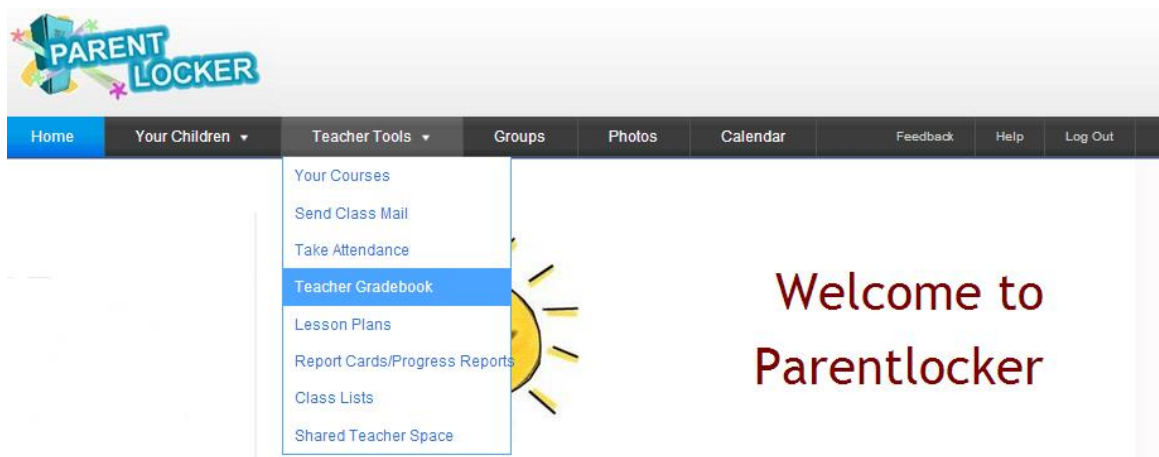


# Teacher Gradebook

ParentLocker's online Teacher Gradebook is a way for you to track your students' progress by recording the grades of assignments and assessments, generating an average, and optionally sharing the information with parents.

1. Log into ParentLocker by going to your school's login screen and entering your email address and password.
2. Under "Teacher Tools" on the top navigation bar beneath the ParentLocker logo, click "Teacher Gradebook."



3. Next, select a course you teach from the dropdown on the right side (Every course you teach will have its own set of grade sheets).

4. You will now need to create a grade “Sheet.” A sheet is a collection of student grades which will appear together and be averaged together. You can create as many sheets you decide you want for each of your courses.
- If this is a “6<sup>th</sup> Grade Math” course, you might want a sheet for each grading term (e.g. “Trimester 1”, “Trimester 2”, etc)
  - Alternatively, if you teach a course called “1<sup>st</sup> Grade General Studies” you might want a grading sheet for each subject (e.g. “Term 1 Math”, “Term 1 Science”, “Term 1 History”, “Term 2 Math”, “Term 2 Science”, “Term 2 History” etc).

First, enter the sheet name.

+ Getting Started

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**CREATE A SHEET**  
Create a sheet to enter grades on. You can have more than one sheet for this course. For example, you might have multiple sheets with separate subjects within this course, or a different sheet for each grading term, etc. Enter a descriptive name for the sheet (eg: Term 1, Reading, Trimester 3, etc).

Trimester 1 Reading

Next, list Categories and the weight (in percent) each category accounts for (e.g Homework - 20%, Quizzes - 30%, Final Exam - 50%). This means that the Final Exam makes up 50% of the final grade, while Quizzes make up 30% of the final grade and Homework 20%. The sum of the percentages must equal 100%.

You can also indicate a number of lowest grades to “drop” (not include in average) for each category (if any). For example, you can have your gradebook automatically drop the lowest Homework grade for each student by choosing to drop “1” grade by the Homework category. Leave at 0 to not drop any grades.

### CATEGORIES

Add categories for this sheet, with the weight in percent each category accounts for. The sum of all the percentages should equal 100%.

