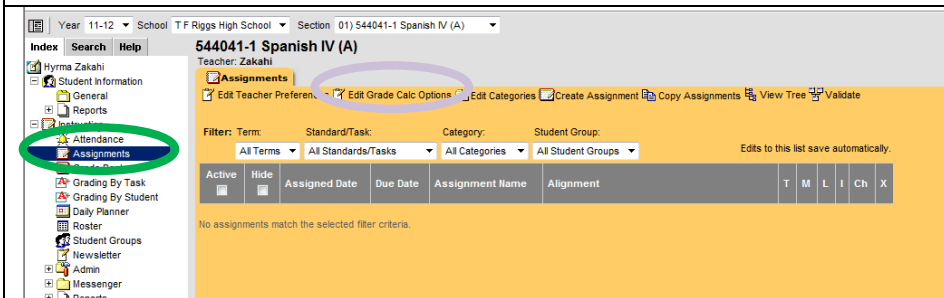


Setting up Grade books - DDN Campus 2011-12

Grade Calculation (used to be called setting the curve)



Year: 11-12 | School: T F Riggs High School | Section: 01) 544041-1 Spanish IV (A)

Teacher: Zakahi

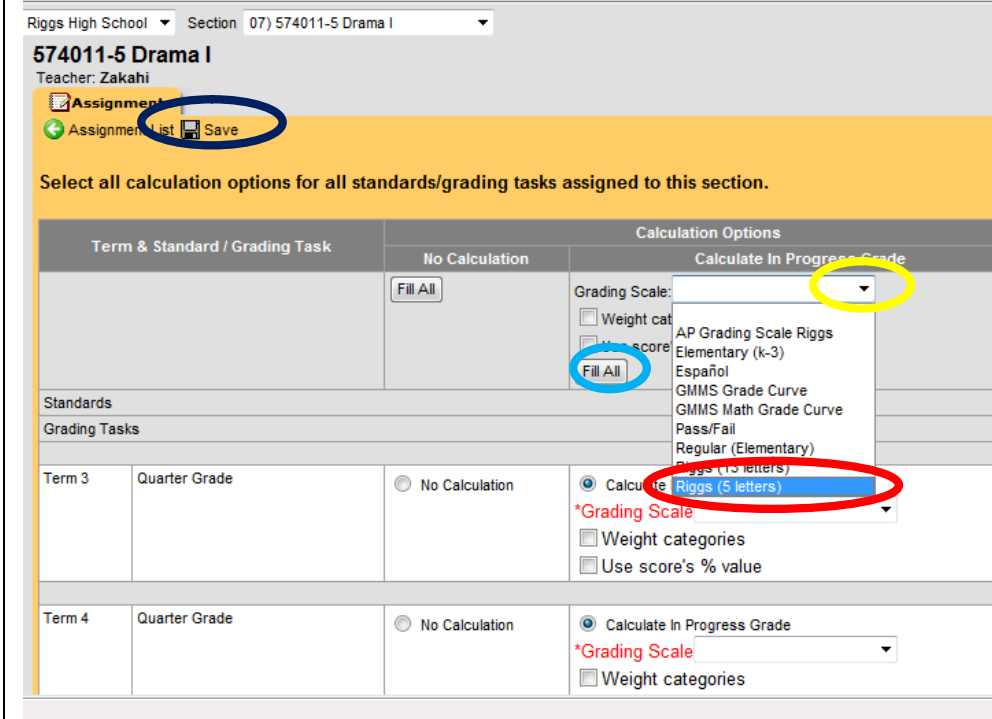
Assignments

Filter: Term: All Terms | Standard/Task: All Standards/Tasks | Category: All Categories | Student Group: All Student Groups

Active | Hide | Assigned Date | Due Date | Assignment Name | Alignment | T | M | L | Ch | X

Click on **Assignments** in the menu on the left side of your screen.

Click on **Edit Grade Calc. Options**.



Riggs High School | Section: 07) 574011-5 Drama I

Teacher: Zakahi

Assignment List Save

Select all calculation options for all standards/grading tasks assigned to this section.

