Gradekeeper for iPhone User's Guide

Introduction

Welcome to Gradekeeper for iPhone!

With Gradekeeper for iPhone, you can work with your Gradekeeper classes right on your iPhone. You can create new classes, add new students and assignments, take attendance, and make seating charts. You can email or print individual student progress reports.

Getting Started

To install Gradekeeper on your iPhone, purchase it from the App Store.

You can create new classes right on your iPhone, or you can copy your existing classes to your iPhone using file sharing. You can also link to Dropbox and share your classes between your desktop computer and your iPhone automatically.

Using File Sharing

To copy existing classes to your iPhone using file sharing, open a Finder window and connect your iPhone to your computer. Choose your iPhone from the sidebar on the left. Choose the Files tab on the top. Choose Gradekeeper from the list of Apps. Drag a class into the window and onto Gradekeeper. The class should appear in the file list in a moment.

To copy classes from your iPhone back to your computer, select one or more classes from the list of Gradekeeper documents. Drag and drop the classes to your desktop.
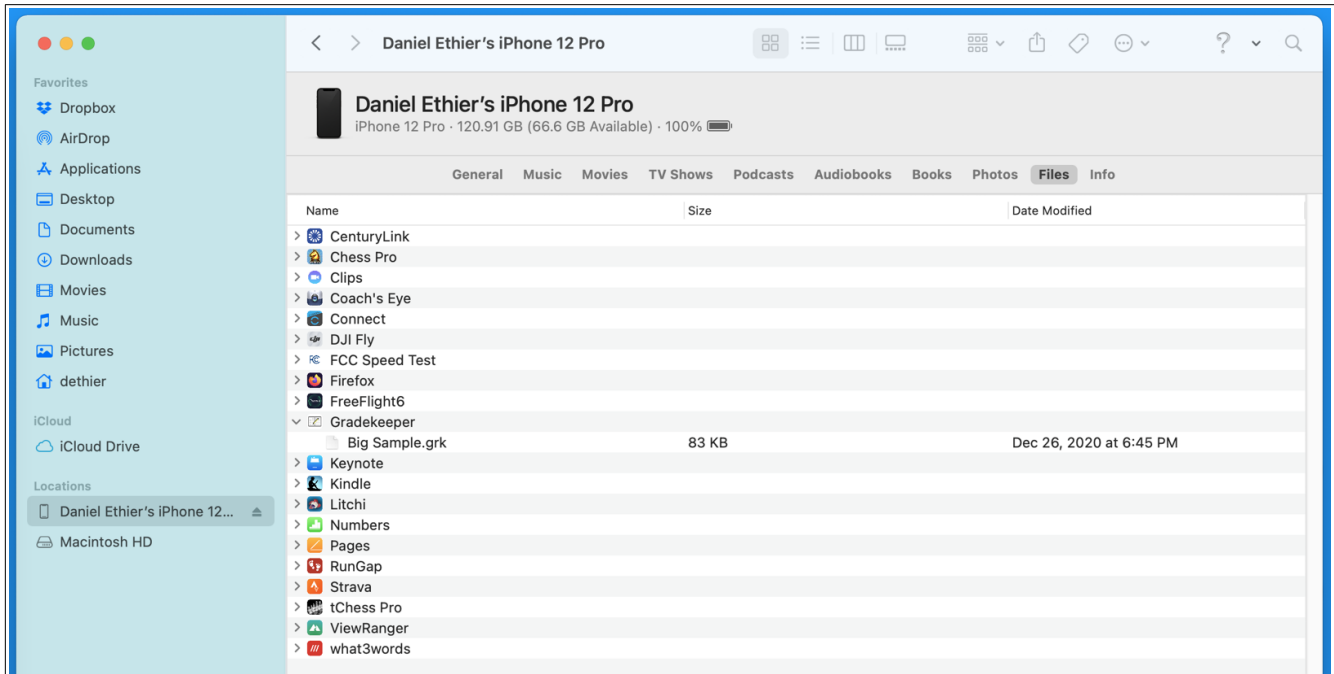
Using Dropbox

The easiest way to share classes between your computer and iPhone is Dropbox. You can sign up for Dropbox for free with 2 gigabytes of space. When you install the Dropbox app on your computer, classes you edit on one device will be automatically synced to your other devices.

