Attendance Overview

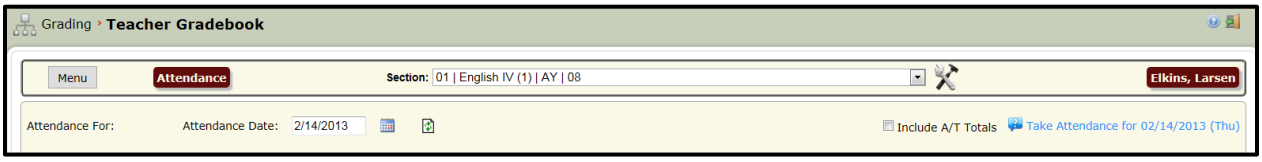
To Enter Attendance

District/School Policy determines the default attendance code assigned to the Teacher Gradebook. If every student is Present, teachers **must** click the Save button for attendance to be recorded.

- **Grading > Teacher Gradebook > Menu > Attendance**

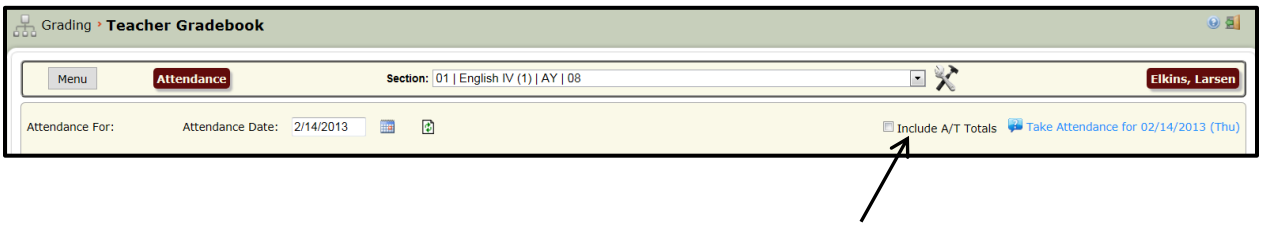
To Enter Attendance

Select the Course/Section and Date. Click Take Attendance for ….
Excused Status entry rights are determined by District/School policy. Comments are for teachers only view.



To Show Previous Attendance and Tardies

Click Include A/T Totals. These totals are Absences/Tardies for the selected Term only.

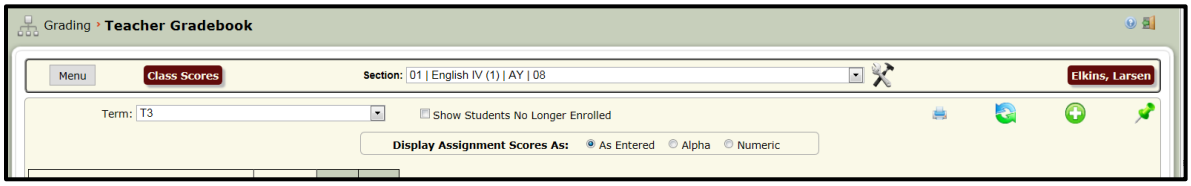


Class Scores Overview

The Class Scores page displays all assignments given in a Course/Section as well as the Running Average for the Section/Course. Assignments can be created, edited, deleted, and posted through the Class Scores page.

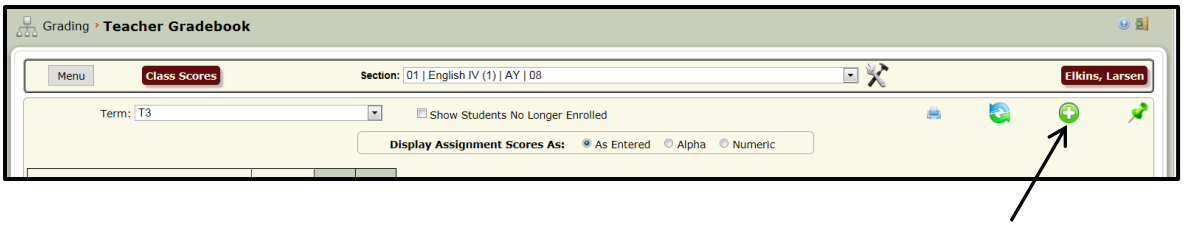
Class Scores may be displayed As Entered, Alphabetically, or Numerically.

- **Grading > Teacher Gradebook > Menu > Class Scores**

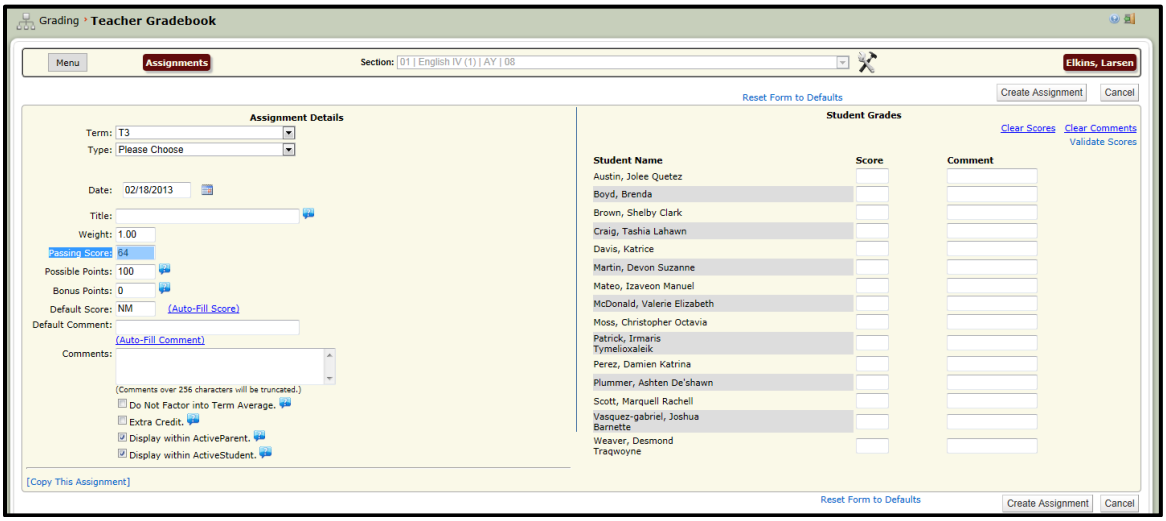


To Create an Assignment:

Select the Course/Section and Term. Click Create Assignment icon (Plus Sign). If Grades are to be entered for students no longer enrolled, click Show Student No Longer Enrolled.

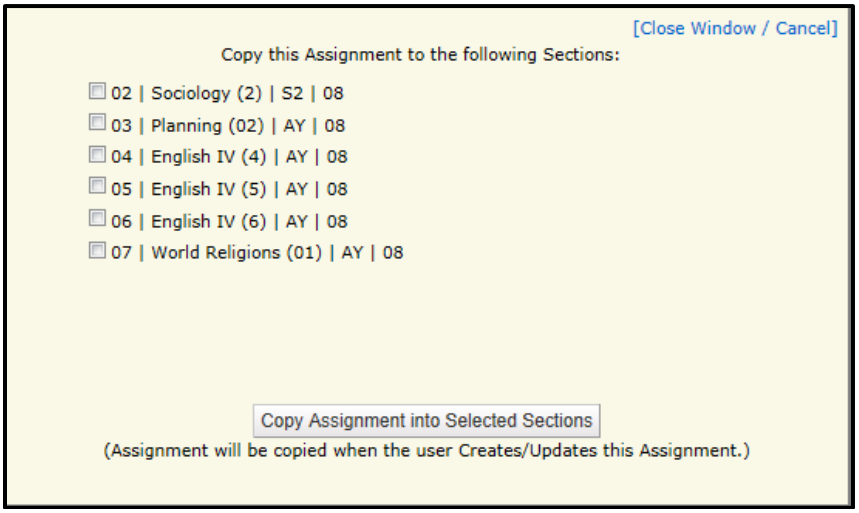


The Assignment Details page will appear.



- **Select the Term**.
- **Select the Assignment Type**. The values in the Assignment Type drop down are from the assigned Grading Template. The Grading Template for the selected class may be viewed on the setup tab. (See the setup tab documentation for additional information.)
- **Enter the Date**. The date may be entered in the format of MM/DD/YYYY or MMDDYYYY or selected from the calendar using the calendar icon. The date of the Assignment must be within the selected term.
- **Enter a Title for the Assignment**. The Title is printed on various reports so try to be as descriptive as possible. The maximum length is 32 characters.
- **Enter the Grade Weight.** The Grade Weight will be 1.0 for most Assignments, but can be changed to weight the grade more or less than other Assignments. If a grade is to be counted twice, then a grade weight of 2.0 should be entered.
- **Enter the Passing Score**. Passing Score is a display field and is not used to determine if the scores are passing or failing scores for reporting purposes.
- **Enter the Possible Points**. Possible Points is the value considered to be a perfect score for the assignment. The value entered in the Possible Points for each assignment is used to calculate the total possible points when calculating the average. Possible Points are irrelevant for Assignments marked as Extra Credit.
- **Enter the Bonus Points.** Bonus Points are the number of points that might be earned above the perfect score. Bonus Points increase the allowed highest grade for an assignment and are not automatically added to a student's grade. Bonus Points add to the possible points allowed in the assignment without changing the possible points. (See the Bonus Points documentation for additional information.)
- **Enter the Default Score (optional)**. The grade entered as the default grade will be assigned to every student when the assignment is created. If the majority of the students have the same score on the assignment, it will save time to enter the common score as the default grade and change the exceptions.
- **Enter the Default Comment (optional)**. This is for teacher viewing only. The comment entered as the default comment will be assigned to every student when the assignment is created, if no Comment already exists.

- **Enter Comments (optional)**. This is for teacher viewing only. Comments concern the Assignment, not students' grades. Comments do not appear on any report.
- **Do Not Factor in Term Grade.** Check if this assignment is not to be included in the average.
- **Extra Credit.** If an Assignment is marked Extra Credit, the Possible Points for this assignment will not be added to the total possible points. (See the Extra Credit documentation for additional information.)
- **Display within Active Parent.** Assignment will display in ActiveParent.
- **Display within Active Student**. Assignment will display in ActiveStudent.
- **Copy This Assignment**. To copy the Assignment to other classes, click this link. Check the Sections/Courses to which you wish to copy the assignment, and click Copy Assignment into Selected Sections.



- **Enter Class Scores**. Use the tab key to Tab from cell to cell. The highest score that may be entered is the sum of the Possible Points and Bonus Points. For example, if a grade of 100 was entered for Possible Points and a grade 5 was entered for Bonus Points, the highest score that can be entered is 105.

  The following values are grades defined by the system:

Grade	Description	Value when averaging
XPE	Exempt Prior to Enrollment	Not calculated into average
XAW	Exempt After Withdrawal	Not calculated into average
X	Exempt	Not calculated into average
NG	No Grade	Zero
I	Incomplete	Zero
NM	No Mark	Not calculated into average

- **Comment (optional)**. This is for teacher viewing only. Comments do not appear on any report.
- **Validate Scores**. Ensures that all scores are valid.
- **Create Assignment**. Click to complete the assignment. Validation of scores is also done at this time to ensure that all scores are valid.

Upon returning to the Class Scores page you may print by choosing the **Print** icon.

By clicking on the Student Name on the Class Scores page, the user will be directed to the Student Page in the Teacher Gradebook.

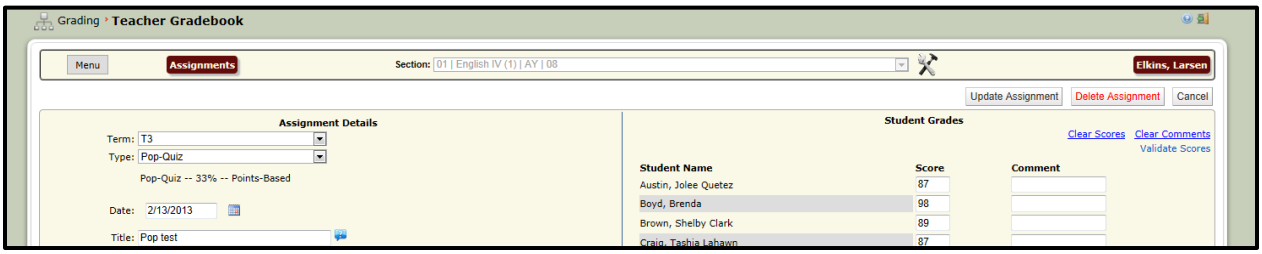
Assignments are listed in chronological order on the Class Scores page. Several assignment options may be displayed by hovering the mouse over the Assignment:

- Title
- Assignment Type
- Assignment Date
- Assignment Weight
- Passing Score
- Possible Points
- Display in ActiveParent
- Display in ActiveStudent

If a teacher has chosen an Assignment to be an Extra Credit Assignment, Extra Credit will be displayed. If a teacher has chosen to drop a highest and/or lowest grade, the dropped grade displays with a Strike-Through of the Score on the Class Scores page.

