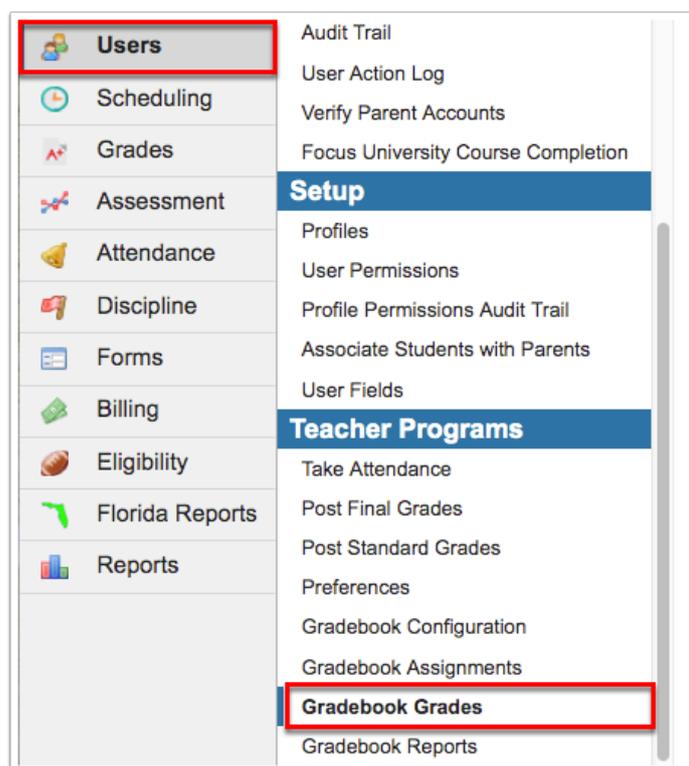


Gradebook Grades (Teacher Programs)

The Gradebook Grades (Teacher Programs) module allows administrators to gain a bird's eye view of any student's scores on categories of assignments and a detailed, comprehensive record of each student's performance via select teachers' gradebooks. Administrators can also edit grades, create assignments, and make any other changes as needed.

Searching for Users (Teachers)

1. To conduct a user search in order to view a teacher's gradebook, from the **Users** menu, click **Gradebook Grades** under the Teacher Programs submenu.



This will lead you to a **Find a Teacher** user search module where you can begin setting criteria for a search. The Search Screen module includes a search bar, the More Search Options feature, and options to Search All Schools, Include Parents, and Include Inactive Users.

2. Enter the user's name or ID in the **User** text box.

Teacher Program

Search Screen User List

Find a Teacher

User

[More Search Options](#)

Search All Schools
 Include Parents
 Include Inactive Users

💡 Click the **User List** tab for a complete list of users without conducting a search. You can also simply click the **Search** button and leave the User text box empty to pull all active users.

The search bar is not case sensitive, and full or partial entries can be in either a first last or last, first format. The comma is necessary in the last, first format. A full user name or ID number can also be entered into the search bar. Searching for "ma" will pull every user whose first or last name begins with "ma" into the search results.

Teacher Program

Search Screen User List

Find a Teacher

User Ma

[More Search Options](#)

Search All Schools
 Include Parents
 Include Inactive Users

Teacher Program

Search Screen **User List**

User: Ma

2 Users  

User	Local ID	Profiles	Schools
DeLoach, ...	231	Teacher	
Ery, J. ...	351	Teacher	

3. Click **More Search Options** to search for groups of users with similar information in any number of user fields and/or user data.

Teacher Program

Search Screen **User List**

Find a Teacher

User

More Search Options

4. Click **Search**.

 To clear search parameters and start over, click the **Reset** button.

5. All resulting users will display in the User List. When you find the correct user, click on the user's name to open the user's record.

Teacher Program

Search Screen **User List**

61 Users 

User	Local ID	Staff ID	Profiles	Schools
Ande	89	89	Teacher	High School - 0041
Block	159	159	Teacher	High School - 0041, School -
Boat	181	181	Teacher	High School - 0041, School -
Bos	31	31	Teacher	High School - 0041
Britto	34	34	Teacher	High School - 0041, School - 0321
Bro	39	39	Teacher	High School - 0041, School - 0291, Plar

6. Clicking the user's name navigates to the user's gradebook screen. The user's name is displayed in the top right corner. Click the small red **X** next to the user's name to close the user and search for another one.

Teacher Program		01 - 001 - 1200320 ALG 1 HON		Enter grades by Points		Include Inactive Students		Save							
Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 8Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)								
Alvarez, _____	A	67% D	Z	Z	30	100% A	11	79% C	7	64% D		NG	20	100% A	
Alva, _____		86% B % A		10	100% A	30	100% A	8	57% F	7	64% D		NG	20	100% A
Batt, _____		74% C % A		0	0% F	0	0% F	11	79% C	6.5	59% F		NG	20	100% A
Biondol, _____		64% D	Z	10	100% A	0	0% F	12	86% B	7	64% D		NG	20	100% A

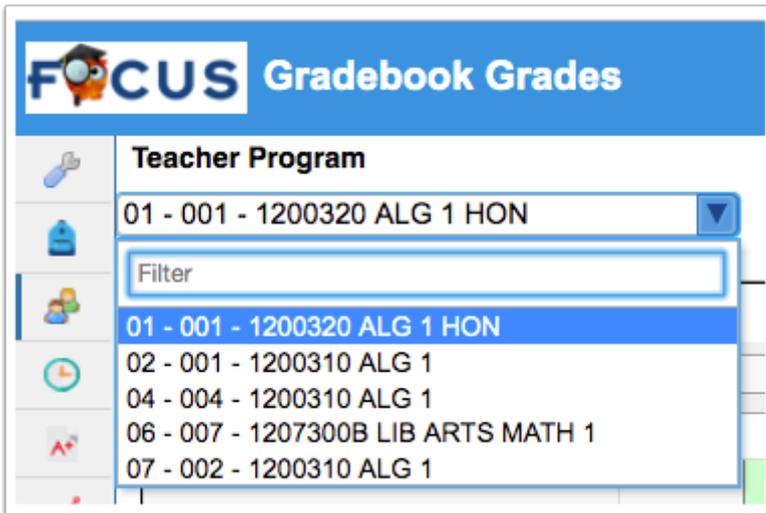
 To open the selected user's [User Info](#) record, click on the user's name displayed in the header (next to the red x).

Entering Grades for a Teacher

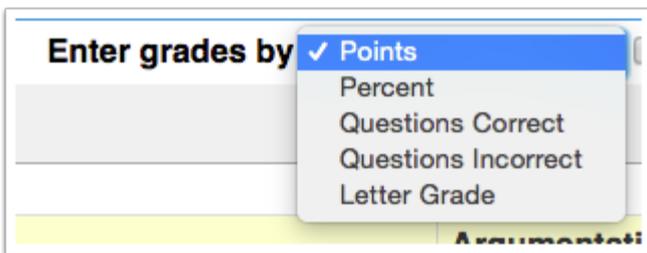
Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

Teacher Program		01 - 001 - 1200320 ALG 1 HON		Enter grades by Points		Include Inactive Students		Save							
Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 8Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)								
Alvare, _____	A	67% D	Z	Z	30	100% A	11	79% C	7	64% D		NG	20	100% A	
Alvar, _____		86% B % A		10	100% A	30	100% A	8	57% F	7	64% D		NG	20	100% A
Batt, _____		74% C % A		0	0% F	0	0% F	11	79% C	6.5	59% F		NG	20	100% A
Biondi, _____		64% D	Z	10	100% A	0	0% F	12	86% B	7	64% D		NG	20	100% A
Carli, _____		52% F % A		10	100% A	0	0% F	8	57% F	7	64% D		NG	20	100% A
Caru, _____		93% A % A		10	100% A	30	100% A	13	93% A	10	91% A		NG	20	100% A
God, _____	A	84% B % A		10	100% A	0	0% F	13	93% A		NG		NG	20	100% A
Hel, _____		88% B % A		10	100% A	30	100% A	15	107% A		NG		NG	20	100% A

1. Use the section pull-down to change gradebooks for the teacher to a different section.



2. Along the top of the screen, you can select how grade are to be entered via the **Enter grade by** pull-down. Options include Points, Percent, Questions Correct, Questions Incorrect, or Letter Grade.



To see how these options affect grade entry, here's an example where the assignment has 10 questions and is worth 100 points and the student missed two questions. If you select **Points**, enter the number of points the student earned. Since the student earned 80 points, enter 80 in the points text box. The letter grade and percentage (if applicable) are automatically calculated.

Farrington, _____	Not Graded	9013	X	X
Galvan, _____	80% B	20020	80	B

If you select **Percent**, enter the percent of questions answered correctly. Since the student answered 80% of the questions correctly, enter 80 in the points text box.

Student	Grade	Independent Reading Test (100P - 10Q) (Assigned 3/19 - Due 3/19)	
Car	92% A	100	100% A
Col	94% A	85	85% B
Dea	75% C	80	80% B

If you select **Questions Correct**, enter the number of questions the student answered correctly. Since the student correctly answered eight questions, enter 8 in the points text box. The 8 automatically calculates to a percentage out of 100.

Co	60% D	05255	60	D
De	Not Graded	21495	8	NG
Col	60% D	005255	60	D
Dea	80% B	21495	80	B

i Entering the number of **Questions Correct** will translate to the correct number of points if the assignment is set up with a specified number of **Questions**.

Edit An Assignment

Independent Reac 100
Title Points

10
Questions

Hide from Excluded

If you select **Questions Incorrect**, enter the number of questions the student answered incorrectly. Since the student missed two questions, enter 2 in the points text box.

Carballo, _____	100% A	1975	100	A
Collado, _____	80% B	5255	2	B
Deakins, _____	80% B	1495	80	B
Carballo, _____	100% A	1975	100	A
Collado, _____	80% B	5255	80	B
Deakins, _____	80% B	1495	80	B

i Entering the number of **Questions Correct** will translate to the correct number of points if the assignment is set up with a specified number of **Questions**.

Edit An Assignment

Independent Reac Points

Questions

Hide from Excluded

If you select **Letter Grade**, enter the letter grade. Since the student received an 80, enter the letter B. Note: Depending on the set up of letter grades and the corresponding percentages, the percentage calculated may vary. In the example shown, 85 is the corresponding percentage to the letter B.

Carballo, _____	100% A		100	A
Collado, _____	Not Graded		B	NG
Carballo, _____	100% A		100	A
Collado, _____	85% B		85	B

i For A: Enter 100

For B-D: Enter the average value, such as 85 for B.

For F: Enter 58 or 59.

Note: This is based on Grading Scale Setup and varies from district to district.

3. Start entering grades by entering the percent, letter grade, etc. into the provided grade text box.

Argumentative Essay (200) (Assigned 3/23 - Due 3/23)		Motivational Monday (100P - 10Q) (Assigned 6/11 - Due 6/12)		Independent Reading (10) (Assigned 6/11 - Due 6/12)		Reading 101 (100P - 10Q) (Assigned 10/9 - Due 10/9)	
<u>170</u>	85% B	<u>89</u>	89% B	<u>10</u>	100% A	9	NG
<u>170</u>	85% B	<u>90</u>	90% A	<u>12</u>	120% A		NG
<u>178</u>	89% B	<u>60</u>	60% D	<u>4.5</u>	45% F		NG

💡 If starting at the top and working your way through down through the entire list of students, you can press the down arrow key to move to the next student and continue entering grades. To navigate through the gradebook, you can also use the Enter key, the up, left, down, and right arrow keys.

4. Once a grade is entered, it saves automatically. You can also click the **Save** button to apply changes.

Enter grades by

Percent



Include Inactive Students

Save

Reports

Argumentative Essay (200) (Assigned 3/23 - Due 3/23)		Motivational Monday (100P - 10Q) (Assigned 6/11 - Due 6/12)		Independent Reading (10) (Assigned 6/11 - Due 6/12)		Reading 101 (100P - 10Q) (Assigned 10/9 - Due 10/9)	
<i>i</i>		<i>i</i>		<i>i</i>		<i>i</i>	
170	85% B	89	89% B	10	100% A	95	95% A
170	85% B	90	90% A	12	120% A	99	99% A
178	89% B	60	60% D	4.5	45% F	98	98% A
178	89% B	89	89% B	8.7	87% B	-	NG
116	58% F	90	90% A	7	70% C	76	76% C
130	65% D	94	94% A	6.5	65% D	65	65% D

As long as the **Save** button remains red, the grades entered have not saved.

Scroll to the bottom of the screen for grade averages; the first average is the class average, and the additional averages are per assignment.

