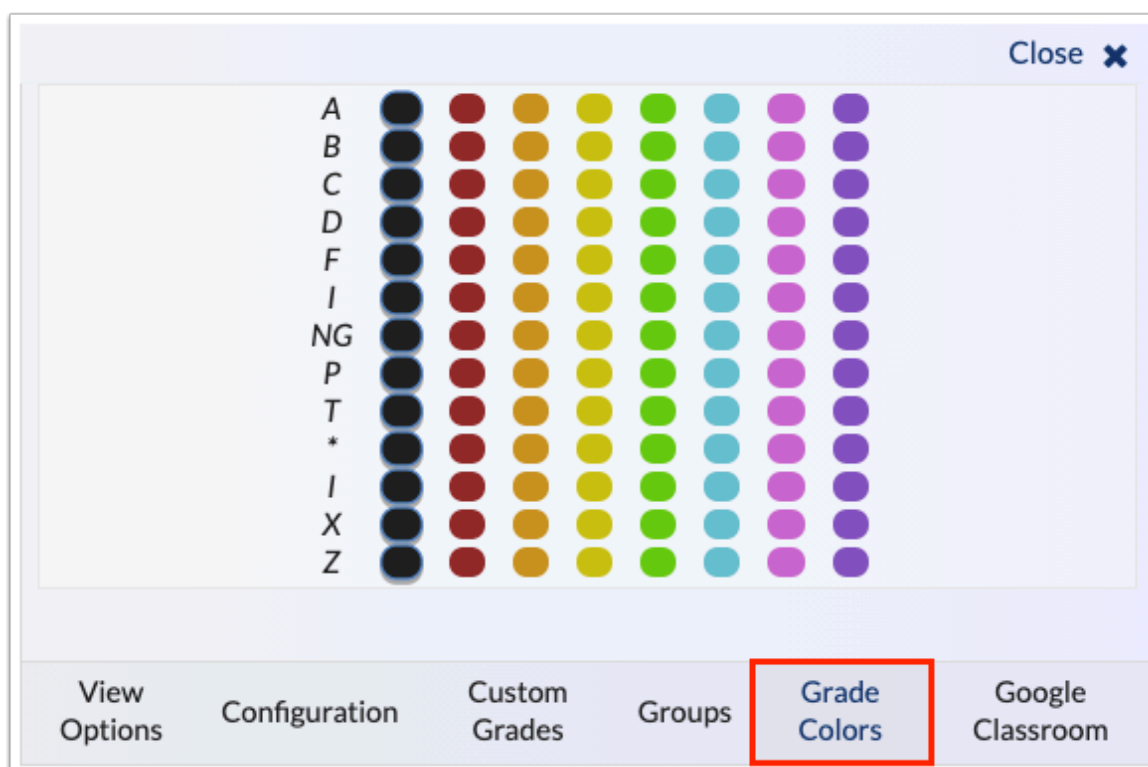
7. Click the **Groups** tab.

When custom groups are defined, students can be broken into the selected groups, and the gradebook can be filtered to pull a specific group of students.



