

Gradebook Tutorial #8: How to setup "S1" and "S2" (For high schools only)

The screenshot shows the 'Grade Setup' window for a course. The 'Classes' list on the left has '1(1-2) Social Studies 30-1' selected. The 'Grade Setup' tab is active, and the 'Mode' is set to 'Calculations'. The 'Reporting Term' is 'S1'. The 'S1' dialog box is open, showing 'Calculate S1 final grade using:' with 'Category weights' selected. A table of category weights is displayed, and the 'Final Exam' categories are visible in the 'Categories' list. The 'Save' button is at the bottom right.

- #1: Select a course, then
- #2: select the "Grade Setup" tab.
- #3: Make sure you select the "Calculations" mode.
- #4: Next select the "S1" Reporting Term and double-click.
- #5: The "S1" dialogue box appears at the bottom.
- #6: It is important that you select "Category Weights" when setting up either "S1" or "S2".
- #7: Next, you will need to add the appropriate "Categories" and an appropriate "Weight" for each category.
- #8: If your course has a final exam it will be necessary to also add the "Final Exam" categories and their appropriate weight!
- #9: Remember to click "Save" to save the changes you have made to your "Grade Setup".

Name	Weight	Percent	Drop Low
Assignments/CC	40	40.0%	0
Position Papers	21	21.0%	0
Quiz	6	6.0%	0
RI Tests	24	24.0%	0
Source Analysis	9	9.0%	0

Name	Weight	Percent	Drop Low
Assignments/CC	15	15.0%	0
Final Exam (MC) - Part B	20	20.0%	0
Final Exam (PP) - Part A	12	12.0%	0
Final Exam (SA) - Part A	8	8.0%	0
Position Papers	12	12.0%	0
Quiz	5	5.0%	0
RI Tests	20	20.0%	0
Source Analysis	8	8.0%	0