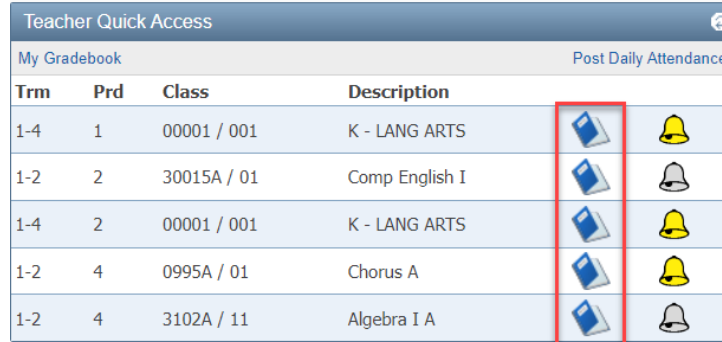












Gradebook: Add and Score Assignments – Teacher Access

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

Navigate to Gradebook

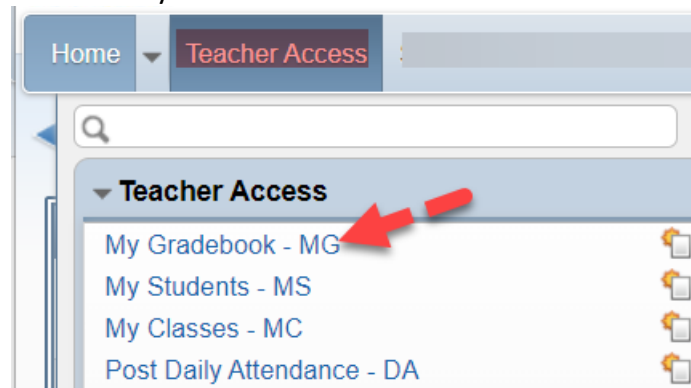
1. On your Home Screen, if you have the Teacher Quick Access widget enabled, you can click the Book Icon next to the Course to see that course's Gradebook:



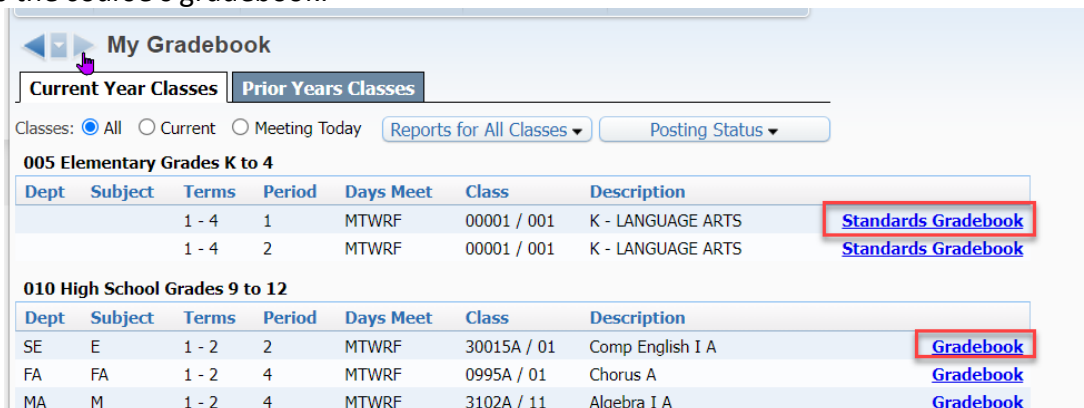
Teacher Quick Access					
My Gradebook				Post Daily Attendance	
Trm	Prd	Class	Description		
1-4	1	00001 / 001	K - LANG ARTS		
1-2	2	30015A / 01	Comp English I		
1-4	2	00001 / 001	K - LANG ARTS		
1-2	4	0995A / 01	Chorus A		
1-2	4	3102A / 11	Algebra I A		

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:

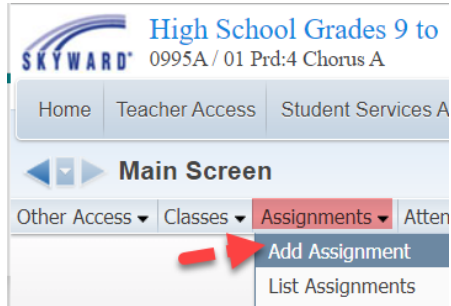


The screenshot shows the 'My Gradebook' page with tabs for 'Current Year Classes' and 'Prior Years Classes'. Below the tabs are filters for 'Classes' (All, Current, Meeting Today) and 'Reports for All Classes'. The main content is a table of classes, with 'Standards Gradebook' and 'Gradebook' links highlighted by red boxes.

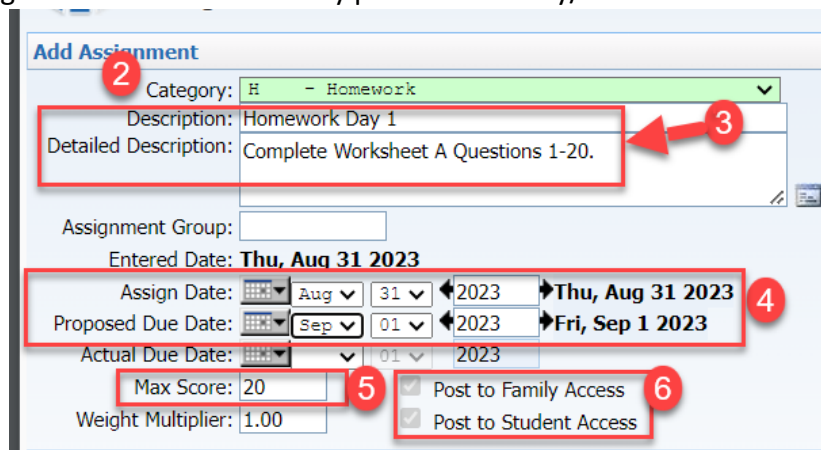
005 Elementary Grades K to 4						
Dept	Subject	Terms	Period	Days Meet	Class	Description
		1 - 4	1	MTWRF	00001 / 001	K - LANGUAGE ARTS Standards Gradebook
		1 - 4	2	MTWRF	00001 / 001	K - LANGUAGE ARTS Standards Gradebook
010 High School Grades 9 to 12						
Dept	Subject	Terms	Period	Days Meet	Class	Description
SE	E	1 - 2	2	MTWRF	30015A / 01	Comp English I A Gradebook
FA	FA	1 - 2	4	MTWRF	0995A / 01	Chorus A Gradebook
MA	M	1 - 2	4	MTWRF	3102A / 11	Algebra I A 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

- 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.

Main Screen

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories Grade Marks Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Q

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

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

Score Entry

Prev Next

Post to Family Access
Post to Student Access

Homework Day 1
Week 3 - Friday - 09/01/2023
Category: H Max Score: 20

1 Un-scored Students: [Mark Un-scored as 0 and Missing](#)

Save Undo Back

Students (Seat Seq)	Absent	Score	Special Code	No Count	Missing	Comment
1 abcd, Erica 2300000		20		<input type="checkbox"/>	<input type="checkbox"/>	Great Work
2 Hampscr, Wilbur S 2372		10		<input type="checkbox"/>	<input type="checkbox"/>	
3 Jonesscr, Heather 2700082				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4 Smith, Guy 2600058				<input type="checkbox"/>	<input checked="" type="checkbox"/>	Absent

- Once scores are entered Click Save.

Quick Scoring

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

Main Screen

Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories Grade Marks Posting ▾ Reports ▾ Charts ▾ Display Options ▾ Quick Scoring

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

Quick Scoring

					Term Grade	Homewo W03-F 09/01 H 20	First W01-T 08/15 H 10
Students (Seat Seq)							
		abcd	Erica	2300000	A 100.00%	20	10
		Hampscr	Wilbur S	2372	D 66.67%	15	5
		Jonesscr	Heather	2700082	D 66.67%	20	0
		Smith	Guy	2600058	A 93.33%	20	8

