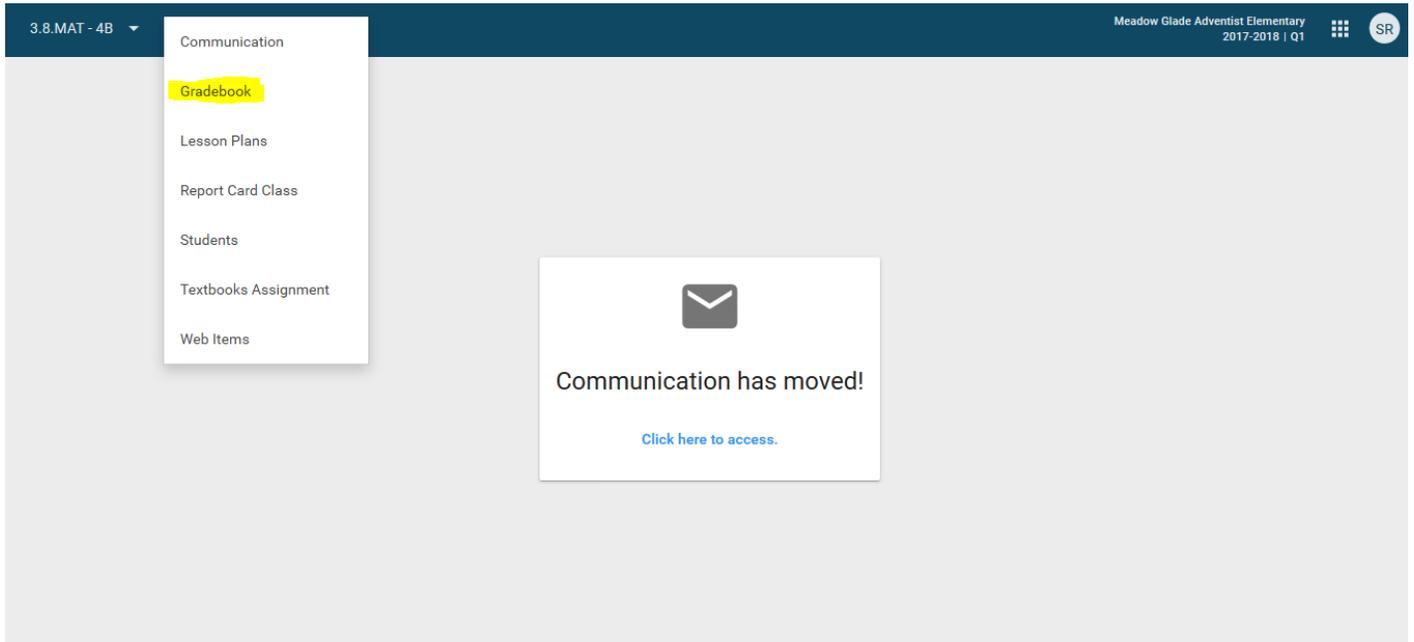
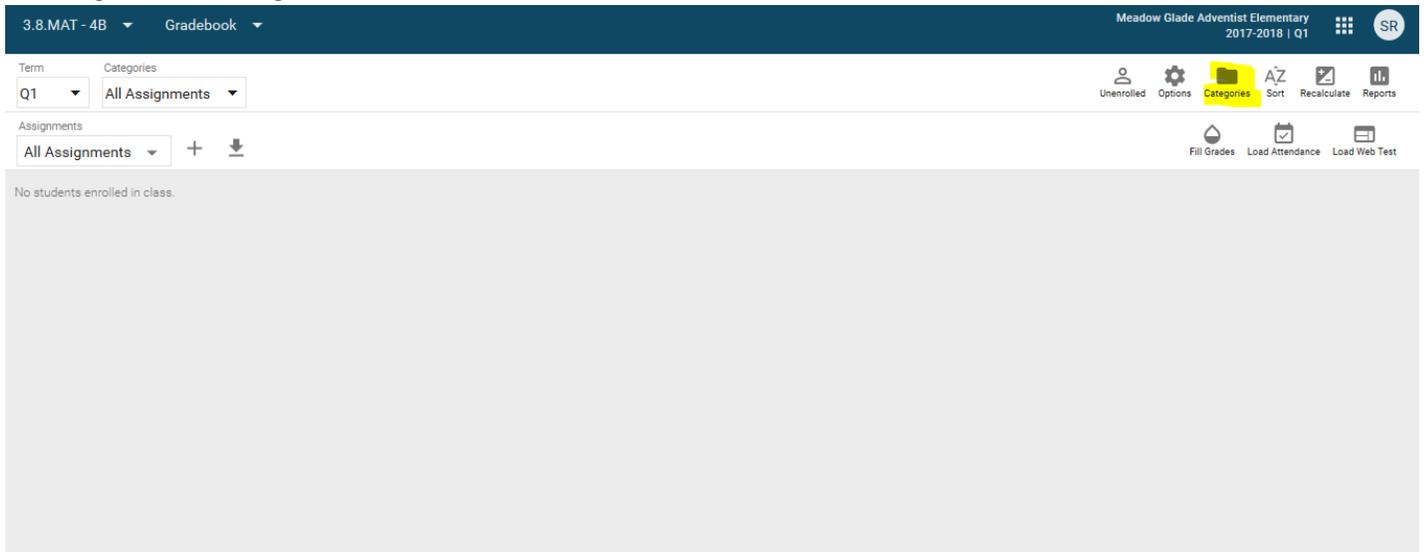


