

Star\_Student  
Teacher Portal

Grade Book

# Gradebook

To access the teacher grade book for each class, Click on the **Gradebook** link beside the appropriate class.

Teacher Schedule										Customize	About					
Name: COSTER, FRANK Department: ENGLISH Homeroom: <a href="#">101</a> 9TH GRADE HOMEROOM 101																
School	PD	Start	End	Sem	Course	Sec Name	Room	Days	Load							
CHS	01	08:00	08:40	FY	112CHS 001	ENGLISH 10	101	MTWRF	8	<a href="#">Roster</a>	<a href="#">Attendance</a>	<a href="#">Gradebook</a>	<a href="#">Interims</a>	<a href="#">Grades</a>	<a href="#">Evaluations</a>	<a href="#">Seating</a>
	02	08:45	09:25	FY	108CHS 002	ENG 9 HONORS	101	MTWRF	5	<a href="#">Roster</a>	<a href="#">Attendance</a>	<a href="#">Gradebook</a>	<a href="#">Interims</a>	<a href="#">Grades</a>	<a href="#">Evaluations</a>	<a href="#">Seating</a>
	02	08:45	09:25	FY	109CHS 002	ENGLISH 9	101	MTWRF	11	<a href="#">Roster</a>	<a href="#">Attendance</a>	<a href="#">Gradebook</a>	<a href="#">Interims</a>	<a href="#">Grades</a>	<a href="#">Evaluations</a>	<a href="#">Seating</a>
	03	09:30	10:10	FY	115CHS 002	ENGLISH 11	101	MTWRF	9	<a href="#">Roster</a>	<a href="#">Attendance</a>	<a href="#">Gradebook</a>	<a href="#">Interims</a>	<a href="#">Grades</a>	<a href="#">Evaluations</a>	<a href="#">Seating</a>
	04	10:15	10:55	FY	DUTY	LUNCH			0							
	05	11:00	11:40	S1	120CHS 001	SAT VERB PREP	101	MTWRF	3	<a href="#">Roster</a>	<a href="#">Attendance</a>	<a href="#">Gradebook</a>	<a href="#">Interims</a>	<a href="#">Grades</a>	<a href="#">Evaluations</a>	<a href="#">Seating</a>
	05	11:00	11:40	S2	120CHS 002	SAT VERB PREP	101	MTWRF	2	<a href="#">Roster</a>	<a href="#">Attendance</a>	<a href="#">Gradebook</a>	<a href="#">Interims</a>	<a href="#">Grades</a>	<a href="#">Evaluations</a>	<a href="#">Seating</a>
	06	11:45	12:25	FY	DUTY	PREPARATION			0							
	07	12:30	13:10	FY	108CHS 001	ENG 9 HONORS	101	MTWRF	1	<a href="#">Roster</a>	<a href="#">Attendance</a>	<a href="#">Gradebook</a>	<a href="#">Interims</a>	<a href="#">Grades</a>	<a href="#">Evaluations</a>	<a href="#">Seating</a>
	07	12:30	13:10	FY	109CHS 001	ENGLISH 9	101	MTWRF	9	<a href="#">Roster</a>	<a href="#">Attendance</a>	<a href="#">Gradebook</a>	<a href="#">Interims</a>	<a href="#">Grades</a>	<a href="#">Evaluations</a>	<a href="#">Seating</a>
	08	13:15	13:55	FY	122CHS 002	CREATIVE WRITE	101	MTWRF	8	<a href="#">Roster</a>	<a href="#">Attendance</a>	<a href="#">Gradebook</a>	<a href="#">Interims</a>	<a href="#">Grades</a>	<a href="#">Evaluations</a>	<a href="#">Seating</a>
	09	14:00	14:40	FY	122CHS 001	CREATIVE WRITE	101	MTWRF	0	<a href="#">Roster</a>	<a href="#">Attendance</a>	<a href="#">Gradebook</a>	<a href="#">Interims</a>	<a href="#">Grades</a>	<a href="#">Evaluations</a>	<a href="#">Seating</a>

## Teacher Gradebook

**Teacher Gradebook** has a list of students, current **Average**, last posted **Grade**, and **Extra Points** field to add points, then a column for each assignment.

