

# How to set up Gradebook

1. Log on to RenWeb
2. Go to Main Menu- Select Classroom
3. Choose a class.
4. Select Gradebook from the right side menu.

The screenshot shows the RenWeb Classroom interface for class 1.2.BIB - A. The main content area displays a gradebook table for the first quarter (Q1). The table has columns for Student Name, Gbk Avg, and several assignment categories: John 23 09-Sep, Artie Falz ..., Writing MV 14-Sep, Ephesians 2..., and Isalah 43:1b 28-Sep. The data rows show scores for three students, with the second student having a score of 60 in the Ephesians 2... category. The average scores are 91.7, 100, 100, 93.3, 80, and 85 respectively.

Student Name	Gbk Avg	John 23 09-Sep 100 (1)	Artie Falz ... 10-Sep 100 (1)	Writing MV 14-Sep 100 (1)	Ephesians 2... 14-Sep 100 (1)	Isalah 43:1b 28-Sep 100 (1)
1) [Redacted]	99 / E	100	100	100	100	95
2) [Redacted]	84 / S	100	100	80	60	80
3) [Redacted]	92 / E	100	100	100	80	80
Average	91.7	100	100	93.3	80	85

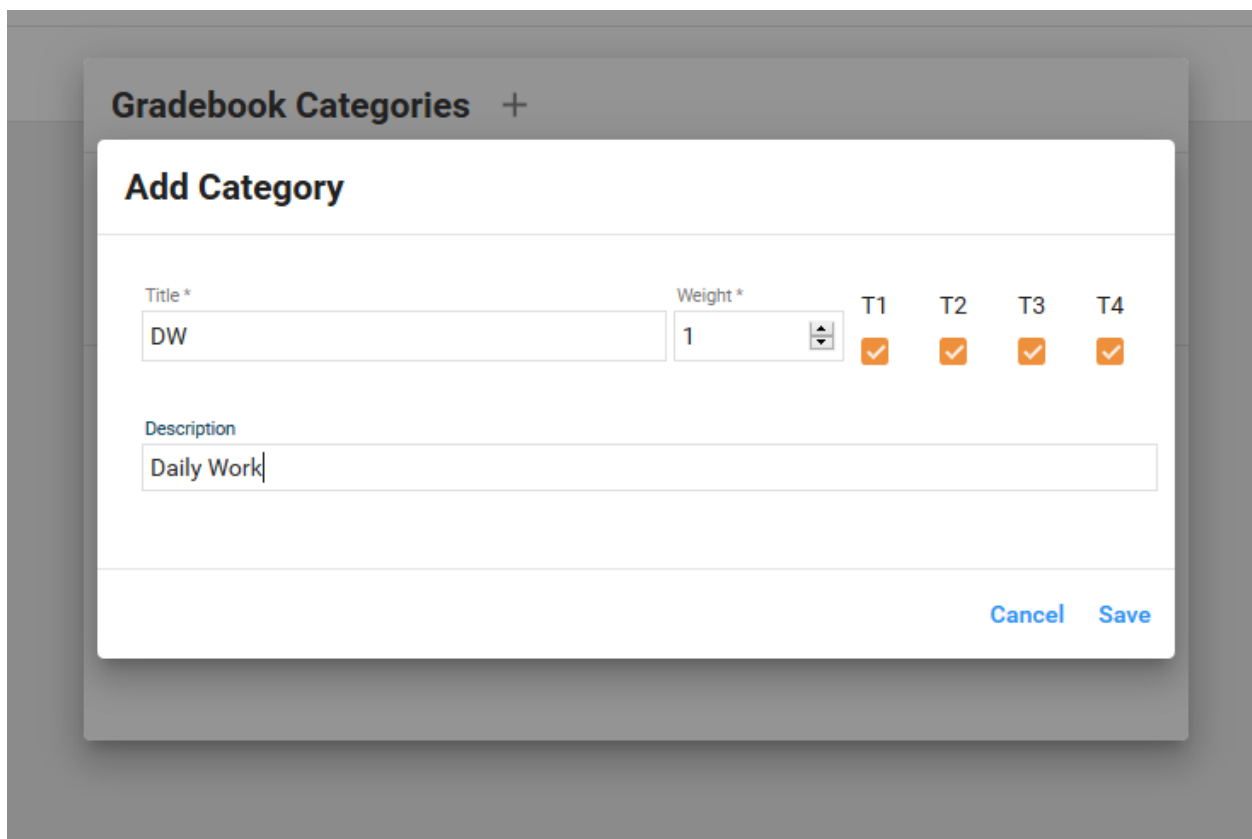
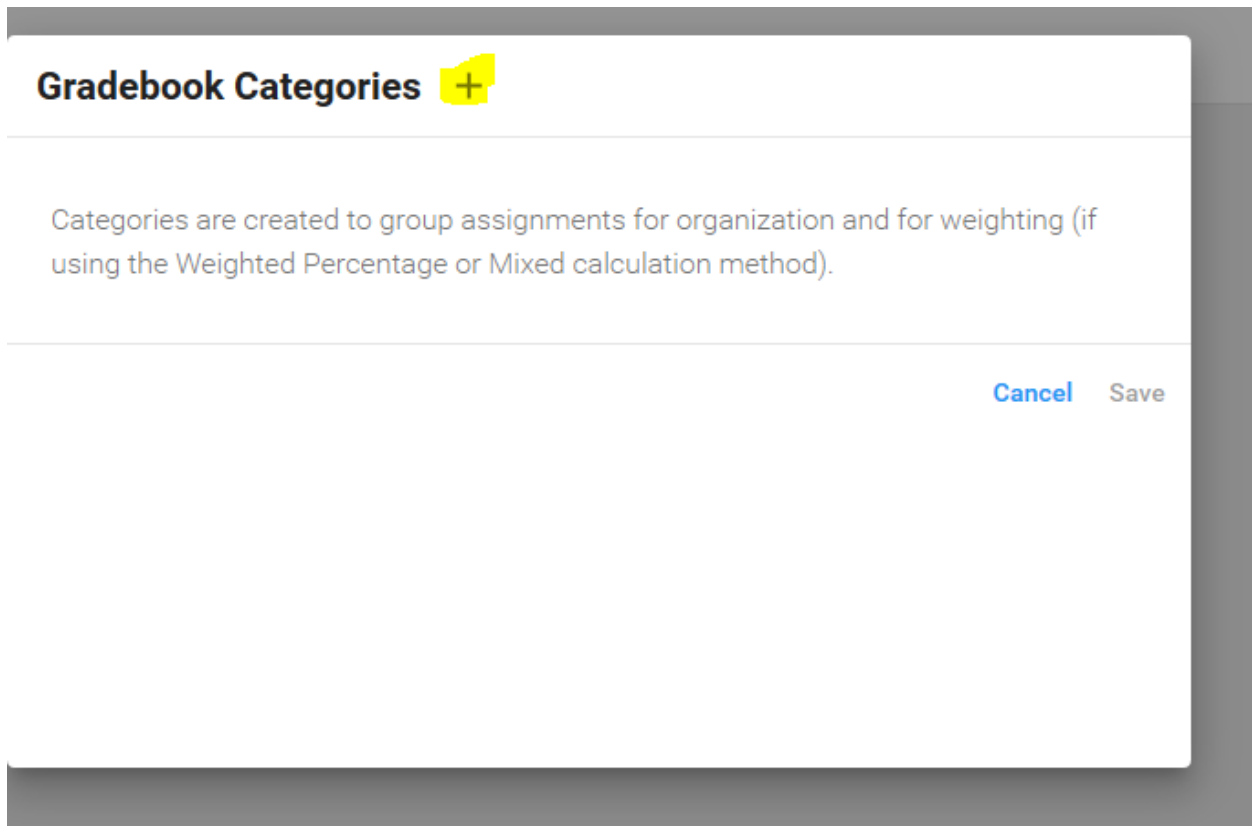
5. When setting up gradebook for the year categories need to get set up. To set up categories, click