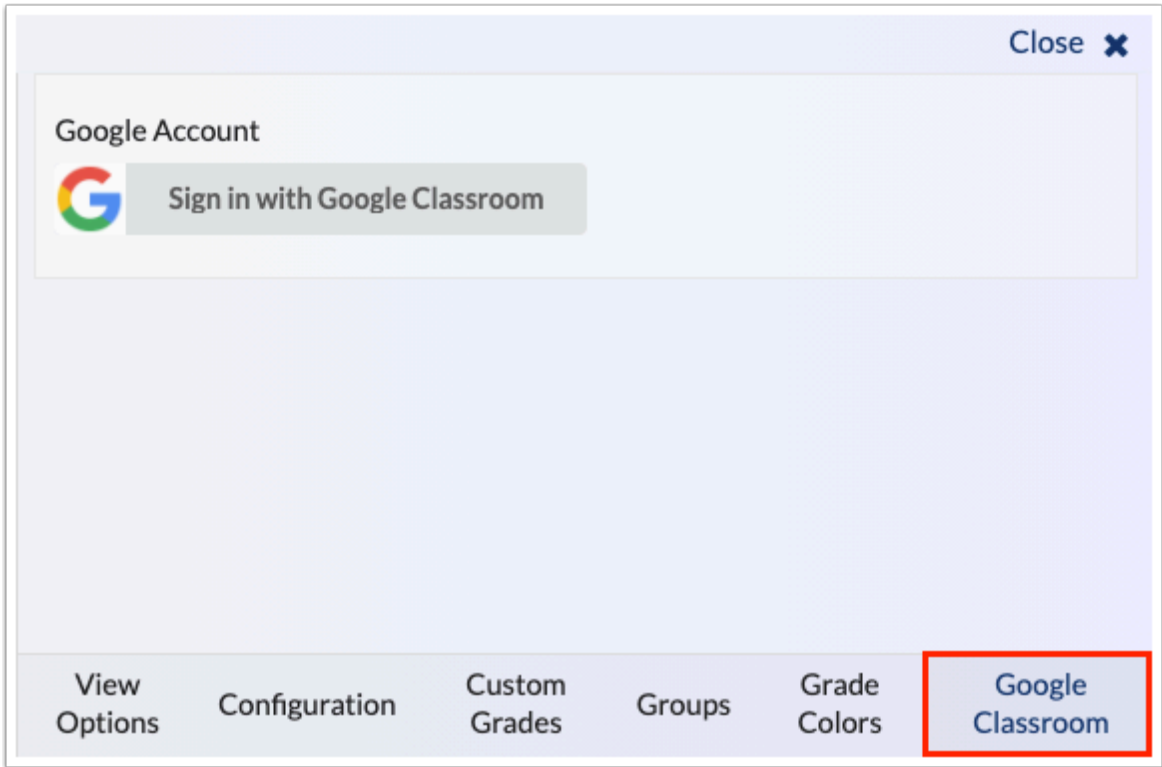
8. Click the **Grade Colors tab.**

The Grade Colors tab allows teachers to assign colors to grades to quickly ascertain entered grades.

