

# A GUIDE TO GRADEKEEPER

Gradekeeper is a powerful gradebook program for either the Windows or the Macintosh operating systems. Gradekeeper works like your paper gradebook but its easy-to-use features make grading much easier. After you enter your class list, class assignments, and students' scores, Gradekeeper does the rest. Your grades are calculated and updated instantly and you can easily keep students informed using Gradekeeper reports.

## Installing and Registering Gradekeeper

Gradekeeper is shareware software for which Oakton Community College has purchased a license to enable all college faculty to use Gradekeeper on computers at Oakton as well as on personal computers. If you use Gradekeeper at Oakton, you do not need to register it. If you download Gradekeeper from the Internet or from a CD provided by Oakton, you may use the software for 30 days. If you decide to continue using it, you will need to use Oakton's registration code.

### To start and use Gradekeeper at Oakton:

1. Choose Start, NAL Explorer, E. Miscellaneous Software, Faculty Software, Gradekeeper 5.5. A new, untitled gradebook opens.

### To download Gradekeeper for a personal computer using the Web:

1. In your browser's address box, enter [www.gradekeeper.com](http://www.gradekeeper.com).
2. Click on the link near the top of the web page to download the newest version (Version 5.5.1 is now available).

### To register Gradekeeper for a personal computer:

1. Choose Help, About Gradekeeper.
2. Click the Enter Code button.
3. Enter **Oakton Community College** in the name box.
4. Enter **498064** in the Code box.
5. Choose OK.

**Warning:** Once you open a gradebook file in an updated version, you cannot open it in a previous version; so when you use Gradekeeper on more than one computer, it is important to know what version you are using and to be sure you use the same version on all computers.

## Saving your Gradebook

### To save a gradebook for a course:

1. Choose File, Save. The Save As dialog box appears.
2. Enter the name for the gradebook file (i.e. Course Name, Section, Semester, Year).
3. Choose the location for saving the gradebook file.
4. Choose OK.

## Backups

Gradekeeper has proven to be very reliable, but floppy disks and hard drives have been known to fail. To avoid the risk of losing your grades at the worst possible time, you should always keep a **current** backup of your data on another disk. Keeping a paper copy of your gradebook grid also will allow you to reconstruct your grades if you should ever lose your data and your backups.

### To backup your classes:

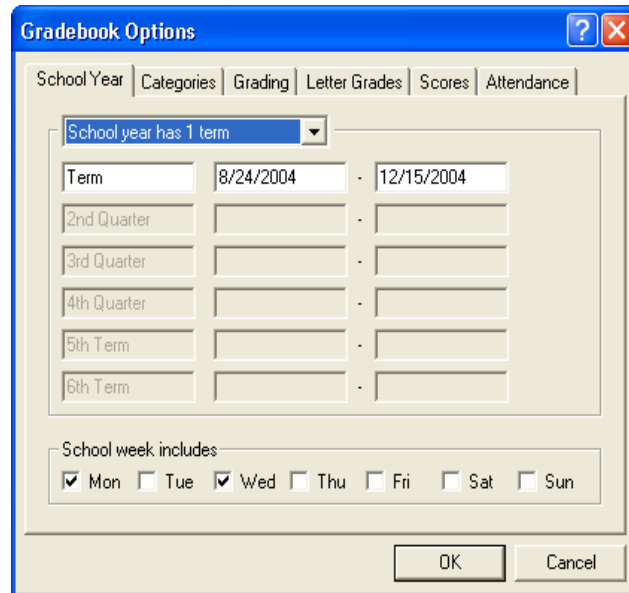
1. Insert a floppy disk into your disk drive.
2. Click the right mouse button on each class.
3. Choose Send To from the pop-up menu that appears.
4. Choose 3 ½ Floppy from the sub-menu that appears.