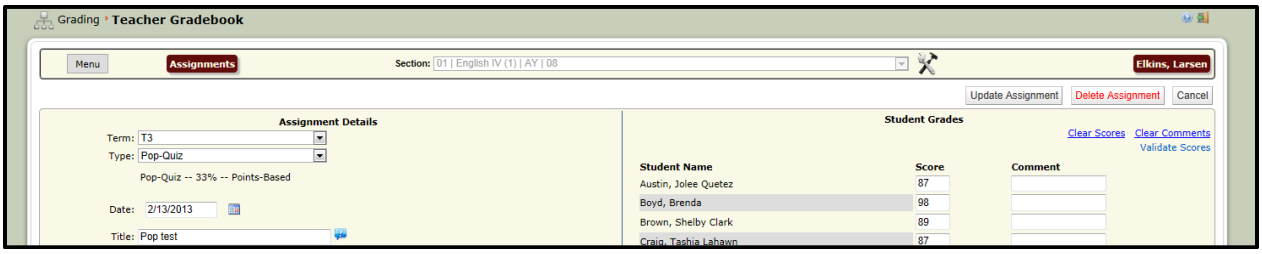
To Edit an Assignment:

Click once in the gray title area of the assignment. The Assignment details will appear. Correct the Assignment and click Update Assignment.



To Delete an Assignment:

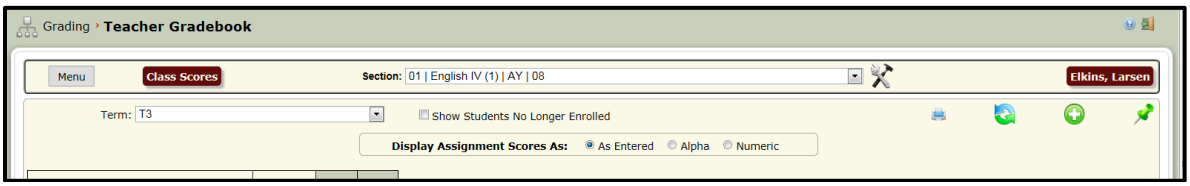
Click once in the gray title area of the assignment. The Assignment details will appear. Correct the Assignment and click Delete Assignment.



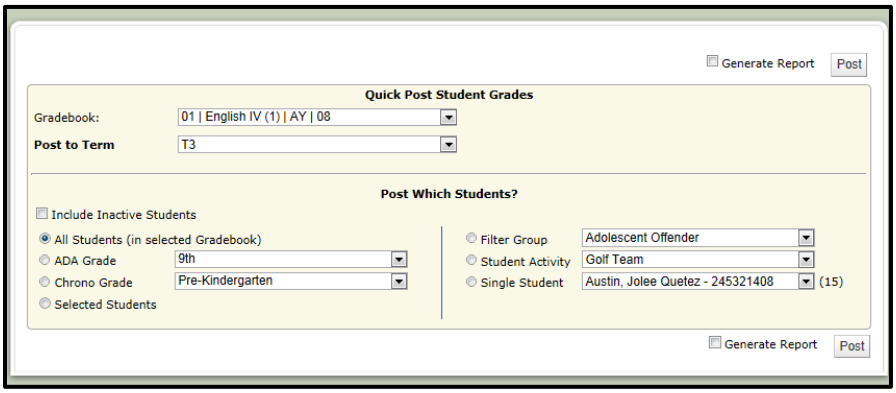
To Post Scores:

Class Scores must be posted from the Teacher Gradebook so that grades are displayed on the grades tab in the student folder and are available to be printed on reports. Posting also calculates Semester and Final averages.

Select the Course/Section and Term. Click Post Grades icon (Pin Tack).



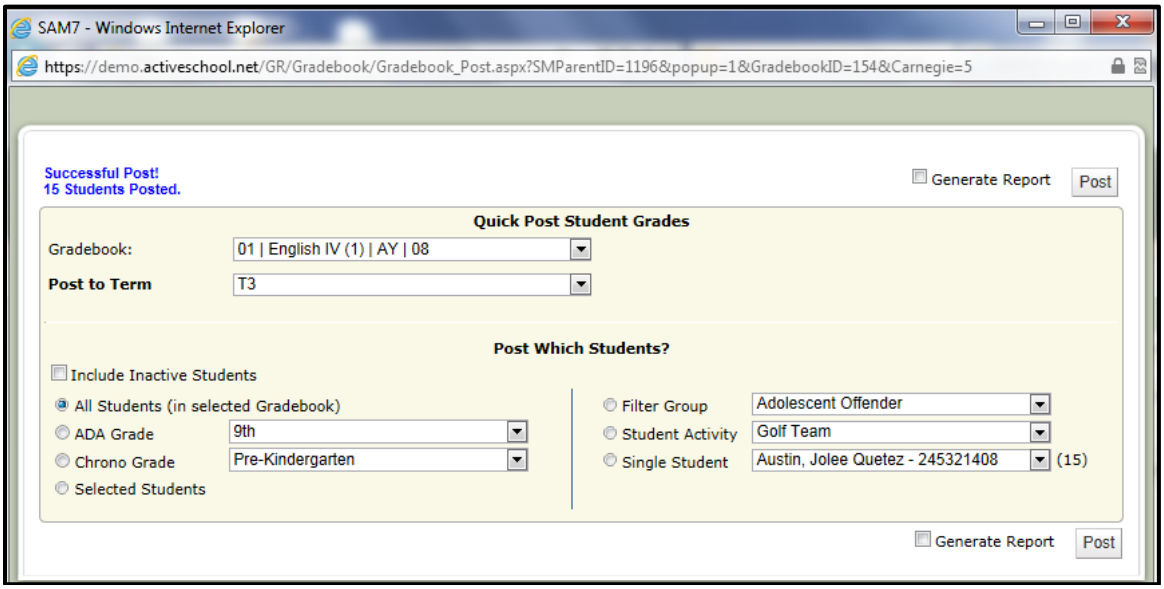
The Quick Post Student Grades window will appear.
Select the Section/Course and Term to post.
Select the group to post. (Grades for withdrawn students do not post by default. If grades are to be posted for withdrawn students in the selected class and selected term, check Include Inactive Students.)
NOTE: Mid-Terms will display here for posting, if Mid-Terms have been setup by your school.
Click Generate Report (optional).
Click Post.



When the posting is successful, a message will appear on the Quick Post Student Grades window. Close the window.

(If a Report has been generated, the message below will not appear. Close the Report.)

NOTE: You may post more than one Section/Course from this window.



NOTES:

- It is not necessary to post grades every time a grade is entered on the grades tab. Grades must only be posted at the end of the term unless instructed to do otherwise by administration in the school or district.
- If grades are entered or edited after posting term grades, grades must be reposted.

Conduct Overview

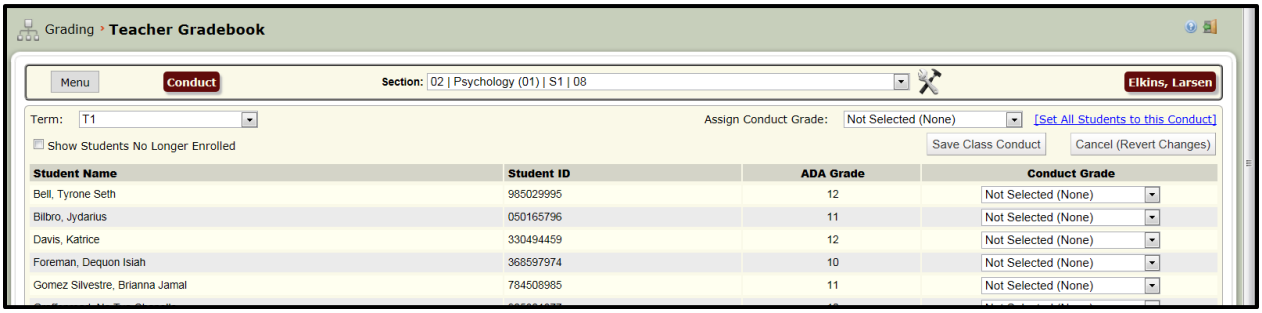
Assign Conduct Grades

Conduct Grade Codes can only be created and controlled at the District and School level. Teachers will never be able to modify the Conduct Grade Codes.

- **Grading > Teacher Gradebook > Menu > Conduct**

To Assign a Conduct Grade

Select the Course/Section. Select the Conduct Grade Code from the drop-down box on all students and click Save Class Conduct.



To Assign the Same Conduct Grade on All Students

If the majority of the students have the same Conduct Grade, it will save time to enter the Conduct Grade as the default grade and change the exceptions.

Select the Course/Section. Select the Conduct Grade Code from the Assign Conduct Grade box and click Set All Student to this Conduct.

Change Exceptions.

Click Save Class Conduct.

Homework Overview

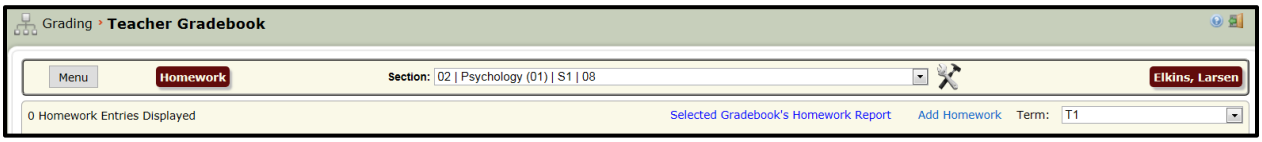
Creating Homework

The Homework section of the Teacher Gradebook is used for display purposes in Active Parent and/or Active Student. It is a District and/or School decision to display Homework in Active Parent and/or Active Student.

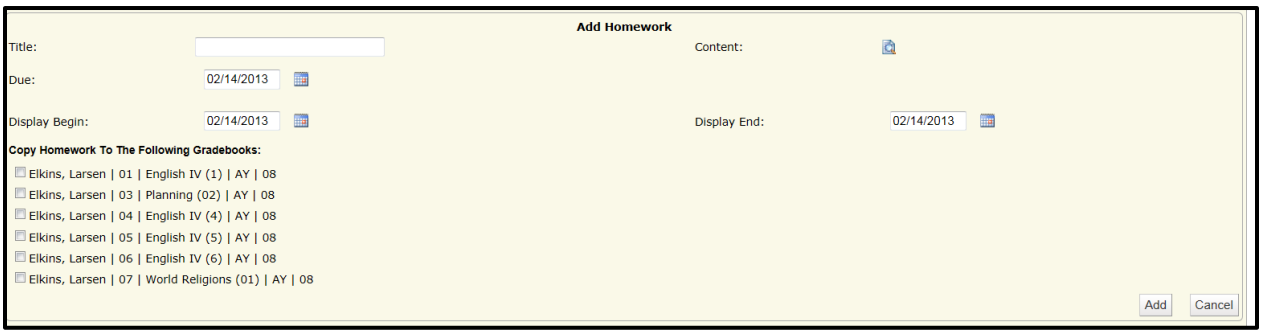
- **Grading > Teacher Gradebook > Menu > Homework**

To Create a Homework Assignment

Select the Course/Section, Term, and click Add Homework.



Enter the Title, Date Due, Display Begin Date, and Display End Date.
Click Content and enter the Homework information and click Close.
To copy the assignment to other courses/sections place a checkmark beside the class listed.
Click Add.

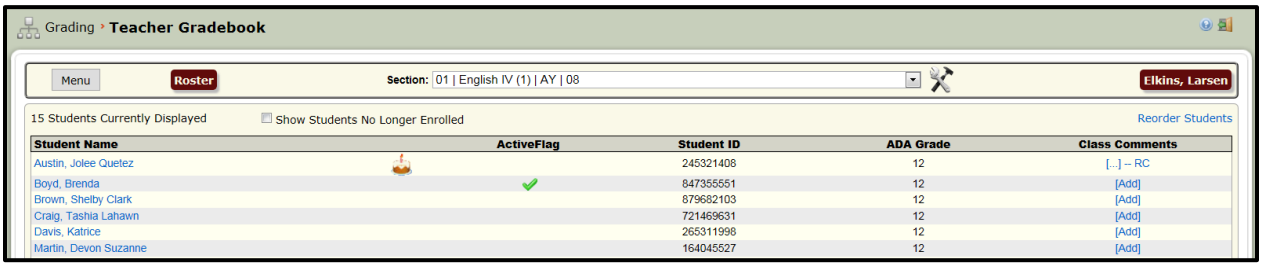


Roster Tab Overview

The following information is displayed on the Roster Tab for the Section/Course selected in the drop down:

Student Name
Current Date Birthdays
Active Flag
Student ID
ADA Grade Level
Class Comments

- **Grading > Teacher Gradebook > Menu > Roster**



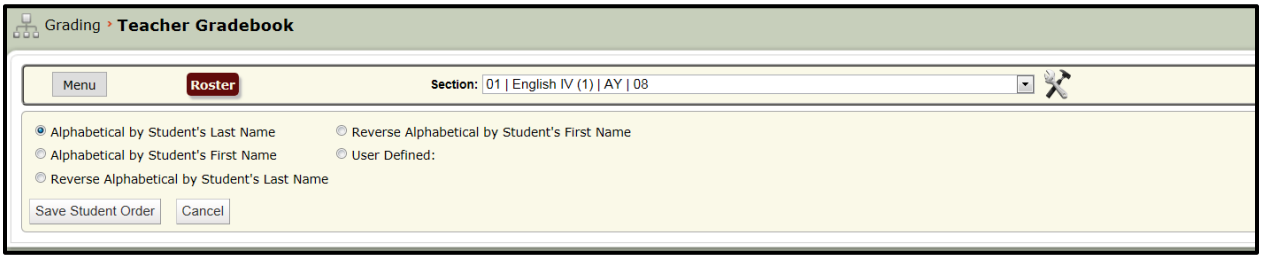
Heading Information

- The number of students currently enrolled in the Section/Course will be displayed.
- The students no longer enrolled in the course can be displayed by checking this box.
- Reorder Students allows the teacher to reorder the listing of the students.

