



Grade Book in Web Teacher Attendance

Setup:

[Print](#) [Save Changes](#) [Close](#)

Sort Order	Grade Desc	Weight (%)	
1	Quiz 1	10	Delete
2	Quiz 2	10	Delete
3	Quiz 3	10	Delete
4	Midterm	30	Delete
5	Final	40	Delete
			Delete
		Total: 100%	

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1. Enter new Grade Sort Order, Description and Weight.
Weight must sum to 100.
2. After enter new grade, click 'Save Changes' to add a new grade or exit.

The teacher should log into WTA, select the time period wanted and then click on the tab for Grades/Credits. You need to set up the Grades List with the grade description and the weight (percent) that each grade item is worth to the student. The total of all the items listed on the Grades List MUST equal 100%.

1. Enter sort order
2. Enter Grade Description
3. 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).
4. Click on Save Changes and a new line will show so you can continue to add information.

When finished entering the information and the total is 100% - click on Save Changes.

Entering Grades:



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[Back to Grades/Credits](#)

Gradebook for Section: Enrollment Status:

Time Period: FY13 Program: Adult Basic Education
 Section No: 0105111 Start Date: 07/01/2012
 Section Title: Landscaping End Date: 06/30/2013

Student ID	Student Name	Enrollment Status		Quiz 1	Quiz 2	Quiz 3	Midterm	Final	Total Score	Final Grade
				<input type="text" value="10%"/>	<input type="text" value="10%"/>	<input type="text" value="10%"/>	<input type="text" value="30%"/>	<input type="text" value="40%"/>		
2955	Cabrales, Jose J	Active	Enter grades	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
2956	Cabras, Katherine	Active	Enter grades	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
7376	Reyes, Teresa V	Active	Enter grades	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
6360	Smith, Isaac	Active	Enter grades	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
3900	Smith, Rubi	Active	Enter grades	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
1494	Smith, Sam	Active	Enter grades	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
1495	Smith, Sam	Active	Enter grades	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
1070	Test, Test28	Active	Enter grades	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>
3842	Tomaszewski, Lucia	Active	Enter grades	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text"/>

1. Click on Gradebook. This will open the screen to allow the teacher to enter an amount under each Grade Description for each student.
2. The teacher can enter the amount set up for that description or a higher or lesser amount as the student deserves.
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 click on 'Set All'. 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. When finished entering the grade information, click on Save Changes and then the button "Back to Grade/Credits".
5. The grades are completed and will now show in the Section Details in ASAP.