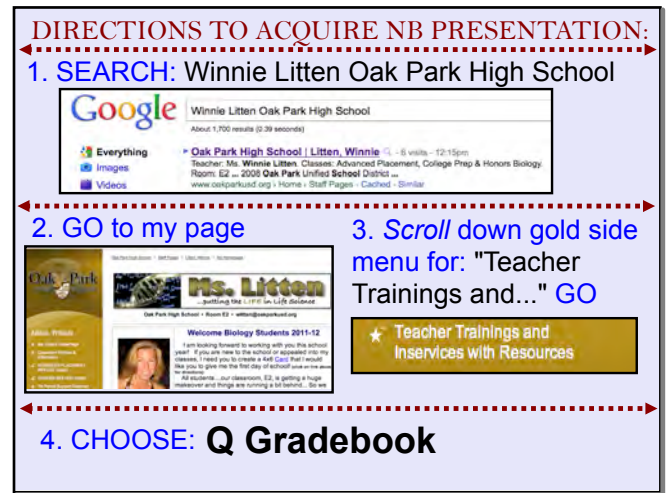
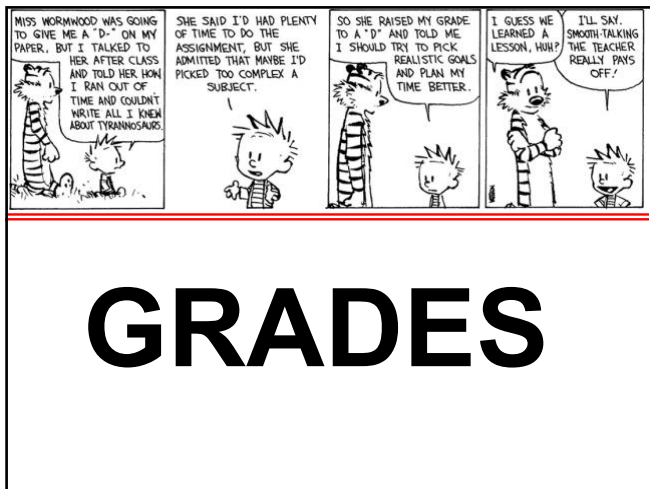




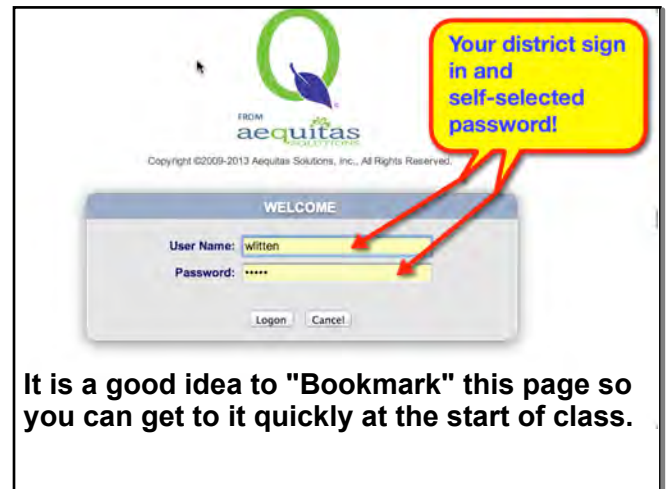
Welcome!



