Venture Gradebook Setup Grades 2-6
(Starting August 2020)

1. Your six categories are already in the gradebook. To see them click on the A+ Grading charm on the left and select Categories
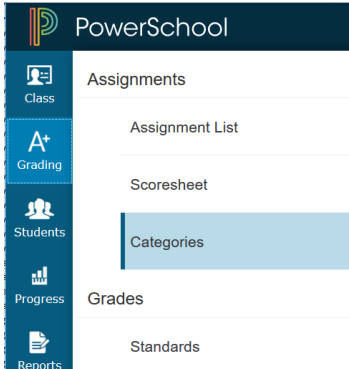
You will see the following list of categories: (***NOTE: Categories that have the house icon indicate these were pushed to you from the District level***)

ORDER	COLOR	CATEGORY NAME		CLASSES USING	ACTIVE	EDIT
▲ ▼		Formative	🏫	All Classes (19-20)	✓	✏
▲ ▼		Summative	🏫	All Classes (19-20)	✓	✏
▲ ▼		Venture Thinking Skills	🏫	All Classes (19-20)	✓	✏
▲ ▼		Venture Creativity	🏫	All Classes (19-20)	✓	✏
▲ ▼		Venture Information Literacy	🏫	All Classes (19-20)	✓	✏
▲ ▼		Venture Success Skills	🏫	All Classes (19-20)	✓	✏
▲ ▼		Venture Affective Skills	🏫	All Classes (19-20)	✓	✏
▲ ▼		Venture Communication Skills	🏫	All Classes (19-20)	✓	✏

Legend
Icons 🏫 District created category

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.

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

3. The Assignment Defaults for each Venture category are already setup. You can check these settings by doing the following:
   a. Click the pencil button to the right of Venture Thinking Skills

b. Click the Assignment Defaults tab

c. Check the Score Type is set to Grade Scale and the Scoring Points to 5.
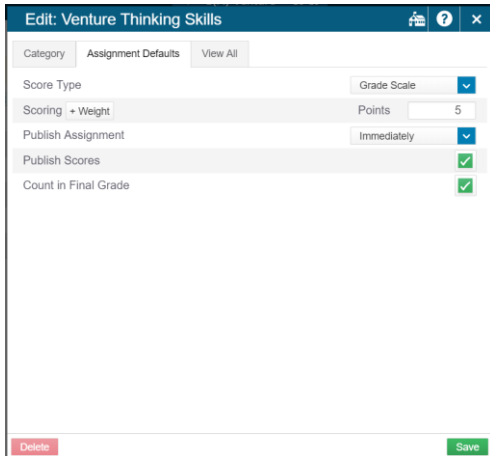d. Optional: You can choose to publish the Assignment immediately, Never, Days before due date, or On Due Date.
e. Optional: You can check the box to publish scores or not and if the assignment should count in the final grade or not.
f. *REMEMBER: parent portals WILL see the percent behind the 1-5 grades, 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:

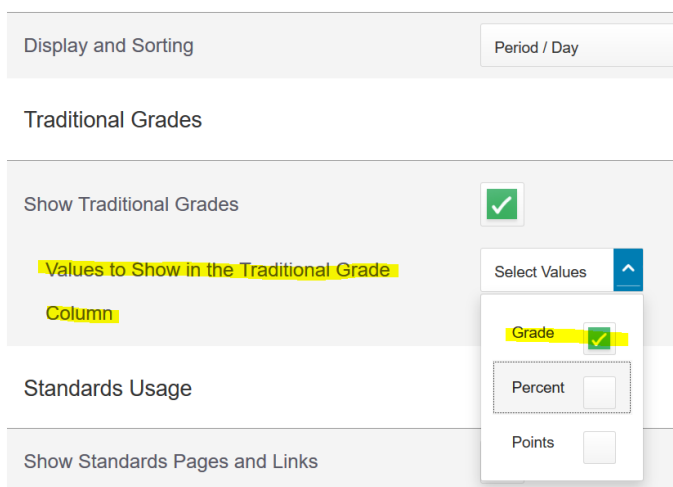| Edit: Venture Thinking Skills	🏛 ❓ ✕
Category **Assignment Defaults** View All	
Score Type	Grade Scale ⌄
Scoring + Weight	Points 5
Publish Assignment	Immediately ⌄
Publish Scores	✅
Count in Final Grade	✅
Delete	Save

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 [⚙ Settings]
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.

Display Settings

Display and Sorting	Period / Day

Traditional Grades

Show Traditional Grades	✅
Values to Show in the Traditional Grade Column	Select Values ⌃
	Grade ✅
	Percent ☐
	Points ☐

Standards Usage

Show Standards Pages and Links	

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.

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

f. The Display Settings page should look like this:

g. Click the Save button at the bottom right

5. Do the above 1-4 steps for each Venture class you have.

6. You no longer have to set the Standards Grade Calculations and Traditional Grade Calculations. This is pushed out to your gradebooks automatically. YAY!