

# Quick Reference Guide *for Teachers*

## Gradebook

**Gradebook Entry Tab**

**SAVE button**

**View Entry Screen**

**Category Column**

**Comment Entry Column**

**Copy Setup**  
To copy one class setup to another, click here

**Gradebook Setup Screen**

**Class Roster**

**Other Measure(s)**

Measure	Weight (%)	Include
Reg Physical Setting		<input type="checkbox"/>
Mid-Term Exam		<input type="checkbox"/>

**How to access Gradebook...**  
Select a class > **Gradebook**

- How to set up a Gradebook...**
1. Select a class once you log in, then click on **Gradebook**
  2. Click on **Gradebook Setup** tab
  3. Select the Marking Period
  3. **To add a new Category**, click on **+** icon and fill in the information
  4. **To add a new assignment**, click on **[+]** icon to expand the category view. First assignment will automatically be created. If you want to add another, click on **[+]** icon. Fill in all fields. **To delete**, click on **X** icon.
  5. Once all is set up, click on **SAVE**

- How to do Gradebook Entry...**
1. Click on **Gradebook Entry** tab
  2. Select the Marking Period
  3. To access the entry window, click on **▼** icon to expand the entire category view or click on **▼** icon to expand only a particular assignment
  4. Start Gradebook Entry.

*If you are doing Grade Entry for the Marking Period, click on the Marking Period column and start the entry. The Marking Period Grade you enter here will be copied to the Grade Entry window. For more information on the Grade Entry window, please refer to the Grade Entry Quick Reference Guide.*

5. Hit **SAVE** to store the entry

### What is...?: ICONS At-a-Glance

- +** : Add a new Category
- : Delete a Category
- ⬇** : Expand the Category View
- [+]** : Add a new Assignment
- X** : Delete an Assignment
- 📄** : Enter/View Descriptions or Comments
- ⬇** : Expand Category Column
- ⬇** : Expand Assignment Column
- 📊** : Calculate Final MP Grade
- 📅** : Select a Comment
- D** : Dropped Student

### TIPS:

#### Copy Setup

This feature allows you to copy the entire Gradebook Setup from one class to others. This saves time if you are teaching the same or similar subject classes.

#### Reports

This feature provides customized reports generated within eSD®. Letters, such as an Attendance Letter, can be generated from here.

#### Help

The Help screen will provide you with explanations of grading methods. This allows you to understand the formula to calculate the Final Marking Period Grade.