

GRADEBOOK INSTRUCTIONS

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GRADEBOOK INSTRUCTIONS

About Gradebook

This program provides 3 primary functions to work with your student(s) course information:

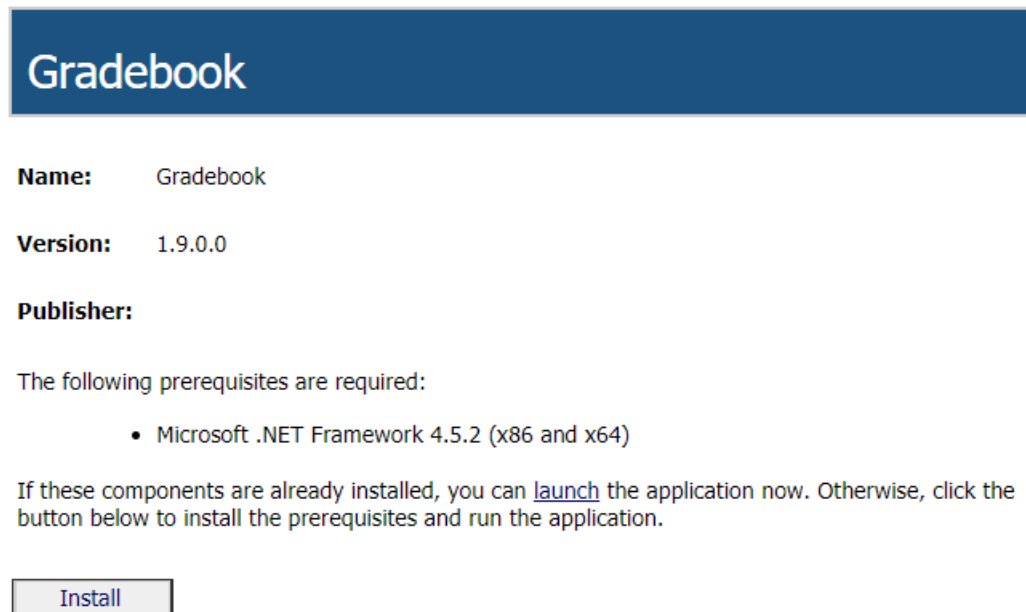
1. An Excel-like editor to add / delete / modify assignment information
2. A way to print report cards for your student(s) progress
3. And a way to print a transcript for your student(s) to apply to college

Gradebook is delivered as a ClickOnce Windows desktop application. The biggest benefit to this is when a new version is published you will automatically get it (as long as you are connected to the internet).

GRADEBOOK INSTRUCTIONS

Install Gradebook

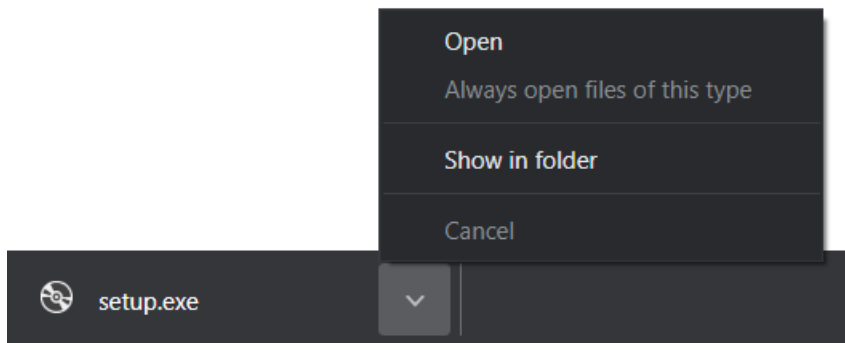
1. Navigate to the link I have sent you
2. You should see a page that looks something like this



3. Click the Install button. This will download the setup.exe file to your downloads directory. You may see something like that at the bottom of your browser:

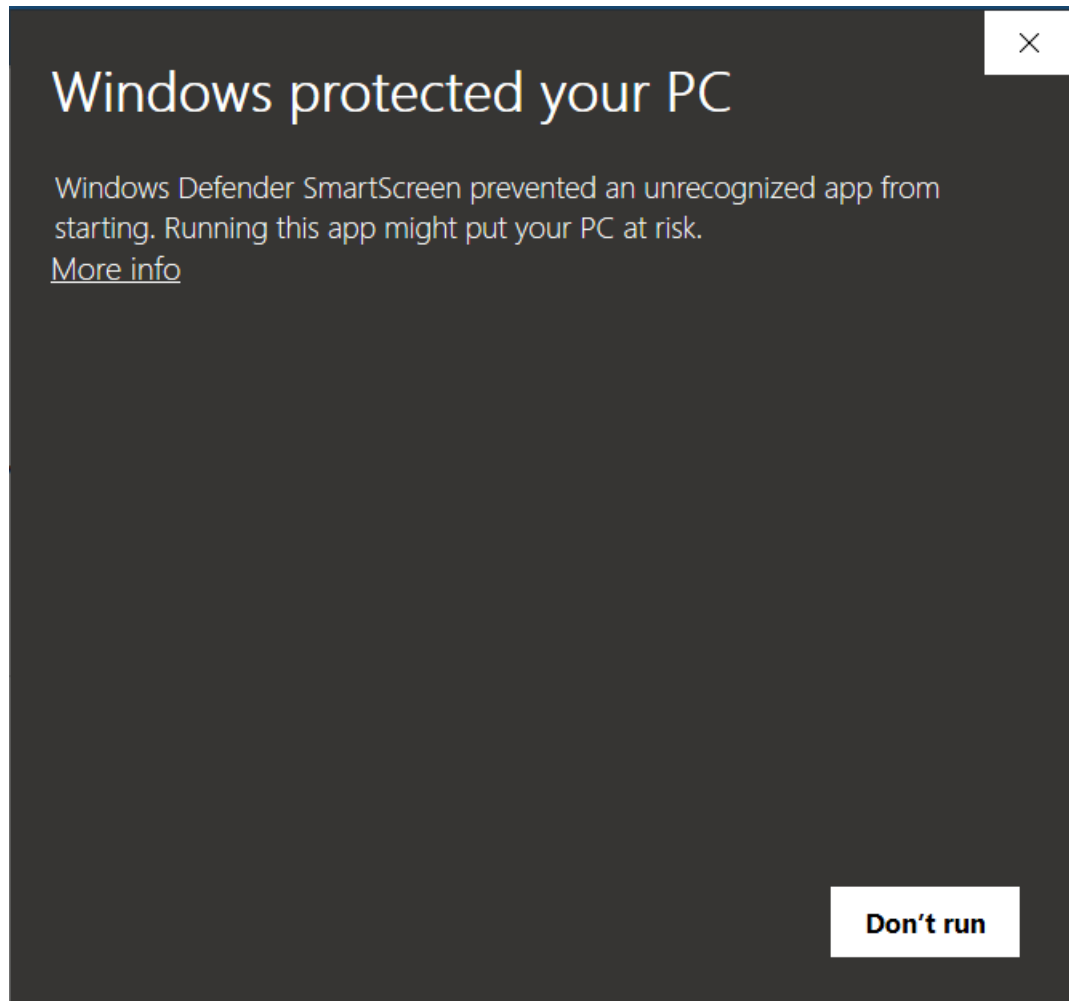


4. Click on the little up arrow next to the filename, then select open:



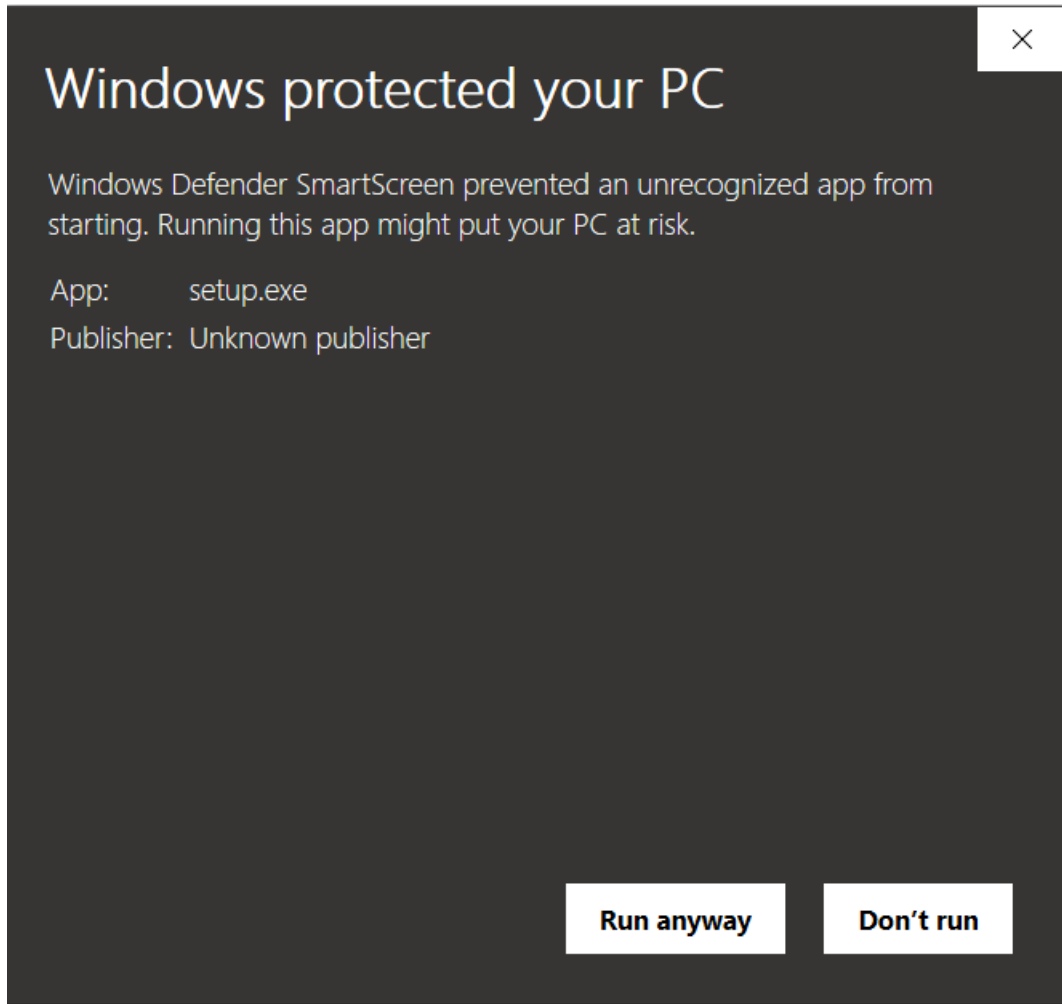
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5. You should get a popup from Windows Defender (or something similar if you are using a different anti-virus program):

