

The School District of Newberry County

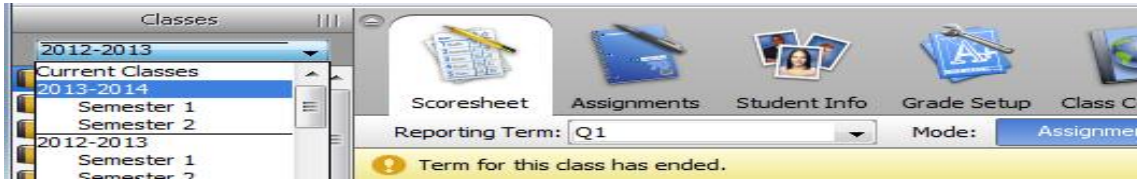
2013-14 Uniform Grading Procedures for Middle and High Schools

1. Grades will be entered in a timely fashion (within 7 days).
2. Category weights will be used.
3. The three categories and weights used will be:
 - Major (50%) - Category name will be 1-Major Assignment
 - Minor (40%) - Category name will be 1-Minor Assignment
 - Daily/Homework Effort (10%) - Category name will be 1-Daily/Homework Effort
4. Teachers will have the flexibility to determine the types of grades they include in each category. There will be at least two major grades given each nine weeks. The number of minor grades given during a nine-week period will be equal to or greater than the number of major grades for that marking period. Keep in mind that if you only have two major grades and two minor grades, then you will have 90% of the student's average based on only four grades, which is not good.
5. For high schools, a minimum grade of 60 will be given as follows:
 - Semester classes – 60 for first nine weeks only (second nine weeks and beyond is whatever student earns)
 - Year-long classes – 60 for first and second nine weeks only (exam and beyond is whatever student earns)
6. For middle schools, a minimum grade of 60 will be given through the third nine weeks.
7. Minimum grades will not be used for interim grades.

The School District of Newberry County

Setting Up Your Grade Book

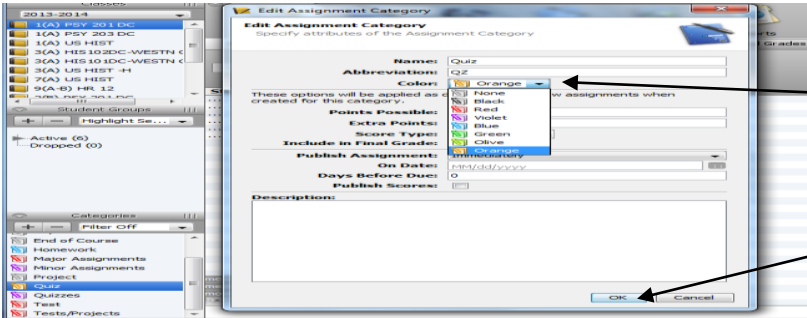
If it is your first time opening your grade book for the 2013-14 school year: Classes on the left will indicate either 2012-2013 or Current Classes. Click in the drop down box for classes, use the scroll bar to move up, not down, click on 2013-2014. This process changes to 2013-2014 for all sections.



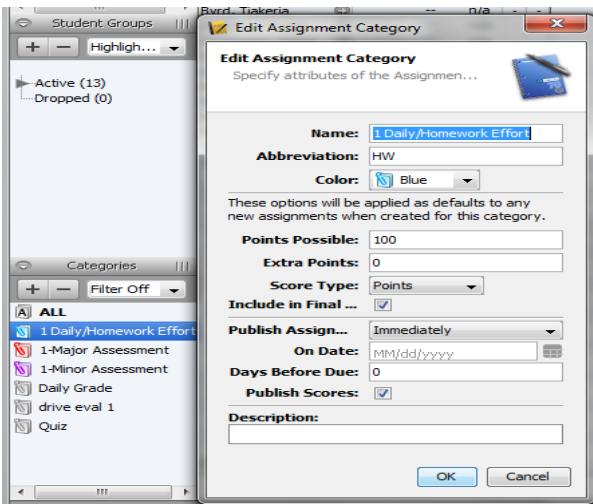
The School District of Newberry County

1. Directions for setting up categories: Follow the same directions for all classes taught to setup quarter category weights. The same directions will apply for year or semester classes and middle school quarter classes. Remember category weight is only for quarter grade setup.

