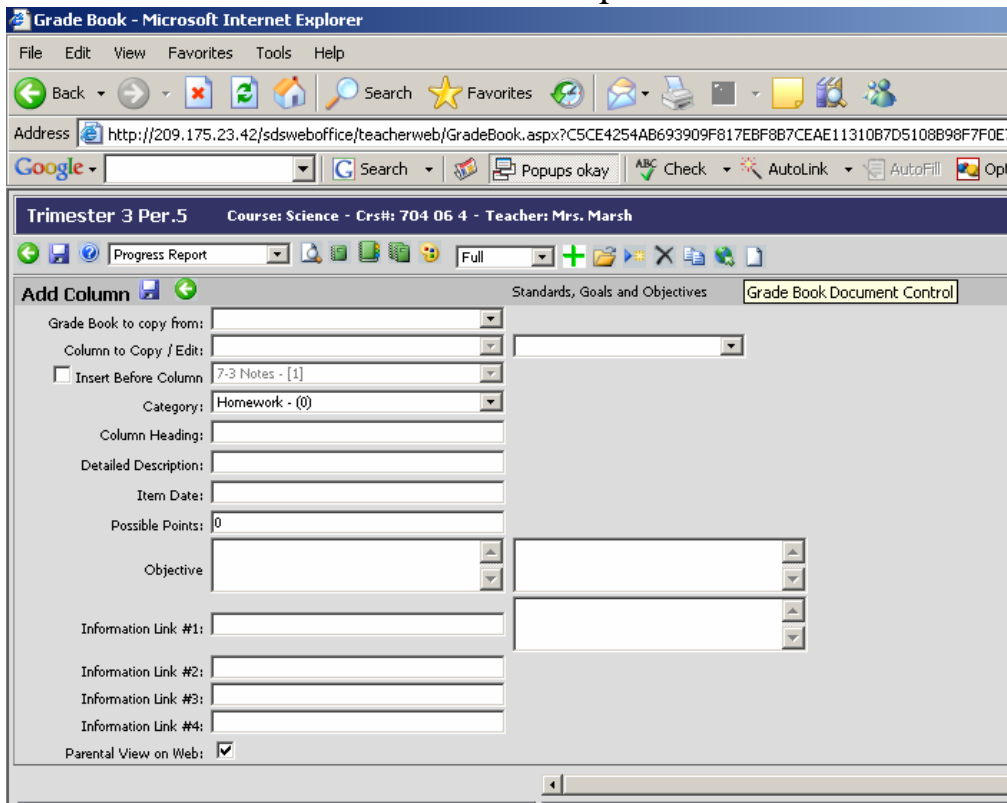


## Adding a Column for Grades

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 the Grade Book software interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons including Back, Forward, Stop, Refresh, Home, Search, Favorites, and a Green Plus Sign icon. The address bar shows the URL: <http://209.175.23.42/sdsweboffice/teacherweb/GradeBook.aspx?C5CE4254AB693909F817EBF8B7CEAE11310B7D5108B98F7F0E7>. The main content area displays 'Trimester 3 Per.5' and 'Course: Science - Crs#: 704 06 4 - Teacher: Mrs. Marsh'. Below this, there is a toolbar with icons for Progress Report, Full, and a Green Plus Sign icon. The 'Add Column' dialog box is open, showing the following fields:

- Grade Book to copy from: [Dropdown]
- Column to Copy / Edit: [Dropdown]
- Insert Before Column [Dropdown]
- Category: Homework - (0)
- Column Heading: [Text Field]
- Detailed Description: [Text Field]
- Item Date: [Text Field]
- Possible Points: 0
- Objective: [Text Field]
- Information Link #1: [Text Field]
- Information Link #2: [Text Field]
- Information Link #3: [Text Field]
- Information Link #4: [Text Field]
- Parental View on Web:

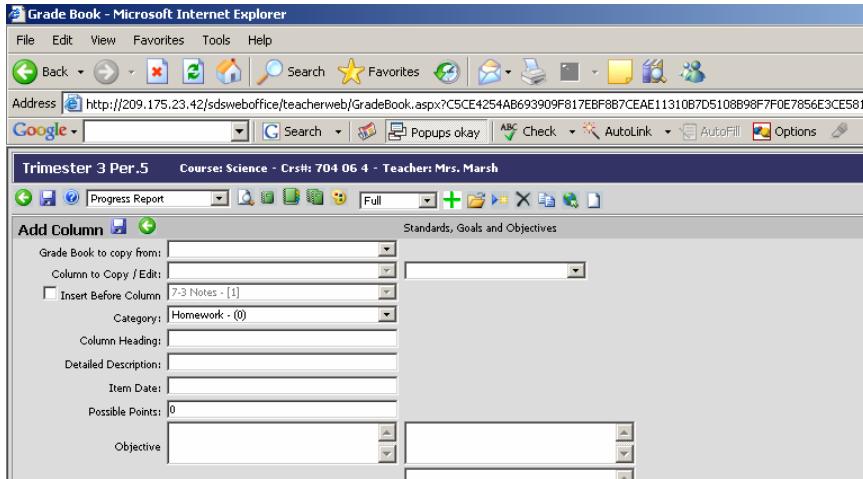
6. Fill in the spaces for . . .
  - a. Category -- Select the Category
  - b. Column Heading -- (keep it short)
  - c. Detailed Description -- (if you want to see more info on a column, use this field)
  - d. Item Date 06/06/06
  - e. Possible Points
  - f. Click on the lower Blue Floppy Disk Icon to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



Remember Every time you click on the lower Blue floppy disk you will be adding a column.



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



10. When you are finished adding columns, click the **lower** Green Arrow icon to exit the Add Column Window