

Setup LiveGrades Gradebook Cheat Sheet

Every new gradebook added to your LiveGrades (whether it's the beginning of the year or second semester) needs to be setup.

1. Log into LiveGrades: <http://webtools.citynet.net>
2. Go into a gradebook by clicking on the class name
3. Click on UPDATE CLASS

The screenshot shows the 'COMP LIT 6 - Class View' page. The 'Update Class' button is circled in red. The page displays class information, a list of students, and an 'Assignments' table.

Name	Number	Average
Arbogast, Shelby	750013834	N/A
Arbogast, Trenton	750014001	N/A
Armstrong, Connor	750014734	N/A
Armstrong, Violet	750014497	N/A
Barrickman, Gracie	750014468	N/A
Bartlett, Rhiannon	750014392	N/A
Bell, Jole	750014469	N/A
Bell, Lindsey	750014507	N/A

Student	Absences	Tardies
Arbogast, Shelby L	0	0
Arbogast, Trenton L	0	0
Armstrong, Connor B	0	0
Armstrong, Violet J	0	0
Barrickman, Gracie M	0	0
Bartlett, Rhiannon D	0	0
Bell, Jole A	0	0
Bell, Lindsey M	0	0

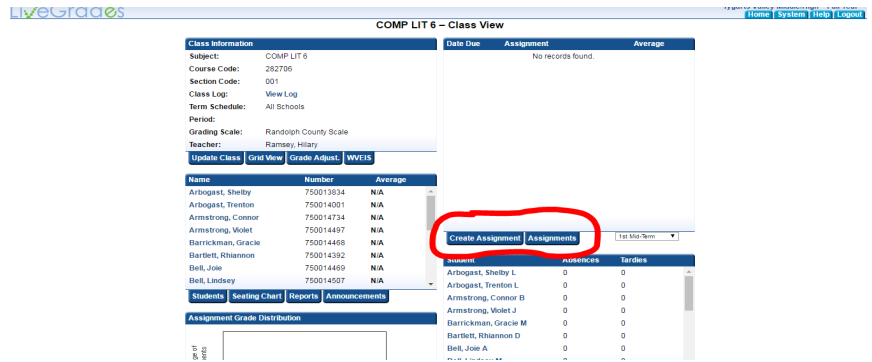
4. Under CLASS NICKNAME you can change the name of the class. For example, I might name mine 8th Period Computer Class.
5. Choose Your GRADE SCALE. For all our classes at TVMHS, except dual-credit, we pick the RANDOLPH COUNTY SCALE.
6. Pick your SCORING METHOD. If you do everything in percents, leave as percents. If you use points, select points.
7. Under TEACHERS, you may choose to share your gradebook with your inclusion teacher. They will have full access to add/change grades if you check the checkbox next to their name.
8. Under OBJECTIVE SETS, you can add your CSOs so that they will be available every time you make an assignment and would like to pick which standard that assignment covers (we called this "tagging" standards in Engrade).
9. Click UPDATE when you have done all the above. This will save your changes.

The screenshot shows the 'COMP LIT 6 - Update' page. The 'Class Nickname', 'Grading Scale', 'Scoring Method', 'Teachers', and 'Add Objective Set' buttons are circled in red.

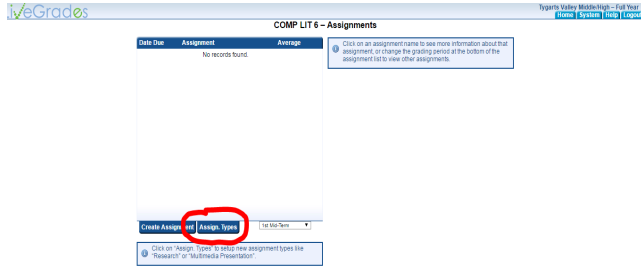
Class Name: COMP LIT 6
Course Code: 282706
Section Code: 001
Class Nickname: COMP LIT 6
Grading Scale: Randolph County Scale
Scoring Method: Points
Given Grade Only:
School: Tygart's Valley MiddleHigh
School Term: Full Year
Reporting Interval: All Schools
Teacher Person: Choose a reporting interval
Teachers: Popkin, Jennifer
 Postelwaik, Matthew
 Ramsey, Hilary
 Ramsey, Matthew 'Scott'
 Silva, Deborah
Objective Sets: None
Add Objective Set
Title Text Color:
Title Background:

10. Now you need to setup categories for your assignments. In your gradebook, click ASSIGNMENTS.

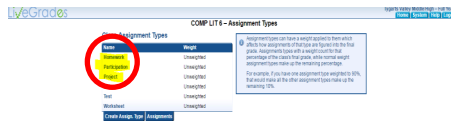
11. LiveGrades gives you categories that you need to edit to reflect the Randolph County Grading Policy. You will be editing and deleting the preset LiveGrades categories.



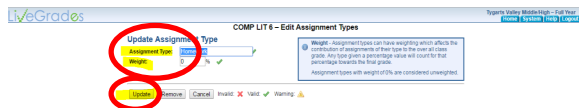
12. Click on ASSIGN. TYPES



13. Click on HOMEWORK.



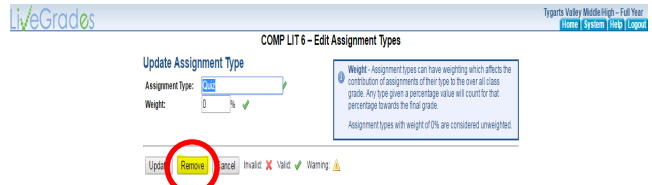
14. On next screen, take out where it says Homework and type Formal . Put in 64 for the weight. Then click UPDATE.



15. Click on PARTICIPATION. On the next screen, take out where it says Participation and type Informal. Put in 16 for the weight. Then click UPDATE.

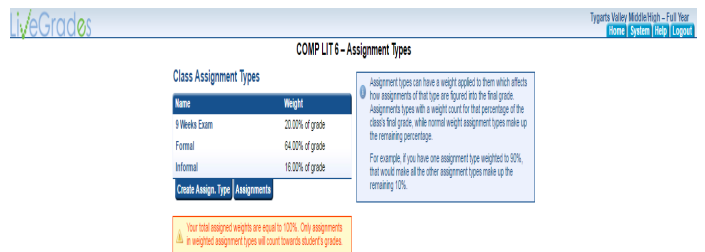
16. Click on PROJECT. On the next screen, take out where it says Project and type 9 Weeks Exam. Put in 20 for the weight. Then click UPDATE.

17. Now we need to take out the categories you won't be using. Click on QUIZ. And on the next screen, click REMOVE.



18. Repeat step 15, but this time click on QUIZ, TEST and WORKSHEET and remove all these categories one at a time.

19. Your CLASS ASSIGNMENT TYPES page should look like below when you are done.



Follow the directions, steps 1 through 18 for EVERY gradebook you have.