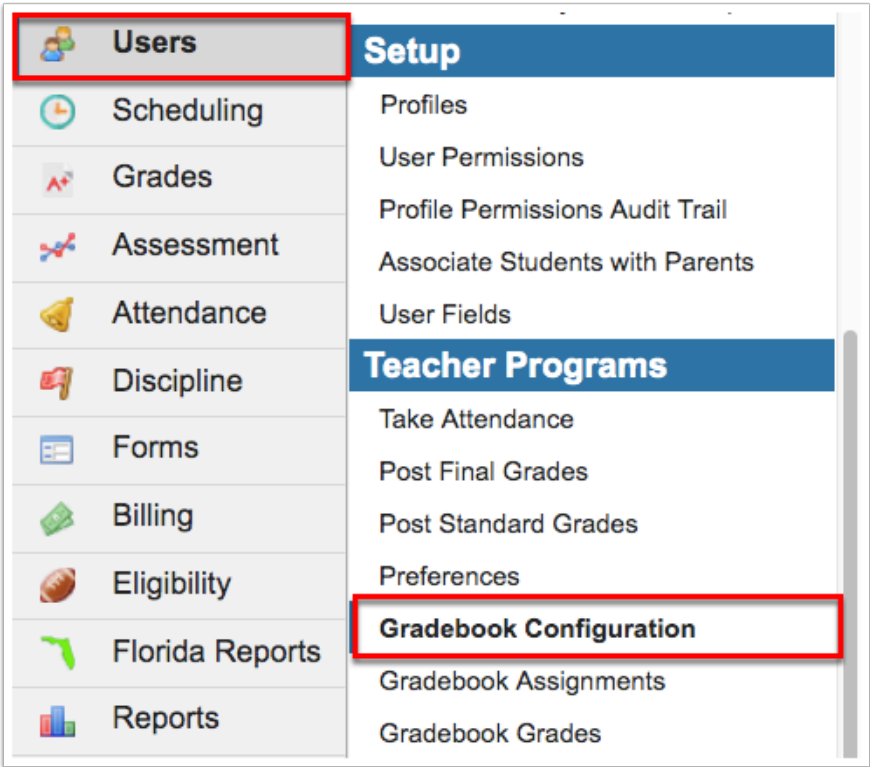


Gradebook Configuration (Teacher Programs)

The Gradebook Configurations module enables you to customize the appearance and settings of teachers' gradebooks. Note: Some of the configuration settings displayed may be disabled due to permissions set by the district via Setup > [System Preferences](#) > [Default User Preferences](#) > [Default Gradebook Configuration](#).

Searching for Users (Teachers)

1. To conduct a user search in order to customize a teacher's gradebook, from the **Users** menu, click **Gradebook Configuration** 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

Search Reset

💡 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

Search Reset


Teacher Program

Search Screen **User List**

User: Ma

2 Users 

User	Local ID	Profiles	Schools
DeLoach, ...	231	Teacher	
Fry, ...	351	Teacher	

Search 

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

A list of modules can be opened and closed by clicking the gray triangles. Set as many selections as needed to yield more specific search results. Note that the Profile defaults to Teacher and cannot be changed. In the example shown, the user search will be defined by the Teacher Profile and the Female Gender.

Teacher Program

Search Screen

User List

Find a Teacher

User

More Search Options

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

4. Click **Search**.

Teacher Program

Search Screen

User List

Find a Teacher

User

More Search Options

☐ Search All Schools
 ☐ Include Parents
 ☐ Include Inactive Users

Search

Reset

5. All resulting users will display in the **User List**. When you find the correct user, click 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 configuration 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.

The screenshot shows the FOCUS Gradebook Configuration interface. At the top, there's a header bar with the FOCUS logo, the title "Gradebook Configuration", and navigation tabs for "SIS" and "ERP". The user "Lizette Garcia" is logged in. Below this, there are dropdown menus for "High School - 0041" and "2018-2019". A red box highlights a small red 'X' icon next to the user name "Erica". On the left, there's a sidebar with icons for various functions. The main content area shows the "Teacher Program" dropdown set to "01 - 001 - 1200320 ALG 1 HON". Below this, there's a "Configuration" section with a "General" tab. The "Score Rounding" options are visible: "Up", "Down", and "Normal", each with a radio button and a table of rounding rules.

