

## Grade Book

This is a help guide will take you through all the steps of the Grade Book feature of the website. Grade Book helps you calculate and post grades online. Students, parents and administrators will see grades as soon as they are posted if you select that option. This is a great way to give students the immediate feedback on their progress and inform parents of their child's achievements.

### → Main Features of Grade Book:

- Post grades for all your classes
- Choice to make grades visible to students and parents
- View status of assignments – completed, graded, and incomplete, etc.
- Set up grade book according to school grading scale
- Modify categories and grading scale
- Paginate grade book or display entire grade book
- Grade Book Summary displays grades by marking period and final average.
- Print Grade Book
- Duplicate your Grade Book from year to year

### → Grade Book Setup:

The Grade Book has two views: Grade Book and Grade Book Profile.

You can easily switch between the two views. When you are in the Profile view, you can select the Grade Book view on the upper right side of the screen, and when you are in the Grade Book view you can switch to the Profile view to setup, add to, or modify your Grade Book Profile by clicking on the *Grade Book Profile* button in the upper right side of the screen.

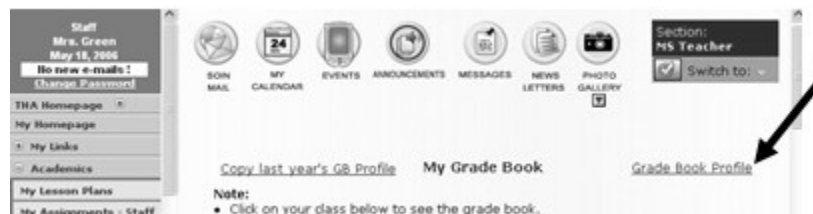


First, you must set up your *Grade Book Profile* before you can add grades.

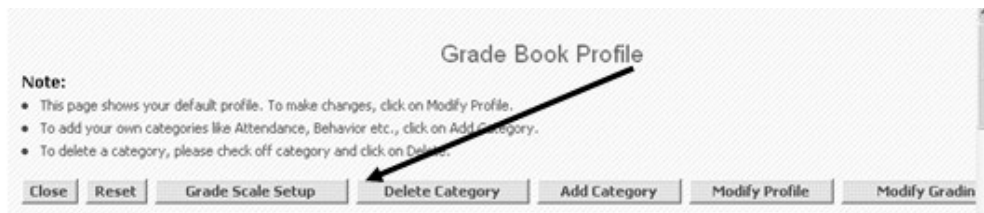
- Click on the *Academics Link* on the left side of your *Homepage*
- Click on *Grade Book*



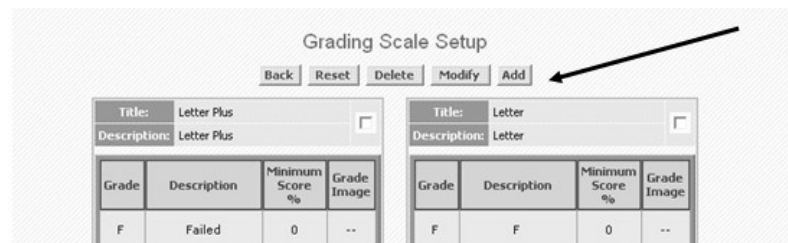
- Click on *Grade Book Profile* (upper right of screen)



- Click on *Grade Scale Setup*



- Click on *Add*. A new window will appear. Here you can add/update a grading scale.



Enter the *Title of Grade* field (Homework, Class Assignment, Unit Test, etc.) Enter *Description of Grade* (Optional). Enter *Grade*, *Description*, and *Minimum Score* fields.

**NOTE: Start with the minimum score and work your way up!  
For a Letter grade scale, start with F = 60 for example.**

The screenshot shows the 'Grading Scale Add/Update' form. At the top, there are buttons for 'Back', 'Reset', 'Save', and 'Add Image'. Below these is a note: '\* Indicates required field'. The form contains several input fields: 'Title' (required), 'Description', 'Grade', 'Description (Optional)', 'Minimum Score %', and 'Grade Image (Optional)'. A callout box on the right lists the fields to be filled: 'Title, Description (Optional), Grade, Minimum Score%, and Image (Optional)'. Arrows point from the callout box to the corresponding fields in the form.

