

Teacher: Gradebook Overview & Settings

Prior to creating assignments in the gradebook, there are options for determining how the gradebook will function and how assignments will appear that should be configured for each section individually or configured once and applied to all gradebook sections.

Gradebook Options in My Preferences

Before using the gradebook, you must decide whether to apply the same settings to all gradebooks or to configure each gradebook individually. Additionally, when multiple courses are scheduled during the same period, there is the option to consolidate them into a single gradebook or to create custom groups for combining sections, irrespective of the course/period schedule. This option may not apply to elementary teachers, except for those teaching Specials/Related Arts.

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

Gradebook configuration options vary depending on how sections are scheduled.

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**.

The screenshot shows a user interface for configuring gradebooks. At the top, the 'Custom Groups' radio button is selected. Below it, there is a section titled 'Ungrouped Sections' which contains a list of five section identifiers: '03 - 001 - 1200310 ALG 1', '07 - 002 - 1200310 ALG 1', '04 - 001 - 1200380 ALG 1-B', '05 - 002 - 1200380 ALG 1-B', and '01 - 003 - 1200310 ALG 1'. To the right of this list are three buttons: 'Add Group' (which is highlighted with a red rectangle), 'Remove Empty Groups', and '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.

Custom Groups

Buttons: Add Group, Remove Empty Groups, Remove All 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

Group #1 (Red box around text, red X in corner)

ALG 1 (Red box around text, red X in corner)

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

Buttons: Add Group, Remove Empty Groups, Remove All 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

ALG 1 (Red X in corner)

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

Buttons: Add Group, Remove Empty Groups (Red box around button), Remove All Groups

Ungrouped Sections

- 05 - 002 - 1200380 ALG 1-B

ALG 1 (Red X in corner)

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

ALG 1-B (Red X in corner)

- 04 - 001 - 1200380 ALG 1-B

ALG 2 (Red X in corner)

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

5. Click **Save**.

12.0.43
Focus
Writers02

Select Student Preferences

Fridda Roxy (ERP-MCS... Focus High School - 0041 2023-2024 SIS
Teacher 4th 9 Weeks 02 - 004 - ENG 3 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

❗ Combining sections using either option will not list students according to their actual scheduled section or period. An alphabetized list will be displayed instead.

Activity

Set up gradebook options, if applicable.

Gradebook Overview

This section provide an overview of the teacher gradebook to ensure an understanding before making selections to setup the appearance and functionality of the gradebook.

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

FOCUS Writers02 Select Student Gradebook Fridda Roxy (ERP-MCS... Focus High School - 0041 2022-2023 SIS Teacher 4th 9 Weeks 02 - 004 - ENG 3 ERP

All **Totals** Category Assignment + Reports Settings

24 Students Export Message Filter: OFF

Student	Student ID	Grade Level	Homework 20 Pts 40%	Classwork 25 Pts 30%	Participation 45 Pts 20%	Tests 30 Pts 10%	Extra Credit 0 Pts	Total Points	Weighted Grade
Abe, Charlie Noel	0055879	10	15/20 75% C	25/25 100% A	40/45 89% B	NG	NG	80 / 90	86% B
Abregan, Kenna Joy	0061843	10	12/20 60% D	20/25 80% B	45/45 100% A	20/30 67% D	NG	97 / 120	75% C
Acevedo, Diem Donna	0023057	09	10/20 50% F	20/25 80% B	45/45 100% A	25/30 83% B	NG	100 / 120	72% C
Acevedo, Emerald Vonn	0056443	12	20/20 100% A	19/25 76% C	45/45 100% A	29/30 97% A	NG	113 / 120	92% A
Acosta, Dexter D	0086685	10	20/20 100% A	23/25 92% A	35/45 78% C	NG	NG	78 / 90	92% A
Acosta, Harry P	0058780	10	18/20 90% A	23/25 92% A	34/45 76% C	NG	NG	75 / 90	87% B
Adams, Peter Kavinsky	0020236	10	19/20 95% A	23/25 92% A	33/45 73% C	NG	NG	75 / 90	89% B
Adams, Ponyboy Henry	0086404	09	19/20 95% A	23/25 92% A	32/45 71% C	NG	NG	74 / 90	89% B
Agregor, Abe Sebastian	0060059	12	16/20 80% B	23/25 92% A	32/45 71% C	NG	NG	71 / 90	82% B
Aguilar, Emily Dickinson	0022481	12	14/20 70% C	NG	30/45 67% D	31/30 103% A	NG	75 / 95	74% C
Aguilar, Sherwood Anderson	0057667	10	10/20 50% F	NG	44/45 98% A	30/30 100% A	NG	84 / 95	71% C
Ahrens, Edgar Allan	0057390	12	9/20 45% F	NG	44/45 98% A	NG	NG	53 / 65	63% D

Click the **Category** tab to display all categories in a left panel which contains the ability to edit, add, and import categories.

FOCUS Writers02 Select Student Gradebook Fridda Roxy (ERP-MCS... Focus High School - 0041 2022-2023 SIS Teacher 4th 9 Weeks 02 - 004 - ENG 3 ERP

All Totals **Category** Assignment + Reports Settings

Assignments

Homework (2) 40%

Classwork Edit 30%

Quick Write: Outdoors (25)

+ New Assignment

Import Assignment

Add Test

Participation (0) 20%

Tests (0) 10%

Extra Credit (0) 0%

Classwork Grade Legend Enter Grades By Points Save

24 Students Export Message Filter: OFF

Student	Grade	Est Sem Avg	Est FY Avg	Student ID	Grade Level	Quick Write: Outdoors (25 Points Assigned 04/11 Due 04/11)
Abe, Charlie Noel	86% B	B	C	0055879	10	25 100% A
Abregan, Kenna Joy	69% D	D	D	0061843	10	20 80% B
Acevedo, Diem Donna	63% D	D	C	0023057	09	20 80% B
Acevedo, Emerald Vonn	90% A	A	A	0056443	12	19 76% C
Acosta, Dexter D	97% A	A	A	0086685	10	23 92% A
Acosta, Harry P	91% A	A	A	0058780	10	23 92% A
Adams, Peter Kavinsky	94% A	A	A	0020236	10	23 92% A
Adams, Ponyboy Henry	94% A	A	A	0086404	09	23 92% A
Agregor, Abe Sebastian	85% B	B	B	0060059	12	23 92% A
Average	86%	B	B			88%

Click the **Assignment** tab to display Assignments in the selected Category, as well as all assignment Details, Grades, Rubric, Resources, Standards, and Options. Here you also have the ability to edit assignments, add new assignments to a category, import assignments to a category, and import grades to an assignment.

