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GradeBookWizard.com

Getting Started with GradeBookWizard

This brief guide will help you get started with GradeBookWizard. The topics covered include teacher registration, running the setup wizard, setting up your classes, entering or loading students into your classes, and creating and grading assignments.

This guide is not a comprehensive manual for GradeBookWizard. It covers only the basic functionality. Please refer to the online documentation for information about topic areas such as setting up custom web pages, using the built-in messaging feature, and running reports.

If you cannot find the information you are looking for, either in this guide or online, please contact our support staff via email at: support@gradebookwizard.com

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Teacher Registration

The screenshot below shows the teacher registration page that appears when you click on the Register link on the main page of GradeBookWizard (www.gradebookwizard.com).

School Code

If you have received a **school code** from another teacher that has already enrolled with GradeBookWizard, or from your school account administrator, it is important that you enter this code in the *School Code* field on the registration page and click on the **Verify** button.

Account Information:	
Salutation:	Ms.
First Name*/Initial:	Alice
Last Name:*	Springs
Email:*	springs@lbusd.edu
School Information:	
School Code: what's this?	LO1863 **Verify**
School Name:*	Long Beach Stars
District:*	Long Beach USD
State:*	California
Country:*	USA
Login Information:	
Login Name:* (6-32 characters)	
Password:* (6-20 characters)	
Repeat Password:*	

If the code is entered correctly, the *School Name, District, State*, and *Country* fields should automatically fill in as shown above.

Fill in the other fields as appropriate. When you are done, click on the **Register** button at the bottom of the page (not shown).

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Teacher Setup (for *School Administrators* Only)

If you are setting up teacher accounts centrally, you will need to gather all of the information that appears on the page shown above for each teacher. Please note the following:

- Each teacher must have a unique login name and email address.
- Teachers can change their passwords on their own once they have performed their initial login. (Login names can only be changed by GradeBookWizard Support.)
- When teachers login for the very first time, they will be taken through a setup process that gets them going with one class, some students, and the default set of grade scales and categories. This default set is copied from the *School Administrator* account.

When you register a teacher, an email is automatically sent to the email address you specify. This email contains the teacher's login name and password.

Initial Login

After you have completed the initial teacher registration process, the main login page appears, as shown below:

In the future, you can go directly to the login page by entering the following web address: http://login.gradebookwizard.com. Note: Your school may have a custom web address for you to use instead of the main login page. Check with your school administrator.

Logging In

Enter the login name and password you chose as part of the teacher registration. If you have forgotten your password, click on the 'forgot your password?' link on the page. Your password will be emailed to the email account we have on record for you.

Setup Wizard

When you login for the very first time, a new account setup wizard is launched to take you through the steps involved in configuring your account. This only happens the first time you login to your account (although you can choose to re-run it manually at a later time.)
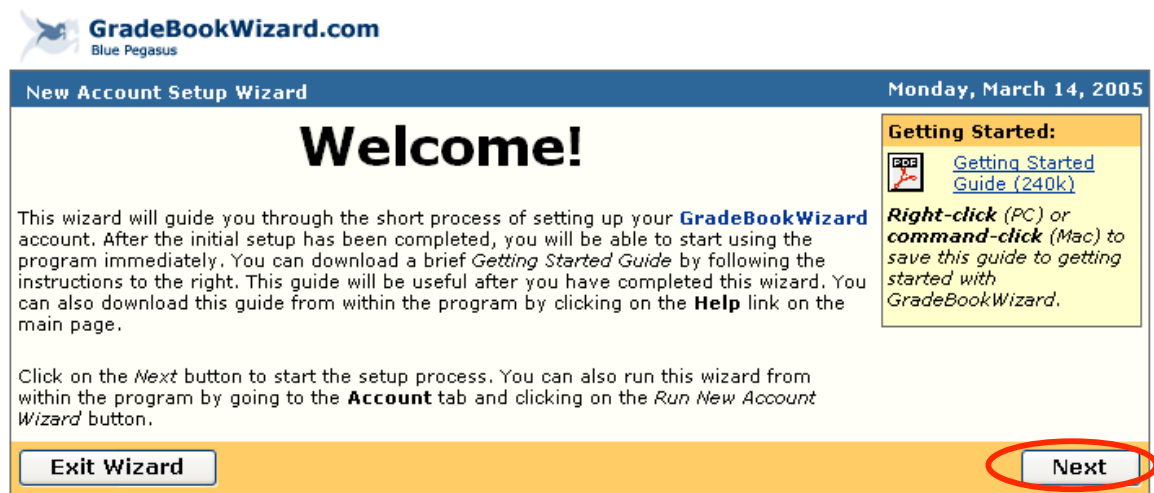
Click on the **Next** button to get started.

