

How To Calculate Grades 1st Quarter

A couple of things to know:

- A. Check your session before you calculate grades. If you've waited until after the last day of the nine-weeks to calculate your grades, you'll have to return to Session 1.
 - B. If you force grades and then need to recalculate, be aware that if you re-calculate an entire class you will have to force grades again for that class. If you only need to re-calculate one person, filter that person.
1. Click "**% Grades**" tab
 2. Click "**Calculate Grades**" tab
 3. Select "**FIRST NINE WEEK Midterm Grade**"
 4. Verify this: The **Begin Assignment Due Date** should be the beginning of the 9-week period. The **End Assignment Due Date** should be the last day of the 9-week period.
 5. If you want to drop the lowest score, click the box.
 6. If you want to drop the highest score, click the box.
 7. Click "**Next**"
 8. The students who are in the **Selected Students** box are your current students. If you have any students who are off-roll because of suspensions, click the "off roll" box and move them to the Selected Students box (you may need to go to "Classic View" and change N/A grades to zero...)
 9. Check your list of names for accuracy... You don't want to "accidentally" assign a grade to someone who just moved in and has no RHS grades...
 10. Click "**Next**"
 11. The Selected Assignments box should have only first 9 weeks assignments. If there are any assignments that you do not want to include in the grade calculation, you can move them to the Available Assignments box.
 12. Click the "**Calculate Grades**" box
 13. Once the grades are calculated, the students will be listed with their calculated score and assigned score. You may override the calculation by typing a number or letter grade in the white box. For comments, you can type in your own comment to print on the student's report card or select from a list of pre-defined comments by clicking the ellipsis next to the comment.
 14. **IMPORTANT***** Click SAVE to save the grades.**
 15. Click the "**Recorded Grades**" tab and verify your grades. **CHECK THEM FOR ACCURACY.**
 16. Go to next class period and repeat previous steps.

ALL GARDES MUST BE SAVED BY OFFICE DEADLINE