How To

set up your gradebook/ various grading options in JupiterGrades

Kristin Thelen Edwards * The Bronx High School of Science * edwards@bxscience.edu

Gradebook Setup

- Choose your own login username and password.
- Go to the Setup menu along the top right of the tab bar to access all of your setup options.
- Your classes and your students should be pre-loaded by administration.
- Contact administration if there are any changes that need to be made in regard to your students (misspellings, add to/drop from class, etc.).
- You can assign a TA to view and update your gradebook (and you can customize your TA’s access).
- Gradebooks are archived so you can access any gradebooks from the past, should you need or want to.
- You can print your gradebook at any time using the Print menu (you can also export your gradebooks as a PDF or an HTML document).

New Grading Period

- Each grading period needs a new gradebook. You can create a new gradebook by clicking on the drop-down menu on the top left of your JupiterGrades screens (the ones that list the gradebook/semester that you are currently viewing).
- You can create a gradebook with the same classes and students as the previous term, or you can start fresh with new classes/students (or you can do both!).
- Copy your assignments (instead of recreating/re-uploading) by going to Setup → Import/Export and then selecting Import Assignments from other Class. Next, select the gradebook that you want to copy the assignments from (you can even select other teachers’ gradebooks).

Grading Options

- Choose a grade scale from the Templates drop-down list. After you select a scale, you can customize the grades.
- Percents are optional. The grades will simply be an average of the grade marks, no matter in what form the grades are recorded.
- You can round letter grades in your grade books as well as on report cards. However, grades are always shown to the tenth of a percentage point so that students will know exactly how close they are to a grade.
- You can elect to Apply to all classes or Apply to all (whichever) Semester (meaning apply to the grades AND to the final exam, versus just to the grades).
- Special Marks (such as check marks, abbreviations, etc.) can be customized however you want, and the “shorthand” is only viewable by you (parents and students will see the description of the “Special Marks” so that you don’t have to explain your abbreviations):
  - To make a check mark, type \ (backslash… can be found above the Enter/Return key).
  - You can dictate what percent each “Special Mark” is worth so that your gradebook can calculate the grades.
You can type in a hyphen (-) if you want to excuse a grade from being counted (this only applies if you are using percents in your gradebook).

If you are not using percents but you elect to use “Special Marks,” none of those grades will count toward the final grade.

“Missing Assignments” are also considered “Special Marks” but have their own category because they all indicate that assignments were expected but not submitted. Any assignments that have a “Missing Assignment” mark will appear on reports and alerts as “missing.”

- Blanks are not calculated as missing assignments.
- If you are using percents, you can also elect to count “0” as a “Missing Assignment” mark.
- If you are not using percents, you can still elect to penalize the student if there is an assignment missing.

Choose Categories for your assignment, and choose weights for each (or you can keep them Unweighted which means they will all be worth the exact same amount).

You can also choose weights for your cumulative grading periods (quarters, semesters, finals, etc.).

Weights

Weights can be applied to Assignments, Categories, and Grading Periods.

Check the Net percent of each assignment in the Class page. If the percents look too high or too low, check your Weights and Point Values.

Advanced Grading

Extra credit:

- If you are using percents, when you create an assignment, you can elect to Input as Extra Credit Points (which is essentially creating an assignment “Out of 0 (points) possible,” so that every point above and beyond is extra points). If you leave the Points field blank, or put a zero, it does not hurt the students’ grades. It simply doesn’t add any extra points. You can also penalize students (works essentially like “negative extra credit”):
  - Using the “negative extra credits” concept works for PE classes, for example. First, you create a regular assignment where everyone receives full credit (100 points). Then each week, a new assignment can be added as Extra Credit Points where you take away (with a negative sign) the number of points for not being dressed, not participating, etc. You can make comments to specify why points have been removed.
- You can add extra credit assignments in specific categories, or you can make “Extra Credit” its own category (as long as your categories are not weighted).

Adding/subtracting points or percentages:

- You can add extra credit within the specific assignments by simply adding a number, or a percent, to a grade… such as 88+4, or 90+5%. This also works in the opposite direction (you can take points or percentages away, such as 88-4 or 90-5%).

Changing a student’s total grade (there are two ways):

- Adjust the total percent (either up, or down):
  - Create an assignment and set the Input as menu to Adjust Percents and then enter the percentage points, if any, that each student should be raised or lowered.
- Directly override the grade:
  - Select Override Grades from the Info menu on the tab bar at the top of the screen. In the proper column, you can type any grade or percent.

Drop the lowest grade:

- Use the Drop button and determine the number of lowest grades (in each Category) for JupiterGrades to automatically drop.
Backups:
- Use this menu option to view any grade revisions you have ever made. You can then go back and change any grades (or recover any deletions).

Graph Scores (on the Assign page):
- View a pictorial distribution of grades on a particular assignment.
- You can also view data/statistics about a particular assignment as it relates to a particular class or all classes combined.

Curve scores:
- You can adjust the grades on a specific assignment. Tell JupiterGrades what you feel an appropriate score for your assignment should be to equal 100%, and/or tell JupiterGrades what you feel the lowest grade should be for a particular letter grade, for example.
- You can enter the values as percents or as points.
- Curving does not change a student’s score, but it does change how a student’s score is graded.
- You will always be able to see the original raw score and readjust the curve at any time.

Independent study:
- This option should be checked if a particular assignment only applies to a select handful of students (these students would be the only ones who see the assignment even listed).

Hide an assignment:
- Use this option if you do not want students/parents to see an assignment, but you still want the assignment to apply to the grade.

Quick Scores:
- You can determine specific grades to be entered simply by clicking your mouse. This option is particularly good for mobile devices such as iPads.

Impact on grade:
- This option shows students how much a particular assignment raises or lowers a grade. You can turn this feature on or off in the Grading Options section.

What if:
- This option allows teachers to illustrate to students how their grades would be affected if they turned in missing work or if they got a specific grade on an assignment.