You can choose from letter, percentage, numerical grades, or other. For example:

**LETTER:**

- **Grade:** E
- **Description:** Excellent
- **Minimum Score %:** 100
- **Grade Image:** Excellent Sticker

**% GRADE:**

- **Grade:** 80%
- **Description:** Scored 40/50
- **Min. Score%:** 10
- **Grade Image:** Great Sticker

You can add or delete additional grading scales as needed. There is no limit. You can add as many grading scales as you want, but **a class and category can be associated with only one grading scale at a time.**

**→ To Save or Delete Changes to Grade Book:**

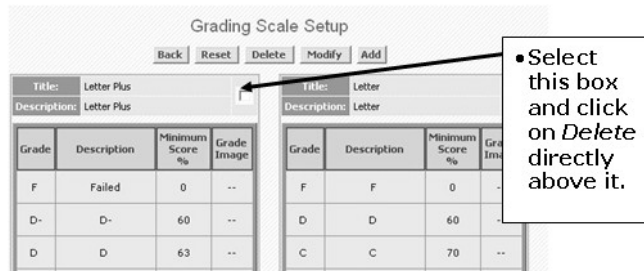
- Click on *Save* to save any changes you have made to the *Grade Book Setup*. The *Reset* Button will revert to the **last saved** changes you made.

**NOTE:**

The **Reset** and *Save* buttons appear at both the top and bottom of the page. You can perform the functions from either place.

This screenshot shows the bottom portion of the 'Grading Scale Add/Update' form. It highlights the 'Reset' and 'Save' buttons. A callout box on the right lists these two buttons: 'Reset' and 'Save'. Arrows point from the callout box to the respective buttons in the form.

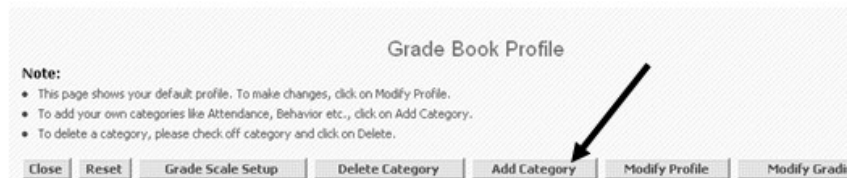
- To delete a grade setup, select the grading scale you want to delete, a check will appear in the box next to the title. Click on the *Delete* button. A window will ask you if you are sure you want to delete the grading scale. Select **Yes if you want to permanently delete this grading scale.**



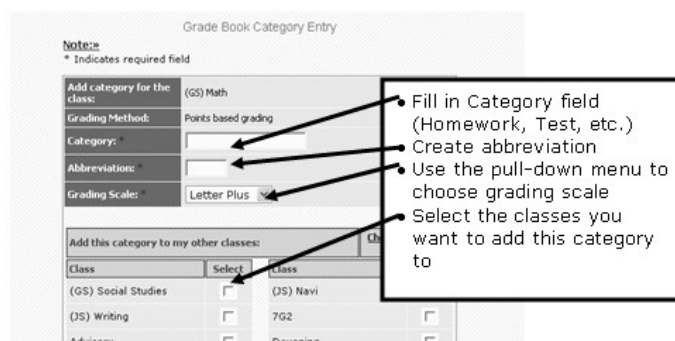
### → Adding Your Own Categories to the Grade Book Profile:

You can add your own categories such as Homework, Project, Team Work, etc. to the Grade Book Profile:

- To add your own categories Attendance, Behavior etc., click on *Add Category*

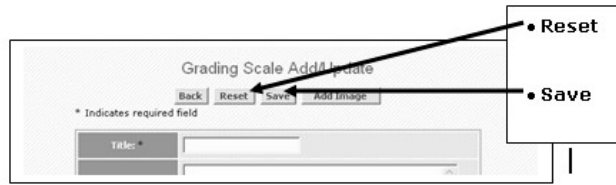


- Fill in the *Category* field (Ex. Homework)
- Fill in the *Abbreviation* fields ( Ex. HW)
- Use the dropdown menu to select the *Grading Scale* – (Effort, Letter, Letter Plus, Numerical, or Pass/Fail)
- Select the class/classes you want this category added to



