# Grade Book Editor

The Grade Book Editor is where all assignment information is set up and where all grades are stored. This is the portion of the Grades tab that teachers will spend the most time using. From within the Grade Book Editor, teachers may add new assignments, edit existing assignments, enter grades for assignments, and print reports per student or per class.

| ENGLISH 9 [Period 3] [1,2,3,4,5] | Info | Roster | Attendance | Grades | Alerts | Seating Chart |

View: Grade book editor   Jump to: ENGLISH 9 [Period 3][1,2,3,4,5]

	Avg	Student	Short Story Q...	Short Story P...	Presentation	Homework #1	Exam 1	Homework #2	Exam 2
1	87.41	Anders, Samuel	85 []	90 []	[]	175 []	B []	85 []	[EX]
2	86.39	Baily, James	85 []	98 []	[]	175 []	B []	85 []	78 []
3	88.16	Broderick, Brynn	70 [EX]	90 []	[]	175 []	B []	85 []	[EX]
4	89.14	Broussard, Jonathan	85 []	89 []	[]	175 []	B []	85 []	95 []
5	85.73	Button, Patricia	85 []	85 []	[]	175 []	B []	85 []	84 []
6	85.31	Claypool, Abigail	81 []	90 []	[]	175 []	B []	85 []	81 []
7	87.31	Clerk, David	85 []	90 []	[]	175 []	B []	85 []	87 []
8	85.64	Clerk, Nina	85 []	74 []	[]	175 []	B []	85 []	91 []
9	81.56	Dickson, Brigid	85 []	90 []	[]	175 []	B []	85 []	64 []

Depending on your screen settings, the number of assignments visible on your screen will vary. Simply click the bottom right corner and drag to resize. Additionally, you may click the Menu button in the grade book toolbar and select "Full screen" to show only the editor on the screen.

Columns can also be resized at any time. Click the line in the upper right corner of the column header and drag it to resize.

Exam 1
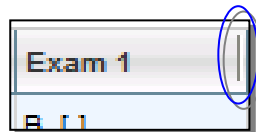
Users may click in any cell to edit grades. A green triangle in the top corner of a cell indicates that the value has changed. The triangle indicator will be removed once changes have been saved to the grade book.

95 [ ]

To navigate between cells in the editor, users may click with a mouse or use a keyboard. When using the keyboard, use Tab to move right, Shift+Tab to move left, Enter to move down, and Shift+Enter to move up. Moving into a cell using this method allows the user to edit the grade for that cell.

Assignments in the Editor View

Hover over an assignment title to see details about that assignment. This will display the assignment title, the total number of points it is worth, the category short name ("HW" for example), and the assignment date.

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Each assignment has its own menu with assignment specific buttons, available by clicking on the assignment title.

The following buttons are available for each assignment:

- Edit 📝 button – allows you to edit the assignment details and, if available, apply those changes to multiple grade books.

- Delete ❌ button – allows you to delete the assignment from the grade book. This will delete all related student grades as well.

- Mass Entry 📋 button – applies the grade entered in that field to that assignment for all students.

- Print 🖨 button – allows you to print the Assignment Report for that assignment.

- Sort 🔀 button – sorts

Entering Daily Assignment Grades

1. To enter grades one by one, simply click in a cell and type in a grade (or select it from the drop-down if not using numeric grades for that assignment). Use the mouse or the keyboarding shortcuts to navigate to other cells and enter additional grades.

2. To enter the same grade for every student, click the assignment title to access the Mass Entry 📋 button from the assignment drop-down menu and use one of the following methods:

   A. C"lick the Mass Entry button first, then enter the grade in the resulting dialog box. When you click OK, the grade will appear for each student.

   B. Enter the grade in the first grade field, press the Enter button, then use the assignment drop-down to click once on the Mass Entry button. You will see all the fields fill in with that grade

3. To recalculate student averages and save grades you've entered, click the Save 💾 button from the bottom toolbar. All changes will be applied to the grade book and student averages will be updated in the Editor.

Note: The "Avg" column will always display the student's average for the assignments currently being displayed in the editor. This means the average shown will change based on selected assignment filters.

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Using Attributes

When Attributes are used (or available), these are displayed within brackets in each cell. If no attributes are configured for the grade book, this does not show.

If no attributes have been selected yet for a cell, the cell will display an empty set of brackets ("[ ]"). To select an attribute, click on the brackets and select the appropriate attributes using the checkboxes provided.

When attributes are configured with point or percent adjustments, applying an attribute will cause the student's grade book average to be recalculated to account for the adjustment once the grade book is saved.

