

B R A I N C H I L D<sup>®</sup>

**Study Buddy**

**GRADEBOOK**

*Tracking progress for student success*





## Support your students by tracking progress with the Study Buddy Gradebook



It accommodates all learning styles, including those of at-risk and disabled students. Learners build confidence and self-esteem with private, gentle instruction.

### The Study Buddy Gradebook allows you to do the following:



Assign a cartridge to a student



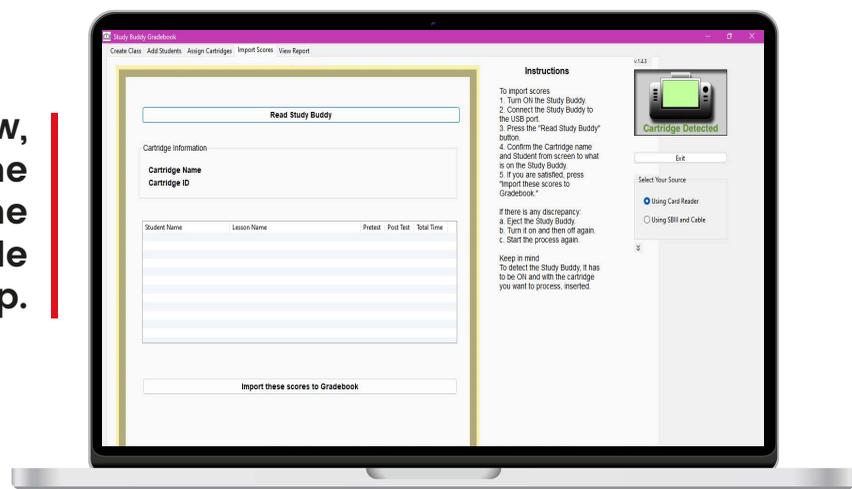
Measure time spent on tasks



Create score reports

You can export the CSV files to use the data in other programs. These files are compatible with both v3 Study Buddy and Card Reader. In this guide, we will provide instructions on using the Card Reader.

It is easy to follow, instructions appear on the right-hand side of the Gradebook and will guide you through set up.



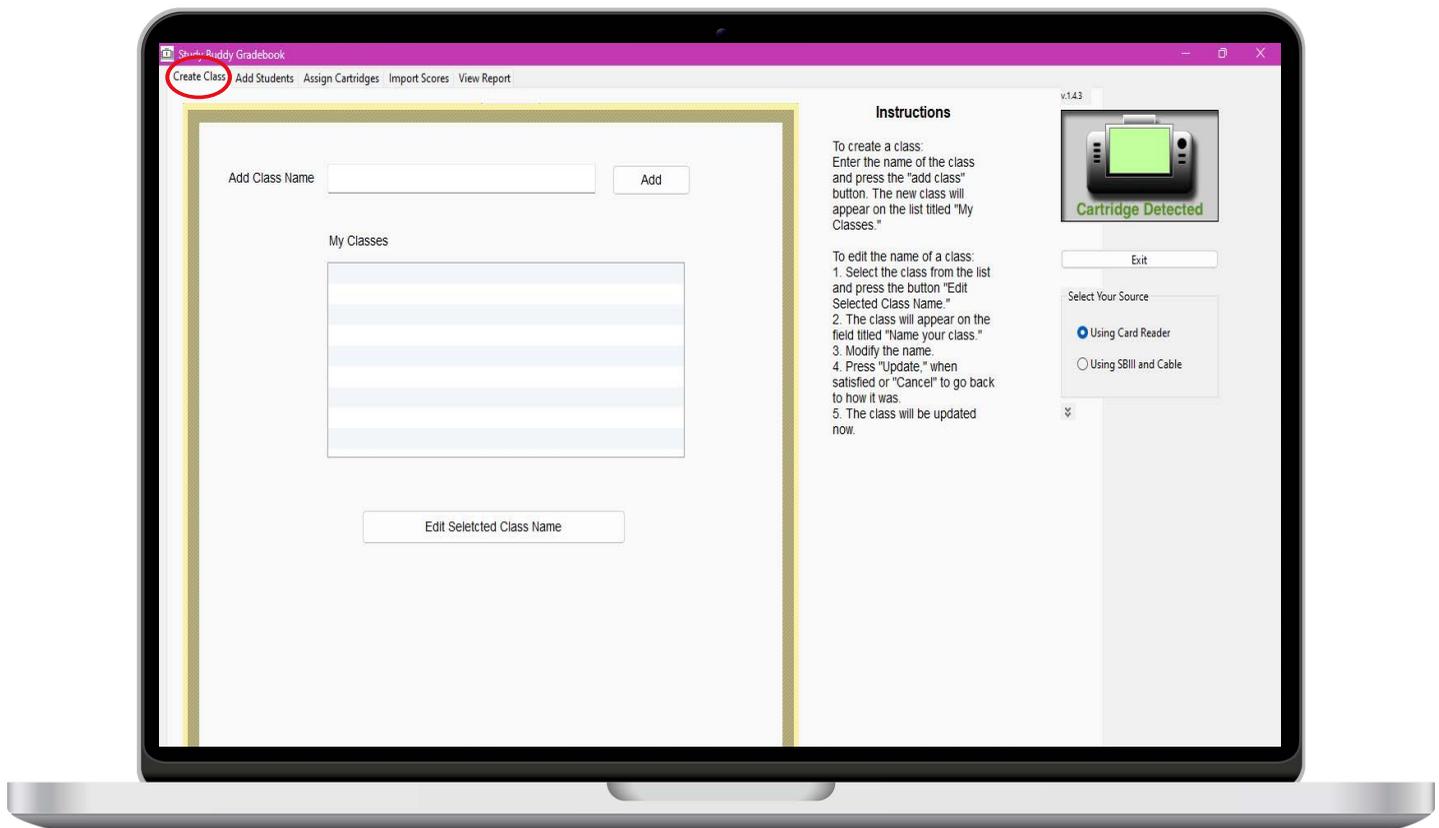
# How can you create classes?