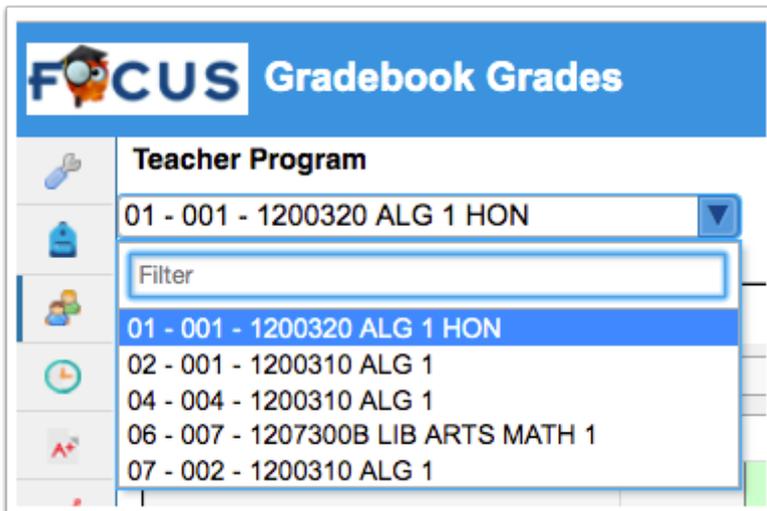
18 Students		Grade	Student ID	Independent Reading Test (100P - 10Q) (Due 3/19)	Argumentative Essay (200) (Due 3/23)	Motivational Monday (100P - 10Q) (Due 6/12)	Independent Reading (10) (Due 6/12)
				<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>
		80% B	56632	80	B	NG	NG
		100% A	20608	100	A	NG	NG
		90% A	59158	90	A	NG	NG
		85% B	59144	85	B	NG	NG
		100% A	51644	100	A	NG	NG
		90% A	21951	90	A	NG	NG
		0% F	11072	Z	Z	NG	NG
		70% C	56539	70	C	NG	NG
		100% A	13044	100	A	NG	NG
		20% F	57364	20	F	NG	NG
Average		72%		73.53%	86.33%	34.5%	89.4%

Entering Grades for a Teacher by Student

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 8C) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)							
Alvare	A	67% D Z	Z 30	100% A	11	79% C	7	64% D		NG	20	100% A		
Alvar		86% B % A	10	100% A	30	100% A	8	57% F	7	64% D		NG	20	100% A
Batt		74% C % A	0	0% F	0	0% F	11	79% C	6.5	59% F		NG	20	100% A
Biond		64% D Z	10	100% A	0	0% F	12	86% B	7	64% D		NG	20	100% A
Carli		52% F % A	10	100% A	0	0% F	8	57% F	7	64% D		NG	20	100% A
Caru		93% A % A	10	100% A	30	100% A	13	93% A	10	91% A		NG	20	100% A
God	A	84% B % A	10	100% A	0	0% F	13	93% A		NG		NG	20	100% A
Hel		88% B % A	10	100% A	30	100% A	15	107% A		NG		NG	20	100% A

1. Use the section pull-down to change gradebooks for the teacher to a different section.



2. In order to enter grades one student at a time, click the **Student** name to open assignments and grades for the student.

Student	Grade	Independent Reading Test (100P - 10Q) (Assigned 3/19 - Due 3/19)		Argumentative Essay (200) (Assigned 3/23 - Due 3/23)	
		<i>i</i>	<i>i</i>	<i>i</i>	<i>i</i>
Carl	92% A	100	100% A	170	85% B
Col	94% A	85	85% B	170	85% B
Deak	75% C	80	80% B	178	89% B

The student's **Current grade in the class** is listed at the top; in the example shown, the student has an 92% A.

Current grade in class: 92.158% A

5 Assignments

Assignment	Points	Grade	Comments

3. Enter a grade in the **Points** column. Note: An 85 was entered as a grade because the **Enter grade by** has been set to Percent.

Enter grades by Percent Save

Student * Add Assignment Reports

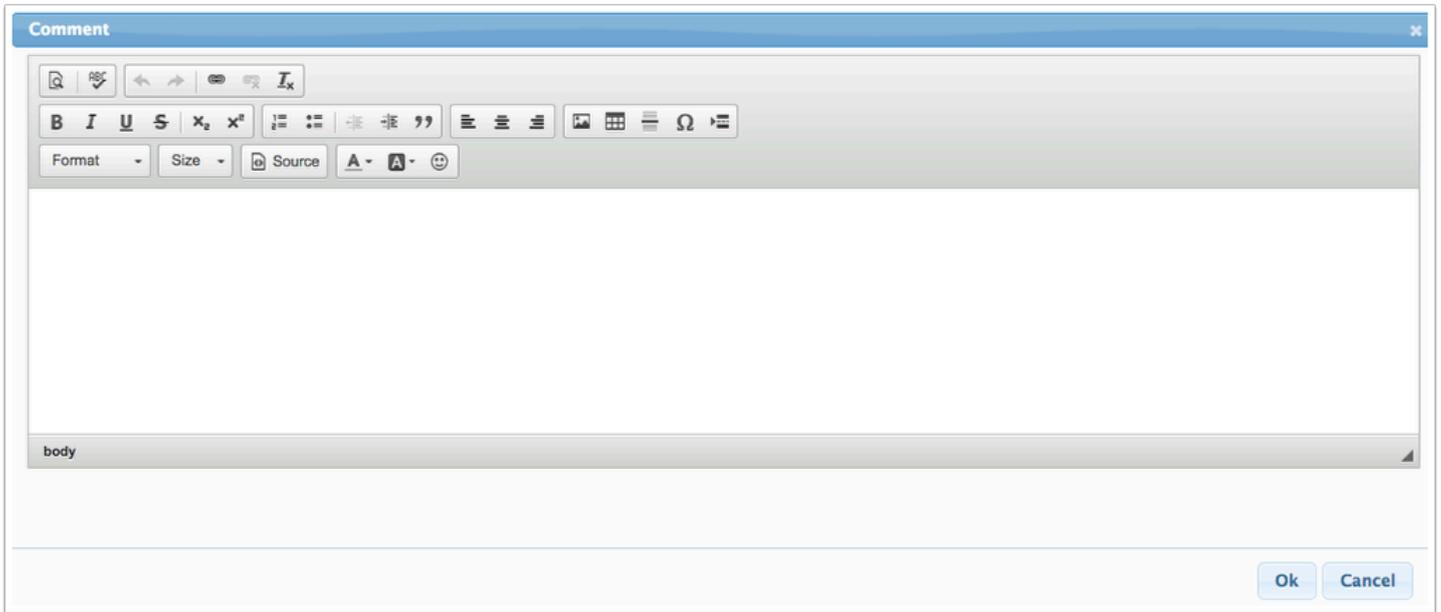
Current grade in class: 50.952% F Search...

4 Assignments

Assignment	Points	Grade	Comments	Assigned	Due	Category	Standards	Assignment Files	Date Last Modified	Student Files
Independent Reading	12 / 10	A		Jun 11, 2018 12:00 AM	Jun 12, 2018 12:00 AM	Vocabulary			June 11, 2018, 3:08 pm	No Assignment Uploading
Motivational Monday	10 / 100	F		Jun 11, 2018 12:00 AM	Jun 12, 2018 12:00 AM	Classwork			June 11, 2018, 2:36 pm	No Assignment Uploading
Argumentative Essay	85 / 200	Not Graded		Mar 23, 2018 09:43 AM	Mar 23, 2018 10:43 AM	Assessments/Projects/Writing				No Assignment Uploading
Independent Reading Test	85 / 100	B		Mar 19, 2018 09:42 AM	Mar 19, 2018 10:42 AM	Assessments/Projects/Writing			June 11, 2018, 9:06	No Assignment Uploading

4. You also have the option to add Comments. Click the **Comments** fields to open a new text box where information can be noted in various formats. Enter your comments, then click the

Ok button, or **Cancel** to exit the screen. Note: The **Comments** field may also be a pull-down--this is dependent upon district settings.



The image shows a 'Comment' dialog box with a blue title bar. Inside, there is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, quote, indent, outdent, image, table, link, unlink, and a 'Source' button. Below the toolbar is a large text area for entering the comment. At the bottom right of the dialog are 'Ok' and 'Cancel' buttons.

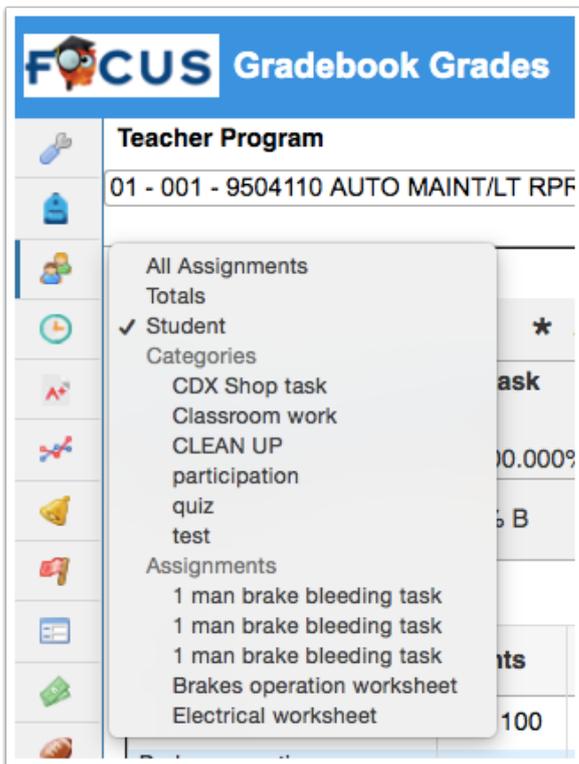
5. When all grades and comments have been entered, click the **Save** button.

💡 If you want to enter/edit grades student by student, click the **blue arrows** to navigate through the list of students. Click the left arrow to navigate towards the beginning of the list; click the right arrow to navigate towards the end of the list. Note: If you are either at the beginning or the end of the list, only one arrow will display.



The image shows a portion of a gradebook interface. At the top right, there are two blue buttons with white left and right arrows, which are highlighted with a red rectangular box. Below these buttons is a section labeled 'Enter grades by' with a dropdown menu set to 'Percent' and a 'Save' button. At the bottom right of this section is the 'Reports' logo.

6. To exit the student gradebook and navigate back to Gradebook, you can utilize the **Student** pull-down to select a different Gradebook view.



7. To close the selected student and return to the Gradebook, click the red **X** next to the student's name listed in the header. You can also select **All Assignments** from the pull-down shown in step 8.



Including Inactive Students in the Teacher's Gradebook

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

FOCUS Gradebook Grades SIS ERP Lizette Garcia High School - 0041 2018-2019 4th 9 Weeks Erica

Teacher Program
01 - 001 - 1200320 ALG 1 HON

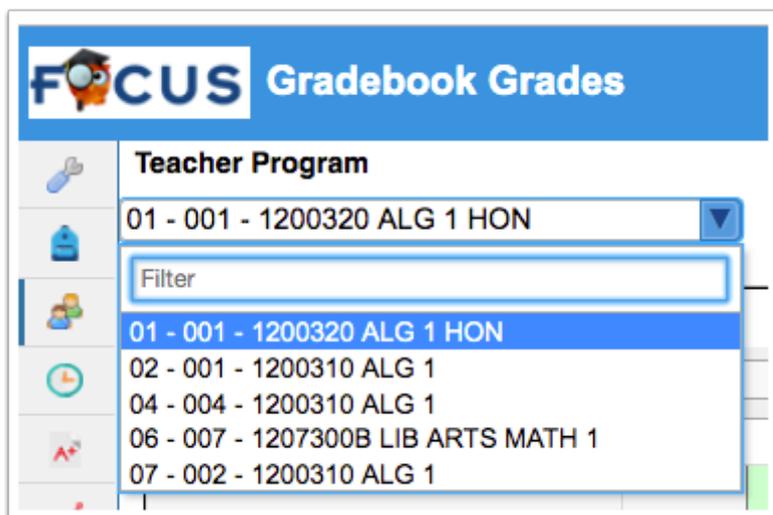
Enter grades by Points Include Inactive Students Save

All Assignments * Add Assignment Reports

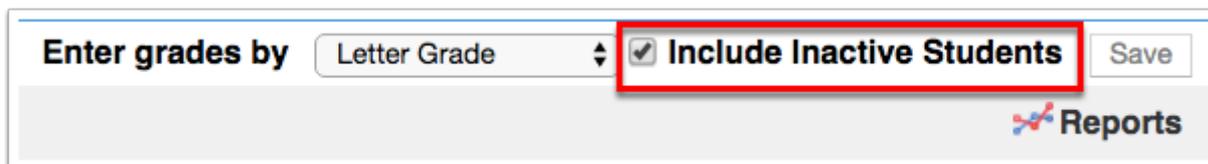
25 Students Show First 9 Assignments

Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 9Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)							
Alvar...	A	67% D	30	100% A	11	79% C	7	64% D		NG	20	100% A		
Alvar...		86% B % A	10	100% A	30	100% A	8	57% F	7	64% D		NG	20	100% A
Batt...		74% C % A	0	0% F	0	0% F	11	79% C	6.5	59% F		NG	20	100% A
Biond...		64% D	10	100% A	0	0% F	12	86% B	7	64% D		NG	20	100% A
Carli...		52% F % A	10	100% A	0	0% F	8	57% F	7	64% D		NG	20	100% A
Caru...		93% A % A	10	100% A	30	100% A	13	93% A	10	91% A		NG	20	100% A
Goc...	A	84% B % A	10	100% A	0	0% F	13	93% A		NG		NG	20	100% A
Hel...		88% B % A	10	100% A	30	100% A	15	107% A		NG		NG	20	100% A

1. Click the section pull-down to change gradebooks for the teacher to a different section.



2. Next, you have the option to **Include Inactive Students** by selecting the corresponding check box. This option is helpful if needing to input grades for students who have already been withdrawal from the class.



When inactive students are added to the list, they will appear in gray so you know which students listed are active and inactive.

