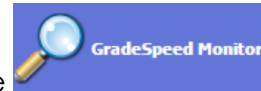
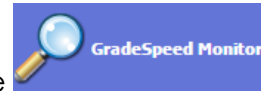


CUMULATIVE SEMESTER GRADE CALCULATION -HIGH SCHOOL

For high schools, semester grades are calculated from all marks given from week 1 through week 20. This is in contrast to the elementary-style grade calculation, in which final marks are determined by averaging quarter grades together.

On the first day of the second quarter, your campus will be rolled forward to “Cycle 2.” The first time a classroom teacher logs in after that date, all of the gradebook information from Cycle 1 will be copied over into Cycle 2. This will include category settings, all assignments, and grades. **Note:** If a teacher accesses Cycle 2 BEFORE setting his/her categories, the default Gradebook settings will copy over and Cycle 1 assignments will not be copied.



- Administrators can view Cycle and Semester grades on the  page.
- Select either a student or a teacher from the available dropdowns:

Student: Teacher:

- After selecting a student or teacher, the Semester dropdown will appear. Select the desired entry.

Semester:

- You will then be able to view Cycle grades and Cumulative Semester grades.

Course	Section	Period	Room	Cycle 3	Exam 2	Sem 2
HS2 Chemistry-19	19	01		A		A
RS2 English II-3	3	02		A		A
RS2 PE II-11	11	03		A		A
HS2 Geometry-11	11	05		B		B
RS2 United States History-4	4	06		A		A
HS2 Span II for Her Spkr-2	2	07		A		A
HS2 Beginning Female Chorus-4	4	08		A		A
Advisory A758 S2	17	HR				

What you should do in the gradebook:

Pick up right where you left off! You can begin creating new assignments and entering new grades immediately. You should leave all the Cycle 1 assignments and grades in place in your Cycle 2 gradebook, as the system will use this cumulative list of grades to calculate the students' final semester grades. All assignments are technically editable, but as the cycle 1 grade is set at this point, assignments from this cycle should not be adjusted.

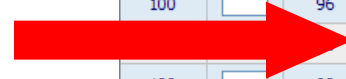
What you should know about rollovers within a semester:

If you have chosen not to record assignment grades (marks) in the gradebook, and instead have simply entered a manual override grade for Cycle 1, nothing will be copied over to Cycle

2 for your students. At the end of Cycle 2, you will be given the option to enter a manual override for the semester grade. This manual semester grade will be entered on the Teacher Verification page, just like the Cycle 1 override.

If you entered a manual override grade for Cycle 1, but want to record assignment grades for Cycle 2, you should proceed to enter assignments and grades normally in Cycle 2. At the end of the semester, you will need to manually adjust the semester grade using the semester override column shown to the right.

Computed Cycle Avg.	Override Cycle Avg.	Computed Semester Avg.	Override Semester Avg.
99	<input type="text"/>	92	<input type="text"/>
99	<input type="text"/>	96	<input type="text"/>
100	<input type="text"/>	96	<input type="text"/>
			<input type="text"/>
100	<input type="text"/>	98	<input type="text"/>
100	<input type="text"/>	98	<input type="text"/>
99	<input type="text"/>	94	<input type="text"/>
100	<input type="text"/>	95	<input type="text"/>
82	<input type="text"/>	83	<input type="text"/>
95	<input type="text"/>	95	<input type="text"/>
99	<input type="text"/>	95	<input type="text"/>



Frequently Asked Questions:

What happens at 15-week progress report time?

The 15 week progress report grade will be a cumulative average (taking into account category and assignment weights) of all marks/grades given from weeks 1 through 15. If you do not record assignment grades (daily marks) in the Gradebook, you must enter an “override” progress report grade into the Gradebook at the 15 week point.

Can I change my categories for Cycle 2?

There are certain properties on the Categories page that you can change. Since all the assignments must be averaged together to properly generate a cumulative semester average, all assignments must be grouped into a consistent set of categories across both quarters. This means that you should be very careful if you choose to add or delete a category after you end Cycle 1. However, you can modify the weights of existing categories and the system will automatically recalculate the semester grade.

Be aware that any changes to the category configuration will affect assignments given from the first week of school, not just for the Cycle 2. This is in keeping with policy that all semester grades are cumulative of all marks given during the semester.

CRITICAL NOTE: One setting that CANNOT be changed for the second cycle is the “Total Points Logic” setting. If it was set to “Yes” for Cycle 1 it must remain set to “Yes” for Cycle 2.

What happens if I change a Cycle 1 grade during Cycle 2?

The report card grade is stored in SIM, so any corrections to the quarter 1 grade should be made in SIM. These changes are then synchronized with the Gradebook, so report cards printed from the Gradebook will reflect the updated quarter 1 grade from SIM. Changes made to cycle 1 grades in Gradebook will NOT appear on the report card. Staff must follow established grade changing policy in order to change a grade recorded on the first marking period *High School Grading Report*.