

# **Your Gradebook User Manual**

A Gradebook Application created by:  
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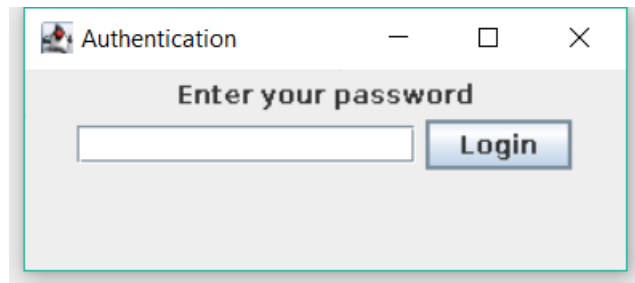
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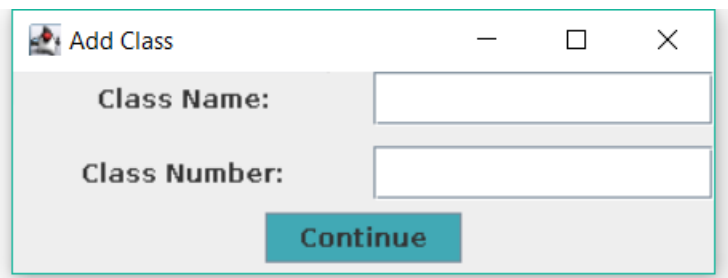
# 1. First Time Set Up

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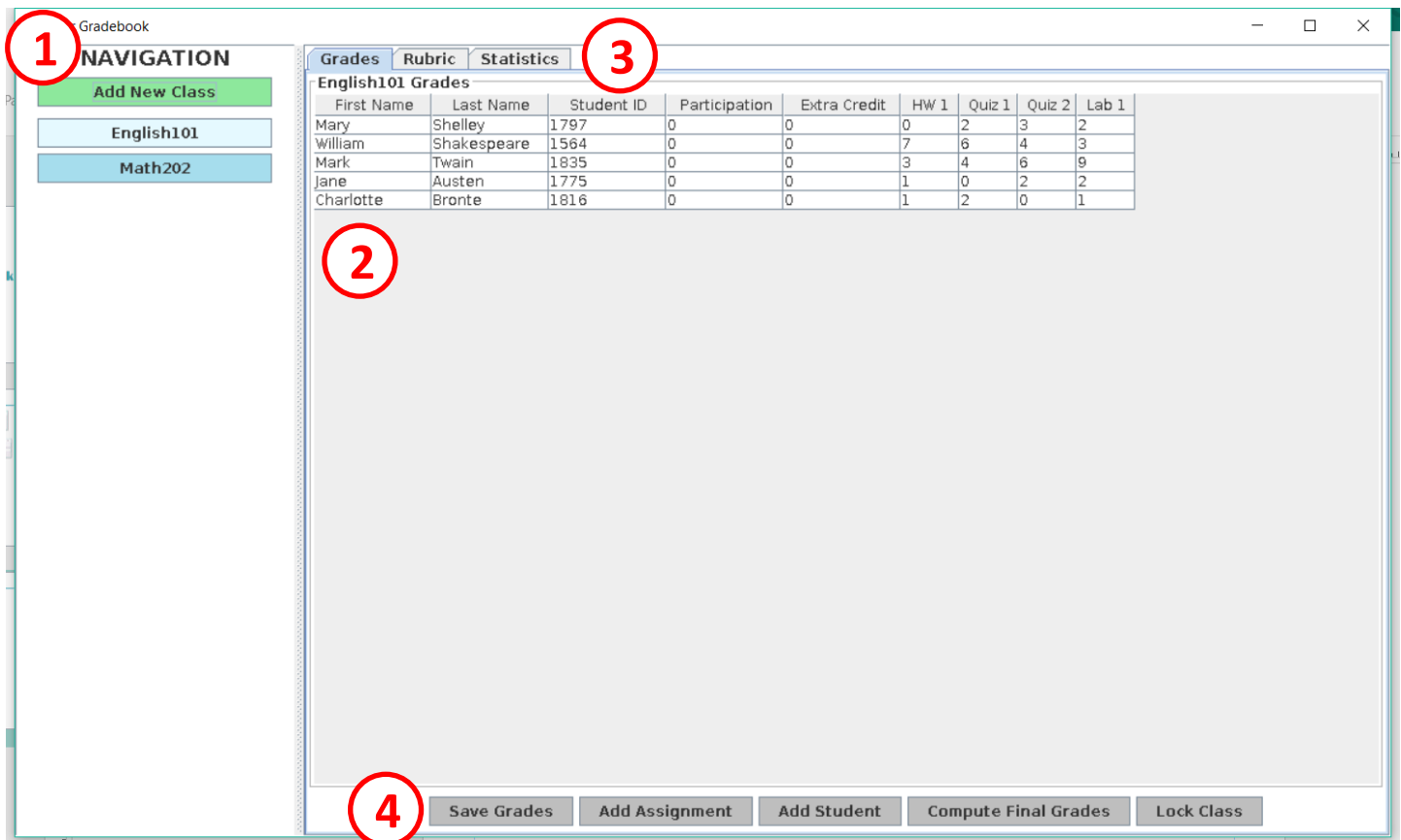
First time the program is opened the user authentication will pop up. Enter your password of choice and hit enter/the login button. You will then be prompted for your password again.