FOCUS Writers02 Select Student Gradebook Fridda Roxy (ERP-MCS...) Focus High School - 0041 2022-2023 SIS
Teacher 4th 9 Weeks 02 - 004 - ENG 3 ERP

All Totals Category **Assignment** + Reports Settings

Assignments

Homework Edit 40%
Percent of Final Grade

Group Activity (20)
To Kill A Mockingbird Essay (50)

+ New Assignment
Import Assignment
Add Test

Classwork (1) 30%

To Kill A Mockingbird Essay Save Import Grades Delete

Details Grades Rubric Resources Standards Options

Points 50 Questions 1
Category Homework Assigned Date 04/01/2023 12:00 am
Due Date 04/01/2023 Marking Period 4th 9 Weeks
Assessment N/A Test N/A
Description
Analyze the childhood world of Jem, Scout, and Dill and their relationship with Book Radley in Part One.

Click the plus sign (+) to add an assignment to the gradebook for a selected category.

FOCUS Writers02 Select Student Gradebook Fridda Roxy (ERP-MCS...) Focus High School - 0041 2022-2023 SIS
Teacher 4th 9 Weeks 02 - 004 - ENG 3 ERP

All Totals Category Assignment **+** Reports Settings

Assignments

Homework Edit 40%
Percent of Final Grade

Group Activity (20)
To Kill A Mockingbird Essay (50)

+ New Assignment
Import Assignment
Add Test

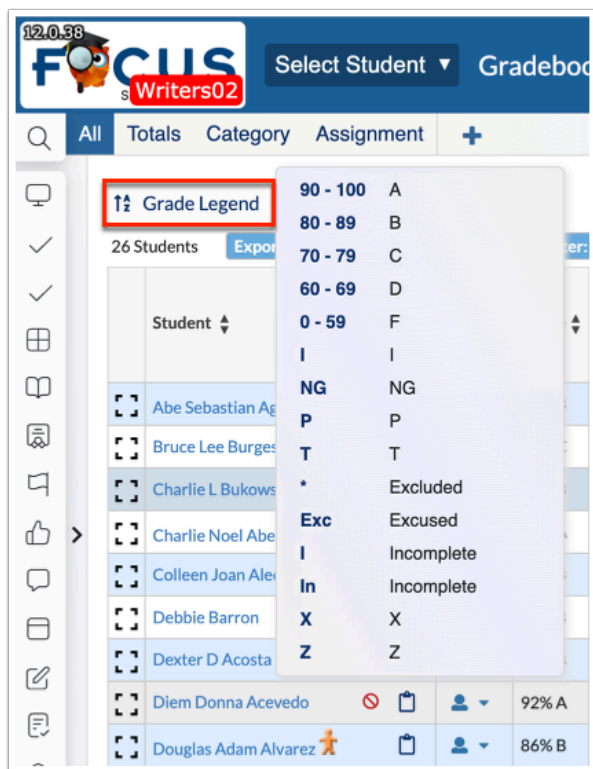
Classwork (1) 30%
Participation (0) 20%
Tests (0) 10%

Assignment Title... Save Cancel
Unsaved Changes

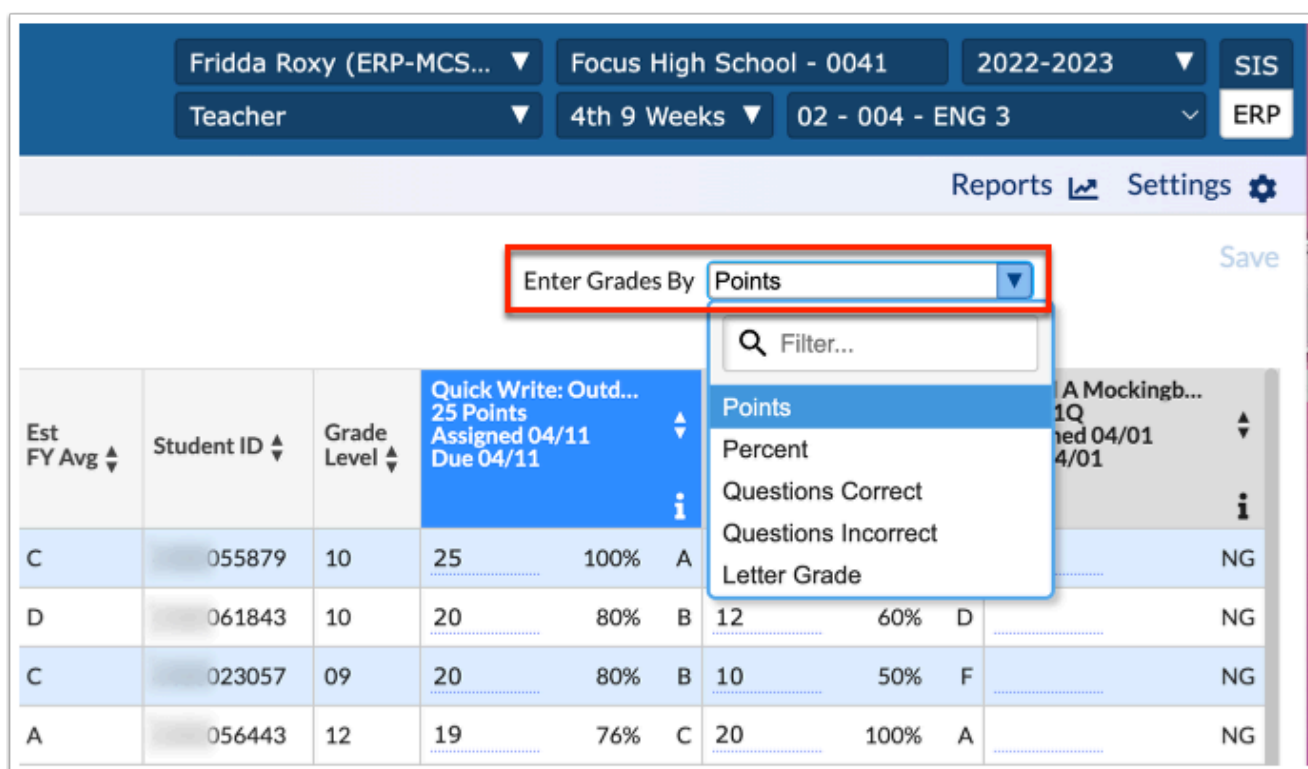
Details Rubric Resources Standards Options