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Type of Account

The first step in the setup wizard is to establish the type of account you wish to create. There are two basic types of accounts in GradeBookWizard: one for *elementary school* teachers; and one for teachers at all higher grade levels. Choose the account type that is most appropriate for your situation.

With an *elementary school* account you are able to create multiple subjects for each of your classes. This eliminates the need to set up separate classes for each subject – and to copy students between these classes. However, the elementary school setting is <u>not</u> suitable if you have different students in most of your subjects, or if you teach at higher grade levels.

Select the type of account you wish to set up and then click on the **Next** button.

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Grade Calculation Methods

GradeBookWizard supports two different grade average calculation methods: *manual*; and *total points system* (points-based weighting.) If you choose the *manual* grading method, student grades are determined by averaging the **percentages** they have earned on all assignments either in the class as a whole or within a weighted category. You are able to specify how much assignments count toward students' grade averages by assigning a weighting to each assignment. By default, all assignments are considered equal. If you choose the *total points system*, student grades are computed by adding up how many **points** they have earned, for the class or within a weighted category, and dividing by how many points they could possibly have earned. This has the effect of making high-point value assignments more significant when computing grades. For instance, a 100-point assignment is worth twice as much as a 50-point assignment.

New Account Setup Wizard

Many teachers want to be able to control how much each individual assignment contributes to student grade averages. A popular method of doing this is called the **Total Points System** or *points-based weighting*. In this grading system, the total number of points a student earns on all assignments during a term are **added up** and then **divided** by the maximum possible number of points. The result is a percentage that translates into the student's grade.

If the *Total Points System* is not used, you can determine the worth of assignments by **manually** setting a **relative** or **absolute** weighting. A *relative* weighting is a **multiplier** that determines how much an assignment is worth in relation to other assignments. An *absolute* weighting uses a **percentage** to specify exactly how much of the student grade average comes from a specific assignment.

Which grading system you want to use is set on a **class by class** basis. On this page, you can select the **default** grading system to use when creating new classes. If you are unsure of what to select, or if you do **not want to use** assignment weighting, choose the *Manual* grading system.

Please select the default grading system to use from the list, below:

Grading System: Total Points System (Points-Based) Weighting

[Previous] [Next]

The selection you make on this page is only a **default**. You can set up some classes to use *manual* weighting and others to use *points-based* weighting. Choose the default grading system to use and then click on the **Next** button.

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Grade Period Setup

Grade periods are used when setting term (marking period) grades. They are also used to organize your gradebook so that you can easily get an overview of all assignments that you have created for a class during a specific timeframe. You can create any number of grade periods for your account.

Click on the **Next** button to launch the **Grade Period Setup** pages. Click on the **Skip** button to continue without setting up any additional grade periods.

Click on the **Add/Edit Grade Periods** button to set up a new grade period. If you need to update the *academic year*, select the current year and click on the **Set Year** button. It is important to do this <u>before</u> you start creating grade periods.

If other teachers have created grade periods that they have made public, you can view them by setting the **Show Available Public Grade Periods** checkbox. You can use a public grade period by selecting the **Use** checkbox for that row in the list of grade periods.

