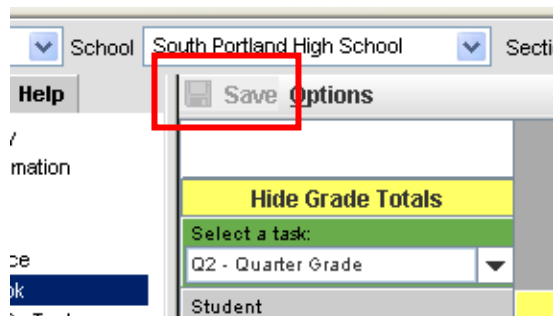


## Setting the High School Grading Scale

If you are having trouble seeing or posting grades for 2<sup>nd</sup> Quarter Progress Reports, the problem might be that you have not set your class to use the “District High School” 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.

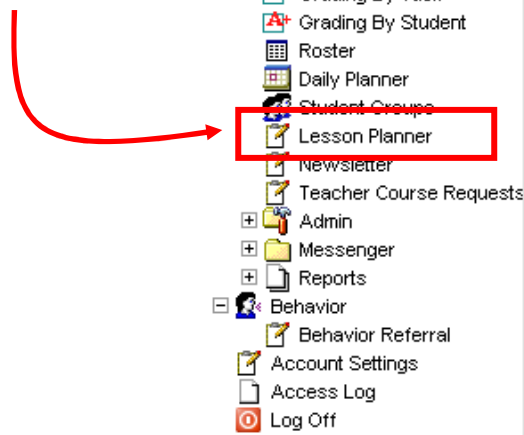
						Homework/Classwork			
Hide Grade Totals						%	Cmb Tr [100]	Cir 1 [100]	Cir 2 [100]
Select a task: Q2 - Quarter Grade									
Student	Pts	Poss	%	Grd	%	Grd			
09	843.00	900.00	96.10				100.00	100	100
09	1062.00	1100.00	94.40				92.50	100	70

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.

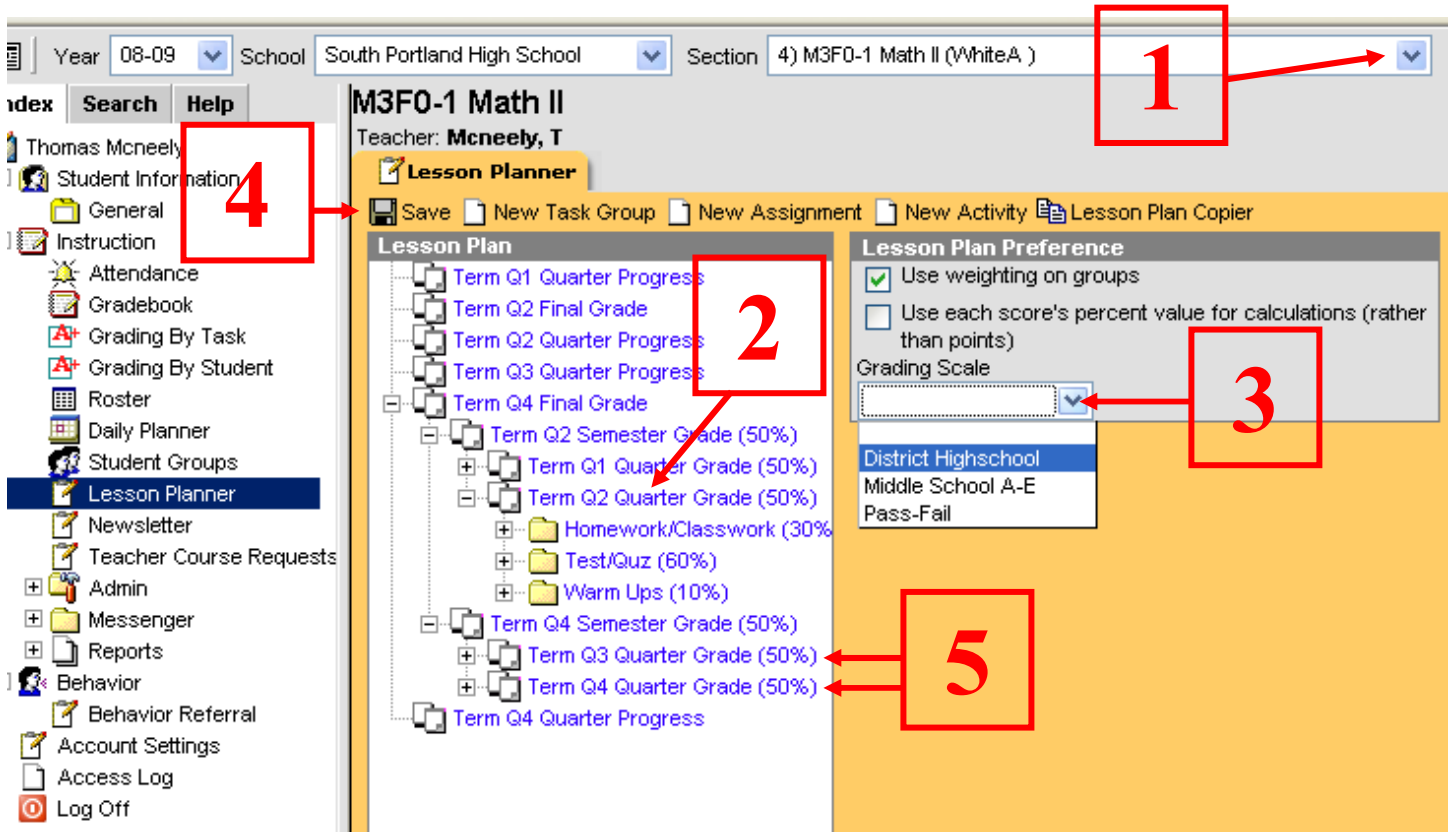


Task	Pts	Poss	%	Grd
Q2 - Quarter Grade	100	100	100	77.50
Post Grades	100	100	100	92.50
Post Grades to other task				
Q1 - Quarter Grade				7
Q3 - Quarter Grade				10
Q4 - Quarter Grade				10
Q2 - Semester Grade				8
Q4 - Semester Grade				10
Q2 - Final Grade				10
Q4 - Final Grade				8
Q1 - Quarter Progress				1
Q2 - Quarter Progress				1
Q3 - Quarter Progress				1
Q4 - Quarter Progress				8

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 District Highschool. Click the Save button (red 4). At some point (no time like the present) you must repeat (red steps 2, 3, and 4) for 3<sup>rd</sup> and 4<sup>th</sup> 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/Classwork		
09 .	843.00	900.00	96.10	96	100.00		100
09	1062.00	1100.00	94.40	94	92.50	100	100