

Quick Reference Gradebook Entry Page

Information on the following pages can be found in the TAC on-line Help under Quick Reference.

Gradebook Toolbar

- Filter
- Gradebook Mode Selector: GB Entry | SBGB Summary | SBGB Detail
- Show Withdrawn Students
- Score Alerts Indicator
- Add Assignment
- Page Settings

Header Row

#	Name	Alerts	Grade	Average (95.40)	Ch 5 Ques 1	Ch 5 Ques 3	Ch 5 Ques 5 10	Develop Your Own Culture	Ch 7 Ques 18	Culture Analysis	Ch 8 Ques 2	Ch 8 Ques 15
1	Ashford, Amanda Lyn	▲▲	84	84.07	5.00	4.00	5.00	79.00	5.00	46.00	9.00	5.00
2	Augusta, Aamisha S	▲	80	79.82	4.00	3.00	2.00	85.00	5.00	35.00	8.00	4.00
3	Berwick, Bryan M	▲▲	85	84.61	5.00	5.00	5.00	85.00	5.00	48.00	7.00	5.00
4	Cabot, Cody	▲	66	65.88	5.00	5.00	5.00	64.00	5.00	33.00	10.00	2.00





Student information columns.
Right-click heading to change columns.
Click the name to open Student Details drawer.

Student score columns.
Double-click to view list of alpha scores.
Click, then right-click for comments, attendance, or to change student's grading scale.
Triangle in top left corner or score field indicates not saved.






Options in Gradebook Toolbar

	Click to switch between modes: GB Entry, SBGB Summary, SBGB Detail. Typically, you'll use GB Entry mode. Use SBGB Summary mode to see the student's marks for all competencies within a competency group. Use SBGB Detail mode to see assignments and marks for individual competencies.
	Click to switch between displaying Multiple classes for the period and the Single course-section you selected. This option only displays when you teach multiple classes in a period.
Change	Click to switch the class or marking period.
Action/Report	Click to display drop-down list of available actions and reports.
	Click to change how withdrawn students are displayed. This image indicates you are hiding withdrawn students.
	Click to change how withdrawn students are displayed. This image indicates you are showing withdrawn students sorted with active students.
	Click to change how withdrawn students are displayed. This image indicates you are showing withdrawn students grouped at the bottom.
	Click to change the score cell indicator displayed. This image indicates you are displaying no indicators for scores.
	Showing indicator for dropped score. Click to change indicator displayed.
	Showing indicator for score exceeded maximum points for assignment. Click to change indicator displayed.
	Showing indicator for student was absent or tardy from class on the assignment due date. Click to change indicator displayed.
	Showing indicator that a comment has been entered for the student's assignment score. Click to change indicator displayed.
	Click to add an assignment.
	Click to save scores you have entered or to save overrides for student averages. This icon does not display if you have selected Auto Saving in Settings.
	Click to show or hide columns or to save or restore page settings.

Options on Assignment Tabs

	Click to open the Assignment Detail page so you can focus your view to scores and comments for a single assignment.
	Click to score an assignment that is associated with a rubric.
	Click to change published status of assignment. Empty circle indicates assignment is not published in Home Access Center. Half-filled-in circle indicates assignment is published in Home Access Center. Filled in circle indicates assignment and score are published in Home Access Center.
	Enter a default score for students or import scores from a file or PerformancePLUS.

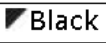

Indicators Displayed in Score Cells

See Options in Gradebook Toolbar for information on these indicators: 	
	Score is not saved.
	Score is not valid.
	Indicates score cannot be entered for this cell. There are several reasons that a score cannot be entered. <ul style="list-style-type: none"> • Student was not enrolled in the class on the assignment due date. • Assignment has a rubric. Click  in the assignment’s header to enter scores. • You are working with multiple classes and the assignment is not defined for the student’s class.






Indicators Displayed in Average/Grade Cells


If your building is configured to allow teachers to override Gradebook’s calculations, you can override how a student’s mark will be loaded from Gradebook. The mode you use determines where that override is entered.


















- GB Entry mode – You can override the student’s average for a category or mark in the **Avg** column.
- SBGB Detail mode – You can change the student’s grade for the competency mark in the **Grade** column.


	Value was changed and is not yet saved.
	Value was changed to an invalid mark.

