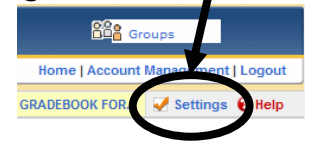


# School Loop Gradebook

For assistance, please contact  
Vanitha Chandrasekhar via e-mail  
vchandrasekhar@lbschools.net

## Set Up Gradebook

1. Log in to School Loop and click on **Settings** in the upper, right corner
2. Click on the course gradebook
3. Click **Go** for **Weighting**
4. Click **Add Category**, and add or delete categories as needed
  - You CANNOT delete **Assignments**, as it is the default category (think of it as class work)
5. After adding/deleting categories, click on **Settings Index** at the top, and go back to the same course gradebook, and click **Go** for **Weighting**
6. Enter points for categories
7. Select **Yes** for weighting or **No** for grades based on points, then click **Submit**
8. Repeat steps 2-7 for each of your courses
9. Click **Go** for **Grading Scale**
10. Enter points and click **Submit**
11. Repeat steps 10-11 for each of your courses



### Weighting: Algebra 1-2 Gradebook

Settings Index | Gradebook Setup | Weighting  
Set weights for categories. The category list is universal, but you can weight differently for each gradebook. Weighting only counts for categories in which you have assignments. Weights are reapportioned to equal 100% if those used do not total 100%.

Select: Yes  No

**Add Category**

Category:

Assessments:

Assignment:

Classwork:

Homework:

Portfolio:

Quarter Exam:

Total: 100

### GRADING SCALE

A+ :	<input type="text" value="97.00"/>	<input type="button" value="Delete"/>
A :	<input type="text" value="93.00"/>	<input type="button" value="Delete"/>
A- :	<input type="text" value="90.00"/>	<input type="button" value="Delete"/>
B+ :	<input type="text" value="87.00"/>	<input type="button" value="Delete"/>
B :	<input type="text" value="83.00"/>	<input type="button" value="Delete"/>
B- :	<input type="text" value="80.00"/>	<input type="button" value="Delete"/>
C+ :	<input type="text" value="77.00"/>	<input type="button" value="Delete"/>
C :	<input type="text" value="73.00"/>	<input type="button" value="Delete"/>
C- :	<input type="text" value="70.00"/>	<input type="button" value="Delete"/>
D+ :	<input type="text" value="67.00"/>	<input type="button" value="Delete"/>
D :	<input type="text" value="63.00"/>	<input type="button" value="Delete"/>
D- :	<input type="text" value="60.00"/>	<input type="button" value="Delete"/>
F :	<input type="text" value="0.00"/>	<input type="button" value="Delete"/>

## Access Gradebook

1. Click on **Gradebook** in the Dashboard **OR** select from dropdown menu

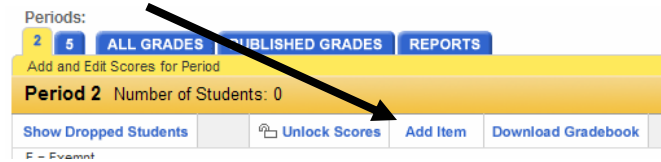


2. Click the **Period** Tab to select the class period

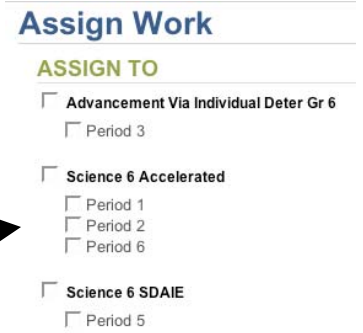


# Publish Assignments to Gradebook

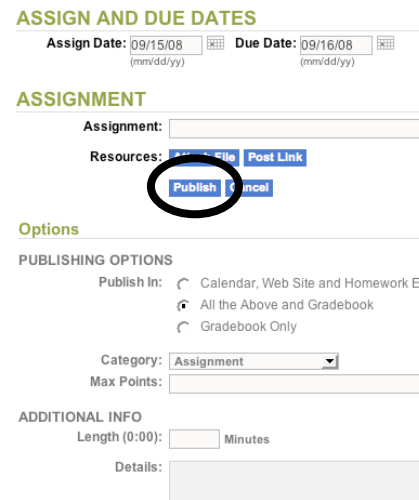
1. Click the **Add Item** tab



2. Select the classes to which the assignment will be assigned



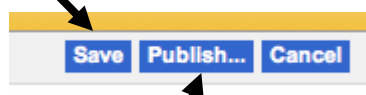
3. Enter
  - Due Date
  - Assignment Name
  - Publishing Options
  - Category (default is "Assignment")
  - Point Value



4. Click **Publish**

## Enter & Publish Grades to Web

1. Enter scores
2. Click **Save** in the upper, right corner (grades are saved but private)



3. Click **Publish...**
4. Select assignments to be made public
5. Click **Publish** (grades are made public)

## Help

1. Click on **Help** in the upper, right corner
2. Search by keyword or topic
3. Help topics have Movies, Tours, and printable Help Sheets

