

# SISK12: Set System Grade Formulas

School Information Systems – a Division of Tyler Technologies, Inc.; Proprietary and Confidential

## Overview


System Grade (SG) columns for progress, term, semester, and/or year-end grades, are normally calculated as a function of several Types of Assignments. Formulas to perform those calculations are created and changed as part of the Assignment Properties.

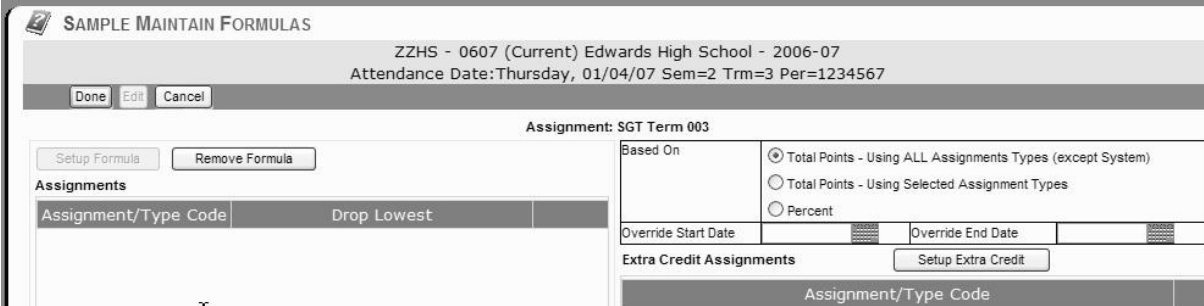
Based On	<input checked="" type="radio"/> Total Points - Using ALL Assignments Types (except System)
	<input type="radio"/> Total Points - Using Selected Assignment Types
	<input type="radio"/> Percent

Teachers may choose to calculate grades using:

- **Total Points** – The system will add all points earned, regardless of Assignment Type, and divide by the total points possible
- **Total Points for selected Assignment Types** – The system will add all points earned for selected Assignments and/or Assignment Types and divide by the points possible
- **Percent** – The system will calculate grades based on an identified percentage for each selected Assignment Type

## Create a Formula Based on Total Points for All Assignment Types

1. Select the column you wish to create a formula for by clicking a cell in that column.
2. Click the edit properties  icon. The **Maintain Assignment** detail screen displays. The current formula for the column displays next to **Formula =**.
3. Click the **Formula =** button. The **Maintain Formulas** screen displays.



4. Select the **Total Points – Using ALL Assignment Types (except System)** option.

Based On	<input checked="" type="radio"/> Total Points - Using ALL Assignments Types (except System)
----------	---------------------------------------------------------------------------------------------

5. Use the **Override Start Date** or **Override End Date** fields to override the Progress, Term, or Semester dates set by your system administrator. Leave these fields blank to use the default term start and stop dates.


Override Start Date		Override End Date	
---------------------	--	-------------------	--

6. If extra credit is to be added to the student's final grade after it has been averaged, click the **Setup Extra Credit** button. If extra credit is to be calculated within the student's average, you may create extra credit assignments in the same way you will create any other assignment. Then use an assignment value of 0.

Extra Credit Assignments		Setup Extra Credit
Assignment/Type Code		

- You may select an **Assignment Type** to use for this optional extra credit by checking a box on the left side of the screen.
  - You may select a specific assignment to use for this optional extra credit by checking a box on the right side of the screen.
  - Click  to save and return to the previous screen.
7. Click  to save the formula calculation.

### **Create a Formula Based on Total Points for Selected Assignments and/or Assignment Types**

- Select the column you wish to create a formula for by clicking a cell in that column.
- Click the edit properties  icon. The **Maintain Assignment** detail screen displays. The current formula for the column displays next to **Formula =**.
- Click the **Formula =** button. The **Maintain Formulas** screen displays.

- Select the  **Total Points - Using Selected Assignment Types** option. The screen refreshes.
- Click the  button. The **Maintain Formulas – Select Assignments** screen displays.
- On the left side of the screen, check the **Assignment Types** that are to be used in the grade calculation. All assignments in that category will be used.
- On the right side of the screen, check any individual assignments that are to be used in the grade calculation.

**For example:** If only certain tests are to be included in every student's grade calculation, you will not check the **Assignment Type** for tests on the left. Check the individual tests that are to be used on the right.

- Click  to save and return to the previous screen.
- Double-click in the **Drop Lowest** column to identify the number of lowest-scoring assignments to be dropped from each student's grade calculation. If all assignments are to be included, regardless of score, keep as zero.

Setup Formula		Remove Formula	
<b>Assignments</b>			
Assignment/Type Code	Drop Lowest		
HWK	0		
QIZ	0		
TST	0		

10. Use the **Override Start Date** or **Override End Date** fields to override the Progress, Term, or Semester dates set by your system administrator. Leave these fields blank to use the default term start and stop dates.

