

Lesson 1 - Gradebook Basics - Practice Items

☐ Login to TeacherEase

- ☐ Navigate to www.TeacherEase.com
- ☐ Click “Login” in the upper-right
- ☐ Enter your email address
- ☐ Enter password and click “Login”
 - ☐ If you do not know your password, click “Forgot Password” and follow the prompts
 - ☐ If school accounts are managed by Google, “Login with Google” can be used instead of a password

☐ Verify Data

- ☐ Navigate to Gradebook > Setup
 - ☐ Click “Classes” or “Subjects” to view classes
 - ☐ Classes can be hidden or given a nickname by clicking on “Customize Class Names”
 - ☐ Click “Rosters” to view rosters
 - ☐ Click “Learning Targets” to view targets for each class
 - ☐ Click “Rubrics” to view rubrics (if available)
- ☐ Do not create any assignments for classes that have incorrect learning targets

☐ Create a Summative Assignment

- ☐ Navigate to Gradebook > Standards-based Scores
- ☐ Select a class from the drop-down
- ☐ Click “Create Assignment” from the lower-left
- ☐ Give the assignment a title
- ☐ Click “Add Learning Targets” to add learning targets
- ☐ Click “Save”

**Assignments without learning targets appear in Gradebook > Assignments, not the gradebook*

☐ Score the Summative Assignment

- ☐ Enter scores directly into the gradebook
- ☐ Add a comment from the drop-down

☐ Create a Formative Assignment

- ☐ Navigate to Gradebook > Standards-based Scores
- ☐ Click “Create Assignment” from the lower-left
- ☐ Give the assignment a title
- ☐ Click “Add Learning Targets” to add learning targets
- ☐ Click “Formative/Practice”
- ☐ Click “Save”

☐ **Score the Formative Assignment**

- ☐ Click the assignment title to view the entire assignment
 - ☐ Use “Mass Enter Learning Target Scores” to mass enter scores
 - ☐ Add a comment from the drop-down
 - ☐ Click “Save”

☐ **Create a Differentiated Assignment**


- ☐ Navigate to Gradebook > Standards-based Scores > Create Assignment
- ☐ Give the assignment a title and add learning targets
- ☐ Click “Assign to Selected Students Only”
- ☐ Check the box for some students, but not all
- ☐ Click “Save”
- ☐ Score the assignment

☐ **Add a Student to the Differentiated Assignment**

- ☐ Click one of the greyed out cells
- ☐ Click “Assign to Student”

☐ **Run Gradebook Reports**


☐ **Resort the Gradebook by Score**

- ☐ Click the  under one of the learning targets
- ☐ A second click reverses the sort
- ☐ A third click removes the sort

☐ **Run a Student Trendline**

- ☐ Right click on a student’s learning target score
- ☐ Click “Show Student Trendline”

☐ **Run a Histogram for a Learning Target**

- ☐ Click the  under a learning target
- ☐ Click “Show Histogram”

☐ **Turn on/off Gradebook Colors**

- ☐ Check/uncheck the box for “Show Colors”

☐ **Show/Hide Formatives and Include in Calculation**

- ☐ Check the box for “Show Formatives”
- ☐ Check the box for “Calc with Formatives”
- ☐ Uncheck “Show Formatives”

☐ **Set Assignment Defaults**

- ☐ Navigate to Gradebook > Assignments
- ☐ Click “Create Assignment”
- ☐ Click “Set Defaults”
- ☐ Set the defaults and click “Save Defaults”

- ☐ **Delete Practice Assignments to clean up gradebook**
 - ☐ Navigate to Gradebook > Assignments
 - ☐ Click the “Delete” link in the Notes section for each assignment for deleting individually
 - ☐ Click the “Mass Delete” to select multiple assignments for mass deletion