Grade	Student ID	Independent Reading Test (100P - 10Q) (Due 3/19)
Gonzalez, [icon] 50% F	4456	50
Ham, [icon] Military Family Studen [icon] Not Graded	3715	
Jauregui, [icon] 80% B	6632	80
Jensen, [icon] 100% A	0608	100
Mazola Ortega, [icon] Not Graded	0952	

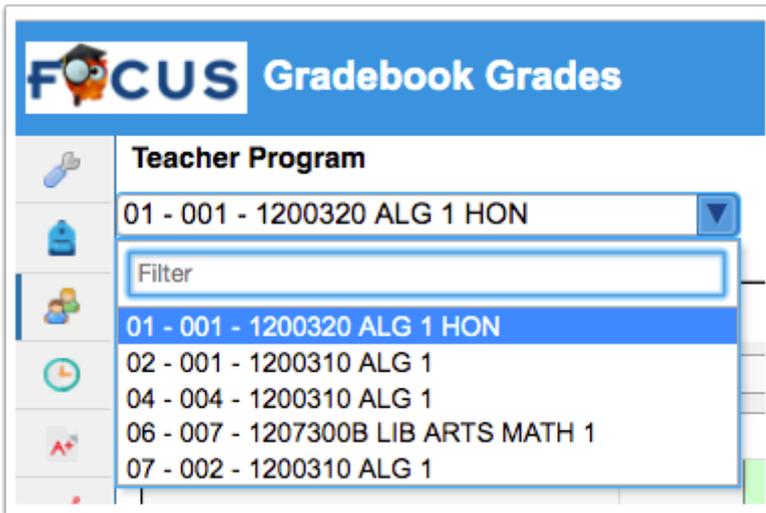
Viewing Assignments in the Gradebook

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

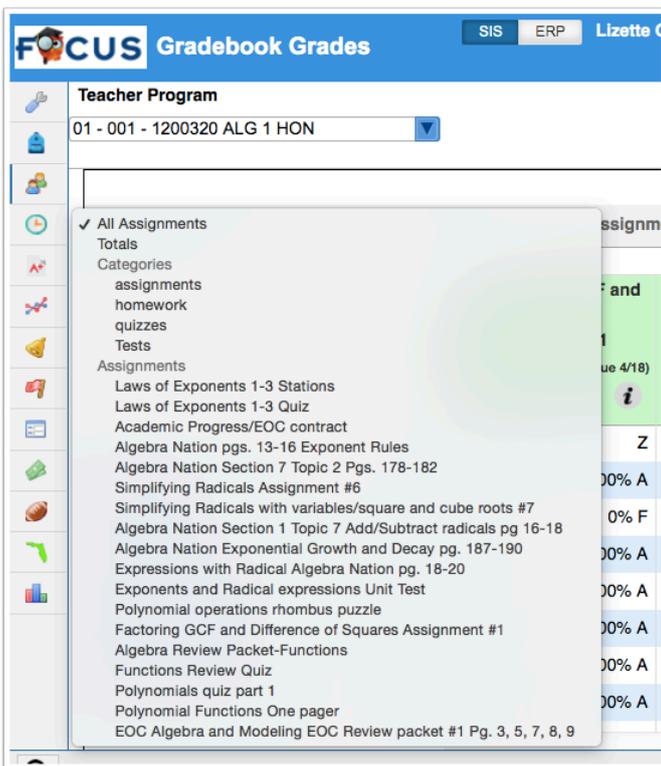
The screenshot shows the FOCUS Gradebook Grades interface. At the top, it displays the user 'Lizette Garcia' and the section 'High School - 0041'. Below this, there's a dropdown menu for 'Teacher Program' set to '01 - 001 - 1200320 ALG 1 HON'. The main area shows a table of student grades for various assignments. The table has columns for 'Student', 'Grade', and several assignment titles with their respective scores and percentages.

Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 8Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)							
Alvare	A	67% D	30	100% A	11	79% C	7	64% D		NG	20	100% A		
Alvar		86% B % A	10	100% A	30	100% A	8	57% F	7	64% D		NG	20	100% A
Batt		74% C % A	0	0% F	0	0% F	11	79% C	6.5	59% F		NG	20	100% A
Biond		64% D	10	100% A	0	0% F	12	86% B	7	64% D		NG	20	100% A
Carli		52% F % A	10	100% A	0	0% F	8	57% F	7	64% D		NG	20	100% A
Caru		93% A % A	10	100% A	30	100% A	13	93% A	10	91% A		NG	20	100% A
God	A	84% B % A	10	100% A	0	0% F	13	93% A		NG		NG	20	100% A
Hef		88% B % A	10	100% A	30	100% A	15	107% A		NG		NG	20	100% A

1. Click the section pull-down to change gradebooks for the teacher to a different section.



2. Click on the **All Assignments** pull-down to choose which assignments you want to view in the gradebook. The default is to show All Assignments, which displays all assignments in all categories.



Selecting to see one assignment versus All Assignments will change the display of the Gradebook screen. Selecting one assignment will break the screen up into the following columns: Grade (student name), Student ID, Points, Grade (letter grade), and Comment.

Multiple Assignments

Assessments/Projects/Writing * Add Assignment Reports

18 Students

Grade	Student ID	Independent Reading Test (100P - 10Q) (Due 3/19)	Argumentative Essay (200) (Due 3/23)
Carballo, [icon]	1975	100	A
Collado, [icon]	5255	85	B
Deakins, [icon]	1495	80	B

One Assignment

Independent Reading Test * Add Assignment Reports

18 Students

Grade	Student ID	Points (100)	Grade	Comment
Carballo, [icon]	1975	100	A	
Collado, [icon]	5255	85	B	

3. Select a specific category from the pull-down, such as Assessments/Projects/Writing to display all assignments housed with the selected category.

Assessments/Projects/Writing * Add Assignment Reports

18 Students

Student	Grade	Student ID	Grade Level	Group	Independent Reading Test (100P - 10Q) (Assigned 3/19 - Due 3/19)	Argumentative Essay (200) (Assigned 3/23 - Due 3/23)	Reading 101 (100P - 10Q) (Assigned 10/9 - Due 10/9)
Car [icon]	90% A	21975	09	Yellow Team	100	100% A	170
Coll [icon]	94% A	05255	09	-	85	85% B	170
Dea [icon]	75% C	21495	09	Green Team	80	80% B	178
Dix [icon]	87% B	77537	09	-	90	90% A	178
Est [icon]	65% D	61743	09	Yellow Team	30	30% F	116

4. Select **Totals** from the pull-down to see average points/percentages per category for each student, as well as the **Total Points**, and the student's **Weighted Grade**.

Totals * Add Assignment Reports

18 Students

Student	Student ID	Assessments/Projects/Writing (400 Pts) (60%)	Classwork (100 Pts) (20%)	Participation/Homework (Pts) (5%)	Vocabulary (10 Pts) (15%)	Total Points	Weighted Grade
Carb	021975	365/400 91.250% A	89/100 89.000% B	NG	8.5/10 85.000% B	462.5 / 510	89.789% A
Colla	005255	354/400 88.500% B	90/100 90.000% A	NG	12/10 120.000% A	456 / 510	93.789% A
Deaki	021495	348/400 87.000% B	60/100 60.000% D	NG	4.5/10 45.000% F	412.5 / 510	74.684% C

Custom Grades

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

FOCUS Gradebook Grades SIS ERP Lizette Garcia High School - 0041 2018-2019 4th 9 Weeks Erica

Teacher Program
01 - 001 - 1200320 ALG 1 HON

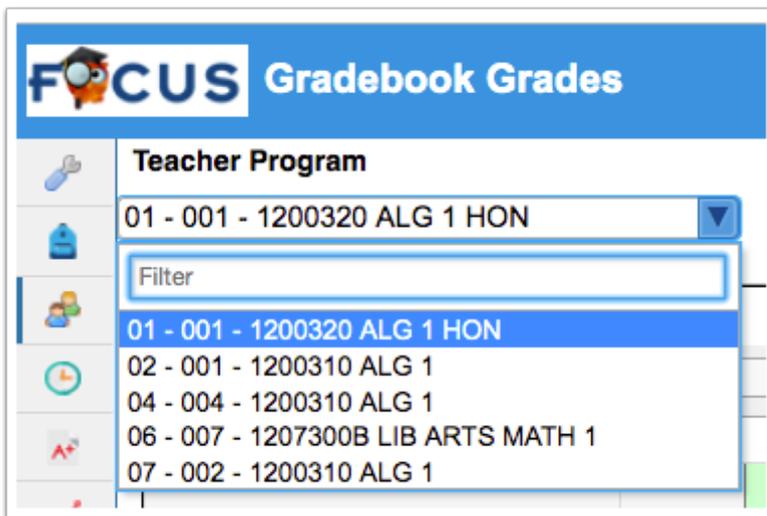
Enter grades by Points Include Inactive Students Save

All Assignments * Add Assignment Reports

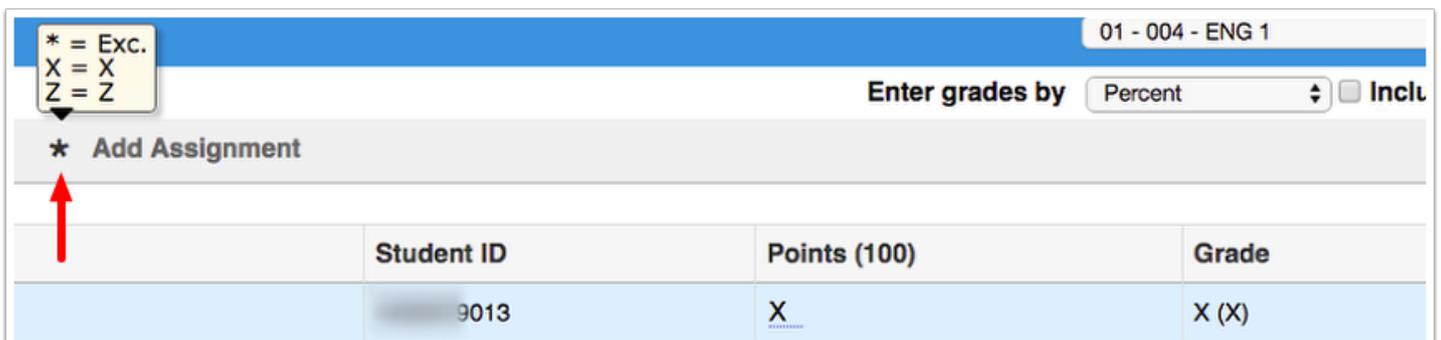
25 Students Show First 9 Assignments

Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 9Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)
Alvar...	A	67% D Z	Z 30 100% A	11 79% C	7 64% D	NG	20 100% A
Alvar...	86% B % A	10 100% A	30 100% A	8 57% F	7 64% D	NG	20 100% A
Batt...	74% C % A	0 0% F	0 0% F	11 79% C	6.5 59% F	NG	20 100% A
Biond...	64% D Z	10 100% A	0 0% F	12 86% B	7 64% D	NG	20 100% A
Carli...	52% F % A	10 100% A	0 0% F	8 57% F	7 64% D	NG	20 100% A
Caru...	93% A % A	10 100% A	30 100% A	13 93% A	10 91% A	NG	20 100% A
Goc...	84% B % A	10 100% A	0 0% F	13 93% A	NG	NG	20 100% A
Hel...	88% B % A	10 100% A	30 100% A	15 107% A	NG	NG	20 100% A

1. Click the section pull-down to change gradebooks for the teacher to a different section.



2. Hover over the **asterisk** for information on customized grades that may be found in the gradebook. In the example shown, X is an example of a customized grade.



Creating Assignments from the Gradebook for Teachers

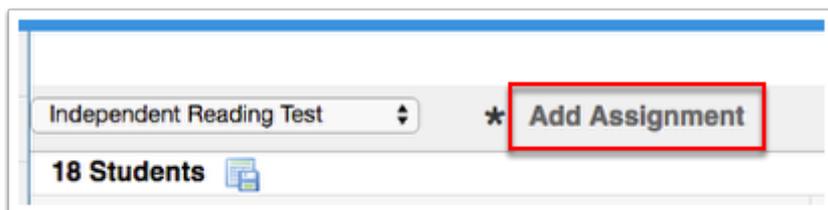
Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

The screenshot shows the FOCUS Gradebook Grades interface. At the top, it displays the user name 'Lizette Garcia' and the section '01 - 001 - 1200320 ALG 1 HON'. Below this, there are options to 'Enter grades by' (Points) and 'Include Inactive Students'. A table lists 25 students with their names, grades, and scores for various assignments. The assignments include 'Factoring GCF and Difference of Squares Assignment #1', 'Algebra Review Packet-Functions', 'Functions Review Quiz', 'Polynomials quiz part 1', 'Polynomial Functions One pager', and 'EOC Algebra and Modeling EOC Review packet #1'.

1. Click the section pull-down to change gradebooks for the teacher to a different section.

The screenshot shows the FOCUS Gradebook Grades interface with the 'Teacher Program' dropdown menu open. The dropdown is displaying a list of sections, including '01 - 001 - 1200320 ALG 1 HON', '02 - 001 - 1200310 ALG 1', '04 - 004 - 1200310 ALG 1', '06 - 007 - 1207300B LIB ARTS MATH 1', and '07 - 002 - 1200310 ALG 1'.

2. To add an assignment directly from your Gradebook, click the **Add Assignment** link.



Clicking the Add Assignment link opens an Add An Assignment pop-up screen to quickly create a new assignment without having to navigate to the [Gradebook Assignments \(Teacher Programs\)](#) screen.

