Set up and use your Gradebook (abbreviated version)

Set up your Gradebook

1. Teacher Tools -> Teacher Gradebook
2. Select Course (top right corner)
3. Type the class name under “Create a Sheet”
4. Edit the category names and assign them weights
5. To delete categories, click the X
6. To add categories, click “Add another category”
7. Scroll to the bottom and click the green “Create Sheet and Continue”

Create an Assignment

1. Click the blue “+ New Grade”
2. Fill out the Name, Date, Category, Subject, and Points
3. Click Continue

Enter Student Scores

1. Choose “Weighted” or “Google Classroom” sync
2. If Weighted, enter the students’ marks
3. If Google Classroom sync, select the same assignment from Google Classroom. Grades will automatically populate from Google Classroom into ParentLocker.
4. Click Save Grades at the bottom

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