

Printing your Grade Book

Every teacher needs to turn in a copy of their grade book before they can check out for the summer. Here are directions to printing out your grade book from Jupiter Ed.

First thing, please check your font size, margin size, amount of columns and page orientation before printing to minimize the amount of pages you print. Paper, ink and space to store the grade books are a premium. 5 periods x 4 quarters x 2 to 3 pages per quarter = 40 to 60 pages. I'm guessing this might be where most grade books should fall. I sometimes get grade books with 100 to 200 pages. They usually have repeated pages, large fonts and large margins. My all time biggest grade book was about 6 inches thick, way over 1000 pages, no joke.

Let's get started.

Class Grades – Grades for each quarter and a final grade.

Select "Reports" and "Class Grades"

The screenshot shows the top navigation bar with 'Reports' highlighted. Below it, two options are visible: 'Class Grades' (List for each class) and 'Gradebook' (Spreadsheet view). A 'Done' button is in the top right corner. A green arrow points from the 'Reports' menu to the 'Class Grades' option, and a pink arrow points from the 'Class Grades' option to the 'Gradebook' option.

Select "All Terms"

For semester courses, you should see grades for Qtr 1, Qtr 2 and Sem 1 and a final grade called Year or Qtr 3, Qtr 4 and Sem 2 and a final grade called Year. Please remember to print grades for both semesters. For year courses, you should see grades for all 4 quarters, both semesters and the final year grade.

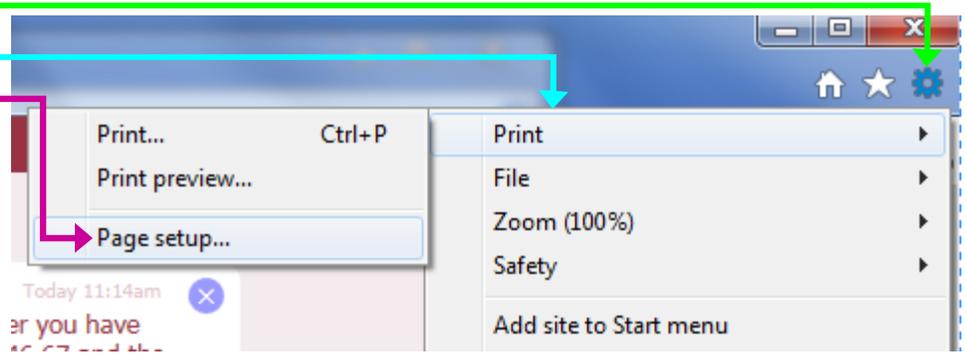
The screenshot shows the 'All Terms' dropdown menu set to 'All Terms'. Below it, there are options for 'All classes', 'Grayscale', and 'Round percents'. A 'Text size' dropdown is set to 8. A preview of a grade book table is shown below, with columns for Q1, Q2, S1, Q3, Q4, S2, and Year. A blue arrow points from the 'All Terms' dropdown to the 'All classes' dropdown, and a green arrow points from the 'Text size' dropdown to the 'Grayscale' dropdown.

| | Q1 | Q2 | S1 | Q3 | Q4 | S2 | Year |
|---|-------|-------|-------|------|--------|-------|-------|
| 1 | 65 D | 58 F | 61 D- | 77 C | 92 A- | 84 B | 73 C- |
| 2 | 80 C+ | 83 B | 82 B- | 65 D | 76 C | 70 C- | 76 C |
| 3 | 71 C- | 70 C- | 72 C- | 74 C | 80 B- | 76 C | 74 C |
| 4 | 93 A | 88 B+ | 81 A- | 94 A | 100 A+ | 97 A | 93 A |

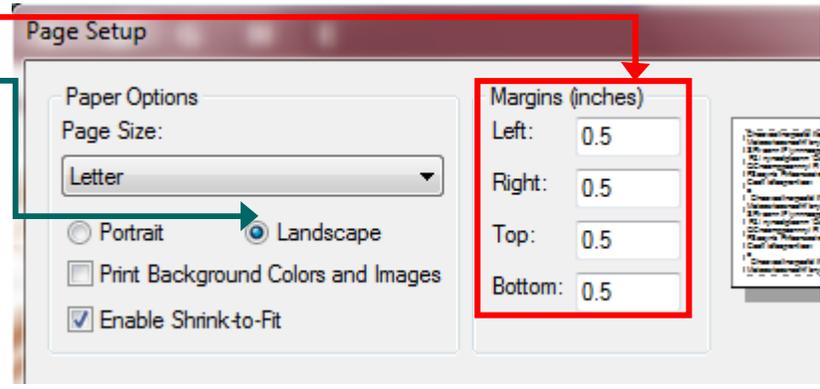
Select "All Classes" or the classes that you want to print individually.

