Grading

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How To Add Effort Grade Setup Under Grades In School Settings

When you need to set up effort grades you can navigate to the settings on the menu bar and find the grades on top.

Menu Bar >> Settings >> Grades

Click on Effort Based Grades.

The page will default to the Effort Grade Library tab.

Click on the **+ Add Effort Category** to add categories. On the right panel, enter the effort items by clicking on **+Add New Item**. Sample data given below.



You can move the categories up and down by dragging the item using the lined graphics.

After you are done with working on the Effort Grade Library, you need to add the Effort Grade Scale. Click on the Effort Grade Scale tab.

Click on '**+ Add New Effort Grade Scale** '

By clicking here you will get a popup where you need to add:

1. Value of the grade scale
2. Comments

Click **Submit** to save.

You can repeat the same steps to create more fields. Sample data given below.



You can move the scale values up and down by dragging the item using the lined graphics.

How To Add Historical Marking Periods In School Settings

The historical marking period allows a school to issue a composite transcript to a student with grades from previous marking periods that were not part of the system. A student transferring from another school can also receive a composite transcript from one institution that uses this feature to record past grades.



Enter only the Historical Marking Periods in this section. The Historical Grades can be entered from the Grades Administration screen.

To enter old marking periods, navigate to:

Menu Bar >> Settings >> Grades

You can click on '**+ Add Historical Marking Period**' to start creating a new marking period.

By clicking you get a popup section where you are required to fill-

1. School Year
2. Marking Period Name
3. Grade Post Date (month and year only)

and click submit



You can use the same steps to create more historical periods

How To Add Honor Roll In School Settings

When you need to add Honor Roll navigate to the settings on the menu bar and find the grades on top.

Menu Bar >> Settings >> Grades

Click on **Honor Roll.**

In Honor Roll Setup you can create setup breakoff points in this section by clicking '+ Add New Honor Roll'.

Here you will need to add:

1. Honor Roll or name
2. Breakoff or points

Then click Submit to save.





Based on the break-off points, a student will be put on an honor roll for a particular Marking Period.



You can repeat the same steps to create more honor roll items.

How To Add Report Card Comments In School Settings

To enter Report Card Comments, navigate to:

Menu Bar >> Settings >> Grades

Select **Report Card Comments.**

You can enter canned comments that can be used in all courses by teachers. You can also enter course-specific comments that the teachers can use for report cards.



Note: Teachers will be permitted to add their own comments on report cards. These are canned comments from the school.

You can setup Report card comments by courses so that it will be available to the teachers who are teaching that course only. If you select the All Courses option, then all report card comments will be available in all courses.

To add a comment, fill in the text box and click **Submit** to save.



You can click on the pre-existing comment to edit and update.

How To Add Report Card Grade In School Settings

Report card grades are the main grading system that the school uses. You can set them up by navigating to:

Menu Bar >> Settings >> Grades

Click on Report Card Grades.

On the page, you will find a Search bar where you search the Sections.

1. When you click on the excel sheet logo you can export the data into excel.
2. When you click on the lines you can get options you can select and deselect fields.
3. By clicking on the pen you can edit the fields.
4. By clicking on the bin logo to delete a field.
5. When you want to move any field up or down just drag this icon.

Select the Grade Scale you want to make changes to. You can simply delete it by clicking on the bin logo or add a new category by clicking on the '+Add Grade Scale'.

When you click on '**Add Grade Scale** ' you will get a popup page where you will need to add details like-

- Grade Scale Name
- Scale Value
- Comment
- Switch on Calculate GPA toggle to switch on automatic GPA calculation.

Click **Submit** to save.



On the right side of the newly created grade scale, there will be option to enter the grades. Click on **+Add New Grade** and complete the grading table. As an example, we have used the US high school and college grading table. You can use your school's values in here.

You can keep the **Weighted GP Value** column empty if your school does not offer Advanced Placement (AP) classes which usually carries higher GP values.



The Breakoff fetches the letter grades as per the scores. Here, A=90; when a student gets 90 & above he will be entitled to get an A.

The Weighted GP Value is entered to calculate GPA of the weighted courses (where "Course is weighted" option is on).

The Unweighted GP Value is entered to calculate GPA of the unweighted courses (where "Course is weighted" option is off).

Basically, creating this section would help to get the letter grades on the report card and to calculate GPA while creating Transcript.

You can repeat the same steps to create more fields.

You can select from the options that you want to keep visible in the Grade scale field.

How To Add Standard Grade Setup In School Settings

Menu Bar >> Settings >> Grades

Click on Standard Grade Setup.

The page will default to US Common Core Standards. There is a Search bar where you search the common core standards.

1. When you click on the Excel sheet logo you can export the data into excel
2. When you click on the lines you can get options you can select and deselect fields.
3. When you click on the Load US Common Core Standards it will load the US Core Standards



If your school does not follow the US Common Core, click on the **School Specific Standard** tab to enter your own.



There are Subject, Course and Grade Level filters on the top. Once the standards are populated, these filters make it easy to view by each criteria. You can also use the search functionality to search thru all the standards.

Click on '**+ Add New Standard** ' and fill all the mandatory fields as shown below.



Now the user needs to create the grade scale and grades for the above-created school-specific standards. Click on the **Standard Grades** tab and click on **+ Add Grade Scale**.



Give a Grade Scale name and click Submit to save.



Click on the Add New Grade on the right panel and start entering the Grades that will be issues against each standard by the teacher. A sample scale with grades shown below.