## Setting Up Your Gradebook

You will want to set up a Gradebook for each of your courses. Although Gradekeeper can divide the school year into a single term, two semesters, three trimesters, four quarters, or six terms, an Oakton course meets for one semester so it is recommended that you set up your gradebook for a single term. Your gradebook will show student names, assignments, scores, and current grades for the current term. You will be able to choose whether to list student names, IDs, or both. You can change or add students, assignments, and scores by clicking and typing.

### To set up a Gradebook for a course:

1. If necessary, begin Gradekeeper.
2. Choose Gradebook, 1<sup>st</sup> Quarter or press Ctrl + 1 on the keyboard.
3. Choose Gradebook, Gradebook Options. The Gradebook Options dialog box appears.
4. If necessary, choose the School Year tab.



5. Choose "School year has 1 term" from the combo box since final class grades are based on one semester.

6. Edit the dates to represent the first and last dates of your course. Dates must be entered in the mm/dd/yy format.
7. In the “School week includes” area, deselect and/or select the check boxes representing the days of the week your course meets.
8. Choose OK to close the Gradebook Options dialog box.

### ***Setting up School, Class, and Teacher Options***

The school, class, and teacher information you specify will be included when you view your gradebook, attendance, or seating chart (available in version 5.5) as well as being included in your reports.

#### **To set up your school, class, and teacher names:**

1. Choose Reports, Gradebook or Reports, Attendance to choose the gradebook or attendance view.
2. Click on the item you want to enter (school, subject, teacher).
3. Type in the new text or edit the existing text.
4. Press Enter to accept your changes.

#### **To add a class list to the gradebook:**

1. Click the student name field in the first empty row.
2. Enter a name for each student and press the Enter key. **It is best to enter student names last name first.**
3. Press the Esc key when you are done entering names.

**Tip:** To change a student name or ID in the future, click on the student or ID you want to change and type in the new text or edit the existing text. Press Enter to accept the changes.

### ***Setting Assignment Categories and Grading Options for Your Course***

There are many options for allowing you to set up your class grading as you wish. Each of your assignments must be placed into one of ten categories you determine. New classes begin with “Tests” and “Homework” categories. You may use these categories to compute grades or simply to organize your assignments. You may use a point system or you may use a category weight system where a percent is used to determine a letter grade.

#### ***Computing Grades Using a Point System***

When you compute grades using the total points earned, grades are determined by dividing the sum of all points earned and dividing the total by the sum of all the points possible. This is converted to a percent, which is used to determine the letter grade according to your letter grade cutoffs. Extra credit assignments increase the total points earned but do not increase the total points possible.

#### **To compute grades using total points earned:**

1. Choose Gradebook, Gradebook Options. The Gradebook Options dialog box appears.

2. Choose the Categories tab.

The screenshot shows the 'Gradebook Options' dialog box with the 'Categories' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar are tabs for 'School Year', 'Categories', 'Grading', 'Letter Grades', 'Scores', and 'Attendance'. The main area contains a table with columns for 'Category' and 'Weight'. The table has five rows for 'Tests', 'Homework', 'In-class Assignments', 'Quizzes', and 'Research Project', and one row for 'Extra Credit'. The 'Tests' and 'Homework' rows have a weight of 50, and 'Extra Credit' has a weight of 10. Below the table is a section 'Compute grades using' with two radio buttons: 'category weights' (unselected) and 'total points earned' (selected). At the bottom are 'OK' and 'Cancel' buttons.

Category	Weight	Category	Weight
Tests	50		
Homework	50		
In-class Assignments			
Quizzes			
Research Project			
		Extra Credit	10

Compute grades using  
 category weights       total points earned

3. Click the “total points earned” option button.
4. Enter a name for each of the categories for your assignments. Use the Tab key to move from item to item.
5. Choose OK to accept your changes and close the Gradebook Options dialog box.