- You need to set up the three categories: "1-Major Assessment," "1-Minor Assessment," and "1-Daily/Homework Effort". *You need to add a 1-before each category name so the 3 categories will be listed first.*



- Select each category that has a color.
- Change the color to NONE by clicking in the Color drop down box and click OK. All categories in your list should now have no color. Click OK.



3. If you have never added or used categories in your grade book, the categories already listed can be edited to create the categories: 1-Minor Assessment (Purple), 1-Major Assessment (Red) and 1-Daily/Homework Assessment (Blue).

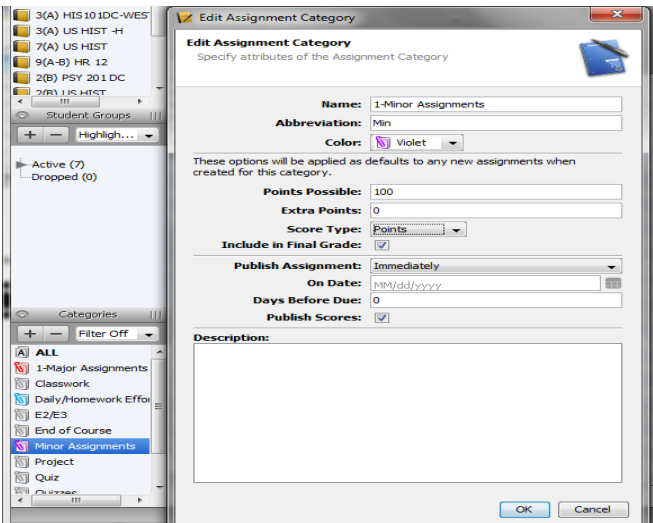
4. Right click a category and click edit. Change the name of the category to 1-Daily/Homework Effort. Change the abbreviation to match the name.

5. Click in the drop down box for color and select blue. Select Purple for 1-Minor Assessment and Red for 1-Major.

6. Change possible points to 100, 0 extra points, Score Type is Points. *(The Points option calculates the same as percentages.)* Check the box to include in Final.

7. Publish Assignment should be marked as immediately and check the box to publish the score. Click OK.

8. To add 1-Minor Assessment (Purple) and 1-Major assessment (Red) follow the same directions. Click OK.



The categories can also be added as new categories by clicking the + sign above ALL and following the directions above.

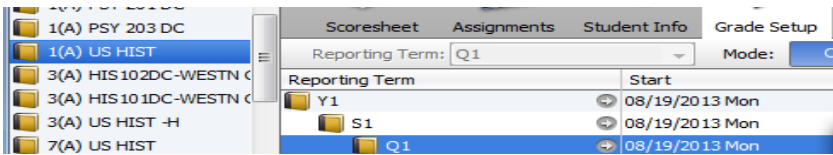
These are the categories that will be used to determine what weight an assignment carries for the final quarter grade.

Don't forget to click OK!

