MyEd BC User Guide for Teachers

Mark Ekelund, School District #28 (Quesnel)   Version 1.3   May, 2016

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Getting Started

LOGGING INTO MYED

Log into MyEd by selecting MyEd from the SD28 home page or by pressing Ctrl-Alt-M on any school district computer. From home, start at the MyEd page on the SD28 web site. You will need to enter your login ID and password. Your login ID will be something like johnsmith28. Note that no capital letters should be used.

Password Requirements
- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

If it is your first time you will need to login using the temporary password you were provided and then enter a new password. The requirements for a password are shown at the right.

These are acceptable passwords: Sitting4$, Cloudy_2day, F8ful_day and Work_4me. These are not: sitting4$ (no capital), Cloudy2day (no symbol), F8ful_d (too short) and Work_forme (no number).

The second time you log in you will need to enter your email address and a question/answer combination. These will be used in the very unlikely case that you forget your password. You can just click the *Forgot my password* link on the login page and will be sent an email allowing you to enter a new password. These can be changed through the preferences option (see below).

NAVIGATING IN MYED

Most navigating in MyEd is with a series of tabs along the top (called top-tabs) and tabs down the left side (called side-tabs). There may also be sub-tabs along the top and down the side.
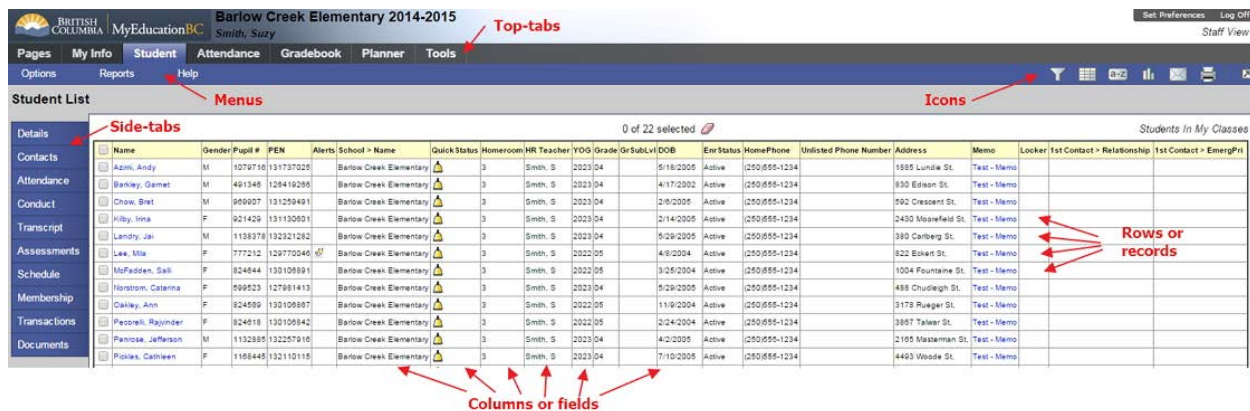
Under the top-tabs are a few menu choices to perform actions specific to the screen. To the right are some tool icons that allow you to change what you see in the list. This list view is common in MyEd, consisting of rows (records) and columns (fields), similar to a spreadsheet.

At the very top are a personal settings bar and a Log Off button. Do not use the browser's red X to leave MyEd and avoid the browser's back button. You can hide those browser buttons by pressing F11.

SETTING YOUR PREFERENCES

You can configure a number of user preferences to make using MyEd faster and easier. On the settings bar, click *Set Preferences*. You will see multiple tabs but only need to worry about two of them.

General:

- Default locale = Canada (this sets the date format)
- Autosave interval (personal choice)
- Records per page (personal choice, depending if you like to scroll down or flip between pages)
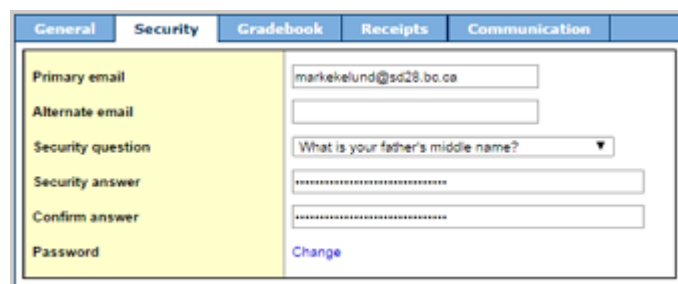- Warn on save (personal choice)
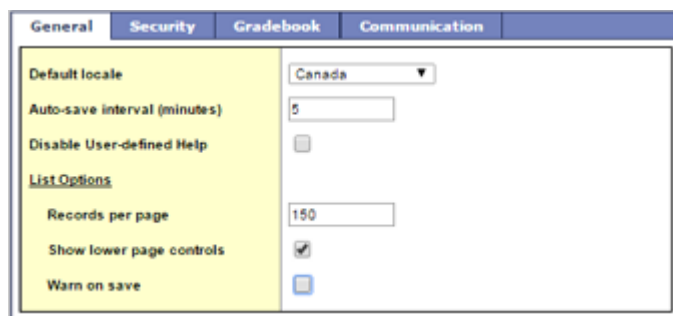
Security:

Set your email address and a security question to allow a reset of your password in the very unlikely event you forget it.

Gradebook:

These settings are only relevant if you are using the MyEd gradebook to record your marks and will be covered in that section.