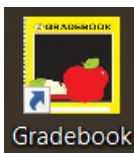


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6. Click More info on the popup and it will change:



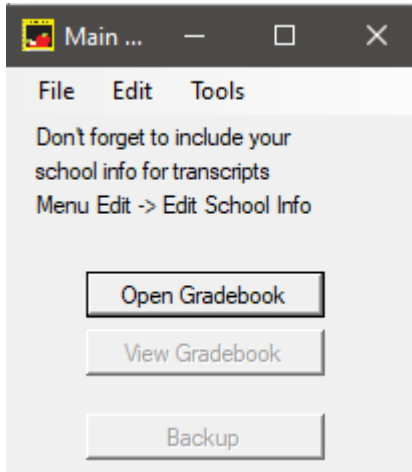
7. Click Run anyway
8. This will install the current version of Gradebook and set you up to receive any future updates automatically.
 - a. ClickOnce programs are installed in a random directory on your system and are not intended to be manipulated. This ensures the auto-update process works correctly.
9. Once the install is finished, you should have the Gradebook shortcut on your desktop.



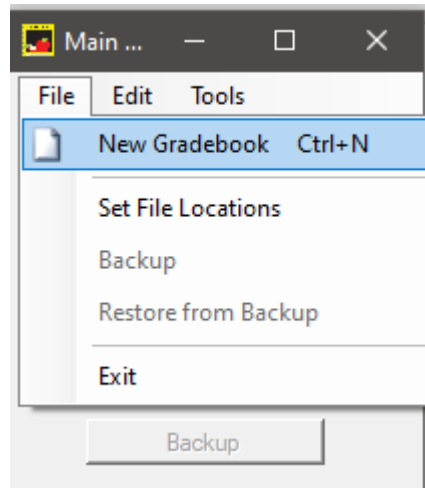
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Configure Gradebook for use

1. Double click the Gradebook icon. The Main Menu will appear.

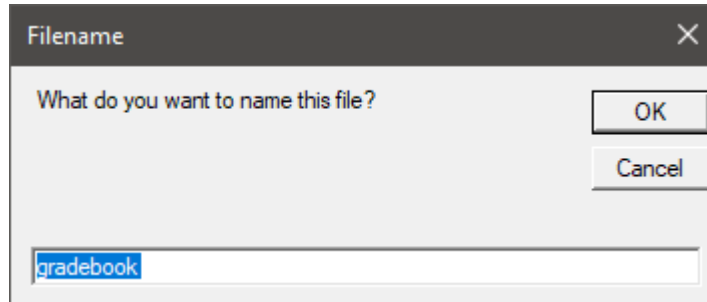


2. If this is your first use, you need to create a new Gradebook file. Otherwise, skip to [Main Menu Options](#).
 - a. Click the File menu item and select New Gradebook.

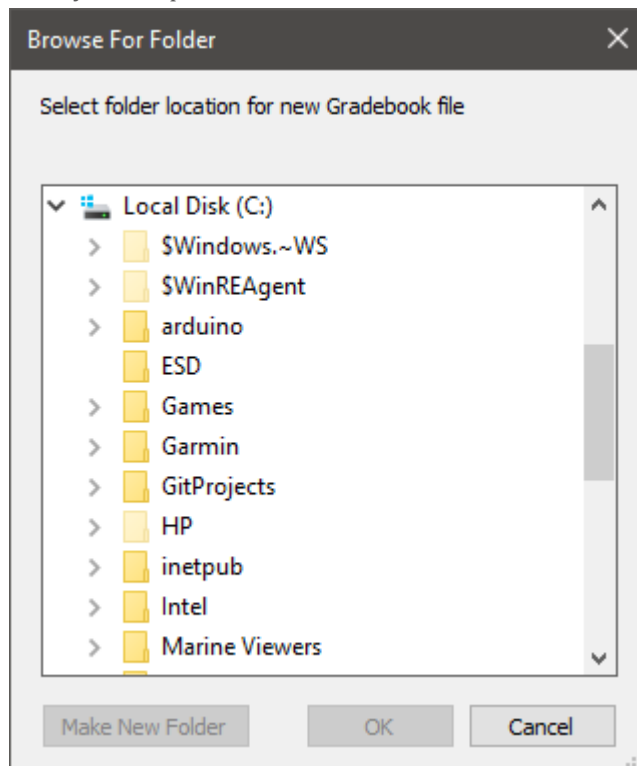


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- b. You will need to provide a name for the file in the next popup