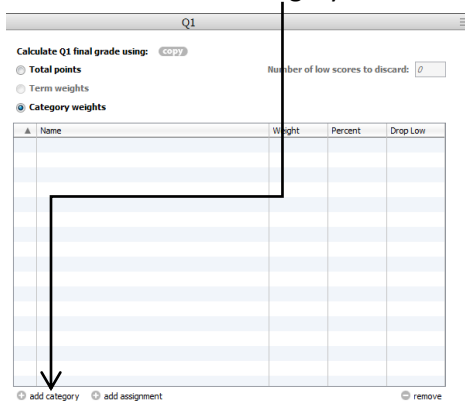
The School District of Newberry County

2. Directions for setting up Q1, Q2, Q3 & Q4:

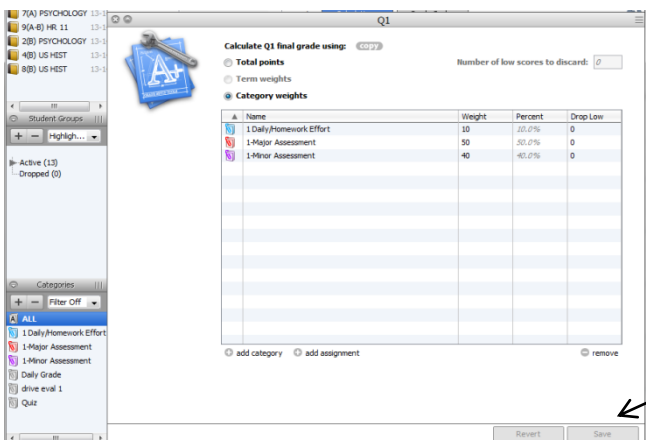
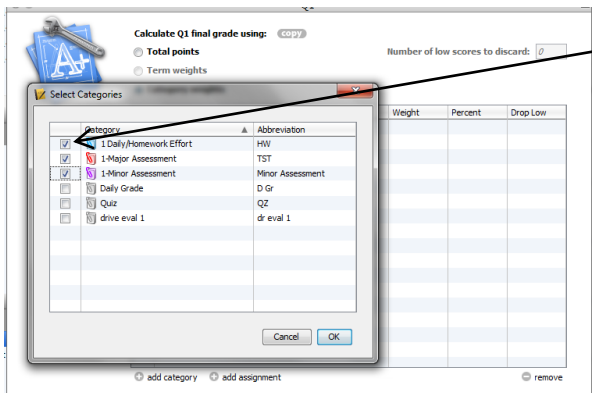
- Click the Grade Setup tab and select Q1 folder.



1. Click to add category.



2. Click in the box beside 1-Daily/Homework Effort, 1-Major & 1-Minor Assessment. Click OK when all three have a check in the box.



3. Click under the Weight column for each category. Set the weight for 1-Daily/Homework Effort as 10, 1-Major Assessment as 50, and 1-Minor Assessment as 40. Click Save.

The School District of Newberry County

4. Copy the grade setup for Q1 category weights to Q2, Q3 and Q4. Click Copy and Q1 only. Click OK.

Copy Final Grade Setup
Copy this reporting term or the entire d...

Select the item to be copied:

- Q1 only
- Entire class - 1(A) US HIST

OK Cancel

Calculate Q1 final grade using: **Category weights**

Name	Weight	Percent	Drop Low
Daily/Homeework Effort	10	10.0%	0
Major Assignments	50	50.0%	0
Minor Assignments	40	40.0%	0

add category add assignment remove

This will copy the Q1 grade setup to Q2, Q3 and Q4 for this section only.

5. Click in box for Q2, Q3, Q4. Click Next.

Copy Grade Setup: 1(A) US HIST
Copy the Q1 Grade Setup

Paste the Q1 grade setup into the following 1(A) US HIST reporting terms:

Select All	Reporting Term	Start Date	End Date	Current Setup
<input type="checkbox"/>	Y1	08/19/2013 Mon	08/19/2013 Mon	Total points
<input type="checkbox"/>	S1	08/19/2013 Mon	08/19/2013 Mon	Total points
<input checked="" type="checkbox"/>	Q1	08/19/2013 Mon	08/19/2013 Mon	Category weights
<input checked="" type="checkbox"/>	Q2	10/23/2013 Wed	10/23/2013 Wed	Total points
<input type="checkbox"/>	E1	01/09/2014 Thu	01/09/2014 Thu	Total points
<input type="checkbox"/>	S2	01/14/2014 Tue	01/14/2014 Tue	Total points
<input checked="" type="checkbox"/>	Q3	01/14/2014 Tue	01/14/2014 Tue	Total points
<input checked="" type="checkbox"/>	Q4	03/22/2014 Sat	03/22/2014 Sat	Total points
<input type="checkbox"/>	E2	05/28/2014 Wed	05/28/2014 Wed	Total points
<input type="checkbox"/>	E3	06/02/2014 Mon	06/02/2014 Mon	Total points

Next Cancel

Copy Grade Setup: 1(A) US HIST
Copy the Q1 Grade Setup

Please confirm the following changes:

The final grade setup for each selected reporting term will be updated. Any existing final grades for those reporting terms will be recalculated based on the new setup.

Selection Summary:
Source: 1(A) US HIST - Q1 - Category weights
To be copied to: 1(A) US HIST - Q2, Q3, Q4

Please confirm that the selections are correct, or go back to edit.

