

\*\*\*\*click means single-click

## Setting up a Gradebook

First you will need to set up your “Grade Scale”.

1. Make sure that your left hand tool bar is on “Index”, and that the list under “Instruction” is open. If not, then click the **word** “Instruction” to open a list.

The screenshot shows the software interface with the 'Index' menu open. The 'Instruction' category is expanded, showing options like Attendance, Gradebook, Grading By Task, Grading By Student, Roster, Daily Planner, Student Groups, Lesson Planner, Newsletter, Teacher Course Requests, and Admin. The 'Admin' category is also expanded, showing Composite Grading, Grading Scales, Seating Chart Setup, and Preferences. The 'Grading Scales' option is highlighted with a red arrow labeled '3'. The main content area shows 'District Notices', 'School Notices', and a 'Process Inbox' table.

<input type="checkbox"/>	Process	Name	Posted Date	Due Date
<input checked="" type="checkbox"/>	Attendance	<a href="#">Period AM - PM Attendance Required</a>	04/13/2010	04/13/2010
<input type="checkbox"/>	Message	<a href="#">Staff Meeting</a>	06/02/2009	
<input type="checkbox"/>	Message	<a href="#">Class Pictures on September 2nd - Collect \$!</a>	06/02/2009	

2. Click on the **word** “Admin” (or the little box next to it with the + or -), to open another list.

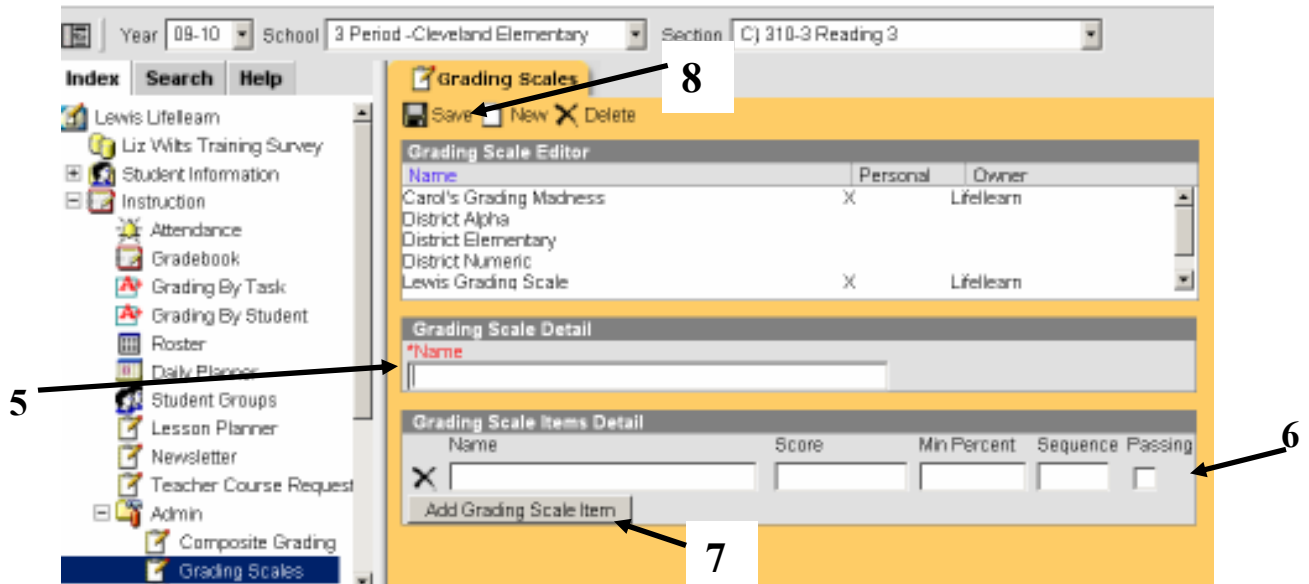
3. Click on the **words** “Grading Scales”.  
There may already be a Grading Scale you want to use.  
Just click one of them to open it and see.

The screenshot shows the 'Grading Scales' menu open, with the 'New' option highlighted in gold. Below the menu is a table of existing grading scales.

Name	Personal	Owner
Carol Grading Madness	X	Lifelleam
District Alpha		
District Elementary		
District Numeric		
Lewis Grading Scale	X	Lifelleam

4. If there isn't one, then click “New” at the top of the gold section.

5. In “Grading Scale Detail” Type a name for the scale where it has the red font “Name”.



6. Then under “Grading Scale Items Detail” click in the box for the “Name”.

You can put special names for the grades, but I just chose A+, A, A-,...

In the box for “Score” I just put A+, A, A- **again**.

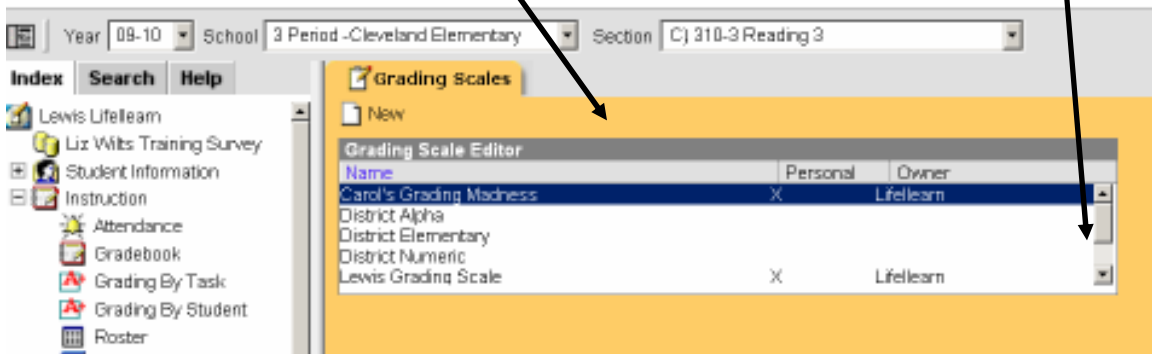
In “Min Percent” put the minimum percent for that grade. (Note: the gradebook will not round grades up, so I chose 96.5, 92.5, 89.5, etc.)

For “Sequence” put in the number for what order that grade will be on your list. (This can be useful if you decide to add in + and – grades later, so you don’t have to redo the whole list. You won’t be able to add grades in between grades on the list. you can only add to the end of the list, but with “Sequence” they will be put in between afterward.)

7. You can click “Add Grade Scale Item” and input the info. above until your scale is complete.

**8. Then click SAVE.**

9. When I did this, my grade list was long and it appeared as if everything disappeared, but just scroll back up in the gold section and then scroll down in the “Grading Scale Editor” list to find your scale.



\*\*\*You will only have to set up a grade scale once for the whole year