

Parents,

## Directions for mygradebook.com

Click on grades from Mr. Sutherland's web site or go to <http://www.mygradebook.com>

The following login screen appears:

The screenshot shows a Windows Internet Explorer browser window displaying the MyGradeBook website. The address bar shows the URL <http://www.mygradebook.com/>. The website header includes navigation links: Home, Learn More, Pricing, FAQ, Testimonials, Free Trial, Join Group, Create Group, and Take a Tour. The main content area features a large green apple image on the left, the MyGradeBook logo, and the tagline "Making life easier for teachers, parents, and students." Below this, a text block explains the service: "MyGradeBook allows teachers to grade assignments, print out reports, email parents, wherever they've got a computer and an Internet connection. MyGradeBook offers secure service and gives teachers access to their data 24 hours a day, 7 days a week." Two bullet points follow: "Learn about MyGradeBook's features" and "Sign up for a free trial now!". To the right of the text is a small video thumbnail of a woman, with the caption "Click to see MyGradeBook featured in the news!". Below the main text are two prominent green buttons: "Take a tour" and "Sign up for a free trial". The bottom section of the page is divided into "MyGradeBook's unique features" (listing Grade Management with sub-points: Flexible tools to fit your grading style, and Elementary and Secondary formats) and "Top links" (listing Product Pricing, Frequently Asked Questions, Testimonials from teachers and students, and Sign up for a free 30-day trial). On the right side of the page is a "Log in" section with a "Username:" field (with a sub-label "(Email/Primary login ID/Classword)"), a "Password:" field, and a "Submit" button. Below the login fields is a link for "Need help logging in?". Further down is a "Product demonstration" section showing a preview of the MyGradeBook interface, including a class list, assignment details, and a student list table.

The screen above appears and you are prompted for a **Username**. The username is the same for every student in a class. This was provided to your son or daughter, ask them for it. The **Password** is their permanent student ID number in the AUHSD. This is a 5 digit number that they should have or you can get from any school form. I could also provide you that information but would prefer not to have to send out 160 individual emails with ID numbers.

After you login the following screen appears:

The screenshot shows a web browser window titled "MyGradeBook - Parents & Students: Overall Summary - Windows Internet Explorer". The address bar shows the URL "https://www.mygradebook.com/secured/student\_parent\_summary.cfm". The page content includes the MyGradeBook logo, navigation tabs (Home, Assignments, Attendance, Calendar, Comments, Reports), and user information: Teacher: Peat Sutherland, Class: Chemistry 7th, Student ID: 2802391, Student Name: Michelle Obama. A "Grading Summary" section displays: Grade: B+ (89.27%), Total Assignments: 9, Assignments due & missing: 0, Assignments due & unscored: 1. Below this is a "Calendar for Sep 10 2009" section with three sub-sections: "Assignments Due Today" (No assignments due today. > [See all assignments](#)), "Online Quizzes Due Today" (No online quizzes due today. > [See all assigned online quizzes](#)), and "Today's events" (No events today. [View Full Calendar](#)). The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Microsoft...", "Mr. Sutherland's C...", "My Documents", "mygradebook instr...", and "MyGradeBook - Pa...". The system clock shows 1:12 PM.

*Note: I only use the grading features of mygradebook. The calendar function will only record when I enter grades. I don't use the multitude of other mygradebook features such as attendance, comments, announcements or events; I use my website for that information.*

Another useful view is if you click on the assignments by category tab. The following screen appears:

The screenshot shows the MyGradeBook interface for a student named Michelle Obama in a Chemistry 7th class. The page is titled "MyGradeBook - Parents & Students: Assignments by Category". The navigation menu includes Home, Assignments (selected), Attendance, Calendar, Comments, and Reports. The teacher is Peat Sutherland.

**Category: Homework and Labwork**  
 Weight: 35.00 Scores to Drop: 0 Extra Credit: N Grade ? : B- (83.63%)

Assignment Name	Date Due	Max Points	Points Earned **	% earned
<a href="#">email Assignment</a>	08/31/2009	10.00	10.00	100.00
<a href="#">Chapter 1 Homework</a>	09/01/2009	8.00	8.00	100.00
<a href="#">Equipment ID Lab</a>	09/01/2009	8.00	8.00	100.00
<a href="#">Safety Quiz and Contract</a>	09/01/2009	10.00	10.00	100.00
<a href="#">Chapter 2 terms</a>	09/03/2009	10.00	10.00	100.00
<a href="#">Chapter 2 HW</a>	09/09/2009	9.00	0.00	0.00
<a href="#">Chapter 3 Terms</a>	09/09/2009	12.00	?	NA

**Category: Tests and Quizzes**  
 Weight: 65.00 Scores to Drop: 0 Extra Credit: N Grade ? : A- (92.30%)

Assignment Name	Date Due	Max Points	Points Earned **	% earned
<a href="#">Equipment ID Quiz</a>	09/01/2009	15.00	14.00	93.33
<a href="#">Test Chp 1&amp;2</a>	09/09/2009	50.00	46.00	92.00

This view breaks down the student's grade by type of assignment. This helps break down the student's grade according to the different delineated categories. It helps particularly for those classes I use a weighted grading system (Chemistry).

I hope this helps and email if you have any questions or problems.