The Grade Book Editor Toolbar

The Grade Booked Editor includes a toolbar at the bottom of the screen where users may click to access menus with additional options.


Menu

Click on the Menu button to view additional view options. These checkboxes control the information that displays on the screen and are all checked by default.

Current options include:

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- Show Inactive Students

- Show Selected Student (to show only a single student, click in the row for that student and select this option)

- Show Skill Set Averages (if using skill set grading, this option allows teachers to specify which skill set averages to display)

- Show Attributes

- Show Student ID

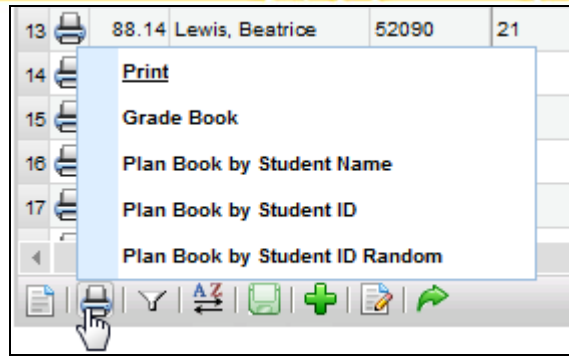- Full screen (shows the grade book editor in full-screen mode)
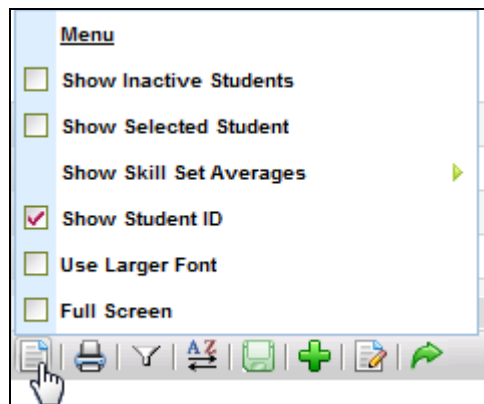
Reports

Click the Reports button to view available grade book reports, and click on any report to run it. The report will open in a new window. Available reports include the following:

- **Grade Book** (prints the Grade Book Report for the entire class)

- **Plan Book by Student Name** (the report will display student names, and students will be sorted alphabetically in ascending order by Student Name (Last Name, First Name)

- **Plan Book by Student ID** (the report will display Student ID numbers instead of names, and students will be sorted in ascending order by Student ID)

- **Plan Book by Student ID Random** (the report will display student ID numbers instead of names. The students will be displayed in random order, regardless of name or ID number)

See the section on Grade Book Editor Reports for more information on each of these reports.

Note: Running reports from within the Grade Book Editor produces a quick report that does not use a prescreen. To run with additional options, navigate to the Grade Book Reports view, select the appropriate report and configure options as appropriate.

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Filter

The assignments in the Grade Book Editor can be filtered by Category, Subject, Marking Period, and/or Skill Set, depending on the options defined by your district. To set a filter, click the Filters button, click on the desired filter type, and select the appropriate filter criteria..

Note: To use multiple filters at the same time, you must select one type of filter first, then click the Filters button and select the other filter.
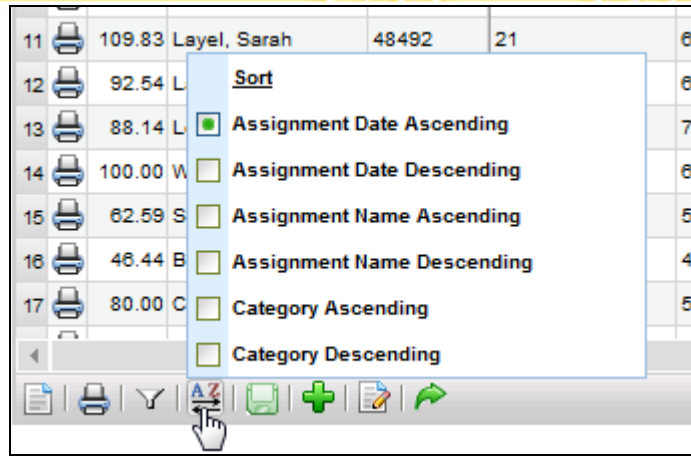

Note: The "Avg" column will always display the student's average for the assignments currently being displayed in the editor. This means the average shown will change based on selected assignment filters.

Sort

Grade Book assignments can be sorted by assignment date, by assignment name, or by category. To apply a sort, click the Sort button and select the appropriate sort option.

*Note:* Assignments are sorted horizontally in the grade book editor.

