

C360 Gradebook Setup for Teachers

Path: My Classes > selected course > Actions > Gradebook

Or Menu > Gradebook > Course Name

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Overview

This document is designed to give you quick and easy steps to begin working with your Classroom 360 gradebook.

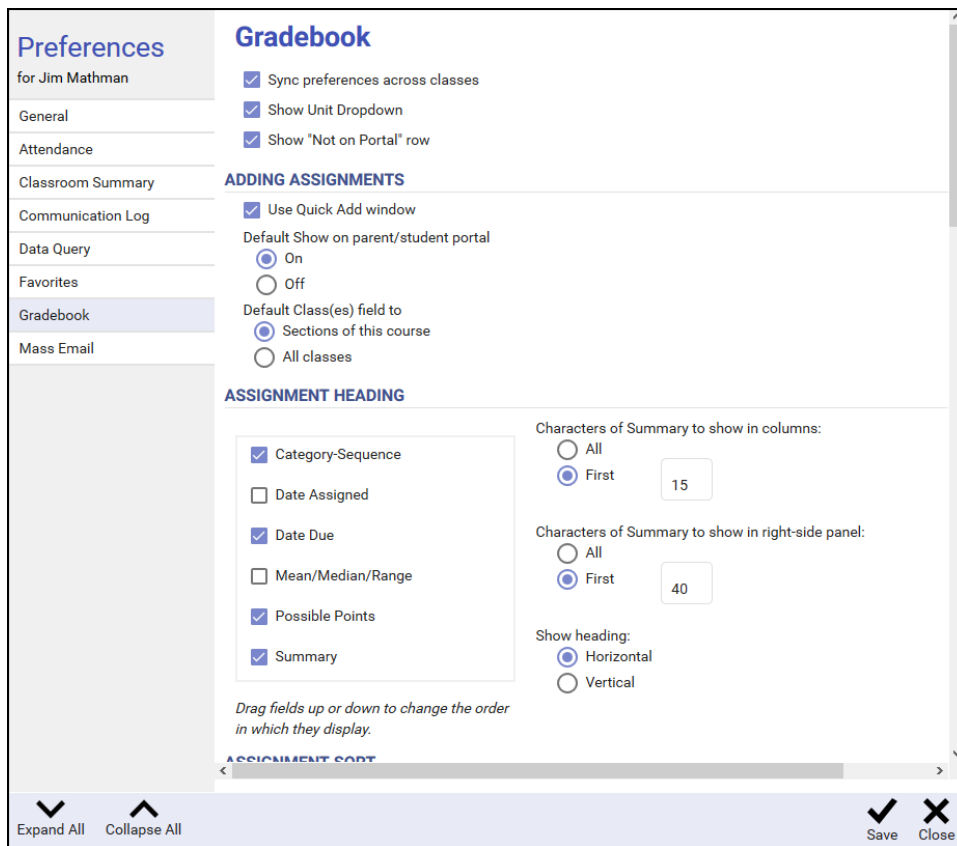
User Permissions

In the **Grade Reporting** area, **Maintain Teacher’s Gradebook** allows a user to edit gradebooks assigned to the user.

Gradebook Preferences

All gradebooks come with a default setup. If you want to change the default behavior, such as how your students are listed or how your gradebook behaves, this is done using Preferences.

Click the **Preferences** icon  in the bottom tool bar to open the Preferences window.



There are many settings in the Gradebook preferences area. Click **Collapse All** in the bottom bar to show only the heading for each area. The **+** to the right of each heading to expand one area at a time to establish settings and use **-** to collapse the area again.

Preferences
for Jim Mathman

General

Attendance

Classroom Summary

Communication Log

Data Query

Favorites

Gradebook

Mass Email

Gradebook

Sync preferences across classes

Show Unit Dropdown

Show "Not on Portal" row

ADDING ASSIGNMENTS +

ASSIGNMENT HEADING +

ASSIGNMENT SORT +

ASSIGNMENT SCORES +

AUTO-SAVE +

COLUMNS IN SCORES GRID +

REPORT CARD GRADES +

STANDARDS +

STUDENTS +

Expand All

Collapse All

Save Close

Overall Preferences

- **Sync preferences across classes** – This option is checked by default. If this is unchecked, the preferences for each gradebook can be set individually.

NOTE: Unchecking this setting makes the preferences for **all classes** independent. If you make a preference change in one class and want the change to apply to all classes, you have to manually go to the Preference screen for each class and make the change.

- **Show Unit Dropdown** – Check if you plan to create units and align assignments to the units.
- **Show “Not on Portal” row** – This is used to determine whether an assignment displays on the parent portal or not when teachers create an assignment. If all assignments are to display on the parent portal, leave this box unchecked.

