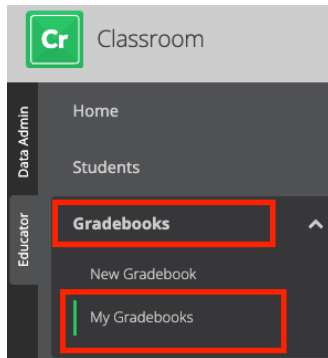


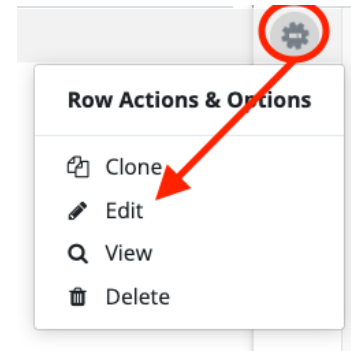
Creating a Gradebook - Settings Tab

1. Continue from the Details tab in the New Gradebook. See [Creating a Gradebook - Details Tab, Class Roster](#) for more information.

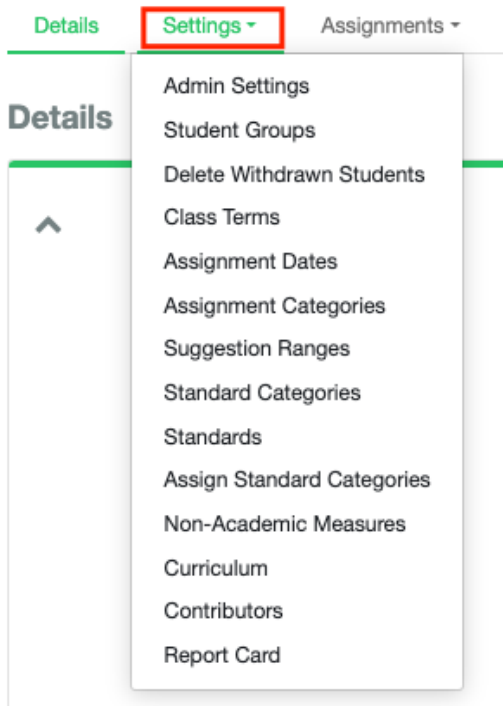
Or, start under **Gradebooks** in the left navigation menu and choose **My Gradebook**.



Then, Select the **Row Actions Gear** to the far right and choose **Edit**.



2. You will see several tabs at the top for easy navigation. Click on the **Settings Tab**. Several sections are within the Settings tab. Classroom steps you through each one in sequence. Only three are required **Student Groups, Class Terms, and Standards**.



Quick Links

Admin Settings	Class Terms (REQUIRED)	Suggestion Ranges	Assign Standard Categories	Contributors
Student Groups (REQUIRED)	Assignment Dates	Standards Categories	Non-Academic Measures	Report Card Settings
Delete Withdrawn Students	Assignment Categories	Standards (REQUIRED)	Curriculum	

Admin Settings ([Quick Links](#))

This is a data table of the administrative settings and their value (true/false). After reviewing, click **Next** in the top right corner.

Student Groups (Required) ([Quick Links](#))

This allows users to manage and assign groups of students to the gradebook.

- Click **Select** to the far right of the **Student Groups** field and choose the student groups you want to add. If the Gradebook was created with a class on the details tab, it will automatically include a student group with enrolled students.
 - Use the **My Groups** or **Shared Groups** button to attach one or more groups to your gradebook. You can see smart or static groups you have created in Homeroom, along with groups based on your class rosters. Filter groups by school, grade, activity, class, or teacher to find the right ones easily.
 - Click the “+” icon to the right of the group name to add it. You can add multiple groups.
 - Once you have selected your groups, click **Add Student Groups** at the top right.
- Students no longer in the group (due to changing classes/schools or withdrawing) may still show in the gradebook because the student has associated data (assignments or scores). To hide these students, ensure the **Show Withdrawn Students** box is left **unchecked**. Hiding them means they will remain in the system with all their data and grades preserved but will appear on scoring tabs. Hidden students will not be included in bulk actions, such as applying grades or comments.
- Click **Save & Continue** in the top right corner.

