

# Webinar: April 2021

Gradebook in QuickSchools

# Introductions

## Your Presenter

Azroy Kandan

Head of Support



## Q&A Panelists

- Ezekiel: Technical Support Specialist
- Eralyn: Technical Support Specialist
- Amour: Chat Support Agent

Let's take a Poll

# Webinar Format

- Presentation - 5 min
- Live Demo - 25 min
- Q & A / Close - 10 min

Please submit your questions via “**Q&A**”. Panelists will answer questions.

Certain questions will be addressed by the Presenter via Live Demo

# After the Webinar

- There's a survey after the webinar ends.
- Link to survey will also be included in Thank You email, which we'll send out after the webinar
- You can indicate in the Survey if you're interested a recording of this webinar

Please send us feedback



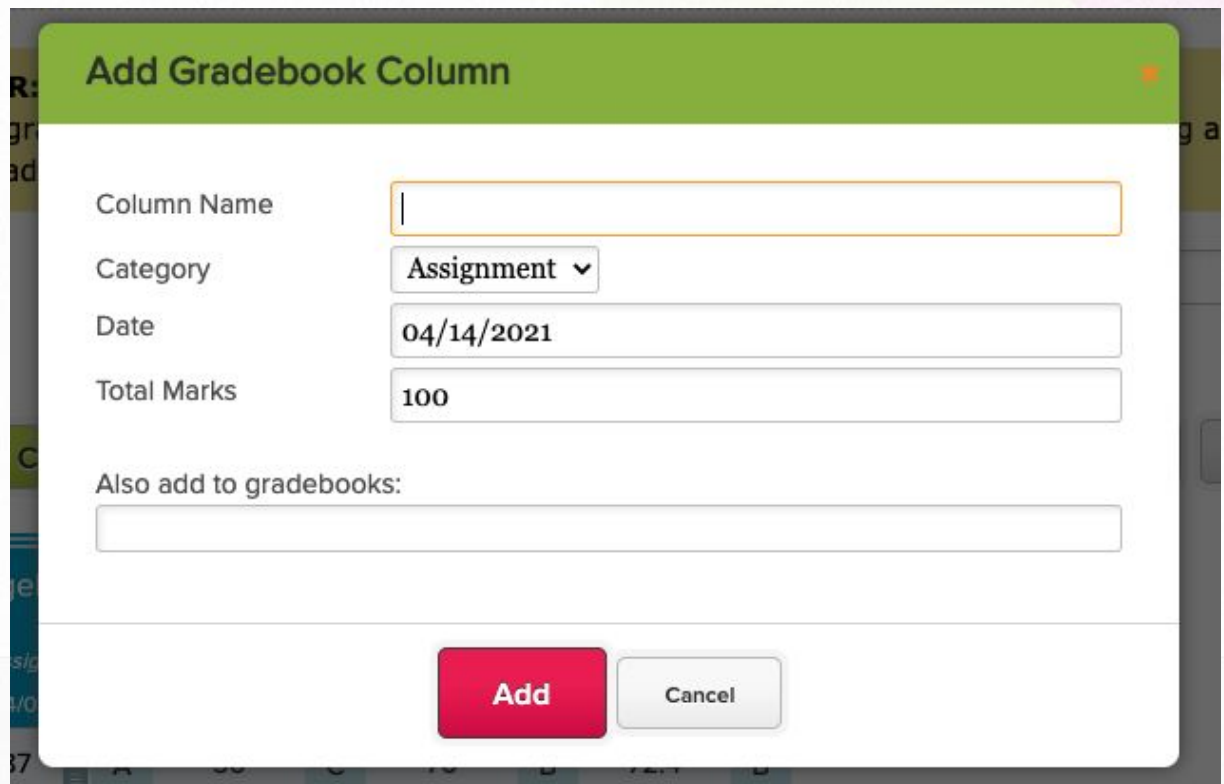
# Agenda / Topics

Let's take a Poll

- Gradebook Basics (adding Columns and Formulas)
- Gradebook Settings
- Gradebook Tools
- Tips / Best Practices
- Optional / Advanced Settings
- Alternatives
- Live Demo
- Summary

# The Basics - Adding a Column

- Adding a Column
- Gradebook Categories
- Also Add to Gradebooks



**Add Gradebook Column**

Column Name

Category

Date

Total Marks

Also add to gradebooks:

**Add**

# The Basics - Adding a Formula

## Weight Factors

- Can select category or individual columns / items
- Admin Columns
- **Term Grades** (from previous terms)

Let's take a Poll

# Calculation Method – Renormalization

## Renormalization

- By default, if a weight factor is missing grades, the system is NOT able to calculate a final value, and will display “I” for Incomplete
- When setting is set to “Renormalize”, the system will ALWAYS calculate a final grade, by redistributing the Weight Factors based on the available grades.



