

Electronic Gradebook

eSIS v. 8.0.8

Teacher Version

July 2007

Wake County Public Schools

Student Information Systems

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Introduction

The purpose of this document is to show the School Level Teacher how to setup the NC WISE Gradebook and use it to enter student grades.

There are several terminologies that are used in the Gradebook:

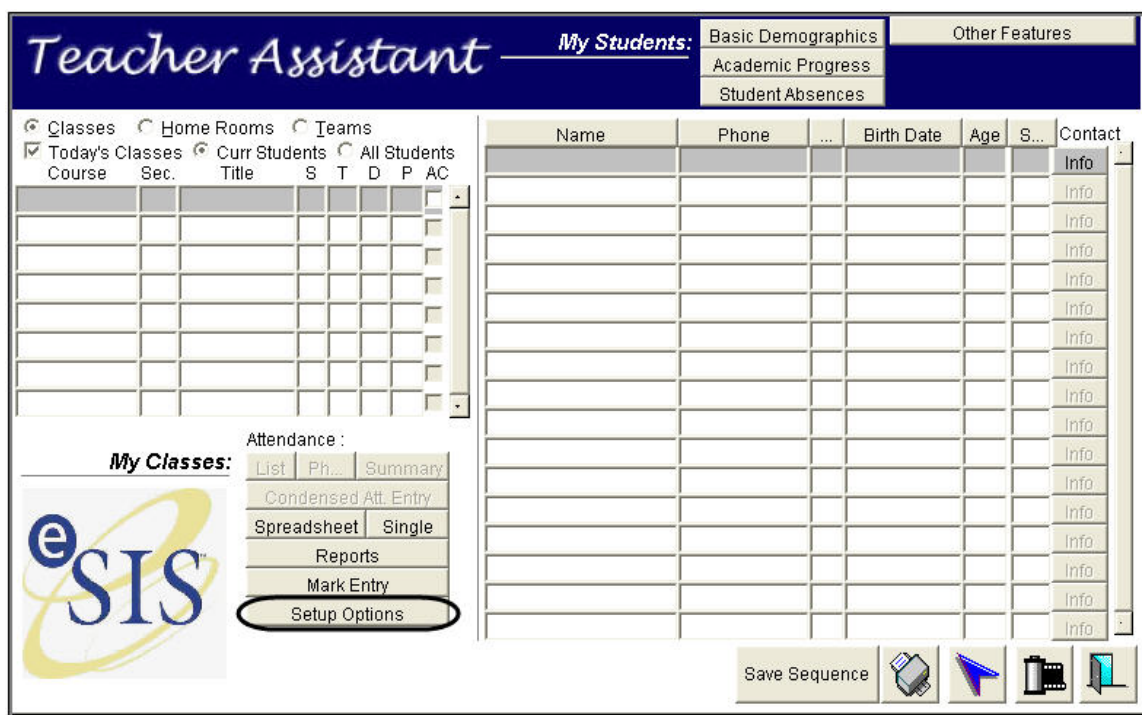
- Gradebook – overall NC WISE module allowing teachers to enter and calculate student's grades
- Spreadsheet – main screen of Gradebook
- Marks/Grade – used interchangeably to note a student's grade on a particular assignment or a grade that appears on the report card



- Save – use the  button (usually located in the lower right-hand corner) to save changes
- Assessment – individual assignment (ie, Chapter 1 test)

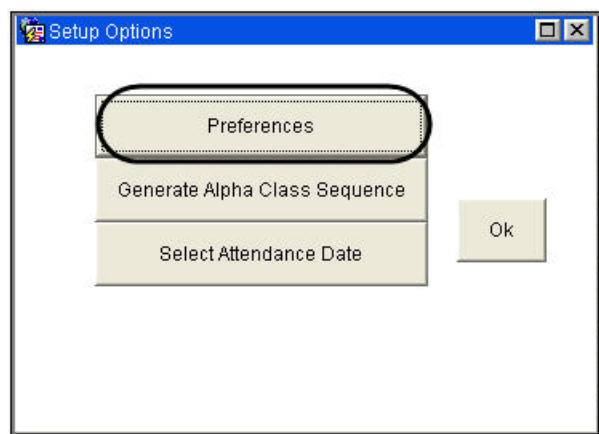
Setup

From TAM Start Screen, click **Setup Options**

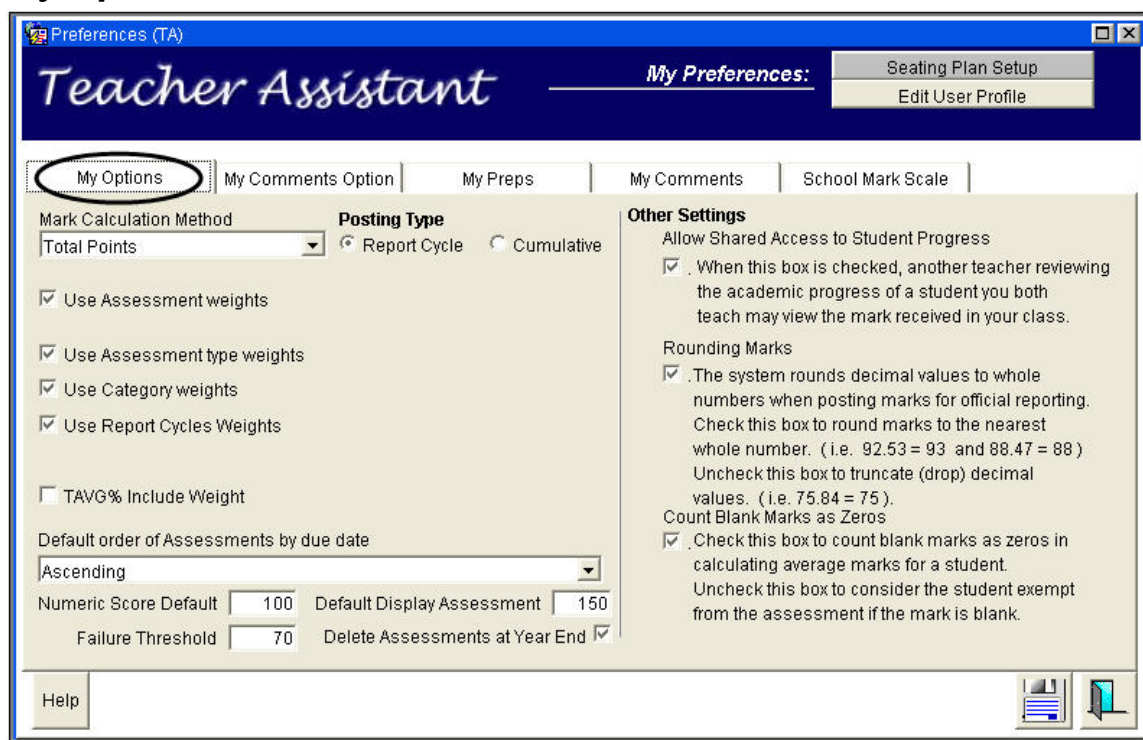


The screenshot shows the 'Teacher Assistant' interface. At the top, there's a navigation bar with 'My Students' and 'Other Features'. Under 'My Students', there are links for 'Basic Demographics', 'Academic Progress', and 'Student Absences'. Below this, there are radio buttons for 'Classes', 'Home Rooms', and 'Teams'. The 'Classes' section is active, showing a table with columns for 'Course', 'Sec.', 'Title', 'S', 'T', 'D', 'P', and 'AC'. To the right of this table is a large table with columns for 'Name', 'Phone', 'Birth Date', 'Age', 'S...', and 'Contact'. Below the 'Classes' table, there's a section for 'My Classes' with a list of buttons: 'List', 'Ph...', 'Summary', 'Condensed Att. Entry', 'Spreadsheet', 'Single', 'Reports', 'Mark Entry', and 'Setup Options'. The 'Setup Options' button is circled. At the bottom right, there's a 'Save Sequence' button and several icons for printing and other functions.

Select Preferences



My Options



The above screenshot shows the recommended default settings for all selections.

