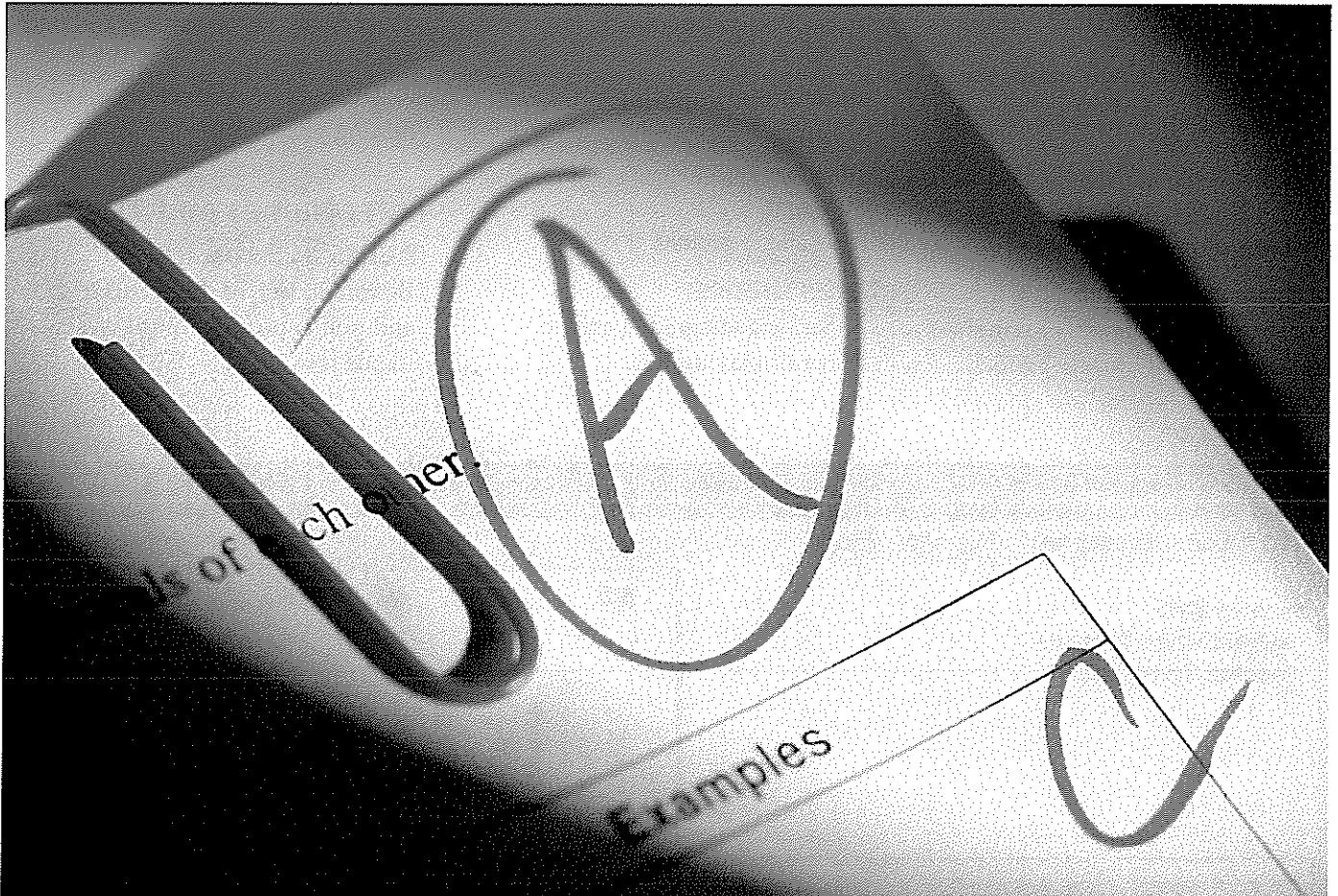# Gradekeeper

Gradekeeper has 4 primary rolls:

1. Enter assignments and scores
2. Take attendance
3. Create seating charts
4. Create Reports

Getting Started:

1. Download the program from the web site www.gradekeeper.com and save it onto your computer

2. Click on the saved file "gk-setup.exe" to install Gradekeeper on your computer
3. Click "Next" a number of times and then click "Finish"
4. Open Gradekeeper
5. Select "Enter Code"
6. Enter ID Name: **Kennedy Center – BYU**
7. Enter Code: **358337**
8. Select "School License" not "Individual License"

Setup the Program:

- Gradebook options
- Enter Names and Assignments
- Enter Attendance
- Seating chart
- Reports

The website has a quick tour with FAQs.