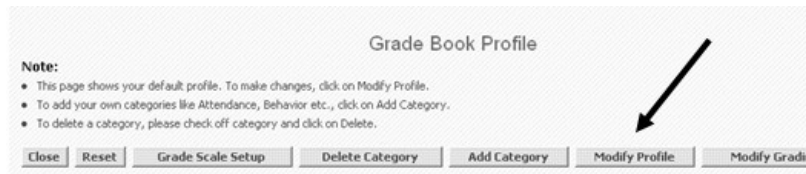
### → To Save or Reset Changes Made to Grade Book

- Select *Save* to save any new changes you have made
- Select *Reset* to go back to the last saved changes

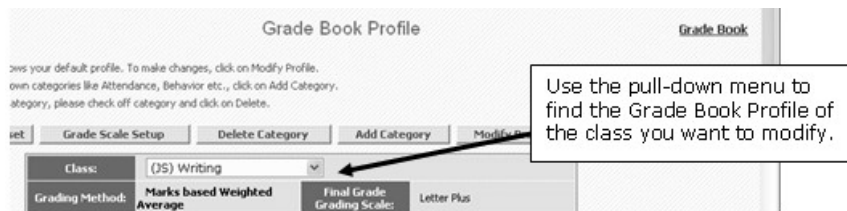


**→ To Modify the Grade Book Profile:**

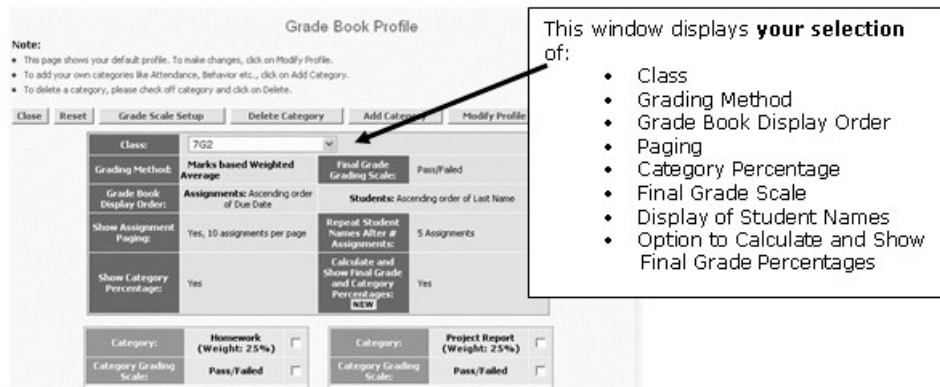
If you want to make changes to the Grade Book Profile you can do that through *Modify Grade Book Profile*. Click on the *Modify Grade Book Profile* link located on the upper right side of the screen



Use the dropdown menu to find the class you want to modify.

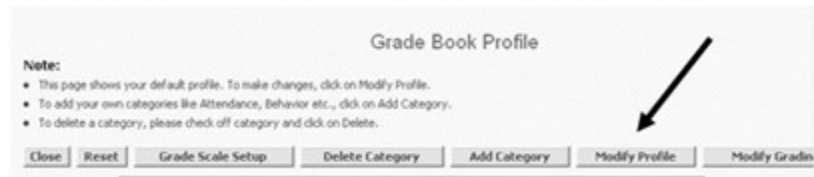


The first windows on the page display classes in alphabetical order. For each class you select, you can view the Profile you have currently set up. Class, Grading Scale, Display Order, etc. are shown in this window.



→ To change any of the selections in your profile:

Click on *Modify Profile*:



**There are several windows on this page.**

**In the first window You** must select the Grading Method. They are:

- Points Based Grading – Assign a number of points to an assignment
- Points Based Weighted Average – Assign a number of points based on the importance or “weight” of an assignment
- Marks Based Simple Average – Marks based on the simple average of all assignment
- Marks Based Weighted Average – Marks based on the importance or “weight” of the assignment and then averaged.

Grade Book Profile Update

Back Reset Grade Scale Setup Add Category Save

\* Indicates required field

Class: (65) Math

Grading Method:  Points based grading  
 Points based Weighted Average  
 Marks based Simple Average  
 Marks based Weighted Average

Final Grade Grading Scale: Letter Plus (used for Final Grade Calculation)

Grade Book Display Order: Assignments  
 Ascending order of Due Date  
 Descending order of Due Date

Students:  Ascending order of Last Name  
 Descending order of Last Name

Repeat Student Names After # Assignments: 5 Assignments

Show Assignment Paging: No paging, show all assignments

Show Category Percentage:  Yes  No

Calculate and Show Final Grade and Category Percentages:  Yes  No  
Grade Book performance will be improved by setting this option to "No" which won't calculate and show final grade and category percentages on each update.

