

Admin Set Up- Schoolwide Gradebook

Setting Up Your School's Gradebook

Setting up your school's gradebook is quick and easy. This guide will show you how to set up your grading definitions, grading periods, and visibility. With Beehively you can control what information parents see and when they see it.

Eureka Academy
contact@beehively.com | 1-888-851-4879

Welcome Madeline Adams | My Info | Feedback | Need Help? | Logout

Home | Classroom/Groups | Files | Directory | Calendars | Contact Us | Administration

Catholic Schools
Faith. Academics. Service.
Principal Beehively
support@beehively.com

Welcome to Eureka Academy
This private website is used to share news, activities, and events of our community. If you have any questions or comments, please use our Feedback button located at the upper right corner.


Announcements
View all previous announcements

25 Jun **Summer is Here!**
Isn't it amazing how quickly each school year passes? Year after year, we are always amazed at the speed with which summer arrives. It has been a year of joy, hard work and success at Eureka Academy, one made particularly special by the involvement of each family. I, for one, ...

02 Jan **Welcome Back, Everyone!**
Welcome Back Reminder
Dear Parents,
Hope you and your child had a wonderful Christmas break. Class is now back in session.

29 Dec **Welcome to My Principal's Corner**
PRINCIPAL'S WELCOME It gives me great joy to welcome you to the school community of St. Joseph Catholic School and to our official website. Since 1943, and building upon the charism of the Sisters of Mercy who first staffed the school, we have served God's people in the Catholic Community ...

View All Articles

Spotlight

Good School Great Future
All Spotlights

Quick Links
Classrooms
> TK
> Kindergarten
> 1st Grade
> 2nd Grade
> 3rd Grade
> 4th Grade
> 5th Grade
> 6th Grade
> 7th Grade
> 8th Grade
> Music
Groups
> Academic Competitions
> Target Bad Card Program

Administration

From the administration tab, scroll down and click Grades/Reports on the left side of your screen.

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Home | Classroom/Groups | Files | Directory | Calendars | Contact Us | Administration

Setup | Administration

Account Management
 School profile
 Feedback
 Classroom/Groups
 People
 Roles
 Lists

Content

Urgent Announcements
 Approvals
 Announcements
 Attendance
 Calendars
 External Links
 Files
 Principal Info
Grades/Reports

Hi, Principal Beehively.

Setup People
 Add People (Download Template)

Add Content
 Announcements Events More

Grade Settings

To access the Gradebook options, click Settings.

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Welcome Principal Beehively | My Info | Feedback | Need Help? | Logout

Home | Classroom/Groups | Files | Directory | Calendars | Contact Us | Administration

Setup | Grades/Reports | Add Subject/Assignments | **Settings** | Download Reports

For: All Classes

SUBJECT	CLASSROOM	EXPORT	EDIT	DELETE
Accelerated Algebra 8	8th Grade	Export	Edit	Delete
Accelerated Math 4	4th Grade	Export	Edit	Delete
Accelerated Math 5	5th Grade	Export	Edit	Delete
Accelerated Math 7	7th Grade	Export	Edit	Delete
Algebra 8	8th Grade	Export	Edit	Delete
Art	5th Grade	Export	Edit	Delete
Art	3rd Grade	Export	Edit	Delete
Art 7	7th Grade	Export	Edit	Delete
Art 8	8th Grade	Export	Edit	Delete
Computer 3	3rd Grade	Export	Edit	Delete
Computer 4	4th Grade	Export	Edit	Delete
Computer 5	5th Grade	Export	Edit	Delete
Computer 7	7th Grade	Export	Edit	Delete
Computer 8	8th Grade	Export	Edit	Delete
Conduct	3rd Grade	Export	Edit	Delete
Conduct 4	4th Grade	Export	Edit	Delete
Conduct 5	5th Grade	Export	Edit	Delete
Conduct 7	7th Grade	Export	Edit	Delete
Conduct 8	8th Grade	Export	Edit	Delete
English 7	7th Grade	Export	Edit	Delete
English 8	8th Grade	Export	Edit	Delete

Grade Definitions

Many schools utilize different grading scales for different grades/courses. You can easily establish the grading scales on the grade definitions tab. Click Add New to create your definitions.

The screenshot shows the Eureka Academy administration interface. At the top left, the logo "Eureka Academy" is displayed with contact information: "contact@beehively.com | 1-888-851-4879". On the top right, there is a user greeting: "Welcome Principal Beehively" and links for "My Info", "Feedback", "Need Help?", and "Logout". Below the header is a navigation bar with buttons for "Home", "Classroom/Groups", "Files", "Directory", "Calendars", "Contact Us", and "Administration".

The main content area is divided into two sections. On the left is a sidebar menu with two main categories: "Setup" and "Content". Under "Setup", there are links for "Account Management", "School profile", "Feedback", "Classroom/Groups", "People", "Roles", and "Lists". Under "Content", there are links for "Urgent Announcements", "Approvals", "Announcements", "Attendance", "Calendars", "External Links", "Files", "Principal Info", and "Grades/Reports".

The main content area is titled "Settings" and contains several tabs: "Grade Definitions" (which is highlighted with a blue border), "Reporting Period", "Grades Visibility", and "Subject Codes". Below the tabs is an "Add New" link. A table lists existing grade definitions:

TITLE	EDIT	DELETE
A-F Diocesan Grading Scale	Edit	delete
S /S/S-	Edit	delete

Below the table is a link: "← Back to All Subjects".