Check this option if some assignments are to be hidden from the parent portal. When an assignment is hidden, it displays a row in the **Scores** tab between the assignment header and the column headings that shows a pink **Not on Portal** message.

NOTE: If you enter assignments ahead of time in your gradebook and only want them to show as they get assigned, showing this row can help you easily identify which have been made visible and which have not.

SCORES		STANDARDS		ASSIGNMENTS		CATEGORIES	
				HWK-007 D 3/13 20 Pts Unit 6 HW #4 (P...		HWK-008 D 3/22 20 Pts Unit 6 HW #5 (V...	
				Not on Portal			
Student Name	Alerts	Attendance A T	Term-4 3/7-5/17	Sem-2 1/2-5/17	Score	Score	
Barker, Michelle Kay		3	D- 60%	B- 81%	9		15
Bryan, Savana V			F 59%	C+ 77%	5.5		18

Preferences for Adding Assignments

- Use Quick Add window** – Check so that when adding a new assignment, a dialog provides the essential fields for an assignment so the entry can be completed swiftly. This screen does not have all the features of the detailed Add Assignment screen such as adding attachments, creating the assignment for multiple classes at once, or creating recurring entries. But those fields may be set by clicking **All Fields** in the bottom tool bar of the dialog.

Leave unchecked to display the full Add Assignment dialog when adding assignments.

NOTE: If assignments must be aligned to standards, the detailed Add Assignment screen must be used.

- Default Show on parent/student portal** – Check if most or all assignments are to be displayed on the parent portal. This can be changed on individual assignments if permissions allow.

- **Default Class(es) field to** – Check to default the Add Assignment dialogs to **Sections of this course** or **All classes**. This is especially useful if using the Quick Add dialog, as this selection is not included on that dialog but inherits this default.

Preferences for Assignment Heading

- **Select Fields** – Check the boxes for the fields to be included in the assignment heading and drag fields up or down to change the display order.
- **Characters of Summary to Show** – If you have elected to include the Summary fields, select how many. This affects the width of the assignment columns.
- **Characters of Summary to show in the right-side panel** – You can also select how many, when using it to score assignments.
- **Show heading** -- Select whether to show your assignment heading horizontally or vertically.

The right-side panel can be displayed by clicking the thin gray bar on the far right of the grid on the Scores or Standards tabs.

3/7-5/17	1/2-5/17	Score	Score
D- 60%	B- 81%	9	15
F 59%	C+ 77%	5.5	18
B 85%	B 85%	17 ^A	
A 94%	C- 72%	18.5	19

Preferences for Assignment Sort

Preferences

for Jim Mathman

- General
- Attendance
- Classroom Summary
- Communication Log
- Data Query
- Favorites
 - Gradebook
 - Mass Email

Gradebook

- Sync preferences across classes
- Show Unit Dropdown
- Show "Not on Portal" row

ASSIGNMENT SORT

	Ascend	Descend
Date Due	<input checked="" type="radio"/>	<input type="radio"/>
Category-Sequence	<input checked="" type="radio"/>	<input type="radio"/>
Date Assigned	<input type="radio"/>	<input checked="" type="radio"/>
Summary	<input type="radio"/>	<input checked="" type="radio"/>
Short Name	<input type="radio"/>	<input checked="" type="radio"/>

Drag rows up or down to change the sort order.

- ADDING ASSIGNMENTS +
- ASSIGNMENT HEADING +
- ASSIGNMENT SCORES +
- AUTO-SAVE +
- COLUMNS IN SCORES GRID +
- REPORT CARD GRADES +
- STANDARDS +
- STUDENTS +

Expand All Collapse All
Save Close

This preference allows you to determine in what order the assignments in the gradebook are sorted.

- **Primary Sort** – Drag that field to the top of the list that will be the primary field on which you want assignments sorted and use the radio button to the right of the field name specify whether the field should be sorted in ascending or descending order.
- **Other Sorts** – The additional fields on the list indicate the second, third, etc. sorts. In the example above, the secondary sort is Category-Sequence, so if there are multiple assignments with the same due date, they are sorted by Category-Sequence, in ascending order.

In the example above, Date Due is the primary sort, and Ascend sorts with the oldest Due Date on the left and the dates getting more recent as the gradebook is scrolled to the right. To reverse that and have the most recently due assignments listed first, click **Descend** instead of **Ascend**.

NOTE: Remember that preferences can be changed at any time, so if you do not like how you have them set, you can change them to something you like better.