Select **one or more** of the following from this window to modify the grading profile:

- Grading Method
- Final Grade Grading Scale
- Grade Book Display Order
- Repeat Student Names
- Show Assignment Paging
- Show Category Percentage
- Calculate and Show Final Grade and Category percentage

- Select the Final Grade Grading Scale by using the dropdown menu.: Effort, Letter, Letter Plus, Numerical, Pass/Fail
- Select the Grade Book Display Order: Assignments: Choose from Ascending – Latest to most recent , or Descending, Most recent to latest by date
- Select Students in Ascending Order of Last Name: A-Z, or Descending Order of Last Name
- Select Repeat Student Names After # Assignments. This will eliminate the need to scroll between assignments and names. You can select to have names repeated after 3, 5, 10, 20 assignments, or choice not to repeat names.
- Show Assignment Paging: Select to choose display 10, 20, or 30, or all assignments per page
- Show Category Percentage: Choose Yes or No to display category percentage
- Calculate and Show Final Grade and Category Percentages(Grade Book performance will be improved by setting this option to "No" which won't calculate and show final grade and category percentages on each

The **second window** on this page displays:

- Assignment Category,
- Abbreviation
- Category Grading Scale
- Total Percentage of grade for the class in the window above.

Here you have the option of renaming a category, changing abbreviations for assignments, and selecting the Category of Grading Scale. The Total Weight of the Assignment is also displayed and can be updated.

Sr.No	Category	Abbreviation	Category Grading Scale	Weight (Optional)
1	Class Participation	CP	Effort	0
2	Classwork	CL	Letter Plus	0
3	Finals	FLS	Letter Plus	0
4	Homework	HW	Letter Plus	0
5	Projects	PR	Letter Plus	0
6	Quiz	QZ	Letter Plus	0
7	Unit Test	UT	Letter Plus	0
Total Weight:			Weight Equally	0%

This window displays **your selections** of:

- Category
- Abbreviation
- Category Grading Scale
- Weight.

Type any changes in the above fields

Use the pull-down menus to change Category Grading Scale.

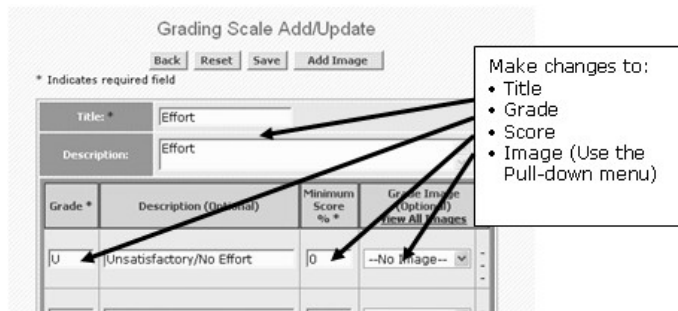
### → To Modify a Grade Scale:

In the *Grade Book Profile* screen, find the class and grade scale you want to modify. You must first select the *Category of Grading Scale* to be modified.

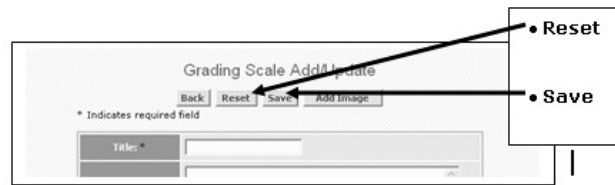
Select the Grading Scale you want to Modify by checking the box showing Category Grading Scale.

- Click on the *Modify Grading Scale* button on the right side of the screen. Grading Scale Add/Update window will appear.

- Make any changes to Title, Grade, Score, or Images by clicking in the appropriate fields. NOTE: \* Indicates a required field. You must have information in these fields. You can change the information or keep the current.

