

SchoolMaster Gradebook

A Quick CheatSheet

Aug 3, 2006

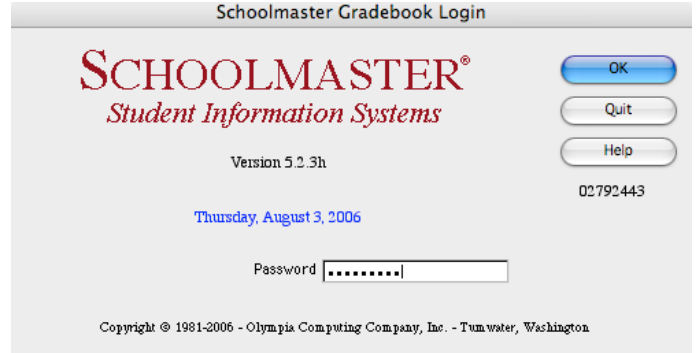
The Goal: To get a teacher from importing their rosters to entering grades and printing reports.

Step 0 (this is the easy part): Make sure Mike, Gini or Mark have installed Gradebook on your computer

Step 1: Importing your class rosters (you will to only do this once a semester)

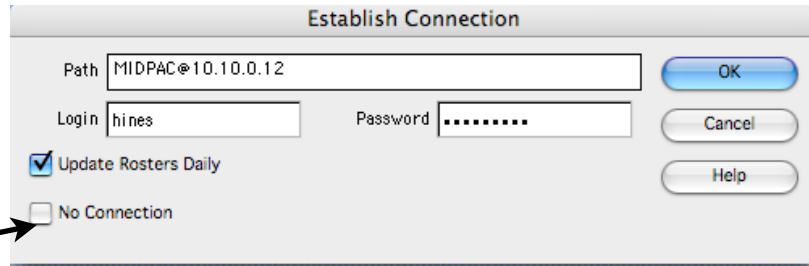
First make sure you are on the campus network – plugged into the ethernet cable on your computer.

Launch the Gradebook program – it will ask for your password – this will either be “pass” or the password you set it to.



Select *utility, establish schoolmaster connection*

Enter in your username and password that you use for the SchoolMaster Attendance Program. Make sure the box titled “no connection” is **NOT** checked.

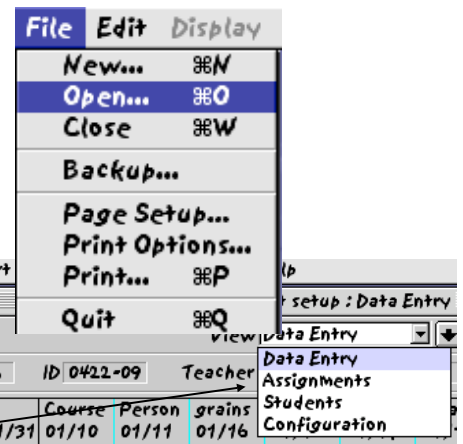


If you have entered your information correctly, when you pull down the *utility* menu, the *import schoolmaster rosters* selection will not be grayed out. When you select this choice, a long (5-20 items) list will appear. The ones labeled C/ H are chapel and homeroom sections. If you are not sure which are your current sections, select all. You can delete the incorrect ones later.

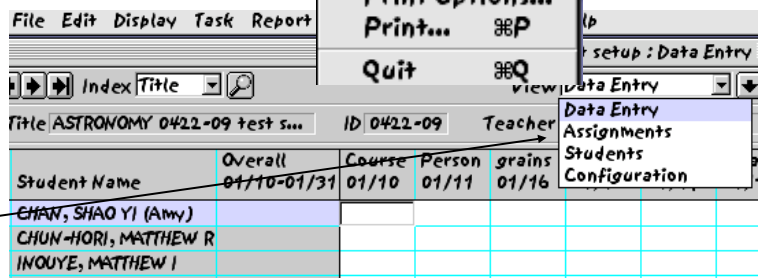


Step 2: Setting up your Gradebook Configuration

In Schoolmaster Gradebook, each section (period) is called a “gradebook”. To open a gradebook, select *File, Open*. A list of your gradebooks will appear – choose the one you want to work with. Once you have one open, it is easy to move to others. When it opens, it normally opens in the **data entry view**. This is where you can see the students and enter individual grades for assignments, as well as their current average.