THE MYED TEACHER HOME SCREEN

The teacher home screen, also called the Pages screen, is highly configurable. As you use different MyEd features you will add more information to the page, but at first it includes only a space for announcements and a list of your classes. The list of classes includes each grade and subject area you teach. It also includes an area for Term Comments not specific to one subject area.

There are buttons to enter report card grades and comments and to send email to the students in a class and/or their parents. If there have been changes to the list of students in a class a button will appear to let you see those changes.

There is a code for each class, something like MFR—05-3 (French, Grade 5, Homeroom 3) or MPH—11-03 (Physics, Grade 11, Section 3).
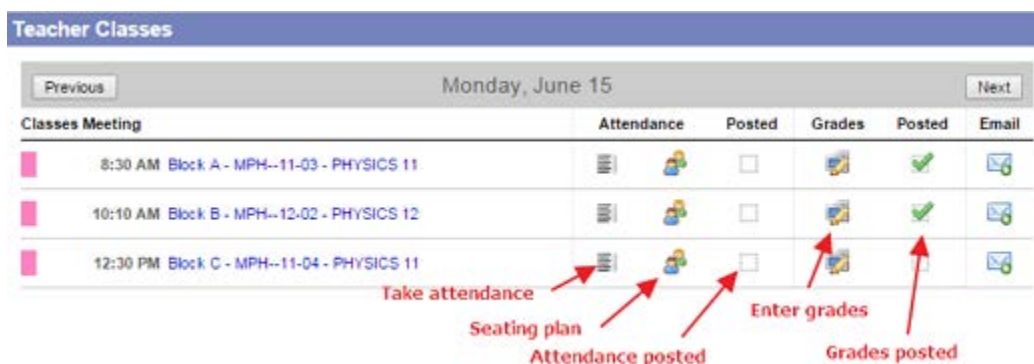
VIEWING STUDENT INFORMATION

Click the Student top-tab to see a list of the students in your classes and homeroom. Click on a student name to see more demographic details for the student. Once a student is selected you can use the side-tabs to see other details about the student including their contacts (including parents), their attendance history, their academic history (transcript) and any documents (such as IEPs) associated with the student.

One of the columns shown in the student list is Alerts:

There are three types of alerts:
- Legal: entered only when a custody or restraining order or other legal document is on file
- Medical: a life threatening medical condition
- Other – Family: notes if the student is staying away from home or other family–related information
- Other - Information: other information that requires an alert
- Other – Health: a non-life threatening medical condition or other health-related information
- Other – Student Services: An alert will appear here if the student is assigned a designation
- Other – IEP: An alert will appear on the student list if an IEP is on file, but details cannot be seeen here.

The list of students you see is determined by the Filter applied using this ⬛ icon. You can select only the students in one grade by using the *Grade = ?* filter or only the students in one class using the Course-Section = ? filter. There are also filters to show only Aboriginal students or only designated special needs students. To see all the students use the *Students in My Classes* filter.

You can change the columns shown in the student list using the *Field Set* button. ⬛ For example, the 1701 Info field set will show student Aboriginal status.

TAKING ATTENDANCE

There are two ways of taking attendance in MyEd. Elementary teachers will normally take attendance by homeroom (daily attendance) and secondary teachers will normally take attendance by class (class attendance).

Elementary teachers can take attendance for their homerooms through the *Attendance* top-tab, *Daily* side-tab. Click the A button for absent students and the L button for late students. To remove an entry, click the P (Present) button. When complete, click the *Post* button. There is a date selector to move to a different date.

Secondary teachers take attendance by selecting the class from their home screen (*Pages* top-tab) or through the *Attendance* top-tab, *Class* side tab.

Click the A button for absent students and the L button for late students. To remove an entry, click the P (Present) button. When complete, click the *Post* button. There are selectors to move to a different date or a different class. If you see an AE for a student, do not make any changes for that student. It means the office has already entered an excused absence, so the attendance system will not phone home for that student.
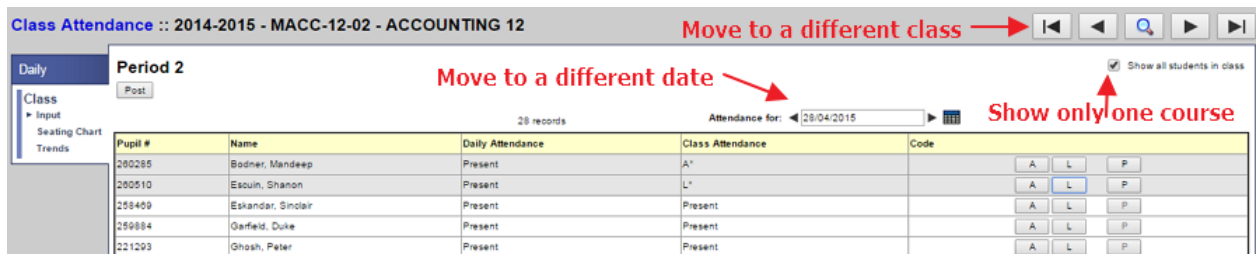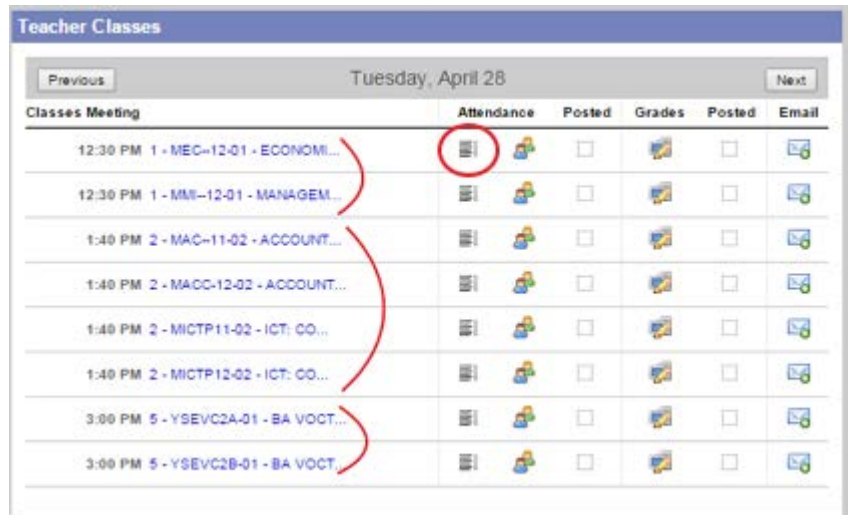
If your class contains multiple courses, as in the example above, you will see the students for all courses at once. To see only the students in the course you have selected, uncheck the box *Show all students in class*.