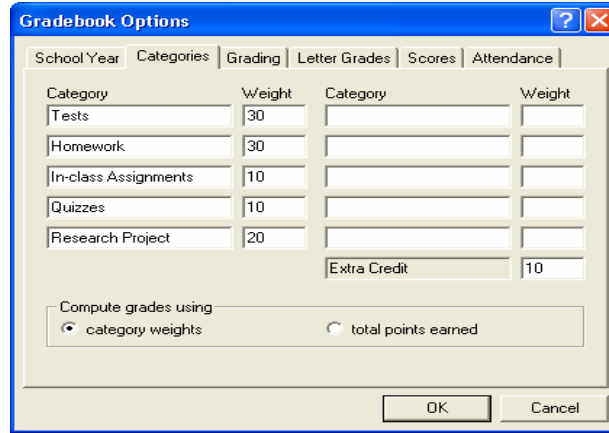
### ***Computing Grades Using a Weighted System***

When you compute grades using total points earned, grades are determined by dividing the sum of all the points earned and dividing that by the sum of all points possible. This is converted to a percent, which is used to determine the letter grade according to your letter grade cutoffs.

Computing grades using category weights allows you to guarantee that certain kinds of assignments contribute a fixed portion of the grade, such as having tests contribute 50% of the grade. The Extra Credit category is not included when the category weights are totaled so it makes extra credit assignments truly extra credit.

#### **To compute grades using category weights:**

1. Choose Gradebook, Gradebook Options. The Gradebook Options dialog box appears.
2. Choose the Categories tab.



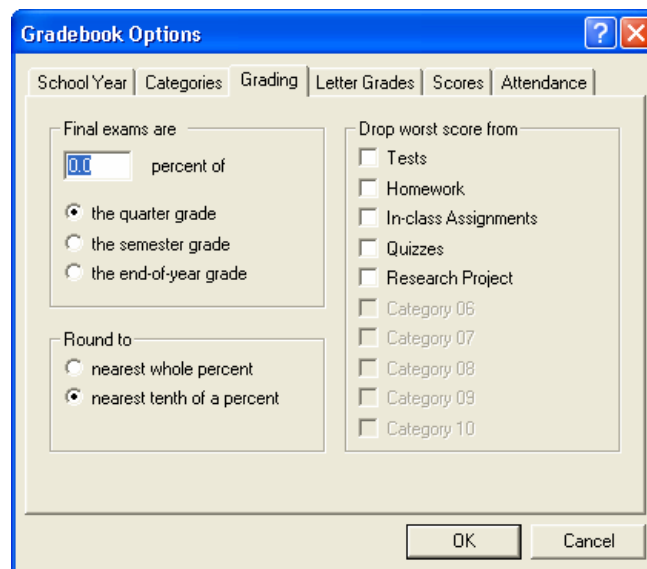
3. Click the “category weights” option button.
4. Enter a name and weight for each category. Category weights must be whole numbers between 0 and 100 which indicate the relative contribution of the assignments in each category to the term grade.
5. Choose OK to close the Gradebook Options dialog box.

### Setting Up Your Grading Options

You may determine how final exams are included in your grade computation, how you want percents to be rounded, and whether you want to drop the worst score from one or more of the categories set up on the Categories tab. Use the Final exam options only when you want the score to be calculated separate from the semester grade. Because courses at Oakton meet for one semester, calculate final exams as a percent of the quarter grade.

