Gradebook 1-2-3: Steps for Teachers

To schedule individual training for your district, contact SISTraining@tylertech.com.

Overview

This document is designed to give you quick and easy steps to begin working with your gradebook. For more details, please reference the documentation on the Tyler SIS support site (tylertech.com). Gradebook information is located in folder 20 - Teacher Gradebook.

Internet Explorer URL:

Set Default Login Year

If you have access to more than one site in Tyler SIS, you can determine the site you log into first.

- 1. From the Staff Home screen, click Actions \rightarrow My Login Site Year.
- 2. Check the box at the top left of the next screen:

Make selected Site-Year the default for My Login

3. Select the appropriate site year. Only site years for which you have been given permission will display.



Maintain Assignment Types

 From within the gradebook, click Actions → Manage Assignments (columns) → Maintain Assignment Types.

Selected	Code	Description	In Active
▽	CLS	Classwork	
✓	HWK	Homework	
▽	PRJ	Project	
~	TST	Test	
✓	LAB	Labs	

- 2. Click Edit
- 3. Check the box beside the assignment types you want to use in your gradebook.
- 4. Click Apply to save and continue or Done to save and exit.

Maintain Special Marks

 From within the gradebook, click Actions → Manage Assignments (columns) → Maintain Special Marks.

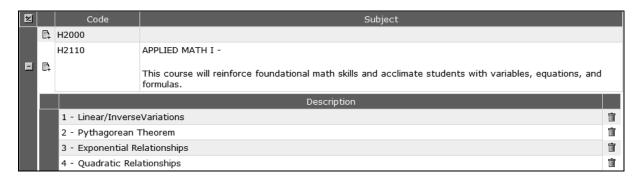
Selected	Code	Description	Operation	Value	Locked
▽	ABS	Absent	Exempt	0	
~	CHTN	Cheating	Replace	0	V

- 2. Click Edit.
- 3. Check the box beside the special marks you want to use in your gradebook.

- 4. If the **Locked** column is unchecked, you may edit the **Operation** and **Value** columns.
- 5. Click Apply to save and continue or Done to save and exit.

Maintain Unit List

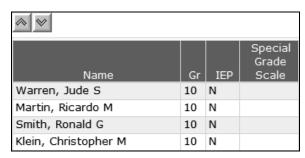
 From within the gradebook, click Actions → Manage Assignments (columns) → Maintain Unit List.



- 2. Click Edit
- 3. Click the add icon hoto to assign units to a subject.
- 4. Click Apply to save and continue or Done to save and exit.

Manage Student Sequence

 From within the gradebook, click Actions → Manage Students and Scores → Change Student's Teacher-Sequence Order.



- 2. Highlight the student's name you want to move up or down in the list.
- 3. Click the up or down arrows until the student is displayed in the order you want.
- 4. Click Apply to save and continue or Done to save and exit.
- 5. To apply this, go to the **Select View** tab of the gradebook and under Student Names in Roster, use the **Sorted by** dropdown to choose *Teacher Sequence*.

Apply Special Grade Scale for one student

1. From within the grade book, highlight the student's name you want to apply a special grade scale.

2. Click Actions → Manage Students and Scores → Apply Special Grade Scale for Current Student.

12	Description	Default	Private
+	Pass/Fail Scale		
+	Edwards HS Grade Scale	V	

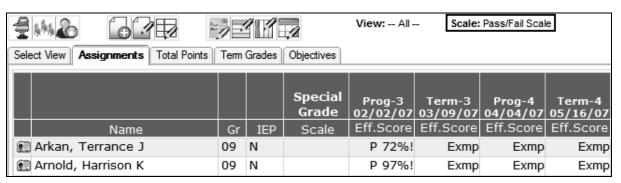
- 3. Click the select icon of the grade scale to be used for the student.
- 4. The gradebook roster column displays the name of the special grade scale.

Change Default Grade Scale for Roster

1. From within the gradebook, click **Actions** → **Change Default Grade Scale**.

乜		Description	Default	Private
+	0	Pass/Fail Scale		
+	0	Edwards HS Grade Scale	V	

- 2. Click the select icon of the grade scale to be used for the class.
- 3. The default grade scale displays in the student grade book roster.



Create/Edit Assignments

- 1. From within the grade book, click to create a new assignment.
- 2. Select an assignment and click at to edit the properties of the selected assignment.
- 3. Click to create a new assignment, edit current assignments, view or edit formulas, and view the last date the grade book page properties were updated.

Note: If you like viewing all assignments on one screen, use this option instead of options 1 and 2.

Create/Edit Formulas

- 1. From within the gradebook, select an assignment column that should have a formula (typically System Grade columns only) and click to edit the properties of the selected assignment.
- 2. Click Formula =

Note: If you calculate end of term grades by adding all assignments and dividing by the total, and this is the formula that displays: Average of ALL Assignment Types, you can stop here. If you calculate end of term grades using percentages, then continue editing.

Edit Scores/Comment Current Cell

- 1. From within the grade book, click in the assignment column cell for the appropriate student.
- 2. Click to edit the score/comment of an assignment that has already been scored.
- 3. Click to edit scores for one student (current row).
- 4. Click to edit scores for one column (all students).
- 5. Click to edit scores for all assignments.