Welcome to HomeschoolingRecords!

Once you have registered with us, do the following:

Click on the students tab.

Enter students name in the first box and click "add".

Enter additional students by clicking on "New".

Next:

Go to the "Subjects" tab or click on the arrow, below the students.

For the subject that will be graded; Choose a category, then enter a portion to be applied, e.g. tests will be worth 40%.

Add categories (tests, worksheets, etc.), for each subject that you will be grading. Make sure the total portion adds up to 100% for each course.

Grading Proportions

Enter % of grade per portion, (what portion of the total grade should be allotted to tests, worksheets, etc.) for each course below. Note: the total for each subject should equal 100%.

Do not enter the '%' symbol, just a number.

You can add your own course, scroll down to the bottom of this page!

When you are finished adding categories to subjects below, go to the grades page.

Click 'New' to add additional categories

Course

Math

		Category	Portion
New			
Edit	Delete	Tests	40
Edit	Delete	Worksheets	60
Add	Done	Projects	

Sum of portions: 100

Sum of proportions should = 100%

Social Studies

Add grading portions to class

	Category	Portion
Add	Tests	

Sum of portions:

History

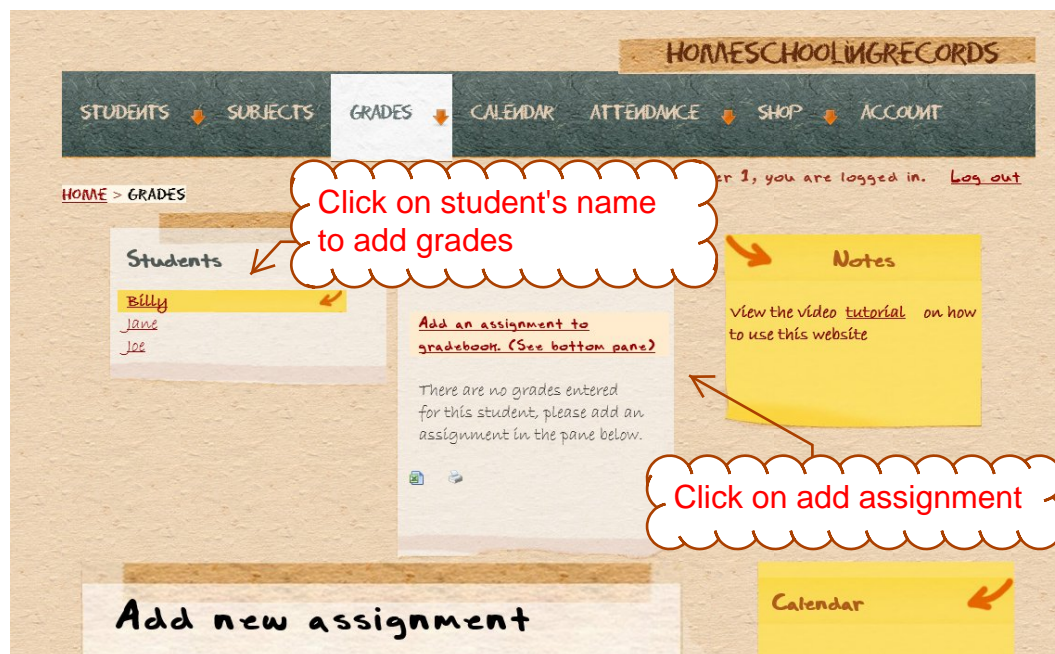Add grading portions to class

Once you are finished adding the proportions for each course you are grading, click on the grades tab.

Click on the student's name that you wish to add a grade for.

Then, click on "add an assignment to gradebook"

Scroll down to large box. Add assignment information.

If the drop down for category is empty, you must first go to the "Subjects" tab and enter the proportions for the corresponding course.

Once you have added an assignment, you may continue adding more or, click on the subject now showing in the box above.

Add an assignment to gradebook. (See bottom pane)

Subject	Overall Grade
Math	95.0 %

Once an assignment has been added you can view the detail, by clicking on the subject, now showing

Add new assignment

You may enter future assignments here and leave the grade empty, the overall grade will not be affected until a grade is given. Later you may come back and edit the assignments to post a grade.
When entering a grade, you may enter the percentage or the fraction (e.g. 80 or 80/100)

Copy selected assignments to: Jane ∨

Assignment was added successfully, click on subject above to view.

Item	Due Date	Subject/Category	Score %
		Math / Tests	Add

- You can edit or delete assignments entered, or add them to the calendar.
- You can also add more of the same subject by clicking on the "add new".
- You can copy selected assignments to another student.

Subject	Overall Grade
Math	95.0 %

Click

Billy's Grades (Math)

Add new assignment to gradebook (choose another subject)

You may enter future assignments here and leave the grade empty, the overall grade will not be affected until a grade is given. Later you may come back and edit the assignments to post a grade.
When entering a grade, you may enter the percentage or the fraction (e.g. 80 or 80/100)

Copy selected assignments to: Jane ∨

Note: if an assignment is edited or deleted after adding to calendar, it will need to be updated in the calendar as well.

☐ Select all

Item	Date Due	Category	Grade		Add new (Math) assignment
Worksheet 1	12/2/2015	Worksheets (60%)	95%	☐	Edit Delete