To Reorder Students:

Select the Section/Course in drop-down. Click on Reorder Students

Select the order of preference to list students and click Save Student Order.



Student Name

If the teacher accessing the Teacher Gradebook has rights to the enrollment module, the student names will display as a blue link allowing the teacher to view the student folder by clicking the student name. If rights to the enrollment module are not assigned to the teacher, the student names will display as black text and will not link to the student folder.

A birthday cake will display beside the student's name if the current date is the student's date of birth.

ActiveFlag

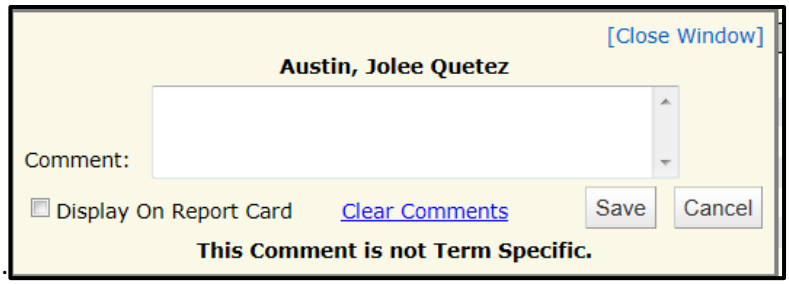
A checkmark will display beside any student containing ActiveFlag information in the student folder. Users can display details of Active Flag information by hovering the mouse over the Active Flag checkmark.

Class Comments

To Add Class Comments:

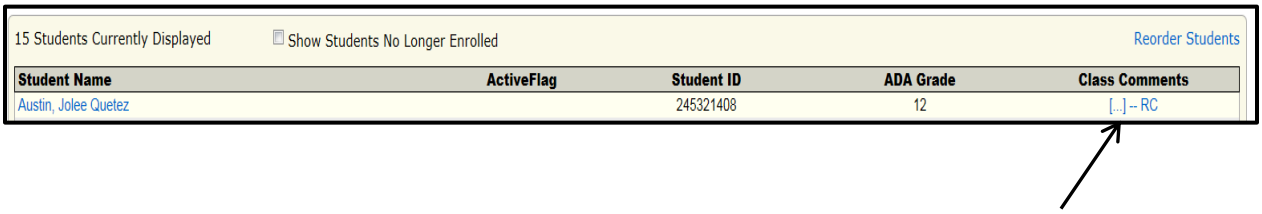
Click Add

Enter the Comment and click Save. The Comment is not Term specific.
If you would like for the Comment to display on the Report Card, click Display on Report Card.
NOTE: Displaying of Comments on Report Cards is a School decision when printing Report Cards from the Administrative Office.



The Comment column will display an ellipsis (…) if a Comment has been entered on a Student.

The Comment column will display an RC (¨RC) if the Comment has been marked to Display on Report Card.



Seating Chart Overview

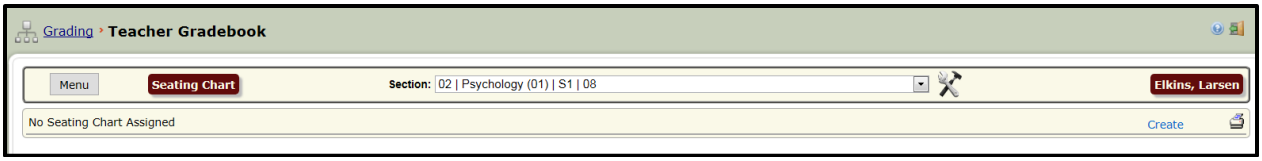
Creating a Seating Chart

Seating Charts are highly flexible and allow many levels of control by the teacher to design and create Seating Charts.

- **Grading > Teacher Gradebook > Menu >Seating Charts**

To Create a Seating Chart

Select the Course/Section and click Create.



Select the correct Properties and Seat Assignment and click Create Seating Chart.

Room Properties

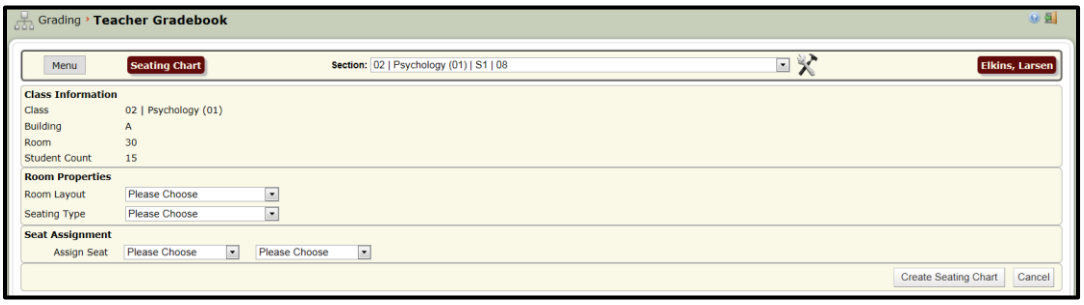
- Based on Room Properties, the Type of Room Layout to assign may be selected.
- Based on the Type of Room Layout chosen, a Seating Type is selected.

Standard or Horseshoe Layout Properties

- Based on Standard or Horseshoe Layout Propertie,s the Number of Columns and Rows to assign may be selected.

Seat Assignment

- Seats may be assigned alphabetically, randomly, or manually.
- Seats may be assigned by Column or by Row.



Student Pictures

- Pictures of Students, if uploaded into SAM, will display on the Seating Chart once it has been created.

Editing of Seating Charts

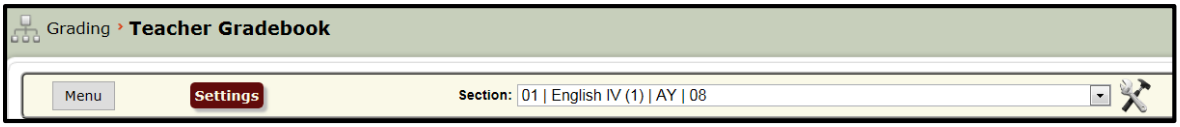
- Seats may be edited once a Seating Chart has been assigned.

After being created the Seating Chart may be printed by clicking the **Print** icon.

Settings Instructions

Teacher Gradebook Settings allow each teacher to select default settings for the Teacher Gradebook.

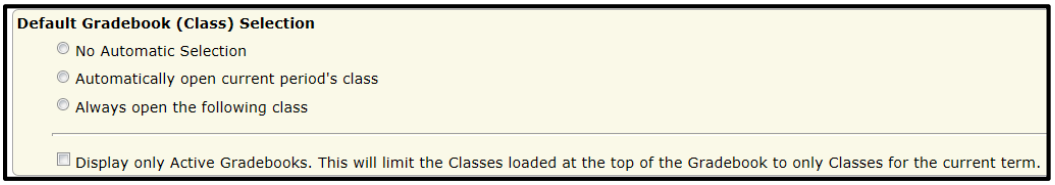
- **Grading > Teacher Gradebook >**



Default Gradebook (Class) Selection:

This section allows the teacher to set the class and page to be displayed when the Teacher Gradebook section is selected from the menu.

Click the desired option.



Default Menu Selection:

This section allows the teacher to select the page to be displayed when the Teacher Gradebook is opened. The page used most frequently should be selected as the default value.

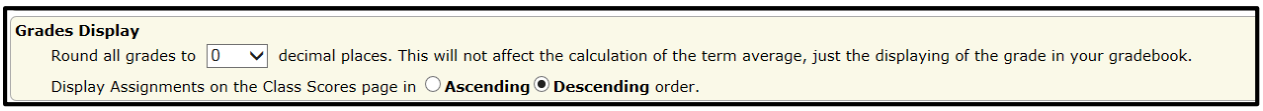
Select the desired option.

Grades Display:

This section allows the teacher to select the number of decimals to be displayed in the Teacher Gradebook. This displays only in the Teacher Gradebook. It does not display in any report, nor does it affect the calculation of the term average.

It also allows the teacher to set an option to display assignments within the Class Scores page in ascending or descending order based on the assignment's date.

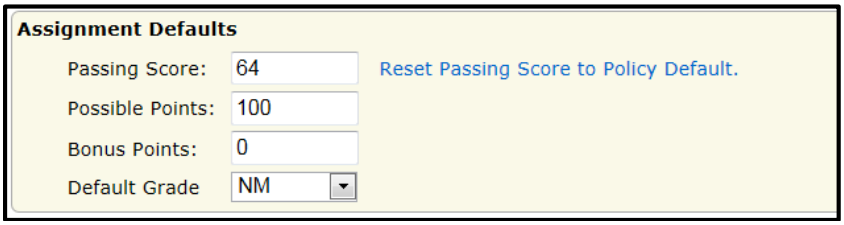
Select the desired options.



Assignment Defaults:

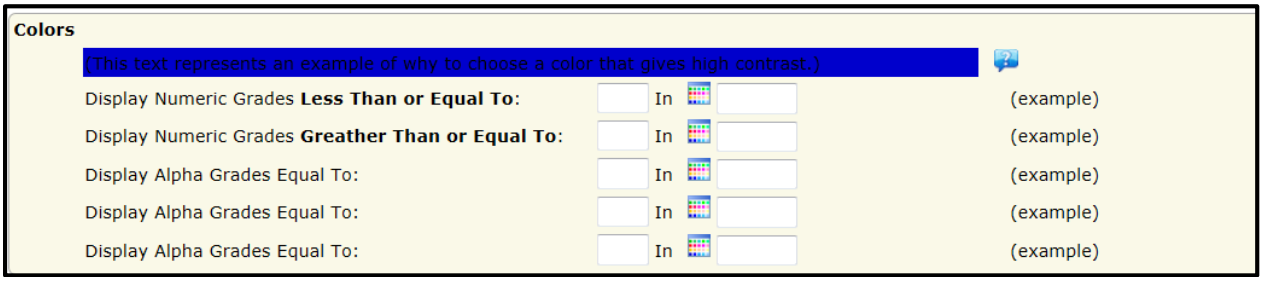
This section allows the teacher to enter the default values to display when a new assignment is created. The values used for most assignments should be entered as the default values.

Type and select the desired options.



Colors:

This section allows the teacher to set the colors of grades to be displayed on the Class Scores page. Type the desired grade value in the text field and select the corresponding color in the color grid.



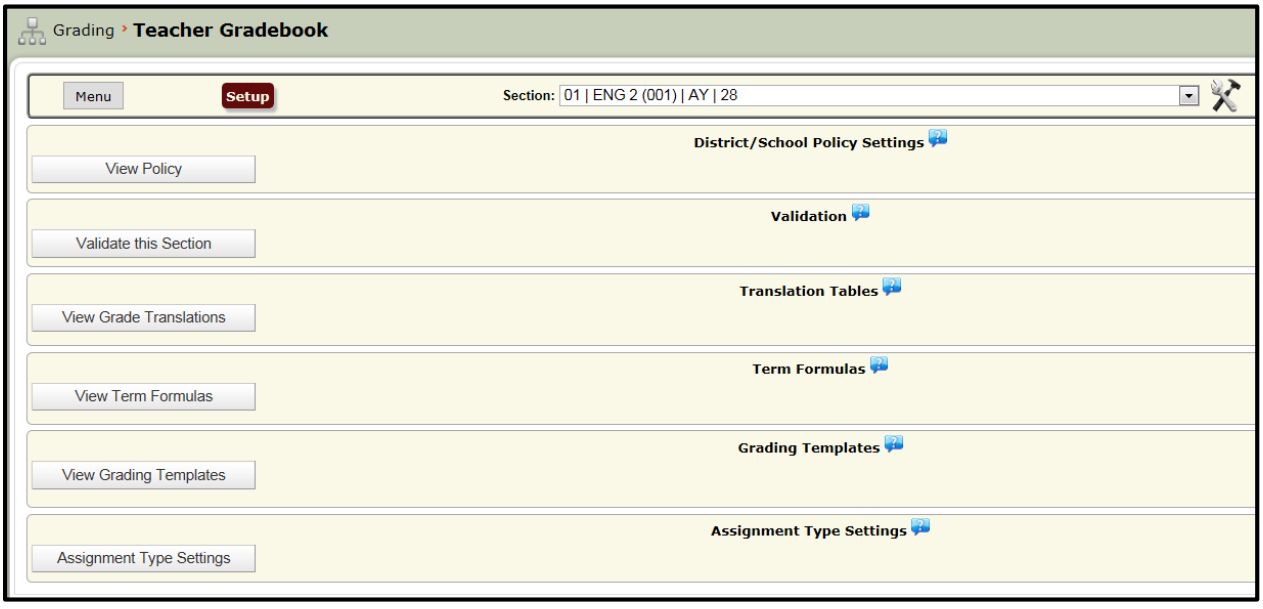
Once all default values have been selected click the **Save** button.