### Teacher Gradebook

Class: 112CHS-001 (ENGLISH 10) Period: 01 Teacher: COSTER, FRANK MARKING PERIOD 1 (07/01/09-08/31/09) Go

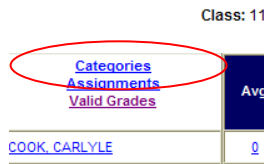
	Avg	Grade	Extra Pts.	CLASS PA	BOOK REP	HOMEWOR	CLASS PA	QUIZ 1	HOMEWOR	CLASS PA	HOMEWOR
				08/04	07/31	07/28	07/25	07/23	07/21	07/18	07/14
				10	100	10	10	100	10	10	10
				CLASS PA	BOOK REP	HOMEWOR	CLASS PA	QUIZ	HOMEWOR	CLASS PA	HOMEWOR
<a href="#">BLAINE, MATTHEW</a>	100	C- M		10	100	10	10	100	10	10	10
<a href="#">CARNE, CHRISTOPHER</a>	5	D M		10							
<a href="#">FELTON, DAVID</a>	5	D M		10							
<a href="#">KINNON, JENNIFER</a>	5	C M		10							
<a href="#">RAJA, JAMES</a>	5	A M		10							
<a href="#">REYNOLDS, CHRISTINE M</a>	5	C M		10							
<a href="#">SMITH, MARY J</a>	5	B- M		10							
<a href="#">ADAMS, JACK</a>	91	B M		8	90	9	9	90	10	10	10
<a href="#">BARNES, TYLER</a>	5	B M		10							
<a href="#">PHILLIPS, PHILLIP</a>	5	F		10							

To manage the **Teacher Gradebook**, teachers should use the **Categories**, **Assignments**, and **Valid Grades** links in the upper left hand corner of the gradebook.

## Categories

Before entering assignments in the grade book, teachers must create grade *Categories* and assign values to each. To set up categories, click the *Categories* link in the upper left portion of the grade book. Once the categories are set teachers can add their assignments.

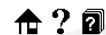
### Teacher Gradebook



To create *Class Categories*:

1. Click in a blank row.
2. Choose the correct *Marking Period* from the dropdown menu. (The current grading period will be the only option.)
3. Enter a category abbreviation in the *Category* column.
4. Enter a brief description in the *Description* column.
5. Indicate whether the assignment category will be total points or percentage in the *Grading Type* column.
6. In the *% of Grade* column, indicate the percentage of the overall grade that this category will count in grade calculations. (The total of this column should be 100%. An error message will appear if this total is not 100%.)
7. You may have the grade book drop the lowest grade in this category for each student by indicating *yes* in the *Drop Lowest Grade* column.
8. The *Valid Grade Table* should be set to DEFAULT VALID GRADES.
9. Click on *Submit Gradebook Categories*.

### Class Categories



Class: 122CHS-002 (CREATIVE W) Period: 08 Teacher: COSTER, FRANK

Marking Period	Category	Description	Grading Type	% of Grade	Drop Lowest Grade	Valid Grade Table
MARKING PERIOD 1	P	PROJECTS	Total Points	100	No	DEFAULT VALID GRADES

Total Row Count in Report - 1

Submit Gradebook Categories

To **Copy** the grading categories to subsequent grading periods of the current class:

1. Select appropriate Marking Period from the drop down box beside **Copy**.
2. Select other individual marking periods or **All Marking Periods** in the dropdown box beside **Go**.
3. Click **Go**. This will set the same grading categories for the other marking periods.

Total Row Count in Report - 1

**Submit Gradebook Categories**

Click in a blank row to **ADD** a new category;  
Blank out value in Category field to **DELETE** existing category;  
Make sure to hit **Submit Gradebook Categories** button above to commit changes;

Copy  Categories to ALL Marking Periods

Copy 122CHS-002 Categories to

112CHS-001 PD:01 Sem:FY (ENGLISH 10)	<input type="button" value="Go"/>
108CHS-002 PD:02 Sem:FY (ENG 9 HONO)	
109CHS-002 PD:02 Sem:FY (ENGLISH 9 )	
115CHS-002 PD:03 Sem:FY (ENGLISH 11)	
120CHS-001 PD:05 Sem:S1 (SAT VERB P)	<input type="button" value="Go"/>

To **Copy** all of these categories to the grade book for other classes:

1. Select the appropriate classes from the list and click **Go**. (You may select more than one class at a time by holding the Ctrl button and clicking each desired class.)

# Assignments

After the categories are created for a marking period, assignment grades may be entered. To enter assignments click on *Assignments* in the upper left hand corner of the Teacher Gradebook.

