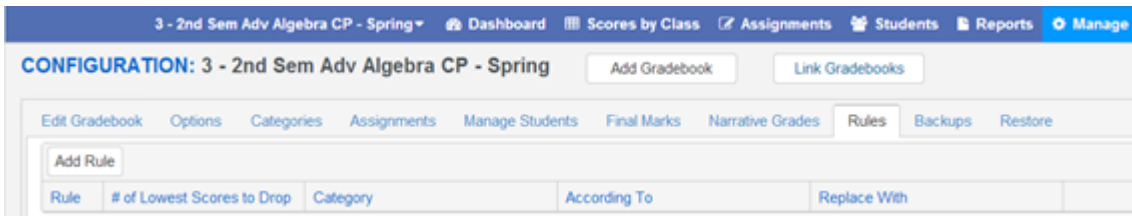


# Gradebook - Grading Rules

Modified on: Mon, Feb 11, 2019 at 1:07 PM

These options apply to the current gradebook being viewed. Grading Rules are meant to Drop the Lowest N Assignments and optionally replace those assignment scores with either the average score or the top score in the area defined by the rule.

On the **Manage** page click on the **Rules** tab. The following page will display.



The screenshot shows the 'Manage' page for a gradebook. The top navigation bar includes '3 - 2nd Sem Adv Algebra CP - Spring', 'Dashboard', 'Scores by Class', 'Assignments', 'Students', 'Reports', and 'Manage'. Below this, the page title is 'CONFIGURATION: 3 - 2nd Sem Adv Algebra CP - Spring' with buttons for 'Add Gradebook' and 'Link Gradebooks'. A secondary navigation bar contains 'Edit Gradebook', 'Options', 'Categories', 'Assignments', 'Manage Students', 'Final Marks', 'Narrative Grades', 'Rules' (selected), 'Backups', and 'Restore'. An 'Add Rule' button is visible. Below it is a table with the following structure:

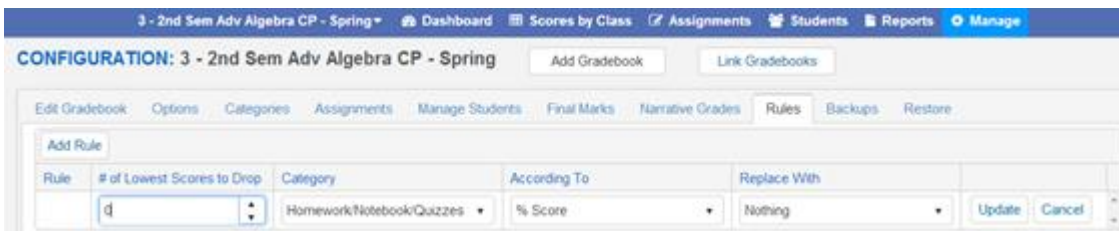
Rule	# of Lowest Scores to Drop	Category	According To	Replace With
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Multiple rules can be applied to the same gradebook. To add a Rule to a gradebook, click the mouse on the **Add Rule** button.



This screenshot is similar to the previous one, but the 'Add Rule' button is highlighted with a mouse cursor, indicating the next step in the process.

The following will display. Add in the appropriate information and then click the mouse on the **Update** button.



This screenshot shows the 'Rules' table with one row of data entered. The 'Add Rule' button is still present. The table structure is as follows:

Rule	# of Lowest Scores to Drop	Category	According To	Replace With
	4	Homework/Notebook/Quizzes	% Score	Nothing

At the bottom right of the table, there are 'Update' and 'Cancel' buttons.

The lowest N scores are usually determined by looking at a single category. But if the current gradebook is doing total points grading and not weighted types, the option to drop the lowest N scores across “All Categories” will be available.

According To - how to consider a particular score as being the lowest is answered by this setting. The options of “Negative Weight” and “% Score” are available.

- “Negative Weight” is calculated by determining the difference between the Max Score and the actual Score ( $\text{Max} - \text{Score}$ ).
- “% Score” is determined by dividing the actual Score by the Max Score ( $\text{Score} / \text{Max}$ ).
- And Replace With - a teacher may not want to simply discount the lowest scores and remove them from the overall score calculation. A teacher may want to replace the identified low scores with another value. This setting allows for 1 of 3 options: “Nothing”, “Average Score”, and “Best Score”.
- “Nothing” will simply drop the identified assignment from the overall score calculation for the student.
- “Average Score” will calculate the average percentage of the score value of all assignments in the identified Assignment Category/Type and will use that percentage against the Max score for that assignment to calculate the virtual score value to use in place of the actual score.
- “Best Score” will find the best percentage score value across all assignment in the identified Assignment Category/Type and will use that percentage against the Max score for that assignment to calculate the virtual score value to use in place of the actual score.

After clicking on Update, the new saved Rule will display with an assigned Rule number.

Rule	# of Lowest Scores to Drop	Category	According To	Replace With	
1	1	Homework/Notebook/Quizzes	% Score	Nothing	<a href="#">Edit</a> <a href="#">Delete</a>

The **Scores by Student** page will display a Rule column with the Rule number that applies to the student and assignment.

#	Description	Category	Grading Completed	Due Date	# Correct (Score)	Max Correct	%	Points Earned	Points Possible	Rule	Comment
4	New Backpack	Quiz	✓	11/2/2015	4	5	80	4	5		missing assignment
3	Narrative	Quiz	✓	10/30/2015	5	10	50	5	10	1	