

JMC Next-Gen GradeBook Quickstart Guide

Please Note: Your screen resolution should be 1280X800 or higher.

Setting up the GradeBook and Recording Assignment Scores

1. [File► Office to Teacher](#) – Updates your class roster. This is done when a student comes to your class or leaves your class permanently for the year. *Please note: this function also clears out the course comments so this should be done before you start doing end of term grades.*
2. [File► Preferences](#) – Your password is also listed in the Office. Set your term.
3. [Scores► Grade Cutoffs](#) – Follow the directions on the screen.
4. [Scores► Categories and Assignments](#) – Categories are put in first and then assignments are listed under those categories.
5. [Scores► Assignment Scores](#) – Student scores are recorded here.
6. [Scores► Convert missing to Zero](#) – This function changes every blank, LX, LI, M, and MI on the assignment scores screen to a zero through the date you list.
7. [Edit► Seating Charts](#) (Optional)
8. Publish Assignments with the “Publish Assignments” button or in [File► Publish Assignments](#).

Sending Grades to the Office at the End of the Term

9. [Edit► Course Grades](#) – Right side of screen, Calculate (Current Term) Grades from Scores... to import the course grade from the assignment scores screen.
10. [File► Teacher to Office](#) – This function sends grades to the office to be printed.

Progress Reports

11. [Reports► Progress Reports](#) – This screen creates, edits and prints progress reports.
12. [Reports► Edit Comments](#) – Edit your progress report comments here.
13. [Reports► Progress Reports](#) – “[Email](#)” [Progress Reports](#) – This function emails progress reports to all primary contacts of your students who have an email address listed in the office program. After the emails are sent out, a report will be given showing who was emailed and who wasn’t emailed.
14. [Reports► Progress Reports](#) - [Send Progress Reports “To Office”](#) – This function sends a progress report to the office. When the office prints out progress reports they are collated together by student.
15. (Other reports) Missing Score, Class Assignments. Take some time to see the different reports the Gradebook offers you.
16. [Reports► Blank Score Sheets](#) – This report replaces your paper grade book.
17. [Reports► Student Assessment Summary Report](#) and [Student Standardized Tests List](#)

Communicating with Parents/Teachers

18. [File► Send Email](#) Email parents and/or students.
19. [Edit► Lesson Plans](#) Post course information for parents and students.
20. [Homeroom Access](#) View progress reports for students you have in your courses.