


Entering Grades

After you've created a sheet, you can start **entering grades**.

1. To add a new grade click  on the top right side.
2. Fill in the **name**, enter the **date**, and select the corresponding **category** (e.g. Quizzes - 15%) for this grade. Then choose the total possible **points** of this assignment.

Now press **“Continue.”**

NEW ITEM

Enter the details about a new item to include on the "Term 1 Math" sheet in 3B General Studies:

Name:	<input type="text" value="Example Assignment"/>
Date:	<input type="text" value="8/17/2014"/>
Category:	<input type="text" value="Quizzes (15%)"/>
Total possible points:	<input type="text" value="30"/>

3. Here you have two options when entering grades for each student:

“Percentage/Letter Grade” or “Weighted”:

•For **“Percentage/Letter,”** you can select a grade from 1% - 100% or from the grade options you defined when creating the sheet (A, B, C, etc).

- ☒ **Percentage / Letter Grade**
Enter the grade as a percentage (for example, 91%, 85%, etc) or as a letter grade you set up
- ☐ **Weighted**
Enter the grade manually as a number out of the total possible points you defined (for example, $\frac{40}{60}$ or $\frac{45}{60}$)

Rebecca Apple	<input type="text" value="96%"/>	<input type="text" value="Late"/>
Hannah Frank	<input type="text" value="-"/>	<input type="text" value="Excused (n)"/>
Sarah Kant	<input type="text" value="D"/>	<input type="text" value="Not Comple"/>
Sunny Kant	<input type="text" value="S"/>	<input type="text" value=""/>
Zach Silverlake	<input type="text" value="B"/>	<input type="text" value="Excused (n)"/>

•For **“Weighted,”** you will enter the number of points received out of the total possible.

For example, if you entered 20 as the total points possible, a student can receive "something out of 20." For example, 20/20 or 18/20.



- ☐ **Percentage / Letter Grade**
Enter the grade as a percentage (for example, 91%, 85%, etc) or as a letter grade you set up
- ☒ **Weighted**
Enter the grade manually as a number out of the total possible points you defined (for example, $\frac{40}{50}$ or $\frac{45}{50}$)

Rebecca Apple	<input type="text" value="45"/> / 50	<input type="text" value="Late"/>
Hannah Frank	<input type="text"/> / 50	<input type="text" value="Excused (n"/>
Sarah Kant	<input type="text" value="48"/> / 50	<input type="text" value="Not Comple"/>
Sunny Kant	<input type="text"/> / 50	<input type="text"/>

4. You can also mark a grade as “Late”, “Excused” or “Not Completed” where applicable. A grade marked as “excused” for a student will not be factored into the grade average.

5. Finally, click “**Save Grades.**”

6. Click the pencil icon next to each assessment to **edit** the scores, change, or delete.

	homework 14 
Category	Homework
Date	1/28/2014
Total Points	20
Rebecca Apple	85% B
Hannah Frank	71%  S