# Creating a Gradebook - Details Tab, Class Roster

Getting Started

Educators are encouraged to think about their preferred methods of creating and managing their gradebooks rather than relying on historical practices when using Classroom. For example:

- Create a gradebook for each period if you use different assignments for different periods or grade students period by period.
- Create a single gradebook for all your periods if you use the same assignments for every period or if you grade every student at once.
- Create two gradebooks, one for each grade, if you are an elementary teacher with second and third-grade students in your class.
- Create one gradebook for each subject, which you can contribute to if you are using co-teaching based on a subject.
- If you are a new teacher with no curriculum or teaching a new grade level or subject, ask another educator in your district to share their gradebook with you via a gradebook template.

Navigating

1. Start under **Gradebooks** in the left navigation menu and choose **New Gradebook,** or start under **Home** in the left navigation menu, choose the **Work section,** and select the **Create Gradebook link.**
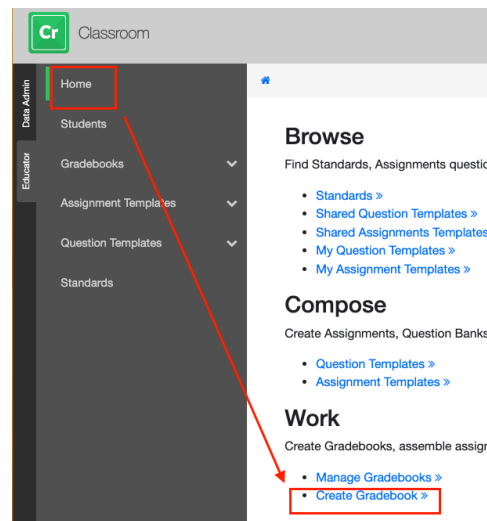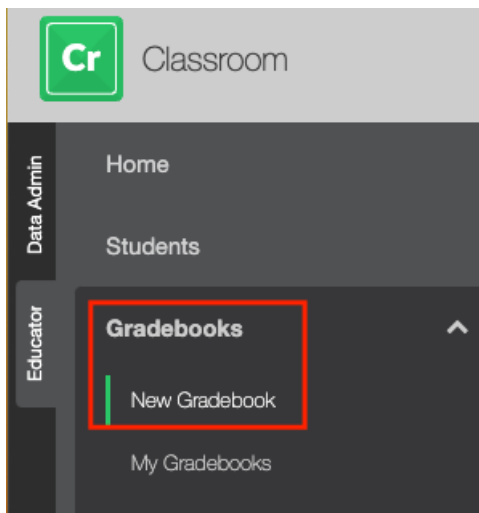

2. You will see a blank **New Gradebook** template with several tabs at the top for easy navigation. Click on any tab to navigate to that section of the form.
   - **Details:** Fill in general information about the Gradebook.
   - **Settings:** Configure preferences for grading and assessments. For more information, see Creating a Gradebook - Settings Tab.

- **Assignments:** Add and manage assignments for your students. For more information, see [Creating a Gradebook - Assignment Tab](#).
- **Interviews:** Track any student interviews or meetings if applicable. For more information, see [Creating a Gradebook - Interviews Tab](#).
- **Scoring:** Set up scoring methods and rubrics. For more information, see [Creating a Gradebook - Scoring Tab](#).
- **Grading:** Define grading scales and policies. For more information, see [Creating a Gradebook - Grading Tab](#).
- **Reports**: Generate reports for student performance analysis. For more information, see [Creating a Gradebook - Reports Tab](#).

3. Here are some tips for navigating effectively:
   - **Next Button:** Use this to step through the form in wizard fashion. Ensure you have filled in any required fields before proceeding. While some fields listed on the forms are optional or unnecessary, they will help build a complete and accurate gradebook.
   - **Cancel Button:** Use this to exit at any time without saving changes.
   - **Save Options:** Use **Save & Continue** to save your progress and keep moving forward, or use **Save & Exit** to save your work and exit the form entirely.
   - **Breadcrumbs:** Utilize the breadcrumb navigation at the top to return to previous sections without using the browser buttons.
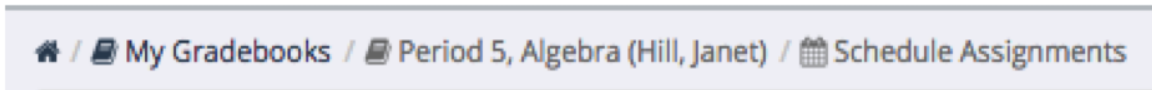
Details Tab

The Details tab allows you to give your new gradebook a Name, Description, Course Code, ALE Class, School, and Gradebook Type.

1. Fill in the Gradebook **Name** field. Use a clear naming convention, ideally including your last and first name, to help administrators link assessments correctly. While the other fields listed on the details tab are optional, we recommend you fill them out. It will help others locate it during filtering and searching.

2. Fill in the **Description** field with a detailed description of the contents of your gradebook and the student group(s) it serves.

3. Click the **Select** button in the top right of the field, then select the checkmark to the left of your choice.
   ○ **Course Code:** This allows your district to provide a default curriculum. You can manage these through the Import Properties setting.
   ○ **ALE Class:** Select from pre-populated classes. This will auto-fill the Course Code and School fields. If you prefer a single gradebook for multiple classes, leave this blank.
   ○ **School** - This will automatically populate the start and end dates for the school. Disable this by unchecking the **Import properties into gradebook** box below if not needed.
   ○ **Gradebook Type** - Choose from options like Elementary Standards-Based Gradebook, Scores-Only Assignments Gradebook, ReportCard Only Gradebook, and Class Terms by Standards.

4. After completing the details, select **Save and Save & Continue** at the top right.

Generating a Class Roster

1. Click the **Actions Gear** in the top right to **Generate Class Roster.**
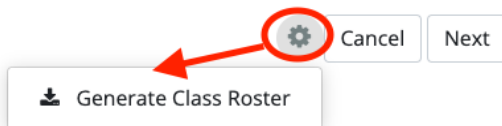
2. The **Class Roster** is a list of the students in the class, with some added columns. The default roster includes two extra columns with **Y** and **N as headers**. This may also be generated in the Reports Tab.
   ○ Remove a column by clicking the "**-**" icon to the column header's right.
   ○ Rename the column header by typing in the header box.
   ○ Add new columns by clicking the **+Add Columns** button.
   ○ Click the **Download Report** button to generate the roster.