


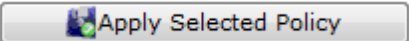
Gradebook Policy Change

Policy

[Students](#) > [Grades](#) > [Gradebook](#)

If the wrong Policy was applied to the course, the teacher can update the course to use a different Policy. This cannot be done on District/Campus defined policies.

To change the Applied Policy:

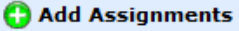
- Click the  **Change Grading Policy** button
- Select the new **Grading Policy** from the drop list
- Remap the assignments:
 - Use the drop menus under the **Map To New Category** column to match the items listed in the **Existing Category** column. This process changes the category attached to each assignment. These might not match up 100% so you must be careful. The Remapping process **CANNOT BE UNDONE** without manually updating every assignment.
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Example of a section changing from a 3 category policy to a 2 category policy:

Attendance | Grades | Assignments | Policies | Reports

Grade Book Instructor: [Redacted]

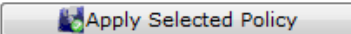
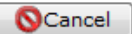
Use this view to create assignments

Assignments for 02640020 - Mathematics, grade 2 / 02-New Cycle: 2 

This section's grades are currently scored using the **Honors** policy.

Grading Policy* Mathematics, grade 2 / 02

Existing Category	Map To New Category
Homework/Classwork	Work
Tests	Assessments
Quizzes	Assessments

Troubleshooting

Remapping due to Policy change of a Mandated Policy:

Be aware that you may be forced to Remap your Gradebook if the District instituted a change in a Mandated Policy. The steps will be the same with one exception; you will not have a choice on the Grading Policy. Remember to match the categories properly; failure to do so will require updating all assignments that are mapped to the incorrect category. There is no UNDO button for a section that is improperly mapped.

The screenshot shows the 'Grade Book' interface with a navigation bar at the top containing 'Attendance', 'Grades', 'Assignments', 'Policies', and 'Reports'. The 'Grades' tab is active. Below the navigation bar, there is a header area with 'Grade Book' on the left and 'Instructor: [redacted]' on the right. A blue banner below the header contains the text: 'Use this view to record grades and access student information in sections assigned to you.' Below the banner, there are two dropdown menus: 'Grades for' set to '03220100 - ENG 1 / 032' and 'Cycle: 4'. The main content area of the Grade Book is a large white box with a red border containing the following red text: 'There has been a grading policy change in this section. Please visit the assignments tab to update your assignment mappings.'

If you see this message on the Grade Screen, you must go to the Assignment screen and following the instructions above to update the policy.