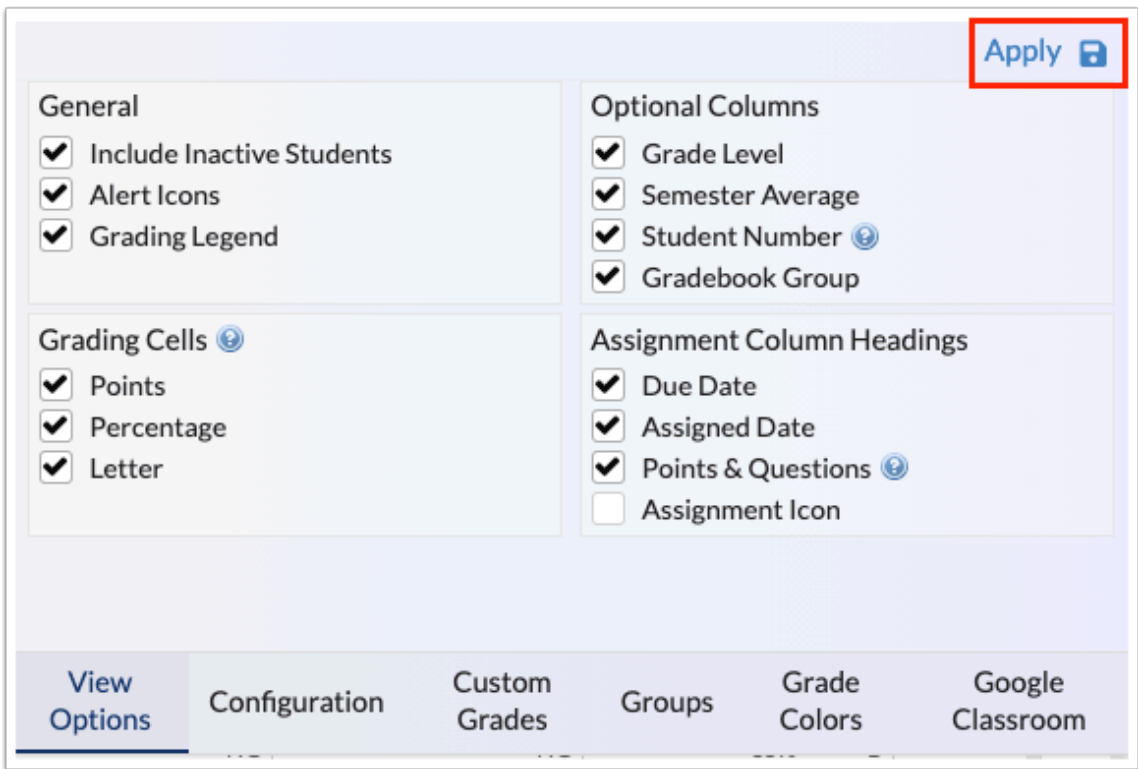


9. Click the **Google Classroom tab.**

If your district has enabled Google Classroom, you can link your Google account to Google Classroom via Focus in order to organize classes, classwork, and hangouts (virtual classes).



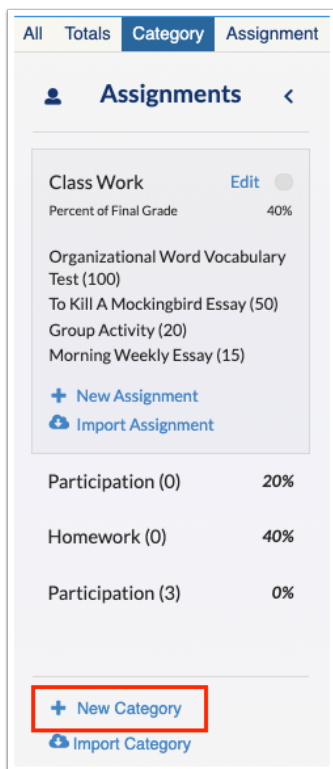
10. Once settings have been created/enabled, click **Apply** to apply the changes made to the gradebook.



Creating Gradebook Categories

i In order to create assignments, you must first create at least one Gradebook Category. If your district doesn't use categories, you can create one category titled "All Assignments."

1. Select a section from the course section pull-down in the Portal header.
2. In the menu, click **Gradebook**.
3. Click the **Category** tab.
4. Click **+ New Category**.



