



X2 Functional Gradebook

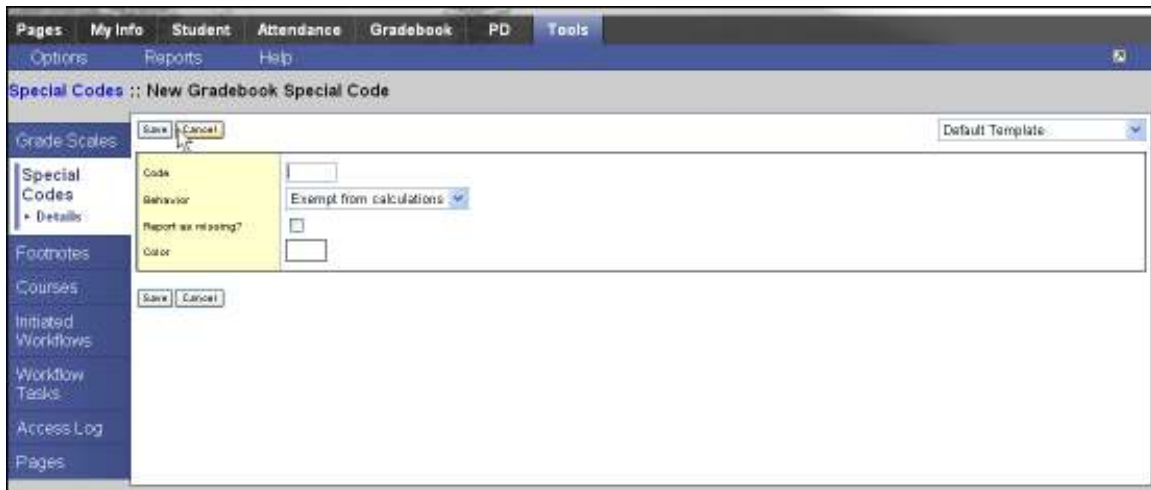
Special Codes for Assignment Grades

Teachers can create special gradebook codes to enter for assignment scores that can exempt the score from the student's average or count as a score of zero (0). For example, a teacher might create the MED (medical) code to explain why a student did not complete an assignment, and then determine that MED codes do not count towards the student's average. Or, a teacher might create the CH (cheated) code, and count that grade as a zero in the student's average.

***Note:** Be careful not to create a code that is already represented in your grade scale. For example, you do not want to create a cheating code C if your grade scale contains a C grade.*

To create special codes:

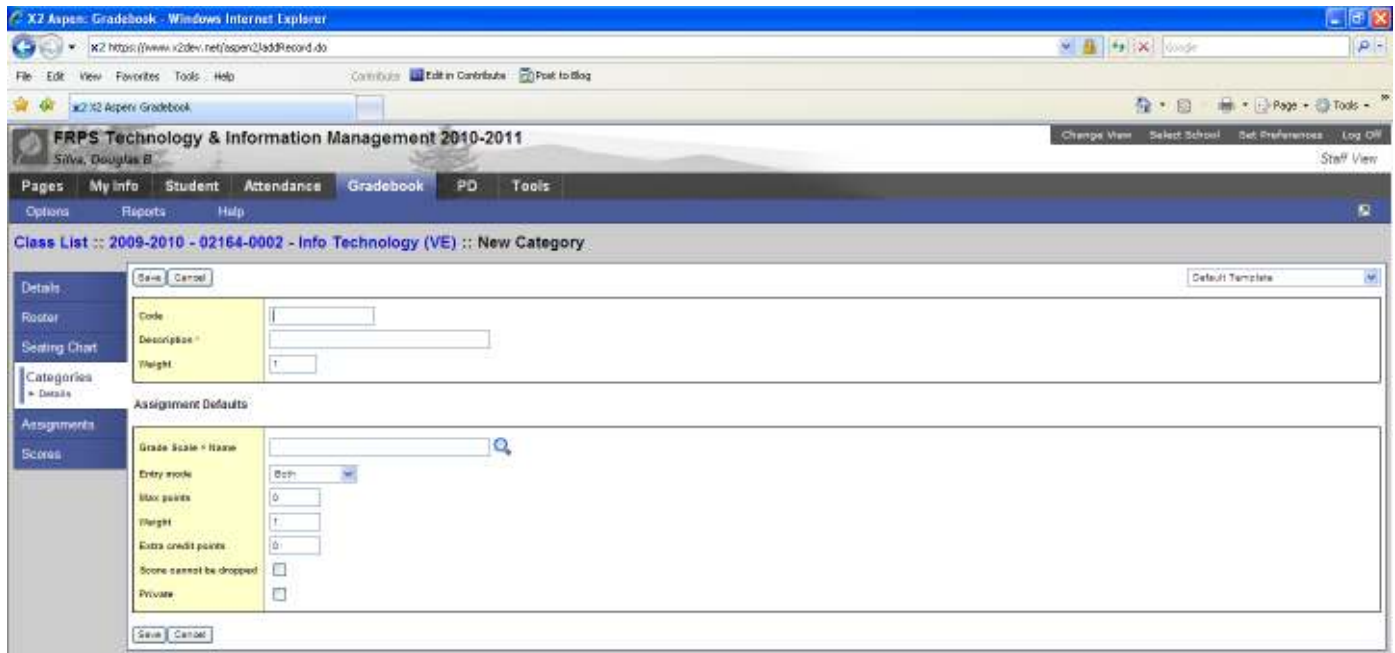
1. Log on to the Staff view.
2. Click the **Tools** tab.
3. Click the **Special Codes** side-tab.
4. On the **Options** menu, click **Add**. The **New Gradebook Special Code** page appears:
5. Enter the code.
6. At the **Behavior** field, select one of the following:
 - **Exempt from calculations** to determine that the system should not count this assignment when calculating the student's average.
 - **Calculate as zero** to determine that the system should count this as a zero when calculating the student's average.
7. Select the **Report as missing** checkbox if you want assignments with this code to appear on reports that list missing assignments (such as a progress report). These assignments appear in addition to assignments with no score.
8. Select the **Color** you want the system to display the code in after you click **Save**. For example, you might want the **CH** (cheated) code to appear in red so that you can easily locate it on the Scores page.
9. Click **Save**.



The screenshot shows a web application interface for creating a new gradebook special code. The top navigation bar includes 'Pages', 'My Info', 'Student', 'Attendance', 'Gradebook', 'PD', and 'Tools'. Below this, there are tabs for 'Options', 'Reports', and 'Help'. The main content area is titled 'Special Codes :: New Gradebook Special Code'. On the left, there is a sidebar with a 'Special Codes' section containing a 'Details' link. The main form area has a 'Code' field, a 'Behavior' dropdown menu set to 'Exempt from calculations', a 'Report as missing?' checkbox, and a 'Color' field. There are 'Save' and 'Cancel' buttons at the top and bottom of the form.

Categories

Define the types of assignments you give in all of your classes by creating categories. For example, you might assign homework, quizzes, tests, term papers, and a presentation. Define a category for each one.

The screenshot shows a web browser window titled "X2 Aspen Gradebook - Windows Internet Explorer". The address bar shows the URL "X2 https://www.x2dev.net/aspem2/asdrRecord.do". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows "Contribute", "Edit in Contribute", and "Post to Blog". The page title is "FRPS Technology & Information Management 2010-2011" with the user "Silva, Douglas B." logged in. The navigation menu includes "Pages", "My Info", "Student", "Attendance", "Gradebook", "PD", and "Tools". Below the navigation menu are "Options", "Reports", and "Help" links. The main content area is titled "Class List :: 2009-2010 - 02164-0002 - Info Technology (VE) :: New Category". On the left is a sidebar with "Categories" selected. The main form has a "Details" section with fields for "Code", "Description", and "Weight". Below that is an "Assignment Defaults" section with fields for "Grade Scale Name", "Entry mode", "Max points", "Weight", "Extra credit points", "Score cannot be dropped", and "Private". There are "Save" and "Cancel" buttons at the top and bottom of the form.