USING A SEATING CHART TO TAKE ATTENDANCE

Under the *Attendance* top-tab, in the *Class* side-tab is that *Seating Chart* sub-side-tab. A seating chart is useful for taking attendance even if you don't have a set seating plan as it includes student photos. This is very useful for TOCs. Click on *Seating Chart* to see a seating chart for the class. Click on *Design Mode* to change the dimensions of your grid and to put the students into the grid. If you don't use a set seating plan, click on *Alphabetical* to make a grid showing the student photos that a TOC can use to take attendance. Click on *Exit Design Mode* to see the seating Chart. Each student photo also shows buttons for *Absent*, *Late* and *Present*. There is also a *Post* button at the bottom of the screen.

ENTERING REPORT CARD MARKS AND COMMENTS (IF NOT USING THE MYED GRADEBOOK)

Marks and/or comments need to be entered for each course section you are teaching.

Start by clicking on the 🖉 icon under the *Grades* column beside the course section. You will see something like the screen shown here. You can go to the same place by clicking on the *Gradebook* top-tab and *Scores* side-tab.

At the top it shows you what course section and what term you are entering marks for. Enter the term marks in the *Grade* column. If entering letter grades you must use capital letters. After entering each mark you can press the Enter or down arrow key to go down to the next student.
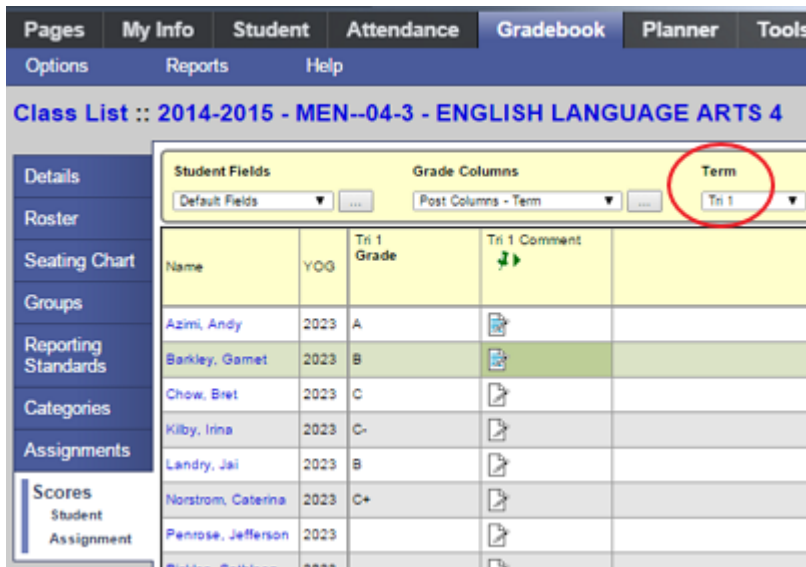
If there is a column for Work Habits they can be entered using Upper Case. Press Ctrl-L to see the options.

To enter comments, click the 🖉 icon. Once you have entered a comment the icon will turn blue. If you want to enter a comment or part of a comment for all the students in the class, enter it for the first student in the list and then press Ctrl-D to copy it down to all the students.

There are three ways to enter comments. You can use a combination of these methods:

ENTERING COMMENTS MANUALLY

You can just type your comments into the box. Do not put a lot of effort into formatting the comment since the formatting may not show on the report card.
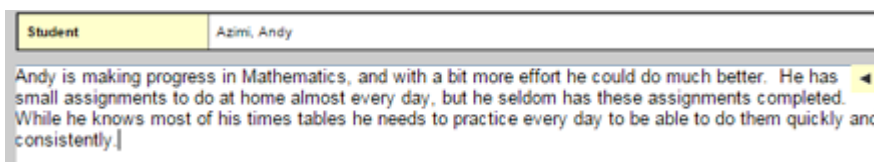
COPYING COMMENTS FROM A MICROSOFT WORD DOCUMENT

You can keep a personal bank of comments in a Microsoft Word document. Select the desired comment in the Word document and press Ctrl-C to copy it. Basic formatting such as a bulleted list will be retained and shown on the report card if you paste it into the MyEd comment box by right clicking and selecting *Paste as plain text*. (This may require you use the Chrome web browser).

If you choose this method you will need to manually enter the student name and change words such as he/she and his/her to match the student.

