

1st Quarter
 Sample Class
 Thursday, September 28, 1995

Gradekeeper®

* Student		Bulgar-Intaire Proble 10 post	Sprog- Activit 10 post	Tooth- Proble 25 post	Gypsy Activit 10 points	Chapter 7 Homework Homework 45 points	Chapter 7 Test Tests 100 points	Quarter Final Final Ev. amc
1 Albright, Amy	95% A	10	9	23	10	45	94	
2 Bravado, Barbara	79% C+	7	6	18	9	35	79	
3 Cunningham, Cathy	92% A-	9	8	24	10	45	88	

Electronic Gradebook Program



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Technology Integration Facilitators

Blount County Schools

Maryville, TN

www.blountk12.org

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#	Student	Blount County Elementary School 10 points	1	2	3	4	5	6
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Blount County
Elementary School
10 points
Spring Special
Activities
10 points
Tests
Finals
25 points
Gypsy
10 points
Chapter 7 Homework
Homework
45 points
Chapter 7 Test
Tests
100 points
Quarter Final
Final Exam

Initial Set-up

Download the set-up file:

- ◆ Open **Netscape**, and go to **www.Gradekeeper.com**
- ◆ Scroll down to the bottom and click **Download**
- ◆ Scroll down, and click **Download Gradekeeper for Windows**
- ◆ You should see the **Save As** window. If not, it may be hiding behind the **Netscape** window. Click the **Minimize** button “_” in the upper right corner of the Netscape window. **DO NOT** click the “x” (that will close **Netscape** and the download will not work)!
- ◆ At the **Save As** window, click the down arrow at the end of the **Save in:** box, then scroll up and click **Desktop**
- ◆ You will see **gk522** (or **gk522.exe**) in the **File name** box (or something similar; by August there may be an updated version)
- ◆ Click **Save**, and wait for the file to download
- ◆ Close **Netscape**

Install Gradekeeper

- ◆ *Double-click* the **gk522** (or **gk522.exe**) icon on your desktop
- ◆ At the **Gradekeeper Setup** window, click the **Next** button at each of the next 4 screens, then click **Finish**
- ◆ *Right-click* the **gk522** (or **gk522.exe**) icon on your desktop, and click **Delete** (answer **Yes**) to remove the setup icon from your desktop (don't forget to empty your recycle bin)
- ◆ **Gradekeeper** can be opened by *double-clicking* the shortcut icon on the desktop (*Right-click* to delete this icon on your school computer if you don't want such easy access - files can also be password-protected); or, click the **Start** button, move the mouse to **Programs**, then over to the **Gradekeeper** folder, then over and click the **Gradekeeper** icon
- ◆ At the **Shareware** box, click **Enter Code**; the **Name** and **Registration Code** must be entered *exactly* as shown – **Name:** *Blount County Elementary School*
Registration Code: *634944* (yes, they made a “typo” when they typed “Blount”);
- ◆ Maximize the window, and you are ready to start;

Set Gradebook Options

Set up the **Gradebook Options** first, then create your classes; it takes a few minutes, but these options only have to be set up once, instead of having to do it for each class individually; of course, individual options can be set up or changed later, after the classes are created;

- ◆ Under **Gradebook** on the menu bar, select **Gradebook Options**
- ◆ **School Year** – Click in each box to set up the dates for the 4 grading periods, using the format shown; be sure dates do not overlap; Dates for the **2001-2002** school year are as follows:

1 st Nine Weeks	8/6/2001 - 10/5/2001
2 nd Nine Weeks	10/22/2001 - 12/20/2001
3 rd Nine Weeks	1/7/2002 - 3/19/2002
4 th Nine Weeks	4/1/2002 - 5/31/2002

- ◆ *Do not* click **OK**; click the other tabs at the top of the **Gradebook Options** window and make any necessary changes;
- ◆ **Categories** – different categories can be set up for grades; they can be used to compute grades or simply to organize assignments; grades can be weighted by percent, and the computer will do all the calculations. Up to 10 categories can be set, but make sure the total weight adds to 100. Categories can still be used, even if all grades count the same. See **Extra Credit** p. 5 for info on giving extra credit points. Under **Compute grades using** mark **category weights** if you set up categories and you want grades to be weighted by percent, or **total points earned** if all grades count the same.
- ◆ **Grading** – Make the correct choices about final exams and rounding. The lowest score can be dropped from any category, but it is better to wait until the end of the grading period to mark this option; otherwise, it continually affects the grades as they are added to the gradebook, and this can be confusing; dropping the lowest score at the end allows you to better see the difference it makes; however, it will have to be done for each individual class;
- ◆ **Letter Grades** – set the lowest number grade a student can make and still earn each letter grade; if you do not wish to use +’s and –’s, delete the letter and numbers from those boxes. Blount County’s grading scale is as follows:

A	93	C	77
B	85	D	70

- ◆ **Attendance** – if you choose to use the attendance feature of the gradebook, edit the codes if necessary;
- ◆ When all choices have been made, click **OK**
- ◆ Under **Reports**, on the menu bar, set up **Report Options**. These can be adjusted later for individual classes.

