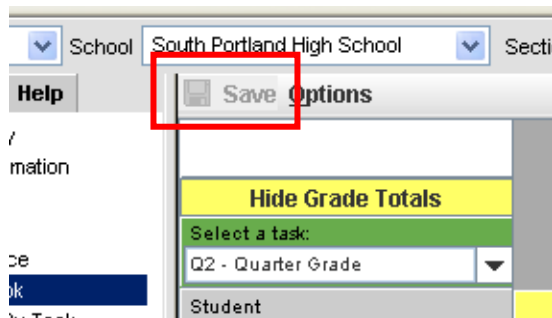


Setting the High School Grading Scale

If you are having trouble seeing or posting, 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 task or term. 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 (grade) or other yellow columns are blank as seen below.

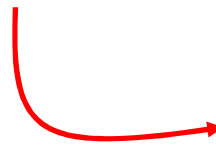
Student	Pts	Poss	% Grd	% Grd	Homework/Classwork
09	843.00	900.00	96.10		100.00, 100, 100
09	1062.00	1100.00	94.40		92.50, 100, 100, 70

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



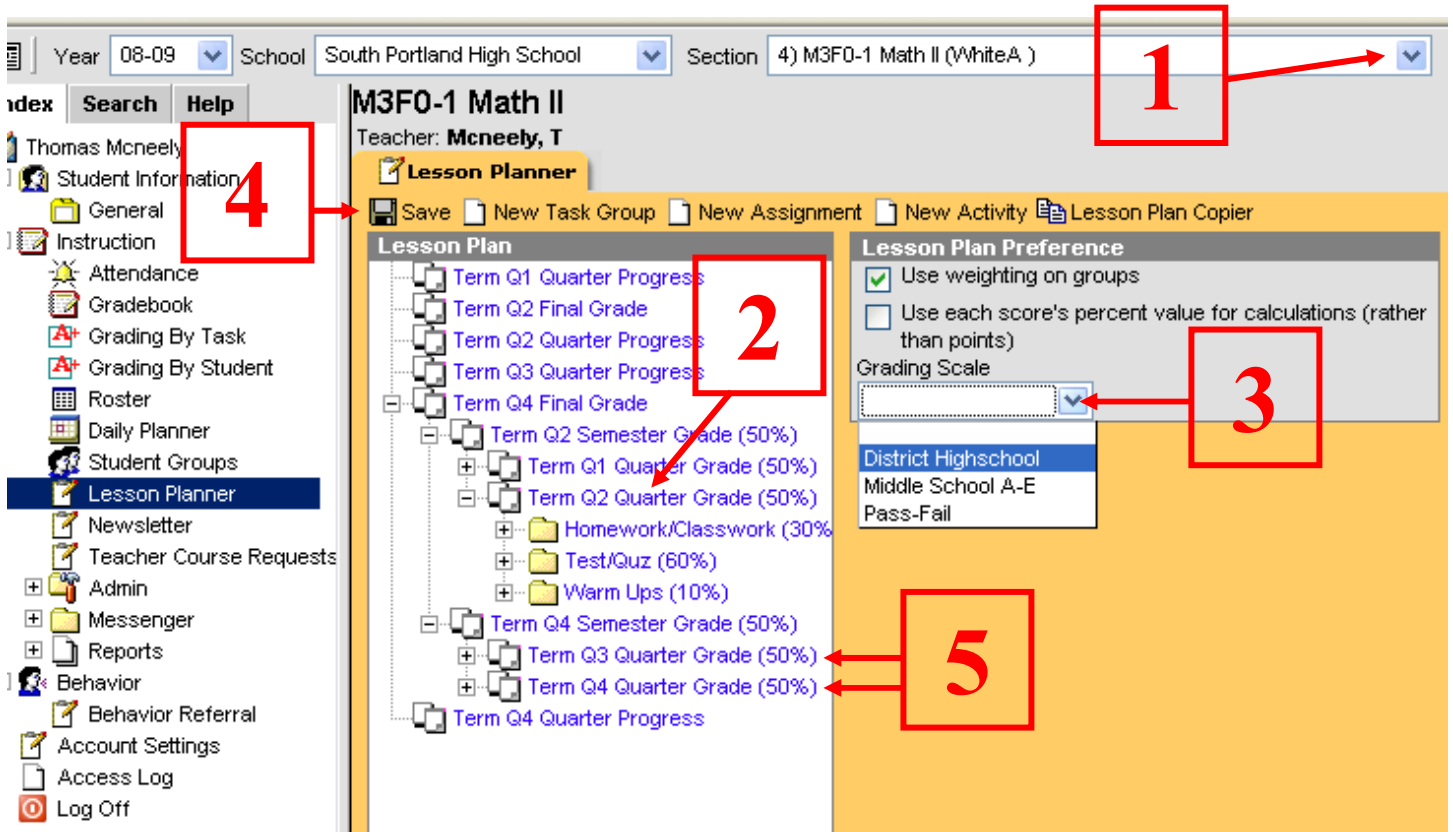
Task	100.00	100	100	77.50
Q2 - Quarter Grade	100.00	100	100	77.50
Post Grades	100.00	100	100	92.50
Post Grades to other task				
Q1 - Quarter Grade				
Q3 - Quarter Grade				
Q4 - Quarter Grade				
Q2 - Semester Grade				
Q4 - Semester Grade				
Q2 - Final Grade				
Q4 - Final Grade				
Q1 - Quarter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

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



- Thomas Mcneely
- Student Information
 - General
 - Instruction
 - Attendance
 - Gradebook
 - Grading By Task
 - Grading By Student
 - Roster
 - Daily Planner
 - Student Groups
 - Lesson Planner
 - Newsletter
 - Teacher Course Requests
- Admin
 - Messenger
 - Reports
- Behavior
 - Behavior Referral
- Account Settings
- Access Log
- Log Off

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 every grading task including 3rd and 4th Quarters (red 5), Term Q2 semester, Term Q4 Semester, and Term Q4 Final Grade. If you don’t see these tasks under Lesson Plan click the small plus sign on the left to expand a selection.



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