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Subset Enrollment Asterisk
Grade Discrepancy Indicator
Bold Assignment Score
Comment Arrow
Health Condition Indicator
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Acceptable Use Policy Indicator

Understanding Hyperlinks
Students Hyperlink
Sort by Hyperlink
Term/Semester Grade Hyperlink
Attendance Hyperlink
Student Name Options Hyperlink
Changing Term Grade Display Hyperlink
Secondary Gradebook is one of two Gradebooks available in the Skyward School Information System Suite. The Gradebook Administrator typically configures much of Secondary Gradebook, such as Categories, default Grade Mark Groups and how Grades are calculated, so that teachers have to complete minimal setup and can focus on instruction.

This Guide gives you the information you’ll need to perform most Gradebook tasks. These tasks include selecting a class, navigating through Gradebook screens, creating, scoring and editing assignments, setting up grade calculation methods, reporting, modifying the way that information appears, and posting grades.

**What You Should Know Before You Start**
You’ll find that the Guide is much more helpful if you have experience with Student Demographics, Grading, and Family and Student Access.

**Be Sure You’re Signed In**
This Guide is intended to be read while you are working in Secondary Gradebook, so be sure you are signed in. Many of the procedures and concepts discussed in the Guide are best understood if you practice as you read.

**How to Use This Guide**
This section shows you how to follow navigation paths in a Guide, and how to navigate around the Guide using various features. This section also describes how and when screen shots are used in the Guide.
Navigation Paths

The procedures in this Guide begin with navigation menu paths. Select the Display Navigation Menu Paths check box in User Preferences to ensure that you can follow these paths. The option is not available in User Preferences if it is already enabled for the entire district. To learn more about setting User Preferences, see the WSIPC Guide to Skyward’s School Management System.

Getting Around

If you’re using this Guide electronically, you can click any text in blue font to move to the section of the Guide that the text refers to. Because the Guides are published in PDF format, you can also use the PDF navigation pane to quickly move from one section to another. If the pane is hidden, click the Bookmark button in the menu bar on the left side of the screen.

Screen shots

You’ll find screen shots throughout the guide to help you learn how to use the software. These screen shots are updated with each edition to make sure what you see on your screen matches what you see in the Guide. To prevent the Guide from becoming a lengthy picture book, WSIPC Guides use screen shots only to help illustrate a key idea or when options on a screen are described. This allows WSIPC Guides to be effective and concise.

What’s in a WSIPC Guide

WSIPC Guides are designed to provide readers with everything they need to know to safely and effectively use Skyward’s software. WSIPC strives to make Guides that address the diverse needs of these audiences. Therefore, this Guide doesn’t contain information customized for specific audiences, districts, or schools.

If you need to create educational materials that address the specific needs of your Service Center or district, consider using this Guide as a starting point for developing your own customized materials.
What’s New in This Edition

This section highlights the significant changes to the Guide since the last edition such as content about new features, important notes and cautions, and sections of the Guide that have been expanded or moved.

<table>
<thead>
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<th>Description of Change</th>
<th>Page #</th>
</tr>
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<td>This Guide has been updated to reflect WSIPC’s July 2014 software release version 05.14.06.00.03</td>
<td>N/A</td>
</tr>
<tr>
<td>All dates have been updated to reflect the 2013-2014 school year.</td>
<td>N/A</td>
</tr>
<tr>
<td>Added two new Gradebook reports, Benchmark Analysis and Benchmark Analysis by Teacher</td>
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</tr>
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<td>Added Table 16, Advanced Drop Lowest Score Options</td>
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</tr>
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<td>Added new section, “Marking All Unscored Assignments as Missing.”</td>
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</tr>
<tr>
<td>Added new section, “Transferring Grades for New Students.”</td>
<td>110</td>
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</tbody>
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Navigating in Secondary Gradebook

There are several navigation icons and buttons you can find throughout Secondary Gradebook. Learning how to use them makes it easier to navigate quickly through the screens. Table 1 lists some of these common icons and buttons.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td>Saves all data that you’ve entered since you opened the screen. There are several screens in Secondary Gradebook on which you must click Save before the data saves (for example, adding an Assignment and entering a score).</td>
</tr>
<tr>
<td>Back</td>
<td>Returns you to the previous screen. Use this button rather than your browser back arrow to move to the previous screen. Clicking Back does not save any data entered on the screen.</td>
</tr>
<tr>
<td>Undo</td>
<td>Reverses all changes you’ve made since you opened the screen or since the last time you clicked Save on that screen. Click Undo if you want all of the information you entered to revert to the original values.</td>
</tr>
<tr>
<td>Edit</td>
<td>Opens a screen that allows you to change information.</td>
</tr>
<tr>
<td>Home</td>
<td>Returns you to the Educator Access Plus Home Page.</td>
</tr>
<tr>
<td>Exit/Sign Out</td>
<td>Signs you completely out of Educator Access Plus.</td>
</tr>
</tbody>
</table>

Table 1 - Common navigation icons and buttons in Secondary Gradebook
If you are assigned to at least one class, and you have the appropriate security level, My Gradebook is the screen within Educator Access Plus that allows you to access your Gradebooks across multiple Entities.

To access My Gradebook:

2. Click Teacher Access.
3. Click My Gradebook.

Note: You do not see this screen if you are only assigned to one class with one Meeting Pattern. In that case, clicking My Gradebook takes you right into the Gradebook of that class.

Using the My Gradebook Screen

As seen in Figure 1, there are usually two tabs on the My Gradebook screen. One tab is labeled Current Year Classes and lets you access the Gradebook for classes that you teach in the current year. The other tab is labeled Prior Year Classes, which allows you to view your Gradebooks from a previous year.

Note: You do not see the Current Year Classes or Prior Year Classes tabs if you have never used Gradebook in a prior year.
Switching Between Seeing All Classes and Only Classes in the Current Term

On the Current Year Classes tab, there is a hyperlink for Show All Classes or Only Show Current Classes. This is a toggle and allows you to determine whether you see all the classes you teach in the current year or only those that are in the current term.

**Note** If you don’t have Classes that meet exclusively outside the current term, you don’t see the hyperlink.

To switch between seeing all classes and only classes in the current term:

- Click Only Show Current Classes or Show All Classes.
Selecting a Class

Once you determine the classes that appear on the My Gradebook screen, you can enter one of the Gradebooks by selecting a Class.

To select a Class:

- Click the hyperlink for the Gradebook that corresponds with the class you want to work with.

| Note | Classes that are associated with a Secondary Gradebook have a hyperlink labeled Gradebook or Secondary Gradebook. Classes that are associated with a Standards Gradebook have a hyperlink labeled Standards Gradebook. |

Running Reports for All Classes

The Reports for All Classes button on the My Gradebook screen allows you to run reports for multiple classes at once. To learn more about running reports for all classes, see “Running Reports for All Classes” (page 85).
Combining Multiple Classes into One Gradebook

If your district allows, you can combine multiple classes into one Gradebook. This is useful if you teach an interdisciplinary or multi-level class that is configured as two courses and you have a Gradebook for each. By combining the two Gradebooks into one, you can eliminate most double data entry.

**Example 1:**
You teach an interdisciplinary American Studies class that is configured as one section of US History and one section of English 11. The same 30 students are enrolled in both sections. By combining the two classes, you enter and score assignments in one Gradebook instead of two.

**Example 2:**
You teach a multi-level Sculpture class that is configured as one section of Beginning Sculpture and one section of Advanced Sculpture. There are 20 students enrolled in the Beginning section and 10 students enrolled in the Advanced section. By combining the two classes, you enter and score assignments for all 30 students in one Gradebook instead of two.

**Caution**
Only combine classes into one Gradebook if you are certain that the assignments in the classes will be exactly the same for the duration of the class (such as the entire semester). This includes the max score, due date, and other features of the assignment. For example, a combined Gradebook would not work in Example 2 above if the Beginning and Advanced students are given different projects. You can’t separate combined Gradebooks without significant loss of data. To learn more about separating a combined Gradebook, see “Separating a Combined Gradebook” (page 11).
To combine multiple classes into one Gradebook:


2. Click Teacher Access.

3. Click My Gradebook.

4. Click Combine Multiple Classes into a Gradebook – Entity XXX.

5. In the Master Class column, select a Master Class. The Master Class serves as the primary class of the combined Gradebook. In the event that you must separate the combined Gradebook once assignments have been added and scored, the assignments and scores only remain in the individual Gradebook of the Master Class.

6. In the Combine Class column, select the other classes that you wish to combine into the Gradebook. Figure 2 shows a teacher selecting a Master Class and a Combine Class.

   **Note** A Combine Class cannot contain any existing assignments.

7. Click Combine Classes.

![Figure 2 - Combining two classes into one Gradebook](image-url)
Accessing a Combined Gradebook

Once you combine multiple classes into one Gradebook, you can access the combined Gradebook through My Gradebook. Figure 3 shows a combined Gradebook listed in My Gradebook. The Master Class is listed as the name of the combined Gradebook.

To access a combined Gradebook:

- Click Combined Gradebook.

![Figure 3 - Accessing a combined Gradebook](image)

Accessing an Individual Gradebook within a Combined Gradebook

You can still access an individual Gradebook of a class even if it has been combined with another class to form a combined Gradebook. For example, if you’ve combined a Beginning Sculpture class with an Advanced Sculpture class, and you want to run a report only for Advanced Students, you can do so from the Advanced Sculpture individual Gradebook.

At the end of the term or semester, you must also post grades and comments through individual Gradebooks.

**NOTE**

If you make modifications in an individual Gradebook that is part of a combined Gradebook (such as adding or scoring an assignment or changing the score method), the change applies to the combined Gradebook.
**Working in a Combined Gradebook**

When you are in a combined Gradebook, all of the students from all of the component classes are listed. You have full functionality of the Gradebook except for Other Access, Attendance, and Posting. You can’t access the options in Other Access, Attendance, and Posting because these options are specific to a class rather than a Gradebook. To access these options, you must be in an individual Gradebook. To learn more about accessing an individual Gradebook, see “Accessing an Individual Gradebook within a Combined Gradebook” (page 10).

**Separating a Combined Gradebook**

You can always separate a combined Gradebook. However, if you have added assignments and scores in a combined Gradebook, all of the assignments and scores stay only with the Master Class once the combined Gradebook is separated. You must manually re-enter these assignments and scores into the other component classes after separating a combined Gradebook.

To separate a combined Gradebook:

2. Click Teacher Access.
3. Click My Gradebook.
4. Click Separate Classes from Combined Gradebook – Entity XXX.
5. Select the class that you wish to separate from its Master Class.
6. Click Separate Classes. A warning message appears.
7. Click Separate Classes again.
Understanding the Gradebook Main Screen

The Gradebook Main Screen displays assignments, scores, students, and other data. It is the first point of access to most features in Secondary Gradebook. The Gradebook Main Screen Menu Bar (Figure 4) is the row of buttons at the top of the screen that may include buttons such as: Other Access, Classes, Assignments, Attendance, Grade Marks, Reports, Display Options, Quick Scoring, and Export.

To learn how to access your Gradebook, see “Accessing My Gradebook” (page 5).

Figure 4 - Gradebook Main Screen Menu Bar

Selecting a Different Class

Once you open the Gradebook Main Screen, you can easily select and enter the Gradebook for another class that you teach.

To select a different Class:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Classes.

2. Click the Class that you want to switch to.
Before you can work with assignments and grades, you must determine how term and semester grades are calculated. If any features discussed below do not appear in your Gradebook, you may need to be assigned additional security. Please contact your Gradebook Administrator for assistance.

The following are three primary ways to calculate a term or semester grade:

- **Total Points**: This method causes the term grade to be based on total points earned divided by total points possible.

- **Weighted Categories**: This method causes the term grade to be based on Category weights. You can assign percentage weights to each Category that the system uses to calculate the term grade.

- **Weighted Categories by Grade Period**: This method causes the term grade to be based on Category weights, but allows you to change those weights in a new grading period without affecting grades in the previous grading period. You can assign percentage weights to each Category that the system uses to calculate the term grade.

There are a variety of functions you perform when setting up Grade Calculations. These include:

- Setting Up Categories
- Configuring Grade Marks
- Using Variable Scale Grading
- Assigning Special Grade Mark Groups
- Using Grade Bucket Specific Grade Mark Groups
- Changing the Term Grade Calculations Method
- Changing the Semester Grade Calculations
- Overriding Calculated Grades

The following sections explain each of these functions.
Setting Up Categories

Setting up Categories is an essential step in setting up your Gradebook. When you create an Assignment you must add Categories to it. Categories can be weighted or unweighted, depending on the score method you select. If you use the Total Points method, Categories must be unweighted. If you use one of the Weighted Categories methods, Categories must be weighted.

When a Category is weighted, Assignments that are attached to it can be weighted more heavily than Assignments attached to another Category. For example, if a teacher wants Homework Assignments to count more heavily toward the term grade than Participation Assignments, the teacher can use the Categories feature in Gradebook to weight the Category of Homework as 60% and the Category of Participation as 40%. These percentages can be attached to Categories even after Assignments are scored.

**Note**
Changes made to Category percentages cause grades to be recalculated, including any prior calculated term or semester grade in the Gradebook. (Prior term recalculation does not occur if you select the Base grades on percents assigned to categories by Grade Period option. This option is discussed later in this document.) Changes won’t affect any posted grades unless the grading period is open and the grades are reposted. To learn more about posting grades, see “Using Proficiency-Based Scoring” (page 62).

There are several functions you perform when setting up Categories for your Gradebook:

- Changing the Scoring Method
- Selecting Categories and Assigning Weights
- Weighting Categories by Term
- Applying Category Settings to Other Classes

The following sub-sections explain each of these functions.
Changing the Scoring Method

You can change the way a term grade is calculated in your Gradebook by switching between weighted and unweighted Categories.

To change the scoring method:

1. Click Categories on the Gradebook Main Screen Menu Bar.

2. On the Categories screen, click Change Score Method. If you do not see this button, contact your Gradebook Administrator.

3. Configure the Change Score Method. Table 2 describes the available options.

4. Click Save.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use total points to calculate grades</td>
<td>Specifies that the term grade is based on total points earned divided by total points possible.</td>
</tr>
<tr>
<td>Base grades on percents assigned to Categories</td>
<td>Determines that the term grade is based on Category weights. This allows you to assign percentage weights to each Category and calculate the term grade based on these percentages. When you select this option, the % field becomes available when you edit Categories.</td>
</tr>
<tr>
<td>Base grades on percents assigned to Categories by Grade Period</td>
<td>Determines that the term grade is based on Category weights assigned to the Categories by grading period. This allows you to assign percentage weights to each Category and calculate the term grade based on these percentages without affecting prior term grades. When you select this option, the % field becomes available when you edit Categories.</td>
</tr>
</tbody>
</table>

Table 2 - Change Score Method Category Group Maintenance options
Selecting Categories and Assigning Weights

Your Gradebook Administrator maintains a list of Categories that are available for you to use. You can select Categories from this list that apply to your classes.

To select Categories and assign weights:

1. Click Categories on the Gradebook Main Screen Menu Bar.

2. On the Categories screen, click Add/Edit Categories.

   **Note**  
   If the Add/Edit Categories button doesn’t appear, you are either weighting Categories by Grade Period, or you haven’t been given security to edit your Categories (contact your Gradebook Administrator). To learn more about weighting Categories by Grade Period, see “Weighting Categories by Term” (page 18).

3. Select the Include check box for all of the Categories that you want to use in this class. Figure 5 shows an example of the Category Group Maintenance screen when you use the total points calculation method.