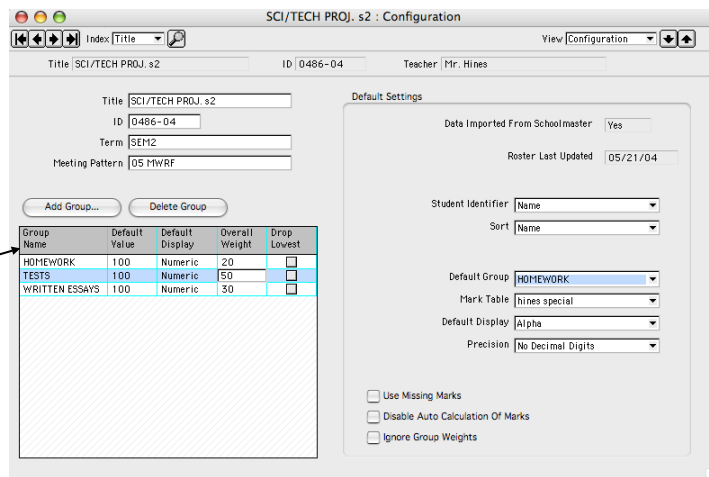
On the right side of the Gradebook window there is a drop down arrow next to where it says “data entry”. This gives you 4 views: Data Entry, Assignments, Students, and Configuration. The “Students” View has information like student id #, parents names



and home telephone #'s.

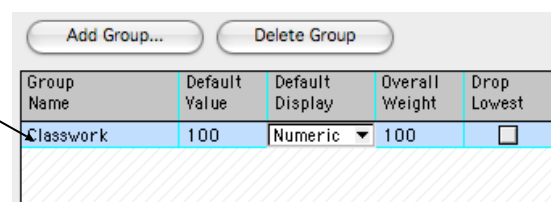
Whenever you start a new Gradebook, you will need to go to the configuration view and set all of your criteria for your Gradebook.

What is in the configuration view? This is where you define to the computer how you calculate a student's grade. The left side has an area labeled group name.

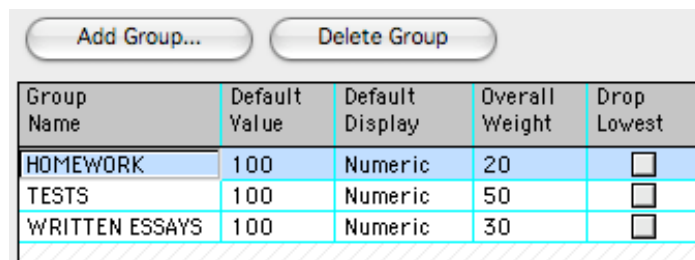


How to set up group names: Most teachers use one of two ways to calculate a student's grade:

One group (aka "Points is points"): If you are this kind of teacher, every assignment is worth a certain amount (usually of points) – a student's average is found by dividing how many points they could have earned into how many points they did earn. For example, a student received 3 out of 4 on a homework, 5 out of 7 on a reading assignment and 20 out of 25 on a quiz. Their average would be $(3+5+20)/(4+7+25) = 75.6\%$



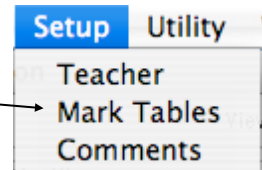
More than one group (aka "a little of this, and a little of that"): If you are this kind of teacher, you have at least 2 categories and each is weighted. For example in Mark Hines' physics class, test is worth 50%, labs are worth 30% and homework is worth 20%. To calculate a student's average, each category is averaged separately, weighted, then totaled. To do this approach in Gradebook you need one group to represent **each** grading category. Groups can be added by selecting **Add, Group** from the button above the group names.



