

Educational Service District 113
Capital Region Information Service Center

Secondary Gradebook

Summary of No Count, Missing, Mark Unscored as Zero & Using Special Codes

September 2017



My Partner for Learning Solutions

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No Count

Checking the **No Count** checkbox prevents the assignment from being counted in the grades for that student, even if a grade is entered.

Entity (451) Grades 9 to 12
MAT202 / 23 Prd:2 GEOMETRY B

Home Teacher Access Administrator Access

Score Entry

Prev Next

1/27-1/30 bellringer
Week 1 - Friday - 01/30/2015
Category: PAR - 10% Max Score: 5

0 un-scored students: Mark un-scored as 0 and Missing

Students	Score	Special Code	No Count	Missing	Comment
1 Alderinkscr, Weldon F	5430	*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2 Buhrmanscr, Aaron F	6323	5	<input type="checkbox"/>	<input type="checkbox"/>	
3 Creceiliusscr, Vernita P	240	5	<input type="checkbox"/>	<input type="checkbox"/>	
4 Daquinoscr, Anisha H	5537	5	<input type="checkbox"/>	<input type="checkbox"/>	
5 Fobesscr, Rolando B	5717	*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6 Gullscr, Marisa E	849	5	<input type="checkbox"/>	<input type="checkbox"/>	

How does this look?

Main screen: An * or the points entered for this no count assignment appear in **bold** in the Gradebook main screen

Main Screen



Other Access Classes Assignments Attendance Categories Grade Marks Posting Reports Charts

		S2	Q4	M4	Q3	M3	1/27-1/30	10-1 P	Pre-Te	
		Options	Options	Options	Options	Options	01/30	01/29	01/27	
							PAR	CLWK	PAR	
							5	5	5	
							4.42	4.83	5.00	
1	10 Alderinkscr, Weldon F	5430	B+	B+	B+	B+	B+	*	4.3	5

Family Access:

No score is shown on the screen and a check mark is in the No Count column. The parent sees the information that states the assignment is not graded (in the Points Earned column) and that the assignment is marked as No Count (in the No Count Column).

S2 Progress Report

Weldon (Entity (451) Grades 9 to 12)  

GEOMETRY B (Period 2) W Zartmanscr

Summary Grade Mark Legend

S2 Grade (01/27/2015 - 06/17/2015)		Percent	
B+		89.50%	
Grade Breakdown:			
Assignments: B+		(100% of Sem 2 grade)	89.50%

Due	Assignment	Points Earned	Percent	Grade	Missing	No Count	Absent
CLASS WORK <i>weighted at 30.00%, adjusted to 75.00%</i>		4.3 out of 5	86.00	B			
01/29/15	10-1 Practice A	4.3 out of 5	86.00	B			
PARTICIPATION <i>weighted at 10.00%, adjusted to 25.00%</i>		5 out of 5	100.00	A			
01/30/15	1/27-1/30 bellringer	* out of 5				✓	
01/27/15	Pre-Test Take #2	5 out of 5	100.00	A			
TEST <i>weighted at 60.00%, adjusted to 0.00%</i>							
There are no TEST assignments							

Progress Detail:

A comment "Assignment is marked as No Count" appears in the progress report. The points earned and possible is left completely blank.

lgbadm18.p 04-2 Entity (451) Grades 9 to 12 06/07/15 Page:1
 05.15.06.00.00 Progress Detail Report for Q4 01/27/15 - 06/17/15 4:02 PM

Student: Alderinkscr, Weldon F **Grade:** 10 **Teacher:** W Zartmanscr
Course: MAT202 / GEOMETRY B **Sec:** 23 **Prd:** 2 **Room #:** 116

Current Q4 Grade: **B+** Percent: **89.50**

Cat	Wk	Day	Due	Assignment	Earned	Possible	%	Grade	Spec Code
PAR	22	Tue	01/27	Pre-Test Take #2	5.00	5.00	100.00	A	
CLWK	22	Thu	01/29	10-1 Practice A	4.30	5.00	86.00	B	
PAR	22	Fri	01/30	1/27-1/30 bellringer					
					* Assignment is marked as No Count.				
Total for:Assignments					9.30	10.00			



Missing

Causes a Missing code to appear next to the Assignment in Family & Student Access and on some reports. It does not affect how the Assignment calculates in the Term or Semester Grade.

