



Gradebook – Part 3

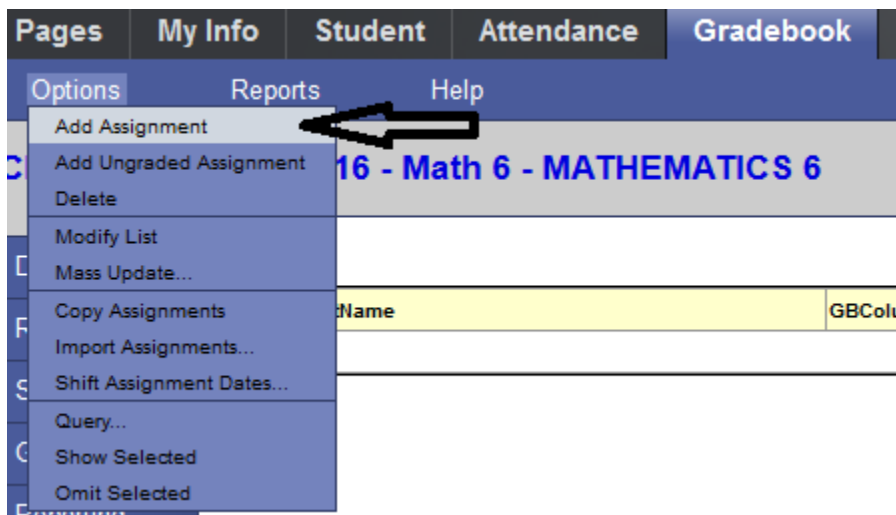
Assignments - Importing and Copying - Extras

Now that you have created categories for your courses (see Gradebook Part 1 and Part 2) you can create assignments. This document covers the basics and a few extras but the Fujitsu document (MyEdBC Gradebook Fujitsu Document) goes into great detail once you get the basics down.

Assignments

Gradebook top tab, Assignments side tab - this will bring up a blank assignments page.

Go to **'options'** and **'add'** to bring up the new assignment screen



The next two images are what a single 'add assignment' screen looks like and what the fields mean. They are separated into two images simply to make it easier to read the descriptions. Once you have filled out your assignment fields, make sure to click on 'Save'. If you do 'Save and New' it will bring up the blank assignment field, ready for you to add another one. Be sure you know to which term you added that assignment so you know where to find it for that course.



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Save and New Save Cancel

General Portal Description Standards

Classes * MMA-06-002 MATHEMATICS 6 automatically filled in

Category * choose from the magnifying glass - these are the categories that you already created

GB column name * keep it short, shows on your gradebook column

Assignment name * your choice

Date assigned * 07/01/2016 these will automatically default to today's date - change to appropriate dates

Date due * 07/01/2016

Total points * 0 what the assignment is out of

Weight 1 your choice depending on how you set your preferences (Gradebook - Part 1)

Online submission

Open date

Close date

Options

Extra credit

Extra credit points 0

Sequence number 0

Score not droppable

Visibility type Public

Entry mode Both

Grade Scale

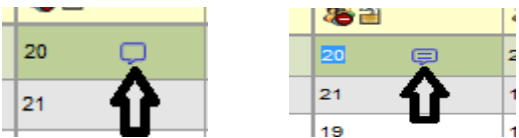
Grade Term * Tri 2 this will automatically match the term you are in, you can change it

Recurring Options None Daily Weekly Monthly

For primary you can leave this blank if you aren't keeping track for 'grades'. For intermediate, choose "Provincial Mark Scale Interim Marks"

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Now that you have added an assignment, you can go to the ‘**Scores side tab**’ to add in the scores for each student. (Make sure you have your ‘grade column’ on ‘all’ and your Trimester matches where you put the assignment) Note that when you add in a score, a conversation bubble will appear in that student’s mark box. Click on that and you can add any notes that you would like to for that student. The bubble will show lines when something is written in it.



Importing

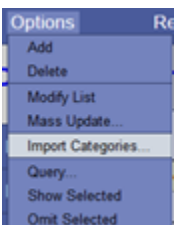
Once you have created categories (Gradebook - Part 2) and assignments in one subject, you can import from one subject to another.

This process allows you to bring in the categories from another course.

