



Teacher Gradebook Setup – step by step

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Setup Tasks

	Task	Path	Description
1. <input type="checkbox"/>	Set Staff Preferences	<ul style="list-style-type: none"> • Dropdown in Settings bar by name > Set Preferences 	<ul style="list-style-type: none"> • <i>General</i>: Set Default locale to Canada or French (Canada) as desired. Other settings can be left as is. • <i>Home</i>: These settings are not currently active, and not all users will see them. • <i>Security</i>: Here an alternate email can be added, the teacher's security question/answer, and password can be changed. The Preferred Email should be left as the teacher's school email, and is used by the application when using the Send Email function. • <i>Gradebook</i>: These are covered in detail in the <i>Using Gradebook</i> document. Note that these options are also available from the gear icon in the Gradebook top tab. • <i>Communication</i>: These settings can be left as is.
2. <input type="checkbox"/>	Class Details	<ul style="list-style-type: none"> • Gradebook TT > Details ST 	<ul style="list-style-type: none"> • <i>Course Nickname</i>: Teachers can create a nickname for each section they teach. This improves navigation from section to section, especially in the Scores side tab. • <i>Average Mode</i>: Teachers can select a different Average Mode than the default, if desired. • <i>Averages Grade Scale</i>: Used in Traditional View to determine the scale used by Averages. • <i>Show Notes or Portal</i>: Teachers can create a note or description of the class to appear on the Family or Student Portal. • <i>Classes linked for Assignments and Categories</i>: Teachers can link sections (typically if they teach more than one section of a course) so that by default all assignments created in one appear in all linked sections. Note: This is a default, but can be overridden for each assignment. Also, assignments can be created in multiple sections even if they are NOT linked here. • <i>Categories</i>: categories can be created here, but will be discussed in their own section, below. • <i>Drop mode</i>: Teachers can choose if they wish some assignments with low marks to be dropped from calculations.

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3. <input type="checkbox"/>	Categories	<ul style="list-style-type: none"> Gradebook TT > Categories ST 	<ul style="list-style-type: none"> Categories are containers that assignment are put into. All sections must have at least one category. For traditional courses, these could be units of study, (Unit1, Unit2... or WWI, Interwar Period, WWII, etc.) For outcomes- or strands-based courses, one category may be sufficient. Create categories by selecting Options > Add. Note that all categories must have a weight of at least 1 for the marks in it to be calculated. <i>Assignment Defaults:</i> Defaults can be set for all assignments in each category. These can be overridden when creating each assignment. <i>Add Category:</i> Categories can be added to any or all sections at once. If only one category is being created for each section, this is recommended.

Entry Tasks

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4. <input type="checkbox"/>	Assignments	<ul style="list-style-type: none"> Gradebook TT > Assignments ST 	<p>Create assignments using Options > Add</p> <ul style="list-style-type: none"> <i>General Sub-Top tab</i>: Fields with asterisks are required: GB column name should be a short version of the assignment name, which shows as the header of the column in Gradebook. <ul style="list-style-type: none"> All assignment must have a category Total points is how many possible points an assignment has. For rubric-based rating scales, this can be set to 1. Do not set to zero if the mark is to contribute to the overall class mark; zero might be used for Formative Assessment. <i>Visibility type</i>: <ul style="list-style-type: none"> Public indicates that marks will show on the Family and Student Portals. Private indicates that only teachers will see marks for the assignment Public No Grades indicates that the assignment will show on the Family and Student Portals, but marks will not. <i>Add Assignment</i>: Assignments can be added to multiple sections at once. <i>Resources Provided by the Teacher</i>: Teachers can add links, files, and other resources to an assignment, which will be available on the Family and Student Portals. <i>Portal Description Sub-Top tab</i>: Teachers can add a description of each assignment, which will appear on the Family and Student Portals. <i>Standards Sub-Top tab</i>: If the course is outcome- or strand-based, there will be a Standards tab. The teacher can click Multi-Add and pick which standards will be assessed on each assignments. <i>Students Sub-Top tab</i>: Students can be excluded or included on any assignment. Under <i>Options</i> there is also the ability to <i>Add Multiple Assignments</i>, <i>Copy (Existing) Assignments</i>, and <i>Import Assignments</i> from other sections. <i>Add Ungraded Assignment</i> allows for the creation of “informational assignments.”

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5. <input type="checkbox"/>	Scores	<ul style="list-style-type: none"> Gradebook TT > Scores ST 	<ul style="list-style-type: none"> Marks can be entered for assignments at the Scores side tab (for traditional or “overall” marked assignments) or at the Student or Assignment leaf (for traditional and standards [outcome, strand] based assignments.) Radio buttons will appear to toggle between “Traditional” and “Standards” views for classes with a Rubric attached. These toggle the dropdown menu between “Grade Columns” and “Standards.” Only marks that fit the Grade Scale or Reporting Rubric may be allowed. Scores/Student/Assignments

Reporting Tasks

	Task	Path	Description
6. <input type="checkbox"/>	Updating Post Columns	<ul style="list-style-type: none"> Gradebook TT > Scores ST > Options > Update Post Columns 	<ul style="list-style-type: none"> This takes the marks from the Gradebook, performs any necessary calculations, and puts the marks in the appropriate post column prior to exporting to the Student Transcript Records. Marks can be manually adjusted before or after updating post columns and before posting.
7. <input type="checkbox"/>	Post Grades	<ul style="list-style-type: none"> Gradebook TT > Scores ST > Options > Post Grades 	<ul style="list-style-type: none"> Post calculated or manually entered grades to the Student Transcript Record.