Quick Guide: Gradebook Set Up

HARRIS School Solutions

Setting Up Gradebook

Prior to using Gradebook for the first time, there are a few items that need to be configured for it to average correctly. Teachers will need to set Preferences, Assignment Types and Assignment Weights in the Settings menu.

My Courses

Go to My Courses and select a course. This will display a list of students enrolled in the selected course.
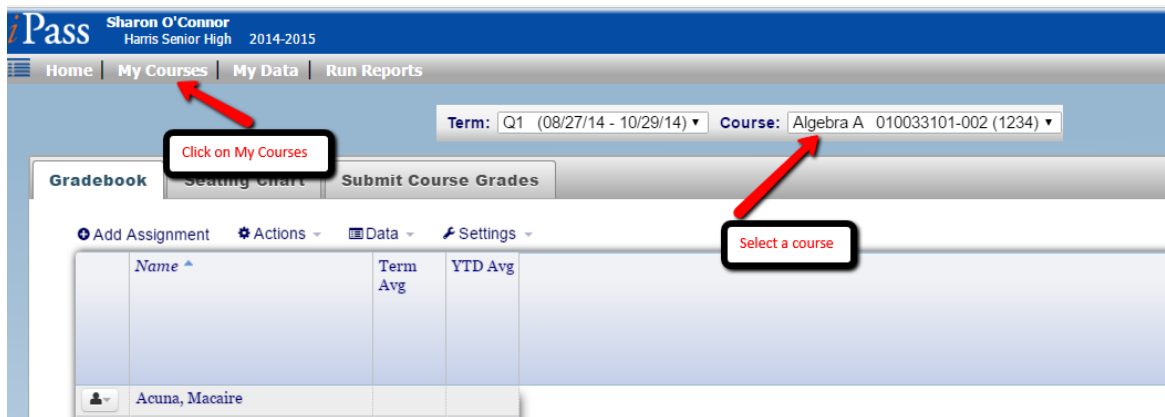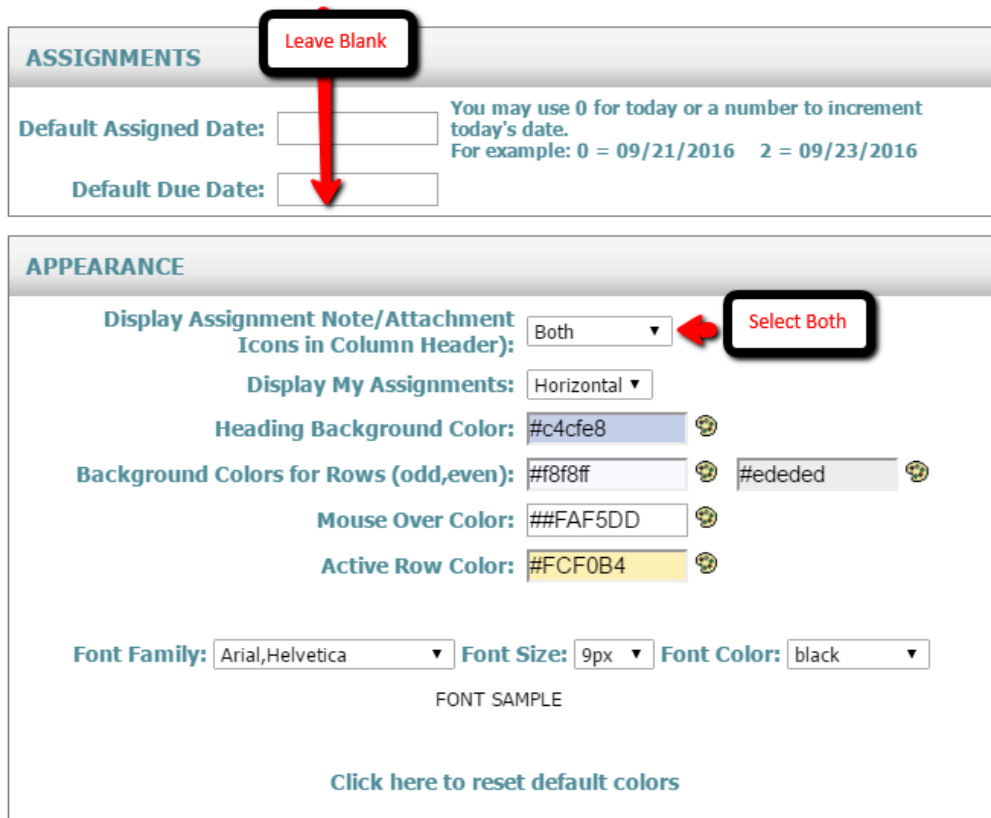