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Save/Add/Done Buttons

Changes to the Grade Book can be saved by clicking the Save 🖫 button at the bottom. This will also cause all student averages to be refreshed.

The Add ➕ button allows teachers to add assignments individually, while the Batch Edit Assignments 🖉 button will allow users to add, edit, and/or delete multiple assignments from a single screen.

To exit the Grade Book Editor and return to the user's **My Home > Classes** tab, click the Done 🡒 button. A prompt will appear asking for confirmation; click OK to save changes before exiting (this will save all changes and any saved settings as listed below) or click cancel to discard all changes and settings.
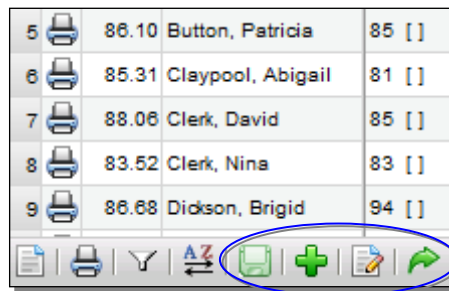
When a grade book is saved, the following settings are maintained for the user:

- Menu > Show Inactive Students

- Menu > Show Student ID

- Menu > Show Attributes

- Menu > Show Skill Set Averages

- Menu > Use Larger Font

- Menu > Full Screen

- Height and width of the Grade Book Editor window

- Filter > Subject, Skill Set, or Category filter selections

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After saving changes, these settings will be maintained for each user individually and will be reflected across all of that user's grade books. Because these settings are saved for each user and not for each grade book, users accessing a grade book either by assuming a faculty identity or as a substitute will continue to see their own settings reflected, rather than those of the user who last saved the grade book.

Add Assignments

Assignments are the actual tasks students will be graded on. Each assignment must be named, have a designated point value, have a date and a marking period designation, and be linked to a category. For information on how to add multiple assignments at one time, refer to the Batch Add/Edit Assignments section.

1. To add a single assignment, click the Add Assignment ✚ button found in the grade book toolbar at the bottom of the screen.

		Avg	Student	Short Story Q...	Short Story P...	Presentation	Homework #1	Exam 1	Homework #2	Exam 2
1	🖶	87.41	Anders, Samuel	85 []	90 []	[]	175 []	B []	85 []	[EX]
2	🖶	86.39	Baily, James	85 []	98 []	[]	175 []	B []	85 []	78 []
3	🖶	88.16	Broderick, Brynn	70 [EX]	90 []	[]	175 []	B []	85 []	[EX]
4	🖶	89.14	Broussard, Jonathan	85 []	89 []	[]	175 []	B []	85 []	95 []
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8	🖶	85.64	Clerk, Nina	85 []	74 []	[]	175 []	B []	85 []	91 []
9	🖶	81.56	Dickson, Brigid	85 []	90 []	[]	175 []	B []	85 []	64 []

2. The screen will refresh with entry fields where you can define this assignment.

English 10 [Period 3] [A,B]   Info   Roster   Attendance   **Grades**   Alerts   Seating Chart

Jump to: English 10 [Period 3][A,B] ▼ ❓

Name: Quiz - 1

Points: 100

Date: 9/24/2009

Marking Period: M2 ▼

Category: Quiz ▼

☑ Include in average

A. **Name** (free-text, required, up to 50 characters): Enter an assignment Name (such as "take home project" or "chapter 3 quiz" etc.). Only the first 15 characters will display on the Grade book editor screen, but the whole name will appear when you mouse over it. The name should be specific. More than one assignment may be added with the same name, provided they are assigned to different dates. Each assignment must have a unique name and date combination.

B. **Points** (required): number of points this assignment is worth. If a single entry field appears, it assumes you are only entering numeric values. If you do not see the Points options you require for setting up your

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assignments, contact your district's school**tool** liaison. Depending on your district's preferences, you may see two (2) radio button options for Points:

    i.   Numeric (required, numeric): If selected, a numeric field appears. The point value must be 1 or greater, unless your district allows zero-point assignments.

    ii.   Other (drop-down: select from a district-defined group of options, such as rubric scales, pass/fail, alpha scales, etc.

    C.   Date (required, date field, defaults to current date): you may use this field for the date assigned or the date due. Use the pop-up calendar to select the date, or enter the date manually using the mm/dd/yyyy format. This date is only used to help you organize and track your assignments.

Note: If you add all of your assignments on the same day and do not change the date field, they will appear in alphabetical order by assignment name.

