

# Gradekeeper for iPad User's Guide

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## Introduction

Welcome to Gradekeeper for iPad!

With Gradekeeper for iPad, you can work with your Gradekeeper classes right on your iPad. 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 iPad, purchase it from the [App Store](#). If you purchase it using iTunes, you will need to sync your iPad with iTunes to install Gradekeeper on your iPad.

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

## Using iTunes File Sharing

To copy existing classes to your iPad using iTunes file sharing, you should be in the files view (if you have a class open, tap Classes at the bottom). Launch iTunes. If you have not enabled sync over wifi, you must connect your iPad to your computer using the USB cable. If you are using iTunes version 11 or later, choose Show Sidebar from the View menu.

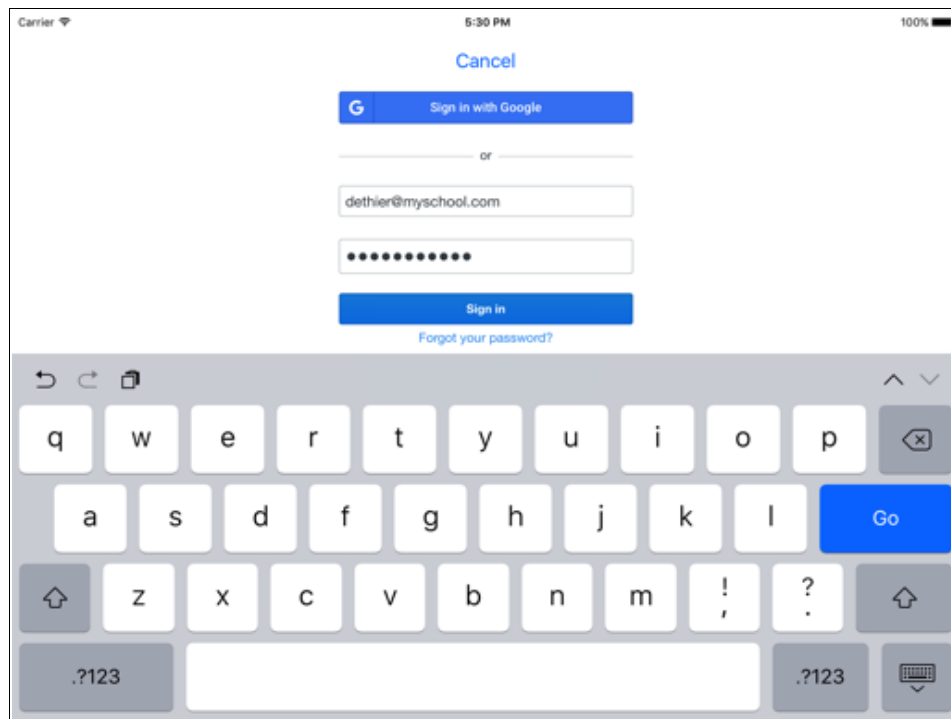
Choose your iPad from the list on the left, under Devices. Choose the Apps tab on the top. Scroll to the bottom to File Sharing. Choose Gradekeeper from the list of Apps. Click Add and select the classes you want to copy to your iPad. The class should appear in the file list in a moment.

To copy classes from your iPad back to your computer, select one or more classes from the list of Gradekeeper Documents in iTunes. Click Save to and choose where you want to save the class.

## Using Dropbox

The easiest way to share classes between your computer and iPad 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 iPad 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 classes 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.

When you first open a class from your Dropbox, it will be downloaded to your iPad. When you open that class again, it will be opened immediately from the local copy. If you open a class that has been changed from another device, a new copy will be downloaded from Dropbox.