Create a New Grading Scale

1. Create a title for your grade definition. This title will help your teachers select the appropriate scale for their class or subject.
2. Input your grade labels. These are the "names" of each possible grade.
3. Define the percentage range for each label.
4. To use this scale in calculating GPA's, input the points earned for each grade.
5. To allow for color coding of your gradebooks, select a color from the menu.
6. Describe the grade label.
7. Click Save to save this Grade Definition

▼ Setup

- Account Management
- School profile
- Feedback
- Classroom/Groups
- People
- Roles
- Lists

▼ Content

- Urgent Announcements
- Approvals
- Announcements
- Attendance
- Calendars
- External Links
- Files
- Principal Info
- Grades/Reports**
- Homework
- Sports Teams
- Spotlight

Settings

Grade Definitions | Reporting Period | Grades Visibility | Subject Codes

1 Title for the grade definition:

Grade label	Minimum %	Maximum %	GPA Points (optional)	Color	Reports label
4	90	100		#00ff66	Exceeds Stand ✖
3	75	89.9		#000066	Meets Standard ✖
2	50	74.9		#ffff99	Below Standard ✖
1	0	49.9		#ff0033	Far Below Stand ✖
Grades	Min	Max		Color	✖
Grades	Min	Max		Color	✖
Grades	Min	Max		Color	✖

Add More

7 Or Cancel

Reporting Periods

Define your reporting periods so that your gradebook reflects your school year. You can customize the name of your reporting periods, date range, and to show or hide the period and scores. Hiding a period or scores, hides this information from parents. Staff users are still able to see this information.

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[Home](#) [Classroom/Groups](#) [Files](#) [Directory](#) [Calendars](#) [Contact Us](#) [Administration](#)

Setup **Settings**

Account Management

School profile

Feedback

Classroom/Groups

People

Roles

Lists

Content

Urgent Announcements

Approvals

Announcements

Attendance

Calendars

External Links

Files

Principal Info

Grade Definitions **Reporting Period** Grades Visibility Subject Codes

±	Trimester 1	Starts on 08/16/2011	Ends on 11/14/2011	Show Period <input checked="" type="checkbox"/>	Show Scores <input checked="" type="checkbox"/>
±	Trimester 2	Starts on 11/15/2011	Ends on 02/17/2012	Show Period <input checked="" type="checkbox"/>	Show Scores <input checked="" type="checkbox"/>
±	Trimester 3	Starts on 02/18/2012	Ends on 06/30/2012	Show Period <input checked="" type="checkbox"/>	Show Scores <input checked="" type="checkbox"/>

[Save Reporting Periods](#)

Grades Visibility

Sometimes is it appropriate to hide grades from parents. You can choose to make grades visible for most classes while hiding them from others. Many schools choose to hide grades in the primary grades. This allows teachers to keep records without parents being concerned with grading specifics.

The screenshot shows the Eureka Academy website interface. At the top, it says "Eureka Academy" with contact information "contact@beehively.com | 1-888-851-4879" and a welcome message "Welcome Principal Beehively". Below this is a navigation bar with buttons for Home, Classroom/Groups, Files, Directory, Calendars, Contact Us, and Administration. On the left is a sidebar menu with sections for Setup and Content. The main content area is titled "Settings" and has tabs for Grade Definitions, Reporting Period, Grades Visibility (which is selected), and Subject Codes. Under the "Grades Visibility" tab, there is a checkbox "Please select if you want to make visible to Parents" which is checked. Below this is a section "Hide grades for these classes if grades are visible to Parents" with a list of checkboxes for TK, Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade, 6th Grade, 7th Grade, 8th Grade, and Music. All these checkboxes are currently unchecked.

Miscellaneous Visibility Settings

These settings allow you to customize your gradebook to fit your school's needs. You may not be sure which settings are right for your school just yet. That's ok. Select what you think is best, and you can always change these settings later. Just make sure you click Save to save your work!

The screenshot shows a dialog box for "Miscellaneous Visibility Settings". On the left is a sidebar menu with items like Calendars, External Links, Files, Principal Info, Grades/Reports (which is selected), Homework, Sports Teams, Spotlight, Volunteer Events & Tasks, and Welcome Messages. The dialog box contains several settings, each with a checkbox: "Please select if you want to make grade scales visible to parents in report cards" (checked), "Please select if you want to make attendance visible to parents in report cards" (unchecked), "Round subject grades to a tenth, rather than to the nearest whole number" (unchecked), "Collect lunch counts in attendance" (unchecked), "Show end of year scores" (checked), "Default name of reports" (with a text input field containing "Report Card"), "Allow assignments to be marked Received" (checked), "Show GPA in report cards" (unchecked), and "Show all categories by default" (unchecked). At the bottom of the dialog box are "save" and "Cancel" buttons.

Support

For Help, or just to learn more about the many features of Beehively, take some time to explore our [Help Desk](#).

The screenshot shows the Beehively Help Desk interface. At the top, there is a blue header with the Beehively logo and navigation links: Home, Knowledge Base, Submit A Request, and Check Your Existing Requests. A notification bar indicates the user is logged out. The main content area features a welcome message with the email support@beehively.com and a 'Contact Us' sidebar with contact information: support@beehively.com, (888) 851-4879, and beehively.com. The main content area lists two articles: 'Getting Started with Beehively-An Overview' and 'Having New Members Sign Up'. Below these are two columns of article thumbnails under the heading 'Greetings, Administrators! (7) >' and 'All About Announcements (3) >'. The thumbnails include titles like 'Getting Started with Beehively-An Overview', 'Quick Start Guide', 'Having New Members Sign Up', 'Doing More with Your Announcements', 'Using the New Text Editor with Dropbox', and 'Adding Pictures to Your Announcements'.

Thank you for learning with Beehively!