In a group, the "default value" is what an assignment will be worth by default – but you can always change this value. The "default display" lets you choose whether assignments are numeric or alphabetical – you can always change this later if you are not sure. The overall weight should be "100" if you only have one group. It should be the percentages you want each group weighted if you have more than one group. As an example, Hines' physics class from the example above has overall weights of 50, 30 and 20 respectively for tests, lab and homework.

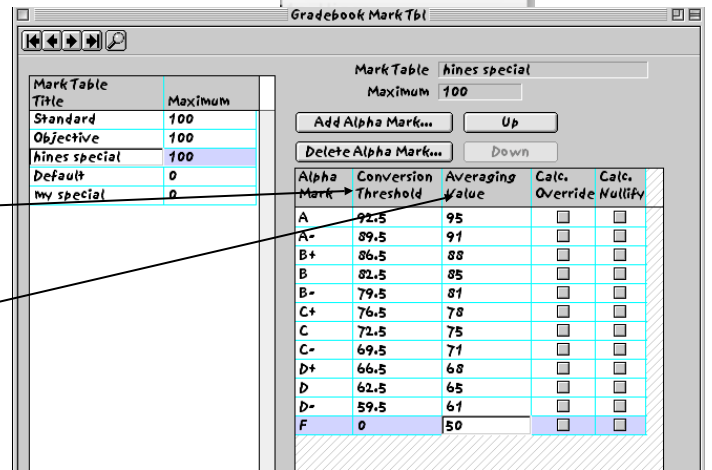
Group Name	Default Value	Default Display	Overall Weight	Drop Lowest
HOMEWORK	100	Numeric	20	<input type="checkbox"/>

How to set up Mark Tables: It is critical for a grading program to know what an "A" or a C+ is. When you are in the configuration view, select Setup...Mark Tables.

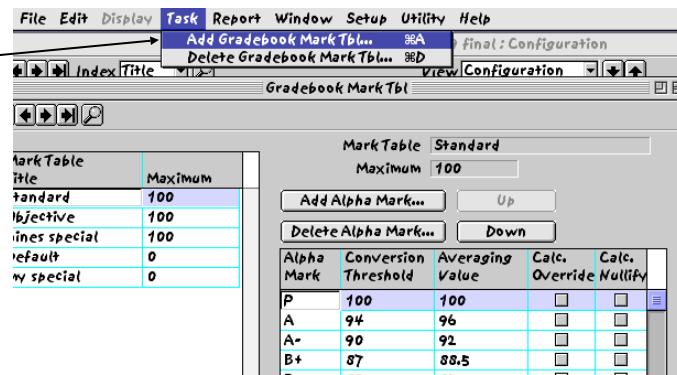


Gradebook comes with a few default mark tables. You can create as many as you like. Take a look at the one below:

In this example, the Mark table is called "Hines Special" – Each alpha mark is given a conversion threshold – a value that will assign the letter grade once that value is reached. For instance, once a student attains an average of 82.5%, they will receive a "B". In this example, the alpha mark "B" is given the averaging value of "85". This means that if a letter grade is typed in for an assignment, it will receive 85% of the total value of the assignment.



To make new mark tables, select "Task...Add Gradebook Mark Table" when you are in the "Setup Mark Table" view.