Points Completion Only Questions
Category Homework Assigned Date 04/11/2023 Time
Due Date 04/11/2023 Time Marking Period 4th 9 Weeks
Linked Period 2 004 ENG 3
Sections
Autofill Points
Assign Test
Test Review Delay (Days)
Create as Copy in Other Sections
Assessment + New Assessment Import Assessment
Test Login PIN

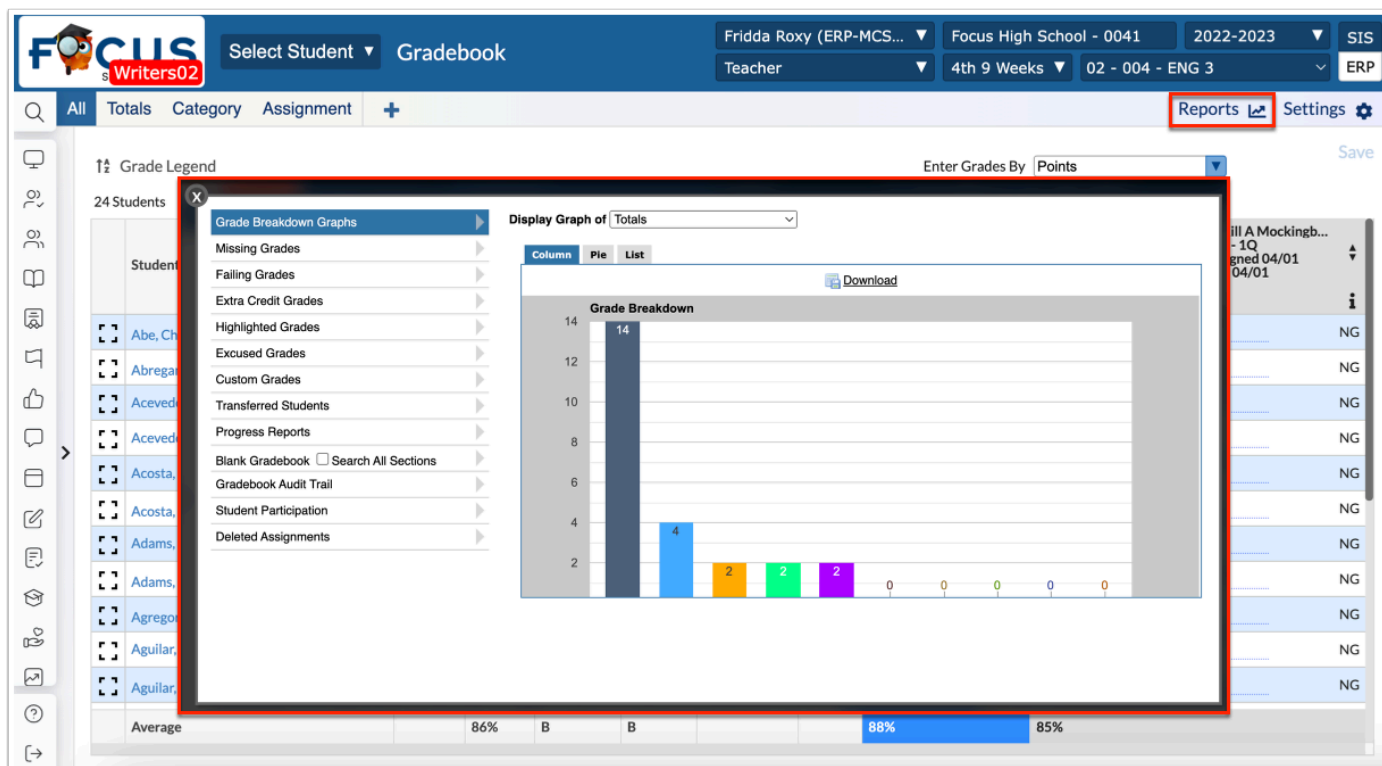
Hover over the **Grade Legend** to view all applicable grades and custom grades including grade letters, numbers, percentages, etc.



Enter Grades By displays a pull-down of options so you can determine in what method grades are to be entered, such as Points, Percent, Letter Grade, etc.



Click **Reports** to display reports containing various grade data.



Click **Settings** to view and enabled additional options, configure the gradebook, create custom grades, create gradebook groups, select grade colors, and enable Third Party Systems (i.e. Google Classroom).