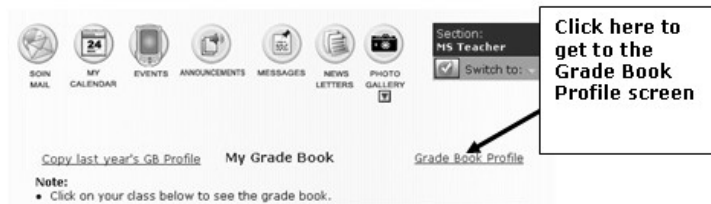


- Click *Save* to save any changes you have made to the Grade Scale
- Click *Reset* to return to the last saved changes that were made to the Grade Scale



### **→ To Add Default Images or Your Own Image to the Grade Book**

You can create or have your students create an image for the *Grade Book Stickers*. You must be in the *Grade Book Profile* Screen to do this. Go to your *Homepage* and click on the *Grade Book Profile* link on the right side of the page. This will bring you to the Grade Book Profile.



In the *Grade Book Profile* Screen, select the *Modify Grading Scale* button on the right side of the screen.



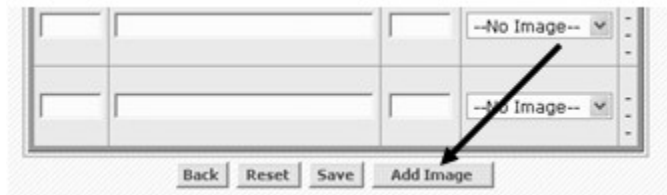
Grading Scale Add/Update window will appear.

- Select the Grading Scale you want to add an image to
- Click on *Add Image*



### To Add Your Own Image:

- You must be in the Grading Scale Add/ Update Screen. Scroll down to the bottom of the page.
- Click on *Add Image*



- Click *Browse* to locate each Image on your computer. Be sure to click *Upload* when you are done ( Please select image files with jpg, gif, bmp, jpeg format)



- Locate the file on your computer and click on *Open*
- Click on *Upload* to have the image uploaded to the Grade Book Image File. The new image will appear as a choice of images to add to your Grade Book.

## → Grade Book View

### To Add Grades to Your Grade Book:

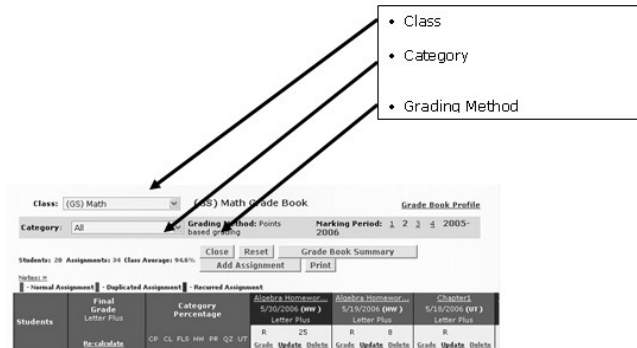
Once you have set up your *Grade Book Profile*, you are ready to add grades to your *Grade Book*.

In your Homepage screen, click on the *Academics* links on the right side of the screen. Click on *My Grade Book*.

You will see a list of classes or subjects that you teach. Click on the underlined class or subject name to open the grade book. The Grade Book will open in a new window.



A window will appear displaying your Grade Book. It will list the marking period, Academic Year, Classes you are teaching, and status of last updated grades in a particular class.



- Use the dropdown next to **Class** to select the class you want to add grades. A list of classes you are currently teaching will appear.
- Use the dropdown **Category** to select the category of grades to add (Class Participation, Class Work, Finals, Homework, Projects, Quiz, Unit Test, or All categories). For example, if you choose Homework, all homework assignments for the marking period will appear.
- Click on Add Assignment. Assignment window will appear.

Class: (GS) Math (GS) Math Grade Book [Grade Book Profile](#)

Category: All Grading Method: Points based grading Marking Period: 1 2 3 4 2005-2006

Students: 28 Assignments: 34 Class Average: 94.5%

Buttons: Close, Reset, Add Assignment, Grade Book Summary, Print

Notes: - Normal Assignment - Duplicated Assignment - Recurred Assignment

Students	Final Grade Letter Plus  Re-calculate	Category Percentage  CP CL FLS HW PR QZ UT	Algebra Homework 5/30/2006 (HW) Letter Plus			Algebra Homework 5/19/2006 (HW) Letter Plus			Chapter 1 5/18/2006 (UT) Letter Plus		
			R	25		R	8		R		
			Grade	Update	Delete	Grade	Update	Delete	Grade	Update	Delete
Green, Jason	353/368 95.92% A	.. .. 96% .. 88% 100%	5	23	92% A	5	8	100% A+	..	..	..
Green, Kate	34/33 103.03% A+	.. .. 103% .. ..	5	26	104% A+	5	8	100% A+	..	..	..