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

Configuring the Gradebook

Selecting a user navigates to the teacher's gradebook configuration screen where there are various options available.

This screenshot shows the same FOCUS Gradebook Configuration interface, but with more configuration options visible. The "Teacher Program" dropdown is still set to "01 - 001 - 1200320 ALG 1 HON". The "Configuration" section is expanded, showing the "General" tab. Under "Score Rounding", the "Normal" option is selected. Below this, there's an "Assignment Sorting" section with radio buttons for "Newest First", "Newest Last", "Due Date", "Assigned Date", "Category", and "Alphabetical". At the bottom, there's a "Default Assignment Points" section with a text input field.

1. You can customize gradebooks for a teacher by section. To select the applicable section, click the pull-down and make a selection.

The screenshot shows the 'FOCUS Gradebook Configuration' interface. On the left is a sidebar with icons for various settings. The main area is titled 'Teacher Program' and features a dropdown menu currently displaying '01 - 001 - 1200320 ALG 1 HON'. Below the dropdown is a 'Filter' input field. A list of course sections is shown below the filter, 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'. At the bottom of the main area, the 'Score Rounding' section is partially visible.

The Gradebook Configuration screen displays all of the customizable options; however, the district may have set up defaults. It is important to note that you may not see or be able to edit all of the following options if you do not have permission to change the default settings.

The screenshot shows the 'Configuration' screen with the 'General' tab selected. The 'Score Rounding' section has three radio buttons: 'Up', 'Down', and 'Normal'. Below them are examples of rounding: '89.5 -> 90', '89.5 -> 89', and '89.5 -> 90' for 'Up'; '89.1 -> 90', '89.1 -> 89', and '89.1 -> 89' for 'Down'; and '89.5 -> 90' and '89.1 -> 89' for 'Normal'. The 'Assignment Sorting' section has six radio buttons: 'Newest First', 'Newest Last', 'Due Date', 'Assigned Date', 'Category', and 'Alphabetical'. The 'Default Assignment Points' section has a text input field with the value '100'. The 'Default Due Date' section has two radio buttons: 'Today' and 'Tomorrow'. There are two checkboxes: 'Weight grades by assignment category' (checked) and 'Add all assignments to each section of your course by default' (unchecked). Below the first checkbox is a description: 'You assign a percentage to each category in your gradebook. These percentages will be used to weight each student's overall average.' Below the second checkbox is a description: 'By default, each time you create a new assignment, it will be added to the gradebook for each section of your course, if you teach multiple sections of that course.'

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

Configuration

Score Rounding

☐ Up
☐ Down
☒ Normal

89.5 -> 90 89.5 -> 89 89.5 -> 90
89.1 -> 90 89.1 -> 89 89.1 -> 89

3. Select an **Assignment Sorting** option; options are as follows: Newest First, Newest Last, Due Date, Assigned 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."

Configuration

General

Assignment Sorting

☐ Newest First
☒ Newest Last
☐ Due Date
☐ Assigned Date
☐ Category
☐ Alphabetical

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

Assignment Sorting

☐ Newest First
☒ Newest Last
☐ Due Date
☐ Assigned Date
☐ Category
☐ Alphabetical

Default Assignment Points

100

Default Due Date

☐ Today
☐ Tomorrow

5. 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.

Configuration

General

Assignment Sorting

☐ Newest First
 ☐ Newest Last
 ☐ Due Date
 ☐ Assigned Date
 ☐ Category
 ☐ Alphabetical

Default Due Date

☐ Today
 ☐ Tomorrow

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.

demo.focusschoolsoftware.com says

The selected dates are not in the calendar. Do you want to save this assignment anyway?

Cancel

OK

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

Default Due Date

☐ Today
 ☐ Tomorrow

☐ **Weight grades by assignment category**
 You assign a percentage to each category in your gradebook. These percentages will be used to weight each student's overall average.

