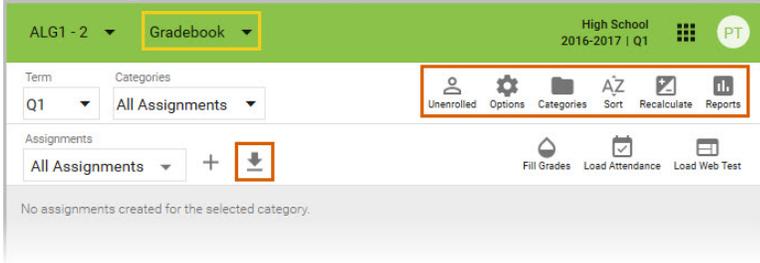


Options

Overview

Various Gradebook settings allow you to configure calculation method, preferences, categories, and other options.

1. From RenWeb ①, click  (Menu).
2. Click **Classroom**.
The **Classroom** screen displays.
3. Select a class.
4. From the **Classroom** menu, click **Gradebook**.
The **All Assignments** screen displays. The default screen may be changed, as instructed in Preferences below.



5. Click  **Options**.
6. Make any desired changes.
7. Click  (Save)

Load Defaults

It is possible to load the defaults configured by administration for the course level of which your class is a part.

1. Click **Load Defaults**.
The confirmation screen displays.
2. Click **Load Defaults** to overwrite your configuration with administration default settings.

Calculation

Method	Time Frame	Decimals
Percent	Term	0

Method Points

- Assignments have a grades expressed as points earned.
- The value of each assignment is determined by its maximum points.
- Categories are NOT weighted.
- The term grade is determined by adding all the points earned and dividing by the total possible points.

Percent

- Assignments have grades expressed as percentages.
- The value of each assignment is determined by its weight.
- Categories are weighted.
- The term grade is determined in two steps.
 1. Assignment grades are averaged (according to their weight) within each category.
 2. Category grades are then averaged (according to their weight).

Mixed

- Assignments have grades expressed as points earned.
- The value of each assignment is determined by its maximum points.
- Categories are weighted.
- The term grade is determined in two steps.
 1. The total points earned is divided by total possible points within each category.
 2. Category grades are then averaged (according to their weight).

Points			
Categories	HW	Quiz	Test
Category Weights	NA	NA	NA
Assignment Grades	9/10	3/5	90/100
	80/100	10/10	
	30/50		
Mathematical Calculation	$\frac{9+80+30+3+10+90}{10+100+50+5+10+100}$		
Result	80.10%		

Percent			
Categories	HW	Quiz	Test
Category Weights	20%	30%	50%
Assignment Grades (Assignment Weights)	9/10 (1)	3/5 (1)	90/100 (1)
	80/100 (1)	10/10 (1)	
	30/50 (1)		
Mathematical Calculation	HW: $90\% + 80\% + 60\%/3 = 77\%$ Quiz: $60+100/2 = 80\%$ Test: $90/1 = 90\%$ $(77\ 20\%)+(80\ 30\%)+(90\ 50\%)$		
Result	84.40%		

Mixed			
Categories	HW	Quiz	Test
Category Weights	20%	30%	50%
Assignment Grades	9/10	3/5	90/100
	80/100	10/10	
	30/50		
Mathematical Calculation	HW: $9+80+30/160 = 74\%$ Quiz: $13/15 = 87\%$ Test: $90/100 = 90\%$ $(74\ 20\%)+(87\ 30\%)+(90\ 50\%)$		
Result	85.90%		

Time Frame

The Time Frame determines whether assignments are visible and averaged only in within the terms in which they are created, or are cumulative across the semester or year.

- **Term:** Assignments are grouped by term. For example, only Q2 assignments are used to determine the Q2 average. The S1 grade, if applicable, must be determined by averaging Q1 and Q2 (possible along with a semester exam).
- **Semester:** Assignments are grouped by semester. For example, both Q1 and Q2 assignments are used to determine the Q2 average. The S1 grade is equal to a student's grade at the end of Q2.
- **Year:** Assignments are grouped by year. For example, Q1, Q2, Q3, and Q4 assignments are used to determine the Q4 average. The final grade is equal to a student's grade at the end of Q4.

Decimals

Decimals determines the number of decimal places displayed. Entering a decimal place of 1 will round the average to the first decimal place. For example, a calculated average of 92.32641 will be rounded to 92.3.

