

To: CR North users of TAC

From: George Eastburn

Subject: Instructions for weighting grades

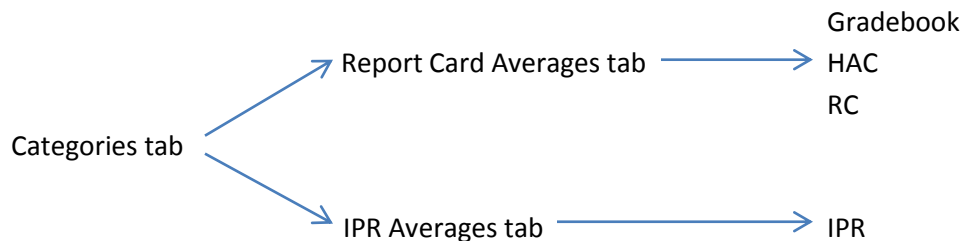
Summary:

Teachers that weight grades in TAC have extra steps to take to ensure that averages are properly calculated and reported to the gradebook, HAC, RC and IPR systems.

The weights in the Categories tab are for initially setting up your course. Weights that will show up by default on the Report Card Averages tab and the IPR Averages tab will come from this screen.

The average in your gradebook and reported to HAC and RC will be computed using the weights in the Report Card Averages tab, not the Categories tab.

In addition, the average submitted to IPR will be computed using the weights in the IPR Averages tab, not the Categories tab.



This complexity was not fully understood until late in the 2010-11 school year.

The Categories tab is for initially setting up the weights, but the Report Card Averages tab is ultimately in control of all the computations, with the exception of IPR's.

It is critical to have a good understanding of how the averages are calculated.

A. Categories tab

As of Fall 2011, the Percent column is not calculating correctly. Ignore it.

The Weights can vary from 0.01 to 999.99. However, to aid parents in understanding how grades are calculated on HAC, it is recommended to have the weights in any given quarter add up to 100. The example below uses an 80% TEST/20% HWK ratio combined with a 25% MID and FE in Q2 and Q4:

Q1: 80 TEST, 20 HWK

Q2: 60 TEST, 15 HWK, 25 MID

Q3: 80 TEST, 20 HWK

Q4: 60 TEST, 15 HWK, 25 FE

The TEST/HWK weights are reduced in quarter Q2 and Q4 to 60/15, but the ratio of TEST:HWK remains the same (4:1). This step is due to the midterm and final exam, weighted at 25, making up a total of 100 for all of the weights.

When setting up a category, you have the option of choosing a specific quarter (Q1, Q2, Q3, Q4). This is useful for one time categories such as projects, midterms and final exams.

PROJ - Project Q1 Q2
 Q3 Q4 ▾

A category weight in a specific quarter will override the default weight.

<input checked="" type="checkbox"/>	PROJ - Project	25.00	0	Default	Exclude missing scores from the average.	14.29 %	Edit
<input checked="" type="checkbox"/>	PROJ - Project	25.00	0	Q3	Exclude missing scores from the average.	14.29 %	Edit

If the Categories tab is set-up properly for your course, then setting up the Report Card Averages tab and IPR Averages tab will be easier.

Here is the 80/20 example:

[Categories](#)[Assignments](#)[IPR Averages](#)[Report Card Averages](#)[Attachments](#)Calculate Average Using Total Points:

