

# Robinswood School

## Web Gradebook: *End-of-Term*

Quarter grades will be grabbed for the Robinswood. Due to block schedules, they teach a semester course in a quarter's time span. **Be sure you are viewing Quarter in the Results Column 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.*

Student Name	ID	MP1	MP2	MP3	MP4	Final
...	...	A 94.81	A- 92.43	A 93.03	A 94.48	0.00
...	...	C 73.88	C 73.33	F 47.39	F 52.71	0.00
...	...	B 83.40	B 85.71	B+ 87.17	B+ 87.25	0.00
...	...	A 94.77	A- 92.91	A 94.97	A 95.05	0.00
...	...	A+ 97.80	A 96.34	A+ 97.10	A 96.57	0.00
...	...	D+ 68.50	C 76.30	C 73.55	B 83.31	0.00
...	...	B 82.66	B 84.80	B+ 87.50	A 90.91	0.00
...	...	F 53.14	D+ 68.77	F 43.37	F 44.25	0.00
...	...	B 83.49	B 83.85	B 84.12	B 85.84	0.00
...	...	F 58.63	F 58.63	F 44.94	F 48.25	0.00
...	...	B 80.70	C+ 79.98	C+ 75.33	B 81.64	0.00
...	...	B+ 89.84	A- 91.53	A 90.43	A 91.43	0.00
...	...	B- 82.29	B- 82.66	C+ 79.63	B 81.77	0.00
...	...	B+ 88.32	A+ 98.07	A- 92.73	A 94.24	0.00
...	...	A 95.34	A 95.07	A 95.31	A 95.24	0.00
...	...	B+ 89.13	B 86.42	B+ 88.09	B 86.96	0.00
...	...	A 94.33	A 94.08	A 91.93	A 93.28	0.00

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.