





Grade Book Teacher Setup

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Setting up Gradebook

When a teachers are on the Class Lens they will see a Gradebook tile on the right hand side of the page, they will click on Setup to begin.

Attendance	
Period A/1 Period B/1	
Citizenship By Item	1.
Gradebook	¢ Setup

2. Choose Define Subject Template

Defining the Subject Template

First, the teacher will choose **Define Subject Template**. This template is useful if the teacher has several classes that are the same. The template is created once, and then copied into each class where appropriate.

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Enter Categories.

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Choose the **Markset** for the template.

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Uncheck the letter grades you don't want to use. Press **Save**.

Defining Class

The next step in setting up the gradebook is to **Define Class in Gradebook**.

6 SIS Applications	Day-to-Day7. Click Day-to-Day and theAttendanceDefine ClassCitizenship
Subject Title: 0	By Item Gradebook ng: Define Tasks
Categories: Delete Sort Order	Copy Tasks Weight Define Class
	Seating Chart Assign Students
	Setup Classroom
Mark Set:	
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The Define Class screen:

♦ SIS Applications	pok	Reports
Track: Sani-Wendover High	Term: Term 1	•
Class Definition		
Class Comments:	8. Select class	
Citizenship for Class: << Citizenship no	t used >> 👻	
Сору:		
Copy Course: << Choose a	Class to Copy >>	Tasks
Copy Subject Template: << Choose a	Subject Template >>	9 Choose the
* Only Subject Templates using the "Le	tter Marks with +/-" markset are available for selection	3. Choose the
	O 1	verall Grade Templat

There are two options for copying: Copy Course and Copy Subject Template.

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If you copy course, you will copy due dates as well as tasks, which are assignments, quizzes, etc. Typically you'll choose "Copy Subject Template".

Class: 5 Eitness for Life	Term: Term 1
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* Only Subject Template: Overall Grade	with +/-" markset are available for selection.

Press **Save**. The screen will display as shown below.

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Defining Class

The next step in setting up the gradebook is to Define Class in Gradebook.

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Score Entry

To see how it all comes together, go to **Score Entry**. Hover your mouse over Gradebook and click Score Entry.



Home	Day-to-	Day	i	⊪Reports ि⊽Feedbac	ck ⊛Help	Logout 89:48
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6-9 is a Letter Grade Home (Day-to-Day

14. Click the down arrow to place a check in all boxes.

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