Create a Class

- ◆ It's a good idea to create a homeroom class; then you can always print a blank gradebook to record grades by hand, use as a check-sheet, etc.
- ◆ Click the words *school*, type in the correct information, and press **Enter**; for *subject*, type *Homeroom* (or another class name) and press **Enter**; type your name the way you want it to appear on reports and press **Enter**;
- ◆ Click in the first name box to type a student's name; all caps may show up better on reports; if you type last name first, names can be sorted in alphabetical order under **Edit** → **Sort by Name**

Save a Class

- ◆ Think about where to save the class files and what to name them; class files can be saved directly to a floppy disk, or they can be saved to the computer and backed up on a floppy disk; **Note: only create each class once for the year!! Do not create new files each nine weeks!!**
- ◆ **Saving to the computer's hard drive or the server (F drive) – Advantages:** the program will run faster; there is less chance of losing class files; **Disadvantages:** classes can be opened more easily, but can be password protected (**Gradebook** → **Gradebook Password**); classes must be saved to a floppy disk to take home (but class files should be backed up regularly anyway as a safeguard – directions will follow); after grades have been added at home, files must be backed up on the floppy disk and copied to replace your files on your school computer. **Note:** Grades cannot be added at home and at school and then merged into two files. Only one set of files can be worked on at a time.
- ◆ **Saving to a floppy disk – Advantages:** classes cannot be opened unless the floppy disk is in the disk drive; disk can be carried between school and home if **Gradekeeper** is downloaded on a home computer (use the same name and registration code); **Disadvantages:** the program will run slower when working from a floppy; **Floppy discs go bad!** If you only save to a floppy disk, use more than one and swap back and forth;
- ◆ **Saving a class for the first time to the computer –** under **File**, click **Save As...** (**Save As...** will be used is the *first* time each class is saved); **My Documents** should appear in the **Save in:** box at the **Save As** window; class files can be saved here, or to your folder on the server (**F: drive**), To create a **Gradebook** folder, click the **Create New Folder** button; type the folder name, then click away from it; the folder should still be highlighted; click the **Open** button; click to put the cursor in the **File Name** box and type *Homeroom* (or the class name); then click the **Save** button; notice the file name on the title bar changes;



- ◆ **Saving a class for the first time to a floppy disk** – under **File**, click **Save As...** (**Save As...** will be used is the *first* time each class is saved); In the **Save As** window, click the down arrow at the end of the **Save in:** box, and click **3½ Floppy (A:)**; click to put the cursor in the **File Name** box and type the class name; then click the **Save** button; notice the file name on the title bar changes;

Create Other Classes

This procedure may seem a little confusing, but it will save a lot of time. You will not have to start from scratch creating each new class. Once this *initial* class has been set up, other classes can be created from it. If you are a self-contained teacher, all you have to do is save each class with a different name (like Reading, Math, etc.) and then change the subject name on the gradebook page. If you have different groups of students, you will also have to change the students' names; but you should never have to type a list of student names more than once!

- ◆ To create a new class, under **File**, click **Save As...** (**Save As...** will be used is the *first* time each class is saved); In the **Save in:** box at the **Save As** window, you should see the place you have chosen to save your class files (**My Documents**, a **Gradebook** folder, or **3½ Floppy (A:)**); click to put the cursor in the **File Name** box, delete the previous class name and type the new class name (like Reading, Math, 1st period Science, etc.); then click the **Save** button; notice the file name on the title bar changes; now click on the subject name on the gradebook page, and type the correct subject name; then click **Save** under **File**, or **Ctrl + S**; Students names can be changed as necessary.
- ◆ Follow this same procedure for each new class: **File** → **Save As...** → new *file name* → **Save** button → new *subject* name on gradebook page → **Ctrl + S**; create the classes with the homeroom students first; if you teach some classes with a different group of students, create one of these classes, and change the subject on the gradebook page *and* the names of the students, then *save* (**Ctrl + S**); then use **Save As...** to create the other classes with theses same students;
- ◆ If you teach more than one group of students, you might want to save a “blank” class of each group you teach (like the Homeroom class); then you will be able to print a blank gradebook for recording grades by hand, etc.
- ◆ Once separate class files have been created, any changes, like adding or deleting students, will have to be made and saved to each individual class file;