A screenshot of a software window titled "Authentication". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. The main content area has a light gray background. At the top, it says "Enter your password". Below this is a white text input field. To the right of the input field is a blue button with the word "Login" in white text.

Once your password is set up, the Add Class window will appear so you can add your first class. Proceed to section 8 to learn more about adding a class

A screenshot of a software window titled "Add Class". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. The main content area has a light gray background. It contains two labels: "Class Name:" and "Class Number:". Each label is followed by a white text input field. Below the input fields is a blue button with the word "Continue" in white text.

## 2. The User Interface



1. Sidebar navigation for easy access to different classes. Currently selected class is a faded blue, while selectable classes are a darker blue. To change between classes just click on the button to the class you which to view.
2. The main panel of the gradebook. Defaults to show the grades for the last edited class.
3. Tabs for access to rubric and statistics for each class
4. Buttons for different actions for the class.

### 3. The Grades Panel

The screenshot shows the 'Your Gradebook' application window. On the left is a 'NAVIGATION' panel with buttons for 'Add New Class', 'English101', and 'Math202'. The main area has tabs for 'Grades', 'Rubric', and 'Statistics'. The 'Grades' tab is active, showing a table titled 'English101 Grades'. The table has columns: First Name, Last Name, Student ID, Participation, Extra Credit, HW 1, Quiz 1, Quiz 2, and Lab 1. The data rows are: Mary Shelley (1797), William Shakespeare (1564), Mark Twain (1835), Jane Austen (1775), and Charlotte Bronte (1816). The 'Lab 1' column for Charlotte Bronte contains the value '1', which is highlighted with an orange box. An orange arrow points from the text 'Double click to edit grades' to this cell. Another orange arrow points from the text 'Click to save grades' to the 'Save Grades' button at the bottom of the table. The bottom of the window contains buttons for 'Save Grades', 'Add Assignment', 'Add Student', 'Compute Final Grades', and 'Lock Class'.

First Name	Last Name	Student ID	Participation	Extra Credit	HW 1	Quiz 1	Quiz 2	Lab 1
Mary	Shelley	1797	0	0	0	2	3	2
William	Shakespeare	1564	0	0	7	6	4	3
Mark	Twain	1835	0	0	3	4	6	9
Jane	Austen	1775	0	0	1	0	2	2
Charlotte	Bronte	1816	0	0	1	2	0	1

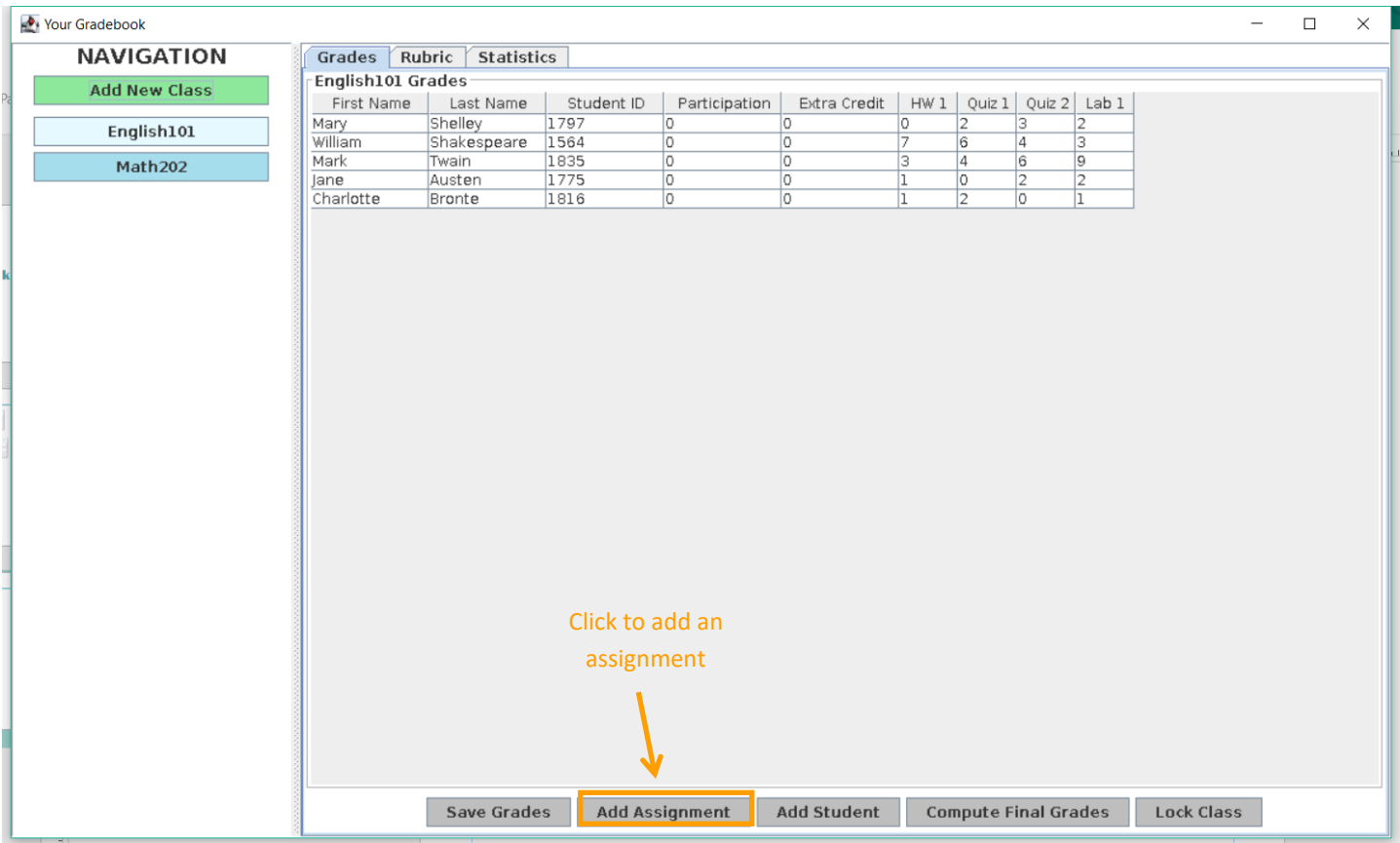
The grades panel is the default panel and it shows your last edited class. Here is where you can edit your class and add grades.