Set "Text Size" to 8. Remember this is to keep as records and not for posting.

Click on the "Gear"
Click on "Print"
Click on "Page setup"

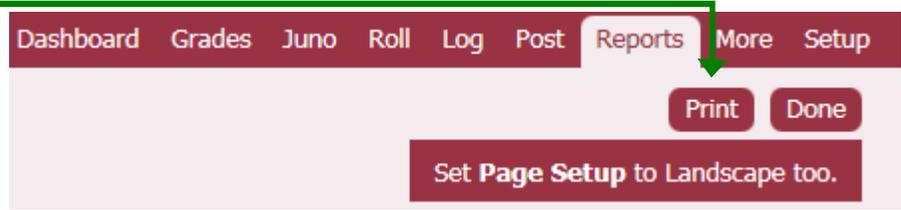


Set all of your Margins to 0.5
Select "Landscape"
Click "OK"

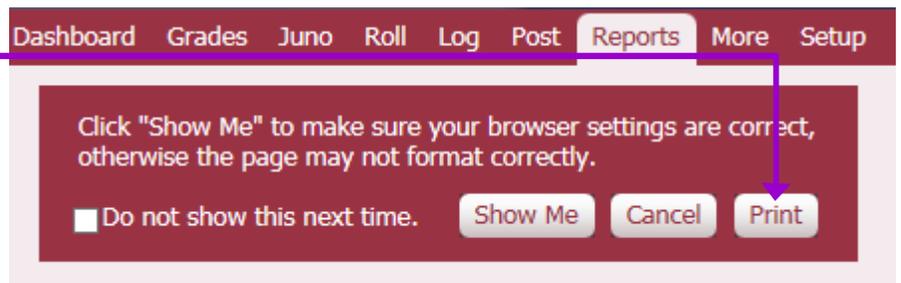


*Check to make sure that whatever you want printed is on the white portion of on your screen. The white rectangle represents the paper, so if your data goes off the white portion, it will be printed on another page.

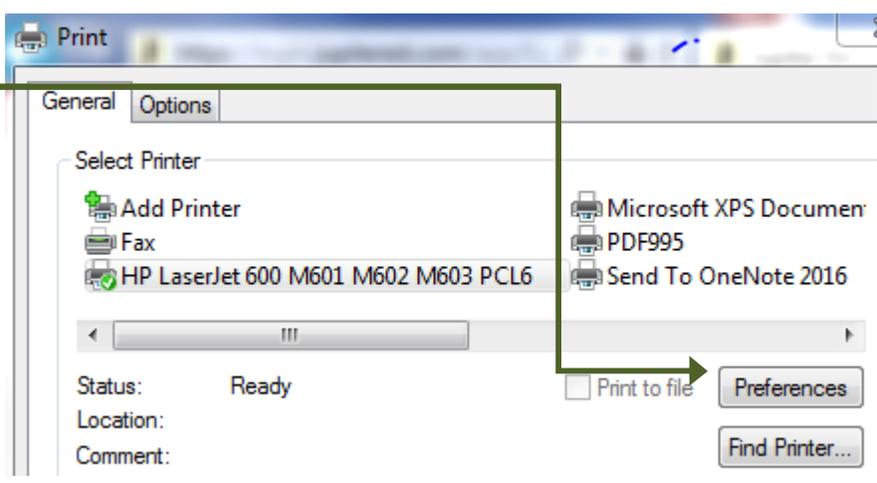
Click on "Print"



