

Bellevue, Interlake, Newport, Sammamish, and International Schools

Web Gradebook: *End-of-Term*

Semester grades will be grabbed for all classes at the above schools at all times.

Be sure you are viewing Semester in the Results Column as those are the scores to be reported. (Use the down-arrow at the top of the column to select *Semester*).

- 1) **Grading Scales** – The default grading scale is set to *Multilevel Break Points*. If you have created your own grading scale and would like it applied to the Semester grade:
 - a) Click on **Options** > **Terms** tab > **Edit** each semester.
 - b) Select desired scale and click **Save**.
 - c) Select each class file and repeat.

2) Adding Comments

- a) While in the Gradebook Grid view, click on the bolded **Assignments** and select **Comment Codes**.
- b) Using the list provided by your Registrar, type a comment number in student comment cell and hit **Enter** key.
- c) To remove a comment, click in the cell and tap your **Delete** key.

*These comments print on the report card but **not** on teacher printed progress reports.*

- 3) **Changing blanks to Z's, X's or 0's.** Blank score cells have no impact on student grades. Please fill them in with something meaningful.

- a) Z = Missing assignment, calculates as zero.
- b) X = Excused, does not impact grade.
- c) 0 = Very low score, calculates as zero.

4) Overriding Semester grades.

- a) Verify that **Result Column** is displaying semester grade.
- b) Double click on grade in **Result Column** on a student grade.
- c) Click desired radio button.
- d) Enter new grade using **Percent** or **Letter** score or click and hold on the **Override Code** to select an option.
- e) Click **Save**.

***NOTE:** A bolded final grade indicates an overridden grade.*

***TIP:** To undo an overridden grade, repeat the process but select **Calculate Normally**.*

Year-end Grade Summary (Verification) Report:

Shows chart with student name, ID and final grades for all terms. It does not show assignment scores or comment codes. *Please ignore the **Final** column as it does not apply to Bellevue grading policy.*

1. Click on **Reports** then **New** button.
2. Select **Grading** category, then *Year Grade Summary - Quarter* report.
3. Make choices.
4. Click **Run Report**.
5. Once processed, click the report title in **My Reports**.
6. Print as usual.

Year Grade Summary Report
Interlake High School
2008-2009

Teacher: _____ Class: _____

Student Name	ID	MP1	MP2	Sem 1	MP3	MP4	Sem 2	Final	
Christina, Roseanna	120000	A	96.65	A	96.65	A	93.00	A	94.00
Christina, MP100	120000	A+	100.00	A	100.00	A	93.00	A	96.00
Christina, Roseanna	120000	A+	97.83	A	97.83	C+	78.67	C	78.67
Christina, Roseanna	120000	A	93.04	A	93.04	D+	68.67	D	68.67
Christina, Roseanna	120000	B	84.35	B	84.35	F	52.00	F	52.00
Christina, Roseanna	120000	A	96.96	A	96.96	C+	79.67	C	79.67
Christina, Roseanna	120000	A-	90.00	A	90.00	C	76.33	C	76.33
Christina, Roseanna	120000	A	96.96	A	96.96	C-	71.00	C	71.00
Christina, Roseanna	120000	A+	100.00	A	100.00	C	74.33	C	74.33
Christina, Roseanna	120000	A+	97.73	A	97.73	C+	79.67	C	79.67
Christina, Roseanna	120000	A+	100.00	A	100.00	A	93.00	A	96.00
Christina, Roseanna	120000	A+	100.00	A	100.00	C+	79.67	C	79.67
Christina, Roseanna	120000	A	96.96	A	96.96	B+	89.67	B	89.67

Ignore