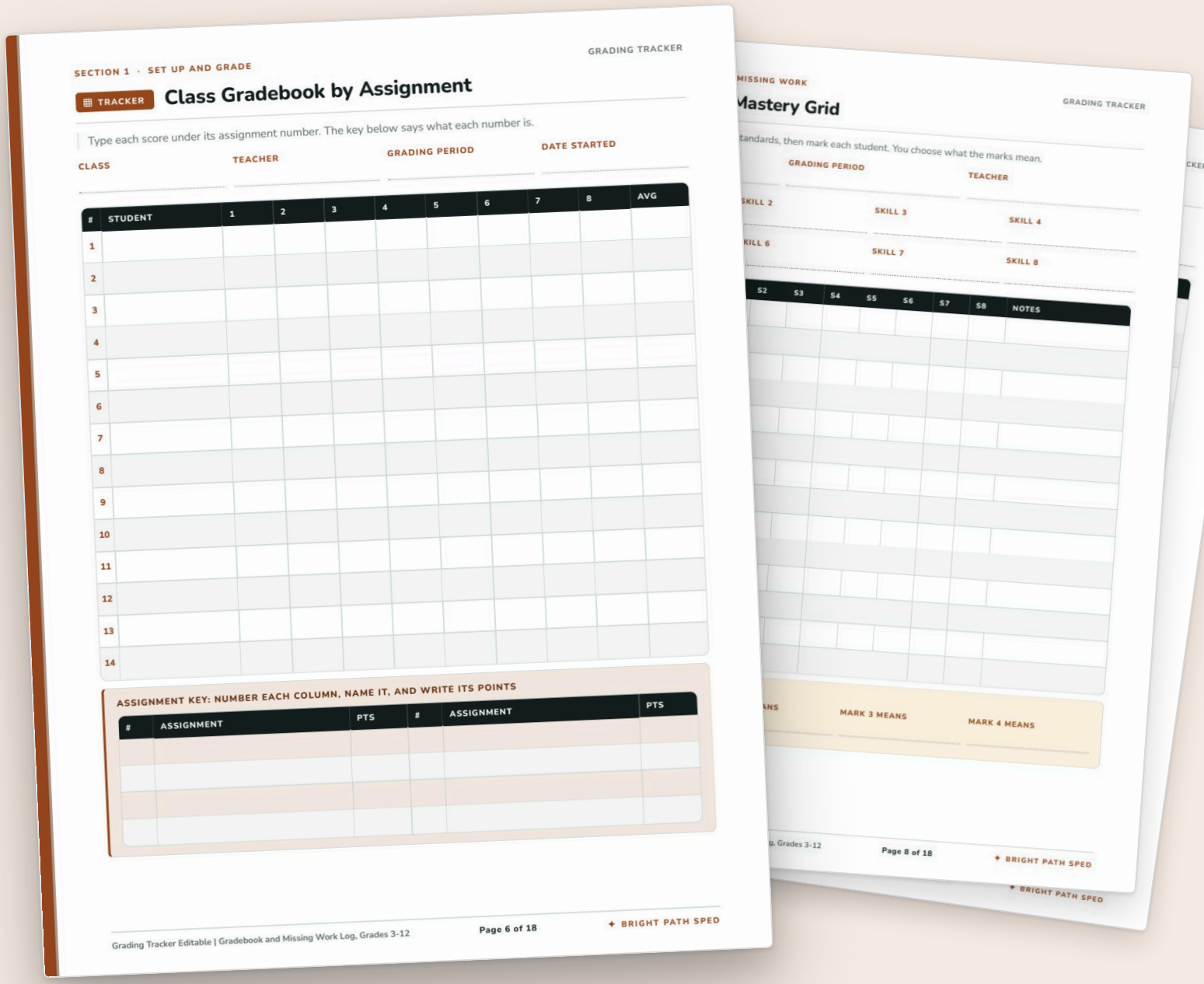
GRADEBOOK & RECORDS · GRADES 3–12

EDITABLE

Grading Tracker



18 PAGES | GRADEBOOK + CALCULATOR | MISSING WORK LOG | FILLABLE PDF

✦ BRIGHT PATH SPED

CONTENTS

What Is Inside, and Where

18 pages: gradebook, calculator, skill grid, missing work, summary, report, contacts, family update and a student page.

Before you begin

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01 Set Up and Grade

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Grade Calculator, Your Weights
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Skill Mastery Grid
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Student Progress Report Sheet
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Family Update: Grades and Work
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04 Student Page, Words, Example

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My Work Tracker
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Grade Notes: Phrase Bank
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A Gradebook, Filled In
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WHICH PAGE, WHEN

Entering scores: page 6. Working out a grade: page 7. Skills: page 8. A paper is missing: page 9. End of the period: pages 10 and 11. Calling home: pages 12 and 13. Working with a co-teacher: page 14. A child tracks their own work: page 15.

☆ START HERE Start Here — Three Steps

Two minutes of reading. Type it, print it, and your grades live in one place.

1

Set up

Open the file in Adobe Acrobat Reader (free) or Preview on a Mac — not a browser tab, which may fill fields and then not save them.

Type your name and tab labels on page 5. Name your assignments on the key under the gradebook (page 6).

2

Enter and work out

Type scores into the gradebook (page 6). Type your categories and weights into the calculator (page 7). Missing papers go on page 9.

Save As with the class and period; the original stays blank.

3

Report and share

Copy the results to the summary (page 10) and the report sheet (page 11). Send the family update (page 13) and log the contact (page 12).

WHAT THIS FILE IS

A fillable PDF. The fields are built into the document itself, so it works offline with no account or subscription and looks the same on every machine that opens it.