5. Enter a **Title** for the category.

New Category

Title Color ☐

Percent of Final Grade %

Automatically Drop the Lowest Grades

Linked Sections

Linked Marking Periods

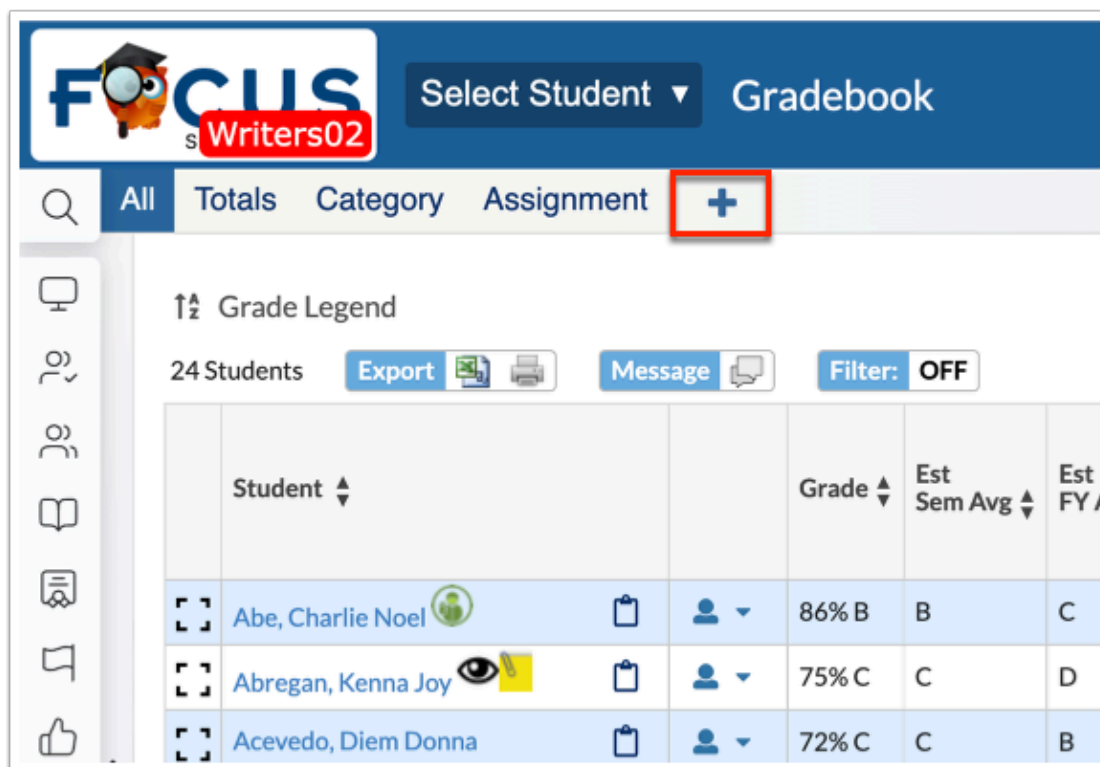
6. Click the **Color** radio button to display the color options and to select the color for the Category. This color will show in the column header.
7. Enter the **Percent of Final Grade** in the text box (will only accept integers) if using weights. Note: This field will only appear if Weight grades by assignment category to use weighted categories was selected in Gradebook Configuration.
8. Enter a value for the number of dropped grades in the **Automatically Drop Lowest Grades** text box. Using this option will automatically drop the lowest grade(s) of the number of assignments for each class section assigned to this category and marking period. These will appear as gray values in the gradebook.
9. From the **Linked Sections** pull-down, select the sections that should be assigned to this category. Note: If you are planning to add assignments to more than one section, the category will need to be added to those sections as well.
10. From the **Linked Marking Period** pull-down, select the periods that should be assigned to this category. Note: The current marking period and future marking periods default to selected (the current marking period cannot be cleared). Marking periods can be added or removed from the pull-down.
11. Click **Save**.

i If Weight Grades by Assignment Category is enabled, there will be an error message at the bottom of the screen until the categories add to 100% on this screen. This warning will also display in the Gradebook.

- ! If Canvas or Google Classroom is used for Grade Passback, the categories created in the Focus Gradebook must match exactly to the categories in Canvas or Google Classroom.

Creating Gradebook Assignments

1. Select a section from the course section pull-down in the Portal header.
2. In the menu, click **Gradebook**.
3. Click + (blue plus sign) to add an assignment.



The screenshot shows the Focus Gradebook interface. At the top, there is a blue header with the Focus logo, a 'Select Student' dropdown menu, and the 'Gradebook' title. Below the header is a navigation bar with tabs: 'All', 'Totals', 'Category', 'Assignment', and a blue plus sign (+) which is highlighted with a red box. The 'Assignment' tab is selected. Below the navigation bar, there is a 'Grade Legend' section, a '24 Students' count, and buttons for 'Export', 'Message', and 'Filter: OFF'. A table displays student grades with columns for 'Student', 'Grade', 'Est Sem Avg', and 'Est FY /'. The table contains three rows of student data.

Student	Grade	Est Sem Avg	Est FY /
Abe, Charlie Noel	86% B	B	C
Abregan, Kenna Joy	75% C	C	D
Acevedo, Diem Donna	72% C	C	B

You can also add assignments directly to categories. Click the **Category** tab.
Click the applicable category, then click + **New Assignment**.

All Totals **Category** Assignment

Assignments

Class Work Edit

Percent of Final Grade 40%

Organizational Word Vocabulary Test (100)

To Kill A Mockingbird Essay (50)

Group Activity (20)

Morning Weekly Essay (15)

+ New Assignment

Import Assignment

Participation (0) 20%

Homework (0) 40%

The assignment screen defaults to the **Details** tab.

All Totals Category **Assignment** + Reports Settings

Assignments

Class Work Edit

Percent of Final Grade 50%

+ New Assignment

Import Assignment

Add Test

Participation (0) 10%

Homework (0) 40%

Extra Credit (0) 0%

+ New Category

Import Category

Assignment Title...