1. **Mark Calculation Method:** Total Points or Weighted Percentages

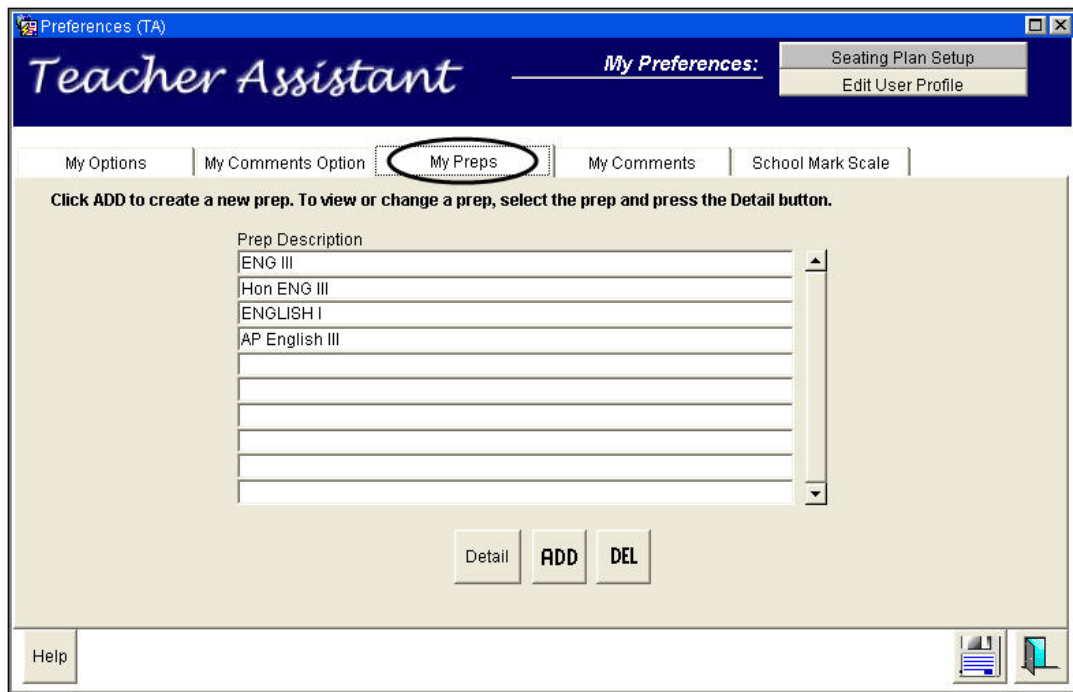
It is recommended you select **Total Points** as this is the more traditional method. Please see the Appendix for a more detailed explanation of these options.

Note: You CANNOT make changes to this after you begin creating Assessments.

- a. **Total Points** uses the point value of the Assessment as one way to weight the assessment. In other words, a test worth 100 points counts twice as much as a 50-point quiz.

- b. **Weighted Percentages** ignores the point value of an assessment and averages everything together using the percentage value of the assignment. If a student received 40 out of 50 on a quiz, the value used to make Gradebook calculations is 80%.
- 2. **Posting Type**: Report Cycle (Required)
- 3. **Use Assessment Weights**: enables teacher to weight certain assessments more than others
- 4. **Use Assessment Type Weights**: enables teacher to weight Assessment Types (ie, Classwork, Homework, Tests, etc.)
- 5. **Use Category weights**: enables teacher to weight Categories
- 6. **Use Report Cycle weights**: must be checked
- 7. **TAVG% included in weight** (affects Spreadsheet and Progress Report):
 - a. If checked, the TAVG% column in the Spreadsheet displays an overall average for the course no matter which Reporting Period is selected at the top of the screen. (Includes Report Cycle Weight and all other levels of weighting--exactly what a Final Mark would include)
 - b. If not checked, the TAVG% column in the Spreadsheet displays the Mark average **only** for the Reporting Period selected at the top of the screen. In other words, the TAVG% column displays what would appear on the Report Card if marks were posted for the selected reporting period today. (Does **not** include Report Cycle Weight, but does include Category and Type weighting)
- 8. **Default Order of Assessments by Due Date**: Choose Ascending or Descending sort order
- 9. **Numeric Score Default**: Score max of newly created Assessments will populate with this value. This is just a default value; you may change it
- 10. **Failure Threshold**: 70 is the Wake County standard
- 11. **Default Display Assessment**: not recommended to set below 30
- 12. **Delete Assessments at Year End**: must be checked
- 13. **Other Settings**: read each option carefully (recommendation is to have all checked)

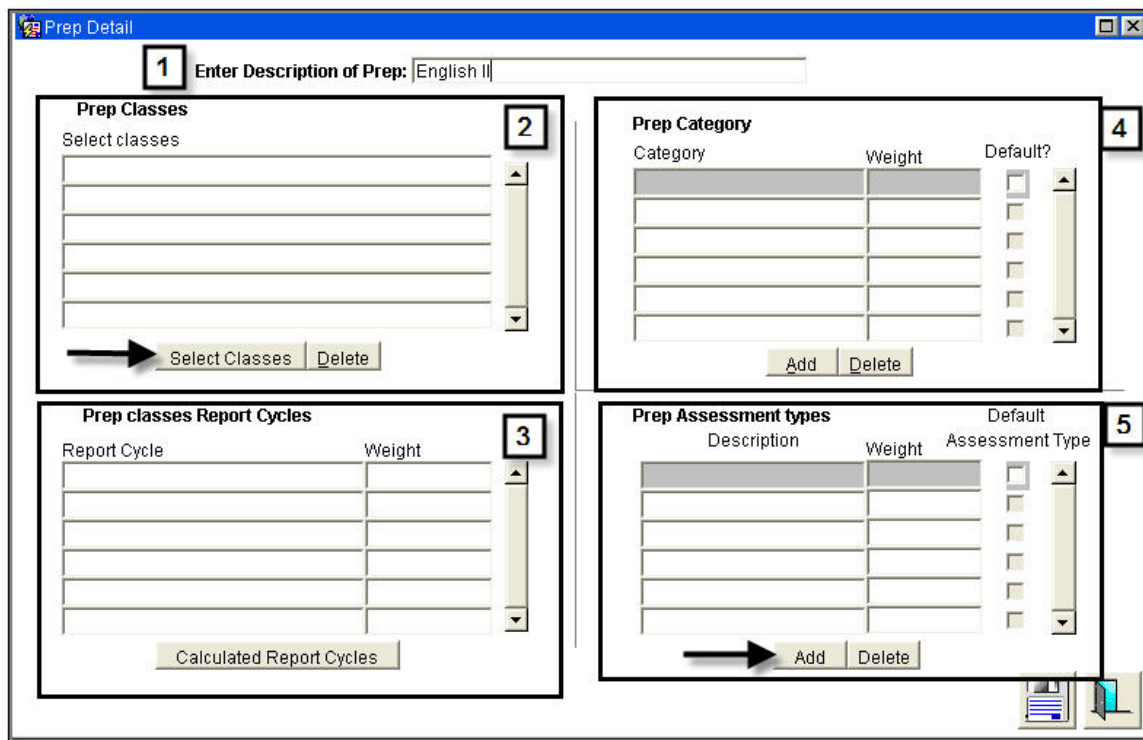
My Preps



The screenshot shows the 'Teacher Assistant' preferences window. The 'My Preps' tab is selected and circled. The window title is 'Preferences (TA)'. The main header area contains the text 'Teacher Assistant' and 'My Preferences:'. Below this are two buttons: 'Seating Plan Setup' and 'Edit User Profile'. The 'My Preps' tab is highlighted. Below the tabs, there is a instruction: 'Click ADD to create a new prep. To view or change a prep, select the prep and press the Detail button.' A list of prep descriptions is shown: 'ENG III', 'Hon ENG III', 'ENGLISH I', 'AP English III', and several empty rows. At the bottom of the list are three buttons: 'Detail', 'ADD', and 'DEL'. A 'Help' button is located at the bottom left of the window.

Select the **My Preps** tab.

- If you used Gradebook last year, your preps will copy over. To edit, select prep and click **Detail**.
- To enter a new prep, click **Add**



1 Enter Description of Prep: English II

2 Prep Classes
Select classes
[List of classes]
Select Classes Delete

3 Prep classes Report Cycles
Report Cycle Weight
[Table]
Calculated Report Cycles

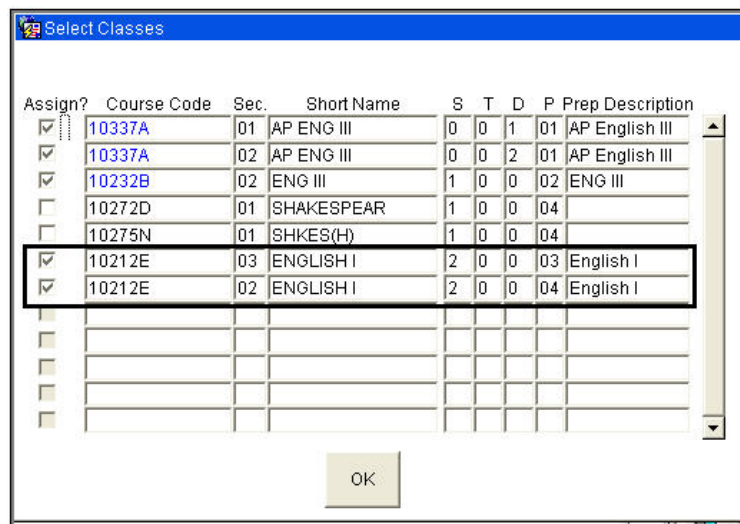
4 Prep Category
Category Weight Default?
[Table]
Add Delete

5 Prep Assessment types
Description Weight Assessment Type
[Table]
Add Delete

1. Enter Description of Prep

2. Prep Classes

a. Click **Select Classes**



Assign?	Course Code	Sec.	Short Name	S	T	D	P	Prep Description
<input checked="" type="checkbox"/>	10337A	01	AP ENG III	0	0	1	01	AP English III
<input checked="" type="checkbox"/>	10337A	02	AP ENG III	0	0	2	01	AP English III
<input checked="" type="checkbox"/>	10232B	02	ENG III	1	0	0	02	ENG III
<input type="checkbox"/>	10272D	01	SHAKESPEAR	1	0	0	04	
<input type="checkbox"/>	10275N	01	SHKES(H)	1	0	0	04	
<input checked="" type="checkbox"/>	10212E	03	ENGLISH I	2	0	0	03	English I
<input checked="" type="checkbox"/>	10212E	02	ENGLISH I	2	0	0	04	English I

OK

Note: Classes that are already assigned to other preps will be checked and the course will be in blue. Leave those classes checked.

