

## Gradebook set up (define categories) reminders

1. **NEVER** check the 1,2,3,4 boxes in the MP field

Category	Drop Lowest	Marking Periods	Exclude Missing	Actions
TST - Test	0	1: <input type="checkbox"/> 2: <input type="checkbox"/> 3: <input type="checkbox"/> 4: <input type="checkbox"/>	Exclude missing scores from the average	

2. If you set up more than one category, you **MUST** use them all

3. If you set up more than one category, the total of the weights **MUST** equal 100.

Category	Weight	Drop Lowest	Marking Periods	Exclude Missing	Actions
CLS - Classwork	80.00	0	Default	Exclude missing scores from the average	
TST - Test	20.00	0	Default	Exclude missing scores from the average	


4. If a score counts in the student's average, you **MUST** publish. The avg the parent's see in HAC is the "published" average. The parent needs the **REAL** average to assist their child.

5. If you teach spelling as part of Lang Arts – you **MUST** set the categories as follows:

Include	Category*	Weight*	Drop Lowest*	Marking Periods*	Exclude Missing	Percent	
<input type="checkbox"/>	CLS - Classwork						
<input type="checkbox"/>	HWK - Homework						
<input checked="" type="checkbox"/>	SPL - Spelling	10.00	0	Default	Exclude missing scores from the average.	10.0000%	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	TST - Test	90.00	0	Default	Exclude missing scores from the average.	90.0000%	<a href="#">Edit</a>

6. If choose homework category, the handbook states the weight cannot be more than 20%

7. If you use total points as your average method, **ALL** your "like" classes must be set to use Total Points

Categories	Assignments	IPR Average	Report Card Average	Attachments
<b>Calculate average using total points:</b> <input checked="" type="checkbox"/>				
Category	Drop Lowest	Marking Periods	Exclude Missing	Actions
CLS - Classwork	0	Default	Missing scores count as zero(0) in the average	

8. If the grade/subject you teach uses **S-N-U** instead of numeric grades, set the Default Scale:

Categories	Assignments	IPR Average	Report Card Average	Attachments
<b>Calculate average using total points:</b> <input type="checkbox"/> <b>Default Scale:</b> <input type="text" value="SNU Grade Scale"/>				