You can create two types of grade periods: *date ranges* and *exams*. *Date range* grade periods are the most common. They correspond to marking periods. They require a **start date** and an **end date**. When you create an assignment, it automatically will appear in all grade periods that include the assignment **due date**.

Exam grade periods do not specify a date range, just an **end date**. You would use exam grade periods for specific, special assignments such as semester exams. You must manually specify which assignments belong to an exam grade period. You only need to create exam grade periods if you need to be able to compute **semester** or **final** grades where a certain portion of the grade comes from a specific assignment, such as a final exam. For instance, you may require that student final grades be calculated by taking 40% of the 1st semester grade, 40% of the 2nd semester grade, and 20% from a final exam. In this case, you need two regular, *date range* grade periods for the two semesters, and an *exam* grade period for the final exam. Formulas are created on the *Report Cards* tab.

To create a new *date range* grade period enter a grade period name, start date, and end date on an empty row in the list of grade periods, shown below. To create an *exam* grade period, set the **Type** drop-down list to **Exam** and enter a name for the grade period along with an end date (the exam date).

Save Cancel Done

Note: Use the *Type* drop-down list to determine the kind of grade period you want to create - either a *Date Range*, corresponding to a marking period; or an *Exam*, corresponding to specific assignments such as finals exams. *Exam*-type grade periods do not require dates. Instead, you manually specify which assignments belong to *Exam* grade periods when you create the assignments.

Grade Period*	Academic Year	Type	Start Date	End Date	Make Shared	
Summer 2006	2006-2007	Date Range	6/2/2006	8/20/2006	☐	rename
1st nine weeks	2006-2007	Date Range	8/21/2006	10/20/2006	☐	rename
2nd nine weeks	2006-2007	Date Range	10/21/2006	1/12/2007	☐	rename
3rd nine weeks	2006-2007	Date Range	1/13/2007	3/17/2007	☐	rename
4th nine weeks	2006-2007	Date Range	3/18/2007	6/30/2007	☐	rename
	2006-2007	Date Range			☐	
	2006-2007	Date Range			☐	
	2006-2007	Date Range			☐	
	2006-2007	Date Range			☐	
	2006-2007	Date Range			☐	

Set the **Make Shared** checkbox if you want to allow other teachers to view and use your grade periods. They will not be able to make changes to them.

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Grade Scale Setup

GradeBookWizard allows you to grade using letter (or other descriptive) grades, or just numerical grades. Your account comes with four default grade scales. You can add additional grade scales, or edit the default scales. Please note that even if you choose to use only numerical grades, you still must have at least one grade scale defined – even though you may never use it.

Choose whether or not to use letter grades and then click on the **Next** button.

If you have chosen to use letter grades, the first **Grade Scale Setup** page will be displayed:

Click on the **Add New Grade Scale** button to set up a new grade scale, or click on a grade scale name to edit an existing grade scale.

You can view public grade scales by clicking on the **Show Available Public Grade Scales** checkbox. Select the **Use** checkbox to use a public grade scale, or make your own copy of it by clicking on the **Copy** button.

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To set up a new grade scale, provide a name for the grade scale and then enter each grade level as a row in the list of grade levels, as shown below. Each grade level consists of a **grade** (letter or other descriptive term), an optional **description**, a **minimum percentage** required to achieve that grade, and an optional **points** value that is used by some reports. Please note that all grade scales must have a **failing grade** with a minimum percentage of 0%. You can rename this grade to be something other than 'F'.

In the grade scale shown below, a student must score at least 90% in order to get an '**A-**'. A score of 73% corresponds to a '**C**' while a score of 83% corresponds to a '**B**'.

| Save | Cancel | Done |

Grade Scale

Grade Scale: *	Letter+ Grades
Owner:	testing_1
Description:	Standard Letter+ Grades (A-F with +/-) and typical grade percentages

☑ Use this Grade Scale
☐ Share this Grade Scale

Note: If you change the minimum score percentage for a grade level, existing student grades will **not** be affected, although you can recalculate them manually on the assignment grading page.

