Grade Keeper Start-Up Guide
By Daniel Ethier

If you do not have Grade Keeper already installed on your computer, you may install it (either at work or home) from this website: http://www.gradekeeper.com/download.htm. There are also updates on this website as well so you can check in periodically and see if you have the latest and greatest version.

Once you download the software, you will be asked for a user name and password. This is not required (it will let you do a free trial for a period of time), but it is easiest to do this right away and not have to worry about later.

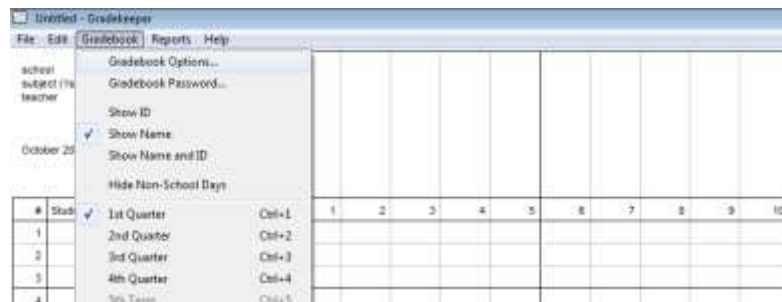> **User Name: CIEP – University of Northern Iowa**
> **Password: 725568**
> (If the above password does not work, Daniel has given us another password which is: 740433)
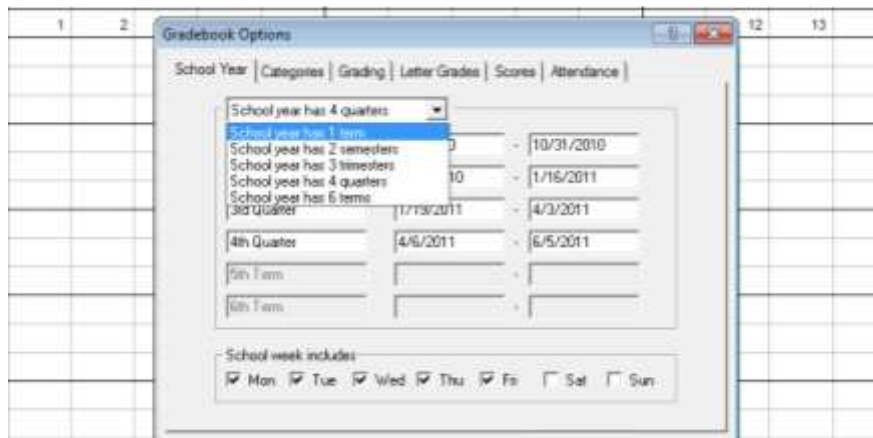
Your screen should then look like this:
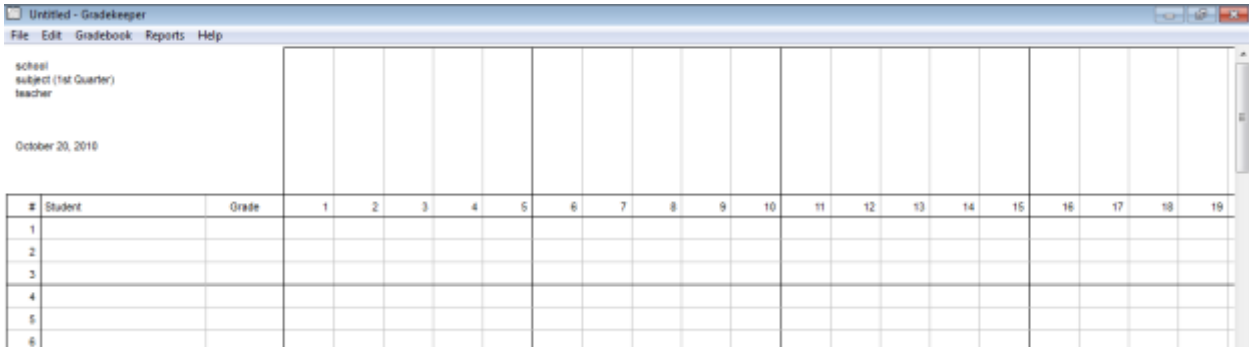
First, go to the "Gradebook" tab and left click on "Gradebook Options".

The first screen you see will be an option to change the school year. We are on terms, so the best choice would be "1 term". You may then change the dates accordingly.

