

eSchoolBook

This training guide explains how to set grade weighting, calculate, and view semester grades.

In order to view the weighted semester grades for your students, please follow these steps to change the appropriate settings in your eSchoolBook:

1. In Class Administration > choose one of your classes from the dropdown list.
2. Click on the Description tab. For semester classes, check the box under Semester 1 Grade (or Semester 2 Grade for second semester classes), and click the Update button. For full year classes, make sure all boxes are checked and click the Update button.

Home Personal **Class Administration** Attendance Info My Children Good Evening,
Description Roster Assignments Grades Attendance WebPage Master Classes
Class: 561/1/30: Intro to Business (Default/bell A)
Class Information Class Weight Scale Class Grade Scale Class Staff Seating Chart Calendar
Modify Class Information Update

School:	Milton Area Senior High																
School Year:	09-10																
Course ID:	561/1/30																
Subject Name:	Intro to Business																
Teacher:	Spear, Donna - Milton Area Senior High																
Grade Level:																	
Period:	Default/bell A Days: 12345 Start: 00:00:00 End: 00:00:00																
Non-Standard Period:																	
Period Start:	: : AM																
Period End:	: : AM																
Room:	Business																
Department:	Business																
Team:																	
Credits:	0.500																
Homeroom:																	
Attendance Required?:																	
Session:	AM/All Day																
Marking Periods:	<table><tr><td>1st Marking Period</td><td>2nd Marking Period</td><td>midterm exam</td><td>Semester 1 Grade</td><td>3rd Marking Period</td><td>4th Marking Period</td><td>final exam</td><td>Semester 2 Grade</td></tr><tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>	1st Marking Period	2nd Marking Period	midterm exam	Semester 1 Grade	3rd Marking Period	4th Marking Period	final exam	Semester 2 Grade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1st Marking Period	2nd Marking Period	midterm exam	Semester 1 Grade	3rd Marking Period	4th Marking Period	final exam	Semester 2 Grade										
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

For Semester 1 classes, check the first four boxes.

For Semester 2 classes, check the last four boxes.

For Full-Year classes, check all boxes.

- Next, click on the Class Weight Scale hyperlink
- Under the Class Weight Scale (Grade Based), click Copy Weights from Another Class/School

[Class Information](#) **[Class Weight Scale](#)** [Class Grade Scale](#) [Class Staff](#) [Seating Chart](#)

Class Weight Scale (Assignment Type Based):

Assignment Type	Weight (%)	Comments
Point System	100.00	

Class Weight Scale (Grade Based):

Scale	Marking Period	Weight (%)

Class: 561/1/30: Intro to Business (Default/bell A)

[Class Information](#) **[Class Weight Scale](#)** [Class Grade Scale](#) [Class Staff](#) [Seating Chart](#) [Calendar](#)

- For First Semester classes, choose Milton Area Senior High - Milton Area Senior High Calendar 2009-2010 Calendar - Semester 1 Grade from the dropdown list.

For Second Semester classes, choose Milton Area Senior High - Milton Area Senior High Calendar 2009-2010 Calendar - Semester 2 Grade from the dropdown list.

For Full Year classes, choose Milton Area Senior High - Milton Area Senior High Calendar 2009-2010 Calendar - Default Grade Scale from the dropdown list.

Then click the Copy Selected Weight Scale button.

Your Class Weight Scale (Grade Based) will look like one of the following:

Class Weight Scale (Grade Based):		
Scale	Marking Period	Weight (%)
Semester 1 Grade	1st Marking Period	40.00
Semester 1 Grade	2nd Marking Period	40.00
Semester 1 Grade	midterm exam	20.00

Class Weight Scale (Grade Based):		
Scale	Marking Period	Weight (%)
Semester 2 Grade	3rd Marking Period	40.00
Semester 2 Grade	4th Marking Period	40.00
Semester 2 Grade	final exam	20.00

