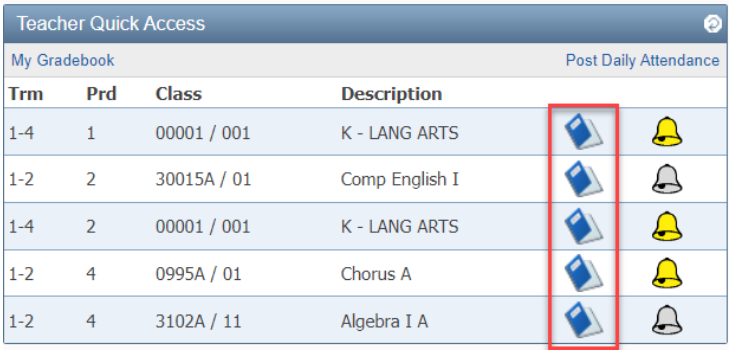
Gradebook: Add and Score Assignments – Teacher Access

In this document we will discuss how to navigate to your Gradebook and how to add and Score Assignments.

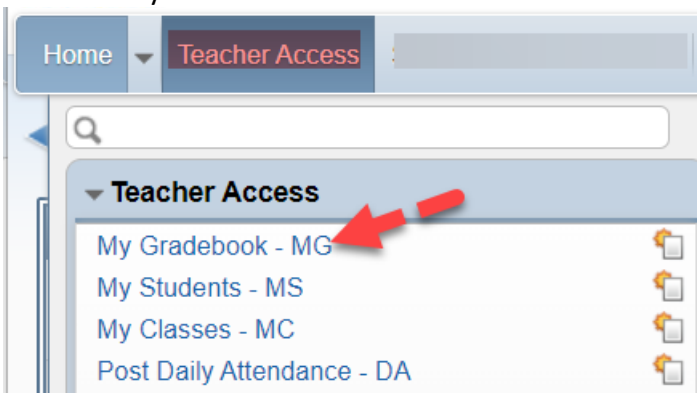
Navigate to Gradebook

1. On your Home Screen, if you have the Teacher Quick Access widget enabled, you can click the Book Icon next to the Course to see that course's Gradebook:

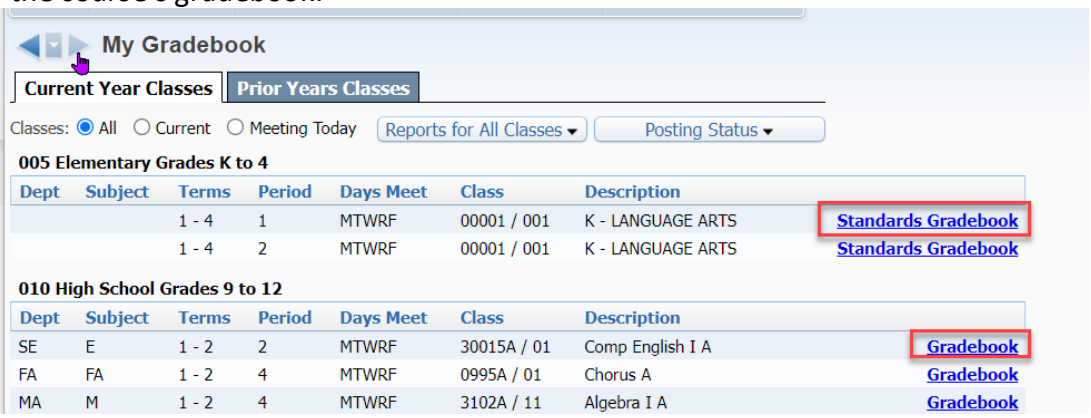


OR...

2. Navigate to Teacher Access -> My Gradebook

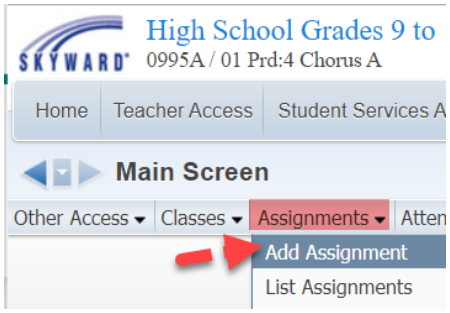


3. You will see a list of your classes, click the Standards Gradebook/Gradebook link next to the course to access the course's gradebook:



Add Assignment

1. Once in the Gradebook Main Screen, click Assignments and Add Assignment:



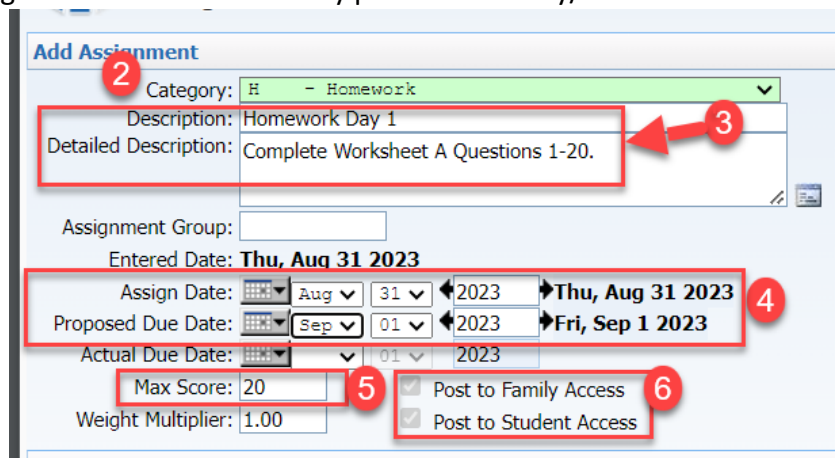
2. Select the Category of the Assignment. Categories are a way of grouping related assignments (i.e. Homework, Test, etc.) *Categories are district/school specific and may be different than what you see in this document.*

3. Enter a description of the Assignment (required) and a detailed Description as needed.

4. Select Assignment date and Due date. *Actual Due date is used when the proposed due date changes, i.e. Snow day extension.*

5. Enter Max Score of Assignment.

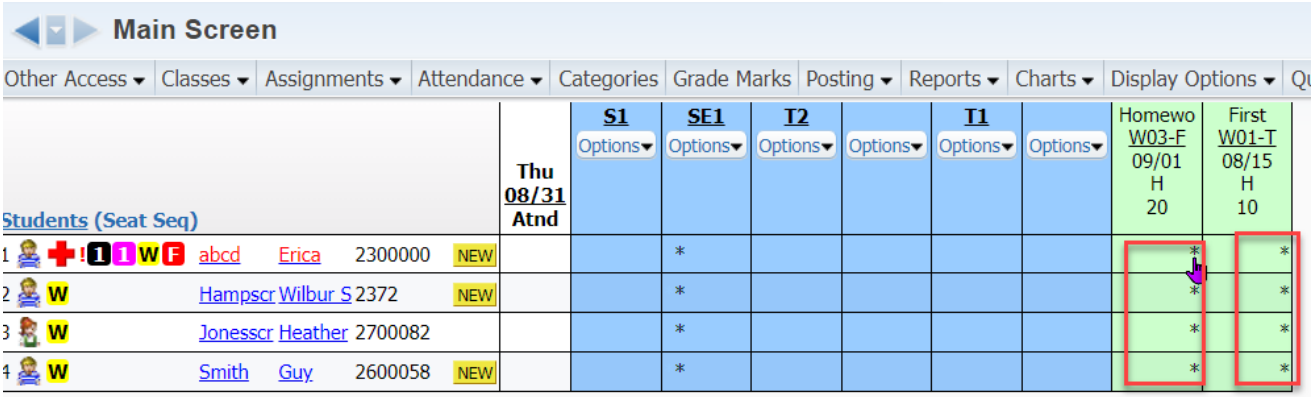
6. Depending on your configuration, you may have the option to Post to Family/Student Access. In this example all assignments are automatically posted to Family/Student Access.



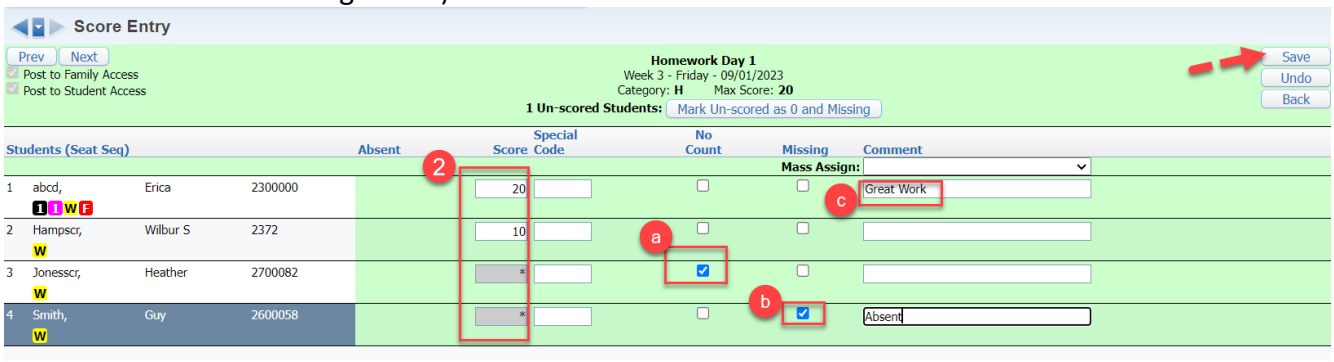
7. Save Options
   a. Click Save and Back – this will take you back to the Gradebook Main Screen.
   b. Click Save and Add Another – will allow you to add another Assignment
   c. Click Save and Score – will take you into the scoring screen to enter scores for this assignment.

Score Assignment

1. Once in the Gradebook Main Screen, hover your mouse over any of the boxes below the assignment header to see the pointed finger, click enter the score entry screen for this assignment.