Setup Instructions

Several processes may be validated within the Teacher Gradebook Setup Page. The Grading and Scoring Policies may be displayed. Teachers may choose to drop the Highest and/or Lowest grade of an Assignment Type for students, as well as specify a color for an Assignment Type. The Calculated Percent may be displayed for each Assignment Type.

The Setup page is Section specific.

- **Grading > Teacher Gradebook > Menu > Setup**



District/School Policy Settings

Select the Course/Section. Click View Policy to read the District and School policies.

Validation

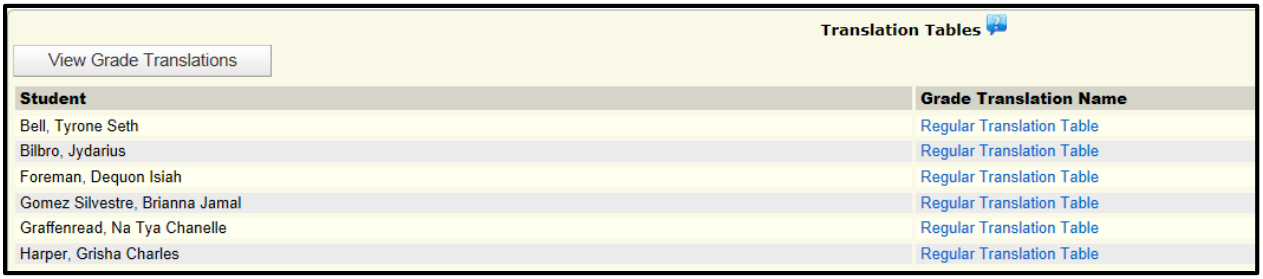
Click Validate This Section.

Validates to ensure all active students are assigned a Translation Table.
Validates to ensure all relevant, calculated Schedule Terms are assigned a Term Formula.
Validates to ensure all Schedule Terms are assigned a Grading Template.
Validates to ensure all Grading Templates used by this Section have at least one valid Assignment Type.
Validates every Gradebook Assignment to ensure valid Assignment Types are being used.

Translation Tables

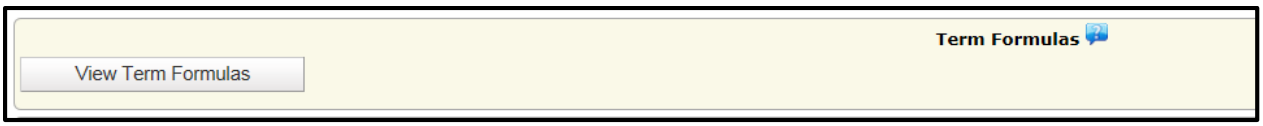
Click View Grade Translations to view the Grade Translation Table assigned to each Student.

Click the Grade Translation Name link to view the Grade Translation Table Details.



Term Formulas

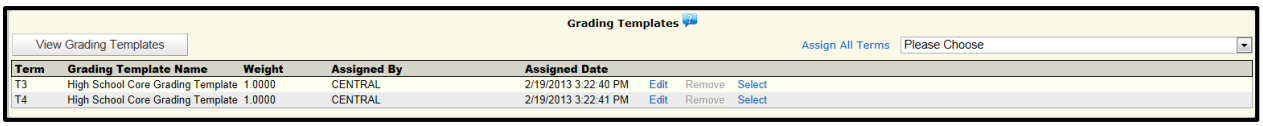
Click View Term Formulas to view the Term Formulas for each calculated Term.



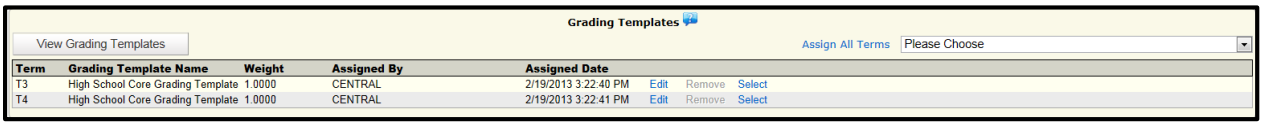
Click the Formula Name link to view the Term Formula Details.

Grading Template

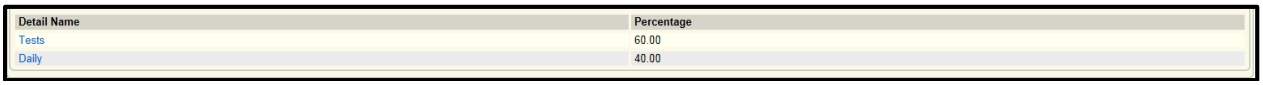
Click View Grading Templates to view the Grading Templates for each calculated Schedule Term.



Click Select to view the Grading Template Details for each Grading Template.



Click Detail Name link to view the Assignment Type Details for each Grading Template Detail.

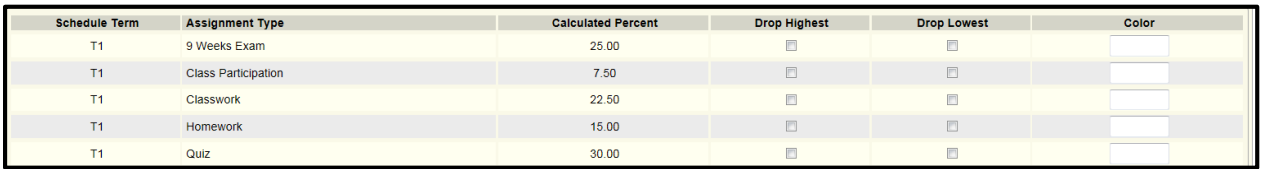


Assignment Type Settings

To Drop a Highest Grade and/or a Lowest Grade

Click Assignment Type Settings.

Checkmark Drop Highest and/or Drop Lowest next to the desired Term(s) and Assignment Type(s).
Click Save Assignment Type Settings.



Schedule Term	Assignment Type	Calculated Percent	Drop Highest	Drop Lowest	Color
T1	9 Weeks Exam	25.00			
T1	Class Participation	7.50			
T1	Classwork	22.50			
T1	Homework	15.00			
T1	Quiz	30.00			

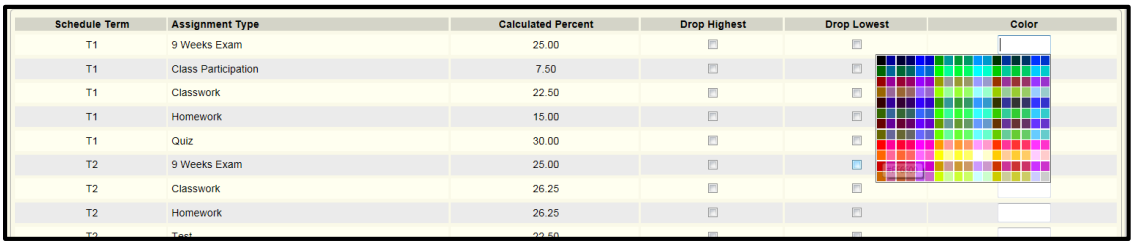
The Calculated Percent column represents the overall percent of the Assignment Type for the student's Term Average. The sums of the Calculated Percent for each Schedule Term will always be 100.

NOTE: A dropped grade displays with a Strike-Through of the Score on the Class Scores page within the Teacher Gradebook. A dropped grade displays with a Strike-Through of the Assignment on the Student page within the Teacher Gradebook.

To Assign a Color to an Assignment Type:

Click Assignment Type Settings.

Click the Color column next to the desired Term(s) and Assignment Type(s). A color grid will appear. Select a color.
Click Save Assignment Type Settings.



Schedule Term	Assignment Type	Calculated Percent	Drop Highest	Drop Lowest	Color
T1	9 Weeks Exam	25.00			
T1	Class Participation	7.50			
T1	Classwork	22.50			
T1	Homework	15.00			
T1	Quiz	30.00			
T2	9 Weeks Exam	25.00			
T2	Classwork	26.25			
T2	Homework	26.25			

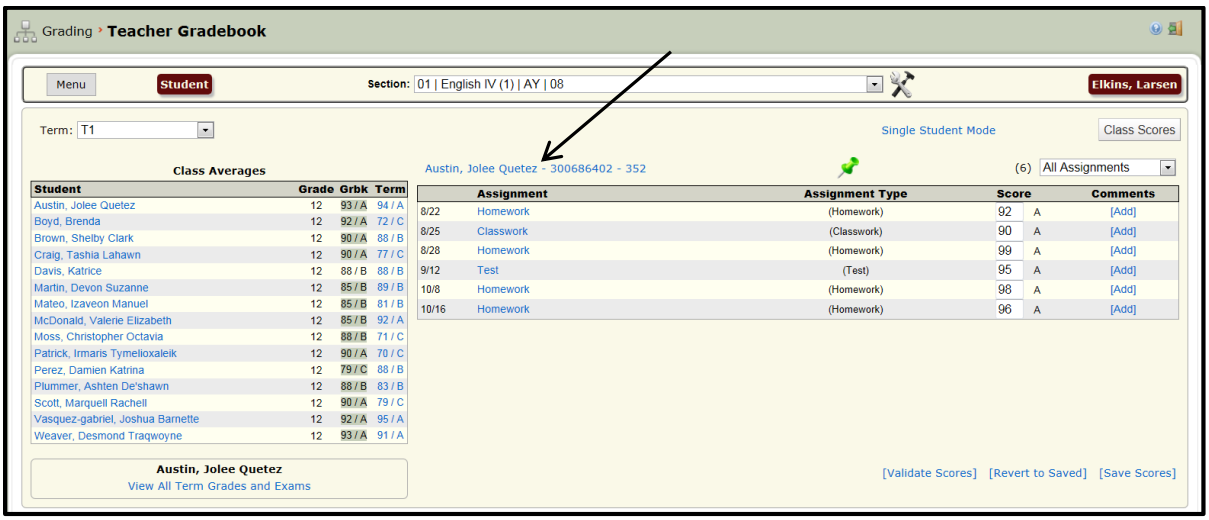
Student Instructions

The Student page displays grade information in a Course/Section, including the Running Average as well as the Posted Average for the Section/Course. Individual Assignment details, Scores, and Comments are displayed and can be edited and posted. All Term Scores and Term Exams can also be displayed. Term score overrides may be given, if rights exist. Student information can also be accessed, if a teacher has been granted rights to student information.

- **Grading > Teacher Gradebook > Menu > Student**

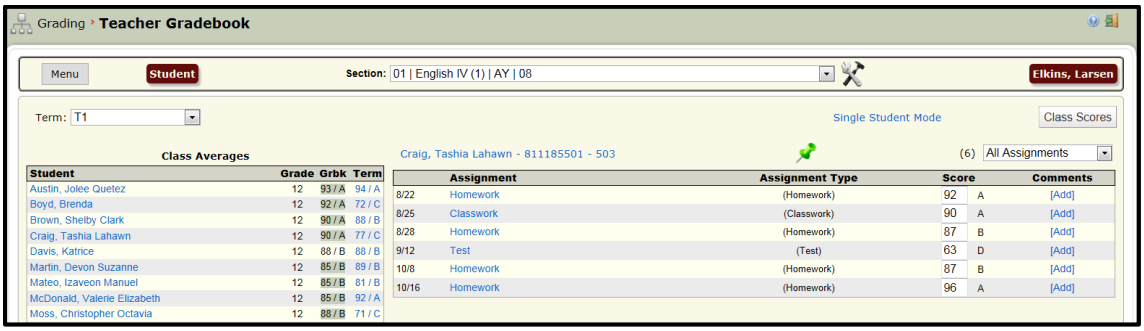
To Display an Individual Student's Folder:

If granted rights to a student's folder, the student's name will be blue and a link will appear to the Student Folder. Click on the Student Name/ID link. The Student Folder/Student Tabs will open in a separate window.



To Display an Individual Student's Assignments:

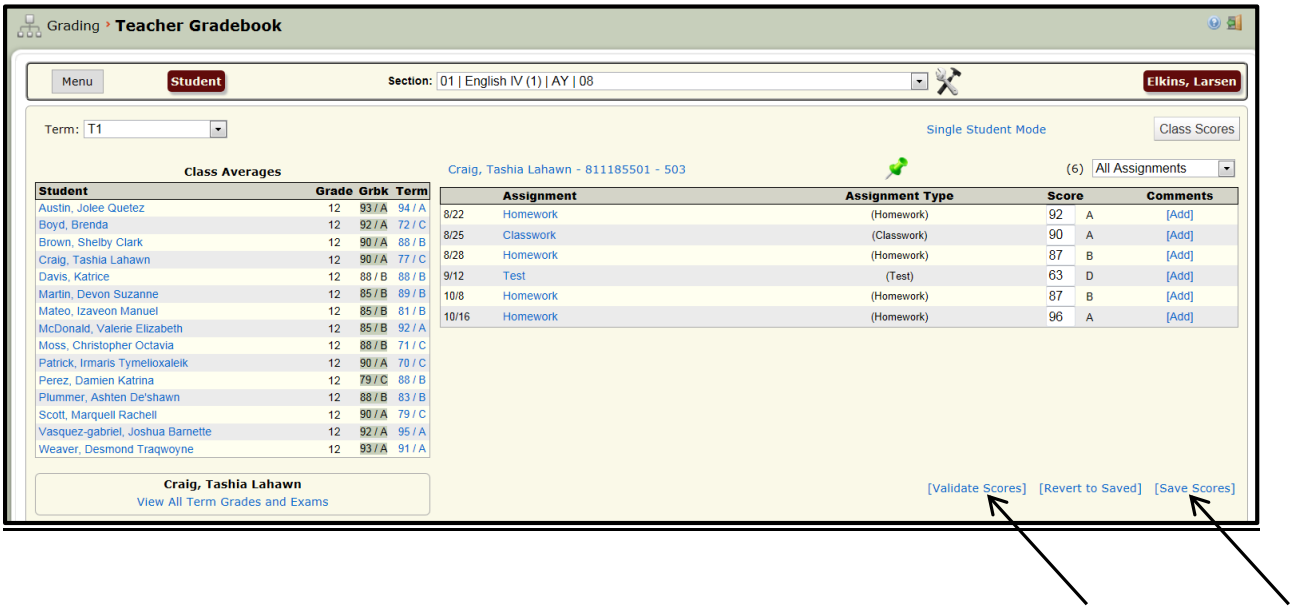
Select the Course/Section and Term. Click on the student's name in the Student column. The selected name and assignments will appear on the right.