You can link to Dropbox from Gradekeeper for iPhone by tapping the Dropbox icon on the upper right of the classes view. You will be asked to enter your Dropbox email address and password.
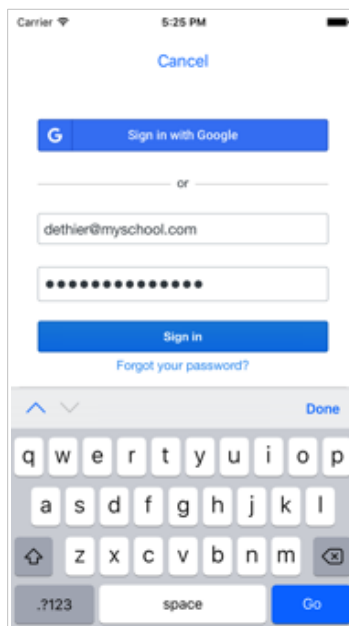
When you link to Dropbox, a folder called Gradekeeper will be created in the Apps folder in your Dropbox. This folder will also be available inside the Dropbox folder on your computer if you have the Dropbox app installed. Copy your existing classes into this folder.

When Gradekeeper is linked to your Dropbox account, the files view will show the classes saved in the Gradekeeper folder in your Dropbox. You can only open Gradekeeper classes from Gradekeeper. You cannot open Gradekeeper classes from the Dropbox iOS app.

Never edit the same class from different devices at the same time. Gradekeeper has no way to merge changes to the same class made on different devices.

If you do edit the same class on different devices, Dropbox will notice that the saved copies of that class are not the same and create a "conflicted copy" of the class. You will need to look at both copies of your class, and either delete one of the copies, or manually merge the different changes into the original class.

Files View

The files view lists the classes in either your local documents or in your Dropbox, if you linked to your Dropbox.
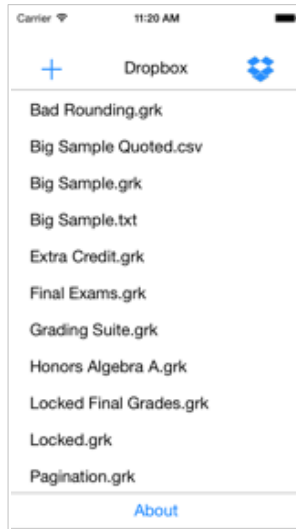
Tap a row to open that class. Press and hold a row to delete a class. You will be asked to confirm that you want to delete that class. Be careful! There is no way to undo deleting a class. You can tap the Dropbox icon on the upper right to link to your Dropbox.

Creating New Classes

To create a new class, tap the plus button in the files view. The new class window will appear, allowing you to enter the filename, subject, school, and teacher for the new class. Tap Done when you have finished entering those items.
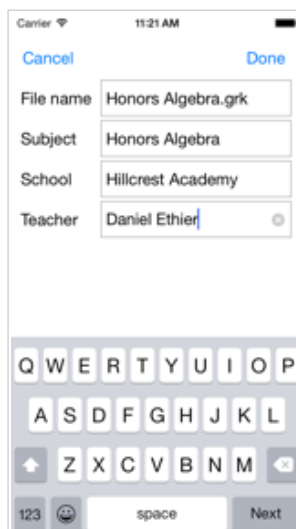
Importing Students

You can create a new class and import a list of students to avoid having to manually enter all your students.

Your student roster should be a text file with a list of student IDs and names, separated by a tab, with one student per line. The text file must have a file extension of txt. You can also use a text file with comma separated values, with the csv file extension. Student names must be a single item, formatted either first name last name, or last name, first name.

For example:

> 1234 <tab> Albright, Amy
> 2345 <tab> Bravado, Barbara

or
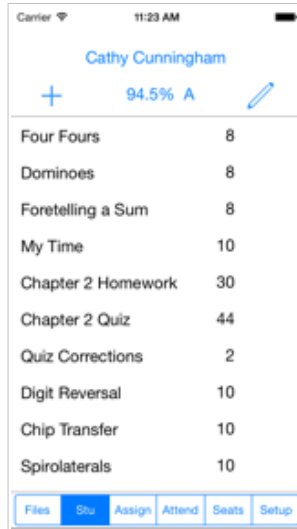
> "1234", "Albright, Amy"
> "2345", "Bravado, Barbara"

Copy your roster onto your iPhone using file sharing or copy them into your Dropbox.

