## Initial Setup of Gradebook in Genesis

- 실 습·12 관 및 생 How Do I... Genesis 2007-08 • tudent Data 1. Select the Gradebook Tab Teacher R to open your 8 -3 000000 gradebook. 81 81 81 81 81 2 2 2 2 8 8 8 8 8 8
- 2. If you grade all the 0 🗄 4 1 2 2 2 3 🔍 🗐 Genesis School Year: 2007-08 classes listed exactly How Cradabaak the same then you are Course Profiles ready to go to step 5. **Course Profiles** If you do not grade every class the same 09/04/2007 10:52 AM then you will need different profiles. To create another profile, select the Profile subtab and then click the "Copy" icon. Genesis Another profile line will be School Year: 2007-08 💌 created. List ( Course D Seq Code
- 3. To help identify the profiles, you will want to change their "default" name by renaming them. Choose the Rename icon Genesis school Year 2007-08 =



- 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./

GENESIS School Year: 2007-08 -

Sea Code

Attendance Gradebook Class At

Class Rosters Assignments Setup Profiles Rubrics

Genesis

Merge Post Grade

Course Profile

Type

School Year: 2007-08

e By Acci

ment Count:

Value for Missing: 0.

Cradabaak



- 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%.



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**Profile Preferences** 

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How D

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



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.

Gr	adebook.As	signments (35)	210/4 - US	SHISTORY 2) -			-							
					_		Cours	e Assignmen	ts					
					3	5210/4 - US HIS	STORY 2,	MTWRF, Per. 4-5 (FY)	-					
Δs	signment I	ist Add As	sianment	Bulk Create Bul	k Modify	Bulk Conv	Yeart	o Year   Trash Can						
rkir	ng Period to I	Display: Mark	ing Period	11 -										
All	MP	Category	Gr 🔻	Assignment		Header	Day	Due Date	Assigned Date	Max	Sea	For GB	Parents	
-	MP1 💌	HW		MP1 HW 36		HW 36	Tue	11/04/2008	07/16/2008	100.0 (NUMERIC)		1	Г	3
7	MP1 ·	HW		MP1 HW 35		HW 35	Mon	11/03/2008	07/16/2008	100.0 (NUMERIC)		2	Г	3
7	MP1 ·	HW		MP1 HW 34		HW 34	Tue	10/28/2008	07/16/2008	100.0 (NUMERIC)		<b>V</b>	Г	3
7	MP1 ·	HW		MP1 HW 20		HW 20	Tue	09/09/2008	07/16/2008	100.0 (NUMERIC)		9	F	函
-	MP1 ¥	QUIZ		Test 2		Test 2	Sat	08/16/2008	07/16/2008	100.0 (ALPHA)		1	Г	函
-	MP1 •	HW		MP1 HW 11		HW 11	Tue	08/05/2008	07/16/2008	100.0 (NUMERIC)		1	Г	3
-	MP1 ¥	HW		MP1 HW 10		HW 10	Mon	08/04/2008	07/16/2008	100.0 (NUMERIC)		1	Г	8
-	MP1 -	TEST		Ch1 test		Ch1 test	Wed	07/23/2008	07/23/2008	100.0 (NUMERIC)		R	Г	ð
-	MP1 ·	TEST		Ch 1 test		Ch 1 test	Wed	07/23/2008	07/23/2008	100.0 (NUMERIC)		1	Г	3
-	MD1 w	TEST		CH 1 Test	1	CH 1 TAR	Wad	Logica Concertation	Lason concerces	100.0 (MUMERIC)			- F	a
			Delete				0	Save		Copy to Copy to Course: 15005/3 - WOR	Bob LD CULTUR	ES (PY)		•

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.

Home Gradebook Ro	sters Assignments Setu	up Profiles Rubrics	Merge Post Grades School Set	up R	eports						
Gradebook.Assignments	(35210/4 - US HISTORY 2)										
Assignment Vrash Can											
35240(4 - US HISTORY 2, MTWRF, Per. 45 (FY)											
Assignment List Add Assignment Bulk Create Bulk Modify Bulk Copy Yest Yorkan Trash Can											
This is a listing of all assignments that have been deleted in any of your classer. These can easily be restored by clicking on the right side icon.											
Date Removed	Assignment Name	Column Header	Course	MP	Category	Number of Grades	Restore	Delete			
07/16/2008 10:03AM	MP1 HW 2	HW 2	35210/4 - US HISTORY 2	MP1	HW	0 student grade(s) on record	Ð	()			
07/16/2008 10:03AM	MP1 HW 3	HW 3	35210/4 - US HISTORY 2	MP1	нw	0 student grade(s) on record	Ð	<u> </u>			
07/16/2008 10:03AM	MP1 HW 4	HW 4	35210/4 - US HISTORY 2	MP1	нw	0 student grade(s) on record	Ð	()			
07/16/2008 10:03AM	MP1 HW 5	HW 5	35210/4 - US HISTORY 2	MP1	нw	0 student grade(s) on record	- <del>0</del>	<u> </u>			
07/16/2008 10:03AM	MP1 HW 6	HW 6	35210/4 - US HISTORY 2	MP1	нw	0 student grade(s) on record	6	(i)			
07/16/2008 10:03AM	MP1 HW 7	HW 7	35210/4 - US HISTORY 2	MP1	нw	0 student grade(s) on record	÷	<u>Ö</u>			

