



Speical Codes in the Gradebook

Teachers who want to report a “code” rather than a mark can use special code in their gradebook.

Part 1 – Creating Special Codes

1. Click **Tools** Top Tab, **Special Codes** Side Tab
2. Click **Options**, then **Add**. Complete the form.

The form contains the following elements:

- Buttons: Options, Reports, Help, Save, Cancel
- Code: (Callout 1: Type up to 5 characters)
- Behavior: Exempt from calculations (Callout 2: Select: Exempt from Calculations, Calculate as zero, OR Calculate as full point value)
- Report as missing?: (Callout 3: Toggle ON/OFF)
- Color: (Callout 4: Do not change)
- Buttons: Save, Cancel (Callout 5: Save)

Repeat as many times as necessary.

3. Click **Special Codes** Side Tab to return to the list of codes

0 of 4 selected

<input type="checkbox"/>	Code	Behavior	Missing?
<input type="checkbox"/>	Inc	Calculate as zero	N
<input type="checkbox"/>	NHI	Calculate as zero	Y
<input type="checkbox"/>	omit	Exempt from calculations	N
<input type="checkbox"/>	Redo	Calculate as zero	N

Part 2 – Entering/Using Special Codes on Assignments


1. Click the cell that you want to enter the special code into. (**Gradebook** Top Tab, **Scores** Side Tab for the respective course)

30	20	15	25	27	23	8		
30	20	omit	28	30	22	8	26	1
29	20	15	30	30	22	8	28	1
29	16	15	20	29	16	6	23	0
25	18	15	23	26	21	6		
30	20	15	29	27	24	8	28	1
30	15	15	24	26	18	6	25	1
29	11	15	19	25	16	5	21	0
27	20	15	27	30	23	7	27	0
28	18	15	28	29	20	8	24	0
30	18	15	24	27	21	6	17	1
26	16	omit	25	26	21	7	22	1



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2. Type the special code in the cell (Ctrl + L will have a pop-up of your special codes appear)

30	20	15	25	27	23	8	Omit 	1
30	20	Omit	28	30	22	8	26	1
29	20	15	30	30	22	8	28	1
29	16	15	20	29	16	6	23	0
25	18	15	23	26	21	6		
30	20	15	29	27	24	8	28	1

Notes:

1. **Special Codes** appear in the Parent/Student Portal:
2. **Special Codes** do not appear on progress reports, they appear based upon the Behaviour / Report as Missing settings