

# assignmentgrades

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# **Assignment Grades**

#### Grades > Assignment Grades

This page allows you to view and enter assignment grades for students by semester, cycle, and course-section. You can enter comments and indicators for each assignment grade (e.g., excluded, late, or re-do), and you can print grades by assignment. You can also accept transfer students into a course and enter a walk-in average for those students.

**NOTE:** Students are not listed on this page prior to the first day of school.

Semes Catego	ter: 2 v	Cycle 1  Course-Section Course-Section Cycle Assignment: All Ass	01 PRIN ARCH	H (8890-01) [Ready] Student: All Stu	vudents	Retrieve			Assignments per page: (5 - 25) Print
Assi	gnment	Grades Semester:	2 Cycle:1	Course-Se	ction: 01 PRIN	I ARCH (8890-	01) [Ready]		AHide Menu
PIN:		Save Calculate Averages	Show Withdr	awn					
:	Student ID	Student Name ¢	Cycle Average	HS DAILY test again Due:03/29/2021 Max:100	HS DAILY Part-coop1 Due:None Max:50	HS MAJOR Part-coop2 Due:None Max:100	HS DAILY Part-coop3 Due:None Max:100	HS MAJOR Part-coop4 Due:None Max:100	
	504028	T 🖞 AGUILAR, DEVIN L	92	01	01	01	01	<u>     1                               </u>	
	504288	T 🖞 BOSQUEZ, BRITTANY N	83		90 🖞	85 🖞	90 🖞	88 1	
	504139	T 🖞 SCHUSTER, ETHAN J	76		90 🚮 🖥	88 🖞	90 🚮 🛯	90 🖞	
	504138	T f SKOW, LILLIAN J	90	01	90 🚮 🖥	90 🖞	90 📶 🛛	88 🖞	
		Overall Averages:	85	0	90	88	90	89	
				Exclude All	Exclude All	Exclude All	Exclude All	Exclude All	
				Fill	Fill	Fill	Fill	Fill	
					Assig	gnments per Page	: 5 • << Previ	ous 1-5 Next>>	
Sort As	signments by	Date Due in: ( • Ascending • Desce	nding) order.						
PIN:		Save Calculate Averages							

## Update data:

□ Select the course-section you want to enter assignment grades for:

Semester	The current semester is displayed by default. You can select another semester.
Cycle	The current cycle is displayed by default. You can select another cycle.

Course Section	Select the course-section you want to enter assignment grades for. The drop down lists the two-digit period and course name. The course number and section number are in parentheses. NOTES:
	If the course is marked as ready to post on Grades > Cycle Grades, the message "[READY]" is displayed next to the course.
	If course groups have been created on Settings > Manage Course Groups > Course Grouping, the groups are listed, as well as the individual courses. Any group that does not have courses associated with it is not listed.

#### Click **Retrieve Data**.

You only need to click **Retrieve Data** the first time you retrieve a course section. After the first time, the student list automatically reloads when you change the **Semester**, **Cycle**, or **Course Section** field.

The students and assignments are displayed according to your selections in the previous steps. Students are sorted by last name, unless you have specified a custom sort order on Settings > Arrange Student Order.

You can further filter the students and assignments displayed:

Category	Select the category to enter assignment grades for, or select All Categories. These categories are set up on Settings > Manage Categories.
	If a color has been assigned to the category on the Manage Categories page, the assigned color is displayed.
Assignment	
Due Date	
Student	
Show withdrawn	Withdrawn students are not automatically displayed. Select the field to include withdrawn students in the list.
	Withdrawn students are displayed in a blue row, and the message "Withdrawn" and the withdrawal date are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class. No Show students are not included.
	To hide withdrawn students, clear the field. <b>NOTE:</b> This field is disabled if you are viewing data for a course group. If any modifications are needed for a withdrawn student in a group, select the actual course the withdrawn student is in to make those changes.

The grid lists all students currently enrolled in the course-section and the assignments according to your selections.

The columns can be re-sorted.

The columns can be sorted according to your preferences.

- An up arrow 🛋 indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box 🕏 is displayed in the column heading.
- To resort the list by another column heading, click a in the column heading. The column is sorted in ascending order, as indicated by in the column heading.
- To sort the column in descending order, click 🛎 again. The sort arrow changes direction 💌.

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

**NOTE:** Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

To temporarily hide the menu and selection options in order to see more students on the page, click **^ Hide Menu** located on the right side of the page. The logo, menu, and selection options disappear from the page. To make the information visible again, click **Show Menu**.

The student's ID is displayed. Click the student ID to view the student's profile. The Star of Life icon is displayed for any student who has medical circumstances you should be aware of. To view details, click the student ID to view the student's profile (Medical Alerts section).

