Gradekeeper
Version 5.7

User's Guide

Written by
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Teacher Created Resources

Introduction
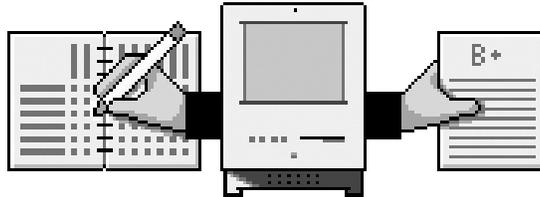
Welcome to *Gradekeeper*!

Gradekeeper is a powerful tool for managing your gradebook. With Gradekeeper you can:

- Have 250 students per class
- Have 100 assignments per term
- Group assignments into 10 categories
- Excuse individual assignments for any student
- Drop the "worst" score in one or more categories
- Compute grades based on total points or category weights
- Assign letter grades based on your own letter grade cutoffs
- Have final exams contribute to term, semester, or final grades
- Keep every score and assignment for the entire school year
- Divide your school year into two, three, four, or six terms
- View or print a variety of helpful reports such as: class grades, attendance, individual student scores, and missing assignments
- Export this information for use in letters and reports using your favorite word processor

Gradekeeper is very easy to use. The default options allow you to start entering students, assignments, and scores immediately. Setting up your own categories, letter grade cutoffs, and grading options is as easy as clicking the mouse.

For customer service or technical support on this product, call
1-888-343-4335
or e-mail custserv@teachercreated.com

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System Requirements and Installation

Macintosh® System Requirements

PowerMac

System 8.1 or later, or OS X.

2 MB available RAM

2X CD-ROM Player for installation (minimum)

2 MB of free disk space

Macintosh® Installation

1. Insert the Gradekeeper Installation CD-ROM into the computer's CD-ROM drive.
2. Double-click Gradekeeper Installer.
3. Select the folder where you want to install the program.
4. Click the Install button.

Windows® 95/98/2000 System Requirments

Windows 95, 98, 2000, Me, or NT 4.00 or later.

2 MB available RAM

2X CD-ROM Player for installation (minimum)

2 MB of free disk space

Windows® Installation

1. Insert the Gradekeeper Installation CD-ROM in to the computer's CD-ROM drive.
2. Double-click the gk522.exe icon.
3. Follow the on-screen instructions.

Getting Started with Gradekeeper

Creating a new class with Gradekeeper takes only a few minutes. Double-clicking the Gradekeeper icon will create a new class. Before entering any students or assignments, take a moment to set up a few things. Keep in mind that these options can be changed at any time.

Click the first item in the upper left part of the gradebook grid and type your school name, hit return (enter) and type the name of this class, then hit return (enter) and type your name. Hit return (enter) again.

Choose Gradebook Options from the Gradebook menu. Click the School Year tab. School year options determine the number of terms in the school year, when each term begins and ends, and which days of the week are included in the attendance grid.

Use the pop-up menu to choose the number of terms in your school year. Gradekeeper will estimate the starting and ending dates of each term. Adjust these dates as needed. Use the tab key to move from item to item. Click the check boxes for each day of the week to be included in your attendance grid.

Click the Categories tab. Assignment categories help organize assignments. If grades are computed using category weights, the category weights will determine how much various assignments will contribute to the term grade. If grades are computed using total points earned, category weights will be ignored.

New classes start with two categories: Tests and Homework. These can be changed or your own categories and weights can be added. Use the tab key to move from item to item.

Click the Grading tab. Grades can be computed using total points earned or category weights. You can choose to round percents to the nearest whole percent or the nearest tenth of a percent. Also, the worst score in one or more categories can be dropped. If final exams are given, the percentage exams will contribute to the term, semester, or final grade for the year can be determined. If final exams are not given, these options are ignored.

Click the Letter Grades tab. Letter grade cutoffs determine how percentages are converted into letter grades. An item can be left blank if a particular letter grade is not used. Use the tab key to move from item to item.

Click the Scores tab. Enter the special scores you use for things like excused assignments. Use the tab key to move from item to item. Use the pop-up menus to choose whether each special score will be excused or count as zero points. Click OK when you are done.

Getting Started with Gradekeeper *(cont.)*

Click the Attendance tab. Type in each code used to record attendance. Use the tab key to move from item to item. Use the pop-up menus to choose whether each code will contribute to the total number of tardies or absences or if it will be excused.

Now you are ready to enter student names and assignments. To enter students' names into the gradebook, click the student column in the first blank row of the gradebook. Type in each student name, hitting the return (enter) key after each name. It is usually best to enter student names with the last name first. Hit the esc key when you are finished.

To enter an assignment into the gradebook, click the top portion of the first blank column in the gradebook. Enter the assignment name, category, and points possible. Hit the return (enter) key after each item. Next, enter a score for each student. Hit the return (enter) key after each item. Hit the esc key when you are finished.

When the task of entering students' names and assignments has been completed, save your work. Choose Save As from the File menu. Enter the name of your class, then click the Save button.

The Gradebook

When creating a new class or opening an existing one, Gradekeeper will display the gradebook for that class. Student names, IDs, or both may be shown. Students are listed along the left side. Assignment names, categories and points possible are listed along the top. Scores are on the lower right.

Use the scroll bars to see other students or assignments in the gradebook.

				Bulgarian Solitaire Problem Solving 10 points	Spirograph Special Activities 10 points	Toothpicks Problem Solving 25 points

Sample Class

Mounds Park Academy
Honors Algebra (1st Quarter)
Daniel Ethier

December 22, 1999

#	ID	Student	Grade	1	2	3
1	1342	Albright, Amy	94.9% A	10	9	23
2	7064	Bravado, Barbara	71.3% C-			18
3	5840	Cunningham, Cathy	92.6% A-	9	8	24
4	3281	Deal, Danielle	80.4% B-	8	7	19
5	6754	Earnest, Eileen	83.5% B	8	8	22

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To change the school name, class name, teacher name, or to edit students' names, assignments, categories, points possible, or scores, first choose Gradebook from the Reports menu. Then:

- Click on the item to be changed

- Type in the new text or edit the existing text

- Press return (enter) to accept the changes or esc to cancel

Leave a score blank to indicate a missing assignment. Enter "exc" to excuse an assignment. Enter "inc" to mark an assignment as incomplete (this is the same as excusing the assignment). Enter "ab" to indicate a student was absent for an assignment (this is the same as a score of zero on that assignment).

The Gradebook *(cont.)*

When you are editing a category, Gradekeeper will predict the category as it is typed. Only one final exam is allowed in any term.

The arrow keys or the tab key can also be used to accept changes and move to another item.

Adding Students or Assignments

To add one or more new students to the gradebook:

- Click the student name field in an empty row

- Enter a name for each new student and press the return (enter) key

- Press the esc key when all names have been entered

It is usually best to enter student names with the last name first. Students can be sorted by name, ID, or term grade. To sort students, choose the appropriate sort command from the Edit menu.

To excuse all assignments for any students added to an existing class, enter "exc" for the student's first score, then choose Fill Across from the Edit menu. This will make every score in that row equal to the one just entered.

To add a new assignment to the gradebook:

- Click the assignment name field in an empty column

- Enter the name, category, and points possible for the assignment

- Enter a score for each student in the class (use "exc" to excuse an assignment)

If most of the scores being entered are the same, type the first score (do not hit return [enter]), then choose Fill Down from the Edit menu. This will make every score in that column equal to the one just entered.

The Gradebook (cont.)

Extra Credit Assignments

Gradekeeper provides three ways to give students extra credit: the student can be given more points than the points possible for an assignment; an extra credit assignment with zero points possible can be created; or an assignment can be created and placed into the Extra Credit category.

See the section on grade computation for more details about how each of these methods of offering extra credit will affect student grades.

Moving Students or Assignments

Students and/or assignments can be moved within the gradebook by dragging them.

To move a student or an assignment:

- Click the number of the student or assignment to be moved
- Hold the mouse button down and drag it to the new location
- Release the mouse button to place the item in the new location

Use Cut and Paste to move a student into another class or to move an assignment into another term.

To move a student into another class:

- Click the row number of that student
- Use Cut to remove the student from the class
- Save changes to the first class
- Open the other class
- Select the row in which the student's name should be inserted
- Use Paste to insert the student into the new class

Be careful when moving students into another class, as scores for the moved student may not exactly match the assignments in the new class. Gradekeeper will attempt to warn you when this happens.

To move an assignment into another term:

- Click the column number of that assignment
- Use Cut to remove the assignment from the term
- Choose another term from the Gradebook menu
- Select the column in which the assignment should be inserted
- Use Paste to insert the assignment into the new term

The Gradebook *(cont.)*

Dropping Students or Assignments

To completely remove a student or an assignment from the gradebook:

- Click the number for that student or assignment
- Choose Cut from the Edit menu

To drop a student from a class without removing them from the gradebook:

- Click the number for that student
- Drag that student apart from the rest of the students

Students in any row after the first blank row in the gradebook are considered dropped. Grades are not computed for these students and they are not included in any reports.

Adding Final Exams to the Gradebook

To add a final exam to the gradebook, use the "Final Exams" category. You may have more than one final exam in a term. When there is more than one final exam in a term, the total points earned and total points possible are used when computing grades. All semester exams should be placed in the last term of the semester. Year-end exams should be placed in the last term of the school year.

The Attendance Grid

The Attendance Grid

Attendance information for the entire school year can be recorded in the attendance grid. Student names, IDs, or both may be listed. Students are listed along the left side. Dates in the current term are listed along the top. Attendance information is displayed on the lower right.

Use the scroll bars to see other students or dates.

