



# 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
<b>Grd Lvl</b>	Select the grade level to which the grade calculation settings apply.
<b>Elem Grd</b>	Select if elementary grade reporting is used for the selected grade level. If blank, grade averaging and class ranking is used for elementary students.
<b>Comp Sem Avg</b>	Select if the system computes the semester average for the grade level.  If selected, <b>Allow Semester Grade</b> must be selected on <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Posting</a> .
<b>Comp Cum Avg</b>	
<b>Incl Exam</b>	Select if you want to include the exam grade in the semester average and display the <b>Exam</b> column in TeacherPortal. If selected, you must indicate the weight of the exam in the semester average in the <b>Exam Wgt</b> and <b>Tot Wgt</b> fields to calculate the weighing percentage.  If not selected, the <b>Exam</b> column is disabled in TeacherPortal.  If <b>Incl Exam</b> 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.  <b>IMPORTANT:</b> If selected, you must also select <b>Include Exam in Semester Average</b> on <a href="#">Maintenance &gt; Tables &gt; Campus Control Options &gt; Computation</a> .
<b>Exam Wgt</b>	Type the two-digit number indicating the weight assigned to the exam grade when calculating the semester average for the grade level.  If <b>Incl Exam</b> is not selected, type 0.

Field	Description
<b>Tot Wgt</b>	<p>Type the three-digit number indicating the total weight to use to calculate the semester average.</p> <p>If <b>Incl Exam</b> is not selected, type 0.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• If the semester exam counts as 14% of the semester grade, the <b>Exam Wgt</b> = 7, and the <b>Tot Wgt</b> = 50.</li> <li>• If the semester exam counts as 15% of the semester grade, the <b>Exam Wgt</b> = 3, and the <b>Tot Wgt</b> = 20.</li> <li>• If the semester exam counts as 10% of the semester grade, the <b>Exam Wgt</b> = 1, and the <b>Tot Wgt</b> = 10.</li> </ul>

Click **Save**.

### Other functions and features:

	<p><b>Delete a row.</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
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