Click on "Print" again



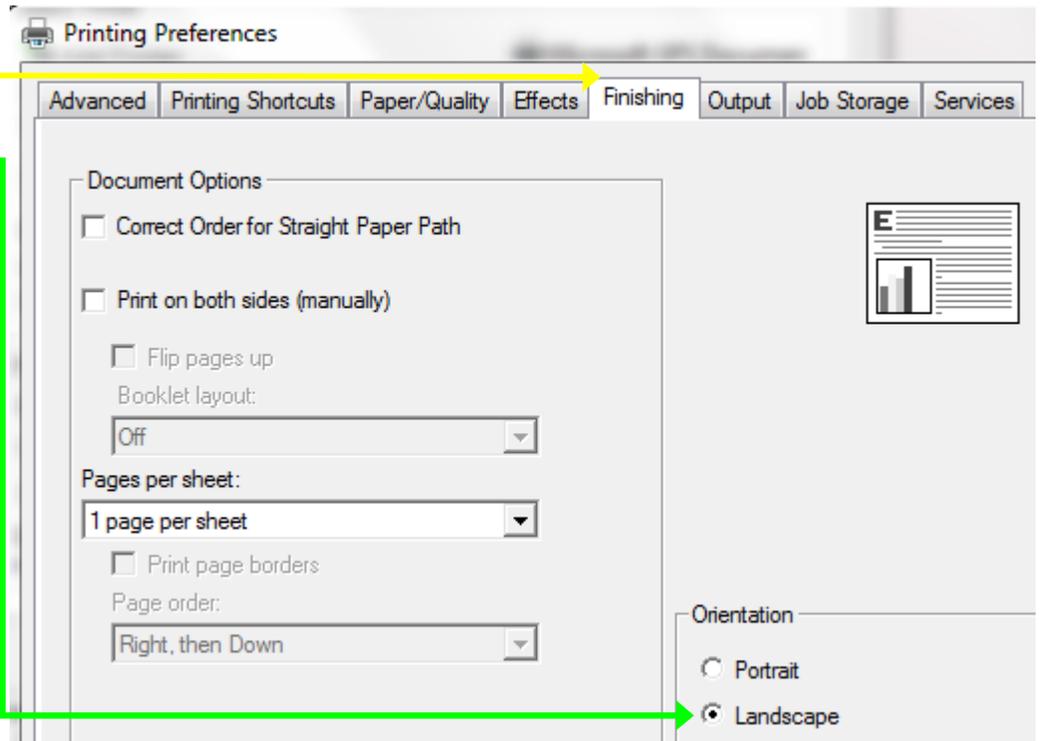
Click on "Preferences"



Click on "Finishing"

Click on "Landscape"

Click on "OK"

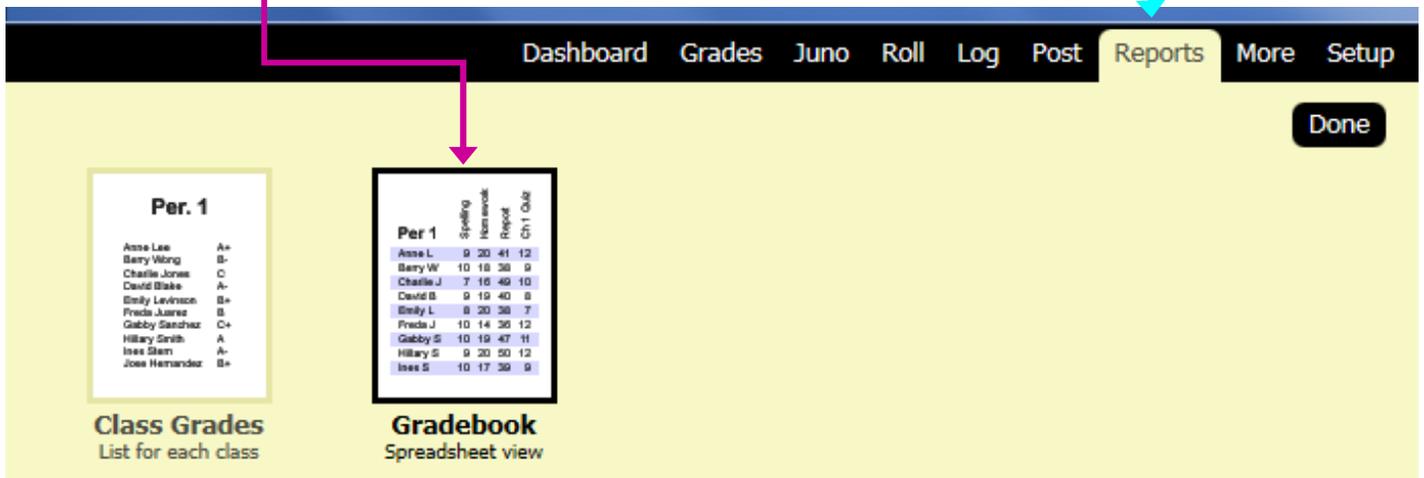


Test print page one only. Make sure that everything is ok and print the rest of your pages.