#	Student	Ab / T	Tuesday September 7, 1999	Wednesday September 8, 1999	Thursday September 9, 1999	Friday September 10, 1999	Monday September 13, 1999
			1	2	3	4	5
1	Albright, Amy						
2	Bravado, Barbara	4 / 3	T	Ab	Ab	Ab	
3	Cunningham, Cathy						
4	Deal, Danielle	0 / 2	T			T	
5	Earnest, Eileen	0 / 1				T	

Mounds Park Academy
Honors Algebra (1st Quarter)
Daniel Ethier

December 22, 1999

To change attendance information, click the item to be changed. Enter the new attendance code. Gradekeeper will predict the attendance code as it is typed. Attendance for a single day can be printed by clicking once on the column number for the day you want, then choosing *Print* from the *File* menu.

The Seating Chart

The seating chart allows you to easily assign students to seats. You can also take attendance for the current date. To take attendance, control click on a student's seat and choose the attendance code you want from the menu that appears. You can also hide seats or mark seats as unavailable by right clicking an empty seat and choosing the option you want from the menu that appears.
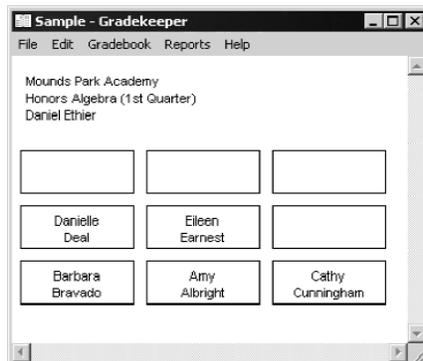
To move a student within the current seating chart, click and drag the student name to a new seat. If there is already a student in the new seat, those students will exchange seats.

To assign all students to new seats, choose Assign Seats from the Reports menu. The assign seats dialog will appear:
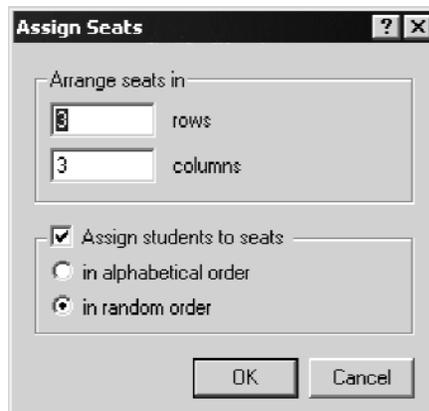
Enter the number of rows and columns in your seating chart. If you are setting up your seating chart for the first time, you may not want to assign your students to seats immediately. Uncheck Assign students to seats and click OK. This will allow you to adjust your seating arrangement by hiding seats or marking some seats as unavailable.

If you do want to assign all your students to new seats, check Assign students to seats, and choose how you want to assign seats to your students. You can assign students to seats randomly or alphabetically by last name. Click OK to assign all students to new seats using the chosen method.

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Viewing Reports

Gradekeeper can also display a variety of reports. To see one of these reports, choose it from the Reports menu.

Class Grades Report

The Class Grades Report shows every student's grade for the term. It also includes the final exam grade, semester grade, and the final grade for the year. The semester grade is only given during the last term of the semester. The year grade is only given during the last term of the year. Averages for the class and a breakdown by letter grade are also provided.

Mounds Park Academy

December 22, 1999
Honors Algebra (1st Quarter)
Daniel Ethier

Student	Exam		Quarter	
Albright, Amy	92.0%	A-	94.9%	A
Bravado, Barbara	81.0%	B-	71.3%	C-
Cunningham, Cathy	93.0%	A	92.6%	A-
Deal, Danielle	82.0%	B-	80.4%	B-
Earnest, Eileen	83.0%	B	83.5%	B
Average	86.2%	B	84.5%	B

0 A+	0 B+	0 C+	0 D+	0 F
1 A	1 B	0 C	0 D	
1 A-	1 B-	1 C-	0 D-	

Viewing Reports *(cont.)*

Attendance Totals Report

The Attendance Totals Report gives a detailed summary of attendance for the entire class. It shows a breakdown by attendance code for each student in the class for the current term.

Mounds Park Academy

December 22, 1999
Honors Algebra (1st Quarter)
Mr. Ethier

Student	Ab	Ex	T
Albright, Amy	0	0	0
Bravado, Barbara	4	0	5
Cunningham, Cathy	0	0	0
Deal, Danielle	1	0	0
Earnest, Eileen	2	0	1

Attendance Summary Report

The attendance summary report shows the total number of tardies and absences for each student for each term in the current semester or year, as appropriate. Semester and year totals are included when those options are chosen in Report Options.

Mounds Park Academy

January 3, 2004
Honors Algebra (1st Quarter)
Daniel Ethier

Student	1st Quarter		2nd Quarter		1st Semester		Year	
	T	Abs	T	Abs	T	Abs	T	Abs
Albright, Amy	0	0	0	0	0	0	0	0
Bravado, Barbara	5	4	0	0	0	0	5	4
Cunningham, Cathy	0	0	0	0	0	0	0	0
Deal, Danielle	0	1	0	0	0	0	0	1
Earnest, Eileen	1	2	0	0	0	0	1	2

Viewing Reports *(cont.)*

The student attendance report is a complete summary of a student's attendance. It lists all absences and tardies for each student.

```
Mounds Park Academy


Bravado, Barbara
Honors Algebra (1st Quarter)
Daniel Ethier                                        July 30, 2000

Code      Dates
Ab        Sep  8     Sep 17     Oct  14     Oct  15
Ex        none
T         Sep  7     Sep 10     Sep 14     Sep 15     Sep 23


Tardies       5
Absences      4
```

The missing assignments report is a summary of which assignments each student has not completed. It lists each missing assignment, its category, and its points possible. Extra credit assignments are not considered missing.

```
Bravado, Barbara
Sample (1st Quarter)
January 3, 2004

Date        Missing Assignment        Category            Points
Sep  3      Bulgarian Solitaire       Problem Solving        10
Sep  4      Spirograph Special        Activities             10
Sep  6      Gypsy Moths               Activities             10
```

Viewing Reports *(cont.)*

Student Scores Report

The Student Scores Report is a complete summary of a student's performance. It lists every assignment with its category, points possible, and that student's score. Also included is a summary of the student's performance by category and by term.

Mounds Park Academy

Albright, Amy
Honors Algebra (1st Quarter)
Daniel Ethier   January 3, 2004

Date	Assignment	Category	Points	Possible
Sep 3	Bulgarian Solitaire	Problem Solving	10	10
Sep 4	Spirograph Special	Activities	9	10
Sep 5	Toothpicks	Problem Solving	23	25
Sep 6	Gypsy Moths	Activities	10	10
Sep 9	Chapter 7 Homework	Homework	45	45
Sep 10	Chapter 7 Test	Tests	94	100
Total			191	200

Category	Points	Possible	Percent	Grade
Tests	94	100	94.0%	A
Homework	45	45	100.0%	A+
Problem Solving	33	35	94.3%	A
Activities	19	20	95.0%	A
Final Exam	92	100	92.0%	A-
1st Quarter			94.6%	A

Term	Exam	Grade
1st Quarter	92.0% A-	94.6% A
2nd Quarter		
3rd Quarter		
4th Quarter		
1st Semester		94.6% A
2nd Semester		
Year Grade		94.6% A

Tardies   0
Absences   0

Viewing Reports *(cont.)*

Student Summary Report

The student summary report is a summary of a student's performance. It includes a summary by assignment category, a summary by term in the school year, and global and student comments.

```
Mounds Park Academy

Albright, Amy
Honors Algebra  (1st Quarter)
Daniel Ethier                                    December  23, 2004

Category               Points     Possible    Percent    Grade
Tests                    94         100         94.0%      A
Homework                 45          45        100.0%      A+
Problem Solving          33          35         94.3%      A
Activities               19          20         95.0%      A
Final Exam               92         100         92.0%      A-
1st Quarter                                      94.6%      A

Term                    Exam       Grade
1st Quarter           92.0% A-   94.6% A
2nd Quarter
3rd Quarter
4th Quarter
1st Semester                     94.6% A
2nd Semester
Year Grade                       94.6% A

Tardies        0
Absences       0
```

Assignment Scores Report

The Assignment Scores Report lists the score and percentage correct of every student on every assignment. It shows the assignment name, category, and points possible. It also shows the average score for the class and a breakdown by letter grade.

```
Mounds Park Academy

Honors Algebra  (1st Quarter)
Daniel Ethier

January  3, 2004
Bulgarian Solitaire
Problem Solving
10 points

Student                      Points      Percent
Albright, Amy                  10         100.0%
Bravado, Barbara
Cunningham, Cathy               9          90.0%
Deal, Danielle                  8          80.0%
Earnest, Eileen                 8          80.0%
Average                        8.8         88.0%

   1  A+     0  B+     0  C+     0  D+     0  F
   0  A      0  B      0  C      0  D
   1  A-     2  B-     0  C-     0  D-
```

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Viewing Reports *(cont.)*

Missing Assignments Report

The Missing Assignments Report is a summary listing student names with each missing assignment, its category, and its points possible. Bonus assignments are not considered missing.

To see one of these reports, choose it from the Reports menu.

Use the scroll bar to scroll through any report. In the Student Scores and in the Assignment Scores reports, it is possible to go directly to a particular student or assignment. Click and hold the mouse button down, then choose the student or assignment from the pop-up menu.

```
Bravado, Barbara
Sample Class (1st Quarter)
August 17, 1997

Missing Assignment          Category                   Possible
Bulgarian Solitaire         Problem Solving               10
Spirograph Special          Activities                    10
Gypsy Moths                 Activities                    10
```

Multiple Class Report

The multiple class report is a single report showing grades and attendance for several classes. It is especially useful for elementary teachers who teach more than one subject in their classroom. To insure that students are properly matched, it is important to use exactly the same student names for the same student in each class. Do not use middle initials in one class and not in another.

Mounds Park Academy

Albright, Amy
January 10, 2004

Subject	3rd Quarter	4th Quarter	2nd Semester	Year
Mathematics	94.0% A	96.0% A	95.0% A	94.5% A
Physical Education	93.0% A	96.0% A	94.5% A	93.8% A
Reading	92.0% A-	92.0% A-	92.0% A-	92.0% A-
Science	96.0% A	94.0% A	95.0% A	95.5% A
Social Studies	96.0% A	92.0% A-	94.0% A	95.0% A
Spelling	92.0% A-	92.0% A-	92.0% A-	92.0% A-

To see one of these reports, choose it from the Reports menu.