Back Finish Cancel

6. Double-check summary. If anything needs to be changed click back. Click Finish if summary and selection is correct.

7. Click S1 and complete the grade setup. Term Weight is always used for S1, S2, and Y1.

The School District of Newberry County

ScoreSheet Assignments Student Info Grade Setup Class Content Reports

Reporting Term: Q1 Mode: Calculations Grade Scales

Reporting Term	Start	End
Y1	08/19/2013 Mon	06/04/2014 Wed
S1	08/19/2013 Mon	01/13/2014 Mon
Q1	08/19/2013 Mon	10/22/2013 Tue
Q2	10/23/2013 Wed	01/08/2014 Wed
E1	01/09/2014 Thu	01/10/2014 Fri
S2	01/14/2014 Tue	05/30/2014 Fri
Q3	01/14/2014 Tue	03/21/2014 Fri
Q4	03/22/2014 Sat	05/27/2014 Tue
E2	05/28/2014 Wed	05/29/2014 Thu
E3	06/02/2014 Mon	06/03/2014 Tue

8. Double-click the S1 folder.
9. Click the radio button beside Term Weights.

Calculate S1 final grade using: **S1 & S2 for non-EOCEP and S1 only EOCEP course**

Total points
 Term weights
 Category weights

Name	Weight	Percent	Drop Low
Q1	45	45.0%	n/a
Q2	45	45.0%	n/a
E1	10	10.0%	n/a

10A. Non-EOCEP setup S1 and S2 Term Weight setup. Click in the Weight column and enter:

Q1 - 45 Q3 - 45
Q2 - 45 Q4 - 45
E1 - 10 E2 - 10 Click SAVE.

Calculate **S2 ECOCEP course**

Total points
 Term weights
 Category weights

Number of low scores to discard:

Name	Weight	Percent	Drop Low
Q1	50	50.0%	n/a
Q2	50	50.0%	n/a
E1	0	0.0%	n/a

Revert Save

OR

10B. EOCEP S1 and S2 setup Click the Weight column and enter:

Q1 - 45 Q3 - 50
Q2 - 45 Q4 - 50
E1 - 10 E2 - 0 Click SAVE.

Q2	10/23/2013 Wed	01/08/2014 Wed
E1	01/09/2014 Thu	01/10/2014 Fri
S2	01/14/2014 Tue	05/30/2014 Fri
Q3	01/14/2014 Tue	03/21/2014 Fri
Q4	03/22/2014 Sat	05/27/2014 Tue
E2	05/28/2014 Wed	05/29/2014 Thu
E3	06/02/2014 Mon	06/03/2014 Tue

E1, E2 and E3 are already set as Total Points - do not change.

The School District of Newberry County

11. Double click the Y1 folder .

12. Click the radio button for Term weights.

13. Set the weight.

EOCEP course:
 S1 - 40
 S2 - 40
 E3 - 20

Non-EOCEP course:
 S1 - 50
 S2 - 50
 E3 - 0

14. Click Save.

Name	Weight	Percent	Drop Low
S1	40	22.2%	n/a
S2	40	22.2%	n/a
E3	20	55.6%	n/a

Calculate Y1 final grade using: Total points Term weights Category weights

Revert Save

Y1

Calculate Y1 final grade using: Total points Term weights Category weights

Number of low scores to discard:

Non-EOCEP Course

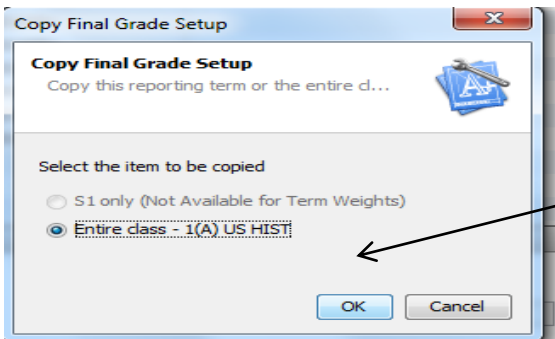
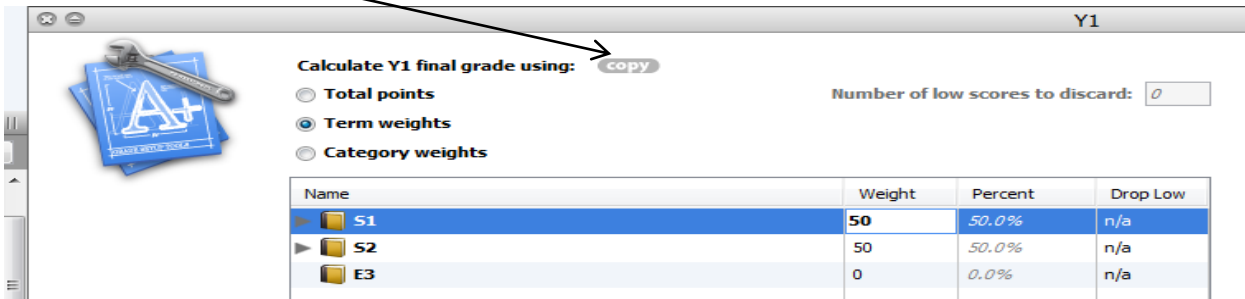
Name	Weight	Percent	Drop Low
S1	50	50.0%	n/a
S2	50	50.0%	n/a
E3	0	0.0%	n/a