    D.   Marking Period (required, drop-down): Select a marking period from the drop-down. This designation is used to tie an assignment to the selected marking period. All averages will be calculated based on marking period designations (rather than dates). This is also used to determine which assignment scores are included when submitting marking period and/or progress report grades, to determine the average shown on the **My Home > Grades** tab, and the assignments that are shown on a student's **My Home > Assignments** tab.

    E.   Category (required, drop-down): You should see a list of all the categories you added to this grade book. This value will default to the first value in the list.

3.   Decide whether to include this assignment in student averages. The "Include in average" check box is checked by default; simply uncheck it by clicking once, and this assignment will not be included in averages. An example might be an assignment that measures participation which has no actual score; you might give each student who attended a 1 out of 1, but choose not have this impact the overall class average.

4.   Decide whether to allow parent access through the parent portal to this assignment. The Allow parent access is not checked by default; simply check the box by clicking once and this assignment will be viewable to a parent when accessing schooltool.

Note: The Allow parent access check box only appears if your district allows public access to schooltool.

5.   When you have finished building this assignment, save your work using either method A or B below:

    A.   If you wish to add another assignment after this one, click once on the Save Assignment and add another ✚ button. The first assignment will be saved, and the tab will refresh allowing you to add another assignment.

    B.   If you wish to add only this assignment, and return to the grade book, click once on the Save assignment and return to grade book 💾 button. Use this button when you have finished adding assignments. In this example we will save and return to the grade book.

6.   Repeat these steps for each assignment in this grade book.

7.   When you have finished adding assignments, return to the Grade book editor View area (finish adding your assignment and click the Save and return to grade book 💾 button, OR click the Return to grade book without saving 🔴 button in the upper right corner of the assignment area).

8.   Save your entire grade book. Click once on any of the Save grade book changes 💾 buttons found in the upper portion of the Grade book editor View in the Grades tab to save the assignment(s) to the grade book.

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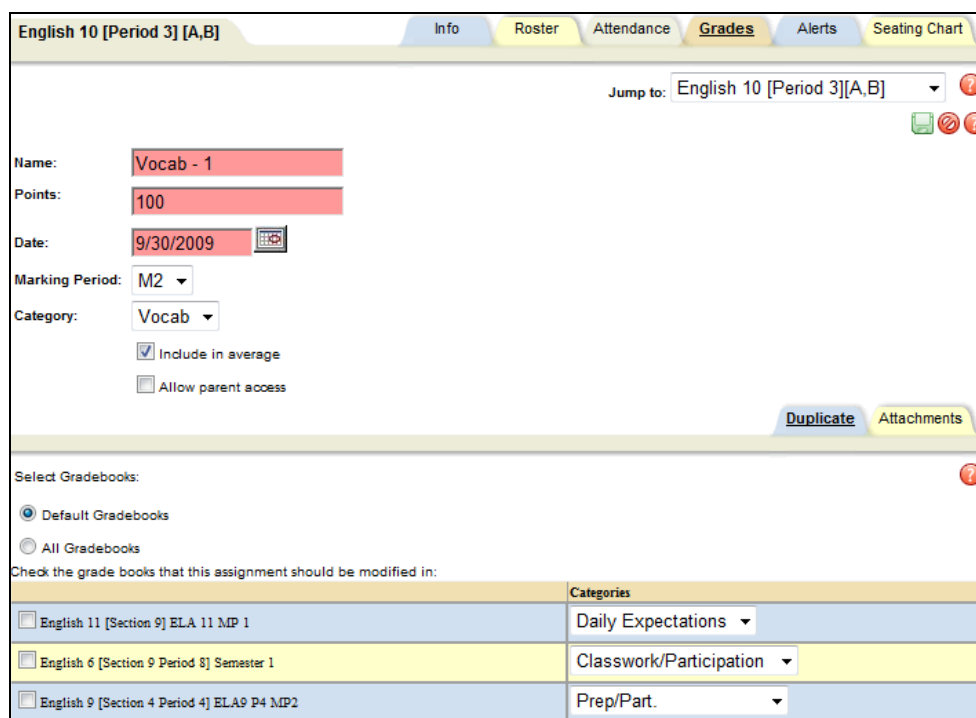
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Add Assignments to Multiple Grade Books

Often it will be necessary to add assignments during the marking period, after your grade books have been set up. School**tool** allows users to add a new assignment at any time, and to add a single assignment to multiple grade books (if multiple grade books exist) at the same time.

Note: You must have at least one grade book to use this procedure.

1. To create an assignment, navigate to the Grades tab and click once on the Add assignments ✚ button in the grade book toolbar. The tab will refresh with entry fields for the new assignment, as well as the Duplicate tab, along the bottom of the assignment area.

