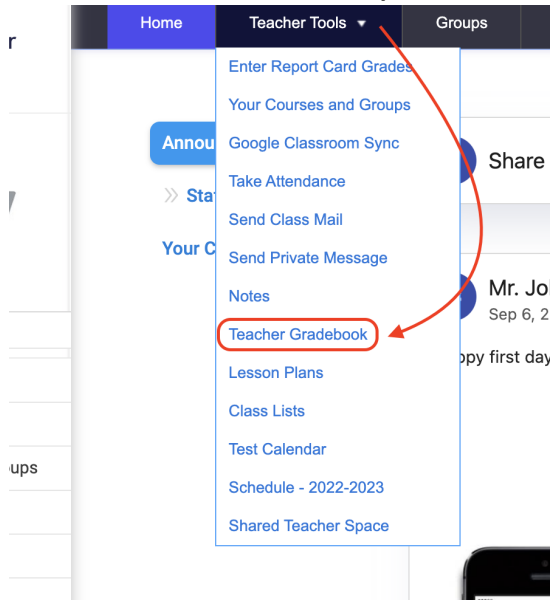


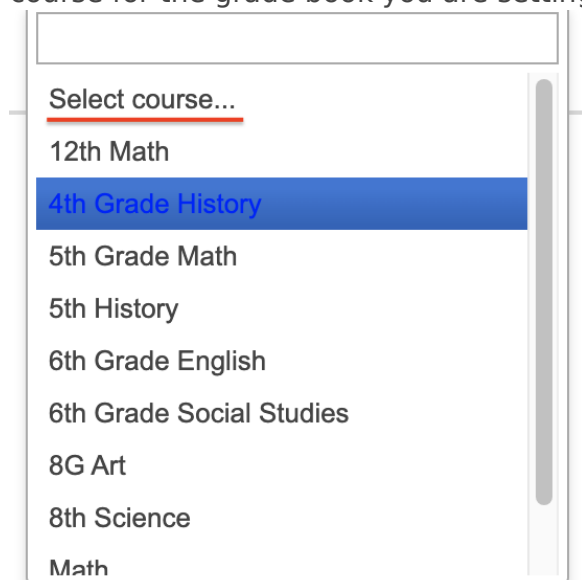
Set up your Gradebook

ParentLocker's Teacher Gradebook is a way for you to track your students' progress by recording the grades of assignments and assessments, generating an average, and optionally sharing the information with parents.

1. From the **"Teacher Tools,"** select **"Teacher Gradebook."**



2. On the right-hand side, you will see a dropdown menu titled **"Select Course."** Choose the course for the grade book you are setting up.



