

WebGrader Quick Guide

Login

1. Login with your username and password to www.webgrader.com. Usernames and passwords are case sensitive.

Class Setup

1. From the **Class Info** menu, select **Setup**.
2. From the **Class** drop down menu,
 - a. select **Add a New Class...**
 - b. select the name of a class that was imported from a Student Information System.
3. Complete all information. **Class Alias** and **Team Teacher** are optional.
4. Click the **Add a Class** button.
5. Repeat from step 2 to add more classes.

Or

Grade Calculation

1. Click the **Grade Calculation** tab.
2. Click the **Edit** button.
3. From the **Term Calculation Method** drop down menu, select **Grade Period Weights** or **Cumulative Points** (for cumulative points skip to step 6).
4. Click the **Distribute Weights Evenly** button.
5. Change Weight (%) values if desired, keeping the total of 100% for all terms.
6. Click the **Save** button.

Categories

1. Click the **Categories** tab.
2. Click the **Add New Category** button.
3. Type the name of the category.
4. Enter the weight (up to 2 decimals) of the category for each grading period.
5. Repeat steps 2- 4 to add more categories. The total of Category weight for each grading period must be 100%.
6. Click the **Save** button.

Note: Red Labels on Class Setup tabs indicate incorrect setup. Click a red labeled tab to correct information.

Put Students in Your Class

(Synchronized Schools will skip this step)

1. From the **Class Info** menu, select **Class Students**. Click the **Add Students** tab.
2. If desired, select a **Grade Level** to limit the search, or click the **Search** button to display a list of all students in the school.
3. From the list of students, click the student(s) to be added.
4. Click to select classes to which the student(s) will be added.
5. Click the **Add Students** button to save the information.

Create an Assignment

1. From the **Assignment** menu, select **Information**.
2. Type a **Name** for the assignment.
3. Select a **Category** or **Label**.
4. Change the **Assigned Date** and **Due Date** if desired. In the GradeBook, assignments are sorted by **Due Date**.
5. Select **Grade Method**. If Percent, enter the **Maximum** points possible for the assignment.
6. To assign weight, enter a number in the **Multiplier** text box (optional – for Percent grade method assignments only).
7. Select or de-select the **Midterm** check box (optional). This can be used to select assignments for some reports.
8. Click the **Save Assignment** button.
Steps 9 and 10 are optional.

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9. Click the **Assign Students** tab to give the assignment to select students (optional). Click the **Assign Students** button to save. By default the assignment is given to all students.
10. Click the **Available Standards** tab to attach standards to the assignment (optional). Click the **Add Standards** button to save. Then click the **Selected Standards** tab and weight the standards for this assignment. Click the **Save Standard Weights** button to save.

Record Grades – Standard View

1. From the **GradeBook** menu, select **Standard**.
2. From the **Period** drop down menu, select the appropriate grading period.
3. From the **Class** drop down menu, select the class to which scores will be entered.
4. If necessary, click **Assignment** to change from **Student** view to **Assignment** view.
5. From the **Assignment** drop down menu, select an assignment.
6. If desired, click **Collapse All Standards** to hide the selected standards.
7. Enter the scores (rubric or points) in the **Score** column. Press Enter, Tab or arrow key to move from student to student.
8. Enter a **Defined** comment (optional). Note: **Missing** will give the student a 0 (zero) as a grade. **Excused** will remove the assignment from the student.
9. The **Unique Comments** text box allows free-form comments. These comments will be seen by parents when they access the gradebook.
10. Click the **Save** button regularly as you record grades.

Logout

1. Click **Logout** in the WebGrader menu bar.