4. If this course uses the weighted Categories calculation method, assign a percentage weight to each selected Category in the Modified Percent column.

   **Note**  
   If the percentage weight for a Category is zero, no Assignment from that Category is included in the term grade calculation. A counter on the top of the screen shows you the total percentage allocated. In most cases, this number should be 100.00 when you finish. Figure 6 shows an example of the Category Group Maintenance screen when using Total Points.

   **Note**  
   All of the Include check boxes may already be selected. If so, click Unselect All to clear all Categories, and then select only those Categories that you want to use. You can’t clear Categories that are attached to Assignments.

5. Click Save.
### Category Group Maintenance using Total Points

<table>
<thead>
<tr>
<th>Category</th>
<th>Category Description</th>
<th>Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>CONFERENCES</td>
<td></td>
</tr>
<tr>
<td>ART</td>
<td>ARTICLE</td>
<td></td>
</tr>
<tr>
<td>CBA</td>
<td>CLASSROOM BASED ASMT</td>
<td>✓</td>
</tr>
<tr>
<td>CLP</td>
<td>CLASS PROJECT</td>
<td>✓</td>
</tr>
<tr>
<td>CLS</td>
<td>CLASSROOM WORK</td>
<td>✓</td>
</tr>
<tr>
<td>COM</td>
<td>COMMUNICATION</td>
<td>✓</td>
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<tr>
<td>CON</td>
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**Current Percent Allocated:** 0.00
**Total Percent Allocated:** 100.00

### Category Group Maintenance using Weighted Categories

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<td>0.00 ✓</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>ESS</td>
<td>ESSAY</td>
<td>0.00 ✓</td>
<td></td>
<td>20.00</td>
</tr>
</tbody>
</table>
Weighting Categories by Term

It is possible to have different Category weights in a course for different terms. For example, you set up a class to have Homework worth 60% and Tests worth 40%, but in Term 2 you decide to begin putting more emphasis on Homework and raise its weight to 75%, while leaving the Term 1 weights intact.

To weight Categories by term:

1. Click Categories on the Gradebook Main Screen Menu Bar.

2. Click Change Score Method and select Base grades on percents assigned to categories by Grade Period. If you do not have either of these options, contact your Gradebook Administrator.

3. Click Save.

4. The Categories Used table now has multiple columns, representing the terms in the course. Click Modify % on a column to change the Category weights for that corresponding term. Figure 7 shows an example of the Category Maintenance screen when you use weighted Categories by Grade Period.

5. Click Save.

6. Repeat steps 4 and 5 for each term that you need to modify.
Applying Category Settings to Other Classes

Once you set up your Categories, you have the option to apply the current Category settings to other classes that you teach that use the same Score Method.

To apply Category settings to other classes:

1. Click Classes on the Gradebook Main Screen Menu Bar to select the class where the Categories are set up.

2. Click the Categories menu option on the Gradebook Main Screen Menu Bar.

3. Click Use These Categories For My Other Classes.

4. Select the check box to the left of each of the classes that you want to apply these settings to.

5. Click Save.
Configuring Grade Marks

Grade Marks are typically letter grades assigned to percentage ranges. For example, you might assign a Grade Mark of “A” to the percentage range 100% - 95%. Gradebook allows you to determine the percentage range to assign to a Grade Mark. You can make these changes even after you add Assignment scores and calculate term grades.

**Note**
Changes you make to Grade Mark percentages cause current grades to realign, and affect any prior calculated term or semester grade in the Gradebook. The change affects all sections of the same course that you teach.

For example, you teach HLT100/01 in semester 1 and HLT100/02 in semester 2. You change the Grade Mark settings in semester 2. The Grade Marks for the semester 1 Gradebook also change and the students’ grades in this prior class change accordingly. However, the changes do not affect any posted grades unless the grades are reposted. (To learn more about posting grades, see “Posting Grades” on page 66). You can find posted grades on the Report Card, Grade History, transcript, and Family Access.

To configure Grade Marks:

1. Click the Grade Marks menu option on the Gradebook Main Screen Menu Bar.

2. Select the Grade Mark Group that you want to configure.

**Note**
You can’t modify Special Grade Mark Groups. To learn more about assigning students to a Special Grade Mark Group, see “Assigning Special Grade Mark Groups” (page 27).
3. Click Add/Edit Marks.

**Note**  If the Add/Edit Marks button doesn’t appear, you are weighting Categories by Grade Period, or you haven’t been given the necessary security to edit the Grade Mark table. If you are not using weighted Categories and the Add/Edit Marks button does not appear, contact your Gradebook Administrator.

The Grade Mark percentage ranges that appear in this table are defaults that your Gradebook Administrator enters.

4. Clear the check box to the left of the Grade Mark for any Grade Mark you do not want to use in this Grade Mark Group.

5. Type percentages in the High and Low boxes for each Grade Mark in use. Figure 8 shows an example of the Grade Mark Groups Maintenance screen.

**Note**  Grade Mark percentages cannot overlap. Also, there can be no gaps between percentage ranges.

6. Click Save.
### Grade Mark Groups Maintenance

<table>
<thead>
<tr>
<th>Assign to Group</th>
<th>Grade Mark Group</th>
<th>Description</th>
<th>High</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>A</td>
<td>A</td>
<td>100.00</td>
<td>93.00</td>
</tr>
<tr>
<td>✓</td>
<td>A-</td>
<td>A-</td>
<td>92.99</td>
<td>90.00</td>
</tr>
<tr>
<td>✓</td>
<td>B+</td>
<td>B+</td>
<td>89.99</td>
<td>87.00</td>
</tr>
<tr>
<td>✓</td>
<td>B</td>
<td>B</td>
<td>86.99</td>
<td>83.00</td>
</tr>
<tr>
<td>✓</td>
<td>B-</td>
<td>B-</td>
<td>82.99</td>
<td>80.00</td>
</tr>
<tr>
<td>✓</td>
<td>C+</td>
<td>C+</td>
<td>79.99</td>
<td>77.00</td>
</tr>
<tr>
<td>✓</td>
<td>C</td>
<td>C</td>
<td>76.99</td>
<td>73.00</td>
</tr>
<tr>
<td>✓</td>
<td>C-</td>
<td>C-</td>
<td>72.99</td>
<td>70.00</td>
</tr>
<tr>
<td>✓</td>
<td>D+</td>
<td>D+</td>
<td>69.99</td>
<td>67.00</td>
</tr>
<tr>
<td>✓</td>
<td>D</td>
<td>D</td>
<td>66.99</td>
<td>60.00</td>
</tr>
<tr>
<td>✓</td>
<td>F</td>
<td>F</td>
<td>59.99</td>
<td>0.00</td>
</tr>
<tr>
<td>□</td>
<td>P</td>
<td>PASS</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>□</td>
<td>NC</td>
<td>NO CREDIT</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>□</td>
<td>S</td>
<td>S</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>□</td>
<td>U</td>
<td>U</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Figure 8 - Grade Mark Groups Maintenance screen showing percentages attached to grades
Using Variable Scale Grading

If your Gradebook Administrator enables Variable Scale Grading, it allows you to use a numeric rubric scale (for example, 4, 3, 2, 1) to represent Assignment grades, while preserving the letter grades used for term and semester grades that print on Report Cards and the Standardized Transcript. Figure 9 shows the Variable Scale Setup screen.

Configuring Variable Scale Grading

The Variable Scale defines the numeric rubric grades used and the percentages they represent. Before you can use Variable Scale Grading, your Gradebook Administrator must activate it and configure a default scale. Your Gradebook Administrator may also allow you to deactivate Variable Scale Grading for each class or to modify the Variable Scale.

To configure Variable Scale Grading:

1. Click the Grade Marks menu option on the Gradebook Main Screen Menu Bar.

2. Click Variable Scale Setup. If you do not see this button, your Gradebook Administrator has not activated Variable Scale Grading.

3. Configure all options. Table 3 describes each of these options.

4. Click Save.
Setting Up Grade Calculations

![Variable Scale Setup](image)

**Figure 9 - Configuring Variable Scale Grading**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deactivate Variable Scale</td>
<td>Deactivates Variable Scale Grading for this class. The normal Grade Mark Group is used when Variable Scale Grading is deactivated. This option is not available if your Gradebook Administrator forces you to use Variable Scale Grading for this class.</td>
</tr>
<tr>
<td>Use a XX Point Scale with a Minimum Point Value of 0/1</td>
<td>Determines the number of numeric rubric grades used in the Variable Scale. In the example in Figure 9, a 4 Point Scale is used with a Minimum Point Value of 1, so the numeric rubric grades are 4, 3, 2, and 1.</td>
</tr>
<tr>
<td>Description</td>
<td>Name of the Variable Scale.</td>
</tr>
<tr>
<td>Variable Scale Points</td>
<td>Correlates each numeric rubric grade with a percentage range. The High Percent of the highest grade must be 100.00. The Low Percent of the lowest grade must be 0.00.</td>
</tr>
<tr>
<td>Copy Another Scale</td>
<td>Copies the Variable Scale that has been configured for another class.</td>
</tr>
</tbody>
</table>
### Table 3 - Variable Scale Grading Setup options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reset to Default Scale</td>
<td>Resets the Variable Scale to the defaults that your Gradebook Administrator configured.</td>
</tr>
</tbody>
</table>

---

### Configuring the Grade Mark Group for Variable Scale Grading

Once you activate Variable Scale Grading, you must also modify the Grade Mark Group. The percentage ranges that are assigned to each Grade Mark in the Grade Mark Group are no longer valid, because the Grade Marks must now correlate to a rubric grade range. Figure 10 shows the Grade Mark Groups Maintenance screen for a class that uses Variable Scale Grading.

**Note**

Special Grade Mark Groups are not compatible with Variable Scale Grading. Once you activate Variable Scale Grading, only the default Grade Mark Group is available.

To configure the Grade Mark Group for Variable Scale Grading:

1. Click the Grade Marks menu option on the Gradebook Main Screen Menu Bar.

2. Click Add/Edit Marks.

3. Type rubric grades in the High and Low boxes for each Grade Mark in use. The High value of the highest grade must be equal to the highest rubric grade. The Low value of the lowest grade must be equal to the lowest rubric grade. In the example in Figure 10, they are 4.00 and 1.00, respectively, because the Variable Scale is configured to use rubric grades 4, 3, 2, and 1.

4. Click Save.
Setting Up Grade Calculations

Understanding Variable Scale Grading Calculations

When you use Variable Scale Grading, each Assignment is assigned a numeric rubric grade according to the Variable Scale. In the example in Figure 9, a student who earns 46 points out of 50 possible points on a test would have a percentage grade of 92%, which translates to a numeric rubric grade of “4.”

All the numeric rubric grades are then averaged, either weighted or unweighted, depending on your term grade calculation method, to calculate an overall term and semester rubric grade. That overall rubric grade is translated into a Grade Mark according to the Grade Mark Group. In the example in Figure 10, a student who has an overall rubric grade of 3.43 would earn a “B+” for the term or semester.
Assigning Special Grade Mark Groups

Special Grade Mark Groups are designed to allow you to override the predefined Grade Mark Group for a student on an Assignment and Class Grade. For example, you can use Special Grade Mark Groups for special education students who earn S or U, rather than the typical A, B, C, D, F.

You may have up to ten Special Grade Mark Groups available, in addition to the Default Grade Mark Group. The Gradebook Administrator creates the Special Grade Mark Groups.

To assign Special Grade Mark Groups:

1. In the Gradebook Main Screen Menu Bar, click Grade Marks.

2. On the left side of the screen, select the Special Grade Mark Group that you want to assign.

3. Click Assign Students.

   **Note** Some students may have an asterisk to the left of their last names. These students already belong to another Special Grade Mark Group. A student can belong to only one Special Grade Mark Group at once, so if you select the check box next to these students, they are removed from their other group.

4. Select the check box next to each student to whom you want to assign the Special Grade Mark Group. Figure 11 shows an example of assigning students to a Special Grade Mark Group.

5. Click Save.

   **Note** You cannot edit the Grade Marks or Grade Mark high and low percentages associated with a Special Grade Mark Group. Only the Gradebook Administrator can edit these.

On the Gradebook Main Screen, students assigned to a Special Grade Mark Group have a designator next to their names.
### Figure 11 - Assigning students to a Special Grade Mark Group

<table>
<thead>
<tr>
<th>Student</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emory Ackleyscr</td>
<td>✔</td>
</tr>
<tr>
<td>Fredrick Amasonscrs</td>
<td></td>
</tr>
<tr>
<td>Kitte Buhlerscr</td>
<td></td>
</tr>
<tr>
<td>Darwin Coblerscr</td>
<td>✔</td>
</tr>
<tr>
<td>Drew Ervanscr</td>
<td>✔</td>
</tr>
<tr>
<td>Nobuko Ervanscr</td>
<td></td>
</tr>
<tr>
<td>Aaron Goldsbyscrs</td>
<td></td>
</tr>
<tr>
<td>Micha Hackathornscrs</td>
<td>✔</td>
</tr>
<tr>
<td>Katharyn Hilgefortscrs</td>
<td></td>
</tr>
<tr>
<td>Trinidad Inskscrs</td>
<td></td>
</tr>
<tr>
<td>Damien Irelanscr</td>
<td></td>
</tr>
<tr>
<td>Steven Inescrs</td>
<td></td>
</tr>
<tr>
<td>Marcelo Jennisasser</td>
<td></td>
</tr>
<tr>
<td>Janita Kreblerscr</td>
<td></td>
</tr>
<tr>
<td>Alisa Nimsccrs</td>
<td></td>
</tr>
<tr>
<td>Charley Niswongerscrr</td>
<td></td>
</tr>
<tr>
<td>Eleanor Osegueascrs</td>
<td></td>
</tr>
<tr>
<td>Krystin Rickfordscrs</td>
<td></td>
</tr>
<tr>
<td>Kurt Popovicsrs</td>
<td></td>
</tr>
<tr>
<td>Miguel Riemannscrs</td>
<td></td>
</tr>
<tr>
<td>Andrew Routonscr</td>
<td></td>
</tr>
<tr>
<td>Julie Steffensmeierscr</td>
<td></td>
</tr>
<tr>
<td>Jarrod Westrayscrs</td>
<td></td>
</tr>
</tbody>
</table>
Using Grade Bucket Specific Grade Mark Groups

You can add Grade Mark Groups that are specific to a term or semester if your Gradebook Administrator enables the option. This allows you to create a different Grade Mark Group for each term and semester, if desired. For example, you may want to grade Term 1 with A, B, C or D, and grade Semester 1 with A, B, C, D or F.

To use Grade Bucket Specific Grade Mark Groups:

1. On the Gradebook Main Screen Menu Bar, click Grade Marks.
2. Click Add Grade Mark Group for one Grade Bucket. If you do not see this option, contact your Gradebook Administrator.
3. Click the term or semester you want to configure.
4. Click Select Grade Marks.
5. Select the check box under Assign to Group for each Grade Mark you want to use for this term or semester.
6. Change the High and Low percentages.
7. Click Save.

Changing the Term Grade Calculations Method

Some teachers want a term grade to be based on Assignment scores earned in that term only. Other teachers prefer a term grade to be based on both the Assignment scores in that term and all previous terms in the semester. If your Gradebook Administrator enables Term Grade Calculation, Gradebook allows you to decide which term grade calculation to use. Figure 13 shows an example of the Term Grade Calculation options.
To change the term grade calculations method:

1. Click the Term Literal hyperlink in the column heading (above the Options button) of the term you want to modify. Figure 12 shows an example of the hyperlink for T4 in the term column heading.

   | Note | The column heading for the first term in a semester doesn’t have the option to include previous terms’ Assignments because there are no previous terms.

