

EEE-GradeBook

Naming Conventions

1. When **creating a GradeBook** for any given quarter, please use the following naming convention:

“32xxx-F04-SPAN2A-Silva” (without spaces and apostrophes!) and where

- “32xxx” is the current quarter’s course code, and
- “F04” is the abbreviation of the current quarter, and
- “SPAN2A” is the level you’re teaching, all in caps, and
- “Silva” is your last name (only the first letter is a capital letter!).

If there is more than one TA with the same last name, add the first letter of your first name (as a capital letter) to the end, without a space: “GómezD”, or “GómezI”.

2. **Category and Assignment Convention:** Inside your *GradeBook*, please create the level-appropriate categories and assignments as suggested in the chart below. Make sure that you avoid, at all cost, long category and/or assignment names as this will not allow you later to print out the “*Summary*” page on a single sheet of paper, most of the time not even in landscape format. To enter the below suggested categories, you will probably need to uncheck the ones provided by EEE and replace them with “*Personal Categories*”.

CATEGORIES	Name of “Personal” CATEGORY	Name of individual ASSIGNMENT
Quizzes	QUIZ	Q-1
Tests	TEST	T-1
In-Class Composition	ICC	ICC-1
At-Home Compositions	AHC	AHC-1
Final Exam	FINAL	Final
Oral Expression	ORAL	OE
Oral Interview (SPAN 15)	INT	INT-1
Participation (SPAN 10B)	PART	Part