## Step 1:

Launch the Gradebook application.

## Step 2:

Create Classes > Type in a class (lesson) name >  
click add class > class will be listed below.  
Repeat step 2 for as many classes (lessons) as you wish to create.



# How can you add students?

## Step 1:

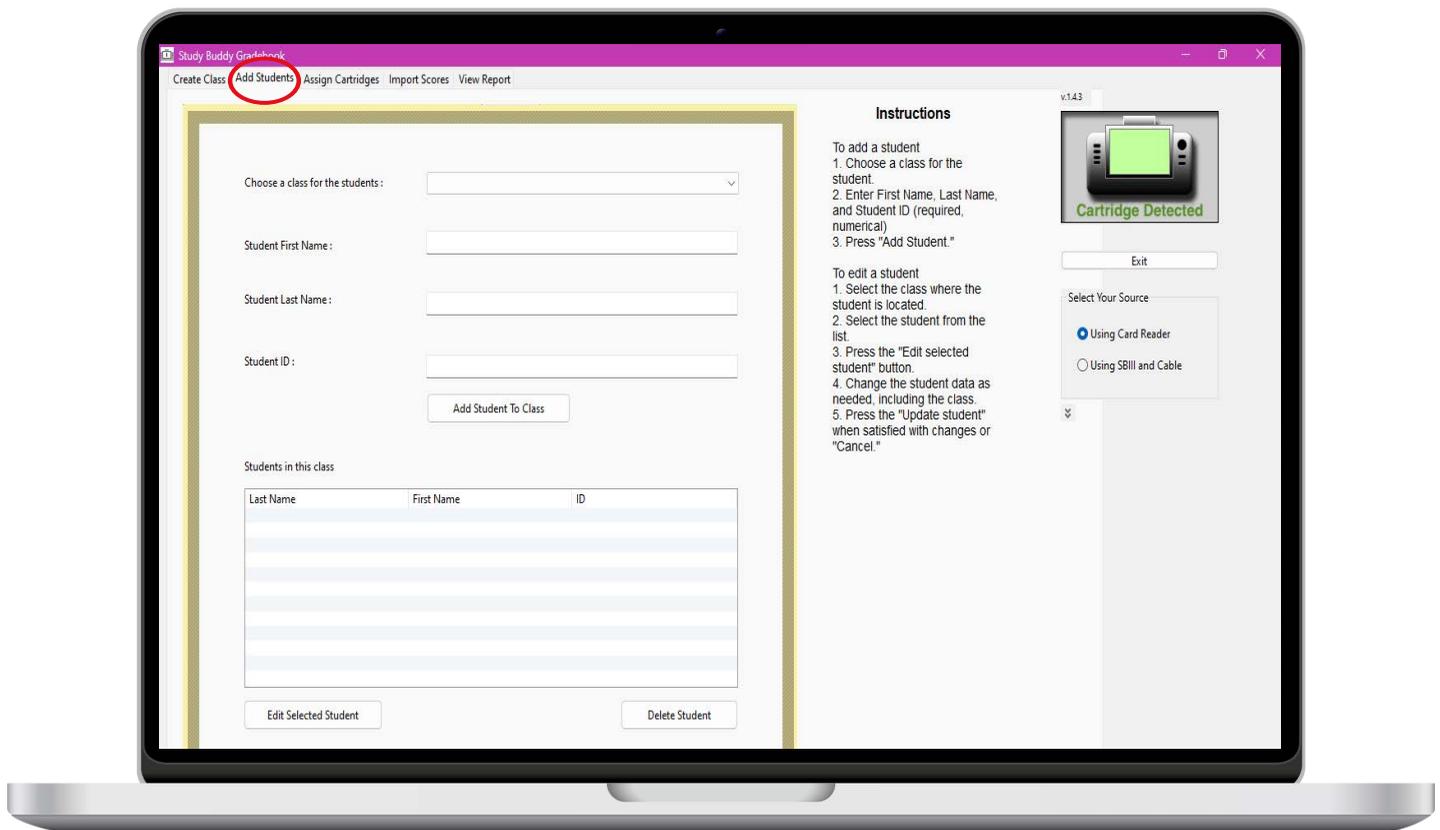
Select a class/lesson from the drop down.