## Teacher Gradebook

Class: 112CHS-001 (ENGLISH 10) Period: 01 Teacher: COSTER, FRANK MARKING PERIOD 1 (07/01/09-08/31/09) Go

<a href="#">Categories</a> <a href="#">Assignments</a> <a href="#">Valid Grades</a>	Avg	Grade	Extra Pts.	CLASS PA	BOOK REP	HOMEWOR	CLASS PA	QUIZ 1	HOMEWOR	CLASS PA	HOMEWOR
				08/01	07/31	07/28	07/25	07/23	07/21	07/18	07/14
				10	100	10	10	100	10	10	10
				CLASS PA	BOOK REP	HOMEWOR	CLASS PA	QUIZ	HOMEWOR	CLASS PA	HOMEWOR
BLAINE, MATTHEW	100	C+ M		10	100	10	10	100	10	10	10
CARNEY, CHRISTOPHER	5	D M		10							
FELTON, DAVID	5	D M		10							
KINNON, JENNIFER	5	C M		10							
RAJA, JAMES	5	A M		10							
REYNOLDS, CHRISTINE M	5	C M		10							
SMITH, MARY J	5	B- M		10							
ADAMS, JACK	91	B M		8	90	9	9	90	10	10	10
BARNES, TYLER	5	B M		10							
PHILLIPS, PHILLIP	5	F		10							

Before adding an assignment, confirm that you are in the correct *Marking Period*(MP)

## Class Assignments



Class: 112CHS-001 (ENGLISH 10) Period: 01 Teacher: COSTER, FRANK MARKING PERIOD 1 (03/01/09-07/31/09) Go

Marking Period	Date	Display Order	Points	Category	Description	Extra Credit	Weight
MARKING PERIOD 1	07/07/2008	001	10	HOMEWORK	HOMEWORK 1	No	
MARKING PERIOD 1	07/11/2008	002	10	CLASS PARTICIPATION	CLASS PARTICIPATION 1	No	
MARKING PERIOD 1	07/14/2008	003	10	HOMEWORK	HOMEWORK 2	No	
MARKING PERIOD 1	07/18/2008	004	10	CLASS PARTICIPATION	CLASS PARTICIPATION 2	No	
MARKING PERIOD 1	07/21/2008	005	10	HOMEWORK	HOMEWORK 3	No	
MARKING PERIOD 1	07/23/2008	006	100	QUIZ	QUIZ 1	No	
MARKING PERIOD 1	07/25/2008	007	10	CLASS PARTICIPATION	CLASS PARTICIPATION 3	No	
MARKING PERIOD 1	07/28/2008	008	10	HOMEWORK	HOMEWORK 4	No	
MARKING PERIOD 1	07/31/2008	009	100	BOOK REPORT	BOOK REPORT 1	No	
MARKING PERIOD 1	07/31/2008	010	10	CLASS PARTICIPATION	discuss	No	
MARKING PERIOD 1							

To add an *Assignment*:

1. Select the current *MARKING PERIOD*
2. Click in *Date* box and enter appropriate date. (This is the due date for the assignment. **A blank space for the student's grade on or after this date is calculated as a zero.**)  
\*Note: Subsequent boxes will be populated with the default; change as needed.
3. Enter the number of *Points* for the assignment
4. Select the assignment *Category*
5. Enter a brief *Description* of the assignment
6. Indicate whether it is an *Extra Credit* assignment or not (extra credit assignments can not lower student's grade)
7. If the assignment will be weighted more than 1, then indicate in the *Weight Box*.
8. Click on *Submit Gradebook Assignments*

Total Row Count in Report - 10

Submit Gradebook Assignments

*Assignments* continued:

**Class Assignments**



Class: 112CHS-001 (ENGLISH 10) Period: 01 Teacher: COSTER, FRANK MARKING PERIOD 1 (03/01/09-07/31/09) Go

Marking Period	Date	Display Order	Points	Category	Description	Extra Credit	Weight
MARKING PERIOD 1	07/07/2008	001	10	HOMEWORK	HOMEWORK 1	No	
MARKING PERIOD 1	07/11/2008	002	10	CLASS PARTICIPATION	CLASS PARTICIPATION 1	No	
MARKING PERIOD 1	07/14/2008	003	10	HOMEWORK	HOMEWORK 2	No	
MARKING PERIOD 1	07/18/2008	004	10	CLASS PARTICIPATION	CLASS PARTICIPATION 2	No	
MARKING PERIOD 1	07/21/2008	005	10	HOMEWORK	HOMEWORK 3	No	
MARKING PERIOD 1	07/23/2008	006	100	QUIZ	QUIZ 1	No	
MARKING PERIOD 1	07/25/2008	007	10	CLASS PARTICIPATION	CLASS PARTICIPATION 3	No	
MARKING PERIOD 1	07/28/2008	008	10	HOMEWORK	HOMEWORK 4	No	
MARKING PERIOD 1	07/31/2008	009	100	BOOK REPORT	BOOK REPORT 1	No	
MARKING PERIOD 1	07/31/2008	010	10	CLASS PARTICIPATION	discuss	No	
MARKING PERIOD 1							