To create a multiple class report, you must choose the classes to include in the report. When the file selection dialog appears, select the first class to include, then hold down the shift key and select the other classes to include.

If you are using a version of the Mac OS that does not include Navigation Services (usually Mac OS 8.1 or 8.5), you will need to select one class at a time. Click Cancel after you have selected all the classes you want to include in the report.

You can use the scroll bar to scroll through any report. In the student scores report, multiple class report, and the assignment scores report you can go directly to a particular student or assignment. Click and hold the mouse button down, then choose the student or assignment you want from the pop-up menu.

Adding Comments

You can add comments to the student scores report. You can add individual comments for each student, and global comments that will appear before and after individual student comments. Global comments will appear on every student scores report.

To add individual student comments, choose Edit Student Comments from the Edit menu. The student comments dialog will appear:
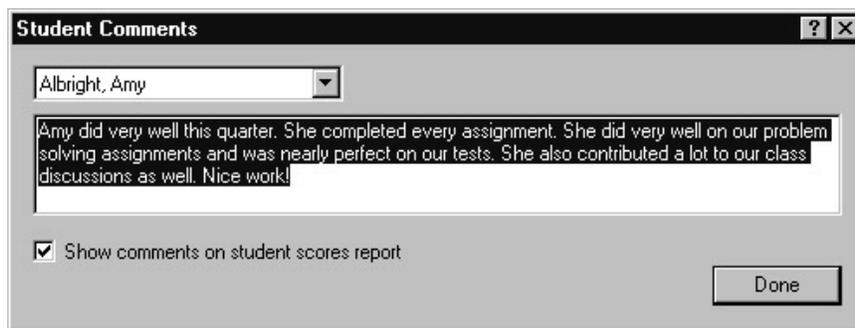
For each student comment you want to write, choose the student from the pop-up menu and enter the comment. You can choose to show student comments or leave them private. Click Done when you are finished. Comments can be up to 254 characters long.

Adding Comments *(cont.)*

To add global comments to the student scores report, choose Edit Global Comments from the Edit menu. The global comments dialog will appear:
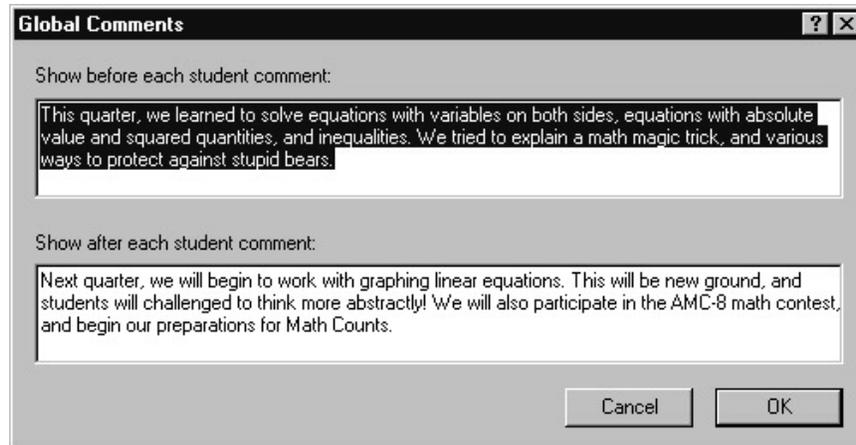
You can enter a comment that will appear before each student comment and another comment that will appear after each student comment. Global comments are always shown on the student scores report, even when individual student comments are not shown. Click OK to accept your comments, or click Cancel to dismiss the dialog without saving your changes. Each comment can be up to 254 characters long.

Adding Footnotes

You can add a footnote to any score. To add a footnote, right-click (or control-click on a Mac) on the score and choose the footnote you want from the pop-up menu. You can edit the text for your footnotes by choosing Edit Footnotes from the Edit menu. The footnotes dialog will appear:
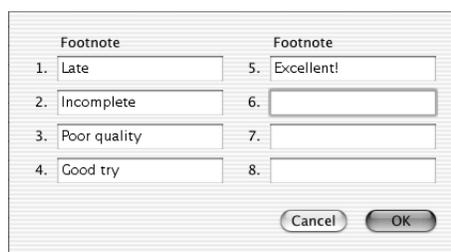
Type in the text for each footnote you want to use. Footnotes appear on the student scores and assignments scores reports and on individual student web pages created by Gradekeeper. The footnote number appears in brackets to the left of the score to which it applies.

Report Options

Gradekeeper also allows you to determine how reports are displayed and printed.

The Class Grades Report allows the options of whether or not to: include the final exam grade, semester grade, and final grade for the year; or include a breakdown by letter grade of class performance during a term.

In the Student Scores Report, it is possible to choose whether or not to: include a summary of each student's performance by category and by term in the school year, show assignments by category, include attendance information, or include a parent signature line.

The Assignment Scores Report gives a choice of whether or not to include a breakdown by letter grade of class performance on an assignment.

The Missing Assignments Report can include all students, or only those missing assignments.

To choose report options, select Report Options from the Reports menu.

Click the check box for each item to be included in the specified report. Click OK to accept changes. Click Cancel to dismiss the dialog without making any changes.

Printing Reports

Printing Reports

To print the gradebook, attendance, or a report, choose that view from the Reports menu, then choose Print from the File menu. The standard print job dialog will appear. The print job dialog may be different, depending on the printer you use.
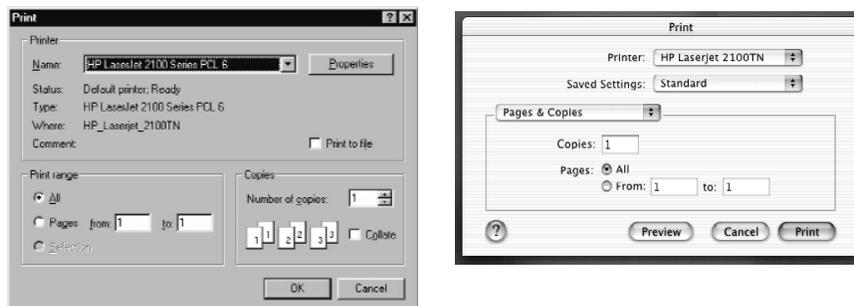
To print only certain pages of a report, enter the starting and finishing page numbers in the appropriate fields of the dialog box. The gradebook and reports are displayed exactly as they will be printed. The page indicator in the lower left corner of the window shows the number of the currently displayed page.

If your printer supports scaling, more information can be printed on each page. Some printers do not support scaling.

Macintosh Users: To scale reports, choose Page Setup from the File menu and choose a smaller scale factor.

Windows Users: To scale reports, click Properties and choose a smaller scale factor. The scale factor item may appear in other locations for some printers.

To print the attendance for a single day, first choose Attendance from the Reports menu, click once on the column number of the specific day to select it, then choose Print from the File menu.

Moving Into Another Term

To move into another term, select the term from the Gradebook menu. All scores and assignments are saved for the entire school year. This makes it easy to deal with incompletes or to correct mistakes.

When moving into a particular term in the school year for the first time, categories and grading options will be copied into that term.

Attendance Codes

The codes used to record attendance can be defined. Whether or not each attendance code will contribute to the total number of absences or tardies can also be determined.

To define attendance codes, choose Gradebook Options from the Gradebook menu, then click the Attendance tab.

The Attendance dialog will be displayed, showing the current attendance codes.

Type in a code and choose a category for each attendance code used. Use the tab key to move from item to item. Click OK to accept the changes. Click Cancel to dismiss the dialog without making any changes.

The possible attendance categories are: Tardy, Excused, Full Absence, and Half Absence. The excused category indicates either an excused tardy or an excused absence. Excused codes are not included in the total number of tardies or absences.

School Year Options

The school year may be divided into two, three, four, or six terms. The starting and ending date for each term can be selected. The days of the week to be included in the attendance grid can also be chosen.

To set up the school year, choose Gradebook Options from the Gradebook menu, then click the School Year tab.

The School Year Options dialog will be displayed, showing the number of terms in the school year with the starting and ending dates of each term.

Choose the number of terms in your school year from the pop-up menu. Gradekeeper will estimate the first and last day of each term. Enter the starting and ending dates for each term, as necessary. Click the check boxes for the days to be included in your attendance grid. Click OK to accept the changes. Click Cancel to dismiss the dialog without making any changes.

Assignment Categories

Each assignment must be placed into one of ten categories. These categories may be used to compute student grades or simply to organize assignments. Progress reports show the percentage correct within each category.

New classes start off with "Tests" and "Homework" categories. To change these categories:

Choose Gradebook Options from the Gradebook menu, then click the Categories tab.

The Categories dialog will be displayed, showing the current category names and weights. The "Final Exams" category is not listed because it cannot be changed.

Type in a name and weight for each category. Use the tab key to move from item to item. Click OK to accept the changes. Click Cancel to dismiss the dialog without making any changes.

Category weights must be between 0 and 100. Enter a weight of NG to indicate that assignments in that category should not be included in grade computation. The weight could be that category's percentage contribution to the term grade, however, the weights do not need to total 100. It is possible to have different categories and weights for each term in the school year. This allows the flexibility to change how grades are computed during the course of the year.

Changing category weights does not automatically cause grades to be computed using those category weights. This option must be chosen in the Grading Options dialog. When computing grades using total points earned and category weights are changed, you will be asked if the grades should be computed using the new category weights.

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Letter Grades

Letter grade options determine how percentages are translated into grades. To change letter grade options:

Choose Gradebook Options from the Gradebook menu, then click the Letter Grades tab.

