



# Gradebook – Copy, Edit, Delete and Link Gradebooks

March 10, 2017

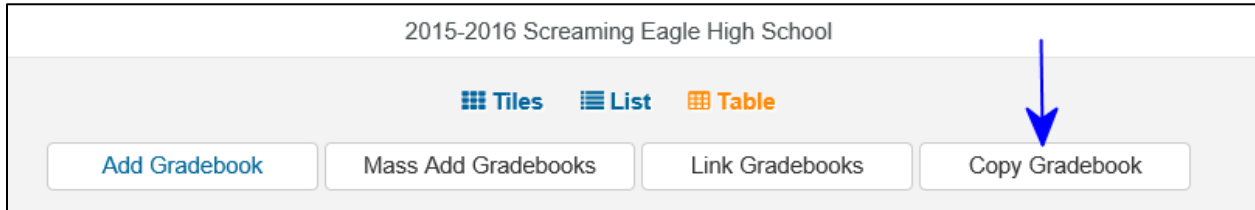
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1. Copy Gradebook
2. Edit Gradebook
3. Delete A Gradebook
4. Link Gradebooks

## COPY GRADEBOOK

When adding a new gradebook, the ability to copy any other gradebook in the current year or last year is available. **Final Marks, Category Types and Assignments** can also be copied.

From the **Dashboard** page, click the mouse on the **Copy Gradebook** button.



The following page will display.

The form is titled 'Copy Gradebook' and is divided into three main sections:

- Select Year and Teacher:** Contains two dropdown menus. 'Year' is set to '2013-2014' and 'Teacher' is set to 'Liera'.
- Select Gradebook:** Contains a table with the following data:

	Gradebook Name	Grade Range
<input type="checkbox"/>	0 - Language Arts - Y	4 - 4
- Select Tables:** Contains four checkboxes:
  - Final Marks (GTG)
  - Gradebook Options (GBO)
  - Gradebook Categories (GBT)
  - Gradebook Assignments (GBA)

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

**Select the Year and Teacher. Use the Year dropdown to select the Year. To select a Teacher, click the mouse on the Teacher. The teachers existing gradebooks will display below. Select the Gradebook to copy. Select the gradebook tables to copy and click on the Save button.**

The Edit Gradebook page will display with the new Gradebook information defaulting from the copied gradebook. Change any of the applicable information for the new gradebook. For a secondary or Elementary with MST schedule school select the section to be associated with this gradebook. Click on the Save button when complete.

## EDIT GRADEBOOK

To edit an existing **Gradebook**, click the mouse on the **Manage Gradebook** button on the dashboard page. Below is an example from the **Table** dashboard.

▼ Current Gradebooks	Edit Scores By...			Functions	
1 - IBHstAm2/HEcCv - Fall	<a href="#">Class</a>	<a href="#">Assignment</a>	<a href="#">Student</a>	<a href="#">Manage Gradebook</a>	<a href="#">Add Assignment</a>
2 - IBHstAm2/HEcCv - Fall	<a href="#">Class</a>	<a href="#">Assignment</a>	<a href="#">Student</a>	<a href="#">Manage Gradebook</a>	<a href="#">Add Assignment</a>
3 - Adv Algebra CP - Fall	<a href="#">Class</a>	<a href="#">Assignment</a>	<a href="#">Student</a>	<a href="#">Manage Gradebook</a>	<a href="#">Add Assignment</a>

The **Manage Gradebook** button window will display for the selected gradebook.

Existing gradebooks can have their terms adjusted also. A gradebook with a term of Year can be changed to a Quarterly gradebook. The existing assignments will display and also the calculation of the overall score and mark based on the assignment due dates within the new term dates of Quarter 1, Quarter 2, Quarter 3 and Quarter 4.

Edit Gradebook
[Options](#)
[Categories](#)
[Assignments](#)
[Manage Students](#)
[Final Marks](#)
[Narrative Grades](#)
[Rules](#)

[Backups](#)
[Restore](#)

**Info:** Students In This Gradebook Are Between Grades 12 and 12

**Gradebook Name:** This Gradebook Will Be Named With The Pattern of 'Period - Name - Term'

At least one term must be associated with this gradebook. When multiple terms are selected their date ranges cannot overlap.

