



**Gradebook – Part 2**

**Nicknaming Courses**

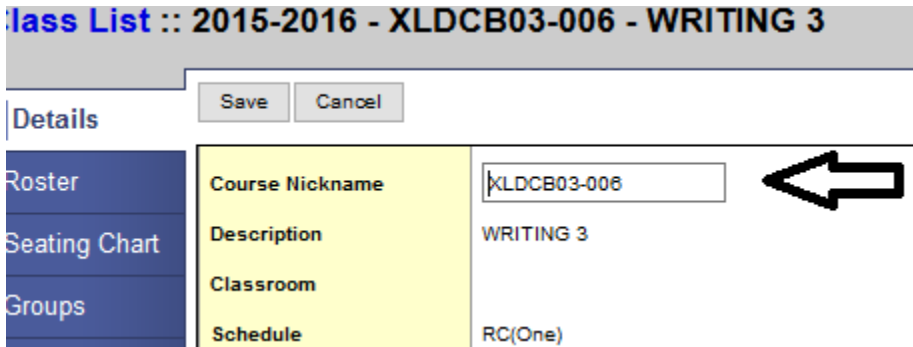
**Gradebook top tab** - your list of courses should be showing. (If you are missing some, check your filter and make sure it is set to 'current classes')

Check the box beside your first course in the list - then click on the **Details side tab**, In the Nickname spot, write a name for the course that will be useful to you.

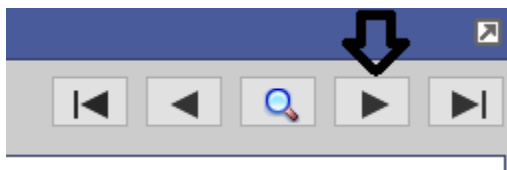
Some examples: I teach my science and I teach Epp's science in my grade 6 class. I would nickname my class Science-Lane and his class Science-Epp

If I teach a 4 / 5 I would be sure to include the grade in my nickname. Eg Science 4 and Science 5

If I was a prep teacher, I would be sure to put the name of each teacher into the nickname so that I could easily switch between classes



**Don't forget to save** after you have written the nickname. You can move to the next course in the list by using the VCR buttons located in the top right hand corner. Do this until all of your courses have been nicknamed.





**Gradebook – Part 2**

**Linking Courses**

Please make sure you have set your Gradebook preferences (from Gradebook Part 1) before following the steps in this document.

**First:** Decide whether you want to 'link' your courses so that whatever you create in one, appears in the other. For example, I teach a grade 5 and 6 class. I want my grade 5 courses linked with my grade 6 courses so that when I create Categories (and assignments) in one grade level, they show up in the other. This only makes sense if you have a multigrade class or you platoon with another teacher. (\*note that if you decided AFTER creating categories/assignments that you wanted to link, there is a way to import already created ones. see Gradebook Part 3) Skip to '**Categories**' (page 3) if you are not linking courses.

**Linking: Gradebook top tab** - choose a course by putting a checkmark next to the course code. Then click on the **Details** side tab

| Course   | Description   |
|--|---------------|
| MFAR-05-001 (Fine Arts 5)                                | FINE ARTS 5   |
| <input checked="" type="checkbox"/> MMA--05-001 (Math 5) | MATHEMATICS 5 |
| <input type="checkbox"/> MMA--06-001 (Math 6)            | MATHEMATICS 6 |

Once the course details page opens up, look on the far right to select another course with which to link.

Classes linked for assignments and categories:

| Course            | Description | Term | Schedule |
|-------------------|-------------|------|----------|
| No classes linked |             |      |          |

Once you click on 'Select', a pop up window will open up with all of your available linking choices showing. Select the course you want to link it to and click 'ok'. You will be required to give your linked sections a name. Eg. HACE Gr 6 and 7

Classes linked for assignments and categories:

| Course      | Description                    | Term | Schedule |
|-------------|--------------------------------|------|----------|
| MHCE-07-012 | HEALTH AND CAREER EDUCATION 07 | FY   | RC(One)  |

Enter a name for your linked sections.\*

The courses are now linked.



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**Categories:** Before you can enter any assignments and marks, you need to set up Categories. Think of these as labeled ‘boxes’ or ‘file folders’ into which you put your assignments.