If a teacher has chosen to drop a highest and/or lowest score, a dropped score displays with a Strike-Through of the Assignment on the Student page.

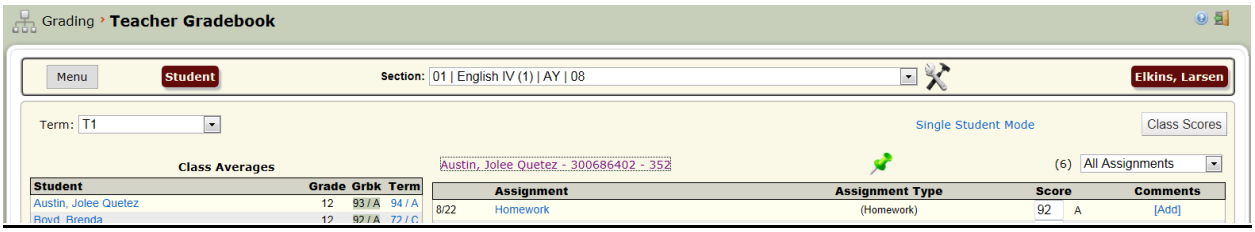
To Edit an Individual Student's Assignment:

Select the Course/Section and Term. Click on the student's name in the Student column. Edit the Score. Click Validate Scores. Click Save Scores.



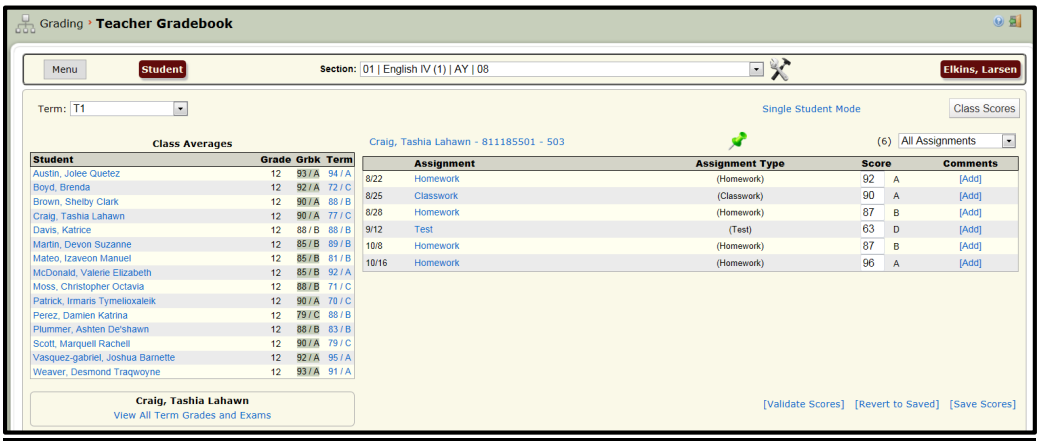
To Post an Individual Student's Scores:

Select the Course/Section and Term. Click on the student's name in the Student column. Post the student's score using the Pin Tack.

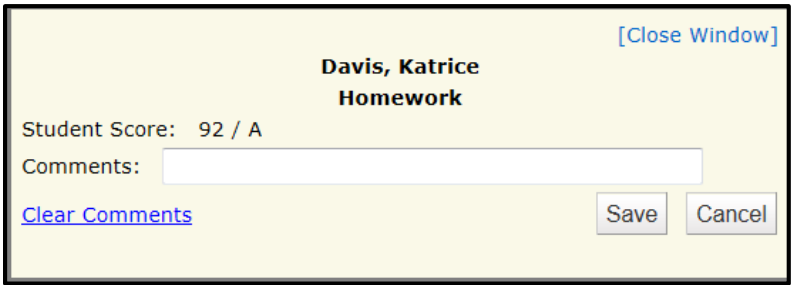


To Add Comments to a Student's Assignment:

Click Add under Comments column.

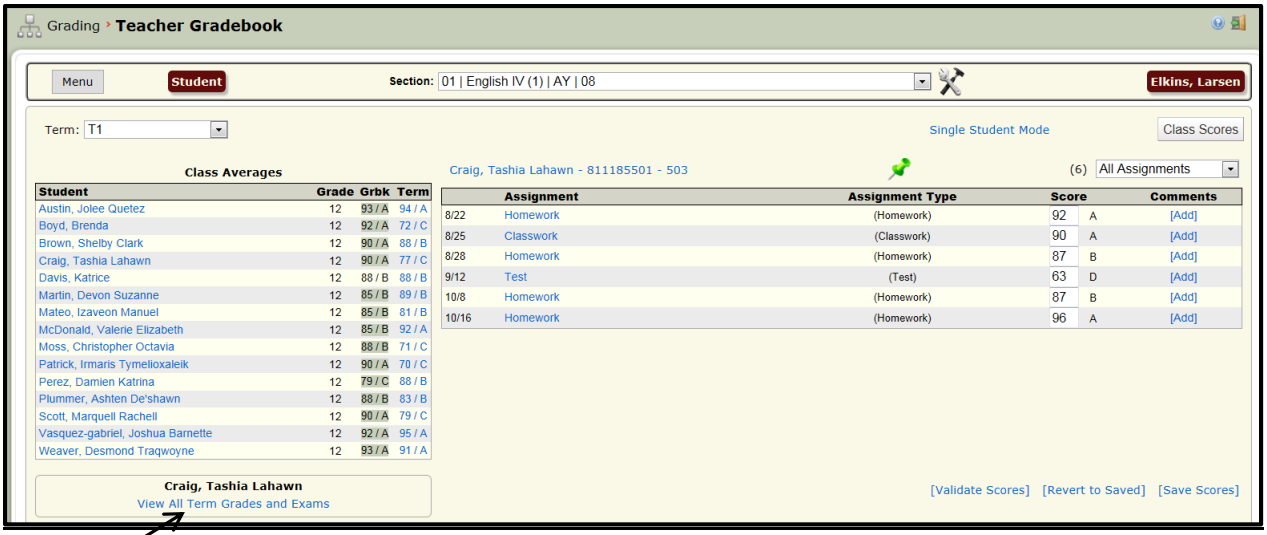


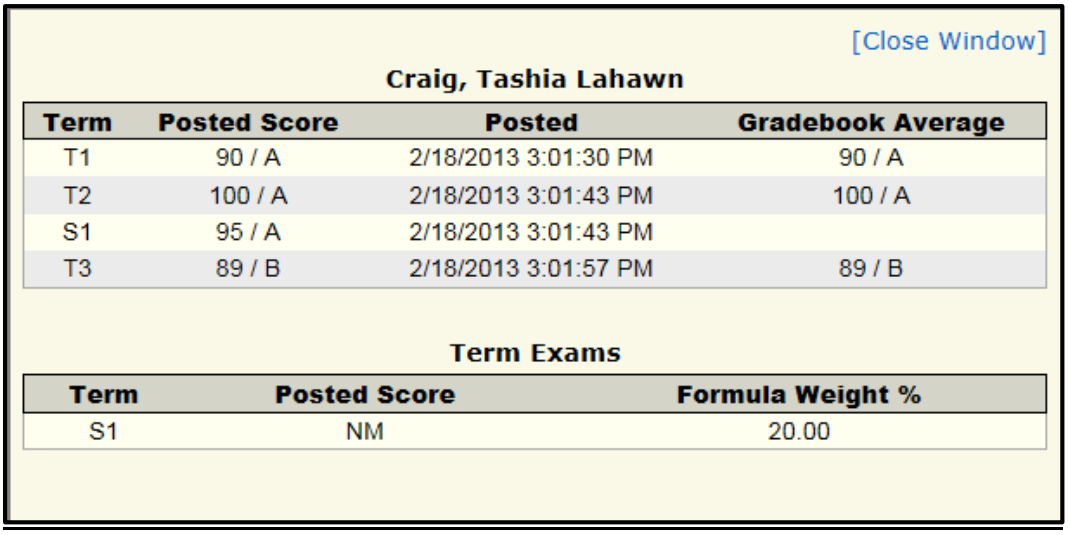
Enter comments and click Save. (Comments are for teacher viewing only. Comments do not appear on any report.)



To View All Term Grades and Term Exams on an Individual Student:

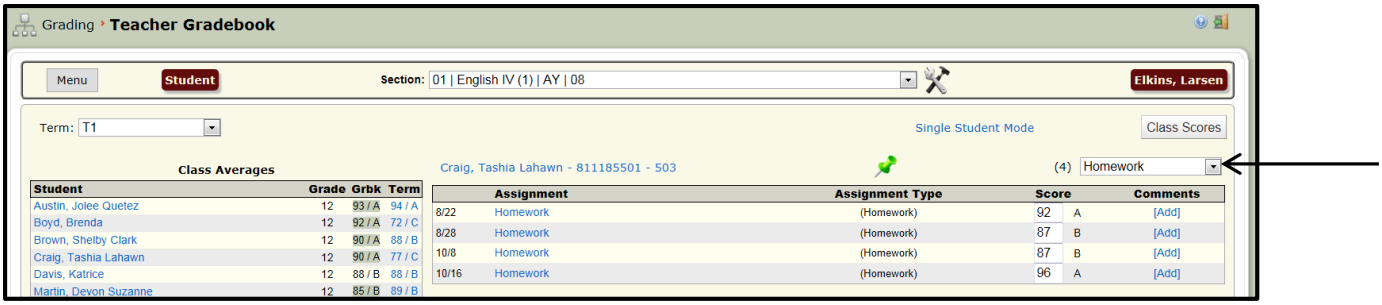
Click on the student's name in the Student column. Click View All Term Grades and Exams.





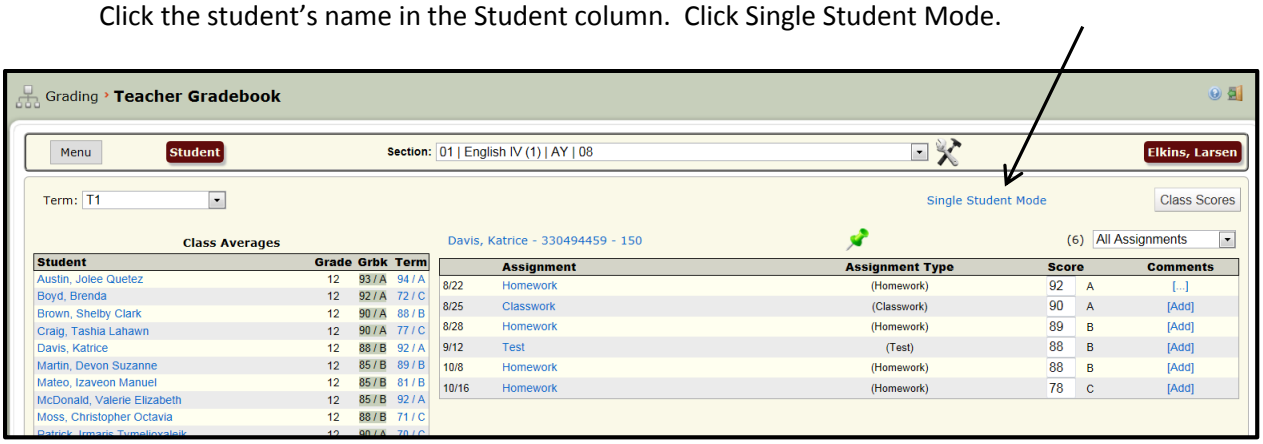
To Filter for a Specific Assignment Detail:

Select the Assignment Detail from the Assignment filter drop-down.

