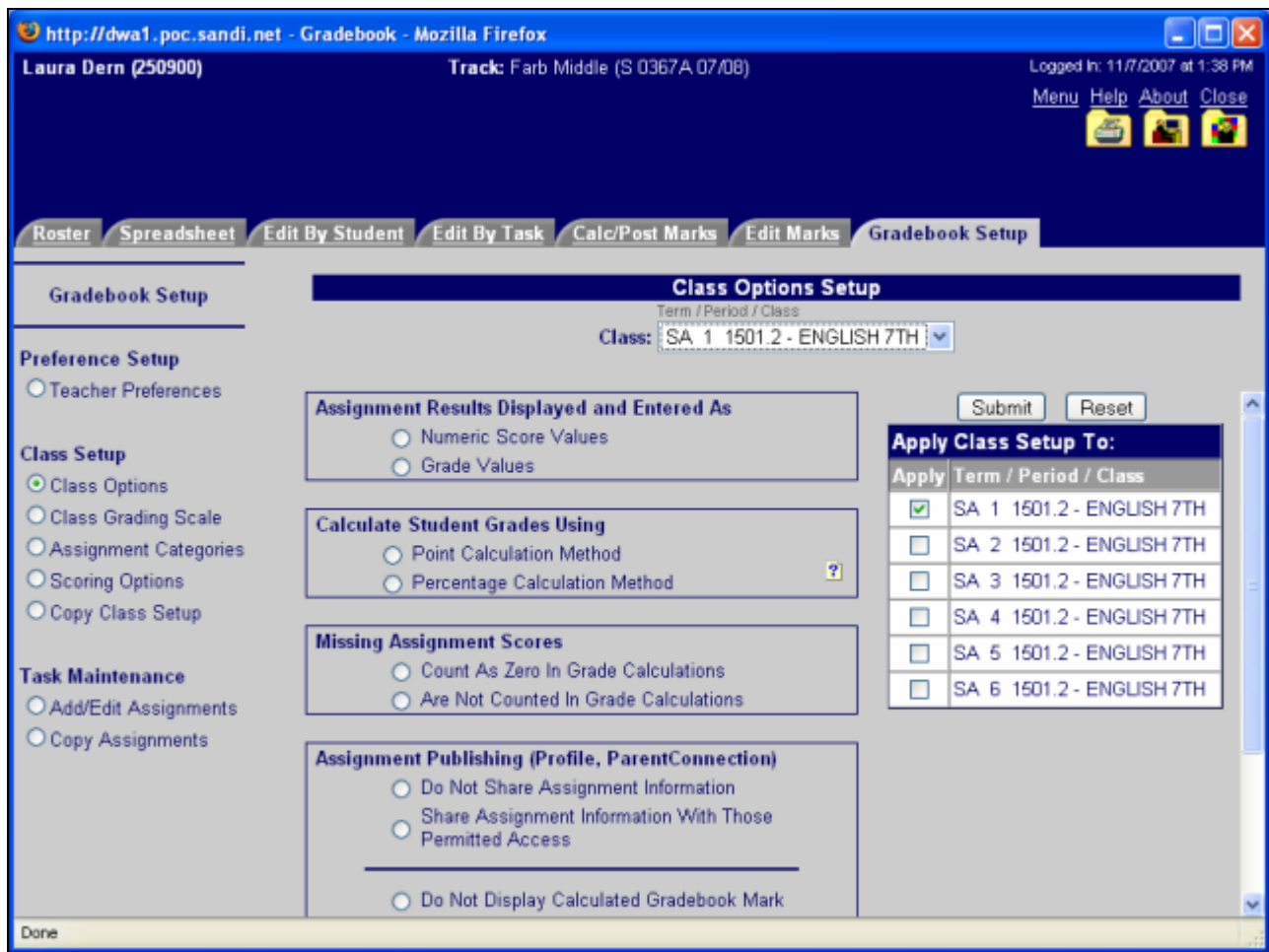


## Gradebook Setup – Class Options

This Job Aid covers the settings within the Class Options portion of Gradebook Setup. It provides descriptions of each of the settings, and when appropriate, provides suggestions based on district teacher input.

