

Elementary Grade

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Grade Reporting > Maintenance > Tables > Elementary > Elem Grade

This tab allows you to set grade calculation options by grade level.

- Semester grade calculations

  If you are including the exam grade, the following formula is used to calculate the semester average:

  (((Cycle 1 + Cycle 2 + Cycle 3) / 3 x (Total Weight - Exam Weight)) + (Exam Grade x Exam Weight)) / Total Weight

  If you are not including the exam grade, the following formula is used to calculate the semester average:

  (Cycle 1 + Cycle 2 + Cycle 3) / 3

- Final grade calculations

  • If you are not computing the semester average, the following formula is used to calculate the final grade:

  (Cycle 1 + Cycle 2 + Cycle 3 + Cycle 4 + Cycle 5 + Cycle 6) / 6

  • If you are computing the semester average, the following formula is used to calculate the final grade:

  (Semester 1 + Semester 2) / 2

Update data:

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

❑ Click **+Add** to add grade calculation data.

A blank row is added to the grid.

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. If selected, **Allow Semester Grade** must be selected on Grade Reporting > Maintenance > Tables > Campus Control Options > Posting.
Comp Cum Avg	Select if the system computes the cumulative year-to-date (YTD) average for students. If blank, the cumulative average is not calculated. **Campuses that use semester grades should only select this field at the end of the school year.** If selected, the YTD average is calculated with cycle grades until the end of the school year. At the end of the school year, the final grade can be calculated in one of two ways: • If you are not computing the semester average, the following formula is used to calculate the final grade: (Cycle 1 + Cycle 2 + Cycle 3 + Cycle 4 + Cycle 5 + Cycle 6) / 6 • If you are computing the semester average, the following formula is used to calculate the final grade: (Semester 1 + Semester 2) / 2 --- • If there is only one cycle grade and the Grade Computation - Elementary utility is run, no calculations are performed. • If only one cycle grade exists when elementary report cards (SGR1400) are run, the cycle grade is reprinted in the **Cumulative Average** column on the report card; however, it is not considered a final grade in Student Maintenance. • If there is no second semester schedule, the **Comp Cum Avg** field cannot be used; however, you can use the **Comp Sem Avg** field.
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. If not selected, the **Exam** column is disabled in TeacherPortal. 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. **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. If **Incl Exam** is not selected, type 0.
Tot Wgt	Type the three-digit number indicating the total weight to use to calculate the semester average. If **Incl Exam** is not selected, type 0. **Examples:** • If the semester exam counts as 14% of the semester grade, the **Exam Wgt** = 7, and the **Tot Wgt** = 50. • If the semester exam counts as 15% of the semester grade, the **Exam Wgt** = 3, and the **Tot Wgt** = 20. • If the semester exam counts as 10% of the semester grade, the **Exam Wgt** = 1, and the **Tot Wgt** = 10.

❑ Click **Save**.

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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