Program Setup

Setting Gradekeeper Options:

1. Select "Gradebook" from the menu options and select "Gradebook Options"
2. Change School Year, Categories, Grading, Letter Grades, Scores, and Attendance options

School Year:

1. Set quarters, terms, or semesters
2. Define dates of time period

Categories:

1. Set Tests, Homework, etc.
2. Set weights
3. Set number of dropped scores

Grading:

1. Set percent the final exam represents the grade
2. Round to options

Letter Grades:

1. Set percentages for grades
2. Set display modes

Scores and Attendance:

1. Set Score abbreviations and definition of scores
2. Set number of absences for determining grade drop

Enter Names and Assignments See Below.

Be sure to put in the accurate date and points possible in the assignments row.

China Teachers - Gradekeeper

File   Edit   Gradebook   Reports   Help

school: BYU
subject: China Teachers
teacher: Trevor Cox

| | | | 8/2 | 8/3 | 8/4 | 8/5 | 8/8 | 8/9 |
| | | | Writing Homework 100 points | Oral Practice Homework 50 points | Writing Homework 100 points | Oral Practice Homework 50 points | Writing Homework 100 points | Mid-Term Tests 150 points |
#	Student	Grade	1	2	3	4	5	6
1	Lizzy Wallin	92.7% A-	100	50	85	50	95	130
2	Jonathan Shumway	80.9% B-	95	45	60	10	95	140
3	Paige Guthrie	82.7% B-	90	40	65	15	95	150
4	Andrew Jackson	88.2% B+	85	45	70	50	95	140
5	Brock Cutler	76.4% C	50	30	75	25	95	145
6	Jessica Moose	90.0% A-	75	50	100	30	95	145
7	Meagan Steele	81.8% B-	70	20	85	35	95	145
8	Sarah Marchado	84.5% B	75	15	90	40	95	150
9	Caleb Harris	81.8% B-	60	10	95	45	95	145
10	Paul Chatterton	80.9% B-	55	5	100	50	95	140

Drop Assignments:
1. Select "Gradebook" from the menu options
2. Select "Gradebook Options" from the drop down list
3. Select the "Categories" tab
4. Under "Homework" change the "Drop" number

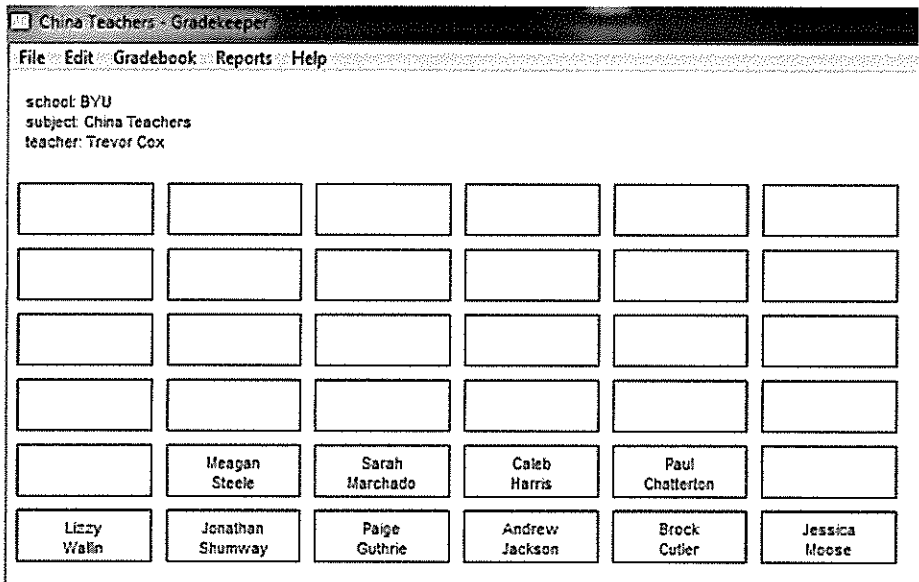## To the right is an example of grading after the computer drops two homework assignments.