**Gradebook top tab,** Check mark next to the subject you want to work with, **Categories side tab.**

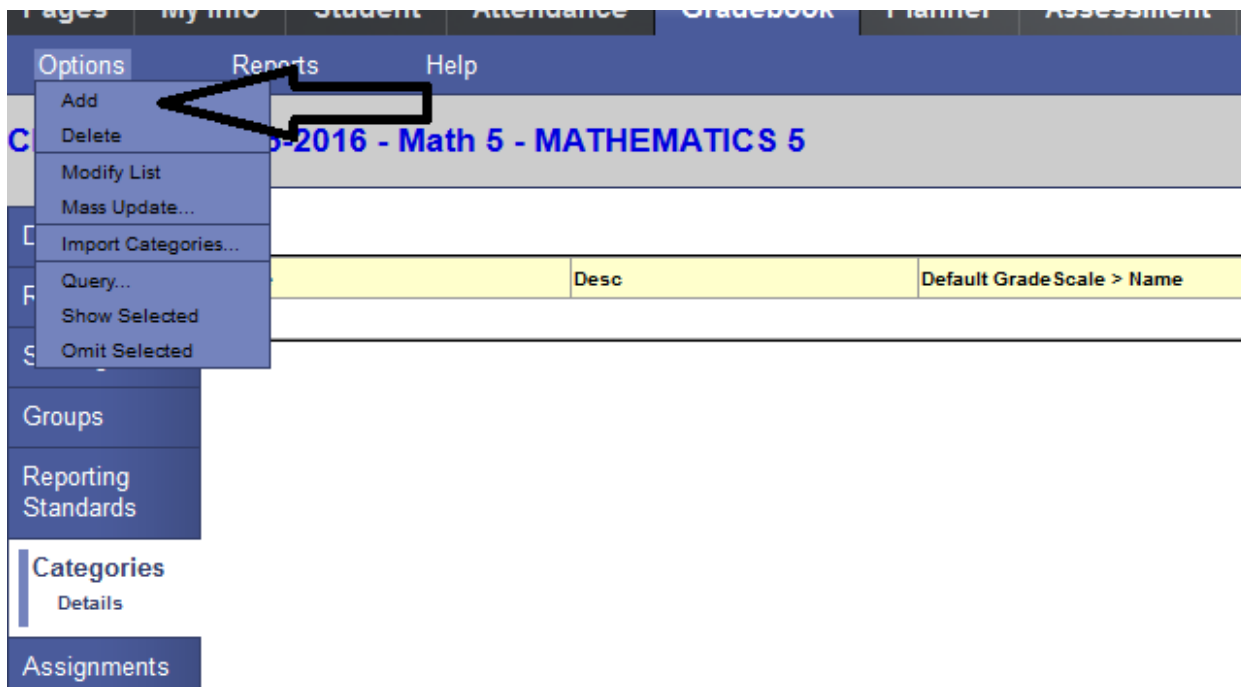
| Course   | Description               |
|--|---------------------------|
| <input type="checkbox"/> MFAR-05-001 (Fine Arts 5) | FINE ARTS 5               |
| <input type="checkbox"/> MMA-05-001 (Math 5)       | MATHEMATICS 5             |
| <input type="checkbox"/> MMA-06-001 (Math 6)       | MATHEMATICS 6             |
| <input type="checkbox"/> XLDCB06-001 (Writing 6)   | WRITING 6                 |
| <input type="checkbox"/> XLDCB05-001 (Writing 5)   | WRITING 5                 |
| <input type="checkbox"/> XLDC05-001 (Speaking 5)   | SPEAKING 5                |
| <input type="checkbox"/> XLBCC06-001 (Speaking 6)  | SPEAKING 6                |
| <input type="checkbox"/> XLCA06-001 (Reading 6)    | READING 6                 |
| <input type="checkbox"/> XDPA-06-001 (DPA 6)       | DAILY PHYSICAL ACTIVITY 6 |
| <input type="checkbox"/> XLCA05-001 (Reading 5)    | READING 5                 |
| <input type="checkbox"/> XDPA-05-001 (DPA 5)       | DAILY PHYSICAL ACTIVITY 5 |

Eg. In a grade 5/6 classroom, I decide to create my Categories for Math. (Yes I have to do this for all my subjects but I can ‘import’ categories from one subject to another if they work for both. See Gradebook Part 3). Before I start, I have a decision to make. Do I want to ‘link’ my classes in Gradebook so that whatever Categories I create for one subject/grade automatically goes into the other grade (see instructions on this earlier in this document).