The Letter Grades dialog will be displayed, showing the current letter grade cutoffs. Enter grades and the percentage required to earn each grade. The buttons on the right may be used to choose the standard A—F system, the pass—fail system, or the outstanding—satisfactory—unsatisfactory system.

Use the tab key to move from item to item. Each percentage must be a decimal number from 0 to 120. If a particular grade is not used (if A+ grades are not given), leave the grade and the percentage blank. Click OK to accept the changes. Click Cancel to dismiss the dialog without making any changes.

Letter grade options affect grades for every term in the school year.

Grading Options

Gradekeeper allows for a variety of grading options. Grades may be rounded to the nearest whole or tenth. Final exams may or may not contribute to the term grade, semester grade, or final grade for the year. The worst score (the one which, when dropped, will most improve the grade for a student) can be dropped from one or more categories when grades are computed (this does not change the score itself). To set grading options:

Choose Gradebook Options from the Gradebook menu, then click the Grading tab.
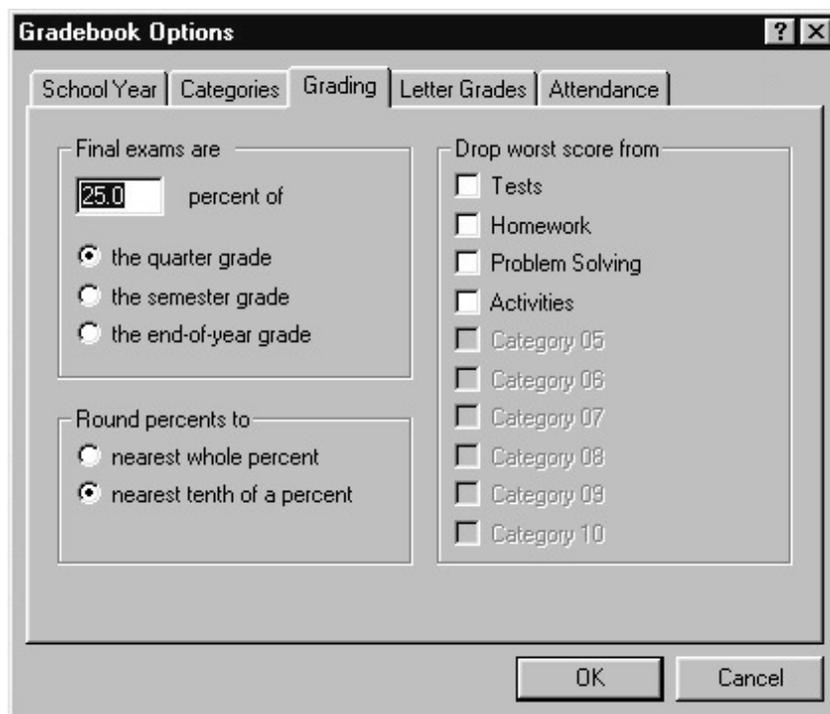
Choose the preferred options, then click OK to accept the changes, or click Cancel to dismiss the dialog without making any changes.

Exam options are only used when there actually are final exams. If final exams are to contribute 20% to the semester grade but a final exam is not given the first semester, that semester grade will not be affected. If final exams are not given, the exam options may be ignored altogether. Different grading options may be chosen for each term in the school year, however, exam options apply to the entire school year.

Special Scores

You can change the default special scores, change their meanings, or add special scores of your own. To change your special scores, choose Gradebook Options from the Gradebook menu and click the Scores tab. The special scores panel will be displayed, showing your current special scores.
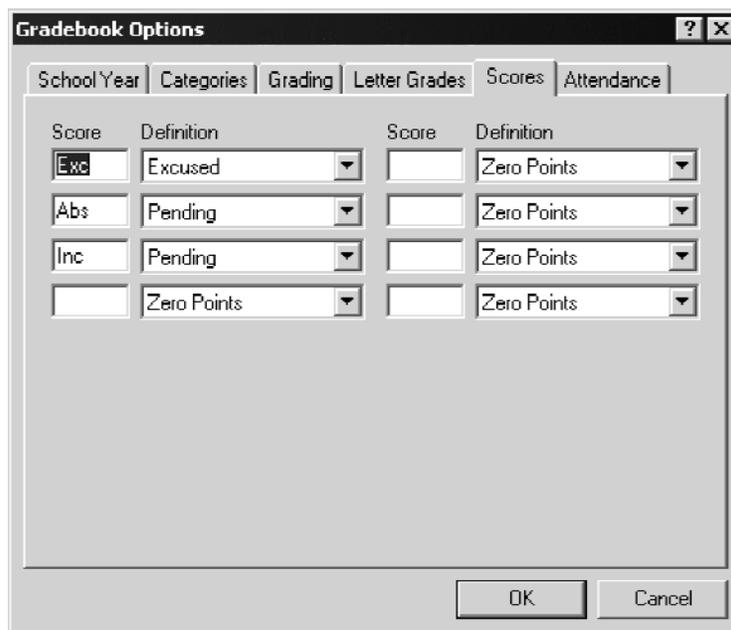
Enter a score and choose its definition. You can choose to have a special score count as 0 points, as an excused assignment, or as a pending assignment (excused, but still considered missing). Use the tab key to move from item to item. Click OK to accept your changes. Click Cancel to dismiss the dialog without making any changes.

Assigning a Password

A password may be assigned to a class to prevent anyone else from opening the class. To assign a password to a class:

Choose Gradebook Password from the Gradebook menu.

Enter the current password for the class. If you have not assigned a password to this class, leave this item blank. Enter a new password, then enter the new password again to verify that it was typed correctly. Passwords can be from 1 to 15 characters long and are case sensitive.

Write your password down and keep it in a safe place. If you forget your password, your registration code can be used instead. A registered copy of Gradekeeper must be used in order to assign a password to a class.

Assigning a password to a class only prevents others from opening the class. It will not prevent someone from deleting the class. To fully protect your classes, consider using software such as At Ease that limits access to your computer. Also, always keep a current backup of your classes on another disk.

When opening a class that has a password, Gradekeeper will ask for that password. It will also allow the addition of this password to your Keychain. This allows you to keep all your passwords in one place. The Keychain is only available with Mac OS 9 or later.

Importing Students and Assignments

To read a list of students or assignments and scores from a text file, choose Import from the File menu. The Import dialog box will appear.
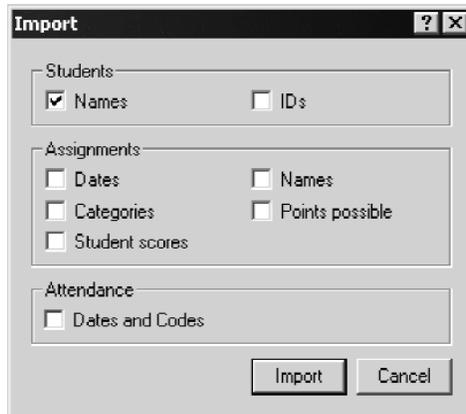
Click the check box for each item to be imported.

Students, assignments, and scores may be imported into an empty class, or additional students and scores or additional assignments and scores may be imported into an existing class. Click Import to continue. Click Cancel to dismiss the dialog without importing anything.

The standard file dialog will appear, allowing the selection of the text file from which this information is to be read. The students will be added to the gradebook following any students already in the class.

If importing student IDs and names, the text file should be formatted as follows:

> Id [tab] name [return (enter)]
>
> Id [tab] name [return (enter)]
>
> Id [tab] name [return (enter)]

New students are added after the last existing student but before any dropped students remaining in the gradebook. New assignments are added after any existing assignments.

Importing Students and Assignments *(cont.)*

If you are importing student IDs and names, your text file should be formatted as follows:

id	tab	name	return
id	tab	name	return
id	tab	name	return

New students are added after the last existing student, but before any dropped students remaining in the gradebook. New assignments are added after any existing assignments.

If you are importing assignments and scores, your text file should be formatted as follows:

assignment	tab	assignment	tab	…	tab	assignment	return
category	tab	category	tab	…	tab	category	return
points	tab	points	tab	…	tab	points	return
score	tab	score	tab	…	tab	score	return
score	tab	score	tab	…	tab	score	return
score	tab	score	tab	…	tab	score	return

All students must be included, even if they have no scores for any assignment. Student scores must be in the same order as those students appear in your gradebook.

If you are importing dates and attendance, your text file should be formatted as follows:

date	tab	code	tab	date	tab	code	return
date	tab	code	tab	date	tab	code	return
date	tab	code	tab	date	tab	code	return

You only need to include the dates when a student is absent or tardy. Different students can have different numbers of dates. All students must be included, even if they have no absences or tardies. Student attendance codes must be in the same order as those students appear in your gradebook.

Exporting Students and Assignments *(cont.)*

You may only export exam grades when there is an exam in the current term. You may only export semester grades when you are in the last term of the semester. You may only export end-of-year grades when you are in the last term of the year.

Click Export to continue.

The save dialog will appear, allowing you to specify the name and location of the text file which will be created. Type in a file name and click Save.

If you are exporting student IDs and names, your text file will be formatted as follows:

id	tab	name	return
id	tab	name	return
id	tab	name	return

If you are exporting assignments and scores, your text file will be formatted as follows:

assignment	tab	assignment	tab	…	tab	assignment	return
category	tab	category	tab	…	tab	category	return
points	tab	points	tab	…	tab	points	return
score	tab	score	tab	…	tab	score	return
score	tab	score	tab	…	tab	score	return
score	tab	score	tab	…	tab	score	return

If you are exporting dates and attendance, your text file will be formatted as follows:

date	tab	code	tab	date	tab	code
date	tab	code	tab	date	tab	code
date	tab	code	tab	date	tab	code

Only those dates when a student is absent or tardy will be included, but all students will be included.

Form Letters and Custom Reports

You can use the Export to Text capability of Gradekeeper together with the mail merge capability of Microsoft Word to create custom form letters or reports.