2. Select the desired View for the Term Score display.

3. In the Term Grade Calculation Options area, select Use Cumulative Grading for this term. Figure 13 shows the Term Score Calculations screen. Table 4 describes the options on this screen.

4. If the Use Cumulative Grading for this term check box does not appear, your district has not allowed this option. Contact your Gradebook Administrator.

5. Click Save.
### Setting Up Grade Calculations

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View [Term] Score as:</td>
<td>The Score Calculations screen also allows you to determine whether the term grade displays as a percent, a grade mark, or point total on the Gradebook Main Screen. Use the View Score as menu to choose how the grade displays.</td>
</tr>
<tr>
<td>Use Cumulative Grading for this term</td>
<td>Allows you to base the term grade on all previous Assignments in the semester. (If you want to base the term grade on only Assignments in the term, do not select this check box). Once you select the check box, notice that the beginning date in the Term dates box changes from the first day of the term to the first day of the semester.</td>
</tr>
</tbody>
</table>

**Table 4 - Score Calculation options**

#### Changing the Semester Grade Calculations Method

You can decide whether Gradebook calculates the semester grade based on a percentage of each term grade or on a cumulative total of all Assignments in the semester.

To change the semester grade calculations method:

1. On the Gradebook Main Screen, click the Semester Literal hyperlink in the semester grade column heading (for example, S1). Figure 14 shows an example of the hyperlink in the semester column heading. Figure 15 shows an example of the Semester Grade Calculations screen.

2. Select one of the following options:
   - Weighted Term Grades + Weighted Exams
   - Cumulated Assignment Scores for All Terms + Weighted Exams

3. Complete the additional steps that each option requires. Table 5 describes all Semester Grade Calculation options.

4. Click Save.
### Option: Weighted Term Grades (+ Weighted Exams)

Causes the semester grade to be calculated based on a weighted average of the term grades (and the exam grade, if used). You must fill in the percentage for each term and exam in the Percent fields that appear after you select this check box.

For example, if you configure Term 1 to be worth 70% of the semester grade and Term 2 to be worth 30% of the semester grade, and a student earns 85% in Term 1 and 95% in Term 2, the student’s semester grade would be:

\[ (0.7 \times 85) + (0.3 \times 95) = 88\% \]
### Setting Up Grade Calculations

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cumulated Assignment Scores for All Terms (+ Weighted Exams)</strong></td>
<td>Causes the semester grade to be calculated using the term Assignments rather than the term grades (and the exam grade, if used). The date range that the semester grade is based on appears below the Calculation Option Setup area. If you set the term grade to Use total points to calculate grades, the Cumulated Assignment Score is a simple calculation of total points earned divided by total points possible. (To learn more about using total points to calculate grades, see “Setting Up Categories” on page 14.) If you set the term grade to Base grades on percents assigned to categories, the Cumulated Assignment Score is calculated using these Category percentages. Once the cumulated Assignment score is calculated, the system factors in the exam score if the entity has an exam. Fill in the percentage weight for the Cumulated Assignment Score and the Exam. The two percentages should add up to 100. If the Entity does not have an Exam, the percentage weight for the Cumulated Assignment Score should be 100.</td>
</tr>
<tr>
<td><strong>Semester Options</strong></td>
<td>Determines whether the semester grade appears as a percent, a grade mark, or point total. In the View Semester Score as menu choose how the grade appears.</td>
</tr>
</tbody>
</table>

**Table 5 - Semester Grade Calculations options**

### Overriding Calculated Grades

Gradebook automatically calculates term and semester grades using Assignment and exam scores. However, you can override this calculated grade so that an adjusted grade, not the calculated grade, appears on the Report Card, Grade History, transcript, and Family Access when posted. Your district must have the Allow Term Grade Adjustments enabled for you to be able to override grades. If you are unable to override grades, contact your Gradebook Administrator.
To override calculated grades:

1. Click a student’s semester or term grade on the Gradebook Main Screen. The Grade Adjustment screen appears (Figure 16). This screen lists all students in the class on the left, and their calculated term or semester grade in the Calculated Grade Percent column.

2. Do one of the following:

   - Type the adjusted grade for a student in the Adjustment Grade box and press the Tab key on your keyboard.

   - Type a number in the Adjustment Amount box and press the Tab key on your keyboard.

If you type a grade in the Adjustment Grade box that is higher than the calculated grade, Gradebook uses the Grade Marks column on the right side of the screen to determine what the lowest percentage is for that Grade Mark and assigns that percentage.

If your district allows negative adjustments and you type a grade in the Adjustment Grade box that is lower than the calculated grade, Gradebook asks, “You have entered an adjustment that lowers the student’s grade. Do you wish to continue?” If you click OK, Gradebook uses the Grade Marks column to determine what the highest percentage is for that Grade Mark and assigns that.

**Example**

A student’s Calculated Grade is a C and the Calculated Percentage is 74. You type a “B” in the Adjustment Grade box. The Grade Marks table on the right shows that a B has a Low value of 83. The Adjustment Amount column displays a value of 9 because the grade has increased by 9 percent. The Total Percent field displays a value of 83 because the student’s new percent is 83. The Posted Grade field is blank unless you have already posted grades for this class.
If you type a number in the Adjustment Amount box, the grade percent increases or decreases by that amount.

**Example**  
A student’s calculated Grade is C and the Calculated Percent is 74. You type “10” in the Adjustment Amount box. The Total Percent field now displays a value of 84. The Grade Marks table on the right shows that an 84 is in the percentage range for B. Therefore, the Adjustment Grade is now a B.

3. (Optional) Enter a comment regarding the Grade Adjustment in the Cmt box.

4. Click Save.

After you make an adjustment to any student’s grade, a Grade Adjust column appears on the Gradebook Main Screen next to the calculated term or semester grade column (Figure 17). This column allows you to quickly see which students’ grades have been adjusted, and by how much.

![Figure 16 - Grade Adjustment screen](image-url)
<table>
<thead>
<tr>
<th>Students (Grade Seq)</th>
<th>Wed 05/23 Atnd Taken</th>
<th>Term Grade</th>
<th>S2 Options</th>
<th>Grade Adjust</th>
<th>S2 Report</th>
<th>T4 Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Zelmanscr, Jonas B</td>
<td>A 105.08%</td>
<td>A</td>
<td></td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Alumbaughscr, Yong X</td>
<td>A 101.50%</td>
<td>A</td>
<td></td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Risserscr, Shery V</td>
<td>*A 93.00%</td>
<td>*A</td>
<td>3.77</td>
<td>B+</td>
<td>B+</td>
</tr>
<tr>
<td>4</td>
<td>Yoplescr, Yolonda N</td>
<td>A- 92.21%</td>
<td>A-</td>
<td></td>
<td>B+</td>
<td>B+</td>
</tr>
</tbody>
</table>

Figure 17 - Grade Adjustment column on the Gradebook Main Screen
This section explains how to add, score, edit, clone and sort Assignments. On the Gradebook Main Screen, Assignments appear the color of the Category assigned to the Assignment (Figure 18).

There are multiple processes related to working with Assignments:

- Adding an Assignment
- Scoring an Assignment
- Editing an Assignment
- Deleting an Assignment
- Cloning an Assignment
- Using Attachments with Assignments
- Using Advanced Export/Import Assignments
- Changing the Assignment Score Display
- Displaying Comments for One Assignment
- Changing the Assignment List Sort

The following sections explain these processes in more detail.
Adding an Assignment

Adding an Assignment defines the basic properties of the Assignment given to students and creates a record of it in your Gradebook. You must add the Assignment before you can score it.

To add an Assignment:

1. On the Gradebook Main Screen Menu Bar, pause your mouse pointer over Assignments.

2. Click Add Assignment.

3. Configure all the options for the Assignment. Figure 19 shows an example of the Add Assignment screen. Table 6 describes the available options on this screen.

4. Do one of the following:

   - Click Save and Back.

   - Click Save and Add Another if you want to add another Assignment.

   - Click Save and Score if you are ready to score the Assignment. To learn more about scoring an Assignment, see “Scoring an Assignment” (page 42).
### Adding an Assignment

![Assignment Maintenance](image)

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Allows you to select the Category in which this Assignment should be categorized. Your Gradebook Administrator creates the Categories.</td>
</tr>
<tr>
<td>Description</td>
<td>The Name of the Assignment.</td>
</tr>
<tr>
<td>Detailed Description</td>
<td>Detailed explanation of the Assignment, up to 300 characters.</td>
</tr>
<tr>
<td>Assignment Group</td>
<td>Assignment Group is an optional field that identifies assignments that you feel belong to the same group. For example, you might create many Assignments for a unit on the Constitution and call the group “Constitute.”</td>
</tr>
<tr>
<td>Entered Date</td>
<td>Date when you create the Assignment. You can’t change this.</td>
</tr>
<tr>
<td>Assign Date</td>
<td>Date when you assign the Assignment to students in the Class.</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Proposed Due Date</td>
<td>Date when you anticipate the Assignment is due.</td>
</tr>
<tr>
<td>Actual Due Date</td>
<td>Date that the Assignment is actually due. This is optional and you can use it if the originally set due date changes. The Actual Due Date overrides the Proposed Due Date. Teachers typically use the Actual Due Date option if an Assignment is expected to be handed in later than the date they originally thought it would be, but they want Gradebook to retain what the original date was for informational purposes.</td>
</tr>
<tr>
<td>Max Score</td>
<td>Total number of points that the Assignment is worth. Later, you can give an Assignment extra credit by awarding more points than the Max Score.</td>
</tr>
<tr>
<td>Note:</td>
<td>When you use Online Assignments and Benchmarks, the Max Score box pre-populates and is unavailable for update. To learn more about Online Assignments and Benchmarks, see the <em>WSIPC Guide to Online Assignments</em> and “Attaching Benchmarks to an Assignment” (page 60).</td>
</tr>
<tr>
<td>Weight Multiplier</td>
<td>Weight of an Assignment. For example, an Assignment with a Weight Multiplier of 2.00 is worth twice as much as an Assignment with a Weight Multiplier of 1.00.</td>
</tr>
<tr>
<td>Post to Family Access</td>
<td>Determines whether this Assignment is visible to guardians in Family Access.</td>
</tr>
<tr>
<td>Caution:</td>
<td>Assignments that are not posted to Family Access also are not calculated into term and semester grades that appear on Family Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Family Access.</td>
</tr>
</tbody>
</table>
### Working with Assignments

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post to Student Access</td>
<td>Determines whether this Assignment is visible to students in Student Access. <strong>Caution:</strong> Assignments that are not posted to Student Access also are not calculated into term and semester grades that appear on Student Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Student Access.</td>
</tr>
<tr>
<td>Show Assignment Score As</td>
<td>Determines the format of the Grade that appears for this Assignment on the Gradebook Main Screen.</td>
</tr>
<tr>
<td>Show Comments</td>
<td>Determines whether Assignment comments appear on the Gradebook Main Screen. To learn more about this option, see “Displaying Comments for One Assignment” (page 56).</td>
</tr>
<tr>
<td>Select the Classes where this Assignment should be added</td>
<td>Determines which of the classes you teach, this Assignment should be added to. By default, the current class’s check box is selected.</td>
</tr>
</tbody>
</table>

**Table 6 - Add Assignment options**

### Adding Attachments to an Assignment

You can click Attach (#) to add attachments to the Assignment. For example, you can attach a worksheet for students to complete or an article for students to read. To learn more about attachments, see “Using Attachments with Assignments” (page 52).

### Setting Up an Online Assignment

The Online Assignment feature allows you to click Create Online Assignment in the Options menu, so that you can set up questions and answers for students to complete online. To learn more about Online Assignments, see the **WSIPC Guide to Online Assignments**.
Benchmarks

You can attach Benchmarks to your Assignments as you create them. The number that appears in parentheses next to the word Benchmark shows the number of Benchmarks attached to this Assignment. To learn more about using Benchmarks, see “Attaching Benchmarks to an Assignment” (page 60).

Scoring an Assignment

After you create the Assignment, you’re ready to score it. There are four primary ways to score an Assignment:

- Using Score Entry
- Using Mass Assign Options
- Using Quick Scoring
- Using Advanced Export/Import Assignments

The sections below explain the first three methods. See “Using Advanced Export/Import Assignments” (page 53) for the fourth way to score an Assignment.

| Note | If you are unable to add, update, or remove a score for an Assignment from a closed Grading Period, your Gradebook Administrator has locked it. To learn more, see “Requesting Grade Changes” (page 73). |

Using Score Entry

The Score Entry method allows you to enter Grades for an Assignment.

There are three ways to access the Score entry screen.

Method A:

- Click the score (or asterisk) in a student’s Assignment Score box (the area across from a student’s name and below an Assignment header).

Method B:

1. Click the header of the Assignment.
2. Click Score Entry.
Method C:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Assignments.

2. Click List Assignments.

3. Select the Assignment you want to score.

4. Click Score Entry on the corresponding Assignment.

Entering Grading Information on the Score Entry Screen
The Score Entry screen, as shown in Figure 20, allows you to Grade an Assignment, mark it as No Count, or Missing, and enter comments and special codes. Table 7 describes the options available on the Score Entry screen.

To enter grading information on the Score Entry screen:

1. Enter grading information as desired. Table 7 describes these options.

2. Do one of the following:
   - Click Save.
   - Click Prev or Next to score the previous or next Assignment.
## Option Description

### Score
The raw score the student earned.

### Point Value
Point Value appears when you use Variable Scale Grading. This is where you enter a rubric grade instead of entering a raw score. The software then automatically calculates a raw score based on the high percentage value of the rubric grade assigned.

For example, if you enter a rubric grade of 3, the system then calculates a raw score of 89.9.
<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Code</td>
<td>Optionally, you can enter a Special Code for a student for the Assignment. Your Gradebook Administrator defines the available set of Special Codes that appears on the right side of the screen. Special Codes are often used to indicate that a Grade is atypical (for example, points were deducted for late work). These codes appear on some reports and your Gradebook Administrator can configure them to appear in Family and Student Access. Your Gradebook Administrator may also configure some Special Codes that auto populate based on a student’s percentage grade, or whether an Assignment is marked as missing.</td>
</tr>
<tr>
<td>No Count</td>
<td>Prevents the Assignment from being counted in the Grades for that student, even if a score is entered.</td>
</tr>
<tr>
<td>Missing</td>
<td>Causes a Missing code to appear next to the Assignment in Family and Student Access and on some reports. It does not affect how the Assignment calculates into a Term or Semester Grade.</td>
</tr>
<tr>
<td>Comment</td>
<td>Enter a free-form comment for the Assignment for each student.</td>
</tr>
<tr>
<td>Mark un-scored as 0 and Missing</td>
<td>If you select this, each student who does not already have a score or Grade, is assigned a score of 0. This also marks the Missing option for these students.</td>
</tr>
<tr>
<td>Post to Family Access</td>
<td>Determines whether this Assignment is visible to guardians in Family Access. <strong>Caution:</strong> Assignments that are not posted to Family Access also are not calculated into term and semester grades that appear on Family Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Family Access.</td>
</tr>
</tbody>
</table>
### Working with Assignments

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post to Student Access</td>
<td>Determines whether this Assignment is visible to students in Student Access. <strong>Caution:</strong> Assignments that are not posted to Student Access also are not calculated into term and semester grades that appear on Student Access. This may cause a discrepancy between Grades in your Gradebook and Grades on Student Access.</td>
</tr>
</tbody>
</table>

**Table 7 - Score Entry screen options**

### Using Mass Assign Options

You can also use Mass Assign options on the Score Entry screen. Mass Assign options allow you to adjust all student scores on an Assignment. For example, if most students in the Class earned the same score on a homework Assignment, you can use one of the Mass Assign options to enter that score for all students, and then manually change the few students who earned a higher or lower score.

