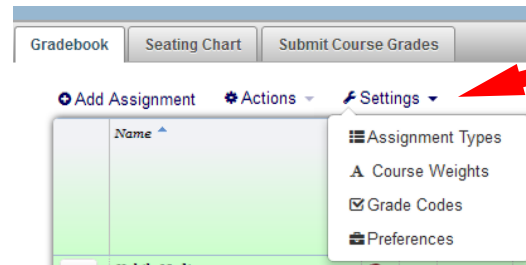


iPass Gradebook

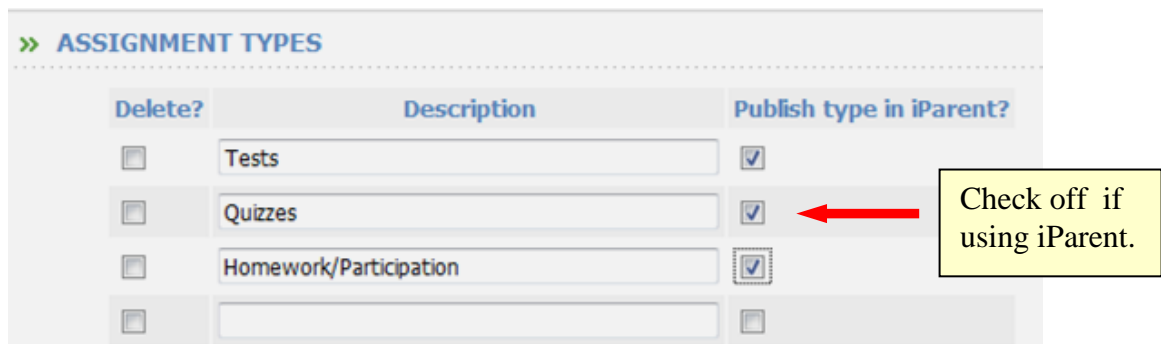
You **MUST** define the following to use Gradebook:

1. Assignment Types
2. Course Weights



ASSIGNMENT TYPES:

1. Go to *My Courses* located at the top left.
2. Click on the drop down arrow next to *Settings* and select *Assignment Types*.
3. Enter the Types of assignments you are grading. This will match your course weights.
Note – you cannot delete a type if you already used it in the past with an assignment.
4. Check off “*Publish type in iParent?*” when we switch to iParent.
5. Click **Submit**.
6. Close this box by clicking the tiny x in the top right corner of the box.



COURSE WEIGHTS:

1. Go to *My Courses*, *Settings* and then select *Course Weights* from the drop down menu.
2. Confirm that the correct School Year is displayed.
3. Select your first course and click *Search*.
4. Select the appropriate assignment Types for that course and assign a weight to each Type.

5. If grading by Percentage, each term must equal 100%. If grading by Points, set each and all Types to 100%.

6. # of Drop Scores – This is optional. Select the number of scores to drop per assignment type. The score will not be deleted from the Gradebook, just ignored in the calculation.

7. Define your weights for ALL the terms. You can define different types and weights to each term.

8. To copy these weights to other courses scroll to the bottom, hold down the Control key as you select other courses.

9. If you want blank grades to be calculated as a zero, check off *Average a Blank Grade as Zero*.

10. Final Exam and Midterm – Used at the high school. Midterm and Final Exams are a separate grade on the report card.

11. **Always** check off the *Recompute Averages* box. This will recalculate any grades you may have already entered into the Gradebook.

12. You can also enter notes to print on Progress Reports. These notes are course specific and general in nature.

ASSIGNMENT WEIGHTS

School Year: 2013-2014
Course: 8720-31 TECHNOLOGY 2

Search Cancel

Assignment Weights

For Total points, set each weight at 100%. The other total weights must add up to 100%.

Type	Weight	# of Drop Scores
Q1		
Projects	60 %	
Quizzes	25 %	
Classwork/Participation	15 %	
		0
		0
		0
Q2		
Projects	100.00 %	
Quizzes	100 %	
Classwork/Participation	100 %	

Grading by Percentage:
Must add to 100%

Grading by Points:
Set each to 100%

Copy Weights to:

- 6333-04 Computers
- 6333-05 Computers
- 6333-06 Computers
- X Do Not Copy
- X 6333-02 Computers
- X 6333-03 Computers
- X 6333-04 Computers
- X 6333-05 Computers
- X 6333-06 Computers

The weights defined above will be copied to these courses.