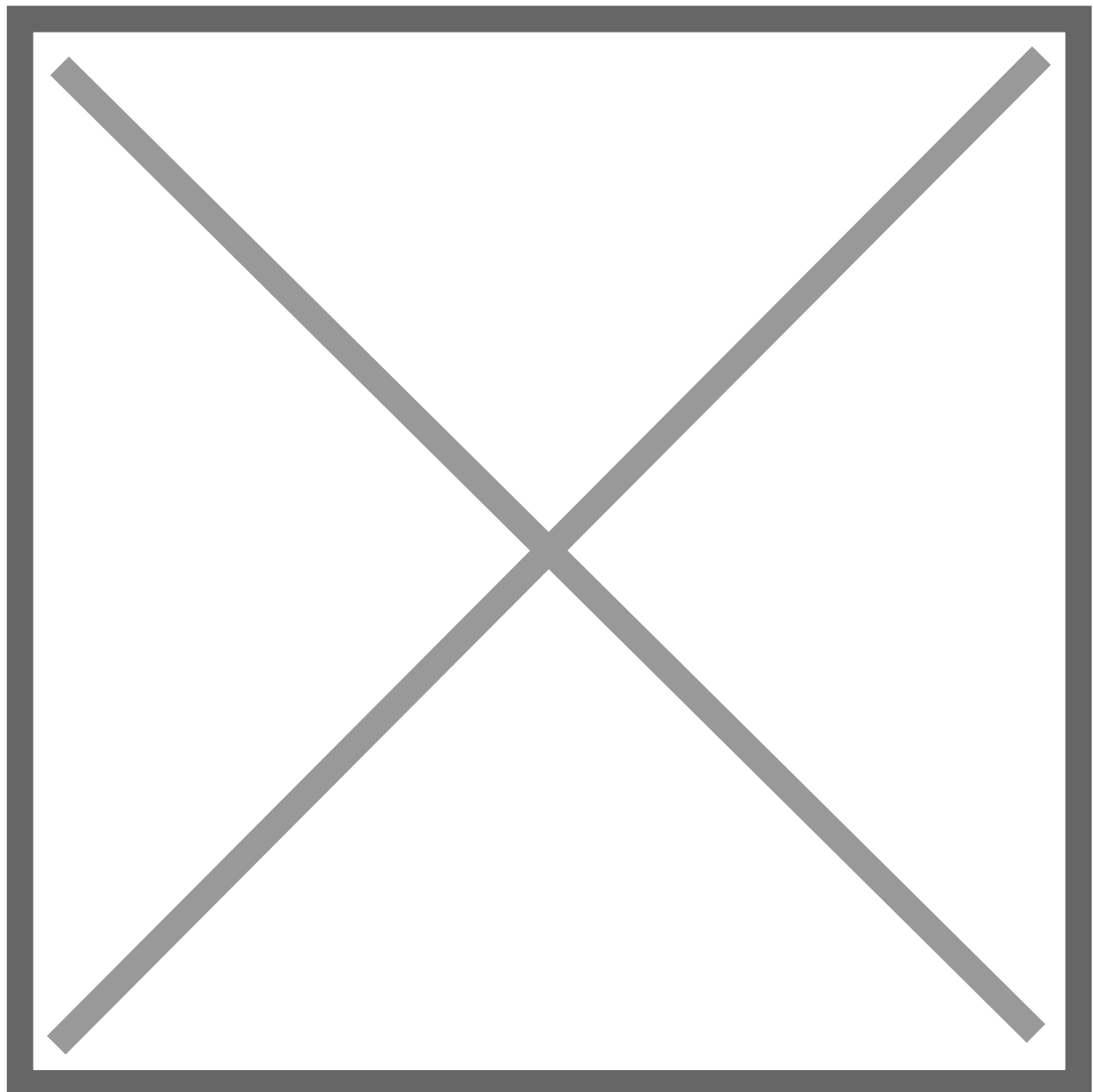
You've now "opened" your grade book, and are ready to enter the specifics of your class—the average calculations, grading system, etc.

3. Now that your grade book is "open", it's time to set up the **'Sheets'** within it. Sheets are the individual "pages" within your grade book and are used to set a grading scale, grading

categories, and more. There is no limit to the number of sheets allowed in a grade book. Sheets are one of the ways to organize your students' grades and performance. You can set up one sheet per unit taught, per month, or in whatever other configuration you'd like.

- If this is a “6th Grade Math” course, you might want a sheet for each grading term (e.g. “Trimester 1”, “Trimester 2”, etc)
- Alternatively, if you teach a course called “1st Grade General Studies” you might want a grading sheet for each subject (e.g. “Term 1 Math”, “Term 1 Science”, “Term 1 History”, “Term 2 Math”, “Term 2 Science”, “Term 2 History,” etc).

An opened Sheet in your Gradebook will look something along the lines of the image below:



On the sheet are:

- a. The course at the top right corner of the sheet
- b. The name of the sheet
- c. The subject, category, date, and total points possible for the sheet

d. A list of the students enrolled in the course, with their scores (as you enter them) in the columns that follow their names

4. To get started, name your sheet and select the term this sheet applies to - first term, second term, etc.

GRADEBOOK

 Home History

+ Getting Started ▾

CREATE A SHEET

Create a sheet to enter grades on. You can have more than one sheet for this course. For example, you might have multiple sheets with separate subjects within this course, or a different sheet for each grading term, etc. Enter a descriptive name for the sheet (eg: Term 1, Reading, Trimester 3, etc).

- ⚙ Copy configuration settings from another one of your sheets.

Sheet name...

GRADING PERIOD

Select this sheet's grading period.

First Term

5. Continue with selecting and creating the **categories** within your grade book. There will be several preset categories, but they can be easily changed by simply editing within the text box that has the category name or clicking the 'x' to the left of the category name to delete it. There is no limit to the number of categories you can add.

