The Grade book opens to the Scoresheet Tab.

The following provides an Overview of the Scoresheet

**The Scoresheet is your Gradebook**

The Scoresheet is where the grades for assignments are entered.

Scoresheet window description:

When the Gradebook is open, the left side is divided into two sections:

**Classes and Groups**

**Classes** has a drop down menu to choose which semester you wish to view.

Your classes will be listed in the window below.
Student Groups

Here you can create groups within a class.

- You can give different assignments or due dates to different groups
- A band teacher could group students by the instrument they play.
- Multi-grade classroom teachers could group students by grade-level.

Since Student Groups are class-specific, you will need to create Student Groups for each class in which you want to use groups.

To add groups you first need to create a set by clicking on the “+” plus sign at the bottom of the Student Groups panel.

For more information on creating sets and groups, see Tutorial on Student Groups.