Student ID

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Student	Course	Note				×			
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Saved Notes	<b>C</b> .								
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	Ad	d Note:	(AT) ATTENDANCE		•				
					Cancel C				
NOTE: Thes The student	e notes a s name i <b>ved Not</b>	are not dis s displaye <b>es</b> :	olayed to parents/gua d. Verify that you are	ardians. adding/updatin	g the note for the	orrect student.			
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NOTE: The student will only f a student transfers into th average to transfer.	is the transfer icon 1 (i.e., a gray T) have a red T 🕶 if he is transferring a course, you must accept the stude	) indicating that he is <u>not</u> from one section to anoth ent into the course and en	a transfer student. If a studer ler section within the same co ter his walk-in transfer averag	urse. Otherwise the T will remain e and weight. The campus, stu	ain gray. Jdent ID, semester, and cycle	next to his name.
□ To accept the transfer stu The Transfer Walk-In Averag	Jent into the course-section, click <b>(</b> e window opens.	€.				
Transfer Walk-In Avera	ige	×				
MUELLER, MONTANA J						
Due Date:	04/21/2020	<b>m</b>				
From	Onassis, Jacqueline K					
From	4216-31					
Average	54.0					
, in the second s						
Weight	0	%				
		Clear Cancel Ok	J			
Date: The student's transfe	date is displayed by default. You ca	an type over the date in th	e MMDDYYYY format. Or, clic	c 🛗 to select a date from the c	alendar.	
From: The teacher name, co course and has a transfer av	urse number, and section are displa erage.	ayed for the course from v	which the student transferred	This data is only displayed if the	he student transferred from a	different section of the s
Average: The student's tran This is the student's average NOTE: If a student transferr as a numeric grade	fer average is diplayed if available. in the class from which he transfer of from a course that posts letter gr	Otherwise, you can type t red. You can enter a nume rades to a course that pos	the student's walk-in average eric grade or an alphabetical ts numeric grades, and a lette	ABCD or ESNU) grade. r grade is entered for his trans	sfer average, the student's wo	rking cycle average is di
See the Calculate Averages	juide for an explanation of calculati	ng averages for each weig	hting type for an explanation	of calculating averages for tra	insfer students.	
<b>Neight</b> : The field displays O To accept the student into y of 50%. The maximum weig	for a transfer student who has not y our class, type the weight you want it you can enter is 100.	yet been accepted into th to apply to the student's t	e class. ransfer average. For example	, if a student transferred three	weeks into a six-week cycle,	you may want to enter a
The student's transfer icon r	emains red until a weight is entered	l and saved.				
Once you enter and save a	veight, the student's transfer icon tu	urns blue 🗓. The blue icon	remains until the end of the	emester.		
	.,					
Click Ok.						
f you entered and saved the	transfer average data for the stude	ent, his walk-in average is	calculated in his working cyc	e average.		
NOTE: The changes are not	actually saved until you type your P	'IN and click Save Grades	5.			
Clear: Clear all data previou	sly entered for the transfer student.					
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Cycle average	The student's working cycle average is displayed. The average is updated every time you access the page, click <b>Calculate Averages</b> , or save grades. If the student does not yet have a working cycle average, the field is blank.					
	• The working cycle average is calculated according to the weighting selected on Settings > Manage Categories, as well as calculations described in the the Calculate Averages guide.					
	• The working cycle average is rounded to a whole number. If the decimal value is .5 or greater, the grade is rounded up.					
	• If you use percentage-based categories, and you have a category that does not yet have grades (e.g., if it is early in the cycle and you have not administered any tests), the student's working cycle average is calculated based on the percentages for the categories that have grades. For more information on calculations, view the Help for Weighting Type on Settings > Manage Categories.					
Show averages as alpha	If the course is set up to post alphabetical grades, the field is displayed.   Select the field to display averages as alphabetical grades.					
	Clear the field to display the averages as numbers.     NOTE: For courses that use alphabetical grades, a cookie is set to remember the setting, and the page will always display averages according to the setting by default. Averages are also displayed on the     Cycle Grades page according to the setting. Courses that use numeric grades will always display grades numerically.					
grade column headings						
Assignments per Page	By default, the page displays only the first five assignments. You can change the number of assignments displayed. To print all assignments, select <b>All</b> from the drop-down menu or select the number of specific assignments to be printed. Assignments per Page: 5  < << Previous 1-5 Next >> 5 10 15 20 All					
« Previous Next »						

 $\Box$  Enter the grades in the grid.

