

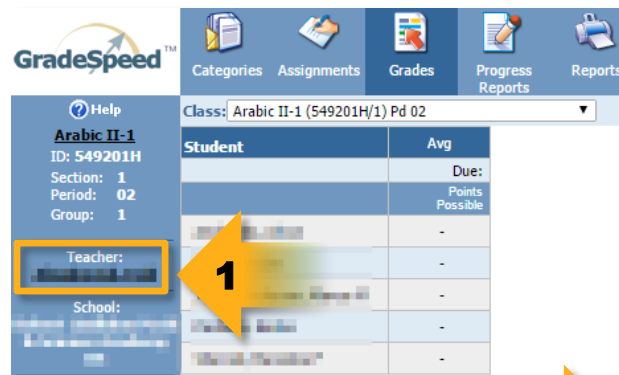
GRADEBOOK: CREATING CUSTOM STUDENT FIELDS

Quick Start Guide

This Quick Start Guide will take you through the process of adding custom student fields to display on the Student List page (the custom fields will not display on any other page).

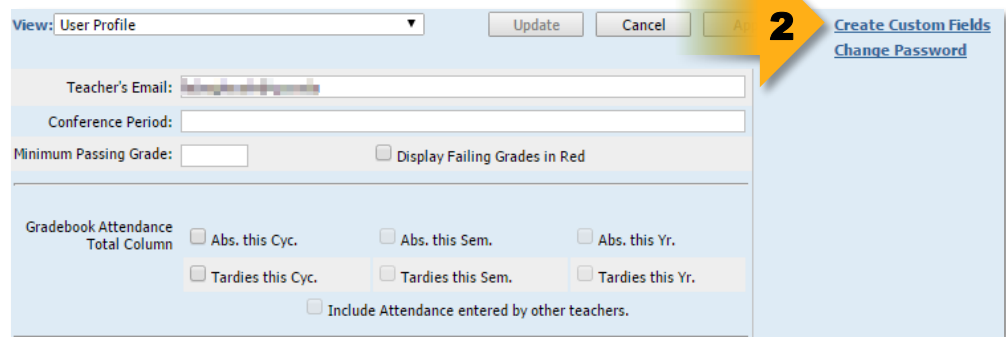
Open Teacher Preferences

- From any page within gradebook, click the **teacher's name** in the left-hand panel.



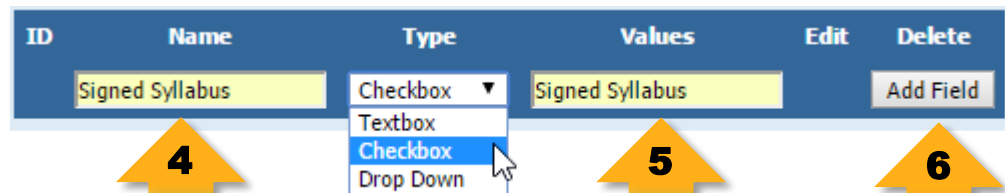
Open Custom Fields

- Click **“Create Custom Fields.”**



To Create a Checkbox Field

- Select **“Checkbox”** from the “Type” dropdown.
- Give the field a name.
- For checkbox fields, the “Value” is typically the same as the name.
- Click **Add Field**.



