

# Semester Grades

## DROPPING GRADES:

The best way to drop grades is to select **Display Options > Advanced Drop Lowest Score**

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Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Posting | Reports | Charts | **Display Options** | Quick Scoring | Excel Export

Students	Mon 09/21 Atnd Taken	1ST Options	1ST Grade Adjust	Chapter 2 WK03-Fri 09/11/2009 MAJ 100	Chapter 1 WK02-Fri 09/04/2009 MAJ 100	Essay: Pri WK01-Tue 08/25/2009 DW 100
1		100	99.50	60	*	
2	NEW	-				
3		100	99.50	90		
4		100	59.50	60		
5		100		*		
6		100	59.50	50		
7		78		70		
8	NEW	100	59.50	50		
9	NEW	100	69.50	50		
10		100	59.50	40		

**Display Options**

- Student Display
- Assignment Display
- Grade Period Display
- Modify Grade Sheet Sequence
- Color Legend
- Tools
  - Teacher's Log
  - Drop Lowest Score
  - Advanced Drop Lowest Score
  - Restore Deleted Assignments
  - Student Groups
  - View Backups
  - Assignment Comment Bank

Select the appropriate six weeks.

**Advanced Drop Lowest Score Process**

Step 1: Select a grade period to run the Advanced Drop Lowest Score Process.

This process allows for multiple assignment score drops within the same grade period. The dropping of assignment scores can be done from a single category or from multiple categories.

Grade Period	Date Range	Process Option
PR1 - Progress Report 1	08/24/09 - 09/11/09	Advanced Drop Lowest Score
1ST - 1st Six Weeks	08/24/09 - 10/02/09	Advanced Drop Lowest Score
PR2 - Progress Report 2	10/05/09 - 10/23/09	Advanced Drop Lowest Score
2ND - 2nd Six Weeks	10/05/09 - 11/13/09	Advanced Drop Lowest Score
PR3 - Progress Report 3	11/16/09 - 12/11/09	Advanced Drop Lowest Score
3RD - 3rd Six Weeks	11/16/09 - 01/15/10	Advanced Drop Lowest Score

You may have reasons for not dropping grades for a student. Simply uncheck the box before the name.

**Advanced Drop Lowest Score Process**

Grade Period: 1ST - 1st Six Weeks Date Range: 08/24/09 - 10/02/09

Step 2: Review list of students included in the process. To exclude a student from the process uncheck the corresponding box.

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Last Name	First Name	MI	Grad Year	
<input checked="" type="checkbox"/>	AD	O	2010	
<input checked="" type="checkbox"/>	AD	C	2010	
<input checked="" type="checkbox"/>	CH	C	2010	
<input type="checkbox"/>	CI	C	Dropped 2010	
<input checked="" type="checkbox"/>	FI		2010	
<input checked="" type="checkbox"/>	GEORGE	SHABRITTANY	D	2010

Select the number of scores to drop. You can exclude an assignment in the dropping process by **unchecking** its box.

**Advanced Drop Lowest Score Process**

Grade Period: 1ST - 1st Six Weeks Date Range: 08/24/09 - 10/02/09

Step 3: Review Categories and Assignments included in the process. To exclude an assignment or category from the process uncheck the corresponding box.

Note: Any dropped scores for these Categories and Assignments will be "undropped" during this process. Select the number of scores to drop, **1**

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Categories & Assignments	Due Date	Description	Weight	Max
<input checked="" type="checkbox"/>		DAILY WORK		
<input checked="" type="checkbox"/>	08/28/09	Rehearsal Week 1	1.00	100.00
<input checked="" type="checkbox"/>	09/04/09	Rehearsal Week 2	1.00	100.00
<input checked="" type="checkbox"/>	09/11/09	Rehearsal Week 3	1.00	100.00
<input checked="" type="checkbox"/>		MAJOR ASSIGNMENT		

If you want to drop one Daily and one Major you will need to run the process twice. Drop one each time and deselect one of the categories.

Before you process the

drops, review the scores that will be dropped for each student. If you need to make changes, move to a previous screen by clicking **Prev**. Clicking **Process Drops** will recalculate student averages and dropped grades will be denoted with **AD\***.

**Drop Lowest Score Process**

Grade Period: **1ST - 1st Six Weeks**      Date Range: **08/24/09 - 10/02/09**

Final Step: Review assignment scores that will be dropped for each student.  
Click the "Process Drops" button to automatically place a "AD" in the Special Code and mark score as No Count.  
To exclude a student's assignment from the process uncheck the corresponding box.