[Details](#)
[Settings](#)
[Assignments](#)
[Interviews](#)
[Scoring](#)
[Grading](#)
[Reports](#)

Add Student Groups

Student Groups (optional) [Select](#)

Show Withdrawn Students

Student Groups

[Add Student Groups](#) ✕

Student Group Filters

School Years (optional) Select ▾

Current School Year

My Groups Shared Groups

District Wide School Specific

Student Group Search Results Columns ▾

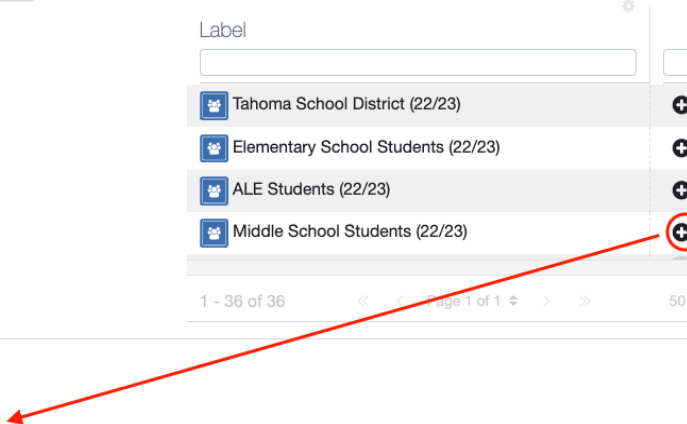
Label

Tahoma School District (22/23)	+
Elementary School Students (22/23)	+
ALE Students (22/23)	+
Middle School Students (22/23)	+

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^ Your Selected Student Groups 1

All 9th Grade Students (22/23) ✕



Delete Withdrawn Students [\(Quick Links\)](#)

You will see a list of withdrawn students. Here, you can **toggle** each student **on or off** to select them for deletion. Click **Toggle All** to delete all withdrawn students. Click **Save & Continue** in the top right corner.

Note: Be aware that deleting a student will remove them and all their associated data from the gradebook and report card. Ensure you have saved any necessary information before proceeding.

Class Terms **(Required)** [\(Quick Links\)](#)

Terms represent periods for assigning and grading student work. They should align with your school's academic calendar. If you choose your school in the details tab, the school year start and end dates will already be entered. The **All Year** tem is listed by default. You can add additional terms as needed.

1. Click the **Add Class Terms** button and select the desired terms from the list by clicking the **checkmark** to the left of the term, then click **Add Class Term** to include them in your gradebook. You can include as many terms as you like.
2. To modify a term's start or end date, double-click the **Date** field and enter the new date in MM/DD/YY format. Or, use the **calendar icon** to select a date. You can navigate through months and years quickly using the forward/back buttons or by clicking the month's name. Use **Clear** to reset or choose **Today** to set the current date.
3. If you no longer need a term, click the **trash can icon** to delete it.
4. Click **Save & Continue** in the top right corner.

[Details](#)
[Settings](#)
[Assignments](#)
[Interviews](#)
[Scoring](#)
[Grading](#)
[Reports](#)

Class Terms
Gradebook Dates: 8/31/22 to 6/9/23 [Add Class Terms](#)

Class Term	Start Date	End Date

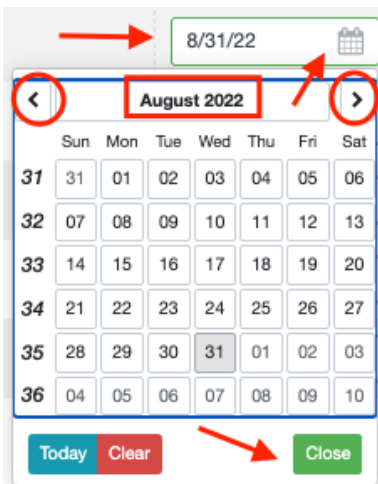
Select Class Terms [Add Class Term](#)

Class Terms (50 records)

Class Term	Class Term Abbreviation	Class Term Type	Class Term Code
<input checked="" type="checkbox"/> All Year	All Year	All Year	
<input type="checkbox"/> Semester 1 of 2	Semester 1	Semester	
<input checked="" type="checkbox"/> 12 Divisions 1 of 12	12 Divisions 1	12 Divisions	

