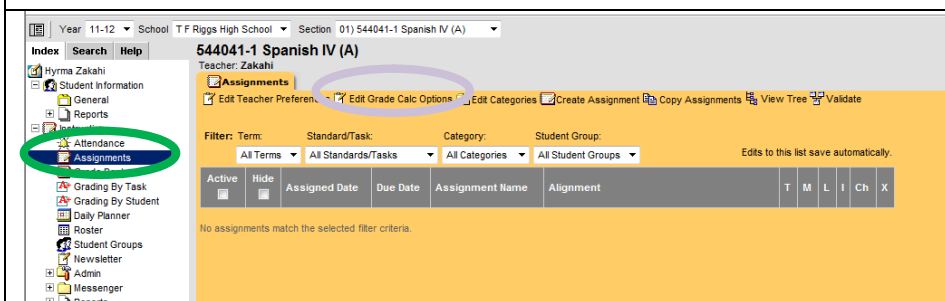


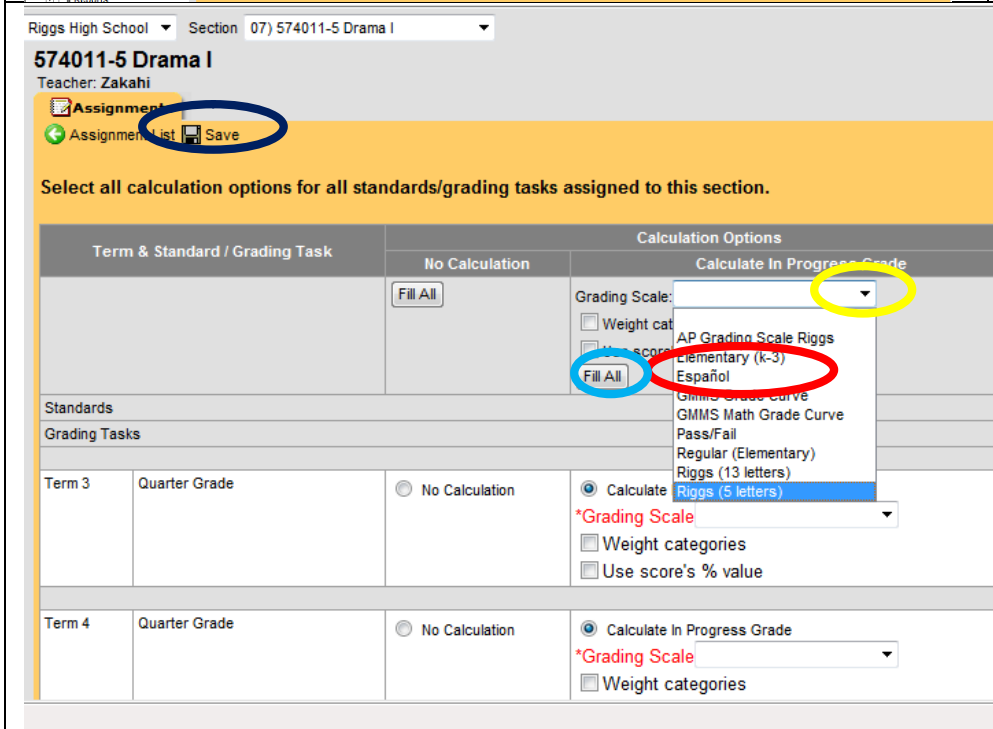
## Setting up Grade books – DDN Campus 2011-12

### Grade Calculation (used to be called setting the curve)



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

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



Term & Standard / Grading Task		Calculation Options	
		No Calculation	Calculate In Progress Grade
		<input type="button" value="Fill All"/>	<input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value <input type="checkbox"/> <b>Fill All</b>
Term 3	Quarter Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: <b>Elementary (k-3) Español</b> <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="checkbox"/> Weight categories

