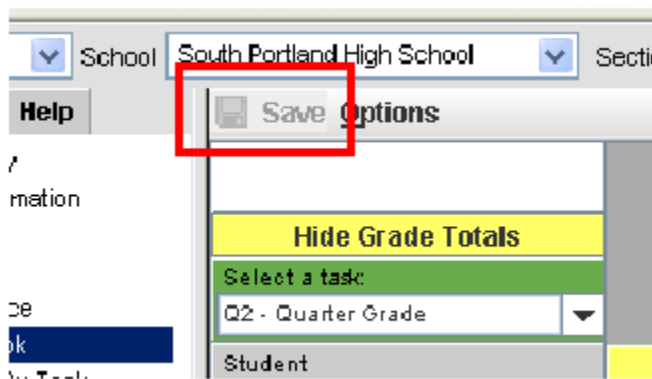


Setting the Middle School Grading Scale to Post Grades

If you are having trouble seeing or posting grades for 2nd Quarter Progress Reports, the problem might be that you have not set your class to use the “Middle School A-E” Grading Scale. This must be done for each class, for each quarter. You can tell if you have the grading scale set in several ways. In your grade book, you may notice that you have grades in your Gradebook but the Grd (or grade) column is blank as seen below.

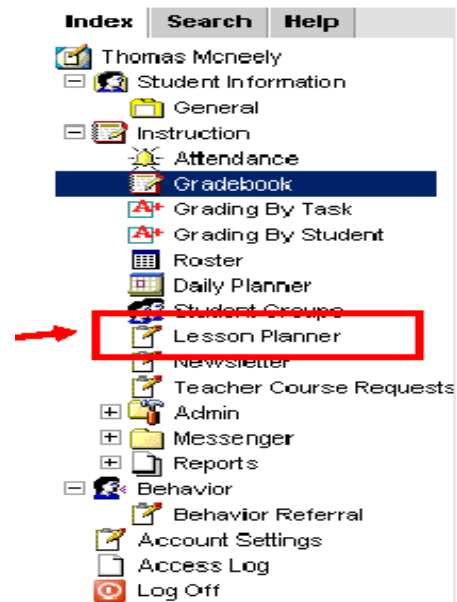
Student	Pts	Poss	%	Grd	%	Grd	Homework/Classwork			
09	843.00	900.00	93.67				100.00		100	100
08	1062.00	1100.00	96.55				92.50	100	100	70

You may also notice the problem when you try to post grades for progress reports (as shown to the right) that the Save button (as shown below) is grayed-out and you cannot click it.

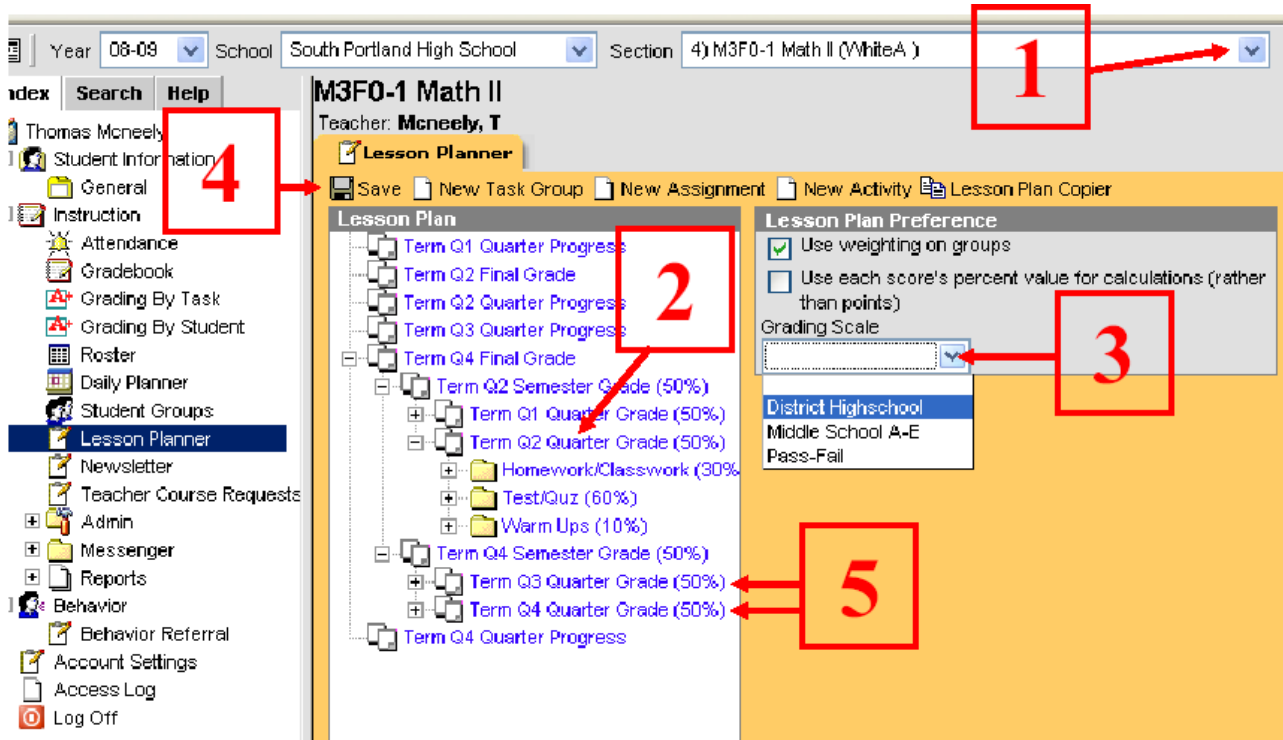


Task	100	100	100	77.50	10
Q2 - Quarter Grade	100	100	100	77.50	10
Post Grades	100	100	100	92.50	10
Post Grades to other task					
Q1 - Quarter Grade	100.00	100	100		
Q3 - Quarter Grade	95.00	100	100		
Q4 - Quarter Grade	100.00	100	100		
Q2 - Semester Grade	100.00	100	100		
Q4 - Semester Grade	100.00	100	100		
Q2 - Final Grade	100.00	100	100		
Q4 - Final Grade	100.00	100	100		
Q1 - Quarter Progress	100.00	100	100		
Q2 - Quarter Progress	100.00	100	100		
Q3 - Quarter Progress	100.00	100	100		
Q4 - Quarter Progress	90.00	60	100		

To fix this problem, you must go into Lesson Planner.



Inside Lesson planner, select the course (red 1) you want to edit. Next click “Term Q2 Quarter Grade” (red 2). Then click the drop-down arrow below Grading Scale (red 3) and select Middle School A-E. Click the Save button (red 4). At some point (no time like the present) you must repeat (red steps 2, 3, and 4) for 3rd and 4th Quarters (red 5). If you don’t see “Term Q3 Quarter Grade” or “Term Q4 Quarter Grade” click the plus sign beside “Term Q4 Semester Grade.”



You must then go back to select your next class (red 1) and repeat the steps for each of your classes. (If there is a way to mass assign, I don’t know it.) You can check by going back to Gradebook and making sure there are averages under the Grd column.

Student	Pts	Poss	% Grd	% Grd	Homework/Class
09	843.00	900.00	96.10	96	100.00
09	1062.00	1100.00	94.40	94	92.50