Using Gradekeeper

Add Assignments and Grades

- ◆ Click in the area above the assignment number; the cursor will blink after the word **Assignment:** on the left side of the gradebook page (where the date is); type the assignment name and press **Enter**; type the first letter of the correct category and it will appear, and press **Enter**; type the point value of the assignment and press **Enter** (every assignment does not have to equal 100; **Gradekeeper** allows you to be more flexible with your grading options and does the calculations for you);
- ◆ The cursor will be flashing in the first box ready for you to type the grade and press **Enter**; once an assignment and points have been added, the grade averages automatically drop until the grades are entered;
- ◆ **Incomplete or excused assignments** – Leaving the box *empty* for an assignment grade will average like a “0”; typing an “i” will record an “inc” (for *incomplete*) and not count against the average; typing an “e” will record an “ex” (for *excused*) and not count against the average;
- ◆ Assignments do not have to be added in order; columns can be skipped; just click in the space above the number where you want to add the assignment;
- ◆ Print a hard copy when you add new grades – it never hurts to have a backup (for more about printing, see **Print Reports**)
- ◆ **Gradekeeper** will usually remind you, but be sure to **Save (Ctrl+S)** when you add to or make changes in your class files;

Move or Delete Assignments

- ◆ Assignments can be moved by *clicking-and-dragging* on the assignment number (the cursor changes to a hand) and moving it to the desired spot (other assignments will move over automatically); grades and info will move along with the assignment number;
- ◆ Assignments can be deleted by clicking on the assignment info above the number and pressing the **Delete** key, then press **Enter**; answer **Yes** to the *Delete* question;

Extra Credit

- ◆ Click the assignment name field in an empty column; enter the assignment name, type an “e” for the Extra Credit category; and give a point value; enter a score for each student in the class who gets extra credit points;
- ◆ If a student does not do the extra credit, their grade will not be affected; it can be left blank, or a “0” can be given;
- ◆ When grades are computed using total points earned, extra credit increases the total points earned but does not increase the total points possible.

- ◆ When grades are computed using category weights, extra credit assignments improve the grade in proportion to the weight you assigned to the Extra Credit category (this weight would be over and above the total 100 percent). For example, if you give Extra Credit a weight of 10, it will improve the grade by 10%.

Adding, Moving, Dropping, or Deleting Students

- ◆ To **add** a student to a class, click in the next empty name box and type the new student's name
- ◆ To **move** a student's name, *click-and-drag* the number in front of the name (the cursor changes to a hand) and move it to the desired spot (other names will move down automatically); grades will move along with the student's name;
- ◆ To **move** a student's name and grades to a different class, click on the number in front of the name to highlight the row; under **Edit** on the menu bar, click **Cut** (keyboard short-cut, **Ctrl+X**); open the other class where you want to move the student and click on the number of the first blank name box to select the row; under **Edit** on the menu bar, click **Paste**, (**Ctrl+V**)
- ◆ To **drop** a student, *click-and-drag* the number in front of the name (the cursor changes to a hand) and move it to the first empty spot at the end of the student names (other names will move up automatically); grades will move along with the student's name, but the word *Dropped* will appear where the average should show;
- ◆ To **delete** a student, click on the student's name, click the **Delete** key, and press **Enter**; answer **Yes** to the *Delete* question;

Print Reports

Several different reports can be printed from the **Gradekeeper** program. Click on **Reports** on the menu bar, and click on the desired report.

- ◆ To print a **Gradebook** report, click **Print** under **File** on the menu bar (**Ctrl+P**); **Gradekeeper** will only put 7 assignments on a page;
- ◆ **One idea:** keep a paper scratch copy of your grades on a blank gradebook until you get 7 grades entered for a class, then print; keep printed gradebook reports in a notebook with dividers; once you get seven more grades, print again, but only print page 2; this will save paper and ink; remember, the average on p. 1 will not be accurate; and no printed average stays accurate once a new grade has been added to a class;
- ◆ Before printing, you might want to check the **Report Options (Reports → Report Options)**; click the box in front of any option to check or uncheck it;
- ◆ **Class Grades** report – gives the students averages for each grading period; it can show the semester and yearly average; print this report at the end of each grading period to do report cards;