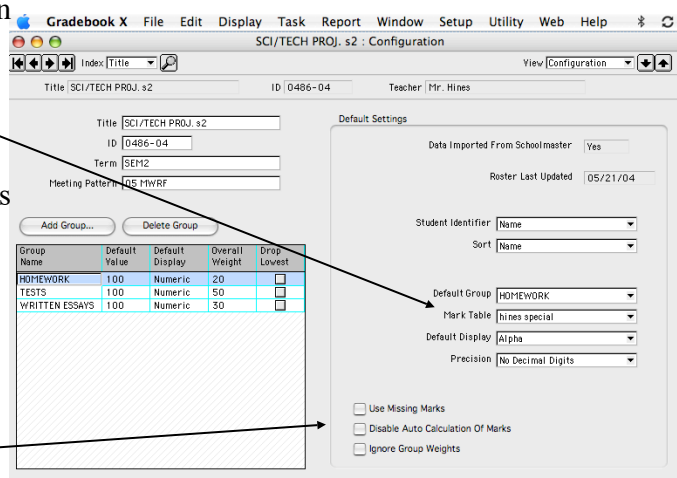
It is important to both make sure the mark table you have selected is appropriate, and that you have specified it in the configuration view. Otherwise, student average grades will be displayed incorrectly.

You can at any time change values in your mark table, or even create a new one.

To make sure you have the correct mark table for your Gradebook, look on the right side of your configuration view.

This view is also where you choose how you want the students listed (name is recommended), what default group you might be using (if your grading scheme uses more than one group), and whether you primarily use alpha or numeric grades when you record (though you can use both).

There are a lot of other choices here you can see in this view, but the only other crucial one is "use missing marks" If you check this box, any blank in your grade sheet will be counted as a "zero" – this will usually drastically reduce your student's averages. If you leave this box unchecked, it will disregard that grade and determine a student's grade without it.

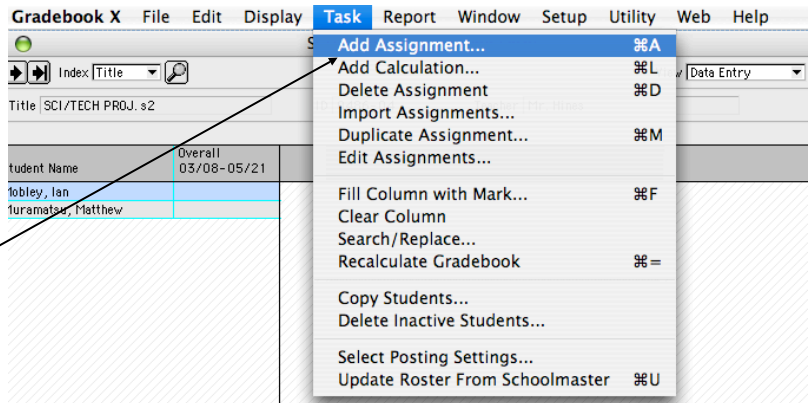


This is the hardest part of using the electronic Gradebook. The good news is you only have to do this once a semester!

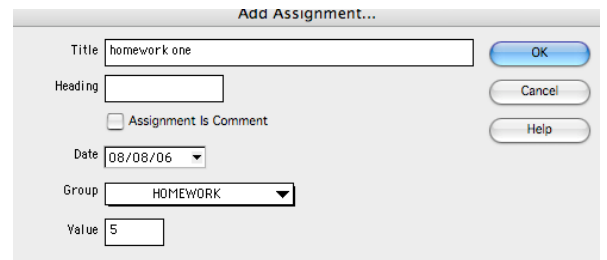
It is also nice to know that all of these settings can be changed at any point, so whether you change your mark table, add a new group or want to start a new grading scheme, you can do this.

Step 3: Creating assignments

In Gradebook you can create assignments both in the **Data Entry** view or the **Assignments** view. Most people create their assignments in their Data Entry view and only look in their Assignments view when they need to look for more particular information on what they have created. To make an assignment, select “Task... add assignment”



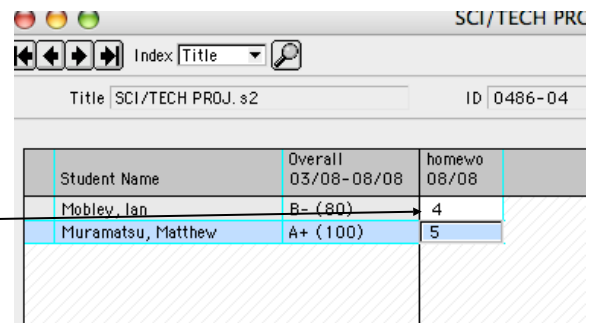
A dialogue box will come up asking you specify the name, date, group, (you can ignore heading), and value of the assignment. Once this information is put in, and you click on ok, the assignment should show up in the data entry view.



