

Gradebook: Options for high school credited classes taught at middle schools

In the Bellevue School District, middle school courses are graded quarter-by-quarter, with no semester grade assigned. The only exception is high school credited courses taught at the middle schools. For these courses, the 2nd and 4th Quarter grades will be reported as the official semester grade should the student claim the high school credit at time of graduation.

At the end of 1st and 3rd Quarters, it is your option to copy scores into the next quarter to create a cumulative score for the semester grade. Below are some options for dealing with semester grades.

OPTION 1 – Use your professional judgment to determine if 2nd and 4th quarter grades duly reflect the student’s learning. Override, if necessary, by double clicking on the final score prior to grades being pulled.

OPTION 2 - Recreate all categories, assignments and scores from 1st and 3rd Quarters placing them in 2nd and 4th Quarters. This will be a manual process as there are no provisions for copying and pasting between quarters.

OPTION 3 – Create one assignment in 2nd and 4th Quarter which reflects the grade from the previous quarter. If categories were applied, one assignment per category would be needed to reflect the weighting of those categories.

No categories used:

Create one assignment in 2nd /4th Quarter that reflects the total points earned in the previous quarter.

1. View 1st/3rd Quarter using tab at bottom of screen.
2. Click the tiny down arrow above the Quarter column to **Show Points**. Note the total points.
3. View next Quarter using tabs at bottom of screen.
4. Create an assignment with the total points from the previous quarter.
5. Enter scores earned for each student.

TIP: Print *Grade Sheet Report* showing all student earned points for easy entry.

Name (Last, First)	id	Station	10	9/19	10	
1			0.1	YES	10	80.88% B-
2			0.1	YES	10	95.46% A
3			0.1	YES	10	95.88% A
4			0.1	YES	10	91.71% A-
5			0.1	YES	10	

Categories used:

Create one assignment for each category used in 2nd/4th Quarter to reflect the category points earned in the previous quarter.

1. View 1st/3rd Quarter using tab at bottom of screen.
2. Click the down arrow next to Quarter to select a category. Note the total points.
3. View next Quarter using tabs at bottom of screen.
4. Create an assignment with the total points from the previous quarter category and apply it to the same category.
5. Repeat for all categories.

TIP: Print *Category Summary Report* showing all student earned category points for easy entry. Be sure the check **Show Total Points** in the options screen.

Name (Last, First)	id	Station	10	9/19	10	
1			20			70.04% C-
2			24			69.60% D+
3			20			91.74% A-
4			23			77.82% C+
5			18			66.61% D