The directions above are based on a year-long class. Use the same S1 or S2 directions to set up semester courses. For middle schools with quarter classes, use the same grade setup for quarters in the directions above.

The School District of Newberry County

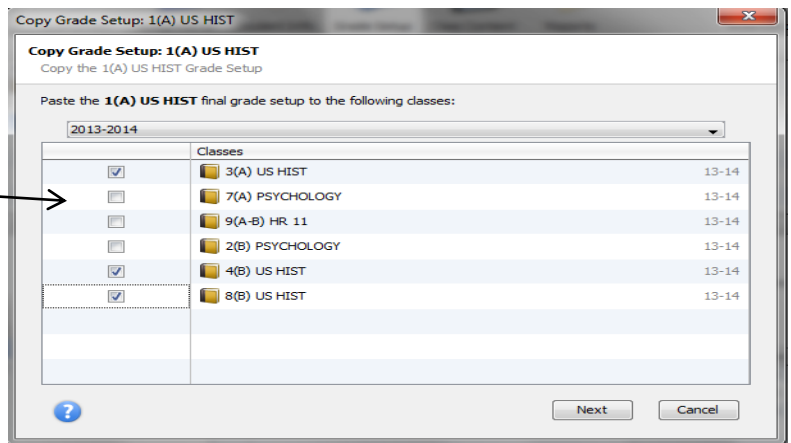
3. Directions for setting up LIKE sections:

- The first section in the grade book is now complete for Grade Setup.
 - Click the copy button to copy the grade setup to the remaining LIKE sections in the grade book. Click Save.



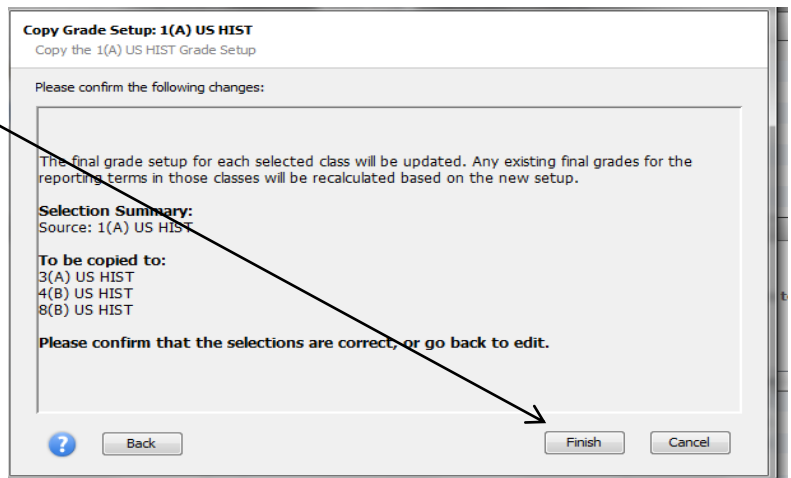
- Click radio button for entire class.
- Click OK.

- Click the box beside each section that will have the same grade setup as the section completed.
- Click NEXT.



- Double check the summary to verify the selections. Click Finish if the summary is correct.

If they are not correct, click Back and make corrections.



The School District of Newberry County

Categories and Grade Setup for Quarters, Exams, Semester and Year are now completed.

DO NOT change anything with categories and/or grade setup unless instructed to do so. If there is a problem and something needs to be adjusted, you will be emailed with instruction on what to change and how to change it.

Thank you, and have a great school year! 😊