! Do not change this setting during a marking period, as it will change student percentages.

- ! If the preference, **Configure Gradebooks separately for each section** is not enabled (Teacher: My Information > [Preferences](#) > [Display Options](#) or Admin: [Preferences](#) (Teacher Programs) > [Setting Display Options](#)), **Weight grade by assignment category** will be applied to all sections.

The screenshot shows the 'Display Options' tab with various settings. A red box highlights the checkbox labeled 'Configure Gradebooks separately for each section', which is currently unchecked. Other visible settings include 'Highlight Color' (a row of color swatches), 'Student Info Layout' (set to 'One Column'), 'Use Sidebar Menu' (checked), 'Default Filters On' (unchecked), 'Menu Icons' (checked), 'Date Format' (set to 'Month Day, Year'), and 'Combine sections in the same period for taking attendance' (checked).

7. Select the **Add all assignments to each section of your course by default** check box to allow the teacher 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.

This section contains two checkboxes. The first, 'Weight grades by assignment category', is unchecked. The second, 'Add all assignments to each section of your course by default', is checked and highlighted with a red box. Below the second checkbox is a descriptive text: 'By default, each time you create a new assignment, it will be added to the gradebook for each section of your course, if you teach multiple sections of that course.'

8. Select the **Display percentages in the gradebook** check box if you want the Gradebook to automatically translate assignment scores into percentages and grades.

☒ **Add all assignments to each section of your course by default**

By default, each time you create a new assignment, it will be added to the gradebook for each section of your course, if you teach multiple sections of that course.

☐ **Display percentages in the gradebook**

Save room in your gradebook by turning this off, especially if most of your assignments are worth 100 points. If this option is turned off, only the points and letter grade will be displayed when viewing all assignments.

9. You also have the option to **Display due date in assignment column heading** and/or **Display assigned date in assignment column heading** by selecting the corresponding check boxes.

☐ **Display percentages in the gradebook**

Save room in your gradebook by turning this off, especially if most of your assignments are worth 100 points. If this option is turned off, only the points and letter grade will be displayed when viewing all assignments.

☒ **Display due date in assignment column heading**

☐ **Display assigned date in assignment column heading**

10. Select **Display estimated semester average column** to display a column in the teacher's gradebook that averages the Q1 posted grade and the Q2 gradebook grade.

☐ **Display due date in assignment column heading**

☐ **Display assigned date in assignment column heading**

☐ **Display estimated semester average column**

This will add a column to your gradebook displaying the students current semester average based on posted marking period and current gradebook grades.

Note: This does not factor in semester exams.

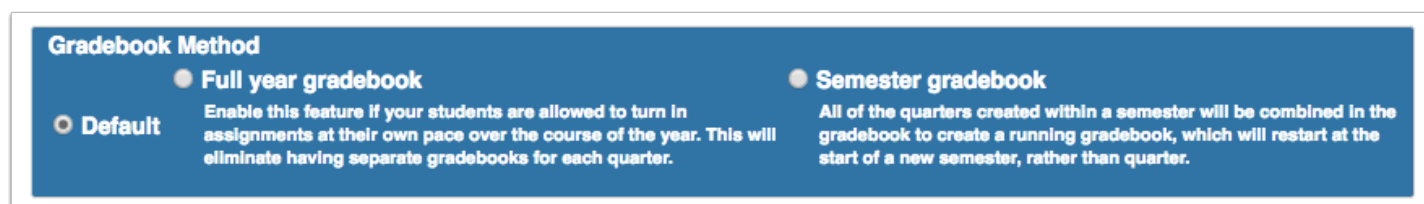
i This is only a 50/50 average for schools that have two marking periods in the semester and 33.3/33.3/33.3 for schools with 3 marking periods in a semester. Most schools have their quarters weighted equally, but if they do not then this column will not respect the grade posting averaging.

11. 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 gradebook: Select Full year gradebook 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.

