

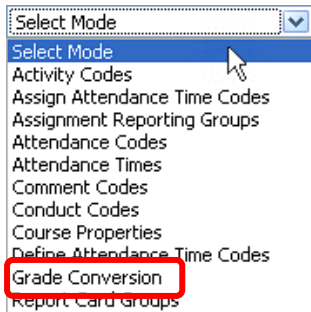
VERIFYING GRADING SCALES

Grading Scales are retained in Gradebook from year to year. **Grading Scales can only be viewed at the school level, not edited.** Requests to modify the grading scale must be submitted by the Principal to ITS Service Desk at (773) 553-3925 Option 2 before CPS' 1st Quarter Progress Report Distribution Day. Users should refer to the CPS Calendar(s) at cps.edu for the district's official 1st Quarter Progress Report Distribution Day.

The user must go to two places in Gradebook to verify that the grading scale is displaying as desired.



1. After logging into Gradebook, click
2. Select **Grade Conversion** from the drop-down menu at the top right.



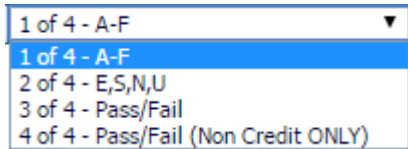
The *Grade Conversion* page contains the following sections:

- **Alpha-Grades:** Defines an *Alpha Grade* for each *Numeric Value* from 0-100.
- **Alpha-Numeric Conversion:** Defines a *Numeric Value* for each allowable *Alpha Grade*
- **Options:** Lists the values which are used to override *Calculated Grades*

The screenshot shows the Grade Conversion configuration page. It is divided into three main sections:

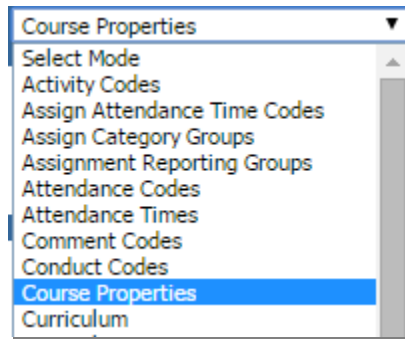
- Alpha-Grades:** A table with columns for Code, Description, and a grid of input fields for numeric values (99-0) and corresponding alpha grades (E, S, N, U).
- Alpha-Numeric Conversion:** A table with columns for Alpha Grade and Numeric Grade, with input fields for conversion values.
- Options:** A section for 'Allowed override grades' with a text input field and a checkbox for 'Ignore high and low grade values when exporting grades.'

- To view a different Grading Scale, select another option from the drop down list at the bottom right corner of the page.



NOTE: Although Gradebook accommodates four Grading Scales, only two are setup for use by default within CPS. 1 of 4 (A-F) is assigned to most courses.

- While still in the Database Manager module, select “Course Properties” from the dropdown menu.



- Verify that the Alpha Codes are correct for each individual course.

ID	Name	Alpha Code
905301A	AS1 AP Studio Art: 2D Design Portfolio II	1 - A-F
272201A	AS1 AP Government and Politics: United States	1 - A-F
900101A	AS1 AP Art History	1 - A-F
900201A	AS1 AP Art Lab Extended - Photo	1 - A-F
900301A	AS1 AP Art Lab Extended - Sculpture	1 - A-F
900401A	AS1 AP Art Lab Extended - Studio	1 - A-F
372101A	AS1 AP Biology	1 - A-F

If any information is incorrect, requests to change the information must be submitted by the Principal to ITS' Service Desk at (773) 553-3925 Option 2 before CPS' 1st Quarter Progress Report Distribution Day.