To delete an *Assignment*:

1. Delete the due date beside the assignment that you wish to delete. Then click ***Submit Gradebook Assignments.***

Total Row Count in Report - 10

**Submit Gradebook Assignments**

To **AutoFill** assignment grades:

1. Select the assignment from the dropdown box beside **AutoFill Assignment**.
2. Enter the grade to AutoFill in the **with grade of** box.
3. Click **Go**.

This will give everyone in that class the indicated grade on that assignment

The screenshot shows two dropdown menus. The first is labeled "AutoFill Assignment" and is circled in red. To its right is a text box labeled "with grade of:" followed by a "Go" button. The second dropdown menu is labeled "Copy Assignment" and is also circled in red. It is open, showing a list of course/section numbers: "108CHS-001 PD:07 Sem:FY (ENG 9 HON )", "108CHS-002 PD:02 Sem:FY (ENG 9 HONO)", "109CHS-001 PD:07 Sem:FY (ENGLISH 9 )", "109CHS-002 PD:02 Sem:FY (ENGLISH 9 )", and "115CHS-002 PD:03 Sem:FY (ENGLISH 11)". To the right of this list is a "Go" button. An arrow points from the text "To AutoFill assignment grades:" to the "AutoFill Assignment" dropdown. Another arrow points from the text "To Copy an assignment to other grade books:" to the "Copy Assignment" dropdown.

To **Copy** an assignment to other grade books:

1. Select the assignment you would like to copy from the drop down box beside **Copy Assignment**.
2. Select the grade book(s) to copy to for the list in the box beside **to**. (You may select more than one grade book by holding the Ctrl key while selecting with the mouse.)
3. Click **Go**.

This will copy the assignment to selected grade books. You then go to that grade book to enter the student grades for that assignment.

To enter grades:

1. Click in the box beside a student name in the column for the assignment.
2. Enter the number or letter grade for the assignment.
3. Navigate to the next student by pressing enter, or the down arrow key on the keyboard.
4. Navigate to the next assignment for a student by pressing the Tab key or appropriate arrow key on the keyboard.

\*Grades will be calculated according to the rules set up in the categories in the teacher's gradebook. If a letter grade is entered the grade will be calculated based on the numerical equivalent set in the valid grades table. (This has been set on a district level.)

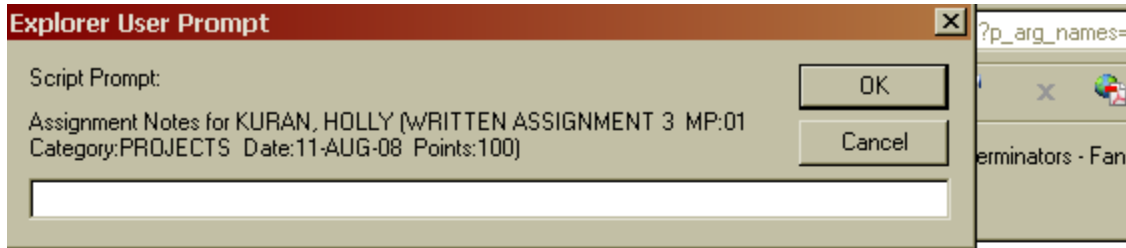
### Teacher Gradebook

Class: 112CHS-001 (ENGLISH 10) Period: 01 Teacher: COSTER, FRANK MARKING PERIOD 1 (07/01/09-08/31/09) Go

