

Beginning of the Year – Teacher Checklist

Verify Email Address

Parents and Students are able to see your email address on ParentAccess. You will want to confirm that the correct email is showing.

- 1) Select Update Email Address link that is located under Administration on the Teacher Homepage
- 2) Enter email address
- 3) Select Update

Verify Class List

On the Teacher Homepage, confirm correct classes appear. If classes are incorrect or if you are missing classes, contact your GradeBook Point of Contact.

Rename Classes (Optional)

Change the name of the classes to an alias name to make it easier to distinguish between your classes.

- 1) Click Edit List link at the top of the class list on the Teacher Homepage
- 2) Enter the new name in the Class Alias (Optional) field next to the class you want to rename

Change the Order of Classes (Optional)

Change the order in which you want the class to appear on the Teacher Homepage.

- 1) Click Edit List link at the top of the class list on the Teacher Homepage
- 2) Type a number in the Order column

Hide Classes (Optional)

You can choose to hide a class that does not meet in the current grading period.

- 1) Click Edit List link at the top of the class list on the Teacher Homepage
- 2) Select the check box in the Hide column to hide the class from your GradeBook

Note: If you hide a class, make sure to unhide it when it comes time to use the class.

Verify Students in Each Class

Confirm that each class contains the appropriate students for that class.

- 1) Select a class from the Teacher Home Page
- 2) Look at the list of students to ensure you have the correct students listed

Note: This information comes from StudentInformation. If you have a missing student or a student listed that shouldn't be, contact your GradeBook Point of Contact.

Hide Students

Hide students that have been withdrawn from the class. Students with a red W next to their name indicate that they have been withdrawn. Hiding students will also hide these students from the Assignment Marks screen, Enter Report Cards and Enter Interims screens.

- 1) Select the Update Roster link at the bottom of the student list on the Class Dashboard page
- 2) Select the Hide? Check box next to the student you wish to hide
- 3) Select the Save button

Create Assignment Types for each Class

Before you begin creating assignments, you must set up categories of classroom activities such as classwork, homework, quizzes, tests, etc., and assign a mark type to each category.

- 1) Select Setup Assignment Types from the Teacher Homepage

Note: Each assignment type name and abbreviation must be unique.

- 2) On the Assignment Types screen, enter the name for the assignment type in the Name column.
- 3) Enter an abbreviation, up to four characters, for each assignment type in the Abbr column.

Note: It is recommended to use points as the mark type for all assignment types. Do not use letter and number mark types within the same class because GradeBook will not be able to calculate an average.

- 4) Select the appropriate mark type from the list for each assignment type.

Note: The mark types selected for the assignment types determine the type of mark you can enter in the Mark field throughout GradeBook.

- 5) To use the assignment type in all of the classes, select the check box in the All column.
- 6) To use the assignment type in one or multiple classes, but not all classes, select the checkbox for each class.

Note: Click Save to enable assignment sharing, you must use the same assignment types in all of the classes with which you will share assignments.

Setup Grading Scales for Each Class

You can assign a grading scale to an entire class and then assign a different scale to one or two individual students.

- 1) Select Grading Scales from the Class Dashboard
- 2) Grading Scale Options
 - a. **Default** – This option can be used for traditional report cards only. GradeBook uses the default grading scale. If you use this option, you do not have to change anything on the Grading Scale Setup screen.

Note: If you leave the GradeBook set on the Default option and a student's average appears as a question mark (?) or does not display anything, GradeBook may have been unable to find a default grading scale. You should use Custom Setup 1. The Default option does not allow overriding the grading scale for individual students.

- b. **Custom Setup 1** – This option allows you to designate the appropriate grading scale for the class and override the grading scale for individual students, as necessary. This setup is most often used for traditional report cards.
 - i. If you select this option, you must complete each step by selecting the save button to complete this setup.
 - c. **Custom Setup 2** – This option is to be use only by standards-based report cards. This allows you to map assignments to assessments on the report card enabling GradeBook to automatically calculate grades for each assessment. For more information on using Custom Setup 2, please see the documentation available on OME-RESA webpage under Services > Student Services/EMIS > GradeBook & SpS Documentation.