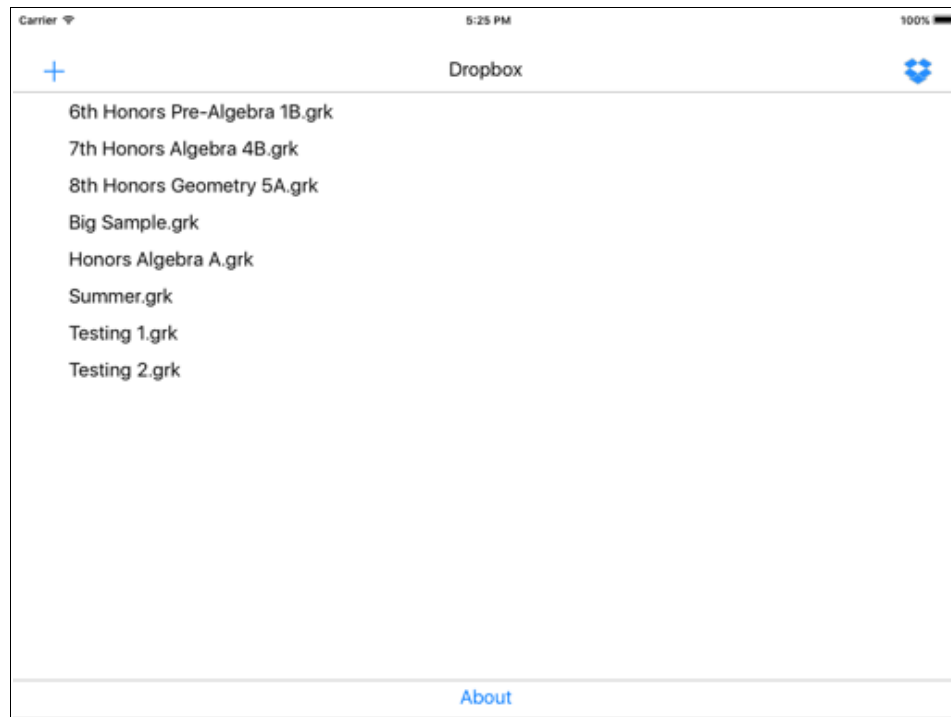
When you return to the classes view, the class will be saved locally, and uploaded to your Dropbox. You do not need to wait for uploading to finish before opening another class. You should wait for any uploading to finish before leaving the app, so any updated classes will be available on other devices.

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

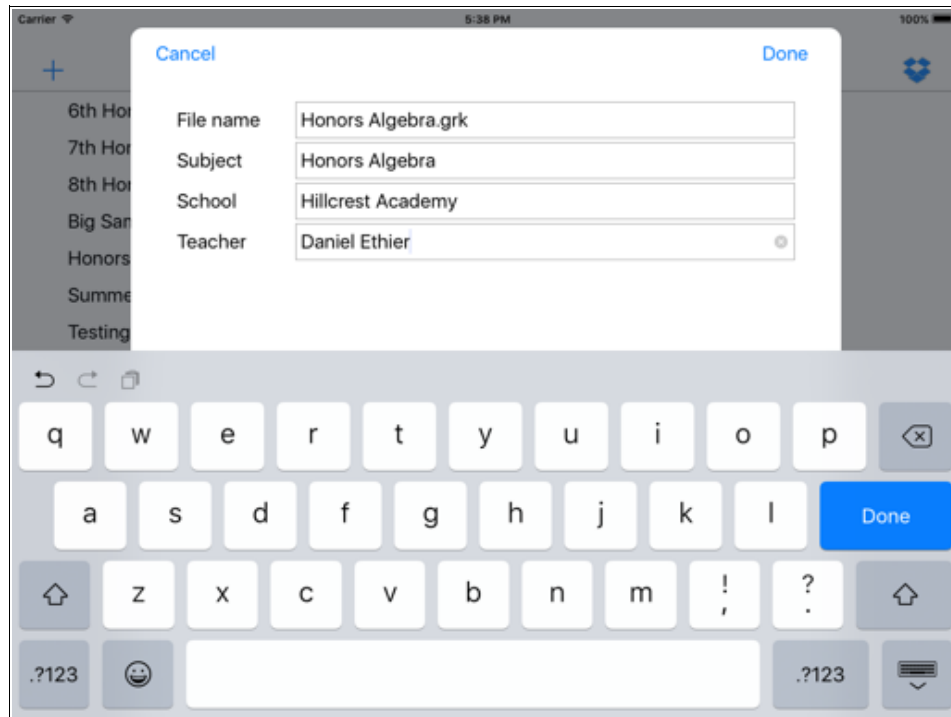
The files view lists the classes in either your local documents or in your Dropbox, if you linked to your Dropbox.



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 iPad using iTunes 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.

		4th Quarter			Amy Albright	94.1% A
4/11	Four Fours	Problem Solving	7	/	10	
4/12	Dominoes	Problem Solving	8	/	10	
4/13	Foretelling a Sum	Problem Solving	10	/	10	
4/14	My Time	Problem Solving	10	/	10	
4/14	Chapter 2 Homework	Homework	30	/	30	
4/15	Chapter 2 Quiz	Tests	50	/	50	Outstanding
4/18	Quiz Corrections	Extra Credit		/	10	
4/18	Digit Reversal	Problem Solving	Exc	/	10	
4/19	Chip Transfer	Problem Solving	9	/	10	
4/20	Spirolaterals	Problem Solving	10	/	10	
4/21	Simplifying & Solving	Problem Solving	Exc	/	10	
4/22	Matrix Codes	Problem Solving	10	/	10	
4/22	Chapter 3 Homework	Homework	25	/	25	
4/25	Chapter 3 Test	Tests	87	/	100	
4/26	Test Corrections	Extra Credit	2	/	21	

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. You can switch into another term by tapping the arrows above the student name.

