

Login

Login with your username and password to www.webgrader.com.

Passwords are case sensitive.

Class Setup

1. From the **Class** drop-down menu, select **Add a new StandardScore class**.
2. Enter a **Class Name** and **Section/Period**.
3. If desired, click the **Homeroom** checkbox. (This is helpful for sorting report cards.)
4. **I contribute ...** should be checked if you are using report cards.
5. Click the **Add subjects and levels** link.
6. Select the appropriate Standard Set, Subjects and Levels.
7. Click the **Close Window** button.
8. Choose a **Grading Scale**. Note: only rubric grading scales are allowed in **StandardScore** classes.
9. Place a check in front of the appropriate **Grading Periods**.
10. Select a **Contributing Teacher** if desired.
11. Click the **Save Setup** button.

Put Students in Your Class

1. From the **Class Info** menu, select **Class Students**. Click the **Add Students** tab.
2. Select a **Grade Level** to limit the search, or click the **Search** button to display a list of all students in the school.
3. From the list of students, click the student(s) to be added.
4. Select the class (right side of the screen).
5. Click the **Add Students** button to save the information.

Use the StandardScore Gradebook

1. From the **GradeBook** menu, select **StandardScore**.
2. Click the **Choose a topic...** link. Select a Set, Subject and Level.
3. Click the **Add** link to add an assessment box.
 - o Change the date if necessary by entering a new day or clicking the **calendar** icon.
 - o The assessment **Name** is optional – feel free to leave it blank.
 - o Click **Add**.

4. Repeat the add process to create as many assessment boxes as desired. Make sure to enter the appropriate date for each assessment so that the trend grade calculates correctly.
5. Now enter the scores for each assessment. The *Tab*, *Enter* and *arrow* keys can be used to navigate the GradeBook. Remember to click the **Save** button often and when done!
6. To enter scores for a different topic, click the **Choose a topic...** link and select the appropriate subject, topic and level.

Add Comments

1. Click the **notepad** icon to the right of an assessment box to access the **Unique Comment** text box. Note that you can add the comment to one or all students.
2. Click the **paper/pen** icon to the left of the student name to add a **Narrative** comment.

Logout

1. Click **Logout** in the WebGrader menu bar.