

Lesson 1 - Gradebook Basics - Practice Items https://youtu.be/qNprHJ_1mHw

Login to TeacherEase

- Navigate to www.teacherase.com
- Click “Login” in the upper-right
- Select “Login with Google”

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”