To use Mass Assign options:

1. Go to the Score Entry screen.

2. Select a Mass Assign option in the Mass Assign Options area, as shown in Figure 21. Table 8 describes each of these options.

3. Click Apply.

4. Do one of the following:
   - Click Save.
   - Click Prev or Next to score the previous or next Assignment.
Figure 21 - Mass Assign options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign All Scores to</td>
<td>Assigns all empty cells with the score you enter. This option is only available on Assignments that use points.</td>
</tr>
<tr>
<td>Overwrite scores</td>
<td>Determines whether cells that already have a score are assigned a new score. This option is only available if you select Assign All Scores to.</td>
</tr>
<tr>
<td>Adjust All Scores by</td>
<td>Modifies each score by the amount you indicate.</td>
</tr>
<tr>
<td>Remove All Scores</td>
<td>Deletes all scores for this Assignment.</td>
</tr>
<tr>
<td>Remove All Grades</td>
<td>Deletes all Grades for this Assignment.</td>
</tr>
<tr>
<td>Set All to No Count</td>
<td>Selects the No Count option for all students for this Assignment.</td>
</tr>
<tr>
<td>Remove All No Count</td>
<td>Clears the No Count option for all students for this Assignment.</td>
</tr>
<tr>
<td>Remove All Missing</td>
<td>Clears the Missing option for all students for this Assignment.</td>
</tr>
</tbody>
</table>

Table 8 - Mass Assign options
Using Quick Scoring

The Quick Scoring screen allows you to enter scores for all students and Assignments in the current Term.

To use Quick Scoring:

1. In the Gradebook Main Screen Menu Bar, click Quick Scoring.
2. Type the score in the desired cells.
3. To enter Special Codes, No Count, Missing, and Comments, double click on a cell or move your cursor to a cell and click Show Cell Details.
4. Click Save.

Editing an Assignment

You can make changes to an Assignment after you add it to the Gradebook.

To edit an Assignment:

1. On the Gradebook Main Screen, click the header of the Assignment.
2. Click Edit.
3. Make any changes and click Save.

Deleting an Assignment

If you no longer need an Assignment you can remove it from your Gradebook.

To delete an Assignment:

1. On the Gradebook Main Screen, click the header of the Assignment.
2. Click Delete.
3. A confirmation message appears. Click OK to delete the Assignment.

Note: You can delete Scored Assignments. To restore a deleted Assignment and its scores, see “Restoring Deleted Assignments” (page 101).
Cloning an Assignment

You can clone Assignments across Classes if your Gradebook Administrator enables the option. There are three ways to clone an Assignment:

- Cloning an Assignment within the Same Class or to Another Class That You Teach
- Cloning an Assignment from Another Class That You Teach
- Cloning an Assignment from Another Teacher’s Class

Each way is explained in the following sub-sections.

**Cloning an Assignment within the Same Class or to Another Class That You Teach**

You can create a copy of an Assignment in the same Class or clone it to another Class that you teach. For this procedure, you are in the Gradebook with the existing Assignment that you want to clone.

To clone an Assignment within the same Class or to another Class that you teach:

1. On the Gradebook Main Screen, click the header of the Assignment you want to clone.
2. Click Clone.
3. Make any desired changes to the Assignment.
4. In the Select the Classes where this Assignment should be added area, also select the Classes to clone the Assignment to, if you are cloning this Assignment to another class that you teach.

| Note | The class in which the Assignment exists is selected by default. If you leave it selected, a duplicate Assignment is created in the current Class. |

5. Click Save.
Cloning an Assignment from Another Class That You Teach

You can clone an Assignment that you’ve already created in one of your other Classes. For this procedure, you are in the Gradebook where you want the newly cloned Assignment to be located.

To clone an Assignment from another Class that you teach:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Assignments.
2. Click List Assignments.
3. Click Clone From existing Gradebook.
4. In the Gradebooks area, select the class that contains the Assignments you want to clone.
5. Click Next.
6. In the Assignments area, select the Assignments you want to clone to the current class. By default, all Assignments are selected. You can only select Assignments associated with Categories that are also available in the current Class.
7. Click Next.
8. Click the Calendar icon to change the cloned Assignment’s Due Date if desired.
9. Click Finish.
Cloning an Assignment from Another Teacher’s Class

You can clone an Assignment that another teacher in your Entity creates in their Classes. For this procedure, you are in the Gradebook where you want the newly cloned Assignment to be located.

To clone an Assignment from another teacher's Class:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Assignments.

2. Click List Assignments.

3. Click Clone From existing Gradebook.

4. Click Select Different Teacher.

5. In the Entity box, select the Entity where the teacher teaches.

   **Note** You can only clone assignments from other teachers who teach at an Entity where you have security access to the Gradebook. However, you don’t have to be assigned to a class at that Entity.

6. Select the teacher’s name and click Select.

   **Tip** Use the alphabetical search hyperlinks at the bottom of the screen or the Lookup by Last Name feature to easily find the teacher you’re looking for.

7. In the Gradebooks area, select the class that contains the Assignment you want to clone.

8. Click Next.

9. In the Assignments area, select the Assignments you want to clone to the current class. By default, all Assignments are selected. You can only select Assignments associated with Categories that are also available in the current class.
10. Click Next.

11. Click the Calendar icon to change the cloned Assignment’s Due Date if desired.

12. Click Finish.

Using Attachments with Assignments
You can add attachments to an Assignment if your Gradebook Administrator enables the option. For example, you can add an article to an Assignment that you want students to read. Teachers can view the attachment, and students and guardians can also view it through Family Access.

Adding an Attachment to an Assignment
You can add as many attachments as you want to an Assignment. However, your Gradebook Administrator may impose a restriction on the size of the attachment or on the total size of all attachments in your Gradebook.

To add an attachment to an Assignment:

1. On the Gradebook Main Screen, click the header of the Assignment to which you want to add an attachment.

2. Click Edit.

3. Click Attach (#). The number in parentheses indicates how many attachments have already been added to the Assignment.

4. Click Browse and locate the file you want to attach.

5. Click Upload.

6. Repeat steps 4 and 5 to add more attachments to the Assignment.

7. Click Save.
Removing an Attachment from an Assignment

You can remove an attachment that you no longer need from an Assignment.

To remove an attachment from an Assignment:

1. On the Gradebook Main Screen, click the header of the Assignment from which you want to remove an attachment.
2. Click Edit.
3. Click Attach (#). The number in parentheses indicates how many attachments have already been added to the Assignment.
4. Select the attachment you want to remove and click Delete.
5. Click Save.

Using Advanced Export/Import Assignments

The Advanced Export/Import Assignments feature allows you to export Assignments into a spreadsheet to score, and then import the scores back into the Gradebook. This is useful if you plan on grading students’ work while you don’t have an internet connection.

When using Advanced Export/Import Assignments, you must perform the following functions in the order they are listed:

- Step 1: Exporting Assignments
- Step 2: Scoring Assignments on the Export File
- Step 3: Importing Assignment Scores

The sub-sections below describe each of these functions.
Step 1: Exporting Assignments

To use Advanced Export/Import Assignments, you must first export the Assignments that you want to score into a spreadsheet.

To export Assignments:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Assignments.
2. Click Advanced Export/Import Assignments.
3. In the Select Assignments to Export area, select the Assignments that you want to include in the export file. The list of Assignments available for selection changes according to two filter options. Table 9 describes each of these options.
4. Click Create File for Score Entry.
5. Save the file in .csv format to a location of your choice.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Graded Assignments</td>
<td>Assignments that you have already Graded appear for selection.</td>
</tr>
<tr>
<td>Show Assignments Not Due Yet</td>
<td>Assignments that have a future due date appear for selection.</td>
</tr>
</tbody>
</table>

Table 9 - Advanced Export/Import Assignments options

Step 2: Scoring Assignments on the Export File

Once you create the export file, you can enter scores in it, even when you don’t have an active internet connection. Figure 22 shows a sample of an export file.

To score Assignments on the Export File:

1. Open the export file from the location where you saved it.
2. In the Score column, enter the score for each student.
3. In the Special Code column, enter Special Codes as desired.

4. In the No Count and Missing columns, enter an X to indicate that the Assignment is no count or missing for each student as desired.

5. In the Comment column, enter comments as desired.

6. Save the spreadsheet to a location of your choice.

**Caution**

Do not make any other changes to the spreadsheet. Doing so prevents the data from correctly importing back into the Gradebook.

![Sample Assignment export file](image)

**Figure 22 - Sample Assignment export file**

### Step 3: Importing Assignment Scores

Once you enter scores on the export file, you can import them back into the Gradebook when you have an active internet connection.

To import Assignment scores:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Assignments.

2. Click Advanced Export/Import Assignments.
3. In the Select a File to Import From area, click Browse and locate the spreadsheet file that you saved with Assignment scores.

4. Click Import Scores From File.

5. Verify that all Assignment scores are imported correctly and click Back.

Changing the Assignment Score Display

Once you create and score an Assignment, you can change the way the Grade appears on the Gradebook Main Screen.

To change the Assignment score display:

1. On the Gradebook Main Screen, click the header of the Assignment.

2. In Show Assignment Score As, select how you would like the Grade to appear on the Gradebook Main Screen.

   Your choices are:
   
   - Score (for example, 45)
   - Check (√)
   - Percent (for example, 77%)
   - Grade Mark (for example, B-)
   - Variable Points (for example, 3)

Displaying Comments for One Assignment

You can display the Assignment comments for one Assignment on the Gradebook Main Screen. To learn how to display Assignment comments for all Assignments, see “Adjusting Assignment Display Options” (page 89).

To display comments for one Assignment:

1. On the Gradebook Main Screen, click the header of the Assignment.

2. Select Show Comments.

3. Click Back.
Changing the Assignment List Sort

You can change the way Assignments sort on the Assignments list screen. To change the sort, click Assignments on the Gradebook Main Screen Menu Bar and select List Assignments. On the Assignments list screen, click a heading to sort by that heading. For example, if you click Category, the Assignments are ordered alphabetically by Category. If you click the same heading again, the sort order is reversed.

An arrow appears to the right of the heading that the list is using to sort the Assignments. If the arrow points down, the sort is descending. If the arrow points up, the sort is ascending.

The default sort is ascending by Due Date. If you want to return to the default sort, click Return to Default Sort above the Assignments listing box.
Working with Assignment Options

When you add or edit an Assignment, the Options button lists additional options that you can associate with this Assignment.

Assignment options include:

- Creating an Online Assignment
- Copying from My Online Assignment Template
- Copying from District Online Assignment Templates
- Attaching District Assessment
- Cloning an Online Assignment from Another Teacher
- Using Benchmarks or Academic Standards

Each of these options is described below.

Creating an Online Assignment
Creating an Online Assignment allows you to take the existing Assignment and format it as an online Assignment for students to complete at home or in a lab setting through Student Access. To learn more about creating an Online Assignment, see the WSIPC Guide to Online Assignments.

Copying from My Online Assignment Templates
Copying from My Online Assignment Templates allows you to use one of your existing Online Assignment templates and attach it to the opened Assignment. Once you copy the Online Assignment template from your templates, you can make adjustments based on the Assignment you create. To learn more about Online Assignment templates, see the WSIPC Guide to Online Assignments.
Copying from District Online Assignment Templates

Copying from District Online Assignment Templates allows you to use an existing District Online Assignment template and attach it to the opened Assignment. District Online Assignments allow the district or Entity to create an Assignment that multiple teachers and classes can use.

Attaching District Assessment

Attaching District Online Assessments allows you to create an Assignment and attach an assessment that the district created for use in multiple classrooms. For example, the district would like to use a standard assessment across Entities to assess second graders in Reading. Once you create the District Assessment, multiple teachers across the district can use this assessment in their Gradebook.

Cloning an Online Assignment from Another Teacher

Cloning an Online Assignment from Another Teacher allows you to select and clone an Online Assignment that another teacher in your Entity creates. If you have classes in multiple Entities, select the Entity at the top of the screen, and then find the course, section, and teacher you want to clone from.

Using Benchmarks or Academic Standards

When you add an Assignment, you can also add Benchmarks from your district’s Academic Standards. Your district may choose to show the Academic Standards instead of Benchmarks in your Gradebook. If you choose to add Benchmarks to an Assignment, you can score students based on specific skills that contribute to the overall score of the Assignment.

There are several options you must understand when including Benchmarks on an Assignment. These include:

- Attaching Benchmarks to an Assignment
- Scoring Assignments with Benchmarks Attached
- Using Proficiency-Based Scoring
The following sub-sections explain each of these options.

**Attaching Benchmarks to an Assignment**

Once Academic Standards are set up and attached to your curriculum area or course, you have the ability to attach Benchmarks to an Assignment. When adding Benchmarks, you select which skills you would like to assess. Figure 23 shows an example of attaching Skills and Max Scores to an Assignment.

To attach Benchmarks to an Assignment:

1. On the Gradebook Main Screen Menu Bar, pause your mouse pointer over Assignments.

2. Click Add Assignment.

3. Configure all options on the Add Assignment screen as desired. To learn more about adding an Assignment, see “Adding an Assignment” (page 38).

4. Click Attach Benchmarks (#).

5. In the Select column on the left, select the check box for any of the Benchmarks you want to attach to this Assignment.

6. In the Max Score box, enter the score you want to assign to each Benchmark, and press the Tab key on your keyboard to move off the box.

   **Note**  
   The Max Score of the Assignment is the sum of all the Max Scores of the selected Benchmarks.

7. Click Save and Back, Save and Add Another, or Save and Score if students have already completed the Assignment.
Working with Assignment Options

Figure 23 - Attaching Benchmarks to an Assignment

Scoring Assignments with Benchmarks Attached

When you score Assignments that have Benchmarks attached, the Overall Score is the sum of all the Benchmark scores. In Figure 24, two Benchmarks are attached to an Assignment. Each Benchmark is scored independently within the Assignment, and those scores calculate the Overall Assignment Score for the student.

Figure 24 - Scoring Assignments with attached Benchmarks
Using Proficiency-Based Scoring
Proficiency-Based Scoring works in conjunction with Assignments that have Benchmarks attached. It allows you to put weights on each Benchmark. For example, you may have a quiz that has two parts – one that assesses students on Benchmark A and another that assesses students on Benchmark B. Even though both parts are worth 10 points each, you feel that Benchmark B is of greater significance towards the overall grade of the quiz, and therefore, you assign a higher weight on Benchmark B.

Activating Proficiency-Based Scoring
You need to activate the Proficiency-Based Scoring feature before you can assign weights to Benchmarks, or attach Academic Standards to an Assignment.

To activate Proficiency-Based Scoring:

1. On the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.
2. Click Assignment Display.
3. In the Assignment Score Entry area, select Only use proficiency-based scoring for Assignment Benchmarks.
4. Click Save.

Assigning Weights to Benchmarks
Once you activate Proficiency-Based Scoring, you can assign weights to Benchmarks that you attach to Assignments. To learn more about attaching Benchmarks to Assignments, see “Attaching Benchmarks to an Assignment” (page 60).

On the Attach Benchmarks to Assignment screen, a new column labeled Weight appears once you activate Proficiency-Based Scoring.
To assign weights to Benchmarks:

- Enter a weight for each selected Benchmark. The weight that you enter is a number, not a percentage. It represents the ratio that the Benchmark is worth compared to other selected Benchmarks.

