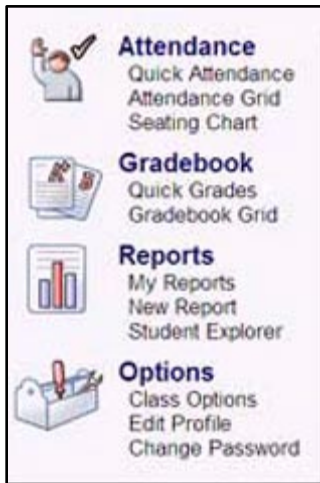


# Web Gradebook – Secondary

Web Gradebook can be accessed from ANY computer connected to the Internet using either wireless or Ethernet! Class files and student rosters are automatically assigned via the Student Information System.

## Logging into the Web Gradebook:

1. Internet address is <https://grades.bsd405.org/gradebook>
2. User Name - BSD Teacher ID number
3. Password – Leave blank the first time and you will be prompted at the prompts to create your own.
4. Select school from drop-down menu.
5. Click **Login** button.



## The Splash Screen:

- **Attendance** – for entering or modifying student attendance data and creating seating charts.
- **Gradebook** – for adding and modifying assignments and student grades.
- **Reports** – for printing available reports and viewing student data.
- **Options** – for creating categories and grading scales, changing your password, hiding old class files, and viewing your profile.

## General Navigation Tips:

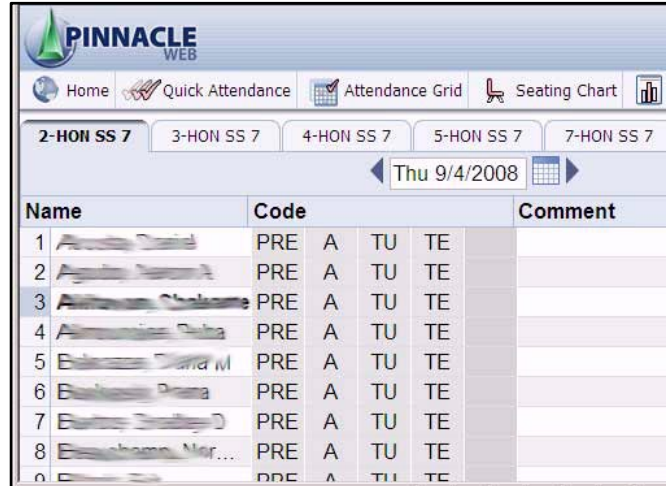
1. Click navigation bar icons to navigate to different parts of Gradebook. *When in doubt, click Home.*
2. Click class file tabs to move between classes.
3. Click tabs on bottom-left to change terms.
4. Hover over student name to display info.
5. Logout in the top-right corner when done.

*Click Note icon to right of name to input private notes about a student.*

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## Quick Attendance:

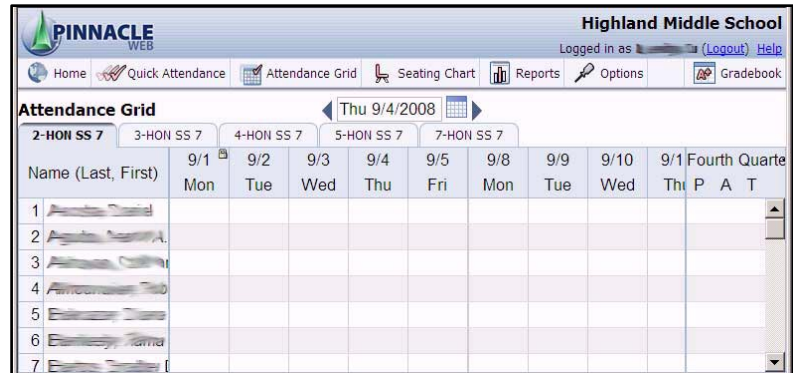
1. Click **Quick Attendance**.
2. Select class tab.
3. If needed, change date with blue arrows or calendar icon.
4. **Codes** – students are considered present unless marked otherwise.
  - a. Click **All Present** if no one is absent.
  - b. Click **A** for absent students.
  - c. Click **TU** for Tardy Unexcused.
  - d. Click **TE** for Tardy Excused.
5. To undo a mistake, click the code again.