Note: If you do not see the Duplicate tab, it means you do not have any other grade books to copy this assignment to.

2. Enter the assignment details: Name, Points, Date, Marking Period, Category, whether this will be included in averages or not and whether to allow parent access.

3. Use the Duplicate tab to add this assignment to one (or more) of your existing grade books for other sections/courses. Click once in the check box to the left of the name of each grade book that should also have this assignment added to it.

Note: Use the radio button to toggle the list of available grade books between only those defined as a "default" grade books or all grade books for all courses in the current year.

4. Use the Categories drop-down list at the right of each grade book row to put the assignment in the correct category. (Remember, grade books can each have their own categories, so you will need to choose the appropriate category per grade book.)

Note: You can also add an attachment to the assignment by clicking on the Attachment tab and using the browse button to locate and upload the attachment.

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5. Select the Save assignment and return to the grade book ⬜ button (upper right corner of the Grades tab) to save the new assignment to this grade book and to each grade book checked on the Duplicate tab.

Note: To verify that the new assignment has been added to the other selected grade books, you can review each grade book.

Attachments Tab

Any number of files, and any file type, may be added to an assignment.

1. To add attachments to an assignment, click on the Attachments tab.
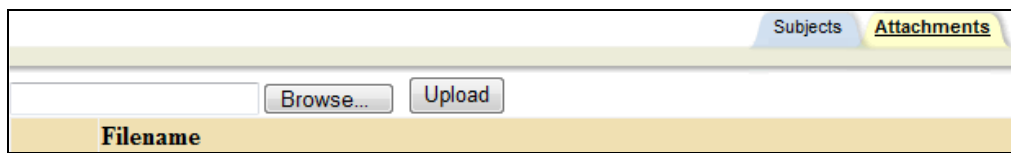
2. Click the Browse button and locate the file to attach.

3. Click Upload to attach the file to the assignment. You must upload the file for the attachment to be added.

4. The uploaded file will appear in the list of attached files when the upload is completed.
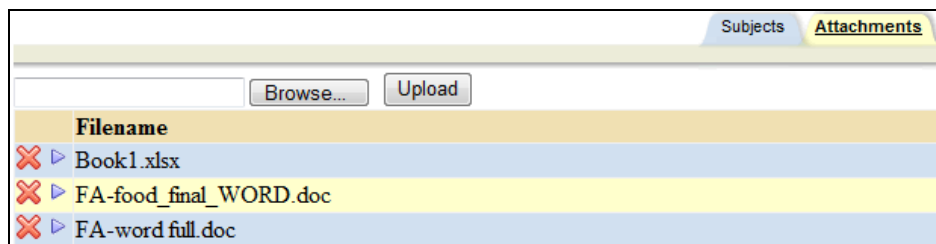
5. Once an attachment has been added to an assignment, you may click the Select ▷ button to open the file or the Delete ✖ button to remove it.

6. Remember to Save ⬜ the assignment after adding or removing an assignment..

Subjects Tab

The Subjects tab helps teachers organize assignments and grade students according to performance in one or more subject areas at a time. Any number of subjects may be selected. To associate an assignment with, simply check or uncheck the appropriate subject boxes and Save ⬜ the assignment.

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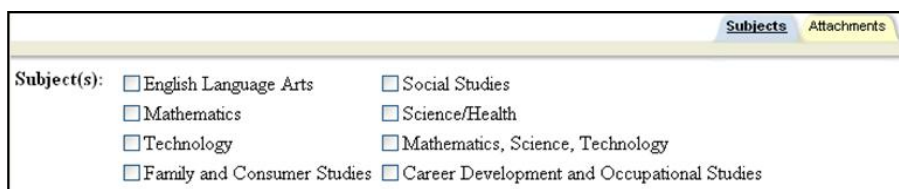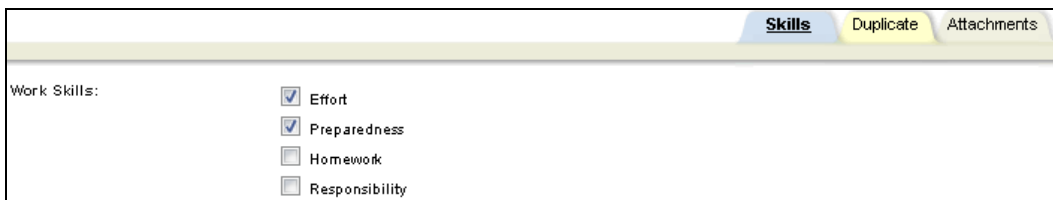
Descriptors Tab

The Descriptors tab allows teachers to tie specific descriptors to individual assignments. This allows school**tool** to calculate averages per descriptor when teachers use the "Grade Book Copy Grades" feature when submitting Marking Period grades. This is typically used only by elementary teachers, and only applies for descriptor-based graded courses.

