



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



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# 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:

|                        |   |
|------------------------|---|
| <b>Grading Concept</b> | <p>Indicate how students are awarded credit for a course-section. <b>The selection should be based on your district grading policy.</b></p> <p><i>Final</i> - Award credits based on the final grade.</p> <p><i>Sem/Final</i> - Award credits based on a combination of semester and final grades. If used, the <b>Credit Seq</b> field on <a href="#">Maintenance &gt; District Schedule</a> is also considered when you run the <a href="#">Grade Computation and Credit Assignment utility</a> and the <a href="#">Assign Pass Fail Indicators utility</a>.</p> <p><i>Semester</i> - Award credits based on the semester grade. The field is also used by the <a href="#">Assign Pass Fail Indicators utility</a>.</p> |
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2. [Verify fields in district master schedule.](#)
3. [Assign code NC to students who will receive no credit due to absences.](#)
4. [Run utility to compute grades and assign credit.](#)



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