

Set-up Grading Rules

Setting Up Grade Tables

Grade tables associate a letter grade with a certain range of scores. The InteGrade Pro software comes with three default grade tables.

You assign a grade table to your numeric spreadsheet when you set up your spreadsheets from the Setup menu

1. Find your course syllabus and make sure you are setting up a grade book in the manner described in your syllabus. You will need a grading scale. I use this scale if you need one.
2. From the Setup menu, select Grading Rules.
3. Click the Grade Tables tab.
4. Select each sample table and review the letters and the assigned lower grade limit.
5. When working with grade tables:
 - To create a new grade table, click the New button from the set of buttons under the Grade Tables list. Type the name of this grade table and click Create.
 - To create another grade table by copying, select a table and click Copy. The new grade table has "copy" at the end of its name.
 - To rename a grade table, select the table and type its new name in the Grade Table Name field.
6. Working with grades:
 - To create a new letter grade, click the New button from the set of buttons under the Letter Grade and Lower Limit area. With that cell selected, type the letter, then select the adjoining cell and type the lower limit for that grade.
 - To modify one of the grades, select that cell and overwrite its contents.
 - To sort the grade table from highest to lowest percentage, click the Sort button from the set of buttons under the Letter Grade and Lower Limit area.
7. If necessary, select the number of decimal points that you want displayed.
8. Click Close. The table is now available for use, but it is not saved until you save the grade book.

Below are screen shot of how I set my grading scale.

Grading Rules [X]

Attendance Codes | **Grade Tables** | Special Scores | Type Sets

A grade table consists of a set of letter grades and the minimum % required for each.
Select which grade table is used for a spreadsheet by using "Spreadsheets" in the "Setup" menu.

Grade Tables: Regular
Honors
Non-Academic

Grade Table Name: Regular

Letter Grade	Lower Limit (%)
A+	98
A	93
A-	90
B+	87
B	83

Numbers are stored internally with more decimal places than will fit on the screen.
Specify the number of decimals to be displayed: 2

New... Copy Delete New Delete Sort

Close Help

Grading Rules [X]

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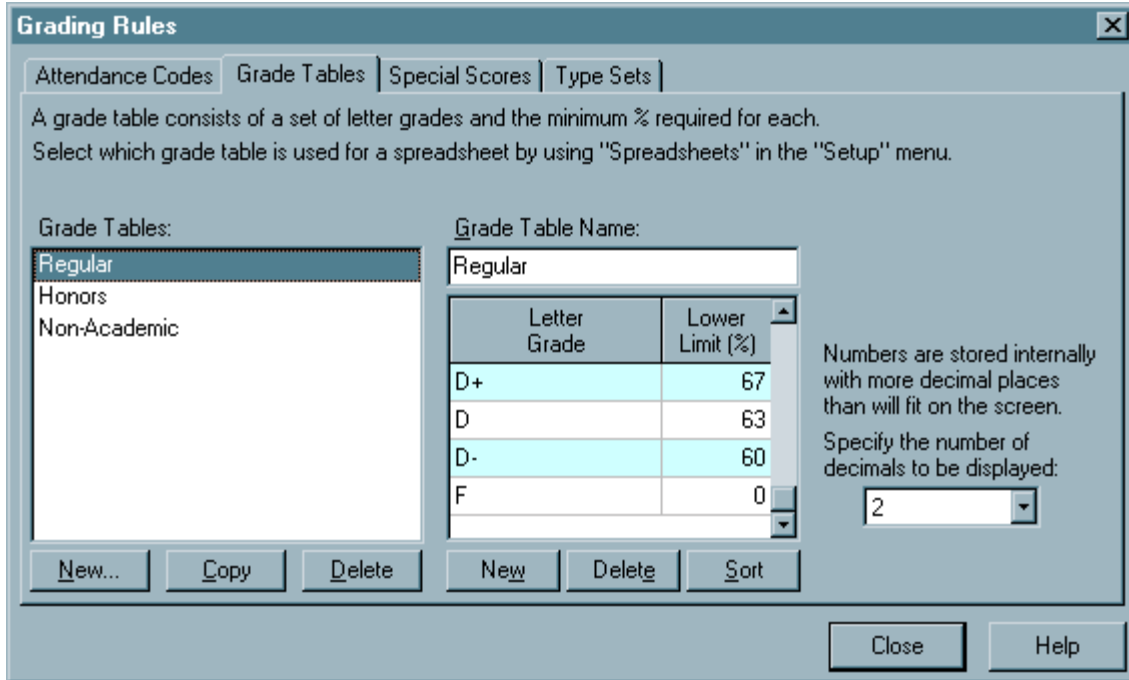
Grade Table Name: Regular

Letter Grade	Lower Limit (%)
B-	80
C+	77
C	73
C-	70
D+	67

Numbers are stored internally with more decimal places than will fit on the screen.
Specify the number of decimals to be displayed: 2