Grade*	Description	Minimum Score %*	Points
F	Failed grade	0.00	0
D-		60.00	1.00
D		63.00	1.50
D+		67.00	1.75
C-		70.00	2.00
C		73.00	2.50
C+		77.00	2.75
B-		80.00	3.00
B		83.00	3.50
B+		87.00	3.75
A-		90.00	3.90
A		93.00	4.00
A+		100.00	4.00

If you want to share your grade scale with other teachers at your school, set the **Share this Grade Scale** checkbox.

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Class Setup

The next step is to set up at least one class for you to get started with. Click on **Next** to go to the **Class Setup** pages.

The first page you see shows all classes you currently have created. Your list will be empty unless classes have been set up by your system administrator. In the screenshot below, we have four classes named 'Eng. Literature' in four different periods. Once you have a few classes created, you can decide how to sort them by selecting a value from the **Sort** drop-down list.

Click on the **Create New Class** button to go to the **Class Edit** page. If you want to edit an existing class, click on the class name in the list. There are two versions of the edit page, one for *elementary school* teachers, and one for all others. Both versions are shown on the following pages.

Middle school and higher grade level teachers see the following page:

Fields marked with a red asterisk (*) are required. All others are optional. Most fields have help information available if you hover the mouse cursor above them. For the drop-down lists in the *Grading Information* section, you can hold the mouse cursor above the question marks (**?**) for more information.

The *Class Information* section contains basic information about your class. Much of this will be shown on the class website. The *Grading Information* section specifies how you want to grade assignments associated with this class and how you want to set term, semester and final grades.

Select a **grade scale** to use when setting class grades. This will also be the default grade scale used for new assignments for this class. If you chose to use *points-based weighting* (total points system) earlier, the **Use Total Points System** checkbox will already be checked. You can uncheck or check it if you wish to override the default setting for this class.

When you are done, click on the **Save** and/or **Done** button (the **Done** button always does a save before dismissing the page.) You can set up additional classes by clicking on the **Create New Class** button.

Elementary school teachers have an additional section on their version of the class setup page:

The *Grading Information* section only shows the **Use Total Points System** checkbox. Below it, appears a *Class Subjects* section where you can enter the names of the subjects you teach your class. For each subject you must also select the default grading scale to use. You can leave the External ID field blank.

Fields marked with a red asterisk (*) are required. All others are optional. Most fields have help information available if you hover the mouse cursor above them.

Student Setup

Now that you have at least one class created, you can add students to it. Students are shared among all teachers at the same school. This allows students to access all of their classes with a single login. It also means that student information can be loaded centrally by your school administrator.

Click on the **Next** button to see the first **Student Setup** page. This page shows all students enrolled in your selected class.

Enter new student information on the blank rows in the grid. You can use the arrow keys on your keyboard, or the TAB key, to move around in the grid. You can enter as many students as you like at the same time. The *Alt. ID* field is an optional field that you can use to identify a student or group of students in your class besides the *Student ID* field. This field is not shared with other teachers who happen to have the same students in their classes. You can **copy** students from another class (yours, or another teacher's) by clicking on the **Copy from Class** button.

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When you add students to your class, the program will **search the database** to find matching student records at your school. If any are found, you will be asked to either select one of the matches, or create a new student record. Generally, you should <u>always</u> select a matching record if the name and student ID are correct.

If your system administrator has loaded the complete student roster using the *School Settings* pages, you only need to <u>enter the first few letters of each student's last and first name</u>, or the *Student ID*, and the program will locate the student record.

Once you click on the **Save** button, the program will search for matching students and you can select the student records to use, or create new student records.

Select which option to use for the matching student record(s) and then click on the **Save** button again.

If you accidentally create a new student record instead of using an existing one, remove the student from your class and then add her/him back again. This time, select the appropriate option from the list of matching students.

