


The Grade Book Editor Toolbar

The Grade Booked Editor includes a toolbar at the bottom of the screen where users may click to access menus with additional options.

	Avg	Student	Short Story Q...
1	86.64	Anders, Samuel	81 []
2	86.64	Baily, James	85 [EX]
3	85.20	Broderick, Brynn	70 [EX]
4	87.39	Broussard, Jonathan	85 []
5	86.10	Button, Patricia	85 []
6	85.31	Claypool, Abigail	81 []
7	88.06	Clerk, David	85 []
8	83.52	Clerk, Nina	83 []
9	86.68	Dickson, Brigid	94 []

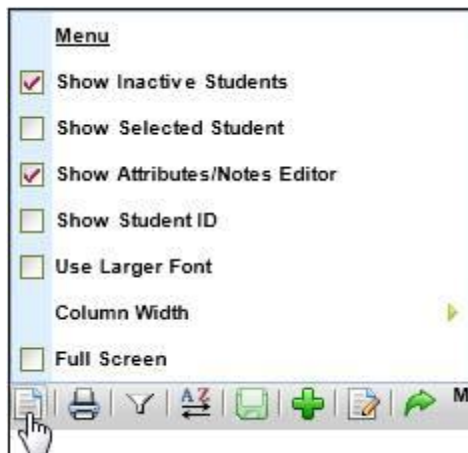


Menu

Click on the Menu button to view additional view options. These checkboxes control the information that displays on the screen and are all checked by default.

Current options include:

- Show Inactive Students
- Show Selected Student (to show only a single student, click in the row for that student and select this option)
- Show Skill Set Averages (if using skill set grading, this option allows teachers to specify which skill set averages to display)
- Show Attributes/Notes Editor (this option is only available if the grade book has attributes configured *and/or* the district has enabled grade book notes.
- Show Student ID
- Use Larger Font
- Column Width (allows users to select a column width between 1 (narrowest) and 5 (widest); all columns will be sized equally based on whichever setting is selected)
- Full screen (shows the grade book editor in full-screen mode)



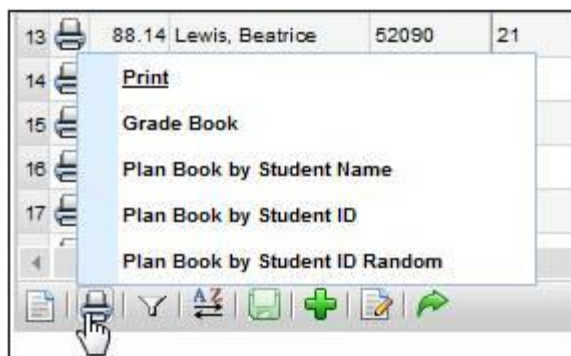
Reports

Click the Reports button to view available grade book reports, and click on any report to run it. The report will open in a new window. Available reports include the following:

- **Grade Book** (prints the Grade Book Report for the entire class)
- **Plan Book by Student Name** (the report will display student names, and students will be sorted alphabetically in ascending order by Student Name (Last Name, First Name))
- **Plan Book by Student ID** (the report will display Student ID numbers instead of names, and students will be sorted in ascending order by Student ID)
- **Plan Book by Student ID Random** (the report will display student ID numbers instead of names. The students will be displayed in random order, regardless of name or ID number)

See the section on [Grade Book Editor Reports](#) for more information on each of these reports.

Note: Running reports from within the Grade Book Editor produces a quick report that does not use a prescreen. To run with additional options, navigate to the Grade Book Reports view, select the appropriate report and configure options as appropriate.



Filter

The assignments in the Grade Book Editor can be filtered by Category, Subject, Marking Period, and/or Skill Set, depending on the options defined by your district. To set a filter, click the Filters button, click on the desired filter type, and select the appropriate filter criteria..

Note: To use multiple filters at the same time, you must select one type of filter first, then click the Filters button and select the other filter.

	Avg	Student	Vocab 15	Vocab 16	Vocab 17	Exam 5/17	Homework 5/16	Final Project	Vocab 18
1	93.19	Bailey, Judith	93	95	91	96.5	86	95	93
2	86.13	Baker, Amy	81	84				84	91
3	73.13	Baker, Jeffrey	76	78				68	71
4	79.06	Butler, Barbara	78	79				79	81
5	81.88	Gray, Jason	85	82				78	79
6	90.83	Music, Melissa	96	92				86	89
7	84							93	88
8	94							97	94

Note: The “Avg” column and category average mouseover will always display information based on the assignments currently being displayed in the editor. This means the average shown will change based on selected assignment filters.

Sort



Grade Book assignments can be sorted by assignment date, by assignment name, or by category. To apply a sort, click the Sort button and select the appropriate sort option.


Note: Assignments are sorted horizontally in the grade book editor.






11	109.83	Layel, Sarah	48492	21	69
12	92.54	L			88
13	88.14	L			71
14	100.00	W			62
15	62.59	S			55
16	48.44	B			47
17	80.00	C			53


Save/Add/Done Buttons

Changes to the Grade Book can be saved by clicking the Save  button at the bottom. This will also cause all student averages to be refreshed.

The Add  button allows teachers to add assignments individually, while the Batch Edit Assignments  button will allow users to add, edit, and/or delete multiple assignments from a single screen.

To exit the Grade Book Editor and return to the user’s **My Home > Classes** tab, click the Done  button. If there are unsaved changes, a prompt will appear asking for confirmation. Click OK to exit without saving or click cancel to return to the grade book editor.

5		86.10	Button, Patricia	85	[]
6		85.31	Claypool, Abigail	81	[]
7		88.06	Clerk, David	85	[]
8		83.52	Clerk, Nina	83	[]
9		86.68	Dickson, Brigid	94	[]



When a grade book is saved, the following settings are maintained for the user:

- Menu > Show Inactive Students
- Menu > Show Student ID
- Menu > Show Attributes
- Menu > Show Skill Set Averages
- Menu > Use Larger Font
- Menu > Column Width
- Menu > Full Screen
- Height and width of the Grade Book Editor window
- Filter > Subject, Skill Set, or Category filter selections

After saving changes, these settings will be maintained for each user individually and will be reflected across all of that user's grade books. Because these settings are saved for each user and not for each grade book, users accessing a grade book either by assuming a faculty identity or as a substitute will continue to see their own settings reflected, rather than those of the user who last saved the grade book.