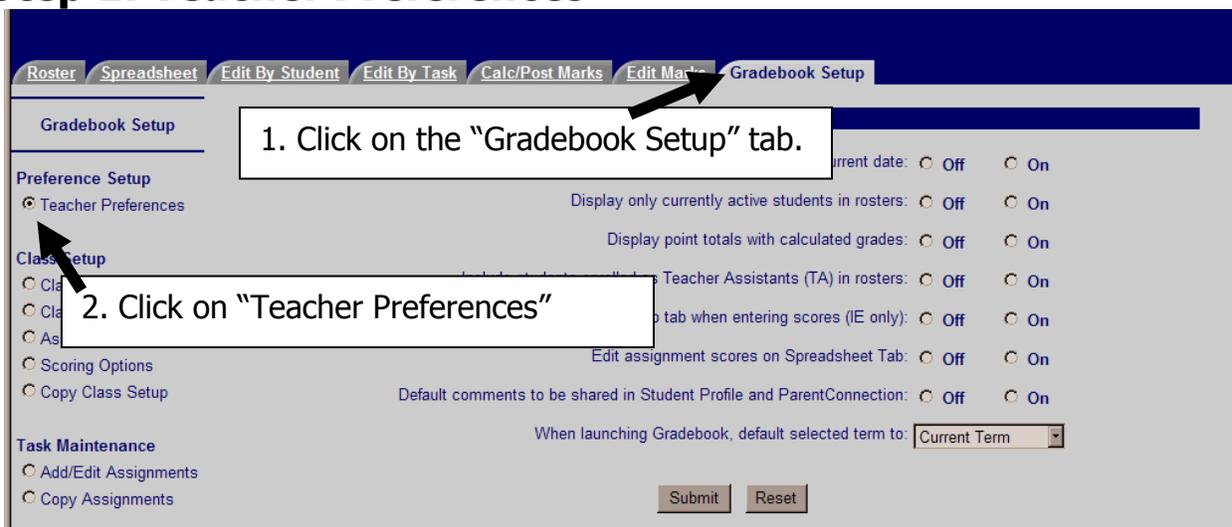


## SETTING-UP YOUR ZANGLE GRADEBOOK

### Step 1: Teacher Preferences



Gradebook preferences deal primarily with what you see as a teacher when you log-on. While some of these settings will be your preference, some will now be required settings. The required settings are circled.

**Teacher Preferences**

- Calculate grades using only tasks through current date:  Off  On
- Display only currently active students in rosters:  Off  On
- Display point totals with calculated grades:  Off  On
- Include students enrolled as Teacher Assistants (TA) in rosters:  Off  On
- Use ENTER key to tab when entering scores (IE only):  Off  On
- Edit assignment scores on Spreadsheet Tab:  Off  On
- Default comments to be shared in Student Profile and ParentConnection:  Off  On
- Sort assignments descending by due date:  Off  On
- When launching Gradebook, default selected term to: Current Term

Submit Reset

After you finish, click "Submit"

This setting allows you to put future assignments in, without having them affect the student grades.

This setting will automatically display all comments for parents and students to view. You will have the option of turning off the display for any comment on an individual basis.

If you weigh your grades you may want point totals turned off. This only turns off what you see in Zangle. You can still include point totals on print-outs.

## Step 2: Setting-Up Class Options

The screenshot shows the 'Class Options Setup' page for 'S2H 1 65232 - F Spanish 2 - Sem 1'. The interface includes sections for 'Assignment Results Displayed and Entered As', 'Calculate Student Grades Using', 'Missing Assignment Scores', 'Assignment Publishing (Profile, ParentConnection)', and 'Assignment Percent View'. Callouts 1-9 provide instructions on how to configure these settings.

**1. Click on "Class Options"**

**2. Click on the Apply box for any class that has the same settings.**

**3. Most teachers will want to select Numeric Score Values**

**4. See the Note Below to Determine Which Best Fits Your Grading Policy**

**5. Mandatory:** Click on "Count as Zero in Gradebook" This allows missing assignments to show up as missing assignments. We will show you how to exclude students from assignments later.

**6. Mandatory:** Click on "Share Assignment Info"

**7. Mandatory:** Click on "Display Current Calculated Gradebook Mark" Select the current marking term from the drop down menu. We strongly suggest you wait until students receive their report card to switch this to the next marking period. That way the grade that shows up here matches the report card.