3. Enter the **Title** of the assignment into the text box.
4. 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.
5. 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.
6. To fill in points for all students, type in the number of points in the **Auto-Fill Points** text box. If Auto-Fill Points is added after the assignment is created, it will only auto-fill empty cells for that assignment.
7. Select an **Assignment Category** from the pull-down. Note: The Assignment Category must be set up via Grades > [Gradebook Categories & Assignments](#) for teacher or Users > [Gradebook Assignments \(Teacher Programs\)](#) for administrators before creating assignments but after combining gradebooks (if applicable).
8. If [Third Party Systems](#) has been set up by the district, you will see an additional pull-down called **Third Party System**. Select your current LMS (Learning Management System) from the pull-down, such as ALL In Learning. For more information, see the section titled, [Utilizing Third Party Systems](#).

Add An Assignment Copy assignments Save

Title Points Questions Auto-Fill Points Assignment Category

Check All

M/J EXPLORING 2D ART

Period 2 - 002 - Dabney Abbott
 Period 3 - 001 - Dabney Abbott
 Period 4 - 000 - Dabney Abbott

Hide from Excluded

Assigned: August 22 2018 11:23 am
 Due: August 22 2018 12:23 pm

Description

9. Select the check boxes to the course sections that will receive this assignment. Selecting **Check All** will populate this assignment for all sections.

Check All

ENG 1

Period 1 - 004 - Lizette Garcia

AVID 3

Period 1 - S2 - 001 - Lizette Garcia (Inactive)

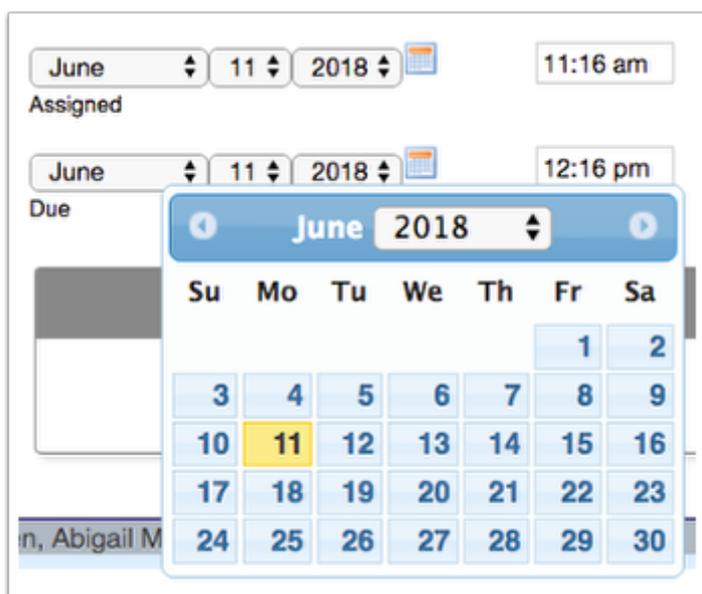
FNC BAS SKLS READ E

Period 2 - 003 - Lizette Garcia
 Period 2 - 006 - Lizette Garcia

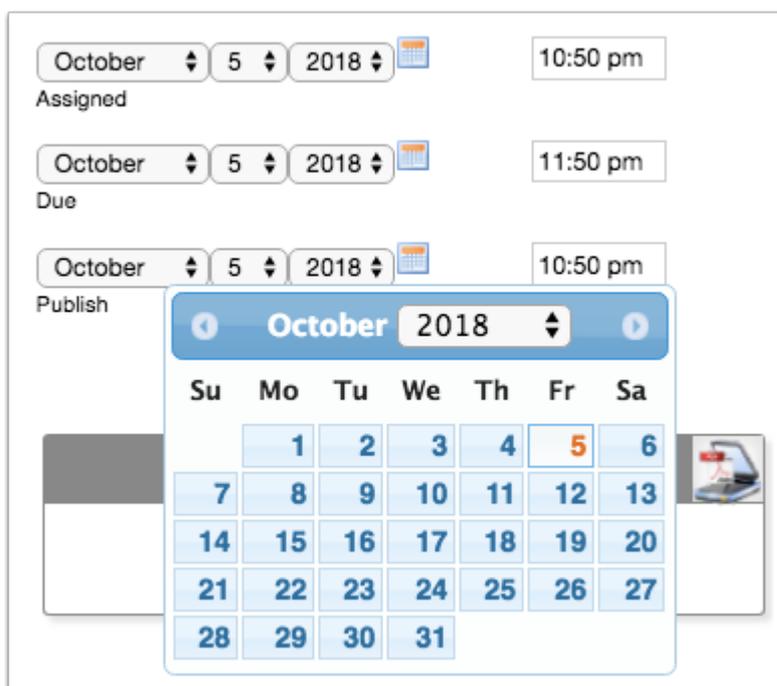
i Notice that some of the courses cannot be selected or cleared; the course and check box are inactive (grayed out). To edit data for an inactive course, select the course from your section pull-down located in the header; the course will become active once selected.

10. Select the **Hide from Excluded** check box to create an exclusive assignment for a student or group of students. Students with an asterisk (*) will not see the assignment on the student or parent portal. This is helpful when a transfer student comes into the class or make-up work has been assigned.

11. Select the **Assigned** and the **Due** date using the Month, Day, and Year pull-downs or click the **calendar** icon. Here you can also set a specific time of assignment or a specific time the assignment is due on the date selected.

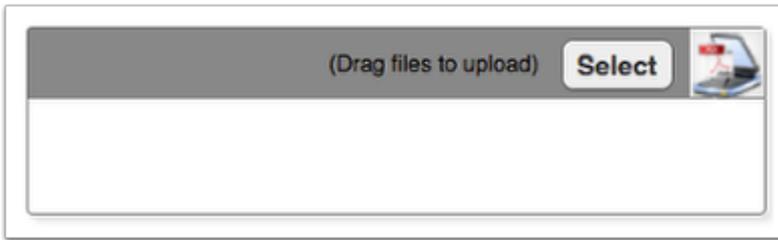


12. Select a **Publish** date to determine when the assignment is visible to parents and students in the Parent/Student Portal. Note: The assignment will not be visible to parents/students until the Publish date has passed.

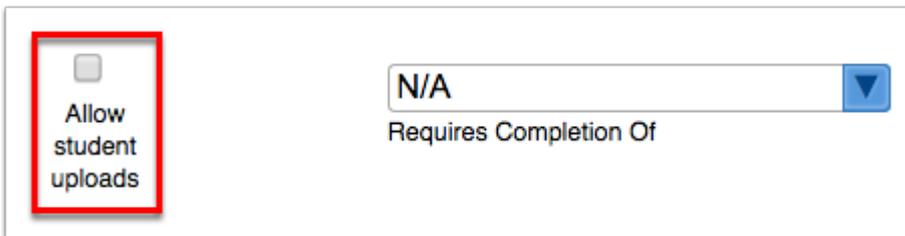


13. Enter a **Description** of the assignment. This description will be available when hovering over the assignment within the gradebook. Note: Depending on district settings, the Description field may not display.

14. Add files by dragging and dropping them directly from the computer to the files section. You can also click **Select** to upload a file. Files can also be scanned via Dynamsoft, a one-time download that allows the attachment of files directly from the scanner; click the **Scanner** icon to utilize this function.

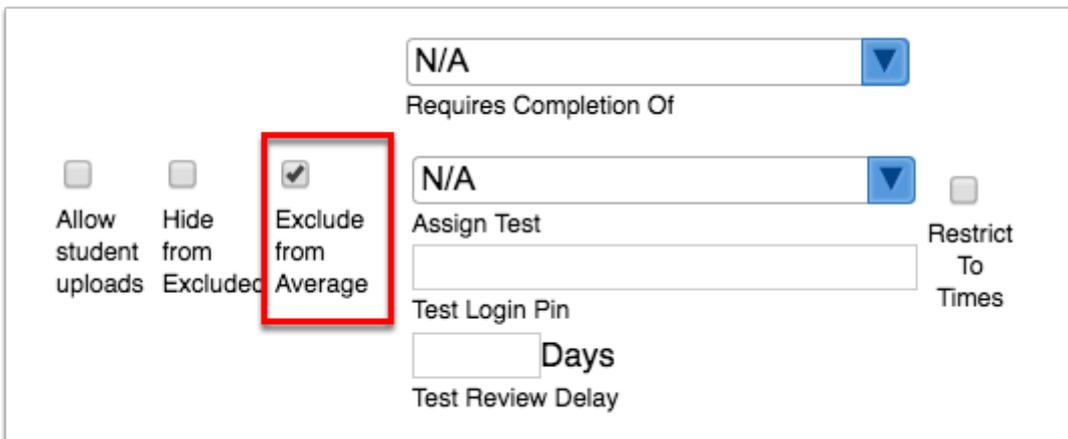


15. Select the check box to **Allow student uploads** as a way for students to submit assignments via LMS. Note: If you are not using LMS, this check box can remain cleared. Note: Be sure the Due date and time is correct because the students will not be able to upload documents past the set deadline.



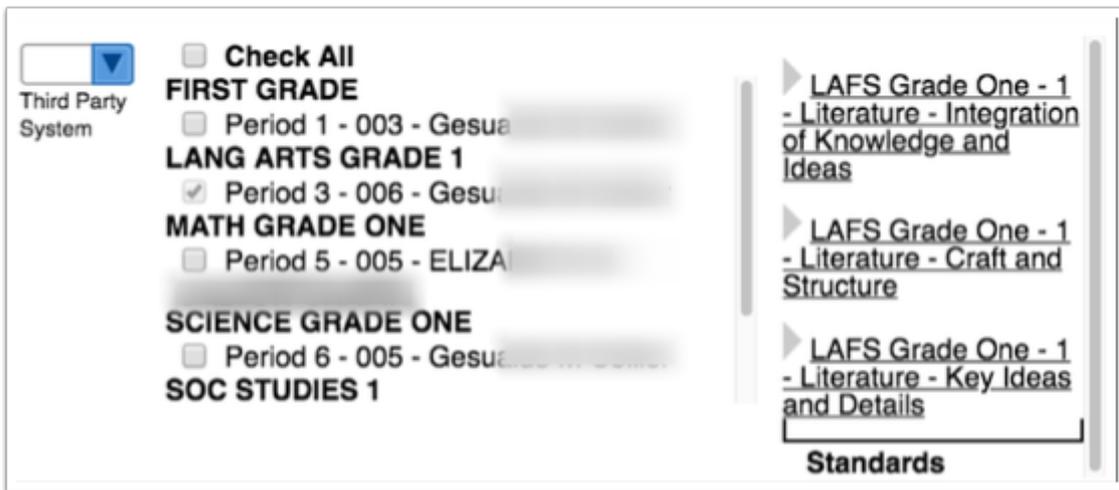
a. If Allow student uploads is enabled, you will also have the option to select the **Don't allow late submissions** check box.

16. Select the **Exclude from Average** check box to ensure the assignment doesn't count for or against the students' averages.

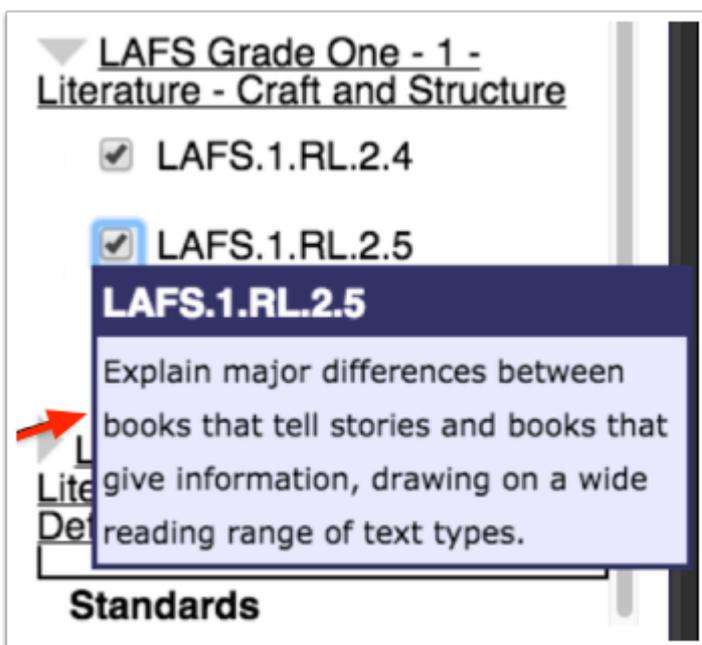


17. You can select another assignment that must be completed before the student is able to submit this assignment from the **Requires Completion Of** pull-down. This feature works in conjunction to LMS; if the district has not enable LMS, this feature will remain disabled.