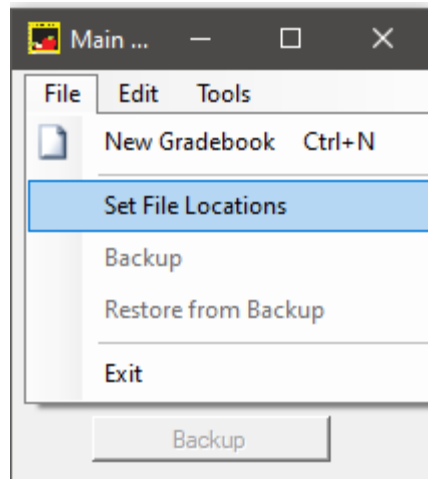


- c. Then you will provide a location to store the file

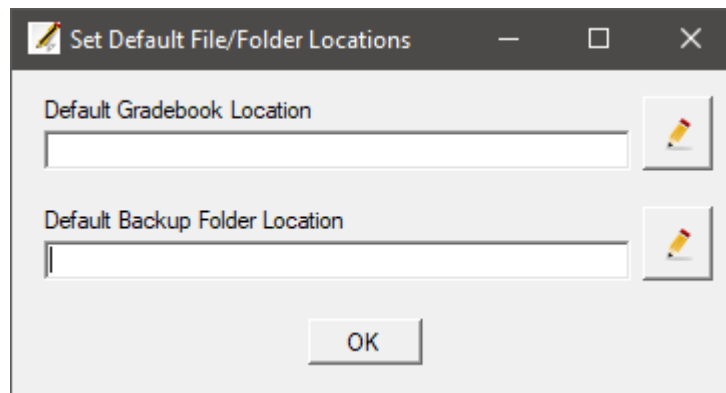


- d. Once created, you will need to set that location as the program default. Click File, Set File Locations

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- e. In that popup, locate the gradebook file you just created, and any backup folder location to use



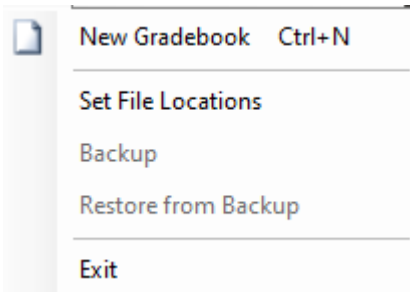
- i. This backup location can be a folder monitored by something like Google Backup and Sync or OneDrive that will keep versions of your file for you. It is NOT recommended to edit gradebook files directly in folders monitored by these types of backup systems.
- f. Your Gradebook program is ready for use!

GRADEBOOK INSTRUCTIONS

Main Menu Options

Let's walk through the menus of the Main Menu screen.

FILE MENU

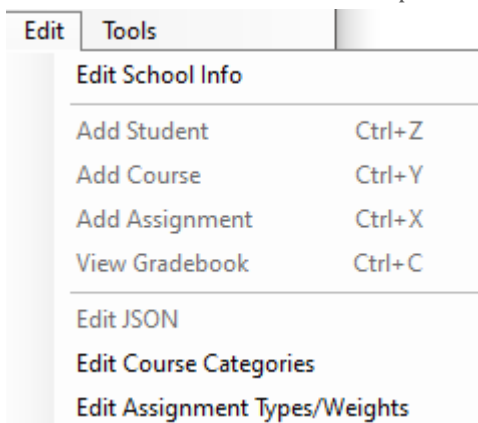


New Gradebook / Set File Locations: You are already familiar with the File -> **New Gradebook** and File -> **Set File Locations**. You shouldn't have to use these again, unless you want to have a different file for each student. That is acceptable, but not necessary. You would use Set File Locations to switch between the different files.

Backup and Restore from Backup become available if you have a Backup Folder Location set, and you have opened a Gradebook. Backup will copy your gradebook file into the folder defined in the Backup Folder Location, and Restore from Backup will copy it back, overwriting the current version.