Preferences for Assignment Scores

Preferences
for Jim Mathman

General

Attendance

Classroom Summary

Communication Log

Data Query

Favorites

Gradebook

Mass Email

Gradebook

Sync preferences across classes

Show Unit Dropdown

Show "Not on Portal" row

ADDING ASSIGNMENTS +

ASSIGNMENT HEADING +

ASSIGNMENT SORT +

ASSIGNMENT SCORES -

Show Comment column

When editing a score, highlight:

Entire row and column

Student Name and column heading

Show effective score as:

Score

Percent

When using Fill Blank Scores

Assign

Score

Special mark

to students without a score or special mark

Ask every time

Warn if score entered > possible points

Enable number panel pop-up

AUTO-SAVE +

COLUMNS IN SCORES GRID +

REPORT CARD GRADES +

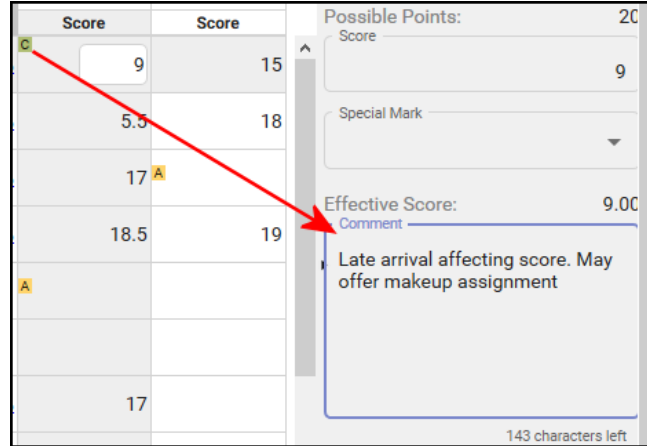
STANDARDS +

Expand All Collapse All Save Close

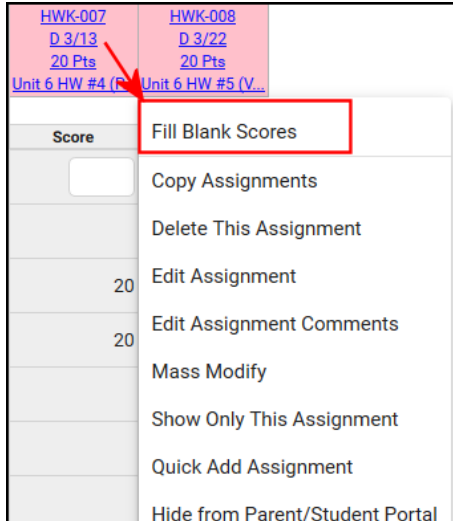
These preferences affect the Scores tab of the gradebook.

- **Show Comment column** – Check to add a column to display a Comments column. If the column is not visible, a small green **C** icon still shows in the Score cell; may be entered or viewed using the right-side panel.

NOTE: Realize that the more columns shown, the more space is required for each assignment, thus fewer assignments are visible at once.



- **Show effective score as** – Indicate whether to display as **Score** or **Percent**.
- **When using Fill Blank Scores**– In the Scores tab, if you click a column heading for an assignment the drop-down list includes **Fill Blank Scores**. Use this Preference setting to indicate how to fill any blank cell in the column with the specified Score or Special Mark.



You may also check **to students without a score or special mark Ask every time** to display a Y/N prompt for each student before filling their cell as specified above.

- **When editing a cell, highlight** – Indicate if only the **Student Name and column heading** should be highlighted, or the **Entire row and column** should be highlighted when a cell in the grid is selected.
- **Warn if score entered > possible points** – Check to receive a pop-up warning when entering a score greater than the possible points for an assignment.
- **Enable number panel pop-up** – Check to display a number panel on the screen when editing scores. This is usually selected when using a touch screen to enter scores rather than a keyboard.

Preferences for Auto-Save

Preferences
for Jim Mathman

General

Attendance

Classroom Summary

Communication Log

Data Query

Favorites

Gradebook

Mass Email

Gradebook

- Sync preferences across classes
- Show Unit Dropdown
- Show "Not on Portal" row

ADDING ASSIGNMENTS +

ASSIGNMENT HEADING +

ASSIGNMENT SORT +

ASSIGNMENT SCORES +

AUTO-SAVE -

Every minutes

Auto-Save essentially clicks Save for you at a selected interval. If you would rather the program only saves when you tell it to do so, this option can be turned off.

