

TEAMS Gradebook

1. Get logged into TEAMS. Click on *Teacher Menu* and drag down to *Maintain Teacher Grade Book Category*.

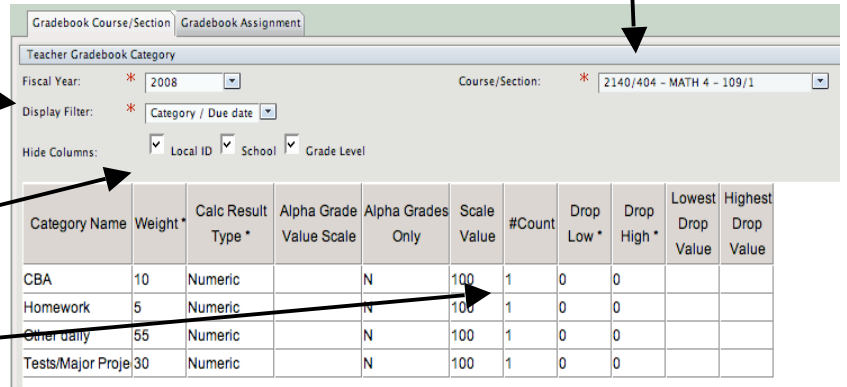


2. Select Course on far right.

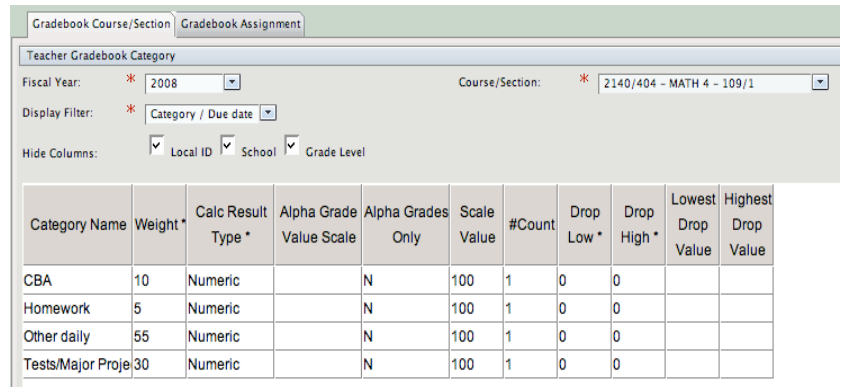
Make selection for *Display Filter*. (Teacher choice)

To hide columns in grade book, place checks in boxes.

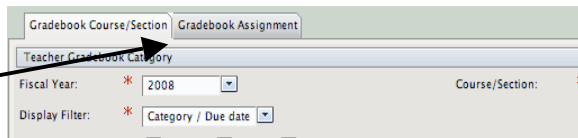
Under *# Count*, be sure 1 is entered in. If not, enter a 1 in each category.



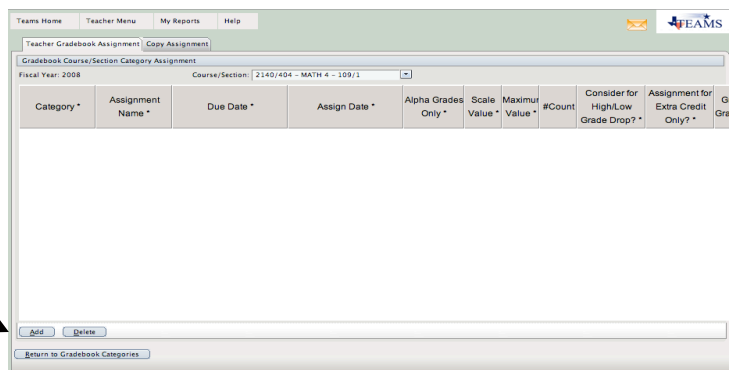
3. To ensure that the Copy Assignments works, Click on *Course/Section* drop down menu and select each class & follow Steps in #2. This will activate each class and will allow you to copy assignments. This should be a one-time task.