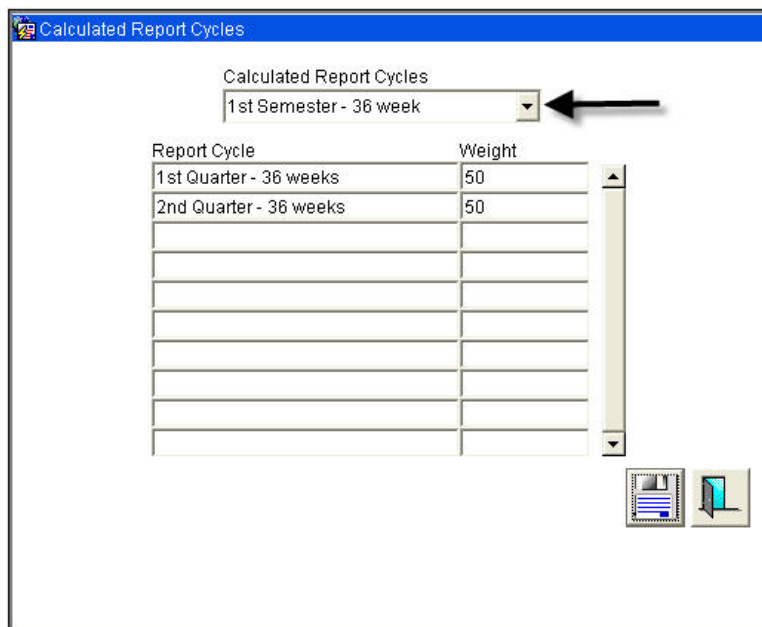
b. Place check by classes for that prep

c. Click **OK**

3. Prep Classes Report Cycles – See Appendix for EOC and non-EOC options

NOTE: Must be set for each class – highlight each Prep Class and set weights for that class

- Click **Calculated Report Cycles**

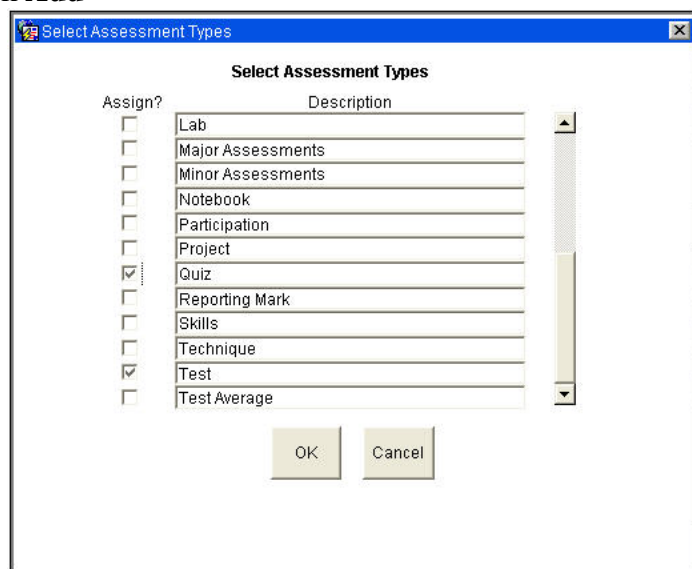


Report Cycle	Weight
1st Quarter - 36 weeks	50
2nd Quarter - 36 weeks	50

- Select dropdown to view Calculated Report Cycles
- Enter Weights for each Calculated Report Cycle
- Save

NOTE: If you do not see the correct Report Cycles listed in your dropdown, please see your school Gradebook Contact or your Data manager.

4. **Prep Category** – free form field – type “General” or “Default” with a weight of 1 and check box under **Default?** (See your Gradebook Contact for alternate setup)
5. **Prep Assessment Types**
 - a. Click **Add**



Assign?	Description
<input type="checkbox"/>	Lab
<input type="checkbox"/>	Major Assessments
<input type="checkbox"/>	Minor Assessments
<input type="checkbox"/>	Notebook
<input type="checkbox"/>	Participation
<input type="checkbox"/>	Project
<input checked="" type="checkbox"/>	Quiz
<input type="checkbox"/>	Reporting Mark
<input type="checkbox"/>	Skills
<input type="checkbox"/>	Technique
<input checked="" type="checkbox"/>	Test
<input type="checkbox"/>	Test Average

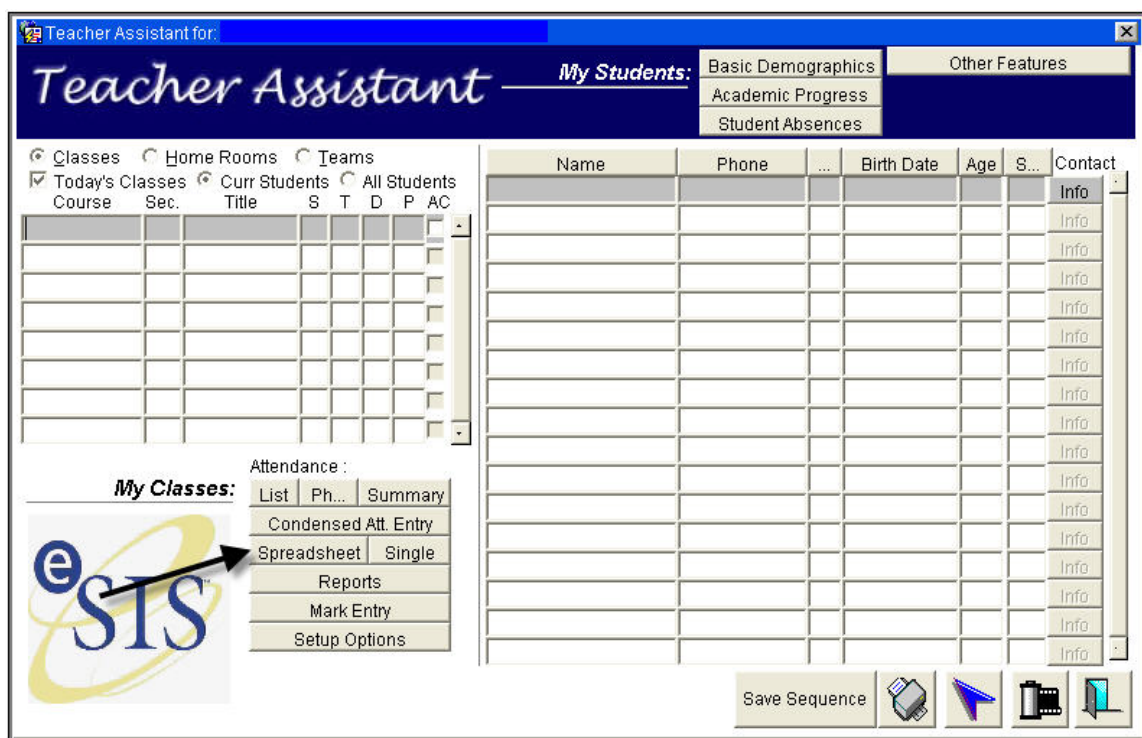
- b. Under the **Assign?** column, check Assessment Types you want to use
- c. Click **OK**

Prep Assessment types		Default
Description	Weight	Assessment Type
Classwork	25	<input checked="" type="checkbox"/>
Homework	20	<input type="checkbox"/>
Quiz	15	<input type="checkbox"/>
Test	40	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

- d. **Assign weights** – (%’s can be used for both the Total Points Method and the Weighted Percentages Method) be sure that the total % equals 100
 - e. **Default Assessment Type:** (Optional) Place a check by the Assessment Type that you will use the most – when you create a new assessment, this will default in Assessment Type but can be changed
6. Click the **Save** button

Spreadsheet (Gradebook)