Details Rubric Resources Standards Options

Points ☐ Completion Only

Category **Class Work**

Due Date **06/18/2021** ☐ Time

Marking Period **4th 9 Weeks**

Autofill Points

Assign Test

Test Review Delay (Days)

Description

Questions

Assigned Date **06/18/2021** ☐ Time

Publish Date **06/18/2021** ☐ Time

Linked Sections **Period 5 001 ENG 3**

Assessment **+ New Assessment**

Import Assessment

Test Login PIN

B I U S X X' Lato 16

Assignment Description...

4. Click the **pencil** icon to add an assignment image.

5. Enter the **Assignment Title** in the text box.

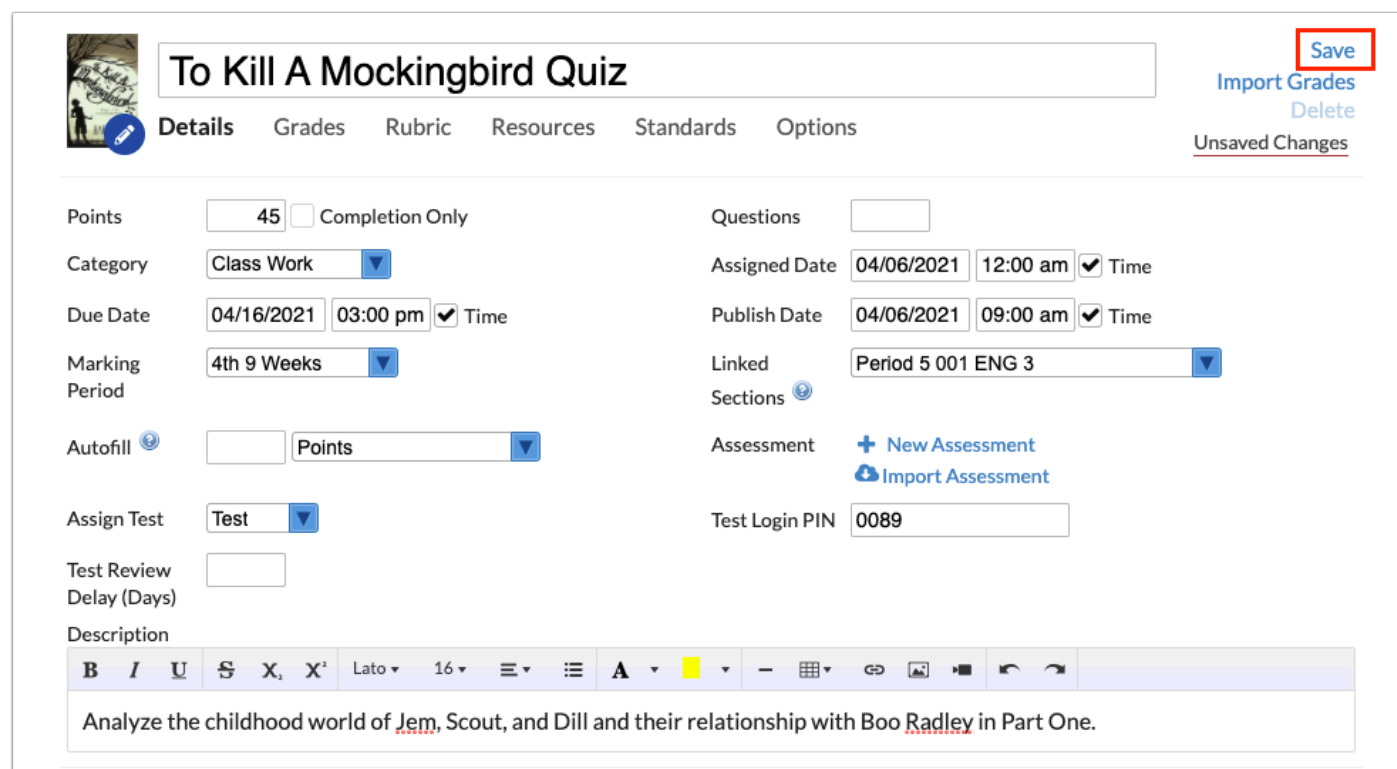
6. Enter the number of **Points** possible in the text box. If this is left blank, then the assignment will be taken out of 0 points and will count as extra credit.

