

# Harmony 3

## Setting Up Teacher Grade Books-Elementary



Teacher grade books are set up for each grading period and finalized at the end of the grading period. To set up a grade book for a class, go to the Classroom...Grade Book view and then click the "New Grade Book" button.

The screenshot shows the Harmony 3 interface. At the top, there is a "New Grade Book" button and a dropdown menu for the teacher, currently showing "King, Phillip". Below this is a table with columns for "Description", "Teacher", and "Enrollment". The table lists two existing grade books: "Language Arts" and "Math", both by "King, Phillip" with "4 students enrolled". Each row has "enter plan" and "take attendance" links. On the left sidebar, the "Classroom" menu is circled in red, and the "grade book" option is highlighted. A red arrow points from the "New Grade Book" button to the "Language Arts" row in the table.

Description	Teacher	Enrollment		
Language Arts	King, Phillip	4 students enrolled	enter plan	take attendance
Math	King, Phillip	4 students enrolled	enter plan	take attendance

This will give you a popup that will let you pick which subject to set the grade book up for. The subjects listed here are all the subjects that have been created by the teacher at the beginning of the school year.

The screenshot shows a "Choose Class" popup window. It has a "Cancel" button in the top right corner. Below the title, the teacher's name "King, Phillip" is displayed. There are two radio button options: "Language Arts" and "Math".

On the grade book setup, select the grading period the grade book will be for. Then select the grading scale from the list of scales entered by your office.

For the "calculate grades by" field, select either total points or percentages by category. "Total points" calculates grades by adding up the total points earned and dividing by the total points possible. "Percentages by category" calculates grades by categories. With this method, you will enter the percentage that each category is worth. Grades will be calculated by grouping assignments into these categories.

Next enter the categories for your assignments. If you are calculating grades by "Percentages by Category" you must also enter the weight per category. For each of these items, press "Enter" between each item.

Select the "Final Grade" calculation that will be used to calculate your final term or year grade. This choice is preset by the office and cannot be changed.

Lastly, your name should already be listed as author. Please do not change how this is formatted.

**Grade Book Settings** [Cancel] [OK]

Term: 1

Grading Period: 1

Grading Scale: Standard Grading Scale

Calculate grades by: Total Points

Categories: Class, Hmwk, Test, Quiz

Final Grade (method used to calculate term grades): Average Grading Periods with Pcts

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Upon clicking "OK" for the settings, your grade book will then be set up and will be listed under the main subject.

Harmony [New Grade Book] King, Phillip

Description	Teacher	Enrollment		
Language Arts	King, Phillip	4 students enrolled	<a href="#">enter plan</a>	<a href="#">take attendance</a>
Math	King, Phillip	4 students enrolled	<a href="#">enter plan</a>	<a href="#">take attendance</a>
Grade Book for Math				

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