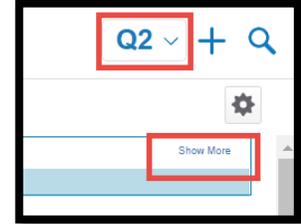


Copying Grade Calculation Setup

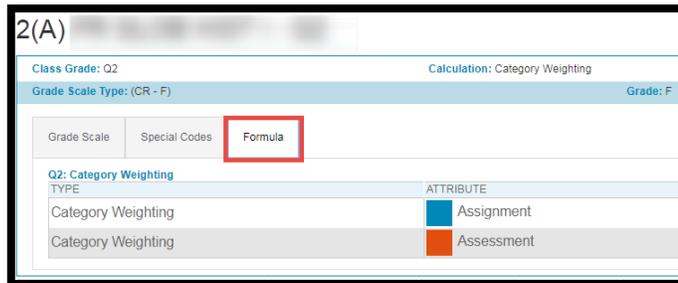
Follow the steps below to verify your traditional grade calculations and copy then from a previous quarter / trimester if necessary.

Checking Your Grade Calculation Setup

1. Be sure you are in the appropriate quarter / trimester.
2. Click Grades → Scoresheet of the hour / subject you want to check.
3. Click Show More at the top right corner of the Scoresheet.



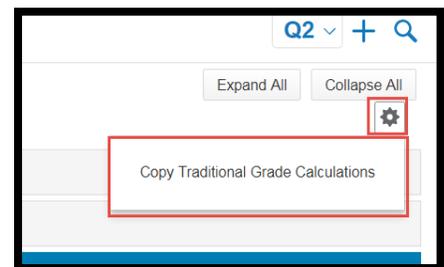
4. Click the Formula Tab to view the current grade calculation setup (Total Points is the default). If your calculations are set up how you want them, stop here.



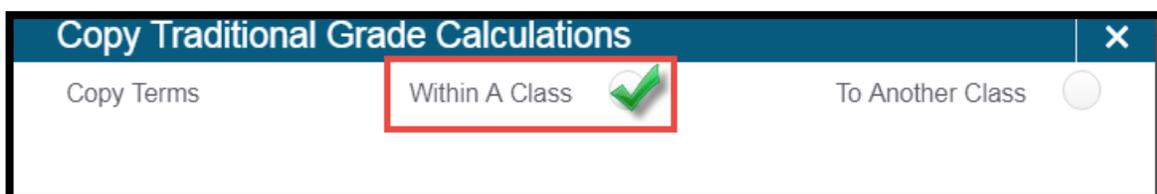
Copying Your Grade Calculation Setup

If the formula is not set up how you would like it, you can copy your grade calculation setup from Q1 to Q2 (and even into 2nd semester).

1. Click your name / profile at the bottom left.
2. Click Settings, then Traditional Grade Calculations.
3. At the top right corner, click the Gear.
4. Click Copy Traditional Grade Calculations.



5. Click Within a Class to copy from Q1 to Q2 of a semester class.
 - a. NOTE: This will be almost all classes, the exception would be for middle school exploratory classes which are only one quarter. For these quarter courses skip to step 9.



6. In the From dropdown, select the course that is set up correctly (Q1).
7. In the To dropdown, select the course you want to be updated (Q2).
 - a. HINT: Do this for only one hour – the next steps will help you copy this setup to your other hours even more quickly.

8. You will be prompted to Validate your selections and then Copy.

9. Now copy those settings to your other hours / subjects. Go back to the Gear at the top right and choose Copy Traditional Grade Calculations again.
10. This time select To Another Class.
11. In the From dropdown, choose the semester and section / hour that has grade calculations set up correctly.
12. In the To dropdown select all S1 sections you want those settings copied to.
13. You will again be asked to Validate your selections and then Copy.

Repeat steps 8 – 11 to copy from Semester 1 to Semester 2 and your grade setup for the entire year will be complete. Next year you will be able to copy from this year to your 2018-19 classes if you choose to.

Note: The Semester 1 spreadsheet is set up to calculate semester grades using weighting of 40% Q1, 40% Q2 and 20% Exam. You only need to change the settings for the S1 spreadsheet if you do not use this formula.