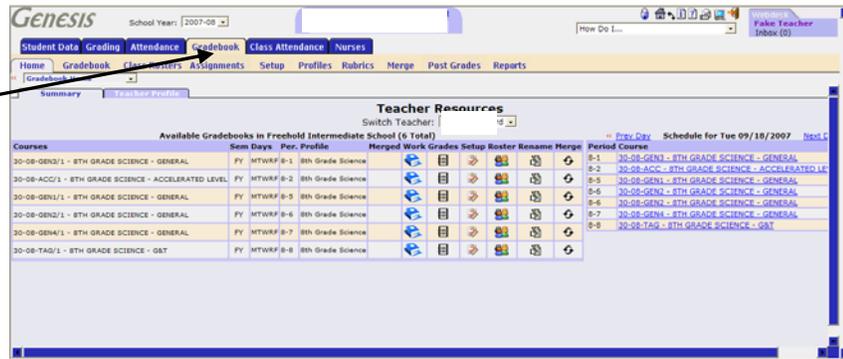
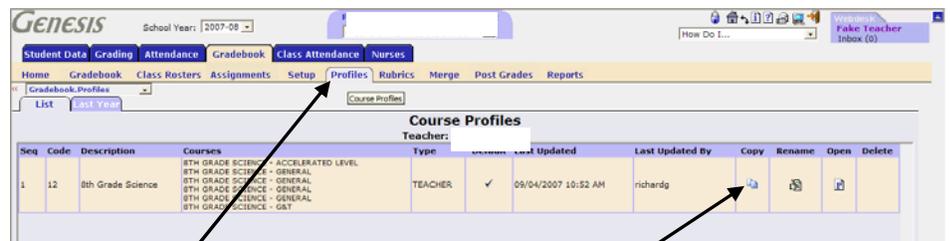


Initial Setup of Gradebook in Genesis

1. Select the Gradebook Tab to open your gradebook.



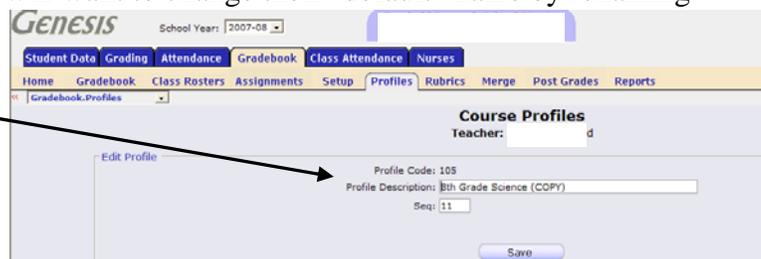
2. If you grade all the classes listed exactly the same then you are ready to go to step 5. If you do not grade every class the same then you will need different profiles.



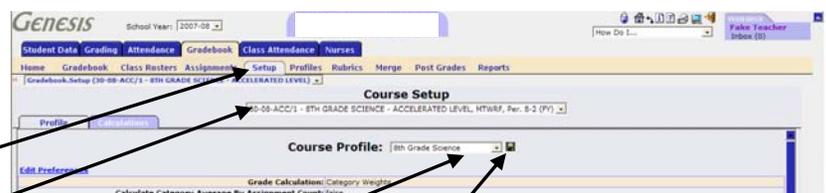
To create another profile, select the Profile subtab and then click the “Copy” icon. Another profile line will be created.



3. To help identify the profiles, you will want to change their “default” name by renaming them. Choose the Rename icon and type a new name in the Profile Description line.

