

## Gradebook Not Equal to Instructions

There has been a change to the gradebook this year in regards to the **S1/S2/FNL** columns. Instead of a running average, there is a “not equal” sign which represents the **S1/S2/FNL** formula requiring all **NW terms** have grades to complete the S1/S2 formulas.

**Elementary:**  $NW1 * 50\% + NW2 * 50\% = S1$ ;  $NW3 * 50\% + NW4 * 50\% = S2$

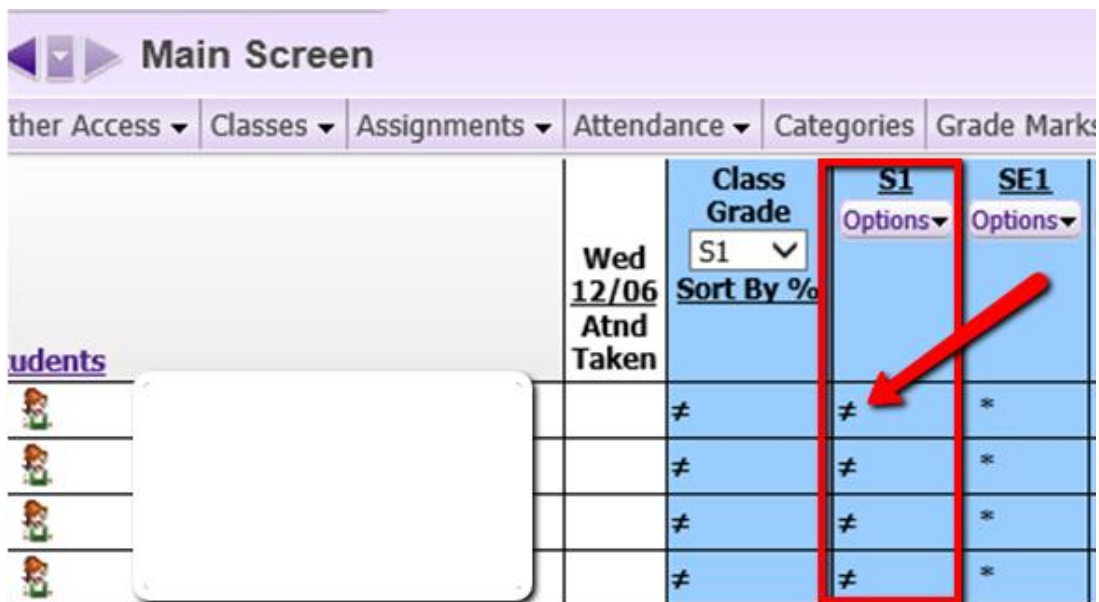
**JH & High School:**  $(NW1 * 40\%) + (NW2 * 40\%) + SE1 = S1$  (Screen shot below), and a **NW3** and an **NW4** grade to complete the S2 formula  $\{(NW3 * 40\%) + (NW4 * 40\%) + SE2 = S2\}$ . *\*Note: Percentages may differ depending on course (JH level or HS level).*

The **FNL** column will show a “not equal” sign since the **(S1 +S2)** formula is not complete or does not have values.

If you are currently missing an **S1** grades for any of your students, you will need to process their grades via the **New** button/grade transfer options (Option 3 for students new to district). You will only need to transfer in the **NW1** and **NW2** grades to average for an **S1** grade as PR grades are not necessary and do not average into the grade. If you attempt to transfer in the grades and there are no grades available, contact your grading admin in the office to make sure they have entered the grades from the previous district. If you have turned off your **New** button, click on the student’s name and there should be a “New Student” tab which will allow you to input the grades for the missing term. If you already have an **S1** grade but **S2/FNL** is showing the ‘not equal’ symbol, it is because the **S2** term has not ended and all grades have not been posted. Once your **NW4** grades get posted, you should have a value for your **S2/FNL**, but be sure that you have a value for **NW3** and **NW4**...as these are required to complete the **S2** grading formula.

This is a district-wide change and is specifically related to the students actual grades in any class and affects their pass/fail status in that class for the year.

I have also attached the procedures for processing the **New** button/transfer of previous term grades into the gradebook and refer to Option 3. If you have questions, please don’t hesitate to call! 😊



The screenshot shows a software interface titled "Main Screen" with a navigation bar containing "ther Access", "Classes", "Assignments", "Attendance", "Categories", and "Grade Marks". Below the navigation bar is a table with the following columns: "Students" (with a search box), "Wed 12/06 Atnd Taken", "Class Grade" (with a dropdown menu showing "S1" and "Sort By %"), "S1" (with a dropdown menu showing "Options"), and "SE1" (with a dropdown menu showing "Options"). The table contains four rows of data, each with a "≠" symbol in the "S1" column and an "\*" symbol in the "SE1" column. A red box highlights the "S1" and "SE1" columns, and a red arrow points to the "≠" symbol in the first row of the "S1" column.

Students	Wed 12/06 Atnd Taken	Class Grade	S1	SE1
		S1	≠	*
			≠	*
			≠	*
			≠	*