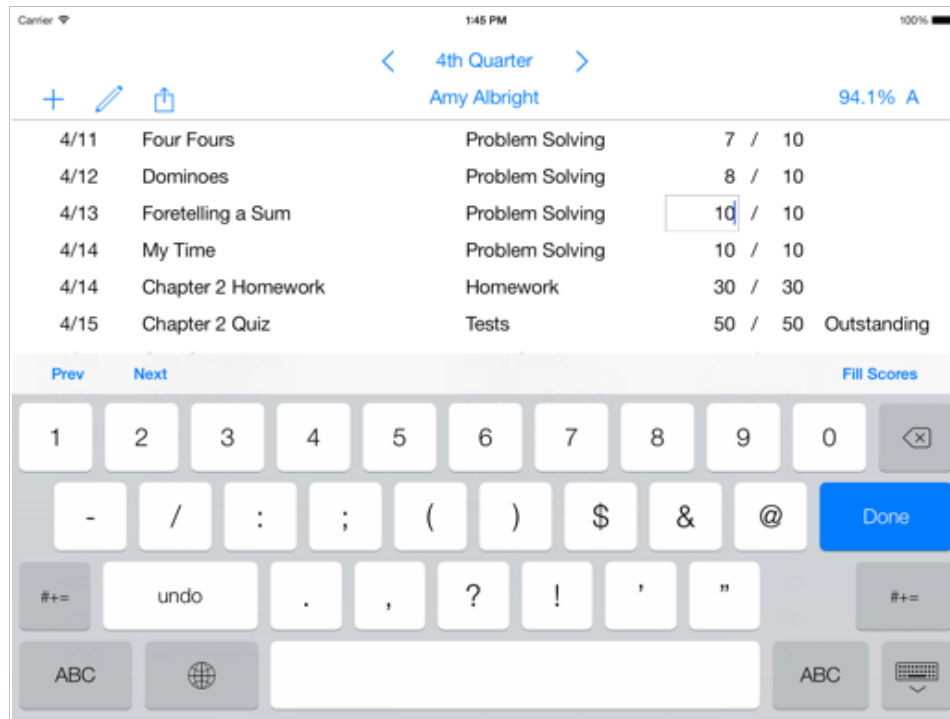
Tap the student grade to see a summary by category. Swipe to see a summary by grade.

		4th Quarter			Amy Albright	94.1% A
<b>Category Summary</b>						
Problem Solving	Tests	91.3%	A-			
Problem Solving	Homework	100.0%	A+			
Problem Solving	Problem Solving	93.0%	A			
Homework						
Tests						
Extra Credit						
Problem Solving						
Problem Solving						
Problem Solving						
10 / 10						

		4th Quarter			Amy Albright	94.1% A
<b>Grades Summary</b>						
Problem Solving	1st Quarter	--				
Problem Solving	2nd Quarter	--				
Problem Solving	3rd Quarter	100.0%	A+			
Problem Solving	4th Quarter	94.1%	A			
Homework						
1st Semester						
2nd Semester						
Year						
97.1% A+						
97.1% A+						
Problem Solving						
Problem Solving						
Problem Solving						
10 / 10						



You can edit a score by tapping that row.