The screenshot shows the Focus Gradebook 'Settings' dialog box. The dialog box contains various configuration options for the gradebook, including 'Default Assignment Points', 'Default Due Date', 'Score Rounding', 'Gradebook Method', 'Assignment Sorting', and 'View Options'. The 'Settings' tab is highlighted in the top navigation bar.

Est Sem Avg	Est FY Avg	Student
B	C	00000000
D	D	00000000
D	C	00000000
A	A	00000000
A	A	00000000
A	A	00000000
A	A	00000000
A	A	00000000
A	A	00000000
B	B	00000000

22 Students

Export

Filter: OFF

	Student		Grade	Student ID	Grade Level	Group	<div> To Kill A Mockingbird Essay 50P - 1Q Assigned 02/12 Due 02/16 </div>
	Abe, Charlie Noel		91% A	0055879	11	Team A	
	Barro		89% B	0082679	11	Team A	
	Blond		85% B	0077217	11		
	Bonill		85% B	0058458	11		
	Castil		89% B	0023462	11		
	Corte		96% A	0055469	11		
	Elan		82% B	0082720	11	Team A	
	Ferrer		75% C	0063208	11		
	Gaona		85% B	0076594	11		

Click to Edit

Title

To Kill A Mockingbird Essay

Points

50

Assigned

Feb 12 5:00 pm

Due

Feb 16

Category

Class Work

Average

79%

Range

15 to 47.50

Description

Analyze the childhood world of
Jem, Scout, and
Dill and their relationship ...

The image displays two side-by-side screenshots of the Focus Writers02 Gradebook interface, illustrating the process of adding a new assignment.

Left Screenshot: The 'Assignments' tab is selected, indicated by a red box around the tab label. The interface shows a list of existing assignments with columns for the assignment name, a status icon (e.g., 'Edit'), and a percentage. The assignments listed are:

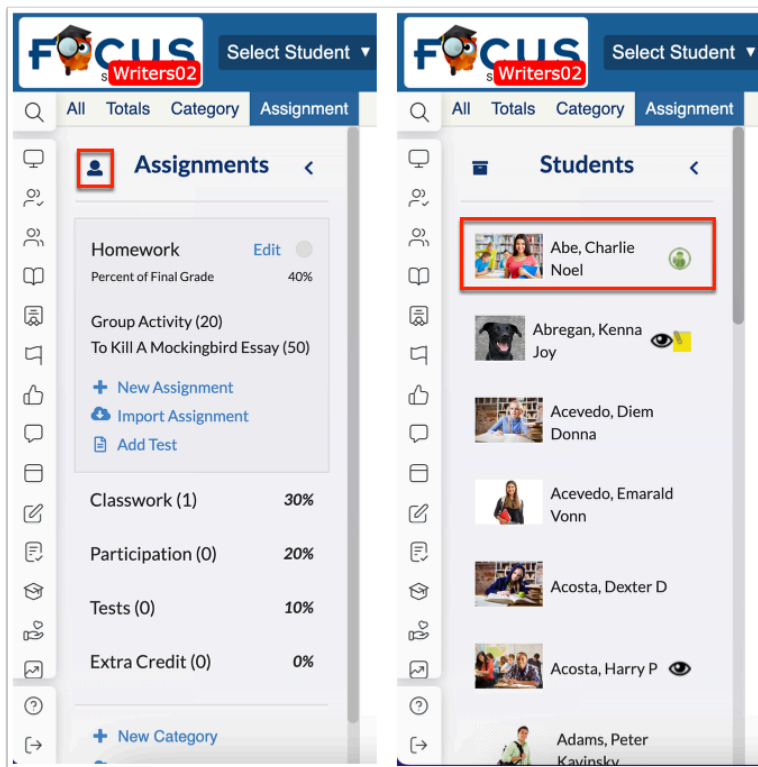
- Homework (40%)
- Group Activity (20)
- To Kill A Mockingbird Essay (50)
- Classwork (1) (30%)
- Participation (0) (20%)
- Tests (0) (10%)
- Extra Credit (0) (0%)

 At the bottom of the list, there are buttons for '+ New Assignment', 'Import Assignment', 'Add Test', and '+ New Category'.

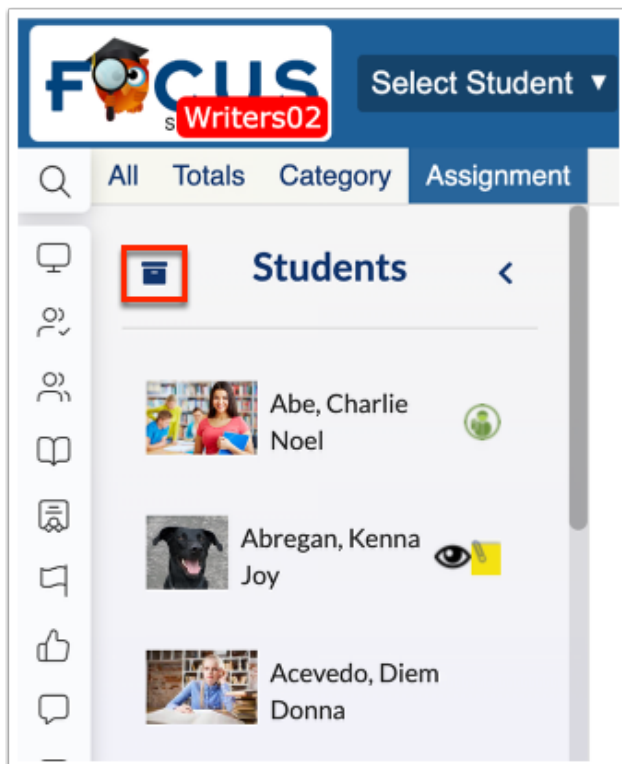
Right Screenshot: The 'Assignment Title...' form is open, with the 'Details' tab selected, highlighted by a red box. The form includes fields for:

- Points: A text input field and a checkbox for 'Completion Only'.
- Assigned Date: A date picker set to '04/11/2023' and a checkbox for 'Time'.
- Linked Sections: A dropdown menu set to 'Period 2 004 ENG 3'.
- Assessment: Buttons for '+ New Assessment' and 'Import Assessment'.
- Test Review Delay (Days): A text input field.
- Description: A rich text editor with formatting options (B, I, U, S, X, X') and a font color dropdown set to 'Lato'.

