

GRADEBOOK – 2006-07 Updates for Gradebook Users

Gradebook 2006-07

A lot of changes have been made. Most involve setting up your Gradebook.

Gradebook→Home

Teacher Resources
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Available Gradebooks in Northern Highlands Regional High School (5 Total)

Courses	Sem	Days	Per.	Profile	Merged	Work	Grades	Setup	Roster	Rename	Merge
517/1 - Latin I	FY	ABD	6	Default Course Profile							
517/2 - Latin I	FY	BCD	4	Default Course Profile							
524/1 - Honors Latin II	FY	ABD	2	Default Course Profile							
537/1 - Honors Latin III	FY	BCD	5	Honors III & IV							
547/1 - Honors Latin IV	FY	BCD	5	Honors III & IV							

Your Schedule for Wed 08/23/2006

Course	Period	Room
No classes scheduled.		

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Figure 1 – The New **Gradebook→Home** Screen

What's Different?

- There is a new "**Gradebook→Home**" screen that lists all your course sections
- The spreadsheet is located on the **Gradebook→Gradebook** tab. This is now your "go to" tab for all your work. Once you set up your Gradebook, go to this tab to do your work.
- Gradebook Setup has changed: This is important!
 - Merging Class Rosters – It is now possible to merge class rosters to place all the students from one or more course sections on the same class list
 - Class Preferences – Course Section setup is now done with named **Profiles**.
 - Build your Profiles
 - Assign different Profiles to various course sections
 - Categories can now be sub-divided
- There is an **Assignments→Year to Year** screen so you can copy Assignments from last year into this year. There is also a 'create single Assignment' tab under **Assignments**.
- Assignment Weights – You can now "weight" your Assignments (e.g. "count this Assignment 2 times")
- Category Weights by Assignment Count – Category averages can be computed by the "number of Assignments" or by "total points"
- The "**Class Rosters**" tab now takes you only to the "roster setup" screen.
- If two or more teachers are sharing a class, students can be assigned to one teacher.

Gradebook Setup

Setup has changed:

- If you are going to merge course sections into a single class roster you **must** do the merge **first** before you do anything else. Courses cannot be merged if you have already created Assignments.
- Next, you must set up your course Profiles. A Profile contains all the information that was found under the 'Setup' tab in the 2005-06 Gradebook:
 - Basic Preferences
 - Categories
 - Grade Values
 - Units (which used to be called Sets)
 - Workgroups
- After you create your Profiles, you may choose a Profile for each course section (unless you want to use your Default Course Profile for all your classes – which is perfectly fine).
- Now you are ready to go!

Copying Last Year's Assignments to This Year

The new [Assignments→Year to Year](#) screen allows you to copy any of your last year's Assignments to any of your current year course sections.

1. Go to the [Assignments→Year to Year](#) screen
2. Select a course section from last year. This should bring up all the Assignments you created last year for that course section.
3. Select the Assignments you wish to copy into this year. The "[All](#)" column header will select all the Assignments.
4. Select, at the top, the course into which you want to copy the selected Assignments.
5. Click "[Copy](#)" to copy the Assignments.
6. Go to the [Assignments→List Assignments](#) screen to edit the list of Assignments, change dates, etc.

Merging Course Sections

The new [Gradebook→Merge](#) screen allows you to merge two or more course sections into a single class roster list. To merge two (or more) course sections, the following things must be true:

- All the course sections to be merged must have the same semester code (e.g. 'FY').
- All the course sections to be merged must use the same course Profile.
- None of the course sections to be merged can have any Assignments as yet.

To do a merge:

1. Go to the [Gradebook→Home](#) screen
2. Select a course section you want to merge other course sections with.
3. Click on the "Merge" icon for that course section. This brings up the [Gradebook→Merge](#) screen with your selected course section as the 'base' course section.
4. Select the course section(s) to merge with the 'base' course section.
5. Click the [Save](#) button to make the merge

To undo or "break" a merge:

Warning: you cannot break a merge if the merged course sections have any Assignments. You must first remove all Assignments.

1. Go to the [Gradebook→Home](#) screen
2. Select the merge you wish to break.
3. Click on the "Break Merge" icon for one of the merged course sections.

Setting Up Your Profiles

The new [Gradebook→Profiles](#) screen lists all your course Profiles, shows you which course sections are using which Profile and allows you to manage your profiles. Initially, you have only one Profile, your “Default Course Profile” and all your courses are using it. Each Profile has 4 icons:

- “Copy Profile” – the left most icon copies the Profile
- “Rename Profile” – the second icon takes you to the “Rename Profile” screen
- “**P**” Profile Settings – the 3rd icon opens up the Profile so you change its settings
- “Delete” – the rightmost icon is the “delete” trashcan icon. The Default Course Profile is missing the trashcan icon: it cannot be deleted.

Create a new Profile: You cannot create a brand new Profile; you can only copy one of your existing Profiles.

Copy a Profile: Click on the “Copy” icon of the Profile you wish to copy. A copy will immediately be made. The name of the copy is the name of the original with “(COPY)” added. You can immediately rename the copy if you wish.

Rename a Profile: Click on the “Rename” icon for the Profile you wish to rename. You will be taken to the “Rename Profile” screen. Enter the new name and click “Save”.

Delete a Profile: Click on the “Delete” trashcan icon for the Profile you wish to delete. You will be asked to verify that you wish to delete it. Click “OK” and the Profile is deleted.