New... Copy Delete New Delete Sort

Close Help

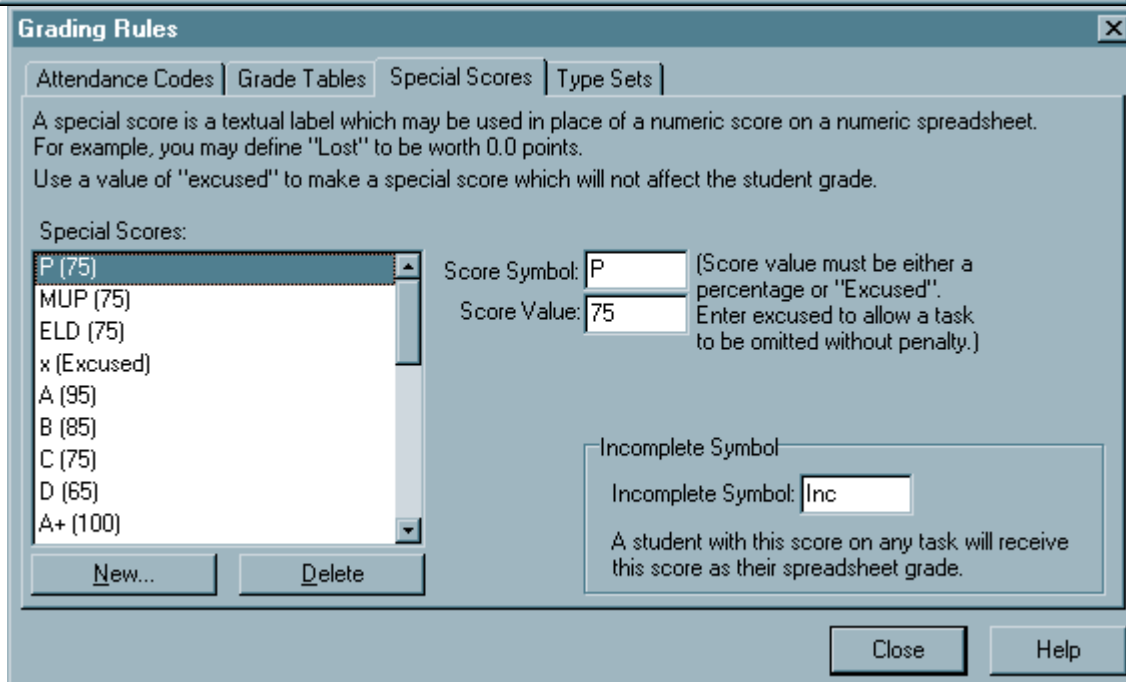
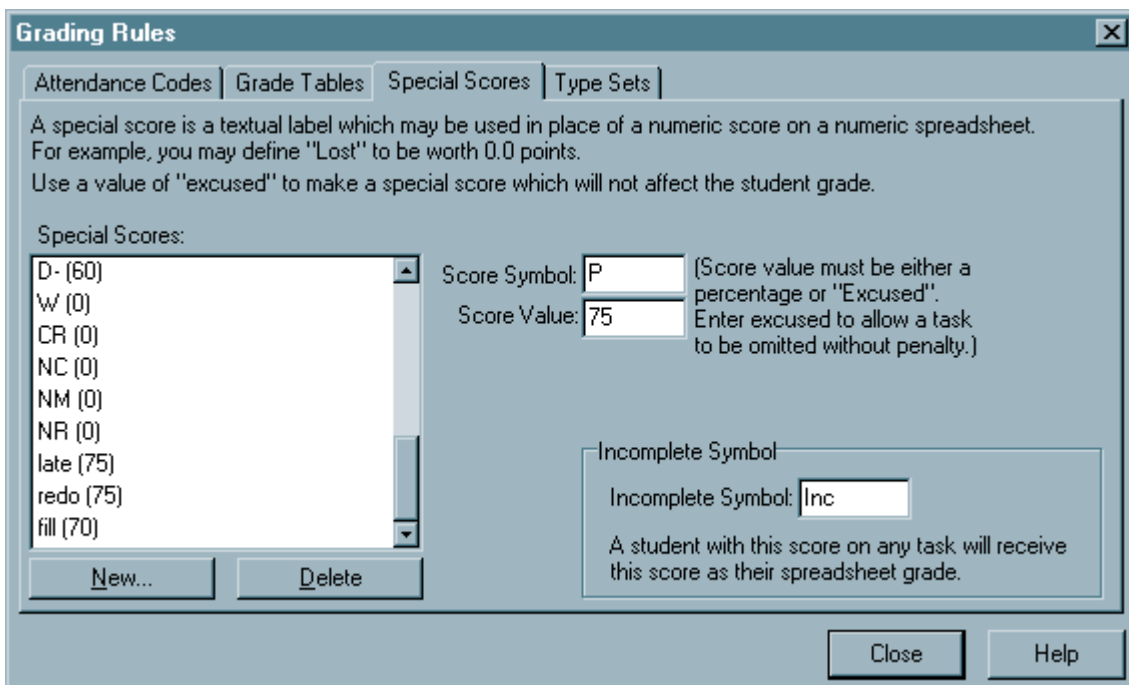


Setting Up Special Scores

A special score is a numeric score represented by a text label.