When you open a file with the txt or csv file extension, Gradekeeper will create a new class with those students and show the new class window. You can enter the filename for the new class, the subject, school, and teacher. When you finish, tap Done. You will be switched to the assignments view, where you can add assignments to your class.

Students View

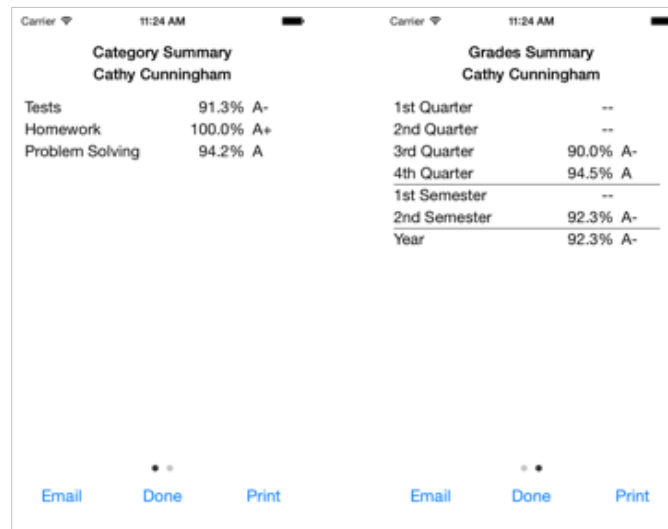The students view shows one student and their scores for the assignments in the current term in the school year.

To view another student, you can tap the student name and choose a student from the drop down list. You can swipe left or right to see the next or previous student. Tap the student grade to see a summary by category. Swipe to see a summary by grade.

You can edit a score by tapping that row.

You can move to the previous or next score by tapping the buttons on the keyboard toolbar. You can edit the footnote for the score by pressing and holding a row. You can fill all following scores with the same score as the current score by tapping Fill Scores.

Scores are decimal numbers. You can enter a percent of the points possible, a ratio of the points possible (for example, 2/3), or a deduction (enter -5 to take off 5 points). These will be converted to numeric scores based on the points possible for the assignment. You can also enter a letter grade as a score. The letter grade will be converted to a score based on your letter grade cutoffs.

Tap Done on the keyboard when you are finished editing scores.

To add a new student, tap the plus button. The new student window will appear.

Enter a student ID, a student name, and the email addresses for the new student. Tap Next to accept this new student and add another new student. Tap Done to accept this new student and return to the students view. Tap Cancel to cancel this new student.

After one or more new students are added to a class, the students will be sorted by name. To insure that your students are sorted correctly, enter student names either first name first, or last name first with a comma after the last name.

To edit a student, tap the pencil button. The edit student window will appear.


You can enter or change the student ID and student name. You can enter email addresses for email progress reports. And you can enter a brief comment.

You can drop this student by tapping Drop. This will remove the student from the active roster for the class, but not delete them from the class entirely. When editing a dropped student, you will be able to undrop the student, returning the student to the active roster, or you can delete the student entirely. You can undo a recently deleted student by shaking your iPhone.

Tap Done when you have finished editing this student.

Sharing Progress Reports

To send a progress report by email for this student, tap the student grade to display the category summary view, then tap the email button at the bottom. A progress report for this student will be created and the email window will be displayed. You can edit the email to add additional notes. Tap Send to send the email.
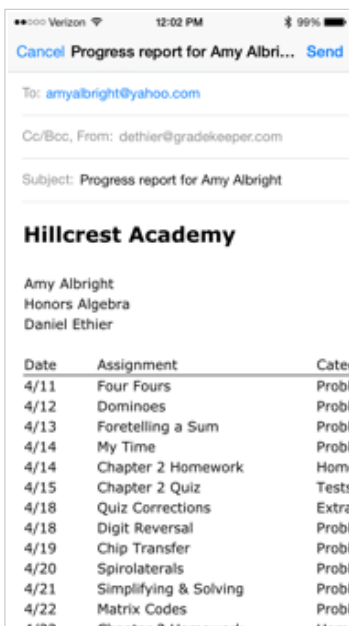
To print a progress report for this student, tap the student grade to display the category summary, then tap the print button at the bottom. A window will appear, allowing you to choose an Airprint printer and the number of copies. Tap Print to print the progress report.