- Only whole numbers can be entered for numeric grades.
- For courses with percentage-based weighting, grades cannot be saved unless category weights are set up and total 100.
- When you enter or change a grade, the table cell turns gray to indicate that the grade was changed but not yet saved. Once you save the assignment grades, the cell is no longer gray.
- If you type an invalid grade, such as a letter grade that does not have a conversion value, the cell is shaded red. You must correct the entry before you can save the grades.
- Dropped grades are italicized.
- If the course is set up for alphabetical or ESNU grade posting, you can type letter grades or numeric grades. If you type a letter grade, it is automatically converted to a numeric grade for calculating the working cycle average, according to the conversion values set by the campus.
- Other codes can be typed in place of a grade:
  - $\circ$  M Missing
  - I Incomplete (If you type I for any grade, the student's working cycle average will be I until a grade is entered.)
  - X Excluded (The X functions the same way as clicking the note icon and selecting **Exclude** from the Grade Properties window.)
  - $\circ\,$  Only one shortcut code can be entered per assignment grade.
- If the campus has disabled posting of grades for prior cycles, you cannot make changes to assignment grades for previous semesters-cycles. The **Save Grades** button is disabled.
- You can navigate through the grade fields using the keyboard

Press ENTER after you type each grade to move down the list to the next student. You can press SHIFT+ENTER to move up the list. You can also press the up and down arrow keys to move up and down the list.

Press TAB to move across the list to the next assignment. You can press SHIFT+TAB to move back to the left.

About scroll bars:

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×	Next the grade field, click 🗍 to open the Grade Properties window where you can add comments or indicators (e.g., excluded, late, re-do, or accommodated) associated with an assignment.
	Grade Properties ×
	NELSON, OLIVIA A-992811
	Australia ES Journal  Exclude Redo Late Accommodated
	Print Comment
	Cancel
	Enter comments and/or select the appropriate indicator(s).
	If there is no grade for the assignment, it cannot be marked as late or re-do.
	The kicon is displayed if the assignment grade is excluded (e.g., for a transfer student). The grade will continue to be displayed in the field.
	Print comment Select if you want the indicators and/or comments to print on the student's IPR and display to parents in ParentPortal.
	Click <b>OK</b> to close the window. <b>WARNING:</b> Your comments and/or selections are not actually saved until you type your PIN and click <b>Save</b> to save all data on the Assignment Grades page.
	The following icons are displayed in the grade fields according to the comments and/or indicators entered:
	Indicators:
	Excluded
	Late (not excluded) Re do (not excluded)
	Accommodated
	Notes:
	- Excluded with comments
	- Late or re-do with comments - Comments only
	- Comments only
	<b>NOTE:</b> If an assignment is excluded for a student, and you have entered a number in the <b>#</b> <b>Drop</b> field on Settings > Manage Categories (indicating that you want to drop a specified

	If a rubric chart has been associated with the assignment, the 👫 icon is displayed next to the grade field allowing you to grade the assignment using a rubric chart.
	$\Box$ Click the icon to open the rubric in a window where you can type a score for each skill.
	□ When all scores have been entered, click <b>Update Assignment Grade</b> . The score (i.e., the sum of all scores entered) is calculated and displayed in the grade field. <b>NOTE:</b> When entering a score for a skill, you are not limited to the range specified in the rubric chart. For example, if the score range is 0-5, you are not prevented from typing 0 or 6.
	If you type a score for some skills but not all skills in the rubric chart, the sum of the scores entered is calculated and displayed in the grade field.
	If the grade for the assignment should be zero, you must type 0 for one of the skill scores.
	You can type a grade directly into the grade field even if a rubric chart is assigned to the assignment.
Exclude	Click to mass exclude grades for an assignment for all students.
	The button for the column turns red, all indicator icons are red, and the field turns gray to indicate that the grade is excluded for the student. To override the exclusion for a specific student, click <b>6</b> , unselect <b>Exclude</b> , and then click <b>0</b> k.
Fill	Use the button and adjacent field to mass enter an assignment grade for all students.
	For example, if you entered grades for all students who turned in the assignment, and you want to enter zeros for all other students, type 0 in the field, and then click <b>Fill</b> . All blank grade fields for the assignment are changed to 0.
	Or, to mass replace blank grades with a value (e.g., 100), type the grade in the field, and then click <b>Fill</b> . All blank grades for the assignment are changed to the entered grade.
	To change all assignment grades to blanks, delete any data from the field, and then click <b>Fill</b> . All grades for the assignment are changed to blank.
Overall Averages	The overall averages (i.e., class averages) for the working cycle average and each assignment are displayed in the bottom row of the table. The overall averages are updated every time you click <b>Calculate Averages</b> and every time you save grades.

Print (one	Use this option instead of the browser's print option. This printout contains formatting to handle the features on the Assignment Grades page.				
assignment)	To choose the number of assignments that will print per page, use the up/down arrow				
	Assignments per page: 10 = (5 - 25) Print Assignments can also be printed using the Assignment Grades Report.				

## Save data:

Any data that has changed since the last time you saved your grades is indicated by gray shading in the table cell.

Be aware that you may have changed data that is not currently displayed on the page. All changes are saved, including those that are not visible on the page. For example, if you are currently viewing assignment grades for one student, but you previously entered grades for other students, the grades for all students are saved, regardless of what is displayed on the page at the time you save the data.

### PIN

### Click Save Grades.

If your changes were saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.