<input checked="" type="checkbox"/> Homework	: 20 %	—	Drop	<input type="text" value="1"/>	lowest grades
<input checked="" type="checkbox"/> Quizzes	: 30 %	—	Drop	<input type="text" value="0"/>	lowest grades
<input checked="" type="checkbox"/> Final Exam	: 50 %	—	Drop	<input type="text" value="0"/>	lowest grades
<input type="button" value="+ Add another category"/>					



To add a new grade click [+ New Grade](#) on the top right side.

First, fill in the name, enter the date, and select the corresponding category (e.g. Quizzes - 15%) for this grade. Then choose the total possible points of this assessment. For an assessment you want to more significantly affect the grade, make the total possible points higher, while less significant assessments should have a lower total possible points number. Now press “Continue”.

### NEW ITEM

Enter the details about a new item to include on the "Term 1 Math" sheet in 3B General Studies:

Name:	<input type="text" value="Example Assignment"/>
Date:	<input type="text" value="8/17/2014"/>
Category:	<input type="text" value="Quizzes (15%)"/>
Total possible points:	<input type="text" value="30"/>

Here you have two options when entering grades for each student: “Percentage/Letter Grade” or “Weighted”:

- For “Percentage/Letter,” you can select a grade from 1% - 100% or from the grade options you defined when creating the sheet (A, B, C, etc).
- For “Weighted,” you will enter the number of points received out of the total possible. For example, if you entered 20 as the total points possible, a student can receive ‘something out of 20’, for example, 20/20 or 18/20.

## Grade Entry as Percentage / Letter Grade:

- Percentage / Letter Grade**  
Enter the grade as a percentage (for example, 91%, 85%, etc) or as a letter grade you set up
- Weighted**  
Enter the grade manually as a number out of the total possible points you defined (for example,  $\frac{40}{50}$  or  $\frac{45}{50}$ )

Rebecca Apple	96%	Late
Hannah Frank	-	Excused (n
Sarah Kant	D	Not Comple
Sunny Kant	-	
Zach Silverlake	B	Excused (n



## Grade Entry as Weighted Grade:

- Percentage / Letter Grade**  
Enter the grade as a percentage (for example, 91%, 85%, etc) or as a letter grade you set up
- Weighted**  
Enter the grade manually as a number out of the total possible points you defined (for example,  $\frac{40}{50}$  or  $\frac{45}{50}$ )

Rebecca Apple	45 / 50	Late
Hannah Frank	/ 50	Excused (n
Sarah Kant	48 / 50	Not Comple
Sunny Kant	/ 50	

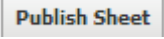
You can also mark a grade as “Late”, “Excused” or “Not Completed” where applicable. A grade marked as “excused” for a student will not be factored the grade average. Finally click “Save Grades”:

Click the pencil icon next to each assessment to edit the scores, change or delete.


		homework 14 
Category	Homework	
Date	1/28/2014	
Total Points	20	
Rebecca Apple	85%	B
Hannah Frank	71%	 S

## Publishing Grade Sheets

If you want to share student grades with their parents, you can “Publish” the sheet. When you publish a sheet, all grades on that sheet will be visible to parents (parents will see only their child’s grades) in their child’s Organizer. Parents will also see any future grades you add – all grades you add to the sheet at any time will be visible to parents if the sheet is published.

To publish the sheet, click . The button will be green when published and grey when not published.

## Emailing Grades

Email Grades  will allow you to email the grade for a specific assessment home to all the parents (each parent receives their child’s grade on that assessment in an email). This can be done whether or not the sheet is published. If you don’t want the whole sheet to be published and visible to parents, but want to share specific assessments with parents, you can Email Grades but not publish the sheet.