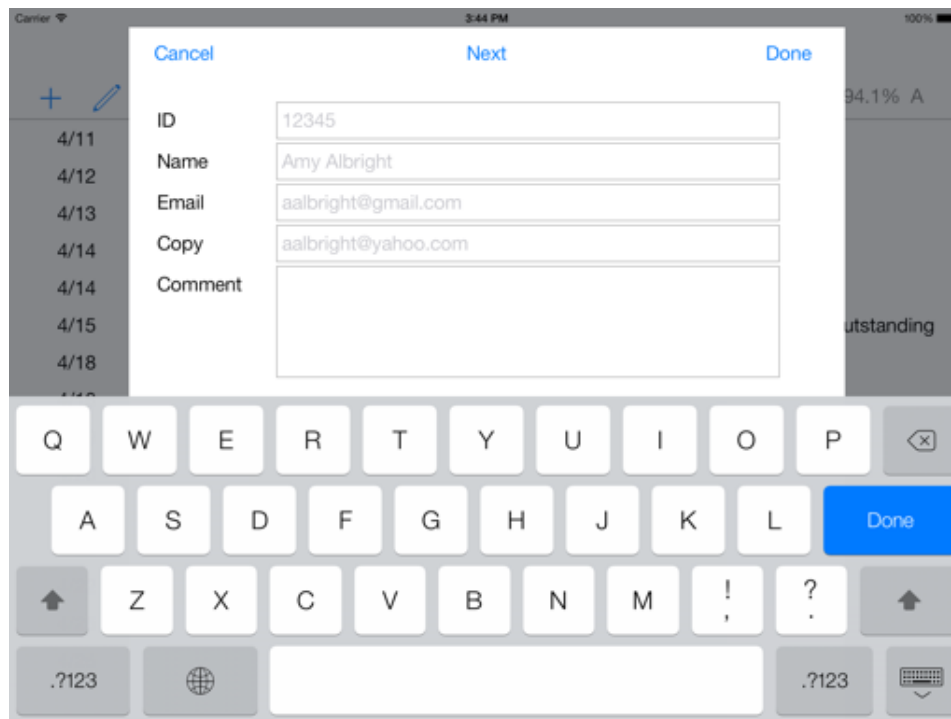


You can move to the previous or next score by tapping the buttons on the keyboard toolbar. You can edit the footnote for the score by tapping to the right of the points possible. You can fill all following scores with the same score as the current score by tapping Fill Scores.

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 when you are finished editing scores.

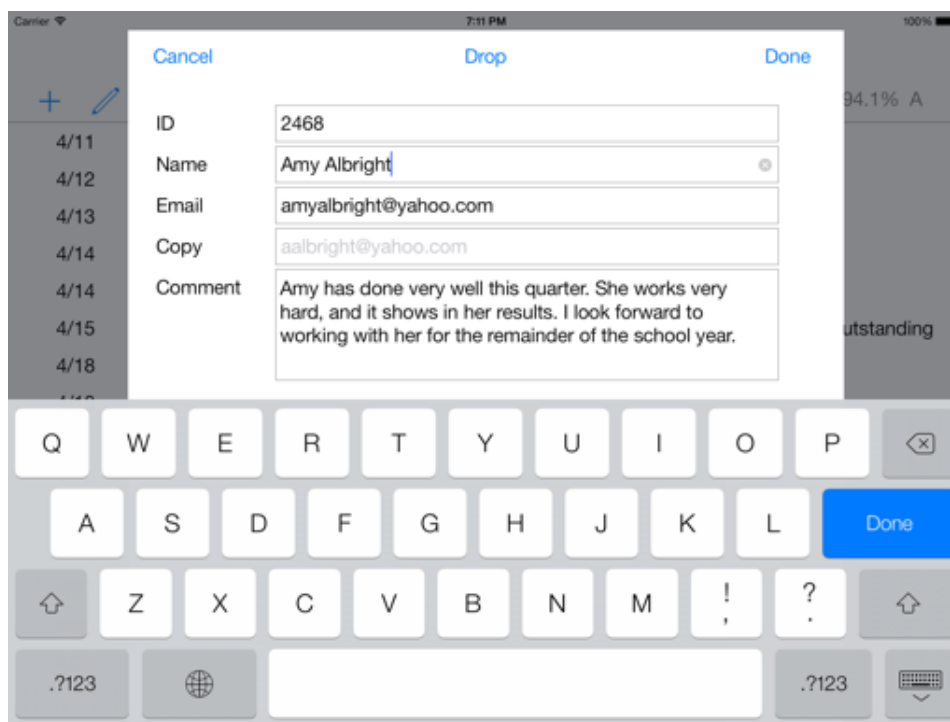
To add a new student, tap the plus button. The new student window will appear.



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.



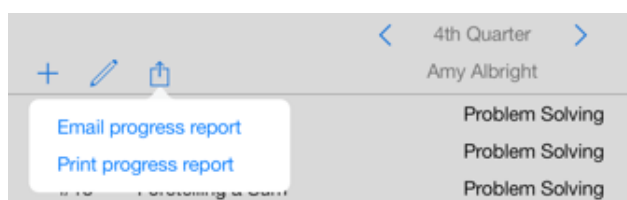
You can enter or change the student ID and student name. You can enter email addresses for email progress reports. And you can enter a brief comment.

