



On-Line Gradebook Tips



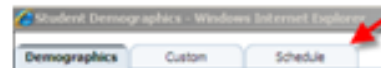
SOMETIMES STUDENTS COME INTO YOUR CLASS AFTER THE ORIGINAL START DATE.

NEW STUDENTS WILL APPEAR ON YOUR GRADEBOOK HOME PAGE. AFTER A WEEK THEY WILL DISAPPEAR. HOWEVER, YOU CAN STILL LOOK AT THIS INFORMATION.

1. Open the Gradebook Grid.



2. Click on the student's name. A new window will open.
3. In the new window click on the



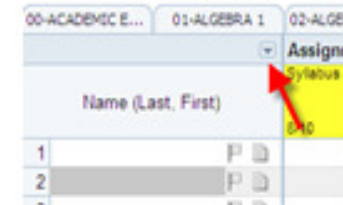
- schedule tab.
4. Next to each class the start date for that class will appear.

1st Quarter Grade						
Period	Course	Teacher	Phone	Room	Add Date	Drop Date
00 Hour	ACADEMIC ENVIRONMENT	McKeynolds, Camie	2117	8/10		
01 Hour	INTRO JOURNALISM	McKeynolds, Camie	2117	8/10		
02 Hour	ENGLISH 1 - H	Sherwood, Jennifer	2123	8/27		
03 Hour	CURLS PE/HEALTH	Garcia, Bernice	Gym	8/10		
03 Hour	FROSH FOCUS	Tipton, Erica	2104	8/10		
04 Hour	ALGEBRA 1 H - 1	Henry, James	2219	8/10		
05 Hour	INTEG SCIENCE 1	Marks, Patrick	2216	8/31		
06 Hour	SPANISH 1	Martinez, Mark	2122	8/11		

Did you know that you can view individual student grades?

This is great for discussing a single student's progress without having to print a report or show other student information.

1. Go to the Gradebook Grid.
2. Select the down arrow above the Name (Last,First) Column



3. Select Show Single Student
4. Click in a box under an assignment for the specific student in order for those grades to appear.

Assignments				
Syllabus Quiz	Pre-Req Test	Syllabus Form		
8/10	10	8/11	40	8/12