on categories on the right side. If you do not see categories, click on **Actions** and then click on categories.

The screenshot shows the RenWeb Classroom interface for class 1.2.BIB - A. The 'Categories' button in the top navigation bar is highlighted in yellow. The right sidebar menu is also visible, showing options like Lesson Plans, Report Card, Students, Web Items, Announcements, Calendar, Documents, Homework Drop, ParentsWeb View, Pictures, Portfolio, Resources, Syllabus, and Web Tests.

Student Name	Gbk Avg	John 23 09-Sep 100 (1)	Artie Falz ... 10-Sep 100 (1)	Writing MV 14-Sep 100 (1)	Ephesians 2... 14-Sep 100 (1)	Isalah 43:1b 28-Sep 100 (1)
1) [Redacted]	99 / E	100	100	100	100	95
2) [Redacted]	84 / S	100	100	80	60	80
3) [Redacted]	92 / E	100	100	100	80	80

- Gradebook Categories box will open. Select the Plus. Add a category, such as Daily Work, Test, etc. Then Save.



7. After all the categories are entered, next Assignments need to be added.
8. To add an assignment, click on the plus next to assignment on the left side.

9. Enter the assignment. You have 4 options for Saving.
  - a. **Save and Close:** Will save your assignment and close the box.
  - b. **Save and Grade:** Will save you assignment and take you to the grade tab to enter grades.
  - c. **Save and New:** Will save your assignment and allow you to create a new one.
  - d. **Save:** Will save your assignment and then you will need to exit.

e.

10. Enter grades. Example below.

The screenshot shows a gradebook interface. At the top, there are filters for 'Term' (Q1) and 'Categories' (All Assignments). On the right, there are icons for 'Unenrolled', 'Options', 'Categories', 'Sort', 'Recalculate', and 'Reports'. Below these, there are icons for 'Fill Grades', 'Load Attendance', and 'Load Web Test'. The main table has columns for 'Student Name', 'Gbk Avg', and 'WRBK Prb. 10-20 28-Aug 100 (1)'. The student's name is redacted with a black box. The table shows five rows of data with grades and averages highlighted in yellow.

Student Name	Gbk Avg	WRBK Prb. 10-20 28-Aug 100 (1)
[Redacted]	80 / B-	80
[Redacted]	75 / C	75
[Redacted]	- / -	[Redacted]
[Redacted]	- / -	[Redacted]
[Redacted]	- / -	[Redacted]

11. At the end of the quarter, you can load grades directly on to the report card from gradebook. Please see the How Enter Grades into Report Card from Gradebook at <http://oceducation.org/renweb/>

**Questions**  
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