How to enter grades for a new student or a student changing sections

Grades must be entered in your grade book for students who move into our district in the middle of a semester and when students move from one section to another during the year.

Grade book calculation explained: The teacher's grade book contains the setup for our weighted 40,40,20 calculation method. Semester grades and year end grades are calculated based on what is in the grade book. The stored/historical grades are used for transcripts and report cards as well as a "static" historical record. At the end of each marking period we run a manual process to copy the grades from the grade book to historical records. After the store grades process is complete any changes made in the grade book do not flow to historical grades and changes made in historical grades do not flow back to the grade book. With that said whatever is in historical grades is the grade printing on the report card and the transcript.
For example: When a grade is changed in the grade book after grades are stored for a term Q1, Q2,E1 the S1 grade is automatically updated in the grade book but NOT in historical/stored grades.

Examples of grading problems

Example 1: "Billy" is new to Rossford and moves into your class at the beginning of 2nd quarter. The guidance office sends you an e-mail telling you that his grade from the other school for Q1 is a B and they enter it in historical grades for Q1. You are not sure how to enter it in your grade book and forget to do so. We continue on in the semester and "Billy" gets a D for the 2nd quarter and a B on his exam. So you would think that "Billy's semester 1 grade is based on a Q1- B(40%), Q2-D(40%) and the E1- B(20%). That is not the case. The calculation for S1 happens in the grade book. When the teacher did not enter the Q1 grade "Billy's" S1 grade is calculated based on the Q2 D and the E1 B. Meaning that he does not get credit for the B he earned in Q1. The entry the guidance department made in historical grades is simply for a record of Q1 because the stored grades process had been completed before the student entered our district. "Billy's" report card will show the Q1 B grade but his S1 grade will be incorrect because it was stored based on what was in the teachers grade book for Q1 and the teacher did not enter the grade.
Now make that problem even worse. Year-long grade calculation uses what is in the teacher's grade book for S1 and S2. If a student changes sections at the semester and the teacher does not enter grades in for the previous terms in the new section (Q1,Q2,E1,S1) the student's final grade calculation is based on S2 only. Remember the teacher grade book is doing the S1(50%) and S2(50%) calculation.

Example 2: Grades are stored for the semester and the teacher makes a change in the grade book for Q2. The grade change is for Q2 changing a B to an A. This also changes the S1 grade we will say from a C to a B. This is not a year-long class but a semester class. The change has been made in the grade book but the teacher did not fill out a grade change form. So the historical/stored grades still contains Q2 B and S1 C. We continue through the year and it is time for the Q4 report card or a transcript to be printed. The report cards and the transcript pull from historical/stored grades. "Billy's" grade on his report card or transcript for Q1 is a B and S1 is a C not the A and the B he earned.

Reporting Term:	Q3			Mode:	Calculations	Grade Scales

Reporting Term	Start	End	
Y1	08/24/2011 Wed	06/01/2012 Fri	
S1	08/24/2011 Wed	01/19/2012 Thu	
Q1	08/24/2011 Wed	10/28/2011 Fri	←
Q2	10/29/2011 Sat	01/17/2012 Tue	←
E1	01/16/2012 Mon	01/18/2012 Wed	←
S2	01/20/2012 Fri	06/01/2012 Fri	
Q3	01/20/2012 Fri	03/23/2012 Fri	
Q4	03/24/2012 Sat	05/29/2012 Tue	
E2	05/29/2012 Tue	05/31/2012 Thu	

Q1, Q2 and E1 =S1

Q3,Q4 and E2 =S2

S1 and S2 = Y1

Locating grades for dropped students:

If a student moves into your class because he or she moved from another section of the same course you must enter grades for that student from the previous section into the new section. For example "Billy" moves during 2nd quarter from your 1st period class to your 2nd period class. Once the schedule change has been made "Billy" will show under the dropped section in the 1st period class. In the example below it is Yasmine Brown who is in the dropped area.
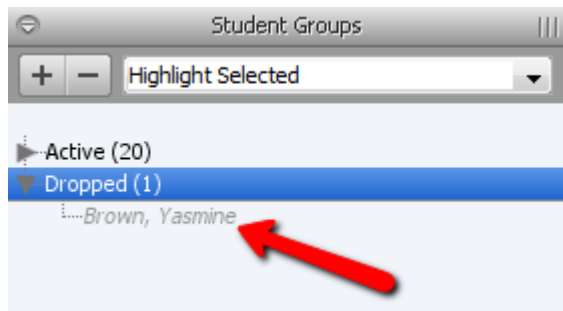

If you need to see the grades for the student from the previous class so that you can enter them in the current class click on the student under dropped. Then click on the scoresheet tab and finally-> click student view as show below.

Entering grades in a previous term:

Open your grade book and navigate to the reporting term you need to enter grades in. This is done by selecting the reporting term in the reporting term window.
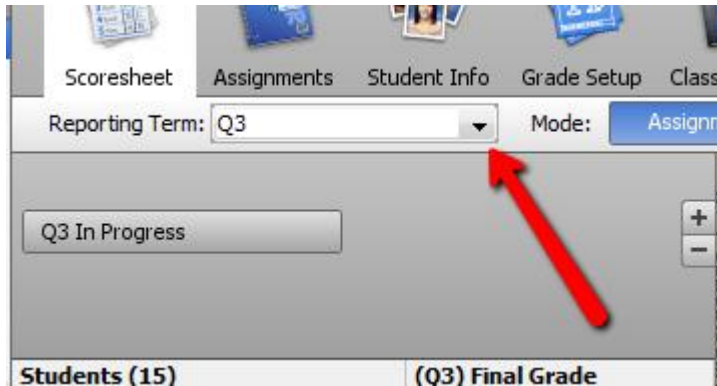
Double click in the final grade area for the student that you wish to enter a grade (as if you were entering a comment). Click the score tab.

1. Click in the override box so the check mark appears.
2. Enter a percentage or the calculation will use 0
3. Choose a grade from the drop down menu that corresponds with the percentage you entered.
4. Click close.
5. Repeat these steps for the necessary term. Remember that the S1 and S2 terms will automatically calculate.

A few things to remember:

If you are making a change in your grade book for a quarter or exam grade remember that it will automatically change the semester grade. Be sure to mark the semester change on the grade change form along with the other information.

When completing the grade change forms please fill out the entire form. Some of them do not have the course filled in. The grade change form stays in the student's folder. We might know what course it is now but in years to come and staff changes we need to make sure our documentation is clear for everyone.