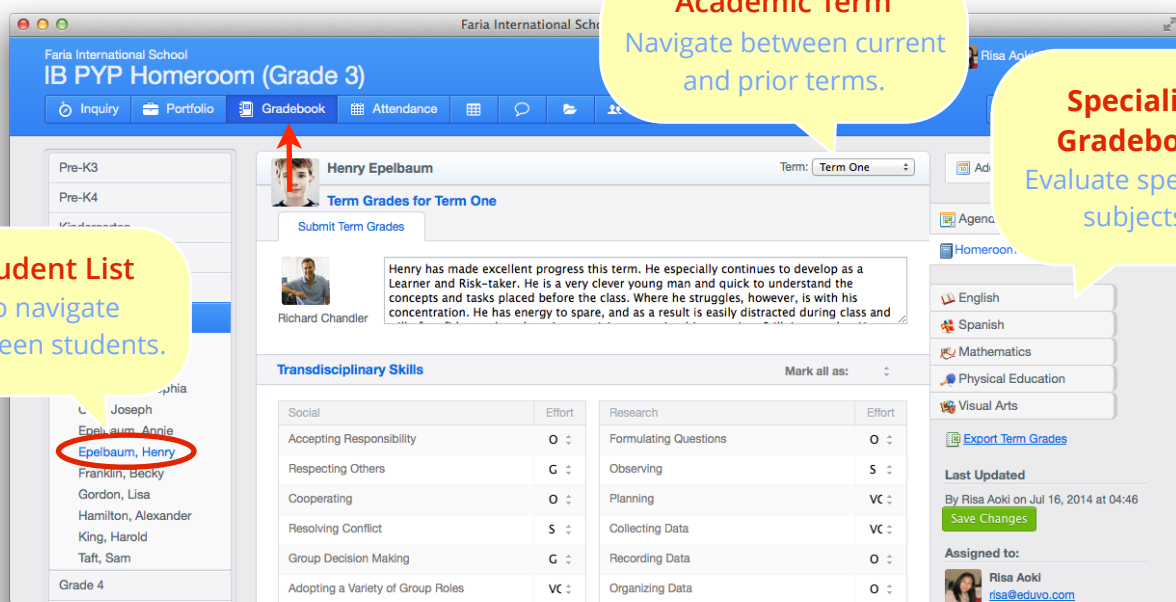


# Teacher: Gradebook

## Navigating the Gradebook

Under **Gradebook > Submit Term Grades**, select your grade level, class and student on the left navigation menu.



**Academic Term**  
Navigate between current and prior terms.

**Specialist Gradebook**  
Evaluate specialist subjects.

**Student List**  
To navigate between students.

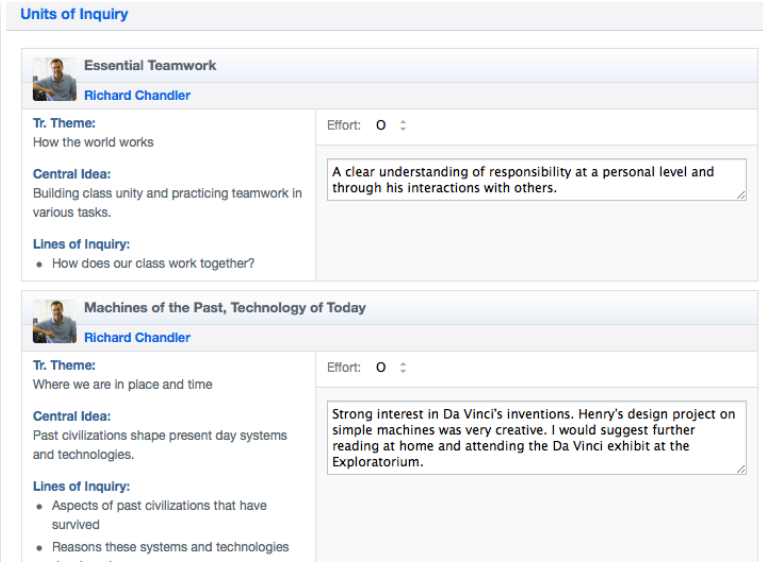
The screenshot shows the 'IB PYP Homeroom (Grade 3)' interface. The left sidebar contains a 'Student List' with 'Epelbaum, Henry' circled in red. The main area shows 'Term Grades for Term One' for Henry Epelbaum, including a 'Submit Term Grades' button, a comment by Richard Chandler, and a 'Transdisciplinary Skills' table. The table has columns for Social, Research, and Effort, with rows for skills like 'Accepting Responsibility', 'Respecting Others', 'Cooperating', 'Resolving Conflict', 'Group Decision Making', and 'Adopting a Variety of Group Roles'. A 'Save Changes' button is visible at the bottom right.