Preferences for Columns in Scores Grid

Preferences
for Jim Mathman

General

Attendance

Classroom Summary

Communication Log

Data Query

Favorites

Gradebook

Mass Email

Gradebook

- Sync preferences across classes
- Show Unit Dropdown
- Show "Not on Portal" row

ADDING ASSIGNMENTS +

ASSIGNMENT HEADING +

ASSIGNMENT SORT +

ASSIGNMENT SCORES +

AUTO-SAVE +

COLUMNS IN SCORES GRID -

*Drag columns from Available Columns into either of the other boxes.
Drag within the center and right boxes to change the order in which the columns display.
Non-scrolling columns will be listed first and will stay visible as the grid is scrolled to the right.*

Available Columns	Non-Scrolling Columns	Scrolling Columns
Birth Date	Student #	
DOE Number	Student Name	
Entry Code	Alerts	
Entry Date	Attendance Information	
Ethnicity		
Gender		
Grade Level		
Mean		
Median		
Number Assigned to Student		

Expand All Collapse All Save Close

Many student information fields are available to view while in the gradebook. This preference allows you to decide which ones you see. Drag and drop the desired fields from **Available Columns** to either the **Non-Scrolling Columns** or **Scrolling Columns** area to display those fields when viewing and

entering scores for students. Fields in the non-scrolling columns are fixed on the left side of the screen and are always visible; the fields in the scrolling columns disappear as you scroll the gradebook to the right. The Student Name field is required to always be one of the non-scrolling columns and cannot be moved out of this list. It can however be moved up or down to change how the other columns are arranged around it.

NOTE: The order of the columns can be changed by dragging the field names up or down in the Scrolling and Non-Scrolling lists.

Preferences for Report Card Grades

Preferences
for Jim Mathman

Gradebook

- Sync preferences across classes
- Show Unit Dropdown
- Show "Not on Portal" row

ADDING ASSIGNMENTS +

ASSIGNMENT HEADING +

ASSIGNMENT SORT +

ASSIGNMENT SCORES +

AUTO-SAVE +

COLUMNS IN SCORES GRID +

REPORT CARD GRADES -

Do not show
 Show in scrolling area
 Show in non-scrolling area

Show Report Card Grade Columns for all terms that include the current date
 Also show

Past terms None All Ended within 7 days of current date

Future terms None All Started within 7 days of current date

Show Report Card Grade columns for

- Progress Cycles
- Terms
- Semesters

Expand All Collapse All Save Close

- Click to indicate **Do Not Show**, **Show in scrolling area** or **Show in non-scrolling area**.
- **Show Report Card Grade columns for** – If Report Card Grades are selected to display, the options below are enabled. Click to indicate which columns should be shown. Depending on the site settings, you may see checkboxes for Progress Cycles, Terms, Semesters, and/or Year-End. Checking these displays columns for **ALL** the terms of this type.
- **Show Report Card Grade Columns for all terms that include the current date** -- Check to display only those terms that are relevant to today. This prevents showing terms that do not have data yet or no longer need to be viewed.

For example, if you have the Progress Cycles, Terms, and Semesters boxes all checked, on the first day of school columns are shown for every progress cycle, every term, and every semester for the entire year even though most of these columns continue to have no data for many weeks or months. If this option is selected as well, only the terms that include the current date are shown – Progress Cycle 1, Term 1, etc. (this overrides options checked on for **Show Report Card Grade** columns).

As the year progresses and the first day of Progress Cycle 2 is reached, the grid automatically switches to showing a column for Progress Cycle 2 instead of Progress Cycle 1. The same is true when the term and semester change; the columns change automatically.

- **Show....current date Also Show** – When the option above is active, Also Show options allow display of mark columns for past terms. All **Past terms** can be shown, or you may decide you only need to see the most recently ended term(s), and only need to see them for a short while. The **Ended within...** setting can be set to keep past terms visible for a specified number of days and then they automatically disappear. Similar settings are available for **Future terms**.

Preferences for Standards

The screenshot shows the 'Gradebook' preferences window. On the left is a sidebar with 'Preferences for Jim Mathman' and a list of categories: General, Attendance, Classroom Summary, Communication Log, Data Query, Favorites, Gradebook (selected), and Mass Email. The main content area is titled 'Gradebook' and contains several sections, each with a plus sign to expand it: 'ADDING ASSIGNMENTS', 'ASSIGNMENT HEADING', 'ASSIGNMENT SORT', 'ASSIGNMENT SCORES', 'AUTO-SAVE', 'COLUMNS IN SCORES GRID', 'REPORT CARD GRADES', 'STANDARDS' (highlighted with a red box), and 'STUDENTS'. The 'STANDARDS' section is expanded, showing 'Show column headings:' with radio buttons for 'Horizontal' (selected) and 'Vertical', and two checked checkboxes: 'Show row for Special Mark' and 'Show assignments on Report Card Grades tab'. At the bottom of the window are 'Expand All' and 'Collapse All' buttons on the left, and 'Save' and 'Close' buttons on the right.

- **Show column headings** – Select whether to show column headings horizontally or vertically on the Standards tab. Showing them vertically often makes the columns narrower so more columns can be viewed on a page, but it may make reading of the headings more difficult.

NOTE: Depending on the view selected, column headings in the Standards tab could be standards or student names.