# Calculation Method – Column Weights

## Columns are Weighted by Total Marks

- When calculating performance for a particular Weight Factor, since simply ADDS all marks and DIVIDES by all marks
  - Example: 2 assignments scored at **80/100** and **2/10**, will produce calculated score of **82/110**
- If the second score of 2/10 should be weighted equally, you can SCALE is up to 100.

# Other Basics - Ungraded Assignments

- Gradebook Legend

Legend	
<Leave Blank>	Grade will not be counted.
0 (zero)	Grade will be counted as zero.
E	Excused absence - grade will not be counted.
U	Unexcused absence - grade will be counted as zero.
I	Incomplete - grade will not be counted.

WWI Test		
<i>(Test)</i>		
04/12/2021		
33	66	B
49	98	A
45	90	A
38	76	B
E		
41 / 50	100	A

# Other Basics – Miscellaneous

- Private / Public Comments
- Auto-Fill
- Tags

Students	[Unpaid Fees] Owes \$14,000 [Allergy] Peanuts		Calculus #1 <i>(Assignment)</i> 04/01/2021		Calculus #2 <i>(Quiz)</i> 04/01/2021		Final Grade <i>(Final Grade)</i>	
<a href="#">Alvin DeSilva #</a>	87	A	56	C	76	B	72.4	B
Amber Phillips	76	B	56	C	76	B	68	B
Felicity Bradshaw #							I	
Gavin Parker							I	
Jane Stanton							I	
John Hudson							I	
Average / Total	82 / 100	A	56 / 100	C	76 / 100	B	70 / 100	B

# Gradebook Settings

## Gears Icon

### Edit Gradebook Settings

Show letter grade  
 Show class average

Format student names

Show student number

**Column ordering**  
*Select how you want to order your columns.*

Manual control (Rearrange your columns as you like)  
 By date (newest on the left)  
 By date (newest on the right)  
 By column name  
 By category

**Hide Columns**  
Start date   
End date

**Grading scale**

80	to	100	gets	A
60	to	80	gets	B
50	to	60	gets	C
40	to	50	gets	D
0	to	40	gets	F

[Create new scale](#)

# Gradebook Tools

## Paper Icon

**Gradebook - Printing/Exporting/Templates**

**Print Gradebook**  
Print

**Export Gradebook**  
Export

**Print Student Progress Reports**  
Print

**Gradebook Templates**  
Create templates from the current gradebook columns for future use.  
Templates

**Missing Grades / Ds and Fs Report**  
Generate Report

Close



# Gradebook Tools (cont'd)

- Full Screen Mode
- Send Email

### Send Email

From: Azroy Kandan (azroy@mailinator.com) [Change](#)

To the Parents of:

Also send email to: [Students](#)

Subject:

Email message:

**Progress Update**

---

Dear **\${parentFullName}**,

Here is a quick overview on how **\${studentName}** is doing in **\${subjectName}**.

**\${gradebookReport}**

Thank you.

**\${senderName}**

**\${schoolName}**

Chars: 152 Words: 21

[Attach files](#)

SELECT GRADEBOOK COLUMNS	
<input type="checkbox"/>	Algebra #1
<input type="checkbox"/>	Calculus #1
<input type="checkbox"/>	Calculus #2
<input type="checkbox"/>	Final Grade

# Gradebook Tools – Copy Grades

- Copy Grades

## View Other Gradebooks for Amber Phillips

Click on a subject that the student is taking, and the progress report for that subject will open in a new window.



You can also copy grades from another section to this section.

SECTION	TEACHER	COPY GRADES
English	Azroy Kandan	<input type="button" value="Copy"/>
Math	Azroy Kandan	<input type="button" value="Copy"/>
new course	Azroy Kandan	<input type="button" value="Copy"/>

# Things to Note

- Final Grades transfer to Report Cards and Transcripts
- Admin Columns also transfer to Report Cards
- Columns can be created from Assignments
  - We may extend this to other modules

**Let's take a Poll**

# Tips / Best Practices

- Gradebooks are by Academic Term
- Gradebook Loads the Active Term
  - Check the Active Term
  - Accessing Previous Term Gradebooks

# Gradebook – Optional Settings

- Column Features
  - Scale Score
  - Share column to parents / students
- Formula Date Range
- Drop Lowest Score
- Import from Excel
- Submit Grades to Report Cards
- Self-Paced Gradebook
- Gradebook History (App)



# Scale Score

## Adding Gradebook

### Scale Score Formula

We can calculate a scale score from your raw score based the formula you specify below.

