



Grade Book Setup Instructions

From the **CLASSES** tab of SchoolTool, pick a class to get started and click on the **Grades** icon

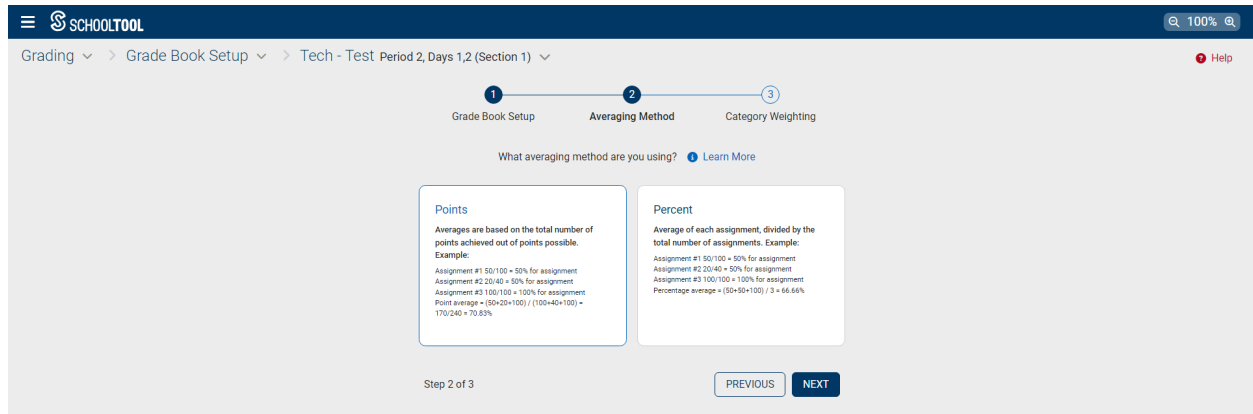
The screenshot shows the SchoolTool interface. On the left is a sidebar with navigation options like Home, My Home, Batch User Defined, Curriculum Maps, Dashboards, My Reports, Preferences, Standards, Student Visits, Virtual Classroom, Attendance, Census, Counseling, Discipline, and Faculty. The main area has a top navigation bar with tabs: CLASSES, SEARCH, CAMPUS, REPORTS, ACTIONS, MISSING STUDENTS, ACCOUNT, and MESSAGES. The 'CLASSES' tab is active, displaying a 'My Home' section with a welcome message and a list of cycle days. Below this is a table with columns: Class, Period, Section, Days, Room, and Semester. The table contains two rows for 'Tech - Test'. The first row has Period 2, Section 1, Days 1,2, and Semester S1, S2. The second row has Period 3, Section 2, Days 1,2, and Semester S1, S2. A red arrow points to the 'Grades' icon in the first row of the table.

STEP 1 Enter a Name for the Grade Book and click **Start Fresh**, then select **NEXT**

The screenshot shows the 'Grade Book Setup' screen in SchoolTool. The breadcrumb trail at the top reads: Grading > Grade Book Setup > Tech - Test Period 2, Days 1,2 (Section 1). A progress bar at the top indicates three steps: 1. Grade Book Setup (active), 2. Averaging Method, and 3. Category Weighting. The 'Name' field is filled with 'Tech-Test 2024'. Below the field, it says 'Select an option below to create a new Grade Book.' There are two buttons: 'Import Existing' (with a download icon) and 'Start Fresh' (with a lightbulb icon). The 'Start Fresh' button is highlighted with a blue border. At the bottom, it says 'Step 1 of 3' and has a 'NEXT' button.

STEP 2 Choose an averaging method and click **NEXT**.

Grade Book Setup Instructions



Grading > Grade Book Setup > Tech - Test Period 2, Days 1,2 (Section 1)

1 Grade Book Setup 2 Averaging Method 3 Category Weighting

What averaging method are you using? [Learn More](#)

Points

Averages are based on the total number of points achieved out of points possible.

