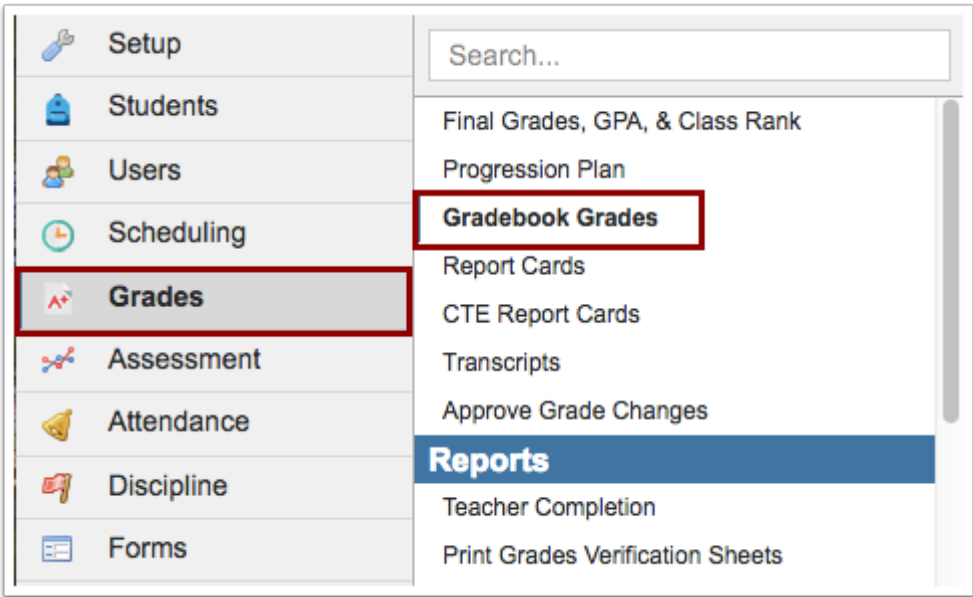


Gradebook Grades

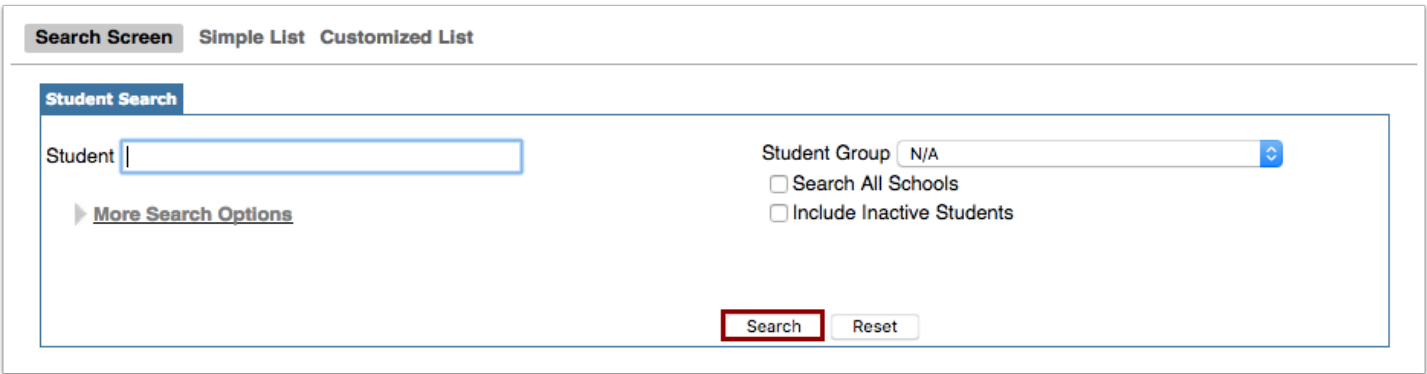
The Gradebook Grades screen allows administrators to review a student's average gradebook grade for each course, as well review the gradebook grades for individual assignments for each course.

Reviewing a Student's Gradebook Grades

1. In the **Grades** menu, click **Gradebook Grades**.






2. In the Search Screen, enter search criteria to locate the student and click **Search**.



💡 For more information on conducting a student search, see [Searching for Students](#).

3. In the search results, click the appropriate student.



Search Screen Simple List Customized List			
Grade: 10			
308 Students			Search
Photo	Student	Student ID	Grade
	Acevedo, William Garcia	56487	10
	Adams, Timothy Robert	61589	10
	Agosto, Kurt Grace	59125	10

Each of the student's active courses are listed, along with the average gradebook grade for each course for the marking period selected at the top-right of the screen.