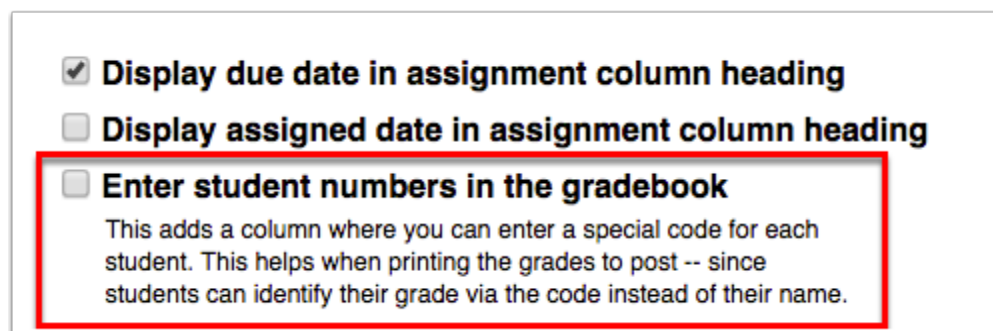
Semester gradebook: Select Semester gradebook to have one running Gradebook for each semester. Quarter 1 grades will factor into the Quarter 2 average.



The image shows a blue header bar with the text "Gradebook Method". Below it are three radio button options: "Default", "Full year gradebook", and "Semester gradebook". The "Default" option is selected. Below each option is a brief description of its function.

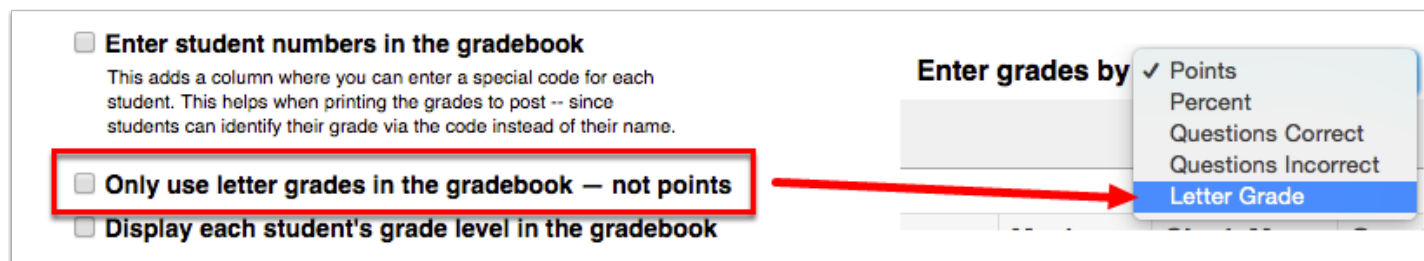
Gradebook Method	Description
<input checked="" type="radio"/> Default	Enable this feature if your students are allowed to turn in assignments at their own pace over the course of the year. This will eliminate having separate gradebooks for each quarter.
<input type="radio"/> Full year gradebook	Enable this feature if your students are allowed to turn in assignments at their own pace over the course of the year. This will eliminate having separate gradebooks for each quarter.
<input type="radio"/> Semester gradebook	All of the quarters created within a semester will be combined in the gradebook to create a running gradebook, which will restart at the start of a new semester, rather than quarter.

12. Select the **Enter student numbers in the gradebook** check box to create another column in the Gradebook where you or the teacher can enter in student IDs (or another anonymous identification) that will allow for privacy in grade posting.



The image shows a list of three checkboxes. The first two are checked: "Display due date in assignment column heading" and "Display assigned date in assignment column heading". The third checkbox, "Enter student numbers in the gradebook", is unchecked and is highlighted with a red rectangular box. Below this checkbox is a descriptive text: "This adds a column where you can enter a special code for each student. This helps when printing the grades to post -- since students can identify their grade via the code instead of their name."

13. Select the check box to **Only use letter grades in the gradebook -- not points**. If this is selected, then when entering grades, the grade method **Letter Grade** must be selected via the **Enter grades by** pull-down.