NOTE: Selecting more than one term is not compatible with the older Silverlight gradebook. Use of the Silverlight gradebook will not be possible after employing this new feature.

	Associated Term	Start Date	End Date
<input type="checkbox"/>	Year	8/4/2014	8/28/2015
<input type="checkbox"/>	Fall	8/4/2014	1/30/2015
<input checked="" type="checkbox"/>	Quarter 1	8/4/2014	10/31/2014
<input checked="" type="checkbox"/>	Quarter 2	11/3/2014	1/30/2015
<input type="checkbox"/>	Spring	2/2/2015	8/28/2015
<input checked="" type="checkbox"/>	Quarter 3	2/2/2015	4/3/2015
<input checked="" type="checkbox"/>	Quarter 4	4/6/2015	8/28/2015

The following warning message will display if multiple terms are selected and their date ranges are outside of Gradebook Option Display Assignments Range dates.

Gradebook Option Display Assignments Range currently limits which assignments to display. These options will apply to the overall gradebook and not the specific terms. Please verify the dates on the Options tab and use caution when changing the dates.

Make any changes to the gradebook and click the mouse on the **Save** button.

### **DELETE A GRADEBOOK**

To delete a gradebook, click the mouse on the **Delete** button at the top or at the bottom on the **Edit Gradebook** page.

Comment:

***Two*** confirmation messages will display. Click **OK** to both of the message to delete the gradebook. Click Cancel to cancel the gradebook delete.

Deleting the gradebook will delete all Terms associated with this gradebook. Are you sure you want to delete this gradebook?

Deleting the gradebook will delete all Terms associated with this gradebook. Are you really really sure you want to delete this gradebook?

Prevent this page from creating additional dialogs.

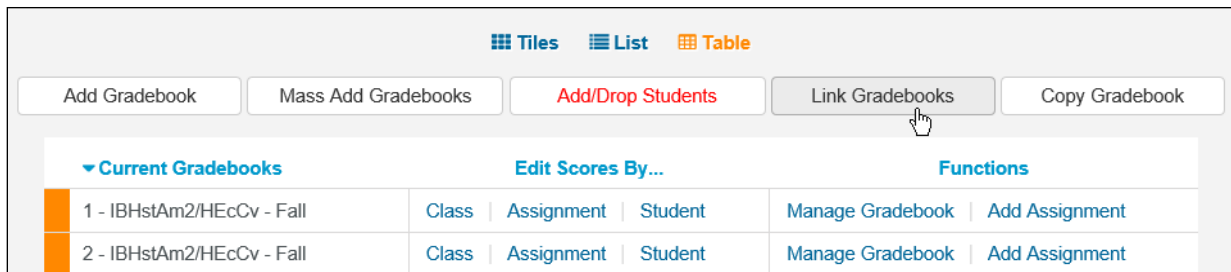
**NOTE: All assignments and student scores will also be deleted when deleting a gradebook. All Terms associated with the gradebooks will also be deleted. Use extreme caution when deleting a gradebook.**

## LINK GRADEBOOKS

Linking gradebooks is used in secondary or Elementary with MST schedule schools for teachers who teach multiple periods of the same subject.

