

# **MMS GRADEBOOK PROGRAM**

## **PC Directions**

First, log into the computer as usual.

### **To Open Your Grading Folder**

- 1) Click on MMS Teacher Grade Entry icon to open.
- 2) Type in password & click on OK.
- 3) Go to File Menu, select "Open Grade Book Table".
- 4) Change Drive C (at the bottom right) to the H drive, double click.
- 5) Select your name from the faculty folders, and double click on it.
- 6) Find the MMSGrade folder from among the others. (If it doesn't show up, double click on your name to see your folders.)
- 7) Double click on the MMSGrade folder. After doing so, a file will appear at the left. You must click on it (and turn it blue) before you will be able to "Select" it. Click on "Select".
- 8) Your class lists have now appeared at the center top of the grading program. Check the "Quarter" at the right, to make sure you have the correct grading period.
- 9) **It is important to check the class list against your roster, because if you don't and they don't match, you will have to re-enter all of your grades.**

### **Load Grades and Comments**

(This only needs to be done once, or whenever they have been changed.)

- 1) Click on "Operations" at the top of the screen.
- 2) Select "Preferences".
- 3) Select "Define Grades/Letter Grade Equivalents".
- 4) Click on the hand to "Load Original MMS Grades".
- 5) TRICKY PART: The only way to close this screen is to click on the RED FOX in the top left corner, and select "close" from the menu.
- 6) Click on "Operations" again, and again select "Preferences". This time select "Define Comments".
- 7) Again, click on the hand to "Load Original MMS Comments".
- 8) Click on the RED FOX in the top left corner to close this screen.

### **Print the Comments List** (Only do this step if you need a copy.)

- 1) You must have the gradebook opened first. See above.
- 2) Click on "Reports at the top of the page.
- 3) Select "List of Comments", then click on OK.
- 4) Comments will appear in the "Page Preview" box. Then click on OK to print.
- 5) When it asks if you want to print, say yes. Then, you must click on the OK button on the print dialogue box.

### **To Enter Grades**

At this point you are ready to enter grades. Select the class from the drop down menu that you wish to grade.

- 1) When the class you want to give grades to is blue, click on the "Screens". Select "Maintain MMS Student Grades", then when the dialogue box comes up, select pop-up or keyboard as a preference, then click on "Assign Grades".
- 2) The grading box will appear with your class list. The first students name is blue. You must double click on that name to *activate* the grading section. Once activated, you can type in, or select the grade and comments from the pop-up menu (depending on what you chose). You can either use the mouse or the enter key to move from one area to the next.
- 3) When you are finished entering grades, click on OK, and select the next class on the list, until all grades are entered.

### **To Calculate Final Grades**

- 1) After selecting the class you want to do grades for, select the "OPERATIONS" menu at the top.
- 2) The second item down is GRADE AVERAGING. Select it.
- 3) Click on the "Final Average" selection. This will automatically select everything from 1<sup>st</sup> quarter averages, to semester averages, etc. I recommend that you just choose Q1, Q2, Q3, Q4, and uncheck all the other boxes.
- 4) Check through the settings choices, but in general they appear to be okay at the default setting.
- 5) Student list selects them all automatically, this should work pretty well.
- 6) Then click on process.
- 7) You will need to do this for each class.
- 8) Be sure to indicate that you want to PRINT final grades on the "Print Reports" section.

### **To Print Grades and Comments**

- 1) Click on "Reports" at the top of the screen.
- 2) Select "Class Lists/MMS Grades.
- 3) From the "Select Classes to Print" section, choose the for which classes you wish to print reports. Double click on them one at a time, or click once and then click on the "move" button.
- 4) Right now, all you have is the name and student ID number. You still need to select the fields to print.
- 5) At the bottom half of the screen called "Select fields to print", you need to find the correct quarter, then move over the data you need. (Most likely it will be Q2 Grades, Q2 Comment1, Q2 Comment 2, etc.) This will change with the quarter. Please make sure you are selecting the correct quarter. (If you want to see all grades so far, select Q1 Grades, Q2 Grades, Q3 Grades) etc.
- 6) REMEMBER: The report will only print what you select. If you don't move it to the "Selected" box on the right, it won't print.
- 7) Click on print. It will show you the print preview, then you hit okay, whether or not you want to print. The next dialogue box will ask you if you want to print. Here you can choose yes or no.
- 8) To close out of MMS Gradebook, find the EXIT sign at the top of the page, and click on it☺

Good Luck.

Donna Girard