

TECH FOR EVERYONE

Grades 3–5

Digital Literacy

Teacher Gradebook

Track which Digital Literacy activities each student has completed and the grade they earned: one grid per chapter, an end-of-book page, and a summary with percentages and letter grades.

Teacher: _____

How This Gradebook Works

How scoring works

- **Completion work** (reading, textbook activities, workbook pages): write **2** = done, **1** = partly done, **0** = not done. Leave blank if not assigned.
- **Quizzes and tests**: write the points earned; the maximum is in the column header (from the Quiz and Test Book answer keys).
- **Labs**: 0-4 rubric -- 4 finished independently and correctly, 3 finished with a little help, 2 partly finished, 1 started, 0 not attempted.
- **Chapter total** = sum of that page's columns (max **22** per chapter). **Book total** = 5 chapters + end-of-book (max **140**).
- Two quiz versions exist (A and B); record whichever one the student took in the same column and write the version letter beside the score.

Suggested letter grades

A 90-100% B 80-89% C 70-79% D 60-69% Needs support: below 60%. Adjust to your school's scale.

Activity catalog for this band

When	Activity	Where it lives	Scored as	Max
Each chapter	Read the chapter	Textbook (tfereader.app or print)	completion (0-2)	2
Each chapter	Chapter Activity (Parts 1-3)	Textbook	completion (0-2)	2
Each chapter	Chapter Review: Show What You Know	Textbook	completion (0-2)	2
Each chapter	Vocabulary: Word List + Write the Words	Vocabulary Workbook	completion (0-2)	2
Each chapter	Vocabulary: Practice page	Vocabulary Workbook	completion (0-2)	2
Each chapter	Lab (hands-on)	Lab Workbook	rubric (0-4)	4
Each chapter	Chapter Quiz (Version A or B)	Quiz and Test Book	points	8
End of book	Vocabulary end-of-book review	Vocabulary Workbook	completion (0-2)	2
End of book	Lab 6: Final Challenge - Be a Tech Helper	Lab Workbook	rubric (0-4)	4
End of book	End-of-Book Test (Form A or B)	Quiz and Test Book	points	24

Chapter 1: Meet Your Devices

 Class: _____ Dates: _____

Student name	Read chapter / 2	Activity / 2	Review / 2	Vocab words / 2	Vocab practice / 2	Lab / 4	Chapter Quiz / 8	Chapter total / 22	Notes
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									

Completion work: 2 done · 1 partly · 0 not done. Quizzes: points earned. A absent · R redo · M modified.

Chapter 2: Finding Your Way Around a Device

Class: _____ Dates: _____

Student name	Read chapter / 2	Activity / 2	Review / 2	Vocab words / 2	Vocab practice / 2	Lab / 4	Chapter Quiz / 8	Chapter total / 22	Notes
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
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16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									

Completion work: 2 done · 1 partly · 0 not done. Quizzes: points earned. A absent · R redo · M modified.

Chapter 3: Exploring the Internet

Class: _____ Dates: _____

Student name	Read chapter / 2	Activity / 2	Review / 2	Vocab words / 2	Vocab practice / 2	Lab / 4	Chapter Quiz / 8	Chapter total / 22	Notes
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
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13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									

Completion work: 2 done · 1 partly · 0 not done. Quizzes: points earned. A absent · R redo · M modified.

Chapter 4: Communicating and Creating

Class: _____ Dates: _____

Student name	Read chapter / 2	Activity / 2	Review / 2	Vocab words / 2	Vocab practice / 2	Lab / 4	Chapter Quiz / 8	Chapter total / 22	Notes
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
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15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									

Completion work: 2 done · 1 partly · 0 not done. Quizzes: points earned. A absent · R redo · M modified.

Chapter 5: Staying Safe and Smart Online

Class: _____ Dates: _____

Student name	Read chapter / 2	Activity / 2	Review / 2	Vocab words / 2	Vocab practice / 2	Lab / 4	Chapter Quiz / 8	Chapter total / 22	Notes
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
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19.									
20.									
21.									
22.									
23.									

Completion work: 2 done · 1 partly · 0 not done. Quizzes: points earned. A absent · R redo · M modified.

End of Book Class: _____ Dates: _____

Student name	Vocab review / 2	Final Challenge / 4	End-of-Book Test / 24	End-of-book total / 30	Retake / make-up notes	Notes
1.						
2.						
3.						
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21.						
22.						
23.						

Record the test form (A or B) beside the score. Labs: 0-4 rubric.

Book Summary Class: _____ Term: _____

Student name	Ch 1 / 22	Ch 2 / 22	Ch 3 / 22	Ch 4 / 22	Ch 5 / 22	End of book / 30	Book total / 140	%	Letter grade	Activities completed	Comments for report card / conference
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											
19.											
20.											
21.											
22.											
23.											

% = book total ÷ 140 × 100. Activities completed = count of chapter and end-of-book activities marked done (out of 38).

Student Support Log

 Student: _____

Date	What I noticed / support given / next step	Follow-up done
1.		
2.		
3.		
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15.		
16.		