Introduction

- Jupitergrades is web-based. No need to back up. Can access it from anywhere that has web access.
- No need to upload and synchronize gradebooks. Teachers who have a specific student can see a snapshot of that student’s academic profile, for any subject the student is currently studying.
- Progress reports are not needed. The grades are there, live, available for students, parents, and teachers to see.
- Report cards easy—grades already there so there aren’t any extra steps.
- Each grading period has a separate gradebook, broken down by quarters or trimesters, etc. Jupitergrades also calculates semester grades for you based on your quarter grades (same applies to any sort of cumulative grading period… not just quarters/semesters)
- Gradebooks can be kept for as long as you want, and you can access any gradebook at any time.

Navigation

- The tab bar along the top of the screen is mainly what you will use to toggle between functions (your classes will be along the left, and the most commonly used pages will be along the right). You can elect to make your classes listed either on the tab bar or in a drop-down list format.
- As you are navigating through Jupitergrades, you can point your mouse over anything on the page and along the footer (bottom left) will be a brief explanation of what your mouse is pointing to.
- Don’t use your browser’s “Back” button because it will knock Jupitergrades out of sync with the server. If you need to go back, use the commands within Jupitergrades itself.
- There is a quick Find Student search box at the bottom of the page that can be used to find a specific student by name, student ID, email address, etc.

When you make changes in your gradebook, your changes are saved automatically. The Done button is only needed for when you are about to log off or leave your computer, or when you are going to put your computer in sleep mode. You can also Logout to save your information (this is recommended if you are going to be away from your computer, for security reasons)