

Options (Gradebook - Campus)

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Grade Reporting > Maintenance > Gradebook Options > Campus > Options

This tab allows you to set campus-wide options for ASCENDER TeacherPortal.

Set options:

❑ Under **Options**:

Type of Posting	Select the type of posting allowed in TeacherPortal: *Attendance* - Instructors can post attendance only. *Grades* - Instructors can post grades only. *Both* - Instructors can post both attendance and grades.
Open for Grade Posting	Indicate if the cycle is currently open for grade posting in TeacherPortal. *Open* - The cycle is open, and instructors are allowed to post cycle grades. *Close* - The cycle is closed, and instructors cannot post cycle grades.
Allow Semester Override	Select to allow the Grade Posting From ASCENDER TeacherPortal utility to post the override semester average from TeacherPortal, instead of allowing TeacherPortal to calculate the semester average. If selected, the **Semester Override** field will be included on the TeacherPortal Cycle Grades page allowing an instructor to override a working semester average. For example, if a student's working semester average is 69, the instructor will be able to enter 70 in the **Semester Override** field. When the Grade Posting From ASCENDER TeacherPortal utility is run, the override grade from TeacherPortal will be posted as the student's semester grade in Grade Reporting (rather than calculated). Clear the field if instructors are not allowed to override a semester grade.
Allow Prior Days Posting	Select to allow instructors to post attendance for a date that has passed. Otherwise, instructors can only post attendance for the current date.
Days	Enter a value of 1-15 if **Allow Prior Days Posting** field is selected.
Allow New Categories	Select to allow instructors to add new assignment categories on the Administer Categories page in TeacherPortal.
Allow Grade Modification to Prior Cycle	Select to allow instructors to change an assignment grade from a prior cycle in TeacherPortal. Otherwise, the fields for prior cycles are disabled in TeacherPortal. Note that changing a grade in a prior cycle may affect the cycle average, but it will not change the posted cycle average on the TeacherPortal Cycle Grades page.

Allow Discipline Referrals	Select to allow instructors and other designated TeacherPortal discipline users to submit discipline referrals through TeacherPortal. If selected, the Discipline menu is displayed in TeacherPortal, and the Discipline Referrals page is available. Otherwise, the Discipline menu is not displayed in TeacherPortal, and the Discipline Referrals page is not available.
Use Elementary Skills-based Report Card	Select to allow instructors to create elementary skills-based report cards in TeacherPortal. If selected, the applicable pages are displayed in TeacherPortal. Otherwise, the pages are not available.
Allow Assignment Rubrics	Select to allow instructors access to use rubrics for grading assignments in TeacherPortal.
Use Report Card Narrative	Select to allow teachers to add narratives to report cards on the Cycle Grades page in TeacherPortal. If used, a report displaying the Report Card Narrative comments from TeacherPortal will print on a separate page for each student who has at least one comment for the selected semester and cycle. Only comments for selected course-sections are printed. The Report Card Narrative will only be visible for current cycles; previous narratives will not be displayed for posted cycles in TeacherPortal. The narratives print on a separate page of the following report cards: SGR1300 - Secondary Report Cards (2 Semesters) SGR1350 - Secondary Report Cards (4 Semesters) SGR1400 - Elementary Report Cards

❑ Under **Weighting Types**:

Indicate the weighting types allowed at the campus. You must select at least one type.

Allow Weighting Type Percentage	Select if you want to allow percentage weighting type at the campus. When using this type, percentages are assigned to each category, and the percentages must total 100%.
Allow Weighting Type Points	Select if you want to allow point-based weighting type at the campus. When using this type, point values are provided for each category, and the point values must equal the total number of points for the cycle. The calculation is based on the total points, not weighting.
Allow Weighting Type Multiplier	Select if you want to allow multiplier-based weighting type at the campus. When using this type, multiplier number (between 1-9) are provided for each category. For multipliers greater than one, the individual assignment grades are counted multiple times. Multiplier-based weighting is often used in elementary schools.

Only selected weighting types are available to instructors in TeacherPortal on the Settings > Administer Categories page or on the Categories tab.

> Once a weighting type is used on the Categories tab or used by an instructor on the Categories tab in TeacherPortal, the field becomes locked, and you cannot unselect that weighting type.

❑ Under **Display Program Information**:

Select the special program information to be displayed for instructors in TeacherPortal. If a program is selected, the student's most current information for the program is displayed on the Student Information page in TeacherPortal.

❑ Under **Standard-Based Grading**:

Allow Standards-Based Grading	Select to allow Standards-Based Grading method.
Allow Teachers to Select Courses for Stds-Based Grading	Select to allow teachers the option to select the course(s) as a Standards-Based Grading course in TeacherPortal.
Standards-Based Grading Conversion Table	Select one Standards-Based Grading Conversion Table to use on the campus.
Use Behavior Grading	Select to allow the campus to use behavior grading in TeacherPortal.
Score Value	Select a value to use on the campus.

Campus-wide Message	Using the text editor, type a campus-wide message to be displayed on the TeacherPortal Announcements page. The Announcements page is the first page the instructor sees after he successfully logs on to TeacherPortal.

❑ Click **Save**.


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