To edit a student's grade double click on the corresponding cell in the table and then input their grade, then just click the save grades button in order to save the grades. **\*\*Please note, if the save grades button is not pushed grades will not be saved.\*\***

Grades are input on a points-lost system. This means that if a student scored a 97 on a quiz that they lost 3 points, and a 3 should be added into the gradebook as their grade. **\*\*When inputting grades into the gradebook they cannot exceed the rubric value.\*\*** (More on the rubric in section 9.)

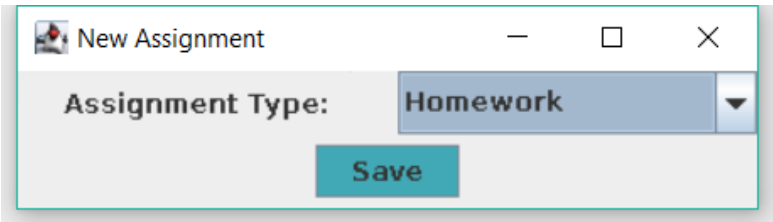
There are also buttons to add an assignment, add a student, compute the final grades, and to lock the class so it is no longer editable. More on those in the next sections.

# 4. Adding Assignments



To add an assignment, push the Add Assignment button.

A new window will pop up, use the dropdown menu to choose what type of assignment you would like to add and then click save. The new assignment will appear at the end of gradebook.



By default, all students have a grade input of 0 when a new assignment is added.

## 5. Adding Students

The screenshot shows the 'Your Gradebook' application window. On the left is a 'NAVIGATION' sidebar with buttons for 'Add New Class', 'English101', and 'Math202'. The main area has tabs for 'Grades', 'Rubric', and 'Statistics'. The 'Grades' tab is active, showing a table titled 'English101 Grades' with columns: First Name, Last Name, Student ID, Participation, Extra Credit, HW 1, Quiz 1, Quiz 2, and Lab 1. The table contains five rows of student data. Below the table is a large empty area. At the bottom of the main area are five buttons: 'Save Grades', 'Add Assignment', 'Add Student' (highlighted with an orange border), 'Compute Final Grades', and 'Lock Class'. An orange arrow points to the 'Add Student' button with the text 'Click to add a student'.

First Name	Last Name	Student ID	Participation	Extra Credit	HW 1	Quiz 1	Quiz 2	Lab 1
Mary	Shelley	1797	0	0	0	2	3	2
William	Shakespeare	1564	0	0	7	6	4	3
Mark	Twain	1835	0	0	3	4	6	9
Jane	Austen	1775	0	0	1	0	2	2
Charlotte	Bronte	1816	0	0	1	2	0	1