Include	Category*	Weight*	Drop Lowest*	Marking Periods*	Exclude Missing	Percent	
<input checked="" type="checkbox"/>	FE - Final Exam	25.00	0	Default	Exclude missing scores from the average.	16.67 %	Edit
<input checked="" type="checkbox"/>	FE - Final Exam	25.00	0	Q4	Exclude missing scores from the average.	16.67 %	Edit
<input checked="" type="checkbox"/>	HWK - Homework	15.00	0	Q2,Q4	Exclude missing scores from the average.	10.00 %	Edit
<input checked="" type="checkbox"/>	HWK - Homework	20.00	0	Default	Exclude missing scores from the average.	13.33 %	Edit
<input checked="" type="checkbox"/>	HWK - Homework	20.00	0	Q1,Q3	Exclude missing scores from the average.	13.33 %	Edit
<input type="checkbox"/>	INCLS - In Class Assignments						
<input type="checkbox"/>	JOURN - Journals						
<input type="checkbox"/>	LAB - Lab						
<input checked="" type="checkbox"/>	MID - MidTerm	25.00	0	Default	Exclude missing scores from the average.	16.67 %	Edit
<input checked="" type="checkbox"/>	MID - MidTerm	25.00	0	Q2	Exclude missing scores from the average.	16.67 %	Edit
<input type="checkbox"/>	NTBK - Notebook						
<input type="checkbox"/>	OTH - Other						
<input type="checkbox"/>	PART - Participation						
<input type="checkbox"/>	PROJ - Project						
<input type="checkbox"/>	QUIZ - Quizzes						
<input checked="" type="checkbox"/>	TEST - Tests	60.00	0	Q2,Q4	Exclude missing scores from the average.	40.00 %	Edit
<input checked="" type="checkbox"/>	TEST - Tests	80.00	0	Default	Exclude missing scores from the average.	53.33 %	Edit
<input checked="" type="checkbox"/>	TEST - Tests	80.00	0	Q1,Q3	Exclude missing scores from the average.	53.33 %	Edit
<input type="checkbox"/>	VOCAB - Vocabulary						
<input type="checkbox"/>	WRIT - Writing						

B. Report Card Averages tab

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It is critical that the category weights in the Report Card Averages tab match up with your intended category weights. As of Fall 2011, the weights on this tab control how averages are calculated in your gradebook, HAC and RC system.

This tab needs to be identical to how you set-up your category weights. This needs to be done for each marking period, using the pull down box at the top of the screen, and overriding the Mark Type. When you select your categories from the list, TAC will pull down your weights that you set-up in the Categories tab. You should only have to select which categories you are using.

Here are examples of Q1, Q2 and Q4:

[My Classes](#)
[Scores](#)
[Copy](#)

Building: 225 - Council Rock High School North
RC Run: 1
Marking Period: Q1 08/29/2011 - 11/03/2011

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
4410	1	AP Physics E/M	Eastburn, George	Q1, Q2, Q3, Q4	2	1, 2

[Categories](#)
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Current View	Mark Type	Override
<input checked="" type="radio"/>	MP - Marking Period	<input checked="" type="checkbox"/>

Marking Period: Q1 Mark Type: MP

Include <small>All None</small>	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent	
<input type="checkbox"/>	FE - Final Exam					
<input checked="" type="checkbox"/>	HWK - Homework	20.00	0	Exclude missing scores from the average.	20.00 %	Edit
<input type="checkbox"/>	MID - MidTerm					
<input checked="" type="checkbox"/>	TEST - Tests	80.00	0	Exclude missing scores from the average.	80.00 %	Edit

Building: 225 - Council Rock High School North
RC Run: 2
Marking Period: Q2 11/04/2011 - 01/20/2012

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
4410	1	AP Physics E/M	Eastburn, George	Q1, Q2, Q3, Q4	2	1, 2

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Current View	Mark Type	Override
	MP - Marking Period	<input checked="" type="checkbox"/>

Marking Period: Q2 Mark Type: MP

Include	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent	
<input type="checkbox"/> All <input type="checkbox"/> None						
<input type="checkbox"/>	FE - Final Exam					
<input checked="" type="checkbox"/>	HWK - Homework	15.00	0	Exclude missing scores from the average.	15.00 %	Edit
<input checked="" type="checkbox"/>	MID - MidTerm	25.00	0	Exclude missing scores from the average.	25.00 %	Edit
<input checked="" type="checkbox"/>	TEST - Tests	60.00	0	Exclude missing scores from the average.	60.00 %	Edit

Building: 225 - Council Rock High School North
RC Run: 4
Marking Period: Q4 03/28/2012 - 06/07/2012

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
4410	1	AP Physics E/M	Eastburn, George	Q1, Q2, Q3, Q4	2	1, 2

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Current View	Mark Type	Override
<input checked="" type="radio"/>	FE2 - Final Exam S2 and FY	<input checked="" type="checkbox"/>
<input type="radio"/>	MP - Marking Period	<input checked="" type="checkbox"/>

Marking Period: Q4 Mark Type: FE2

Include <small>All None</small>	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent	
<input checked="" type="checkbox"/>	FE - Final Exam	25.00	0	Exclude missing scores from the average.	100.00 %	Edit
<input type="checkbox"/>	HWK - Homework					
<input type="checkbox"/>	MID - MidTerm					
<input type="checkbox"/>	TEST - Tests					

