

Online Grade Book

www.bcisd.org

You can get to the grade book two different ways:

1. Go to the address above, click on student accounting, and before entering your password, change "Student Accounting" to "Grade Book"
2. On the Attendance Screen, you can click on "Grade Book" at the top of the screen

Setting up your grade book:

1. Define your Categories. **Weight MUST equal 100%!!** Use either default or teacher defined
2. Enter your **Category, Max Points, and Description.** (The due date is optional.) Click **UPDATE.**
If you teach more than one identical class, click **COPY ASSIGNMENTS TO and choose the appropriate class.
**The description cannot be more than 20 characters long.
3. Click **CLASS SCORES.**
4. Enter your grades and be sure to **UPDATE GRADES** often.
 - NP = No Points (received a zero on the assignment)
**To fill in all empty boxes with 'NP', click on the NP button at the top of the column AFTER updating.
 - NG = No Grade (excused from the assignment)

Other Options:

- Use **First, Last, Left, and Right** to navigate from assignment to assignment.
- **GRADEBOOK SETUP** will allow you to enter new assignments.
- **PRINT FRIENDLY SCREEN** will allow you to print the screen you are looking at.
- **REPORT SELECTION** will allow you to print three different reports. They can be emailed to you or printed at the centralized printer in the office.
 - List of Current Grades – Students' grades posted by their ID#'s
 - List of Assignment Grades – Individual student reports with assignments and grades listed.
 - List of Assignments – a list of all assignments you have signed.
- Double-click a student's **ID #** and you will see an individual's grade. Click **PRINT FRIENDLY SCREEN** and you will have a report to print.
- **PROGRESS REPORT UPDATE** will allow you to enter comments and submit your progress reports instantly.
- **REPORT CARD UPDATE** will allow you to see your final grades and submit them instantly.