6
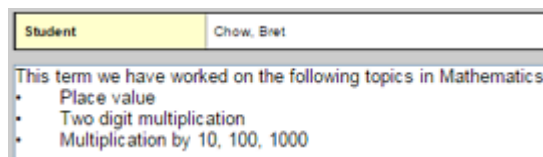
SELECTING COMMENTS FROM THE COMMENT BANK
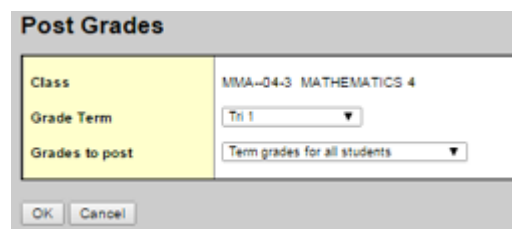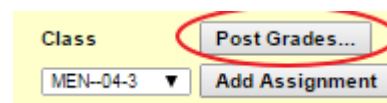
The district maintains a single bank of comments for use by elementary teachers. Each secondary school maintains its own comment bank. Teachers can also add comments to this bank but their comments cannot be seen by others. The comments are categorized by three levels: Grade level, Subject area and Performance level. When looking for a comment you could specify *Primary – Mathematics – High* or *Grade 7 – Science – Low*. Comments also have an individual ID number, so if you have a list of comments you could search for individual comments by their ID number.

To select a comment from the bank, click the ◄ icon at the upper right of the comment box. Select the appropriate grade level, subject and performance level. Click on a comment to put it into the comment. Continue selecting comments from the bank and typing until you have completed the comment for the student. Once you have finished selecting from the bank, click the ► icon to allow you to see the whole comment.

POSTING MARKS TO THE REPORT CARD

When you have finished entering the marks and comments for a course section, click the *Post Grades* button. Until this is done, the marks and comments will not appear on the report card. Select the appropriate term and click OK. Once the marks are posted you will see a green checkmark on your front page. If you later make changes to any marks or comments you need to post again.
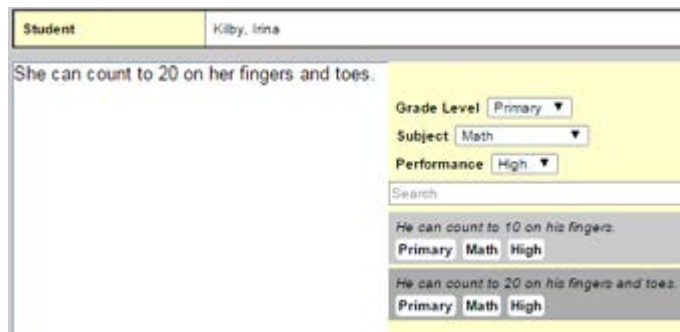
Comment-only course sections in MyEd

Some courses in MyEd are not regular courses that require a mark. These course sections are used to put additional information on the report card.

Social Responsibility:
> Primary students require a mark for Social Responsibility, but intermediate students do not. Intermediate teachers, however, may enter a Social Responsibility comment.

Daily Physical Activity (DPA):
> No marks are entered for DPA. The only comments needed indicate if the student has met the requirements. These comments are in the comment bank under All – DPA.
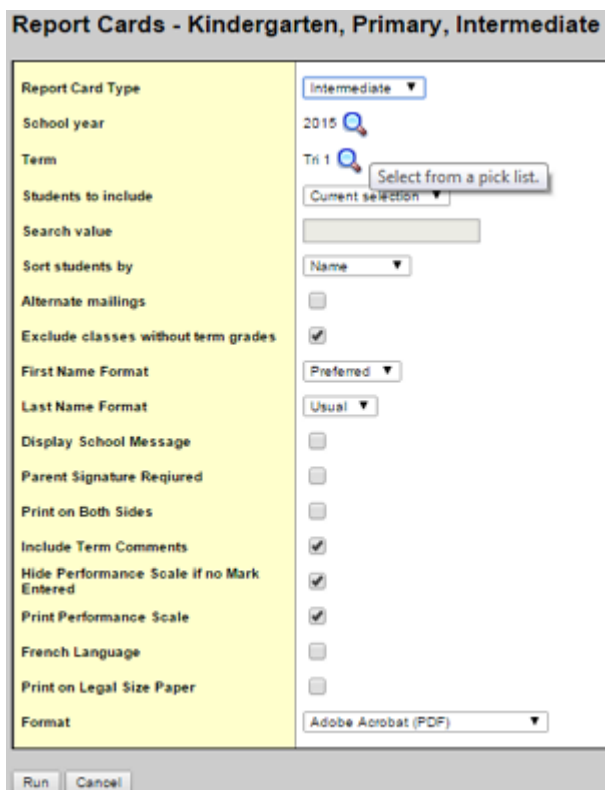
Term Comments:
> This is a place for elementary teachers to make general comments on the student that are not specific to a subject area.

PRINTING REPORT CARDS

Report cards are printed from the class list (*Gradebook* top-tab, *Roster* side-tab) or from the *Student* top-tab. If you want to print report cards for only part of your class, select the student(s) with a filter or by checking on the boxes beside their names and then using *Options – Show Selected*.

Select *Reports – Report Cards –* and choose the appropriate grade level.

Be sure you have the appropriate report card type, year and term selected. Check the boxes to customize the report, usually as shown at right. It is important to check the box "exclude classes without term grades" if there are any subjects that were not reported on this term. Secondary teachers have additional choices, including whether columns should be displayed for final marks and school final exams. Click *Run* to generate the PDF file.

To see your whole list of students, click the Filter button and select *All Records*.