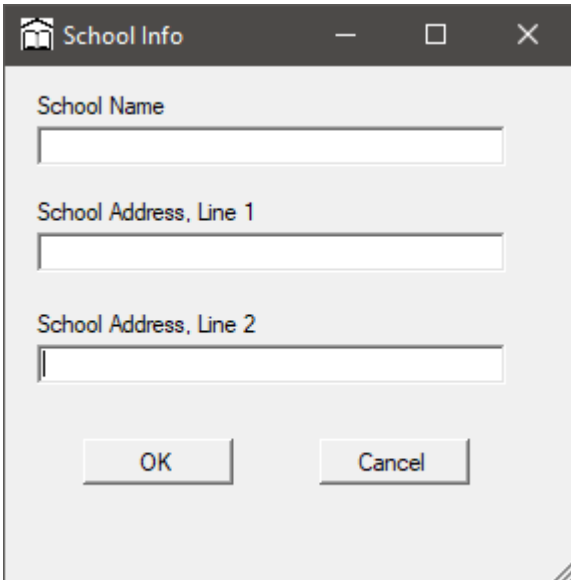
EDIT MENU

- The Edit Menu contains low-level options

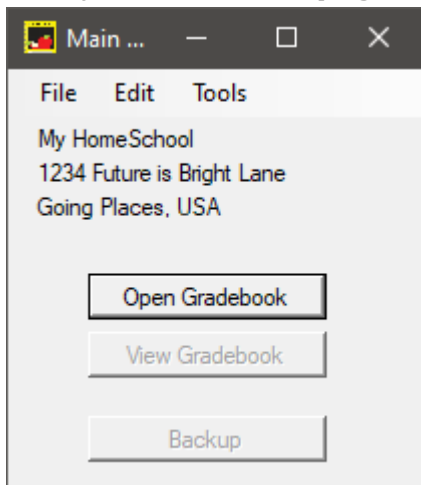


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Edit School Info will open a popup to fill in the information describing your school.

A screenshot of a 'School Info' dialog box. It has a title bar with a book icon and the text 'School Info'. Inside, there are three text input fields labeled 'School Name', 'School Address, Line 1', and 'School Address, Line 2'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

- This info will be used in the creation of the transcript, and is displayed on the Main Menu once set. You may need to restart the program to see the changes

A screenshot of the 'Main' menu window. The title bar says 'Main ...'. It has a menu bar with 'File', 'Edit', and 'Tools'. Below the menu bar, the school information is displayed: 'My HomeSchool', '1234 Future is Bright Lane', and 'Going Places, USA'. At the bottom, there are three buttons: 'Open Gradebook', 'View Gradebook', and 'Backup'.


Add Student is only visible when you have already selected Open Gradebook, as there would be nothing to add the student to otherwise. This will add a new student to your gradebook. Each gradebook must have at least 1 student. You need to add the student before you View Gradebook. This is the only method to add students.

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The image shows two screenshots of a software window titled "Add Student to Gradebook".

The top screenshot shows the "New Student" section with a text input field containing "MyStudent" and an "Add" button. Below this is the "Current Students" section, which is an empty table with a header row containing "Name".

The bottom screenshot shows the same window after the student has been added. The "New Student" section now has an empty text input field and the "Add" button. The "Current Students" section now contains a table with one row: "MyStudent".

- You can add multiple students in this form
- Once all your students are in the Current Students list, simply close the form with the  button.

Add Course is only visible when you have already selected Open Gradebook, as there would be nothing to add the course to otherwise. This will add a new course to your gradebook, under a Student. Each gradebook must have at least 1 course. You need to add the course before you View Gradebook. This is the only method to add courses

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Add Course for Student

Select Student to add Course to

MyStudent

Add Course

New Course Info

Course Title

Credits

Number of Rating Periods

Grade Level

Course Publisher

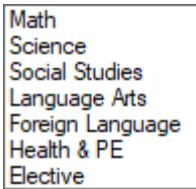
Course Category

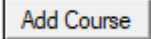

Existing Courses

	Title	Gradelevel	Publisher	NumRatingPeriods	Credits
*					

- Select the student from the drop down that is going to take this new course, then fill out the required data
 - a. Credits – The number of credits that will be earned, usually 1. Some courses with a lab may be more than 1 (1.5), and some courses that take less than a year will be less than 1 (.3).
 - b. Number of Rating Periods – the number of divisions in your school year. We use 6 week cycles, which gives us 6 cycles in a year. If you grade in quarters, you'd use 4, etc. This is mostly seen in your report cards and transcript.
 - c. Grade Level – what grade level is this course
 - d. Course Title – the Title of the course
 - e. Course Publisher – you guessed it...
 - f. Course Category – this is how the courses are bucketed for the transcript. You can change the categories, but by default you get

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- i. 

- g. When all the info is in, click the  button
- h. You can add as many courses as you want through this form. When they are all in the Existing Courses list, close the form with the  button.

Add Assignment is only visible when you have already selected Open Gradebook, as there would be nothing to add the assignment to otherwise. This will add a new assignment to your gradebook, under a course. Each gradebook must have at least 1 assignment to calculate grades and generate a transcript. You do NOT need to add the assignments before you View Gradebook – This is simply another way to enter Assignment

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information. The easier method is through the Editor, which is discussed further down.



The screenshot shows a window titled "Add Assignment" with a green plus icon in the title bar. The window contains the following fields and controls:

- Student:** A dropdown menu with "MyStudent" selected.
- Grade Level:** A dropdown menu with "9" selected.
- Course:** A dropdown menu with "Test Course 1" selected.
- New Assignment:** A section containing:
 - Assignment Title:** A text input field.
 - Rating Period:** A small text input field.
 - Description:** A larger text input area.
- Weight:** A dropdown menu with "Assignment" selected.
- Add:** A button to submit the form.

Below the form is a table with the following headers: ID, Title, Type, Description, and RatingPeriod. The table body is currently empty and has a grey background.

