

The GradeBook

MANUAL

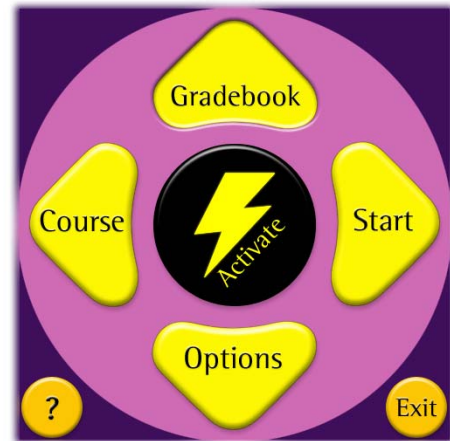
Introduction

The Gradebook is a feature of the EduGame! that allows you to track student's progress in between sessions and tests. The Gradebook allows you to do all of the following:

- Collect and track grades from tests and games
- Use hard-copy and electronic tests
- Scan tests using an Apperson or Pearson scanner
- Generate reports from grades that can track student progress and point out areas that the student may need help in.

The Gradebook is a powerful feature for teachers who wish to apply EduGame! use and tests to their teaching efforts.

To open the Gradebook click on the Gradebook button from the main EduGame! Menu.



First Steps

If this is your first time using the Gradebook, there are a few things you will have to do to get yourself set up. The following section will discuss how to set up a class and import your students.

The first time you open your Gradebook, the following screen will appear:

To create your first class, click on the **[New Class]** tab on top.

When prompted, enter the name of your class. You will probably want to just use the period, but depending on the scheduling system of your school, this may be different.

The screenshot shows the Gradebook software interface. At the top, there is a menu bar with "File", "Class", "Reporting", and "Help". Below the menu bar, there is a tab labeled "Anonymous" and a button labeled "[New Class]". The main area contains a table with the following columns: "Last Name", "First Name", "Remote", "Student Num", "Password", and "Session Average". The table is currently empty, with only the header row visible. At the bottom of the table, there is a yellow button labeled "Exit".

Last Name	First Name	Remote	Student Num	Password	Session Average
Class Average: 0					
1	Student	1			
10	Student	10			
11	Student	11			
12	Student	12			
13	Student	13			
14	Student	14			
15	Student	15			
16	Student	16			
17	Student	17			
18	Student	18			
19	Student	19			
2	Student	2			
20	Student	20			
21	Student	21			
22	Student	22			
23	Student	23			
24	Student	24			
25	Student	25			
26	Student	26			
27	Student	27			
28	Student	28			
29	Student	29			
3	Student	3			
30	Student	30			
31	Student	31			
32	Student	32			
33	Student	33			
34	Student	34			
35	Student	35			
36	Student	36			
37	Student	37			
..			

Your new class has been created!
 Now, there are two ways to add your students to the class.
 The first and easiest way for a few students is to click on **Add New Student**, and enter each student's name.

You can fill in the rest of the students' information on the actual class list by clicking on any of the cells and typing.

The alternate way of importing students is to use the Import From Excel feature. To use this feature, you will need a .xls/.csv file that contains any of the data types shown in the tables below.

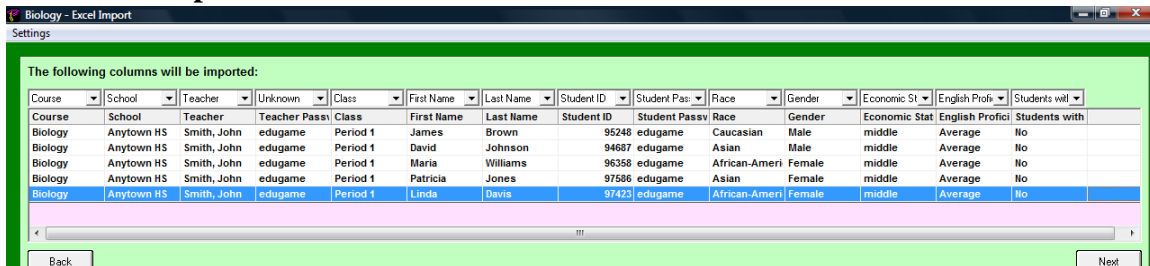
Course	School	Teacher	Class	First Name	Last Name	Student ID
Biology	Anytown HS	Smith, John	Period 1	James	Brown	95248
Biology	Anytown HS	Smith, John	Period 1	David	Johnson	94687
Biology	Anytown HS	Smith, John	Period 1	Maria	Williams	96358
Biology	Anytown HS	Smith, John	Period 1	Patricia	Jones	97586
Biology	Anytown HS	Smith, John	Period 1	Linda	Davis	97423

Race	Gender	Economic Status	English Proficiency	Students with Disabilities
Caucasian	Male	middle	Average	No
Asian	Male	middle	Average	No
African-American	Female	middle	Average	No
Asian	Female	middle	Average	No
African-American	Female	middle	Average	No

It is not necessary for your column headings to match perfectly, however if they do, the import process will be faster.