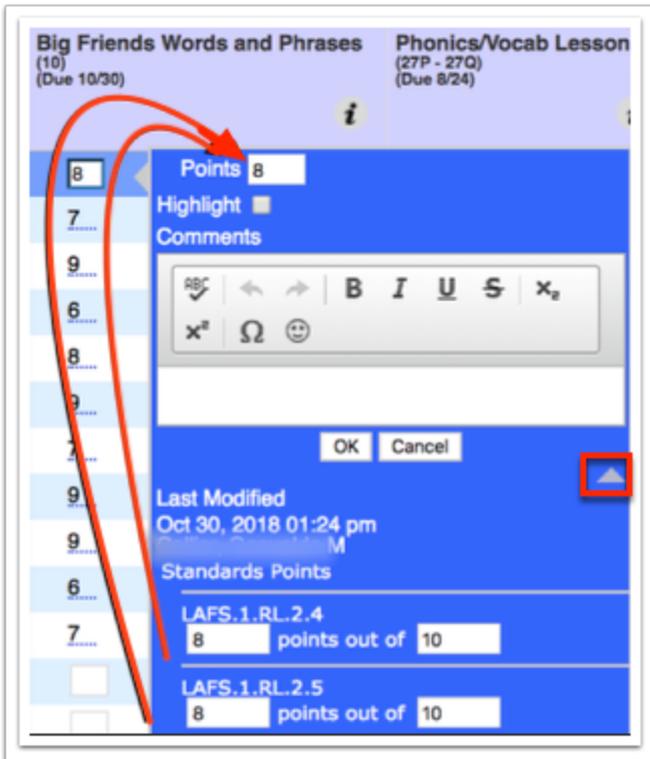
18. Select the **Standards** related to the assignment by clicking on the appropriate check box. This feature is available if standards are loaded and attached to courses.



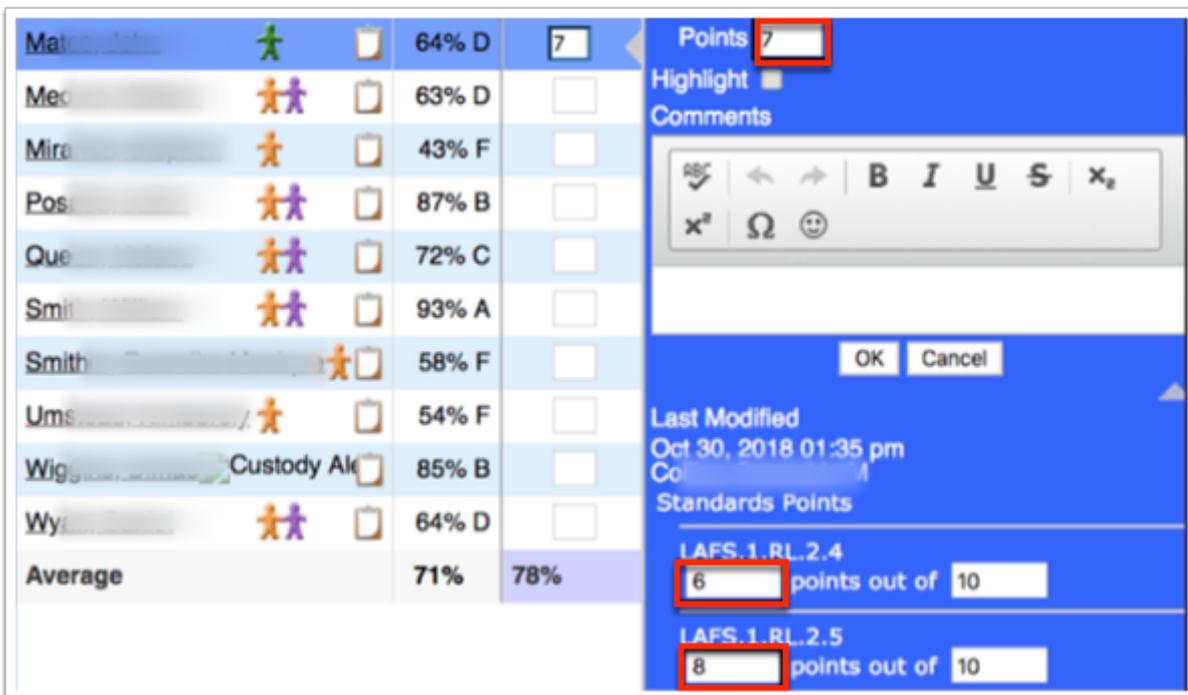
a. Standards are listed by subject. Click on a subject to display the available standards and select the standard(s) that are applicable to the assignment. Note: More than one standard can be selected. You can also hover over the standard with your mouse to display the description entered by the district during standard setup.



b. Once the assignment has been created and the standards have been attached, standard information is accessible via the grade field. Double click the student's grade field to open standard data. You can also click the **gray arrow** to expand the section that contains standard data. Note: If a grade has already been entered, the points will default to the student's overall grade for the assignment.

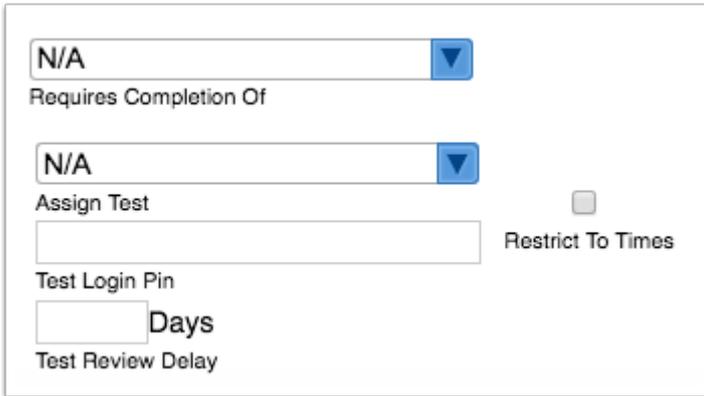


c. Standard grades can be edited as needed from the pop-up window shown above. Once modified, click **OK**. The overall grade for the assignment will display as the average of the two standard scores entered.



19. Assign Test allows you to assign students pre-made tests to take online. You can assign a pin (**Test Login Pin**) and **Restrict To Times**, if desired. As well as enter the number of days

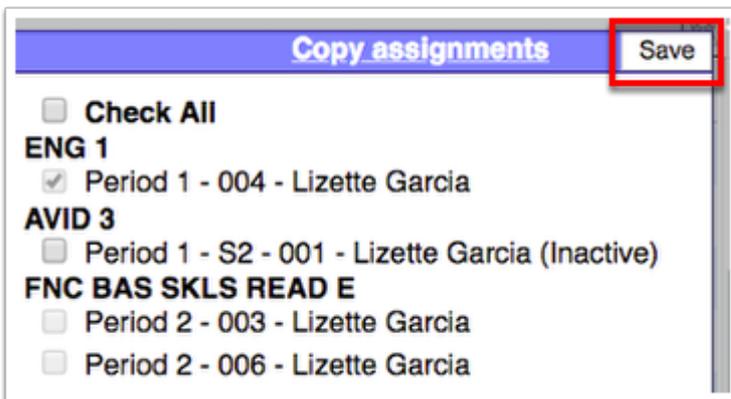
acceptable for a **Test Review Delay**. The Test feature works in conjunction to LMS; if this feature has not been enabled, the Test feature will not display.



The screenshot shows a form with the following fields and controls:

- A dropdown menu with "N/A" selected, labeled "Requires Completion Of".
- Another dropdown menu with "N/A" selected, labeled "Assign Test".
- An empty text input field.
- A checkbox labeled "Restrict To Times".
- A text input field labeled "Test Login Pin".
- A text input field labeled "Days".
- A text input field labeled "Test Review Delay".

20. When all data has been entered, click the **Save** button to officially add the assignment.



The screenshot shows a dialog box titled "Copy assignments" with a "Save" button highlighted in a red box. The dialog contains the following items:

- Check All
- ENG 1**
 - Period 1 - 004 - Lizette Garcia
- AVID 3**
 - Period 1 - S2 - 001 - Lizette Garcia (Inactive)
- FNC BAS SKLS READ E**
 - Period 2 - 003 - Lizette Garcia
 - Period 2 - 006 - Lizette Garcia

i Custom Grade are set up by the teacher via Grades > Gradebook Configuration > Custom Grades section or can be set up by admin via Users > [Gradebook Configuration \(Teacher Programs\)](#).

Configuration			
Custom Grades			
Grade	Display Name	Type	Remove
*	Exc.	Exclude	
X	X	Exclude	
Z	Z	Zero	
		Exclude	

Utilizing Third Party Systems

If an assignment has been set up linked to a third party system as explained in [Creating Assignments from the Gradebook](#), an icon (set up by the district) will display next to the assignment title in the header.

All Assignments		* Add Assignment		Reports										
7 Students														
Student	Grade	Student ID	FW 1 (100) (Due 8/2)	New 1 (100) (Due 8/6)	TEST 22 (100) (Due 8/6)	Test 33 (100) (Due 8/7)	AlbAssessment (100) (Due 7/23)	Hello Slava (10) (Due 7/23)	Jamie Assignment 2 (100) (Due 8/22)					
Ford, _____	69% D	.00023237	NG	100 100% A	NG	50 50% F	55 55% F	NG	NG	NG	NG	NG		
Gonzalez, _____	69% D	.00056733	NG	100 100% A	NG	75 75% C	23 23% F	NG	NG	NG	NG	NG		
Graves, _____	29% F	.00021500	NG	50 50% F	NG	25 25% F	8 8% F	1 10% F	NG	NG	NG	NG		
Hernandez, _____	63% D	.00074742	NG	75 75% C	NG	50 50% F	NG	NG	NG	NG	NG	NG		
Nunez, _____	Not Graded	.00059340	NG	NG	NG	NG	NG	NG	NG	NG	NG	NG		
Nunez, _____	Not Graded	.00059340	NG	NG	NG	NG	NG	NG	NG	NG	NG	NG		
Rojas, _____	Not Graded	.00060767	NG	NG	NG	NG	NG	NG	NG	NG	NG	NG		
Average	58%			81.25%		50%	28.67%	10%						

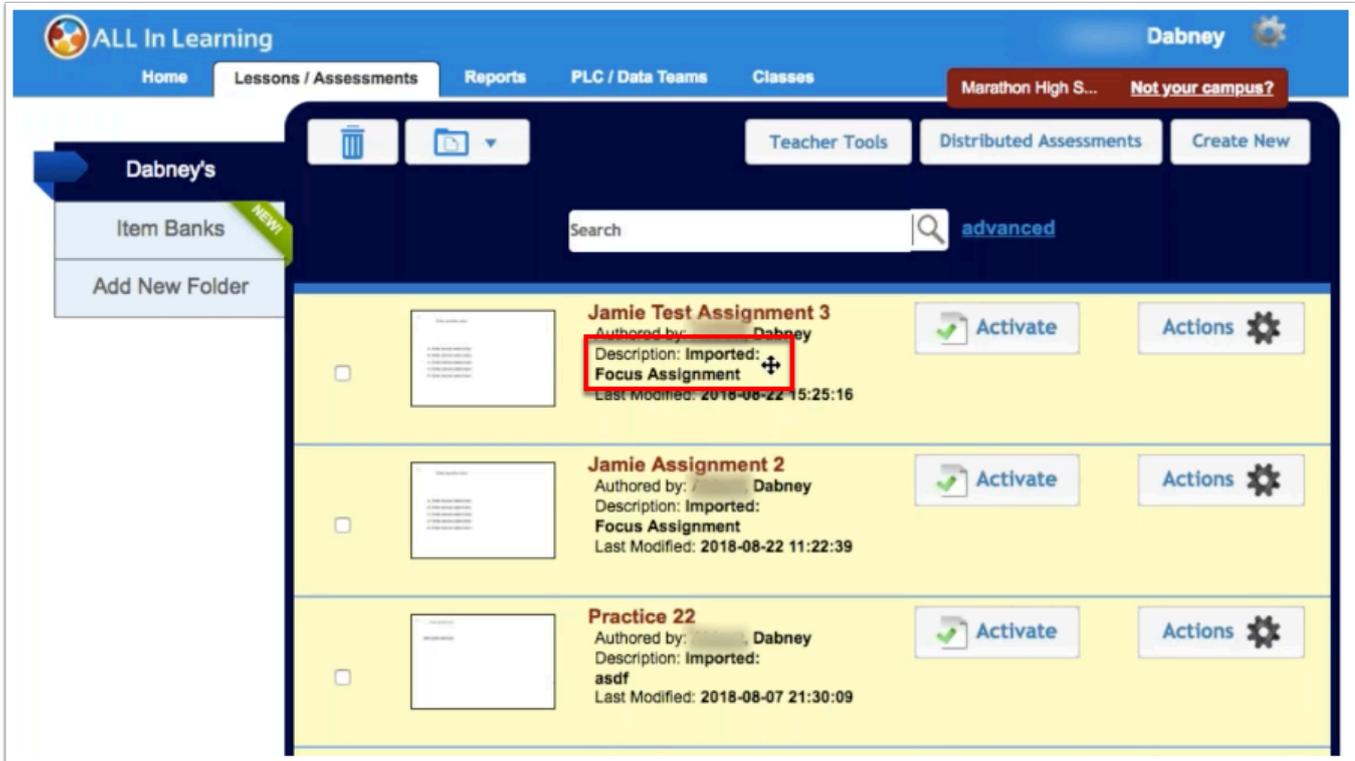
The icon shown will vary from district to district as it can be customized to display any image desired.

Once linked to the LMS, anything updated in your Gradebook, as it pertains to the linked assignment, will also populate in your LMS, and vice versa. Therefore, you can enter grades for students using your Gradebook and the same grade will display in your LMS. The same applies

to updates made to the assignment itself. Note: Two way syncing must be set up in order for this to take place.

To open the LMS, such as ALL In Learning, click the **icon**.

Notice the assignments that were created in Focus are noted as **Imported: Focus Assignment** under Description.