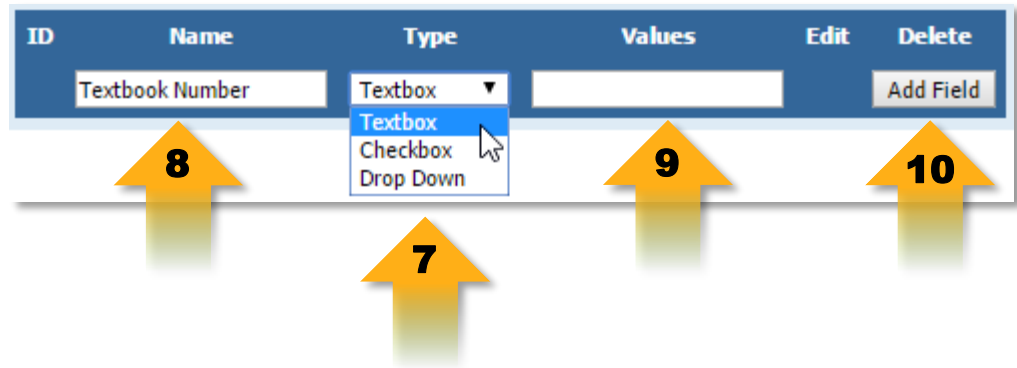
To Create a Textbox Field

7. Select “**Textbox**” from the “Type” dropdown.

8. Give the field a name.

9. For textbox fields, leave the “Value” field blank.

10. Click **Add Field**.



ID	Name	Type	Values	Edit	Delete
	Textbook Number	Textbox			

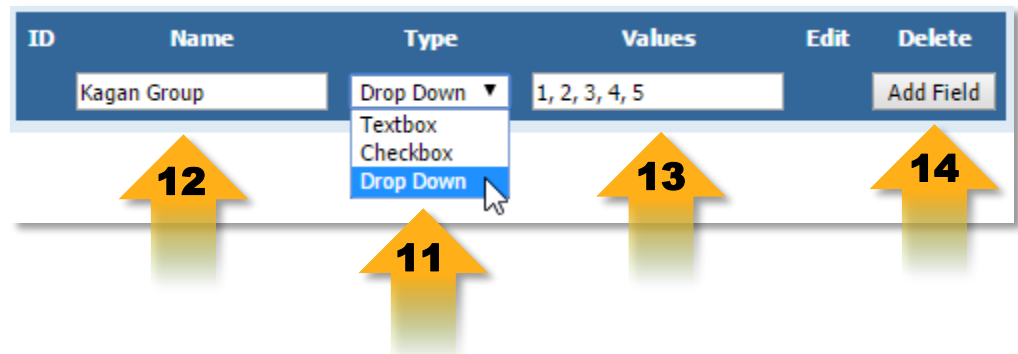
To Create a Dropdown Field

11. Select “**Dropdown**” from the “Type” dropdown.

12. Give the field a name.

13. For dropdown fields, populate the desired options – separated by a comma – in the “Values” field.

14. Click **Add Field**.



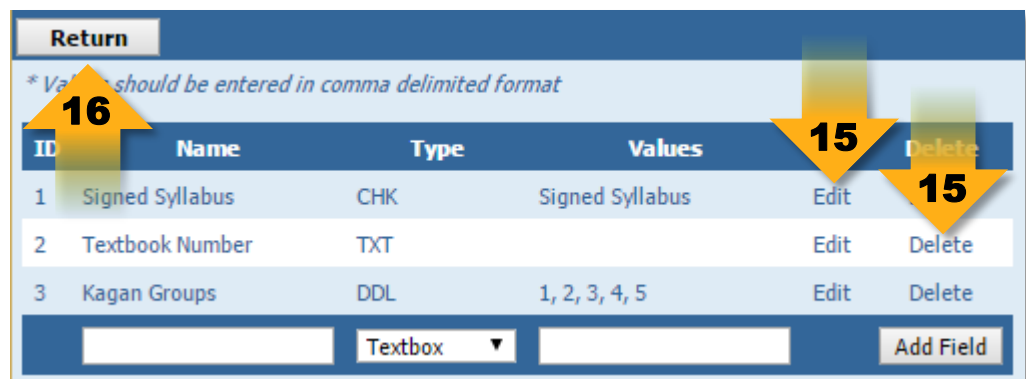
ID	Name	Type	Values	Edit	Delete
	Kagan Group	Drop Down	1, 2, 3, 4, 5		

Edit Custom Fields

15. You can edit or delete a custom field by clicking **Edit** or **Delete** respectively.

Navigate Back to Teacher Preferences

16. Click **Return**.



Return

** Values should be entered in comma delimited format*

ID	Name	Type	Values	Edit	Delete
1	Signed Syllabus	CHK	Signed Syllabus	Edit	Delete
2	Textbook Number	TXT		Edit	Delete
3	Kagan Groups	DDL	1, 2, 3, 4, 5	Edit	Delete

Textbox Add Field

Open the Student List

17. Click the “**Student List**” link in the left-hand panel.

Select Custom Columns

18. Use the scroll bar to find and check the custom columns you just created.

19. Click **Refresh List**.

Enter Custom Field Values

20. Select the values for the custom fields you created.

ID	Last	First	Birth Date	Kagan Groups	Signed Syllabus	Textbook Number
[ID]	[Last]	[First]	[Birth Date]	1	<input type="checkbox"/>	5783356423
[ID]	[Last]	[First]	[Birth Date]	2	<input checked="" type="checkbox"/>	5783356424
[ID]	[Last]	[First]	[Birth Date]	3	<input type="checkbox"/>	5783356425
[ID]	[Last]	[First]	[Birth Date]	4	<input checked="" type="checkbox"/>	5783356426
[ID]	[Last]	[First]	[Birth Date]	5	<input type="checkbox"/>	5783356427

21. Click **Update**.