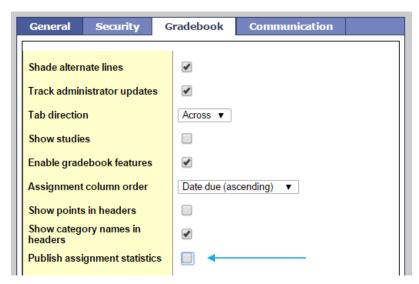
# Managing Your Gradebook for MyClass



#### Set Preferences > Gradebook 1

Publish Assignment Statistics will publish the class statistics for a given assignment in your gradebook (i.e. class average, low mark and high mark with no names). Decide if you would like this information public.



#### Gradebook Top Tab > Categories Side Tab 2

When you created your categories, you were given the option in your Assignment Defaults to make the assignments in that category Public, Private or Public - no grades. You have the ability to change the visibility from assignment to assignment.

\*\*\*Important: the parent view will calculate an average for a student based only on the assignments that are marked **public**. Fujitsu recommends you choose one visibility type for the whole category, and all assignments in that category, in order to avoid confusion with parents about the calculated average.

Class List ::	2015-2016 - MSC	09-01 - SCIENCE 9 :: New Category						
Details	Save Cancel							
Roster	Code *	Projects						
Seating Chart	Description *	Projects						
Groups	Weight	30						
Reporting	Assignment Defaults							
Standards	Grade Scale > Name	Provincial Mark Scale Final Marks						
Categories	Entry mode	Numeric Only V						
	Total points *	25						
Assignments	Extra credit points	0						
Scores	Score cannot be dropped							
Notifications	Visibility type	Private  Public						
	Save Cancel	Private Public - no grades						

## **3** Gradebook Top Tab > Assignments Side Tab

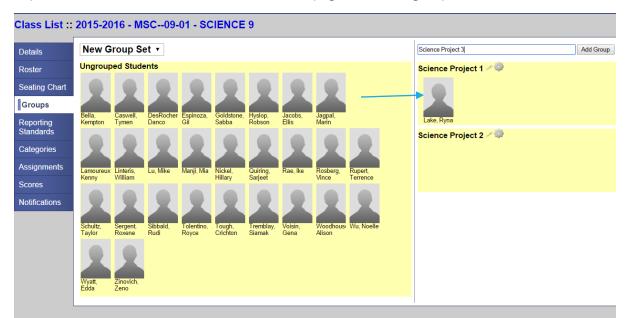
When you add an assignment, you have several options for visibility on MyClass.

### 2015-2016 - MSC--09-01 - SCIENCE 9 :: New Assignment

Save and New Sa	ve Cancel							
General P	ortal Description	Standards						
Classes* Category* GB column name* Assignment name* Date assigned *	MSC09 Projects ROBOTS Robots	-01 SCIENCE 9 V	assignments to you via t you will receive a notific		upload the portal and cation in your		Options Extra credit Extra credit points Sequence number Score not droppable Visibility type	0.0 0 0
Date due * Total points *	10/03/2016 25.0	]	assignr	nent.			Entry mode Grade Scale	Public       Numeric Only       Provincial Mark Scale Final Marks
<u>Online submission</u> Open date Close date	10/03/2016 31/03/2016		type he		type here:	an change your visibility nere: <b>Public, Private or</b> : <b>- no grades</b>		Tri 2
Resources Provi	ded by the Teacl	ner			1		ſ	
Add File	×	🚱 Add Weblink						
Save and New Sa	ive Cancel							
				weblinks in your nts to open or				

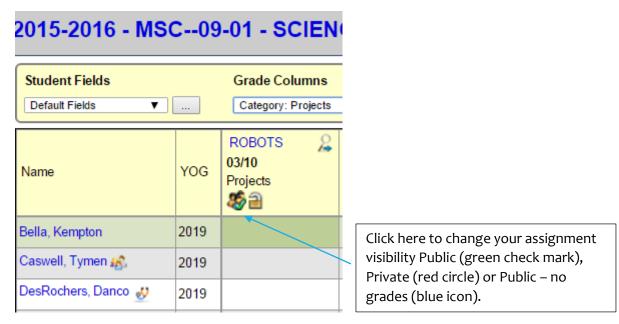
## **4** Gradebook Top Tab > Groups Side Tab

You can create groups within your classes using the Groups Side Tab. Give your groups a name (e.g. Group A, Group B) and click Add Group. **Drag and drop** your students into their groups. You will see these groups in your My Info Top Tab and will be able to add events or create pages for these groups.



## 5 Gradebook Top Tab > Scores Side Tab

You can manage assignment visibility in your Gradebook as well.



If you see an envelope icon in your gradebook, this indicates that a student has submitted an assignment. You will see it at the top of your column as well.

	Click on the envelope				
Name	YOG	ROBOTS 2 03/10 Projects 20 20 4			in the column heading to download a zip file of <b>all submitted</b> <b>assignments</b> in the column.
Bella, Kempton	2019				columni
Caswell, Tymen 🔊	2019				
DesRochers, Danco 戱	2019		Г	Click	on the envelope
Espinoza, Gil 戱	2019			in the	Gradebook to
Goldstone, Sabba	2019		Ī	•	the assignment that student
Hyslop, Robson	2019			only.	
Jacobs, Ellis	2019	×			
			T		