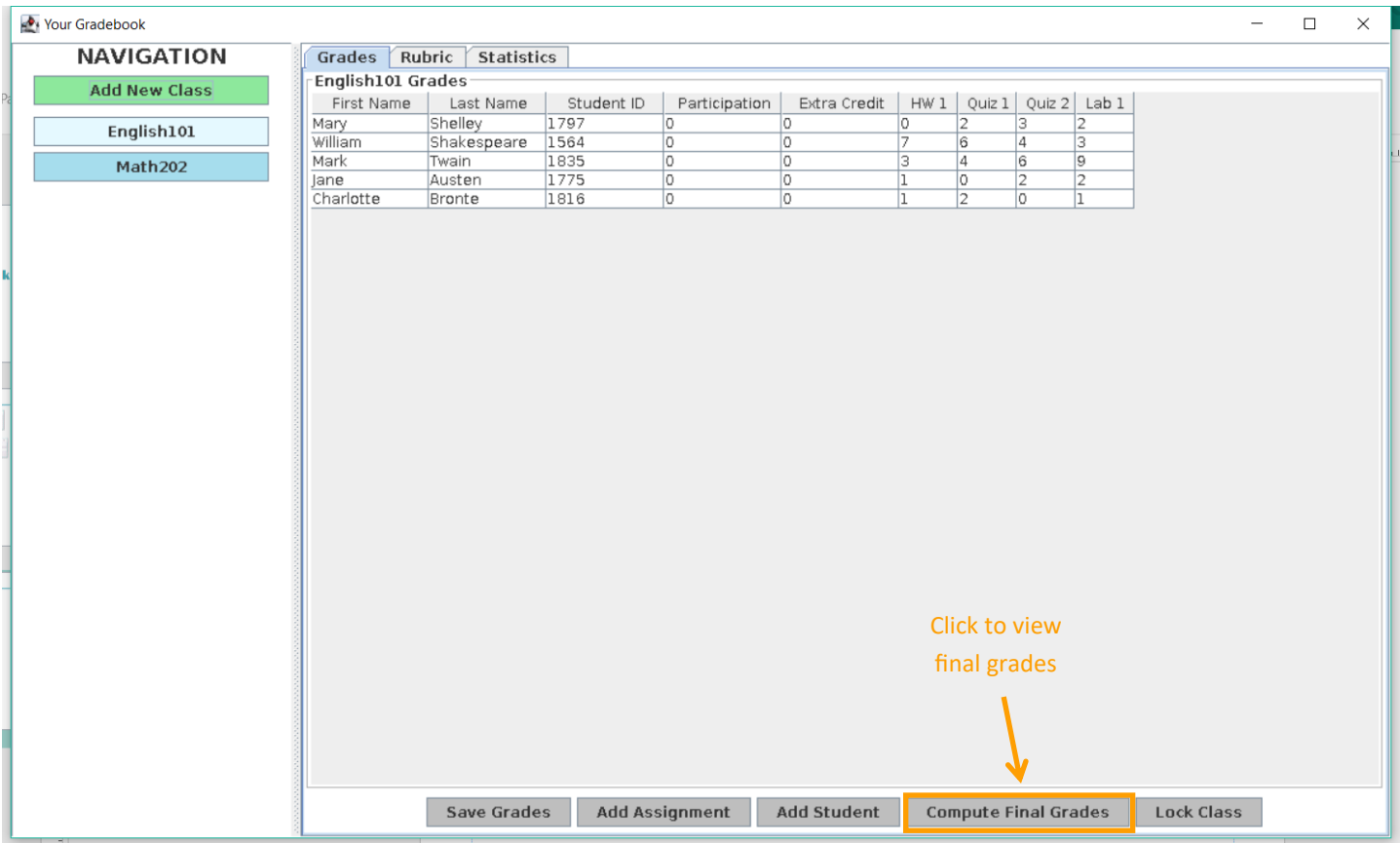
To add a student, push the Add Student button.

A new window will pop up, fill in all the information for the student and hit the save button. If you want to add another student hit the Save & Add Another button, which will bring up a new add student pop up. You can add as many students as you would like, then hit save.

The 'New Student' window is a small dialog box with a title bar. It contains three input fields: 'First Name:', 'Last Name:', and 'Student ID:'. Below the input fields are two buttons: 'Save' and 'Save & Add Another'.

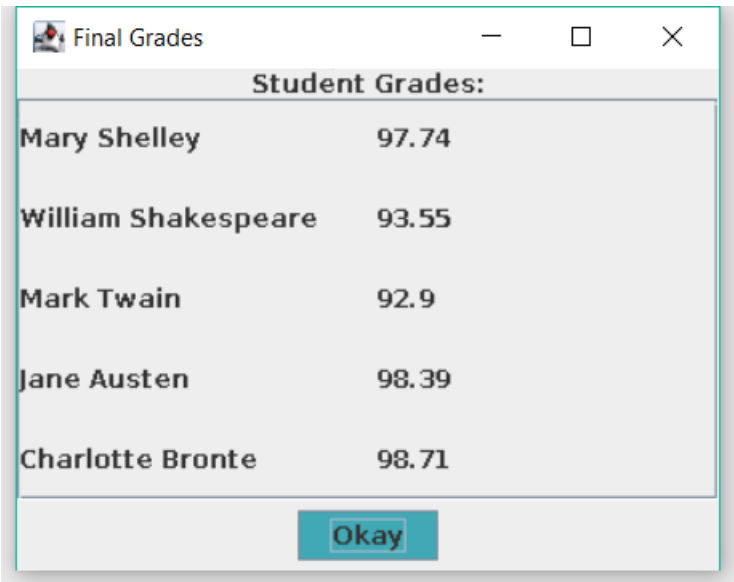
Please note that the Student ID must be numerical.

