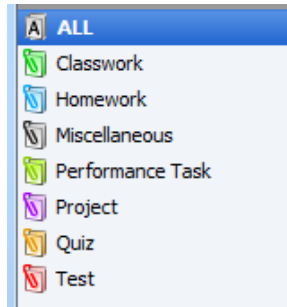


Gradebook – Categories & Assignments Guide for Teachers

The ABSS Curriculum Division expects that all teachers (all levels) use the following categories:

- Classwork
- Homework
- Miscellaneous
- Performance Task
- Project
- Quiz
- Test

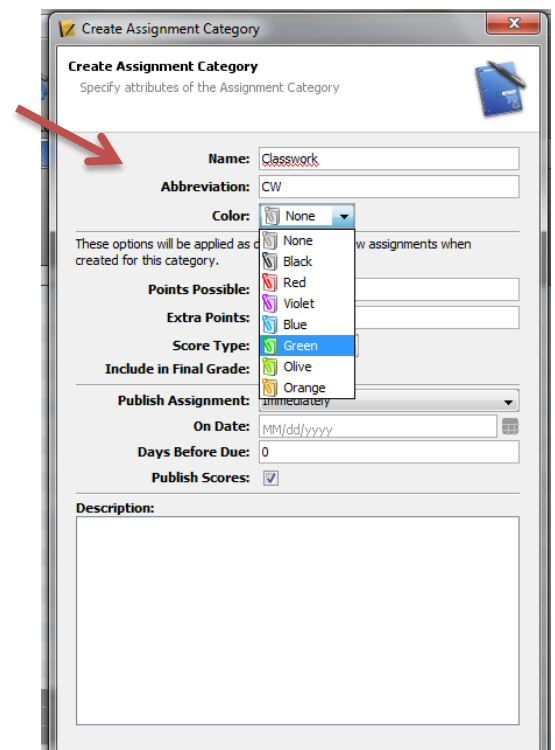
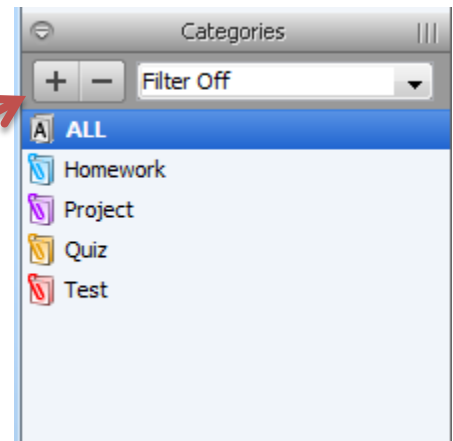


Notes:

- Categories are found below **All** in the GradeBook.
- A new gradebook includes only the 4 default categories (homework, project, quiz, test).
- The other 3 must be added.

Add categories:

1. Click the **+** sign
 - Type the **Category Name**
 - Enter the **Abbreviation**
 - Choose the **Category Color**
 - Click **OK**
2. Follow the same procedure for the remaining categories
 - Classwork – CW – green
 - Miscellaneous- Misc – black
 - Performance Task – PT - olive



Create Assignments

1. Click the **Assignments** tab
2. Click the **+ sign** at the bottom left of the assignments pane
3. Complete all fields in the new assignment window
4. Save

Reporting Term: Q4

Name	Abv	Category	Points Possible	Weight	Date Due

New Assignment

Assignment Publish

Name: Local Ecosystems Abbreviation: Local Ecosystems

Category: Project Score Type: Points

Points Possible: 100 Extra Points: 0 Max: 100 Weight: 1.00

Date Due: 07/30/2014 Include in Final Grade:

Description: [+ link](#)

The assignment description will be seen by parents in the Parent Portal.

Revert Save

1. The **Date Due** defaults to the current date.
2. Changing it to the actual due date of the assignment will accomplish 2 things:
 - Parents will see when assignments are due
 - Grades will be placed within the correct grading period

Entering Assignment Grades

1. Set up the assignment
 - Select the Class
 - Click on the **Scoresheet** tab
 - Choose the current **Reporting Term** to see the assignment
 - Click beside each student's name in the assignment column and **enter the grade**
 - **Save**

The screenshot shows a software interface for entering assignment grades. The interface includes a menu bar (File, Edit, View, Tools, Attendance, Window, Help), a 'Classes' list on the left, a 'Scoresheet' tab selected, a 'Reporting Term' dropdown set to 'Q1', and a 'Students (20)' table. A red arrow points to the 'Scoresheet' tab, another to the 'Reporting Term' dropdown, and a third to a cell in the 'Students (20)' table. A purple sidebar on the right shows 'Local Ecosystems' with a date of 07/30/2014 and 10 points.

Students (20)	(Q...)	A	T

Local Ecosystems
07/30/2014
pts: 10