**8. Display class average is optional.**

**9. We suggest that you turn Assignment Percent View on. This will display a percentage score for all assignments.**

### Point Calculation Model

- You do not Weigh your grades at all
- You weigh your grades in a method that doubles some categories. For example: quizzes are doubled, tests are tripled

### Percent Calculation Model

- If you weigh your grades based on percentages. For example, tests are 30% Quizzes are 40%, Homework is 20% and Participation is 10%

### Step 3: Setting-Up Class Grading Scale

1. Click on "Class Grading Scale"

2. Click on "Apply Default Grading Scale"

**Class Grading Scale Setup**

Term / Period / Class  
Class: S2H 1 65232 - F Spanish 2 - Sem 2

[Add/Edit Class Grading Scale](#)  
[Apply Default Grading Scale](#)

default scale to on the right. When submitted, the grading scale will be applied to all selected classes, replacing any grading scale

Mark Set: Letter Marks For HS

Mark	Minimum Percent
A	93.0
A-	90.0
B+	87.0
B	83.0
B-	80.0
C+	77.0
C	73.0
C-	70.0
D+	67.0
D	63.0
D-	60.0
E	0.0

Submit Reset Cancel

**Apply Grading Scale To:**

Apply Term / Period / Class
<input type="checkbox"/> S1H 1 65231 - F Spanish 2 - Sem 1
<input type="checkbox"/> S1H 2 65031 - F Spanish 1 - Sem 1
<input type="checkbox"/> S1H 3 65031 - F Spanish 1 - Sem 1
<input type="checkbox"/> S1H 5 65231 - F Spanish 2 - Sem 1
<input type="checkbox"/> S1H 6 65431 - F Spanish 3 - Sem 1
<input checked="" type="checkbox"/> S2H 1 65232 - F Spanish 2 - Sem 2
<input type="checkbox"/> S2H 2 65032 - F Spanish 1 - Sem 2
<input type="checkbox"/> S2H 3 65032 - F Spanish 1 - Sem 2
<input type="checkbox"/> S2H 5 65232 - F Spanish 2 - Sem 2
<input type="checkbox"/> S2H 6 65432 - F Spanish 3 - Sem 2

**This grading scale is board policy. All teachers will use this grading scale.**

3. Click on the box in front of each class that you are setting up.

4. Click Submit.

## Step 4: Setting-Up Assignment Categories

1. Click on "Assignment Categories"

2. Click "Add Assignment Categories"

Using categories helps quickly identify a student's area of weakness.

You MUST use at least two categories to differentiate between regular assignments and assessments.

3. Type the name of your category in "Category Description."

4. Select the Weight.  
If you do NOT weigh your grades, leave all weights on 1.

Category Description	Category Weight
Homework	1
Quizzes	1
Tests	1
Participation	1

Apply Term / Period / Class
<input type="checkbox"/> S1H 2 65230 - F Spanish 2 - Sem 1
<input type="checkbox"/> S1H 3 65231 - F Spanish 2 - Sem 1
<input type="checkbox"/> S1H 4 65031 - F Spanish 1 - Sem1
<input type="checkbox"/> S1H 5 65031 - F Spanish 1 - Sem1
<input type="checkbox"/> S1H 6 65431 - F Spanish3 - Sem 1
<input type="checkbox"/> S2H 2 65232 - F Spanish 2 - Sem 2
<input type="checkbox"/> S2H 3 65232 - F Spanish 2 - Sem 2
<input type="checkbox"/> S2H 4 65032 - F Spanish 1 - Sem 2
<input type="checkbox"/> S2H 5 65032 - F Spanish 1 - Sem 2
<input type="checkbox"/> S2H 6 65432 - F Spanish 3 - Sem 2

**Do NOT use the Extra Credit Category!!**

5. Click on the Box in front of each class that you would like to have these category descriptions.

6. Click Submit.

## Step 5: Setting-Up Your Scoring Options

1. Click on "Scoring Options"

2. Click on Add Assignment Scoring Options

3. Select the Description

4. Assign a Percentage to the Scoring Option. If you don't want the program to lower the students' grades, enter 100%.  
If you want to excuse the student from an assignment, so it does not count against his, or her grade, place a check in the "Ignore Assignment" box

5. Select a Color

6. Place a Check in the box for each class that you want to have these assignment codes.

7. Click Submit.