First, export the items you want in your report from Gradekeeper:

- Choose Export to Text from the File menu
- Choose the items you want in your report
- Click the Export button
- Choose a name for the text file
- Click the Save button

Next, start Microsoft Word. If you are using a Windows computer, choose Mail Merge from the Tools menu. The Mail Merge Helper will appear.
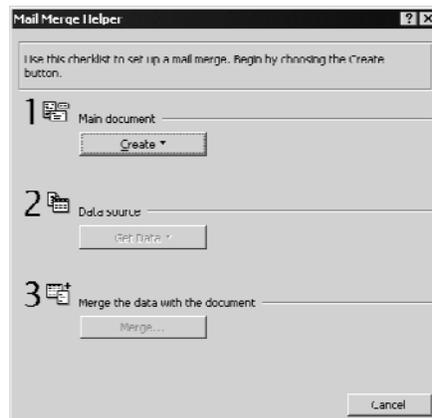
If you are using a Macintosh computer, choose Data Merge Manager from the Tools menu. The Data Merge Manager will appear.
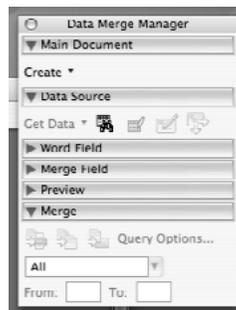
Form Letters and Custom Reports *(cont.)*

In the Main Document section, click Create and choose Form Letters. You can choose to use the active window or to create a new main document.

In the Data Source section, click Get Data and choose Header Options. In the Header Options window, click the Create button. The Create Header Source window will appear:
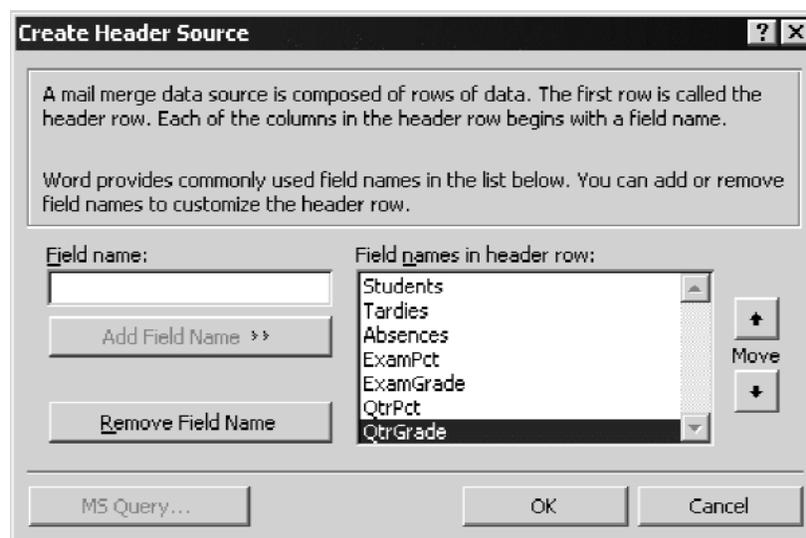
Click Remove Field Name until all of the default field names have been removed. Then enter the field names you want. Your field names must match the items you exported from Gradekeeper and must be in the same order that Gradekeeper has them. Click OK when you finish entering your field names. The standard save dialog will appear. Choose a name for your header source document and click Save.

In the Mail Merge Helper, in the Data Source section, click Get Data. Choose Open Data Source. The standard open dialog will appear. Choose to show files of type text and choose the text file you exported from Gradekeeper.

Form Letters and Custom Reports *(cont.)*

After you choose your text file, the Header Record Delimiters window will appear:
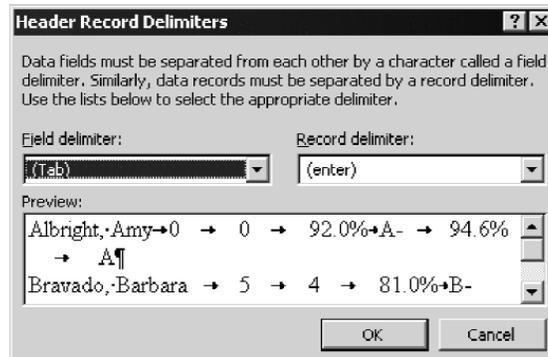
Choose tab as the field delimiter and enter as the record delimiter, then click OK.

If you are using a Windows computer, you can now type your form letter. To insert one of the items you exported, choose it from the Insert Merge Field button in the toolbar.

If you are using a Macintosh computer, the Data Merge Manager window should now appear something like this:
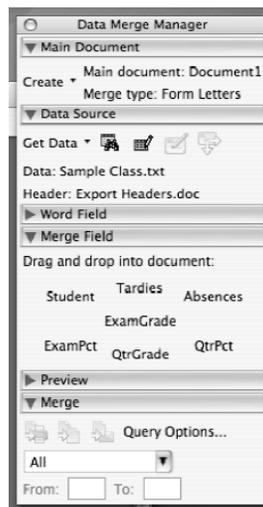
You can now type your form letter. To insert one of the items you exported, drag the appropriate button from the Merge Field section of the Data Merge Manager into your document.

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Form Letters and Custom Reports (cont.)

When you are done typing your form letter, it may look like this:

```
1ˢᵗ quarter progress report for: «Student»

Absences:    «Absences»
Tardies:      «Tardies»

Final exam:  «ExamPct»  «ExamGrade»
1ˢᵗ Quarter:  «QtrPct»  «QtrGrade»
```

You can now create a merged document by clicking the Merge button in the toolbar (Windows) or by clicking the new document button in the Merge section of the Data Merge Manager (Macintosh):

```
1ˢᵗ quarter progress report for: Bravado, Barbara

Absences:    4
Tardies:      5

Final exam:  81.0%  B-
1ˢᵗ Quarter:  69.8%  D+
```

Microsoft Word may warn you about having empty records in your data source. This warning indicates that there were one or more blank lines in your text file. You can ignore these warnings.

You can also merge to email

- For Windows computers, an email account and SMTP server must be set up in Microsoft Outlook. And you need to add a column to the text file exported from Gradekeeper that has the email addresses to which you want to send the report.

- For Macintosh computers, Microsoft Entourage must be set as your default email application. You will need to insert a column into the text file for the email address for each student and include a header for that field.

Once you've created a data merge document, you can use the same document many times. Simply change the data source to the text file you exported from Gradekeeper and then create a new merged document.

Form Letters and Custom Reports *(cont.)*

Your finished product might look something like this:

Mounds Park Academy

Honors Algebra - Period 5A
January 24, 2000

Progress report for   Barbara Bravado

Tardies: 5
Absences: 4

2nd Quarter Exam: 81.00%   B-
2nd Quarter Grade: 69.80%   D+

Creating a Web Site

To allow students and parents to access grades on the Internet, choose Export to Web from the File menu. The Export to Web dialog will appear:
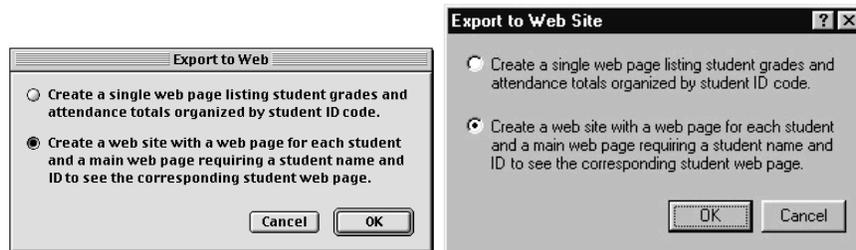
Macintosh   Windows

A single Web page or a complete Web site can be created. Choose the option preferred and click OK. When creating a single Web page, the standard save dialog will appear. Enter a name for the Web page being created and choose the location in which it is to be saved.

When creating a complete Web site, the Browse for Folder or Choose a Folder dialog will appear:
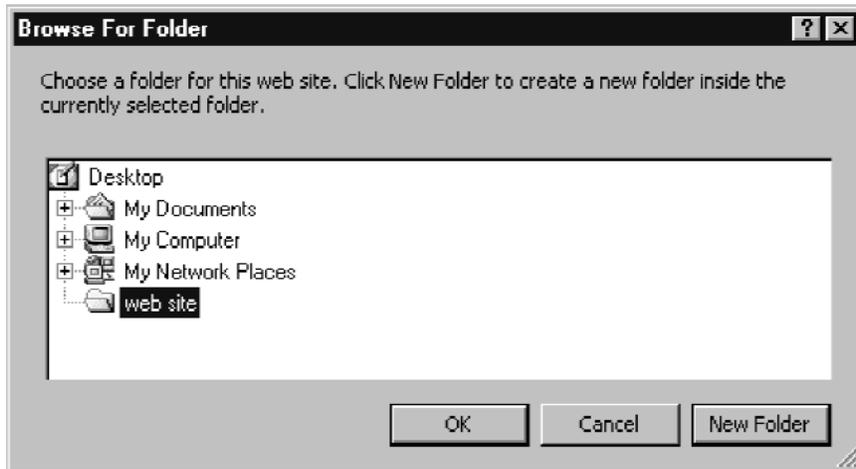
Creating a Web Site *(cont.)*

Choose a folder for your web site. To create a new folder, choose the folder you want to create that new folder in (or the desktop), then click New Folder, then type a name for the new folder. Click OK when you have chosen a folder.

When you create a single web page, student ID codes will be displayed with student grades and attendance totals according to your current report options:

Mounds Park Academy

Honors Algebra (1st Quarter)
Mr. Ethier

ID	Tardies	Absences	Final Exam	Quarter
1342	0	0	92.0% A-	94.6% A
7064	5	4	81.0% B-	69.8% D+
5840	0	0	93.0% A	92.3% A-
3281	0	1	82.0% B-	79.8% C+
6754	1	2	83.0% B	82.6% B-

When you create a complete web site, an authorization web page will be created to ask for a student name and ID code:

Gradebook

Please enter your name and ID code as they appear in your teacher's gradebook, then click the **Show Grades** button.

