Setup GradeBook Preferences in a Points-Based GradeBook
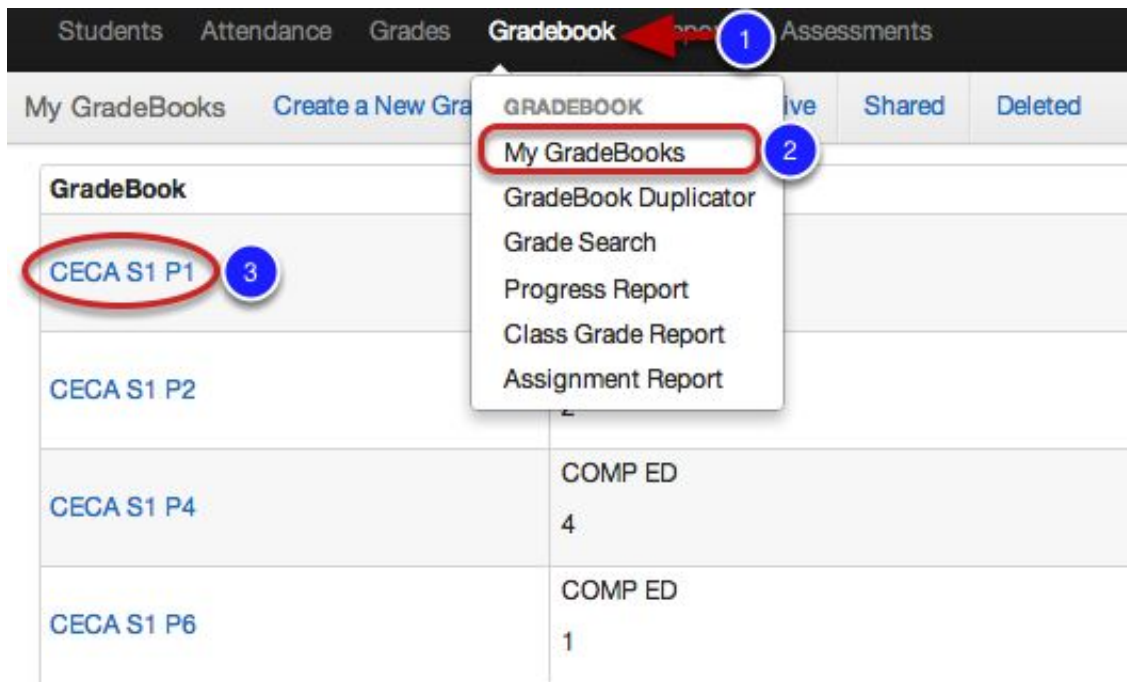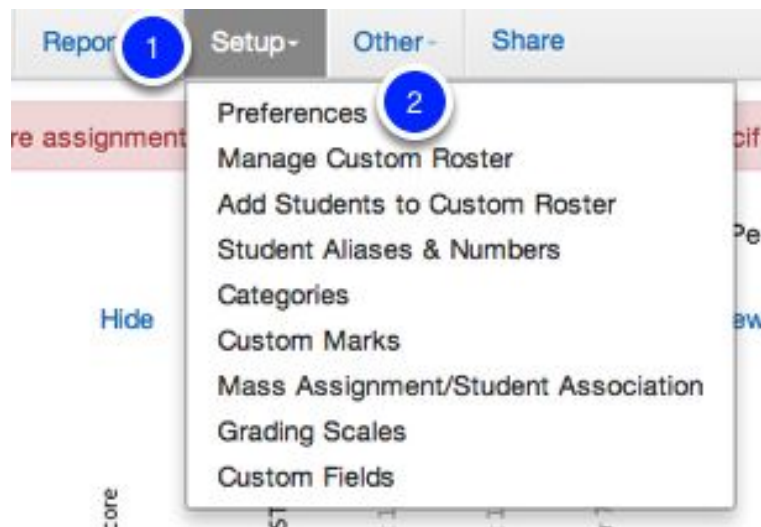

1. Click Gradebook tab.

2. Select My Gradebook.

3. Click on any of your Gradebook subjects.

Preferences

1. Click Setup.

2. Select Preferences.

Calculations

Set all of your options for each section by clicking the arrow next to the section title to see all the choices. Only one section will display at a time.

Calculations

- Calculate blank as zero? If you select Zero and Missing, if a score field is left blank, it will be considered a 0 for that assignment.
- Selecting Not Zero and Not Missing will not count a blank score field against a student's overall grade.
- Selecting Not Zero and Missing will not count blank scores as Zero but will consider the assignment missing.
- Show Custom Mark- Enables the Enter/Edit Custom Mark field on Student & Assignment entry screens.

Assignments

Assignments

- Show Assignment Mark- Displays the mark received for that assignment.
- Show Assignment Due Date- Displays due date of the assignment.
- Assignment Date Assigned- Displays the date the assignment was given.
- Assignment Sort Column- How you sort your columns for display on Spreadsheet view- by Due Date, Assigned Date or Name.
- Assignment Sort Direction- Ascending- Oldest assignments first (left), Descending New assignments first (left).
- Assignment Secondary Sort Column- Once first sort is run, how do you want to sort after?
- Assignment Secondary Sort Direction- Ascending- Oldest assignments first (left), Descending New assignments first (left).
- Display Shown in portal? Does this assignment display in the student/parent portal?
- Assignment Creation Button- Show the shortcut button to Create an Assignment?

Students

Students

These all are based on the preference of Student Name, ID, Grade Level info you chose to show in your GradeBook.

Others

Others

- Default Scoresheet View- Select the view you like to use to enter your scores. This is the view that you will be directed to when a GradeBook is accessed.

- Group by Standards- This will bunch assignments together if they are linked to the same standard.

- Enable Autosave- This allows Illuminate to autosave your score entries every few seconds. Disable autosave if you're working with a very slow internet connection.

- Spreadsheet View Default Columns Per Page- How many columns do you want to see on your page when in Spreadsheet view?

- Spreadsheet PDF/Show Student Names- On a PDF printout do you want student names to show? (If No is selected, it will just display student ID numbers).

- Spreadsheet PDF/Sort By- How would you like the students sorted/names displayed?

- Spreadsheet Excel/Show Student Names- On an Excel printout do you want student names to show? (If No is selected, it will just display student ID numbers).

- Spreadsheet Excel/Sort By- How would you like the students sorted/names displayed?
- Display Attendance- Selecting Yes will show all non-present attendance marks (Absent, Tardy, etc.) for all students on the day an assignment was given. It will display next to the score entry box for that assignment. (This only works for Illuminate ISI customers)
- Display Present Attendance- Displays all present attendance marks as well (see above- This only works with Illuminate ISI customers).
- Display Custom Fields- If you have created a custom field, do you want this to show in your GradeBook?