This guide is the hard-copy version of our Class Options Gradebook Tutorial, which is located at:

<http://sandi.net/zangle/readandlearn/elearning/gradebook/05ClassOptions>



http://dwa1.poc.sandi.net - Gradebook - Mozilla Firefox

Laura Dern (250900) Track: Farb Middle (S 0367A.07/08) Logged In: 11/7/2007 at 1:38 PM

Menu Help About Close

Roster Spreadsheet Edit By Student Edit By Task Calc/Post Marks Edit Marks Gradebook Setup

Gradebook Setup

**Class Options Setup**  
Term / Period / Class  
Class: SA 1 1501.2 - ENGLISH 7TH

Submit Reset

**Preference Setup**  
 Teacher Preferences

**Class Setup**  
 Class Options  
 Class Grading Scale  
 Assignment Categories  
 Scoring Options  
 Copy Class Setup

**Task Maintenance**  
 Add/Edit Assignments  
 Copy Assignments

**Assignment Results Displayed and Entered As**  
 Numeric Score Values  
 Grade Values

**Calculate Student Grades Using**  
 Point Calculation Method  
 Percentage Calculation Method

**Missing Assignment Scores**  
 Count As Zero In Grade Calculations  
 Are Not Counted In Grade Calculations

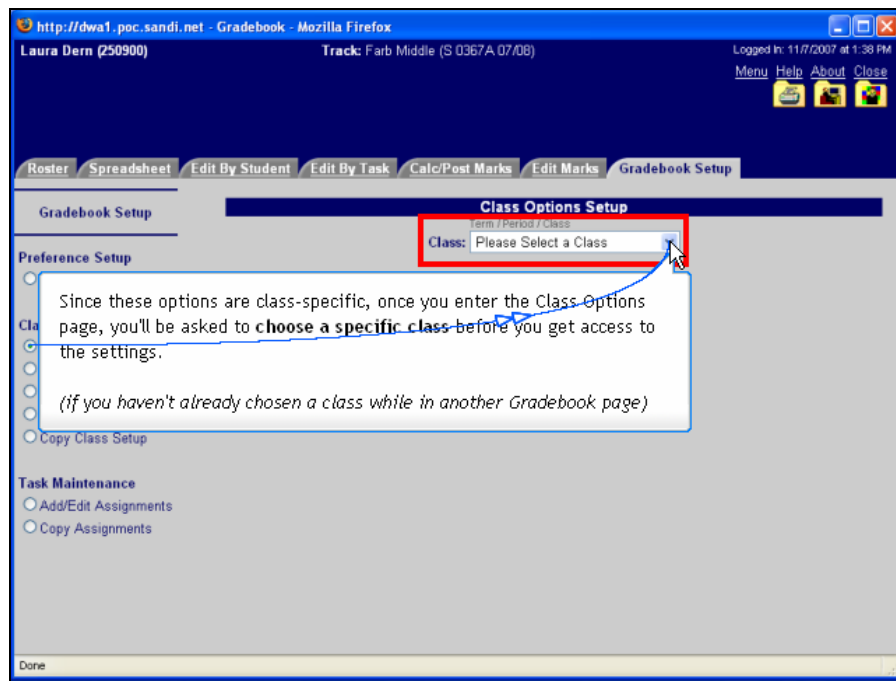
**Assignment Publishing (Profile, ParentConnection)**  
 Do Not Share Assignment Information  
 Share Assignment Information With Those Permitted Access  
 Do Not Display Calculated Gradebook Mark