You can only print to printers that support Airprint. Many newer printers do support Airprint. If you want to print to a printer that does not support Airprint, you can install Printopia on your computer to allow you to print to any printer your computer can print to.

Assignments View

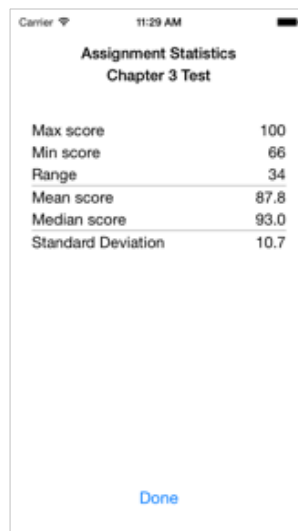The assignments view shows one assignment and scores for each student in the class.

To view another assignment, you can tap the assignment name and choose an assignment from the drop down list. You can swipe left or right to see the next or previous assignment.

You can edit a score by tapping that row.

Tap the assignment points possible to see statistics for this assignment.

Tap the plus button to add a new assignment. Tap the pencil button to edit this assignment. The edit assignment window will be displayed.


You can enter or change the assignment name, category, and points possible. To change the assignment date, tap the date and choose a date from the date picker window.

You can delete this assignment by tapping the Delete button. You can undo a recently deleted assignment by shaking your iPhone.

Tap Done when you have finished editing this assignment. If this is a new assignment, you will be able to begin entering scores.

Attendance View

The attendance view shows the attendance for one date.
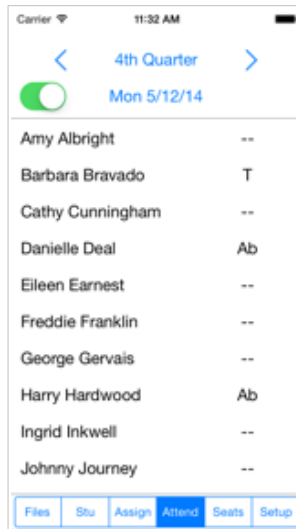
To see attendance for another date, tap the date and choose the date you want. You can also swipe left and right to see the next or previous date.

To designate a date as a non-class date (for a holiday or vacation day, for example), tap the switch on the upper left. You cannot take attendance on non-class days.
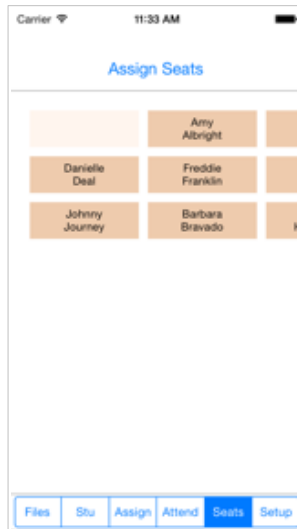
To edit the attendance for a student, tap that row on the attendance codes column. Then choose an attendance code from the dialog that appears.

To see a summary of attendance for a student, tap that student's name.
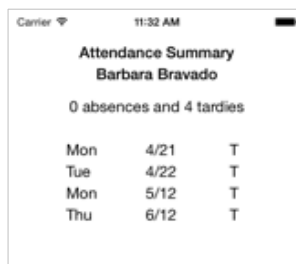
Seating Chart

The seating chart shows the current seating chart for this class.

You can use the pinch open and pinch close gestures to zoom in or out to get the best view of your seating chart.

To assign seats, tap the Assign Seats button. Enter the number of rows and columns in your seating arrangement. Tap Done to assign students randomly to seats. You can undo the last seating assignment by shaking your iPhone.

You can also manually swap student seats. Tap and hold on a student until the seat changes color. Then tap on another student or on an available seat. Tap and hold on an empty seat to choose whether to make the seat available, unavailable, or hidden.