# How to set up Gradebook

1. Log on to RenWeb
2. Go to Main Menu- Select Classroom
3. Choose a class.
4. Drop down the top menu and choose gradebook



5. When setting up gradebook for the year categories need to get set up. To set up categories, click on categories on the right side.



- Gradebook Categories box will open. Select the Plus. Add a category, such as Daily Work, Test, etc. Then Save.

## Gradebook Categories

Categories are created to group assignments for organization and for weighting (if using the Weighted Percentage or Mixed calculation method).

[Cancel](#) [Save](#)

## Gradebook Categories

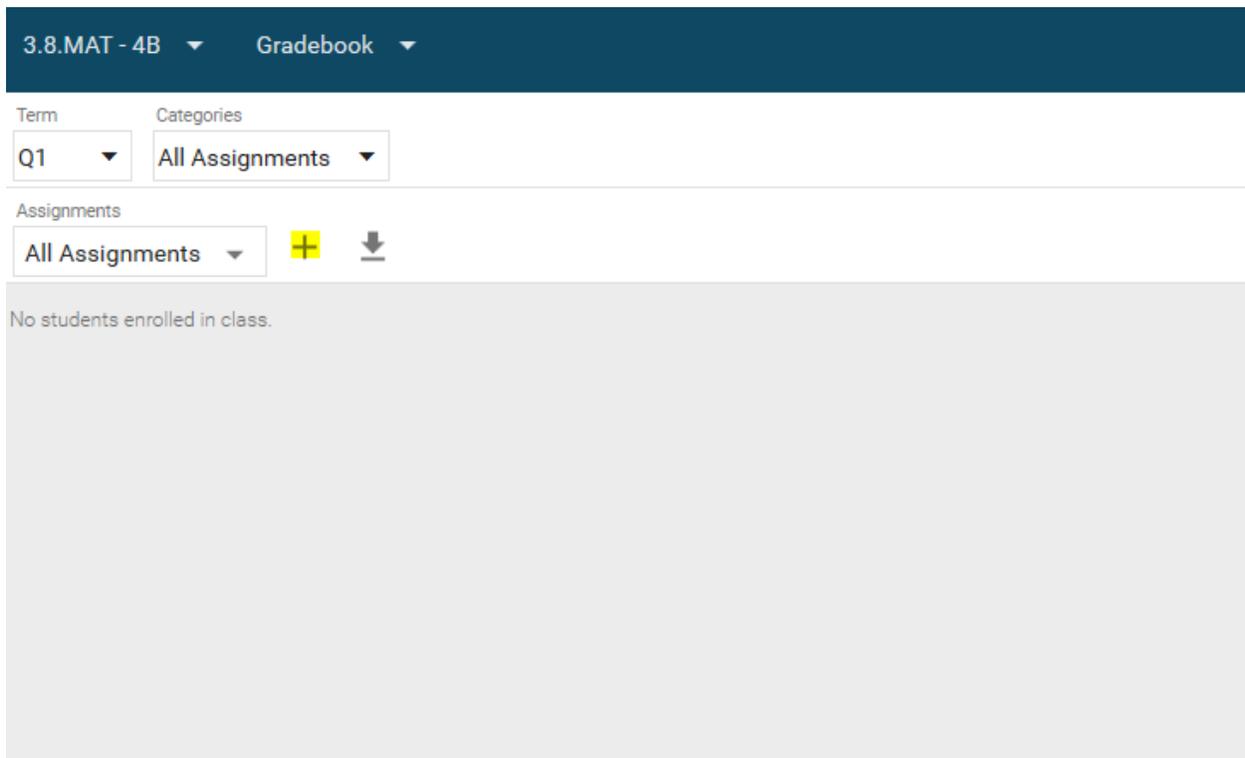
### Add Category

Title *	Weight *	T1	T2	T3	T4
<input type="text" value="DW"/>	<input type="text" value="1"/> 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