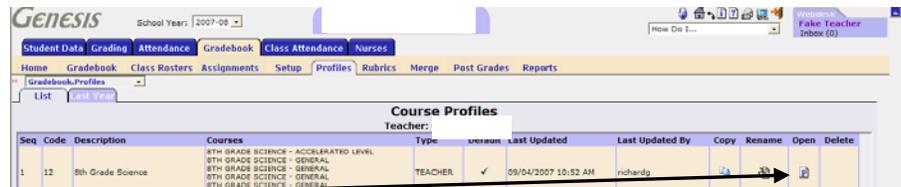


4. Now you need to make sure the appropriate course will be attached to the appropriate profile. Choose the Setup Tab.

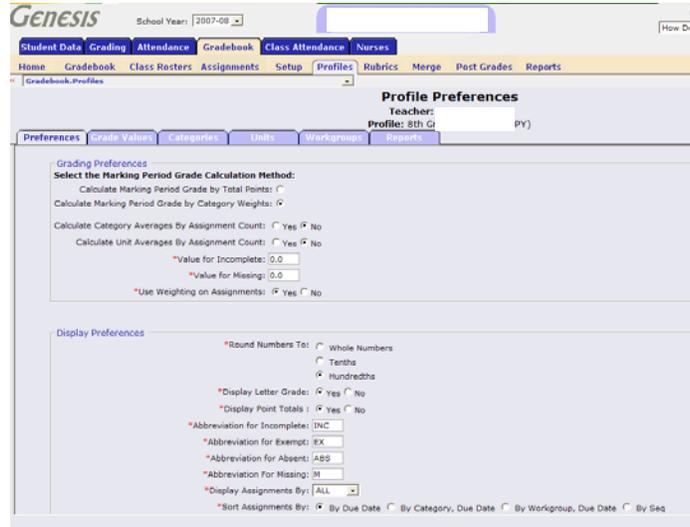


Select a course from the drop down list and select the appropriate course profile from the drop down list. Don't forget to click the disk at the end of the course profile line.

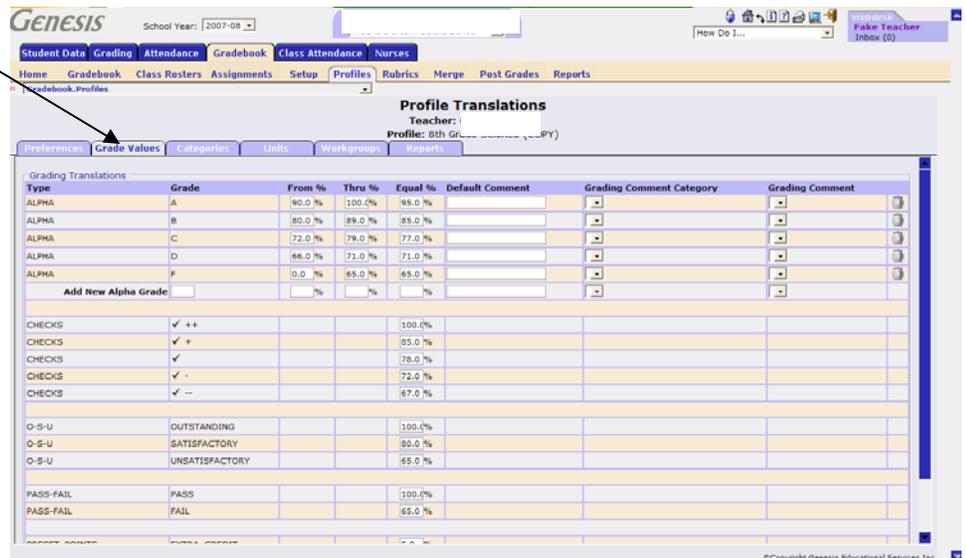
5. Now it's time to choose the preferences for each of the profiles. Select the "P" icon.



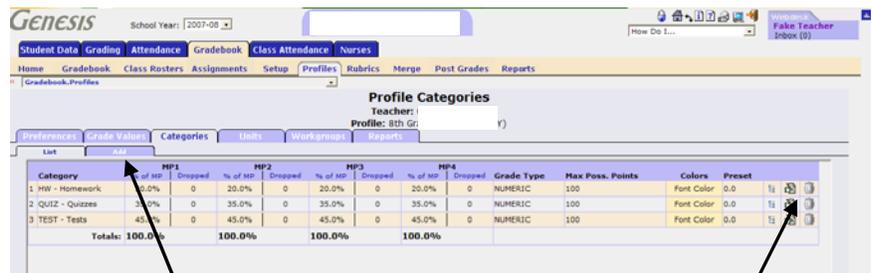
6. This is where you make decisions about courses that are attached to each of these profiles (i.e. grade by total points or by Category weights and many more). Don't forget to scroll all the way to the bottom of the screen and click the "Save" button to keep your choices.



7. The second tab is Grade Values and this is where you create the values for the types of grading you would like to use with your classes. You may add additional values to the Alpha list of grades.

