



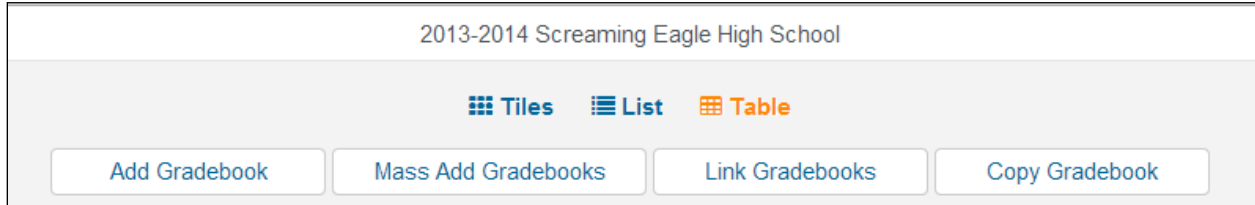
Gradebook – New Gradebook & Mass Add Gradebook

March 10, 2017

1. **Add New Gradebook**
2. **Mass Add Gradebook**
Gradebook Terms
3. **Gradebook Terms**
4. **Add Gradebooks**
Individually

ADD NEW GRADEBOOK

There are several ways for a teacher to add new gradebooks. The following buttons are available on the dashboard page to add gradebooks.



- **Add Gradebook** – allows adding gradebooks individually
- **Mass Add Gradebooks** – ability to mass add gradebooks for all of the sections for the logged in teachers.
NOTE: Button will only display for Secondary or Elementary with MST schedule schools
- **Copy Gradebooks** function – will allow you to copy gradebooks from another teacher or year.

MASS ADD GRADEBOOKS

To mass add gradebooks for all or selected sections of the teacher, click the mouse on the **Mass Add Gradebooks** button. Gradebooks will be created for each section with the **Course Title** as the **Gradebook Name**. Gradebooks can be added for multiple terms. The **Gradebook Name** can be edited after using the Mass Add Gradebooks function.

The following page will display with the teachers assigned sections listed. Select or deselect the sections individually by clicking on the **Select** button. Click the mouse on the **Remove** button to deselect a section. Click the mouse on the **Next** button to continue.

The screenshot shows a dialog box titled 'Mass Add Gradebooks'. It contains a table with the following data:

	Pd	Course	Term	Days	Section
Select	2	Geometry Cp	Y	MTWTF	2146
Remove	2	Tchr Aide	Y	MTWTF	2110
Select	3	Adv Algebra CP	Y	MTWTF	3107
Select	3	Tchr Aide	Y	MTWTF	3086

At the bottom of the dialog box, there are two buttons: 'Next »' and 'Cancel'.

Gradebook Terms

Gradebook Terms allows teachers to associate multiple terms with a single gradebook. Teachers can now create one gradebook for the entire semester or school year and the terms selected will control the view of assignments to parents and students. Gradebook Terms affects not only the view of assignments but also the calculation of the overall score and mark based on the assignment due dates. If an assignment due date falls within the Gradebook Term Starting and Ending date that assignment will be calculated towards the overall score.

The following **Select Terms** window will display next. Select the applicable terms for the gradebook. The terms from the **Schools Term** table will display. Multiple terms can be selected. Ex: Fall and Spring terms can be selected as shown below.

Mass Add Gradebooks ×

Select terms

At least one term must be associated with the gradebooks. When multiple terms are selected their date ranges cannot overlap.

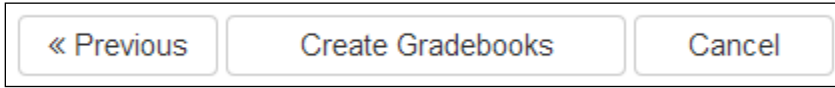
	Term	Starting Date	Ending Date	
Select	Year	8/4/2014	8/28/2015	▲
Remove	Fall	8/4/2014	1/30/2015	
Select	Quarter 1	8/4/2014	10/31/2014	
Select	Quarter 2	11/3/2014	1/30/2015	
Remove	Spring	2/2/2015	8/28/2015	
Select	Quarter 3	2/2/2015	4/3/2015	
Select	Quarter 4	4/6/2015	8/28/2015	

The terms displayed are from the Term (TRM) table for the school. At least one term must be associated with the gradebook. When multiple terms are selected their date ranges cannot overlap.

