

## Grade Book Setup (Y1,S1,S2)

This process needs to be completed for grades to calculate correctly. This process sets up term weights. Failure to complete this process will result in incorrect semester and final grades for students. If this is a semester class see step 4. For full year classes complete all four steps.

1. Open the grade book and select a class on the left.
2. Next click on the Grade Setup tab on the top navigation menu.
3. Under the calculations tab double click on Y1.

Reporting Term: Q2 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 |

Y1

Calculate Y1 final grade using: [copy](#)

Total points  Term weights  Category weights

Number of low scores to discard: 0


| Name | Weight | Percent | Drop Low |
|------|--------|---------|----------|
| S1   | 50     | 50.0%   | n/a      |
| S2   | 50     | 50.0%   | n/a      |

4. **Semester setup:** Start over- Double click on S1 in the top. At the bottom click Term weights. Under weight enter 50 for Q1 and Q2. Then click save. Repeat these steps for S2.

| Reporting Term | Start          | End            |
|----------------|----------------|----------------|
| Y1             | 08/20/2012 Mon | 05/31/2013 Fri |
| S1             | 08/20/2012 Mon | 01/07/2013 Mon |
| Q1             | 08/20/2012 Mon | 10/18/2012 Thu |
| Q2             | 10/19/2012 Fri | 01/07/2013 Mon |
| S2             | 01/08/2013 Tue | 05/31/2013 Fri |
| Q3             | 01/08/2013 Tue | 03/17/2013 Sun |
| Q4             | 03/18/2013 Mon | 05/31/2013 Fri |

S1



**Calculate S1 final grade using:** copy

Total points Number of low scores to discard:

**Term weights**

Category weights

| Name | Weight | Percent | Drop Low |
|------|--------|---------|----------|
| Q1   | 50     | 50.0%   | n/a      |
| Q2   | 50     | 50.0%   | n/a      |
|      |        |         |          |