

BUILD BETTER FEEDBACK:
HOW TO CREATE ATTRIBUTES EVERYONE CAN UNDERSTAND

A blank in the grade book can mean different things like missing work, late submissions, or ungraded assignments.

Using attributes like Missing or Exempt helps make a student's status clear, so everyone knows what's going on and where support is needed.

How to Create Attributes in SchoolTool

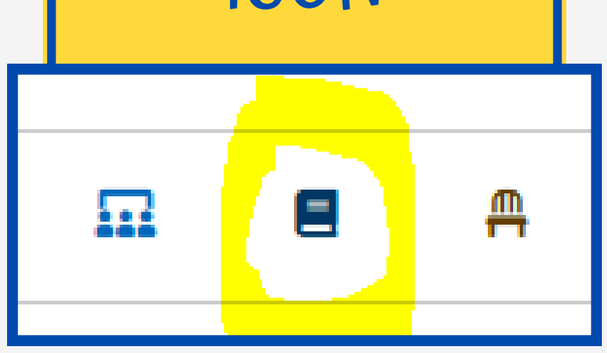
1

LOG IN TO SCHOOLTOOL



2

SELECT THE GRADE BOOK ICON



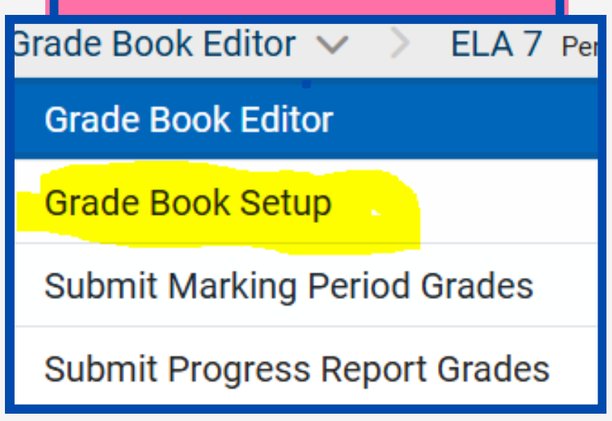
3

SELECT THE GRADE BOOK EDITOR DROPDOWN



4

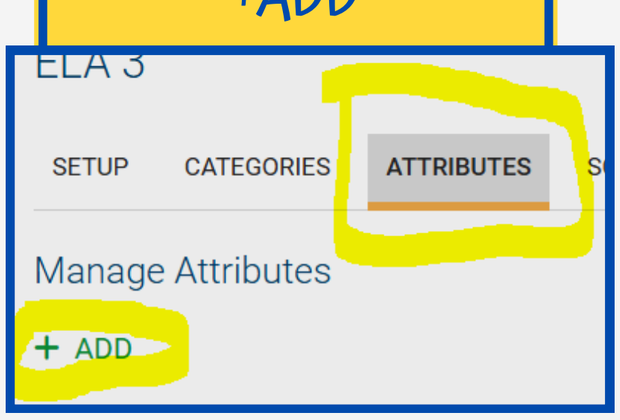
SELECT GRADE BOOK SETUP



5

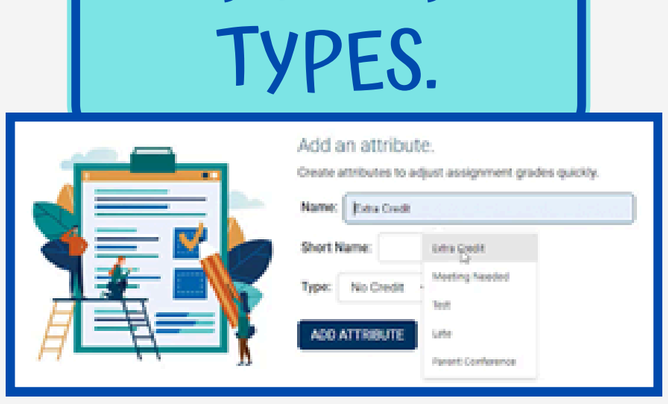
SELECT THE ATTRIBUTES TAB

SELECT THE +ADD



6

ADD ATTRIBUTE NAMES AND TYPES.



REPEAT THIS SETUP FOR EACH GRADE BOOK. NEXT YEAR, YOU WILL ONLY NEED TO DO IT ONCE DURING THE INITIAL IMPORT.

SUGGESTED ATTRIBUTES:

EX = EXEMPT → DOESN'T COUNT TOWARD GRADE
M = MISSING → COUNTS AS ZERO
A = ABSENT → NOT COUNTED NOW, BUT WILL BECOME MISSING IF NOT COMPLETED WITHIN THE REQUIRED TIME