1 - 50 of 50 50 per page

Your Selected Class Term [View Selected](#)



8/31/22

August 2022

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	31	01	02	03	04	05	06
32	07	08	09	10	11	12	13
33	14	15	16	17	18	19	20
34	21	22	23	24	25	26	27
35	28	29	30	31	01	02	03
36	04	05	06	07	08	09	10

Today Clear Close

Assignment Dates [\(Quick Links\)](#)

You can set the default **Open**, **Due**, and **Close Dates** for assignments by selecting the number of days. The application will automatically apply these dates to every new assignment created. If you prefer not to use default dates, simply delete the numbers in the assignment date fields. Click **Save & Continue** in the top right corner.

Assignment Categories [\(Quick Links\)](#)

Categories allow you to assign weight to groups of assignments, which can help calculate suggested grades for students.




1. Click the **Add Assignment Category** button.
2. Fill in the following fields:
 - a. **Name:** Give your category a descriptive name.

- b. **Color:** Select a color to represent the category on the Grading Class Terms Tab.
 - c. **Percentage Weight:** Assign a percentage weight to the category; ensure that all categories combined sum to exactly 100%.
 - d. **Default Color Bands:** Set default color bands for assignments in this category by clicking the pencil icon in the **Color Bands** field.
 - i. Click **+Add Color Band** to add an additional color band.
 1. Fill in the **Name/Label** field.
 2. Select the **Color** from the dropdown menu.
 3. Fill in the **Min** and **Max Scores** to define the score range for the color band.
 4. Select the **Passing** score by clicking the radio button.
 - ii. Click the **Trash Can** to remove a color band.
 - iii. Click **OK** to save the color bands.
3. Click **Save & Continue** in the top right corner.

Details **Settings** - Assignments - Interviews Scoring Grading - Reports -




Manage Assignment Categories

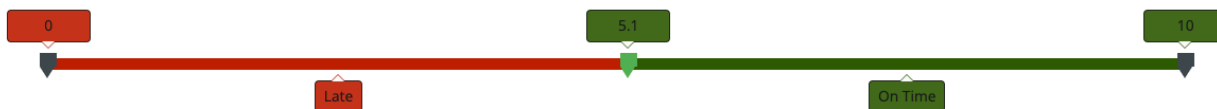
+ Add Assignment Category

Name	Color	Percentage Weight	Default Colorbands
Assignments-Standards		100	 Color Bands 

Assignment Category Color Bands



Name / Label	Color	Min	Max	Passing	
Late	 Red	0	5	<input type="radio"/>	+ Add Color Band
On Time	 Green Dark	5.1	10	<input checked="" type="radio"/>	



Suggestion Ranges [\(Quick Links\)](#)

These ranges determine the suggested Class Term Grade based on student scores and category weights. They can be configured for either letter grades (A-F) or number grades (1-4).

1. Start by determining how many thresholds (**Threshold Count**) you will need. You can adjust this later as needed.
2. Select the **Max** score and click **Go**.

Details **Settings** ▾ Assignments ▾ Interviews Scoring Grading ▾ Reports ▾

Suggestion Ranges

^ Quick Setup

Decimal Precision (req) ▾

Max (req)

Threshold Count (required)

Go

For each range, you will need to specify:

1. Choose the appropriate **Grading Selection** based on your district.
2. Select a **Color** to represent this grade range.
3. Define the **Min** and **Max** scores for each range. It's best to start with the highest scores at the bottom and work your way up to ensure accuracy.
4. Click the **Action Gear** to the far right and choose **Adjust Decimal Precision** or **Reset**.
5. To delete a range, click the **trash can icon** next to it.
6. To add a new range, click the **“+” icon**.
7. Click **Save & Continue** in the top right corner.

Grading Selection	Color	Min	Max	
1 ▾	Red ▾	<input type="text" value="0"/>	<input type="text" value="25"/>	⚙️
2 ▾	Yellow ▾	<input type="text" value="25"/>	<input type="text" value="38"/>	🗑️ +
3 ▾	Green Light ▾	<input type="text" value="38"/>	<input type="text" value="50"/>	🗑️ +
4 ▾	Green Dark ▾	<input type="text" value="50"/>	<input type="text" value="100"/>	⚙️

Adjust Decimal Precision
Reset



Standards Categories [\(Quick Links\)](#)

1. Click **Add Standard Category**.
 - a. Fill in a descriptive **Name**.
 - b. Enter a **Percentage Weight**. Ensure the percentage weights add up to 100%.
2. To remove a category, click the **trash can icon**.
3. Click **Save & Continue** in the top right corner.