Existing gradebooks can have their terms adjusted also. A gradebook with a term of Year can be changed to a Quarterly gradebook. The existing assignments will display and also the calculation of the overall score and mark based on the assignment due dates within the new term dates of Quarter 1, Quarter 2, Quarter 3 and Quarter 4.

NOTE: Gradebook terms affect the display of the gradebooks. This will allow teachers to create one gradebook and select multiple terms. The assignments will display based on the assignment due date and gradebook term dates.

Click the mouse on **Create Gradebooks** button to mass add Gradebooks. One gradebook for each section selected will be created.



The gradebooks can be edited after they are created in the **Manage Gradebooks** page.

ADD GRADEBOOKS INDIVIDUALLY

To create a new Gradebook individually, click the mouse on **Add Gradebook** button on the top of the dashboard page. The following page will display for a secondary and Elementary with MST schedule school.

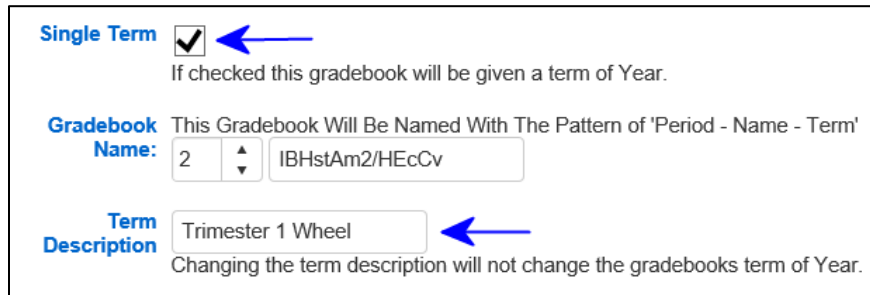
The screenshot shows a form for creating a new gradebook. At the top are 'Save' and 'Cancel' buttons. Below them is an 'Info' message: 'Students In This Gradebook Are Between Grades 9 and 12'. The 'Single Term' section has a checkbox and the text 'If checked this gradebook will be given a term of Year.' The 'Gradebook Name' section has a dropdown menu set to '0' and a text input field. The 'Term Description' section has a text input field with 'Y' and the text 'Changing the term description will not change the gradebooks term of Year.' Below this is a note: 'At least one term must be associated with this gradebook. When multiple terms are selected their date ranges cannot overlap.' A table lists three terms with checkboxes, 'Associated Term', 'Start Date', and 'End Date' columns.

Associated Term	Start Date	End Date
<input type="checkbox"/> Year	6/15/2015	5/13/2016
<input type="checkbox"/> Fall	6/15/2015	1/8/2016
<input type="checkbox"/> Quarter 1	6/15/2015	8/21/2015

The following displays on the **New Gradebook** page:

Info - The info message will display the teacher's Low and High grade range from the **Teachers** form.

Single Term – If selected, the gradebook will be given a term of Year and the Associated Terms selection box will no longer apply. The **Term Description** box can be used to add a user defined term name for the gradebook. This option should be used when grading terms do not match the terms defined for the school. This scenario could include Trimester Elective Wheels being used in a Semester School, Hexameter Schools or year-long sections that reset instruction and students at the semester.



The screenshot shows a form with three main sections. The first section, labeled 'Single Term', has a checked checkbox with a blue arrow pointing to it from the right. Below it is the text 'If checked this gradebook will be given a term of Year.' The second section, labeled 'Gradebook Name', has a dropdown menu showing '2' and a text input field containing 'IBHstAm2/HEcCv'. The third section, labeled 'Term Description', has a text input field containing 'Trimester 1 Wheel' with a blue arrow pointing to it from the right. Below this field is the text 'Changing the term description will not change the gradebooks term of Year.'

When this option is selected an additional option to **“Close Gradebook”** will become available at the bottom of the edit gradebook page.

Note: Changing the name of the term description will not change the gradebook’s term of Year.

Gradebook Name - This Gradebook Will Be Named With The Pattern of 'Period - Name - Term'. Select a period, or select a section from the Sections area below and the course name, period and term will be populated for you.

Term Selection - The terms from the **Schools Term** table will display. Multiple terms can be selected. Ex: a Fall and Spring term can be selected as show below. One gradebook will be created for each section but if selecting multiple terms, they will display separately.

NOTE: Gradebook terms affect the display of the gradebooks. This will allow teachers to create one gradebook and select multiple terms. The assignments will display based on the assignment due date and gradebook term dates.