Editing Assignments from the Gradebook

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

FOCUS Gradebook Grades SIS ERP Lizette Garcia High School - 0041 2018-2019 4th 9 Weeks Erica

Teacher Program
01 - 001 - 1200320 ALG 1 HON

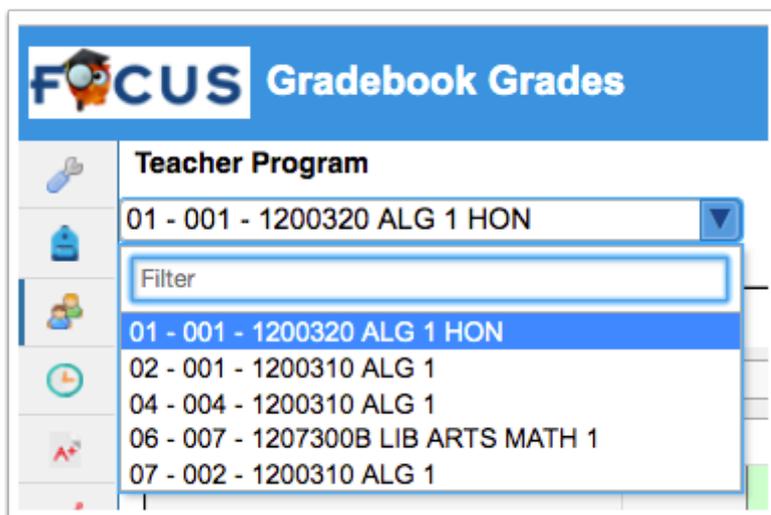
Enter grades by Points Include Inactive Students Save

All Assignments * Add Assignment Reports

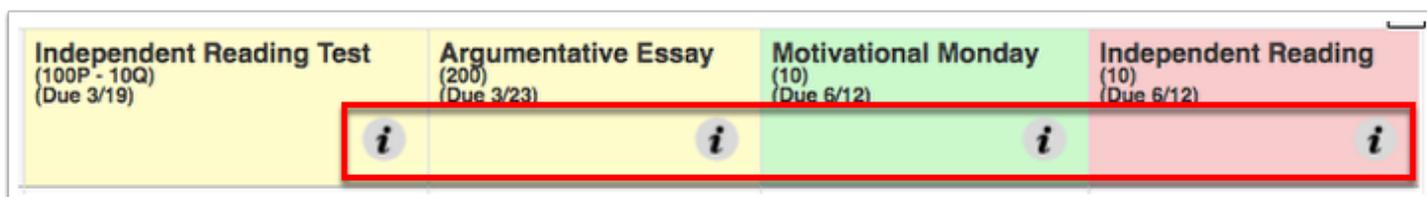
25 Students Show First 9 Assignments

Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 9Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)								
Alvar...	A	67% D	Z	30	100% A	11	79% C	7	64% D		NG	20	100% A		
Alvar...		86% B % A	10	100% A	30	100% A	8	57% F	7	64% D		NG	20	100% A	
Batt...		74% C % A	0	0% F	0	0% F	11	79% C	6.5	59% F		NG	20	100% A	
Biond...		64% D	Z	10	100% A	0	0% F	12	86% B	7	64% D		NG	20	100% A
Carli...		52% F % A	10	100% A	0	0% F	8	57% F	7	64% D		NG	20	100% A	
Caru...		93% A % A	10	100% A	30	100% A	13	93% A	10	91% A		NG	20	100% A	
Goc...	A	84% B % A	10	100% A	0	0% F	13	93% A		NG		NG	20	100% A	
Hel...		88% B % A	10	100% A	30	100% A	15	107% A		NG		NG	20	100% A	

1. Click the section pull-down to change gradebooks for the teacher to a different section.



2. To edit an assignment directly from the gradebook, click on the *i* in the right corner of the listed assignment.



a. You can also hover over the *i* for assignment information, such as **Title**, total **Points**, **Assigned** date, etc., as shown in the image below.

Independent Reading Test (100P - 10Q) (Due 3/19)	Argumentative Essay (200) (Due 3/23)	Motivational M (10) (Due 6/12)
100	A	
85	B	
80	B	
90	A	

Click to Edit

Title: Independent Reading Test

Points: 100

Assigned: 2018-03-19

Due: 2018-03-19

Description:

Average: 78.13%

Range: 20 to 100

3. Clicking the *i* opens an Edit An Assignment pop-up screen to edit the corresponding assignment without having to navigate to the [Gradebook Assignments \(Teacher Programs\)](#) screen.

Import CSV File Delete Assignment Save

Reading Pop Quiz: 10 10

Title Points Questions

Auto-Fill Points Quizzes and Projects

December 5 2018

Assigned

December 5 2018

Due

December 6 2018

Publish

Description

(Drag files to upload) Select

Allow student uploads Hide from Excluded

N/A Requires Completion Of

N/A Assign Test

Test Login Pin

Days

Test Review Delay

Restrict To Times

4. Edit the **Title** of the assignment by clicking the text box.

5. Edit 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.

! Editing the **Points** will impact students' grades already entered.

6. Edit the number of **Questions** entered in the text box. This is not required and is typically used when entering scores based upon questions correct/incorrect.

7. To fill in points for all students, type in the number of points in the **Auto-Fill Points** text box. If Auto-Fill Points is added after the assignment is created, it will only auto-fill empty cells for that assignment.

8. Edit the selected **Assignment Category** by selecting another from the pull-down.

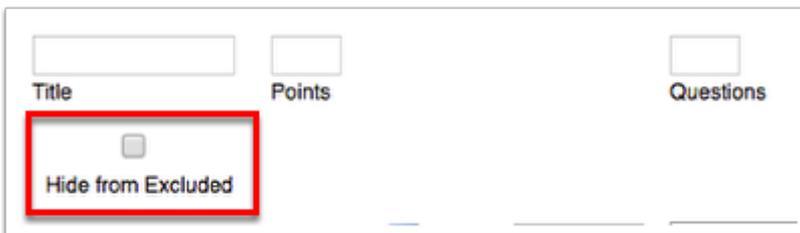
9. Select the check boxes to the course sections that will receive this assignment. Selecting **Check All** will populate this assignment for all sections.



Check All
ENG 1
 Period 1 - 004 - Lizette Garcia
AVID 3
 Period 1 - S2 - 001 - Lizette Garcia (Inactive)
FNC BAS SKLS READ E
 Period 2 - 003 - Lizette Garcia
 Period 2 - 006 - Lizette Garcia

 If the assignment was already created for another course and is selected again here, the assignment will be duplicated.

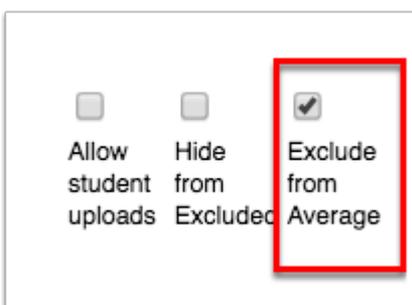
10. Select the **Hide from Excluded** check box to create an exclusive assignment for a student or group of students. Students with an asterisk (*) will not see the assignment on the student or parent portal. This is helpful when a transfer student comes into the class or make-up work has been assigned.



Title Points Questions

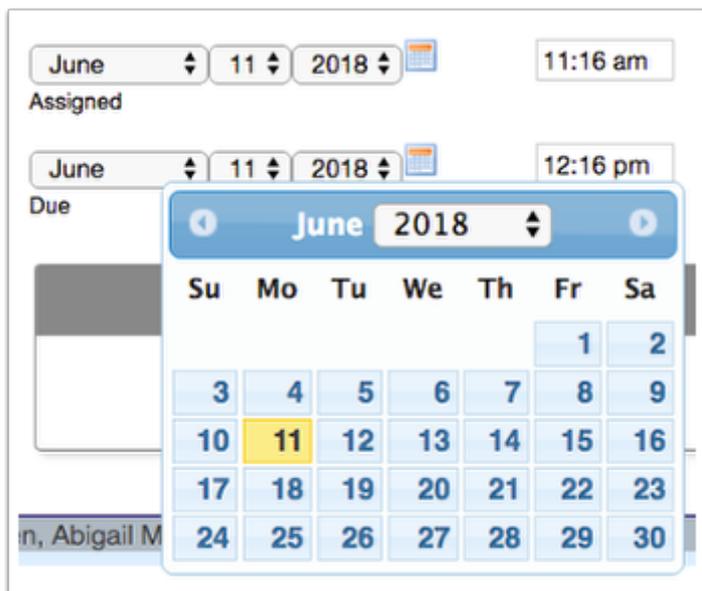
Hide from Excluded

11. Select the **Exclude from Average** check box to ensure the assignment doesn't count for or against the students' averages.

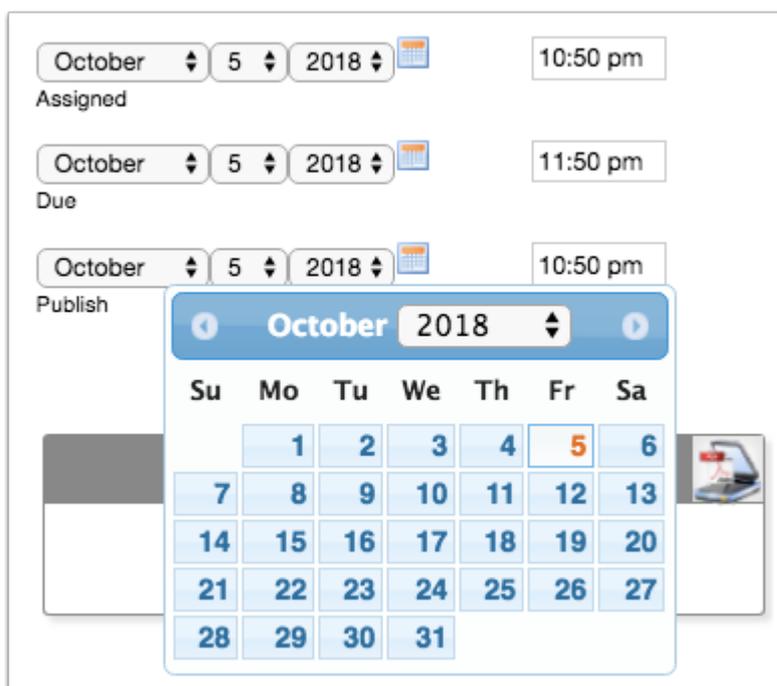


Allow student uploads
 Hide from Excluded
 Exclude from Average

12. Edit the **Assigned** and the **Due** date using the Month, Day, and Year pull-downs or click the **calendar** icon. Here you can also set a specific time of assignment or a specific time the assignment is due on the date selected.

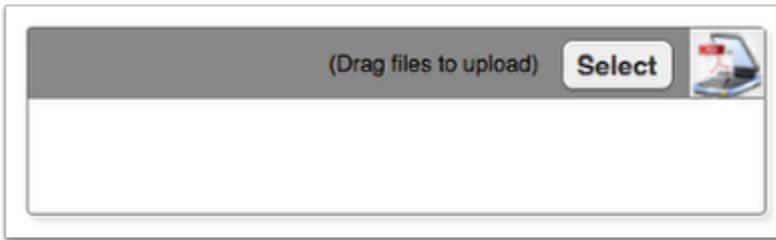


13. Select a **Publish** date to determine when the assignment is visible to parents and students in the Parent/Student Portal. Note: The assignment will not be visible to parents/students until the Publish date has passed.

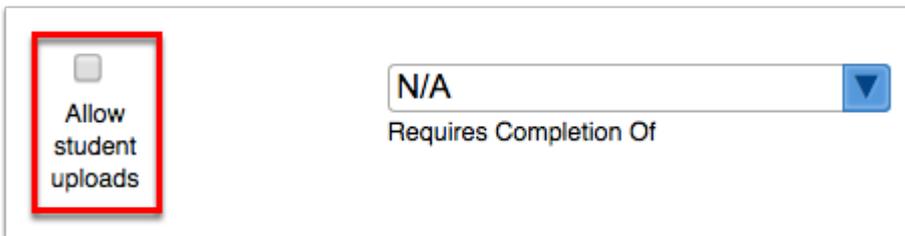


14. Edit the **Description** of the assignment. This description will be available when hovering over the assignment within the gradebook. Note: Depending on district settings, the Description field may not display.

15. Add files by dragging and dropping them directly from the computer to the files section. You can also click **Select** to upload a file. Files can also be scanned via Dynamsoft, a one-time download that allows the attachment of files directly from the scanner; click the **Scanner** icon to utilize this function.

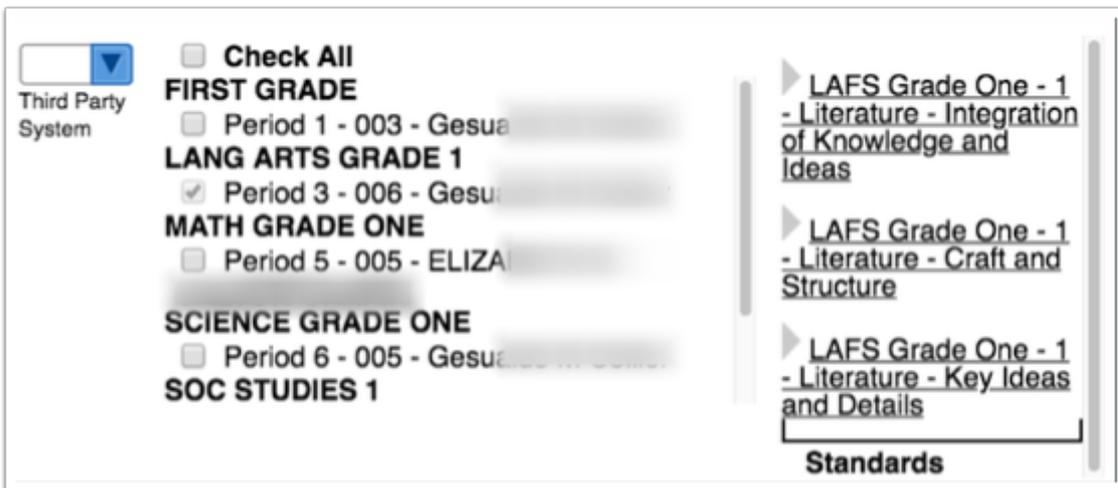


16. Select the check box to **Allow student uploads** as a way for students to submit assignments via LMS. Note: If you are not using LMS, this check box can remain cleared. Note: Be sure the Due date and time is correct because the students will not be able to upload documents past the set deadline.

