

7-12 Gradebook Setup and Submission

View/Edit Tools Reports | P01 Eng 12-1 (LA1031-11)

Course Setup

P01 Eng 12-1 (LA1031-11)

Sem1, GP1 08/09/16 -10/10/16

Grade Period Total Semester Total Drop Scores

Grade Scale EACS Standard 2015+

Use Total Points for Grade Period Total

Use this Calculation for Grade Period Total:

Category	% of Grade
Summative	70
Formative	30

Treat all Grade Periods in this Semester as one continuous Grade Period

Calculate Behavior grade using total from category

Do not automatically calculate

Course Setup

P01 Eng 12-1 (LA1031-11)

Sem1, GP2 10/11/16 -01/04/17

Grade Period Total Semester Total Drop Scores

Grade Scale EACS Standard 2015+

Use Total Points for Grade Period Total

Use this Calculation for Grade Period Total:

Category	% of Grade
Summative	70
Formative	30

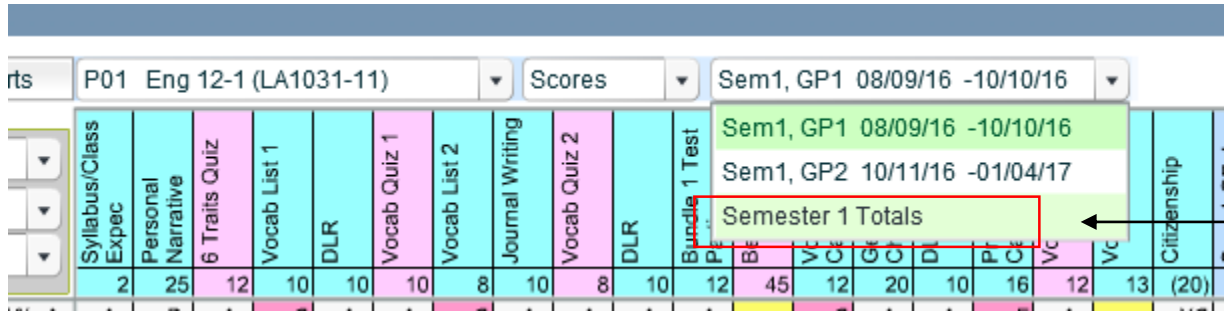
Treat all Grade Periods in this Semester as one continuous Grade Period

Calculate Behavior grade using total from category

Do not automatically calculate

The gradebook calculation has changed to one continuous semester. To ensure the gradebook calculations are correct. Verify the **Course Setup (View/Edit – Course Setup)** is the same for GP1 and GP2. For example if you are weighting, both GP1 & GP2 should have “**Use this Calculation for Grade Period Total**” selected and have the same percentage for GP1 & GP2

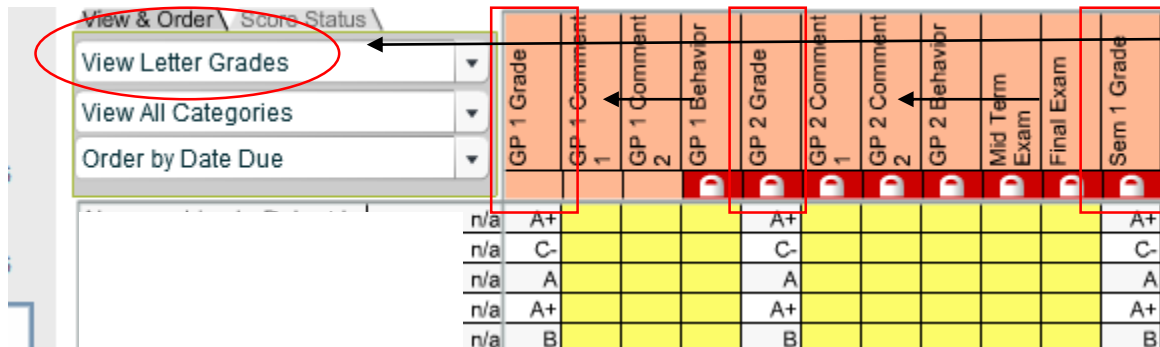
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The screenshot shows a gradebook interface with a dropdown menu open. The dropdown menu has three options: 'Sem1, GP1 08/09/16 -10/10/16', 'Sem1, GP2 10/11/16 -01/04/17', and 'Semester 1 Totals'. The 'Semester 1 Totals' option is highlighted with a red box. An arrow points from the text 'Click on Semester drop down menu, and click on Semester 1 Totals' to the 'Semester 1 Totals' option.

