



Combining Gradebook Setup and Issues

Set Up

1. When combining classes, ensure that
  - a. It makes "sense" to combine the gradebooks.
  - b. The primary section has at least 1 student in the class.

Classes :: CLS /MADIT09G-001 /M

Master

Options Reports Help

Sections

Save Cancel

Matrix View

Default Template

Identifier \* CLS /MADIT09G-001 /M

Name ADST -GAMEMAKER 9

Class maximum enrollment \* 29

Class closed at max

Class enrollment total 9

Sections  Combine Gradebook

	Course	Description	Teacher	Classroom	Schedule term	Schedule	Enrollment maximum	Enrollment total	Primary Section
<input type="checkbox"/>	MADER09-001	ADST - Electronics and Robotics		K121	S2	1(4) 2(3) 3(2) 4(1)	29	0	<input type="radio"/>
<input type="checkbox"/>	MADIT09CA-001	ADST -COMPUTER ANIMATION 9		K121	S2	1(4) 2(3) 3(2) 4(1)	29	2	<input type="radio"/>
<input type="checkbox"/>	MADIT09COM-001	ADST -COMPUTER PROGRAMMING 9		K121	S2	1(4) 2(3) 3(2) 4(1)	29	0	<input type="radio"/>
<input type="checkbox"/>	MADIT09CS-001	ADST -COMPUTER STUDIES 9		K121	S2	1(4) 2(3) 3(2) 4(1)	29	3	<input type="radio"/>
<input type="checkbox"/>	MADIT09G-001	ADST -GAMEMAKER 9		K121	S2	1(4) 2(3) 3(2) 4(1)	29	4	<input checked="" type="radio"/>

Save Cancel Add Delete

- c. The courses have the same transcript definition

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

School Courses

Master

Schedules

Options Reports Help

mader

0 of 5 selected

	CrsNo	Credit	Description	GrdLvl	ExcludeSize	SeqNo	TransDef > Name	RubricDef
<input type="checkbox"/>	MADIT09G	0.0	ADST -GAMEMAKER 9	09	N	0	Quarterly - No Calculated Final	
<input type="checkbox"/>	MADIT09CS	0.0	ADST -COMPUTER STUDIES 9	09	N	0	Quarterly - No Calculated Final	
<input type="checkbox"/>	MADIT09COM	0.0	ADST -COMPUTER PROGRAMMING 9	09	N	0	Quarterly - No Calculated Final	
<input type="checkbox"/>	MADIT09CA	0.0	ADST -COMPUTER ANIMATION 9	09	N	0	Quarterly - No Calculated Final	
<input type="checkbox"/>	MADER09	0.0	ADST - Electronics and Robotics	09	N	0	Quarterly - No Calculated Final	

Courses

Courses Details Build Request Sections

Department Codes

Rooms



Combining Gradebook Setup and Issues

Staff View

- 1. When teachers post their grades... the POST Grades Button only appears in the primary section for the classes that are grouped together
- 2. The Teacher’s Widget only shows that the primary section has been posted when grades have been entered & posted for the entire section

Teacher Classes

Previous Sunday, February 2 Today Next

Classes Not Meeting	Grades	Posted	Email
MADDL08IT-008 - ADST...		<input type="checkbox"/>	
MADIT09CA-001 - ADST...		<input type="checkbox"/>	
MADIT09CS-001 - ADST...		<input type="checkbox"/>	
MADIT09G-001 - ADST ...		<input type="checkbox"/>	

- 3. When teachers print progress reports (Gradebook Top Tab > Scores Side Tab > Reports > Progress Reports) the class title on the report will be the primary section (not the course section that the student is enrolled in).
- 4. When doing grade entry in grade 8—12 combined classes the teacher needs to be aware of the reporting requirements for each grade level of course.

School View

- 1. When posting grades for the entire term (Gradebook Top Tab > Grade Input Side Tab) the software will post grades for all classes, regardless if they are combined or not.
  - a. If there is an issue with the transcript not posting records, look at the classes grouping and post again (Grades >Grade Input) Click into the primary section and Options>Post Grades

Classes :: CLS /MTMET11-003/MAD

Options Reports Help

Save Cancel

Identifier: CLS /MTMET11-003/MAD

Name: ADST - Metalwork 9

Class maximum enrollment: 24

Class closed at max:

Class enrollment total: 23

Course	Description	Teacher	Classroom	Schedule term	Schedule	Enrollment maximum	Enrollment total	Primary Section
MADM-09-003	ADST - Metalwork 9		40	S2	1(2) 2(1) 3(4) 4(3)	24	6	<input type="radio"/>
MTAMJ12-003	ART METAL AND JEWELLERY 12		40	S2	1(2) 2(1) 3(4) 4(3)	24	5	<input type="radio"/>
MTMET10-003	ADST - METALWORK 10		40	S2	1(2) 2(1) 3(4) 4(3)	24	3	<input type="radio"/>
MTMET11-003	METALWORK 11		40	S2	1(2) 2(1) 3(4) 4(3)	24	7	<input type="radio"/>
MTMET12-003	METALWORK 12		40	S2	1(2) 2(1) 3(4) 4(3)	24	2	<input checked="" type="radio"/>

Combine Gradebook

Save Cancel

Add Delete

- 2. The Grade Post Verification Report (Grades > Grade Input> Reports> Grade Post Verification Report) will only display as the Primary Section of the combined gradebook. The report “shows” that the non-primary sections have NOT been posted.



**Combining Gradebook Setup and Issues**

- 3. If you have “uncombined gradebooks” when school or teachers post grades, they are prompted to post grades for withdrawn students as part of the posting process. The USER must say NO. Otherwise a weird transcript record will be created.

