

# eSchoolBook

This training guide explains how to add grades in eSchoolBook.

To add grades in eSchoolBook:

1. Upon logging into eSchoolBook, click on the Class Administration tab.

Code	Cycle	Class	Subject	Start	End
ult/bell A		556/1/30	<a href="#">Business Technology</a>	12:00	12:00

Click on a Subject to view

2. Click on one of your classes.
3. Click on the Grades tab and then the Spreadsheet link. This will show the assignments you previously added and you will be able to enter grades.

Student	Points	Score	Test 50 (tools)	Welcome to Diigo Group Forum 5 (tools)	My Research Topic Forum 5 (tools)	Diigo Bookmarks 25 (tools)	Review Bookmarks 10 (tools)	Summing it all Up Forum 5 (tools)
Bingaman, Sarah R. (26188)	89 / 100	89 - B	45	5	5	20	9	5
Reich, Jehoshaphat C. (25468)	99 / 100	99 - A	50	5	5	25	9	5
Sheets, Ashley E. (25488)	86 / 100	86 - B	40	5	5	23	9	4

Color Legend: | Not Yet Graded | Student Exclusion | Excluded | Incomplete | Missing | Failing Grade

4. Notice you can also Add New Assignment in this view.
5. Be sure to click Update when you are finished adding grades.

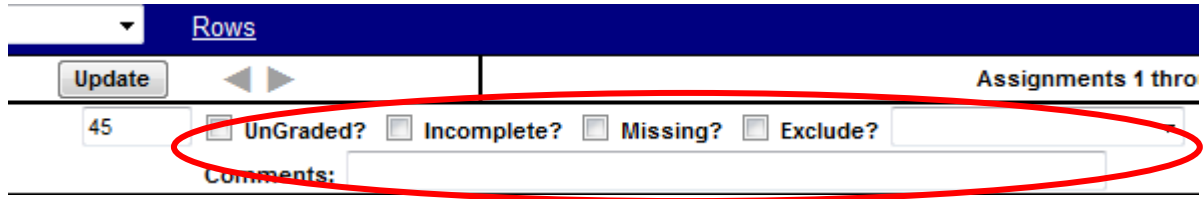
6. Some additional functionality when adding grades:

You can mark grades as Ungraded, Incomplete, Missing, or Excluded

Ungraded and excluded will NOT be averaged in the grade

Incomplete and missing will be averaged as ZEROs.

You can include a Comment along with these selections. (Use the dropdown at the right)



When you choose any of these selections, they are color coded:

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Color Legend: | **Not Yet Graded** | Student Exclusion | **Excluded** | **Incomplete** | **Missing** | **Failing Grade**

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Clicking on the Crosshairs button adds a yellow row and column indicator to make it easier to keep your place when adding grades.

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