

# eSchoolBook

This training guide explains how to add grades in eSchoolBook.

To add grades in eSchoolBook:

1. Upon logging into eSchoolBook, click on the Class Administration tab.

Home	Personal	<b>Class Administration</b>	Attendance		
Profile	Schools	Schedule	Activities		
Marking Period: ● 2 ● 3 ● 4					
<a href="#">In Area Senior High Calendar 2008-2009 Calendar (08-09)</a>					
Code	Cycle	Class	Subject	Start	End
ult/bell A		556/1/30	<u>Business Technology</u>	12:00	12:00

Click on a Subject to view

2. Click on one of your classes.
3. Click on the Grades tab and then the Spreadsheet link. This will show the assignments you previously added and you will be able to enter grades.

Class: 556/1/30: Business Technology (Default/bell A)

Assignments Spreadsheet Grades Cumulative Post Report Cards Report Cards Post Progress Reports Progress Reports

Grades for: Point System Period: 4th Marking Period Sort By: Due Date (desc) Rows

Student	Points	Score	Test 50 (tools)	Welcome to Diigo Group Forum 5 (tools)	My Research Topic Forum 5 (tools)	Diigo Bookmarks 25 (tools)	Review Bookmarks 10 (tools)	Summing it all Up Forum 5 (tools)
Bingaman, Sarah R (26188)	89 / 100	89 - B	45	5	5	20	9	5
Reich, Jehoshaphat C (25468)	99 / 100	99 - A	50	5	5	25	9	5
Sheets, Ashley E (25488)	86 / 100	86 - B	40	5	5	23	9	4

Color Legend: | Not Yet Graded | Student Exclusion | Excluded | Incomplete | Missing | Failing Grade

Update Export Add New Assignment Crosshairs

4. Notice you can also Add New Assignment in this view.
5. Be sure to click Update when you are finished adding grades.

6. Some additional functionality when adding grades:

You can mark grades as Ungraded, Incomplete, Missing, or Excluded

Ungraded and excluded will NOT be averaged in the grade

Incomplete and missing will be averaged as ZEROs.

You can include a Comment along with these selections. (Use the dropdown at the right)

The screenshot shows a grade entry interface. At the top, there is a blue header with the word 'Rows' and a dropdown arrow. Below the header, there is an 'Update' button and navigation arrows. The main area contains a table with a row for grade '45'. To the right of the grade, there are four checkboxes: 'Ungraded?', 'Incomplete?', 'Missing?', and 'Exclude?'. Below these checkboxes is a 'Comments:' text field. A red oval highlights the checkboxes and the comments field.

When you choose any of these selections, they are color coded:

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Color Legend: | **Not Yet Graded** | Student Exclusion | **Excluded** | **Incomplete** | **Missing** | **Failing Grade**

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Clicking on the Crosshairs button adds a yellow row and column indicator to make it easier to keep your place when adding grades.

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