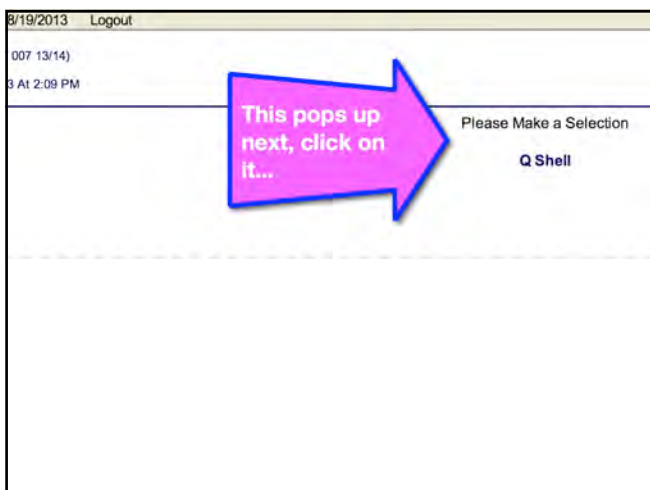
Directions to get NB File



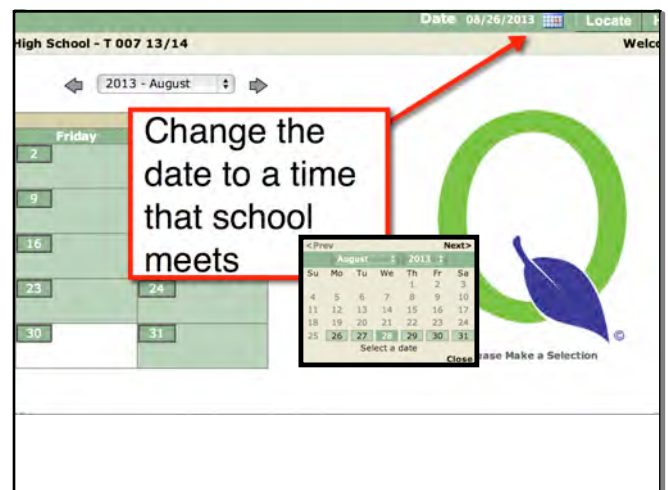
Introduction



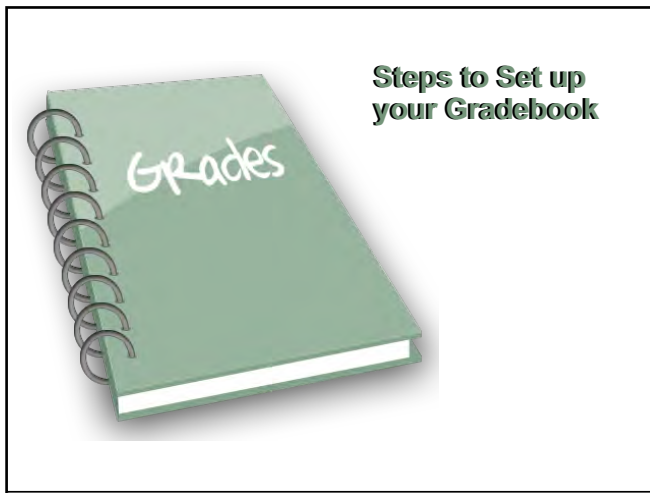
Sign in



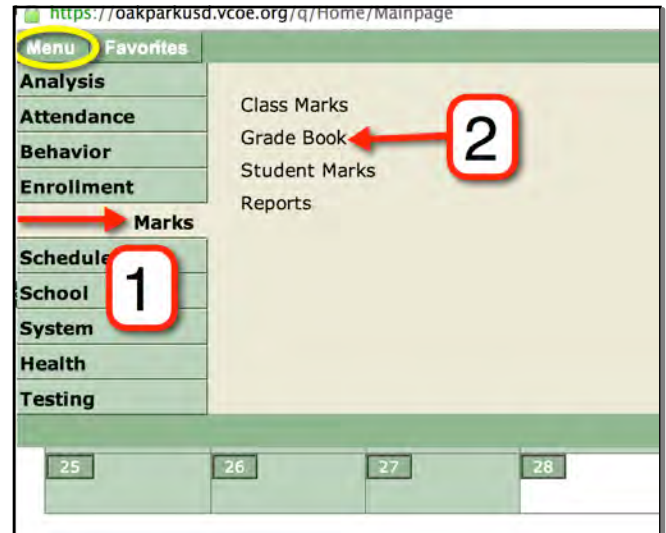
Q Shell



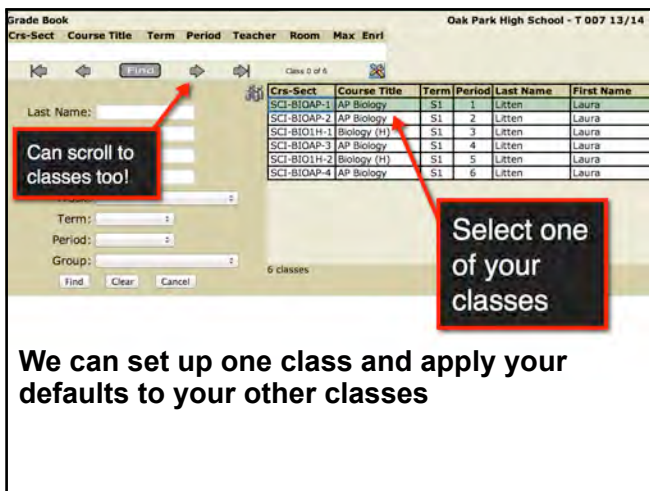
Dates



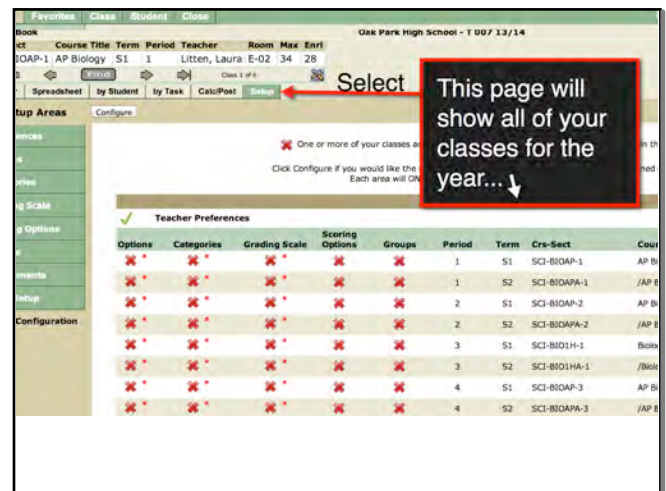
Gradebook Intro



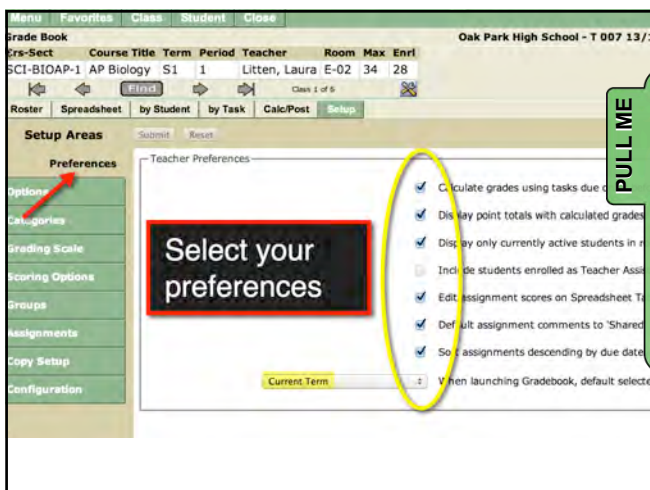
Menu



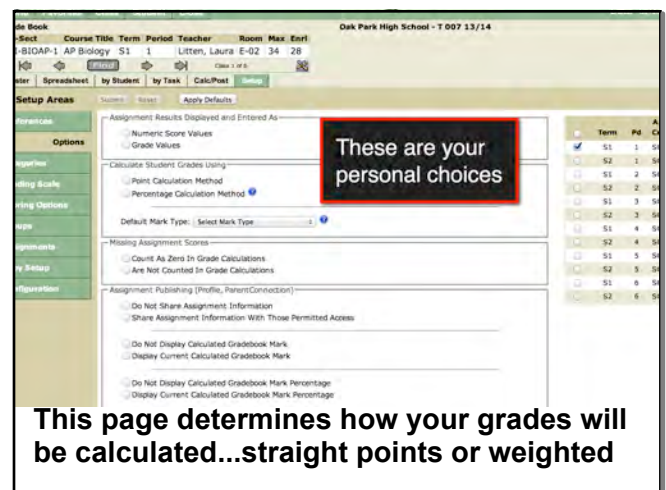
Pick class to set-up



Set-Up Area



Preferences



Options



These are mine, remember to select which classes you want these defaults to apply to....

You can change your defaults later if you want to

I do "points" and weight grades by varying the number of points - For examples: an exam worth is worth 100 points and a quiz worth 10 points

Percentage Calculation

With weighted grades, you set up weighting in assignment categories...coming up!

Percentage Calculation

Start here

This is how you categorize your assignments. Later, students (parents) can print our "progress reports" and analyze their performance in each of the categories you create.

Categories

These are my categories.

Don't forget to select the classes you want to apply it to..

You can add more categories later...

Categories example with Point Calculation

This is where you indicate the weighting, if you do it here, you don't need to do it anywhere else!

Use "Percent Calculation" in your "Options" for weighted grades.

It is not recommended that you do "Point Calculation" with weighting because it changes the value of each "point", for example, each point would be .6

Weighted categories

2

1

Grading Scale

**Adding Default Scale**

Scale Name: Winnie's Scale

Mark	Min Pct	Color	Term	Pd	Cn
A+	97				
A	94				
A-	90				
B+	87				
B	84				
B-	80				
C+	77				
C	74				
C-	70				
D+	67				
D	64				
D-	60				
F	6				
I	5				

Bottom of scale enlarged..