To import this table, when viewing a class, click on **File** in the top left corner of the screen, and then **Import from Excel**.

You will be prompted for the file, and whether or not it contains headers. After you have loaded the .xls/.csv file, check over the column headers to make sure everything matches up. Then click **Next**. At the confirmation screen, confirm everything again, and click **Import**.



Collecting Grades

Before beginning to report on your students, you need to collect grades. In the Gradebook, there are a few ways to do this, all explained below.

Note: Hard-Copy Testing and Polling are both automated ways of collecting grades. At the completion of the activity, the grades for each student, as defined by their wand number, are imported into the Gradebook class under the Session Name you chose at the beginning of the activity.

Collect Grades from Scanner

If you had your students use a scan form to take a test, and would like to use an Apperson or Pearson scanner to bring the grades into the Gradebook.

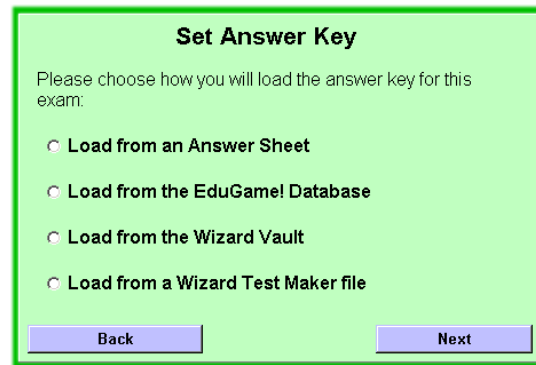
Start by clicking on **Collect Grades from Scanner** at the top of the class list. Then select whether you'd like to scan a new test, or append old grades and then choose where you will attain your answer key from.

Load from an Answer Sheet – Allows you to scan a scan form with the Key bubble marked to serve as the key.

Load from the EduGame! Database – Imports an activity from the EduGame! to use as a key.

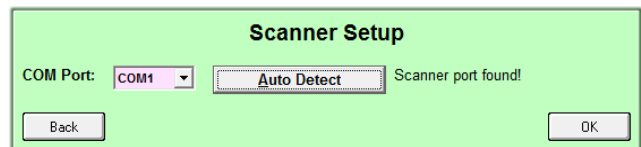
Load from Wizard Vault – Import a test from the Wizard Test Maker to use as a key.

Load from a Wizard Test Maker file – Load a Wizard Test file (.edu) as a key.



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Error Messages:

If you receive the following error message, click **Yes**.



Then choose **Auto Detect**, and click **OK**.

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Load from an Answer Sheet

Select Load from an Answer Sheet and click **Next**.

You will be prompted for the number of versions of the test. If you created more than one version (usually so that nearby students can not cheat) change the number in this text box, and later on you will have to scan your extra keys.

Scan your key, and make sure the KEY bubble at the top is filled in.

You will then be taken to the scanning screen.

Load from the EduGame! Database

Selecting this option will cause a box to appear from which you may select an EduGame! activity. Select an activity, and click **Next**. You will be brought to the scanning screen with the key for the activity loaded as the answer key.

Load from the Wizard Vault

Selecting Load from the Wizard Vault will display a list of all the exams in the vault of the Wizard Test Maker. Choose one, and click **Load!** and you will be brought to the scanning screen.

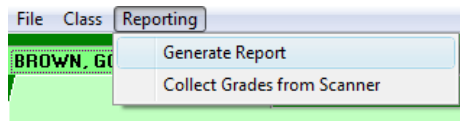
Load from a Wizard Test Maker File

Selecting this option brings up a dialog box for selecting the .edu file you will use as your key. After selecting it, you will be taken to the scanning screen.

Scanning

1. As you scan, if the student ID on the scan form matches the one in the Gradebook, grades will automatically be recorded. If not you will be prompted to choose which student the grade belongs to.
2. When you are finished, click **Save to Gradebook**.
3. When prompted, select a name for the test and click **OK**.

