

The Grades Page: A How-To Guide

The **Grades** page is where you record and review each student's scores, subject by subject. It keeps a running average for every subject and shows each score the way that student's grading scale expects, so a percentage stays a percentage and a 1 to 4 grade stays descriptive.

This guide walks through every function on the page.

Ada

Linus

Print

Add Grade

Progress by subject for Ada

English

92% (A)

2 entries

History

85% (B)

1 entry

Math

95% (A)

3 entries

Science

91% (A)

1 entry

All grades

Date	Subject	Title	Grade	
2026-08-01	Science	Chemistry lab report	91%	Edit Delete
2026-07-31	English	Beowulf essay	88%	Edit Delete
2026-07-30	Math	Calculus midterm	94%	Edit Delete
2026-07-29	History	Constitution quiz	85%	Edit Delete
2025-09-26	Math	Chapter 1 test	4 - Outstanding	Edit Delete
2025-09-19	English	Spelling list 1	95%	Edit Delete
2025-09-12	Math	Fractions quiz	90%	Edit Delete

Opening the Grades page

From the main menu on the left, click **Grades**. On a phone, **Grades** is not one of the four buttons in the bottom bar, so tap **More** (the menu button on the right of the bottom bar) and then tap **Grades** in the pop-up menu.

The page has these parts:

- The **student tabs** and action buttons across the top.
- A **Pending grading** card (only when lessons are waiting to be graded) listing completed lessons that still need a score.
- A **Progress by subject** card with a running average for each subject.
- An **All grades** card listing every score for the selected student.

Note: To record a grade you first need at least one student and at least one subject. If you have not added a student yet, the page shows "Add a student on the Family page first." Students and their grading scales are set up on the **Family** page; subjects come from your **Curriculum**.

Switching between students

Every student in your family has their own tab at the top of the page, each with the color dot you chose for them on the Family page. The page always shows one student at a time.



1. Click a student's tab (for example, **Ada** or **Linus**).
2. The **Progress by subject** and **All grades** cards refresh to show only that student's grades.

The selected tab is highlighted in that student's color. When you add a new grade, the page automatically switches to the student you just graded so the new entry is visible.

Note: Each student keeps their own grading scale. Ada (5th grade) uses **0 to 100**, so her grades show as percentages. Linus (2nd grade) uses **1 to 4**, so his grades show a descriptive label instead. This is why the same page can look different from one tab to the next.

Pending grading

When a lesson is marked complete (by you on the Curriculum page, or by a student from their own login) but has not been given a grade yet, it shows up in a **Pending grading** card at the top of the Grades page, grouped by student. The card's heading shows how many lessons are waiting, for example **Pending grading (3)**. It is the same list you may also see on the Dashboard.

To grade one, click **Grade** on its row. The **Add grade** window opens already filled in with that lesson's student, subject, and title, on the student's usual scale, dated today. Enter the score and click **Save**. That records a normal grade, so it immediately appears in **All grades** below, counts toward the **Progress by subject** averages, and can be included in the Portfolio. Grading it also clears it from the pending list here and from the Dashboard.

The card only appears when something is waiting to be graded.

Adding a grade

1. Click **Add Grade** (top-right of the page). The **Add grade** window opens.

Add grade

Student

Ada

Subject

English

Title

e.g. Chapter 3 test

Score

e.g. 85

Out of

0 through 100

Date (optional)

mm/dd/yyyy

Cancel

Save

2. Fill in the form:

Field	What it does
Student	Which student the grade belongs to. This starts on whichever tab you had open. Changing it switches the score entry to that student's usual scale (see How the Score works , below).
Subject	The subject being graded (for example, Math or English). The list comes from your subjects.
Title	A short name for the assignment, such as "Chapter 3 test" or "Spelling list 1" (required).
Score	The mark earned. How you enter it depends on the scale, see below (required).
Out of	The grading scale for this one grade: 0 through 100 (a percentage) or 1 through 4 (the descriptive scale). It starts on the student's usual scale but you can change it per grade.
Date (optional)	The date of the assignment. Leave it blank if you do not want to record a date.

3. Click **Save**. The window closes, the page switches to that student, and the new grade appears in **All grades** and updates the subject average.

To close without saving, click **Cancel**. The window stays open if you click the background or press **Esc**, so a half-typed grade is never lost by accident.