- Select your student from the dropdown
- This will populate the Grade Level dropdown with all grade levels for that student. Select the one that contains the course you want to add Assignments to
- This will populate the Course dropdown – select the course you want to add Assignments to
- Provide the Assignment Title, Rating Period the Assignment occurred in, and a short Description of the Assignment.
- Select the Assignment Weight from the Weight dropdown. These values can be changed, but by default you get
 - a. Assignment = 1
 - b. Quiz = 2
 - c. Project = 3
 - d. Test = 4
 - e. Exam = 5

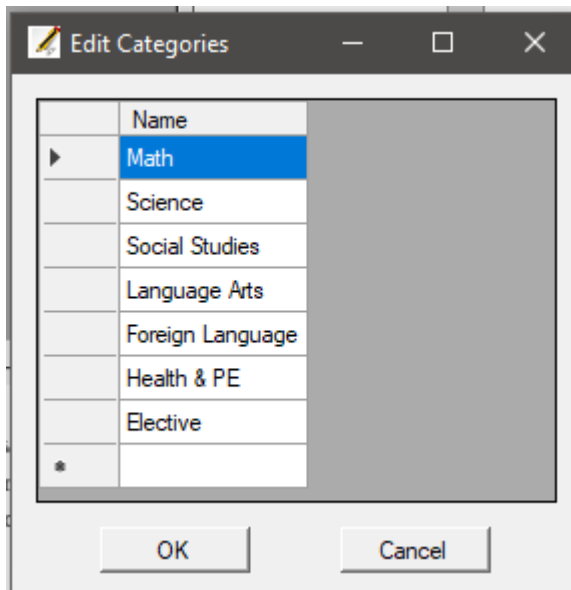
GRADEBOOK INSTRUCTIONS

- Once all the data is provided, click the  button
- When all your assignments that you want to add are in the list, click the  button

View Gradebook is only visible when you have already selected Open Gradebook, as there would be nothing view otherwise. This will open the Gradebook editor. For more info on the Editor, see Gradebook Editor.

Edit JSON is only visible when you have already selected Open Gradebook, as there would be nothing to edit otherwise. This is an advanced function that will open the gradebook data file in the Notepad program to do things like global Find and Replace, multiple edits and any other fine tuning you would need. BE CAREFUL not to mess with the formatting, only change data values.

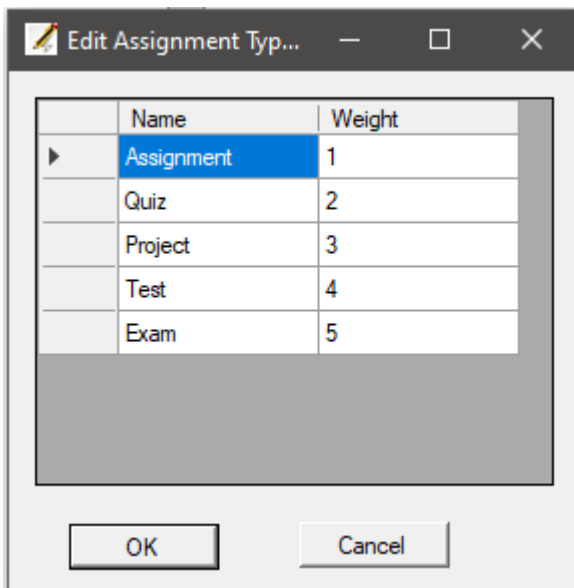
Edit Course Categories



- Here you would modify the Categories to be whatever you want them to be.
- When complete, click the OK button