Entity (451) Grades 9 to 12
MAT202 / 23 Prd:2 GEOMETRY B

Home Teacher Access Administrator Access

Score Entry

Prev Next

10-1 Practice A
Week 1 - Thursday - 01/29/2015
Category: CLWK - 30% Max Score: 5

1 un-scored students: Mark un-scored as 0 and Missing

Students	Score	Special Code	No Count	Missing	Comment
1 Alderinkscr, Weldon F	5430	4.3	<input type="checkbox"/>	<input type="checkbox"/>	
2 Buhrmanscr, Aaron F	6323	*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3 Creceiliusscr, Vernita P	240	5	<input type="checkbox"/>	<input type="checkbox"/>	
4 Daquinoscr, Anisha H	5537	4.3	<input type="checkbox"/>	<input type="checkbox"/>	
5 Fobesscr, Rolando B	5717	5	<input type="checkbox"/>	<input type="checkbox"/>	

The **missing** column

- provides a comment on the progress report that the student did not turn the assignment in
- keeps track of all of a student's missing assignments (for running missing assignment report)

Checking the **missing** column does not in itself lower a student's grade, **you must enter a 0 in the student's score.**

****Remember, in order for a missing assignment to show up as missing in the missing assignment report, you must check the missing box.**

How does this look?

Main screen: An * appears in the student’s score (or 0 if teacher entered a 0)

			S2	Q4	M4	Q3	M3	1/27-1	10-1 P	Pre-Te
			Options	Options	Options	Options	Options	01/30	01/29	01/27
								PAR	CLWK	PAR
								5	5	5
								4.42	4.83	5.00
1	10 Alderinkscr, Weldon F	5430	B+	B+	B+	B+	B+	*	4.3	5
2	11 Buhrmanscr, Aaron F	6323	A	A	A	A	A	5	*	5
3	10 Crecelluscr, Vernita P	240	A	A	A	A	A	5		
4	10 Daquinoscr, Anisha H	5537	B+	B+	B+	B+	B+	5	4.3	5

Family Access: An * appears in the score and the comment “This Assignment is marked Missing” appears and a check mark in the missing column.

Due	Assignment	Points Earned	Percent	Grade	Missing	No Count	Absent
CLASS WORK							
<i>weighted at 30.00%, adjusted to 0.00%</i>							
01/29/15	10-1 Practice A	* out of 5			✓		
PARTICIPATION							
<i>weighted at 10.00%, adjusted to 100.00%</i>							
		10 out of 10	100.00	A			

Progress Detail: A comment “Assignment is marked as Missing” appears in the progress report. If no zero is entered, an * appears in the earned and possible columns and the grade is not lowered.

TST	03	Thu	09/15	Ch 1-8 Reading Test	28.00	37.00	75.68	C
TST	04	Mon	09/19	#1 Vocabulary Test	12.00	25.00	48.00	F
TST	04	Fri	09/23	#2 Reading Test: Chapters	6.00	22.00	27.27	F
TST	05	Thu	09/29	#2 Vocabulary Test	*	*		
					* Assignment is marked as Missing.			
TST	06	Wed	10/05	#3 Reading Test	17.00	29.00	58.62	F
TST	06	Fri	10/07	#4 Vocabulary Test	15.00	29.00	51.72	F
Total for:TEST					78.00	142.00	54.93	F

Leaving Score Blank – Does not affect how the Assignment calculates in the Term or Semester Grade.

How does this look?

Main screen: An * appears in the student’s score

				S2	Q4	M4	Q3	M3	1/27-1 01/30 PAR 5 4.42	10-1 P 01/29 CLWK 5 4.83	Pre-Te 01/27 PAR 5 5.00
				Options	Options	Options	Options	Options			
Students											
1		10 Alderinkscr, Weldon F	5430	B	B	B	B	B	*	4.3	*
2		11 Buhrmanscr, Aaron F	6323	A	A	A	A	A	5	*	5
3		10 Creceiliusscr, Vernita P	240	A	A	A	A	A	5	5	5
4		10 Daquinoscr, Anisha H	5537	B+	B+	B+	B+	B+	5	4.3	5

Family Access: An * appears in the score and the comment “This assignment is not graded” appears

S2 Progress Report

Weldon (Entity (451) Grades 9 to 12)

GEOMETRY B (Period 2) W Zartmanscr

Summary Grade Mark Legend

S2 Grade	Percent
B (01/27/2015 - 06/17/2015)	86.00%

Grade Breakdown:

Assignments: B (100% of Sem 2 grade) 86.00%

Due	Assignment	Points Earned	Percent	Grade	Missing	No Count	Absent
CLASS WORK <i>weighted at 30.00%, adjusted to 100.00%</i>							
01/29/15	10-1 Practice A	4.3 out of 5	86.00	B			
PARTICIPATION <i>weighted at 10.00%, adjusted to 0.00%</i>							
01/30/15	1/27-1/30 bellringer	* out of 5					
01/27/15	Pre-Test Take #2	* out of 5					
TEST <i>weighted at 60.00%, adjusted to 0.00%</i> There are no TEST assignments							



Progress Detail: A comment "Assignment is marked Missing" appears in the progress report. An * appears in the earned and possible columns and the grade is not lowered.

