

STI-Now Classroom Grade Book Set-up

1. Select Categories

- a. Key in all categories and percentages
 - Homework = 5
 - Class work=30
 - Projects/Notebooks=10
 - Quizzes=15
 - Tests=40
 - Exam =0

Please Note: The categories and percentages listed above were selected by the Selma City School System. The categories combined make up 100% of each student's grade; therefore, each student **MUST** have a graded activity for each category in your grade book under the PLAN tab!

Example: Every teacher should have Projects/Notebooks as an activity in the STI-Now grade book under the plan tab. **Students MUST complete a project/notebook and receive a grade.**

2. Select Options

a. Under Grade Book:

- Check Round Display Averages
- Check Display Student Averages
- Check Display Letter Grades

b. Under Averaging Method

- Check CATEGORY AVERAGE **ALL Teachers MUST select Category Average!**

Driver's Ed., Health, Choir, Band, Art, P.E. Life please select >>> AVERAGE

PLEASE DO NOT CHANGE ANYTHING ELSE ON THIS PAGE!!!!

- 3. Under the PLAN Tab make sure that all activities have been keyed in.

VERY IMPORTANT>>>> When you key in your exam activity (for 2nd and 4th 9wks only) -- make sure that you select TESTS under the categories on the RIGHT and NOT EXAM !!!!!

PLEASE DO NOT CHANGE THE WEIGHT!!!

Under GRADING PROPERTIES

>> TOTAL= 100.00 WEIGHT MULTIPLIER=1.00 WEIGHT ADDITION=0.00

>> GRADED should be checked

>> If this will be a dropped assignment

GRADED must be checked and IS ENTIRE ACTIVITY DROPPED should be checked.

The following step should be completed only during the 2nd and 4th 9wks when the Semester/Final Exams are given.

Select Average Set-Up

- a. Click into Exam
- b. Check Allow High Alpha Grade Rounding
- c. Uncheck Allow Incomplete to Drop
- d. Click Averaging Method
- e. Click Single Activity
- f. Click into the blue Single Activity and Click your Semester Exam Test
- g. Click OK

REMEMBER: If you make any changes, please click recalculate twice.

At the end of every 9wks during grade posting time, if you make any changes after you have posted -----please click recalculate and you must re-post. If you DO NOT highlight the students in the grade book and click post grades, your grades will NOT show up on the Report Cards/Transcripts!

When all grades have been keyed in, you may check your student averages by selecting STUDENT AVERAGES on the right side of the screen. This will display the 9wks grade, exam grade and the 9wks average.

Please print and turn in a copy of your Grade Verifications for every class. Please DO NOT send grades to me by a student, or place grades in my mailbox. If I am out of the office, please slide your grades under my door.

Second period Monday – SoDvSk6-12NC and Friday – Clubs are NON-CREDIT Classes.

If you have any questions, please see Mrs. Todd, Registrar in the Guidance office.