Scale Example 1

**Scoring Options**

Code	Description	% of Score Earned	OR	Ignore Task	Color
Add					

Scoring Options

**Scoring Options Example**

Code	Description	% of Score Earned	OR	Ignore Task	Color
Add					

Scoring Options Example

**Groups**

Group	Description	Color
Add		

Groups

**Assignment Create Option 1**

Due Date	Title	Category	Points	Graded	Hidden
Add					

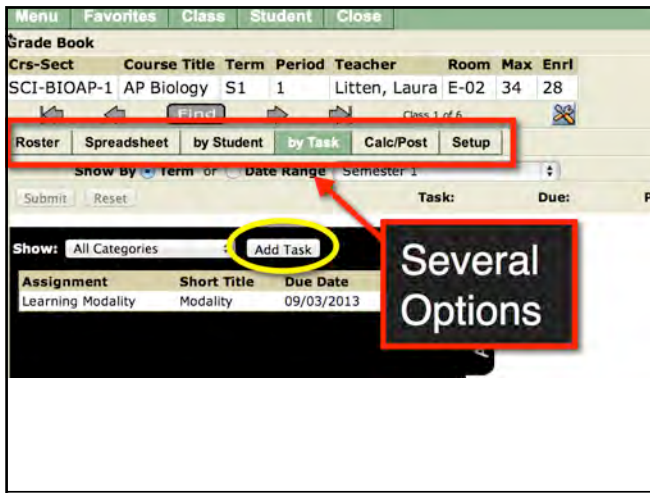
Assignment Create Option 1

**Assignment Create Option 2**

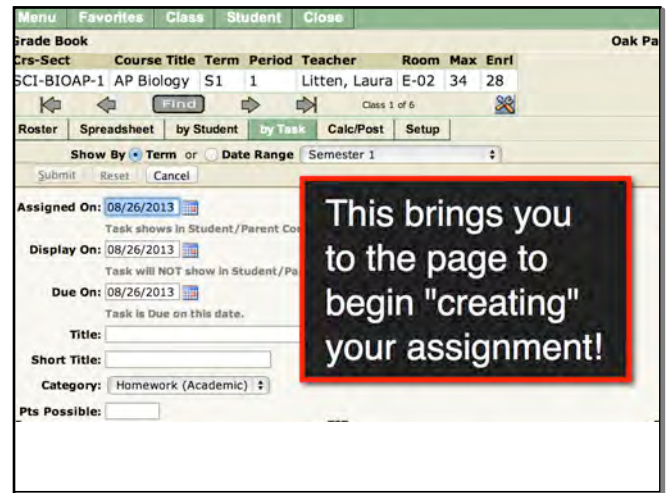
Due Date	Title	Category	Points	Graded	Hidden
Add					

