SIS Web Gradebook - Grades Tab Overview

Introduction

This document is excerpted from the SIS Web Gradebook documentation, which is currently being re-written to reflect various upcoming interface changes.

The Grades tab in the Score Entry section of the Web Gradebook represents the most significant change to the interface, and is integral to the new Web Academic Progress application.

Major changes/additions include:

- All publishing will now be handled by the Grades tab. Consequently, the 'Publish Grades' and 'Review Published Grades' screens have been eliminated from the interface.

- Elementary grades can now be published.

- Columns indicating calculated and published grades side by side.

- Number-coded report card comments

Explanation of Grades Tab Columns

Percentage: The percentage of points earned to points possible.

Calc.: Calculated grade, a summary academic grade based on scores entered.

Publish: Published grade, a summary academic, calculated or teacher override grade which is the academic grade to be published on all reports and posted to Course History, if posted.

Citizenship Calc. (secondary only): A summary citizenship grade based on student citizenship Scores.

Citizenship Publish (secondary only): A summary citizenship (teacher override) grade which is the citizenship grade to be published on all reports and posted to Course History, if posted.

Absences: Automatically calculated, always displayed.

Tardies: Automatically calculated, always displayed.

Comments: One-line, pre-defined comments which can be applied to individual students, pre-defined (in Academic Progress) school-wide. Comments are selectable in drop-downs as numbers. By clicking the 'Legend' button, users may display which numbers correspond to which comments, as pre-defined in Academic Progress.

Note: An editable text box allowing for individualized teacher comments for a student which are included on the Student Progress Gradebook screen (with an indicator when present) as well as on the Mid-term/Progress Report and Report Card.

Post Final: A checkbox for posting a student's grade to history.

Overriding Grades

On the Grades tab, users may override any calculated grade by choosing a grade from the drop-down menu. Overridden grades appear in red.

The top option in the drop-down menus is the calculated grade.

Selecting it resets the overridden grade back to the calculated grade. It then appears in black, as if the override never occurred.

Posting Final

To post final (i.e., to history), check the Post Final checkbox and click 'Save.' The grades appear in the Publish column as they are in history- black if it is the same as the calculated grade, red if it's the overridden grade. Drop-down options disappear, and a lock icon appears in place of the Post Final checkbox.

If changes need to be made to grades after posting final, users with permissions to the Academic Progress application may unlock the grades.