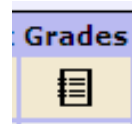


# Entering Grades in the Genesis Gradebook

After you have created an assignment, you can enter grades for it.

1. There are 2 ways to get to the Gradebook Spreadsheet screen in Genesis:
  - a. From the **HomeScreen**, click on the **Grades icon** that correlates to the gradebook you want to create an assignment for



**OR**

- b. Click on **Gradebook** on the first row and **Gradebook** on the second row (Gradebook.Spreadsheet).
2. The Gradebook Spreadsheet will open. This screen shows you a list of all of your students, their id number, and all of their grades for their assignments.



## The Gradebook Spreadsheet

**+ Column** – This will change your view to focus only on that particular student. All other students will be hidden until you hit the – to bring them back.

**H Column** – This column will highlight all info about that particular student in green, including all grades.

**ID Column** – This gives you the student's id number.

Clicking on the id number will take you to contact information for that student.

**Name Column** – This is the

student's name. If you have changed their name in your roster (used a nickname, etc.) that will be displayed here. Clicking on the student's name will take you to the student information page. **NOTE:** If the student is flagged, the icon for the alert will appear next to their name (ie: folder = IEP, pink heart = custody issue, etc.) If you have not accepted your students in your roster, the word **New** appears next to the student's name.

**MP1 Calc Grade Column** – This is the computed average for the student.

**E Column** – Earned points (if points are being used)

**A Column** – Attempted points (if points are being used)


ID	Name	MP1 Calc. Grade	E	A	Test 2	Quiz	Chi test	Posted Grade	Posted Comments
1004199	Alexander, Gerald NASR <i>New</i>	100.0 (A)	100.0	100.0			100.0	A+	05
1000921	Boskie, Shawn B <i>New</i>	100.0 (A)	100.0	100.0			100.0	A+	10
1009452	Edwards, Foster SOPHIA <i>New</i>	100.0 (A)	100.0	100.0			100.0	A+	
1013249	Gregg, Kevin CARL-DANNI <i>New</i>	100.0 (A)	100.0	100.0			100.0	A+	
1013376	Hall, Mel MALKI <i>New</i>	80.0 (B)	80.0	100.0			80.0	B-	
1001248	Keen, Bill A <i>New</i>	75.0 (C)	75.0	100.0			75.0	C	
1001338	Larsen, Don LATRICE <i>New</i>	100.0 (A)	100.0	100.0			100.0	A+	
1001528	Manzanillo, Ravelo <i>New</i>	60.0 (F)	60.0	100.0			60.0	D-	
1001835	Morelock, Harry C <i>New</i>	100.0 (A)	100.0	100.0			100.0	A+	
505789	O'Neill, Tip TRINIDAD <i>New</i>	50.0 (F)	50.0	100.0			50.0	F	
1002127	Pearson, Monte LYNN <i>New</i>	NG	0.0	0.0				F	
1002578	Sawyer, Carl <i>New</i>	58.0 (F)	58.0	100.0			58.0	F	
1002686	Schwitzer, Al JR <i>New</i>	0.0 (F)	0.0	100.0			M	F	
1003177	Thesenga, Jug MICHELLE <i>New</i>	0.0 (F)	0.0	100.0			INC	F	

**\*\*All columns to the right of the A column are your assignment columns. The header of each column is color coded to show you what category you have assigned to that particular assignment.**

## Entering Grades into an Assignment Column

1. From the Gradebook Spreadsheet (Gradebook.Gradebook) **click** anywhere **inside the assignment column** you want to enter grades for.
2. A new screen will open. This is the **Enter Grades screen**.

ID	Student	Gr	MP1 Avg	G Grade	ALL	Comment	ALL	Absent	Inc	Exempt	Missing	%	Prev
126	Bale, John	11	85.1 (B)	A	0.00 of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
127	Bristow, George J	11	75.9 (C)	A	0.00 of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.0	A
128	Cole, Stu K	11	64.2 (F)	B	0.00 of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.0	
129	Cox, Larry DADA	11	93.2 (A)		76.00 of 100	Lost points for lateness		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76.0	I
130	Daily, Ed	12	75.4 (C)	B	70.00 of 100			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	70.0	I
131	Kenna, Eddie	11	84.5 (B)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
132	McKelvy, Russ ISABELLE	11	97.2 (A)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
133	Sisk, Doug	11	94.3 (A)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
125	Abadies, John L	12	95.9 (A)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1001919	Naraqon, Hal	11	86.3 (B)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

3. In the **Grade Column**, type in the grade for each student.
  - \***TIP** – Use the **ALL** link to assign whatever is in the first box to all other grades.
  - \***TIP** – Use the Tab key on the keyboard to move down to the next student
  - \***TIP** – use the Shift + Tab to go in the reverse direction
4. In the **Comment Column**, if you would like to **add a comment for this assignment**, enter it here. To send this comment to the Parent Module, click on the blue blurb to the right of the comment field. 

### Optional Columns

**Absent Column** – if the student was absent for this assignment, you can place a check in this column. You will not be allowed to enter a grade until the check is removed. The grade will average as a 0.

**Inc** – If the assignment is incomplete, you can place a check in this column. You will not be allowed to enter a grade until the check is removed. The grade will average as a 0.

**Exempt** – If the student was exempt from this assignment, you can place a check in this column. No grade will be required to be entered. This will not average into the student's grade.

**Missing** – If the assignment is missing, you can place a check in this column. You will not be allowed to enter a grade until the check is removed. The grade will average as a 0.

5. Once you are finished remember to select **SAVE**.

### **From here you can...**

1. Enter grades for another assignment (use the Assignment dropdown at the top of the page to select another)
2. Go back to your spreadsheet (click on Gradebook>Gradebook)