

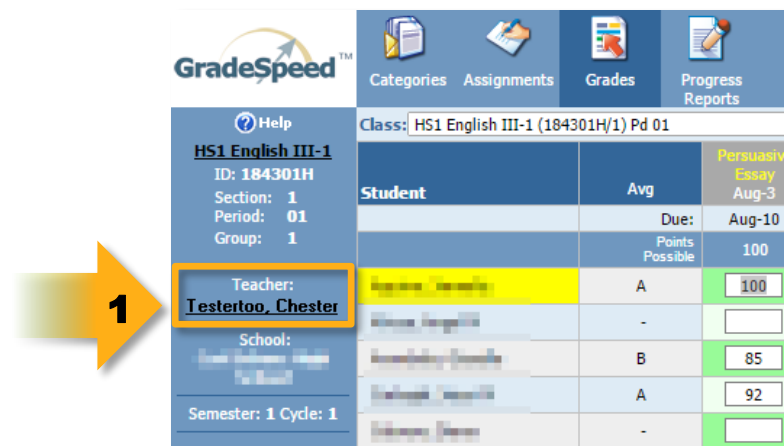
# GRADEBOOK: SETTING TEACHER PREFERENCES

## Quick Start Guide

This Quick Start Guide will take you through the process of establishing a teacher's gradebook preferences, including customization of the Gradebook, Attendance, and Seating Chart pages.

### Open Teacher Preferences

1. In the left-hand panel, click on the teacher's name.



The screenshot shows the GradeSpeed interface for a class named "HS1 English III-1 (184301H/1) Pd 01". The left-hand panel displays teacher information for "Teacher: Testertoo, Chester". A yellow arrow labeled "1" points to the teacher's name. The main area shows a table of student grades with columns for Student, Avg, Due, and Points Possible.

Student	Avg	Due	Points Possible
Andrew, Andrew	A	Aug-10	100
Andrew, Andrew	-		
Andrew, Andrew	B		85
Andrew, Andrew	A		92
Andrew, Andrew	-		

### Set User Profile Preferences

2. Ensure **View** is set to "User Profile."

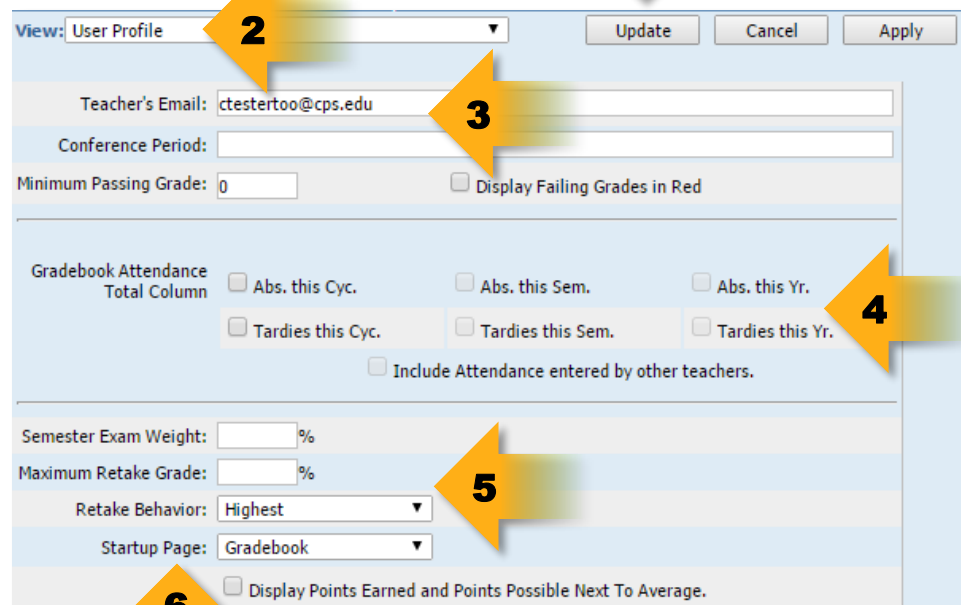
3. Populate email, conference period (if applicable), and minimum passing grade (if desired).