<u>**IMPORTANT NOTE:**</u> Do not rename students instead of dropping them from your class. For instance, if your student Sam leaves your class, but Billy joins instead, **<u>DO NOT</u>** rename Sam to be Billy. If you do, Billy will inherit all of Sam's grades, and any other teachers that have Sam in their classes will suddenly find him renamed to be Billy instead. If a student drops your class, remove that student and then add any new students.

Once you have finished the account setup wizard, you can come back to the **Student Setup** page to create **logins** for students and their parents.

Category Setup

Categories are an <u>optional</u> grading component. They are used to organize assignments. You can also assign weightings to categories. These weightings specify how much assignments belonging to each category contribute to student grade averages. You can use category weightings with both *manual* and *points-based* weighting of assignments.

By default you have four categories already created for you: *Class Work, Tests and Exams, Homework*, and *Projects*. You can modify these categories, or create additional categories. If you want to set up categories, click on the **Next** button to go to the first **Category Setup** page.

Your currently active categories are shown on the right side of the page in the *Selected Categories* list. Any additional categories you have defined but that are not yet being used (for the selected class/subject) are shown in the *Available Categories* list to the left.

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By default, all of your classes/subjects use the same categories. Weighted categories are disabled.

You can use **different** categories for each of your classes/subjects by unchecking the *Apply these settings to all my classes* checkbox and then clicking on the **Save** button (before you make any other changes to the page). If you want to use *category weightings*, make sure to set the selection list to *Enabled* and click **Save** (before making any other changes to the page).

Enter new category names by typing them into the *New Categories* text boxes on the left side of the page. Click on the **Save New** button to save them. This also has the effect of making your new categories appear in the list of *Available Categories* just above. Categories must have unique names – but they can still have different weightings in different classes/subjects.

To start using a category, select it in the list of *Available Categories* and then click on the **Copy->** button to move it over to the *Selected Categories* list on the right. To stop using a category, check its Remove checkbox in the list of *Selected Categories* and click on the **<-Remove** button to move it back to the list of *Available Categories*.

If you enable category weighting (see above) you will see two additional columns appear in the list of Selected Categories:

The total of category weights must add up to 100% for all of your classes. If this is not the case, you will see an error message in the gradebook when you attempt to grade your assignments.

Make sure that all of your categories have a weighting. You should not leave any weightings blank. Assign a value of zero instead (or remove it from the list of *Selected Categories* for that class/subject).

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Next Steps

After you have you have completed the account setup wizard, you arrive on the main page of the program – the *Home* page. You can always come back to this page from anywhere in the program by clicking on the little house or **Home** link that appears in the page header.

Click from any page to go to the Home page

Section Buttons

The white buttons with icons provide access to the different **sections** of GradeBookWizard. By default, you will always start in the *Gradebook* section.
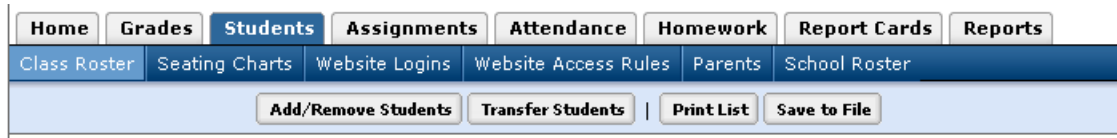

Tabs

The *Gradebook* section provides access to your gradebook, student records, assignments, attendance, check lists, report cards, and all reports. Each of these topics is represented by a tab on the page. Click on a tab name to go to that topic.

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Below the tabs is a light blue area. This area contains buttons that perform various actions depending on the tab you have selected.

Home	Grades	**Students**	Assignments	Attendance	Homework	Report Cards	Reports

Class Roster | Seating Charts | Website Logins | Website Access Rules | Parents | School Roster

Add/Remove Students | Transfer Students | | Print List | Save to File

QuickLinks

At the very top right corner of the page is a *Quick Links* drop-down list. You can use this drop-down list to quickly jump to any page in GradeBookWizard.