Student Name	Overall 03/08-08/08	homewo 08/08
Mobley, Ian		
Muramatsu, Matthew		

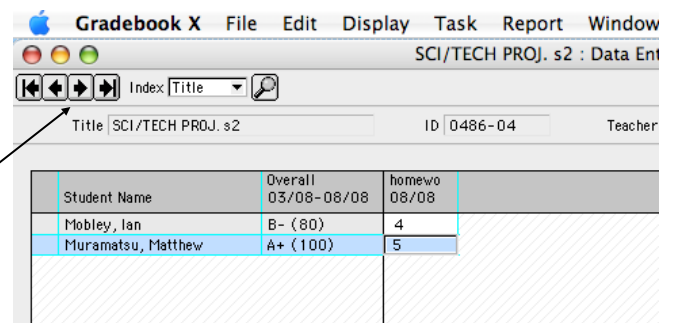
Step 4: Data Entry

To enter individual grades, you need to be in **Data Entry** View. Click in the box where you want to insert grades. You can choose whether to enter numeric grades, or letter grades by clicking on the display button at the bottom of the window. The grade book should instantly and correctly calculate the student's grade (in the “Overall” column). If this does not display correctly, it is likely you have made an error in your configuration view.



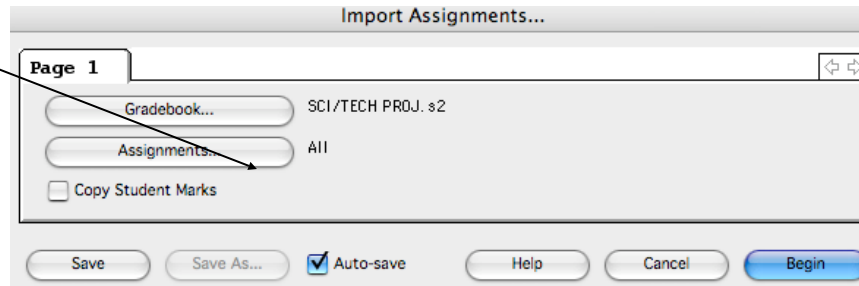
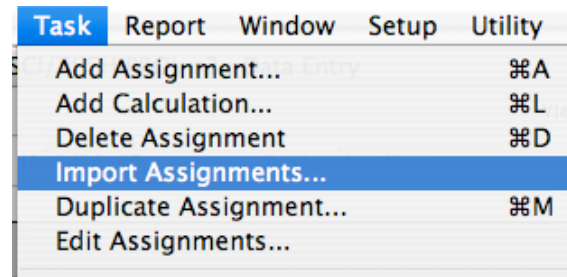
How to copy one class to another:

Once you have made mark tables, configurations, and assignments, it is possible to copy these over to another Gradebook, so you do not have to repeat your effort. To move between gradebooks, click on the arrow buttons near the top, left side of the data entry view window.



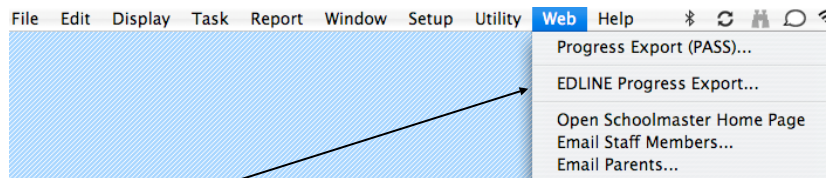
To import the assignments from one Gradebook (like a period 4 class) to another Gradebook (like a period 6 class of the same subject) first go to the class you want the assignments imported to. choose “Task...Import Assignment”. Pick the section of the course you want to copy your assignments (and all the other configurations) and choose the assignments you want copied from the other gradebook

It will copy not just the assignments, but the configuration information of the groups and even the preferences you set for the original Gradebook.

