

## Students – Grade Book

### Setup:

1. To enter the Grades List open ASAP, click on Sections on the left, Manage Sections on the right and open the section details for the class where you are going to do the setup.
2. Click on Edit Roster and then Gradebook List. You will now enter the information on Sections Grades exactly the same as a teacher would in the Web Attendance.
3. Enter Grade (description)
4. Enter the Weight (%). This number should be entered as 15 if the particular item is worth 15% of the grade. Enter only whole numbers (15, 25, 40, etc).
5. Sort Order will fill in automatically.
6. The total of all the items listed on the Grades List MUST equal 100%.
7. Click on the exit doorway and the information will be saved.

Section Grades
[-] [x]

**Section Grades**

Click on Arrows to move grade items up or down

Time Period: **FY13**    Section #: **0105111**    Section Title: **Landscaping**

|                                     | Grade      | Weight(%) | Sort Order |
|-------------------------------------|------------|-----------|------------|
| <input type="checkbox"/>            | Chap 1     | 10        | 1          |
| <input checked="" type="checkbox"/> | Chap 2     | 10        | 2          |
| <input type="checkbox"/>            | Cap 4      | 10        | 3          |
| <input type="checkbox"/>            | Quiz 1     | 10        | 4          |
| <input type="checkbox"/>            | Final Exam | 50        | 5          |
| <input type="checkbox"/>            | Paper      | 10        | 6          |
| <input type="checkbox"/>            |            |           |            |

Total: **100** %

\*Weight must sum to 100

Copy Gradebook to another Section

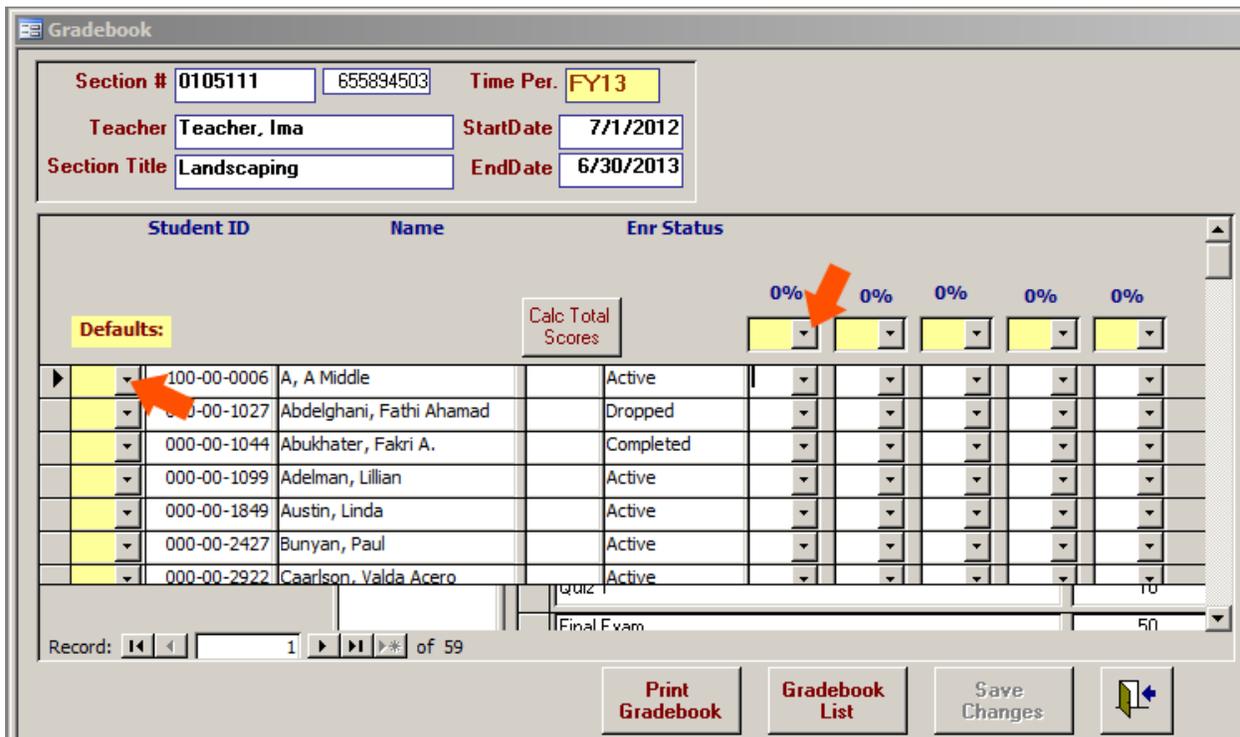
Import Gradebook from .csv file

## Students – Grade Book

### Entering Grades:

1. From the Edit Roster screen, click on Roster Gradebook button.
2. The students will be listed on this screen and the grade description entered above will now show in columns at the right of the names and enrollment status.
3. To enter a default amount for all students, click in the box at the top of the column and either type in or use the pull-down arrow to select the amount then hit 'enter'. This will enter the default percent for all students. If you need to change or remove any of the amounts, just click on the one you want changed and delete or change the number.
4. You can also enter a default amount for any one student by clicking on the default to the left of a student name. This will enter the grade amount into all descriptions for that one student.
5. You can calculate the total scores at any time by clicking on that button.

Any information entered in the Gradebook List or the Roster Gradebook in ASAP will show in the Web Attendance for the teacher when they click on the Grades/Credits tab.



The screenshot shows the 'Gradebook' window with the following details:

- Section #:** 0105111 (ID: 655894503) **Time Per.:** FY13
- Teacher:** Teacher, Ima **StartDate:** 7/1/2012
- Section Title:** Landscaping **EndDate:** 6/30/2013

The main table lists students with columns for Student ID, Name, Enr Status, and five grade columns (all currently set to 0%). A 'Calc Total Scores' button is located above the grade columns. An orange arrow points to the first '0%' dropdown menu. Another orange arrow points to the first dropdown menu in the student list.

| Student ID  | Name                     | Enr Status | 0% | 0% | 0% | 0% | 0% |
|-------------|--------------------------|------------|----|----|----|----|----|
| 100-00-0006 | A, A Middle              | Active     | 0% | 0% | 0% | 0% | 0% |
| 000-00-1027 | Abdelghani, Fathi Ahamad | Dropped    | 0% | 0% | 0% | 0% | 0% |
| 000-00-1044 | Abukhater, Fakri A.      | Completed  | 0% | 0% | 0% | 0% | 0% |
| 000-00-1099 | Adelman, Lillian         | Active     | 0% | 0% | 0% | 0% | 0% |
| 000-00-1849 | Austin, Linda            | Active     | 0% | 0% | 0% | 0% | 0% |
| 000-00-2427 | Bunyan, Paul             | Active     | 0% | 0% | 0% | 0% | 0% |
| 000-00-2922 | Caarlson, Valda Acero    | Active     | 0% | 0% | 0% | 0% | 0% |

Record: 1 of 59

Buttons: Print Gradebook, Gradebook List, Save Changes