Creating Gradebook in 3.0

First, start by logging into your Empower account using your "School-Issued" Google account. It is imperative that you NOT be logged into your personal Google account before logging in.
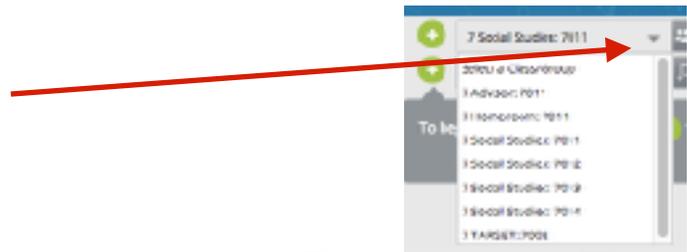
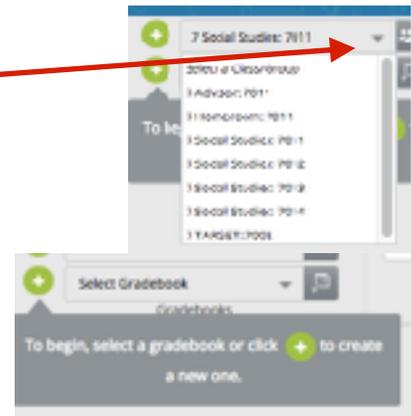At the top-right of the screen click the link "NEW! Try Empower 3.0!"

In the center of the screen, look to see that you are viewing the "Scoring" tab. If you are not, then click it.
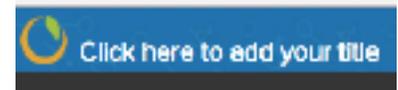
Select a course section using the drop-down menu.

Click the + symbol to the left of "Select a Gradebook."

Click "Create a Gradebook" in the Gradebook Manager.

At the top of the next window, click next to the orange icon to add a title to the gradebook.

Select the correct content area(s) and grade level(s) in the goal browser.

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Select the learning goals you will be teaching this year checking the boxes of each goal. Any goals you do not check off will be omitted from the grade book. You can select an entire row by clicking the box in the Standards column.

By clicking the green "Assign" button on the top-right of the window, you can assign this gradebook to multiple course sections. By assigning the original, you can make changes that will be visible for all sections.

Click the X to close the Assign Window.

Click the X in the upper-right corner to close the Goal Browser window and return to the 3.0 Scoring window.

You should then see your students listed in the far left column and the top row should show each of your learning goals. You can hover over any of the learning goals to get more information about it. You can also score a learning goal by clicking a score and then clicking in the student cells who earn that score.