4. To display attendance records on the grades page, check your desired entry here.

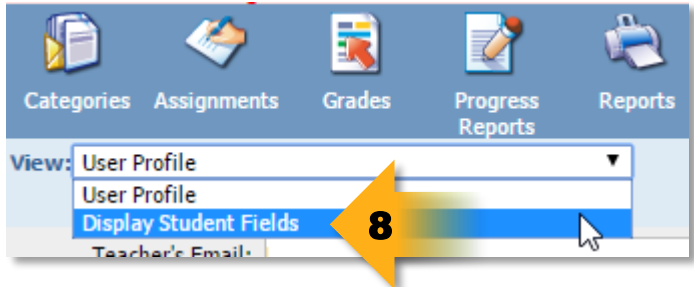
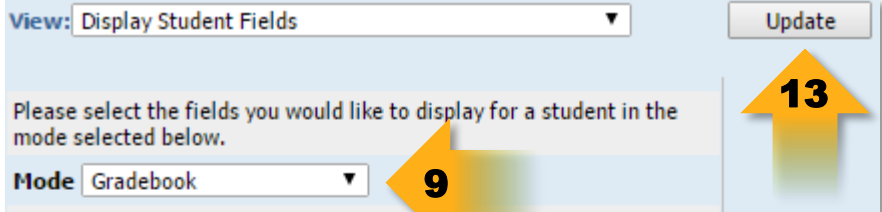

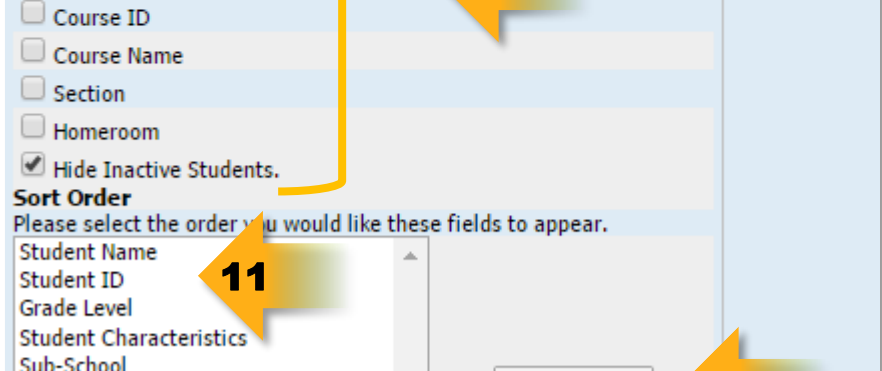

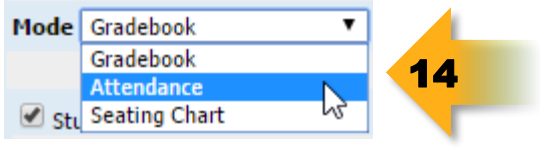
5. Define retake preferences.

