

A Guide to calculating semester grades using Gradebook

Dec 2007

A brief introduction: There are many ways to accomplish the task of combining together 2 quarter grades and a final exam grade to make a semester average. This sheet is designed as an example of one of the more common ways. No matter what method you use, always take the time to check a few of the calculations to make sure they have been done correctly. If you need help, see a Gradebook mentor in your department, or contact Mark Hines.

Gradebook Example # 1 multiple groups (different each quarter):

This example is for a teacher that has been keeping *multiple groups* for their classes.

In this teacher's case, they had made three groups: hw1, labs1, test1 weighted 20, 30, and 50% respectively. During the second quarter they made 3 new groups: hw2, labs2 and test2. They then made a new group called final. To calculate the second quarter grade, they set all the first quarter grades and the final to a weight of "0".

Group Name	Default Value	Default Display	Overall Weight	Drop Lowest
final	100	Alpha	0	<input type="checkbox"/>
hw 1	100	Alpha	0	<input type="checkbox"/>
hw2	100	Alpha	20	<input type="checkbox"/>
labs1	100	Alpha	0	<input type="checkbox"/>
labs2	100	Alpha	30	<input type="checkbox"/>
test1	100	Numeric	0	<input type="checkbox"/>
test2	100	Numeric	50	<input type="checkbox"/>

How to calculate semester grades:

Each teacher has discretion over what value the final exam will be given. In this example the teacher has stated that the 1st and 2nd quarter will be worth 40% each, and the final exam is worth 20%. In order for this to work, the teacher would set up the final exam to be worth half of what each quarter had been. In this case since each quarter's weight added up to 100, the final exam was given a weight of half that, or 50.

Group Name	Default Value	Default Display	Overall Weight	Drop Lowest
final	100	Alpha	50	<input type="checkbox"/>
hw 1	100	Alpha	20	<input type="checkbox"/>
hw2	100	Alpha	20	<input type="checkbox"/>
labs1	100	Alpha	30	<input type="checkbox"/>
labs2	100	Alpha	30	<input type="checkbox"/>
test1	100	Numeric	50	<input type="checkbox"/>
test2	100	Numeric	50	<input type="checkbox"/>

Any time you need to compute a particular average (final, for instance) you set the other groups to 0. The Overall Column will show the semester grade.

Gradebook Example # 2: single groups (different each quarter):

This example is for a teacher that has been keeping *a single group* for their classes.

In this teacher's case, they had made one group each quarter: classwork 1 and classwork 2. They then made a new group called final. To calculate the second quarter grade, they set all "classwork 2" to 100, "classwork 1" to 0, and "final" to 0

Group Name	Default Value	Default Display	Overall Weight	Drop Lowest
Classwork 1	100	Numeric	0	<input type="checkbox"/>
classwork 2	100	Numeric	100	<input type="checkbox"/>
final	100	Numeric	0	<input type="checkbox"/>

How to calculate semester grades:

Each teacher has discretion over what value the final exam will be given. In this example the teacher has stated that the 1st and 2nd quarter will be worth 40% each, and the final exam is worth 20%. In this scenario, the teacher sets “classwork 1” and “classwork 2” to 40 and “final” to 20.

Group Name	Default Value	Default Display	Overall Weight	Drop Lowest
Classwork 1	100	Numeric	40	<input type="checkbox"/>
classwork 2	100	Numeric	40	<input type="checkbox"/>
final	100	Numeric	20	<input type="checkbox"/>

Gradebook Example # 3 multiple or single groups (same each quarter):

This example is for a teacher used the same groups for each quarter, and just changed the date range to calculate each quarter grades.

In this example, the challenge is that unless there are the same number of assignments each quarter, it is not possible to equally weight the first and second quarter grades by just setting the date range for the whole semester. There are a couple of possible solutions:

Solution 1: Go back and make a second quarter group and reset all second quarter assignments to this new group and follow Examples 1 or 2 above

Solution 2: Create 2 new groups: QTR1 and QTR2. Make 2 new assignments: qtr1 and qtr2. Place the assignment “qtr1” in the QTR1 group and the assignment “qtr2” in the QTR2 group. Type in the numeric values for the students’ grades from quarter 1 and quarter 2 and then use example 2 above, using the QTR1 and QTR2 as your groups with the final. Make sure to set all your other groups’ overall weight to 0 so they do not affect the calculation.

Group Name	Default Value	Default Display	Weight	Drop Lowest
Classwork	100	Numeric	0	<input type="checkbox"/>
final	100	Numeric	20	<input type="checkbox"/>
QTR1	40	Numeric	40	<input type="checkbox"/>
QTR2	100	Numeric	40	<input type="checkbox"/>
classwork2	50	Numeric	0	<input type="checkbox"/>

A lot of other combinations are possible – get help if you are not sure what to do!

To post your grades from Gradebook to Schoolmaster Database (Holly)

You will need to do the following for each grade book (class section) in order to post marks from your grade books to Schoolmaster grading.

Task	Report	Setup	Utility
Add Assignment...			⌘A
Add Calculation...			⌘L
Delete Assignment			⌘D

1. In order to post your marks to Schoolmaster, you need to have a column in your gradebook that holds the value of your quarter 2, Final and semester grades. If your “Overall” column is your correct grade, you can do this by:

Task....Add Calculation

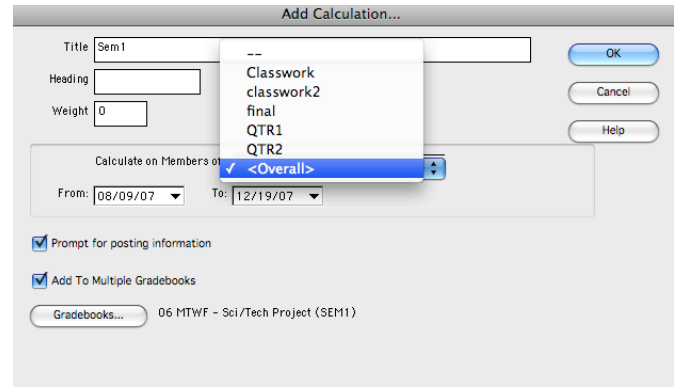
Title ...”Qtr2, Final or Sem 1,” calculate on member of <overall>, make sure the date range is August 9 - Dec 19 and check the box for “prompt for posting information.”

If this setting will work for other grade books, check this box as well and select which grade books it applies to (hopefully all) Select “OK”

When prompted to Select a mark position, choose “Qtr2, Fonal or Sem 1” and select “OK”

This has set your gradebook to identify what grade to send over to Schoolmaster Grading.

Repeat this process for any grade books you have not set.



2. To send the grades over to Schoolmaster Grading:

Go to “Utility” and select “Post Section Marks to Schoolmaster...”

In the box that comes up, make sure all your grade books are selected

Students: should read all

Mark Positions: should be Qtr2, Final, Sem 1

Select Begin - this should send the grades over to grading

3. The results can be checked or even adjusted/alterd by launching your Schoolmaster Attendance

and clicking on the “Grading Button.”

If you do not see a column titled “Qtr 2, Fial, r Sem 1” select the “Columns” button and make sure that they,

Comment 1, Comment 2 are highlighted. (do not select comment #3)

4. At this point, you will see the letter grades that will be on the report cards.

Now is the time (in this area) to change any grades (teacher’s discretion.)

Note: any grade changes made here will not be in your gradebook.

Please enter at least one comment and as many as two comments. (any 3rd comments will be deleted)