Quick Reference Gradebook Tasks

Aliases	
Enter student aliases for a class.	Use Class Management > Roster .
Assignments	
Add an assignment.	Click  on the Gradebook toolbar to use the Assignment Details drawer. Or, you can use Gradebook > Setup .
Delete an assignment.	Click the assignment header to use the Assignment Details drawer. Then click Delete . Or, you can use Gradebook > Setup . Note that you cannot delete an assignment if any scores have been entered for it.
Edit an assignment.	Click the assignment header to use the Assignment Details drawer. Or, you can use Gradebook > Setup .
Select another category for the class.	Use Gradebook > Setup .
Attendance	
Display student's attendance for a date.	Click on the student's score cell. Then, select Action/Reports > View Attendance .
See if students have an absence or tardy for the assignment due dates.	From the Gradebook toolbar, click on the Select Indicator icon. Select  . Note that the Select Indicator may display as any one of these icons: 
Averages	
Override a student's average.	Click in student's Average cell. Enter adjusted average. Click  . For information on overriding a competency grade, refer to <i>Competencies</i> .
Remove student average override.	Click in student's Average cell. Highlight adjusted average and press DELETE. Click  .
View the student's average for a category.	Use the Filter field to select the category. To view the average, the Average column must be in Displayed Columns within Configure Columns.
View the student's average for a mark.	Use the Filter field to select the mark. To view the average, the Average column must be in Displayed Columns within Configure Columns.
Classes	
Switch class.	Click Change and then select the desired class from the selector.
Comments	
Enter a comment for the student.	General comments for students are entered as notes. Refer to <i>Notes</i> .
Enter a comment for a student score.	Click on the student's score cell. Then, select Action/Reports > Enter Comment .
Enter comments for many scores.	Click  to open the Assignment Detail page or  to open the Rubric Score Entry page.
See which scores have comments entered.	From the Gradebook toolbar, click on the Select Indicator icon. Select  . Note that the Select Indicator may display as any one of these icons: 
Competencies	
Override the grade to load to Report Cards.	Click  button. Use Filter fields to select competency and mark type to display. Change the Grade value for student. Click  .
See assignments for a competency.	Click  button. Use Filter fields to select competency and mark type to display.

*You will not need to click  if you have selected to enable auto saving in your Settings.

Grades	
Adjust the mark a student will receive	Override the student's average for the mark type. Refer to <i>Averages</i> .
Change student's Grading Scale.	Click on the student's score cell. Then, select Action/Report > Edit Grading Scale .
Change Grading Scale for class.	Use Gradebook > Setup .
Load marks from Gradebook to Report Cards or Interim Progress.	Click the  option on the Report Card or Interim Progress Report pages.
Notes	
Delete a note.	Click on name to display Student Details drawer. Enter check in Delete box, then click Delete .
Display notes for a student.	Click on student name to display Student Details drawer. Click on a row to display full note.
Enter a note for a student	Click on the student name to display Student Details drawer. Click  .
Enter a note for a student's score.	Notes specific to a student's assignment are entered as comments. Refer to <i>Comments</i> .
Publish	
Publish an assignment.	Click the Publish indicator to change the assignment's status to  .
Publish assignment and score	Click the Publish indicator to change the assignment's status to  .
Unpublish assignment.	Click the Publish indicator to change the assignment's status to  .
Scores	
Save scores.	Click  or press CTRL+S.
Enter score for a student.	Click in the cell and enter a numeric or alpha score. To display a list of the alpha scores, double-click in the cell. Click  or press CTRL+S to save scores periodically.
Import scores for new students.	Click  next to the student's name and then select dropped class you want to import from.
Import scores from PerformancePLUS.	Click  in the assignment's header. Requires PerformancePLUS Integration.
Import scores from CSV or TXT file	Click  in the assignment's header.
Mass enter scores.	Click  in the assignment's header.
Navigate scores horizontally.	TAB, the RIGHT ARROW key, the LEFT ARROW key
Navigate scores vertically.	ENTER, the DOWN ARROW key, the UP ARROW key
See which scores are dropped.	From the Gradebook toolbar, click on the Select Indicator icon. Select  . Note that the Select Indicator may display as any one of these icons: 
See which scores exceed the maximum points.	From the Gradebook toolbar, click on the Select Indicator icon. Select  . Note that the Select Indicator may display as any one of these icons: 
Walk-in grade for new student	Click  next to the student's name and then enter percentage grade to calculate scores.
Use rubric to enter scores.	Click  in the assignment's header.
Student	
Display student and contacts.	Click on student name to display Student Details drawer.
Display Gradebook information for a single student.	Click on student name to hide the rows for other students. This opens the Student Details drawer. Warning: Some actions in Gradebook may close drawer and display all students.

*You will not need to click  if you have selected to enable autosaving in your Settings.