The image shows a list of three checkboxes. The first two are unchecked: "Enter student numbers in the gradebook" and "Only use letter grades in the gradebook -- not points". The third checkbox, "Display each student's grade level in the gradebook", is unchecked. The "Only use letter grades in the gradebook -- not points" checkbox is highlighted with a red rectangular box. To the right of the checkboxes is a pull-down menu labeled "Enter grades by". The menu is open, showing a list of options: "Points", "Percent", "Questions Correct", "Questions Incorrect", and "Letter Grade". A red arrow points from the red box around the "Only use letter grades" checkbox to the "Letter Grade" option in the pull-down menu.

14. Select the **Display each student's grade level in the gradebook** check box to display grade levels in the Gradebook.

☐ **Enter student numbers in the gradebook**

This adds a column where you can enter a special code for each student. This helps when printing the grades to post -- since students can identify their grade via the code instead of their name.

☐ **Only use letter grades in the gradebook — not points**

☐ **Display each student's grade level in the gradebook**

15. Select the check box to **Hide Assigned and Due Dates**. When enabled, students will not see the assignments and due dates in the Student Portal.

Gradebook Method

☒ **Default**

☒ **Full year gradebook**

Enable this feature if your students are allowed to turn in assignments at their own pace over the course of the year. This will eliminate having separate gradebooks for each quarter.

☐ **Semester gradebook**

All of the quarters created within a semester will be combined in the gradebook to create a running gradebook, which will restart at the start of a new semester, rather than quarter.

☐ **Enter student numbers in the gradebook**

This adds a column where you can enter a special code for each student. This helps when printing the grades to post -- since students can identify their grade via the code instead of their name.

☒ **Display each student's grade level in the gradebook**

☐ **Hide Assigned and Due Dates**

☐ **Show All Assignments in Student Portal**

16. Select the check box to **Show All Assignments in Student Portal**. When enabled, students can see all gradebook assignments in the Student Portal regardless of publish date, including those where the publish date is null.

17. If your district has elected to give you permission to set up your own **Score Breakoff Points**, you can do so here. To change the score break off for each listed letter grade, click the text box in the corresponding column and enter a new value.

Score Breakoff Points

INTENS READ -	A	B	C	D	F	I	NG	Z
01 - 006	90	80	70	60	0			
INTENS READ -	A	B	C	D	F	I	NG	Z
03 - 004	95	80	70	60	0			
INTENS READ -	A	B	C	D	F	I	NG	Z
04 - 002	90	80	70	60	0			
INTENS READ -	A	B	C	D	F	I	NG	Z
05 - 010	90	80	70	60	0			
INTENS READ -	A	B	C	D	F	I	NG	Z
07 - 005	90	80	70	60	0			

18. Select the **Calculate eligibility using cumulative semester grades** check box to determine whether a student is eligible to participate in school sports.

☐ **Enter student numbers in the gradebook**



This adds a column where you can enter a special code for each student. This helps when printing the grades to post -- since students can identify their grade via the code instead of their name.

☐ **Calculate eligibility using cumulative semester grades**

 This option applies specifically to Texas districts.

19. Create **Custom Grades** for either excluded grades or zero grading systems.



Custom Grades


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


- To create a new Custom Grade, use the last line in the chart. The blank text boxes indicate where new information can be entered. 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.
- Upon pressing Enter and saving the new Custom Grade, a check box will display in the **Remove** column giving you the ability to delete the Custom Grade created. Select the check box then click the **Save** button located in the upper-right corner of the screen.


Custom Grades

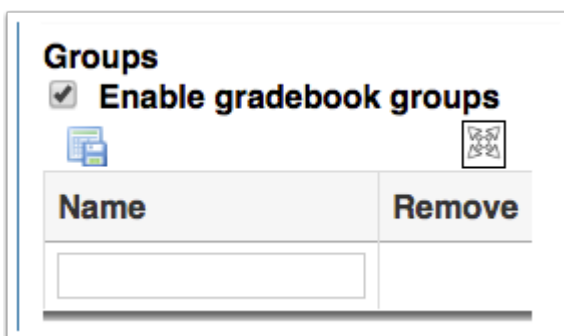
Grade	Display Name	Type	Remove
*	Exc.	Exclude	
X	X	Exclude	
Z	Z	Zero	
NG	No Grade	Exclude ▾	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	Exclude ▾	

 Districts may choose to disable change to Custom Grades in order to create a set of standard grades that are consistent for teachers, parents, and students.