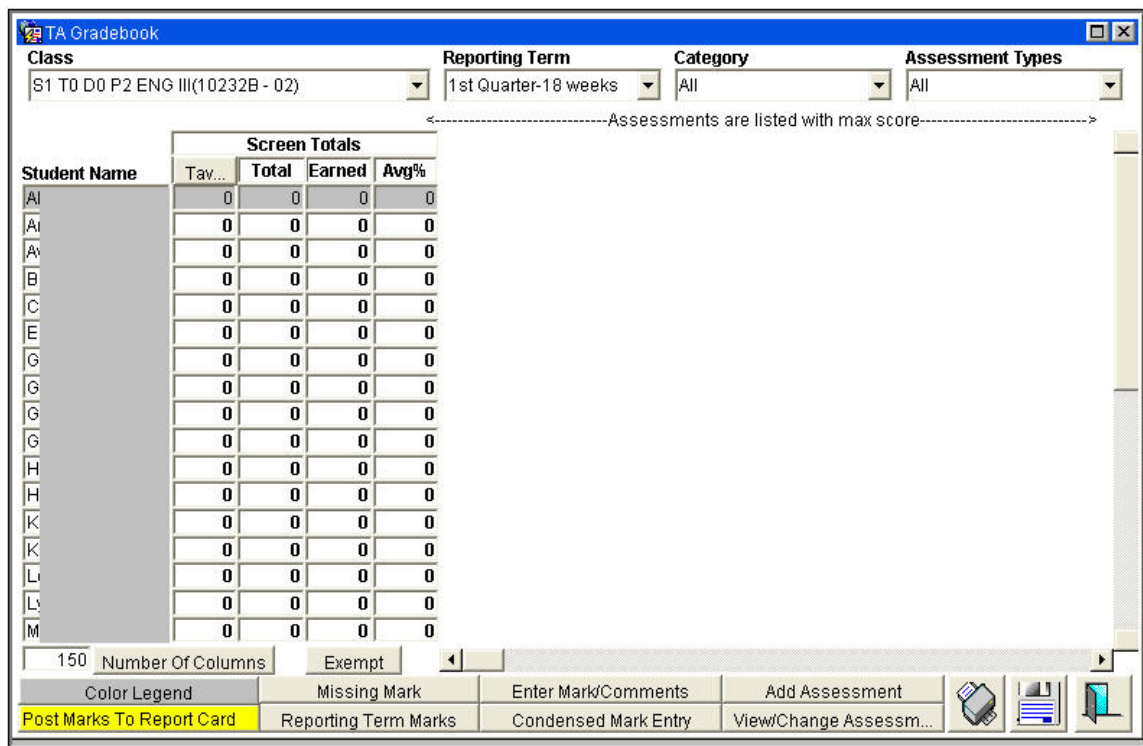
Return to Main Start Screen of TAM



The screenshot shows the 'Teacher Assistant' window. The 'My Students' tab is active, displaying a list of students with columns for Name, Phone, Birth Date, Age, and Contact. The 'My Classes' tab is also visible, showing a list of classes with columns for Course, Sec., Title, S, T, D, P, and AC. The 'Attendance' dropdown menu is open, and the 'Spreadsheet' option is highlighted. The 'eSIS' logo is visible in the bottom left corner of the window.

Select Course you want to work with (uncheck **Today's Classes** if necessary)

Select **Spreadsheet**



The screenshot shows the 'TA Gradebook' window. At the top, there are four dropdown menus: 'Class' (S1 T0 D0 P2 ENG III(10232B - 02)), 'Reporting Term' (1st Quarter-18 weeks), 'Category' (All), and 'Assessment Types' (All). Below these is a dashed line with the text 'Assessments are listed with max score'. The main area is a table with columns: 'Student Name', 'Tav...', 'Total', 'Earned', and 'Avg%'. The table lists students from A to M, with all values currently set to 0. At the bottom, there is a toolbar with buttons: '150 Number Of Columns', 'Exempt', 'Color Legend', 'Missing Mark', 'Enter Mark/Comments', 'Add Assessment', 'Post Marks To Report Card', 'Reporting Term Marks', 'Condensed Mark Entry', and 'View/Change Assessm...'. There are also icons for printing, saving, and navigating.

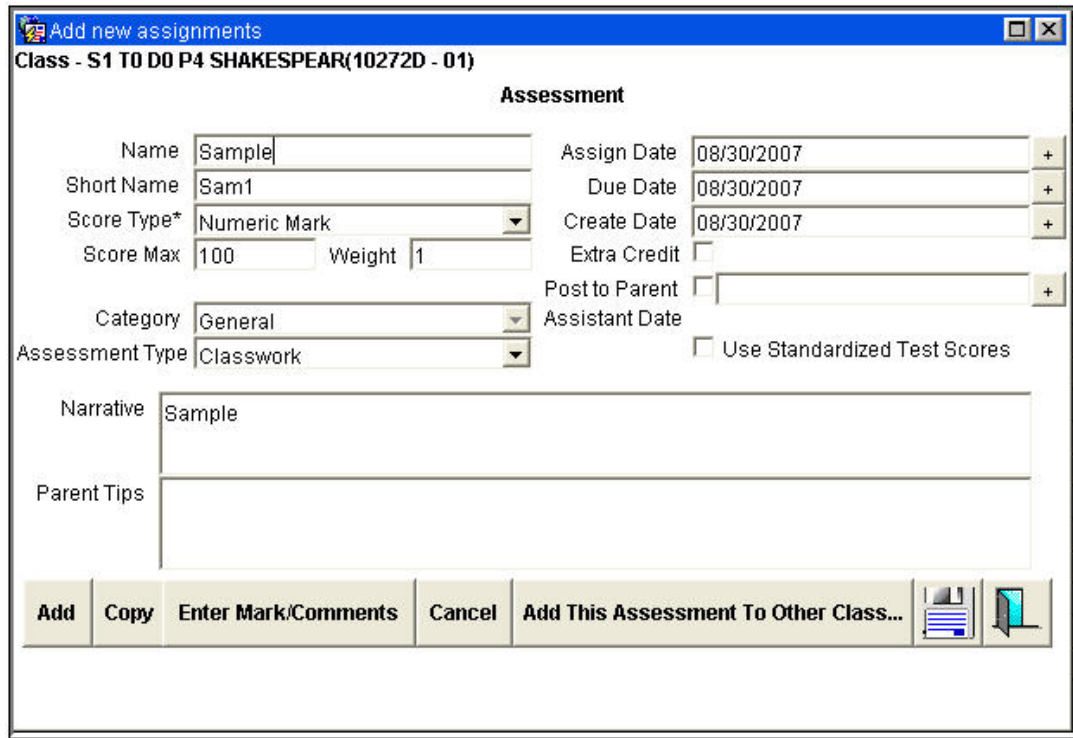
This screen is the main Gradebook Screen. The Spreadsheet displays students and Assessments according to the values you have selected in the dropdowns at the top of the screen. The **TAVG%** and **AVG%** columns show a cumulative grade, depending on what options you have selected.

From this screen, you can

- View students and their assessments
- Enter student marks
- Post Marks to Report Card
- Print the Spreadsheet
- Navigate to:
 - Add Assessments
 - Enter Marks and Comments
 - View or Change your Assessments

Add Assessment

- Select the **Class** you wish to work with from the dropdown located in the upper left hand side of the screen
- Select the **Reporting Term** that your Assessment will be attached to
- Click **Add Assessment** to create a new test, quiz, homework assignment, etc.



- Enter a **Name** for the Assessment
- Enter a **Short Name**—this will display as column headings on the Spreadsheet, as well as in various reports so make sure it is unique (Quiz1, Quiz2, etc).
- **Score Type**—will almost always be Numeric Mark (there are options for Pass/Fail Marks and Alpha Marks if necessary)
- **Score Max**—remember this will default to what you have set in your Preferences can be edited here if you like
- **Weight**—if you wish to use Assessment level weighting, you may use a whole number or a decimal to assign a weight relative to other Assessments OF THIS TYPE (for example, if you want *this particular* test to count twice as much as other tests, enter 2 for Weight; conversely, for this test to count half as much, enter .5)
- Choose a **Category** and **Assessment Type** from the dropdowns (again, these are populated with the Category or Type you marked as Default on the Prep Detail screen but can be edited here if you like)
- **Assign Date**—when was this Assessment given to the student? You may access the calendar by clicking the “+” button. Remember an assessment cannot be Assigned or Due on a non-school day.
- **Due Date**—when is the last day to turn in this Assessment?
- You may leave the **Create Date** at the default date.

