

Gradebook Configuration Worksheets

Teacher Preferences

Teacher Preferences apply to the entire grade book, and each section set up to use it.

The following are the suggested defaults. Circle the values you want to use when setting up your preferences:

Calculate marks using only tasks through current date:	<input type="radio"/> Off	<input checked="" type="radio"/> On
Display only currently active students in rosters:	<input type="radio"/> Off	<input checked="" type="radio"/> On
Display point totals with calculated marks:	<input type="radio"/> Off	<input checked="" type="radio"/> On
Edit assignment scores on Class Grid:	<input type="radio"/> Off	<input checked="" type="radio"/> On
Default comments to be shared in Student/Parent Portal:	<input type="radio"/> Off	<input checked="" type="radio"/> On
Sort assignments descending by due date:	<input checked="" type="radio"/> Off	<input type="radio"/> On
When launching Gradebook, default selected term to:	<input type="text" value="Fall Semester"/> <input type="button" value="v"/>	

Class Options

Class Options are defined for each class section you set up in SB2000 Gradebook. Select a class section from the available classes in the select list. Enter/edit the options you want for this section by clicking the radio button next to the choice you desire.

Before submitting your options for the selected class, you can apply this option set to other sections you teach by checking the apply box in the table of sections displayed to the right.

The following are sample defaults. Circle the values you want to use:

Class Options for:


Term: _____ Period: _____ Course: _____ Section: _____

Gradebook Type: SB2000

Assignment Results Displayed and Entered As

Numeric Score Values

Calculate Student Marks Using

Point Calculation Method 

Percentage Calculation Method

Missing Assignment Scores

Count As Zero In Mark Calculations

Are Not Counted In Mark Calculations


Assignment Publishing (Student/Parent Portal)

Do Not Share Assignment Information

Share Assignment Information With Those Permitted Access

Do Not Display Calculated Gradebook Mark

Display Current Calculated Gradebook Mark

Calculated Marks Term To Display: 

Do Not Display Assignment Class Average


Display Assignment Class Averages

Do Not Display Assignment Percentage Value

Display Assignment Percentage Value

The following will explain the different calculation methods.

Gradebook Help - Windows Internet Explorer

Grading Options 

Point Calculation Method

When grades are calculated using the Point Calculation Method, all points received by a student and all points possible are each summed. The total points received by the student are then divided by the total points possible and the grade is assigned based on the resulting percentage. Category weights are simple multipliers when using this grading method. That is, all points possible and received are multiplied by the category weight prior to being added to the sum.

Example:

Category	Weight	Pts Possible	Pts Received By Student
Homework	2	200	100
Quizzes	3	50	50
Exams	5	100	75

Points Received = $(2 \times 100) + (3 \times 50) + (5 \times 75) = 725$
Divided By
Points Possible = $(2 \times 200) + (3 \times 50) + (5 \times 100) = 1050$
Equals .690 or 69.0% for the term

Percentage Calculation Method

When grades are calculated using the Percentage Calculation Method, category weights indicate the relative percentage each category should have on the final calculated grade. This provides the ability to specify the influence any given category has on the calculated grade despite number of points possible in that category. When using this method, points received within each category are divided by points possible for the category arriving at a category percentage. That result is then multiplied by the weight for the category divided by the sum of all category weights. The resulting percentages are then summed to arrive at the overall percentage for the term.

Example:

Category	Weight	Pts Possible	Pts Received By Student
Homework	2	200	100
Quizzes	3	50	50
Exams	5	100	75

Homework = $(100 / 200) = .5 \times (2 / 10) = .1$ or 10%
Plus
Quizzes = $(50 / 50) = 1.0 \times (3 / 10) = .3$ or 30%
Plus
Exams = $(75 / 100) = .75 \times (5 / 10) = .375$ or 37.5%
Equals .775 or 77.5% for the term

Class Grading Scale

When you first set up the grading scale for a section, you must first create a default scale. Select the class section you want to set up from the select list, and then click **Apply Default Grading Scale**. It is necessary to do this first!

A default scale will be displayed in a table. You **must** save this set for the selected section by clicking the Submit button. If you want to save this default set for other sections you teach, click the checkbox in the apply column in the table of sections displayed to the right **before** clicking Submit.

Once you have saved a default set, you may edit the grading scale by clicking on **Add/Edit Class Grading Scale**. You may now change the Minimum Percent and/or Mark Color for any mark. At least one mark must have a **Minimum Percent** of 0.0 (usually F).

Class Grading Scale for:

Term: _____ Period: _____ Course: _____ Section: _____

Mark	Minimum Percent	Color
A+	98.0	000000
A	93.0	000000
A-	90.0	000000
B+	88.0	000000
B	83.0	000000
B-	80.0	000000
C+	78.0	000000
C	73.0	000000
C-	70.0	000000
D+	68.0	000000
D	63.0	000000
D-	60.0	000000
F	0.0	000000

Mark	Minimum Pct	Hex Color Code
A+		
A		
A-		
B+		
B		
B-		
C+		
C		
C-		
D+		
D		
D-		
F		

Sample Colors:

Red:

FA0000

Orange:

FA9805

Scoring Options

Select the class section you want to set up from the select list. If any options are defined, they will be displayed in a table for you to edit. If you want to add other scoring options to the list of available options for the selected section, click **Add Assignment Scoring Options**.

A table with a row for each available scoring option that you haven't selected will be displayed when you click the add link. Select and configure the options you want to use. If you want to save this set of newly added options for other sections you teach, click the checkbox in the apply column in the table of sections displayed to the right **before** clicking Submit.

Currently Available Options: Absent Completed Dropped Excused from Task
 Incomplete Late Submission Truant Zero Score

Scoring Options for:

Term: _____ Period: _____ Course: _____ Section: _____

Score Option	Pct of Entered Score	Ignore Assignment	Color
Absent		<input type="checkbox"/>	
Completed		<input type="checkbox"/>	
Dropped		<input type="checkbox"/>	
Excused from Task		<input type="checkbox"/>	
Incomplete		<input type="checkbox"/>	
Late Submission		<input type="checkbox"/>	
Truant		<input type="checkbox"/>	
Zero Score		<input type="checkbox"/>	