Details **Settings** ▾ Assignments ▾ Interviews Scoring Grading ▾ Reports ▾

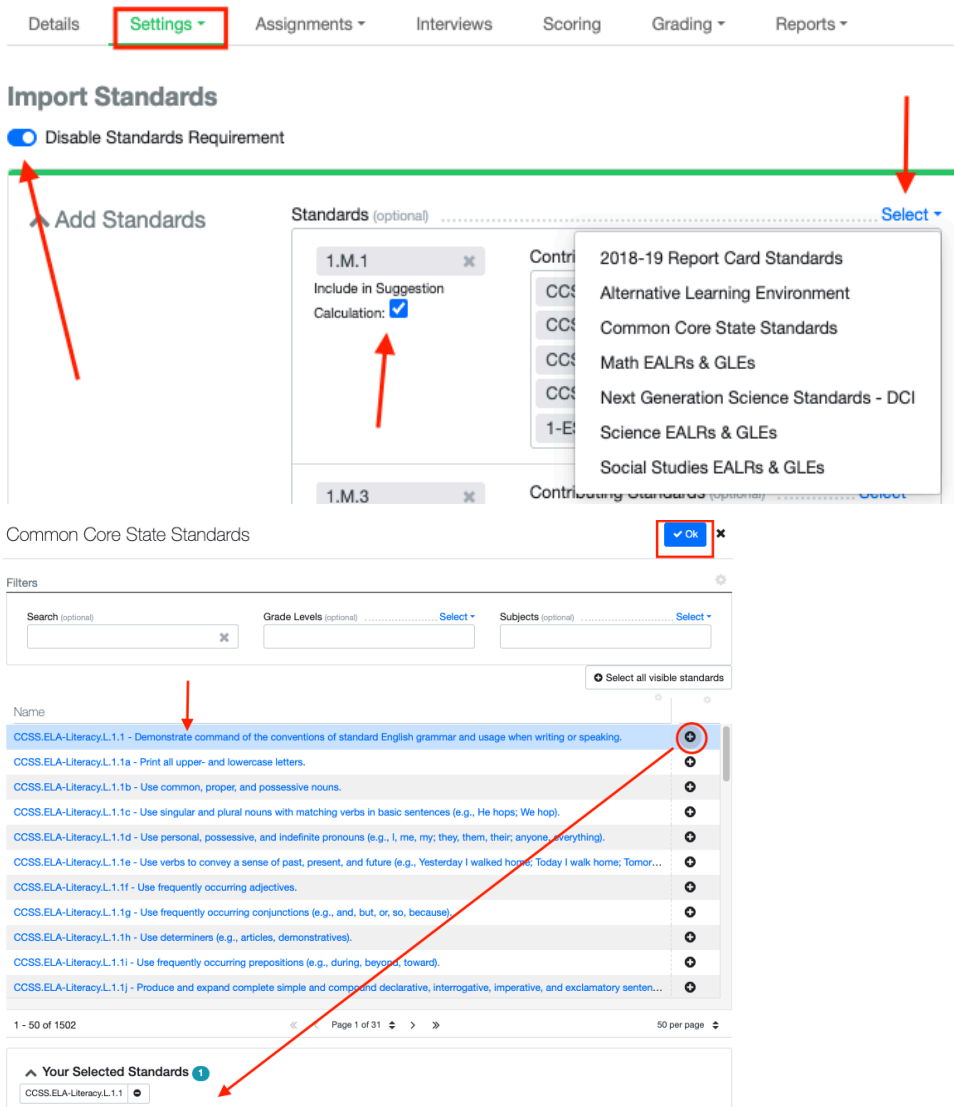
Manage Standard Categories

Add Standard Category

Name	Percentage Weight	
Standards	<input type="text" value="90"/>	🗑️
Lifelong Skills	<input type="text" value="5"/>	🗑️
Another category	<input type="text" value="5"/>	🗑️