Override Start Date		Override End Date	
---------------------	--	-------------------	--

11. If extra credit is to be added to the student's final grade after it has been averaged, click the **Setup Extra Credit** button. If extra credit is to be calculated within the student's average, you may create extra credit assignments in the same way you will create any other assignment. Then use an assignment value of 0.

<b>Extra Credit Assignments</b>		Setup Extra Credit	
Assignment/Type Code			

- You may select an **Assignment Type** to use for this optional extra credit by checking a box on the left side of the screen.
  - You may select a specific assignment to use for this optional extra credit by checking a box on the right side of the screen.
  - Click to save and return to the previous screen.
12. Click to save the formula calculation.

## Create a Formula Based on Percent


- Select the column you wish to create a formula for by clicking a cell in that column.
- Click the edit properties icon. The **Maintain Assignment** detail screen displays. The current formula for the column displays next to **Formula =**.
- Click the **Formula =** button. The **Maintain Formulas** screen displays.




<b>SAMPLE MAINTAIN FORMULAS</b>			
ZZHS - 0607 (Current) Edwards High School - 2006-07			
Attendance Date: Thursday, 01/04/07 Sem=2 Trm=3 Per=1234567			
Done Edit Cancel			
Assignment: SGT Term 003			
Setup Formula Remove Formula		Based On	
<b>Assignments</b>		<input checked="" type="radio"/> Total Points - Using ALL Assignments Types (except System) <input type="radio"/> Total Points - Using Selected Assignment Types <input type="radio"/> Percent	
Assignment/Type Code	Drop Lowest	Override Start Date	Override End Date
		Extra Credit Assignments Setup Extra Credit	

- Select the **Percent** option. The screen refreshes.



5. Click the **Setup Formula** button. The **Maintain Formulas – Select Assignments** screen displays.
6. On the left side of the screen, check the **Assignment Types** that are to be used in the grade calculation. All assignments in that category will be used.
7. On the right side of the screen, check any individual assignments that are to be used in the grade calculation.


**For example:** If only certain tests are to be included in the grade calculation, you will not check the **Assignment Type** for tests on the left. Check the individual tests that are to be used on the right.

8. Click  to save and return to the previous screen.
9. Double-click in the **Percent** column to identify the percentage to be used for each selected Assignment Type.


Setup Formula		Remove Formula		
Assignments				
Assignment/Type Code	Percent	Scale 100%	Drop Lowest	
HWK	25.00	<input type="checkbox"/>	0	
QIZ	25.00	<input type="checkbox"/>	0	
TST	50.00	<input type="checkbox"/>	0	

10. Check the box in the **Scale 100%** column if all assignments in that **Assignment Type** are to be weighted equally, regardless of the assignment's point value.
11. Double-click in the **Drop Lowest** column to identify the number of lowest-scoring assignments to be dropped from each student's grade calculation. If all assignments are to be included, regardless of score, keep as zero.
12. Use the **Override Start Date** or **Override End Date** fields to override the Progress, Term, or Semester dates set by your system administrator. Leave these fields blank to use the default term start and stop dates.

Override Start Date		Override End Date	
---------------------	-------------------------------------------------------------------------------------	-------------------	---------------------------------------------------------------------------------------

13. Click  to save the formula calculation.

### **Create Semester Formula Based on Percent of Quarters and Exam**

1. Select the column you wish to create a formula for by clicking a cell in that column.
2. Click the edit properties  icon. The **Maintain Assignment** detail screen displays. The current formula for the column displays next to **Formula =**.
1. Click the **Formula =** button. The **Maintain Formulas** screen displays.

**SAMPLE MAINTAIN FORMULAS**  
 ZZHS - 0607 (Current) Edwards High School - 2006-07  
 Attendance Date: Thursday, 01/04/07 Sem=2 Trm=3 Per=1234567

Done Edit Cancel

Assignment: SGT Term 003

Setup Formula Remove Formula

**Assignments**

Assignment/Type Code	Drop Lowest

Based On

Total Points - Using ALL Assignments Types (except System)  
 Total Points - Using Selected Assignment Types  
 Percent

Override Start Date Override End Date

Extra Credit Assignments Setup Extra Credit

2. Select the **Percent** option. The screen refreshes.
3. Click the **Setup Formula** button. The **Maintain Formulas – Select Assignments** screen displays.
4. On the left side of the screen, check **Semester Exam** if it is to be used in the Semester calculation.
5. On the right side of the screen, check the two terms that are to be used in the Semester calculation.