Assignment Create Option 2

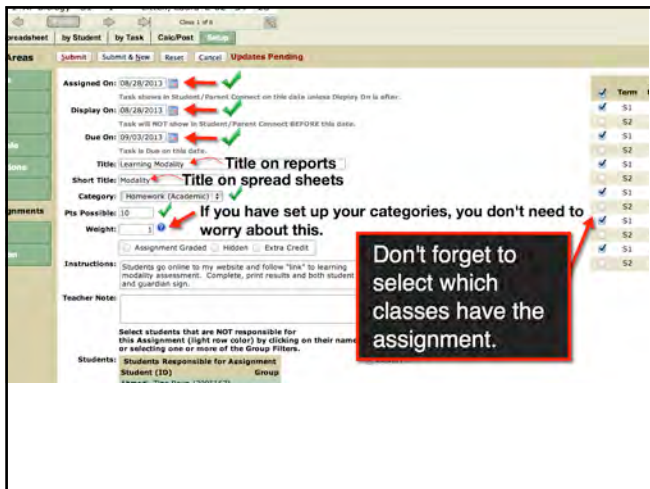




by Task



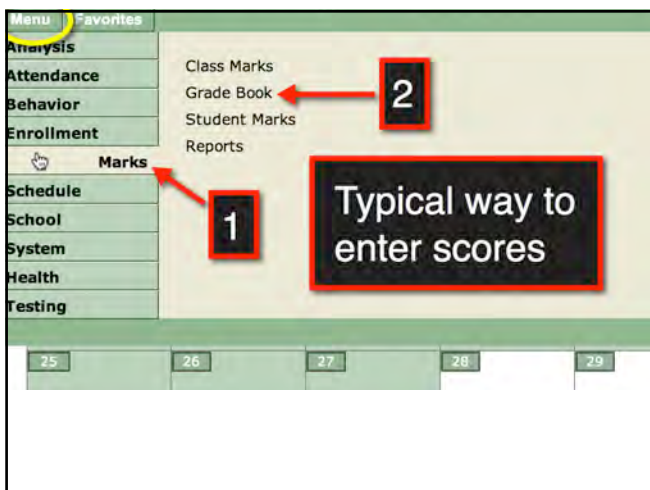
Initial Creation of assignment



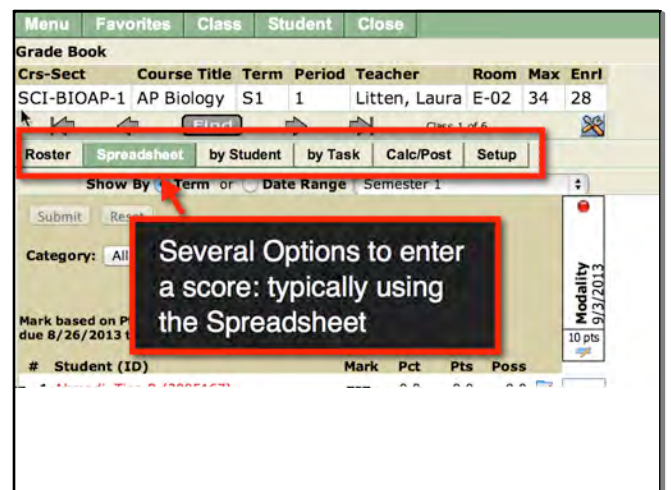
Assignment Details



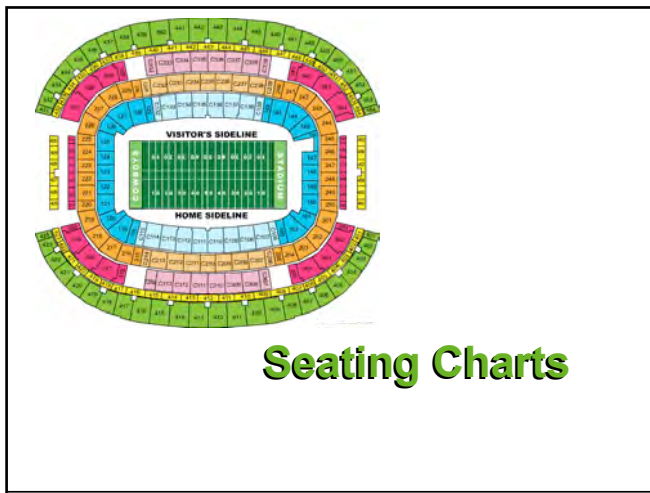
Intro to Entering



Access: Entering Scores