- **Show row for Special Mark** – Check to display a row for each assignment showing the special mark and allow it to be edited. If this setting is turned off, an **S** tag is shown in the cell for any student/assignment that has a special mark.

NOTE: On the Standards tab, when a special mark is assigned, regardless of the setting in the Operation field of the mark, no alterations are made to the scores on the assignment. For standards, special marks are only used as indicators (the paper was late, for example) but do not have any effect on the scores.


- **Show Assignments on Report Card Grades tab** – On the **Report Card Grades > Standards** tab, there is an option on the **Tools** menu to display the assignments from which each RCG score is determined. This option controls whether assignments are shown by default or not. Regardless of this setting, the option is always available on the Tools menu to hide/show assignments.

Preferences for Students

The screenshot shows the 'Gradebook' preferences for 'Jim Mathman'. On the left is a sidebar with categories like 'General', 'Attendance', 'Classroom Summary', 'Communication Log', 'Data Query', 'Favorites', 'Gradebook', and 'Mass Email'. The main area is titled 'Gradebook' and contains several sections: 'Sync preferences across classes' (checked), 'Show Unit Dropdown' (checked), 'Show "Not on Portal" row' (checked), 'ADDING ASSIGNMENTS', 'ASSIGNMENT HEADING', 'ASSIGNMENT SORT', 'ASSIGNMENT SCORES', 'AUTO-SAVE', 'COLUMNS IN SCORES GRID', 'REPORT CARD GRADES', 'STANDARDS', and 'STUDENTS' (highlighted with a red box). The 'STUDENTS' section has two checkboxes: 'Show dropped/withdrawn' and 'Show future students'. To the right is a 'Sort Order' section with radio buttons for 'Course Add Date', 'Custom', 'Status', and 'StudentName' (which is selected). At the bottom are 'Expand All', 'Collapse All', 'Save', and 'Close' buttons.

These preferences affect the Scores, Standards, and Report Card Grades tabs of the gradebook.

- **Show dropped/withdrawn** – Check to include dropped or withdrawn students in the student list.
- **Show future students** – Check to include students in the student list with a future enrollment date.

NOTE: These students are indicated by a colored background and a letter in parenthesis after their name to indicate if they are future (F), projected (P), dropped (D), or withdrawn (W). Click the **Legend** icon  to see the description of coloring and letters used.

- **Sort Order** -- Set the to determine how students should be listed:
 - **Course Add Date** -- Lists the students in descending order (newest first) by the date they were scheduled into the course.

- **Custom** -- Allows the user to define the order. When this option is selected, on the Scores or Standards tab, click the **Tools** menu to use the **Set Custom Sort Order for Students** option to manually sort student names.
- **Status** -- Lists the active students first, sorted by name, and the inactive/withdrawn students second, sorted by name.
- **Student Name** -- Lists the students alphabetically by first or last name, depending on the preference selected in the **General** area.

Click **Save** to save the preferences or **Cancel** to exit without saving.

Assignment Categories

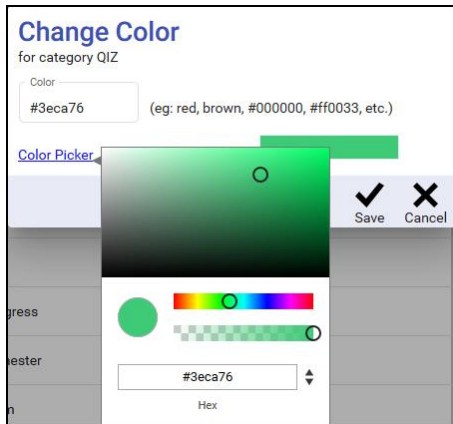
SCORES	ASSIGNMENTS	CATEGORIES	REPORT CARD GRADES			
Selected	Code ↑	Name	Weight	Color	Active	Actions
<input checked="" type="checkbox"/>	CLS	Classwork			Y	Change Color
<input type="checkbox"/>	FOR	Formative	0.000		Y	
<input checked="" type="checkbox"/>	HWK	Homework			Y	Change Color
<input checked="" type="checkbox"/>	LAB	Labs			Y	Change Color
<input checked="" type="checkbox"/>	NBK	Notebook			Y	Change Color
<input checked="" type="checkbox"/>	PRJ	Project			Y	Change Color
<input checked="" type="checkbox"/>	PRT	Participation			Y	Change Color
<input checked="" type="checkbox"/>	QIZ	Quiz			Y	Change Color
<input checked="" type="checkbox"/>	RCGP	Report Card Grade - Progress			Y	Change Color

Categories are defined at the district level and teachers can select which of these are used in their gradebook. Each assignment a teacher creates must fit into one of the categories.

