THE BAY ACADEMY: JUPITER TIPS
HELPFUL TIPS FOR TEACHERS

GRADEBOOK SETUP

Gradebooks

Teachers have a separate gradebook for each grading period. If you teach at more than one school, you'll have a separate gradebook for each school (e.g., 1st Quarter at School Such-and-such). Each gradebook contains multiple classes or subjects. All your gradebooks are listed in a pop-up menu throughout your gradebook, so you can easily switch gradebooks. (You do not need to logout to switch gradebooks; everything is included in your one username.)

New Gradebook

To start a new gradebook, select one of the "Start..." options from the pop-up menu of gradebooks.

Note: Do not try to create all your gradebooks at the beginning of the year. Instead, create them when each grading period starts, so it can copy the most recent student rosters and grading options for you.

Note: You cannot have more than one gradebook for the same grading period at the same school. But your school may have multiple tracks, which means you'd have a separate gradebook for each track.

Delete Gradebook

You may keep your old gradebooks from previous years. Generally there is no need to delete a gradebook, but if you need to, go to the Setup Classes/Subjects screen, select each class and click the "Delete" button. (To undo this, click the "Backups" button and click each class to undelete it.)

Terms

The Schedule Terms screen determines whether you have gradebooks for each semester, trimester, quarter, or six-week grading period, etc. For example, if 6-weeks is selected as your smallest grading period, all teachers will have separate gradebooks each six weeks; but if Semesters is selected as the smallest grading period, each teacher will have one gradebook for the whole semester. When it calculates cumulative grades, like 2nd Semester total, it automatically combines grades from all gradebooks it needs, like 3rd & 4th Quarters.

Click the Link below for an interactive video
http://login.jupitered.com/videos/index.php?booksetup