- After you Save, a couple of options are available on this screen:

- [illegible]

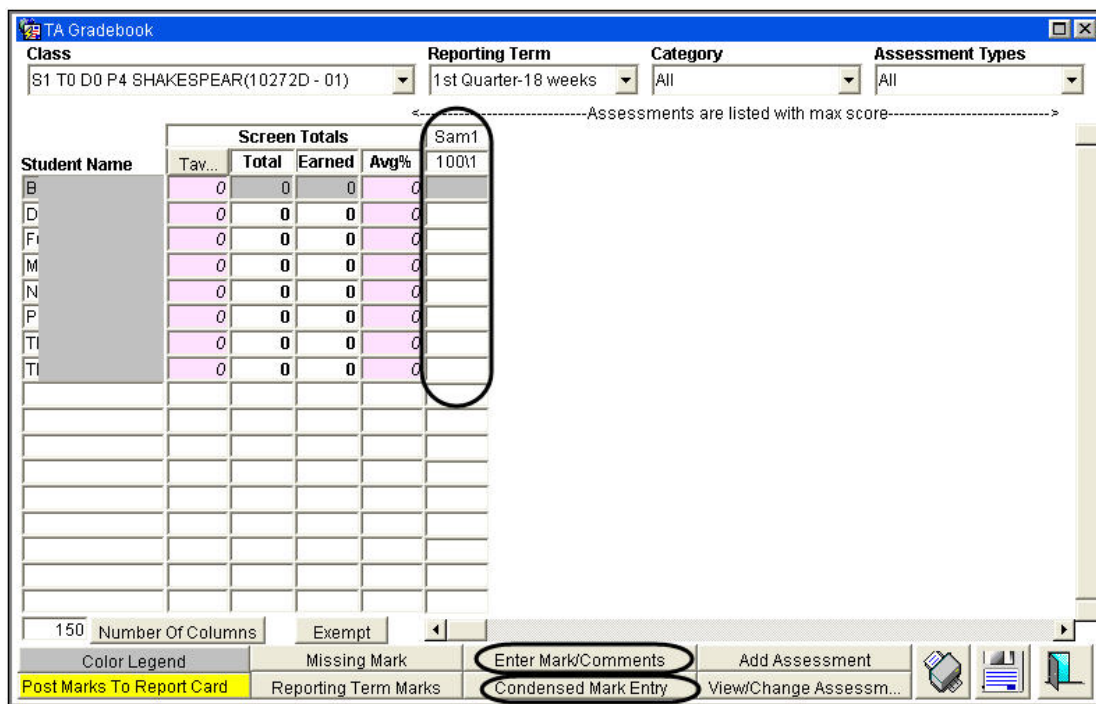
- You can enter the **Assign Date**, **Due Date**, and **Reporting Term** manually for each class if you wish, OR...
- If you want the **Assign Date**, **Due Date**, and **Reporting Term** to be the same for all the classes, click **Copy Selected Info to All**. This will **only** copy the info for classes in the same semester (so you do not have a due date of August for a second-semester class that starts in January). If you have classes in different semesters:
 - Click **Copy Info...** to copy to the first semester
 - Check the box beside the first 2nd Semester class
 - Fill in the **Assign Date**, **Due Date**, and **Reporting Term** for that class
 - Click **Copy Info** again to copy the current data to all the other 2nd Semester classes
- **Save**

Entering Marks for Assessments

You may Enter Marks using the **Spreadsheet** screen, the **Enter Marks/Comments** screen or the **Condensed Mark Entry** screen. All of these options are available from the Spreadsheet screen and each is briefly described below.

The **Single** button on the START screen will also take you directly to the Enter Marks/Comments screen.

Spreadsheet:



TA Gradebook

Class: S1 T0 D0 P4 SHAKESPEAR(10272D - 01) Reporting Term: 1st Quarter-18 weeks Category: All Assessment Types: All

Assessments are listed with max score

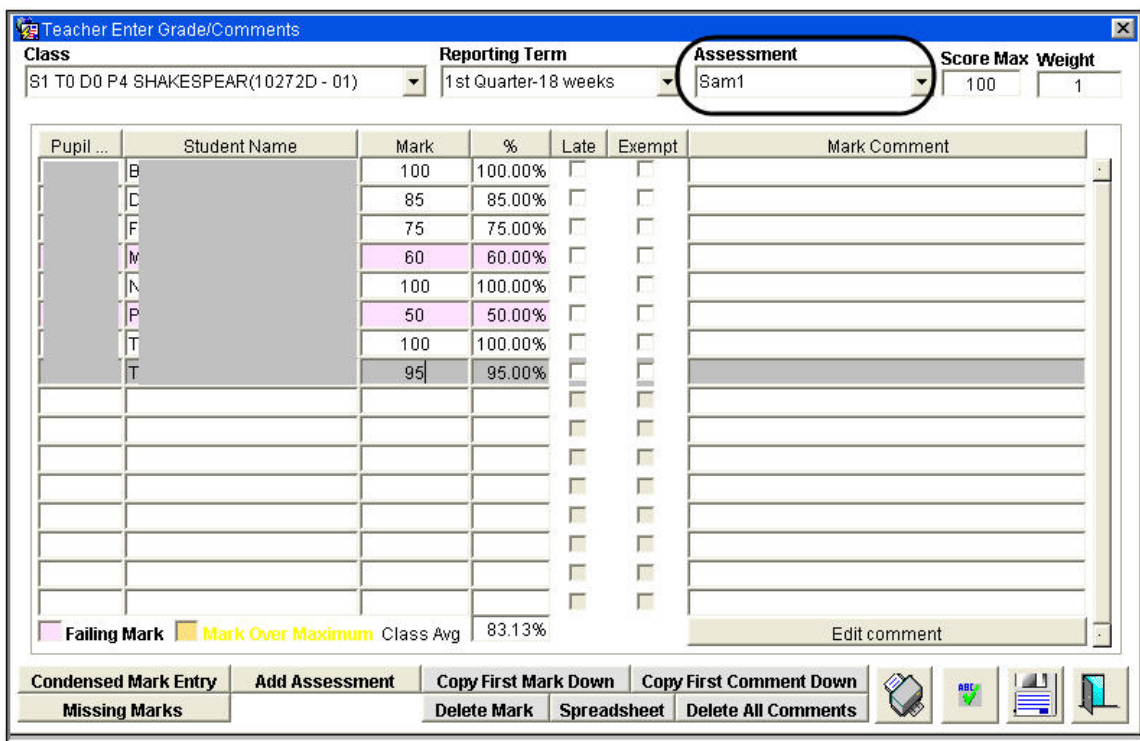
Student Name	Tab...	Total	Earned	Avg%	Sam1
B	0	0	0	0	100%
D	0	0	0	0	100%
F	0	0	0	0	100%
M	0	0	0	0	100%
N	0	0	0	0	100%
P	0	0	0	0	100%
T	0	0	0	0	100%
T	0	0	0	0	100%

150 Number Of Columns Exempt

Color Legend Missing Mark Enter Mark/Comments Add Assessment

Post Marks To Report Card Reporting Term Marks Condensed Mark Entry View/Change Assessm...

- Select the appropriate **Class** and **Reporting Term** from the corresponding dropdowns. (If you have lots of Assessments, you may want to further filter this screen using the Category or Assessment Types dropdowns.)
- Enter the appropriate Mark directly on the Spreadsheet using your Tab, Enter, or arrow keys to navigate from field to field; or you can use your mouse to click in the appropriate field.
- Save



- Select the **Class**, **Reporting Term** and **Assessment** from the dropdowns at the top
- Use the Arrow key to navigate down the list and enter **Marks**
- You may enter **Comments** if you wish for any student for any Assessment. **These comments will appear on the Progress Report, but NOT on the Report Card.** Highlight the student you want to enter the Comment for and click the **Edit Comment** button in the bottom right section of the screen.
- At the bottom of the screen, the **Copy First Mark Down** and **Copy First Comment Down** function exactly like they sound: Whatever data is in the very first field (the Mark/Comment for the first student in the class) will get copied to the rest. You may go back and change individual marks if necessary
- The **Late** checkbox is for information only and displays on the Academic Progress report as well as some other reports.
- The **Exempt** checkbox affects Mark Calculation: If you mark a student as Exempt on a particular Assessment, that Assessment will **not** count towards Points Earned or Points Attempted when calculating Report Card or Final Marks (whether you have given the student a Mark for that Assessment or not)

TA Condensed Grade Entry

Class	Reporting Term	Assessment	Score Max	Weight
S1 T0 D0 P4 SHAKESPEAR(10272D - 01)	1st Quarter-18 weeks	Sam1	100	1

Name	Mark	Name	Mark	Name	Mark
B	100	M	60	T	100
D	85	N	100	T	95
F	75	P	50		

☐ Failing Mark
 ☐ Mark Over Maximum
 ☐ Exempt

Enter Mark/Comments Missing Mark

- Select the Class, Reporting Term and Assessment from the dropdowns at the top
- Use the Arrow keys to move up and down, and the Tab key to move across the screen.

