## 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

3.8.MAT - 4B 🔻	Communication		Meadow Glade Adventist Elementary 2017-2018   Q1	 SR
	Gradebook			
	Lesson Plans			
	Report Card Class			
	Students			
	Textbooks Assignment	$\sim$		
	Web Items	_		
		Communication has moved!		
		Click here to access.		

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.

3.8.MAT - 4B ▼ Gradebook ▼	Meadow Glade Adventist Elementary III SR
Term Categories Q1 ▼ All Assignments ▼	Linenralied Options Categories Sort Recalculate Reports
Assignments - + 💻	Fill Grades Load Attendance Load Web Test
No students enrolled in class.	

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

Categories are crea using the Weighted	ated to group as Percentage or	ssignments Mixed calcu	for organiza Ilation meth	tion and fo od).	r weighting (	if
					Cancel	Save
				_		
Gradebook	Categories	+				

Daily Work		
	Cancel	Sa
		1

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

3.8.MAT - 4B		< ▼	
Term C	ategories		
Q1 🔻 A	All Assignments	-	
Assignments			
All Assignme	nts 👻 🕂	<u>₽</u>	
No students enrol	led in class.		

## 9. Enter the assignment. Save!

Categor     All As	3.8.MAT - 4B > Q1				X T Recal
ents signments	Assignments 🗸 🕂				ttendance
nts enrolled in	ASSIGNMENT GRADES				
	Details Category* DW Description	Title WRBK Prbm.10-20	15 / 50	Preferences Calc/Display Publish to Lesson Plan Mark as Test	^
	Workbook Problems 10-20				
			23 / 8000		
	Date Assigned Monday, Aug 28, 2017	<ul> <li>Tuesday, Aug 29, 2017</li> </ul>	•		
	Max Points	Weight			
	100	1			
		1.			~

## 10. Enter grades. Example below.

Term Categories Q1 ▼ All Assignments ▼			은 🔅 🛄 Â.간 💟 🛄 Unenrolided Options Cettergories Sort Receivalue Reports
Assignments - +			Fill Grades Load Attendance Load Web Test
Student Name	Gbk Avg	WRBK Prb. 10-20 28-Aug 100 (1)	
Fautt, 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 <a href="http://oceducation.org/renweb/">http://oceducation.org/renweb/</a>

> Questions Call Fawn Fahrer 503-850-3551 Fawn.fahrer@oc.npuc.org