6. Once attendance is taken for that date, a small green checkmark appears on the class title tab.
7. Optional comments about a student's attendance can be added after the code is selected. Click in the **Comment** cell and type.
8. Saving is automatic in all areas of Web Gradebook. The cell turns yellow and fades to white. At that point, it is saved to the database. You need not do anything.

## Attendance Grid:

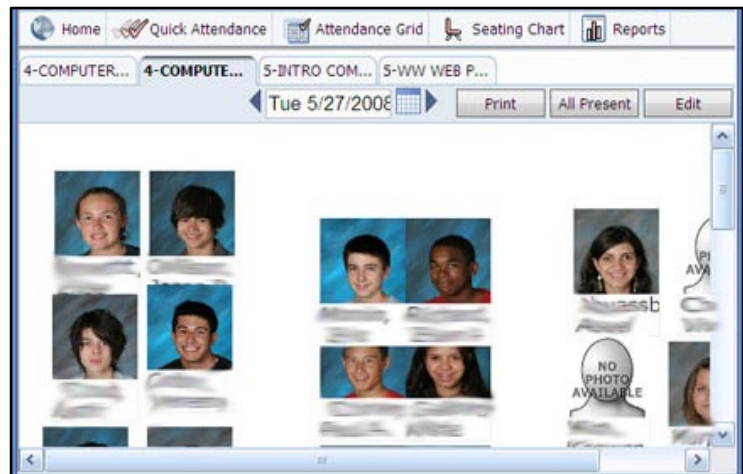
1. For viewing attendances marks in a grid, not used for taking attendance.
2. A lock on a date indicates a non-school day.
3. A green check indicated attendance was taken that day.
4. Attendance and Tardy totals display in the right column.



## Seating Charts:

Attendance can also be taken on a seating chart.

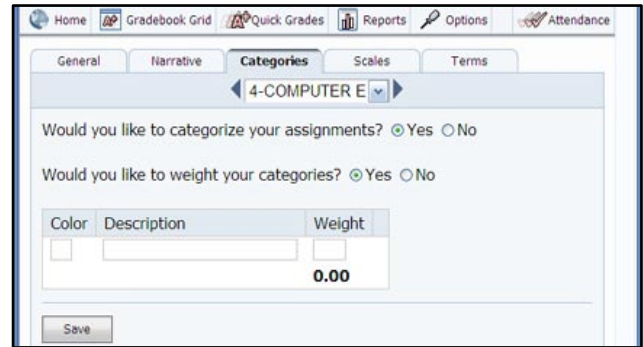
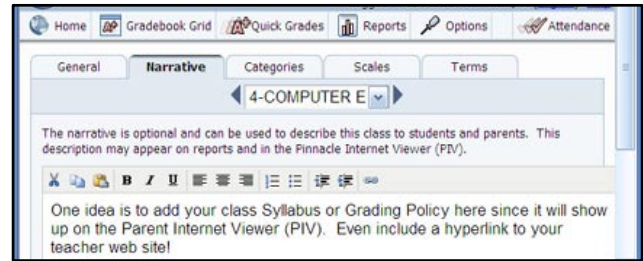
1. Click **Seating Chart** tab.
2. Drag student photos to desired area.
3. Click **Save Chart**.
4. For a paper copy, click **Print** button.
5. Click on student photo for attendance codes or **click All Present** button.
6. To make changes later, click **Edit** button.
7. To randomly reassign seats, click **Shuffle** at the top left of chart.