- ◆ **Student Scores** report – individual reports of a student’s grades for a grading period; will also show averages for other grading periods and can show attendance (like number of absences, etc.) if you are keeping these records on the computer; great for progress reports in the middle of the grading period; a signature line can also be added;
- ◆ Go to **Reports** on the menu bar and click on **Student Scores**; scroll down to see each student’s information, page by page; **File** → **Print (Ctrl+P)** will print every student’s report;
- ◆ **To find the student scores report for a particular student**, click the right mouse button in the window; click the student you want from the pop-up menu
- ◆ **To print the student scores report for a single student**, choose **Print** from the **File** menu; in the **Print Range** area, choose the **Pages** option; the first and last pages to print the individual student’s report will already be set up; click **OK** to print;
- ◆ To get back to the **Gradebook** page, go to **Reports** on the menu bar and click on **Gradebook**

Open a Class

- ◆ Click on **Start** → **Programs** → **Gradekeeper folder** → **Gradekeeper** to open the **Gradekeeper** program; under **File**, click **Open**; **My Documents** should appear in the **Look in:** box in the **Open** window; if you see your files, click to select the one you want, then click the **Open** button; if you have saved your files in a gradebook folder, *double-click* it, then select the class you want and click the **Open** button; if you have saved your files to a floppy disk, put the disk in the disk drive, click the down arrow at the end of the **Look in:** box, click on **3½ floppy (A:)**, select the class you want and click the **Open** button;
- ◆ Another way to open the **Gradekeeper** program is to open a file directly; if your classes are saved to your computer, *double-click* the **My Documents** folder on the desktop; if you see your classes listed, *double-click* to open one; if you see your Gradebook folder, *double-click* to open it, then *double-click* the class you want; if your classes are saved to a floppy disk, put the disk in the disk drive; *double-click* the **My Computer** icon on the desktop; *double-click* **3½ floppy (A:)**, then *double-click* to open a class;
- ◆ **If Gradekeeper is already open** and you want to open another class, click **Open** under **File** on the menu bar, find and select the class you want to open, and click the **Open** button;

Moving between Grading Periods

- ◆ Under **Gradebook** on the menu bar, click the grading period you want to view; **Note: you do not have to set up new classes for each grading period! Use one class file for the whole year!!**

- ◆ You can also get a blank gradebook for a class by moving to a new grading period and printing; this will only work until you get to the fourth nine weeks;

Backup Gradekeeper Files

To avoid the risk of losing your grades at the worst possible time, you should always keep a backup of your gradebook on another disk.

- ◆ Insert a floppy disk into your disk drive
- ◆ Open **My Documents** (and your **Gradebook** folder if necessary); click the right mouse button on each class; choose **Send To** from the pop-up menu that appears; choose **3½ Floppy** from the sub-menu that appears;

Important note: after the first time you back up files to a floppy, you will be warned that these files already exist and asked if you want to replace them; you should click the **Yes to All** button.

Work on Gradekeeper at School and at Home

You can download the Gradekeeper program on your home computer using the same directions. The software license gives you rights to have it at home as well as at school. Register using the same **Name** and **Registration Code**.

- ◆ **Remember**, you cannot add grades at home and at school and then merge the two files. You can only work on one set of files at a time, and unless you are working only from a floppy disk, you must copy the updated files before adding anything new.
- ◆ If you save your grades to a floppy disk, then you simply carry it back and forth and always open the classes from the floppy; remember, however, there are some **disadvantages**: the program will run slower when working from a floppy; **Floppy discs go bad!** If you only save to a floppy disk, use more than one and swap back and forth;
- ◆ If you save your grades directly to your computer, you still need to back them up to a floppy disk for safety's sake; follow the above directions; you will need to copy the class files to your home computer, then back them up again to the floppy to bring them back to school; you will then have to copy the files from the floppy disk to your school computer before working on them again; remember, with all this copying, you will be warned that these files already exist and asked if you want to replace them; you should click the **Yes to All** button;

Computer Security Update

To avoid the problem of having students, subs, etc. getting into grades, files, or other stuff, you should follow some basic steps:

- Save your Gradekeeper files and other documents to your folder on the server; then delete them from your computer. (Backup important files to a floppy and put in a safe place)
- Set a password for Gradekeeper (**Gradebook – Gradebook Password** on the menu bar)
- Log off and/or shut down your computer at the end of the day – if you leave it on and logged in under your name, anyone can get to your file on the server
- If you feel your server password has been compromised, you can set another password by contacting Keith Earley at 55-2160 or earleyk@blountk12.org
- Leann Hicks (55-2156 or hicks1@blountk12.org) can change your email password