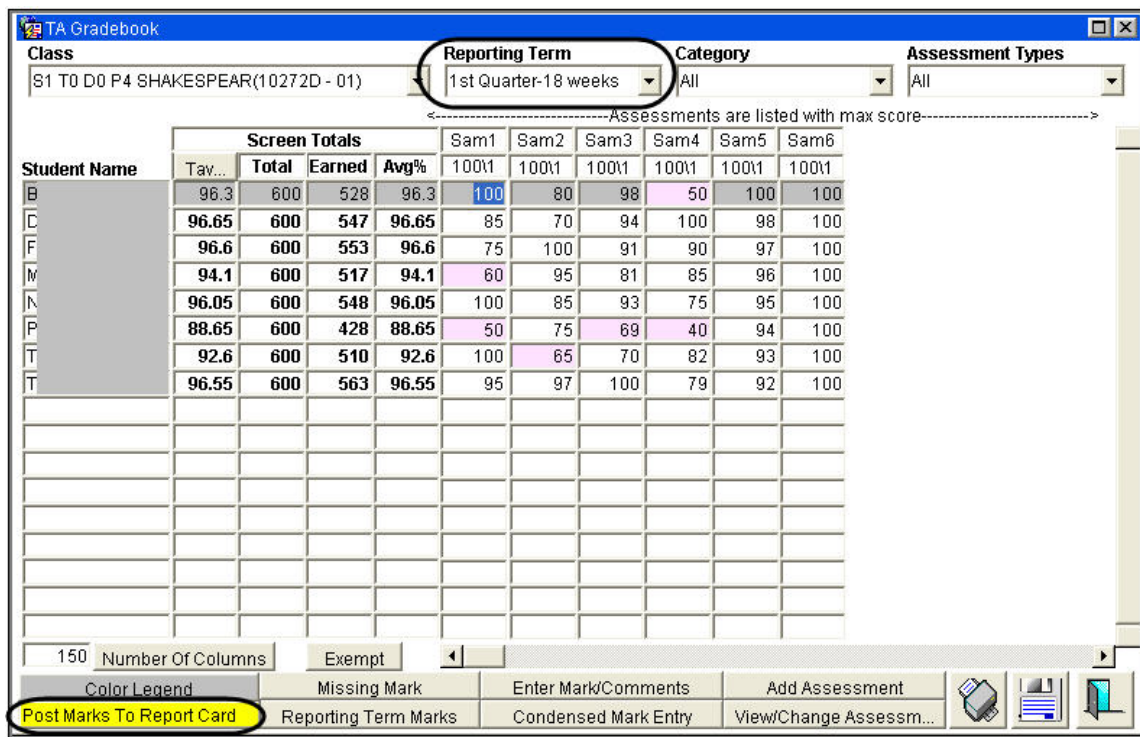
There are times when it is necessary to view and change or delete an assessment. For example, you may want to change the name of an assessment or remove an assessment from a class.

150	Number Of Columns	Exempt		
Color Legend	Missing Mark	Enter Mark/Comments	Add Assessment	
Post Marks To Report Card	Reporting Term Marks	Condensed Mark Entry	View/Change Assessm...	

- Use the dropdowns at the top to filter this list
- The information in the columns is read-only
- To Remove an Assessment from this class, highlight the Assessment and click the **Remove...** button. This does not delete the Assessment but “un-attaches” it from a particular class.
- You may navigate to the **Change Assessment** screen by clicking the button at the bottom.

Post to Report Card

You may Post to the Report Card any time you wish. Every time you Post Marks for a particular Reporting Period, whatever you previously posted for that Reporting Period is replaced with the new calculation. . Keep in mind, the new calculation will take into account Marks that were added or changed since the last posting.



TA Gradebook

Class: S1 T0 D0 P4 SHAKESPEAR(10272D - 01) Reporting Term: 1st Quarter-18 weeks Category: All Assessment Types: All

Assessments are listed with max score----->

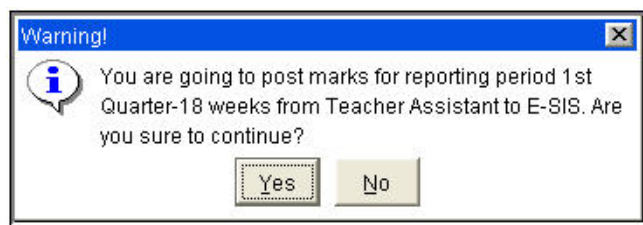
Student Name	Screen Totals				Sam1	Sam2	Sam3	Sam4	Sam5	Sam6
	Tav...	Total	Earned	Avg%	100\1	100\1	100\1	100\1	100\1	100\1
B	96.3	600	528	96.3	100	80	98	50	100	100
C	96.65	600	547	96.65	85	70	94	100	98	100
F	96.6	600	553	96.6	75	100	91	90	97	100
M	94.1	600	517	94.1	60	95	81	85	96	100
N	96.05	600	548	96.05	100	85	93	75	95	100
P	88.65	600	428	88.65	50	75	69	40	94	100
T	92.6	600	510	92.6	100	65	70	82	93	100
T	96.55	600	563	96.55	95	97	100	79	92	100

150 Number Of Columns Exempt

Color Legend Missing Mark Enter Mark/Comments Add Assessment

Post Marks To Report Card Reporting Term Marks Condensed Mark Entry View/Change Assessm...

From the Spreadsheet, click the yellow **Post Marks to Report Card** button. The popup reminds you which Reporting Period you are posting. Click **Yes** to continue or **No** to exit without Posting.

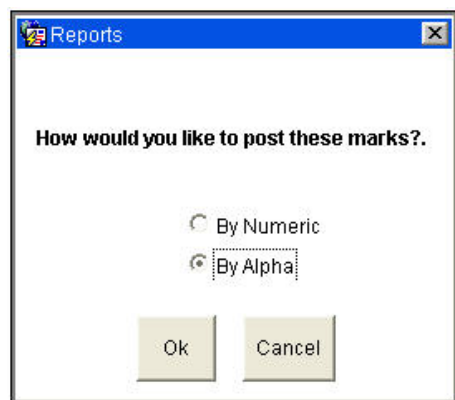


Warning!

You are going to post marks for reporting period 1st Quarter-18 weeks from Teacher Assistant to E-SIS. Are you sure to continue?

Yes No

You are then presented with another popup prompting you to select **Numeric** or **Alpha** posting. Most schools use Alpha posting, but be sure to check with your school administration.



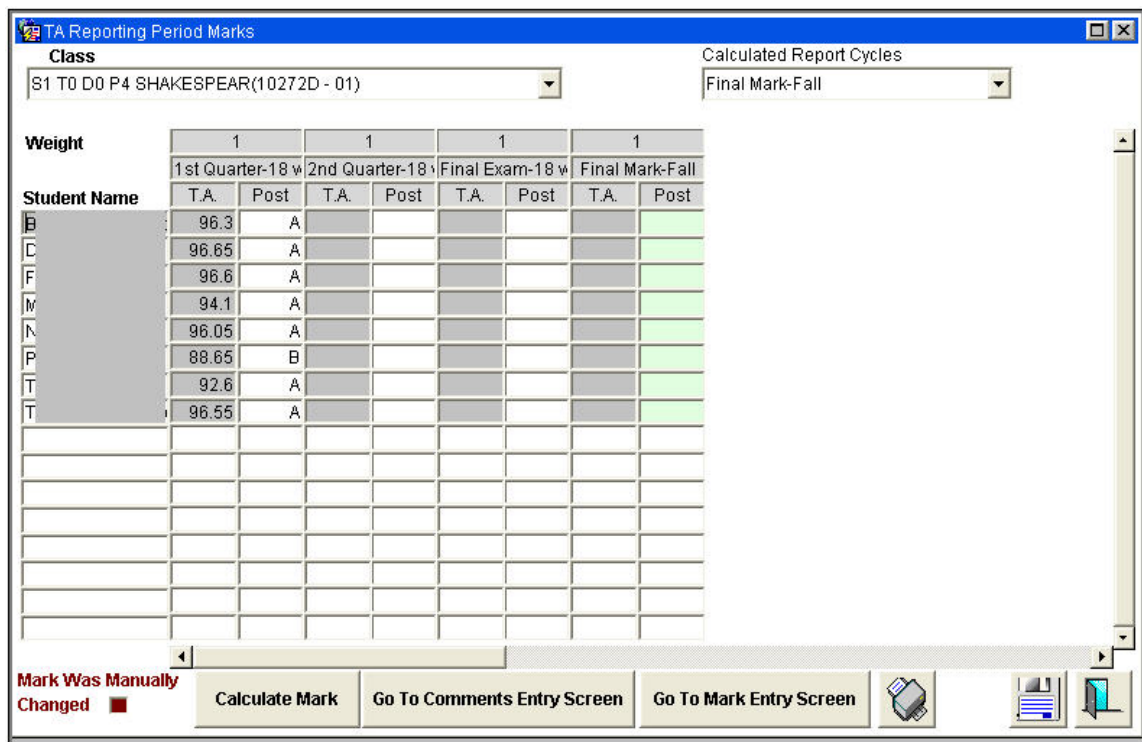
Reports

How would you like to post these marks?.