Term & Standard / Grading Task		Calculation Options	
		No Calculation	Calculate In Progress Grade
		<input type="button" value="Fill All"/>	Grading Scale: <input type="text" value="Riggs (5 letters)"/> <ul style="list-style-type: none"> <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term 3	Quarter Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: <input type="text" value="Riggs (5 letters)"/> <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term 4	Quarter Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: <input type="text" value="Riggs (5 letters)"/> <input type="checkbox"/> Weight categories

1. Click the down arrow next to

Grading Scale:

2. Choose **Riggs (5 Letters)**

for the Grading Scale

3. Check the box by either of the other two choices if you want weight categories or Use Score's % value ()

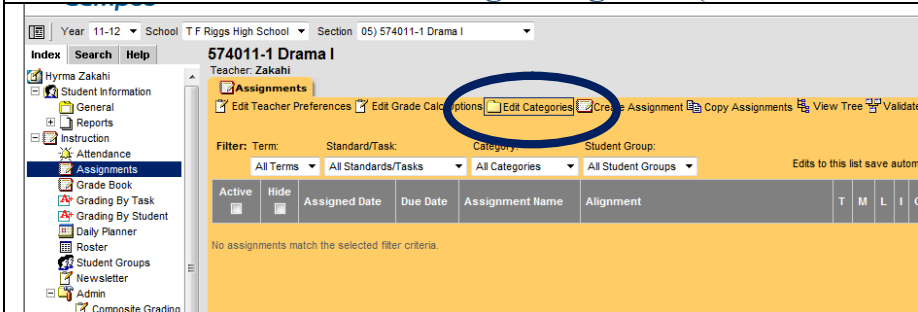
4. Click the **"Fill All"**

button under Calculate in Progress Grade.

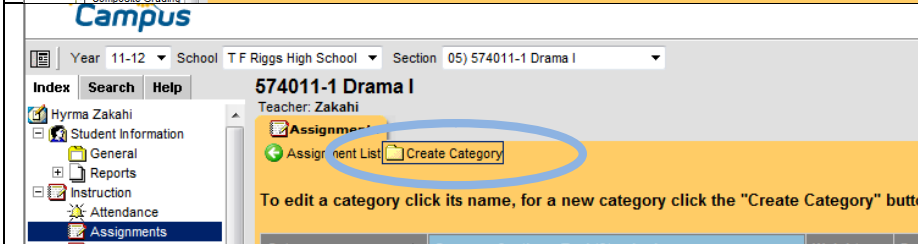
5. Click **Save**

You have to repeat this process for each class; each semester.

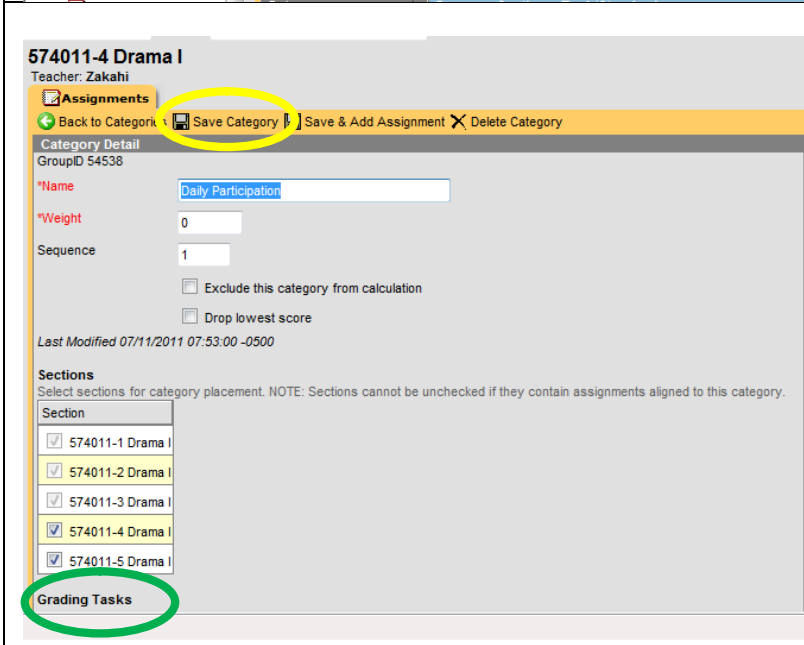
Creating Categories (used to be called "groups")



