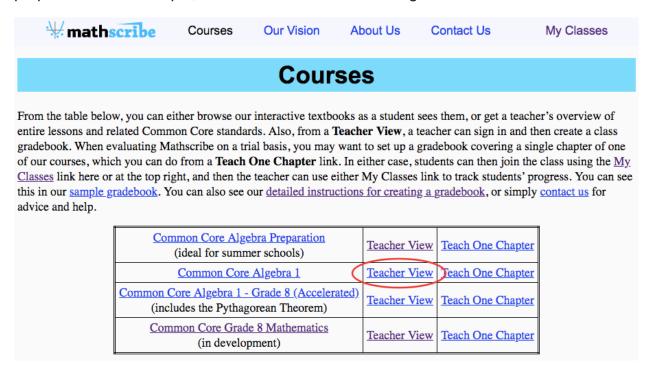
How to Create a Mathscribe Gradebook

1. First, you'll need to sign in with your Google account on the 'My Classes' page: https://mathscribe.com/my-classes.html. We don't store your personal info on our site, but this will allow you to save your progress on any lesson you complete and create unlimited gradebooks for your classes.

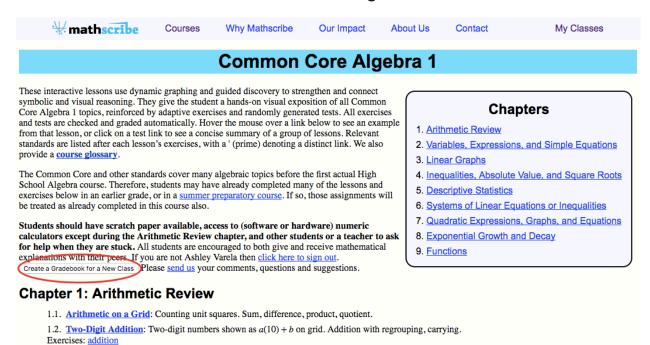
** mathscribe	Courses	Why Mathscribe	Our Impact	About Us	Contact	My Classes								
My Classes														
Please sign in: G Sign in														
Join class # using (Get the class number and four	g password letter password	: Join d from your teacher.)												
Browse all courses (Use this lin	nk to explore co	ourses or to create a new	class.)											

2. You can click the 'Browse all courses' link on that page to navigate to our course listing. Here, you'll want to select a course and click on 'Teacher View.' For the purposes of this example, we'll select 'Common Core Algebra 1.'

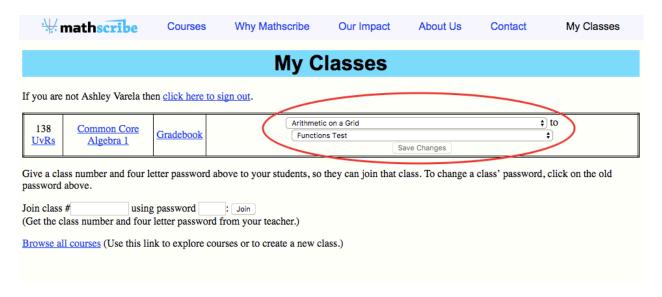


3. At the top of the page, click 'Create a Gradebook for a New Class.' If you would like to create multiple classes, you will need to return to this page and click the

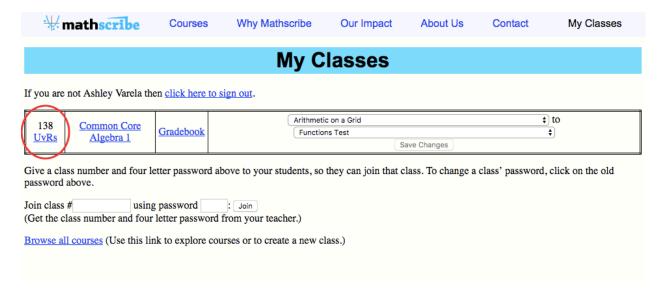
'Create a Gradebook for a New Class' button again.



4. You should then be redirected back to your 'My Classes' page. On the right side of the screen, you'll see a dropdown menu for lessons and exercises/tests. This will allow you to decide which lesson your students will start and end with (for the whole school year, not a single class session). Of course, we recommend that you have your students start at the beginning of the course and work their way through to the end.



5. It is important to note that in the far left of the screen, we provide you with a class number and hyperlinked password for each gradebook you create. Your students will need both the class number and password to sign into your class.



6. If you click on the 'Gradebook' link in the right column, you'll be able to track the percentage of completed assignments for each individual student, as well as their scores on each of the tests in your class. You also have the option to drop them from a class and give them a final grade. Please note that a student will need to click the 'Finish' button on a lesson, exercise, or test for it to be recorded.

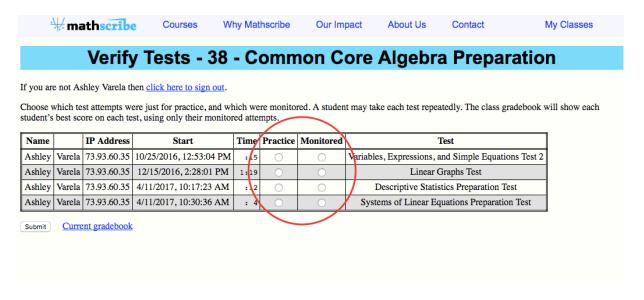


Student Stud	irst ame	<u>Last</u> Name	Assignments Done /211	<u>Test</u> /32	<u>Test</u> /14		1		<u>Test</u> /22	1	Test	<u>L</u>]	<u>1</u>	<u>Test</u> /26		Ī	Total	<u>/591</u>		Final Grade
	chlov	Vorale	71, 34%					=						85%		42,		210	37%	Drop	

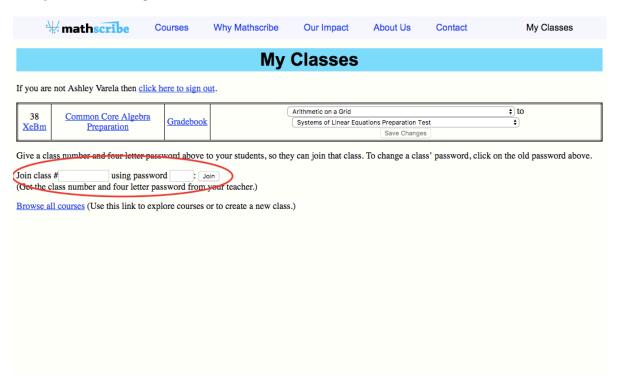
Click a column heading to sort by that column. The "Assignments Done" column shows each student's progress in the course, counting how many assignments have been completed before the first unfinished one. Finally, hover the mouse over individual table cells for more information.

Record Final Grades Export as CSV

7. Once students begin taking tests, you will be able to see how many times a student takes a particular test. You can then mark their attempt as 'Practice' or 'Monitored.' Anything that is monitored will count toward their grade; if, for example, you mark several of the same tests as monitored for a single student, we will take their highest test score and use that for their grade. Anything marked as 'Practice' will not be counted toward their grade. All tests, both practice and monitored, are randomly generated so the student will not see the same questions twice.



8. Finally, in order to have a student join your class, they must also sign into their Google account as you did in Step 1. Then, they will need to enter the class number and password on their 'My Classes' page. When they see their class listed and click on the class link in the middle column, they will be directed to the next lesson, exercise, or test you have assigned for them.



If you have additional questions or need to troubleshoot an issue with your gradebooks, please shoot us an email at **avarela@mathscribe.com**.

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