Settings Preferences

Click on Settings and then select Preferences from the drop down menu. This will display a set of preferences for the appearance of the gradebook (colors, font, font size), student data options to display and progress report settings.
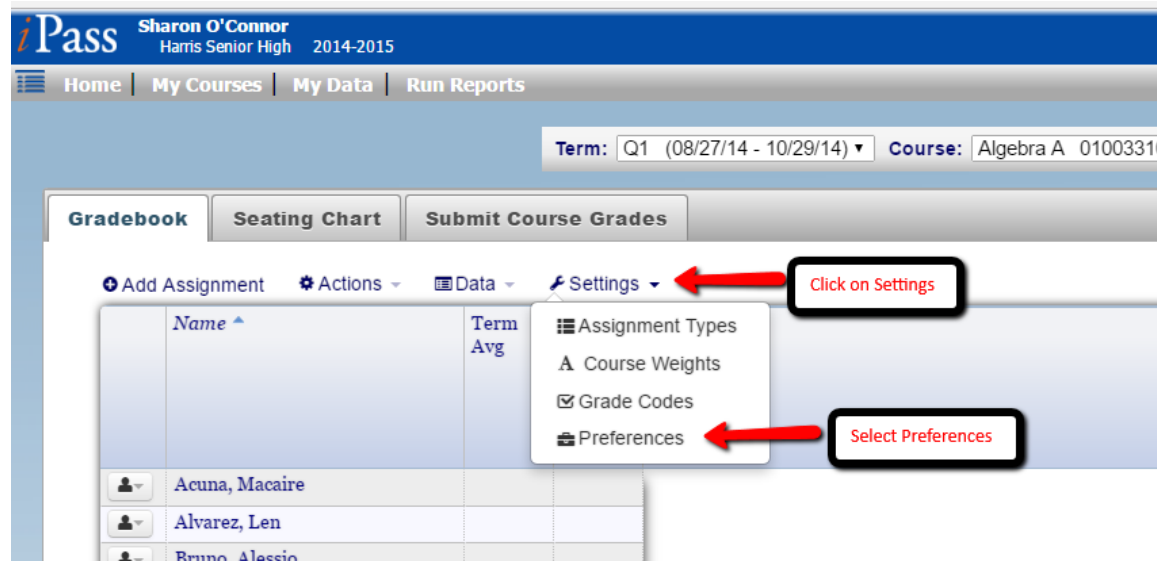
Preferences > Assignments and Appearance

Leave the Default Assigned Date and the Default Due Date blank so that by default all assignments will be created and due on the same date. These can be edited during the process of creating an assignment. Entering a 0 in the Default Assigned Date will create the assignment on the date of creation. Entering a 1 in the Default Due Date will create assignments to be due 1 school day after the assignment creation for each assignment created.

In the Appearance section on the same screen, select Both to display Notes and Attachments in the column header to easily view assignments that have either of these items.

Choose Horizontal or Vertical display of assignment titles.

Change the color palette or leave at the default. Change the font, font size and font color as desired. To set colors and fonts back to the default click on the link to reset default colors.

Progress Reports

Items selected in this section determine what is displayed on the Progress Reports generated from the entry and scoring of assignments in Gradebook. Your school may choose to display Progress Reports in iParent.

Each item selected displays a particular set of data.

Below are the recommended MINIMUM settings for the Progress Reports. Each teacher may choose to select more items as desired, but this is the least that should be standard for each teacher for consistent display of Progress Reports to parents, counselors and administrators.

PROGRESS REPORTS

NOTE: These setting are used for on-line Progress Reports and in letters.