1. Start the InteGrade Pro software.
2. From the Setup menu, select Grading Rules. Click the Special Scores tab.
3. Review the special scores that are already predefined for your convenience.
 - To modify the score for any of the predefined special scores, select the score and type its new value in the Score Value field.
 - To modify the name for any of the predefined special scores, select the score and type the new name in the Score Symbol field.
 - To create a new special score, click New, type a name, and define the value.
 - To delete a special score, select the score, click Delete, and click Yes to confirm the deletion.
4. Review the symbol used to indicate an incomplete score. The default is INC.
5. Click Close.

Below are example of some special score I use:



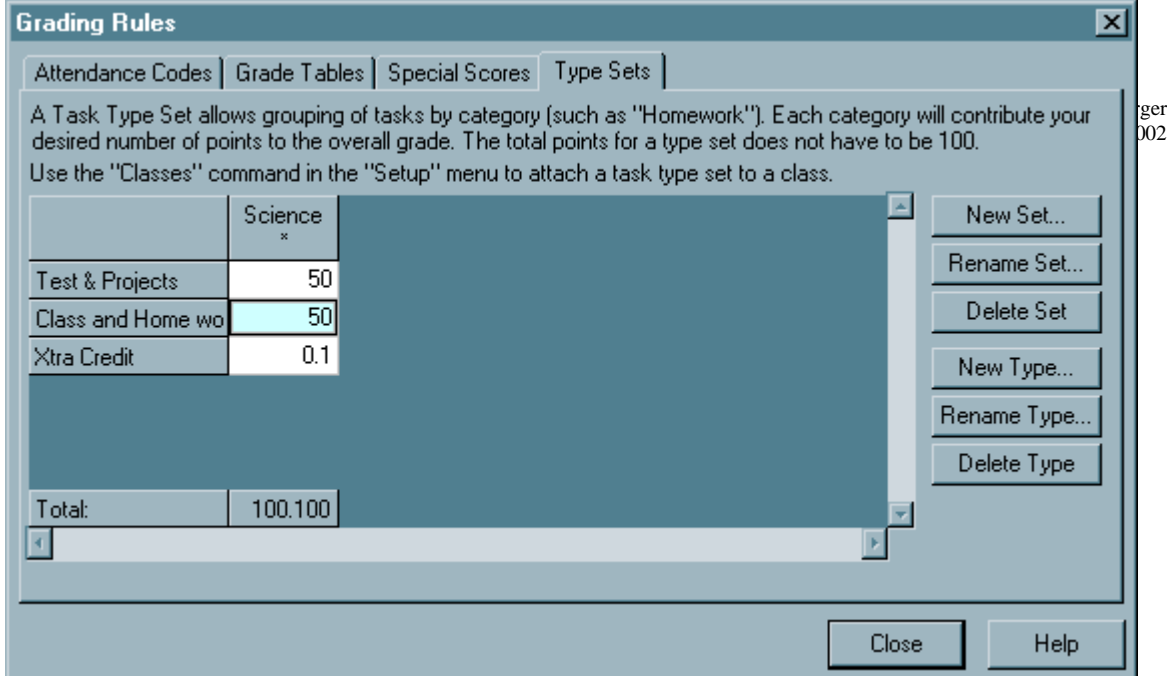
Setting Up Type Sets = Weighting Categories of Grades

Type sets let you group task types into categories. The system comes with sets already defined. Genna recommends you delete these presets.

Sets are classes or preps. If you teach Science 7 and Science 8, you would make a set named Science 7 and a set named Science 8. I only teach Science 8.

Types are categories. I have 2 categories in my grades. Half (50%) their final average comes from class work and home work, and the other half comes from test

and projects (50%). I also have an extra credit category counting .1% of the final average.



I deleted everything and made 1 new set and 3 new types.

You assign a type set to a particular class when you select Classes from the Setup menu

1. Start the InteGrade Pro software.
2. From the Setup menu, select Grading Rules.
3. Click the Type Sets tab and review the list of types (Homework, Exam, Quiz).
4. To create a new type, click New Type, type its name, and click Create. The type displays in the list at the left.
5. Review the sets (Humanities, Science, Elementary).
6. To create a new set, click New Set, type its name, and click Create. The set displays as a column heading across the top of the screen.
7. To add a type to a set, enter a numerical weight in the appropriate cell in the Type Set chart. You do not need to assign all the sets you create. The numbers do not have to total 100.
8. Click Close.

Modifying Type Sets

First, select a cell in the grid to choose the type or set to modify.

- To rename a Type, click *Rename Type*, enter the new name, and click Rename.
- To rename a Set, click *Rename Set*, enter the new name, and click Rename.
- To delete a Type, click *Delete Type*. Click Yes to confirm the deletion or No to cancel this action.
- To delete a Set, click *Delete Set*. Click Yes to confirm the deletion or No to cancel this action.

