

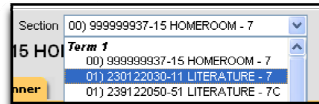
Using the Gradebook

A few things to remember about the Gradebook:

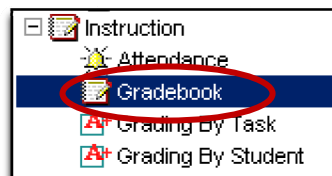
- Grades NOT put in are NOT marked as a zero – you have to mark it yourself
- Don't mess with the green columns until instructed to do so. ☺
- You need the latest version of Java. Download it - <http://www.java.com/en/>
- SAVE, SAVE & SAVE!!

Entering Grades

Select the **section** you want to put grades in.

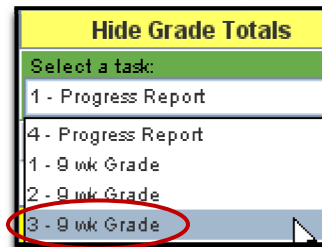


Click on **Gradebook** on the left.



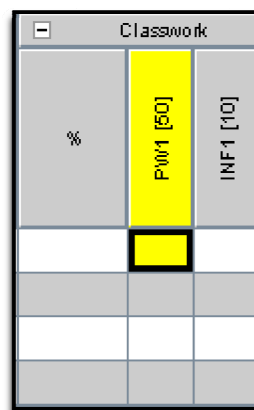
It will take a few moments for Java to load up. Once it has, click on the gradebook once to activate the Gradebook.

Click on the drop-down box under **Select a Task**. You need to select the current marking period – ex. 3 – 9 wk Grade. (This is located just above the student names.)



Begin entering grades under the assignment you originally put in.

*Note: If you put in your preferences **drop the lowest score** and this is the first grade you put in, it will not show in the average because it has dropped it. The lowest grade will change as needed.



Click **SAVE** when you are done putting in grades for each assignment.

Right click on a grade you get the following options:

- **Late** – Lets you and parents know the assignment was late.
- **Exempt** – Will not count towards the score
- **Missing** – Will count as a zero and parents can run a report to see what assignments are missing
- **Incomplete** - Lets you and parents know the assignment was incomplete
- **Cheated** – Will count as a zero in the gradebook
- **Dropped** – Score was dropped from the averaging.
- **Comments** - Write comments for parents to see or for yourself.