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 iPad.

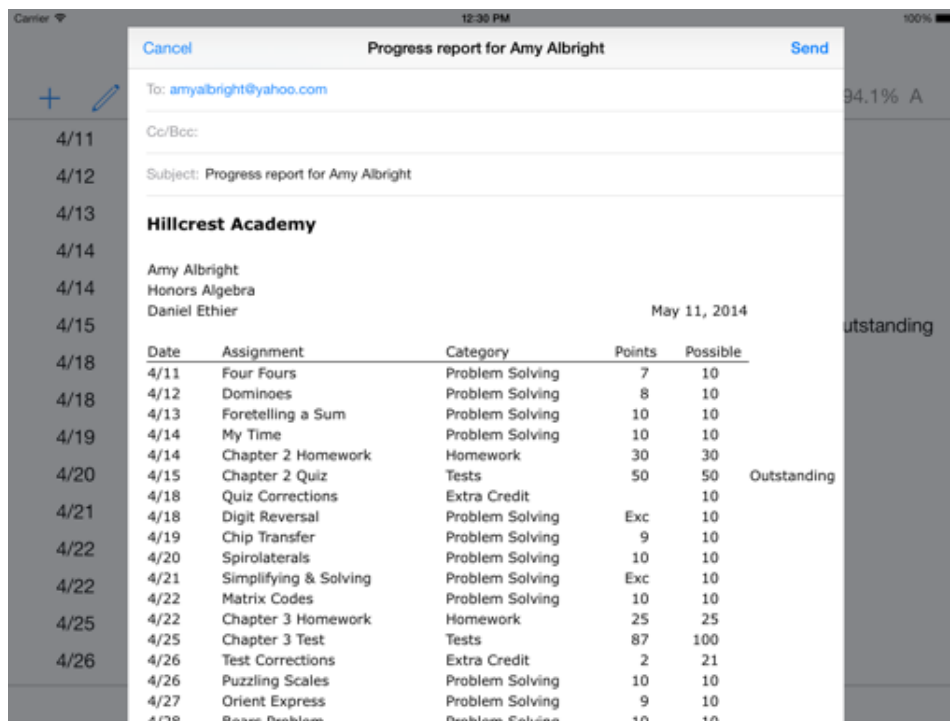
Tap Done when you have finished editing this student.

## Sharing Progress Reports

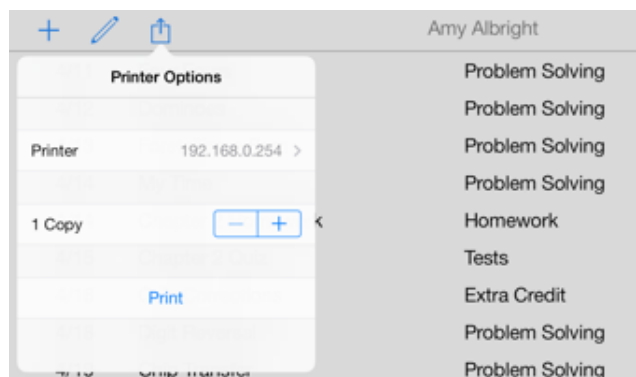
To share a progress report by email or to print a progress report for this student, tap the share button.



When you choose to email a progress report, 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.



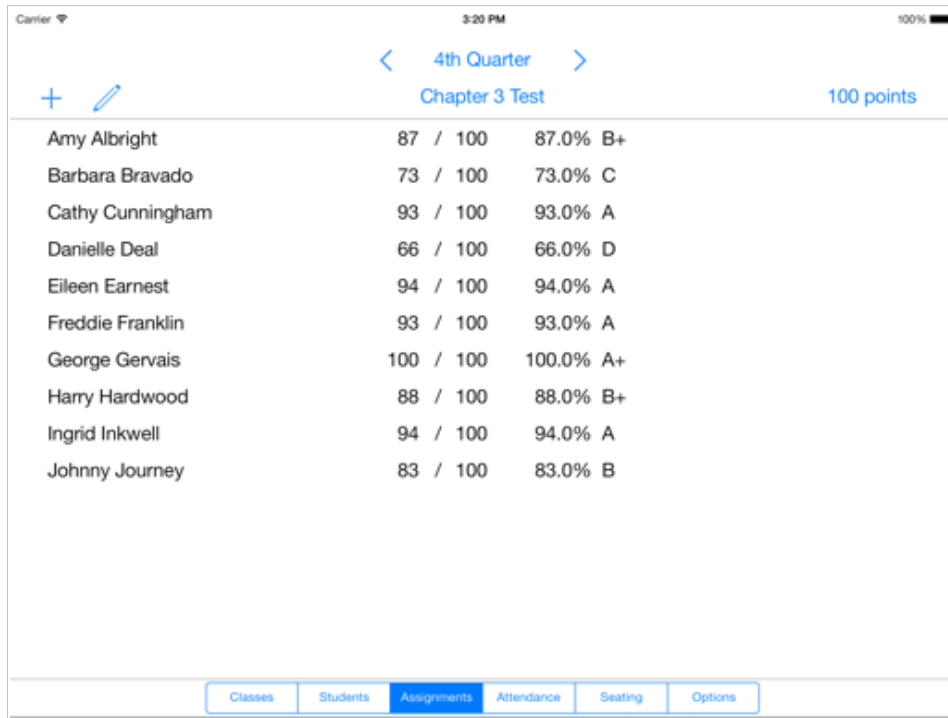
When you choose to print a progress report, you will be able to choose an Airprint printer and the number of copies. Tap Print to print the progress report.



