



## How to Give Grades to SNU (Only) Classes

The following is a list of SNU classes:

1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade
Language Arts	Language Arts	Writing Process	Handwriting	Art
Art	Art	Art	Art	Music
Music	Music	Music	Music	PE
PE	PE	PE	PE	
Science/Health	Science/Health			
Social Studies	Social Studies			

The grading scale that we are using for the remaining of this school year:

**S = 85 to 100**

**N = 75 to 84**

**U = 0 to 74**

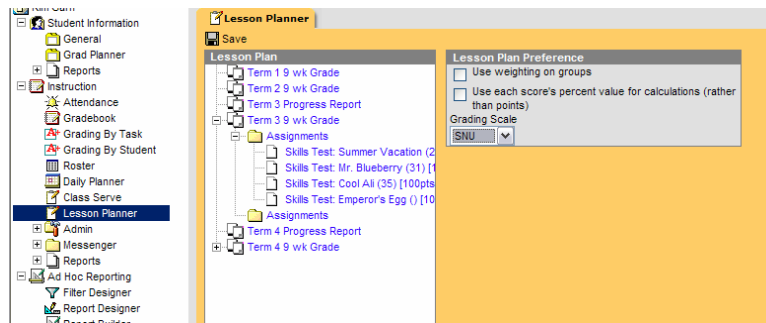
Therefore, you will be able to keep grades in the gradebook and the average will correlate to the S N U on the report card.

**Choice ONE:** You can keep all of your assignment grades in the gradebook. You can give all assignments a number grade. The number grades will average and associate the S N or U to that number percent grade.

**Choice TWO:** You can just enter a number grade on one assignment and IC will associate the S N or U to the number percent grade.

### How to setup Lesson Planner:

1. Change the section to the class that you want to give grades.
2. Choose the correct term. In this example, Term 3 9 wk grade.
3. Change the Grading Scale to SNU. Do not check the boxes.

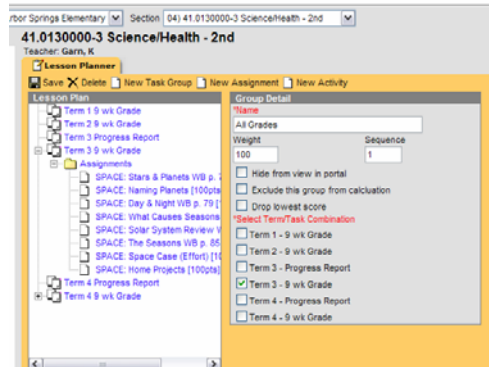


4. Save. Click Lesson Planner on the left to Refresh the window.

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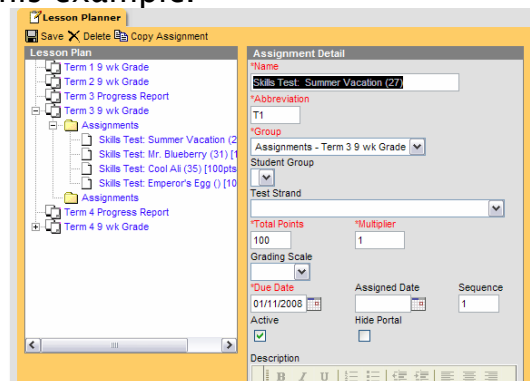
5. Click New Task Group.
6. Name the group Assignments.
7. Weight 100.
8. Check Term 3 - 9 weeks and Term 4 - Nine weeks.
9. Save.



**Create an Assignment – you can create the new assignment in lesson planner or in the gradebook. See the directions below for the method that you would like to use.**

### *In Lesson Planner*

1. In: Click New Assignment.
2. Name the assignment – example Grade.
3. Put in abbreviation – example GRD.
4. Use the drop down to select the correct group. Select the group – Assignments - Term 3 9 weeks in this example.



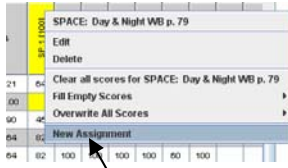
5. Total Points = 100
6. Multiplier = 1
7. Grading Scale = BLANK – do not change it.
8. SAVE.

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# How to Give Grades to SNU (Only) Classes

## In Gradebook

1. Open the Gradebook to the section and nine weeks for the class.
2. Right Click on the Group that you created. In my example it is Assignments.
3. Choose New Assignment.



Choose New Assignment and Complete the Assignment Details

4. Name the assignment - example Grade.
5. Put in abbreviation - example GRD.
6. Use the drop down to select the correct group. Select the group - Assignments - Term 3 9 weeks in this example.
7. Total Points = 100
8. Multiplier = 1
9. Click OK.
10. SAVE. (if red)

## Enter Grades into Gradebook

1. Open the Gradebook to the section and nine weeks.
2. Put in a number grade for your students in the assignment that you created. See scale on page 1. For example, if you would like to give the student an S, enter any score between 85 and 100 and an S will appear for the average.

totals	Pts	Poss	%	Grd	%	Grd	%	Grd [100]
	80.00	100.00	80.00	S			80.00	80
	85.00	100.00	85.00	S			85.00	85
	50.00	100.00	50.00	U			50.00	50
Ranki L	60.00	100.00	60.00	U			60.00	60
	0.00	100.00	0.00	U			0.00	0
	100.00	100.00	100.00	S			100.00	100

4. You can put as many assignments in the gradebook as you want. The grades will average for you. **YOU MUST HAVE AT LEAST ONE ASSIGNMENT**

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