
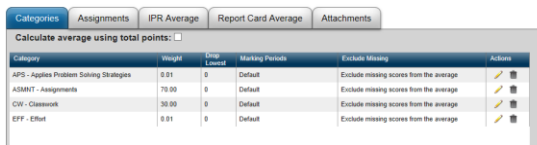











Setting up an Override for APS and Effort grades in Math

Step 1 - Define Categories: Categories are selected from the dropdown. They do not have to be the categories used in the example below. The total of your categories should equal 100%. Click on the add category icon  to add additional categories.

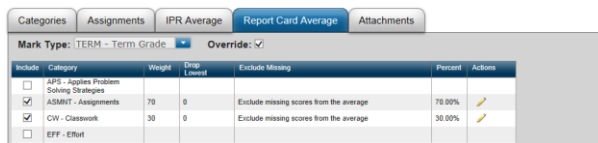
- Go to Gradebook | Setup
- Select Math Course
- Click on Categories Tab to Setup Categories
 - Click dropdown and select categories (categories should total 100%)
 - Click dropdown and select APS (make weight .01)
 - Click dropdown and select Effort (make weight .01)










Category	Weight	Drop Lowest	Marking Period	Exclude Missing	Actions
APS - Applies Problem Solving Strategies	0.01	0	Default	Exclude missing scores from the average	 
ASMT - Assignments	70.00	0	Default	Exclude missing scores from the average	 
CW - Classwork	30.00	0	Default	Exclude missing scores from the average	 
EFF - Effort	0.01	0	Default	Exclude missing scores from the average	 

Step 2 - Term Grade: Enter as many categories as you would like to make up your term grade, as long as it totals 100%. When you press the load from gradebook icon  on the Grade Reporting | Report Card screen, these scores will load on the Report Card Screen to save you data entry time at report card time.

- Click on Report Card Average Tab
- Select Term Grade from the dropdown
- Check the Override box
- Select Categories to be included in Term grade



Include	Category	Weight	Drop Lowest	Exclude Missing	Percent	Actions
<input type="checkbox"/>	APS - Applies Problem Solving Strategies	70	0	Exclude missing scores from the average	70.00%	 
<input checked="" type="checkbox"/>	ASMT - Assignments	70	0	Exclude missing scores from the average	70.00%	 
<input checked="" type="checkbox"/>	CW - Classwork	30	0	Exclude missing scores from the average	30.00%	 
<input type="checkbox"/>	EFF - Effort					

Step 3 - Override Applied Problem Solving Strategies: Creating an override on the Report Card average will enable you to enter APS scores in your gradebook. When you press the load from gradebook icon  on the Grade Reporting | Report Card screen, these scores will load on the Report Card Screen to save you data entry time at report card time.

- Click on Report Card Average Tab
- Select APS from the dropdown
- Check the Override box


Creating APS/Effort Override

- Check the APS – Applied Problem Solving Strategies box



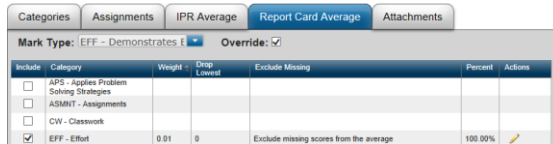
The screenshot shows the 'Report Card Average' tab selected. The 'Mark Type' is 'Applies Problem Solving' and the 'Override' checkbox is checked. The table below shows the configuration for the average:

Include	Category	Weight	Drop Lowest	Exclude Missing	Percent	Actions
<input checked="" type="checkbox"/>	APS - Applies Problem Solving Strategies	0.01	0	Exclude missing scores from the average	100.00%	
<input type="checkbox"/>	ASMIT - Assignments					
<input type="checkbox"/>	CW - Classwork					
<input type="checkbox"/>	EFF - Effort					

Step 4 - Override Effort: Creating an override on the Report Card average will enable you to enter Effort grades in your gradebook. When you press the load from gradebook icon  on the Grade Reporting | Report Card screen, these scores will load on the Report Card Screen to save you data entry time at report card time.

Click on Report Card Average Tab

- Select Effort Grade
- Check the Override box
- Check the Eff – Effort box



The screenshot shows the 'Report Card Average' tab selected. The 'Mark Type' is 'EFF - Demonstrates' and the 'Override' checkbox is checked. The table below shows the configuration for the average:

Include	Category	Weight	Drop Lowest	Exclude Missing	Percent	Actions
<input type="checkbox"/>	APS - Applies Problem Solving Strategies					
<input type="checkbox"/>	ASMIT - Assignments					
<input type="checkbox"/>	CW - Classwork					
<input checked="" type="checkbox"/>	EFF - Effort	0.01	0	Exclude missing scores from the average	100.00%	