Student Name   Amy Albright

Student ID Code   ••••

[**Show Grades**]

If you get an error saying that the file cannot be found, you probably entered your name or ID code incorrectly.

The authorization web page requires a browser that supports Javascript. Browsers without Javascript enabled will not be able to see student web pages. The authorization web page is named index.html by default. Most web servers use this as their default web page name. If your web server uses a different default name (some servers use Default.html) you should rename it. If this web page does not have the correct default web page name for your server, it is relatively easy to bypass the authorization scheme!

Creating a Web Site *(cont.)*

If a valid student name and ID code are entered, the corresponding student web page will be displayed:

Mounds Park Academy

Honors Algebra (1st Quarter)
Daniel Ethier   February 20, 2005

Date		Assignment	Category	Points	Possible
Sep	3	Bulgarian Solitaire	Problem Solving	10	10
Sep	4	Spirograph Special	Activities	9	10
Sep	5	Toothpicks	Problem Solving	23	25
Sep	6	Gypsy Moths	Activities	10	10
Sep	9	Chapter 7 Homework	Homework	45	45
Sep	10	Chapter 7 Test	Tests	94	100
Total				**191**	**200**

Category	Points	Possible	Percent
Tests	94	100	94.0% A
Homework	45	45	100.0% A+
Problem Solving	33	35	94.3% A
Activities	19	20	95.0% A
Final Exam	92	100	92.0% A-
1st Quarter			**94.6% A**

Term	Exam	Percent
1st Quarter	92.0% A-	94.6% A
2nd Quarter		
3rd Quarter		
4th Quarter		
1st Semester		**94.6% A**
2nd Semester		
Year Grade		**94.6% A**

Tardies	0
Absences	0

After your web page or web site has been created, you must upload it to a web server and tell students and parents the URL so they can access it. Your school may have a web site where you could upload these web pages, or you can use your own web site.

Uploading Web Pages for Windows

To upload these web pages to your web site, you will need to use an FTP application. FTP Explorer is an FTP application for Windows. They offer free licenses to educational users. You can learn more about FTP Explorer at:

http://www.ftpx.com/

You can download FTP Explorer from:

ftp://ftp.ftpx.com/pub/ftpx/ftpx1010.zip

Before using FTP Explorer, you will need to know the address to connect to (it is usually not the same address you use to access the web pages), your username, and your password. For example, if you were using Geocities, you would connect to ftp.geocities.com using your username and password.

When you start FTP Explorer, you will see the connection dialog.

Enter your host address, login username, and password. You can enter a profile name so FTP Explorer will save this login information. You may need to enter an initial path. Do not change the other items. Click Connect.

FTP Explorer will connect to your FTP server using your username and password. You will see a list of files in your directory:

Rather than upload each individual web page (which would be very time consuming), you can upload the entire folder that Gradekeeper created, and let FTP Explorer take care of the rest. Locate the folder that Gradekeeper created and drag it into the directory listing (but not onto another folder). FTP Explorer will upload the folder and all its contents to your web site.

You should always try accessing your grade web site using your own web browser to make sure everything is exactly the way you expect. The address of your web folder should be something like:

http://www.geocities.com/dethier/grades/

You should not need to specify index.html when accessing your grades web site. If you do not specify it and you get a list of the contents of the folder instead of the login web page, you either did not upload the index.html web page, or your web server uses a different name for its default web page. You will need to rename index.html to the file name your web server uses.

Uploading Web Pages for Macintosh

To actually upload these web pages to your web site, you will need to use an FTP application. Fetch is an FTP application created by Dartmouth College for the Macintosh. A free license is available for schools. You can download Fetch from

http://www.fetchsoftworks.com/

Before using Fetch, you need to know the address to connect to (it is usually not the same as the address you use to access the web pages), your username, and your password. For example, if you were using Geocities, you would connect to ftp.geocities.com using your username and password.

When you start Fetch, you will see the new connection dialog.

Enter the host, username, and password. Click OK. Fetch will connect to your FTP server using your username and password. You will see a list of files in your directory:

To upload the web pages, first navigate inside the folder you want them in (you can create a new folder by choosing Create New Directory from the Directories menu). Then click Put Files at the bottom of the window. You will see a dialog that allows you to choose the files to upload:

Select all the web pages you want to upload. You can click the first one, then shift-click the last one to select them all. The Put Files dialog will appear, allowing you to choose how the files in the folder will be handled:

The default options are usually the best choice. Click OK. Fetch will now upload the web pages you selected to your web site.

You should now try accessing your grade web site using your own web browser to make sure everything works the way you expect. The address of your web folder should be something like:

http://www.geocities.com/dethier/grades/

You should not need to include "index.html" when accessing your grades. If you do not include it and you get a list of the contents of the folder instead of the login web page, you either did not upload the index.html web page, or your web server uses a different name for its default web page. You will need to rename index.html to whatever file name your web server uses.

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Posting Grades Online Using Edline

Edline is a leading web publishing provider for K-12 schools. Edline makes it easy for your school to provide parents and students with secure online access to grades and other information. Gradekeeper can work with Edline to post grades online quickly and easily.

To post grades online, Choose Export to Edline from the File menu. The Export to Edline dialog will appear. Enter the class ID for this class, then click OK. Your web browser will open a web page where you can enter your username and password. Your progress reports will then be uploaded. Allow the upload to complete. Parents and students can then access all their grades using their own username and password.

File	Edit	Gradebook
New		⌘N
Open		⌘O
Close		⌘W
Save		⌘S
Save As...		
Revert		
Import...		
Export to Text...		
Export to Web...		
Export to Edline...		
Page Setup...		
Print...		⌘P
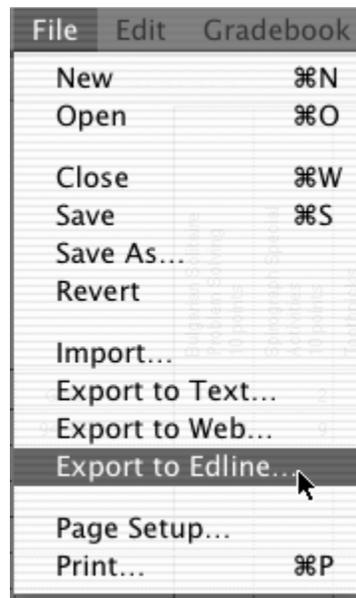
Students must have an ID to be exported to Edline.

Your school must have an account with Edline to post grades there. If your school has an account with Edline, ask your technology coordinator for activation instructions. If your school does not have an account with Edline, visit http://www.edline.com/gradekeeper/gkindex.html for more information.

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Posting Grades Online Using School Center

School Center was created to help meet the web hosting needs of schools, administrators, teachers, students, and staff. School Center makes it easy for schools to provide a functional, easy to maintain web site, whether they want a simple site or a total web presence.

To post grades online using School Center, Choose Export to School Center from the File menu. The Export to School Center dialog will
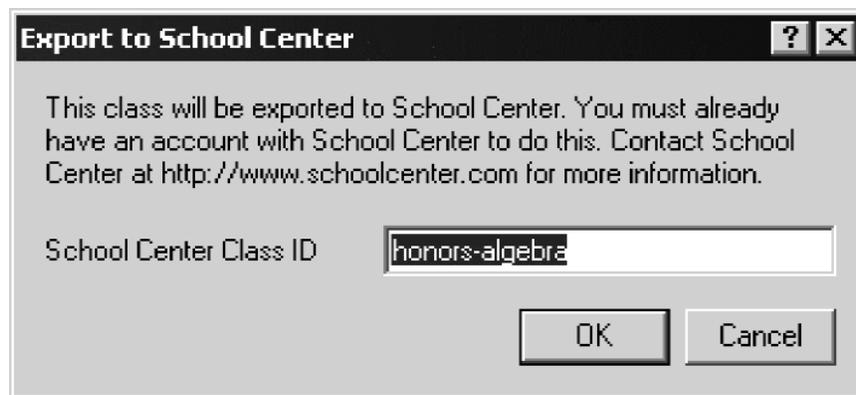
Enter the class ID for this class, then click OK. The standard save dialog will appear. Choose where you want to save the XML file and click Save. This will create an XML file that you can then upload to School Center.

Students must have an ID to be included in the export to School Center.

Your school must have an account with School Center to post grades there. If your school has an account with School Center, ask your technology coordinator for instructions. If your school does not have an account with School Center, visit http://www.schoolcenter.com for more information.

Gradekeeper Palm Application

The Gradekeeper Palm application works with Gradekeeper to allow you to take attendance, edit scores and comments, and add new assignments using your Palm handheld. It is not a substitute for your desktop copy of Gradekeeper.

Before you begin using the Gradekeeper Palm application, you must install the application onto your Palm handheld. To install the application, launch the Palm Desktop software:

• Click the Install tool

• Click the Add button

• Choose Gradekeeper.prc

• Click the Open button

Gradekeeper.prc is located in the Gradekeeper folder in the Program Files folder in Local Disk (C:) in My Computer.

Next, you must enable HotSync for each class you want to use on your Palm handheld. Open each class with Gradekeeper, and choose Enable HotSync from the File menu. Finally, you must HotSync your Palm handheld. This will copy the application and classes to your handheld.

When you run the Gradekeeper Palm application, you will see the students' view:
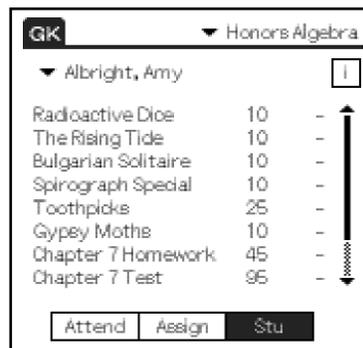
You can choose another class by tapping the class name and choosing a class from the menu that appears. You can choose another student by tapping the student name and choosing a student from the menu that appears.

To edit a score, tap it and enter a new score. To add a footnote to a score, tap the footnote number (or dash, if there is no footnote for that score) and choose the footnote you want from the menu that appears.