China Teachers - Gradekeeper

File   Edit   Gradebook   Reports   Help

school: BYU
subject: China Teachers
teacher: Trevor Cox

| | | | 8/2 | 8/3 | 8/4 | 8/5 | 8/8 | 8/9 |
| | | | Writing Homework 100 points | Oral Practice Homework 50 points | Writing Homework 100 points | Oral Practice Homework 50 points | Writing Homework 100 points | Mid-Term Tests 150 points |
#	Student	Grade	1	2	3	4	5	6
1	Lizzy Walin	94.3% A	100	50	85	50	95	130
2	Jonathan Shumway	93.8% A	95	45	60	10	95	140
3	Paige Guthrie	93.8% A	90	40	65	15	95	150
4	Andrew Jackson	94.3% A	85	45	70	50	95	140
5	Brock Cutler	86.3% B	50	30	75	25	95	145
6	Jessica Moose	97.5% A+	75	50	100	30	95	145
7	Meagan Steele	90.0% A-	70	20	85	35	95	145
8	Sarah Marchado	93.8% A	75	15	90	40	95	150
9	Caleb Harris	95.0% A	60	10	95	45	95	145
10	Paul Chatterton	96.3% A	55	5	100	50	95	140

China Teachers - Gradekeeper

File   Edit   Gradebook   Reports   Help

school: BYU
subject: China Teachers
teacher: Trevor Cox

August 9, 2011

| | | | Tuesday August 2, 2011 | Wednesday August 3, 2011 | Thursday August 4, 2011 | Friday August 5, 2011 | Monday August 8, 2011 | Tuesday August 9, 2011 |
#	Student	Ab/T	1	2	3	4	5	6
1	Lizzy Walin	3 / 0	Ab		Ab		Ab	Ex
2	Jonathan Shumway	0 / 1		T			Ex	Ex
3	Paige Guthrie	2 / 1	Ab	T			Ab	Ex
4	Andrew Jackson	2 / 0	Ab	Ab				Ex
5	Brock Cutler	1 / 1	Ab	T				Ex
6	Jessica Moose	1 / 0			Ab			Ex
7	Meagan Steele	0 / 1	T					Ex
8	Sarah Marchado	1 / 0			Ab		Ex	Ex
9	Caleb Harris	1 / 0			Ab			Ex
10	Paul Chatterton	1 / 0		Ab				Ex

Enter Attendance:
1. Select "Reports" from the menu options
2. Select "Attendance" from the drop down list
3. Enter Ab for absent, T for tardy, or Ex for excused

Program Setup (cont.)

File   Edit   Gradebook   Reports   Help

school: BYU
subject: China Teachers
teacher: Trevor Cox

	Meagan Steele	Sarah Marchado	Caleb Harris	Paul Chatterton	
Lizzy Wallin	Jonathan Shumway	Paige Guthrie	Andrew Jackson	Brock Cutler	Jessica Moose

Enter Attendance:
1. Select "Reports" from the menu options
2. Select "Seating Chart" from the drop down list
3. Click and drag the names to change seat location

Create Reports:
1. Reports may be created based on Class, Students, or Assignments
2. Click on Reports in the menu options
3. Select by Class: Class Grades, Class Summary, Attendance Totals, Attendance Summary
4. Select by Students: Student Scores, Student Summary, Student Attendance
5. Select by Assignment: Assignment Scores, Missing Assignments

school: BYU

August 9, 2011
subject: China Teachers
teacher: Trevor Cox

Student	Points	Possible	Term
Lizzy Wallin	330	350	94.3% A
Jonathan Shumway	375	400	93.8% A
Paige Guthrie	375	400	93.8% A
Andrew Jackson	330	350	94.3% A
Brock Cutler	345	400	86.3% B
Jessica Moose	390	400	97.5% A+
Meagan Steele	360	400	90.0% A-
Sarah Marchado	375	400	93.8% A
Caleb Harris	380	400	95.0% A
Paul Chatterton	385	400	96.3% A
Average	364.5	390	93.5% A

Using Gradekeeper
What is Gradekeeper? Why would you want to use it?