Show grades as: ● Percentage   *Select Percentage or Points*
○ Points

☐ Include the Class average.
☑ Include the Term Note.
☑ Include the Note To Student about Assignment.
☐ List only the Past Due Assignments (no grades).
☑ Include the Category averages.
☑ Print Student Note
☐ Do Not Display Past Due Assignments with a Grade of Zero

Average to include: Both ▼

☐ Display the grade code.
☑ Include the Past Due assignment list.   *Include the items checked*
☐ Display the grade code ONLY.
☐ Convert Term Grade To Alpha.
☐ Print Percent and Alpha.
☐ Do not print assignment details.

Sort assignments:
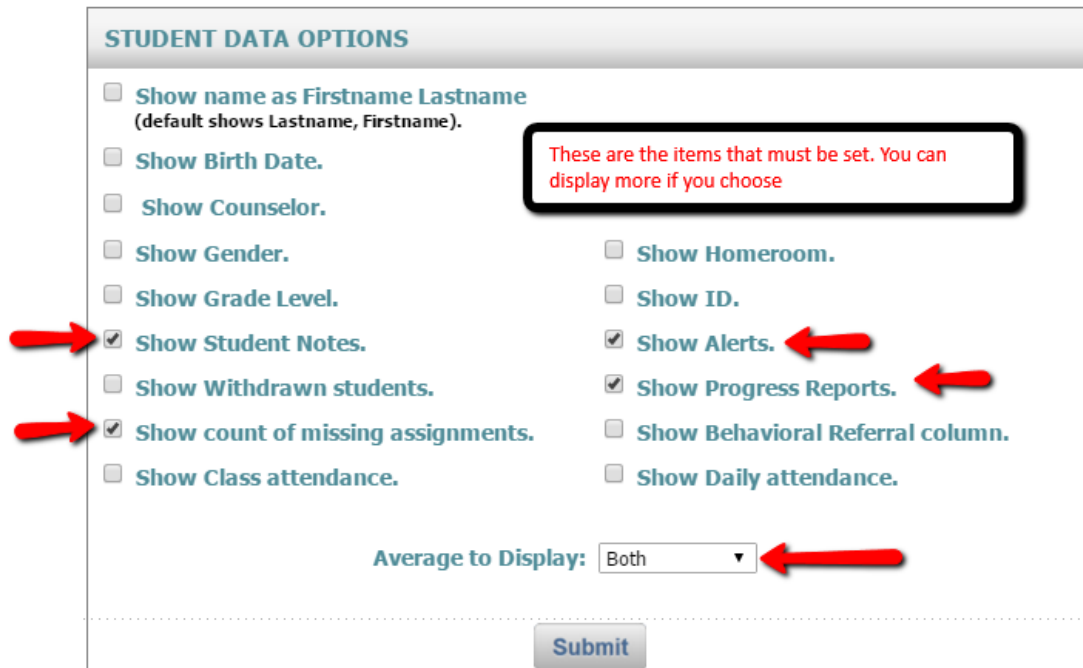By Due Date ▼

Submit

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Student Data Options

Each item selected here represents an item to be displayed on the teacher gradebook. The more items selected, the less room available on the screen to view assignments themselves.

Below are the recommended MINIMUM settings for each teacher.

Click on **SUBMIT** to record the changes to the preferences screen. Preferences set on this screen apply to ALL courses.

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Assignment Types

Go to Settings and click on Assignment Types.
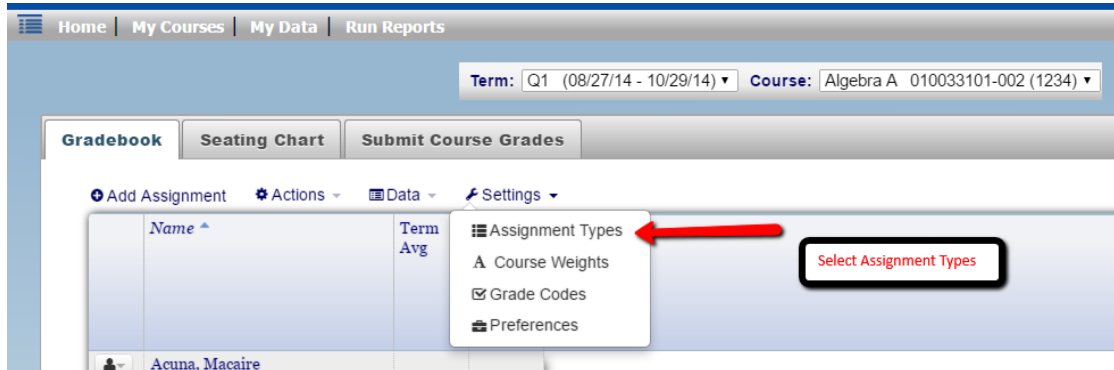
The types entered on this screen should be general categories of the types of assignments used to create the student overall average grade. Individual assignments are linked to assignment types. If a teacher has multiple courses with different types of assignments, such as math and science, the science may include a lab assignment. Lab should be entered in assignment types and will later be associated with the science course but not the math course.