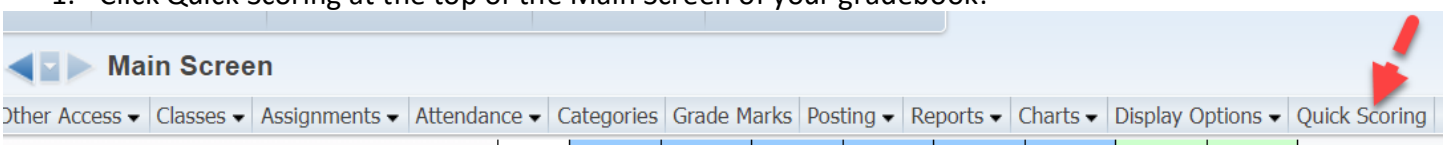
2. In the Score Entry Screen, enter assignment scores and Select/Enter the following as needed:
   a. No Count – Student is exempt from the assignment. The Assignment will not count for or against the students overall grade.
   b. Missing – Student has not turned in the assignment yet. The Assignment will not count for or against the students overall grade until a 0 (zero) is entered.
   c. Comment – Free-form comment for any reason (i.e. record a comment regarding the students work on an assignment)



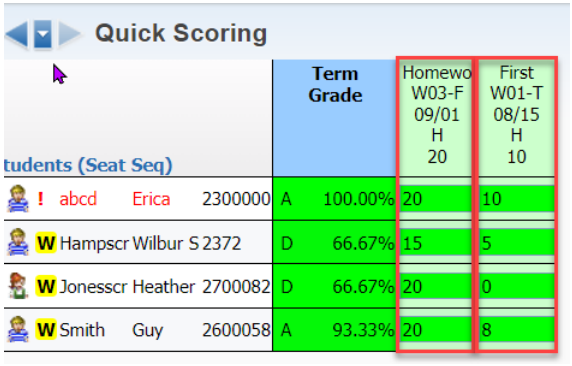
3. Once scores are entered Click Save.

Quick Scoring

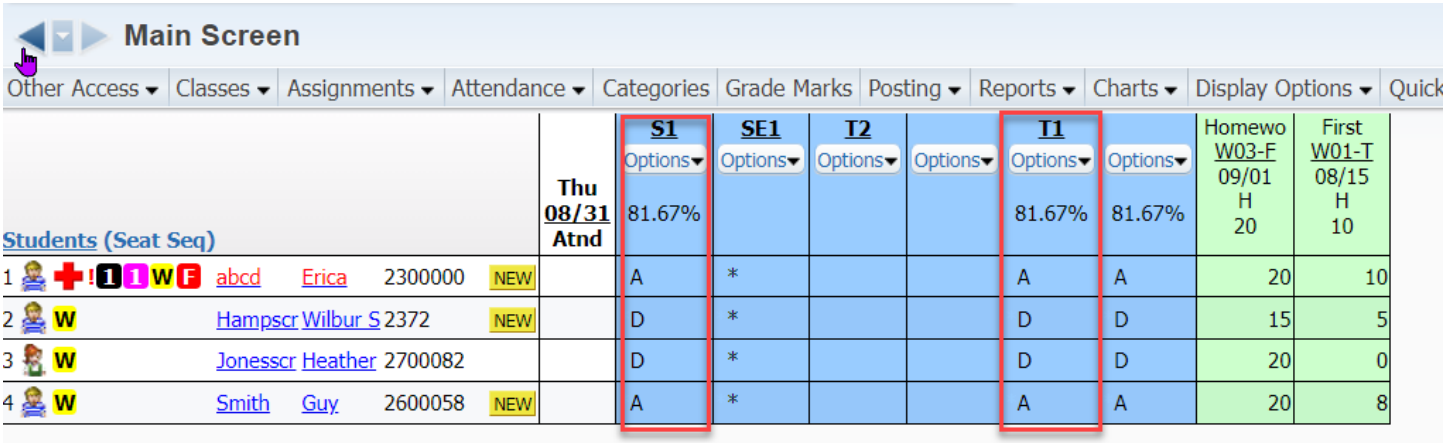
1. Click Quick Scoring at the top of the Main Screen of your gradebook:



2. This screen allows you to score all assignments as once:
3. Click Save and Back once scores are entered to return to the Main Gradebook Screen.



4. Once you start entering assignment scores, you will see term and/or semester grades start calculating:



Students (Seat Seq)					Thu 08/31 Atnd	S1 Options 81.67%	SE1 Options	T2 Options	Options	T1 Options 81.67%	Options 81.67%	Homewo W03-F 09/01 H 20	First W01-T 08/15 H 10
1	abcd	Erica	2300000	NEW		A	*			A	A	20	10
2	Hampscr	Wilbur S	2372	NEW		D	*			D	D	15	5
3	Jonesscr	Heather	2700082			D	*			D	D	20	0
4	Smith	Guy	2600058	NEW		A	*			A	A	20	8