

## Steps for Setting up Making the Grade

1. Recording a New Class  
You must fill in the Class Title; you are limited to 40 characters  
The other fields are optional
2. Type of Student Numbers  
Set as “Your Own Numbers” if you are importing a file
3. Define Your Grading Scale
  - a. Set ranges:

100 – 90	A
80 - 89	B
70 – 79	C
60 – 69	D
0 – 59	F
  - b. Set Assignment Categories “Composite Grade”

DW	Daily Work	30%
EX	Exams	20%
P	Project	30%
FIN	Final Exam	20%
Total		100%
4. Class Roster  
If you received a file you will import it at this point:
  - a. Import
  - b. ASCII/TEXT File
  - c. Browse to wherever you saved the file we sent to you
  - d. Choose the file and click “Open”
  - e. You may want to ALPHA/SORT now, you can do it later if you wish

### **Setup The Daily Record for attendance**

5. Identify the first and the last day of semester
6. No School Days
7. Indicate the day(s) of the week the class meets (For Saturday classes you will have to use Friday.
8. Set the codes of Present, Absent, and Tardy
9. Identify the codes as Absences and Tardies (Present is neither)

**Save your class data:** a good naming convention is to use a name that is the same as in the course lookup in Colleague. You cannot put any spaces in the file name

04\_SP\_ENGL\_1301\_2005

## Creating Assignments

1. Click on a blank Assignment Category
2. In the Adding Assignment dialog box:
  - a. Give the assignment a meaningful title
  - b. Set the Category Code for the assignment
3. When setting the “Assignment Value” and “Number of Items” be sure that the “X Factor” remains at 1.000. As long as the “Assignment Value” is equal to the “Number of Items” the “X Factor” will be 1.000.

## Useful Menu Settings/Options

Special | Calculate INC’s as... | Calculate INC as Excused

Special | DROP/UNDROP the “lowest” grade ...

Edit | Setup Info | STUDENT Information | ALPHA/SORT

Edit | Assignments |

Edit | Students | DROP/UNDROP students...

Display | GRADING OPTIONS...

Reports | For the TEACHER | Gradebooks...

Reports | For the STUDENTS | From THIS CLASS Only |  
A CHRONOLOGICAL listing of all assignments thus far  
A LINE GRAPH showing student performance thus far, With Mean  
EVERY student in this class  
The PERCENT EQUIVALENT for each assignment  
The LETTER GRADE EQUIVALENT for each assignment  
Percentage and grade equivalent FOR THE ENTIRE TERM