WHAT THIS FILE IS NOT

It is not a Google Sheets file, a Google Doc, or an Excel workbook, and it does not add up grades for you. You type the numbers, and the calculator page shows the steps. You cannot drag the boxes around or restyle the page.

THE RULE EVERY PAGE FOLLOWS

Weights, scales and late or missing-work rules are your school's or yours. These pages do not decide them. Your rule gets a blank line on pages 7, 9 and 14.

IF SOMETHING DOES NOT WORK

The text disappears when I close it. It was opened in something that fills fields but does not save them. Open it in Acrobat Reader and use Save As.

My printer cuts off the border. Print at 100 percent, not "fit to page."

Anything else — the **Ask a Question** tab on the product page. Every question is read, and a fix to the file is a free update.

BEFORE THE FIRST DAY OF THE GRADING PERIOD

- ☐ Type the class, the dates and the assignment key
- ☐ Type the weights you use on the calculator
- ☐ Save one copy for each class
- ☐ Keep completed copies private

TRACKER

Class Gradebook by Assignment

Type each score under its assignment number. The key below says what each number is.

CLASS _____ TEACHER _____ GRADING PERIOD _____ DATE STARTED _____

#	STUDENT	1	2	3	4	5	6	7	8	AVG
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										

ASSIGNMENT KEY: NUMBER EACH COLUMN, NAME IT, AND WRITE ITS POINTS

#	ASSIGNMENT	PTS	#	ASSIGNMENT	PTS

TRACKER

Grade Calculator, Your Weights

You choose the categories and the weights. The page shows the steps; you type the numbers.

STUDENT _____ CLASS _____ GRADING PERIOD _____

#	CATEGORY (YOU NAME IT)	WEIGHT %	POINTS EARNED	POINTS POSSIBLE	PERCENT	WEIGHTED
1						
2						
3						
4						
5						
6						

WEIGHTS ADD UP TO _____ WEIGHTED TOTAL _____ LETTER OR MARK (YOUR SCALE) _____

THE ARITHMETIC, STEP BY STEP

1. Percent = points earned ÷ points possible × 100.
2. Weighted = percent × weight ÷ 100.
3. Add the Weighted column. Your weights should add to 100.

WHAT DO I NEED ON THE NEXT ONE?

POINTS EARNED SO FAR _____ POINTS POSSIBLE SO FAR _____ NEXT ONE IS WORTH _____

PERCENT I WANT _____ POINTS I NEED _____

OUR RULE FOR ROUNDING AND THE SCALE

Weights, rounding and the scale come from you or your school. Write the rule here.

_____

_____

_____

_____

TRACKER

Skill Mastery Grid

Name up to eight skills or standards, then mark each student. You choose what the marks mean.

CLASS

GRADING PERIOD

TEACHER

SKILL 1

SKILL 2

SKILL 3

SKILL 4

SKILL 5

SKILL 6

SKILL 7

SKILL 8

#	STUDENT	S1	S2	S3	S4	S5	S6	S7	S8	NOTES
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										

MY MARKS MEAN

MARK 1 MEANS

MARK 2 MEANS

MARK 3 MEANS

MARK 4 MEANS

NOTES

Student Progress Report Sheet

One page for one student. Type it, print it, send it home or keep it for a meeting.

STUDENT

CLASS

TEACHER

GRADING PERIOD

#	CATEGORY	EARNED	POSSIBLE	PERCENT	COMMENT
1					
2					
3					
4					
5					

WHAT IS GOING WELL

WHAT TO WORK ON NEXT

WORK STILL TO TURN IN

WHAT WILL HELP

FINAL MARK (YOUR SCALE)

TEACHER SIGNATURE

DATE SENT HOME

EXAMPLE A Gradebook, Filled In

SAMPLE · INVENTED STUDENT

The students, the scores and the weights are invented. Every total can be re-added from its own row.

CLASS GRADEBOOK (PAGE 6), FIVE INVENTED STUDENTS, FIVE ASSIGNMENTS

STUDENT	1 (10)	2 (20)	3 (10)	4 (25)	5 (15)	AVG
Maya	10	18	9	22	14	91%
Jordan	8	15	7	18	11	74%
Eli	9	16	10	M	13	87%
Priya	10	19	10	23	15	96%
Marcus	6	11	5	13	8	54%

Points in brackets. Maya: 10 + 18 + 9 + 22 + 14 = **73** of 80 = **91%**. Eli turned in four of five (M = missing): 9 + 16 + 10 + 13 = **48** of 55 = **87%**. Whether a missing paper counts as zero is your rule, not this page's. Jordan 59 of 80 = 74%, Priya 77 of 80 = 96%, Marcus 43 of 80 = 54%.

GRADE CALCULATOR (PAGE 7), ONE INVENTED STUDENT WITH INVENTED WEIGHTS

CATEGORY	WEIGHT %	EARNED	POSSIBLE	PERCENT	WEIGHTED
Homework	20	90	100	90%	18.0
Quizzes	30	42	50	84%	25.2
Tests	40	170	200	85%	34.0
Projects	10	45	50	90%	9.0

Weights 20 + 30 + 40 + 10 = **100**. Weighted: 18.0 + 25.2 + 34.0 + 9.0 = **86.2**. The weights are made up for this example.

MISSING WORK LOG (PAGE 9), INVENTED

STUDENT	ASSIGNMENT	DUE	TOLD FAMILY	TURNED IN
Eli	Assignment 4	Oct 12	Oct 14	Oct 19

WHY THIS IS ENOUGH

Every average can be re-added from its own row. No policy is assumed: the late rule, the weights and the scale are yours.

YOUR TURN: ONE STUDENT, ONE GRADING PERIOD

STUDENT	POINTS EARNED	POINTS POSSIBLE	PERCENT