## Assessing Units of Inquiry

Units of Inquiry will appear automatically for assessment using customizable criteria or comments. Each Uoi will be shown with its Transdisciplinary Theme, Central Idea, and Lines of Inquiry.

Units will appear in the term Gradebook when the duration of the unit is 50% or more in that term. For example, if the unit ends in Term 2, but more than 50% of the unit took place in Term 1, it will appear in the Term 1 gradebook.

When finished, click **Save Changes**.



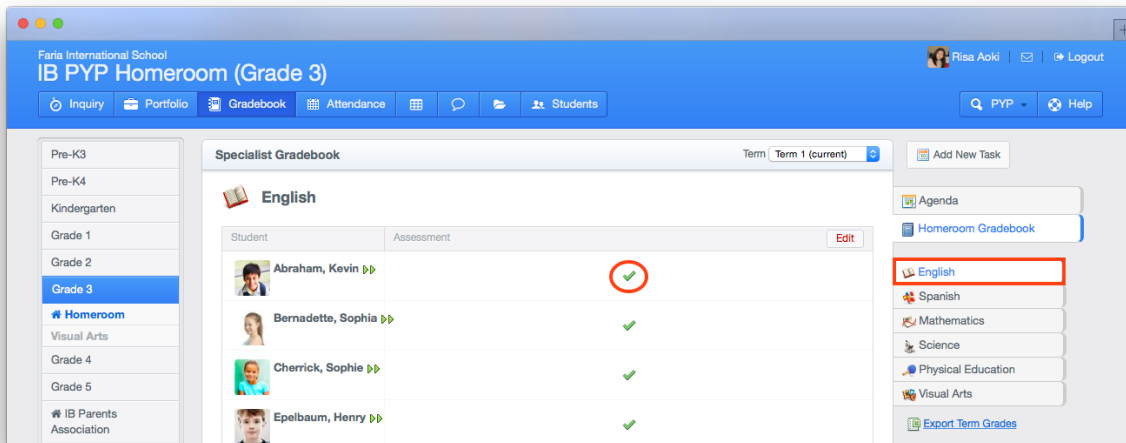
The screenshot shows the 'Units of Inquiry' interface. It displays two units:

- Essential Teamwork** by Richard Chandler:
  - Tr. Theme: How the world works
  - Central Idea: Building class unity and practicing teamwork in various tasks.
  - Lines of Inquiry: How does our class work together?
  - Effort: 0
  - Comment: A clear understanding of responsibility at a personal level and through his interactions with others.
- Machines of the Past, Technology of Today** by Richard Chandler:
  - Tr. Theme: Where we are in place and time
  - Central Idea: Past civilizations shape present day systems and technologies.
  - Lines of Inquiry:
    - Aspects of past civilizations that have survived
    - Reasons these systems and technologies developed
  - Effort: 0
  - Comment: Strong interest in Da Vinci's inventions. Henry's design project on simple machines was very creative. I would suggest further reading at home and attending the Da Vinci exhibit at the Exploratorium.

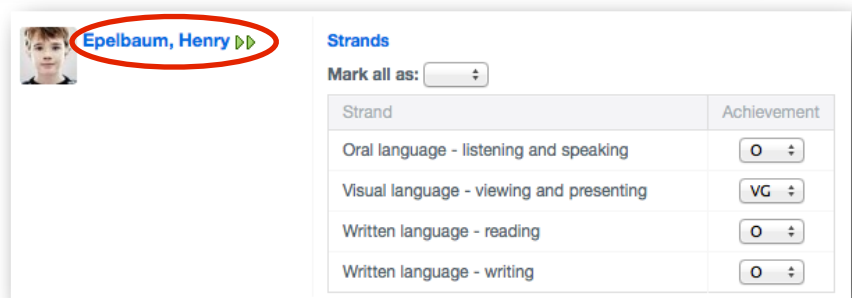
**Note:** The Gradebook layout is customized by an Administrator via **Settings > Primary Years > Assessment**. They can enable or disable assessment of the Learner Profile, Transdisciplinary Skills, Attitudes, Units of Inquiry, Stand-alone Units, and Assessed Subjects with customizable criteria. Therefore, your Gradebook may appear slightly different from the provided screenshot examples.

## Specialist Gradebook

Assess single subjects by selecting from those listed in the right panel. A green (✓) tick indicates that the student has already been assessed for that subject.



Click on a student's name to evaluate their achievement. Assessed strands, learning outcomes, and criteria are customized by each school. All changes are saved automatically.



The PYP Specialist Gradebook allows:

- Specialist and homeroom teachers to edit gradebooks simultaneously.
- Assessment of all students in each homeroom class for each subject.
- Easy and fast navigation for specialist teachers, so it takes only two clicks to assess a student.

## Assessing Tasks

Under **Gradebook > Tasks**, you can evaluate student progress and provide feedback. Select a task, record a point-score or write anecdotal comments. Students and parents can view this feedback.

Click **Edit Task** to update task details.