Example:

Assignment #1 50/100 = 50% for assignment

Assignment #2 20/40 = 50% for assignment

Assignment #3 100/100 = 100% for assignment

Point average = $(50+20+100) / (100+40+100) = 170/240 = 70.83\%$

Percent

Average of each assignment, divided by the total number of assignments. **Example:**

Assignment #1 50/100 = 50% for assignment

Assignment #2 20/40 = 50% for assignment

Assignment #3 100/100 = 100% for assignment

Percentage average = $(50+50+100) / 3 = 66.66\%$

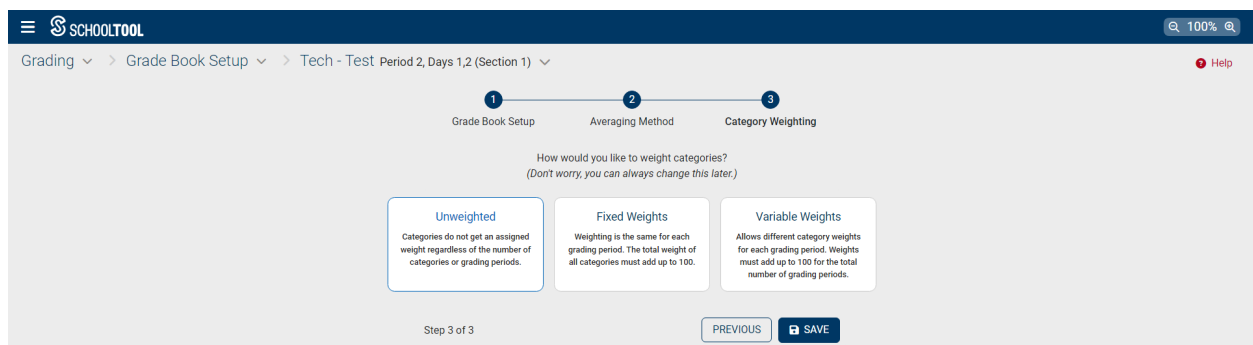
Step 2 of 3

[PREVIOUS](#) [NEXT](#)

- **Points:** Averages are based on the total number of points achieved out of points possible
- **Percent:** Average of each assignment, divided by the total number of assignments.

To learn more about averaging methods, click [here](#).

STEP 3 Choose how you would like to weight categories, then click **SAVE**.



Grading > Grade Book Setup > Tech - Test Period 2, Days 1,2 (Section 1)

1 Grade Book Setup 2 Averaging Method 3 Category Weighting

How would you like to weight categories?
(Don't worry, you can always change this later.)

Unweighted

Categories do not get an assigned weight regardless of the number of categories or grading periods.

Fixed Weights

Weighting is the same for each grading period. The total weight of all categories must add up to 100.

Variable Weights

Allows different category weights for each grading period. Weights must add up to 100 for the total number of grading periods.

Step 3 of 3

[PREVIOUS](#) [SAVE](#)

- **Unweighted** - Categories do not get assigned weight.
- **Fixed Weights** - Weighting is the same for each grading period. The total weight of all categories must add up to 100.
- **Variable Weights** - Allows different category weights for each grading period. Weights must add up to 100 for the total number of grading periods.

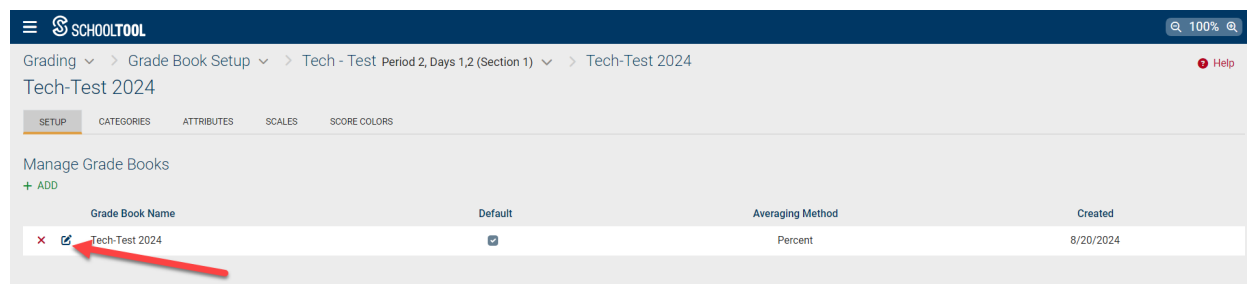


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Congratulations, on setting up your Grade Book! You are now ready to create Categories. Click here to learn [how to set up Categories](#).

You can make changes to the averaging method by doing the following:

- Click on a class from the SchoolTool landing page
- Click the GRADES tab
- Change the View drop down to Grade book setup
- Click the edit icon next to the Grade Book Name



Click the CATEGORIES Tab to change the weighting.

Notes:

1. Your averaging method in SchoolTool must match the averaging method in Schoology in order for grades to sync correctly.
2. It is not recommended that you change category weights or the averaging method once assignments have been graded as this will impact past student grades.