

GradeBook Categories

Creating and Editing

GradeBook Categories are general subgroups for scores. You must select at least one category for each GradeBook, and can select as many as you need.

Grades columns entered in a GradeBook will be subtotaled based on the categories that you selected.

Categories can be added or removed from a GradeBook.

Initial Category Selection During GradeBook Creation

1. Login to Teacher Entry
2. Click the closed Blue GradeBook
3. Click Create
4. Name the Gradebook
5. Select the correct "Course" from the drop down list.
6. Select Categories from the drop down list on the left.
7. Save/Create by clicking on the Blue Floppy Disk icon.

Changing Categories on a GradeBook

1. Login to Teacher Entry
2. Click the closed Blue GradeBook
3. Click Change
4. Click the GradeBook you want to change.
5. Edit your categories by adding additional ones or
6. To remove a category, choose the blank line from the category drop down list..
7. Save your changes by clicking on the Blue Floppy Disk icon.