




Window

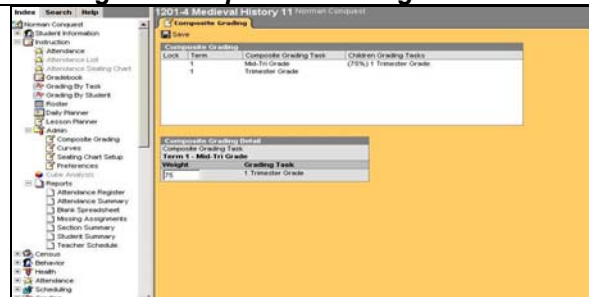
Information

Accessing the Composite Grading Tool



1. Select the **School** and **Section** for which to create assignments by choosing from the drop-down list that appears above the welcome screen.
2. From the **Index** tab, expand the **Instruction** folder icon () by clicking the plus (+) sign or by clicking on the word *Instruction*.
3. Expand the **Admin** folder and select the **Composite Grading** tool.

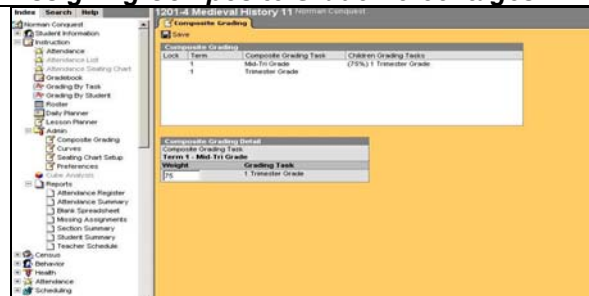
Viewing the Composite Grading Tool



The **Composite Grading** tool allows a teacher to assign percentages to Grading Tasks. For example, if the Semester Grade were an equal combination of Quarter 1 and Quarter 2, a percentage of 50% would be assigned to both Quarter 1 and Quarter 2 grades.

These percentages are used to auto-calculate the chosen task. If a teacher has entered in grades for Quarter 1 (score & percentage), that percentage will be used in the calculation. Otherwise, the current grade calculation for Quarter 1 is used.

Assigning Composite Grade Percentages



1. From the **Composite Grading** tool, select the task for which to assign percentages in the Composite Grading table. A **Composite Grading Detail** table will appear below the task list.
2. In the **Weight** field, enter the percentage for which the task should count. For example, a quarter grade task counts as 40% and the semester test counts as 20% of the semester grade; the number 40 would be entered into the weight field for the quarter task and the number 20 would be entered into the weight field of the semester test. Then the semester grade will be 40% of quarter 1, 40% of quarter 2 and 20% of the semester test.
3. Click the **Save** icon when finished. The entered weight will appear as a percentage in the **Composite Grading** table.