


Create New Gradebook (not through Wizard)

This is the second way to create a new gradebook. The first option by using the Wizard significantly simplifies the process. If you have not tried the Wizard to setup a gradebook, try the Wizard first.

To use the Create Option:

1. Enter Teacher Web.
2. Click on  to access the gradebook.
3. Click on **Go to Gradebook Setup**.
4. Select **Create**.



5. **Enter** Gradebook Page Name.



Note: Parents will see the gradebook title if your district/school is using Parent Connect.




6. Select a **Course**.

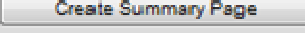
7. You can select a gradebook setup from a previous year by clicking on the “Special options” button. This feature is available only if you used the web gradebook last year otherwise this dropdown will be blank.

8. Select a **Grade Chart**. If you have not created a grade chart yet review the section on Teacher Defined Grade Charts.

Gradebook Page Name:
 Enter a Gradebook Page Name Here

Course:	1-1 CIVICS 745 01 1	
 Grade Chart:	Standard	
Grade Categories	Weight	Drop Lowest Score?
Homework	40	<input checked="" type="checkbox"/>
Quiz	30	<input type="checkbox"/>
Exam	20	<input type="checkbox"/>
	0	<input type="checkbox"/>
	0	<input type="checkbox"/>
	0	<input type="checkbox"/>
	0	<input type="checkbox"/>
	0	<input type="checkbox"/>
	0	<input type="checkbox"/>
	0	<input type="checkbox"/>
	0	<input type="checkbox"/>



9. **Special Options:** This area is where you would setup your autoposting, or remove a gradebook from Parent Connect view, or load a gradebook template from current or previous years.

10. **Page link options:** Linking gradebooks together will allow you to create and edit assignments in one gradebook and those changes will carry over to the linked gradebooks. This is a great timesaver for teachers that teach the sameclass multiple times a day. One thing to note: moving columns and deleting columns still need to be done in individual gradebooks. Only gradebooks that are created will be available to link.

11. **Create Summary Page:** If you want to create a summary gradebook, that is one that will give you a running total of multiple gradebooks, you can set it up in this area. This is primarily for eligibility purposes.

12. **Create Final Page:** If you want to create a gradebook that will figure a final grade based on two or more gradebooks this is the option for you. See “Create Final gradebook” section for more information.

13. Click  to save.