# Web Gradebook – Secondary

**Setting Up Classes:** *These are all optional features.*

1. Click **Options** or **Class Options**.
2. Use tabs to navigate options
  - a. **General** – use to change class title or hide a class you no longer teach.
  - b. **Narrative** – May add class description, grading and/or homework policies, and even provide web links to your web page or curriculum web. *Viewable by students and parents.*
  - c. **Categories** – a great way to distribute grade points fairly. Examples: Assessments, Daily Work, Participation. It is suggest their total weight equals 100. Click **Save** button when done. Repeat for other classes.
  - d. **Scales** – Three grading scales are provided under the **Scales** tab. You can view them and create your own. Click **Save** when done. Repeat for other classes.
  - e. **Terms** – for viewing terms.
3. Click **Edit Profile** (*Optional*) to add your email address and phone number for parent/student viewing via the PIV (Parent Internet Viewer).
4. Click **Change Password**, as needed.



## Assignments:

1. Click **Assignment Grid**.
2. To add an assignment, click column header which says **New**.
3. Type a **Description/Title** for the assignment.

4. Change **Grading Scale**, as needed.
5. Set **Date Assigned** and **Due** (*Both are required*).
6. **Max Value** is points possible.
7. Set **Weight**. (*Fractional weighting is now available!*)
8. To add details for this assignment, viewable by parents and students, click **Narrative** tab.
9. To apply this assignment to other classes, click the **Classes** tab. *This must be done prior to saving.*
10. Click **Save** when done.

## Entering Assignment Scores:

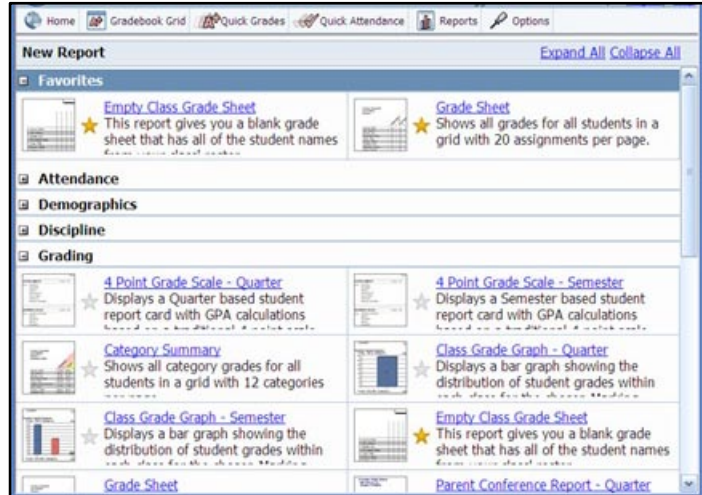
1. In the **Gradebook Grid**, click in the cell and enter the score. Hit **Enter** key.
2. In **Quick Grades**, use the drop-down box to select an assignment. Enter scores as usual.
3. Cells turn yellow and then fade to white as scores are saved automatically.
4. To enter same score for all students, enter the score in the first student, hit Enter. Then while holding the Shift key, tap or hold the 8 key.
5. If letter grades are entered, the student will receive the lowest percentage for that grade.

# Web Gradebook – Secondary

- Comments per student score can be added using the **Quick Grades** option and will show on the PIV.
- Blank* = no current impact on the grade
- X* = Assignment is excused and has no impact on the grade
- Z* = Student received a zero in point value. This impacts the student's grade. This is used most often when a student did not turn in an assignment as opposed to a low grade for poor completion.

## Reports:

- Click on the **Reports** tab or access from home page.
- Click **New Report**.
- To view reports, click the + in front of each category or click **Expand All**.
- To add a report to your **Favorites** list, click its star icon.
- Hover over a report icon to view a larger graphic preview.
- Select a report, then the class or students desired.
- Click **Preview**. To send to printer, click **Print**.



When done, be sure to click **Logout**.

*NOTE: Instructions for working with Common Assessments and end-of-term Comments will be added soon.*