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.



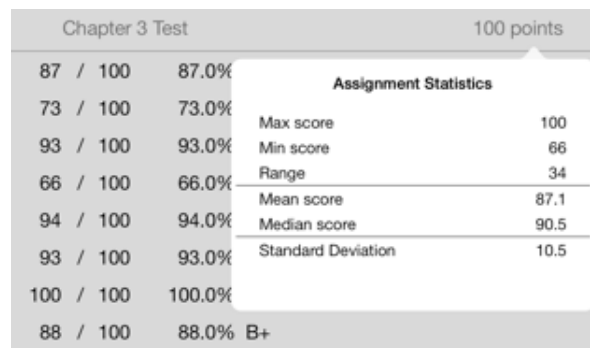
The screenshot shows a mobile application interface for the 'Assignments View'. At the top, it displays 'Carrier' on the left, '3:20 PM' in the center, and '100%' battery on the right. Below the status bar, there are navigation arrows and the text '4th Quarter' and 'Chapter 3 Test'. To the right of the assignment name, it says '100 points'. There are also icons for adding (+) and editing (pencil) the assignment. The main content is a list of students with their scores and percentages. At the bottom, there is a navigation bar with tabs for 'Classes', 'Students', 'Assignments', 'Attendance', 'Seating', and 'Options'.

Student Name	Score / Total	Percentage	Grade
Amy Albright	87 / 100	87.0%	B+
Barbara Bravado	73 / 100	73.0%	C
Cathy Cunningham	93 / 100	93.0%	A
Danielle Deal	66 / 100	66.0%	D
Eileen Earnest	94 / 100	94.0%	A
Freddie Franklin	93 / 100	93.0%	A
George Gervais	100 / 100	100.0%	A+
Harry Hardwood	88 / 100	88.0%	B+
Ingrid Inkwell	94 / 100	94.0%	A
Johnny Journey	83 / 100	83.0%	B

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.

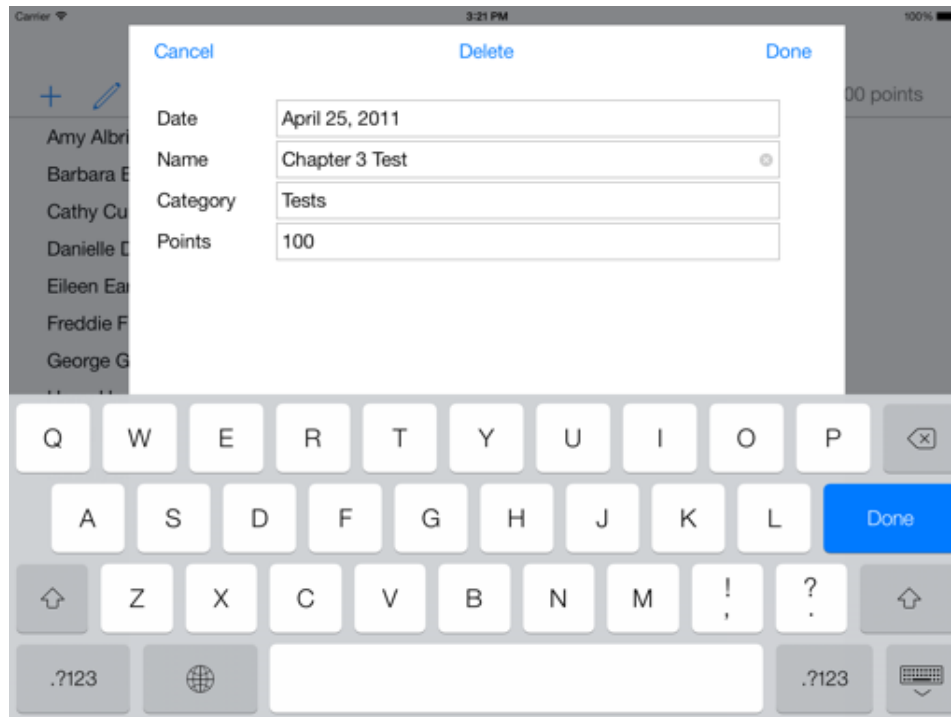
Tap the assignment points possible to see statistics for this assignment.



