

Gradebook - Beginning of the year setup

Beginning of the Year Gradebook Checklist



At the beginning of each school year, once your classes are appearing in your gradebook, complete the following steps to set up your gradebook for this year:

1. _____ [Define the details for each class section](#), such as class nicknames, average mode, default grade scale, and if you want to drop lowest scores.
2. _____ [Link class sections on the Details page](#). For example, if you teach three English 9 classes, link them so you only have to create assignments once, and they apply to each class.
3. _____ [Import assignment categories from last year, and create any new categories you might want to use](#). If you import categories for a class you linked to other classes in Step 2, MyEdBC imports the categories for all of the linked classes too.
4. _____ [Import assignments from classes from last year](#). If you import assignments for a class you linked to other classes in Step 2, MyEdBC imports the assignments for all of the linked classes too. Or, [create new assignments](#).
5. _____ [Check your gradebook preferences](#) to make sure they are set correctly. Be sure your default average mode is set correctly.
6. _____ Make sure any [special codes](#), such as **Missing**, and any [footnotes](#) you like to use for scores are ready to go on your **Tools** tab.

View Class Details in the Gradebook

In the gradebook, you can view details such as room, day schedule, and term for each of your current classes.

You can also link a section to other sections. Linking sections lets you create categories and assignments for one section, and automatically add them to other sections linked to it.

To view class details:

1. Log on to the Staff view.
2. Click the **Gradebook** tab, and select the checkbox next to the class.
3. Click the **Details** side-tab. The details for that class appear.

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Note: On the **Options** menu, click **Change History** to view a list of changes made to the section.

4. In the **Course Nickname** field, the default class section number from your school's schedule appears. You can replace this course and section number with a nickname so this class is easily identifiable throughout your gradebook.

For example, if you teach two sections of Calculus, and one section is more crowded than the other, you might name the smaller section *Ca/SM* and the larger section *Ca/LG*. Or, if sections always meet during the same block or period, you might name them after that.

Note: If you don't type a nickname, MyEdBC identifies the class with the default class section number from your school's schedule.

5. To apply a different averaging mode than the default you defined in your user preferences, use the **Average mode** drop-down to select the mode for this course section.

Note: If you co-teach this section, you cannot select **Gradebook default** at the **Average mode** field. The average mode you select appears for the other teachers who share the class.

6. To link this course section to another section, click **Select**:

The screenshot shows the 'Gradebook' tab in the MyEdBC interface. The 'Details' section for 'PD1s - English 9 C' is visible. The 'Course Nickname' is 'PD1s', 'Description' is 'English 9 C', 'Classroom' is '217', 'Schedule' is '1(A-F)', 'Schedule term' is 'FY', 'Team' is 'House', and 'Average Mode' is 'Gradebook Default'. A table titled 'Classes linked for assignments and categories:' shows two linked courses: '010-01 English 9 H FY 7(A-F)' and '011-02 English 9 C FY 4(A-F)'. Below the table is a text input field for 'Enter a name for your linked sections.*' with 'ENGLISH LIT' entered. At the bottom, there are radio buttons for 'Drop mode' options: 'Do not drop scores' (selected), 'Drop lowest overall score', and 'Drop lowest score by category'.

A pick list containing a list of any other sections the teacher is responsible for appears.

Note: To unlink a course, click **Select**, and deselect the checkbox next to the course. Click **OK**.

7. Select the sections you want to link, and click **OK**. The sections appear on the page.

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8. In the **Drop mode** box, do one of the following to determine if you want to drop the lowest scores for this class:

- Select **Do not drop scores** if you do not want the system to drop any scores for this class.
- Select **Drop lowest overall score** if you want the system to drop the lowest score(s) for a term.
The following options appear:

Drop mode	<input type="radio"/> Do not drop scores <input checked="" type="radio"/> Drop lowest overall score <input type="radio"/> Drop lowest score by category							
	Term - 1		Term - 2		Term - 3		Term - 4	
	Category	Available	# to drop	Available	# to drop	Available	# to drop	Available
All	10	1	7	1	0	1	0	1

For each term, the number of scores appears in the **Available** column. Type the number of scores you want to drop for that term in the **# to drop** column.