To define a category:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Click the **Categories** side-tab.
4. On the **Options** menu, click **Add**. The New Category page appears:

*Note: You can also import categories from another section. To import categories, click **Import Categories** on the **Options** menu.*

5. Type a code and a description for the category.

Note: Because the code can appear in the column header on the Scores page, type a short value.

6. If you set your gradebook preferences to calculate term averages by weight, type a **Category weight** if you want the system to weight any grades you enter for an assignment in this category. For example, if you create the assignment type **Homework**, and homework is 15% of the students' final grade, type **15**. Then, when you enter a grade for a homework assignment, the system automatically weights that grade 15% towards the current grade for the term.

Note: Weights do not have to add up to 100. A category's weight need only be relative to other category weights. For example, you might weight tests 50%, quizzes 25%, and homework 25%. You could also weight those same values as follows: tests 2, quizzes 1, homework 1.

7. In the **Assignment Defaults** box, you can determine the default values for any assignment you create for this category. This can save you time when creating assignments:

- At the **Grade Scale Name** field, click to select the grade scale you want to use when entering grades for assignments in this category.

Note: District grade scales are available for you to use for all assignments. Create grade scales only if you have a personal grading scheme that is not defined by a district grade scale.

- Select the **Allow numeric grades** checkbox to be able to type numbers on the Scores page for an assignment.
- Type the **Max (maximum) points**.
- Type any **Extra credit points** a student can earn for an assignment.
- Select the **Private** checkbox if you do not want this assignment to appear in the Student or Family views.

9. Click Save.

10. Repeat steps 4-9 to create all the categories you use in your classes. Then, you can create assignments to add actual assignments of this type to your gradebook.

Creating Assignments

Create assignments so you can put actual assignments in your gradebook. Then, you can enter scores for these assignments, which the system can use to update students' term averages.

You can copy assignments to quickly create duplicates, and you can import assignments from another of your class sections or from previous years.

Note: You must define categories and set your gradebook preferences before you can create actual assignments.





To create assignments:


1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Click the **Assignments** side-tab.
4. On the **Options** menu, click **Add**. The New Assignment details page appears:

The screenshot shows the 'New Assignment' form in the FRPS Technology & Information Management 2010-2011 system. The form is titled 'Class List :: 2009-2010 - 02164-0002 - Info Technology (VE) :: New Assignment'. It features a left sidebar with navigation options: Details, Roster, Seating Chart, Categories, Assignments (selected), and Scores. The main form area is divided into several sections: 'Details' with fields for Category > Code, Code, Name, and Description; 'Extra credit' with checkboxes for Extra credit, Sequence number, and Private; 'Online submission' with fields for Open date and Close date; 'Date assigned' with fields for Date assigned, Date due, Grade Term, and Grade Scale; and 'Entry mode' with a dropdown menu and fields for Max points, Weight, Extra credit points, and a checkbox for 'Score cannot be dropped'. The form includes 'Save' and 'Cancel' buttons at the top and bottom.

5. Type or select the **Category Code**. If you defined default values for assignments in this category, the affected fields will be filled in with category's defaults.