Categories Assignments Valid Grades	Avg	Grade	Extra Pts.	CLASS PA	BOOK REP	HOMEWOR	CLASS PA	QUIZ 1	HOMEWOR	CLASS PA	HOMEWOR
				08/01	07/31	07/28	07/25	07/23	07/21	07/18	07/14
				10	100	10	10	100	10	10	10
				CLASS PA	BOOK REP	HOMEWOR	CLASS PA	QUIZ	HOMEWOR	CLASS PA	HOMEWOR
<a href="#">BLAINE, MATTHEW</a>	100	C- M		10	100	10	10	100	10	10	10
<a href="#">CARNEY, CHRISTOPHER</a>	5	D M		10							
<a href="#">FELTON, DAVID</a>	5	D M		10							
<a href="#">KINNON, JENNIFER</a>	5	C M		10							
<a href="#">RAJA, JAMES</a>	5	A M		10							
<a href="#">REYNOLDS, CHRISTINE M</a>	5	C M		10							
<a href="#">SMITH, MARY J</a>	5	B- M		10							
<a href="#">ADAMS, JACK</a>	91	B M		8	90	9	9	90	10	10	10
<a href="#">BARNES, TYLER</a>	5	B M		10							
<a href="#">PHILLIPS, PHILLIP</a>	5	F		10							

To **add a comment** about an assignment for a student:

1. Double-click on the grade entered. A pop-up box will appear.
2. Type the message in the pop up box.
3. Click **OK**.



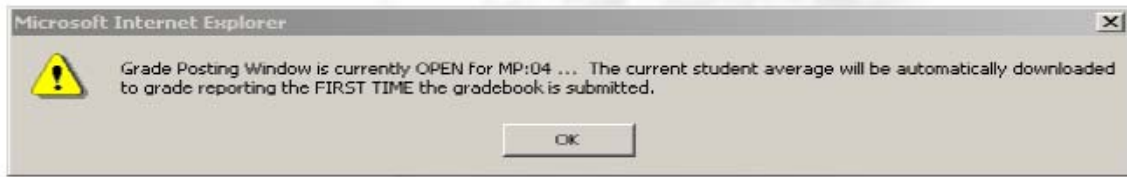
## Teacher Gradebook

Class: 122CHS-002 (CREATIVE W) Period: Teacher: COSTER, FRANK

<a href="#">Categories</a> <a href="#">Assignments</a> <a href="#">Valid Grades</a>	Avg	Grade	Extra Pts.	<a href="#">WRITTEN</a> <a href="#">08/11</a> 100 <a href="#">PROJECTS</a>	<a href="#">WRITTEN</a> <a href="#">07/28</a> 100 <a href="#">PROJECTS</a>	<a href="#">WRITTEI</a> <a href="#">07/14</a> 100 <a href="#">PROJECT</a>
<a href="#">COOK, CARLYLE</a>	<a href="#">16.67</a>	C ▾ M		50		
<a href="#">DILL, JONATHAN</a>	<a href="#">21.67</a>	D ▾ M		65		
<a href="#">GAINES, HENRY W</a>	<a href="#">29.33</a>	B- ▾ M		88		
<a href="#">KURAN, HOLLY</a>	<a href="#">31.67</a>	C- ▾ M		95		
<a href="#">MALKIEWICZ, AMANDA J</a>	<a href="#">11</a>	B ▾ M		33		
<a href="#">REED, CHRYSTAL</a>	<a href="#">8.33</a>	C+ ▾ M		25		

## To Submit Grades:

When the user clicks on **Submit Grade Book Assignments** the changes will be saved in the gradebook. For the grades to be entered into the official record the grades must be submitted while the Grade Posting Window is open.



When the Grade Posting Window opens, a message is displayed to announce the window is now open. **THIS WINDOW IS SET BY THE GUIDANCE OFFICE.** The gradebook averages will be automatically downloaded to the student's grade record in Star Student *the first time you click the submit button.* If a grade is changed after submitting during the grading window, the teacher must click the **Update Gradebook** button under the **Grade** column. (*The Update Grades button only appears when the Grade Posting window is open.*) The column labeled **Avg** is the current average of all the assignment grades. The column labeled **Grade** is the grade that was downloaded to the Star Student grade record (that Guidance currently has.)

If a grade is changed *after* the grading window closes the teacher must contact the school's guidance office to have that grade changed in the student record and on the student's report card.