Demographic Enrollment Schedule Requests Grades Gradebook Absences Activities Referrals Fees & Payments Test History					
Please Select a Course					
6 Courses					
Course	Period	Marking Period	School	Teacher	Grade
AP ENV SCI	Period 2 - 001 - Cust	Full Year	Focus North High School	Cust	Not Graded
OUTBOARD MARINE 4	Period 3 - 001 - Rebec	Full Year	Focus North High School	Rebe	Not Graded
US GOVT	Period 4 - 001 - Bald	Full Year	Focus North High School	Bald	Not Graded
Math Coll. Readiness	Period 5 - 003 - Addi	Full Year	Focus North High School	Adi	Not Graded
HOPE-PE V	Period 6 - 001 - Margar	Full Year	Focus North High School	Marga	Not Graded
ENG 4	Period 7 - 009 - Brian	Full Year	Focus North High School	Brian	Not Graded

💡 Click the **Teacher** link to open the teacher's record in [User Info](#).

4. To view inactive courses, select **Include Inactive Courses** at the top of the screen.

Demographic	Enrollment	Schedule	Requests	Grades	Gradebook	Absences	Activities	Referrals	Fees & Payments	Test History	<input type="text" value="Search..."/>		
<div>Please Select a Course</div>					<input checked="" type="checkbox"/> Include Inactive Courses	<input type="checkbox"/> Include Courses from Other Schools		<input type="checkbox"/> Print All Classes					
7 Courses											<div>Search</div>	<div>3/6</div>	
Course	Period	Marking Period	School	Teacher	Grade								
SPANISH 1	Period 1 - 004 - Bri	Full Year	Focus North High School	Bri	Not Graded								
ALG 1	Period 2 - 001 - Meg	Full Year	Focus North High School	Meg	Not Graded								
ENG 2	Period 3 - 004 - Catl	Full Year	Focus North High School	Catl	Not Graded								
AP WORLD HIST	Period 4 - 002 - Gear	Full Year	Focus North High School	Gear	Not Graded								
BIO 1	Period 5 - 005 - Rude	Full Year	Focus North High School	Rude	Not Graded								
HOPE-PE V	Period 6 - 001 - Marc	Full Year	Focus North High School	Marc	Not Graded								
BAND 1	Period 7 - 001 - Meliss	Full Year	Focus North High School	Meliss	Not Graded								

5. To view courses from other enrolled schools, select **Include Courses from Other Schools** at the top of the screen.

Demographic	Enrollment	Schedule	Requests	Grades	Gradebook	Absences	Activities	Referrals	Fees & Payments	Test History	<input type="text" value="Search..."/>		
<input type="text" value="Please Select a Course"/>			<input checked="" type="checkbox"/> Include Inactive Courses	<input checked="" type="checkbox"/> Include Courses from Other Schools		<input type="checkbox"/> Print All Classes							
16 Courses											<input type="text" value="Search"/>		
Course	Period	Marking Period	School	Teacher	Grade								
SPANISH 1	Period 1 - 004 - Bri	Full Year	Focus North High School	Bri	Not Graded								
ENG 2	01 - 003 - Herm	Full Year	Focus High School	Herm	Not Graded								
BIO 1	02 - 006 - Bri	Full Year	Focus High School	Bri	Not Graded								
ALG 1	Period 2 - 001 - Meg	Full Year	Focus North High School	Meg	Not Graded								
ENG 2	Period 3 - 004 - Cati	Full Year	Focus North High School	Cati	Not Graded								
HOPE-PE V	03 - 003 - Salva	Full Year	Focus High School	Salva	Not Graded								
WEIGHT TRAIN 3	04 - S1 - 005 - Ibe	Semester 1	Focus High School	Ibe	Not Graded								
INDIVIDUAL SPRTS 3	04 - S2 - 005 - Ibe	Semester 2	Focus High School	Ibe	Not Graded								

6. Select the **Print All Classes** check box to make all of the gradebooks available for viewing and printing. Once selected, the screen will expand to show all assignments for all gradebooks for printing.

Demographic	Enrollment	Schedule	Requests	Grades	Gradebook	Absences	Activities	Referrals	Fees & Payments	Test History	<input type="text" value="Search..."/>		
<input type="checkbox"/> Include Inactive Courses		<input type="checkbox"/> Include Courses from Other Schools		<input checked="" type="checkbox"/> Print All Classes									
WORLD HIST - Period 1 - 002 - We (Not Graded)													
Assignments		Tests & Quizzes		Weighted Grade									
Percent of Grade	40%	60%											
Student's Score	NG	NG		Not Graded									
No Assignments were found.													
Assignment	Points	Grade	Comments	Assigned	Due	Category	Assignment Files	Date Last Modified	Student Files				
BIO 1 HON - Period 2 - 008 - Em (Not Graded)													
Assignments and labs		Notebook		Tests and Quizzes		Weighted Grade							
Percent of Grade	20%	20%		60%									
Student's Score	NG	NG		NG		Not Graded							
No Assignments were found.													
Assignment	Points	Grade	Comments	Assigned	Due	Category	Assignment Files	Date Last Modified	Student Files				

a. To print, click **Print** located in the footer. You also have the option of clicking the Print arrow to select a specific letter head (if applicable).

Demographic Enrollment Schedule Requests Grades **Gradebook** Absences Activities Referrals Fees & Payments Test History Search...