It will display current date. Use the dropdown menu to choose the Assignment Type you want to enter.

**Assignment Entry**

Friday-May 19, 2006 [Close](#)

Subject	Homework Detail
(GS) Math	
Assignment Type Homework	
Period:AM 08:00am - 11:45am	Comment: (Optional)
Include in Grade book <input checked="" type="checkbox"/>	
Extra Credit <input type="checkbox"/> Points: <input type="text"/>	
Homework Due Date (mm/dd/yyyy): 5 / 22 / 2006	
Post Homework (mm/dd/yyyy): 5 / 19 / 2006	Post <input checked="" type="checkbox"/>
Attachment (Max 3)	
None <input checked="" type="checkbox"/> Duplicate <input type="checkbox"/> Recur <input type="checkbox"/>	

Buttons: Cancel, Reset, Spell Check, Save Assignment, Save & Grade

There is a space for you to add details and comments about the assignment. You have the choice of including or **not including** the grades in the Grade Book. You can assign extra credits to the grades and decided how many points to give for the extra credit. If you do not wish to give extra credit, do not select that box.

- To select the *Homework due date*, use the dropdown menu to select the day, month and year.
- To post the *Homework due date*, use the dropdown menu to select the day, month and year and select the *Post* box under the date.

**Assignment Entry**

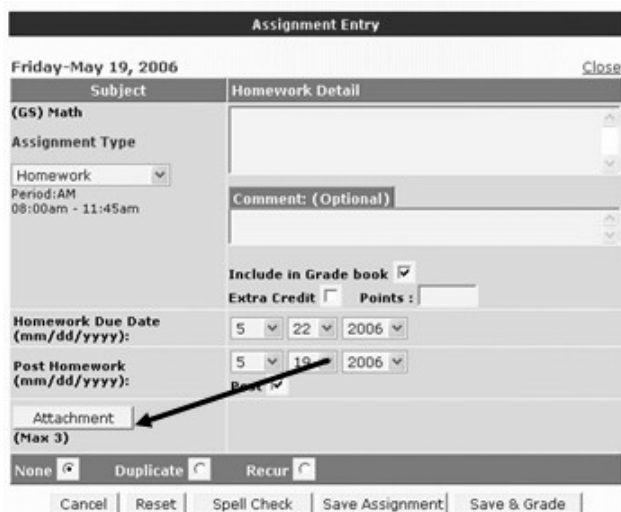
Friday-May 19, 2006 [Close](#)

Subject	Homework Detail
(GS) Math	
Assignment Type Homework	
Period:AM 08:00am - 11:45am	Comment: (Optional)
Include in Grade book <input checked="" type="checkbox"/>	
Extra Credit <input type="checkbox"/> Points: <input type="text"/>	
Homework Due Date (mm/dd/yyyy): 5 / 22 / 2006	
Post Homework (mm/dd/yyyy): 5 / 19 / 2006	Post <input checked="" type="checkbox"/>
Attachment (Max 3)	
None <input checked="" type="checkbox"/> Duplicate <input type="checkbox"/> Recur <input type="checkbox"/>	

Buttons: Cancel, Reset, Spell Check, Save Assignment, Save & Grade

**Note:** You can add up to 3 attachments for this assignment. Click on the *Attachment* button. You can upload text and images files up to 5MB. You cannot upload system and application files.

- Select desired file using the *Browse* button.
- Click on *Open*
- Click on the *Upload* button.



You can choose to duplicate this assignment for another class by selecting the *Duplicate* button. When you select *Duplicate*, a list of your classes will appear. Select the appropriate classes.

You can also choose to have this assignment recur by clicking the *Recur* button. When you select the *Recur* button, you will be able to select how to have this assignment recur, daily, weekly, or monthly. You can also select the date to end recurring.

Grade Book will spell check the assignment for you. Select *Spell Check* at the bottom of the page to perform this function.

- Click *Save Assignment* to save notes and details about assignment
- Click *Save & Grade* to save assignment and go to the grading mode
- *Reset* will reset the page to the latest saved changes

**Note:** You can get a summary of your Grade Book by Marking Periods. An estimated yearly average will be automatically calculated as marking periods are completed.

