

Chinook, Highland, Odle, Tillicum, and Tye Middle Schools

Web Gradebook: *End-of-Term*

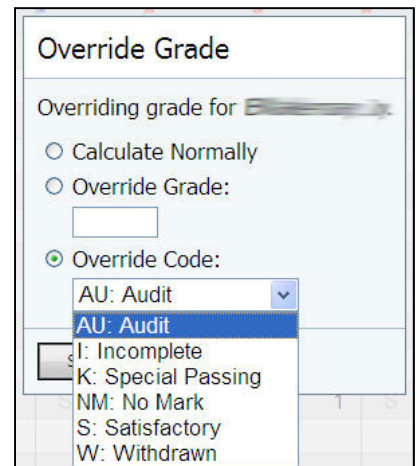
Quarter grades will be grabbed for all classes at the above schools. **Be sure you are looking at Quarter in the Results Column on the right as those are the scores to be reported.** (Use the down-arrow at the top of the column to select *Quarter*).

- 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 Quarter grade:
 - a) Click on **Options** > **Terms** tab > **Edit** each quarter.
 - 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 quarter grades.**
 - a) Verify that **Result Column** is displaying quarter 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.*

Year Grade Summary Report											
Odle Middle School											
2008-2009											
Teacher: FINE, TILICUM, ODLE											
Class: 9-1000000											
Student Name	ID	MP1	MP2	MP3	MP4	MP5	MP6	MP7	MP8	Final	
Chinook, Tye	910000	A	94.81	A	92.43			A	93.03	94.46	0.00
Chinook, Tye	910000	C	73.88	C	73.33			F	47.35	52.71	0.00
Chinook, Tye	910000	B	83.42	B	85.71			B+	87.17	87.25	0.00
Chinook, Tye	910000	A	94.77	A	92.91			A	94.97	95.05	0.00
Chinook, Tye	910000	A+	97.00	A	96.34			A+	97.10	96.57	0.00
Chinook, Tye	910000	D+	68.50	C	76.30			C	72.55	83.31	0.00
Chinook, Tye	910000	B	82.68	B	84.88			B+	87.90	90.91	0.00
Chinook, Tye	910000	I	63.14	D+	68.77			F	43.37	54.24	0.00
Chinook, Tye	910000	B	83.48	B	83.88			B	88.13	85.64	0.00
Chinook, Tye	910000					F	58.63	F	40.94	48.29	0.00
Chinook, Tye	910000	B	80.70	C+	79.98			C+	75.33	81.64	0.00
Chinook, Tye	910000	D+	69.84	A	91.03			A	90.41	91.43	0.00
Chinook, Tye	910000	D	62.20	D	62.06			C+	71.63	81.77	0.00
Chinook, Tye	910000	D+	65.34	D+	68.07			A	92.71	94.24	0.00
Chinook, Tye	910000	A	95.34	A	95.07			A	95.31	95.24	0.00
Chinook, Tye	910000	B+	89.13	B	86.02			B+	88.09	88.96	0.00
Chinook, Tye	910000	A	94.33	A	94.90			A	91.95	93.24	0.00

Ignore

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.