## Teacher Gradebook

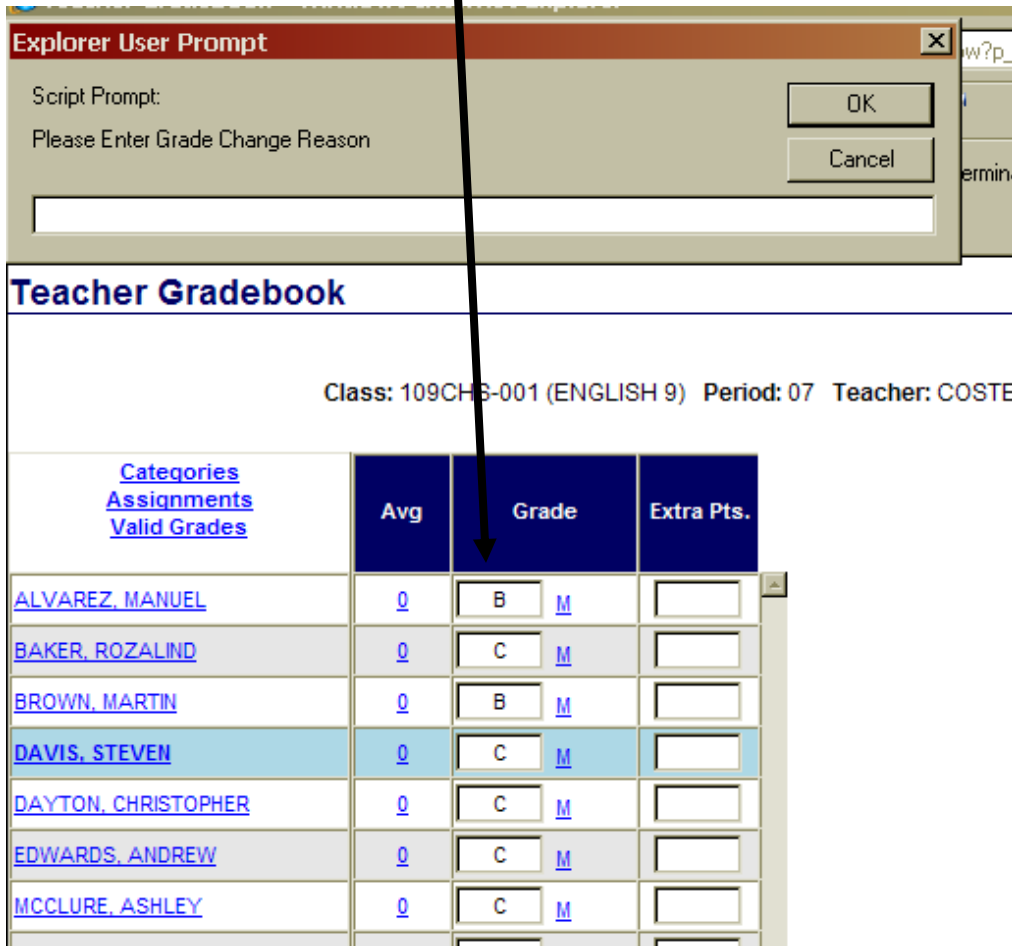
Class: 112CHS-001 (ENGLISH 10) Period: 01 Teacher: COSTER, FRANK MARKING PERIOD 1 (07/01/09-08/31/09) Go

Categories Assignments Valid Grades	Avg	Grade	Extra Pts.	CLASS PA	BOOK REP	HOMEWOR	CLASS PA	QUIZ 1	HOMEWOR	CLASS PA	HOMEWOR
				08/01 10 CLASS PA	07/31 100 BOOK REP	07/28 10 HOMEWOR	07/25 10 CLASS PA	07/23 100 QUIZ	07/21 10 HOMEWOR	07/18 10 CLASS PA	07/14 10 HOMEWOR
BLAINE, MATTHEW	100	C+ M		10	100	10	10	100	10	10	10
CARNEY, CHRISTOPHER	5	D M		10							
FELTON, DAVID	5	D M		10							
KINNON, JENNIFER	5	C M		10							
RAJA, JAMES	5	A M		10							
REYNOLDS, CHRISTINE M	5	C M		10							
SMITH, MARY J	5	B- M		10							
ADAMS, JACK	91	B M		8	90	9	9	90	10	10	10
BARNES, TYLER	5	B M		10							
PHILLIPS, PHILLIP	5	F M		10							

The **"M"** next to the **Grade** column indicates the student's average is different from the Star Student grade record. This is corrected by clicking **Submit Gradebook**, or **Update Grades** during the Grade Posting Window.

**To Submit Grades** continued:

If a student's grade is changed manually in the **Grade** column after the first submission within the Grade Posting Window, the teacher will be prompted to enter a reason for the grade change. Simply type a reason into the pop-up box and click **OK**. Then click **Update Gradebook**.