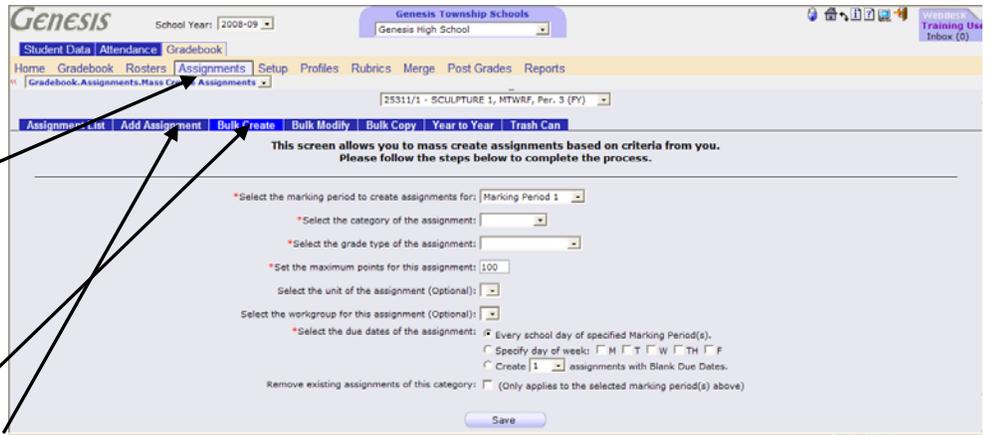


8. The third tab is the Category tab for those who are grading by category weights. Note that the total for each marking period MUST add up to 100%.

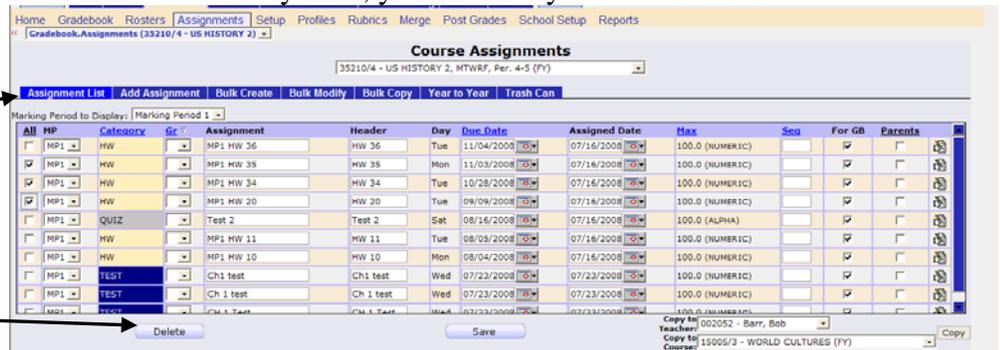


To add another category choose the "Add" tab. To delete a category click the trashcan.

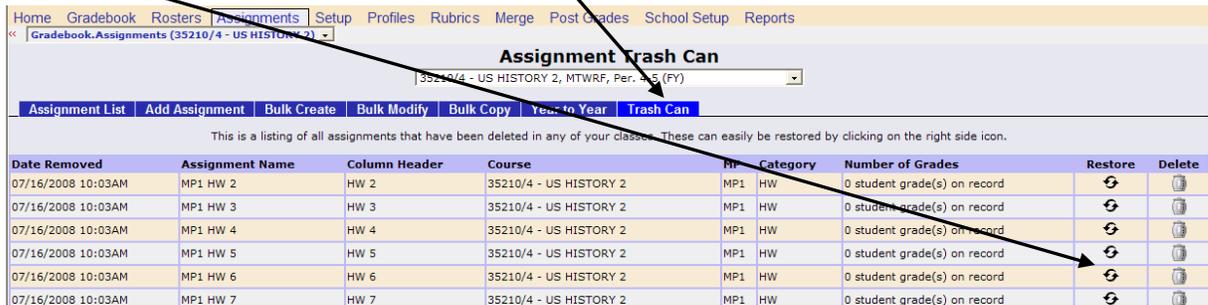
9. You are now ready to ADD assignments to your classes. Choose the Assignments tab. There are two tabs that can be used to create assignments. The “Bulk Create” and “Add Assignment”. The “Bulk Create” allows you to add assignments that are reoccurring everyday, every Monday, etc. The “Add Assignment” tab allows you to add assignments one at a time. Additional tabs allow you to Copy, Modify or next year to copy Year to Year.