1. From a selected gradebook, click the **Categories** tab. Categories are not course-specific, so the selections made here apply to all of your classes.
2. Check the boxes in the **Selected** column for the categories you use. The **Weight** and **Active** columns display information set at the district level.

NOTE: If any categories have been marked inactive by the district (meaning they are no longer to be used), the checkbox in the Selected column is disabled.

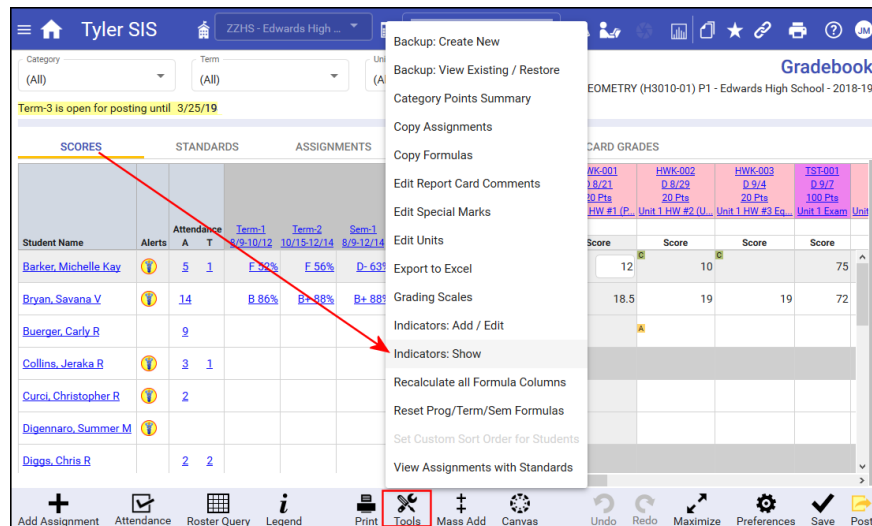
- The default background color for each category can be changed by clicking the **Change Color** link. Keep in mind that the text on assignment headings is blue, so lighter colors help make the text most readable. In the **Change Color** window, there are three ways to change the color:



- Enter a hex number, such as #3eca76, in the **Color** text box.
 - Enter the name of a color in the **Color** text box.
 - Click **Color Picker** to select the color visually.
 - Click **Save** to save the new color or **Cancel** to exit without saving.
- Click **Save** to save your selections.

Indicators

NOTE: Indicators can be turned on using the **Indicators: Show** option on the **Tools** menu of the **Scores** tab. Depending how many indicators exist, showing them, all can be very distracting when trying to enter grades, so the default is to have them turned off.



Indicators can be used to highlight information in the **Scores** tab, so a teacher can assess issues at a glance. Indicators are not course-specific, so the selections made here apply to all of your classes.

From any gradebook, click the **Indicators** tab. The default indicators (scores exceeding 100% and scores of 0%) display. You see the name, color, and range of the indicator, as well as to which assignments or categories the indicator applies, whether the indicator applies to the Report Card Grade columns, and whether it remains visible when other indicators are hidden.

Name ↑	Color	Range	Assignment	Category	Report Card Grades	Keep Visible	Actions
Excess Points	Text	101% - 200%	All			Y	⌵
Score of Zero	Text	0% - 0%	All			Y	⌵

+ Add Indicator ✕ Close

NOTE: Indicator colors can be added for Special Marks (**Tools > Edit Special Marks**). If a cell has both a special mark AND it falls into the conditions for which indicator coloring exists, the indicator color will be shown.

Add an Indicator

- To create a new indicator, click the **Add Indicator** icon  in the bottom tool bar.

NOTE: If indicators are active but the Indicators and/or the Indicator tab is not visible, on the **Scores** tab click **Tools > Indicators: Add/Edit** or **Indicators: Show**.

Add Indicator

Name *

Required field

Apply To *

Assignment (All) Category (All)

Also apply to all Report Card Grade columns

Range Colors

From * % To * % Background* Text*

(eg:red, brown, #000000, #ff0033, etc.)

Keep visible when indicators are hidden

Save Cancel

- Name** – Enter a name for the indicator to specify what information is being highlighted.
- Apply To** -- Indicate whether the indicator applies to **All** or one **Assignment** (selected from the drop-down list)

- **Category** -- Indicate whether the indicator applies to **All** or one **Category**.
- **Also apply to all Report Card Grade columns** -- Check to view the indicator in report card grade columns on the Scores tab.
- **Range** -- Enter the percentage from/to range for the scores to be highlighted. Note that the percentages assigned cannot overlap percentages assigned to any other existing indicators.
- **Colors** – Set the background and text colors by either entering a hex number (such as #e5e5e5), the name of a color in the text box, or select the colored rectangle to open the color picker and select the color visually for both the **Background** of the indicator and **Text** color of the indicator.
- **Keep visible when indicators are hidden** – Whether indicators are shown/hidden is controlled by an option on the Tools menu. However, some indicators may be designed to provide feedback as grades are being entered (such as the default Excess Points indicator). This option can be used to make these indicators show all the time, regardless if whether the other indicators are being shown.

