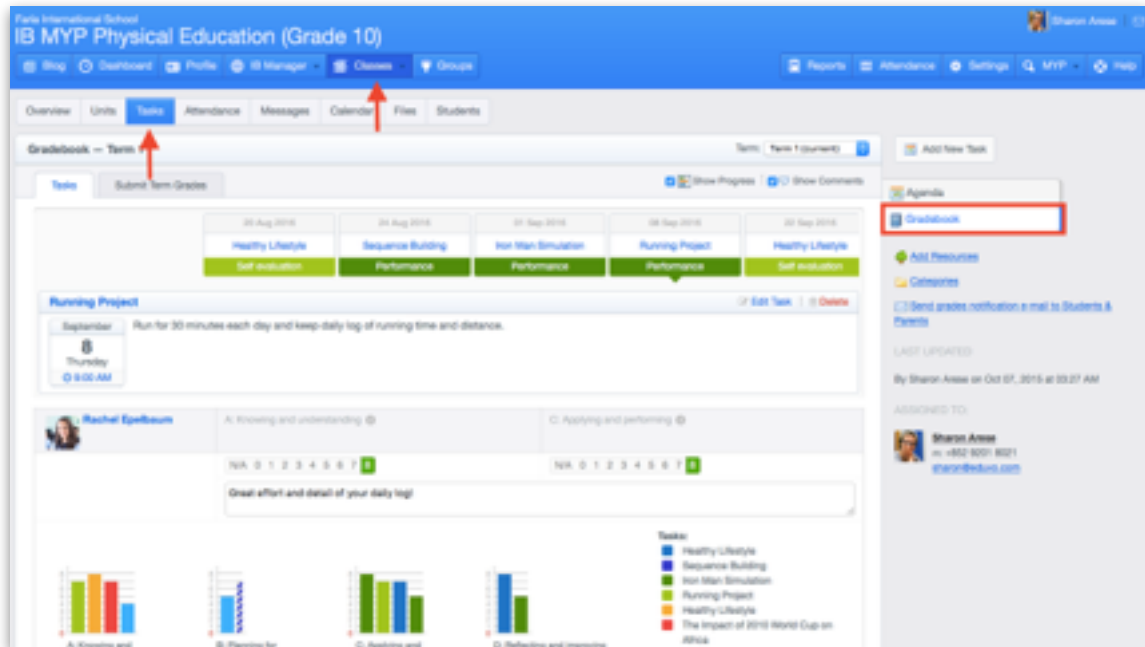


Teacher: Gradebook

Navigating the Gradebook

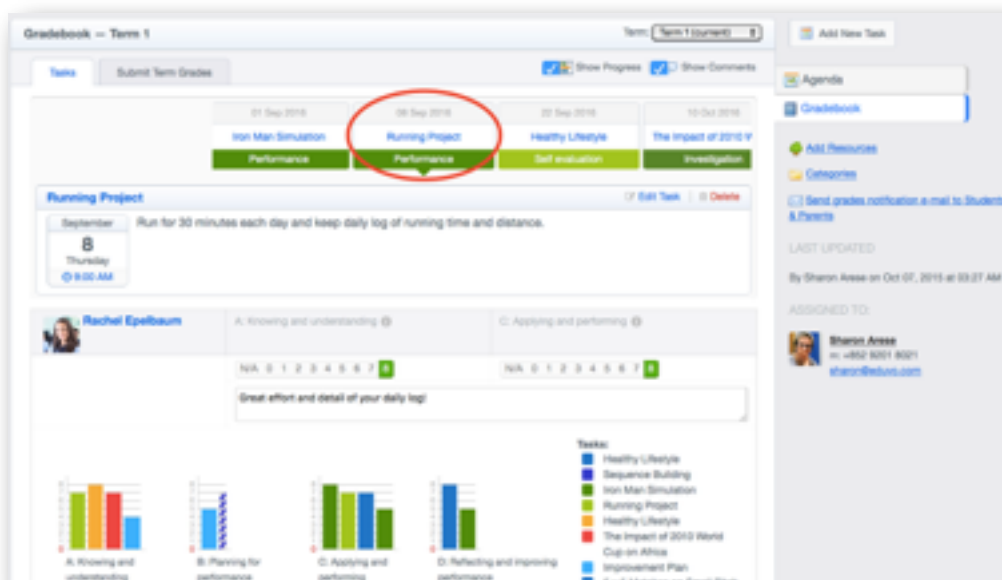
Access the Gradebook under the **Tasks** tab of your class.