# 6. Final Grades



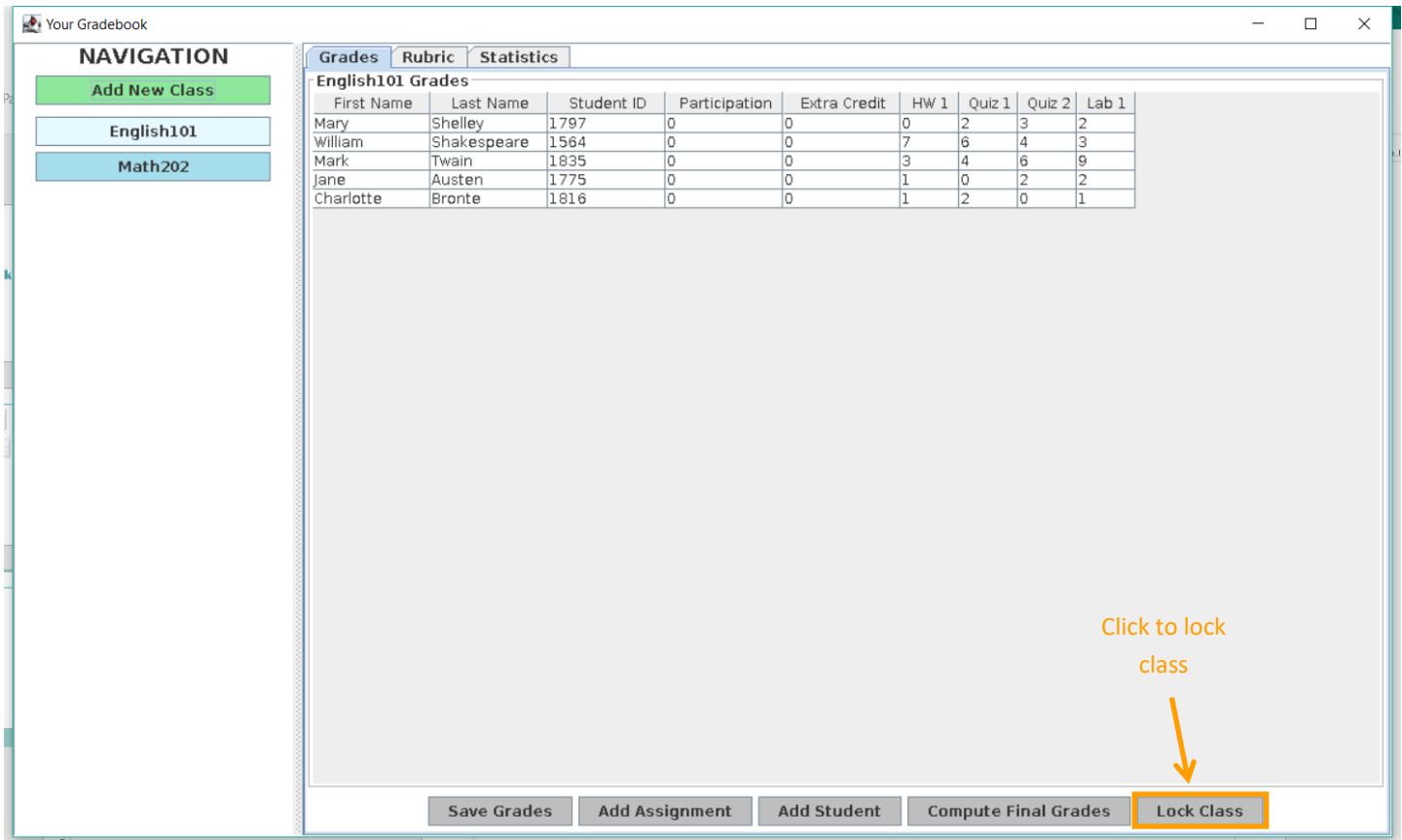
To view the student’s final grades, hit the compute final grades button.

A new window will appear with all of the students final grades. Hit okay when done viewing to close the window.