Changing a Profile’s Settings: Click on the “**P**” icon for the Profile you wish to modify. The Profile is opened and you have 5 tabs:

- Basic Preferences – this tab is selected. This is where you make your basic choices about grading style: total points vs. Category Weights. The default is now Category Weights.
- Categories – This is where you setup your Categories
- Grade Values – This screen looks different from last year, but functions exactly the same way. You can update what each grade is worth.
- Units (which used to be called Sets)
- Workgroups

Updating Basic Preferences

This screen is divided between “Grading Preferences” and “Display Preferences”. Make your changes and click “**Save**”. The most important choices you make on this screen are:

1. What is the basic grading scheme for this Profile: Total Points vs. Category Weights? The default this year is “Category Weights”.
2. The value of a grade of “Missing”. The default is 0.0. You can change this to whatever decimal value you wish (e.g. “65.5”).
3. The value of a grade of “Incomplete”. The default is 0.0. You can change this to whatever decimal value you wish (e.g. “60.5”).
4. If you are using “Category Weights” as the basic grading scheme, are the Category averages computed by “Total Points” or by “Assignment count”.
5. In what order should your Assignments be displayed on the spreadsheet screen (Gradebook→Gradebook)?
 - a. By due date only
 - b. By Category and then by due date (that is, group all homework together, all tests together, etc.)
 - c. By workgroup and then by due date
 - d. By Assignment sequence numbers

Sub-Divide a Category

The Categories screen has been modified to provide you with a “Sub-Divide Category” icon which brings up a “Sub-Category Maintenance” screen where you can create and update sub-Categories.

1. Go to the Profiles→Modify Profile→Categories screen.
2. Click on the “Sub-Divide” icon for the Category which you want to sub-divide. This brings up the Sub-Category Maintenance screen.
3. Add a Sub-Category by filling out the fields at the very bottom of the screen:
 - a. Seq – Sequence number for the sub-Category
 - b. Code – Short (2 to 4 character) code for this sub-Category.
 - c. Description – Description of the sub-Category
 - d. Marking Period percentages. Percent that this sub-Category is worth **of the entire MP grade**. The percentage of all sub-Categories cannot exceed the MP percentage of their parent Category. For example, if the parent Category is worth 50% of the marking period grade in MP1, the sub-Categories cannot exceed 50% in MP1.
 - e. Select the Font color for the sub-Category.
 - f. Select the Background color for the sub-Category
 - g. Click “Add” to add the sub-Category

If the sum of all the sub-Category percentages for a Marking Period cannot exceed the parent Category’s percentage for the Marking Period. In other words, the sub-Category percentages are expressed as percentages of the MP grade, **not** of the Category grade.

Assigning Profiles to Course Sections

The new [Gradebook→Setup](#) screen allows you to choose a course Profile to use with a course.

1. Go to the [Gradebook→Home](#) screen
2. Select a course section for which you want to choose a profile. Click on its “Setup” icon. This brings up the [Gradebook→Setup](#) screen (you can also click on the Setup tab directly and then choose the course).
3. You are shown the name of the current Profile used by the selected course section and **all** the settings dictated by that Profile. To edit the **Profile**, click on one of the “Edit” buttons. All settings are updated by modifying the Profile, not the course section directly.
4. Choose the profile you want to use for the selected class. When you select a Profile, you are shown its settings.
5. Click the “**Save**” button to choose the selected Profile for the currently selected course.
6. You can now choose another course and repeat the process.

Setting up your Course Rosters (or “Student Rosters”)

The [Gradebook→Class Roster](#) screen is now the place where you do roster setup for a course (the “active students label” on the spreadsheet will also still bring you to this screen). Make your updates and click the **Save** button. You can make the following changes:

- Turn off the “**New**” indicator next to each student. Click the “[Accept](#)” column header to toggle all the checkboxes in the column.
- Choose whether to “show” (or hide) students. Hidden students do not appear on the [Grade Assignments](#) screen and cannot be given Gradebook grades.
- Give students “Gradebook Ids” for use in your class.
- Give students nicknames or abbreviate their names in your Gradebook only.
- If you are using Workgroups, assign students to their Workgroup.
- If multiple teachers are teaching the course and you wish to make a student the responsibility of only one of those teachers, you can do it on this screen.

Grading Dropped Students

Unlike last year, this year dropped students can continue to be graded in your Gradebook. To continue to give grades to students who have technically dropped out of your class, simply let the dropped student remain visible on your spreadsheet screen. If a student is visible on your spreadsheet screen, they will appear on your [Grade Assignment](#) screen.

Weighting Assignments

You can now specify that a particular Assignment should be “counted” more than once. On the “Add Assignment” screen (i.e. ‘add single assignment’) there is a new field, “Assignment Weight”. To count a particular Assignment more than once, change the value in that field from “1.0” to whatever you wish (values < 1.0 are not acceptable). This field takes a decimal value. For example, you can set the weight to be “1.5” or “2.0” or “2.2”.

Viewing Category and Unit Averages

To view students’ averages for a specific Category (e.g. Tests), select the desired Category from the **Category** drop down on the spreadsheet ([Gradebook→Gradebook](#)) screen. The “MP Average” column now shows the students’ averages **just for the selected Category**. To view students’ averages for a specific Unit (e.g. “Chapter One”), select the desired Unit from the **Units** drop down on the spreadsheet ([Gradebook→Gradebook](#)) screen. The “MP Average” column now shows the students’ averages **just for the selected Unit**.