If you entered a value for Default Assignment Points in Gradebook Configuration, the points box will automatically be populated with a value.

7. Select the **Completion Only** check box to establish the assignment as completion based in which you would enter a check mark when the assignment is completed by the student, as opposed to entering a grade. This feature can be used for permission forms or an assignment draft that won't be graded.
8. Enter the number of **Questions** in the text box. This is not required and is typically used when entering scores based upon questions correct/incorrect.
9. Select the assignment **Category** from the pull-down.
10. Enter an **Assigned Date** to determine the date the assignment will be assigned to students.
 - a. Select the **Time** check box next to the Assigned Date to determine the exact time the assignment will be assigned on the entered date. If a time isn't entered, the assignment will be assigned at midnight of the assigned date entered.
11. Enter the **Due Date** to determine when the assignment is due by the students.
 - a. Select the **Time** check box next to the Due Date to determine the exact time the assignment is due on the entered date. If a time isn't entered, the assignment will be due at midnight of the due date entered.
12. Enter a **Publish Date** to determine when the assignment is visible to parents and students in the Parent/Student Portal. Note: The assignment will not be visible to parents/students until the Publish Date has passed. The Publish Date also determines when links for attached assessments displays.
 - a. Select the **Time** check box next to the Publish Date to determine the exact time the assignment will be published on the entered date. If a time isn't entered, the assignment will be published at midnight of the publish date entered.
13. Select the **Marking Period** for which the assignment will take place.
14. To add the assignment to additional sections, select the sections from the **Linked Sections** pull-down.
15. Select the applicable sections from the **Copy to Sections** pull-down to add a copy of the assignment to each of the selected sections; afterwards, each assignment can be edited individually.
16. Select the **Create as Copy in Other** check box to link the assignment to each selected section. When the check box is selected, the **Copy to Sections** pull-down displays from which you can select to add a copy of the assignment to each of the selected sections.
17. To Autofill a grade for all students, select the type of grade that should be auto-filled from the pull-down, such as Points, Percent, Letter Grade, etc. Then enter the applicable information, such as points, or letter grade in the **Autofill** text box.

If you select Completion Only for Points, you can select the **Complete** check box in which a check mark will autofill for the students.

18. Click **+ New Assessment** to create a test or assignment within Focus.
19. Click **Import Assessment** to import an existing assessment created via **Create Assessments** (assessments created by the district or teachers can be imported with the applicable permissions).
20. Enter a **Description** of the assignment (optional), which will be available when viewing assignment details, such as hovering over the informative *i* on assignment headers.
21. When all data has been entered, click the **Save** button to officially add the assignment.



To Kill A Mockingbird Quiz

[Save](#) [Import Grades](#) [Delete](#) [Unsaved Changes](#)

Details Grades Rubric Resources Standards Options

Points: 45 ☐ Completion Only

Category: Class Work

Due Date: 04/16/2021 03:00 pm ☒ Time

Marking Period: 4th 9 Weeks

Autofill: Points

Assign Test: Test

Test Review Delay (Days):

Questions:

Assigned Date: 04/06/2021 12:00 am ☒ Time

Publish Date: 04/06/2021 09:00 am ☒ Time

Linked Sections: Period 5 001 ENG 3

Assessment: [+ New Assessment](#) [Import Assessment](#)


Test Login PIN: 0089

Description: Analyze the childhood world of Jem, Scout, and Dill and their relationship with Boo Radley in Part One.

Assignment Options

When creating new assignments, the Options tab allows additional selections such as selecting specific students or Student Groups to receive the assignment as well as allowing students to upload files to the gradebook, etc.