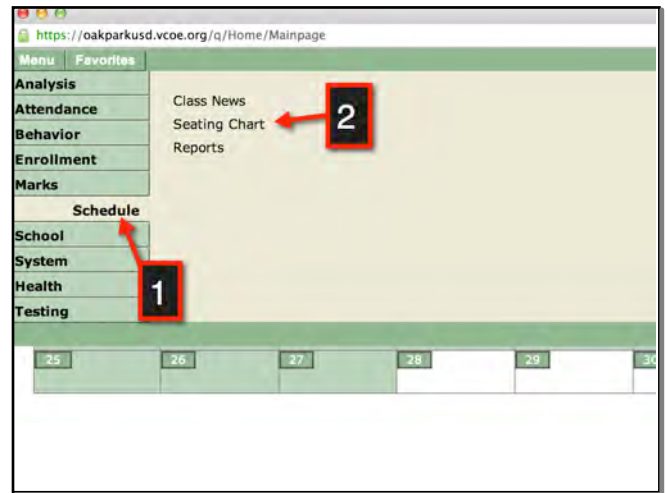


Spreadsheet

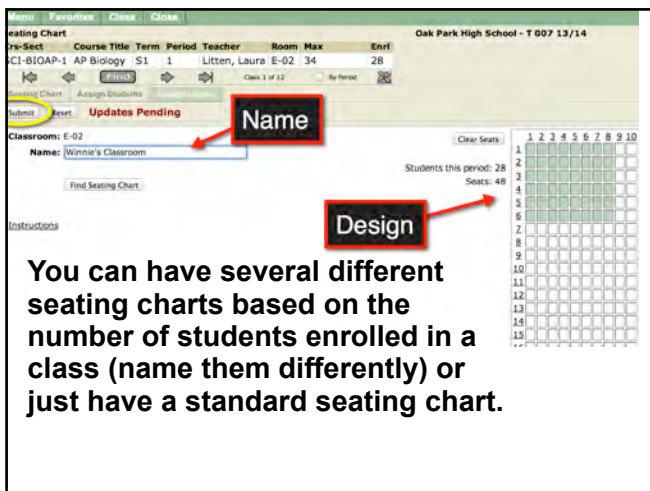


## Seating Charts

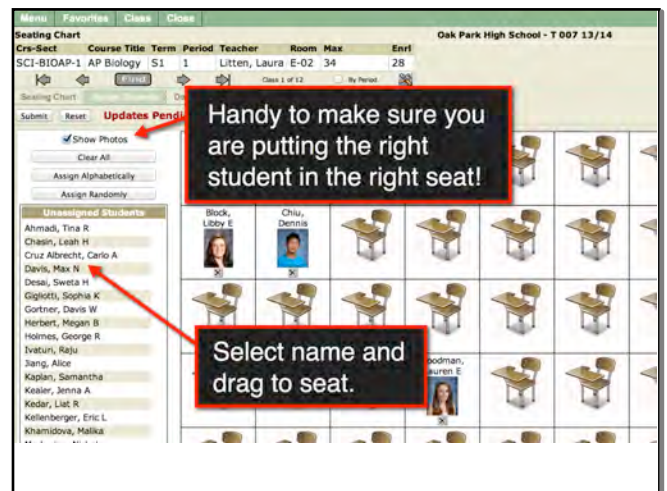
Seating Chart Intro



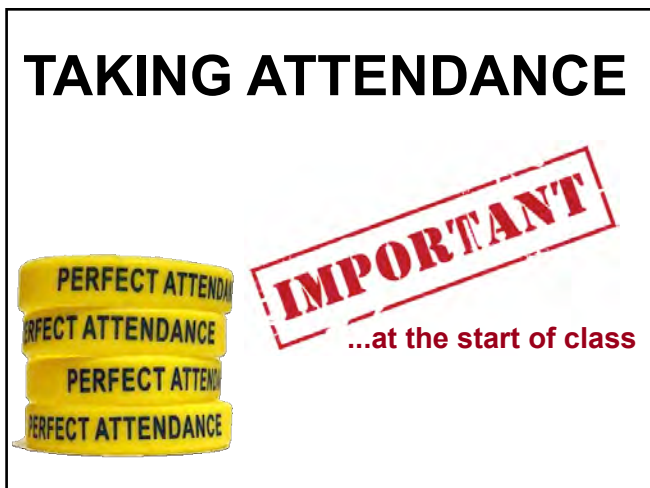
Seating Charts



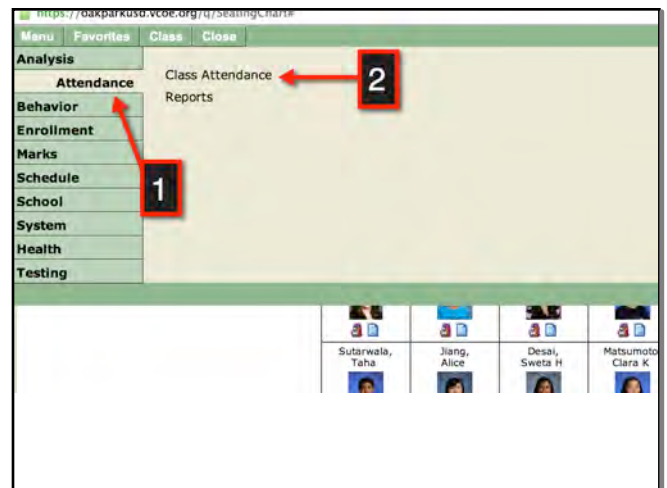
Seating Charts SetUp 1



Seating Charts SetUp 2



Attendance Intro