Consider the following two examples. If you select three Benchmarks and assign them weights of 1.0, 2.0, and 3.0, then they are worth 1/6, 2/6, and 3/6 of the Assignment, respectively. If you select two Benchmarks and assign them weights of 3.0 and 5.0, then they are worth 3/8 and 5/8 of the Assignment, respectively.

**Note** Once you activate Proficiency-Based Scoring, you must assign weights to Benchmarks on every Assignment that has Benchmarks attached. If all the Benchmarks on an Assignment have equal weight, enter 1.0 as the weight for all the Benchmarks.

### Specifying the Max Score of an Assignment with Proficiency-Based Scoring

You can specify the Max Score of an Assignment that has Benchmarks attached and that use Proficiency-Based Scoring. This is different from Assignments that have Benchmarks attached but do not use Proficiency-Based Scoring, where the Max Score is always the sum of the Max Scores of the selected Benchmarks and cannot be modified.

### Understanding Proficiency-Based Scoring Calculations

Because weights are introduced, and because the Max Score of an Assignment can be different from the sum of the Max Scores of the selected Benchmarks, the calculation of the overall Assignment score with Proficiency-Based Scoring is more complex.

Figure 25 shows the formula used to determine the overall Assignment score of an Assignment using the Proficiency-Based Scoring feature. Table 10 describes each element found in the formula.
Working with Assignment Options

\[ PEa = \sum \left[ \frac{PEb}{PPb} (Mb) \right] (PPa) / \sum Mb \]

Figure 25 - Proficiency Based Scoring formula

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEa (Points Earned in the assignment)</td>
<td>Overall score for the Assignment. This is the value that is calculated.</td>
</tr>
<tr>
<td>PEb (Points Earned in each benchmark)</td>
<td>Score entered for each Benchmark attached to the Assignment.</td>
</tr>
<tr>
<td>PPb (Points Possible in each benchmark)</td>
<td>Max Score entered for each Benchmark attached to the Assignment.</td>
</tr>
<tr>
<td>Mb (Multiplier of each benchmark)</td>
<td>Weight assigned to each Benchmark attached to the Assignment.</td>
</tr>
<tr>
<td>PPa (Points Possible in the assignment)</td>
<td>Max Score entered for the Assignment.</td>
</tr>
</tbody>
</table>

Table 10 - Elements in the Proficiency Based Scoring formula

The following is an example of an Assignment that has a Max Score of 50 points. It also has three Benchmarks attached to it with the weights and Max Scores listed.

<table>
<thead>
<tr>
<th>Max Score</th>
<th>Benchmark A</th>
<th>Benchmark B</th>
<th>Benchmark C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight</td>
<td>3.0</td>
<td>1.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

If the student earns 3 points in Benchmark A, 7 points in Benchmark B, and 8 points in Benchmark C, the student earns 35.62 points out of a possible 50 according to the Proficiency-Based Scoring formula, as shown in Figure 26.
Working with Assignment Options

\[
P_{EA} = \frac{\frac{3}{5}(3) + \frac{7}{8}(1) + \frac{8}{10}(2)}{3 + 1 + 2}(50)
= 35.62
\]

Figure 26 - Example of Proficiency Based Scoring usage
Posting Grades

You can post grades from Gradebook if the current day falls within a Grading Period Input date range, which your Gradebook Administrator sets up. If today’s date does not fall within a Grade Input date range, you can view previously posted grades, but cannot post grades.

| Note | You can’t post grades in a combined Gradebook. To post grades for classes that have been combined into one Gradebook, you must do so from the individual Gradebooks of each component class. To learn more about accessing individual Gradebooks, see “Accessing an Individual Gradebook within a Combined Gradebook” (page 10). |

To post grades:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Posting, and click Post Grades.

2. The Post Grades screen appears. Grading Periods that are not open appear in the Previous Grade Periods section. Grading Periods that are open appear under the heading Grade Period(s) open for Report Card Posting. The start and stop dates and times appear for the Grading Period.

3. Look at the Grading Period information to confirm that you are posting grades for the correct Grading Period (in some cases, more than one Grading Period may be open at the same time).

4. Click Post Grades. The Posting screen appears. You cannot change any grades on this screen. To change a grade, you must return to the Gradebook Main Screen and change Assignment scores or override a calculated grade (see “Overriding Calculated Grades” on page 33).

| Note | In the Grade Entry screen, Grade Marks that are green indicate that they are already posted. Grade Marks that are red are not already posted. |
Note: If any students drop the course and you want to post grades for them, see “Changing the Posted Grade for Dropped Students” (page 68).

5. Add Comment Codes by typing the appropriate comment number in the Comment columns.

Note: If you are unfamiliar with your school’s Comment Codes, click View Comment Codes at the top of the screen. A Comment Code screen appears which you can drag to another area of the screen to view while you enter the Codes. If you have previously posted Comment Codes and are changing or adding new comments, the new Comment Code appears in red.

6. You can also use the Comment Code menu at the top of each Comment column to mass assign comments to all students. To do this, click the arrow at the top of the column and select the appropriate code. A prompt asks you whether you want to default all comments to the code you selected. Click OK to the prompt.

7. Type free-form comments as desired in the Free Form Comment boxes. Free-form comments can be up to 42 characters long. If you have previously posted comments and are changing the comment, the new comment appears in red.

Note: This is only available if your Gradebook Administrator enables free-form Comments.

8. Do one of the following:
   - Click Save to post the grades and comments.
   - If you do not want to post grades at this point, click Back.
Changing the Posted Grade for Dropped Students

You can post grades for students even if they drop the class. You may want to do this if, for example, the student completes enough class work to receive a grade.

To post grades for dropped students, follow steps 1 through 3 in “Posting Grades” (page 66).

Then, to change the posted grade for dropped students follow this procedure:

1. Click Show Dropped Students at the top of the Posting screen. The dropped students’ names appear in the list with the word “Dropped” in red letters to the right of the names.

2. Click in the term or semester grade box next to the dropped student. Unlike the other students in the list, the grades boxes for dropped students on this screen are editable.

3. Type a letter grade in the term or semester grade box.

4. Follow steps 4 through 6 in “Posting Grades” (page 66).

Posting Athletic Eligibility Grades

If an entity uses Athletic Eligibility Grades, you can post athletic grades for students who are enrolled in an activity.

To post athletic eligibility grades:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Posting, and click Post Grades.

2. The Post Grades screen appears. If Athletic Eligibility Posting is available, in the Post Athletic Eligibility Grades for box choose the term to post eligibility grades for.

3. Click Post Grades.
4. Verify the Grades to be posted are correct.

**Note** Only students who are enrolled in an activity appear on this list. You cannot change any grades on this screen. To change a grade, you must return to the Gradebook Main Screen and change Assignment scores or override a calculated grade (see “Overriding Calculated Grades” on page 33).

Athletic grades are posted for dropped students if they appear on the Gradebook Main Screen. They are not posted if dropped students do not appear on the Gradebook Main Screen (see “Adjusting Student Display Options” on page 88).

In the Grade Entry screen, Grade Marks that are green indicate that they are already posted. Grade Marks that are red are not already posted.

5. Click Save.

**Understanding Auto Posting**

If your Gradebook Administrator enables Auto Posting, this feature automatically posts all grades at midnight following the Grade Input Start Date and Time. After the first midnight posting and within the Grade Input screen, the system instantaneously posts any grade that has changed in your Gradebook. If Auto Posting is enabled, you do not have the option to manually post grades except for Athletic Posting.

The Gradebook Administrator can also choose to turn on the option to Automatically Post Athletic Eligibility Grades. If the option to allow teachers to Opt Out of Auto-Posting Athletic Eligibility Grades and Manually Post Instead is turned on, individual teachers may select to post their Athletic Grades manually.
Posting Grades for Individual Students

If your Gradebook Administrator enables the option to Allow Teachers to Manually Post Gradebook Grades to the Report Card for Individual Students, you can select which students in your class you post grades and/or comments for. This allows you to post a grade or comment for one student without overriding the posted grades and comments for all students in your class.

To post grades for an individual student:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Posting, and click Post Grades.

2. Click Post Grades next to the Grading Period you wish to post grades for.

| Note | Grading Periods that are not open appear in the Previous Grade Periods section. Grading Periods that are open appear under the heading Grade Period(s) open for Report Card Posting. The start and stop dates and times appear for the Grading Period. |

3. Select the check box next to the student and under the grading column for the grade and/or comment that you want to post. (This would typically be the current term or semester.) Figure 27 shows an example of this option.

| Note | You cannot change any grades on this screen. To change a grade, you must return to the Gradebook Main Screen and change Assignment scores or override a calculated grade (see “Overriding Calculated Grades” on page 33). |

4. Click Save.

| Note | If the option to allow teachers to Post Grades for Individual Students is enabled, you must select the Select All check box for the term you want to post if you are posting for all students in the class. |
Updating Grade Posting Status

Grade Posting Status gives you statistical information about the data in your Gradebook. To access this information, from the My Gradebook (Course selection) screen, pause your mouse pointer over Posting Status and select a Grading Period.

There are several columns in the Grade Posting Status table. You can change the way data sorts by clicking a heading. For example, if you click Last Post Date, the data is ordered chronologically by the date that the last posting occurred.

An arrow appears to the right of the heading that the list is using to sort the data. If the arrow points down, the sort is descending. If the arrow points up, the sort is ascending. Table 11 describes the data contained in each column.
<table>
<thead>
<tr>
<th><strong>Option</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Period number associated with the meeting pattern of the class.</td>
</tr>
<tr>
<td>Class</td>
<td>Course and section codes of the class.</td>
</tr>
<tr>
<td>Description</td>
<td>Short description of the class.</td>
</tr>
<tr>
<td>Missing Rpt Card Grades</td>
<td>Number of blank Report Card grades for the Grading Period. These are students who either have a blank term or semester grade in the Gradebook or have a term or semester that has not been posted.</td>
</tr>
<tr>
<td>Missing Assign</td>
<td>Number of Assignments that are past the due date and do not have a grade OR Assignments that are marked as missing within the Grading Period.</td>
</tr>
<tr>
<td>Missing Comments</td>
<td>Number of students with no term comments entered for the Grading Period.</td>
</tr>
<tr>
<td>Diff</td>
<td>Number of times a posted grade differs from the calculated grade.</td>
</tr>
<tr>
<td>Low Percent</td>
<td>Lowest percentage grade of the Grading Period.</td>
</tr>
<tr>
<td>Average Percent</td>
<td>Average percentage grade of the Grading Period.</td>
</tr>
<tr>
<td>High Percent</td>
<td>Highest percentage grade of the Grading Period.</td>
</tr>
<tr>
<td>Active Stds</td>
<td>Number of Active students enrolled in the class for the Grading Period.</td>
</tr>
<tr>
<td>Drp Stds</td>
<td>Number of students dropped from this class.</td>
</tr>
<tr>
<td>Posting Complete</td>
<td>This is updatable. Check to indicate that posting for this class is complete. This is for reference only and can be viewed by you or any staff with Administrator access.</td>
</tr>
</tbody>
</table>
Posting Grades

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Post Date</td>
<td>Date on which the last posting occurred.</td>
</tr>
<tr>
<td>Last Post Time</td>
<td>Time at which the last posting occurred.</td>
</tr>
</tbody>
</table>

Table 11 - Grade Post Status columns

Requesting Grade Changes

If your Gradebook Administrator enables it, you can request to change a grade in a closed Grading Period that is locked. This temporarily unlocks the Gradebook for two hours so that you can make the changes. Any change that is made requires Administrator approval. If it is approved, the posted grade reflects the new calculated grade in Gradebook.

Note

If closed Grading Periods are not locked by your Gradebook Administrator, you can make changes directly in the Gradebook and there is no need for you to request a grade change. However, you should still notify the office because changing a grade in a closed Grading Period may cause a discrepancy between the newly calculated grade and what was printed on the Report Card.

To request a grade change:

1. On the Grade Posting Status screen, select the class you want to make a change in, and click Request Grade Changes.

   A confirmation appears indicating at what time (120 minutes from the current time) changes are disallowed (Gradebook is locked again).

2. In the Reason for Requesting Grade Changes box, type a reason for requesting the change and click Yes.

3. The Gradebook Main Screen opens. Make your changes.

4. When you finish making changes, go back to the Grade Posting Status screen, select the class you made the change in, and click Complete Grade Changes. A confirmation appears indicating that the temporary ability to change grades will be turned off.

5. Click Yes.
Entering Term and Semester Comments

At the end of each Grading Period, you can enter pre-defined and free-form comments about how a student is doing in your class. These comments print on the Secondary Report Card and you can make them accessible in Student and Family Access.

**Note**
You can't post comments in a combined Gradebook. To post comments for classes that have been combined into one Gradebook, you must do so from the individual Gradebooks of each component class. To learn more about accessing individual Gradebooks, see “Accessing an Individual Gradebook within a Combined Gradebook” (page 10).

There are several options you must understand when entering Term and Semester comments. These include:

- Using Post Comments
- Using the Student Options Screen
- Hiding Comments from Family and Student Access and Gradebook Reports

The following sections explain each of these options.

**Using Post Comments**

You can use the Comments button in the Gradebook Main Screen Menu Bar to enter comments. This method is best if you prefer to enter comments for all students in the class at once.

To use Post Comments:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Posting, and click Post Comments.
2. Click Post Comments for the Grading Period that you want to enter comments for.

3. Under the Comment column, in the Comment box for each student, type the Comment Code that corresponds with the pre-defined comment you want to assign to the student. To see a list of available Comment Codes, click View Comment Codes. Your Gradebook Administrator determines the number of Comment Codes you can enter per student.

| Note | To mass assign a comment code to all students, you can also use the Default blank comments to feature. |

4. In the Freeform column, type a free-form comment for each student in the class. Free-form comments are only available if your Gradebook Administrator enables the option.

5. Click Save.

**Using the Student Options Screen**

You can enter comments using the Student Options screen. This option is best if you prefer to enter comments for one student at a time.

To use the Student Options screen:

1. On the Gradebook Main Screen, click a student’s name to access the Student Options screen.

2. Click the Comments tab.

3. Click Edit Comments.

4. In the area that corresponds with the Grading Period you want to enter comments for, type the Comment Code that corresponds with the predefined comment you want to assign to the student.

| Note | To see a list of available Comment Codes, click View Comment Codes. Your Gradebook Administrator determines the number of Comment Codes you can enter per student. |
5. In the Comment box, type a free-form comment for the class.

6. Click Save.

**Hiding Comments from Family and Student Access and Gradebook Reports**

Your Gradebook Administrator may allow you to determine whether comments you enter for the current Grading Period are hidden in Family Access, Student Access, and Gradebook Reports. Comments from closed Grading Periods are always visible.

To hide comments from Family and Student Access and Gradebook Reports:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Posting, and click Post Comments.

2. In the Comment Display Options area, select the areas from which you want to hide comments in the current Grading Period.
Working with Secondary Gradebook Reports

Gradebook allows you to run reports for selected students or classes. You can also select the term or date range to report on and can choose many of the data elements that appear on the report.

To learn more about each report available in Secondary Gradebook, see “Running Secondary Gradebook Reports” (page 80).

There are several areas to consider when working with Secondary Gradebook Reports. These include:

- Understanding Report Templates
- Running Secondary Gradebook Reports
- Running a Report for a Specific Assignment
- Running Reports for an Individual Student
- Running Reports for All Classes

The following sections explain each of these areas.

