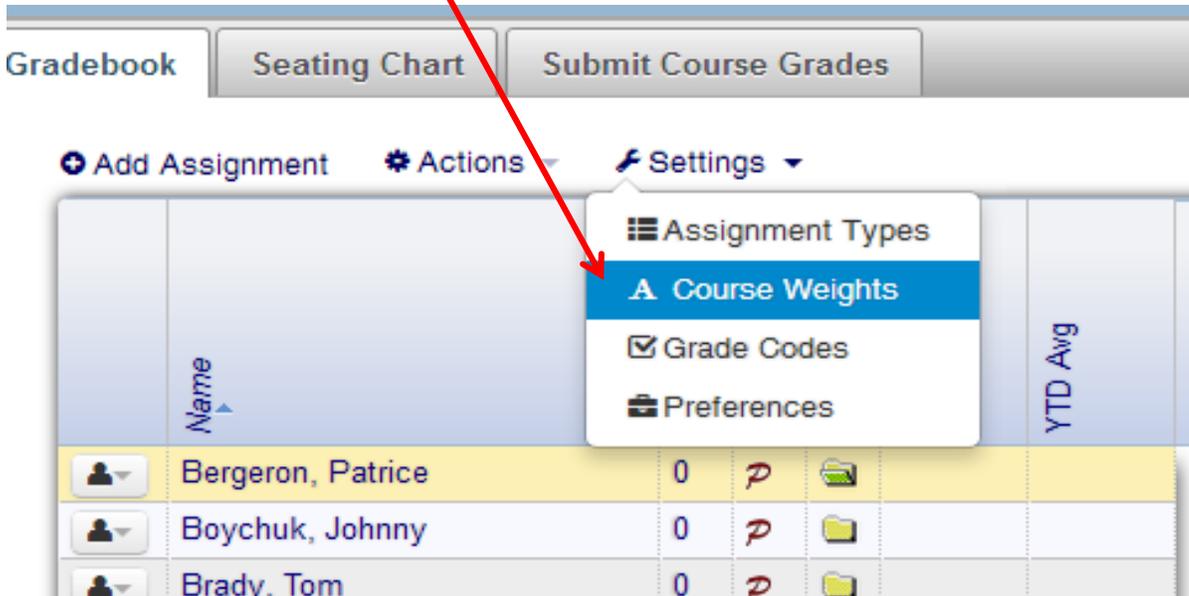


Course Weights

Each course must have assignment weights set for each term that it meets.

Select the course-section from the pull-down list that you wish to work with.