Skills Tab

The Skills tab allows teachers to tie assignments to specific skills within pre-defined skill sets. This option is only available for districts that have set up skill sets and associated those skill sets with courses. Assignments can be tied to any number of individual skills. The Grade Book Editor will allow filtering based on skills or skill sets, and other grading screens may include skill and skill set averages, depending on district grading settings.
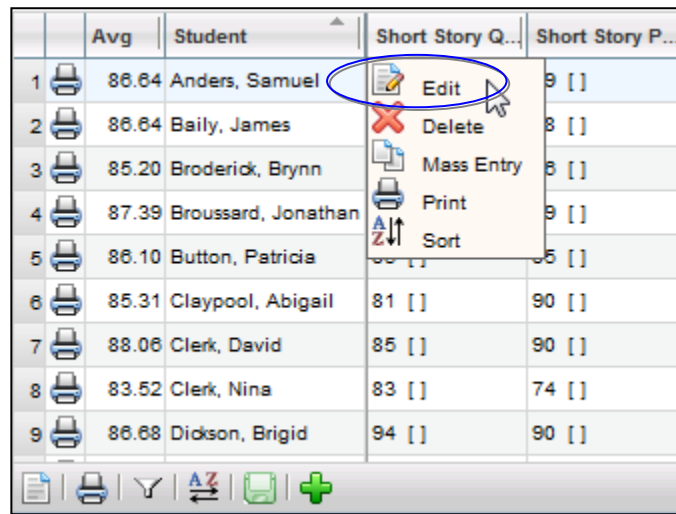
Edit Assignments

1. Navigate to the Grades tab for the appropriate class to view the grade book editor.

2. Click once on the assignment title you wish to modify and click the Edit Assignment 📝 button.

Note: For information on editing multiple assignments at once, refer to the Batch Add/Edit Assignments section.

3. The assignment details will appear in editable fields.

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4. Make changes to the Name, Points, Date, Marking Period, and/or Category, and/or any of the check box options for this assignment if desired.

5. Apply these changes or add this assignment to other grade books if desired by clicking once in the check box(es) in the Duplicate tab (see the [Add Assignments to Multiple Grade Books](#) or [Edit Assignments in Multiple Grade Books](#) sections for more information).

6. Click the Update assignment and return to the grade book 🖫 button in the upper right corner of the Grades tab. The screen will refresh displaying the modified assignment.

7. When you have finished editing assignments, click once on the Save grade book changes 🖫 button to save your work.

Edit Assignments in Multiple Grade Books

1. To modify an assignment, click on the assignment title and click on the Edit Assignment 🖹 button. The screen will refresh with detail fields for that assignment, as well as the Duplicate tab, along the bottom of the assignment area. The Duplicate tab shows all available grade books.

Note: If you do not see the Duplicate tab, it means you do not have any grade books to copy these changes to.

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2. Enter the assignment details: Name, Points, Date, Marking Period, Category, whether or not this will be included in averages, and whether to allow parent access. Pink fields are required.

3. Use the Duplicate tab to apply these changes to one (or more) of your existing grade books for other sections/courses. Click once in the check box to the left of the name of each grade book that should also have this assignment changed.

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A. Use the Categories drop-down list at the right of each grade book row to put the assignment in the correct category. (Remember, grade books can each have their own categories, so you will need to choose the appropriate category for each grade book.)
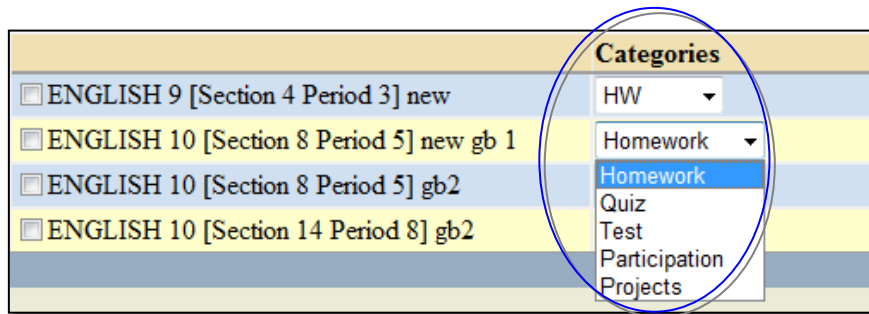
4. Select the Update assignment and return to grade book ⬚ button (upper right corner of the screen) to save the changes to this assignment.

