

Advanced Gradebook Quick Reference Card

Set your preferences

- Login
 - Set Preferences > Gradebook
- 1) Select Enable gradebook features
 - 2) Choose Default weighting
 - 3) Choose Provincial Mark Scale
 - 4) Select Cumulative Average

| General | Security | Gradebook | Communication |
|--------------------------------|-------------------------------------|------------------------|---------------|
| Shade alternate lines | <input checked="" type="checkbox"/> | | |
| Track administrator updates | <input checked="" type="checkbox"/> | | |
| Tab direction | | Across ▾ | |
| Show studies | <input type="checkbox"/> | | |
| Enable gradebook features | <input checked="" type="checkbox"/> | | |
| Assignment column order | | Date due (ascending) ▾ | |
| Show points in headers | <input checked="" type="checkbox"/> | | |
| Show category names in headers | <input checked="" type="checkbox"/> | | |

| Averages | |
|--------------------|--|
| Default weighting | Category total points ▾ |
| Decimals | 1 |
| Grade scale | Provincial Mark Scale Final Marks Q X |
| Cumulative average | <input checked="" type="checkbox"/> |

Create Categories

- Gradebook Top Tab
- Details Side Tab
- Expand Categories
- Click Add

| |
|---|
| Enter Category Code |
| Enter Category Description |
| + |
| Enter Category Weight |
| ✓ ✗ |

Create Categories Cont.

- Click on Category name
- Enter Assignment Defaults
- These will be applied to new assignments in this category

| | |
|-------------------------|-----------------------------------|
| Grade Scale > Name | Provincial Mark Scale Final Marks |
| Entry mode | Both ▾ |
| Total points * | 0.0 |
| Default Weight | 1.0 |
| Extra credit points | 0.0 |
| Score cannot be dropped | <input type="checkbox"/> |
| Visibility type | Private ▾ |

Create Assignments

- Gradebook Top Tab
 - Assignments Side Tab
- Any existing Assignments appear
- 1) Go to Options > Add
 - 2) See example below
 - 3) Click Save

| | |
|-------------------|----------------------|
| Category * | <input type="text"/> |
| GB column name * | <input type="text"/> |
| Assignment name * | <input type="text"/> |
| Date assigned * | 13/12/2016 |
| Date due * | 13/12/2016 |
| Total points * | 0 |
| Assignment Weight | 1 |

Enter Assignments Scores

- Gradebook Top Tab
- Scores Side Tab
- Grade Columns – All
- Term – Current Term

| | |
|---------------|------|
| Grade Columns | Term |
| All ▾ | Q2 ▾ |

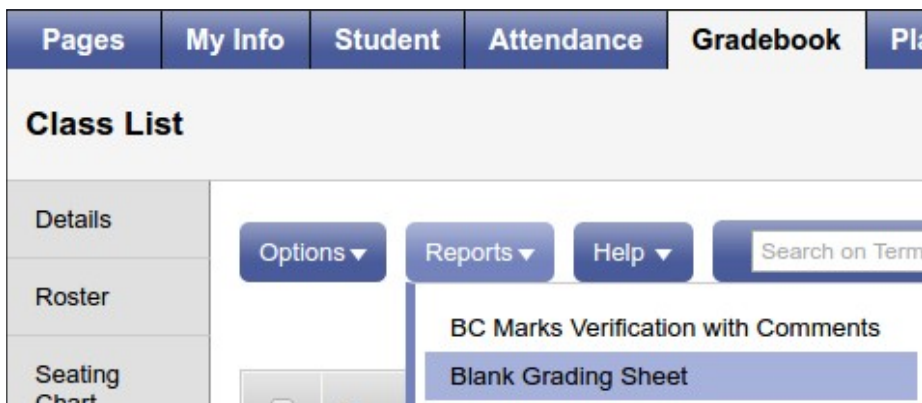
Press the arrow keys, ENTER, or TAB to move across rows or down columns.
(Note: Grades automatically save when you move to another cell.)

| 28/11 | Q2 | Cumulative |
|-----------|-----------------|-----------------|
| 3MinBlitz | | |
| Blitz | | |
| 30 pts. | | |
| | | |
| 23 | 68.03 C+ | 68.03 C+ |
| 22 | 78.06 B | 78.06 B |

Common Reports

Blank Grading Sheet: (Student names and 5-15 blank columns)

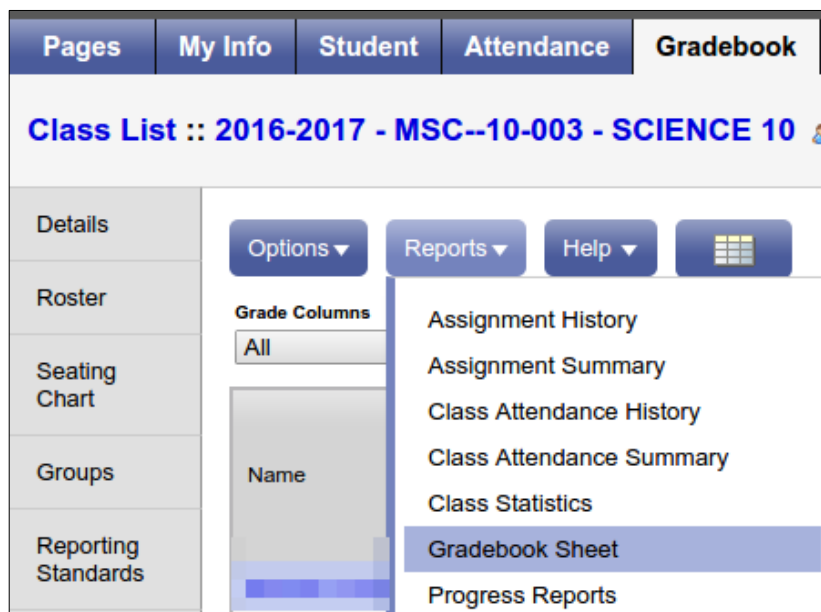
Gradebook Top Tab > Do not pick a class > Reports > Blank Grading Sheet



Gradebook Sheet: Current marks with Names or Student Numbers

Gradebook Top Tab > Select Class > Scores Side Tab > Reports > Gradebook Sheet

Select "Hide Student Names" to print with Student Numbers



Progress Reports: Student Progress Report

Gradebook Top Tab > Select Class > Scores Side Tab > Reports > Progress Reports (see above)

Detailed support for Progress Reports on the HUB