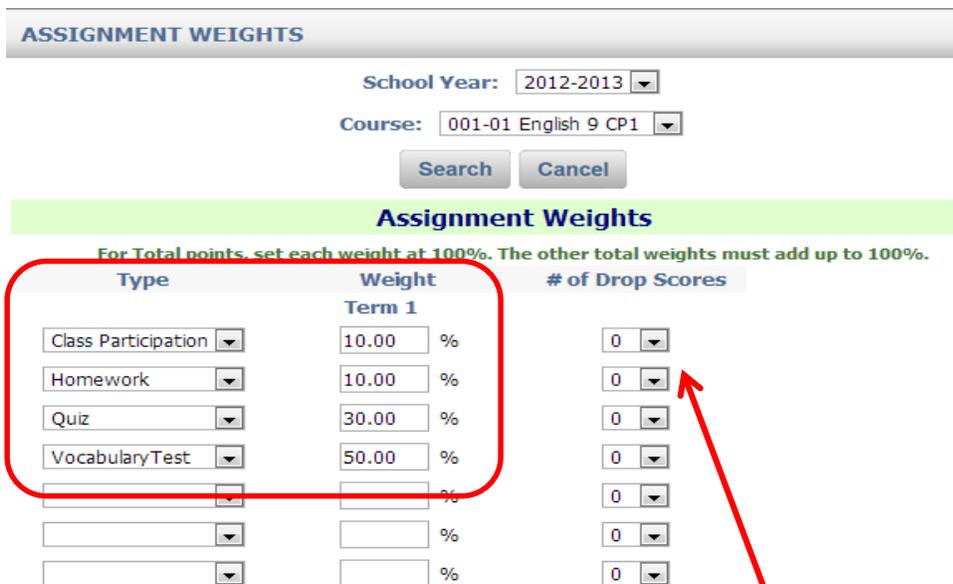
Click on Settings>Course Weights



The screenshot shows a navigation bar with 'Gradebook', 'Seating Chart', and 'Submit Course Grades'. Below it are 'Add Assignment', 'Actions', and 'Settings' menus. The 'Settings' menu is open, showing 'Assignment Types', 'Course Weights' (highlighted), 'Grade Codes', and 'Preferences'. A red arrow points from the text 'Click on Settings>Course Weights' to the 'Course Weights' option. Below the menu is a table with columns for 'Name', '0', 'P', and 'YTD Avg'. The table lists students: Bergeron, Patrice; Boychuk, Johnny; and Brady, Tom.

Assignment Types

Select Assignment Types from the drop-down menu and enter the percentage for the type. If assignments are scored in percentages then the weights must add up to 100% for each term. If assignments are scored in points, then each weight is set at 100%. **Weights must be set for each term in which the course meets.** Not all assignment types must be used for each term or each course; assignment weights may be changed after entering and scores recalculated.



The screenshot shows the 'ASSIGNMENT WEIGHTS' form. It includes fields for 'School Year' (2012-2013) and 'Course' (001-01 English 9 CP1), with 'Search' and 'Cancel' buttons. Below is a table titled 'Assignment Weights' with a note: 'For Total points, set each weight at 100%. The other total weights must add up to 100%.' The table has columns for 'Type', 'Weight', and '# of Drop Scores'. The 'Weight' column is further divided into 'Term 1'. A red box highlights the first four rows of the table, and a red arrow points to the '# of Drop Scores' column.

Type	Weight	# of Drop Scores
	Term 1	
Class Participation	10.00 %	0
Homework	10.00 %	0
Quiz	30.00 %	0
Vocabulary Test	50.00 %	0
	%	0
	%	0
	%	0

of Drop Scores: Set a value for the number of low scores to be automatically dropped in each category. Leave at the default of "0" for no scores to be automatically dropped. Dropped scores will not be removed from the Gradebook, they will simply be ignored in the calculation of the averages.

Note: Mid-Term Exam and Final Exam assignment types are not associated with term weights.

Copy Weights

Assignment weights may be copied to other courses using the copy function at the bottom of the screen.

The screenshot shows the 'Course Weights' interface. At the top, there are tabs for 'Gradebook', 'Seating Chart', and 'Submit Course Grades'. Below these are 'Add Assignment', 'Actions', and 'Settings' options. The main area is titled 'Course Weights' and contains a table with columns for assignment type, weight, percentage, and a dropdown menu. The table lists: Class Participation (10.00%), Homework (10.00%), Quiz (30.00%), and VocabularyTest (50.00%). Below the table, there is a 'Copy Weights to:' label and a dropdown menu with options: 'Do Not Copy', '142-01 Spanish I CP1', and '408-01 Biology CP2'. A red box highlights the dropdown menu. At the bottom, there is a green bar with the word 'Averaging'.

Mid-Term and Final Exam Weights

Averaging for Mid-Term Exams and/or Final Exams are set at the bottom of the weights screen:

The screenshot shows the 'Course Weights' interface, specifically the 'Averaging' section. At the top, there are tabs for 'Gradebook', 'Seating Chart', and 'Submit Course Grades'. Below these are 'Add Assignment', 'Actions', and 'Settings' options. The main area is titled 'Course Weights' and contains a table with columns for 'Type' and 'Weight'. The table lists: Final Exam (10%), Midterm Exam (10%), Term 1 (0%), and Term 2 (80%). There is a checkbox for 'Average a Blank Grade as Zero' and a 'Recompute Averages' checkbox. A red box highlights the 'Averaging' section. At the bottom, there are 'Submit' and 'Cancel' buttons. The footer shows 'Total Enrolled: 15 | Males: 10 | Females: 5' and various status icons.

An assignment named Mid-Term exam and/or Final Exam must be created and scored in the gradebook and associated with the type of Mid-Term Exam and/or Final Exam to be included in the student's overall average for the course.

This screen may also be used to recompute averages after a change in term weights.

Average a Blank Grade as Zero (when checked) will calculate a value of "0" into a student's average when an assignment grade is left blank.

Click on Submit to record the entries on this screen.