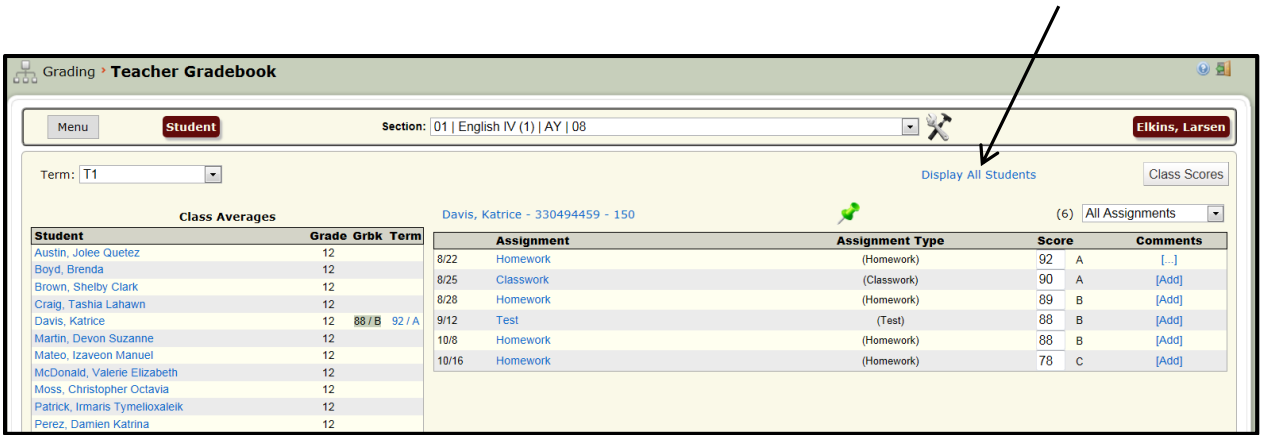


To Filter in Single Student Mode (hides scores of all other students):

Click the student's name in the Student column. Click Single Student Mode.

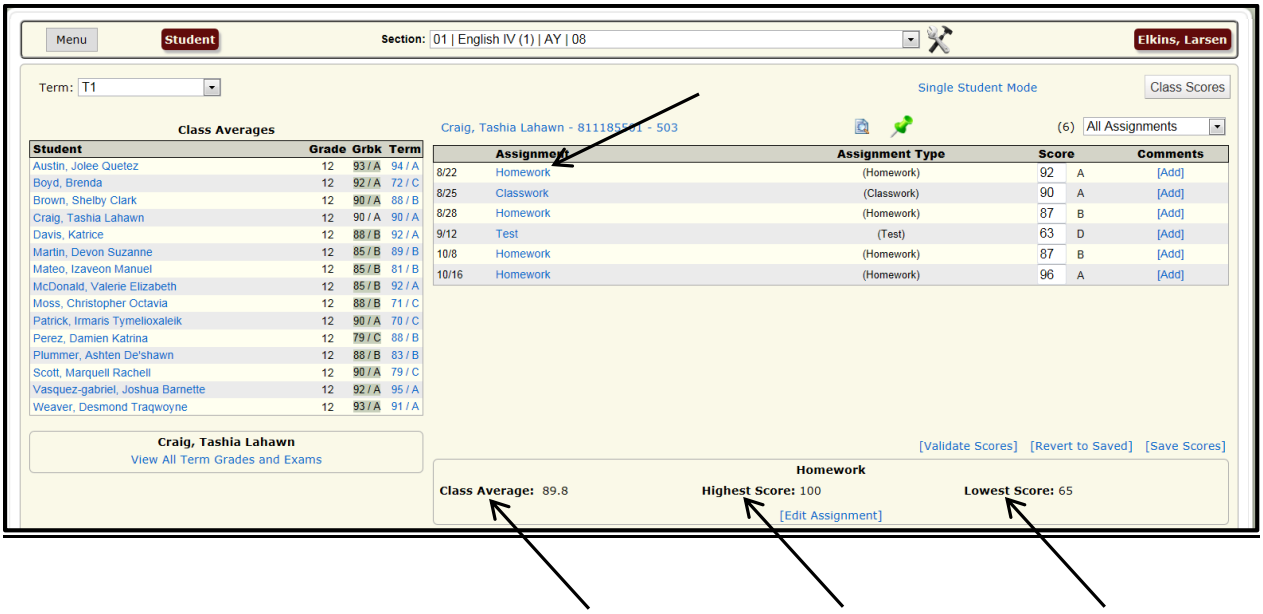


To show all students' scores, click Display All Students.

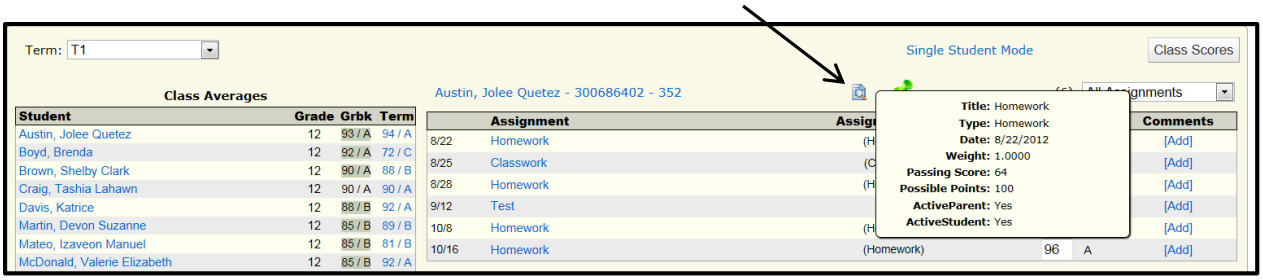


To Display Class Information about an Assignment:

Click on the blue Assignment title link under the Assignment column. View the Class Average, Highest Score, and Lowest Score of the Assignment at the bottom of the screen.

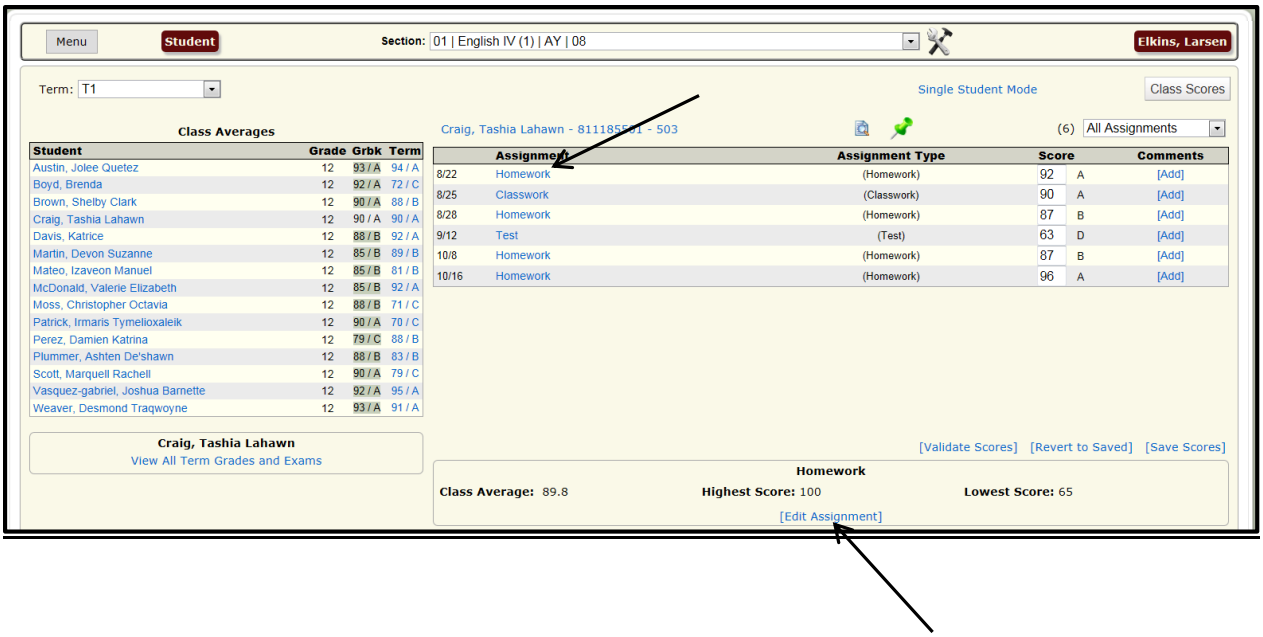


The Assignment Tooltip will now be displayed. The Tooltip displays information about the Assignment by hovering the mouse over it.

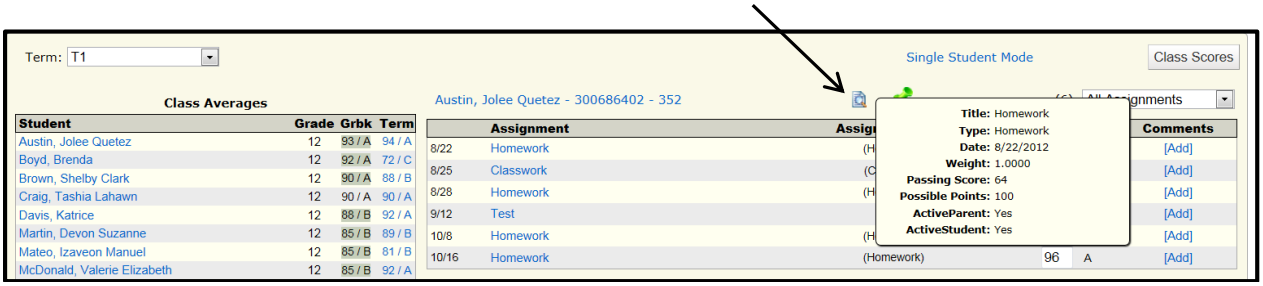


To Edit Class Information about an Assignment:

Click on the blue Assignment title link under the Assignment column. Click on Edit Assignment.

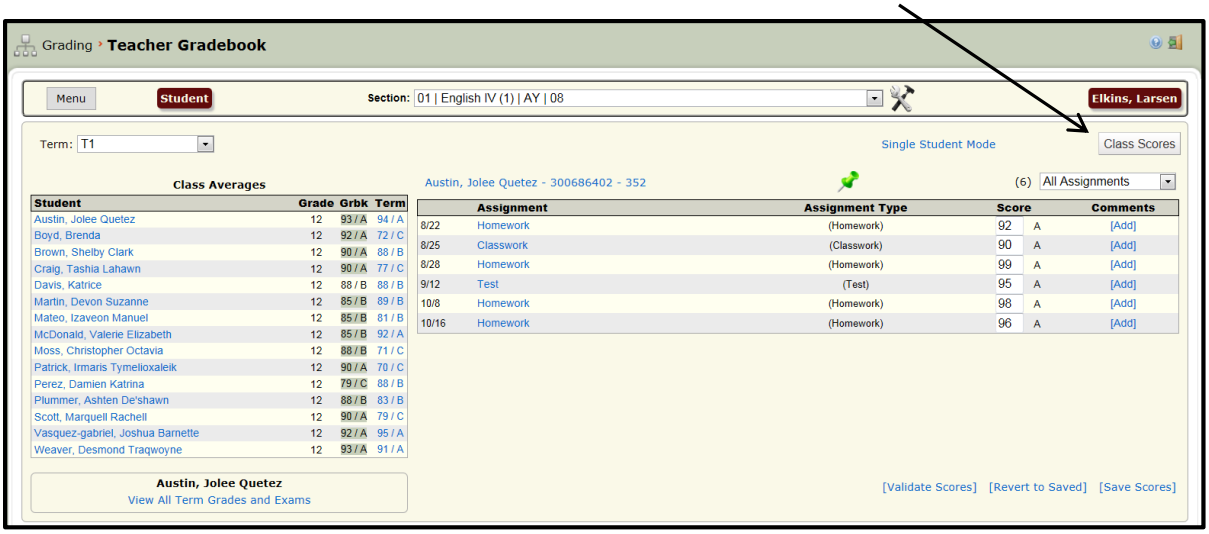


The Assignment Tooltip will now be displayed. The Tooltip displays information about the Assignment by hovering the mouse over it.



To Return to the Class Scores Page:

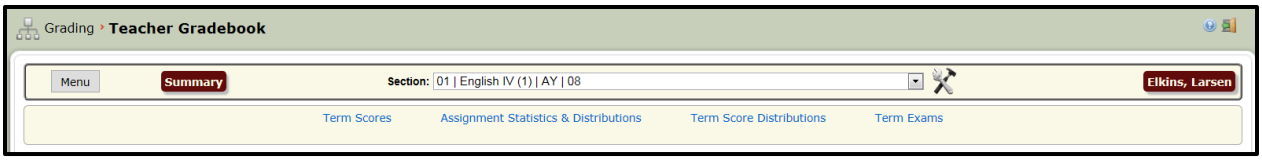
Click on the Class Scores button.



Summary Overview

The Summary page displays a summary of individual Student Term Scores, Assignment Statistics and Distribution of Scores, and class Term Score Distributions. If a Section Term Formula has a Term Exam included, Term Exams must be populated and entered on this page.

- **Grading > Teacher Gradebook > Menu > Summary**



Term Scores

Term Scores display student Term Scores that have been posted. Once Term Scores have been posted, the Term Formulas will calculate the applicable Semester 1, Semester 2, and/or Final Average. Term Scores may contain several different color-coded flags to indicate the status of the posted scores which may include:

- **Locked**
- **Admin Override**
- **Teacher Override**
- **Reporting Only**
- **Invalid Grade**

Teachers granted Term Score override rights may click on the Name of the Student or the Term Score to override the Term Score. Overridden scores as well as the Running Average will both be displaying on this page color-coded as stated above.