Understanding Report Templates

Report templates help you customize a report. Once you customize a report and save it as a report template, you can easily access it and run the report whenever you need to. This prevents you from having to define the parameters each time you run the report. Table 12 describes some of the common options you see when you create a report template or run a report.
<table>
<thead>
<tr>
<th><strong>Option</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>Runs the report using the selected template.</td>
</tr>
<tr>
<td>Export to Excel</td>
<td>Exports the Grade Sheet Report into a spreadsheet. This option is only available for the Grade Sheet Report.</td>
</tr>
<tr>
<td>Add a new Template</td>
<td>Creates a customized template. To learn more about adding a new template, see “Adding a New Report Template” (page 79).</td>
</tr>
<tr>
<td>Rename Template</td>
<td>Renames your report template. This option is only available on templates that you create, because you can’t rename report templates that Skyward or your Gradebook Administrator creates.</td>
</tr>
<tr>
<td>Modify parameters of Template</td>
<td>Allows you to modify the parameters in your report template. This option is only available on templates you create.</td>
</tr>
<tr>
<td>View parameters of Template</td>
<td>Allows you to see the pre-defined parameters in a report template that Skyward or your Gradebook Administrator provides.</td>
</tr>
<tr>
<td>Delete Template</td>
<td>Deletes your report template. This option is only available on templates that you create, because you can’t delete report templates that Skyward and your Gradebook Administrator create.</td>
</tr>
<tr>
<td>Clone Template</td>
<td>Clones a report template. This is typically used to clone a template that Skyward or your Gradebook Administrator creates so that you can modify it without having to create it.</td>
</tr>
<tr>
<td>Select Different Students</td>
<td>Allows you to select which students to run the report for.</td>
</tr>
<tr>
<td>Select Different Classes</td>
<td>Allows you to select which classes to run the report for.</td>
</tr>
</tbody>
</table>

**Table 12 - Report Template options**
Adding a New Report Template

When you run a report for the first time, you can either use a predefined report template or create your own template.

To add a new report template:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Reports.

2. Click the report you want to run.

3. Click Add a new Template.

4. In the Sequence # box, type a number between 1 and 799 or accept the default value.

   **Note**  
   Sequence numbers 800 through 899 are reserved for templates your Gradebook Administrator creates. Sequence numbers 900 through 999 are reserved for templates that Skyward creates.

5. In the Report Template Name box, type the name of the report template.

6. Click Save.

7. Configure the parameters for the report template.

   **Note**  
   The parameters available vary depending on which report you select. For example, the Grade Sheet Report parameters are very different from the Assignment Listing Report parameters. To learn more about each report, see “Running Secondary Gradebook Reports” (page 80).

8. Click Save.
Running Secondary Gradebook Reports

This section describes each report found in Secondary Gradebook.

Attendance Detail Report
The Attendance Detail Report displays student attendance detail for all periods for a specific term or date range. You can choose the Absence Types included in the report.

Attendance Summary Report by Class
The Attendance Summary Report by Class Report displays student attendance for a specific class in a grid format. You can choose the Absence Types included in the report.

Grade Sheet Report
The Grade Sheet Report displays Subject, Skill, and/or Assignment grades for all students in a grid format for a specific term or date range. You can also use the Grade Sheet Report to mimic a traditional paper Assignment by printing a sheet that lists the students on the left and an empty grid across the page.

To print a blank Grade Sheet Report, use one of the Blank Grade Sheet Report templates that Skyward provides (Sequence 960, 970, 980).

Using the Export Feature
This feature, located on the Gradebook Main Screen Menu Bar, exports Grade Sheet Report information to Microsoft® Excel.

Assignment Listing – By Student
The Assignment Listing Report displays Assignments and grades for each student sorted by due date for a selected term or date range. You can also add Assignment comments to this report.

Assignment Master Report
The Assignment Master Report displays Assignment grades for each student for Assignments from a selected term or date range. You can sort this report by Term, Category or due date.
**Missing Assignments Report**

The Missing Assignments Report allows you to view missing Assignments for students in the selected term or date range in all classes.

The report considers an Assignment missing if the Missing check box is selected for a student. Assignments may also appear on the report if it is ungraded and it is past the due date. This is only the case if your Gradebook Administrator enables the appropriate option.

**Email Progress Report**

The Email Progress Report is a copy of the Progress Detail Report that can be emailed to guardians and students who have an email address on record.

**View Emailed Reports**

You can view the Progress Detail Reports that you generate and send.

**Category Summary Report**

The Category Summary Report provides an average of the student’s Assignment scores for each Category in your Gradebook. Each Category on the report has a column providing the Assignment average for each student.

For example, your Gradebook has a Category of Homework (HMWK). Two HMWK Assignments exist, worth 100 points each. A student earns a 100 on one and 50 on the other. The Category Summary Report column for HMWK for this student displays 75.

**Online Assignment Analysis Report**

The Online Assignment Analysis Report provides Online Assignment information by student. Options allow you to print the report for those students who have not taken the Online Assignment, and students who got the answers correct or incorrect.

**Benchmark Score Results**

The Benchmark Score Results Report shows benchmark scores from Online Assignments questions that are associated with Benchmarks. This report can be sorted by Student or by Benchmark.
Benchmark Analysis
The Benchmark Analysis Report shows a list of each Benchmark, the number of times it was taught, and the Mean, Median, and Mode percentage grades. It is sorted by Benchmark.

Benchmark Analysis by Teacher
The Benchmark Analysis Report shows a list of each Benchmark, the number of times it was taught, and the Mean, Median, and Mode percentage grades. It is sorted by Teacher.

Progress Detail
The Progress Detail Report displays Assignment and overall class grades for each student in a selected term. You can also configure the Progress Detail Report to include all of a student's classes.

Enhanced Multi-Class Progress Report
The Enhanced Multi-Class Progress Report displays Assignment, Skill, Subject and Class grades for each student in multiple classes in a selected term. You can configure this report to run only for students with a specific Grade Mark, grade percentage range or number of absences range. You can also add attendance data, missing Assignments, Teacher’s Log entries and comments to this report.

Progress Summary
The Progress Summary Report displays total points earned, total points possible, and the cumulative grade for the term or semester for each student. All students print on a single page unless the number of students in the class exceeds the space on the report page.

This report allows you to display students in random order using the option Display Students in a Random Order. You can post this report in your classroom and increase the likelihood of student anonymity by choosing not to display student names on the report and instead choosing to display Student IDs, and also choosing to display the students in random order.
Multi-Class Progress Report
The Multi-Class Progress Report includes all students in all of your classes who have at least one scored Assignment. The report displays Gradebook elements for each student by Category, including total points earned, total points possible, and the student’s cumulative grade for the Grading Period selected. Each student prints on a single page which displays information for each of your classes the student is enrolled in.

Partial Progress Detail Report
The Partial Progress Detail Report’s primary purpose is to display student Assignment scores by week or by a specified date range. The report arranges information by Category and provides totals for each Category. Parameters allow you to select the previous week, up to the previous four weeks, or a specific date range.

Partial Progress Summary Report
The Partial Progress Summary Report’s primary purpose is to display student grades by week or by a specified date range. The report displays total points earned, total points possible, and the cumulative grade for the selected date range for each student. Parameters allow you to select the previous week, up to the previous four weeks, or a specific date range. All students print on a single page unless the number of students in the class exceeds the space on the report page.

This report also allows you to display students in random order using the Display Students in Random Order option. You can post this report in your classroom and increase the likelihood of student anonymity by choosing not to display student names on the report and instead choosing to display Student IDs, and also choosing to display the students in random order.

Partial Multi-Class Progress Report
The Partial Multi-Class Progress Report includes all students in all of your classes who have at least one scored Assignment. The report displays Gradebook elements for each student by Category, including total points earned, total points possible, and the student’s cumulative grade for the selected date range. Parameters allow you to select the previous week, up to the previous four weeks, or a specific date range. Each student prints on a single page which displays information for each of your classes that the student is enrolled in.
Working with Secondary Gradebook Reports

Class Roster
The Class Roster Report displays a list of students enrolled in a specific class during a specific term. You can configure the report to include additional information about the student, such as phone number, address, gender, picture and email address.

Student Information
The Student Information Report displays information about each student, including demographics, attendance, scheduling, discipline, academic history, current grades in all classes, test scores, recommendations, activities, and message center usage.

You must have security access to the specific areas in Educator Access Plus to be able to include that information on the report.

Custom Forms Report
The Custom Forms Report displays student’s information contained in Custom Forms that your school district configures. You must have security access to the Custom Form to be able to include that information on the report.

Gifted and Talented Report
The Gifted and Talented Report shows a list of students in the class that are enrolled in Gifted and Talented.

Grade Proof Sheet
The Grade Proof Sheet Report displays the posted grades and comments of students in a specific class.

Benchmark Trend Report
The Benchmark Trend Report displays Assignment data by student for Assignments that have Benchmarks attached. Information provided includes the student’s Benchmark Score, Benchmark Percentage, Average Percentage and Trend Percentage.
Running a Report for a Specific Assignment

There is one report that can be run for individual Assignments. The Assignment Detail Report displays the score, points, percent, grade mark, and comments for each student on a specific Assignment.

To run a report for a specific Assignment:

1. Click the header of the Assignment.
2. On the Assignment Options screen, click Reports\Assignment Report.

Running Reports for an Individual Student

Reports can be run for individual students in two ways: by using the Select Different Students button when running reports from the Reports button, or by clicking a student’s name on the Gradebook Main Screen.

The Select Different Students option is covered in “Understanding Report Templates” (page 77). To run reports for an individual student, click the hyperlink for their name on the Gradebook Main Screen.

To run reports for an individual student:

1. On the Gradebook Main Screen, click the student’s name.
2. Pause your mouse pointer over Reports and click the report you want to run.

Running Reports for All Classes

You can run some reports for all of your classes.

To run reports for all classes:

- On the My Gradebook (class selection) screen, pause your mouse pointer over Reports for all Classes and click the report you want to run.
Secondary Gradebook provides a variety of charts for you to view and use.

To view charts:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Charts.

2. Select the chart you want to run from the drop-down menu.

There are four Charts you can view in Secondary Gradebook:

- Viewing Term Grade Distribution Charts
- Viewing Student Progress Charts
- Viewing Category Average Charts
- Viewing the Assignment Grade Distribution Chart

You access three of the charts (Term Grade Distribution, Student Progress, and the Category Average Chart) from the Gradebook Main Screen. You access the fourth chart, Assignment Grade Distribution, through an individual Assignment.

The following sections describe each of these charts.

**Viewing Term Grade Distribution Charts**

The Term Grade Distribution Chart displays classroom distribution of grades by the term you select. The number of students receiving the grade also appears on the grade distribution bar. This chart gives you a quick overall look at how many students in the class are earning each letter grade and how grades are distributed across the class.
Viewing Student Progress Charts
The Student Progress Chart is a graph of individual student progress at two-week intervals. This allows the teacher to see how students are progressing every two weeks.

Viewing Category Average Charts
The Category Average Chart displays individual student Category scores against the class average on each graded Category during the term you select. This chart allows you to see how an individual student is doing compared to the class average. You can also get a Category breakdown by Student and Class Average by selecting the associated tabs on the right of the grid.

Viewing the Assignment Grade Distribution Chart
The Assignment Grade Distribution Chart displays classroom distribution of grades for the Assignment you select. The number of students receiving the grade also appears on the grade distribution bar. This chart gives you a quick overall look at how many students in the class are earning each letter grade and how grades are distributed across the class.

To view the Assignment Grade Distribution Chart:

1. On the Gradebook Main Screen, click the desired Assignment header.

2. Click Chart.

Printing Charts
You can print all Charts described above using the Print Chart button on the Chart screen. When you select this option, it takes you directly to your local printer settings.
There are various display options you can use to control how your Gradebook appears.

- Adjusting Student Display Options
- Adjusting Assignment Display Options
- Adjusting Grade Period Display Options

The following sections discuss each of these groups of options.

**Adjusting Student Display Options**

Student Display Options determine how the student name, ID, and other information appear on the Gradebook Main Screen. They also define which students appear in your Gradebook and in what order. Changes made in Student Display Options are universal and affect all of your classes.

To adjust Student Display Options:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.
2. Click Student Display.
3. Configure all options. Table 13 describes these options.
4. Click Save.

**Note**

You can click Restore Defaults to revert back to the default Student Display option settings.
## Configuring Display Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Display</td>
<td>Determines how each student’s name appears on the Gradebook Main Screen.</td>
</tr>
<tr>
<td>Display Options</td>
<td>Determines whether the Student ID, Student Grade Level and Student’s School appear on the Gradebook Main Screen. It also determines whether students who have dropped the class appear in your Gradebook.</td>
</tr>
<tr>
<td>Sorting Options</td>
<td>Determines the order in which students are listed on the Gradebook Main Screen.</td>
</tr>
</tbody>
</table>

**Table 13 - Student Display options**

### Adjusting Assignment Display Options

Assignment Display Options determine how Assignments display on the Gradebook Main Screen. There are also some defaults you can set for adding and scoring Assignments. Changes made in Assignment Display Options are universal and affect all of your Classes.

There are four Assignment Display Option areas:

- Assignment Display Options
- Assignment Defaults
- Assignment Score Entry
- Assignment Headings

To adjust Assignment Display Options:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Assignment Display.

3. Configure all options (Figure 28). Table 14 describes these options. Some options may not be available to you depending on how your Gradebook Administrator configures your Gradebook.
4. Click Save.

**Note** You can click Restore Defaults to revert back to the default Assignment Display Options settings.

### Assignment Display Options

- Show Average Score of the Assignment
- Show Average Score of Term Grades
- Show Assignment Group of the Assignment
- Show "Term Grade" Column in a fixed location on Gradebook screen
- Show Posted Grades in a different color on Gradebook screen
- Show Comments for all Assignments
- Only show recent assignments on Gradebook Screen (2 weeks old and 2 weeks in the future)
- Show Earned Percent Column when Calculating Term Grade based on Minimum Percent

**Sort Assignments by:** Date Sequence

**Date Sequence of the Assignments:**
- Descending (newest to oldest)
- Ascending (oldest to newest)

### Assignment Defaults

- Maximum Score Default: 10
- Post to Family Access Default: Last Saved
- Post to Student Access Default: Last Saved

### Assignment Score Entry

- Suppress the "value entered is greater than max score" message
- Display student's due date attendance on Score Entry screen
- Only use proficiency-based scoring for Assignment Benchmarks

### Assignment Heading

Options use examples with the text "Characters" representing the assignment description, "08/20/2004" representing the due date, "Week 4 - Friday" representing a week and day, "Quiz" representing the category code, and "100" representing the max score of an example assignment.