Standards (Required) [\(Quick Links\)](#)

1. Decide if you want to use standards by toggling the **Disable Standards Requirements** option. This selection is necessary for the next steps.
2. Use **Select** in the top right **Standards** field to choose the relevant standard from the drop-down menu.
3. Use the search function to locate specific standards.
4. Click the "+" icon to the right of the chosen standard.
5. Click **OK**.
6. Click on the blue hyperlink to learn more about the standard.
7. Standards may be filtered to make them easier to find. To learn more about browsing standards, read the article [Learning Standards](#).
8. After selecting the main standard, you can add any **Contributing Standards** similarly.
9. Click the **Calculation** box if you want it to be part of the grade calculations.
10. Click **Save & Continue** in the top right corner.



Details **Settings** Assignments Interviews Scoring Grading Reports

Import Standards

Disable Standards Requirement

Add Standards

Standards (optional) **Select**

1.M.1 Calculation

Contributing Standards

- 2018-19 Report Card Standards
- CCSS Alternative Learning Environment
- CCSS Common Core State Standards
- CCSS Math EALRs & GLEs
- CCSS Next Generation Science Standards - DCI
- 1-EL Science EALRs & GLEs
- Social Studies EALRs & GLEs

1.M.3

Common Core State Standards **Ok**

Filters

Search (optional) Grade Levels (optional) **Select** Subjects (optional) **Select**

Select all visible standards

Name

- CCSS.ELA-Literacy.L.1.1 - Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
- CCSS.ELA-Literacy.L.1.1a - Print all upper- and lowercase letters.
- CCSS.ELA-Literacy.L.1.1b - Use common, proper, and possessive nouns.
- CCSS.ELA-Literacy.L.1.1c - Use singular and plural nouns with matching verbs in basic sentences (e.g., He hops; We hop).
- CCSS.ELA-Literacy.L.1.1d - Use personal, possessive, and indefinite pronouns (e.g., I, me, my, they, them, their; anyone, anything).
- CCSS.ELA-Literacy.L.1.1e - Use verbs to convey a sense of past, present, and future (e.g., Yesterday I walked home; Today I walk home; Tomorrow I will walk home).
- CCSS.ELA-Literacy.L.1.1f - Use frequently occurring adjectives.
- CCSS.ELA-Literacy.L.1.1g - Use frequently occurring conjunctions (e.g., and, but, or, so, because).
- CCSS.ELA-Literacy.L.1.1h - Use determiners (e.g., articles, demonstratives).
- CCSS.ELA-Literacy.L.1.1i - Use frequently occurring prepositions (e.g., during, beyond, toward).
- CCSS.ELA-Literacy.L.1.1j - Produce and expand complete simple and compound declarative, interrogative, imperative, and exclamatory sentences.

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Your Selected Standards 1

CCSS.ELA-Literacy.L.1.1

Assign Standard Categories [\(Quick Links\)](#)

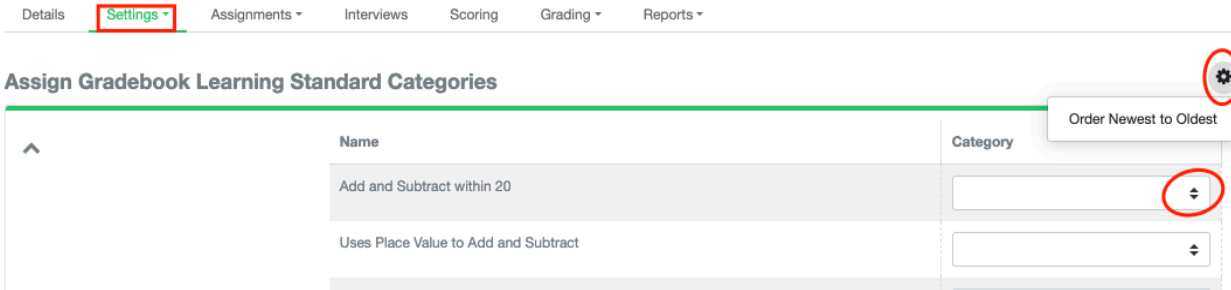
1. Assign the learning standard category by clicking on your choice from the dropdown menu.
2. Click the **Action Gear** to **Order Newest to Oldest**.
3. Click **Save & Continue** in the top right corner.