The screenshot shows the 'Assignment Statistics' for the 'Chapter 3 Test' (100 points). The statistics are displayed in a table format over a background of the student list.

Assignment Statistics	
Max score	100
Min score	66
Range	34
Mean score	87.1
Median score	90.5
Standard Deviation	10.5

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 popover.

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

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

## Attendance View

The attendance view shows the attendance for one date.

Student Name	Attendance Code	Absences	Tardies
Amy Albright	--	0	0
Barbara Bravado	T	0	2
Cathy Cunningham	--	0	0
Danielle Deal	Ab	1	0
Eileen Earnest	--	0	0
Freddie Franklin	--	1	0
George Gervais	--	0	0
Harry Hardwood	Ab	2	0
Ingrid Inkwell	--	0	0
Johnny Journey	--	0	0

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 or to the right of the attendance codes column. Then choose an attendance code from the popover that appears.

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

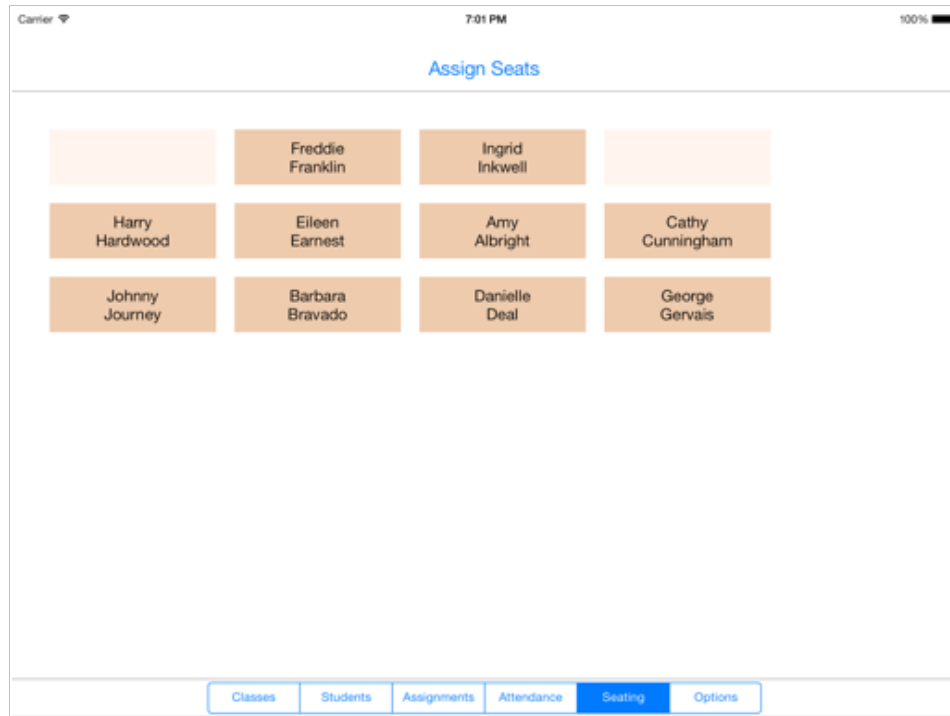
Student Name	Attendance Code	Absences	Tardies
Amy Albright	--	0	0
Barbara Bravado	T	0	2
Cathy Cunningham	--	0	0
Danielle Deal	Ab	1	0

**Attendance Summary**

Mon	4/11	T	2 tardies
Tue	4/12	T	0 tardies

## 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 iPad.

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 popover that appears. The current attendance code will be shown in black.



## Subject Options

The subject view shows the filename, subject name, school name, and teacher name for the current class. To show the subject view, tap Options, then tap Subject.

