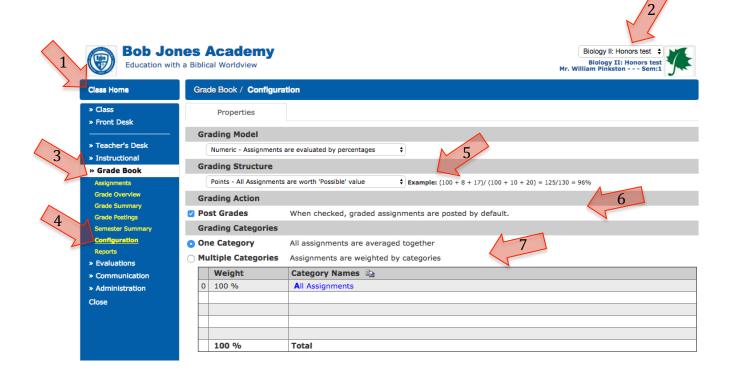# The Sycamore Grade Book 1 – Set-up Basics

Configure Your Grade Book

> *Note:* Since the grade book is attached to attendance, sections of the same class cannot be combined in the grade book. You will need to configure your grade book for each class and each section of a class you teach.

- **Select** Class Home {1}
- **Select** the class you want (pull down window). {2}
- **Select** Grade Book {3}
- **Select** Configuration {4}

1. **Select** Grading Model (Leave as default "Numeric.")
2. **Select** Grading Structure — {5}
   - Points – a point is a point is a point (most teachers use this)
   - Percentages – each assignment is graded based on 100%.
3. **Select** Grade Action — {6}
   - If Post Grade is selected grades are available for students/parents to see as soon as you enter and update them.
   - If Post Grade not checked you must select to "post" the grade after you have entered them in order for them to be seen by students/parents. (Non-posted grades are averaged in the total, but not visible to parents/students. Possibly useful in adjustment of final grades.)
4. **Select** Grading Categories — {7}
   - One Category – all assignments are averaged together.
   - Multiple Categories – Each category of assignment receiving a set percentage of the final grade. (Example: Literature is worth 40%, Grammar 20%, Writing 30%, Reading 10%) Create needed categories and weights on this page.

Create Groups For Each Class in Your Grade Book.

Groups are collections of assignments (quizzes, homework, tests, projects, etc.) or they may be for an individual assignment (term paper, final exam, etc.) that does not fit in any other group.

> *Note:* Although assignments appear in groups on the Grade Book / Assignments page, they do not appear by groups in most other places. Grades appear in groups for parents, but not teachers.
> *Note:* A group grade (a single grade for all of the quizzes, the tests, etc.) does not appear to be available.

- **Select** Class Home
- **Select** the class you want (upper right corner).
- **Select** Grade Book

   1. **Select** Assignments {1}
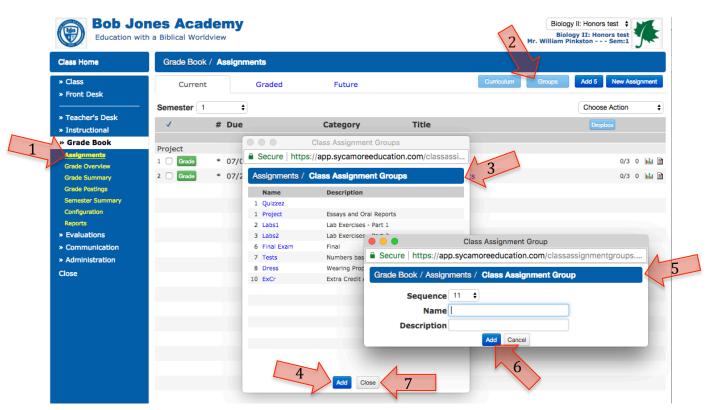   2. **Select** Groups {2}

   The *Class Assignment Groups* (plural) pop up window opens. {3}

   3. **Select** Add {4}

   A *Class Assignment Group* (singular) pop up window opens. {5}

   4. Select a sequence, if you choose. Number 1 will be the first group of grades. If you do not select a sequence number, the group will appear unnumbered (0) at the top of the list in the order you enter them.
   5. Assign short name.
   6. Description is optional
   7. When finished, select **Add.** {6}
   8. When Class Assignment Groups (plural) is as you desire, select **Close** and groups are saved (updated) for this class. {7}

> *Note:* To modify or delete a group, click on the blue name in the Class Assignment Groups (plural) window, and the second Class Assignment Group (singular) window will pop up. Make adjustments then select **Update.**

Create An Assignment

> *Note:* Assignments created in the grade book (as described below) accept a numeric grade (or a notation) in the grade book visible to parents. To have an assignment appear on the class calendar and not appear in the grade book, see "event" in the calendar section of Sycamore.