Viewing and Printing Reports



From the menus on top at the view classes screen, select **Reporting** and then **Generate Report**.

If your students have taken more than one test, you will be given the option to report on more than one test. At this screen you can select which tests to report on. After this, you will be brought to the Reports Menu. See “Choosing A Report Type” to learn about the different options. Choose your preferred options and then click **Generate Report**.

A screenshot of a software application's menu bar. The 'Report' menu is open, showing options: 'Export to Excel', 'Print Report', and 'Save Report to File'. Below the menu, there are tabs for 'Grid', 'Graph', and 'Grade Distribution'. A table is visible below the tabs.

	Raw	Percent	Grade 8 GO	Lev
Blue, Brittany	28	56%	Level 3	Lev
Brown, Colleen	31	62%	Level 3	Lev
Davis, Heidi	23	46%	Level 2	Lev
Davis, Jessica	26	50%	Level 3	Lev

The report will be shown. If this is not the report you wanted, select **Report** and **New Report**. If it is, select **File** and **Print Report**.

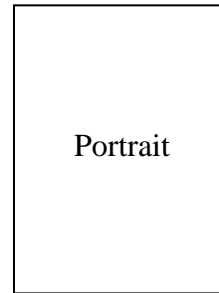
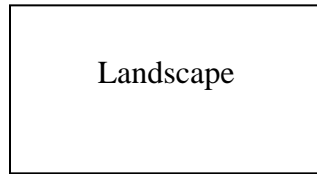
A screenshot of a dialog box titled 'Report Printing Options'. It contains several sections for configuring the report:

- Report Title:** A text field containing 'Comprehensive Analysis'.
- Color:** Radio buttons for 'Print in Black & White' and 'Print in Color' (selected).
- Orientation:** Radio buttons for 'Landscape' (selected) and 'Portrait'.
- Font:** A text field containing 'Arial 10' and a button with three dots.
- Grid Options:** Radio buttons for 'Color Text' (selected), 'Color Cell Background', and 'Don't Color Cells'.
- Print:** Radio buttons for 'Print hard copy' (selected), 'Print to PDF', and 'Print each report to a separate PDF file'.

At the bottom, there are buttons for 'Cancel', 'Preview', and 'Print'.

- Color – Determines whether your report will display in color.
- Grid Options – Determines how you want color to be displayed.
- Print – Selects whether you want to print the report onto paper or into a PDF file.

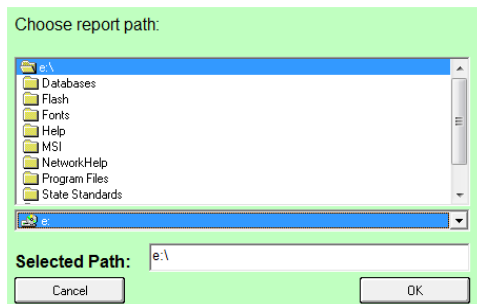
- Orientation – Determines the way the report is printed on the paper.



- Font – Allows you to choose which font to use.
- Print – **Print hard copy** allows you to choose a printer connected to your computer and print out an actual copy on paper. **Print to PDF** allows you to print all the reports you are making to a single PDF file. **Print each report to a separate PDF file** separates all the reports you are printing into multiple PDF files.

After you have selected all your preferred options, click “Print”

If you selected “Print Hard Copy,” your computer’s printing screen will appear. Select your printer, and change any options you would like to and then select Print



Selecting “Print to PDF” will display a path selection screen. You can select the disk drive to use from the dropdown list at the bottom, and then use the Folder Tree to choose the exact path. Then click “OK”

Choose a Report Type

Who to Report on

- Individual Class
- All Classes
- All Students
- Individual Students
- Demographics

Class:

What to Report on

- Objectives
- Item Analysis
- Student Responses
- Growth

Exam:

Root Topic:

Objective Depth:

Score Display Options

Score View:

Grade Range:

Min. Questions:

(Competency Levels will not be shown for goals with fewer than this many questions)

Who to Report on

Individual Class – Report focus for each student, with the class summary at the bottom.

All Classes – Report focus for each class that you teach. Reports on this setting do not go deeper than the class level.

All Students – Report focus for all students in all classes you teach. Reports on this setting go all the way down to the student level.

Individual Students – Brings up a list from which you may select which students to generate the report for.