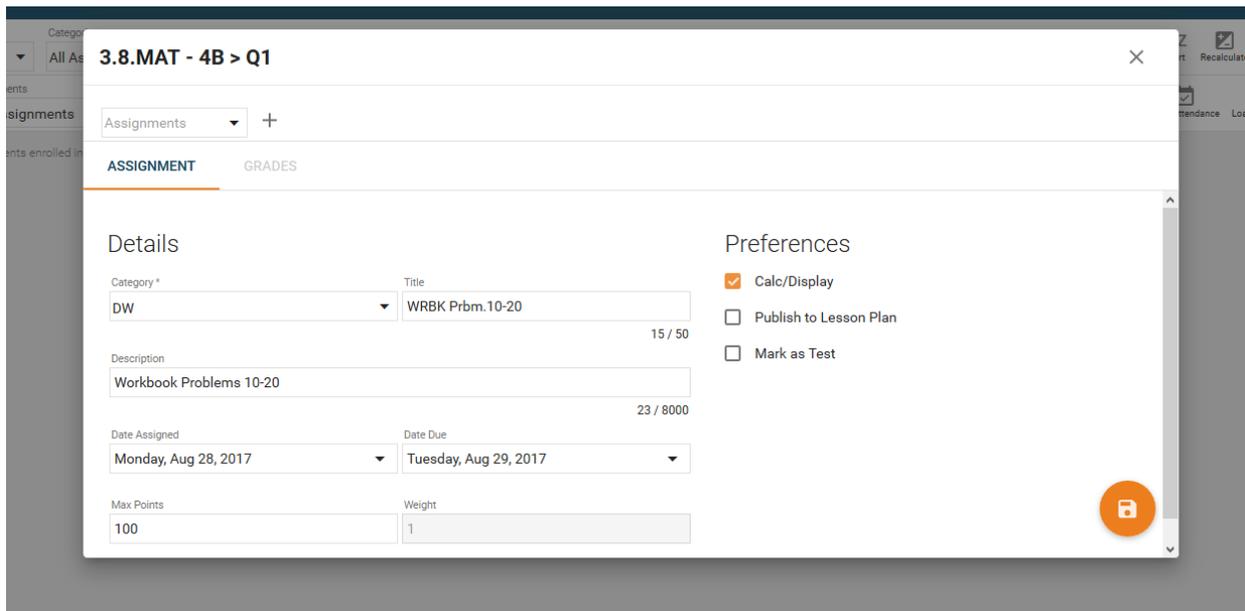
Description

[Cancel](#) [Save](#)

- After all the categories are entered, next Assignments need to be added.
- To add an assignment, click on the plus next to assignment on the left side.



- Enter the assignment. Save!



10. Enter grades. Example below.

Term	Categories		
Q1	All Assignments		
Assignments		WRBK Prb. 10-20 28-Aug 100 (1)	
All Assignments	+	↓	
<hr/>			
Student Name	Gbk Avg		
Faultt, Kaden	80 / B-	80	
Kuerzinger, Torsten	75 / C	75	
Kutch, Rayna	- / -		
Natiuk, Avery	- / -		
Scott, Brooklyn	- / -		

11. At the end of the quarter, you can load grades directly on to the report card from gradebook. Please see the How Enter Grades into Report Card from Gradebook at <http://oceducation.org/renweb/>

**Questions**  
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