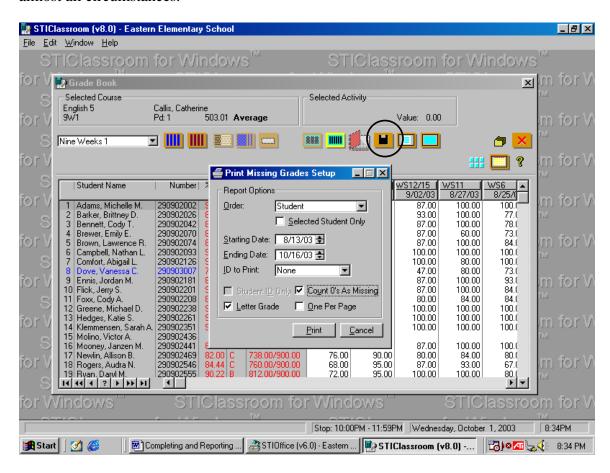
Completing/Reporting Scores for STI Grade Cards (Posting Grades)

Step 1: Finalize Student Grades for a Grading Period

> Enter scores for each student in all activities!

To assist you with this process, you might want to print a Missing Grade Report. This can accomplished by opening a class gradebook and selecting *Print Missing Grades* from the *Report* menu. You have multiple options for this report that provide flexibility for almost all circumstances.



Reminder: Score 0 (zero) versus leaving a score blank

- ❖ A score of zero gives the student an 'F' with no credit for the assignment
- ❖ Leaving a score blank exempts the student from that particular grade
- ❖ A score of I (Incomplete) is counted as a zero
- ❖ A Score of E (Excused) exempts the score from the grade average as the score is dropped as attested by the *. This is preferable to a blank score because it is easier for a parent to understand that the score will not count against the student. A blank score often makes the parents question the grade.

> Strategies to 'Adjust' student scores:

- To adjust a score for a <u>particular</u> student, it is easiest to add points to an existing grade. You can accomplish this by double-clicking the particular score you wish to adjust and changing the grade. I suggest you add a note to the adjusted grade for your reference and be able to justify the change educationally.
- To adjust scores for <u>all</u> students by emphasizing particular assignments, it's best to
 change the weight score of an activity or two that you believe to be more beneficial
 for students. Editing the activity and changing the **Wt Mult** or **Wt Add** score can
 accomplish this.
 - Wt Mult can be used to count any score multiple times. A Wt Mult is usually 1.0 by default. A Wt Mult of 3 would count that particular activity three times.
 - Wt Add is used to add points to every student score for a particular activity. By default the Wt Add score is 0.0. Making this 5.5 would add 5.5 points to each student's grade for that activity under the points or category points scoring method or 5.5% if using the average or category average method..
- It is also possible to add a new activity for 'participation' and grade students with the new activity to influence final grades for the nine weeks period.
- To adjust scores by adding a particular % to every student's final average for the grading period, adjust the **Avg Scale Wt** value found under the **Class Defaults** section of the **Gradebook** menu pull down. Set to 0.0 by default, changing this value to 2.0 would add 2% to each student's final score for the grading period.
- Extra credit is easily counted when you use the POINTS or CATEGORY POINTS averaging methods of scoring. You can create an extra grade that has a total point value of 0. Now assign students any number of extra credit points. For example, give a student a 12 out of 0. The total points possible is not affected, just the total points earned. If you use the CATEGORY POINTS method, this adds credit just to the category that the extra credit is defined to represent.

Step 2: POSTING TO THE GRADE CARD

Posting moves your 9-weeks percentage to the actual Grade Card area in the STI system. NOTE: During mid-terms, the office 'steals' the grades from your grade book since this does not have to be a finalized score. However, at the end of a grading period we allow staff to post the scores in order to give you the power to finalize the grades and add extra credit. Since the office does not know when this will happen, you are given the responsibility to finalize and place the grades on the 'virtual' grade cards.

Posting cannot be accomplished until the office allows the posting process. When posting is turned on, you'll see the POST button on the icons bar (circled above – it looks like a miniature floppy disk). However, once Posting is closed, no additional changes can be made.

POST scores by selecting the POST button from the icons bar. Once selected, you will receive several prompts to verify the posting and to give you specific information about the posting process – most of which you cannot change and must accept. It's easiest and best to accept the defaults for the posting process.

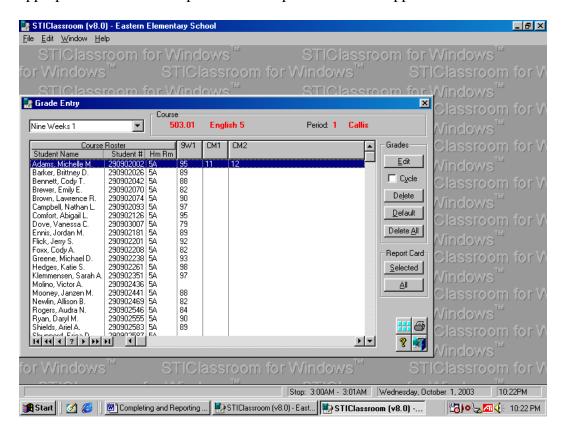
So, what happens when a student brings you a last minute paper to grade? Well, as long as posting is not turned off, you may Post multiple times. You are free to add the student's score and re-post. Each time you Post, the process writes over any previous postings or changes made in Manual Grade Entry (see Step 3).

Step 3:Use Manual Entry to show Incompletes and to add notes and comments

Think of Manual Grade Entry as working on the actual physical grade card. Once you've posted, the grades are moved to the grade card area. You may add comments or override grades in the Manual Entry area on the virtual grade card.

> Select the Manual Entry Icon at the Classroom Main Screen

When selected, you should get a screen that looks like that below once you select the appropriate Nine Weeks option from the pulldown at the upper left.



From this screen, you can Edit any student record to add comments and/or notes to be printed on the Grade Card. Be careful – changing a grade here may be difficult to explain if your gradebook value differs from the Grade Card value. You may override a grade – but be fully aware of the consequences. Note that the percentage score that is listed under Manual Entry (either by posting or editing the grades) is used to average the semester grade.

You can print an example of the student report card from this screen.