

# Quick Reference Guide *for* Gradebook Templates

## Gradebook Templates

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Gradebook Templates

Class Roster Attendance Gradebook Progress Report ERC Grade Entry Other P.2, AP Chemistry(N123), S:100

Performance Report Templates

- Setup
- Report Card Entry
- Attachments
- Generate Reports
- Template Management**
- Rapid Entry

Edit	Delete	Template Name	Template Type	Template Scope	Created On
		Missing Assignment	PERFORMANCE	Staff Level	Sep 17 2009 4:52PM

Gradebook Report Templates

Edit	Delete	Template Name	Template Type	Template Scope	Created On
		5 Week Performance Review	GRADEBOOK	Staff Level	Aug 11 2011 6:44PM

Gradebook Templates

Edit	Delete	Apply	Template Name	Template Description	Last Modified By	Last Modified On
			AP Chemistry Marking Period 1		Administrator, Eschooldata	Aug 11 2011 6:23PM

### How to create and maintain Gradebook Templates:

1. Login will bring the user to the **Home Page**.
2. Select **Staff** main tab, **Staff Schedule Views** sub tab. Right click on a class and select **Template Management** or select **Template Management** from the Gradebook drop down menu.
3. Gradebook Templates allow users to apply and manage Gradebook categories and assignments across multiple classes, and will automatically carry forward to future academic years. As assignments are added, they are automatically applied to all linked Gradebooks.
4. Templates can be deleted as long as there are no links to classes. Templates can be unlinked from the Gradebook Setup page within each associated class.
5. Click **Edit** to modify an existing template.
6. Click **Apply** to link the template to a section(s) and marking period. See page 3.
7. Click **New** to create a Gradebook Template.

### Icons at a Glance

- Edit** – Edit the Gradebook Template.
- Delete** – Delete the Gradebook Template.
- Apply** - Apply the Gradebook Template to a section and marking period

# Quick Reference Guide *for* Gradebook Templates

## Gradebook Templates

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Click to expand. A list of saved templates will be displayed

Save

Template List

Category	Assignment Defaults	Weight (%)	Drop Lowest	Drop Highest	Grading Method	Color
Tests		1	0	0	Averaging	#0000FF
Quizzes					Averaging	#FF00FF

Assignment	Max. Pt	Bonus	Mult.	Due Date	Desc	Comment	Publish Date	Publish on Portal
Tests 1	100	0	1	08/12/2011			08/12/2011	
Tests 2	100	0	1	08/12/2011			08/12/2011	

Save Template

Name: Gradebook Template 1

Description: This template can be used for Chemistry classes for Marking Period 1

Save Cancel

### How to create and maintain Gradebook Templates:

1. Gradebook Templates are created utilizing the same procedures as Gradebook Setup.
2. Enter categories and assignments as applicable.
3. Ensure that all the information is correct. Click **Save**.
4. Enter the name of the template and a description and click **Save**.
5. Once a template is saved it can be applied a section or multiple sections. However, the template can only be applied to one marking period.
6. Click **Apply To Classes** to link this template to a section and marking period. See page 3.
7. Click **New** to create another Template.
8. Click **Template List** to return to the Template Management screen.
9. Saved templates can also be accessed by clicking on the chevron icon on the upper left hand side of the screen. This will expand the saved template list for easy access. Click on the desired template.

### Icons at a Glance



**Save**– Save the template. **NEW** **New**– Create another template.



**Apply To Classes** - Apply the Gradebook Template to a section and marking period



**Template List** – Return to the Template Management screen

# Quick Reference Guide *for* Gradebook Templates

## Gradebook Templates

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Apply Template - Economics Marking Period 1

Course No	Section	Course Name	Marking Periods
TH0202	2	Global Hist 9	1: <input type="checkbox"/> 2: <input type="checkbox"/> 3: <input type="checkbox"/> 4: <input type="checkbox"/> 5: <input type="checkbox"/>
TH7211	1	Global Hist 10	1: <input type="checkbox"/> 2: <input type="checkbox"/> 3: <input type="checkbox"/> 4: <input type="checkbox"/> 5: <input type="checkbox"/>
TH7220	1	US Hist & Gov 11	1: <input type="checkbox"/> 2: <input type="checkbox"/> 3: <input type="checkbox"/> 4: <input type="checkbox"/> 5: <input type="checkbox"/>
TH7239	1	Economics	1: <input checked="" type="checkbox"/> 2: <input type="checkbox"/> 3: <input type="checkbox"/>
TH7239	2	Economics	1: <input checked="" type="checkbox"/> 2: <input type="checkbox"/> 3: <input type="checkbox"/>
TH7243	1	P.I.G. Issues	4: <input type="checkbox"/> 5: <input type="checkbox"/>
TH7243	2	P.I.G. Issues	4: <input type="checkbox"/> 5: <input type="checkbox"/>

Save Cancel

### How to apply Gradebook Templates:

1. Use the check boxes to link the template to the applicable sections and the correct marking period.
2. Click **Save**.
3. All future changes to the template will be applied to all linked classes. If a template is linked to a class that contains categories and assignments, all categories with the same name will be overridden. Assignments with the same name will not be overridden in order to maintain existing grades.
4. If changes made to the template should not be applied to a linked class, that section must be unlinked from the template before making any changes. To unlink a class, use the **Un-Link Template** button located in Gradebook Setup.
5. All template categories and assignments will be *italicized*. When a template is unlinked from a class the categories and assignments will no longer be italicized.
6. An existing Gradebook Setup that has not been linked to a template can be saved as a template as well. Use the **Save as Template** button located in Gradebook Setup.

### Icons at a Glance



**Un-Link Template** – unlink the template from a class (located in Gradebook Setup).



**Save as Template**– Save an existing gradebook as a template (located in Gradebook Setup).