Next left click on the "Categories" tab right next to "School Year". This is where you will enter the percentages for your class (please see your class syllabi for the percentages). Also, make sure you click on "Category Weights" as total points earned will not calculate the percentages.
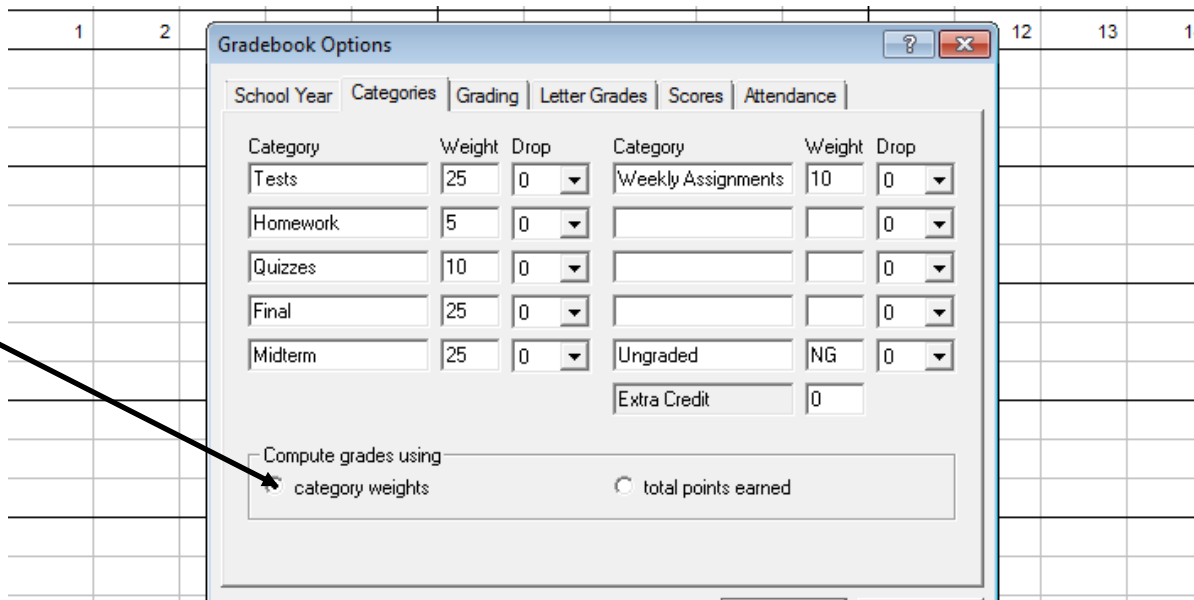

You may save this and close out of the box. This will send you back to your main screen where you can change the information in the top left hand corner (school name, class, and instructor) by clicking there and typing the information. Next, click on the white area above the number 1 to insert an assignment. This will show the area to the left where you can put in the date, assignment, category, and points by left clicking next to those words. The category must match one of the categories you entered in the above step such as homework, test, quiz, midterm, final, etc. You may also click under the student column and enter student names as well as start inputting grades once you have created an assignment.