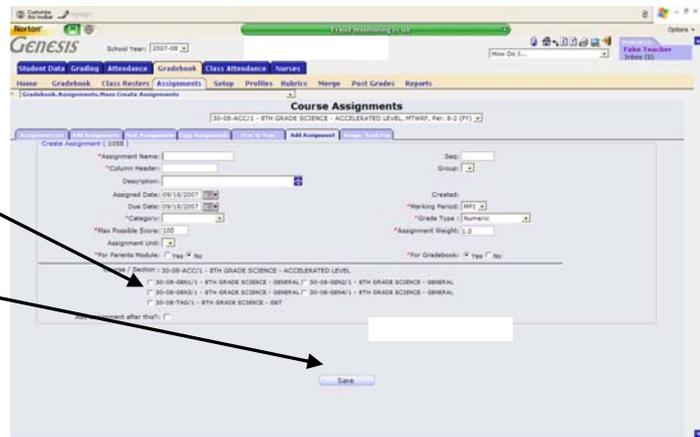
10. If you create assignments that not eventually used, you can always delete them. To delete an assignment, choose the “Assignment List” tab and place a check in front of the assignment(s) you want to eliminate. Then click the delete button.



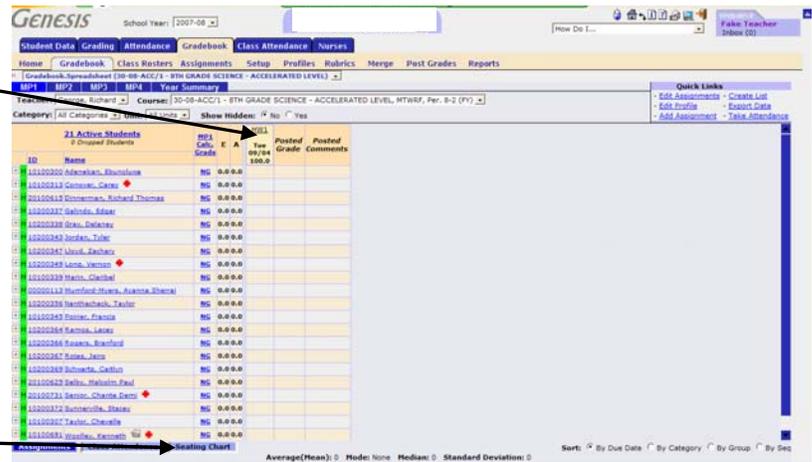
11. On occasion, you may unintentionally delete an assignment. If this occurs, simply choose the “Trash Can” tab. Then click the restore icon at the right edge of the assignment you wish to restore to your gradesheet.



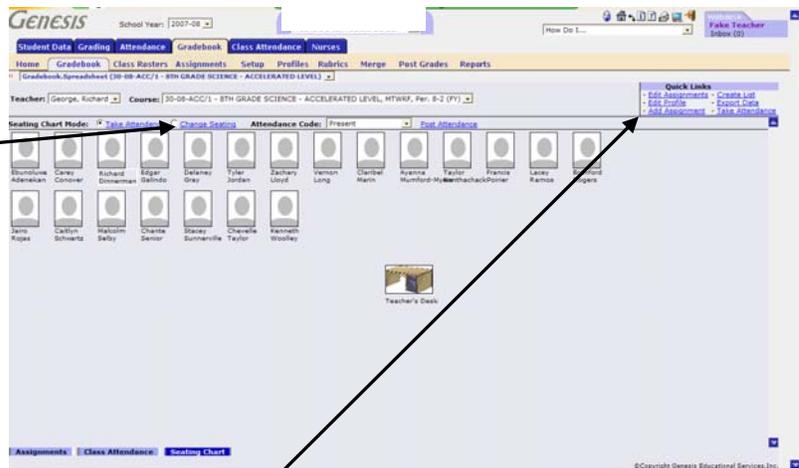
12. When adding an individual assignment to a course, you can also add it to any/all other classes by placing a check in front of the classes before you click the Save button.