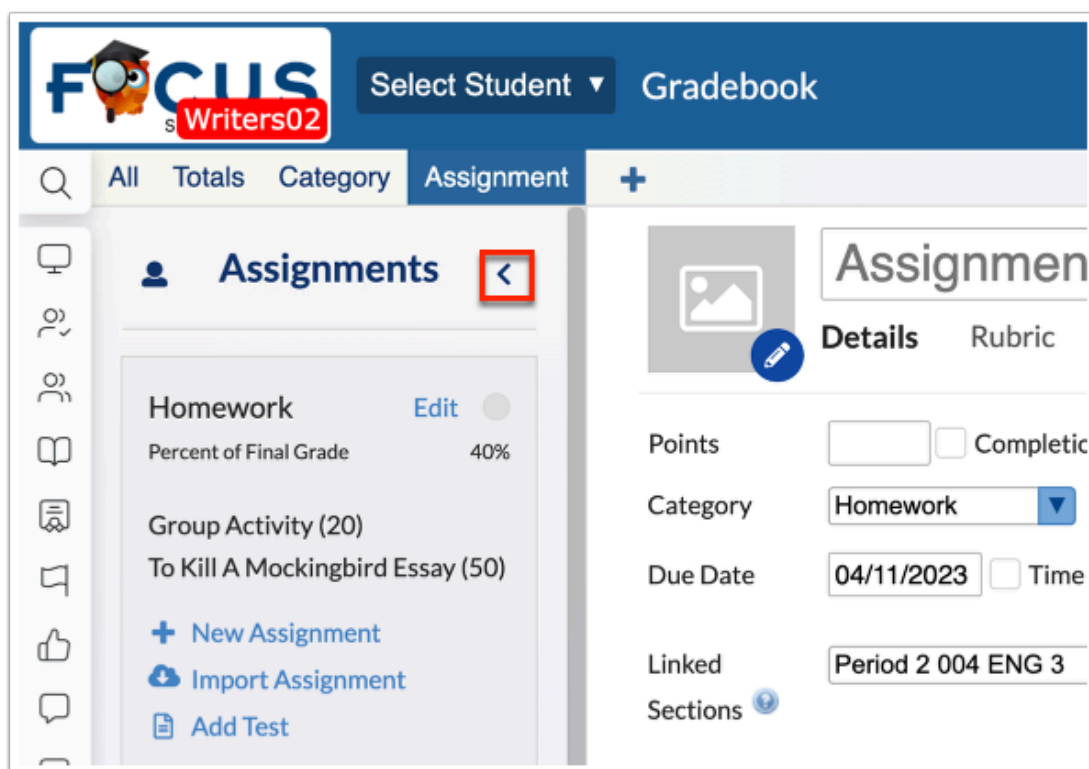
Page 10



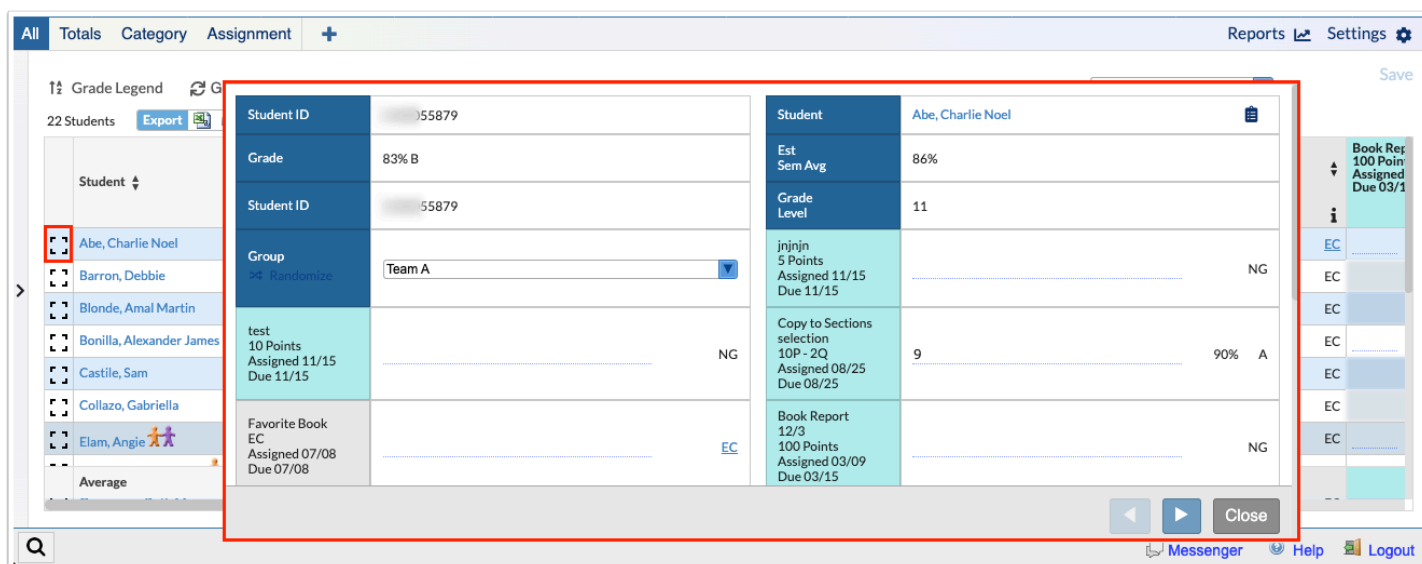
Click the Assignments icon to close the student list and view the Assignments panel again.



