High School Grading Scale and Conversion

IMPACT Gradebook is rolling out with the default high school grading scale outlined on the high school report card (as illustrated below). High schools cannot request changes to the default Gradebook scale.

Policy Reminders

- The only required grade entry in Gradebook is for progress reports and marking period grades. This is the same level of entry that was performed in IMPACT SIM last year. The extent to which teachers use Gradebook otherwise is completely up to the discretion of the teacher.

  For teachers that use the tool for assignments and beyond, Gradebook will calculate marking period grades based on the scale below. Although this is the default scale, teachers still have a very good measure of control over the grading outcome. First, teachers define their own categories and weights. The default categories and weights are as follows: (1) Assignments=40%, (2) Homework=20%, (3) Class Participation=10%, (4) Quizzes=10%, (5) Exams=10% and (6) Projects=10%.

More importantly, these teachers can absolutely override the final 'calculated' marking period grade if they choose to. These grades will then post to the Progress Report or Report Card, as appropriate.

- Teachers selecting to use Gradebook for marking period grades only, need only enter the grade they feel appropriate for that student.

Note: The Alpha to Numeric Conversions table listed to the right balances each letter grade to the middle of the scale.
Grade Calculation Instructions: All final grades will be calculated according to the CPS scale. However, the teachers can use the following features to ensure the outcome is reflective of the desired grade allocation.

The following instructions provide teachers at all levels specific instructions for mastering the calculation of grades within an individual Gradebook. Content covers the following features.

- Recommendations
- Additional Tips and Information
- Default Category Setting
- Managing Total Points Logic (Create weighted assignments within a category)
- Checking the Math
- Overriding Marking Period Grades

Note: Please refer to existing teacher training documentation for instructions on the creation Gradebook categories and associated weights.

Recommendations (Setup Sequence)
1. Setup Categories and corresponding weights and measures BEFORE adding assignments.
2. Determine if you would like to weight individual assignments differently within a category (see Total Points Logic below).
3. Next, add assignments to each category.

Additional Tips & Information
1. When assigning grades in the Gradebook, be consistent. Use numeric or alpha values all the way though.
2. If a school typically does not use the CPS grading scale (95% = A), your teachers should enter all grades (within the gradebook) as numbers rather than letter grades.
3. Before final submission of grades – check the math!
4. At the end of the marking period, gradebook will calculate the marking period grade according to the standard scale and show it as a numerical value. However, teachers have a toggle at the bottom of the gradebook screen to display the average as a numeric, rounded or alpha value.
5. Before final submission of grades – perform grade override if necessary!
6. Once the parent portal is deployed at your school parents will only be able to see the exact assignment grade entered. If a teacher enters a 75 for an assignment, it will display as a 75. If a teacher uses a C as an assignment grade, the parent will see the C value. The conversion to the standard school scale does not occur until the final marking period grade displays.

Default Assignment Setting
By default, all assignments have a value of 100 points, and are only counted a single time ("Multiplier" value of 1) when the average is calculated. They are also automatically considered to be for a “Normal Grade” rather than an exam or extra credit.
**Total Points Logic**
Some teachers want to use the default settings, where assignments are averaged together as percentages; others wish to create an average based on the total points earned/total points possible.

<table>
<thead>
<tr>
<th>Total Points Logic = “NO” (default setting)</th>
<th>Total Points Logic = “YES”</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 out of 5 points = 80%</td>
<td>4 out of 5 points</td>
</tr>
<tr>
<td>50 out of 50 points = 100%</td>
<td>50 out of 50 points</td>
</tr>
<tr>
<td>54 out of 55 points = 98%</td>
<td>54 out of 55 points</td>
</tr>
<tr>
<td><strong>Average = 92.7%</strong></td>
<td><strong>Total = 108/110 = 98.2%</strong></td>
</tr>
</tbody>
</table>

With the default setting, each grade is stored as a percentage. With Total Points Logic, the raw score is stored. Keep in mind that if you flip from the default to Total Points Logic, **the system will want to use the stored value as a raw score**. If this occurs, an 80% on a 15 point assignment will be seen as 80/15 and will alert the teacher that an invalid value has been saved.

**Caution!**
The Total Points Logic setting is designed to be set from the beginning and not changed. If you change this setting “midstream,” you must re-enter the grades for any assignments with a point value other than “100.”

**Steps for enabling “Total Points Logic”**
Go to the Categories page and set the “Total Points Logic drop-down list to “Yes.”

**Checking the Math**
Teachers that question the calculated grade can use the “Show Math” option on the ‘teacher progress report’. With this option enabled in the class progress report it shows the exact calculation that the gradebook is performing.

**Note**: The **teacher progress report** is different than the 5 week progress report.

- The “Progress Report” icon within the teacher’s gradebook can be used at any time to produce a progress report (per class) for students taught by the teacher. However, it will not include classes taught by other teachers, and thus cannot be considered a complete progress report for the 5-week intervals.

- The “Custom Progress Report” link on the reports page is used to produce the CPS Progress Report/Failure Notice

**Steps for Using Show Math**
Go to the Progress Reports page and click “Options.” Click the “Show Math” check box and then click “Update” to save this setting. The progress report will then display the calculation used when you generate next.
Overriding Marking Period Grades
Teachers wishing to reflect a final grade that is not consistent with the school's default grading scale MUST override the marking period grade BEFORE final submission at the end of the marking period.

Steps for Grade Override
Go to the Verify Gradebook page. Enter the desired marking period grade for the student in the “Override Cycle Avg.” column. Click Update to save your changes. Once this is complete, you can follow the regular instructions for final submission of grades.

<table>
<thead>
<tr>
<th>Student</th>
<th>Computed Cycle Avg</th>
<th>Override Cycle Avg</th>
<th>Comments</th>
<th>Crz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chester, Chloe</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connelly, Theresa</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Darcy, Audrey</td>
<td>B</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Egizato, Florence</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Henry, Edmund</td>
<td>B</td>
<td></td>
<td></td>
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</tbody>
</table>