2. Click **Save** to save the indicator or **Cancel** to exit without saving.

Edit an Indicator

To edit an existing indicator, click **Actions** in the appropriate row and choose **Edit**.



Edit Indicator

Name*

Apply To*
 Assignment
 Category

Also apply to all Report Card Grade columns

Range **Colors**

From* To* Background* Text*
 % %  

(eg:red, brown, #000000, #ff0033, etc.)

Keep visible when indicators are hidden


Save Cancel

NOTE: If indicators are active but the Indicators and/or the Indicator tab are not visible, on the **Scores** tab click **Tools > Indicators: Add/Edit** or **Indicators: Show**.

Special Marks

Special Marks are additional indicators of student performance. They may be used to affect a student’s score for an assignment. The Operation and Value of a Special Mark may be edited by the teacher if it is not Locked for the district. If additional Special Marks are needed, contact your system administrator. Special Marks are not course-specific, so the selections made here may be used for all of your classes.

NOTE: Indicator colors can be added for Special Marks (**Tools > Edit Special Marks**). If a cell has both a special mark AND it falls into the conditions for which indicator coloring exists, the indicator color will be shown.

1. From the Scores tab of a gradebook, click the **Tools** icon  in the bottom tool bar and choose **Edit Special Marks**.
2. In the pop-up window, check the **Selected** column for the marks you use.

Edit Special Marks

Selected	Code	Description	Operation	Value	Locked
<input type="checkbox"/>	ABS	Absent	Replace	0	
<input type="checkbox"/>	CHT	Cheating	Replace	0	
<input type="checkbox"/>	INC	Incomplete Assignment	Percent	100	
<input type="checkbox"/>	ISS	In-School Suspension	Replace	0	
<input type="checkbox"/>	LAT1	Late Assignment (10% Cut)	Percent	90	Y
<input type="checkbox"/>	LAT2	Late Assignment (25% Cut)	Exempt	5	Y
<input type="checkbox"/>	LATE	Late Assignment	Replace	0	
<input checked="" type="checkbox"/>	MSNG	Missing	Percent		
<input type="checkbox"/>	OSS	Out-of-School Suspension	Addition		
<input type="checkbox"/>	PEND	Pending	Percent	100	Y

Save
 Cancel


3. If the special mark is **Locked**, it cannot be edited on this screen. If it is not locked, select the **Operation** to view a drop-down list of the operations available, and select the **Value** to edit the value applied to the student’s score when this special mark is used.
4. Click **Save** to save your selections or **Cancel** to exit without saving.

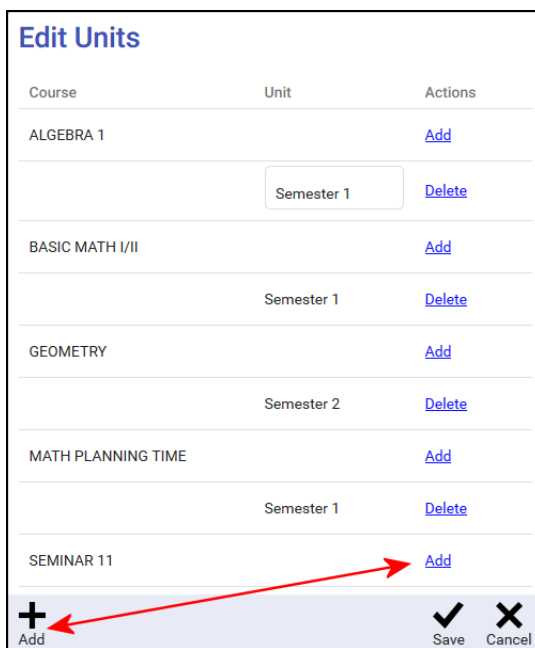
Units


Many teachers organize their lesson plans around units or chapters. Thus, when you create an assignment in your grade book, you may want to align the assignment to a specific unit or chapter.