1. Click the down arrow next to

**Grading Scale:**

2. Choose **Elementary k-3**

for the Grading Scale

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

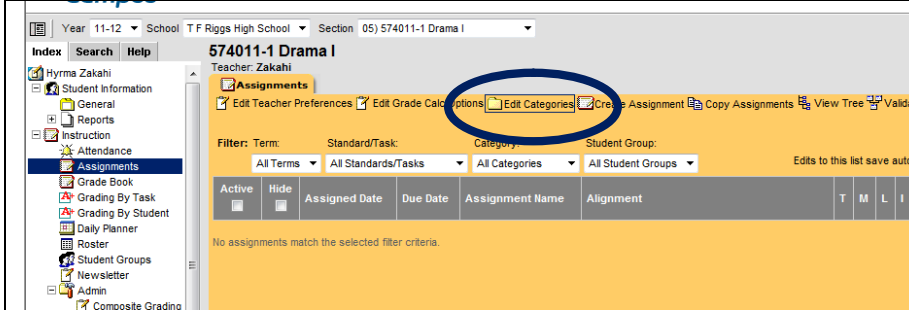
4. Click the **Fill All**

button under Calculate in Progress Grade.

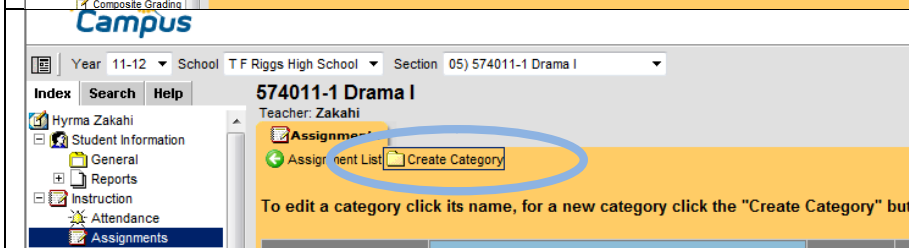
5. Click **Save**

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

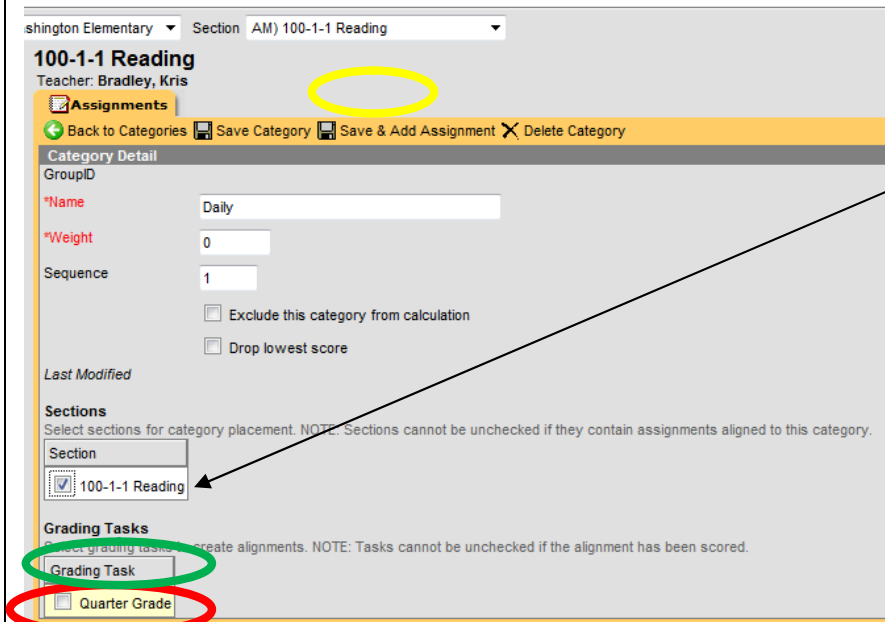
## Creating Categories



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. (by clicking in the box next to the section to put a check mark there.)

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 about copying assignments / categories