☐ By Numeric

☒ By Alpha

Ok Cancel






TA Reporting Period Marks

Class: S1 T0 D0 P4 SHAKESPEAR(10272D - 01)

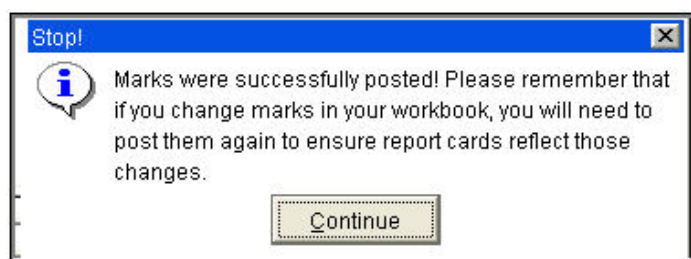
Calculated Report Cycles: Final Mark-Fall

Student Name	1		1		1		1	
	1st Quarter-18 w	2nd Quarter-18 w	Final Exam-18 w	Final Mark-Fall	T.A.	Post	T.A.	Post
B	96.3	A						
C	96.65	A						
F	96.6	A						
M	94.1	A						
N	96.05	A						
P	88.65	B						
T	92.6	A						
T	96.55	A						

Mark Was Manually Changed ■

Calculate Mark Go To Comments Entry Screen Go To Mark Entry Screen   

- **T.A.** column - actual numeric value the Gradebook has calculated based on the marks and all weighting
- **Post** column - converts the numeric Mark to an alpha Mark if you have chosen alpha posting, or rounds to a whole number according to the option you have selected in your Preferences
- **Making changes:** from this screen, you can manually change the posted grade (for example change a “B” to an “A”). Manually changed marks will show in burgundy.
- This page can be printed by clicking on the **Printer** icon.
- After you have Saved and exited, you will be presented with the following popup:



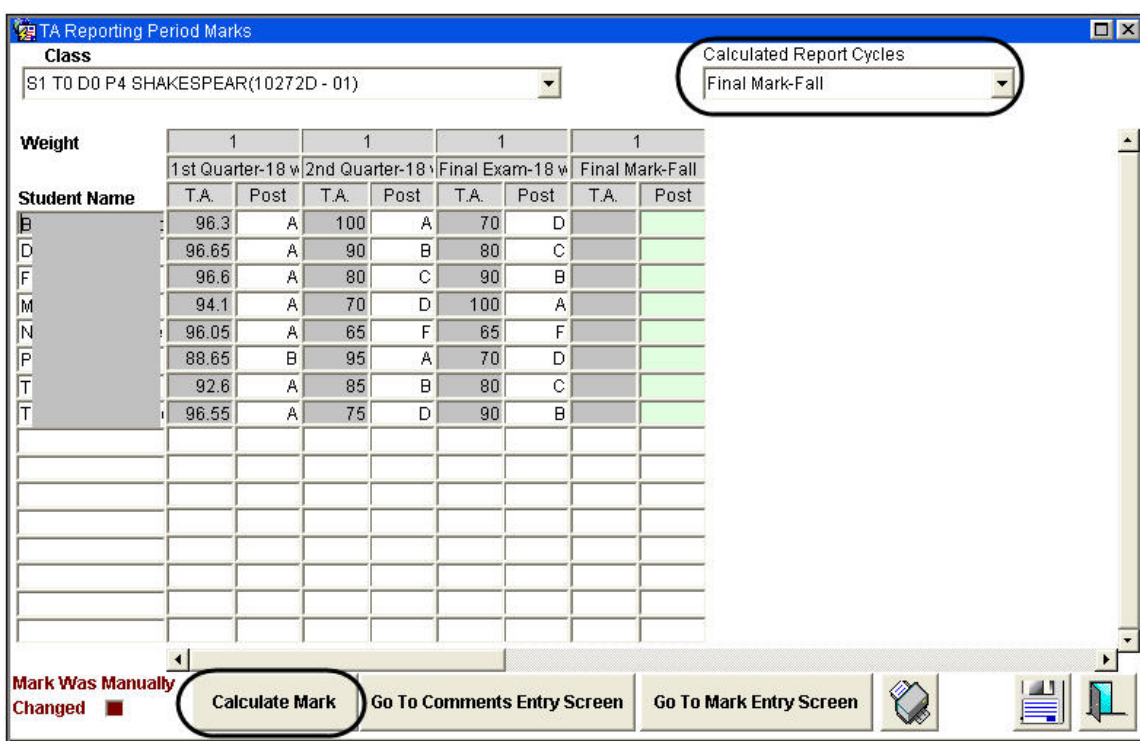
Click **Continue**.

NOTE: You must repeat this process for each class. Posting is done on a class by class basis.

Posting “Calculated” Marks

In the last section you learned how to post your Quarter Marks. If your school is using the Multiple Calculated Reporting Periods enhancement, the next step is posting those marks that are calculated from other report cycle marks, such as Semester Marks or Final Marks. **You must set the weighting to use in the calculation as shown on page 6.**

- Go to the **Reporting Term Marks** screen (button is beside the yellow Post to Report Card button)

Student Name	1st Quarter-18 w		2nd Quarter-18 w		Final Exam-18 w		Final Mark-Fall	
	T.A.	Post	T.A.	Post	T.A.	Post	T.A.	Post
B	96.3	A	100	A	70	D		
D	96.65	A	90	B	80	C		
F	96.6	A	80	C	90	B		
M	94.1	A	70	D	100	A		
N	96.05	A	65	F	65	F		
P	88.65	B	95	A	70	D		
T	92.6	A	85	B	80	C		
T	96.55	A	75	D	90	B		

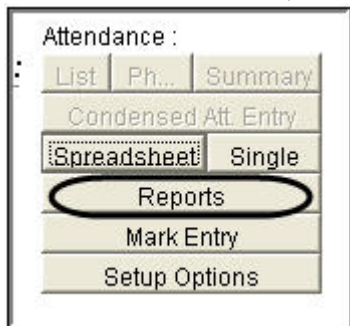
- Use the **Calculated Report Cycles** dropdown in the upper right of the screen to select which reporting term you wish to calculate
- Click the **Calculate** button in the lower left of the screen
- You will be presented with the same pop-ups you saw while posting to the report card (Alpha/Numeric choice and warning messages)
- The last pop-up should be the confirmation message “Marks were successfully posted!”
- Click **Continue**.
- Save

You should now see the calculated mark in the appropriate column. This process calculates the mark **and** posts to the report card.

NOTE: You must repeat this process for each class. Posting is done on a class by class basis.

Printing Progress Reports (Interims)

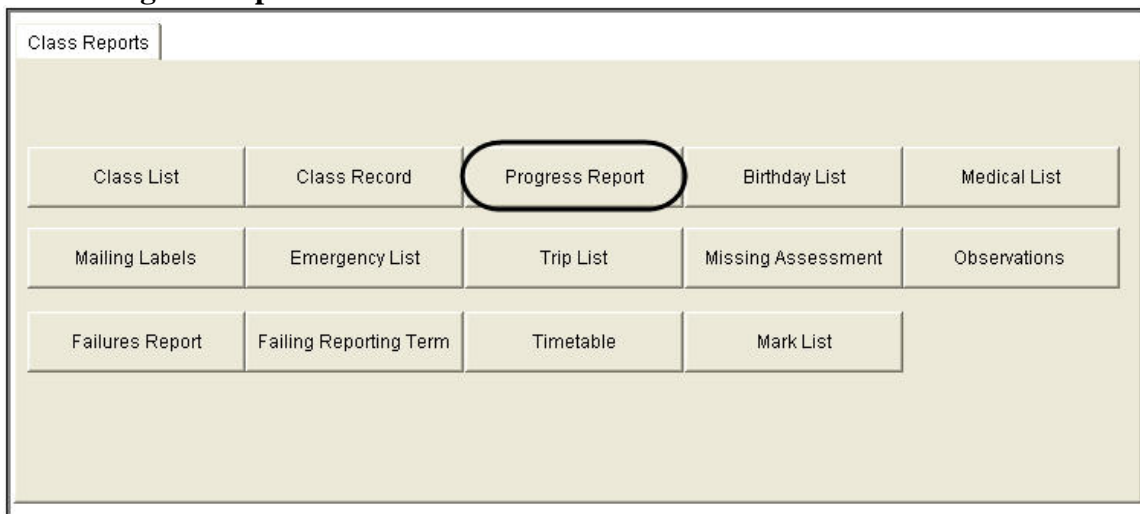
On TAM Start Screen, click **Reports**.



Attendance :

List	Ph...	Summary
Condensed Att. Entry		
Spreadsheet	Single	
Reports		
Mark Entry		
Setup Options		

Select **Progress Report**.



Class Reports

Class List	Class Record	Progress Report	Birthday List	Medical List
Mailing Labels	Emergency List	Trip List	Missing Assessment	Observations
Failures Report	Failing Reporting Term	Timetable	Mark List	

Academic Progress Report (TA)

School: Knightdale High

Report Title
Academic Progress Report (TA)

Select Classes: S1 T0 D0 P4 SHAKESPEAR(10272D - 01) Multiple...

Report Cycle: 1st Quarter-18 weeks ?

Category: All

Assessment Type: All

Select Student: Multiple...

Assessment From Date: + To Date: +

☐ Group by Unit of Study ☒ Include Summary by Assessment Type? ☒ Include weight?

☒ Group by Assessment Type ☐ Include Class Average? ☐ Include signature?

Order by Due Date: Ascending ☐ Include Assign date and Due date?



☐ Include Absences from this Class?

Message to Parent:

☐ Include Version Number of the Report

☒ Landscape ☐ Portrait

Print in background? No

- **Select Classes:** Use dropdown to select class (it is better to do one class at a time instead of multiple)
- **Report Cycle:** Use ? button to select
- Filter by **Category** and/or **Assessment Type** if you wish
- **Select Student:** Leave blank for all students or select single / multiple students
- **Assessment From Date/To Date:** enter range (based on Assessment Due Date), or leave blank to return all dates
- Use the various checkboxes to include/exclude the related information, including Attendance data
- The **Message to Parent** is a free-form field and will print on the Progress Report for every student you have selected above
- Do not include **Version Number**
- It is recommended to print the report in **Landscape** format.