## Step 2:

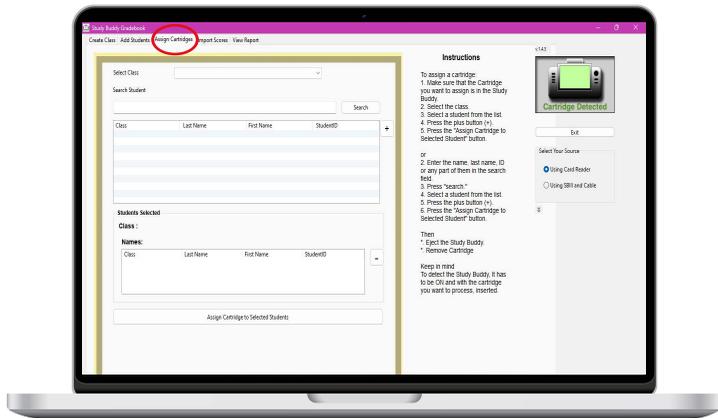
Add student info: first, last name and ID > Click add student

Note: ID must be numeric.

You will see students' names added below.



# How can you assign cartridges?



After your classes and students are entered, follow these steps to assign cartridges. Use your USB charging cord to attach the cartridge reader to your computer and check box indicating your source on right hand side of screen.

## Step 1:

Make sure the cartridge you want to assign is the one inserted into the Card Reader.

**Note:** If when you insert cartridge into reader an auto play message appears just x out of it.

## Step 3:

Select student from the list.

## Step 5:

Click on Assign Cartridge to Selected Student. You will receive a message that the cartridge has been assigned.

## Step 2:

Select the class from the drop-down arrow.

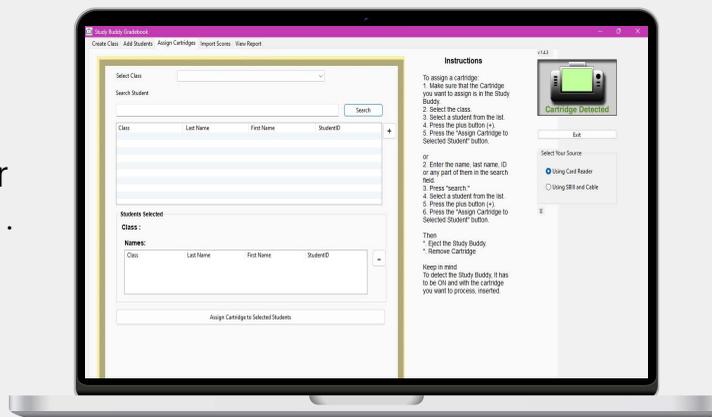
## Step 4:

Click on the plus sign.