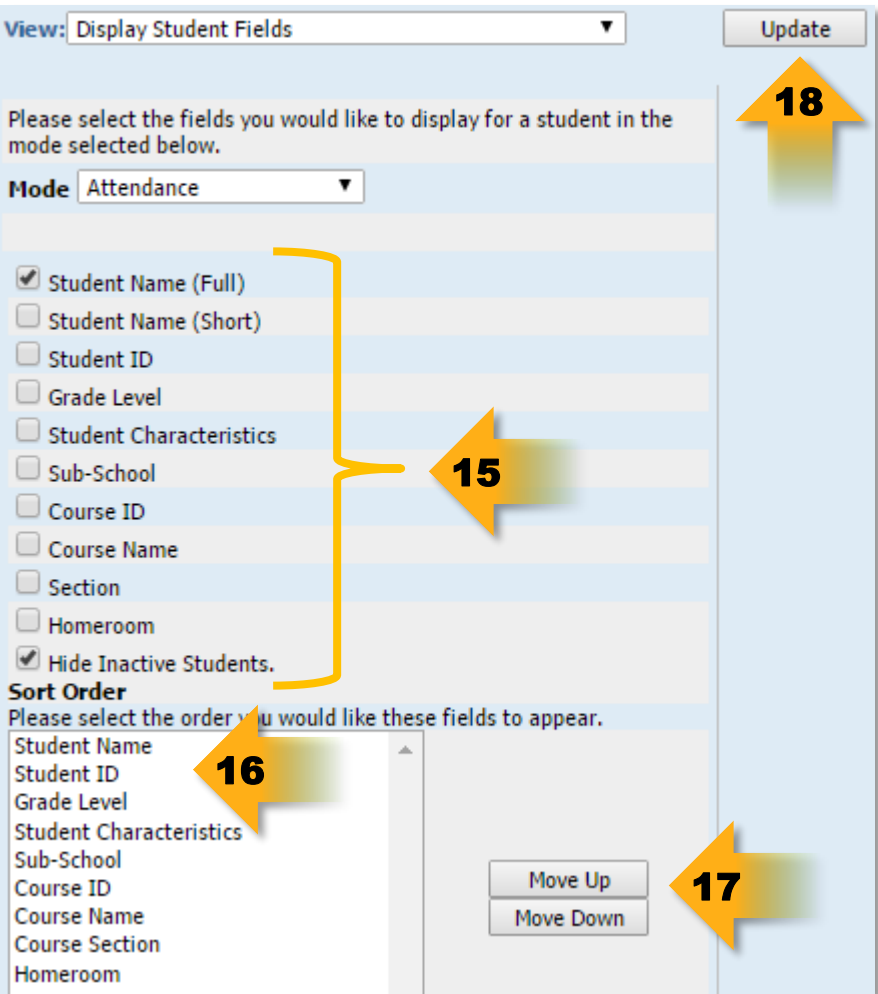
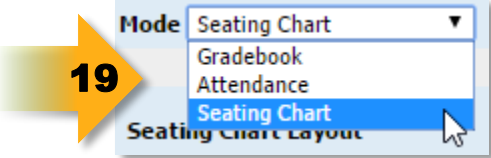
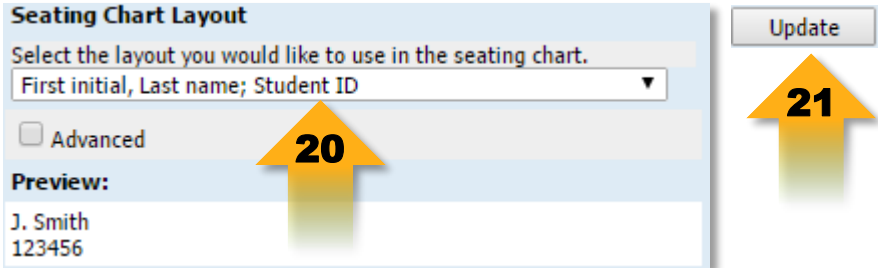
6. Set startup location.

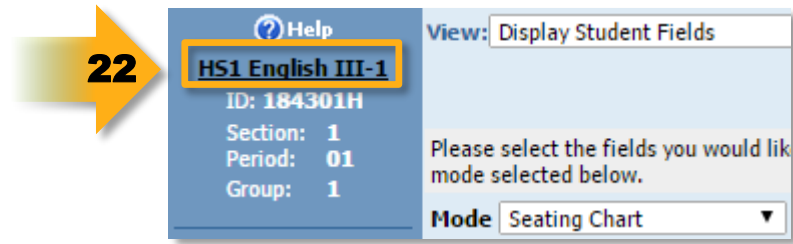
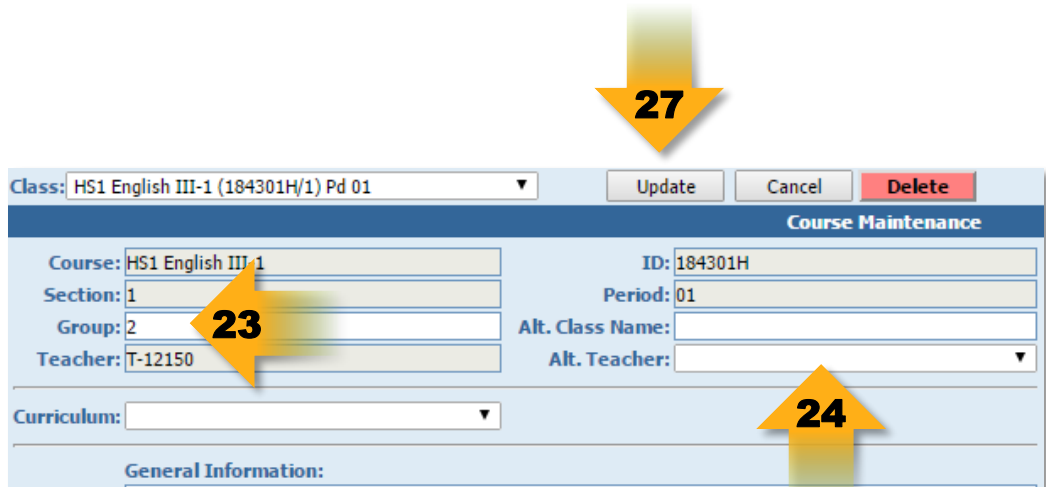
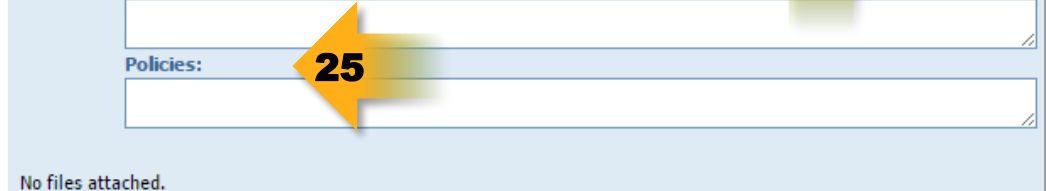
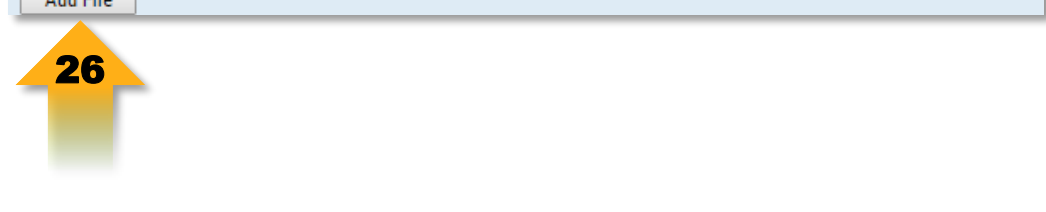