#### To set up your grading options:

1. Choose Gradebook, Gradebook Options. The gradebook options dialog box opens.
2. Choose the Grading tab.



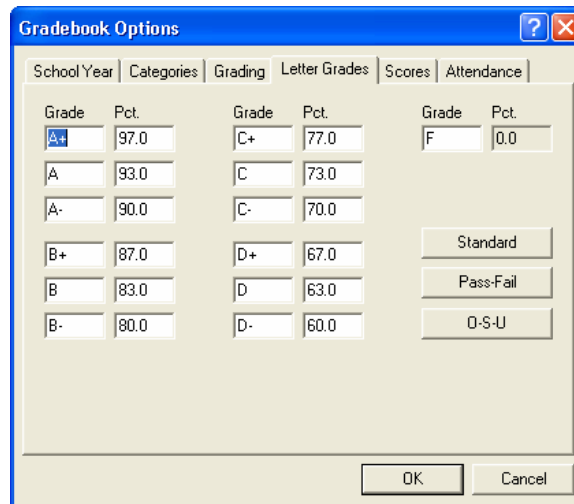
3. Choose how much final exams contribute to the specified grade. Since an Oakton course meets for one term, final exams would be calculated to be a percent of the quarter grade.
4. Choose whether or not to round to the nearest whole percent.
5. Choose to drop the worst score from one or more categories.
6. Choose OK to close the Gradebook Options dialog box.

### Setting Up Your Letter Grades

Whether you use a point system or a weighted grade system, you will want to set up your letter grades to match your grading scale using the Standard option. In addition to a Standard grading system, Gradekeeper also allows you to choose whether you want to use a Pass-Fail or a O-S-U (outstanding-satisfactory-unsatisfactory) grading system.

#### To set up your letter grades:

1. Choose Gradebook, Gradebook Options. The Gradebook Options dialog box appears.
2. Choose the Letter Grades tab.



3. Enter your grading symbols and the percent required to earn each grade. You may use the buttons on the right to choose the standard A – F system. Each percent must be a decimal number from 0 to 120. Your letter grades and percents apply to the entire semester.
4. Choose OK to close the Gradebook Options dialog box.

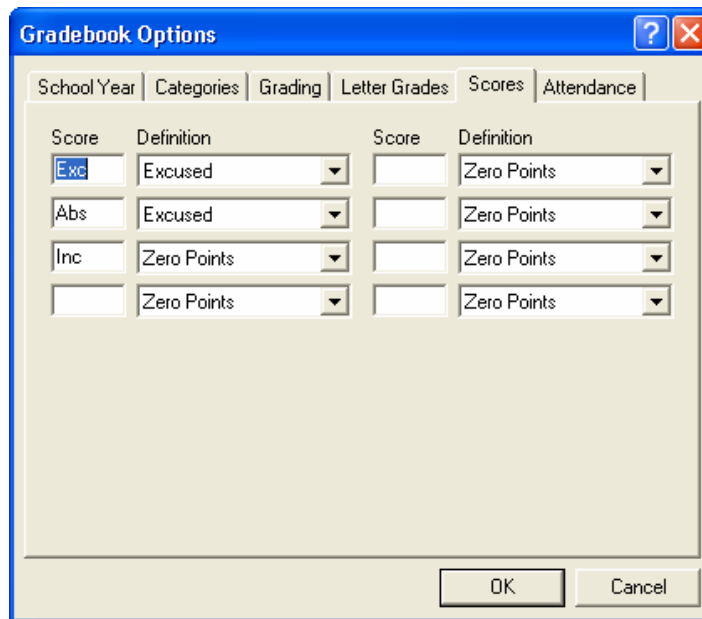
### Setting Up Special Scores

Special scores can be defined as being the equivalent of being excused or the equivalent of a score of 0 points.

#### To set up your special scores:

1. Choose Gradebook, Gradebook Options. The Gradebook Options dialog box appears.

2. Choose the Scores tab.



3. Enter your special scores and choose their value.
4. Choose OK to close the Gradebook Options dialog box.

### **Setting up Attendance Codes**

You may define the codes you use to record attendance. You may also choose whether each attendance code will contribute to the total number of absences or tardies. The possible attendance categories are Tardy, Excused, Full Absence, and Half Absence. The Excused category indicates either an excused tardy or an excused absence. In Gradekeeper, excused codes are not included in the total number of tardies or absences.

#### **To define your attendance codes:**

1. Choose Gradebook, Gradebook Options. The Gradebook Options dialog box appears showing current attendance codes.
2. Enter a code and choose a category for each attendance code you use. Use the Tab key to move from item to item.
3. Click OK to accept your changes or click Cancel to dismiss the dialog box without making any changes.

