

# POSTING GRADES

\*All courses require grades that correspond to the district grading scale for every term. *Review your settings in Easy Grade Pro to ensure they correspond to the following scale.*

100-93 = A	82-80 = B-	69-67 = D+
92-90 = A-	79-77 = C+	66-63 = D
89-87 = B+	76-73 = C	62-60 = D-
86-83 = B	72-70 = C-	59-0 = F

\*All courses require conduct scores for every term:

5 – The student **consistently** demonstrates the Washington Township character values of respect, responsibility, self-discipline, honesty, caring, and courage.

4 – The student **generally** demonstrates the Washington Township character values of respect, responsibility, self-discipline, honesty, caring, and courage.

3 – The student **inconsistently** demonstrates the Washington Township character values of respect, responsibility, self-discipline, honesty, caring, and courage.

2 – The student **too seldomly** demonstrates the Washington Township character values of respect, responsibility, self-discipline, honesty, caring, and courage.

1 – The student **does not** demonstrate the Washington Township character values of respect, responsibility, self-discipline, honesty, caring, and courage.

## I. Midterm (Interim)

Log into ARKnet

1. Choose "Grades"
2. Choose a class from the pull down menu.
3. Fill in appropriate grade and conduct score.
4. A minimum of **TWO** comments is required, one of which is number of missing assignments. Up to three comments may be seen by students and parents on *edline*. No exam or final grade information is needed until fourth nine wks.
5. Don't forget to SAVE after each class is entered.

Student Name	Student ID	Grade	Marking Period	1	Conduct	Com1	Com2	Com3	Exam	FY Final Grade
BANKS, ELLIOTT JOSEP	96189323	08								
BOXSLEY, CAJA A	96485470	08								
BURNETT, TAJON KEVA	96210928	08								
CLAY, CAMERON A	96425394	08								
COBBS, MICHAELA	96485458	08								
CUNNINGHAM, BETSY AN	96210323	08								
DOUGLAS, TYRONE JUNI	96485402	08								
EDWARDS, TIARRA SYMO	96214776	08								
GOGGINS, TRUNNIS	96189797	08								
HENLEY, JAYLON JEROM	96306628	08								
HOLLAND, ASHANTI S	96308968	08								

## II. Nine weeks Grading Terms

Log into ARKnet

1. Choose "Grades"
2. Choose a class from the pull down menu.
3. Fill in appropriate grade and conduct score.
4. A minimum of **ONE** comment is required, number of missing assignments. Up to three comments may be seen by students and parents on *edline*.
5. Don't forget to **SAVE** after each class is entered.

## III. Posting Grades: Final Term (4<sup>th</sup> Nine Wks.)

\* **GRADE 8** full year courses are required to give FY Final Grade.

\*Grade 6 and 7 and Semester courses do not have to give a final grade. (Leave blank)

## Final Grades: Easy Grade Pro (Combining Terms)

In each Easy Grade Pro class:

1. Choose "Tool" menu
2. Choose "Term Tool"
3. Choose "Combine"
4. Click on pull down arrows and choose each (term) with weights of 25%
5. Check students who match. *If students moved classes throughout the year, you will have to calculate by hand using their grades from the previous class placement.*

Tip #1: Add grade/term columns in your grade book to see each quarter side by side.

Tip #2: Print class summary by terms (When in the print screen, click class summary, then the options tab to print all terms side by side.)

## Final Grades: ARK

Student Name	Student ID	Grade	Marking Period 4	Conduct	Com1	Com2	Com3	Com4	Com5	FY Final Grade
BANKS, ELLIOTT JOSEP	96189323	08								
BOXLEY, CAJA A.	96485470	08								
BURHETT, TAUON KEVA	96210928	08								
CLAY, CAMERON A.	96425384	08								
COBBS, MICHAELA	96485458	08								
CUNNINGHAM, BETSY AN	96210323	08								
DOUGLAS, TYRONE JUNI	96485402	08								
EDWARDS, TIARRA SYMO	96211778	08								
GOGGINS, TRUNNIS	96189797	08								
MENLEY, JAYLON JEROM	96306828	08								
HOLLAND, ASHANTI S	96308868	08								

Example ARK setup:

*\*Please fill in fields for Marking Period 4, Conduct, Com1 with Missing Assignments, and FY Final Grade.*

Please see Natasha Mikus if you have questions when combining terms in EGP or when entering grades in ARK.