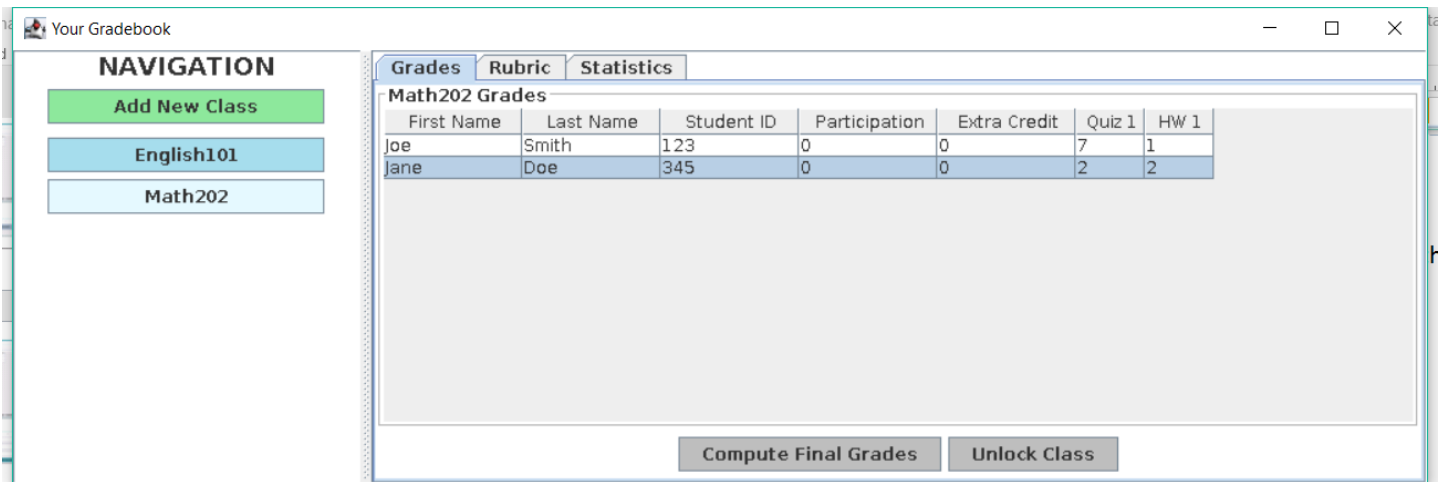


## 7. Locking Classes



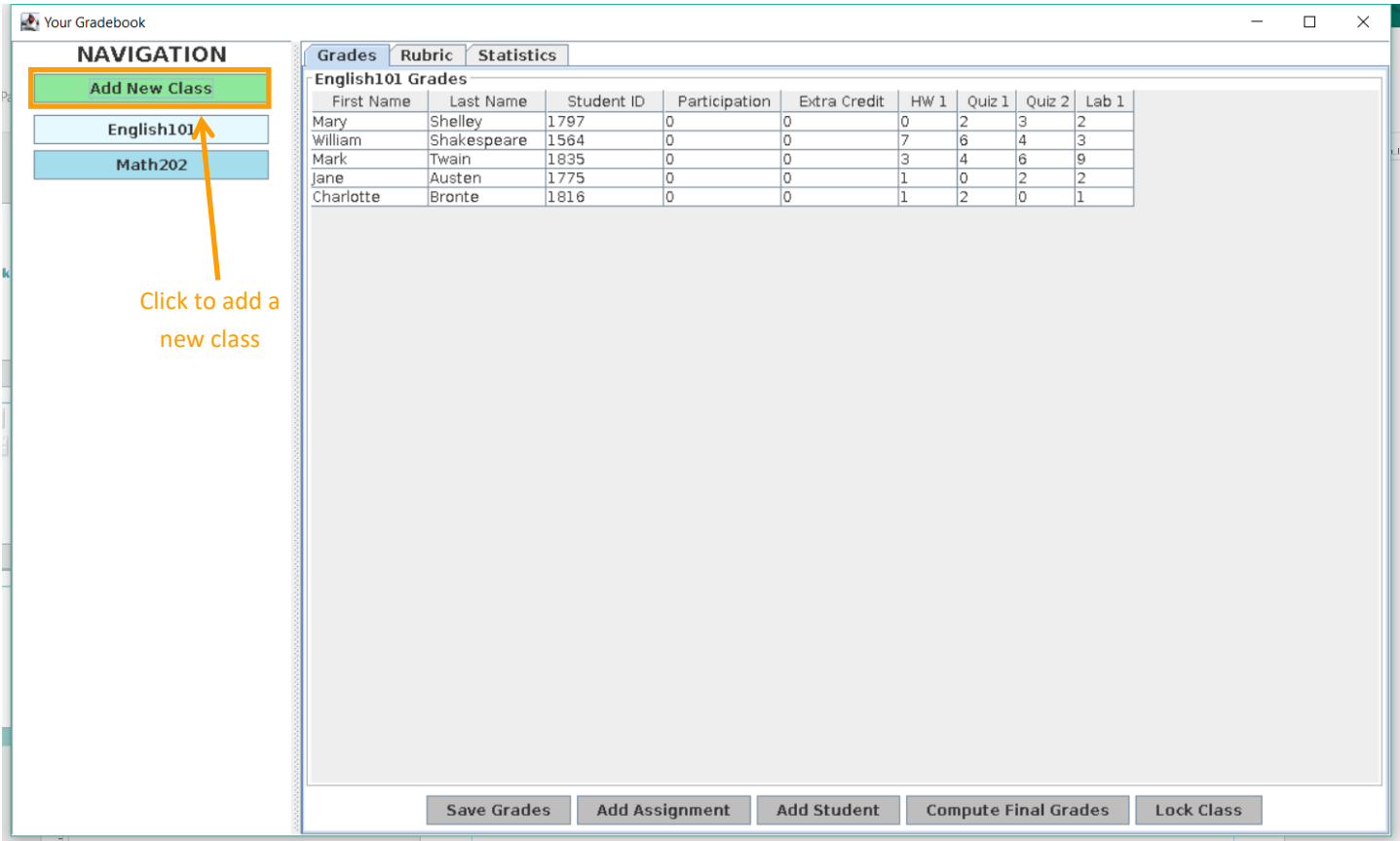
To lock a class so it can no longer be edited click the Lock Class button.