### **Seating Charts**

Beginning with the 5.5 version, Gradekeeper includes a seating chart option.

#### **To assign all students to new seats:**

1. Choose Reports, Assign Seats.
2. Enter the number of rows and columns in your seating chart.
3. Check the assign seats check box.
4. Choose whether to assign seats alphabetically or randomly.

5. Click OK to assign seats.

**To change the number of rows and columns in your seating chart without assigning new seats:**

1. Choose Reports, Assign Seats.
2. Enter the number of rows and columns in our seating chart.
3. Uncheck the assign seats check box.
4. Click OK to change your seating chart.

**Tips:**

- You can move a student within the seating chart by clicking and dragging the student to a new seat. If there is already a student in the new seat, those students will exchange seats.
- You can hide a seat by right clicking on an empty seat and choosing Hide Seat from the menu. You can make a seat unavailable by right clicking on an empty seat and choosing Make Unavailable from the menu.

## **Recording Student Assignments and Grades**

### ***Guidelines for Adding Assignments to Your Gradebook***

- Record scores as percents (92), decimal numbers (9.5), or letter grades (B-).
- Leave a score blank to indicate that an assignment has not been completed.
- Enter a score of “exc” to excuse an assignment.
- Enter a score of “inc” to mark an assignment incomplete which is equivalent to giving a score of 0 on the assignment.
- Enter a score of “abs” to indicate that a student was absent for an assignment which is equivalent to excusing the assignment.
- If all the scores you are entering are the same, enter the first score, then choose Edit, Fill Down. This will make every score in that column the same as the one you just entered.

**To add a new assignment to the gradebook:**

1. Click the assignment name field in an empty column.
2. Enter the date (new in Version 5.5), name, category, and points possible for the assignment.
3. Enter a score for each student in the class.

**Tip:** To change assignments or scores in the future, choose the gradebook view, click on the assignment or score you want to change, enter the new text or edit the existing text, and press Enter to accept the changes.

### ***Adding an Extra Credit Assignment to the Gradebook***

When you compute grades using total points earned (see p. 3), extra credit assignments increase the total points earned but do not increase the total points possible. When you compute grades using category weights (see p. 4), extra credit assignments improve the grade in proportion to the weight you assigned to the Extra Credit category.

**To add an extra credit assignment to the gradebook:**

1. Click the assignment name field in an empty column.
2. Enter the assignment using the Extra Credit category.
3. Enter a score for students in the class completing the extra credit assignment.

***Adding a footnote to a Score***

Beginning with Gradebook 5.5, a footnote can be added to a score. The footnote number will be shown in brackets to the left of the score it applies to in the gradebook grid and the footnote text will be shown on the Student Scores and Assignment Scores reports.

**To add a footnote to a score:**

1. Choose the gradebook view.
2. Right-click or Ctrl-click on the score. The Edit Footnotes dialog box appears.
3. Choose the footnote you want.

**To edit footnote text:**

1. Choose Edit, Edit Footnotes.
2. Enter the footnote text or edit the existing text.
3. Click OK to accept your changes or click Cancel to dismiss the dialog box without making any changes.

**Attendance**

The attendance grid shows your students, dates, and their attendance information. You may choose to list student names, IDs, or both. You may also choose which days of the week are displayed. You can change attendance information by clicking and typing. Gradekeeper will update the total number of absences and tardies.

**To record an absence or tardy:**

1. Choose Reports, Attendance.
2. Click the cell for the student and date you want to record as absent or tardy.
3. Enter the appropriate attendance code.

**To record today's attendance using the seating chart:**

1. Choose Reports, Seating Chart.
2. Right click the seat of the student you want to report as absent or tardy.
3. Choose the attendance code from the menu.

***Adding a Final Exam to the Gradebook***

Final exams contribute to grades according to your grading options (see p. 5). For example, if final exams are 30% of the grade and a student earned 81% for the term and 75% on the final exam, the final grade with the exam would be 79.2% ( $81\% \times 70 + 75\% \times 30 = 79.2\%$ ). If you have more than one final exam in your term, the total points earned and total points possible for the final exams are used when computing grades.

