
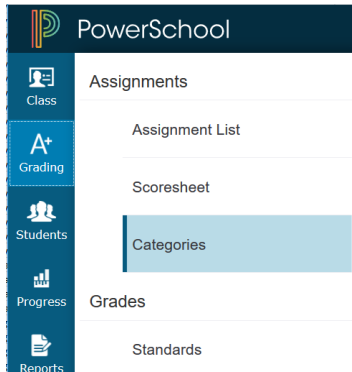




# Venture Gradebook Setup Middle School

























1. 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

2. 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   

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.

3. Setup the Assignment Defaults for each Venture category:
  - a. 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 Points and the Scoring Points to 100.
  - 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. Click Save at the bottom right.
  - g. Your screen should look like the following:

Edit: Venture Thinking Skills 🏠 ? ×

Category Assignment Defaults View All

Score Type Points ▾

Scoring + Extra Points + Weight Score Entry Points

Publish Assignment Immediately ▾

Publish Scores

Count in Final Grade

4. 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 Total Points
  - e. Change the Weight to 100 and click Save

Q2 Reporting Term for 2(A) Venture ×

Formula Drop Low Scores

Calculate Overall Class Grade

TYPE	ATTRIBUTE	WEIGHT	PERCENT	
Total Points <span>▾</span>	Total Points	100	100%	<span>▢</span>

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.

- f. For each of your quarters (Q1, Q2, Q3, & Q4) do the above a – h steps.
- g. S1, S2, and Y1 can be left alone, they are already calculated correctly.
- h. 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
- i. Using Total Points will not weight by category. Each assignment will be counted the same amount toward the final grade.