5. If you have selected additional grade books using the Duplicate tab, schooltool will attempt to copy those changes to the selected grade books one at a time. If a matching assignment exists in any selected grade book, the assignment changes will be applied to those grade books.

If no errors are encountered and the update completes successfully, the changes will be applied and the user will be returned to the grade book editor.

If an error occurs, the user will see a warning message on the screen, indicating which grade book was not updated. Other selected grade books will be updated appropriately unless indicated otherwise. You will receive a separate message for each grade book affected.

An error may be due to any of the following possible situations:

A. Grading Scale not found: This will occur if you change the grading scale for an assignment and attempt to copy that change to a grade book where that grading scale does not exist.

Warning: Did not copy to *ENGLISH 10 [Section 14 Period 8] gb2* because the grading scale cannot be found in that grade book.

B. Another assignment exists with the same name: If an assignment exists in another grade book with the same name but different details, you will be unable to copy the assignment changes. This applies to situations where identical assignments were added to the grade books but then were manually edited individually, because those edits will change the details of that individual assignment and it will no longer be recognized as the "same" assignment as in other grade books.

Warning: Did not copy to *ENGLISH 10 [Section 14 Period 8] gb2* because another assignment with the same name already exists in that grade book.
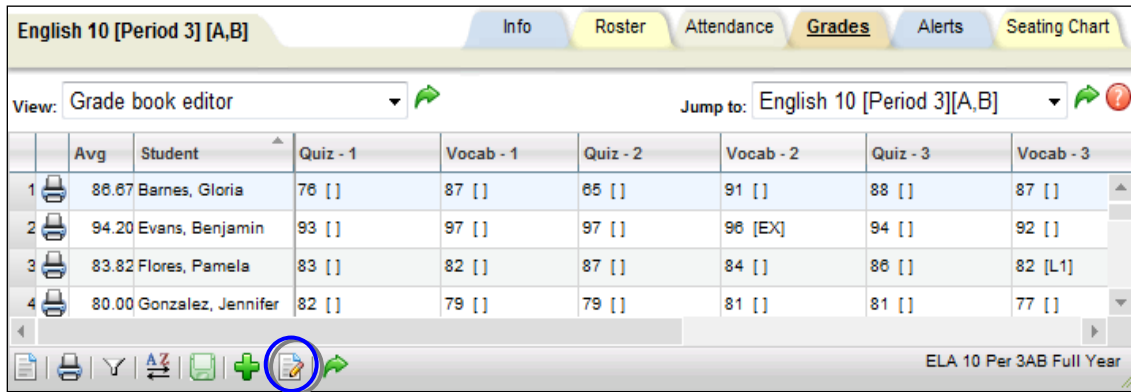
C. No assignments with that name: If the assignment to be modified does not exist in another grade book, it cannot be modified. To correct this, add a matching assignment to the desired grade book.

Warning: Did not copy to *ENGLISH 9 [Section 4 Period 3] new* because an assignment of that name does not exist in that grade book.

6. To verify that the new assignment has been modified in the other selected grade books, you can review each grade book.
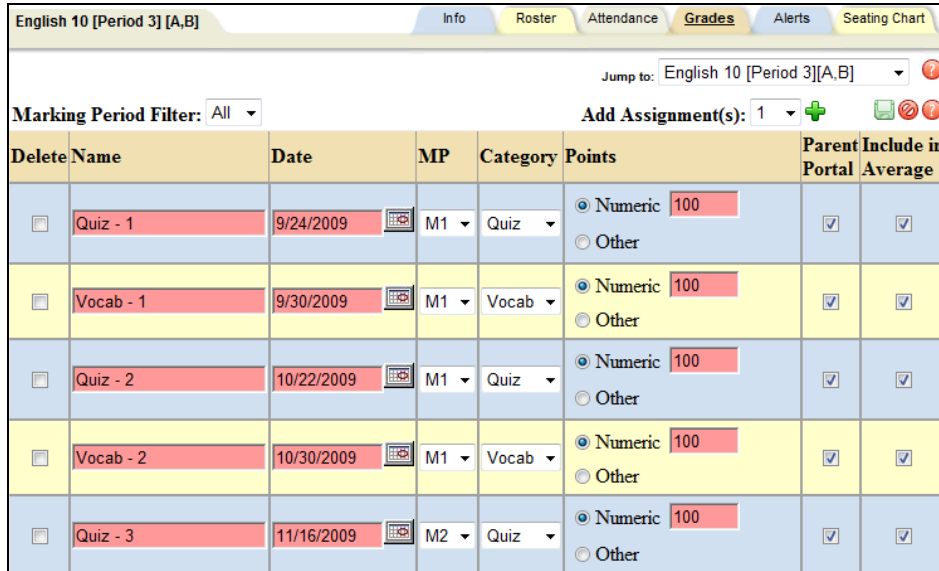
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Batch Add/Edit Assignments

To make batch assignment changes, click the Batch Edit Assignments ▣ button, located at the bottom of the screen in the Grade Book Editor Toolbar.