- Select **Drop lowest score by category** if you want to determine how many scores to drop each term by assignment category. For example, you might drop the two lowest homework scores each term. To do so, type the number in the **# to drop** column for each category, for each term:

Drop mode	<input type="radio"/> Do not drop scores <input type="radio"/> Drop lowest overall score <input checked="" type="radio"/> Drop lowest score by category								
	Term - 1		Term - 2		Term - 3		Term - 4		
	Category	Available	# to drop	Available	# to drop	Available	# to drop	Available	# to drop
	Project	0	0	1	0	0	0	0	0
	Quiz	6	1	3	1	0	0	0	0
	Essay	1	0	1	0	0	0	0	0
	Part	1	0	1	0	0	0	0	0
HWK	2	1	1	0	0	0	0	0	

Note: On the Scores page, the system indicates dropped scores with ↓ because they fit the criteria you determined in the **Drop mode** box:

Pages My Info Student Attendance Gradebook PD Tools											
Options Reports Help											
Class List :: 2009-2010 - 00415-001 - Humanities											
Details		Student Fields		Grade Columns				Term		Status	
Roster		Default Fields		All				1		<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	
Seating Chart		Name		YOG		1		quiz 10/01		Part. 10/01	
Categories		Lit.Quiz 100 pts.		Lit.Quiz 100 pts.		Lit.Quiz 100 pts.		Lit.Quiz 100 pts.		art quiz 1 10/02	
Assignments		Mus. Test 10/15		Quiz4 10/15		HandsOn 10/20		IliadAsses 10/28		Lit. Assess. 100 pts.	
Scores		Student		Barry, Anne		2009		96.0		105	
		Gale, Taylor		2009		91.0		85 ↓		94	
		Harrington, Hsiaolu		2009		96.0		105		93	
		Pacheco, Kayla		2009		84.0		105		94	

9. Click **Save**.

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Create Assignment Categories in the Gradebook

Define the types of assignments you give in all of your classes by creating categories. For example, you might assign homework, quizzes, tests, term papers, and a presentation. Define a category for each one.

To define a category:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class to create categories for.
4. Click the **Categories** side-tab.
5. On the **Options** menu, click **Add**. The New Category page appears:

Note: You can also import categories from another section. To import categories, click **Import Categories** on the **Options** menu.

5. Type a code and a description for the category.


Note: Because the code can appear in the column header on the Scores page, type a short value.

6. If you set your gradebook preferences to calculate term averages by weight, type a **Weight** if you want the system to **weight any grades you enter for an assignment in this category**. For example, if you create the assignment type **Homework**, and homework is 15% of the students' final grade, type **15**. Then, when you enter a grade for a homework assignment, the system automatically weights that grade 15% towards the current grade for the term. This field does not appear if you calculate term grades using total points.

Note: Weights do not have to add up to 100. A category's weight need only be relative to other category weights. For example, you might weight tests 50%, quizzes 25%, and homework 25%.

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You could also weight those same values as follows: tests 2, quizzes 1, homework 1.

7. In the **Assignment Defaults** box, you can determine the default values for any assignment you create for this category. This can save you time when creating assignments:
 - At the **Grade Scale Name** field, click  to select the grade scale you want to use when entering grades for assignments in this category. For example, you might enter a **1,2, or3** for a homework assignment. Therefore, you would create a grade scale named **Homework** with the grades **1,2,** and **3** and their point values. Then, you would select that grade scale at this field.

Note: District grade scales are available for you to use for all assignments. [Create grade scales only if you have a personal grading scheme that is not defined by a district grade scale.](#)

- At the **Entry mode** drop-down, select **Both, Numeric Only,** or **Letter Only** to determine the grade values you can enter for any assignments in this category.
 - Type the **Total** (maximum) **points.**
 - Type any **Extra credit points** a student can earn for an assignment.
 - Select the **Score cannot be dropped** checkbox if you do not want the system to drop any lowest scores from this category.
 - Select a **Visibility type** for this assignment category. **Private:** Assignments do not appear in the Student or Family portals; **Public:** Assignments and grades appear in portals; **Public– no grades:** Assignments appear in portals but without grades.
8. If you [linked this section to any other sections on the Class Details page](#), select the **Also add this category to linked sections** checkbox.
 9. Click **Save.**
 10. Repeat steps 4-9 to create all the categories you use in your classes. Then, you can create assignments to add actual assignments of this type to your gradebook.