EMAIL GRADES - 6TH GRADE MATH: TEST [EMAIL LOGS](#)

Ch. 5 test

















<input checked="" type="checkbox"/>	Rebecca Apple	100%	▼	Include Comment:	Perfect!
<input checked="" type="checkbox"/>	Hannah Frank	98%	▼	Include Comment:	Great work!
<input checked="" type="checkbox"/>	Sarah Kant	77%	▼	Include Comment:	Needs to work on functions
<input checked="" type="checkbox"/>	Sunny Kant	90%	▼	Include Comment:	Great work!
<input checked="" type="checkbox"/>	Zach Silverlake	95%	▼	Include Comment:	Great work!
<input checked="" type="checkbox"/>	Matt Stark	95%	▼	Include Comment:	Great work!
<input type="checkbox"/>	Debbie Talmud	-	Late ▼	Include Comment:	


- You can manually withhold an email by unchecking the box to the left of the students name. Uncheck any students whose parents you don't want receiving the email. A student missing a grade on the assessment will have his or her name unchecked automatically.
- The grades you entered on the sheet will be shown. These are what will be sent in the email. **Note:** Any changes here will only apply to what is sent in the email, and not actually change the grade on the sheet.
- You may add a comment in the "Include Comment" text box for each student.
- When you are done scroll to the bottom and click "Send Emails". Each parent will receive their child's grade and your comment (if entered) in an email.
- Click "Email Logs" to view a log of the grades you emailed out, as well as records of which parents viewed the email and which haven't.



### Print and List Views



- Print view  will render a printable version of the sheet, keeping its grid layout. Dropped grades and category averages will be visible here.

### Trimester 1 (6th Grade Math)



Name	homework 14	Read Chapter	Ch. 5 test	Unit 5 Test	HW 7	Homework Chapter 1			
Category	Homework	Homework	Tests	Tests	Homework	Homework			
Date	1/28/2014	1/29/2014	2/2/2014	5/2/2014	8/6/2014	8/12/2014			
Total Points	20	100	100	100	10	40	Homework (20%)	Tests (20%)	Total
Rebecca Apple	96%	B	100%	89/100	5/10 	40/40	90%	95%	93%
Hannah Frank	97% 	B	98%	80/100	10/10	30/40  	88%	89%	89%
Sarah Kant	92% 	C 	97%	70/100	9/10	35/40	89%	84%	87%
Sunny Kant	89%	B	90%	70/100 	8/10 	35/40	86%	90%	88%
Zach Silverlake	95% 	S	95%	67/100 	10/10	35/40 	95%	81%	88%
Matt Stark	- 	S	95%	90/100	8/10	35/40	92%	93%	93%
Debbie Talmud	100%	C 	- 	88/100	9/10	36/40	93%	88%	91%
Sarah Zacks	94%	B 	- 	88/100	88/10	35/40	203%	88%	146%

- List view  will provide the grades in a list format, with each student's grades on a page. This is useful for printing and giving the grades to parents, such as at Parent-Teacher Conferences. There is also a filter on the upper left hand side which allows you to view only one student at a time.

<a href="#">Table View</a> <a href="#">Download PDF</a> <a href="#">Download Excel</a> <a href="#">Print</a>			
<b>Rebecca Apple</b>			
6th Grade Math • Test			
homework 14	1/28/2014	Homework	B
Read Chapter	1/29/2014	Homework	- 
Ch. 5 test	2/2/2014	Tests	100%
Unit 5 Test	5/2/2014	Tests	89/100
HW 7	8/6/2014	Homework	5/10
Homework Chapter 1	8/12/2014	Homework	30/40 
Homework (20% of total grade)			74%
Classwork (20% of total grade)			-
Tests (20% of total grade)			95%
Quizzes (20% of total grade)			-
Participation (10% of total grade)			-
Final Exam (10% of total grade)			-
<b>TOTAL</b>			<b>85%</b>

- PDF Download  will allow you to download either the grid view or list view as a PDF format file.
- Excel Download  will allow you to download the grades as a Microsoft Excel format file.

## More Tools

- The settings button  will allow you to go back to the sheet setup, where you can change the original sheet name, categories (weighting and dropped grades), and defined grade options.
- You can “archive” sheets (hide the sheet’s tab) by clicking the “More…” tab. Then click “Archive Sheet” near the sheet you want to archive. This is useful to archive old sheets. For example, archive the Trimester 1 sheets at the beginning of Trimester 2. You can restore archived sheets at any time.
- The delete button  will allow you to delete the grade sheet entirely. You first need to delete all assessments on the sheet to delete the sheet.