1. **Download** Gradekeeper and setup, *make sure you have an icon on the desktop*

2. Go into program and **setup a class**:
   Become acquainted with the **Toolbar** on the top of the screen
   (File, Edit, Gradebook, Reports, Help)
   Click on each **button** to see what is available (especially the **Help** button)
   Change **default displays** to your specific university, class, term and instructor
   Click on the **Gradebook button** and then **Gradebook options** (suggestions)
   Update the Six Tabs for your specific classes
   School year – select one term, **school week** – select one day (*generally*)
   Enter the starting and ending dates of the term
   Categories – Homework, attendance, speeches, tests (*category weights?*)
   (Make sure that the total of the categories scores = 100.)
   Grading – Final exam (skip), Rounding – may not be necessary
   Letter grades – Universities want scores – display options
   Scores (*exceptions*) - What to do with absents, sickness, excuses?
   Attendance (*exceptions*) – Effect on grades?

3. Look at the resulting roll sheet – notice that all class periods are displayed.
   Indicate any **class periods** that you will not be meeting.
   Use Gradebook button/menu to display both **student id** and/or **name.**

4. Enter **students** and **id's** (Use example on second handout).
   Click on the student id field for the id and then tab to the student name field
   (You will have to move the cursor to the id field)
   Hit the esc key when you are done entering students

5. Enter **assignments** (Use example on second handout).
   Columns are for assignments.
   Click the assignment field in an empty column.
   Enter the date, name, category and the points possible for the assignment.
   Enter a score for each student in the class.
   (Select an assignment and change the number of points possible – what happens?)

6. Use Edit button for **sorting options**.
   Generate list of students sorted by grade.
   Generate list of students sorted alphabetically with assignments sorted by date.

7. Generate reports using the **Report button.**
   Report 1 – Class Summary
   Report 2 – Student Scores

8. Misc – **Deleting** students and assignments, creating an **excel format** file

Gradekeeper

Gradekeeper is a computer software program that teachers can use for classroom management to:
- Enter students' names and/or IDs
- Take attendance
- Create seating charts
- Enter assignments and scores
- Generate grades and reports

Getting Started:
- Download program from the web site and save on your computer
- Click on the saved program to install on your computer
- Enter **ID Name**: Kennedy Center – BYU
- Enter **Code**: 358337

Set-up the Program:
- Gradebook options
- Edit options
- Class role information
- Sorting options
- Attendance grid
- Seating chart
- Reports

Miscellaneous:
- Gradekeeper is a shareware product –
- BYU China Teachers have purchased a site license
- Current version – 6.7
- Web site – www.gradekeeper.com
  Get information about
  - Downloading software
  - Quick tour (Tutorial)
  - Frequently Asked Questions (FAQ)

Help – Contact Paul Rasmussen (Email: pauldianarasmussen@yahoo.com)

Peking University
Oral English – Class 10A (Tuesday 10:10am)
Paul Rasmussen

August 10, 2011

#	ID	Student	Grade	8/6 Journal 1 Homework 30 points	8/12 Quiz 1 Participation 10 points	9/5 Speech Speaking 100 points	10/6 General Participati... Participation 40 points
				1	2	3	4
1	10827801	ABITOR, Cheng Peng	68%	25	Exc	89	10
2	10827812	ROBBIE, Zhou Maxun	78%	15	6	94	36
3	10827813	DAWN, Wu Dan	89%	26	7	96	34
4	10827817	VINCENT, Wang Hui	84%	30	5	87	27
5	10827819	JAMES, Yang Pingjian	66%	13	5	90	24
6	99999999	SMITH, Yang Yanjie	86%	30	10	84	27