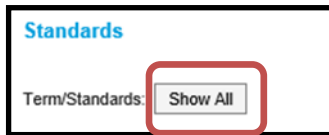


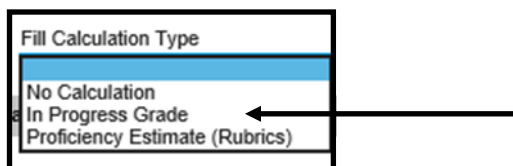
Setting Up The Grade Book - Grades 3-6

Setting Grading Scales

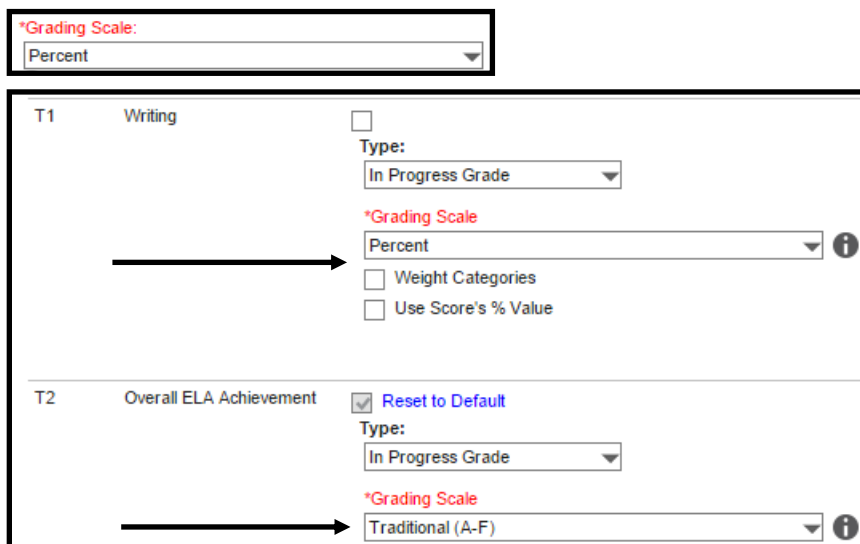
- Click on Grade Book in the Action Bar
- Select **Account Settings at the bottom of the Action Bar. Review** and make changes. Save.
- Click the chevron next to **Settings** then **Grade Calc Options**. The window defaults to a closed table.
 1. Click the **Show** button in the upper left area of the grey Tasks bar. This will show all the grading tasks and standards.



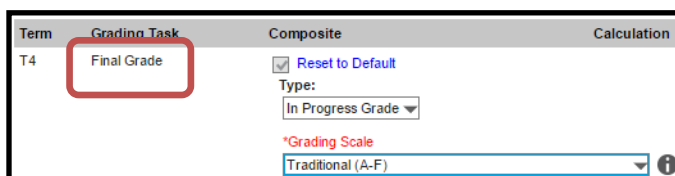
2. Click in the **Fill Calculation Type** field and choose Calculate In Progress Grade. Select Percent.



3. The grading scale will fill down automatically for all standards and tasks. Change the grading scales for the **Overall Achievement grade for each term for ELA and Math.**



4. Click **Save**.
5. For **Science and Social Studies**, select **Traditional A-F**.
6. For **Special Subjects** such as **Computers, PE, Art, and Handwriting**, select **Grades 1-6 Special Subjects**.
7. **DO NOT FORGET TO SET THE GRADING SCALE FOR THE FINAL GRADE AT THE VERY BOTTOM OF THE WINDOW.** The Final Grade will not post or calculate if this has not been done.



Creating Categories. You must have at least one category to create assignments.

1. Select Categories, then click **Add**.
2. Name the category.
3. Click in the check box for the section.

Category Placement

Select which Sections will use this category

Teachers	Section	Term	<input type="checkbox"/>
TEACHER NAME	150E-10 G1: PE/HEALTH	T1, T2, T3, T4	<input type="checkbox"/>

4. Click in the check boxes for appropriate grading tasks or standards.
5. For sections with standards (strands), choose only the standards. **Don't choose the Overall or Final Grade.**
6. For sections with no standards, choose the grading task such as **Overall Grade** or **Total Grade**.