Import Assignments from Another Class or Year (Anther year option is not applicable for you 1st year using MyEdBC)

You can import assignments into your class sections from one of your current sections or from a previous year in your gradebook.

To import assignments:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Click the **Assignment** side-tab.
4. On the **Options** menu, click **Import Assignments.** The Import Assignments dialog box appears.

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5. At the **Import from** field, click  to select the section you want to copy assignments from. A list of your course sections sorted by year appears.
6. Select the course section you want to copy assignments from, and click **OK**.
7. Select one of the following to indicate which assignments you want to copy:
 - **Selected:** to select specific assignments from the section. The Assignment pick list appears in descending order. Select the checkbox next to each assignment you want to copy, and click **OK**.
 - **Category:** to select entire categories of assignments to copy from the section. The Category pick list appears in descending order. Select the checkbox next to each category of assignments you want to import, and click **OK**.
 - **All Assignments:** to copy all assignments from the section.

Note: The system updates the value for each date of the assignment to the current schedule term and school year. The system uses the student calendar shared by the majority of students in the section to determine the dates.

8. Click **OK**.

To Set Your User Preferences in the Gradebook: See Handout on Gradebook Preferences.

Create Special Codes for Assignment Grades

Teachers can create special gradebook codes to exempt an assignment score from a student's average or to count as a zero (0). For example, you might create the MED (medical) code to explain why a student did not complete an assignment, and then determine that the score does not affect the student's average.

Note: Be careful not to create a code that is already represented in your grade scale. For example, you do not want to create a cheating code *C* if your grade scale contains a *C* grade.

To create special codes:

1. Log on to the Staff view.
2. Click the **Tools** tab.
3. Click the **Special Codes** side-tab.
4. On the **Options** menu, click **Add**. The New Gradebook Special Code page appears:

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The screenshot shows the 'New Gradebook Special Code' form. The sidebar on the left includes 'Special Codes', 'Footnotes', 'Courses', 'Initiated Workflows', 'Workflow Tasks', 'Access Log', and 'Pages'. The main form area has a 'Code' input field, a 'Behavior' dropdown menu (currently set to 'Exempt from calculations'), a 'Report as missing?' checkbox, and a 'Color' input field. 'Save' and 'Cancel' buttons are located at the top and bottom of the form area.

5. Enter the code.
6. Click the **Behavior** drop-down to select one of the following:
 - **Exempt from calculations** to determine that the system should not count this assignment when calculating the student's average.
 - **Calculate as zero** to determine that the system should count this as a zero when calculating the student's average.
7. Select the **Report as missing** checkbox if you want assignments with this code to appear on reports that list missing assignments (such as a progress report). These assignments appear in addition to assignments with no score.

Note: If you select the **Show missing column** checkbox in your user preferences, MyEdBC includes any assignments you enter this code for in the calculation for the **Missing** column that appears on the Scores page. The **Missing** column can also include assignments that were due before today that you did not enter a score for, if you also select the **Count as missing** checkbox in your user preferences.

8. Select the **Color** you want the system to display the code in after you click **Save**. For example, you might want the **CH** (cheated) code to appear in red so that you can easily locate it on the Scores page.
9. Click **Save**.

