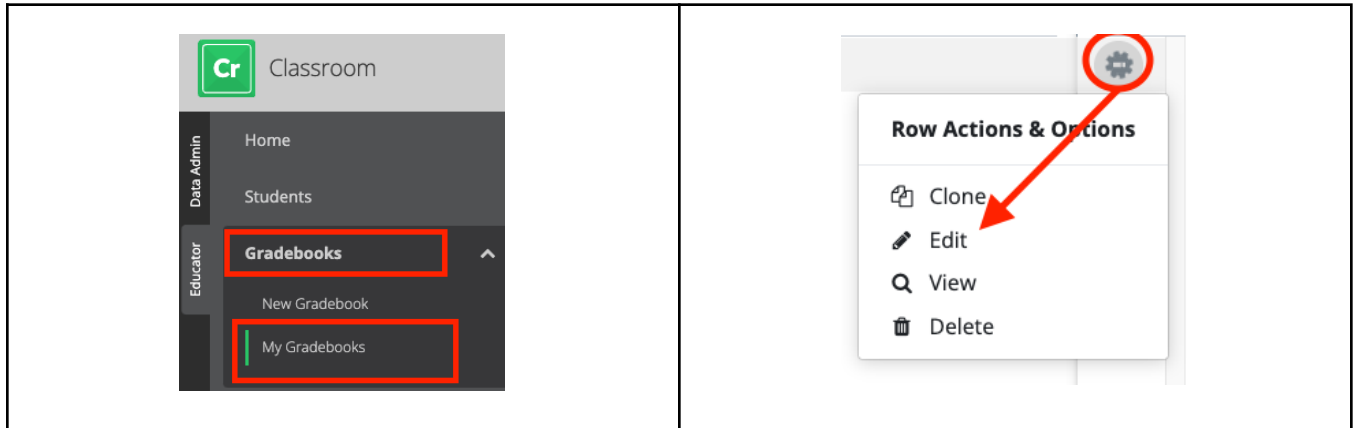


Creating a Gradebook - Grading Tab

1. Continue from the Details tab in the New Gradebook. See [Creating a Gradebook - Details Tab, Class Roster](#) for more information.
2. 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**.

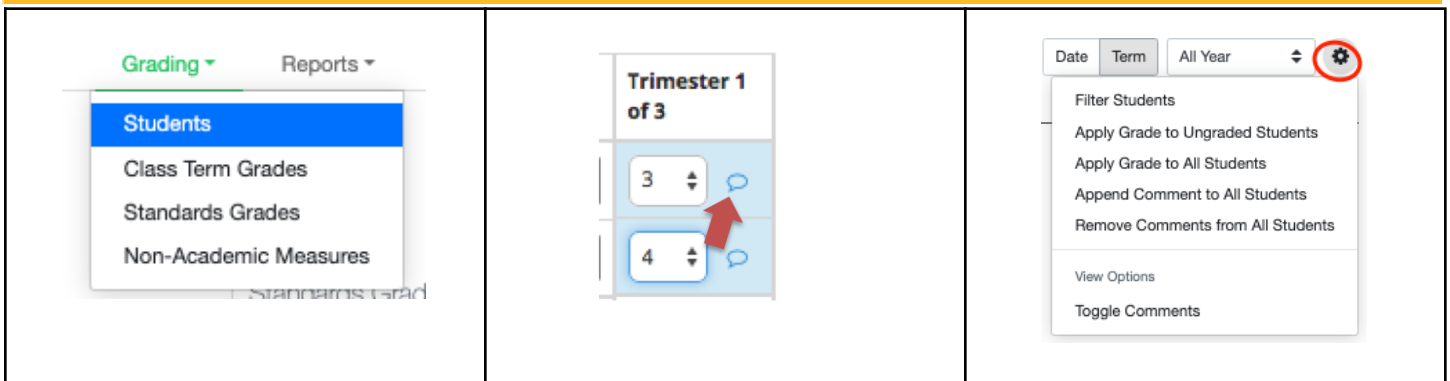


3. You will see several tabs at the top for easy navigation. Click on the **Grading Tab**.

Grading Tab

There are four methods for grading students: **Individually by Students**, **by Class Term**, **Standards Grades**, and **Non-Academic Measures**.

- You can use various grade literals, including symbols, based on your district's configuration.
- From the Action Gear, you have several options to filter and automate grading:
 - **Filter Students:** Search for a specific student by name.
 - **Apply Grade to Ungraded Students:** Assign the same starting grade to all students who have not been graded yet.
 - **Apply Grade to All Students:** Assign the same grade to every student.
 - **Append Comment to All Students:** Add notes or comments to a student's grade.
 - **Remove Comments from All Students:** Delete existing comments.
 - **Toggle Comments:** Display or hide comments with the callout image.
- Grades can be communicated to students and guardians through various reports:
 - **Report Card/Progress Report:** Available for single or multiple students.
 - **Download Grade Distribution Report:** Configurable by your district for additional insights.