Gradekeeper Palm Application *(cont.)*

To edit a student comment, tap the "i" button to the right of the student name. The student info form will appear:
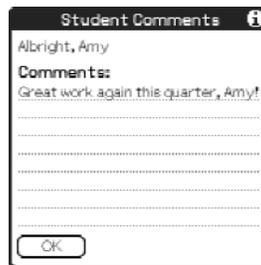
To enter a comment, tap the comments field and enter your comment. Student comments can be up to 250 characters in length.

You can choose the assignments view by tapping the Assign push button.
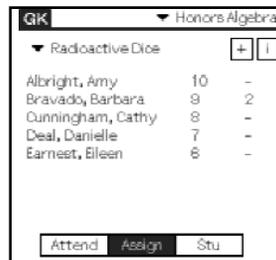
You can edit scores and footnotes in the assignments view in the same way you can in the students view. You can edit an existing assignment by tapping the "i" button. You can add a new assignment by tapping the "+" button. Both buttons will show the assignment info form:
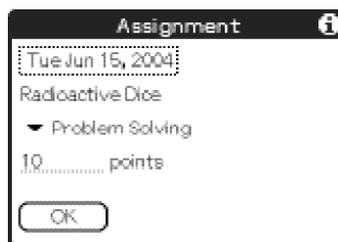
Gradekeeper Palm Application (cont.)

The assignment info form allows you to change the date, name, category, and points possible for an assignment. You cannot change the date or name for an assignment after you do a HotSync. Those items are used to match assignments on the handheld with assignments in the desktop class.

You can choose the attendance view by tapping the Attend push button.
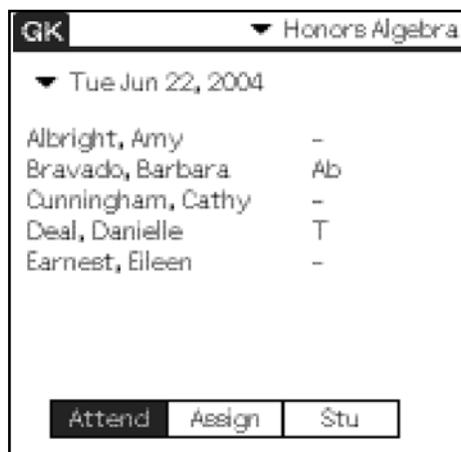
When you choose the attendance view, today's date is added to the database. You can also choose earlier dates by tapping the date and choosing a date from the menu that appears. Only dates since your last HotSync are available.

To choose an attendance code for a student, tap the code (or the dash, if there is no attendance code for that student) and choose a code from the menu that appears.

The HotSync Process

When you HotSync, the Gradekeeper conduit does the following:

- Copies all changes and new assignments from the handheld to the desktop
- Copies all students, recent assignments, and today's attendance to the handheld

The Gradekeeper conduit matches students by name and ID. Both must be equal for the student to be considered a match. The conduit matches assignments by name and date. Both must be equal for the assignment to be considered a match. The conduit matches classes by the date and time it was first created.

The Gradekeeper conduit copies changed scores from the handheld to the desktop before it copies scores from the desktop to the handheld. Changed scores on the handheld will always overwrite any changed scores on the desktop.

This works quite well, and you will usually not even need to think about how the Gradekeeper conduit does its business. But to avoid losing information you added on your handheld, you should follow these suggestions:

- Do not change student names or IDs on the desktop
- Do not change assignment names or dates on the desktop
- Do not move, copy, or rename a class when HotSync is enabled
- Leave enough unused columns in the class for any new assignments
- Do not change scores for an assignment on the desktop and the handheld

If you need to change a student name or ID, or an assignment name or date:

- HotSync your Palm handheld
- Make the changes to the desktop class
- HotSync your Palm handheld again

If you need to move, copy, or rename a class:

- HotSync your Palm handheld
- Disable HotSync for that class
- Move, copy, or rename the class
- Enable HotSync for that class
- HotSync your Palm handheld

Using *Gradekeeper* on Different Computers

There may be a reason to use Gradekeeper on both Windows and Macintosh computers. For instance, if you happen to have a Windows computer at home and a Macintosh at school (or vice-versa) you may want to enter grades on both machines. The license you purchased allows the installation of the software on one computer at school and one computer at home. Once the software has been installed on both computers, files can easily be moved between a Macintosh computer and a Windows computer by following a few simple steps.

Using Macintosh Files on a Windows Computer

When creating a class on a Macintosh computer which might be used on a Windows computer, include the ".grk" file extension (e.g.: reading.grk). Be sure to save the file on a Windows formatted disk. This allows the Windows version of Gradekeeper to recognize the file as a Gradekeeper class.

Using Windows Files on a Macintosh Computer (OS 8 and OS 9)

To use classes created by the Windows version of Gradekeeper on a Macintosh, use the File Exchange control panel (called PC Exchange in Mac OS 8 and earlier). The File Exchange control panel lists Windows file extensions recognized by the Macintosh.

To add the file extension used by the Windows version of Gradekeeper, click the Add button.

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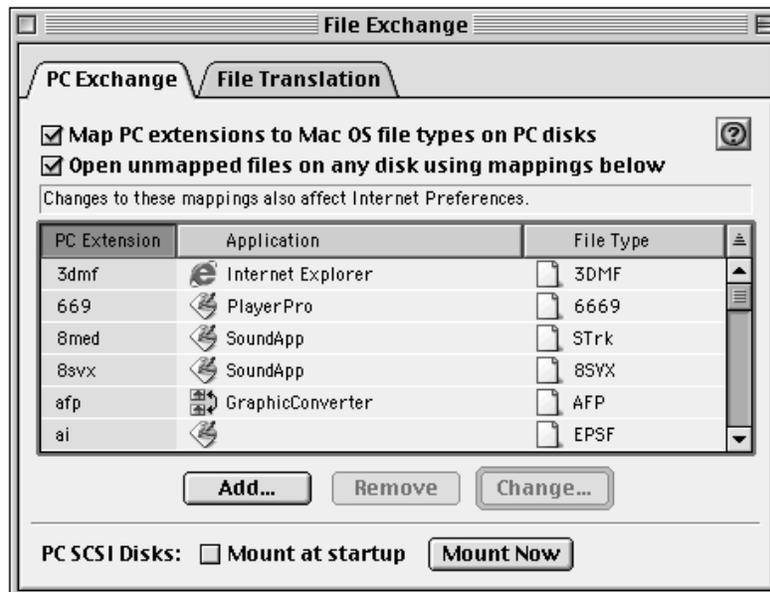
Using *Gradekeeper* on Different Computers *(cont.)*

The Add Mapping dialog will be displayed, allowing the appropriate extension to be added.
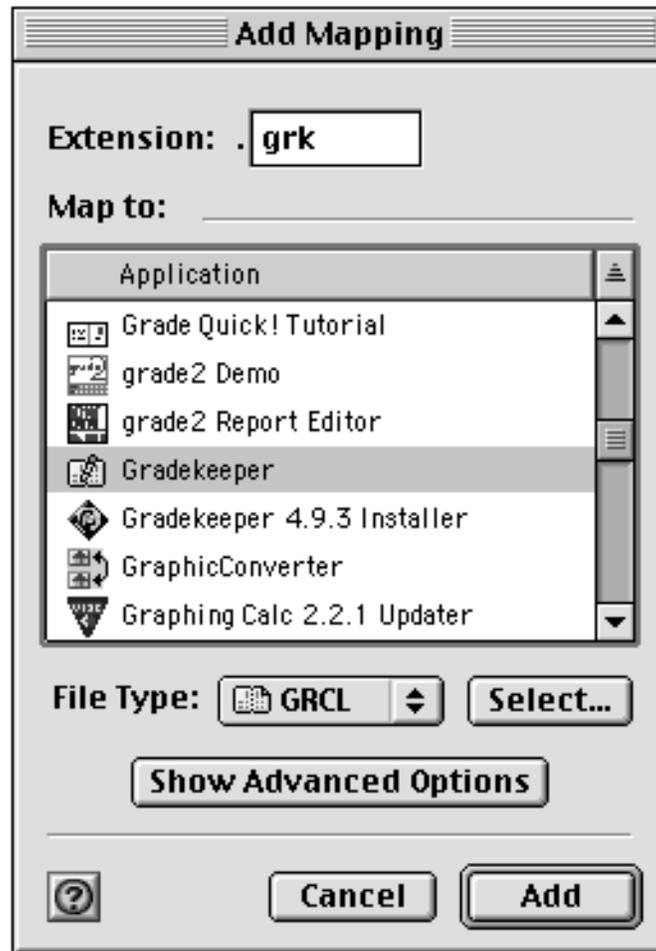
Enter "grk" as the extension. Locate Gradekeeper from the list of applications, and select it. Choose the GRCL document type from the pop-up menu, then click Add. Close the File Exchange control panel.

Now, whenever a class created under Windows is transferred to a Macintosh, it will display the same icon as a class created on a Macintosh. Double-clicking that icon will open the class with Gradekeeper. All that is necessary is to make sure the class has the ".grk" extension.