Details **Settings** Assignments Interviews Scoring Grading Reports

Assign Gradebook Learning Standard Categories

Name	Category
Add and Subtract within 20	<input type="text"/>
Uses Place Value to Add and Subtract	<input type="text"/>

Order Newest to Oldest



Non-Academic Measures [\(Quick Links\)](#)

Non-academic measures are character traits related to academic success, as determined by your district. These may be part of your grading requirements.

1. Click **Select** to the far right of the **Add Non-Academic Measures** field, click the **checkmark** for the non-academic measure you want to add, then click **Add Item**.
2. Click **Save & Continue** in the top right corner.

Details **Settings** Assignments Interviews Scoring Grading Reports

Non Academic Measures

Add Non Academic Measures (optional) [Select](#)

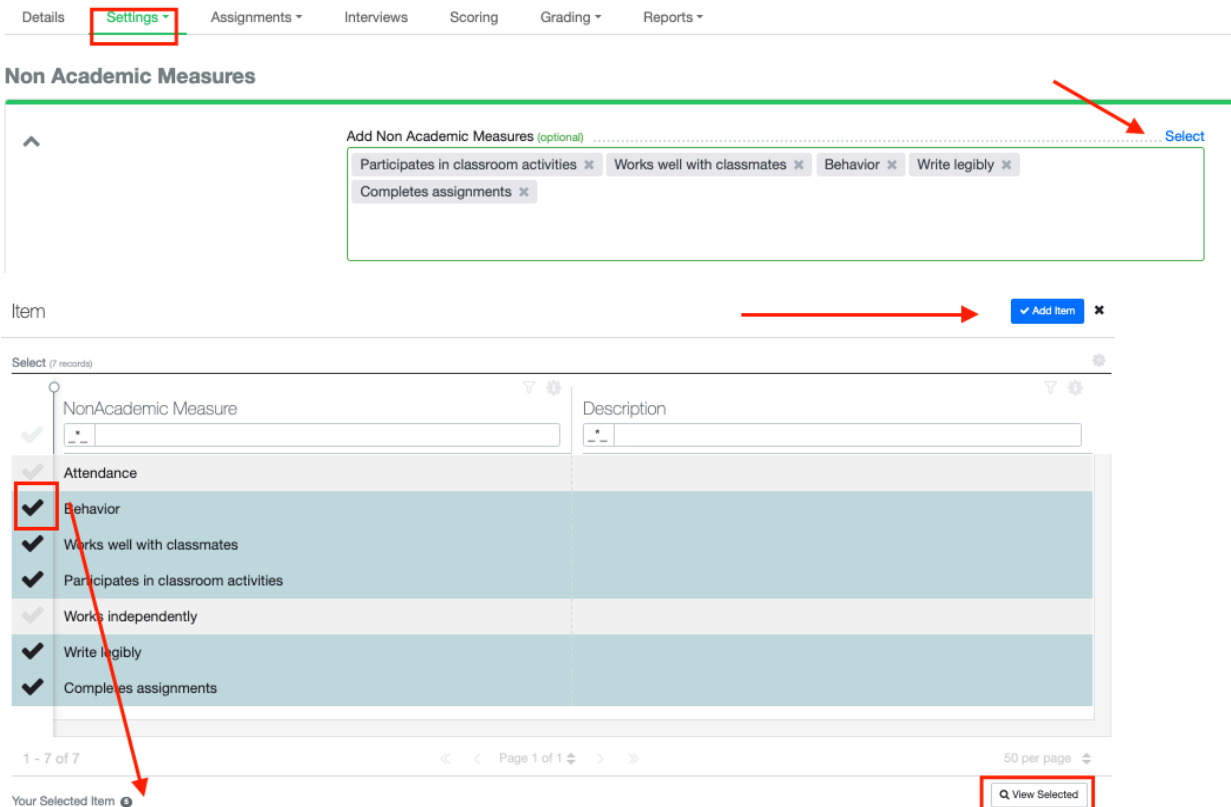
Participates in classroom activities x Works well with classmates x Behavior x Write legibly x
 Completes assignments x