- 12. When adding an individual Genesis 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. 0 8-00224 Genesis School Year: 2007-08 . How Do I 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.

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Gr	radeb	ook Class	Restans Assignments Solup Profiles Rubrits merge Post-Grees	Reports		
ebook.	Report	ts.List Report	•			
eports		Queue				
SI	-	Seq	Name	Last Run	Last Run By	
83,		70160	Assignment Grades Report			
<u>83</u> ,		70250	Birthday List			
93,		70300	Class Attendance Report			
82,		70310	Class Attendance Spreadsheet			8
83 ,		70350	Class Roster			8
. 69		70352	Class Roster Report with Marking Period Grades			
83 ,		70550	Exam Grade Report			
93 ,		70760	Grade Translation Report			
93 ,		70770	Grade Verification and Status			
82 ,		70773	Gradebook Empty Spreadsheet Report			
83,		70775	Gradebook Spreadsheet Report			8
83,		71320	Missing Assignment Report			1
83,		71910	Student Assignment Report			8
83 ,		71950	Student Category Averages			
83 ,		72070	Teacher Schedule			8
83 ,		79998	Gradebook Spreadsheet Report. Prior to 2006-07			
82 ,		79999	Student Assignment Report. Prior to 2006-07			

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

School Year: 2007	07-08 •		How Do I
Student Data Grading Attendance G	iradebook Class Attendance Nurse	s	
Iome Gradebook Class Rosters As	ssignments Setup Profiles Rubr	ics Merge Post Grades Reports	
Gradebook.Spreadsheet (30-08-ACC/1 - 8TH G	GRADE SCIENCE - ACCELERATED LEVEL)		
APP MP3 MP3 MP4 Year Su	ummary		Quick Links
eacher: Course: 30-0	08-ACC/1 - 8TH GRADE SCIENCE - ACCELE	RATED LEVEL, MTWRF, Per. 8-2 (PY)	Edit Profile Export Data
tegory: All Un 30-00	08-GEN1/1 + 8TH GRADE SCIENCE + GENER/	AL MTWRF, Per, 8-5 (FY)	- Add Assignment - Take Attendance
21 Active Students 30-00 0 Dropped Students 30-00 30-00	X8-GEN2/1 - 8TH GRADE SCIENCE - GENERA X8-GEN3/1 - 8TH GRADE SCIENCE - GENERA X8-GEN4/1 - 8TH GRADE SCIENCE - GENERA X8-TAG/1 - 8TH GRADE SCIENCE - GAT, MT	AL, MTWRF, Per. 8-6 (FY) AL, MTWRF, Per. 8-6 (FY) AL, MTWRF, Per. 8-7 (FY) WRF, Per. 8-8 (FY)	í
10 Name	100.0		
10100591 Woolley, Kenneth W	NG 0.0 0.0		
10100307 Taylor, Chevelle	NG 0.0 0.0		
10200372 Synnerville, Stecer	NG 0.0 0.0		
20100731 Senior, Chante Demi	NG 0.0 0.0		
20100625 Selby, Malcolm Revi	NG 0.0 0.0		
10200369 Schwartz, Calthyn	NG 0.0 0.0		
10200367 Rolas, Jairo	NG 0.0 0.0		
10200366 Ropers, Branford	NG 0.0 0.0		
10200364 Ramos, Lacey	NG 0.0 0.0		
10100345 Poirier, Francis	NG 0.0 0.0		
10200356 Nanthachack, Taylor	NG 0.0 0.0		
Stephnonics   Class Attendance   Sea	ating chart	Meder Voce Median C. Standard Deviation	Sort: * By Due Date * By Category C By Group C By Seq
	Average(rican). 0	Hope, none Housin, o standard deviation.	V Promising Gaussia Educational Services for
Done			gvorgyngitt Genesis Ebucational bervices, Inc.

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.

