

Gradebook Set Up

Each class in your gradebook needs to be set up to accept assignments and grades.

Grading Methods

You must first decide on one of two grading methods:

- **Weighted Categories** - Assignments are categorized. Each category counts a certain percentage of the term grade. The term grade is determined by calculating the grade the student earned in each category (total points method within the category), and then adding up the weighted category grades. See the following example:

Category	Category Weight	Category Grade Earned by Student	Points towards Total Grade (= Weight x Grade)
Homework	10 %	80 %	8
Classwork	50 %	84 %	42
Tests & Quizzes	40 %	75%	30
		Final Grade	80 %

- **Total Points** - The term grade is calculated by dividing the total points the student has earned on all assignments by the total points that all assignments are worth.

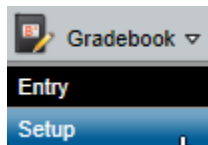
You can have a different grading method and percentages for each class, and even for each term within a class.

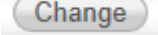
Weighted Categories Grading Method

Step 1 - Define Categories

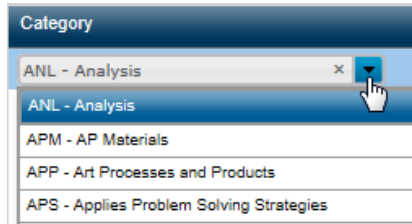
At least one category must be entered for each class in your gradebook, even if you decide to grade with the Total Points method.



- From your **Home** page, use the **Gradebook** dropdown, select **Setup**.









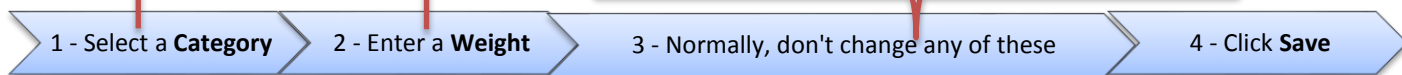
- To select a different class click the change button  and Select class and click on OK.
- Click the **Categories** Tab.

- Click on the categories dropdown to select categories.
 - To request a category not listed on the dropdown, contact the eSchool Help Desk at eSchoolPlus@fcps.org.



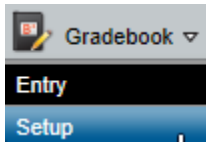
- Enter category **Weight**.
 - Total Category weight should equal 100%.
 - All Categories should be used during the term.
- If you choose to drop low scores, enter the number of low scores to drop in the **Drop Lowest** column, otherwise, default to zero (0).
- Allow **Marking Periods** to default to all four marking periods. (Do not check the boxes)
- Accept the default “Exclude Missing Scores from the Average” or choose “Missing scores count as zero (0) in the average” from the dropdown in the **Exclude Missing** column.
- To add another category click on the **add category** icon  .
- **Save** by clicking on the Save icon  .

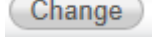
Category	Weight	Drop Lowest	Marking Periods	Exclude Missing	Actions
CW - Classwork	50.00	0	Default	Exclude missing scores from the average	 
HW - Homework	10.00	0	Default	Exclude missing scores from the average	 
TSTQZ - Tests/Quizzes	40.00	0	Default	Exclude missing scores from the average	 






Step 2 – Add Assignments

- From your **Home** page, use the **Gradebook** dropdown, select **Setup**.

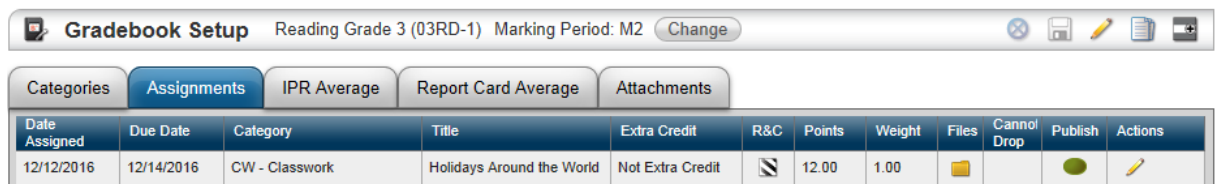


- To select a different class click the change button  and select class.

- Select the **Assignments** Tab.
- Enter assignment details.
 - Enter **Date Assigned**.
 - Enter **Date Due**.
 - Assignment will be calculated into average on date due.
 - Enter **Category**.
 - Use all categories defined in setup.
 - Enter **Point** value.
 - **Weight** should be 1.0.
 - **Publish**.
 - Enables parents to view in HAC.

Icon	Publish Status	Description
	not published	Assignment cannot be viewed in HAC.
	assignment published	Assignment can be viewed in HAC, but no scores can be viewed.
	scores published	Both assignment and scores are visible in HAC.

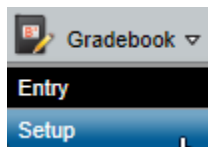
- Click the **Save** icon to save the assignment.

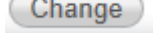


Total Points Grading Method

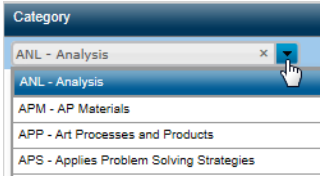
Step 1 – Define Categories

- From your **Home** page, use the **Gradebook** dropdown, select **Setup**.



- To select a different class click the change button  and select class.
- Click the **Categories** Tab.
- Check the Calculate average using total points box.

- Use the dropdown to select categories.
 - Select **TP - Total Points** if you are **not** going to use categories to organize your assignments.
 - Enter each category if you wish to organize your assignments by category.

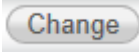





2 - Select a **Category**

3 - Normally, don't change any of these

4 - Click **Save**

Step 2 – Add Assignments

- From your **Home** page, use the **Gradebook** dropdown and select **Setup**.
 - To select a different class click the change button  and select class.
- Select the **Assignments** Tab.
- Enter assignment details.
 - Enter **Date Assigned**.
 - Enter **Date Due**.
 - Assignment will be calculated into average on date due)
 - Enter **Category**.
 - Enter **Points**.
 - **Weight** should be 1.0.
 - **Publish**.
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	scores published	Both assignment and scores are visible in HAC.


- Click the **Save** icon to save the assignment.
- To add a new assignment click on the add assignment icon.



Gradebook Setup Reading Grade 3 (03RD-1) Marking Period: M2 Change											
Categories		Assignments	IPR Average	Report Card Average	Attachments						
Date Assigned	Due Date	Category	Title	Extra Credit	R&C	Points	Weight	Files	Cannot Drop	Publish	Actions
12/12/2016	12/14/2016	CW - Classwork	Holidays Around the World	Not Extra Credit	<input checked="" type="checkbox"/>	12.00	1.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Note: Assignments can also be added from the **Gradebook Entry Screen**.

- From your homepage, use the **Gradebook** dropdown and Select **Entry**.

- Click on the **Add Assignment** icon  .
- Enter assignment details.

Assignment Details 2/14/2016 10:00 Close

Title*

Date Assigned

Due Date*

Description

Category*

Rubrics/Competencies

Points*

Weight*

Extra Credit

Publish

Cannot Be Dropped

Attachments

- **Save.**