Grade Keeper Start-Up Guide By Daniel Ethier

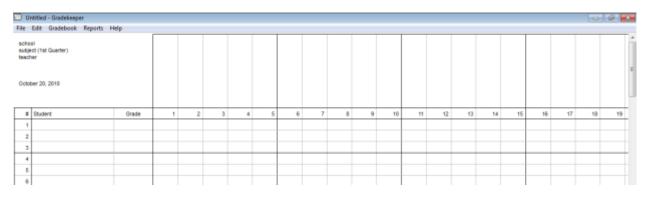
If you do not have Grade Keeper already installed on your computer, you may install it (either at work or home) from this website: <u>http://www.gradekeeper.com/download.htm</u>. There are also updates on this website as well so you can check in periodically and see if you have the latest and greatest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

11	notied	- 6	sdekeeper	23.								
File	Edit	Gre	debook Reports Hel	P								
-			Gradebook Options				1	-		1		
	ect i to a		Gledebook Password.									
			Show ID									
		4	Show Name									
Octo	ber 25		Show Name and ID									
			Hide Non-School Day	÷ .								
	Stad	4	1st Quarter	Cel+1	1	22	5	- 3	3.6	∋)≹	 . 9	10
1			2nd Quarter	Ctif+2								
2			3rd Quarter	Ctri+3								
3			Ath Quarter	Col+4		_					_	
4			5th Territ	OM+5								

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.

	1 1	School year has 4 quarters				
		School year has Z senected	9 DH	- 10/31/2010		
		School year has 3 timeste School year has 4 quarters		- 1/16/2011	_	
		School year has 6 terms 3kt Quarter	11/13/2011	- 4/3/2011		_
-		4th Quarter	4/6/2011	- (6/5/2011		
		[5in lim	1			
	1	fith Tem	1			
		School week includes				

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.

		Gradebook Op School Year		Gradir	ng L	etter G	irades Scores Attend	ance	-7	×	_	
-		Category Tests		Weight 25	Drop 0		Category Weekly Assignments	Weight	Drop 0	_		
		Homework		5	0	-			0	5		
-		Quizzes		10	0	•			0	•		
	 _	Final		25	0	-			0	-	-	
-		Midterm		25	0	-	Ungraded Extra Credit	NG 0]0	-		
-		Compute g	grades usin pry weights	-			C total points earned					
-												

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.

🗍 Ur	ntitled - Gradekeeper							
File	Edit Gradebook Reports	Help						
Read Instru Assi	ersity of Northern Iowa ling (1st Quarter) uctor's Name Date: 10/20/2010 gnment: Chapter 1 p. 20		er 1 p. 20 Mork tts					
L	ategory: Homework Points: 10		Chapter 1 Homewort 10 points					
#	Student	Grade	1	2	3	4	5	6
1	Mohammed	100.0% A+	10					
2	Yousef	0.0% F	0					
3	Abdul	100.0% A+	10					
4	Hussain	20.0% F	2					
5	Paul	60.0% D-	6					
6	Jane	80.0% B-	8					

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.

3	4	5.	e	7		9	10	11	12	Resc	ersity of Northern Kowa Eng (Nat Gwarter) Jotor's Name		.100	~					
1	Edit Fo	otnotes		_		_	-	-			Date: Description generation allegory: ftomatork Points: 0		Chapter 1 p. 10	0 points					
-		odhole		_	Footnot	•		_			Student	Grade		1	2	3	+	5	
_	1.1	ater.			5.)					. 4	Wohwhere:	100.0% A+		10					
	2 4	boent			6					2	Vouser	0.0% F	121	.1			_	in i	
	4.65	id Not Turn I		_	+						Abbui	100.0% A+			Remo	or Footnote			
-1				_	-			- 11		4	Yumen	20.0% P			1.Let				
-1	4 P	tagiarized			8						Paul	60.0% D-		4	2. Abi	ert			E
_					10 mil	- 12				- 6	Jane	55.0% 8-			3.04	Not Turn In			E
						OK.	Cance	s.		7					4, Play	pariond			
1	_						-								5				Г
-		1						-							8.				
_			_	_				-		18					7.				

United - Giststeiner

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.

e käi Goulebook I	epots Help				 File Edit Gradebook	Reports Help							
elvensky officierten tow solny (1st Geerlen) strustere Hene cooler 20, 2018	Genlebook Attendence Setting Chart Class Grades Class Summary Attendence Totals	CM+E CM+E					of Norther	n low	2				
Shutest Markenned VroseF Akdut	Attendence Survey Student Score Student Survey Student Attendence		1	4 5	 Your Read	S.					00	sber 20, 2010	
2 19,6560	Assignment Scores		_		 656								
Paul	Missing Assignments		_		Date Oct 2	Assignment Chapter 1 p.	20		Cate	ework	Penta	Possible 10	Absert
E Järn (Zoom Small Zoom Medium Zoom Large	Chil+7 Chil+8 Chil+9			Total	xy.	Forts	Possike	Percent	Grade	0	18	
	CONTRACTOR AND A DECIMARY	0.00000			Tests		-	10	0.0%	÷	Print Yous	ela -	
	Russer Stats Report Options Multiple Class Report				Tet O	ustiket	8	10	0.0%	,	Espiort You Email You		Ŀ
1			_		 Terra		Absences	Taides	Grade		Muhamm	ad .	
					1 at O 2nd 0 3rd 0 4th O	uarter iditer	8 8 0	0	0.0% P		Vousef Abdul		
					annual annual	mester			0.0% P		Hussain		
						enester	-	- 8	8.0% P		Paul		
					Year	Iraile	0.	8.	8.0% F		Jane		

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.