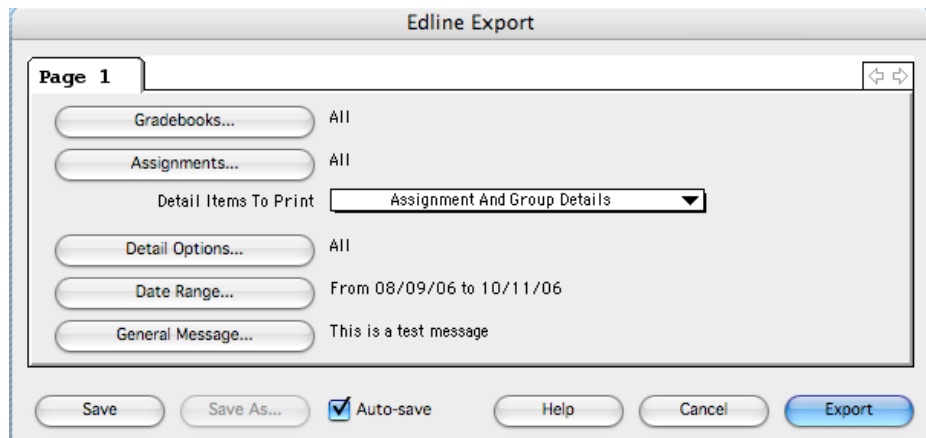


Step 5: Uploading Grade Reports to Edline

All MPI teachers are expected to upload Grades to Edline on Fridays. The export process is straight forward. In your gradebook select “Web” from the drop down choices and select “Edline Progress Export”



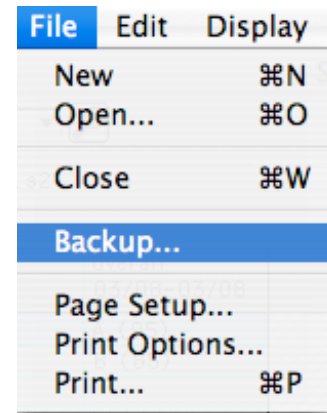
The dialogue box that pops up has buttons for you to choose what classes to send, what assignments to send (usually you choose all), what details item to print (choose “assignment and group details”), what detail options (all is fine), Date Range (*this is CRITICAL!! Make sure it is the date range for the current quarter!*), and general message (if you include one it gets printed at the bottom of the grade report). When you click the Export Button, it will generate web pages (you will see a progress bar as it does this),



Additional How to's: Printing Reports and backing up your gradebooks

Printing: There are a lot of options for printing grade reports for your students. All of these choices can be found under the Report drop down menu. It is always best to choose "Print to Screen" choice first to see what it will look like.

Backing Up: When you quit the program, a reminder will pop up asking you to backup (it will even tell you the number of changes made since your last back up. It is a good idea to back up occasionally. Windows users, your files are backed up 3 days a week, so a backup is not critical every-time. Mac Users - you should back up your files regularly, since your gradebook files are not on the school's servers.



Rebuilding: If your Gradebook is shutdown incorrectly (like a sudden system crash), the next time you launch the Gradebook it will give you an error message about some kinds of data error. *Before doing anything else*, choose "Utility...Compact/Rebuild"

How to manage different quarters: There are many strategies you can use to manage different quarters – you can use the same Gradebook, create new groups that correspond to the previous quarter groups and set the old quarter groups' "Overall Weight" to zero, or import you course rosters again and start a whole new Gradebook. Please talk to Mark Hines, If you'd like to think about the strengths of each option.

A list of do's and don'ts

<i>DO</i>	<i>DON'T</i>
Back up your gradebooks frequently <i>and</i> change the saved name each time so your have multiple copies.	Change either Student ID # or course #
Shut down program after entering all of your data	Leave the program running if you are finished entering data.