13. A column will appear in your gradebook with the assignment information listed at the top of the column.



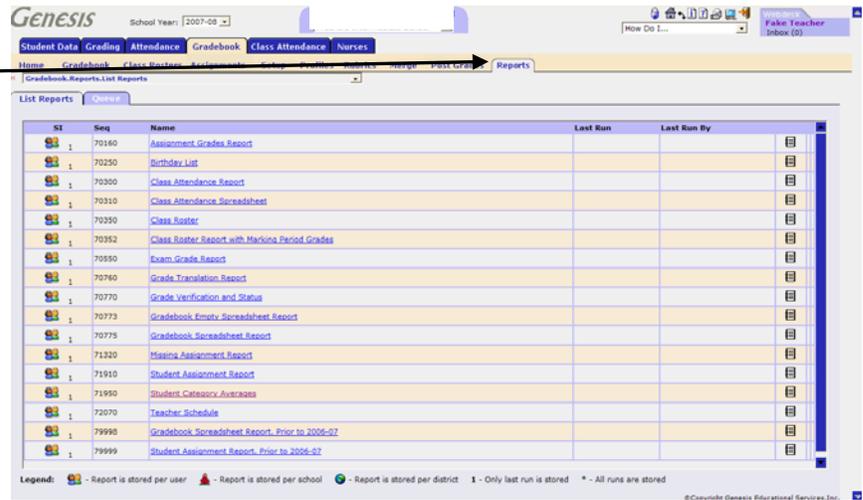
14. At the bottom of this screen, you may choose the "Seating Chart" tab, allowing you to create a seating chart for this class.



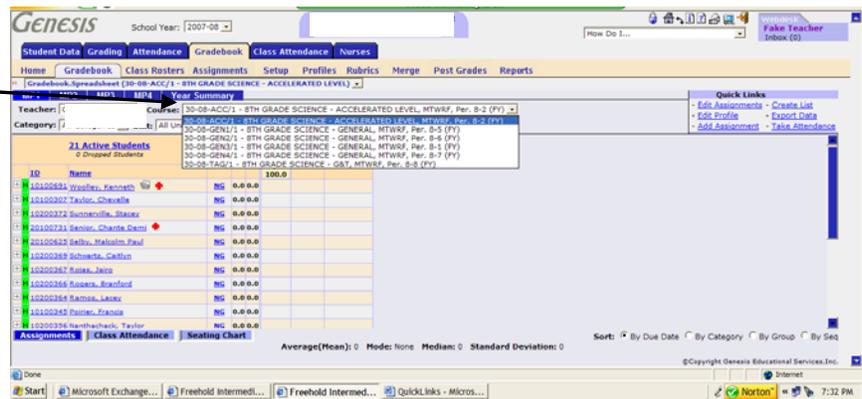
15. To rearrange the seats into the configuration for your classroom, move the dot to Change Seats. Once the photo company takes the school pictures, these can be uploaded and displayed in the seating chart. Don't forget to save the newly arranged classroom.

16. Take notice that there are a number of "Quick Links" available to you in the top right corner of a number of screens. These are short cut links to the most used items.

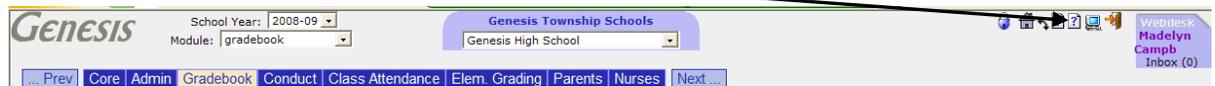
17. An additional tab of interest at this time is the Reports tab. Here you will find a number of different reports that will provide you with printable information. You will need Adobe Reader to view these reports.



18. To change to another class/course, use the drop down box and select the course you wish to work with.



There is a great deal more that can be done with your gradebook. Check out the User Guides under the Help Section.



These directions are even more detailed for your use.

- [Class Attendance FAQ](#)
- Elementary Grading**
 - [Elementary Field Reference](#)
- Gradebook**
 - [Course & Roster Setup](#)
 - [Gradebook Assignments](#)
 - [Assignment List](#)
 - [Adding & Editing Assignments](#)
 - [Bulk Copy](#)
 - [Bulk Creation](#)