



# Gradebook – Gradebook Options

March 10, 2017

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## 1. Gradebook Options

## GRADEBOOK OPTIONS

The **Options** form allows you to select various options for each gradebook.

**NOTE:** If using multiple **Gradebook Terms** the following options all apply to all terms of the gradebook.

Click the mouse on **Manage Gradebooks** from the dashboard page. Click the mouse on the **Options** tab. The following page will display with the selected gradebook name on the top of the form.

**Edit Gradebook** | **Options** | Categories | Assignments | Manage Students | Final Marks | Narrative Grades | Rules | Backups | Restore

**Use a Rubric Grading Scale to Compute Total Grade**  
The total grade will be calculated by using Trend Analysis to find a grade for each standard, then averages the sibling standards together to determine a grade for the parent standard. This process will repeat until it reaches the top level standard.  **Applies to all linked gradebooks**  
**⚠ Rubric Gradebooks should also have the Final Marks configured**

**Weight scores of assignments by Category?**  
This allows you to give more precedence to one category over another. Examples would be 'Tests' and 'Homework.'  **Not Applicable to Standards-Aligned Rubric Gradebook**

**Apply Assignment Scores Immediately?**  
If checked - Scores will be averaged into the student's Total Grade as you enter scores for each student. If unchecked - Scores will wait to be averaged until you've marked the assignment as 'Scoring Completed.'  **Not Applicable to Standards-Aligned Rubric Gradebook**

**Apply weighting to Formative & Summative assignments?**  
This allows you to weight formative assignments (those that form knowledge - ex. homework or projects) and summative assignments (those that measure a student's progress - ex. tests and quizzes) so that one group takes more precedence in the final grade.   
Formative Percentage:  Summative Percentage:

**Scale Min/Max Assignment Values in Total Grade**  
When calculating the total grade, each assignment's score will be restricted to be within the defined min/max range.

**Add/Drop Students Automatically when loading Scores By Class page**  
The load process of the Scores By Class page will trigger the Add/Drop Students process every 5 minutes.

**Hide the Overall Percentage / Trend Analysis Score?**  Me  Parents / Students

**Display the Final Mark?**  Me  Parents / Students

**Display the Point Ratio?**  **Only Applies to Total Points Grading**

**Hide Dropped Students**

**Hide this gradebook from Parents and Students**  
If checked, this gradebook will be hidden from the parent and student view.

**Group Assignments Menu by Category**

**Sort Assignments On Scores By Class by**

- **Use a Rubric Grading Scale to Compute Total Grade** - This option will accommodate rubric scoring. When this gradebook option is selected, all assignments will default to Rubric scoring. Values entered will be averaged and percentages will not display. The calculations for rubric grading changes from a system where every assignment's score and max score is added up and divided to get a percentage to a system where only the rubric values are added up and then divided by the number of items totaled.

Below is an example of a rubric gradebook with 3 assignments and the calculations for the average:

#1	Aceves, Alexi	3 assignments totaling	12 divided by 3 =	<b>4.0</b>
#2	Aguiar, Allison	3 assignments totaling	10 divided by 3 =	<b>3.3</b>
#3	Ariza, Jayden	2 assignments totaling	5 divided by 3 =	<b>1.6</b>

				▼ Class Project	▼ Assessment	▼ Class Work 1.1
				✓ 6/17/2014 #1	✓ 6/17/2014 #2	✓ 6/17/2014 #3
	Name	Grade	Avg			
1	Aceves, Alexia Camille	1	4.0	4	4	4
2	Aguiar, Allison Rose	1	3.3	3	4	3
3	Ariza, Jayden Michael Joseph	1	1.6		2	3

**NOTE:** The **Rubric** option should only be used on new gradebooks and not on existing gradebooks with scores already submitted. **This option applies to all linked gradebooks.**

Even with the Rubric option selected, assignments can be added and the Rubric option can be deselected at the assignment level. These non-rubric assignments will not calculate into the student's total average.