Preferences

- **Default Gradebook View:** select the default screen display when accessing Gradebook. Categories must be configured to display as an option. See [Gradebook Categories](#) below.
- **Default Assignment Max Points:** enter the typical point value of your assignments.
- **Web Progress Report:** select the type of progress report accessible in ParentsWeb.
- **Cap Category Grade at 100:** The category average will not exceed 100 even if the calculated grade is greater.
- **Cap Term Grade at 100:** The term average will not exceed 100 even if the calculated grade is greater.
- **Show Earned Points:** The progress report will display total points earned. (This option is usually selected when using the Points Calculation Method.)
- **Show Curve Points:** The Summary screen will display a Curve option.

Student Name	HW 25	Quizzes 35	Test 40	Curve	Grade
Abbott, Luke	100	98	96	0	98/A
Adams, Katherine	100	98	100	0	99/A+
Alexander, Gray	100	85	75	0	84/B

Letter Grade

Since Gradebook calculates numeric averages, this setting allows you to specify the letter value for any given calculated grade. Schools which do not show letter grades on report cards or transcripts do not need to configure letter grades.

Note: Letter grades are typically configured by administration, and should not be changed by teachers.

Letter Grade

Letter	Grade
A	94
A-	90
B+	88
B	85
B-	83
F	0

[Add](#) [Clear Letter Grades](#)

1. Click **Add** to add a new line.
2. Type a **Letter**.

3. Type the lowest **Grade** to earn the **Letter**.
 - In this example, an average of **88** or **89** will result in a letter grade of **B+**.
4. Repeat for all letter grades.
5. Click **Save**.
 - Click **Clear Letter Grades** to delete the table data.

Grading Codes

Codes allow you to grade assignments using non-numerical characters, and designate missing, pending, excused, and other assignment statuses.

In the example below, **Mis**(sing) calculates as a zero, but **Pend**(ing) and **Ab**(sent) do not calculate.

Code	Percentage Value	Exempt
A	95	<input type="checkbox"/>
B	85	<input type="checkbox"/>
C	75	<input type="checkbox"/>
Mis	0	<input type="checkbox"/>
Pend		<input checked="" type="checkbox"/>
Ab		<input checked="" type="checkbox"/>

[Add](#) [Clear Letter Grades](#)

Student Name	Gbk Avg	Worksheet 1 10-Aug 100 (1)
McCoy, Emily	- / -	Ab
McCracken, Adyson	- / -	Pend
McKinney, Austin	95	A
McKinney, Bailey	0	Mis
McKinney, Taylor	95	95
Melhart, Cameron	- / -	

1. Click **Add** to display a new line.
OR
Type over an existing **Code**.
2. Type a Code.
3. Type a **Percentage Value**.
OR
Select **Exempt** if the code should not calculate.

4. Click **Save**.
 - Push the Delete or Backspace button on your keyboard and click **Save** to delete a code.
 - Click **Clear Letter Grades** and click **Save** to delete all codes.

Standards

Select options for standards grading.

- **Enable Standards Tagging:** displays the Edit Standards option in [Assignment Details](#) to associate standards with assignments.
- **Enable Standards Grading:** displays the Standards tab in in [Assignment Details](#) to enter standard grades.
- **Calculate Assignment Based on Standards:** allows the assignment grade to be calculated from standard grades.
 - **Default Rubric:** Type an integer to create a grading scale. For example, type 4 to grade from 0-4.

Standards

- Enable Standards Tagging
- Enable Standards Grading
- Calculate Assignment Based on Standards

Default Rubric

Enter the value to display the color for the Standard Mastery grade range.

<input type="checkbox"/>	Minimum Value	<input type="text" value="4"/>
<input type="checkbox"/>	Minimum Value	<input type="text" value="2"/>
<input type="checkbox"/>	Minimum Value	<input type="text" value="0"/>

- **Standard Mastery Minimum Value:** type the lowest grade for each color. In the example above, 2 and 3 will display in yellow.

Copy Class

It is possible to copy the same configuration to other classes. Since this includes **Gradebook Categories** and **Gradebook Sorting**, you may wish to postpone copying until all gradebook configuration is complete.

- **Select a class** to copy the configuration to, and click **Copy**.
- Click **Clear Class** to cancel.