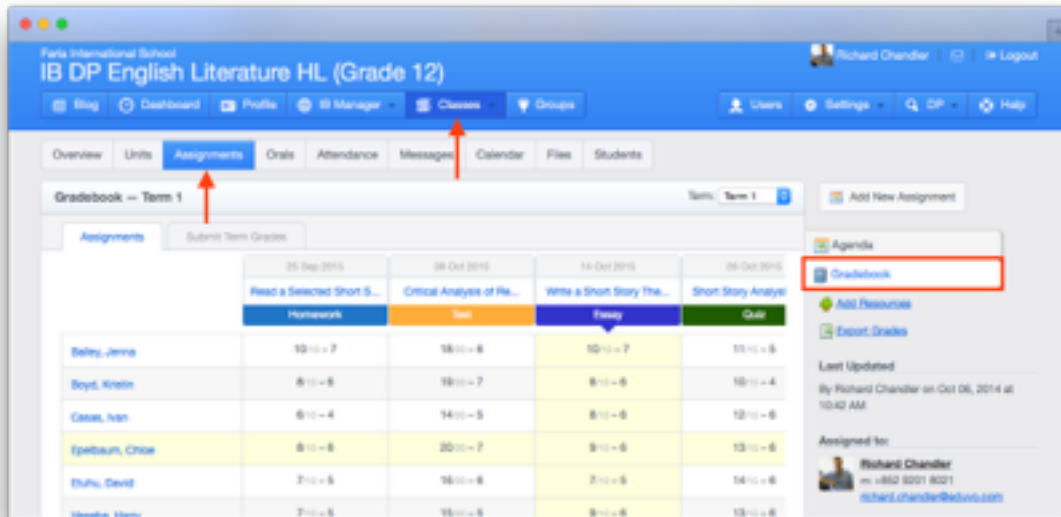


Teacher: Gradebook

Navigating the Gradebook

Access the **Gradebook** under the **Assignments** tab of your class.

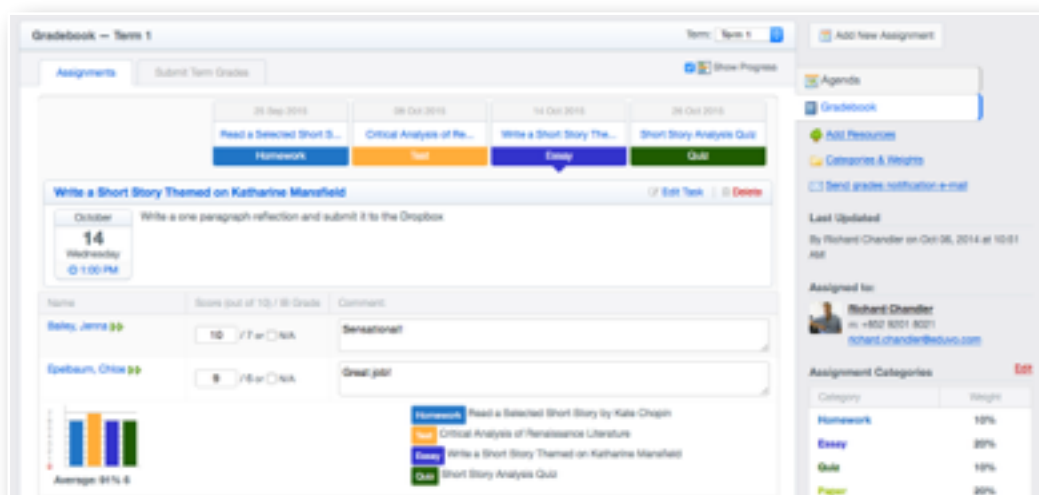


There are two parts to the Gradebook. Under **Assignments**, teachers can record marks and feedback on individual assignments. These are immediately available to students and parents.

Under **Submit Term Grades**, teachers input achievement levels and final term grades for reporting. This section of the gradebook is not visible to parents or students.