Attendance



**If you don't see any of your courses, change the date and click on the people.**

**Remember: the date is in the top right hand corner...**

Attendance Classes

**Choose the class you need.**

Attendance: Option 1

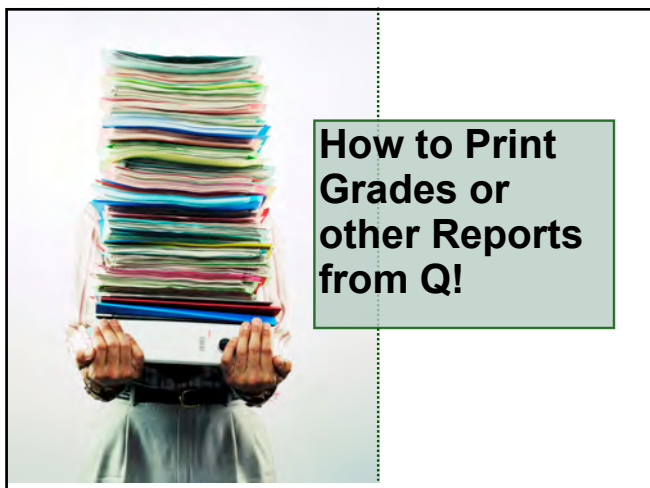
**You only need to indicate absences or tardies**

