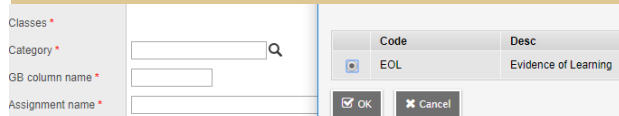


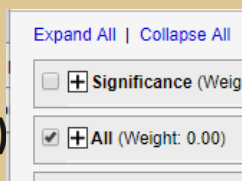
## Standards Based Gradebook – Grades 8/9

### Attaching **Standards** to assignments

1. In **Gradebook** top tab open the scores side tab
2. In the **Options** menu, select **Add Assignment**
3. Open the magnifying glass to select a **Category**



4. Set assignment parameters and then toggle to the **Standards** tab and click on **Multi-Add** and immediately select **All** (**very important**)



5. Open **Expand All** and select each competency you wish to attach to the assignment and **Save**
6. To score the competencies, in the **Scores** tab click on **Assignment**. Enter from the proficiency scale.

### Creating a **Category**

1. Click the **Gradebook** tab.
2. Select the class that you want to add the category to.
3. Click the **Details** side-tab.
4. Click on the **Categories** bar at the bottom (not on the side tab)
5. Click **Add** to create a new category, or **Import** to import an existing category.
6. Create one category – enter category **short code** (up to 10 characters no spaces or characters that are not letters)
7. Enter a long **category description**
8. Enter a **category weight** (100)
9. Click on the green check mark to save the category and also click Save at the bottom of the window.
10. Set **category defaults** by clicking on the **short code** over the blue bar in your **details** window. This will allow for fewer clicks when creating assignments

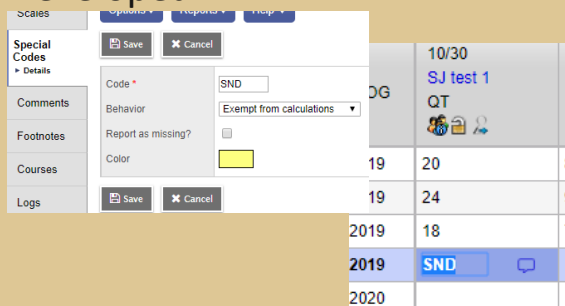
## Traditional Gradebook – Grades 10-12

### Create **Special Codes**:

Create **special codes** such as 'omit', 'skill not yet acquired':

1. Click on the **Tools** tab
2. Click on the **Special Codes** side tab
3. From the **Options** menu – select **Add**
4. Name your code
5. Determine calculation
6. **Save**
7. In **Scores** press **CTRL + L** to select from your list or type your code

EG: Special code: Skill Not Yet Developed



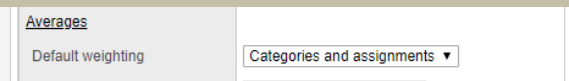
The screenshot shows the 'Special Codes' dialog box with the following fields: Code \* (SND), Behavior (Exempt from calculations), Report as missing? (checkbox), and Color (yellow). Below the dialog is a gradebook table with columns for Date, Student Name, and Score.

Date	Student Name	Score
10/30	SJ test 1	8
	QT	
19		20
19		24
2019		18
2019	SND	
2020		

### **Weighting** assignments:

First – set your preferences

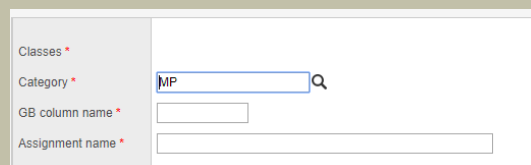
1. Click your user name at the top right and then **click Set preferences**.
2. In the **Set preferences** pop-up, click the **Gradebook** tab.
3. Scroll down to **Averages** and beside **Default Weighting** set to **Categories and Assignments**



The screenshot shows the 'Averages' settings section with a dropdown menu set to 'Categories and assignments'.

Then – when adding assignments adjust **Assignment weight**.

**Make sure to always select the category when adding new assignments.**



The screenshot shows the 'Classes' section of the assignment form with a search box containing 'MP' and a search icon.

### To print a **Progress Report**:

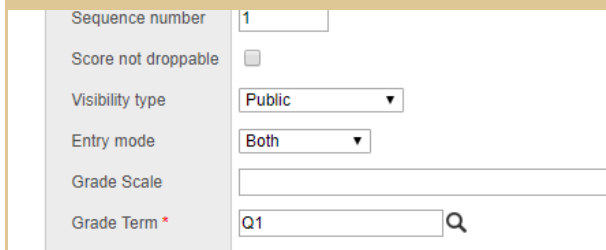
1. In **Gradebook**, open the **Scores** side tab
2. In the **Reports** menu, select **Progress Report**
3. Select parameters for the report you wish to print (add a message for all students, include parent/teacher signature, show attendance)
4. Select **Finish** and download or print

## General Tips and Tricks

### Public/Private assignments:

Either:

1. Set your defaults for each category to:
  - **Private** (only you can see)
  - **Public** (students and parents can see both the assignment description and assessment information)
  - **Public no grades** – students and parents can see assignment description and attachments but not assessment information. **OR:**
2. Toggle the **Visibility type** when you create each assignment



Sequence number

Score not droppable

Visibility type

Entry mode

Grade Scale

Grade Term \*

### • Emailing parents/students

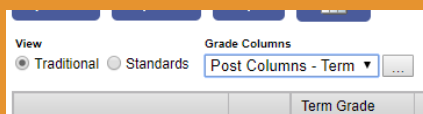
1. In **Gradebook** click on the **Roster** side tab
2. From the **Options** menu select **send email**
3. It will populate to all students, to send to just parents, unselect students and select **contacts**.
4. BCC yourself to get a copy of the email in your inbox

To send to just one student:

1. Select that student first and from the **Options** menu select **Show selected**
2. Then from **Options** select **send email**

### To enter report card marks:

For all classes, 8-12, enter report card marks in the **traditional** gradebook. Make sure your Grade Columns tab is set to: Post columns -Term



View  Traditional  Standards

Grade Columns

Term Grade

Always select a category that you have created as you build a new assignment. This will enable your default settings that you set when you created the category