CATEGORIES

Add categories for this sheet, with the weight in percent each category accounts for. The sum of all the percentages should equal 100%.

<input checked="" type="checkbox"/> Quizzes	:	<input type="text"/>	%	—	Drop <input type="text" value="0"/> lowest grades	<input type="checkbox"/> Average category grades equally
<input checked="" type="checkbox"/> Participation	:	<input type="text"/>	%	—	Drop <input type="text" value="0"/> lowest grades	<input type="checkbox"/> Average category grades equally
<input checked="" type="checkbox"/> Tests	:	<input type="text"/>	%	—	Drop <input type="text" value="0"/> lowest grades	<input type="checkbox"/> Average category grades equally
<input checked="" type="checkbox"/> Projects	:	<input type="text"/>	%	—	Drop <input type="text" value="0"/> lowest grades	<input type="checkbox"/> Average category grades equally
<input checked="" type="checkbox"/> Final Exam	:	<input type="text"/>	%	—	Drop <input type="text" value="0"/> lowest grades	<input type="checkbox"/> Average category grades equally
<input type="button" value="+ Add another category"/>						

6. Next to each category, give it a "**weight**" by using percentages to calculate how each one will calculate within the Gradebook sheet. Ensure that the percentages add up to 100. You can also select to drop any number of lowest grades per category, and whether each assignment within the category should be worth averaged equally.

CATEGORIES

Add categories for this sheet, with the weight in percent each category accounts for. The sum of all the percentages should equal 100%.

	1		2		3
<input checked="" type="checkbox"/> Quizzes	10 %	—	Drop <input type="text" value="2"/> lowest grades	<input checked="" type="checkbox"/> Average category grades equally	
<input checked="" type="checkbox"/> Participation	10 %	—	Drop <input type="text" value="0"/> lowest grades	<input checked="" type="checkbox"/> Average category grades equally	
<input checked="" type="checkbox"/> Tests	25 %	—	Drop <input type="text" value="1"/> lowest grades	<input checked="" type="checkbox"/> Average category grades equally	
<input checked="" type="checkbox"/> Projects	15 %	—	Drop <input type="text" value="0"/> lowest grades	<input type="checkbox"/> Average category grades equally	
<input checked="" type="checkbox"/> Final Exam	40 %	—	Drop <input type="text" value="0"/> lowest grades	<input checked="" type="checkbox"/> Average category grades equally	
<input type="button" value="+ Add another category"/>					

7. Select the **calculation method** for your sheet. Perhaps you don't work with averages, or you utilize standards-based assessment. Please note that you can only select one calculation method. If you have items that should be graded differently, you will need to create a separate sheet for them.

AVERAGE CALCULATION

Select the preferred average calculation for this sheet.

- ☒ Percentage Scale : 1% through 100%
- ☐ Standards Based Grading Scale : 1 through 5
- ☐ Standards Based Grading Scale : 1 through 4
- ☐ Don't Calculate Average
- ☐ Don't Publish Average

8. Click "**Create Sheet and Continue.**"

Create Sheet & Continue

9. Here is what a grade sheet with grades already entered looks like:

Trimester 1	+ New Sheet	More...	+ New Grade					Publish Sheet					
	homework 14	Read Chapter	Ch. 5 test	Unit 5 Test	HW 7	Homework Chapter 1							
Category	Homework	Homework	Tests	Tests	Homework	Homework							
Date	1/28/2014	1/29/2014	2/2/2014	5/2/2014	8/6/2014	8/12/2014							
Total Points	20	100	100	100	10	40							
Rebecca Apple	93%	96%	B	100%	89/100	5/10	40/40						
Hannah Frank	89%	97%	B	98%	80/100	10/10	30/40						
Sarah Kant	87%	92%	C	97%	70/100	9/10	35/40						
Sunny Kant	88%	89%	B	90%	70/100	8/10	35/40						
Zach Silverlake	88%	95%	S	95%	67/100	10/10	35/40						
Matt Stark	93%	-	S	95%	90/100	8/10	35/40						
Debbie Talmud	91%	100%	C	-	88/100	9/10	36/40						
Sarah Zacks	146%	94%	B	-	88/100	88/10	35/40						