

# Frequently Asked Questions about Gradebooks

## Why won't my grades post?

There is a setting on your gradebook that doesn't conform with how our grades are reported to the system. Check to see that:

- The **Lesson Plan Preferences** for the spreadsheet is set properly. (*This is the reason 95% of the time.*)
- **Composite Grading** is set up properly.
- The Grading Window is open.

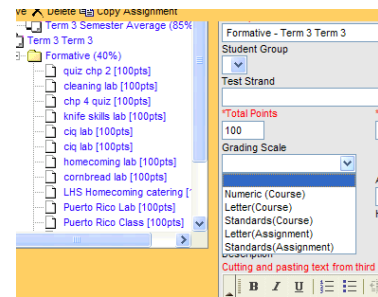
## Why can't I enter an assignment?

Assignments are entered into the grey columns of the gradebook; in order to have a corresponding gray column, you must go to the Lesson Planner and create a **New Assignment**. The assignment should be placed in the appropriate Task Group (folder) and spreadsheet.

## My grades don't seem to be calculating properly.

You may have accidentally set the **Grading Scale** on a particular assignment; this is not necessary, as the Grading Scale is set on the overall gradebook. Grading Scale for individual assignments should be left blank.

You should go back through all of the assignments in the Task Group or spreadsheet and make sure the Grading Scale for all assignments is blank.



## Students or parents report that the grade they see in IC is incorrect.

Most likely, either **Active** or **Hide from Gradebook Preview** is set incorrectly on one or more assignments.

**Active** means that a grade for this assignment is actively calculated into the student's average. If you have a grade entered for an assignment but it is not Active, the points won't be figured into the average.

**Hide from Gradebook Preview** means that a student or parent won't see the assignment – but the effect of the grade and the points can still be apparent in their overall grade. Hide from Gradebook Preview should be unchecked for any assignments you've completed grading.

Generally, you'll want to have your assignments be set either to this:

Active  Hide from Gradebook Preview

Have **exactly** one of the boxes checked.

Active  Hide from Gradebook Preview