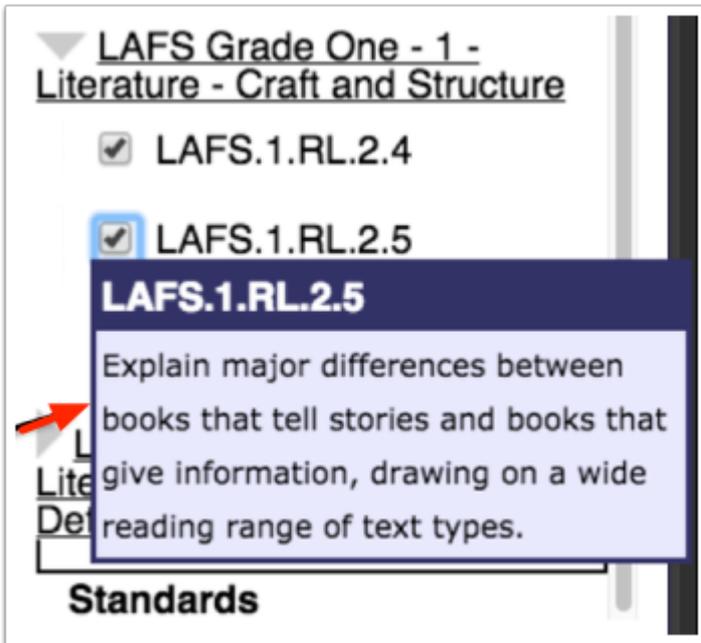


17. You can select another assignment that must be completed before the student is able to submit this assignment from the **Requires Completion Of** pull-down. This feature works in conjunction to LMS; if the district has not enable LMS, this feature will remain disabled.

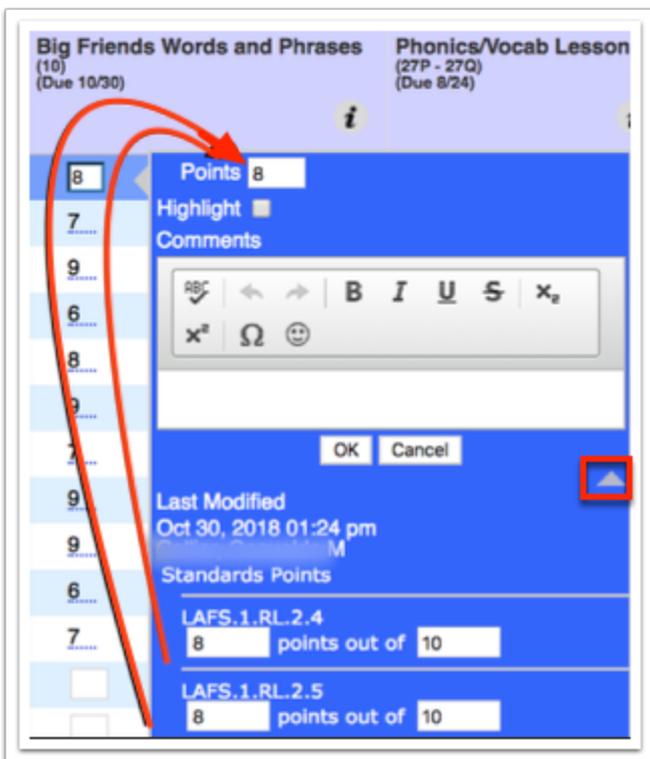
18. Select the **Standards** related to the assignment by clicking on the appropriate check box. This feature is available if standards are loaded and attached to courses.



a. Standards are listed by subject. Click on a subject to display the available standards and select the standard(s) that are applicable to the assignment. Note: More than one standard can be selected. You can also hover over the standard with your mouse to display the description entered by the district during standard setup.



b. Once the assignment has been created and the standards have been attached, standard information is accessible via the grade field. Double click the student's grade field to open standard data. You can also click the **gray arrow** to expand the section that contains standard data. Note: If a grade has already been entered, the points will default to the student's overall grade for the assignment.



c. Standard grades can be edited as needed from the pop-up window shown above. Once modified, click **OK**. The overall grade for the assignment will display as the average of the two standard scores entered.

Mal		<input type="checkbox"/>	64% D	<input type="text" value="7"/>	Points <input type="text" value="7"/>
Mec		<input type="checkbox"/>	63% D	<input type="checkbox"/>	Highlight <input type="checkbox"/>
Mira		<input type="checkbox"/>	43% F	<input type="checkbox"/>	Comments
Pos		<input type="checkbox"/>	87% B	<input type="checkbox"/>	B <i>I</i> <u>U</u> S x ₂
Que		<input type="checkbox"/>	72% C	<input type="checkbox"/>	x ² Ω ☺
Smil		<input type="checkbox"/>	93% A	<input type="checkbox"/>	OK Cancel
Smith		<input type="checkbox"/>	58% F	<input type="checkbox"/>	Last Modified
Ums		<input type="checkbox"/>	54% F	<input type="checkbox"/>	Oct 30, 2018 01:35 pm
Wig	Custody Ak	<input type="checkbox"/>	85% B	<input type="checkbox"/>	Co
Wy		<input type="checkbox"/>	64% D	<input type="checkbox"/>	Standards Points
Average			71%	78%	LAES 1. RL.2.4
					<input type="text" value="6"/> points out of <input type="text" value="10"/>
					LAES 1. RL.2.5
					<input type="text" value="8"/> points out of <input type="text" value="10"/>

19. Assign Test allows you to assign students pre-made tests to take online. You can assign a pin (**Test Login Pin**) and **Restrict To Times**, if desired. As well as enter the number of days acceptable for a **Test Review Delay**. The Test feature works in conjunction to LMS; if this feature has not been enabled, the Test feature will not display.

20. When all data has been edited, click the **Save** button.

Import CSV File
Delete Assignment
Save

Assessments/Projects/Writing ▾
 Assignment Category

Deleting an Assignment from the Gradebook for a Teacher

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

FOCUS Gradebook Grades SIS ERP Lizette Garcia High School - 0041 2018-2019 4th 9 Weeks Erica

Teacher Program
01 - 001 - 1200320 ALG 1 HON

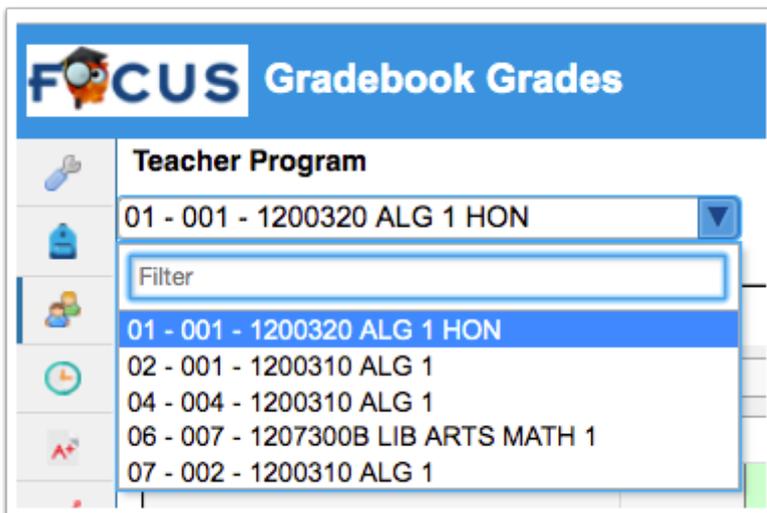
Enter grades by Points Include Inactive Students Save

All Assignments * Add Assignment Reports

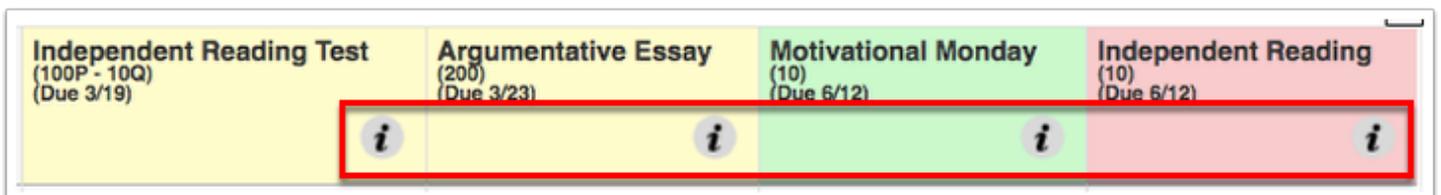
25 Students Show First 9 Assignments

Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 9Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)								
Alvar...	A	67% D	Z	30	100% A	11	79% C	7	64% D		NG	20	100% A		
Alvar...		86% B % A	10	100% A	30	100% A	8	57% F	7	64% D		NG	20	100% A	
Batt...		74% C % A	0	0% F	0	0% F	11	79% C	6.5	59% F		NG	20	100% A	
Biond...		64% D	Z	10	100% A	0	0% F	12	86% B	7	64% D		NG	20	100% A
Carli...		52% F % A	10	100% A	0	0% F	8	57% F	7	64% D		NG	20	100% A	
Caru...		93% A % A	10	100% A	30	100% A	13	93% A	10	91% A		NG	20	100% A	
Goc...	A	84% B % A	10	100% A	0	0% F	13	93% A		NG		NG	20	100% A	
Hel...		88% B % A	10	100% A	30	100% A	15	107% A		NG		NG	20	100% A	

1. Click the section pull-down to change gradebooks for the teacher to a different section.



2. To edit an assignment directly from the gradebook, click on the *i* in the right corner of the listed assignment.



a. You can also hover over the *i* for assignment information, such as **Title**, total **Points**, **Assigned** date, etc., as shown in the image below.

Independent Reading Test (100P - 10Q) (Due 3/19)	Argumentative Essay (200) (Due 3/23)	Motivational M (10) (Due 6/12)
100	A	
85	B	
80	B	
90	A	

Click to Edit

Title: Independent Reading Test

Points: 100

Assigned: 2018-03-19

Due: 2018-03-19

Description:

Average: 78.13%

Range: 20 to 100

Clicking the **i** opens an Edit An Assignment pop-up screen to edit the corresponding assignment without having to navigate to the Gradebook Categories & Assignments screen.

[Import CSV File](#)
[Delete Assignment](#)
[Save](#)

Independent Reading Test

Title: Independent Reading Test

Points: 100 Questions: 10 Auto-Fill Points: 0 Assignment Category: Quizzes and Projects

Assigned: December 5, 2018 10:59 pm

Due: December 5, 2018 11:59 pm

Publish: December 6, 2018 10:59 pm

Description: [Empty text area]

Requires Completion Of: N/A

Assign Test: N/A

Test Login Pin: [Empty field]

Test Review Delay: [Empty field]

Allow student uploads: Hide from Excluded: Restrict To Times:

3. To delete the assignment, click the **Delete Assignment** button.

[Import CSV File](#)
[Delete Assignment](#)
[Save](#)

Assessments/Projects/Writing

Assignment Category

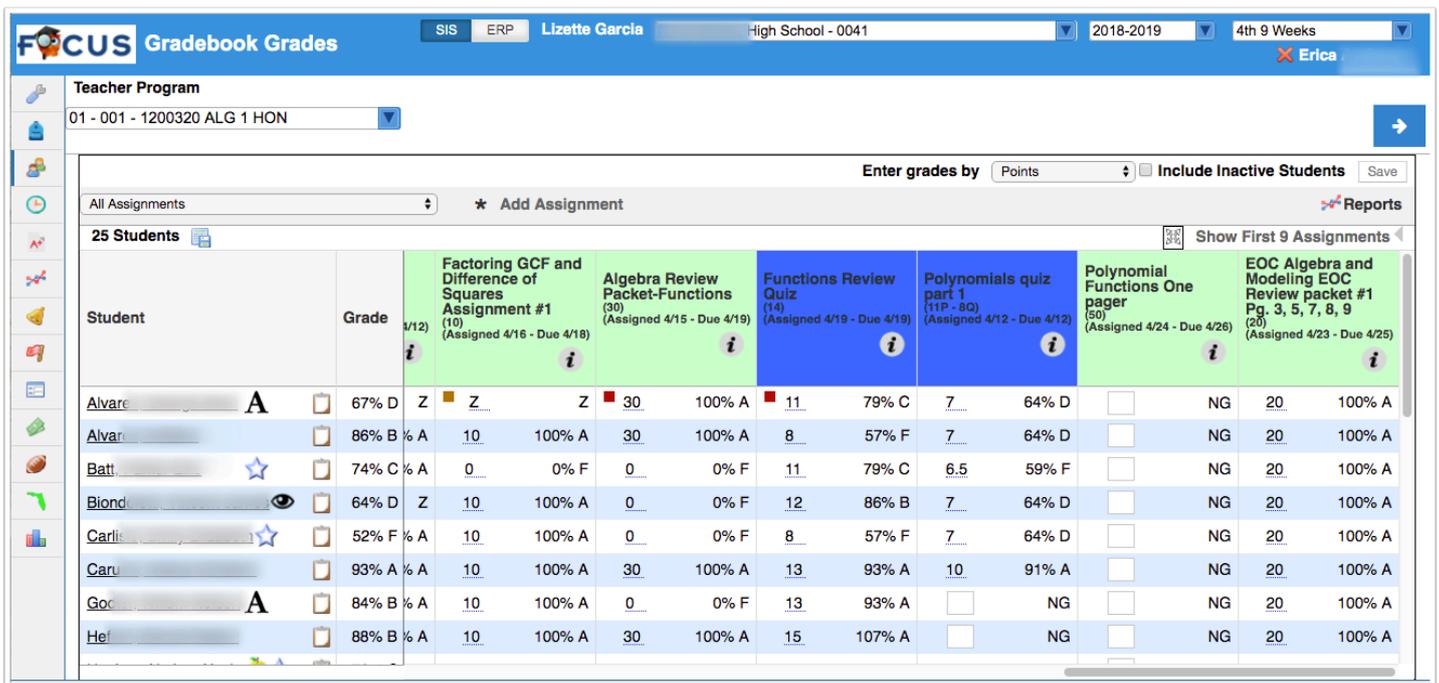
⚠ If you delete an assignment, the assignment will be removed from all sections.