1. Click the **Options** tab.



Group Activity

[Details](#)
[Grades](#)
[Rubric](#)
[Resources](#)
[Standards](#)
[Options](#)

Assign to Individual Students Only	No
Requires Completion Of	N/A
Allow Student Uploads	No
Exclude From Average	Yes
Hide From Excluded	No
Restrict Test to Times	No

2. Select the **Assign to Individual Students Only** check box to select the students who should be assigned the assignment in the selected section(s). Selecting the check box activates the Assigned Students pull-down for a more specified selection of students. If the Assign to Individual Students Only check box is left cleared, the assignment will be assigned to all students in the section and linked sections (determined from the Details tab).

a. Select the **Assigned Students** from the pull-down to determine the students for whom the assignment should be assigned. You can select the applicable students in addition to or in place of Assigned Groups.

b. Click the **Assign Groups** icon to select the group of students to which the assignment should be assigned. The groups displayed here are created via Settings > Groups tab. Students can then be assigned from the gradebook using the Group pull-down. Note: The Group column only displays when first enabled via Settings > View Options > Optional Columns: Gradebook Group.

i. Select the check box(es) to assign the assignment to the applicable group(s). Then, click **Add**. Click **Cancel** to close the Assign Groups window without adding a student group.

Assign to Individual Students Only

Assigned Students

Requires Completion Of

Assign Groups

☒ Team A

☐ Team B

Cancel Add

ii. Once the students from the selected group have been added, their names display in the Assigned Students pull-down. From here, you can edit the selections made, if needed.

3. Select an assignment from the **Requires Completion of** pull-down if students must complete a particular assignment prior to completing the assignment. Students will not be able to upload a document until the assignment selected in this pull-down has been given a grade, if allowing students to upload a document to this assignment. Note: This pull-down will not appear until there is at least one assignment in the gradebook per marking period.

4. Select the check box to **Allow Student Uploads** for students. Once enabled, students can upload a word document, PDF, or PowerPoint directly to the gradebook for assignments due.

5. Click **Save** to apply the settings to the assignment.

Entering Grades by Assignment

1. Select a section from the course section pull-down in the Portal header.

2. In the menu, click **Gradebook**.

3. Click the **Category** or **Assignment** tab, then click the correct category displayed in the panel (if the category is not already selected).

[All](#)
[Totals](#)
[Category](#)
[Assignment](#)
[+](#)

Assignments

Class Work (4) 40%

Participation [Edit](#) ☐

 Percent of Final Grade 20%

[+ New Assignment](#)

[Import Assignment](#)

Homework (0) 40%

Extra Credit (0) 0%

4. Click the assignment displayed under the category.

5. Click the **Grades** tab.

[+](#)
[Reports](#)
[Settings](#)

To Kill A Mockingbird Essay

[Details](#)
[Grades](#)
[Rubric](#)
[Resources](#)
[Standards](#)
[Options](#)

[Save](#)

[Import Grades](#)

[Delete](#)


Enter Grades By

22 Students [Export](#) [Filter: OFF](#)

Student	Grade	Student ID	Grade Level	Group	To Kill A Mockingbird Essay	Comment	Student
Abe, Charlie Noel	88% B	0055879	11	Team A	44.50 89% B		Mo
Barron	89% B	0082679	11	Team B	47.50 95% A		Stude
Blond	61% D	0077217	11	Team A	42.50 85% B		Stude
Bonilla	75% C	0058458	11	Team B	42.50 85% B		Stude
Castil	89% B	0023462	11	Team B	42.50 85% B		Stude
Average					79%		

6. Select how you want grades to be entered from the **Enter Grades By** pull-down. Options include Points, Percent, Questions Correct, Questions Incorrect, or Letter Grade.

7. Enter a grade in the assignment title column. Note: 89 is entered as a grade because the Enter Grades By is set to Percent.
8. You also have the option to add Comments. Clicking the **Comments** fields will open a new text box where information can be noted in various formats. Enter your comments, then click anywhere on the screen to close the pop-up window. Note: The Comments field may display as a pull-down; this is dependent upon district settings.
9. When all grades and comments have been entered, click **Save**. When Unsaved Changes is displayed, you must click Save before navigating away from the screen to ensure entered information is not lost.

 The ability to click Save is dependent upon the **Automatically save all changes to student grades** setting via Settings > Configuration. If this setting is enabled, you will not have to Save data. Data will save automatically.