There are two parts to the Gradebook. Under **Tasks**, teachers can record marks and feedback on individual summative and formative assessments. Under **Submit Term Grades**, teachers input achievement levels and final term grades for reporting.

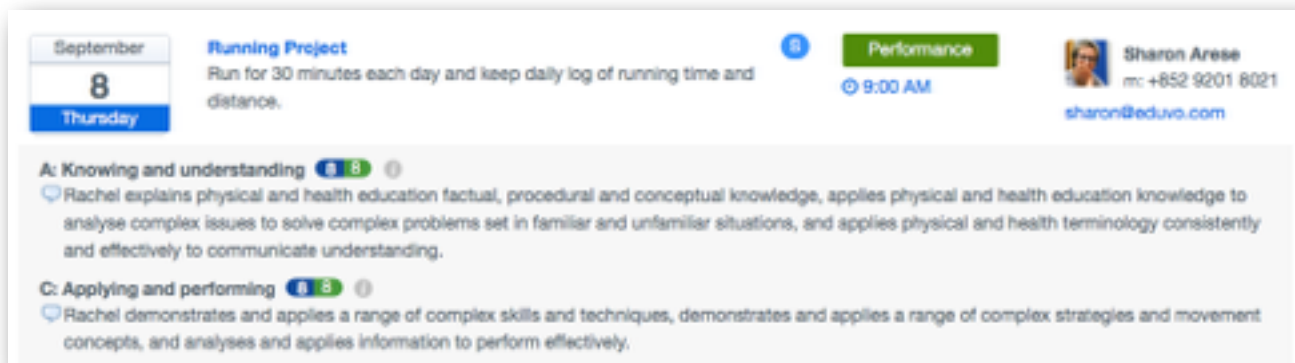
Assessing Tasks

Click on a task to begin. After selecting a student, a progress chart will display with the student's performance on prior tasks. Criteria for each subject is built-in.



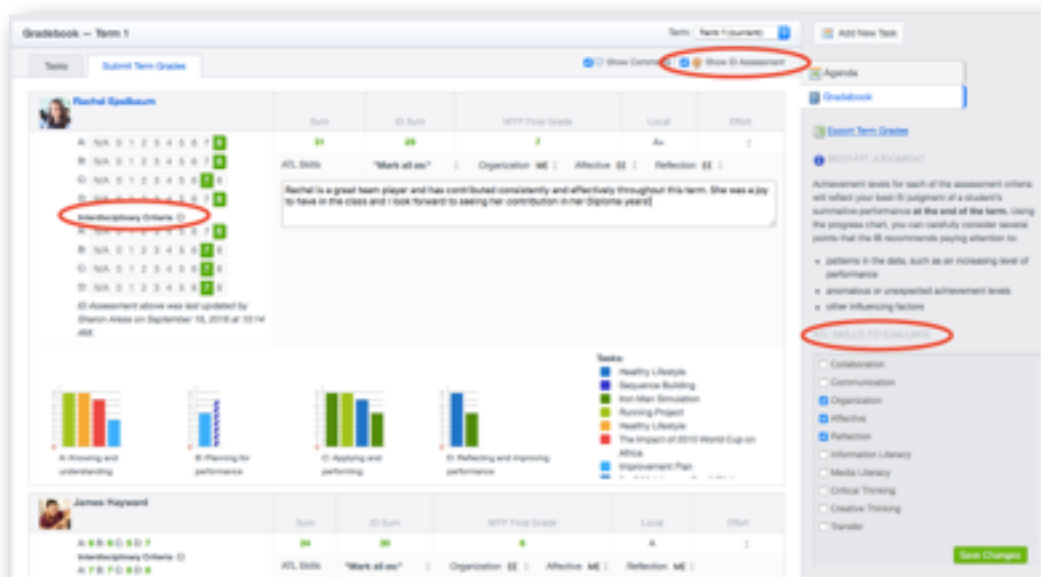
Student View

On the student profile, students can see in real-time how they performed on each task, and review personalised built-in grade descriptors for each achievement level.



Submitting Term Grades

Navigate back to the Gradebook and click **Submit Term Grades**. Using best-fit judgment, select the achievement level for each built-in criteria. The gradebook will automatically sum and convert to the final IB MYP grade. We show the progress chart, which covers the full academic year, as a reference only. Additional assessment, such as reporting on ATL progress or Participation, can also be completed here. You may also enable show ID Assessment and complete Interdisciplinary Grading here.



Note: On the progress chart, formative tasks are shown as a striped bar, while summative tasks are shown in solid colour.