If any course uses a Mid-Term Exam or Final Exam, they must be included in the assignment types.

Each assignment type should be checked to Publish Type in iParent so that they will be displayed on the Progress Report viewed by parents, counselors and administrators.
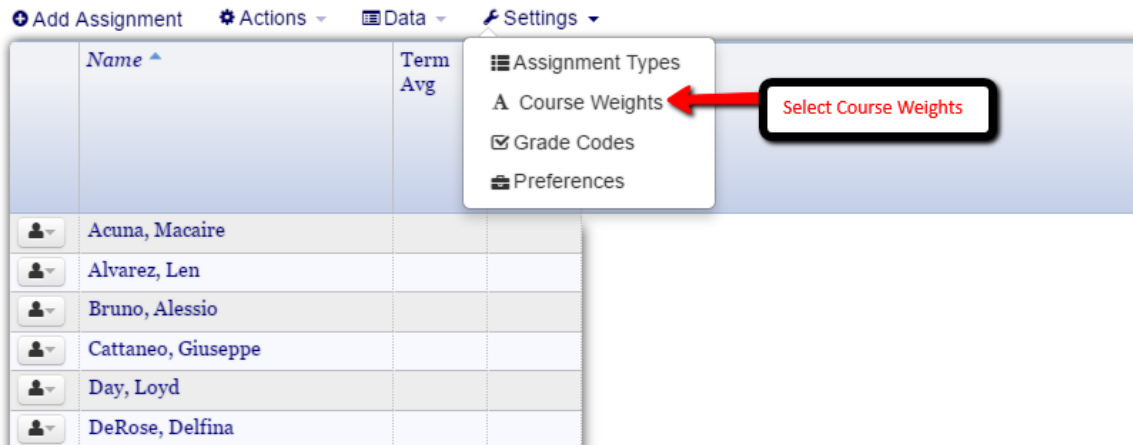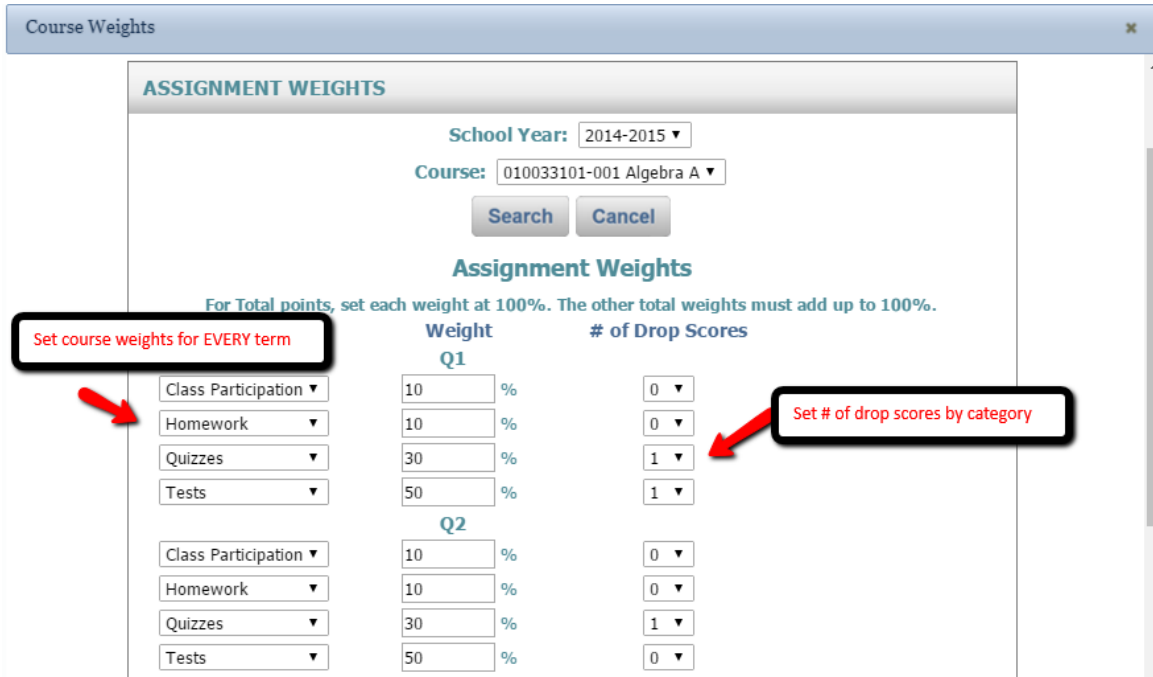
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Click on **SUBMIT** to reload the screen with 3 additional blank boxes and to record the assignment types.