USING THE MYED GRADEBOOK
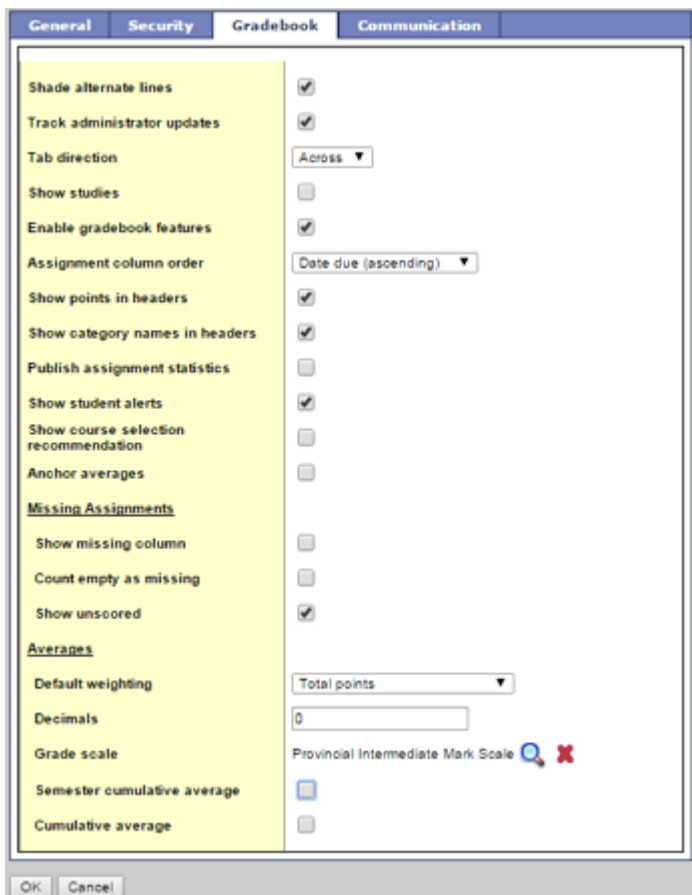
GRADEBOOK SETUP

The setup of the MyEd Gradebook is controlled by clicking on *Set Preferences* in the upper right corner and selecting the Gradebook tab. The settings shown at right should work for most elementary teachers. Some settings you might want to change are:

If you want to group assignments into categories and assign each category a certain portion of the mark, you will want to choose *Category Total Points* for the default weighting. Other options ae explained in the appendix.

Secondary teachers may want to check additional boxes to show more columns in the gradebook.

For more details about these settings, see the appendix.

When the MyEd gradebook calculates your term grades and final grades, it uses weighting that you specify. You specify this weighting in one, two or three places, depending on your preferences.

Calculating Term Grades

If you have chosen in your gradebook preferences to use default weighting of anything **other than** *Total Points* (see above and appendix), you are using categories (sometimes called bins) to weight your marks. You set the weighting of each category when you create the category (see below). You can see the weighting of

	Code	Desc	Default GradeScale > Name	Weight	Percent
	Assign	Assign	Provincial Mark Scale Final Marks	30.0	30.0%
	Lab	Lab	Provincial Mark Scale Final Marks	20.0	20.0%
	Quiz	Quiz	Provincial Mark Scale Final Marks	25.0	25.0%
	Test	Test	Provincial Mark Scale Final Marks	25.0	25.0%

all the categories in the *Gradebook* top-tab, *Categories* side-tab. This weighting determines how the term grade is calculated.

If you have selected default weighting of *Category and Assignments,* you can also give a weighting to individual assignments when you create them (see appendix).

Classes *	MPH--12-02 (selected)
Category *	Quiz
GB column name *	Quiz 3
Assignment name *	Static Electricity
Date assigned *	30/04/2015
Date due *	30/04/2015
Total points *	10.0
Weight	1.0

Calculating Final Grades

The final grades for a course are calculated from the Post Columns shown in the gradebook, including any manual changes you have made. You specify how the final grades are calculated in the *Gradebook* top-tab, *Details* side-tab. Here you specify the percentage of the final grade to come from each term and a final exam, if any. By checking the box as shown you can apply this

Grade calculation weights

	Q3 Grade		Q4 Grade		School Exam 2	
	Default	Actual	Default	Actual	Default	Actual
Final Mark	2.0	40	2.0	40	2.0	20

Apply weights to other selected classes ☑

	Course	Description	Term	Schedule
☐	MPH--11-03	PHYSICS 11	S2	Block A(Day 1-Day 2)
☐	MPH--11-04	PHYSICS 11	S2	Block C(Day 1-Day 2)

weighting to all your classes at once.

Grade calculation weights

	Q1 Grade		Q2 Grade		School Exam 1		Q3 Grade		Q4 Grade		School Exam 2	
	Default	Actual	Default	Actual	Default	Actual	Default	Actual	Default	Actual	Default	Actual
Final Mark	2.0	20	2.0	20	2.0	10	2.0	20	2.0	20	2.0	10

For year-long classes you have the option of including marks from both a mid-year and a final exam. If you don't have exams, enter 0 in these cells. For semester courses you have only one column to enter an exam mark, so if you have two exams you will have to manually calculate a single exam score.

On this screen is also an option to *Link* classes, which adds the same assignments to multiple classes. This is probably useful only for classes in the same semester. Otherwise, use I assignments.

CAUTION: CHANGING PREFERENCES MID-YEAR

All settings in the gradebook can be changed at any time and **averages are re-calculated** whenever changes are made. Changes will not be made to the post columns until you *Update Post Columns* (see below).

