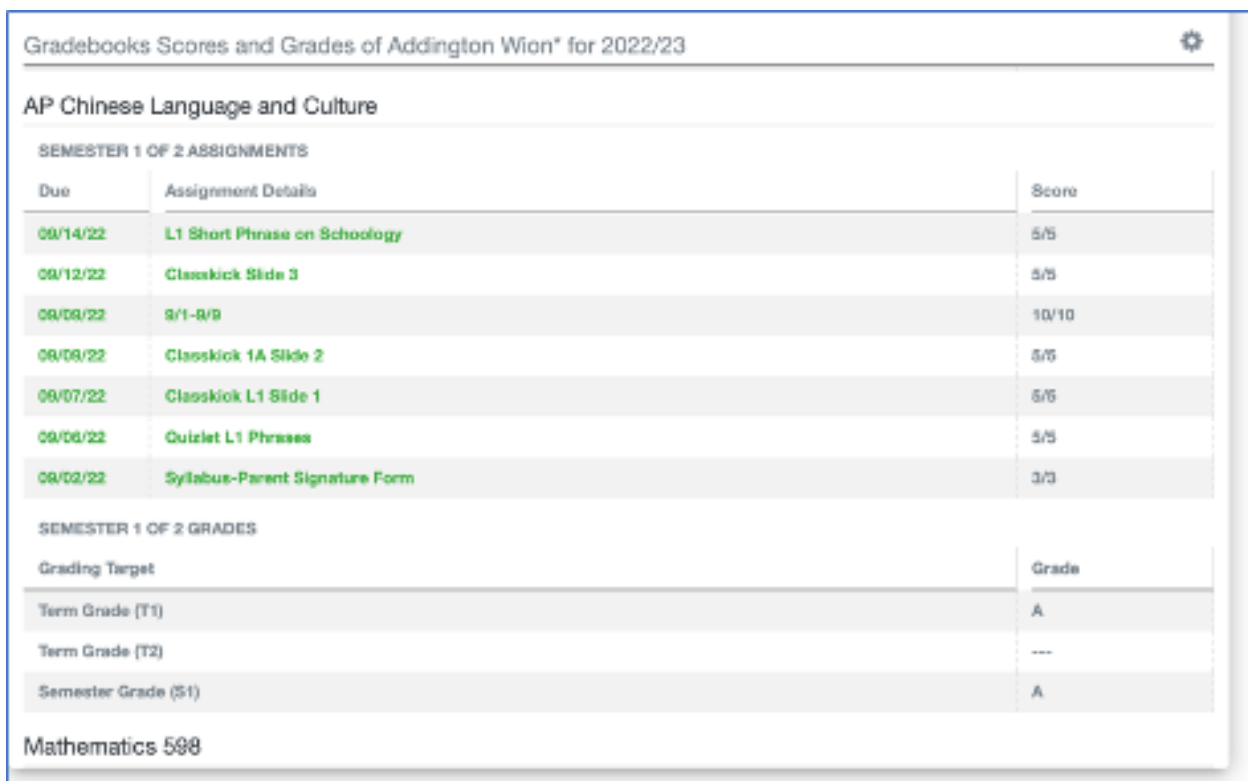


Displaying Grades on Student Spotlights V2

At the request of many users, Homeroom modified the Gradebook Grades container to show only current term information. As a result, the screen initially appears blank if the user wants to view grades for a year before or after the current school year or for a previous school year. However, a few quick steps can remedy this situation, allowing the user to view grades and assignments for the desired term.

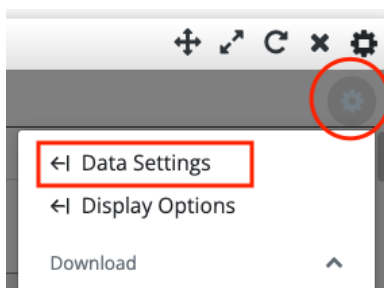
Steps to displaying grades and assignments.

1. Navigate to the **Student Gradebook- Current Year** container on the **Student Spotlight**. If a term is active, you will likely see gradebook entries similar to the one below.



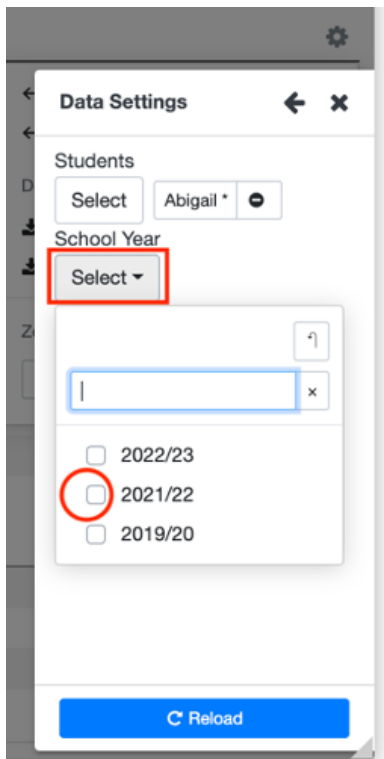
Gradebooks Scores and Grades of Addington Wion* for 2022/23		
AP Chinese Language and Culture		
SEMESTER 1 OF 2 ASSIGNMENTS		
Due	Assignment Details	Score
09/14/22	L1 Short Phrase on Schoology	5/5
09/12/22	Classkick Slide 3	5/5
09/09/22	9/1-9/9	10/10
09/08/22	Classkick 1A Slide 2	5/5
09/07/22	Classkick L1 Slide 1	5/5
09/06/22	Quizlet L1 Phrases	5/5
09/02/22	Syllabus-Parent Signature Form	3/3
SEMESTER 1 OF 2 GRADES		
Grading Target	Grade	
Term Grade (T1)	A	
Term Grade (T2)	---	
Semester Grade (S1)	A	
Mathematics 598		

2. If the screen is blank or you want to explore grades for a student from a different school year, the data and display settings must be modified.
3. Modify the school year by selecting the **Actions and Options** gear and choosing **Data Settings**.

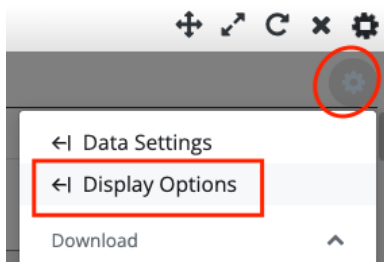


4. Select the school year for which you want to view the data.

- Click **Reload**.



- The second adjustment needs to occur in the Display Settings. Again, use the **Actions and Options** gear and choose **Display Settings**.



- The Display setting is a series of toggles that allow you to turn on or off classes, assignments, and grades. Click on the **eye symbol** to toggle on. Note the menu scrolls, so scroll down for more classes.