Note: **Save** stays greyed out until you have filled in a **Title**, a **Subject**, and a valid **Score**. If the score does not fit the chosen scale, **Save** stays disabled until you fix it.

How the Score works for each scale

The **Score** box changes shape depending on the **Out of** scale you chose. This is the most important thing to understand on the page.

0 through 100 (percentage):

- The Score box is a free-text field. Type a number from 0 to 100, for example `85`.
- As you type, a live preview reads **Calculated grade: 85%** so you can confirm the score.
- If you type something outside 0 to 100 (or not a number), a red warning appears: `"120" is not a valid score for 0 through 100`, and **Save** is disabled until you correct it.

- Dashboard
- Family
- Curriculum
- Reading Log
- Calendar
- Instructional Time
- Gallery
- Grades**
- Portfolio
- Community
- Resources
- Settings
- Blog
- Support

Subjects

- Math
- English

Students

- Ada
- Linus

Grade

- 5th
- 2nd

Subjects, students, and grades will fill in from your account.

Grades

Ada

Linus

Print Add Grade

Progress by subject for Ada

English 95% (A) 1 entry

Math 95% (A) 2 entries

All grades

Date	Subject	Title	Grade	
2025-09-26	Math	Chapter 1 test	4 - Outstanding	Edit Delete
2025-09-26				Edit Delete
2025-09-26				Edit Delete

Add grade

Student

Ada

Subject

English

Title

e.g. Chapter 3 test

Score

85

Out of

0 through 100

Date (optional)

mm/dd/yyyy

Calculated grade: 85%

Cancel

Save

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1 through 4 (descriptive):

- The Score box becomes a drop-down instead of a text field, so it can never be invalid.
- Choose one of the four options, each shown with its meaning:
 - 1 - Unsatisfactory**
 - 2 - Needs Improvement**

- **3 - Satisfactory**
- **4 - Outstanding**
- There is no percentage on this scale. The grade is stored and shown by its descriptive label only.



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Subjects

- Math
- English

Students

- Ada
- Linus

Grade

- 5th
- 2nd

Subjects, students, and grades will fill in from your account.

Grades

Ada
Linus

Print Add Grade

Progress by subject for Linus

Math 3 - Satisfactory

1 entry

All grades

Date	Subject	Title	Grade	
2025-09-15	Math	Counting worksheet	3 - Satisfactory	Edit Delete

Add grade

Student
Subject

Linus
English

Title

e.g. Chapter 3 test

Score
Out of

Choose...
1 through 4

Date (optional)

mm / dd / yyyy

Cancel Save

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Tip: The **Out of** scale defaults to the selected student's usual scale, but you can override it for a single grade. For example, most of Ada's work is on 0 to 100, but you could record one project on the 1 to 4 scale by switching **Out of** to **1 through 4** for that entry. If you switch scales after typing a score that no longer fits, the Score box clears so you can enter a fresh one.

Editing a grade

1. In the **All grades** list, find the row you want to change.
2. Click **Edit** on that row. The same window opens, now titled **Edit grade**, pre-filled with the grade's current details.
3. Change any field, then click **Save**. The row updates and the subject average recalculates.

When editing, the Score box matches the grade's own scale, so a 1 to 4 grade opens with the drop-down and a percentage grade opens with the text field and live preview.