You can use the seating chart to take attendance for the current day. Tap a student seat and choose an attendance code from the dialog that appears.
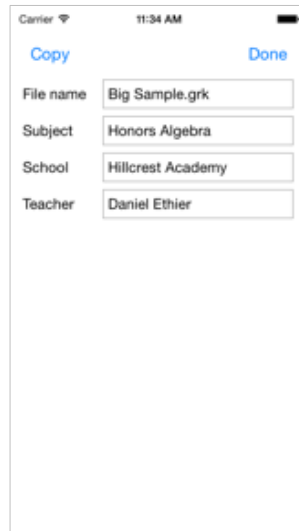
Gradebook Setup

To set up your school year, categories, letter grades, final exams, special scores, attendance codes, and footnotes, tap Setup at the bottom of the screen. The Setup Gradebook view will appear.
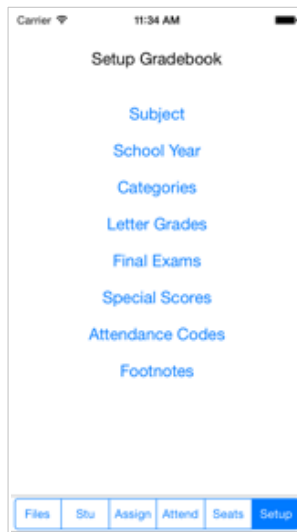
Tap one of the buttons to show a window allowing you to edit those settings.

Subject

The subject window shows the filename, subject name, school name, and teacher name for the current class.
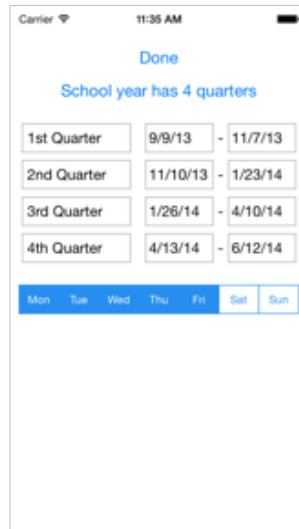

Enter the filename, subject name, school name, and teacher name.

You can tap Copy to make a copy of this class. You will be asked for a new filename for the copy. Then the class will be closed and the copy will be created and opened.

If you change the filename for a class, the class will be renamed. You cannot rename a class saved in your Dropbox.

School Year

The school year window shows the number of terms in your school year, the name of each term, and the starting and ending date for each term.

Tap the number of terms button to choose a different number of terms for your school year. Tap the starting or ending date to choose a different date. You can enter names for each term in the school year. Tap the days of the week to choose which days of the week your class will meet.

Categories

The categories windows shows the assignment categories and weights.

You can enter the name and weight for each assignment category. Enter a weight of NG to indicate that assignments in that category should be excluded from grade computation. Tap Drop 0 to choose the number of worst scores to drop from a category. The worst score is the score which, when dropped from the category, most improves the percent correct within that category for a student.

You can also choose to compute grades using total points earned or using category weights. Total points will total the points earned and possible for each student and compute a percent. Category weights will do the weighted average of the percent correct within each category using your category weights.

Letter Grades

The letter grades window shows letter grades and letter grade cutoffs.
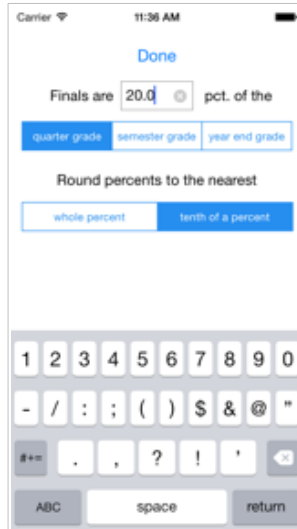
Enter a letter grade and percent for each letter grade. The percent is the lowest percent that will earn that letter grade. If you do not use a letter grade, clear both the letter grade and the percent fields. The failing grade must have a percent of 0.

You can choose to display both the percent and letter grade, the percent only, or the grade only.

Final Exams

The final exams window shows the percent that final exams contribute and which grade they contribute to.

Enter a percent and choose which grade your final exams will contribute to. You will be warned if there are final exams that will not contribute to a grade with your current settings.