Changes will not be made to the report card until you re-post grades to the report card. **It is important that any changes in grade calculation methods are well understood and communicated clearly to students.**

ADDING ASSIGNMENT CATEGORIES

Use the *Gradebook* top-tab and the *Categories* side-tab to create assignment categories. Check the box beside one of your classes and click *Options – Add* to create a new category. Keep the *Code* short as it will appear at the top of the spreadsheet columns. The *Assignment Defaults* section will set initial values for all the assignments you make – it is there to save you time in the future.

For the grade scale, select *Provincial Mark Scale – Interim*. Entry mode can be numbers, letters or both. Total point should be the maximum score that you usually use for assignments. Leave the visibility type set to *Private*.

Code *	Assign
Description *	Assign
Weight	30.0

Assignment Defaults

Grade Scale > Name	Provincial Mark Scale Final Marks
Entry mode	Both
Total points *	10.0
Weight	1.0
Extra credit points	0.0
Score cannot be dropped	☐
Visibility type	Private

You can also import the categories you have set up in a different class using *Options – Import Categories*.

ADDING ASSIGNMENTS

To add a new assignment, use the *Gradebook* top-tab, *Assignments* side-tab and select *Options - Add Assignment*. (You can also add assignments from the spreadsheet.) You should not create assignments for mid-year or final exams that are not counted within a term – these are entered elsewhere. Note that the list of assignments defaults to showing only the current term. Click the Filter button and select *All Records* to see all the assignments for the year.

Pages	My Info	Student	Attenda
Options		Reports	Help

Add Assignment
Add Ungraded Assignment   15 - MEN--04-3
Delete
Modify List
Mass Update...
Copy Assignments   ntName
Import Assignments...
Shift Assignment Dates...
Query...
Show Selected
Omit Selected

Reporting
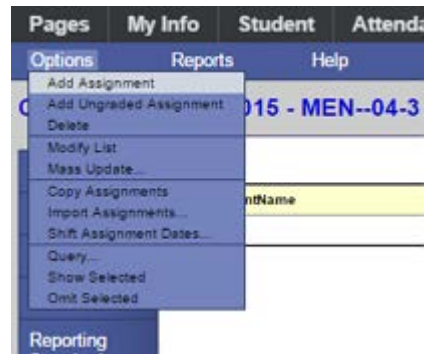
When you select a category for the assignment, all the default settings you made in that category will be filled in. Enter a short column name and a longer, more descriptive name. The date assigned and date due may be the same. The assignments in the spreadsheet will be ordered by the due date.

Check that the total points for the assignment is correct. The other settings can probably be left as their default values. Note that you can also import assignments from other classes or other years using *Options – Import Assignments.* Only if you have chosen weighting of *Categories and Assignments* will you see an option to give a weighting to the assignment.

Class List :: 2014-2015 - MEN--04-3 - ENGLISH LANGUAGE ARTS 4 :: Poem Writing #1

Save Cancel   Default Templat

Details	General	Portal Description	Standards

Roster				
Seating Chart	Classes *	MEN–04-3 (selected)	Options	
Groups	Category *	Assignments	Extra credit	☐
Reporting Standards	GB column name *	Poem 1	Extra credit points	0.0
	Assignment name *	Poem Writing #1	Sequence number	0
Categories			Score not droppable	☐
Assignments ▸ Details	Date assigned *	9/25/2014	Visibility type	Private
	Date due *	9/25/2014	Entry mode	Both
Scores	Total points *	10.0	Grade Scale	Provincial Intermediate Mark Scale
			Grade Term *	Tri 1
	Online submission		Recurring Options	● None ○ Daily ○ Weekly ○ Monthly
	Open date			
	Close date			

If an assignment is a bonus assignment check the Extra Credit checkbox. The marks will be added to the students' term grade but will not count against the student if it is zero. If you just want to be able to enter an additional bonus score within the assignment by entering a score of over 100%, enter the maximum bonus you might add in the Extra Credit Points field.

ENTERING ASSIGNMENT MARKS

Select the *Scores* side-tab to see the marks spreadsheet. Select the appropriate term(s) and select *All* in the *Grade Columns* field. You should see a column for each of your assignments in the class.

The column heading tells you the short name of the assignment, the due date, the category and the total points. There will be icons to show that both the assignment and the marks are private and not shared online with parents or students. There is also an icon to show that you have not locked the column from further editing.

Click in a column and enter marks. Normally these would be numbers, but it is also possible to enter letter grades (which will be converted to numeric marks A=93, B=79, C+=69, C=63, C-=55, I=25, F=0). The marks are saved automagically as you enter them.

To copy one mark down for the whole column enter Ctrl-D.

Exempt Scores:

A score left blank will be exempt – it will not count against the student. If you want a score to count as a zero, you must enter a zero. To set a score you have already entered as exempt, press Ctrl-E.

To make it more obvious you can create Special Codes that will count as either exempt or zero. To create a special code, go to Tools top-tab, Special Codes side-tab and use Options-Add. Enter a short code (i.e. Ex for exempt or NHI for not handed in), choose exempt or zero, choose whether it should be counted as a missing assignment and select a colour. When you enter the code in a score it will change to that colour.

POSTING MARKS TO REPORT CARD (END OF TERM)

Once all assignment marks are entered at the end of term the final mark must be posted to the report card. This involves two steps:

1. Update Post Columns

   In the *Grade Columns* field, select *Post Columns – Term*. Then select *Options – Update Post Columns*. This will take you through a wizard that will populate the marks for that term. You will select the term and then select the gradebook column to use.