**Apply Class Setup To:**

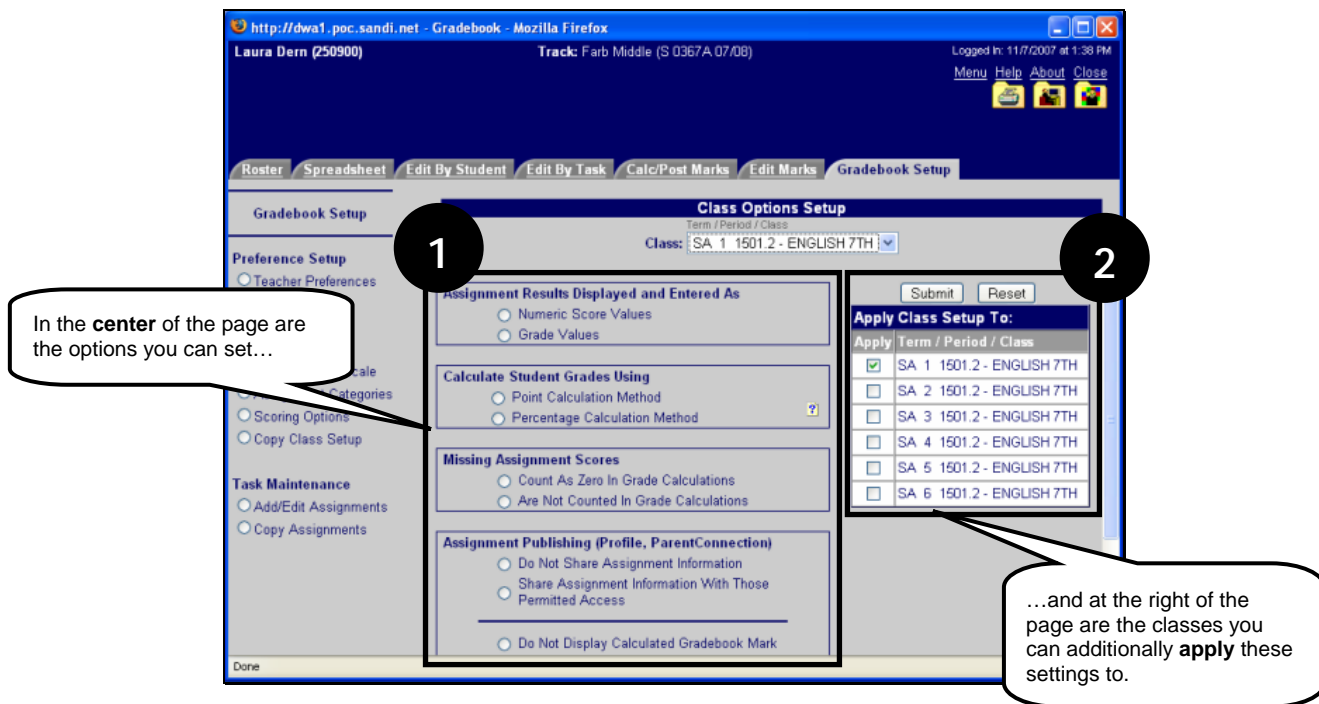
| Apply                               | Term / Period / Class     |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | SA 1 1501.2 - ENGLISH 7TH |
| <input type="checkbox"/>            | SA 2 1501.2 - ENGLISH 7TH |
| <input type="checkbox"/>            | SA 3 1501.2 - ENGLISH 7TH |
| <input type="checkbox"/>            | SA 4 1501.2 - ENGLISH 7TH |
| <input type="checkbox"/>            | SA 5 1501.2 - ENGLISH 7TH |
| <input type="checkbox"/>            | SA 6 1501.2 - ENGLISH 7TH |

Done

Class Options are somewhat like Teacher Preferences, but they are *class-specific*, so they may or may not apply to each class you teach...



Once you've selected a class, Gradebook displays 2 major areas on the page (and you'll see this same type of display for all of the Class Setup pages):



**Assignment Results Displayed and Entered As**  
 Numeric Score Values  
 Grade Values

**Calculate Student Grades Using**  
 Point Calculation Method  
 Percentage Calculation Method

**Missing Assignment Scores**  
 Count As Zero In Grade Calculations  
 Are Not Counted In Grade Calculations

Do Not Display Calculated Gradebook Mark

**Apply Class Setup To:**

| Apply                               | Term / Period / Class     |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | SA 1 1501.2 - ENGLISH 7TH |
| <input checked="" type="checkbox"/> | SA 2 1501.2 - ENGLISH 7TH |
| <input checked="" type="checkbox"/> | SA 3 1501.2 - ENGLISH 7TH |
| <input checked="" type="checkbox"/> | SA 4 1501.2 - ENGLISH 7TH |
| <input type="checkbox"/>            | SA 5 1501.2 - ENGLISH 7TH |
| <input type="checkbox"/>            | SA 6 1501.2 - ENGLISH 7TH |

By checking the boxes in the **Apply Class Setup To:** area, Gradebook allows you to determine whether to apply settings to just the **one class selected at the top**, or **copy them across some or all** of your other classes.