**For example:** If you have 2 terms/quarters per semester, **SGT Sequence 1** and **SGT Sequence 2** should be used for Semester 1. **SGT Sequence 3** and **SGT Sequence 4** should be used for Semester 2.

**SAMPLE MAINTAIN FORMULAS - SELECT ASSIGNMENTS**  
 ZZHS - 0607 (Current) Edwards High School - Aug 23, 2006 - May 15, 2007  
 Attendance Date: Wednesday, 01/03/07 Sem=2 Trm=3 Per=1234567

Done Edit Cancel

Assignment: SGS Semester 001

**Assignment Types**

Select	Type	Code
<input type="checkbox"/>	SGP	Progress
<input type="checkbox"/>	SGS	Semester
<input type="checkbox"/>	SGT	Term
<input checked="" type="checkbox"/>	SGX	Semester Exam
<input type="checkbox"/>	SGY	Year-End
<input type="checkbox"/>	CLS	Classwork
<input type="checkbox"/>	HWK	Homework
<input type="checkbox"/>	LAB	Labs
<input type="checkbox"/>	PRJ	Project
<input type="checkbox"/>	PRT	Participation
<input type="checkbox"/>	QIZ	Quiz
<input type="checkbox"/>	TST	Test

**Assignments**

Select	Type	Sequence	Date Due	Formula
<input checked="" type="checkbox"/>	SGT	1	10/13/2006	Avg of TST75%!0,HWK15%!0,PRT10%!0,
<input type="checkbox"/>	SGP	1	09/15/2006	Avg of HWK0%!0,QIZ0%!0,TST0%!0,
<input checked="" type="checkbox"/>	SGT	2	12/22/2006	Avg of TST75%!0,PRT10%!0,CLS15%!0,
<input type="checkbox"/>	SGP	2	11/10/2006	Avg of TST75%!0,PRT10%!0,CLS15%!0,
<input type="checkbox"/>	HWK	2	08/28/2006	
<input type="checkbox"/>	HWK	1	08/25/2006	
<input type="checkbox"/>	HWK	3	08/29/2006	
<input type="checkbox"/>	HWK	4	08/30/2006	
<input type="checkbox"/>	HWK	5	08/31/2006	
<input type="checkbox"/>	HWK	6	08/31/2006	
<input type="checkbox"/>	HWK	7	09/01/2006	
<input type="checkbox"/>	HWK	8	09/05/2006	

6. Click **Done** to save and return to the previous screen.
7. Double-click in the **Percent** column to identify the percentage to be used for each selected Assignment Type.

Setup Formula Remove Formula

**Assignments**


Assignment/Type Code	Percent	Scale 100%	Drop Lowest
SGX	10.00	<input type="checkbox"/>	0
SGT001	45.00	<input type="checkbox"/>	0
SGT002	45.00	<input type="checkbox"/>	0

8. Click **Done** to save the formula calculation.

## Paste the Formula to Additional System Grade Columns


1. Click **Actions** → **Manage Assignments (Columns)** → **Copy Formula**. The **Grade Book Copy Formulas** screen displays.

Start Copy Process	
Copy Formulas From	Copy Formulas To
<input checked="" type="radio"/> All system SG? columns in this section <input type="radio"/> One Specific Assignment: <div style="border: 1px solid gray; padding: 2px; width: fit-content;">SGP-3</div>	<input checked="" type="radio"/> All My Class Sections for this Year <input type="radio"/> All My Sections of this Subject <input type="radio"/> My Other System SG? columns in this Section <small>Note: From must be 1 SG? Assignment</small>
<small>Note: Formulas for system columns in one term or semester can only be copied to the same Term or Semester.</small>	

2. Select the appropriate **Copy Formulas From** option.
  - a. Select the **All system SG? Columns in this section** option if you have set formulas for all SG columns in this grade book and wish to use these formulas in other classes.
  - b. Select the **One Specific Assignment** option if you have set a formula for one SG column in this grade book and wish to use it for other SG columns or classes.
3. Select the appropriate **Copy Formulas To** option.
  - a. Select the **All My Class Sections for this Year** option to copy the formula(s) selected to all other classes.
  - b. Select the **All My Sections of this Subject** option to copy the formula(s) selected only to duplicate sections of the same subject.
  - c. Select the **My Other SG? Columns in this Section** option to copy the formula selected to the remaining SG columns in this grade book.
4. Click . A confirmation message displays.

**Formula Copied Successfully!**

## Reset SG Columns to District Defaults

1. Click **Actions** → **Manage Assignments (Columns)** → **Reset your SG Column Formulas from District Defaults**. The screen refreshes. All SG columns are now calculated based on the formulas set by the district.
2. To view all formulas simultaneously, click the edit properties of all assignments  icon. The **Maintain Assignment in Grid** screen displays.