- **Weight Scores of Assignments by Category** – this option indicates whether total points grading or weighted type grading is used to determine students' overall grades. This allows you to give more precedence to one category over another. Examples would be 'Tests' and 'Homework'. This option is also available on the **Categories** tab. **This option is not applicable to Standards-Aligned Rubric Gradebooks.**
- **Apply Assignment Scores Immediately** - normally a score will not count toward a student's overall grade until the Grading Completed checkbox for an assignment is checked. This option will make any assignment with a score count in the overall mark no matter what the Grading Completed. This option will default On for new gradebooks.
- **Apply weighting to Formative & Summative Assignments** - this option allows teachers to weight Formative and Summative Assignments separately in calculating the overall grade for the class or for a standard. **This option is Not Applicable to Standards-Aligned Rubric Gradebooks.**

The system will first use total points and weighted categories (if enabled) to determine a percentage for "Formative" and "Summative" assignments and then will use the defined weight factors to produce a final score. Click on the arrows or drag the slider to the desired percentages.

The image shows a slider interface for adjusting percentages. On the left, there is a box labeled "Formative Percentage" containing the number "20". On the right, there is a box labeled "Summative Percentage" containing the number "80". Below these boxes is a horizontal slider bar with a circular knob positioned between the two boxes. Arrows are visible at both ends of the slider bar.

- Scale Min/Max Assignment Values in Total Grade** - This option allows teachers to implement what is commonly known as a Scale. When defined, assignments that would normally count above or below the assigned range are brought into the range when the system calculates the "value" of the assignment. This allows teachers to leave an assignment missing or give a low grade, but have that assignment still count as 50%. This can be a tool used to lessen the impact of the "Double 0 Problem" with missing or poorly completed assignments. This option cannot be used with the "Rubric" option.

If using the **Min/Max Assignment Values** option, all scores will display as they were entered in the scores field but the Total Percent column will calculate on the Min or Max value if the score goes below or above the set values.

The image shows two input fields for setting assignment values. The first field is labeled "Min Assignment Value" and contains the number "50". The second field is labeled "to Max Assignment Value" and contains the number "100". Both fields have up and down arrow buttons next to them for adjustment.

In the example below, the first 2 students have scores below the min value of 50%. The total Percent calculates based on the minimum value instead of the actual score. The 4<sup>th</sup> student has a score above the maximum value of 100%. Her total percent calculates based on the maximum value of 100% instead of the actual score of 110.

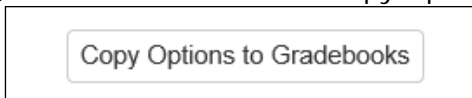
Show Filters						Homework Assignment
Sorting by: Student Name						2/24/2016 #1 : 100
	Name	Grd	%	Mark		
1	Abbott, Allan (AJ)	12	50.0	F	10	
2	Baca, Jason S.	12	50.0	F	0	
3	Brown, Gloria A.	12	89.0	B+	89	
4	Calucag, Thais J.	12	100.0	A+	110	
5	Elhadary, Brian M.	12	50	F		

- **Add/Drop Students Automatically when loading Scores by Class page** – Browsing to the Scores by Class page will automatically trigger the Add/Drop students process based on course attendance information.
- **Hide the Overall Percentage / Trend Analysis Score** - If “Me” is selected, overall student scores/percentages will NOT be displayed in the Admin and Teacher Portals. If “Parents / Students” is selected, overall student scores/percentages will NOT be displayed in the Student and Parent Portal. The two checkboxes here work independently of one another.
- **Display the Final Mark** – If “Me” is selected, overall student marks (i.e., letter grades) will be displayed in the Admin and Teacher Portals. If “Parents / Students” is selected, overall student marks will be displayed in the Student and Parent Portal. The two checkboxes here work independently of one another. This option is also available on the **Final Marks** tab.
- **Display the Point Ratio** – displays the point ratio (total points/points possible) on the scores by class page. This option is only available for points based gradebooks.