Once a class has been locked, it is still possible to unlock the class and compute the final grades.



Above is an example of what a locked class will look like.

# 8. Adding A New Class



To add a new class click the green Add New Class button located in the navigation sidebar.

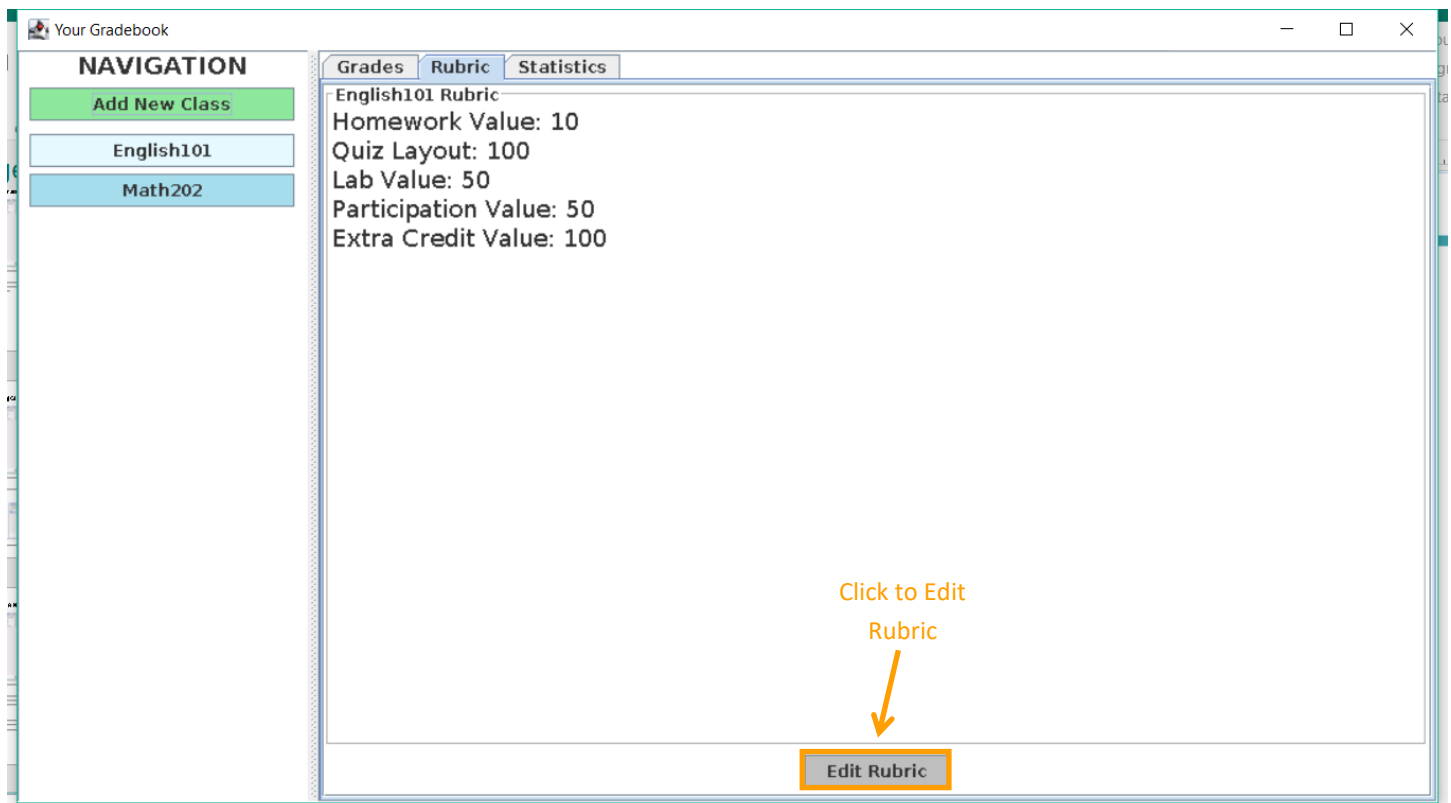
This will pull up the Add Class window. Fill in the Class Name and Class Number and hit continue. Class Number must be a numerical value.

The 'Add Class' window has a title bar with a close button. It contains two input fields: 'Class Name:' and 'Class Number:'. Below the 'Class Number' field is a blue 'Continue' button.

Then the New Student pop up will appear, and you can add all the students for your class. More on how to add a student in section 5.