Please Select a Course ☐ Include Inactive Courses ☐ Include Courses from Other Schools ☐ Print All Classes

7 Courses

Course	Period	Marking Period	School	Teacher	Grade
WORLD HIST	Period 1 - 002 - Wen	Full Year	Focus North High School	Wen	Not Graded
BIO 1 HON	Period 2 - 008 - Em	Full Year	Focus North High School	Em	Not Graded
GEO	Period 3 - 007 - Nica	Full Year	Focus North High School	Nica	Not Graded
OUTBOARD MARINE 2	Period 4 - 002 - Reb	Full Year	Focus North High School	Reb	Not Graded

The assignments from the course are listed, along with the grade and other gradebook data.

Demographic Enrollment Schedule Requests Grades **Gradebook** Absences Activities Referrals Fees & Payments Test History Search...

SPANISH 2 - 01 - 001 - Stephen A Fish (90% A) ☐ Include Inactive Courses ☐ Include Courses from Other Schools

Current grade in class: 90% A

16 Assignments

Assignment	Points	Grade	Comments	Assigned	Due	Category	Standards	Assignment Files	Date Last Modified	Student Files
primetime answer questions	9 / 10	90% A		Oct 17, 2017 11:34 AM	Oct 17, 2017 12:34 PM	Classwork			October 17, 2017, 11:40 am	No Assignment Uploading
quiz question words go verbs	41 / 44	93% A		Oct 16, 2017 11:46 AM	Oct 16, 2017 12:46 PM	written assessments			October 16, 2017, 11:58 am	No Assignment Uploading
federal card	X / 0	X		Oct 13, 2017 02:12 PM	Oct 13, 2017 03:12 PM	Classwork			October 13, 2017, 2:20 pm	No Assignment Uploading
vocabulary dictionary	10 / 10	100% A		Oct 12, 2017 11:40 AM	Oct 12, 2017 12:40 PM	Classwork			October 16, 2017, 11:48 am	No Assignment Uploading
quiz el presente y vocabulario 1-20	41 / 45	91% A		Oct 3, 2017 06:57 PM	Oct 3, 2017 07:57 PM	Classwork			October 10, 2017, 8:04 am	No Assignment Uploading
Handout #7	7 / 10	70% C		Oct 2, 2017 08:29 AM	Oct 2, 2017 09:29 AM	Classwork			October 2, 2017, 8:35 am	No Assignment Uploading
present tense practice 2a-4	14 / 15	93% A		Oct 2, 2017 07:28 AM	Oct 2, 2017 08:28 AM	written assessments			October 3, 2017, 7:29 am	No Assignment Uploading
		110%		Sen 1, 2017	Sen 1, 2017				September 1,	No Assignment

7. To return to the summary screen, select **Please Select a Course** from the course pull-down.

Demographic Enrollment Schedule Requests Grades **Gradebook** Absences Activities Referrals Fees & Payments Test History Search...

Please Select a Course ☐ Include Inactive Courses ☐ Include Courses from Other Schools ☐ Print All Classes

7 Courses

Course	Period	Marking Period	School	Teacher	Grade
WORLD HIST	Period 1 - 002 - Wen	Full Year	Focus North High School	Wen	Not Graded
BIO 1 HON	Period 2 - 008 - Em	Full Year	Focus North High School	Em	Not Graded
GEO	Period 3 - 007 - Nica	Full Year	Focus North High School	Nica	Not Graded
OUTBOARD MARINE 2	Period 4 - 002 - Reb	Full Year	Focus North High School	Reb	Not Graded
WEIGHT TRAIN 1	Period 5 - 003 - Lon	Full Year	Focus North High School	Lon	Not Graded
ENG HON 2	Period 6 - 005 - Cath	Full Year	Focus North High School	Cath	Not Graded
SPANISH 2	Period 7 - 004 - Ju	Full Year	Focus North High School	Ju	Not Graded

8. To quickly search for and view the gradebook(s) of another student, you can type the name or partial name of the student in the **Search...** text box and press the Enter key.

Gradebook
Absences
Activities
Referrals
Fees & Payments
Test History

←

→

☐ Include Inactive Courses
☐ Include Courses from Other Schools
☐ Print All Classes

🔍

	Marking Period	School	Teacher	Grade
	Full Year	Focus North High School	We	Not Graded
	Full Year	Focus North High School	Er	Not Graded

9. To navigate to the next or previous student in the original resulting student search, click the right and left blue arrows. If only one arrow displays, you are either at the beginning or the end of the student list.

des
Gradebook
Absences
Activities
Referrals
Fees & Payments
Test History

←

→

☐ Include Inactive Courses
☐ Include Courses from Other Schools
☐ Print All Classes

🔍

	Marking Period	School	Teacher	Grade
	Full Year	Focus North High School	Er	Not Graded
	Full Year	Focus North High School	Pe	Not Graded
	Full Year	Focus North High School	To	Not Graded
	Full Year	Focus North High School	Lon	Not Graded