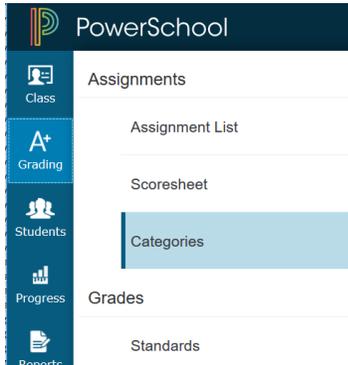


## Venture Gradebook Setup Grades 2-6

- Your six categories are already in the gradebook. To see them click on the A+ Grading charm  on the left and select Categories



You will see the following list of categories: (\*\*NOTE: the Venture categories will say Venture in front of them and have the little house icon  indicating these were pushed to you from the District level\*\*)

Categories Show Inactive

 S1 has not started.

ORDER	COLOR	CATEGORY NAME	CLASSES USING	ACTIVE	EDIT
▲ ▼		Formative	 All Classes (18-19)	<input checked="" type="checkbox"/>	
▲ ▼		Summative	 All Classes (18-19)	<input checked="" type="checkbox"/>	
▲ ▼		Thinking Skills	 All Classes (18-19)	<input checked="" type="checkbox"/>	
▲ ▼		Creativity	 All Classes (18-19)	<input checked="" type="checkbox"/>	
▲ ▼		Information Literacy	 All Classes (18-19)	<input checked="" type="checkbox"/>	
▲ ▼		Success Skills	 All Classes (18-19)	<input checked="" type="checkbox"/>	
▲ ▼		Affective Skills	 All Classes (18-19)	<input checked="" type="checkbox"/>	
▲ ▼		Communication Skills	 All Classes (18-19)	<input checked="" type="checkbox"/>	

Legend

- To hide the categories you will not use, click the pencil button  to the right of the Formative category and select the Inactive radio button next to Status and click Save at the bottom right.

Edit: Formative  ? X

Category Assignment Defaults View All

Limit this category to these classes Select Classes

All Classes (18-19)

Name Formative

Color  Blue

Status Active  Inactive

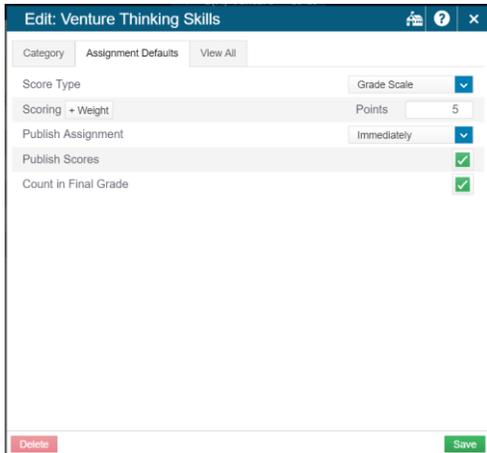
Description Formative grades

Delete Save

Do this step for the Summative category and any other categories you won't use.

- Setup the Assignment Defaults for each Venture category:
  - Click the pencil button to the right of Venture Thinking Skills

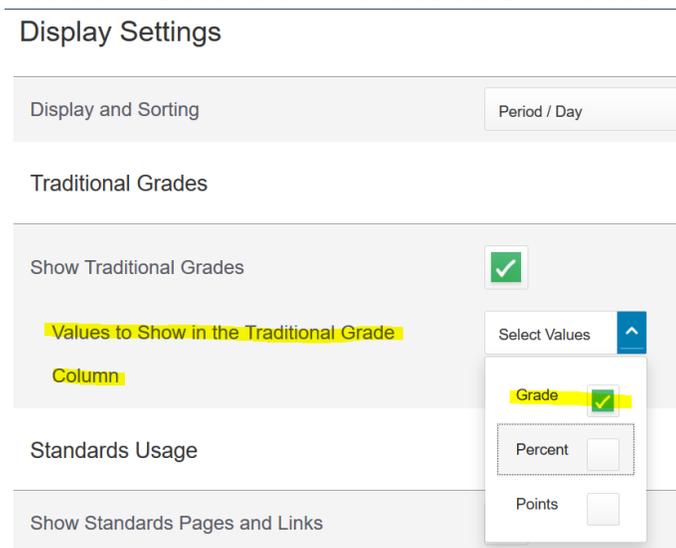
- b. Click the Assignment Defaults tab
- c. **MUST DO: Change the Score Type to Grade Scale and the Scoring Points to 5.**
- d. Optional: You can choose to publish the Assignment immediately, Never, Days before due date, or On Due Date.
- e. Optional: You can check the box to publish scores or not and if the assignment should count in the final grade or not.
- f. **\*REMEMBER: parent portals WILL see the percent behind the 1-5 grades, so you CAN choose to not publish your scores or you can let your parents know why they see a percent.\*\***
- g. Click Save at the bottom right.
- h. Your screen should look like the following:



- i. Do the above steps a – g for the remaining 5 Venture categories.

4. Setup the Display Settings

- a. Click Settings in the Charms bar 
- b. Click Display Settings from the pop-out menu
- c. Under the Show Traditional Grades section click the drop down next to “Values to Show in the Traditional Grade Column” and select ONLY Grade.



- d. Check the box next to “Show Standards Pages and Links” and then check the box next to “Show Standards on Assignments”

- e. **\*MUST DO** - For “Auto-Calculate Assignment Standards Scores Initial State” select “New Assignment Start Checked” from the drop down.

Standards Usage

Show Standards Pages and Links	<input checked="" type="checkbox"/>
Show Standards on Assignments	<input checked="" type="checkbox"/>
Auto-Calculate Assignment Standards Scores Initial State	New Assignments Start Checked <input type="button" value="v"/>

**\*\*This setting will auto-populate the Standards scores with the assignment score\*\***

- f. The Display Settings page should look like this:

Display Settings

 S1 has not started.

Class Names

Display and Sorting

Traditional Grades

Show Traditional Grades

Values to Show in the Traditional Grade Column   
Grade

Standards Usage

Show Standards Pages and Links

Show Standards on Assignments

Auto-Calculate Assignment Standards Scores Initial State

Navigation Links Sort Order

Professional Judgment Indicator

Show on Grading : Standards

Show on Students : Standards Progress

Student Names

Display   
Example: Smith, John

Sort Students by

Add newly enrolled students to the bottom

Hide pre-registered students

- g. Click the Save button at the bottom right

5. Set the way your Standards grade will calculate

- Click Settings in the Charms bar and select Standards Grade Calculations
- Set the Default Calculation to Mean (an average of the scores).
- You can leave the default settings under Most Recent Scores Calculation

d. Check the box next to Auto-Calculate under Calculating Higher Level Standards.

e. Your screen should look like this:

Standards Grades Calculations

S1 has not started.

▼ 1(A) Venture

Standards Grades

Calculate standards grades from assignment standards scores.

Default Calculation

Most Recent Scores Calculation

Set how many recent scores to include in the calculation, and their relative weighting.

Number of Scores   
(33.33%, 33.33%, 33.33%)

Calculating Higher Level Standards

Automatically calculate higher level standards grades from lower level standards grades.

Auto-Calculate

Use This Metric

Legend

Icons - District/School controlled

f. Click Save at the bottom right.

g. Do this for each Venture class you have listed.

h. These settings may already be set, but please double check anyway.

6. Set the way your Traditional grade will calculate **\*\*MUST DO\*\***

a. Click Settings in the Charms bar and select Traditional Grade Calculations

b. Click the pencil next to Q1

c. Click the Minus button to the right of Category Weighting to remove the Summative line

d. Click the drop down where it says Category Weighting on the remaining line and change it to Standards Weighting

e. Click the drop down next to Standards Weighting and select Mean

f. Set the Weight to 1, the percent should be 100%

g. Your screen should look like this:

Formula

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Standards Weigh...	Mean	1	100%	

If the calculation type is Standards and the attribute is either Specific Weighting or Specific Sum, weights must be defined for each standard by the administrator at the course level.

h. Click Save at the bottom right

i. For each of your quarters (Q1, Q2, Q3, & Q4) do the above a – h steps.

j. S1, S2, and Y1 can be left alone, they are already calculated correctly.

k. Do the above a – i steps for each Venture class you have. You will need to click the arrow next to the expression (1(A), 2(A), etc) Venture to see the terms below each additional class