

Grade Book Settings Please remember these important facts when working in the SIS. The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary. The school has default settings that are preset by School Pathways for grade book settings. These can be adjusted with administrator permissions. Each teacher's course AND curriculum grade book has settings that are individually controlled. These settings are controlled by the logged in user. Each user can only edit their settings. An admin logged in with their admin credentials can edit a teacher's individual grade book settings but cannot copy those settings to other gradebooks for the teacher. Whether a classroom instructor or personalized learning teacher, all functions are the same. Step 1. Changes are made by clicking on the cog icon labeled class marks Functions behind the Cog Icon Most teachers will click on the left of a curriculum to make changes. Know that EACH curriculum and the master course could have different settings!!! See Copy to at the bottom of this manual to easily send settings from one grades book to all others

TAB 1. Assignment Marks Assignment marks must be present to allow the grade book to calculate. Every mark must have a numerical value you just want to use it for a placeholder with no value such as an EX for excused assignment. Some teachers use a / to denote assignment received but not graded. If no value is given to the mark, it will not alter the grade calculation. 1. The range of a particular grade can span several values. In the example below, for instance, the mark of A has an absolute value of 95 but the range of an A through 97.9. If you give a student a grade of 97, the calculated letter grade will also be A. 2. If you want to delete the entire grade scale and refresh to the school's default settings, delete all marks using the Red X and then click Delete Grade Scales 3. To save your changes, type in "this affects all computed grades" and SAVE ALL or SAVE & continue to make more grade book changes on other tabs **TAB 2: Gradebook Sort Order:** Personalized learning teachers would typically want the grade book to have a sort order of 'Module' if using assignment work records or Work Summary report paperwork. While classroom instructors may want the assignments set to Due Date. But other options can be applied. Sort Mode: First assigned first or first assigned last Gradebook Mode: Allows you to read your assignments vertically or horizontally. Independent Study teachers may want the gradebook assignments to be viewed horizontally as the assignments have more text and the vertical view is more difficult to read

Settings: Most of the settings options allow view/hide certain columns/rows in the grade books. It's best to check or uncheck settings to see the differences the settings make Hide Non Evaluated items- Only assignments with grades will be viewed. Might want to use this ONLY for when printing a group of assignments to hand out to a student Hide all but Root Modules- When assigning from School Pathways curriculum, all assignments are broken into modules. If you assign a module, you can hide all assignments and just view the module title. Hide Assigned row/column- This hides the date assigned column Hide Averages Row/column- Allows you to view the average grade the class received for any assignment. Typically checked to turn off the grade books of one. Hide Category Row/column- If you are using categories, this row should not be checked Hide Module Row/column-If using School Pathways curriculum you can hide all module "assignments" for entire grade book. Highlight Row/Column- Enables row highlighting to decipher which row or column you are entering marks Show the Percentage grade- When viewing total grade, view in a percent and another format chosen at the bottom of this page Suppress Percent- Suppresses percent view of grades Bottom-of-page choices

Tab 3: Weight Types Follow directions on the screen for how to set weight types. If you set weight types, you must use them to get an accurate calculation in your grade book(s). You can have up to 10 different grading groups. Ignore the extra fields if you don't want to use them all.

Title refers to the name of the group. EG: "Homework". Key refers to a 1 or 2 character abbreviation. You'll type this in to identify what group an assignment belongs to. For "Homework", you might use "h". You can't use the same letter for different groups in the same class. Suppress Lowest refers to

the number of lowest graded assignments which will be excluded from the final grade. Extra Credit toggles whether or not this group is treated as extra credit. Percent of the grade this group will encompass.

Curriculum Name

Title	Key	Suppress	Lowest	Extra Credit	Percent
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Homework H 0 40% Tests T 1 40% Participation P 5 20% Total: 100% For Example:

Once you get all your settings the way you want them, you can copy them to other grade books. 1. Click the Copy Settings To.....link 2. Click the Sel button at the top of the LC class title group

3. Click Copy to Selected at the bottom right corner of the page PLS courses column displays a list of individualized courses you are the primary teacher for. You may not have any PLS courses.

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