 Custom Grades created cannot be an existing grade defined in [Grading Scales & Comments](#).

 If needed, you also have the option to export the listed Custom Grades to an Excel spreadsheet by clicking the **floppy disk icon**.

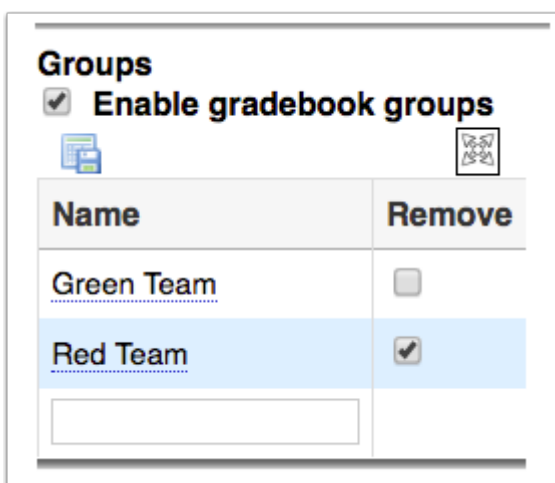
20. To Enable gradebook groups, select the corresponding check box. When custom groups are defined, students can be broken into the selected groups, and the gradebook can be filtered to pull a specific group of students.



Name	Remove
<input type="text"/>	

a. Enter the **Name** of the group in the provided text box. When complete, press **Enter** to save the data. The group names can be edited at any time by clicking on the underlined Name.

b. Upon pressing Enter and saving the new group, a check box will display in the **Remove** column giving you the ability to delete the group created. Select the check box then click the **Save** button located in the upper-right corner of the screen.



Name	Remove
<u>Green Team</u>	<input type="checkbox"/>
<u>Red Team</u>	<input checked="" type="checkbox"/>
<input type="text"/>	

i If groups are created but **Enable gradebook grades** is not selected, the created groups will not display in the Gradebook.

c. To complete the process of created custom groups, navigate to the teacher's [Gradebook](#) where you will now see a **Group** column. Click the black dash in the Group column for any student to make the group selection display. Once displayed, select the check box for the correct group. When completed, click the **Save** button to apply changes.

Grade	Student ID	Group	Independent Reading Test (100P - 10Q) (Due 3/19)	
		Green Team ▾		i
Carballo,		<input type="checkbox"/> Green Team <input type="checkbox"/> Red Team <input checked="" type="checkbox"/> Yellow Team Hide	100	A
Collado,		-	85	B
Deakins,		<input checked="" type="checkbox"/> Green Team <input type="checkbox"/> Red Team <input type="checkbox"/> Yellow Team Hide	80	B
Dixon,		-	90	A
Esparza,		<input type="checkbox"/> Green Team <input type="checkbox"/> Red Team <input checked="" type="checkbox"/> Yellow Team Hide	30	F

i. Upon selecting a **Group** from the provided pull-down, you will see the selected students displayed for the group selected.

Grade	Student ID	Group	Independent Reading Test (100P - 10Q) (Due 3/19)	
		Green Team ▾		i
Deakins,		Green Team	80	B
Jauregui,		Green Team	80	B
Jensen,		Green Team	100	A
Sebber,		Green Team	70	C
Valdes,		Green Team	20	F
Average	72%		73.53%	

💡 If needed, you also have the option to export the listed Groups to an Excel spreadsheet by clicking the **floppy disk** icon.

21. You have the option to select **Grade Title Colors** for each grade. For example, to make all grade letter Fs stand out, you can select the color red.

Grade Title Colors								
A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
NG	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
P	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
T	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

22. When all changes have been made and the Gradebook has been configured, click the **Save** button to apply changes.