Demographics – Report for each demographical category for which you have data.

Filter by Level – Displays a list of grade ranges to generate reports for.

What to Report on

Objectives – Reports on the standards (goals or objectives) for your subject. These have been extracted from your district’s standards.

Thinking Skills – Reports on the type of question: Organizing, Applying, Analyzing, Generating, Evaluating.

Item Analysis – Reports the percentage of students who selected each answer.

Student Responses – Reports on which answer each student selected. A correct answer is denoted by -

Growth – Reports on the difference in grades between two tests. You need to have two tests selected to use this option.

Specifications:

- Exam – Determines for which exam to generate the report.
- Grade Range – Chooses which map to use to organize the scores by level.

- Score View – Chooses what type of scores to display under the objectives.
- Class – Determines which class to use for the report.
- Root Topic – Determines at what point in the objective tree the classifications will begin from. You will most likely want to set this to Grade Level.
- Objective Depth – Determines to what extent the Objectives will be analyzed. Set to at least 3 for a descriptive report.
- Min. Questions – Dictates the number of questions needed before the report will assign a level to the objective. Instead a percentage will be shown.

Example:

Performance on Individual Standards		
Algebra I	1:	3:*
Level 4	Level 4	82%

* Not enough questions to accurately gauge competency levels.

Examples

Who to report on controls what each row is. These examples will display those titles.

Individual Class

Alexander, George	31	91%	L
Brown, Jean	20	59%	L
Green, Kayla	28	82%	L
Hamilton, Patricia	28	82%	L
Johnson, Samuel	29	85%	L
Mer, Lisa	30	88%	L
Ruth, Timothy	22	65%	L
Walsh, Marc	29	85%	L
Williams, Kristin	22	65%	L
02	27	79%	L
# of Questions			

All Classes

01	27	80%	92%	L
02	27	79%	100%	L
BROWN, GORDON	27	80%	95%	L
# of Questions				

Demographics

Black	28	81%	Le
Female	26	78%	Le
Hispanic	29	85%	Le
Male	28	82%	Le
White	27	79%	Le
BROWN, GORDON	27	80%	Le

What to report on controls what each column is. These examples will display those titles.

Objectives

Raw	Percent	Algebra I 1:	1.02	1.01	3:	3.01	3.02
31	91%	Level 4	Level 4	Level 4	Level 4	Level 4	Level 4
26	76%	Level 4	Level 4	Level 4	Level 3	Level 3	Level 4
20	59%	Level 3	Level 3	Level 4	Level 2	Level 4	Level 4
29	85%	Level 4	Level 4	Level 4	Level 3	Level 2	Level 4

Thinking Skills

Percent	Level	Average	Organizing	Applying	Analyzing	Generating	Evaluating
91%	Level 4	Level 4	Level 4	Level 4	Level 4	Level 4	Level 4
76%	Level 4	Level 4	Level 3	Level 4	Level 3	Level 4	Level 4
59%	Level 3	Level 3	Level 2	Level 4	Level 4	Level 4	Level 2

Item Analysis

	Standard	Average	Answer A)	Answer B)	Answer C)	Answer D)	Omit
Q 1	1.02	76%	76%	6%	6%	12%	0%
Q 2	1.02	100%	0%	0%	100%	0%	0%
Q 3	1.01	35%	59%	0%	0%	35%	6%

Student Responses

	Avg	Raw	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9
All Students	76%	31	76%	100%	35%	100%	94%	82%	71%	71%	41%
Goal			1.02	1.02	1.01	1.02	1.02	1.01	1.01	1.02	1.02
Correct Answer			A)	C)	D)	D)	D)	B)	B)	C)	C)
Alexander, George	90%	36	•	•	•	•	•	•	•	•	•
Bird, Inn	68%	27	C)	•	•	•	•	•	•	•	•

Growth

Percent	Algebra I First Benchmark	Algebra I Benchmark 2	% Growth
95%	Level 4	Level 4	+6%
84%	Level 4	Level 4	+14%
75%	Level 3	Level 4	+31%
90%	Level 4	Level 4	+10%
84%	Level 4	Level 4	+3%

Legend: ✕

- Level 4 (69% - 100%)
- Level 3 (48% - 68%)
- Level 2 (31% - 47%)
- Level 1 (0% - 30%)

The buttons at the top adjust how you view the report. If you wish to display the Legend, click the “View” button at the top right corner. The Legend tells you which colors and scores correspond with which grade range.