The screen will refresh to display a list, presented in edit mode, that contains all assignments that currently exist in that grade book. The list can be sorted by any column, and may be filtered by marking period using the Marking Period Filter drop-down in the upper left corner. By default, the list includes assignments from all marking periods.

Note: Once a user saves changes from this screen, all modifications are applied to the grade book editor as a single operation, including changing existing assignments, deleting existing assignments, and adding new assignments.

To modify existing assignments, simply locate the assignment(s) to be changed, edit all appropriate fields, and click the Save ▣ button to apply changes. All required fields must contain valid information. An error message will appear for any invalid field entries to indicate the specific assignment(s) that contain invalid data.

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Note: To add attachments, assign subjects, skills, and/or descriptors, or copy assignments to duplicate grade books, access the appropriate assignment individually, as these operations cannot be performed from the Batch Edit Assignment screen.

To delete one or more assignments, check the box to the left of each assignment to be removed and click the Save button to permanently delete all selected assignments. A warning message will appear asking the user to confirm this operation; click OK to proceed or click Cancel to return to the Batch Edit Assignments screen without deleting.

To add one or more new assignments to the grade book in batch mode, select the appropriate number from the drop-down in the upper right button and click the Add ✚ button. The new assignments will be added as blank rows at the top of the assignment list. Enter all information as needed and click Save 💾 to add the assignments and return to the grade book editor.
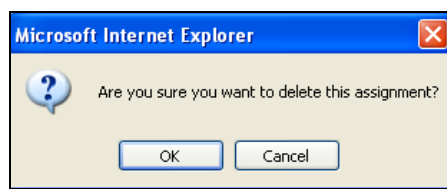

Delete Assignments

1. Navigate to the Grades tab for the appropriate class to view the grade book editor.
2. Click once on the assignment title and click the Delete Assignment ✖ button.

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3. A prompt will display asking if you are sure you want to delete this assignment.

4. Click OK to complete the delete action. The assignment will be removed from the editor view.

Warning: There is no way to recover an assignment and any grades associated with it after you have confirmed the delete transaction.

5. Repeat the steps for any other assignments to be deleted.

6. When you have finished deleting assignments, click once on the Save grade book changes 💾 button to save your work.

Transferring Assignment Grades for Students who Switch Sections

When a student is switched between two sections of the same course, both with the same teacher, the teacher will be presented with a new icon next to the student's name that will allow transfer of assignment grades from the student's previous grade book.

To transfer these assignment grades:

1. Navigate to the Grade Book Editor of a course section that a student was recently switched into

2. Locate and click on the "Move grades…" 📄 button

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Note: Once assignments have been copied over for a specific student, the "Move grades…" [icon] button will no longer appear for that student. If there are no grades to copy over for a specific student, the "Move grades…" [icon] button will not appear.

3. Read the warning message, and click OK to continue. All assignment grades will be copied from the student's previous grade book into the current one.
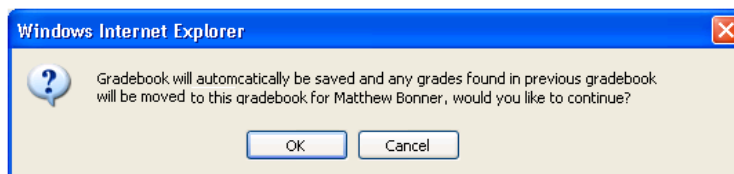
Note: Assignment grades will not be copied over if the assignment name, date, or attributes are different in the two grade books. If there are existing grades in the current grade book, they will not be overwritten by imported grades. These existing grades will be skipped, and blank assignment grades will be imported.

Grade Book Editor Reports

There are four (4) reports available to you while you are working in the grade book editor:

- Grade Book Report (per student)
- Grade Book Report (per class)
- Plan Book Report
- Assignment Report

Grade Book Report (per Class or per Student)

The Grade book report is a view of an individualized student's performance in this course. When printed from within the Grade Book Editor View, it includes an overall class average, the number of days tardy, the student's average per category, any attributes, weighting and all assignment scores. When running this report per class, it will generate a report

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