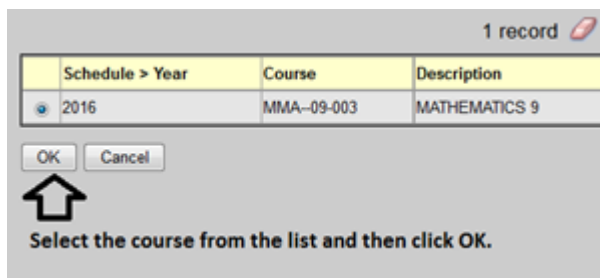
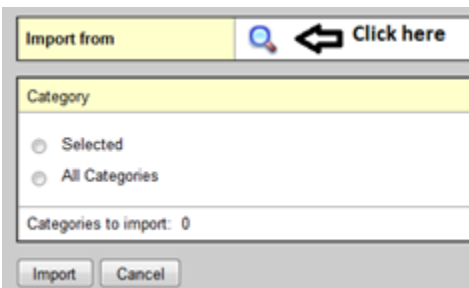
Click the **Gradebook** top tab

Click **Categories** side tab

Click **Options**, then **Import Categories**

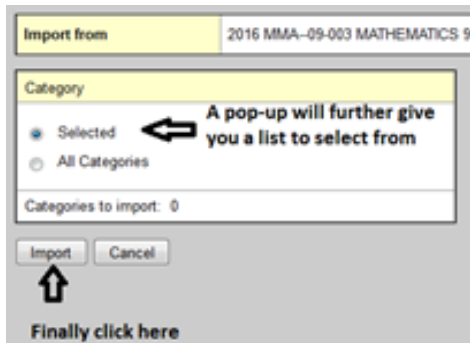


A pop-up will display:





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The result will list all your categories from that course to choose from. Or you can choose 'all categories' and they will all come over.

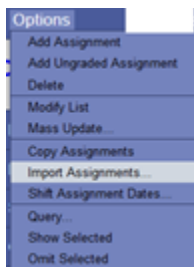
0 of 4 selected

<input type="checkbox"/>	Code	Desc	Default Grade Scale > Name
<input type="checkbox"/>	ASSIGN	Assignments	
<input type="checkbox"/>	FINAL	Final Exam	
<input type="checkbox"/>	QUIZ	Quizzes	
<input type="checkbox"/>	TESTS	Tests	

Click

Assignments side tab.

Click **Options**, then **Import Assignments**





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7. A pop up will display

Import from 1. Select course

Assignments

- Selected 2. Select assignments. Selected = Pick from a list
- Category Category = Pick the assignments from a single category
- All Assignments

Assignments to import: 0

Import Cancel

3. Click here

1 record

Schedule > Year	Course	Description
<input checked="" type="checkbox"/> 2016	MMA-09-003	MATHEMATICS 9

OK Cancel

Select the course from the list and then click OK.

Note: If you want to select assignments from 2 categories, repeat this process for each category

The result will depend on which assignments you chose to import.

0 of 5 selected

<input type="checkbox"/>	AssignmentName	GBColumnName	DateAsgn	DateDue	GradeTerm > ID
<input type="checkbox"/>	Ch. 1 Test	Ch. 1 TST	2/22/2016	2/22/2016	Q1
<input type="checkbox"/>	Ch. 2 Test	TEST 2	3/1/2016	3/1/2016	Q1
<input type="checkbox"/>	Chapter 3 Test	TEST 3	3/14/2016	3/14/2016	Q1
<input type="checkbox"/>	Ch. 5 Test	TEST 5	4/6/2016	4/6/2016	Q1
<input type="checkbox"/>	Ch. 6 Test	TEST 6	4/19/2016	4/19/2016	Q1

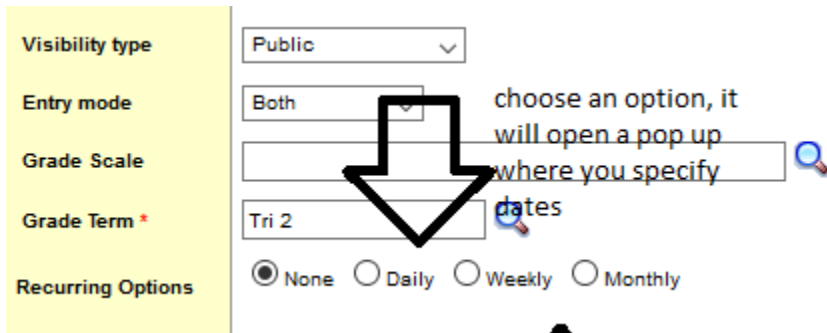
*Note that you can import your structure from one year to the next as well.

