Managing Your Gradebook for MyClass

1 Set Preferences > Gradebook

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.

2 Gradebook Top Tab > Categories Side Tab

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.

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 | Save | Cancel

General | **Portal Description** | **Standards**

Classes * — MSC--09-01 SCIENCE 9 ▼

Category * — Projects 🔍

GB column name * — ROBOTS

Assignment name * — Robots

Date assigned * — 10/03/2016

Date due * — 10/03/2016

Total points * — 25.0

Online submission

Open date — 10/03/2016

Close date — 31/03/2016

If you enter dates for Online Submission here, your students can upload assignments to you via the portal and you will receive a notification in your gradebook with the attached assignment.

Options

Extra credit — ☐

Extra credit points — 0.0

Sequence number — 0

Score not droppable — ☐

Visibility type — Public ▼

Entry mode — Numeric Only ▼

Grade Scale — Provincial Mark Scale Final Marks

Tri 2 🔍

◉ None ○ Daily ○ Weekly ○ Monthly

You can change your visibility type here: **Public, Private or Public – no grades**

Resources Provided by the Teacher

📄 Add File | 🌐 Add Weblink

Save and New | Save | Cancel

You can add files and weblinks in your assignment for students to open or download.

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.

Class List :: 2015-2016 - MSC--09-01 - SCIENCE 9

New Group Set ▼

Science Project 3 | Add Group

Ungrouped Students

Details | Roster | Seating Chart | Groups | Reporting Standards | Categories | Assignments | Scores | Notifications

Bella, Kempton | Caswell, Tymen | DesRocher Danco | Espinoza, Gil | Goldstone, Sabba | Hyslop, Robson | Jacobs, Ellis | Jagpal, Marin

Lamoureux Kenny | Linteris, William | Lu, Mike | Manji, Mia | Nickel, Hillary | Quiring, Sarjeet | Rae, Ike | Rosberg, Vince | Rupert, Terrence

Schultz, Taylor | Sergent, Roxene | Sibbald, Rudi | Tolentino, Royce | Tough, Crichton | Tremblay, Siamak | Voisin, Gena | Woodhouse Alison | Wu, Noelle

Wyatt, Edda | Zinovich, Zeno

Science Project 1

Lake, Ryna

Science Project 2

5 Gradebook Top Tab > Scores Side Tab

You can manage assignment visibility in your Gradebook as well.

Click here to change your assignment visibility Public (green check mark), Private (red circle) or Public – no grades (blue icon).

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 in the column heading to download a zip file of **all submitted assignments** in the column.

Click on the envelope in the Gradebook to open the **assignment from that student only**.