Syllabus/Class	Personal Narrative	6 Traits Quiz	Vocab List 1	DLR	Vocab Quiz 1	Vocab List 2	Journal Writing	Vocab Quiz 2	DLR	Bundle 1 Test	Citizenship
2	25	12	10	10	10	8	10	8	10	12	(20)

Click on Semester drop down menu, and click on **Semester 1 Totals**



The screenshot shows a gradebook interface with a 'View & Order / Score Status' menu. The 'View Letter Grades' option is circled in red. An arrow points from the text 'Change view to View Letter Grades' to this option. Below the menu, a row of grade columns is highlighted in red, including 'GP 1 Grade', 'GP 1 Comment', 'GP 1 Behavior', 'GP 2 Grade', 'GP 2 Comment', 'GP 2 Behavior', 'Mid Term Exam', 'Final Exam', and 'Sem 1 Grade'. An arrow points from the text 'Verify there are grades for ALL student and ALL columns have the SAME grade' to this row. Below the grade columns, a table shows student grades.

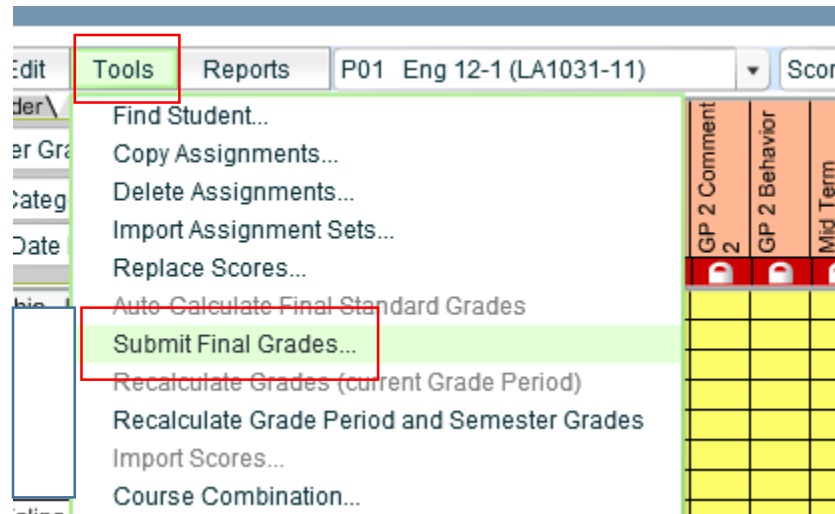
GP 1 Grade	GP 1 Comment	GP 1 Behavior	GP 2 Grade	GP 2 Comment	GP 2 Behavior	Mid Term Exam	Final Exam	Sem 1 Grade
n/a	A+		A+					A+
n/a	C-		C-					C-
n/a	A		A					A
n/a	A+		A+					A+
n/a	B		B					B

Change view to **View Letter Grades**

Verify there are grades for **ALL** student and **ALL** columns have the **SAME** grade

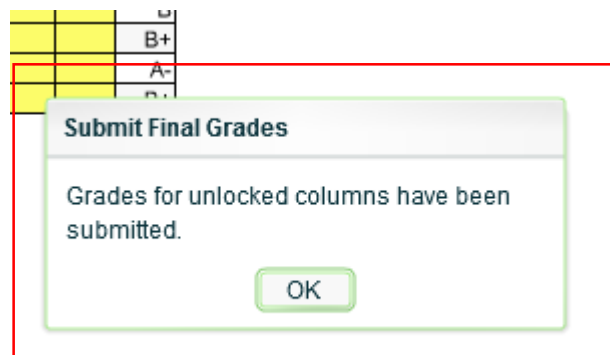
If you have a new student enroll, type an **NA** in each column

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Click on **Tools**

Click on **Submit Final Grades**



Grades have been submitted!

Repeat for each subject.