**Class Setup**  
 Class Options  
 Class Grading Scale  
 Assignment Categories  
 Scoring Options  
 Copy Class Setup

(And don't worry, if you miss a class, you can use the **Copy Class Setup** feature update settings in other classes).

## Assignment Results Displayed and Entered As

The first option, **Assignment Results Displayed and Entered As**, determines how you enter and view assignment scores.

**Assignment Results Displayed and Entered As**  
 Numeric Score Values  
 Grade Values

Setting this to **Grade Values** means that you will enter scores as an **A, B, C**, etc. when you grade assignments, and you'll see the scores as letter grades when viewing them as well.

| # | Student            | Grd | P    | hw1<br>10/8/2007 | hw2<br>10/22/2007 | q1<br>10/26/2007 |
|---|--------------------|-----|------|------------------|-------------------|------------------|
| 1 | Avila, RYAN M      | B   | 82.4 | A                | A                 | A                |
| 2 | BLAKELY, CAMERYN W | A   | 93.1 | B                | B                 | C                |
| 3 | Cisneros, RAUL R   | B   | 81.8 | D                | C                 | A                |

Setting this to **Numeric Score Values** means that you'll input a numeric score, based on the Points Possible for the particular assignment.

|  | hw1<br>10/8/2007 | hw2<br>10/22/2007 | q1<br>10/26/2007 |
|--|------------------|-------------------|------------------|
|  | 18               | 15                | 28               |
|  | 16               | 12                | 22               |
|  | 13               | 11                | 29               |

Keep in mind if you do use Letter Grades, that Gradebook will still store the score as a **point value**, and it determines that point value based on the mid-point of the letter grade you assign, based on how you set your Grading Scale.

So, if:

- you give a student a **B** for Exam 1,
- Exam 1 is worth a total of **100 points**,
- your Grading Scale indicates that a B is between **80 and 89 percent**,

then that student effectively got **85** for that exam.

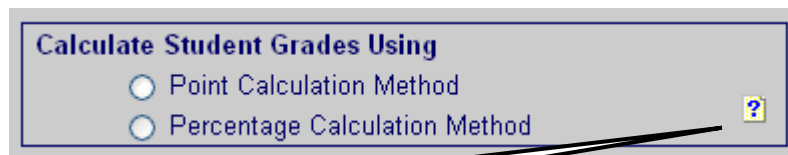
Some teachers prefer the ease of assigning letter grades to student tasks, and having Gradebook translate the letter grade to its numeric point equivalent.

However, most of our teachers prefer the greater level of specificity provided by **Numeric Score Values**.

## Calculate Student Grades Using

The next option, **Calculate Student Grades Using**, is complex enough to make even the most resilient of teachers crawl into a fetal position and sob inconsolably. In addition, our district teachers are pretty much split down the middle over which option they prefer.

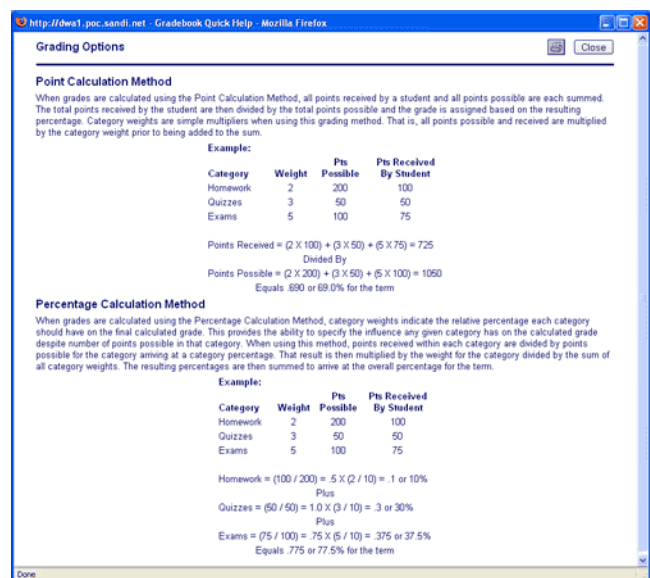
The two options you can choose from are Point Calculation Method and Percentage Calculation Method.



You can get a description of each method, along with the mathematical formula that defines each by clicking the **Question Mark** button at the bottom right of the pane.

But the Zangle help description is a little dry.