### To add a final exam to the gradebook:

1. Click the assignment name field in an empty column.
2. Enter the assignment using the Final Exams category.
3. Enter a score for each student in the class.

## Reports

Gradekeeper displays a variety of reports. Reports display exactly as they will be printed. Use the scroll bars to see other pages in a report. You can also use a pop-up menu to go directly to the student or assignment you want to see.

<b>Report Name</b>	<b>Features</b>
Class Grades	Shows every student's grade for the term. Averages for the class and a breakdown by letter grade are also provided.
Attendance Totals	Shows a breakdown by attendance for each student in the class for the current term.
Attendance Summary	Shows the number of tardies and absences for each student in the class for the current term.
Student Scores	Shows a complete summary of a student's performance and lists every assignment and its category, points possible, and that student's score. A summary of the student's grades by category and by term is also included.
Student Attendance	Includes a complete summary of a student's attendance and lists every absence and tardy and the dates they occurred.
Assignment Scores	Shows a summary of student performance on a particular assignment and lists every student's score and the percent correct on the assignment. Shows the average score for the class and a breakdown by letter grade.
Missing Assignments	Includes a summary of which assignments a student has not completed. Lists each missing assignment, category, and points possible. Extra credit assignments are not included.
Multiple Class Report	Summarizes grades and attendance for several classes. This report is especially helpful for teachers who teach the same students in more than one subject.

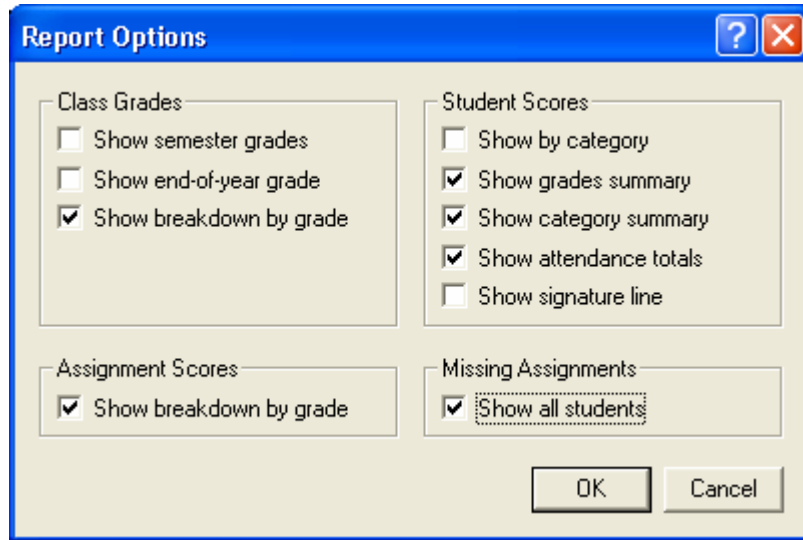
### Report Options

Gradekeeper allows you to determine how reports are displayed and printed. For the Class Grades report, you may choose whether or not to include the final exam grade, semester grade, and final grade for the year as well as whether to include a breakdown by letter grade of how the class did during the term. The Student Scores options include whether or not to include a summary of each student's performance by category and by term in the school year, whether to show assignments by category, and whether to include attendance information. The Show signature line option would include a parent signature line. The Assignment Scores Report option allows you to choose whether or not to include a breakdown by letter grade of how the class did on an assignment. The Missing Assignments report option allows you to choose whether or not to include all students, whether or not they are missing any assignments.

The gradebook, attendance, or one or more reports can easily be printed based on your selected options.