Assignment Weights

Go to Settings and click on Course Weights.

Each course must have defined assignment weight values for each term that the course meets. When using Total Points each assignment type will be set to 100% so that the assignment points weight against each other. When using Percentages, each assignment type will be assigned a weight value and must total 100% in each term.

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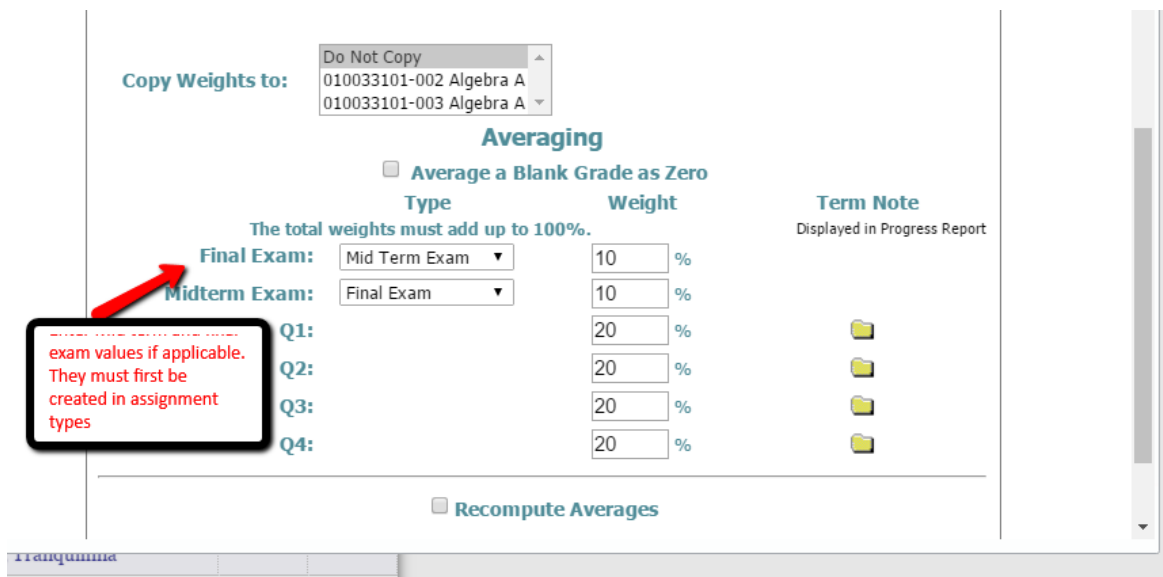
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The weight values can vary from term to term and be changed and recalculated during the term but not for previous terms that have already had report card grades entered.

Teachers may choose by assignment type to drop a defined number of low scores per term. Otherwise the default is set to 0.

Final Exam and Mid-Term Exams should not be included in the individual terms. They will be calculated in the horizontal average rule defined at the bottom of the weights screen as shown below.

Click on **SUBMIT** to record the assignment weights.

Copy Weights

Once the weights are set for each term and Mid-Term and Final Exams, they may be copied to other courses. Be sure to define ALL TERMS prior to copying weights. Once copied, they are no longer available to copy and must be defined for each course. Highlight courses to copy weights to:

Click on **SUBMIT** to copy weights.

The Gradebook setup is complete and you may begin entering assignments for students.