Sample Progress Report

Boxes checked on Parameter Form:

- Group by Assessment Type
- Include Summary by Assessment Type
- Include Weight

Wake County										Avg - Average TPP - Total Points Possible TPE - Total Points Earned		Page: 1																									
Academic Progress Report (TA)																																					
B		Pupil No																																			
Class SHAKESPEARE (01)		Period 04								Teacher																											
Reporting Term: 1st Quarter-18 weeks		Avg (95.1%) TPP 600 TPE 528																																			
Classwork		Avg (90%) TPP 200 TPE 180																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Assessment Name</th> <th>Score</th> <th>Max</th> <th>Wt</th> <th>%</th> <th>Late</th> <th>Exempt</th> <th>Extra Credit</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Sample</td> <td>100</td> <td>100</td> <td>1</td> <td>100</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sample 2</td> <td>80</td> <td>100</td> <td>1</td> <td>80</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>											Assessment Name	Score	Max	Wt	%	Late	Exempt	Extra Credit	Comment	Sample	100	100	1	100					Sample 2	80	100	1	80				
Assessment Name	Score	Max	Wt	%	Late	Exempt	Extra Credit	Comment																													
Sample	100	100	1	100																																	
Sample 2	80	100	1	80																																	
Homework		Avg (98%) TPP 100 TPE 98																																			
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Assessment Name	Score	Max	Wt	%	Late	Exempt	Extra Credit	Comment																													
Sample 3	98	100	1	98																																	
Participation		Avg (50%) TPP 100 TPE 50																																			
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Assessment Name	Score	Max	Wt	%	Late	Exempt	Extra Credit	Comment																													
Sample 4	50	100	1	50																																	
Quiz		Avg (100%) TPP 100 TPE 100																																			
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Assessment Name	Score	Max	Wt	%	Late	Exempt	Extra Credit	Comment																													
Sample 5	100	100	1	100																																	
Test		Avg (100%) TPP 100 TPE 100																																			
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Appendix

Mark Calculation

This is an overview of the calculation process. **For a more detailed explanation of the calculations, please see your Gradebook Contact.**

The Gradebook uses the combination of Score Max and Assessment Weight and your choice of formula to calculate marks *within a certain Category or Type*. These groups form a hierarchy with marks being calculated at the lower level (Assessment Types) and fed up to the next higher level (Assessment Categories).

The Gradebook hierarchy is (*from lowest to highest*):

- Assessment Weight
- Assessment Type Weight
- Category Weight
- Report Cycle Weight

Assessment Weighting: Total Points vs. Weighted Percentages

The first equation is described as **Weighted Percentages** (Eq1). It is named as such because each mark in a group is converted to a percentage and then each **Assessment Weight** is applied to it as a percentage of Total weight. Total weight is calculated by adding together all of the weights within a certain level (see below for a specific calculation example).

$$\left[\sum \left[\frac{\text{MARK EARNED}}{\text{MAX SCORE}} \times \frac{\text{WEIGHT}}{\text{TOTAL WEIGHT}} \right] * 100 \right] + \text{Extra Credit}$$

To get a feel for how this equation works, consider the following:

- The Max Score has no effect on the relative ‘value’ of the mark; when calculating the final mark, a score of 40 out of 50 is mathematically the same as an 80 out of 100 because each mark is converted to a Percentage before being averaged together with other marks.
- If we want to make an Assessment a higher *relative* ‘value’, we must assign a higher **Assessment Weight** to this assessment.
- So Assessment Weighting is instrumental in ascribing relative value to an assessment.

The second equation is described as **Total Points** (Eq2). The focus here is on the actual Marks. Weight is applied directly to the Mark Earned and to the Max Score.

$$\left[\frac{\sum (\text{MARK EARNED} \times \text{ASSMT. WEIGHT})}{\sum (\text{ASSMT. MAXSCORE} \times \text{ASSMT. WEIGHT})} * 100 \right] + \text{Extra Credit}$$

Consider the following about the above equation:

- The Max Score can be used to ascribe relative ‘value’ to an assessment.
- The actual value of the Mark Earned and the Max Score impacts the Final Mark calculation.
- Assessments with higher Max Scores have a greater impact on the Final Mark calculation.

Let us now take a detailed look at the calculation of marks for an Assessment Type called “Tests” with 3 assessment instruments as shown below.

Assessment	Assessment Weight	Student Mark	Max Score
Assign 1	2	30	50
Assign 2	3	15	20
Assign 3	1	25	60
	Total Weight: 6		

Weighted Percentages:

Using the above numbers and the formula below, the calculation is as follows:

Note: Value of Assignment = (Student Mark / Max Score) * (Assessment Weight / Total Weight)

Tests = [(value of Assign 1 + value Assign 2 + value of Assign 3)]*100

$$\begin{aligned}
 &= \{[(30/50) * (2/6)] + [(15/20) * (3/6)] + [(25/60) * (1/6)]\} * 100 \\
 &= \{0.2 + 0.375 + 0.07\} * 100 \\
 &= 64.5 \% \text{ for Tests}
 \end{aligned}$$

Total Points:

Using the same numbers above and the formula below, the calculation is as follows:

Note: Weighted value of Earned Marks for Assignment = (Student Mark * Assessment Weight)

Tests = {[(Weighted value of Earned Marks for Assign 1 + Weighted value of Earned Marks for Assign 2 + Weighted value of Earned Marks for of Assign 3) / [(Weighted value of Score Max for Assign 1 + Weighted value of Score Max for Assign 2 + Weighted value of Score Max for of Assign 3)]} * 100

$$\begin{aligned}
 &= \{[(30 * 2) + (15 * 3) + (25 * 1)] / [(50 * 2) + (20 * 3) + (60 * 1)]\} * 100 \\
 &= \{[60 + 45 + 25] / [100 + 60 + 60]\} * 100 \\
 &= \{130/220\} * 100 \\
 &= 59.1\% \text{ for Tests}
 \end{aligned}$$

Extra Credit Calculations

If you choose to make an Assessment “Extra Credit”, here are the calculation methods. We will use the previous examples of the test grades and Extra Credit value of 5.

Total Points:

$$\begin{aligned}
 \text{Tests} &= \{[(\text{Weighted value of Earned Marks for Assign 1} + \text{Weighted value of Earned Marks for Assign 2} + \text{Weighted value of Earned Marks for of Assign 3} + \text{Extra Credit value}) / [(\text{Weighted value of Score Max for Assign 1} + \text{Weighted value of Score Max for Assign 2} + \text{Weighted value of Score Max for of Assign 3})]\} * 100 \\
 &= \{[(30 * 2) + (15 * 3) + (25 * 1) + 5] / [(50 * 2) + (20 * 3) + (60 * 1)]\} * 100 \\
 &= \{[60 + 45 + 25 + 5] / [100 + 60 + 60]\} * 100 \\
 &= \{135/220\} * 100 \\
 &= 61.36\% \text{ for Tests}
 \end{aligned}$$

Weighted Percentages:

$$\begin{aligned}
 \text{Tests} &= [(\text{value of Assign 1} + \text{value Assign 2} + \text{value of Assign 3}) * 100 + (\text{EC Value} / \# \text{ of Assessments})] \\
 &= \{[(30/50) * (2/6)] + [(15/20) * (3/6)] + [(25/60) * (1/6)]\} * 100 + (5 / 3) \\
 &= \{0.2 + 0.375 + 0.07\} * 100 + 1.67 \\
 &= 66.17\% \text{ for Tests}
 \end{aligned}$$

Reporting Period Weights

1) 36 Week

Non-EOC class, Final Exam (typically only High Schools)

Semester 1	Semester 2	Final Mark
1 st Quarter: 50	3 rd Quarter: 50	1 st Semester: 40
2 nd Quarter: 50	4 th Quarter: 50	2 nd Semester: 40
		Exam: 20

2) 36 Week

EOC class

Semester 1	Semester 2	Final Mark
1 st Quarter: 50	3 rd Quarter: 50	1 st Semester: 37.5
2 nd Quarter: 50	4 th Quarter: 50	2 nd Semester: 37.5
		Exam: 25

3) 36 Week

Non-EOC class, no Final Exam (only Middle Schools)

Semester 1	Semester 2	Final Mark
1 st Quarter: 50	3 rd Quarter: 50	1 st Semester: 50
2 nd Quarter: 50	4 th Quarter: 50	2 nd Semester: 50

4) 18 Week

Non-EOC class, Final Exam (typically only High Schools)

Final Mark
1 st Quarter: 40
2 nd Quarter: 40
Exam: 20

5) 18 Week EOC Class

Final Mark
1 st Quarter: 37.5
2 nd Quarter: 37.5
Exam: 25

6) 18 Week

Non-EOC class, no Final Exam (only Middle Schools)

Final Mark
1 st Quarter: 50
2 nd Quarter: 50