 Once deleted, teachers can access the **Deleted Assignments** report via **Grades > Gradebook Reports**.

Entering Grades via Imported CSV Files

Scores can be imported into the gradebook using a CSV file. First, create the assignment. Then, prepare a CSV file that includes a column for Student IDs (student_id) or Local IDs (custom_53) and a column for student scores/grades. The scores can be entered as points or as percentages.

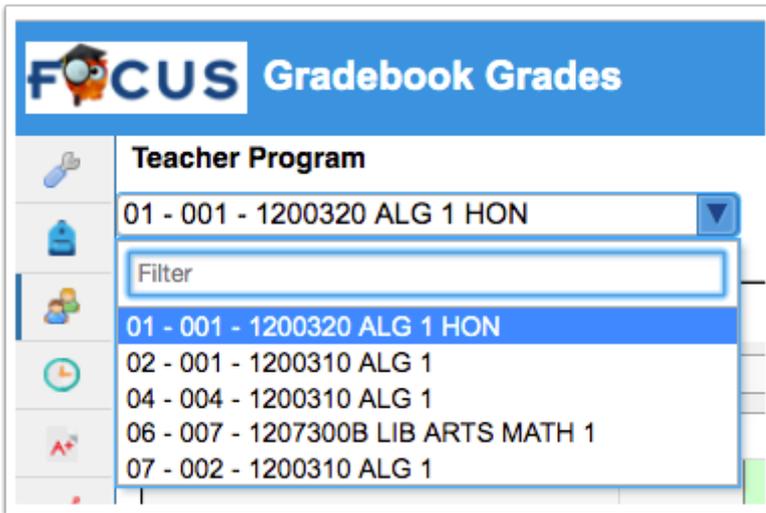
Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.



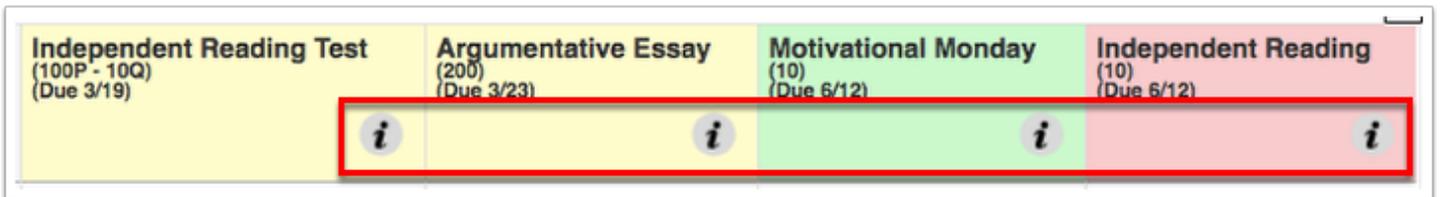
The screenshot shows the FOCUS Gradebook Grades interface. At the top, there's a navigation bar with 'FOCUS Gradebook Grades', user 'Lizette Garcia', school 'High School - 0041', and school year '2018-2019'. Below this, the 'Teacher Program' is set to '01 - 001 - 1200320 ALG 1 HON'. The main area displays a table of student grades for 25 students across several assignments. The table has columns for 'Student', 'Grade', and multiple assignment columns. The assignments are: 'Factoring GCF and Difference of Squares Assignment #1', 'Algebra Review Packet-Functions', 'Functions Review Quiz', 'Polynomials quiz part 1', 'Polynomial Functions One pager', and 'EOC Algebra and Modeling EOC Review packet #1'. Each assignment column shows the student's score and percentage. The 'Grade' column shows the overall grade for each student, such as 'A', 'B', 'C', 'D', 'F', 'A', 'B', 'A'.

Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (11P - 8Q) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)
Alvare	A	67% D	Z	11	79% C	7	64% D
Alvar	B	86% B	A	10	100% A	30	100% A
Batt	C	74% C	A	0	0% F	0	0% F
Biond	D	64% D	Z	10	100% A	0	0% F
Carl	F	52% F	A	10	100% A	0	0% F
Caru	A	93% A	A	10	100% A	30	100% A
God	B	84% B	A	10	100% A	0	0% F
Hel	B	88% B	A	10	100% A	30	100% A

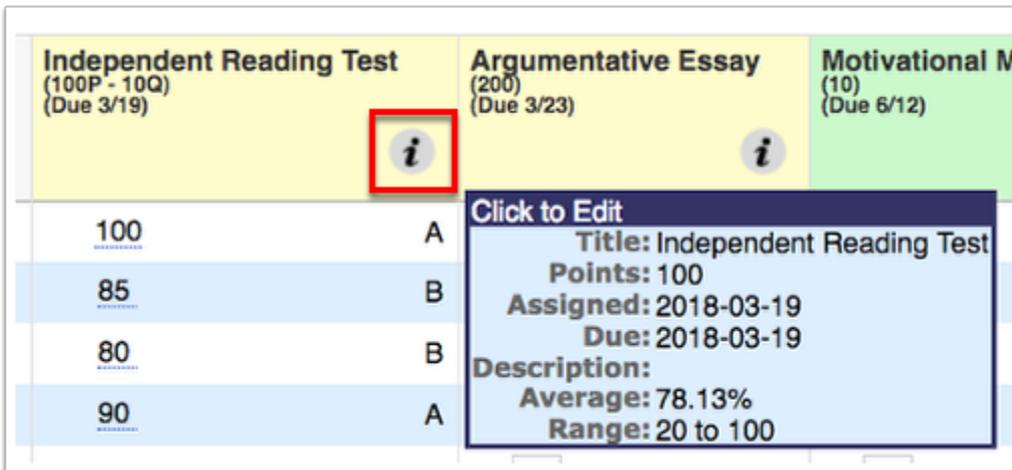
1. Click the section pull-down to change gradebooks for the teacher to a different section.



2. To import scores once the assignment as been created and the CSV file prepared, click the *i* in the right corner of the listed assignment to edit and import.

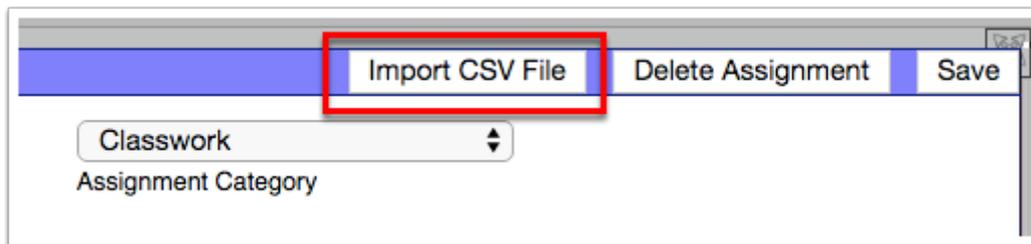


a. You can also hover over the *i* for assignment information, such as **Title**, total **Points**, **Assigned** date, etc., as shown in the image below.



Clicking the *i* opens an Edit An Assignment pop-up screen to edit the corresponding assignment without having to navigate to the [Gradebook Assignments \(Teacher Programs\)](#) screen.

3. Click the **Import CSV File** button to upload and import grades.



i Importing grades must be done by section; importing cannot take place for multiple sections at once.

4. In the pop-up window, click **Choose File** and select the CSV file from your computer.

5. Select the type of score values included in the file, **Points** or **Percent**.

6. From the **Student ID Column** pull-down, select which column in the file contains the Student IDs. The student IDs must match what is in Focus or the import will not work.

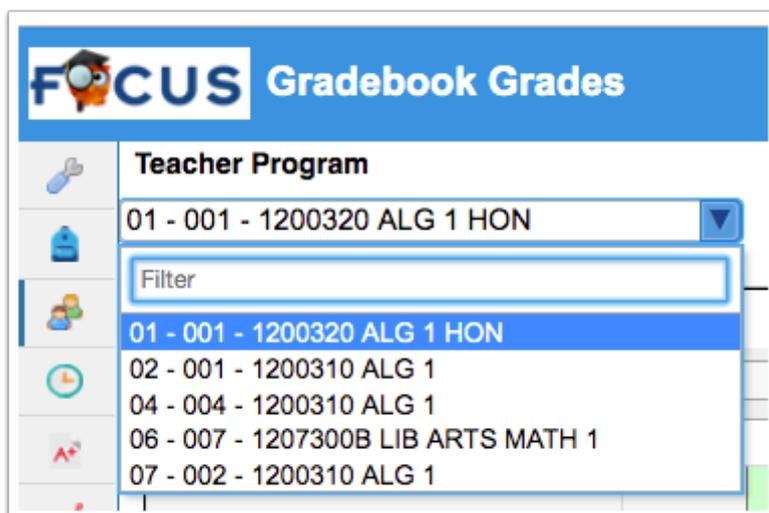
- From the **Score Column** pull-down, select which column in the file contains the scores.
- When all information has been entered and the file selected, click **Upload**.
- Once uploaded, the scores are imported to the Gradebook and will be listed for the selected assignment.

Gradebook Reports

Selecting a user from the User List navigates to the teacher's Gradebook screen where there are various options available.

Student	Grade	Factoring GCF and Difference of Squares Assignment #1 (10) (Assigned 4/16 - Due 4/18)	Algebra Review Packet-Functions (30) (Assigned 4/15 - Due 4/19)	Functions Review Quiz (14) (Assigned 4/19 - Due 4/19)	Polynomials quiz part 1 (119 - 30) (Assigned 4/12 - Due 4/12)	Polynomial Functions One pager (50) (Assigned 4/24 - Due 4/26)	EOC Algebra and Modeling EOC Review packet #1 Pg. 3, 5, 7, 8, 9 (20) (Assigned 4/23 - Due 4/25)							
Alvarez	A	67% D	30	100% A	11	79% C	7	64% D		NG	20	100% A		
Alvarez		86% B % A	10	100% A	30	100% A	8	57% F	7	64% D		NG	20	100% A
Batt		74% C % A	0	0% F	0	0% F	11	79% C	6.5	59% F		NG	20	100% A
Blond		64% D	10	100% A	0	0% F	12	86% B	7	64% D		NG	20	100% A
Carl		52% F % A	10	100% A	0	0% F	8	57% F	7	64% D		NG	20	100% A
Caru		93% A % A	10	100% A	30	100% A	13	93% A	10	91% A		NG	20	100% A
Goc	A	84% B % A	10	100% A	0	0% F	13	93% A		NG		NG	20	100% A
Hel		88% B % A	10	100% A	30	100% A	15	107% A		NG		NG	20	100% A

- Click the section pull-down to change gradebooks for the teacher to a different section.



2. The Gradebook module offers numerous reports; to access them, click the **Reports** button directly below the Save button in the upper-right corner of the screen. A list of different reports will display. Click the **report** to generate the chosen report.

Enter grades by Include Inactive Students

Reports

- Grade Breakdown Graphs
- Missing Grades
- Failing Grades
- Extra Credit Grades
- Highlighted Grades
- Excused Grades
- Custom Grades
- Transferred Students
- Progress Reports
- Blank Gradebook
- Gradebook Audit Trail
- Student Participation
- Learners Proficient

Test	Grade	Status
Argumentative Essay (200) (Due 3/23)	-	N
A		N
B		N
B		N
A		N
F		N
X		N

i For information about each of the listed report, see the article titled, [Gradebook Reports \(Teacher Programs\)](#).

3. If a report is generated via Gradebook, when finished viewing the report, click **Back To Gradebook**.

Excused Grades
All students who have been excused from an assignment. You can excuse a student from an assignment by entering any of * or X in the gradebook. Include Inactive Students

1 excused grade

Student	Assignment	Points	%	Grade	Comments	Assigned	Due
Farrington, ...	Independent Reading Test	* / 100	Excluded	X		Mar 19, 2018	Mar 19, 2018