Sections - At least one section must be associated with this gradebook. You can also associate multiple sections with this gradebook. This will allow you to see all students in those associated sections in this single gradebook. If you would rather keep your gradebooks separate BUT have all the assignments the same in each gradebook, then you want to [link gradebooks](#) and should not associate multiple sections with this gradebook.

Comments – comments can be entered for the gradebook.

Click the mouse on the **Save** button when complete.

After saving the new Gradebook information, if the Gradebook was set up as a Single Term Gradebook, an additional option will display at the bottom of the edit gradebook page.

Close Gradebook – When using the Single Term Gradebook option, If the Close Gradebook option is selected the gradebook will be closed and will move to the Past Terms gradebook area. This option allows teachers using a single term gradebook to be able to manually close a gradebook when a term they designed for is complete.

Close Gradebook

If checked this gradebook will move to the Past Terms gradebook area.

The following page will display in an Elementary school with no Master Schedule.

Info: Students In This Gradebook Are Between Grades 2 and 2

Single Term
If checked this gradebook will be given a term of Year.

Gradebook Name: This Gradebook Will Be Named With The Pattern of 'Name - Term'

Term Description
Changing the term description will not change the gradebooks term of Year.

At least one term must be associated with this gradebook. When multiple terms are selected their date ranges cannot overlap.

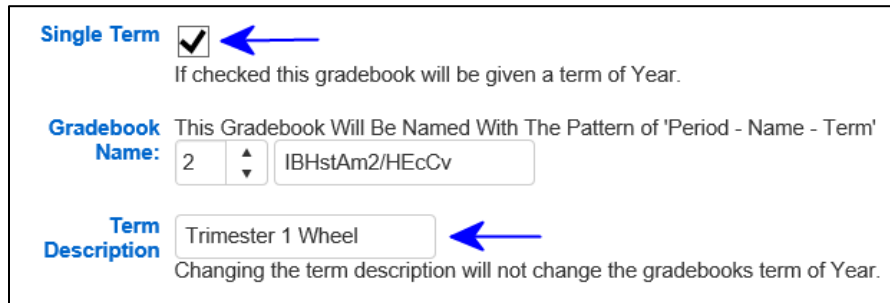
Associated Term	Start Date	End Date
<input type="checkbox"/> Fall	7/2/2015	10/30/2015
<input type="checkbox"/> Year	7/2/2015	10/30/2015
<input type="checkbox"/> Trimester 1	7/2/2015	8/21/2015
<input type="checkbox"/> Trimester 2	8/24/2015	10/30/2015

Comment:

The following displays on the **Edit Gradebook** page:

Info: The info message will display the teacher's Low and High grade range from the **Teachers** form.

Single Term – If selected, the gradebook will be given a term of Year and the Associated Terms selection box will no longer apply. The **Term Description** box can be used to add a user defined term name for the gradebook. This option should be used when grading terms do not match the terms defined for the school. This scenario could include Trimester Elective Wheels being used in a Semester School, Hexameter Schools or year-long sections that reset instruction and students at the semester.



Single Term ←
If checked this gradebook will be given a term of Year.

Gradebook Name: This Gradebook Will Be Named With The Pattern of 'Period - Name - Term'
2 ↑ ↓ IBHstAm2/HEcCv

Term Description Trimester 1 Wheel ←
Changing the term description will not change the gradebooks term of Year.

When this option is selected an additional option to **“Close Gradebook”** will become available at the bottom of the edit gradebook page.

Note: Changing the name of the term description will not change the gradebook’s term of Year.

Gradebook Name – Enter the Gradebook name

Term Selection - The terms from the **Schools Term** table will display. Multiple terms can be selected. Ex: a Fall and Spring term can be selected as show below. One gradebook will be created for each section but if selecting multiple terms, they will display separately.

NOTE: Gradebook terms affect the display of the gradebooks. This will allow teachers to create one gradebook and select multiple terms. The assignments will display based on the assignment due date and gradebook term dates.

Comments – comments can be entered for the gradebook.

Click the mouse on the **Save** button when complete.

After saving the new Gradebook information, if the Gradebook was set up as a Single Term Gradebook, an additional option will display at the bottom of the edit gradebook page.

Close Gradebook – When using the Single Term Gradebook option, If the Close Gradebook option is selected the gradebook will be closed and will move to the Past Terms gradebook area. This option allows teachers using a single term gradebook to be able to manually close a gradebook when a term they designed for is complete.

Close Gradebook

If checked this gradebook will move to the Past Terms gradebook area.