Item [Add Item](#) x

NonAcademic Measure	Description
<input type="checkbox"/> Attendance	
<input checked="" type="checkbox"/> Behavior	
<input checked="" type="checkbox"/> Works well with classmates	
<input checked="" type="checkbox"/> Participates in classroom activities	
<input type="checkbox"/> Works independently	
<input checked="" type="checkbox"/> Write legibly	
<input checked="" type="checkbox"/> Completes assignments	

1 - 7 of 7 Page 1 of 1 50 per page

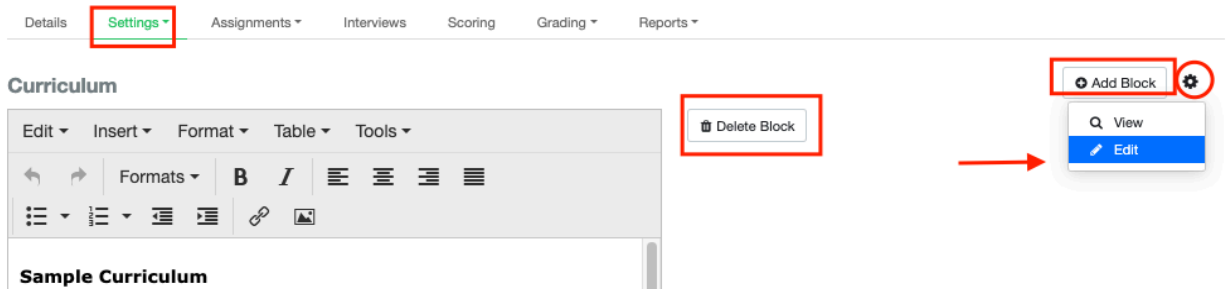
Your Selected Item [View Selected](#)



Curriculum [\(Quick Links\)](#)

Classroom allows teachers to organize curricular delivery, integrated or block. Students do not have access to this information.

- **Integrated Curriculum:** Mixes lessons across subjects.
 - **Block Curriculum:** Focuses on one subject or lesson at a time, allowing students to master the content before moving on.
1. There are two modes: **View** and **Edit**.
 2. Select **Edit Mode** to begin creating or modifying blocks.
 3. You will have access to Classroom's text editor (**MoxieManager**) for file management.
 4. Enter your curriculum details and any relevant links or documents for reference throughout the year.
 - a. To add a new block, click the **Add Block** button.
 - b. To remove a block, select the **Delete Block** option.
 5. If you selected a **course code** in the **Details tab**, this area may already contain pre-populated information. Your district may have created a gradebook template that includes a district-approved curriculum. You can choose to keep this or delete it as needed. If you are new to teaching the course, reviewing this content can provide a helpful starting point for the lesson.
 6. Click **Save & Continue** in the top right corner.



Contributors [\(Quick Links\)](#)

Contributors are other educators who can view and edit your gradebook but cannot remove you or delete the gradebook. This is helpful for sharing resources, especially in team teaching, or allowing intervention specialists access to student groups and assignments. Once they are a contributor, they have full editing privileges, can add or remove assignments, score assignments, grade students and add other contributors.

1. Click **Select** in the top right of the **Add Contributors** field, click the **checkmark** to the left of the name, and click **Add Item**.
 - a. Use the search function to find the staff member you want to add by typing any part of their name.
 - b. You can repeat the process to include multiple contributors as needed.
2. Click **Save & Continue** in the top right corner.

Details **Settings** Assignments Interviews Scoring Grading Reports

Add Contributors

^ Add Contributors (optional) Select

Mindy Hayes x Meghan Perez-Navarro x Sharon Strauss x

Report Card Settings [\(Quick Links\)](#)

A default report card is associated with the Gradebook. If your district has contracted with SchoolData.net, you may have specific report card options available.

1. Toggle on the correct report card from the list of available report cards.
2. Click **Save & Continue** in the top right corner.

Details **Settings** Assignments

Report Card Settings

In the case where no report card is selected, a default

- Classroom Common Report Card
- Grade 3 ELA Fall Assessment 1
- Grade 3 ELA Fall Assessment 2
- Grade 3 ELA Fall Assessment 3
- Grade 5 ELA Fall Assessment 3