Scale score total <sup>(?)</sup>

Show scale score column

Students	WWI Test		
	<i>(Test)</i>		
	04/12/2021		
Baggins, Bilbo	33	66	B
Bond, James	49	98	A
Holmes, Sherlock	45	90	A
Potter, Harry #	38	76	B
Skywalker, Luke #	47	94	A
Average / Total	42 / 50	100	A

# Drop Lowest Score

- Select multiple categories
- Lowest grade is highlighted and dropped

Enable drop lowest score from the categories:

Assignment X

Students	WWI		WWI Test			WWII	
	<i>(Assignment)</i>		<i>(Test)</i>			<i>(Assignment)</i>	
	04/14/2021		04/12/2021			04/12/2021	
Baggins, Bilbo	89	A	33	66	B	90	A
Bond, James	77	B	49	98	A	89	A
Holmes, Sherlock	90	A	45	90	A	78	B
Potter, Harry #	67	B	38	76	B	75	B
Skywalker, Luke #	88	A	E			88	A
Average / Total	82 / 100	A	41 / 50	100	A	84 / 100	A

# Self-Paced Gradebook

- Select a Student, and change the dates
- Column Names are Standardized

## Self-Paced Gradebook

Gradebook    Self-Paced Gradebook

Teacher:  Semester:  Student:

### BILBO BAGGINS

Subject:

[4 other students](#) are enrolled in History.

Enable drop lowest score from the categories:

	ITEM	RESULTS	OUT OF	LETTER GRADE	DATE	PUBLIC COMMENTS <sup>m</sup>	PRIVATE COMMENTS <sup>m</sup>
::	WWI	89	100	A		//	//
::	WWI Quiz		100			//	//
::	WWI Test	33	50	B		//	//
::	WWII	90	100	A		//	//
::	WWII Quiz	99	100	A		Great job!	//
::	WWII Test	96	100	A		//	//
::	Test Average	65	100	B		//	//

# Gradebook History

## Gradebook History

Close



### FREE WEBINAR: Mastering the Gradebook

Configure your gradebook to provide meaningful data & reports to parents/students by leveraging all of the tools the gradebook has to offer. Register now for a FREE Webinar.

Register

04/14/2021 -- 06:50 AM

Enable drop lowest score from the categories:

Assignment X

You have 1 column(s) hidden for 2021-04-01 to 2021-04-10

+ Restore Gradebook



Students	WWI		WWI Test			WWII		WWII Quiz		WWII Test		Test Average		Q1 Final
	<i>(Assignment)</i>		<i>(Test)</i>			<i>(Assignment)</i>		<i>(Quiz)</i>		<i>(Test)</i>		<i>(Formula)</i>		<i>(Formula)</i>
	04/14/2021		04/12/2021			04/12/2021		04/12/2021		04/12/2021				
Baggins, Bilbo	89	A	33	66	B	90	A	99	A	96	A	81	A	78
Bond, James	77	B	49	98	A	89	A	67	B	86	A	92	A	98
Holmes, Sherlock	90	A	45	90	A	78	B	56	C	65	B	78	B	56
Potter, Harry #	67	B	38	76	B	75	B			89	A	83	A	89
Skywalker, Luke #	88	A	47	94	A	88	A	83	A			94	A	67
Average / Total	82 / 100	A	42 / 50	100	A	84 / 100	A	76 / 100	B	84 / 100	A	86 / 100	A	78 / 100

[Show columns](#) [Hide columns](#)



# Alternatives

Let's take a Poll

## Standards-Based Gradebook

Check out our tutorial for Standards-Based Gradebook [here](#).

Subject

(1st Grade) Behaviors that Support Learning - BSL

Save (Ctrl-S)



Assessment



Add Standard

Assessment List

Run Analysis



STUDENT	(GR1) BSL 1.1 Makes respectful choices and considers	(GR1) BSL 1.2 Works independently and productively	(GR1) BSL 1.3 Works collaboratively and productively	(GR1) BSL 1.4 Makes responsible decisions	(GR1) BSL 1.5 Solves problems appropriately with self-	(GR1) BSL 1.6 Completes class assignments on time	GRADE
<b>Class Average</b>	3.3	3.2	2	3.2	2.7	2.2	
<a href="#">Alvin DeSilva</a>	3.3	4	2	3	3	2	2.9
<a href="#">Amber Phillips</a>	4	2.5	3	3	2	2	2.8
<a href="#">Felicity Bradshaw</a>	2.5	3	2	3	2	1	2.3
<a href="#">Gavin Parker</a>	4	3.5	1	3	2	4	2.9
<a href="#">Jane Stanton</a>	3.3	3	2	4	3	2	2.9
<a href="#">John Hudson</a>	2.5	3.3		3	4	2	3



# Questions?

Live Demo



# Upcoming Webinars

Let's take a Poll

## April Webinars

- ~~Admissions (for Admin)~~
- ~~Gradebook (for Teachers)~~

## May Webinars (Tentative)

- Online Forms (for Admin)
- Engaging Parents (for Teachers)

# Thank You

Don't forget the survey

