

PART 1:

Basic Elementary Grade Setup Recommendation



Purpose: The Grade Setup page allows you to customize your gradebook settings. The recommendations below outline the bare minimum needed to utilize the Elementary Grade PassBack (EGP) App.

Navigation: From your Course home page, click Grade Setup located on the left navigation panel.

● = Required ● = Optional

Elementary Gradebook Training: Section 1 ▸ Grade Setup Copy Settings

Categories ? Weight Categories 1 + Add

Category

↕ Assessment ★ 2

Grading Periods & Final Weights ? Edit

| Period | Weight | % |
|------------------------------|--------|---------|
| 2017–2018 A–Track Elementary | 100 | 100.00% |
| Grading Period 1 | 100 | 33.33% |
| Grading Period 2 | 100 | 33.33% |
| Grading Period 3 | 100 | 33.33% |

Final Grade Settings ?

Gradebook Scale: * 7

Mastery Scale: 7

Calculated Grades: Round Period/Final Grades ?

Control Grading Columns in Gradebook 4

- Hide Course Grade calculated score column
- Course override column ?
- Hide Grading Periods calculated score columns
- Hide Grading Category score columns
- Grade period override columns ?
- Total points column ?

Visibility Settings 5

- Allow members to view the student grade report
 - Hide overall grade in student grade report
 - Hide grading period grades in student grade report
 - Hide total points achieved in student grade report
- Allow faculty to view student mastery details
- Allow members to view student mastery details

6 Save Changes 8

Scales · Rubrics Add

- Numeric ★
- A +/- ★
- Default Elementary Grade Scale ★ 3
- Default Secondary Grade Scale ★
- Percentage Scale ★ ⚙

Steps

1. Add a Category (name it Assessment, for example). You may add more categories if desired.
2. Click the star next to the Assessment category you just created.
3. Click the star by the Default Elementary Grade Scale.
4. Check the boxes as shown on the screenshot.
5. Check the boxes as shown on the screenshot.
6. Click Save Changes.
7. In Gradebook Scale and Mastery Scale, select Default Elementary Grade Scale or a scale you have created (it has to be a 4-3-2-1 point scale for the EGP App).
8. Click Save Changes.