

COURSEWARE

Gradebook Quick Guide *for Grade Tracker users*



When will the new gradebook become available?

The new gradebook will be available in your account on 8.28.2017

How does this new gradebook benefit me?

- The new gradebook provides a simplified more efficient way for educators to manage course performance.
- The new Gradebook is located within the Courseware application and is automatically synchronized with the application to ensure transparency and consistency of student records. Whether grade changes are made through “edit student status” or the gradebook itself, the changes will be reflected in all areas.
- The Gradebook drives the Current and Course grades in the new Courseware educator views.
- The new Gradebook saves teachers time through automatically generated Gradebook pages, contain predefined course activity categories and Edmentum recommended weighting. Grading scales and weights can be edited to meet learning needs.
- Gradebook reports which can be exported and printed.

What do I need to know about the Gradebook release?

- The Grade Tracker application will no longer be available for any courseware sections beginning on 8.28.17. Grade Tracker pages for sections created on or before 8.25.17 will appear in the new Gradebook format and will be accessible from the Courseware application only. **However, Gradebook pages for these sections will still have the same grades, scales, and weights as they did in Grade Tracker, so grades will not be changed with the release. The grades for these sections will only be modified when the educator does the manual upgrade to the new Gradebook.**
- Beginning 8.28.17, educators can manually update Grade Tracker pages to the current Gradebook.
- After the Gradebook release, Grade Tracker will only be available from within the Flex Assignments application, and will no longer be available from the app switcher bar. The Courseware application will only use the Gradebook feature.
 - For sections created on or after 8.28.17, Gradebook pages will be automatically generated when a new section is created. The following rules apply to new sections using the Gradebook:
 - Grading categories are predefined to match course activities and are not editable
 - Category weights can be edited
 - Grading scales can be edited
 - Educators may add up to three custom activities to the Gradebook

What should I do before the new Gradebook is released?

- Archive any old sections that won't be used this school year. This will clean up your account and make it easier to see which sections, if any will need to be manually updated. [Access Class archive instructions here.](#) In addition, you may export and file any Grade Tracker pages as part of your historical records.
- Make sure that all existing sections have end dates so that you will be able to track pacing in the new data views.
- If possible, wait until 8.28.17 to create sections for the new school year, this way, all sections will automatically be using the new Gradebook. If waiting is not possible, you will be able to manually update your sections to the new Gradebook once it is released.

What should I do after the Gradebook is released?

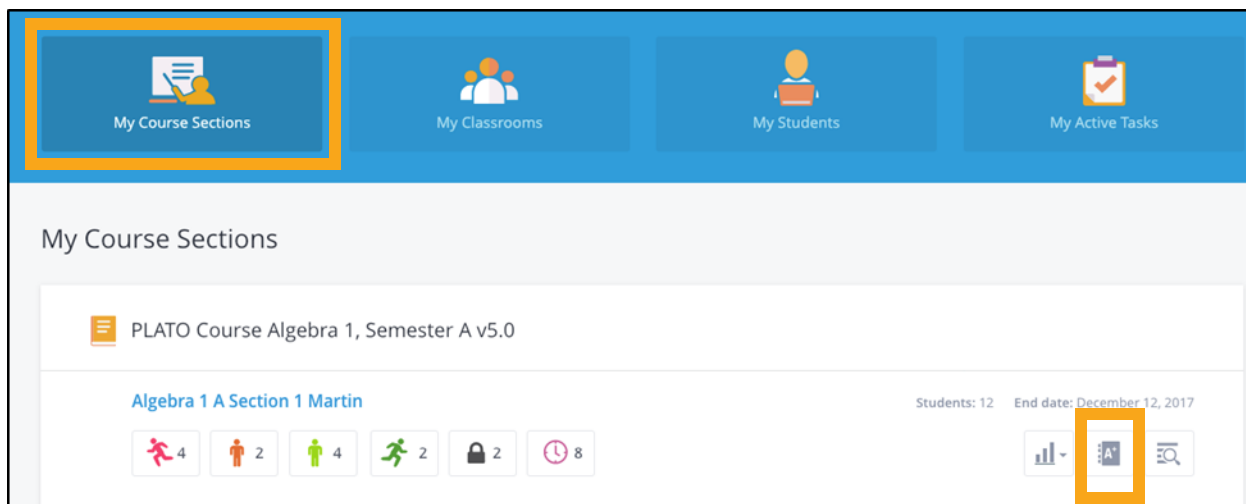
After the release on 8.28.17, manually upgrade existing sections that you are still using to the new Gradebook. This will ensure that all of your sections are using the same grading tool and that the grades reflected in the new data views are aligned.

What happens when a section is upgraded from Grade Tracker grading to the new Gradebook?

- The Grade Tracker grading for that page will no longer be available.
- Gradebook pages will include predefined grading categories matching course activities and Edmentum recommended weights.
- The grade template category weights will still be editable.
- The grade template categories will no longer be editable.
- Up to three custom activities and scores can be added to the Gradebook.

How do I upgrade my existing sections to the new Gradebook?

1. Locate the Gradebook icon on the My Course Settings page.



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- Click on the “Update Available” button and then follow the on-screen prompts. (You will be able to adjust weights and preview before you finalize the upgrade.)

PLATO Course Biology, Semester A v5.0
Biology A Hamilton

[Temp Link to Grade Tracker Page](#)

UPDATE AVAILABLE
REPORTS ▾
SETTINGS ▾

| STUDENTS | | | | Unit 1: Nature of Life | Prestest: Nature of Life | Discussion: Nature of Life | What Is Biology? | Conducting Biology Research | Communicating Your Results | The Chemical Nature of Biology | Water: An Essential for Life | Acids, Bases, and Buffers | Carbon: A Central Building Block | Unit Activity: Nature of Life | Post Test: Nature of Life | Unit 2: The Chemistry of the Cell | Prestest: The Chemistry of the Cell | Discussion: The Chemistry of the Cell |
|--|--------------|--------------|--|------------------------|--------------------------|----------------------------|------------------|-----------------------------|----------------------------|--------------------------------|------------------------------|---------------------------|----------------------------------|-------------------------------|---------------------------|-----------------------------------|-------------------------------------|---------------------------------------|
| ALEXANDER, KETURAH ●●● | | | | - | - | - | 100 | - | - | - | - | - | - | - | 80 | - | - | 100 |
| CURRENT GRADE | COURSE GRADE | TIME ON TASK | | | | | | | | | | | | | | | | |
| 90.00% (I) | 7.50% (F) | 00:00:00 | | | | | | | | | | | | | | | | |
| Arnold, Sam ●●● | | | | - | - | - | - | 100 | - | - | - | - | 100 | - | - | - | - | 100 |
| CURRENT GRADE | COURSE GRADE | TIME ON TASK | | | | | | | | | | | | | | | | |
| 90.40% (I) | 5.45% (F) | 00:00:00 | | | | | | | | | | | | | | | | |
| Avery, Jasmine ●●● | | | | - | - | 100 | 100 | 100 | 89 | - | - | - | - | - | - | - | - | - |
| CURRENT GRADE | COURSE GRADE | TIME ON TASK | | | | | | | | | | | | | | | | |
| 97.25% (I) | 0.97% (F) | 00:00:30 | | | | | | | | | | | | | | | | |