lgbadm18.p 04-2 05.15.06.00.00	Entity (451) Grades 9 to 12 Progress Detail Report for Q4 01/27/15 - 06/17/15	06/07/15	Page:1 5:27 PM
Student: Alderinkscr, Weldon F		Grade: 10	
Course: MAT202 / GEOMETRY B		Sec: 23	Teacher: W Zartmanscr
		Prd: 2	Room #: 116
Current Q4 Grade: B		Percent: 86.00	
Cat	Wk	Day	Due
Assignment	Earned	Possible	% Grade
Spec Code			
PAR 22 Tue 01/27	Pre-test Take #2	*	*
CLWK 22 Thu 01/29	10-1 Practice A	4.30	5.00
PAR 22 Fri 01/30	1/27-1/30 bellringer		86.00 B
* Assignment is marked as No Count.			
Total for:Assignments		4.30	5.00

Using the Mark Un-scored as 0 and Missing

If you select this option, each student who does not already have a score or grade, is assigned a score of 0. This also marks the Missing option for these students.

Score Entry					
1/27-1/30 bellringer					
Week 1 - Friday - 01/30/2015					
Category: PAR - 10% Max Score: 5					
2 un-scored students: Mark un-scored as 0 and Missing					
Students	Score	Special Code	No Count	Missing	Comment
Change blank comments to:					
1 Alderinkscr, Weldon F	5430	*	<input type="checkbox"/>	<input type="checkbox"/>	
2 Buhrmanscr, Aaron F	6323	5	<input type="checkbox"/>	<input type="checkbox"/>	
3 Creceiliusscr, Vernita P	240	5	<input type="checkbox"/>	<input type="checkbox"/>	
4 Daquinoscr, Anisha H	5537	5	<input type="checkbox"/>	<input type="checkbox"/>	
5 Fobesscr, Rolando B	5717	*	<input type="checkbox"/>	<input type="checkbox"/>	

Score Entry					
1/27-1/30 bellringer					
Week 1 - Friday - 01/30/2015					
Category: PAR - 10% Max Score: 5					
0 un-scored students: Mark un-scored as 0 and Missing					
Students	Score	Special Code	No Count	Missing	Comment
Change blank comments to:					
1 Alderinkscr, Weldon F	5430	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2 Buhrmanscr, Aaron F	6323	5	<input type="checkbox"/>	<input type="checkbox"/>	
3 Creceiliusscr, Vernita P	240	5	<input type="checkbox"/>	<input type="checkbox"/>	
4 Daquinoscr, Anisha H	5537	5	<input type="checkbox"/>	<input type="checkbox"/>	
5 Fobesscr, Rolando B	5717	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



Main Screen: A "0" is automatically entered in the score column, lowering the student's grade

Main Screen				S2	Q4	M4	Q3	M3	1/27-1 01/30	10-1 P 01/29	Pre-Te 01/27
				Options	Options	Options	Options	Options	PAR 5 4.00	CLWK 5 4.83	PAR 5 5.00
Students											
1		10 Alderinkscr, Weldon F	5430	D	D	D	D	D	0	4.3	*
2		11 Buhrmanscr, Aaron F	6323	A	A	A	A	A	5	*	5
3		10 Creceliusscr, Vernita P	240	A	A	A	A	A	5	5	5
4		10 Daquinoscr, Anisha H	5537	B+	B+	B+	B+	B+	5	4.3	5
5		10 Fobesscr, Rolando B	5717	B+	B+	B+	B+	B+	0	5	5
6		10 Gullscr, Marisa E	849	A	A	A	A	A	5	5	5

Family Access: A 0 appears in the score a check mark in the missing column.

S2 Grade (01/27/2015 - 06/17/2015)		Percent					
D		64.50%					
Grade Breakdown:							
Assignments: D		(100% of Sem 2 grade) 64.50%					
Due	Assignment	Points Earned	Percent	Grade	Missing	No Count	Absent
CLASS WORK <i>weighted at 30.00%, adjusted to 75.00%</i>		4.3 out of 5	86.00	B			
01/29/15	10-1 Practice A	4.3 out of 5	86.00	B			
PARTICIPATION <i>weighted at 10.00%, adjusted to 25.00%</i>		0 out of 5	0.00	F			
01/30/15	1/27-1/30 bellringer	0 out of 5	0.00	F	✓		
01/27/15	Pre-Test Take #2	* out of 5					

Progress Detail: A "0" appears for the score and the comment "Assignment is marked as Missing" appears in the progress detail report.