- Show Category color in Assignment Headings only

#### Description, Week, Category, Max Score

- **Characters:** W04-F
- **Quiz:** 100

#### Description, Date, Category, Max Score

- **Characters:** 08/20
- **Quiz:** 100

#### Description, Week, Date, Category, Max Score

- **Characters:** W04-F
- **08/20:** Quiz
- **100**

#### Description, Week, Date, Category, Max Score

- **Characters:** W04-F
- **08/20:** Quiz
- **100**

---

**Figure 28 - Assignment Display, Assignment Defaults, and Assignment Score Entry options**
## Configuring Display Options

<table>
<thead>
<tr>
<th>AREA</th>
<th>PURPOSE OF AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Display Options</td>
<td>Determines how your Assignments appear on the Gradebook Main screen.</td>
</tr>
</tbody>
</table>

### Options in this Area

<table>
<thead>
<tr>
<th>Description of Options</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Show Average Score of the Assignment</strong></td>
<td>Displays the average Assignment score in the Assignment header on the Gradebook Main Screen.</td>
</tr>
<tr>
<td><strong>Show Average Score of Term Grades</strong></td>
<td>Displays the average Assignment score in the Term Header column on the Gradebook Main Screen.</td>
</tr>
<tr>
<td><strong>Show Assignment Group of the Assignment</strong></td>
<td>Displays the Assignment group in the Assignment header on the Gradebook Main Screen.</td>
</tr>
<tr>
<td><strong>Show “Term Grade” Column in a fixed location on Gradebook screen</strong></td>
<td>Displays a column showing the current term’s grade beside the Attendance column on the Gradebook Main Screen.</td>
</tr>
<tr>
<td><strong>Show Posted Grades in a different color on Gradebook screen</strong></td>
<td>Displays the cell of a posted grade in a different color on the Gradebook screen.</td>
</tr>
<tr>
<td><strong>Show Comments for all Assignments</strong></td>
<td>Inserts a column next to each Assignment column on the Gradebook Main Screen. Any comments entered in the Comments box on the Score Entry screen appear.</td>
</tr>
<tr>
<td><strong>Only show recent assignments on Gradebook Screen</strong></td>
<td>Displays only Assignments that have an Actual Due Date (or Proposed Due Date, if no actual) that is within two weeks prior to and beyond the current date.</td>
</tr>
<tr>
<td><strong>Show Earned Percent Column when Calculating Term Grade based on Minimum Percent</strong></td>
<td>This option is not used in Washington state.</td>
</tr>
<tr>
<td><strong>Sort Assignments by</strong></td>
<td>Sorts Assignments by Date Sequence, Category, or Assignment Group.</td>
</tr>
</tbody>
</table>
### Configuring Display Options

<table>
<thead>
<tr>
<th>Options in this Area</th>
<th>Description of Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Sequence of the Assignments</td>
<td>Determines if Assignment columns appear in descending (newest to oldest) or ascending (oldest to newest) order.</td>
</tr>
</tbody>
</table>

#### AREA

<table>
<thead>
<tr>
<th>PURPOSE OF AREA</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Defaults</td>
<td>Determines your Assignment defaults’ display defaults.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Options in this Area</th>
<th>Description of Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Score Default</td>
<td>Default Max Score value for newly added Assignments.</td>
</tr>
<tr>
<td>Post to Family Access Default</td>
<td>Determines the Family Access defaults when adding an Assignment. The default options are Last Saved, Yes, and No.</td>
</tr>
<tr>
<td>Post to Student Access Default</td>
<td>Determines the Student Access defaults when adding an Assignment. The default options are Last Saved, Yes, and No.</td>
</tr>
</tbody>
</table>

#### AREA

<table>
<thead>
<tr>
<th>PURPOSE OF AREA</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Score Entry</td>
<td>Determines Assignment defaults for Score Entry.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Options in this Area</th>
<th>Description of Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suppress the “value entered is greater than max score” message</td>
<td>Suppresses the message “The score entered is greater than the Max Score for this Assignment” when you enter a score that exceeds the Max Score.</td>
</tr>
<tr>
<td>Display student’s due date attendance on Score Entry screen</td>
<td>Displays student attendance on the due date of the Assignment on the Score Entry screen.</td>
</tr>
<tr>
<td>Only use proficiency-based scoring for Assignment Benchmarks</td>
<td>Forces teachers to use proficiency-based scoring for Assignments using Benchmarks. To learn more about proficiency-based scoring, see “<a href="#">Using Proficiency-Based Scoring</a>” (page 62).</td>
</tr>
</tbody>
</table>
Configuring Display Options

Options in this Area | Description of Options
--- | ---
Date Sequence of the Assignments | Determines if Assignment columns appear in descending (newest to oldest) or ascending (oldest to newest) order.

AREA | PURPOSE OF AREA
--- | ---
Assignment Heading | Determines how your Assignment headings appear on the Gradebook Main Screen.

Options in this Area | Description of Options
--- | ---
Show Category color in Assignment Headings only | Limits column coloration to the heading only. If you don’t select this option, the entire column assumes the Category color. Your Gradebook Administrator configures the Category colors.

Assignment Headings | Determines the appearance of, and data contained in Assignment headings.

Table 14 - Assignment Display Options

Adjusting Grade Period Display Options

Grade Period Display options determine which Grading Period and Assignment columns appear on the Gradebook Main Screen. Figure 29 shows an example of the Grade Period Display screen. Some teachers prefer to view only the current term’s information, while others want to see data from all Grading Periods. Grade Period Display options are not universal and only affect the class in which you configure them.

There are two areas to consider when working with Grade Period Display options:

- Selecting Grade Period Displays
- Selecting Assignments by Date Range
- Modifying Gradesheet Sequence

The following sub-sections explain each of these areas.
Selecting Grade Period Displays

Grade Period Displays allow you to decide which Assignments and Grade Periods appear on the Gradebook Main Screen. Current Grading Periods cannot be hidden.

To select Grade Period Display options:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Grade Period Display.

3. In the Grade Period Display area, select Display Assignments and Display Grade Period for each of the Grading Periods you want to appear on your Gradebook Main Screen. Select Show All to display all Grading Periods associated with this class.

4. Click Save.

Selecting Assignments by Date Range

As a default, all Assignments within the class terms appear on your Gradebook Main Screen. However, in the Assignments By Date Range area of the Grade Period Display screen, you can change the default of all Assignments to Assignments with a range of dates.

To select Assignments by Date Range:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Grade Period Display.

3. In the Assignments By Date Range area of the Grade Period Display screen, select the option Only Show Assignments Within Date Range. Then enter the date range of Assignments you want to appear on the Gradebook Main Screen.

4. Click Save.
Modifying Gradesheet Sequence

The Modify Gradesheet Sequence feature allows you to sort the students on the Gradebook Main Screen in the same order that the students are sorted on the Grade Sheet Report.

To modify the Gradesheet Sequence:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Modify Gradesheet Sequence. The Student Order for Gradesheet Sequence screen appears displaying all students in the class.

3. Select the student that you want to move within the list, and use the Move Up and Move Down buttons to change the student order.

4. Click Save.
There are several tools available in Secondary Gradebook that help you manage the students in your class and the Assignments you assign. These include:

- Using Teacher’s Log
- Dropping the Lowest Assignment Score
- Restoring Deleted Assignments
- Using Student Groups
- Viewing Gradebook Backups
- Managing the Assignment Comment Bank
- Converting Special Codes to Final
- Marking All Unscored Assignments as Missing

Each tool is discussed in this section.

**Using Teacher’s Log**

The Teacher’s Log allows you to record anecdotal comments about a student. Teacher’s Log entries can be made visible in Family and Student Access. Figure 30 shows an example of a Teacher’s Log.

To use the Teacher’s Log:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Teacher’s Log.

3. Select a student and click Add New Log Entry.

4. Configure all options. Table 15 describes these options.

5. Click Save.
Using Secondary Gradebook Tools

Figure 30 - Teacher's Log

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading Period</td>
<td>Grading Period associated with the Teacher's Log entry.</td>
</tr>
<tr>
<td>Summary</td>
<td>Summary of the entry.</td>
</tr>
<tr>
<td>Detail</td>
<td>Detail of the entry.</td>
</tr>
<tr>
<td>Post to Family Access</td>
<td>Determines whether the entry is visible in Family Access.</td>
</tr>
<tr>
<td>Post to Student Access</td>
<td>Determines whether the entry is visible in Student Access.</td>
</tr>
</tbody>
</table>

Table 15 - Teachers Log options

Dropping the Lowest Assignment Score

At any point in the term before you select the Posting Complete box, you can choose to drop the Assignment score that most negatively affects a student’s grade. You can perform this drop for a single student or for all students, and to any range of Assignments.

There are several functions available when you drop the lowest Assignment score:

- Using the Drop Lowest Score Option
- Using the Advanced Drop Lowest Score
- Undoing a Drop Lowest Score Process

The following sub-sections explain each of these functions.
Using the Drop Lowest Score Option

The Drop Lowest Score option allows you to drop the Assignment with the lowest score for a student.

To use the Drop Lowest Score option:

1. On the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Select Drop Lowest Score from the Tools area.

3. Click Drop Lowest Score for the Grade Period that this drop affects.

4. Select the name of any student whose Assignments should be considered by the drop process. By default, all students are selected.

5. Click Next.

This screen displays each Category (for example, Homework, Participation, and Notebook), and all Assignments included in that Category appear in a list below it.

6. Select the check box next to any Category and Assignment that the drop process should consider. By default, all Categories and Assignments are selected.

Note: You are not choosing to drop these Assignments yet. On this screen, you are telling the program to consider these Assignments when it is determining what score most negatively impacts the student’s grade.

7. Click Next.

This screen displays all Assignments that will be dropped. The program scans all of the Assignments you selected on the previous screen for all of the students you selected. The Assignments listed on this screen reflect the Assignments that most negatively impact the term grade for each selected student.

Note: The system only drops an Assignment score if doing so positively impacts the student’s term grade. Therefore, if you select a student, his or her name may not appear on this screen if dropping a score within the selected Assignments would not positively impact his or her grade.
8. Click Process Drops. When a score is dropped, the Special Code of AD (Automatic Drop) appears in the Assignment score cell on the Gradebook Main Screen for that Assignment.

**Using the Advanced Drop Lowest Score**

The Advanced Drop Lowest Score option works exactly as the Drop Lowest Score option, with one significant difference: the Drop Lowest Score option allows you to drop only the lowest score for a student, where the Advanced Drop Lowest Score option allows you to drop multiple low scores for a student.

To use the Advanced Drop Lowest Score option:

1. On the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Select Advanced Drop Lowest Score from the Tools area.

3. Click Advanced Drop Lowest Score for the Grade Period that this drop affects.

4. Select the name of any student whose Assignments should be considered by the drop process. By default, all students are selected.

5. Click Next. This screen displays each Category, and all Assignments included in that Category appear on a list below it.

6. Use the drop-down box at the top of the screen to choose the number of lowest scores that Gradebook will drop for each student.

7. In the Drop Options area, select the Option to use. Table 16 describes the options available.

8. Select the check box next to any Category or Assignment that should be considered by the drop process.

**Note**

You are not choosing to drop these Assignments yet. On this screen, you are telling the program to consider these Assignments when it is determining what score most negatively impacts the student’s grade.
9. Click Next. This screen displays all Assignments that will be dropped. The program scans all of the Assignments you selected on the previous screen for all of the students you selected. The Assignments listed on this screen reflect the Assignments that most negatively impact the term grade for each selected student.

| Note | The system only drops an Assignment score if doing so positively impacts the student’s term grade. Therefore, if you select a student, his or her name may not appear on this screen if dropping a score within the selected Assignments would not positively impact his or her grade. |

10. Click Process Drops. When a score is dropped, the Special Code of AD (Automatic Drop) appears in the Assignment score cell on the Gradebook Main Screen for that Assignment.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option #1 – Drop across Categories using the Gradebook score calculations</td>
<td>Drops Assignments to achieve a higher overall grade using the same calculation used in the Gradebook to determine Midterm, Term, Semester, and Final Grades.</td>
</tr>
<tr>
<td>Options #2 – Drop from a Single Category to reach Highest Percent in that Category</td>
<td>Drops Assignments to achieve a higher percentage in one Category.</td>
</tr>
<tr>
<td>Option #3 – Drop from Multiple Categories to reach Highest Percent in each Category</td>
<td>Drops Assignments to achieve a high percentage in multiple Categories.</td>
</tr>
<tr>
<td>Option #4 – Drop across Categories to reach Highest Overall Percent</td>
<td>Drops Assignments to achieve a higher overall grade using the bisection method algorithm. This option is not available if a Gradebook uses Weighted Categories.</td>
</tr>
</tbody>
</table>

Table 16 - Advanced Drop Lowest Score Options
**Undoing a Drop Lowest Score Process**

When the process is complete, you are returned to the first Drop screen. An Undo Drop Lowest Score option appears across from the term that you processed the lowest scores for. This option allows you to undo the Drop Score process for the term.

To undo a Drop Lowest Score process:

1. Click Undo Drop Lowest Score.

2. Select all students whose drop should be undone.

3. Click Process Undrops.

**Restoring Deleted Assignments**

A deleted Assignment can be restored, along with any scores and Special Codes associated with it when it was deleted.

To restore a deleted Assignment:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Select Restore Deleted Assignments from the Tools area.

3. On the Deleted Assignments list, select the Assignment that you want to restore.

4. Click View Details.

5. The Assignment scores and other attributes appear on a display similar to the Score Entry screen. Click Restore Assignment.
Using Student Groups

Student Groups in a Gradebook are designed to separate groups of students who are completing different Assignments in the same class. For example, in a Music class, there may be students who play different instruments that have different Assignments.

There are several functions available when you use Student Groups. These include:

- Creating Student Groups
- Working with Student Groups and Assignments
- Moving Students between Student Groups

The following sub-sections explain each of these functions.

Creating Student Groups

The first step in using Student Groups is to create the groups. In the example in Figure 31, two groups are being created: Group 1 and Group 2.

![Student Groups Table]

Figure 31 - Creating Student Groups
To create Student Groups:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Student Groups.

3. In the Student Groups area, type a name for each group you want to create, starting with Group 1.

4. In the Assign Students to Groups area, select a group for each student.

5. Click Save.

**Working with Student Groups and Assignments**

Once you create Student Groups, a new menu appears in the upper left corner of the Gradebook Main Screen. This allows you to choose which group to view on the Gradebook Main Screen. If desired, you can select to see all students in your class by selecting the Show all groups option. Assignments that you have already created in the Gradebook are automatically part of all Student Groups you create.

When you add a new Assignment after you create Student Groups, the Assignment is only part of the Student Group that appears on the Gradebook Main Screen – unless you select Apply this assignment to All Student Groups on the Add Assignment screen. For information on how to add an Assignment, see “Adding an Assignment” (page 38).

**Moving Students between Student Groups**

You can move students between groups as long as all of their scored Assignments are part of both groups.

To move students between Student Groups:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Student Groups.

3. In the Assign Students to Groups area, make adjustments as desired.

4. Click Save.
Viewing Gradebook Backups
Gradebook Backups allow you to see Gradebook data from a specific date against the current Class list.

To view Gradebook Backups:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.
2. Click Gradebook Backups.
3. Click View Backup for the date of the backup you want to view. The Gradebook Administrator sets up the frequency of backups.

You cannot make any changes to the backup, but you can view the data and run most reports.

Managing the Assignment Comment Bank
The Assignment Comment Bank allows you to store frequently-used Assignment comments. When you score an Assignment and want to enter a comment, a pop-up appears as you begin typing the first few letters of the comment. This pop-up contains a list of comments from the bank that matches what you have typed so far. If the comment that you type does not match anything in the bank, it is automatically added to the bank.

To manage the Assignment Comment Bank:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.
2. Click Assignment Comment Bank. Figure 32 shows an example of a teacher’s Assignment Comment Bank. Table 17 describes the options available in the Assignment Comment Bank.
Using Secondary Gradebook Tools

Figure 32 - Assignment Comment Bank

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Adds an Assignment comment to the bank. Assignment comments that you type when scoring an Assignment are automatically added to the bank. Use this feature to manually add an Assignment comment.</td>
</tr>
<tr>
<td>Edit</td>
<td>Modifies an existing Assignment comment.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes an existing Assignment comment from the bank. This does not delete the comment from a student’s Assignment.</td>
</tr>
<tr>
<td>Delete Multiple Comments</td>
<td>Deletes multiple existing Assignment comments from the bank.</td>
</tr>
</tbody>
</table>

Table 17 - Assignment Comment Bank options

Converting Special Codes to Final

If your Gradebook Administrator enables it, you can run a utility to change certain Special Codes to a Final Special Code. You run this utility to change Special Codes used during the term or semester into a code that is used to close out the Grading Period. For example, you can change a code of Redo or Missing to Incomplete or Too Late.

