# Elem Grade

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# Elem Grade

***Grade Reporting > Maintenance > Tables > Elementary > Elem Grade***

This tab allows you to set up specific grade calculation information by grade level.

## Update data:

If grade calculation data already exists, the data is displayed.

Click **+Add** to add grade calculation data. A blank row is displayed in the grid.

| Field | Description |
|-------|-------------|
| **Grd Lvl** | Select the grade level to which the grade calculation settings apply. |
| **Elem Grd** | Select if elementary grade reporting is used for the selected grade level. If blank, grade averaging and class ranking is used for elementary students. |
| **Comp Sem Avg** | Select if the system computes the semester average for the grade level.<br><br>If selected, **Allow Semester Grade** must be selected on Grade Reporting > Maintenance > Tables > Campus Control Options > Posting. |
| **Comp Cum Avg** | |
| **Incl Exam** | Select if you want to include the exam grade in the semester average and display the **Exam** column in TeacherPortal. If selected, you must indicate the weight of the exam in the semester average in the **Exam Wgt** and **Tot Wgt** fields to calculate the weighing percentage.<br><br>If not selected, the **Exam** column is disabled in TeacherPortal.<br><br>If **Incl Exam** is selected for a grade level, exam grades must be entered for the entire grade level. If a student is exempt from taking the semester exam, the instructor can type X in place of the grade.<br><br>**IMPORTANT:** If selected, you must also select **Include Exam in Semester Average** on Maintenance > Tables > Campus Control Options > Computation. |
| **Exam Wgt** | Type the two-digit number indicating the weight assigned to the exam grade when calculating the semester average for the grade level.<br><br>If **Incl Exam** is not selected, type 0. |

| Field | Description |
|---|---|
| **Tot Wgt** | Type the three-digit number indicating the total weight to use to calculate the semester average.<br><br>If **Incl Exam** is not selected, type 0.<br><br>**Examples:**<br><br>• If the semester exam counts as 14% of the semester grade, the **Exam Wgt** = 7, and the **Tot Wgt** = 50.<br><br>• If the semester exam counts as 15% of the semester grade, the **Exam Wgt** = 3, and the **Tot Wgt** = 20.<br><br>• If the semester exam counts as 10% of the semester grade, the **Exam Wgt** = 1, and the **Tot Wgt** = 10. |

Click **Save**.

## Other functions and features:

Delete a row.

1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

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