**These are the scores that will now be set to dropped with this process.**

Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	%	Grd
<input checked="" type="checkbox"/>	09/11	DW	Rehearsal Week 3		1.00	100.00	90.00	90.00	90
<input checked="" type="checkbox"/>	09/11	DW	Rehearsal Week 3		1.00	100.00	90.00	90.00	90
<input checked="" type="checkbox"/>	09/11	DW	Rehearsal Week 3		1.00	100.00	90.00	90.00	90
<input checked="" type="checkbox"/>	09/11	DW	Rehearsal Week 3		1.00	100.00	90.00	90.00	90
<input checked="" type="checkbox"/>	09/11	DW	Rehearsal Week 3		1.00	100.00	90.00	90.00	90

### CITIZENSHIP:

Click on **C2** column.

Enter a **S(satisfactory)**, **N(needs improvement)**, or **U (unsatisfactory)** in Grade blank and hit enter. To assign **all** students the same citizenship grade enter the grade in the Default blanks to space. Change individuals as needed and then click **Save**.

Options	Quick Scoring	Excel Export
Daily 11/15 DW 100	<b>C3</b>	<b>3RD</b> <b>EX1</b> <b>SM1</b>
**	100	** 100
**	100	** 100
**	100	** 100
**	100	** 100
**	100	** 100
**	100	** 100

**Citizenship C3**

[View Grade Marks](#)

Students (Grade Seq)	Grade
Default blanks to:	
1 ROSE ASHANTI M.	
2 TORRES ROBERTO .	
3 VAITAKI TAAMI .	
4 VALDEZ KATHRYN L.	

### POSTING COMMENTS: Click on Posting.

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | **Posting** | Reports | Charts | Display Options | Quick Scoring | Excel Export

1ST Options | C1 | PR1 Options | PR1 Report Card | test c W03-Th 09/10 | **Post Dropped Students Grades** | lab on W02-T 09/01 | lab sa W02-T 09/01

**Post Comments**

GRAND PRAIRIE HS      Teacher: **DEBORAH HERRING** (Team)      Class: **9110a / 01 Prd:1 OFFICE A**

[My Gradebook](#) | [Main Screen](#) | **Comments**      [View Tutorial](#) | [Customer Ac](#) | [Print Queu](#)

**Grade Period(s) Open for Comment Posting**

11/16/2009 to 01/15/2010      3rd Six Weeks      [Post Comments](#)

This grade period is open to post comments.

Click the Post Comments link to enter comments for this period.

### Comment Codes

Code	Description
1	Excellent attitude, desire to lea
2	Student doing outstanding wor
3	Student is showing improveme
4	Performance below capabilities;
5	Book/Material not brought to d
6	Coursework missing/inc.; Traba
7	Excessive absences affect perfo
8	Parent conference requested; (

### make grade adjustments:

Click on **Options** under 2nd and click on **Enter 2nd Term Grade Adjustments**

Enter grade adjustments or an **INC** for **Incomplete** and **Save**.

Options	Quick Scoring	Excel Export
Daily 11/15 DW 100	<b>C3</b>	<b>3Rt</b> <b>EX1</b> <b>SM1</b>
	Options	Options

Students	Calculated Grade	Percent	Grade	Amount	Cmt	Total Percent	Override for Medical or Incomplete	Posted Grade
1 ARMIJ DAVID	83	83.00					-	
2 BARAJ ERICA	93	92.60					-	
3 DELEO PRISC	90	89.90					-	
4 DUVAL AMBER	53	53.00					-	
5 FOSTE JOHN	84	84.00					-	
6 HUNI CHARL	78	78.20					-	
7 LARA HEAVE	87	86.80					-	

## Entering Exam Grades

Under EX1, click on Options and select, enter Semester Exam EX1 Scores

Options	Grade Mark	Points	Grade Posting Status for Semester Exam EX1
Grade Mark	100		
Percent	100		
Points	100		
Grade Posting Status for Semester Exam EX1	100		

Enter Scores

Grade Seq	Score	Override
2 MAIRA A.		-
ASHANTI M.		MED Medical
ROBERTO .		I Incomplete
TAANI .		X Exempt

or

Override to select

I for Incomplete then Save

Check Sem 1 Averages to see if any adjustments need to be made.

Example below

I want to adjust this.

Assignments	Attendance	Categories
SM1 Options	EX1 Options	3RD Options
Wed 01/06 Atnd		
ASHANTI M	100	100
ROBERTO	69	0
MAIRA A	95	75
ASHAM	96	80

Click here

Select here

Attendance	Categories	Grade Marks
SM1 Options	EX1 Options	3RD Options
Setup Semester SM1 Grade Calculations		
Select Semester SM1 Display Method		
Grade Mark		
Percent		
Points		
Enter Semester SM1 Grade Adjustments		
Quick Scoring for Semester SM1		

Add grades or change to INC when appropriate and Save.

Students	Calculated Grade	Percent	Grade	Amount	Cmt	Total Percent	Override for Medical or Incomplete
ASHANTI M	100	100.00					-
ROBERTO	69	69.33	70				-
MAIRA A	95	95.00					-
ASHAM	96	96.00					-