Any Term Score that has been locked will have a Lock icon beside the Term Score.

Assignment Statistics & Distributions

The Alphabetic distribution of Assignment scores are displayed. Scores for Assignments are based on Translation Tables that have been assigned to each Course. Class Average for each Assignment is displayed. Assignments are displayed by Terms.

Term Score Distributions

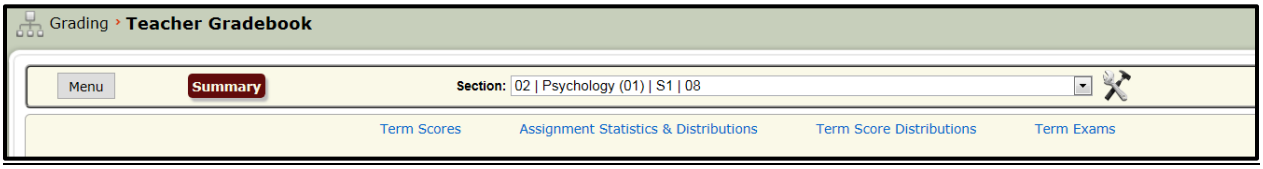
The Alphabetic distributions, as well as the Numerical Translation Range, of the Term Score Averages are displayed. The count of each Alphabetic Score in each Range is also displayed.

Term Exams

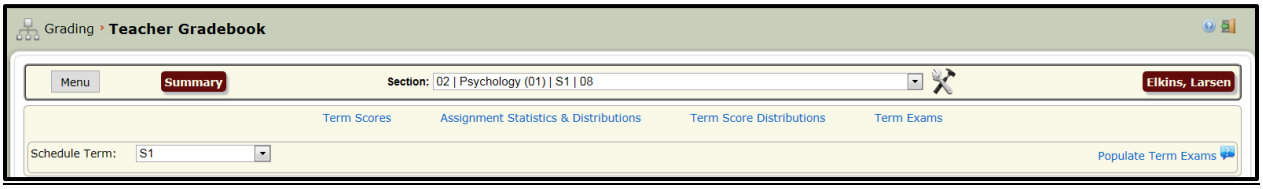
If a Section Term Formula has a Term Exam included, Term Exams must be populated and entered in this Section of the Summary page.

To Enter a Term Exam:

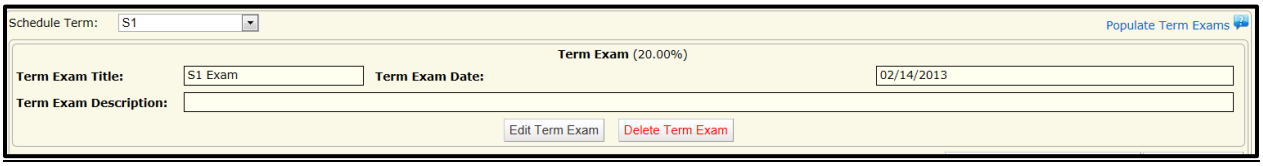
Select the Course/Section and click Term Exams.



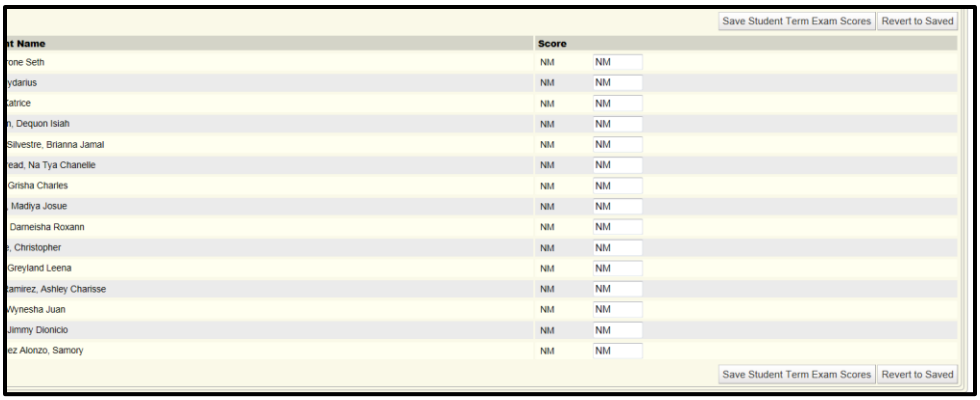
Click Populate Term Exams.



Click **Edit Term Exam** to edit the Term Exam Title, Term Exam Date, and/or Term Exam Description. Click Update Term Exam.



Enter student Exam scores. Use Tab key to move from Student Score to Student Score. Click Save Student Term Exam Scores.



Save Student Term Exam Scores | Revert to Saved

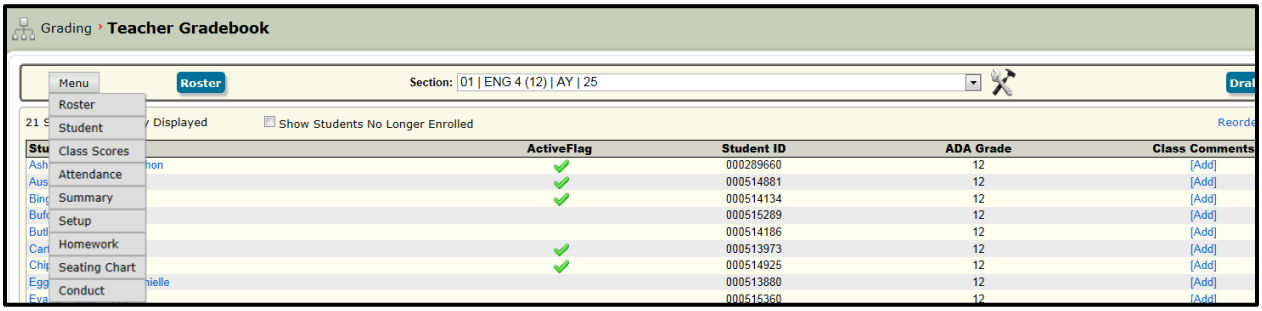
t Name	Score	
one Seth	NM	NM
ydarius	NM	NM
atrice	NM	NM
n, Dequon Isiah	NM	NM
Silvestre, Brianna Jamal	NM	NM
ead, Na Tya Chanelle	NM	NM
Grisha Charles	NM	NM
, Madiya Josue	NM	NM
Darneisha Roxann	NM	NM
, Christopher	NM	NM
Greyland Leena	NM	NM
amirez, Ashley Charisse	NM	NM
Wynesha Juan	NM	NM
Jimmy Dionicio	NM	NM
ez Alonzo, Samory	NM	NM

Save Student Term Exam Scores | Revert to Saved

Teacher Gradebook Overview

The Teacher Gradebook is comprised of nine tabs: Roster, Student, Class Scores, Attendance, Summary, Setup, Homework, Seating Chart, and Conduct. Teachers are able to view and utilize only those tabs to which the District/School grants rights.

- **Grading > Teacher Gradebook > Menu**



Header Attributes:

Menu drop-down to select the Teacher Gradebook page to display.

Name of Page Displayed.

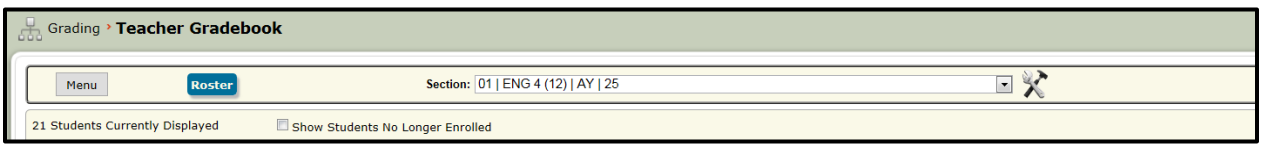
Section drop-down will display the Period/Course (Section Number)/Term/School Number.

Settings icon allows the teacher to select default settings and customize the Teacher Gradebook.

Name of Teacher Displayed.

The number of students currently enrolled in the Course will be displayed.

The students no longer enrolled in the course can be displayed by checking this box.



- If teacher is in their own Teacher Gradebook, the Name of Page Displayed and the Name of Teacher Displayed are **blue**.
- If teacher is in Gradebook Access, the Name of Page Displayed and the Name of Teacher Displayed are **green**.
- If user is in Teacher Impersonation, the Name of Page Displayed and the Name of Teacher Displayed are **brown**.

Teacher Gradebook Reports

My Alpha Grade Distribution

This report displays the alphabetic distribution of Term and/or Mid-Term Score grades.

My Assignment Compliance Report

This report displays assignments; the student who was last given a grade in that assignment, and the date that grade was given. It also displays courses/sections with no assignments given.

My Conduct Grade Report

This report displays conduct grades assigned.

My Course Progress Report

This Progress Report displays Term Scores, Assignment Information, Assignment Scores, Assignment Comments, and Conduct Grades, as well as other information.

My Gradebook Monitor

This report displays when Term Scores were last posted and when Assignments were last updated.

My Grading Templates Assignment

This report displays the Grading Template, Grading Template Details, and Assignment Types assigned to each section within the Teacher's Gradebook. It will also display the Grade Weight of the Grading Templates and the percentages assigned to the Assignment Types.

My Homework Report

This report displays a list of homework posted and dates associated with the homework posting.

My Missing Daily Grades

This report shows a list of students with assignments that are missing a grade.

My Numeric Grade Distribution

This report displays the numeric distribution of Term Score and/or Mid-Term grades.

My Progress Report

This Progress Report displays Term and/or Mid-Term Score and other limited information for the Term and/or Mid-Term.

My Students With No Eligible Grades

This report displays students and courses that, after Scores have been posted, should have an X for the Term Score.

My Teacher Attendance Report

This report displays student attendance. The information may be pulled from the Teacher Gradebook or from the System Attendance recorded in the Office.

My Term Score Overrides Report

This report displays Overridden Scores, Overridden Type, Entered Scores, and Override Date.

My Term Score Report

This report displays Term Scores.

Print My Gradebook

This report displays the Class Scores page.

Teacher Template Maintenance Overview

Grading Templates determine the student's Term Average when Posting occurs. If the District and School Policies allow, users have the right to Teacher Template Maintenance in order to create and/or modify the Grading Templates for their own Sections/Courses in the Teacher Gradebook.

If the District and School Policies allow:

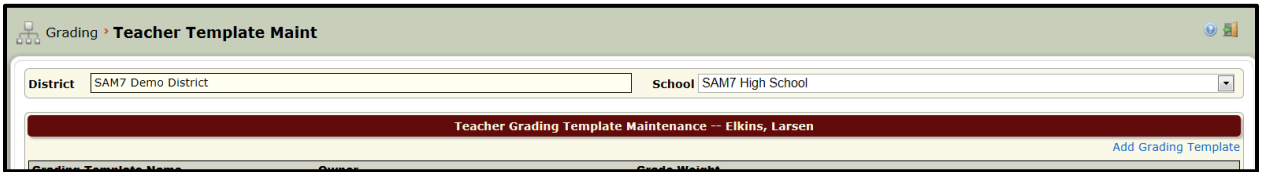
- Teachers may create and assign percentages to Details in the Teacher Template Maintenance page.
- Teachers may select and assign percentages to Assignment Types in the Teacher Template Maintenance page.
- Teachers will select and assign the Teacher Template to each Section taught in the Setup Page of the Teacher Gradebook.

NOTE: These instructions will display how to create, modify, and assign all of the above. However, users may not have rights to all of the above. For example, some users may only have rights to select and assign percentages to Assignment rights. These users will only need certain steps below to select and assign percentages to Assignment rights. All instructions below are given as if all rights have been assigned. Users should use only selected steps of the instructions needed for their rights.

If the District and/or School Policies do not allow users to create and/or modify the Grading Templates, these instructions are not needed.

If the District and/or School create the Grading Templates for teachers, these instructions are not needed.

- **Grading > Teacher Template Maintenance**



If users create their own Teacher Grading Template, two steps must be followed:

1. **__Create__ the Teacher Grading Template, add the Template Details, and assign the Assignment Types in Teacher Template Maintenance.
2. Assign the Template to each selected Section/Course in Teacher Gradebook/Menu/Setup.

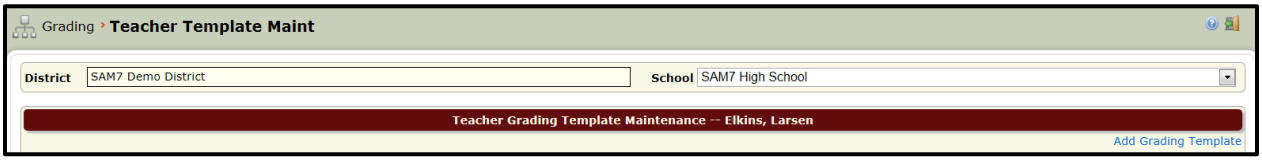
There are two ways users can **create a Teacher Grading Template:

1. Create User's own Teacher Grading Template.
2. Modify a School Created Template.

CREATE USER'S OWN GRADING TEMPLATE

Create a Grading Template:

Click Add Grading Template.