> *Note:* You will need to create the assignments in each section of a class that you teach. Using the "Copy" button on the "New Assignment" pop up window can help.

- **Select** Class Home
- **Select** the class you want (upper right corner).
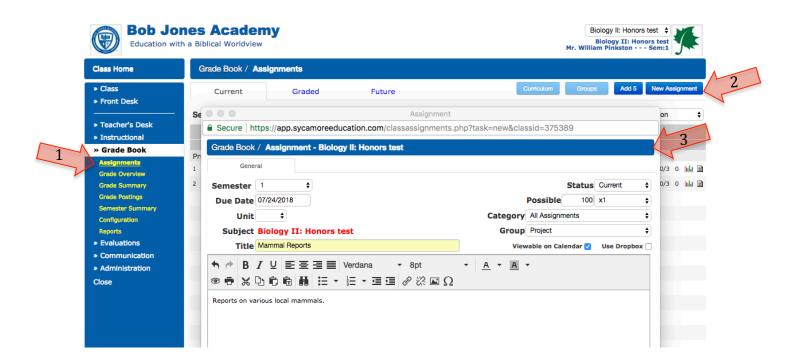- **Select** Grade Book
- **Select** Assignments {1}
  The *Grade Book / Assignments* [plural] */ Class Name* pop up window opens.

  1. **Select** New Assignment {2}
  The *Grade Book / Assignment* [singular] */ Class Name* pop up window opens. {3}
  2. **Select** Semester (should default to current semester)
  3. **Select** Due Date
  4. **Ignore Unit**.
  5. **Subject** – a reminder of the class you are entering the assignment for.
  6. **Assign title (name)** of assignment.
  7. **Select** Status –
     a. *Current* – students / parents see assignment.
     b. *Future* – not seen by parents / students.
     c. *Graded* – viewable by parents / students, but must be posted to be included in student's grade.
  8. **Assign** Possible points. (Note: may be doubled, by selecting *x2, x3, etc.)*
  9. **Assign** Category (If you have established categories. See page 1.)

(Continued on next page.)

10. **Assign** Group.

> *Note:* If you have assigned groups (See page 2.) and do not choose a group, the assignment will "hang free" above the groups.
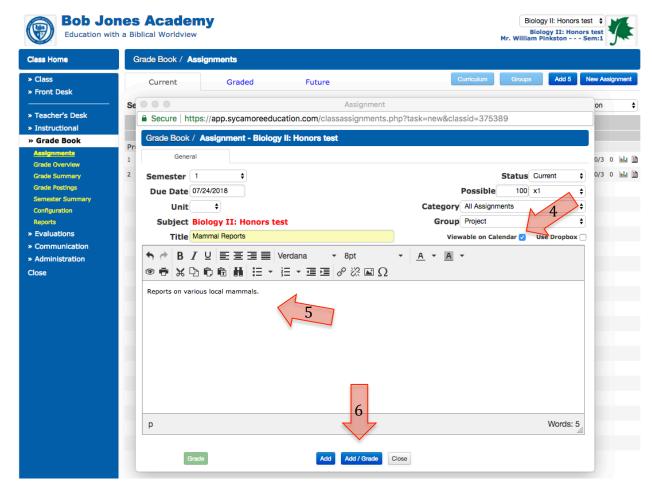
11. Decide if assignment is to appear on class calendar. {4}

> *Note:* You may set up the grade book for an unannounced (pop) quiz days prior to giving the quiz. Uncheck the "viewable on calendar" box so this will not become an *announced* quiz. Some grade book items, like dressing for PE class or cleaning up before leaving class, would unnecessarily clutter the calendar. (See *Sycamore Grade Book 3 – Grade Options* for how to set up these types of assignments.)