To close the Assignments panel, click the Hide/Show arrow.



Click the modal icon to open the applicable data, in this instance, student's grades in all categories, in a new pop-up window. Here you can view and edit applicable fields just as you can in the Gradebook but from a different point of view.



If enabled by the district, you can click the **clipboard** icon to enter notes for individual students. The notes will display on the Student/Parent Portal if enabled on the note.

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

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

Abe, Charlie Noel

Student

	Abe, Charlie Noel						
	Barro						
	Blonde						
	Bonilla			85% B	00058458	11	
	Castile			89% B	00023462	11	
	Corte			96% A	00055469	11	

Please be sure to submit assignments on time.

☒ Visible to Student and Parents

Gradebook Settings

If **Configure gradebooks separately for each section** was enabled in Preferences, the teacher will need to select the settings for each gradebook in each section that is taught.

If **Configure gradebooks separately for each section** was not enabled in Preferences, the teacher will only select the configuration options once and selections will be applied to all gradebooks.

1. In the menu, click **Gradebook**.
2. Click **Settings**.

12.0.48 **FOCUS** Writers02 Select Student Gradebook Fridda Roxy (ERP-MCS... Focus High School - 0041 2023-2024 SIS 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

3. Click **Settings** to open the following tabs and enable settings or configure the gradebook: View Options, Configuration, Custom Grades, Groups, Grade Colors, and Google Classroom.

Fridda Roxy (ERP-MCS... Focus High School - 0041 2022-2023 SIS Teacher 4th 9 Weeks 02 - 004 - ENG 3 ERP

Reports Settings

Enter Grades By Points Save

Filter: OFF

Grade	Grade Level	Presentation: Defe... 45 Points Assigned 04/11 Due 04/11	To Kill A Mockingb... 30P - 15Q Assigned 04/11 Due 04/11	English Quiz: Ch. 12 15P - 8Q Assigned 04/11 Due 04/11	Quick Write: Ou... 25 Points Assigned 04/11 Due 04/11
86% B	10	40 89% B	NG	NG	25 100%
75% C	10	45 100% A	20 67% D	NG	20 80%
72% C	09	45 100% A	25 83% B	NG	20 80%
92% A	12	45 100% A	29 97% A	NG	19 76%

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

Apply

General

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

Grading Cells

- ☒ Points
- ☒ Percentage
- ☒ Letter

Optional Columns

- ☒ Grade Level
- ☒ Semester Average
- ☒ Student Number
- ☒ Gradebook Group

Assignment Column Headings

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

View Options Configuration Custom Grades Groups Grade Colors Google Classroom

If you try to navigate away from the Settings window without applying changes, a pop-up window displays giving you the option to Apply unsaved settings changes. Click **Apply** to apply changes or click **Close** to close the pop-up window without saving changes.

Apply unsaved settings changes?

Close **Apply**

5. Click **Close** if changes have been applied or no changes have been made and you'd like to close the Settings window.

The screenshot shows a 'View Options' dialog box with a light blue background. In the top right corner, there is a 'Close' button with an 'X' icon, highlighted by a red rectangular box. The dialog is divided into four sections: 'General', 'Optional Columns', 'Grading Cells', and 'Assignment Column Headings'. Each section contains a list of options with checkboxes, all of which are currently checked. At the bottom of the dialog, there is a horizontal navigation bar with six tabs: 'View Options' (which is selected and highlighted with a blue underline), 'Configuration', 'Custom Grades', 'Groups', 'Grade Colors', and 'Google Classroom'.

Section	Options
General	<input checked="" type="checkbox"/> Include Inactive Students <input checked="" type="checkbox"/> Alert Icons <input checked="" type="checkbox"/> Grading Legend
Optional Columns	<input checked="" type="checkbox"/> Grade Level <input checked="" type="checkbox"/> Semester Average <input checked="" type="checkbox"/> Student Number ⓘ <input checked="" type="checkbox"/> Gradebook Group
Grading Cells ⓘ	<input checked="" type="checkbox"/> Points <input checked="" type="checkbox"/> Percentage <input checked="" type="checkbox"/> Letter
Assignment Column Headings	<input checked="" type="checkbox"/> Due Date <input checked="" type="checkbox"/> Assigned Date <input checked="" type="checkbox"/> Points & Questions ⓘ <input checked="" type="checkbox"/> Assignment Icon

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

View Options

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.

1. Click the **View Options** tab.

[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

Assignment Column Headings

☒ Due Date

☒ Assigned Date

☒ Points & Questions ?

☐ Assignment Icon

View Options

Configuration

Custom Grades

Groups

Grade Colors

Google Classroom

2. Select the **Include Inactive Students** check box to display inactive students along with active students. This option is helpful if needing to input grades for students who have already been withdrawal from your class.

Hover over the icon with the mouse to display the following message “This student isn’t actively scheduled in this class” indicating the student is inactive. Note: The row for inactive students is also dimmed as an added indicator. Grades and comments can still be entered, as needed.

3. Select the **Alert Icons** check box to display Alert Icons assigned to students, such as 504, ELL, Immigrant Student, etc.

4. Select the **Grading Legend** check box to display a Grade Legend on the gradebook. Once enabled, hover over Grade Legend to display more information about each grade.

Grade Legend

Grade Range	Letter Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F
I	I
NG	NG
P	P
T	T
*	Excluded
X	X
Z	Z

Grading Cells

- ☒ Points
- ☒ Percentage
- ☒ Letter

General

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

5. Select the Grading Cells check boxes for **Points**, **Percentage**, and **Letter** to determine which columns display on the gradebook for grades.