Class Weight Scale (Grade Based):		
Scale	Marking Period	Weight (%)
Default Grade Scale	1st Marking Period	20.00
Default Grade Scale	2nd Marking Period	20.00
Default Grade Scale	midterm exam	10.00
Default Grade Scale	3rd Marking Period	20.00
Default Grade Scale	4th Marking Period	20.00
Default Grade Scale	final exam	10.00

- Next, go to your Grades tab and make sure that your marking period grades and midterm grades are posted to your report card. (refer to the tutorials for these processes if needed)
- Now you can post your weighted Semester grades. In the Grades tab view, click on the Post Report Cards hyperlink.
- Select Semester 1 Grade (or Semester 2 Grade for second semester) for both the Post Grades for Period and using grades for dropdown options.

And, make sure you select the Semester/Final radio button. Then click Go.

Click Copy Scores & Grades to bring all the data from your spreadsheet into the report card. Click the Update button. This view will show you the correct "weighted grade" for 1st marking period, 2nd marking period, and semester exam (or 3rd marking period, 4th marking period, and final for end of year).

Assignments Spreadsheet Grades Cumulative Post Report Cards Report Cards							
Post Grades for Period: Semester 1 Grade		using grades for: Semester 1 Grade					
Calculate for: Marking Period <input type="radio"/> Semester/Final <input checked="" type="radio"/>							Go
Copy Scores & Grades Update Delete							
Student	Score	Grade	Exclude	Posted Score	Posted Grade	Actual Grade	Comments
Bastian, Braden A 25742	60%	F	<input type="checkbox"/>	60	F	60	
English, Jakob D 30056	72%	C	<input type="checkbox"/>	72	C	72	
Heddings, Alicia J 30208	36%	F	<input type="checkbox"/>	36	F	36	
Hess, Lindsay E 25845	73%	C	<input type="checkbox"/>	73	C	73	
Kline, Christopher D 26604	68%	D	<input type="checkbox"/>	68	D	68	
Unroe, Nicole L 25966	90%	A	<input type="checkbox"/>	90	A	90	

- Repeat this process for each of your classes.

10. This is what the students and parent will see when they view the Semester report card:
(However, at the time this was snipped, not all midterms and semester grades were posted)

Report Card for: Rachael M Spear										
Course	Subject	Instructor	1st Marking Period		2nd Marking Period		midterm exam		Semester 1 Grade	
			Score	Grade	Score	Grade	Score	Grade	Score	Grade
322/5/30	Algebra 2 A	Mrs. Kirk	90	A	91	A	93	A		
		(Comments)								
211/3/30	Chemistry 1 A	Ms. Hinson	90	A	84	B	81	B	86	B
		(Comments)	Pleasure To Have In Class							
101/1/30	English 10 A	Mrs. Gaydon	90	A	91	A				
		(Comments)								
813/6/30	Introduction to Foods	Mrs. Hudson	96	A	99	A				
		(Comments)								
732/2/30	Latin 2 A	Ms. Day	83	B	87	B	85	B		
		(Comments)	Low Test Or Quiz Scores							
849/4/30	Pottery	Mrs. Richie	95	A	91	A				
		(Comments)								
712/1/30	Spanish 2 A	Mrs. Hunter	86	B	91	A				
		(Comments)								
2007/1/30	Teaching assistant	Mrs. Spear	P	P	P	P				
		(Comments)								
401/2/30	U.S. History 2 A	Mr. Conn	94	A	98	A				
		(Comments)								

Please be aware, the grades shown in eSchoolBook are tentative and do not reflect additional weighting for Honors and AP courses. The final printed report card will reflect true weighted grades.

The following disclaimer was added to the student parent report card view:

“Please be aware, the grades shown in eSchoolBook are tentative and do not reflect additional weighting for Honors and AP courses. The final printed report card will reflect true weighted grades.”

Additional Note: The Default Grade Scale weighting (for full year courses) was pushed out to all teachers and courses in an effort to streamline this process. If you teach semester classes, you can delete the Default Grade Scale by clicking on any one of the hyperlinks, unchecking all boxes, and clicking the update button. Then add the appropriate semester grade scale as outlined in steps 3, 4, and 5 above.