

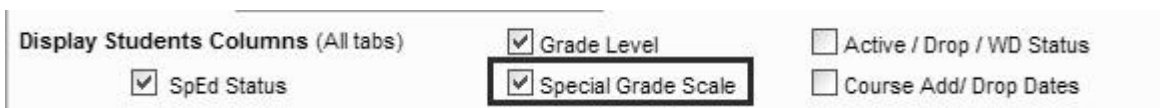
SISK12: Select a Grade Scale

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Overview

Grade book pages have a default grade scale established by your building administration during the grade book setup. Additional public grade scales may exist. Public scales not only standardize system grades, but also reduce teacher prep work. Teachers may apply any available public scales, as well as privately created scales, if private scales are allowed. See the Quick Reference Sheet, *Private Grade Scales*, for more information on this topic. Grade scales may be applied to an entire class roster or individual students.

The **Scale** applied to the class roster is shown on each grade book page.



You may apply any available scale to a specific student in the roster. The **Select View** tab allows you to add a column to display special grade scales.

	Name	Special Grade Scale	Prog-2 10/31/09 Eff. Score	Term-2 12/19/09 Eff. Score	Sem-1 12/19/09 Eff. Score
	CAMPBELL, NEVE M		A- 94%	B- 85%	B- 85%
	CAREY, DREW W		C+ 80%	C+ 80%	C+ 80%
	DEPP, JOHN OSCAR		A 96%	A- 94%	A- 94%




These scales determine the letter grade and percent in the system grade (**SG**) columns, based on the formula in each SG column. The result (letter grade and/or percent) is posted automatically.

	Name	Prog-2 10/31/09 Eff. Score	Term-2 12/19/09 Eff. Score	Sem-1 12/19/09 Eff. Score
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	DEPP, JOHN OSCAR	A 96%	A- 94%	A- 94%

Examples of Grade Scales

1. Building Scale, usually the board-adopted grade scale which includes +/- letter grades.
2. Pass/Fail Scale, used when the communication on student performance is limited to Pass or Fail.
3. Satisfactory/Unsatisfactory Scale, used when the communication on student performance is limited to satisfactory or unsatisfactory.
4. Modified IEP Scale, used to standardize the grading scales for special needs students. These scales address a range of severity of the special needs and eliminate the need for teachers to manually modify a scale.







Apply a Grade Scale to the Class Roster



1. Click **Actions** → **Change Default Grade Scale**. The **Grade Book Scales** screen displays. The scale currently in use is highlighted in green.
2. To view the items within a scale, click the expand  icon.
3. Click the select  icon next to the scale you wish to apply.
4. Click . The screen refreshes with the new scale applied to the class roster. All students' scores before you selected the change and after will use this scale. The only students who will be exempt from the scale will be those students assigned to an individual scale.











Apply a Grade Scale to an Individual Student

1. Select the student by clicking in any cell in the student's row.
2. Click **Actions** → **Manage Students and Scores** → **Apply Special Grade Scale for Current Student**. The **Grade Book Scales** screen displays.

		Description	Default	Private
<input checked="" type="checkbox"/>		District Scale	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Modified	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Pass/Fail	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>		Satisfactory/Unsatisfactory	<input type="checkbox"/>	<input type="checkbox"/>

3. To view the items within a scale, click the expand  icon.
4. Click the select  icon next to the scale you wish to apply. The screen refreshes with the new scale applied to the individual student.
5. If you wish to see the special scales on the page, click the **Select View** tab → **Display Student Columns** → check **Special Grade Scale** → **Update Display**.

	Name	Gr	IEP	Special Grade Scale	Prog-3 02/02/07 Eff.Score
	Copper, Amelia O	09	N	Pass/Fail	Exmp
	Crews, Kelly L	10	N		Exmp
	Duchovny, James J	11	N		Exmp
	Gellar, Michelle S	09	N		Exmp
	Hepp, Maurice V	09	N	Pass/Fail	Exmp
	Jolie, Quentin S	09	N		Exmp
	Leigh, Karen	09	N		Exmp
	Lloyd, Molly A	09	N		Exmp

6. Click  to save and exit.