Gradebook And Grading

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Assignment Grading

As a teacher, after you have entered the assignments, select the **Grades** tab and make sure the **Gradebook Grades** is selected. Next to the assignment there will the triple dots. Click on that and the points entry screen will open up. Enter the points earned by each student and click Submit. The letter grade will be automatically calculated as per the grade scale that is associated with the course.





Exempting scores of an Assignment

If a student is not applicable in any assignment, that specific assignment can be exempted from the total points in CrownSIS. This feature is used when a student has joined the course later or is absent due to illness or for any reason based on the administrator's decision. To exempt a student from an assignment just enter an Asterix (*) in the points and Save the assignment. Student will be exempted and that score will not count towards report card grades.

Generate Anomalous Grades

A teacher can enter grades more than the assignment total points which gets stored under the Anomalous Grades feature. If this is done by mistake, then the teacher can generate anomalous grades by navigating to:

Menu >> Grades >> Anomalous Grade

By filtering these fields an user can generate anomalous grade.



If there are students in the class who scored more than the total points in an assignment, they will be listed here. Teacher can correct the grade if it was entered by mistake.

When you click on the Excel sheet icon you can export the data into excel.

The toggle button beside show Inactive Student will show the inactive students and the lines/hamburger icon will filter the header.

Gradebook Configuration

General Setting:

Before entering any assignments or giving grades a teacher has to set their own configuration choices that are used in the gradebook grades calculation and final grades. This setup varies with different course section. To configure the grade book, navigate to course section and click on the Gradebook Configuration tab.

1. If you want to weight the grades based on assignment categories, check the Weight Grades box. When creating assignments the system will allow you to enter assignment categories and weight them.
2. If you check the Assigned date defaults to today box, all assignments you create will automatically default to today's date. You can change it to any future date if you want.
3. If you check the Due date defaults to today box, all assignment due dates will automatically default to today's date. You can change it to any future date.



Score Rounding:**

1. Up - When Up is selected, the grade will always round the decimals to the nearest greater integer. Example, 59.25 will become 60 or 53.67 will become 54.
2. Down – When Down is selected, the grade will always round the decimals to the nearest lower integer. Example, 59.65 will become 59 or 53.15 will become 53.
3. Normal – This is the regular rounding as we know, i.e. anything equal to or above .5 is rounded upwards and anything below .5 is rounded downwards to an integer without any decimals. Example, 53.67 will become 54 or 53.49 will become 53.
4. None – When none is selected, scores do not appear in any rounded integer. It keeps the grade accurate including the decimal points, i.e. no rounding of the integer takes place. Example, for 59.25 it shall remain as it is.



Assignment Sorting :

Select one radio button value so as to display the assignments in the respective order in the gradebook assignments.



CrownSIS enables a teacher to enter grades more than the assignment total points which gets stored under the Anomalous Grades feature. When a teacher grades a student with additive points for being exceptionally well-performing in the class, CrownSIS notes such grades and highlights it in red. When the grades appear in red, it helps teacher to verify whether the grades have been entered erroneously and can make changes to the grades.

In the box below enter the maximum percentage of the assignment total that can be allowed as an anomalous grade entry (meaning more than the total).



When a teacher sets up an assignment and does not grade it, that ungraded assignment does not show on the gradebook. However, a teacher can opt to show these ungraded assignments in the Student and Parent portal immediately so that student and parent are aware of the upcoming assignments. This form captures the number of days the system waits before showing the ungraded assignments. Enter a zero to show it immediately.



Final Grading Percentage :

A Report Card displays the final grades that are fetched for every marking period based on the grade book grades. The report may vary depending on the final grading percentages that are set in the configuration setup (Dashboard >> Select Course >>Gradebook Configuration).

Let's say we set the final grading percentages in the following ratio.

1. Quarter 1 = Quarter 1 Gradebook Grades (100%) = 100%
2. Quarter 2 = Quarter 2 Gradebook Grades (100%) = 100%
3. Quarter 3 = Quarter 3 Gradebook Grades (100%) = 100%
4. Quarter 4 = Quarter 4 Gradebook Grades (100%) = 100%
5. Semester 1 = Quarter 1 (50%) + Quarter 2 (50%) = 100%
6. Semester 2 = Quarter 3 (50%) + Quarter 4 (50%) = 100%
7. Full Year = Semester 1 (50%) + Semester 2 (50%) = 100%



How To Create Gradebook Assignments In A Scheduled Course

A teacher can create gradebook assignment for a scheduled course by following the navigation below:

Menu >> Course >>My class >> Assignment

or

Dashboard >> Today's class/All classes >> Course >> Assignments

Make sure the Assignment Types add up to 100%.



By clicking on the 3 dots icon/ hamburger menu, you will get the option to edit or delete an assignment type.

If there are no assignment types created, click on the **+ Create Assignment Type.**

After clicking on the button you will get a popup section where you will need to add the following information.

1. Title of the assignment type
2. Weight percent (please make sure that all your assignment for the chosen course should have a total of 100% weight)

Then click 'Submit' to create.



After you are done with creating your assignment type you can now create an assignment. Start by choosing the assignment type from the list on the left-hand side then click on '+ Create Assignment'.

When you click you will get another popup section where you will need to add the following information to successfully create an assignment.

1. Assignment title
2. Assignment type
3. Points
4. Assigned date
5. Due date
6. Description of the assignment

After you are done filling all the fields click **Submit.**



This is how the assignment will show.



1. By clicking on the pen you can edit the assignment.
2. By clicking on the bin icon to delete the assignment.
3. When clicked on the page icon you will be able to copy the assignment to the other sections of the course if you have any.

Input Final Grades For Report Card

Login as a teacher and from the dashboard select the course for which you want to input final grades.

Click on the course card and the course details with multiple tabs will open.

Click on the **Grades** tab and select **Input Final Grades**.



Select the appropriate **Marking Period**.

If you have been giving assignments and grading them, then you can click the **Get Gradebook Grades** button. The system will fetch the gradebook grades and calculate it properly based on weightage (if it is configured). You can choose between letter grade or percentage grade by sliding the toggle switch.

You will notice that the **Credit Hour** column is prepopulated and is in editable mode. This means that you can adjust the credit hours for students in a course. There are cases when you might not want to award the full credit hour to a student and for those cases, you can edit the hour.

You can add predefined comments for the course or add your own comments. Once completed, click the Submit button to finalize the grades. These grades will show up on the report card and finally on the transcript.