Select which Standards will use this category

Abbr	Standards	<input type="checkbox"/>
cc.ela.1	Overall ELA Achievement	<input type="checkbox"/>
cc.ela.l	Language	<input checked="" type="checkbox"/>
cc.ela.rft	Reading Informational Text	<input checked="" type="checkbox"/>
cc.ela.rl	Reading: Literature	<input checked="" type="checkbox"/>
cc.ela.rfs	Reading: Foundational Skills	<input checked="" type="checkbox"/>
cc.ela.sl	Speaking and Listening	<input checked="" type="checkbox"/>
cc.ela.w	Writing	<input checked="" type="checkbox"/>

Select which Grading Tasks will use this category

Grading Task	<input type="checkbox"/>
Final Grade	<input checked="" type="checkbox"/>

7. Click **Save**.
8. Click **Close**.

Grades 3-6 use the **Percent** for standards and **Traditional A-F** for the **Overall, Total** and **Final Grades**. This includes **S.L.B.**

The Grades 1-6 Special Subjects and Music Grades 1-5, S+/- I scale is assigned to special subjects such as Art, Computers, PE/Health, etc.

Music for grade 6 uses Percent for standards and Traditional A-F for the Overall Music Grade.

Adding an assignment

1. Select **Curriculum List** from the **Settings** menu.
2. Select **New Assignment**
3. Enter the name of the assignment in the **Assignment Name** field.
4. Enter the **Abbreviation**. This field has a 5 character limit and will appear in your grade book.
5. Attach the appropriate standards (strands) for **ELA** and **Math**.

The screenshot shows the 'Assignment Detail' form. At the top, there is a checkbox for 'Align to Grade Book' which is checked. Below this is the 'Standards' section with the instruction 'Select which Standards get this assignment'. A table lists standards with checkboxes, scoring type radio buttons, and input fields for total points and multipliers. A red box highlights the 'Total Points' and 'Multiplier' columns. An arrow points from the 'Points' radio button for the second standard to step 6.

Standard	Scoring Type	*Total Points	*Multiplier
<input type="checkbox"/> cc.ela.2: Overall ELA Achievement No Categories			
<input checked="" type="checkbox"/> cc.ela.1.1: Language <input checked="" type="radio"/> Evidence of Understanding	<input checked="" type="radio"/> Points <input type="radio"/> Marks <input type="radio"/> Rubric	<input type="text" value="100"/>	<input type="text" value="1"/>
<input type="checkbox"/> cc.ela.rit: Reading: Informational Text			
<input checked="" type="checkbox"/> cc.ela.rl.: Reading: Literature <input checked="" type="radio"/> Evidence of Understanding	<input checked="" type="radio"/> Points <input type="radio"/> Marks <input type="radio"/> Rubric	<input type="text" value="100"/>	<input type="text" value="1"/>

6. Click the **Points** radio button and enter the appropriate point value. You can give an assignment additional value by changing the Multiplier. The number 2 would give the assignment twice the value as 1.
7. **Do not attach to Final Grade, the term grades are automatically composited at the end of the year.**
8. Click Save to save assignment, Save and Score to score the assignment or Save and Create a New Assignment to create several assignments at the same time.
9. **Science** and **Social Studies** do not have standards, attach the assignment to the **Overall Grade**.

This screenshot shows the 'Standards' section of the form. The checkbox for '12.SC.0: Overall Science Grade' is checked, and an arrow points to it from the left.

10. **Special Subjects** such as Computers, Art and PE do not have standards. Attach the assignments to the subject name.

This screenshot shows the 'Standards' section of the form. The checkbox for 'SPSUB.4: Art' is checked, and an arrow points to it from the left.