**You can also take roll using the seating chart.**

Attendance: Option 1

**You only need to indicate absences or tardies**

Attendance Option 2

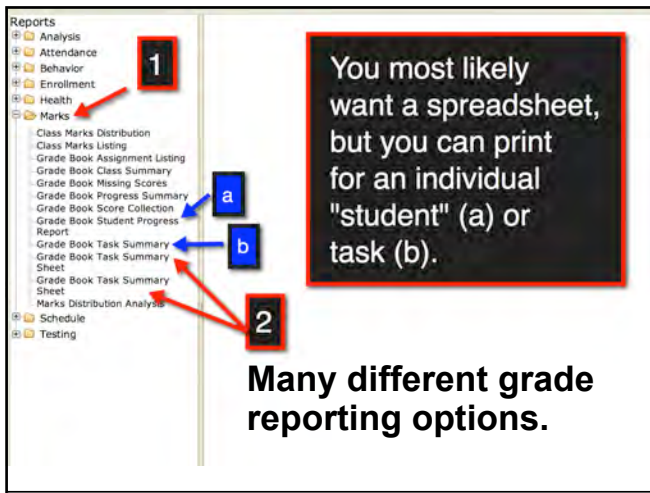


Reports Intro

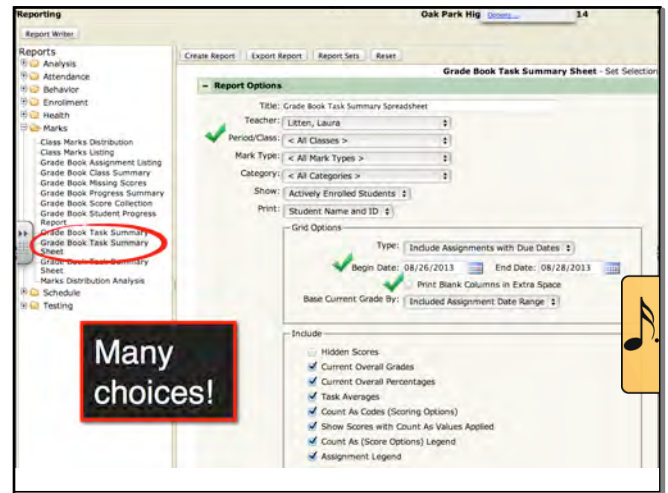
**Reports are available from every Menu option**

**PRINTING OUT GRADES**

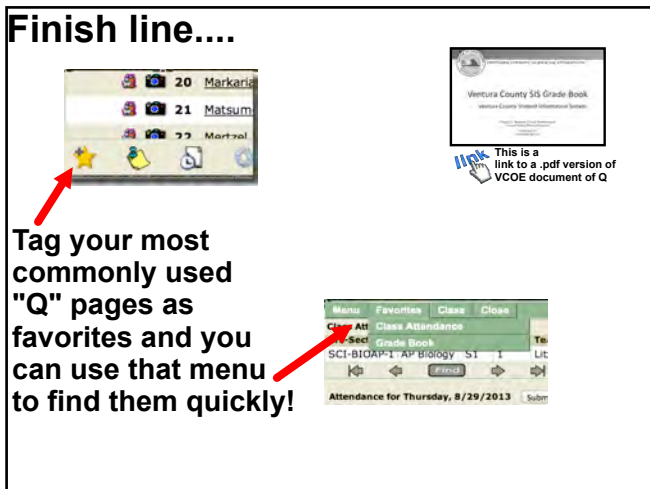
Reports



Report Options



Select Report Options



In Closing



Any Questions? Email me