1gbadm18.p 04-2 05.15.06.00.00	Entity (451) Grades 9 to 12 Progress Detail Report for Q4 01/27/15 - 06/17/15	06/07/15	Page:1 5:45 PM				
Student: Alderinkscr, Weldon F		Grade: 10 Teacher: W Zartmanscr					
Course: MAT202 / GEOMETRY B		Sec: 23 Prd: 2 Room #: 116					
Current Q4 Grade: D Percent: 64.50							
Cat	Wk Day Due	Assignment	Earned	Possible	%	Grade	Spec Code
PAR	22 Tue 01/27	Pre-Test Take #2	*	*			
CLWK	22 Thu 01/29	10-1 Practice A	4.30	5.00	86.00	B	
PAR	22 Fri 01/30	1/27-1/30 bellringer	0.00	5.00	0.00	F	
Total for:Assignments			4.30	10.00			



Using Special Codes

Optionally, you can enter a Special Code for a student for the Assignment. These codes are defined with the configuration of the Gradebook and will appear on the right side of the screen. Special Codes are often used to indicate that a Grade is atypical (for example, points were deducted for late work). These codes appear on some reports and can also be configured to display in Family & Student Access.

Score Entry

Special Codes

Code	Description
*AD	Automated Drop Score
EXC	EXCUSED
INC	INCOMPLETE
LT	LATE
MS	MISSING ASSIGNMENT
NMN	No Makeup Necessary
RET	Re-take

Prev Next
Pre-Test Take #2

Post to Family Access
Week 1 - Tuesday - 01/27/2015

Post to Student Access
Category: **PAR - 10%** Max Score: 5

0 un-scored students: Mark un-scored as 0 and Missing

Students	Score	Special Code	No Count	Missing	Comment
Change blank comments to:					
1 Alderinkscr, Weldon F	5430	*	EXC	<input checked="" type="checkbox"/>	
2 Buhrmanscr, Aaron F	6323	5		<input type="checkbox"/>	

How does this look?

Main screen: Instead of the score showing up in the score column, the abbreviated special code appears.

Entity (451) Grades 9 to 12
 MAT202 / 23 Prd:2 GEOMETRY B

Wilda Zartmanscr

Home
Teacher Access
Administrator Access



Main Screen

Other Access
Classes
Assignments
Attendance
Categories
Grade Marks
Posting
Reports
Charts

	S2	Q4	M4	Q3	M3	1/27-1 01/30	10-1 P 01/29	Pre-Te 01/27	
	Options	Options	Options	Options	Options	PAR 5 4.00	CLWK 5 4.83	PAR 5 5.00	
Students									
1 10 Alderinkscr, Weldon F	5430	D	D	D	D	D	0	4.3	EXC
2 11 Buhrmanscr, Aaron F	6323	A	A	A	A	A	5	*	5

Family Access: There is no score and the Special Code is *I* (information hyperlink button) on the screen with the No Count column checked.

S2 Progress Report


Weldon (Entity (451) Grades 9 to 12)  

GEOMETRY B (Period 2) W Zartmanscr

Summary Grade Mark Legend

S2 Grade (01/27/2015 - 06/17/2015)	Percent
D	64.50%
Grade Breakdown:	
Assignments: D (100% of Sem 2 grade)	64.50%

Due	Assignment	Points Earned	Percent	Grade	Missing	No Count	Absent
CLASS WORK <i>weighted at 30.00%, adjusted to 75.00%</i>		4.3 out of 5	86.00	B			
01/29/15	10-1 Practice A	4.3 out of 5	86.00	B			
PARTICIPATION <i>weighted at 10.00%, adjusted to 25.00%</i>		0 out of 5	0.00	F			
01/30/15	1/27-1/30 bellringer	0 out of 5	0.00	F	✓		
01/27/15	Pre-Test Take #2	* out of				✓	
TEST <i>weighted at 60.00%, adjusted to 0.00%</i>							

Special Code 

EXCUSED

Progress Detail: If the score is not an * the points the student earned appear and next to the letter grade for the assignment, the Special Code abbreviation also shows up, clearly indicating missing or late assignments.

1gbadm18.p 04-2 05.15.06.00.00	Entity (451) Grades 9 to 12 Progress Detail Report for Q4 01/27/15 - 06/17/15	06/07/15	Page:1 6:01 PM					
Student: Alderinkscr, Weldon F		Grade: 10 Teacher: W Zartmanscr						
Course: MAT202 / GEOMETRY B		Sec: 23 Prd: 2 Room #: 116						
Current Q4 Grade: D Percent: 64.50								
Cat	Wk Day	Due	Assignment	Earned	Possible	%	Grade	Spec Code
PAR	22 Tue	01/27	Pre-Test Take #2					EXC
				* Assignment is marked as No Count.				
CLWK	22 Thu	01/29	10-1 Practice A	4.30	5.00	86.00	B	
PAR	22 Fri	01/30	1/27-1/30 bellringer	0.00	5.00	0.00	F	
Total for: Assignments				4.30	10.00			

