



## Teacher Gradebook Basics

There are several paths for accessing the Gradebook:

1. Through the **Grades Menu**
2. Through the link via **Featured Programs**

There are several features important to Teacher Gradebooks:

1. Configure the Gradebook
2. Creating Assignments
3. Entering Grades in the Gradebook
4. Viewing Gradebook Reports



### Configure the Gradebook

**STEP 1:** Navigate to the **Grades → Gradebook Configuration**.

**STEP 2:** Select the appropriate **General Options** including **Assignment Sorting, Enable Groups, Grade Colors**, etc.

**STEP 3:** Click **Save**.



### Gradebook Categories & Assignments

**STEP 1:** Navigate to the **Grades → Gradebook Categories & Assignments**

**STEP 2:** Select the + to create a new category.

**STEP 3:** Enter category details, including weighting (if enabled in configuration).

**STEP 4:** Click **Save**.



### Create Assignments

**STEP 1:** Navigate to **Grades → Gradebook** and clicking **Add An Assignment**.

**STEP 2:** Proceed to entering assignment information including: Title, Points, Questions, Assigned Date, Due Date, Description, etc.

**STEP 3:** Click the Save button in the upper right hand corner to add this new assignment.

**STEP 4:** Upon clicking Save, the new assignment will appear as a column in the Gradebook. Sorting of the new assignment is dependent upon which selection was chosen for Assignment Sorting in Gradebook Configuration.



### Entering Grades in the Gradebook

**STEP 1:** An assignment must be added to the gradebook for grades (scores) to be entered.

**STEP 2:** Enter the grade in the blank textbox for each student.

**STEP 3:** If a grade for a student is double clicked, more information can be entered about the student and assignment.

**STEP 4:** Grades are automatically saved as they are entered.



### Viewing Gradebook Reports

**STEP 1:** Navigate to the **Grades Menu → Gradebook Reports**.

**STEP 2:** From the left-hand side, select the **Report** to view the **Gradebook Reports**. Reports include: **Grade Breakdown Graphs, Missing Grades, Transferred Students**, etc.

**STEP 3:** Each report provides information pertinent to the topic.