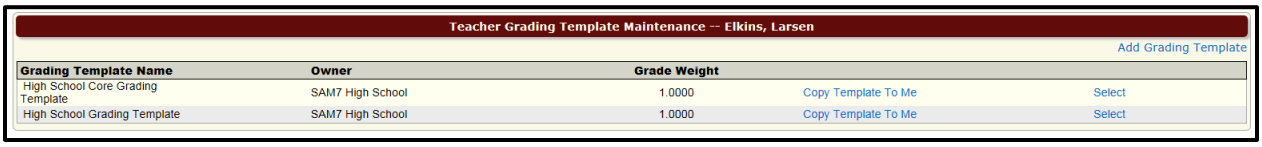
Enter the Grading Template information and click Add.
Name the Grading Template. Suggestion: Name the Grading Template using the Teacher's Name or something easily recognizable.
Grade Weight should be 1.0 unless the course is a weighted course, such as Advanced Placement.

GO TO: "Add Details to Grading Template" below to continue.

MODIFY A SCHOOL CREATED GRADING TEMPLATE

Modify School Grading Template:

Select the Grading Template Name you wish to modify.
Click Copy Template to Me.

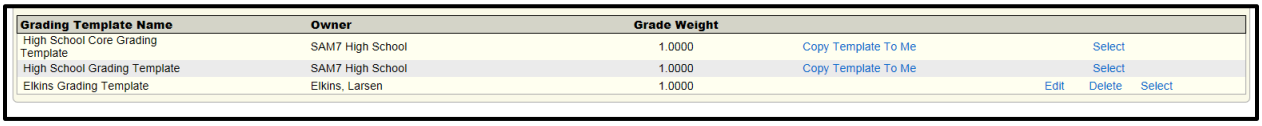


A Grading Template named My …… Template has now been created with the User as the Owner.
Click Edit.
Rename the Grading Template. Suggestion: Name the Grading Template using the User's Name or something easily recognizable.
Click Update.

NOTE: The Grade Weight of a Copied School Template cannot be modified.

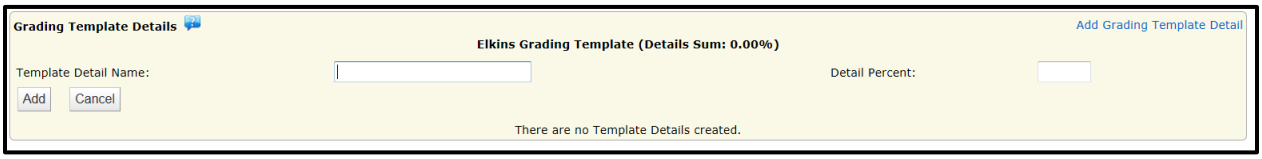
Add Details to Grading Template :

Choose the correct Grading Template.
Click Select



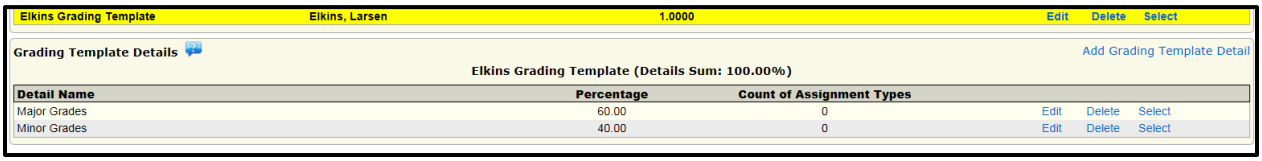
Click Add Grading Template Detail.

Enter the Detail Name and Percent of the Grading Template.
Click Add.
NOTE: Each Template must contain one or more Details. The sum of percentages for all Grading Template Details must equal 100%.



To add additional Grading Template Details, click Add Grading Template Detail.
Continue adding Details until the sum of the Grading Template Details is equal to 100%.

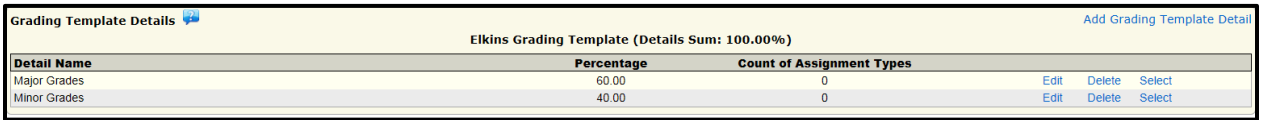
Example: This is an example of a Grading Template with Details. NOTE: The Assignment Types must now be added to the Details.



ADD ASSIGNMENT TYPES TO GRADING TEMPLATE DETAILS

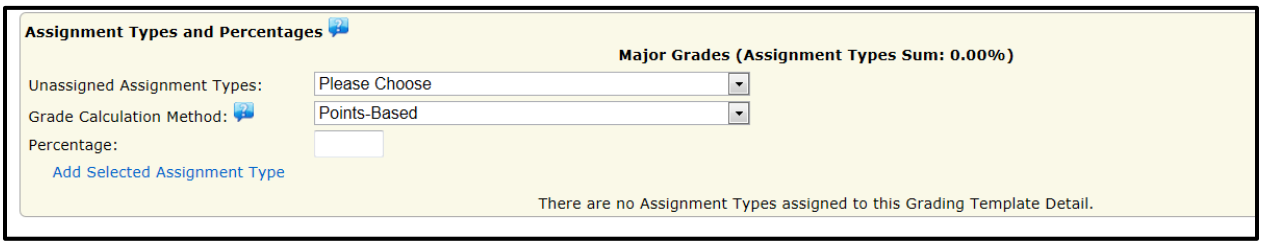
Add Assignment Types to Grading Template Details: Assignment Types will appear in the drop-down box when the teacher is creating an assignment.

Choose the correct Grading Template Detail and click Select.



Select the Unassigned Assignment Type and the Grade Calculation Method. Add Percentage that the Assignment will count of the Detail. Click Add Selected Assignment Type.

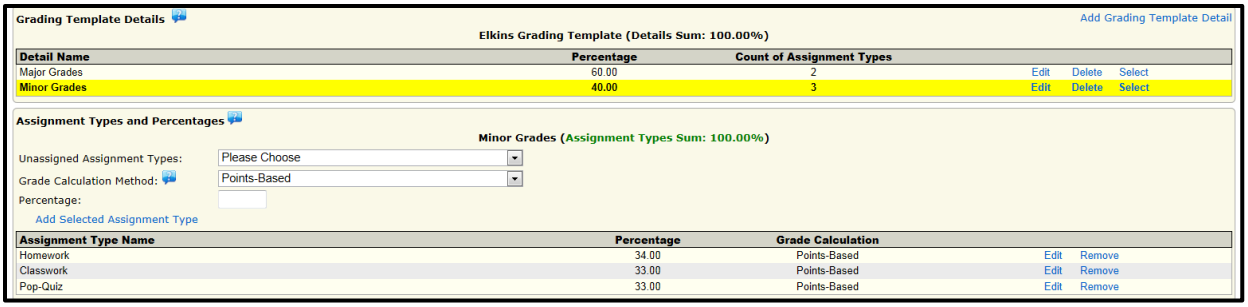
NOTE: There are two different types of Grade Calculation Methods: Points-Based and Percent-Based. Most districts utilize the Points-Based Method. The difference between the two methodologies is how SAM treats Assignments with varying Points Possible. Points-Based retains the weight of an Assignment based upon the Points Possible. However, the Percent-Based Calculation method always converts the assignment into a percent. This brings every assignment to a 100 point scale. (See the Points versus Percent documentation for further explanation.)



To add additional Assignment Types, click Add Selected Assignment Type to the Grading Template Detail.
Continue adding Assignment Types until the sum of the Assignment Types is equal to 100%.

If there is another Grading Template Detail, click Select next to the Grading Template Detail. Add Assignment Types as noted above until the Sum of the Assignment Types is equal to 100%.

Example: This is an example of a Grading Template Detail with Assignment Types. NOTE: Shown is the Minor Grade Detail with Assignment Types. The Major Grade Detail would also have Assignment Types whose Sum = 100%.

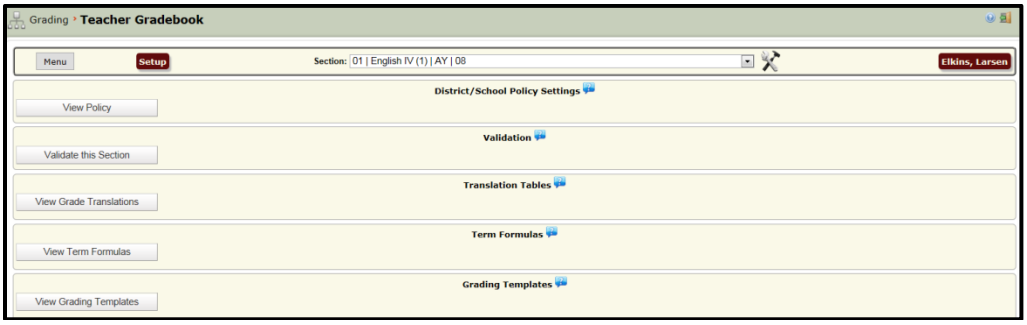


ASSIGN TEACHER GRADING TEMPLATE TO COURSE/SECTION IN GRADEBOOK

- **GRD > Teacher Gradebook > Menu > Setup**

Add Teacher Grading Template to Course/Section:

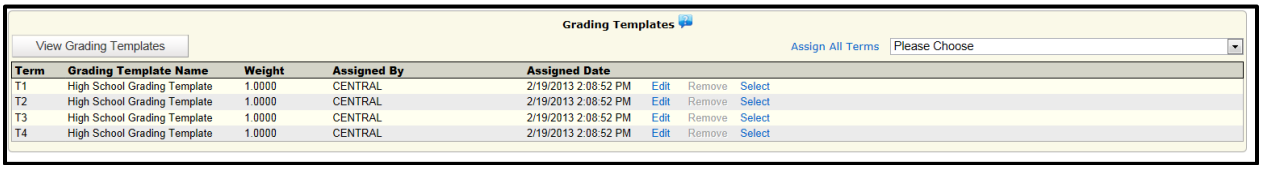
Select the Course/Section.
Click View Grading Templates.



To assign **all terms** the same Grading Template, select the correct Grading Template from the drop-down.
Click Assign All Terms.

To assign **one term** at a time (or a different template to different terms) click Edit beside the correct term.
Select the correct Grading Template and click Update.
Assign all remaining terms with this method.

NOTE: Please note that there is already a Grading Template assigned to this Course/Section.

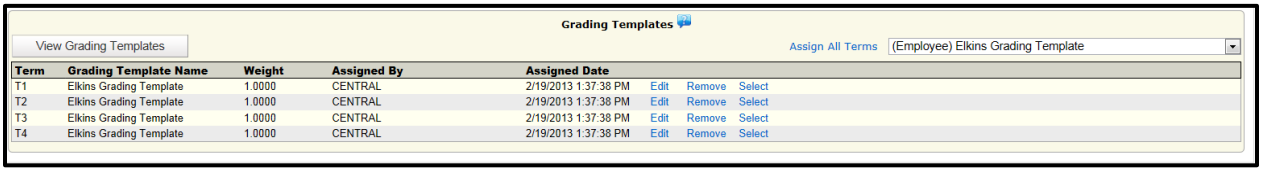


Term	Grading Template Name	Weight	Assigned By	Assigned Date			
T1	High School Grading Template	1.0000	CENTRAL	2/19/2013 2:08:52 PM	Edit	Remove	Select
T2	High School Grading Template	1.0000	CENTRAL	2/19/2013 2:08:52 PM	Edit	Remove	Select
T3	High School Grading Template	1.0000	CENTRAL	2/19/2013 2:08:52 PM	Edit	Remove	Select
T4	High School Grading Template	1.0000	CENTRAL	2/19/2013 2:08:52 PM	Edit	Remove	Select

Assign Grading Templates to other Courses/Sections as above as needed by selecting the Course/Section. Grading Templates must be assigned to ALL sections/courses in a Teacher Gradebook, whether School assigned or Teacher assigned.

Example: This is an example of a completed Teacher Grading Template assigned by the user on the Setup page. In the Assigned By column, however, should be the Teacher's UserName.

Only Grading Templates copied from the originally assigned Grading Template can be assigned by the Teacher.



NOTE: When modifying Weighted Grading Templates, teachers must assign modified weighted Grading Templates to the same appropriately weighted courses.

For example: If a teacher taught the following classes with the following Grading Templates:

CLASS	**GRADING TEMPLATE**
AP English Section 1	AP Grading Template (1.10 grade weight)
AP English Section 2	AP Grading Template (1.10 grade weight)
Honors English Section 1	Honors Grading Template (1.05 grade weight)
Honors English Section 2	Honors Grading Template (1.05 grade weight)
English Section 1	Regular Grading Template (1.00 grade weight)
English Section 2	Regular Grading Template (1.00 grade weight)

The Teacher Template Maintenance will display 3 Grading Templates. The teacher will copy and modify all 3 Grading Templates per the instructions given. The teacher will not be able to modify the grade weight in the Grading Templates. The teacher will then assign the 3 modified Grading Templates as follows:

Modified 1.10 Grade Weight Template assigned to	AP English Sections 1 & 2
Modified 1.05 Grade Weight Template assigned to	Honors English Sections 1 & 2
Modified 1.00 Grade Weight Template assigned to	English Sections 1 & 2