Gradebook Policy Configuration
at the Schedule Level

Policy Tab

Students > Scheduling > Scheduling Manager

Before any assignments or grades can be entered, the grading policy must be defined. This can be handled in two manners: by the office mandating a policy or by the teacher defining their own policy. If the office mandates the policy, the teacher will have no ability to edit or change the settings. With a mandated policy, teachers can begin adding assignments immediately. If your district or campus has set a mandated policy, the teachers should be able to go to the Assignment tab and begin working. If they see a ⊕, they can begin entering assignments. However, if you see the **Grading Policy*** drop list shows "No Policies Available," a policy must be added; either by allowing the teacher to do so, or by adding the course to the District/Campus defined policy.

The district has the ability to define multiple policies or a single policy for a campus schedule to meet the district grading policy needs.

To add a Policy:
- Go into Schedule Manager
- Open the schedule using the 📝 for that schedule
- Select the Policies tab
- Click ⊕ **Add Grading Policy**
- **Name*** – this will be the label listed on the Assignment tab. If using multiple policies, it is advised the name indicate the course area (i.e. Math, ELA, Art, Specials) or the course level (i.e. Elem, MS, HS, Honors, Beginner, Advanced).
- **Grading Scheme*** – this will default to *Numeric Averages*; *Points Based* may also be selected. Once this is set it cannot be changed as it will determine how all assignments and grade averaging are handled. If the district permits Alpha or Standards based grading, please note:
  - If *alpha* grades are used, you should see this listed in the Grading Scheme list. This must be setup by the admin and cannot be altered by the teacher.
  - If *standards based* grading is used, you will see a list of valid inputs displayed at the bottom of the grade screen. When using this method for grading, the cycle and term grades must be defined by the teacher. If the teacher is responsible for adding the Grading Policy, they must use the check boxes in the **Available Modifiers** portion.

- **Default Cz Code** – this allows a default Citizenship grade to be defaulted for all students scheduled into the courses associated with the Policy. This can be edited on the individual students by the teacher.
- **Term Exam Weight** – this refers to the percentage of the Term grade represented by the Term (Semester) Exam. For example: if the Term Exam is 10%, the report card grades will equal 30% if on a six-week report card cycle or 45% for a nine-week report card cycle. If left blank, no Term Exam can be entered.
- **Total Drops** – this defines the total number of system dropped grades. The dropped grades can be limited to specific grading categories.
- **Available Modifiers** – these are district defined codes used to stand in place of a traditional grade. Use the check box(es) to select the codes that can be used. Depending on the setup for the Modifier, it may be treated as either a zero or a blank grade for averaging purposes. These must be used if the courses attached should be graded using a Standards Based model.
- **Extra Credit** – use this field to define the maximum Extra Credit points available to be added to the Cycle Average. This has a system defined "grade filed" on the main grade screen
- **Available Modifiers** – these are district defined codes used to stand in place of a traditional grade. Use the check box(es) to select the codes that can be used. Depending on the setup for the Modifier, it may be treated as either a zero or a blank grade for averaging purposes.
- Click ⊕ **Add Category**
  - **Name** – this is the category name. It is displayed when entering assignments to define how the assignment should be handled for the average. This is also visible on the Grades tab and in the Parent Portal.
  - **Weight** – this is the percentage weight for the category
  - **Drops** – this allows the teacher to define the number of drops allowed from the category. If the Total Drops is set to zero, no grades will be dropped at all, regardless of the category drop field.
  - **Categories must total 100.** Any category not used, will not be averaged and thus not impact the students' grades.
- **Applicable Courses** – all courses listed on the Offering Tab will be listed in this section.
  - Use the check boxes to select all course offerings that will use the Policy
  - If new Offerings are added after a Policy is created, they are not associated with any policy. Either the Offerings need to be added to the existing Policy by editing it and checking their boxes, or by creating a new policy that covers the new course offerings.
- Click 💾Save