

# **QuickGuide: Compute Grades and Assign Credit**

ii

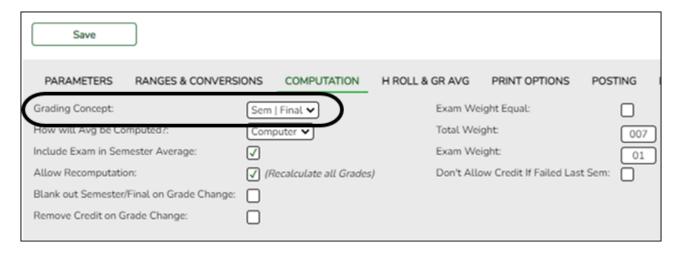
### **Table of Contents**

# **QuickGuide: Compute Grades and Assign Credit**

Follow these steps to compute grades and assign credit at the end of the semester and school year. This should be done by campuses that award credit, including middle schools offering courses with credits that apply toward graduation.

1. Verify grading concept.

Grade Reporting > Maintenance > Tables > Campus Control Options > Computation

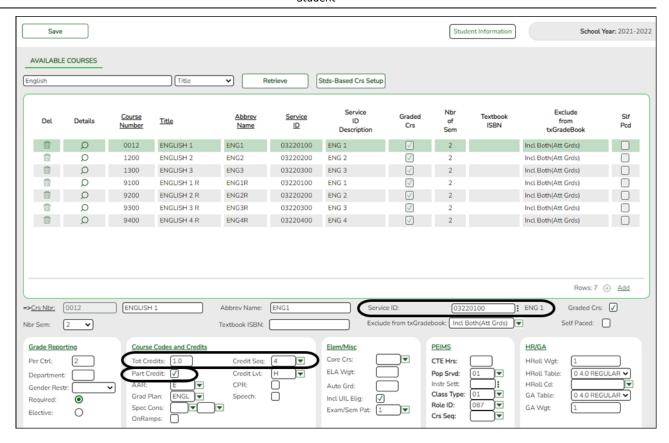


Verify that **Grading Concept** is set correctly:

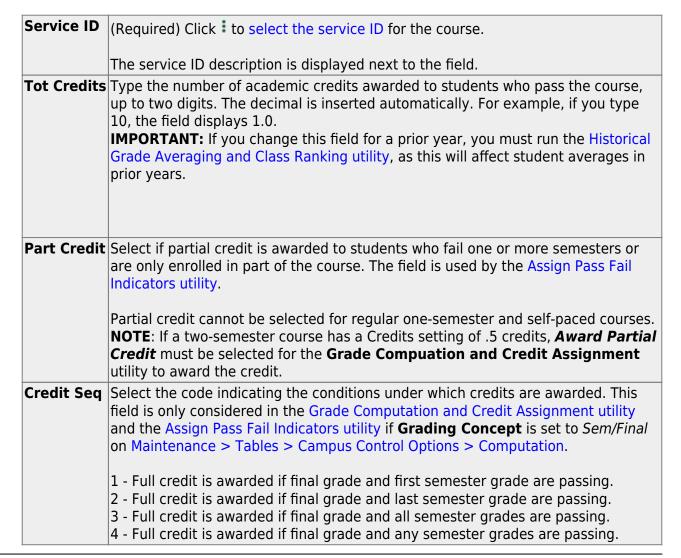
Grading Concept	Indicate how students are awarded credit for a course-section. The selection should be based on your district grading policy.
	Final - Award credits based on the final grade.  Sem/Final - Award credits based on a combination of semester and final grades.  If used, the <b>Credit Seq</b> field on Maintenance > District Schedule is also considered when you run the Grade Computation and Credit Assignment utility and the Assign Pass Fail Indicators utility.  Semester - Award credits based on the semester grade.  The field is also used by the Assign Pass Fail Indicators utility.

2. Verify fields in district master schedule.

Grade Reporting > Maintenance > Master Schedule > District Schedule

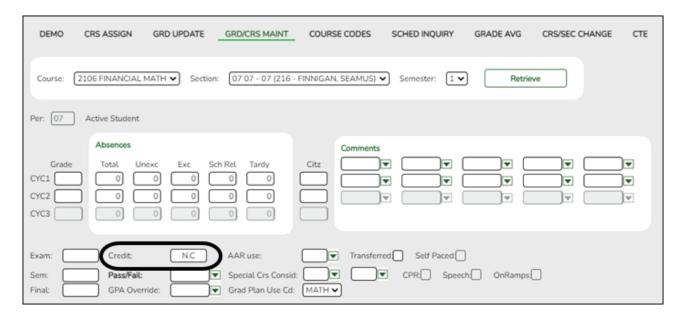


Verify that the following fields are set correctly:



Assign code NC to students who will receive no credit due to absences.

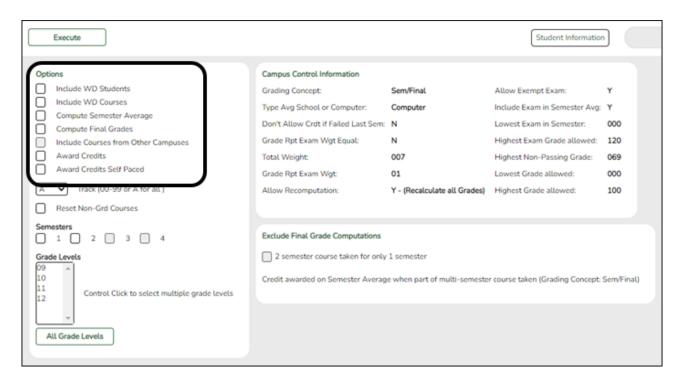
#### Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint



If the student is receiving no credit, type NC for **Credit**. This only applies if the student passed the course but is not receiving credit due to excessive absences. The decimal is inserted automatically.

4. Run utility to compute grades and assign credit.

#### Grade Reporting > Utilities > Grade Computation and Credit Assignment



These **Options** apply only to courses that were not taken for all semesters of the course:

Semester Average	Select if you are not using TeacherPortal, or if you are calculating blank semester grades when <b>Allow Recomputation</b> is <u>not</u> selected on Maintenance > Tables > Campus Control Options > Computation.  If selected and if the campus does not use TeacherPortal, you will be prompted to confirm that you want to continue when you execute the utility.
	Select to calculate final grades. If selected, the fields under <b>Exclude Final Grade Computations</b> are enabled.



### **Back Cover**

5