We can summarize the difference for you here:



**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

Point Calculation Method is essentially *assignment-based*; if a particular task should be worth more, you give it more points. If a specific exam is really important, make it worth 100 points; if a homework assignment is “kind of” important, make it worth 20 points.

| Assignment Description | Short Description | Pts Poss |
|------------------------|-------------------|----------|
| Exam 2 - Chapters 5-9  | exam2             | 100      |
| HW7 - Strong Force     | hw7               | 20       |

With Percentage Calculation Method, the focus is on *Assignment Categories*. You'll give each of your categories *weights* that determine how important one category is compared to another. This focus on categories means that a category is worth a certain percentage of the student's overall grade, even if there are far fewer assignments (or even just 1 assignment) in that category.

|   | Assignment Category Description | Category Weight | % of Grade |
|---|---------------------------------|-----------------|------------|
| X | Homework                        | 20              | 20%        |
| X | Class Participation             | 5               | 5%         |
| X | Quizzes                         | 15              | 15%        |
| X | Exams                           | 40              | 40%        |
| X | Projects                        | 20              | 20%        |

Once again, our teachers are pretty equally split on which method they prefer.

The method that is the most *straight-forward* (and, as a result, the easiest to explain during the inevitable Parent-Teacher conferences over student grades) is Point Calculation Method.

## Missing Assignment Scores

The next option, *Missing Assignment Scores*, allows you to determine how Gradebook handles assignment scores that you haven't filled in yet.

**Missing Assignment Scores**

Count As Zero In Grade Calculations

Are Not Counted In Grade Calculations

Selecting *Count As Zero In Grade Calculations* means that even if you haven't entered a score for a student's assignment, it will be counted as zero, negatively impacting the student's overall grade.

Most teachers prefer to set this to **Are Not Counted In Grade Calculations**. This means that if you want a student to receive a zero for an assignment, you'll have to enter it that way; Gradebook will not assume this.

## Assignment Publishing

This next set of options, **Assignment Publishing (Profile, ParentConnection)**, controls 3 settings that determine whether student's parents or the student's other teachers can see certain student and class assignment information.

The first option in this set lets you decide whether to **Share Assignment Information** with a student's parents or other teachers.

**Assignment Publishing (Profile, ParentConnection)**

Do Not Share Assignment Information

Share Assignment Information With Those Permitted Access

This information includes:

- assignment due date,
- the student's score, and
- any comments you've entered for the particular student assignment submission.

The second option allows you to decide whether to publish a student's **Calculated Gradebook Mark**, their overall grade in the class to date.

Do Not Display Calculated Gradebook Mark

Display Current Calculated Gradebook Mark

Calculated Marking Term To Display: Semester 1 ▼

If you do decide to publish their current overall mark, you'll need to indicate which term to display from the drop-down list at the right.

For **one-term classes**, you can only select that term.

For **year-long classes**, you'll need to decide between all the terms in your school's academic year, and importantly, you'll have to return here and change this setting at the beginning of **each new term**, or else Student Profile and ParentConnection will continue to display the student's overall grade from the previous term.

Display Current Calculated Gradebook Mark

Calculated Marking Term To Display:  ▼

Semester 1

Semester 2

This last Assignment Publishing option determines whether to **Display the Class Average** for each assignment.

- Do Not Display Assignment Class Average
- Display Assignment Class Averages

Most district teachers (especially those at schools who are actively enrolling parents into the ParentConnection program) prefer to turn the **first 2 options ON**.

By and large, teachers are leery of allowing parents to see how the class as a whole is doing on each assignment, and turn the **final option OFF**.

**Assignment Publishing (Profile, ParentConnection)**

- Do Not Share Assignment Information
- Share Assignment Information With Those Permitted Access

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- Do Not Display Calculated Gradebook Mark
- Display Current Calculated Gradebook Mark