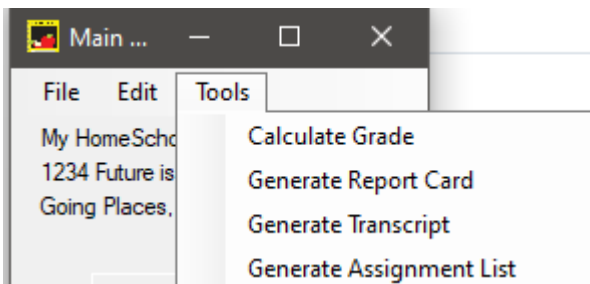
GRADEBOOK INSTRUCTIONS

Edit Assignment Types/Weights



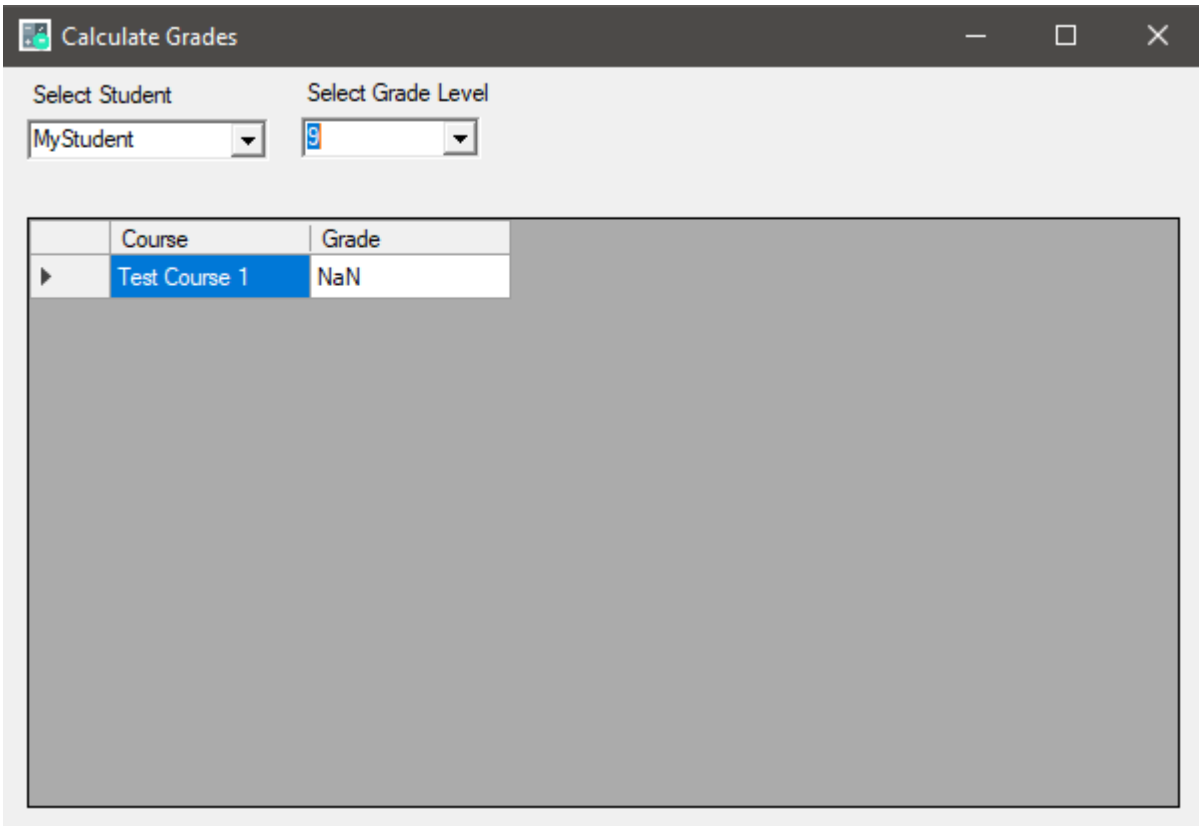
- Here you edit the Assignment categories and their weighting for grade calculation
- When you have your list complete, press the OK button

TOOLS MENU



GRADEBOOK INSTRUCTIONS

Calculate Grade



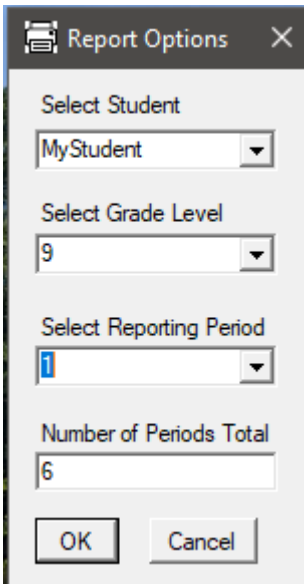
The screenshot shows a window titled "Calculate Grades" with a dark title bar. Inside, there are two dropdown menus: "Select Student" with "MyStudent" selected, and "Select Grade Level" with "9" selected. Below these is a table with two columns: "Course" and "Grade". The table has one row with "Test Course 1" in the "Course" column and "NaN" in the "Grade" column. The table is highlighted with a blue selection bar on the left.

Course	Grade
Test Course 1	NaN

- Calculates the current cumulative grade for a student at a specified grade level. You must have grades entered for this function to work correctly.

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Generate Report Card



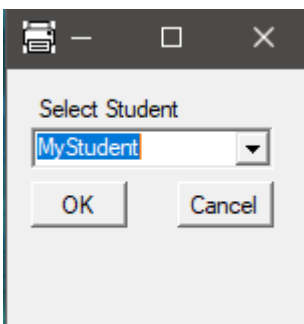
A dialog box titled "Report Options" with a close button (X) in the top right corner. It contains four selection fields: "Select Student" with a dropdown menu showing "MyStudent", "Select Grade Level" with a dropdown menu showing "9", "Select Reporting Period" with a dropdown menu showing "1", and "Number of Periods Total" with a text input field showing "6". At the bottom are "OK" and "Cancel" buttons.

- Generates a PDF for a selected student, grade level and reporting period. All of these values are based on what is in the gradebook file.
- The Report Card will list each course and the cumulative grade for that course (based on your supplied weighting) for each reporting period up to the provided reporting period.
 - If that reporting period is more than ½ way through the school year, a rollup cumulative semester grade will also be calculated and provided.

Student: MyStudent
Grade Level: 9
Rating Period: 1

Course	1	2	3	Sem 1	4	5	6	Sem 2	Final
Test Course 1	0								

Generate Transcript



A dialog box titled "Generate Transcript" with standard window controls (minimize, maximize, close) in the top left. It contains a "Select Student" dropdown menu showing "MyStudent" and "OK" and "Cancel" buttons at the bottom.