Averaging

Average a Blank Grade as Zero


Type	Weight	Term Note
The total weights must add up to 100%.		
Final Exam: Final Exam	100 %	
Midterm Exam:		
Q1:		📁
Q2:		📁

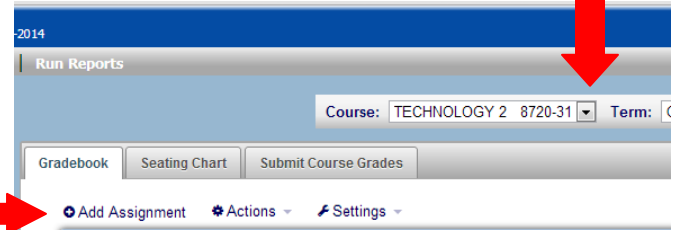
Displayed in Progress Report

Recompute Averages

Note - Each year you need to define your weights for each of your courses. The Assignment Types should roll over.

ADD ASSIGNMENTS:

1. Go to *My Courses* and select a course to add an assignment to from the drop down list.
2. Click on the small plus sign to the left of *Add Assignment*. This will open the Create Assignment box. 
3. Select the courses you want to add the assignment to by holding down the Control key.
4. Select the Type from the drop down list. The Type determines the grade weight of the assignment.
5. Confirm the Term.
6. Enter the Assigned and Due Date.
7. Possible Points – Enter the highest grade that can be earned, NOT including bonus points.
8. *Show this assignment in iParent* should be checked off when we go to iParent.
9. Enter the *Title* of the Assignment
10. Description is optional
11. Click **Submit**. Your assignment has now been added to all the courses you selected.



CREATE ASSIGNMENT

Courses: 8720-31 TECHNOLOGY 2 ▲
 8720-32 TECHNOLOGY 2 ☰
 8720-13 TECHNOLOGY 2 ▼
 8720-14 TECHNOLOGY 2 ▼

X 8720-31 TECHNOLOGY 2
 X 8720-32 TECHNOLOGY 2
 X 8720-13 TECHNOLOGY 2
 X 8720-14 TECHNOLOGY 2

Type: Projects ▼ **Term:** Q1 ▼

Assigned Date: 09/23/2013 ▼ **Due Date:** 09/23/2013 ▼

Possible Points: 100 **Show this assignment in iParent**

Title: ABC Company Spreadsheet

Description:

This assignment will be added to these courses.

ENTER GRADES:

1. Go to *My Courses*, select the course from the drop down lists. Confirm the term.
2. Type in the grade for each student directly on the screen. No more Submit button to save grades.

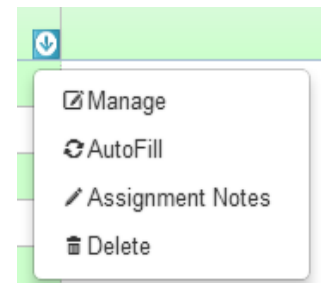
Name	Term Avg	YTD Avg	Lesson 2 09/24/13 pts:100	Lesson 1 09/24/13 pts:100	Lesson 3 09/24/13 pts:100	Lesson 4 09/24/13 pts:100
Babineau, Renee	95.00	95.00	100	80	100	100
Boothroyd, Larston	100.00	100.00	100	100	100	100
Brittan, David	95.00	95.00	80	100	100	100
Brittan, Gabriella	97.50	97.50	100	90	100	100
Bynoe III, Keith	97.50	97.50	90	100	100	100
Cormier, Kayla	un...	100.00	100	100	100	100
Delgado, Karina	98.75	98.75	95	100	100	100
Dipierro, David	93.75	93.75	100	85	100	90
Eysie, Michael	93.75	93.75	85	100	90	100
Fehm, Thomas	91.25	91.25	70	100	100	95
Ferris, Carolyn	91.25	91.25	75	100	90	100

Click here for more options.

Click here for more options.

Enter grades for each assignment directly on this screen.

3. Click on the blue arrow below the assignment title for the following options:
 - a. Manage – allows you to make changes to the assignment.
 - b. Autofill – put in the same grade for all students
 - c. Assignment Notes – type a note about the assignment that is viewable in iParent
 - d. Delete – allows you to delete the assignment



4. Click on the drop down next to the student's name for more options:
 - a. Average – Shows how the grade is calculated
 - b. Bio – student's biographical information
 - c. Attendance
 - d. Grade Assignments – Shows all the assignments for one student
 - e. Email – allows you to email multiple people connected with the student