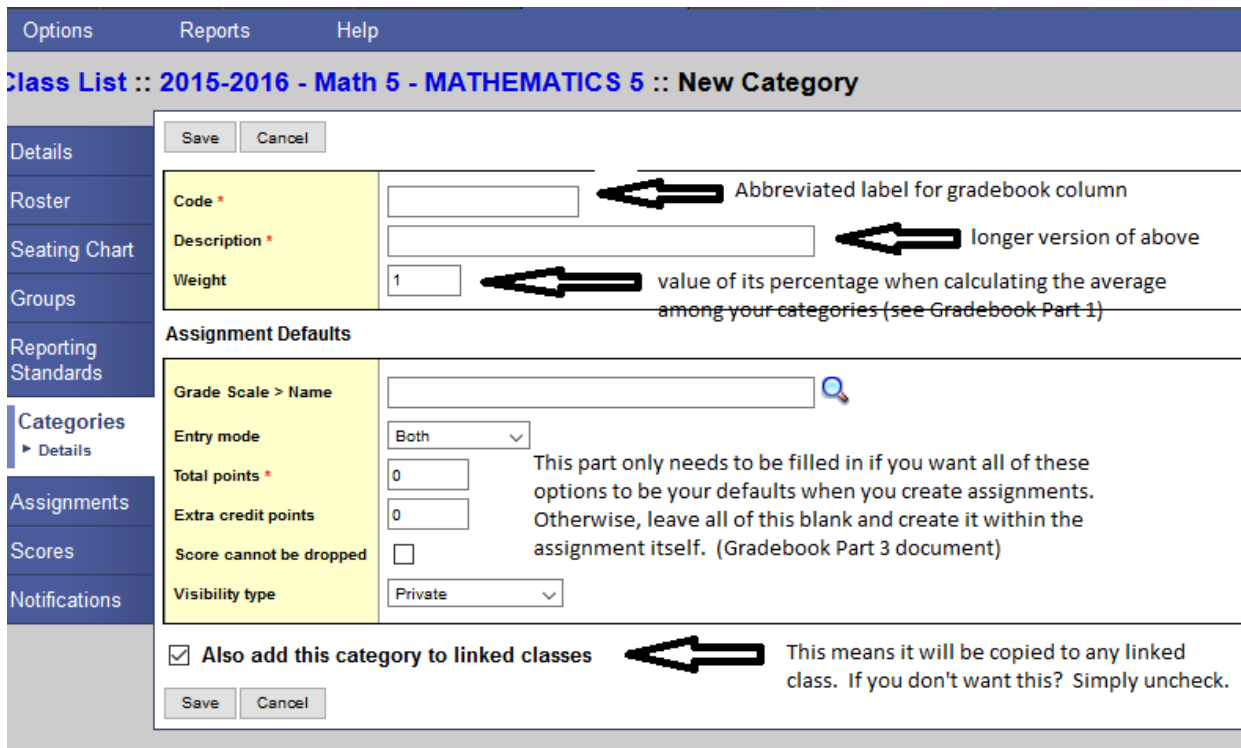


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Once I click on 'Categories' it opens up a new screen. I need to go to 'Options' and 'Add' to bring up my new 'fill in the blank' Category screen.



Filling in your blank Category screen





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**2015-2016 - Math 5 - MATHEMATICS 5 :: New Category**

Save Cancel

|                      |            |
|----------------------|------------|
| <b>Code *</b>        | Patterning |
| <b>Description *</b> | Patterning |
| <b>Weight</b>        | 1          |

**Assignment Defaults**

|                                |  |
|--------------------------------|--|
| <b>Grade Scale &gt; Name</b>   | <input type="text"/>                     |
| <b>Entry mode</b>              | Both <input type="button" value="v"/>    |
| <b>Total points *</b>          | <input type="text" value="0"/>           |
| <b>Extra credit points</b>     | <input type="text" value="0"/>           |
| <b>Score cannot be dropped</b> | <input type="checkbox"/>                 |
| <b>Visibility type</b>         | Private <input type="button" value="v"/> |

**Also add this category to linked classes**

Save Cancel

\* note - it is just fine to have the code the same as the description so long as the length of the code fits in the gradebook column. You can use letters, numbers and dashes but you cannot use spaces in the 'code' field. Click on 'Save'

Repeat this process for each category that you want for the course. Some examples are below:

Math 6 - ( 6 categories to match the 'big ideas' in the new curriculum)

Numbers    Numeracy    Patterns    Geo-Meas (Geometry and Measurement is too long and I can't have spaces)    Inquiry    Data

Science 5 - Four Categories

Labs    Quizzes    Assignments    Projects

Reading 3 - One category

Everything    (or Assessments)    (or All)

\*Always remember it is about how you like to organize your assessments. If you create categories in one subject and you would like to use those same ones in another subject, you can import them (see Gradebook Part 3).