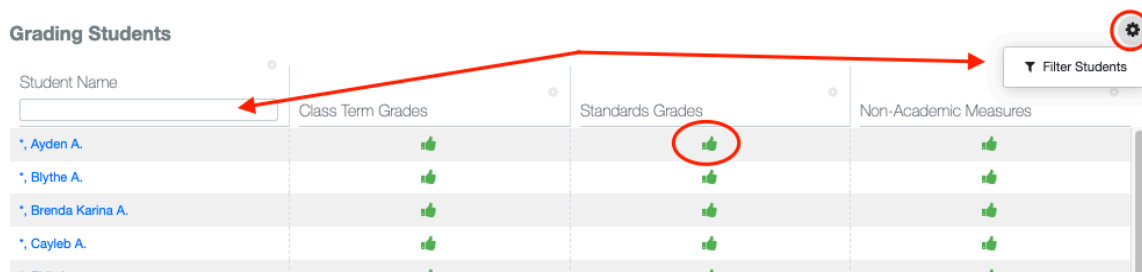
Quick Links

Students	Class Term Grades	Standards Grades	Non-Academic Measures
--------------------------	-----------------------------------	----------------------------------	---------------------------------------

Students

Here, you can grade students individually.

1. Select the **Students** option from the Grading dropdown menu.
2. You will see a display list of students attached to your gradebook.
3. Select the **icon** to the right of the student name to open grading choices for the entire class. (e.g. Class Terms, Standards, Non-Academic Measures)
4. Click the **Action Gear** to the far right, choose **Filter Students**, or use the search box to search for a student.
5. Click directly on a student's name to view their grades.
 - Select any **grading cells** to delve into a term and week view of how many times the student met or did not meet standards contained in the gradebook, then assign grades based on this analysis.
 - Select options in the top menu to view more effectively.
 - Select the **Show Limited** option to simplify your view and see only the standards.
 - **Expand or Collapse All**
 - Step through the gradebook's terms and select individual standards.



*, Alexys A.

✓ Download ✕

Class Term Grades	Quarter 1 of 4	All Year	Quarter 2 of 4	Quarter 3 of 4	Quarter 4 of 4
Fourth Grade <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Learning Standards	Quarter 1 of 4	All Year	Quarter 2 of 4	Quarter 3 of 4	Quarter 4 of 4
4.M.1	3	<input type="text"/>	3	2	*
4.M.2	*	2	*	2	2
4.M.3	*	3	*	*	3
4.M.4	*	3	*	3	3
4.M.5	*	3	*	2	3
4.M.6	*	3	*	*	3

*, Alexys

✕

Show Limited Expand All Collapse All Quarter 1 of 4 4.M.1

Standard	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8	WK 9	WK 10	Quarter 1
Language											
Knowledge of Language											
Math											
4.M.1	---	---	---	---	---	---	---	---	---	---	3



Class Term Grades [\(Quick Links\)](#)









Here, you can grade a student by a detailed term and week analysis.

1. Select **Class Term Grades** from the **Grading Tab**. This will allow you to grade your students based on overall assignment scores.
2. You will see students' assignment results for the selected term.
 - Select the term in the top right corner.
 - Each student's assignment score is color-coded according to the settings you established for the assignments, providing a quick visual assessment of their performance.

3. If you have set up **Assignment Categories** and **Suggestion Ranges**, you will see the results for each category, with color coded headers reflecting their setup. The category column shows the student ratio and percentage for that category.
4. Click the **category title** to see detailed assignment scores. Each score is color-coded for easy reference.
 - Click the **Actions Gear** to sort assignments from newest to oldest.
5. Assign **Final Grade** directly to individual students via the dropdown menu in the **Final Grade column**.
6. The **Suggested Grade** is based on the **Suggestion Ranges** and is to the right of term grading box.
 - Click the suggested grade to **Accept it**. It will transfer to the term grading box. **Note:** Accepting a suggested grade will remove it from display if it catches the term grade, but will reappear if the term grade is changed later. **Note: This will update all students' grades, even if you manually entered a different grade for that student.**
 - To accept all suggested grades for all student, click the **Actions Gear** and choose **Accept All Suggestions**. Note: This will update all student's grades even if you manually
7. Use the **Actions Gear** to the far right for the following options:
 - **Filter Students**
 - **Accept All Suggestions**
 - **Download Grade Distribution Report:** This is configurable by district. If you don't see this report, or it won't download, please contact support@schooldata.net.
 - **Toggle Comments:** A **conversation icon** will appear next to each final grade to view or enter comments related to student performance.