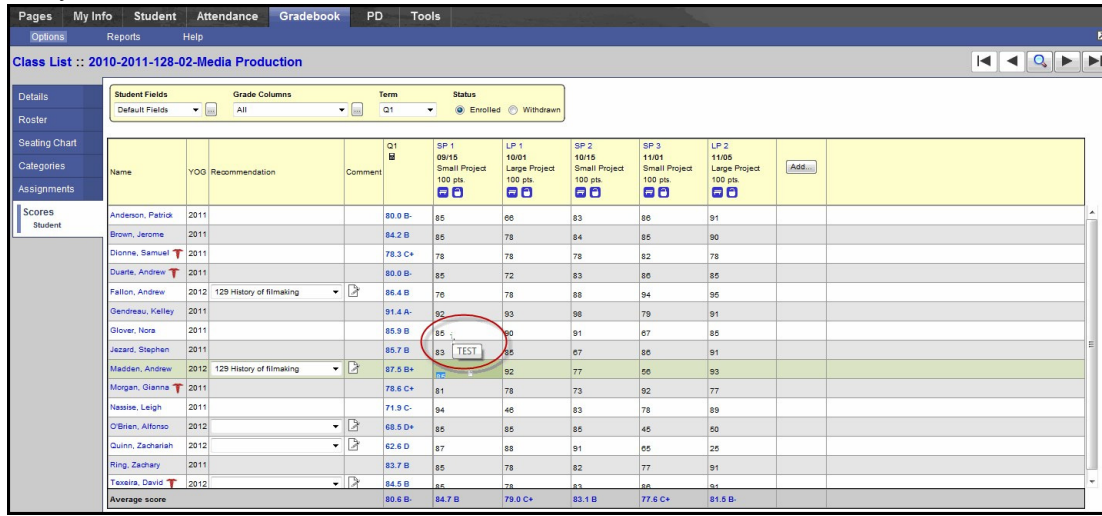
Create Footnotes

Create footnotes to add special notes to scores on the Scores page. The notes do not add or subtract any points, or affect the student's average. They simply offer you a place to record notes regarding an assignment grade.

For example, a student might receive a C for an assignment – two grades lower than he actually earned, because he submitted it two weeks late.

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After you enter a footnote for a score, the code you select appears next to the score. To view the footnote, use your cursor to hover over the footnote code:



The screenshot shows a gradebook interface for the class '2010-2011-128-02-Media Production'. The interface includes a navigation menu on the left with options like 'Details', 'Roster', 'Seating Chart', 'Categories', 'Assignments', and 'Scores'. The main area displays a table of student scores. The table has columns for Name, YOG, Recommendation, Comment, Q1, SP 1 (99/15 Small Project 100 pts), LP 1 (10/01 Large Project 100 pts), SP 2 (10/15 Small Project 100 pts), SP 3 (11/01 Small Project 100 pts), and LP 2 (11/05 Large Project 100 pts). A red circle highlights the score '85' in the SP 1 column for student 'Jezard, Stephen', with the text 'TEST' appearing next to it. The 'Average score' row at the bottom shows overall averages for each column.

Name	YOG	Recommendation	Comment	Q1	SP 1 99/15 Small Project 100 pts	LP 1 10/01 Large Project 100 pts	SP 2 10/15 Small Project 100 pts	SP 3 11/01 Small Project 100 pts	LP 2 11/05 Large Project 100 pts	Add...
Anderson, Patrick	2011			80.0 B-	85	86	83	86	91	
Brown, Jerome	2011			84.2 B	85	78	84	85	90	
Dionne, Samuel	2011			78.3 C+	78	78	78	82	78	
Duarte, Andrew	2011			80.0 B-	85	72	83	80	85	
Fallon, Andrew	2012	129 History of filmmaking		86.4 B	76	78	88	94	96	
Gendreau, Kelley	2011			91.4 A-	92	93	98	79	91	
Glover, Nora	2011			85.9 B	85	93	91	87	86	
Jezard, Stephen	2011			86.7 B	83 TEST	85	67	86	91	
Madden, Andrew	2012	129 History of filmmaking		87.5 B+	82	77	90	93		
Morgan, Glenna	2011			78.6 C+	81	78	73	92	77	
Nessie, Leigh	2011			71.9 C-	84	46	83	78	89	
O'Brien, Alfonso	2012			88.5 D+	85	85	85	45	50	
Quinn, Zachariah	2012			62.6 D	87	88	91	85	25	
Ring, Zachary	2011			83.7 B	85	78	82	77	91	
Texeira, David	2012			84.5 B	85	78	85	88	81	
Average score				80.6 B-	84.7 B	79.0 C+	83.1 B	77.6 C+	81.5 B-	

To create footnotes:

1. Log on to the Staff view.
2. Click the **Tools** tab.
3. Click the **Footnotes** side-tab.
4. On the **Options** menu, click **Add**. The New Gradebook Footnote page appears.
5. Type the code. This is the code you can enter on the Scores page by pressing **CTRL+N**.
6. Type the description.
7. Click **Save**.