

Revised 8/23/2010 (8:26 am)

Grade Determination (see pg 58 of Student Progression Plan)

Each grading period, when a numerical grade is given, the average grade in each subject shall be derived as follows:

There shall be a minimum of 13 recorded grades in each grading period. At least nine of the thirteen should be daily grades and four should be derived from tests, reports, notebooks, book reports, projects and special assignments. The daily grade average will count as 1/3, and the average of the tests, reports, notebooks, book reports, projects, and special assignments shall count as 2/3 of the nine-week grade in any subject.

Elementary P.E. and Music grades will be determined by the student's participation and conduct and do not require the minimum 13 recorded grades in each grading period.
(elementary ONLY)

Print electronic copy grade book at the end of each nine weeks and place in your hard copy grade book.

Setting up GradeQuik to Show Correct Numeric Averages for all programs other than Dual Enrollment, KG Lang. Arts, 1st Grade courses other than Reading & Math, Elementary PE, Elementary Music, TMH Program, and Wheel classes that use E S N U for grades.

1. Click on Grading
2. Click on Grading Preferences
3. Click Use Numeric Grades instead of Grade Scale
4. Click Average Term Grades To Calculate Final Grades
5. Click OK
6. Click View
7. Click Subtotals
8. Click Terms **only**
9. Click OK
10. Go to the far right of your gradesheet and you will see the Term Subtotals and the Semester Final grades. These should be correct and match the proof sheets.

Adding 3 Bonus Points to a final 9 weeks grade (see pg. 60 of Student Progression Plan)

1. Add a columns at the beginning call B1 thru B4 if needed (Bonus Term 1 = B1)
 - a. To create and add this column
 1. Click on edit
 2. Click on student information
 3. Go to the bottom of the list and click on Course Flag

4. Click Add New Field at Curser
 5. Type B1 in the blue box (will ask if you want to change field click YES)
 6. Repeat steps 3 thru 5 to add B2, B3 & B4
 7. Click OK when complete
 8. Click View
 9. Click Student Info
 10. Go to the bottom of the Data Field list and click on B1, B2, B3, and B4
 11. You have now added these columns to put Extra Credit Points (not more than 3) for each 9 weeks if needed.
2. Click on the subtotal grade for the 9 weeks and change the grade to reflect the Extra Credit Points.

Final Term Grades Greater than “100”

As you may or may not know, the student database does not accept grades higher than “100” and you will have to go in manually and change these grades for the **9 weeks** final average and change to “100”. If term 1 and term 2 final averages are “100” then the semester exam grade cannot be more than “100”.

Attendance Grade of “59”

This will work like the grades over 100. Teacher must click on the **9 weeks** subtotal and change to “59”.

The students earned grade average for the term should be in the teacher’s grade book (Edline) when grades are loaded to the state database (ex: 86 prior to attendance change). Once proof sheets have been printed and corrected, a list will be sent to teachers of students who should have an attendance grade of “59” and teachers can then change it in their grade books to match the database records. Teachers will be notified of any grade corrections after report cards are printed. (NOTE: When a teacher overrides a 9 weeks subtotal grade in Edline, the subtotal column will show the average before the override and the override.)

Semester Exams

Semester exams are given in grades 8-12. A teacher can hide these columns in his/her grade book by clicking drop down that says View All Terms and click current term (ex: Show Term 1). Semester exams will disappear but are not deleted and clicking on the same drop down and clicking View All Terms will make them reappear.

Teachers in grades Kg-7 can delete the semester exam columns.

Grading Scales

The school district uses the 4 grading scales listed below:

- 1 = State Grading Scale (89.50 and above = A; 79.50 and above = B; 69.50 and above = C; 59.50 and above = D; anything lower than 59.50 = F)
- 2 = Other Grading Scale (E, S, N or U)
- 3 = Dual Enrollment Grading Scale (92.50 and above = A; 82.50 and above = B; 69.50 and above = C; 59.50 and above = D; anything lower than 59.50 = F)
- 4 = TMH Grading Scale (S)

To change the grade scale for your class(es) click on view, then student information, then under data field find and click GScale. This will add a column labeled GSc and you may see 1 in this column by each student's name which signifies that it is grading scale 1 or the State Grading Scale. The number can be changed to correspond to the correct grading scale for a single class or all classes using the numbers above by each grade scale. To change a class, click in the grade scale box by the first student. Then right click the box, then choose Fill Current Column, then type the corresponding grade scale that you need (ex: 3 for dual enrollment), then click OK and the number you chose should appear in the grade scale column for each student in the class. AS NEW STUDENTS ARE ADDED TO A CLASS, TEACHERS SHOULD CHECK TO VERIFY THAT THE GRADE SCALE IS CORRECT. THE DEFAULT IS 1 FOR STATE GRADE SCALE AND THIS WILL APPEAR IN THE GRADE SCALE COLUMN FOR NEW STUDENTS.

Dual Enrollment Classes

To have dual enrollment load to the database correctly, you will need to do the following. This information only applies to Blountstown High and Altha High.