GRADEBOOK INSTRUCTIONS

- Generate Transcript will create an editable cumulative transcript of all grades and courses taken for the High School years (9-12)
- This program does not store PII, so you will need to fill in the top portion of the transcript

Transcript	
Student Name:	
DOB:	
SSN:	
Graduation Date:	

- For each grade level it will automatically fill out the course list, semester and year end grades, and credits earned
- At the end of the course list it will calculate a cumulative GPA and Credits earned total

Grade Level: 9	School Year: 			
Course	S1	S2	Year	Credits
	Cumulative:			

- The end of the transcript contains the Category roll ups for the various subjects taken, and the credits earned for that category by year

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Student Name:

SSN:

Credits Earned	9	10	11	12	Total
TOTAL:					

- This is followed by the cumulative GPA calculations

	9	10	11	12	FINAL
GPA					

- And finally the signature block

I hereby certify that the information herein is complete and accurate.

Signature: _____

Printed Name:

Date:

- All of these fields are editable, so you can make any adjustments needed after the transcript has been generated

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Generate Assignment List

Select Student
MyStudent

Select Grade
9

Select Courses
Test Course 1

OK Cancel

- Generate Assignment List is used to generate a record of all assignments and grades if needed for proof to a county school system or homeschool evaluator
- You can select multiple courses within a single grade level
- It generates a PDF containing the information listed above

Assignment	Assignment Description	Assignment Type	Rating Period	Grade
	3D Game Development I			
Ch 1 Quiz	Designing in Unreal	Quiz	1	100
Ch 2 Quiz	Creating Level 2	Quiz	2	100
Ch 3 Quiz	Obstacles	Quiz	3	100
Ch 4 Quiz	Health and Enemies	Quiz	4	100
Ch 5 Quiz	Checkpoints and Insertions	Quiz	5	100

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Buttons

OPEN GRADEBOOK

- Loads the gradebook set in Set File Locations into the program for use
- Most functionality within the program is disabled if no gradebook has been opened
- If you change to a different gradebook using Set File Locations, make sure you Open Gradebook again to get that gradebook loaded

VIEW GRADEBOOK

- Opens the main gradebook editor for adding assignments and grades
- See [Using the Editor](#) for what to do next

BACKUP

- The Backup button will copy your gradebook JSON file to the folder set in the Set File Locations dialogue
- If this folder is monitored by a backup solution (like Google Backup and Sync or OneDrive) you will then be able to manage your versions through that solution should you ever need to revert back to a previous version
- To restore a previous version you would need to use the File -> Restore from Backup menu

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Files used by Gradebook

- **Gradebook.json** – this is the main data file, in the JSON format. This format makes it easy to query and manipulate data programmatically. This file is nothing more than a text file, and if you're careful you can make global search / replace operations from within Notepad or some other plain text ASCII editor like VisualStudio Code– do NOT use a program like Word, as they will leave characters in the file that will not parse correctly. You set the location of this file in the File -> Set File Locations menu.
- **AppData.json** – a simple text file containing your Assignment Categories and Weights. This file is stored in the install folder of the program.

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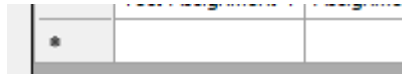
Using the Editor

From the Main Menu, clicking on the View Gradebook button will bring up the Editor window.

Title	Assignment Type	Description	RatingPeriod	Grade
Test Assignment 1	Assignment	5000 word essay on what i did last summer	1	
*				

- Each dropdown will populate based on the previous selection
 - Changing the selected Student will enable all of the Grade Levels that contain courses for that student
 - Selecting a Grade Level will enable all of the courses for that student at that Grade Level
 - Selecting a Course will populate the main grid with all of the assignments entered for that Course
 - Selecting a Rating Period will filter the main grid to show only the assignments for that Rating Period
 - NOTE: This is an active filter! If you enter a new assignment with a Rating Period different from what is shown in Select Rating Period, it will seem to disappear. It's still there, it just doesn't meet the filter criteria so you can't see it. Change to the correct Rating Period, OR set the Rating Period dropdown to blank (as seen in the example) to see all assignments.
- To add a new Assignment
 - Scroll to the bottom of the list to find the blank row preceded by a *

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- Click in any cell and start typing
- You can tab through the cells
- If you are adding the first assignment to the course, the AssignmentType might look odd after you've selected your Type – it will change to a number. Don't worry, it will save correctly, and once you've switched to another course and come back to it all will be normal.
- Don't worry about needing to make the Title or Description unique, although that will certainly help you know what is what... the program assigns a unique ID to each record to handle any duplicate entries.
 - DO NOT change these IDs in the JSON file
- The grid will display the assignments in the order entered (it is sorted by ID, which increments each time you add a new one)
- If you make changes to the assignments and try to change to another course without saving, the program will prompt you that you have unsaved changes and give you the option to save or discard changes
- The Save Changes button will save all your changes to the gradebook file
- The Calculator button is a shortcut to calc.exe to assist in calculating your grades