You can also choose whether to display percents to the nearest whole percent or the nearest tenth of a percent. Grade computation is always done using percents to the nearest tenth.

Special Scores

The special scores window shows special scores and their meaning.

Enter a special score and choose the meaning of that score. You can choose to have a score indicate that a score is excused, pending (excused but still considered missing), or counts as 0 points. Special scores cannot be numbers, since they would be confused with scores.

Attendance Codes

The attendance codes window shows attendance codes and their meaning.
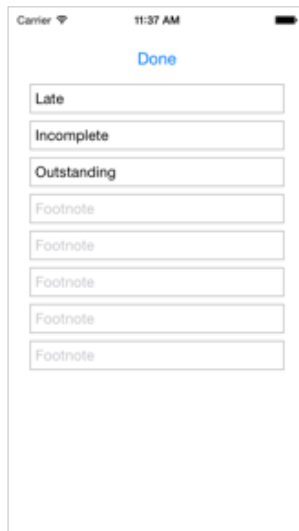
Enter an attendance code and choose what that code means. You can choose to define an attendance code as a full or half absence, a tardy, or excused (not included in totals of tardies or absences).

Footnotes

The footnotes window shows the footnotes that can be attached to a score.

Enter or edit the footnotes you want to be able to attach to scores.

Grade Computation

Gradekeeper normally determines grades using total points earned. For every student, the sum of their points earned is divided by the total points possible. This result is converted to the nearest tenth of a percent. This percent is then used to determine a letter grade based on the current letter grade percents.

Extra credit assignments (assignments in the Extra Credit category or assignments with 0 points possible) contribute to each student's points earned, but do not contribute to the total points possible.

For example:

```
It All Adds Up          7/ 10
Orient Express         10/ 10
Bulgarian Solitaire     8/ 10
Spirograph Special      8/ 10
Extra Credit Work      10/  0
Chapter 1 Homework     25/ 35
Chapter 1 Test         73/100

Total                 141/175   =   80.6%
```

If you want certain kinds of assignments (such as tests or homework) to contribute a fixed amount to each student's grade, then you should compute grades using category weights. The percent correct within each category will be computed, with grades being determined by a weighted average of the percent correct within each category.

Extra credit assignments can affect grades in different ways when you are computing grade using category weights.

Assignments with 0 points possible improve the percent correct within that category. If you place an assignment with 0 points possible in the homework category, this would increase the percent correct in that category for students earning points on that assignment.

Assignments in the Extra Credit category are treated like assignments in any other category. The percent correct on these assignments is multiplied by the category weight. But the Extra Credit category weight is not included when category weights are totaled.

The weight you choose for the Extra Credit category determines how much your extra credit assignments will contribute to term grades, relative to your other categories. If you choose a weight of 10 for Extra Credit, and the total of the weights of your other categories is 100, any student with a perfect score on every assignment would earn a grade of 110% for the term.

The following is a detailed example of grade computation using category weights when you have extra credit assignments:

```
Tests              Chapter 1 Test         82/100
                   Chapter 2 Test         80/100
                   Chapter 3 Test         78/100

                   Total                  240/300 = 80%

Homework           Chapter 1 Homework     30/ 40
                   Chapter 2 Homework     20/ 30
                   Chapter 3 Homework     40/ 50

                   Total                  90/120 = 75%

Activities         Spirolaterals           8/ 10
                   Spirograph Special      7/ 10

                   Total                  15/ 20 = 75%

Extra Credit       Math Counts #1          7/ 10
                   Math Counts #2          3/ 10

                   Total                  10/ 20 = 50%


Tests          80% correct   x   50 weight   =   40.0%
Homework       75% correct   x   30 weight   =   22.5%
Activities     75% correct   x   20 weight   =   15.0%
Extra Credit   50% correct   x   10 weight   =    5.0%

Total                            100 weight  =   82.5%
```

Without the assignments in the Extra Credit category, this student would have earned a grade of 77.5% for the term. Note that the Extra Credit category is not included when the category weights are totaled. This is what makes these assignments truly extra credit.

Missing extra credit assignments are excused (excluded from grade computation), so the percent correct on extra credit for a student includes only those extra credit assignments they received scores for. Extra credit assignments a student does not do will not affect their grade.