Grading Class Terms

Trimester 1 of 3  

Student	Math Benchmark Entry	September Quiz	October Quiz	Math Benchmark Trimester 1	November Quiz	December Quiz	Trimester 1 of 3 
MARIANA	13	8	9	15	10	9	A 
.ANJELIKA	10	10	10		10	10	A 
iHER, I	11	7	8	12	7	9	A- 
.Y, CYRUS	6	5	6	6	5	7	C- 
EHILA	5	6	5	7	6	6	C- 
MAXWELL	12	10	10	13	8	8	A 
G, ISABELLA	10	5	6	11	10	8	B 

Grading Class Terms Semester 1

Student	CAS - Cumulativ Assessmet	COZ - Concept Quiz	HCW - Homework	MQZ - Mini Quiz	PPT - Pre/Post Test
Archer, Austin B.	---	29/32 91%	32/32 100%	85/100 85%	85/100 85%
Archer, Austin B.	---	32/32 100%	31/32 97%	95/100 95%	92/100 92%
Bennett, Amanda L.	---	30/32 94%	32/32 100%	90/100 90%	94/100 94%
Baker, Abigail M.	---	25/32 78%	28/32 88%	65/100 65%	78/100 78%
Burke, Mike B.	---	25/32 78%	32/32 100%	90/100 90%	81/100 81%
Burner, Seth B.	---	27/32 84%	28/32 88%	85/100 85%	89/100 89%
Farmer, Malory L.	---	27/32 84%	32/32 100%	50/100 50%	83/100 83%
Ford, Mike B.	---	26/32 81%	24.1/32 75%	60/100 60%	81/100 81%

Actions

- Filter Students
- Apply Grade to Ungraded Students
- Apply Grade to All Students
- Append Comment to All Students
- Remove Comments from All Students
- Accept All Suggestions
- Report Options
- Download Grade Distribution Report
- View Options
- Toggle Comments

C+ C
 B C
 C C-
 C D

Semester 1

Order Newest to Oldest

Student	COZ-1 - CO-1 Write Answer	COZ-2	COZ-3	COZ-4
Archer, Austin B.	8	8	7	6
Archer, Austin B.	8	8	8	8
Bennett, Amanda L.	6	8	8	8
Baker, Abigail M.	6	7	7	5
Burke, Mike B.	6	8	6	5

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

Here, you can grade students by standards across all assignments.

1. Select **Standards Grades** from the **Grading** tab.
2. You will see a list of students linked to the gradebook along with their performance for each week in the selected term. For each student, you will see how many times they met the standard versus how many times they encountered it. (e.g., 2 out of 3, shown as $\frac{2}{3}$). Each student's weekly score is color coded, providing a quick visual indicator of their performance for the week.
3. Assign a **grade** from the standard dropdown menu for each standard based on the student's performance.
4. Move through the term and standards by selecting them from the list in the top right corner.

5. Click the **Action Gear** to the far right for the following options:

- **Filter Students**
- **Apply a Single Grade to All Students**
- **Add Comments**

Grading Learning Standards

Trimester 1 of 3 CCSS.Math.Content.4.NBT.A.3

Student	WK 20	WK 21	WK 22
MARIANA	2/3	2/3	2/2
ANJELIKA	3/3	3/3	2/2
BENJAMIN	3/3	2/3	1/2
CYRUS CC	3/4	1/2	2/2
KEHILA E	1/4	1/2	1/2
MAXWELL	3/3	3/3	2/2
ISABELLA	0/3	2/3	1/2
SEBASTIA	3/3	2/3	2/2
TESSA HO	0/3	2/3	1/2

Grading Learning Standards

Trimester 1 of 3

- ✓ CCSS.Math.Content.4.NBT.A.3
- CCSS.Math.Content.4.NBT.B.6
- CCSS.Math.Content.4.NBT.B.5
- CCSS.Math.Content.4.NBT.B.4
- CCSS.Math.Content.4.NBT.A.1
- CCSS.Math.Content.4.NBT.A.2

Student

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

Here, you can grade students on non-academic measures such as citizenship, respect, or attendance.

1. Select **Non-Academic Measures** from the **Grading Tab**.
2. Assign grades based on a single date or more commonly, by Term.
3. Select each Measure from the list of those you imported to the gradebook.
4. Use the Actions Gear for the following options.
 - **Apply a Grade to All Students**
 - **Filter Students**
 - **Add Comments**

Grade Non-Academic Measures

Measure: Participation Effort Focus Organization

Date Term Trimester 1 Actions

MARIANA G	3
ANJELIKA R	2
BENJAMIN F	4