1. Open your gradebook
2. Go to your dual enrollment class(es)
3. Click Edit
4. Click Attendance
5. Click Set Term Start Dates
6. This will not allow you to leave a Term date blank so use the following:
 - Term 1: 8/15/10
 - Term 2: 8/16/10
 - Term 3: 1/3/11
 - Term 4: 1/4/11
7. Click OK
8. It will tell you "Some tests do not reflect the correct term based on their date." You will need to change the Term to 2 for all semester 1 daily and test columns.
9. Use Term 4 for all semester 2 daily and test columns.
10. Click Grading
11. Click Weighting
12. Click on Term 1 weight and change to "0" then click on Term 2 weight and change to "80". (make the changes at the bottom of the window and click change after each)
13. Click OK
14. It may tell you that you have a term with 0 weight and ask if you wish to continue, click YES

15. Repeat 11 thru 14 for Term 3 and Term 4.
16. Your dual enrollment should now average properly, show a correct progress report and load to the database correctly.

Dual enrollment courses use the college grading scale not the district. Some courses do not require semester exams, therefore, the Sem1 and Sem2 columns can be deleted.

Adding Conduct (CN), Comments (C), & Performance Grade (P) to GradeQuick

1. Add columns Conduct, Comments, & Performance Grade
 - a. To create and add this column
 1. Click View
 2. Click Student Info
 3. Look in the data field for CN3 & CN4 (conduct), C3 & C4 (comment), P3 & P4 (Performance Grade) and click on them.
 4. You have now added these columns to put conduct, comments, and performance grade in for 3rd & 4th nine weeks.

CONDUCT = E, S, N or U

**GRADE PERFORMANCE LEVEL = A - Above Grade Level
(Honors or Dual enrollment)
O – On Grade Level
B – Below Grade Level**

**COMMENTS = Click on Edit
Click on School Note Library
(comments codes & descriptions should appear)**

A=DOES EXCELLENT WORK
B=MAKING COMMENDABLE PROGRESS
C=COOPERATES WELL WITH OTHERS
D=HAS A POSITIVE ATTITUDE
E=CONTINUES TO DO WELL
F=HAS GOOD WORK HABITS
G=IS HIGHLY MOTIVATED
H=IS A JOY TO HAVE IN CLASS
I=WORKS WELL INDEPENDENTLY
J=FOLLOWS INSTRUCTIONS WELL
K=WELL PREPARED FOR CLASS
L=ACCEPTS RESPONSIBILITIES WELL
M=ABSENCES ARE AFFECTING SCHOOLWORK
N=STUDY HABITS NEED IMPROVING
O=NEEDS TO BE MORE ATTENTIVE IN CLASS
P=NEEDS TO USE TIME WISELY

Q=PLEASE NOTE CUMULATIVE GPA IS BELOW 2.0
R=ALL WORK NEEDS TO BE TURNED IN ON TIME
S=WORKING BELOW APPARENT ABILITY
T=MATERIALS NEED TO BE BROUGHT TO CLASS
U=NEEDS TO FOLLOW INSTRUCTIONS CONSISTENTLY
V=NEEDS TO LEARN TO COOPERATE WITH GROUP
W=NEEDS TO DEVELOP A POSITIVE ATTITUDE
X=NEEDS TO SHOW MORE RESPONSIBLE BEHAVIOR
Y=COUNSELING SERVICES ARE AVAILABLE
Z=NEEDS TO DRESS OUT FOR PHYSICAL EDUCATION
1=TEST GRADES ARE LOW
2=DAILY GRADES ARE LOW
3=NEEDS TO PUT FORTH MORE EFFORT
4=NEEDS HELP AT HOME ON BASIC SKILLS
5=RECOMMEND A PARENT/TEACHER CONFERENCE
6=ACADEMICALLY PROMOTED
7=RETAINED IN SAME GRADE
8=PROMOTED FOR GOOD CAUSE
9=GRADE PLACEMENT AFTER SUMMER SCHOOL
\$=CREDIT BASED ON FINAL AVERAGE
!=GRADE 59-NONCOMPLIANCE W/ATTENDANCE POLICY
#=MEETS MINIMAL DISTRICT EXPECTATIONS
?=DOES NOT MEET MINIMAL DISTRICT EXPECTATIONS

When entering “0” or “0”(zero), please be careful and use the correct character. When this information is uploaded at the end of the 9 weeks the database will not load a “0”(zero) for Grade Performance Level or Comment.

REMINDER:

Be very careful when hiding dropped students that you do not delete an active or inactive student by accident. When the student database updates to Edline it will add the student back to your list, but you will lose any grades that have been assigned to the student.

ESE students in the elementary grades may be scheduled to an ESE and a regular ed. teacher for the same subject, but the ESE teacher assigns the grade. This may occur if the student does not have enough time scheduled for the day and will allow the district to earn full FTE for the student. If the student is showing a grade of “0” for the regular ed. Teacher, then the teacher should put an “X” (= exempt unless school using something different) in all grading columns in each term so that no grade will be submitted for the student.

**If you have any questions, ask the super user(s) at your school.
Super users call Renee’ at Special Programs if you have any questions or concerns.**