#### **→ To View or Print a Grade Book Summary:**

- Click on the *Academics Link* on the left side of your Homepage.
- Click on *Grade Book*
- Select the class you want to view
- Click *Grade Book Summary*
- To Print the Grade Book Summary, click on *Print Summary* at the bottom of the page.

#### **→ To View a Marking Period in Grade Book**

- Click on the *Academics Link* on the left side of your Homepage.
- Click on *Grade Book*
- Select the class you want to view
- At the upper right of the screen *Marking Period* will be displayed. The currently displayed marking period and year will appear in red. To change the marking period view, click on the number of the marking period you want to view.

### **→ To Print Grade Book**

- Click on the *Academics Link* on the left side of your Homepage.
- Click on *Grade Book*
- Select the class you want to print

**Note:** The *print* button is displayed at both the top and bottom of the page. They both perform the same function.

- Click on the *Print* button. A window will appear. You can print one or all categories by using the dropdown menu. Select the category to print or ALL to print all categories.
- You can print all or a range of dates. Select All to print all assignments and grades. Select Range to print assignments and grades from/to a specific time period. When you select *Range* a window will appear for you to select the range of dates. Use the dropdown menu to select dates.

**Note:** In the print window, you have the option of printing your Grade Book in PDF, EXCEL or HTML format.

### **→ Color Coded Assignments**

**| - Normal Assignment** **■ - Duplicated Assignment** **■ - Recurred Assignment**

The assignments are color coded to help you easily view and understand your Grade Book.

### **→ Understanding the Layout of the Grade Book View:**

When you click on Academics on the right side of your *Homepage*, and *Grade Book*, the *Grade Book* window is displayed. The center of the top part of the screen tells you what class you are viewing. When you select a different class by using the dropdown menu, the view changes to that of the new class. To the right of the name of the class is *Grade Book Profile*. You can switch between the actual *Grade Book* and setting the *Grade Book Profile* at this button.

The highlighted blue line under the name of the class displays the *Category* of grade (Ex. Homework), *Grading Method* tells how you chose to grade this particular assignment, and *Marking Period* (Period and Year highlighted in Red)

The information underneath the highlighted blue line displays the number of students, number of assignments, and class average. To the right are the operation buttons such as *Close*, *Reset*, *Grade Book Summary*, *Add Assignment*, and *Print*.

By clicking on the Red Notes you will find the legend for the color coding of assignments. To the right of that is displayed Currently Showing Assignments. You can opt to view the Grade Book by *Page #1*, *Page #2*, etc., or *All* by clicking on *Page #1*, *Page #2*, etc., or *All*.

Names of students are listed in the rows of the first column under Students.

*Final Grade* column displays the type of grading scale you have selected in your *Grade Book Setup*.

By selecting the *Recalculate Final Grade* button in this column *Grade Book* recalculates category averages and final grades of all students. It also recalculates the class average.

*Category Percentage* displays the weight in percentage of the assignments (Shown as abbreviations). For example, Homework is worth 15%, Quiz is worth 20 %, etc.

The following columns display your assignments and status of grades. The title, date, and grading scale of assignment are column headers. Abbreviations to the left such as R (Recurring Assignment), EC (Extra Credit) appear in the information under the column headers. By clicking on the Green Grade in the Assignment column, a window appears to allow you to insert status of grade ( Submitted, Incomplete, etc.), grades, and stickers. By using the dropdown arrows in these columns, you can fill in all fields with the same number. You would use this option if every student got the same grade, or if most got the same grade you could fill in and just change the grades that needed adjustment.

The bottom of the screen also displays the operation buttons such as *Close*, *Reset*, *Grade Book Summary*, *Add Assignment*, and *Print*. These buttons appear at the top and bottom of the screen. They perform the same functions by clicking on the buttons at the top or bottom of the screen.

**Important:** The Grade Book has an inactive run time feature. After 20 minutes of inactivity you will be prompted to Save your Grade book because it is about to close. It is important that you frequently save your work so as not to lose important data.

To Copy Last Year's Grade Book:

There is no need to duplicate your Grade Book year after year. SOIN has a duplicate Grade Book feature. To duplicate last year's Grade Book, go to your *Homepage*.

- Click on *Academics* link
- Click *Grade Book*. *Copy Last Year's GB* will appear at the top of the screen. Click on it to copy the Grade Book.