4. Click on *Gradebook Assignment* tab.

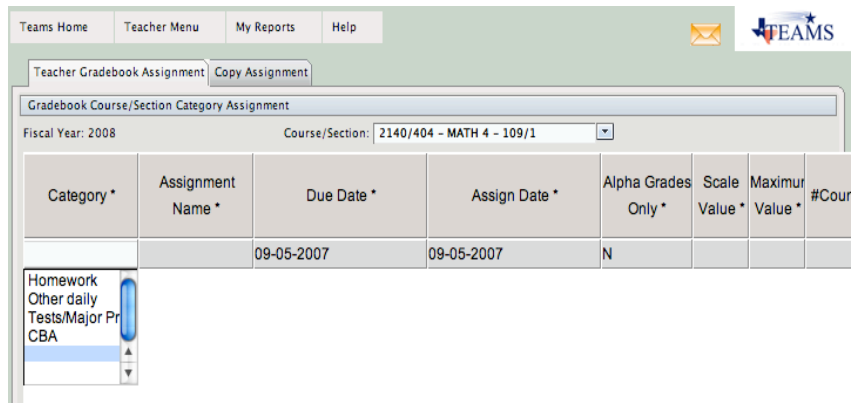


5. Click *Add*.



6. Click in **Category** field and select type of assignment. Name the assignment.

Once again, check that the # Count has a 1. If it does not, enter 1 for # Count.

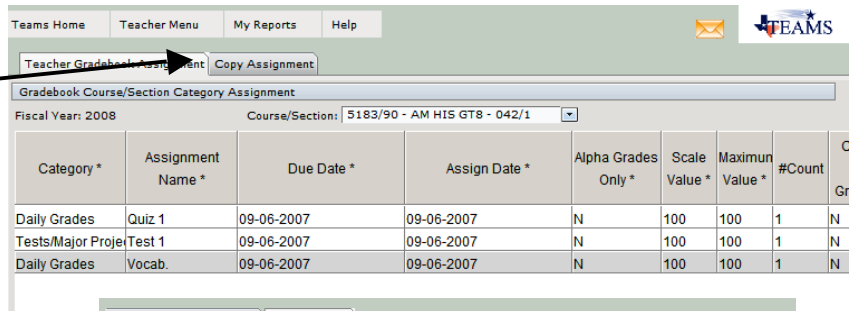


At this point if you want to copy assignments to other classes, continue on. If you are ready to enter grades move on to Entering Grades-see next page.

