Table of Contents

Table of Contents *(cont.)*

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.

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-
```

18

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:
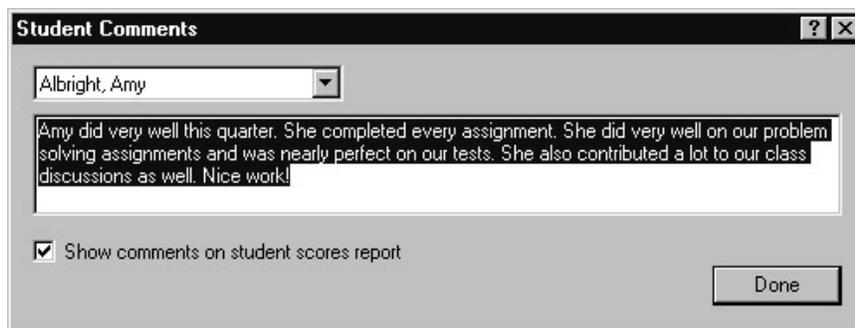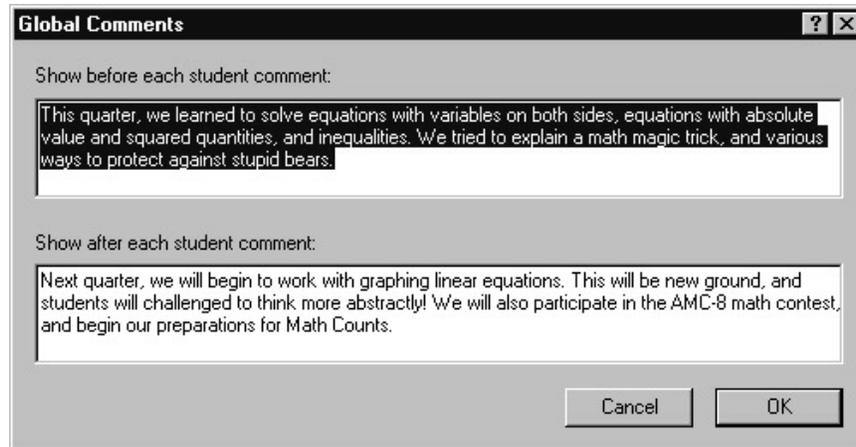

For each student comment you want to write, choose the student from the pop-up menu and enter the comment. You can choose to show student comments or leave them private. Click **Done** when you are finished. Comments can be up to 254 characters long.

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:
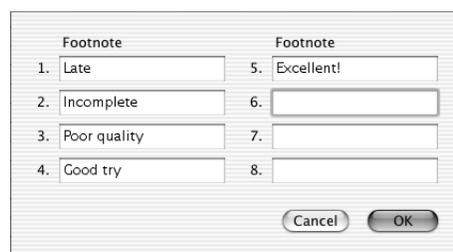
Type in the text for each footnote you want to use. Footnotes appear on the student scores and assignments scores reports and on individual student web pages created by Gradekeeper. The footnote number appears in brackets to the left of the score to which it applies.

22