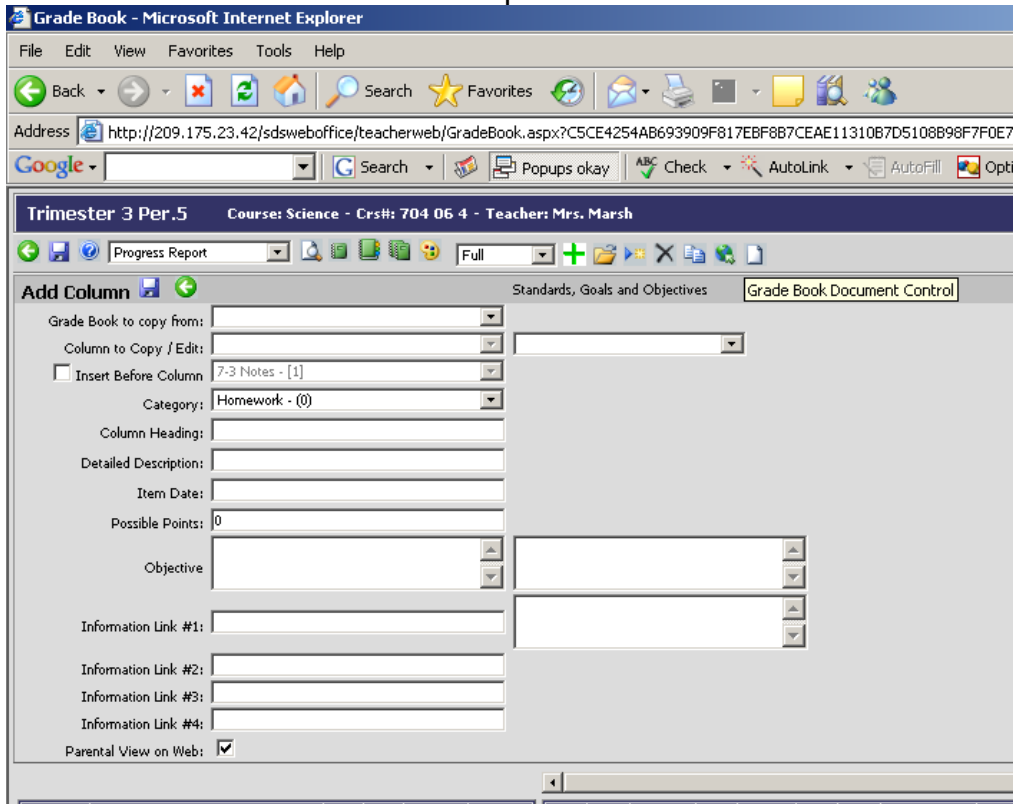


Adding a Column for Grades

1. Login to Teacher Entry
2. Click the Closed Blue Book icon.
3. Choose the GradeBook
4. With the GradeBook open, you click on the Green Plus Sign icon to add a column.
5. The Add a column window opens.



The screenshot shows a Microsoft Internet Explorer browser window displaying the Grade Book application. The browser's address bar shows a URL starting with 'http://209.175.23.42/sdsweboffice/teacherweb/GradeBook.aspx'. The application interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with various icons. The main content area displays 'Trimester 3 Per.5' and 'Course: Science - Crs#: 704 06 4 - Teacher: Mrs. Marsh'. Below this, there are tabs for 'Progress Report', 'Full', and 'Grade Book Document Control'. The 'Add Column' window is open, featuring several input fields: 'Grade Book to copy from:', 'Column to Copy / Edit:', 'Insert Before Column' (checkbox), 'Category:' (set to 'Homework - (0)'), 'Column Heading:', 'Detailed Description:', 'Item Date:', 'Possible Points:' (set to '0'), 'Objective', and four 'Information Link #' fields. A 'Parental View on Web:' checkbox is checked at the bottom.

6. Fill in the spaces for . . .
 - a. Category -- Select the Category
 - b. Column Heading -- (keep it short)
 - c. Detailed Description -- (if you want to see more info on a column, use this field)
 - d. Item Date 06/06/06
 - e. Possible Points
 - f. Click on the **lower** Blue Floppy Disk Icon to add the column

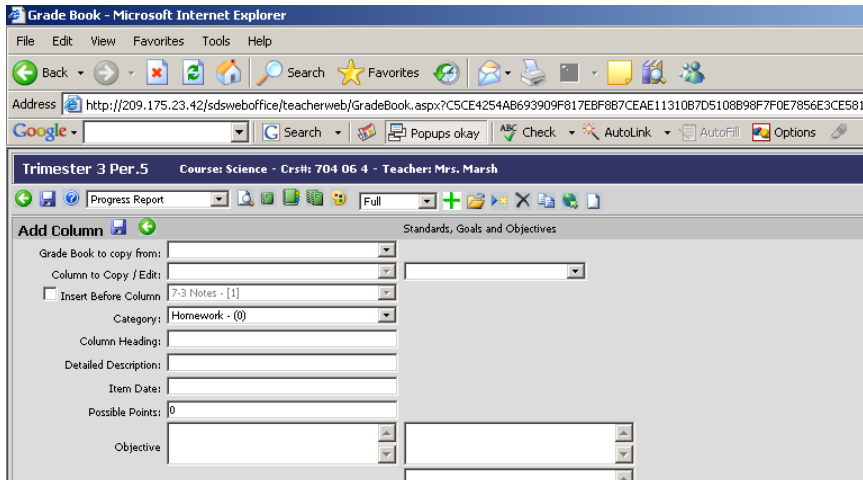
Remember Every time you click




on the lower Blue floppy



You can copy the information from a column in one GradeBook into another GradeBook.



At the top of the Screen (directly under the words, “Add Column”)

7. Use the drop down list to choose the GradeBook that has the column you want to use.
8. Use the next drop down arrow (“Column to Copy/Edit”) to see all the columns from the GradeBook you selected in Step seven.
9. Click the **lower** Blue Floppy Disk to add the column 

You can add **multiple columns** quickly by clicking on the icon (green plus with a magic wand).

The following screen appears.

Fill in **Heading, Description, Points**, and check yes or no to **Show on Parent Connect**.

Click the icon (green circle with white check mark) when you are done.

All columns will be added to the gradebook.

The screenshot shows a web browser window titled "Gradebook Page - Windows Internet Explorer". The address bar shows the URL: <http://sds.ccsd66.org/sdsweboffice/teacherweb/GradeBook.aspx?F0F947BF3D730E15176DAE5AD95EC41>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains a search box with "Google" and a "Sign In" button. The main content area displays the "Gradebook Page" for "Reading Tri 1" (Course: READING - Crs#: 210 03 3 - Teacher: ONORATO K). The interface includes a toolbar with icons for "All Terms", "GradeBook 1", "Full", and "IDE". Below the toolbar is a "Quick Assignment Add/Edit" section with a "Show URL Columns" checkbox. The main table has the following columns: Heading, Description, Date, Due Date, Points, Category, Mk Period, Show on ParentConnect, and Show on Goal Based Repo. The table contains 12 rows of data, all with "8/18/2009" for Date and Due Date, "Daily Work - (0)" for Category, and "1" for Mk Period. The "Show on ParentConnect" column has a checked checkbox for all rows, and the "Show on Goal Based Repo" column has an unchecked checkbox for all rows. The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level. The taskbar at the very bottom shows several open applications, including "SDSGradeBook.Instr...", "Creating GradeBook...", "Gradebook Page...", and "Columns_Adding.do...".