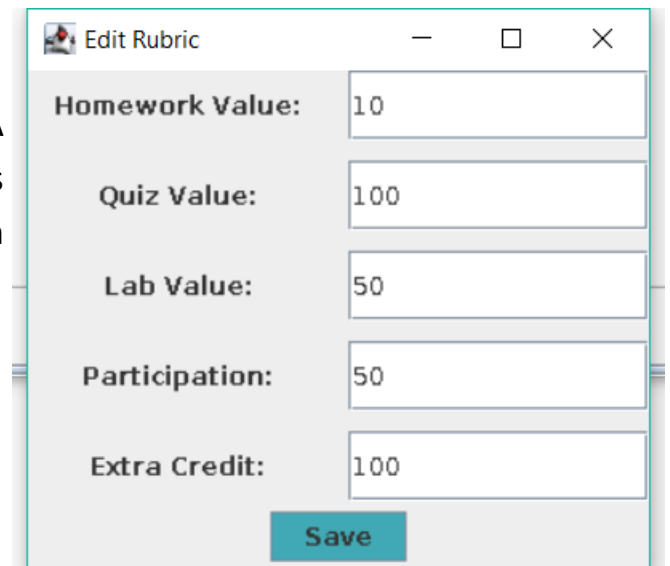
The 'New Student' window has a title bar with a close button. It contains three input fields: 'First Name:', 'Last Name:', and 'Student ID:'. At the bottom are two buttons: 'Save' and 'Save & Add Another'.

## 9. The Rubric Panel

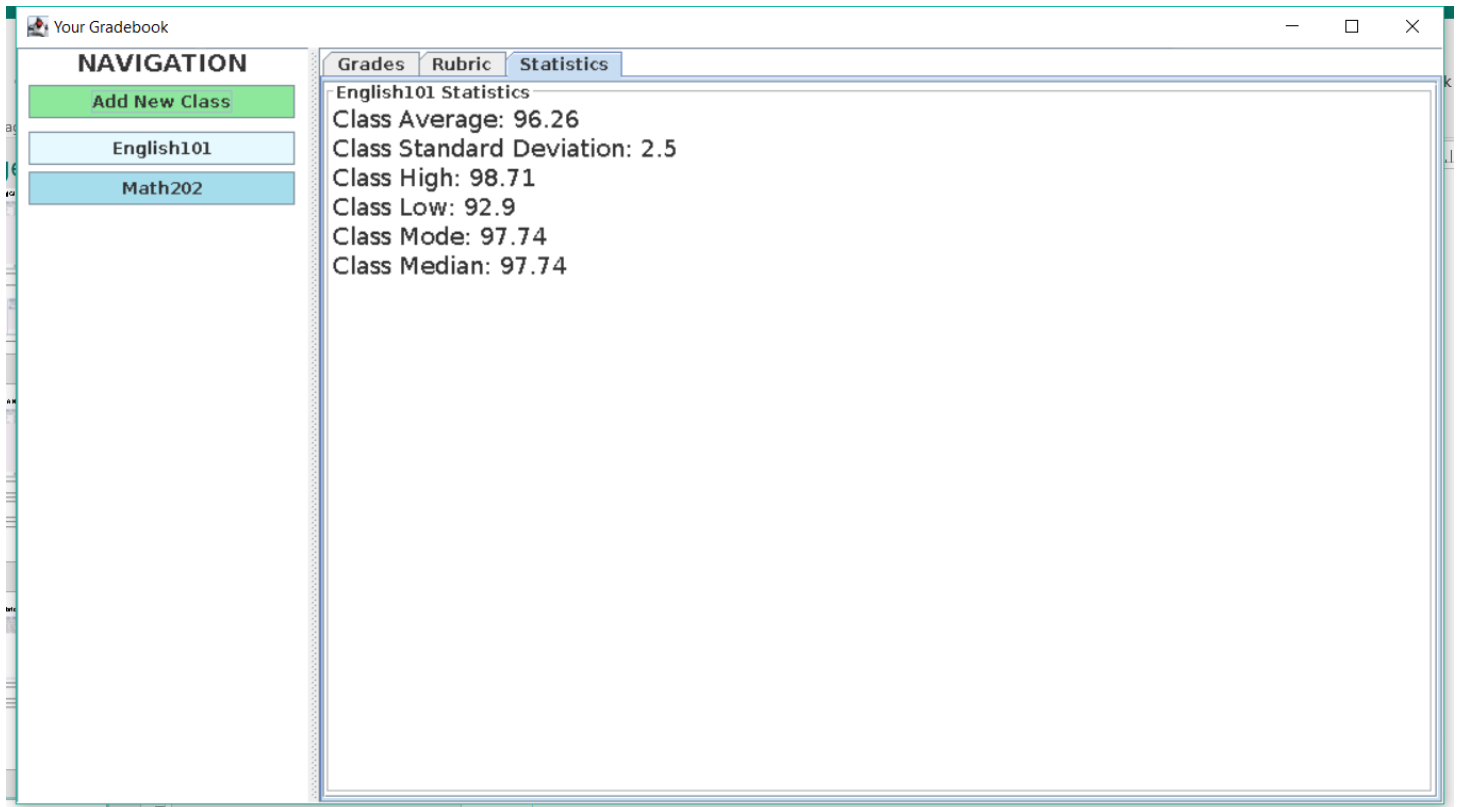


The Rubric Panel displays the rubric values for a specific class. Each new class created is pre-loaded with default rubric values.

To edit the rubric click the Edit Rubric button. A new window will appear where the rubric values can be edited. Hit save when you are satisfied with the rubric values.



# 10. The Statistics Panel



The Statistics Panel displays helpful statistics for your current class.