You may also enter a footnote by left clicking on the tab "Edit" and clicking on "Footnotes". To put a note on a student's assignment, just right click on that particular cell and choosing the correct option for the assignment. This will then show up on their grade reports so they know why they got a particular grade.
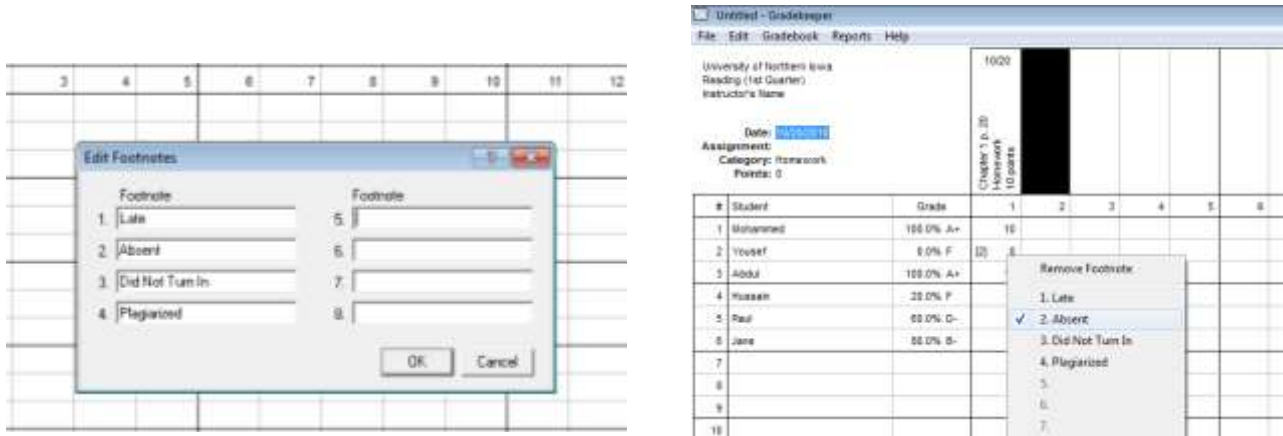
When a student asks for their grade, you may also print out a report for them by left clicking on the tab "Reports" and clicking on "Student Scores". You can then right click on the document and left click to choose which student. To print, right click again and left click on "Print…". To print all students, left click on the "File" tab, left click on "Print", and it will print all students. To go back to the gradebook page, left click on "Reports" again and left click on "Gradebook". Keep in mind if you exit out, you exit out of the program.
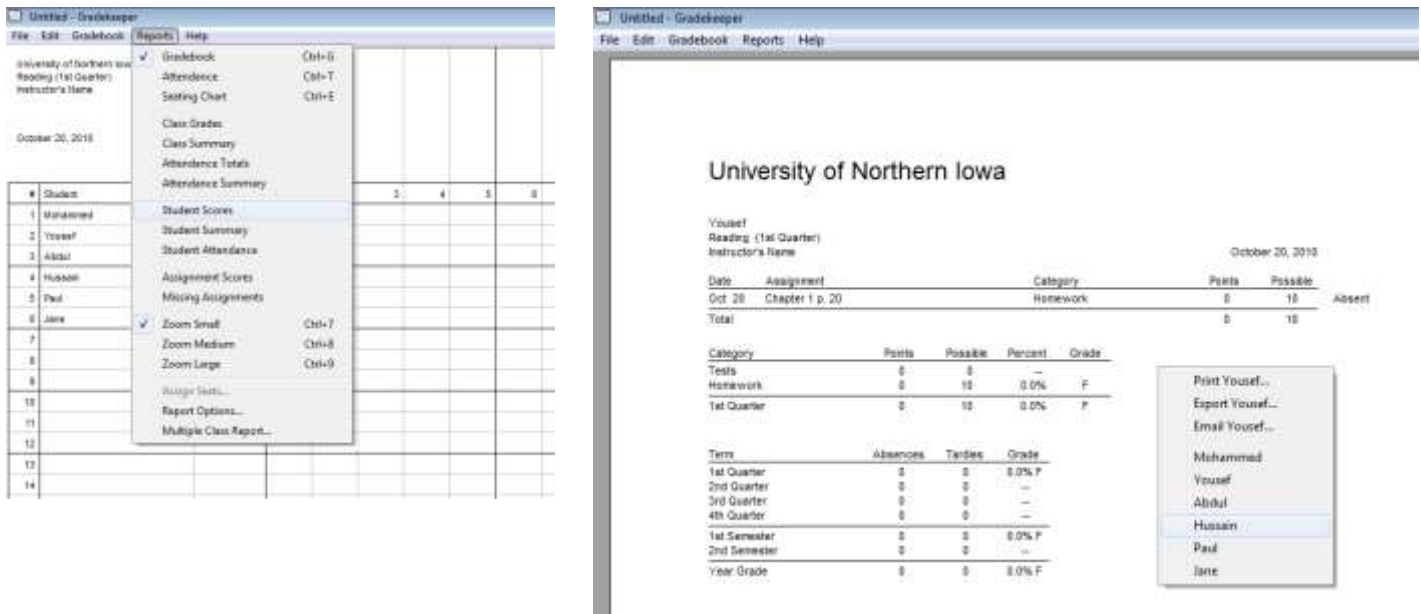
Do not forget to save your gradebook. Remember, if you save it to your desktop or computer and it crashes, you will lose the grades. Therefore, it is better to save it to a drive rather than one computer. Plus, you can access it from other locations on campus.