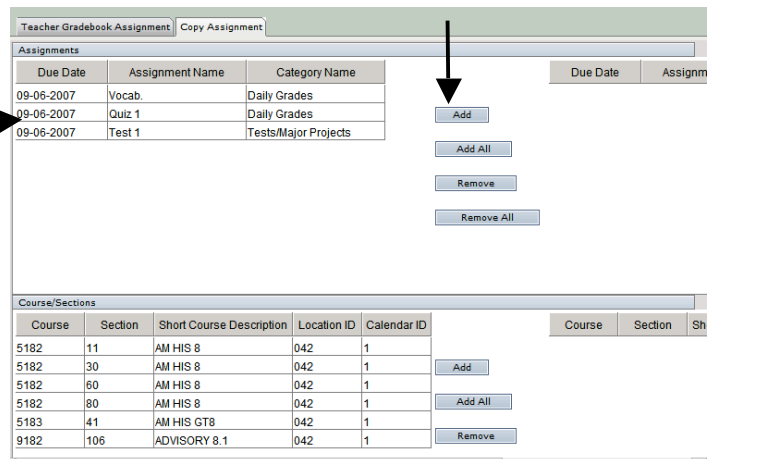
-----Skip to Entering Grades-----

Copy Assignments

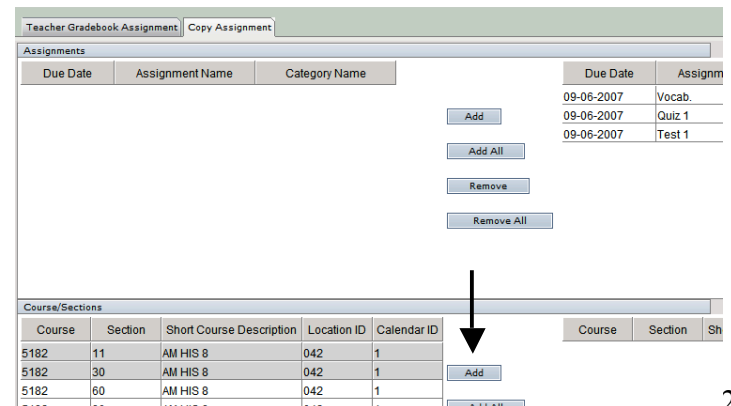
1. Click on **Copy Assignments** tab.



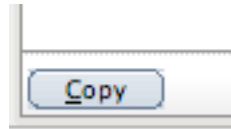
2. Select the assignment to be copied and click **Add**. To move all assignments over, click **Add All**.



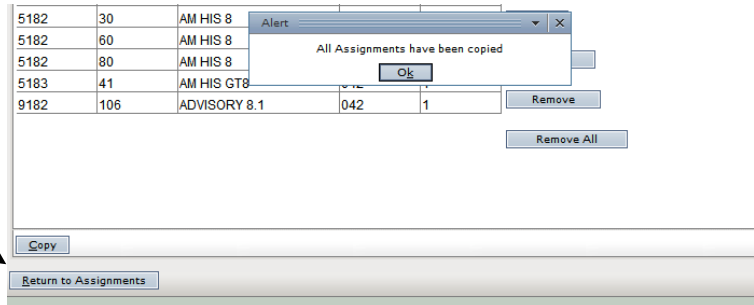
3. In the Course/Section at the bottom, select the class/classes to receive the assignment. Click **Add**.



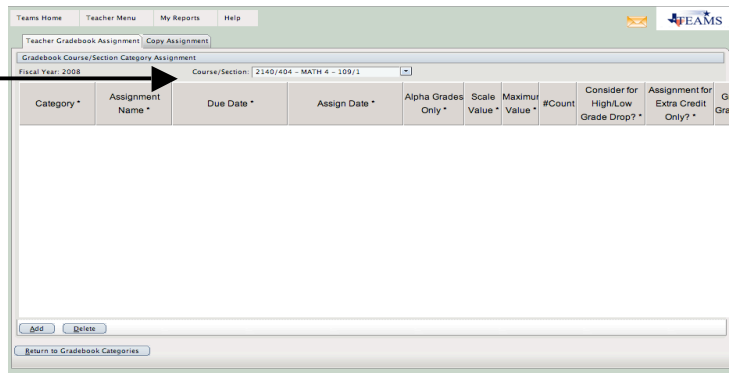
4. At the bottom of the screen, click copy.