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Copying

You can copy assignments but only within a subject (Eg. If you do a 5 question math quiz each week). Two options:

- 1) If your assignment happens every Friday, you can choose to have the assignment ‘repeat’ (on the same screen when you add assignment). Once you save, it will automatically put that assignment in for the dates you specified. You can choose to delete certain ones if for some reason you didn’t do it.



The screenshot shows a form with the following fields and options:

- Visibility type: Public (dropdown)
- Entry mode: Both (dropdown)
- Grade Scale: [empty text box]
- Grade Term: Tri 2 (dropdown)
- Recurring Options: None, Daily, Weekly, Monthly

Annotations include a large black arrow pointing to the Grade Scale field and a magnifying glass icon over the Grade Term field. Text next to the arrow says "choose an option, it will open a pop up where you specify dates".

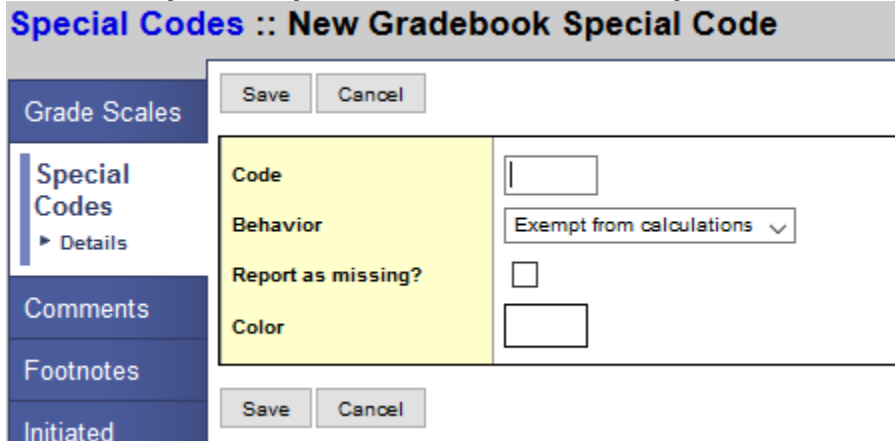
- 2) **Gradebook top tab** so that you have your list of courses. Choose the course that you want to copy within by putting a checkmark beside the course name. Click on the **Assignments side tab**. Choose the assignment you want to copy by putting a checkmark beside the name. Now go up to **Options - Copy Assignment**. You can now click into the copy and change whatever you need to.

Extras

Special Codes

Tools top tab - Special Codes side tab - Options - add

Special Codes :: New Gradebook Special Code



The form has a sidebar on the left with the following tabs: Grade Scales, Special Codes (selected), Details, Comments, Footnotes, and Initiated. The main content area contains:

- Buttons: Save, Cancel
- Code: [text box]
- Behavior: Exempt from calculations (dropdown)
- Report as missing?:
- Color: [text box]
- Buttons: Save, Cancel



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Special codes are used in place of a grade (eg. Exc for excused). You create the code, you indicate whether it is exempt from calculation or whether it counts as a zero (eg. NHI for not handed in). IF you choose 'report as missing' it will always show up that way, even if they are excused from the assignment. We recommend you don't use a colour (change from the default) as the choices are all light and hard to see. If you chose a colour, the only way to change that is to delete the special code and create a new one.

The way to use special codes is when you are entering your scores for an assignment. Instead of a number, you would enter one of your special codes. (note you can still write a comment)

0	17	22
0	E	24
0	23	25

Footnotes

Tools top tab - Footnotes side tab - Options - add

Footnotes :: New Gradebook Footnote

Save Cancel

Grade Scales

Special Codes

Comments

Code

Description

Footnotes

Save Cancel

Details

Footnotes are used to provide additional information to a grade; it does not affect the student score. You create the code and the description. It only has meaning to you and it is only seen by you. Eg. L for late. When you enter a grade for a student, you then would do 'CTRL + N' to add a footnote (All 'CTRL' options are in the options menu). The footnote then appears beside the grade.

0	19	17
0	18 _L	19
0	17	22
0	E	24



To remove a footnote, you would do 'CTRL + Shift + N'

*Note: you cannot add/remove footnotes in Chrome, Google already has a function for CTRL + N and it will default to that functionality