   Most teachers will select the term average (i.e. Average Q3); those reporting cumulative marks will select the cumulative average. The note shown at right indicates that if you have manually changed any term marks they will not be over-written by this process.
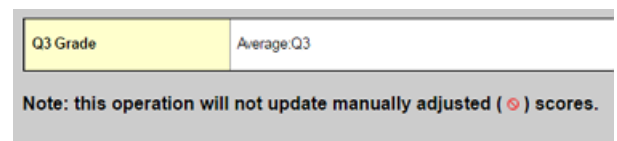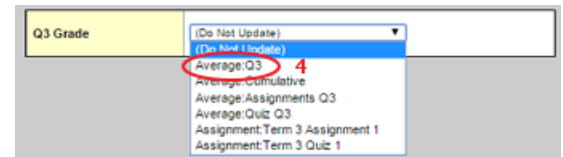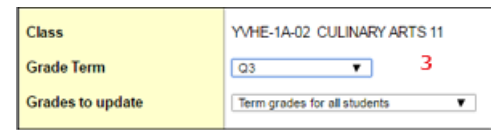
2. Post Marks to Report Card

   Once all marks and comments are complete and the post columns have been updated, select *Post Columns-Term* in the *Grade Columns* field and review what will be posted to the report card. You can make manual changes at this time.

   Then click the *Post Grades* button. **Select the appropriate term** and click OK. Once the marks are posted (for any term) you will see a green checkmark on your front page for that course. **If you later make changes to any marks or comments you need to post again.**
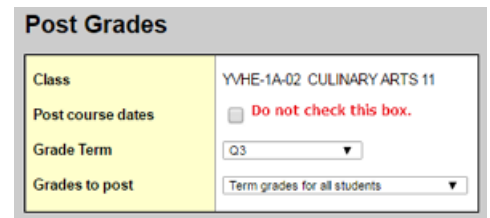
POSTING MARKS TO REPORT CARD (FINAL TERM)

When updating the post columns for the final term (see above) you should not update the final exam column or the final mark column.
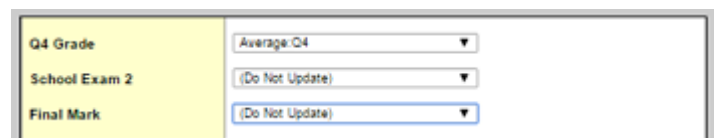
If there are midyear and/or final exams, the scores should be entered in the appropriate columns of the post columns. Then the *Update* button should be clicked to fill in the final marks for the course. The final grade is calculated according to the weights you have added in *Gradebook* top-tab, *Details* side-tab.

Once you have updated the final term grades, entered the final exam marks (if any) and updated the final marks you should post the final term grades to the report card. That will also include the exam and final marks for the course. The report card is now ready to be printed.

In summary, the process of using the gradebook will be something like this:

	Step	Where to do it
1	Set default weighting method	*Set Preferences* – top right
2	Set grade calculation method	*Gradebook* top-tab, *Details* side-tab
3	Create categories (and set category weighting)	*Gradebook* top-tab, *Categories* side-tab
4	Create assignments	*Gradebook* top-tab, *Assignments* side-tab
5	Enter assignment scores	(automatically calculates term average)
6	Update post column for term	*Options* menu
7	Make any manual changes to post columns	
8	Post grades to report card	*Post Grades* button
9	Print report card	*Student* top-tab, *Reports* menu

PRINTING MYED REPORTS

BC Class List (presently not available)
- Gradebook top-tab (list of classes), Reports – BC Class List
- For Sections to include, select Teacher and enter your name (i.e. Smith, Sally) in the Search value box
- This includes Aboriginal and Special Education information, but may not fit on one page

BC Marks Verification with Comments
- Gradebook top-tab (list of classes), Reports – BC Marks Verification with Comments
- Check box beside one class before printing or print for all classes
- Select the term
- Shows term grade, work habit and comment for each student

Blank Grading Sheet
- Gradebook top-tab (list of classes), Reports – Blank Grading Sheet
- You can up to 15 columns to show beside the student name
- There is no room to write at the top of the columns – you would have to write at the bottom
- For Sections to include, select All or Section and enter the section code (i.e. MPH—11-01)

Gradebook Sheet
- Gradebook top-tab, Scores side-tab, Reports – Gradebook Sheet
- Report depends on what is presently showing on the scores view, can show all assignments as well as term averages. You can choose to hide student names

Class List
- Gradebook top-tab (list of classes), Reports – Class Lists
- A very simple report showing the student name and YOG
- For Sections to include, select All or Section and enter the section code (i.e. MPH—11-01)

Attendance Classroom Input (presently not available)
- Attendance top-tab, Reports – Attendance Classroom Input
- Gives a list of students with 5 boxes for recording attendance for a week

Progress Report

- Gradebook top-tab, Scores side-tab, Reports – Progress Reports
- You have a choice of student information to include, assignments to include
- You can enter a message to include for all students, include attendance and other information
- While you are supposed to email the report if you select only one student, that is not working at this point. Instead, you can email the report to parents as follows:
  o Produce the PDF progress report for all students in the class. Save it to your downloads folder. It will have a name something like report495.pdf.
  o Open Windows Explorer (Windows key – E), go to your downloads folder, sort it by date and double click the report to open it in Adobe Acrobat.
  o Use Edit-Take a Snapshot and drag across the screen to take a picture of the report for a student.
  o Go back to MyEd, Student top-tab, select the student and in the Contacts side-tab, click on the email address you want to use. An email message will open.
  o Paste the snapshot of the progress report in the body of the message.
  o Go back to Acrobat, select another student's report and begin again. It sounds complicated but after a bit of practice you should be able to do a whole class in about 15 minutes, if MyEd cooperates.

