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Create/Wizard Gradebook


There are two different ways to create a gradebook by using the "Wizard" option or "Create" option. It is recommended that you use the wizard because it allows you to create all of the gradebooks for a class at one time, a proven time saver. If you are a teacher that teaches rotation type courses, where the gradebook is the same for each marking period but with a different group of students you will NOT use the wizard. See the section on "Create New Gradebook (Not through Wizard) to create the first gradebook. Then for subsequent gradebooks see the section "Copy Current Gradebook Pages".

Wizard

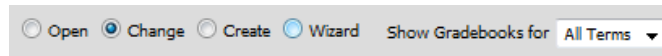
The wizard will aid in the setup of gradebook pages. To establish a new gradebook or gradebook page for a course, a teacher has to setup individual gradebook pages for each marking period, which can be done in the "Wizard" as well as the "Create" option. The Wizard simplifies the process. The Wizard will setup the automatic posting relationship between the new gradebook pages and the office report card area.

Creating Gradebook Pages

Below are the steps to use when creating gradebook pages by using the Wizard:

1. Enter Teacher Web
2. Click on  to access the gradebook.
3. Click on Go to Gradebook Setup.
4. The following options will display:

- o Select the Wizard.



- o When you select the Wizard you may get a message "Warning! No School Location is specified for your user. Gradebook Wizard may not work properly." Click OK. If you receive this message, it is suggested that your administrator add school locations to each teacher in user security. Teachers should have separate login user codes for each location.

5. Then follow the red numbers on the screen 1 - 4.

1. Select a Class from the dropdown.

- o Note: If you take the check mark out of the box next to "Show only classes with no existing gradebook pages" then you will see classes with gradebooks and could potentially create duplicate gradebooks for a class so it is recommended that you leave that check mark in the box.
 - Fill out the following: Page Type, Name of Gradebook Page, Grade Chart, Auto Post Col, Type to Post, % of Final Grade, Include in Final Page and Show on Parent Connect. This area looks at your school's grade area setup to determine what types of gradebooks to create. You only need to create the eligibility gradebooks that are posting to an eligibility area. If the wizard setups Eligibility gradebooks that post to a progress report area, you can select "do not create" in the page type column to prevent it from creating that gradebook.

2. Term Page Options, this option is primarily for term gradebook pages.

- o Select the grade categories and how you would like them weighted. If you enter in a weight they all must add up to 100. If you need categories added to the list contact the office. The office personnel can add additional categories.
- o Place a check mark in drop lowest score next to the grade category if you would like the lowest score dropped. Note: If available, the eligibility gradebook will use the same categories.

3. Eligibility (Summary) Page Options:

- o If your school has an eligibility column defined in the Web School Office, you will see # 3 and will have the option for an eligibility gradebook page. An eligibility gradebook allows teachers to show a cumulative grade inclusive of more than one gradebook. An eligibility column holds the grades from eligibility gradebooks. Grades from eligibility gradebooks can be sent to the office on regular intervals so that the office can generate reports indicating which students are eligible or ineligible for school activities based on grades.

Grade Area No:	20
School Location:	ALL ▼
Grade Short:	Elg1
Grade Long:	Eligibility--Sem1
Grad Credit:	False
GPA Credit:	False
Comment:	False
Report Card:	False
Term No:	0
Teacher Entry YN:	No
Percent of Final Grade:	0
Final Grade Area No:	0

- If you don't have an eligibility area defined then the office can add this to the Web School Office |Master Field and Code Entry and Changes |Application = Grade Reporting |Entry Option = Grade Area Setup, make it term zero, so it won't show on ParentConnect. Have all of the areas (i.e. Grad_Credit, GPA_Credit, etc) marked as False, this is how the Wizard program determines it is an eligibility page.
- Note to system administrators: In the Grade area setup you may have one eligibility area defined or two eligibility areas defined, one per semester, but only one is active at a time. If your school has two eligibility areas defined, then first semester only courses should be set to autopost to the 1st semester eligibility area. 2nd semester only courses should be set to 2nd semester eligibility and full year courses will adjust their autoposting to the appropriate area at semester.
- Zero weights for category box: if your term gradebooks have weighted categories but you would like your eligibility gradebooks to be strictly unweighted and simply figure the eligibility grade as "points earned out of points possible" then check the box. If you want the eligibility grade to reflect the weighted categories then leave box unchecked.

3. Eligibility (Summary) Page Options:	
Gradebook Page	Weight
CIVICS P1 Qtr1 ▼	0
CIVICS P1 Qtr2 ▼	0
<input checked="" type="checkbox"/> Zero Weights for Categories	

- Weight column: Typically, schools will leave the weight set at 0 so that they have a running total of all assignments in that class. If you enter the weight at 50/50 as example, then when you have your first assignment in quarter 2, it will be worth 50% of the eligibility grade.

4. Create a Gradebook, [click here to create a gradebook.](#)

- Note: Right below the create button shows the existing gradebook pages. You can access them from this area while in the wizard.

See also