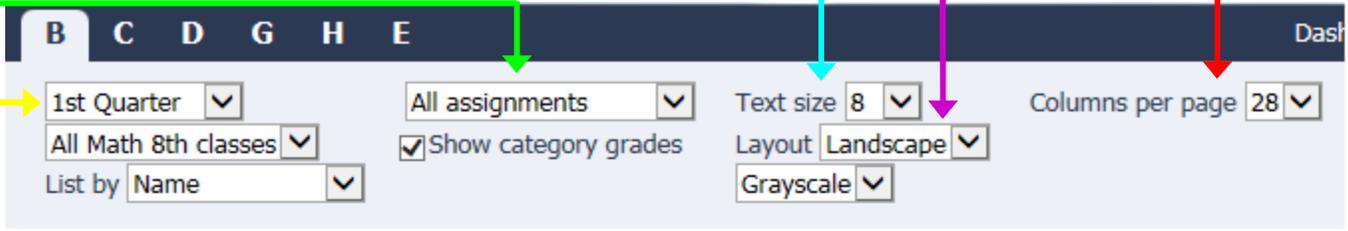
Next: Gradebook: Assignments / Scores

Click on "Reports"

Click on "Gradebook"



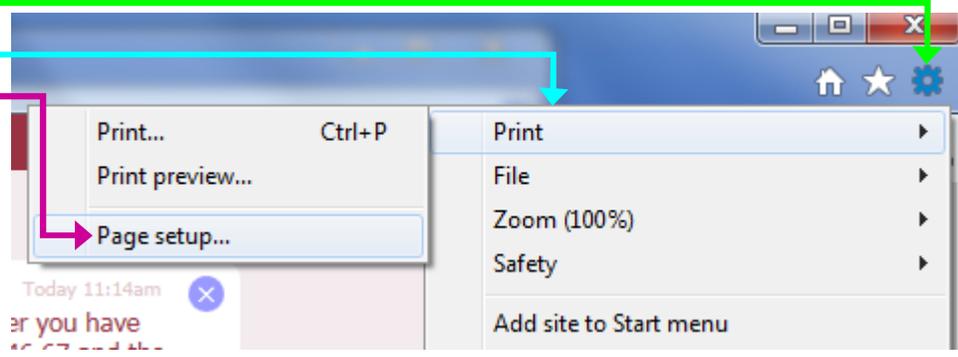
- Choose "1st Quarter" Make sure "Q1" grade shows in two places.
- Choose "All Assignments"
- Choose "Text Size" - 8 Remember this is not for posting, just for records
- Choose "Layout" - Landscape If you have a high number of students in your class, you will need to choose "Portrait". Check to make sure your data is on the white portion on your Jupiter Ed screen.
- Choose "Columns per Page" - As many as needed to reduce pages to print, may change from class to class



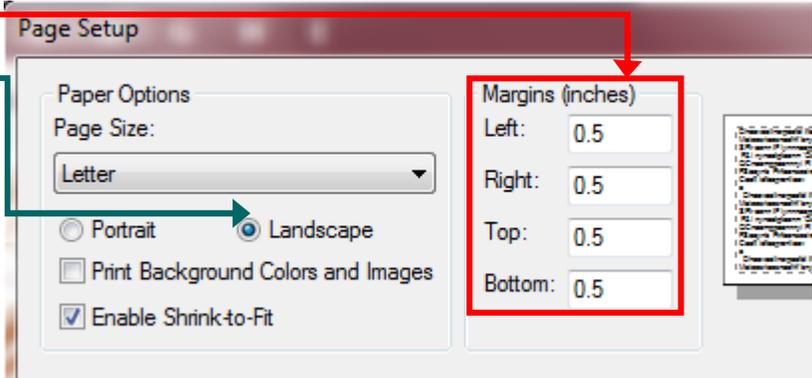
Math 8th (B)
Mr. Sakaida
1st Quarter, 2008-09
Mar 13, 2017
page 1 of 3