Assignment History Report

- Gradebook top-tab, Scores side-tab, Reports – Assignment History
- Similar to the progress report; one page per student
- Lists all assignment scores and the term average
- Could be emailed similar to the progress report.

Note: Other reports will be added to this document as they become available.

Exporting data to Excel

It is very easy to export certain information to Excel. Many of the screens have an icon of a printer in the upper right corner of the screen. To export the data on the screen to Excel, just click that printer icon and select CSV. The data file will download and clicking on it will open it in Excel.

USING EMAIL WITHIN MYED

You can send emails to individual students, individual contacts (parents, etc.) or to any groups of students or their contacts. On the *Student* top-tab or the *Roster* of a class you can click the field set button and select *!SD28 Default* to see student emails (if entered) or select *Contact Emails* to see contact emails. Click on the email address to send an email to that individual. The Contact Emails field set also shows you what contacts have provided an email address and have agreed to receive emails.
To send an email to all the students in a class or all of their contacts who have provided an email address and asked to receive emails, click on the Email icon beside the class on the Pages top-tab screen. You will see the list of addresses it will go to.

APPENDIX - MYED GRADEBOOK PREFERENCES

The MyEd Gradebook preferences determine not only how the gradebook looks, but also how it calculates the final grade for a course.

- Shade alternate lines (Changes look of spreadsheet.)
- Track administrator updates (A blue exclamation mark appears next to any grades or comments changed by the office.)
- Tab direction (Move Down or Across when Tab key is pressed.)
- Show studies (not used in BC)
- Enable gradebook features (MUST be checked, or nothing works.)
- Assignment column order (Ascending displays oldest assignments at left. Descending displays most recent assignment at left. Sequence number displays assignments in sequence assigned by the teacher.)
- Show points in header (Displays total points for an assignment in the column header.)
- Show category names in header (Displays abbreviated category code in the assignment column header, such as HW, Test, etc.)
- Publish assignment statistics (Pertains to Student/Parent Portal. If checked, displays highest, lowest, and mean scores next to assignments viewed in the portal. May be determined at the district level.)
- Show Student Alerts (Displays alert icons next to student names.)
- Show course selection recommendation (Not used – leave unchecked.)
- Anchor averages (Shows any average columns on the left; if unchecked they are shown to the far right.)
- Missing Assignments
  - Show missing column -the Missing column includes assignments entered using special codes.
  - Count empty as missing - you might want to select this checkbox at the end of a term when you have finished entering all assignment scores. Otherwise, the Missing column will include scores for assignments you have not graded yet.
  - Show unscored – not used in BC

- Default weighting – This setting is significant as it sets the default mark calculation for the gradebook. Note however, that this setting can be overridden at the course Category or Assignments levels as it is strictly a default. An explanation of each of the settings is provided below, as well as in the online help system.

  ➢ Select **Total Points** to calculate averages by dividing the total points a student earns by the total number of points possible, regardless of category. For example, a student receives 10/10, 9/10, 8/10 for Assignments, and 7/10, 8/15 for Tests. The student's average is 42/55 = 76%. (This is the simplest method of calculating final grades and should be used unless you want something more complicated.)

  ➢ Select **Category Total Points** to use total points calculation for individual assignments within categories that are weighted. For example, a Homework category is weighted at 25%. Within the Homework category are assignments; 8/10, 7/10, 12/15 for a total of 27/35 possible points or 77%. This value is then multiplied by the category weight 77 x .25 in calculating the term average. (This is the simplest method if you want to group your scores.)

  ➢ Select **Categories Only** (weighted categories) if you want to weight only the categories in your gradebook, assignments are averaged within each category. For example, if you create three categories: Homework, Tests, and Quizzes. All homework assignments are calculated as a percentage and averaged, as are all tests and quizzes. To determine student term averages, Homework might be set to 25% of the grade, Tests 50% of the final grade, and Quizzes worth 25% of the final grade. (Note: with this method a test marked out of 10 and another test marked out of 100 both count the same towards the final mark – you have no control of this.)

  ➢ Select **Category and Assignments** (weighted) if you want to weight both categories and assignments within those categories. Assignments are weighted first after converting to percentages and then multiplied by the weighted value. For example, a student's homework average is worth 25% of the term grade, but each assignment within the category is weighted differently. Perhaps a reading homework assignment is weighted as 1, and an intensive writing homework assignment 3. The marks will first be converted to a percentage and then multiplied by the set values. (Note: with this method a test marked out of 10 and another test marked out of 100 both count the same towards the final mark unless you manually weight each assignment. This is the only option that allows you to manually control the weighting of individual assignments.)

- Decimals (Determines how many decimal points to use in calculating grades. Impacts averages in Gradebook only.) 0 or 1 should be enough.
- Grade scale (There is one grade scale for intermediate classes and another for secondary interim grades.)
- Semester Cumulative Average - Select this checkbox to show a column for semester cumulative average.
- Cumulative Average - Select this checkbox to show an overall course cumulative mark calculation. If you are reporting cumulative grades for year-long courses on report cards, you will want to use this column to update your post columns.