Carrier 5:28 PM 100%

Subject School Year Categories Grades Finals Scores Attendance Footnotes

File name Big Sample.grk

Subject Honors Algebra

School Hillcrest Academy

Teacher Daniel Ethier

Copy

q w e r t y u i o p

a s d f g h j k l Next

z x c v b n m ! , . ?

.?123 .?123

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 Options

The school year view shows the number of terms in your school year, the name of each term, and the starting and ending date for each term. To show the school year view, tap Options, then tap School Year.

Carrier 3:38 PM 100%

Subject School Year Categories Grades Finals Scores Attendance Footnotes

School year has 4 quarters

1st Quarter	September 9, 2013	-	November 7, 2013
2nd Quarter	November 10, 2013	-	January 23, 2014
3rd Quarter	January 26, 2014	-	April 10, 2014
4th Quarter	April 13, 2014	-	June 12, 2014

Mon Tue Wed Thu Fri Sat Sun

Classes Students Assignments Attendance Seating Options

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 Options

The categories view shows the assignment categories and weights. To show the categories view, tap Options, then tap Categories.

Category	Weight	Drop	Category	Weight	Drop worst
Tests	50	Drop none	Category	Weight	Drop worst
Homework	30	Drop none	Category	Weight	Drop worst
Problem Solving	20	Drop none	Category	Weight	Drop worst
Category	Weight	Drop worst	Category	Weight	Drop worst
Category	Weight	Drop worst	Ungraded	NG	Drop none
			Extra Credit	10	

Use total points      Use category 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 none 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 Options

The letter grades view shows letter grades and letter grade cutoffs. To show the letter grades view, tap Options, then tap Grades.

Subject	School Year	Categories	Grades	Finals	Scores	Attendance	Footnotes
A+	97.0	C+	77.0	F	0.0		
A	93.0	C	73.0				
A-	90.0	C-	70.0				
B+	87.0	D+	67.0			Standard	
B	83.0	D	63.0			Pass - Fail	
B-	80.0	D-	60.0			O - S - U	

Show percent and grade    Show percent only    Show grade only

Classes    Students    Assignments    Attendance    Seating    Options

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 Options

The final exams view shows the percent that final exams contribute and which grade they contribute to. To show the final exams view, tap Options, then tap Finals.

Carrier 3:31 PM 100%

Subject School Year Categories Grades **Finals** Scores Attendance Footnotes

Final exams are  percent of the

quarter grade  semester grade  year end grade

Round percents to the nearest

whole percent  tenth of a percent

Classes Students Assignments Attendance Seating **Options**

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 Options

The special scores view shows special scores and their meaning. To show the special scores view, tap Options, then tap Scores.

Subject	School Year	Categories	Grades	Finals	Scores	Attendance	Footnotes
Exc	Excused	--	Zero points				
Abs	Pending	Score	Excused				
Inc	Pending	Score	Excused				
n/a	Excused	Score	Excused				

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 Options

The attendance codes view shows attendance codes and their meaning. To show the attendance codes view, tap Options, then tap Attendance.



Code	Meaning	Code	Meaning
Ab	Full absence	Code	Full absence
Ex	Excused	Code	Full absence
T	Tardy	Code	Full absence
H	Half absence	Code	Full absence

Include attendance in computed grade

After  absences

deduct  percent per absence from the grade


with  tardies equivalent to an absence

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).

If you want to include attendance in the computed grade, tap the switch. You can enter the number of absences that will be forgiven, the percent deduction for each additional absence, and a number of tardies that will count as a single absence for this computation.

## Footnotes Options

The footnotes view shows the footnotes that can be attached to a score. To show the footnotes view, tap Options, then tap Footnotes.



The screenshot shows a mobile application interface with a status bar at the top displaying 'Carrier', signal strength, '3:33 PM', and '100%' battery. Below the status bar is a horizontal menu with tabs: 'Subject', 'School Year', 'Categories', 'Grades', 'Finals', 'Scores', 'Attendance', and 'Footnotes' (which is highlighted in blue). The main content area contains a table with two columns. The first column lists categories: 'Late', 'Incomplete', 'Outstanding', and 'Footnote'. The second column lists 'Footnote' for each corresponding category. At the bottom of the screen is another horizontal menu with tabs: 'Classes', 'Students', 'Assignments', 'Attendance', 'Seating', and 'Options' (which is highlighted in blue).

Category	Footnote
Late	Footnote
Incomplete	Footnote
Outstanding	Footnote
Footnote	Footnote

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.