**To set report options:**

1. Choose Reports, Report Options. The Report Options dialog box appears.



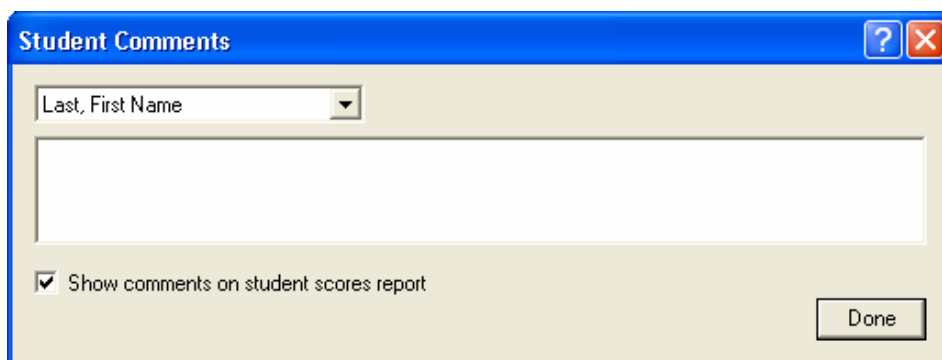
2. As necessary, click the check box to turn on or off each option for the specified reports.
3. Click OK to accept your changes or click Cancel to dismiss the dialog box without making any changes.

**Adding Comments**

For the Student Scores report, you can add individual student comments for each student and/or global comments to appear before and/or after student comments. Global comments always show on the student scores report, even when student comments do not.

**To add individual student comments:**

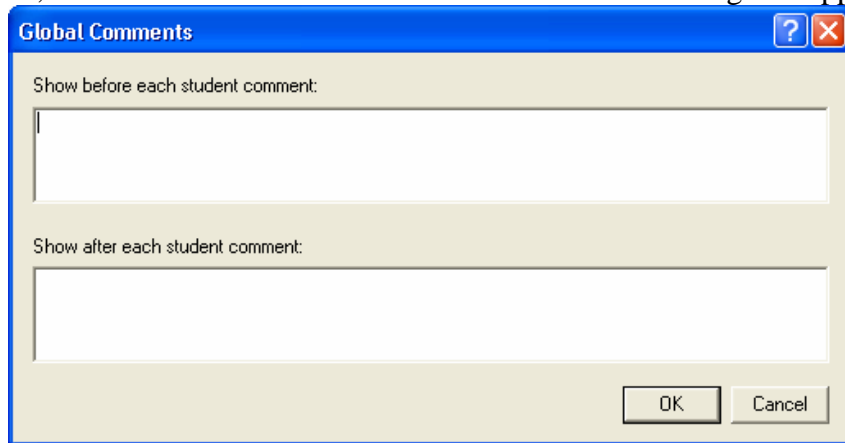
1. Choose Edit, Edit Student Comments. The Student Comments dialog box appears.



2. For each student comment you want to write, choose the student from the combo box.
3. Enter each comment (up to 254 characters).
4. If necessary, select/deselect the option to “Show comments on student scores report” to show student comments or leave them private.
5. Click Done when finished.

**To add global comments:**

1. Choose Edit, Edit Global Comments. The Global Comments dialog box appears.



2. Enter comments to appear before and/or after each student comment (up to 254 characters).
3. Click OK when finished.

**To print reports:**

1. Choose Reports, Gradebook, Attendance, Seating Chart, or one of the listed Reports.
2. Choose File, Print. The Print dialog box appears.
3. Change options if necessary.
4. Choose OK.

**Printing Tips:**

- To print the Student Scores or Student Attendance report for a single student or to print the Assignment Scores report for a single assignment, right click in the report window and choose Print. The first and last pages will be set correctly in the Print dialog box.
- The gradebook and reports are displayed exactly as they will print. To print only certain pages of a report, enter the first and last page numbers in the appropriate fields of the Print dialog box.
- If your printer supports scaling, you can print more text on each page. Click Properties and choose a smaller scale factor.
- To print the attendance for a single day, choose Reports, Attendance and click once on the column number for the day you want to select. Choose File, Print.