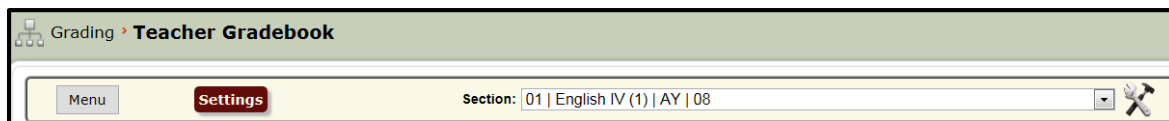




Settings Instructions

Teacher Gradebook Settings allow each teacher to select default settings for the Teacher Gradebook.

- **Grading > Teacher Gradebook >** 



Default Gradebook (Class) Selection:

This section allows the teacher to set the class and page to be displayed when the Teacher Gradebook section is selected from the menu.

Click the desired option.

Default Gradebook (Class) Selection

No Automatic Selection
 Automatically open current period's class
 Always open the following class

Display only Active Gradebooks. This will limit the Classes loaded at the top of the Gradebook to only Classes for the current term.

Default Menu Selection:

This section allows the teacher to select the page to be displayed when the Teacher Gradebook is opened. The page used most frequently should be selected as the default value.

Select the desired option.

Default Menu Selection

Roster

Grades Display:

This section allows the teacher to select the number of decimals to be displayed in the Teacher Gradebook. This displays only in the Teacher Gradebook. It does not display in any report, nor does it affect the calculation of the term average.

It also allows the teacher to set an option to display assignments within the Class Scores page in ascending or descending order based on the assignment's date.

Select the desired options.

Grades Display Round all grades to <input type="text" value="0"/> decimal places. This will not affect the calculation of the term average, just the displaying of the grade in your gradebook. Display Assignments on the Class Scores page in <input type="radio"/> Ascending <input checked="" type="radio"/> Descending order.

Assignment Defaults:






This section allows the teacher to enter the default values to display when a new assignment is created. The values used for most assignments should be entered as the default values.

Type and select the desired options.

Assignment Defaults Passing Score: <input type="text" value="64"/> Reset Passing Score to Policy Default. Possible Points: <input type="text" value="100"/> Bonus Points: <input type="text" value="0"/> Default Grade: <input type="text" value="NM"/>
--

Colors:

This section allows the teacher to set the colors of grades to be displayed on the Class Scores page. Type the desired grade value in the text field and select the corresponding color in the color grid.

Colors (This text represents an example of why to choose a color that gives high contrast.)
Display Numeric Grades Less Than or Equal To: <input type="text"/> In  <input type="text"/> (example)
Display Numeric Grades Greater Than or Equal To: <input type="text"/> In  <input type="text"/> (example)
Display Alpha Grades Equal To: <input type="text"/> In  <input type="text"/> (example)
Display Alpha Grades Equal To: <input type="text"/> In  <input type="text"/> (example)
Display Alpha Grades Equal To: <input type="text"/> In  <input type="text"/> (example)

Once all default values have been selected click the **Save** button.