

# High Gradebook – Guide for Teachers

Each step of this guide is very important to ensure grades calculate correctly.

If steps are not followed, adverse effects include but are not limited to:

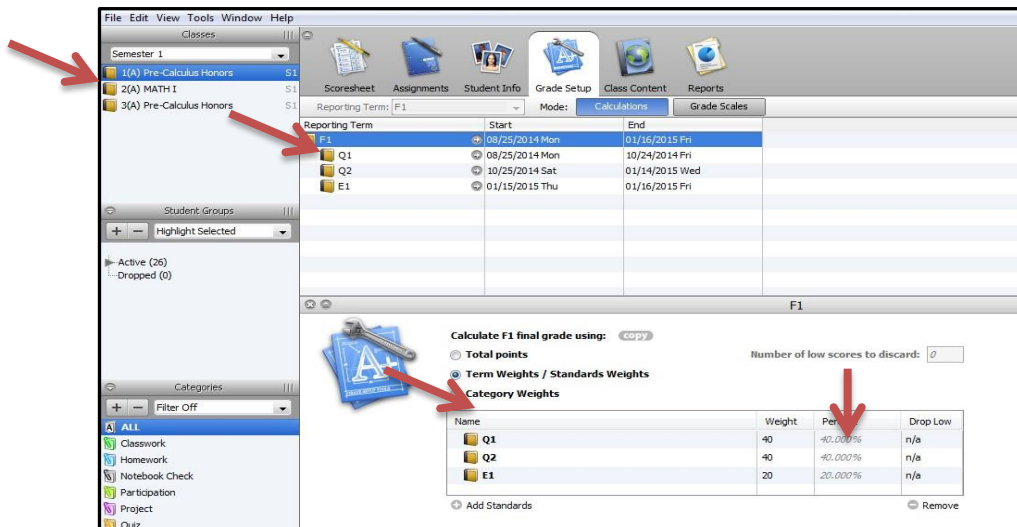
Honor Roll	GPA's	Report Cards	Transcripts	Athletic Eligibility	Scholarships	College Acceptance
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The setup must be changed from the **Default** settings.

- Part 1 – used for Semester Long Courses
- Part 2 – used for Year Long Courses with an Exam

## Part 1 – Semester Long Class with Exam

1. Click the **course** you want to work with
2. Click **Grade Setup** tab
  - **F1**
    - Double click **F1 (Controls the calculation of the Final Grade).**
    - Calculate the final grade by selecting **Term Weights**.
    - Populate the weights by clicking the **Weight** box



- **Notes:**
  1. Q1 = 40
  2. Q2 = 40
  3. E1 = 20

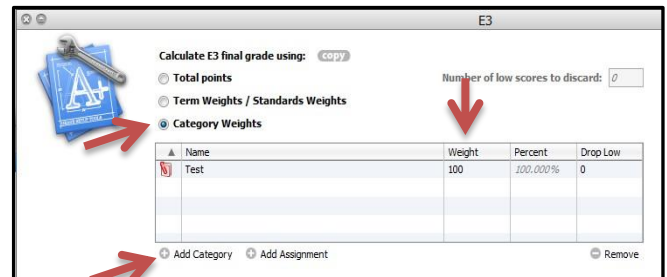
**NCVPS Courses**  
**Only:**  
 Q1 = 37.5  
 Q2 = 37.5  
 E1 = 25

- **Save**

- **Exam**

- **Click E1\***
- **Choose Category Weights**

1. **Add Category** > Select **Test** > **Weight=100** > **OK** > **Save**



## Part 2 – Year Long Class with Exam

1. Click the **course** you want to work with
2. Click **Grade Setup** tab
  - **F1**
    - Double click **F1 (Controls the calculation of the Final Grade)**.
    - Calculate the final grade by selecting **Term Weights**.
    - Populate the weights by clicking the **Weight** box

Reporting Term: F1 Mode: Calculations Grade Scales

Reporting Term	Start	End
F1	07/21/2014 Mon	05/29/2015 Fri
S1	07/21/2014 Mon	12/12/2014 Fri
Q1	07/21/2014 Mon	09/19/2014 Fri
Q2	09/20/2014 Sat	12/12/2014 Fri
S2	12/13/2014 Sat	05/27/2015 Wed
Q3	12/13/2014 Sat	03/12/2015 Thu
Q4	03/13/2015 Fri	05/27/2015 Wed
E3	05/28/2015 Thu	05/29/2015 Fri

Calculate F1 final grade using:  Total points  Term Weights / Standards Weights  Category Weights

Name	Weight	Percent	Drop Low
S1	40	40.000%	n/a
S2	40	40.000%	n/a
E3	20	20.000%	n/a

Number of low scores to discard: 0

**S1 = 40**  
**S2 = 40**  
**E3 = 20**

- **Save**
- **Semesters**
  - Click on **S1 > Term Weights > Save**
  - Click on **S2 > Term Weights > Save**
- **Exam**
  - Click on **E3\***
    - Choose **Category Weights**
    - **Add Category > Select Test > Weight=100 > OK > Save**

Calculate E3 final grade using:  Total points  Term Weights / Standards Weights  Category Weights

Name	Weight	Percent	Drop Low
Test	100	100.000%	0

Number of low scores to discard: 0