12. Indicate drop box if students are to use Sycamore drop box to turn assignment.
13. Add Description/details of assignment in the box. These will be visible by students. {5}
14. **Select** {6}
    a. **Add** to add assignment to grade book.
    b. **Add/Grade** to add assignment to grade book and open window to enter grades.
    c. **Close** and any edits you have made will be recorded, not making a new assignment.
    d. **Grade** will take you a window to enter grades.

> *Note:* You can choose **Add 5** to enter 5 assignments at a time. Faster, but less detailed.

> *Note:* To **edit** or **delete** an assignment. Go to Grade Book / Assignments (plural) window (See page 3.) Double click on the *blue assignment title* and the Grade Book Assignment (singular) window will reopen. Make modifications and select *close* {6} to save them, or select the red delete button (which appears when this window is reopened.

To Grade An Assignment

- **Select** Class Home
- **Select** the class you want (upper right corner).
- **Select** Grade Book
- **Select** Assignments

4. **Select** {1}
   a. *Current Tab*, to view ungraded assignments.
   b. *Graded Tab*, to view graded assignments.

> *Note:* Clicking on the blue assignment title will open the Grade Book Assignment (singular) window to modify or delete the assignment. (See page 4.)

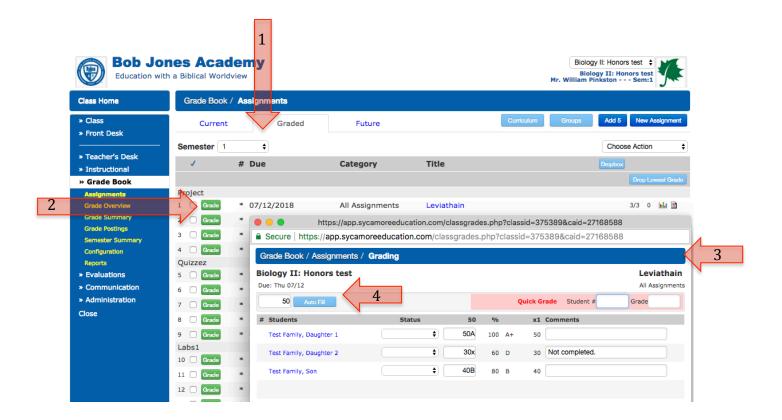2. **Select** green **"Grade"** button by assignment you wish to grade {2}

> *Note:* The green "**Grade**" button is available in various places, opens *Grade Book / Assignments / Grading* window.

The *Grade Book / Assignments / Grading* pop up window opens. {3}

> *Notes:* **Auto Fill** will give the same number (letter/symbol) for this assignment to all students. More in *Sycamore Grade Book 3 - Grade Options.* {4}
> • **Import Grades** will permit grades to be imported from other sources. Described in other Sycamore training.
> • **Quick Grade** may be useful for large classes or where students are assigned class numbers. Described in other Sycamore training.

(Continued on next page.)

3. **Status** option – viewable by parents. *More on Status in "Grade Book 2 – Grade Options* {1}
   a. *Excused, Absent:* It is as if this assignment does not exist for this student. A numeric grade (or no grade at all) entered here does affect the student's overall grade.

> *Note:* Choosing "Absent" here does not affect a student's attendance records.

   b. *Missing:* assignment is averaged as a zero in the student's overall grade

> *Note:* Assignments with "Missing" status appears in a "missing assignments" list for parents, teachers and administrators.

   c. *Late:* normal grading with "L" in the status column.
   d. *Dropped:* It is as if this assignment does not exist for this student.
4. **Enter grades.** *More in "Grade Book 2 – Grade Options."*
5. **Enter comments.** These comments are visible to parents. Limit: 60 characters. {2}
6. **Select Status / Posted** {3}
   a. *Current* – you are working on grades. *Update* will save grades you have entered, and they will be added into the student's overall grade, but students and parents will not see this assignment grade—it will not be posted.
   b. *Graded* – *Update* will save grades and students and parents will see grades for this assignment (grades will be posted) unless you choose "no action" in the "after update" window to the right.
   c. *Future* – no grades posted for this assignment.
7. **Update** saves (records) grades, status, etc. **Close** closes window without saving (posting). {4}