Calculated Marking Term To Display: Semester 1

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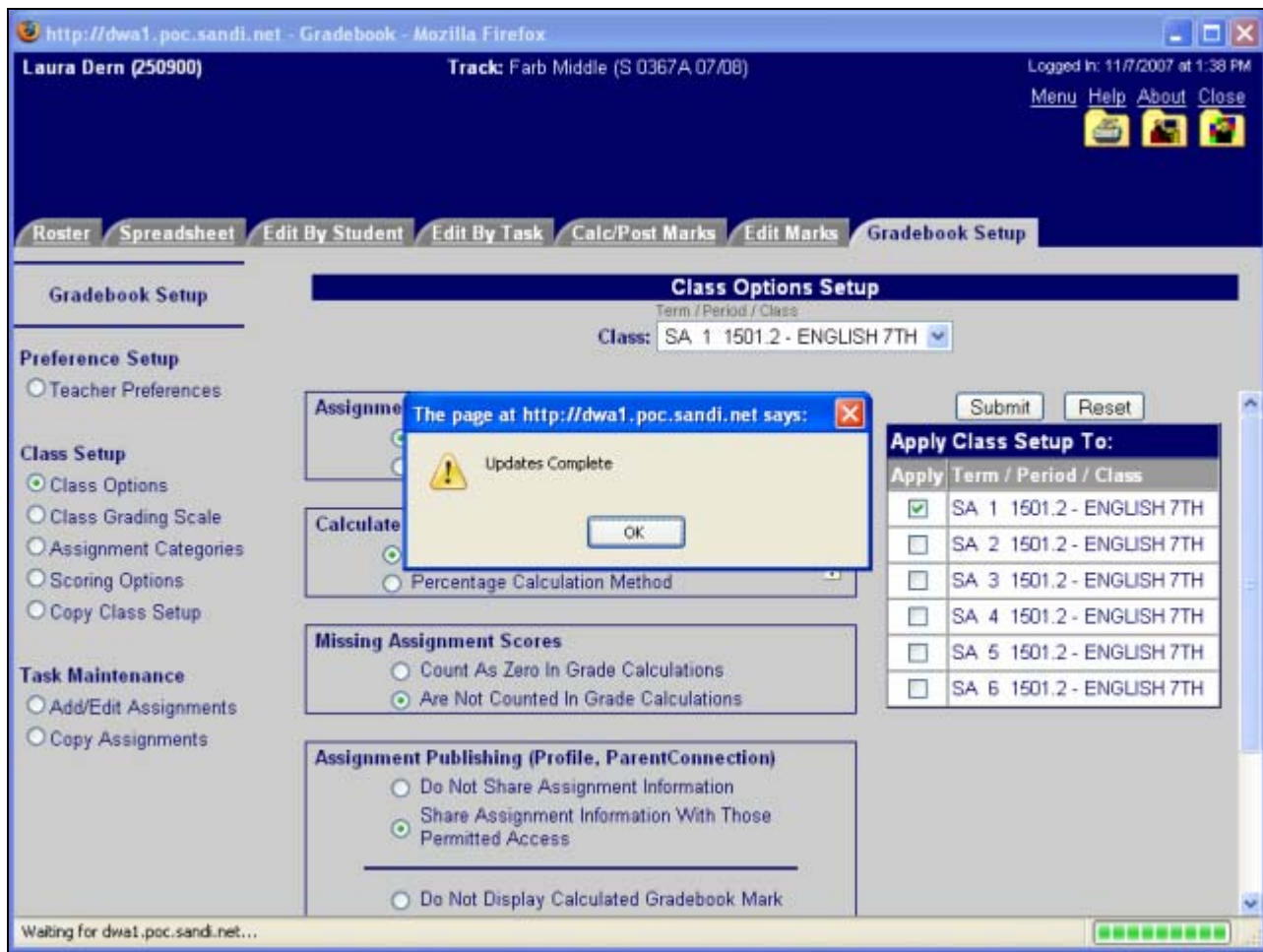
- Do Not Display Assignment Class Average
- Display Assignment Class Averages

Once we've finished setting these Class Options, we need to save our changes by clicking **Submit**.

**Apply Class Setup To:**

| Apply | Term / Period / Class |
|-------|-----------------------|
|-------|-----------------------|

If you had to scroll down for the last settings, you'll need to **scroll back up**.



Once Gradebook commits your changes to the database, it pops up a confirmation window. Press the **OK** button.

That's It!

We've stepped through the settings within the **Class Options** portion of Gradebook Setup.

Next up: Setting your *Class Grading Scale*.

You can find an Online Tutorial and hardcopy Job Aid for setting the Class Grading Scale in the Read & Learn section of our web site at:

<http://sandi.net/zangle/readandlearn>

Thanks very much.