## Step 6:

Label cartridge so you know which student it was assigned to, remove cartridge.

Repeats steps for next cartridge(s).



# How can you import scores?

## Step 1:

Once the student has completed their assignment, the scores need to be uploaded prior to re-assigning the cartridge.

## Step 3:

Start by inserting a cartridge into the Card Reader.

## Step 5:

Click on the “Read Study Buddy” button.

## Step 7:

If there is a discrepancy, eject the Card Reader, make sure you have the correct cartridge and try again.

## Step 2:

On the right-hand side, select the source Card Reader.

## Step 4:

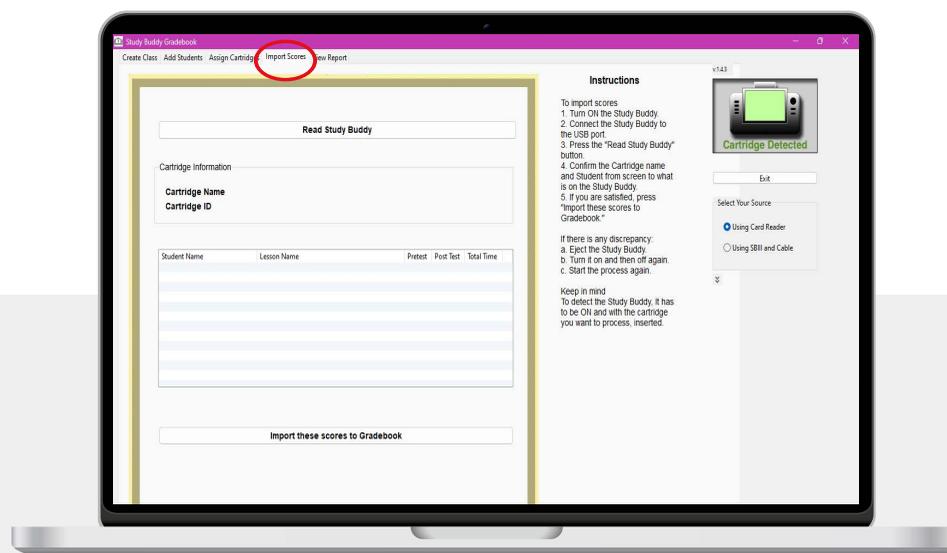
Connect to your computer with the charging USB cable > wait to receive the Cartridge detected message.

## Step 6:

Confirm the cartridge and student name > if correct press import these scores.

## Step 8:

Once the scores are uploaded the cartridge can now be re-assigned. Scores are deleted when you re-assign cartridge.



# How can you view reports?

Once the scores are imported you can now view reports.

## Step 1:

Click on View Reports.