Select the check boxes in the Optional Columns section to determine which additional columns display in the gradebook.

6. Select the **Grade Level** check box to display students' grade levels on the gradebook.

7. Select the **Gradebook Average** check box to display the Grade column in the Gradebook and display the running Gradebook grade on the Parent/Student portal. If the Gradebook Average setting is not enabled, the Grade column will not display in the teacher gradebook nor will it display for students and parents.

8. Select the **Semester Average** check box to display a column that displays a semester average grade.

9. Select the **Full Year Average** check box to to display a column that displays a full year average grade.

Optional Columns

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

Grading Cells

- ☒ Points
- ☒ Percentage
- ☒ Letter

General

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

Assignment Column Headings

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

- 10.** Select the **Student Number** check box to add a column where you can enter a special number/code for each student. This helps when printing the grades to post since students can identify their grade using the special assigned codes as opposed to using their names.
- 11.** Select the **Gradebook Group** check box to display the Group column where students can be assigned to created Groups. Gradebook groups are created on the Groups tab of Settings.
- 12.** Select the check boxes in the Assignment Column Headings section to determine what information displays in the header for each assignment, such as **Due Date**, **Assigned Date**, **Points & Questions**, and the **Assignment Icon** (image added to the assignment from the Details tab).
- 13.** Click **Apply** to apply changes made to View Options.

Activity

Adjust the View Options Settings as necessary for the gradebook.

Configuration

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.

- 1.** Click the **Configuration** tab.

2. Enter **Default Assignment Points** to populate the Points field automatically when adding a new Gradebook assignment.

3. In creating a new assignment, select the **Default Due Date** of Today or Tomorrow. Note: The selection made here will populate in the Due Date field of assignments, but the date can be edited for any assignment as needed.

i If a set Due Date is set outside of calendar days, a warning pop-up will display. However, the assignment and due date can be saved regardless.

4. Select how scores containing decimals should be rounded in the **Score Rounding** section. Scores can be rounded Up, Down, or rounded Normally.

5. Select a **Gradebook Method** from the following options:

Default: Select Default to have a separate Gradebook for each marking period (e.g. quarter 1, quarter 2, quarter 3, quarter 4).

Full Year: Select Full Year to have one running Gradebook for the full year. This is often used if students are allowed to turn in assignments at their own pace over the course of the year, such as in adult education.

Semester: Select Semester to have one running Gradebook for each semester. Quarter 1 grades will factor into the Quarter 2 average.

6. 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).

7. Select an **Assignment Sorting**; options are as follows: Newest First, Newest Last, Assigned Date, Due Date, Publish Date, Category, or Alphabetical, which allows you to determine how the assignments are ordered in the gradebook. Note: **Newest Last** displays closest to the "paper gradebook."

8. 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.

9. 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%.

10. 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.

11. Select the **Hide assigned and due date on student portal** check box to ensure assigned dates and due dates for assignments do not display on the Student/Parent Portals.

12. Select the **Show all assignments on student portal** check box to ensure students/parents can see all gradebook assignments in the Portal regardless of publish date, including those where the publish date is null.

13. Select the **Show gradebook average to three decimal places on student detail** to display the "Current Grade in Class" as the average rounded by gradebook setting and the average rounded to three decimal places in parentheses, such as "93% A (92.500%)" in the student view of the Gradebook.

14. Select the **Display Assignment Class Average on grades (Assignments) Screen to Parents/Students** check box to display a "Class Average" column to the left of the Comments Column on the Grades (Assignment) screen, showing the class average for the assignment to display for parents and students via the applicable portals.

15. Click **Apply** to apply changes made to the gradebook.

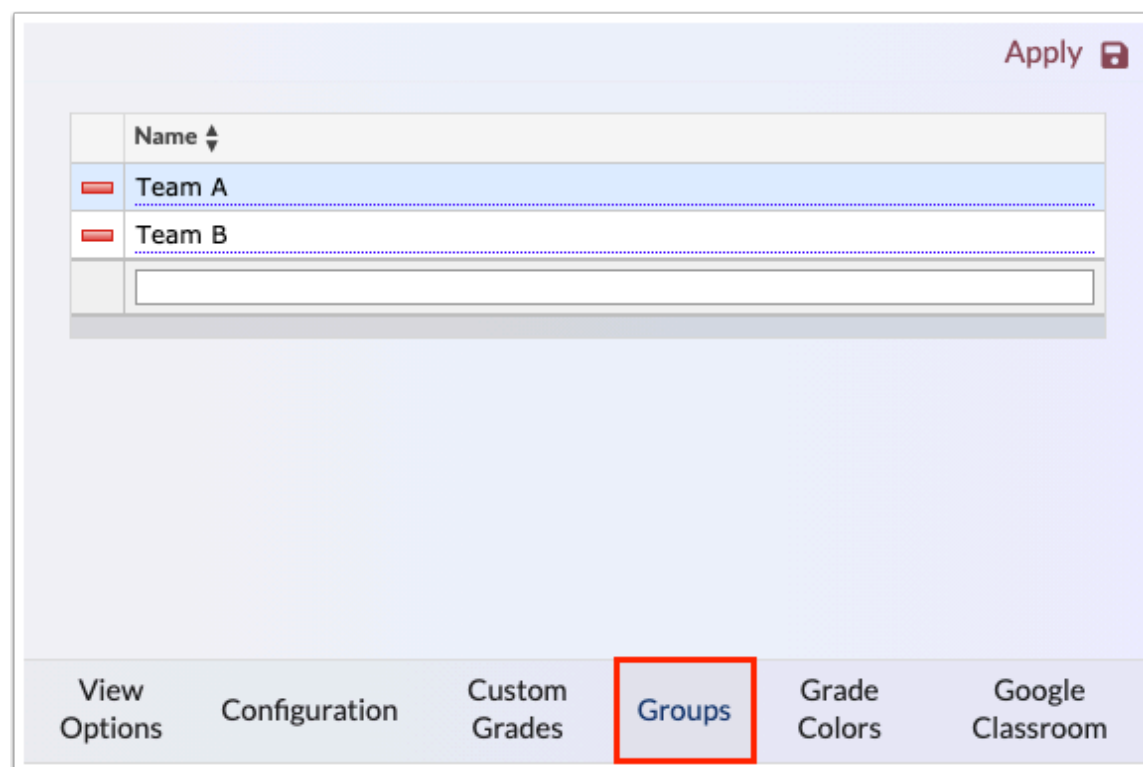
Activity

Make Configuration Settings as necessary for the gradebook.