5. Click OK on the verification. Click on Return to Assignments.

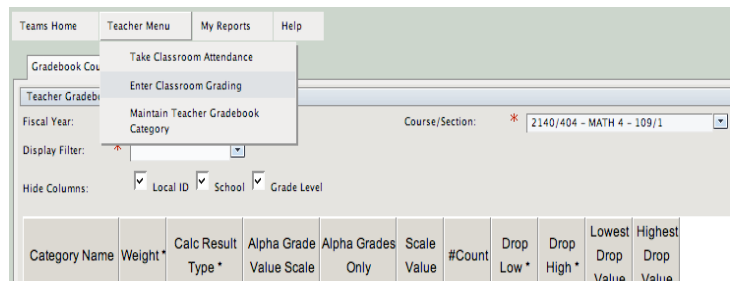


6. At this point, select the Course to verify copy.

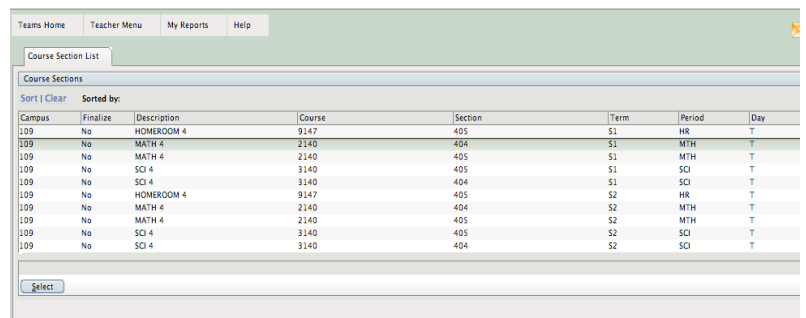


Entering Grades

1. Click on *Teacher Menu* at the top and drag to *Enter Classroom Grading*.



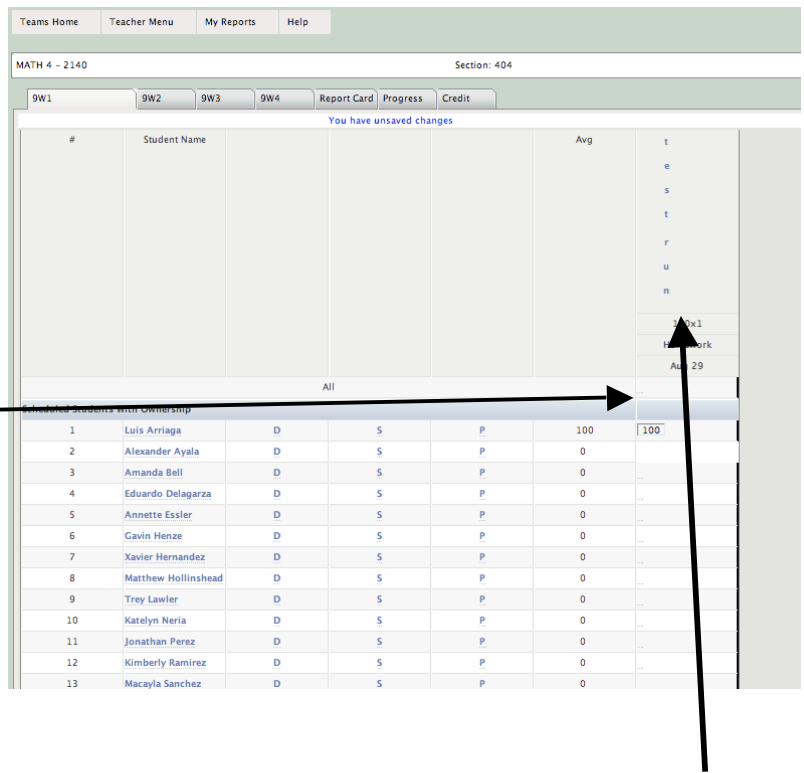
2. Choose the class and click select.



3. Begin to add grades.

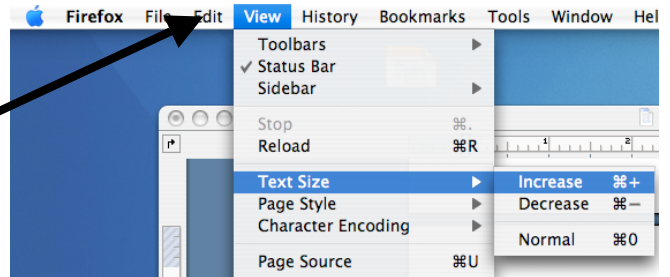
At this point, you will have to click on each student to add grades. Tab and Return do not allow you to move on to another student.

If you want to put the same grade in for the whole class, click in the **All** row under the assignment and put the grade in and return. That grade will then show up for all the students.



4. To hide columns except for the one you are working on, click on the **assignment title** of the column where you will be putting in grades. This will hide other columns. Click again, to unhide the columns when your are done.

5. To make the text larger, go to the Menu bar (where the blue apple is) and click on *View->Text Size->Increase*.



To ensure grades are entered, click Save at the bottom of the screen.

If you don't save the grades, the grades will not be entered and will be lost.

To Edit or add more assignments, click on *Assignments*.

To return to list of classes, click on *Return to Search Results*.