Building: 225 - Council Rock High School North
RC Run: 4
Marking Period: Q4 03/28/2012 - 06/07/2012

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
4410	1	AP Physics E/M	Eastburn, George	Q1, Q2, Q3, Q4	2	1, 2

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Current View	Mark Type	Override
<input type="radio"/>	FE2 - Final Exam S2 and FY	<input checked="" type="checkbox"/>
<input checked="" type="radio"/>	MP - Marking Period	<input checked="" type="checkbox"/>

Marking Period: Q4 Mark Type: MP

Include <small>All None</small>	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent	
<input type="checkbox"/>	FE - Final Exam					
<input checked="" type="checkbox"/>	HWK - Homework	15.00	0	Exclude missing scores from the average.	15.00 %	Edit
<input checked="" type="checkbox"/>	MID - MidTerm	25.00	0	Exclude missing scores from the average.	25.00 %	Edit
<input checked="" type="checkbox"/>	TEST - Tests	60.00	0	Exclude missing scores from the average.	60.00 %	Edit

C. IPR Averages tab

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It is critical that the category weights in the IPR Averages tab match up with your intended category weights. As of Fall 2011, the weights on the IPR Averages tab control how averages are submitted to Interim Progress Reports.

This tab needs to be identical to how you set-up your category weights. **Unfortunately, this needs to be done each marking period.** When you select your categories from the list, TAC will pull down the **default** weights that you set-up in the Categories tab, not the quarter specific weights. You will have to override the default weights to reflect the weights that you desire.

Here is an example for Q1:

[My Classes](#)
[Scores](#)
[Copy](#)

Building: 225 - Council Rock High School North

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
4410	1	AP Physics E/M	Eastburn, George	Q1, Q2, Q3, Q4	2	1, 2

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Current View	Mark Type	Override
	IG - IG	<input checked="" type="checkbox"/>

Mark Type: IG

Include <small>All None</small>	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent	
<input type="checkbox"/>	FE - Final Exam					
<input checked="" type="checkbox"/>	HWK - Homework	20.00	0	Exclude missing scores from the average.	20.00 %	Edit
<input type="checkbox"/>	MID - MidTerm					
<input checked="" type="checkbox"/>	TEST - Tests	80.00	0	Exclude missing scores from the average.	80.00 %	Edit

Here is an example for Q2:

My Classes Scores Copy

Building: 225 - Council Rock High School North

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
4410	1	AP Physics E/M	Eastburn, George	Q1, Q2, Q3, Q4	2	1, 2

Categories Assignments **IPR Averages** Report Card Averages Attachments

Current View Mark Type Override

	IG - IG	<input checked="" type="checkbox"/>
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Mark Type: IG

Include	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent	
<input type="checkbox"/> All <input type="checkbox"/> None						
<input type="checkbox"/>	FE - Final Exam					
<input checked="" type="checkbox"/>	HWK - Homework	15.00	0	Exclude missing scores from the average.	15.00 %	Edit
<input checked="" type="checkbox"/>	MID - MidTerm	25.00	0	Exclude missing scores from the average.	25.00 %	Edit
<input checked="" type="checkbox"/>	TEST - Tests	60.00	0	Exclude missing scores from the average.	60.00 %	Edit

Here is an example for Q4:

My Classes Scores Copy

Building: 225 - Council Rock High School North

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
4410	1	AP Physics E/M	Eastburn, George	Q1, Q2, Q3, Q4	2	1, 2

Categories Assignments IPR Averages Report Card Averages Attachments

Current View	Mark Type	Override
	IG - IG	<input checked="" type="checkbox"/>

Mark Type: IG

Include	Category*	Weight*	Drop Lowest*	Exclude Missing	Percent	
All None						
<input checked="" type="checkbox"/>	FE - Final Exam	25.00	0	Exclude missing scores from the average.	25.00 %	Edit
<input checked="" type="checkbox"/>	HWK - Homework	15.00	0	Exclude missing scores from the average.	15.00 %	Edit
<input type="checkbox"/>	MID - MidTerm					
<input checked="" type="checkbox"/>	TEST - Tests	60.00	0	Exclude missing scores from the average.	60.00 %	Edit