6. Use the following table to enter information in the fields:

Field	Description
Category Code	Click  to select the category for this assignment.
Code	Type a code for the assignment. Because the code appears as the column header on the Scores page, type a short code with no spaces.
Name	Type a detailed name for the assignment.
Description	Type a detailed description of the assignment for your records.
Extra Credit	<p>Select this checkbox to treat this entire assignment as extra credit.</p> <p>Note: If you select this checkbox, do <i>not</i> enter a value in the Extra credit points field below. Do <i>only one</i> of the following:</p> <ul style="list-style-type: none"> • Select the Extra Credit checkbox to treat the <i>entire</i> assignment as extra credit; <i>or</i> • Enter a value in the Extra credit points field to allow students to earn extra points, in addition to their earned points, for this assignment.
Sequence number	Type a number to represent where you want this assignment to appear on pages in relation to other assignments that share the date due.
Private	Select this checkbox if you do not want this assignment or any grades for this assignment to appear in the Student and Family portals.
Online submission	<p>If you want students to be able to submit files for this assignment online using the Student Portal, type the dates or click  to set the Open and Close Dates for the online submission.</p> <p>Note: Your class page must contain the Submit Assignments widget for students to be able to submit assignments for this class.</p> <p>You receive these files on the Scores page.</p>
Date assigned	Type or click  to select the date you created the assignment.
Date due	Type or click  to select the date the assignment is due.
Grade Term > Term ID	The system enters the grade term based on the date you enter at the Date due field. You can change this value.

Grade Scale > Name	The grade scale you associate with the category you select at the Category Code field appears. If you want to use a different grade scale for this assignment, begin typing the value and select the one you want, or click  to select from a pick list.
Allow numeric grades	Select this checkbox if you can enter a numeric grade for this assignment.
Total points	This field appears only if you calculate averages by total points . Type the number of possible points a student can earn. You determine how you calculate averages when you set your gradebook preferences.
Max points	This field appears only if you calculate averages by category weight or category and assignment weights. Enter the maximum number of points a student can earn for this assignment. You determine how you calculate averages when you set your gradebook preferences.
Weight	This field appears only if you calculate averages using category and assignment weights. Type a number if you want to weight this individual assignment in relation to other assignments in this category. For example, you might weight a difficult homework assignment more than an easy reading homework assignment. You determine how you calculate averages when you set your gradebook preferences.
Extra credit points	Enter the number of extra credit points a student can earn for this assignment. A student can earn these points only; students are not penalized for extra credit points. Note: If you enter a value in this field, <i>do not</i> select the Extra Credit checkbox above. <i>Do only one</i> of the following: <ul style="list-style-type: none"> • Select the Extra Credit checkbox to treat the <i>entire</i> assignment as extra credit; <i>or</i> • Enter a value in the Extra credit points field to allow students to earn extra points, in addition to their earned points, for this assignment.

7. Click **Save**. You can now enter grades for the assignment on the **Scores** side-tab.

Copy Assignments for a Class

After you create an assignment for a class in your gradebook, you can copy that assignment to quickly make a duplicate for that class. For example, assume you are assigning five identical homework assignments for the week (Worksheets 1-5). You can create the homework assignment for Worksheet 1, and simply copy it four times to save yourself the time it takes to define the assignment and its point information.

To copy assignments for a class:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Click the **Assignment** side-tab.
4. Select the checkbox(es) next to the assignment(s) you want to copy.
5. On the **Options** menu, click **Copy Assignments**. The system asks you to confirm the number of assignments you want to copy. Click **OK**. The system copies the assignments.
6. Select the checkbox next to an assignment, and click **Details** on the **Assignments** side-tab.
7. Edit information specific for this assignment. For example, you might want to change the name from Worksheet 1 to Worksheet 2.
8. Click **Save**.
9. Continue to make any changes you need for each copied assignment.

Import Assignments from Another Class or Year

You can import assignments into your class sections from one of your current sections or from a previous year in your gradebook.

To import assignments:

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Click the **Assignment** side-tab.
4. On the **Options** menu, click **Import Assignments**. The Import Assignments dialog box appears.
5. At the **Import from** field, click to select the section you want to copy assignments from. A list of your course sections sorted by year appears.
6. Select the course section you want to copy assignments from, and click **OK**.
7. Select one of the following to indicate which assignments you want to copy:
 - **Selected** to select specific assignments from the section. The Assignment pick list appears in descending order. Select the checkbox next to each assignment you want to copy, and click **OK**.
 - **Category** to select entire categories of assignments to copy from the section. The Category pick list appears in descending order. Select the checkbox next to each category of assignments you want to import, and click **OK**.
 - **All Assignments** to copy all assignments from the section.
8. Click **OK**.