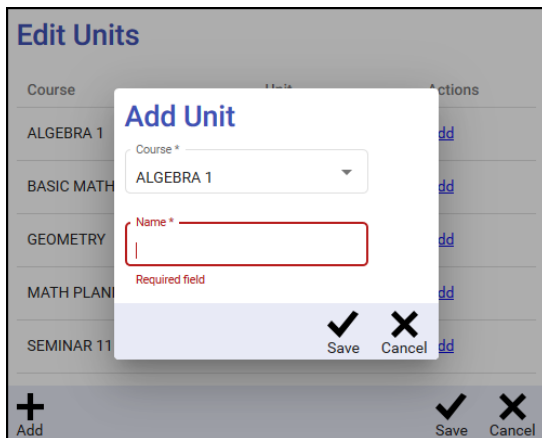
NOTE: Unit tables are course-based. If you teach two sections of a course, one table manages both sections.

Add/Edit Units

- From within a gradebook, click the **Tools** icon  in the bottom tool bar and click **Edit Units**. The courses you teach display in the pop-up window.



- Click **Add** in the **Actions** column or click the **Add** icon  in the bottom toolbar to create a new unit for a course.



3. Ensure that the desired course is selected, enter the **Name** for the unit, and click **Save** or **Cancel** to exit without saving.
4. Repeat this for each unit to be added to each course.

Grading Scales

The gradebook has a default grade scale established by the administration during setup. Multiple public grade scales may exist. Public scales not only standardize system grades, but also reduce teacher prep work. Teachers may apply any public scales, as well as privately created scales, if private scales are allowed (View/Maintain > Teacher Menu > Teacher Grading Scales > Teachers can create Private Scales field).

NOTE: Grade scales can be applied to an entire class roster or individual students.


Add Grading Scale

1. From within a gradebook, click the **Tools** icon  in the bottom tool bar and click **Grading Scales**. The list of current grade scales is displayed.

Grading Scales

This Class	More	Description	Default	Private	Actions
<input checked="" type="radio"/>	▼	Default Grading Scale	Y		Copy
<input type="radio"/>	▼	Pass/Fail			Copy

Expand All
Collapse All
Add Scale
Save
Close

2. Click the **Add Scale** icon  in the bottom too bar to create a new scale.

NOTE: If the Add Scale icon is not visible, it may be that private grade scales are not available in your district.

Add Grading Scale

Description

Letter	Minimum Percent	Description	Actions
▼			Delete


+ Add Row
 ✓ Save
✗ Close

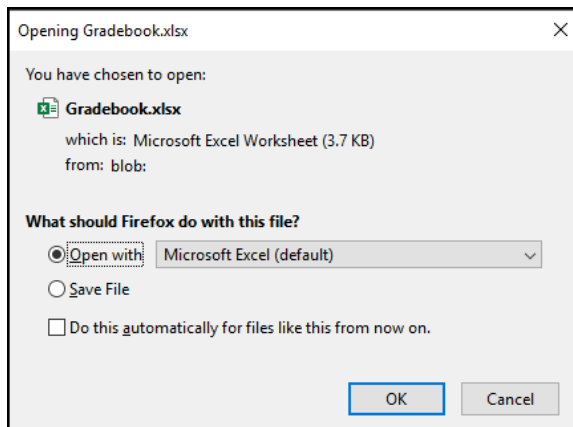
3. Enter the name of the scale in the **Description** box.
4. Select a letter grade from the dropdown, to be included in the Grading Scale.
5. If more letter grades are needed, click **Add Row** in the bottom bar.

NOTE: You can only choose letter grades that have been created by your district. If you need an option that is not in the dropdown list, contact your system administrator.

6. Click **Save** to save your selections or **Cancel** to exit without saving.

Export Scores Grid to Excel

Teachers can export the **Scores Tab** to an Excel spreadsheet, if desired. From within a gradebook, click the **Tools**  icon in the bottom tool bar and select **Export to Excel**. Indicate whether to **Open** or **Save** the file.



The exported grid looks similar to the example below.

Student Name	Term-1 8/9-10/12	Term-2 10/15-12/14	Sem-1 8/9-12/14	Term-3 1/2-3/6	Term-4 3/7-5/17	Sem-2 1/2-5/17	HWK-001 D 8/21 20 Pts Unit 1 HW #1:	HWK-002 D 8/29 20 Pts HW #2	HWK-003 D 9/6 20 Pts HW #3	TST-001 D 9/11 100 Pts Unit 1 Exam	HWK-004 D 9/26 20 Pts Unit 2 HW 1	HW D 2 Unit
Brooks, Tazshia Z Ellwood, Madelynn D Fludd, Veronica R Gerling, Micah C Gomez, Shyann Y Justice, Najia Kerlin, Breeann E Lafon, Sidney D Leber, Caleb L Mcdowell, Madison D Rieth, Genaro N Sligh, Alyssa Y	B- 83%	B- 81%	B- 81%	F 44%	B 85%	C- 73%	12.5	14	15.5	93	18	S
	A 96%	B- 80%	B 85%	A- 92%	B+ 87%	A- 90%	19.2	19.2	19.2	96	19.2	

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