

Work Ethic

1. Login to your grade book.
2. Next you will need to add a work ethic category and adjust the settings so the assignments associated with work ethic do not count in the final content grade.
 - Click on the plus sign under categories (bottom left).
 - Fill in the default information for your work ethic category
 - Uncheck the “Include in Final Grade box”
 - Click okay when finished.

Uncheck include in final grade

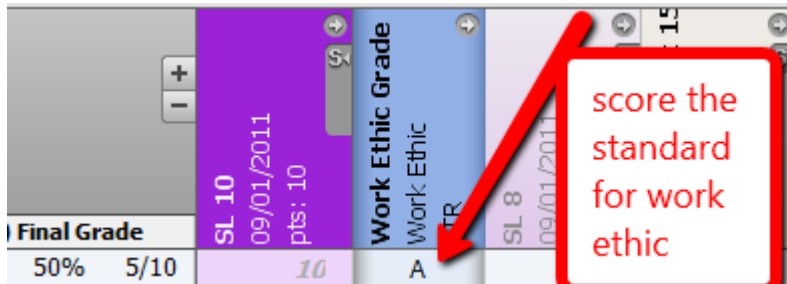
3. Next we need to change the already created work ethic assignments to the work ethic category.
 - Click on the assignments tab on the top navigation window. A list of your assignments will appear.
 - Double click on one that is a work ethic assignment.
 - The assignment window will appear at the bottom.
 - Change the category to the new work ethic category and uncheck include in final grade.

Change the category to your new work ethic category

Uncheck the include in final grade box.

4. Next you need to make sure you give the assignment a work ethic standards grade.
 - Select the work ethic standard under the standards tab.
 - Click on the score sheet on the top navigation.

- Click on a work ethic assignment
- Then open the standards drawer by clicking on the S.
- Give the standard an A, B, C, or N grade.



The screenshot shows a software interface for tracking standards. A red arrow points from a text box to a standard entry in a list. The text box contains the instruction "score the standard for work ethic".

Final Grade	SL 10	09/01/2011	pts: 10	Work Ethic Grade	Work Ethic	TR	SL 8	09/01/2011	pts: 15
50% 5/10			10	A					