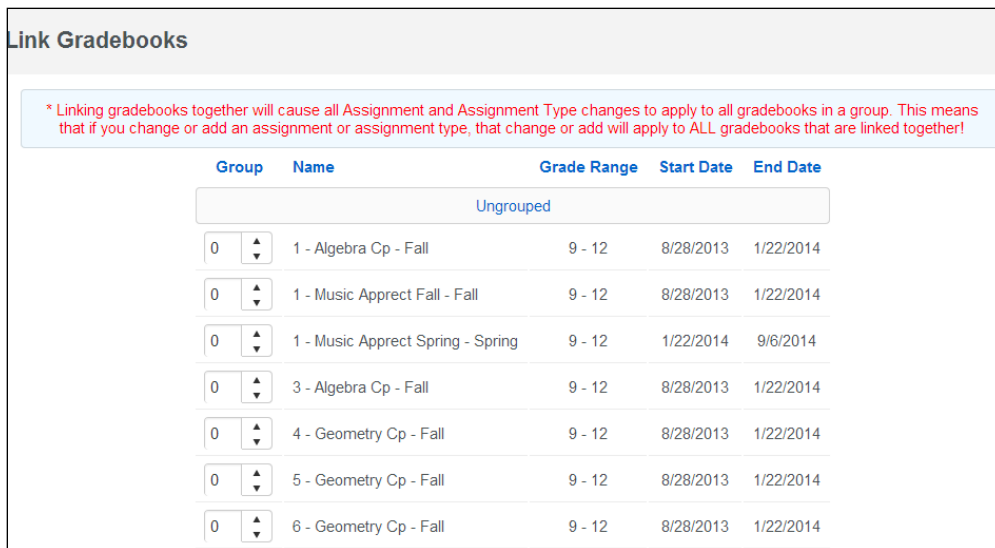
The **Link Gradebooks** option will allow you to create a group of gradebooks. Using this option, any changes made to **Category Types, Assignments, Final Marks** and **Rules** in one gradebook in the group will also update all of the other gradebooks in the group with the same changes.

To link gradebooks, click the mouse on the **Link Gradebook button** on the top of the dashboard page.



The screenshot shows a dashboard interface with a top navigation bar containing 'Tiles', 'List', and 'Table' views. Below this is a row of buttons: 'Add Gradebook', 'Mass Add Gradebooks', 'Add/Drop Students', 'Link Gradebooks' (highlighted with a mouse cursor), and 'Copy Gradebook'. Underneath is a table with columns for 'Current Gradebooks', 'Edit Scores By...', and 'Functions'. The table lists two gradebooks: '1 - IBHstAm2/HEcCv - Fall' and '2 - IBHstAm2/HEcCv - Fall'. Each row has 'Class', 'Assignment', and 'Student' options under 'Edit Scores By...', and 'Manage Gradebook' and 'Add Assignment' options under 'Functions'.

The following screen will display with all gradebooks. The **Group** field will display on the left side of the screen with zeroes in the field. The zeroes indicate unlinked gradebooks.



The screenshot shows the 'Link Gradebooks' screen. At the top, there is a warning message: '\* Linking gradebooks together will cause all Assignment and Assignment Type changes to apply to all gradebooks in a group. This means that if you change or add an assignment or assignment type, that change or add will apply to ALL gradebooks that are linked together!'. Below the warning is a table with columns: 'Group', 'Name', 'Grade Range', 'Start Date', and 'End Date'. The table is currently ungrouped, and all 'Group' values are 0. The rows are:

Group	Name	Grade Range	Start Date	End Date
0	1 - Algebra Cp - Fall	9 - 12	8/28/2013	1/22/2014
0	1 - Music Apprect Fall - Fall	9 - 12	8/28/2013	1/22/2014
0	1 - Music Apprect Spring - Spring	9 - 12	1/22/2014	9/6/2014
0	3 - Algebra Cp - Fall	9 - 12	8/28/2013	1/22/2014
0	4 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014
0	5 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014
0	6 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014

**IMPORTANT: Gradebooks must be linked when the gradebooks are created AND before Categories and Assignments are added. Gradebooks should not be linked after Assignments have been added.**

To **Link Gradebooks** enter the same number in the **Group** field. For example, all gradebooks listed below with **1** entered in the **Group** field will be linked. The gradebook will move from the **Ungrouped** section to the **Grouped** section.

Group	Name	Grade Range	Start Date	End Date
Ungrouped				
0	1 - Music Apprect Fall - Fall	9 - 12	8/28/2013	1/22/2014
0	1 - Music Apprect Spring - Spring	9 - 12	1/22/2014	9/6/2014
Group 1				
1	1 - Algebra Cp - Fall	9 - 12	8/28/2013	1/22/2014
1	3 - Algebra Cp - Fall	9 - 12	8/28/2013	1/22/2014
Group 2				
2	4 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014
2	5 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014
2	6 - Geometry Cp - Fall	9 - 12	8/28/2013	1/22/2014

Linking gradebooks together will cause all **Category Types** and **Assignments** changes to apply to all gradebooks in a group.

**REMEMBER: When Linking gradebooks any change made to Category types or assignments will update ALL gradebooks that are linked.**