1. Click on **“Edit Categories”**



2. Click on **“Create Category”**



3. Fill in a name and weight value (leave at 0 if you use total points rather than a weighted grade)

4. Choose the sections that you wish to create the category in.

5. Click on the **“Grading Tasks”** button.

6. Click in the box by **“Quarter Grade”** to select it.

7. Click **“Save Category”** at the top

Repeat steps 1-7 to create as many categories as you would like.



If you teach different classes (not just multiple sections of the same class) than you either need to repeat the above process for each class each semester or go to the instructions



PDF Complete

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Thank you for using PDF Complete.

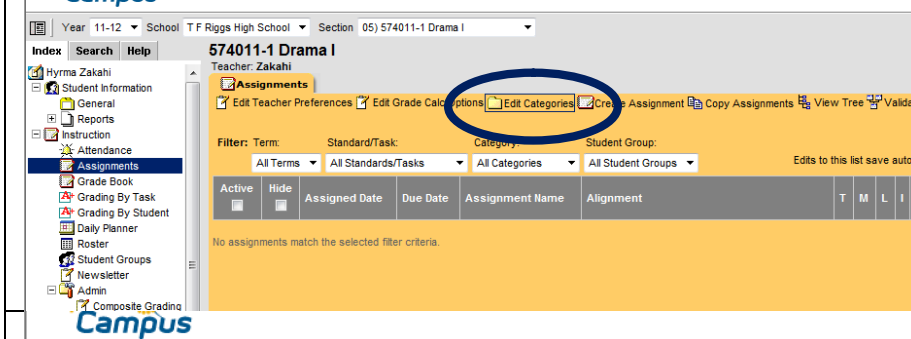
[Click Here to upgrade to Unlimited Pages and Expanded Features](#)

Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

Grading Task
<input type="checkbox"/> 4th Quarter Mid-term
<input checked="" type="checkbox"/> Quarter Grade
<input type="checkbox"/> Semester Grade
<input type="checkbox"/> 2nd Quarter Mid-term
<input type="checkbox"/> Semester Test

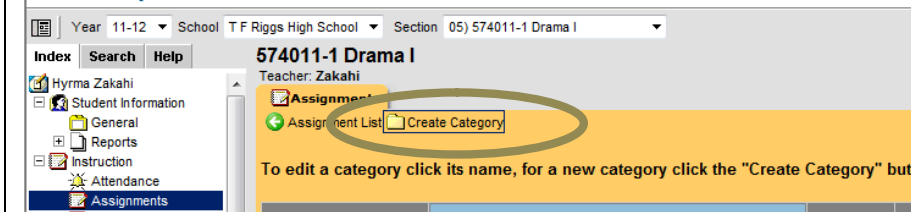
about copying assignments / categories

Creating a Category (used to be called “groups”) to enter Semester Test Grades



The screenshot shows the 'Assignments' page for '574011-1 Drama I'. The 'Edit Categories' button is circled in blue. The interface includes a sidebar with navigation options like 'Student Information', 'Reports', and 'Attendance'. The main area has filter options for Term, Standard/Task, Category, and Student Group.

1. Click on **“Edit Categories”**



The screenshot shows the 'Create Category' dialog box. The 'Create Category' button is circled in green. The dialog box has a title bar and a main area with instructions: 'To edit a category click its name, for a new category click the “Create Category” button'.