| | | Assignments | Quizzes | Tests | Book Letter /31 | Book Condition /31 | Missed Math 8/1 | Course Description 8/4 | Missed Math 8/4 | Missed Math and Worksheets 8/5 | 1.3. Inp. 28m33 8/6 | Missed 1.3 8/6 | 1.3. Inp. 28m33 8/6 | Quiz Order Op. 8/8 | 1.4. 4. 8/8 1.5. 5m26 8/11 | 1.5. 4. 8/8 1.6. 5m31 8/12 | Classical pg. 8/27m31. pg. 8/2 book 8/13 | Home - Missed and sub. pos. neg 8/13 | 1.7. 1m06 8/14 8/14 | Unit 1 Formative Assessment 8/10 | Notes for Test 8/18 | Unit 2 Vocabulary 8/10 | Simple Eng. Expressions wkst 1 8/20 | Simple Eng. Expressions wkst 2 8/21 | pg. 4 28m31. pg. 116m30 8/22 | |
|-----|--|-------------|---------|-------|-----------------|--------------------|-----------------|------------------------|-----------------|--------------------------------|---------------------|----------------|---------------------|--------------------|----------------------------|----------------------------|--|--------------------------------------|---------------------|----------------------------------|---------------------|------------------------|-------------------------------------|-------------------------------------|------------------------------|--|
| 280 | | 40 | 20 | 40 | | | | | | | | | | | | | | | | | | | | | | |
| | | 95.8 | 89.4 | 94.7 | | | | | | | | | | | | | | | | | | | | | | |
| 286 | | 105.3 | 80.6 | 76.2 | | | | | | | | | | | | | | | | | | | | | | |
| 281 | | 102.6 | 66.7 | 90.3 | | | | | | | | | | | | | | | | | | | | | | |

- Click on the "gear"
- Click on "Print"
- Click on "Page setup"



- Set all of your Margins to 0.5
- Select "Landscape"
- Click "OK"



*Check to make sure that whatever you want printed is on the white portion of on your screen. The white rectangle represents the paper, so if your data goes off the white portion, it will be printed on another page.

Click on "Print"

Click on "Print" again

Click on "Preferences"

Click on "Finishing"

Click on "Landscape"

Click on "OK"

Test print page one only. Make sure that everything is ok and print the rest of your pages.

Choose "2nd Quarter" Make sure "Q2" grade shows in two places.

Check your settings again to make sure that whatever you want printed is on the white portion of on your screen. The white rectangle represents the paper, so if your data goes off the white portion, it will be printed on another page. Adjust the "Column per Page" if needed.

| Assignment | Count |
|---|-------|
| Ass. assignments | 40 |
| Quizzes | 20 |
| Tests | 40 |
| pg/22-273-206-10m17-30006-41-42-10/14 | 5 |
| pg/22-273-9-27000-30-40-10/15 | 5 |
| pg/28-29006-12-pg/62-10-10-34-37-38-10/16 | 5 |
| pg/215-10-10-14-pg/12-18-10/20-10/17 | 5 |
| Unit 6-Formative Assessment - Q1-10/20 | 14 |
| Practice Worksheet 10/20 | 5 |
| pg/236-1-10-17-10/21 | 5 |
| Notes for Unit 6 Test 10/22 | 5 |
| Unit 6 Summarive Test 10/25 | 16 |
| Read pg 300-315 no pg/19-10-13-10/25 | 5 |
| pg/31-2-8000-10-10-2-10/24 | 5 |
| pg 1-Write writing strategies 10/27/29 | 5 |
| Unit 6 Test 10/28/29 | 5 |
| pg 2-pg/33-338-1-3m17-41-42-10/28/29 | 5 |
| Class - Kaus Map 10/28 | 5 |
| pg 1-0-assignment-8-10-10-10/31 | 5 |
| pg 2-pg 47-48-300-8000-10/30-31 | 5 |
| Quiz Unit 7 Formative Assessment 10/30/31 | 15 |

Print out your 2nd Quarter grades.

DO NOT choose Semester 1 grades, Semester 2 grades and Year grades. This would repeat all of the inclusive quarter assignments.

Repeat steps for 3rd Quarter and 4th Quarter.

Grades for Period 1 **Guidance** is mandatory (Grade Verification sheet is fine).

Grades for Period 1 Advisory is Optional.

ORDERING YOUR SHEETS

Class A - Class Grades (sheet with quarter, semester/year grades).

GradeBook Qtr1 and 2 (for semester classes) Qtr1, 2, 3 and 4 (for year classes).

Class B - Class Grades (sheet with quarter, semester/year grades).

GradeBook Qtr1 and 2 (for semester classes) Qtr1, 2, 3 and 4 (for year classes).

Class C - Repeat

Class D - Repeat

Class E - Repeat

Semester classes give all Semester 1 classes first then Semester 2.