Name	Grd	Pts / Poss	%	Mark
Atkins, Christine J.	11	817 / 1192	68.5	D+
Baker, Cynthia G.	12	810 / 1192	67.9	D+
Brooks, Samantha L.	12	942 / 1192	79.0	C+
Castro, Tracey C.	11	1224 / 1192	102.6	A+

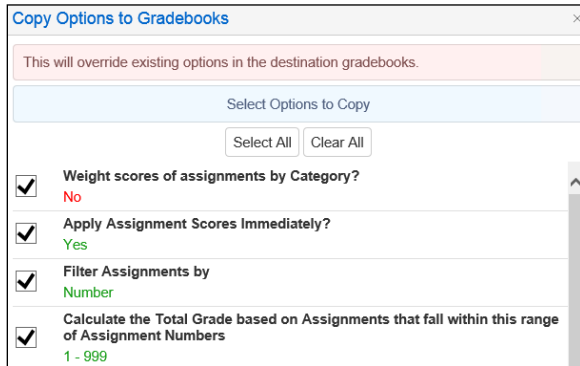
- **Hide Dropped Students** – When this option is selected, dropped students will no longer display on the Scores by Class or Scores by Assignment pages.
- **Hide this gradebook from Parents and Students** – If selected, this option will hide the gradebook from the Parent and Student portals. **This option is only available if enabled by the System Administrator.**
- **Group Assignments Menu by Category** – If selected the assignments drop down list will display by Category.
- **Sort Assignments on Scores By Class by** – There are four choices for this option. Sort by Assignment Due Date Ascending, Assignment Due Date Descending, Assignment Number Ascending and Assignment Number Descending. The Scores By Class page will honor whichever choice is selected.

The Gradebook Options area has a **Copy Options to Gradebooks** button. This option allows a teacher to copy the current gradebook’s options to other gradebooks. To copy options, click the mouse on the Copy Options to Gradebooks button.



**Note: Copying options to other Gradebooks will override the existing options in the destination gradebooks.**

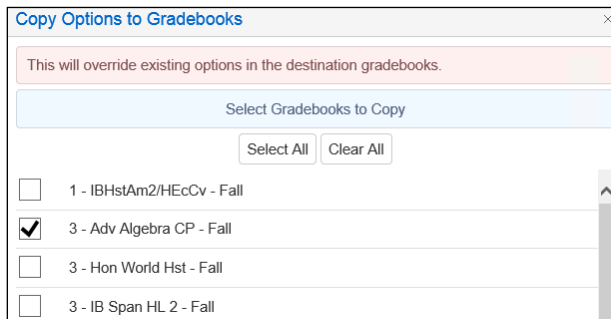
The following form will display. The form will show the current gradebook's options. Adjustments can be made by selecting or deselecting options. Once the appropriate selections are made click the mouse on the **Next** button.



The screenshot shows a dialog box titled "Copy Options to Gradebooks". At the top, a pink banner reads "This will override existing options in the destination gradebooks." Below this is a section titled "Select Options to Copy" with "Select All" and "Clear All" buttons. The main area contains four options, each with a checked checkbox:

- Weight scores of assignments by Category? No
- Apply Assignment Scores Immediately? Yes
- Filter Assignments by Number
- Calculate the Total Grade based on Assignments that fall within this range of Assignment Numbers 1 - 999

A form will display to select the gradebooks to copy the current gradebook's options to. Select the appropriate gradebooks and then click the mouse on the **Copy Options** button. **Note: Copying options to other Gradebooks will override the existing options in the destination gradebooks.**



The screenshot shows the same dialog box, but now the section is titled "Select Gradebooks to Copy" with "Select All" and "Clear All" buttons. Below are four gradebook entries with checkboxes:

- 1 - IBHstAm2/HEcCv - Fall
- 3 - Adv Algebra CP - Fall
- 3 - Hon World Hst - Fall
- 3 - IB Span HL 2 - Fall

The options will be copied and a message will display indicating that the copy has completed.