2. Click on **“Create Category”**

574011-2 Drama I
Teacher: Zakahi

Assignments

Category Detail
GroupID 54578

*Name: Semester Test
 *Weight: 0
 Sequence: 1

Exclude this category from calculation
 Drop lowest score

Last Modified 07/18/2011 08:00:00 -0500

Sections
Select sections for category placement. NOTE: Sections cannot be unchecked if they contain assignm

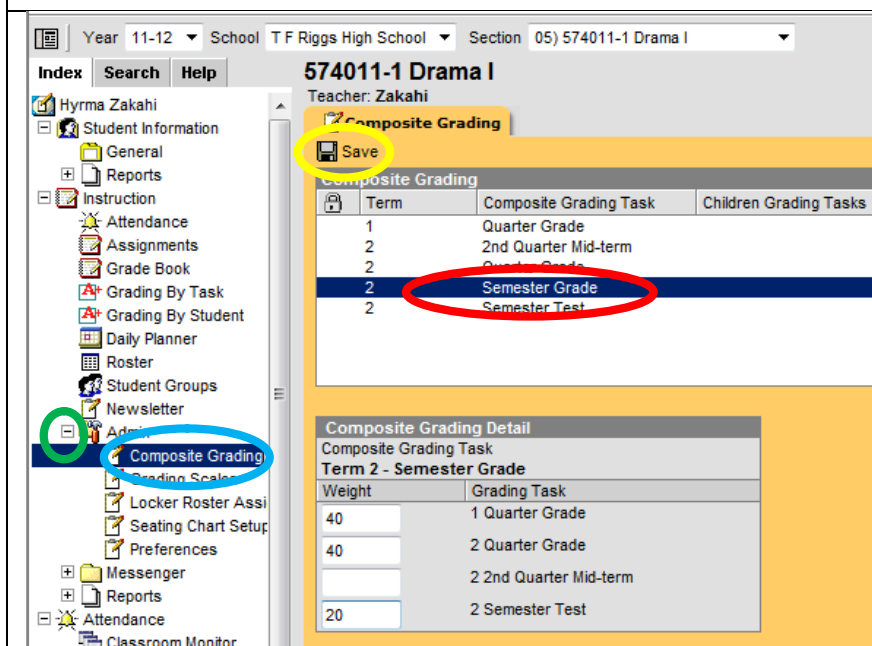
Section
<input checked="" type="checkbox"/> 574011-1 Drama I
<input checked="" type="checkbox"/> 574011-2 Drama I
<input checked="" type="checkbox"/> 574011-3 Drama I
<input checked="" type="checkbox"/> 574011-4 Drama I
<input checked="" type="checkbox"/> 574011-5 Drama I

Grading Tasks
Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

Grading Task
<input type="checkbox"/> Quarter Grade
<input type="checkbox"/> Semester Grade
<input type="checkbox"/> 2nd Quarter Mid-term
<input checked="" type="checkbox"/> Semester Test

- Fill in a name (Semester Test) and (leave weight value at 0)
 - Choose the sections that you wish to create the category in. (by clicking the boxes in front of the sections)
 - Click on the **Grading Tasks** button.
 - Click in the box by **Semester Test** to select it.
 - Click **Save Category** at the top
- Repeat steps 1-7 to create as many categories as you would like.

Composite Grading for the Semester (Semester Grade = 40% 1st quarter; 40% 2nd quarter; 20% semester test)



The screenshot shows the software interface for setting up composite grading. The left sidebar has a green circle around the 'Admin' icon and a blue circle around the 'Composite Grading' option. The main window displays '574011-1 Drama I' with a 'Save' button circled in yellow. Below it is a table of Composite Grading tasks:

Term	Composite Grading Task	Children Grading Tasks
1	Quarter Grade	
2	2nd Quarter Mid-term	
2	Semester Grade	
2	Semester Test	

Below the table is a 'Composite Grading Detail' window for 'Term 2 - Semester Grade' with the following data:

Weight	Grading Task
40	1 Quarter Grade
40	2 Quarter Grade
	2 2nd Quarter Mid-term
20	2 Semester Test

1. Click on the + sign next to **Admin**
2. Click on **Composite Grading**
3. Click on **Semester Grade**
4. Fill in 40 for the 1st / 3rd quarter; 40 for the 2nd / 4th quarter & 20 for the the Semester Test.
5. Click **Save**

You must repeat this process for each class both semesters.