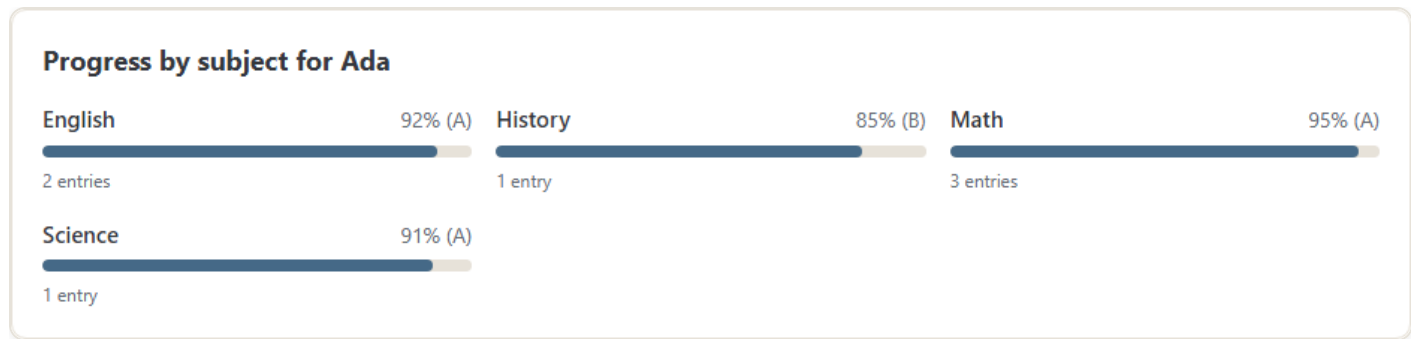
Deleting a grade

1. In the **All grades** list, find the row you want to remove.
2. Click **Delete** on that row.
3. Your browser asks you to confirm (for example, `Delete "Fractions quiz"?`) because this cannot be undone. Click **OK** to remove it, or **Cancel** to keep it.

The grade disappears from the list right away and the subject average updates.

Reading the subject averages

The **Progress by subject** card rolls up all of the selected student's grades into one running average per subject, sorted by subject name.



Each subject shows:

- The **subject name** on the left.
- The **average** on the right.
- A **progress bar** underneath.
- A count of how many **entries** make up that average.

How the average reads depends on the grades in that subject:

- If **every** grade in the subject is on the 1 to 4 scale, the average shows as a number with its descriptive label, for example **3 - Satisfactory** (no percentage). Linus's Math, with a single "3 - Satisfactory" counting worksheet, reads this way.
- Otherwise the average shows as a percentage with a letter grade, for example **95% (A)**. Ada's English, with a single 95% spelling list, reads this way.
- If a subject has no gradable data yet, its average column simply shows a -.

The progress bar fills to match the average. When a subject's average is below 70%, the bar changes to the accent (warning) color to draw your eye.

When a subject mixes both scales

You can record grades on either scale within the same subject. When a subject contains **both** percentage and 1 to 4 grades, the roll-up cannot use the descriptive label, so it converts everything to a percentage to produce a single fair average and shows the **percentage with a letter grade** (for example, **95% (A)**).

Ada's Math is a good example: it holds a "Fractions quiz" at 90% and a "Chapter 1 test" recorded as **4** on the 1 to 4 scale. Because the two grades are on different scales, the 1 to 4 grade is mapped to a percentage behind the scenes and the subject average is shown as a single percentage with its letter grade.

Note: Individual grades in the **All grades** list always keep their own look: a 1 to 4 grade reads as "4 - Outstanding" in the table even when the subject average above it is shown as a percentage. Only the roll-up combines them.

Empty states

- **No students yet:** the page shows "Add a student on the Family page first." Add a student on the **Family** page, then come back.
- **No subjects yet:** if you click **Add Grade** with no subjects set up, the page shows "Add at least one student and one subject before recording a grade." Add a subject first.
- **A student with no grades:** the **Progress by subject** card shows "No grades recorded yet." and the **All grades** card shows "No grades for this student yet." Both fill in as soon as you add a grade for that student.

Printing a grade report

Click **Print** (top-right, next to Add Grade) to print the selected student's grades. A clean report is produced with a "Grades report" heading, the student's name, and the date it was printed. The student tabs, the **Pending grading** card, and the per-row Edit and Delete buttons are left off the printout.

Quick reference

I want to...	Do this
See a different student's grades	Click that student's tab at the top
Grade a completed lesson	Click Grade on it in the Pending grading card → enter the score → Save
Record a new grade	Add Grade → fill in Title, Subject, Score → Save
Enter a percentage score	Set Out of to 0 through 100 , type a number 0 to 100 (watch the live "Calculated grade" preview)
Enter a 1 to 4 grade	Set Out of to 1 through 4 , pick 1 to 4 from the drop-down
Fix a wrong score	Edit on the row → change → Save
Remove a grade	Delete on the row → OK to confirm
Check a subject's average	Read the Progress by subject card
Print a student's grades	Select the student's tab → Print

Screenshots use a sample "Demo Family" with two students: Ada (5th grade, 0 to 100) and Linus (2nd grade, 1 to 4), and the subjects Math and English.