

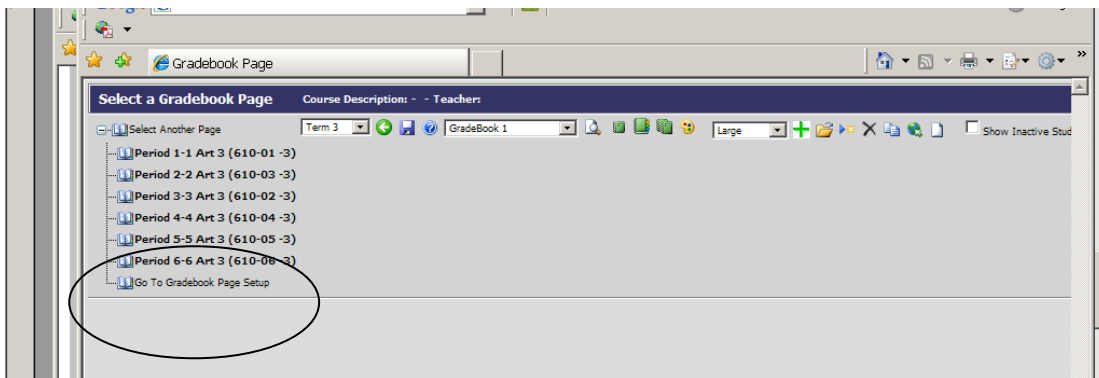
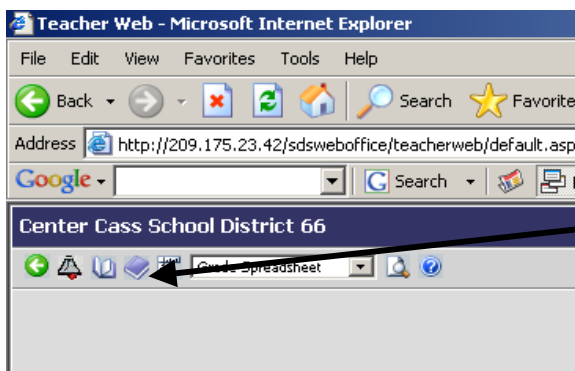
## Creating GradeBook Files for Classes

A GradeBook is created for each trimester. The gradebook name should reflect the Trimester . . .

Science Tri 1,  
Science Tri 2,  
Science Tri 3,

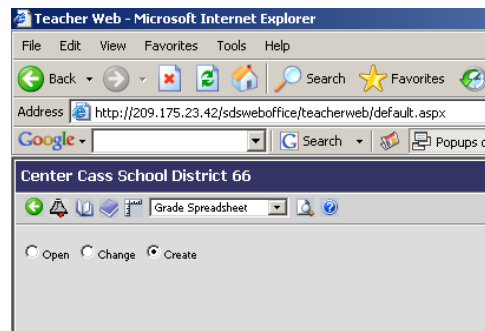
From the District homepage, Click on the Gradebook link.

1. Login to the GradeBook Program using your SDS login name and password. If you do not know your SDS login name, contact your system administrator.
2. Click on the Closed Blue Book icon in the upper left corner.

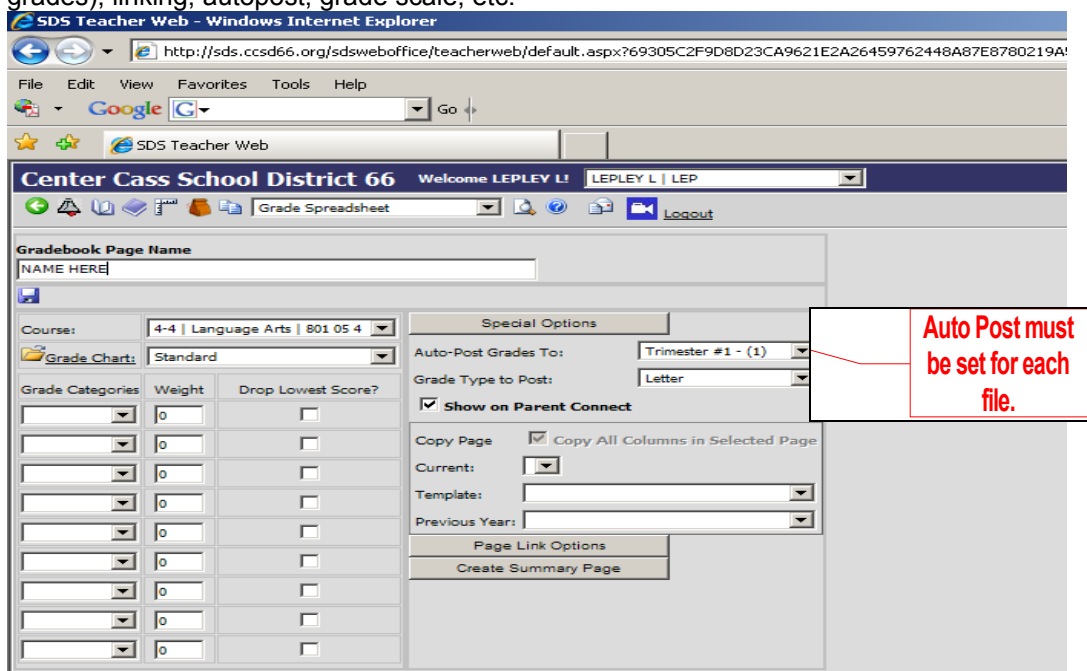


3. Click on GO TO GRADEBOOK PAGE SETUP

- Click in the circle next to the word "Create"



- On the screen that appears, you set up the file name, categories (used for subtotaling grades), linking, autopost, grade scale, etc.



- Name** the GradeBook, be sure to include the Trimester in the title, i.e., Tri 1.
- Choose the correct **Course** number/name from the drop down list.
- Select the **categories** you want associated with the GradeBook. Categories are used for subtotaling grades. **Do not use the Bonus Points/Extra Credit categories.**
- Do Not enter any weights. Pview & Lview use the Standard Grading Scale. Ide use the Ide scale.** Use the points assigned to a test/project/assignment to "weight" the item.
- NOTE – IMPORTANT – Click on SPECIAL OPTIONS BUTTON, Choose to AutoPost the grades to the correct Trimester. DO NOT CHANGE ANYTHING ELSE UNDER SPECIAL OPTIONS.**



10. If you teach classes where you need to repeat the same test column for multiple classes, **create all files** then, use the **Link Options** button to connect one class to the others. If you have questions on linking, contact your system administrator. .
11. When you are finished setting up the GradeBook, **Click on the Blue Floppy Disk icon** (above the word "Course") to save this new GradeBook,

**Repeat the process for all your classes (subject areas) that will receive a grade. Shortcuts steps for this process are described below. Once you have created a GradeBook, you can copy the setup (characteristics that you set) from one GradeBook to another.**

### Login

Click on the closed Blue GradeBook icon.  
Click in the Create circle button.

With the Create a GradeBook Screen open . . .

1. Choose the Course from the drop down list,
2. Type in the GradeBook name
3. On the right side of the screen, you have the option to "Copy Grade Book"
4. Click on the drop down list next to the "Current" box.
5. GradeBooks that you have already created will be listed, click on the GradeBook you want to copy.
6. All the data will appear on the screen and you just click the Blue Floppy Disk icon to create and save this new GradeBook
7. Repeat the Process until you have a GradeBook for each class/subject.