To convert Special Codes to Final:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Convert Special Codes to Final.
3. Click Include Dropped Students if you want to include them in this process.

4. In the Include Assignments that are due between ##/###/#### and box, type the ending date of the Assignment range you want to process. These dates typically span the current Grading Period.

5. Click Run.

**Marking All Unscored Assignments as Missing**

If your Gradebook Administrator enables it, you can run a utility to mark all unscored Assignments as Missing. The utility automatically selects the Missing check box and also populates a Special Code designated as Missing by your Gradebook Administrator.

To mark all unscored Assignments as Missing:

1. In the Gradebook Main Screen Menu Bar, pause your mouse pointer over Display Options.

2. Click Mark All Un-scored Assignments as Missing.

3. Click Include Dropped Students if you want to include them in this process.

4. In the Include Assignments that are due between ##/###/#### and box, type the ending date of the Assignment range you want to process. These dates typically span the current Grading Period.

5. Click Run.
Using the Student Options Screen

The Student Options screen allows you to view and edit data for a single student. This screen is also helpful when you discuss progress with students one-on-one at your computer.

To use the Student Options screen:

- On the Gradebook Main Screen, click the student's name.

Select the options as desired (Figure 33). Table 18 describes the available options on the Student Options screen.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>Displays all Assignments for the selected student.</td>
</tr>
<tr>
<td>Missing Assignments</td>
<td>Displays the student’s missing Assignments. The number in parentheses indicates the number of missing Assignments for the student.</td>
</tr>
<tr>
<td>Report Card Grades</td>
<td>Displays the student’s Report Card Grades for the current and past Terms.</td>
</tr>
</tbody>
</table>

Figure 33 - Student Options screen
Using the Student Options Screen

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td>Displays the student’s Report Card comments for the current and past Terms. You can also enter Report Card comments. To learn more about entering Report Card comments, see “Entering Term and Semester Comments” (page 74).</td>
</tr>
<tr>
<td>Teacher's Log</td>
<td>Opens the Teacher’s Log for the student. To learn more about using Teacher’s Log, see “Using Teacher’s Log” (page 96).</td>
</tr>
<tr>
<td>Edit Current Term\Edit Other Terms</td>
<td>Opens the Quick Entry screen for Assignments to allow you to enter Grades for all Assignments for the selected student.</td>
</tr>
<tr>
<td>Reports</td>
<td>Allows you to run a report. To learn more about Secondary Gradebook reports, see “Working with Secondary Gradebook Reports” (page 77).</td>
</tr>
<tr>
<td>Content Grades</td>
<td>Allows you to see Content, Points Earned, Percent and Grade for each Content Area graded.</td>
</tr>
<tr>
<td>New Student</td>
<td>Allows you to access options for a new student who enrolls into the Class. To learn more about new student options, see “Transferring Grades for New Students” (page 110).</td>
</tr>
</tbody>
</table>

Table 18 - Student Options screen options
Taking Attendance from Gradebook

You can take attendance for a Class in Gradebook without having to navigate to the Attendance areas in Educator Access Plus.

**Note**  
You can’t take attendance from a combined Gradebook. To access attendance options, you must do so from the individual Gradebooks of each component class. To learn more about accessing individual Gradebooks, see “Accessing an Individual Gradebook within a Combined Gradebook” (page 10).

To take attendance from Gradebook:

- In the Gradebook Main Screen Menu Bar, click Attendance.

Once you take attendance, the absence or tardy information appears in the Atnd column on the Gradebook Main Screen to the right of the student’s name. This area also displays Do Not Admit information, if the Gradebook Administrator enables that feature.

To learn more about taking attendance, see the *WSIPC Guide to Educator Access Plus for Teachers and Advisors.*
Transferring Grades for New Students

If a student has just been scheduled into your class, a yellow button labeled NEW appears beside the student’s name on the Gradebook Main Screen. A New Student tab also appears on the Student Options screen. To learn more about the Student Options screen, see “Using the Student Options Screen” (page 107). The New Student screen (Figure 34), allows you to transfer grades for that student from another class into yours.

To use the New Student indicator:

- On the Gradebook Main Screen, click the NEW button next to a student’s name.

![Figure 34 - New Student screen](image)

In Secondary Gradebook, you have five options to transfer grades for new students.

Each option is discussed in a section below.
Option #1 – Auto-Transfer Scores from Dropped Section of this Course

This option automatically transfers Assignment Grades from another section of the course. This option is only available if the student dropped from another section of the same course, and matching Assignments that were graded in the previous section are found.

To use Option #1 – Auto-Transfer Scores from Dropped Section of this Course:

1. Click Transfer Matching Scores.

2. A list of matching Assignments appears, along with the student’s Grading information for each Assignment. You can make adjustments on this screen if necessary.

3. Click Save.

Option #2 – Transfer Assignment/Term Scores From a Dropped Class

This option allows you to manually match Assignments, one by one, from any Class to Assignments in this class. If you don’t want to transfer Assignment scores, you can also use this option to transfer Term Grades from any dropped class. This option is useful when Option #1 is not available because the student transferred from another Course, or if the student does not have any automatically matched Assignments.

To use Option #2 – Transfer Event/Term Scores From a Dropped Class:

1. Click Select Dropped Class.

2. From the list of classes that the student has dropped, select a class.

3. In the drop-down menu, select whether you want to transfer both Assignment and Term Grades, or just Term Grades.

4. Click Manually Transfer Scores.
5. If you are only transferring Term Grades, skip to step 11. Otherwise, a list of Assignments in the current class that have not been scored appears.

6. Click Grade next to an Assignment.

7. A list of Assignments from the previous class that have been scored appears. Find a matching Assignment and click Transfer.

8. The Grading information for the Assignment from the previous class are applied to the Assignment in the current class. Make adjustments on this screen if necessary, and click Save.

9. Repeat steps 6 through 8 for each unscored Assignment in the current class that you want to grade.

10. When you have finished, do one of the following:

   ▪ Click Complete Assignment Scoring.

   ▪ Click No Count Ungraded Assignments & Complete Assignment Scoring if there are Assignments that you have not graded and wish to apply a No Count status.

11. Based on Term, Semester, and Final Grades from the previous class, enter or adjust Term, Semester, and Final Grades for previous Grading Periods.

12. Click Save Term Grades and Finish.

**Option #3 – Manually Enter Term Scores**

This option allows you to manually enter Term Grades for closed Grading Periods.

To use Option #3 – Manually Enter Term Scores:

1. Click Manually Enter Scores

2. Enter Term, Semester, and Final Grades for previous Grading Periods.

3. Click Save Term Grades and Finish.
Option #4 – One-Click Transfer Term Percents from Dropped Section of this Course

This option allows you to transfer Term Percents from a dropped section of this course as a grade adjustment for closed Grading Periods.

To use Option #4 – One-Click Transfer Term Percents from Dropped Section of this Course:

- Click Transfer Percents.

Option #5 – Enter a Starting Grade Percentage for the Current Term

This option allows you to enter a starting grade for the student in the current Grading Period. Every Assignment in the current Grading Period is assigned the starting grade, effectively giving the student a to-date average of the starting grade.

To use Option #5 – Enter a Starting Grade Percentage for the Current Term:

1. Click Enter a Starting Grade.

2. In the Starting Grade Percent box, enter the starting grade.

3. The date that the student enrolled into your class appears in the Student Start Date box, modify the date if necessary.

4. If you have already scored Assignments for the student in the current Grading Period prior to the student’s Start Date, determine whether you want to overwrite those scores with the starting grade by selecting or clearing Overwrite existing assignment scores.

5. Click Apply Grade Percent.
Hiding the New Student Indicator

When you have finished transferring grades for a new student, you can hide the New Student Indicator for that student so that it no longer appears on the Gradebook Main Screen.

To hide the New Student Indicator:

- Select Do not display NEW by this student's name.

**Note** After you hide the New Student indicator for a student, you can still access the New Student features through the New Student tab on the Student Options screen. To learn more about the Student Options screen, see “Using the Student Options Screen” (page 107).
Several items on the Gradebook Main Screen provide additional features. These miscellaneous items are not covered anywhere else in this Guide. Table 19 lists these options and their descriptions.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Literal Hyperlink</td>
<td>In each term or semester column, you can click the term literal (for example, TR1) in the column header to switch between displaying the term grade as a Grade Mark or a Percent. The term or semester column is only available if your Gradebook Administrator configures your Gradebook to calculate a term or semester grade. Term Grade Calculation Options also appear in this screen. To learn more about Term Grade Calculations, see “Changing the Term Grade Calculations Method” (page 29).</td>
</tr>
<tr>
<td>Term Literal Menu</td>
<td>The term literal menu is located in the header of the fixed term grade column. This menu allows you to view the calculated grade for a different term or semester. The fixed term grade column only appears if you enable it in Assignment Display Options.</td>
</tr>
<tr>
<td>Class Hyperlink</td>
<td>At the top left corner of the Gradebook Main Screen is a class hyperlink. The text of the hyperlink consists of the Course Code, Section Code, Period number, and Course Description. It is not underlined and in blue like a typical hyperlink. Click this hyperlink to view information about the class, including the terms, days and times that the class meets, etc.</td>
</tr>
</tbody>
</table>
### Miscellaneous Main Screen Items

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question Mark</strong></td>
<td>The question mark is located in the upper right corner of the Gradebook screen. Click the question mark and then SkyDoc – Skyward Documentation to view Skyward tutorials about Gradebook features and processes. Skyward continually updates this area with new tutorials. In SkyDoc, you can also access WSIPC Guides and Educational Materials.</td>
</tr>
<tr>
<td>My Print Queue</td>
<td>Allows you access to your Print Queue.</td>
</tr>
<tr>
<td><strong>Student Information Icon</strong></td>
<td>An icon appears to the left of each student’s name. The avatar shows you the gender of the student. Click the icon to open the Student Profile, which displays detailed information about the student. The information available to you depends on your security access levels.</td>
</tr>
<tr>
<td><strong>Other Access</strong></td>
<td>Located on the Gradebook Main Screen Menu Bar. Provides quick access to other Educator Access Plus features, such as Survey and Message Center. To learn about other Educator Access Plus options, see the <em>WSIPC Guide to Educator Access Plus for Teachers and Advisors</em>. Note: This option is not available in a combined Gradebook. To access other Educator Access Plus features, you must do so from the individual Gradebooks of each component class. To learn more about accessing individual Gradebooks, see “Accessing an Individual Gradebook within a Combined Gradebook” (page 10).</td>
</tr>
</tbody>
</table>

Table 19 - Miscellaneous Gradebook Main Screen options
Indicators in Gradebook give you additional special information about students in your class. There are several types of indicators available in Secondary Gradebook. These include:

- Subset Enrollment Asterisk
- Grade Discrepancy Indicator
- Bold Assignment Score
- Comment Arrow
- Health Condition Indicator
- Critical Alert Indicator
- Parental Consent Indicator
- Special Education and Section 504 Bars
- Acceptable Use Policy Indicator

The following sections discuss each type.

**Subset Enrollment Asterisk**

When a student is enrolled in only one semester of a year-long course, or in only one term of a semester-long or year-long course, this student is said to be enrolled in a *subset* of the course. This means that the student is enrolled for a length of time that does not span the entire course.

A student, enrolled in a subset of a course, appears in Gradebook with an asterisk to the right of his or her name on the Gradebook Main Screen. If you click the student’s name to access the Gradebook Student Options screen, a message explaining the asterisk appears. For example, if a student is enrolled in only the second semester of a year-long course and you click the student’s name, a message similar to the following appears at the top of the Gradebook Student Options screen:

“Sarah Smith is only scheduled for SEM 2 of YEAR of this YEAR long class.”
Understanding and Using Indicators

The wording of this message depends on how the Gradebook Administrator configures Gradebook.

Grade Discrepancy Indicator
If a student’s calculated term or semester grade differs from the posted grade, an asterisk appears beside the grade on the Gradebook Main Screen. If you pause your mouse pointer over the grade, a message appears stating that the grade is now different from the posted grade. Depending on your district’s setup, you may also see a separate column that shows the posted grade if it is different from the calculated grade.

Bold Assignment Score
An Assignment score in bold font indicates that a Special Code (for example, MS – Missing) is attached to the Assignment.

Comment Arrow
An Assignment score with a red arrow in the upper right corner indicates that an Assignment comment exists. Pause your mouse pointer over the red arrow to see the comment.

Health Condition Indicator
If your Gradebook Administrator enables it, a red cross (+) appears to the left of the student’s name, indicating a health condition. Click on the cross to learn more about the health condition.

Critical Alert Indicator
If your Gradebook Administrator enables it, a red exclamation mark (!) appears to the left of the student’s name, indicating a critical alert. Click on the exclamation mark to learn more about the critical alert.

Parental Consent Indicator
If your Gradebook Administrator enables it, a parental consent indicator appears to the left of the student’s name, indicating that the student has parental consent information. Click the indicator to learn more about the parental consent. Your school district configures the color and label of the indicator.
**Special Education and Section 504 Bars**

If your Gradebook Administrator enables it, a dark blue bar appears to the left of the student’s name, indicating a special education student. A light blue bar appears to the left of the student’s name, indicating a Section 504 student. Click the bar to learn more.

**Acceptable Use Policy Indicator**

If your Gradebook Administrator enables it, a red AUP indicator appears to the right of the student’s name, indicating a student whose Acceptable Use Policy status is Unapproved. No indicator appears for students who have agreed to the Acceptable Use Policy.
Understanding Hyperlinks

Hyperlinks in Gradebook connect you to additional information about students or Gradebook setup. There are several types of hyperlinks available in Secondary Gradebook. These include:

- Students Hyperlink
- Sort by Hyperlink
- Term/Semester Grade Hyperlink
- Attendance Hyperlink
- Student Name Options Hyperlink
- Changing Term Grade Display Hyperlink

The following sections describe each of these hyperlinks.

**Students Hyperlink**

The Students hyperlink, located above the student list on the Gradebook Main Screen, opens the Student Display Options screen.

**Sort by Hyperlink**

The Sort By hyperlink is located in the Term Grade column header. Click this hyperlink to sort the students in descending order by the term or semester grade percentage. The Term Grade column only appears if you enable it in Assignment Display Options.

**Term/Semester Grade Hyperlink**

In each term or semester column, you can click on a student’s calculated grade to display the Report Card Grades for that student. If you have the necessary security, clicking this grade also allows you to override the calculated grade (see “Overriding Calculated Grades” on page 33).
Attendance Hyperlink
The Attendance column is located to the right of the student name. Click the underlined date hyperlink at the top of this column to access the Take Daily Attendance – By Name screen. After marking a student absent or tardy, an absence or tardy indicator appears in the Attendance column on the Gradebook Main Screen. If your Gradebook Administrator suppresses the Attendance column, it does not appear.

Student Name Options Hyperlink
Each student name is a hyperlink. Click a student name to access the Student Options screen. To learn more about the Student Options screen, see “Using the Student Options Screen” (page 107).

Changing Term Grade Display Hyperlink
The term grade menu allows you to view the calculated grade for a different term or semester. It is located in the Term Grade column header to the right of the Attendance column. Use the drop-down menu to change which term’s grade appears in the column. The Term Grade column only appears if you enable it in Assignment Display Options.