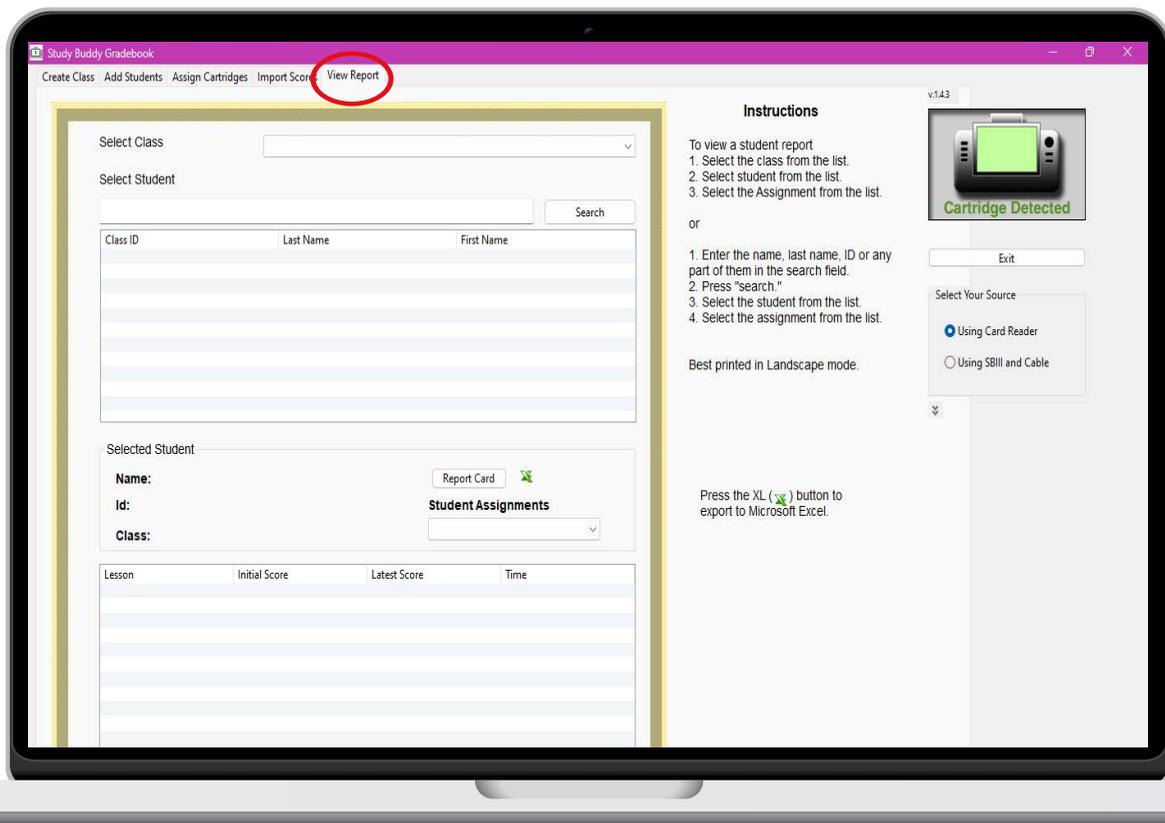
## Step 2:

Select the class.

## Step 3:

Select the student > You can choose to view by clicking on report Card and/or extract the information to an Excel CSV file by clicking on the green XL button on the right-hand side.

Note: you may need to minimize the Gradebook application to see the file.





# How can you export the scores?

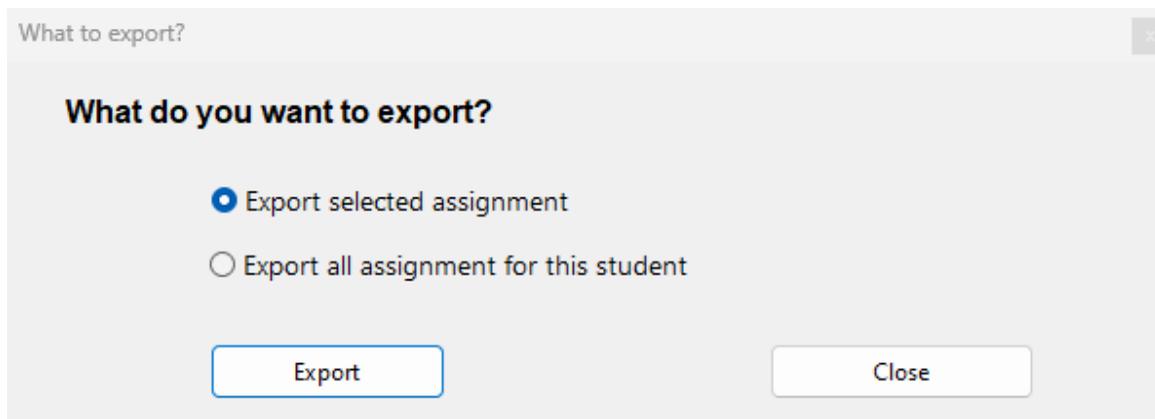
## Step 1:

Click on the green XL button.



## Step 2:

Answer the question that appears and click on export.  
Note: you may need to minimize gradebook to see the prompts.



## Step 3:

A windows dialog box will open, tell the program what you want to call the file and where you want to save it.

## Step 4:

Navigate to the file and open it as you would any Excel file.