Quick Links: Go To...

Session Timer

The session timer shows the amount of time until you will be automatically logged out from GradeBookWizard. The timer will reset each time you click on a button or go to a different page of the program. When the timer runs down to five minutes a dialog box pops up warning you that your session will be terminated at a specific time. Click on the *OK* button in the dialog box to remain logged in.

16 min | Help |

Help

Many pages have additional help information available by clicking on the **Help** link. In a future release this link will provide access to the online manual.

The Gradebook Page

The *Gradebook* page is where you will be spending most of your time online with GradeBookWizard. You can create and grade assignments for all of your classes from this page.

The gradebook creates a spreadsheet where all assignments for the select class/subject and time frame appear as columns running across the page, while students and their grades are shown as rows. You can set the sort order for both students and assignments using the *Sort By* drop-down lists. The gradebook page automatically calculates an average grade for each student and displays it next to the student name. This average is for the selected grading period and class/subject.

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GradeBookWizard allows you to automatically generate messages and/or email to parents and students when students have missing assignments. You can select which notification method to use by selecting a value from the *Messages* drop-down list.

The gradebook supports two modes of grading: *single assignment* and *grade all*. In *single assignment* mode you grade an assignment by clicking on its **Grade** link (or notepad icon). This mode allows you to enter comments and use *phrase lists* (lists of comments you have defined) when grading.

In *grade all* mode, you can grade all assignments in your gradebook at once. This allows for quick grading, but without the benefit of *phrase lists* for comments. You must also use codes for special marks such as missing assignments or absences instead of selecting these values from a drop-down list.

Click on the **Help** link on the gradebook page for a complete description of all features of the gradebook and valid codes for entering grades and statuses.

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Creating Assignments

You can also use the gradebook to create assignments. Click on the green **New Assignment** button, or the **Create New** link in the *New Assignment* column (always the first column in the gradebook).

Enter an *assignment title* and *due date*; select a *category* and *grade scale* to use; and enter a *max score* (if you are creating a scored assignment, otherwise leave blank).

Once you are done, click on the **Save & Grade** button to save the assignment and immediately grade it – or click on the **Save & New** button to save the assignment and then create another new assignment.

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Other Setup Tasks

The following tasks should be completed once you have logged in:

1. Review your **account settings**. Click on the *Account* button to view your current settings. Click on the *Set Preferences* button to change account preferences. Click on the *Make Subscription Payment* button to become a paying subscriber.
2. Review your **grade periods**. Click on the *Setup* button, then the *Grading* tab. Add or modify grade periods to correspond to your marking periods and semesters.
3. Review your **categories**. Add or modify categories and enable category weightings if you want to use them. You can have different categories and category weightings for each of your classes.
4. Review your **grade scales**. Add or modify grade scales to suit your needs. You can use any number of grade scales.
5. Review and create **standards**. We have provided you with two sample standards (with rubrics) to use when grading assignments.
6. Create **comment lists**. If you have a list of comments that you use when grading assignments, you can set up a phrase list.
7. Create **class groups**. This option is only available if you chose the *Middle School* setting for your account. Class groups let you share assignments between similar classes. For instance, if you teach several 'Literature' classes in different periods, you can group them all in a 'Literature' group. When you create an assignment for the group it is automatically available to all classes that are members of the group.
8. Click on the *Gradebook* button to go back to the gradebook section.

If you change your mind about any of the settings or choices you make you can always go back and change them later. Feel free to experiment and try different settings to see what effect they have. If you like, you can set up a second 'play' class for yourself to use when testing your settings.

Further Information

For additional information about using GradeBookWizard, consult the online documentation. If you have any questions that you cannot find the answer to, please send an email to our support staff at: support@gradebookwizard.com. They are always happy to provide assistance.

Have fun using GradeBookWizard!