The screenshot shows a 'Teacher Gradebook' window for Class: 109CHS-001 (ENGLISH 9) Period: 07 Teacher: COSTE. The gradebook table has columns for 'Categories Assignments Valid Grades', 'Avg', 'Grade', and 'Extra Pts.'. The 'Grade' column contains dropdown menus with 'B' and 'M' visible. An 'Explorer User Prompt' dialog box is overlaid on top, with the text 'Script Prompt: Please Enter Grade Change Reason' and 'OK' and 'Cancel' buttons. A black arrow points from the 'Grade' column of the table to the dialog box.

<a href="#">Categories</a> <a href="#">Assignments</a> <a href="#">Valid Grades</a>	Avg	Grade	Extra Pts.
<a href="#">ALVAREZ, MANUEL</a>	0	B M	
<a href="#">BAKER, ROZALIND</a>	0	C M	
<a href="#">BROWN, MARTIN</a>	0	B M	
<a href="#">DAVIS, STEVEN</a>	0	C M	
<a href="#">DAYTON, CHRISTOPHER</a>	0	C M	
<a href="#">EDWARDS, ANDREW</a>	0	C M	
<a href="#">MCCLURE, ASHLEY</a>	0	C M	

**Comments and notes may be added that will appear on the students' report cards and progress reports.**

The screenshot displays two overlapping browser windows. The primary window, titled 'Teacher Gradebook', shows a table for Class 122CHS-002 (CREATIVE W) Period: 08. The table has columns for 'Categories', 'Assignments', 'Valid Grades', and 'Comments'. Student names listed include COOK, CARLYLE; DILL, JONATHAN; GAINES, HENRY W; KURAN, HOLLY; MALKIEWICZ, AMANDA J; REED, CHRYSYAL; REED, CLARISSE; and RODRIGUEZ, HERNANDO. An 'Averages' row shows a score of 0. A scroll bar at the bottom left of the table is highlighted with a black arrow. The secondary window, titled 'Comment Code List', provides a list of 98 comment codes, such as '01 - Excellent academic performance', '02 - Shows leadership ability', '03 - A pleasure to have in class', '04 - Recommend advanced course', '05 - Shows marked improvement', '06 - Works well with others', '90 - Does not meet potential', '91 - Homework incomplete/not done', '92 - Does poorly on tests', '93 - Disturbing/disruptive behavior in class', '94 - Unexcused absences/tardies', '95 - Does not participate in class', '96 - Does not follow directions', '97 - Does not follow dress code', and '98 - Does not work well with others'.

The scroll bar at the bottom left of the gradebook will reveal the *Comments* and *Notes* columns.

To enter *Comments*:

1. Select a comment from the drop down box, or type in the appropriate comment number.
2. Click **Submit Gradebook** or **Update Gradebook**.

To enter *Notes*:

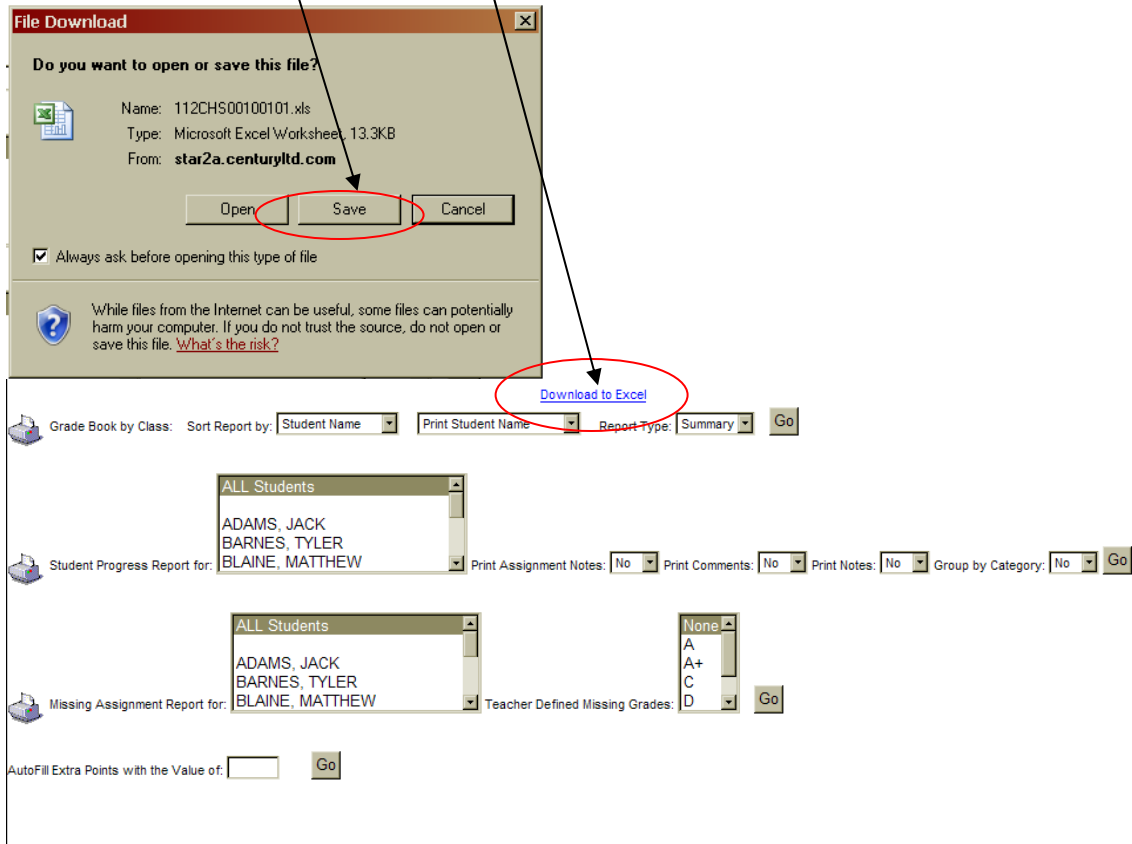
1. Click in the box in the *Notes* column and type the notes. (There is a limit of 250 characters for a combination of “canned” and narrative comments. Notes can be typed in Word (or other word processor) then pasted into the notes box.)
2. Click *Submit Gradebook* or *Update Gradebook*.

<a href="#">Categories</a> <a href="#">Assignments</a> <a href="#">Valid Grades</a>		Notes
<a href="#">OK, CARLYLE</a>	▼	
<a href="#">... JONATHAN</a>	▼	
<a href="#">NES, HENRY W</a>	▼	
<a href="#">RAN, HOLLY</a>	▼	
<a href="#">...KIEWICZ, AMANDA J</a>	▼	
<a href="#">ED, CHRYSTAL</a>	▼	
<a href="#">ED, CLARISSE</a>	▼	
<a href="#">DRIGUEZ, HERNANDO</a>	▼	
<b>Averages</b>	0	

**At the bottom of the grade book page there are options to print or export gradebook to Excel.**

To export the Gradebook to Excel:

1. Click on the ***Download to Excel*** link.
2. Choose the ***Save*** in the box that pops up.



To Print Reports:

1. Choose a Report to print. The three reports to print are:
  - ***Gradebook by Class***
  - ***Student Progress Report for***
  - ***Missing Assignment Report for***
2. Choose criteria in subsequent drop-down boxes.
3. Click ***Go***.

The ***Student Progress Report*** and the ***Missing Assignment Report*** options can be printed for individual students or entire classes.

## Defining Valid Grades (Read-Only)

The valid grades for MCPS will be set at the district level. This link allows teachers to review the District Grading scale. The one adjustment teachers can make to this table is to color code grades when they appear in the gradebook. To Change the color code of grades in the gradebook, teachers simply pick a color beside a grade in the color column. Then click *Submit Teacher Valid Grades*.

### Teacher Valid Grades



Class: 115CHS-002 (ENGLISH 11) Teacher: COSTER, FRANK

Grade Type	Description	Alpha Grade	Numeric Equivalent	Low Num	High Num	Color	Use in Calculation
***	DEFAULT VALID GRADES	A	95				Yes
***	DEFAULT VALID GRADES	A+	99				Yes
***	DEFAULT VALID GRADES	A-	91				Yes
***	DEFAULT VALID GRADES	B	85				Yes
***	DEFAULT VALID GRADES	B+	89				Yes
***	DEFAULT VALID GRADES	B-	81				Yes
***	DEFAULT VALID GRADES	C	75				Yes
***	DEFAULT VALID GRADES	C+	79				Yes
***	DEFAULT VALID GRADES	C-	71				Yes
***	DEFAULT VALID GRADES	D	67				Yes
***	DEFAULT VALID GRADES	F	32				Yes
***	DEFAULT VALID GRADES	I	0				Omit (Adjust Divisor)
***	DEFAULT VALID GRADES	O	0				No

Total Row Count in Report - 6

Submit Teacher Valid Grades