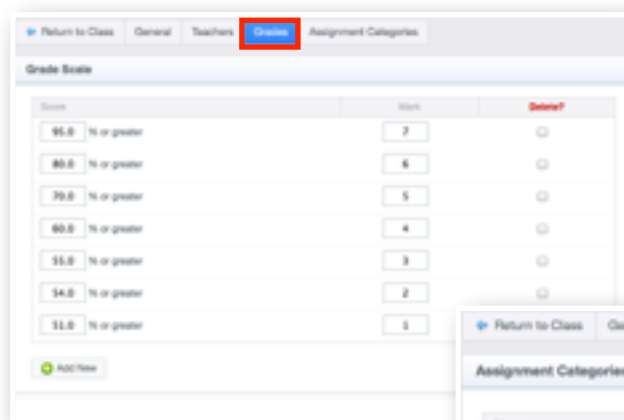
Grading Assignments

Click on an assignment to begin. After clicking on a student's name, a progress chart will display with the student's performance on prior assignments. Input the student's score and any comments. Note that the score will automatically calculate an IB grade based on your class settings.



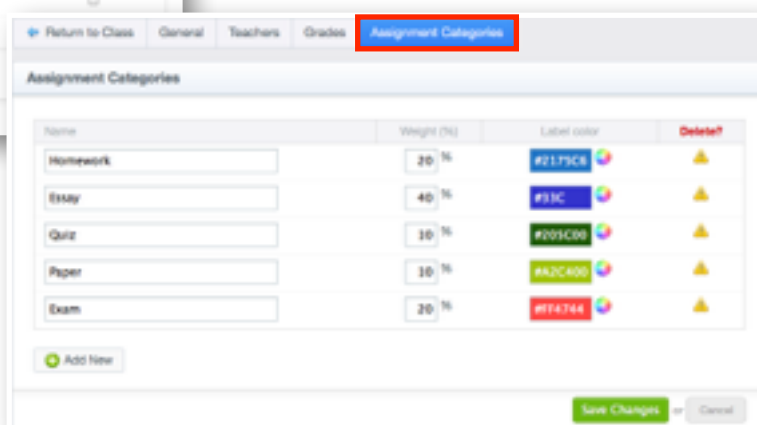
Editing Class Settings

Click the **Overview** tab and then **Edit Class Settings** to adjust your grade settings.



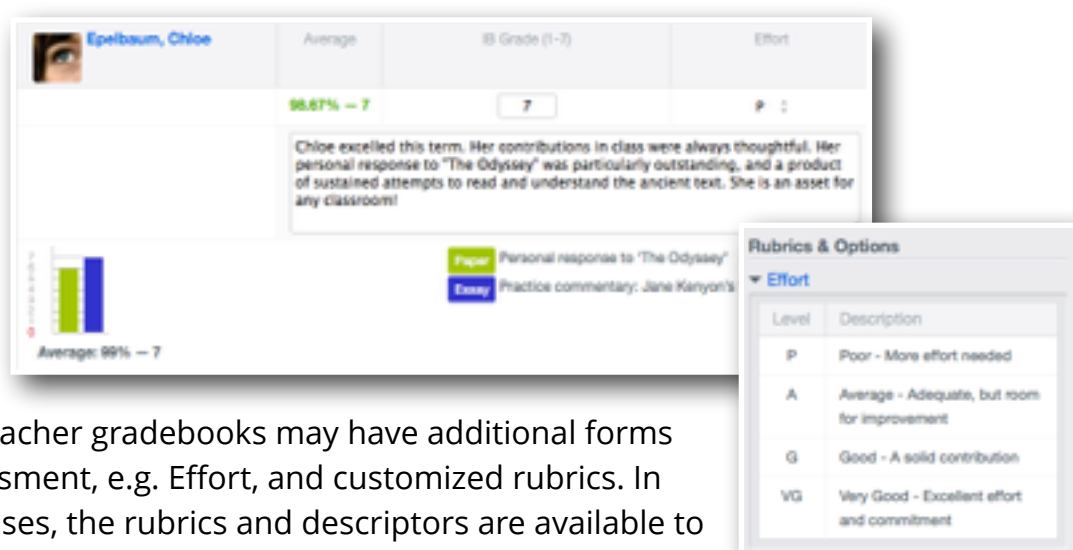
Under **Grades**, you can set your grade scale. Note that this scale applies to all individual assignments.

Under the **Assignment Categories** tab, you can set your assignment categories and assign percentage weights used to calculate the final term grade.



Submitting Term Grades

Navigate back to the Gradebook and click **Submit Term Grades**. A term average and the assignment progress chart will display for each student. These are for reference only. The teacher still needs to input the final IB term grade (1-7) and provide a narrative comment.



Some teacher gradebooks may have additional forms of assessment, e.g. Effort, and customized rubrics. In those cases, the rubrics and descriptors are available to the right of the gradebook.