Groups

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.

1. Click the **Groups** tab.



The screenshot shows the 'Groups' configuration screen. At the top right is an 'Apply' button with a save icon. Below it is a table with a header 'Name' and a dropdown arrow. The table contains two rows: 'Team A' and 'Team B', each with a red minus icon to its left. Below the table is an empty input field. At the bottom, there is a navigation bar with six tabs: 'View Options', 'Configuration', 'Custom Grades', 'Groups' (which is highlighted with a red border), 'Grade Colors', and 'Google Classroom'.

2. In the last row, enter the **Name** of the group in the provided text box. When complete, press **Enter** to save the data.
3. Click **Apply** to save the group.
4. Click the View Options tab and select the **Gradebook Group** check box to display the Group on the gradebook.

The screenshot shows the Gradebook interface with the 'View Options' tab selected. On the right, under 'Optional Columns', the 'Gradebook Group' checkbox is checked. The main table shows student data with columns for Grade, Grade Level, Group, Student Number, and Organizational Unit. A dropdown menu is open for the 'Group' column, showing 'Team A' and 'Team B' as options. The 'View Options' button is highlighted in the bottom right.

Grade	Grade Level	Group	Student Number	Organizational Unit
87% B	11	Team A	85	100P - 10Q Assigned 02/16 Due 02/16
89% B	11	Team B	89	
61% D	11	Filter	45	
75% C	11	Check all visible Clear selected	68	
89% B	11	Team A	88	
85% B	11	Team B	7	
86% B	11	Team A	89	

The group names can be edited at any time by clicking on the underlined Name.

Click the delete button (red minus sign) to delete a student group. Click **Apply** to save changes.

Assigning Students to Groups

See the steps below to assign students to the groups created.

In the Gradebook, select the applicable **Group** from the pull-down for each student.

Est Sem Avg ↕	Est FY Avg ↕	Grade Level ↕	Group ↔ Randomize	To Kill A Mockingb... 50 Points Assigned 03/29 Due 09/06		
A	A	10	Group B	50	100%	A
B	B	12				B
B	B	10				B
B	B	10				B
A	A	10				B
A	A	10		42.5	85%	B
A	A	10		42.5	85%	B
B	B	10		37.5	75%	C

Click **Randomize** to randomly assign groups to all students.

Est Sem Avg ↕	Est FY Avg ↕	Grade Level ↕	Group ↔ Randomize	To Kill A Mockingb... 50 Points Assigned 03/29 Due 09/06		
A	A	10	Group B	50	100%	A
B	B	12	Group B	42.5	85%	B
B	B	10	Group B	42.5	85%	B
B	B	10	Group B	42.5	85%	B
A	A	10	Group A	42.5	85%	B
A	A	10	Group B	42.5	85%	B
A	A	10	Group B	42.5	85%	B
B	B	10	Group A	37.5	75%	C
C	C	10	Group B	37.5	75%	C
C	C	10	Group A	37.5	75%	C
B	B			88%		

- i** If the student's group is changed, this will not affect the student's grade. Grades are attached to the student and not the groups. If the names of the groups are changed, the students will still be attached to the assigned groups.


Activity













1. Create Groups as necessary for the gradebook.
2. Assign students.

Grade Colors

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

1. Click the **Custom Grades** tab.

Apply 

	Grade 	Display Name 	Type 
	*	Exc.	Exclude 
	X	X	Exclude 
	Z	Z	Zero 
	I	I	Exclude 
	<input type="text"/>	<input type="text"/>	Exclude 

View Options

Configuration

Custom Grades

Groups

Grade Colors

Google Classroom

2. To create a new Custom Grade, use the last line in the table. The blank text boxes indicate where new information can be entered.

3. Enter the **Grade**, a **Display Name**, and select a **Type** from the pull-down. Once all information has been entered, press **Enter** to save the grade.
4. Click **Apply** to officially save the custom grade.
- Click the delete button (red minus sign) to remove a custom grade. Click **Apply** to apply changes.
- Click the text boxes to edit the text of existing custom grades and click the pull-down to change the selection when applicable. Click **Apply** to apply changes.
- A down arrow indicator displays next to assignments when the grade has been dropped.

12 Grade Legend		Google Classroom		Enter Grades By		Points									
22 Students		Export		Filter: OFF											
Student		Grade		Copy to Sections s... 10P - 2Q Assigned 08/25 Due 08/25		Favorite Book EC Assigned 07/08 Due 07/08		Book Report 12/3 100 Points Assigned 03/09 Due 03/15		Pop Quiz: Chapter... 1P - 1Q Assigned 02/09 Due 02/09		Debate Key Points 45P - 3Q Assigned 06/04 Due 06/04		Det 45P Ass Due	
Abe, Charlie Noel		83% B		9		Currently excluded from the student's overall grade average, due to the drop lowest X grades setting on the Class Work category									
Barron, Debbie		83% B		8		80% B		EC				NG		NG	
Blonde, Amal Martin		74% C				NG		5		EC		NG		NG	
Bonilla, Alexander James		91% A				NG		EC		NG		NG		NG	
Castile, Sam		70% C				NG		EC				NG		NG	