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Using *Gradekeeper* on Different Computers *(cont.)*

Using Windows Files on a Macintosh Computer (OS X)

If you want to use classes created by the Windows version of Gradekeeper with Mac OS X, you may need to explicitly specify which application should open the class. Click once on the class icon, then choose Get Info from the File menu:
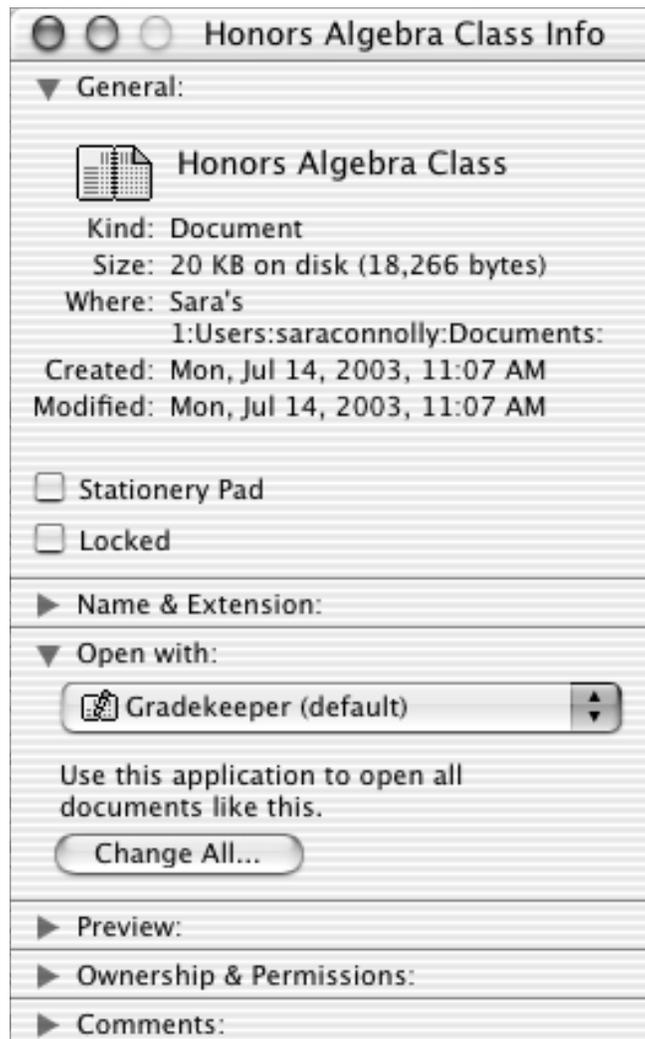
Click the triangle to the left of Open with. This will display the Open with options. From the pop-up menu, choose Other.

Using *Gradekeeper* on Different Computers *(cont.)*

The Choose Other Application dialog will be displayed, allowing you to specify the application:
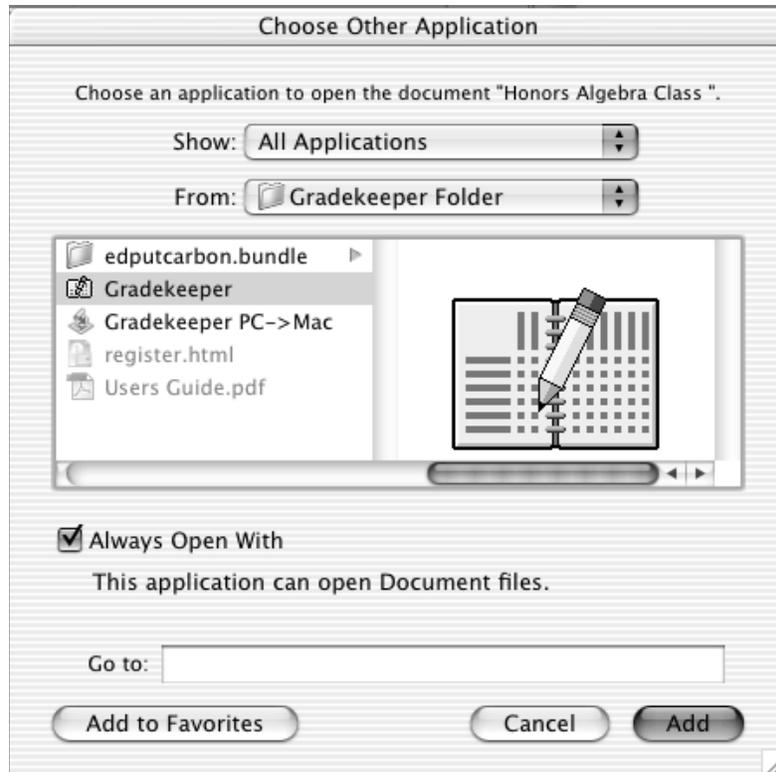
Choose All Applications from the Show pop-up menu, navigate and find the Gradekeeper application and select it. Check Always Open With. Click Add. Now, when you double click this class icon, it will be opened using Gradekeeper. In the Get Info window, click Change All to apply this choice to all Gradekeeper classes.

You can also use the Gradekeeper PC->Mac Applescript applet in the Gradekeeper folder to convert Windows classes. Drag a class onto the Gradekeeper PC->Mac icon. The class will be converted to a Macintosh class.

Gradekeeper PC->Mac

When You Make Mistakes

When a mistake is made or something is changed in a way that was not intended, that change may be canceled. Choose Undo from the Edit menu. This will restore the gradebook to the way it was before the last action.

Only the most recent action can be undone. For instance, if a student has been cut from one class and pasted into another class, only the paste can be undone. There are also a few actions that cannot be undone.

Also, the changes made since last saving the document may be discarded. Choose Revert from the File menu. This is equivalent to closing the document without saving changes and opening it again.

Making Backups

While Gradekeeper has proven very reliable, floppies are easily damaged and hard drives have been known to fail. To avoid the risk of losing grades at the worst possible time, always keep a current backup of your data on another disk.

Macintosh Users: If running Gradekeeper from the hard drive (suggested), make a backup by dragging your class icons onto a floppy icon. If running Gradekeeper from a floppy, make a backup by dragging the disk icon onto the hard drive icon. This will create a folder on the hard drive that contains the program and your classes.

Windows Users: To backup your classes:

- Insert a floppy disk into the disk drive
- Click the right mouse button on each class
- Choose Send To from the pop-up menu that appears
- Choose 3 1/2 Floppy from the sub-menu that appears

Keeping paper copies of your gradebook is also encouraged. This would allow the reconstruction of grades should the data and your backups ever be lost.

Grade Computation

Curving an Assignment

Curving an assignment means adjusting student scores on that assignment to fit the distribution of grades you want. This is usually done to compensate when an assignment was more challenging than expected.

You can curve an assignment by changing its points possible.

First, change the points possible for the assignment to a value that best reflects how students actually did on the assignment. You may want to choose a value that is about the same as the highest score earned on that assignment. When the program offers to scale student scores, click No.

Next, change the points possible for the assignment back to the original value. When the program offers to scale student scores, click Yes. This will scale the student scores proportionally.

Computing Grades

Gradekeeper normally determines grades using total points earned. The sum of the points earned is divided by the total points possible. The result is converted to the nearest tenth of a percent. This percentage is then used to determine a letter grade based on the current letter grade percentages.

Extra credit assignments (assignments in the Extra Credit category or assignments with zero points possible) contribute to each student's points earned, but do not contribute to the total points possible.

For example:

It All Adds Up	7/ 10
Orient Express	10/ 10
Bulgarian Solitaire	8/ 10
Spirograph Special	8/ 10
Extra Credit Work	10/ 0
Chapter 1 Homework	25/ 35
Chapter 1 Test	73/100
Total	141/175 = 80.6%

If certain kinds of assignments (such as tests or homework) are to contribute a fixed amount to each student's grade, then grades should be computed using category weights. The percentage correct within each category will be computed, with grades being determined by a weighted average of the percentage correct within each category.

Grade Computation *(cont.)*

Extra credit assignments can affect grades in different ways when computing grades using category weights.

You should not put assignments with 0 points possible into the Extra Credit category. This would make it possible for a student to earn more than 100% on extra credit assignments, and could result in those assignments making no contribution to the grade. Gradekeeper will warn you if you give an extra credit assignment 0 points possible.

The following is a detailed example of grade computation using category weights when you have extra credit assignments:

Tests	Chapter 1 Test	82/100
	Chapter 2 Test	80/100
	Chapter 3 Test	78/100
	Total	240/300 = 80%
Homework	Chapter 1 Homework	30/ 40
	Chapter 2 Homework	20/ 30
	Chapter 3 Homework	40/ 50
	Total	90/120 = 75%
Activities	Spirolaterals 8/ 10	
	Spirograph Special	7/ 10
	Total	15/ 20 = 75%
Extra Credit	Math Counts #1	7/ 10
	Math Counts #2	3/ 10
	Total	10/ 20 = 50%

Tests	80% correct x 50 weight =	40.0%
Homework	75% correct x 30 weight =	22.5%
Activities	75% correct x 20 weight =	15.0%
Extra Credit	50% correct x 10 weight =	5.0%
Total	100 weight =	82.5%

Without the assignments in the Extra Credit category, this student would have earned a grade of 77.5% for the term. Note that the Extra Credit category is not included when the category weights are totaled. This is what makes these assignments truly extra credit.

Semester Grades

Semester grades are computed by averaging term grades. Final grades for the year are computed by averaging semester or trimester grades. All averaging is done using percents.

For example:

1st Quarter	81%
2nd Quarter	75%
3rd Quarter	82%
4th Quarter	86%
1st Semester	(81% + 75%) ÷ 2 = 78%
2nd Semester	(82% + 86%) ÷ 2 = 84%
Final	(78% + 84%) ÷ 2 = 81%

Grade computation includes final exam grades as specified in your school year options. For example, if final exams are 30% of the term grade, and a student earned 75% on the exam:

Term Grade	81% x 70 = 56.7
Final Exam	75% x 30 = 22.5
Grade (including Exam)	79.2%

Final Exams

If final exams are 20% of the semester grade, and a student earned 72% on the exam:

Semester Grade 78% x 80 = 62.4

Final Exam   72% x 20 = 14.4

Grade (including Exam)   76.8%

You may choose different categories, weights, and grading options for each term in the school year. This gives you the flexibility to change how you compute grades during the course of the school year.

Programmer's Notes

I wrote Gradekeeper because I was unable to find an inexpensive grading program that had the features I wanted and was also easy to use. I hope Gradekeeper will fill that void for you as well.

Special thanks to my fellow teachers for their many comments and suggestions, which have helped make Gradekeeper so friendly and powerful. Comments and suggestions are also appreciated. I can be reached at:

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For more information and the latest version of Gradekeeper, or to purchase a site license, visit the Web site at:

> http://www.gradekeeper.com

Daniel Ethier

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