7. Click **Update**.



The screenshot shows the "User Profile" preferences form. A dropdown menu is set to "User Profile" (arrow 2). The "Teacher's Email" field contains "ctestertoo@cps.edu" (arrow 3). The "Gradebook Attendance Total Column" section has several checkboxes for attendance and tardies (arrow 4). The "Retake Behavior" dropdown is set to "Highest" (arrow 5). The "Startup Page" dropdown is set to "Gradebook" (arrow 6). The "Update" button is visible (arrow 7).

<p><b>Open Display Student Fields</b></p> <p>8. Choose “<b>Display Student Fields</b>” in the <b>View</b> dropdown.</p>	
<p><b>Customize your Gradebook View</b></p> <p>9. Ensure <b>Mode</b> is set to “<b>Gradebook.</b>”</p>	
<p>10. Additional student items can display on the gradebook page. Check the desired items here.</p>	
<p>11. To change the display order of the student items, click on an item you wish to move.</p> <p><b>AND</b></p> <p>12. Click move up or move down.</p>	
<p>13. Click <b>Update</b>.</p>	
<p><b>Open Attendance Options</b></p> <p>14. Click “<b>Attendance</b>” in the <b>Mode</b> dropdown.</p>	

<p><b>Customize your Attendance View</b></p> <p>15. Additional student items can display on the attendance page. Check the desired items here.</p>	
<p>16. To change the display order of the student items on the attendance page, click on an item you wish to move.</p> <p style="text-align: center;"><b>AND</b></p> <p>17. Click move up or move down.</p>	
<p>18. Click <b>Update</b>.</p>	
<p><b>Open Seating Chart Options</b></p> <p>19. Click “<b>Seating Chart</b>” in the <b>Mode</b> dropdown.</p>	
<p><b>Customize your Seating Chart View</b></p> <p>20. Select your desired layout from the dropdown.</p>	
<p>21. Click <b>Update</b>.</p>	

<p><b>Open Course Properties</b></p> <p>22. In the left-hand panel, click on the section name.</p>	
<p><b>Modify Course Properties</b></p> <p>23. The “Group” field will group classes together that share a group number. If an assignment is added to one class, it will be copied to all others in that group. Gradebook will automatically group courses with similar course names.</p> <p><i>Note: Greyed out fields are unavailable for editing by teachers. Those fields are pulled automatically from SIM.</i></p>	
<p>24. Choose an alternate teacher if desired.</p> <p><i>Note: This allows another teacher to view/edit Gradebook information for this class.</i></p>	
<p>25. Enter general information and class policies here. The text will appear in parent and student portals.</p>	
<p>26. Click <b>Add File</b> to attach a file, like a syllabus, here.</p>	
<p>27. Click <b>Update</b>.</p>	